

GLENCORE

PROJECT PRISM
S2P Transformation
Glencore Canada

Invoicing using Coupa **Support document**

In this document you will find:

- **An overview of the Coupa S2P project**
- **A user guide about submitting your Invoices using the either the Coupa Supplier Portal, or Supplier Actionable notification**

Glencore Canada S2P Solution Overview



A Coupa S2P Transformation

Glencore is embarking on a journey to transform the way we procure goods and services.

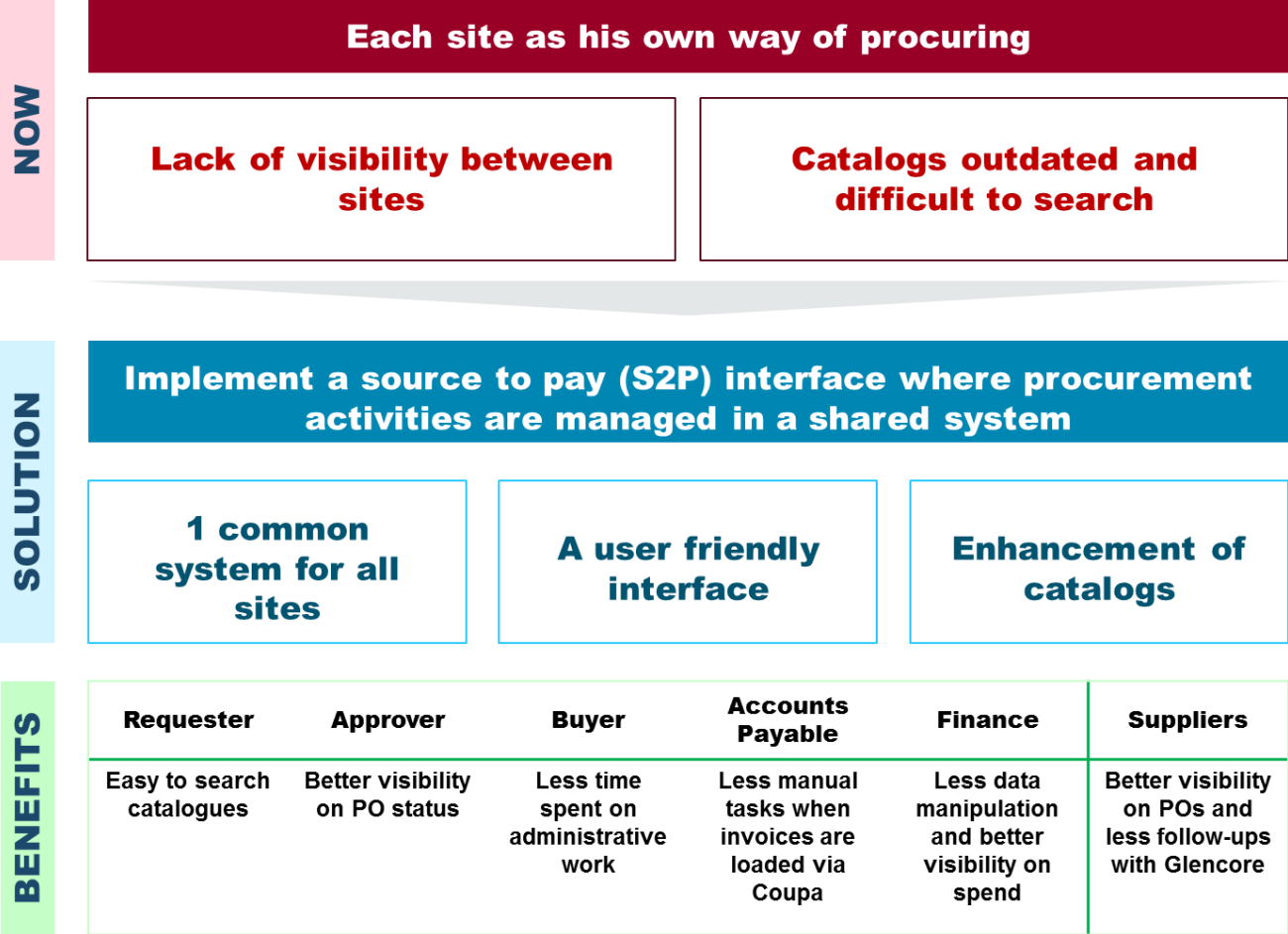
We are implementing Coupa, a cloud-based Source to Pay (S2P) solution, to help us work together more efficiently.

This platform will allow us to source, procure, receive, and pay for goods and services, increasing the value generated to our business.

Transacting electronically with Coupa will be the standard method of doing business with Glencore Canada moving forward, and we are excited to include you in this journey.

We value our relationship and look forward to working with you during this transition and beyond.

This Coupa implementation will help us optimize our procurement activities with key benefits for all users.



The Project Overview

Glencore Canada has been selected as a pilot environment for the Coupa S2P solution implementation due to the complexity of the Canadian operational landscape (i.e. multiple business units, multiple languages, 4 different ERPs, ~6000 Suppliers, etc.). Go live is planned for :

- **Mid-February to Mid-April – Wave 1**

- Sudbury INO
- Raglan Mine
- Matagami Mine

- **May to Mid-May – Wave 2**

- Kidd Operations
- Horne Smelter
- CCR Refinery
- Brunswick Smelter
- Closed Sites



The name of this project is PRISM

Our Business Value Drivers



Increase Spend under Contract



Drive Contract Compliance



Structure Catalog Content

- ✓ **Improve PO accuracy**
- ✓ **Improve processing times of POs / Invoices**
- ✓ **Provide better visibility on PO / Invoice status**
- ✓ **Reduce invoice exceptions and pricing mismatches**
- ✓ **Reduce non-value added administrative interactions with Glencore Canada**
- ✓ **Increase contract compliance**

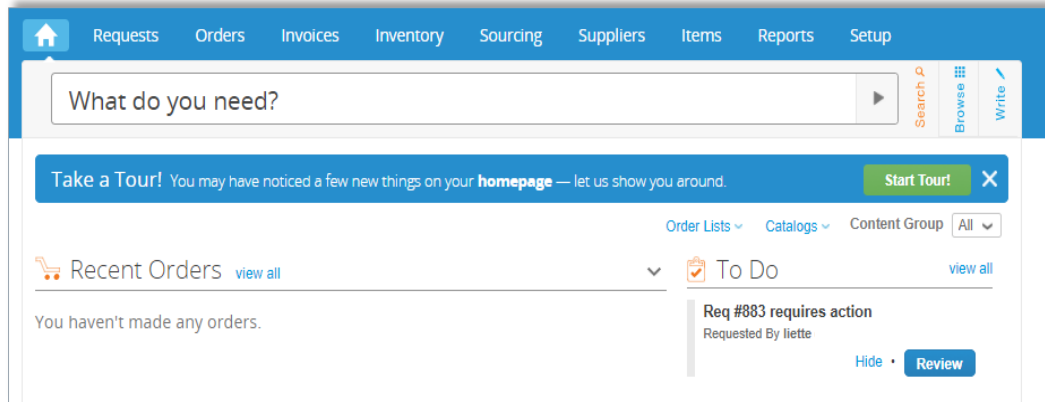
What is changing for you

Simplify the way we are transacting together.

We are optimizing the way we interact with you. What is going to change:

- ✓ The way we are going to send you our POs.
- ✓ The way you are going to submit your invoice(s).

We are **not changing** the way we manage our **procurement** (supplier selection, contract management, spend monitoring etc.).



Coupa home page for Glencore employees

Is there any cost associated to the Source to Pay (S2P) solution?

There is no cost for Glencore Canada's suppliers.

How will this affect the supplier's invoicing methods?

Once Coupa goes live, we will send you our purchase orders via Supplier Actionable Notification (SAN) emails. You will have the ability to act directly from your usual email account (such as acknowledge PO or directly invoice from your inbox).

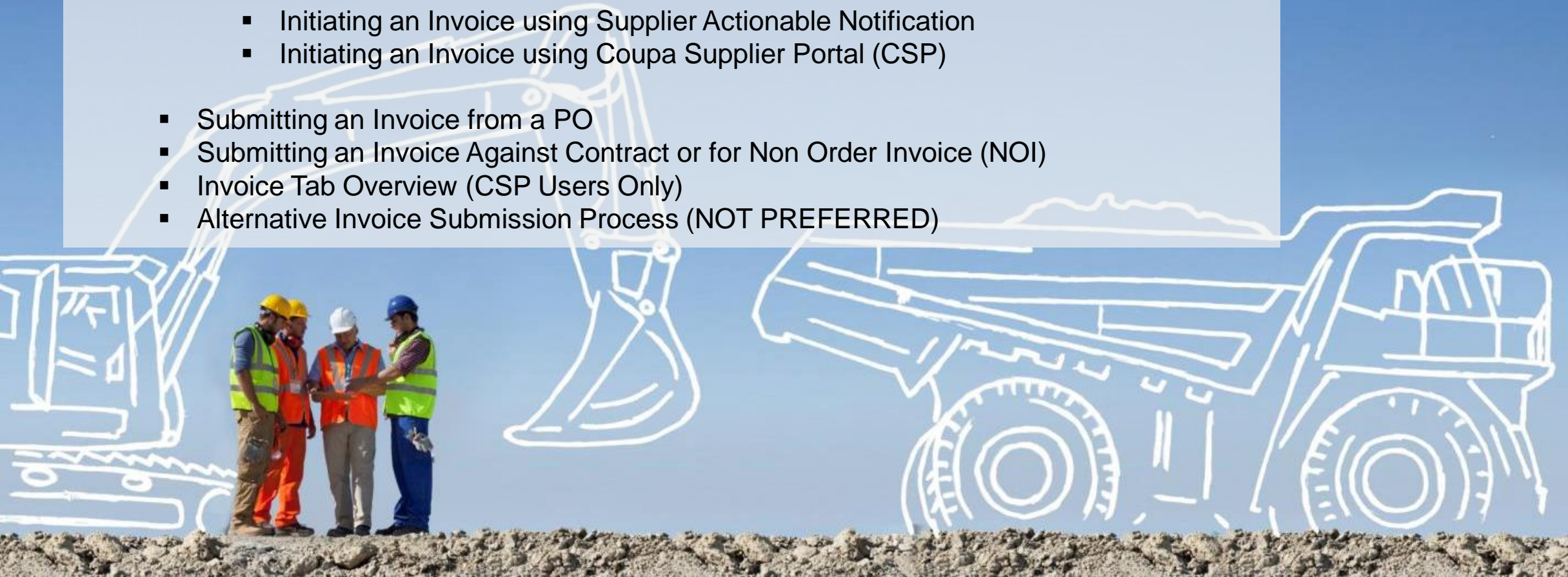
Please note that invoices submitted to Glencore Canada by email must be in a digitally created PDF format and not in an image or scanned format.

When will the old invoices get paid?

Invoices will continue to be paid throughout transition. During the cutover period, there will be an effort to close out all open items. Glencore Canada does not expect any delays in payment for our suppliers during the transition period.

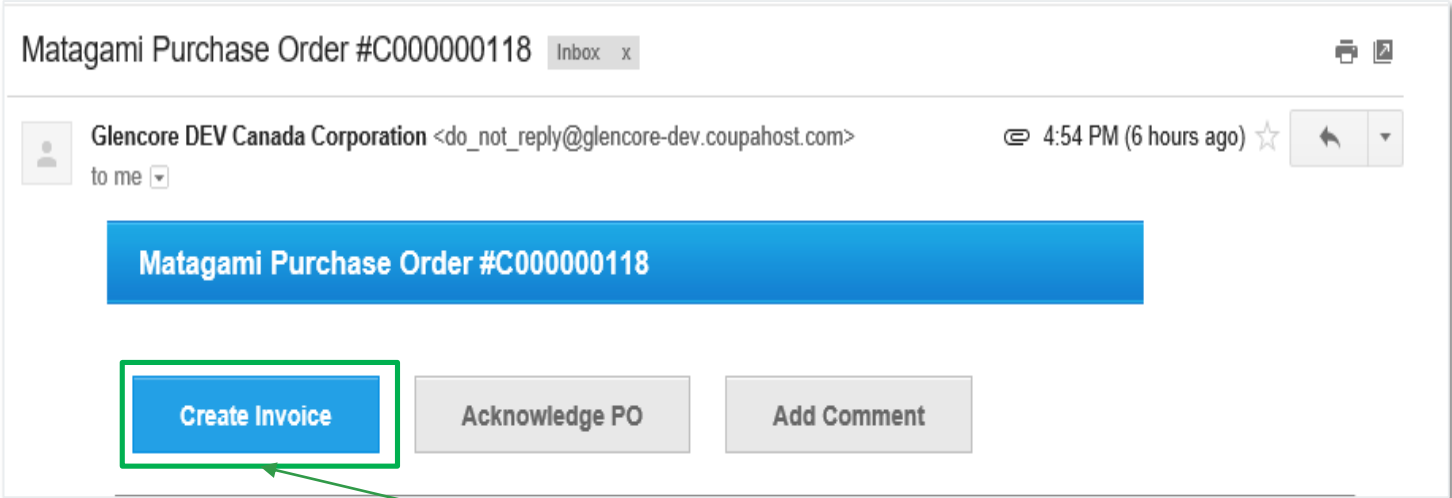
Invoicing using Coupa Supplier Guide

- Invoicing Using Coupa (CSP or SAN)
 - Overview
 - Initiating an Invoice using Supplier Actionable Notification
 - Initiating an Invoice using Coupa Supplier Portal (CSP)
 - Submitting an Invoice from a PO
 - Submitting an Invoice Against Contract or for Non Order Invoice (NOI)
 - Invoice Tab Overview (CSP Users Only)
 - Alternative Invoice Submission Process (NOT PREFERRED)



Submitting an Invoice using a SAN Purchase Order

When using a Supplier Actionable Notification, you will be redirected to the invoice submission screen by clicking on the “Create Invoice” button located directly the in PO email you received. This email can be forwarded to anyone inside your organization for the submission of the invoice.



Create Invoice
Click *Create Invoice* button to be redirected to the invoice submission page. You will be able to submit your invoice from that page.

Submitting an Invoice using the CSP

When using the Coupa Supplier Portal, you can submit an invoice from the orders tab. There are two ways how to create an invoice from a PO:

A Create an invoice either directly from the Orders Screen by clicking the yellow coins button (the red coins button is used for credit note submission).

B Click on the desired purchase order and click the create invoice button at the bottom of the overview.

IMPORTANT: You can do partial invoicing in Coupa. Therefore, suppliers are able to submit multiple invoices on a single PO. To do so, you simply follow the process describe in the next slides each time. Invoice Number has to be unique.

How to Submit an Invoice from a PO (1/7)

Regardless of whether you used the SAN or CSP to initiate submitting an invoice as explained on the previous slides, the input screen and process are exactly the same. If not inputted by default, you will have to select an invoice from, a remit-to, and a ship from address by clicking on the magnifying glass icon next to each of the fields. The system will prompt you to do this when submitting your first invoice.

The screenshot shows the 'Create Invoice' form with the following sections and highlighted fields:

- General Info:** Invoice #, Invoice Date (07/17/17), Payment Term, Currency (USD), Status (Draft), Image Scan (Browse...), and Supplier Note.
- From:** Supplier, Invoice From Address, Remit-To Address, and Ship From Address.
- To:** Customer (Coupa Software).
- Attachments:** Add File | URL | Text.
- Lines:** A table with columns for Type, Description, Qty, UOM, Price, and Total. A red 'x' icon is next to the Total value.

Type	Description	Qty	UOM	Price	Total
	test	1	Each	100.00	100.00

Input your invoice number, and invoice dates in these boxes.
NOTE: The invoice number is the number generated by your system when the invoices is created. **It should be inputted EXACTLY AS SHOWN ON YOUR INVOICE DOCUMENT, INCLUDING ALL LETTERS, NUMBERS, AND/OR SYMBOLS.**

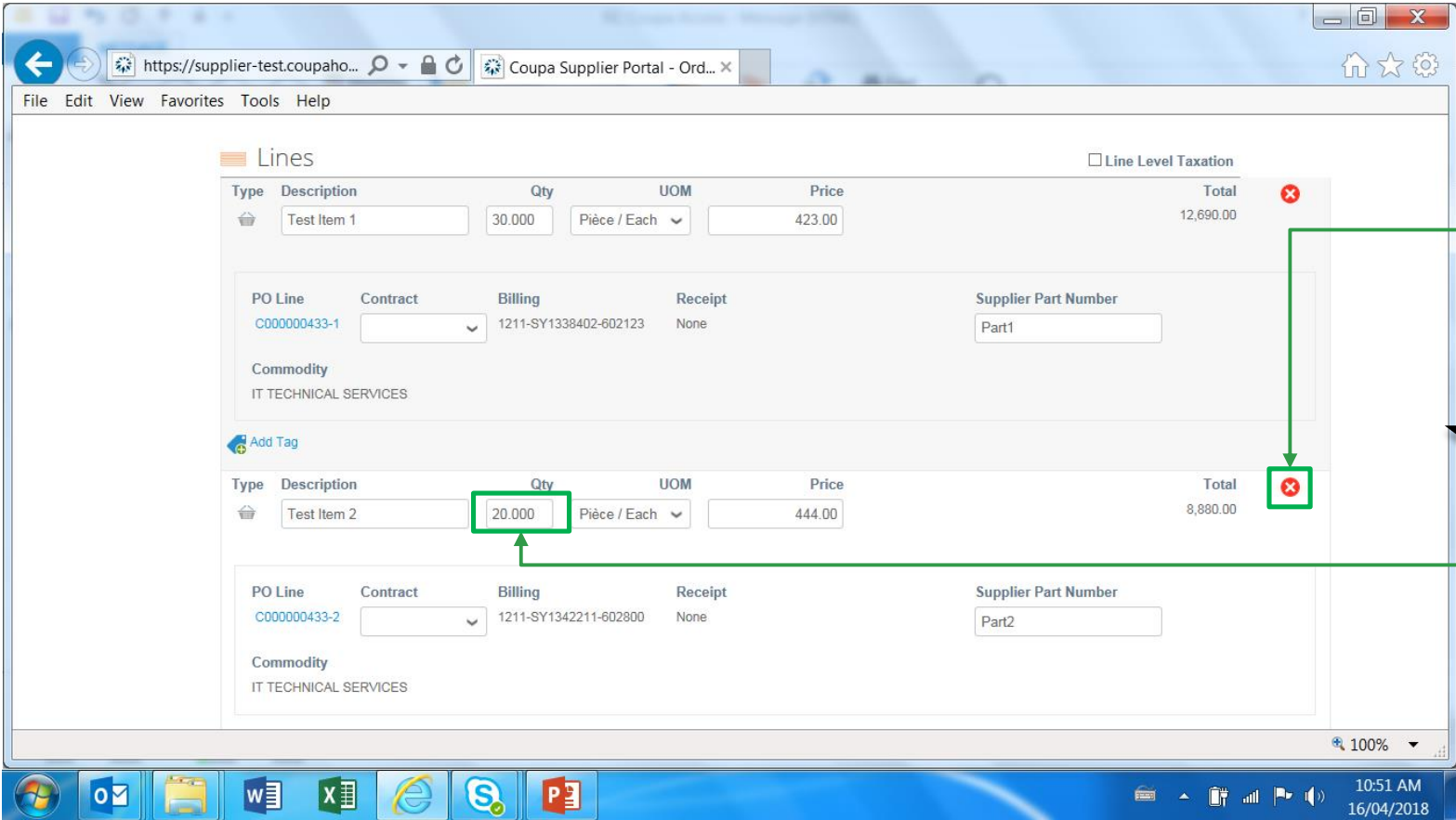
You will have to select an Invoice From, Remit-To, and Ship From Address by selecting the magnifying glass icon. To avoid doing this repeatedly, you can set this to default automatically when prompted the first time you submit an invoice.

Image Scan – Suppliers MUST always attached a copy of their system generated PDF invoice.

To avoid delays in payment due to pricing or quantity issues, the PO lines should be reviewed for accuracy.
Any discrepancy on a PO should be dealt with PRIOR to invoicing via the PO comments box.

How to Submit an Invoice from a PO (2/7)

Coupa allows multiple invoices to be submitted for an individual PO. When partial invoicing against a PO, there are some important things to consider to ensure the invoice can be processed.



When partial invoicing against a PO, **LINES NOT BEING INVOICED MUST BE DELETED** from the invoice submission page. Do this by clicking on the **X** button on the line that will not be invoiced at this time.

IMPORTANT: DO NOT leave any line(s) that is/are not on the invoice on the invoice submission page. Leaving the line on the invoice, and putting the quantity as "0" will cause a quantity mismatch and result in your invoice not being approved for payment.

How to Submit an Invoice from a PO (3/7)

Blanket PO's and Service Orders are handled differently than a material PO in Coupa. On Blanket PO's and Service PO's the value of the PO will be indicated in the Quantity field, and the price will be \$1. For this reason, when invoicing, suppliers must indicate their invoice amount in the Quantity field, and leave the price as \$1.

Customer Glencore Canada Corporation

☰ Lines ☐ Line Level Taxation

Type	Description	Qty	UOM	Price	Total
	Levert confined space for V	8,102.38	Pièce / Each	1.00	8,102.38

For blanket purchase orders or service orders, the invoice subtotal amount, before taxes, should be inputted in the qty field.

IMPORTANT: When invoicing for a blanket or service purchase order, **DO NOT** change the price from 1.00

How to Submit an Invoice from a PO (4/7)

Once the line item information has been reviewed for accuracy, complete the Invoice by inputting shipping, handling, misc. fees, as well as the tax information.

The screenshot shows the 'Lines' section of an invoice. At the top, there is a table with columns: Type, Description, Qty, UOM, Price, and Total. The first row contains 'test', '1', 'Each', and '100.00'. Below this is a section for PO Line (4241-1), Contract (01-300-3400-140000), and Receipt (None). There is an 'Add Tag' button and an 'Add Line' button. To the right, there is a 'Subtotal' section with a 'Subtotal' of 100.00, and a 'Shipping, Handling, Misc' section with input fields. Below that is a 'Tax Description' dropdown and 'Total Tax' of 0.00. At the bottom, there is a 'Total' of 100.00. A 'Comments' box is at the bottom left. At the bottom right, there are buttons: 'Delete', 'Cancel', 'Save as draft', 'Calculate', and 'Submit'. Green boxes and arrows call out these elements to explanatory text on the right.

Add Line – Add invoice line to the invoice, if necessary.

Subtotal – In the Subtotal section, you can enter values for shipping, handling, and miscellaneous costs and Select applicable tax rates.

Tax Description – It is **MANDATORY** to select a Tax Code. By selecting a Tax Code, Coupa will calculate taxes automatically based on the Tax Code selected. Descriptions are included. **See next slide for further details.**

Calculate – This will show the gross total amount considering the tax value.

Submit – Invoice will be available to Glencore for processing.

Delete – Only draft invoices can be deleted.
Cancel – Disregard the invoice. Values will not be saved.
Save as draft – To submit it later.

Comments – Add invoice comments / instructions for Glencore.
 It is important to note this is separate from the PO comments box and will not result in a revision to the PO. For that to occur, the comment must be left via the PO comments box.

★ When additional fees are being charged for shipping, handling, or miscellaneous fees (environmental handling fees, core charges, etc.) they should **ONLY** be added in the appropriate box in this section **UNLESS A LINE HAS BEEN CREATED FOR THEM ON THE PO BY THE BUYER.**

How to Submit an Invoice from a PO (5/7)

Selecting the appropriate tax description from the drop down menu is a **MANDATORY**. Failure to do so will result in your invoice not being processed.

The screenshot shows the Coupa Supplier Portal interface. At the top, there are fields for Contract (00603-2), Billing (603590), Receipt (None), Supplier Part Number, and Commodity (DIESEL ENGINES). Below these is a summary table with the following data:

Subtotal	35.00
Shipping	
Handling	
Misc	
Tax Description	0.000 0.000
Total Tax	0.00
Total	35.00

At the bottom of the form, there are buttons for Delete, Cancel, Save as draft, Calculate, and Submit. The Calculate button is highlighted with a green box. A green arrow points from the Calculate button to the Total value in the summary table.

Subtotal – The Subtotal will automatically be calculated by adding the subtotal for each line item that is included on the Invoice.

Tax Description – To select the appropriate tax code, open the drop down menu, and pick the appropriate tax code from the list. The three most common tax codes (ON, QC and NB 100% recoverable) automatically appear at the top of the list. By selecting a Tax Code, Coupa will calculate taxes automatically based on the Tax Code selected. Descriptions are included.

Total – The total includes and shipping/handling/misc. fees added, as well as the tax amount calculated, based on the tax code used. To have the system calculate the Total invoice amount, click the “Calculate” button located below the Subtotal Box.

★ When suppliers from Quebec submit their invoice, there is a possibility that there are a few cents difference between what Coupa calculate with the harmonized tax rate (QC01 - QC A/P GST Applicable, PST/QST Applicable, 14.975%, *QST/GST – Quebec) and what your system calculates because the rate is broken down. To address this potential mismatch, there is a built-in tolerance for all invoices to allow for a few cents difference. Supplier should therefore submit the tax amount on their system generated invoice by manually updating the tax field in Coupa to ensure matching with their invoice.

How to Submit an Invoice from a PO (6/7)

Coupa also allows for Line Level Taxation for items that may be taxed at different rates. If this is the case, to perform a line level taxation, check the Line Level Taxation box located at the top of the PO Lines section, and input the correct tax information for each line.

The screenshot shows the 'Lines' section of a Coupa interface. At the top right, a checkbox labeled 'Line Level Taxation' is checked and highlighted with a green box. Below this is a table with columns: Type, Description, Qty, UOM, Price, and Total. The first row contains: a shopping cart icon, 'test', '1', 'Each', '100.00', and '100.00' with a red 'x' icon. Below the table, there are fields for 'PO Line' (4241-1), 'Contract' (a dropdown), 'Billing' (01-300-3400-140000), and 'Receipt' (None). A second green box highlights a tax entry form with columns: Tax Description (dropdown), Tax Rate (0), Tax Amount (0), and Tax Reference (text input). At the bottom left, there is an 'Add Tag' button with a plus icon.

How to Submit an Invoice from a PO (7/7)

After clicking *Submit button*, Supplier will be redirected to the “Are You Ready to Send?” popup window. After clicking the *Send Invoice button* to finalize submission, supplier will be redirected to a table view of all current invoices. A green status bar will confirm that your invoice was submitted and is pending approval.

Are You Ready to Send?

You're about to send an invoice to Glencore DEV Canada Corporation for a total amount of 1,073.50. Once sent, you'll have to contact your customer directly to make changes to the invoice.

Continue Editing Send Invoice

GLENCORE DEV Sign Out

Invoices

CSN Supplier03 invoice #SNCSN01 is pending approval

View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
SNCSN01	09/28/17	Pending Approval	C000000118	1,073.50 CAD	No	

Per page 15 | 45 | 90

Continue Editing – Bring you back to the Invoice screen to make adjustments if necessary before finalizing submission.

Send Invoice – Finalize submission of invoice. Once the invoices is finalized and submitted, there will be no way for you, the supplier, to modify it unless Glencore accounts payable is contacted directly.

Once the invoice is finalized and submitted, you will be redirected to a table view of the invoices submitted by your organization. The green status bar at the top will confirm that the invoice has been successfully submitted and is pending approval.

Submitting an Invoice Against Contract or for Non Order Invoice (NOI) – CSP Users Only

In Coupa, you do not always need a PO number to submit an invoice. To submit an Invoice Against Contract (to be used primarily for Blanket Orders), select the contract from drop down and then click the *Create* button. Follow the steps as described in the previous slides above for invoice against a PO to submit your invoice.

Invoices

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
None	07/17/17	Draft	None	0.00	No	
None	07/17/17	Draft	None	0.00	No	
ter	06/30/17	Pending Approval	None	135.30	No	
None	06/22/17	Draft	None	0.00	No	
None	06/22/17	Draft	None	0.00	No	
121	06/19/17	Pending Approval	None	-23,370.00	No	
123r	06/19/17	Pending Approval	None	12,340.00	No	
54321	06/08/17	Pending Approval	None	1,060.00	No	
123456	06/08/17	Disputed	PO00004207	139,125.00	Yes	
Jun7PriceMismatch	06/07/17	Approved	PO00004205	3,800.00	No	
jun6blanket	06/06/17	Approved	None	550.00	No	
None	06/06/17	Draft	None	0.00	No	
Jun6contract	06/06/17	Approved	None	7,500.00	No	
jun6-1st week	06/06/17	Approved	None	2,000.00	No	
None	06/06/17	Draft	PO00004205	6,400.00	No	

Each site may use the contracts functionality differently and will discuss with you on how best to proceed. If the invoice against contract method is used, the site buying team will advise you of the Contract Number that should be used for a specific good/service.

Per page 15 | 45 | 90

No Contract
 Invoice Against Contract

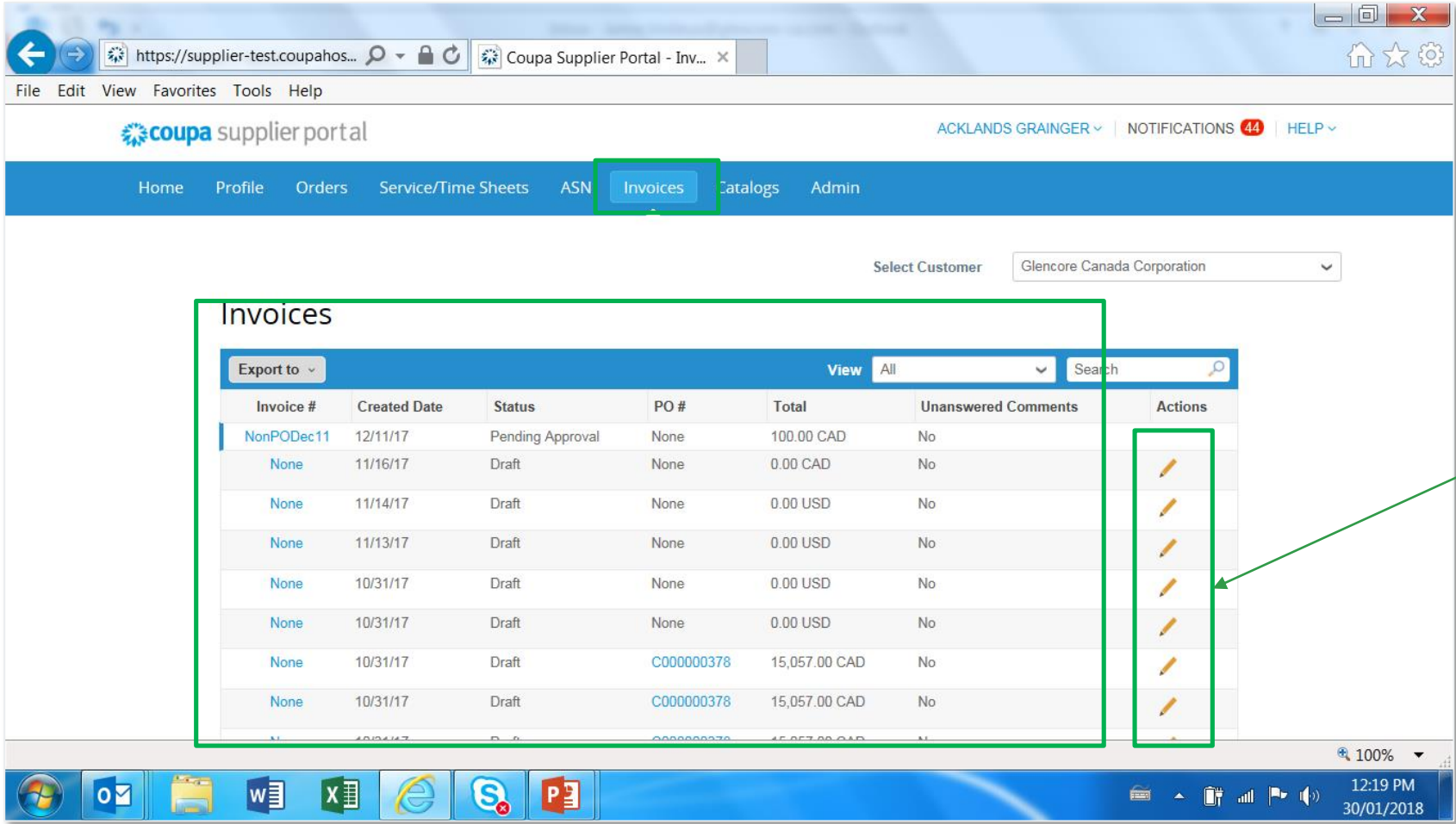
Jun6-Service
 JUN22.3
 JUN22.4
 GRAINGER - DEMO

Invoice Tab Overview (CSP Users Only) (1/2)

Once you have clicked the *Send Invoice* button you will be redirected to the *Invoices* tab and a table view of all invoices, both submitted and in progress will be visible. This table is available anytime by clicking on the *Invoices* tab.

The *Invoices* table show a list of all submitted invoices for a specific customer. The table provides the Invoice number, Date Created, Status, PO Number, and the Invoice total. A more detailed view is available by clicking on the invoice number you would like to review

Incomplete invoices can be edited by clicking on the pencil icon. It is important to note that only invoices that have not yet been confirmed and submitted can be edited.



Invoice Statuses (*CSP Users Only*) (2/2)

Invoices can have the following statuses:

Status	Description
Approved	The invoice has been accepted for payment by Glencore
Disputed	<p>The invoice has been disputed. Glencore can give a reason for the dispute and leave additional comments for you while the invoice is in disputed status.</p> <p>To resolve the dispute, you need to review and correct the mistakes in the invoice and resubmit it.</p>
Draft	The invoice has been created, but it hasn't been submitted to Glencore yet.
Pending Approval	<p>The invoice is currently with a business approver.</p> <p>The Review Reason column on the invoice line for each invoice indicates the reason for the invoice pending approval, for example, missing PO.</p>
Processing	The invoice is being processed by the AP department and should be paid soon.
Voided	There's something wrong with the invoice. Contact Glencore to get the invoice back on track.

Alternative Invoice Submission Process (NOT PREFERRED) (1/3)

Although not the preferred option, it is possible to submit your invoice by emailing a digitally readable PDF to the email address indicated on the PO under the Facturation/Invoice section. Please note that each site has a different invoicing email address.

60, 7E RUE
!OUYN-NORANDA, QC J9X 1Z9
.ttn:MAXIME LACHANCE
csupplierdemo+3839@gmail.com
'hone: +1 (819) 797-1743
ax: +9 999 999

Bon de Commande/PO:
Date de Commande/Order Date:
Conditions de Paiement/Payment Terms:
Conditions de Livraison/Shipping Terms:
Incoterms:
Destination de Incoterms/Locations:
No Tel/Tel No:
Fax:
Acheteur/Buyer:
Courriel de l'Acheteur/Buyer Email:

C001003001
2018-03-12
Net 45 Jours/Days

Patrick Bergeron
Patrick.Bergeron@glencore.ca



If you choose to send your invoice via email, please note that it must be in a digitally created PDF format and not in an image or scanned format.

— **Livraison/Deliver To**
Fonderie Home
156 ave Marcel Baril
Rouyn-Noranda, , Québec J9X
7C1
Canada
HORN
Drop Location: Ghislain Bisson



— **Facturation/Invoice**
invoices+horn@glencore-test.coupahost.com



IF YOU USED THE PO FLIP METHOD TO SUBMIT YOUR INVOICES ELECTRONICALLY, PLEASE DO NOT EMAIL COPY OF THE INVOICE TO THE INVOICE INBOX. SIMPLY ATTACH YOUR PDF TO THE INVOICE IN THE IMAGE SCAN SECTION OF THE CREATE INVOICE PAGE. DUPLICATE SUBMISSION OF INVOICES WILL RESULT IN ADDITIONAL TIME TO PROCESS THE INVOICE.

Alternative Invoice Submission Process (NOT PREFERRED) (2/3)

MINE RAGLAN
UNE COMPAGNIE GLENCORE

Mine Raglan Une Compagnie Glencore
PURCHASE ORDER/BON DE COMMANDE
SN123 Test Supplier

P.O. BOX 82, ROYAL TRUST TOWER SUITE 2000, TORONTO DOMINION CNTR
Le Sarré, M5K 1G5
Canada
Attn: Supplier Contact
SAP_TEST_100@glencore.ca

Bon de Commande/PO: C000001155
Version: 1
Date de Commande/Order Date: 2018-01-19
Conditions de Paiement/Payment Terms: Net 45 Days
Conditions de Livraison/Shipping Terms: DDP
Incoterms: DDP
Destination de Incoterms/Locations: -1 (650) 555-1212
No Tél/Tel No: Jan Paolo Quinol
Télécopieur/Fax: jan.paolo.quinol@accenture.com
Acheteur/Buyer: Courriel de l'Acheteur/Buyer Email:

Livraison/Deliver To
Mine Raglan Une Compagnie
Glencore
Contact Mentionné en: J.P.Q.
J.P.Q.
Quebec, QC G1K 0B4
Canada
Drop Location: Phébe Garoff

Facturation/Invoice
Quinol@glencore.ca
jan.paolo.quinol@accenture.com

Veuillez effectuer LA LIVRAISON À L'ADRESSE INDICÉE CI-HAUT, des biens et services ci-après à l'endroit prévu et à la date de livraison convenue. Si est impossible de respecter la date convenue, veuillez en informer, par écrit, la personne-ressource mentionnée ci-dessus avant la date convenue pour la livraison de ces biens et services. Le NUMÉRO DE BON DE COMMANDE doit être inscrit sur tous les factures, bon correspondances.

Please deliver the following goods or services, AS PER DELIVERY ADDRESS ABOVE, to the specified location according to the agreed delivery date. If the date cannot be met, inform the Contact Person mentioned above in writing prior to the date when the goods or services are required. Please ship complete. The PURCHASE ORDER NUMBER must appear on all invoices, packing slips, package and correspondence.

Ligne/Line	Description	Numéro d'Article/Part No	Date de Livraison/Deliver by	Qts/Qty	Unité/Units	Prix/Price	Total
1	test		2018-01-19	1.0	EACH	5,000.00	5,000.00

1 Unit



If you choose to send your invoice via email and not use the “create invoice” option from SAN, please note that it must be in a digitally created text PDF format and not in an image or scanned format.



BEST PRACTICES:

- ✓ Save your invoice as a text PDF or print it to PDF from your accounting software.
- ✓ It must be 1 invoice per PDF file.
- ✓ Do not scan your invoice.

Alternative Invoice Submission Process (NOT PREFERRED) (3/3)



If you choose to send

IMPORTANT NOTE:

While not preferred for any Glencore Site, the Alternative Invoice Submission process is strictly prohibited for the Brunswick Smelter site. Submitting via the PO Flip method (explained in slides 10 through 16) IS THE ONLY ACCPETED METHOD for submitting an invoice for the Brunswick Smelter.

✓ *Do not scan your invoice.*