



新订单

页码 1 共 3

Shell Intl Petroleum Company Ltd

订单号码:
订单日期:

4543006032
20.12.2023

致：

100124
北京博源意嘉市场咨询有限公司
中国 北京市 北京
北京市海淀区青云里满庭芳园小区9号楼
青云当代大厦908室

供应商代码： 68075816

订单发自：

Shell Intl Petroleum Company Ltd (SIOP)
Shell Centre
2 York Road
London
SE1 7NA

交货地点：

GB32 Corporate Materials & Services
Shell UK Ltd.
Shell Center, 8 York Road
London
London

发票/账单地址：

Shell International Petroleum Company
Shell Centre,
London, United Kingdom
SE1 7NA

付款条件： 60 Day from Receipt of Correctly
Presented invoice

币种： USD

商务联系人： SIPC Lubricants

商务电子邮件： CBJ-DS-RTP-Sectors-and-Digitalisation@shell.com

业务联系人： Alexandra Nicole Gatchalian

业务联系电话：

业务电子邮件： A.Gatchalian@shell.com

新订单

页码 2 共 3

Shell Intl Petroleum Company Ltd

订单号码: 4543006032
订单日期: 20.12.2023

项目	物料号码	数量	单价	单项总价 (不含VAT)
100		1 单	25,979.00 每 1 单	25,979.00 USD

描述:

EV Service Pro KV shooting

交货日期: 11.12.2023

壳牌税别代码: Input tax Purchases

订单总价 (不含VAT): 25,979.00
币种: USD

本文件由系统自动产生, 无需签名。

BY ACCEPTING THIS PURCHASE ORDER THE SUPPLIER AGREES TO THE GENERAL TERMS AND CONDITIONS FOR THE UK(GTCs), WHICH ARE PUBLISHED ONLINE AND CAN BE DOWNLOADED AT www.shell.com/global/products-services/solutions-for-businesses/supplier/purchase-order-terms-conditions.html. The supplier understands that the GTCs form an integral part of this purchase order. The date of this purchase order determines which GTCs version is applicable to the purchase order. The supplier is encouraged to keep a copy of the GTCs for its own reference. Please contact a Shell representative if you want a copy of the GTCs to be e-mailed to you.

To avoid invoice rejection Supplier must submit a compliant invoice. The Invoice Requirements Checklist can be downloaded at <https://www.shell.com/business-customers/shell-for-suppliers/shell-invoicing-channels-and-invoice-requirements.html>

1. The following information must be stated on all invoices, correspondence and delivery documentation.

- A Purchase Order (10-digit starting with "45"). Only one purchase order per invoice. The invoice will be returned in case the purchase order number is not listed.
- Your Shell Contact Name & Department
- Description of goods &/or services provided
- Period covered by invoice (if applicable)
- Invoice must be in the same currency as the purchase order

2. If the VAT identification number of the receiving Shell entity is stated on this purchase order, we ask that you reference this VAT identification number on your invoice.

3. Any credit due to Shell must be submitted on a separate credit note, which quotes the original invoice number & purchase order

4. For Suppliers enabled on the Ariba network:

- Purchase orders are issued to the Supplier via the Ariba network
- Invoices to Shell must be submitted electronically via Ariba; Invoices submitted via post/email/fax will be REJECTED*
- For assistance navigating the Ariba Network, contact the Ariba Help Center at <http://supplier.ariba.com>
- Real-time Invoice status is available by logging into your Ariba account, otherwise direct your inquiry to <https://apchatbot.shell.com/>

新订单

页码 3 共 3

Shell Intl Petroleum Company Ltd

订单号码: 4543006032
订单日期: 20.12.2023

For suppliers not (yet) enabled on the Ariba network:

- Purchase orders are issued to the Supplier via email
- Invoices to Shell should be submitted via email (preferred) or postal mail (by exception only, details below)
- * Unless prohibited by local regulation or instructed otherwise

All original invoices for payment must be submitted with details of the total amount payable together with banking details and supplier VAT number, and shall be sent to:

Electronically in PDF Format via email, using the following email address:
GBX-Invoices@shell.com

Requirement for PDF invoices:

- One invoice or credit per pdf. Do not zip or password-protect the pdf files.

Alternatively, invoices can be sent to Accounts Payable Department using the following address:
Shell International Petroleum Company,
Shell Centre London,
London SE 1 7NA
United Kingdom

5. For Invoice queries contact SSSCMLA-AP-Global-Invoice-Processing---Invoice-Issue-Resolution@shell.com stating the Shell Legal Entity Name in the subject line of the email.
