

Mercedes-Benz Singapore Pte. Ltd.

Invoice requirements for Mercedes-Benz Singapore Pte. Ltd. as of July 1st 2013

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

<b>Invoice issued address:</b> Mercedes-Benz Singapore Pte. Ltd. Accounts Payable 1 Gateway Drive #15-01 Westgate Tower Singapore 608531 Singapore	<b>Invoice must be sent to:</b> Mercedes-Benz Singapore Pte. Ltd. Accounts Payable Jurong Point Post Office PO Box 540 Singapore 916418
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**Document description:** In accordance to the GST regulations, the document should be clearly state whether it is an invoice or credit note. the words "TAX INVOICE" must be clearly stated if the goods or services supplied are subject to GST.

**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. SGD, AUD, NZD, EUR, USD, GBP).

**GST:** The total GST amount and GST percentage must be stated separately if the goods or services supplied are subject to GST. If the invoice is issued in a currency other than SGD, the following items must be converted to Singapore Dollars using approved exchange rate for GST purposes: Total amount payable excluding GST, Total GST payable, and Total amount payable including GST.

**Reference:** The invoice should make reference to a valid purchase order number (where applicable) and the name of the person responsible for ordering the goods or services. In case of a credit note, a reference to the invoice has to be made.

**Delivery description:** Type, object, scope and duration of the delivery or service must be clearly stated on the invoice. The description of the goods or services in the invoice must match with the corresponding purchase order referencing the purchase order item number, description, quantity, unit price and net value.

**Supplier information:** The supplier's name, address, company registration number and GST 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 for payments to be made, as well as an email address to send payment remittance advice.

**Annex:** Invoice must include all pages, including annex.

**Original and legible:** (copies will not be admitted): an invoice statement or another document different to an invoice will not be acceptable.

**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 (wh\_sg\_vendors@mercedes-benz.com).

Yours sincerely

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