



Invoicing Requirements

发票开具要求

This instruction applies to Chinese suppliers delivering to Vestas companies based in China.

本要求适用于中国供应商向中国维斯塔斯开具发票。

To ensure prompt and timely settlement of your invoices, please read carefully the following requirements.

为了保证贵公司发票得到迅速及时处理，请仔细阅读以下要求。

Mandatory requirements

强制性要求

If your invoice does not comply with these requirements it will be rejected and returned to you, or the payment delayed. If your invoice is rejected, you will be required to resubmit a corrected invoice with a new invoice date. Do not send a credit note for a rejected invoice.

如果您的发票不符合这些要求，它将被拒绝并退回给您，或延迟付款。如果您的发票被拒收，您将被要求重新提交一个新的发票日期更正的发票。不要发送被拒收发票的信用票据。

Purchase order-related invoices

有采购订单的发票

Purchase Orders are the required transaction method with Vestas. Please ensure that you request a formal Purchase Order from your Vestas contact. Please ensure that any and all agreed changes to the order are reflected in an updated purchase order from your Vestas contact person (buyer). 维斯塔斯按照采购订单的方式来管理所有的业务交易。请确保通过维斯塔斯联系人建立正式的采购订单，如果有任何变化必须及时在该采购订单中做相应的更新。

- Your invoice shall comply with any country mandatory legislation
应提供符合国家强制性规定的发票
- Invoices showing higher quantities than on our purchase order will be rejected, unless there is a delivery tolerance already agreed with Vestas



如果发票上的数量高于我们的采购订单，我们会拒收这张发票，除非您与维斯塔斯已经约定了交货数量公差。

- Your invoice shall not be issued prior to the actual date of delivery
请勿在实际交货日期之前开具发票。

Header shall clearly indicate the following

请在发票上清晰列明

- Purchase order number
采购订单号
- Supplier company name, address and VAT registration number
供应商信息，如名称，地址和纳税人识别号等
- Vestas ordering company address and VAT registration number as on the Vestas purchase order
维斯塔斯的地址和纳税人识别号等信息
- Invoice number & date of issue, (if your invoice was previously rejected, the date of resubmission)
发票号和开票日期，(如果我们此前拒收了您的发票，则为您重新开票的日期)

Item lines shall

明细列示要求

- Match the prices on the Vestas purchase order
发票金额应与维斯塔斯采购订单金额一致
- Reference the corresponding lines on the Vestas purchase order and Vestas materials numbers (where applicable)

请参照与维斯塔斯采购订单上的明细顺序列示，并使用维斯塔斯物料号 (如果适用)

PO exempted invoices

无采购订单的发票

You should assume that a Vestas purchase order reference is always required on your invoice. However, there are special circumstances where an invoice can be submitted without referring to a purchase order. These cases are known as “PO exempted” and your Vestas contact person will have to inform you prior to the start of deliveries.



维斯塔斯要求发票必须要有采购订单。但是，在特殊情况下可以不建立采购订单而开具发票。如存在这种特殊情况，请在开具发票之前与维斯塔斯联系人达成一致。

For these cases all the aforementioned requirements are still valid with the exception of the purchase order reference and the purchase order line references.

无采购订单的发票也需要符合上述要求，但无需标注采购订单号和采购订单上的信息。

Credit notes

负数发票

- Please refer to the attached instruction for credit note process in Page 7-8.
请参照附件（第7至8页）说明来开具负数发票

General recommendations

一般建议

Compliance with the following recommendations will enable faster processing of invoices and credit notes.

为方便快捷的处理您的发票和负数发票，请您遵循以下建议。

- Documents should be typed and not hand-written
请使用打印版发票，尽量避免手写内容
- Payment term should match the payment term on our purchase order
付款期限应与我们采购订单上的一致
- Invoice lines should follow the same sequence as on our purchase order
发票上的明细列示与我们采购订单上的一致
- Chop on blank area and do not cover any characters

发票专用章请盖在空白处，不要遮盖任何文字

Submitting invoices and credit notes

提交发票和负数发票

[Where should I send my PDF invoices to?](#)

PDF 扫描件应寄到以下电子邮箱地址:



Please send the **hardcopy** of invoice to below address directly,

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

Resolving invoice or payment issues

发票和付款问题的解决

Before contacting Vestas for payment and / or invoice issues, we request you first check the following:

在与维斯塔斯联系查询付款或者发票问题之前，请先检查如下事项：

- ✓ Is the payment term on your invoice as shown on the Vestas purchase order?
付款期限是否与维斯塔斯的付款期限一致。
- ✓ Have the goods / services been delivered?
货物是否已经交付/服务是否已经提供？
- ✓ Have you provided the hardcopy invoice to the correct postal address?
是否将发票原件寄到了正确的邮寄地址？

Raising a ticket

提交查询申请

Vestas manages queries related to invoices and payments using a ticket system. We aim to reply to all tickets with 3 business days from the received date. The email address for raising ticket depends on from which system the purchase order was created. Here is how you know.

维斯塔斯使用查询系统来管理发票和付款的相关事项。我们会在收到申请当天开始的3个工作日内回复所有的查询申请。接收查询申请的邮箱地址取决于采购订单是从哪个系统提交的。根据下面的提示来区分。

- If the queries relate to purchase order reference with 10 digits (all numbers), use financescscsap@vestas.com
如果查询采购订单号为10位数字的采购订单，请发送到financescscsap@vestas.com
- If the queries relate to purchase order reference beginning with the letter “P” followed by 6 digits, financescscxa@vestas.com



如果查询采购订单号为P开头加6位数字的采购订单，[请发送到financescxa@vestas.com](mailto:financescxa@vestas.com)

Supporting documents

支持性文件

We encourage you to provide the following supporting documents in order to speed up the resolution of the incident:

为了能够快速为您解决问题，我们希望您能提供如下支持性文件，

- ✓ Copy of the Vestas purchase order
维斯塔斯的采购订单
- ✓ Proof of delivery
交货证明
 - A delivery note signed and stamped by the receiving warehouse.
接收仓库签字并盖章的交货通知
 - A delivery note (CMR/bill of lading) signed by the Vestas forwarder.
维斯塔斯的代理人签署的交货通知 (CMR/提单)
 - A time registration or service receipt signed and dated by an authorized person.
由授权人签字并标明日期的记录或服务接收单。
- ✓ Regular suppliers to Vestas may send a monthly statement of account (SOA) as of the last day of the month to facilitate reconciliation of accounts.
供应商可以发送截至每月最后一天的月度对账单进行对账。

Statement of Accounts

对账单

Suppliers should send a monthly statement of account as of the last day of the month to facilitate reconciliation of accounts. For requests related to Statement of Account already sent, please send an email to financescsoa@vestas.com.

供应商应发送截至每月最后一天的月度对账单进行对账。对于已经发送过对账单的申请，[请发邮件至financescsoa@vestas.com](mailto:financescsoa@vestas.com)。

Payments & bank details

付款及银行信息

Vestas pays on the 5th, 15th and end of each month. If the payment date falls on a non-working day, the following working day will be effective.

维斯塔斯每月5日、15日和月末最后一天进行付款。如果付款日为非工作日，则顺延到下一个工作日。



In order to protect our vendors' sensitive information and reduce the risk of fraud, we ask you request your bank account update from your contact person in Vestas Global Procurement. They will create a formal request / ticket on your behalf with reference to the document you have provided. Please ensure that you communicate any changes to your company's payment details to your Vestas contact person in advance. Please provide the bank details on the invoice.

为了保护供应商的敏感信息，减少欺诈风险，我们请您联系您在维斯塔斯全球采购部的联络人，维护、更新您的银行账户信息。您的维斯塔斯联络人会帮您提出正式申请，提交您提供的更新文件。请确保，如贵公司的付款信息发生任何更改，您能够及时通知您的联络人。请将您的银行信息打印在发票上。

Queries

疑问

Please contact your Vestas contact person for queries regarding this instruction.

您对本说明如有疑问，请与您的维斯塔斯联系人联系。



Appendix

附件

In order to standardize the process of return invoice and credit invoice, we made following instruction, please observe and implement

为规范供应商退票及开具红字发票的工作，我们对流程做出了如下规定，请供应商遵照执行。

Please double check the details with Vestas buyer before send off the invoice, if the invoice is not correct after send off, it would not be returned after verified or finished posting.

请供应商在寄送发票之前与维斯塔斯采购确认好开票明细，如果寄到维斯塔斯的发票有误，对于已经被记账或者完成认证的发票，将无法退还或更改。

If the invoice is found to be incorrect after supplier already sent invoice to Vestas, please inform Vestas buyer, meanwhile please send email to SSC (LECGU@VESTAS.COM) to confirm whether the incorrect invoice could be returned or need to issue the credit invoice.

如果供应商寄出发票后发现错误，要求更改或退票，请先通知维斯塔斯采购，然后将需求通过邮件发送给马尼拉财务共享中心 (LECGU@VESTAS.COM)，询问能否退票以及是否需要开红字发票。

- After obtain the confirmed email from SSC, for the unverified invoice, Chen Jing Jing (jiche@vestas.com) will return the invoice to supplier.

得到SSC的确认邮件后，未认证的发票由财务部陈晶晶(jiche@vestas.com)将发票退还给供应商

- For the confirmed email that needed credit invoice, Paul (WIZNC@vestas.com) will issue the credit note which is a necessary document for supplier to issue the credit invoice, please provide the following information to apply the credit note.

对于SSC确认需要开具红字发票的，需提供如下资料给财务部张伟 (WIZNC@vestas.com) 申请《开具红字增值税专用发票信息表》：

1. Fill in attached details (ref. attachment)
填写附表（见附件）
2. Explanation letter
情况说明
3. Scanning copy of the incorrect invoice
错票的扫描件

Please do not invalidate the incorrect invoice until Vestas confirmed it would be returned to supplier, otherwise, the invoice will be recognized as uncontrolled invoice, and it will lead to



investigation by both parties' tax authorities, what will caused not only manpower and time consuming, but also tax ratings downgrades on both parties.

请不要擅自作废已经寄给维斯塔斯的发票。作废发票的操作必须在维斯塔斯确认可以退票的情况下才能作废，如果已经认证的发票被供应商擅自作废，该发票在税务局系统里显示“失控发票”，两地税务局将协查这些发票，不仅会给供应商和维斯塔斯双方带来人力和时间上的损耗，也会影响双方企业的纳税信用评级

Once we have the conditions of uncontrolled invoice, please inform Vestas buyer and provide the following information to Paul (WIZNC@VESTAS.COM)

如果出现了“失控发票”的情况，请先通知维斯塔斯采购，然后准备如下资料发送给财务部张伟 (wiznc@vestas.com)，以备税务局协查时提供：

1. Purchase order with two parties' seals
相关的的采购合同（双方盖章）
2. Scanning copy invoice
供应商留存的发票第一联扫描件
3. Warehouse entry record
入库单或收货单

Please forward this information to related person

请将此信息转送给相关人员。

Vestas Wind Technology (China) Co., Ltd

维斯塔斯风力技术（中国）有限公司



开具红字增值税专用发票信息表申请 Credit note application

发票号码 Invoice No.						
销货单位 vendor	公司名称 vendor name					
	纳税人识别号 tax no.					
货物或应税劳务名称 item name	数量 Qty	单价 price	金额 total price	税率 tax rate	税额 vat amt	价税合计 Invoice amount include vat
合计 Total						