



A BETTER WAY TO INVOICE

4 STEPS

1

When you receive the link sent by our service provider Proactis, **create your profile*** on the platform.

Once your registration has been approved, you'll receive the email address to use when you send us invoices.

**The profile data should match your invoicing entity's address and VAT number.*

2

Before sending your invoice, check that:**

- It meets the requirements set out in the Invoicing Guide (see page 2)
- It is written in either French, English German or Spanish
- It is in PDF format
- There is a separate PDF document for each invoice

***All of these conditions must be met for your invoice to be recorded.*

3

Email your invoice*** to the address received when you registered.

****Several invoices in PDF format can be sent out by email.*

4

Once you have sent your invoice, you'll **receive a confirmation email**.

You can track the live status of your invoices on the platform and via email notification.

BENEFITS



Saves time



Safer:
invoices can't get lost



A free,
eco-friendly solution

**EMAILED INVOICES MATCH THE WAY WE SEE OUR PARTNERSHIP
WITH YOU: INNOVATIVE AND SUSTAINABLE!**

For more information: purchasing.michelin.com



REQUIRED INFORMATION ON YOUR INVOICES

- ☐ The mention "Invoice"
- ☐ An invoice number
- ☐ The date of the invoice
- ☐ An invoiced amount, either with or without VAT
- ☐ Your company's corporate name and full address
- ☐ The intra-community VAT number, for European suppliers
- ☐ The name and contact details (email address and phone number) of your accounts receivable manager
- ☐ The description and quantity per item of the goods or services supplied
- ☐ The delivery address
- ☐ The name of the Michelin invoicing entity (see Appendix 1)
- ☐ The Michelin order form number, if the supply of goods or services is subject to the issuing of an order form
- ☐ If there is no order form to accompany the invoice, the identifier and name of the contact person or the Michelin Compte-Fonction authorized to approve the document
- ☐ If you are issuing a credit note subsequent to an order cancellation, you must show the reference number of the canceled invoice that prompted the credit note.
- ☐ Do not highlight information or use a low contrast.

Your invoice must show one of the addresses in Appendix 1.
It must not be sent by post.

INVALID INVOICES

Invoices sent to Michelin that do not comply with the above-mentioned specifications will be deemed invalid and **rejected**. You will be notified of their rejection by email.

To obtain payment of your invoice, you will have to send us a fresh, corrected invoice. It should bear a **different number** to the earlier invoice and show the missing information requested in the notice of rejection.



EXCLUDING RAW MATERIALS

MANUFACTURE FRANCAISE DES PNEUMATIQUES MICHELIN

Ref 54
PLACE DES CARMES-DECHAUX
63000 CLERMONT-FERRAND
France
Numéro TVA : FR33855200507

SIMOREP ET CIE – SOCIETE DU CAOUTCHOUC SYNTHETIQUE MICHELIN

Ref 380
Rue Edouard Michelin,
33530 Bassens
FRANCE
VAT Number : FR20 328525746

MICHELIN REIFENWERKE AG & CO. KGaA

Ref 13
MICHELINSTRASSE 4,
76185 KARLSRUHE
GERMANY
VAT Number : DE811131903

MICHELIN TYRE PUBLIC LIMITED COMPANY

Ref 14
Campbell Rd,
Stoke-on-Trent ST4 4EY
UK
VAT Number : GB278345231

MICHELIN ESPANA PORTUGAL S.A.

Ref 44
AVENIDA DE LOS ENCUARTES, 19
28760 TRES CANTOS
MADRID
SPAIN
VAT Number : ESA20003570

RAW MATERIALS

MANUFACTURE FRANCAISE DES PNEUMATIQUES MICHELIN

Ref 130
PLACE DES CARMES-DECHAUX
63000 CLERMONT-FERRAND
France
Numéro TVA : FR33855200507

SIMOREP ET CIE – SOCIETE DU CAOUTCHOUC SYNTHETIQUE MICHELIN

Ref 381
Rue Edouard Michelin,
33530 Bassens
FRANCE
VAT Number : FR20 328525746

MICHELIN REIFENWERKE AG & CO. KGaA

Ref 110
MICHELINSTRASSE 4,
76185 KARLSRUHE
GERMANY
VAT Number : DE811131903

MICHELIN TYRE PUBLIC LIMITED COMPANY

Ref 118
Campbell Rd,
Stoke-on-Trent ST4 4EY
UK
VAT Number : GB278345231

MICHELIN ESPANA PORTUGAL S.A.

Ref 127
AVENIDA DE LOS ENCUARTES, 19
28760 TRES CANTOS
MADRID
SPAIN
VAT Number : ESA20003570



EXCLUDING RAW MATERIALS**Michelin Polska S.A.**

Ref 189
 Władysława Leonharda 9,
 10-454 Olsztyn
 POLAND
 VAT Number : PL7390203825

SOCIETA PER AZIONI MICHELIN ITALIANA

Ref 57
 CORSO ROMANIA NUM 546 ,
 10156 TORINO
 ITALIA
 VAT Number : IT00570070011

MICHELIN ROMANIA S.A.

Ref 186
 GLOBAL CITY BUSINESS PARK, SOSEAU
 BUCURESTI-NORD NR.10, CLADIREA O1,
 ETAJ 3 VOLUNTARI, ILFOV
 ROMANIA
 VAT Number : RO13663684

**MICHELIN HUNGARIA TYRE
MANUFACTURE LTD**

Ref 296
 BOTTYAN JANOS U.15,
 4401 NYIREGYHAZA
 VAT Number : HU11246062

RAW MATERIALS**Michelin Polska S.A.**

Ref 190
 Władysława Leonharda 9,
 10-454 Olsztyn
 POLAND
 VAT Number : PL7390203825

SOCIETA PER AZIONI MICHELIN ITALIANA

Ref 131
 CORSO ROMANIA NUM 546 ,
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 GLOBAL CITY BUSINESS PARK,
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 ROMANIA
 VAT Number : RO13663684

**MICHELIN HUNGARIA TYRE
MANUFACTURE LTD.**

Ref 297
 BOTTYAN JANOS U.15,
 4401 NYIREGYHAZA
 VAT Number : HU11246062

MICHELIN BELUX S.A.

Ref 21
BRUSSESESTEENWEG 494/1,
1731 ZELLIK
BELGIUM
VAT Number : BE0400906146

MICHELIN NEDERLAND NV

Ref 60
EUROPALAAN 30
5232BC 'S-HERTOGENBOSCH
NETHERLANDS
VAT Number : NL001518197B01

**Michelin Gummi Compagni AS
(Denmark).**

C/O Ernst & Young AB
Michelin ID - Ref 136
Box 7850
103 99 Stockholm
Sweden

Norsk Michelin Gummi AS (Norway)

C/O Ernst & Young AB
Michelin ID - Ref 102
Box 7850
103 99 Stockholm
Sweden

OY Suomen Michelin AB (Finland)

C/O Ernst & Young AB
Michelin ID - Ref 128
Box 7850
103 99 Stockholm
Sweden

Michelin Nordic (Norway) AB

C/O Ernst & Young AB
Michelin ID* - Ref 72
Box 7850
103 99 Stockholm
Sweden

Michelin Nordic (Finland) AB

C/O Ernst & Young AB
Michelin ID* - Ref 75
Box 7850
103 99 Stockholm
Sweden

Michelin Nordic (Denmark) AB

C/O Ernst & Young AB
Michelin ID* - Ref 84
Box 7850
103 99 Stockholm
Sweden

Michelin Nordic (Sweden) AB

C/O Ernst & Young AB
Michelin ID* - Ref 92
Box 7850
103 99 Stockholm
Sweden