

FUSION



COUPA TRAINING

# Coupa Supplier Portal (CSP)

GLENCORE

01

# Why Coupa

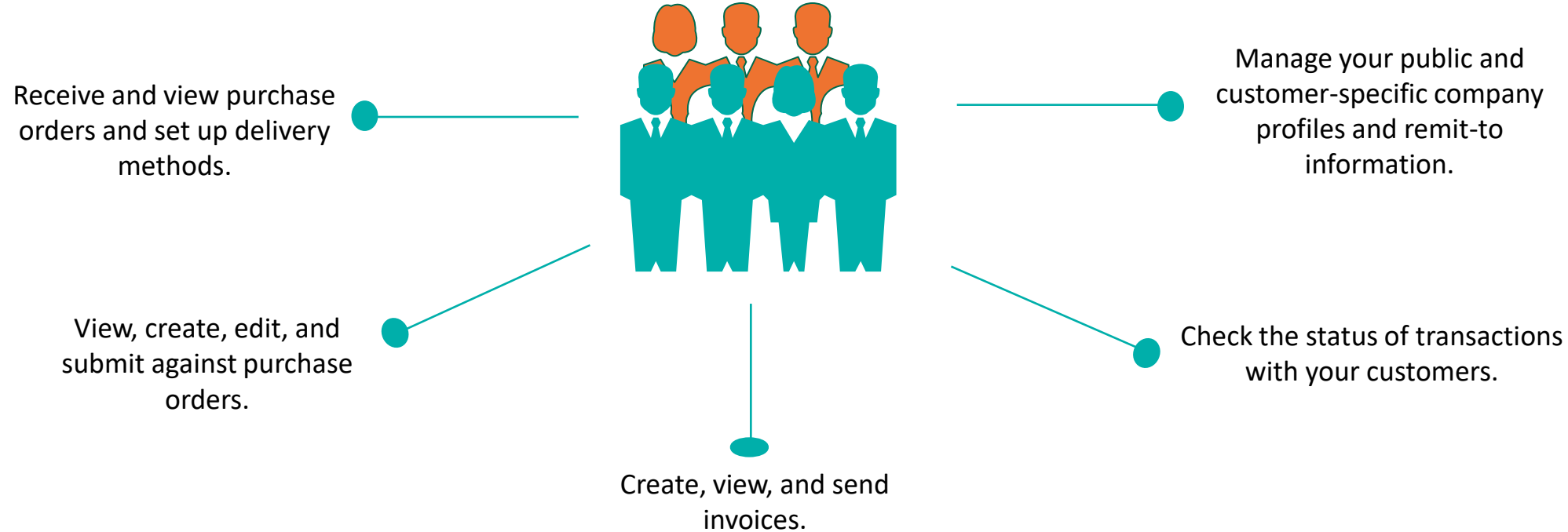
---

GLENCORE

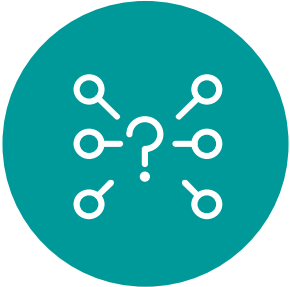




# Benefits Coupa Supplier Portal (CSP)



**Coupa can be used for the following activities**



**Receive RFPs, RFQs,  
and submit response  
to Glencore**



**Submit legal  
agreements &  
contracts**



**Receive and  
acknowledge  
Purchase Orders**



**Create and  
submit invoices**



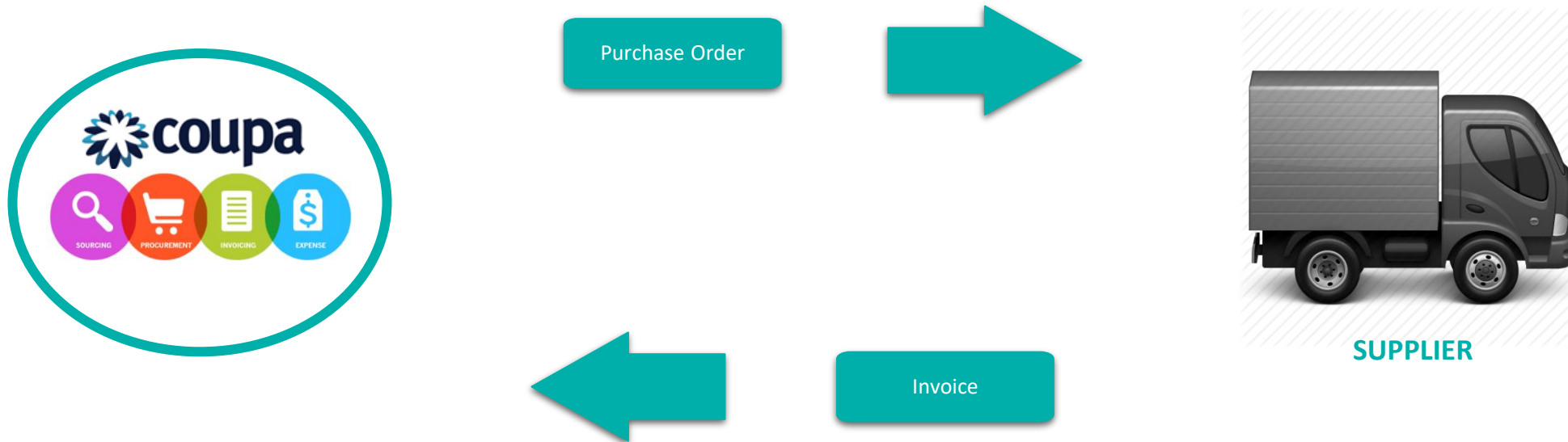
**Check payment  
statuses**



**Onboard and  
communicate master  
data changes to  
Glencore**

## Coupa Supplier Network through CSP

The Coupa Supplier Portal (CSP) is a free tool for suppliers to easily do business with customers who use Coupa. The CSP makes managing customers and transactions easy. Depending on the customer's specific Coupa configuration, content and settings can be managed on a customer-by-customer basis.



# 02

## 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](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

## **Purchase Orders**

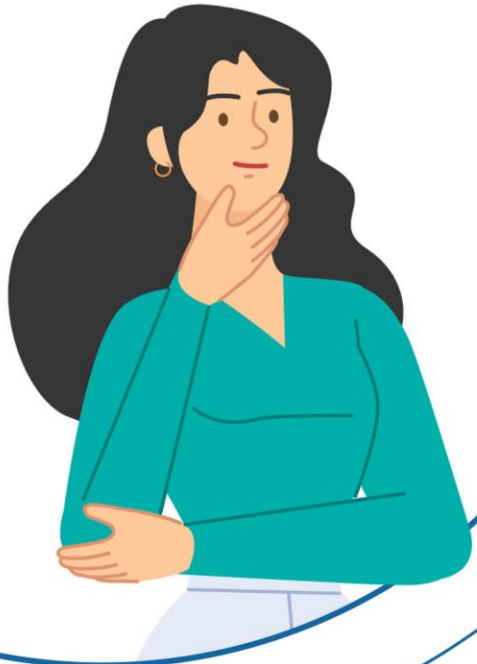
<https://www.coupa.com/success/purchase-orders>

## **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](mailto:ZincFusionSupplier@glencore.ca)

GLENCORE

FUSION

