



## Instructions for Submitting Invoices Using i-Supplier Portal

This document, Instructions for Submitting Invoices Using i-Supplier Portal, applies to all suppliers (previously set up as i-Supplier Portal 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 entering invoices into i-Supplier Portal. Please see instructions below:

- i-Supplier Portal suppliers **must** enter invoices directly into the portal. For more information and/or to report issues with i-Supplier Portal please send email to [i-supplierportal.mna@michelin.com](mailto:i-supplierportal.mna@michelin.com).
- A copy of the invoice **must** be emailed to the plant responsible for services rendered (plant responsible is listed on the bottom of Purchase Order).
- Invoices **cannot be mailed or emailed** to Conduent Incorporated.

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