



GENERAL INVOICE REQUIREMENTS FOR MERCEDES-BENZ DANMARK A/S Valid as of January 1st 2008

Invoices should only be issued and sent to the company name and address shown below:

Invoice issued address: Mercedes-Benz Danmark A/S Accounts Payable/Invoice Postboks 130 DK-0900 København C Denmark	Invoice must be sent to: Mercedes-Benz Danmark A/S Accounts Payable/Invoice Postboks 130 DK-0900 København C Denmark
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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. If another reference is used other than an invoice number, it must be clearly stated on the invoice to secure correct allocation of payments.

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 EUR you must state the VAT in EUR or the exchange rate used to calculate the VAT which has been shown in a different currency.

Annex: Invoice must include all pages, including annex.

Delivery description: Type, object and scope of the delivery or service.

Delivery of goods and services between EU countries: Suppliers of goods and services from an EU country to Denmark must ensure that the invoice contains correct reference to relevant legislation for the applied VAT. Foreign suppliers should also ensure that our organisation number is specified on the invoice.

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.

Reference: The invoice must refer to a valid Purchase Order number. Line items number, description, quantity, order unit, unit price and 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 must be made.

Original and legible (copies will not be admitted): 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.

If you have any questions relating to the above information or require further clarification, please do not hesitate to contact our Front Office on telephone number 3378 5484 from 08:30 to 16:30 or Email: danmark@mercedes-benz.com

Yours sincerely