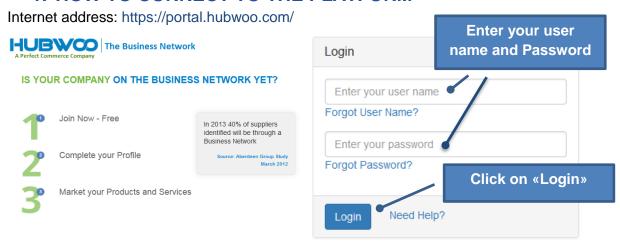
HOW TO MANAGE ACCESS ON THE HUBWOO PLATFORM?

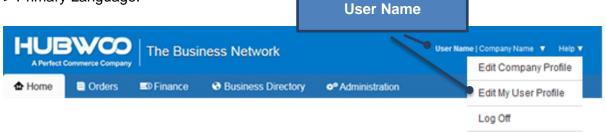


1. HOW TO CONNECT TO THE PLATFORM



This will lead you to the Home page.

Note the language can be changed any time by selecting User Name > Edit My User Profile > Primary Language.

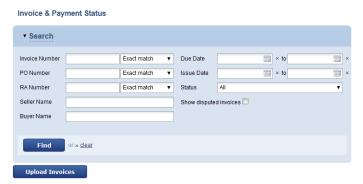


2. HOW TO UPLOAD AN INVOICE

The mandatory fields of the supplier profile must be completed before being able to upload the first invoice in pdf format to the platform.



This will lead you to the Invoice & Payment status page.



The Upload Invoices button will allow you load your pdf invoice.

Main invoicing process principles* of Michelin:

- When issuing your invoice, make sure that all mandatory information appear on your invoice
- All invoices are to be uploaded on the Hubwoo file-sharing platform within 2 days maximum after the date of issue.

3. WHAT ARE THE MANDATORY FIELDS TO BE COMPLETED

Firstly, you are required to choose the Buyer. This is the name of the **Michelin entity** that you wish to invoice.

If the Michelin company entity that you wish to invoice is not available in the list, please contact: compte-fonction.michelin-purchasing@michelin.com

If you have a single login for several companies, you need to choose the Supplier in an additional field « Select Supplier ». It is the issuing company of the invoice. Invoice Upload Select the Buyer Select Supplier: Company Name Select Buyer: Michelin MFPM (FR) Buver Company Link: Michelin Purchasing site File Name * PO Number * Issue date Browse... Invoice 12-Oct-16 Browse... Invoice 12-Oct-16 Apply and Close Once all the fields have been filled in and checked, the uploaded invoice will be transmitted to our Michelin Account Payable department by clicking

This action will definitively record your documents on the platform.

The invoice and data input in the fields **CANNOT be modified**.

The message below confirms that your invoice is successfully sent to Michelin.



The invoice uploaded is considered as the original and should not be transmitted again by another way.

^{*} See the supplier's invoicing guide on the supplier portal of our Michelin Purchasing website: https://purchasing.michelin.com/en/hubwoo-documentation/

4. FIELDS DEFINITION

Po number

File name The name of the invoice file uploaded in PDF format.

Invoice number The unique number that is systematically assigned to each invoice.

Document type Invoice by default. To be changed in case of a Credit Note.

The **Purchase Order Number** indicated on the Purchase Order (4090000001 for example) **OR the reference (ID)** given by Michelin in case of an Invoice without a Michelin Purchase order (D000001 for example). In case of an invoice

with some purchase orders, please indicate only the first PO.

Original invoice number To be entered only if the Document Type is a Credit Note.

Issue date The Invoice date: the date on which the invoice is issued.

Total amount without VAT

The total amount before tax with « . » as decimal separator (example: 1000.00

for one thousand) in the EN version.

Currency Euro by default. You can change this setting by changing your profile.

5. HOW TO FIND AN INVOICE UPLOADED

From the « Invoice & Payment status » page, you can search your document by filling in the invoice number field, then by clicking on « Find ».

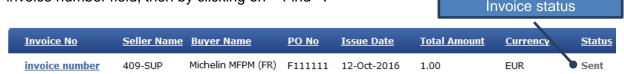


In the invoice details page, you can either open or save the file by clicking on the link available in the Attachments area at the bottom left.



6. HOW TO VISUALIZE YOUR INVOICES STATUS

From the Invoice & Payment status page, you can search your document by filling in the invoice number field, then by clicking on « Find ».



The status of your invoices in the portal can be:

- « Sent »: The invoice is sent and available for treatment in the accounting department of Michelin.
- « Rejected »: The invoice is rejected for non-respect of mandatory data. In this situation, it will be asked to you to upload a new corrected invoice with a new invoice number.
- « Others »: The invoice is waiting for validation. Michelin does necessary to unblock situation. This status is always with reason of blocking. Those reasons are:
 - "Others: Qty Rec": Quantity billed exceeds quantity received.
 - o "Others: Supplier Site on Hold": Supplier account is blocked.
 - "Others: Line Variance": Invoice line amount is not equal to the invoice amount.
 - "Others: Max Ship amount": Variance between invoice and shipment amount exceeds limit.
 - o "Others: Price": Invoice prices exceeds purchase order price.
 - o "Others: MICH_AWAITING_APPROVAL": Invoice waiting for approval.
- «Accepted»: The invoice is ready for payment (waiting due date) or paid.

The details of the status are available by clicking on status history".

7. EMAIL NOTIFICATIONS

Each time your invoice's status changes, in order to keep you informed about evolution of your invoice, you receive a notification by email. You can manage/deactivate this notification by following way:

Click on "Edit My User Profile", then click on "Manage Alerts" and click on the pen to manage way to be notified or click on the bin to stop notification.

5. TROUBLE SHOOTING

Questions	Action before ask more help	Contact if it necessary	
I cannot upload an	- Verify if invoice is a PDF format	Customercare@proactis.com	
invoice	- Verify that all mandatory cells marker with * are filled		or
	- Consult documentation:	Call Customer care at:	
	https://purchasing.michelin.com/fr/hubwoo-		
	documentation/	Country F	Phone number
I am not able to connect to the platform	Check the internet link : https://portal.hubwoo.com	English +	+44 2033188633
		French +	+33 1 53 25 55 91
		German +	+49 69257380481
		Italian +	+39 0240708174
		Spanish +	+34 911876756
		Click here to have more phone numbers	
I cannot find the	Ask for request	https://purchasing.michelin.com/en/	
Michelin's Entity which I want to invoice		hubwoo-sign-up/	
Invoice payment processing	Please contact us via mail	Michelin_AP_EU@maileu.custhelp.com	