FUSION

Coupa Supplier Portal (CSP)

GLENCORE

11

Supplier onboarding

GLENCORE FUSION

This section will explain how to respond to a request for information from Glencore

1 You will receive an email from Glencore that an action is required from you.

2 From the received email, click on **update profile.**

NOTE: If you have a profile created on the CSP, you will be asked to update your profile, otherwise a new profile needs to be created

1

Powered by ⚙ coupa

GLENCORE QA

Update your profile for Glencore

Hello Supplier,

Glencore wants you to respond by updating your company profile on Coupa. This information is required so they can transact with you electronically.

Use the "Update Profile" button to respond or decline.
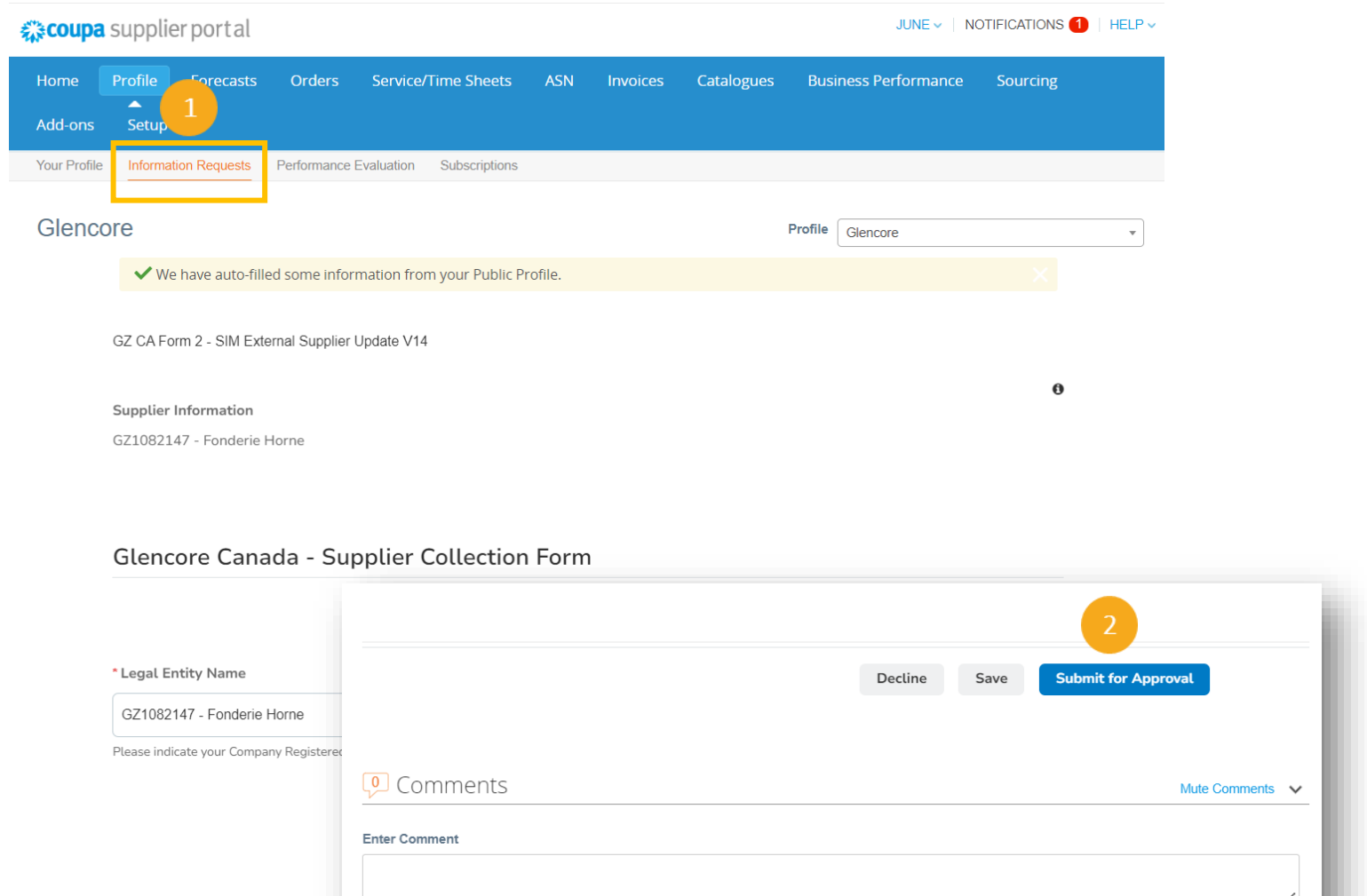
Arnold Swart
Glencore

2

Update Profile

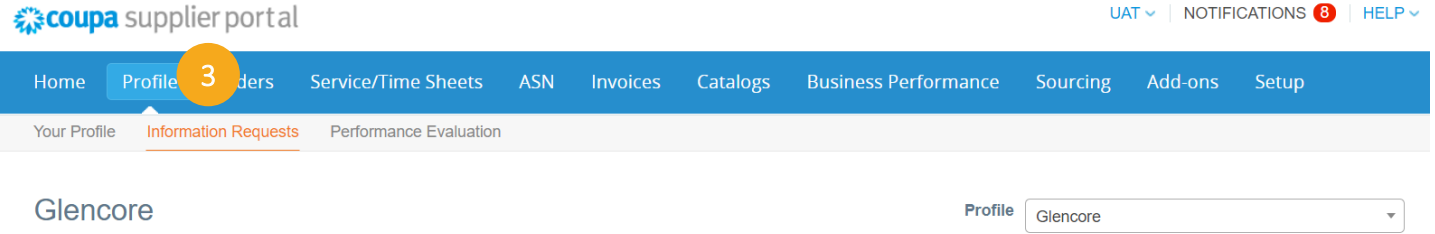**This section will explain how to respond to a request for information from Glencore**

1 Under the profile tab, go to information requests

2 Complete the form and all the required information and send your response.

GLENCORE

FUSION

3 The information request section on the CSP is where the supplier would see the customers SIM form.

4 There are multipule required field, that have been determined by the customer. These fields will have red asterisks next to the question.

5 For banking details, ensure that all the field that applies to your company is filled in. Not all field that apply to your company will be required on the form.

coupa supplier portal

UAT | NOTIFICATIONS 8 | HELP

| Home | Profile | ...ders | Service/Time Sheets | ASN | Invoices | Catalogs | Business Performance | Sourcing | Add-ons | Setup |

Your Profile | Information Requests | Performance Evaluation

Glencore

Profile [Glencore ▼]

4 * **Language** [Select ▼]

* **Industry** [Select ▼]

· Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

[Add Remit-To]

5 * Bank Details

Active	[Active ▼]
Bank Name	Common Wealth
Beneficiary Name	UAT testing
Bank Account Number	******848 ⓘ
SWIFT Code (BIC)	ⓘ
BSB Number	***203 ⓘ
Sort Code	ⓘ
Bank Address	
Account Currency	AUD ▼

coupa   accenture

GLENCORE

Additional support

- ✓ Coupa Guides
- ✓ Glossary

SUPPLIER PORTAL GUIDES

Dedicated to suppliers on success portal and available directly on CSP

Coupa Success Portal Information

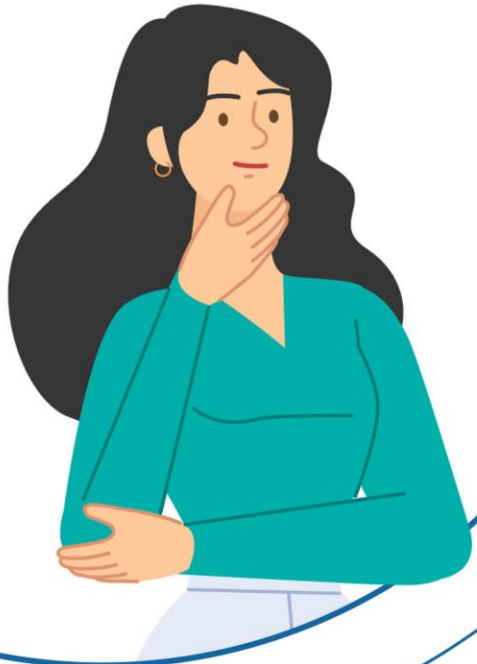https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal

Purchase Orders

https://www.coupa.com/success/purchase-orders

Invoices

https://www.coupa.com/success/suppliers-invoices

FUSION

GLENCORE

Glossary

- **CSP:** Coupa Supplier Portal means suppliers will be able to make inquiries and upload information related to their invoices. The CSP also allows monitoring the invoice payment status, including payment problems. In addition, all related notifications will be sent to the registered email account.

- **Change request**: Make change requests on a purchase order, it can be for example price or quantity.

- **Credit note**: Document through which you can cancel invoices previously made.

- **Invoice:** Through Coupa you will have the possibility to generate an invoice against a purchase order (PO) and be able to follow it up

- **Sourcing Event:** RFx Events consist of Request for Information, Request for Quotation, and Request for Proposal defined by one buyer and many sellers.

GLENCORE FUSION

Glossary

RFX: RFI, RFQ or RFP

- **RFI:** Request for Information. Type of sourcing event used to collect qualitative information about suppliers or initiatives.

- **RFQ:** Request for quotation. Type of sourcing event that is used to obtain specific prices for products or services

- **RFP:** Proposal request. Type of sourcing event used when the product or service you obtain is complex in nature and requires a qualitative and quantitative assessment of the suppliers.

- **Lots:** Group of Items/Services That Need to Be Purchased Together from the Same Provider.

- **Items:** Lists of items to be procured. These can be set-up to be purchased together or from multiple suppliers if needed.

- **GC/GA/GZ - _____:** Taxonomy that users must follow for the names of sourcing events (GC _Glencore Coal /GA Glencore Alloys/ GZ Glencore Zinc)

- **Questionnaire:** Form that the supplier must complete with the options indicated (checkbox, text, attachments, or radio buttons) for further evaluation in the event evaluation process.

QUESTIONS?

We are here to support you every step of the way.

Project "Fusion"
Key Contact

ZincFusionSupplier@glencore.ca

GLENCORE FUSION