



Mercedes-Benz

Invoice Requirements

Submission requirements:

1. Invoices must be received via our E-Invoicing email address in a readable PDF format. If you are not registered for E-Invoicing, please contact onboarding@mercedes-benz.com for support. Please only submit your invoices once.
2. The document filename must only contain alpha or numeric characters, full stops or an underscore.
3. The email title can be left blank as only PDF attachments will be processed. Our email solution will not accept secured or password protected files.
4. Back up documentation may also be separately attached to the email along with the invoice. If this is the case, please only send one invoice with back up per email.

Invoice Requirements:

Document description: The document should clearly state whether it is an invoice, credit note or self-billing invoice.

Invoice date and Invoice number: The invoice must be clearly dated since this date is the basis for calculation of the payment due date. An invoice number must be clearly stated.

Amounts and currency: The sum of the amounts must be equal to the invoice's total amount. The invoice currency must be clearly stated (i.e. EUR, GBP, CHF, USD).

VAT: The total VAT and VAT percentage must be stated separately if the services or goods supplied are subject to VAT. If the invoice is issued in a currency other than GBP you must state the VAT in GBP or the exchange rate used to calculate the VAT which has been shown in a different currency.

Reference: The invoice must refer to a valid purchase order number and to the related purchase order line item numbers. Line item number, description, quantity, order unit, unit price & the net value of each line item must be stated and must match the line items stated on your Purchase Order. In case of a credit note a reference to the original invoice that the goods or services were supplied on must be made.

Delivery description: Type, object and scope of the delivery or service. Invoice must clearly state the delivery date /period of the goods or services provided.

Supplier information: The supplier name, street address, town/city, postal code and VAT registration number (where applicable) must be stated as well as a contact person for the respective goods or services which are being supplied. Ideally the invoice should also state the bank account details of the account you wish payments to be made to, to prevent delay in payment.

Attachment: Invoice must include all pages, including attachment.

Original and legible (copies should be clearly marked as such): Not an invoice statement or another document different to an invoice.

Rejection of invoices: If the above mentioned requirements are not met, we will be unable to approve and pay your invoice. Invoices will be rejected as a consequence.