Coupa Supplier Portal

SUPPLIER TRAINING MATERIAL

01. Procurement Strategic Objective

Procurement – Strategic Objective

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1 — DIGITISE BUSINESS SPEND

- Full digital experience allowing users & approvers to perform tasks faster and efficiently.
- Easy access to the platform across multiple devices

2 — EFFICIENT BUSINESS PROCESSES

- Well-organized business processes with reduced manual entry and processing.

3 — FREE CAPITAL FOR GROWTH

- Free spend for growth to invest in key/strategic business areas.

IMPROVE MANAGED SPEND

IMPROVE OPERATIONAL EFFICIENCY & EFFECTIVENESS
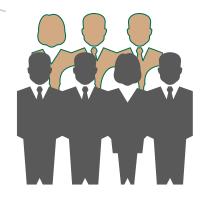
IMPROVE COMPLIANCE & REDUCE RISK

02. CSP Benefits

Benefits of the Coupa Supplier Portal

Receive and view purchase orders and set up delivery methods.

Create and manage customer-specific electronic catalogs.

View, create, edit, and submit invoices against purchase orders.

Manage your public and customer-specific company profiles and remit-to information.

Check the status of transactions with your customers.

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Coupa supplier network through the CSP

The Coupa Supplier Portal (CSP) is a free tool for suppliers to easily do business with customers who use Coupa. The CSP makes managing customers and transactions easy. Depending on the customer's specific Coupa configuration, content and settings can be managed on a customer-by-customer basis.

Purchase Order

Invoice

SUPPLIER

03. Coming changes

Coming changes

1. NEW TRANSACTING SYSTEM

New system, Coupa, to facilitate procurement

coupa

① **COUPA SUPPLIER PORTAL**

Supplier tool enabling control over:
- Incoming POs
- Invoices
- Credit notes
- Supplier information

② **SUPPLIER ACTIONABLE NOTIFICATION**

- Allow suppliers to act on POs directly from email notifications for POs created in Coupa.
- Gives options to acknowledge, create an invoice, add comments to POs without logging into the CSP.

2. ENHANCED PROCESS

TRANSACTIONAL	STRATEGIC

PURCHASE ORDERS
Receive and manage pre-approved POs on single platform.

INVOICES
Create and submit electronic invoices. View invoice status
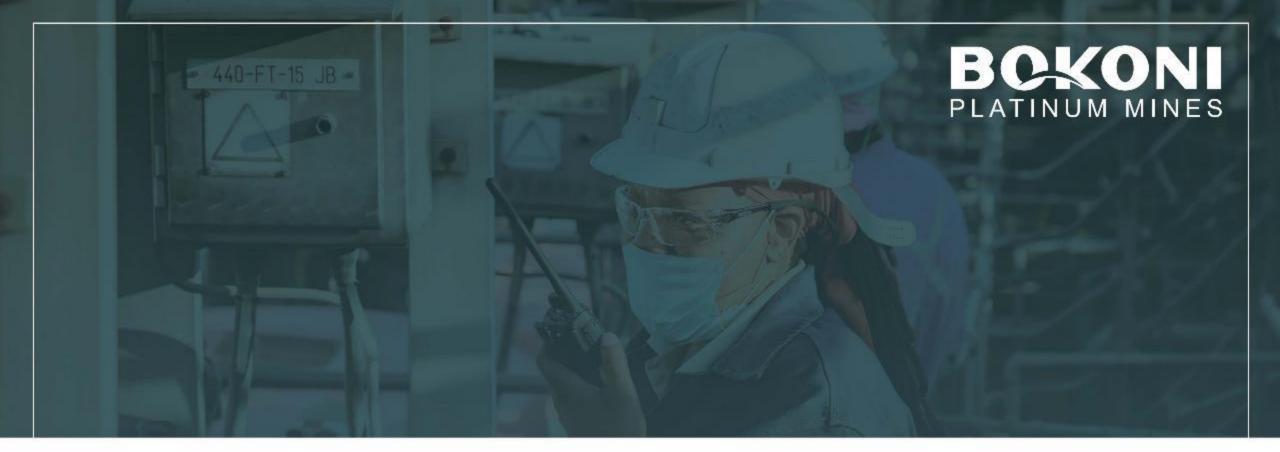
SOURCING
Receive and respond to RFQ/P and Spot bids digitally
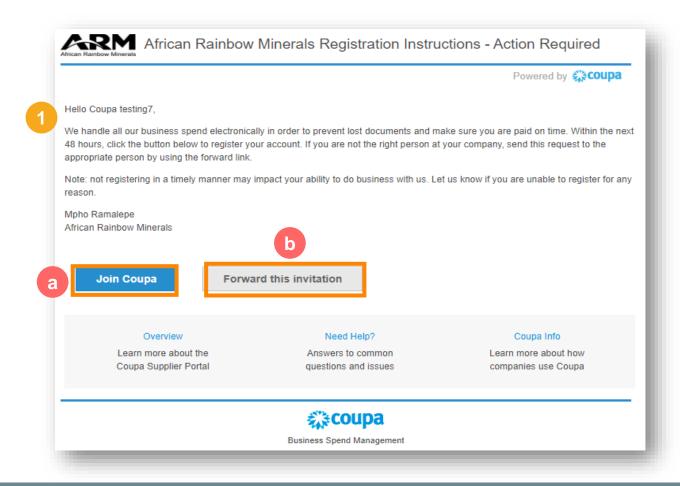
04. Coupa Supplier Portal registration & log in

Supplier portal login

In this section you will learn how to register and log in to the supplier portal

1 An invitation to register with Coupa will arrive in your inbox.

2 At the bottom of the email, you will find two options:

a Select the Join Coupa option to continue with the registration process.

b Select the forward this option to forward the invitation to another user of the company.

Create an account
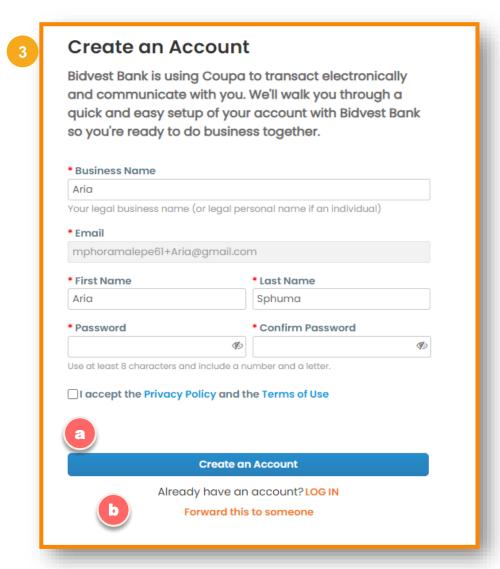
Getting started on the CSP

After clicking on the **Join and Respond** button, you will be taken to the **Create an Account** page for setting up a Password, confirming the Password and accepting the **Privacy Policy & Terms of Use**

3 You must fill in the requested information typing your email and adding a password.

a Confirm the terms of the platform and select **Get started** to register.

b The option to forward the invitation to another user of the company is available.

NOTE: The email field is already filled in, this field cannot be changed.

3 Create an Account

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

* Business Name

Aria

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

* Email

mphoramalepe61+Aria@gmail.com

* First Name   * Last Name

Aria   Sphuma

* 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**

a Create an Account

Already have an account? LOG IN

b Forward this to someone

Supplier registration

Coupa Supplier portal

Suppliers logging into CSP for the first time will be automatically prompted to update a series of details on the CSP profile: **Contact Information, Business information etc.**

Supplier registration
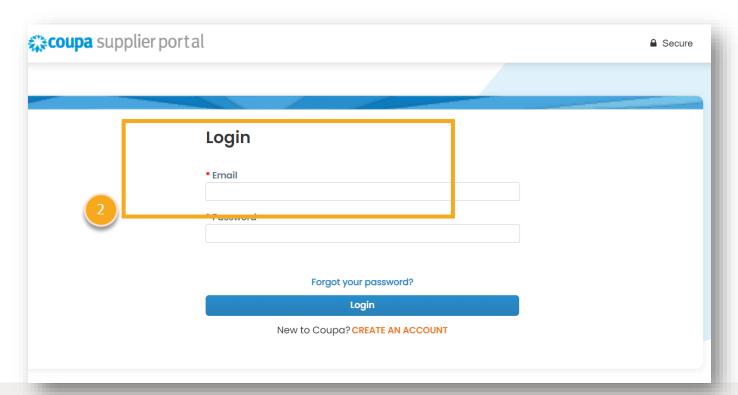
In this section you will learn how to log in to the portal once you have registered

1   Once you have registered in the platform, you must access the following page: https://supplier.coupahost.com/

2   Fill in the data with your email and password and click on login

Supplier registration

In this section you will learn how you will be connected to Bokoni Platinum Mines if you already have an existing CSP profile.

1 Suppliers with an existing Coupa profile are not asked to register again, they only need to '**Log in to Coupa**' to complete the link to **Bokoni Platinum Mines** .

ARM African Rainbow Minerals — You are connected to TEST - African Rainbow Minerals on Coupa

Powered by **Coupa**

Hello Kobbie Cleaning

Congratulations! The TEST - African Rainbow Minerals has added you as a supplier on the Coupa Supplier Portal.
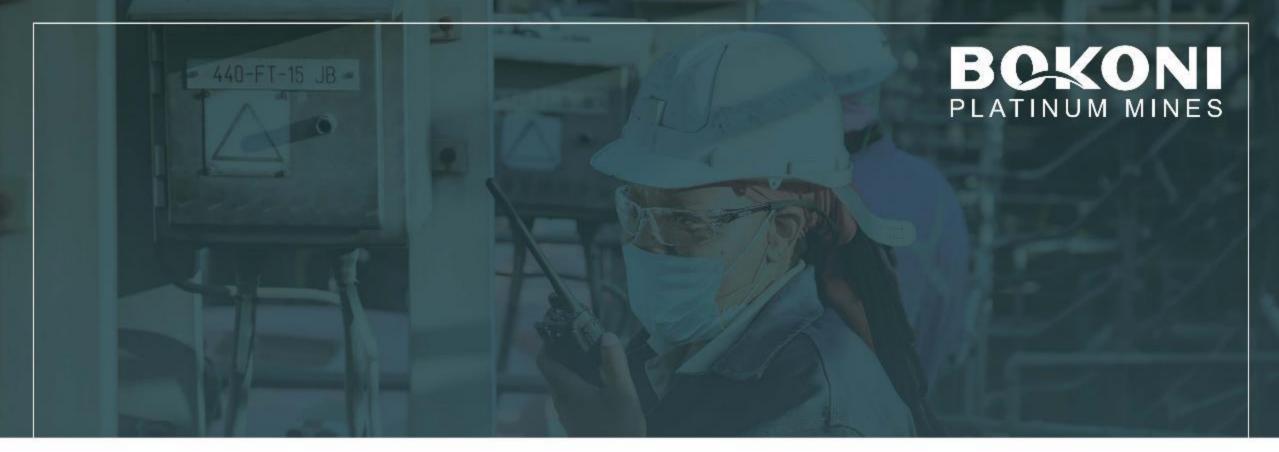
Once you log in, you can configure your PO transmission preferences, create an online catalogue, view purchase orders, create electronic invoices and more! To continue, log in below.

Welcome Ramalepe
TEST - African Rainbow Minerals

1

Log In

05. Coupa Supplier Portal admin & navigation
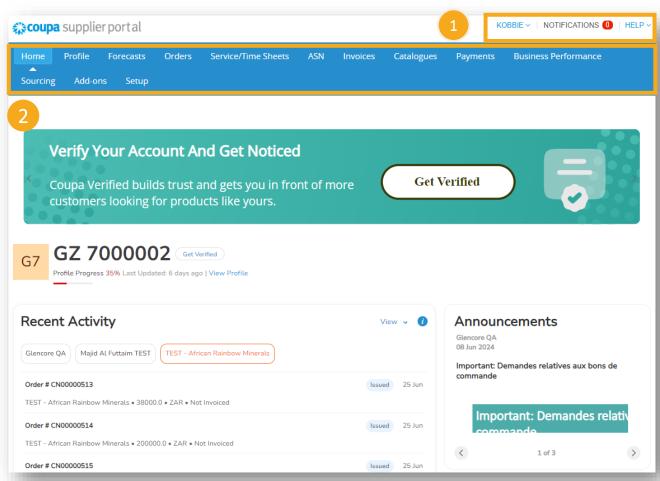
Navigation and use of the supplier portal

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

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

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

NOTE: If you interact with more than one customer in Coupa, you will find them in the recent activity section. To work with ARM Bokoni Platinum Mines , select the one that refers to Bokoni Platinum Mines ARM.
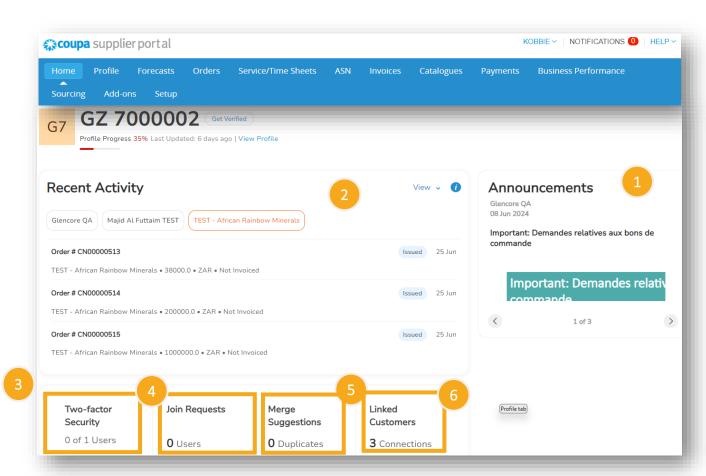
Home tab

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

1 Announcements section where Bokoni Platinum Mines will be informing about new developments.

2 Recent activity will be listed here

3 Two-factor security information will be displayed here

4 Join requests will be displayed here

5 Merge suggestions will be displayed here

6 If you interact with more than one customer on the platform, you can click here to view them.

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

Profile tab
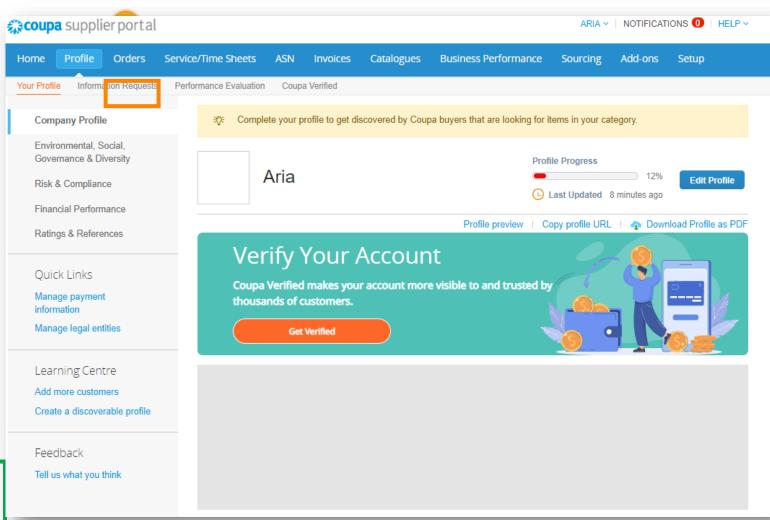
This section corresponds both to the general CSP company profile and where Bokoni Platinum Mines would like you to respond by updating your business profile on Coupa

1 CSP general Company Overview

NOTE: This section also covers the information on your profile as a company, information that can be visible to other customers

Profile tab
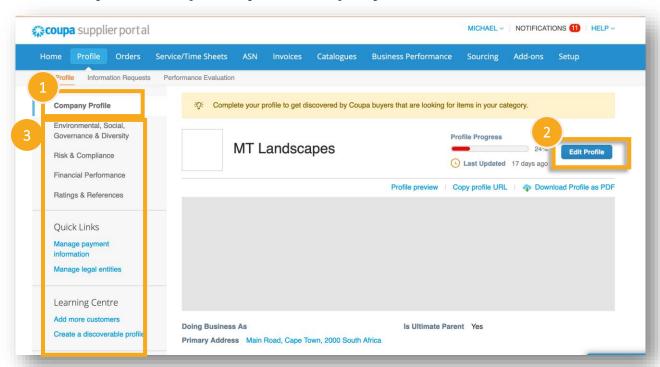
This section corresponds to the company profile where you can update your company's information

1 Company Profile

2 To complete and edit the information, select the edit profile option at the bottom right.

3 Additional information can be completed by clicking on the relevant sections

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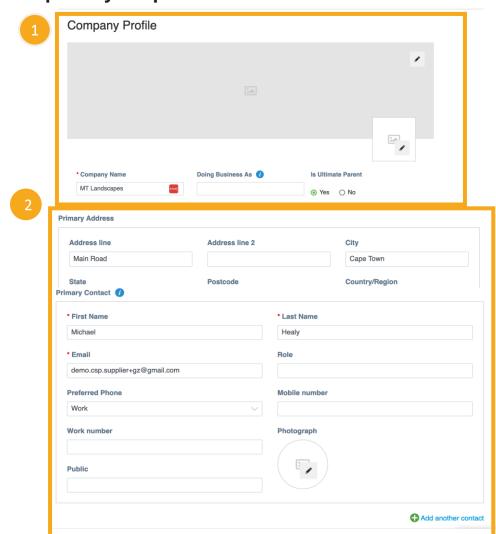
Profile tab

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

1 In the edit profile section, you will find general information about your company to complete.

2 In this section you will find company details such as address and contacts.

3 When done, click Save changes

NOTE: The fields marked with an asterisk are mandatory, the others are required to have an updated profile. The legal entity field is related to your company.
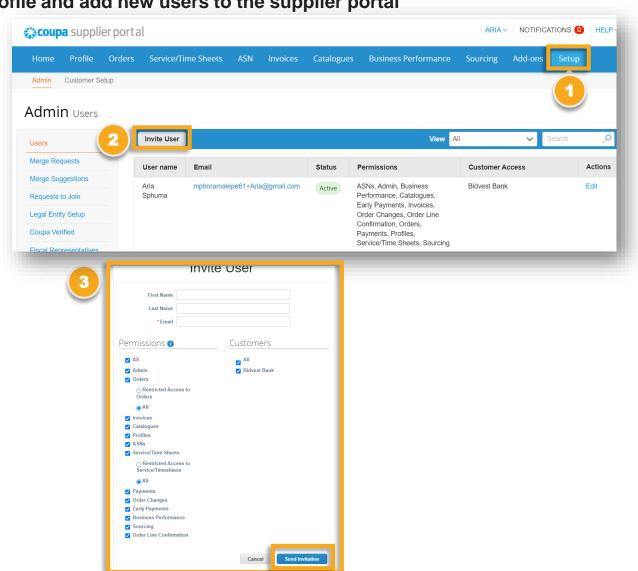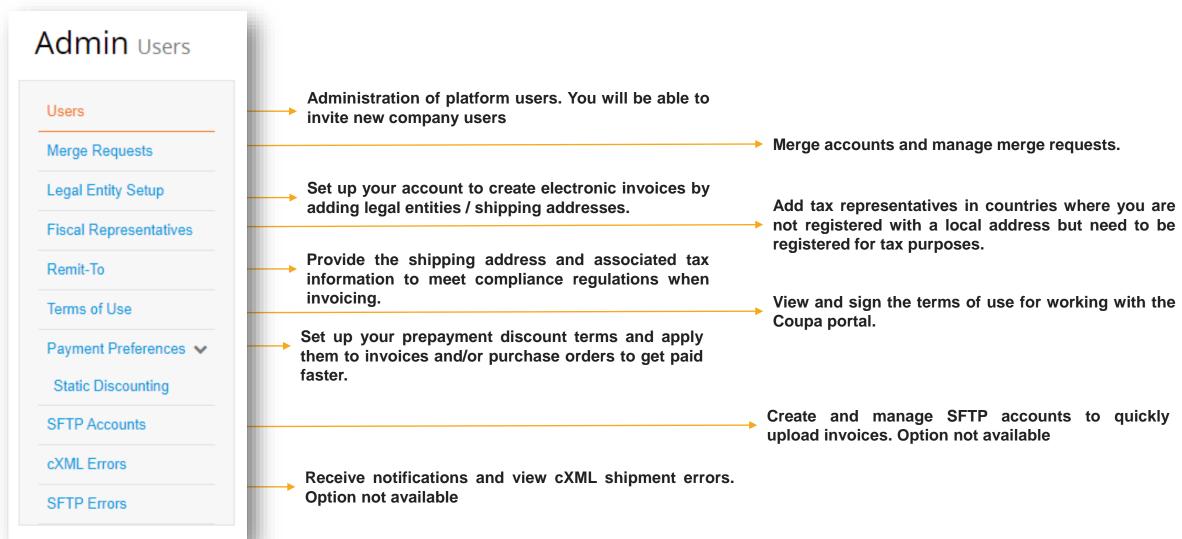
Administrator tab and notifications setting

In this section you will learn how to manage the account profile and add new users to the supplier portal

1 Go to the administrator tab on the right side of the portal.

2 Click on invite user

3 **Fill in the required data and select the permissions that will be enabled for the user you are adding.**

4 Click on send the invitation and the user will be notified

Administrator tab and notifications setting

Coupa contains many features in the portal that may not be enabled for your use. The following is a short description of the administrator tab

Admin Users

- Users
- Merge Requests
- Legal Entity Setup
- Fiscal Representatives
- Remit-To
- Terms of Use
- Payment Preferences ∨
  - Static Discounting
- SFTP Accounts
- cXML Errors
- SFTP Errors

Administration of platform users. You will be able to invite new company users

Merge accounts and manage merge requests.

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

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

Provide the shipping address and associated tax information to meet compliance regulations when invoicing.

View and sign the terms of use for working with the Coupa portal.

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

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

Receive notifications and view cXML shipment errors. Option not available

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06. Purchase orders & Invoices

Orders tab

This section corresponds to all the purchase orders you have received from Bokoni Platinum Mines

1 In the orders tab you will be able to see the history of purchase orders, the status, date and a short description.

2 Section to create invoices, credit notes, debit notes and delivery notices.

a The icon 🪙💰 refers to create an invoice or debit memo.

b The icon 💰 refers to create a credit note

3 To view the details of the order, click on the order number you wish to review.

Orders tab
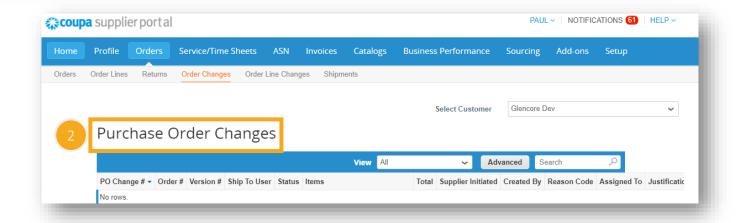
In this section you can review the additional options available in the orders tab

1 Order lines: in this section you will find the history of order lines associated to purchase orders. You will be able to export them to Excel to keep track of them.

2 Purchase order changes: in this section you will find the history of changes made to purchase orders.

NOTE: Suppliers will not be able to make changes on Purchase orders, this option will be disabled. However, changes made on Purchase orders will be visible to all parties.

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Configure PO Delivery

1 Purchase Order Lines

Export to ∨   View [All ∨]   [Search 🔍]

PO Number (Header)	Line	Order Status (Header)	Item	Total Item Quantity	Line Total
342337	1	Issued	2 Année / Year / Años (annum) of Service	2	20.00
342335	1	Issued	10 Heure / Hour / Horas of SIT - CO005	10	5.00
342334	1	Issued	3 Pièce / Each / Unidad of SIT - C002	3	18.00

coupa supplier portal   PAUL ∨ | NOTIFICATIONS **61** 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   Shipments

Select Customer   [Glencore Dev ∨]

2 Purchase Order Changes

View [All ∨] [Advanced] [Search 🔍]

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

Invoices tab

1 Entering the invoices tab you will be able to visualise everything related to this.

2 Functionalities to create invoices and credit notes.

3 General information of the invoices you have made, you will be able to see their status and some general information.

NOTE: The invoices displayed are the ones that have been created. To generate a new one, you must enter through the orders tab.

Home | Profile | Forecasts | Orders | Service/Time Sheets | ASN | **Invoices** | Catalogues | Payments | Business Performance

Sourcing | Add-ons | Setup

Invoices | Invoices Lines | Payment Receipts | Advanced

Select customer TEST - African Rainbow Minerals

Invoices

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

Create Invoices ℹ️

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

Export to ▾   View All   Search 🔍

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute reason	Actions
None	27/6/24	Draft	CN00000513	38,000.00 ZAR	No		✏️ ❌
5	27/6/24	Draft	CN00000513	21,850.00 ZAR	No		✏️ ❌
3	26/6/24	Draft	CN00000514	115,000.00 ZAR	No		✏️ ❌
1	25/6/24	Pending Approval	CN00000515	1,150,000.00 ZAR	No		

Creating an invoice from a purchase order

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

2 Go to the right-hand section and click on the icon 🪙

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

NOTE: Invoice can only be generated/ created once the goods/ services have been delivered and received.

Creating an invoice from a purchase order
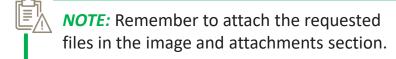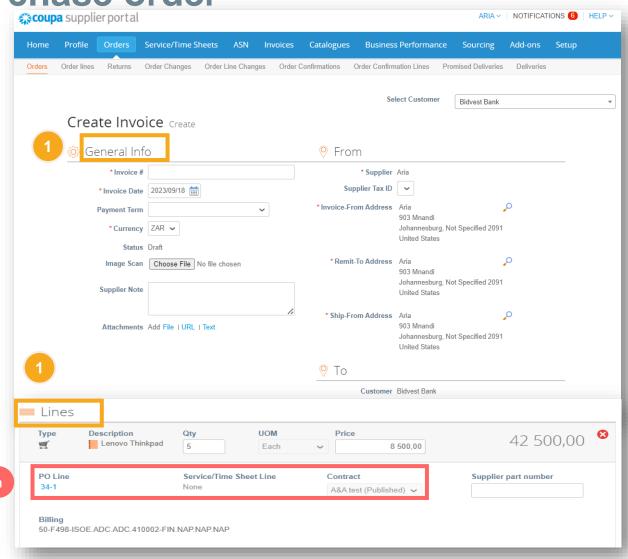
1 **Complete** the information in the general information section.

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 in
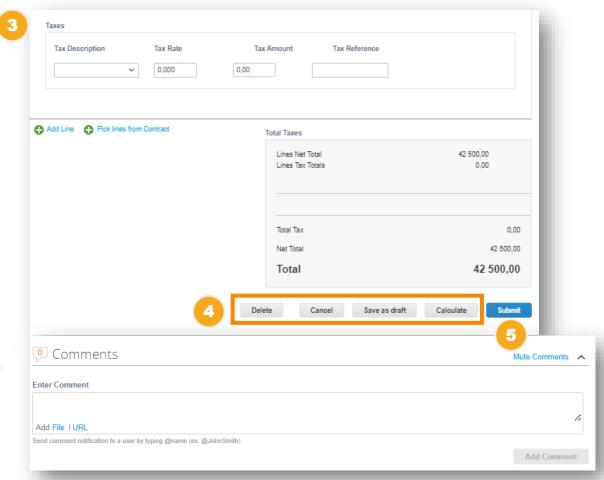
2 Section where you will find the lines or items associated to the invoice. Complete the information if necessary

a You have the option to create imposition at line or item level.

NOTE: Remember to attach the requested files in the image and attachments section.

Creating an invoice from a purchase order

3 Section where you can add the sales tax (VAT) associated to the invoice.

4 Options available for invoice management

a **Delete:** delete the invoice, you will have to do the whole management again.

b **Save as draft:** You will be able to save the invoice and continue editing it later.

c **Calculate:** The invoice is updated, and a final version can be viewed.

d **The invoice is sent to Bokoni Platinum Mines .**

5 **Click on submit. The invoice has been sent to Bokoni Platinum Mines .**

Creating an invoice from a purchase order
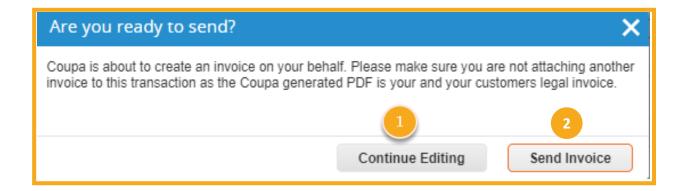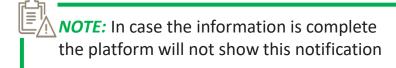
Notifications when sending an invoice

1 A notification box will appear each time you send an invoice, it refers to the confirmation of the information provided.

2 Click continue editing to return to the invoice and complete the missing information.

1

Are you ready to send?   ✕

Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.

1   **2**

Continue Editing   Send Invoice

NOTE: In case the information is complete the platform will not show this notification

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Creating an invoice
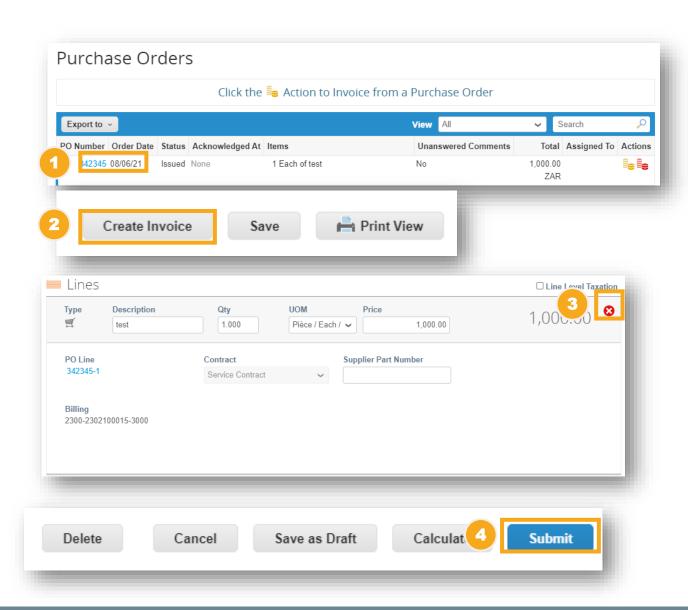
1 **Select the purchase order you want to create the invoice for**

2 Verify the purchase order data and click on 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 in the tax information and click on submit**

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

Purchase Orders

Click the 💰 Action to Invoice from a Purchase Order

Export to ▾   View All   Search 🔍

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
1 342345	08/06/21	Issued	None	1 Each of test	No	1,000.00 ZAR		💰💰

2 Create Invoice   Save   🖨 Print View

🟧 Lines   ☐ Line Level Taxation

Type	Description	Qty	UOM	Price	**3** ❌
🛒	test	1.000	Pièce / Each / ▾	1,000.00	1,000.00

PO Line   Contract   Supplier Part Number
342345-1   Service Contract ▾

Billing
2300-2302100015-3000

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

Creating an invoice

In this section you will see the status of the invoice once you have sent it to Bokoni Platinum Mines

1 In the invoices tab, you will find the status of the invoice. You will be able to track the status of the invoice. What statuses can you view?

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

b **Pending approval: The invoice is pending approval by Bokoni Platinum Mines .**

c **Draft: Refers to an invoice that is being managed but has not yet been sent.**

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

Electronic Invoicing

✓ Bokoni Platinum Mines preferred method of receiving invoices is digital submission as explained in this document. All suppliers should adopt this method as soon as possible.

✓ Once an invoice is submitted digitally, there is NO REQUIRMENT to send a copy by email to any address you may have. Please do not send invoices by email and deactivate any automated emails that may send invoices to Bokoni Platinum Mines.

✓ For ease of reviewing and revising invoices (if required) it is recommended that suppliers register to the Coupa Supplier Portal and manage their interactions with Bokoni Platinum Mines there. Please see CSP Support Document for further detail.

Invoice tab overview

Status	Description
Approved	The invoice has been accepted for payment by our AP department.
Disputed	Invoices with a disputed status are invoices with information that our AP department does not agree to, needs clarification on, or finds incorrect. To resolve the dispute, you need to review and correct the mistakes in the invoice and resubmit it.
Draft	A draft invoice has been created against a specific PO, but it has not been submitted to Bokoni Platinum Mines . These invoices can be edited and submitted at anytime.
Pending Approval	The invoice is currently under review by the AP department.
Voided	Something is wrong with the invoice. An invoice can be voided if it was issued in duplicate or has already been paid for through an earlier invoice.
Abandoned	The disputed invoice has been abandoned.

07. Sourcing Events

Invitation to bidding event or quotation
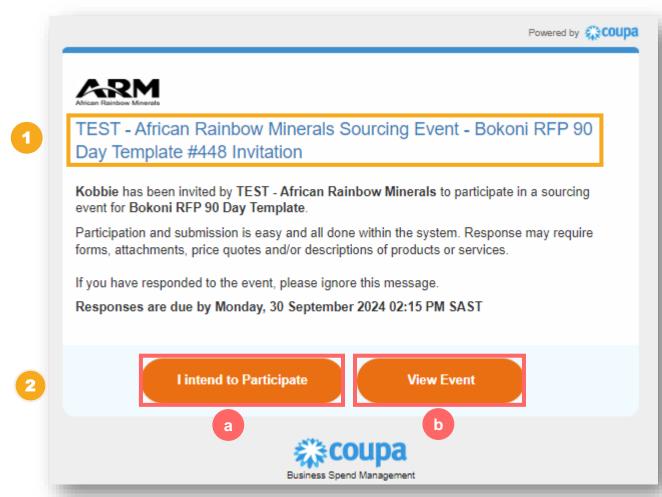
Throughout this section, you will learn how to respond to sourcing events

1 You will receive an invitation from Bokoni Platinum Mines to a tender or quotation notification in your e-mail inbox.

2 At the bottom of the email, you will find two options:

a Select "I intend to participate" if you do not yet wish to enter the event.

b Select "View Event" to see event details.

NOTE: The invitation will be sent to the sourcing contact Email address provided to Bokoni Platinum Mines for sourcing events. You will receive the invitation in this Email box.

NOTE: Sourcing events from Bokoni Platinum Mines will NOT be found in the Coupa Supplier Portal (CSP) but your mailbox.

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ARM
African Rainbow Minerals

1 TEST - African Rainbow Minerals Sourcing Event - Bokoni RFP 90 Day Template #448 Invitation

Kobbie has been invited by **TEST - African Rainbow Minerals** to participate in a sourcing event for **Bokoni RFP 90 Day Template**.

Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

Responses are due by Monday, 30 September 2024 02:15 PM SAST

2
I intend to Participate | View Event

a | **b**

coupa
Business Spend Management

Event information

1 In the event information and bidding bases section you will find basic information and event details.

2 If you intend to participate you should check the box in the Intent to Respond section.

3 In the terms and conditions section you will find the corresponding information. You must check the box to continue. Please note that Bokoni Platinum Mines is at liberty to refer to any kind of Terms and Conditions in relation to the Sourcing event.

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

Event Ends **88 : 22** days hrs

1 Event Info   My Response

Supplier has been invited by **TEST - African Rainbow Minerals** to participate in a sourcing event for **Bokoni RFP 90 Day Template**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

💬 Do you intend to participate in this event?

2 ☑ I intend to participate in this event
    Buyer will be notified of your intent to participate.

✎ Accept Terms and Conditions

Terms and Conditions   **Do you accept these Terms and Conditions?**
Bokoni_RFP_Terms_and_Conditions.pdf   ◉ Yes
                                             ○ No

                                                      Send to Event Owner

3 ⚙ Event Information & Bidding Rules   ⚙ Buyer Attachments

Event will end at the Event End Time.

Responses are sealed until event closes
Buyer may choose to award individual line items
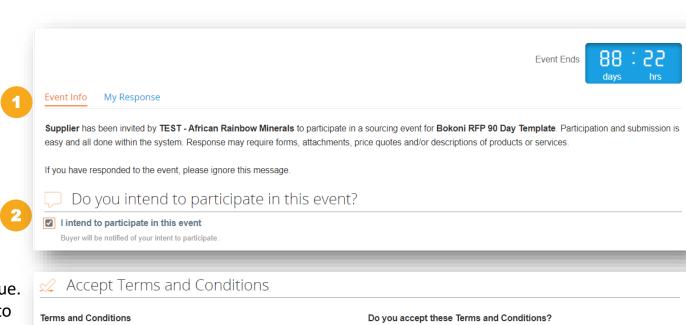
📅 Timeline

Event information

4 In the deadline section you will find the time of the event.

5 The message section is available to communicate with Bokoni Platinum Mines . It is the authorized channel.

6 To continue with the process and see the details of the event, select the option to enter the answer.

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

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Timeline

4

Event Start
Jul 3 — 2:22 pm Africa/Johannesburg
88d : 23h : 52min

Event End
Sep 30 — 2:15 pm Africa/Johannesburg
[No Title] 00:00

6 Enter Response

Instant Messages 0

Search

There is no result for your search.

5

Dear buyer

Having Technical Issues? Contact sourcing.support@coupa.com

Send Message

Response to the event

Attachments section
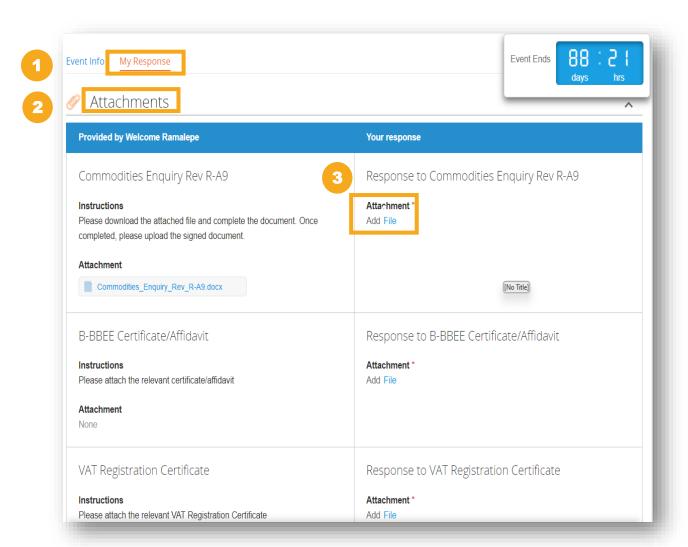
1 The orange colour in the My Response tab refers to the body of work required by the supplier.

2 In the attachments section you will find the files sent by Bokoni Platinum Mines which you must action:
- Provide a response
- Just read (For you information)

3 In the section your response is where you can attach the corresponding files.
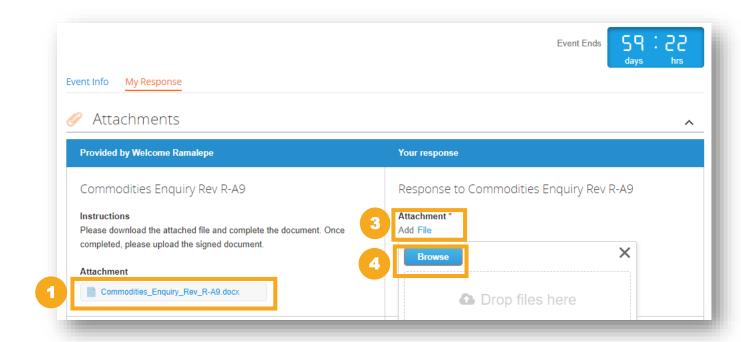
NOTE: Attachments can be multiple, some of them are mandatory and others are optional

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Event Info | **My Response**

Event Ends **88 : 21** days hrs

1

📎 **Attachments**

2

Provided by Welcome Ramalepe	**Your response**
Commodities Enquiry Rev R-A9	Response to Commodities Enquiry Rev R-A9
Instructions Please download the attached file and complete the document. Once completed, please upload the signed document.	**Attachment** * Add File
Attachment 📄 Commodities_Enquiry_Rev_R-A9.docx	[No Title]
B-BBEE Certificate/Affidavit	Response to B-BBEE Certificate/Affidavit
Instructions Please attach the relevant certificate/affidavit	**Attachment** * Add File
Attachment None	
VAT Registration Certificate	Response to VAT Registration Certificate
Instructions Please attach the relevant VAT Registration Certificate	**Attachment** * Add File

3

Response to the event

Attachments section

1 In the information section provided by the buyer, select the attached files to download them.

2 You will need to complete the requirements and save them to your computer.

3 To upload your files in the section of your response, select add files.

4 **Attach the files that are part of the response. Verify that they are uploaded correctly**

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Event Ends
59 : 22
days   hrs

Event Info   My Response

🖉 Attachments   ⌃

Provided by Welcome Ramalepe	Your response
Commodities Enquiry Rev R-A9	Response to Commodities Enquiry Rev R-A9
Instructions Please download the attached file and complete the document. Once completed, please upload the signed document.	**3** Attachment * Add File
	4 Browse ✕
Attachment **1** 📄 Commodities_Enquiry_Rev_R-A9.docx	☁ Drop files here

---

📋⚠ **NOTE:** It is recommended to save the file with the same name it was sent under.

Response to the event

Forms section

1 In the Forms section you will find various questions associated with the event which you will be required populate and answer.

2 Upon completing the answers in this section click 'Save' and continue.

📄 Forms   ⌃

1. BokoniRFIQuestionaire_v1   ⌃

Please answer the questions below.

PRE-QUALIFYING QUESTIONAIRE

Dear Sir/Madam,

We will be issuing a tender for the **items on this event** and would like to establish whether your company has the ability to participate in the tender process. Kindly complete the below pre-qualifying questionnaire and return same via Coupa platform before the end of the event.

This document serves as a prequalification questionnaire to be completed by all interested suppliers.

If not completed the respective Supplier will not be considered to proceed with the relevant tender process.

* Company Name [   ]

Vendor name [   ]

* Physical adress [   ]

(Change , Clear)

* 10. Please provide us with your comprehensive company profile: Certificate.pdf

(Change , Clear)

If you are unable to meet the above requirements you will **not** be considered to participate in the tender process.

Kindly provide us with your response by **the end of the event** failing which it will be assumed that you are not able to participate in the tender process and you will therefore not be invited.

2 [Save]
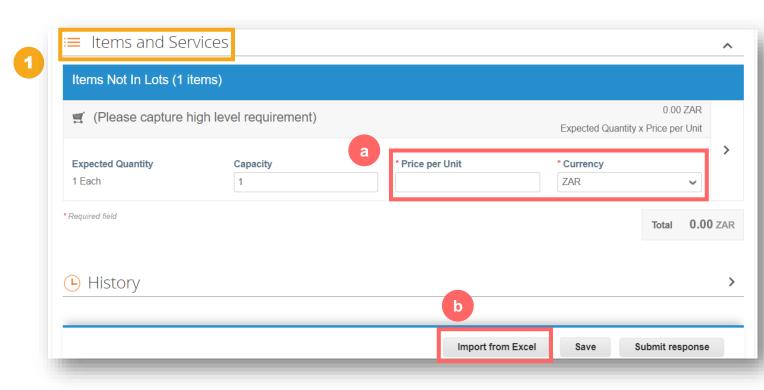
Response to the event

Items and Services section

1 In the items and services section, you will find the fields to add prices, descriptions and related information.

2
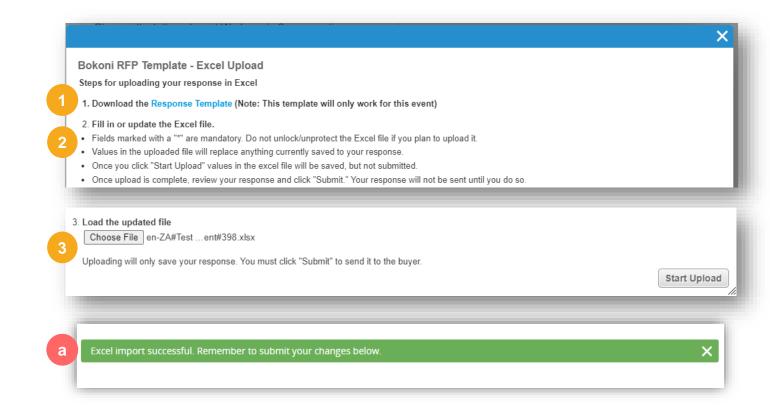
a You can fill in directly on the platform

b You can use the 'import from Excel' option to populate it and upload it back.

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1 Items and Services

1

Items Not In Lots (1 items)

🛒 (Please capture high level requirement)

0.00 ZAR
Expected Quantity x Price per Unit

a

Expected Quantity	Capacity	* Price per Unit	* Currency
1 Each	1		ZAR

Required field

Total **0.00** ZAR

🕐 History

b

Import from Excel | Save | Submit response

Response to the event

Items and Services section

1   Download the response template.

2   Fill in and update the Excel file.

3   Choose the updated file and 'Start Upload'

a   Once complete a notification will confirm that the export is successful.

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Bokoni RFP Template - Excel Upload
Steps for uploading your response in Excel

1   1. Download the **Response Template** (Note: This template will only work for this event)

2   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.

3   3. Load the updated file
    [Choose File] en-ZA#Test ...ent#398.xlsx

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

[Start Upload]

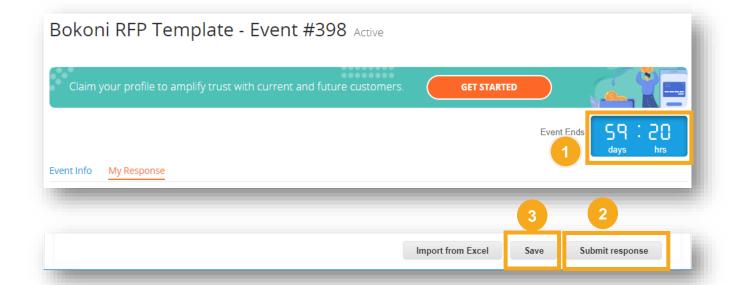**a**   Excel import successful. Remember to submit your changes below. ✕

Submit bid to quotation

This section will explain how to send your response

1 You must be clear that once the time limit expires you will not be able to send any more response.

2 To send your response, at the bottom you will find a button named 'Submit response'. Click 'Submit response'.

3 If you do not want to submit your response you can click 'Save' to save your response as a draft.

Bokoni RFP Template - Event #398 Active

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

GET STARTED

Event Ends

1 59 : 20
days   hrs

Event Info   My Response

3   **2**

Import from Excel   Save   Submit response

Notification of results

1 An email from Bokoni Platinum Mines will be sent to you with the respective notification. This email will be sent by the buyer.

NOTE: If you have any questions or comments, you should contact the buyer indicated in the event.

08. Support

Glossary

- **CSP:** Coupa Supplier Portal means suppliers will be able to make inquiries and upload information related to their invoices. The CSP also allows monitoring the invoice payment status, including payment problems. In addition, all related notifications will be sent to the registered email account.

- **Change request**: Make change requests on a purchase order, it can be for example price or quantity.

- **Credit note**: Document through which you can cancel invoices previously made.

- **Invoice:** Through Coupa you will have the possibility to generate an invoice against a purchase order (PO) and be able to follow it up.

- **Sourcing Event:** RFx Events consist of Request for Information, Request for Quotation, and Request for Proposal defined by one buyer and many sellers.
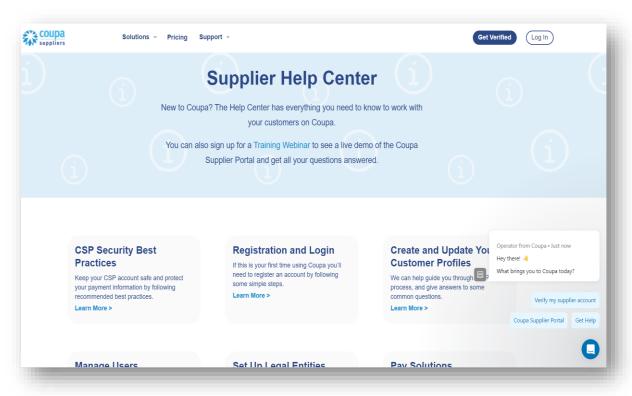
Support

Supplier tools and information

Support email for questions and support to suppliers
Myprofile@bokoniplatinum.co.za

Online Coupa help
guides
https://supplier.coupa.com/help/

Thank you!