

Mercedes-Benz Group AG

Invoice requirements for Mercedes-Benz Malaysia Sdn Bhd as of 1st September 2018.

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

Invoice issued address:	Invoice must be sent to:
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Document Type:The document should clearly state whether it is an invoice, debit note, credit note, debit adjustment or credit adjustment. No Proforma Invoice/Quotation is acceptable.

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 and unique. Duplicate invoice number is not allowed. 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 MYR it must be clearly stated (i.e. NZD, EUR, USD, GBP, AUD, SGD, JPY, KRW). Should there be any upfront deposit payment made, the deposit sum must be deducted from total invoice sum to derive the net payable sum. In the case of credit notes, reference to the original invoice is required.

SST:SST registered person must issue an invoice containing prescribed particulars as per guidelines issued by Royal Malaysian Customs Department. Vendor's SST registration number must be clearly shown on the invoice. Invoice must attention to Mercedes-Benz Malaysia Sdn Bhd with full address stated.

Withholding Tax:For foreign vendors, please indicate the party to bear the withholding tax, in the event the withholding tax is applicable to the purchase.

Invoicing Party:Invoice must indicate the contact name and department of person receiving the goods and service ideally with a valid cost centre/internal order. Do not attention the invoice to Procurement or Accounting department.

Purchase Order:Invoice must refer to valid purchase order number, where applicable.

Delivery description:Details of type, object and scope of the delivery of goods or services must be provided, general description like miscellaneous is not allowed.

Supplier information:The supplier name, street address, town/city, postal code and SST registration number (where applicable), contact phone number/fax/email must be stated. Ideally the invoice should also state the bank account details of the account, including the bank account holder name and bank swift code.

Annex:Invoice must include all pages, including annex. Delivery Order / Service Completion Slip / Work Order / media publication or any other supporting documents for the invoice must be attached.

Original and legible:Copies must be legible at all times to ensure correct amounts are picked up for payment. Faint copies not be accepted. In the case of Certified True Copy invoices, it has to bear the Company Stamp and Certified True Copy Stamp with authoriser's signature.

Rejection of invoices:If the above mentioned requirements are not met, we will be unable to approve and pay your invoice. Such invoices will be rejected as a consequence and replacement invoices are required.

If you have any questions relating to the above information or require further clarification, please do not hesitate to contact our Accounting Department at +603 8074 1034 or email to wh_my_vendor@mercedes-benz.com .

Yours sincerely,

Mercedes - Benz Malaysia Sdn Bhd