

# Downstream Solutions



ArcelorMittal

Invoices digitalization  
User guide

# 1 An electronic format replaces the paper format

## The objective

An electronic format replaces the paper format.

## Compliance

The digitalized invoices are delivered in a signed PDF format recognized by the financial administration.

## Storage

The invoices are stored for 10 years in an individual secured space called "Safe" and are available for viewing free of charge.

## Supplier

The deployment of digitalized invoices are carried out by a specialized supplier called Cegedim e-business.

## ArcelorMittal involved entities

The safe is unique for the following ArcelorMittal Entities

- ArcelorMittal Centres de Services
- ArcelorMittal Distribution Solutions France

## Legal Requirements

The use of electronic invoices is in accordance with the French directives from the Directorate General of Taxes (article 289.VII du CGI). This approach corresponds with the legislative developments contained in the law under n° 2015-990 dated the 06th of August 2015. The objective of this law is to simplify, optimise and secure the flow of documents and their archiving.

# 2 Advantages

## Save time

- Invoices downloadable in PDF
- Available 24/7
- Automatic archiving of all invoices
- Delays on delivery of invoices are reduced. (Invoices previously sent by post will cease)

## Security

A safe with your own login and password

## Environmental protection

With digitalization comes other advantages, not only is the environment better protected thanks to the removal of a paper based system and also the reduction of CO<sup>2</sup> emissions caused by conventional transportation.

# 3 New

→ 2 methods to access your invoices

## Safe

Your secured client space where you connect with your login and password and access your invoices 24/7.

Free archiving: all historic invoices are stored in your safe for a period of 10 years free of charge.

## Notification by e-mail

An e-mail notification will be sent to you. You can display and/or download the invoice in PDF format without connecting to your safe.


# 4 Things unchanged

## The invoice

The template remains the same.


## The frequency

The issue date of invoices is not affected.



# Access your electronic safe

**Subject:** Electronic invoicing ArcelorMittal – Login and password to access your electronic safe



Dear customer,

We have the pleasure to inform you that a secure electronic safe for archiving your digitalized invoices is now available to you. These invoices will be stored for a period of 10 years in accordance with the legal duration as per the General Taxes Code.

You can access your digitalised invoices by connecting to your personal identification as shown below:

**Access secure electronic safe:**  
[www.pasrel.com](http://www.pasrel.com)

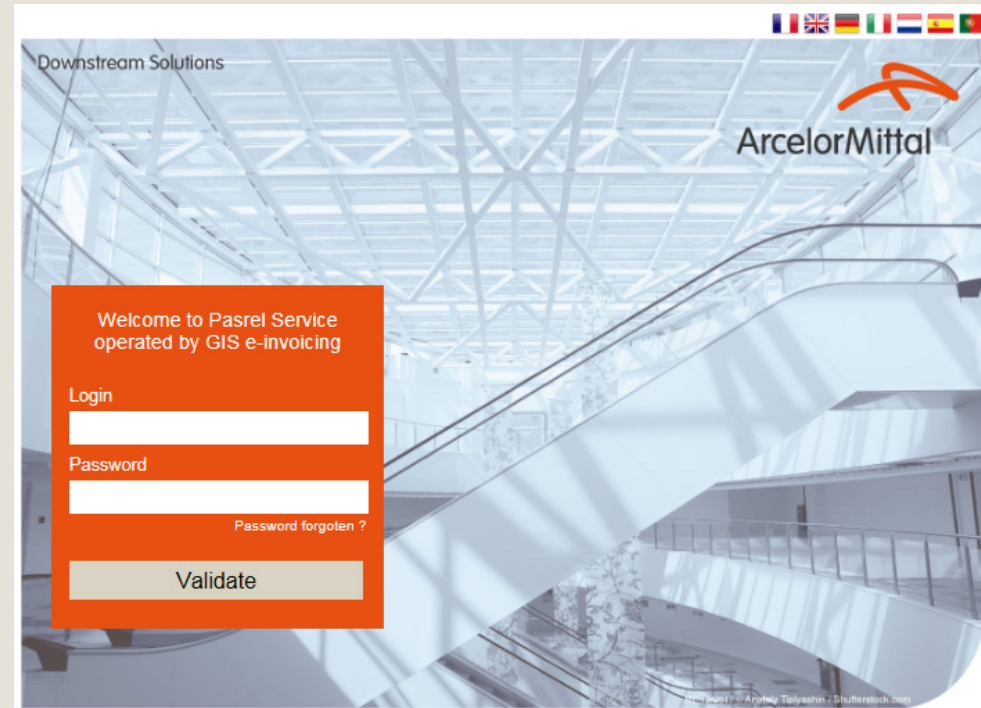
**Your login:** AMxxxxxxx  
**Your password:** xxxxxxxYY

At present, this electronic safe is empty, but the storage process will be initiated starting with your next invoice and you will receive an e-mail notification for each subsequent invoice stored.


If you have any questions about how the safe operates, please [click here](#) for instructions.

Should you require further information, please do not hesitate to contact your sales representative.

Best regards  
 ArcelorMittal



Downstream Solutions



Welcome to Pasrel Service  
 operated by GIS e-invoicing

Login

Password

[Password forgotten ?](#)

## How to use



- You have received an e-mail containing your login and password
- Click on the following address to access your personal account:

[https://www.pasrel.com/pasrel/ArcelorMittal\\_EN.html?locale=en](https://www.pasrel.com/pasrel/ArcelorMittal_EN.html?locale=en)

## How to use

- Enter your login and password
- Then, click on «Validate»



# Access your invoices via your electronic safe



ArcelorMittal

GIS

Factures Archives Partenariats Téléchargement Administration ?

Factures > Consulter factures

Recherche

Adhérent \*  
N° document \*  
Date du document (du) \*  
Date du document (au) \*

N° Poste \*  
Sens  
Critères avancés

Identifiant GIS e-invoicing  
Montant net à payer (de)  
Montant net à payer (à)  
Devise

Echéance  
Statut  
Statut Dest.  
Type de document

Post-it (clé)  
Post-it (valeur)

\* Certains de ces champs sont obligatoires

Rechercher Effacer

## How to use

- Your membership number appears automatically
- You can search with your chosen criteria
- Then, click on « Research »

GIS

Factures Archives Partenariats Téléchargement Administration ?

Factures > Consulter factures

Recherche

Résultats

Résultats par page : 50 sur 2

...	Raison sociale fournisseur	Date document	Type	N° document	Total HT	Total TTC	Devise	Echéance
...	AM CENTRE DE SERVICES	07/09/2016	Historique		1 990,00	2 388,00	EUR	15/11/2016
...	ARCELORMITTAL DISTRIBL	07/09/2016	Visualiser					

Résultats par page : 50 sur 2

Télécharger Traiter

Original HTML PDF

## How to use

- To display and/or to print your invoice, right click, then:
  - Display
  - Original
  - PDF
  - Print if required
- To download your invoice, right click, then:
  - Download
  - Original
  - PDF

GIS

Factures Archives Partenariats Téléchargement Administration ?

Factures > Consulter factures

Recherche

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Résultats par page : 50 sur 2


## How to use

- Your invoices appear for the ArcelorMittal entities involved



## Access to your invoices directly via e-mail notification

Objet : FR06 – 5555555 - ArcelorMittal Centres de Services France : Electronic invoices

PJ:  FACTURE-FR06-5555555-20170531-US3-1234567.pdf

|



Dear customer,

Please, find below your digitalised invoice(s).

To access and/or download your invoice(s), please click on the PDF symbol in the 1<sup>st</sup> column of the table.

Invoice PDF	Company N°	Supplier Name	Customer invoice N°	Customer Name	Document Date	Document N°	Document Type	Amount including Taxe	Due Date	Method of Payment
	FR06	ArcelorMittal Centres de Services	5045500	TMAP TECHNIQUES METALON APPL	31/05/2017	US3 1234567	INVOICE	\$2 490,36	31/07/2017	Transfer

Your invoices are archived and available at the following address: <http://www.pasrel.com>

To know more of your safe, our terms and conditions of sales, [click here](#)

Should you require further information, please do not hesitate to contact your sales representative.

Best regards

ArcelorMittal

----- This electronic message has been sent automatically. Please do not reply -----

### How to use

- Identification not required
- You can access your safe directly via e-mail

### 2 possible types of e-mail:

- PDF as attachment + the link to the invoice
- or
- the link(s) to the invoice(s) without attachment