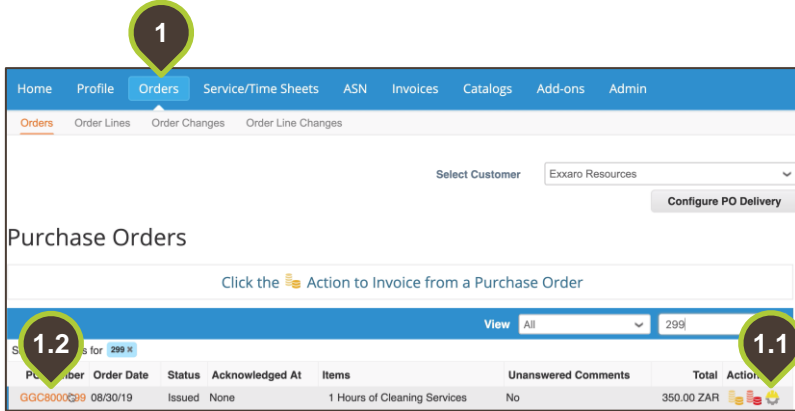


Creating and submitting service/time Sheets on the Coupa Supplier Portal

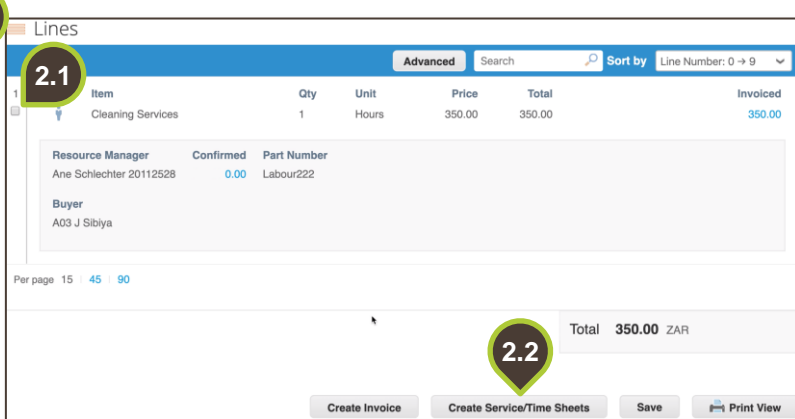
Use this quick reference guide to create and submit a service/time sheet on the Coupa Supplier Portal (CSP) after providing a service as requested by Exxaro. Goods receipts will be created by Exxaro's receiving department.



1. Find the relevant purchase order

Once logged into the Coupa Supplier Portal, on the primary menu bar, click on the **Orders** tab. You can either:

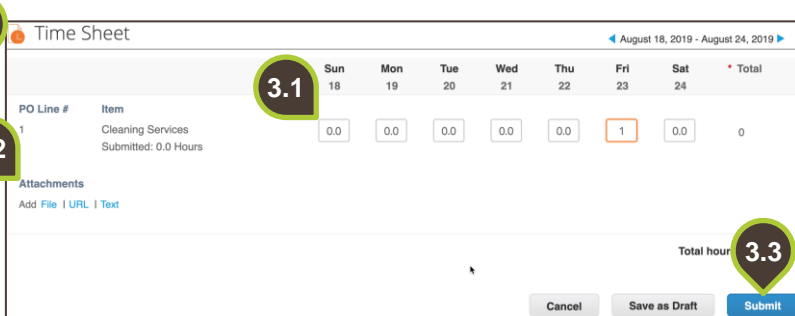
- 1.1. Click on the yellow hat action button or
- 1.2. Click on the service purchase order number to view the details of the order.



2. Select line item(s)

On the **Lines** view,

- 2.1. Select the line item you would like to create a service/time sheet for.
- 2.2. Click on the **Create Service/Time Sheets** button.



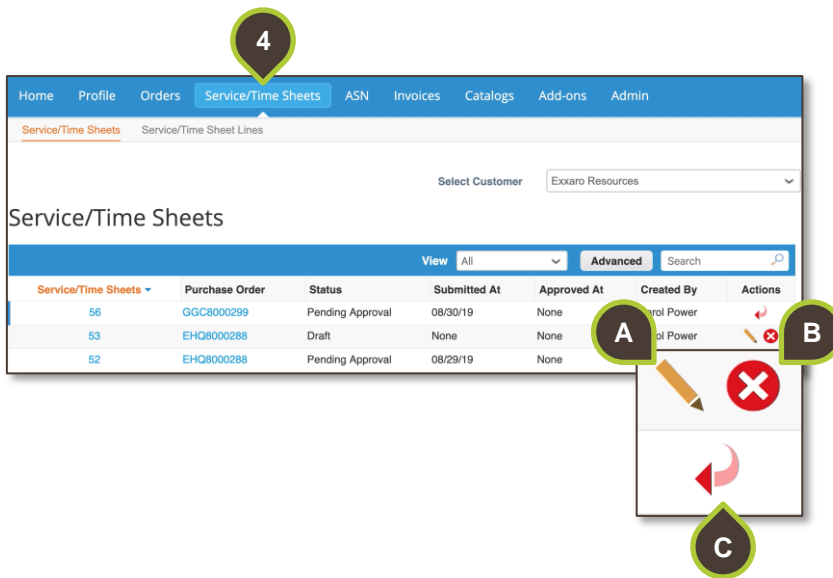
3. Populate the Service/Time Sheet

- 3.1. In the fields provided, enter the number of hours worked per day.

Note: Verify that the hours are correct.

- 3.2. To add attachments to your timesheet, scroll to the bottom of the sheet. Under **Attachments**, select one of the hyperlinks and upload a file or paste the URL.

- 3.3. Click **Submit**.



4. Service/time sheet management

To manage service/time sheets go to the **Service/Time Sheets** tab.

You can edit, delete or withdraw, a service/time sheet. Click on the relevant action button:

- A. Pencil to edit.
- B. Red cross to delete.
- C. Arrow to withdraw.

Time sheets in **draft** status can be edited or deleted.

You can withdraw service/time sheets only in **pending approval status**.

For additional support contact 0872 839 704, or email vendor.services@exxaro.com for assistance