

# Purchase Order & Invoicing standards for Swiss Reinsurance Company Ltd, Beijing Branch

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## Introduction

Swiss Re is committed to meeting its obligations to vendors, including timely payment for agreed goods/services. In order to meet this goal, we ask all our vendors to comply with minimum requirements for orders and invoices.

We operate a Purchase Order process for our Chinese purchasing entity (Swiss Reinsurance Company Ltd, Beijing Branch). For these entities, please follow instructions in this document.

We thank you in advance for your co-operation.

## Purchase Order Instructions

It is very important that you have a Purchase Order number (PO) from Swiss Re at the time of receiving our order for services or goods. If you do not receive a Purchase Order, please contact your Swiss Re partner.

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## Commercial Invoice Instructions

Send invoices via mail – a postal address along with contact details for our Accounts Payable team in the event of any queries can be found on page 5.

**Payment terms are applied from the invoice date.  
Our standard payment terms are 30 days.**

For prompt payment, please ensure that all commercial invoices include the following:

- The appropriate Purchase Order number
- The legal name and address of the Swiss Re entity purchasing the goods/services (as per the order)
- The name of the Swiss Re contact person in respect of the goods/services
- A clear description of the goods and/or the services purchased
- An invoice date
- Billing in the currency stated in the Purchase Order
- Your organization's current address and bank details (bank account number and SWIFT/BIC code)
- Your VAT number (if not applicable, please state that your organization is not VAT registered)
- If otherwise agreed in the contract, any non-standard Payment negotiated terms should be indicated on each invoice. This will be used to check against order / contract information.

**Missing details may result in delays or invoices being returned for correction and resubmission.**

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### Tax Invoice “Fapiao” Instructions

Send invoices via mail – a postal address along with contact details for our Accounts Payable team in the event of any queries can be found on page 5.

**Payment terms are applied from the invoice date.**  
**Our standard payment terms are 30 days.**

For prompt payment, please ensure that all tax invoices „Fapiao“ include the following:

纳税人名称	瑞士再保险股份有限公司北京分公司
纳税人类型	增值税一般纳税人
纳税人识别号	91110000710931918J
地址、电话	北京市朝阳区建国门外大街乙12号双子座大厦东塔23层、24层2402-2408单元 010-65638888
开户银行	中国银行北京建国路支行324656014285

Tax Invoice Sample available [here](#).

**Missing details may result in delays or invoices being returned for correction and resubmission.**

**\*Payment would only be processed upon receiving the original Fapiao (for overseas suppliers, a commercial invoice is sufficient) together with the PO copy**

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Entity	Swiss Reinsurance Company Ltd, Beijing Branch
Bank Charges	<p>Swiss Re applies shared bank charges between Swiss Re and vendor.</p> <p>If agreed otherwise, it should be covered by contract and mentioned on each invoice issued to Swiss Re.</p>

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### Where to send and how to address your invoices

Specific instructions are detailed on a legal entity level below.

Entity	Swiss Reinsurance Company Ltd, Beijing Branch
Entity address – to be stated on invoice	Swiss Reinsurance Company Ltd, Beijing Branch 23rd Floor, East Tower, Twin Towers No. B12, Jianguomenwai Avenue Chaoyang District Beijing 100022, China
Purchase Order (PO) Numbers	CN1-400XXXXX
VAT Number	91110000710931918J
Invoice & Payment queries	<a href="mailto:Shuang_Liu@swissre.com">Shuang_Liu@swissre.com</a> / +86 10 6563 8667 <a href="mailto:Jinyi_Wen@swissre.com">Jinyi_Wen@swissre.com</a> / +86 10 6563 8722

1100094140

北京增值税专用发票

No 87654321



开票日期: 2010年11月18日

购 货 单 位	名称: 测试购方企业 纳税人识别号: 410305123456789 地址、电话: 北京市海淀区知春路60号 81234567 开户行及帐号: 建行-000012345678				密 码 区	60040186+982<79+7+><2 7<0377>+7<8*2>>53010- /2<8<68*45*-/8>41716 80/250<7989*7>50+>>54			加 密 顺 序: 11 1100094140 87654321
货物或应税劳务名称		规格型号	单位	数量	单 价	金 额	税 率	税 额	
计算机		A6100	台	1	5999.00	5999.00	17%	1019.83	
<b>票 样</b>						合 计		¥ 5999.00	¥ 1019.83
价税合计(大写)		柒仟零壹拾捌圆捌角叁分					(小写) ¥ 7018.83		
销 货 单 位	名称: 测试销方企业 纳税人识别号: 410305012345678 地址、电话: 北京市海淀区知春路61号 66744408 开户行及帐号: 工行123456668-234222256111				备 注				

国税函[2009]335号北京印钞厂

收款人: XXX

复核: XXX

开票人: XXX

供货单位: (章)

84位字符密文增值税专用发票票样

上海瑞再咨询管理有限公司一般纳税人信息表

Shanghai Swiss Re Consultancy Management Company Limited

Information for VAT Invoice Issuing

公司注册登记的名称 (全称) Full Company Register Name	上海瑞再咨询管理有限公司
纳税人识别号/统一社会信用代码 Tax Registration No.	91310115MA1K4J2B34
地址和电话 (中文) Company Address / Tel. (Chinese)	中国 (上海) 自由贸易试验区 世纪大道 1198 号 1 座 907 室 021-60359284
(如发票邮寄地址与上述地址不符, 请另填如下) 发票邮寄地址、电话及收件人 (中文) Company Address / Tel. / Attention (Chinese)	同上
开户行及账号 (中文) Bank Name / Account No. (Chinese)	中国银行上海市浦东分行营业一部 454679716173
是否为增值税一般纳税人 General VAT Payer or not	是
是否需要开具增值税专用发票 Kind of VAT to be accepted	<input type="checkbox"/> 增值税普通发票 <input checked="" type="checkbox"/> 增值税专用发票
财务部 联系人姓名及电话 Finance Contact Person / Tel.	薛盈 +86 6035 9284