

ALBEMARLE GENERAL INVOICING GUIDE FOR CHINA

雅保中国通用发票指南

This guide highlights rules relevant to settling payables invoiced to Albemarle. Albemarle's Accounts Payables department will enforce compliance with the rules set forth in this document.

本指南重点介绍了向雅保开具发票的应付账款结算相关规则。雅保的应付账款部门将严格遵守本文件中规定的规则。

1.NO PO – NO PAY

1. 无 PO-无付款

All payables invoices issued to Albemarle have to be marked with a Purchase Order (PO) number. PO-s are issued by Albemarle Buyers and are provided to the Albemarle supplier partner (a "Partner") during the purchasing process; this process must precede any invoice issued to Albemarle. All Partners issuing invoices must identify the PO number on their invoice as follows:

向 Albemarle 开具的所有应付款项发票都必须标有采购订单 (PO) 编号。采购订单由 Albemarle 买方签发, 并在采购过程中提供给 Albemarle 的供应商合作伙伴 ("合作伙伴"); 此流程必须先于向 Albemarle 开具的任何发票。所有开具发票的合作伙伴必须在其发票上标识 PO 编号, 如下所示:

- All Partners providing a freight service must quote a PO number beginning with a "6":
 - Example: 6XXXXXXXXXX (10 digits)
- 所有提供货运服务的合作伙伴必须提供以"6"开头的 PO 编号:
 - 示例: 6XXXXXXXXXX (10 位数字)
- All Partners providing any goods or service other than freight must quote a PO number beginning with an "8":
 - Example: 8XXXXXXXXXX (10 digits)
- 所有提供除货运以外的任何商品或服务的合作伙伴必须提供以"8"开头的采购订单编号:
 - 示例: 8XXXXXXXXXX (10 位数字)

Important notes about the PO process:

关于采购订单流程的重要注意事项:

- PO line details must match with the billed invoice lines on the invoice image
采购订单行详细信息必须与发票图像上的已开票发票行匹配
- A PO issued as a blanket order can, at a maximum, cover 1 year's worth of expenditures; any PO term beyond one (1) year is subject to review with the Albemarle procurement contact
作为一揽子订单发布的采购订单最多可包括 1 年的费用; 任何超过一 (1) 年的采购订单期限都要经过 Albemarle 采购联系人的审查
- Albemarle may, on an exception basis, accept PO exempt services; these PO exempt services are defined in Albemarle's procurement policy.
Albemarle 可在例外情况下接受 PO 豁免服务; 这些 PO 豁免服务在 Albemarle 的采购政策中有定义
- Any question related to a PO must be directed to the procurement contact issuing the PO
任何与采购订单有关的问题必须直接提交给发布采购订单的采购联系人

Any invoice submitted without a valid PO will be rejected and returned to the submitting Partner by Albemarle Accounts Payables. 任何未提交有效 PO 的发票将被拒绝, 并由 Albemarle 应付账款部门退还给提交的合作伙伴。

2. INVOICING CHANNELS

2. 开票渠道

The preferred method of invoice submission is through electronic means (PDF submission to the invoice submission e-mail addresses below). However, due to legal requirements in China, all domestic Chinese invoices are required to be released on paper to the Bill-to addresses below for the Albemarle Accounts Payables team to scan and pay:

发票提交的首选方法是通过电子方式 (PDF 提交至以下发票提交邮件地址)。然而, 由于中国的法律要求, 所有中国国内发票都必须以纸质形式提交给下方的收票地址, 以便 Albemarle 应付账款团队进行扫描和支付:

*Country 国家	Bill-to name 收款人名称	VAT number 增值税号	Bill-to address 收票地址	Invoice submission e-mail 发票提交邮箱地址	AP contact mail 应付账款联系邮箱
China 中国	Shandong Sinobrom Albemarle Bromine Chemicals Company Limited 山东希乐伯尔雅保溴化工 有限公司	91370700679211604M	Room 506, Building 1, No.338, Dongfeng East Street, Kuiwen District, Weifang City, Shandong Province, China 山东省潍坊市奎文区东风东街 338 号 1 号 楼 506 室	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	Jiangxi Albemarle Lithium Co., Ltd. 江西雅保锂业有限公司	91360521MA35KWUF76	Industrial Park of Fenyi County, Jiangxi Province, PRC, Xinyu City, China, China 江西省新余市分宜县工业大道	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	Sichuan Guorun New Material Co., Ltd. 四川国润新材料有限公司	915114226991528000	Qinglong Town Pengshan District Meishan Province Sichuan 四川省眉山市彭山区青龙镇	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	Albemarle Management (Shanghai) Co., Ltd. 雅保管理 (上海) 有限公 司	9131000055000097X3	Room 3202, No 757 Mengzi Road, Huangpu District, Shanghai , PRC. 200023 上海市黄浦区蒙自路 757 号 3202 室 200023	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	Albemarle (Shanghai) Management Dalian Branch 雅保管理 (上海) 有限公 司大连分公司	9121023158204458XC	Room 901, Building 23, 40# Software Park East Road, Shahekou District, Dalian, 116023 中国大连软件园东路 40 号 23 号楼 901 室 116023	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	Albemarle Chemicals (Shanghai) Co., Ltd. 雅保化工 (上海) 有限公 司	913100007456206000	Room 3202, No 757 Mengzi Road, Huangpu District, Shanghai , PRC. 200023 上海市黄浦区蒙自路 757 号 3202 室 200023	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	Lithium Shanghai 洛克伍德德锂业 (上海) 有 限公司	91310000590362019Q	Room 3202, No 757 Mengzi Road, Huangpu District, Shanghai , PRC. 200023 上海市黄浦区蒙自路 757 号 3202 室 200023	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com

3. INVOICE SUBMISSION

3. 发票提交

- All payables statutory legal criteria must be met, including mandatory invoice elements such as: labelling invoices with invoice numbers, dates, labelling the document issued as an invoice (or credit memo), identifying both transacting partners by their correct legal address, describing the subject of the payables transaction with assigning the right value, currency and taxation applicability for the document totals

必须满足所有应付款项的法定法律标准, 包括强制性发票要素, 如: 用发票编号、日期标记发票, 将开具的文件标记为发票 (或贷项凭证), 通过其正确的法定地址识别交易伙伴, 描述应付款交易的主题并分配正确的价值, 单据总额的货币和税收适用性

- **Non-domestic (foreign) invoices only!** Each invoice must be sent as an individual PDF file as an attachment. Invoice supporting documents must be bundled as one file together with the invoice image. The invoice image must be the first page in the PDF bundle. One e-mail transmission is allowed to have a maximum of 10 attachments as 10 separate invoice documents.

仅限非国内（国外）发票！ 每张发票必须以单独的 PDF 文件作为附件发送。发票支持文档必须与发票图像捆绑为一个文件。发票图像必须是 PDF 捆绑包中的第一页。一次电子邮件传输最多允许有 10 个附件作为 10 个单独的发票文档。

- Back-dated invoices are not accepted
不接受过期发票
- Invoices with future dates are not accepted
不接受带有未来日期的发票
- Albemarle's address must be correctly stated on the invoice
发票上必须正确注明 Albemarle 的地址
- Tax registration numbers must be added to the invoice image for all countries where legally required
法律要求的所有国家/地区的税务登记号码必须添加到发票图像中
- Currency assignment must be clear on the invoice & must match the currency of the PO
货币分配必须在发票上明确，并且必须与采购订单的货币匹配

Non-compliance with the rules above will result in the subject invoice being sent through rejection protocols by the Albemarle Accounts Payables department.

不遵守上述规则将导致 Albemarle 应付账款部门通过拒收协议退回发票。

4. QUERY MANAGEMENT

4. 查询管理

Inquiries related to invoicing must be addressed directly to Albemarle Accounts Payables through the regional query e-mail addresses set forth in the previous section *Section 2. Table. Queries are actioned within maximum 3 working days. Inquiries submitted to personal mailboxes of Albemarle's employees are not monitored and will not be acted upon within the Albemarle Accounts Payables framework.

与发票开具相关的查询必须通过上一节*第 2 节中规定的区域查询电子邮件地址直接发送至 Albemarle 应付账款部门。查询最多在 3 个工作日内执行。提交给 Albemarle 员工个人邮箱的查询不受监控，也不会 Albemarle 应付账款框架内采取行动。

Inquiries related to account statements have to be submitted as Excel - xls/xlsx files to the regional query e-mail addresses, otherwise, they will not be processed.

与账户对账单相关的查询必须以 Excel-xls/xlsx 文件的形式提交到区域查询电子邮件地址，否则将不会进行处理。

5. PAYMENT

5. 付款

Albemarle pays invoices on the 2nd and 15th of each month (each a "Payment Cycle Date"). Partner's properly submitted invoices will be paid on the Payment Cycle Date immediately following the applicable payment due date of the subject invoice. If these dates fall on public holiday or weekend, payment will be made on the next working day.

Albemarle 在每个月的 2 日和 15 日（每个“付款周期日”）支付发票。合作伙伴正确提交的发票将在发票的适用付款到期日后的付款周期日支付。如果这些日期是公共假日或周末，将在下一个工作日付款。

Unless stated in contract or service agreement (or agreed on during the Purchase Order process – see Purchase Order form issued by Albemarle), the default payment baseline is 60 days from issuing the invoice, in addition to the proxy rule clarified above.

除非合同或服务协议中有规定（或在采购订单过程中达成一致——请参见 Albemarle 发布的采购订单表格），否则除上述代理规则外，默认付款基准为开具发票后 60 天。

Albemarle Accounts Payables prefers to pay invoices via wire transfer. If possible, all invoices issued to Albemarle should list the payee bank account information to which the wire transfer will be made. Any other payment method (such as check, direct debit) is discouraged and will be subject to an exception-based process.

Albemarle 应付账款部门更倾向于通过电汇支付发票。如果可能，所有开具给 Albemarle 的发票都应列出电汇的收款人银行账户信息。不鼓励使用任何其他支付方式（如支票、直接借记），并将遵循基于例外的流程。

Important notes about the payment process:

关于付款过程的重要注意事项:

- The Albemarle Accounts Payables department issues a **remittance advice related to a payment being made**. Remittances are sent to the contact e-mail address specified on Albemarle’s Partner register.

Albemarle 应付账款部门发出与**付款相关的汇款通知**。汇款通知将发送至 Albemarle 合作伙伴登记簿上指定的联系电子邮件地址。

- The Albemarle Accounts Payables department requires contact or banking details changes to be submitted through the query addresses specified in the section above.

Albemarle 应付账款部门要求通过上述部分中指定的查询地址提交联系人或银行详细信息变更。

- Any bank account change requires proof on authenticity of the bank account change request for the Albemarle Accounts Payables to carry out the requested master data change.

任何银行账户变更都需要证明 Albemarle 应付账款的银行账户变更请求的真实性，以执行所要求的主数据变更。