

PURCHASE ORDER



PO NUMBER	8002124294
DATE	2025-03-14

NOVO NORDISK (SHANGHAI) PHARMA TRADING CO., LTD.
Unit 3101-3102, Grand Gateway,
No.3 HongQiao Road,
XuHui District,Shanghai, 200030
China
Telephone: 021-64486600
<http://www.novonordisk.com>
VAT information
名称: 诺和诺德（上海）医药贸易有限公司
税号: 91310000MA1H3BA98J
地址: 中国（上海）自由贸易试验区临港新片区业盛路188号A-1018室
电话：021-64486600
开户行及帐号: 花旗银行（中国）有限公司上海自贸试验区支行
账号: 1797574232

Supplier
康辉集团北京国际会议展览有限公司
际中心15 北京市朝阳区农展馆南路13号瑞辰国
北京市, 010 100125

Invoice Address
NOVO NORDISK (SHANGHAI) PHARMA TRADING CO., LTD.
Unit 3101-3102, Grand Gateway,
No.3 HongQiao Road,
XuHui District,Shanghai, 200030
China

Delivery Address
Unit 3101-3102, Grand Gateway,
No.3 HongQiao Road,
XuHui District,Shanghai, 200030
China
3521_SHANGHAI
Attn: LJGZ Zhang Lijing

Terms of Delivery
CPT Carriage paid - Carriage paid

End user information
Requisitioner: LJGZ Zhang Lijing
Email: ljgz@novonordisk.com
建筑物和房间号: CN3521

Terms of Payment
F045 Invoice Date + 45 days - Invoice Date + 45 days

Line	Qty	Description	Unit	Service Start Date - Service End Date	Delivery Date	Price	Total
10	1	3.17 上海拜访用车 Part Number:	Each	2025-03-17 - 2025-03-31	2025-03-31	3,087.12	3,087.12
Total net item val.excl.VAT: 3,087.12 CNY							

采购条款 (Conditions of Purchase)

1. 本采购订单是供应商和诺和诺德签订的当前有效的合同（下称“合同”）的一部分。除本采购订单中特别约定的事项外，合同条款适用于本采购订单；本采购订单内容与合同不一致的，以本采购订单为准(酒店费用以合同为准)。

This PO is part of the valid agreement (hereinafter referred to as the 'Agreement') signed by Vendor and Novo Nordisk (hereinafter referred to as 'NN'). Except as otherwise stipulated by this PO, all the terms and conditions in the Agreement apply to this PO; If there is any conflict between this PO and the Agreement, this PO shall prevail (The contract shall prevail for hotel expense).
2. 本采购订单经诺和诺德确认之后生效，供应商应依生效的采购订单进行相关制作或提供服务，采购订单尚未生效的，诺和诺德将不予付款。

This PO shall become effective upon the confirmation by NN. The Vendor shall provide products or service upon the valid PO. NN will not pay if there is no valid PO.
3. 诺和诺德有权对采购订单中所含第三方报价进行审核，供应商应予配合。在收到诺和诺德的征询请求后三（3）个工作日内，供应商应提供相应的第三方发票原件及其他支持性文件供诺和诺德审核。如果发现有不一致或者不符合采购订单、合同约定的情况的，诺和诺德有权要求供应商纠正；情况严重的，诺和诺德有权不予付款。如果供应商不配合诺和诺德进行上述审核的，诺和诺德有权不予付款，因此导致的损失由供应商承担。

NN has the right to check and audit the quote from third party under this PO. The Vendor shall support, and provide the original invoice and other supporting documents to NN with 3 working days after receiving inquiry from NN. If there is any inconsistency or inconformity with this PO or the Agreement, the Vendor shall make corrections, and NN has the right to suspend the payment. If the Vendor does not support NN on the abovementioned check and audit, NN has the right to stop the payment, and the Vendor shall be responsible for the loss to NN caused by this.

4. 质量标准：供应商提供的产品/服务质量应符合合同及本采购订单中规定的产品/服务标准及规格要求；或者产品质量以诺和诺德签字确认的样品为准。如有任何未解决的质量问题，诺和诺德将拒绝付款，由此带来的损失由供应商承担。所有不合格产品均须由供应商销毁，不得挪做它用或出售。诺和诺德公司将在收货后进行质量检验。

Quality: All the products/ service provided by the Vendor shall meet the standards and specification in the Agreement and this PO; or keep correspondence with the sample signed by NN. NN will not pay for unqualified products or services until quality problem has been solved. The Vendor should destroy all rejected products, and are not allowed to sell the rejected products or use the rejected products for other purpose. NN will take the quality verification after receiving the products.

5. 保密：供应商应对合作内容严格保密，非经诺和诺德公司书面同意，不得泄露给任何第三方。否则，供应商应按照合同的约定承担违约责任，并赔偿诺和诺德因此所遭受的损失。

Confidentiality: The Vendor shall treat the Confidential information confidential. If there is any release of the confidential information by the Vendor to any 3rd party, the Vendor should take the responsibility for breach of the Agreement, and shall pay for the loss to NN caused by this.

6. 版权：凡诺和诺德公司付费的设计、制版及模具等，其所有权均属于诺和诺德。

Copy right: All the design, platemaking and pattern paid by NN is belonged to NN.

7. 交付：诺和诺德有权因供应商提出不合理变更或延迟交货而终止全部或部分订单，并且不支付任何赔偿金；同时，诺和诺德公司有权视违约的严重程度要求供应商支付违约金并承担由此所遭受的损失。

Delivery: NN has the right to terminate all or any part of this PO without liability in case of vendor's unacceptable quality adjustment or late delivery beyond NN requested delivery date with taking compensation liability; in the meantime, NN has right to request the Vendor to pay the loss caused by this.

8. 供应商信息：仅为本合同之目的，若供应商必需向诺和诺德提供其员工的特定信息，供应商确认并同意，其员工已得到相关通知（包括但不限于诺和诺德“针对企业客户、供应商和合作伙伴相关人员的隐私通知”，可通过以下网址查看：<https://www.novonordisk.com.cn/privacy-policy.html>）并已获得适用法律项下要求的与诺和诺德进行信息分享的范围、目的和方式的所有信息（包括在丹麦诺和诺德公司（Novo Nordisk A/S）位于中国境外的服务器上存储信息，以及由境外第三方服务提供商进行个人信息处理（如适用）），且已经对该等信息分享以及诺和诺德的个人信息处理活动做出同意（若适用法律有此要求）。如果供应商未能履行此项义务，而诺和诺德或诺德诺德的关联方因此遭遇任何索赔、费用、损失和损害或债务，则供应商将对诺和诺德及其关联方进行赔偿。

Vendor Data: Solely for the purpose of this Agreement, to the extent that it is necessary for Vendor to share with Novo Nordisk certain information about employees of Vendor, Vendor acknowledge and agrees that their employees have been fully informed of and been provided with all information required under applicable laws (including but not limited to the privacy notice for personnel of enterprise customers, vendors and business partners, which is available at <https://www.novonordisk.com.cn/privacy-policy.html>), regarding the scope, purpose and method for the sharing with Novo Nordisk (including the data storage on the server of Novo Nordisk A/S outside China and the data processing by Novo Nordisk's third-party service providers located abroad, if relevant) and have consented to such data sharing (if required by applicable laws) and Novo Nordisk's personal data processing. Vendor will indemnify Novo Nordisk and any Affiliate of Novo Nordisk for any and all claims, expenses, losses and damages or liabilities incurred by Novo Nordisk or a Novo Nordisk Affiliate arising from Vendor's breach of its obligations herein.





会议类型/Meeting Type:
1. 会议总费用 (不含税) <100k (Grand Total Expense (Net Price) < 100k ;
2. 非NN会议 (不包含内部分年会和团建年会) / Non-NN Meeting (CDS and CSE not included);

供应商*Supplier*
供应商联系人
会议名称
会议时间
会议地点
NN人数
非NN人数

康辉集团北京国际会议中心有限公司(SAP:1328304)
王凤雨 15210370021
3.17上海拜访用车安排
3月17日
上海
0人
NN人数
非NN人数

明细项目 Item		详细描述 Details		数量 Qty		单位 Unit		单价 Unit Price		小计 Subtotal		备注 Remarks		费用类别 Spend Category	
NO.	Unit	NO.	Unit	NO.	Unit	NO.	Unit	NO.	Unit	NO.	Unit	NO.	Unit	NO.	Unit
酒店外用餐 小计 Outside Meal Subtotal															
当地交通		当地接送机		普通轿车司机 5 Seats		司机		每段 one way		¥0.00				旅行社	
Local Transportation		全天包车		商务车/座 7 Seats		司机		全天包车 Full day charter		¥2,100.00		3.17日金文包车			
		其他 Other				司机		全天包车 Full day charter		¥0.00					
						司机		次程		¥0.00					
										¥2,100.00				旅行社	
当地交通 小计 Local Transportation Subtotal															
意外保险 Insurance		保额公司名称 Insurance Company Name:		人 person		次程		次程		¥0.00		-保额: 国内30万以上			
矿泉水 Mineral-water				人 person		瓶 bottle		¥2.00		¥8.00					
欢迎水果(VIP) Welcome fruits				人 person		次程		次程		¥0.00					
接送机牌 Airport Transfer card				个 per		次程		次程		¥0.00					
其他杂用 Others				次程		次程		次程		¥0.00					
杂项 小计 Misc Subtotal															
当地工资 Local company salary				人 person		天 day		天 day		¥8.00				旅行社	
小时工 Part time				人 person		天 day		天 day		¥0.00				旅行社	
会议注册费 Meeting Registration Fee				人 person		次程		次程		¥0.00				旅行社	
线上会议服务 Online Meeting Service Fee				人 person		次程		次程		¥0.00		根据线上提供服务的次数收取, 不计入8%服务费		旅行社	
机票 Air ticket				人 person		单程 one way		单程 one way		¥0.00					
住宿 Hotel				间 room		晚 night		晚 night		¥0.00					
补贴 Allowance				人 person		天 day		天 day		¥0.00					
差旅 小计 Accompany Staff Subtotal															
不可报销费 Unrecovered fee										¥0.00		-全部费用计入成本, 不计入8%服务费		旅行社	
服务费 Service fee										¥189.72		仅用于PO报销, 即应方以上费用合计*免佣的9%, 免佣的9%为免佣		旅行社	
会议总费用 Grand Total Expense										¥2,289.72					
旅行社费用 (不含税) Travel Agency PO Amount (Net Price)										¥2,289.72		提交compa报销时, 以此金额为预算			
酒店直接费用 Direct payment by Hotel										¥0.00					

1148.88

2 Average Expense

1101051215843

北京国际会议中心有限公司



Conference Quotation Summary

Supplier Name & SAP ID	康辉集团北京国际会议展览有限公司(SAP:1328304)
Supplier contact person	王凤雨 15210370021
Conference Name	3.17上海拜访用车安排
Conference Date	3月17日
Conference Destination	上海
Conference Persons	2

酒店1名称 Hotel:	
酒店2名称 Hotel:	
Item	Amount
Hotel_Rooms	0.00
Hotel_Meeting	0.00
Hotel_Meal	0.00
Travel Agency_Meal Outside	0.00
Travel Agency_Local Transportation	2,100.00
Travel Agency_TB Part Subtotal	0.00
Travel Agency_Misc. Part Subtotal	8.00
Travel Agency_Local accompany salary	0.00
Travel Agency_Part time	0.00
Travel Agency_Meeting Registration Fee	0.00
Travel Agency_Online Meeting Service Fee	0.00
Travel Agency_Accompany Staff Subtotal	0.00
Travel Agency_Service fee	189.72
Travel Agency_Unforeseen fee	0.00
Grand Total Expense	2,297.72
Travel Agency Amount(Net Price)	2,297.72
Tax fee	137.86
Travel Agency-Advance Payment	0.00
Travel Agency-Balance	2,435.58

