

采购订单  
PURCHASE ORDER

订单编号 PO No.: 5030133388  
订单日期 PO Date: 10.03.2026

页数 Page: 1 / 3

供应商编号 Supplier ID: 619406281 要求到货日期 Arrival date :19.03.2026  
供应商名称 Supplier Name: 康辉集团北京国际会议展览有限公司 贸易条款 Incoterms: DDP DELIVERED DUTY PAID  
运输方式 Ship Method:  
供应商联系人 Supplier Contact: 付款条件 Payment Terms: NET 60 days after invoice date  
供应商联系电话 Supplier Tel. Nr.: 15210370021 币种 Currency: CNY  
其他参考信息 Other Reference Info.: 备注 Remark:

订单联系人 Order Contact Person:Lirika Yang 订单联系人邮箱 Contact person e-mail:lirika.yang@merckgroup.com	交货地址 Deliver to :
---	-------------------

行号 Line#	产品编码 Stock Code	产品描述 Description	订单数量 Order Qty By Pckg	单位 UOM Pckg	单价 Unit Price	合计 Net Amount	未税金额合计 Net Value
00001		2026年培训活动订餐试餐需求 / 19.03.2026	1.000	EA	5.777,00	5.777,00	5.777,00
		培训用餐					
	总计	TOTAL				5.777,00	5.777,00

买方 Buyer

卖方 Seller

默克化工技术(上海)有限公司

康辉集团北京国际会议展览有限公司

签字/盖章 Signature/Stamp

签字/盖章 Signature/Stamp

## Date

## Date

供应商须知 Supplier Notes

请仔细阅读并执行以下规定：

1. 请在收到本公司订单后2个工作日内签字盖章并回传至本公司订单联系人邮箱。
2. 送货前，请与收货人确认送货地址。送货时，请将填好的送货单与货物一起交给订单上对应的收货人并请收货人签收。收货人信息详见订单。请务必将订单号写在送货单上。
3. 在申请人确认收货后请及时将正确的发票寄给财务部相关人员，请务必将订单号写在发票的备注栏，否则导致的付款延迟，责任自负。默克公司会按照订单确认的付款条件及时安排付款。
4. 本采购订单由ERP系统生成，无需签字/盖章即可生效

开票信息

开票地址/电话

Invoice address/Tel 中国(上海)自由贸易试验区基隆路1号汤臣国贸大楼908室 021-20338288

开户银行 Bank Name 德意志银行(中国)有限公司上海分行

银行帐号 Account 3516887015

税号 Tax code 913100006073721262

纸质发票：上海市浦东新区东育路227弄3号前滩世贸中心(二期)C栋，15层

收件人：MBS Buy & Pay部门 电话：021-38501913

电子发票：请邮件发送至我司MBS Buy & Pay团队公共邮箱：cn.invoice@merckgroup.com

如果您对于付款进程或相关付款流程有任何问题，请直接发送邮件至如下MBS Buy & Pay 团队公共邮箱：

ap.cn@merckgroup.com

我们会在收到邮件的2个工作日内给您回复。请确保您在邮件内，提供详细的费用信息 如款项查收方名称、款项支付方默克实体名称，采购订单号及具体问题。

Please read carefully and comply the following rules!

1. Please send the chopped PO to the related order processor via e-mail within 2 working days after you receive the PO.
2. Before delivery, please confirm the address with receiver. The delivery note should be with the goods signed by the consignee, about consignee information pls refer to PO. The PO number must be written on delivery note.
3. Please delivery the invoice, with PO number, to Finance department after goods receipt, or supplier have to take the risk of delay payment. Merck will arrange payment according to payment term.
4. This PO has been produced by an ERP-system and is valid without signature/stamp.

For paper invoices - Please leave your contact information in the package

15F, No 3, Building C, The New Bund World Trade Center, Lane 227 Dongyu Road, Pudong New District, Shanghai China, 200126

Receiver: Merck MBS Buy & Pay Services team Tele: 021-38501913

For electronic invoices - soft copies of invoices and supporting documents (DN, PO, quotation, etc.) should be sent by email to: cn.invoice@merckgroup.com (one invoice per email including supporting documents. Only PDF format for International Vendors or OFD format for domestic suppliers is accepted)

In case of questions linked to the payment of your invoices, please contact Accounts Payable team with email address: ap.cn@merckgroup.com. Kindly indicate the name of your company, Merck relevant entities, PO number and inquiry in details. Your inquiry will be answered in 2 working days.

采购通用条款适用于本

Purchase order is subject to the general conditions available online:

