



***Invoicing Michelin
North America,
Michelin Canada
and Oliver Rubber
Co via Tradeshift***





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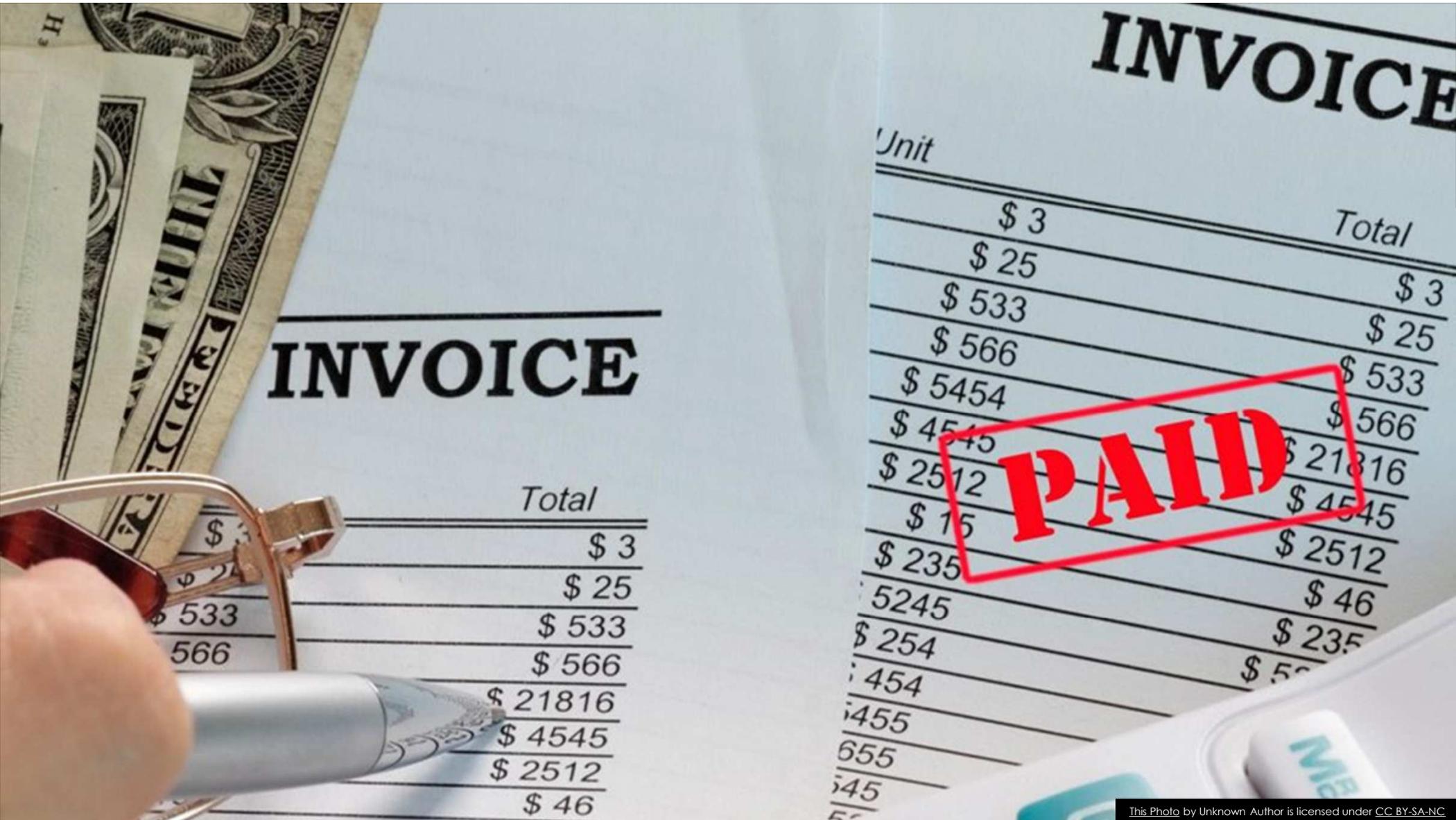
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PO Invoicing





Login to Tradeshift at [GO.TRADESHIFT.COM](https://go.tradeshift.com)

Google Chrome is the recommended browser

To Add/Remove users – Click Manage on the Dashboard (Only the account Admin will be able to make changes to the account)

Dashboard navigation icons: Home, Messages, Tasks, Users, Documents, Reports, Settings, Profile.

Top navigation: Admins 3 Users 0 **Manage**

Summary: 5 Unread Messages | 0 Open Tasks | 0 Network Requests | 5 Network Connections

Documents Last year ▾

Sales Purchases

Invoices Purchase Orders Credit Notes Order Change

91

■ Sent 7 ■ Accepted 45 ■ Draft 39

Issue date: Mar 11, 2021 – Mar 12, 2022

Create document

Invoice
Use the invoice creator app to generate and send invoices to your buyers

Other document type
Quote, credit note, purchase order, prepayment invoice, and pro forma invoice

Upload document
Use a PDF, UBL or any of the other supported formats





Invoicing against a purchase order (create the invoice from the PO to electronically attach the invoice to the order)

Go to the Document Manager app on the left side of the Dashboard

5 Unread Messages | 0 Open Tasks | 0 Network Requests | 5 Network Connections

Admins 3 | Users 0 | Manage

Documents Last year ▾

Sales Purchases

Invoices Purchase Orders Credit Notes Order Change

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Use a PDF, UBL or any of the other supported formats

IC

Click Clear all to remove all filters. Search for the PO number to invoice against in the Search bar

The screenshot shows the Document Manager interface. At the top, there is a search bar with a magnifying glass icon and the text "Search". A red arrow points to this search bar. Below the search bar, there are filter options for "Purchase Order" and "Order Change", each with an "X" icon to clear the filter. A "Clear all" button is circled in red, and a "Save" button is next to it. Below the filters is a table with columns: TYPE, DOCUMENT NUMBER, STATUS, AMOUNT, SENDER, RECIF, and ACTIONS. The table contains six rows of data. At the bottom of the table, it says "1 of 222 rows selected" and "Deselect all". Below the table, there is a pagination control showing "1 - 20 of 222" and "Page 1 of 12". There is also a "DOWNLOAD CSV" button.

Document Manager

Filter Search

DOCUMENT TYPES: Purchase Order X DOCUMENT TYPES: Order Change X Clear all Save

	TYPE	DOCUMENT NUMBER	STATUS	AMOUNT	SENDER	RECIF	ACTIONS
<input type="checkbox"/>	Order Change	4151445909	RECEIVED	USD 2,850.00	(415) MICHELIN NORTH AMERICA...	IROP	...
<input type="checkbox"/>	Order Change	4151445909	REPLACED	USD 4,350.00	(415) MICHELIN NORTH AMERICA...	IROP	...
<input type="checkbox"/>	Order Change	4151445904	RECEIVED	USD 200,000.00	(415) MICHELIN NORTH AMERICA...	IROP	...
<input type="checkbox"/>	Order Copy	4151445904	REPLACED	USD 200,000.00	(415) MICHELIN NORTH AMERICA...	IROP	...
<input type="checkbox"/>	Order Copy	4151445906	RECEIVED	USD 200,000.00	(415) MICHELIN NORTH AMERICA...	IROP	...
<input type="checkbox"/>	Order Copy	4151445910	RECEIVED	USD 4,350.00	(415) MICHELIN NORTH AMERICA...	IROP	...

1 of 222 rows selected Deselect all

1 - 20 of 222 Page 1 of 12 DOWNLOAD CSV



CAUTION: Don't use the Green + button or the Blue Create Document button

Document Manager

Filter Search

DOCUMENT TYPES: Purchase Order **X** DOCUMENT TYPES: Order Change **X** Clear all Save

	TYPE	DOCUMENT NUMBER	STATUS	AMOUNT	SENDER	RECIF	ACTIONS
<input type="checkbox"/>	Order Change	4151445909	RECEIVED	USD 2,850.00	(415) MICHELIN NORTH AMERICA...	IROP	...
<input type="checkbox"/>	Order Change	4151445909	REPLACED	USD 4,350.00	(415) MICHELIN NORTH AMERICA...	IROP	...
<input type="checkbox"/>	Order Change	4151445904	RECEIVED	USD 200,000.00	(415) MICHELIN NORTH AMERICA...	IROP	...
<input type="checkbox"/>	Order Copy	4151445904	REPLACED	USD 200,000.00	(415) MICHELIN NORTH AMERICA...	IROP	...
<input type="checkbox"/>	Order Copy	4151445906	RECEIVED	USD 200,000.00	(415) MICHELIN NORTH AMERICA...	IROP	...
<input type="checkbox"/>	Order Copy	4151445910	RECEIVED	USD 4,350.00	(415) MICHELIN NORTH AMERICA...	IROP	...

1 of 222 rows selected Deselect all

1 - 20 of 222 Page 1 of 12

DOWNLOAD CSV





Type the PO number in the Search Bar.

Document Manager

Try the new version of Document Manager

View Totals Create Document

4150795269

APPLY FILTER CUSTOMIZE VIEW

	TYPE	DOCUMENT ID	STATUS	CURRENCY	AMOUNT	SENDING PARTY	RECEIVING PARTY	MODIFIED	DUE
<input type="checkbox"/>	Order Change	4150795269	RECEIVED	USD	15,000.00	(415) MICHELIN NORTH AMERICA, INC.		12/3/2021	-
<input type="checkbox"/>	Order Copy	4150795269	REPLACED	USD	15,000.00	(415) MICHELIN NORTH AMERICA, INC.		10/26/2...	-

1 - 2 (2)

1

DOWNLOAD CSV

If the PO is not found, ensure that all filters are cleared. If you still don't see the PO, reach out to your Michelin contact.

The PO may be out of funds, closed for receiving or failed to transmit.



There are 3 ways to invoice once you locate the PO number . . .

1) Select the top or most recent version of the PO number by clicking the checkbox. Click on the . . . (3 dots) on the far right in the Actions column.

Document Manager

Filter

	TYPE	DOCUMENT NUMBER	STATUS	AMOUNT	SENDER	RECIPIENT	MODIFIED	DUE DATE	STATUS	ACTIONS
<input checked="" type="checkbox"/>	Order Change	4151445909	RECEIVED	USD 2,850.00	(415) MICHELIN NORTH AMERICA...	IRON MOUNTAIN INC	7/28/2022	-	-	...
<input type="checkbox"/>	Order Change	4151445909	REPLACED	USD 4,350.00	(415) MICHELIN NORTH AMERICA...	IRON MOUNTAIN INC	7/28/2022	-	-	...
<input type="checkbox"/>	Order Copy	4151445909	REPLACED	USD 4,350.00	(415) MICHELIN NORTH AMERICA...	IRON MOUNTAIN INC	7/26/2022	-	-	...

2 of 3 rows selected Deselect all

1 - 3 of 3 Page 1 of 1

DOWNLOAD CSV



Click DOCUMENT OPTIONS then CREATE INVOICE

Document Manager CREATE DOCUMENT

Filter 4151445909

TYPE	DOCUMENT NUMBER	STATUS	AMOUNT	SENDER	RECIPIENT	MODIFIED	DUE DATE	STATUS	ACTIONS
<input checked="" type="checkbox"/> Order Change	4151445909	RECEIVED	USD 2,850.00	(415) MICHELIN NORTH AMERICA...	IRON MOUNTAIN INC	7/28/2022	-	-	...
<input type="checkbox"/> Order Change	4151445909	REPLACED	USD 4,350.00	(415) MICHELIN NORTH AMERICA...	IRON MOUNTAIN INC	7/28/2022	-	-	View Transaction
<input type="checkbox"/> Order Copy	4151445909	REPLACED	USD 4,350.00	(415) MICHELIN NORTH AMERICA...	IRON MOUNTAIN INC	7/26/2022	-	-	Document Options

2 of 3 rows selected Deselect all

1 - 3 of 3 Page 1 of 1 DOWNLOAD CSV

Document Options X

ORDER CHANGE FROM (415) MICHELIN NORTH AMERICA, INC.
RECEIVED

DOCUMENT ID
4151445909

CURRENCY
USD

ISSUED
2022-07-26

TOTAL: USD 2,850.00

Manage access

Create invoice

Archive document



An invoice has been created from the PO: much of the required information is auto-populated.

Type your **INVOICE NUMBER** and update the **ISSUE DATE** with the actual Invoice Date then scroll down to the line level details.

Invoice

To
(415) MICHELIN NORTH AMERICA, INC.
111
Eleventh Avenue
New York City NY 10011
United States

EIN/TIN : 11-1724631
[Change recipient](#)

Invoice number
123.08

Next number: 123.08

Issue date * 9/18/22  Currency USD

Purchase order number
4151445909

Michelin ID

Michelin contact email

Discard Save as draft

PREVIEW SEND





This is an example of a Goods PO (Quantity of 1 @ a specific price) and multiple lines. The price may be revised and the invoice will go to the Buyer for review. Do not change the description.

IF a line is out of funds or not being invoiced. Hover over the right side of the line and click on the X that appears. Do not add any lines or change the format from the PO.

Invoice

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
<input type="radio"/>	Document Shredding 1	1	pcs	1,350.00	7.6%	1,350
Order number: 4151445909						
Purchase order line number: 1						
Add optional field						
<input type="radio"/>	Document Shredding 2	0	pcs	0.00	7.6%	
Order number: 4151445909						
Purchase order line number: 2						
Add optional field						

Discard Save as draft PREVIEW SEND





This is an example of a Services/Annual/Blanket PO. Revise the Quantity to reflect the Subtotal of your invoice. Do not change the description.

Do not change the Price. Do not add lines. If a line appears with a zero balance, remove the line by clicking on the X that appears on the right while hovering over the line. (See slide 11)

Invoice

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
<input type="text"/>	Semi finish document storage	<input type="text" value="200,000"/>	pieces	<input type="text" value="1.00"/>	<input type="text" value="7.6%"/>	200,000

Order number:

Purchase order line number:

Add optional field

ADD NEW LINE [+](#) Add header charge, discount or tax
[+](#) Show base quantity column

Subtotal excl. taxes: 200,000.00
US Tax 7.6% of 200,000.00 USD: 15,200.00
Total USD: 215,200.00
Total taxes 15,200.00 USD

Discard Save as draft **PREVIEW** **SEND**





Click in the TAX box to edit or add the tax amount. A menu opens with local tax options. You may choose the applicable option from the list or ADD NEW TAX to create a specific local tax or ENTER FIXED TAX AMOUNT allows entering a specific number (used when tax is not applicable to the full subtotal of the line)

Invoice

Item ID	Description	Quantity	Unit	Price per unit	Tax
1	Document Shredding 1	1	pcs	1,350.00	7.6%
Order number: 4151445909					
Purchase order line number: 1					
Add optional field					
2	Document Shredding 2	0	pcs	0.00	7.6%
Order number: 4151445909					
Purchase order line number: 2					
Add optional field					

Select tax

TAXES (USER DEFINED) EDIT

- Non-Taxable 0%
- Add new tax +

TAXES (UNITED STATES)

- US Non-Taxable 0%
- US Tax 7.6% ✓
- US Tax Exempt 0%
- Enter fixed tax amount →

Discard Save as draft



Adding Freight or other charges: Click on + ADD HEADER CHARGE, DISCOUNT, OR TAX

Do NOT click add new line.

Invoice

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
+	Document Shredding 1	1	pcs	1,350.00	7.6%	1,350

Order number 4151445909

Purchase order line number 1

Add optional field

~~Add new line~~ + Add header charge, discount or tax

Subtotal excl. taxes 1,350.00
US Tax 7.6% of 1,350.00 USD 102.60
Total USD 1,452.60
Total taxes 102.60 USD

Discard Save as draft PREVIEW SEND



Adding Freight or other charges: Select CHARGE from the dropdown box, then Freight or other reason from the Choose Reason dropdown box. Add the amount of fee then choose currency instead of %. Click in tax box to add applicable tax.

Invoice

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
<input type="text"/>	Document Shredding 1	1	pcs	1,350.00	7.6%	1,350

Order number:

Purchase order line number:

Add optional field

<input type="text" value="Charge"/>	<input type="text" value="15"/>	<input type="text" value="USD"/>	<input type="text" value="0%"/>	<input type="text" value="15"/>
-------------------------------------	---------------------------------	----------------------------------	---------------------------------	---------------------------------

[+ Add header charge, discount or tax](#)
[+ Show base quantity column](#)

Subtotal excl. taxes: 1,350.00





Scroll down, check the total of the invoice. Click Choose File to attach your copy of the invoice. Click SEND.

Don't forget to email a copy of the invoice to your Michelin contact.

Invoice

Add payment terms and means

Save payment terms and means for future invoices

[Set delivery details](#)

[Set despatch details](#)

Write a message to the recipient

Save notes for future invoices

Attachments

Choose File

Max file size is 10 Mb

[Add footer notes](#)

Discard Save as draft PREVIEW SEND





This is the second way to invoice once you locate the PO number
Click on the top version of the blue PO number.

Document Manager CREATE DOCUMENT

Filter 4151445909

TYPE	DOCUMENT NUMBER	STATUS	AMOUNT	SENDER	RECIPIENT	MODIFIED	DUE DATE	STATUS	ACTIONS
<input checked="" type="checkbox"/> Order Change	4151445909	RECEIVED	USD 2,850.00	(415) MICHELIN NORTH AMERICA...	IRON MOUNTAIN INC	7/28/2022			...
<input type="checkbox"/> Order Change	4151445909	REPLACED	USD 4,350.00	(415) MICHELIN NORTH AMERICA...	IRON MOUNTAIN INC	7/28/2022			...
<input type="checkbox"/> Order Copy	4151445909	REPLACED	USD 4,350.00	(415) MICHELIN NORTH AMERICA...	IRON MOUNTAIN INC	7/26/2022			...

2 of 3 rows selected Deselect all

1 of 3 Page 1 of 1 DOWNLOAD CSV





You may need to **ACCEPT** the PO before creating the invoice. Then click the **CREATE INVOICE** button on the PO

Purchase Order received from (415) MICHELIN NORTH AMERICA, INC.
Received via TradeShift — Last update: over a month ago

OTHER ACTIONS

CREATE INVOICE

ACCEPT

Purchase order copy

RECEIVED

Purchase Order accepted by You

Accepted — Last update: 3 minutes ago

OTHER ACTIONS

CREATE INVOICE

Invoice 18 related

Purchase order copy

⚠ This order is a representation of the original document and may be simplified. This document is shown so you can track its status, use it for flipping to an invoice and to resolve matching discrepancies.

ACCEPTED



Or after clicking on the blue PO number, click **OPTIONS** in the top right then **CREATE INVOICE**

Viewing Purchase Order Change COPY #4150795269

This Purchase Order Change is a replacement of the original document and may be simplified. This document is unique so you can track its status.

Purchase Order Change COPY #4150795269
Received 12/9/2021 1 quarter ago

SENDER
(415) MICHELIN NORTH AMERICA, INC.
NEW YORK, US
Person reference: [Eggscream@blue.michelin.com](#)
[Show details](#)

TOTAL PAYABLE AMOUNT USD 15,000.00

ISSUE DATE 8/2/2021 **ISSUED QUANTITY** 1

RELATED DOCUMENTS
Invoice #4150795269
New ... Created date 2/1/2022

Document Options

- CREATE DOCUMENT
- +** Create Invoice
- Download as...
- Archive document
- MORE OPTIONS
- Send us your feedback

OPTIONS

LIN



This is the third way to invoice once you locate the PO number . . .

Click in checkbox to select the PO then click **CREATE INVOICE FROM ORDERS** at bottom of page

Document Manager

Try the new version of Documents Manager View Totals Create Document

Search: 4150795269 APPLY FILTER CUSTOMIZE VIEW

<input type="checkbox"/>	TYPE	DOCUMENT ID	STATUS	CURRENCY	AMOUNT	SENDING PARTY	RECEIVING PARTY	MODIFIED	DUE
<input checked="" type="checkbox"/>	Order Change	4150795269	RECEIVED	USD	15,000.00	(415) MICHELIN NORTH AMERICA, INC.		12/3/2021	
<input type="checkbox"/>	Order Copy	4150795269	REPLACED	USD	15,000.00	(415) MICHELIN NORTH AMERICA, INC.		10/26/2...	

1 of 2 rows selected Deselect All Create invoice from orders

1 - 2 (2) << 1 >> DOWNLOAD CSV



Select the line(s) to invoice against.

Click **CREATE INVOICE** button.

Select order lines from (415) MICHELIN NORTH AMERICA, INC.

Search for orders and orders lines Show lines without remaining amount

ORDER ID	LINE ID	ITEM ID	DESCRIPTION	BASE QUANTITY	UNIT PRICE	TAX	REMAINING QU...	REMAINING AM...
<input type="checkbox"/>	Order change #4150795269	1		1	USD 1.00		1998	USD 2,000.0

1 - 1 (1) << 1 >> CANCEL **CREATE INVOICE**





Once an invoice has been submitted, it cannot be revised or deleted.
To delete a draft document. Click on the blue document number in
Draft status. Click on DISCARD at bottom left.

The screenshot shows the Document Manager interface. At the top, there is a search bar and buttons for 'APPLY FILTER' and 'CUSTOMIZE VIEW'. Below is a table of invoices:

TYPE	DOCUMENT ID	STATUS	CURRENCY	AMOUNT	SENDING PARTY	RECEIVING PARTY	ISS...	DUE DATE	REQUEST DESCRIPTION	ACTIONS
INVOICE	DGRP150	SENT	USD	508.63		(815) MICHELIN NORTH AMERICA, INC.	3/11/2022	-	-	View Transaction
INVOICE	DGRP151	DRAFT								
INVOICE	DGRP158	SENT								

A red arrow points from the 'DGRP151' document ID in the table to the 'Edit Invoice #DGRP159' window. The window contains a warning message and a form with the following fields:

- To: (815) MICHELIN NORTH AMERICA, INC.
- Invoice number:
- 815th Avenue, New York City, NY 10011, United States
- Order number:
- Order date: Currency:
- Product order number:
- Michelin ID:
- Michelin contact email:
- Tag:
- Product number:

At the bottom left of the 'Edit Invoice' window, there is a 'DISCARD' button circled in red.



Invoice Status/Status Message

Click on the Gear at bottom of page

Click STATUS MESSAGE and SAVE to create a Status Message column in Document Manager

Document Manager

Filter Search

DOCUMENT NUMBER	AMOUNT	SENDER	RECIPIENT	MODIFIED	DUE DATE	STATUS MESSAGE	ACTIONS
4568	USD 107.84	IRON MOUNTAIN INC	OLIVER RUBBER COMPANY, LLC [...]	8/31/2022	-	-	...
102CN	USD -113.00	IRON MOUNTAIN INC	(415) MICHELIN NORTH AMERICA...	8/31/2022	-	"Invoice is being proc	...
3265	USD 1,413.00	IRON MOUNTAIN INC	(415) MICHELIN NORTH AMERICA...	8/31/2022	-	-	...
123.07	USD 113.00	IRON MOUNTAIN INC	(415) MICHELIN NORTH AMERICA...	8/31/2022	-	"Invoice is being proc	...
123.05	USD 318.75	IRON MOUNTAIN INC	(415) MICHELIN NORTH AMERICA...	8/31/2022	-	9/17/2022	...
12021	USD 100.00	IRON MOUNTAIN INC	(415) MICHELIN NORTH AMERICA...	8/24/2022	-	-	...
2001A	USD 126.00	IRON MOUNTAIN INC	(415) MICHELIN NORTH AMERICA...	8/24/2022	-	9/17/2022	...

2 of 538 rows selected Deselect all

1 - 20 of 538 Page 1 of 27

DOWNLOAD CSV

Configure table columns

Payment proof

- Sending party
- Receiving party
- Created
- Modified
- Due date
- Issued
- Requester
- Status message
- Request Description
- Accounting System Id

SAVE





How to Read Document Status

You can track the real-time Document Status by referring to the [Document Manager] app.

DRAFT

Invoice is created (saved as Draft), but has not been sent. A draft Invoice can be edited or discarded if required.

SENT

Document is submitted to Customer successfully.

ACCEPTED

Customer has accepted the document and it is in the process of being integrated in their ERP for further processing

REJECTED

Customer has rejected the document. Please contact your Customer directly to enquire about the rejection.

FAILED

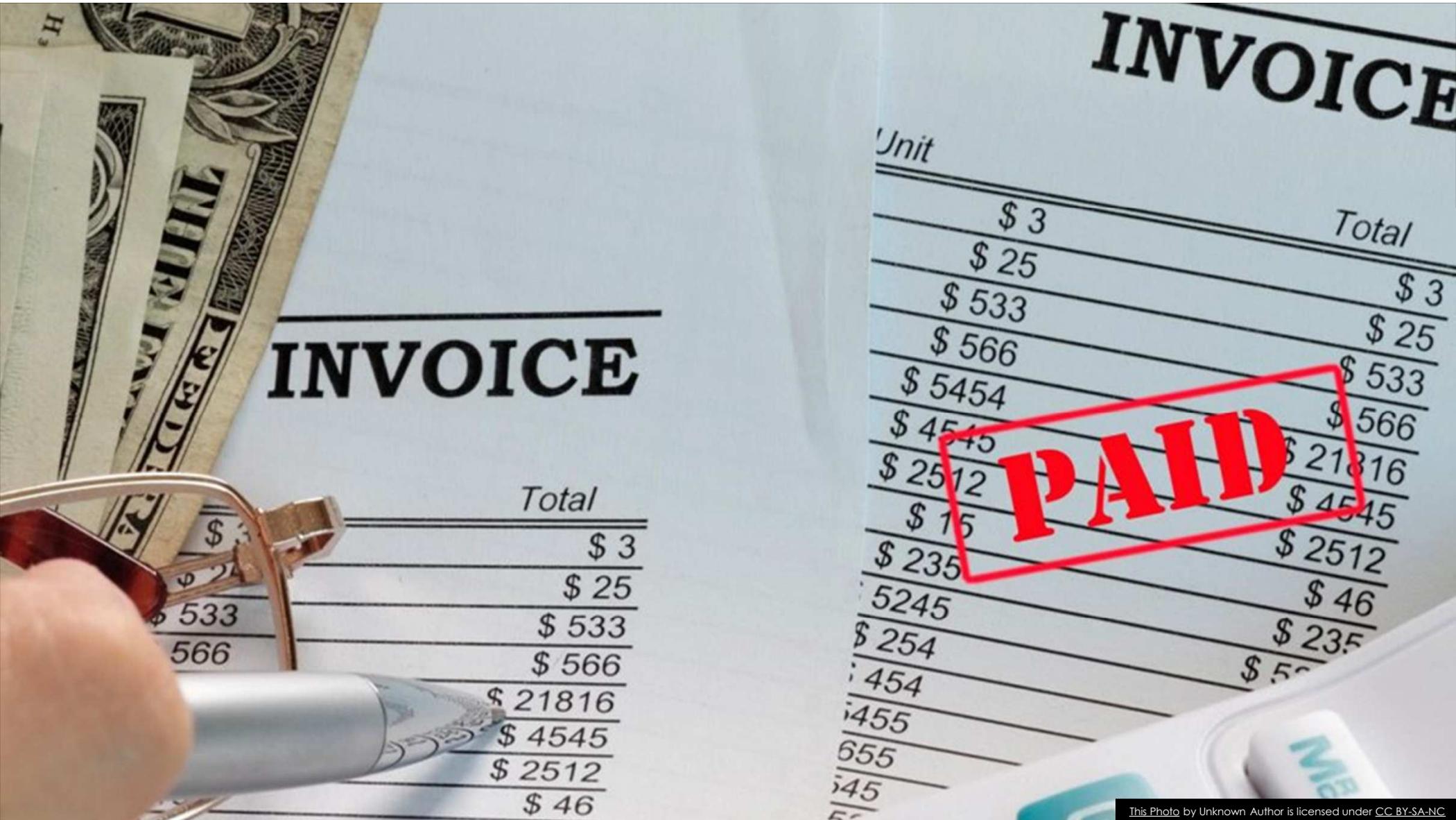
Invoice is failed to send through. Please click into the document to check the error messages and resend it.

MARKED PAID

Invoice has been paid by Customer.

	TYPE	DOCUMENT ID	CURRENCY	AMOUNT	SEND TO
<input type="checkbox"/>	Invoice	IMSC006982-Test24	GBP	867.19	Alan S
<input type="checkbox"/>	Invoice	IMSC006982-Test23	GBP	867.19	Alan S
<input type="checkbox"/>	Invoice	IMSC006982-Test22	GBP	867.19	Alan S
<input type="checkbox"/>	Invoice	IMSC006982-Test21	GBP	867.19	Alan S
<input type="checkbox"/>	Invoice	IMSC006982-Test2	GBP	867.19	Alan S
<input type="checkbox"/>	Invoice	00319-202000-AD3	GBP	34,268.00	Alan S

NonPO Invoicing





Invoicing without a Purchase Order

If you are invoicing Michelin North America without a Purchase Order, these are **NonPO invoices** and they can be submitted on the Tradeshift platform. NonPO invoices are limited and require additional information for approvals.

1. Once connected to Michelin on Tradeshift, you can begin invoicing using the instructions that follow.
2. You will use this information for NonPO invoices:
 - Purchase Order: Leave blank
 - Michelin ID: Obtain from your Michelin contact
 - Michelin email: Obtain from your Michelin contact
 - Booking Number: Leave blank
3. Enter a detailed description for each line item.
4. Attach your detailed invoice.



Invoicing Oliver Rubber/Salisbury facility.

If you are invoicing Salisbury with purchase orders in this format 45424S or #####-S, these are **NonPO invoices** and they can be submitted on the Tradeshift platform.

1. Once connected to 796 Oliver Rubber on Tradeshift, you can begin invoicing using the instructions that follow.
2. You will use this information for Salisbury NonPO invoices:

Purchase Order: Leave blank

Michelin ID: N549953

Michelin email: Purnima.shah@micelin.com

Booking Number: Add the Purchase Order Number

If you are invoicing **Oliver Rubber** and have a **purchase order number that begins with 796**, these invoices use PO Flip on the Tradeshift platform.

1. Once connected to 796 Oliver Rubber on Tradeshift, you can begin invoicing using the instructions on page 4 of the attached document.
2. You must start by locating the PO# in Document Manager. Select the PO# to invoice against to create the invoice.





For NonPO invoicing only – Select the Green + button.
Click CREATE INVOICE

IRON MOUNTAIN INC

043038590 Admins 3 Users 0 Manage

5 Unread Messages | 0 Open Tasks | 0 Network Requests | 6 Network Connections

Documents Last year

Loading...

Create document

- Invoice**
Use the invoice creator app to generate and send invoices to your buyers.
- Other document type**
Quote, credit note, purchase order, prepayment invoice, and pro forma invoice.
- Upload document**
Use a PDF, UBL, or any of the other supported formats.

Create...

- Invoice**
A document issued by a seller to a buyer that indicates the quantities and value of products or services provided.
Create Invoice
- Prepayment Invoice**
Record an advance payment.
Create Prepayment Invoice



Search for the Michelin entity that you want to invoice (Type 415 Michelin, 407 Michelin, 796 Oliver Rubber in the Search bar)

If the entity does not populate then we are not connected.

Select the entity, enter the INVOICE NUMBER and select the ISSUE DATE (date of invoice)

Invoice

Create Invoice [Create from existing document](#)

To

Invoice number

Next number: 19

Issue date *

Currency

Payment due date

Delivery date

PREVIEW SEND





Leave the Purchase order number field blank

The Michelin ID/Michelin contact email is required – obtain from your Michelin contact

For Salisbury only, enter the PO number as the Booking Number otherwise leave blank

The screenshot shows the 'Invoice' creation screen. On the left, there is a sidebar with various icons. The main area displays the following information:

- EIN/TIN : 11-1724631
- [Change recipient](#)
- Purchase order number:
- Michelin ID:
- Michelin contact email:
- Booking Number:
- Add optional field:

At the bottom, there are buttons for 'DISCARD', 'SAVE AS DRAFT', 'PREVIEW', and 'SEND'.





Add detailed description, quantity, unit of measure and price per unit.

Click in tax box and select the appropriate tax. See next slide for details on tax.

Invoice

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
<input type="text"/>	<input type="text" value="Detailed line description"/>	<input type="text" value="10"/>	<input type="text" value="pcs"/>	<input type="text" value="12.50"/>	<input type="text" value="0%"/>	<input type="text" value="125"/>

[+ Add header charge, discount or tax](#)
[+ Show base quantity column](#)

Subtotal excl. taxes 125.00
US Non-Taxable 0% of 125.00 USD 0.00
Total USD 125.00
Total taxes 0.00 USD

Save payment terms and means for future invoices

Write a message to the recipient





Click in the TAX box to edit or add the tax amount. A menu opens with local tax options. You may choose the applicable option from the list or ADD NEW TAX to create a specific local tax or ENTER FIXED TAX AMOUNT allows entering a specific number (used when tax is not applicable to the full subtotal of the line)

Invoice

Item ID	Description	Quantity	Unit	Price per unit	Tax
+	Document Shredding 1	1	pcs	1,350.00	7.6%
Order number: 4151445909					
Purchase order line number: 1					
Add optional field					
+	Document Shredding 2	0	pcs	0.00	7.6%
Order number: 4151445909					
Purchase order line number: 2					
Add optional field					

Select tax

TAXES (USER DEFINED) EDIT

- NC and SC 13%
- Add new tax** +

TAXES (UNITED STATES)

- US Non-Taxable 0%
- US Tax 7.6%** ✓
- US Tax Exempt 0%
- Enter fixed tax amount** ➔

Discard Save as draft





Adding Freight or other charges: Click on **+ ADD HEADER CHARGE, DISCOUNT, OR TAX**

Do NOT click add new line.

Invoice

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
+	Document Shredding 1	1	pcs	1,350.00	7.6%	1,350

Order number: 4151445909

Purchase order line number: 1

Add optional field

+ Add header charge, discount or tax

Subtotal excl. taxes: 1,350.00
US Tax 7.6% of 1,350.00 USD: 102.60
Total USD: 1,452.60
Total taxes 102.60 USD

Discard Save as draft PREVIEW SEND





Adding Freight or other charges: Select CHARGE from the dropdown box, then Freight or other reason from the Choose Reason dropdown box. Add the amount of fee then choose currency instead of %. Click in tax box to add applicable tax.

Invoice

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
<input type="text"/>	Document Shredding 1	1	pcs	1,350.00	7.6%	1,350

Order number:

Purchase order line number:

Add optional field

Charge	<input type="text" value="15"/>	USD	<input type="text" value="0%"/>	15
--------	---------------------------------	-----	---------------------------------	----

Choose reason code

ADD NEW LINE

- + Add header charge, discount or tax
- + Show base quantity column

Subtotal excl. taxes: 1,350.00

Discard Save as draft PREVIEW SEND





Scroll down, check the total of the invoice. Click Choose File to attach your copy of the invoice. Click SEND.

Don't forget to email a copy of the invoice to your Michelin contact.

Invoice

Add payment terms and means Save payment terms and means for future invoices

[Set delivery details](#)

[Set despatch details](#)

Write a message to the recipient

Save notes for future Invoices

Attachments Choose File

10 files, 10 Mb

[Add footer notes](#)

Discard Save as draft PREVIEW SEND





Crediting a CREDIT NOTE: A credit may be created against an invoice or a purchase order.

Search for the invoice number or PO number in the Document Manager

Select the document. Click on the 3 dots on the right in the Actions column.

Document Manager

Filter 123457

TYPE	DOCUMENT NUMBER	STATUS	AMOUNT	SENDER	RECIPIENT	ACTIONS
<input checked="" type="checkbox"/> Invoice	123457	SENT	USD 10,000.00	IRON MOUNTAIN INC	(415) MICHELIN NORTH AMERICA	View Transaction Document Options

3 of 1 rows selected Deselect all

1 - 1 of 1 Page 1 of 1

DOWNLOAD CSV

Document Options

INVOICE TO
(415) MICHELIN NORTH AMERICA, INC.
SENT

DOCUMENT ID
123457

CURRENCY
USD

ISSUED
2022-07-14

TOTAL: USD 10,000.00

Change document status →

Download document ↓

Create credit note →

Use as credit →



Creating a Credit Note: Credit all or part of the invoice (by removing lines or revising the Quantity/Price)

Remove the line by hovering over the line and clicking the X at the far right.

Or revise the Quantity/Price. Attach the credit note and SEND.

Credit Note

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
<input type="text"/>	<input type="text" value="Testing"/>	<input type="text" value="100"/>	<input type="text" value="pcs"/>	<input type="text" value="100.00"/>	<input type="text" value="0%"/>	<input type="text" value="10,000.00"/> 

Invoice line number:

Add optional field

Subtotal excl. taxes: 10,000.00
US Non-Taxable 0% of 10,000.00 USD: 0.00
Total USD: 10,000.00





Troubleshooting

Troubleshooting - Account

- ▶ I did not receive an activation link, my activation link has expired, account activated but no confirmation received, account locked or registration failed.
 - ▶ Check your Spam folder.
 - ▶ Create a ticket with Tradeshift at: <https://support.tradeshift.com/requests/new>

What type of request?

What type of request do you wish to create.

SELECT THE TRADESHIFT AREA

Account & user settings

SELECT THE CATEGORY THAT BEST DESCRIBES THE ISSUE

Activation & creation

SELECT THE PROBLEM TYPE OR REQUEST

Activation link not working

Select the problem type ...

- Account activated but no confirmation received
- Account created
- Account locked
- Activation link not working
- Activation link request
- Already using Tradeshift
- Company duplication
- Email address not valid
- Instructions needed
- Not interested in joining

Troubleshooting - Account



- ▶ How do I delete my account?
[https://go.tradeshift.com/#/Tradeshift.University?path=university%2Fcours
e%2F455%2Fsession%2F2156](https://go.tradeshift.com/#/Tradeshift.University?path=university%2Fcours
e%2F455%2Fsession%2F2156)
- ▶ I can't login to my account
 - ▶ Choose Forgot Password option

Troubleshooting - Connection

- ▶ My documents have a Pending Connection status.
 - ▶ Go to Network app – My Network – Add Filter – Relationship status – Unverified relationship
 - ▶ Click button to Verify to complete the connection

The screenshot displays the 'Network' app interface. On the left, a vertical sidebar contains various icons for navigation. The main content area shows a list of connections under the heading 'CONNECTIONS (13150)'. The list has columns for 'NAME', 'ACCOUNTING SYSTEM ID', and 'RELATIONSHIP STATUS'. Five entries are visible, all with a 'Connection' status. A filter overlay titled 'Filter by relationship status' is open on the right, showing a list of options: 'Connection', 'Email contact', 'Passive connection', 'Pending verification', and 'Unverified relationship'. An 'APPLY FILTER' button is at the bottom of the overlay. The bottom of the screen shows a pagination control with the number '14' and navigation arrows.

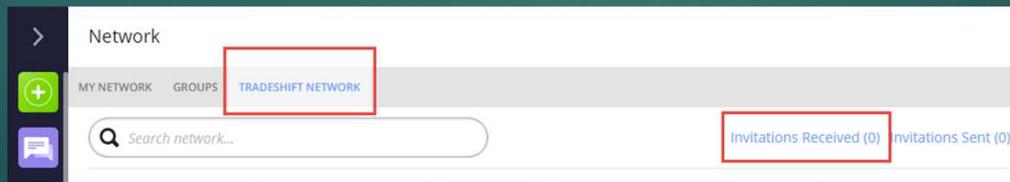
	NAME	ACCOUNTING SYSTEM ID	RELATIONSHIP STATUS
<input type="checkbox"/>	3D SYSTEMS INC <i>United States</i>	2158411	Connection
<input type="checkbox"/>	Brightidea, Inc <i>United States</i>	2219599	Connection
<input type="checkbox"/>	HARVARD BUSINESS SCHOOL <i>United States</i>	2013816	Connection
<input type="checkbox"/>	HYTORC <i>United States</i>	2015009	Connection
<input type="checkbox"/>	LENOVO UNITED STATES INC <i>United States</i>	2167319	Connection

Troubleshooting - Connection

- ▶ Michelin has sent me an invitation to connect via Tradeshift.

Once you login, kindly follow the steps and image attached below in order to accept the connection request from (415) MICHELIN NORTH AMERICA, INC.

- ▶ Go to Network app
- ▶ Choose 'Tradeshift Network'
- ▶ Click on 'Invitations Received'
- ▶ Accept connection request from (415) MICHELIN NORTH AMERICA, INC or (407) MICHELIN NORTH AMERICA CANADA or (796) OLIVER RUBBER

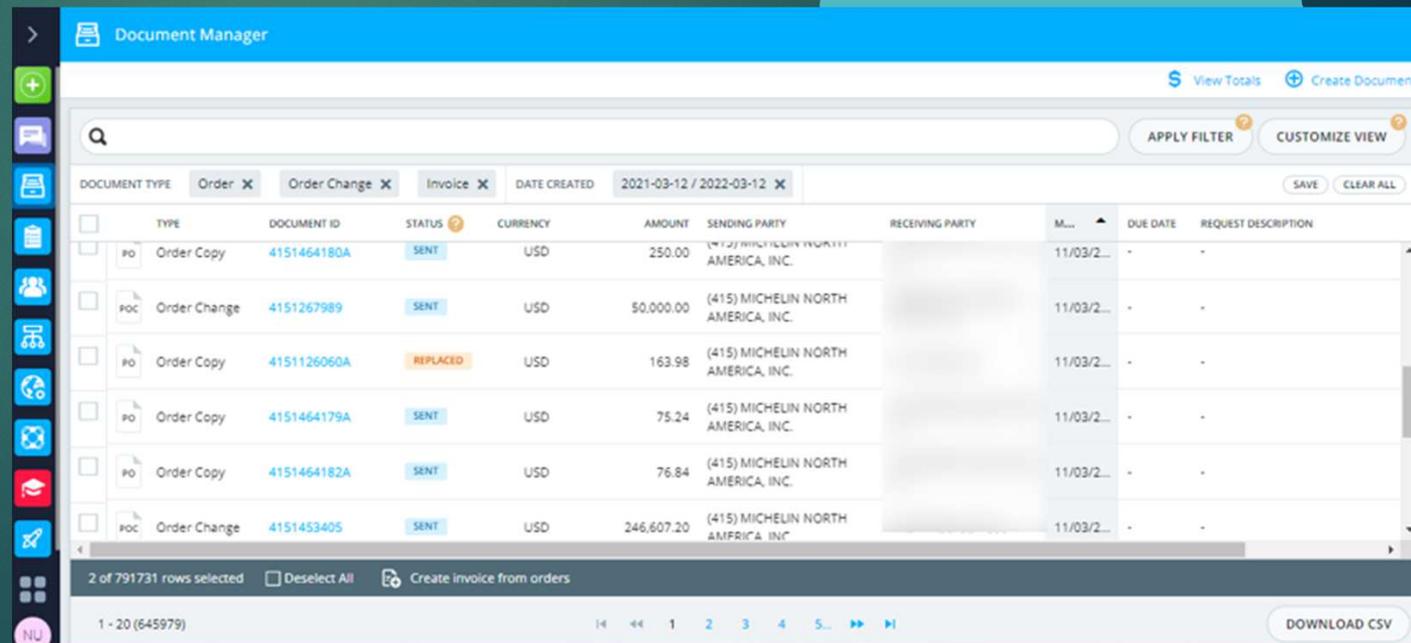


Troubleshooting – No Documents

- ▶ I don't see any Purchase Orders in Document Manager.
 - ▶ Ensure that you have clicked the Clear All button to remove the filters.
 - ▶ Use Google Chrome browser.
 - ▶ If you still don't see the Purchase Order number, reach out to your Michelin contact.
 - ▶ The PO may be out of funds, closed for receiving or failed to transmit to Tradeshift or your Tradeshift account did not merge properly.
 - ▶ Clear cache

Open Chrome.

- At the top right, click More
- Click More tools Clear browsing data.
- At the top, choose a time range. To delete everything, select All time.
- Next to "Cookies and other site data" and "Cached images and files," check the boxes.
- Click Clear data.



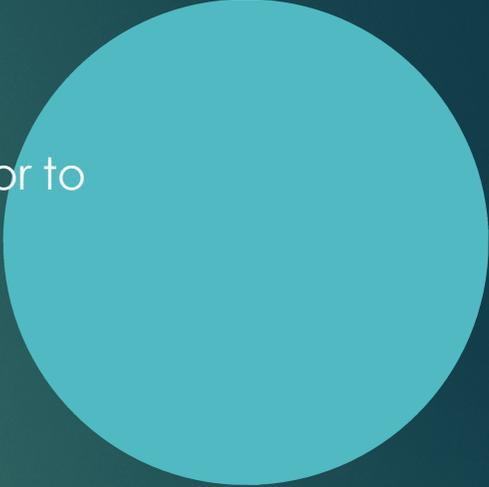
The screenshot shows the Document Manager interface with a table of documents. The table has columns for TYPE, DOCUMENT ID, STATUS, CURRENCY, AMOUNT, SENDING PARTY, RECEIVING PARTY, M..., DUE DATE, and REQUEST DESCRIPTION. The table contains several rows of data, including Order Copy and Order Change documents.

TYPE	DOCUMENT ID	STATUS	CURRENCY	AMOUNT	SENDING PARTY	RECEIVING PARTY	M...	DUE DATE	REQUEST DESCRIPTION
PO	Order Copy	4151464180A	SENT	USD	250.00	(415) MICHELIN NORTH AMERICA, INC.		11/03/2...	-
POC	Order Change	4151267989	SENT	USD	50,000.00	(415) MICHELIN NORTH AMERICA, INC.		11/03/2...	-
PO	Order Copy	4151126060A	REPLACED	USD	163.98	(415) MICHELIN NORTH AMERICA, INC.		11/03/2...	-
PO	Order Copy	4151464179A	SENT	USD	75.24	(415) MICHELIN NORTH AMERICA, INC.		11/03/2...	-
PO	Order Copy	4151464182A	SENT	USD	76.84	(415) MICHELIN NORTH AMERICA, INC.		11/03/2...	-
POC	Order Change	4151453405	SENT	USD	246,607.20	(415) MICHELIN NORTH AMERICA, INC.		11/03/2...	-

2 of 791731 rows selected Deselect All

1 - 20 (645979)

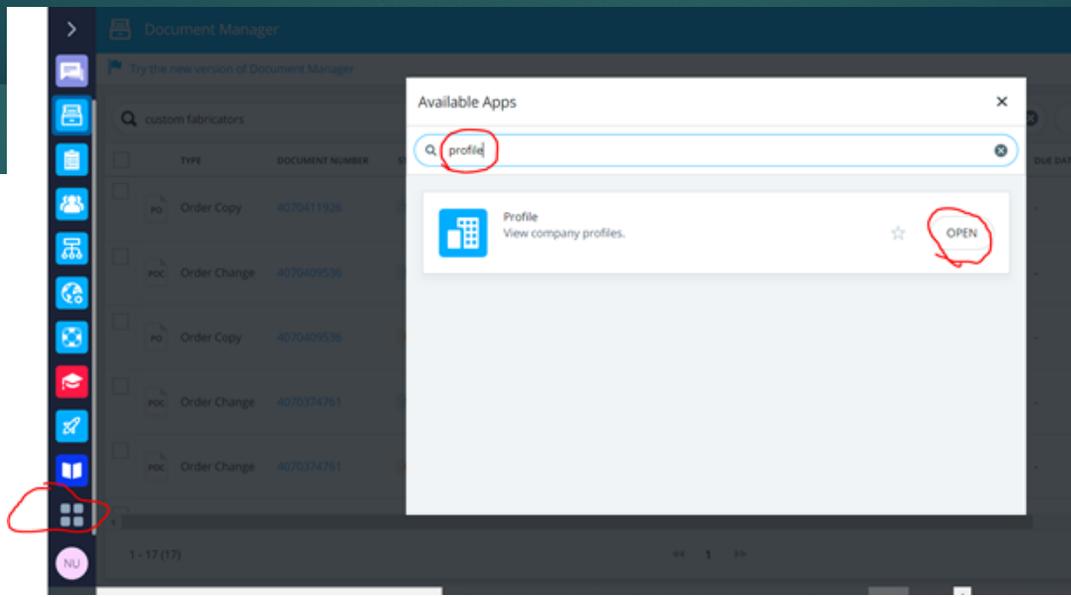
Troubleshooting - Error Messages



- ▶ Michelin ID error – use Google Chrome browser
- ▶ Supplier Category Unknown – provide a screenshot of error to Einvoice.onboarding@michelin.com
- ▶ Something went wrong. Please try again later.
 - ▶ Close the browser and try later.
 - ▶ Try invoicing methods on p 1 or p 21.

Troubleshooting – Unable to Invoice

- ▶ Ensure that your Tax ID appears in your Company Dashboard
- ▶ Supplier Category Unknown – send screenshot with company name to Einvoice.onboarding@michelin.com
- ▶ ~~Page errors out or never loads – try options 2 (p1) and 3 (p21) above to submit invoices~~
- ▶ ~~o a error our ta is issuing ro the roie o to A
A s Profile cro do n and add ta~~



Account Activation

Complete your company information during the registration of account:

- Business Name
- Country/ Region (where you are tax registered)
- Industry

Please make sure you select the correct Country/ Region. It cannot be edited once you have registered the account.

BUSINESS NAME
Company ABC

COUNTRY/REGION
- Select country/region -

COMPANY SIZE *Optional*
- Select company size -

INDUSTRY *Optional*
Select industry

HELP US TO UNDERSTAND YOUR PAYMENT PREFERENCES.

I PREFER TO BE PAID:

As usual
I would prefer to be paid by my buyer as usual.

Instantly
Tell me more about how I could get paid in two days with Tradeshift.

I'll decide later
Let me get started on Tradeshift now and learn more later.

CONTINUE

Account Activation

Next, complete your login information.

You will receive an email from Tradeshift right after clicking **CREATE ACCOUNT**. Please verify your account via the email.

! If you could not find the email in the mailbox, please look through the junk/ spam folder.

NOTE: Please change the **DUMMY EMAIL** (XXXX@unknown.com) to a real email address.

Enter the Tradeshift login credentials here:

- Email Address
- Password

The screenshot shows the 'Create your account' form. At the top is a 'Continue with Google' button. Below it is an 'OR' separator. The form has fields for 'FIRST NAME' (David), 'LAST NAME' (Jones), 'EMAIL ADDRESS' (adr+accountcreation@email.com), and 'PASSWORD' (masked with dots and a green checkmark). A 'Show password' checkbox is next to the password field. Below the password field is a note: 'At least 10 characters, not all lowercase'. There is a 'LANGUAGE' dropdown menu set to 'English (UK)'. At the bottom, there are two checked checkboxes: 'By signing up, you are indicating that you have read and agree to Tradeshift Terms of Service and Privacy Policy.' and 'Yes, I want to receive marketing communications from Tradeshift.' A large blue 'CREATE ACCOUNT' button is at the bottom. A blue callout box on the left points to the email and password fields, and another blue callout box on the right points to the 'Show password' checkbox and the 'CREATE ACCOUNT' button.

Click here to confirm and check for verification email

Congratulations!

You have successfully registered an account with Tradeshift.

Login Page: go.tradeshift.com

One more step
Please complete your company profile in order to exchange documents on Tradeshift. You can edit these details at any time in the Profile app.

Your Company Profile at Tradeshift
HangSeng Supplier WebUI
Hong Kong
Help buyers identify your company and increase their trust by adding a logo and a description.

COMPANY DESCRIPTION

Address information
This information is required for issuing documents and will be added to the documents you exchange with business partners.

POSTBOX (OPTIONAL) BUILDING (OPTIONAL)

STREET (OPTIONAL) ADDITIONAL STREET NAME (OPTIONAL)

STATE (OPTIONAL)

Complete your Profile and click Proceed.

Update Company Profile

Please ensure the details in your Company Profile are updated before you kick-start the invoicing process by filling in the columns as below:

Mandatory:

- Company Name
- Company Address (Full)
- Company Identifiers (Business registration number, Tax/ VAT ID)

Optional:

- Company Logo
- Industry
- Phone
- Company Email Address

Tradeshift

Company Profile

SEC_USA_Seller

Your Website

ABOUT

1 Connection

Industry

Company Size

Complete your profile

Profile strength 40%

COMPANY NAME

SEC_USA_Seller

WEBSITE

INDUSTRY

COMPANY OWNERSHIP

Private limited company

COMPANY ADDRESS

TEST.US

PHONE

INVITE TEAM MEMBER

COMPANY DESCRIPTION

COMPANY SIZE

SHARE CAPITAL

REGISTRATION ADDRESS

COMPANY EMAIL ADDRESS

DONE

Click the [Profile] app

Tip: Click here to invite additional users

Mandatory fields

Update Company Profile

Please ensure the “Company Identifiers” section in your Company Profile is updated

If this information is wrong, get in touch with:

- compte-fonction.michelin-purchasing@michelin.com - Europe
- Invoice.onboarding@michelin.com - North America

Company Identifiers EDIT

VAT number GB223344556	Company number 01010101
GLN Not selected	Internal Identifier Not selected

Company ID/ Business Registration Number and Tax/ VAT ID must be updated in the Company Profile.

Invoices will NOT be submitted successfully if these mandatory fields are not updated.

Dashboard: Overview of Your Account

Click "All apps" to
search for more
applications

SEC_USA_Seller 992589632 Admins 1 Users 0 Manage

0 Unread Messages 10 Open Tasks 0 Network Requests 1 Network Connections

Documents Last month

Sales Purchases

No documents available for the selected period

Issue date: 24 Oct 2021 - 24 Nov 2021

Create document

Invoice
Use the invoice creator app to generate and send invoices to your buyers

Other document type
Quote, credit note, purchase order, prepayment invoice, and pro forma invoice

Upload document
Use a PDF, UBL or any of the other supported formats

Questionnaires

Needing attention Waiting for review Completed

(415) MICHELIN NORTH AMERICA, INC.
Received 25/03/2021

NEW Dear Supplier, in order to make sure your data is up to date in our systems we request you to answer the following survey. Thank you in advance

Respond

How to Switch Branch

The screenshot shows the Tradeshift interface. On the left is a dark sidebar with the 'TRADESHIFT' logo and a list of navigation items: Messages, Document Manager, Task Manager, People, Network, Profile, Written Request, Tradeshift Configurator, and All apps. At the bottom of the sidebar is a 'RECENTLY USED BRANCHES' section with a card for 'MMA7' and a 'View all branches' button. The main content area is titled 'Switch to...' and features a search bar labeled 'Search all branches'. Below the search bar is a grid of branch cards, each with a title and a location: MBA Consulting (UNITED KINGDOM), Brancho 2y (DENMARK), Brancho 3 (UNITED KINGDOM), Brancho 4 (UNITED STATES), Brancho 5 (UNITED KINGDOM), Brancho 6 (UNITED KINGDOM), Brancho7 (UNITED KINGDOM), Branchobranh nr 1 (UNITED KINGDOM), MBA Bucharest Office (UNITED KINGDOM), MBA Consulting Romanian, MBA Master Company, and MMA1 (DENMARK). A 'LOG OUT' button is in the top right corner.

2. Select the branch which you want to access

Tip: To find the branch you want to access, select **View all branches**, and then use the predictive search field on the **Switch to** page



How to Switch Branch

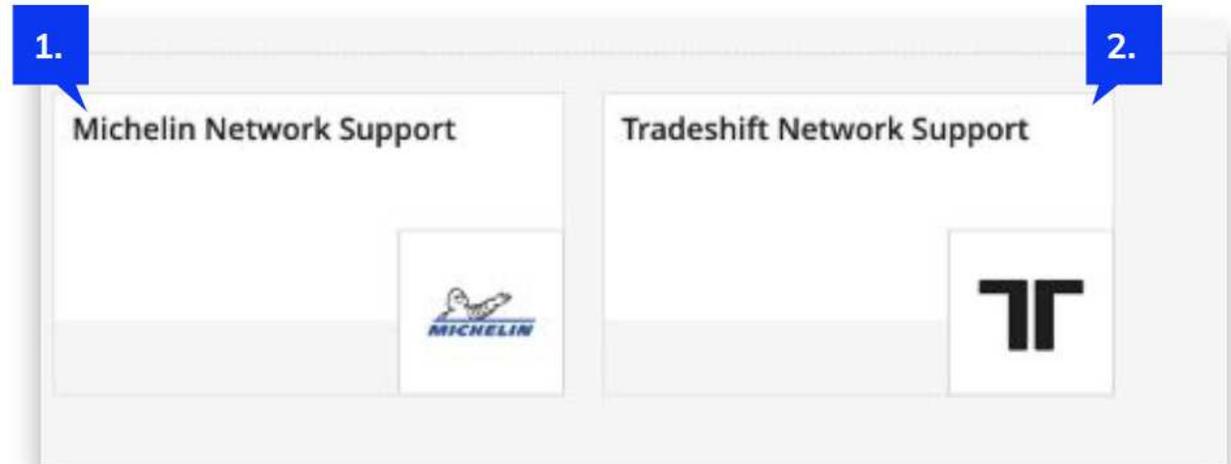
In the future, if you have any questions on Master/Child (Companies with multiple branches) please reach out to se-support@tradeshift.com



Support Apps

1. By clicking on Michelin Support, you are being routed to [Michelin Landing Page](#)
2. By clicking Tradeshift Support, you are routed to our Support Landing Page - open a ticket, access the Knowledge Base Articles, Tradeshift University.

NOTE: For additional details see the Support Guide



Login:
Go.tradeshift.com

Support Tickets:
<https://support.tradeshift.com/requests/new>

Onboarding:
Einvoice.onboarding@michelin.com





***THANKS FOR YOUR
ATTENTION***

