

Mercedes-Benz Vietnam Ltd

Invoice requirements for Mercedes-Benz Vietnam Ltd.

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

Invoice issued address: Mercedes-Benz Vietnam Ltd. 693 Quang Trung St., Ward 8 Go Vap District Ho Chi Minh City Vietnam	Invoice must be sent to: Mercedes-Benz Vietnam Ltd. Accounts Payable 693 Quang Trung St., Ward 8 Go Vap District Ho Chi Minh City Vietnam
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Document description : To ensure timely payment, Supplier/Vendors must provide PERFECT invoices which contain all pertinent information to ensure smooth processing

Invoice date and Invoice number : The invoice must be clearly dated and 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 : Specific currency of the amount to be paid. As a rule, Invoice currency should follow the PO Currency.

VAT : In a VAT invoice, apart from the line "unit price" which indicates price exclusive of VAT, there must be other lines indicating VAT rate and VAT amount. The total amount payable must be written both in numbers and in words. Invoices must be written in Vietnamese. If a text must be written in a foreign language, it must be put between a pair of brackets () below the Vietnamese text, and must be smaller than the Vietnamese text.

Reference : For PO based vendor, always ensure all your transactions have a valid PO from MBV. Valid PO should be in full 10 characters (e.g. 90000xxxxx or 450xxxxxx or 460000xxxx or 850000xxxx).

Delivery description : Type, object, scope and duration of the delivery or service must be clearly stated on the delivery note.

Supplier information: The supplier's name, address, company name and VAT registration number must be stated as well as a contact person for the respective goods or services which are being supplied. Ideally, the invoice should also state the bank account details for payments to be made, as well as an email address to send payment remittance advice.

Original and legible: Invoices must be original sale invoices, duplicate copy (given to the buyers). Information on invoices must matches the actual transactions following Purchase Order; no erasure and change may be made; the ink used must be consistent in color and indelible ink; do not use red ink; numbers and text must be written continuously without interruption. Do not write on printed text. Any blank space shall be crossed out. It is not required to cross out blank space on self-printed invoices or ordered

Rejection of invoices : All invoices with incorrect and incomplete data will not be processed untill corrected and completed.

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
