



March 26, 2014

Dear ArcelorMittal Supplier –

ArcelorMittal Shared Services Accounts Payable Department is standardizing Indiana Harbor East payables to our common AP Scanning solution system that will automate accounts payable and electronically process your invoices.

**To aid in the automated invoice processing, please note the following requirements:**

- Invoices are to be billed per purchase order. Invoices exceeding the purchase order for any reason will be short paid
- All charges negotiated are to be reflected on the invoice as a line item on the Purchase Order, any charges not reflected on the purchase order will be short paid
- Freight will only be paid if the freight is identified on the purchase order as a line item, all other freight charges will be short paid.
- Valid remit address, including **fax number and e-mail**, must be reflected on all invoices
- Send only one copy of the invoice for processing
- Remit changes will only be processed when submitted using company letterhead. Changes communicated via your invoice will not be acknowledged
  - **Please forward all remit address changes to:  
vendormaintenance@arcelormittal.com**

**If the invoice requirements listed below are not met your invoice will be returned electronically:**

- Valid purchase order number (including release number when required) listed clearly on the invoice
- One purchase order number per invoice

Thank you for your cooperation during this transition. If you have any questions please feel free to contact the Shared Services Accounts Payable Department at 1-866-960-9876.