



***HOW TO INVOICE MICHELIN
NORTH AMERICA (US & CANADA)
JULY 2024***

PURCHASING OPERATIONAL DIRECTION

How to Invoice Michelin North America (US & Canada)

1. Invoice Submission

Michelin requires all suppliers to have the capability to send invoices electronically. There are several different methods Michelin accepts in North America depending on your company's preference and invoice volume.

2. Tradeshift

Michelin has partnered with Tradeshift for electronic invoicing against a purchase order and for Non-PO orders. Once onboarded to Tradeshift, suppliers will be able to see purchase orders and submit their invoice directly in the platform. Michelin North America no longer accepts invoices or statements via mail or email.

For details on how to join Tradeshift and begin the onboarding process, please email your company tax ID and email address to be used for creating a Tradeshift Admin account to invoice.onboarding@micelin.com

Do not email invoices to this address.

Find instructions for submitting an invoice via the Tradeshift platform: [TradEASY](#)

3. iSupplier Portal

Michelin also allows suppliers to submit their invoices against purchase orders via iSupplier Portal. This tool allows suppliers to see, request changes and invoice against purchase orders. This option, like Tradeshift, gives suppliers visibility to the status of their invoices and allows for real time submission and confirmation.

For details on how to join iSupplier Portal and begin the onboarding process, please email invoice.onboarding@micelin.com

4. EDI / Other Automated Connections

Michelin currently supports EDI and other automated connections through Tradeshift. A supplier is able to connect to Tradeshift using a variety of different methods ([click here to review](#)) to transmit invoices as well as receive PO transmissions. Some methods may require the supplier to pay an integration fee with Tradeshift, depending on your invoice volume. If this option is one you would like to explore, please email invoice.onboarding@micelin.com and request an evaluation of automation options.

For detailed instructions and FAQs related to Tradeshift and iSupplier portal, please visit the Supplier Tools & Contacts section of this website.

5. Invoice Status

Email P2P.support@micelin.com to determine the status of your submitted invoice.