

Mercedes-Benz Hong Kong Ltd.

Invoice requirements for Mercedes-Benz Hong Kong Ltd as of 05 September 2022

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

Invoice issued address: Mercedes-Benz Hong Kong Limited at 5th Floor, 60 Ka Yip Street, Chai Wan, Hong Kong Attention to Accounting Department.	Invoices must be in digital format (e-invoice) and emailed to:- (i) With Purchase/Release Order MBHK_1560_00031@bscs.basware.com (ii) Without Purchase/Release Order MBHK_1560_00111@bscs.basware.com
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Invoice Descriptions: Each document should clearly state whether it is an invoice or a credit note.

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 correct allocation of payments.

Invoice details: Invoice must match and refer to the corresponding Purchase or Release Order Number (line item per line item number corresponding if applicable, attach the relevant delivery note. If the condition (quantity, unit price etc.) in purchase/release order needs to

Reference: In case of a credit note, a reference to the original invoice that the goods or services were supplied must be made.

Amounts and currency: The sum of the amounts must be equal to the total amount of the invoice. The amounts & unit prices of each line items should be

Delivery description: The invoice must clearly state (i) Delivery date / period of the goods or services provided (ii) Type, object, scope and quantity. The invoice must clearly state (i) Delivery date / period of the goods or services provided (ii) Type, object, scope and quantity

Supplier information: The supplier name, address, city, country and email address must be stated as well as a contact person for the respective goods which payments are made.

Legible: Not an invoice statement or another document different to an invoice.

Rejection of invoices: If the above-mentioned requirements are not met, invoice will be rejected consequently and correct invoice should be issued for

Enquires: If you have any questions relating to the above information or require further clarification, please do not hesitate to contact

Yours sincerely

Mercedes-Benz Hong Kong Ltd.
