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INFORMATION LETTER

# Information for suppliers

Ladies and Gentlemen

ABB Switzerland Ltd processes all supplier invoices electronically. In order to ensure a secure settlement and punctual payment of the invoices, a correctly issued invoice is essential.

Our invoicing guidelines and valid invoice addresses you find under <https://new.abb.com/ch/en/supplying> as well further explained later in this document.

From the 1<sup>st</sup> of July, if you send our invoices electronically, all invoices should be sent via email as PDF to [invoice.submit@ch.abb.com](mailto:invoice.submit@ch.abb.com). If your invoice was successfully received by us, you will get an automated confirmation.

## IMPORTANT:

- If you submit your invoice electronically, we only accept one Invoice per one PDF
- It is recommended to insert invoice number in the email subject
- Only charge one Purchase Order at a time, not several together. This means, **one Purchase Order number on one Invoice**.
- Do not deduct credits from the invoice. Send credit notes separately.
- If you issue a **credit note**, mention the **referring invoice number**.
- Any **Additional Costs** not reflected on the Purchase Order **shall be agreed with ABB** prior to issuing the Invoice, otherwise the invoice is liable to be rejected by ABB.

**For other inquiries related to your invoice please use following contact details:**

**Reminder for an invoice**

[invoice.reminder@ch.abb.com](mailto:invoice.reminder@ch.abb.com)

**Information about an invoice**


[invoice.info@ch.abb.com](mailto:invoice.info@ch.abb.com)

In the next pages you find further details on the invoice requirements based on a sample invoice.

Thank you and best regards

ABB GBS Front Office

# Sample invoice



**COMPANY NAME**

Company name ltd.  
 name addition **1**  
 Street name  
 Postal Code and city

Bank details in CHF **3**  
 CS, 8070 Zürich, SWIFT CRESCH...  
 IBAN CH 02 0483 ...  
 Acc. 57... BC 4835

ABB Switzerland Ltd.  
 P.O. Box 1946 **2**  
 GBS-01  
 5401 Baden

Customer number: 11111 **12**  
 ABB UID: CHE-111.111.111

Invoice no. 563AB28 **4**

Zürich, 30.05.2018 **5**

| Our ABB PO number (purchase order #) | Order date | Order no. / delivery receipt no. | Our reference person | Delivery date |
|--------------------------------------|------------|----------------------------------|----------------------|---------------|
| 4500480585 <b>6</b>                  | 25.05.2018 | A18.627994.004                   | Hans Mustermann      | 26.05.2018    |

Delivery address: **14**  
 ABB Schweiz AG  
 High Voltage Products **15**  
 Brown Boveri Strasse 5  
 8050 Zürich

Currency: CHF **9**

| POS No.   | Item   | Delivery unit<br>Quantity delivered | Price              | Gross amount          | Net amount           |
|-----------|--|-------------------------------------|--------------------|-----------------------|----------------------|
| <b>16</b> | 80 006 <b>17</b><br>Flachdichtungen<br>Hochdruckmat. TESNIT<br>SVN4-M40.20<br>Gewinde-Flachdichtung M40<br>Zolltarif-Nr. 40169300<br>Ursprungsland: DE | pieces<br>20000                     | <b>7</b><br>170.00 | <b>18</b><br>3'400.00 | <b>8</b><br>3'661.80 |
| 20        | 80 007<br>Normatec O-Ring NBR 70.11<br>OR36.00X2.00<br>Zolltarif-Nr. 40169300<br>Ursprungsland: DE   | pieces<br>50000                     | 2.50               | 1'250.00              | 1'346.25             |

|                                |                  |
|--------------------------------|------------------|
| Total value of goods <b>10</b> | 4'650.00         |
| VAT (CH: 7.7%)                 | <b>11</b> 358.05 |
| <b>Total incl. VAT in CHF</b>  | <b>5'008.05</b>  |

Terms of payment: According to order **19**  
 ABB standard terms of payment: 90 days after the end of the month

## Additional page with explanations

The numbers shown on the previous page correspond to our mandatory fields, which **must** be mentioned on every invoice.

Please find the explanations referring to the sample invoice. Please note that points highlighted in red are the minimum requirements that must be fulfilled to process the invoice, otherwise your invoice will be rejected:

- 1 **Your complete address**
- 2 **Our complete address incl. GBS number (mentioned on our order)**
- 3 **Your banking details and VAT number**
- 4 **Invoice number (Please mention the invoice number not more than once on the invoice)**
- 5 **Date of invoice**
- 6 **Our ABB Purchase Order number (1 invoice per 1 PO)**  
\* For invoices without PO (as approved exceptions) – name of ABB contact person/ Cost Center reference
- 7 **Unit price**
- 8 **Net amount per article position**
- 9 **Currency**
- 10 **VAT-key on the invoice (e.g. 7.7% CH full rate)**
- 11 **Total gross amount, the VAT amount and the total net amount separately**
- 12 Our customer number in your system
- 13 Order date
- 14 Your reference
- 15 Our delivery address
- 16 Please adopt the Position Lines numbering from our Purchase Order
- 17 ABB material number and Exact article description
- 18 Gross amount per article position
- 19 Agreed payment terms (EOM – End of Month abbreviation required if applicable)