INVOICING GUIDE

FOR SUPPLIERS

MICHELIN
A BETTER WAY FORWARD

This guide was created to provide you all necessary information and instructions you need for the preparation and transmission of your invoices to us.

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1.TRANSMISSION MODES AND MICHELIN BILLING ADDRESSES

JOIN US in the TRADESHIFT platform!

* First, please, check TABLE below to see if there is any FISCAL CONSTRAINT in your Country, versus the offered e-solutions, see PAGE 4.

* Any country not authorized to use a Tradeshift e-solution, please, refer to PAGE 5 to submit your invoices.

By asking you to **join Tradeshift,** we want to ensure **fast and efficient payment** of the goods and services you provide us **with electronic invoicing.**

Focused on people, **the digital transformation is supporting Michelin's strategy,** by bringing simplification and sustainable development.

Together, let's move to DIGITAL!

BENEFITS

By applying for an account in Tradeshift, you will benefit from:
- ➢ Tracking the **payment status** of your invoices
- ➢ **Electronic solutions** to submit your invoices to us
- ➢ **Collaboration with Michelin** on the Tradeshift platform

REQUEST YOUR ACCOUNT IN TRADESHIFT

Request your account in Tradeshift and start submitting your invoices!
- ➢ For more information, visit michelin.support.tradeshift.com
- ➢ **T**o request an account to Tradeshift or if you need any information related to Tradeshift, please, **send an email to** compte-fonction.michelin-purchasing@michelin.com

E-SOLUTIONS VERSUS FISCAL CONSTRAINTS IN EUROPE

Michelin Entity			Supplier Origin	E-solutions in Tradeshift			
				WEB USER INTERFACE (WebUI): • Flip a Purchase order into an invoice in Tradeshift • Create an invoice in Tradeshift		EDI (Electronic Data Interchange): • A system to system set-up Project for integration of invoices and orders	
404	DE	MRW	Domestic	🟩		🟩	
			Foreign	🟩		🟩	
405	UK	MTPLC	Domestic	🟩		🟩	
			Foreign	🟩		🟩	
406	BE	MBSA	Domestic	🟩		🟩	
			Foreign	🟩		🟩	
408	ES	MEPSA	Domestic	🟩		🟩	
			Foreign	🟩		🟩	
409	FR	MFPM	Domestic	🟩		🟩	
			Foreign	🟩		🟩	
410	PL	M. POLSKA	Domestic	🟥		2023	July 2024 *
			Foreign	🟥		🟩	
411	IT	SAMI	Domestic	🟥		🟥	
			Foreign	**		**	
413	NL	MNNV	Domestic	🟩		🟩	
			Foreign	🟩		🟩	
420	FR	CSM	Domestic	🟩		🟩	
			Foreign	🟩		🟩	
517	RO	MRSA	Domestic	🟥		🟩	
			Foreign	🟥		🟩	
807	HU	MHU	Domestic	🟥		🟩	
			Foreign	🟥		🟩	

*FR/PL: new e-invoicing fiscal regulation starting July 2024.

** Local specific requirement to be supported; solution compliance assessment is in progress.

🟩 Authorized	🟥 Not authorized	🟧 Under condition

If you cannot join the Tradeshift platform for FISCAL regulation reasons, to submit your invoices, please, **exclusively** use the e-mail **as explained in below table.**

No longer permitted: sending your invoices by post. You can contact your current Purchasing contact at Michelin **if any questions on the topic.**

Thank you in advance to follow the rules set out in this guide, in order to ensure a quick treatment of your invoices.

Modes of transmission	Shipping address	Important
By e-mail	invoice.europe@michelin.com	**Sending rules:** ▪ In PDF format only, not zipped ▪ No more than 100 characters for the name of the PDF, extension included ▪ 1 invoice = 1 pdf document. **Recommendations:** ▪ Maximum 5 attachments per e-mail ▪ Maximum 5 MB per e-mail

Notifications:

Each time you send us an invoice by e-mail, you will receive the **following notifications** from the following email address: michelinpdf_prod@conduent.com:

- **an acknowledgment of receipt**
- **a success notification of integration** into our systems
- or **a rejection notification** if the above sending rules were not respected. In this case, you should **resend your invoice to us by email, according to the above rules**.

Note: If you use a "NO REPLY" mailbox, you will not be able to receive these notifications.

2. PREPARATION OF YOUR INVOICES TO MICHELIN

When preparing your invoices/credit notes, make sure they contain the following information:

- The name of the Michelin billing entity, correctly worded
- The Michelin address, correctly worded, **table below**

see

- Michelin's intra-community VAT number

Country	Billing address	VAT Nr	Country	Billing address	VAT nr
Germany	Michelin Reifenwerke AG & Co. KGaA Michelinstrasse 4 76185 Karlsruhe Deutschland	DE811131903 ATU58126548	Italy	Spa Michelin Italiana Corso Giulio Cesare 424/95/C I -10156 Torino ITALIA	IT00570070011
UK	Michelin Tyre Plc Campbell Road Stoke-on-Trent, ST4 4EY United Kingdom	GB278345231 IE9941008S	Netherlands	Michelin Nederland N.V. Europalaan 30 5232 BC 's-Hertogenbosch NEDERLAND	NL001518197B01
Belgium	NV Michelin Belux S.A. Brusselsesteenweg 494/1 1731 ZELLIK BELGIUM	BE0400906146	France	Société du Caoutchouc Synthétique MICHELIN Rue Edouard Michelin, 33530 BASSENS FRANCE	FR20328525746
Spain	Michelin España Portugal, S.A. Glorieta de Bibendum, 1 47009 VALLADOLID ESPANA	ESA20003570 PT980286212	Romania	S.C. MICHELIN ROMANIA S.A. Global City Business Park, Sos. Bucuresti-Nord nr.10, Cladirea O1, Voluntari, Ilfov, Romania, 077190 Nr. Registrul Comertului J23/2379/07.08.2013 CUI : 13663684	RO13663684
France	Manufacture Française des Pneumatiques Michelin Place des Carmes Déchaux 63040 CLERMONT FERRAND CEDEX 9 FRANCE	FR33855200507	Hungary	Michelin Hungária Abroncsgyártó Kft. 4400 Nyíregyháza, Bottyán János u. 15. HUNGARIA	HU11246062 CZ680678942 SK4020117706 SI99679337
Poland	MICHELIN POLSKA Sp. z o.o. Ul .Leonharda 9 10454, Olsztyn POLSKA	PL7390203825			

- The specific word indicating "Invoice" or "Credit"
- The company name and full address of your company
- The intra-community VAT number for European suppliers
- An invoice number
- The date of invoice
- The number of the Michelin purchase order when the supply of the goods or services is subject to issuing a purchase order
- In case of an invoice without a purchase order, the ident and name of the contact - or the Michelin Function-Account - authorized to approve this document
- An invoice amount with or without VAT
- The description, quantity and unit price per item of the supplied goods or services
- The delivery address
- The name and contact details (email, telephone) of your receivables' manager
- If you issue a credit note following the cancellation of an invoice,you must include the reference of the cancelled invoice at the origin of the credit note.

INVALID INVOICES

Invoices sent to Michelin which do not comply with the specifications mentioned above, will be **considered invalid.**
Invalid invoices will be sent back to you by e-mail **(except for Italy, Poland** and **the Benelux, for which a credit note is requested to be sent).**
The notice of rejection will clearly indicate which invoice is rejected and the reason for the rejection.
To obtain the payment for your invoice, you will then need to **send us a corrected invoice,** bearing a **different number** and containing the missing information indicated on the rejection notice, **according to the list above.**

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3. SPECIAL INSTRUCTIONS FOR INVOICES WITH A PURCHASE ORDER

Official Michelin purchase orders are sent by email from our purchasing software.
To obtain the payment for your invoices, you must include the following
 information:

- Michelin's purchase order number
- If you supply goods and services to Michelin under multiple purchase orders, we recommend you issue one invoice per purchase order, to facilitate its processing
- Detail per item, quantities, amounts, line numbers
- The invoice must be expressed in the currency used in the purchase order and include the correct VAT rates and corresponding subtotals.

4. SPECIAL INSTRUCTIONS FOR INVOICES WITHOUT A PURCHASE ORDER

It is sometimes possible to provide goods or services without any official purchase order. In this case, a prior agreement must have been given by our purchasing department or the internal customer.

You must indicate the identifier (*) and the name of the Michelin contact or the Function Account communicated by Michelin.

(*) The Identifier is composed of 7 characters, the first of which is alphabetical and the 2nd alpha or numeric; example: FM00000 or F000000 or E00000.

5. CREATING AND UPDATING YOUR SUPPLIER PROFILE

You need to **make sure that the information below** is up to date.

As soon as there is a change in your following data, please **inform your Michelin contact person immediately:**

- Company name
- Postal address
- Bank reference (attach a RIB for France)
- Email address to send the purchasing order
- Phone number
- Contact details
- Email address (for payment notices); preferably a generic email address.

If you do not remember the name of your Michelin contact, please, send an email to **ap.eu@michelin.com**

6. CONTACT OUR ACCOUNTING DEPARTMENT

For any additional information, or assistance regarding your Michelin supplier profile, your invoices, or the payment status, you can contact our accounting department **by email,** at: **ap.eu@michelin.com ,** **or by phone** number **+48 42 291 7071,** from Monday to Friday, from 09 :00 am to 16h00 pm.
You are then assigned an incident number- [example: RITM1223452]- from the following address:
michelin@servicenow.com.
It is essential you keep this ticket number.

Important: for any exchange concerning your request, you must **use the "Reply" function** of the email you received from **michelin@servicenow.com.**

If you ever don't get any answer, or if the answer is not clear to you, **you can escalate your request and forward your email message with the number incident to:**
compte-fonction.support-processus-achats@michelin.com

THANK YOU FOR YOUR ATTENTION!