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GBS FINANCE ACCOUNTS PAYABLE

## **Information to suppliers about local specifics of the payment process in ABB Electrical Industries Co Ltd, Saudi Arabia**

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. Invoices via physical mail service:**

Physical invoices have to be sent to the invoice address mentioned in the PO. In case no invoicing address is provided, invoices have to be sent to the following address:

ABB Electrical Industries Co. Ltd.  
P.O. Box 251 Riyadh 11383  
61 corner 224 Streets, New Al-Kharj Road  
Kingdom Of Saudi Arabia

### **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.

- Supplier name as per Purchase Order (PO)/ agreement.
- Supplier address and reference person including contact details (telephone, e-mail etc.)
- Invoice date
- Invoice number
- VAT registration number
- Purchase Order number (same as stated in the Purchase Order)
- Supplier code (same as stated in the Purchase Order)
- Correct Legal name and address of ABB Company (As mentioned in Purchase Order).
- Quantity as per Purchase Order
- Specification of Goods supplied as per Purchase Order
- Price (total amount invoiced) is matching with Purchase Order

- Currency same as per Purchase Order
- Payment terms as per Purchase Order.
- In case of local supplier Commercial Registration and Tax/ Zakat registration numbers are mentioned
- In case of advance payment/ retention amount, invoices should mention correctly the advance payment adjustment, retention amount as per PO/ agreement.
- Necessary supporting documents to substantiate the payments are attached (Like delivery note, project/ service completion report, in case of progress payment evidence of milestone achieved).

### **Inquiries on your invoices**

For routine invoices enquiry please call SAS AP Help Desk:

Mr. Irfaan Abdalnayeem

Email: [Irfaan.Abdalnayeem@sa.abb.com](mailto:Irfaan.Abdalnayeem@sa.abb.com)

Phone: +966 11 265 3030 Ext: 1157

Or

Mr. Abu-Taher Sharif,

Senior Accounts Payable Analyst

Email: [abutaher.sharif@sa.abb.com](mailto:abutaher.sharif@sa.abb.com)

Phone: +966 11 265 3030 Ext: 1121

For inquiries on your invoices, please use the following email address:

[account.payable@sa.abb.com](mailto:account.payable@sa.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)