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Overview

1 费用分类 Payment Categories

公司的请款共分为三类，分别是员工费用报销、预支款、对供应商付款。

There are three categories of payments, which are staff reimbursement, advances and payment to suppliers.

- 员工费用报销：为工作开展发生的差旅费、交通费、培训费、招待费、部门活动费、零星采购(指非常规采购，且在同一供应商单次采购总额低于 8000 元)等。
Staff reimbursement: Work related travel expenses, transportation expenses, training expenses, hospitality expenses, team activity expenses, retail purchases (refers to irregular purchase, and the total amount of a single purchase from the same vendor is less than 8000CNY), etc.
- 员工预支款：员工预支款仅限于员工的国际出差以及超过 8 个月的国内出差，预支款项以每人总额不超过人民币 100,000 元为限，且需附预算清单。
Staff Advances: Only applicable for international business trips and over 8 months domestic business trips. 100,000RMB is the limit for each employee and budget list must be accompanied by.
- 供应商预支款：仅限于供应商无规律性，零星发生的费用。金额超过人民币 9,000RMB 元以上的支出必须与供应商签订合同，并通过转账支付。
Supplier Prepayment: Only irregular costs or any costs over 9,000RMB must have contracts with vendors. Payments will be done only by the bank transferring, not cash.
- 对供应商付款：公司采购及各项费用，包括清洁费、物管费、房屋租金、猎头费、装修费、大宗采购等。有规律性发生的费用（如复印机租赁、清洁费等），以及零星发生但金额超过人民币 7,000RMB 元以上的支出必须与供应商签订合同，并通过转账支付。
Payment to vendors: Company procurement and various expenses, including cleaning fees, property management fees, rents, headhunting fees, decoration fees, bulk purchasing, etc. Regular costs (Such as copier rental, cleaning etc.) or any costs over 7,000RMB must have contracts with vendors. Payments will be done only by the bank transferring, not cash.

2 请款对象 Persons that Request the Payments

本流程所有请款对象，均应为与公司签约的正式员工。

Persons that request the payments should be company's FTE.

3 付款对象信息维护 Recipient information maintenance

- 新进员工/员工账号发生变化：需要在 Your Count Help 中提出更改申请，需列明开户行名称、银行账号、联行号等信息；

For new employees and employees' account changed: It is required to raise a ticket in Your Count Help, and list the information of bank name, account number and CNAPS number.

- 新供应商：费用申请人以邮件形式发送给财务部同事供应商的账户信息，包含供应商公司名称、开户行名称、开户行账号。同时需提供该供应商的营业执照复印件或扫描件。

For new suppliers, the applicant needs send the supplier's account information to the relevant colleagues in the finance department by email. Account information must include supplier company name, bank name and account number, and also needs to provide a copy or scanned copy of the supplier's business license.

4 所需文件 Required Documents

员工费用报销：费用报销申请单、发票原件、购货清单、其他相关资料(如合同、换汇水单)；

Staff reimbursement: Expense reimbursement application form, original invoice (FaPiao), purchase list, exchange receipt and other relevant documents (e.g. contracts, exchange bills)

预支款：

- 员工部分：预支申请单、审批邮件、预算明细表及其他相关支持文件；

Staff advances: Advance application form, approval mail, budget list and other relevant documents.

- 供应商部分：预支申请单、审批邮件、合同或订单及其他相关支持文件。

Vendor Advances: Advance application form, approval mail, contract or purchase order and other relevant documents.

供应商付款：费用报销申请单、发票原件、合同、送货单或验收单。

Payments to vendor: Expense claim form, original invoice (FaPiao), contract, goods delivery note or goods receipt note.

5 付款方式 Payment Method

所有付款以银行转帐方式支付。

Money will be transferred by bank for all the payments.

6 付款期限 Payment Terms

结合付款方式，各费用付款期限分别如下，

Payment terms for each category are as below,

- 员工款项：资料审核无误后的次周一付款，如遇节假日则顺延到下一个周五付款。

Staff reimbursement: Payment is made every Monday after the submitted document has been verified. In case of holidays, payment will be postponed to the following Friday.

- 供应商款项：按照集团全球付款期限规定，对供应商的付款期为 180 天，180 天按照发票开具时间计算。考虑到资金安排，在单据审批完成后需要预留至少 8 个工作日的财务处理时间。对行政事业单位收费例外。

Payment to vendors: According to ABCD Global policy, the payment terms to vendor is 180 days, which is based on the date printed on the invoice. In consideration of the cash flow arrangement, 8 days are needed for financial process after the approval is completed in TERP. Administrative institutions charges are excluded.

每周一为供应商付款日。

Every Monday is the payment day for vendor.

- 如因特殊原因需要紧急付款的，需经项目经理书面授权同意。

Any emergency payment must get special approval by the project manager.

7 报销期限 Reimbursement time limit

请在出差回来一个月内进行报销，便于各项报销数据审核一致性。

Please make the reimbursement within one month after returning from the business trip in order to ensure the consistency of various reimbursement data.

发票 Invoice (FaPiao)

1 有效发票 Official Invoice:

有效发票须为发票联原件，且包括以下 8 个要素，缺一不可：

The official invoice should be original, including the following 5 elements: 三地发票上的购买方名称及纳税人识别号分别为：

Taxpayer Identification Number and the Company Name must be in Chinese as below for each branch:



Beijing:

Company Name 公司名称: 叠登 CD 技术 (北京) 有限公司

Taxpayer ID 纳税人识别号: 1234567889



Wuhan:

Company Name 公司名称: 叠登 CD 技术 (北京) 有限公司武汉分公司

Taxpayer ID 纳税人识别号: 1234567889



Tianjing:

Company Name 公司名称: 叠登 CD 技术 (北京) 有限公司天津分公司

Taxpayer ID 纳税人识别号: 1234567889D



Beijing Technology:

Company Name 公司名称: 叠登 CD (北京) 科技有限公司

Taxpayer ID 纳税人识别号: 1234567889P

境外发票，发票抬头需为公司英文名，分别如下：

For invoices from outside China, the invoice title should be the Company's English name, as follows



Beijing: ABCD China Co., Ltd



Wuhan: ABCD China Co., Ltd, Wuhan Branch



Tianjin: ABCD China Co., Ltd, Tianjin Branch



Beijing Technology: ABCD (Beijing) Technology Co., Ltd.

- 开票日期：不能为空，且不能有任何涂改；

Date of invoicing: cannot be empty, and there can be no alteration.

- 货物或服务名称及规格：不能为空，要与费用发生的实质一致；

Items: cannot be empty, should be consistent with the real cost incurred.

- 金额：大小写金额需要一致，并不得有任何涂改；

Amount: must be the correct amount without any alteration.

- 章：发票上必须盖有清晰的椭圆形的发票专用章。通过增值税电子发票公共服务平台开具的增值税电子发票如未显示发票专用章，需提供电子发票文件原件

(OFD 格式)。

Stamp: invoice must be stamped with a clear oval invoice seal. If the VAT electronic invoice issued through the VAT electronic invoice public service platform does not show the stamp, please provide the original electronic invoice document (OFD format).

2 发票遗失 Invoice Lost

当发票不慎遗失时，需要供应商提供发票存根联复印件，并加盖发票专用章（鲜印）或公章（鲜印），方可报销。

When the official invoice is accidentally lost, you need to ask vendors to provide a copy of the invoice stub which stamped with the fresh official seal or the invoice seal.

3 发票粘贴要求 Invoice Pasting Requirements

将发票全部粘贴于 A4 纸范围内，勿超出；用于粘贴发票的 A4 纸可以是单面废纸，将作废那面划“×”，用干净的那面粘贴发票；

All the invoice should be pasted within A4 paper. You could use a A4 wastepaper to paste the invoice. Make a cross (x) on the waste side of the paper, use the clear side to paste the invoice.

发票均横向粘贴；将粘贴页的上方留出 5cm 的空白，便于财务进行票据装订；

Invoices should be pasted horizontally. Leave 5cm of blank space on the top of the A4 paper.

请使用胶水将发票错位粘贴，确保每张发票与粘贴单有连接处，请勿使用订书钉；

Please use glue to paste the invoice by a stagger manner, not staples. Ensure that each invoice has connections with the A4 paper.

若为定额发票，请将相同面额粘贴在一起，由小及大的顺序粘贴；

For fixed invoices, please paste the same amount together, then ordered from small amount to large amount.