GLENCORE

PROJECT PRISM
S2P Transformation
Glencore Canada

SAN support document

In this document you will find:

- **An overview of the Coupa S2P project**

- **A user guide about SAN (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.
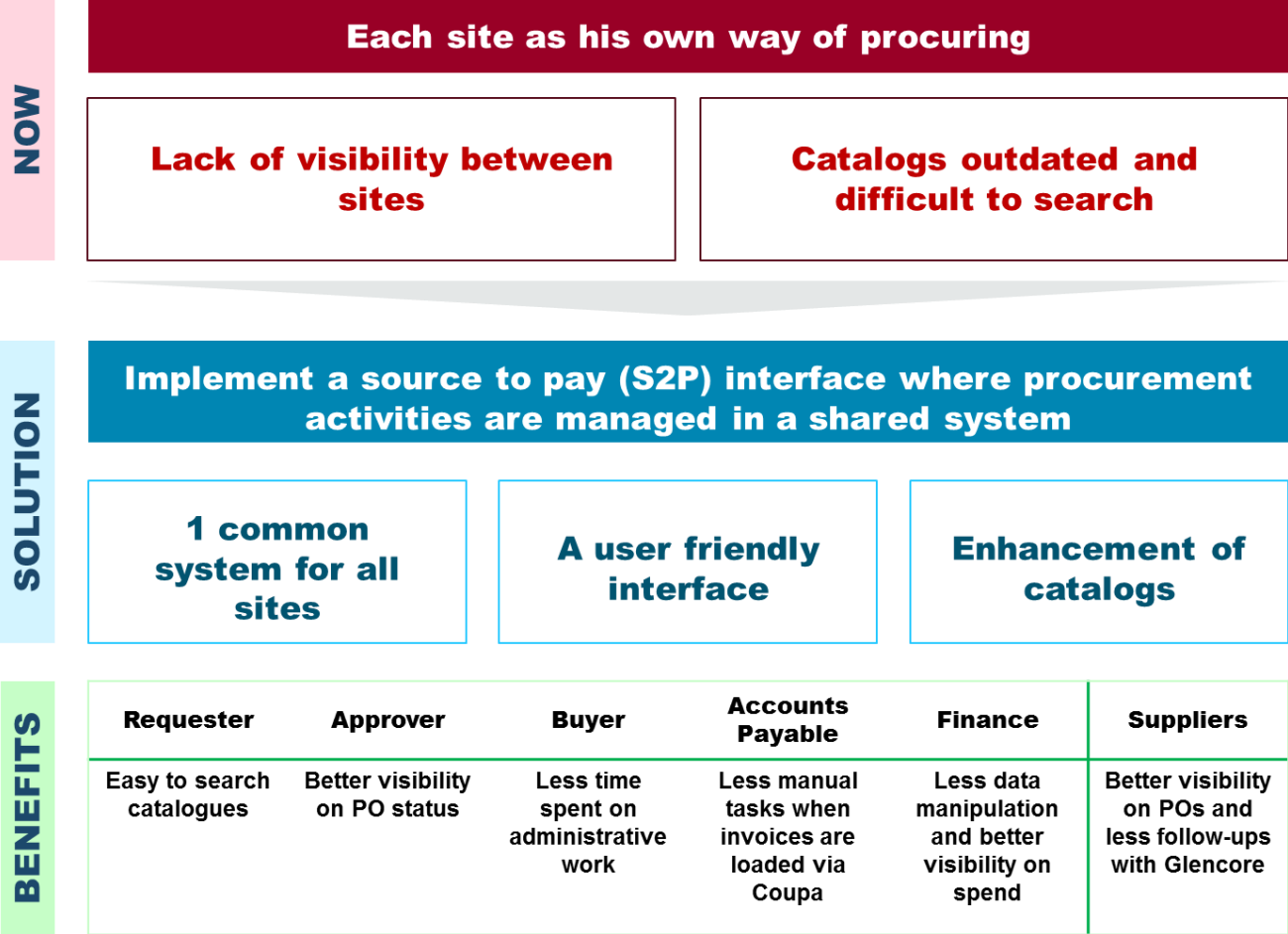
We are implementing Coupa, a cloud-based Source to Pay (S2P) solution, to help us work together more efficiently.

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.

NOW

Each site as his own way of procuring

Lack of visibility between sites	Catalogs outdated and difficult to search

SOLUTION

Implement a source to pay (S2P) interface where procurement activities are managed in a shared system

1 common system for all sites	A user friendly interface	Enhancement of catalogs

BENEFITS

Requester	Approver	Buyer	Accounts Payable	Finance	Suppliers
Easy to search catalogues	Better visibility on PO status	Less time spent on administrative work	Less manual tasks when invoices are loaded via Coupa	Less data manipulation and better visibility on spend	Better visibility on POs and less follow-ups with Glencore

coupa

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

● = Zinc
● = Nickel
● = Copper

Raglan Mine
Matagami Mine
Brunswick Smelter
Horne Smelter
Kidd Operations
Sudbury INO
CCR Refinery
Montreal Office
Toronto Office

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.

We are not changing the way we manage our procurement (supplier selection, contract management, spend monitoring etc.).
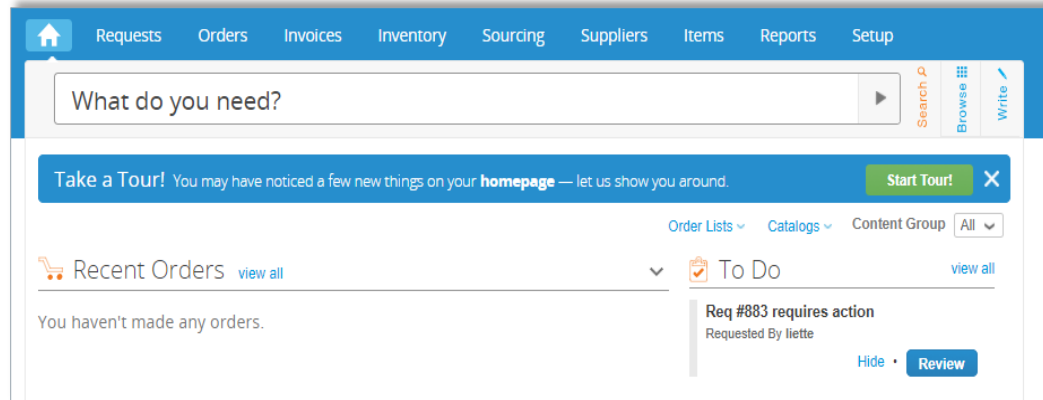
Coupa home page for Glencore employees

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.

Supplier Actionable Notification
Supplier Guide

SAN Supplier Guide

Suppliers have the ability to act directly from their inbox when they receive a PO notification email from Coupa, without the need to register for or sign into the Coupa Supplier Portal (CSP).
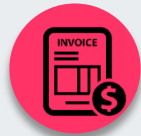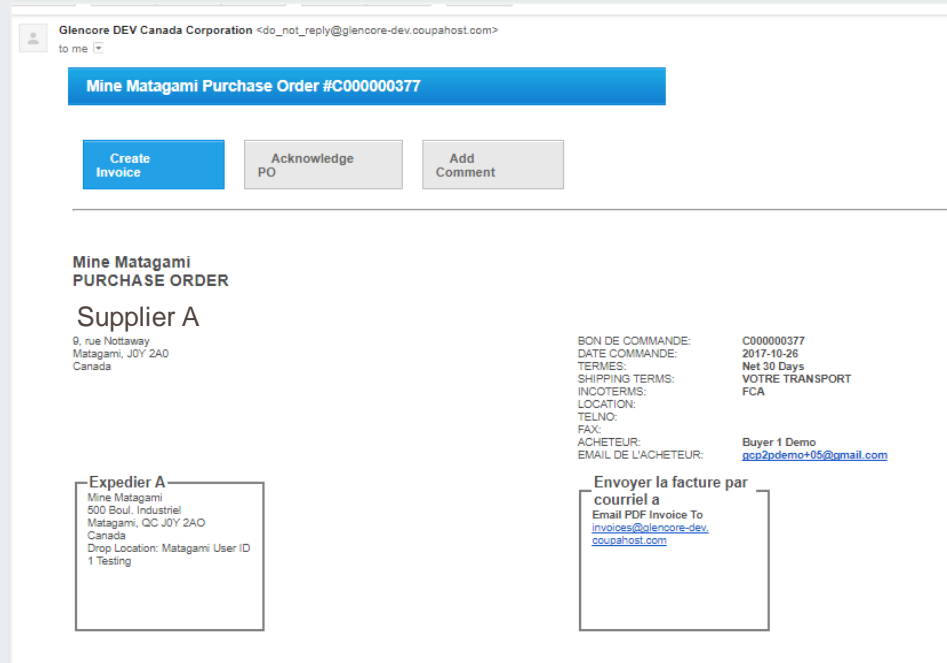
Via SAN, you can
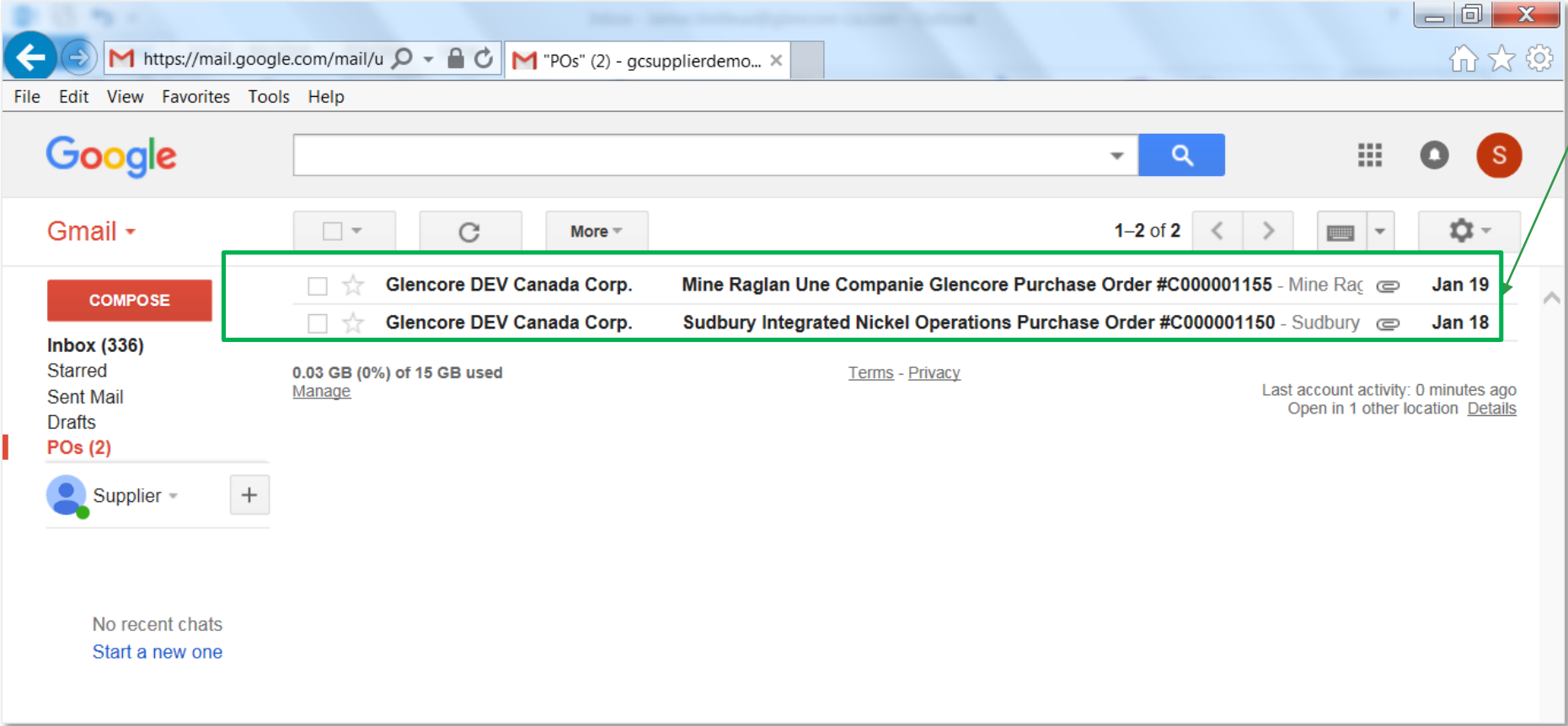
Receive a PO

Acknowledge a PO and add comments

Create an Invoice

SAN Overview (1/3)

Purchase orders (POs) will be received by email via SAN.

PO's will arrive via email directly to the supplier email inbox.

SAN Overview (2/3)

When the email is opened, all of the standard PO information will be contained in the body of the email.
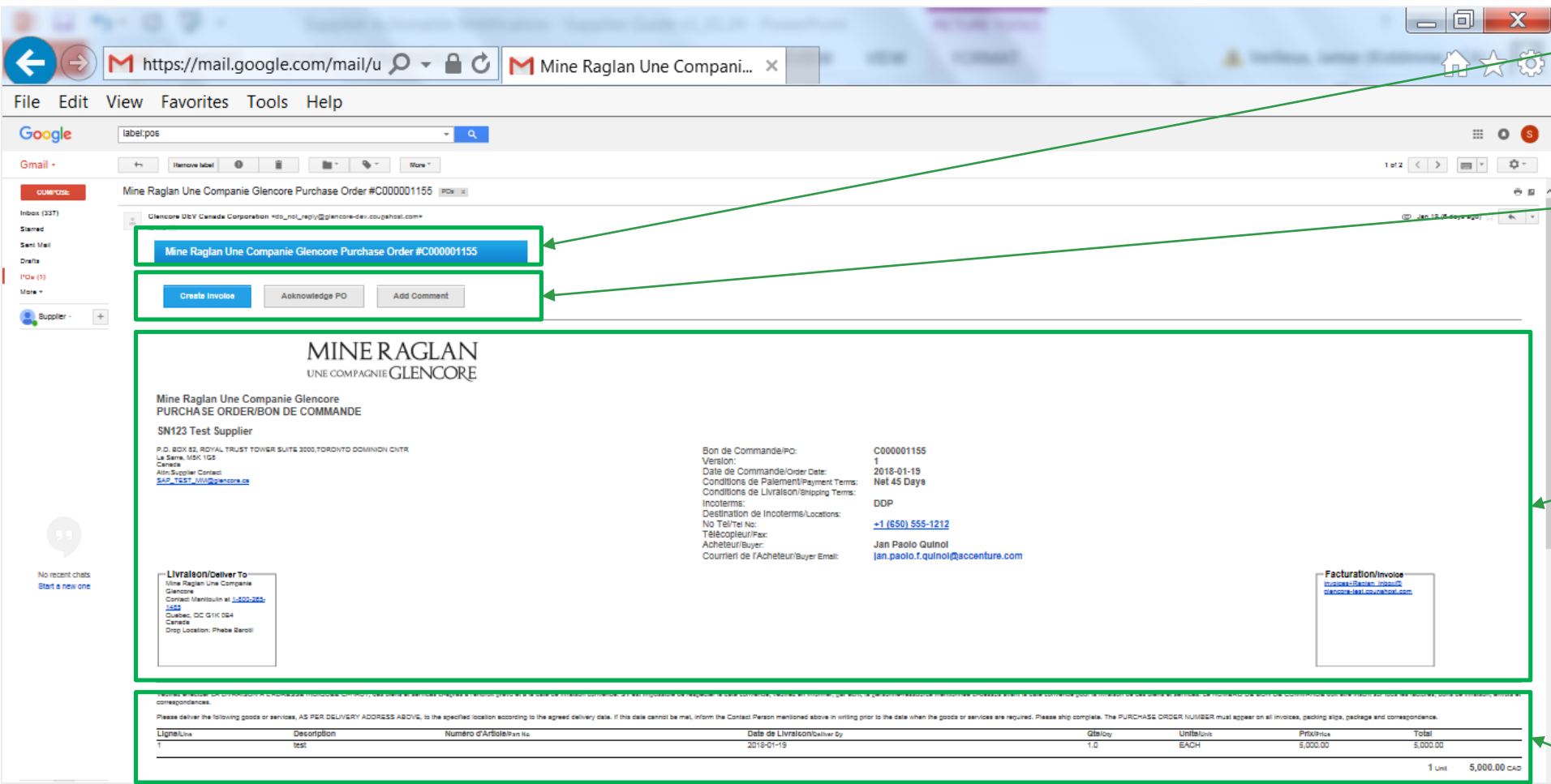
Issuing Site and PO Number

Actionable buttons (presented on next slide)

PO Header Information
- Supplier name, and address
- PO Number
- Payment terms
- Shipping terms
- Buyer contact information
- Deliver to information
- Invoicing Information

PO Items(s) / Line(s)

GLENCORE

IMPORTANT: FIREWALLS AND SPAM FILTERS

In some cases, firewalls and spam filters being used by suppliers can block the receipt of Coupa Supplier Portal emails. All suppliers should consult with their IT department to ensure that emails from the following domains are marked as "safe" or added to the "white list"

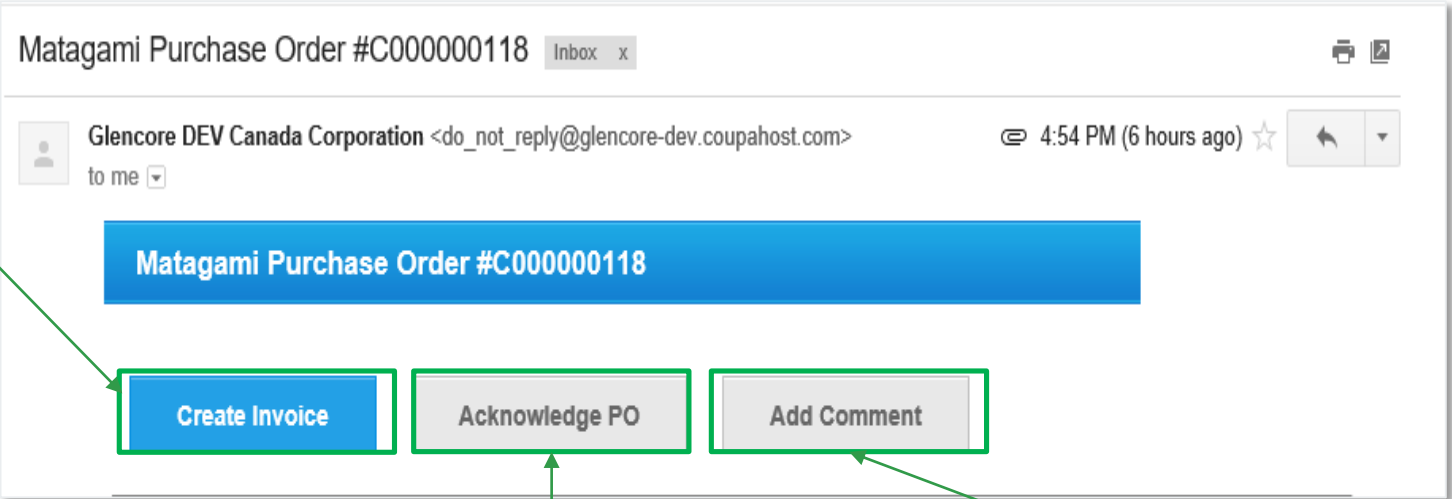do_not_reply@glencore.coupahost.com

And

@glencore.coupahost.com"

SAN Actionable Buttons – Overview (1/4)

In addition to the PO information, each email will include three actionable buttons.

The buttons are located at the top and bottom of the purchase order email and allow the supplier to acknowledge the PO, add a comment to the PO, and submit an invoice for the PO.

Create Invoice

Click *Create Invoice* button to be redirected to the PO specific Coupa instance invoice page. You will be able to submit your invoice from that page.

Matagami Purchase Order #C000000118 [Inbox x]

Glencore DEV Canada Corporation <do_not_reply@glencore-dev.coupahost.com>
to me
4:54 PM (6 hours ago)

Matagami Purchase Order #C000000118

Create Invoice   Acknowledge PO   Add Comment

Invoicing Details

For complete details on submitting invoices, please refer to the Coupa Invoicing Support Document.

Acknowledge PO

Click *Acknowledge PO* button to be redirected to the PO specific Coupa instance. This will automatically ticked the Acknowledge PO box.

Add Comment

Click *Add comment* button to be redirected to the PO specific Coupa instance. You will be able to leave a comment to Glencore's Buyer and Requester.

GLENCORE

By clicking the *Acknowledge PO* button, you will be redirected to the Purchase Order page inside of Coupa and the Acknowledge PO box will automatically be ticked.

GLENCORE DEV

Sign Out

Purchase Order #C000000118

Revision 2 (Current) Sep 28

Status Issued - Sent via Email

Order Date 09/28/17

Revision Date 09/28/17

Requester CJ Manuel

Email christopher.r.manuel@accenture.com

Payment Term None

ERP PO Number 123

Attachments None

Acknowledged ☑

📍 Shipping

Ship-To Address 100 King Street West
403 PO Box
Toronto, M5X 1E3
Canada
Attn: CJ Manuel

Terms None

Acknowledged – When the box is checked, the Buyer will be able to see the date the PO was acknowledged through his/her portal.
If the PO has been acknowledged, and for any reason you would like to un-acknowledge the PO, simply click the box again to remove the check mark. You need to communicate with the Buyer if that is the case.

Even though acknowledging the PO is not mandatory, Glencore highly encourage all suppliers to acknowledge every PO to facilitate the tracking and fulfillment of POs.

GLENCORE

By clicking the *Add Comment* button, you will be redirected to the Comments Box located near the bottom of Purchase Order page inside of Coupa. Simply add your comment in the comments box, and click *Add Comment*.

Comments – Suppliers can leave comments that will be viewable by the Buyer.

Both Buyers and Suppliers will be notified by email that a comment or response to a comment was created. An history of the comments will be visible at all time even after the PO is closed.

The comments box should be used for ALL communication between the supplier and Glencore related to a specific PO.

SAN Actionable Buttons – Create Invoice Button (4/4)

GLENCORE

By clicking the *Create Invoice* button, you will be redirected to the invoice submission page inside of Coupa. **Please refer to the Coupa Invoicing Support document for detailed instructions on submitting your invoice. NOTE: Submitting your invoices electronically, using the Create Invoice Button is the PREFERED method of invoice submission for Glencore.**