

SUPPLIER INVOICING GUIDE

This guide provides all the necessary information suppliers need to correctly submit invoices to Michelin Romania & Michelin Germany, starting 30 June 2025. It includes invoice requirements, submission methods, contact details, and compliance notes. Please follow each section carefully to avoid delays or rejections.

TABLE OF CONTENTS

- Invoice Submission Method
- Invoice Format & Requirements
- PO vs. Non-PO Invoice Rules
- Billing Addresses
- Creating and Updating Your Supplier Profile
- Track Your Invoice Status
- Support & Assistance

INVOICE SUBMISSION METHOD


As of June 30, invoice submission is centralized for the following legal entities:

- **MICHELIN ROMANIA S.A. (517)**
- **MICHELIN REIFENWERKE AG & CO. (404)**

Suppliers must send invoices to this designated email address: Michelin.Invoice.Europe@pdf.basware.com. *If you operate under the self-billing procedure, there is no need to send an invoice to Michelin.*

Exceptions triggered by local legal requirements:

- For **Romanian suppliers** billing our Romanian entity via e-Factura (SPV), invoices must be submitted through the national SPV platform in accordance with local legal requirements. No email submission is required or accepted in this case.
- For **German suppliers** billing our German entity using XRechnung xml invoice the following email address must be used Michelin.DE.404@pdf.basware.com.

 Invoices sent to the wrong email address will be rejected. Please continue using current methods for the other Michelin entities (Tradeshift or direct email: invoice.europe@michelin.com).

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

INVOICE FORMAT & REQUIREMENTS

Mandatory Requirements

- Invoices must be submitted in **PDF format**, version **1.4 or newer**
- **One invoice per PDF** file — do not group multiple invoices into a single PDF
- **File name** must not exceed **100 characters**, including the .pdf extension
- **Password-protected or encrypted PDFs** are **not accepted**
- PDF files must **not contain ZIPs**, and **cannot be scanned images** with protection






Recommended for Optimal Processing


- One email can include **multiple PDF invoices**, with a **total size (body + attachments) up to 30 MB**
- Limit the number of attachments to **avoid errors in delivery**
- Other documents (e.g. supporting files) will be considered **attachments to the invoice**, if sent along with the PDF and if the **invoice number is included in their file name**

 **Each invoice must include:**

- The Michelin legal entity name and correct billing address
- Michelin's intra-community VAT number
- The specific word indicating "Invoice" or "Credit"
- Supplier name and full address
- The intra-community VAT number for European suppliers
- Unique invoice number
- Invoice issue date
- Purchase Order (PO) number (if applicable)
- For Non-PO, the ID and name of the contact - or the Michelin Function -Account - authorized to approve this document
- Clear description of goods or services provided
- Invoice amount, with/without VAT
- The quantity and unit price per item
- The delivery address
- Michelin contact person details (name, email, phone)
- For a credit note issued following an invoice cancellation - include the reference of the cancelled invoice at the origin of the credit note

Please use the billing information provided below for invoicing our legal entities.

 Country	 Legal Company Name	 Billing Address	 VAT ID	 Trade Register Number/Unique Identification Code
Romania	S.C. MICHELIN ROMANIA S.A.	Global City Business Park Sos. Bucuresti-Nord nr.10, Cladirea O1, Voluntari, Ilfov, Romania, 077190	RO13663684	J23/2379/07.08.2013 13663684
Germany	Michelin Reifenwerke AG & Co. KGaA	Michelinstrasse 4, 76185 Karlsruhe, Deutschland	DE811131903 ATU58126548	

 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 Romania 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**, containing the missing information indicated on the rejection notice, **according to the list above**.

PO VS. NON-PO INVOICE RULES

PO Invoices

Official Michelin purchase orders are sent by email from our purchasing software.

Following information are mandatory:

- Always reference a valid Michelin Purchase Order number on the invoice.
- 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
- **Line items must match the PO** in terms of quantity, description, and price.
- The invoice must be expressed in **the currency used in the purchase order** and include the **correct VAT rates and corresponding subtotals**.

Non-PO Invoices

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.

- Clearly mention the Michelin contact person (ID*, name and/or Function account) who requested the service.

() The identifier consists of 7 characters: the first must be a letter, and the second can be either a letter or a digit. Examples: FM00000, F000000, E000000.*

CREATING AND UPDATING YOUR SUPPLIER PROFILE

Keep the following data up to date. Notify your contact person immediately if changes occur:

- Company name
- Postal address
- Bank details (attach RIB if based in France)
- Email for purchase orders
- Phone number
- Contact person's full details
- Email for payment notifications (preferably generic)

TRACK YOUR INVOICE STATUS

- You will have the possibility to track the status of your submitted invoices using the following open link: [Invoice status check](#) (the link will become active on 30 June).
- To ensure data privacy, following search criteria are mandatory: Invoice number, Invoice date & Invoice Gross total.

 **SUPPORT & ASSISTANCE**

For any questions related regarding your supplier profile, your invoices, or the payment status, please contact our Accounts Payable team:

 ap.eu@micelin.com

 **+48 42 291 7071**

 **Monday – Friday, 09:00–16:00 (CET)**

You are then assigned an incident number - [example: RITM1223452] - from the following address:

michelin@service-now.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@service-now.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 reference to your incident number.**