

Requirements of a Freight Invoice

ATTENTION: If the requirements mentioned below are not fulfilled, the invoice may not be processed and in such cases will be rejected.

In order to ensure a smooth invoice verification and approval process, please observe the following requirements when invoicing:

1. The INVOICE must contain all the REQUIRED INFORMATION according to § 14 Section 4 of UStG, specifically the tax number or VAT identification number, date of delivery/service, quantity and type of invoiced goods.
2. In addition, the following information are required on the invoice/credit note:
 - Whether it is an invoice or a credit note
 - Your supplier number
 - Bordero number / Reise number (beginning with V* / L* / R*)/ Transport number / Purchase Order number / description of the service and contact person
 - Date or period of service performance (refer to § 14 Section 4 UStG)
 - Transport data (supplier number /pick-up, delivery note, weight, unloading point, chassis number, container number, bill of lading)
 - In the case of credit notes, the original invoice number must be indicated.
3. Further instructions/special requirements:
 - Invoicing is generally done electronically
 - Breakdown of the total invoice amount into the agreed individual prices
 - All required proof or supporting documents must be completely provided together with the invoice and in a legible condition
 - Clear reference number (by Bordero / Reise number / transport number / Purchase order number) of invoice positions to the ordered positions.
 - Additional or special services agreed in writing with the Purchasing Department are to be clearly identified/indicated.
 - Price negotiations should be concluded before invoicing.

Daimler Truck AG does not accept references in the invoice to binding information in other documents.

Services/deliveries that are subject to the VAT laws of another country must be invoiced in accordance with the regulations of that country.

Please refer below to get more information about an invoice / credit note procedure.

- 1) If you would like to use our Financial Vendor Portal Truck (for free), please visit [FVP | Daimler Truck Supplier Portal](#) for more information. In the Financial Vendor Portal (FVP Truck) 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 sent to the respective invoice address and plant, which is the recipient of the delivery or service. You can

find the invoice addresses here: [Invoicing | Daimler Truck Supplier Portal](#) (Invoice address and VAT identification). The relevant plant can be found in the purchase order or purchasing agreement. In case of deliveries the unloading point (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.