



Supplier invoicing guidelines

- 1) These guidelines apply only to purchases executed in Coupa platform which is PMI's purchasing system.
- 2) Electronic invoicing is PMI's preferred method of invoicing. It is available in Coupa to:
 - suppliers sending invoices from any of these countries:

• Australia	• France	• Malaysia	• Slovenia
• Austria	• Germany	• Malta	• South Africa
• Belgium	• Greece	• Montenegro	• Spain
• Bulgaria	• India	• The Netherlands	• Sweden
• Canada	• Ireland	• New Zealand	• Switzerland
• Croatia	• Italy	• Norway	• United Arab Emirates
• Czech Republic	• Japan	• Poland	• United Kingdom
• Denmark	• Latvia	• Romania	• United States
• Estonia	• Lithuania	• Singapore	
• Finland	• Luxembourg	• Slovakia	

- When invoicing any of these PMI entities:
 - PM PRODUCTS SA
 - PHILIP MORRIS SA
 - ORECLA SARL
 - ORECLA SERVICES SA
 - PM Services S.A. (Expats)
 - PMI ENGINEERING SA
 - PMPSA (OC)
 - PMPSA (Tolling)
 - PM PRODUCTS S.A.(TRADING)
 - PM SERVICES S.A.
 - PM WORLD TRADE S.A.R.L.
 - PM EXPORTS SARL
 - PMI SERVICES SARL
 - PM TAIWAN SA
 - PM SERVICES INDIA S.A.
 - PMI ITSC S.A.R.L
 - PM BRANDS SARL
 - Philip Morris Finance SA
 - PMI Global Studio Limited
 - PMI GLOBAL SERVICES INC
 - PM INTERNATIONAL INC
 - PM Global Brands Inc.

- 3) If you are a supplier wishing to invoice one of Philip Morris International company listed above, but you cannot use electronic invoicing, you can use the following alternative methods:
 - a) If you have an agreement with that Philip Morris International company to issue invoices in PDF format, you can send PDF invoices to the e-mail address specified in that agreement. If you do that, your e-mail must not exceed 10 MB.
 - b) If you wish to send an invoice in paper format, put the normal address of the affiliate **in the invoice**, but then **send** it to:
PMI Service Center Europe sp. z o.o.
P.O. Box 52
PL-30-969 Krakow 28 Poland

- 4) If you are the supplier wishing to invoice any other Philip Morris International company from ones listed above, please note that electronic invoicing via Coupa is not available. Follow the instructions from the purchase order.