Create an invoice from a Purchase Order

A GLENCORE COMPANY

Electronic invoicing – important information

Please remember:

Astron Energy's required 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 Astron Energy.

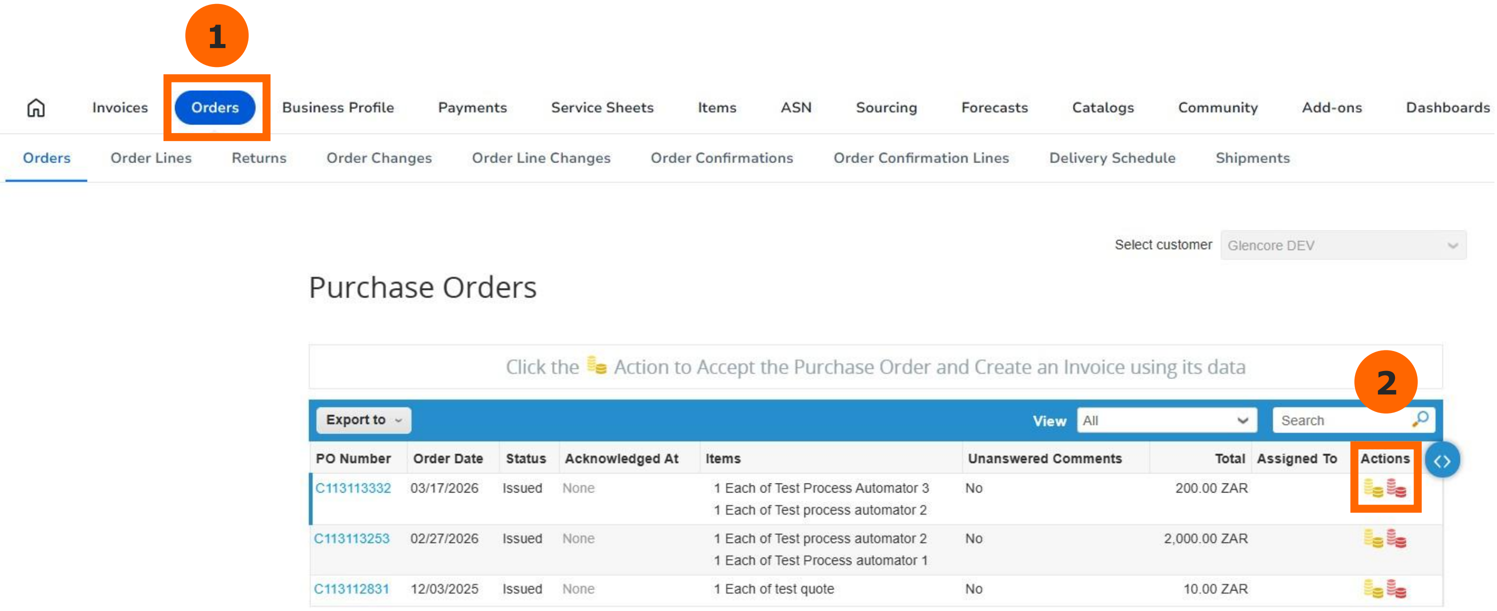
For ease of reviewing and revising invoices (if required) it is recommended that suppliers register on the Coupa Supplier Portal and manage their interactions with Astron Energy there.

5.1 Creating an invoice from a Purchase Order

In this section the creation of the invoice is demonstrated

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

2. Click on the icon to create an invoice for the corresponding order



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

5.2 Creating an invoice from a Purchase Order

In this section the creation of the invoice from a purchase order is demonstrated

1 **Complete** the General info section providing the following details:

- Your company **invoice** (PDF or image file) in the **Image Scan field***

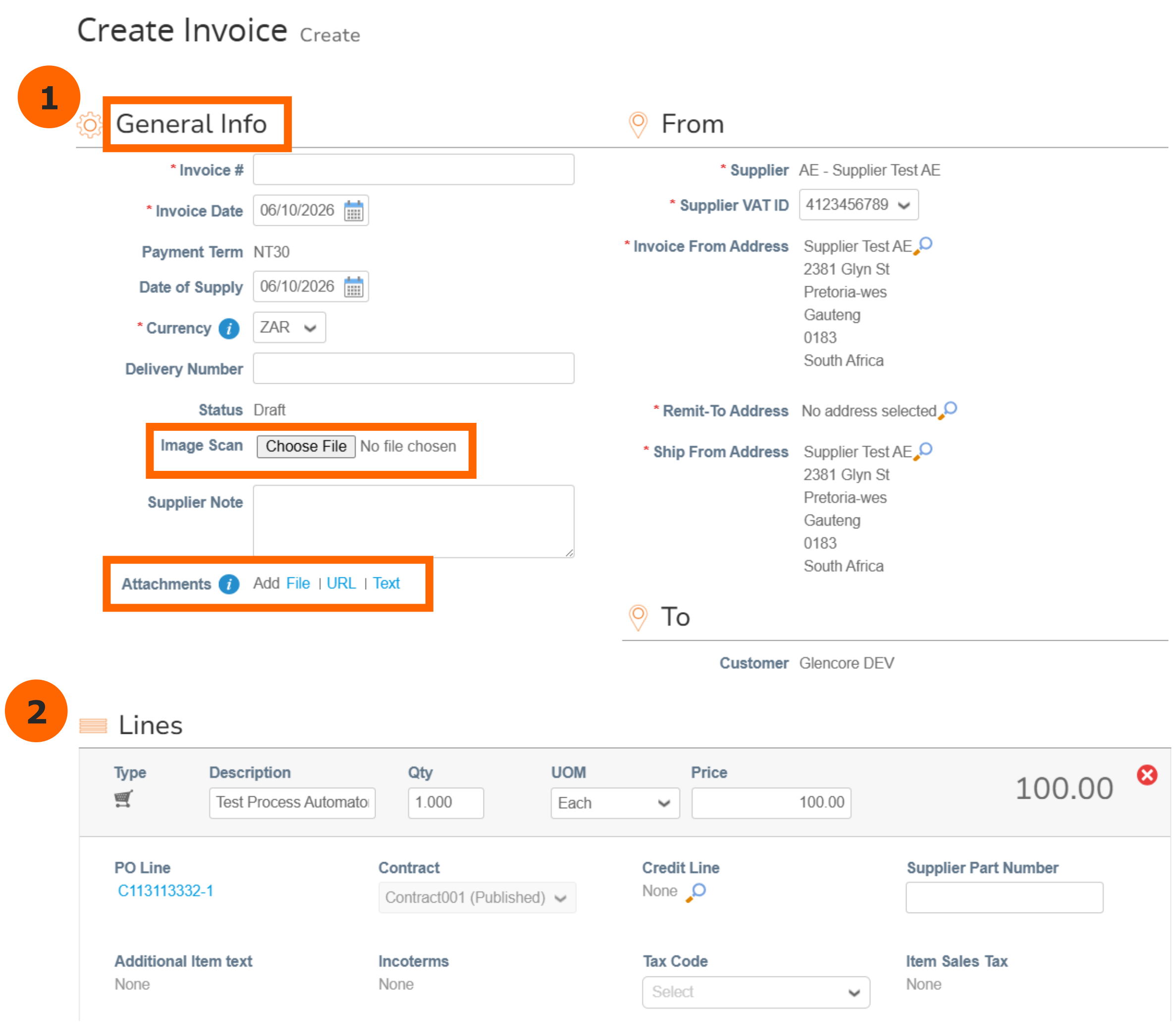
  ***Do not upload an invoice if you are invoicing from a South Africa Legal Entity as a legal invoice will be provided for you by Coupa.**

- Provide all necessary invoice supporting documentation in the **Attachments** section providing a file, URL or text.

  - **Supporting documentation** examples are:
    - Delivery Note
    - Good Received Note (GRN)
    - Signed Service Completion Confirmations
    - Progress Reports

2 Review the invoice lines in this section and complete any required information as needed and enter the required **VAT rate or Tax Code** as appropriate.

NOTE: It is required to create and setup a legal entity before submitting the first invoice



5.2 Creating an invoice from a Purchase Order

In this section the creation of the invoice is demonstrated

3 Provide either the corresponding VAT rate or Tax code to the line items as appropriate.

4 Options available for invoice management

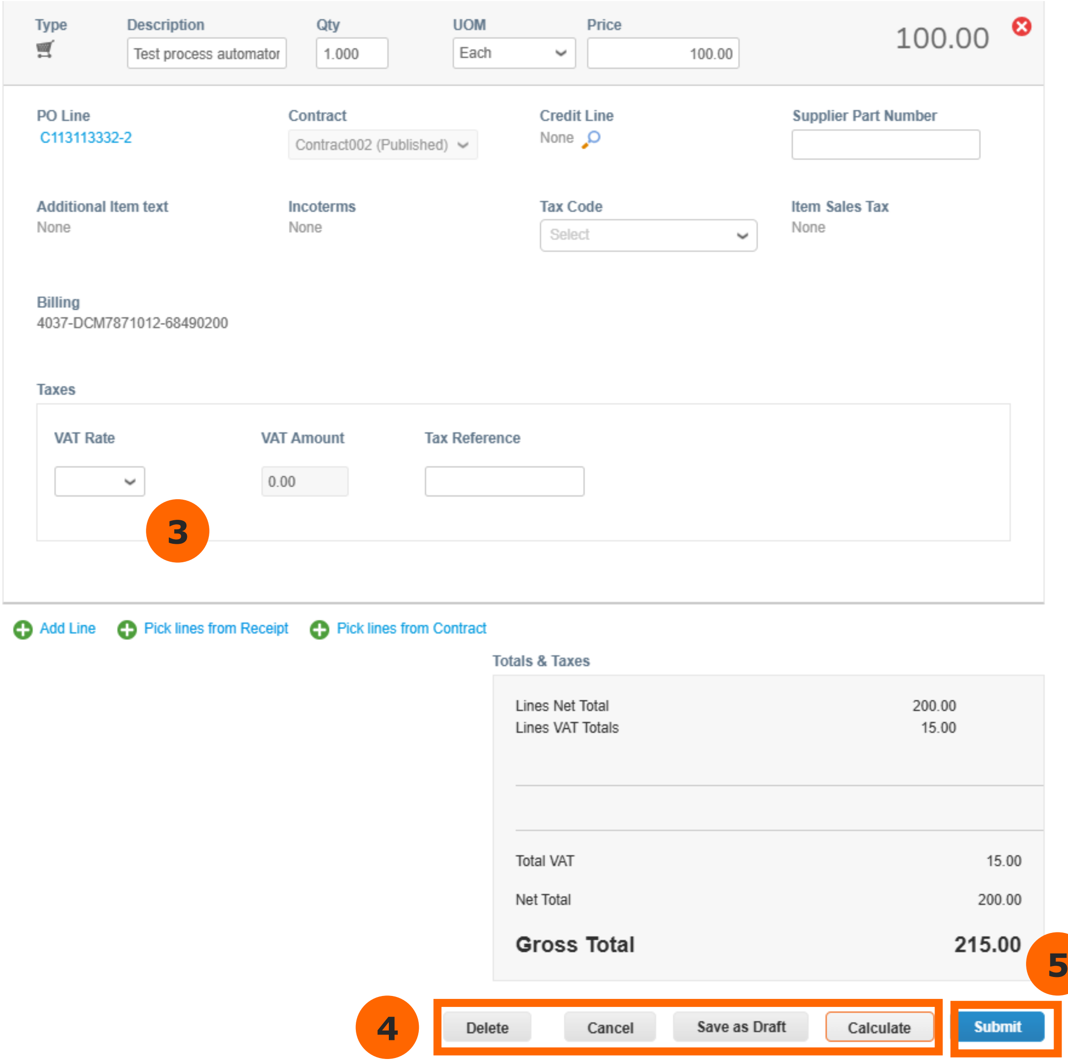
Delete: Deletes the current invoice from the system only if the invoice has yet to be submitted

Cancel: Cancels the invoice after it has already been submitted to Astron Energy.

Save as draft: Save the invoice and continue editing it later.

Calculate: The invoice total is updated, including tax added

5 Click **Submit**.



5.2 Creating an invoice from a Purchase Order

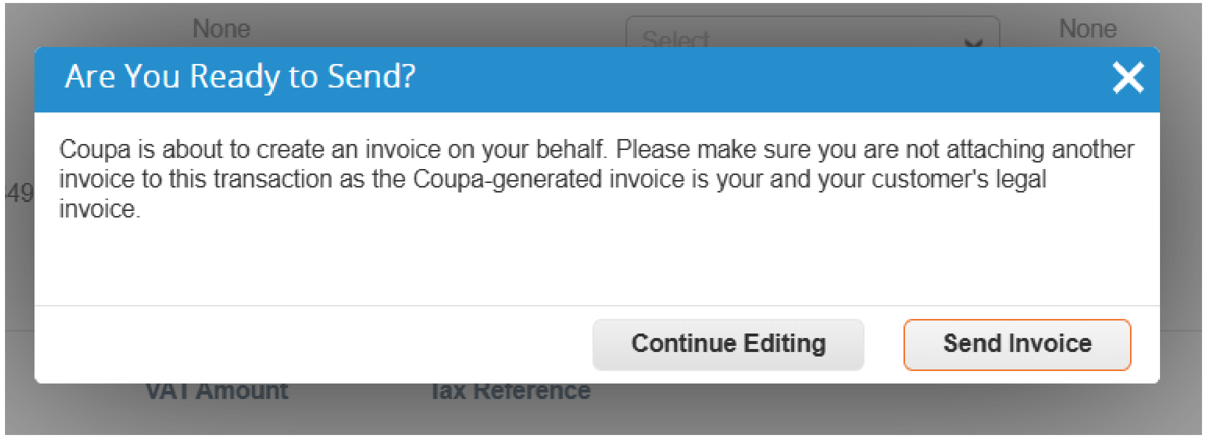
In this section the creation of the invoice is demonstrated

6 A confirmation message will appear. Click **Send Invoice** to submit the invoice or **Continue Editing** to return and make changes.

7 If required*, ensure the **image scan** of your invoice is attached before submitting the invoice. If it is missing, a notification message will be displayed.

*Please note: if you are invoicing from South Africa, uploading an invoice is not needed.

8 Click **Continue Editing** to return to the invoice and provide any missing information.



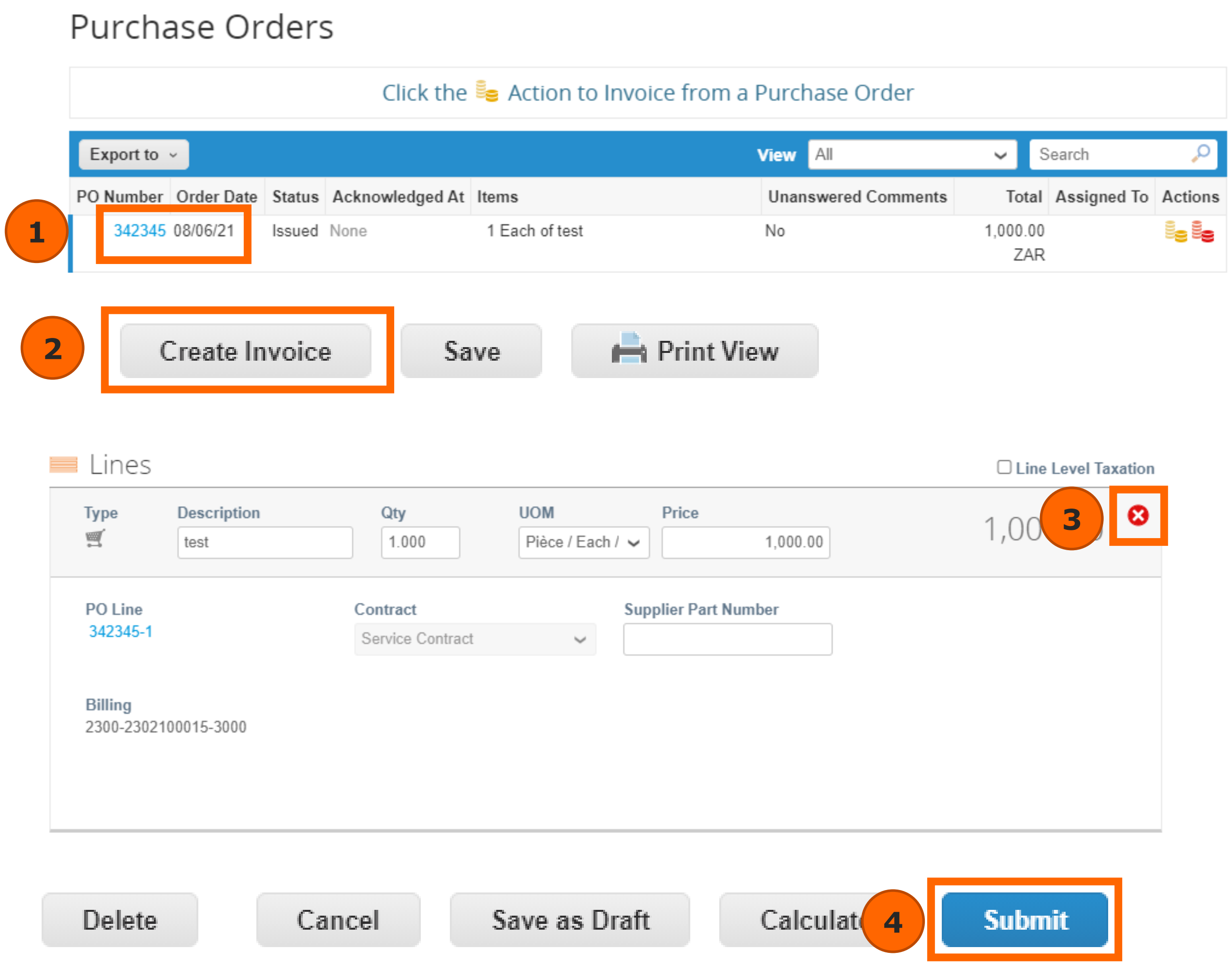
NOTE: If the invoice is incomplete, you will be requested you supply the required information

5.3 Creating a Partial Invoice from a Purchase Order

In this section the creation of a partial invoice is demonstrated

1. Navigate to the **Orders** tab and select the purchase order for which you want to create an invoice.
2. Verify the purchase order data and click on create invoice
3. Complete the invoice general info section. In the **Lines** section, delete any purchase order lines that should not be included in the invoice using the **Delete Line** icon ⊗. Do not use a quantity or price of **0** to exclude a line. For partial invoicing, adjust the **Qty** field to the amount being invoiced.
4. **Complete 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.



5.3 Creating a Partial Invoice from a Purchase Order

In this section the creation of a partial invoice is demonstrated

1. Navigate to the **Orders** tab and select the purchase order for which you want to create an invoice.

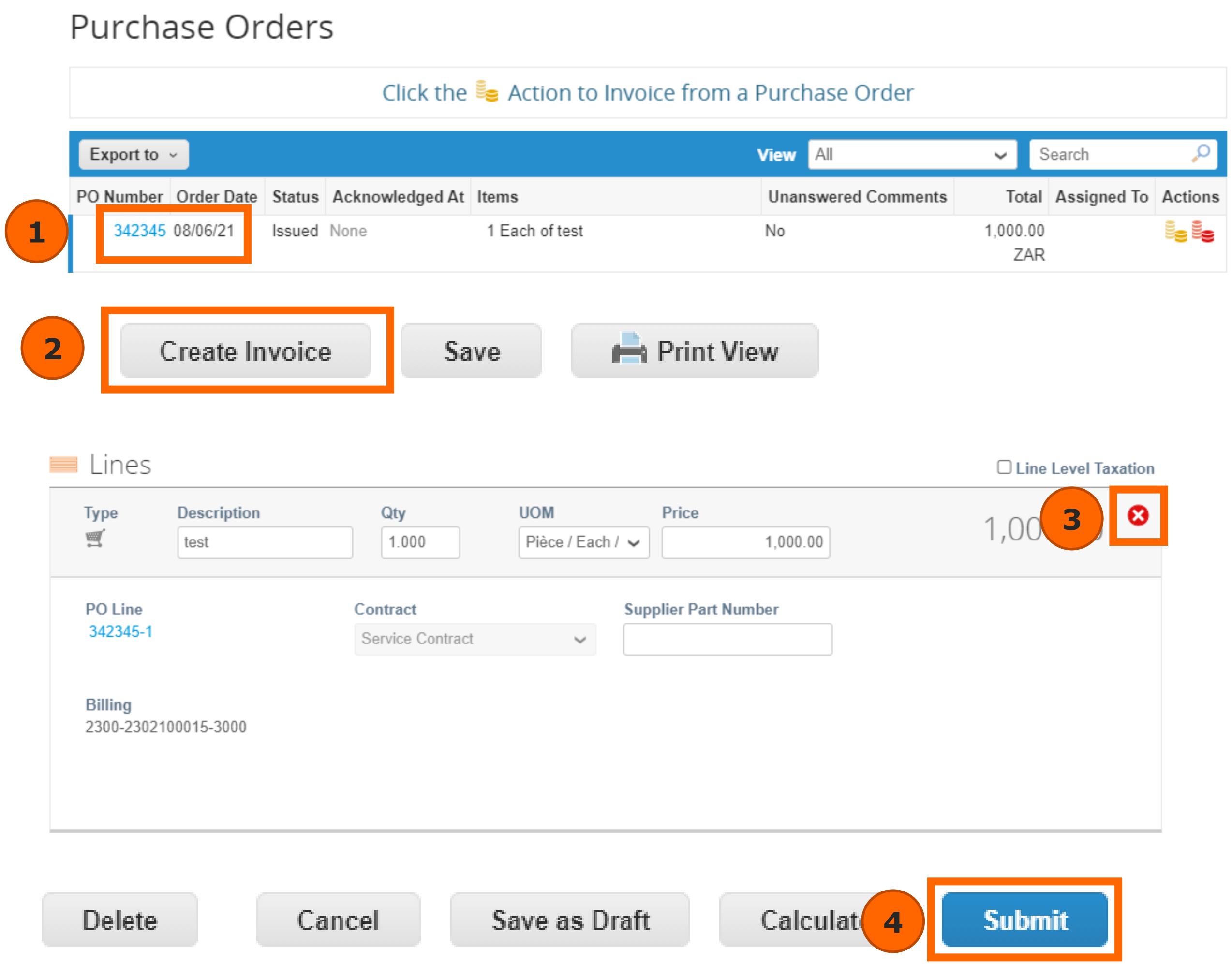
2. Verify the purchase order data and click on create invoice

3. After completing the General Info section. Review the purchase order lines and determine which items you want to include on the invoice.

   For a partial invoice: Adjust the **Qty** field for each line to reflect only the quantity being invoiced.

   To exclude a line completely: Click the **Delete Line** icon ❌ to remove it from the invoice. **Do not** set the quantity or price to **0** to exclude a line, as this is not supported.

4. Complete the tax information and click on **Submit**



5.4 Monitoring invoice status

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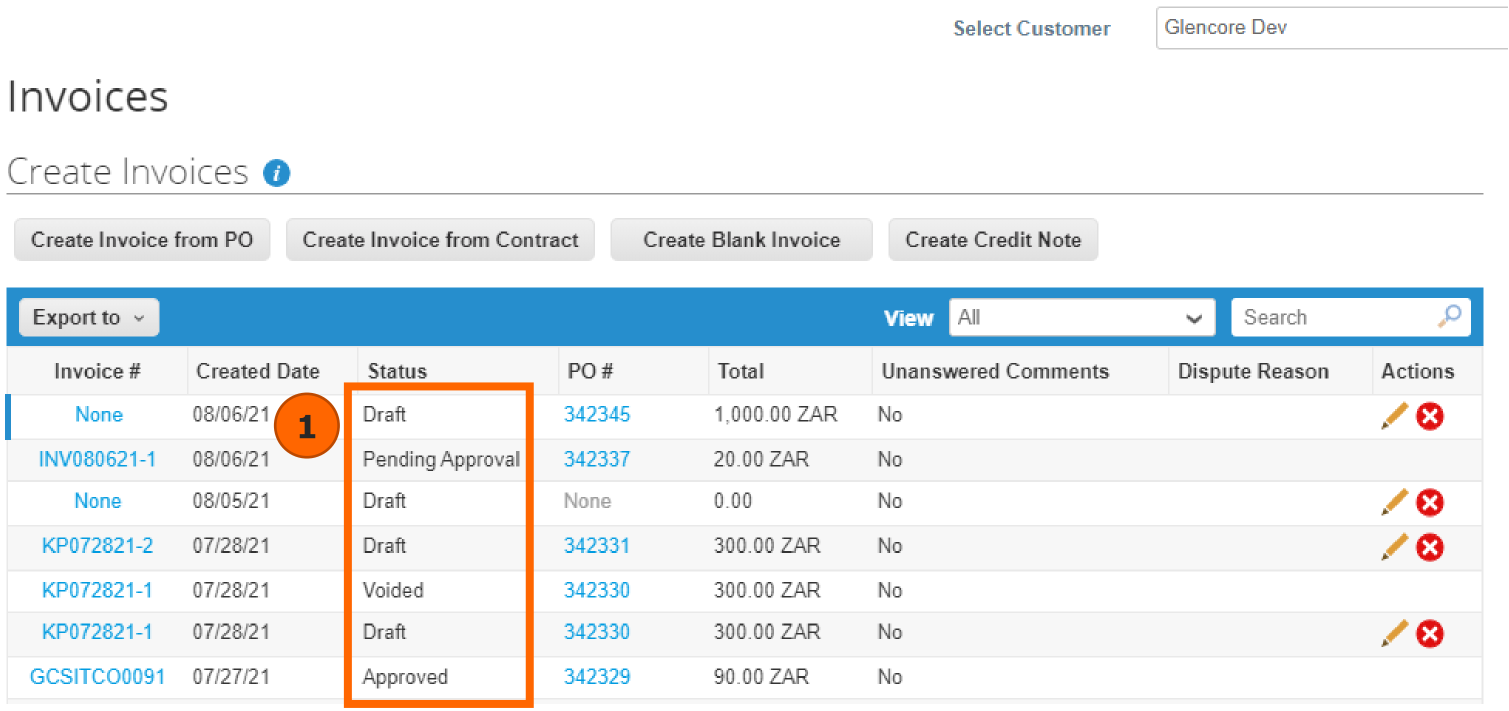
In this section you will see how to monitor the status of an invoice submitted to Astron Energy

1 Use the **Invoices** tab to monitor the progress of your invoices. The invoice list displays the current status of each invoice, indicating its stage in the approval and payment process. The definitions of the available invoice statuses are explained on the following page


Select Customer Glencore Dev

Invoices

Create Invoices

Create Invoice from PO | 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	08/06/21	Draft	342345	1,000.00 ZAR	No		
INV080621-1	08/06/21	Pending Approval	342337	20.00 ZAR	No		
None	08/05/21	Draft	None	0.00	No		
KP072821-2	07/28/21	Draft	342331	300.00 ZAR	No		
KP072821-1	07/28/21	Voided	342330	300.00 ZAR	No		
KP072821-1	07/28/21	Draft	342330	300.00 ZAR	No		
GCSITCO0091	07/27/21	Approved	342329	90.00 ZAR	No		

Invoice statuses explained

Invoice Status	Description
Approved	The invoice has been accepted for payment by Astron Energy and payment will be made in line with the payment terms of the PO.
Disputed	The invoice has been disputed. Astron Energy 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 using a credit note.
Draft	A draft invoice has been created against a specific PO, but it has not been submitted to Astron Energy. 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 Astron Energy 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 happen automatically after an invoice has been disputed. Submit a valid invoice to ensure the corrected invoice will be paid.