



## Business Rules

# LEGO Group Invoice Requirements (China Entities for Local Vendors)

## 乐高集团发票要求 – 中国市场

### 1. Governing Business Rule Document

[08.06.729064.BR LEGO Group Invoice Requirements.EN.docx](#)

### 2. LEGO Group Invoice Requirements China Entities 乐高集团发票要求 – 中国市场

The invoicing requirements of the LEGO Group are subject to both statutory and mandatory internal regulations. For all countries which are supported with a PO system, this requires that all suppliers to the LEGO Group shall ensure to have a purchase order (“PO”) issued by the LEGO Group before initiation of a delivery. In the event such PO has not been issued for exceptional cases or if the country does not have PO system, the supplier shall make sure requestor’s user ID (e.g. DkSaJaSi), full name and cost center number is stated in the Invoice.  
乐高集团的发票要求受法定和强制性内部规定的约束。对于所有受PO系统支持的国家，这要求乐高集团的所有供应商应确保在开始交付之前拥有乐高集团发出的采购订单 (“PO”)。如果在特殊情况下没有签发此类采购订单，或者该国家/地区没有采购订单系统，则供应商应确保请求者的用户ID (例如DkSaJaSi)，全名和成本中心编号在发票中处于状态。

#### 2.1.1 Important Notice 重要提示

1. To ensure efficient handling in a compliant manner, all invoices and credit notes shall contain the following:

为确保以合规方式进行有效处理，所有发票和信用票据应包含以下内容:

a) Correct LEGO Group name and address (refer to Appendix A)

乐高集团公司名称与地址 (附件A)

b) LEGO Unified Code or Tax Code (refer to Appendix A)

乐高集团纳税识别号 (附件A)

c) LEGO Bank Name and account number (refer to Appendix A)

乐高集团银行信息 (附件A)

d) LEGO telephone number (Refer to Appendix A)

乐高集团电话号码 (附件A)

e) Invoice date 发票日期

f) Invoice number 发票编号

g) PO number and PO line number 采购订单编号和采购订单编号

h) Tax rate and amount (if any) 税额

i) If a PO is not available, state requestor’s user ID (eg. DkSaJaSi), full name and cost centre number

如果没有采购订单 (“PO”)，请在发票上说明申请人的用户ID (例如DkSaJaSi)，全名和成本中心号码

j) Supplier name and address 供应商名称和地址

k) Supplier VAT/Tax identification number 供应商税号

l) Supplier Bank information 供应商银行信息

m) Clear description of the goods or service(s) (incl. nature, volume and unit price, commodity code/specification and other relevant information) 清楚描述商品或服务 (包括性质，数量和单价，商品代码/规格和其他相关信息)

2. As a VAT general payer, we ask you to issue VAT special invoice for the goods or service provided, as long as it applies to VAT taxable scope.

我公司作为增值税一般纳税人要求贵方开具增值税专用发票，只要相关产品或服务为增值税应税项目。

3. The invoice documents to be provided include 应提供的发票文件包含:

a) Tax Invoice 税务发票

b) Any other supporting documents, such as delivery certificate or project milestone acceptance certificate confirmed by us, and billing or pro forma invoice in vendor format, etc.

任何其他支持性文件，例如经我司确认的收货证明或项目分阶段验收合格证明，以及贵方出具的销货方格式账单或形式发票等

c) Printed Purchase Order (if applicable) 采购订单（如适用）打印件

4. Documents sent via email and courier (Paper Invoice) 以电子邮件及快递方式发送 (纸质发票):

a) Before sending us the physical invoice copy, please send the scanned copy of invoice in individual pdf attachment (do not use compressed file) and related documents to our LEGO email address (refer to Appendix A) within two working days from issue date. Each invoice should be scanned as one PDF file and the file should be named as the invoice number.

请在发票开具两个工作日内，寄送原始发票及相关资料给我司之前将其pdf扫描件 (请不要用压缩文件) 通过电子邮件发送至乐高（附件 A），且每张发票须扫描成一份PDF文件，文件名以发票号码命名。

b) The invoice number and PO should be included in e-mail subject, also the courier tracing number for physical original delivery should be mentioned in this email content.

邮件标题中须注明发票号码和采购订单号，同时在邮件正文处注明发票原件快递查询。

c) Please ensure the physical invoice arrives at our office within three working days after the scanned copy is sent out. Please refer to our appendix for the courier address.

请确保发票扫描件发送后三个工作日内，原件投递并到达我司。寄送地址及收件人请参考以下附件 A。

4. E-Invoice requirement 全电票及电子发票发送要求

- a) E-Invoice needs to be sent as PDF file to E-invoice mailbox of each entity.  
全电票及电子发票需要以 PDF 的文件格式发送到相应的邮箱，地址参考附件 A
- b) One PDF is only for one invoice and related supporting needs to be combined into the same PDF file if any.  
一个 PDF 文件仅为一张发票，如有相关的附件需要合并到同一个 PDF 文件内
- c) Pls don't sent other type of file or zip file to the mailbox, only PDF file is acceptable.  
请不要打包或这发送含有其他格式的文件进电子发票邮箱
- d) There is no need to courier the printed version.  
不用再寄送纸质文件

## 2.2 乐高集团发票要求 – 中国市场

We will not arrange any payment until we receive both of your physical and scanned copy of invoice. The LEGO Group reserves the right to reject any invoice that does not adhere to the above information, and penalty interest rates cannot be applied if above requirements are not fulfilled.

我司仅在发票原件和扫描件均收到的情况下，才会安排付款流程。乐高集团保留拒绝任何不符合上述信息的发票的权利，如果未满足上述要求，则不能适用罚款利率。

Appendix A (附件 A)

<b>公司名称 Company Name</b>	乐高玩具制造 (嘉兴) 有限公司  LEGO Toy Manufacturing (Jiaxing) Co., Ltd	乐高教育科技 (上海) 有限公司  LEGO Education Technology (Shanghai) Co.,Ltd	乐高玩具 (上海) 有限公司  LEGO Toy (Shanghai) Co., Ltd
<b>地址 Address</b>	中国浙江省嘉兴市桐乡大道 2283 号  No. 2283, Tongxiang Avenue, Jiaxing City, Zhejiang Province, China	上海市徐汇区陕西南路 288 号 上海环贸广场办公楼二期[30] 层部分[3013]室  Unit3013, 30F, No. 288, South Shanxi Road, Xuhui District, Shanghai	上海市徐汇区陕西南路 288 号 31 层, 30 层 3001-3012 室 及 3014-3016 室  31F, Unit3001-3012/3014-3016, 30F, No. 288, South Shanxi Road, Xuhui District, Shanghai
<b>三证合一码 / 纳税 识别号 Unified Code / Tax Code</b>	913304000641891482	91310000MA1FL71TXK	9131000009422168X7
<b>开户银行 Bank Name</b>	中国建设银行嘉兴市分行  China Construction Bank Jiaxing Branch	汇丰银行 (中国) 有限公司上海分行  HSBC (China) Co., Ltd. Shanghai Branch	汇丰银行 (中国) 有限公司上海分行  HSBC (China) Co., Ltd. Shanghai Branch
<b>银行账号 Account No</b>	33001638047059080808	715-105573-001	088-882352-011
<b>电话号码 Tel No</b>	+86 573 8219 6000	+86 21 3339 4888	+86 21 3339 4888
<b>纸质发票扫描件 Scanning Paper Invoice</b>	<a href="mailto:financejiaxing@LEGO.com">financejiaxing@LEGO.com</a>	<a href="mailto:APCN1096@LEGO.com">APCN1096@LEGO.com</a>	<a href="mailto:APCN1099@LEGO.com">APCN1099@LEGO.com</a>
<b>电子发票邮箱 E-Invoice mailbox</b>	<a href="mailto:sg1018invoice@lego.com">sg1018invoice@lego.com</a>	<a href="mailto:sg1096invoice@lego.com">sg1096invoice@lego.com</a>	<a href="mailto:sg1099invoice@lego.com">sg1099invoice@lego.com</a>
<b>仅供咨询 Email-Query Only</b>	<a href="mailto:APSG@LEGO.COM">APSG@LEGO.COM</a>		
<b>邮寄地址 Posting Address</b>	中国浙江省嘉兴市桐乡大道 2283 号 邮编: 314036 收件人: 财务部  No. 2283, Tongxiang Avenue, Jiaxing City, Zhejiang Province, China Postal Code: 314036 Attention: Finance Department	上海市徐汇区陕西南路 288 号 30 层, 31 层 邮编: 200031 收件人: 财务部  30F, 31F, No. 288, South Shanxi Road, Xuhui District, Shanghai Postal Code: 200031 Attention: Finance Department	上海市徐汇区陕西南路 288 号 30 层, 31 层 邮编: 200031 收件人: 财务部  30F, 31F, No. 288, South Shanxi Road, Xuhui District, Shanghai Postal Code: 200031 Attention: Finance Department

Appendix A (附件 A)

<b>公司名称</b> Company Name	乐高商贸 (深圳) 有限公司 LEGO Commerce (Shenzhen) Co., Ltd.	乐高商业 (上海) 有限公司 LEGO Commerce (Shanghai) Co., Ltd.	乐高玩具 (上海) 有限公司 北京市东城第一分公司 LEGO Toy (Shanghai) Co., Ltd Beijing Dongcheng No.1 Branch	乐高玩具 (上海) 有限公司 杭州第一分公司 LEGO Toy (Shanghai) Co., Ltd. Hangzhou No.1 Branch
<b>地址</b> Address	深圳市福田区福华三路卓越世纪中心 1 号楼 1401-1403、1406-1410 单元 Unit 1401-1403, Unit 1406-1410, Tower 1, Excellence Century Center, Fuhua 3 Rd. Futian District, Shenzhen	上海市徐汇区陕西南路 288 号 27 层 2710 室 Room 2710, Floor 27, No. 288 South Shaanxi Road, Xuhui District, Shanghai	北京市东城区王府井大街 88 号 1 幢地上 1 层 L112, L113 号 In 88 Shopping Mall, No.88 Wangfujing Street, Dongcheng District, Beijing	浙江省杭州市上城区延安路 239 号 122 室 Room 122, No. 239 Yan'an Road, Shangcheng District, Hangzhou
<b>三证合一码 / 纳税识别号</b> Unified Code / Tax Code	91440300MA5F18WX0M	911101055976932322	91110101MA01EBGL8U	91330102MA2H12JLXC
<b>开户银行</b> Bank Name	中国银行深圳皇岗商务中心支行 Bank of China, Shenzhen Huanggang Business Center Branch	汇丰银行 (中国) 有限公司上海分行 HSBC (China) Co., Ltd. Shanghai Branch	汇丰银行 (中国) 有限公司上海分行 HSBC (China) Co., Ltd. Shanghai Branch	汇丰银行 (中国) 有限公司杭州分行 HSBC (China) Co., Ltd. Hangzhou Branch
<b>银行账号</b> Account No	754-970342-967	715-009320-011	088-882352-011	635-094337-001
<b>电话号码</b> Tel No	+86 21 3339 4888	+86 21 3339 4888	010-59785220 / 010-59785188	+86 21 3339 4888
<b>纸质发票扫描件</b> Scanning Paper Invoice	<a href="mailto:financeshenzhen@LEGO.com">financeshenzhen@LEGO.com</a>	<a href="mailto:APCN1098@LEGO.com">APCN1098@LEGO.com</a>	<a href="mailto:APCN1099@LEGO.com">APCN1099@LEGO.com</a>	<a href="mailto:APCN1099@LEGO.com">APCN1099@LEGO.com</a>
<b>电子发票邮箱</b> E-Invoice mailbox	<a href="mailto:sg1097invoice@lego.com">sg1097invoice@lego.com</a>	<a href="mailto:sg1098invoice@lego.com">sg1098invoice@lego.com</a>	<a href="mailto:sg1901invoice@lego.com">sg1901invoice@lego.com</a>	<a href="mailto:sg1902invoice@lego.com">sg1902invoice@lego.com</a>
<b>仅供咨询</b> Email-Query Only	<a href="mailto:APSG@LEGO.COM">APSG@LEGO.COM</a>			
<b>邮寄地址</b> Posting Address	中国浙江省嘉兴市桐乡大道 2283 号 邮编: 314036 收件人: 财务部 No. 2283, Tongxiang Avenue, Jiaxing City, Zhejiang Province, China Postal Code: 314036 Attention: Finance Department	上海市徐汇区陕西南路 288 号 30 层, 31 层 邮编: 200031 收件人: 财务部 30F, 31F, No. 288, South Shanxi Road, Xuhui District, Shanghai Postal Code: 200031 Attention: Finance Department	上海市徐汇区陕西南路 288 号 30 层, 31 层 邮编: 200031 收件人: 财务部 30F, 31F, No. 288, South Shanxi Road, Xuhui District, Shanghai Postal Code: 200031 Attention: Finance Department	上海市徐汇区陕西南路 288 号 30 层, 31 层 邮编: 200031 收件人: 财务部 30F, 31F, No. 288, South Shanxi Road, Xuhui District, Shanghai Postal Code: 200031 Attention: Finance Department

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Appendix A (附件)

<b>公司名称</b> Company Name	乐高玩具(上海)有限公司 深圳第一分公司  LEGO Toy (Shanghai) Co., Ltd. Shenzhen No.1 Branch	乐高玩具(上海)有限公司 广州第一分公司  LEGO Toy (Shanghai) Co., Ltd. Guangzhou No.1 Branch	乐高玩具(上海)有限公司 成都第一分公司  LEGO Toy (Shanghai) Co., Ltd. Chengdu No.1 Branch	乐高玩具(上海)有限公司 重庆第一分公司  LEGO Toy (Shanghai) Co., Ltd. Chongqing No.1 Branch
<b>地址</b> Address	深圳市福田区福田街道福安 社区福华三路 268 号星河 COCO PARK 购物广场 L1- 055B(L1-020、021 及 L2- 027、029 号)  L1-020, L1-021, L2-027, L2-029 of COCOPARK, No. 268 Fuhua 3rd Road, Futian District, Shenzhen	广州市天河区天河路 288 号 正佳广场 1F-A016-18,2F- 2A006 铺  1F-A016-18,2F-2A006, No.288 Tianhe Road, Tianhe District, Guangzhou	成都市锦江区中纱帽街 8 号 28 栋第一层 1309 号及 第二层 2302 号商铺  Unit 1309 & Unit 2302, Building 28, No. 8 Middle Shamao Street, Jinjiang District, Chengdu	重庆市渝中区接圣街 8 号 02 层 113 号 01 层 108 号  L1-108, L2-113, No.8, Jiesheng Road, Yuzhong District, Chongqing
<b>三证合一码 / 纳税 识别号</b> Unified Code / Tax Code	91440300MA5G5LLT60	91440101MA9XRGGG7E	91510104MA662DTD0E	91500103MAACC51J7L
<b>开户银行</b> Bank Name	汇丰银行(中国)有限公司 深圳分行  HSBC (China) Co., Ltd. Shenzhen Branch	汇丰银行(中国)有限公司 广州分行  HSBC (China) Co., Ltd. Guangzhou Branch	汇丰银行(中国)有限公司 成都分行  HSBC (China) Co., Ltd. Chengdu Branch	汇丰银行(中国)有限公司 重庆分行  HSBC (China) Co., Ltd. Chongqing Branch
<b>银行账号</b> Account No	622-537256-001	629-103698-001	632-001574-001	631-001898-001
<b>电话号码</b> Tel No	+86 21 3339 4888	+86 21 3339 4888	+86 21 3339 4888	+86 21 3339 4888
<b>纸质发票扫描件</b> Scanning Paper Invoice	<a href="mailto:APCN1099@LEGO.com">APCN1099@LEGO.com</a>	<a href="mailto:APCN1099@LEGO.com">APCN1099@LEGO.com</a>	<a href="mailto:APCN1099@LEGO.com">APCN1099@LEGO.com</a>	<a href="mailto:APCN1099@LEGO.com">APCN1099@LEGO.com</a>
<b>电子发票邮箱</b> E-Invoice mailbox	<a href="mailto:sg1903invoice@lego.com">sg1903invoice@lego.com</a>	<a href="mailto:sg1904invoice@lego.com">sg1904invoice@lego.com</a>	<a href="mailto:sg1905invoice@lego.com">sg1905invoice@lego.com</a>	<a href="mailto:sg1906invoice@lego.com">sg1906invoice@lego.com</a>
<b>仅供咨询</b> Email-Query Only	<a href="mailto:APSG@LEGO.COM">APSG@LEGO.COM</a>			
<b>邮寄地址</b> Posting Address	上海市徐汇区陕西南路 288 号 30 层, 31 层 邮编: 200031 收件人: 财务部  30F, 31F, No. 288, South Shanxi Road, Xuhui District, Shanghai Postal Code: 200031 Attention: Finance Department	上海市徐汇区陕西南路 288 号 30 层, 31 层 邮编: 200031 收件人: 财务部  30F, 31F, No. 288, South Shanxi Road, Xuhui District, Shanghai Postal Code: 200031 Attention: Finance Department	上海市徐汇区陕西南路 288 号 30 层, 31 层 邮编: 200031 收件人: 财务部  30F, 31F, No. 288, South Shanxi Road, Xuhui District, Shanghai Postal Code: 200031 Attention: Finance Department	上海市徐汇区陕西南路 288 号 30 层, 31 层 邮编: 200031 收件人: 财务部  30F, 31F, No. 288, South Shanxi Road, Xuhui District, Shanghai Postal Code: 200031 Attention: Finance Department

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