



Supplier invoicing guidelines

- 1) These guidelines apply only to purchases created in Coupa platform – one of PMI's purchasing systems.
- 2) Electronic invoicing in Coupa is PMI's preferred method of invoicing. It is available in Coupa:

- When invoicing any of these PMI entities*:
 - PHILIP MORRIS SA
 - PM PRODUCTS SA
 - PM Switzerland Sàrl (CH Division)
 - ORECLA SARL
 - ORECLA SERVICES SA
 - PM Services S.A. (Expats Division)
 - PMI ENGINEERING SA
 - PM Products S.A. OC Division
 - PM Products S.A. Tolling Division
 - Philip Morris Finance SA
 - PAN AFRICA ENTREPRENEURS SARL
 - PM Products S.A. Trading Division
 - PM SERVICES S.A.
 - PM WORLD TRADE S.A.R.L.
 - PM Switzerland Sàrl (Exports Division)
 - PMI SERVICES SARL
 - PM TAIWAN SA
 - PM SERVICES INDIA S.A.
 - PMI IT Service Center Sàrl PM BRANDS SARL
 - PM Equity Partner Sàrl
 - PMI Global Studio Limited
 - PMI GLOBAL SERVICES INC
 - PM INTERNATIONAL INC
 - PM Global Brands Inc.
 - VECTURA INC.
 - VECTURA FERTIN PHARMA, INC.

- For suppliers issuing invoices from any of these countries:

• Australia	• France	• Malaysia	• Slovenia
• Austria	• Germany	• Malta	• South Africa
• Belgium	• Greece	• Montenegro	• Spain
• Bulgaria	• India	• 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	

*If entity is not listed above – Coupa electronic Invoicing is not possible – please use then [pmi.com/Supplier's toolkit](https://pmi.com/Supplier's%20toolkit) (for more guidance – map in the lower section of the page).

- 3) If you are a supplier wishing to invoice one of Philip Morris International company listed above, but you cannot use Coupa electronic invoicing, you can use the following alternative methods:
- a) Use [Self Service Portal](#) to upload an invoice or for more guidance on invoice submission channels for specific markets – your attachment cannot exceed 5 MB.
If you do not have the access to Self Service Portal, please contact PMISelfServicePortal.PMIFIN@pmi.com
 - b) If you wish to use a different invoicing channel or invoice other PMI entities, please refer to [alternative invoicing channels](#) available at [pmi.com/Supplier's toolkit](https://pmi.com/Supplier's%20toolkit).
 - c) In case you need to send an invoice in paper format (billed to one of the listed above affiliates in p. 2), put the **billing address** of the affiliate **in the invoice**, but **send envelop** with invoice to:

PMI Service Center Europe sp. z o.o.
P.O. Box 52
PL-30-969 Krakow 28 Poland