



Vendor: 69068623
 EVENTPLUS MARKETING SERVICES CO LTD
 FANG GARDEN HAIDIAN DISTRICT
 BEIJING 100124
 CN
 Tel. No: 1064688223
 Fax No: 1064688223

Shell Legal Entity :
 SHELL INTERNATIONAL LIMITED
 Shell Centre
 SE1 7NA London
 United Kingdom

Purchase Order	
PO Number	: 4550248888
Date	: 20-May-2024
Buyer	: Barretto, Anton L.
Tel. No	: +632 3226 9558
Fax No	: +632 3490 4165
E-mail	: A.Barretto@shell.com
VAT	: GB235763255

Delivery Date: 31-Dec-2024

Please deliver to:
 Originator: Marek Zarzycki
 Company
 SHELL INTERNATIONAL LIMITED
 2 York Road, Waterloo
 LONDON
 SE1 7NA
 UNITED KINGDOM

Terms of Delivery: NA N/A

Terms of Payment: Due in 60 days; baseline is invoice receipt date

Currency: USD

See IMPORTANT NOTES for invoicing details and Terms and Conditions.

Item	Material/Service	Description	Qty	U/M	Unit Price	Order value
00010		CS_EVENTPLUS MARKETING SERVICES				
		This is your PO for Creative Solutions. Please ensure you quote the following on each invoice:				
		- Purchase Order Number				
		- Project Number				
		- Project Name				
		- Creative Solutions Project Manager				
		- Creative Solutions WBSE				
		Please copy in marek.zarzycki@shell.com when submitting invoice.				
		The item covers the following services:				
		Expected value of unplanned services:				10.700,00
Total net value excl. tax					USD	10.700,00

This is a computer generated document and no signature is required



IMPORTANT NOTES

1. The Purchase Order number and item number must be stated on all invoices, correspondence and delivery documentation. The invoice will be returned in case the purchase order number is not listed.
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. 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/>

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)
 - Invoice status is available from <https://apchatbot.shell.com/>
- * 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:
GB03-INVOICES@SHELL.COM

Requirements for PDF invoices:

- One Invoice or Credit Note per PDF. Note: If more than one document is contained within the PDF file only the first document will be accepted.
- Multi-page documents must be submitted as one PDF file.
- File must be received in PDF format. Zip files cannot be accepted.
- PDF filename should consist of alphanumeric characters and underscores only.
- PDF filename should be a maximum of 50 characters.
- PDF version should be 3.0 or above
- PDF should be of 300 dpi (Dots Per Inch) resolution
- Only original Invoices/Credit notes will be accepted via the PDF Mailbox e.g. Statements, Demands for Payment, Dunning Letters, etc, should not be sent to this address and will be returned.
- Documents sent in a changeable format will be rejected (i.e. Word / Excel invoices)
- Please do not submit both PDF and paper invoice for the same payment, or submit the PDF invoice multiple times, as this can create errors in the payment process and potential delays in payment. The reply mail you get when submitting the PDF invoice is proof that the invoice has been received.
- Invoices containing Foreign VAT (Foreign VAT is tax on an invoice which is not from the country of the receiving Shell Entity) are to be sent by mail.
- Alternatively invoices can be sent to the Accounts Payable department using the following address:



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Date : 20-May-2024

SHELL INTERNATIONAL LIMITED
FAO: DOCUMENT MANAGEMENT TEAM GB03
BUILDING A, CZERWONE MAKI STREET 85,
30-392 KRAKOW,
PL

4. Direct all other invoice inquiries to <https://apchatbot.shell.com/>

5. The following Terms and Conditions are exclusively applicable to this Purchase Order:

The Terms and Conditions as per Contract CW744103.