



January 26, 2021

To all purchase order vendors –

Effective immediately, all invoices are to be mailed to the following address or emailed (preferable method) as stated below:

Cleveland-Cliffs
Shared Services
P.O. Box 2269
Chesterton, IN 46304

Via email: usainvoices-incoming@clevelandcliffs.com Please note that the format of the file with the invoice needs to be .PDF, .TIF, .DOC, .RTF, .XLS, .CSV, .TXT. The system cannot accept a .JPG or an HTM file format.

Only the email address provided should be entered into the “to” field in the email.

In addition, emailing one invoice at a time ensures quicker delivery to our system and less chance of errors from the email to the scanned copies. If you are using a background with shading or colors in your emails, please discontinue as this will prevent your invoices from moving into our system for processing.

Please do not submit your invoices more than once as this can slow the processing of your invoices and ultimately your payments. Invoices that are set up to pay or paid can be found on our vendor inquiry system. If the invoice is not in vendor inquiry and is not a current invoice, please send an inquiry so that we can review and get back to you with additional instructions or comments.

Note if you are an ERS vendor please do not submit invoices...

Sincerely,

Manager Accounts Payable Cleveland