FUSION

Coupa Supplier Portal (CSP)

GLENCORE

04

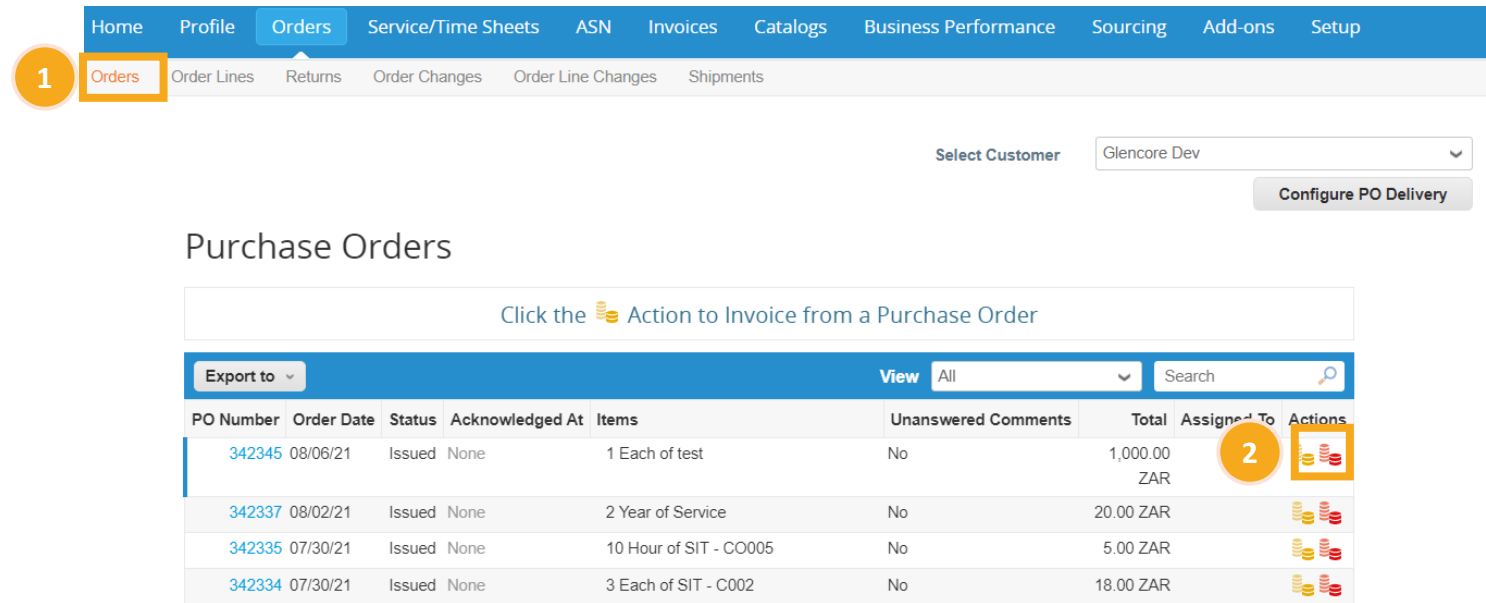## Create an invoice from a purchase order

4.1 CREATING AN INVOICE FROM A PURCHASE ORDER

1 In the purchase orders tab identify the order to create the invoice

2 For the purchase order, click on the icon

> **NOTE:** In the orders tab you will find all the purchase history you have with Glencore. You cannot consolidate purchase orders to generate invoices. You must perform the process for all orders separately

In this section the creation of the invoice will take place

① **Complete** the information in the general information section.

In the **Currency** option review the currency defaulted from the PO

In scanned images and attachments, you must attach the graphic representation or PDF of the invoice and the dispatch or delivery fulfilment and/or service record approved by the administrator.

② Section where you will find the lines or items associated to the invoice. Complete the information if necessary

a You have the option to create imposition at line or item level.

b Taxes can be added at the line level by clicking on the Line Level Taxation

NOTE: Remember to attach the requested files in the image and attachments section.

4.2 CREATING AN INVOICE FROM A PURCHASE ORDER

3 Section where you can add the sales tax (VAT) associated to the invoice.

4 Options available for invoice management

a **Delete:** delete the invoice, you will have to do the whole management again.

b **Save as draft:** You will be able to save the invoice and continue editing it later.

c **Calculate:** The invoice total is updated, including tax added

d **The invoice is sent to Glencore.**

5 **Click on submit. The invoice has been sent to Glencore.**

3 Totals & Taxes

Lines Net Total	20.00
Shipping	
Handling	
Misc	
Tax	0.000 % 0.000
Total Tax	0.00
Net Total	20.00
Total	**20.00**

4 Delete   Cancel   Save as Draft   Calculate   **Submit** **5**

Comments

Mute Comments

Enter Comment

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Attachments Add File | URL

Add Comment

Notifications when sending an invoice

1 A notification box will appear each time you send an invoice, it refers to the confirmation of the information provided.

2 In case you do not attach an image scan and try to send an invoice a notification box will appear referring to the missing document.

3 Click continue editing to return to the invoice and complete the missing information.

NOTE: In case the information is incomplete the platform will not show this notification.

1

2

3

Are You Ready to Send?

You're about to send an invoice to **Glencore Dev** for a total amount of **20.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.

3 Continue Editing   Send Invoice

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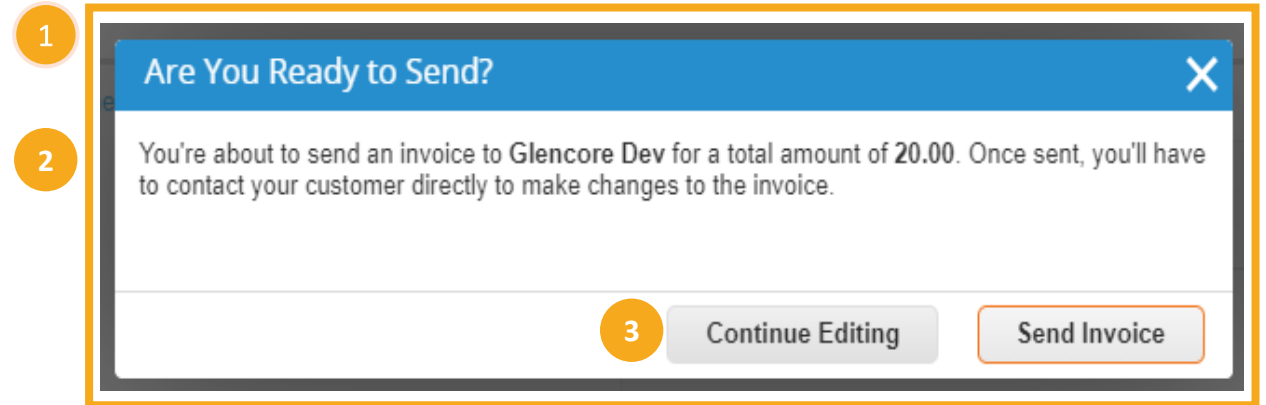
In this section you will learn how to create a partial invoice for a purchase order

1 Select the purchase order you want to create the invoice for

2 Verify the purchase order data and click on create invoice

3 Complete the general information of the invoice, in the lines section you will find the icon ❌ which will allow you to delete lines from the original purchase order.
This must be used particularly when a purchase order line shall not be part of an invoice. Don't put 0 in quantity or price – rather delete the line

4 **Fill in the tax information and click on submit**

NOTE: To invoice the remaining lines you must search the purchase order again and invoice the remaining lines. The ones you have already invoiced will appear as zero, you must remove them from the invoice.

Purchase Orders

Click the 🪙 Action to Invoice from a Purchase Order

Export to ⌄					View	All ⌄	Search 🔍
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
1 342345	08/06/21	Issued	None	1 Each of test	No	1,000.00 ZAR		🪙🪙

2 [Create Invoice] [Save] [🖨 Print View]

Lines
☐ Line Level Taxation

Type	Description	Qty	UOM	Price		**3** ❌
🛒	test	1.000	Pièce / Each / ⌄	1,000.00	1,000.00	

PO Line
342345-1

Contract
Service Contract ⌄

Supplier Part Number

Billing
2300-2302100015-3000

[Delete] [Cancel] [Save as Draft] [Calculat **4**] [**Submit**]

In this section you will see the status of the invoice once you have sent it to Glencore

1 In the invoices tab, you will find the status of the invoice. You will be able to track the status of the invoice. What statuses can you view?

a **Approved: The invoice has been approved**

b **Pending approval: The invoice is pending approval by Glencore.**

c **Draft: Refers to an invoice that is being managed but has not yet been sent.**

d **Rejected: The invoice has been rejected.**

e **Disputed: The invoice has incorrect information and needs to be modified.**

ELECTRONIC INVOICING – IMPORTANT INFORMATION

Please remember:

Glencore's preferred method of receiving invoices is digital submission as explained in this document. All suppliers should adopt this method as soon as possible.

Once an invoice is submitted digitally, there is NO REQUIRMENT to send a copy by email to any address you may have. Please do not send invoices by email and deactivate any automated emails that may send invoices to Glencore.

For ease of reviewing and revising invoices (if required) it is recommended that suppliers register on the Coupa Supplier Portal and manage their interactions with Glencore there. Please see CSP Support Document for further detail.

INVOICE TAB OVERVIEW

Status	Description
Approved	The invoice has been accepted for payment by Glencore and payment will be made in line with the payment terms of the PO.
Disputed	The invoice has been disputed. Glencore must give a reason for the dispute and leave additional comments for you while the invoice is in disputed status. To resolve the dispute, you need to review and correct the mistakes in the invoice and resubmit it (see next slide).
Draft	A draft invoice has been created against a specific PO, but it has not been submitted to Glencore. These invoices can be edited and submitted at anytime.
Pending Approval	The invoice is being processed and is either pending the receipt of the goods/service, or a tolerance was exceeded and requires someone at Glencore to approve the change. Examples of tolerances include additional shipping/handling/misc. fees being added to the invoice, price discrepancies, QTY discrepancies, etc.
Voided	The invoice has been voided. Typically, this will only happen after Glencore has communicated the issue to the Supplier. In most cases, the invoice will be Disputed and not Voided. **IMPORTANT: An invoice that is voided CANNOT be resubmitted. The invoice number is permanently locked.**

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

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.

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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

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