

*PURCHASING
DIRECTION*

SUPPLIER'S INVOICE GUIDE

Via the HUBWOO platform



In order to simplify the invoicing process, we've put together the following information:

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1- INVOICE TRANSMISSION MODE

All invoices must be loaded to one of the following client site available in the Hubwoo platform:

| Michelin entities | Client Site (Hubwoo) |
|--|------------------------|
| MICHELIN REIFENWERKE AG & CO. KOMMANDITGESELLSCHAFT AUF AKTIEN | Michelin MRW (DE) |
| MICHELIN TYRE PUBLIC LIMITED COMPANY | Michelin MTPLC (GB) |
| MICHELIN BELUX S.A. | Michelin MBSA (BE) |
| MICHELIN ESPANA PORTUGAL S.A. | Michelin MEPSA (ES) |
| MANUFACTURE FRANCAISE DES PNEUMATIQUES MICHELIN | Michelin MFPM (FR) |
| MICHELIN POLSKA S.A. | Michelin M.POLSKA (PL) |
| SOCIETA PER AZIONI MICHELIN ITALIANA | Michelin SAMI (IT) |
| MICHELIN NEDERLAND N.V. | Michelin MNNV (NL) |
| SIMOREP ET CIE - SOCIETE DU CAOUTCHOUC SYNTHETIQUE MICHELIN | Michelin CSM (FR) |
| MICHELIN GUMMI COMPAGNI A S | Michelin MGC (DK) |
| OY SUOMEN MICHELIN AB | Michelin OSM (FI) |
| NORSK MICHELIN GUMMI A S | Michelin NMG (NO) |
| MICHELIN ROMANIA S.A. | Michelin MRSA (RO) |
| MICHELIN NORDIC (NORWAY) AB | Michelin MNAB (NO) |
| MICHELIN NORDIC (FINLAND) AB | Michelin MNAB (FI) |
| MICHELIN NORDIC (DENMARK) AB | Michelin MNAB (DK) |
| MICHELIN NORDIC (SWEDEN) AB | Michelin MNAB (SE) |
| MICHELIN HUNGARIA TYRE MANUFACTURE LTD | Michelin MHU (HU) |

Please upload to the platform only one pdf file of each invoice to the client site provided above.

This invoice must not be sent in paper form by post mail

If you send a copy of the invoice to your Michelin contact at their request, please clearly indicate on the invoice that it is a copy. This will help to prevent duplication in our systems and prevent payment delays.

2. PREPARING INVOICES FOR MICHELIN

When preparing invoices, please ensure that you include the following information:

- Title 'Invoice' prominently displayed;
- Company's full legal name and address;
- Company's VAT number for European suppliers, otherwise tax number;
- Correct Michelin Billing Entity Name;
- Correct Michelin address;
- Invoice number;
- Invoice date;
- Michelin Purchase Order number and or release number where the goods or services are provided against a purchase order;
- In case of an invoice without Michelin Purchase order the ID and name of the Michelin's contact;
- Invoice amount with and without VAT;
- Description and quantity of the goods or services that were supplied or rendered;
- Delivery address;
- The name and contact information (e-mail, telephone) of your Accounts receivable responsible.

If you are issuing a credit note against a cancelled invoice, quote the corresponding invoice reference against which the credit note is being issued.

INVALID INVOICES:

Invoices sent to Michelin which fail to meet the above criteria cannot be processed and will be sent back to you, through email address, stating the reason(s) for rejection.

In order to obtain payment you must resubmit a new corrected invoice with **a new invoice number** including the required detail outlined in the rejection notification.

3. SPECIAL INSTRUCTIONS FOR INVOICES WITH A MICHELIN PURCHASE ORDER NUMBER

The official Michelin purchase orders are sent by email or by fax if it is not possible by email. Make sure that you can receive these purchase orders.

You need to make sure that all invoices quote the following to get paid:

- PO number ;
- If you are providing goods and services to Michelin under more than one Purchase Order, we recommend that you to invoice for each separately;
- The amounts, quantities, details and line numbers including any carriage costs, these should mirror the details on the PO;
- The invoice must be billed in the currency as indicated on the Purchase order document.

4. SPECIAL INSTRUCTIONS FOR INVOICES WITHOUT A MICHELIN PURCHASE ORDER NUMBER

Should you exceptionally receive orders without a Michelin purchase order number, this must have already been agreed with our purchasing function or the requestor. You must indicate the ID* and name of the Michelin's contact on the invoice.

*The ID consists of 7 characters, the first is alphabetic and the second is alpha or numeric. Exemple F000000 or FM000000.

5. ESTABLISHING AND MAINTAINING YOUR SUPPLIER PROFILE

For any update of your supplier profile (mailing address, phone number, bank information...), please liaise with your regular contact within Purchasing.

In addition, you should update your Hubwoo profile with this new information.

6. CONTACTING THE ACCOUNTING DEPARTMENT

For more information and assistance regarding your Michelin supplier profile, invoice or payment processing, please contact Michelin at

Michelin_AP_EU@maileu.custhelp.com

Alternatively, our customer service representatives are available Monday-Friday from 9am–4pm to provide you with assistance on **+48 42 291 7071**.

When you submit a request to our accounts department they will give you an incident number. Example: [Incident: 100916-000634]. They have to give you an answer within 48 hours.

It's very important to keep this incident number.

7. CONTACTING THE HUBWOO CUSTOMER CARE

For assistance in using the Hubwoo platform, Login issue or regarding your Hubwoo profile, you can contact the Hubwoo customer service:

By Email customercare@proactis.com

By Phone <https://wiki.hubwoo.com/display/ES/Contact+Hubwoo+via+phone>