



***THE SUPPLIER'S GUIDE TO INVOICING***  
***JANUARY 2020***

*PURCHASING OPERATIONAL DIRECTION*

Michelin Polska S.A.  
Purchasing Department  
ul. Leonharda 9,  
10-454 Olsztyn

Dear Supplier,

In order to simplify the invoicing process, we've put together the following information:

1. Submitting invoices to Michelin
2. Preparing invoices for Michelin
3. Special instructions for invoices with a Michelin purchase order number
4. Special instructions for invoices without a Michelin purchase order number
5. Establishing and maintaining your supplier profile
6. Contacting the service desk

#### 1. Submitting invoices to Michelin

Invoices can be submitted electronically in pdf format through a secured free of charge web portal. To sign up to the portal send an email request to <https://purchasing.michelin.com/en/hubwoo-sign-up/> and fill in the cells marked by (\*).

If you do not sign up to the portal, we can only accept hard copy invoices, all invoices must be sent to the following PO Box:

By post	Courier delivery: DHL, TNT, UPS, Fedex, etc.
MICHELIN POLSKA S.A. ACS SOLUTION POLAND PO BOX 39 90 971 ŁÓDŹ 79	MICHELIN POLSKA S.A. ACS SOLUTIONS POLAND 90-729 ŁÓDŹ UL. GDAŃSKA 47/49

**Please submit only *original* of each invoice to the PO Box number provided above. If you in additionally send a *copy* of the invoice to your Michelin contact at their request, please clearly indicate on the invoice that it is a *copy*. This will help to prevent duplication in our systems and prevent payment delays.**

#### 2. Preparing invoices for Michelin

The invoice issued should comply with the provisions of the "Act on tax on goods and services" and contain additional data required by Michelin:

- The invoice should be issued at **Michelin Polska S.A. ul. Leonharda 9 10-454 Olsztyn** (not to be confused with the address for sending invoices – Bill To:)
- Michelin Purchase Order number, where the goods or services are provided against a purchase order;

- In case of an invoice without a Michelin Purchase order, the employee ID number (P0...) and his full name

If you are issuing a credit note against an invoice, quote the original invoice reference number to which the credit note is being issued.

#### **Invalid Invoices:**

Invoices sent to Michelin which fail to meet the above requirements cannot be processed and will be returned to you, by post, stating the reason(s) for rejection.

In order to obtain payment you must resubmit a new corrected invoice including the required detail outlined in the rejection notification.

### **3. Special instructions for invoices with a Michelin purchase order number**

You need to make sure that all invoices quote the following data to get paid:

- PO (Purchase Order) number
- If you are providing goods and services to Michelin under more than one Purchase Order, we recommend that you invoice for each PO (Purchase Order) separately.
- The amounts, quantities, details and line numbers including any carriage costs, these should mirror the details on the PO (Purchase Order)
- The invoice must be billed in the currency as indicated on the PO (Purchase Order) document.

#### **Please do not:**

- Mark the purchase order number with a colour highlighter as this affects the quality of the automatic treatment of the invoice;

### **4. Special instructions for invoices without a Michelin purchase order number**

Should you exceptionally be asked to provide goods or services without a Michelin purchase order number, this must have already been agreed with our purchasing function. You must indicate the employee ID (P0....) who have the access to DART system for invoices approval and name/surname of the Michelin contact on the invoice.

### **5. Establishing and maintaining your supplier profile**

To ensure on due date payment of invoices when there are any changes concerning the following information:-

- Company name;
- Mailing address;
- Email address for sending the order
- Change of your VAT number;
- Bank information: account and/or bank change;

#### **You will need to provide:**

- The completed VM Update Form Supplier.xlsm*
  - A bank document e.g. A copy of a cheque, a bank statement or a letter from your bank showing your new account details and/or bank data, this document must be signed by the company director, Finance Director or similar. ( name, signature and position in the company)*
  - We also require the name and contact details (phone and email) for a member of your finance department who can be contacted to verify your bank and/or account details.*
- Email address or fax number to receive purchase orders;
  - Telephone number;
  - Contact information;

- Email address (for remittance advice notifications)

Please notify Michelin staff by sending email [Michelin\\_VM\\_EU@maileu.custhelp.com](mailto:Michelin_VM_EU@maileu.custhelp.com)

**Note: Taking into account the safety of financial transactions, if the bank details change, in the event of a change in bank details, failure to comply with the above requirements will result in the invoice blocking for payment until the discrepancy between the invoice data and the one existing in the Michelin system is clarified**

## 6. Contacting the service desk

For information and assistance regarding invoice or payment processing, please contact Michelin at [Michelin\\_AP\\_EU@maileu.custhelp.com](mailto:Michelin_AP_EU@maileu.custhelp.com)

Alternatively, our customer service representatives are available Monday-Friday from 9 a.m. – 4 p.m. to provide you with assistance on **+48 42 291 7071**.

When you submit a request to our accounts payable department they will give you an incident number. Example: [Incident: 100916-000634]. You should receive this incident number response within 48 hours. It's very important to keep this ticket number in case of non-response or in case of an unsatisfactory response.

In any other cases related to payments please contact Michelin Purchasing Department at [compte-fonction.dart-support-mps@michelin.com](mailto:compte-fonction.dart-support-mps@michelin.com)

## 7. Legal note

Company Michelin Polska S.A. with its seated in Olsztyn has **the status of a large entrepreneur** within the meaning of Article 4(6) of the Act of 8 March 2013 on combating excessive payment delays in commercial transactions (consolidated text – Journal of Laws 2019, item 118, as amended) and Annex I to Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (OJ L 187, 26.6.2014, p. 1, as amended).

Michelin staff may ask you to fill the declaration of the status of Your Company's entrepreneur.