

DAIMLER

Invoice requirements for Mercedes-Benz Australia/Pacific Pty Ltd as of October 1st 2017

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

Invoice issued address: Mercedes-Benz Australia Pacific Pty Ltd Accounts Payable 44 Lexia Place Mulgrave 3170 Victoria Australia	Invoice must be sent to: E-Invoicing Platform
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Document Type:The document should clearly state whether it is an invoice, credit note, debit adjustment or credit adjustment. If the document is eligible to charge GST it should clearly state it is a TAX 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. If your invoice is to be paid in a currency other than AUD it must be clearly stated (i.e. NZD, EUR, USD, GBP).

GST:The invoice must clearly state that it is a "TAX INVOICE" and show either: the GST amount & total amount due as two separate amounts, or, if only showing a total amount due should clearly state - This invoice includes GST. If you are exempt from charging GST then the invoice must clearly state this. If the invoice is issued in a currency other than AUD you must state the GST in AUD or the exchange rate used to calculate the GST which has been shown in a different currency.

Purchase Order:Invoice must refer to either a valid purchase order number or P Contract number. In the case where no purchase orders are required either a valid cost centre or contact name of person ordering the goods and service is required.

Delivery description:Type, object and scope of the delivery or service. In the case of credit notes, the original invoice (if credit relates to one) should be referred to.

Supplier information:The supplier name, street address, town/city, postal code and ABN number (where applicable), contact phone number/fax/email must be stated. Ideally the invoice should also state the bank account details of the account you wish payments to be made and email address for remittances.

Annex:Invoice must include all pages, including annex.

Original and legible:Copies must be legible at all times to ensure correct amounts are picked up for payment. Faint copies will not be accepted.

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.

Yours sincerely