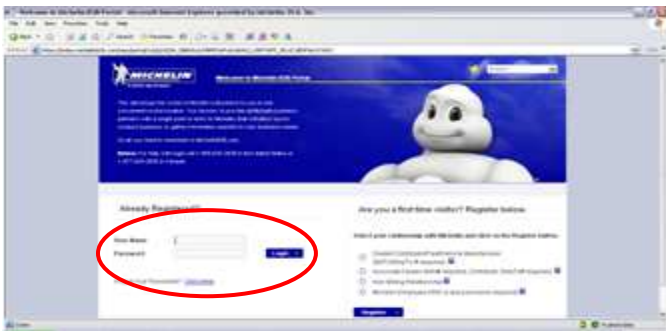




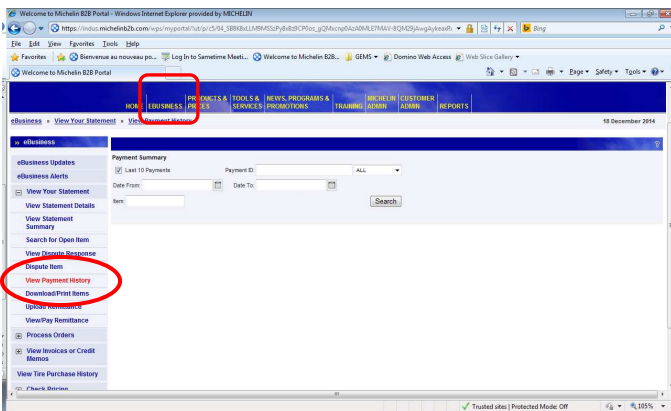
MichelinB2B View Payment History Quick Reference Guide

This document serves as a quick reference guide to demonstrate how to view payment history online via MichelinB2B.com.

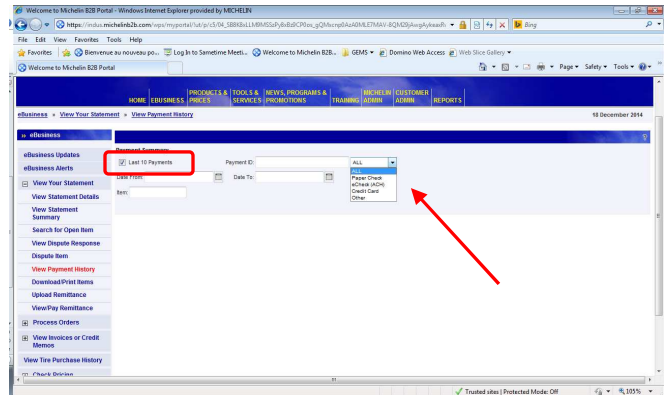
Enter User ID and Password and click to Login to www.Michelinb2b.com site.



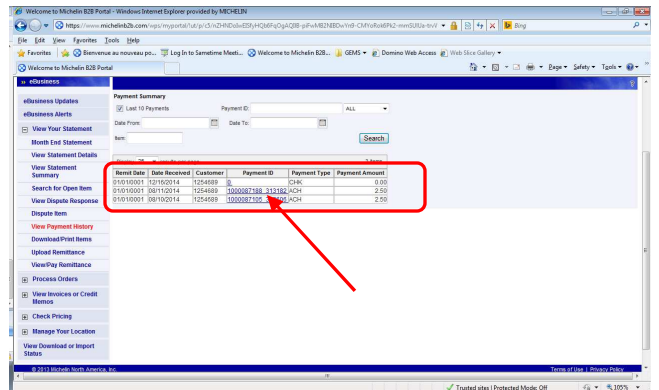
Select EBusiness from top menu options. Then View Your Statement and View Payment History from the left side menu.



The view payment history screen will display. By default, the last 10 payments box will be selected. Filters can be used to search by date range, method of payment or by a specific item number.

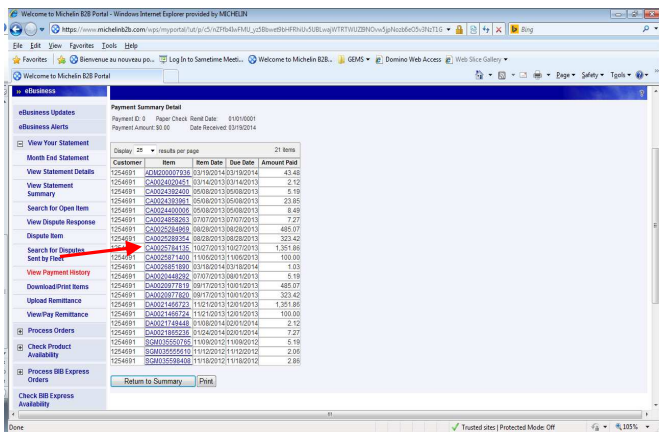


By leaving filters blank and clicking search, the last 10 payments will be displayed. Information listed will include payment ID, method of payment, and payment amount.

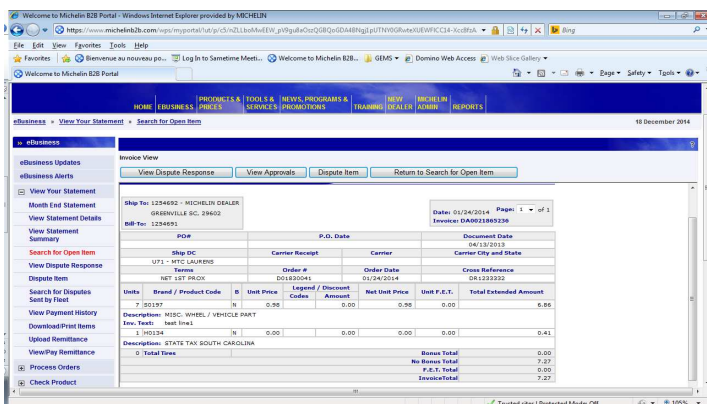


Unapplied payments may be showing under View Payment History; however, details will not be available until the payment has been applied.

By clicking on the Payment ID link, details of the selected payment can be reviewed.

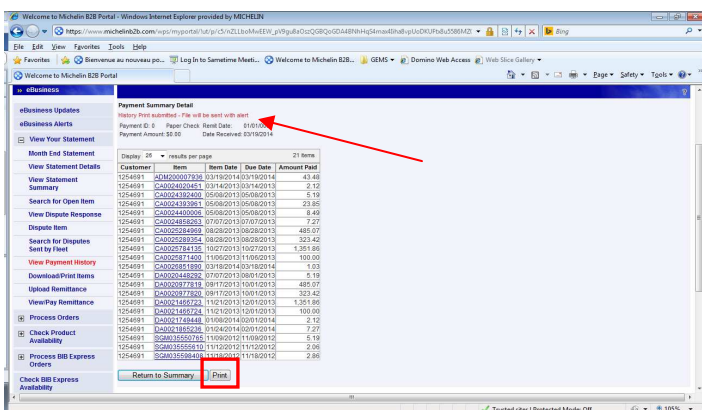


Clicking on the Item number link will display the document details (this displays BIB NET document copy; NOT the actual image copy). If printing the BIB NET copy is necessary, use browser print options.

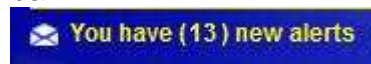


PRINT button available from Payment Summary Detail screen will generate a .csv file with payment details.

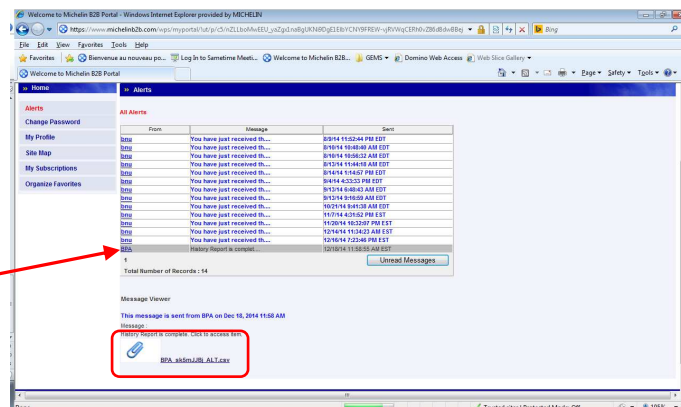
The file will be sent with a system alert notification.



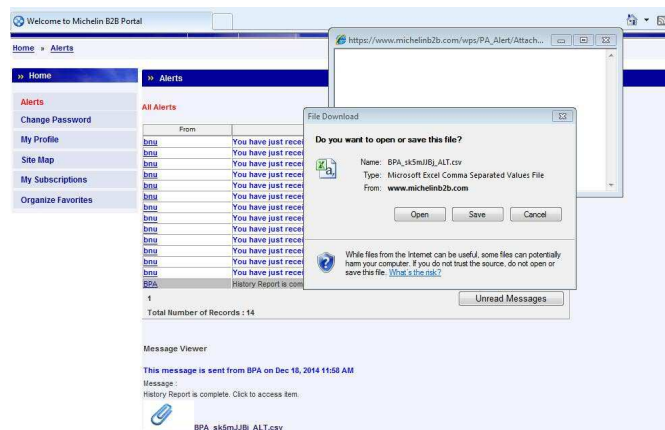
To retrieve the alert, click on ebusiness alerts on the left side menu or at the top header bar.



To open the alert message and access the attached file, click on the BPA link and then click on the file name (or paperclip icon) to open the file.



The file then can be OPEN and/or SAVED for your records as needed.



For assistance with the MichelinB2B site, contact Michelin e-Business Help Desk (US) at 1-888-624-2638 /bibnet-help.csd@us.michelin.com or Michelin e-Business Help Desk (CA) at 1-877-924-2638 /bibnet.canada@ca.michelin.com