

Information for Invoices

发票相关事宜

Communication Letter to Supplier 供应商需知

Dear Business Partner:

In order to meet updated accounting system requirement and enhance internal control, we would like to introduce the invoice related documents and delivery requirements to you. We believe it will benefit both parties.

尊敬的业务合作伙伴:

为了适应财务系统与加强内部控制的需要,我们向您介绍一下发票及相关文件的准备及递送要求,我们相信此流程的实施将使双方从中受益。

To get proper and most updated <Communication Letter to Supplier> and <Invoice Information Form>, you can access below website link. In order to ensure your timely receipt of payment, please read and use the latest version of the documents.

https://docmaster.supplier.daimler.com/DMPublic/en/html/M10.02.09.10.02.01.FTPNN02._list.html

您可以访问以下网址索取最新的《供应商需知》和《发票信息表》。为了确保按时收到款项,请您确认阅读和使用最新版本的文件。

https://docmaster.supplier.daimler.com/DMPublic/en/html/M10.02.09.10.02.01.FTPNN02._list.html

I. China Paper-based invoices (“fapiao”) and overseas invoices

Original paper-based invoices (“fapiao”), together with the following supporting documents, shall be sent to Purchaser Accounting team.

1. <Invoice Information Form>
2. <Pro-forma Invoice>
3. Other supporting documents, if applicable

Please refer to <Communication Letter to Supplier> for the detailed information of <Invoice Information Form>, <Pro-forma Invoice> and mailing address. Payment process may be delayed if <Invoice Information Form> or <Pro-forma Invoice> is missing or with incorrect or insufficient information. Please note that all the consequences arising from this shall be borne by your company.

一、中国纸质发票及外国发票

纸质发票原件应与下列支持性文件一起寄送至买方财务部。

1. 《发票信息表》
2. 《结算单》
3. 其他支持性文件 (如有)

有关《发票信息表》和《结算单》以及寄送地址等详细信息,请参阅《供应商需知》文件内相关内容。《发票信息表》或者缺失或者信息不准确不完整会造成延迟付款,由此产生的一切后果由贵公司承担。

II. China VAT Electronic invoice

China VAT Electronic invoice (“fapiao”), together with the following supporting documents, shall be sent to the email address as designated by Purchaser.

1. Electronic version of <Pro-forma Invoice>
2. Other supporting documents, if applicable

Please refer to <Communication Letter to Supplier> for the detailed information of China VAT Electronic invoice preparation instruction, <Pro-forma Invoice> and email address. Payment process may be delayed if China VAT Electronic invoice information or <Pro-forma Invoice> is missing or with incorrect or insufficient information, or any other deviation from the instruction in <Communication Letter to Supplier>. Please note that all the consequences arising from this shall be borne by your company.

二、中国增值税电子发票

中国增值税电子发票原件应与下列支持性文件一起发送至买方指定电子邮箱。

1. 电子版《结算单》
2. 其他支持性文件 (如有)

有关增值税电子发票开票说明、《结算单》以及电子邮箱地址等详细信息,请参阅《供应商需知》文件内相关内容。增值税电子发票票面

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发票相关事宜

相关信息或者《结算单》缺失或者信息不准确不完整，及其他未按《供应商需知》相关说明产生的问题会造成延迟付款，由此产生的一切后果由贵公司承担。

Information for Suppliers Regarding VAT

(only applicable for Chinese supplier)

供应商须知——关于增值税（只适用中国供应商）

	VAT Invoice Information/增值税信息
	MBGC
名称	梅赛德斯-奔驰（中国）投资有限公司
纳税人识别号	911100007109397686
地址、电话	北京市朝阳区望京街8号院3号楼20层2301 84173000
开户行及帐号	中国银行股份有限公司北京亮马河大厦支行 322056013390