



Dear Supplier,

At Michelin, our priority and firm commitment are to offer our customers uncompromising quality and the best experience. We, Camso, part of the Michelin Group, would like first to take this opportunity to thank you for doing business with us. Your partnership and support are essential for us to achieve our corporate purpose.

The Michelin Group is continuously innovating and improving our operations and systems to make them safer, efficient, and environmentally friendly, which adds value to all its stakeholders. As a Michelin Group company, Camso is using a supplier invoice management system that enhances the value of the relationship between our company and suppliers.

We ask you to adhere to our established protocol for submitting invoices as this protocol is designed to:

- Speed up the payment process
- Reduce the risk of human error
- Improve our supplier-customer relations

Your company is responsible for sending invoices to our invoice management system. Please see instructions below:

1- Invoice Submission Method:

- **Never combine an invoice and an inquiry in one email as our system is automated to only read PDF files and will not be able to respond to your inquiry.**
 - Send your inquiries in a separate communication, referring to Appendix A for the list of email addresses.
- Only invoices in PDF format put in attachment of the correct email will be accepted.
 - Find the email addresses in appendix A.
- Multiple invoices can be sent in one email, but each invoice should be attached as **separate** PDF documents, with the correct naming convention.
- The invoice should be issued when the goods have been sent or when services have been provided or following what has been negotiated prior with the buyer.
- The maximum size of documents is 1MB by invoice and 20 MB per email.

2- Invoice Format Requirements:

The following information is required on all invoices to be duly processed for payment:

- Invoices must state a Camso legal Company Name and address in the bill to section.
 - Find the legal names and addresses in Appendix A.
- Invoices must state your legal Company Name (i.e. Company X d/b/a ABC Company).
- Invoices must contain your correct payment remit to address.
- Invoices must state the wording “invoice” on the document with invoice number, date, currency, number of pages, and remittance and ship to address.



- Credit memos must state the wording “credit” on the document with credit invoice number, date, number of pages, remittance, and ship to address, original Invoice for which credit is being created, description of credit, ie: product return, pricing, etc.
- If you are sending a corrected invoice that mention the same invoice number as the prior invoice, we ask you to direct this invoice to the inquiries email address to avoid the invoice being rejected as a duplicate by our system. Find the inquiries email addresses in Appendix A
- Invoices must have a unique invoice number.
- Invoices must have a valid Camso purchase order (PO) number and your Michelin contact’s email address, usually the requester of the goods or services.
- Invoices must indicate line numbers and shipment numbers, if applicable, to match the purchase order (PO).
- Quantity and unit of measure must match the purchase order (PO) quantity (notify your Michelin contact if different).
- Item Price(s) must match the purchase order price(s) (notify your Michelin contact if different).
- Indicate correct type and percentage of taxes (if applicable).
- Please include your reference tax ID if you are registered to Canadian taxes.
- Please reach out to your Michelin contact if you need to request a change to the following information:
 - Company name
 - Tax ID
 - Remittance address
 - Banking

3- Invoice Naming Requirements:

- Subject of the email should be “**Camso AP Invoices**”
- The naming convention for invoice attachment: **INV_<invoice1>**.
- The naming convention for all corresponding supporting documents: **SUP_<invoice1>**.

4- Inquiries Submission Method:

- Please direct your inquiries relative to invoices and payments to our Michelin Services Center via email.
 - Refer to Appendix A for the list of email addresses.
- We recommend sending a monthly statement of account to Michelin Services Center via email. Even if there are no invoices past due, we consider this as the strongest control for the wellbeing of our collaboration.
 - Refer to Appendix A for the list of email addresses.

Sincerely yours,
Michelin Purchasing Department



Appendix A – List of Billing Addresses and Communication Methods

Camso Legal Company Name	Billing Address	Invoices Submission Email	Inquiries Submission Emails
Camso Inc.	2633 MacPherson Street Magog, QC J1X 0E6	ca.invoices@michelin.com	ssc.ap.paycainc@michelin.com
	2675 MacPherson Street Magog, QC J1X 0E6	ca.invoices@michelin.com	ssc.ap.paycainc@michelin.com
	4162 Burrill Street, Local A Shawinigan, QC G9N 6T6	ca.invoices@michelin.com	ssc.ap.paycainc@michelin.com
Camso Manufacturing USA, Ltd	Camso Manufacturing USA, Ltd 1 Martina Circle Plattsburgh, NY 12901	us.invoices@michelin.com	ssc.ap.payusmanu@michelin.com
	Camso Manufacturing USA, Ltd 8650 Enterprise Dr Peosta, IA 52068	us.invoices@michelin.com	ssc.ap.payusmanu@michelin.com
	Camso Manufacturing USA, Ltd 1601 E South Ave Emporia, KS 66801	us.invoices@michelin.com	ssc.ap.payusmanu@michelin.com
	Camso Manufacturing USA, Ltd Reman Facility 1730 E Logan Ave Emporia, KS 66801	us.invoices@michelin.com	ssc.ap.payusmanu@michelin.com
	Camso Manufacturing USA, Ltd 2925 Industrial St Junction City, KS 66441	us.invoices@michelin.com	ssc.ap.payusmanu@michelin.com
Camso USA Inc.	Camso USA inc 8215 Forest Point Blvd, Ste 300 Charlotte, NC, 28273-28241	CUSA.Invoices.na@michelin.com	payables.us@michelin.com
Camso Distribution Canada	Camso Distribution Canada Inc. 5485 Tomken Road, Mississauga, ON Canada L4W 3Y3	ssc.ap.ca@michelin.com	ssc.ap.ca@michelin.com