Subject: Delivery of invoices in electronic (e-mail) way as an option for ArcelorMittal suppliers

Dear Sir/Madam,

We are glad to inform you that your customer ArcelorMittal Distribution Czech Republic, s.r.o. together with ArcelorMittal Shared Service Center Europe Sp. z o.o. Sp.k/ SSF Poland, starting from 28.11.2016, will introduce the possibility of sending an invoice in electronic format by usage of email.

This falls under the initiatives we are taking to substantially improve quality of procure-to-pay (P2P) process with our suppliers in an environmental-friendly way and being concerned about environment. This very simple option aims at benefiting from existing electronic technologies to accelerate the payment process, increase quality of accounting records and reduce the costs of issuing financial documents by our suppliers.

Therefore, we kindly request you to please consider the option to submit to us your invoices in an electronic format (pdf), generated electronically and sent by email to specific mailbox of our company – email address AMD.INVOICES-CZ@ARCELORMITTAL.COM.

The proposed solution is free from any charges and brings important benefits for our suppliers:
- Certainty of receipt of your invoice by ArcelorMittal,
- Assurance on timely processing and payment of the invoice,
- Reduction of effort and cost for the preparation and sending of invoices.
To get started, you are kindly asked to send invoices via e-mail to our mailbox:

AMD.INVOICES-CZ@ARCELORMITTAL.COM

The Parties agree to apply exclusively electronic invoicing between the Supplier and the Buyer, in accordance with the EU VAT Directive 2010/45/EU. The electronic invoices shall be exchanged by e-mail with a PDF attachment sent to the dedicated e-mail box. It will apply to all supplies of goods and services between the Supplier and the Buyer (for all the Supplier’s VAT nrs) as from the moment of the issuance of the first electronic invoice in the format described here above. The accounting processing of the electronic invoice by the Buyer will be considered as acceptance of this e-invoicing procedure.
The moment of sending the first invoice in electronic way will be considered by ArcelorMittal Distribution Czech Republic, s.r.o. as acceptance of this way of invoice processing between our companies.

After being migrated to PDF collector project no paper invoices should be sent to customer ArcelorMittal Distribution Czech Republic, s.r.o. All paper invoices will not be processed neither sent back.
We will be taking into account your early participation in this initiative in all future supplier selection and our contract renewals.

As an alternative, we offer the possibility to send your invoice to the address:

ArcelorMittal Distribution Solutions Poland Sp. z o.o.
SSF Poland
ul. Stalowa 1
40-610 Katowice
Poland
Please note that following technical aspects should be considered while deciding to the solution proposed:

1. Each attachment to e-mail will be treated as separate invoice by our system.
2. One invoice may be attached to one email.
3. Our system will treat few invoices included in one attachment (pdf) as one invoice.
4. All supporting documentation to the Invoice should be merged into one file i.e. one invoice plus supporting documentation should constitute one attachment to e-mail (usage of multi pdf may be required).
5. Invoices should be sent to respective mailbox – there is no possibility that invoice sent to wrong email address will be processed.
6. We kindly request you not include any logo of your company, signature or any comments in the e-mail sent as it may be treated as separate attachment.

If you are not the correct person, please provide us with the name, position, e-mail address and telephone number of the person who we should contact.

In case of any doubts/questions please contact by sending an email on:

PDFCollectorSupportCZECH@arcelormittal.com

Yours faithfully,

Jan Tylich
Financial Controller
ArcelorMittal Distribution Czech Republic, s.r.o.