

VENDOR INQUIRY

Cleveland-Cliffs 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 Cleveland-Cliffs 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.”

Fiscal Year: Status:

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 2016 to March 2018)
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 Cleveland-Cliffs generates payments on the 5th and 20th of the month.

Access the system with the following link: https://www.arcelormittalusa.com/vendor_inquiry/welcome.asp

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@clevelandcliffs.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 Cleveland-Cliffs, Inc.**

Sincerely,

Manager Accounts Payable

VENDOR INQUIRY LOG ON

Access the system with the following link: https://www.arcelormittalusa.com/vendor_inquiry/welcome.asp

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 in the upper left-hand box of your purchase order.

Working Copy		PURCHASE ORDER NO - C502520			
Cleveland-Cliffs Cleveland Works LLC					
Issue Date: Please reference P.O.No. on all documents.					
Kaman Fluid Power LLC 7900 Empire Parkway Macedonia, OH 44056		SHIP TO: Cleveland-Cliffs Cleveland Works LLC Locomotive Shop 3186 Independence Road Cleveland, OH 44105			
Contact: Steve Staszak Phone: 330-468-1811		Vendor No: 125574 Fax: 330-468-2766		Cleveland-Cliffs PO #: C502520 See line item(s) for internal delivery location at the plant.	
SEND INVOICES TO: USAinvoices-incoming@clevelandcliffs.com or Cleveland-Cliffs Steel LLC Shared Services PO Box 2269 Chesterton, IN 46304		SHIP VIA/MODE : Supplier Choice SHIPMENT TERMS : DDP - Delvd Duty Pd NAMED PLACE : Cleveland-Cliffs Steel Plant CASH TERMS : _NET 45 DAYS			
ERS VENDORS - DO NOT SUBMIT INVOICES For Billing Inquiries: Cleveland-Cliffs Steel All Facilities AP: 866-960-9876					