



Information for Suppliers

ABB has a Shared Accounting Services (SAS) Center in Cary, North Carolina, where all of our US supplier invoices are processed.

One of our key initiatives is improving the quality and efficiency of supplier invoice processing. To achieve this goal, it is essential that our suppliers meet ABB's invoice requirements. We need your help! Failure to follow the instructions indicated below will delay your payment!

Invoice Requirements – Purchase Order

Invoices that are based on an ABB purchase order must contain the following information:

- Invoice Number
- Invoice Date
- Invoice Payment/Due Date -Optional
(Payment terms should be the same as indicated on the purchase order.)
- Bill-To Invoice Address (Invoicing Address)
The address that you send invoices to us for payment. Please note that the invoice address (used for invoices and supplier statements) and the correspondence address (used for order acknowledgements and other communications) are usually different addresses. The bill-to address is typically a post office box in Raleigh, North Carolina.
- Ship-To Address (Delivery Address)
This is the address to which goods are sent or services are received.
- ABB Reference
The ABB reference should be an ABB Purchase Order (PO) number. You may also include the ABB Supplier Vendor Number and the name of your ABB contact person/buyer. The best practice is to include the PO number and your supplier number (e.g. 450007328; 2701358).
- Quantity
- Price per Unit
- Extended Price
- Taxable/Non-Taxable Status
- Total Invoice Amount
- Delivery Note (Optional)
- Item Part Number
- Item Description
The description should clearly identify the corresponding item on the purchase order.
- PO Line #
- Supplier Name and Address
- Supplier Remit-To Address
- Supplier E-Mail Address
This is needed in case there are invoice accuracy issues. Referencing your seller account number on the invoice will enable more efficient communication.
- INCO TERMS Purchase terms (e.g. DDU – Delivery Duty Unpaid)
- Imported Goods
Please ensure that the HTS number and Country of Origin are shown on the invoice(s).

Additional Notes for Purchase Order (PO) Invoices

- Each item on the invoice must match the items as described on the purchase order and must include the purchase order item number, the quantity being invoiced, a brief but clear description of the purchase order item, and the individual item cost. For example, Item #2 on the purchase order should be invoiced as item #2 and described accordingly.
- Progress or partial payment invoices must follow the same guidelines as regular PO invoices, with the exception that they should clearly state that the invoice is progress or partial payment invoice. When applicable, the appropriate percentage being invoiced should also be stated along with the correct dollar amount that you are invoicing for each line item. This must be done for **each line item** that is being invoiced.
- Any and all changes to a purchase order must be entered and approved prior to invoicing.

Invoice Requirements – Non-Purchase Order

- Invoices that are **not** based on an ABB purchase order must contain the following information:
- Invoice Number
- Invoice Date

- Invoice Payment/Due Date -Optional (Payment terms should be the same as indicated on the purchase order.)
- Bill-To Invoice Address
The address that you send invoices to us for payment. Please note that the invoice address (used for invoices and supplier statements) and the correspondence address (used for order acknowledgements and other communications) are usually different addresses. The bill-to address is typically a post office box in Raleigh, North Carolina.
- Ship-To Address (Delivery/Service Address)
This is the address to which goods are sent or services are received.
- ABB Reference
The ABB reference for non-purchase order invoices should include the cost object, your ABB USA contact person/buyer, and your ABB USA Supplier Vendor Number (e.g. 1350001; frankwissink; 2701358). Non-purchase order references may also be contract numbers or delivery note numbers.
- Price per Unit
- Extended Price
- Taxable/Non-Taxable Status
- Total Invoice Amount
- Service/Item Description
The description should clearly identify the item/service provided.
- Supplier Name and Address
- Supplier Remit-To Address
- Supplier E-Mail Address
This is needed in case there are invoice accuracy issues.

How YOU can avoid delays in payments!!

There are several factors which can cause a delay in payment. Here are the things you can do to prevent this from happening.

- Send the invoice to the correct bill-to address (normally a post office box in Raleigh, North Carolina, but limited exceptions do exist) instead of sending it to the site/location/correspondence address.
- Never re-send invoices to the bill-to address/post office box address. This will avoid duplicate entries, which can hold up payment of the initial invoice received.
- Always **clearly** state the ABB reference on your invoice (e.g. "Your Reference: Purchase Order #...")
- Be sure the invoice is issued with the same payment terms as the purchase order.
- Be sure to include an e-mail address where we can contact you if there are issues with the invoice.
- If faxing invoices, please ensure that each invoice is faxed separately. Invoices faxed together risk being combined into a single invoice when scanned.
- Because our invoices are scanned, there are a couple of things to keep in mind to avoid low scan quality:
 - Please do not put required fields on the very top or bottom of the invoice. Leave at least a half-inch margin before this data is included, as the invoice will not be properly scanned otherwise.
 - Please avoid any dark colors or heavy graphical layouts behind the invoice data, as these can result in unreadable scans when converted to black and white.

Contacting the ABB Accounts Payable Department

Use the [ABB Supplier Inquiry Web Form](#) to submit inquiries regarding payment status or remittance information. Please refrain from sending any inquiries directly via e-mail as they are not prioritized.

Invoice Copies

Please note that **original** invoices should be sent to the correct ABB Bill-To-Address. Any duplicate/copy invoices should be sent through the above web form. **Please do not re-send/re-fax invoices to the Bill-To Address!!**