

收货单/Goods Receipt Note

供应商信息 /Supplier Information

名称 name : 北京博源意嘉市场咨询有限公司
 代码 code : 32528
 联系地址 address :

联系人 contact person :
 电话 telephone :
 邮箱 e-mail : dingning@751info.com

注意：如发生以上信息变更，请将变更后的信息第一时间发送至：Invoice.Management@volkswagen.com.cn
 Attention: if any update on above information, please send to: Invoice.Management@volkswagen.com.cn

收货信息/ Goods Receipt Information

采购方 purchasing company: VCIC
 收货凭证号 document number: 5000077382
 申请人 requester: UUERRP8
 创建日期 created on: 11/06/2019
 审批日期 approved on: 11/06/2019

详细信息 Details:

编号 Item	收货数量 Quantity	服务项目描述Description	采购订单号/单位价格 Purchase Order / Price per Unit	总账科目及成本中心 G/L Account & Cost Center	付款金额 Payment Amount
1	1	Design & Material expense for job fair	7300022319 28,100.60 RMB / 1 LE	9008501001 0008102070	28,100.60 RMB

重要提示：

对以下公司的付款请求: 1. 大众汽车 (中国) 投资有限公司 2. 大众汽车 (中国) 销售有限公司

With regard to payment request of below companies : 1. Volkswagen (China) Investment Co., Ltd
 2. Volkswagen Group Import Co., Ltd

请将如下付款支持文件寄送至我司财务部服务中心。
 寄送文件前请在表格中勾选已完成的任务，全部勾选即表明文件核对无误：

	文件是否备齐	公司名称、金额核对无误
发票		
收货单 (即本单)		
合同 (如有)		
费用明细		

如上述文件有遗漏或错误，我司会按照供应商信息中的地址退回全套文件，将耽误您的付款时间

Please mail below documents to Volkswagen Finance Back Office. And make sure all documents are well prepared and double check the total are identical. Otherwise, we will reject Fapiao and ask for replacement which will delay your payment. If Fapiao is for an installment, please show the contract total amount on your cost breakdown which can be reconciled with the attached contract

1. Fapiao / Tax Invoice
2. Goods Receipt Notes
3. Contract
4. Cost breakdown

我司收件地址如下：

北京市朝阳区七圣中街12号院1号楼
 大众汽车中国集团
 财务部服务中心 收
 邮编: 100028
 邮箱: Invoice.Management@volkswagen.com.cn
 电话: 010-65314450

Please find our company address from below:

Finance Back Office
 Volkswagen Group China
 Tower 1, No. 12 Qishengzhong Street, Chaoyang District,
 Beijing 100028, P.R. CHINA
 Postal: 100028
 Email : Invoice.Management@volkswagen.com.cn
 Tel : 010-6531 4450

- 对于号码位于45*到70*之间的PO，请业务部门审批签字后发送给供应商
 Business Unit have to approve for PO with number between 45* and 70* before sending to supplier.

申请人 requester _____

审批人 approver _____