



GLENCORE

**Create an invoice
from a contract**

6.1 Creating an invoice from a contract

In this section you will learn how to create an invoice from a contract through the CSP. This section will only be available those suppliers that have service contracts with Astron Energy

1 Go to the **Invoices** tab

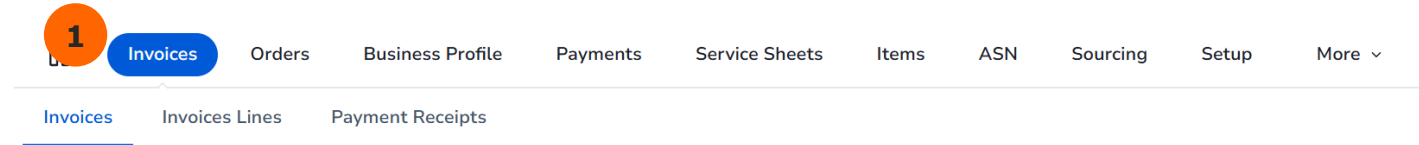
2 Click on the option to **Create An Invoice From A Contract**

3 Search for the contract you wish to generate the invoice from

4 Click on **Create** to begin the invoice from contract creation



NOTE: The contracts you have with Astron Energy will appear in the drop-down list. This option may not always be enabled



Invoices

Create Invoices i

Select customer: Glencore DEV

Create Invoice from PO Create Invoice from Service Sheet **Create Invoice from Contract** Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	06/11/2026	Draft	C113113332	200.00 ZAR	No		 
116351651	06/10/2026	Draft	C113113332	230.00 ZAR	No		 

Select Contract

Select a Contract

Demo Direct Contract Invoicing

Cancel Create

6.2 Creating an invoice from a contract



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- 5 Complete the **General Info** section. If **outside of South Africa**, upload your company’s invoice in the **Image Scan** field.
- 5 Submit all supporting documents in the **Attachment** section, these required documents can be Delivery notes or Service Entry Sheets for examples. Refer to your Astron Energy contact to determine the supporting documents required.
- 6 Verify the information in the **From** section
- 7 Complete the information in the **To** section. Add the name and email address of your Astron Energy contact in the **requester** fields

5

General Info

* Invoice #

* Invoice Date

08/09/2026

Payment Term

NT30

* Currency

ZAR

Delivery Number

Status

Draft

Contract

Legal Firm Contract

Image Scan

Choose File

No file chosen

Supplier Note

Attachments

Add

File

URL

Text

6

From

* Supplier

AE - Supplier Test AE

Supplier Tax ID

1234756789

* Invoice From Address

SweetWater Botswana

12311 Sefhare

Gaborone, Gaborone 99999

Botswana

* Remit-To Address

SweetWater Botswana

12311 Sefhare

Gaborone, Gaborone 99999

Botswana

Bank Name:

Botswana Bank

Beneficiary Name:

Botswana Ltd

Bank Account Number:

*****6789

* Ship From Address

SweetWater Botswana

12311 Sefhare

Gaborone, Gaborone 99999

Botswana

7

To

Customer

Glencore DEV

Buyer VAT ID

4460101563

* Requester Email

* Requester Name



NOTE: Remember to attach the supporting documentation requested in the attachments section. Astron Energy will not accept the invoice if you do not have the appropriate attachments.

6.3 Creating an invoice from a contract



In this section you will learn how to create an invoice from a contract through the CSP

8 Find the lines or items associated to the invoice here and complete all necessary information.

a You may have the option to select tax at the line level. If you select this option, you will have to specify a tax code for each line of the invoice

b Click to add lines from the contract in the invoice

c Add items from the contract clicking the + Icon

d Once the lines are added, click **Finish**

Lines8

a☐ Line Level Taxation

Type	Description	Qty	UOM	Price	
Qty ▾		1.000	Year ▾	0.00	0.00 ✕
PO Line None	Service/Time Sheet Line None	Supplier Part Number 			

b+ Add Line

+ Pick lines from Contract

Totals & Taxes

Pick Lines from Contract

Invoice #

Line	Desc	Total
1	RELAY,O/L,SWH,EVALUATOR,LD SENS (GZ-121...	4,154.00 ✕

1 Lines ✕ Delete Invoice

dFinish

ViewAll ▾AdvancedSearch 🔍

Name	Contract Name	Contract #	Part Number	Auxiliary Part Number	Price	Actions
RELAY,PROTV,RECTR,MSR AMPR,110 V (GZ-1218854)	GZ-2200-1070694-GDSR-AAA	7611	None	None	3,990.00	+
RELAY,O/L,SWH,EVALUATOR,LD SENS (GZ-1218856)	GZ-2200-1070694-GDSR-AAA	7611	None	None	4,154.00	+
SET,PRT (GZ-1218857)	GZ-2200-1070694-GDSR-AAA	7611	None	None	2,789.00	c+
TRANSMITTER,LVL,GUID WVE RDR,+/-0.2 IN (GZ-1218862)	GZ-2200-1070694-GDSR-AAA	7611	None	None	4,411.00	+

6.4 Creating an invoice from a contract

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9 Click to add the taxes associated to the invoice. (only if line level taxation is disabled)

10 Click these buttons for invoice management

Delete: delete the draft invoice.

Cancel: Cancels the invoice after it has been submitted

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

Calculate: The invoice total is updated, including added taxes and other fees.

11 Click on **Submit**. The invoice has been sent to Astron Energy.

9 **Totals & Taxes**

Lines Net Total	1,000.00
Shipping	
Handling	
Misc	
Tax	% 0.000
Total Tax	0.00
Net Total	1,000.00
Total	1,000.00

10 **Delete** **Cancel** **Save as Draft** **Calculate** **Submit** **11**