
GBS FINANCE ACCOUNTS PAYABLE

Information to suppliers about local specifics of the payment process in Bahrain

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 Technologies W.L.L, Gulf Executive Offices, 12th Floor, Office 1203, Entrance 15, Road 3801, AlGudaibiya 338, PO Box 2774, Manama, Kingdom of Bahrain, Phone: +973 17 81063

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.

- Correct legal company name of the entity placing the purchase order/service request;
- Invoice currency as indicated in the related Purchase Order (PO), invoice number, invoice date and total invoice amount
- VAT registration number of Supplier and of ABB in case of tax invoice from a Bahrain VAT registered supplier
- Valid Purchase Order (PO) number and Requestor's name;
- Include ABB requestor's name and his / her department as reference for non-PO order placed to you;
- Delivery note, timesheets where applicable
- For freight invoices- provide supporting documents including Bill of Lading/AWB, Packing list, Bill of Entry plus other documents in support of charges billed.

Inquiries on your invoices

Finance.GBS@in.abb.com

Supply Chain Finance

Please kindly contact our ABB buyer to get more information

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