

## **Supplier Invoice Requirements**

Shanghai

### **Invoice for foreign currency business:**

- Invoice Number
- Company Name
- Date
- Bank Account
- Related PO number
- Material / Service Number (name)
- Quantity
- Uni Price
- Total amount
- Effective signature
- Payment term

### **Invoice for local currency business:**

- Invoice certified by tax bureau
- Company name
- Address
- Bank Account
- Tax code (above info of both company)
- Invoice Number
- Related PO number
- Material / Service name
- Quantity
- Unit price
- Total amount
- Invoice chop (every company should have a chop especially for invoice issue)