



Instructions for Submitting Invoices Using EDI

This document, Instructions for Submitting Invoices Using EDI, applies to all suppliers (previously set up as EDI suppliers) providing goods or services to Michelin North America, Inc., Michelin North America (Canada), Inc. or Industrias Michelin S.A. De C.V. under a Master Agreement for Services, Purchase Order or similar contract.

Dear Supplier:

Your company is responsible for the transmission of invoices through EDI. Please see instructions below:

- EDI suppliers must transmit invoices electronically from supplier to Michelin. For more information and/or report issues with EDI please send email directly to NAPurchasingSystemSupport@michelin.com
- All Credit Memos must be submitted in i-Supplier Portal. For more information and/or to report issues with I-Supplier Portal please send email to i-supplierportal.mna@michelin.com.
- A copy of the invoice **must** be sent via email to the plant responsible for services rendered (plant responsible is listed on Purchase Order).
- Invoices **cannot be mailed or emailed** to Conduent Incorporated. These invoices will be rejected.

The following information is required on all invoices to be processed for payment:

- Invoices must state your Legal Company Name (i.e. Company X d/b/a ABC Company).
- Invoices must state the wording "Invoice" on the document with invoice number, date, number of pages, and remittance and ship to address.
- Invoices must have a unique Invoice Number.
- Invoices must have a valid Michelin Purchase Order Number (Please do not accept any orders without a Purchase Order number to invoice or credit card).
- Invoices must indicate line numbers and shipment numbers, if applicable, to match the Purchase Order.
- Quantity and Unit of Measure must match the Purchase Order Quantity and Unit of Measure (notify buyer if different).
- Item Price(s) must match the Purchase Order Price(s).
- Indicate correct type and percentage of taxes (if applicable).
- Please reference Tax ID for Canadian suppliers.
- Please contact your buyer for the following changes:
 - Name change
 - Tax ID change
 - Remittance address change
 - Banking change