

FUSION



COUPA TRAINING

# Coupa Supplier Portal (CSP)

GLENCORE

06

# Confirmation of invoice payment

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# 6.1 CONFIRMATION OF INVOICE PAYMENT

In this section you will learn how to verify the payment of an invoice made by Glencore

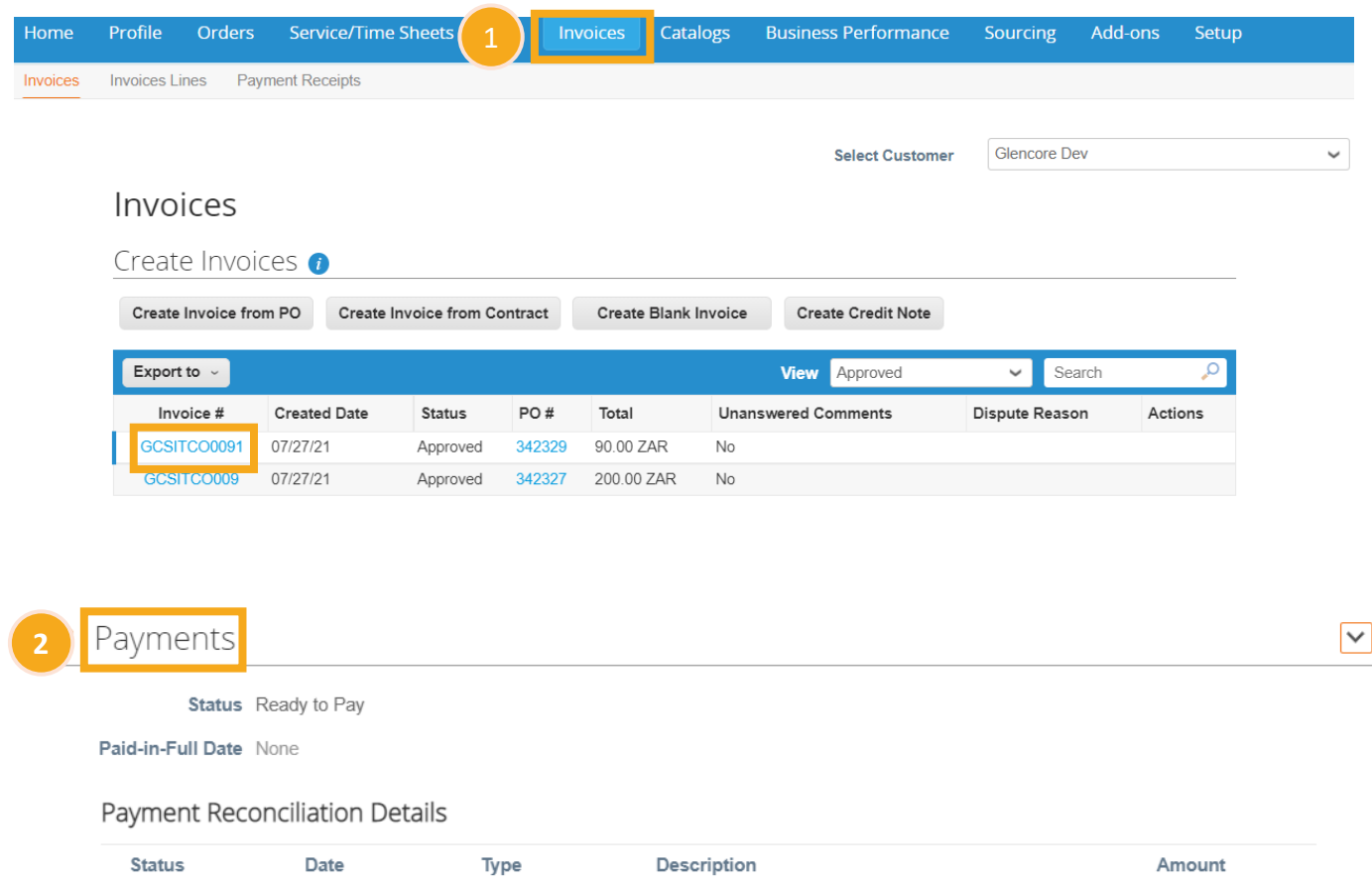
- 1 In the invoices section look for the invoice you want to verify, Click on the invoice number

The invoice status must be approved

- 2 Go to the payment section and you will be able to verify the amount that has been paid, the date and a brief description.



**NOTE:** The information you find corresponds to payments that the invoice was created with.



The screenshot shows the COUPA Supplier Portal interface. The top navigation bar includes Home, Profile, Orders, Service/Time Sheets, Invoices (highlighted with a '1'), Catalogs, Business Performance, Sourcing, Add-ons, and Setup. Below the navigation bar, there are sub-sections for Invoices, Invoices Lines, and Payment Receipts. A 'Select Customer' dropdown menu is set to 'Glencore Dev'. The 'Invoices' section displays a table with columns: Invoice #, Created Date, Status, PO #, Total, Unanswered Comments, Dispute Reason, and Actions. Two invoices are listed, both with a status of 'Approved'. The first invoice, GCSITCO0091, is highlighted with a '1' in a yellow box. Below the Invoices section, the 'Payments' section is highlighted with a '2' in a yellow box. It shows a status of 'Ready to Pay' and a 'Paid-in-Full Date' of 'None'. The 'Payment Reconciliation Details' section is partially visible at the bottom, with columns for Status, Date, Type, Description, and Amount.

| Invoice #   | Created Date | Status   | PO #   | Total      | Unanswered Comments | Dispute Reason | Actions |
|-------------|--------------|----------|--------|------------|---------------------|----------------|---------|
| GCSITCO0091 | 07/27/21     | Approved | 342329 | 90.00 ZAR  | No                  |                |         |
| GCSITCO009  | 07/27/21     | Approved | 342327 | 200.00 ZAR | No                  |                |         |

# Additional support

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- ✓ Coupa Guides
- ✓ Glossary

# SUPPLIER PORTAL GUIDES

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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

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- **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.

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# Glossary

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## 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.

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# QUESTIONS?

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

**Project “Fusion”  
Key Contact**

[ZincFusionSupplier@glencore.ca](mailto:ZincFusionSupplier@glencore.ca)

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