ASTRON ENERGY | 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.*

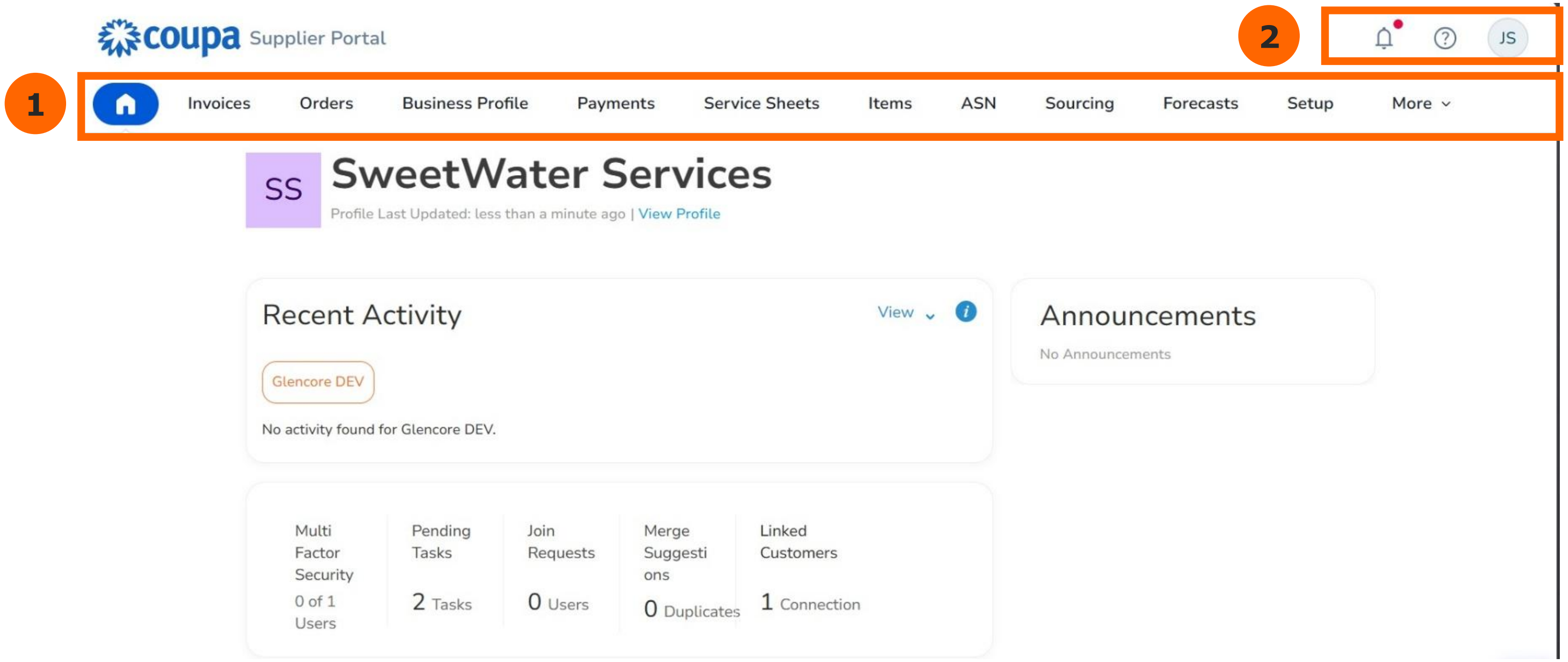
3.1 Navigation and use of supplier portal

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.

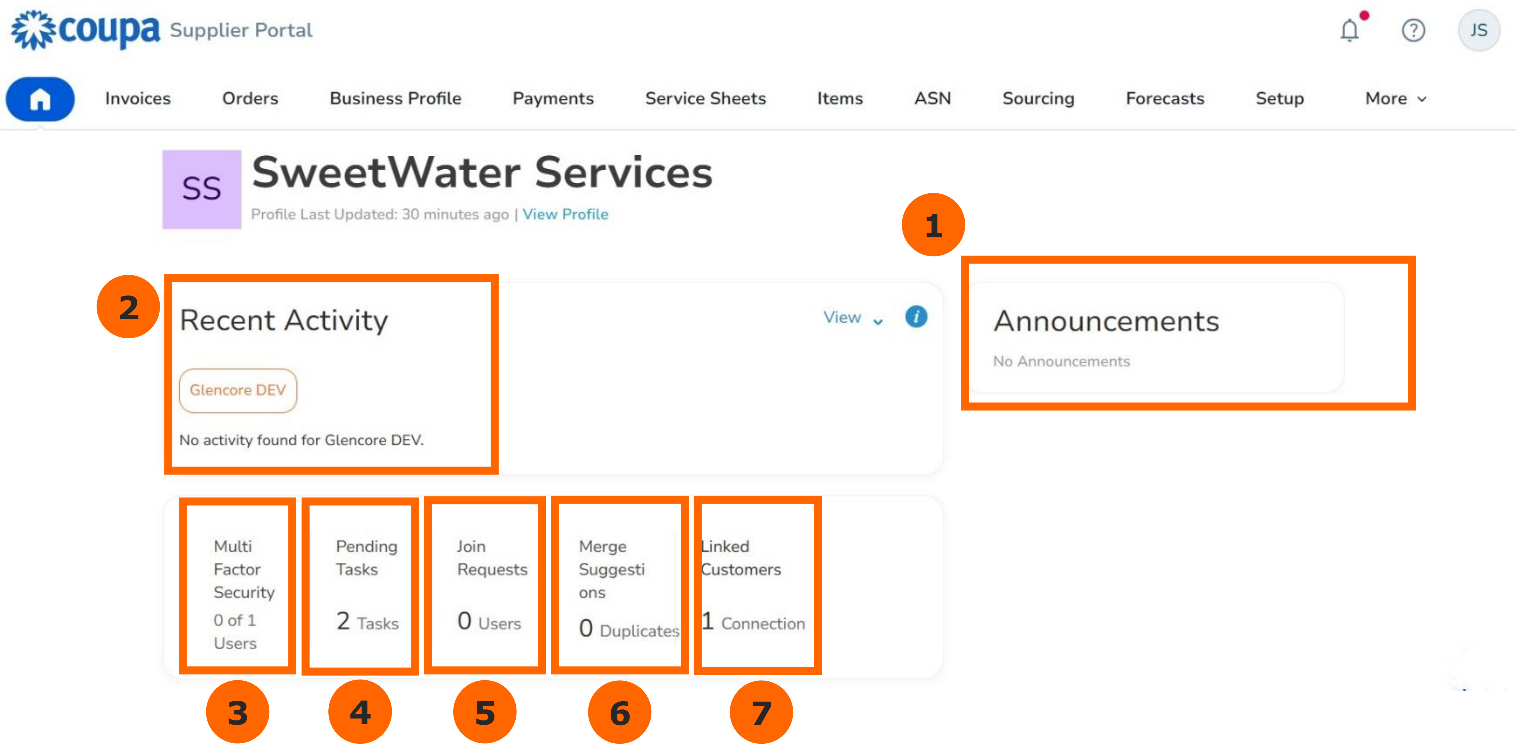
NOTE: If you interact with more than one client in Coupa, you will find them in the recent activity section. To work with Astron Energy, select the one that refers to Astron Energy.



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.



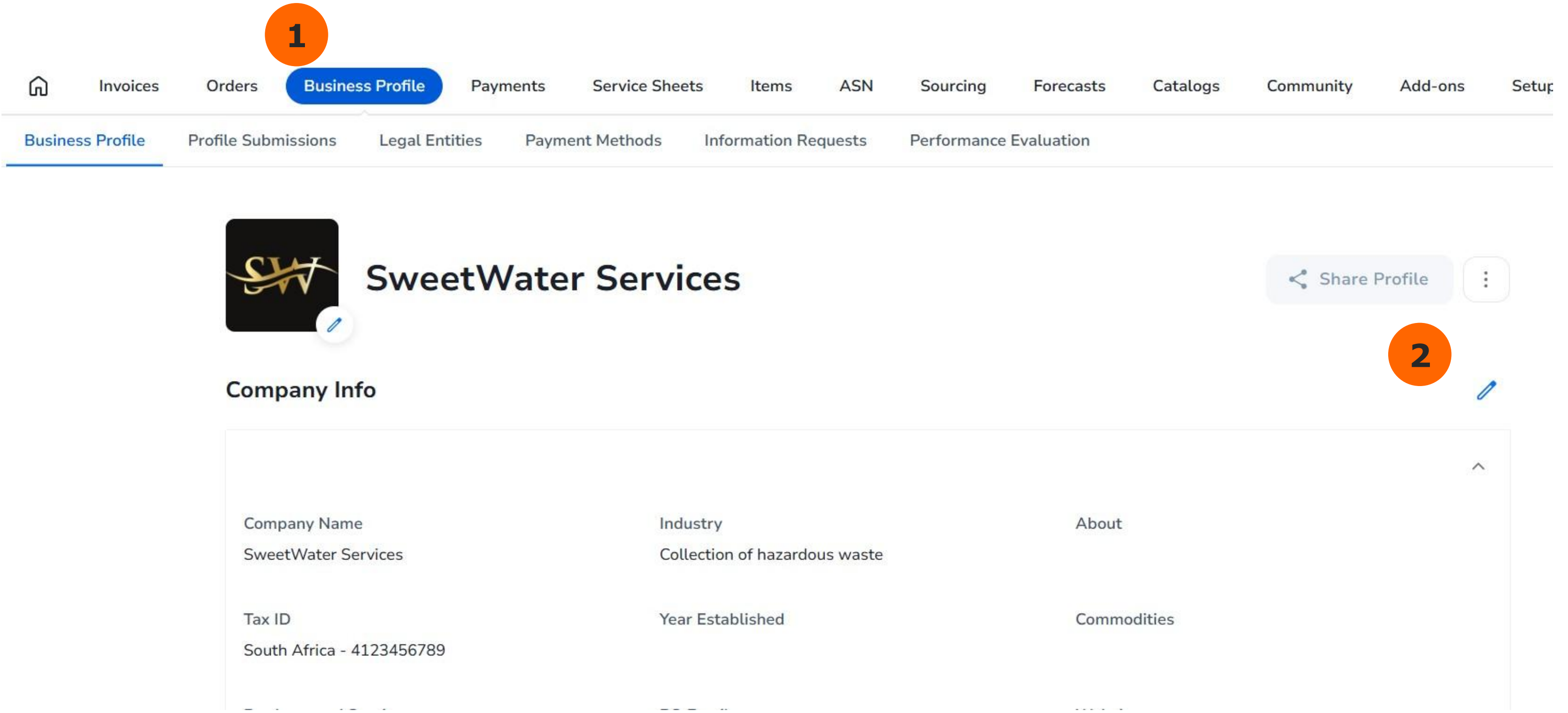
NOTE: The help option is directly with Coupa, at your disposal you will find help material for support.

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.

3.4 Business Profile Update

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

1. Review and update the applicable fields to maintain an accurate and up-to-date public business profile.

2. Use this section to maintain your company information, including business addresses and contact details.

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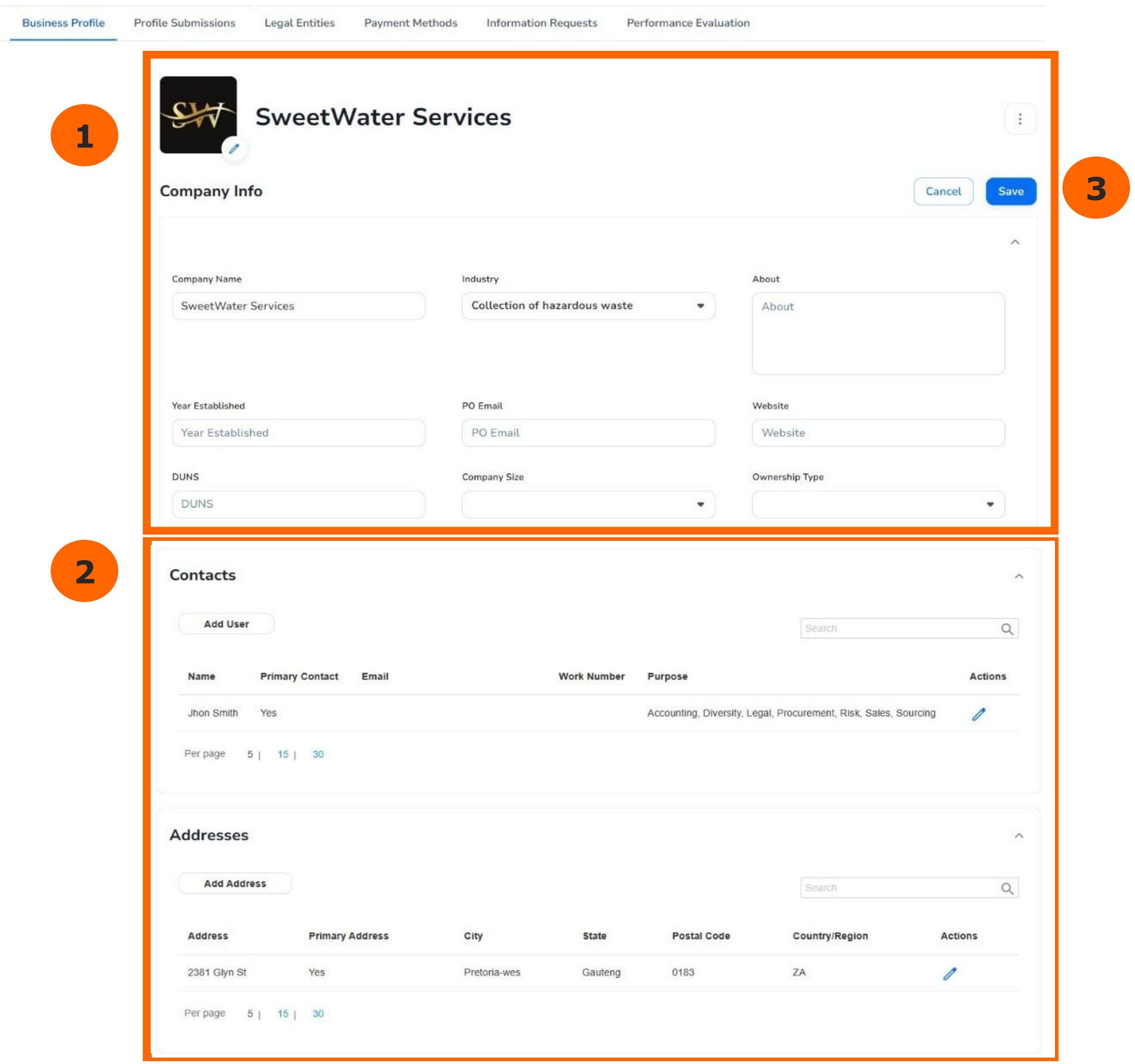


3.5 Orders tab

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

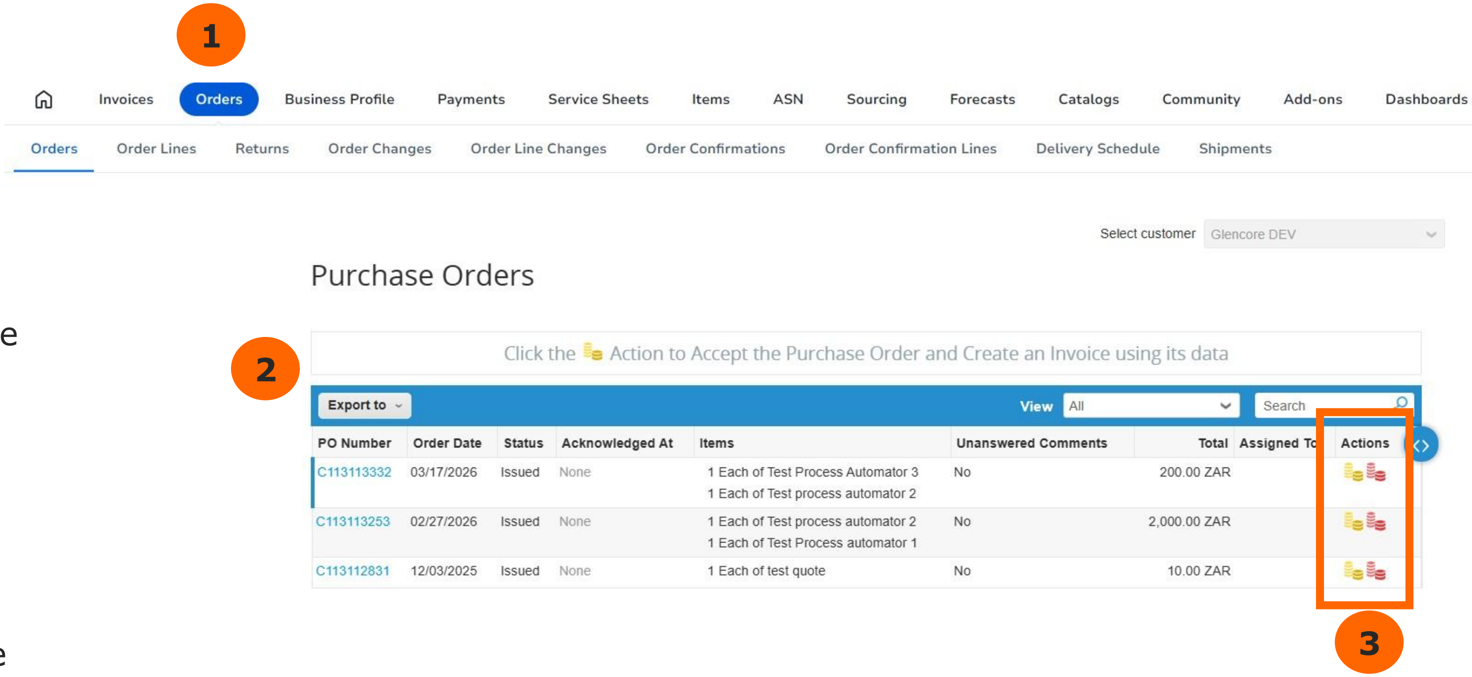
1. Use the Orders tab to view purchase orders, their current status, and a brief description

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)**



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

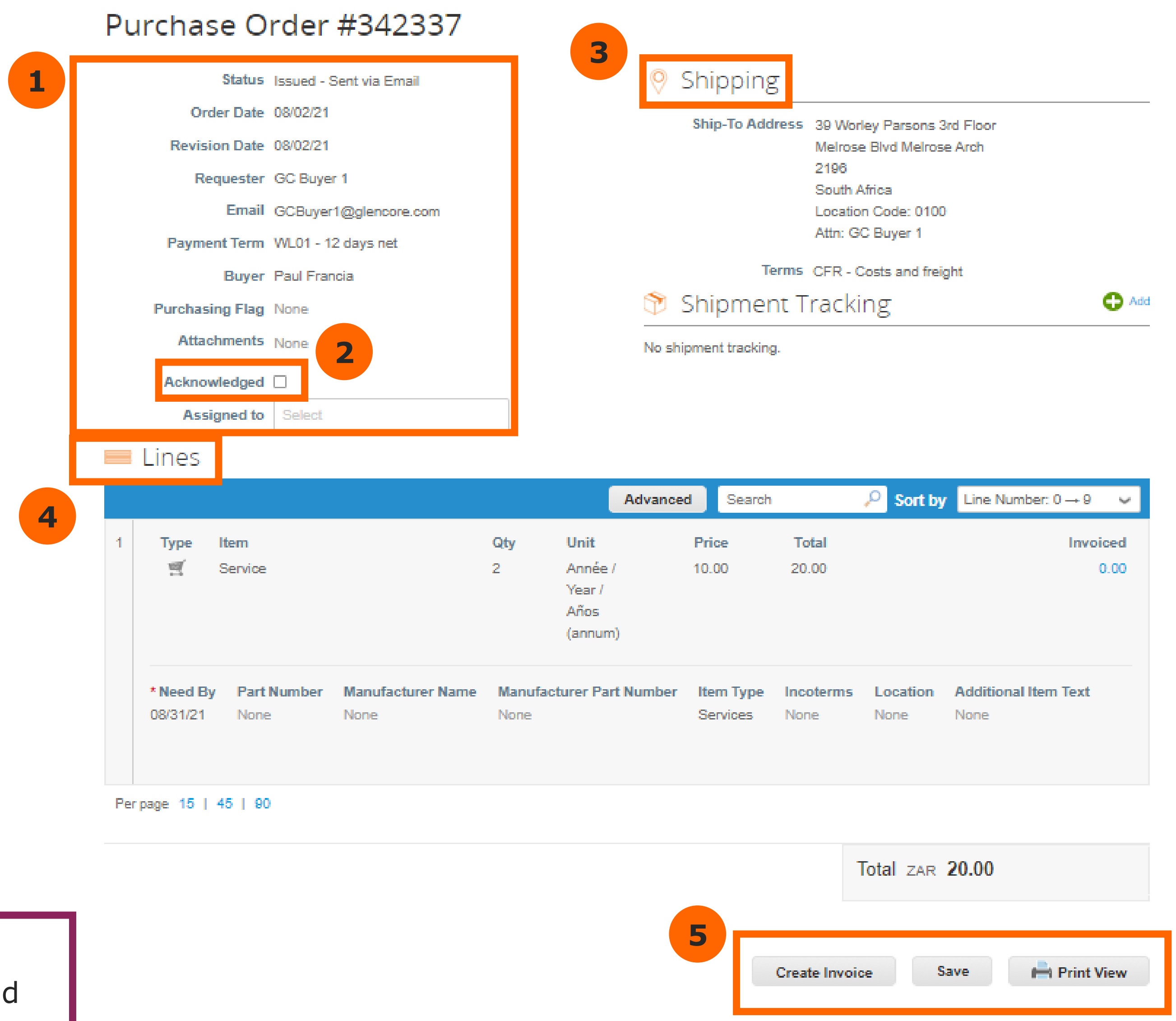
1. After selecting the purchase order, the purchase order details will be displayed.

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



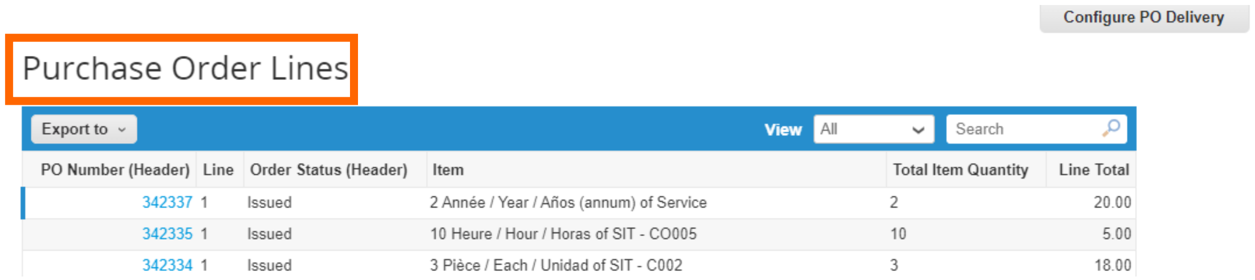
NOTE: Astron Energy **requires** all purchase orders to be acknowledged within 3 business days of receipt.

3.7 Orders tab

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

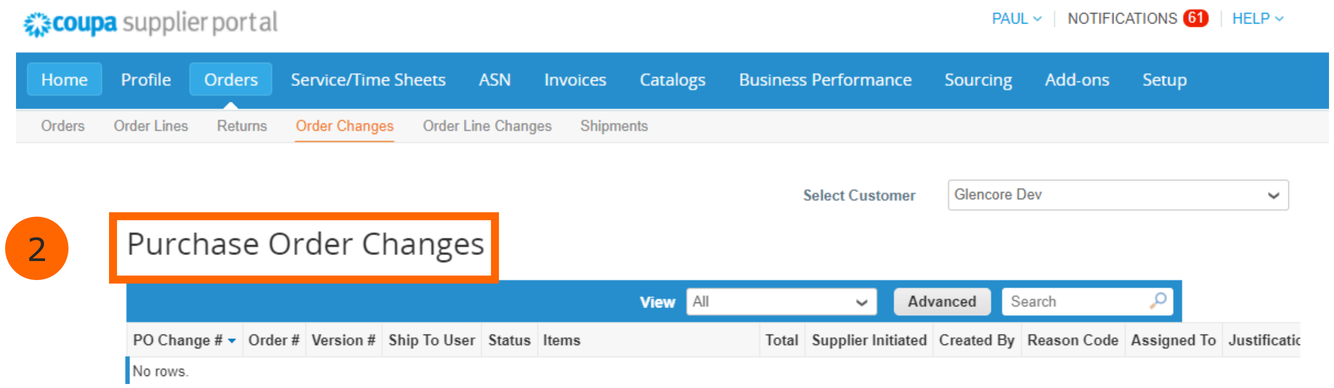
1 The Purchase Order Lines section displays the history of order lines associated with your purchase orders and allows you to export the data to Excel.

1



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

2



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

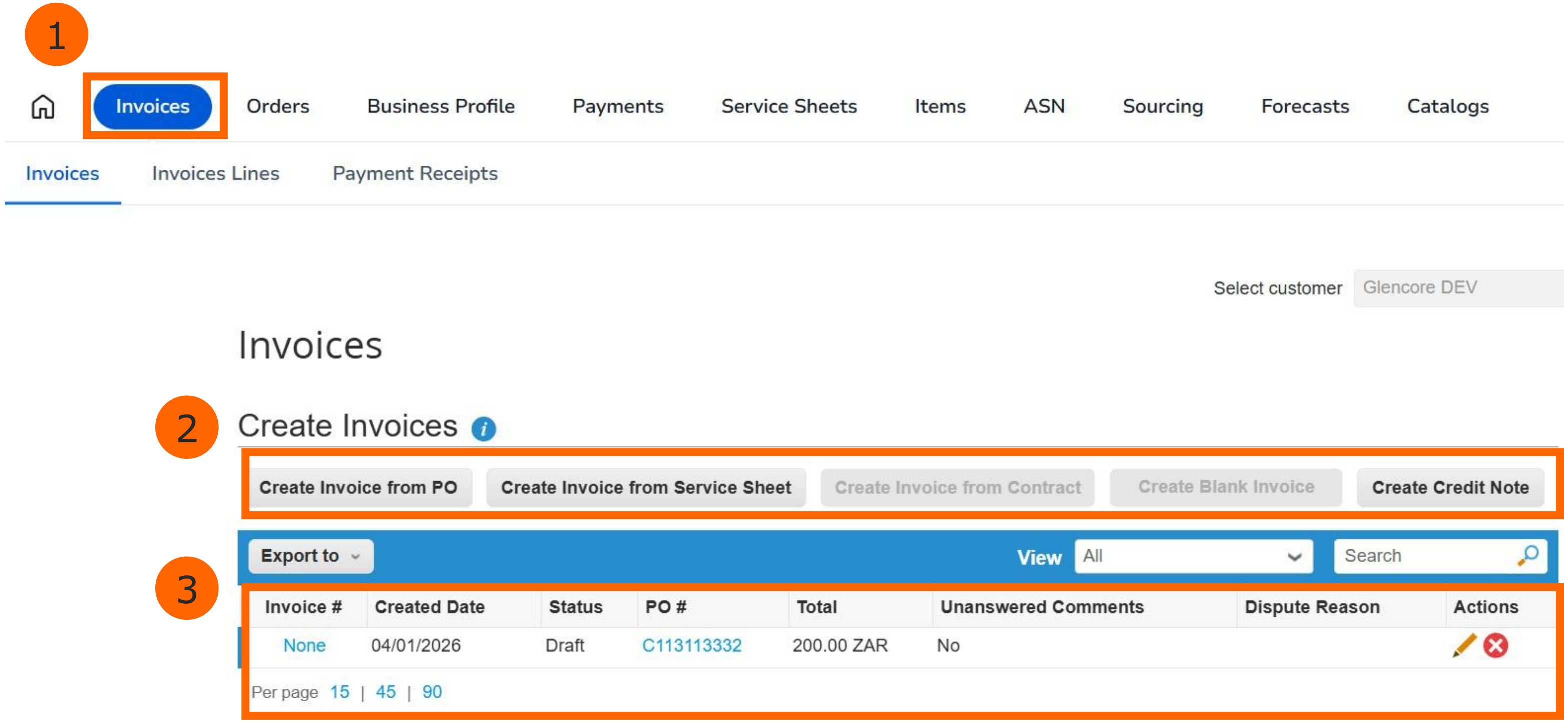
In this section you can review all your invoice information

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

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

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

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.