

Requirements of a Freight Invoice

ATTENTION: If the requirements mentioned below are not fulfilled, the invoice may not be processed and in such cases will be rejected.

In order to ensure a smooth invoice verification and approval process, please observe the following requirements when invoicing:

1. The INVOICE must contain all the REQUIRED INFORMATION according to § 14 Section 4 of UStG, specifically the tax number or VAT identification number, date of delivery/service, quantity and type of invoiced goods.
2. In addition, the following information are required on the invoice/credit note:
 - Whether it is an invoice or a credit note
 - Your supplier number
 - Bordero number / Reise number (beginning with V* / L* / R*)/ Transport number / Purchase Order number / description of the service and contact person
 - Date or period of service performance (refer to § 14 Section 4 UStG)
 - Transport data (supplier number /pick-up, delivery note, weight, unloading point, chassis number, container number, bill of lading)
 - In the case of credit notes, the original invoice number must be indicated.
3. Further instructions/special requirements:
 - Invoicing is generally done electronically
 - Breakdown of the total invoice amount into the agreed individual prices
 - All required proof or supporting documents must be completely provided together with the invoice and in a legible condition
 - Clear reference number (by Bordero / Reise number / transport number / Purchase order number) of invoice positions to the ordered positions.
 - Additional or special services agreed in writing with the Purchasing Department are to be clearly identified/indicated.
 - Price negotiations should be concluded before invoicing.

Daimler AG does not accept references in the invoice to binding information in other documents.

Services/deliveries that are subject to the VAT laws of another country must be invoiced in accordance with the regulations of that country.

Please refer below to get more information about an invoice / credit note procedure.

- 1) Go to FVP@daimler.com to access the supplier portal. Create a new request for changes in the Supplier Number. Actual status of the invoices or credit notes can also be checked in this web portal.

- 2) Invoices are issued and sent to the respective billing address of the plant. Invoice details and information about the recipient of the delivery and service are available here: <https://supplier.mercedes-benz.com> (Collaboration → Accounting → Invoicing).
The relevant plant can be found in the purchase order or purchasing agreement. In case of deliveries the unloading point (alphanumeric 3 or 4 digits) must be specified, which can be also found in the purchasing agreement. You can transmit your invoices in electronic form. The invoice transmission options you can find here: <https://supplier.mercedes-benz.com> (Collaboration → Accounting → Invoice Transmission).