

Supplier invoicing guidelines

1. These guidelines apply only to purchases executed in SIRIUS (which is PMI’s purchasing system, supported by the Coupa platform).
2. Electronic invoicing is PMI’s preferred method of invoicing. It is available in SIRIUS to suppliers sending invoices from any of these countries:

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| * Australia | * Finland | * Lithuania | * Singapore |
| * Austria | * France | * Luxembourg | * Slovakia |
| * Belgium | * Germany | * Malaysia | * Slovenia |
| * Bulgaria | * Greece | * Malta | * South Africa |
| * Canada | * India | * The Netherlands | * Spain |
| * Croatia | * Ireland | * New Zealand | * Sweden |
| * Czech Republic | * Italy | * Norway | * Switzerland |
| * Denmark | * Japan | * Poland | * United Kingdom |
| * Estonia | * Latvia | * Romania | * United States |

1. 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:
   1. 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.
   2. 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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