

Supplier Information – Invoice Requirements

In order to enable a smooth invoice verification process and approval, the following requirements must be observed when issuing invoices:

1. Billing is generally handled by invoice. Invoices must be made and sent to the respective billing addresses of the plants. The invoice details as well as information about the recipient of the delivery or service can be found here:

<https://supplier.mercedes-benz.com/docs/DOC-3145>

The relevant plant can be found in either the purchase order or the delivery schedule. Transport services must be billed to the freight-paying plant.

In principle, an invoice can only be issued by the contracted supplier; a different invoice issuer cannot and shall not be recognized.

Please submit invoices only once. Invoice entry via multiple channels (e.g. mailing and submission via Basware) leads to delays in invoice processing. If you are taking part in the credit note process, please do not submit any invoices.

2. **The invoice must contain all local legal or VAT mandatory information**, in particular your VAT ID number (or, if applicable, your tax number (if permitted)), the date of delivery or service, the quantity and type of items delivered or the scope and type of services as well as information on the transport route.

As an invoice issuer, you are fundamentally obliged to issue proper invoices within the meaning of the VAT Act – this particularly includes the timely issuance and proper transmission of an invoice that is formally and substantively correct.

A reference in the invoice to mandatory information in other documents will not be accepted by Mercedes-Benz AG and its subsidiaries. The current list of local VAT identification numbers for Mercedes-Benz AG and Mercedes-Benz Group AG can also be found under the link above.

3. In addition, **the following information is mandatory** on the invoice/commercial credit note/correction invoice:

- Is it an invoice or a commercial credit or correction invoice?
- Your **supplier number** in xxx/xxxxx format
- **Order number**/account assignment/Bordero/trip number/special trip number, **recipient plant** and date of the order (or purchase completion and delivery call-off as well as the name of the person making the request)
- It must be ensured that the order texts are transferred/added to the invoice texts.
- Order quantity unit and currency of the order

- For series deliveries and transports, it is mandatory to specify the **unloading point** (alphanumeric 3 or 4 digits), which can be found in the delivery call-off.
- Please ensure that the quantities and weights on the invoices correspond to the billed delivery notes.
- For series deliveries, the **delivery note numbers** are mandatory.
- For transports, it is also necessary to specify the affected delivery notes and also, if available, container numbers and the supplier numbers of the producers (from whom it was picked up from, to whom it was delivered to).
- For commercial credit notes/ correction invoice, the underlying invoice number (and delivery note number, if applicable) must be stated.

4. Further information/special requirements:

- Invoices should be always issued electronically.
- An invoice shall refer only to one single written procurement request. Price negotiations must be finished before the invoice is issued (unconditional order acceptance).
- For each invoice item a valid order item must exist
- A breakdown of the total invoice amount into the agreed individual prices and order, the delivery note items or the Bordero/trip/special trip numbers are imperative.
- All required evidence (such as entertainment receipts/travel expenses/tool test reports/statements, etc.) must be enclosed with the invoice in a full and in a legible condition.
- Clear referencing (through order text or article number) of the invoice items to either the order items or price sheet items is vital.
- Additional or special services agreed to in writing when purchasing must be clearly marked as such. Agreements made in writing offering additional or special services at purchase must be clearly marked as such.
- For (partial) billing of fixed prices:
 - a) only possible if explicitly agreed in our order documents (legal provisions remain unaffected);
 - b) If the partial amount is not explicitly defined (e.g. through a milestone plan), the calculation/derivation of the partial invoice amount must be stated on the invoice.
- For transport invoices we recommend charging a maximum of 5 Borderos/trips/special trips.

For any questions (invoice transmission / invoice processing status / payment / FAQs) we refer you to our supplier portal:

[Supplier – Invoicing and Payments | Mercedes-Benz Supplier Portal](#)

Information on the registration process in the Supplier Portal and Financial Vendor Portal (FVP) can be found here: [Financial Vendor Portal \(FVP\) | Mercedes-Benz Supplier Portal](#)

The following functions are available in FVP: Access to enquiries relating to open/due and cleared items, document queries, download of payment advice as well as functions to display and change business partner master data:

Thank you for your co-operation.