



# Sultan FE R2

## Freight Settlement

23-25 Sept 2025

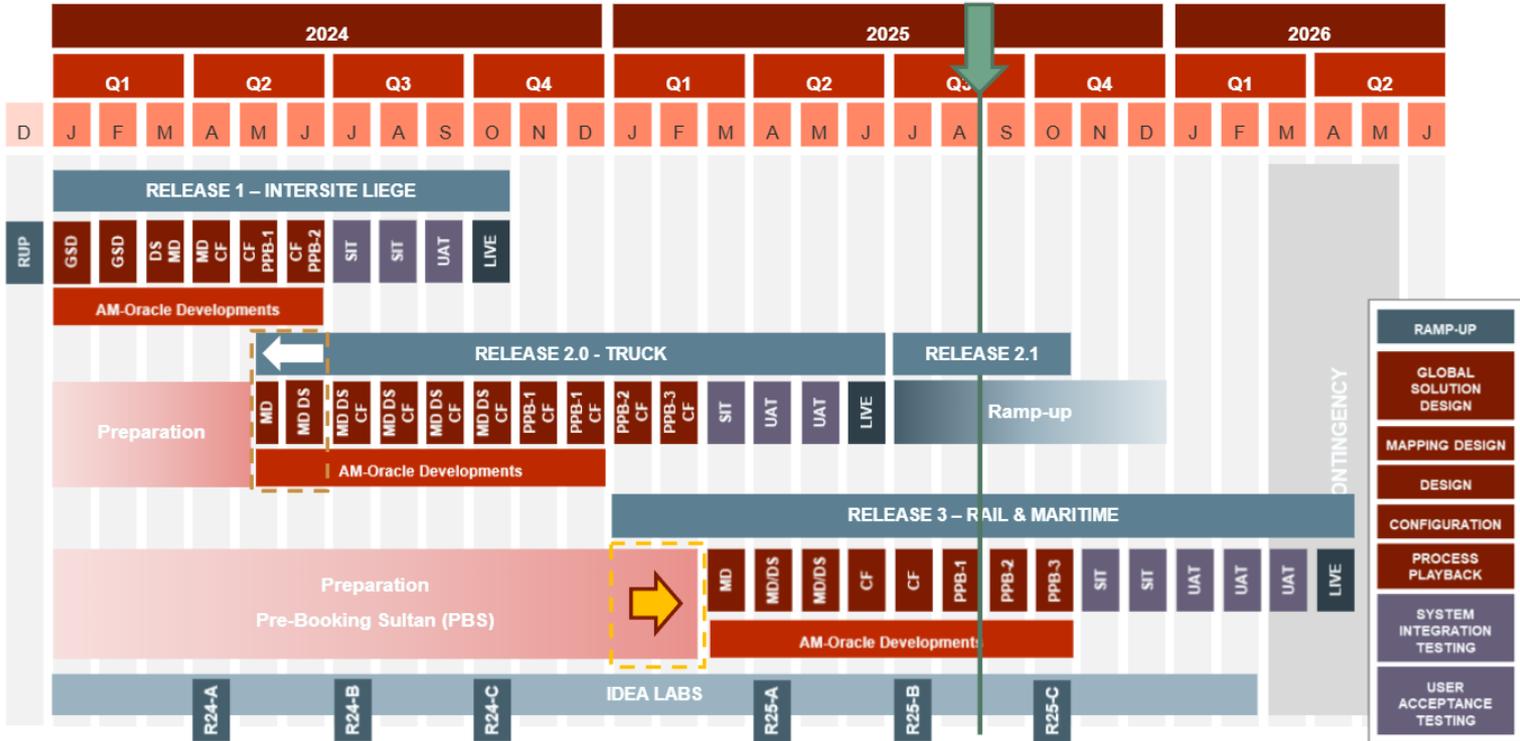


Caroline Vandenbossche T&L support staff  
Koen Gerres T&L support staff  
Francky Van Driessche Info Management CR

[gen-klr-sultansupport@arcelormittal.com](mailto:gen-klr-sultansupport@arcelormittal.com)



# Project Sultan BE – High level timing





# Access to Sultan

## Creation of a user profile

Each user has her/his own profile in Sultan.

Multiple people per transport company can have a user profile in Sultan.

However, the automatic notification emails sent from Sultan can be sent to only 1 email address per company per topic (1 address for spot bid, 1 address for invoicing).

## Link to Sultan: add to your favorites

Production: <https://otmgmt-arcelormittaleurope.otmgmt.eu-frankfurt-1.ocs.oraclecloud.com/>

Don't use link in login mail = for start up activation of your user account only!

## Password problems

In case the service provider faces any access/password issues, contact: [gen-klr-sultansupport@arcelormittal.com](mailto:gen-klr-sultansupport@arcelormittal.com)

In case you don't find the email for login, please check your spam folder.



## Scope of this training

- Freight settlement
  - Transport of finished steel products
  - Truck shipments ex-cluster AMB
  - Wave 1: to the Netherlands / Wave 2: Romania, Portugal, Spain
    - gradually implement customers
- Other countries in next waves (aim to have all rolled out by end 2025)
- Out of scope
  - Waiting hours
  - Non-steel



# Abbreviations

## EPO

European Purchase Organisation

## T&L

Transport & Logistic department

## IP

Invoice Proposal

## FSC

Fuel Surcharge cost

## Provider ID

Coil number

## SDCID (Source Destination Combination ID)

LP number

## Equipment Group ID

Equipment Group ID	Equipment Group Name
EV-CTL_24T0	ELECTRIC VEHICLE COILTRAILER MAX 24 TON
T-CM	CONTAINERTRAILER MULTIMODAL (CAISSE MOBILE)
T-CTL_24T5	COILTRAILER MAX 24,5 TON
T-CTL_28T5	COILTRAILER MAX 28,5 TON
T-CTL_31T0	COILTRAILER MAX 31 TON
T-CTL_35T0	COILTRAILER MAX 35 TON
T-CTL_45T0	COILTRAILER MAX 45 TON
T-CTL_65T0	COILTRAILER MAX 65 TON
T-CTL_85T0	COILTRAILER MAX 85 TON
T-FTB	FLATBED TRAILER
T-FTB_24T0	FLATBED TRAILER MAX 24 TON



# Basic Concept

## Invoice Line

An invoice can consist of several Invoice Lines, for example:

- Base Cost
- FSC (fuel surcharge cost)
- Special Equipment / type of vehicle (Coil trailer)

## Invoice

1 invoice is created per shipment

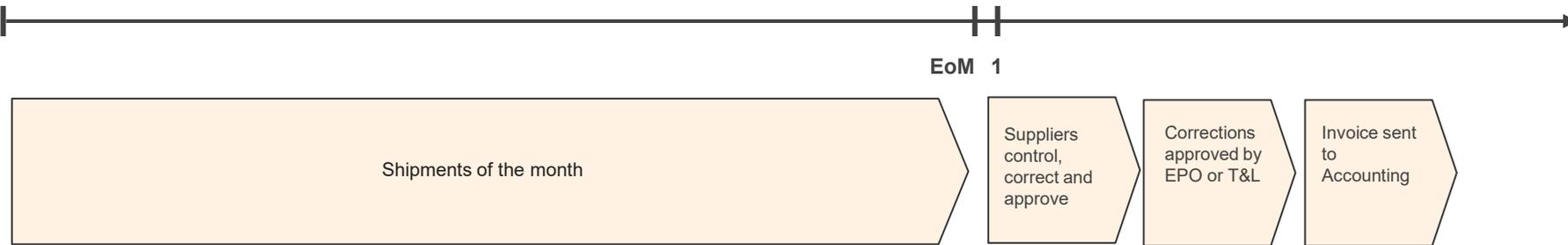
## Invoice Proposal

Individual Invoices are grouped into one Invoice Proposal per Service Provider and on the 1st day of the month. submitted to the service provider for approval in Sultan

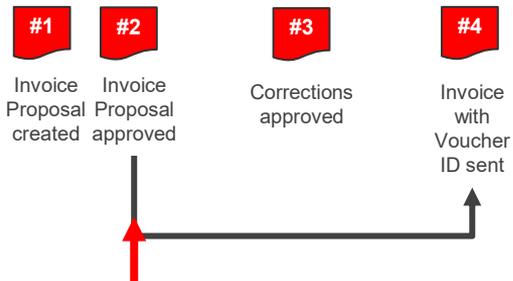
## Voucher ID

After final approval of the Invoice Proposal, The Service Provider will receive a Voucher ID in Sultan (+ notification email). This voucher ID is to mentioned on the invoice (replaces former G reference)

# Invoicing Process



- The Invoice Proposal control is carried out in several steps:
- Check Invoice Proposal (s) to be approved and details of shipment costs
    - Download the details of the shipments collected in the Invoice Proposal
    - Review and if needed, modify the Invoice Proposal & request price correction / additional cost
  - Validate the Invoice Proposal
    - In case of modifications: review + approval by AM
  - Receive Email with Voucher ID
  - Send Invoice with Voucher ID as reference to Accounting

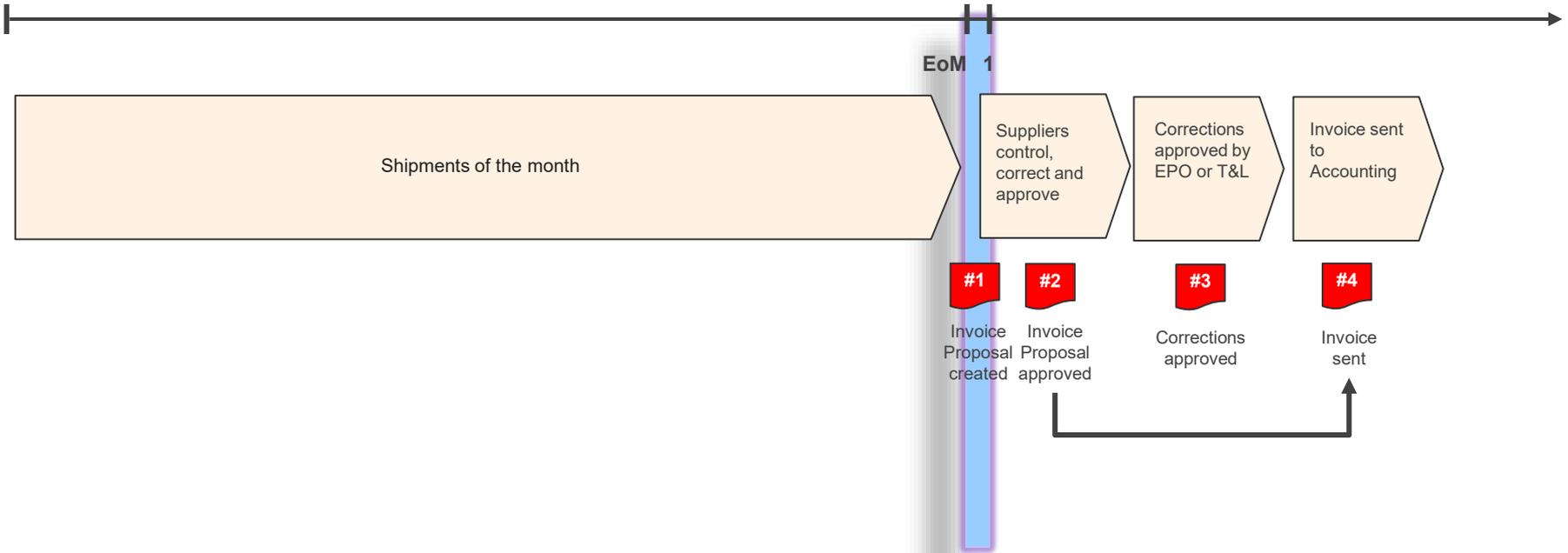


Current:  
Supplier receives G reference and sends invoice, price differences are handled afterwards

Sultan: full approval needed before Voucher ID is created



# #1. The invoice proposal is created and submitted to the supplier





# #1. The invoice Proposal is created and submitted to the supplier

- Invoicing of transport services provided by supplier during the previous month
- Costs of shipments with departure during the previous month are collected and regrouped in an Invoice Proposal displayed on the invoice workbench
- The Invoice Proposal includes
  - Costs of each shipment, calculated with rates and surcharges (FSC, multi stop..) as per **contract**
  - Costs of shipments with a price submitted via **spot** tendering (all-in cost)



# #1. The invoice Proposal is created and submitted to the supplier, notification mail to the Supplier

- Direct access via Sultan Invoice Workbench: tabsheet Invoice Proposals – To Process
- OR
- Access via URL in notification email (1 address per company) on 1<sup>st</sup> day of each month

New Invoice Proposal Available



no-reply.sultan.workflow.test@arcelormittal.com  
To Zeidler, Theresa



ma 29/07/2024 22:06

**\*\*\*External email warning:** This email originated outside the company. Please do not click links or open attachments unless you were expecting this communication.\*\*\*

Dear Supplier,

Supplier :

Invoice Proposal 20240729-0006 is available for review.

Please log in to Sultan for further details and action.

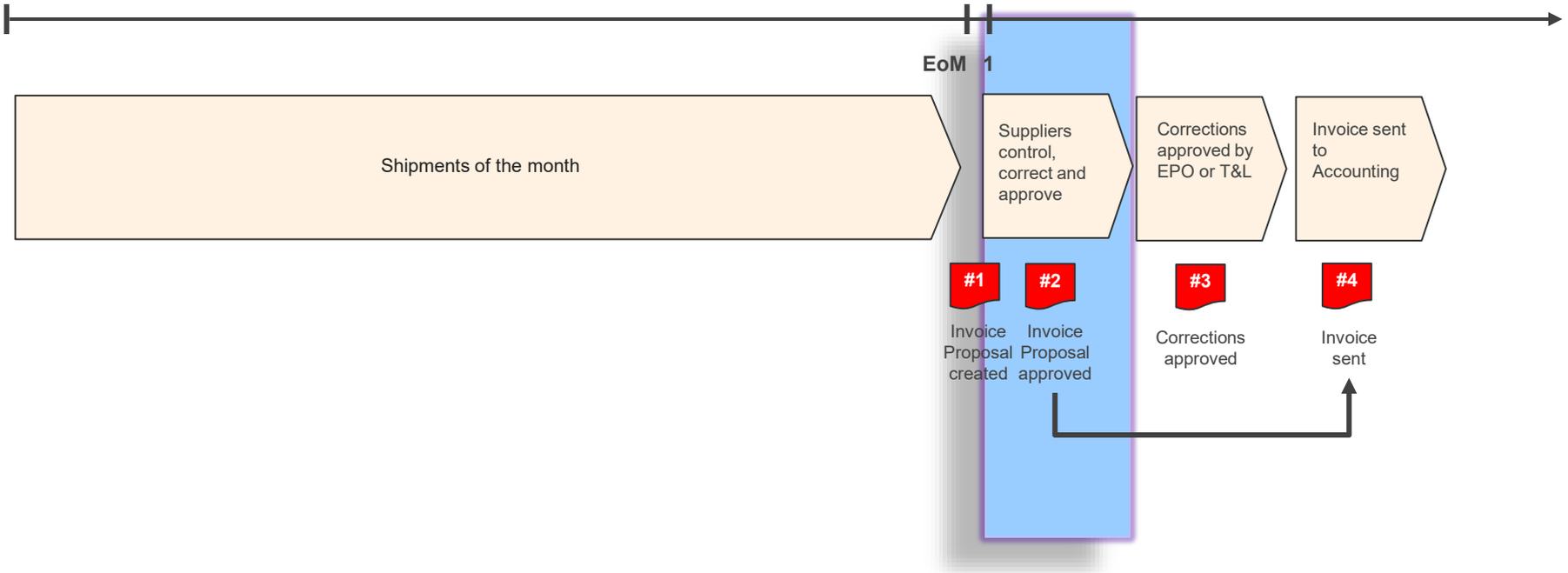
[Click here to login to ArcelorMittal](#)

Thank you!





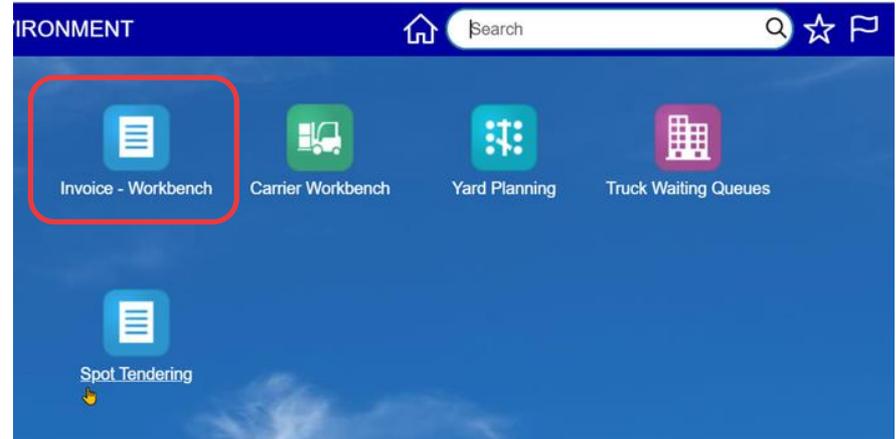
## #2. Supplier controls and validates Invoice Proposal (IP)





## #2. Supplier controls and validates Invoice Proposal (IP)

- 3 steps to control the IP:
  1. Select the IP to be validated
  2. Download the report with the details (Download Transport IP)
  3. Validate the IP (via Actions)
- Special cases:
  - Request a price correction
  - Request an additional cost





## #2. Supplier controls and validates Invoice Proposal (IP)

When entering the workbench, the tab “Invoice Proposals – To Process” is visible with pending Invoice Proposals

The Invoice Proposal workbench is displayed.

The screenshot shows a software interface for managing invoice proposals. At the top, there are several tabs: 'Invoice Proposals - To Process' (1), 'Invoice - Adjustments' (2), 'Invoices - Rejected by AM' (3), 'Invoices - Pending AM Approval' (4), 'Invoice Proposals - Approved' (5), and 'Invoice Proposals WH - Approved' (6). Below the tabs is a toolbar with various icons and a dropdown menu set to 'INV\_NOT\_AFF'. The main area contains a table with the following columns: ID, Ind, Invoice Date, Amount Due, Review Status, Service Provider ID, and Domain. The table lists five records with their respective details. At the bottom, there are more tabs: 'Related Invoices', 'Invoice Lines' (8), 'Documents' (9), and 'Modified Invoice Lines' (10). Below these tabs is another toolbar and a message that says 'No data to display.'

ID	Ind	Invoice Date	Amount Due	Review Status	Service Provider ID	Domain
FE.20250405-2233	🟢	05/04/2025 07:00 Eu...	2156.10 EUR	UNDER_SERVICE_PROVID...	AC020859	FE
FE.20250405-2234	🟢	05/04/2025 07:00 Eu...	3299.41 EUR	UNDER_SERVICE_PROVID...	AC020859	FE
FE.20250417-0004	🟢	17/04/2025 08:23 Eu...	140.34 EUR	UNDER_SERVICE_PROVID...	AC020859	FE
FE.20250423-0029	🟡	23/04/2025 15:51 Eu...	193.61 EUR	UNDER_AM_REVIEW	AC020859	FE
FE.20250507-0002	🟢	07/05/2025 02:00 Eu...	10076.03 EUR	UNDER_SERVICE_PROVID...	AC020859	FE

- 1. Invoice Proposals – To Process
- 2. Invoice – Adjustments
- 3. Invoices – Rejected by AM
- 4. Invoices – Pending AM Approval
- 5. Invoice Proposals – Approved
- 6. Invoice Proposals WH (=Waiting Hours) – Approved - not started up yet
- 7. Related Invoices
- 8. Invoice Lines
- 9. Documents
- 10. Modified Invoice Lines



## #2. Supplier controls and validates Invoice Proposal (IP)

- Tabsheet Invoice Proposals – To Process
- Select the IP to be validated

Invoice Proposals - To Process							Invoice - Adjustments		Invoices - Rejected by AM		Invoices - Pending AM Approval		Invoice Proposals - Approved		Invoice f	
Actions		View		Refresh	Print	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh
ID	Ind	Invoice Date	Amount Due	Review Status	Service Prov											
<input checked="" type="checkbox"/>	FE.20250610-0014		10/06/2025 10:17 Europe/Paris	2057.56 EUR	UNDER_SERVICE_PROVIDER_REVIEW	AC008441										
Rows Selected: 1							Records 1 of 1 <a href="#">More</a> <a href="#">All</a>									
Related Invoices							Invoice Lines		Documents		Modified Invoice Lines					
Actions		View		Refresh	Print	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh
ID	Invoice ID	Ind	Shipment ID	Amount Due	Loading Location	Loading Country	Dest Loc									
<input type="checkbox"/>	FE.20250610-0011		FE.25101264601	100.03 EUR												
<input type="checkbox"/>	FE.20250610-0012		FE.25101296742	100.03 EUR												
<input type="checkbox"/>	FE.20250610-0009		FE.25101043880	350.00 EUR												
<input type="checkbox"/>	FE.20250610-0013		FE.25101320122	500.00 EUR												
<input type="checkbox"/>	FE.20250610-0010		FE.25101192685	1007.50 EUR												
Related Invoices							Invoice Lines		Documents		Modified Invoice Lines					
Actions		View		Refresh	Print	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh	Refresh
ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code	Spot Cost										
<input type="checkbox"/>		FE.20250610-0009x1	A	350.00 EUR	01 - EMPTY TRUCKS											
<input type="checkbox"/>		FE.20250610-0010x1	B	1000.00 EUR	TRANSPORTATION											
<input type="checkbox"/>		FE.20250610-0010x2	A	7.50 EUR	FSC_BE											
<input type="checkbox"/>		FE.20250610-0011x1	B	100.00 EUR	TRANSPORTATION											
<input type="checkbox"/>		FE.20250610-0011x2	A	0.03 EUR	FSC_BE											
<input type="checkbox"/>		FE.20250610-0012x1	B	100.00 EUR	TRANSPORTATION											
<input type="checkbox"/>		FE.20250610-0012x2	A	0.03 EUR	FSC_BE											
<input type="checkbox"/>		FE.20250610-0013x1	B	500.00 EUR	TRANSPORTATION	Y										
Totals																



## #2. Supplier controls and validates Invoice Proposal (IP)

- Download Excel Report with the Invoice Proposal Details

Invoice Proposals - To Process										
Invoice - Adjustments   Invoices - Rejected by AM   Invoices - Pending AM Approval   Invoice Proposals - Approved   Invoice Proposals WH - Approved										
Actions   View   INVOICES NOT A										
ID	Ind	Invoice Date	Amount Due	Review Status	Service Provider ID					
<input checked="" type="checkbox"/>	FE.20250603-0012	03/06/2025 02:30	Europe/Paris	1702.45 EUR	UNDER_SERVICE_PROVIDER_REVIEW	AC008441				
Rows:	View								Records 1 of 1	More All
Related   Documents   Modified Invoice Lines										
Actions										
ID	Invoice ID	Ind	Shipment ID	Amount Due	Loading Location	Loading Country	Dest Loc	Dest. Country		
<input type="checkbox"/>	FE.20250601-0020	20250601-0020	FE.25101176375	1341.40 EUR	ARCELORMITTAL RAMET IVOZ-RAMET	BE	LANZI TRASPORTI BIANCONES...	IT		
<input type="checkbox"/>	FE.20250601-1297	20250601-1297	FE.25101292623	200.00 EUR	ARCELORMITTAL KESSALES JEMEPPE...	BE	ARCELORMITTAL GENT	BE		
<input type="checkbox"/>	FE.20250601-1355	20250601-1355	FE.25101296720	161.05 EUR	ARCELORMITTAL GENT	BE	CROSSPORT WACHTEBEKE	BE		



# #2. Supplier controls and validates Invoice Proposal (IP)

Invoice Proposal FE Details																									
Parent Invoice	Child Invoice	Approval	Supplier	Supplier Name	Planning Date	Departure date	Hour of the departure	Shipment Number	Local Shipment Reference	SDC-ID	From Country	From location	To Country	Final Dest Location	No.of Stops	Equipment Group	Truck plate number/wagon number	Gross Weight	Paid weight	Unit	Rental Truck	Base Cost	Accessorial Cost 1	Extra Charge Type 1	Reas
20250610-0014	20250610-0009	APPROVAL_NOT_APPROVED	AC008441	TRANSPORTS FRISAYE SA	24/03/2025	24/03/2025		25101043880			BELGIUM	AM GENT	NETHERLANDS	CARADON STELRAD NUTH , NUTH	2	T-CTL_28T5		0,00	0,00	MTON	N		350,00	01 - EMPTY TRUCKS	
20250610-0014	20250610-0010	APPROVAL_NOT_APPROVED	AC008441	TRANSPORTS FRISAYE SA	25/04/2025	25/04/2025	14:05	25101192685		700047546	BELGIUM	AM GENT	ITALY	ARCELOR MITTAL CLN ATELLA , ATELLA	2	T-CTL_28T5	ABCD1234	23,04	23,04	MTON	N	1000,00	7,50	FSC_BE	
20250610-0014	20250610-0011	APPROVAL_NOT_APPROVED	AC008441	TRANSPORTS FRISAYE SA	14/05/2025	14/05/2025	16:30	25101264601			BELGIUM	AM GENT	NETHERLANDS	CARADON STELRAD NUTH , NUTH	2	T-CTL_28T5	B-2ACL177	7,6	7,6	MTON	N	100,00	0,03	FSC_BE	

- Parent invoice = invoice proposal (IP)
- Child invoice = invoice (1 invoice per shipment)
- Shipment ID = current TSP number (1 truck)
- SDC-ID = current LP number
- RATE: Sultan Rate Record ID or in case of spot: empty

-Approval

Review Statuses:  
 APPROVAL\_NOT\_APPROVED – IP to be reviewed  
 APPROVAL\_APPROVED\_AUTO – IP approved without changes  
 APPROVAL\_APPROVED\_MANUAL – IP approved after review by AM  
 APPROVAL\_APPROVED\_REJECTED – IP changes not approved by AM

-Accessorial cost (up to 5 different)



## #2. Supplier controls and validates Invoice Proposal (IP)

- CHECK on
  - Completeness of shipments:
    - Check that all shipments made during the period are included on the IP
  - Calculation of transport costs:
    - The base price is in line with valid contract
    - FSC valid during the month of departure
    - The other extra costs are in line with contractual surcharges
    - Weight is correct
    - The spot price is corresponding to the price offered



## #2. Supplier controls and validates Invoice Proposal (IP)

- In case of no modifications, validate the IP

Invoice Proposals - To Process    Invoice - Adjustments    Invoices - Rejected by AM    Invoices - Pending AM Approval    Invoice Proposals - Approved    Invoice Proposals WH - Approved

Actions    View    INVOICES NOT A

Ind	Invoice Date	Amount Due	Review Status	Service Provider ID
012	03/06/2025 02:30 Europe/Paris	1702.45 EUR	UNDER_SERVICE_PROVIDER_REVIEW	AC008441

Rows Selected: 1    Records 1 of 1    More    All

Related Invoices    Invoice Lines    Documents    Modified Invoice Lines

Actions    View

ID	Invoice ID	Ind	Shipment ID	Amount Due	Loading Location	Loading Country	Dest Loc	Dest. Country
FE.20250601-0020	20250601-0020		FE.25101176375	1341.40 EUR	ARCELORMITTAL RAMET IVOZ-RAMET	BE	LANZI TRASPORTI BIANCONES...	IT
FE.20250601-1297	20250601-1297		FE.25101292623	200.00 EUR	ARCELORMITTAL KESSALES JEMEPPE-...	BE	ARCELORMITTAL GENT	BE
FE.20250601-1355	20250601-1355		FE.25101296720	161.05 EUR	ARCELORMITTAL GENT	BE	CROSSPORT WACHTEBEKE	BE



## #2. Supplier controls and validates Invoice Proposal (IP)

- When validated and no modifications are done, voucher ID is created immediately and sent to the supplier via mail and displayed on the invoice workbench (Invoice Proposals - Approved)
- You can now create your invoice mentioning the Voucher ID and sent your invoice to INVOICES-BE@ARCELORMITTAL.COM

ArcelorMittal Belgium Voucher number 20240723-0001



test.sender.otm@workflow.mail.us-frankfurt-1.ocs.oraclecloud.com

To Zeidler, Theresa



di 23/07/2024 13:24

This sender test.sender.otm@workflow.mail.us-frankfurt-1.ocs.oraclecloud.com is from outside your organization.

**\*\*\*External email warning:** This email originated outside the company. Please do not click links or open attachments unless you were expecting this communication.\*\*\*

Dear supplier

Supplier :

Your invoice proposal 20240723-0004 dated 23/07/2024 has been validated.

Please provide an invoice to ArcelorMittal Belgium for the amount of 125.22 EUR stating the voucher number 20240723-0001.

If the above amount is invoiced, the payment will be processed automatically.

Thank you.

ARCELORMITTAL BELGIUM NV  
KEIZERINLAAN 66  
B-1000 BRUSSELS

COMPANY REGISTRATION NUMBER 0400.106.291 RPR BRUSSELS  
VAT number: BE 0400.106.291





# Voucher Creation

- Approved Invoice Proposals + corresponding voucher IDs can be checked via the workbench

Invoice Proposals - To Process    Invoice - Adjustments    Invoices - Rejected by AM    Invoices - Pending AM Approval    **Invoice Proposals - Approved**    Invoice Proposals WH - Approved

Actions    View    INVOICE PROPO

ID	Ind	Consolidated Pre-Invoice Number	Invoice Date	Amount Due	Review Status	Voucher ID	Service Provider ID
FE.20250531-0008	✓	AC008441-015392	31/05/2025...	77.64 EUR	REVIEW_APPROVED	20250531-FE-0256	AC008441
FE.20250531-0006	✓	AC008441-015390	31/05/2025...	77.52 EUR	REVIEW_APPROVED	20250531-FE-0255	AC008441
FE.20250530-0006	✓	AC008441-015384	30/05/2025...	73.31 EUR	REVIEW_APPROVED	20250531-FE-0254	AC008441
FE.20250530-0005	✓	AC008441-015383	30/05/2025...	101.90 EUR	REVIEW_APPROVED	20250531-FE-0253	AC008441
FE.20250527-0003	✓	AC008441-015369	27/05/2025...	1050.06 EUR	REVIEW_APPROVED	20250527-FE-0249	AC008441
FE.20250513-0002	✓	AC008441-015354	13/05/2025...	1700.00 EUR	REVIEW_APPROVED	20250513-FE-0239	AC008441
FE.20250512-0010	✓	AC008441-015353	12/05/2025...	254.48 EUR	REVIEW_APPROVED	20250513-FE-0236	AC008441
FE.20250508-0019	✓	AC008441-015332	08/05/2025...	608.85 EUR	REVIEW_APPROVED	20250508-FE-0225	AC008441
FE.20250508-0011	✓	AC008441-015324	08/05/2025...	412.20 EUR	REVIEW_APPROVED	20250508-FE-0224	AC008441
FE.20250508-0003	✓	AC008441-015316	08/05/2025...	264.73 EUR	REVIEW_APPROVED	20250508-FE-0223	AC008441

Records 25 of 95    More    All

Related Invoices    Invoice Lines    Documents    Modified Invoice Lines

Actions    View

ID	Invoice ID	Ind	Shipment ID	Amount Due	Loading Location	Loading Country	Dest Loc	Dest. Country
No data to display.								



## #2. Supplier controls and validates Invoice Proposal (IP)

- **Costs corrections for spot bid & large number of contract shipments**

- Spot prices are provided all-in and agreed upon before chartering. It is not possible to modify them via the Invoice Workbench. Spot shipments can be identified via the “Y” in column Spot Cost. In case of modification needed, contact the T&L team.

Invoice Proposals - To Process		Invoice - Adjustments		Invoices - Rejected by AM		Invoices - Pending AM Approval		Invoice Proposals - Approved		Invoice
Actions		View		INV_NOT_APPROVED   F						
ID	Ind	Invoice Date	Amount Due	Review Status	Service Provider ID	Domain				
<input checked="" type="checkbox"/> FE.20250428-0006		28/04/2025 15:59 Eu...	350.00 EUR	UNDER_SERVICE_PROVID...	AC008441	FE				
Rows Selected: 1										
Related Invoices		Invoice Lines		Documents		Modified Invoice Lines				
Actions		View								
ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code	Spot Cost	Status	Carrier Com		
<input type="checkbox"/> FE.20250428-0005x1		25101175266	B	350.00 EUR	TRANSPORTA..	Y				
Totale										

- In case a certain contract rate is wrong and leading to several shipments having an incorrect price, please contact the EPO team. Do **NOT** modify each single shipment via the workbench. EPO will verify and, if needed, update the rate and the costs of the affected shipments. Afterwards, you will see the new costs in the Invoice Proposals - To Process



## #2. Supplier controls and validates Invoice Proposal (IP)

- **Cost corrections other than spot bid & large number of contract shipments**
- In case of discrepancies, go to the tab “Invoice – Adjustments” and click on “Replace”

Invoice Proposals - To Process **Invoice - Adjustments** Invoices - Rejected by AM Invoices - Pending AM Approval Invoice Proposals - Approved

Actions View [Filters] [Print] [Refresh] Saved Search [Refresh] [Print] [Filter]

ID Ind Shipment ID PO Amount Due Loading Location Loading Country

No data to display.

In the window that opens, fill in one of the reference numbers found on the downloaded Excel file, then click on Search

Invoice Finder

Invoice/Bill Voucher Details Order Release General Stop Detail Status Audit

Shipment ID [Search] [Begins With] Provider ID [Search] [Begins With]

Invoice/Bill ID [Search] [Begins With]

Invoice/Bill Number [Search] [Begins With]

Parent Invoice/Bill ID [Search] [Begins With]

Domain Name [Search] [Begins With]

Indicator [Search]

Reference Number Qualifier [Search]

Search Sort Order Actions Export Saved Query [Execute Query] Actions View

The corresponding invoice is displayed, select it and click on finish. The invoice is now available on the workbench.

Invoice Total Found: 1 Repl

Finish

ID	Invoice ID	Ind	Shipment ID	Amount Due
<input checked="" type="checkbox"/>	FE_20250405-0067	20250405-0067	FE.25101026063	283.10 EUR



## #2. Supplier controls and validates Invoice Proposal (IP)

Related Invoices	Invoice Lines	Documents	Modified Invoice Lines			
	<b>Actions</b> ▾	<b>View</b> ▾				
<input type="checkbox"/>	ID ▾	Ind ▾	Shipment ID ▾	Cost Type ▾	Freight Charge ▾	Accessorial Code ▾
<input type="checkbox"/>	<a href="#">FE.20250405-0067x1</a>	<input type="radio"/>	25101026063	B	279.00 EUR	<a href="#">TRANSPORTA...</a>
<input type="checkbox"/>	<a href="#">FE.20250405-0067x2</a>	<input type="radio"/>	25101026063	A	4.10 EUR	<a href="#">FSC_BE</a>

Invoice Line Item ☆ 1 of 1 [Edit](#) Log Profile GE

Invoice Line Item

Bill/Invoice ID 20250405-0067	Line Item Sequence Number 1	Freight Charge 279.00 EUR <sup>GG</sup>	Description B
Preprocess Status MATCHED	Accessorial Description TRANSPORTATION		
Accessorial Code TRANSPORTATION	AM Comments		
Comments			
Status			

Reference Numbers

Reference Number Qualifier ID	Reference Number
<a href="#">SHIPMENT REFERENCE ID</a>	25101026063
<a href="#">INVOICE LINE ORIGINAL COST</a>	279

-Click on hyperlink of the invoice line

-Edit

-Modify

1. Correct cost
2. Accessorial code (pre-filled)
3. Provide a comment with a reason of change.
4. Status select "New"
5. Choose the type of Issue
  - Rate issue (EPO)
  - other issue (T&L)

\* Issue Type

Rate Issue

Other Issue

-Finished

Invoice Line Item ☆ 1 of 1 [Finished](#)

Invoice Line Item

* Invoice ID <a href="#">20250405-0067</a>	* Line Item Sequence Number 1	* Charge <input type="text" value="1"/> 279.00 EUR ▾ <sup>GG</sup>
* Accessorial Code <input type="text" value="TRANSPORTATION"/>	* Carrier Comments <input type="text" value="3"/>	
AM Comments	* Status <input type="text" value="4"/>	* Issue Type <input type="text" value="5"/>



## #2. Supplier controls and validates Invoice Proposal (IP)

- A tab notifying that the records were modified successfully is shown. You can close it.

Results

Success

You successfully modified the following records:

FE.20250405-0067x1 ☆ **View** **Edit**

**Modify Another** **Actions**

- When returning to the workbench, click on the refresh-button.

Related Invoices Invoice Lines Documents

Actions ▾ View ▾  

- The modified price and the provided comment are visible.
- The indicator has changed to yellow to highlight that a modification has been done.
- If needed, repeat steps to modify other costs as well

Invoice Proposals - To Process		Invoice - Adjustments		Invoices - Rejected by AM		Invoices - Pending AM Approval		Invoice Proposals - Approved		Invoice Proposals - Rejected	
Actions ▾		View ▾		Saved Se... ▾		Refresh		Filter		Filter	
ID	Invoice ID	Ind	Shipment ID	Amount Due	Loading Location	Loading Country	Dest Loc				
<input checked="" type="checkbox"/>	FE.20250405-0067	20250405-0067	FE.25101026063	283.10 EUR	ARCELORMITTAL ...	BE	JANUS VATEN C				
Rows Selected: 1											
Related Invoices		Invoice Lines		Documents		Modified Invoice Lines					
Actions ▾		View ▾		Refresh		Lock		Filter		Filter	
ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code	Spot Cost	Status	Carrier Comments			
<input checked="" type="checkbox"/>	FE.20250405-0067x1		25101026063	B	285.00 EUR	TRANSPORTA...	SUBMITTED	RATE IS 285EUR			



## #2. Supplier controls and validates Invoice Proposal (IP)

- Issue type
  - Rate Issue: corrections on base price & fuel surcharge → validated by EPO in Sultan
  - Other Issue: corrections related to additional costs → validated by T&L in Sultan

Invoice Proposals - To Process										
Invoice - Adjustments		Invoices - Rejected by AM		Invoices - Pending AM Approval		Invoice Proposals - Approved				
Actions	View	🔍	📄	🔄	INV_NOT_APPROVED   FE	🔄	🔗	🗑️	🔼	
ID	Ind	Invoice Date			Amount Due	Review Status				
<input checked="" type="checkbox"/>	FE.20240805-0001	⚠️	05/08/2024 02:00 Europe/Paris			1146.72 EUR	UNDER_AM_REVIEW			
Rows Selected: 1										
Related Invoices										
Invoice Lines		Documents								
Actions	View	🔄	🔒	🔗	✂️	📄	📄	🗑️	🔼	
ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code ID	Status	Carrier Comments		AM C	
<input type="checkbox"/>	FE.20240723-0002x1	⚠️	BEJMK0076298	B	120.00 EUR	TRANSPORTATION	SUBMITTED	wrong rate		
<input type="checkbox"/>	FE.20240723-0002x2	⚠️	BEJMK0076298	A	12.00 EUR	FSC_BE	SUBMITTED	update FSC		
<input type="checkbox"/>	FE.20240723-0002x3	⚠️	BEJMK0076298	A	50.00 EUR	06 - EMPTY RETURN	SUBMITTED	no coil loaded		
<input type="checkbox"/>	FE.20240723-0001x1	○	BEFRI0142892	B	61.37 EUR	TRANSPORTATION				
<input type="checkbox"/>	FE.20240723-0001x2	○	BEFRI0142892	A	5.83 EUR	FSC_BE				
<input type="checkbox"/>	FE.20240729-0003x1	○	BEALL0005756	B	114.36 EUR	TRANSPORTATION				
<input type="checkbox"/>	FE.20240729-0003x2	○	BEALL0005756	A	11.21 EUR	FSC_BE				



## #2. Supplier controls and validates Invoice Proposal (IP)

- **Adding additional cost line:** these corrections are approved by T&L, related to 'other issue', accessorial costs s.a. urgent deliveries or a second driver.
- In the tab "Invoice – Adjustments" click on "Replace"  and search for the shipment ID

Invoice Proposals - To Process							Invoice - Adjustments	Invoices - Rejected by AM	Invoices - Pending AM Approval	Invoice Proposals - Approved				
Actions							View				Saved Search			
<input type="checkbox"/>	ID	Ind	Shipment ID	PO	Amount Due	Loading Location	Loading Country							
No data to display														

- click on "Actions" on the upper pane, then "Add Invoice Lineltem". A new tab opens, it closes automatically after five seconds.

Invoice Proposals - To Process							Invoice - Adjustments	Invoices - Rejected by AM	Invoices - Pending AM Approval	Invoice Proposals - Approved									
Actions							View				Saved Se...								
Add Invoice Lineltem							Invoice ID	Ind	Shipment ID	Amount Due	Loading Location	Loading Country							
Upload Document							20250405-1739		FE 25101067282	207.00 EUR	ARCELORMITTAL ...	BE							
Related Invoices											Invoice Lines	Documents	Modified Invoice Lines						
Actions														View					
<input type="checkbox"/>	ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code	Spot Cost	Status	Ca										
<input type="checkbox"/>	FE.20250405-1739x1		25101067282	B	204.00 EUR	TRANSPORTA...													
<input type="checkbox"/>	FE.20250405-1739x2		25101067282	A	3.00 EUR	FSC_BE													

- When returning to the workbench, a new line with a cost of 0€ has been added.

Invoice Proposals - To Process							Invoice - Adjustments	Invoices - Rejected by AM	Invoices - Pending AM Approval	Invoice Proposals - Approved									
Actions							View				Saved Se...								
<input checked="" type="checkbox"/>	ID	Invoice ID	Ind	Shipment ID	Amount Due	Loading Location	Loading Country												
<input checked="" type="checkbox"/>	FE.20250405-1739	20250405-1739		FE 25101067282	207.00 EUR	ARCELORMITTAL ...	BE												
Rows Selected: 1																			
Related Invoices											Invoice Lines	Documents	Modified Invoice Lines						
Actions														View					
<input type="checkbox"/>	ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code	Spot Cost	Status											
<input type="checkbox"/>	FE.20250405-1739x1		25101067282	B	204.00 EUR	TRANSPORTA...													
<input type="checkbox"/>	FE.20250405-1739x2		25101067282	A	3.00 EUR	FSC_BE													
<input type="checkbox"/>	FE.20250405-1739x3		25101067282	A	0.00 EUR														

- Remark: If a cost line was added by error (f.i. on the wrong invoice ID or twice), leave it at 0€



## #2. Supplier controls and validates Invoice Proposal (IP)

Invoice Line Item

* Invoice ID <a href="#">20250405-1739</a>	* Line Item Sequence Number 3	* Charge 1 0.00 EUR
* Accessorial Code 2	* Carrier Comments 3	
AM Comments	* Status 4	* Issue Type 5

-Click on hyperlink

-Edit

-Modify

1. Add the new cost
2. Select the right Accessorial code
  - 02 – Urgent deliveries
  - 05 – Special equipment
  - 06 – Empty return
  - 07 – Custom declaration fees
  - 09 – 2nd driver
  - ...

3. Provide a comment with a reason of change.
4. Select “New”
5. Choose the type of Issue
  - other issue (T&L)

-Finished

Invoice Line Item ☆ 1 of 1 Finished

Invoice Line Item

* Invoice ID <a href="#">20250405-1739</a>	* Line Item Sequence Number 3	* Charge 150.00 EUR
* Accessorial Code 02 - URGENT DELIVERI	* Carrier Comments AGREED EXTRA FOR URGENT DELIVERY	
AM Comments	* Status NEW	* Issue Type Other Issue

\* Issue Type

Rate Issue

Other Issue



## #2. Supplier controls and validates Invoice Proposal (IP)

- **Upload a document:** a document, for example an email with the approval of the local T&L team for an extra cost, can be uploaded to help our teams with the review of modifications.
- In “Invoice – Adjustments”, click on Actions, then Upload Document, choose a file from your computer and click on “Upload”, click on “Submit.
- It is not mandatory to specify the Document Type, leave it blank. A notification that the upload has been done successfully is shown.
- When returning to the workbench, in the tab “Documents” we see that a document related to this invoice exists. Click right on it to open it in a new tab.

Invoice Proposals - To Process Invoice - Adjustments Invoices - Rejected by AM Invoices - Pending AM App

Actions View Saved Se...

Add Invoice LineItem	Invoice ID	Ind	Shipment ID	Amount Due	LI
Upload Document	20250405-1739	●	FE.25101067282	207.00 EUR	AI

Rows Selected: 1

Related Invoices Invoice Lines Documents Modified Invoice Lines

Actions	View	ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code
<input type="checkbox"/>		FE.20250405-1739x1	○	25101067282	B	204.00 EUR	TRANSPORTA...
<input type="checkbox"/>		FE.20250405-1739x2	○	25101067282	A	3.00 EUR	FSC_BE
<input type="checkbox"/>		FE.20250405-1739x3	▲	25101067282	A	150.00 EUR	02 - URGENT...

Upload Document

Document File

Bestanden kiezen | Geen bestand gekozen

Content Management System

DATABASE

Upload

Documents Upload Successful

You have successfully uploaded the following documents:

Document ID	File Name	View Content	Document Type
FE.TEST-013	TEST.pdf	View Content	

Submit

Invoice Proposals - To Process Invoice - Adjustments Invoices - Rejected by AM Invoices - Pending AM Approval Invoice |

Actions View Saved Se...

ID	Invoice ID	Ind	Shipment ID	Amount Due	Loading Location
<input checked="" type="checkbox"/>	FE.20250405-1739	●	FE.25101067282	207.00 EUR	ARCELORMITTAL...

Rows Selected: 1

Related Invoices Invoice Lines Documents Modified Invoice Lines

Actions View

ID	Document Type	Owner Type	Owner ID	Uploaded At
FE.TEST-013	INVOICE		FE.20250405-1739	28/05/2025 10:46 Eu...

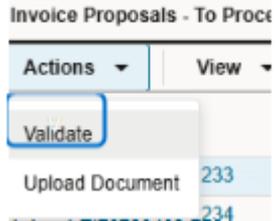




## #2. Supplier controls and validates Invoice Proposal (IP)

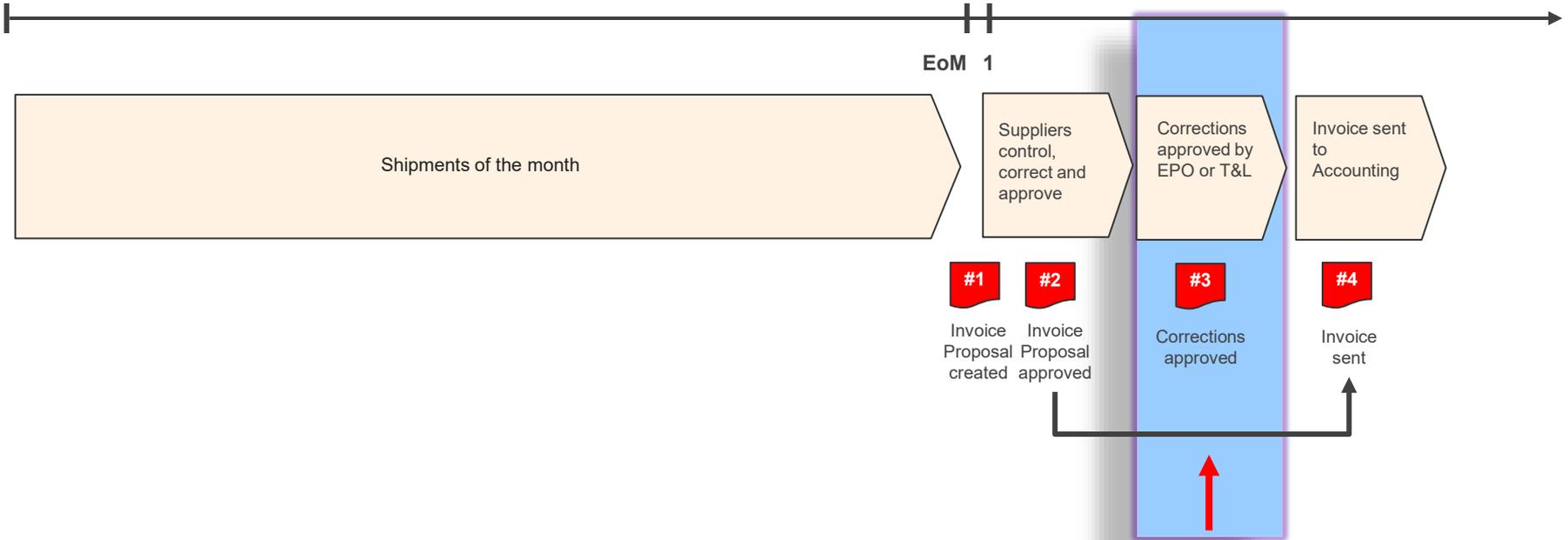
- Once your review is completed and all modifications are done, the Invoice Proposal needs to be validated.
- Return to the tab “Invoice Proposals – To Process”; select the Invoice Proposal you wish to validate on the left, click on Actions and Validate..

ID	Ind	Invoice Date	Amount Due	Review Status
FE.20250405-2233	<input type="radio"/>	05/04/2025 07:00 Eu...	2156.10 EUR	UNDER_SERVICE_PROVID...





# Supplier requests modifications



Corrections can be requested.  
These must be validated by EPO (rate issue) or T&L (other issue)



### #3. Modifications are validated by ArcelorMittal (AM): EPO or T&L

- In case of validation without any modifications: the Voucher ID will be created immediately
- In case of modifications, ArcelorMittal: EPO (rate issue) OR T&L (other issue) will review them: either validate or reject modifications
- The Invoice Proposal remains displayed on the portal under "Invoice Proposals - To Process". The review status is UNDER\_AM\_REVIEW.
- In case of rejections by AM, the Invoice Proposal will return to the supplier's workbench (status REVIEW\_REJECTED) and must be updated and submitted again.

Invoice Proposals - To Process		Invoice - Adjustments	Invoices - Rejected by AM	Invoices - Pending AM Approva
Actions	View			
ID	Ind	Invoice Date	Amount Due	Review Status
<input checked="" type="checkbox"/> FE.20250405-2233		05/04/2025 07:00 Eu...	2312.50 EUR	UNDER_AM_REVIEW

Invoice Proposals - To Process		Invoice - Adjustments	Invoices - Rejected by AM	Invoices - Pending AM Approval	Invoice Proposals - Approved
Actions	View				
ID	Ind	Invoice Date	Amount Due	Review Status	
<input checked="" type="checkbox"/> FE.20240719-0004		19/07/2024 10:03 Europe/Paris	500.41 EUR	REVIEW_REJECTED	

Rows Selected: 1

Related Invoices		Invoice Lines	Documents			
Actions	View					
ID	Invoice ID	Ind	Shipment ID	Amount Due	Loading Location	Loadir
<input type="checkbox"/>	FE.20240719-0001	20240719-0001		FE.BEFR10142425	193.30 EUR	FRISAYE JEMEPPE-SUR-MEUSE BE
<input type="checkbox"/>	FE.20240719-0002	20240719-0002		FE.BEFR10142427	214.51 EUR	FRISAYE JEMEPPE-SUR-MEUSE BE
<input type="checkbox"/>	FE.20240719-0003	20240719-0003		FE.BERAM0131120	92.60 EUR	ARCELORMITTAL RAMET IVOZ-RA... BE



### #3. Modifications are validated by ArcelorMittal (AM): EPO or T&L

- Invoice lines that have not been approved by the AM team are displayed in the tab “Invoices – Rejected by AM”
- Select an invoice on the upper pane, on the lower pane the invoice lines are displayed, the ArcelorMittal team will have provided a comment why your modification has been rejected.
- Click on invoice line and then on Edit, follow the same steps as for other modifications. Continue to review all rejected invoice lines.

Invoice Proposals - To Process								Invoice - Adjustments		Invoices - Rejected by AM		Invoices - Pending AM Approval		Invoice Proposals - Approved	
Actions		View		INVOICE_CHILDS_REJEC											
ID	Invoice ID	Ind	Shipment ID	Amount Due	Loading Location	Loading Country									
<input checked="" type="checkbox"/>	FE 20240719-0001	20240719-0001	1	FE BEFRI0142425	193.30 EUR	FRISAYE JEMEPPE-SUR-MEUSE	BE								
<input type="checkbox"/>	FE 20240719-0002	20240719-0002	1	FE BEFRI0142427	214.51 EUR	FRISAYE JEMEPPE-SUR-MEUSE	BE								
<input type="checkbox"/>	FE 20240719-0003	20240719-0003	1	FE BERAM0131120	92.60 EUR	ARCELORMITTAL RAMET IVOZ-RA...	BE								

Rows Selected: 1

Related Invoices										Invoice Lines		Documents	
Actions		View											
ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code ID	Status	Carrier Comments	AM Comments					
<input type="checkbox"/>	FE 20240719-0001x1	1	BEFRI0142425	B	140.00 EUR	TRANSPORTATION	APPROVED	test					
<input type="checkbox"/>	FE 20240719-0001x2	1	BEFRI0142425	A	13.30 EUR	FSC_BE	REJECTED	test	rejected				
<input type="checkbox"/>	FE 20240719-0001x3	1	BEFRI0142425	A	30.00 EUR	06 - EMPTY RETURN	REJECTED	test	not validated				
<input type="checkbox"/>	FE 20240719-0001x4	1	BEFRI0142425	A	10.00 EUR	02 - URGENT DELIV...	APPROVED	test	no justification				



### #3. Modifications are validated by ArcelorMittal (AM): EPO or T&L

- If you are asked by ArcelorMittal to undo your change, you can find the original cost below

Invoice Line Item ☆ 1 of 1 [Edit](#) Log Profile

**Invoice Line Item**

<b>Bill/Invoice ID</b> 20240719-0003	<b>Line Item Sequence Number</b> 1	<b>Freight Charge</b> 80.00 EUR50	<b>Description</b> B
<b>Preprocess Status</b> MATCHED	<b>Accessorial Code</b> TRANSPORTATION	<b>Accessorial Description</b> TRANSPORTATION	
<b>Comments</b> test	<b>AM Comments</b> not accepted, change back to original cost!		
<b>Status</b> REJECTED			

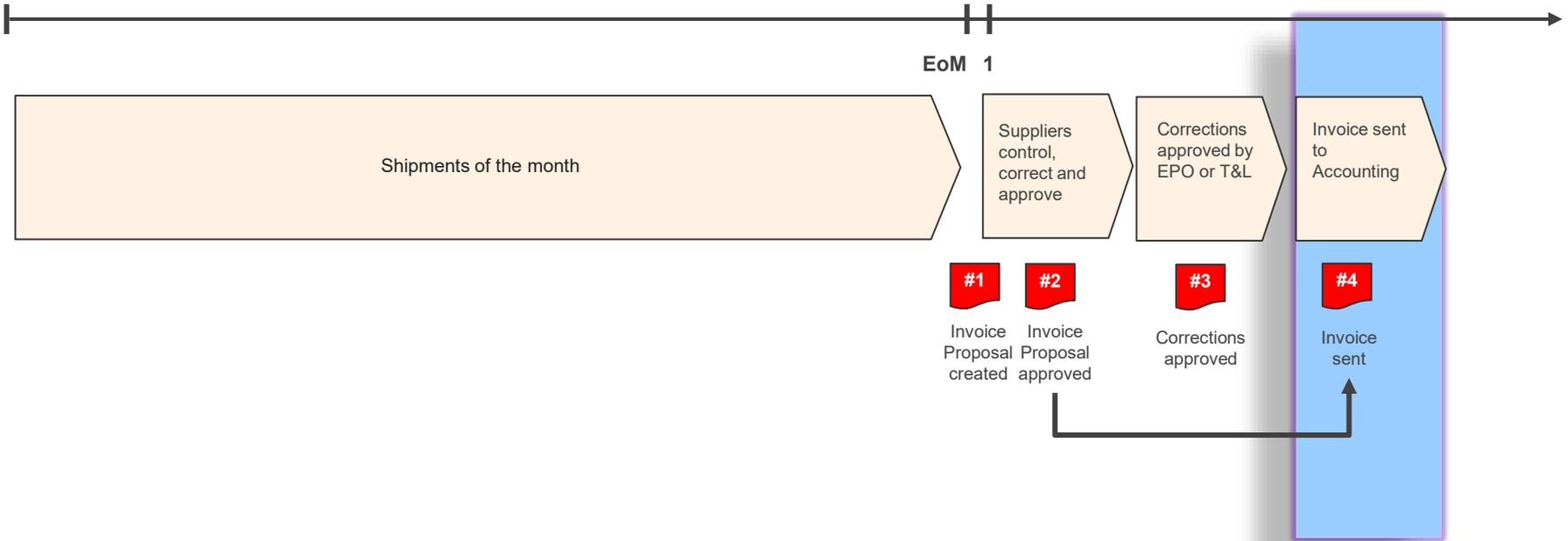
**Reference Numbers**

Reference Number Qualifier ID	Reference Number
<a href="#">INVOICE LINE REVIEWED BY</a>	TZEIDLER
<a href="#">INVOICE LINE REVIEWED DATE</a>	31/07/2024
<a href="#">SHIPMENT REFERENCE ID</a>	BFAM0131120
<a href="#">INVOICE LINE ORIGINAL COST</a>	79.68

- Once your review is finished, go back to Invoice Proposals – To Process, all invoice lines are updated, below on the left click on Actions - Validate
- The Invoice Proposal is again in Status UNDER\_AM\_REVIEW



## #4. Invoice with voucher ID as reference is sent to Accounting





## #4. Invoice with voucher ID as reference is sent to Accounting

Invoice Proposals - To Process		Invoice - Adjustments		Invoices - Rejected by AM		Invoices - Pending AM Approval		Invoice Proposals - Approved		Invoice Propo
Actions	View				INVOICE PROPOSA					
ID	Ind	Consolidated Pre-Invoice Number	Invoice Date	Amount Due	Review Status	Voucher ID				
<input type="checkbox"/> FE.20250507-0004	✓	AC020859-000302	07/05/2025 02:00 Eu...	1291.57 EUR	REVIEW_APPROVED	20250513-FE-0238				
<input type="checkbox"/> FE.20250405-2233	✓	AC020859-000224	05/04/2025 07:00 Eu...	2312.50 EUR	REVIEW_APPROVED	20250528-FE-0250				
<input type="checkbox"/> FE.20241217-0022	✓	AC020859-000084	17/12/2024 11:26 Eu...	372.86 EUR	REVIEW_APPROVED	20250127-FE-0137				
<input type="checkbox"/> FE.20241217-0003	✓	AC020859-000073	17/12/2024 06:18 Eu...	308.86 EUR	REVIEW_APPROVED	20241217-FE-0123				



## Transition: reference on invoice

- Shipments outside Sultan
    - Cost settlement process with **G-reference** mentioned on invoice (current way of working)
      - Cf Excel invoice proposal via e-mail
  - Shipments Sultan
    - NEW Sultan costs settlement process for all the shipments (already) in scope Sultan: with **Voucher ID**
- 
- How to recognize Sultan shipments? => SDC-ID (LP reference) starting with number 1000...
  - Waiting hours: apply current way of working for all shipments, we will come back with new process and short training on this subject later this year



Thank you



ArcelorMittal

