Teck Supplier System User Guide

Platform Instructions

User Guide

Version: May 22, 2024

1 Overview

1.1 Description

The platform instructions provide Suppliers with a step-by-step guide to enable Suppliers to perform actions in the Teck Supplier System (TSS).

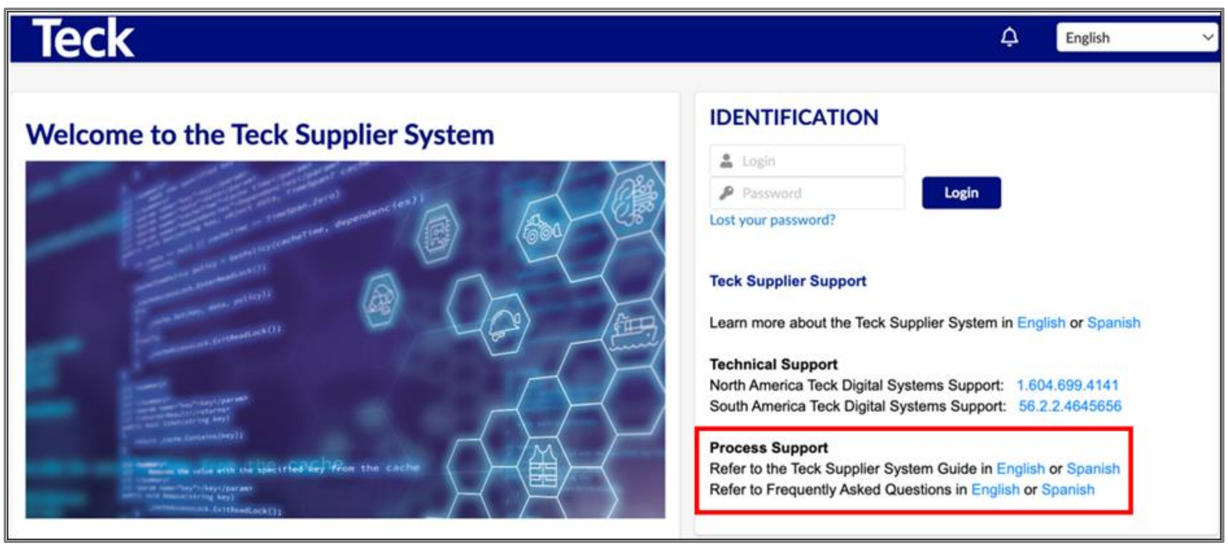
1.2 Personal Information

Teck will only collect and process such personal information where we have a legal basis for doing so and for business-related purposes, including negotiating, completing and performing contracts, conducting clearance procedures, managing accounts and records, communicating with Suppliers and third-party contacts, supporting corporate social responsibility activities and complying with our legal and regulatory obligations.

For more information on how Teck will collect, use and manage personal information, please see the Teck Privacy Policy.

2 Logging onto the Teck Supplier System (TSS)

1. Navigate to: https://teck-supplier.ivalua.app/page.aspx/en/usr/login.
2. Save the log in page as a favourite for future reference.
3. Enter your log in details.



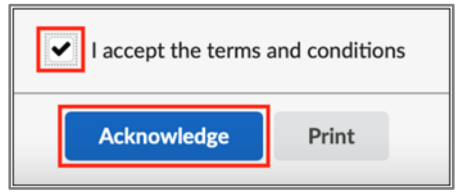
4. Click the **Lost your password?** link to re-set your password.

*The link to download the Teck Supplier User Guide in either English or Spanish can be found in the **Process Support** section below the login and password.*

If logging into TSS for the first time, a prompt displays requiring acceptance of Teck Resources Limited Terms and Conditions of Access and Use of the Portal.

This is a onetime only step unless Teck terms are amended, in which case the form must be accepted again.

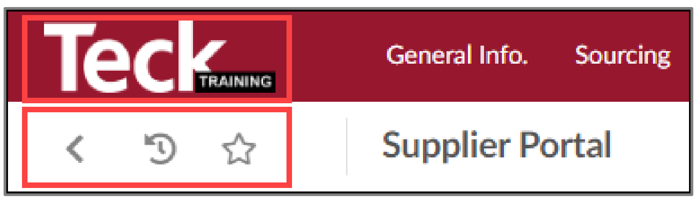
a) *Click **I accept the terms and conditions** checkbox*
b) *Click the **Acknowledge** button.*



3 Navigation

The Supplier Portal Home Page displays when you are logged in.

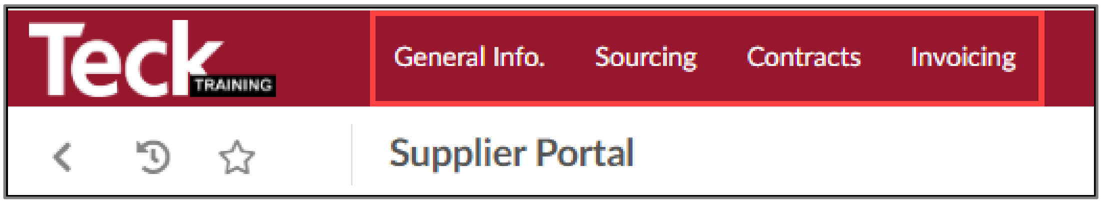
The Home Page displays a snapshot of activities and actions assigned to your company:



- *At any time, to return to the Home Page, click the **Teck logo** in the top left corner.*
- *To go back one page, click the **back** icon below the Teck logo.*
- *To view the last 12 pages visited:*
  a) *Click the **clock** icon below the Teck logo.*
     A dropdown list displays.
  b) *Click any page in the list to quickly navigate back.*
- *To setup favorites within any menu:*
  a) *Click the **star** icon below the Teck logo.*
  b) *Name the page (default is number).*
  c) *Click **Add page**.*
     - *When you add a search page as a favorite, all of the selected search filters are saved with the favorite.*

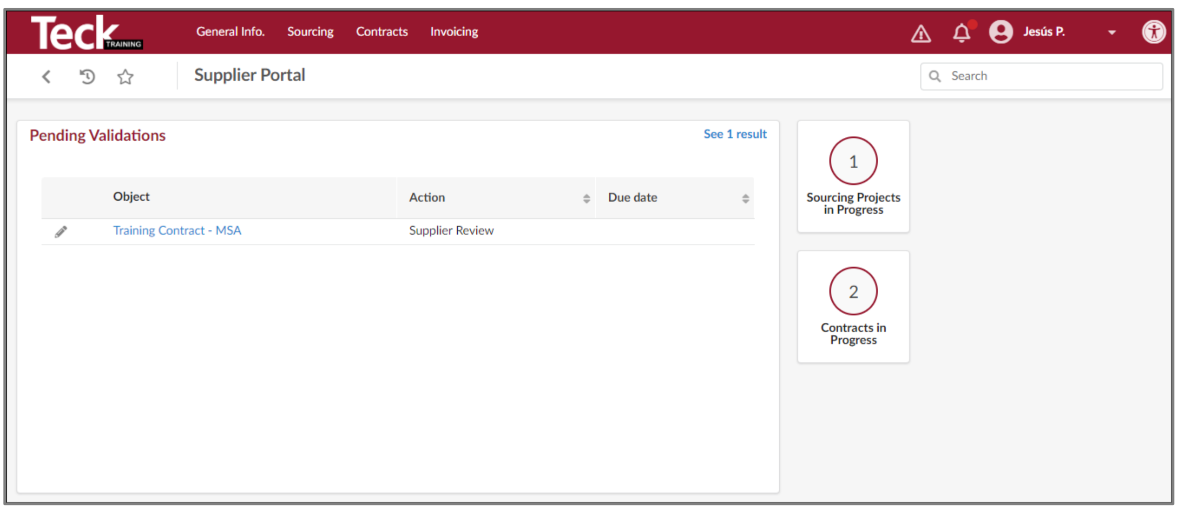
  d) *Click the **star** icon to recall the saved favorite.*

4 Menus



Menu Name	Description
General Info.	**Contains general company information such as the company address and payment address, some purchasing information and contacts.**
Sourcing	**Includes all open and completed sourcing events in the TSS.**
Contracts	**Includes all agreements managed in the TSS.**
Invoicing	**Includes all invoicing (South American Suppliers only), including Estado de Pago's (EdP's) in the TSS.**

5 Home Page

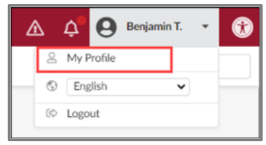


Widget Name	Description
Pending Validations	Displays open approvals or tasks to be completed for RFx's, Contracts and Invoices.
Sourcing Projects in Progress	Displays active sourcing projects only. Sourcing projects can include Request for Information (RFI), Request for Quote (RFQ) and Request for Proposal (RFP).
Contracts in Progress	Displays active and executed contracts.

6 My Profile

All Supplier users should review and update preferences under My Profile.

1. Click your username in the top right corner.
2. Click **My Profile** to access your profile.



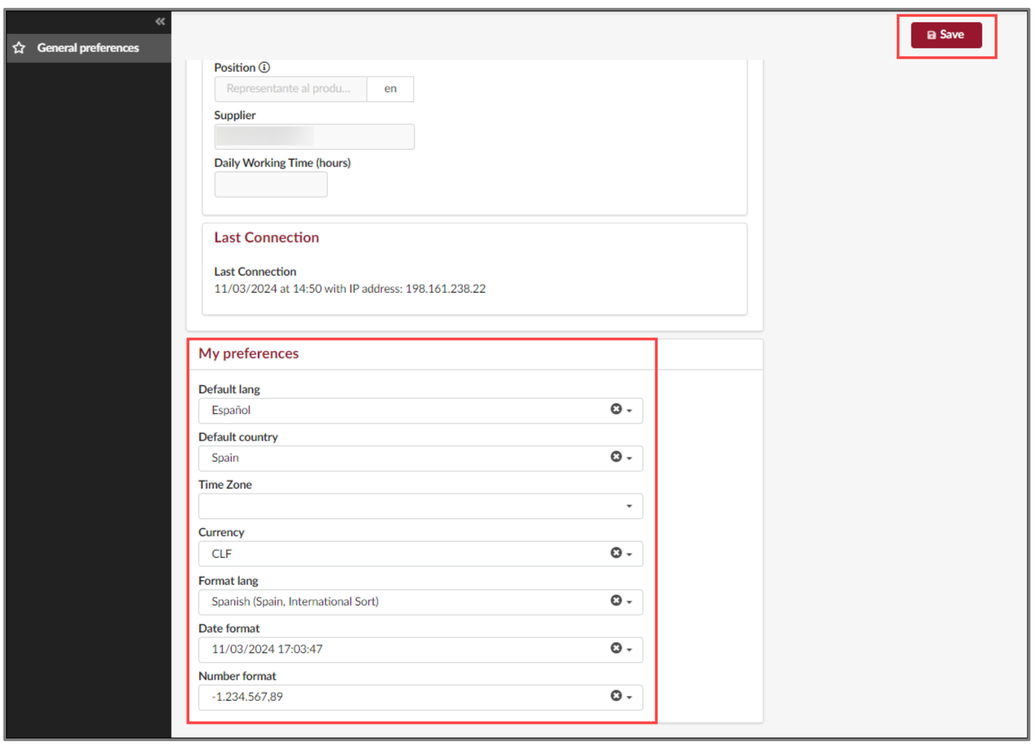
The My preferences section contains default settings for language, country, time zone and currency.

3. Make any required changes.

Dates and times shown in the system are displayed in the user's time zone based on these preferences.

The currency assigned in your user profile will be the default currency in invoices when invoices are submitted.

4. Click the **Save** button at the top of the screen.

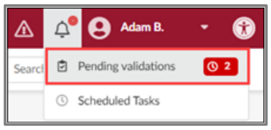


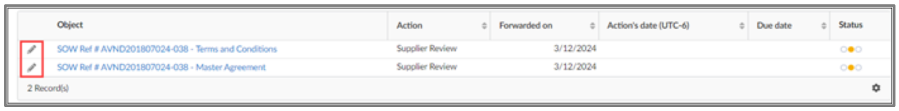
7 Pending Validations

Within the notification bell icon, a list of procurement activities that require your attention can be found in Pending validations.

These are the same notifications displayed on your Home Page dashboard and provides an alternate way to list all objects that require your action.

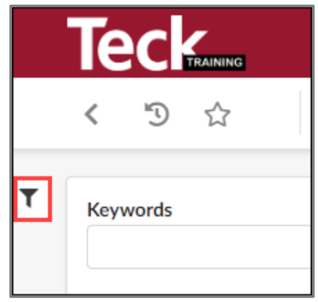
1. Click the **pencil** icon next to each object to open and action the pending request.



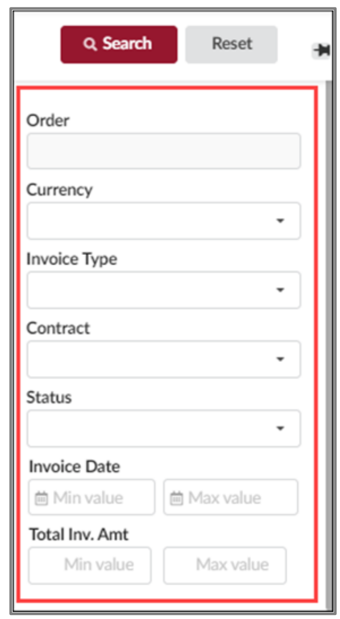


8 Advanced Search Filter (EDP Suppliers only)

The Advanced search filter is in the **Invoicing** tab (funnel icon on the left side).



The advanced search allows for a search to be conducted with more streamlined fields like contract number, EdP Status, invoice type, or currency.



9 General Info.

The General Info. Menu displays the Suppliers company information.

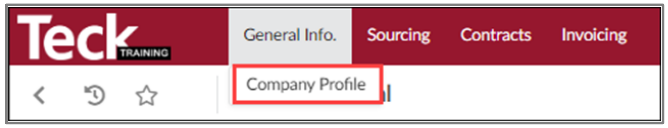
The responsibility of maintaining accurate and current information rests with the Supplier.

It is important that Suppliers regularly review this area and engage your Teck Supply Chain contact if any information requires updating, as most fields in company profile are read only, except for adding contacts.

9.1 Company Profile

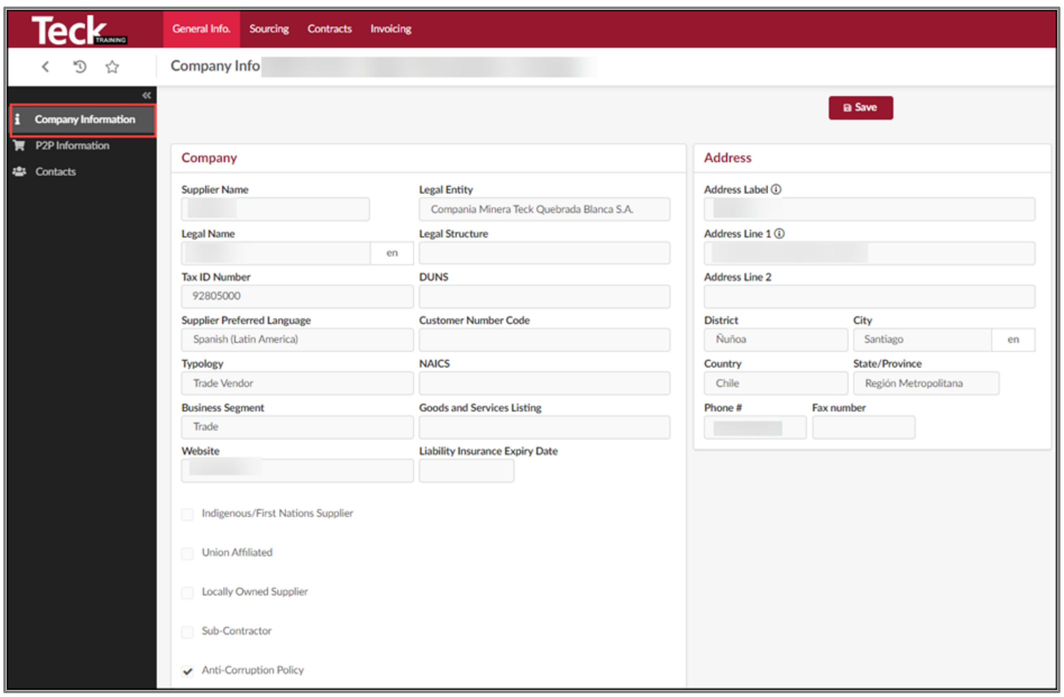
Suppliers can view their information from the landing page.

Navigate to: **General Info** > **Company Profile**.



9.1.1 COMPANY INFORMATION

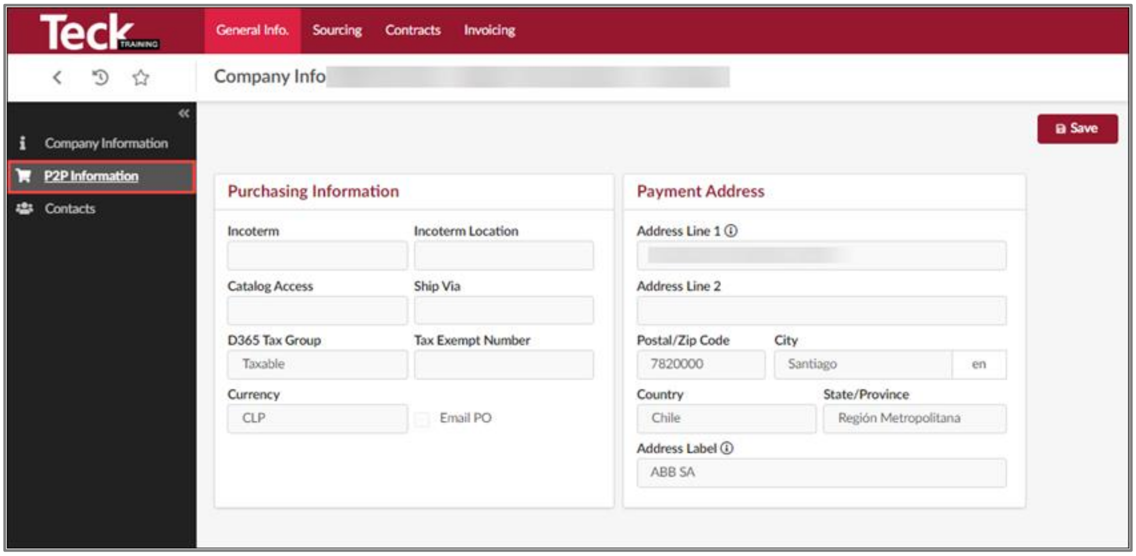
1. Click the **Company Information** tab along the left side of the screen.
2. Review all information in the Company and Address areas.



9.1.2 P2P INFORMATION

The P2P Information tab can contain some purchasing and payment information that apply to the Supplier, such as shipment terms, tax information, currency, and a payment address that can be different from the one specified in the Company Information tab.

Information here is read-only and can only be updated by your Teck Supply Chain contact.



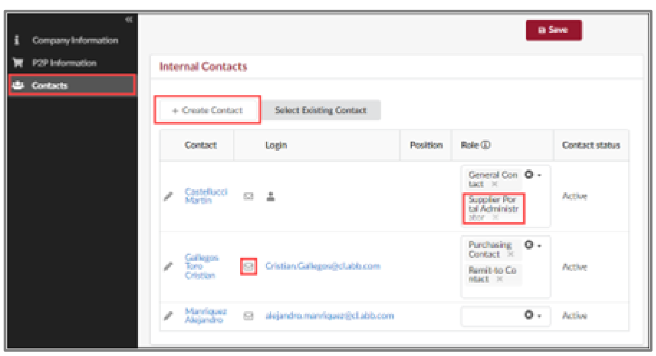
9.1.3 CONTACTS

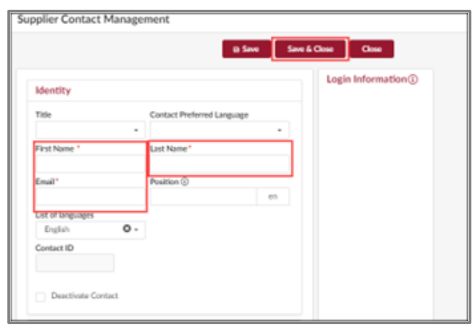
The Contacts tab contains the Suppliers internal contacts that are involved in sourcing or contracting with Teck, as well as the Teck Supply Chain client contact.

Any of the listed internal contacts with access to the Teck portal can add additional contacts that will be involved in sourcing or contracting with Teck.

1. Click **Create Contact** to add a new internal contact.
2. Fill the mandatory fields of first and last name, and email address.
3. Click the **Save & Close** button.
4. Assign the appropriate **Role**(s) to the new user.

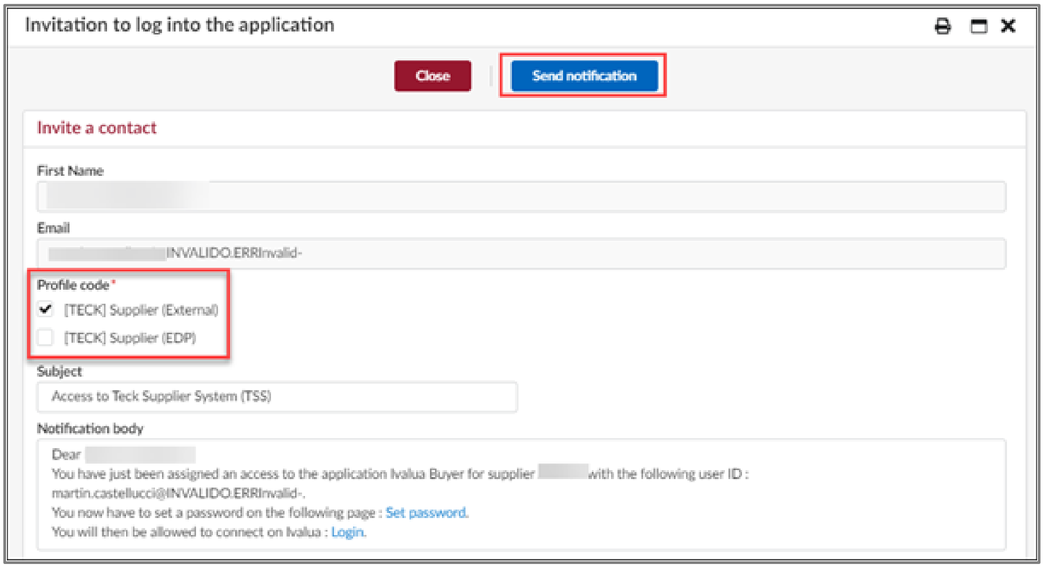
*Ensure the role of **Supplier Portal Administrator** is assigned to one of the listed internal contacts.*





- If the new contact requires access to the Teck portal to respond to Bids or manage invoices:
  a) Click the **envelope** icon beside the name to send the new contact login information.
     An invitation window opens.

b) Choose the correct profile code for the additional user.
c) Click the **Send notification** button.



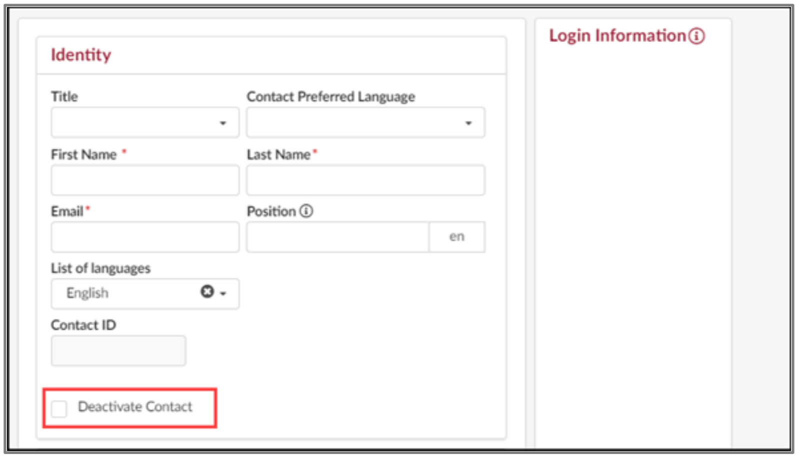
- *All other non-South American Suppliers must select the **(Teck) Supplier (External)** profile code.*
- *All Suppliers who will be submitting Estado de Pagos (EDP) via the portal must select the **[Teck] Supplier (EDP)** profile code.*

The internal contacts email address become visible next to the envelope icon when it is sent.

Any contact not sent a login invitation email displays the login field next to the envelope icon as blank.

To remove an internal contact who is no longer with your organisation, added in error or duplicated:

*a) Click the **pencil** icon next to the contacts name.*
A new window opens.
*b) Check the **Deactivate Contact** checkbox at the bottom of the Identity fields.*
*c) Click **Save & Close** at the top of the screen.*
This removes the contact from the internal contact list when the page is refreshed.



10 Sourcing

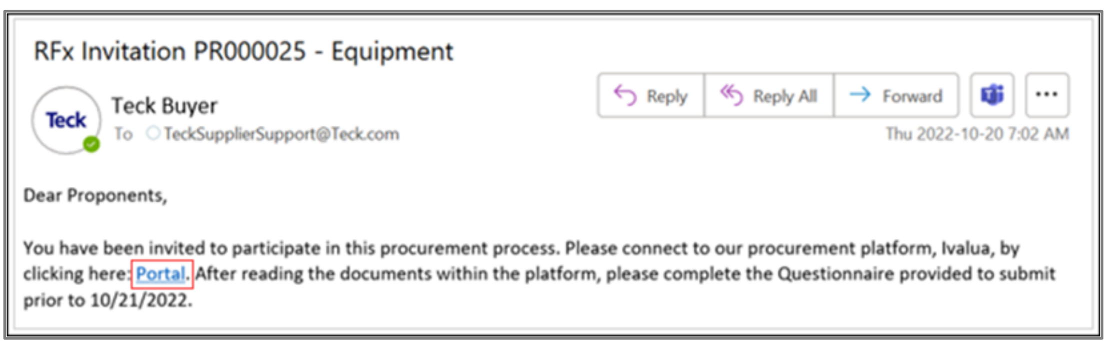
Teck will issue RFIs (Request for Information), RFQs (Request for Quotations) and/or RFPs (Request for Proposals) collectively known as RFx through the Sourcing module.

As a Supplier with access to the Teck Supplier Portal, you are able to view RFxs, and acknowledge and submit proposals.

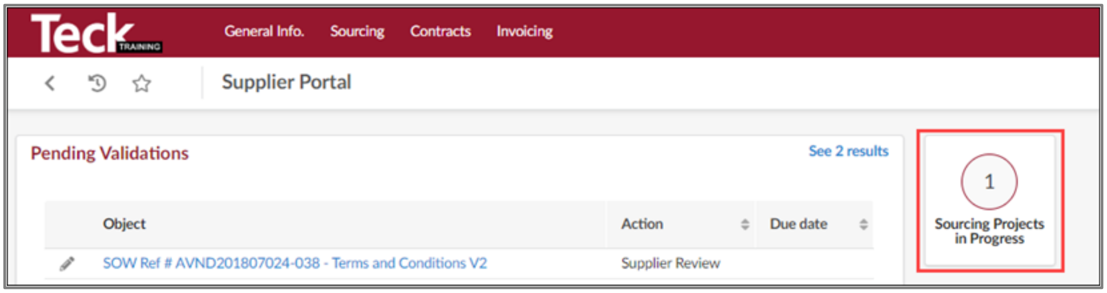
Supplier contacts will also be able to send messages to the appropriate Teck Supply Chain contact to request clarifications through an electronic discussion forum.

When invited by Teck to participate in a sourcing event, the sourcing project can be accessed in three ways:

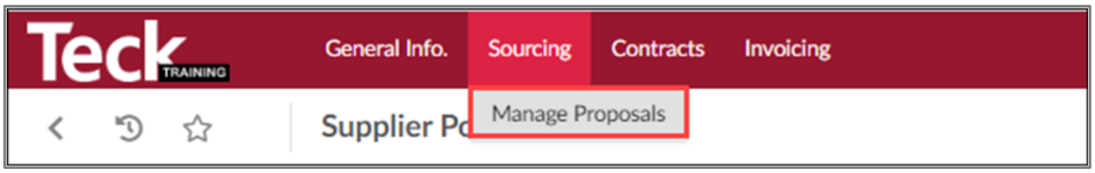
- From the email notification received: Click the **Portal link**.

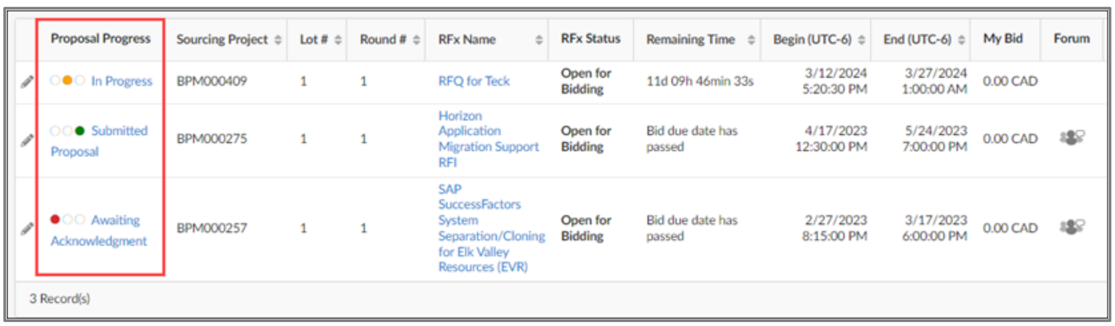


- From the Home Page of your Supplier portal: Click the **Sourcing Projects in Progress** widget.



- From the Sourcing tab: Click **Manage Proposals**.
  This lists all new proposals awaiting acknowledgement, in progress, or already submitted proposals.



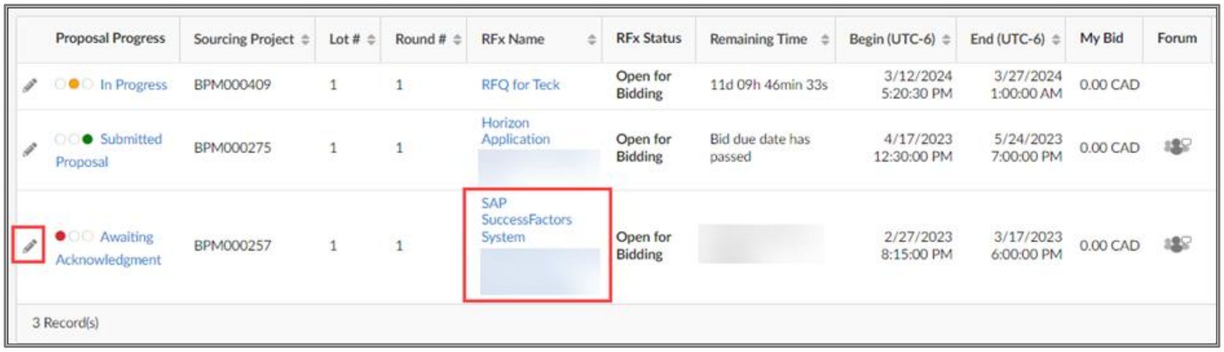


- *A **Proposal Progress** status of Awaiting Acknowledgment means the Supplier has not selected the appropriate option for whether they are participating in the Bid or Not.*
- *An **In Progress** status means you have acknowledged and are in the process of completing the bid.*
- *A **Submitted** proposal status means the bid has been submitted.*
- *A **Closed** status means the bidding period has elapsed.*

10.1 Review and Respond to an RFx

10.1.1 OPEN AN RFX

Click the **pencil** icon or **RFx name** to open the RFx.
A new RFx typically has a proposal status of Awaiting Acknowledgement.



10.1.2 OVERVIEW OF THE RFX (OVERVIEW)

A Proposal window displays various tabs to the left of the Proposal screen.

While navigating through the various tabs, users are encouraged to click the Save button before moving on to the next tab. If the Save button is not clicked prior to switching to another tab, any updates made may be lost.

The Supplier proposal may include pricing grid information for quantitative quotes of goods and services (Items tab) and a questionnaire, which may be a single questionnaire or split into a Financial and/or Technical questionnaire.

The Items quotation and questionnaire information can be downloaded to be viewed offline:

Click the **Download all contents of this RFx** button at the top of the screen.

If you choose to cancel your proposal after submission:

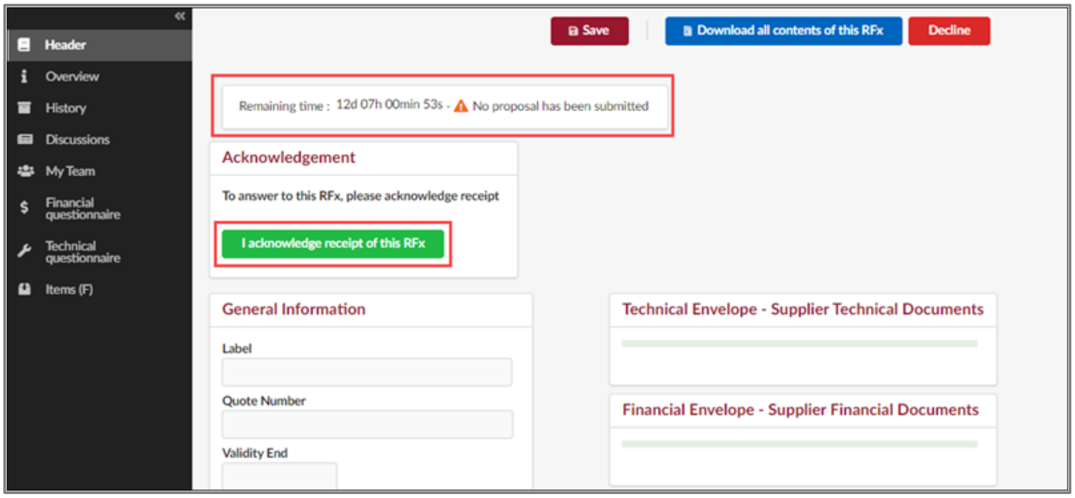
a) *Click the **Decline** button at the top of the proposal response screen.*
b) *Confirm the cancellation.*

10.1.3 RFX HEADER TAB

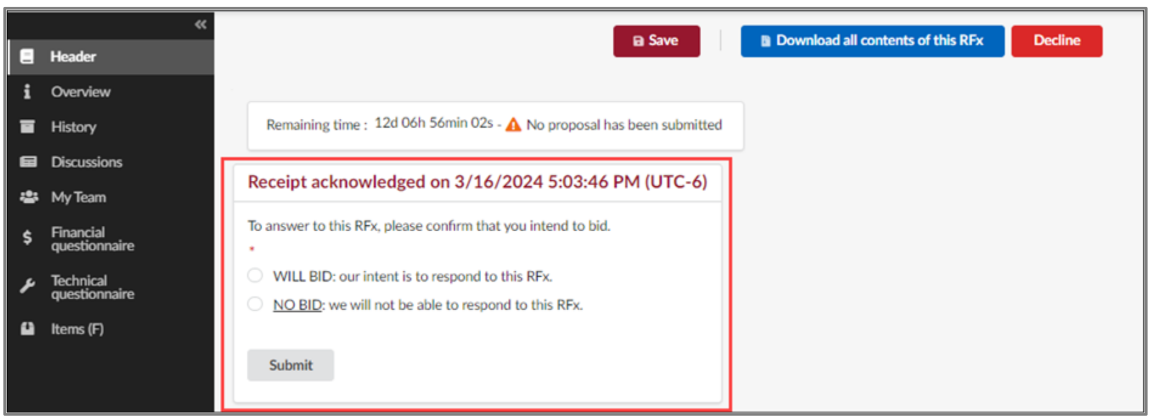
An RFx must first be acknowledged before it can be responded to.

1. Click the **I acknowledge receipt of this RFx** button in order view the contents of the RFx.

Each tab of the sourcing project shows the remaining time available to respond to the RFx.

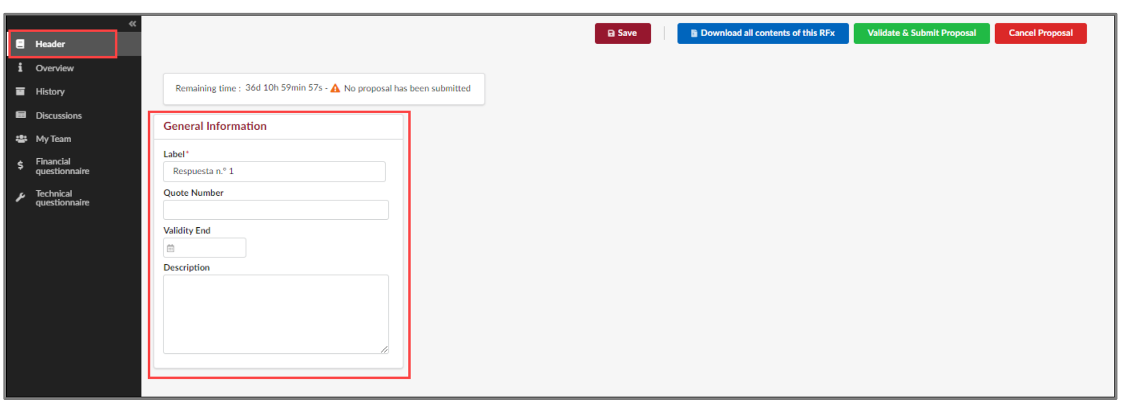


2. Selecting either **WILL BID** or **NO BID** indicates your decision on the bid.
3. Click the **Submit** button to continue.



The decision selected can be changed prior to the bid closing time (e.g., if you submit a NO BID response, you can change the response to WILL BID as long as there is remaining time to bid).

4. The General information section is optional in the Header tab.
   It can be used to include information that helps organize your submission, such as assigning a Quote number and a short Description.

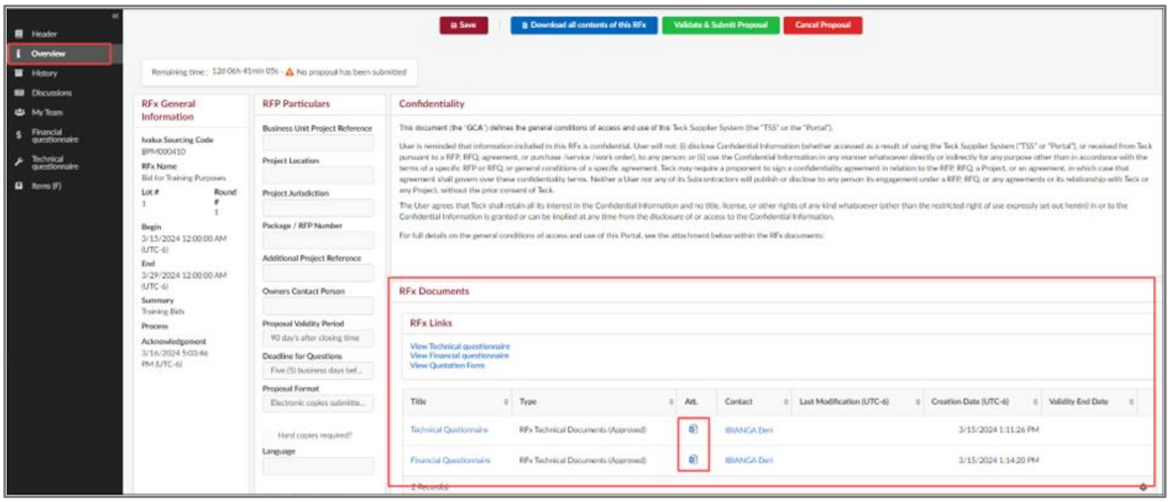


10.1.4 OVERVIEW TAB

When the proposal is acknowledged with an intent to bid submitted, proceed to the Overview tab.

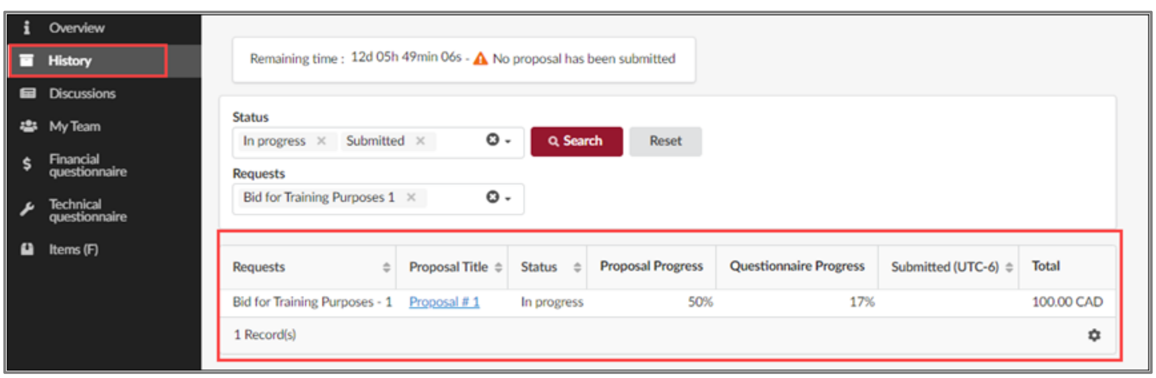
This contains the RFx General Information, Particulars, Confidentiality clause and important RFx Documentation.

*You must click on the **document** icon next to the RFx Document type to download and review all documents before you respond to the RFx, as any detailed explanation from the client is saved here.*



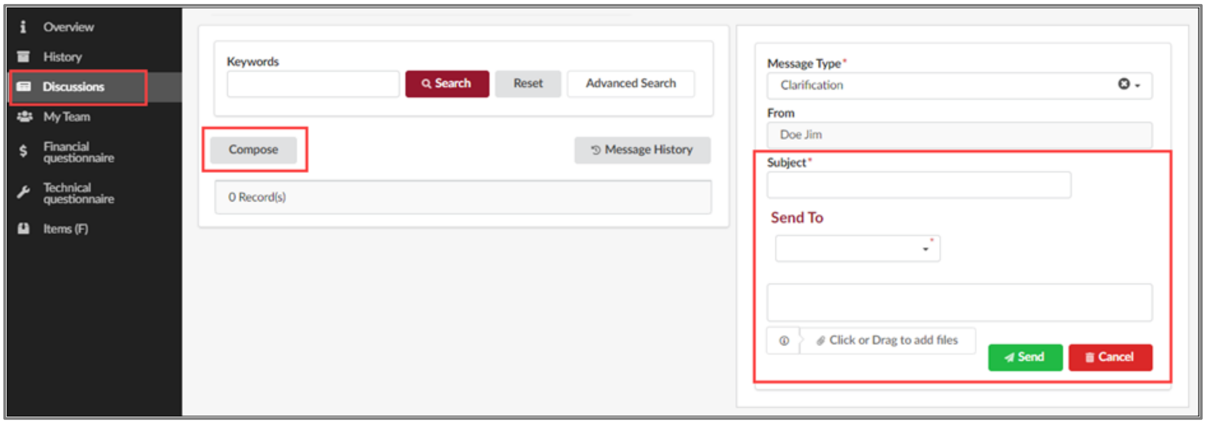
10.1.5 HISTORY AND DISCUSSIONS TABS

The History tab allows the Supplier to quickly track their response progress for both the RFx questionnaire and Items tab, by percentage, to ensure the proposal is as complete as possible prior to submission.



1. Use the **Discussions** tab to electronically raise questions for clarification with your Teck Bid contact, whose name is also displayed in the **Overview** tab > **RFx Documents** section.
2. Click the **Compose** button to create an electronic message.
   The **Subject** title and **Send To** dropdown selection are mandatory fields.

3. Select the contact that issued the RFx, or an alternate as communicated by Teck.
4. Input your question in the free text box below.
5. Click/Drag to add files to the message if required.
6. Click the **Send** button.



Teck may provide answers to Supplier questions by attaching a file to the message forum response provided.

If required, Teck may email all proponent Suppliers answers using a formal Questions and Answers document.

As a Supplier, you receive an email notification when Teck has responded, and can proceed to the discussions tab in your Supplier portal via the link in the email, or by logging into your portal.

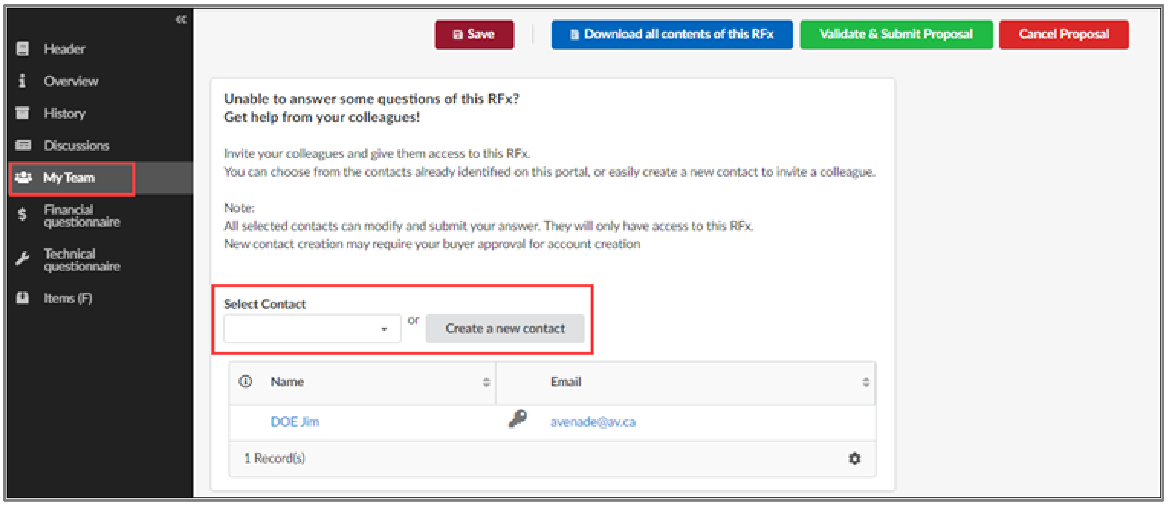
10.1.6 MY TEAM TABS

The My Team tab displays all Supplier users that have access to respond to this RFx.

Here you can invite additional colleagues and give them access to this RFx.

You can do the following:

- Click the **Contact** dropdown menu to select contacts already added in the General info tab on the portal.
- Easily create a new contact to invite a colleague to answer questions on the RFx. Follow the steps outlined in Contacts (section 2.1.3) to create new contacts or deactivate old contacts.



All added contacts can modify and submit answers.

They only have access to this RFx.

New contact creation may require your Buyer's approval for an account to be created.

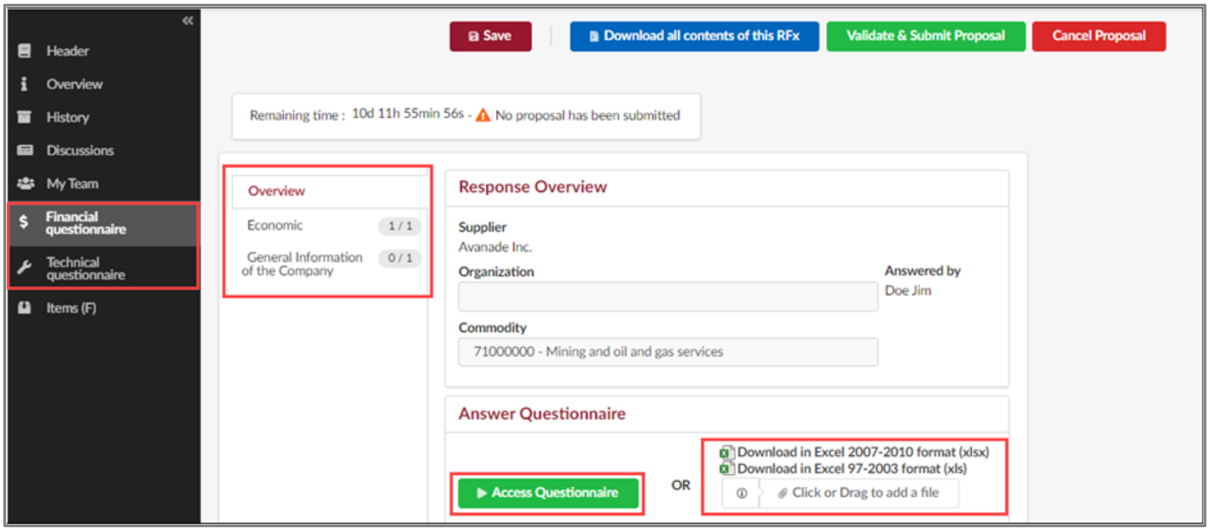
10.1.7 QUESTIONNAIRE TABS

The Questionnaire tab is where you respond to the RFx questions sent by Teck.

The questions may be contained in a single questionnaire tab or split across two tabs (i.e. a financial questionnaire and a Technical questionnaire).

If split across two tabs, you will be required to respond on both tabs and you can track your percentage progress through the History tab.

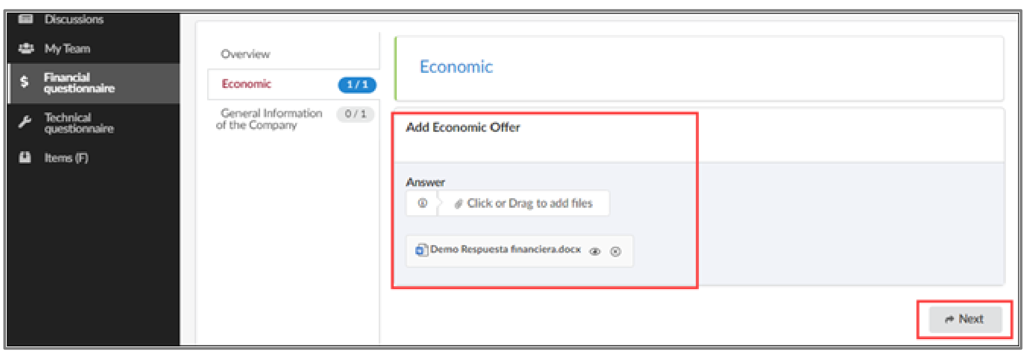
1. Click the **Questionnaire** tab to respond.
2. Click the **Access Questionnaire** button to begin your responses.
   You can also:
   - Download the questionnaire as an Excel spreadsheet to review all the questions and prepare responses, or
   - Follow the questions in sequence listed in the Overview table to the left.
     The Overview also allows you track how many questions you have responded to.



As you proceed through the questionnaire, the response types required can vary, such as free text only, attachments, yes/no responses, or a combination of various types.

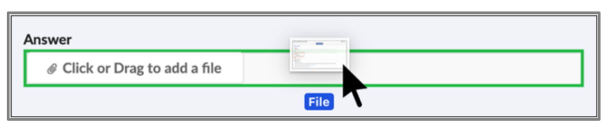
*Ensure you click **Save** at the top of the screen before leaving any screen.*

*Use the **Previous** and **Next** buttons at the bottom of the screen to navigate the questionnaire.*



3. Click the **Save** button to save your responses.

*When attaching files to a question, and the drag and drop file option is used, ensure that you drag the file directly over the **Answer** box until the box is highlighted in green.*



10.1.8 THE ITEMS TAB

The Items tab is for responding to a goods and services quote that only pricing or other quantifiable information is required for.

The only Currency options for unit price quotes that are available from the Currency dropdown is based on the RFx currencies set by the Teck Buyer.

1. Fill out the editable fields listed in the Item table.

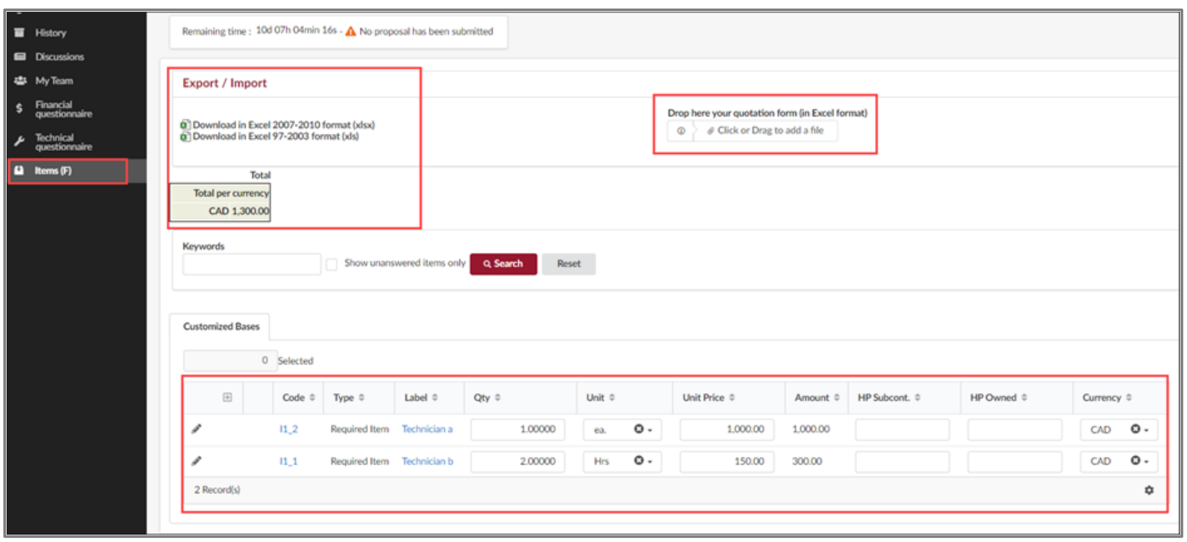
2. Click the **Save** button.
   The Total per currency is updated, with the total pricing quoted for all Items in the table, when all fields have been saved.
   - If the item table has multiple lines, there is the option to utilize Excel to respond:
     a) Go to the **Export / Import** section above the Item table
     b) Click the appropriate download in Excel format.
     c) Read and follow the instructions shown in the first tab of the downloaded Excel in the file carefully.
     d) Save the Excel file with the required information.
     e) Click/Drag to add a file to upload the price grid.

Ensure to drag the file directly over the ***Answer*** *box until the box is highlighted green.*

When the spreadsheet is imported successfully, the prices automatically populate in the Item table.

3. Click **Save**.

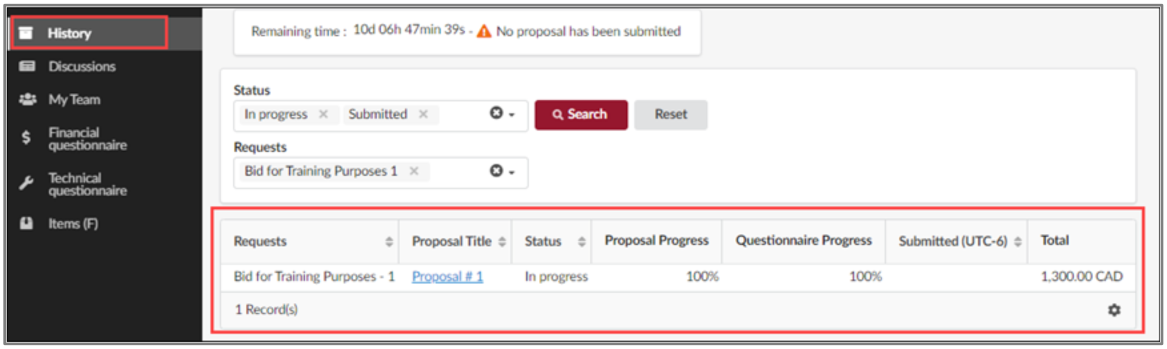
Do not modify any column headings in the exported Excel file.



10.2 Submit a Completed Proposal

When all tabs have been completed, and any attachments added:

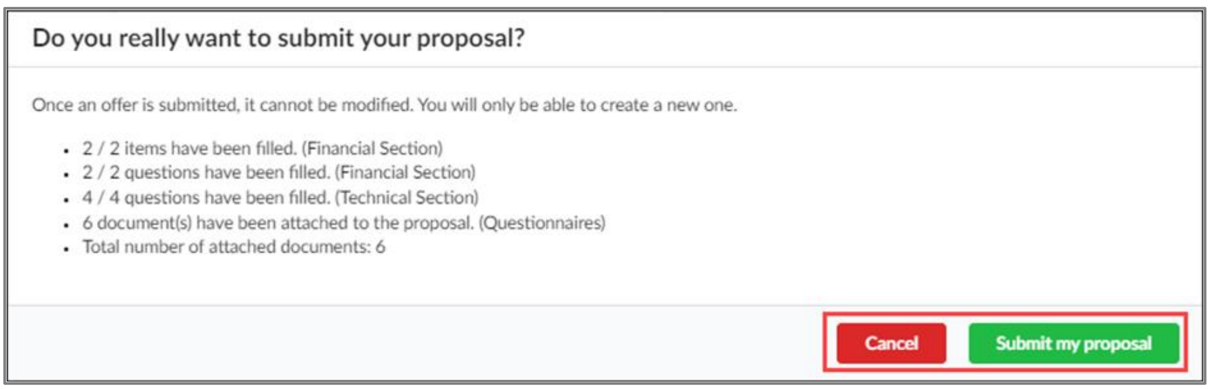
1. Click the **History** tab.
2. Check for percentage of completion.
   - If this shows a 100% Proposal progress and Questionnaire Progress, it means all sections have been completed and you are ready to submit your proposal.



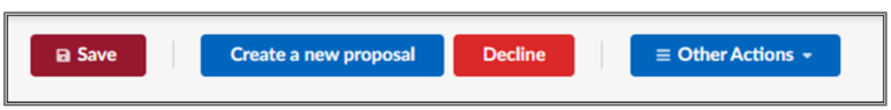
3. Click the **Validate & Submit Proposal** button at the top of the page.

A **Do you really want to submit your proposal?** popup displays.

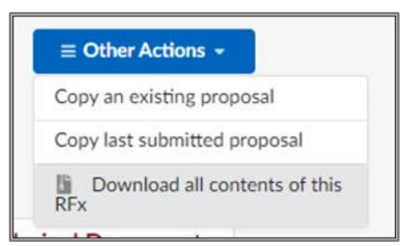
4. Review the bulleted list of items and as well as the response answer counts.
   - If the information is correct, click the **Submit my proposal** button.
   - If the information is incorrect, click the **Cancel** button to re-visit and correct the proposal.



When the bid is submitted, a new set of buttons become available at the top of the screen.



5. Click the **Other Actions** drop down if you want to download all contents of your submitted RFx for future reference.



At any point before the end of the remaining time, an earlier bid can be replaced by a new bid:

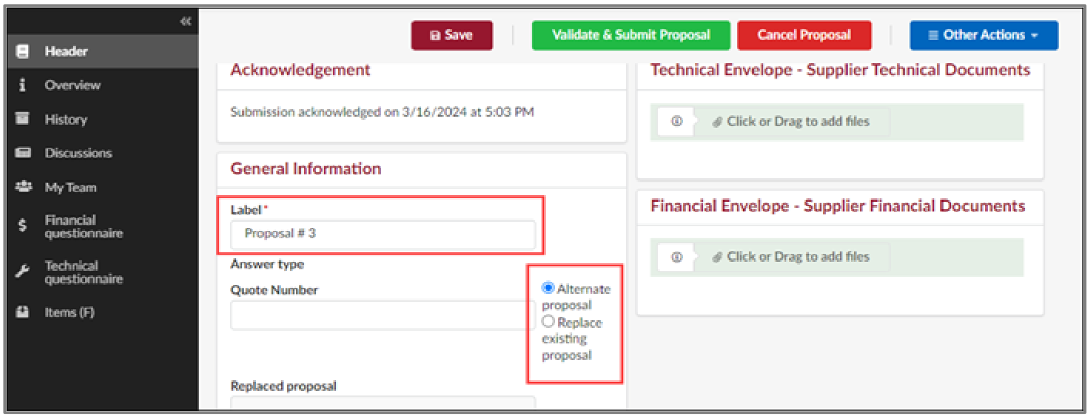
*a) Click **Create a new proposal** at the top of the screen.*
The name of the quote is updated to Proposal #2 or 3 etc in the Header tab by default.

b) Modify the proposal as required.

c) Select the following:
- *That you want this new bid to replace the previous one, or*
- *Provide this new quote as an alternative.*

d) Update the required tabs in the questionnaire and/or Item tabs.

*e) Click **Validate & Submit for Approval** again.*



Teck reviews the RFx and actions accordingly.

Successful bidders and non-successful bidders are both notified.

Depending on the Teck entity, successful bidders either:

- *Receive a Notice of Award by email and/or*
- *Be invited to participate in contractual negotiations as outlined in Contracts (Section 11).*

Unsuccessful bidders are notified via a Letter of Regret by email.

10.3 Respond to a Quick Quote or Spot Bid Sourcing Request

Quick Quotes or Spot Bids are Teck's version of a request for quotation or quick sourcing event, and a much more simplified process to get quotes from Suppliers, without having to go through a more detailed competitive bid process like a Request for Proposal (RFP).

Just the information below is typically required from you, the Supplier:

- Unit Price
- Delivery date
- Catalog number
- Model number
- Manufacturing Part number

Suppliers are also provided with the option to leave a comment when submitting for clarification purposes.

10.3.1 ACCESS A QUICK QUOTE OR SPOT BID SOURCING REQUEST

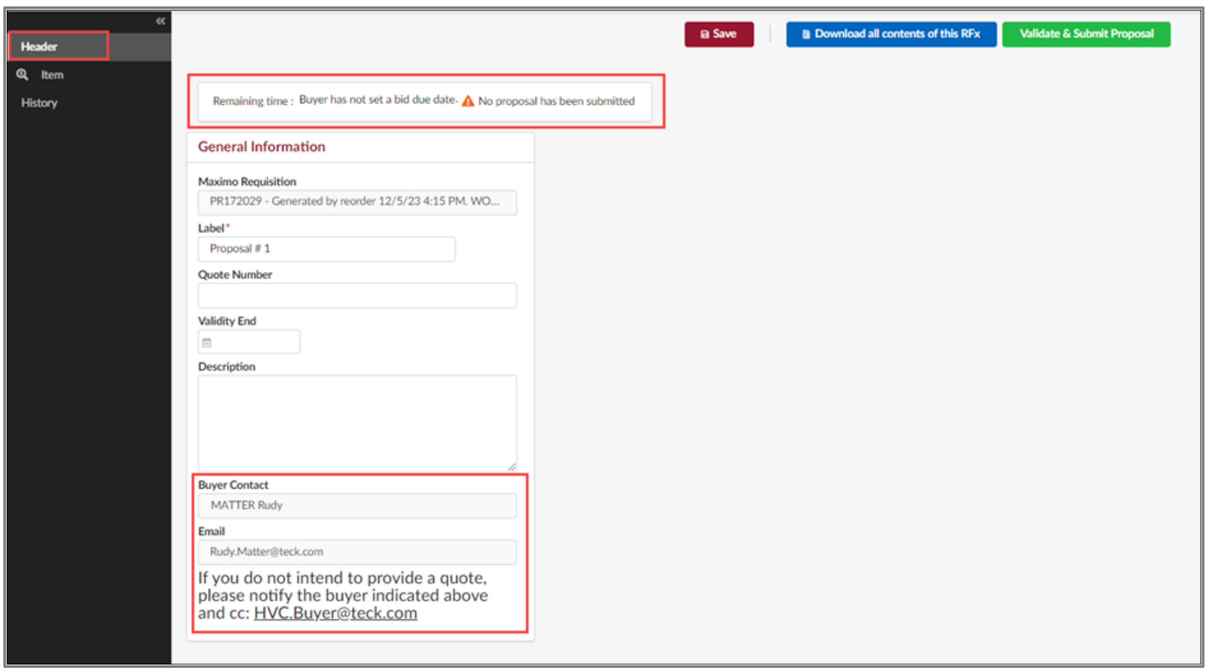
To respond to a quick quote or spot bid request, follow either:

- The link in the email notification received.
- Log directly into your Teck Supplier Portal and navigate to the **Sourcing** tab or **Sourcing Projects in Progress** widget.

By default, the Sourcing request opens on the Header tab.

In the Header tab, the General information section is optional, and can be used to include information that helps to organize your submission, such as a Quote number and short description.

The Teck Buyer who raised the sourcing event is also specified at the bottom of the General Information table.



A Quick Quote typically does not have a Bid due date set.

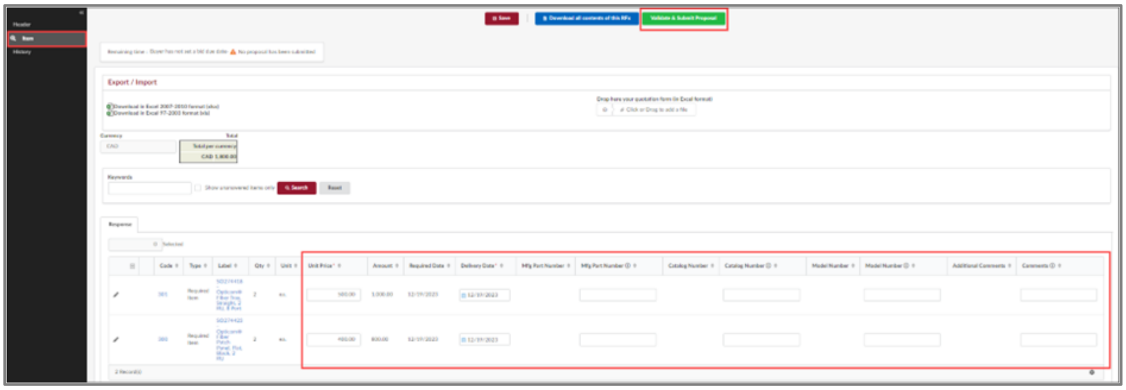
A Spot Bid does have a due date.

1. Proceed to the **Item** tab to enter your quotes.
   The grid displays the items Teck has requested a quote for and those fields are editable.

*The two mandatory fields for a Quick Quote are **Unit Price** and **Delivery Date** (marked with the red asterix).*

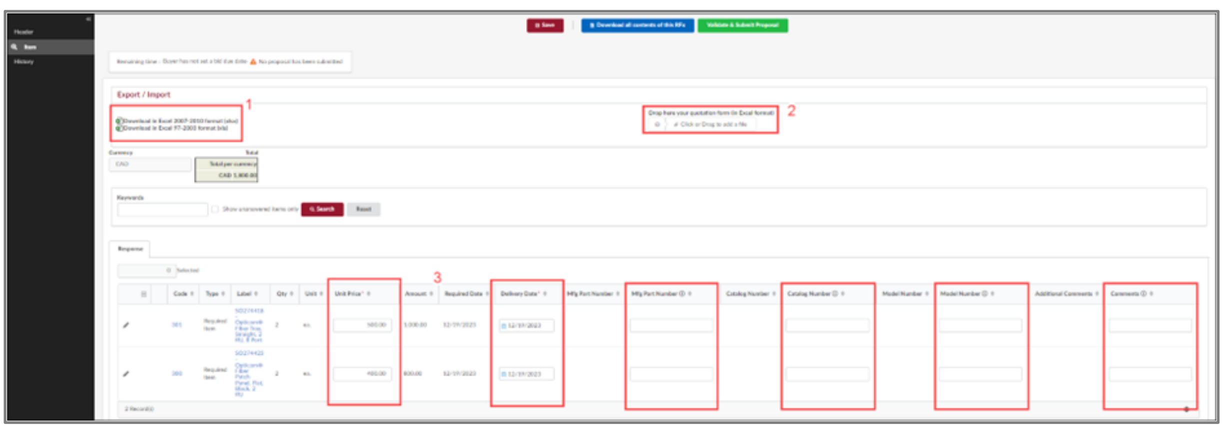
You must enter a price for all items, which cannot be equal to $0 unless the system will not let you submit your bid.

2. Add additional details to guide the Buyer as desired: **Manufacturer Part Number**, **Catalog Number**, **Model**, and **short comments**.
3. Click **Save** when prices have been entered for all items.
4. Click the green **Validate & Submit Proposal** button at the top of the screen to submit the quote.



When the item table has many items to quote for and to enter each price manually is time consuming, you can upload a spreadsheet instead, following the steps below in the Item tab:

*a) Go to the **Items** tab.*
b) Download the Excel spreadsheet with all the items, and follow the instructions provided in tab 1 of the Excel sheet to complete the form.
c) Save the file.
d) Click/Drag the file to import the spreadsheet.
The platform informs if there are any errors in the popup window that appears.
e) The price details automatically populates when the spreadsheet is uploaded successfully.



If the sourcing event is a Spot Bid where a bid end date was specified, at any point before the end of the bidding period, an earlier quote can be replaced by a new quote:

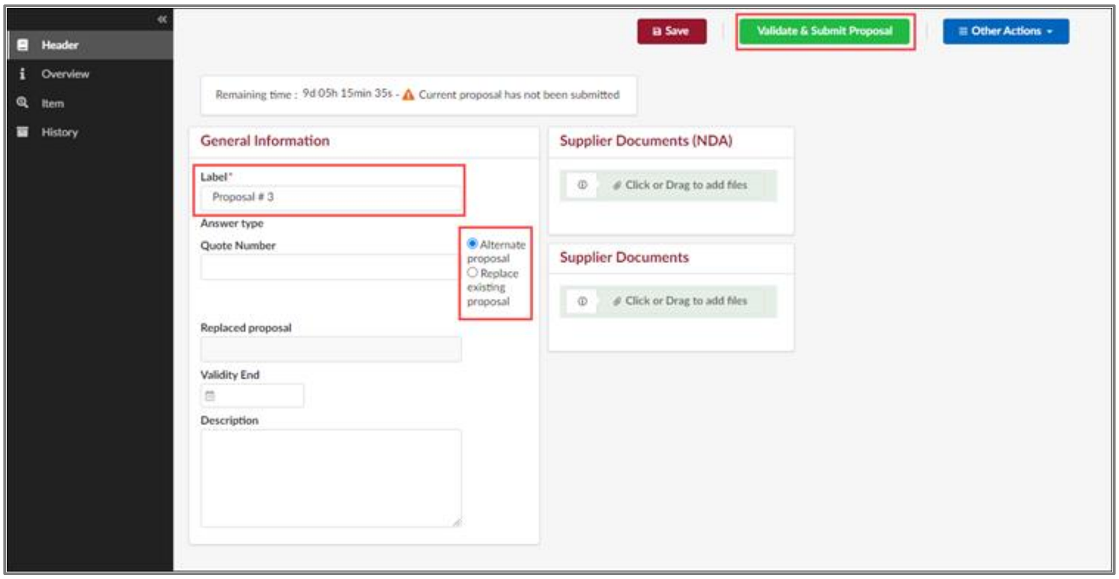
a) *Click **Create a new proposal** at the top of the screen.*
The name of the quote is updated to Proposal #2 or 3 etc in the Header tab by default.

b) *Modify the bid as required.*

c) *Select the following:*
- *That you want this new bid to replace the previous one, or*
- *Provide this new quote as an alternative.*

d) *Update the required tabs in the Item tabs.*

e) *Click **Validate & Submit for Approval** again.*



11 Contracts

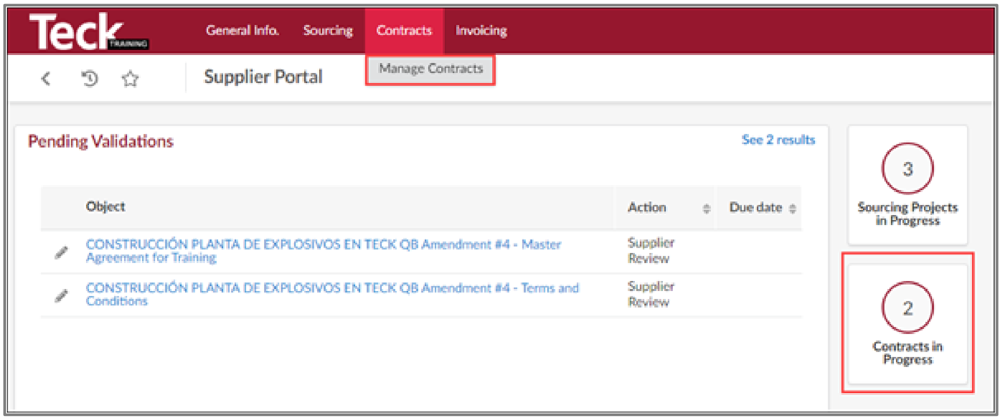
Through the Teck Supplier Site (TSS) portal, any contracts held with Teck can be viewed electronically.

Within the portal the Supplier can review and approve prior to signing, and a PDF of the signed agreement(s) is uploaded to TSS by Teck.

11.1 Review and Approving Contracts

Any existing Contracts can be viewed and opened in 2 ways:

- Click the **Contracts in Progress** widget from the Home Page.
- Click **Manage Contracts** from the Contracts tab.



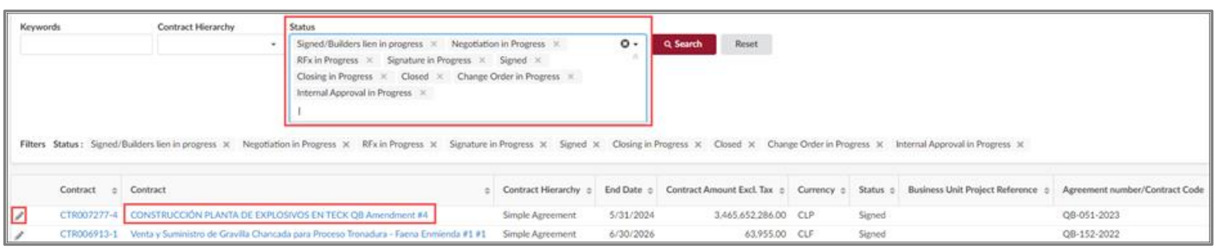
The Pending Validations displayed in the Home Page can also display any Supplier actions that are required in relation to a specific Contract action:

- *Click the appropriate link under Object header to go to a specific action within a Contract that requires the Supplier's approval, such as approving a contractual document.*

The Manage Contracts screen displays all contractual agreements in different status levels.

Some examples of contract statuses include:

- Negotiation in Progress
- Internal approval in Progress
- Signature in Progress
- Signed
- Change Order in Progress



1. Locate the appropriate Contract.

*Use the **Status** dropdown menu to click the **x** next to each status to clear the filter, to leave only the status of contracts you are interested in viewing.*

For instance, leave only the status of Signed, to display only fully signed and approved contracts the Supplier has active with Teck.

2. Click the **pencil** icon to the left to view the details associated with the contract.

The Contact number that begins with CTR is the system generated reference number.

The Agreement Number/Contract code for the contract is displayed on the last column and is referenced in the General info. tab in the contract.

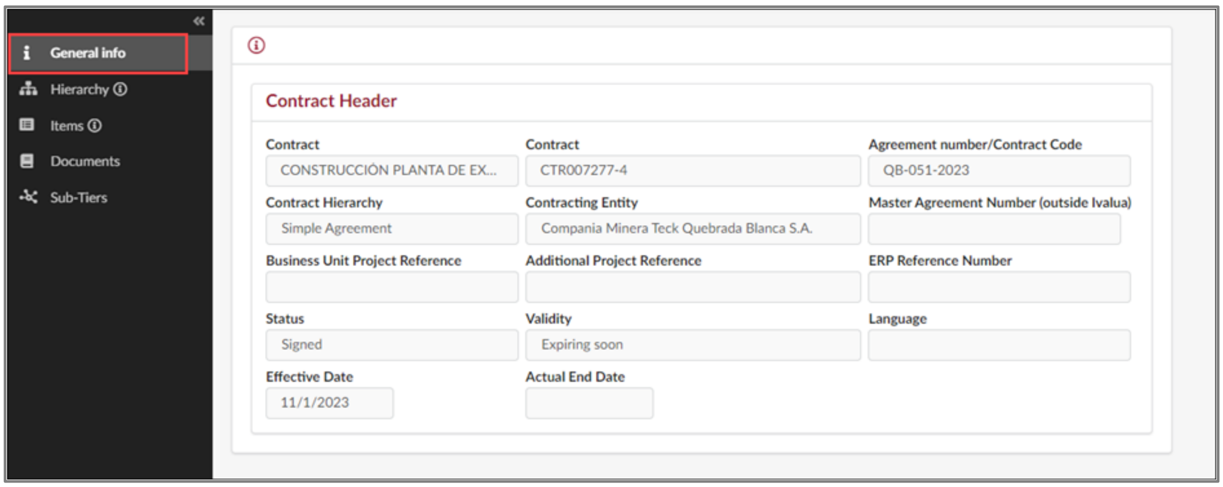
A new window opens with five tabs displayed on the left.

11.1.1 GENERAL INFO TAB

The General info tab provides a summary overview of the contract including such information as the Contract name, Agreement number, and contract start and end date.

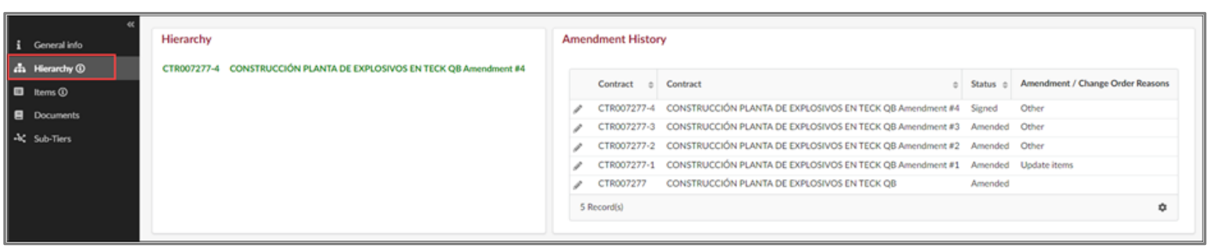
The information shown in this tab is read-only (not editable by the Supplier).

If any information needs to be updated, contact your Teck Supply Chain contact.



11.1.2 HIERARCHY TAB

The Hierarchy tab displays the parent contract and any underlying child agreements vested with the master agreement, such as all statement of works (SOW) issued from the master contract.



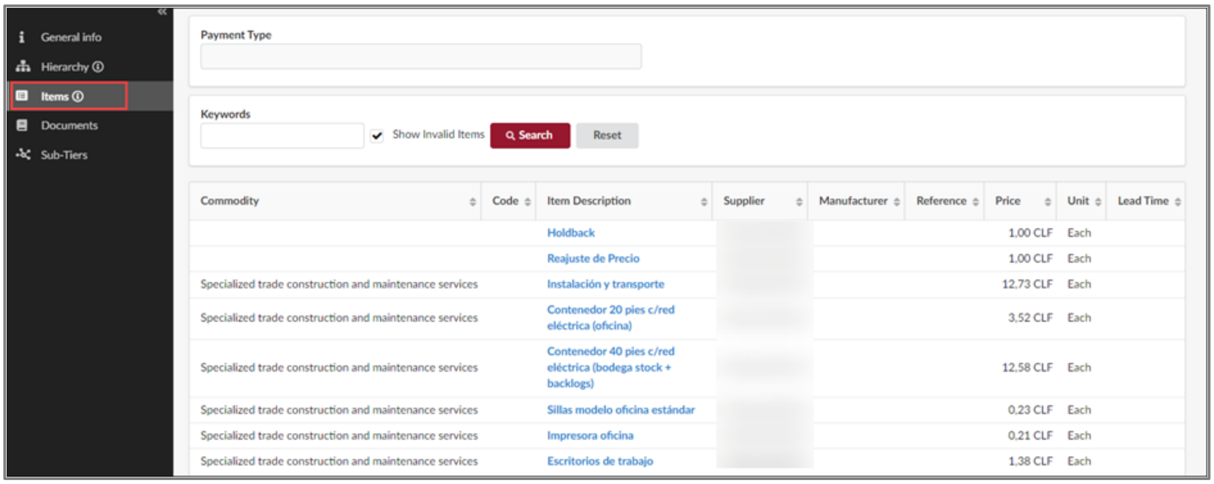
The hierarchy tab also displays the amendment history of the contract if any, in the Amendment History table.

The contract number that begins with CTR will be suffixed with dash (-) and a number that represents the number of times the contract has been amended.

For example, a contract number ending in a **-4** signifies the contract has been amended four times and the amendment history table lists all the previous versions of the contract, with the most recent at the top.

11.1.3 ITEMS TAB

The Item tab displays the agreed contractual prices for goods and/or services with you, the Supplier, as applicable.



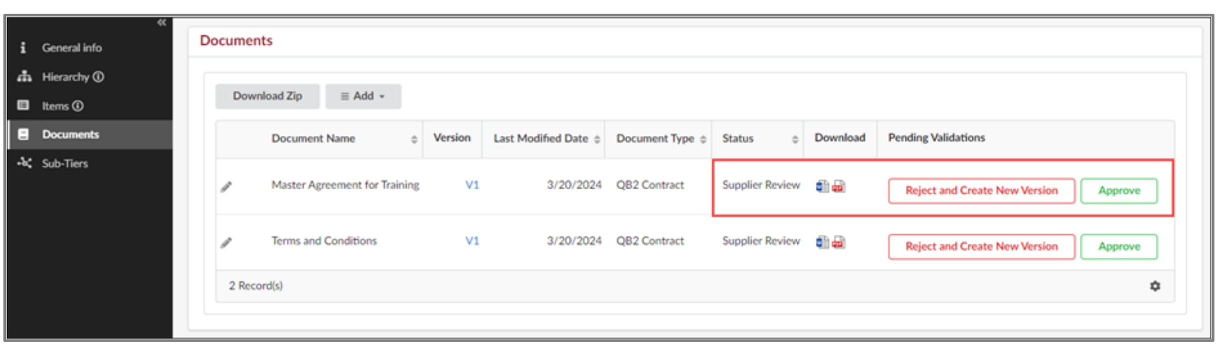
11.1.4 DOCUMENTS TAB

The Documents tab displays any approved contractual documents Teck has made visible to the Supplier as well as any Contract documents that require review and approval.

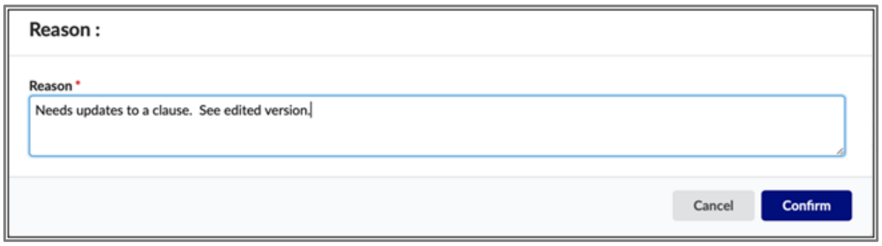
Contractual documents that require Supplier validation display a Supplier review status, and have 2 buttons available in the Pending Validations column:

- **Reject and Create New Version**
- **Approve**

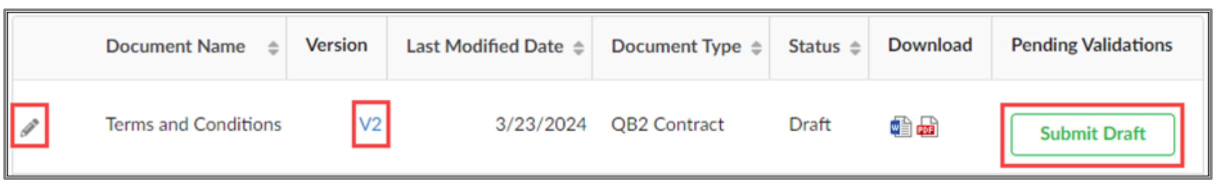
Any pending documents are also available for quick access from the Teck Supplier Home Page in the Pending validation table, and through the link in the automatic email notification sent when you have an action to perform.



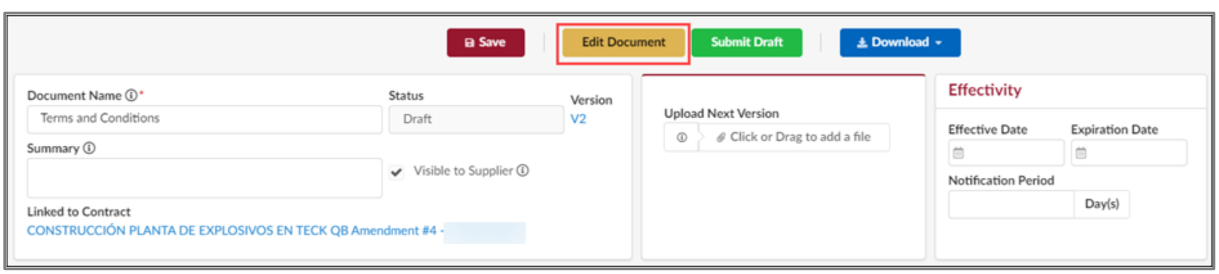
1. Click either the **Word** or **PDF** icon in the Download column to download and review the document.
2. Do one of the following:
   - If the document is acceptable, click the **Approve Document** button.
     This workflows the document back to Teck and the next approver is notified.
   - If you want to make updates to the document:
     a) Click the **Reject and Create New Version** button instead.
        A popup window displays requiring a mandatory **reason for rejection**.
     b) Enter the **reason(s)** for rejecting the document in the window.
     c) Click **Confirm**.



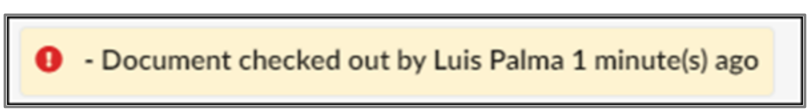
After the Confirm button is clicked, the version of the document in the table updates to V2 from V1, and the status displays as draft.
A new green **Submit Draft** button replaces the previous buttons.



3. Click the **pencil** icon to the left of the document name.
   A new window opens for you to begin your edits.
4. Click **Edit Document**.
   This downloads the document in Word format.

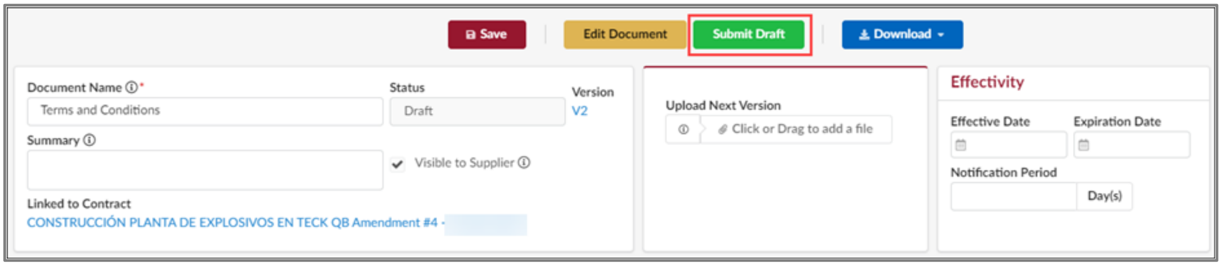


*When a document is opened for editing, the header field of the document tab displays a **Document (locked by checkout)** warning that indicates the document is checked out.*



5. Click **Save** within the Word Document when you are done editing.

6. Close the document.
   The edited document is automatically uploaded to the Ivalua server as version 2.
7. Click the green **Submit Draft** button.
   This workflows the document back to the Teck originator, to review the changes made, and to restart the approval workflow.



If you want to return to the document at a later time to continue your edits, do not click the Submit Draft button.

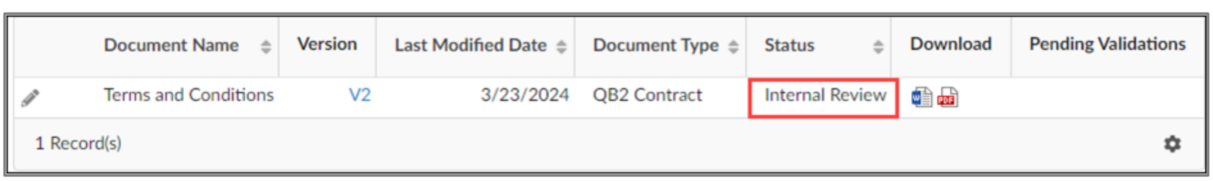
Instead, click the X at the corner of the document window.
When you are ready to return, follow the steps outlined above to edit the document to continue your edits.

The document automatically saves in the server when saved and closed. .

Before submitting, you can also compare the changes made to the original version:

a) *Use the **Compare in MS Word** button at the far right corner of the document screen.*
b) *Select the versions of the documents you want to compare from the dropdown fields.*
c) *Click **Compare in MS Word**.*
   This downloads the Word document and highlights the updated text.

The document Status updates to Internal Review when submitted.
This indicates the document is now with Teck to accept or reject the changes made.



	Document Name	Version	Last Modified Date	Document Type	Status	Download	Pending Validations
	Terms and Conditions	V2	3/23/2024	QB2 Contract	Internal Review		

1 Record(s)

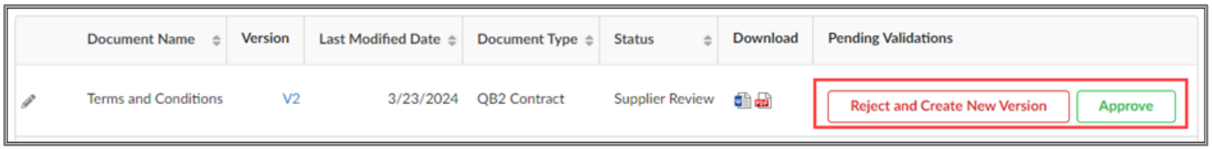
- If your submitted changes are approved, the version you receive for Supplier review again remains the same as the version that was submitted (in this example, version 2).

  All you need to do is click the **Approve** button.

- If the submitted changes have been rejected, Teck provides alternate wording or added comments via a new version (e.g. The new document version sent back for Supplier review may state version 3, rather than 2).

  The changes made between versions can be compared using the **Compare in MS Word** button as described above.

  Download the document in Word or PDF versions to review and repeat the steps outlined above to approve or reject changes.

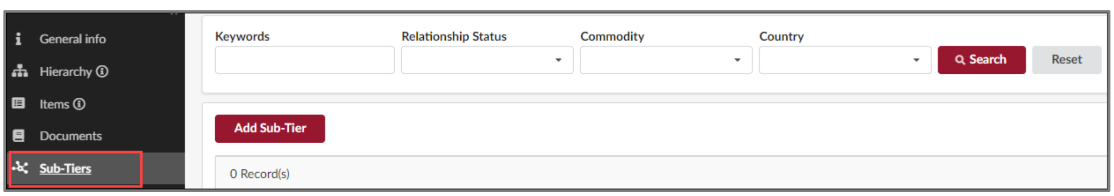


Signatures for the digitally approved document are collected outside of the TSS platform using either Adobe Sign, DocuSign, or other means.

*When all final signatures (Teck and Supplier) are in place, a signed PDF is uploaded to the portal and made visible for the Supplier to view and/or download from the **Contract document** tab.*

11.1.5 SUB-TIERS TAB

The Sub-tiers feature is not currently in use in the supplier portal, but in future will provide suppliers the capablity to capture their secondary/third-party suppliers and sub contractors (sub-tier suppliers). If a sub-tier relationship is declared for a specific contract, this information will be available on the contract. This will come with the ability to onboard these sub-tier suppliers and conduct risk assessments.

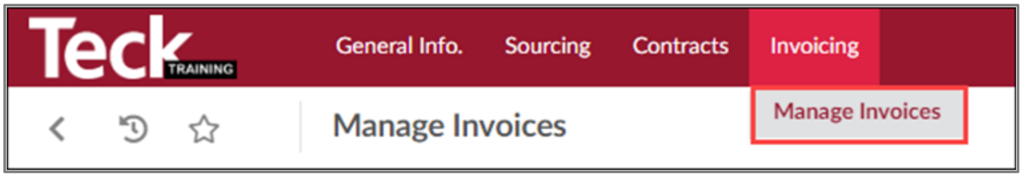


12 Estado de Pago (Invoicing) - South American Suppliers only

The Invoicing module is used to facilitate the Estado de Pago (Progress Billing / Invoicing) on goods and/or services that have been allocated contract pricing in the Items tab of the Contract module.

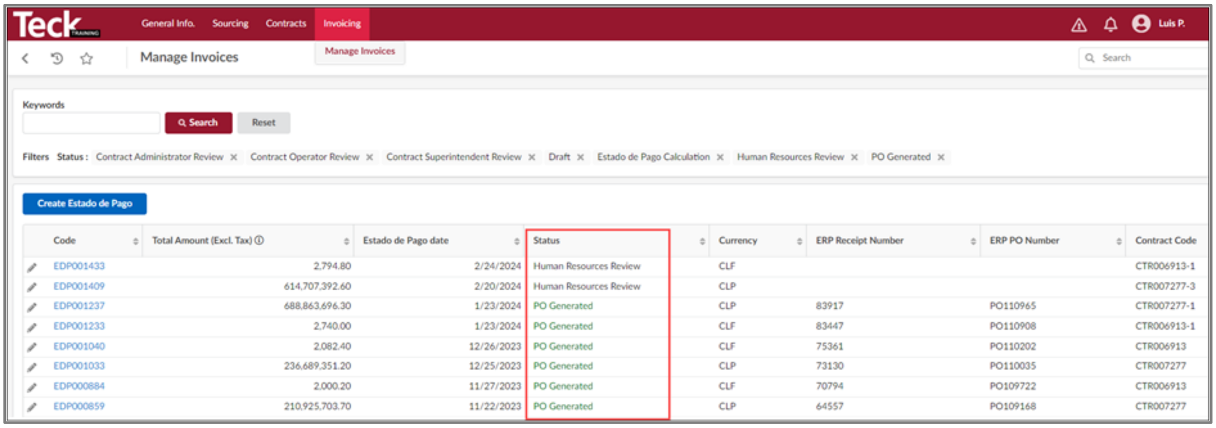
12.1 View Estado de Pagos

1. Navigate to: **Invoicing** > **Manage Invoices** from the Home Page.



This opens to a list of existing EDP's if any, in various statuses.

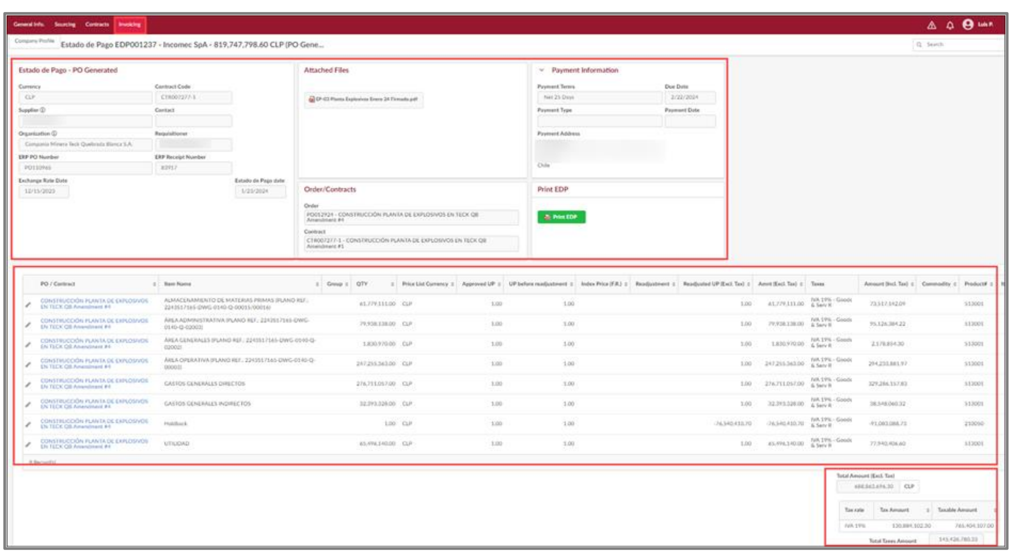
2. Click the **pencil** icon in front of the EDP code numbers to view existing EDPs.



Status descriptions:

- **PO Generated** - EdP has been approved and PO has been emailed to you the Supplier.
- **Contract Operator, Administrator, Superintendent or Human Resources review** - Pending the stated roles approval.
- **Draft or Estado de Pago Calculation** - You have not yet submitted the EdP for approval.

The following screen is displayed when an existing EDP is opened by clicking on the pencil icon.



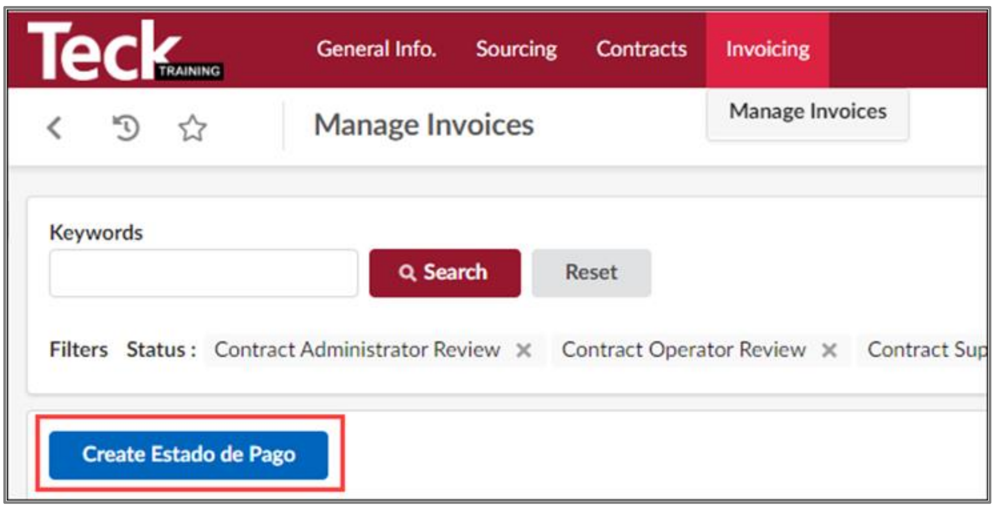
There are three main sections of an EdP (Invoice) that provides the Supplier with a summary and detailed information.

EdP (Invoice) Section	Description
Header	This area displays the general EDP information including the currency, ERP PO number, Exchange Rate Date, EdP Date and Payment terms. A Print EDP button is also visible in the Print EDP subsection if the status of the EDP is 'PO Generated'. By clicking the green **Print EDP** button, an Extract PDF window pops up, and the EdP invoice can be downloaded in PDF format.
Price list of Goods/Services	This area displays the individual line details added to the EDP, including the PO/contract name, name of each item, quantity, currency, amounts excluding and including taxes.
Total Amount	This area summarizes the EdP total amount, including and excluding tax.

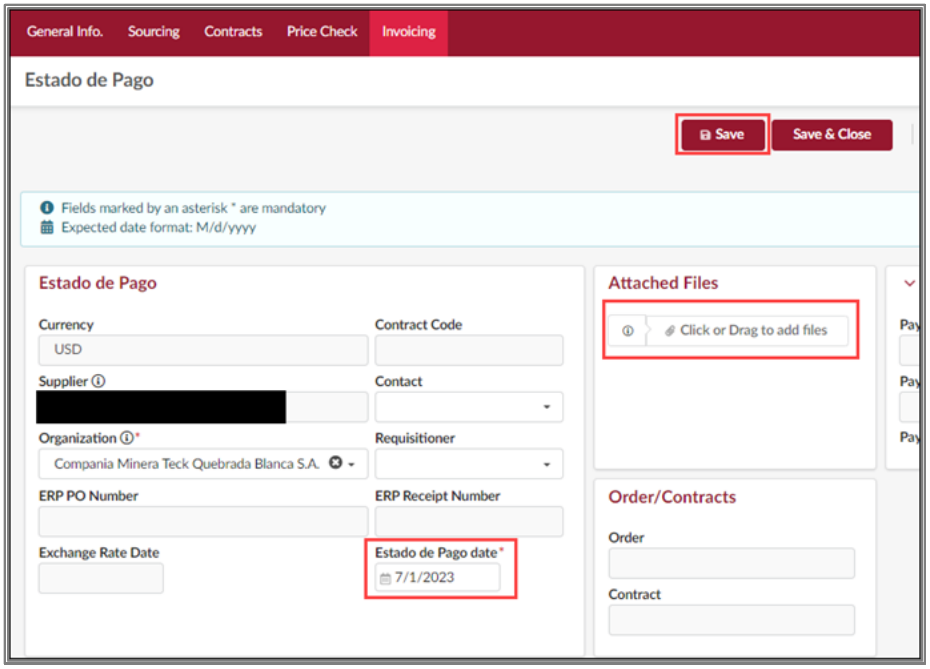
12.2 Create and Submit Estado de Pagos

The creation of an Estado de Pago (Invoice) must be initiated by the Supplier.

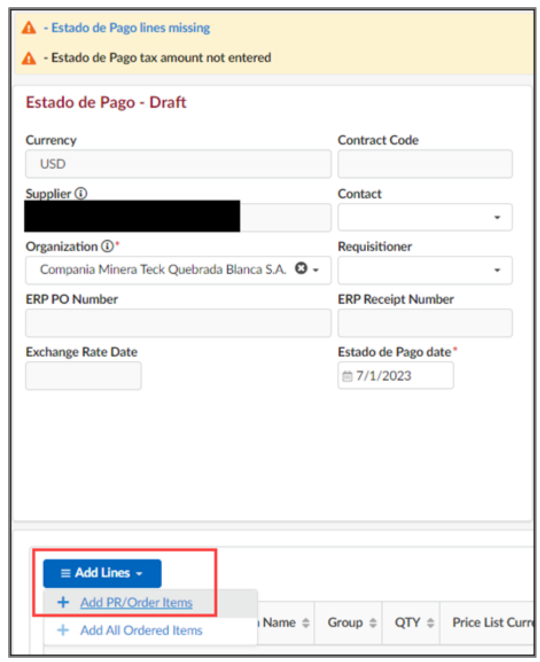
1. Click **Create Estado de Pago**.



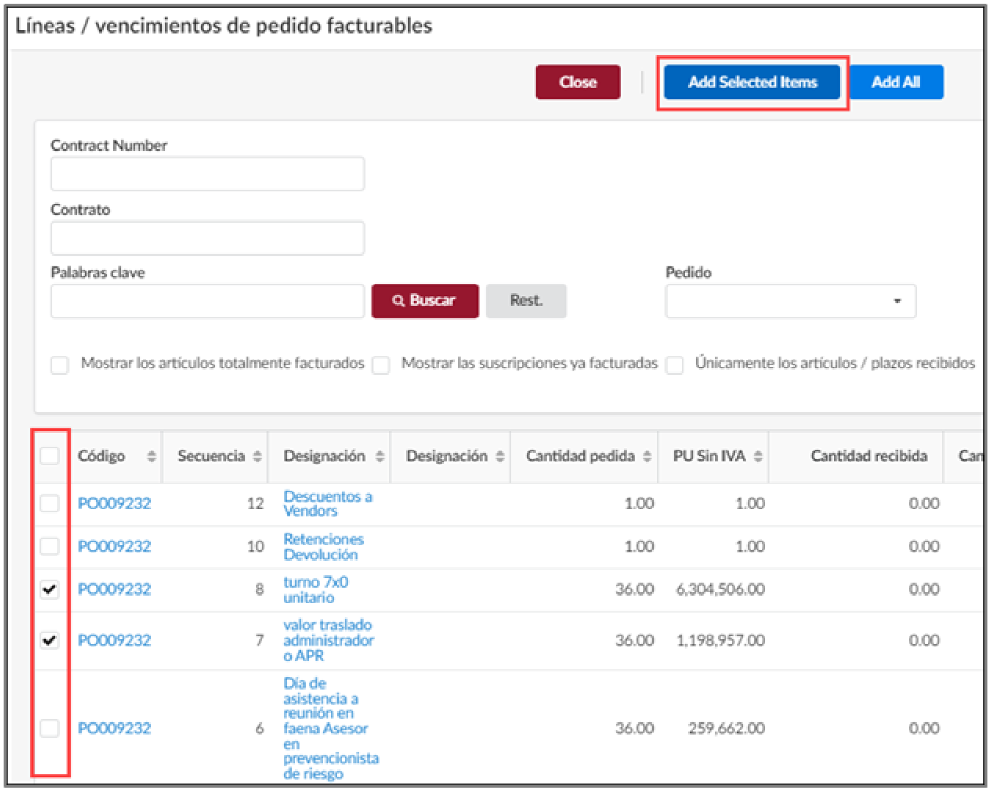
2. Input the **Estado de Pago date** in the mandatory field.
3. Attach any applicable **Invoices** in the Attached Files section.
4. Click **Save**.



5. Navigate to: **Add Lines** > **Add PR/Order Items** to select the items from the contract.



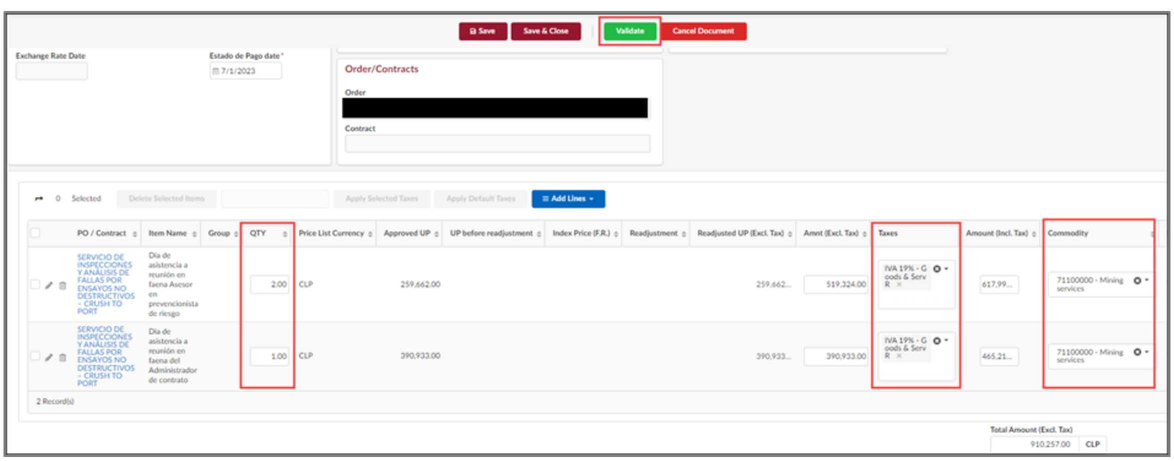
6. Select the Items to add to the EdP.
7. Enter the **Contract number**, if it is known, in the Contract Number field.
8. Click **Add Selected Items**.



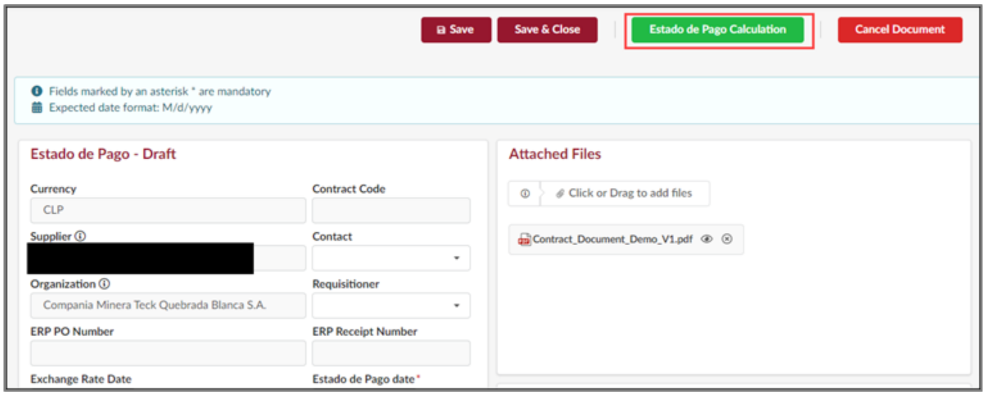
9. Update the quantity for each added item as required to edit the EdP details.

The Taxes and Commodity Group fields are automatically assigned but can be updated if there is a mismatch to the item or service.

10. Click **Validate**.

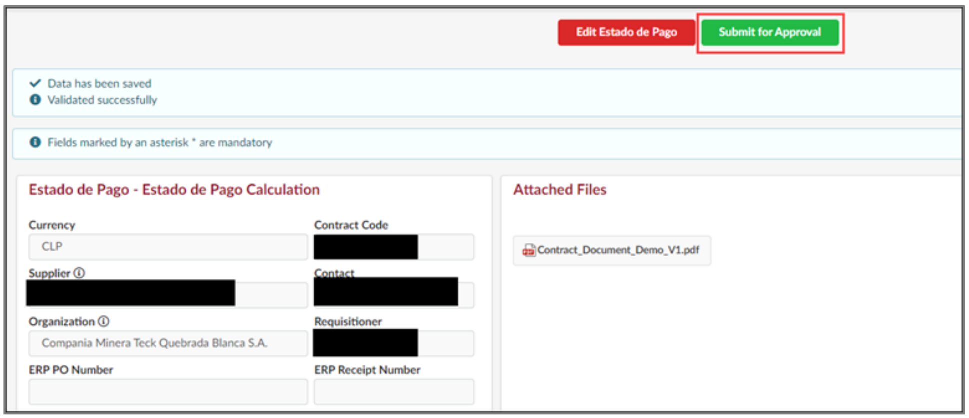


11. Click the **Estado de Pago Calculation** button for the EdP Invoice to be updated.



12. Click **Submit for Approval**.

The EdP is submitted to the Teck Contract Operator for review and approval and the header states the "Data has been saved".



13. Return to the Manage Invoices screen to view the status of submitted EdPs. This lists all previous EdPs submitted with their statuses.

If an EdP is rejected due to a contested line item, an automated email with the subject: "For your information, your Payment Status was rejected" is sent.

The EdP is returned to Draft status for the requested update to be made and resubmitted for approval.