

## Requirements for Invoicing

Please note: if the requirements stated below are not met, we might be unable to process your invoice and thus your invoice might be rejected.

Please consider the following requirements concerning invoices, in order to enable a smooth invoice verification and payment approval process:

1. The INVOICE must include all REQUIRED INFORMATION as stipulated in section 14 (4) German Value Added Tax Act (UStG), especially tax reference number or the VAT registration no., date on which goods were supplied/ services were rendered, and quantity and nature of the goods invoiced
2. Additionally, the following information needs to be explicitly stated on the invoice/credit note:
  - document type: an invoice or a credit note
  - your supplier number
  - order number and date of the order (or of the purchasing agreement and of the release order, and name of the person issuing the release order)
  - order unit and currency of the order
  - additional purchaser information (costing code), recipient plant
  - indication of date or period in which the service was provided (see § 14 Abs 4 UStG)
  - indication of delivery number(s) and unloading point(s) in case of delivery
  - for credit notes the number of the referred invoice and delivery note
3. Further remarks/ special requirements:
  - Invoices should be always issued electronically
  - an invoice shall refer only to one single written procurement request and not to several
  - for each invoice item a valid order item must exist.
  - breakdown of the total invoice amount in the agreed individual prices and order item or delivery note item
  - All required proofs must be attached on the invoice in full and clear conditions
  - Sufficient description ( by purchase order text or article number) of the invoice item to the order item and price sheet items
  - Addition or special services which are agreed written with the purchasing department must be explicitly marked as such
  - Price negotiations should be completed before issue the invoice (unconditional acceptance of order)
  - partial invoicing of fixed prices:
    - a) only possible if explicitly allowed in the ordering documents (purchase order or purchasing agreement). Deviating legal requirements apply.
    - b) if the invoiced partial amount (invoiced portion of the fixed price) is not explicitly defined in advance (i.e. in a milestone plan) then the underlying calculation of this amount has to be provided.

A reference on the invoice to mandatory information contained in other documentation is not acceptable to Mercedes-Benz AG. Such invoices will be returned to you for amendment.

Invoices for goods and services, which are subject to the value-added tax laws of another state, are to be issued in accordance with the requirements of that state.

Help regarding issue invoice and evaluated receipt settlement:

- 1) If you would like to use our supplier portal (for free), you will find the information to register here: <https://supplier.mercedes-benz.com/portal/collaboration/accounting> (→ General → Financial Vendor Portal). In case that your supplier number is changing, you need also to contact this address.

In the supplier portal you can track the status of your invoice or credit note independently and without waiting time.

- 2) The invoicing has to be issued completely by an invoice. Invoices should be issued and send to the respective invoice address and plant, which is the recipient of the delivery or service. You can find the invoices addresses here:

<https://supplier.mercedes-benz.com/portal/collaboration/accounting> (→ Invoicing).

The relevant plant can be found in the purchase order or purchasing agreement. In case of deliveries the unloading poing (alphanumeric 3 or 4 digits) must be specified, which can be also found in the purchasing agreement. You can transmit your invoices by post or in electronic form.

The invoice transmission options you can find here:

<https://supplier.mercedes-benz.com/portal/collaboration/accounting> (→ Invoice Transmission).