



ABBOTT

Abbott U.S. Invoice Submission Guidelines

Please follow the instructions below to ensure your invoices are processed efficiently. Invoices submitted to an incorrect location or through multiple channels may result in processing delays and delayed payment.

Where available, SAP Business Network (Ariba) is Abbott's preferred method for supplier invoice submission. Suppliers enabled for Ariba invoicing should submit invoices exclusively through the network and should not send duplicate copies via email or any other channel. For Abbott entities that do not currently support Ariba invoice submission, suppliers should submit invoices electronically to the appropriate mailbox listed below.

To avoid duplicate processing and payment delays, submit each invoice through **one channel only**. Please allow 5-7 business days for processing following submission.

Invoice submission via email

- Subject line of email **MUST** start with "**INVOICE**"
- Only invoices/credits with a valid Abbott Labs PO number can be sent. PO numbers **MUST** be typed and **NOT** handwritten.
- One invoice/credit per attachment, the invoice can contain multiple pages.
- One email can contain multiple invoice/credit attachments.
- TIFF, PDF, JPEG and Word formats are the only acceptable attachment types.
- ZIP files **CANNOT** be sent.
- **NO** statements, acknowledgments or correspondences.
- Password protected files are not accepted.
- Email **CANNOT** contain any images beside the attached invoice document. The body of the email **MUST** be blank.

Please ensure these guidelines are followed, as invoice(s) that do not meet these requirements cannot be processed.



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PO Sequence	Invoice Submission	
40xxxxxxx	Invoices submitted via Ariba Network https://support.ariba.com/item/view/198711	
41xxxxxxx	Invoices submitted via Ariba Network https://support.ariba.com/item/view/198711	
45xxxxxxx	afaccounting@abbott.com	
	appr@abbott.com	
46xxxxxxx	abbott.corp.ap@abbott.com	
47xxxxxxx		
48xxxxxxx		
49xxxxxxx		
PO begins with alpha-numeric or number characters	abbott.corp.ap@abbott.com	
34xxxxxx 6xxxxxx	U.S. Abbott Entities Company Codes: C001 C0B9	abbott.corp.ap@abbott.com
	Puerto Rico Abbott Entity Barceloneta Company Code: C097	abbott.pr.invoices@abbott.com