

## VENDOR INQUIRY

Cleveland Cliffs has updated our web-based vendor inquiry site to allow our valued business partners to search for invoices defined as “In-Process.”

Invoices “In-Process” are now searchable and consist of submissions sent to Cleveland Cliffs Accounts Payable and are actively being reviewed by the appropriate personnel. Upon processing completion, the invoice will transition to a status of “Un Paid” and ultimately “Paid” once the disbursement is generated.

When using the filter drop down, “In-Process” invoices will be listed under “IN PROCESS” or “ALL.”



The Vendor Inquiry system, in addition to providing a mechanism to send an inquiry to Accounts Payable, gives you the ability to search for invoice information:

1. By invoice number (exclude punctuation or special characters when searching)
2. By purchase order
3. Add filtering criteria such as paid/unpaid status, or specific payment number.
4. Obtain invoice data for two rolling calendar years (ex. March 2016 to March 2018)
5. Provide a method to send an inquiry to Accounts Payable if more information is needed.
6. Export information to excel.

Be reminded that invoices are paid based on the terms of your purchase order and Cleveland Cliffs Steel, LLC generates payments every Monday for all ACH and Check vendors.

Access the system with the following link: [https://www.clevelandcliffs.us/vendor\\_inquiry/welcome.asp](https://www.clevelandcliffs.us/vendor_inquiry/welcome.asp)

The second page explains the data required to access your information and our website.

## Invoices

As a reminder, we ask that vendors submit invoices electronically to leverage our paperless process

- Preferred option to submit your invoice is through email at [USAinvoices-incoming@clevelandcliffs.com](mailto:USAinvoices-incoming@clevelandcliffs.com)
- Formats accepted: PDF, TIF, DOC, RTF, XLS, CSV, TXT
  - Our system cannot accept JPG or HTM file formats
  - Our system will kick out anything with more than **ONE** e-mail address in the “TO” field

**\*\*\*PLEASE NOTE: Suppliers that are on Evaluated Receipt Settlement (ERS) should not submit invoices to Cleveland Cliffs, they should submit directly to requestor\*\*\***

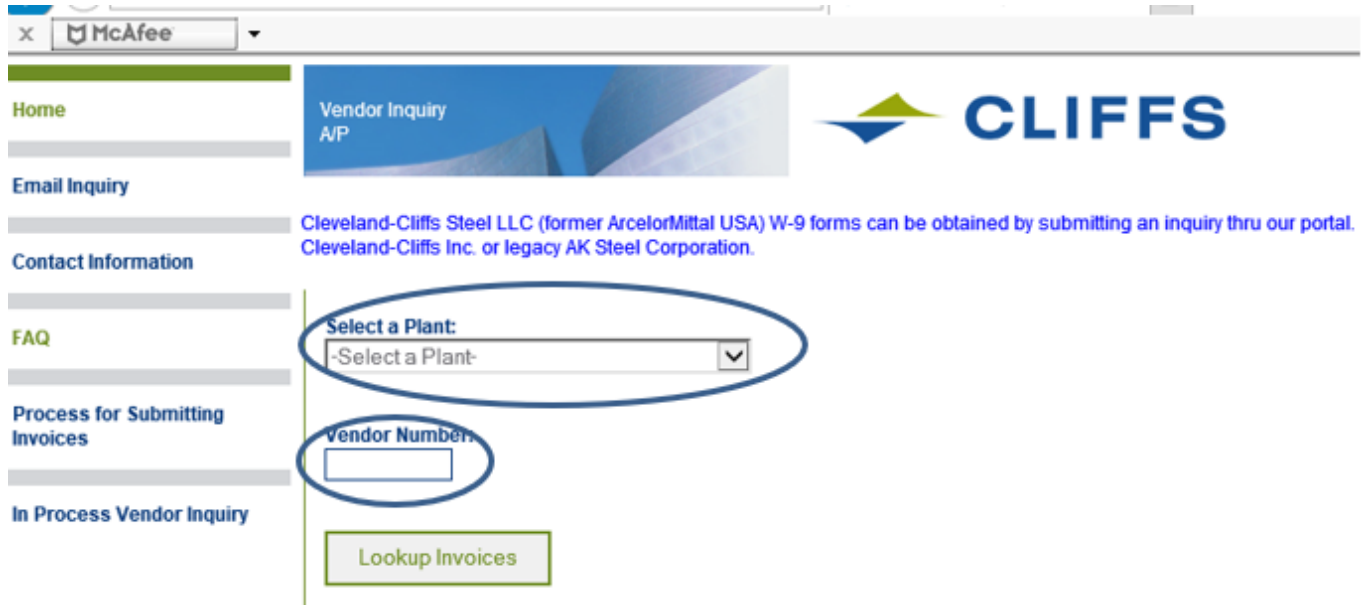
Sincerely,

Hannah Weiler  
Manager Accounts Payable

## VENDOR INQUIRY LOG ON


Access the system with the following link: [https://www.clevelandcliffs.us/vendor\\_inquiry/welcome.asp](https://www.clevelandcliffs.us/vendor_inquiry/welcome.asp)

Simply select a plant from the choices in the drop-down list and enter your vendor number. The plant can be found by looking at the "SHIP TO:" address on the purchase order. The city will generally correspond to the plant you need to select. The Vendor number is located in the upper left-hand box of your purchase order.



Home

Vendor Inquiry  
AP



Email Inquiry

Cleveland-Cliffs Steel LLC (former ArcelorMittal USA) W-9 forms can be obtained by submitting an inquiry thru our portal.  
Cleveland-Cliffs Inc. or legacy AK Steel Corporation.

Contact Information

FAQ

Process for Submitting  
Invoices

In Process Vendor Inquiry

Select a Plant:  
-Select a Plant-

Vendor Number:

Lookup Invoices