

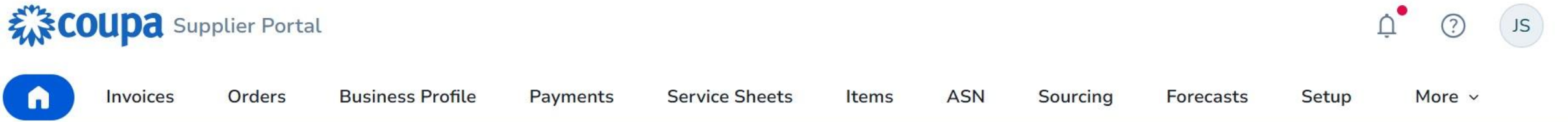


GLENCORE

Navigation and use of the portal

3.1 Navigation and use of supplier portal

In this section you will learn how to use the supplier portal and the functionalities available in the portal



NOTE: The layout of the Coupa Supplier Portal is subject to change as Coupa may apply updates and new features to improve user experience. Therefore, some screenshots in this deck may vary slightly to what you see on the Coupa supplier portal.

3.1 Navigation and use of supplier portal

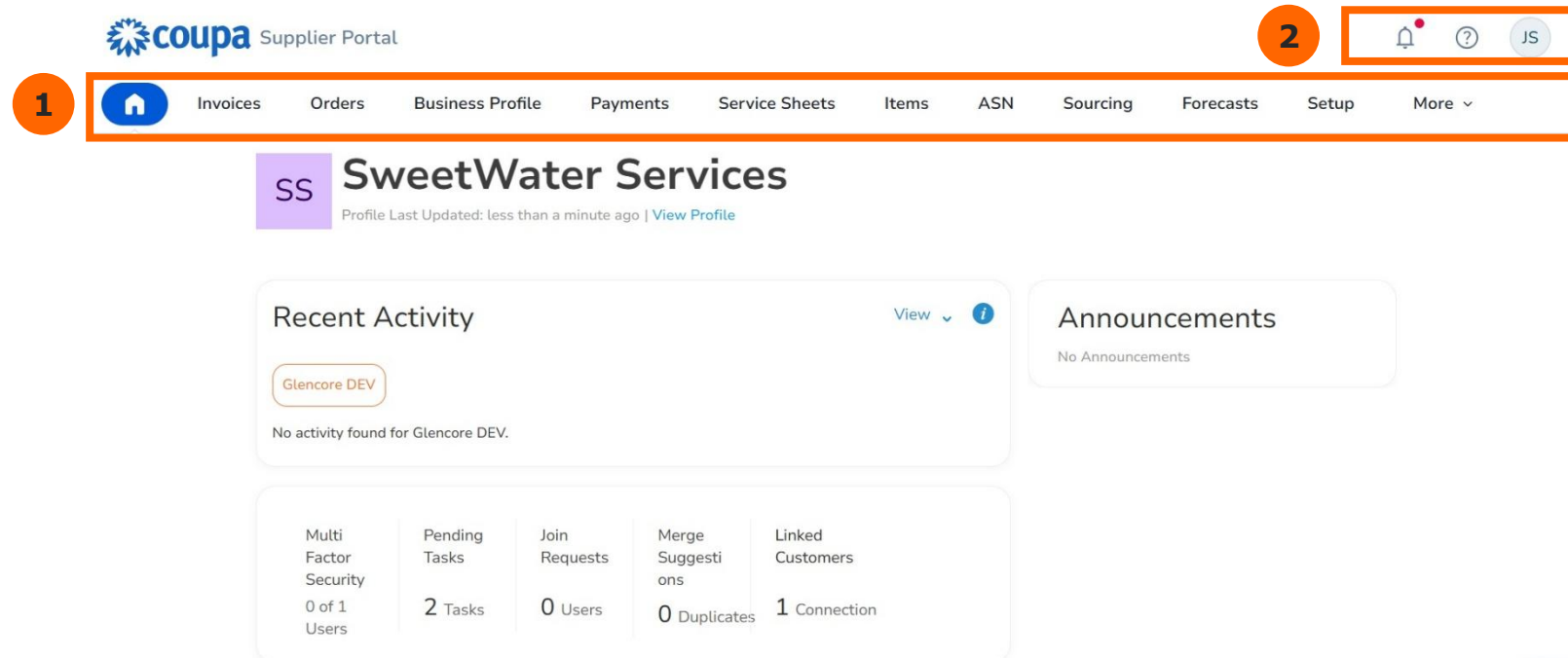
In this section you will learn how to use the supplier portal and the functionalities available in the portal

1 At the top you will find the menu or the options available within the portal.

2 On the upper right-hand side is where you can manage the platform, change passwords, manage notifications and a help section.



NOTE: If you interact with more than one client in Coupa, you will find them in the recent activity section. To work with Astron Energy, select the one that refers to Astron Energy.

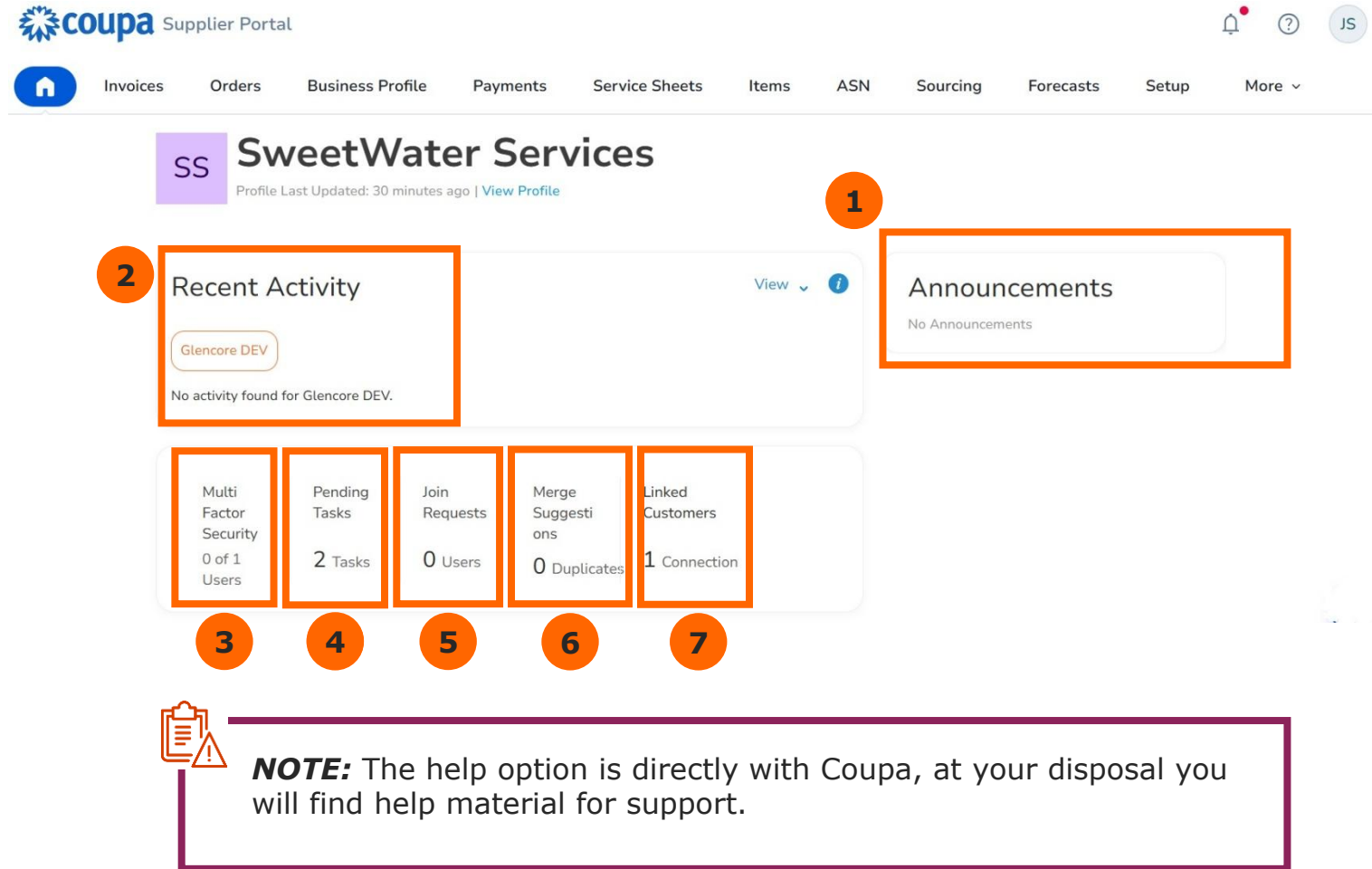


Multi Factor Security	Pending Tasks	Join Requests	Merge Suggestions	Linked Customers
0 of 1 Users	2 Tasks	0 Users	0 Duplicates	1 Connection

3.2 Home tab

In this section you will learn how to view the functionalities of the home tab

- 1 Announcements section where Astron Energy will be informing about new developments.
- 2 Recent activity will be listed here
- 3 Multi factor security information will be displayed here
- 4 Number of Pending tasks appear here
- 5 Join requests will be displayed here
- 6 Merge suggestions will be displayed here
- 7 If you have multiple customers, click here to view them.



coupa Supplier Portal

Home Invoices Orders Business Profile Payments Service Sheets Items ASN Sourcing Forecasts Setup More

SS SweetWater Services
Profile Last Updated: 30 minutes ago | [View Profile](#)

1 Announcements
No Announcements

2 Recent Activity
View *i*
Glencore DEV
No activity found for Glencore DEV.

3 Multi Factor Security
0 of 1 Users

4 Pending Tasks
2 Tasks

5 Join Requests
0 Users

6 Merge Suggestions
0 Duplicates

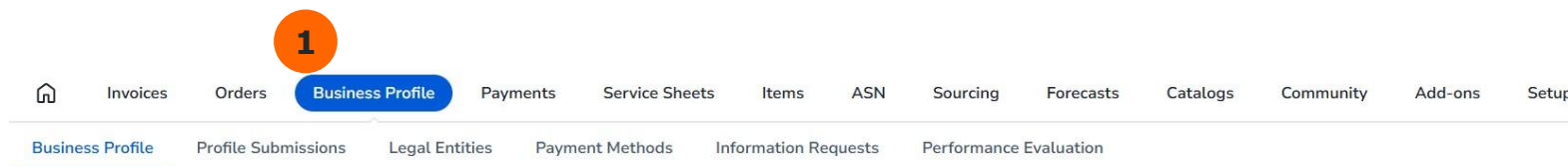
7 Linked Customers
1 Connection

NOTE: The help option is directly with Coupa, at your disposal you will find help material for support.

3.3 Business Profile tab

This section corresponds to the company profile where you can update your business' information

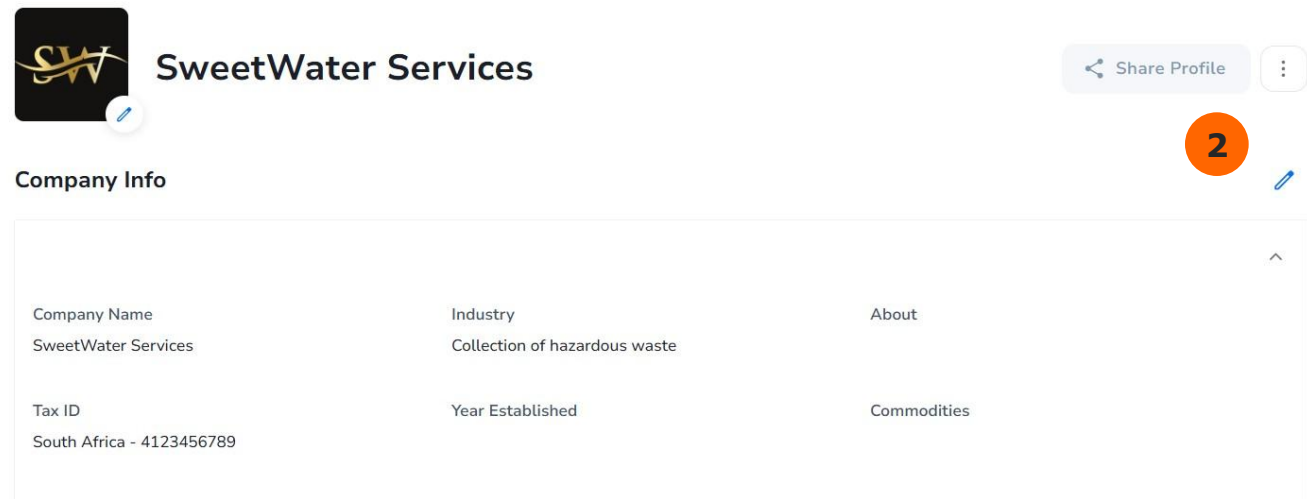
1 Click to see the Business Profile



2 Edit the business profile clicking the pencil icon and adding information to the relevant field



NOTE: This is your organisation's public company profile. Additional business information can be added and maintained to ensure your profile remains complete and up to date.



GLENCORE

In this section you will find all the information you need to update your profile

- 3

1

3.5 Orders tab

This section corresponds to all the purchase orders you have received from Astron Energy

- 1 Use the Orders tab to view purchase orders, their current status, and a brief description
- 2 Click the PO number in blue to view details of the Purchase Order
- 3 Use the Actions section to create invoices and credit notes

-  This icon creates an invoice from the Purchase order
-  Clicking this icon creates a credit note* (**See NOTE**)

1

Home

Invoices

Orders

Business Profile

Payments

Service Sheets

Items

ASN

Sourcing

Forecasts

Catalogs

Community

Add-ons

Dashboards

Orders

Order Lines

Returns

Order Changes

Order Line Changes

Order Confirmations

Order Confirmation Lines

Delivery Schedule

Shipments

Select customer

Glencore DEV

Purchase Orders

2

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Export to

View All

Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C113113332	03/17/2026	Issued	None	1 Each of Test Process Automator 3 1 Each of Test process automator 2	No	200.00 ZAR		 
C113113253	02/27/2026	Issued	None	1 Each of Test process automator 2 1 Each of Test Process automator 1	No	2,000.00 ZAR		 
C113112831	12/03/2025	Issued	None	1 Each of test quote	No	10.00 ZAR		 

3

 **NOTE:** Creating a credit note directly against a purchase order **is not allowed** as part of the Astron Energy design/process

3.6 Orders tab

In this section you can review the information contained in a purchase order

- 1 After selecting the purchase order, the purchase order details will be displayed.
- 2 Check the **Acknowledged** box to indicate the purchase order has been reviewed. Astron Energy requires that orders be acknowledged **within 3 business days**.
- 3 Review the **Shipping** section to view the address associated with the purchase order
- 4 Lines or items that are part of the purchase order will be visible under the **Lines** section
- 5 Use these buttons for the various options available to you for processing the order



NOTE: Astron Energy **requires** all purchase orders to be acknowledged within 3 business days of receipt.

Purchase Order #342337

1

Status Issued - Sent via Email
Order Date 08/02/21
Revision Date 08/02/21
Requester GC Buyer 1
Email GCBuyer1@glencore.com
Payment Term WL01 - 12 days net
Buyer Paul Francia
Purchasing Flag None
Attachments None
Acknowledged ☐
Assigned to Select

2

Lines

4

Advanced Search Sort by Line Number: 0 → 9							
1	Type	Item	Qty	Unit	Price	Total	Invoiced
		Service	2	Année / Year / Años (annum)	10.00	20.00	0.00
	* Need By	Part Number	Manufacturer Name	Manufacturer Part Number	Item Type	Incoterms	Location
	08/31/21	None	None	None	Services	None	None
Additional Item Text							
None							

Per page 15 | 45 | 90

Total ZAR 20.00

5

Create Invoice

Save

Print View



3.7 Orders tab

This section corresponds to all the purchase orders you have received from Astron Energy

1 The Purchase Order Lines section displays the history of order lines associated with your purchase orders and allows you to export the data to Excel.

Purchase Order Lines

Export to View All Search

PO Number (Header)	Line	Order Status (Header)	Item	Total Item Quantity	Line Total
342337	1	Issued	2 Année / Year / Años (annum) of Service	2	20.00
342335	1	Issued	10 Heure / Hour / Horas of SIT - C0005	10	5.00
342334	1	Issued	3 Pièce / Each / Unidad of SIT - C002	3	18.00

2 Use this section to review and track changes made to your purchase orders over time.

Purchase Order Changes

Select Customer Glencore Dev

View All Advanced Search

PO Change #	Order #	Version #	Ship To User	Status	Items	Total	Supplier Initiated	Created By	Reason Code	Assigned To	Justificati
No rows.											



NOTE: Suppliers can submit requests to modify purchase orders. All requested changes are subject to review and approval by Astron Energy.

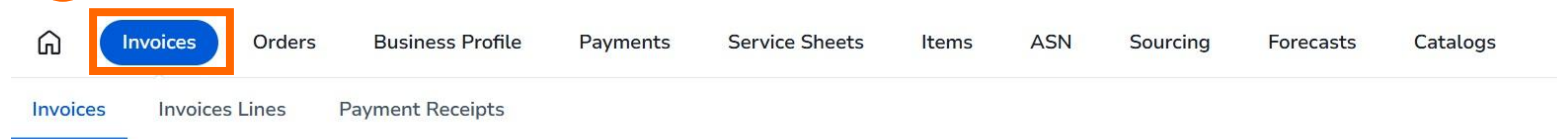
3.8 Invoice tab

In this section you can review all your invoice information

1

Entering the invoices tab you will be able to see everything related to all invoices in Coupa

1

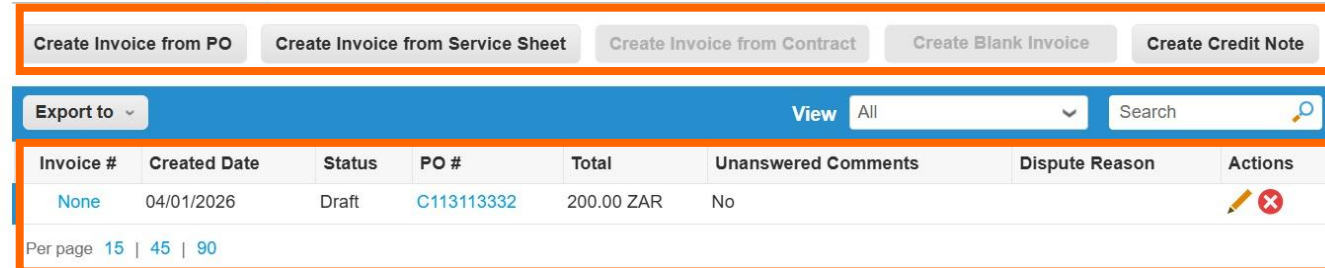


2

Use these buttons to create and submit invoices and credit notes against purchase orders

2

Create Invoices *i*



3

Use this section to view invoices you have created, including their status and key invoice details

3



NOTE: 'Create Blank Invoice' and 'Create Invoice from Contract' options will only be allowed for selected suppliers.

3.9 Setup tab

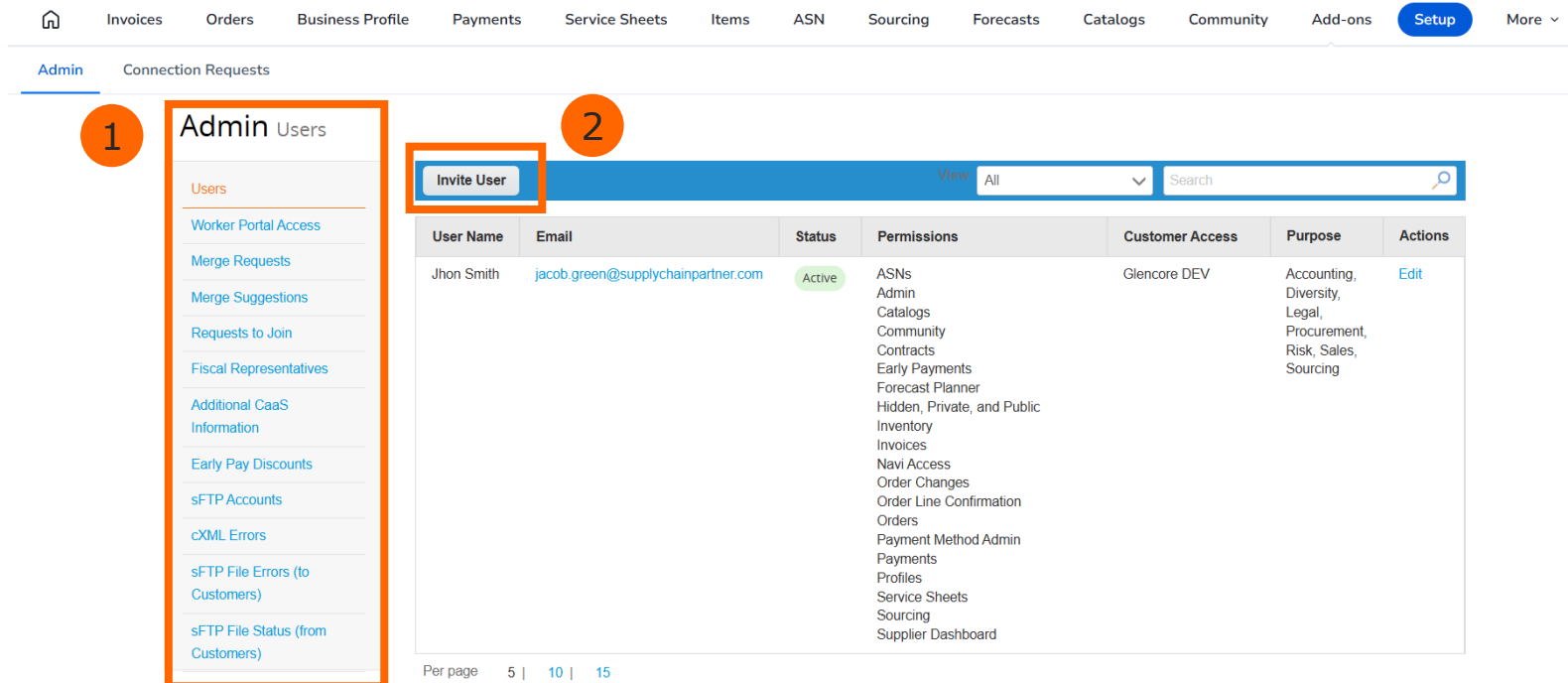
The setup tab is where you can configure some features of your account.

1 Here you can find the admin functions available to you

2 Click this button to invite a colleague from your organisation to use the Coupa Supplier Portal



NOTE: All these functionalities will be detailed in section 8.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes links for Invoices, Orders, Business Profile, Payments, Service Sheets, Items, ASN, Sourcing, Forecasts, Catalogs, Community, Add-ons, and a highlighted Setup tab. Below the navigation bar, the 'Admin' sub-tab is selected, displaying a list of admin functions: Users, Worker Portal Access, Merge Requests, Merge Suggestions, Requests to Join, Fiscal Representatives, Additional CaaS Information, Early Pay Discounts, sFTP Accounts, cXML Errors, sFTP File Errors (to Customers), and sFTP File Status (from Customers). The 'Users' link is highlighted with an orange box and a '1' callout. Below the list, the 'Invite User' button is highlighted with an orange box and a '2' callout. The main content area displays a table of existing users.

User Name	Email	Status	Permissions	Customer Access	Purpose	Actions
Jhon Smith	jacob.green@supplychainpartner.com	Active	ASNs Admin Catalogs Community Contracts Early Payments Forecast Planner Hidden, Private, and Public Inventory Invoices Navi Access Order Changes Order Line Confirmation Orders Payment Method Admin Payments Profiles Service Sheets Sourcing Supplier Dashboard	Glencore DEV	Accounting, Diversity, Legal, Procurement, Risk, Sales, Sourcing	Edit

Per page 5 | 10 | 15