

This is a free-to-use and fully secure tool which allows suppliers to:



Track statuses of their invoices anytime and anywhere,



Raise any invoice-related query with Accounts Payable Helpdesk,



Submit invoices (for selected regions),



Check the frequency of payments.

Registration to the portal is possible only via unique invitation received via email. If you have already received invitation, registration process can be completed <u>here</u>

Suppliers who would like to obtain an access to SSP - please contact us at: <u>PMISelfServicePortal.PMIFIN@pmi.com</u>.

Generation of the unique invitation based on Supplier request may take up to 3 working days.

If you are already registered user and would like to invite your colleagues, please go to "Invite others" function, located on SSP home page.

For user authentication, registration or technical problems related issues please contact us at: **PMISelfServicePortal.PMIFIN@pmi.com**

Self-Service Portal neither impacts on existing collaboration models nor billing tools currently used at PMI (e.g. Coupa invoicing, Legal Tracker, Supply Chain Finance Program).

Register today!



1. SSP log in page



2. Home screen – SSP functionalities



3. Raising a query – topic selection

TOTAL CONTRACTOR					• * •
		How can w Please solect the pury			
	Invoice Status	S Payment Remittance	O General Enquiry	+2 Invite Others	

4. Invoice status check & possibility of view customization (search, filter based on data range)

PHILIP MO	RRIS OXAL								SEL	ECT A DIFFERE	NT VENDOR	1
For invoice For invoice	s submitted on the Coup	e date is blank, please pa portal, please chec	e reach out to the P k the status by logg	MI Purchase to Pay ing on to the Coupa	portal	g a query in the Query Managerr		aysia, New Zeala	nd, Singapore & Thaili	and		
Invoice L PMI Entity	ist Supplier Name	Invoice Number	Document Date	Currency	Total Amount	Payment Terms	Status	Payment Date	Invoice Receipt date	C Due date	Document Type	,
PMPSA (Tolling)	AMCOR SPECIALTY CARTONS PORTUGAL LDA	50039343	11-Jun-2021	EUR	30192.76	R120 - Due 120 days from the invoice receiving date	Waiting for Payment(Invoice can be discounted)		11-Jun-2021	09-Oct- 2021	Involce	
PMPSA (Tolling)	AMCOR SPECIALTY CARTONS PORTUGAL LDA	50039342	09-Jun-2021	EUR	24531.62	R120 - Due 120 days from the invoice receiving date	Waiting for Payment(Invoice can be discounted)		09-Jun-2021	07-Oct- 2021	Involce	

5. Query form



6. Invite others - additional email address can be invited

Invite others to the por	tal					
	orm below for us to validate and extend the u want should get access to this portal.					
Your Email :	anna.mroz-skiba@pmi.com					
Supplier Name :	LOGISTA SA					
VAT Registration Number :	[object Object]					
Select Region (required) :		Ŧ				
Select PMI Entity (required) :		Ŧ				
Invitee email (required):	Email Id 1					
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		Ō				
	Note : You are allowed to invite upto 3 people a time.	it a				
Comments (If any) :						
	Characters left :					
Digital Signature :						
	dress which I am requesting to be registered in nuine email address from mv organization. I ha					
	this email address and make this request, an					
this email address can be used to	o grant access to the Self Service Portal					
	ОКІС	ANCEL				