

FUSION



COUPA TRAINING

Coupa Supplier Portal (CSP)

GLENCORE

08

Administrator tab and notifications setting

GLENCORE



8.1 ADMINISTRATOR TAB AND NOTIFICATIONS SETTING

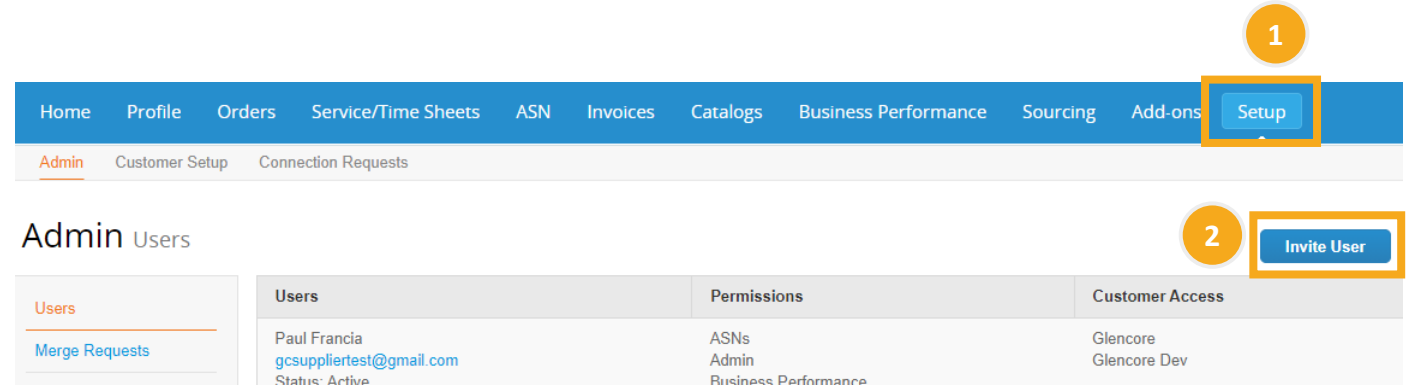
In this section you will learn how to manage the account profile and add new users to the supplier portal

1 Go to the administrator tab on the right side of the portal.

2 Click on invite user

3 Fill in the required data and select the permissions that will be enabled for the user you are adding.

4 Click on send the invitation and the user will be notified



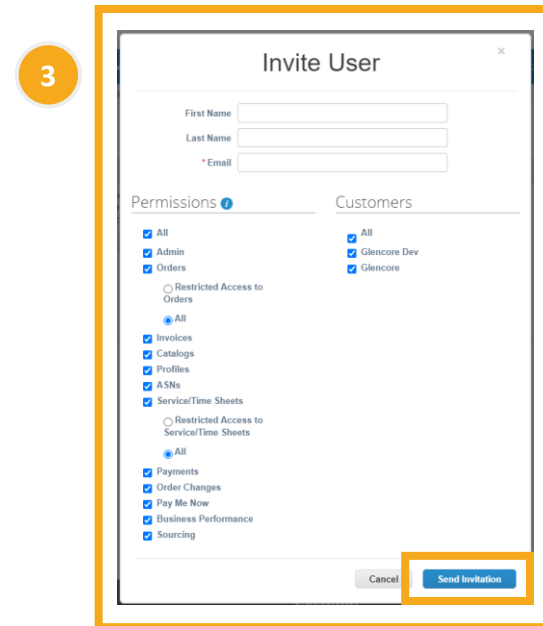
Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons **Setup**

Admin Customer Setup Connection Requests

Admin Users

Users	Permissions	Customer Access
Paul Francia gcsupplier@test@gmail.com Status: Active	ASNs Admin Business Performance	Glencore Glencore Dev

Invite User



Invite User

First Name

Last Name

* Email

Permissions **Customers**

All All

Admin Glencore Dev

Orders Glencore

Restricted Access to Orders

All

Invoices

Catalogs

Profiles

ASNs

Service/Time Sheets

Restricted Access to Service/Time Sheets

All

Payments

Order Changes

Pay Me Now

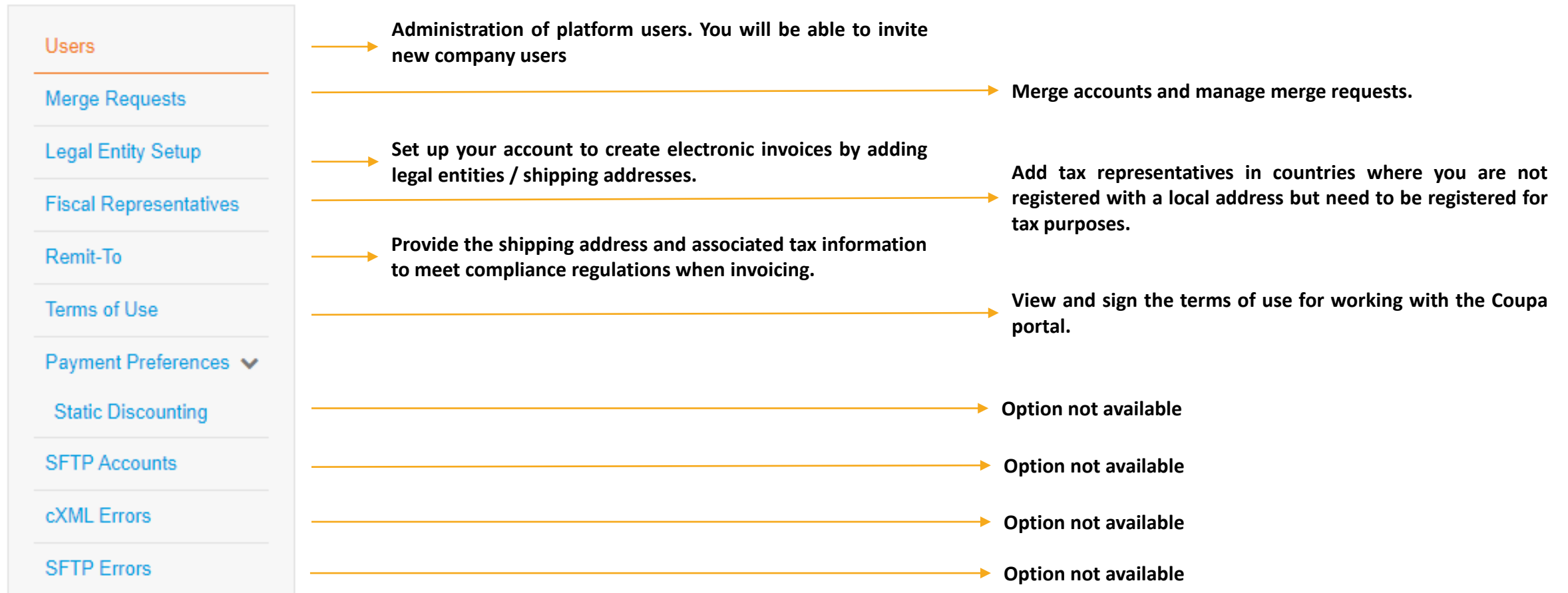
Business Performance

Sourcing

Cancel **Send Invitation**

The portal contains many features that may not be enabled for your use. The following is a short description of the administrator tab

Admin Users



Additional support

GLENCORE



- ✓ 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>

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



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.

GLENCORE



QUESTIONS?

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

**Project “Fusion”
Key Contact**

ZincFusionSupplier@glencore.ca

GLENCORE

FUSION

