

INVOICING GUIDE

Comprehensive information and instructions for the invoicing process for Non-Group suppliers working with Michelin entities in the following European countries: France, United Kingdom, Spain, Italy, and Hungary.*

**Please note: Due to a change in the invoicing process effective June 30, a separate invoicing guide applies to Romania, Germany, Belgium, Netherlands, Switzerland, Poland, Sweden, Finland, Norway, and Denmark.*



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1. INVOICE SUBMISSION METHODS

This section outlines the available methods for submitting invoices to Michelin. Invoices can be submitted via the Tradeshift platform or email, depending on whether you have a Tradeshift account. See the details below for each option.

- **Tradeshift platform** – for suppliers with an active Tradeshift account:
 - Self-service -> WebUI (Web User Interface) – PO Flip / Manual creation
 - System integration -> EDI (Electronic Data Interchange) – PO / Invoice direct integration
- **Email – for suppliers without a Tradeshift account**, invoices should be sent via email:

SUBMISSION ADDRESS	IMPORTANT!
invoice.europe@michelin.com	<p>Sending rules:</p> <ul style="list-style-type: none">▪ In PDF format only, not zipped▪ No more than 100 characters for the name of the PDF, including the file extension▪ 1 invoice = 1 pdf document <p>Recommendations:</p> <ul style="list-style-type: none">▪ Maximum 5 attachments per e-mail▪ Maximum 5 MB per e-mail

Notifications:

Each time you send us an invoice by e-mail, you will receive the **following notifications** from the following email address: michelinpdf_prod@conduent.com:

- **an acknowledgment of receipt**
- **a success notification of integration** into our systems
- **or a rejection notification** if the above sending rules were not respected. In this case, you should **resend your invoice to us by email, according to the above rules**.

Note: If you use a "NO REPLY" mailbox, you will not be able to receive these notifications.

- **Local Compliance Platforms** – Domestic suppliers in countries with specific e-invoicing regulations must submit invoices through the designated local invoicing systems, in accordance with local requirements.

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

Regardless of the transmission channel used, all invoices must comply with the standard invoicing guidelines, as detailed in the next chapter, to ensure proper processing.

2. PREPARATION OF YOUR INVOICES and MICHELIN BILLING ADDRESSES

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
UK	Michelin Tyre Plc Campbell Road Stoke-on-Trent, ST4 4EY United Kingdom	GB278345231 IE9941008S	Spain	Michelin España Portugal, S.A. Glorieta de Bibendum, 1 47009 VALLADOLID ESPANA	ESA20003570 PT980286212
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
France	Société du Caoutchouc Synthétique MICHELIN Rue Edouard Michelin, 33530 BASSENS France	FR20328525746	Italy	Spa Michelin Italiana Corso Romania, 546 10156 Torino, ITALIA	IT00570070011

- 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, 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**, 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.

6. SUPPORT CONTACT DETAILS

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 or **by phone number** **+48 42 291 7071**, from Monday to Friday, from 09h00 am to 16h00 pm.

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 your incident number.**

Only for Tradeshift suppliers: for any information related to your Tradeshift account please contact: compte-fonction.michelin-purchasing@michelin.com

THANK YOU FOR YOUR ATTENTION!