

GBS FINANCE ACCOUNTS PAYABLE

## Information to suppliers about local specifics of the payment process in Chile

Dear ABB Supplier,

As part of global standardization of the payment process within ABB, find below the country specific information regarding the payment process.

This document contains country specific details. In case no local exception is defined in this document, the global standard applies mandatory.

The latest version of the global ABB Procure to Pay Process (P2P) for suppliers is available at the ABB supplier portal ( <https://new.abb.com/about/supplying/doing-business-with-abb/invoicehandling> ).

### How to send invoices to ABB (related to chapter 2 of global P2P)

**I. Electronic invoices:**

Invoices through the portal Gosocket

Upload your invoices at the following link <https://www.gosocket.net/>

**II. Invoices via email:**

Invoices through email should be sent to these addresses:

[dte.cl@einvoiceing.signature-cloud.com](mailto:dte.cl@einvoiceing.signature-cloud.com)

**III. Invoices via physical mail service:**

Traditional invoices must continue to be sent to Av. Vicuña Mackena 1602, Ñuñoa, Santiago. Attention Accounts Payable, with a copy of the purchase order and the Reception Form. According as indicated in the first clause of the Purchase Order.

### Invoice requirements – deviations from global ABB standard P2P (related to chapter 6 of global P2P)

Listed below are the minimum details that an invoice must carry to ensure faster processing and avoid rejections. Please note any invoice not meeting this minimum requirement list is liable to be rejected by ABB. Payment due date will be calculated from the date of receipt of a valid invoice accepted by ABB or goods/service receipt whichever is later.

- ABB Chile's Tax Id (92805000-9)
- Supplier name
- Supplier address and reference person including contact details (telephone, e-mail etc.)
- Invoice date
- Invoice number
- Purchase Order (same as stated in the Order)
- Reception Form
- Office guide reference
- Supplier number (same as stated in the Order)
- Correct legal name and address of Customer
- Quantity

- Specification of Goods/Services supplied
- Price (total amount invoiced)
- Currency
- Tax or VAT amount
- Tax or VAT number

**Inquiries on your invoices**

Send mail to [cl-apchile@abb.com](mailto:cl-apchile@abb.com)

**Supply Chain Finance**

Brenda Castro: [brenda.castro@mx.abb.com](mailto:brenda.castro@mx.abb.com)

Gema Valdez Miranda: [gemavaldez.miranda@mx.abb.com](mailto:gemavaldez.miranda@mx.abb.com)

**In general:**

Please note this is part of the standard terms and conditions for supplying goods and services to ABB.  
More information can be found on [www.abb.com/supplyingtoabb](http://www.abb.com/supplyingtoabb)