

# Invoice Instructions for Vestas Suppliers

## 维斯塔斯供应商发票说明

To ensure prompt and timely settlement of your invoices, please read carefully the following requirements in English. If you wish to read the invoice instruction in other languages, please follow the links below:

为了确保您的发票尽快而及时结算，请仔细阅读以下英文要求。如果您想阅读其它语言的发票说明，请点击以下链接：

Vestas is transitioning to fully digitalized procurement. This means that it may be required to submit a digital invoice created from our digital PO. This will be evident from the format and instructions included in our purchase order.

维斯塔斯正在向完全数字化采购转型。这意味着可能需要为我们的数字采购订单提交电子发票。这显然在我们的采购订单中包含的格式和说明。

If local country requirements prohibit a digital or PDF invoice, a hardcopy invoice should be submitted instead.

如果当地国家/地区要求禁止使用数字或 PDF 版发票，则应提交纸质发票。

Please see below the requirements and way to send your invoice according to the format used. 请参阅以下的要求以及根据所使用的格式发送发票的方式。

## PDF Invoices PDF 版發票

### Vestas Invoicing Requirements

#### 维斯塔斯发票要求

Please help us ensure smooth invoice processing by providing all mandatory content information in your invoice. Use the checklist below before sending your invoice to Vestas (please note that different requirements may apply by country) please refer to

#### **local mandatory requirements**

请提供您的发票中所有强制性内容以协助我们确保发票处理的顺利进行。请在发票发送给维斯塔斯之前，使用以下检查表（请注意，不同国家可能有不同的要求），请参考当地的强制性要求。

Invoices non-complying with mandatory Vestas Invoicing Requirements will be automatically returned. An email will be sent to you, copying your Vestas Contact person, enumerating reason(s) for rejection and resubmission guidelines.

不符合维斯塔斯强制性发票要求的发票将被自动退回。我们将向您发送一封电子邮件，抄送您的维斯塔斯联系人，并列出被拒绝原因和重新提交指南。

## Invoice header 发票抬头

<b>Invoice information</b> 发票信息	Mandatory/Comments 强制/备注
<p><b>The word "invoice" or "credit note" (or in local language)</b>  <b>"invoice" or "credit note"一词</b> (或用当地语言)</p>	<p>Mandatory 强制</p>
<p><b>Vestas Entity Name and Vat registration number (where applicable)</b>            维斯塔斯实体名称和增值税登记号 (如适用)</p>	<p>Mandatory 强制</p> <p>For statutory and tax reasons, it is indispensable that the invoice address matches the Legal Entity name of the Vestas Entity supplying the Purchase Order</p> <p>出于法定和税务原因，发票地址必须与提供采购订单的维斯塔斯实体的法定实体名称互相匹配</p>
<p><b>Billed Vestas address</b>            维斯塔斯账单地址</p>	<p>Mandatory 强制</p> <p>Vestas Billing company, your ordering company, Vat number (where applicable) should perfectly match as on the Vestas purchase order</p> <p>维斯塔斯账单公司、您的订购公司、增值税号 (如适用) 应与维斯塔斯采购订单上的完全相配</p>

<p><b>Supplier's company name, address, VAT registration number (where applicable)</b>          供应商的公司名称、地址、增值税登记号（如适用）</p>	<p>Mandatory, 强制</p> <p>The name of the vendor indicated in the invoice should match perfectly what is indicated in the purchase order</p> <p>发票中所示的供应商名称应与采购订单中所示的名称完全一致</p>
<p><b>Invoice issue date and invoice number</b>          发票开具日期和发票号码</p>	<p>Mandatory 强制</p>
<p><b>Supplier's bank details (including IBAN/SWIFT)</b>          供应商的银行详细信息（包括 IBAN/SWIFT）</p>	<p>Highly recommended</p> <p>强烈推荐</p>
<p><b>Invoice due date according to the agreed Payment Terms</b>          根据约定的付款条件的发票到期日期</p>	<p>Mandatory 强制</p>

# Invoice body 发票正文

## **Invoice information** 发票信息

Mandatory/Comments 强制/备注

### **Purchase Order reference number** 采购订单参考号

Mandatory for purchases requiring Purchase Orders.  
必须强制执行在需要采购订单的采购

Vestas cannot pay invoices until it is matched against our Purchase Order (PO)  
在发票与我们的采购订单 (PO) 匹配之前，维斯塔斯无法支付发票

Your invoice must include the complete SAP PO number, exactly as it appears on the 10-digits purchase order (starting with 45,42,43, 47 series) provided by your Vestas contact person related to this invoice.

您的发票必须包含完整的 SAP PO 编号，与此发票相关的维斯塔斯联系人提供的 10 位数字采购订单（以 45、42、43、47 系列开头）上显示的编号完全相同。

### **Freight Order reference number**

货运订单参考号

Mandatory for Transport purchases requiring Freight Orders  
必须强制执行在需要货运单的运输采购

Vestas cannot pay invoices until it is matched against our Freight Order (FO)  
在发票与我们的货运订单 (FO) 匹配之前，维斯塔斯无法支付发票

Your invoice must include the complete SAP FO number, exactly as it appears on the 10-digits purchase order (starting with

7100,7200,7300,7500,7600,  
7700,7800, 7900 & 9000 series)  
provided by your Vestas contact person  
related to this invoice.

您的发票必须包含完整的 SAP FO 编号，与维斯塔斯相关联系人提供的 10 位数字采购订单（以 7100,7200,7300,7500,7600, 7700,7800, 7900 和 9000 系列开头）上显示的编号完全相同。

**Description of supplied goods/services amount and price (matching PO line description)**

所提供的商品/服务数量和价格的描述（与采购订单行描述匹配）

Mandatory 强制

**Vestas material numbers indicated on the purchase order**

在采购订单上注明的维斯塔斯材料编号

Mandatory 强制

**Invoice currency (international abbreviation, e.g. USD, EUR)**

发票币种（国际缩写，例如美元、欧元）

Mandatory 强制

**Invoice total (net, taxes, and gross)**

发票总额（净额、税费和总额）

Mandatory 强制

# Local Mandatory Requirements

## 当地强制性要求

### Country & Comments 国家及评论

#### Invoice dated after the 25th of each month

发票日期为每月 25 日之后

#### Bolivia and Dominican Republic **LOCAL VENDORS ONLY**

仅限玻利维亚和多米尼加共和国当地供应商

Please be advised that for tax reporting purposes only invoice or credit note dating up to the to 25TH of each month can be accepted

请注意，出于报税目的，仅可接受日期截至每月 25 日的发票或负数发票

#### HRK/Euro Guidelines

克罗地亚币/欧元指南

Croatia 克罗地亚

According to the Law on the introduction of the Euro as the official currency in the Republic of Croatia please note that all business events that relates to 2022 and prior should be invoiced in Croatian Kuna 根据欧元被引入作为克罗地亚共和国官方货币的法律，请注意，与 2022 年及之前相关的所有商业活动均应以克罗地亚币开具发票

**Missing date of supply**

缺少供应日期

Germany 德国

Invoice does not include a date of supply which is a mandatory invoice requirement from a German VAT point of view

发票不包含供应日期，从德国增值税的角度来看，这是强制性发票要求

**Incorrect VAT rate 16%**

不正确的增值税税率 16%

As a consequence of the VAT rates changes in Germany for the supply of goods/services performed during the period 1 July until 31 December 2020, the temporary VAT rate of 16% should be indicated on the invoice

由于德国对 2020 年 7 月 1 日至 12 月 31 日期间提供的商品/服务的增值税税率发生变化，16%的临时增值税税率应注明在发票上

**Incorrect VAT rate 19%**

不正确的增值税税率 19%

As a consequence of the VAT rates changes in Germany, for the supply of goods/services performed during the period 1 July until 31 December 2020, the temporary VAT rate of 19% should be indicated on the invoice

由于德国对 2020 年 7 月 1 日至 12 月 31 日期间提供的商品/服务的增值税税率发生变化，19%的临时增值税税率应注明在发票上

**Invoices dated prior to current****fiscal year**

本财政年度之前的发票

Greece 希腊

Please be advised that for tax reporting purposes, only invoice/credit note

issued on the current year are

processed

请注意，出于纳税申报目的，仅处理当年开具的发票/负数发票

India 印度

**No signature**

没有签名

Invoice must have your signature,  
digital signature or your authorized  
representative signature

发票上必须有您的签名、数字签名或  
您的授权代表签名

**No GST Number**

没有 GST 编号

Invoice submitted must have GST number

提交的发票必须有 GST 编号



**Incorrect Irish VAT rate 23%**  
不正确的爱尔兰增值税税率 23%

Ireland 爱尔兰

Due to VAT rates changed in Ireland during the period 1 September 2020 until 28th February 2021, the temporary VAT rate of 23% should be indicated on the invoice

由于爱尔兰在 2020 年 9 月 1 日至 2021 年 2 月 28 日期间的增值税税率发生了变化，23%的临时增值税税率应注明在发票上

**No ETR**  
没有 ETR

Kenya 肯尼亚

Invoice submitted must have ETR (Electronic Tax Register) number or receipt on the invoice

提交的发票上必须有 ETR（电子税务登记）号码或收据

**No NINEA/COFI Numbers**  
没有 NINEA/COFI 编号

Senegal 塞内加尔

Senegal invoice must indicate below information for VAT Claiming purposes  
塞内加尔发票必须注明以下信息以用于增值税申报目的

NINEA Eiffage Energia Senegal;  
0063150572G2

RCCM Eiffage Energia Senegal; SN DKR  
2017 E 8685

NINEA Vestas Senegal SARL;  
61523762A2

RCCM Vestas Senegal SARL; SN DKR  
2016 B 26887

**Incomplete or Incorrect Vestas  
Legal entity and address**

维斯塔斯法定实体和地址不完整或不正确

South Africa  
南非

For statutory and tax reasons, full and complete Vestas' legal entity name and address shall be presented on the invoice  
出于法定和税务原因，发票上应该显示完整的维斯塔斯法定实体名称和地址

**Complete billing details: 完整的账单详细信息:**

Vestas Southern Africa Pty. Ltd.

1st Floor, 61 Katherine Street,  
Sandton, Johannesburg, South Africa  
2196

VAT registration number:  
ZA4920261130

**GUI Copy**

图形用户界面复制

Taiwan 台湾

All local invoices should have GUI  
attached together with the invoices.

This is part of legal requirements of  
the Government

所有本地发票都应附带 GUI。这是政府法律要求的一部分

**Hard copy**  
纸质版

Taiwan 台湾

Vestas Taiwan Office Address 维斯塔  
斯台湾办事处地址

6F.-1, No. 100, Songren Rd.

**Xinyi District.**

Taipei City 11073

Taiwan (R.O.C.)

Recipient: Wan-Chun (Ivy) Tsai (SSC  
onshore support)

松仁路 100 號 6F.-1

信義區

臺北市 11073

台灣

收件人：Wan-Chun (Ivy) Tsai (SSC 陆  
上支援)

China 中国

请将纸质发票及相关单据寄送到如下地

址：天津市经济技术开发区新兴路9号维

斯塔斯风力技术（中国）有限公司行政办

公楼 财务部 邮编：300462

Foreign service-related invoices  
Without local involvement  
没有当地参与的国外服务相关发票

Taiwan 台湾

On foreign service-related invoices  
without Local Involvement  
(involvement of any local citizen /  
Vestas Taiwan entity) an *affidavit* is  
required that needs to be sent to  
Vestas mailbox together with the  
invoice copy.

对于没有当地参与（任何当地公民/维斯塔  
斯台湾实体参与）的国外服务相关发票，

需要提供宣誓书和发票副本一起发送到维斯塔斯邮箱

E-invoices

电子发票

China 中国

- Send E-invoice by both PDF format and XML format to our share mail box:  
通过 PDF 格式和 XML 格式将电子发票发送到我们的共享邮箱：  
FINGFASPNEAExternallInvoices@vestas.com
- Input: Vendor code and "E- invoice" in the subject line of the email.  
在电子邮件主题行中输入：供应商代码和的“电子发票”。
- Copy the following email addresses in sending the invoice copies:  
在发送发票副本时抄送以下电子邮件地址：  
ygzng@vestas.com &  
FINGFASPNEATax@vestas.com

## Submit, resubmit or cancel your invoice

提交、重新提交或取消您的发票

### Resubmitting your amended invoice

重新提交修改后的发票

- Please get in touch with the Vestas Contact person in your purchase order then resubmit invoice by replying to rejection email  
请您采购订单中的维斯塔斯联系人联系，然后通过回复拒绝电子邮件重新提交发票
- Do NOT send credit note to cancel the invoice since your incorrect invoice was not registered in the system  
请勿发送负数发票来取消发票，因为您的错误发票未在系统中注册

# Submitting your invoice and payment schedule

提交您的发票和付款时间表

## **Invoice submission for suppliers who are not using Ariba** 未使用 Ariba 的供应商的发票提交

Please adhere to the following guidelines for invoice submission:  
请遵守以下发票提交指南：

- Vestas requires that all invoices to be sent as single invoice or credit note only.  
This ensures increased automation in invoice processing  
维斯塔斯要求所有发票仅作为单一发票或负数发票发送。这确保发票处理的自动化程度提高
- Vestas requires that all invoices to be sent with single purchase orders only
- 维斯塔斯要求所有发票只能与单个采购订单一起发送

Invoice or local language equivalent. English language should preferably be used in all invoices

发票或当地语言的同等版本。所有发票最好使用英语

- PDF format - ZIP files and password protected files will not be processed
- PDF 格式 - ZIP 文件和受密码保护的将不会被处理

do not send our Accounts Payable proforma invoices

不要发送我们的付帐部形式发票

- do not include other documentation (e.g. conditions of sale) between invoice pages in a pdf  
不要在 PDF 格式的发票页面之间加入其他文件（例如销售条件）

Where to submit your invoice?

何处提交您的发票？

Please send your invoice or credit note to the mailbox shown on the Vestas purchase order. A full list of e-mail addresses for each Vestas ordering company with

the payment schedule can be viewed here. See where to send your invoice

请将您的发票或负数发票发送至维斯塔斯采购订单上显示的邮箱。您可以在[此处](#)查看每个维斯塔斯订购公司的完整电子邮件地址列表以及付款时间表。查看将发票发送到何处。

Note: The required information for submitting your invoice is also stated in the Purchase Order that Vestas has issued to you

请注意：提交发票所需的信息也注明在维斯塔斯向您发出的采购订单中

## Modify, Cancel or Delete an invoice

### 修改、取消或删除发票

It is not possible to simply delete an invoice registered in Vestas's system.  
不可能简单地删除维斯塔斯系统中注册的发票。

Credit notes should be issued when there is a need to cancel all or part of an invoice that has already been recorded

每当需要取消已记录的发票的全部分或部分时，应开负数发票。

Please send your credit note to the mailbox shown on the Vestas purchase order, make sure to clearly state at the top that the document is a credit note, not an invoice.

请将您的负数发票发送至维斯塔斯采购订单上显示的邮箱，并确保在顶部明确注明该文件是负数发票，而不是发票。

When submitting a credit note/credit memo please ensure to send a full credit note providing the original invoice number, purchase order and reason for your credit note submission.

提交负数发票时，请确保发送完整的负数发票，并提供原始发票号码、采购订单以及提交负数发票的原因。

Modification or cancellation due to an error or omission is also possible. A new invoice can be issued to replace the previous one. The new document must nevertheless clearly mention the cancellation of the replaced document.

由错误或遗漏导致的修改或取消也是可能的。可以开具新的发票来代替之前的发票。然而，新的文件必须明确提及被替换文件的取消。

## In case of issues

如果出现问题

### **Check payment status**

查看付款状态

You can check the statuses of your invoices and payments using the invoice status portal

您可以使用发票状态网站查看发票和付款的状态。

### **What are the Key features of the Vestas Invoice Status Portal?**

维斯塔斯发票状态网站有什么主要功能？

- View real-time invoice status information  
查看实时发票状态信息
- Search invoice and payment amount  
搜索发票和付款金额
- Retrieve payment date  
检索付款日期
- Review your information in the Vestas records  
查看您在维斯塔斯记录中的信息
- Find knowledge base articles and hot topics to get answers to your questions  
查找知识库文章和热门主题以获得您问题的答案
- Create a ticket if you need further assistance from the Vestas finance support team  
如果您需要维斯塔斯财务支持团队的进一步帮助，请创建一张服务票
- Submit invoices to Vestas  
向维斯塔斯提交发票

### **How many users from my company can access this?**

我公司有多少用户可以使用这个？

You have an unlimited number of users that can use the portal.  
您拥有无限数量的用户可以使用该网站。

### **How do I get Access?**

我如何获得权限？

Review the to see the steps and learn how to get support if needed  
查阅以下内容以查看步骤并了解如何在需要时获得支援

Please have the following information ready:  
请准备好以下信息：

- Your company name  
您公司名称
- Your company vendor number starting with 5 and is 6 digits long which can be found in Vestas issued Purchase orders. If you do not know your vendor number,

please connect with your Vestas contact person

您公司的供应商编号以 5 开头，而且 6 位数字长，可以在维斯塔斯发出的采购订单中找到。如果您不知道您的供应商编号，请与您的维斯塔斯联系人联系。

- Your company email. This should match your email record in your records with Vestas. If you are unsure of what email domain you have in our records, please connect with your Vestas contact person

您公司的电子邮件地址。这应该与您在维斯塔斯记录中的电子邮件地址记录相配。如果您不确定我们记录中的电子邮件域名，请与您的维斯塔斯联系人联系。

Once you have reviewed the process, you are now ready to register through this page: [https://vestasprod.service-now.com/supplier\\_invoice\\_portal](https://vestasprod.service-now.com/supplier_invoice_portal)

一旦您查看了流程，现在就可以通过此网页进行注册了：：

[https://vestasprod.service-now.com/supplier\\_invoice\\_portal](https://vestasprod.service-now.com/supplier_invoice_portal)

**Access to the portal is free and does not change your invoice submission process nor affect your agreed payment terms with us.**

使用该网站是免费的，而不会改变您的发票提交流程，也不会影响您与我们商定的付款条件。



# Need help

## 需要帮助

### Account Payable queries

#### 付款查询

Below is the list of categories to consider when you need to reach out to our Vestas Finance Support team:

以下是您需要联系我们维斯塔斯财务支持团队时需要考虑的类别列表：

- Need Payment Breakdown/Remittance Advice/Proof of Payment  
需要付款明细/汇款通知/付款证明
- Want to submit Statement of account or reminder letters  
想要提交对账单或提醒信
- Balance Confirmation  
余额确认

Please reach out to our Vestas finance support team  
请联系我们的维斯塔斯财务支持团队。

The Vestas finance support team is available to help you with your Accounts Payable queries, you may send your queries through our ticketing system by sending email to [financescsap@vestas.com](mailto:financescsap@vestas.com).

维斯塔斯财务支持团队可以协助您查询应付的账款，您可以通过发送电子邮件至 [financescsap@vestas.com](mailto:financescsap@vestas.com) 将您的查询发送到我们的票务系统里。

If you do contact us this way, you will receive an automatic response with a ticket number and will be in touch with you if we need any information from you.

如果您通过这种方式与我们联系，您将收到一个带有票号的自动回复，如果我们需要您的任何信息，我们将与您联系。

We aim to resolve queries within 5 working days  
我们的目标是在 5 个工作日内解决问题。

You can also reach out Vestas Finance Support Team by calling directly below  
Accounts Payable hotlines

您也可以直接拨打以下的付款热线来联系维斯塔斯财务支持团队。

**Country 国家****Phone Number 电话号码**

Australia	+61 386987063
China	+86 1059232090
Denmark	+45 97305900
Germany	+49 48419717752
India	+91 4466088188
New Zealand	+64 63504372
Philippines	+63 27845770
Singapore	+65 63036531
South Korea	+82 220218202
Spain	+34 913628350
Sweden	+46 40376065
United Kingdom	+44 1925857126
USA	+1 3036555540
USA	+1 5033277600

# Vendor Master Maintenance and Change of Information

供应商主信息维护和变更

## 1. Change in bank information

银行信息变更

The following supporting documents are required for change in bank information.

银行信息变更需要以下证明文件。

Supplier-initiated (through Ariba) 供应商发起 (通过 Ariba)	Non ariba registered suppliers 非 ariba 注册供应商
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### Provide at least 1 document that can show the Bank information:

提供至少 1 份可以显示银行信息的文件:

- Company details in a Company Letterhead  
公司信头中的公司详细信息
- Voided Cheque 作废支票
- Bank Statement 银行对帐单
- Quotation 报价单
- Invoice 发票
- Online Banking Screen shot Document  
网上银行截屏文档

### Provide at least 1 document that can show the Bank information:

提供至少 1 份可以显示银行信息的文件:

- Signed or Stamped Company details in a Company Letterhead  
在公司信头中签名或盖章的公司详细信息
- Signed or Stamped Bank Statement  
签名或盖章的银行对账单
- Signed or Stamped Bank Certificate/Letter  
签名或盖章的银行证书/信件
- Voided Cheque 作废支票
- Quotation 报价单
- Invoice 发票
- Online Banking Screenshot Document  
网上银行截屏文档

## 2. Change in Name, Address, Email

名称、地址、电子邮件地址变更

Please coordinate with your Vestas contact or buyer providing the following supporting documents are required for change in vendor name, address or email (general communication and remittance):

请与您的维斯塔斯联系人或采购人员协调，提供更改供应商名称、地址或电子邮件地址（一般沟通和汇款）所需的以下证明文件：

**Name:** Company Letterhead/Profile stating the new name (signature not required), information of VAT/Tax Details, whether current or new VAT/Tax

**名称：**说明新名称的公司信头/简介（不需签名），增值税/税务详细信息，无论是当前还是新的增值税/税务

**Address:** Email from supplier or Company Letterhead stating the new address

**地址：**来自供应商的电子邮件或公司抬头信笺，注明新地址

## 3. Change in Vestas Information (Incoterms, Payment Terms, Currency)

维斯塔斯信息（国际贸易术语解释通则、付款条件、货币）变更

Please get in touch with the Vestas Contact Person or Buyer indicating the reason and requested payment term. Once negotiation is finalized, a ticket will be raised in the ARIBA system by the Vestas contact person and depending on the requested changes, approval may be required. Once approved, processing time is 5 business days and will reflect in the system immediately

请联系维斯塔斯联系人或采购人员，说明原因和要求的付款期限。协商完成后，维斯塔斯联系人将在 ARIBA 系统中提交服务票，根据请求的变更，可能需要批准。一旦获得批准，处理时间为 5 个工作日，并将立即反映在系统中。

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## Payment Terms Calculator

### 支付条款计算机

To enable our suppliers to further understand and explore the calculation of Vestas Standard Payment Terms, we are introducing the Vestas Standard Payment Terms Calculator

为了让我们的供应商进一步了解和探索维斯塔斯标准支付条款的计算，我们推出维斯塔斯标准支付条款计算机

Use the link below to download the tool and get started  
使用下面的链接下载该工具并开始使用

If you have any questions regarding the tool, kindly reach out to [email@vestas.com](mailto:email@vestas.com)  
如果您对该工具有任何疑问，请联系 [email@vestas.com](mailto:email@vestas.com)

## Digital invoices through Ariba Network and hardcopy invoices

### 通过 Ariba 网络提交的数字发票和纸质发票

## Digital invoices through Ariba Network

### 通过 Ariba 网络提交的数字发票

#### **Mandatory requirements**

##### **强制性要求**

Please send the invoice to POs received via Ariba through your Ariba account. Please make sure you only send us an invoice for the delivered quantity. If your invoice does not comply with these requirements, it will be rejected and returned to you, or the payment delayed.

请通过您的 Ariba 帐户将发票发送至通过 Ariba 收到的采购订单。请确保您只向我们发送交付过的数量的发票。如果您的发票不符合这些要求，这将被拒绝并退回给您，或者延迟付款。

Your invoice must indicate:

您的发票务必注明：

- an invoice number (reference)  
发票号码（参考）
- date of issue  
开具日期
- Tax or VAT rate (%) and your company's Tax or VAT registration number  
税率或增值税率 (%) 以及您公司的税务或增值税注册号

- date of delivery  
交货日期
- quantity invoiced per line  
发票每行的数量

All other details will be copied directly from the Vestas PO and it's not possible to update by the supplier.

所有其它信息将直接从维斯塔斯采购订单复制，供应商无法更新。

Any extra delivery costs not included on the PO (such as packing, freight, etc.) must be communicated to the Vestas Buyer before submitting your invoice. Failure to do so may result in a delay in processing your invoice and payment.

订单中未包含的任何额外交付成本（例如包装、运费等）必须在提交发票之前告知维斯塔斯采购人员。如果不这样做，可能会导致发票和付款处理延迟。

Credit memos must relate to invoices already submitted via Ariba. The credit memo shall indicate a credit memo number (reference) and the reason for the credit.

负数发票必须与已经通过 Ariba 提交的发票相关。负数发票应注明负数发票号码（参考号）和贷项理由。

## **Submitting your invoice**

### **提交您的发票**

Only submit invoices related to Ariba POs via the Ariba Network. If you also send the invoice as a PDF copy by e-mail to our invoice mailboxes, it will be returned to you and will not be processed for payment.

仅可通过 Ariba 网络 提交与 Ariba 订单相关的发票。如果您还通过电子邮件将发票以 PDF 副本的形式发送到我们的发票邮箱，该发票将被退回给您并不会被处理付款。

## **Invoice Status**

### **发票状态**

All changes to the status of your invoice can be viewed in real-time in Ariba. You can also set up e-mail notifications for all invoice status changes using Ariba.

您发票状态的所有更新都可以在 Ariba 实时查看。您还可以使用 Ariba 为所有发票状态的更新设置电子邮件通知。

## **In case of issues**

如果出现问题

## **Payments & bank details**

付款和银行信息

Please ensure your company's payment details are up-to-date in your Vestas Ariba account.

请确保您的维斯塔斯 Ariba 帐户中的付款信息是最新的。

If the payment date falls on a non-working day, the following working day will be effective.

如果付款日期为非工作日，则下一个工作日生效。

## Hardcopy invoices

纸质发票

## **Mandatory requirements**

强制性要求

Please refer to that section for PDF invoices.

请参阅 PDF 发票该部分。

## **Submitting your invoice**

提交您的发票

Please send you invoice or credit note to the postal address shown on the Vestas purchase order. A full list of postal addresses depending on the Vestas ordering company can be viewed here.

请将发票或负数发票发送至维斯塔斯采购订单上显示的邮寄地址。您可以在[此处](#)查看一份根据维斯塔斯订购公司的完整邮寄地址列表。

To ensure that your invoice can be processed efficiently, please ensure that it complies with the following rules

为了确保您的发票能够得到有效的处理，请确保其符合以下规则

- do not send our Accounts Payable proforma invoices  
不要向我们的付帐部发送款形式发票
- do not include other documentation (e.g. conditions of sale) between invoice pages in a pdf.  
不要在 PDF 格式的发票页面之间加入其它文件（例如销售条件）

## **In case of issues**

### 如果出现问题

Before contacting us please check that

在联系我们之前，请查看

- your invoice status in the Vestas Supplier Invoice Status Portal >  
您在维斯塔斯供应商发票状态网站中的发票状态 >
- all goods or services on the invoice are delivered  
发票上所有的货物或服务均已交付
- the invoice been sent to the correct mailbox complies to this instruction  
已发送到正确邮箱的发票，符合此说明

Please use the Supplier Invoice Status Portal to raise any queries regarding invoice and payments instead of sending an e-mail to us directly.

请使用供应商发票状态网站提交有关发票和付款的任何询问，而不是直接向我们发送电子邮件。



## Payments & bank details

### 付款和银行信息

Please notify us of any changes to your company's payment details to your Vestas contact person well in advance of the actual change. If the payment date falls on a non-working day, the following working day will be effective.

如果贵公司的付款信息发生任何变更，请在实际变更之前尽早通过您的维斯塔斯联系人通知我们。如果付款日期为非工作日，则下一个工作日生效。

A Payment Terms Calculator is available for you to explore the different standard payment terms of Vestas. Download the calculator below.

有个支付条款计算机可供您探索维斯塔斯的不同标准支付条款。请下载下面的计算机。

## Supplier Quality Manual

### 供应商质量手册

Vestas' mission is to deliver best-in-class wind energy solutions and to set the pace in our industry to the benefit of our customers and our planet. We set ambitious targets, and suppliers to Vestas have a key role in ensuring that we achieve these goals. Along with a strong focus on safety and sustainability, it is crucial that quality is built into our entire value chain and always prioritized to prevent any compromise on performance or reliability.

维斯塔斯的使命是提供一流的风能解决方案，引领我们行业的发展步伐，以造福我们的客户和星球。我们设定了雄心勃勃的目标，而且维斯塔斯的供应商在确保我们实现这些目标方面发挥着关键作用。随着高度关注安全性和可持续性，至关重要的是，我们必须将质量纳入整个价值链，并始终优先考虑，以防止性能或可靠性出现任何妥协。

To support this mission, we have developed the Vestas Supplier Quality Manual. The purpose of this manual is to define a common framework of quality requirements and best practices which must be in place to ensure a successful and professional relationship between Vestas and its suppliers.

为了支持这一使命，我们制定了《维斯塔斯供应商质量手册》。本手册旨在定义质量要求和最佳实践的通用框架，该框架必须到位以确保维斯塔斯与其供应商之间建立成功和专业的关系。

# Frequently Asked Questions

## 常见问题

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### What is the service level agreement of Vestas Finance Support team?

维斯塔斯财务支持团队的服务水平协议是什么？

We aim to resolve queries within 5 working days and will be in touch with you if we need any information from you.

我们的目标是在 5 个工作日内解决问题，如果我们需要您提供任何信息，我们将与您联系。

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### How to re-open the ticket if not satisfied/resolve the issue

如果不满意/没解决问题，如何重新打开服务票

Simply reply to the email response within 5 days after receipt. Otherwise, the ticket will automatically close and you will need to create new ticket.

只需在收到电子邮件后 5 天内回复即可。否则，服务票将自动关闭，您将需要创建新服务票。

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### What to do if you cannot access our supplier invoice status portal?

如果您无法登入我们的供应商发票状态网站该怎么办？

You may raise a ticket via [financescsap@vestas.com](mailto:financescsap@vestas.com)  
您可以通过 [financescsap@vestas.com](mailto:financescsap@vestas.com) 提交服务票。

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### How to resolve an invoice that was rejected?

如何解决被拒绝的发票？

Please ensure that you request a formal Purchase Order from your Vestas contact.  
请确保您向您的维斯塔斯联系人申请正式的采购订单。

Get in touch with the Vestas contact person in your Purchase Orders, you should get a response within 3 days then:

请联系您采购订单中的维斯塔斯联系人，您应该会在 3 天内得到回复，然后：

- resend document by replying to all using invoice rejection email  
通过使用发票拒绝电子邮件回复所有的人来重新发送文件
- attach the revised invoice/s  
附上修改过的发票

**DO NOT** send credit note to cancel the invoice since your incorrect invoice was not registered in the system

请勿发送负数发票来取消发票，因为您的错误发票没记录在系统中

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I don't know which Vestas entity I am invoicing or delivering to?

我不知道我要向哪个维斯塔斯实体开具发票或发货？

This should be indicated on the PO, if you did not get a PO please ask your Vestas contact who placed the order with you.

这应该注明在采购订单上，如果您没有收到订单，请询问您下订单的维斯塔斯联系人。

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I did not receive a purchase order. Who do I need to contact?

我没有收到采购订单。我需要联系谁？

Please ask with your Vestas Contact Person who placed the order. Vestas strongly recommends to NOT provide any goods or services to Vestas without any Purchase Order Document unless or until of any emergency.

请咨询下订单的维斯塔斯联系人。维斯塔斯强烈建议不要在没有任何采购订单文件的情况下向维斯塔斯提供任何货品或服务，除非或直到出现任何紧急情况。

Remember NO PO- NO WORK-NO PAY

请记住没有订单-没有工作-没有支付

## How to check your payment terms in Vestas system?

如何在维斯塔斯系统中查看您的支付条款？

The agreed term of payment is indicated in the Contract but is not available in the Vestas ARIBA system. Should you have questions or need to confirm your payment term with us, please contact the Vestas contact person.

约定的付款期限在合同中有所注明，但在维斯塔斯 ARIBA 系统中不能找到。如果您有疑问或需要与我们确认您的支付条款，请联系维斯塔斯联系人。

## How to amend payment terms?

如何修改支付条款？

To request for a new payment term set-up with us, please get in touch with the Vestas Contact Person or Buyer indicating the reason and requested payment term. Once negotiation is finalized, a ticket will be raised in the ARIBA system by the Vestas contact person and depending on the requested Payment term, approval may be required. Once approved, processing time is 5 business days and will then reflect in the system immediately.

如需向我们请求设置新的支付条款，请联系维斯塔斯联系人或采购人员，说明原因和要求的支付条款。协商完成后，维斯塔斯联系人将在 ARIBA 系统中提交请求票单，而且根据请求的支付条款，可能需要批准。一旦获得批准，处理时间为 5 个工作日，然后将立即反映在系统中。