



Sultan FE R2

Freight Settlement

Feb 2026



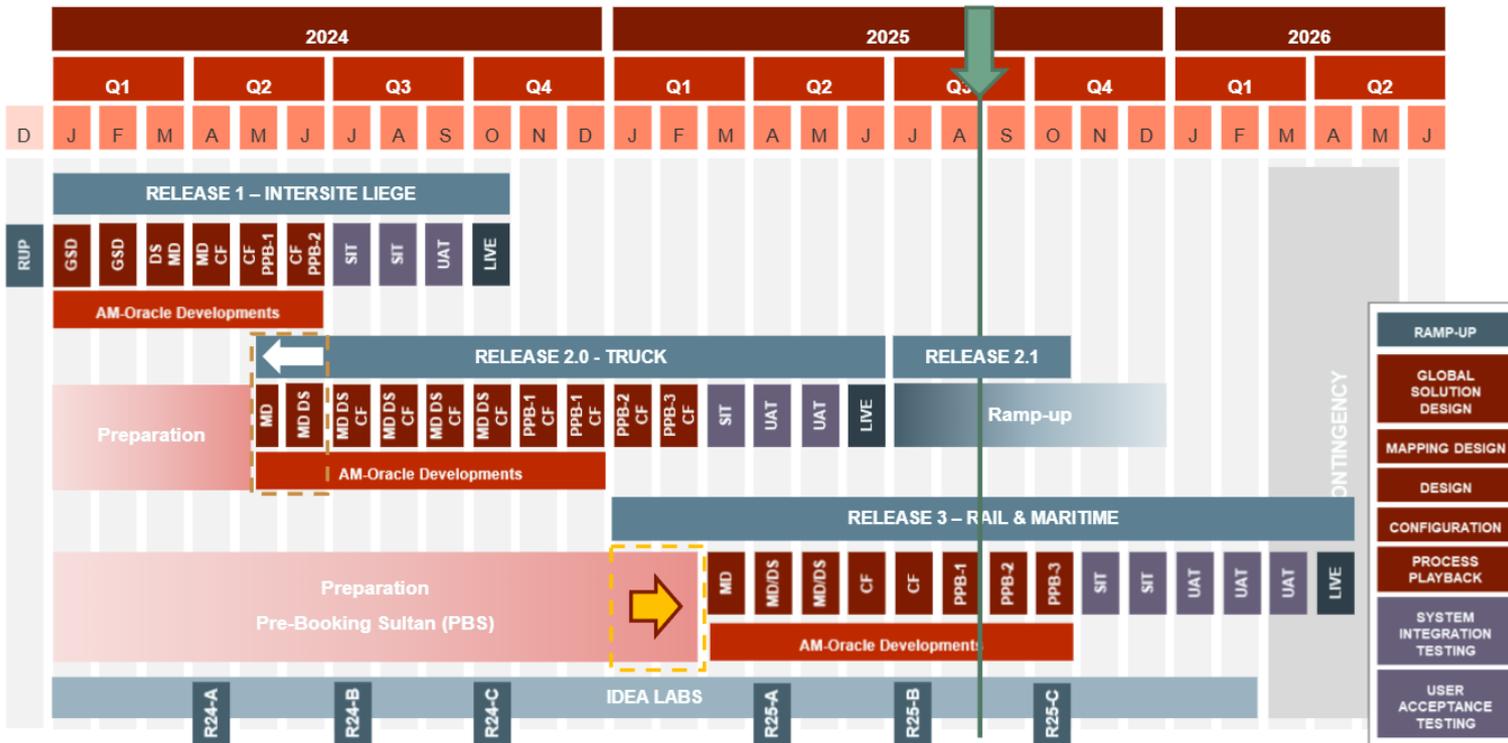
Caroline Vandenbossche T&L support staff
Francky Van Driessche Info Management CR

gen-klr-sultansupport@arcelormittal.com





Project Sultan BE – High level timing





Log in as Service Provider

Creation of a user account profile

Each user has her/his own profile in Sultan.

Service providers contact gen-klr-sultansupport@arcelormittal.com providing following information:

- First + Family name +Email address

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

Once created in our system you will receive a mail from Oracle for activation of your account (to be done within a week as link expires for safety reasons)

From: Oracle <csop-sply@idmthby.oraclecloud.com>
Sent: maandag 9 februari 2026 14:55
To: EUR-APP; ScaleUp-Sultan-Helpdesk <eur-app-scaleup-sultan.helpdesk@arcelormittal.com>
Subject: Welcome to Sultan SULTAN - ArcelorMittal Europe, ...

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

From: Oracle <csop-sply@idmthby.oraclecloud.com>
Sent: maandag 9 februari 2026 14:55
To: EUR-APP; ScaleUp-Sultan-Helpdesk <eur-app-scaleup-sultan.helpdesk@arcelormittal.com>
Subject: Welcome to Sultan SULTAN - ArcelorMittal Europe, ...

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


Hello

Your access to Sultan has been created. To get started, click on the [activate your account](#) button underneath to initialize your password.

[Activate Your Account](#)

Details

If the [activate your account](#) link doesn't work, please copy and paste the following URL into the address bar of your browser:
<https://idmthby.oraclecloud.com/...>



Log in as Service Provider

Creation of notification e-mails:

Service providers contact gen-klr-sultansupport@arcelormittal.com providing following information:

- First + Family name + Email address
- 1 e-mail for transport spot requests
- 1 e-mail address for cost settlement

Please think about which e-mail you choose to receive spot bid requests, to receive the invoice proposals!

Under development: notifications to multiple people per transport company

Link to Sultan (not to be confused with account activation link)

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

Password problems

In case service provider faces any access/password issues, contact: gen-klr-sultansupport@arcelormittal.com



Scope of this training

- Freight settlement
 - Transport of finished steel products
 - Truck shipments ex-cluster AMB

- 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 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

Invoice

1 invoice is created per shipment

Invoice Line

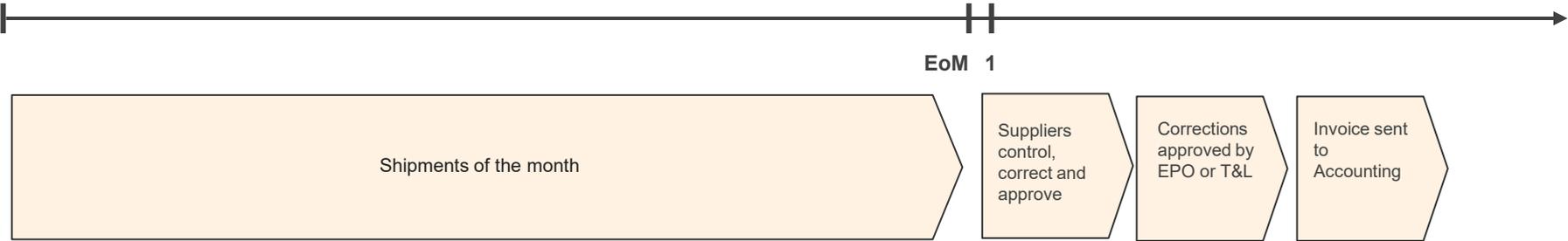
An invoice can consist of several Invoice Lines, for example:

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

Voucher ID

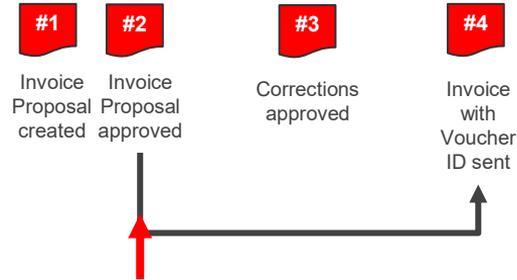
After final approval of the Invoice Proposal, The Service Provider will receive a Voucher ID in Sultan (+ notification email). This voucher ID is to mentioned on the official invoice made by the supplier. It replaces the former G reference

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

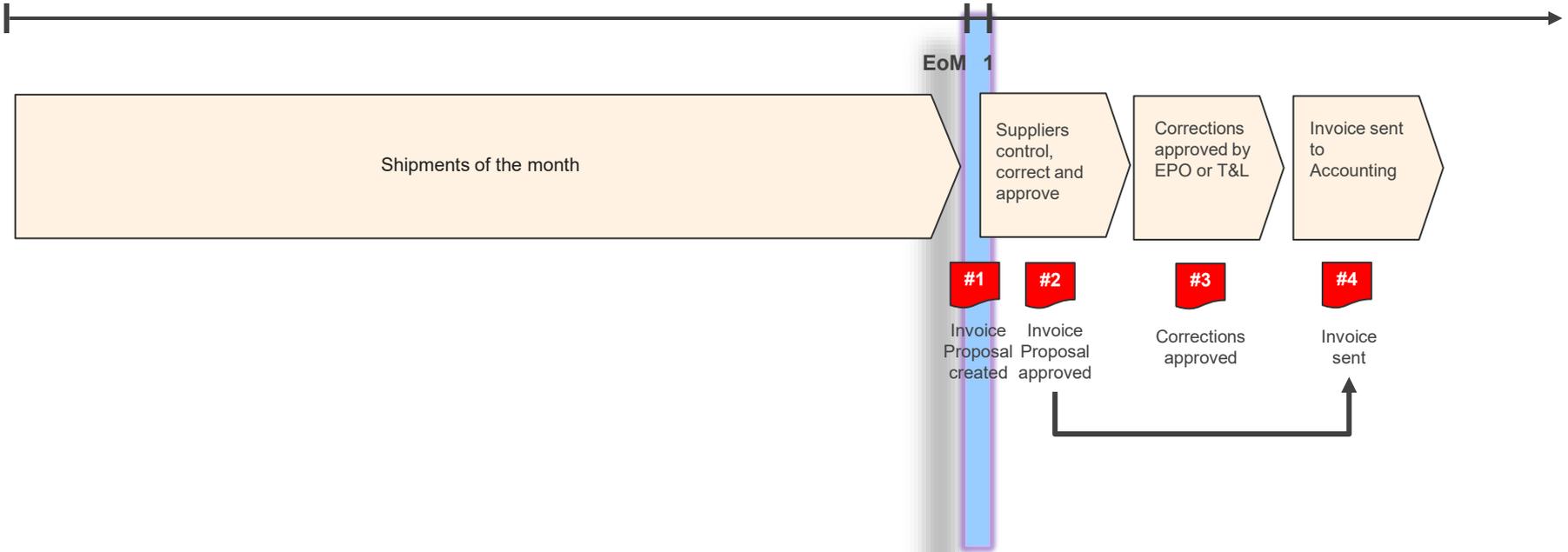


Current:
Supplier receives G reference and sends invoice, price differences are handled afterwards (mail to price-differences, excel format)

Sultan: all via Sultan, full approval needed BEFORE Voucher ID is created. Changes after approval of invoice proposal will not be accepted anymore



#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 1st 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.

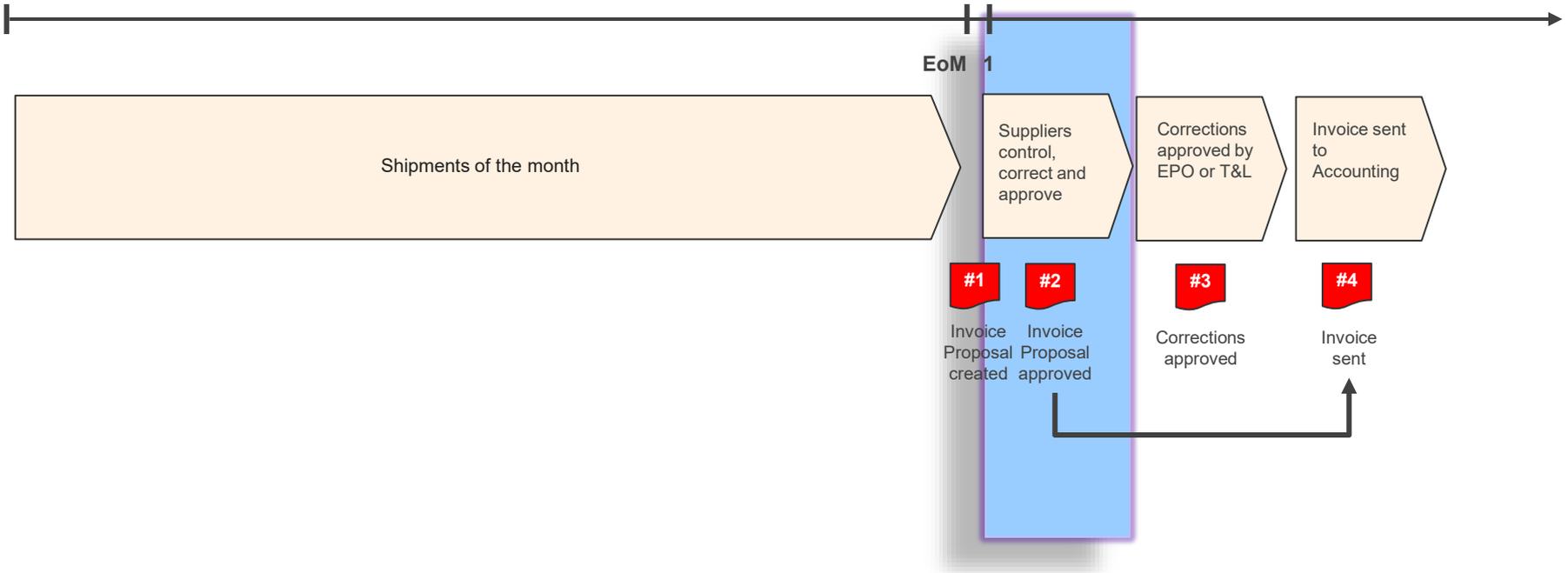
[Click here to login to ArcelorMittal](#)

Thank you!





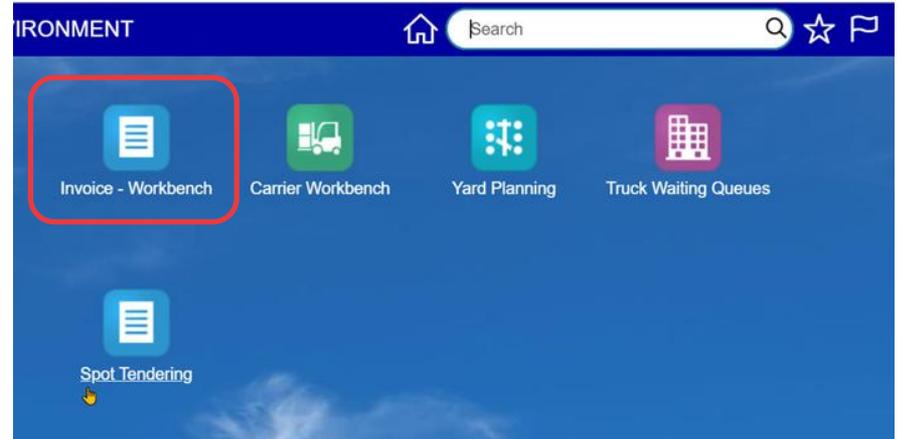
#2. Supplier controls and validates Invoice Proposal (IP)





#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). A toolbar is also present below these tabs, and the text 'No data to display.' is shown at the bottom of the interface.

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 in the upper pane
- In the lower pane **“Related Invoices”** all individual invoices that were grouped into this InvoiceProposal are displayed.
- By default, Sultan will only show 25 lines, click on **“All”** on the bottom right of a pane to display all lines (up to 2.000 lines can be shown)

Invoice Proposals - To Process							Invoice - Adjustments	Invoices - Rejected by AM	Invoices - Pending AM Approval	Invoice Proposals - Approved	Invoice f		
Actions	View												
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	More	All
Related Invoices													
Actions	View												
ID	Invoice ID	Ind	Shipment ID	Amount Due	Loading Location	Loading Country	Dest Loc						
<input type="checkbox"/>	FE.20250610-0011	20250610-0011	FE.25101264601	100.03 EUR	ARCELORMITTAL GENT	BE	CARADON						
<input type="checkbox"/>	FE.20250610-0012	20250610-0012	FE.25101296742	100.03 EUR	ARCELORMITTAL GENT	BE	CROSSPOF						
<input type="checkbox"/>	FE.20250610-0009	20250610-0009	FE.25101043880	350.00 EUR	ARCELORMITTAL GENT	BE	CARADON						
<input type="checkbox"/>	FE.20250610-0013	20250610-0013	FE.25101320122	500.00 EUR	ARCELORMITTAL GENT	BE	SNOEI J. KI						
<input type="checkbox"/>	FE.20250610-0010	20250610-0010	FE.25101192685	1007.50 EUR	ARCELORMITTAL GENT	BE	ARCELORM						



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

- In the lower pane “**Invoice Lines**” groups all invoice lines grouped into this Invoice Proposal are shown.
 - One line per cost type is visible: base cost (**type Base**) / fuel surcharge, other accessories (**type Accessorial**)
- In the lower pane '**Modified Lines**' shows only lines that have been modified or added.

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
<input type="checkbox"/>	FE.20250610-0009x1	○	25101043880	A	350.00 EUR	01 - EMPTY TRUCKS	
<input type="checkbox"/>	FE.20250610-0010x1	○	25101192685	B	1000.00 EUR	TRANSPORTATION	
<input type="checkbox"/>	FE.20250610-0010x2	○	25101192685	A	7.50 EUR	FSC_BE	
<input type="checkbox"/>	FE.20250610-0011x1	○	25101264601	B	100.00 EUR	TRANSPORTATION	
<input type="checkbox"/>	FE.20250610-0011x2	○	25101264601	A	0.03 EUR	FSC_BE	
<input type="checkbox"/>	FE.20250610-0012x1	○	25101296742	B	100.00 EUR	TRANSPORTATION	
<input type="checkbox"/>	FE.20250610-0012x2	○	25101296742	A	0.03 EUR	FSC_BE	
<input type="checkbox"/>	FE.20250610-0013x1	○	25101320122	B	500.00 EUR	TRANSPORTATION	Y
Totals							



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

- Download Excel Report with the Invoice Proposal Details
- The Excel report contains all kind of transport references incl. LP number

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													
Download Handling IP																			
Download Transport IP																			
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																									
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
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 (in below case 20240723-001 so not the invoice proposal ID 20240723-0004) 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																																																		
<input type="checkbox"/> FE.20250531-0008	<input checked="" type="checkbox"/>	AC008441-015392			31/05/2025...	77.64 EUR	REVIEW_APPROVED	20250531-FE-0256	AC008441																																																		
<input type="checkbox"/> FE.20250531-0006	<input checked="" type="checkbox"/>	AC008441-015390			31/05/2025...	77.52 EUR	REVIEW_APPROVED	20250531-FE-0255	AC008441																																																		
<input type="checkbox"/> FE.20250530-0006	<input checked="" type="checkbox"/>	AC008441-015384			30/05/2025...	73.31 EUR	REVIEW_APPROVED	20250531-FE-0254	AC008441																																																		
<input type="checkbox"/> FE.20250530-0005	<input checked="" type="checkbox"/>	AC008441-015383			30/05/2025...	101.90 EUR	REVIEW_APPROVED	20250531-FE-0253	AC008441																																																		
<input type="checkbox"/> FE.20250527-0003	<input checked="" type="checkbox"/>	AC008441-015369			27/05/2025...	1050.06 EUR	REVIEW_APPROVED	20250527-FE-0249	AC008441																																																		
<input type="checkbox"/> FE.20250513-0002	<input checked="" type="checkbox"/>	AC008441-015354			13/05/2025...	1700.00 EUR	REVIEW_APPROVED	20250513-FE-0239	AC008441																																																		
<input type="checkbox"/> FE.20250512-0010	<input checked="" type="checkbox"/>	AC008441-015353			12/05/2025...	254.48 EUR	REVIEW_APPROVED	20250513-FE-0236	AC008441																																																		
<input type="checkbox"/> FE.20250508-0019	<input checked="" type="checkbox"/>	AC008441-015332			08/05/2025...	608.85 EUR	REVIEW_APPROVED	20250508-FE-0225	AC008441																																																		
<input type="checkbox"/> FE.20250508-0011	<input checked="" type="checkbox"/>	AC008441-015324			08/05/2025...	412.20 EUR	REVIEW_APPROVED	20250508-FE-0224	AC008441																																																		
<input type="checkbox"/> FE.20250508-0002	<input checked="" type="checkbox"/>	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**

- Spot prices are provided all-in and agreed upon before chartering.
 - **CHANGE it is now also possible to modify SPOT PRICES via the Invoice Workbench.**
- Spot shipments can be identified via the “Y” in column Spot Cost or via the downloaded Excel sheet where 'rate record' is empty.

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	<input checked="" type="radio"/>	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		
ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code	Spot Cost
<input type="checkbox"/> FE.20250428-0005x1	<input type="radio"/>	25101175266	B	350.00 EUR	TRANSPORTA...	Y
Totals						

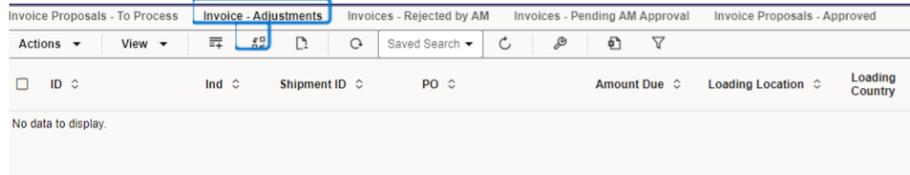
- **Costs corrections for large number (>40) of contract shipments**

- In case a certain contract rate is wrong and leading to more than 40 shipments having an incorrect price, please correct 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 large number of contract shipments
- In case of discrepancies, go to the tab “Invoice – Adjustments” and click on “Replace”



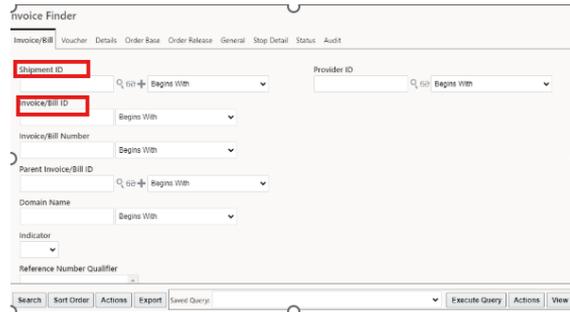
Invoice Proposals - To Process **Invoice - Adjustments** Invoices - Rejected by AM Invoices - Pending AM Approval Invoice Proposals - Approved

Actions View [Filters] [Print] [Refresh] [Save 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 [] Provider ID []

Invoice/Bill ID [] Begins With []

Invoice/Bill Number [] Begins With []

Parent Invoice/Bill ID [] Begins With []

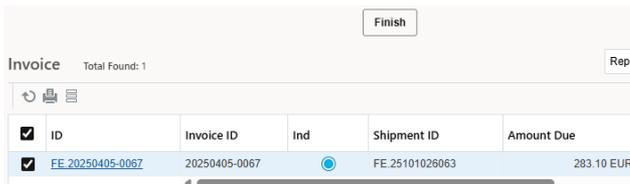
Domain Name [] Begins With []

Indicator []

Reference Number Qualifier []

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	<input checked="" type="radio"/>	FE.25101026063	283.10 EUR



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

Related Invoices		Invoice Lines	Documents	Modified Invoice Lines		
Actions	View	Refresh	Lock	Unlock	Print	Filter
ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code	
FE.20250405-0067x1	<input type="radio"/>	25101026063	B	279.00 EUR	TRANSPORTA...	
FE.20250405-0067x2	<input type="radio"/>	25101026063	A	4.10 EUR	FSC_BE	

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

Invoice Line Item

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

Reference Numbers

Reference Number Qualifier ID	Reference Number
SHIPMENT_REFERENCE_ID	25101026063
INVOICE_LINE_ORIGINAL_COST	279

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

Invoice Line Item

* Invoice ID 20250405-0067	* Line Item Sequence Number 1	* Charge 1 279.00 EUR
* Accessorial Code TRANSPORTATION	* Carrier Comments 3	* Status 4
AM Comments	* Issue Type 5	

-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, please be as accurate as possible to make approval by AM easier
4. Status select "New"
5. Choose the type of Issue (see next slide)

- Rate issue (EPO)
- other issue (T&L)

* Issue Type

Rate Issue

Other Issue

-Finished



#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)

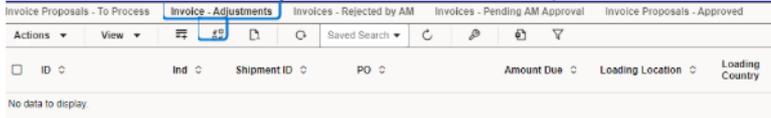
- The Issue type you select defines the workflow of approval at ArcelorMittal
 - **Rate Issue: corrections on base price & fuel surcharge** → validated by EPO in Sultan
 - **Other Issue: corrections related to additional costs** → validated by T&L in Sultan
- Please select the correct type to avoid loss of time when reviewed by ArcelorMittal even if we have internal possibility to forward EPO or T&L

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	BEIMK0076298	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				



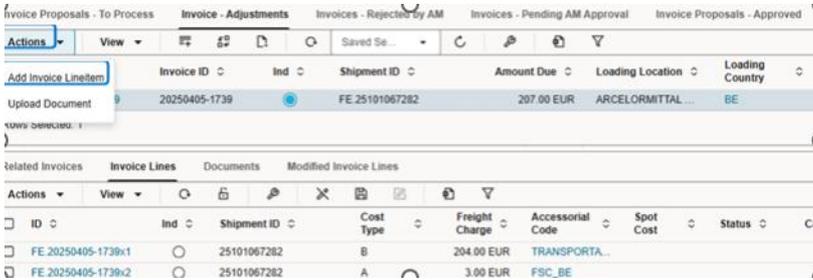
#2. Supplier controls and validates Invoice Proposal (IP)

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



ID	Ind	Shipment ID	PO	Amount Due	Loading Location	Loading Country
No data to display						

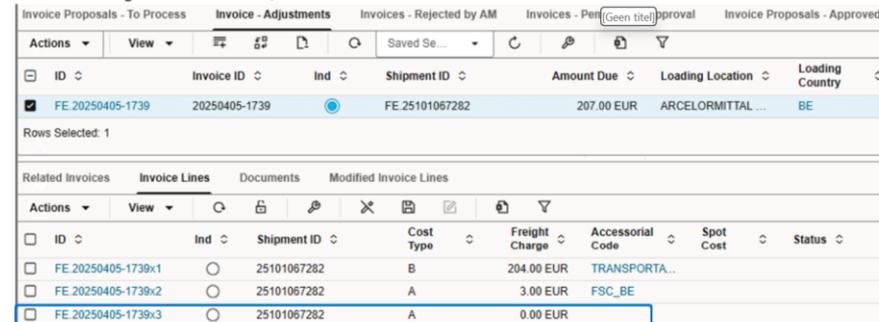
- click on "Actions" on the upper pane, then "Add Invoice Lineltem". A new tab opens, it closes automatically after five seconds.



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

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

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



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

ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code	Spot Cost	Status
<input type="checkbox"/>	<input type="radio"/>	25101067282	B	204.00 EUR	TRANSPORTA...		
<input type="checkbox"/>	<input type="radio"/>	25101067282	A	3.00 EUR	FSC_BE		
<input type="checkbox"/>	<input type="radio"/>	25101067282	A	0.00 EUR			



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

Invoice Line Item

* Invoice ID 20250405-1739	* 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 20250405-1739	* 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



Accessorial codes

ACCESSORIAL_CODE Total Found: 20

<input type="checkbox"/>	★	ID	Accessorial Code ID	Accessorial Code Des... F
<input checked="" type="radio"/>	★	FE.02 - URGENT DELIVERIES	02 - URGENT DELIVE...	URGENT DELIVERIES
<input type="radio"/>	★	FE.03 - WAITING TIME AT SOURCE LOCATION	03 - WAITING TIME AT ...	WAITING TIME AT SO...
<input type="radio"/>	★	FE.04 - WAITING TIME AT DESTINATION LOCATION	04 - WAITING TIME AT ...	WAITING TIME AT DE...
<input type="radio"/>	★	FE.05 - SPECIAL EQUIPMENTS	05 - SPECIAL EQUIPM...	SPECIAL EQUIPMENTS
<input type="radio"/>	★	FE.06 - EMPTY RETURN	06 - EMPTY RETURN	EMPTY RETURN
<input type="radio"/>	★	FE.07 - CUSTOM DECLARATION FEES	07 - CUSTOM DECLA...	CUSTOM DECLARATI...
<input type="radio"/>	★	FE.09 - SECOND DRIVER	09 - SECOND DRIVER	SECOND DRIVER
<input type="radio"/>	★	FE.10 - DEDICATED TRUCK EXTRA COST	10 - DEDICATED TRU...	10 - CAMION DEDIE C...
<input type="radio"/>	★	FE.11 - HEAVY LOAD	11 - HEAVY LOAD	HEAVY LOAD
<input type="radio"/>	★	FE.12 - EXTRA COST AT SOURCE LOCATION	12 - EXTRA COST AT ...	EXTRA COST AT SOU...
<input type="radio"/>	★	FE.13 - EXTRA COST AT DESTINATION LOCATION	13 - EXTRA COST AT ...	EXTRA COST AT DES...
<input type="radio"/>	★	FE.14 - EXTRA COST WEEKEND	14 - EXTRA COST WE...	EXTRA COST WEEKE...
<input type="radio"/>	★	FE.15 - EXTRA LOADING DELIVERY STOP	15 - EXTRA LOADING_...	EXTRA LOADING_DEL...
<input type="radio"/>	★	FE.16 - NIGHT DELIVERY	16 - NIGHT DELIVERY	16 - NIGHT DELIVERY
<input type="radio"/>	★	FE.17 - EMPTY KILOMETERS	17 - EMPTY KILOMET...	EMPTY KILOMETERS
<input type="radio"/>	★	FE.18 - EXTRA COST PALLET RETURN	18 - EXTRA COST PAL...	EXTRA COST PALLET ...
<input type="radio"/>	★	FE.19 - EXTRA COST DELIVERY A-B BLANKS	19 - EXTRA COST DEL...	EXTRA COST DELIVE...
<input type="radio"/>	★	FE.20 - EXTRA COST URGENT DELIVERY BLANKS	20 - EXTRA COST UR...	EXTRA COST URGEN...
<input type="radio"/>	★	FE.FSC_BE	FSC_BE	FSC FOR BELGIUM
<input type="radio"/>	★	FE.TRANSPORTATION	TRANSPORTATION	TRANSPORTATION



#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 Approval

Actions View Saved Se...

Add Invoice LineItem

Invoice ID	Ind	Shipment ID	Amount Due
20250405-1739	●	FE.25101067282	207.00 EUR

Upload Document

Rows Selected: 1

Related Invoices Invoice Lines Documents Modified Invoice Lines

ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code
FE.20250405-1739x1	○	25101067282	B	204.00 EUR	TRANSPORTA...
FE.20250405-1739x2	○	25101067282	A	3.00 EUR	FSC_BE
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
FE.20250405-1739	20250405-1739	●	FE.25101067282	207.00 EUR	ARCELORMITTAL...

Rows Selected: 1

Related Invoices Invoice Lines Documents Modified Invoice Lines

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 by you...**
- Return to the tab “Invoice Proposals – To Process”; select the Invoice Proposal you wish to validate on the left, click on Actions and Validate..
- Under development: pop up confirming that once you validate, no more changes can be accepted out of Sultan

ID	Ind	Invoice Date	Amount Due	Review Status
FE.20250405-2233	●	05/04/2025 07:00	2156.10 EUR	UNDER_SERVICE_PROVID...

Invoice Proposals - To Process

Actions ▾ View ▾

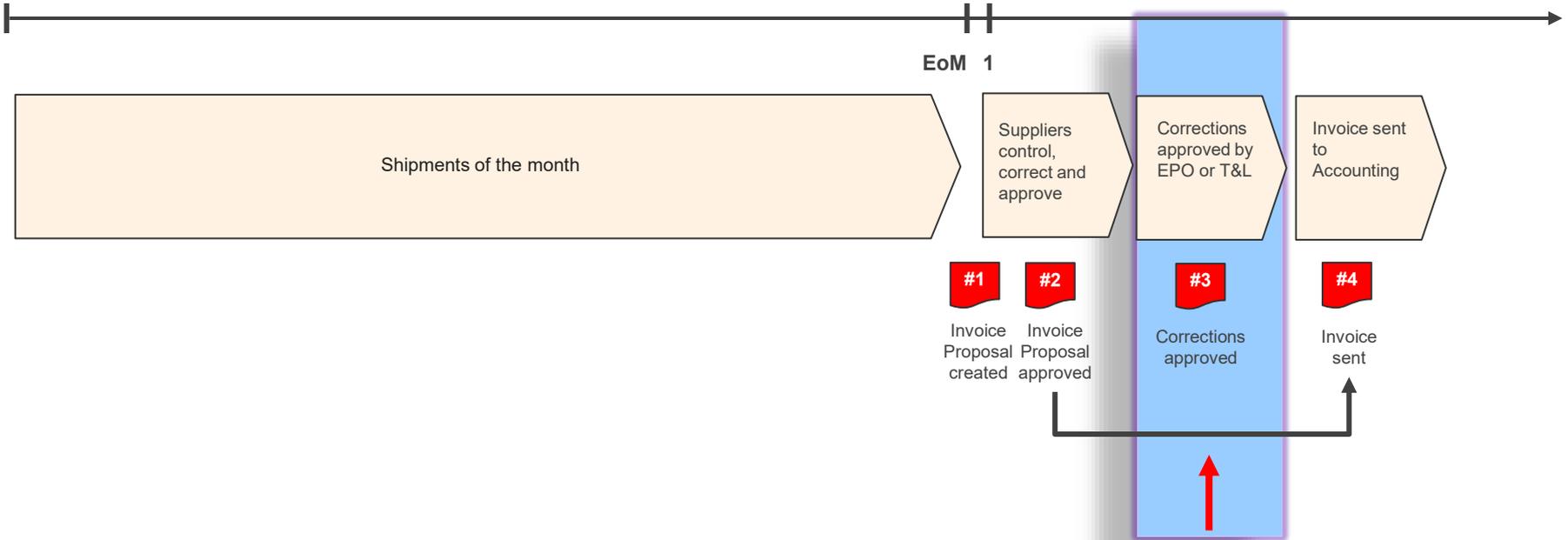
Validate

Upload Document 233

234



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 Approval
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

Bill/Invoice ID 20240719-0003	Line Item Sequence Number 1	Freight Charge 80.00 EUR55	Description B
Preprocess Status MATCHED	Accessorial Code TRANSPORTATION	Accessorial Description TRANSPORTATION	
Comments test	AM Comments not accepted, change back to original cost!		
Status REJECTED			

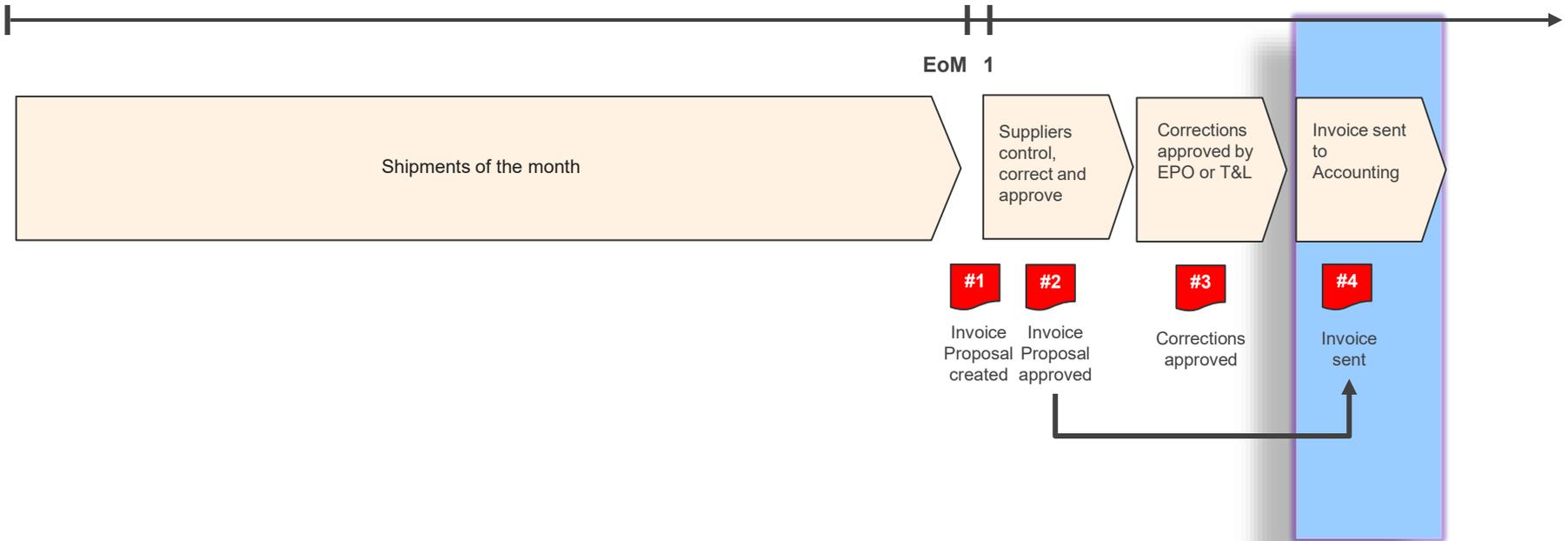
Reference Numbers

Reference Number Qualifier ID	Reference Number
INVOICE LINE REVIEWED BY	TZEIDLER
INVOICE LINE REVIEWED DATE	31/07/2024
SHIPMENT REFERENCE ID	BFAM0131120
INVOICE LINE ORIGINAL COST	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	<input checked="" type="checkbox"/>	AC020859-000302	07/05/2025 02:00 Eu...	1291.57 EUR	REVIEW_APPROVED	20250513-FE-0238				
<input type="checkbox"/> FE.20250405-2233	<input checked="" type="checkbox"/>	AC020859-000224	05/04/2025 07:00 Eu...	2312.50 EUR	REVIEW_APPROVED	20250528-FE-0250				
<input type="checkbox"/> FE.20241217-0022	<input checked="" type="checkbox"/>	AC020859-000084	17/12/2024 11:26 Eu...	372.86 EUR	REVIEW_APPROVED	20250127-FE-0137				
<input type="checkbox"/> FE.20241217-0003	<input checked="" type="checkbox"/>	AC020859-000073	17/12/2024 06:18 Eu...	308.86 EUR	REVIEW_APPROVED	20241217-FE-0123				



Transition: reference on invoice

- Shipments outside Sultan (Isla)
 - Cost settlement process with **G-reference** mentioned on invoice
 - Cf Excel invoice proposal via e-mail
 - Differences afterwards to Gen-BTR, Price Difference <gen-btr-price-difference@arcelormittal.com>

- Shipments Sultan
 - Sultan costs settlement process for all the shipments in scope Sultan: with **Voucher ID**
 - All differences to be handled within Sultan BEFORE final approval of the invoice proposal. Any differences afterwards no longer accepted.

- How to recognize Sultan shipments? => SDC-ID (LP reference) starting with number 1...

- Missing shipments?
 - Please check date of departure of shipment
 - Please check if Sultan or ISLA and keep these separated
 - Still not OK? Please contact gen-klr-sultansupport@arcelormittal.com BEFORE you validate invoice proposal.

- Waiting hours: apply current way of working for all shipments, we come back with new process and short training on this subject later

- As of 01/01/2026, it is mandatory to **process invoicing to ArcelorMittal Belgium through Peppol**.
The identification number / GLN of ArcelorMittal Belgium is: GLN: **5488888145214**.



Thank you



ArcelorMittal

