SUPPLIER INVOICING GUIDE

This guide provides all the necessary information suppliers need to correctly submit invoices to the following Michelin entities: France, Romania, Germany, Belgium–Luxembourg, Poland, Switzerland, Netherlands, Denmark, Finland, Norway, Sweden, Italy, Spain, UK, Hungary. *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

To simplify and standardize invoice processing, Michelin uses Basware as its internal platform for receiving and validating supplier invoices. **Suppliers are not required to create a Basware account or access the platform directly.**

For the Michelin entities listed below, suppliers must send their invoices to this designated email address: **Michelin.Invoice.Europe@pdf.basware.com**

- **Manufacture Française des Pneumatiques Michelin** *(France)*
- **Société du Caoutchouc Synthétique MICHELIN** *(France)*
- **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)*
- **MICHELIN ROMANIA S.A.** *(Romania)*
- **MICHELIN REIFENWERKE AG & CO.** *(Germany)*
- **MICHELIN Tyre Plc** *(UK)*
- **Michelin España Portugal, S.A.** *(Spain)*
- **Michelin Hungária** *(Hungary)*
- **Spa Michelin Italiana** *(Italy)*

Exceptions apply in countries where mandatory electronic invoicing systems are in place. In such cases, invoices must be submitted through the applicable national platforms/network (e.g., KSeF in Poland, Peppol in Belgium, SDI in Italy, SPV in Romania, France etc.), which take precedence over the e-mail standard submission method.

⚠️ **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.

- 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.**

- For **Italian suppliers billing our Italian entity** via **Sistema di Interscambio (SDI)**, invoices must be submitted through the SDI platform in accordance with local legal requirements. No email submission is required or accepted in this case.

- For **French suppliers invoicing the following entities: Manufacture Française des Pneumatiques Michelin and Société du Caoutchouc Synthétique MICHELIN**, we would like to remind you that the French e-invoicing reform will come into effect on September 1, 2026. Electronic invoicing will become mandatory for all companies subject to VAT, according to a phased implementation timeline based on company size. If your company is concerned by this requirement, **you will need to issue structured electronic invoices through an Approved Platform (PA – Plateforme Agréée), using the SIREN number for invoice routing**. We would also like to remind you that the same invoice should not be submitted through multiple channels, in order to avoid any risk of duplication (for example, as both a structured electronic invoice and a PDF).

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

⚠️ If you operate under the self-billing procedure, there is no need to send an invoice to Michelin.

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	MICHELIN ROMANIA S.A.	Sos. Bucuresti-Nord nr.10, Global City Business Park, Cladirea O1, etaj 3 si etaj 2, Camera 1, Voluntari, Ilfov, Romania, 077190	RO13663684	Trade Register Number: J2013002379236 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	
France	Manufacture Française des Pneumatiques Michelin	Place des Carmes Déchaux 63040 CLERMONT FERRAND CEDEX 9, France	FR33855200507	

France SIMOREP	**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**	
Hungary	**Michelin Hungária Abroncsgyártó Kft.**	**4400 Nyíregyháza, Bottyán János u. 15. HUNGARIA**	**HU11246062 CZ680678942 SK4020117706 SI99679337**	
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**	

⚠️ **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 countries 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.**

BASWARE AUTOMATED NOTIFICATIONS TO SUPPLIERS

Each time you send an invoice via e-mail, you can expect to receive two types of automatic email notifications from no-reply@pdf.basware.com:

1. Invoice successfully processed

- Email subject contains: “SUCCESS”
- Confirms that the invoice has been correctly received and processed
- Includes a unique reference: Document ID (BUM ID) mentioned in the notification
- No action required from the supplier

2. Invoice not processed

- Email subject: “Email not processed: Missing or invalid attachments”
- Indicates that the invoice could not be processed
- Action required from the supplier: Review and correct the attachment according to process requirements

NOTE: If invoices are sent from a “no-reply” mailbox, you will not receive these notifications.

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

Graphite Connect, a new secure digital platform, allows **Michelin suppliers to manage their profiles and data autonomously**.

When it is time to join, you will receive:

- An onboarding email from Michelin with key information.
- An invitation from Graphite Connect to join the application and start your supplier profile creation.

Until then, please continue informing your usual Michelin contact of any changes needed to update your account (company name, address, email addresses, bank details etc).

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 regarding your supplier profile, invoices, or 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.**