



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外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外供应商。

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 国外供应商开票指南

6.1.1 请确保发票上的本公司名称、纳税人识别号、地址、银行等信息正确。请在显示总金额的发票页加盖贵公司公章或负责人签字。同时，确保提供的发票是盖章或签字版的发票原件。

6.1.2 请确保开票内容与采购合同中标的物的内容一致，并注明相应的订单号或 ASN 号。为保证支付贵公司的款项能够顺利到达，请在发票上注明贵公司准确的收款银行账户名、开户行名称、账号、SWIFT/IBAN code 等信息。

6.1.3 请在以订单方式下单时，一个订单可以开具一份或者多份发票，请勿将多个订单合并开具一份发票。

6.1.4 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

1. Purpose

The Work Instruction aims to define the requirements of invoicing and the instructions of payment arrangement for overseas 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 overseas 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 your company chop or signed by the executive person on the total amount page. At the same time, please provide the original copy of invoice with chop or signature to CJLR.

6.1.2 Do make sure the description of invoice and contract are consistent, and mark the relevant PO number or ASN number. To ensure you can receive the payment successfully, please provide the correct bank information of your company in the invoice, including bank name, account name, account number, SWIFT/IBAN, etc.

6.1.3 Please issue one or a few invoices for one PO, but do not issue one invoice jointly for two or more POs in the way of PO.

6.1.4 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



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通知》。

6.1.5 当合同中约定需要提供银行保函时,确保发票与银行保函一起寄送。

6.1.6 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。

6.1.7 请将发票及相关资料寄送至:

收件人: 财务部 李天杰

电话: +86 512 5296 7881

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,请供应商以电子邮件方式垂询,财务部将定期予以回复。电子邮件: AP-overseas@cheryjaguarlandrover.com。

6.1.8 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-overseas@cheryjaguarlandrover.com。

6.2 国外供应商付款指南

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

首次支付,供应商需要提供国际银行账号(IBAN),银行名称和地址,银行账号和银行代码并经过公司负责人签字。

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

the invoice.

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

6.1.6 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.

6.1.7 Please deliver the invoices and relevant documents to:

Receipt: Finance Department: Tianjie Li

Telephone: +86 512 5296 7881

Address: No1 Luhu 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-overseas@cheryjaguarlandrover.com.

CJLR Finance will reply your email regularly.

6.1.8 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-overseas@cheryjaguarlandrover.com.

6.2 The overseas 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 the International Bank Account Number (IBAN), bank name and address, bank account and SWIFT code, paper signed by representative of the company.

6.2.3 Payment trigger point

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

6.2.4 Payment terms

The Overseas Supplier Invoicing and Payment Guide

— 奇瑞·捷豹路虎 —

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参照合同规定付款。

Payment terms are according to contracts.

6.2.5 付款日 (不适用于关联方)

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。

6.2.5 Payment dates (Do not suit to related parties)

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

不适用。

7. Forms/Templates Used

Not Applicable.

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.

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。

1. This document is based JLR/Chery/Others Please Specify Document xxxx (No.xx-xxx-xx), Issue xx.

2. 本指导书为奇瑞捷豹路虎始创文件。

2. This Work Instruction is originated by CJLR.