



部门 Department	财务部 Finance	发行部门 Issuing Dept.	财务部 Finance
编写者 Originator	周 渊 Alex Zhou 李敏亚 Lisa Li	批准者 Authorised By	汪勇勤 Yongqin Wang

1. 目的

本指导书用于明确国内供应商发票开具方面的要求和付款方面的说明。

2. 适用范围

本作业指导书适用于奇瑞捷豹路虎汽车有限公司和奇瑞捷豹路虎汽车销售有限公司的所有国内供应商。

3. 定义/术语

不适用。

4. 过程流程图

不适用。

5. 职责和权限

不适用。

6. 操作指导描述/规则**6.1 国内供应商开票指南**

6.1.1 请确保发票上的本公司名称, 纳税人识别号、地址、银行等信息的正确性, 并确保发票上已加盖贵公司发票专用章。

6.1.2 请确保开票内容以中文显示且与采购合同中的标的物内容相符。如果采购合同标的物内容描述为英文, 请在开具发票时以相应的中文列示。同时, 请在发票备注栏注明采购订单号或者 SA 号码。如果开票项目较多, 不便在发票上全部列示的, 可以在发票上汇总列示, 并附《销货清单》。相应的 PO 或 SA 号码、零件号码、ASN 号码 (如适用) 及单价、数量、金额等信息也请在《销货清单》上列示。(详见附件《销货清单》样本)

6.1.3 《销货清单》作为发票的必要附件, 请加盖发票专用章, 与发票一并提供。

6.1.4 请在以采购订单方式下单时, 一个采购订单可以

1. Purpose

The Work Instruction aims to define the requirements of invoicing and the instructions of payment arrangement for domestic suppliers.

2. Applicability

The Work Instruction applies to all overseas suppliers of Chery Jaguar Land Rover Automotive Co., Ltd & Chery Jaguar Land Rover Auto Sales Co., Ltd.

3. Definition/Glossary

Not Applicable.

4. Process Flow Chart

Not Applicable

5. Roles & Responsibilities

Not Applicable.

6. Work Instruction Narrative/Rules**6.1 The Domestic Supplier Invoicing Guide**

6.1.1 Do make sure the information of CJLR in invoice is correct, including company name, tax registration number, address, bank information, etc. The invoice should be stamped with suppliers' invoice chop.

6.1.2 Do make sure the content of invoice is written in Chinese and the description of invoice and contract are consistent. If in English, please describe it in Chinese when issuing invoices. At the same time, mark the relevant PO number or SA number in the remarks area. If the billing items contain more than 8 line items with different descriptions. Suppliers can summarize the invoice descriptions and attach with a copy of "Sales List". Please list relevant information including PO/SA No., parts No., ASN No. (if any), unit price, quantity, amount etc. in the "Sales List" (for details please refer to sample of "Sales List" attached) .

6.1.3 The "Sales List" should also be stamped with suppliers' invoice chop and delivered together with invoices as a required attachment.

6.1.4 Please issue one or a few invoices for one PO, but do



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开具一份或者多份发票, 请勿将多个采购订单合并开具一份发票。

6.1.5 请确保开具发票是以收到本公司《开票通知》为前提, 并确保发票金额与《开票通知》上的金额保持一致。寄送发票时必须同时附上我司发出的《开票通知》。

6.1.6 对于批量生产的零件采购, 其发票校验是基于电子发票 (Parking Invoice) 而进行的。所以, 请确保邮寄纸质发票时, 电子发票已成功传输到 CJLR SAP 系统中。

6.1.7 当合同中约定需要提供银行保函时, 请确保发票与银行保函一起寄送。

6.1.8 未按以上要求开具发票的, 将被视为“未按规定开具发票”。对此情况, 原则上由财务和供应商直接联系, 如遇供应商不配合的情形, 本公司财务将通知本公司对应采购员, 由采购员与贵公司沟通确定解决方案, 并于 7 个工作日内将解决方案反馈财务部。对于发票需要退回的, 由采购员通知贵公司取回发票, 贵公司未及时取回发票产生的一切后果由贵公司自负。

6.1.9 请贵公司及时邮寄发票以确保发票在认证抵扣期限截止日的 45 天前到达本公司财务 (以签收日期为准)。以使本公司财务有足够的时间完成账务和税务的处理。否则由此带来的一切损失由贵公司承担。

6.1.10 请将发票及相关资料寄送至:

收件人: 财务部 汪前进

电话: +86 512 5296 7024

地址: 常熟经济技术开发区路虎路 1 号(兴港路与通达路路口)

邮编: 215513

如需了解发票签收状态, 请贵公司以电子邮件方式垂询, 财务部将定期予以回复。电子邮箱: AP-domestic@cheryjaguarlandrover.com

6.1.11 通常情况下, 公司将按照合同的约定进行付款。如果有付款方面的疑问, 请直接与本公司采购或财务联系。如果联系本公司财务, 请发邮件至 AP-domestic@cheryjaguarlandrover.com。

not issue one invoice jointly for two or more POs in the way of PO.

6.1.5 Do make sure you issue invoice on the premise of receiving "Invoice Notice" from CJLR, and make sure the amount of invoice and "Invoice Notice" are consistent. Please attach the "Invoice Notice" as well when you deliver the invoice.

6.1.6 For production invoices, invoice verification is based on electronic invoice (Parking invoice). So please make sure electronic invoice information has been transferred to CJLR SAP system before delivering paper invoices.

6.1.7 Please deliver invoice together with Bank Guarantee when the Bank Guarantee is required under the contact.

6.1.8 It will be deemed as "Unqualified invoice" if not following the requirements above. In this case, CJLR Finance will communicate with the supplier to work out a solution of "Unqualified invoice". If it is necessary, CJLR Finance will notify relevant buyer of CJLR Purchasing Department, and CJLR buyer will communicate with the supplier on this and work out a solution, then give feedback to CJLR Finance within 7 working days. If needed, CJLR buyer will notify suppliers to retrieve "unqualified invoices". All the consequences of suppliers fail to retrieve invoices timely will be taken by suppliers.

6.1.9 Do delivery VAT invoices timely and make sure they can be received 45 days before verification deadline (based on receipt date). So that CJLR Finance can have enough time to complete accounting & tax matters. Otherwise, all the loss will be taken by Suppliers.

6.1.10 Please deliver the invoices and relevant documents to:

Receipt: Finance Department Qianjin Wang

Telephone: +86 512 5296 7024

Address: No1 Luh Road (Crossing of Xinggang Road and Tongda Road) , Changshu Economic & Technological Development Zone, Jiangsu Province, China.

Post code: 215513

If you want to learn the status of the invoice delivery, please send email to: AP-domestic@cheryjaguarlandrover.com.

CJLR Finance will reply your email regularly.

6.1.11 Under normal circumstances, CJLR will pay to suppliers in accordance with contract. If you have any question about the payment, you can contact CJLR buyer or Finance directly. If you need to contact CJLR Finance, please send E-mail to: AP-domestic@cheryjaguarlandrover.com.



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6.2 国内供应商付款指南**6.2.1 一般条款**

我们对供应商标准的付款方式是电子转账(EFT), 其他支付方式可以经过双方事先书面的同意。

6.2.2 银行要求

首次付款提供开户银行和银行账号, 并经过供应商盖章确认。

6.2.3 付款起算日

货物验收合格和财务收到合规发票是付款的必要条件, 付款起算日按照货物验收日或财务收到合规发票日, 两者较晚者。

6.2.4 付款期限

参照合同规定付款。

6.2.5 付款日

付款日为每月 15 日和 25 日。

15 日的付款包括到期日为当月 5 日-当月 20 日 (不包括 20 日)。

25 日的付款包括到期日为当月 20 日-次月 5 日 (不包括 5 日)。

付款日为非工作日则将顺延至下一个工作日。

6.2 The domestic supplier payment Guide**6.2.1 General**

The standard method of payment for all Supplier liabilities is by Electronic Funds Transfer (EFT). Alternative methods of payment may be permitted by prior agreement, in writing, between the Buyer and the Supplier.

6.2.2 Banking requirements

First payment, suppliers need to provide bank name, bank account, and suppliers' stamped confirmation.

6.2.3 Payment trigger point

Goods received and invoices received are necessary condition for payment. Payment trigger point is later one between goods received date and invoices received date.

6.2.4 Payment terms

Payment terms are according to contracts.

6.2.5 Payment dates

Payment dates are 15th and 25th every month.

Due day during 5th to 20th (including 20th) will be paid on 15th the same month.

Due day during 20th to 5th of following month will be paid on 25th.

Payment dates that fall on a weekend or public holiday will be made on next business day.

7. 适用的表格/模板

增值税专用发票模板和销货清单样板。

7. Forms/Templates Used

Sample of VAT invoice and "Sales List"

8. 参考文件

无

8. References

Not Applicable

9. 修订历史 [如有更新, 请明确更改/增加的内容 – 可用斜体显示]**9. Revision History [When updating, identify the changes/additions – in italics where possible.]**

发行/修改日期 Date of Issue/Revision	编写/修改人 Written/Revised by	发行版本 Issue Level	增加/更新的内容的概要和原因 Summary of and Reason for the new issue/revision
2015-5-25	周渊 & 李敏亚	01	新创建 A new Work Instruction



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10. 会签团队列表**10. Concurrence Details**

部门 Function	职位 Role	姓名 Name
采购部	战略与流程高级经理	徐挺

11. 关于文件来源的声明 [单击“□”以选中“☒”，须注明源文件的名称，编号和版本。]**11. Additional statement of the origin of this document [Left click “□” to select “☒”, and clarify the document name, document No. and the issue level.]**

1. 本文件依据 捷豹路虎/奇瑞/其他请说明 文件 xxxx (文件编号 xx-xxx-xx)，版本 xx 而修订。
2. 本指导书为奇瑞捷豹路虎始创文件。

1. This document is based JLR/Chery/Others Please Specify Document xxxx (No.xx-xxx-xx), Issue xx.
2. This Work Instruction is originated by CJLR.

奇瑞捷豹路虎作业指导文件:
国内供应商开票及付款指南
 Chery Jaguar Land Rover Work Instruction:
The Domestic Supplier Invoicing and Payment Guide



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 李敏亚 Lisa Li

3200124140 **江苏增值税专用发票** No **02903630** 3200124140
 02903630
 开票日期: 2013年05月10日

购 货 单 位	名 称: 奇瑞捷豹路虎汽车有限公司 纳税人识别号: 320581717885280 地址、电话: 常熟市经济开发区通港路98号滨江国际大厦1102室0512-52967000 开户行及帐号: 中国工商银行股份有限公司常熟滨江支行1102252309000000858	密 码 区	-8/<7-<8569-908>4><*431703/ +*-<1->8-+9243*024><728/58- >0184/9+35-812/5+47-30*>434 74794+-<<75+1+9/89<869>+619				
货物或应税劳务名称	规格型号	单 位	数 量	单 价	金 额	税 率	税 额
XXXXXXXXXX	票	台	0.1	596212.72	59621.27	17%	10135.62
合 计					¥ 59621.27		¥ 10135.62
价税合计(大写)		陆万玖仟柒佰伍拾陆圆捌角玖分			(小写) 69636.89		
销 货 单 位	名 称: XXXXX有限公司 纳税人识别号: XXXXXXXXXXXXXXX 地址、电话: 常熟市经济开发区通港路98号滨江国际大厦6楼 021-51562852 开户行及帐号: 中国工商银行股份有限公司常熟滨江支行11022523090008738165	备 注	PO No. 4660000009				

国税函[2012]313号南京造币有限公司

第三联: 发票联 购货方记账凭证



收款人: 复核: 开票人: 销货单位: (章)

奇瑞捷豹路虎作业指导文件:
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 Chery Jaguar Land Rover Work Instruction:
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 Payment Guide**



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销售货物或者提供应税劳务清单

购买方名称: 奇瑞捷豹路虎汽车有限公司

销售方名称:

所属增值税专用发票代码:

号码:

序号	货物(劳务)名称	规格型号	单位	数量	单价	金额	税率	税额	PO/SA Number	ASN(如适用)
1			个	2	¥ 33.62	¥ 67.24	17%	¥ 11.43		
2			个	3	¥ 23.62	¥ 70.86	17%	¥ 12.05		
3			个	1	¥ 13.62	¥ 13.62	17%	¥ 2.32		
4			个	2	¥ 43.62	¥ 87.24	17%	¥ 14.83		
5			个	3	¥ 53.62	¥ 160.86	17%	¥ 27.35		
6			个	4	¥ 33.62	¥ 134.48	17%	¥ 22.86		
总计				15		¥ 534.30	17%	¥ 90.83		