



Self Service Portal (SSP) for Suppliers



SSP

is a global tool, **available 24/7**
for suppliers delivering goods and
services to PMI entities.

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 [here](#)

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

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

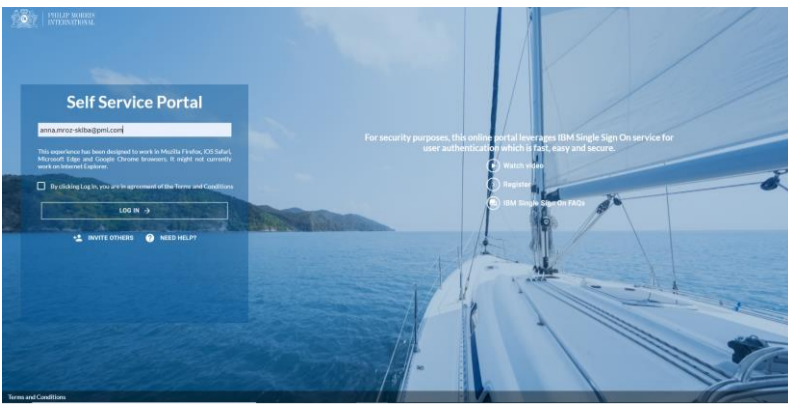
**Self-Service Portal neither impacts on
existing collaboration models nor billing
tools currently used at PMI (e.g. Coupa
invoicing, Legal Tracker, Supply Chain
Finance Program).**

Register today!

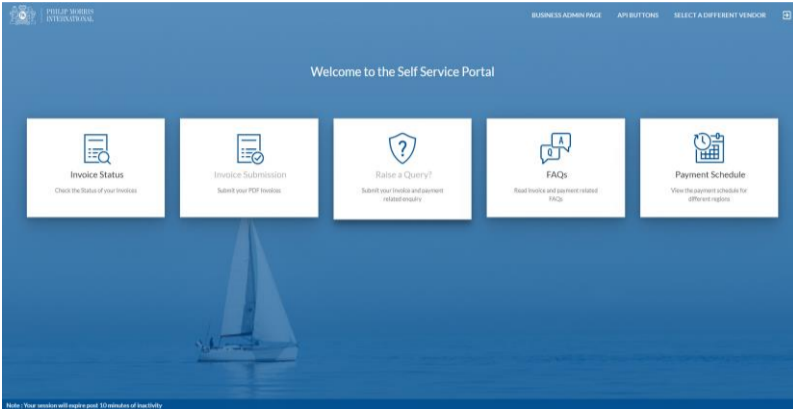
The tool is powered by



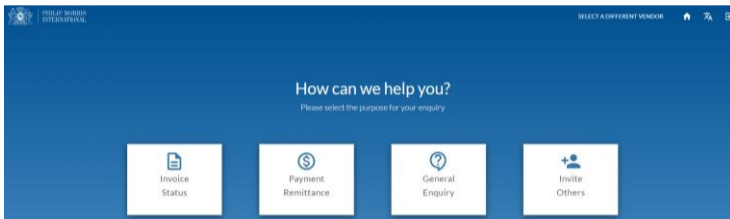
1. SSP log in page



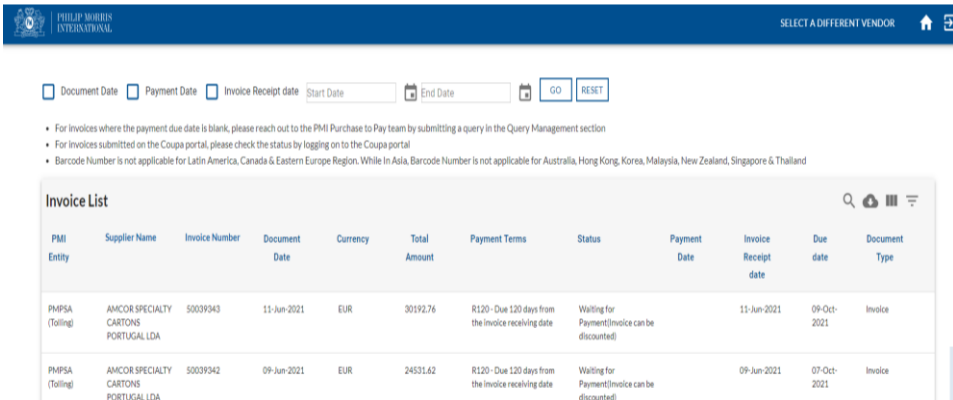
2. Home screen – SSP functionalities



3. Raising a query – topic selection



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



5. Query form



6. Invite others – additional email address can be invited

Invite others to the portal

Please fill up and submit the form below for us to validate and extend the invitation to whomsoever you want should get access to this portal.

Your Email :

Supplier Name :

VAT Registration Number :

Select Region (required) :

Select PMI Entity (required) :

Invite email (required) :

Email id 1 :

Email id 2 :

Email id 3 :

Note: You are allowed to Invite upto 3 people at a time.

Comments (if any) :

Characters left:

Digital Signature: I confirm that the email address which I am requesting to be registered in PMI's Vendor Master Database is a genuine email address from my organization, I have the necessary permissions to share this email address and make this request, and that this email address can be used to grant access to the Self Service Portal