



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 Berngaard 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.**