

INVOICING NOTES

1.All invoices must be addressed to Mercedes-Benz Parts Logistics Asia Pacific Sdn Bhd.

2.All invoices must state MBPLAP's registered address:

Wisma Mercedes-Benz
16A Jalan BK 1/13
Taman Perindustrian Bandar Kinrara
47180 Puchong
Selangor Darul Ehsan, Malaysia

3.All Hardcopy Invoices must be sent directly to our scan partner at the following address:

Mercedes-Benz Parts Logistics Asia Pacific Sdn Bhd.
Reception/Lobby area
Toshiba TEC Malaysia Sdn Bhd
5, Jalan Jurubina U1/18
Hicom Glenmarie Industrial Park
40150, Shah Alam, Selangor, Malaysia.
Attention: Nor Malia / Siti Noriza (for Mercedes-Benz Parts Logistics Asia Pacific Sdn Bhd)

Kindly refer below link for location details and operating hours of our scan partner:

<https://www.toshibatec.com.my/about-us/contact-us/>

We would like to remind you that each invoice is to be submitted singly with its supporting documents properly stapled or bundled with elastic band, if supporting documents are bulky.

4.System Generated Invoices / Digitally Signed Invoices are to be sent to e-mail as below :

Invoices with PO/RO: MBPLAP_3792_031@bscs.basware.com

5.All invoices must contain:

- Invoice number
- Purchase Order/Release Order number
- MBPLAP contact person, name & department (receiver of goods or services)
- Nature of goods or services provided (must follow the description in the Purchase Order/Release Order)
- Delivery Date of goods or services
- Delivery Order/Service Completion slip/other relevant documents

6.All invoices must be submitted within 30 days from the date of goods or services delivery, failing which, MBPLAP reserves the right to reject the invoice and deemed that the Supplier failed to fulfill MBPLAP's order. All invoices received are deemed final and complete, any backward claims will not be entertained.

Invoices missing the information above would result in payment rejection. Rejected invoices must be cancelled with credit notes and re-issued with current date.

7.All enquiries on invoice payments should be directed to our Accounts Payable Department per the following contact:

Tel: +603-8074 1034

Email: wh_mbplap_vendors@mercedes-benz.com

Operating Days/Hours: Monday to Friday (except Public Holiday)/09:00 to 17:00

Supplier's Acknowledgement of Order

We hereby confirm receipt and acceptance of this PO and all condition stated herein.

Signature: _____
(Supplier's Authorised Person)

Date: _____

* Please sign and return to MBPLAP Requestor via e-mail

If acknowledgement is not received in seven (7) days from PO date, it will be presumed that you have accepted the order on terms and conditions mentioned herein.

This is an automatically generated document. No signature is required.