

SUPPLIER INVOICING GUIDE

This guide provides all the necessary information suppliers need to correctly submit invoices to the following Michelin entities: Romania, Germany, Belgium–Luxembourg, Poland, Switzerland, Netherlands, Denmark, Finland, Norway, Sweden. It includes invoice requirements, submission methods, contact details, and compliance notes. Please follow each section carefully to avoid delays or rejections.

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INVOICE SUBMISSION METHOD

As of November 24, invoice submission is centralized for the following legal entities:

- **MICHELIN BELUX S.A.** (*Belgium–Luxembourg*)
- **MICHELIN POLSKA Sp. z o.o.** (*Poland*)
- **MICHELIN NEDERLAND N.V.** (*Netherlands*)
- **MICHELIN GUMMI COMPAGNI A/S** (*Denmark*)
- **OY SUOMEN MICHELIN** (*Finland*)
- **NORSK MICHELIN GUMMI A/S** (*Norway*)
- **MICHELIN NORDIC AB** (*Denmark / Finland / Norway / Sweden*)
- **MICHELIN SUISSE S.A.** (*Switzerland*)

Already live on the new process since 30 June 2025:

- **MICHELIN ROMANIA S.A.** (*Romania*)
- **MICHELIN REIFENWERKE AG & CO.** (*Germany*)

Suppliers must send invoices to the following 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.
- For **Belgian suppliers billing our Belgian entity**, invoices must be submitted as structured e-invoices via the Peppol network in accordance with the Belgian B2B e-invoicing mandate effective 1 January 2026. No email submission is required or accepted in this case starting with 01 January 2026.
- For **Polish suppliers billing our Polish entity**, invoices must be submitted through the national **KSeF e-invoicing platform** in accordance with the Polish B2B mandate. The obligation is phased: it applies from **1 February 2026** for suppliers whose 2024 sales (incl. VAT) exceeded **PLN 200 million**, and from **1 April 2026** for the remaining suppliers. **From the date a supplier is subject to the KSeF obligation, email invoice submission will no longer be required or accepted.**

⚠️ Invoices sent to the wrong email address will not be accepted & processed.

⚠️ If you work with Michelin entities other than those listed above, please continue to submit your invoices following the current process, using the existing email address (Tradeshift or direct email: invoice.europe@michelin.com).

No longer permitted: sending your invoices by post. Please contact your current Purchasing contact at Michelin if you have 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
- **The 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

Recommendations 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 invoices: the Michelin-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 to invoice 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 Clădirea O1, etaj 3 și etaj 2, Camera 1, Voluntari, Ilfov, Romania	RO13663684	Trade Register Number: J23/2379/07.08.2013 UIC: 13663684
Germany	Michelin Reifenwerke AG & Co. KGaA	Michelinstrasse 4, 76185 Karlsruhe, Deutschland	DE811131903 ATU58126548	
Belgium	NV Michelin Belux S.A.	Brusselsesteenweg 494/1, 1731 ZELLIK, BELGIUM	BE0400906146	
Poland	MICHELIN POLSKA Sp. z o.o.	Ul .Leonharda 9, 10454, Olsztyn, POLSKA	PL7390203825	
Netherlands	Michelin Nederland N.V.	Europalaan 30, 5232 BC 's-Hertogenbosch, NEDERLAND	NL001518197B01	
Switzerland	MICHELIN SUISSE SA	Rte Jo Siffert 36, CH-1762 Givisiez	CHE-105.962.912	
Nordics	Michelin Nordic AB SWEDEN	Ringvägen 100, Box 47175, 100 74 Stockholm, Sweden	SE556025526601	
	Michelin Nordic AB NORWAY		NO985683158	
	Michelin Nordic AB FINLAND		FI1828782-0	
	Michelin Nordic AB DENMARK		DK27165508	
Norway	Norsk Michelin Gummi A/S	c/o Advokatfirmaet Berngård AS, Beddingen 8, 0250 Oslo, Norway	NO914786738	
Finland	Oy Suomen Michelin	PL 6600, 00002 HELSINKI, Finland	FI0114379-1	
Denmark	Michelin Gummi Compagni A/S	c/o AdvoNordic Advokatfirma, Marielystvej 21, 2000 Frederiksberg, Denmark	DK59960628	

⚠️ Invoices sent to Michelin that do not comply with the above specifications will be **considered invalid**.

Invalid invoices will be returned to you by e-mail (except for Romania & Poland for which a credit note is requested to be issued).

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.

The following details are mandatory to provide:

- 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 be 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](#). Please note that only invoices processed in Basware will be available.
- To ensure data privacy, the 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@michelin.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 that 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 do not receive 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.**