

USER MANUAL FOR SUPPLIER



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SECTION I:
COUPA
SUPPLIER
PORTAL



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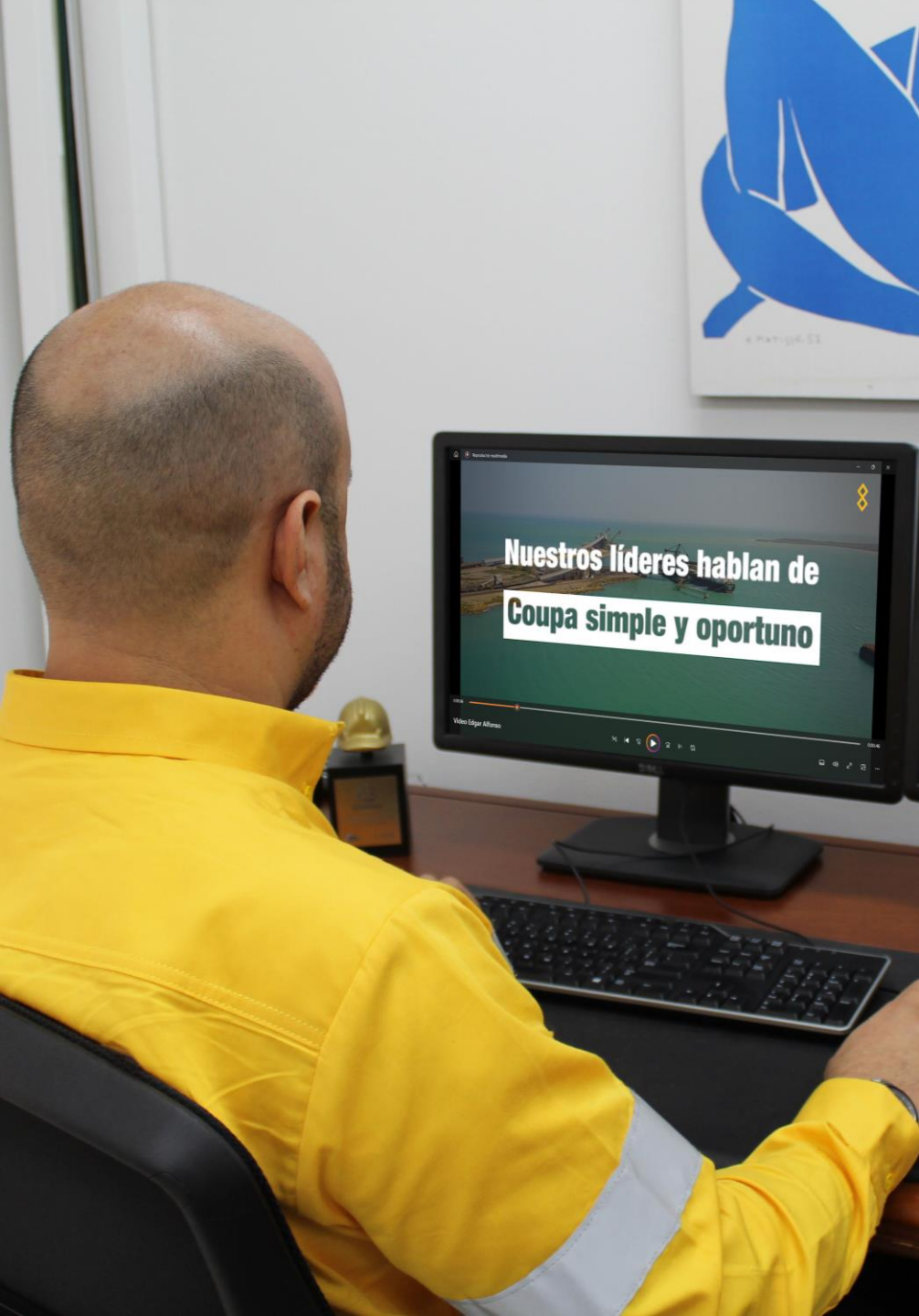
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GOALS

In this section you will learn:

- What is the COUPA Supplier Portal
- How to manage purchase orders and invoices in the portal



WHAT IS coupa

It is a cloud based solution that makes possible to manage the whole procurement and contract processes in Cerrejon; managing supplier and contractors information and also receiving and validating invoices automatically in connection with Ellipse.

5,000+	100+	Multi	Multi	8M+
Customers	Countries	Currency	Language	Suppliers

Rated #1 by top analysts

Gartner **Spend Matters**  **PayStream**
ADVISORS

FORRESTER  **IDC**



BENEFITS OF **coupa** supplier portal



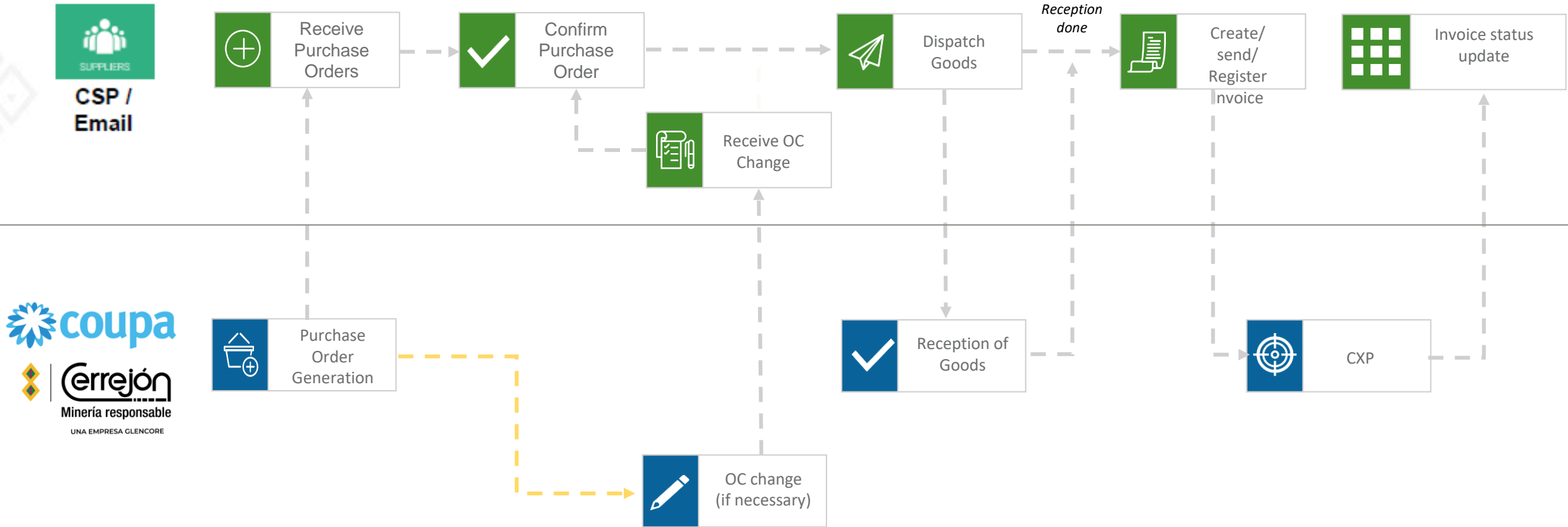
The Supplier Portal is a free tool for suppliers to easily interact and collaborate with CERREJON.

The Portal facilitates transaction management. You can review purchase orders, get reports, send your invoices, communicate with the procurement team, etc...

Interacting on the Portal is free of charge and is an opportunity for other companies, Coupa customers, to find you.



GENERAL P2O WORKFLOW





SUPPLIERS PORTAL

ACCESS TO THE SUPPLIER PORTAL

- 1 An invitation to register with Coupa will arrive to your email
- 2 At the bottom of the email you will find two options :
 - a Select the **Join Coupa** option (**Unirse a Coupa**) to continue with the registration process
 - b Select the **Forward this invitation option** (**Reenviar esta invitación**) to forward the invitation to another company user



NOTE: The invitation will be sent to the main contact that Cerrejon has , the registration must be done by the person who will manage the portal . Later you can add more users

1 GLENCORE Glencore Registration Instructions - Action Required

Powered by coupa

Hello Lagos & Lagos,

We handle all our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

Juan Galvis
Glencore

2 **Join Coupa** **Forward this invitation**

to b


3 You must **complete** the **requested information** , name, surname and add a password

t **Accept the terms of use** of the platform and click on **Create an Account** to register

b **Send again the invitation** to another user of the company

4 You can change the language, you must **go to the bottom** of the page and **select the language** . In this case English

5 In the **drop-down list** select the language of your preference

 **NOTE:** The email field is already filled in , this field **cannot be changed**. If you want to **change the email**, you must contact Cerrejon to make the change

3

Create an Account

Glencore is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Glencore so you're ready to do business together.

* Business Name

Caterpillar INC

Your legal business name (or legal personal name if an individual)

* Email

supplier.testinstance+catinc@gmail.com

* First Name

John

* Last Name

Smith

* Password

* Confirm Password

Use at least 8 characters and include a number and a letter.

t

I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

b


Already have an account? [LOG IN](#)

[Forward this to someone](#)

5

English (Singapore)
English (South Africa)
English (Taiwan)
English (UK)
English (Ukraine)
Español (Colombia)
Español (España)
Español (Islas Canarias)

4

 English (US)

6 Also, you must confirm basic information about your company and click **Next**.

GLENCORE QA

Your Contact Information

* First Name * Last Name

* Phone Number * Country/Region

* Business Address

* City State * Postal Code

Next

[Skip for Now](#)

7 And you will be in the portal .

coupa supplier portal JOHN | NOTIFICATIONS 0 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons **Setup**

Admin Customer Setup

Customer Setup

Glencore

[Request Connection](#) +

We have all the basic info we need for you to begin transacting with Glencore.

Edit Your Setup

GLENCORE QA

NAVIGATION AND USE

1 At the top, there is the menu or the options available to you

2 In the upper right part is where you can manage the platform , change passwords , manage notifications and ask for support



NOTE: If you interact with more than one customer in Coupa , you will find them in the most recent customers section . To work with Cerrejon select the one that refers to Glencore

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation menu (callout 1) with options: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. In the upper right corner, there is a user profile section (callout 2) showing the name JOHN, a notifications icon with a red circle containing the number 0, and a HELP dropdown menu. Below the navigation menu is a large green banner for "Verify Your Account" with a "Get Verified" button. Underneath the banner is a notification bar: "New: Exclusive discounts for your business to thank you for being a part of the Coupa Community." Below the notification bar is a "Profile Progress" section with a red progress bar at 47% Complete, a "Last Updated" timestamp of "2 minutes ago", and an "Improve Your Profile" button. The "Profile Summary" section contains three cards: "Legal Entity" with 1 and a "View" link, "Registered User" with 1 and a "View" link, and "Connected Customer" with 1. On the right side, there are three sections: "Announcements" with a "View All (0)" link, "One-Click Savings" with a "View All" link, and "Merge Suggestions" with a "Request Merge" link. The "Merge Suggestions" section contains the text: "No merge suggestions were found. If your company has multiple CSP accounts, merge them to reduce confusion for your customers."

NOTIFICATION MANAGEMENT

- 1 Go to the notifications section at the top right
- 2 You will find all the notifications that you have as supplier, you can configure it as you wish
- 3 Click on Notification preferences to manage notifications. You can adjust them as you wish

The screenshot displays the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is on the left, and the user name 'NATHALIE GIANANTI' is on the right. A 'NOTIFICATIONS' link with a notification count of 6 is highlighted with a red box and a '1' in a circle. Below the navigation bar, the 'My Notifications' section is visible. A 'View' dropdown menu is set to 'All'. A 'Notification Preferences' button is highlighted with a red box and a '3' in a circle. The main content area, highlighted with a red box and a '2' in a circle, shows a table of notifications.

<input type="checkbox"/>	Message	Received
<input type="checkbox"/>	Invoice 2023test2 for \$125.00 has been marked as paid by Glencore Dev	06/01/23 02:27 PM
<input type="checkbox"/>	Invoice 2023test2 for \$125.00 has been approved to pay by Glencore Dev.	05/08/23 08:40 PM
<input type="checkbox"/>	Invoice 2023test for \$100.00 has been disputed by Glencore Dev.	05/08/23 08:31 PM
<input type="checkbox"/>	New PO C000930584 for \$125.00 issued by Glencore Dev.	04/30/23 06:48 PM
<input type="checkbox"/>	New PO C000930585 for \$100.00 issued by Glencore Dev.	04/30/23 06:48 PM
<input type="checkbox"/>	You have existing information requests that have not been updated with your current profile information. You can update these requests with your information now.	04/03/23 02:59 PM
<input type="checkbox"/>	Complete Your Profile to Get Paid Faster and Get Discovered	04/03/23 12:00 AM

ADJUST NOTIFICATIONS

In this section you will learn how to **adjust** or **configure** the account according to your needs

1

Click on your name

to

Select Account Settings

b

Select **notification preferences** to adjust notifications

2

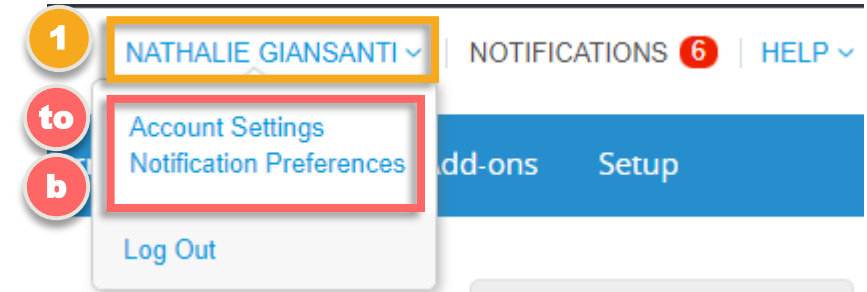
In the drop-down list you can **manage notifications** according to your interests

to

online option. It is recommended that it is always activated

b

email option if you want notifications to your email



My Account Notification Preferences

2

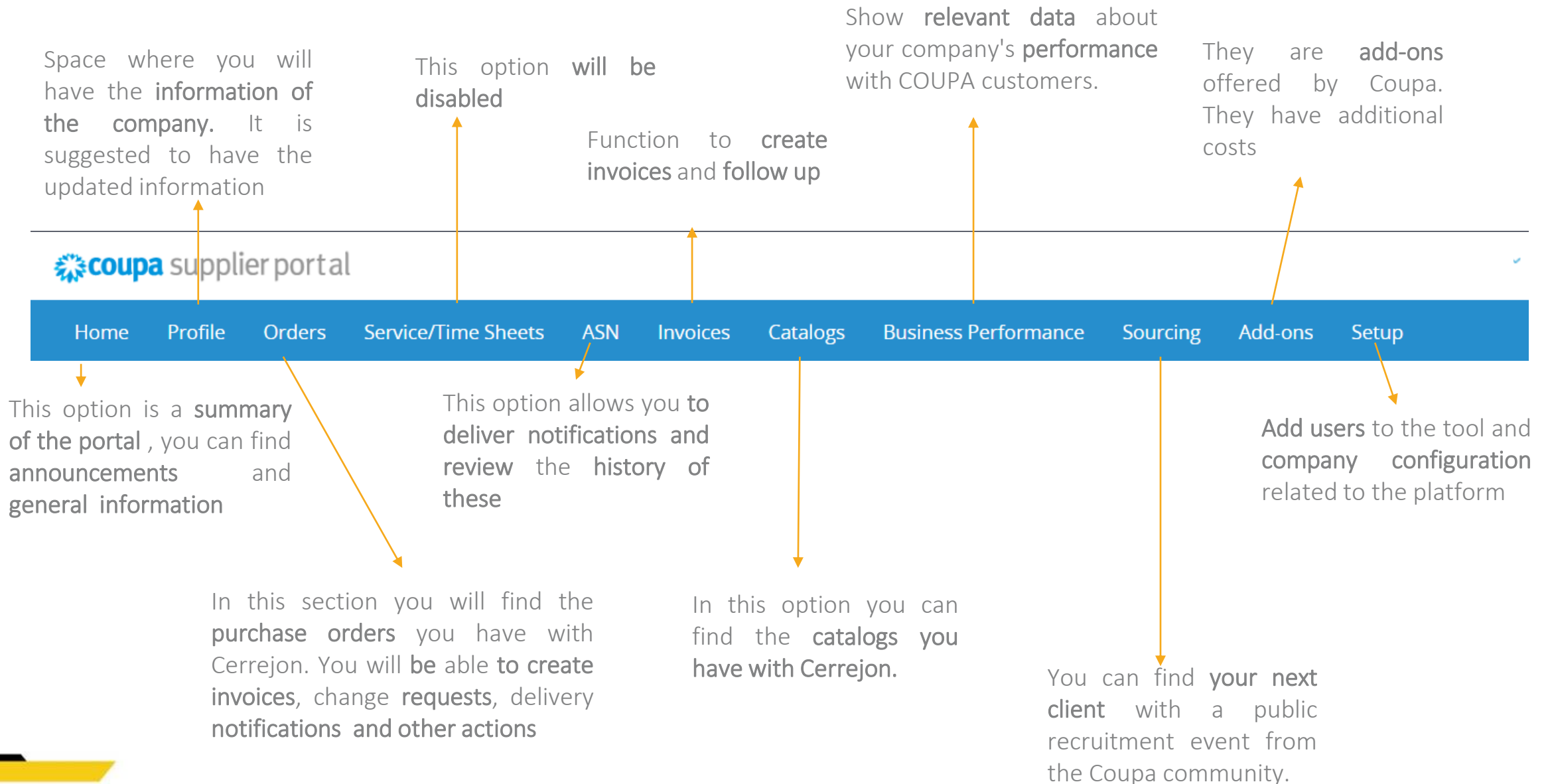
A screenshot of the 'My Account Notification Preferences' page. On the left, a sidebar shows 'Settings' with 'Notification Preferences' highlighted by a yellow box and labeled '2'. Below it are 'Security & Two-Factor Authentication' and 'Authentication'. The main content area has a heading 'You will start receiving notifications when your customers enable them.' Below this are fields for 'Email' (test.instance.supplier+PSC) and 'Mobile(SMS)' (+1 201-555-5555) with a 'Verify' button. A warning icon and text 'Verify number to receive SMS' are below. The 'Announcements' section has a table with columns for 'New Customer Announcement', 'Online', 'Email', and 'SMS'. The 'Business Performance' section has a table with columns for 'Business Performance Role Granted', 'Online', 'Email', and 'SMS'. The 'Catalogs' section has a table with columns for 'A new comment is received', 'Online', 'Email', and 'SMS'. In the 'Business Performance' table, 'Online' is checked and highlighted by a red box labeled 'to', and 'Email' is unchecked and highlighted by a red box labeled 'b'.



USE OF THE
PORTAL



SUPPLIER PORTAL FUNCTIONS



HOME TAB

In this section you will learn how to visualize the features of the home tab

- 1 Company
- 2 Announcements section where Cerrejon will be reporting news
- 3 If you interact with more than one client on the platform, you will find a list of them
- 4 Optional description that you can add to the portal through the profile



NOTE: The help option is directly with Coupa, at your disposal you will find support material. The functionality is available in English

The screenshot shows the Coupa Supplier Portal interface. At the top, the user is identified as NATHALIE GIANSAANTI with 6 notifications and a help option. The navigation menu includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The main content area features a 'Verify Your Account' banner with a 'Get Verified' button. Below this is an 'Action needed' message: 'Complete your profile to get paid faster and get discovered'. The 'Profile Progress' section shows 18% completion, last updated about 2 months ago, and an 'Improve Your Profile' button. The 'Profile Summary' section is highlighted with a callout 1 and contains three cards: 'Legal Entities' (2), 'Registered User' (1), and 'Connected Customer' (1). Below the summary are links for Banking Info, Diversity, Early Payments, and Bribery Policy. A callout 4 points to the profile details for 'EC132267 - PANAMERICAN SERVICE CORPORATION', which includes a globe icon and a list of attributes: Website, Industry, About, Established (1948), Top Commodities, Currencies, and Public Profile. On the right side, there are sections for 'Announcements' (0), 'One-Click Savings', 'Merge Suggestions', and 'Latest Customers' (Glencore Dev), with callouts 2 and 3 pointing to these sections.

PROFILE TAB

This section is related to the company profile, you can update it with the company information

- 1 Company
- 2 To complete and edit the information , select the Update profile option



NOTE: This information refers to your profile as a company, you have many options to update and complete your profile

coupa supplier portal

NATHALIE GIANANTI | NOTIFICATIONS 6 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Your Profile Information Requests Coupa Verified

Company Profile
Environmental, Social, Governance & Diversity
Risk & Compliance
Financial Performance
Ratings & References

Quick Links
[Manage payment information](#)
[Manage legal entities](#)

Learning Center
[Add more customers](#)
[Create a discoverable profile](#)

Feedback
[Tell us what you think](#)

Review your profile details

Your profile helps you get discovered by buyers spending billions of dollars every year. Review your profile details to make sure it's up to date.
You can always edit, add or remove your information in your profile at any time.

More than one value was found for some of the information below. Select the correct information to save to your profile.

Company Name
EC132267 - PANAMERICAN SERVIC
Select one

Registered Address

Address line 1	Address line 2	City
141 NORFOLK ST		WALPOLE
State	ZIP	Country/Region
MA	02081	United States

Skip for Now **Update Profile**

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

- 1 In this section you will find **general information** about the company that you must complete
- 2 In this section you will find the **details of the company** such as address and contacts
- 3 In this section you have the possibility to **add Financial Information**. Complete with the supplier ID you have today

Your Profile Information Requests

- 1 **Company Profile**
 - Environmental, Social, Governance & Diversity
 - Risk & Compliance
- 3 **Financial Performance**
 - Ratings & References



NOTE: The fields marked with an asterisk are mandatory, the rest is to have an updated profile. The legal entity field is related to your company

2 EC132267 - PANAMERICAN SERVICE CORPORATION Profile Progress 18% Last Updated about 2 months ago Edit Profile

Profile preview | Copy profile URL | Download Profile as PDF

Verify Your Account

Coupa Verified makes your account more visible and trusted by thousands of customers.

Get Verified

Doing Business As Is Ultimate Parent No

Primary Address 141 NORFOLK ST, WALPOLE, Massachusetts, 02081 United States

Primary Contact

Name	NATHALIE GIANANTI .
Role	
Email	test.instance.supplier+PSC@gmail.com
Work number	
Mobile number	
Fax number	



ORDERS TAB

This section is related to all the purchase orders you have with Cerrejon, from this tab you can generate invoices, credit notes, debit notes and delivery notifications

1

In the orders tab you can see the history of purchase orders, their status, date and a short description

2

Section to create invoices, credit notes, debit notes and delivery notifications

t
o

The icon  refers to create an invoice or debit note

b

The icon  refers to create a credit note

c

The icon  refers to create notifications

3

To enter the order and see its detail, click on the order ID

 supplier portal

NATHALIE GIANANTI | NOTIFICATIONS 6 | HELP










Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines Promised Deliveries Shipments

Select Customer Glencore Dev


Purchase Orders

Click the  Action to Invoice from a Purchase Order

Payment Agreements	PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
	C000930585	4/30/23	Issued	06/01/23	10 Each of PANAMERICAN ITEM - HIJO 1 - 01	No	100.00 USD		  
	C000930490	02/27/23	Issued	None	21 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI...	No	24,948.00 USD		  
Prepayment for 1,000.00 USD due on 02/28/23	C000930489	02/27/23	Issued	None	11 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI...	No	13,068.00 USD		  

In this section you will find the information of a purchase order

- 1 You are accessing the purchase order , in this section you will find the reference number and a description of this
- 2 Shipping Address associated to the purchase order
- 3 Lines or items that are part of the purchase order
- 4 Options to process the purchase order

 **NOTE:** The Confirmed option allows Cerrejon to accept the supply and/or provision of the required service .

1 Purchase Order #C000930585

2 **Shipping**


General Info

Status Issued - Sent via cxml
Order Date 04/30/23
Revision Date 04/30/23
Requester Ramiro Niebles
Email Ramiro.Niebles@grupoprodeco.com.co
Payment Term I30
Buyer Viviana Moreno

Ship-To Address 47278 Upgrade street
47278 Upgrade street2
San Mateo, CA 11111
United States
Location Code: 22872
Attn: John Coldham
Terms OM-FR

3 **Lines**

Advanced Search Sort by Line Number: 0 → 9

1	Type	Item	Qty	Unit	Price	Total	Invoiced
		PANAMERICAN ITEM - HIJO 1 - 01	10	Pièce / Each / Unidad	10.00	100.00	0.00

* Need By 05/12/23 Supplier Part Number PAN001 Manufacturer Name 000 Manufacturer Part Number PAN001 Item Type Goods Incoterms None Location None

Additional Item text
None

Per page 15 | 45 | 90

Total USD 100.00

4 Create Invoice Edit Change Save Print View

In this section we will review the **additional options** available in the **orders tab**

1 Order lines: in this section you will find the **history of order lines associated with the purchase orders open** . You can export them to Excel

Select Customer: Glencore Dev

Purchase Order Lines

Export to: View: All Search

PO Number (Header)	Line	Order Status (Header)	Item	Total Item Quantity	Line Total
C000930585	1	Issued	10 Pièce / Each / Unidad of PANAMERICAN ITEM - HIJO 1 - 01	10	100.00
C000930584	1	Issued	5 Pièce / Each / Unidad of PANAMERICAN ITEM - HIJO 2 - 03	5	125.00
C000930491	1	Cancelled	9 Pièce / Each / Unidad of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BISELADA EL OTRO EXTREMO CONEXION BISELADA CON TUERCA GIRATORIA. ACERO 2500 PSI MIN. (EC132267-8K2396)	9	10692.00

2 Order changes: in this section you will find the **history of changes made to purchase orders**

Select Customer: Glencore Dev

Purchase Order Changes

Load from file Export to: View: All Advanced Search

PO Change #	Order #	Version #	Ship To User	Status	Items	Total	Supplier Initiated	Created By	Reason Code	Assigned To
91515	C000930585		Ramiro Niebles	Draft	10 Each of PANAMERICAN ITEM - HIJO 1 - 01	100.00 USD	Yes	NATHALIE GIANSAANTI	None	
91508	C000930491	3	Luis Iriarte	Approved	9 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI... 2 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI...	10,692.00 USD	No	Carolina Contreras	None	

3 Order Line Changes: in this section you will find the history of the changes that you have made to the purchase orders. The detail is shown by lines

Orders Order Lines Returns Order C **3** Order Line Changes Order Confirmations Order Confirmation Lines Promised Deliveries Shipments

Select Customer Glencore Dev

Purchase Order Line Changes

View All Advanced Search

PO Change #	Order #	Line #	Line Type	Supplier	Account	Chart Of Accounts	Commodity	Item	Item #	Marked for Deletion
91515	C000930585	1	Quantity	PANAMERICAN SERVICE CORPORATION	XCMAGGR-912	EC - ICOR - Centro de Costo	Goods - Surface Equipment Components	PANAMERICAN ITEM - HIJO 1 - 01	None	No
91508	C000930491	1	Quantity	PANAMERICAN SERVICE CORPORATION	2252000990	EC - ICOR - GL Account	Goods - Surface Equipment Parts and Consumables	ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BISELADA EL OTRO EXTREMO CONEXION BISELADA CON TUERCA GIRATORIA. ACERO 2500 PSI MIN. (EC132267-8K2396)	EC132267-8K2396	No

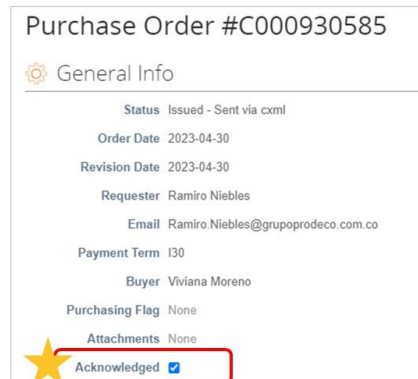


NOTE: These additional tabs serve to keep track of what you have done, in addition to view the status of the orders and all the history you have had with Cerrejon.

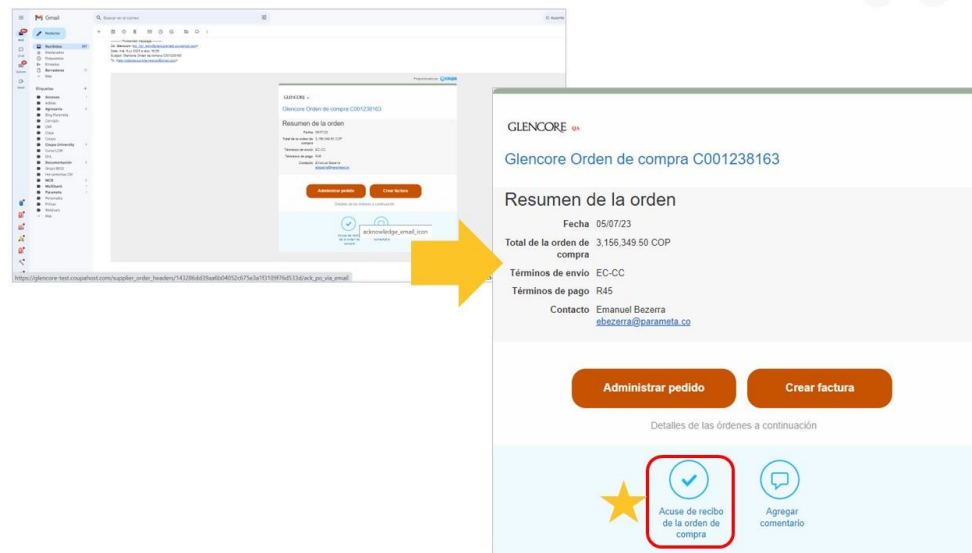
REMEMBER:

It is necessary that every time you receive a purchase order from Cerrejón you must confirm the reception. There are two ways:

1. Access to the purchase order from the Coupa Supplier Portal, in the **General Information** section, find a check box with the name "Acknowledged", simply click on it to confirm and accept the order, as shown in the image:



2. From your email, you can also confirm the PO, simply select the email that notifies the issuance of the purchase order; open it, and in the details of the message, you will find a button that confirms the acknowledgment of the purchase order as shown in the image, just click on it.



PURCHASE ORDER DESIGN

Enter the PO and click on "Print view":

Total USD 100.00

Create Invoice

Edit Change

Save

 Print View



CERREJON COALS

Provider: PANAMERICAN SERVICE CORPORATION

Address: 1983 NW 88 TH COURT SUITE 301
Address 2: DORAL, FL 33172
ZIP Code: 99999
Attn: NATHALIE
test.instance.supplier+PSC2@gmail.com

Coupe Number: C001237564-2
Date of issue: 02/06/23
Payment terms: I30
shipping terms: OM-PM FCA SEABOARD
Shipping Description: USA SHIPPING TO PBV - FREE CARRIER-SEABOARD-INCOTERM 2020
Currency: USD

Ship To

OM-PM FCA SEABOARD
USA SHIPPING TO PBV -
FREE CARRIER-
SEABOARD-INCOTERM
2020

Billing Instructions

The sales invoice must be
filed in the name of
**Carbones del Cerrejon
Limited** through the
[Suppliers Portal](#) .

Current Lines

Line	Article	Description of the article	Qty	Unit Price	Total
1		UNION ADAPTER FOR XT-3 CONNECTION BEVELED 37° ON BOTH SIDES IN STEEL 2500 PSI MIN. MEASUREMENTS: (EC132267-7J-6418)	06/22/23 150	Each 2.54	381.00
					254.00-USD
					381.00 USD

Changed Lines

Line	Article	Description of the article	Qty	Unit Price	Total
1		UNION ADAPTER FOR XT-3 CONNECTION BEVELED 37° ON BOTH SIDES IN STEEL 2500 PSI MIN. MEASUREMENTS: (EC132267-7J-6418)	150	Each 2.54	381.00
			400		254.00

REMEMBER:

For purchase orders created on Coupa, keep in mind:

1.

If you received a Cerrejón purchase order through Coupa, you must register the related invoice on the Coupa Supplier Portal

2.

Purchase orders will be issued in the currency of the quote you provided to Cerrejón

CREATE A CHANGE REQUEST

- 1 In the orders tab you can see the history of purchase orders, identify the order to which you want to make a change request
- 2 Click on the purchase order number



NOTE: You will find the history of change requests in the other tabs that are part of the order module

coupa supplierportal

NATHALIE GIANSANTI | NOTIFICATIONS 6 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines Promised Deliveries Shipments

Select Customer: Glencore Dev

Click the [Action icon] Action to Invoice from a Purchase Order

Export to	View	Vista Ceramicas	Search						
Payment Agreements	PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
	C000930585	0 /30/23	Issued	06/01/23	10 Each of PANAMERICAN ITEM - HIJO 1 - 01	No	100.00 USD		[Action icons]
	C000930490	02/27/23	Issued	None	21 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI...	No	24,948.00 USD		[Action icons]

3 Go to the **bottom of the purchase order** and click **Edit Change**

4 In the lines section you can make **adjustments to your purchase order**

t Adjust **quantity and price** if applicable

b Adjust the **date** related to the order

c Select the **reason for change** and add comments if applicable

5 To submit the request, click on **submit change request**



NOTE: Fields marked with an asterisk must be filled out, they are required

The screenshot displays a purchase order management interface. At the top right, a grey box shows "Total USD 100.00". Below this are buttons for "Create Invoice", "Edit Change", "Save", and "Print View". The "Edit Change" button is highlighted with a yellow box and a circled "3".

The "Lines" section is highlighted with a yellow box and a circled "4". It contains a table with the following data:

Type	Item	* Qty	Unit	* Price	Total
1	PANAMERICAN ITEM - HIJO 1 - 01	10.000	Pièce / Each / ▾	10.000000	100.00

Annotations on the table include a red circle with "t" over the quantity and price fields, and a red circle with "b" over the "Need By Date" field (05/12/23).

Below the table, there are fields for "Item Type" (Goods), "Incoterms" (None), "Location" (None), and "Additional Item text" (None). A "Reason for Change" dropdown menu is highlighted with a red box and a circled "c". Below it is a "Comment (required for 'Other')" text area.

At the bottom right, there are buttons for "Cancel", "Save Change Request", and "Submit Change Request". The "Submit Change Request" button is highlighted with a yellow box and a circled "5".

1 This section will display the status of the change request

In the **orders tab** and in the order changes option you can see the **history of requested changes**, their **status** and a **short description**

t **Approved:** The request has been approved

b **Rejected:** The request has been rejected

c **Draft:** Refers to a notification that you are managing but has not yet been sent

PO Change #	Order #	Version #	Ship To User	Status	Items	Total	Supplier Initiated	Created By	Reason Code	Assigned To
91515	C000930585		Ramiro Niebles	Draft	10 Each of PANAMERICAN ITEM - HIJO 1 - 01	100.00 USD	Yes	NATHALIE GIANSAANTI	None	
91508	C000930491	3	Luis Iriarte	Approved	9 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI... 2 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI...	10,692.00 USD	No	Carolina Contreras	None	
91507	C000930491	2	Luis Iriarte	Approved	9 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI... 2 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO	13,068.00 USD	No	Carolina Contreras	None	

CANCEL A PURCHASE ORDER

1 In orders tab you can see the history of purchase orders and identify the order you want to cancel

2 Click on the purchase order number

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following tabs: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The 'Orders' tab is selected and highlighted. Below the navigation bar, there is a sub-menu with the following options: Order Lines, Returns, Order Changes, Order Line Changes, Order Confirmations, Order Confirmation Lines, Promised Deliveries, and Shipments. The 'Orders' sub-menu item is highlighted with a red circle and the number '1'. Below the sub-menu, there is a section titled 'Purchase Orders'. At the top of this section, there is a message: 'Click the [Action icon] Action to Invoice from a Purchase Order'. Below the message, there is a table with the following columns: Payment Agreement, PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The table contains two rows of data. The first row has a PO Number of C000930585, an Order Date of 01/30/23, a Status of Issued, and a Total of 100.00 USD. The second row has a PO Number of C000930490, an Order Date of 02/27/23, a Status of Issued, and a Total of 24,948.00 USD. The PO Number C000930585 in the first row is highlighted with a red circle and the number '2'. The Actions column for each row contains icons for Invoice, Cancel, and Print.

coupa supplier portal

NATHALIE GIANANTI | NOTIFICATIONS 6 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

1 Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines Promised Deliveries Shipments

Purchase Orders

Click the [Action icon] Action to Invoice from a Purchase Order

Export to	View	Vista Ceramicas	Search						
Payment Agreement	PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
	C000930585	01/30/23	Issued	06/01/23	10 Each of PANAMERICAN ITEM - HIJO 1 - 01	No	100.00 USD		[Action icons]
	C000930490	02/27/23	Issued	None	21 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION B...	No	24,948.00 USD		[Action icons]

- 3 Go to the **bottom** of the purchase order and click **change request**
- 4 In the lines section you can make **adjustments** to your purchase order
 - a Adjust **quantity and price** if applicable
 - b Adjust the **date** related to the order
 - c **Select the reason for change** and add comments if applicable
- 5 If **none** of the above reasons apply , you must **cancel the purchase order** . Click purchase order cancellation request



NOTE: Fields marked with an asterisk must be filled out , they are required

Total USD **100.00**

Create Invoice
3
Edit Change
Save
Print View

Lines

Type	Item	* Qty	Unit	* Price	Total
1	PANAMERICAN ITEM - HIJO 1 - 01	10.000	Pièce / Each / ▾	10.000000	100.00

b
* Need By Date
05/12/23

Item Type	Incoterms	Location	Additional Item text
Goods	None	None	None

Total 100.00 USD

c
Reason for Change
▾

Comment (required for "Other")

5
Request PO Cancellation
Save Change Request
Submit Change Request

In this section the status of the canceled order will be displayed

1 In the **orders tab** and in the **order changes** option you can see the **history of requested changes**, their **status** and a **short description**

a **Approved:** The request has been approved

b **Rejected:** The request has been rejected

c **Draft:** Refers to a notification that you are managing but has not been sent yet

Select Customer: Glencore Dev

Purchase Order Changes

Load from file | Export to | View: All | Advanced | Search

PO Change #	Order #	Version #	Ship To User	Status	Items	Total	Supplier Initiated	Created By	Reason Code	Assigned To
91517	C000930488		Luis Iriarte	Draft	5 Each of ACOPLA PARA MANGUERA COLLET XT-3 TIPO FLANCHE ...	6,865.00 USD	Yes	NATHALIE GIANSAANTI	None	
91516	C000930490		Luis Iriarte	Draft	21 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI...	24,948.00 USD	Yes	NATHALIE GIANSAANTI	None	
91515	C000930585		Ramiro Nieves	Draft	10 Each of PANAMERICAN ITEM - HIJO 1 - 01	100.00 USD	Yes	NATHALIE GIANSAANTI	None	

CREATION AND MANAGEMENT OF CATALOGS

- 1** Entering the catalogs tab. You will be able to view all the catalogs you have with Cerrejon.
- 2** You will be able to create new catalogs and you have the option of downloading the information to an Excel file to consult
- 3** General information of the catalogs that your company has, you will be able to see their **status** and some general information.

The screenshot displays the Coupa Supplier Portal interface. At the top, the header includes the Coupa logo and 'supplier portal' text. On the right side of the header, the user's name 'NATHALIE GIANSANTI' is shown with a dropdown arrow, followed by 'NOTIFICATIONS 6' and 'HELP' with a dropdown arrow. Below the header is a navigation menu with the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs (highlighted with a blue box and a '1' in a circle), Business Performance, Sourcing, Add-ons, and Setup. Below the navigation menu, there is a 'Select Customer' dropdown menu currently set to 'Glencore Dev' and a 'Configure Punchout' button. The main content area is titled 'Catalogs' and contains a table with the following columns: Catalog Name, Created Date (with a dropdown arrow), Submitted Date, Start Date, Expiration Date, Status, Unanswered Comments, Error, and Actions. The table is currently empty. A 'Create' button and an 'Export to' dropdown menu are located at the top left of the table area, with a '3' in a circle next to them. A 'View' dropdown menu is set to 'All' and an 'Advanced' button is located at the top right of the table area. A search bar is also present at the top right of the table area.

Customer: Glencore Dev

* Catalog Name:

Status: Draft

Start Date: date when catalog prices become effective

Expiration Date: date when catalog prices become expired

Currency:

4

0 Items Changed (0 unchanged)

0 Price Increase	0 Price Decrease
0 Rejected Items	0 Other Fields Updated
0 New Items	0 Deactivated Items

5

Items Included in Catalog

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
No rows.								

Per page: 15 | 45 | 90

6

4 By clicking on 'Create' you will be able to edit general information of the contract.

5 You will be able to view a dashboard with relevant information from the catalog.

6 You can add the items to the catalog.

SERVICE ORDERS

1 By selecting **Orders** you will be able to access all purchase orders received by Coupa.

2 Select the customer of the orders you want to consult.

3 Filter by the type of PO you want to query.

4 Select **Export to** and choose the format in which you want to export the report, if desired.

1

The screenshot shows the top navigation bar of the Coupa supplier portal. The 'Orders' tab is highlighted in blue. Other tabs include Home, Profile, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. Below the main navigation, there is a secondary menu with options like Order Lines, Returns, Order Changes, Order Line Changes, Order Confirmations, Order Confirmation Lines, Promised Deliveries, and Shipments.

2

The screenshot shows the 'Purchase Orders' page. A 'Select Customer' dropdown menu is open, showing 'Glencore Dev' as the selected option. Below the dropdown, there is a button with a menu icon and the text 'Click the Action to Invoice from a Purchase Order'.

3

The screenshot shows the 'Purchase Orders' table. The 'View' dropdown menu is highlighted with a red box, showing 'Orders not invoiced' as the selected filter. The table has columns for PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. Two rows of data are visible.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C000930585	04/30/23	Issued	06/01/23	10 Each of PANAMERICAN ITEM - HIJO 1 - 01	No	100.00 USD		
C000930489	02/27/23	Issued	None	11 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO No CONEXION BI...	No	13,068.00 USD		

4

The screenshot shows the 'Purchase Orders' table with the 'Export to' dropdown menu open. The dropdown menu is highlighted with a blue box and shows three options: 'CSV plain (current columns)', 'CSV for Excel (current columns)', and 'Excel (current columns)'. The table data is partially visible behind the dropdown.



INVOICING



REMEMBER:

To register your invoices on the CSP, keep in mind:

1.

If you received a Cerrejón purchase order through Coupa, you must register the related invoice on the Coupa Supplier Portal

2.

Remember to attach the requested files in Attachments into the General Info section, as shown in the image.
International Suppliers deliver PDF of the invoice only

General Info

From

* Invoice # IN003510 ✓

* Invoice Date 06/08/23

Payment Term I30

* Currency USD

Status Draft

Image Scan Choose File No file chosen

Supplier Note

* Supplier EC132267 - PANAMERICAN SERVICE CORPORATION

* Invoice From Address No address selected

* Remit-To Address No address selected

* Ship From Address No address selected

To

Customer Glencore Dev

Tax Registration Number (TRN) 8600698042

Purchasing Flag

Attachments Add File | URL | Text

Please ensure you do not adjust your Invoice number.

INVOICES TAB

- 1 You are **accessing the invoices tab**. You will be able to view all the **history** you have made. You have the option of downloading the information to an Excel file to consult
- 2 **Functionalities that you can perform: create invoices, credit notes and debit notes**
- 3 **General information of your invoices**, you can see their **status** and some general information



NOTE: The invoices that are displayed are those that have been created. To generate a new one you can use the buttons or enter through the orders tab.

Invoices

Create Invoices *i*

2 **Create Invoice from PO** Create Invoice from Contract Create Blank Invoice Create Credit Note

3

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	06/06/23	Draft	C000930585	100.00 USD	No		
None	06/06/23	Draft	C000930585	100.00 USD	No		
01021	06/06/23	Pending Approval	C000930585	100.00 USD	No		
None	06/06/23	Draft	C000930585	100.00 USD	No		

Invoice status will be displayed once you have sent the invoice to Cerrejon

1 In the **invoices tab** , you will find the **status of the invoice**. You can track its status. What states can you see?

t **Approved:** The invoice has been approved

b **Pending approval:** The invoice is pending for approval by Cerrejon.

c **Draft:** It refers to an invoice that you are managing but has not yet been sent

d **Rejected:** The invoice has been rejected

n **Conflicting:** The invoice has incorrect information and needs to be changed

coupa supplier portal NATHALIE GIANANTI | NOTIFICATIONS 6 | HELP

Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Business Performance Sourcing Add-ons Setup

Invoices Invoices Lines Payment Receipts

Select Customer

Invoices

Create Invoices ⓘ

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to ⓘ View All

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	06/06/23	Draft	C000930585	100.00 USD	No		
None	06/06/23	Draft	C000930585	100.00 USD	No		
01021	06/06/23	Pending Approval	C000930585	100.00 USD	No		
None	06/06/23	Draft	C000930585	100.00 USD	No		
01020	06/05/23	Pending	C000930585	100.00 USD	No		

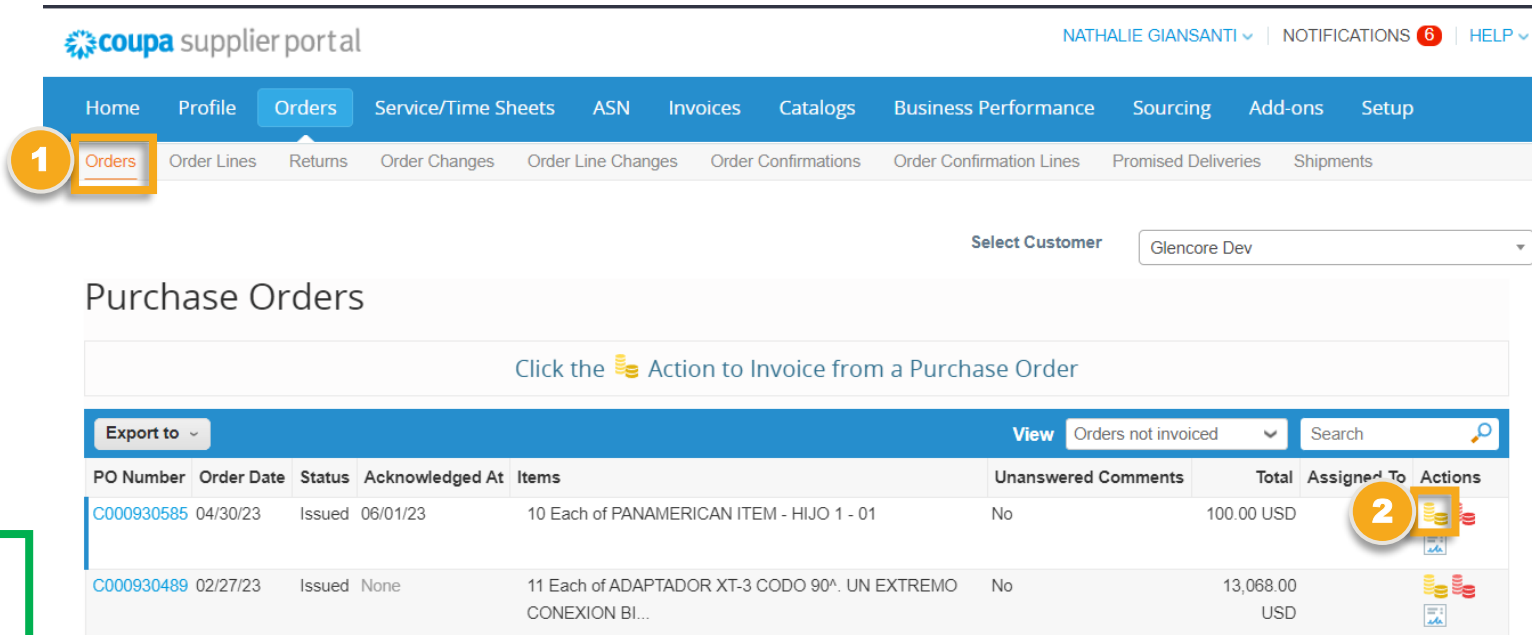
CREATE AN INVOICE FROM A PURCHASE ORDER

1 In the purchase orders tab, identify the order

2 Go to the right section and click on the icon 



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



coupa supplier portal


NATHALIE GIANANTI | NOTIFICATIONS 6 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup



1 **Orders** Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines Promised Deliveries Shipments

Select Customer: Glencore Dev


Purchase Orders

Click the  Action to Invoice from a Purchase Order

Export to View: Orders not invoiced Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C000930585	04/30/23	Issued	06/01/23	10 Each of PANAMERICAN ITEM - HIJO 1 - 01	No	100.00 USD		2 
C000930489	02/27/23	Issued	None	11 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI...	No	13,068.00 USD		


In this section you will learn how to make a partial invoice of a purchase order

- 1 Select the purchase order that will turn into an invoice
- 2 Verify the purchase order data and click **create invoice**
- 3 Complete the general information of the invoice , in the lines section you will find the icon  which will allow you to delete lines from the original purchase order .
- 4 Fill out the tax information and click submit





NOTE: To invoice the other lines you must search for the purchase order again and invoice the rest. The ones that you have already invoiced will appear as zero, you must remove them from the invoice

Purchase Orders




Click the  Action to Invoice from a Purchase Order

Export to View Orders not invoiced

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
1 C000930585	0 /30/23	Issued	06/01/23	10 Each of PANAMERICAN ITEM - HIJO 1 - 01	No	100.00 USD		

2 **Create Invoice** Edit Change Save  Print View

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	 PANAMERICAN ITEM - HIJO 1 - 01	10.000	Pièce / Each / <input type="text" value=""/>	10.00	100.00 3 

PO Line: C000930585-1 Service/Time Sheet Line: None Contract: EC-PANAMERICAN-HIJO1 (P) Supplier Part Number: PAN001


Billing: XCMMAGGR-912

Delete Cancel Save as Draft Calcula **4** **Submit**

In this section **the invoice will be created**. You must complete the attachments section, you will not be able to send the invoice if you do not have attachments. In the Currency option you can select the type of currency in which you want to invoice

1 Complete the information in the **general information** section. You must **attach the XML file, the graphic representation or PDF of your invoice and the remittance office or delivery and/or certificate of services approved by the administrator**.

2 Section where you will find the **lines or items associated with the invoice**. Fill in the **information if necessary**

 You have the option to create i at the **line or item level**



NOTE: Remember to attach the requested files in the **Attachments** section. Foreign suppliers delivers PDF of Invoice only

1 **General Info**

From

* Invoice # IN003510 ✓

* Invoice Date 06/08/23

Payment Term I30

* Currency USD

Status Draft

Image Scan No file chosen

Supplier Note

Attachments | [URL](#) | [Text](#)

* Supplier EC132267 - PANAMERICAN SERVICE CORPORATION

* Invoice From Address No address selected

* Remit-To Address No address selected

* Ship From Address No address selected

To

Customer Glencore Dev

Tax Registration Number (TRN) 8600698042

Purchasing Flag

Please ensure you do not adjust your Invoice number.

2 **Lines**

to Line Level Taxation

Type	Description	Qty	UOM	Price	
	PANAMERICAN ITEM - HIJO 1 - 01	10.000	Pièce / Each /	10.00	100.00
PO Line	Service/Time Sheet Line	Contract		Supplier Part Number	
C000930585-1	None	EC-PANAMERICAN-HIJO1 (P)		PAN001	
Billing					
XCMMAGGR-912					

3 Section where you can add sales taxes (VAT) associated with the invoice

4 Options available to manage the invoice

t **Delete:** delete the invoice, you will have to do all the management again

b **Save as draft:** You can save the invoice and continue editing it at another time

c **Calculate:** The invoice is updated and a final version can be seen

d **Send:** The invoice is sent to Cerrejon

5 Click submit . The invoice has been sent to Cerrejon



NOTE: The same invoice reception hours will be maintained to start accounting for the 3 days

3 **Totals & Taxes**

Lines Net Total	100.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax	<input type="text"/> 0.000 % <input type="text"/> 0.000
Total Tax	0.00
Net Total	100.00
Total	100.00

4 **Delete** **Cancel** **Save as Draft** **Calculate** **Submit** 5

Notifications when sending an invoice

- 1 A notification box will appear each time you send an invoice , it refers to the confirmation of the information provided
- 2 In the case of not attaching an XML file and trying to send an invoice, a notification box will appear referring to the lack of the document
- 3 Click continue editing to return to the invoice and fill in the missing information



NOTE: In the event that the information is complete, the platform will not show you this notification

1

Are You Ready to Send?

You're about to send an invoice to **Glencore Dev** for a total amount of **100.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.

[Continue Editing](#) [Send Invoice](#)

2

Advertencia de Glencore QA

Este Factura tiene la siguiente advertencia:

- Usted esta presentando una factura sin adjuntar el archivo XML, su factura no sera procesada hasta que el archivo sea enviado.

3 [Continuar la edición](#) [Enviar](#)


CONSIDERATIONS FOR INVOICING:

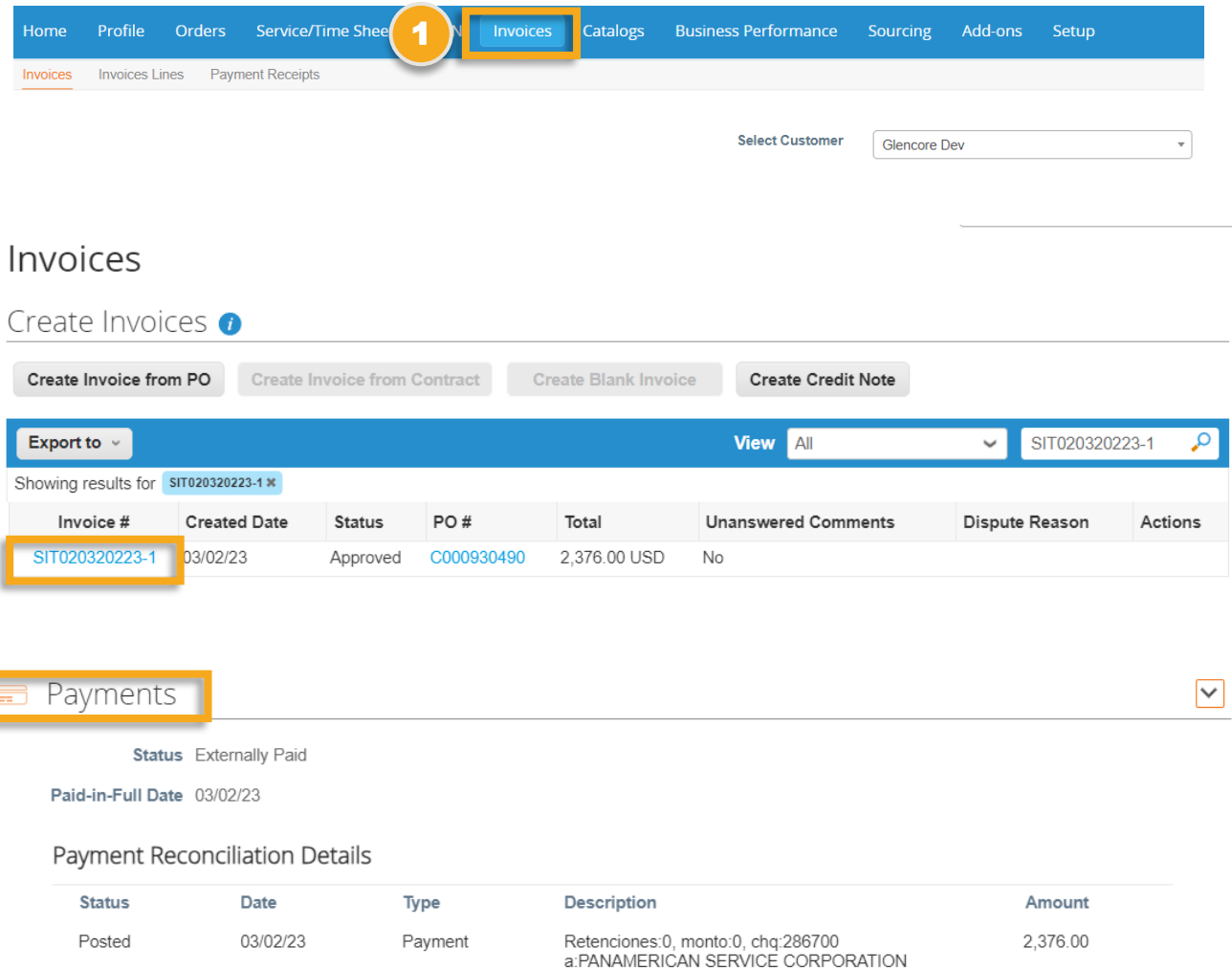
All invoices created by the supplier and sent to Cerrejón will go through a validation process. The supplier must ensure that the following information matches between the invoice in COUPA and the PDF file:

- Invoice Number
- NIT or ID of the Supplier
- Cerrejon NIT or ID
- Subtotal+VAT
- Invoice date

CHECK IF THE INVOICE HAS BEEN PAID

- 1 In the **invoices section** look for the **invoice** you want to **verify** , it must be in the **approved state** . Click on the **ID**
- 2 Go to the **payment section** and you will be able to **verify the amount that has been paid, the date and a brief description**

 **NOTE:** The information you find related to payments is the one with which the invoice has been created




The screenshot shows the 'Invoices' section of a software application. The navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheet', 'Invoices' (highlighted with a '1'), 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. Below the navigation bar, there are tabs for 'Invoices', 'Invoices Lines', and 'Payment Receipts'. A 'Select Customer' dropdown menu is set to 'Glencore Dev'. The main heading is 'Invoices', followed by 'Create Invoices' and a help icon. There are four buttons: 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. Below these is a search bar with 'Export to' and 'View' dropdowns, and a search icon. The search results show 'Showing results for SIT020320223-1'. A table lists the results:

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
SIT020320223-1	03/02/23	Approved	C000930490	2,376.00 USD	No		

Below the table is the 'Payments' section, highlighted with a '2'. It shows 'Status Externally Paid' and 'Paid-in-Full Date 03/02/23'. The 'Payment Reconciliation Details' table is as follows:

Status	Date	Type	Description	Amount
Posted	03/02/23	Payment	Retenciones:0, monto:0, chq:286700 a: PANAMERICAN SERVICE CORPORATION	2,376.00

CREATE A CREDIT NOTE

- 1 In the orders tab you can see the **history of purchase orders**, identify the order for which you want to make a credit note
- 2 Select the option to create the credit note 



NOTE: In the orders tab you will find all the history you have with Cerrejon


coupa supplier portal NATHALIE GIANANTI | NOTIFICATIONS 6 | HELP



Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

1 **Orders** Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines Promised Deliveries Shipments

Select Customer

Purchase Orders

Click the  Action to Invoice from a Purchase Order

Export to	View	Orders not invoiced	Search					
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C000930585	04/30/23	Issued	06/01/23	10 Each of PANAMERICAN ITEM - HIJO 1 - 01	No	100.00 USD		
C000930489	02/27/23	Issued	None	11 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI...	No	13,068.00 USD		

5 Section where you can add sales taxes (VAT)

6 Options available to manage the credit note

t **Delete:** delete the invoice, you will have to do all the process again

b **Save as draft:** You can save the invoice and continue editing it at another time

c **Calculate:** The invoice is updated and a final version can be seen

d **Send:** The invoice is sent to Cerrejon



NOTE: The same invoice reception hours will be maintained to start accounting for the 3 days

5

Totals & Taxes

Lines Net Total	100.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax	<input type="text"/> 0.000 % <input type="text"/> 0.000
Total Tax	0.00
Net Total	100.00
Total	100.00

6

Delete

Cancel

Save as Draft

Calculate

Submit

Notifications when sending credit notes

- 1 A notification box will appear each time you send a credit note, it refers to the confirmation of the information provided
- 2 In the case of not attaching an XML file and trying to send a credit note, a notification box will appear referring to the lack of the document
- 3 Click continue editing to return to the invoice and fill in the missing information



NOTE: In the event that the information is complete, the platform will not show you this notification.

1

Are You Ready to Send?

You're about to send an credit note to **Glencore Dev** for a total amount of **-100.00**. Once sent, you'll have to contact your customer directly to make changes to the credit note.

[Continue Editing](#) [Send Credit Note](#)

2

Advertencia de Glencore QA

Este Factura tiene la siguiente advertencia:

- Usted esta presentando una factura sin adjuntar el archivo XML, su factura no sera procesada hasta que el archivo sea enviado.

3 [Continuar la edición](#) [Enviar](#)

CREATE A CREDIT NOTE FROM THE INVOICES TAB

- 1 Go to the invoices tab
- 2 In create invoices section , select Create credit note
- 3 Select the order to which you want to apply the credit note
- 4 Click on continue to select the type of credit note you want to apply
- 5 Select the type of credit note you want to make. Cancel complete the invoice or make an adjustment to the prices or quantities
- 6 Continue performing the same steps indicated in the previous section

The screenshot displays the Coupa Supplier Portal interface. At the top, the user is logged in as NATHALIE GIANANTI. The navigation bar includes Home, Profile, Orders, Service/Time Sheets, Invoices (highlighted with a '1'), Catalogs, Business Performance, Sourcing, Add-ons, and Setup. Below the navigation bar, there are sub-tabs for Invoices (highlighted with a '1'), Invoices Lines, and Payment Receipts. A 'Select Customer' dropdown menu is set to 'Glencore Dev'. The main heading is 'Invoices', with a sub-heading 'Create Invoices' and an information icon. Three buttons are visible: 'Create credit note' (highlighted with a '2'), 'Create Invoice from Contract', and 'Create Blank Invoice'. A modal window titled 'Credit Note' is open, showing instructions: 'If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer please select other.' The 'Reason' section has two radio buttons: 'Resolve issue for invoice' (selected) and 'Other (e.g. rebate)'. A dropdown menu is open, showing 'select' (highlighted with a '3'). A 'Continue' button is highlighted with a '4'. A second modal window titled 'Credit Note' is open, asking 'How do you want to correct invoice "0001IN" ?'. It has two radio buttons: 'Completely cancel the invoice with a credit note' (selected) and 'Adjust invoice with a credit note'. A 'Create' button is highlighted with a '5'. A home icon is visible in the bottom right corner.

CREATE VIEWS
(Reports)

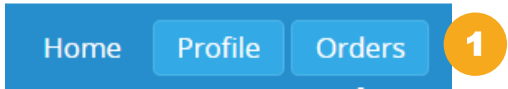


OC REPORTING

1 By selecting **Orders** you will be able to access all purchase orders received by Coupa.

2 Select the customer of the orders you want to consult.

3 Filter by the type of PO you want to query.



4 Select **Export to** and choose the format in which you want to export the report, if desired.

Order ID	Date	Status	Reason	Items	Unanswered
06/01/23				10 Each of PANAMERICAN ITEM - HIJO 1 - 01	No
C000930584	04/30/23	Issued	None	5 Each of PANAMERICAN ITEM - HIJO 2 - 03	No
C000930491	02/28/23	Cancelled	None	9 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI...	No
C000930490	02/27/23	Issued	None	21 Each of ADAPTADOR XT-3 CODO 90°. UN EXTREMO CONEXION BI...	No

CREATE CUSTOM VIEWS

You can create a Custom View with which you can consult both your purchase orders in the "Orders" session, and your invoices in the "Invoices" session, in addition to being able to export reports.

1 In the View field select Create View.

2 Choose a name for the view, select what kind of visibility you want. You can also select a base view with which you can start building the new view.

3 Select the conditions with which you want to filter the view. Example:
Filter By: Invoice Date
Filter Clause: This Month

The screenshot shows two side-by-side panels: "Orders" and "Invoices". Both panels have a "View" dropdown menu open, with "Create View" selected at the bottom. The "Orders" dropdown menu lists various view options such as "All", "Confirmations Awaiting Buyer Review", "OCs Emitidas", "Open Orders", "Orders not acknowledged", "Orders not invoiced", "Orders past due", "Orders Pending Confirmation", "Orders with pending changes", "Overdue Confirmations", "POs with service lines", "Vista Ceramicas", and "Create View". The "Invoices" dropdown menu lists options like "All", "Abandoned", "Approved", "Consulta de Pagos", "Credit Notes", "Disputed", "Disputes with a supplier response", "Disputes without supplier response", "Draft", "Facturas Aprobadas S/pago", "Overdue invoices", "Payment Information", "Pending Approval", "Processing", "Unpaid invoices", "Voided", and "Create View".

To the right of the panels, there are three numbered steps:

- 2** Name: [Input field]
- Visibility: Only Me, Everyone
- Start with view: [Dropdown menu with "All" selected]

Below these is the "Conditions" section:

- Match Conditions: [Dropdown menu with "Match all conditions" selected]
- Filter By: [Dropdown menu with "Invoice #" selected]
- Filter Clause: [Dropdown menu with "is" selected]
- Filter Text: [Input field]

4 Select the columns you want to include in your report by dragging each piece of data to the right, and remove the ones you don't want to include by dragging them to the left.

5 Select how you want to order your view.

6 Select Save to finish.

Orders

Available Columns	Selected Columns
Buyer	PO Number
Comments	Order Date
Payment Agreements	Status
PO ID	Acknowledged At
	Items
	Unanswered Comments
	Total
	Assigned To
	Actions

Invoices

Available Columns	Selected Columns
Commented	Invoice #
Comments	Created Date
Date Of Supply	Status
Date Of Supply	PO #
Delivery Number	Total
Disputed Date	Unanswered Comments
Document Type	Dispute Reason
Invoice Date	Actions
Last Updated Date	
Linked Document	
Original Invoice Date	
Original Invoice Number	
Paid	
Payment Information	
Payment Term	

4

5

6

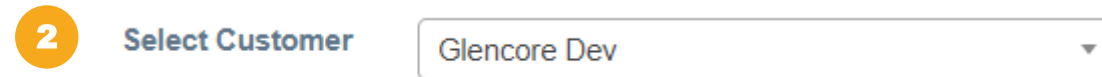
Cancelar **Guardar**

REPORTING INVOICES

1 By selecting **Invoices** you will be able to access all the invoices registered in Coupa.



2 Select the customer of the invoices you want to consult.



3 Filter according to the type of invoice you want to consult.

Invoices

Create Invoices i

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to	Status	PO #	Total	Unanswered Comments	View	Actions
CSV plain (current columns)	Pending Approval	C000930585	-100.00 USD	No	All	
CSV for Excel (current columns)	Pending Approval	C000930585	100.00 USD	No	Abandoned	
Excel (current columns)	Pending Approval	C000930585	100.00 USD	No	Approved	
Legal Invoice (zip)	Pending Approval	C000930585	100.00 USD	No	Consulta de Pagos	
None	Draft	C000930585	100.00 USD	No	Credit Notes	
None	Draft	C000930585	100.00 USD	No	Disputed	
01021	Pending Approval	C000930585	100.00 USD	No	Disputes with a supplier response	
None	Draft	C000930585	100.00 USD	No	Disputes without supplier response	
None	Draft	C000930585	100.00 USD	No	Draft	
None	Draft	C000930585	100.00 USD	No	Facturas Aprobadas S/pago	
None	Draft	C000930585	100.00 USD	No	Overdue invoices	
None	Draft	C000930585	100.00 USD	No	Payment Information	
None	Draft	C000930585	100.00 USD	No	Pending Approval	
None	Draft	C000930585	100.00 USD	No	Processing	
None	Draft	C000930585	100.00 USD	No	Unpaid invoices	
None	Draft	C000930585	100.00 USD	No	Voided	
None	Draft	C000930585	100.00 USD	No	Create View	

4 Select **Export to** and choose the format in which you want to export the report, if desired.



PORTAL
ADMINISTRATION



ADMIN TAB

- 1 You are entering the Settings tab. From here you can configure some features of the account
- 2 Features available to you

The screenshot shows the 'Admin Users' page in a web application. At the top is a navigation bar with tabs: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. Below this is a sub-navigation bar with 'Admin' and 'Customer Setup'. The main content area is titled 'Admin Users' and contains a table of users. A sidebar on the left lists various settings options. Callouts are present: a '1' in a circle points to the 'Setup' tab and an 'Invite User' button; a '2' in a circle points to the sidebar menu.

Users	Permissions	Customer Access
NATHALIE GIANSANTI . test.instance.supplier+PSC@gmail.com Status: Active Edit	ASNs Admin Business Performance Catalogs Early Payments Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service/Time Sheets Sourcing	Glencore Dev

- Merge Requests
- Merge Suggestions
- Requests to Join
- Legal Entity Setup
- Coupa Verified
- Fiscal Representatives
- Remit-To
- Terms of Use
- Additional CaaS Information
- Early Payments ▾
- Early Pay Discounts
- sFTP Accounts
- cXML Errors
- sFTP File Errors (to Customers)
- sFTP File Status (from Customers)

SETTINGS TAB

- 1 Go to the **Settings tab** located on the left side of the portal
- 2 Click **invite user**
- 3 Complete the indicated data and select the **permissions** will be enabled for the user you are adding
- 4 Click on **send the invitation** and the user will be notified

The screenshot shows the 'Admin Users' interface. At the top, there is a navigation bar with 'Admin' and 'Customer Setup'. Below this, the 'Admin Users' section is visible, featuring a sidebar with various settings like 'Merge Requests', 'Requests to Join', and 'Legal Entity Setup'. The main content area is divided into three tabs: 'Users', 'Permissions', and 'Customer Access'. The 'Users' tab is active, showing a user profile for 'NATHALIE GIANSANTI' with an email address and an 'Edit' button. The 'Permissions' tab is also visible, showing a list of permissions with checkboxes for selection. A callout box highlights the 'Permissions' tab and the 'All' radio button for 'Orders' and 'Service/Time Sheets'. At the bottom right, there is a 'Send Invitation' button.

1 Admin Customer Setup

2 Invite User

3

4 Send Invitation

ADMINISTRATOR FUNCTIONS

Coupa contains many features in the portal that may not be enabled for use . Below is a small description of the admin tab

Admin Users

- Users
- Merge Requests
- Merge Suggestions
- Requests to Join
- Legal Entity Setup
- Coupa Verified
- Fiscal Representatives
- Remit-To
- Terms of Use
- Additional CaaS Information
- Early Payments ▾
 - Early Pay Discounts
- sFTP Accounts
- cXML Errors
- sFTP File Errors (to Customers)
- sFTP File Status (from Customers)

Platform **user management** . You can invite new users of the company

Set up your account to create electronic invoices by adding legal entities / shipping addresses.

Provide shipping address and information associated, also tax office to meet compliance standards when invoicing.

Set your early payment discount terms and apply them to invoices and/or purchase orders to get paid faster.

Receive notifications and view CXML submission errors . option not available

Merge accounts and manage merge requests.

Add tax representatives in countries where you are not registered with a local address but need to be registered for tax purposes.

View and sign the terms of use to work with Coupa portal

Create and manage SFTP accounts to quickly upload invoices. option not available



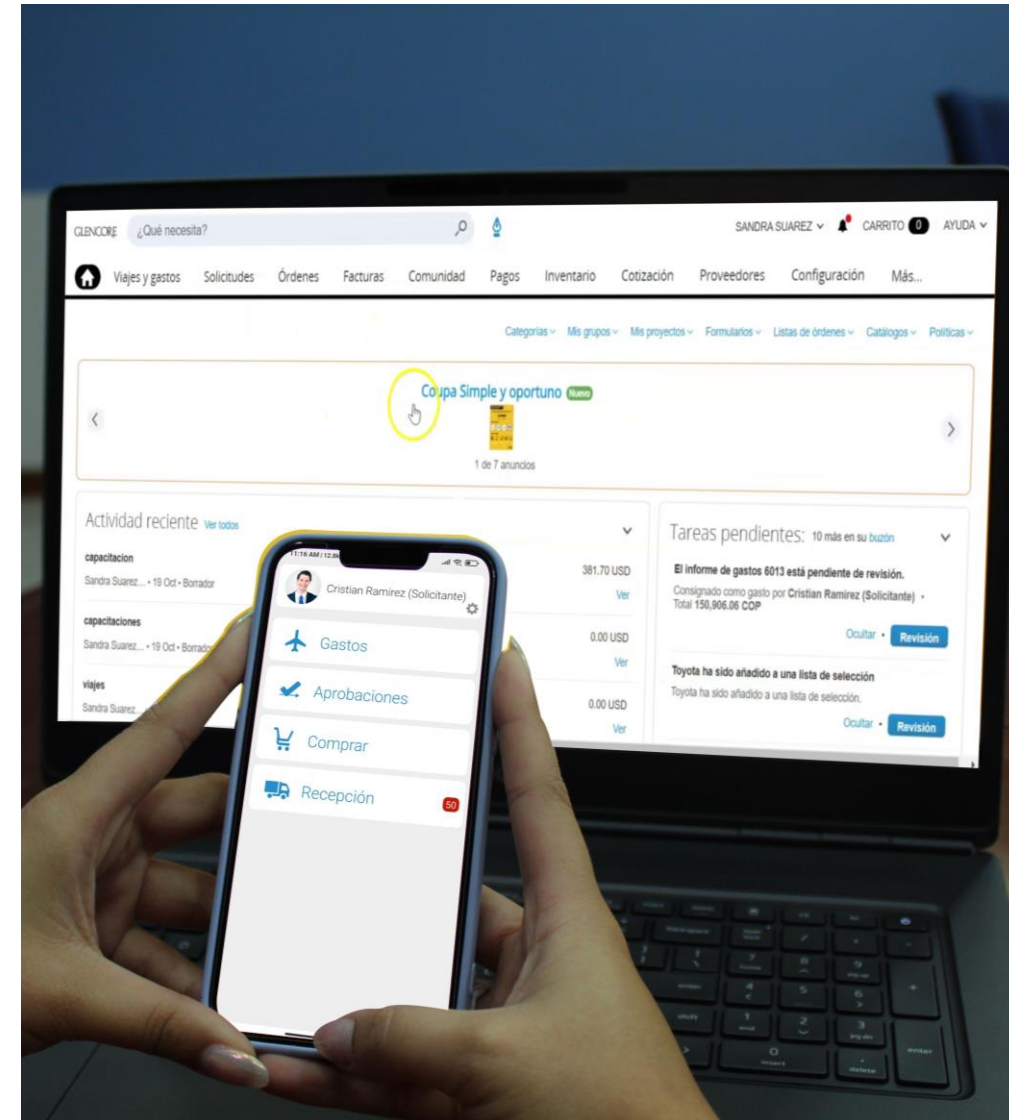
SECTION II:
RESPONSE A
SOURCING
EVENT

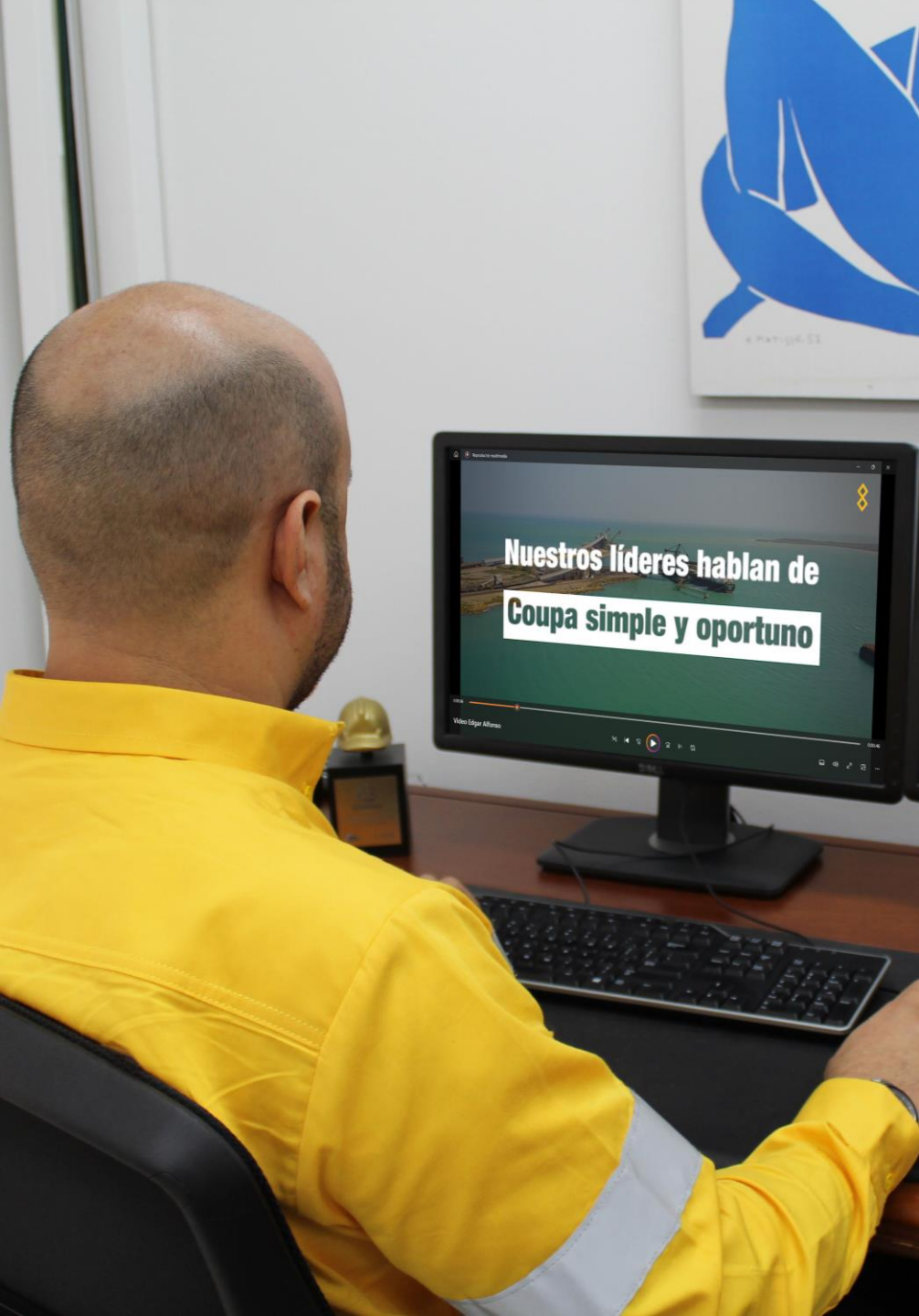


INDEX

Reply to a Sourcing event

1. Event invitation
2. Event information
3. Change the tender language
4. Event response
5. Attachments management
6. Management of Forms, Items and Services
7. Changes to bidding events
8. Submit tender or quote





GOALS

In this section you will learn:

- How to respond a Sourcing event

REPLY TO A
SOURCING
EVENT



INVITATION TO BIDDING OR LISTING EVENT

- 1 An **invitation** to a tender or quote will arrive to your inbox
- 2 To enter the event, select the **View Event** option
 - a Select **I intend to participate** . Cerrejón will be notified about it



NOTE: The invitation will always come from the name of Cerrejón's parent company: Glencore Dev



Glencore <do_not_reply@glencore-test.coupahost.com>
para test.instance.supplier+jrc ▾

1

GLENCORE ox Sourcing de entrega inmediata de solicitud 1500440 invitation - Sourcing Event #308582

Powered by **coupa**



Glencore has invited you to the sourcing event: **Sourcing de entrega inmediata de solicitud 1500440** .

Response due date: Friday, 30 June 2023 05:00 PM -05

Gain Instant Trust of Buyers
Get **Verified** on Coupa
 START NOW

Want to participate later?
Click **I intend to Participate** button to let the buyer know.

Need more info?
Click **View Event** and you will be taken to the event page.

a

I intend to Participate

2

View Event

EVENT INFORMATION

- 1 in **Event information and bidding rules** section you can find basic information and details of the event
- 2 If you intend to participate, you must **check the box** in the **I intend to participate** section. If you do not check the box the system will not let you continue
- 3 In **Buyer attachments** section you can find **information files of the event or the invitation letter**
- 4 In the **Terms and conditions** section you will find the related information. You must **check the box** to continue



NOTE: The remaining time of the event can be seen in the upper right side in a blue box

Sourcing de entrega in... - Event #308582 Active

Claim your profile to amplify trust with current and future customers.

GET STARTED

Event Ends

22 : 03
days hrs

Event Info

Glencore has invited you to the sourcing event: **Sourcing de entrega inmediata de solicitud 1500440** . ok

Do you intend to participate in this event?

I intend to participate in this event

Buyer will be notified of your intent to participate.

Accept Terms and Conditions

Terms and Conditions

Estimado proveedor se según las especificaciones técnicas suministradas en su oferta se evaluara la necesidad de recibir documentos adicionales para tramitar la licencia de importación del para la compra.. En caso de ser pre-seleccionado para adjudicación sera contactado por el centro de mensajería para solicitarle esta documentación adicional. La documentado sera requisito para su adjudicación.

Do you accept these Terms and Conditions?

Yes
 No

1

Event Information & Bidding Rules

3

Buyer Attachments

Event will end at the Event End Time.

Responses are sealed until event closes

Send to Event Owner

- 5 In **Timeline** section you will find the **time of the event**
- 6 **Messages** section is available to **communicate with Cerrejon** . It is the authorized channel for concerns or doubts
- 7 To **continue with the process** and see the **details of the event** , select the option **Enter response**

The screenshot displays a 'Timeline' section with a calendar icon. A blue circle with the number '5' is positioned above the 'Timeline' header. Below the header, there are two event markers: 'Event Start' on June 7 at 11:56 AM America/Bogota (23d : 5h : 3min) and 'Event End' on June 30 at 05:00 PM America/Bogota (00:00). A blue circle with the number '7' is positioned above an 'Enter Response' button located at the bottom right of the timeline area.



NOTE: The message option will be enabled during the time the event is active

The screenshot shows a 'Messages' section with a blue circle containing the number '6' above the header. The header text is 'Messages' followed by a white circle containing the number '0' and an upward-pointing arrow.

CHANGE THE LANGUAGE OF THE TENDER

In this section we will see how to change the language of the platform so that it remains in Spanish - Colombia

- 1 In the **general information tab** go to the **bottom** and **click on English**
- 2 In the list of languages, **select your language**
- 3 To **continue** , in the **region** select the country
- 4 To finish the configuration , **click Save Language and region**

The screenshot shows the 'Language and Region Settings' dialog box. It features a list of languages on the left, with 'Español' highlighted by a callout '2'. Below the list is a 'Language and Region Settings' link. At the bottom left, there is a 'Suggest Translations' link and a language selector showing 'English' with a callout '1'. The main dialog box has a title bar 'English' and a close button. The content area says 'Choose the display language and the date, time, and number format used by Coupa.' It contains three dropdown menus: 'Language' (set to English), 'Region' (set to United States, highlighted by callout '3'), and 'CSV File Field Separator' (set to Auto-detect). Below these is a 'Preview' section showing date, time, and number formats. At the bottom right, there is a 'Save Language and Region' button highlighted by callout '4'. A note at the bottom states: 'Note: Changing these settings will cause the page to reload. Be sure to save any changes you've made before you continue.'

EVENT RESPONSE

- 1 The orange color in My Response tab refers to the field of work as supplier
- 2 In Attachments section you will find the files sent by Cerrejón and you must respond. In some cases they will be mandatory and will be identified with a red asterisk
- 3 In the section Your Response is where you can attach the related files



NOTE: The attached files can be multiple , it does not apply to all processes. the request depends on the type of event

Sourcing de entrega in... - Event #308582 Active

Claim your profile to amplify trust with current and future customers. [GET STARTED](#)

Event Ends **22** **03**
days hrs

1 [My Response](#)

2 [Attachments](#)

Provided by John Tello	Your response
<p>Solicitud de Oferta</p> <p>Instructions El proveedor deberá adjuntar en esta sección el documento de solicitud de oferta, indicando la información del incremento de precios.</p> <p>Attachment Solicitud_de_Oferta_e_instrucciones_a...</p>	<p>Response to Solicitud de Oferta</p> <p>Attachment Add File</p>

ATTACHMENTS MANAGEMENT

In this section we will see how to download and upload attachments

- 1 In the **information** section **provided by the buyer** , select the **attached files** to download them
- 2 You must **complete the requirements** and **save them on the computer**
- 3 To **upload your files**, in the section **Your answer** , select **Add files**
- 4 **Attach the files** that are part of the response. Verify that they were uploaded correctly



NOTE: It is recommended to save the file with the same name as it was sent

Attachments

Provided by John Tello

Solicitud de Oferta

Instructions
El proveedor deberá adjuntar en esta sección el documento de solicitud de oferta, indicando la información del incremento de precios.

Attachment
Solicitud_de_Oferta_e_instrucciones_a...

Your response

Response to Solicitud de Oferta

Attachment
Add File

Browse

Drop files here

Your response

Response to Solicitud de Oferta

Attachment
Add File

Confirmacion_Representante_Legal.docx

MANAGEMENT OF FORMS, ITEMS AND SERVICES

In this section we will see how to answer the questionnaires and articles and lots section

1 In the **Forms** section you will find questions associated with the event (in some cases they will be mandatory). It is **optional** for Cerrejón to add them. You will find:

- a** True and false questions
- b** Annex additional documents
- c** Open-ended and multiple-choice questions

2 In the section of **Items and Services** you will find the fields to **add the prices, descriptions and related information**

- d** You can complete directly on the platform
- e** You can **export** the information to **Excel** to complete it and later **import** the file

1 Forms

John Tello has not provided any Forms for this event

2 Items and Services

Name	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 items)			
Silla rimax color blanco ref	2.000 (Pièce / Each / Unidad)	a <input type="text"/>	0.00 USD
			Total 0.00 COP

b Export to Excel Import from Excel Load History Save Submit Response

In this section we will see the **details of the items** requested

3 In the shaded area click to see the detail of the items

4 In this section you will find all the **details of the articles or lots** . Those marked with an asterisk are required. You will find:

- f** Unit price and currency
- g** Item name
- h** Term
- i** Part ID/Number and Description
- j** Option to add images and attachments

The screenshot displays a procurement system interface. At the top, a header shows 'Items Not In Lots (1 items)' with a total value of '0.0000 COP'. Below this, a table lists the item 'Silla rimax color blanco ref' with an expected quantity of '2.000 (Pièci)' and a price of '0.00 USD'. A shaded orange box highlights this table row, labeled with a '3' in a circle. Below the table, a detailed form for the item is shown, also highlighted with an orange box and labeled with a '4' in a circle. The form includes sections for 'Item Requested', 'Ship To' (La Mina Cerrejon, Albania, Guajira, 443001), 'Item Details', and 'Need By Date' (06/30/23). It also features a 'Classification Of Goods' section, a table for 'Expected Quantity' (2.000 x My Price = 0.00 USD), and input fields for 'ID/Part Number', 'Lead Time', and 'Description'. There is an 'Add Image' button and a note about supported image formats (GIF, JPEG, PNG). At the bottom, there are 'Attachments' and 'Form' sections, and 'Cancel' and 'Save Item' buttons.

In this section we will see how to complete the Excel with the detail of the items and services

- 1 Complete the required information in the cells indicated in white . You can only add information in this space
- 2 Once the file is complete, you must save it on the computer with the same name with which it was downloaded



NOTE: The space for your answer are the blank cells.

Remember that the file must be saved with the name with which it was downloaded

The screenshot shows an Excel spreadsheet with the following data:

Field Name	Quantity	UOM
Items Not in Lots (Below)	Nothing Required	N/A
Your Unit Price for "Silla rimax color blanco ref ":	2	Piece / Each / Unidad
Currency:	USD	
Your ID/Part Number:		
Your Description:		
Your Lead Time:		
Classification Of Goods		

Below the table, a text box contains the text: es-CO#Glencore Plc-Event#74958

A 'Save' button is visible in the bottom right corner.

3 To upload your files, in the section **Your response**, click on **Import from Excel**

4 A notification box will appear with information related to the file. Click **choose file** to **upload the file**

5 Click **Start upload**

6 A **green box** will appear with a notification indicating that the file upload was **successful**. Verify the data in the section of **items and lots**



NOTE: The template you are uploading only works for this event

Export to Excel 3 Import from Excel Load History Save Submit Response

Total 0.00 COP

Sourcing de entrega in... - Excel Upload

Steps for uploading your response in Excel

1. Download the [Response Template](#) (Note: This template will only work for this event)
2. Fill in or update the Excel file.
 - Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.
 - Values in the uploaded file will replace anything currently saved to your response.
 - Once you click "Start Upload" values in the excel file will be saved, but not submitted.
 - Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.

4 Seleccionar archivo Ninguno archivo selec.

Uploading will only save your response. You must click "Submit" to send it to the buyer.

5 Start Upload

Export completed successfully.

6 Excel import successful. Remember to submit your changes below.

CHANGES IN BIDDING AND LISTING EVENTS

- 1 An email will arrive to your inbox announcing that something **changed** in the event
- 2 The change will be indicated
- 3 To enter the event, click view event



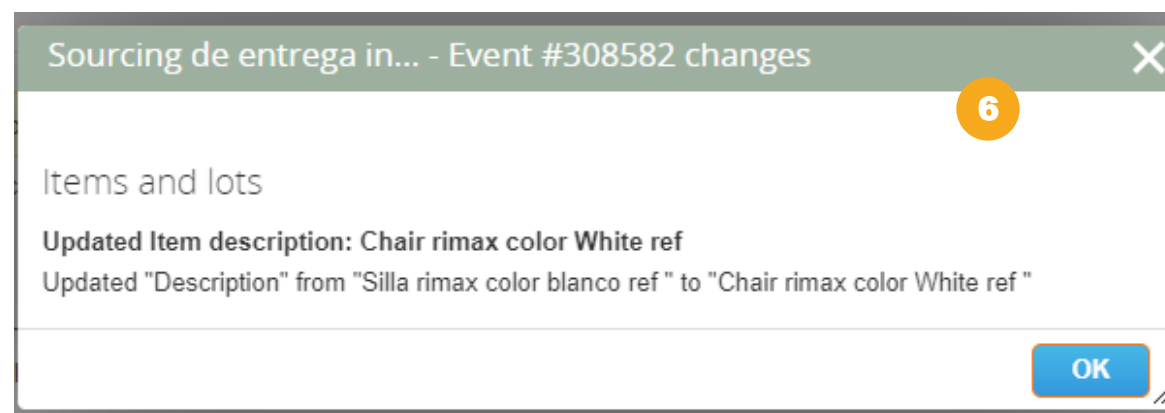
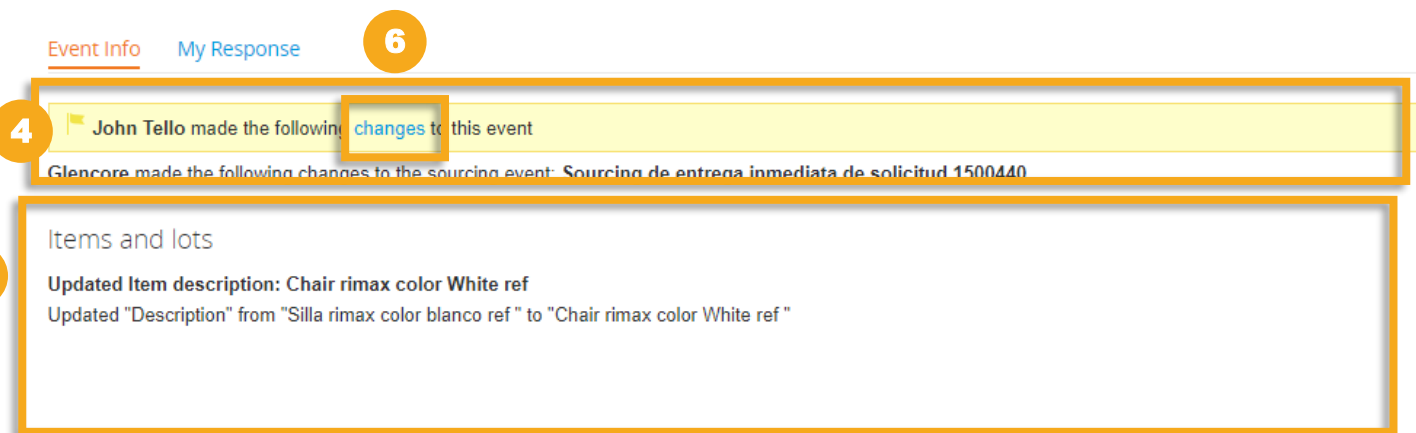
NOTE: You will receive **notifications** when the event has **adjustments** and also when the **time is over**. If the **event changes** you will need to **change your answer**

The screenshot shows an email interface. At the top, the sender is identified as 'Glencore' with the email address '<do_not_reply@glencore-test.coupa.com>' and a subject line 'para test.instance.supplier+jrc'. Below the sender information, there are language options: 'inglés', 'español', and a link 'Traducir mensaje'. The main body of the email is titled 'GLENCORE' and contains the text: 'Sourcing de entrega inmediata de solicitud 1500440 has been changed - Sourcing Event #308582'. Below this, it states 'Powered by coupa'. Further down, it says 'Glencore made the following changes to the sourcing event: Sourcing de entrega inmediata de solicitud 1500440 .'. There is a logo for 'Errejon' and a section titled 'Items and lots' with the text: 'Updated Article description: Chair rimax color White ref' and 'Updated "Description" from "Rimax chair color white ref" to "Chair rimax color White ref"'. Below that, it says 'Response due date: Friday, 30 June 2023 05:00 PM -05'. At the bottom right, there is a blue button labeled 'View Event'.

4 When you enter the event, in the **information section** you will find a **yellow notification showing the change** . Select the option **Changes** to **go to the change**

5 In the **general section** you can find again the description of the change that has been made

6 Click on “Changes” to view the changes.



- 8 At the bottom of the event you must check the box: I've checked the changes of this event
- 9 Once you have checked the box, you must submit the response again even if you have not made any changes



NOTE: For changes to events, you must accept the changes and submit the response again, even if nothing has changed in your event

The image shows two screenshots of a software interface. The top screenshot shows a row of buttons: 'Export to Excel', 'Import from Excel', 'Load History', 'Save', and 'Submit Response'. A callout box with the number '8' points to a checkbox labeled 'I have reviewed the changes to this event', which is currently unchecked. The bottom screenshot shows the same interface, but the checkbox is now checked, and the 'Submit Response' button is highlighted in blue. A callout box with the number '9' points to the checked checkbox.

SUBMIT TENDER OR QUOTE

- 1 With Coupa, once the event time is over, you will not be able to send any more responses.
- 2 To send your response , at the bottom you will find the option to **Send response to the owner**. Click to submit your answer



NOTE: Cerrejón will only be able to view the responses once the time has expired , this means you can send your response several times if the event is active. The last response you send within the event period is the one that Cerrejón will be able to view

Sourcing de entrega in... - Event #308582 Active

Claim your profile to amplify trust with current and future customers. [GET STARTED](#)

1 Event Ends **22 : 03**
days hrs

☰ Items and Services ▾

Name	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 items)			1,444,200.0000 COP
Chair rimax color White ref	2.000 (Pièce / Each x / Unidad)	<input type="text" value="150.00"/> *	= 300.00 USD
			Total 1,444,200.00 COP

I have reviewed the changes to this event

[Export to Excel](#) [Import from Excel](#) [Load History](#) [Save](#) **2** [Submit Response](#)



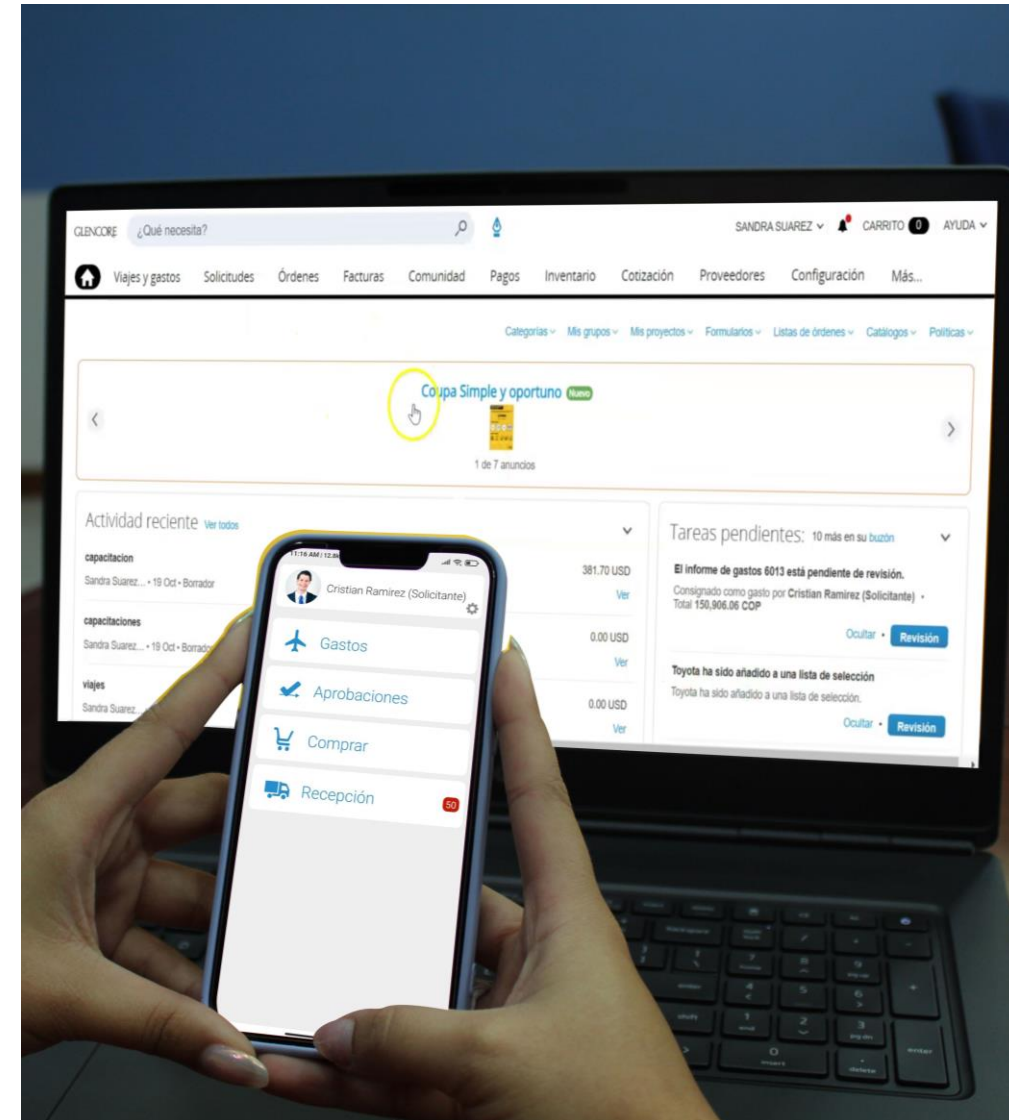
SECTION III:
RESPONSE A
CONTRACTS
EVENT

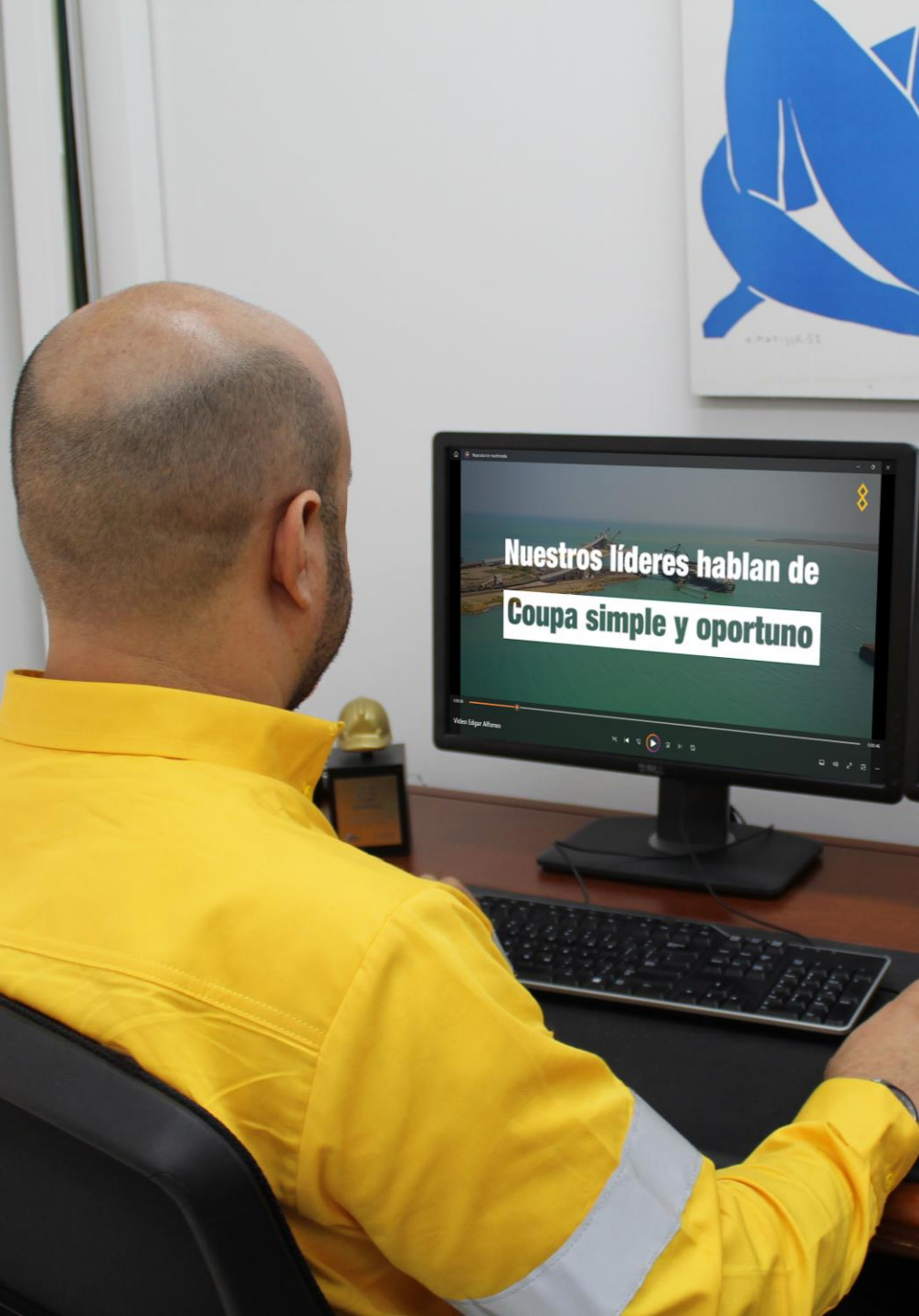


INDEX

Reply to a Contracts event

1. Reception of the contract
2. Comments to the contract
3. Download and upload the contract
4. Invite more participants
5. Send messages to participants
6. Contract history management
7. Compare versions
8. Notifications and comments
9. Approve and sign the contract
10. Completed status of the contract and documentation





GOALS

In this section you will learn:

- How to respond a Contract event

REPLY TO A
CONTRACTS
EVENT



RECEPTION OF THE CONTRACT

- 1 In your inbox you will receive a notification from Glencore (Cerrejon) indicating the invitation to work on a contract
- 2 General information of the contract. Comments made by Cerrejon.
- 3 To enter the contract, select the Open Contract button



NOTE: It is important that you recognize the terms. The e-mails will come always from Glencore, Cerrejon's parent company.

1

GlencoreTestCcc lo invitó a EC012301-20102014-TEST Recibidos x

Emanuel Bezerra via Coupa Contract Lifecycle Management <do_not_reply@glencore-test-ccc.coupahost.com>
para test.instance.supplier+contract ▾

12:24 (hace t

inglés ▾ > español ▾ Traducir mensaje

GLENCORE QA

From **Emanuel Bezerra** of **GlencoreTestCcc**

To **Jorge Pereira**

2 This contract has been shared with you using Coupa Contract Lifecycle Management.

Click below to view and edit this contract:

EC012301-20102014-TEST 3 **Open Contract**

You can access the contract any time with this link:

<https://glencore-test-ccc.coupahost.com/contracts/bscei/invites/d8b471cbdd1346123f3f31d1bc0d10eb>

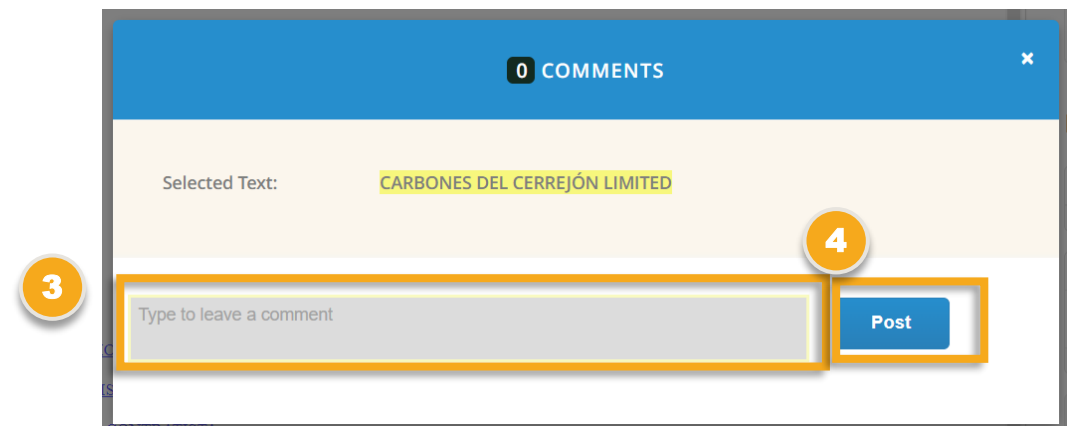
COMMENTS TO THE CONTRACT

You are accessing the draft of the contract, on the **right side of the screen** you can find the **menu** or the **options** that are available in this module

- 1 Select the words or phrases in the contract where you wish to add comments
- 2 Select the Comment button to add the comment
- 3 Write your comment in the pop-up window
- 4 To save the comment , select the **Post** button. These comments will be reflected in Cerrejon's platform



NOTE: Remember that all the changes made will be saved under a version that you can compare with the others



IN THIS SECTION YOU WILL SEE HOW TO DOWNLOAD THE CONTRACT

- 1 In the lower section, you will find the actions to download the file and view it in PDF



NOTE: This option will only allow you to download the file. If you wish to add comments to the contract, you must do so directly on the platform

CONTRATO DE SERVICIOS
Contrato No. «OFERTA»
Entre
CARBONES DEL CERREJÓN LIMITED
Y
«EMPRESA»
CONTRATO No. «OFERTA»
ÍNDICE
DOCUMENTO PRINCIPAL
PÁGINA

[ONES.](#)
[STA.](#)
[CONTRATISTA.](#)
[LES.](#)
[ISTA.](#)


Compare Versions
Fields (7)
Messages
Full History

Parties
GLENCORE ↔ GlencoreTestCcc
EC132670 - NAVEX GLOBAL INC.
Invite Colleague
Invite Other Party

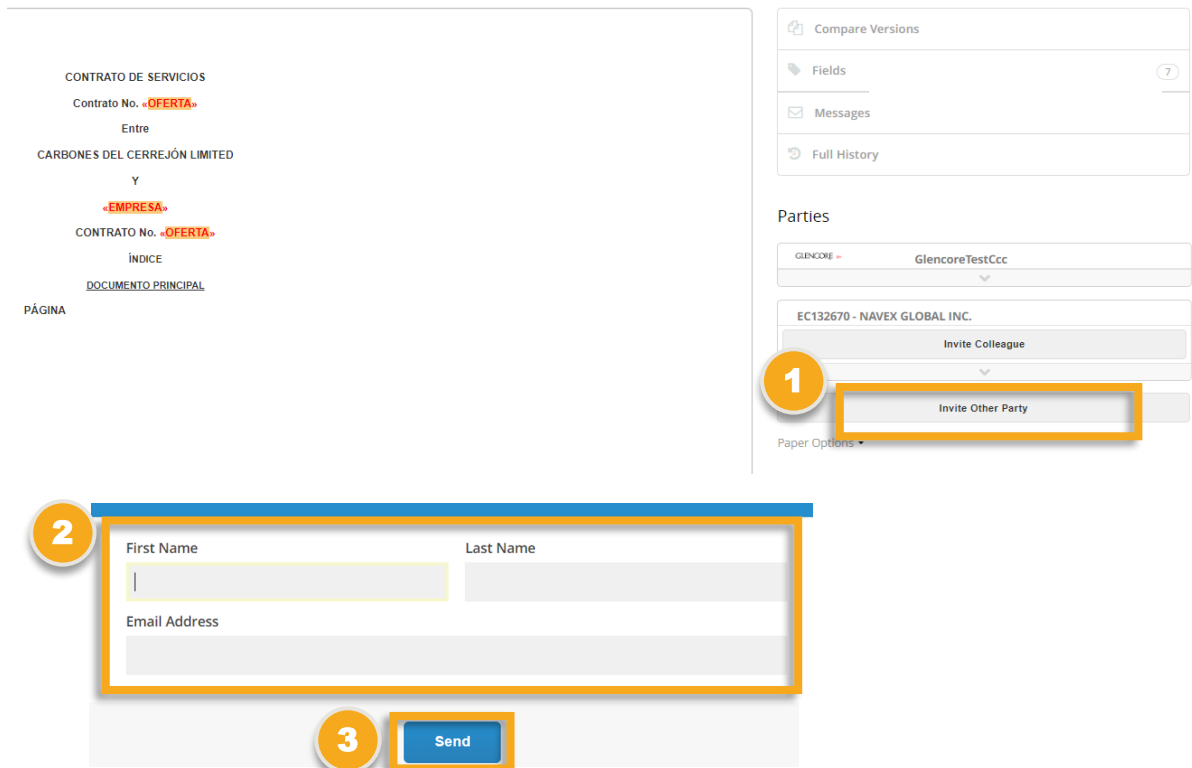
Paper Options ▾
PDF Preview

INVITE MORE PARTICIPANTS

- 1 In the main section, select the **Invite Other Party** button
- 2 Fill in the information of the person you want to invite (Name and email)

 **NOTE:** If you can't find anyone you can send messages it's because the contract hasn't been shared with all parties.

- 3 To send the invitation, select the **Send** button .



The screenshot displays a contract management interface. On the left, a document preview shows the following text: "CONTRATO DE SERVICIOS", "Contrato No. «OFERTA»", "Entre", "CARBONES DEL CERREJÓN LIMITED", "Y", "«EMPRESA»", "CONTRATO No. «OFERTA»", "ÍNDICE", "DOCUMENTO PRINCIPAL", and "PÁGINA". On the right, a sidebar contains a "Parties" section with a dropdown menu showing "GlencoreTestCcc" and "EC132670 - NAVEX GLOBAL INC.". Below the dropdown is an "Invite Colleague" button and an "Invite Other Party" button, which is highlighted with an orange box and a "1" in a circle. Below the sidebar, a form for inviting a participant is shown, with fields for "First Name", "Last Name", and "Email Address", all highlighted with orange boxes and a "2" in a circle. At the bottom of the form is a "Send" button, highlighted with an orange box and a "3" in a circle.

SEND MESSAGES TO PARTICIPANTS

1 In the main section, select the **Messages** button


2 You have the option to **send messages to all the participants** that are part of the event or you can select someone **specific**

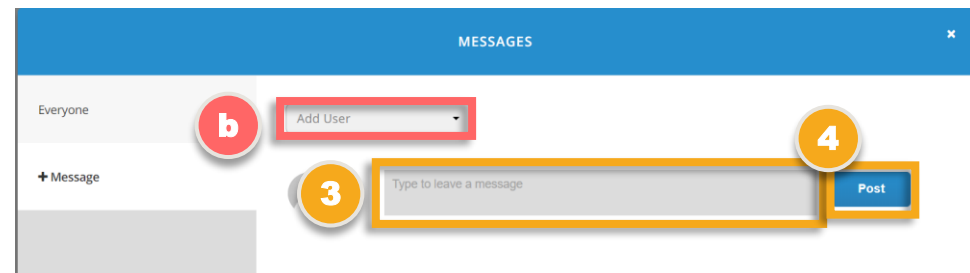
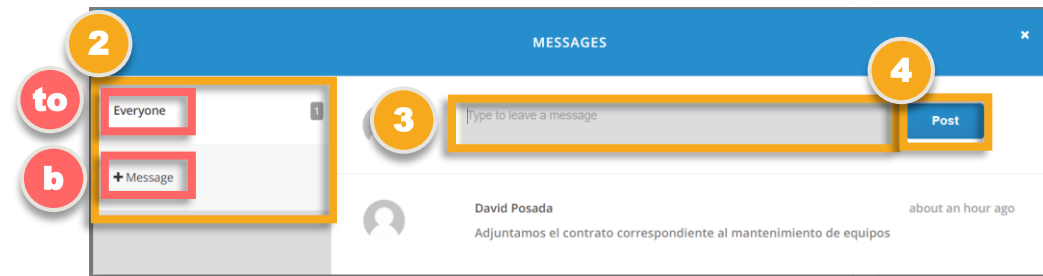
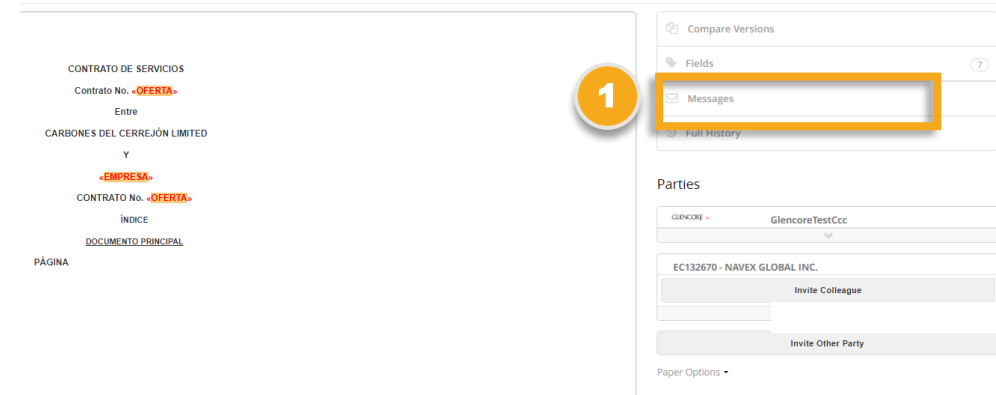
to Send to Everyone

b Send to a specific user

3 Complete the field with the **message** you wish to send

4 Select the option **Post** to send the message

 **NOTE:** If you send a message, the recipient will receive an email notification with the message



CONTRACT HISTORY MANAGEMENT

- 1 In the right section, select the **Full History** option
- 2 In the **history tab** you will find the list of changes that have been made to the contract with the person who made the changes



NOTE: Changes made will have a brief description that will allow you to identify the changes that have been made

The screenshot shows a contract management interface. At the top right, there is a header with 'EC132670 - NAVEX GLOBAL INC.' and a 'HELP' link. Below this, the contract title 'TEST' is displayed next to a 'Draft' button. The main content area shows contract details: 'CONTRATO DE SERVICIOS', 'Contrato No. «OFERTA»', 'Entre CARBONES DEL CERREJÓN LIMITED Y «EMPRESA»', 'CONTRATO No. «OFERTA»', and 'INDICE'. On the right sidebar, there are options for 'Compare Versions', 'Fields' (with a '7' notification), 'Messages', and 'Full History' (highlighted with a red box and a '1' callout). Below the sidebar, the 'Parties' section shows 'GLENCORE' and 'GlencoreTestCcc'. A 'HISTORY' modal window is open, showing a list of changes:

Date	Time	Description
March 30, 2023	12:25 PM	accepted invite for EC012301-20102014-TEST by LAUREN SZCZESNY-PUMARADA
March 30, 2023	12:24 PM	invited test.instance.supplier+contract@gmail.com by Emanuel Bezerra
March 30, 2023	12:23 PM	created by Emanuel Bezerra

FILL IN DEFAULT FIELDS

- 1 In the right section, select the Fields in Contract button
- 2 A tab will open where you will find the list of fields that must be completed with the related information

EC132670 - NAVEX GLOBAL INC. | HELP

TEST Draft

CONTRATO DE SERVICIOS
Contrato No. «OFERTA»
Entre
CARBONES DEL CERREJÓN LIMITED
Y
«EMPRESA»
CONTRATO No. «OFERTA»
ÍNDICE

1

- Compare Versions
- Fields**
- Messages
- Full History

Parties

GLENCORE ▾ GlencoreTestCcc

2

Done

Fields in Contract

OFERTA *
A

EMPRESA *
A

CIUDAD *
A

Nombre Representante Legal del Proveedor *
A

Nombre Representante Legal de Cerrejon *
A

Cargo Representante Legal del Proveedor *
A

Cargo Representante Legal de Cerrejon *
A

IN THIS SECTION YOU WILL SEE HOW TO COMPARE THE VERSIONS OF THE CONTRACT

- 1 In the right section, select the **Compare versions** button
- 2 You will be able to **select** the contract versions you want to compare
 - If **text was added**, the change will be highlighted in **blue**.
 - If **text was deleted**, the change will be highlighted in **red**.



NOTE: You should check the number of versions of the contracts to ensure that you are comparing the correct ones

The screenshot displays a contract document titled "TEST" in a "Draft" state. The document content is as follows:

CONTRATO DE SERVICIOS
Contrato No. «OFERTA»
Entre
CARBONES DEL CERREJÓN LIMITED
Y
«EMPRESA»
CONTRATO No. «OFERTA»
INDICE

On the right side, a sidebar menu includes "Compare Versions" (highlighted with a red box and a red circle '1'), "Fields" (7), "Messages", and "Full History". Below this is a "Parties" section with "GLENCORE" and "GlencoreTestCcc".

At the bottom, a comparison tool is shown for contract "EC012301-20102014-TEST". It features two dropdown menus: "Previous Version" (Version 2 - Mar 30 2023 @ 12:23 PM - Emanuel Bezerra) and "Newer Version" (Version 2 - Mar 30 2023 @ 12:23 PM - Emanuel Bezerra), with a "to compare with" button between them. A red circle '2' highlights this comparison tool.

VERIFY THE COMMENTS / NOTIFICATIONS MADE TO THE CONTRACT

- 1 An **email** will arrive in your **inbox** with the notification. At the bottom of the event invitation, you will find a **link to open the contract**, click on it
- 2 The **comments made** on the contract will be found with a **red notification** on the right side



NOTE: Remember that the **message** option is important to maintain constant communication and be aware of changes

GLENCORE QA

From **Emanuel Bezerra** of **GlencoreTestCcc**

To **Jorge Pereira**

This contract has been shared with you using Coupa Contract Lifecycle Management.

Click below to view and edit this contract:

EC012301-20102014-TEST

Open Contract

You can access the contract any time with this link:

1

<https://glencore-test-ccc.coupahost.com/contracts/bscei/invites/d8b471cbdd1346123f3f31d1bc0d10eb>

Agreement

has unshared edits. They will need to share their edits before you can edit the contract. X

Versión final del contrato.

2



APPROVE AND SIGN THE CONTRACT

- 1 After the contract is approved by Cerrejon, the supplier will receive an email to access to the signature platform and sign the document.
- 2 To sign the contract, click on Review document.
- 3 You must access the signature environment and sign the document.

Adoptar su firma 3

Confirme su nombre, iniciales y firma.

* Obligatorio

Nombre completo* Iniciales*

Jorge J

SELECCIONAR ESTILO DIBUJAR CARGAR

VISTA PREVIA [Cambiar estilo](#)

DocuSigned by:
Jorge
8498FE393C6E40A... DS

Al seleccionar Adoptar y firmar, acepto que la firma y las iniciales serán la representación electrónica de mi firma e iniciales para todos los propósitos cuando yo (o mi agente) las utilice en documentos, incluidos contratos legalmente vinculantes (al igual que en el caso de una firma o iniciales a bolígrafo y en papel).

ADOPTAR Y FIRMAR CANCELAR

El contrato EC012301-20102014-TEST 'EC012301-20102014-TEST' requiere su acción ▶ Recibidos x

DocuSign

Firmas FS Docusign sent you a document to review and sign.

2 REVIEW DOCUMENT

Firmas FS Docusign
firmascoupafs@gmail.com

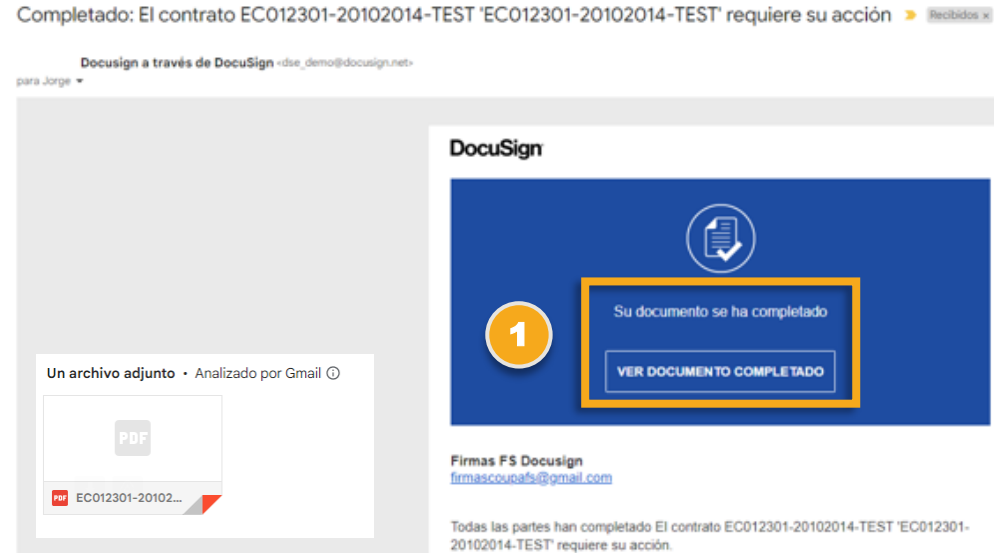
Jorge,

Please DocuSign EC012301-20102014-TEST

Thank You, Firmas FS Docusign

COMPLETED STATUS OF THE CONTRACT AND DOCUMENTATION

- 1 Once Cerrejon has signed the contract, a notification will be sent to your email indicating that the contract has been signed and you will find the related PDF
- 2 If you enter to the contract (mail link) the status has changed to Complete and you will find the final version of the document with their signatures



NOTE: The message option is available to continue in communication with Cerrejon

Agreement



SECTION IV:
SUPPLIER
INFORMATION
MANAGEMENT
& RISK ASSESS



INDEX

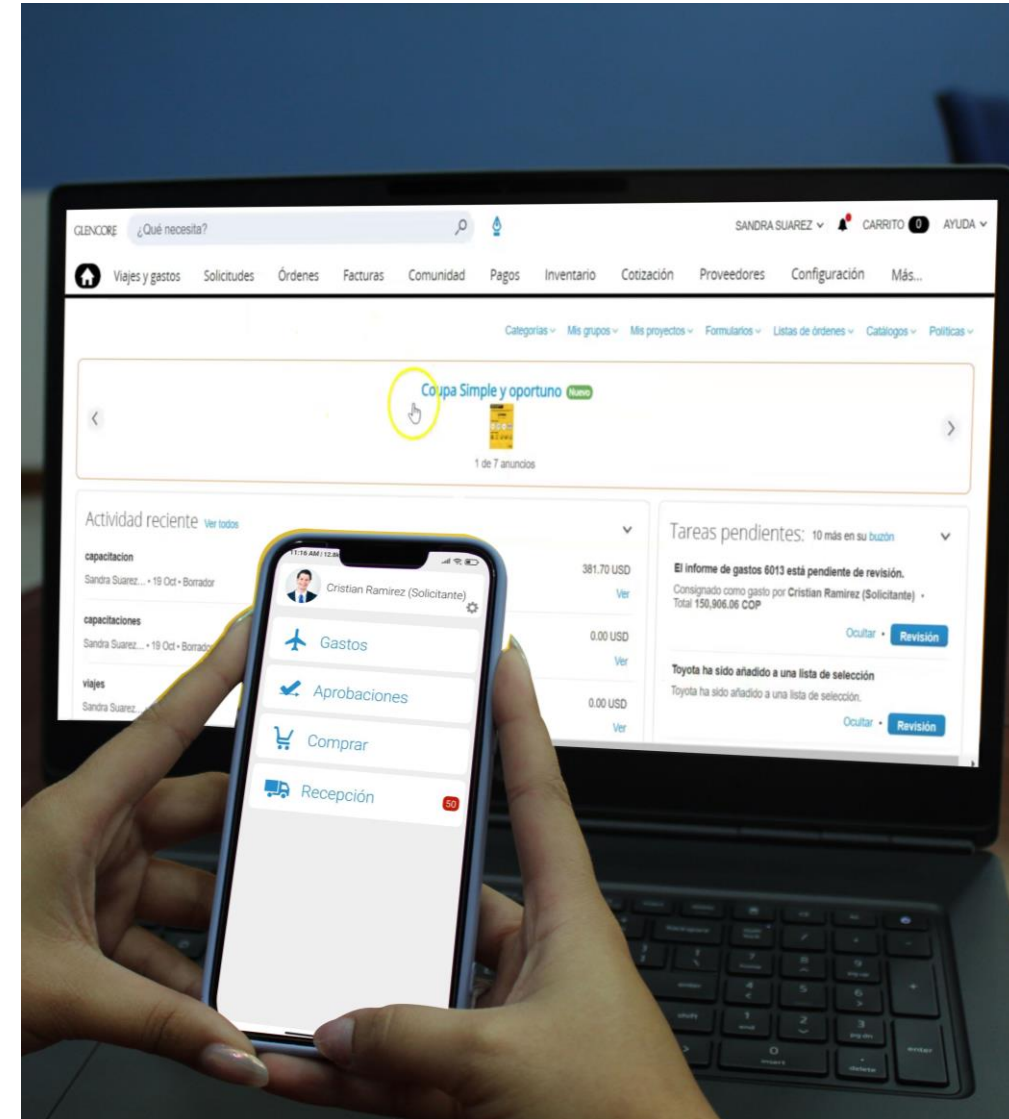
SIM (Supplier Information Management)

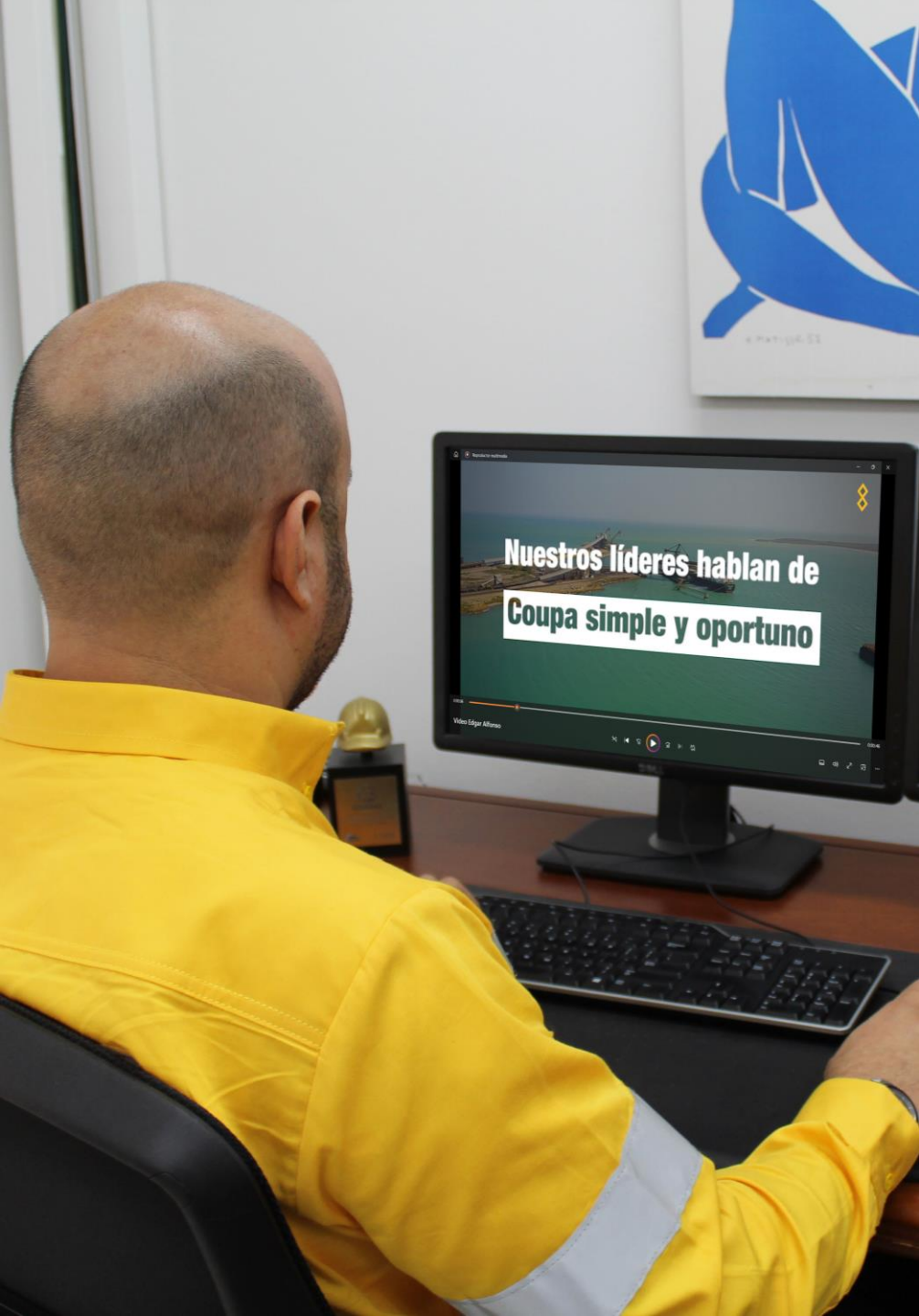
1. Registration in the Coupa Supplier Portal

RISK ASSESS (Risk Assessment)

1. Registration in RISK ASSESS
2. KYC form
3. Goods and Services form
4. Invite more users

Information Update





GOAL

In this section you will learn

- How to be supplier of Cerrejon

WHAT IS SIM - SUPPLIER INFORMATION MANAGEMENT?

The Supplier Information Management (SIM) makes easier to request, approve, and maintain supplier's information, while keeping everything in sync with the ERP. Through the use of forms, approval workflows, notifications and integration with financial systems, SIM helps to ensure:

- Not evaluated suppliers or services go through the proper approval channels.
- Large and small supplier's information is accurate and updated.
- Visibility to certifications and contracts information.
- Vendors are paid on time, avoiding late fees and strained vendor relationships.
- Multiple information management channels (paper forms, e-mails, phone calls, spreadsheets) will be eliminated..
- Two-step integration with the ERP system.
- Accurate supplier's data is kept and maximum savings are realized.



SIM



SUPPLIERS FORM

- 1 The supplier receives an invitation by mail to register in the Coupa Supplier Portal (CSP) and send the requested information.
- 2 The supplier must click on “ Join and Respond ” button to start their registration in the CSP.



Glencore Profile Information Request - Action Required > Recibidos x

Coupa Supplier Portal
para test.instance.supplier+maxminas ▾

Powered by coupa

1

GLENCORE QA

Glencore Profile Information Request - Action Required

Hello Supplier,

Glencore wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast, and it helps you better transact and communicate electronically. Find out more using the links below.

You can respond and send your information to your customer without joining, but joining allows you to more easily update your company info if it ever changes, as well as do things with *Glencore* (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

Use the buttons to either respond or decline, or forward this request to another person at your company.

Welcome!

2

Join and Respond

SUPPLIERS FORM

- 3 This action will take you to fill in your CSP login credentials and click on **Create an Account**.

Create an Account

Glencore is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Glencore so you're ready to do business together.

* Business Name

Maxminas SA

Your legal business name (or legal personal name if an individual)

* Email

test.instance.supplier+maxminas@gmail.com

* First Name

Luiz

* Last Name

Carlos

* Password

.....

* Confirm Password

.....

Use at least 8 characters and include a number and a letter.

I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

Already have an account? [LOG IN](#)

[Forward this to someone](#)

- 4 Then, you must confirm basic information about your company and click **Next**.

GLENCORE QA

Powered By  coupa



Tell us about your business

* Company Name Maxminas SA

Your official registered company name

Website

* Country/Region Colombia


* Address Line 1 Calle 50

Address Line 2

* City Barranquilla

State Example: CA

* Postal Code 20152

 All set for now. On your first invoice with Glencore, we will guide you through your legal entity setup.

Next

SUPPLIERS FORM

- 3 When you registers in the Coupa Supplier Portal, you will immediately see a notification that will take you to the form with the information requested by Cerrejon :

The screenshot displays the Coupa Supplier Portal interface. At the top left is the logo "coupa supplier portal". A navigation bar contains links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, and Business Performance. Below this is a sub-navigation bar with "Your Profile" and "Information Requests". A notification box in the top right corner, highlighted with an orange border, contains the text: "An information update request is received", "Update your profile for Glencore", and a "See All Notifications" link. Below the notification is a yellow banner with a warning icon and the text: "Complete your profile to get discovered by Coupa buyers that are looking for items in your category." The main content area shows the "Company Profile" section for "Glencore". A "Profile" dropdown menu is set to "Glencore". Below this is the "Supplier Information" section, which includes the following fields:

- Supplier Information: Real SAS
- * Legal Entity: Real SAS
- * Commercial Name: [Empty text box]
- * Document Type: Select [Dropdown menu]
- Small text below Document Type: Select 50 if you are a legal entity or select 13 if you are a persona
- * Tax ID: [Empty text box]

A small orange circle with the number "3" is located in the bottom right corner of the screenshot.

SUPPLIERS FORM

4 You must fill in the mandatory fields (marked with *) in the basic information section.



Supplier Information Real SAS

* **Legal Entity**

* **Commercial Name**

* **Document Type** ▼

Select 50 if you are a legal entity or select 13 if you are a persona

* **Tax ID**

* **Currency** ▼

* **Choose the Category of Goods or Services that best applies to your company.** ▼

* **Email for Purchase Orders** ⓘ

* **Address Part 1**

Address Part 2

* **Zip Code**

* **Country** ▼

* **City**

SUPPLIERS FORM

5 You must fill in the mandatory fields (marked with*) in the Bank Certificate section.

a The supplier must download the electronic Funds form, fill it out and attached it to the form.

6 After completing all the fields, the process goes on at Cerrejon after the supplier submits the form by clicking on "Send for approval".

* Bank Certificate

* Attachments Add File

Attach your certificate with an expedition date not greater than 3 months.

Electronic Funds Transfer - EFT SET-UP FORM - Internacional Supplier

• [Confirmacion_Representante_Legal.docx](#)

Download this format and after filling it out upload it in the next field.

* **Electronic Funds Transfer - EFT SET-UP FORM - Internacional Supplier**

Seleccionar archivo Ninguno archivo selec.

Decline Save **Submit for Approval**

6

a

Attach your certificate with an expedition date not greater than 3 months.

Electronic Funds Transfer - EFT SET-UP FORM - Internacional Supplier

• [Confirmacion_Representante_Legal.docx](#)

Download this format and after filling it out upload it in the next field.

* **Electronic Funds Transfer - EFT SET-UP FORM - Internacional Supplier**

Seleccionar archivo Ninguno archivo selec.



RISK
ASSESSMENT



RISK ASSESS - SUPPLIER

RISK ASSESS REGISTRATION

- 1 The supplier will receive two emails:
1. Invitation to register in Risk Assess.
 2. Authentication code.



Your Coupa Risk Assess authentication code

Dear Patricia Cano,

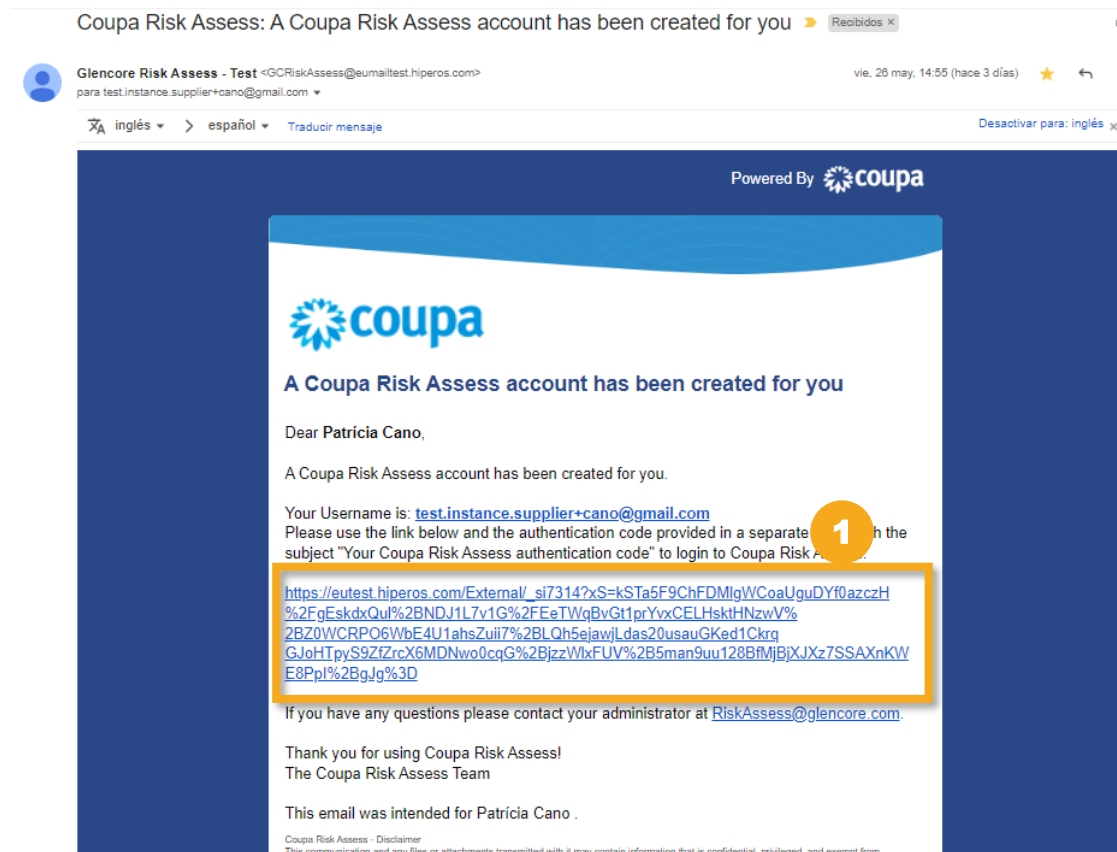
Enclosed is the authentication code needed to login to the Coupa Risk Assess system.

Your authentication code is: 6qYDS6g11x2D1

A link to login was sent to you in a separate email. Please refer to that email for instructions on using your authentication code to login to your Coupa Risk Assess account.

If you have any questions please contact your administrator at RiskAssess@glencore.com.

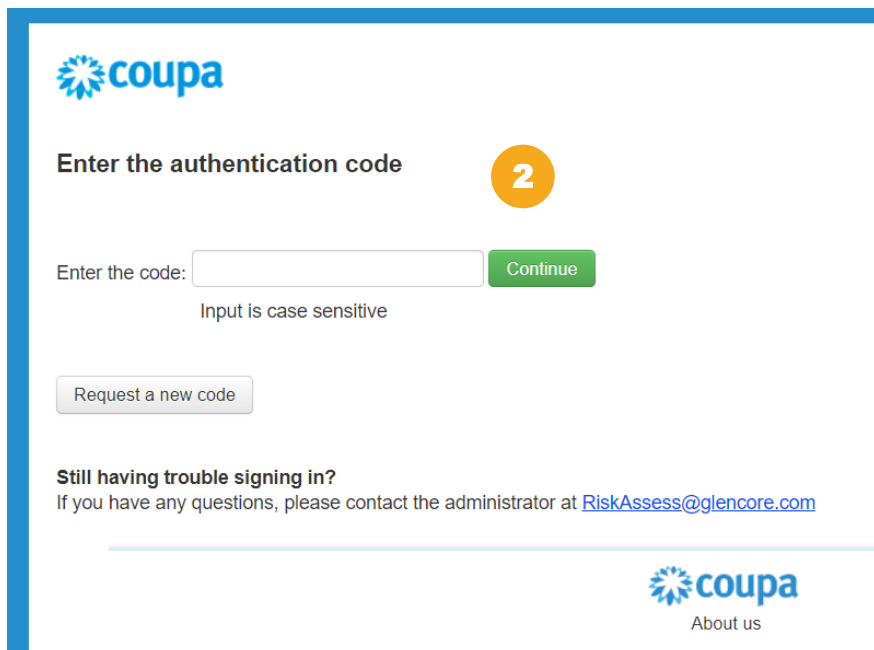
Thank you for using Coupa Risk Assess!



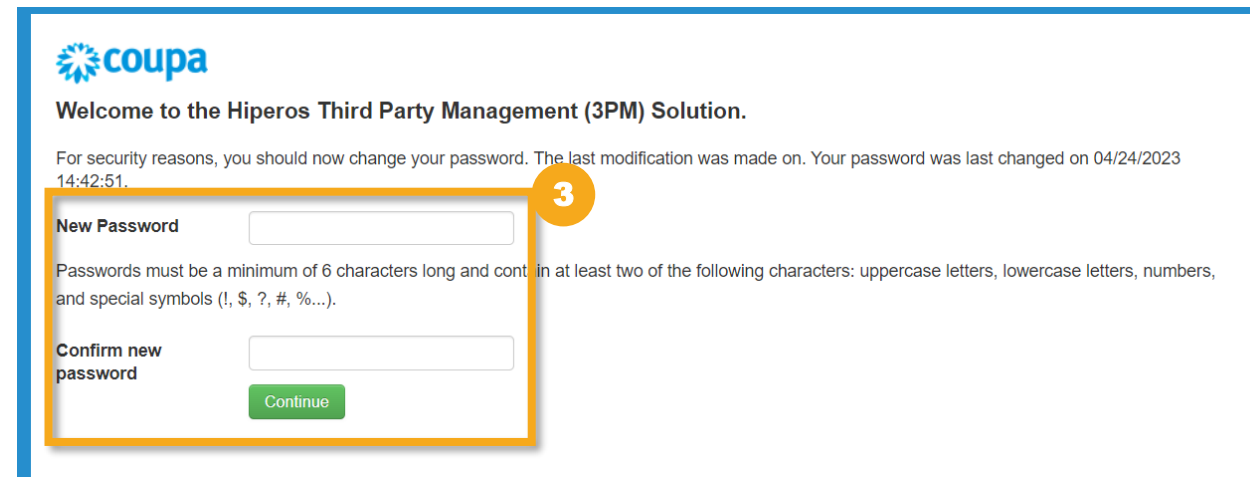
RISK ASSESS - SUPPLIER

RISK ASSESS REGISTRATION

- 2 The supplier must click on the Link to start their registration in the Risk Assess module and then, enter the authentication code.



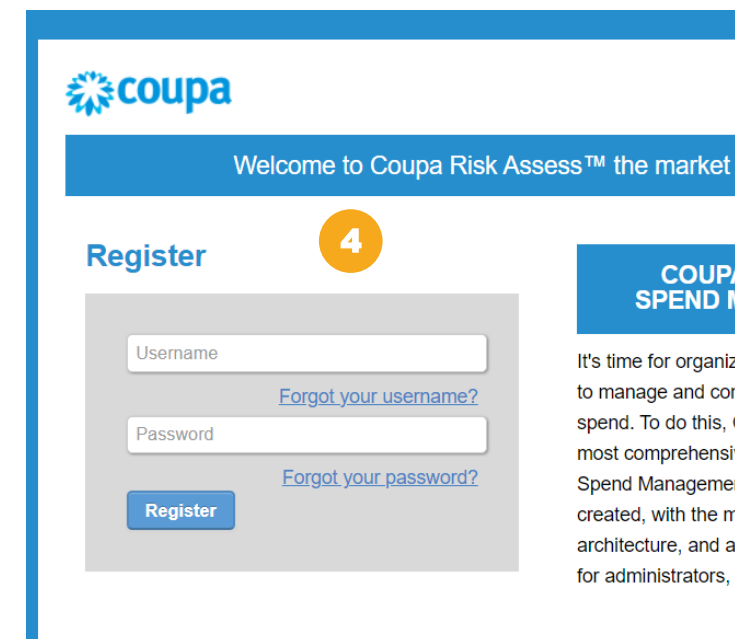
The screenshot shows the Coupa login page with the heading "Enter the authentication code" and a circled "2". Below the heading is a text input field for the code, a "Continue" button, and a note "Input is case sensitive". A "Request a new code" button is also present. At the bottom, there is a link for "Still having trouble signing in?" and the Coupa logo with "About us" text.



The screenshot shows the Coupa password creation screen with the heading "Welcome to the Hiperos Third Party Management (3PM) Solution." and a circled "3". Below the heading is a message about password security and a timestamp. There are two input fields: "New Password" and "Confirm new password", both with a circled "3". A "Continue" button is located below the second field. A note specifies password requirements: "Passwords must be a minimum of 6 characters long and contain at least two of the following characters: uppercase letters, lowercase letters, numbers, and special symbols (!, \$, ?, #, %...)." The Coupa logo is at the top left.

- 3 Create a new password.

- 4 Then enter with your data to access Risk Assess .



The screenshot shows the Coupa registration screen with the heading "Welcome to Coupa Risk Assess™ the market" and a circled "4". Below the heading is the "Register" section with input fields for "Username" and "Password", and a "Register" button. There are links for "Forgot your username?" and "Forgot your password?". On the right side, there is a blue box with the text "COUPA SPEND M" and a paragraph of text: "It's time for organiz to manage and con spend. To do this, C most comprehensiv Spend Manager created, with the m architecture, and ai for administrators, t". The Coupa logo is at the top left.

RISK ASSESS - SUPPLIER

KYC FORM

- 1 Click on “Show all” in the Evaluations dashboard to display the forms pending to be completed in the table.
- 2 To start the process, locate the name of the KYC form.
- 3 Click the “view” button in the Action column.

Evaluations:

You Have **1**

- 0 Late [Show Me](#)
- 0 Due This Week [Show Me](#)
- 1 Due Later [Show Me](#)

[View Closed Evaluations](#)

1 [Show Me All](#)

Approvals:

You Have **0**

- 0 Late [Show Me](#)
- 0 Action Required [Show Me](#)
- 0 Waiting [Show Me](#)

[View Closed Approvals](#)

[Show Me All](#)

Action Plans:

You Have **0**

- 0 Not Started [Show Me](#)
- 0 In Process [Show Me](#)
- 0 Awaiting Approval [Show Me](#)

[View Closed Action Plans](#)

[Show Me All](#)

Evaluations: All

Name	Periodicity	Start Date	Context	Status	Due Date	Action
<input type="text" value="KYC Cerrejón"/>	<input type="text" value="One Time"/>	<input type="text" value="6/7/2023"/>	<input type="text" value="JRC INC"/>	<input type="text" value="Not Started"/>	<input type="text" value="6/17/2023"/>	3 View

1 - 1 of 1 items

RISK ASSESS - SUPPLIER

KYC FORM

- 4 Answer the questions that will be displayed on the KYC form by clicking on the “+” icon in each of the available sections.

Evaluation

Evaluation-KYC Cerrejón [JRC INC] - Onetime - Period Start 08 Jun 23

Workspaces: KYC Order | Last Login: 06/2023 3:30 PM | Enter Keyword(s)

Recalc Save Cancel Submit

Export Import

Glencore Alloys (SA)

4

- + General Information
- + Declaration
- + Bank Transfer
- + Corporate Governance and Administration
- + Relationships with Public Officers

RISK ASSESS - SUPPLIER

KYC FORM



Information section :



NOTE: "Date of Registration" corresponds to the company creation date .

General Information		Puntuación	Acciones
N.º de elemento	Descripción		
1.0	General Information		
Información general			
Nombre jurídico * <input type="text" value="Malvinas SAS"/>		Counterparty / Supplier Legal Name (Local Language) * <input type="text" value="Malvinas SAS"/>	
Date of Registration * <input type="text" value=""/>		País de origen * <input type="text" value=""/>	
Registration ID * <input type="text" value="03817191383"/>			
Primary Address * <input type="text" value=""/>			
Domicilio social * <input type="text" value=""/>		Agregar nuevo	
<input type="text" value=""/>		No hay elementos para mostrar.	
Teléfono <input type="text" value=""/>		Sitio web <input type="text" value=""/>	
2.0	Private Company	-- v	
2.1	Publicly Listed Company	-- v	
2.2	Government or State-owned Entity	-- v	
2.3	Legal Person	-- v	

RISK ASSESS - SUPPLIER

KYC FORM



NOTE: You will be able to add comments and attachments as long as you are available, the feedback icon you will find in the column "Actions".

Comments/Attachments for Line 1.0

Comments Attachments

Save & Close Save Close


0

No items to display


RISK ASSESS - SUPPLIER

KYC FORM

b Declaration section :

Declaration			
N.º de elemento	Descripción	Puntuación	Acciones
5.1	Please confirm your agreement		


I certify that to the best of my knowledge that the information supplied above is true and correct and I represent and warrant that I am duly authorised to disclose this information, including but not limited to any personal data and that such disclosure does not breach any applicable laws and regulations including but not limited to applicable data protection laws or state secrecy laws. I understand that if any of the information given is knowingly false or if I knowingly fail to disclose relevant information, this may constitute grounds for termination of the engagement to provide goods and/or services to Asset. I certify that I will promptly notify Asset in writing of any change in the corporate structure, beneficial owners and/or directors of the organisation and provide Asset with any information necessary to enable Asset to verify such changes. Asset (or one of its subsidiaries or affiliates) will collect the personal information of your directors, officers and employees (collectively, you or yo *

-- 

Please specify your name *

Please specify you Position / Title *


Please specify today's date *







RISK ASSESS - SUPPLIER

KYC FORM

c Bank Transfer section:

Bank Transfer			
N.º de elemento	Descripción	Puntuación	Acciones
6.0	Bank transfer. Do you plan to request that some funds be sent to an account not in your name or to a country different from that in which it is established?	No ▾	

d Corporate section Governance and Administration :

Corporate Governance and Administration			
N.º de elemento	Descripción	Puntuación	Acciones
7.0	Is it a Joint-Stock company open to the stock exchange?	-- ▾	
7.2	Does your company have an ethical policy or program?	-- ▾	
7.3	Does your company have an Anti-Money Laundering, Countering the Financing of Terrorism and/or Financing for the Proliferation of Mass Destruction Weapons?	-- ▾	
7.4	Does your company have an Authorized Economic Operators (AEO) accreditation or C-TPAT, ISO 28000/28001, BASC, ISO 9000/9001 or other Security certification?	-- ▾	
7.5	Are you and your company's personnel familiar with the current laws that apply to you regarding anti-corruption, transnational bribery, money laundering, financing of terrorism and Financing of Proliferation of Weapons of Mass Destruction?	-- ▾	
7.6	Attach, Copy of the certificate of incorporation from the country of origin with a validity date of no more than three months.		

Attach

 Cargar

7.7 Attach, Certification indicating the names, identification, and nationality of the final beneficiaries of the company who own participation of 5% or more of the legal entity (see definitions of final beneficiary).











Attach

 Cargar

RISK ASSESS - SUPPLIER

KYC FORM

 Relationships Section with Public officers :

Relationships with Public Officers			
N.º de elemento	Descripción	Puntuación	Acciones
8.0	For purposes of this questionnaire, it must be reported the capacity as former public officer held within the two (2) years prior to the date of completion.		 0
8.1	Is any of the people identified in Sections 3.0 or 4.0, involved in any business relationship including being representative or consultant, or having a company, or sharing the ownership of a company with any "public officer" or "former public officer"? For businesses of common interest with a "public officer" or "former public officer", type of business, type of relationship in the business, including company name, the nature of the arrangement of any type.	-- ▾	 0
8.2	Is any of the people identified in Section 3.0 or 4.0 , a public officer, or a former public officer?	-- ▾	 0
8.3	Is any of the people identified in Sections 3.0 or 4.0, in a relationship or kinship with a public officer?	-- ▾	 0
8.4	Is your company under government control? Control means that the government has the power to make decisions, since it has majority in the shareholders/partners assembly or Board of Directors.	-- ▾	 0
8.5	Has your company been recommended or suggested by a public officer or by a close relative of such officer to participate in this procurement or contracting process?	-- ▾	 0
8.6	Does any director, partner, shareholder or owner of your company a Cerrejón or Glencore employee or former Cerrejón or Glencore employee or have any relative working at Cerrejón or Glencore?	-- ▾	 0
8.7	Is any director, partner or owner of your company expected to act in any way with any public officer on behalf of Cerrejón?	-- ▾	 0

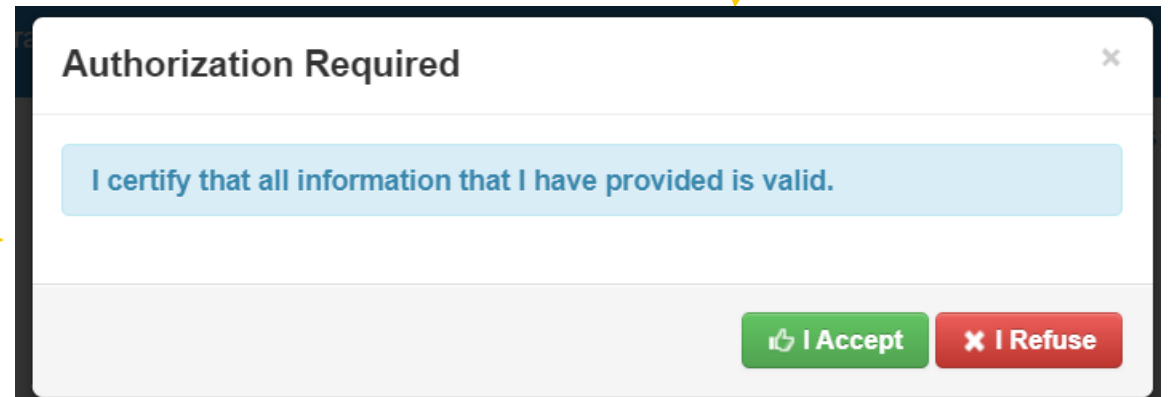
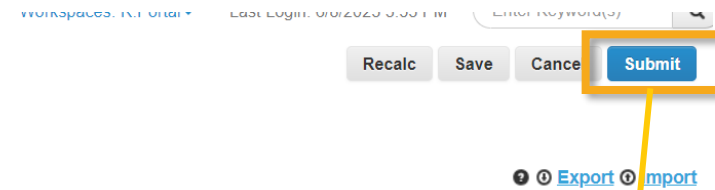
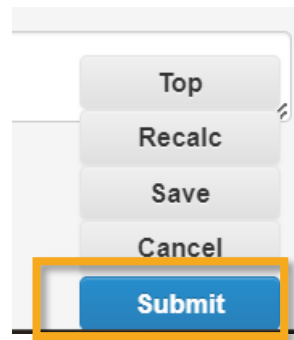
RISK ASSESS - SUPPLIER

KYC FORM

5 To finish, click on "Send".

Evaluation

Evaluation-KYC Cerrejón [JRC INC] - Onetime - Period Start 08 Jun 23



RISK ASSESS - SUPPLIER

GOODS AND SERVICES FORM

- 1 Click on “Show all” in the Evaluations dashboard to display the forms pending to be completed in the table.
- 2 To start the process, locate the form name: **External goods and services Questionnaire** .
- 3 Click the “view” button in the Action column.

Evaluations:

You Have **1**

- 0 Late [Show Me](#)
- 0 Due This Week [Show Me](#)
- 1 Due Later [Show Me](#)

[View Closed Evaluations](#)

1 [Show Me All](#)

Approvals:

You Have **0**

- 0 Late [Show Me](#)
- 0 Action Required [Show Me](#)
- 0 Waiting [Show Me](#)

[View Closed Approvals](#)

[Show Me All](#)

Action Plans:

You Have **0**

- 0 Not Started [Show Me](#)
- 0 In Process [Show Me](#)
- 0 Awaiting Approval [Show Me](#)

[View Closed Action Plans](#)

[Show Me All](#)

Evaluations: All

Name	Periodicity	Start Date	Context	Status	Due Date	Action
<input type="text"/> Show Me	<input type="text"/> Show Me	<input type="text"/> Show Me	<input type="text"/> Show Me	<input type="text"/> Show Me	<input type="text"/> Show Me	3
2 Show Me All External Goods and Services Questionnaire	One Time	6/7/2023	JRC INC	Not Started	6/17/2023	3 View

1 - 1 of 1 items

RISK ASSESS - SUPPLIER

GOODS AND SERVICES FORM

4 External form goods and services Questionnaire by clicking on the “+” icon in each of the available sections.

Evaluation

Evaluation-KYC Cerrejón [JRC INC] - Onetime - Period Start 08 Jun 23

Workspaces: KYC On-time Last Login: 06/2023 0:00 PM

Recalc Save Cancel Submit

Export Import

4

Supply Chain Due Diligence

- + Compliance with laws
- + Modern slavery and child labour
- + Fairness and respect
- + Health and safety
- + Environment
- + Communities
- + Human Rights
- + Acting with Integrity
- + Raising concerns
- + Supply chain due diligence
- + Additional Questions
- + Red Flags

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Compliance Section with laws :

Supply Chain Due Diligence

Compliance with laws

N.º de elemento	Descripción	Puntuación	Acciones
1.1	Does your company have processes and controls in place to ensure you are aware of and comply with all applicable laws, including but not limited to laws concerning labour rights, workplace health and safety, environmental protection, product safety, bribery and corruption, sanctions and trade controls, money laundering, competition, data protection and privacy and the facilitation of criminal tax evasion?	-- ▾	

Dispone su compañía de procesos y controles establecidos para garantizar que se conocen y cumplen todas las leyes aplicables incluidas, entre otras, las relativas a los derechos laborales, la salud y la seguridad en el lugar de trabajo, la protección medioambiental, la seguridad de los productos, el soborno y la corrupción, las sanciones y los controles comerciales, el blanqueo de capitales, la competencia, la protección de datos y la privacidad, así como la facilitación de la evasión fiscal delictiva?




Por ejemplo: ¿necesita un permiso o una licencia comercial para operar? ¿Dispone de algún proceso (como un recordatorio automático, o un contador) que le indique que debe renovarlo antes de que expire? ¿Se asegura de que todos los vehículos que opera como parte de su negocio estén registrados correctamente? ¿Dispone de un proceso para asegurarse de tener el seguro adecuado para su negocio?

Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.

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b Modern Slavery and child section labour :

Modern slavery and child labour			
N.º de elemento	Descripción	Puntuación	Acciones
2.1	<p>Does your company have processes and controls in place to enforce a zero tolerance approach to any form of modern slavery, including forced labour and child labour (as defined by the International Labour Organization (ILO)) in your operations?</p> <p>Dispone su compañía de procesos y controles para hacer cumplir un enfoque de tolerancia cero ante cualquier forma de esclavitud moderna, incluidos el trabajo forzado y el trabajo infantil (según la definición de la Organización Internacional del Trabajo (OIT)) en sus operaciones?</p> <p>Por ejemplo: ¿sabe cuál es el salario mínimo en su país? ¿Paga a sus empleados el salario mínimo, o más? ¿Cumple con la legislación laboral sobre horario de trabajo y condiciones de trabajo (incluidas las pausas)?</p> <p>Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.</p>	-- ▾	 0
2.2	<p>Does your company ensure you do not provide employment to anyone under the national minimum legal age for employment?</p> <p>Su compañía se asegura de no emplear a nadie que no tenga la edad mínima legal para trabajar?</p> <p>Por ejemplo: ¿sabe cuál es la edad mínima para trabajar en su país? ¿Pide una acreditación de edad antes de contratar a personas más jóvenes?</p> <p>Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.</p>	-- ▾	 0
2.3	<p>Does your company engage sub-contractors in the provision of a material, product or service to us?</p> <p>Su compañía contrata a subcontratistas para el suministro de un material, producto o servicio a Glencore?</p> <p>Por favor seleccione *</p> <p><input type="text"/></p> <p>Contrata a contratistas o proveedores para que lo ayuden a cumplir su contrato con nosotros? Por ejemplo, si es un intermediario laboral, ¿contrata personal para que nos preste servicios en lugar de utilizar empleados? O bien, si recurre a proveedores para que le suministren bienes o servicios que se utilizarán exclusivamente en la ejecución de su contrato con nosotros.</p> <p>Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.</p>		 0

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c Fairness and respect section :

Fairness and respect			
N.º de elemento	Descripción	Puntuación	Acciones
3.1	Does your company have processes and controls in place to ensure you offer fair and transparent terms and conditions of employment including fair remuneration, working hours and working conditions?	-- v	0
<p>Hay en su compañía procesos y controles establecidos para garantizar que se ofrecen términos y condiciones justos y transparentes para el empleo, incluyendo una remuneración, horario y condiciones de trabajo justas?</p> <p>Por ejemplo: ¿cumple con la legislación laboral local en materia de salario, horario de trabajo y condiciones de trabajo? ¿Sus empleados son capaces de entender fácilmente cómo calculó su empresa la remuneración que reciben? Esta remuneración, en líneas generales, ¿guarda relación con trabajos similares dentro de su industria?</p> <p>Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.</p>			

d Health and safety

Health and safety			
N.º de elemento	Descripción	Puntuación	Acciones
4.1	Does your company have processes and controls in place to assess the health and safety hazards and risks in your operations and implement appropriate health and safety controls to protect your workers?	-- v	0
<p>Dispone su compañía de procesos y controles establecidos para evaluar los peligros y riesgos para la salud y la seguridad en sus operaciones, e implementar los controles de salud y seguridad adecuados para proteger a sus trabajadores?</p> <p>Por ejemplo: ¿cumple la legislación y los requisitos locales en materia de salud y seguridad? ¿Identifica las prácticas laborales potencialmente inseguras (como conducir en estado de embriaguez o no llevar equipo de protección cerca de maquinaria pesada) y las mitiga con controles (como pruebas de alcoholemia o suministro de cascos y gafas)?</p> <p>Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.</p>			
4.2	Does your company's workforce receive health and safety training related to the tasks within their scope of work?	-- v	0
<p>Recibe el personal de su compañía formación en materia de salud y seguridad relacionada con las tareas que realiza?</p> <p>Por ejemplo: ¿enseña a los empleados a utilizar los equipos de forma segura? ¿Realiza simulacros de incendio con regularidad?</p> <p>Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.</p>			

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n Environment section :

Environment			
N.º de elemento	Descripción	Puntuación	Acciones
5.1	Does your company have processes and controls in place to responsibly assess, manage and reduce your environmental impacts and risks?	-- v	0
<p>Cuenta su compañía con procesos y controles para evaluar, gestionar y reducir responsablemente sus impactos y riesgos medioambientales?</p> <p>Por ejemplo: ¿ha investigado la posibilidad de reciclar los residuos generados por su compañía o de adoptar una flota de vehículos eléctricos para su empresa? Si es una empresa manufacturera, ¿ha investigado cómo reducir al mínimo las emisiones producidas durante la producción?</p> <p>Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.</p>			



F Community section :

Communities			
N.º de elemento	Descripción	Puntuación	Acciones
6.1	Does your company have processes and controls in place to identify actual and potential impacts of your activities on your host community(ies), both positive and negative?	-- v	0
<p>Dispone su compañía de procesos y controles establecidos para identificar las repercusiones reales y potenciales, tanto positivas como negativas, de sus actividades en su(s) comunidad(es) anfitriona(s)?</p> <p>Esto dependerá del tamaño de las operaciones de su empresa. Cabe esperar que una gran empresa que opera en una comunidad remota tendría más impacto en su comunidad anfitriona que una pequeña empresa, en gran parte compuesta por oficinas, que opera en una gran ciudad. Algunos ejemplos de oportunidades positivas podrían ser patrocinar a organizaciones locales o promover el empleo o el aprovisionamiento local. Algunos ejemplos de impactos negativos en las comunidades anfitrionas pueden ser el aumento de polvo o humo producido por sus operaciones, o que su flota de vehículos cree problemas de tráfico en la zona que rodea a sus operaciones.</p> <p>Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.</p>			
6.2	Does your company have processes and controls in place to take action to avoid or mitigate negative impacts of your activities on your host community(ies), and to promote positive opportunities?	-- v	0
<p>Cuenta su compañía con procesos y controles establecidos para tomar medidas que eviten o mitiguen los impactos negativos de sus actividades en su(s) comunidad(es) anfitriona(s), y para promover oportunidades positivas?</p> <p>Esto dependerá del tamaño de las operaciones de su empresa. Se podría esperar que una gran operación en una comunidad remota tuviera un mayor impacto en su comunidad circundante. Algunos ejemplos de cómo evitar o mitigar los impactos negativos en las comunidades vecinas podrían ser la reducción del polvo o el humo producido por sus operaciones, o evitar la creación de problemas de tráfico innecesarios en la zona que rodea sus operaciones. Algunos ejemplos de oportunidades positivas podrían ser patrocinar a organizaciones locales o promover el empleo o el aprovisionamiento local.</p> <p>Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.</p>			




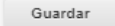
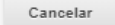
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g Rights section :

Human Rights			
N.º de elemento	Descripción	Puntuación	Acciones
7.1	Does your company have processes and controls in place to understand and address human rights risks that may arise from your business activities and supply chain? Dispone su compañía de procesos y controles establecidos que le permitan comprender y abordar los riesgos relativos a los derechos humanos que podrían surgir de sus actividades comerciales y de su cadena de suministro? Ejemplos de riesgos relativos a los derechos humanos pueden ser los riesgos relacionados con la esclavitud moderna o el trabajo infantil en su compañía, o la contaminación ambiental, como el polvo o el ruido, como resultado de las operaciones. Los Principios rectores sobre las empresas y los derechos humanos ("UNGP") de las Naciones Unidas son un buen documento de referencia para consultar. Los UNGP son un conjunto de directrices para que Estados y empresas prevengan, aborden y reparen los abusos contra los derechos humanos cometidos en operaciones empresariales. Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.	-- ▾	
7.2	Will your company provide security services to us? Proporcionará su compañía servicios de seguridad a Glencore? Por favor seleccione * <input type="text"/> Responda Sí a esta pregunta solo si su compañía es un proveedor de seguridad privada. Para más información, consulte https://www.voluntaryprinciples.org/		

h Acting with integrity section:

Acting with Integrity			
N.º de elemento	Descripción	Puntuación	Acciones
8.1	Does your company have any conflicts of interest https://www.glencore.com/who-we-are/policies/conflict-of-interest-policy , including in respect to your workers, with regards to your obligations to us? Tiene su compañía algún conflicto de intereses https://www.glencore.com/who-we-are/policies/conflict-of-interest-policy , también con respecto a sus trabajadores, en relación con sus obligaciones frente a Glencore? Por favor seleccione * <input type="text"/> Consulte nuestra Política de Conflictos de Intereses para más información.		    

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Raising Concerns section :

Raising concerns			
N.º de elemento	Descripción	Puntuación	Acciones
9.1	Does your company provide your workforce and associated communities access to grievance mechanisms for the confidential raising of concerns without fear of retaliation?	-- ▾	
<p>Proporciona su compañía al personal y a las comunidades asociadas acceso a mecanismos de quejas, para que puedan comunicar confidencialmente infracciones sin miedo a sufrir represalias?</p> <p>¿Sabes sus empleados a quién pueden dirigirse si tienen una queja (por ejemplo, al Director General, al director de Recursos Humanos o a su superior directo)? ¿Investiga las denuncias presentadas de buena fe?</p> <p>Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.</p>			



Supply section
chain due diligence

:

Supply chain due diligence			
N.º de elemento	Descripción	Puntuación	Acciones
10.1	Does your company conduct due diligence in your supply chain?	-- ▾	
<p>Lleva a cabo su compañía la diligencia debida en su cadena de suministro?</p> <p>Esto podría incluir comprobar que sus proveedores disponen de permisos, licencias y seguros válidos, o verificar que cuentan con estándares de seguridad adecuados, o plantear a sus proveedores preguntas similares a las que planteamos en este cuestionario.</p> <p>Estos son solo algunos ejemplos. Póngase en contacto con nosotros si no está totalmente seguro.</p>			

Additional Questions			
N.º de elemento	Descripción	Puntuación	Acciones

Red Flags			
N.º de elemento	Descripción	Puntuación	Acciones
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NOTE: For some questions the comment is mandatory. You will be able to add comments and attachments as long as the comments icon is available in the "Actions" column.

Acciones



Comments/Attachments for Line 1.0

Comments Attachments

✓ Save & Close ✓ Save ✕ Close

◀ 0 ▶

No items to display



INFORMATION
UPDATE



SUPPLIER UPDATE

You can request updates to your information in the Supplier Portal .

- 1 Enter to the CSP and click on the “Profile” menu .
- 2 Click on the “Information Requests” submenu.
- 3 Update your information.

coupa supplier portal

NATHALIE GIANSANTI | NOTIFICATIONS 6 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Your Profile Information Requests Coupa Verified

Glencore Dev Profile Glencore Dev

✓ We have auto-filled some information from your Public Profile.

- 4 At the bottom of the page click “Submit”.

Decline Save Submit

External Supplier Update (System Form)

Supplier Information EC132267 - PANAMERICAN SERVICE CORPORATION

* Name EC132267 - PANAMERICA

Alternate Company Name PANAMERICAN SERVICE

Doing Business As

Primary Address

Country/Region United States

Address Name

Street Address 1983 NW 88 TH COURT SU

Street Address 2 DORAL, FL 33172



GLOSSARY

- **Article:** Refers to the individual article or good.
- **Items in a lot :** Group of items/services that need to be purchased together from the same supplier
- **ASN:** The delivery notifications that you can make on the different purchase orders are available on the portal
- **Compare versions :** Option that is available in the module where you can compare the differences of the contract versions and see the changes or the transformation that it has had
- **Coupa Contract Collaborations (CCC):** Allows customers to create contracts, collaborate with internal and vendor users, and sign contracts electronically from within Coupa.
- **Coupa Contracts:** a contract repository to store and operationalize contracts
- **Coupa:** Global technological platform for business expense management. Cerrejon chose to leverage the entire purchasing process from start to finish. You will be able to observe and manage purchase orders to make invoices

- **Questionnaires:** Option available to ask questions associated with the event. Sometimes they can be mandatory, it depends on the type of event or tender that is being carried out
- **Quotation team:** Cerrejon team that is part of the quotation or tender
- **Contract status approved or approved:** This status is when a contract has been approved by all members of the approval chain and the contract signing process is activated
- **Draft or draft contract status:** This status is when a contract is being edited by both parties (Cerrejón and Supplier).
- **Quotation or bidding event:** Event to which you will be invited by Cerrejon to provide information about prices of materials or services
- **Invoice:** Make an invoice from the purchase order, through Coupa you will have the possibility of generate it and monitor it
- **Full history or history:** Option available to view the history that the contract has had. You can see the name of the person who made the adjustment and the date
- **Messages or messages:** Option that is available in the module and you must use to be in contact with Cerrejon. Channel to ask questions and leave doubts about the contract and the platform

- **Credit note:** Document which you can cancel previously invoices
- **Debit note:** Document which an adjustment is made to a previous electronic invoice
- **Term of the event:** Time or term that the event lasts, once the term is over you will not be able to send more responses to Cerrejon
- **PO:** Purchase Order
- **Supplier portal:** Coupa Supplier Portal . Suppliers will be able to make inquiries and upload information related to their invoices. The CSP also allows monitoring the status of invoice payments, including payment problems. Also, all related notifications will be sent to the registered email account
- **Service:** Refers to a service provided by the supplier and is an action that must be executed
- **Change request:** Make change requests on a purchase order, it can be, for example, price or quantity. This is due to some novelty in the purchase order
- **Change request:** Make change requests on a purchase order, it can be, for example, price or quantity. This is due to some novelty in the purchase order





Cerrejón

Minería responsable

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