

The Supplier's Guide to Invoicing Avanade—Hong Kong

埃维诺供應商發票開具指南——中國香港

Dear Supplier,
尊敬的供應商,

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

感謝您為埃维诺提供商品或服務。本指南包括以下重要資訊：

- Establishing and maintaining your Avanade supplier profile;
- 建立和維護貴公司的“埃维诺供應商資料”；
- Special instructions for purchase order invoices;
- 採購訂單發票的特別說明；
- Preparing invoices for Avanade;
- 準備開具至埃维诺的發票；
- Submitting invoices to Avanade;
- 提交發票至埃维诺；

1. Establishing and maintaining your Avanade supplier profile

1. 建立和維護貴公司的“埃维诺供應商資料”

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: 為確保我們檔案資訊的即時性，如果貴公司以下資訊有任何變化，請立即聯絡通知埃维诺 AP.GC.Support@accenture.com

- Company name;
- 公司名稱；
- Mailing address;
- 郵寄地址；
- Purchase order receipt email address;
- 接收採購訂單的電子郵寄地址；
- Contact information;
- 連絡人和聯繫方式；
- Bank information;
- 銀行資訊；
- Bank code;
- 銀行代碼；
- Branch code;
- 分行代碼；

- Bank account;
- 銀行帳戶；
- SWIFT code (if oversea payment involves);
- 銀行國際代碼(如果涉及境外支付)；
- Phone or fax.
- 電話或傳真。

2. Special instructions for Purchase Order invoices

2. 採購訂單發票的特別說明

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.

僅根據正式的採購訂單向埃维诺提供商品或服務是非常重要的。除非供應商與採購部門以其他形式（如合同）達成了一致，否則任何沒有正式採購訂單的商品或服務將承擔無支付的風險。埃维诺的正式採購訂單將由埃维诺採購工具 BuyNow 通過電子郵件或傳真發送，郵件顯示的寄件者的位址為 Accenture.Purc.Order@accenture.com。請確保您能夠接收來自此郵寄地址的電子郵件。

Other special instructions

其他特殊說明

- The format of the invoice should observe the following guidelines:
- 發票格式應遵循下列準則：
 - The total for invoices should be equal to the total for the Purchase Orders;
 - 發票金額總數等於採購訂單金額總數；
 - Charge for services and expenses must be itemized on separate lines;
 - 服務費用和費用開支必須作為單項另行列出；
 - Always quote the Purchase Order number (which starts with 60XXXXXXXX).
 - 請務必在發票上標注採購訂單編號（以60XXXXXXXX開頭）。

Please do not:

請不要：

- Mark the purchase order number with a highlighter as this affects the quality of our invoice scanning;
- 用螢光筆標記採購訂單編號，因為這會影響我們發票掃描的品質；
- Scribbled or unrecognizable handwriting of the Purchase Order numbers on the invoice;

- 發票上的手寫採購訂單編號字跡潦草或無法辨認；
- Quote the Purchase Requisition number (which starts with PRXXXXXX).
- 標注的是採購申請編號（以PRXXXXXX開頭）。

3. Preparing invoices for Avanade

3. 埃维诺準備發票

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

當您準備發票時，請確保包括以下資訊：

- Our Company's Name and Address;
- 公司名稱和地址；
- The Vendor's Company Name and Address;
- 供應商公司名稱和地址；
- Invoice date;
- 發票日期；
- The quantity;
- 商品數量；
- Description;
- 發票內容；
- Invoice Number;
- 發票編號；
- Invoice Amount;
- 發票金額；
- Invoice Currency;
- 發票幣種；
- Payment method (Cash, Check, Auto pay, Telegraphic Transfer) description;
- 支付方式（現金，支票，自動轉賬，電匯）；
- PO Number;
- 採購訂單編號；

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

任何不完整資訊可能導致埃维诺延遲付款。

If you are issuing a credit note against a cancelled invoice, quote the corresponding invoice reference against which the credit note is being issued.

如果您需要做一個收款通知單來沖掉已經作廢的發票，需要注明對應的發票編號。

4. Submitting Original invoices to Avanade

4. 提交發票原件至埃维诺

Kindly submit original hard copy invoices to Avanade contact who requested the goods or services within five business days from the invoice date:

請在發票出具後的五個工作日內將發票原件寄送至要求產品或服務的埃维诺連絡人：

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

除非您的埃维诺聯絡人特別說明，否則供應商應該將發票原件寄送至“發票寄送地址”。

採購訂單上面的“提交者 xxx”就是您的埃维诺聯絡人。

Invoice To Address:

發票寄送地址如下：

Avanade Hong Kong Limited

埃维诺香港有限公司

Suites 4103-10, 41/F One Island East, Taikoo Place, 18 Westlands Road, Quarry Bay, Hong Kong

香港鰂魚涌華蘭路 18 號太古坊港島東中心 41 樓 4103-10 室

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

欲瞭解更多“埃维诺供應商資料”，發票和支付的相關資訊請聯繫採購申請人或者 AP.GC.Support@accenture.com。

Kind regards

此致

Avanade Procurement

埃维诺採購部

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

埃维诺致力於開展合法、道德、誠信的業務。供應商需遵守道德和埃维诺商業道德準則，包括及時告知違法、欺詐或不道德的行為。埃维诺已經建立報告機制，並禁止因為報告這類行為的報復或其他不利行動。埃维诺商業道德準則副本詳見

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.

在英語版本和其他版本存在任何衝突的情況下，以英文版本為準。