



Red Hat Procurement Supplier information and requirements

This website contains information about Red Hat's (including its subsidiaries) Procurement and Accounts Payable policies and practices.

All suppliers are expected to review and comply with the information and guidelines provided on this website. If you have any questions, contact Red Hat at procurement@redhat.com unless otherwise noted below. Red Hat will not accept unsolicited forms.

1. Purchase order requirements

A [Purchase Order](#) ("PO") is required from Red Hat for all goods and services. Do NOT ship goods or perform any services until you have received a PO from the Red Hat Procurement office.

2. Shipping instructions

Red Hat requires its suppliers to comply with all legal and regulatory requirements, and certain Red Hat operational requirements, when shipping goods to Red Hat globally. If it is agreed by Red Hat's Procurement that Red Hat will be the Importer of Record for the goods, Supplier must accept and comply with all requirements described in Red Hat's specific [Supplier Shipping Instructions](#).

Whether Red Hat is the Importer of Record for the goods or not, an itemized packing list must accompany each shipment and include:

- A. An authorized Red Hat PO number;
- B. A description of goods in line item format with corresponding quantities and prices, or a detailed description of the services performed with corresponding service rates. An itemized description of goods with quantities, unit

红帽采购部门 供应商的信息和要求

本网站载有关于红帽（包括其子公司）的采购和应付账款政策和惯例的信息。

所有供应商均应查看和遵守本网站中提供的信息和指南。如有任何疑问，请通过以下电子邮件联系红帽：procurement@redhat.com。红帽不接受主动发送的表格。

1. 采购订单要求

在提供任何商品和服务时，须从红帽处收到[采购订单](#)（"PO"）。在您从红帽采购部门收到采购订单之前，请勿运送商品或提供任何服务。

2. 运输说明

红帽要求供应商在全球范围内向其运送商品时，必须遵守所有法律法规的要求以及某些红帽运营要求。如果红帽采购部门同意红帽为商品的注册进口商，则供应商必须同意并遵守红帽特定的[供应商运输说明](#)中规定的所有要求。

无论红帽是否属于相关商品的注册进口商，每批商品均须附有详细的装箱单，其中包括：

- A. 授权的红帽采购订单编号；
- B. 以单项物品及其相应数量和价格的方式作出的商品说明，或者对提供的服务及相应服务费率详细说明。有关商品的详细说明，其中包括商品的数量、单价、制造商所在国家/地区以及统一关税编号，或者



values, country of manufacturer, and harmonized tariff number and a detailed description of the services performed with corresponding service rates.

Shipper labels must also include the Red Hat PO number and the intended recipient's name at the ship to location.

3. Invoice and payment

Invoices should be submitted only for the goods and/or services/goods actually provided over the invoiced time period, regardless of the amount stated on the PO document. Authorized changes to a PO must be obtained in advance, in writing.

All invoices should:

- A. Be sent to the "Bill-to" address noted on the Red Hat PO;
- B. Have the Red Hat PO number on the invoice;
- C. Include a description of goods in line item format with corresponding quantities and prices and/or a detailed description of the services performed with corresponding service rates. Information and supplier name should match the information presented on the PO. Failure to provide invoices in this manner may delay payments;
- D. List any specific taxes with a proper breakdown between taxable and non-taxable goods and/or services;
- E. Have the supplier tax ID number (e.g. VAT number) on the invoice;
- F. Be for goods or services that have already been delivered; any other invoices will not be considered to be valid invoices;
- G. Be sent to the allocated email address in Section 4 hereof.

4. Accounts payable contact information

对提供的服务及相应服务费率详细说明。

托运人标签上还必须标明红帽采购订单编号以及运送目的地的收件人名称。

3. 发票和付款

发票应仅针对发票期间内实际提供的商品和/或服务开具，而不考虑采购订单文件上列明的金额如何。若要变更采购订单，则须事先获得书面授权。

所有发票均应：

- A. 发送到红帽采购订单中注明的“发票寄送地址”；
- B. 注明红帽采购订单编号；
- C. 包括以单项物品及其相应数量和价格的方式作出的商品说明，或者对提供的服务及相应服务费率的详细说明。相关信息和供应商名称应与采购订单上显示的信息相匹配。如果未按照这种方式提供发票，则可能延迟付款；
- D. 列出任何特定税种，并应适当细分应税商品和/或非应税商品/服务；
- E. 列明供应商税号（例如增值税号）；
- F. 仅针对已交付的商品或服务；任何其他发票均视为无效；
- G. 发送至本文第 4 条中规定的电子邮件地址。

4. 应付账款部门的联系信息



All invoices and any questions concerning Red Hat accounts payable procedures should be submitted to Accounts Payable at:

- Korea: ap-kr@redhat.com
- China and Hong Kong: gcg-ap@redhat.com
- Japan: japan-ap@redhat.com
- Mexico: mexico-ap@redhat.com
- Colombia: colombia-ap@redhat.com
- Chile: chile-ap@redhat.com
- Argentina: argentina-ap@redhat.com
- Brazil: brasil-ap@redhat.com
- All other countries: ap@redhat.com

5. Supplier Diversity

The mission of Red Hat Procurement is to purchase the highest quality, most cost-effective materials and services using the concept of total cost of ownership. Total cost of ownership consists of quality, price, service, cost flexibility, responsiveness, reliability, lead time, and technology.

Red Hat is committed to purchasing goods and services from MBE (Minority Business Enterprise), WBE (Women Business Enterprise), PWD (People With Disabilities), LGBT (Lesbian, Gay Bisexual or Transgendered), HubZone (US Historically Underutilized Business Zone Small Business), HBCU (US Historically Black Colleges and Universities and Minority Institutions) suppliers. Red Hat believes strategic sourcing that includes diverse suppliers is essential for the economic success of Red Hat and the community. It is our intention to offer these businesses the opportunity to compete on an equal basis.

6. Supplier Code of Conduct

Red Hat strives to obtain lower costs in all business operation areas while requiring the highest level of business integrity in its dealing with suppliers. This standard requires that all suppliers, and the Red Hat employees who work with them, should endeavor to deal honestly, ethically, and fairly in these relationships. Compliance with our Supplier Code of Conduct is critical to our company.

所有发票以及有关红帽应付账款程序的任何问题均应提交至应付账款部门，邮件地址分别为：

- 韩国: ap-kr@redhat.com
- 中国和中国香港: gcg-ap@redhat.com
- 日本: japan-ap@redhat.com
- 墨西哥: mexico-ap@redhat.com
- 哥伦比亚: colombia-ap@redhat.com
- 智利: chile-ap@redhat.com
- 阿根廷: argentina-ap@redhat.com
- 巴西: brasil-ap@redhat.com
- 所有其他国家/地区: ap@redhat.com

5. 供应商多元化

红帽采购部门的任务是基于总拥有成本的理念，来购买最高质量、最具成本效益的材料和服务。总拥有成本包括质量、价格、服务、成本灵活性、响应能力、可靠性、交货时间和技术。

红帽致力于从 MBE（少数民族企业）、WBE（女性企业）、PWD（残疾人）、LGBT（女同性恋、双性恋或变性者）、HubZone（美国历史上商业落后地区的小企业）或 HBCU（美国历史上的黑人大学和少数民族机构）供应商处购买商品和服务。红帽认为，包括多元化供应商在内的战略采购对于红帽和社区的经济成功至关重要。我们拟为这些企业提供平等竞争的机会。

6. 供应商行为准则

红帽致力于在所有业务运营领域中降低成本，同时在与供应商的交易过程中要求其达到最高水平的业务诚信。该标准要求所有供应商以及与其合作的红帽员工诚实、道德和公平地进行交易。供应商遵守供应商行为准则对于我们公司而言至关重要。



To ensure the integrity of our supplier relationships, all Red Hat suppliers are expected to acknowledge their agreement with our Supplier Code of Conduct and to apply this Code in all dealings with Red Hat.

Failure to sign and return the Supplier Code of Conduct certification may result in the supplier's disqualification from providing future goods or services.

"Supplier" means any company, corporation, or other entity that sells or seeks to sell goods or services to Red Hat.

- [Supplier Code of Conduct](#)

为了确保供应商关系的诚信，所有红帽供应商均应承认，其同意我们的供应商行为准则，并且在与红帽进行任何交易时均遵守本准则。

如果供应商未签署并交还供应商行为准则证书，则可能导致该供应商丧失在将来提供商品或服务的资格。

“供应商”是指向红帽出售（或寻求出售）商品或服务的任何公司、企业或其他实体。

- [供应商行为准则](#)