

Mercedes-Benz New Zealand Ltd

Invoice requirements for Mercedes-Benz New Zealand Ltd as of 01 January 2022

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

Invoice issued address: Mercedes-Benz New Zealand Ltd Accounts Payable Level 3 Office Tower 277 Broadway, Newmarket Auckland 1023 New Zealand	Invoice must be sent to: Mercedes-Benz New Zealand Ltd wh_nz_vendors@daimler.com
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Document Type: The document should clearly state whether it is an invoice, credit note, debit adjustment or credit adjustment.

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.

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 NZD must be clearly stated (i.e. NZD, EUR, USD, GBP, AUD, SGD, JPY).

GST: Companies registered for NZ GST must issue tax invoices that are compliant with IRD guidelines. See here: <https://www.ird.govt.nz/gst/tax-invoices-for-gst/how-tax-invoices-for-gst-work> . If the invoice includes any overseas tax amounts (e.g. VAT), this must be disclosed in it.

Purchase Order: Invoice must refer to only one valid purchase order 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 refer to the original tax invoice.

Unit Prices/quantities: The unit prices and quantities must match the prices/quantities quoted in the contract or other document supplied with the invoice.

Supplier information: The supplier name, street address, town/city, postal code and NZC 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 Accounts Department.

Yours sincerely
