

# Messer Invoicing Guideline

## A. GENERAL INVOICING INSTRUCTIONS

1. Supplier should submit the invoice for charges or fees due within thirty (30) days upon delivery of goods or completion of services through the agreed-upon invoicing submission method. Messer shall not be responsible for charges or fees submitted more than one hundred twenty (120) days following the month in which such charges or fees were incurred.
2. Invoice payment terms shall begin upon receipt of a valid invoice into Messer's system, not on the Supplier invoice date.
3. Invoices shall match the Supplier's registered business address and remit-to address, as provided during the Supplier onboarding process. Messer will not make payments in cash or to accounts in the name of anyone other than the Supplier, i.e., anonymous accounts, multiple accounts or recipients, tax havens or in any country other than that of the Supplier's registered business address.
4. "Invoice" refers to both invoices and credit notes issued by the Supplier.

## B. INVOICE SUBMISSION METHODS

Messer has implemented digital processing of purchase orders and supplier invoices as part of its digitalization strategy and continuous improvement efforts. Messer's preferred method to receive invoices is through Coupa. Using Coupa allows Suppliers to comprehensively interact with Messer including viewing purchase orders, setting up delivery methods, creating catalogs, sending invoices and advance ship notices (ASNs), checking the status of transactions, and more.

Before initiating any transaction with Messer (including receiving purchase orders ("PO"), delivering goods, or providing services), the Supplier agrees to set-up and use one of the following invoicing channels:

1. Coupa – Messer's preferred channel to receive invoices, via one of the following methods:
  - a. cXML integration – an automated process of sending an invoice file using Coupa's standard cXML format.
  - b. Coupa Supplier Portal – automatically flipping a PO to create an invoice by registering and signing in to the Coupa Supplier Portal.
  - c. Supplier Actionable Notifications (SAN) – manually flipping a PO to create an invoice through a Coupa-generated email without logging in to the Coupa Supplier Portal.
2. EDI integration – Messer's next preferred channel. EDI (electronic data interchange) is the intercompany communication of business documents in a standard format.
3. Email – an acceptable channel, emailing a PDF invoice file which meets Messer's invoice requirements to Messer's invoice address.
4. Physical mail – the least preferred channel, mailing a paper invoice to Messer.

The invoice submission method will be agreed upon and set-up at time of onboarding. Any issues with the invoicing channel can be addressed with [Messer's Supplier Enablement team](#).

## C. INVOICE REQUIREMENTS

Invoices submitted to Messer through any of the above channels must meet Messer's minimum invoice requirements, as listed below:

1. An **invoice header** must include the following details:
  - a. A single, valid Messer purchase order number; only one purchase order per invoice will be accepted.
  - b. Supplier's remit-to name and address.
  - c. Messer's ship-to name and address, as provided in the Messer purchase order.
  - d. Messer's bill-to name and address, as provided in the Messer purchase order.
  - e. Supplier's unique invoice number, limited to 16 characters and no special characters except a hyphen (-); reusing the same invoice number will result in the invoice being rejected without payment.
  - f. Supplier's invoice date.
  - g. The invoice currency, aligned with Messer's purchase order.
  - h. Customer account number (if applicable).
  - i. Applicable freight, tax, or miscellaneous charges each in a separate field.
  - j. All credit memos must reference the original invoice number.
2. **Invoice line items** must meet the following requirements:
  - a. Credit and debit lines must not be included on the same invoice.
  - b. A purchase order line number is required and must match the exact purchase order line number and not a partial line number.
  - c. Multiple invoice lines must not reference the same purchase order line.
  - d. Description of the goods or services provided, matching the purchase order.
  - e. Quantity of goods provided, matching the purchase order (if applicable).
  - f. Unit of measure, matching the purchase order; the quantity and unit price must be in the same unit of measure (if applicable).
  - g. Unit price, matching the purchase order and in the same unit of measure as the goods or services.
  - h. Line total, the extended price equal to the quantity (if applicable) times unit price.
  - i. Messer Part number (if applicable).
  - j. Supplier Part number (if applicable).
  - k. OEM Part Number (if applicable).
  - l. Bill of Lading (if applicable).

3. **Emailed invoices** must meet the following additional requirements:
  - a. Only one (1) invoice per individual file attached to the email shall be submitted. Additional files may be attached.
  - b. First page of the attached invoice shall contain the invoice image; all supporting data and documents may be included in the pages following.
  - c. Invoice attachment and email shall not be password-protected.
  - d. Email shall not include links to the invoice.
  - e. Email body shall not contain any pictures, auto

- f. signatures or additional attachments.
- f. Emails shall not exceed 25MB in size; larger emails will be rejected.
- g. Invoices shall have a resolution of no less than 200dpi but not more than 400dpi, preferably in greyscale.
- h. Invoices should be one of the following file formats:
  1. PDF (Adobe Acrobat .pdf)
  2. TIF, TIFF (Tagged Image File .tif or .tiff)
  3. DOC, DOCX, or WRD (Microsoft Word Document .docx, .doc)
- i. Invoices should not be handwritten.

#### D. SAMPLE INVOICE AND KEY COMPLIANCE ISSUES

The image shows a sample invoice form with various fields and a table. Red circles with numbers 1 through 15 point to specific areas of the form:

- 1: INVOICE DATE: <DATE>
- 2: INVOICE #: <NUM>
- 3: INVOICE CURRENCY: <CUR>
- 4: REMIT TO (Company Name, Street Address, City, ST ZIP Code, PO Box, PO ZIP Code)
- 5: PO Box, PO ZIP Code
- 6: BILL TO (Company Name, Street Address, City, ST ZIP Code, Phone, Email)
- 7: Purchase Order Number
- 8: Requester Email
- 9: Table header (PO LINE #, PART #, BOL, DESCRIPTION, QUANTITY, UNIT OF MEASURE, UNIT PRICE, TOTAL)
- 10: UNIT OF MEASURE
- 11: UNIT PRICE
- 12: TOTAL
- 13: SUBTOTAL
- 14: TAX
- 15: FREIGHT

1	Invoice date is for identification only, payment term starts at date invoice becomes available in the system.	8	Messer Requester needs to be referenced for queries in case of invoice exceptions
2	Invoice number is mandatory. Same invoice number cannot be provided twice.	9	Invoice needs to reflect same line-item structure as the PO.
3	Invoice currency must match currency on Purchase Order.	10	Unit of Measure (UoM) must match UoM on PO. Quantity and Price cannot have different UoM. Quantity multiplied by Price must equal Total.
4	Remit-to address must match Messer's record; if not matching, invoice will be rejected. For electronic payments must be the Business Address.	11	Taxes must be applied as total. "Tax only" invoices are not permissible.
5	For mailed check payments remit-to address may be a PO Box.	12	Freight charges as agreed in incoterms. Freight must be past of "Header Data" as shown here, must not be a separate PO line item.
6	For electronic invoices (incl. email) this is the Business Address, for physical invoice this is Messer PO Box.	13	Miscellaneous Charges as agreed and applicable. Must not include any surcharges.
7	Valid Messer Purchase Order is mandatory, invoices without PO number will be rejected. Must state "PO Number" or "Purchase Order Number" to be processed.		



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