

Webasto China Supply Chain Management Agreement 伟巴斯特中国区供应链管理协议

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序言/Preface

为了规范操作，规避风险，保证供应链部与供应商之间的工作能够开展的更为顺利，现将我公司的供应链管理规则及供应商行为规范做如下详细解析。

In order to standardize the procedure, avoiding risks, make sure that the cooperation between Supply Chain Dept. and Suppliers goes well, please find below the detailed Supply Chain regulations and Supplier management.

在日常的供货操作过程中，所有供应商必须遵照《供应链管理协议》和其它伟巴斯特中国区（以下简称“我方”）书面提出的具体供应链管理要求，履行供应商与我方合同所规定的各项义务和责任，杜绝所有不符合现象，从而提高整个供应链环节的操作效率和控制能力。

During daily delivery operation, all suppliers must obey “Supply Chain Management Agreement” and other written requirements from Webasto China. (shortening “Webasto”). For the improvement of operation efficiency and control competence of the whole Supply Chain, suppliers must implement all obligations, non-exceptional.

供应链管理部门拥有《供应链管理协议》的最终解释权。随着我方的发展和相关法规新要求的提出，如果需要，我方将予以更新并及时重新发布。

The exclusive right of interpretation shall belong to Supply Chain Dept. With the development of Webasto and proposal of new clauses, Webasto will update and re-release in time if need.

1 订单/Purchase Order

供应链负责对物料的采购周期、最小起订量和最小包装量的评估、确认及更新。
Supply chain is responsible for the requiring and confirming of Lead Time, MOQ (min. PO qty) and SPQ (standard package qty).

1.1 订单简介/Brief introduction of purchase order

我公司订单分为两部分：确认订单与预测。

Webasto's Purchase order include two parts: firmed PO and Forecast .

1.1.1 确认订单/Firmed PO

确认订单，一般不会改变，必须按照订单备货生产，如需变更，将在和供应商取得一致意见后更新。

Firmed PO, usually no change, suppliers should prepare materials and production accordingly, any change should be updated after the confirmation in both Webasto and Suppliers.

1.1.2 预测/Forecast

预测为供应商用参考购买原料，但会随着主机厂的计划变动。

Spplier can take forecast as the reference to purchase raw materials, but it will be updated based on latest OEM's plan.

1.1.3 欠交量/Due net

如果没有按照订单日期送到我公司，那么将被计为‘欠交量’=应交量-寄售数量
(Consignment qty)-在途数量 (In transit qty) 反之为多发货的数量。

If the parts were not delivered to Webasto as the PO demand, then they will be noticed as "Due Net", Due Net equals "Open PO Qty" minus "Consignment Qty" and minus "In Transit Qty". On the contrary , it should be Over-delivered Qty.

1.2 订单发放/PO release

每周我公司都会将更新的滚动订单发布到Web-EDI网站上，或发到贵公司的电子邮箱，请注意接收。如果每周一上班时还没有收到我公司的订单，请尽快联系我们。

Our weekly updated PO will be released on Web-EDI or sent to you by emails on each Friday, please pay attention to it. If you haven't received our updated PO before each Monday, please contact us as soon as possible.

1.3 订单确认/PO confirmation

请您在接到我公司释放的订单后，以回复邮件的形式对订单进行确认，如订单发出2个工作日内没有得到回复，则此订单视为已被确认

Please send us an email to confirm the POs upon receipt. If we haven't got any feedback within two working days after PO release, the PO will be considered as already confirmed.

1.4 安全库存的储备/Safety stock preparation

供应商根据所处位置，至少储备1~2周安全库存。

Supplier should prepare at least one to two weeks safety stock by considering its location.

2 供货/Delivery

2.1 供货方式/Delivery mode

Web-EDI用户必须严格按照我方Web-EDI上的到货计划供货，非Web-EDI用户必须严格按照确认订单供货。

Web-EDI suppliers must deliver the materials to Webasto according to Web-EDI Delivery Schedule strictly, Non-Web-EDI suppliers must deliver the materials according to the Firm POs strictly.

2.2 处罚原则/Punishment clauses

由于供应商原因（供货不及时等）造成我公司停产，供应链部将通知供应商实施改进，并根据有关部门制定的标准对供应商进行处罚。现行处罚标准：损失=停产时间×生产线人数×RMB100/小时/线。

Webasto Line-stop due to suppliers' reasons (not in-time delivery, etc.), Supply chain Dept. will inform suppliers to improve the current situation, and punish suppliers according to the current standard which made by related Dept. The current punishing standard : Pay for expense= stop production's time of the product line× workers of line×100(CNY/HR/LINE).

由于供应商原因（供货不及时等）造成主机厂停产，我方将按照主机厂的索赔标准要求供应商赔偿全额损失。

OEM's line-stop due to suppliers' reasons (not in-time delivery, etc.), Webasto will claim suppliers according to OEM's claim standard.

由于供应商违反我方有关规定而造成在物流操作过程中产生了额外费用，我方供应链部在计算后将要求供应商赔偿全额的损失。

Any extra cost, caused by suppliers' deviation of relevant rules, will be charged to the suppliers.

如果发生标签张贴错误和零件混包装的情况，Webasto会对供应商的当月考核进行相应扣除，并公布在Web-EDI，如果造成停线等严重的后果，除按照采购协议执行处罚以外，同时按本协议规定的赔偿标准执行。（上面有处罚描述）

If the labels were wrongly stuck or the parts were mixed in package, Webasto will deduct the score of monthly assessment, and release on Web-EDI. If there is any serious result (line stop, etc), Webasto will execute the penalty based on the Purchase Agreement (besides Purchase agreements)

如果发生标签张贴错误和零件混包装的情况，每次罚款 100 元。

If the labels were wrongly tagged or the parts were mixed to pack, there would be a RMB100 penalty.

2.3 供货要求/Delivery requirements

2.3.1 工作时间/Working time

供应商须根据我方的生产作息时间和具体情况安排作息时间（换班、休息、假期、会议、产能波动等），并按照我方的供货要求完成供货。

Suppliers must arrange their own day-off according to Webasto's time schedule (shift, rest, vacation, meetings, fluctuation of production capacity, etc.) and complete delivery based on delivery requirements from Webasto.

2.3.2 安全管理/Safety management

供应商应保证遵守国家 and 地方的法律法规、安全规定以及我公司的相关规定等、并确保日常操作与之相符。

Suppliers must obey national and local law, regulations, technical identification and Webasto's relevant rules. Make sure the daily procedures are consistent with them.

2.3.3 应急预案/Emergency solution

供应商必须有相应的应急预案以保证我司正常生产。

Suppliers must have the relevant emergency solution in PO to ensure our normal production.

2.3.4 供应商产能调查/Supplier capacity investigation

供应链部将根据客户的实际需求及预测，定期对供应商的产能进行调查，供应商必须在规定的时间内如实反馈相关信息。

如逾期未反馈，视为可以满足，由此导致的停线等后果由供应商负全责，相关标准按《采购协议》执行。

Supply chain Dept will release supplier capacity investigation survey to supplier regularly, supplier must feedback the actual capability within the requested date. If there is no feedback timely, we will regard it as supplier can fulfill Webasto investigation qty, any serious result (line stop, etc.) is supplier's responsibility, and Webasto will execute the penalty based on the Purchase Agreement.

2.3.5 供应商业绩评估/Supplier performance evaluation

供应链部将每月对供应商进行一次供应商业绩评估，评估结果将计入采购部供应商的评审考核。

Webasto Supply chain Dept will have a supplier performance evaluation monthly, the result will be recorded in the evaluation of Purchase department

2.3.6 《发货清单》/《Delivery Note》(Packing List)

请您在发货的同时附相关《发货清单》给我们，我们在收到货物确认无误后将由我公司的仓库收货员签字确认。如该确认单未随贵司收货人员带回，请随时联系我们。对于快递至我司的货物，除以上要求外，请将《发货清单》附在外箱上并做显著标识，以便我司仓库做相应收货，如到货后两日后仍未显示收货，请及时联系我们。如有供应商的相关联系人变更，请在第一时间通知我司相关计划员。

Please attach 《Delivery Note》 to us when you send out the parts, once we confirm the delivery is correct, our warehouse will sign the list. If the list were not taken by your employee, please contact us at any time. As for express delivery, in addition to the above requirements, please attach the 《Delivery Note》 on the box visibly, so that our warehouse can sign after confirmation, if you do not received feedback list, please contact us. If your contact person is changed, please inform our related material planner immediately.

注意事项/Notice:

1.零件到厂前,供应商需要提前将“发货清单”提供给供应链部计划员。如不能提供此单据,仓库有权拒绝接收该批次零件,由此产生的一切后果由供应商承担。

Suppliers need to provide “Packing list” to material planner in advance. If this list is missing, the parts will not be accepted. All relevant related cost will be borne by the suppliers.

2.供应商供货时必须按照需求供货,如有超订单送货现象仓库将拒绝接收此零件,如让步接收所产生的仓储等相关费用由供应商负责。同时仓库将不会对此零件进行入库处理,出现丢失或破损现象我方不予负责;日送货供应商必须按照计划员的“每日需求计划”送货,如出现短缺或超计划供货情况,产生的一切后果由供应商负责。

Delivery from suppliers must be in absolute accordance with PO requirements. If over delivered, parts would not be accepted. If Webasto China give waiver and accept the parts, storage and relevant cost will be charged from the supplier. At the same time, the parts will not be inputted in the warehouse ,and Webasto China will not be responsible for any loss or damage. Daily delivery suppliers must be in accordance with material planner’s “Daily demand plan” ,if there’s any shortage or over delivered, all related cost will be supplier’s responsibility.

2.3.7 小批量样品供货/Small batch of sample delivery.

供应商在小批量样品供货时需要在待确认的包装上贴“包装样件,待确认”等字样,如没有按照规定执行,延误包装确认所产生的一切后果由供应商负责。

For small batch of sample delivery, suppliers need to attach “Package sample, to be

confirmed” tag on the package which need to be confirmed by Webasto , if not, suppliers should be responsible for all related cost.

2.4 合同供应商/Running business supplier

2.4.1 对合同供应商的基本要求/Regular requirements for running business supplier

供应商在供货过程中不仅须遵守本协议所述要求，亦须遵守国家相关法律法规。

Suppliers should not only obey the clauses in this agreement, but also should follow the relevant government law and regulation.

供应商在供货过程中对操作方案有任何变化均须获得我方供应链部的认可，我方同意后方可实施，否则将由供应商承担由此引起的一切后果。

During delivery process, any changes for operation plan must be proved by Webasto Supply chain Dept. Otherwise, suppliers must take full responsibility of the related cost.

2.4.2 合同供应商的供货方案/supply plan for Running business suppliers

供应商在小批量样品供货前，我公司会提供《零件包装要求》(以下简称“包装要求”)，供应商在小批量样品供货时按照“包装要求”进行供货。零件到货后，我方包装小组将根据“包装要求”对此包装进行评价，如包装符合要求，双方将签订《零件包装要求》；如不符合要求，供应链部将通知供应商进行整改。

Before starting small batch of sample delivery, Webasto will provide 《Material Package Requirement》 (which is called “Package Requirement” for short), and supplier deliver parts according to the request of “Package Requirement”. When the parts arrive, Webasto packing team will evaluate the packaging base on “Package Requirement”. If there’s no problem, Webasto will sign the 《Material Package Requirement》 with suppliers. If there are problems, Supply chain dept. will inform supplier to correct them accordingly.

批量供货前，供应商必须按照《零件包装要求》做好准备工作，如不能按计划完成，须提前至少1个月与供应链部沟通。

Before mass batch delivery, suppliers must be well-prepared according to 《Supply chain supply plan for new parts》. If they can’t meet the schedule, they must communicate with Supply chain Dept at least 1 month ahead.

供应商须严格执行此供货规定，如需更改，应及时与供应链部沟通，获得同意后方可实施更改，如自行更改物流方式，我方有权拒收货物，所产生的一切后果由供应商承担。

Suppliers must strictly implement this “supply rules” and if any changes need to be approved by Supply chain Dept. If suppliers change the rules by themselves, Webasto has the rights to refuse to accept the goods. All relevant cost due to these will be suppliers’ responsibility.

零件到厂前，供应商需要随货附上一式两份的发运单，并负责贴好相应的标签，如不能提供完整单据，仓库有权拒绝接收该零件，否则产生的一切后果由供应商负责。

Suppliers must attach the 《Delivery Note》 with the shipment, and stick all labels correctly. If supplier can not provide all documents, Webasto warehouse has the rights to refuse to accept the goods, and the related cost will be suppliers' responsibility.

供应商供货时必须按照交付计划安排送货，如与计划不符未提前告知我司，我司仓库有权拒绝接收。供应商需在交付计划发布的2个工作日内反馈，如未反馈导致的交付问题，由供应商承担全部的责任。

Supplier must arrange delivery based on Webasto delivery schedule strictly, any discrepancy should be informed to Webasto in advance, if not, Webasto warehouse has the rights to refuse to accept the delivery, and the related cost will be supplier's responsibility.

Supplier should provide their feedback about delivery schedule within two working days, any issue due to no feedback should be supplier's problem, and supplier must take all the related responsibility.

3 包装/Package

3.1 零件包装要求/Material package requirement

必须严格按照《零件包装要求》的相关要求执行。《零件包装要求》签订后，供应商不得擅自改变包装，否则我公司将拒绝接收。

Suppliers must strictly implement the requirement of 《Material Package Requirement》. Suppliers can't change the packaging without permission after "Package Requirement" signing, otherwise, Webasto will refuse to accept the parts.

3.2 包装标识/Package label

供应商必须按照我方供应链部的要求对零件包装进行标识，请参考附件《零件包装要求》，并确保标识准确、完好、清晰；当空器具返回后，供应商须及时清理原有旧标识，保证零件的可追溯性。

Suppliers must label the package according to Supply chain dept. requirements, make sure the label is correct, complete and clear. When the empty racks are taken back, suppliers must clean the old label in time so that the parts traceability is ensured, for more details, please refer to attachment "Material Package Requirement".

3.3 器具维修/Racks maintenance

供应商须按照我方的要求来进行器具的维修、更新、清洗和标识清理。

Suppliers must repair, re-new, clean the racks and clear up the label according to our requirement.

3.4 包装器具返回/Return of the empty racks & packaging

供应商需自行安排时间和车辆将空器具及时返回，详情参考附件《供应商周转器具管理规定》。

Suppliers need to take the empty racks & packaging back by themselves, more details, please refer to "Supplier returnable containers management regulation".

供应商周转器具可在Webasto China供应链部暂存，但各供应商需自行安排时间和车辆将空器具及时返回。

Supplier package do store at Webasto China supply chain Dept, but suppliers should be responsible to return the empty package

4 运输/Transportation

供应商运输零件在满足国家法律、法规及行业标准的前提下，还应满足下列要求：

When it comes to transportation, suppliers should not only fulfill the clauses and standard of Supply chain industry, but also should they meet the following demands:

4.1 运输工具/Conveyance

零件的运输车辆须便于卸装，车况良好，辅助工具完备（捆绑工具、消防器具等），在运输过程中对料箱、料架，予以恰当的合同。

Vehicles should be easily loaded, in good condition, and assistant tools are handy (binding tools, fire fighting equipments etc.) .during transportation, cases and racks need to be properly fixed.

供应商送货的货车，需满足零件防尘、防雨、防污染等技术要求。零件属于重货，采用重式箱型卡车进行运输。

The vehicles of supplier must meet the requirements of dirtproof , rainproof and pollution-proof. If parts are heavy ones, they should be carried by truck.

4.2 运输要求/Transport requirements

在运输过程中，司机和送货人员必须保持通讯畅通，遇有紧急状况可随时取得联系。

进入我公司的车辆必须遵守我司相关规定，司机和送货人员训练有素。

Drivers and delivery crew must keep communication smoothly and make sure to be within reach when emergency happened

Vehicles must satisfy Webasto's requests. Drivers and delivery crew must be well-trained.

送货的窗口交付时间根据伟巴斯特需要可在一周7天，一天24小时内进行安排

The firmed delivery windows time can be arranged by webasto in seven days per week and 24 hours per day.

在伟巴斯特指定的窗口时间交付物料，不得提早或延误。

Supplier must deliver the material to Webasto according to the firmed windows time.

Can't be pulled in or pushed out.

4.3 特殊品运输/Special transport

对于化学品、油料和危险品的运输须使用专用车辆，装载易燃易爆化学品时必须经公安部门批准，按国家规定的要求运输，并采取必要的安全措施（如：悬挂明显的警示标志）
As for chemical, oil and other dangerous material, they must be transported by special vehicles. Transport of flammability and explosive material must be approved by the Police, Transportation must be in accordance with national rules and safety precautions are necessary (i.e. visible caution mark should be on the vehicles).

5 供应商产品可追溯性要求/Supplier product traceability requirement

5.1 适用范围/Application

此要求适用于所有为伟巴斯特中国区及其附属公司（“伟巴斯特”）提供 PPAP 之后的生产性零件的供应商，包括有偏差许可和无偏差许可。

This requirement is applied to all suppliers who supply the production material after PPAP with or without deviation to Webasto CN affiliated companies.

作为可追溯性的正式要求，此文件包括但不限于对供应商可追溯性要求的基本条款和条件，义务和责任。

It is the official traceability requirement, including, but not limited to the basic terms and conditions request, obligations or liabilities for supplier to realize the traceability requirements.

此可追溯性要求是作为伟巴斯特全球生产性物料“一般采购条款和条件”的补充。

It is supplement to Webasto Global “General Terms and Conditions of Purchase” for production material.

5.2 目的/Purpose

此可追溯性要求的目的是定义所有供应商的承诺，确保在供应商处建立一个清晰的可追溯性系统，能够满足伟巴斯特源自整车厂客户、ISO/TS16949、法律和法规的需求。

The purpose is to define the commitments of all suppliers in order to set up a more clear traceability system in supplier side to fulfill Webasto requirements from its OEM customers, ISO/TS16949, laws and regulations.

通过唯一的标识和可追溯性相关系统的应用，实现对供应商成品、半成品和原料的正向和反向可追溯，包括整个供应链的原料收货、工厂内物料移动、生产和成品发货。

Realize the forward and reverse traceability among supplier finished goods, semi parts and its raw materials including nonconforming product among the whole supply chain of material receipt, inner plant movement, production and finished goods dispatching by unique identification and traceability related system implementation.

5.3 定义/Definition

PPAP: 生产物料批准流程

PPAP: Production Part Approval Process.

正向可追溯: 供应商能够根据其物料的可追溯信息, 实现对其成品、半成品、原料和不良品的移动日期和状态可追溯。

Forward traceability: supplier can realize the traceability of its finished goods, semi parts, raw material and nonconforming product quantity with movement date and status basing on its supplier material traceability information.

反向可追溯: 供应商能够根据伟巴斯特提供的以下信息, 实现对其成品、半成品、原料和不良品的移动日期和状态可追溯:

Reverse traceability: supplier can realize the traceability of its finished goods, semi parts ,raw material and nonconforming product quantity, movement date and status basing on below information provided by Webasto:

1. 对于国内供应商, 根据 Supplyon 发运单号或者伟巴斯特收货时间或者适用于遮阳板、卷阳帘和 ECU 等物料的供应商产品序列号, 和相应物料号。

Supplyon delivery note number or Webasto goods receipt time or sunshade/roller blind and ECU supplier product serial number, together with part number for domestic suppliers.

2. 对于国外供应商, 提供发票号和物料号。

Invoice number together with part number for suppliers outside of China.

5.4 供应商产品可追溯性实现的流程/Process of supplier product traceability realization

5.4.1 基本要求/General requirement

供应商应当实施经过检测和验证的可追溯性系统, 确保其二级供应商物料发货批次和先进先出管理、条形码扫描系统管理、标识唯一化管理、物料移动的先进先出管理、生产执行的系统管理和不良品记录的数据管理。

Supplier should implement measurement and verification traceability system for its second layer supplier material batch and FIFO controlling, bar code scanning system,

unique identification, movement by FIFO, manufacturing execution system and nonconforming product data recording.

供应商须制定明确流程对其产品可追溯性系统的执行、检测、审核、分析和改进进行控制并归档保存。

There should be defined procedure in supplier for product traceability system execution, measurement, audit, analysis, improvement with record archived.

5.4.2 二级供应商的批次和先进先出管理/Second layer supplier batch and FIFO management

供应商应当对其二级供应商的产品可追溯性方案进行管理，每个包装箱上都须有清晰的、最好带条形码的标签，对于一些特殊物品还需要有相应的 3C 标签、化学品标签或危险品标签。标签需要包含：物料料号、批次信息和产品状态。

Supplier should manage its second layer supplier product traceability solution including clear label with bar code is preferred in each standard package including some special label for 3C, chemical or dangerous goods. The label should contain part number, batch information and product status.

供应商应当对其二级供应商进行管理，确保其二级供应商能够对每次发货按照先进先出操作，并在系统的发货单中维护发货日期和批次信息。

Supplier should manage its second layer supplier to send the product by FIFO and maintain the delivery date, batch information with delivery note number in system for each delivery.

5.4.3 收货管理和原料的仓库控制/Goods receipt and raw material warehouse controlling

供应商应当根据其二级供应商的零件批次号、发货单号、收货日期和检验批次信息，按照先进先出的原则进行收货，而且这些信息需要和内部批次信息进行关联。

Supplier should do goods receipt by FIFO with its second layer supplier material batch number, delivery note number, receipt date and inspection record maintenance to match with internal batch information.

在有条形码系统的前提下，也需要进行目视化管理，确保有唯一标识的物料的存储和移动遵循先进先出的原则，并将数量、日期和批次信息在系统中进行维护。

There should be visual management of warehouse together with bar code scanning system if have to ensure material storage, movement by FIFO together with unique identification and data maintenance in system with quantity, date and batch information etc.

5.4.4 物料上线和生产可追溯性系统/Material movement to WIP and production traceability system

物料必须按照先进先出的原则移动到生产工作区，并记录时间、数量、批次号、生产线和相关项目等移动信息。

Material should be moved to WIP by FIFO and record the movement information with time, quantity ,batch number, production line and related project information.

供应商必须有生产执行系统对工单、物料批次号、操作工号、生产加工的机器和工装以及生产环境数据等进行记录，同时确保能够根据物料批次或者成品生产日期/批次信息进行正向或反向可追溯查询。

Supplier should have manufacturing execution system to record the information of work order, material batch number, operator number, production processing with machine and tooling, production environment data for forward and reverse traceability basing on material batch or finished goods production date/batch information.

供应商必须对生产执行中的任何改变的记录进行数据维护。

Supplier should maintain record for any change during production execution.

5.4.5 成品发货区的要求/Finished goods dispatch area requirement

成品根据其唯一的标识从生产区域按照先进先出的原则移动到发货区，并且发货必须要用伟巴斯特定义的标签格式。

Finished goods move from production area to dispatch area by FIFO with unique identification and send out to Webasto with defined label format.

供应商必须在系统中对每个发运单号码或者发票号码记录其相应的发运时间和批次，并保证其可追溯性。

Supplier should record the delivery time, batch together with delivery note number/invoice number in system for tracking.

5.4.6 不良品的可追溯性控制/Nonconforming product traceability controlling

供应商应当所有不符合生产要求的不良品，包括二级供应商的物料、生产中的半成品和成品，有明确的标识并区分开存放，避免非计划的使用和发货。

Supplier shall ensure that product which does not conform to product requirements including its second supplier material, semi product during production and finished goods is identified and separated to prevent its unintended use or delivery.

有已建立起的且归档的程序文件来定义对不良品的管控、相关责任和负责人，并记录不良品的性质以及后续需要采取的措施，包括让步接收，保证其可追溯性。

A documented procedure shall be established to define the controls and related responsibilities and authorities for dealing with nonconforming product and record the nature of nonconformities and any subsequent actions taken, including concessions obtained for traceability controlling.

在不良品的不同阶段有唯一的标签来标识其物品状态。

Unique label should be defined for nonconforming product with product status in different phase.

5.5 审核/Audit

为了确保供应商能够理解此要求的需求、目的和效果，伟巴斯特中国区供应链管理部将会对供应商的产品可追溯性系统经行定期的检查和审核。这个检查和审核的结果将体现在伟巴斯特中国区采购供应商考核流程，同时如果供应商不根据要求实施可追溯性系统或者不及时改正审核中发现的问题，将会影响供应商获得伟巴斯特的新项目定点。

Ensure that supplier understands all requirements, objectives and deliverables, Webasto CN SCM will review and audit supplier product traceability system periodically. The audit result will be reflected into Webasto CN purchasing supplier performance evaluation process and will impact new business award if supplier do not implement traceability system as requirement or cannot correct the problem in time which detected during the audit.

6 结算/Invoice

6.1 发票的相关流程及要求/Invoice related process and requests

供应商在每月20日或指定日期前将发票寄到我司，并附上系统导出的开票明细或发货签收单，如确认信息无误，我们将统一当月将发票送至财务进入付款流程。

对于无法满足以上要求或开票延迟的发票，将不能及时到我司财务挂账，可能使付款延迟，所产生的一切后果由供应商承担。

Please send your invoices to us within the same month before 20th or other requested date, and attach the invoice details or signed delivery list. If all the information is correct, we will collect all the invoices to Finance department for processing the payment.

If you can't send them to us on time, the invoice will not be in payment process in time, this may cause you payment delayed. The relevant consequence will be suppliers' responsibility.

其中使用Web-EDI的供应商，供应链管理部会在每月15日更新Web-EDI系统上开票信息。在20前将发票寄到Webasto China各相应工厂供应链部门，发票备注内填发运单号，同时将金税发票号填入Web-EDI指定位置。

Regarding the suppliers who use Web-EDI system, Webasto China SCM will update the information in Web-EDI every 15th, please be sure the invoice will arrive at Webasto China Supply Chain before 20th, the delivery number should be remarked in invoice, at the same time, invoice number should insert to Web-EDI.

7 有效性/Validation

本协议书用中文语言书写，英文文本仅作为供应商参考之用。我方供应链部并不保证英文文本的内容及文字所表达的意义与中文文本完全一致。两种文本之间如有任何冲突或差异，以中文文本为准。

This agreement is written in Chinese, the English version will be used as reference to suppliers. Webasto China Supply Chain does not guarantee the contents in English version are completely consistent with those in Chinese version. For any conflict or difference between two versions, the Chinese version will prevail.

本要求由伟巴斯特新中国区供应链管理部和采购部联合发布，和生产性物料的“一般采购条款和条件”同时生效，并自动和相关的法律法规保持一致。

This requirement released by Webasto CN SCM and Purchasing departments together and take effect simultaneously with the “General Terms and Conditions of Purchase” for Production Material and keep pace with related laws and regulations automatically.

对此协议的任何修改、修订或补充协议，必须且只能通过伟巴斯特的书面确认才能生效。Any modifications, amendments or ancillary agreements to this agreement shall only be valid after confirmed in writing by Webasto.

伟巴斯特新中国
Webasto CN

签字/Signature By:

日期/Date:

供应商公章:
Supplier:

签字/Signature By:

日期/Date: