



PHILIP MORRIS INTERNATIONAL

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	

You can find updated list of countries on our CSP Guidelines.

- 3) If you are a supplier wishing to invoice a Philip Morris International company in Switzerland, 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:

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