**International and North American Ordering Instructions for Standard Reference Test Tires (SRTT)**

**(ASTM F2493, F2870, F2871, F2872, F3611)**

(Updated: January 18, 2023)

**Section 1: Scope; Standard Reference Test Tires Information; Quality Assurance**

**Section 2: International Order Process; Invoice and Payment; Logistics and Supply**

**Section 3: North American Order Process; Invoice and Payment; Credit Information Request**

### **Section 1: Scope; Standard Reference Test Tires Information; Quality assurance**

* **Scope**
	+ For SRTT customers located outside of North America (CA, US, MX) ordering any of the (5) references below, please follow the international instructions from [**Section 2**](#_Section_2:_International)
		- F2493 P225/60R16 97S (C1 tire)
		- F3611 P225/60R16 97S DT (C1 Low Tread Depth tire – Available from 1 March 2023)
		- F2872 225/75R16C 116/114S (C2 tire)
		- F2871 245/70R19.5 136/134M (C3N tire)
		- F2870 315/70R22.5 154/150L (C3W tire)
	+ For SRTT customers located in North America (CA, US, MX) ordering any of the (3) references below, please follow the international instructions from [**Section 2**](#_Section_2:_International)
		- F2872 225/75R16C 116/114S (C2 tire)
		- F2871 245/70R19.5 136/134M (C3N tire)
		- F2870 315/70R22.5 154/150L (C3W tire)
	+ For SRTT customers located in North America (CA, US, MX) ordering any of the (2) references below, please follow the North American instructions from [**Section 3**](#_Section_3:_North)
		- F2493 P225/60R16 97S (C1 tire)
		- F3611 P225/60R16 97S DT (C1 Low Tread Depth tire – Available from 1 March 2023)
	+ The latest version of Ordering Instructions can be found on the [ETRTO](https://www.etrto.org/Information/SRTT-Order) website, [ASTM/F09](http://www.astm.org/COMMITTEE/F09.htm) website, or can be obtained from David Lee, ASTM F09 Staff Manager, at dlee@astm.org
* **Standard Reference Test Tires Information**
	+ Standard Reference Test Tires are sold to approved test laboratories, automotive-related manufacturers, government agencies and other users that require a Standard Reference Test Tire
	+ Standard Reference Test Tires are marked as “Standard Reference Test Tire” and should therefore be considered as measuring tools
	+ Standard Reference Test Tires are not intended for resale
* **Quality Assurance**
	+ All products are conforming to the requirements identified in their respective ASTM standard specifications
	+ Products will be less than 18 months old when shipped
	+ Most orders (if less than 20 tires per reference) will be from a single manufacturing batch and have similar DOT week (a single manufacturing batch could span two adjacent DOT weeks)
	+ All products are stored in climate controlled warehouses

### **Section 2: International Order Process; Invoice and Payment; Logistics and Supply**

* **International Order Process**
	+ Complete all tan color cells (un-protected) and save the following “SRTT ASTM - International Order form.xls” (latest form can also be found on the [ETRTO](https://www.etrto.org/Information/SRTT-Order) website, [ASTM/F09](http://www.astm.org/COMMITTEE/F09.htm) website, or can be obtained from David Lee, ASTM F09 Staff Manager, at dlee@astm.org):



* + - Order date
		- Shipping address:
			* Please indicate the exact final address where you wish to have the tires delivered
			* This address will require the name, email, and phone of a contact
		- Invoicing address and Tax ID number:
			* Please indicate where the invoice should be e-mailed
			* **Please indicate your VAT (Value Added Tax) number or any valid Tax ID number**. We are also required to obtain a copy (scan) of a Tax Certificate or Business Registration Certificate or Certificate of Registration to allow us to correlate the Tax ID number and the Invoicing Address. Please attach this electronic copy to the order form
			* Please note that the Incoterm used is DAP (Delivery at Place)
			* **Please note that the Shipping Address and the Invoicing Address must be in the same country**
		- Purchase Order:
			* Please indicate your Purchase Order reference number
			* This number will be referenced on the shipping and invoicing documents
		- Preferred Shipment:
			* All European shipments are by truck
			* All shipments outside Europe are by air. Please indicate the preferred custom clearing airport. The preferred airport will usually be the one closest to the final Shipping Address
		- Target Delivery Date:
			* Please indicate the target date for delivery. This will not change the shipping preference (air or truck) but could allow some flexibility in terms of order processing
		- Quantity by type:
			* Please indicate the number of each reference that you wish to order
			* The file will update the “weight” and “total tire price”
			* The price information indicated is for the tires and does not include shipping
			* The shipping cost will be included on the same invoice but will be identified separately
		- Other Requirements / Comments / Instructions
			* Please indicate any special instructions associated with the products requested
	+ Email completed form to: compte-fonction.srtt@michelin.com
	+ Acknowledgement:
		- You will receive a first email from compte-fonction.srtt@michelin.com acknowledging receipt
		- You will receive a second email from compte-fonction.srtt@michelin.com to confirm availability of products and a target delivery date
* **International Invoice and Payment**
	+ Tires will be invoiced at the prices indicated on the order form (prices subject to change)
	+ The tires will be invoiced in Euros as indicated on the order form
	+ Final invoice will include price of tires, shipping and handling as well as any taxes or duties
	+ Final invoice will be emailed to the contact’s name identified on the order form (Invoicing Address)
	+ Payment terms: condition 45 days End of Month – 15th of following month
	+ Payment instructions :
		- Check remittance should be sent to:

MFP Michelin
Bat. DCF3 Rue Cugnot
63040 Clermont Ferrand, Cedex 9, France

* + - Bank Transfers should be routed using the following coordinates:
			* Bank Name : DEUTSCHE BANK
			* IBAN code: FR 76 1778 9000 0110 5123 3600 113
				+ SWIFT : DEUTFRPPXXX
			* IBAN code: GB09CITI18500811229451
				+ SWIFT : CITIGB2L
			* Payment to be addressed to MFP Michelin, Clermont Ferrand
* **International Logistics and Supply**
	+ Tires will be shipped from Clermont-Ferrand, France
	+ Tires will be delivered by:
		- Truck for orders within Europe
		- Air for orders outside Europe
	+ Delivery time can vary from 2 to 4 weeks
	+ Availability and lead time.
		- Less than 20 tires of any size 🡪 no lead time required
		- 20 to 50 tires of any size 🡪 2 month lead time preferred
		- More than 50 tires of any size 🡪 6 month lead time preferred
	+ Customs considerations:
		- Customs clearance is the responsibility of the purchaser
		- The logistic company will contact you upon arrival of the products at the port of entry
		- Tires are marked as “Standard Reference Test Tire”
		- Tires should be considered as measuring tools
		- Tires are not intended for resale and may not have the necessary certification markings
		- All shipping documents will indicate that **“tires are for scientific and testing purpose only”**

### **Section 3: North American Order Process; Invoice and Payment; Credit Information Request**

* **North American Order Process**
	+ General Information:
		1. All SRTT purchase requests and credit applications must be written and submitted in English
		2. All tires are shipped pre-paid by the purchaser by the carrier specified by the purchaser. Any shipping issues are to be reconciled between the purchaser and the requested carrier
		3. Tires will be shipped as soon as possible depending on inventory availability and approval of the sale
		4. Tires are priced at **$365** each (subject to change ) for the (2) references below:
			- P225/60R16 97S (ASTM F2493)
			- P225/60R16 97S DT (ASTM F3611 – Available from 1 March 2023)
		5. Please provide the following information at the time the order is placed:
			1. Purchase order number
			2. Designated carrier with customer shipping account number
			3. Number of tires needed by the specific tire size requested
			4. Ship to address along with “attention of” name and contact phone number
			5. Bill to address along with “attention of” name and contact phone number
			6. Requested date for arrival of the tires. Domestic U.S. shipments normally take 5 to 7 business days by truck
	+ Existing SRTT Customers:
		1. To place an order, existing SRTT customers can send an e-mail to Michelin Customer Service at Michelin.Specialties@michelin.com or have the option of calling at (864) 458-5001
		2. An invoice will be sent by mail for payment of tires
		3. Payment Terms are Net 30 days or cash in advance without exception
	+ New SRTT Customers:
		1. To be considered for a new North American account, a copy of the attached **“Credit Information Request”** (on next page) must be completed and submitted by the prospective customer to the Michelin Customer Service Department. Failure to provide all required information and/or documentation may require that the account pay cash in advance for the shipments. Any account that does not qualify for a credit limit based upon their financial information, will be required to pay cash in advance
		2. Prospective accounts take 10 business days to be approved after all applicable paperwork is received. Once approved the paperwork can be completed for sale and shipment of the tires
* **North American Invoice and Payment**
	+ Tires will be invoiced at the prices indicated above (prices subject to change)
	+ Payment terms: 30 days end of month or cash in advance
	+ Payment instructions are included on the invoice

**Michelin North America, Inc.**

**Credit Information Request**

**Standard Reference Test Tires (SRTT)**

**Date (MM/DD/YYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Federal Tax ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Current Business Established: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BILL TO INFORMATION SHIP TO INFORMATION**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_\_**

**Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ACCOUNTS PAYABLE**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Estimated Annual Purchases: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment terms requested: \_\_\_\_\_ Credit \_\_\_\_ Cash in Advance**

**Submitted by:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In addition, you may be required to provide documentation for the legal form of the business

* Corporation: Articles of Incorporation
* Partnership: Partnership Agreement.
* Limited Liability Company (LLC): Articles of Organization. Signed and indicating managing member.

**IMPORTANT ADDITIONAL INFORMATION**

Please provide this complete form with ALL requested information and documentation at submission of application.

* The companies last 2 fiscal years end financial statements MUST be provided to be considered for a credit line for any account.
* For Cash in Advance , please submit your payment to the following:

Bank of America ABA # 0260-0959-3

101 S. Tryon Street Bank Account #: 3750201402

Charlotte, NC 28255 Account Name: CR Funding, Inc.

SWIFT Code: BOFAUS3N

* Tax Status is required for each ship to State: Please attach Tax exemption certificate or resale certificate copy, otherwise any applicable tax will be automatically invoiced, and any claim or refund had to be treated directly with the state tax authorities.

**RETURN APPLICATION WITH ALL REQUIRED DOCUMENTATION TO:**

Attention: Mauricio Palacios Customer Service Department (Until 31 January 2023)

Ariel Sosa Customer Service Department (Starting 1 February 2023)

Main method of contact: E-mail: Michelin.Specialties@michelin.com

Alternate method of contact: Phone: (864) 458-5001