



## Instructions for Submitting Invoices Using Manual Email Transmission

This document, Instructions for Submitting Invoices Using Manual Email Transmission, applies to all suppliers (other than EDI or 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:

Please submit your invoices via email to Conduent Incorporated. See instructions below:

- Email invoices directly to: [Michcorrectedinv@conduent.com](mailto:Michcorrectedinv@conduent.com). You will receive a confirmation email back from Conduent with a DCN number. You will need this number for tracking payment status.
- A copy of the invoice **must** be sent via email to the plant responsible for services rendered (listed at bottom of Purchase Order).
- Suppliers on the I-Supplier Portal, ERS (Evaluated Receipt Settlement), or EDI **cannot** submit invoices via mail or email, as they will be rejected by 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