

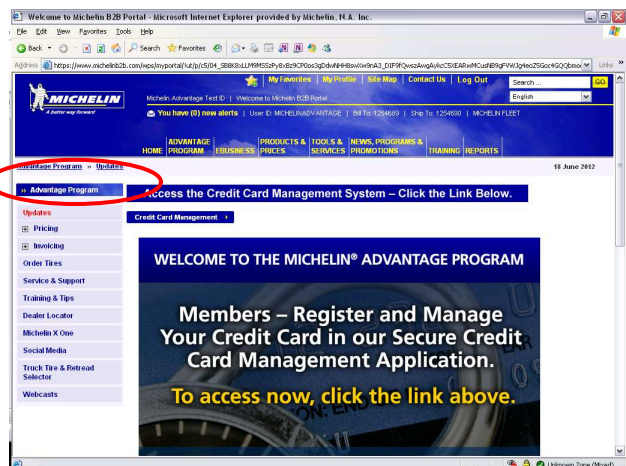


\$ ADVANTAGE PROGRAM

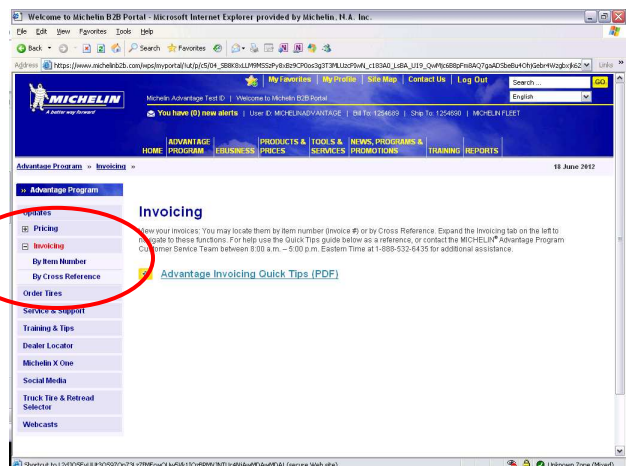
Advantage Users Invoice Inquiry Quick Look Reference Guide

This document serves as a quick reference guide for searching invoice details on the www.michelinb2b.com website.

1. Logging into the MichelinB2B site will display the Advantage Program tab.



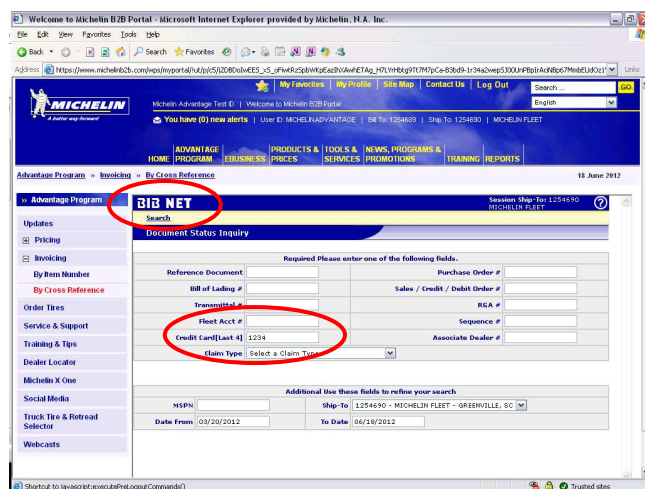
2. Click 'Invoicing'; then click 'By Cross Reference' from left menu options.



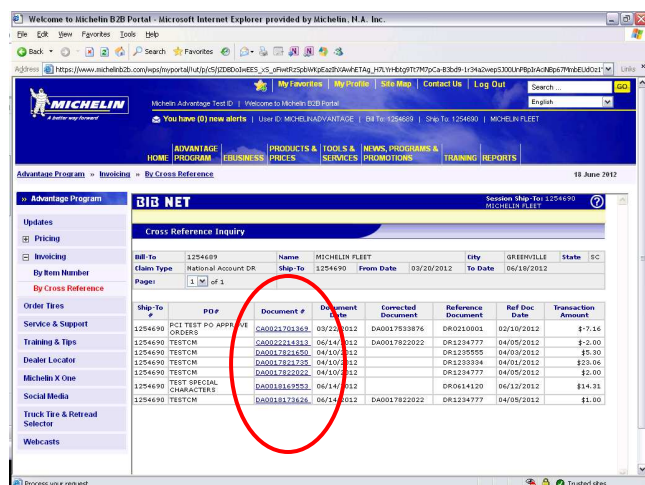
For assistance with the MichelinB2B site, call the Michelin eBusiness Help Desk at 1-888-624-2638.

3. To search 'By Cross Reference' using Credit Card information – enter the last four digits of the credit card number, then click Search at the top of the window.

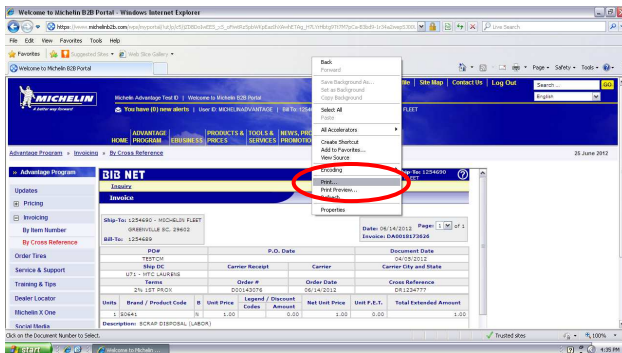
- NOTE: Date range at the bottom of the window will default to the past 90 days but can be adjusted if needed.



When results are displayed, click the Document # link to view the invoice details.

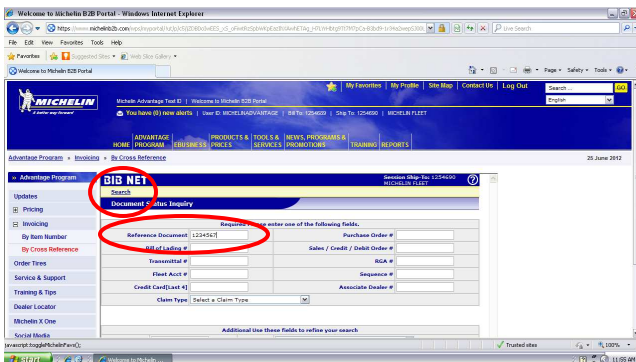


4. Once Invoice details display, right click on the document and select the Print option from the internet browser popup menu to print a copy.



5. To search 'By Cross Reference' using a Delivery Receipt number – enter a delivery receipt number (DR#), then click Search at the top of the window.

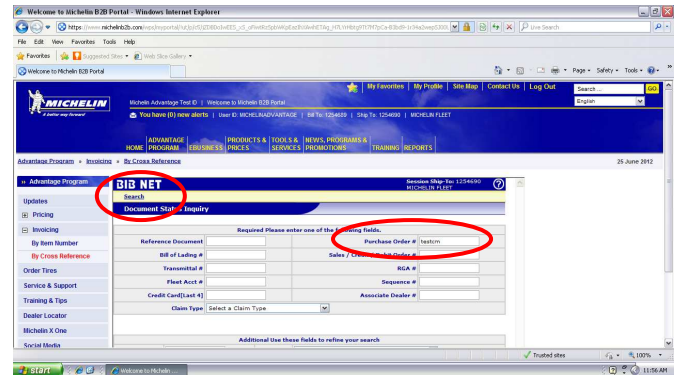
- NOTE: Date range at the bottom of the window will default to the past 90 days but can be adjusted if needed.
- When entering Reference Document number, system does require the alpha prefix (DR) followed by the seven digit number (ex: DR1234567).



Searches using a specific DR number should automatically display the invoice details associated with that claim number. If the search finds correcting items associated with the same claim number, it could possibly display multiple items, in which case, clicking the Item # link will display the invoice / credit details.

6. To search 'By Cross Reference' using a Purchase Order number – enter a Purchase Order Number (PO#), then click Search at the top of the window.

- NOTE: Date range at the bottom of the window will default to the past 90 day, but can be adjusted if needed.
- NOTE: PO number entered must be specific.



Searches using a specific PO number should automatically display the invoice details associated with that PO number. If the search finds correcting items associated with the same claim number or duplicating claim entries using the same PO number, it could possibly display multiple items. If this is the case, clicking the Item # link will display the invoice / credit details.

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