

	<b>Procure to Pay Process – Invoice handling and supplier payments</b> <b>从采购到付款流程——发票处理及供应商付款</b>	
	<b>Approved by: SCM/SAS</b> <b>Issued by: SCM/SAS</b>	<b>Issue Date: 01 March 2014</b> <b>Version: 1.0</b>

## 1. Introduction:


### 总则介绍:

- 1.1. The objective of this Process is to lay down a well-organized and effective invoice handling and supplier payment process as part of the global procure to pay process.  
此流程的目的是为组织一个高效的发票处理及供应商付款的过程而设置，同时是 ABB 全球从采购到付款流程的一部分。
- 1.2. ABB's ambition is to be regarded as a preferred customer by our suppliers. Together with our suppliers we continuously develop our products and processes. As payment process is an important part of business processes, we want to have it optimized.  
ABB 的目标是成为我们供应商的首选客户，并同我们的供应商一起持续改进优化我们的产品和流程。由于付款是我们商务流程中重要的一环，我们希望它能得以优化。
- 1.3. ABB strives to receive invoices from and make payments to our suppliers in the most efficient way in order to minimize administration for both parties and to avoid delay in payments.  
ABB 致力于以最高效的方法从供应商处收到发票并支付，以最大化降低双方在此流程行政方面的投入并避免延期支付。
- 1.4. Payments to suppliers should be made with the objective to reduce costs, administration, minimize time lag and risk of fraud.  
对供应商的付款流程的设计应做到降低成本和管理，最大限度地减少时间滞后以及欺诈风险。

## 2. Administration of supplier invoices

### 供应商发票的管理

- 2.1. The administrative cost for handling of supplier invoices is substantial. It is therefore important that all parties involved adapt the most efficient processes.  
用于处理供应商发票的管理成本是可观的，所以参与各方应接受并适应最高效的流程。

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### 3. Administration of supplier payments

#### 管理供应商付款

- 3.1. Electronic payments directly to the suppliers' bank account is ABB's preferred payment method. Check payments should be avoided.  
向供应商的银行账户电汇是 ABB 首选的付款方式，应避免使用支票付款。

### 4. Common routines in ABB companies

#### ABB 公司的一般程序

- 4.1. There is a continuous development within ABB to improve routines and systems in order to reduce costs and reach optimal efficiency in administration. The objective is to use the most efficient solutions as ABB standard and thereby have a common way of working for the mutual benefit of both ABB and our counterparties.  
ABB 一直不断提升付款的程序和系统以达到降低成本和优化管理效率的目的。我们的目标是以最高效的解决方案作为 ABB 的标准，使得 ABB 及其合作伙伴能够从这样标准的工作方式中获益。

### 5. Common information to suppliers

#### 给供应商的一般信息

- 5.1. Many of ABB suppliers have relations with more than one ABB company. It is therefore most important that conditions and documentation are coordinated and reflect ABB's rules for invoice handling and supplier payments.  
由于大部分供应商同时和多家 ABB 公司有业务关系，因此条款及文档能协调反映 ABB 对于发票处理和供应商付款的规则。
- 5.2. Common information for suppliers can be found on ABB Supplier Portal ([www.abb.com/supplyingtoabb](http://www.abb.com/supplyingtoabb)).  
给供应商的一般信息可以在 ABB 的供应商平台 ([www.abb.com/supplyingtoabb](http://www.abb.com/supplyingtoabb)) 上找到。

### 6. ABB General Terms and Conditions for Purchases:

#### ABB 采购一般条款:

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- 6.1. ABB’s General Terms & Conditions (ABB GTC) for Purchases contain standardized provisions for invoicing and payments and apply to ABB companies’ purchases made by (i) just placing Purchase Orders under the ABB GTCs, or (ii) on the basis of contracts concluded with suppliers. The ABB GTC for Purchases must be expressly referenced as applicable terms and conditions in the Purchase Orders placed by ABB purchasers, or in the respective purchase contract concluded by the ABB purchaser with the supplier and made available to the supplier - to become legally applicable to the respective purchase.

ABB 采购一般条款（ABB GTC）包含供应商对 ABB 各公司的采购行为开具发票及要求付款的条件，主要来源有：（1）带有 ABB GTC 的采购订单，或（2）与供应商签订的采购合同。ABB GTC 必须作为每个 ABB 采购订单的条款或反映在和供应商签订的合同中，成为每项采购适用的法律要求。

- 6.2. For different categories of purchased items (goods, services, installation of electro-mechanical works etc.) different ABB General Terms & Conditions are officially released and available for use by ABB purchasers (in some cases with country specific versions). All ABB GTCs for purchases are available in the ABB Supplier Portal under [www.abb.com/supplyingtoabb](http://www.abb.com/supplyingtoabb).

对于不同种类的采购项目（货物、服务、电气机械工程安装等），ABB 正式发布了不同的 ABB 采购一般条款，并供 ABB 的采购员使用（由于特殊原因个别国家的不同版本同时存在）。所有 ABB GTC 都可以在 ABB 的供应商平台（[www.abb.com/supplyingtoabb](http://www.abb.com/supplyingtoabb)）上找到。

## 7. Payment terms

### 付款期限

- 7.1. Payment terms are normally calculated based upon receipt of invoice or goods, whichever is later.

付款期限一般基于收到发票或收货的日期来计算，取两者中更晚的时间为计算依据。

- 7.2. The supplier payment term policy in ABB depends on region and legal requirements. It is based upon receipt of a valid invoice or goods/acknowledged services (whichever is the later), payable in the next payment run.

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ABB 对供应商付款期限的政策会依据不同地区和法律的要求来制定。ABB 会根据收到有效的发票或货物/认可的服务（以较迟的为准），在到期日之后的付款周期来进行支付。

## 8. Placing an order

### 下订单

- 8.1. ABB's policy is to purchase through purchase order. In case invoices are sent to ABB without a reference of a purchase order number or differs from the purchase order details, these are likely to face delays in payment as they need exception handling.

ABB 规定采购需通过采购订单来进行。如果 ABB 收到供应商寄来的无采购订单号码索引的发票或发票与采购订单明细不符，这样的发票非常可能会面临延期支付因为它们需要额外的特殊处理。

- 8.2. As a principle, invoice details should not be different from the purchase order details, e.g. same unit of measure on the invoice as on the order, same currency on the invoice as on the purchase order etc.

原则上发票明细需要保持和采购订单明细一致，例如发票上的规格单位需要和订单一致，相同的货币等。

- 8.3. For detailed requirement, please refer to (<http://new.abb.com/cn/supplying>)

对于具体的要求，详见 <http://new.abb.com/cn/supplying>

## 9. Incomplete Invoices


### 不完整发票

- 9.1. Invoices that are deemed incomplete will be returned with a specified reason. Payment terms will be calculated from the arrival date of correct invoice.

被认定为信息不完整的发票会在加注原因后退回。付款期限将从收到正确发票的日期开始计算。

## 10. Administrative costs, fees and charges

### 行政管理成本及收费

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- 10.1. ABB will not pay invoice fee, administration fee, reminder fee or similar fees and charges.  
 ABB 不会支付发票费、行政管理收费、催款单费或类似的收费及款项。

## 11. Payment procedure 付款流程

- 11.1. Payments will only be executed for:
- Registered invoices
  - Approved and fully matched invoices and
  - Invoices due for payment.
- ABB 仅在下列情形下向供应商支付款项:
- 发票已登记
  - 审批完成及完全符合要求的发票（发票同订单明细一致并已收到货物或认可的服务）
  - 发票已到期
- 11.2. ABB China organizes payment to supplier twice a month based on published schedule (insert web link) for qualified for payment invoices  
 ABB 中国每月会根据发布的时限安排两次付款给供应商符合上一条条件的到期发票。

## 12. Payment method 付款方式

- 12.1. The preferred payment method for supplier payments from ABB, both domestic and international, is electronic payments directly to the supplier's bank account. ABB will only pay to one bank account per supplier and currency unless legally required.  
 向供应商（海外及本地）的银行账户直接电汇是 ABB 首选的付款方式。  
 ABB 只会对每个供应商的一个货币账号进行支付，除非法律另有要求。

## 13. Payment charge 付款手续费

- 13.1. The payment instruction from ABB to the banks for charges related to international payments is SHARED. The definition implies that ABB takes the costs that occur in the sending bank and the supplier takes other costs.


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ABB 对银行发出的针对跨境支付的付款请求产生的手续费是需要和供应商共同承担的，即 ABB 支付发送银行的收费而供应商则承担其他的费用。

## 14. Handling of reminders


### 催款函的管理

- 14.1. In view of ABB’s payment routines as described above and to reduce bureaucracy, we do not expect to receive reminders or penalty interest invoices concerning invoices due less than 14 days.  
 基于以上描述的 ABB 付款程序并降低官僚主义，我们不希望收到供应商对于超期不足 14 天的发票的催款函或罚息的通知。
- 14.2. Due to administrative costs we do not find it meaningful, neither for ABB nor for our suppliers, to work with penalty interest invoices with amounts less than the counter value of USD 500.  
 处于对行政管理成本的考虑，我们认为处理 500 美金以下的罚息通知对 ABB 和供应商都没有任何意义。
- 14.3. If the above prerequisites regarding interest invoices are met, it is important that a separate interest invoice is sent. It is not allowed to have extra line item with interest charges on the next ordinary invoice.  
 如果罚息通知满足以上条件，罚息发票需要单独开出并寄送，ABB 不接受在下次正常发票上加一行罚息项目的做法。
- 14.4. In order to facilitate handling of reminders the supplier should attach a copy of the original invoice. This will prevent unnecessary delay of payment.  
 为了加快催款函的处理，供应商需要提供原始发票的复印件，以防止不必要的延期。

## 15. Factoring

### 保理

- 15.1. If the supplier has a factoring agreement, ABB will only accept paying all invoices to the finance company. Only the supplier should inform ABB about confirmation of and changes in the factoring set up.  
 如果供应商持有保理合同，ABB 仅接受向金融机构支付所有的到期发票。供应商在进行保理操作设置时需通知 ABB 保理的条件和付款账户的变更。

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## 16. China specific payment process details

### ABB 中国付款流程细则

- 16.1. China specific payment process details are available on this website link (<http://new.abb.com/cn/supplying>)  
在下面链接中你可以看到到 ABB 中国具体的付款细则 (<http://new.abb.com/cn/supplying>)