

# ***INVOICING GUIDE FOR SUPPLIERS***



*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](https://michelin.support.tradeshift.com)
- **To 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](mailto:compte-fonction.michelin-purchasing@michelin.com)

## ***E-SOLUTIONS VERSUS FISCAL CONSTRAINTS IN EUROPE MARCH 2024***

				<b>E-solutions in Tradeshift</b>	
<b>Michelin Entity</b>			<b>Supplier Origin</b>	<b>WEB USER INTERFACE (WebUI):</b>	<b>EDI (Electronic Data Interchange):</b>
				<ul style="list-style-type: none"> <li>Flip a <u>Purchase order</u> into an <u>invoice</u> in Tradeshift</li> <li>Create an <u>invoice</u> in Tradeshift</li> </ul>	<ul style="list-style-type: none"> <li>A system to system <u>set-up</u> Project for <u>integration</u> of <u>invoices</u> and <u>orders</u></li> </ul>
404	DE	MRW	Domestic		
			<u>Foreign</u>		
405	UK	MTPLC	Domestic		
			<u>Foreign</u>		
406	BE	MBSA	Domestic		
			<u>Foreign</u>		
408	ES	MEPSA	Domestic		
			<u>Foreign</u>		
409	FR	MFPM	Domestic		
			<u>Foreign</u>		
410	PL	M. POLSKA	Domestic		
			<u>Foreign</u>		
411	IT	SAMI	Domestic		
			<u>Foreign</u>	*	*
413	NL	MNNV	Domestic		
			<u>Foreign</u>		
420	FR	CSM	Domestic		
			<u>Foreign</u>		
517	RO	MRSA	Domestic		
			<u>Foreign</u>		
807	HU	MHU	Domestic		To be confirmed
			<u>Foreign</u>		

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

Authorized	Not authorized	Under condition
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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
<p><b>By e-mail</b></p>	<p><a href="mailto:invoice.europe@michelin.com">invoice.europe@michelin.com</a></p>	<p><b><u>Sending rules:</u></b></p> <ul style="list-style-type: none"> <li>▪ In PDF format only, not zipped</li> <li>▪ No more than 100 characters for the name of the PDF, extension included</li> <li>▪ 1 invoice = 1 pdf document.</li> </ul> <p><b><u>Recommendations:</u></b></p> <ul style="list-style-type: none"> <li>▪ Maximum 5 attachments per e-mail</li> <li>▪ Maximum 5 MB per e-mail</li> </ul>
<p><b>Notifications:</b></p> <p><b>Each time you send us an invoice by e-mail</b>, you will receive the <b>following notifications</b> from the following email address: <a href="mailto:michelinpdf_prod@conduent.com">michelinpdf_prod@conduent.com</a>:</p> <ul style="list-style-type: none"> <li>▪ <b>an acknowledgment of receipt</b></li> <li>▪ <b>a success notification of integration</b> into our systems</li> <li>▪ <b>or a rejection notification</b> if the above sending rules were not respected. In this case, you should <b>resend your invoice to us by email, according to the above rules</b>.</li> </ul> <p><b>Note: If you use a "NO REPLY" mailbox, you will not be able to receive these notifications.</b></p>		

## 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,
- Michelin's intra-community VAT number

} see  
table below

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 Romania, 546 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**.

## 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](mailto: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](mailto: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](mailto:michelin@servicenow.com).

**It is essential you keep this ticket/incident number.**

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

If you don't get any answer, or if the answer isn't clear to you, **you can escalate to your usual Michelin contact with your incident number.**



 ***THANK YOU FOR YOUR ATTENTION!***