

The Supplier's Guide to Invoicing Avanade - Mainland

埃维诺供应商发票开具指南——中国大陆

Dear Supplier,

尊敬的供应商,

Thank you for providing goods or services to Avanade. This guide contains important information about:

感谢您为埃维诺提供商品或服务。本指南包括以下重要信息：

- Establishing and maintaining your Avanade supplier profile;
- 建立和维护贵公司的“埃维诺供应商资料”；
- Special instructions for purchase order invoices;
- 采购订单发票的特别说明；
- Preparing invoices for Avanade;
- 准备开具至埃维诺的发票；
- Submitting invoices to Avanade;
- 提交发票至埃维诺；

1. Establishing and maintaining your Avanade supplier profile

1.建立和维护贵公司的“埃维诺供应商资料”

Make sure the details we have on file remain current. Please notify Avanade immediately by contacting AP.GC.Support@accenture.com if there are any changes to the following:

为确保我们档案信息的实时性，如果贵公司以下信息有任何变化，请立即联络通知埃维诺 AP.GC.Support@accenture.com

- Company name;
- 公司名称；
- Mailing address;
- 邮寄地址；
- Purchase order receipt email address;
- 接收采购订单的电子邮件地址；
- Contact information;
- 联系人和联系方式；
- Bank information;
- 银行信息；
- Phone or fax.
- 电话或传真。

2. Special instructions for Purchase Order invoices

2.采购订单发票的特别说明

It is very important when supplying goods or services to Avanade, to do so only upon receipt of an official Purchase Order (PO). At the discretion of Avanade, goods or services received without an official purchase order would risk non-payment, unless an alternative arrangement has already been agreed with our procurement function. Avanade's official Purchase Orders will be sent via email or fax notifications from Avanade's procurement tool, BuyNow, bearing the sender's address via email: Accenture.Purc.Order@accenture.com. Please ensure you are able to receive emails from this address accordingly.

仅根据正式的采购订单向埃维诺提供商品或服务是非常重要的。除非供应商与采购部门以其他形式（如合同）达成了一致，否则任何没有正式采购订单的商品或服务将承担无支付的风险。埃维诺的正式采购订单将由埃维诺采购工具 BuyNow 通过电子邮件或传真发送，邮件显示的发件人的地址为 Accenture.Purc.Order@accenture.com。请确保您能够接收来自此邮件地址的电子邮件。

Other special instructions

其他特殊说明

- The format of the invoice should observe the following guidelines:
- 发票格式应遵循下列准则：
 - The total for invoices should be equal to the total for the Purchase Orders;
 - 发票金额总数等于采购订单金额总数；
 - Charge for services and expenses must be itemized on separate lines;
 - 服务费用和费用开支必须作为单项另行列出；
 - Always quote the Purchase Order number (which starts with 600XXXXXXXXX).
 - 请务必在发票上标注采购订单编号（以600XXXXXXXXX开头）。

Please do not:

请不要：

- Mark the purchase order number with a highlighter as this affects the quality of our invoice scanning;
- 用荧光笔标记采购订单编号，因为这会影响我们发票扫描的质量；
- Scribbled or unrecognizable handwriting of the Purchase Order numbers on the invoice;
- 发票上的手写采购订单编号字迹潦草或无法辨认；
- Quote the Purchase Requisition number (which starts with PRXXXXXX).
- 标注的是采购申请编号（以PRXXXXXX开头）。

3. Preparing invoices for Avanade

3.埃维诺准备发票

When preparing invoices, please ensure you include the following information:

当您准备发票时，请确保包括以下信息：

- Legal Avanade billing entity;
- 发票抬头；
- Invoice date;
- 开票日期；
- Invoice No.;
- 发票号码；
- Description or invoice nature;
- 发票内容；
- Invoice amount(in letter);
- 发票金额大写；
- Invoice amount;
- 发票金额小写；
- Vendor contact;
- 开票人；
- Vendor's Company chop;
- 发票专用章；
- State tax bureau supervised-made seal;
- 税局监制章/收据财政局监制章（红色水印章）；

Any incomplete information may result in delay in payment from Avanade.

任何不完整信息可能导致埃维诺延迟付款。

If you are issuing a new invoice against the previous one, quote the corresponding invoice reference against which the new invoice is being issued.

如果您需要用一张新的发票替换原有的发票，需要注明对应的发票编号。

4. Submitting Original invoices to Avanade

4.提交发票原件至埃维诺

Kindly submit original hard copy invoices to Avanade contact who requested the goods or services within five business days from the invoice date: 请在发票出具后的五个工作日内将发票原件寄送至要求产品或服务的埃维诺联系人。

Suppliers should send their invoice for the attention of the Avanade contact at the **Invoice To** address, unless otherwise directed by their Avanade contact.

The Avanade contact can be found in the Purchase Order: Requested by: xxx

除非您的埃维诺联系人特别说明，否则供应商应该将发票原件寄送至“发票寄送地址”。 采购订单上面的“提交者 xxx”就是您的埃维诺联系人

Invoice To Address:

发票寄送地址如下：

Avanade (Guangzhou) Computer Technology Development Co,Ltd.

广州市埃维诺电脑技术开发有限公司

Unit 3114, 31/F, No.898, Xinyuan building, Tianhe Bei Road, Tianhe District, Guangzhou, China 广州市天河区天河北路 898 号信源大厦 31 楼 3114 室

Postal code: 510898

Tel: +8620 3818 3333

Fax: +8620 3818 3399

Avanade (Guangzhou) Computer Technology Development Co, Ltd. Shanghai Branch

广州市埃维诺电脑技术开发有限公司上海分公司

Suite 1801,18/F, Central Plaza ,381 ,Middle Huaihai Road, Huangpu District, Shanghai , China 上海市黄浦区淮海中路 381 号 18 层 1801 室

Postal code: 200010

Tel: +8621 -23121500

Fax: +8621- 63915828

For more information and assistance regarding your Avanade Supplier Profile, invoice or payment processing, please contact AP.GC.Support@accenture.com.

欲了解更多“埃维诺供应商资料”， 发票和支付的相关信息请联系采购申请人或者 AP.GC.Support@accenture.com。

Kind regards

此致

Avanade Procurement

埃维诺采购部

Avanade is committed to conducting its business free from unlawful, unethical or fraudulent activity. Suppliers are expected to act in a manner consistent with the ethical and professional standards of Avanade set forth in the Avanade Code of Business Ethics, including reporting promptly unlawful, fraudulent or unethical conduct. Avanade has established reporting mechanisms and prohibits retaliation or other adverse action for reporting such conduct. A copy of the Avanade Code of Business Ethics can be found at the following address: http://www.Avanade.com/Global/About_Avanade/Corporate_Governance/CodeProgram.htm

埃维诺致力于开展合法、道德、诚信的业务。供应商需遵守道德和埃维诺商业道德准则，包括及时告知违法，欺诈或不道德的行为。埃维诺已经建立报告机制，并禁止因为报告这类行为的报复或其他不利行动。埃维诺商业道德准则副本详见 http://www.Avanade.com/Global/About_Avanade/Corporate_Governance/CodeProgram.htm

In the event of any conflicts between English version and the others, the English version prevails.

在英语版本和其他版本存在任何冲突的情况下，以英文版本为准。