

VENDOR INQUIRY

ArcelorMittal has updated our web based vendor inquiry site to allow our valued business partners to search for invoices defined as “In-Process.”

Invoices “In-Process” are now searchable and consist of submissions sent to ArcelorMittal Accounts Payable and are actively being reviewed by the appropriate personnel. Upon processing completion the invoice will transition to a status of “Un Paid” and ultimately “Paid” once the disbursement is generated.

When using the filter drop down, “In-Process” invoices will be listed under “IN PROCESS” or “ALL.”



The Vendor Inquiry system, in addition to providing a mechanism to send an inquiry to Accounts Payable, gives you the ability to search for invoice information:

1. By invoice number (exclude punctuation or special characters when searching)
2. By purchase order
3. Add filtering criteria such as paid/unpaid status, or specific payment number
4. Obtain invoice data for two rolling calendar years (ex. March 2013 to March 2015)
5. Provide a method to send an inquiry to Accounts Payable if more information is needed
6. Export information to excel

Be reminded that invoices are paid based on the terms of your purchase order and ArcelorMittal generates payments on the 10th and 25th of the month.

Access the system with the following link: https://www.mittalsteelusa.com/vendor_inquiry/

The second page explains the data required to access your information and our website.

Invoices

As a reminder, we ask that vendors submit invoices electronically to leverage our paperless process

- Preferred option to submit your invoice is through email at USAinvoices-incoming@arcelormittal.com
- Formats accepted: PDF, TIF, DOC, RTF, XLS, CSV, TXT
 - Our system cannot accept JPG or HTM file formats
 - Our system will kick out anything with more than **ONE** e-mail address in the “TO” field

*****PLEASE NOTE: Suppliers that are on Evaluated Receipt Settlement (ERS) should not submit invoices to ArcelorMittal**

Sincerely,

Sharon Boyd
Manager Accounts Payable

Antasha Acree
Manager Accounts Payable

VENDOR INQUIRY LOG ON

Access the system with the following link: https://www.mittalsteelusa.com/vendor_inquiry/

Simply select a plant from the choices in the drop-down list and enter your vendor number. The plant can be found by looking at the "SHIP TO:" address on the purchase order. The city will generally correspond to the plant you need to select. The Vendor number is located in the upper left hand box of your purchase order.

Welcome

Email Inquiry

Contact Info

FAQ

IHE Scanning Vendor Communication

IHE Vendor Payment Communication

Process for Submitting Invoices

Vendor Inquiry

A/P



Select a Plant:

Enter your Vendor Number:

Required for Invoice Lookup and Email Inquiry.

Issue Date:
Please reference P.O.No. on all documents. Ship to address shown and invoice to Accounts Payable at address shown unless otherwise noted.

ABC, Inc.	SHIP TO: ArcelorMittal Burns Harbor LLC 250 West US Highway 12 Burns Harbor, IN 46304
Contact: Phone: _____	Vendor No: 123456789 Fax: _____
SEND INVOICES TO: ArcelorMittal Burns Harbor LLC 250 West US Highway 12 Accounts Payable Department Burns Harbor, IN 46304	SHIP VIA : FREIGHT TERMS : CASH TERMS : FOB :

Your Vendor No: is the 6 or 9 digit number in the upper left hand box of your purchase order.

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