



GLENCORE

Supplier onboarding

10.1 Supplier onboarding

This section will explain how to respond to a request for information from Astron Energy

- 1 You will receive an email from Astron Energy that an action is required from you.

- 2 From the received email, click on **Log in**

1

Hello Supplier,

Astron Energy has requested you to update information about your company. This information is required so they can transact with you electronically.

Use the "Log In" button to update your information under Information requests in the CSP

Astron Energy

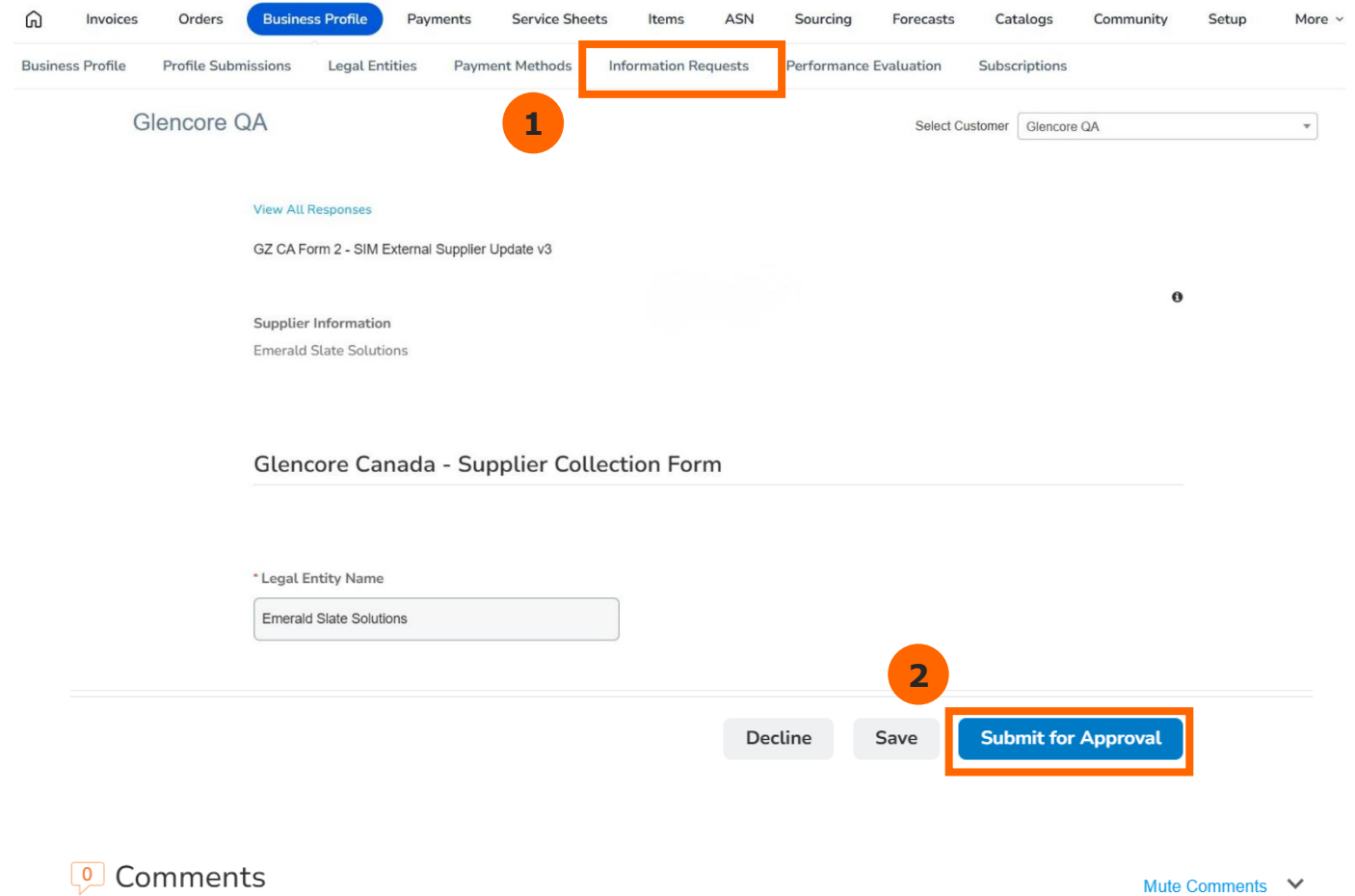
2

Log In

10.2 Supplier onboarding

This section will explain how to respond to a request for information from Astron Energy

1 Under the Business Profile tab, go to information requests



The screenshot shows the Glencore Supplier Onboarding portal. The 'Business Profile' tab is selected in the top navigation bar. The 'Information Requests' sub-tab is highlighted with a red box and a red circle with the number 1. Below the navigation bar, the page title is 'Glencore QA'. A dropdown menu for 'Select Customer' is set to 'Glencore QA'. The main content area displays a list of information requests, with the first one being 'GZ CA Form 2 - SIM External Supplier Update v3'. Below this, there is a form for 'Supplier Information' with the text 'Emerald Slate Solutions'. The form is titled 'Glencore Canada - Supplier Collection Form'. At the bottom of the form, there is a section for 'Legal Entity Name' with the text 'Emerald Slate Solutions'. At the bottom right of the form, there are three buttons: 'Decline', 'Save', and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red box and a red circle with the number 2. At the bottom of the page, there is a 'Comments' section with a red circle containing the number 0 and a 'Mute Comments' link.

2 Complete the form and all the required information and send your response.

10.3 Supplier onboarding

This section will explain how to respond to a request for information from Astron Energy

1 There are multiple required fields that have been determined by Astron Energy. These fields will have a red asterisks next to the question.

2 For banking details, ensure that all the fields that apply to your company are filled in. Not all fields that apply to your company will be required on the form.

1

* Legal Entity Name

Emerald Slate Solutions

Please indicate your Company Registered Name or Company Legal Name

* Company Trading Name

Emerald Slate Solutions Pty Ltd

Please indicate your company trading name

2

Banking Information

* Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

* Banking Details

Is your financial institution located within Canada or the United States?

Select