



INVOICE REQUIREMENTS FOR MERCEDES-BENZ USA, LLC
(as of July 1st,2019)

Each invoice submitted by Supplier must be on Supplier' s letterhead and must clearly identify itself as an invoice. Invoices submitted electronically must be in PDF format (one invoice per PDF file). Estimates, flyers, quotations, account statements, and pro forma documents are not valid for invoice submission.

Each invoice submitted by Supplier must include the following information:

- Invoice number (if another reference is used other than invoice number, it must be clearly stated on the invoice to secure correct allocation of payment)
- Invoice date
- Purchase Order number
- Total payment amount
- Detailed description of goods and services (quantity, Unit Price, NetPrice, freight, tax, etc.)
- Supplier information (name, address, vendor number, tax ID number(if applicable), name and contact information for Supplier point of contact responsible for applicable goods and services, etc.)
- Bill to: Mercedes-Benz USA, LLC; Attn.: Cost Center Alpha or Purchase Order
- Valid remit-to address

If MBUSA is responsible for paying tax on the applicable goods or services, the invoice must separately state the total tax and the tax percentage for each such good or service. Additionally, if the invoice is issued in a currency other than USD, the invoice must state such tax in USD or note the exchange rate used to calculate the tax that has been stated in a different currency.

All invoices must be submitted by Supplier to MBUSA at the following address:

If by mail:

Mercedes-Benz USA, LLC
P.O. Box 42637
Indianapolis, IN 46242

If by e-mail:

MBUSA_US01_default@bscs.basware.com

If by e-invoicing:

Mercedes-Benz_USA_LLC@email.basware.com

NOTE: This e-mail address is only for vendors that have enrolled in MBUSA' s e-invoicing program.If you are interested in enrolling in MBUSA' s e-invoicing program,please contact MBUSA' s Financial Operations & Payments team using the contact information below.

EACH INVOICE SUBMITTED BY SUPPLIER MUST MEET THE FORMAL INVOICE REQUIREMENTS SET FORTH ABOVE IN ORDER TO BE ACCEPTED AND PAID. IF ANY OF THESE REQUIREMENTS ARE NOT MET, SUPPLIER MAY RECEIVE NOTIFICATION THAT THE INVOICE HAS BEEN REJECTED AND WILL NOT BE ROUTED FOR PAYMENT.

If you have any questions relating to the invoice requirements set forth above or for any other accounts payable inquiries (payment status inquiries, submission of manual payment requests, etc.),please contact the MBUSA Financial Operations & Payment team at AP@mbusa.com. For any inquiries relating to vendor information (submission of documentation for new vendor requests, requests for changes to vendor information, etc.), please contact the MBUSA Financial Operations & Payment team at vendormanagement@mbusa.com.