Sultan FE R2
Freight Settlement
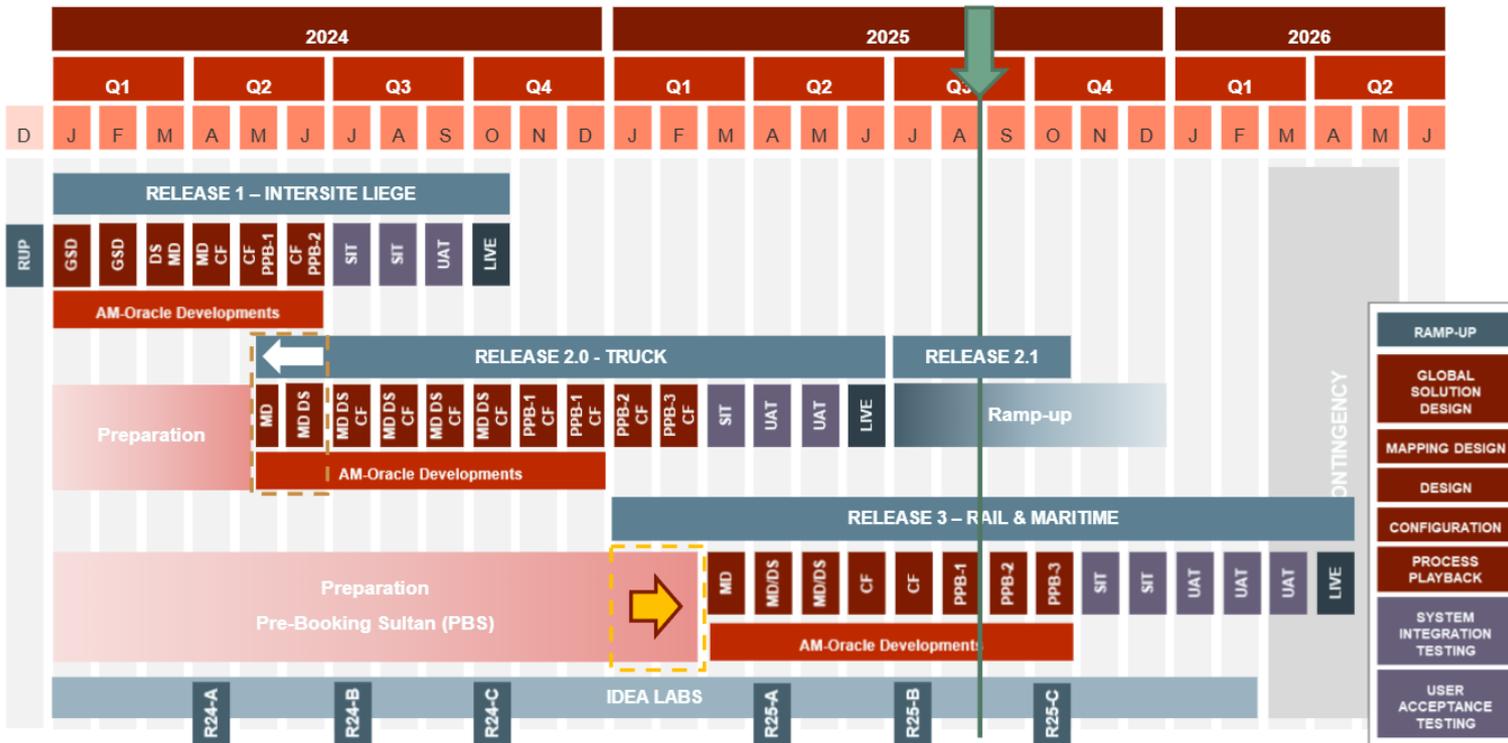
Feb 2026

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)

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 peope per transport company

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

Production: https://otmgtm-arcelormittaleurope.otmgtm.eu-frankfurt-1.ocs.oraclecloud.com/

Password problems

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

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Scope of this training

- Freight settlement

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

- Out of scope
  - Waiting hours
  - Non-steel

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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

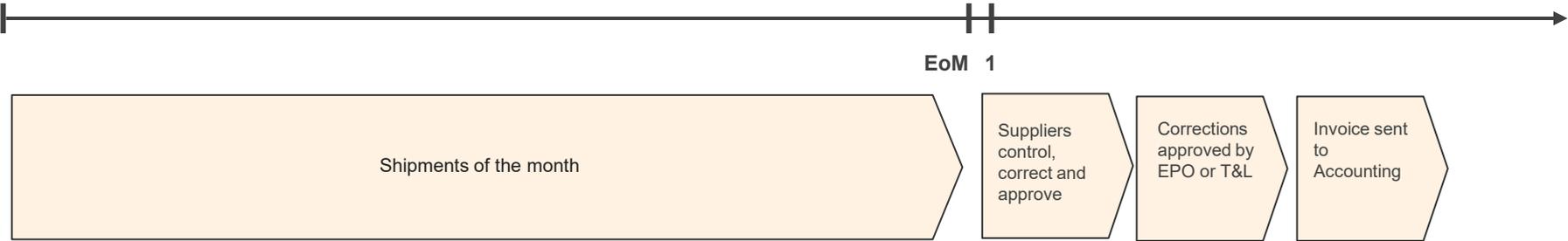1 invoice is created per shipment

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)
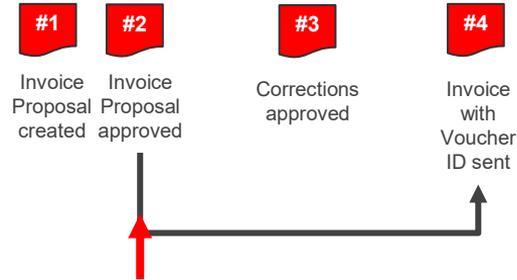
Voucher ID

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

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Invoicing Process

EoM 1

Shipments of the month

Suppliers control, correct and approve

Corrections approved by EPO or T&L

Invoice sent to Accounting

#1 Invoice Proposal created

#2 Invoice Proposal approved

#3 Corrections approved

#4 Invoice with Voucher ID sent

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
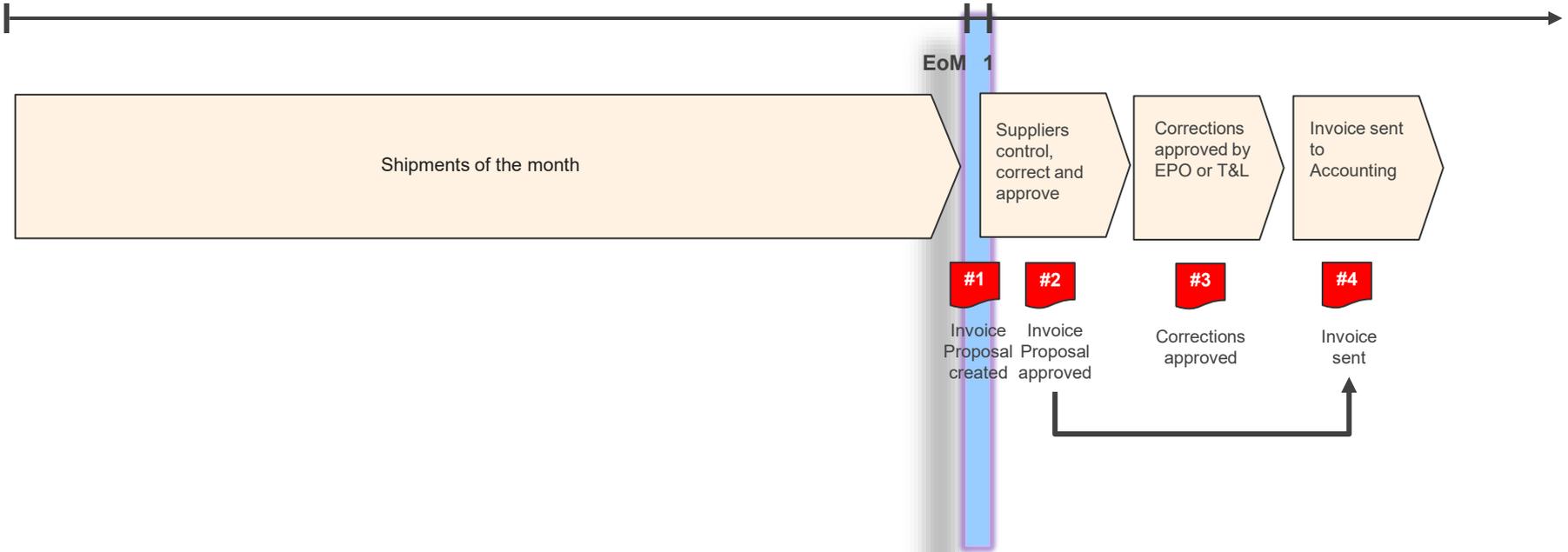- Send Invoice with Voucher ID as reference to Accounting

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

EoM   1

Shipments of the month

Suppliers control, correct and approve

Corrections approved by EPO or T&L

Invoice sent to Accounting

#1
Invoice Proposal created

#2
Invoice Proposal approved

#3
Corrections approved

#4
Invoice sent

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SULTAN
Logistics & Transport

#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)

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#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

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

EoM 1

Shipments of the month

Suppliers control, correct and approve

Corrections approved by EPO or T&L

Invoice sent to Accounting

#1 Invoice Proposal created

#2 Invoice Proposal approved

#3 Corrections approved

#4 Invoice sent

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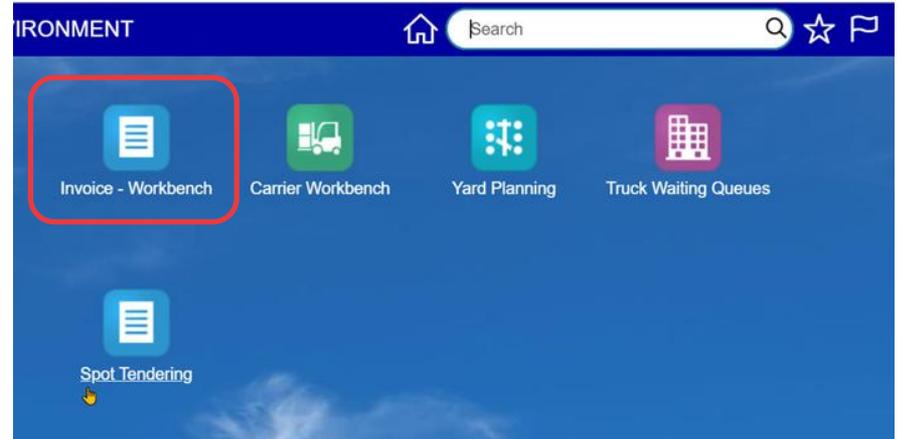
#2. Supplier controls and validates Invoice Proposal (IP)

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

The Invoice Proposal workbench is displayed.

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

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#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 alllines (up to 2.000 lines can be shown)

#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 B**ase) / fuel surcharge, other accessorials (**type A**ccesorial)
- In the lower pane 'Modified Lines' shows only lines that have been modified or added.

	ID	Ind	Shipment ID	Cost Type	Freight Charge	Accessorial Code	Spot Cost
☐	FE.20250610-0009x1	○	25101043880	A	350.00 EUR	01 - EMPTY TRUCKS	
☐	FE.20250610-0010x1	○	25101192685	B	1000.00 EUR	TRANSPORTATION	
☐	FE.20250610-0010x2	○	25101192685	A	7.50 EUR	FSC_BE	
☐	FE.20250610-0011x1	○	25101264601	B	100.00 EUR	TRANSPORTATION	
☐	FE.20250610-0011x2	○	25101264601	A	0.03 EUR	FSC_BE	
☐	FE.20250610-0012x1	○	25101296742	B	100.00 EUR	TRANSPORTATION	
☐	FE.20250610-0012x2	○	25101296742	A	0.03 EUR	FSC_BE	
☐	FE.20250610-0013x1	○	25101320122	B	500.00 EUR	TRANSPORTATION	Y
	Totals						

Related Invoices   Invoice Lines   Documents   Modified Invoice Lines

Actions ▾   View ▾

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#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

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

A1 | 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	
1	Invoice Proposal FE Details																									
2	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
3	20250610-0014	2025061 0-0009	APPROVA L_NOT_A PPROVED	AC00844 1	TRANSPO RTS FRISAYE SA	24/03/2025	24/03/2025		25101043 880			BELGIUM	AM GENT	NETHERL ANDS	CARADO N STELRAD NUTH , NUTH	2	T-CTL_28T5		0,00	0,00	MTON	N		350,00	01 - EMPTY TRUCKS	
4	20250610-0014	2025061 0-0010	APPROVA L_NOT_A PPROVED	AC00844 1	TRANSPO RTS FRISAYE SA	25/04/2025	25/04/2025	14:05	25101192 685		70004 7546	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	
5	20250610-0014	2025061 0-0011	APPROVA L_NOT_A PPROVED	AC00844 1	TRANSPO RTS FRISAYE SA	14/05/2025	14/05/2025	16:30	25101264 601			BELGIUM	AM GENT	NETHERL ANDS	CARADO N 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** ▼

| Validate |
| Upload Document |

	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

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#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

Reply   Reply All   Forward

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 |

|	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.20250508-0002	✅	AC008441-015316	08/05/2025	26147.70 EUR	REVIEW_APPROVED	20250508-FE-0222	AC008441

Records 25 of 95   More   All

| Related Invoices | Invoice Lines | Documents | Modified Invoice Lines |

	ID	Invoice ID	Ind	Shipment ID	Amount Due	Loading Location	Loading Country	Dest Loc	Dest. Country

No data to display.

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#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.

- **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

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#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"

In the window that opens, fill in one of the reference numbers found on the downloaded Excel file, then click on Search
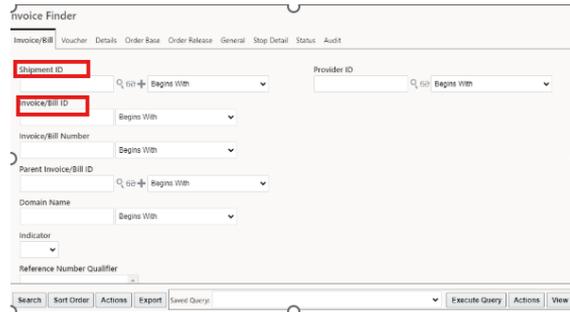
The corresponding invoice is displayed, select it and click on finish. The invoice is now available on the workbench.

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

-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)

-Finished

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

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

- 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 Propos...

Actions ▾   View ▾   ▤   ⬚   ▭   ↻   Saved Se... ▾   ↻   🔧   ⮊   ▽

	ID ↕	Invoice ID ↕	Ind ↕	Shipment ID ↕	Amount Due ↕	Loading Location ↕	Loading Country ↕	Dest Loc ↕
☑	FE.20250405-0067	20250405-0067	🔵	FE.25101026063	283.10 EUR	ARCELORMITTAL ...	BE	JANUS VATEN (

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 Comments
☑	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

#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
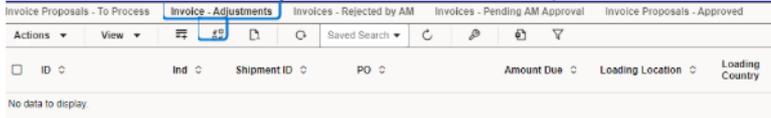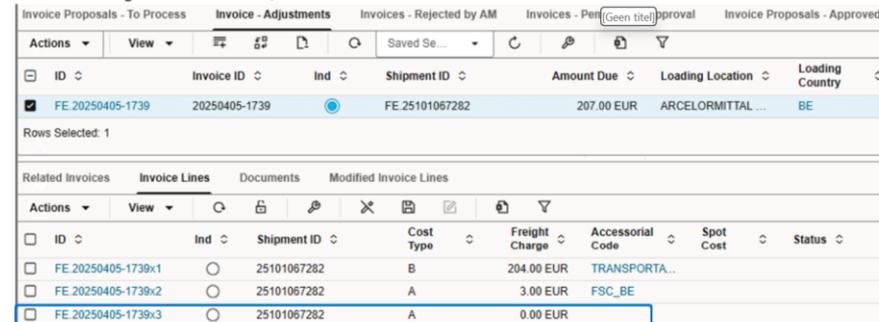

- click on "Actions" on the upper pane, then "Add Invoice LineItem". A new tab opens, it closes automatically after five seconds.
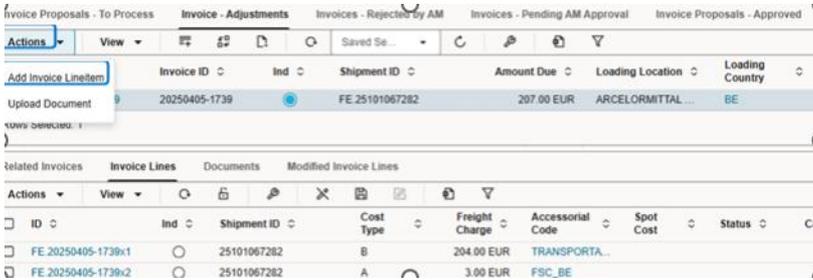
- When returning to the workbench, a new line with a cost of 0€ has been added.

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

#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

Invoice Line Item ☆   1 of   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

-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

* **Issue Type**

Rate Issue
Other Issue

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Accessorial codes

ACCESSORIAL_CODE   Total Found: 20

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

#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

Supplier requests modifications

EoM 1

Shipments of the month

Suppliers control, correct and approve

Corrections approved by EPO or T&L

Invoice sent to Accounting

#1

#2

#3

#4

Invoice Proposal created

Invoice Proposal approved

Corrections approved

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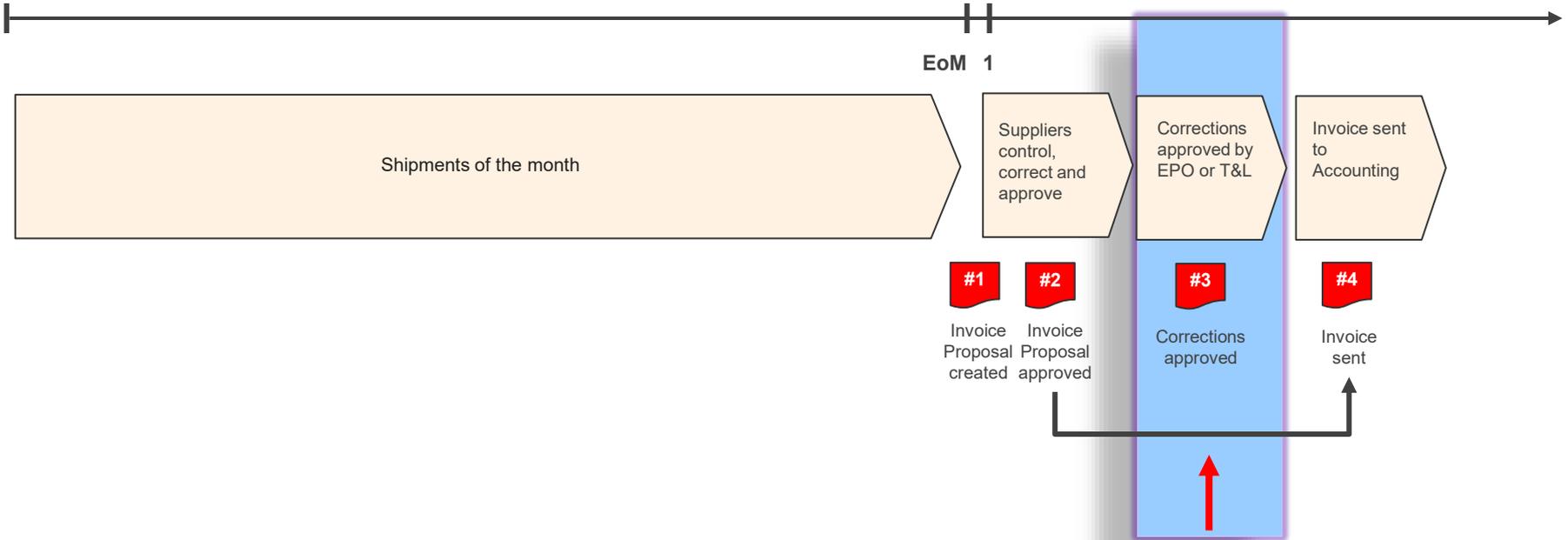
Corrections can be requested.
These must be validated by EPO (rate issue) or T&L (other issue)

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SULTAN
Logistics & Transport

#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.

#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.

#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		Line Item Sequence Number		Freight Charge	Description
20240719-0003		1		80.00 EUR	B

Preprocess Status
MATCHED

Accessorial Code	Accessorial Description
TRANSPORTATION	TRANSPORTATION

Comments	AM Comments
test	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	BERAM0131120
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

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EoM 1

Shipments of the month

Suppliers control, correct and approve

Corrections approved by EPO or T&L

Invoice sent to Accounting

#1
Invoice Proposal created

#2
Invoice Proposal approved

#3
Corrections approved

#4
Invoice sent

ArcelorMittal

#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 ⇕
☐	FE.20250507-0004	✅	AC020859-000302	07/05/2025 02:00 Eu…	1291.57 EUR	REVIEW_APPROVED	20250513-FE-0238
☐	FE.20250405-2233	✅	AC020859-000224	05/04/2025 07:00 Eu…	2312.50 EUR	REVIEW_APPROVED	20250528-FE-0250
☐	FE.20241217-0022	✅	AC020859-000084	17/12/2024 11:26 Eu…	372.86 EUR	REVIEW_APPROVED	20250127-FE-0137
☐	FE.20241217-0003	✅	AC020859-000073	17/12/2024 06:18 Eu…	308.86 EUR	REVIEW_APPROVED	20241217-FE-0123

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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**.

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Thank you