

采购订单

Purchase Order (A)

Vendor Name供应商名称：
康辉集团北京国际会议展览有限公司
Vendor Address供应商地址：
北京朝阳区农展馆南路13号瑞辰国际中心15层。
100025 北京市 CN
Vendor Code供应商编号：112513630

PO NO/Date订单号/日期：
5070405678/ 24.10.2025
Div/Dept. Responsible Lirika Yang
采购组：
Tel电话：+ 86 21 38529130
Mail邮箱：lirika.yang@merckgroup.com
Print date打印日期：24.10.2025

Contact Person联系人：
Tel电话：
Your Bank Account number 您的银行帐号：
110060744018010049796
Shipping Instruction运输方式：
Incoterms贸易条款：DDP。
Payment Term 付款条件：NET 60 days after invoice date
Currency 币种：CNY

Bill to Address发票地址：
请仔细阅读供应商需知并根据要求寄送发票。
Please read the Supplier Notes carefully and deliver your invoice accordingly.

Ship to Address交货地址：
北京市朝阳区将台路甲2号诺金中心25层 邮编：100016
25F, NUO Center, A2 Jiangtai Road, Chaoyang District,
Beijing, 100016, P.R. China

Receiver收货人：LYCHEE LI
Remark备注：

Line No 行号	MaterialCode 产品编码	Description 描述	Quantity 数量	UOM 单位	Unit Price 单价	Net Amount 合计	VAT 增值税	Amount with VAT 含税合计	Delivery Date 交货期
00010		旅行社订单服务- 2025 SG Expert CHINA Tour 默克自办会旅行社服务	53,871.190	AU	1.00	53,871.19			07.12.2025
Total Amount 总计						53871.19			



采购订单

Purchase Order (A)

PO NO/Date订单号/日期:

5070405678/ 24.10.2025

Confirmed and Accepted by
供应商确认

Authorized Signature w/Company Chop签字盖章

Date日期:

This PO has been produced by an ERP-system and is valid without Merck signature/stamp.
此采购订单由ERP系统生成，无需默克盖章即视为有效。

Please send the chopped PO to lirika.yang@merckgroup.com
请将盖章PO回传到lirika.yang@merckgroup.com

Supplier Notes

供应商须知

Please read carefully and comply the following rules:

1. Please chop and send to order processor via email 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. The PO number must be written on delivery note.
3. Please deliver the invoice, with PO number on it, to Finance department after goods receipt, or supplier has to take the risk of payment delay. Merck will arrange the payment according to payment term.
4. For paper invoices - mail directly to below address to Merck MBS Operation team. 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).

5. 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 within 2 working days.

请仔细阅读并执行以下规定：

1. 请在收到本公司订单后2个工作日内盖章并回传至本公司订单负责人邮箱。
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。请务必将订单号写在送货单上。

Merck Serono Co., Ltd.
Tax code: 91110113551352846Q
Bank Name: Deutsche Bank (China) Co., Ltd. Beijing Branch
Bank account: 4002440090

默克雪兰诺有限公司
税号：91110113551352846Q
注册地址及电话：北京市顺义区保汇一街2号院1号(天竺综合保税区
D08-20) 010-59072688
开户银行及账号：德意志银行(中国)有限公司北京分行 4002440090



采购订单

Purchase Order (A)

PO NO/Date订单号/日期:

5070405678/ 24.10.2025

3. 在申请人确认收货后请及时将正确的发票邮寄给财务部相关人员，请务必将订单号写在发票的备注栏，否则由此导致的付款延迟，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. 所有纸质发票-请寄送至以下地址：

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

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

5. 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。

6. 服务内容涉及营销代理服务（创意设计、医学、数字化、公关等）、广告、外部会（含展览、继续医学教育等）、推广物料（印刷品，内外部礼品、品牌提示物）、商业情报（一二手调研、数据报告等）、呼叫中心或翻译的付款申请时，需要提供：1）加盖供应商公章的费用明细结算单；2）交付物实际发生照片或项目负责人验收通过邮件。如有问题请联系项目负责人。以上材料请随发票一起寄送财务部。

Deliveries of chemicals must comply with Chinese regulations, such as: notification whether new substances on IECSC; GHS labeling of hazardous products; transport regulations.

化学品的交付必须符合中国的规定，例如：告知新的物质是否在《中国现有化学物质名录》；危险产品的GHS标签；运输法规。

"Purchase order is subject to the general conditions available online:

采购通用条款适用于本订单:

<https://www.merckgroup.com/en/company/contact-us/standard-terms-and-conditions.html>

If you are a supplier residing in the US or Canada pls refer to this link to find the general conditions online:

<https://www.emdgroup.com/en/company/contact-us/standard-terms-and-conditions.html>"

Merck Serono Co., Ltd.
Tax code: 91110113551352846Q
Bank Name: Deutsche Bank (China) Co., Ltd. Beijing Branch
Bank account: 4002440090

默克雪兰诺有限公司
税号：91110113551352846Q
注册地址及电话：北京市顺义区保汇一街2号院1号（天竺综合保税区
D08-20）010-59072688
开户银行及账号：德意志银行(中国)有限公司北京分行 4002440090