# Global Supplier Portal

## External User Guide

March 2015

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# Introduction to Supplier Portal

## What is the Freeport-McMoRan Supplier Portal?

The Global Supplier Portal is an interactive web-tool used by registered suppliers and internal users to view and exchange business information. All users of the portal will be able to view current and historical transactions, assist in inventory management, and have open communication between Freeport-McMoRan and suppliers.

*Supplier Portal Functionality*

| Freeport-McMoRan | | | | |
|---|---|---|---|---|
| **Purchase Order** | **Inventory** | **Catalog** | **Service Order** | **Invoices** |
| View Data | | | | |
| •Delinquent POs<br>•Current POs<br>•Supplier PO Performance<br>•PO Analysis | •Top 10 Items that are near or out of stock<br>•Non-Moving<br>•Moving<br>•Usage<br>•Analysis | •Search<br>•Catalog Analysis<br>•Catalog Change Request | •Open SOs<br>•Proforma Invoice Number<br>•Quick Search | •Materials/Services Received Not Fully Invoiced<br>•Invoice Received Not Paid<br>•Performance<br>•Analysis |
| Email | Email | Email | Email | |
| Key Suppliers | | | | |

## Business Objectives

- Minimize Freeport-McMoRan stock-outs while reducing inventory levels
- Provide better supplier visibility into the Freeport-McMoRan supply chain
- Efficient management of purchase order and service order movement
- Ability for supplier to monitor invoice and payment progress
- Create a partnership between Freeport-McMoRan and suppliers in managing inventory to provide these efficiencies

# Accessing Supplier Portal

## FM Partners

**Login Screen**
To access supplier portal, navigate to FM Partners ([https://Fmpartners.fmi.com)](https://Fmpartners.fmi.com), and enter Username and password.

*If logging in for the first time*, user must enter domain name \user name (fmi\username) and temporary password. During initial logon, the user will be required to update their password. FM Partners requires passwords to meet the Freeport-McMoRan Password Policy.

Passwords must:

- Must contain at least 8 characters
- Must contain at least 1 upper-case letter
- Must contain at least 1 lower-case letter
- Must contain at least 1 special character
- Must contain at least 1 numeric value
- Cannot repeat any of the last 10 passwords
- Cannot start with a special or numeric character
- Cannot be your first or last name

After entering a valid password, click "change your password", and a notification will appear confirming that the password was successfully changed.

**Note:** FM Partners allows a user three attempts to login. After three unsuccessful login attempts, the user will be required to contact the Helpdesk using the numbers below:

**For support, please call the regional help desk listed below:**

| | | |
|---|---|---|
| North America: | +1-602-366-7000 <br> 1-800-528-1182 Ext. 7000 | MIS-helpdesk-NA@fmi.com |
| Asia Pacific: | +62-901-43-2345 | MIS-Helpdesk-AP@fmi.com |
| South America: | +56-22-873-1111 | MIS-Helpdesk-SA@fmi.com |
| Africa: | +243-99-677-1999 | MIS-Helpdesk-AF@fmi.com |

If the user does not have a Username or Password, click on the registration link (displayed below) and follow the instructions for self-registration.

**FM Application Portal**

**FM Login**

Username

Password

Logon

Need to register for a new partner account?
Click here

Need help? Click here for helpdesk info

If you need a username and password, click the self-register link displayed on the portal logon

## FM Partners Home Page

FM Partners is a partner collaboration site that provides access to applications, project collaboration sites and many other useful tools. After signing into FM Partners Web, all applications will be listed on the left-hand side of the page. The user will need to click the "Supplier Portal" link to be redirected to the supplier portal home page.

**Note:** Even though the user will be able to see many applications on the left-hand side of the screen, they will only be able to access those applications for which they have been granted access.
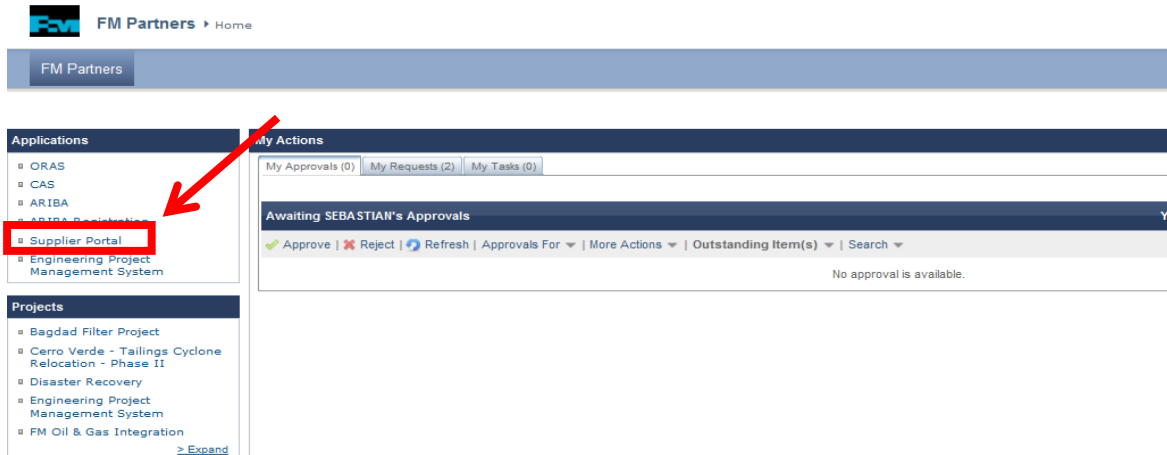


## Self-Registration

If the user already has a Username and password, they **DO NOT** need to self-register.



Registration is required the first time a user accesses FM Partners Web. The steps to register are:

1. Enter Invoice Information: Select a recently paid invoice (invoice date must be within the last 90 days)
   a. Select Region for Invoice Information: This is the region where goods or services were delivered
   b. Depending on selected region, enter the following information:
      - If selecting North America, Africa or Indonesia, Enter:
        o Invoice #
        o Invoice Date

       o Invoice Amount
     **Note:** Please make sure all information is from the same invoice.



If selecting South America, Enter:

      o Invoice amount
      o Invoice date
      o RUT #
       **Note**: Please make sure information is from the same invoice. Also, site langauge can be changed clicking on the drop down indicated below



2. Click "Validate".
   **Note:** If an error message is received, follow the steps below to troubleshoot the error.
     1. Check to make sure data entered is correct
     2. Try a different recently paid invoice
     3. Contact Technical Support for assistance (See **Contact Us**, pg. 6)

3.

| For support, please call the regional help desk listed below: | | |
|---|---|---|
| North America: | +1-602-366-7000 | MIS-Helpdesk-NA@fmi.com |
| Asia Pacific: | +62-901-43-2345 | MIS-Helpdesk-AP@fmi.com |
| South America: | +56-2-873-111 | MIS-Helpdesk-SA@fmi.com |
| Africa: | +243-81-558-1999 | MIS-Helpdesk-AF@fmi.com |
| Spain: | +34-913349449 | MIS-Helpdesk-ES@fmi.com |

3. After entering invoice information, a new screen will appear with your supplier name. Create User Profile by entering the following information:
   - Email address
   - First name
   - Last name
   - Phone number

   **Note:** Information entered during registration will be used for all future correspondence in the Portal.

4. Click "**Submit**". An automated email will sent to the user within one business day containing user name and password.

   **Note:** If multiple user accounts are required for one supplier, please repeat the Self-Registration process for each user

# My Account

## Access and Overview

To view your supplier ID, click on "My Account". My Account permits users to view supplier ID and user information.
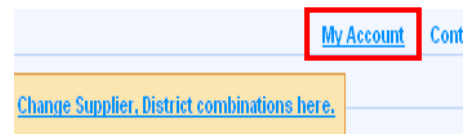
**Note:** My Account only serves as a viewing screen for supplier information.

## Multiple Supplier Accounts

Suppliers who have more than one supplier number associated to their user account can switch between those accounts.

To change the supplier number, click "My Account". After clicking "My Account":

1. Select supplier number from the drop-down.
2. Click "Select Supplier"



# Contact Us

Contact Us can be accessed at the top of the screen and provides contact information for various FCX employees.

- Supplier Relationship Manager (s)  is the commodity manager assigned to the supplier
- For other queries about specific invoice questions, please refer to Email (p. 29)
- For technical help, please contact the specific region.

# Navigating the Supplier Portal

## Overview

Supplier Portal provides quick access to all the portal functionality via seven different tabs:

1. **Home** – summarizes key information for the supplier, across functional areas
2. **Purchase Order (PO)** – covers outstanding and historical POs with various page filters
3. **Inventory** – features moving, non-moving, and obsolete materials with usage, critical point and other pertinent data
4. **Invoices** – access to view progress of payment, including historical payment and invoices not received
5. **Service Order –** covers outstanding and historical SOs with various page filters
6. **Shipping Schedule** – review the schedules for key ports that are defined as the received off-site location for remote Freeport-McMoRan sites
7. **Administration** – examine correspondence for the portal
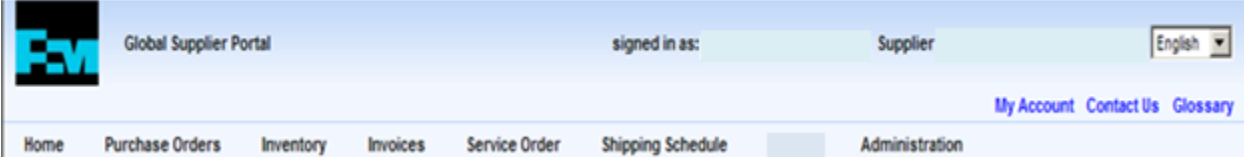
# Home

The Home tab has 1 sub-level to assist in analysis:

## Summary

The Home tab provides a concise data summary from the key functional areas of the Portal. This page is rich with information and should be used to gain a high-level understanding of where the supplier stands with Freeport-McMoRan. This page also contains many hyperlinks that link to reports, statistics, charts and more.

The summary page contains the following grids:

- **PO Aging** – displays a count of overdue and pending orders relevant to due date
- **PO Payments** – summary of all payments made current year to date and previous years
- **Top 10 Inventory Items at or near Stock Out** – highlights the top 10 depleted inventory items

Home > Summary

**PO-Line Item Aging**

| Plant | S# | Over 60 Days Late | 60-31 Days Late | 30-1 Day(s) Late | 1-30 Day(s) Due | 31-60 Days Due | Over 60 Days Due | Total Count |
|---|---|---|---|---|---|---|---|---|
| 3346 - Hidalgo | | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 3350 - Morenci | | 173 | 11 | 65 | 2 | 3 | 7 | 297 |
| 3707 - Miami | | 1 | 1 | 10 | 39 | 2 | 0 | 65 |
| 3543 - Bagdad | | 0 | 1 | 22 | 114 | 13 | 12 | 173 |
| 3304 - Bisbee | | 0 | 0 | 2 | 0 | 0 | 0 | 4 |

page 1 of 3 / records 1-10 of 11

**PO Payments**

Year 2011 Payments:
Year 2012 Payments:
Year 2013 Payments:
Year 2014 Payments:

**Top Ten Inventory Items at or near Stock Out**

| Warehouse | Mfg Part No | BI | SOH | Dues Out | In Transit | Qty Pipeline | MAX | ROP | Material Number | Material Description | Avg. Monthly Usage |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 3350 Morenci | | A | 0 | 1 | 0 | -1 | 0 | 0 | | | 0.00 |
| 3707 Miami | | B | 1 | 2 | 0 | -1 | 0 | 0 | | | 1.83 |
| 3350 Morenci | | B | 5 | 8 | 0 | -3 | 5 | 2 | | | 1.83 |
| 3328 Safford | | B | 2 | 11 | 0 | -9 | 4 | 1 | | | 0.25 |
| 3350 Morenci | | B | 0 | 2 | 0 | -2 | 0 | 0 | | | 0.00 |
| 3350 Morenci | | B | 0 | 1 | 0 | -1 | 0 | 0 | | | 0.00 |
| 3350 Morenci | | B | 0 | 9 | 0 | -9 | 0 | 0 | | | 0.00 |
| 3350 Morenci | | B | 0 | 4 | 0 | -4 | 0 | 0 | | | 0.00 |
| 3350 Morenci | | B | 0 | 1 | 0 | -1 | 0 | 0 | | | 0.00 |
| 3350 Morenci | | B | 0 | 1 | 0 | -1 | 0 | 0 | | | 0.00 |

Clicking the red hyperlinks in the PO-Line Item Aging grid will direct the user to the Purchase Order analysis page, and it will detail the line items that are listed in that section.

By pressing the inventory hyperlink on the stock description, it will link the user to the inventory usage page. It will provide more detail for the material number that was on the line of the description.

**Note:** Please see Hyperlinks and Grid Functions (p. 19) for more information regarding usage of hyperlinks and grids throughout the portal.

# Purchase Orders (POs)

The Purchase Orders tab has three sub-levels to assist in analysis:

- **Outstanding** – POs pending past advised delivery date or POs that have items that have not been fully received
- **Performance** – supplier order delivery performance, illustrated by charts
- **Analysis** – search page where user defined parameters retrieve current or historical POs

## Outstanding

The Outstanding page separates all outstanding orders into two views: delinquent and current. Orders are sorted by PO# in ascending order (see Grid Sorting (pg. 20) for instructions to change this). POs that appear in these grids have an order quantity greater than the goods receipt quantity.  All free and return line items will be excluded from the portal.

⭐Clicking on the "Description" hyperlink in any of the PO grids will send the user to the Inventory Usage page for the corresponding material number.

⭐Clicking on the "Invcd Qty" hyperlink will send the user to the Invoice analysis page for that corresponding PO

### Delinquent POs

This grid displays all open orders with a due date in the past. Please note that the Portal date and time is based on Arizona time zone.



### Current POs

This grid displays all open orders that have a due date of today or in the future. Please note that the Portal date and time is based on Arizona time zone.
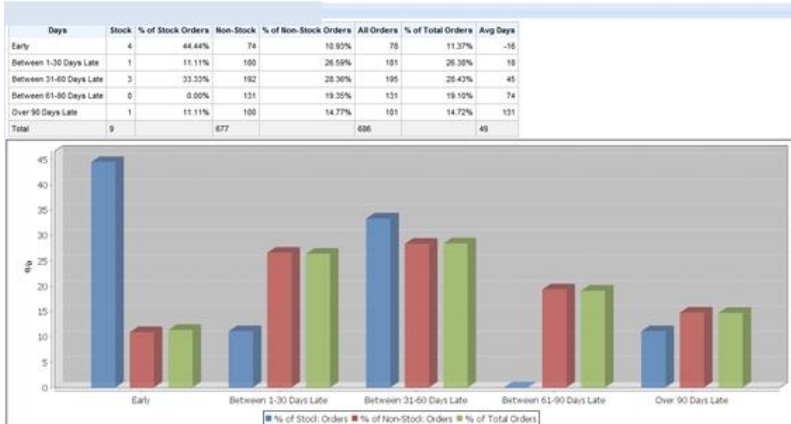
# Performance

The Performance page compiles the last twelve months of filled deliveries and produces a chart to indicate the delivery performance of Warehouse Stock orders, Direct Charge orders (including punch-out) and an average of all delivery times. These metrics include the percentage of total orders early (on-time), 1-30 days late, 31-60 days late, 61-90 days later and over 90 days late.

### Search

You may use the "Search" function to find the performance chart of a specific plant. Plants are sorted by Plant number. The Portal will automatically display all plants.



| Days | Stock | % of Stock Orders | Non-Stock | % of Non-Stock Orders | All Orders | % of Total Orders | Avg Days |
|---|---|---|---|---|---|---|---|
| Early | 4 | 44.44% | 74 | 10.93% | 78 | 11.37% | -16 |
| Between 1-30 Days Late | 1 | 11.11% | 180 | 26.59% | 181 | 26.38% | 18 |
| Between 31-60 Days Late | 3 | 33.33% | 192 | 28.36% | 195 | 28.43% | 45 |
| Between 61-90 Days Late | 0 | 0.00% | 131 | 19.35% | 131 | 19.10% | 74 |
| Over 90 Days Late | 1 | 11.11% | 100 | 14.77% | 101 | 14.72% | 131 |
| Total | 9 | | 677 | | 686 | | 49 |



# Analysis

The analysis page enables users to search for orders based on custom search criteria. Some search criteria choices include: PO Number, Manufacturer (Mftg) Part Number, Material Number, Order Status (All, Open, Closed, On-Schedule or Delinquent), Date Type (Order or Due date), Date Range, Plant, Warehouse or Color Code.



**Note:** The Plant and Warehouse fields will function as a like search. For example, you can type "Morenci" in the Plant field and all orders for a plant containing the word Morenci will display.



Clicking on the "Description" field will navigate you to the Inventory -> Usage page

Clicking on the "INVCD Qty" will navigate you to the Invoice -> Analysis page
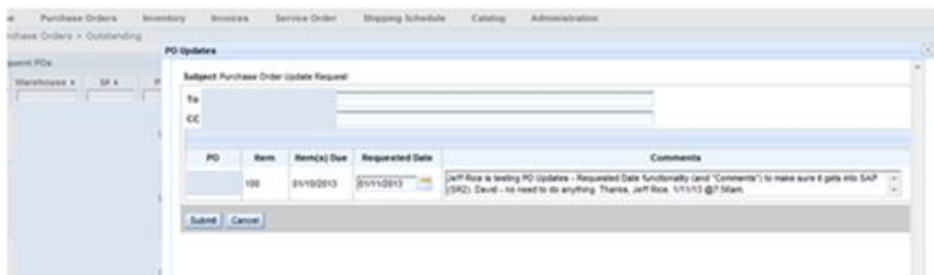
# PO Updates

A user can request that the due date for a PO line item be changed by selecting the checkbox(es) of the PO line item(s) they want changed and clicking the "Updates" hyperlink at the top of the PO grids. A pop-up window will appear. The user will need to select the new requested due date by clicking the calendar button and enter any comments they have regarding the change.

**Note:** To update multiple lines on the same order to the same date, the user can select the new date on the first line and click "Apply to All". The Requested Date and Comments boxes on the lines below will disappear and all lines will be updated to the Requested Date selected for the first line. To reset, the user can click "Reset" and the PO Updates dialog box will reset.

After clicking "Submit", the update request will be sent to the purchasing group maintained on the PO (indicated in the "To" field). The user cannot change the "To" field, but they may add additional emails to the "CC" field if they wish (separated by semi-colons). Once submitted, PO updates will be saved as a note in the system.

1. The To field will default as the Purchasing Group maintained in the PO and cannot be changed. User may add additional emails in the "CC" field separated by semi-colons. Fill in comments and new "Requested Date". Click Submit.



2. Users input in "To" and "CC" fields receive email with new requested delivery date.

3. All updates wil be stored in the Administration → Updates page of the Supplier Portal.

4. In SAP, the update will reflect in the "Delivery Date" field in the PO and a note will be created in the "Header Note" section.
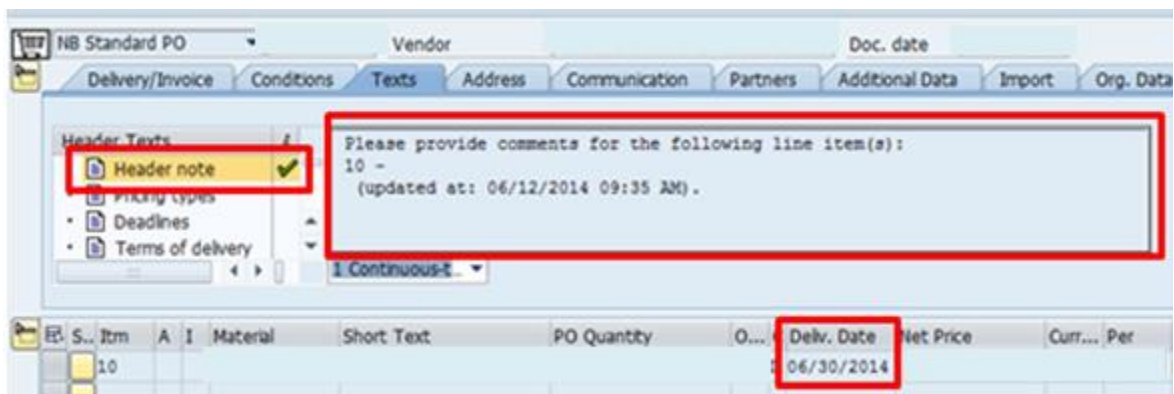
# Inventory

The Inventory tab has five sub-levels:

- **Moving** – presents critical inventory information regarding all moving materials for a supplier (prioritizes Stock Out items)
- **Non-Moving** – details materials allocated to a supplier that have no usage information for a selected Material Number or Part Number
- **Usage** – graphical and tabular displays that detail usage information for a selected Material Number or Part Number for the past 12 months
- **Analysis** – user-defined parameters to view current inventory information
- **Catalog Update -** user is able to request changes to Freeport-McMoRan catalog

## Moving

The Moving page contains material that have been issued out of the warehouse in the past twelve months. Moving inventory is split into two grids:

- **QTY Pipeline Stock Out** – highlights materials that have a zero or less than zero quantity in the logistics pipeline
- **Other Stock** – all other materials that are moving, but not stocked out.



**Note:** Clicking on the "Material Description" hyperlink will take you to the Inventory → Usage page.

## Non-Moving

The Non-Moving page contains materials that are either new and have not yet registered usage or have had no activity in the past twelve months. Non-Moving inventory is split into two grids:

- **QTY Pipeline Stock Out** – highlights materials that have a zero or less than zero quantity in the logistics pipeline
- **Other Stock** – all other materials that are moving, but not stocked out.



**Note:** Clicking on the "Material Description" hyperlink will take you to the Inventory → Usage page.

# Usage

By entering a Material Number or Manufacturer (Mftg) Part Number and a corresponding plant, users can analyze the inventory details of a Freeport-McMoRan material and view the historical usage. Detailed information includes: stock on hand, stock requested, in transit, on order, re-order point and more.  The graphical representation at the bottom of the page displays the usage the monthly usage of the item during the last 24 months.  This inventory information, along with stock out reports will assist users in finding patterns that can be used to guide decision-making and predict future behavior. Press the "Clear" button in order to delete any information that was typed into the fields.

**Note:** The plant drop-down menu is ordered by "Plant Code" in ascending order.

Inventory > Usage

**Search**

| Material Number | | Plant | (3002) Bayway | ▼ |
| Mftg Part No | | | | |

Search    Clear

S#:
Material Number:
Stock Name:
Description:
Preferred Mftg Part No

| SOH: | UOI: |
| Consigned SOH: | Stock Req: |
| In Transit: | On Order: |
| ROP: | Qty Pipeline: |
| MAX: | MRP Type: |
| BI: | MVT Status: |
| Material Group: | Total Items Ordered: |
| Avg Delivery: | |

| Storage Location | ROP | MAX | MRP Type Code | Lead Time |

### Last 24 Months



Average Monthly Usage: 0.3333333333333333

| Historical Usage | |
|---|---|
| Month | Usage |
| 04/2012 | 0 |
| 05/2012 | 0 |
| 06/2012 | 4 |
| 07/2012 | 0 |
| 08/2012 | 0 |
| 09/2012 | 0 |
| 10/2012 | 0 |
| 11/2012 | 0 |
| 12/2012 | 0 |
| 01/2013 | 0 |
| 02/2013 | 0 |
| 03/2013 | 0 |
| 04/2013 | 2 |
| 05/2013 | 0 |
| 06/2013 | 0 |
| 07/2013 | 0 |
| 08/2013 | 0 |
| 09/2013 | 0 |
| 10/2013 | 0 |
| 11/2013 | 0 |
| 12/2013 | 2 |
| 01/2014 | 0 |
| 02/2014 | 0 |
| 03/2014 | 0 |

# Analysis

The analysis page enables users to search for materials based on custom search criteria. The available search fields are: Manufacturer (Mftg) Part Number, Material Group, Material Number, Material Description and Business Impact (BI).



# Catalog Update

The catalog update page gives suppliers an opportunity to make catalog change requests to the Freeport-McMoRan catalog. When new part numbers or descriptions are available, suppliers may use this screen to pass on the changes to Freeport-McMoRan.

**Step 1:** Search the catalog base using the grid filters by Manufacturer (Mftg) Part Number, Material Number, Material Group, MRP Type and/or Description.

    a.  Check the box of the material(s) the user would like to update (Multiple items can be selected for updates).

    b.  Click on the "Updates" link on the top right hand corner of the grid.

**Step 2:** Select the checkbox of the part number or the description that needs to be changed (Multiple items may be selected). Select the type of catalog update being requested (Catalog Name, Description or Mftg Part No).

**Note:** If the request is based on a quantity only change that has resulted in a new manufacturer part number, please specify the quantity change in the comment. If the change is beyond the three label changes, a note is suggested in order to contact the inventory controller. The manufacturer part number can ONLY be the true manufacturer part number, not the supplier part number.



**Step 3:** Type in the new part number(s) or description(s) and enter any comments. If you have selected more than one item to be modified, both items will appear on the screen to be modified. The "To" field will be defaulted to the MRP controller and cannot be changed, but the "CC" field can be modified to include anyone the user would like to notify. After inputting the necessary information, click "Submit".



**Step 4:** The change request will route to the MRP controller via email. The controller will review the requested changes and make the updates as needed. The request will be stored in the administration tab under "Updates/Notes".

# Invoices

The Invoices tab has four sub-levels:

- **MRNI/SRNI** – Displays Materials Received Not Invoiced and Services Received Not Invoiced
- **Not Paid** – Displays Invoices Approved Not Paid, Good/NOI Invoices Blocked, Services Blocked
- **Performance –** Graphical representation of various supplier invoice performance metrics.
- **Analysis** – User-defined parameters to select specific data.  This page can also be used to display Paid invoices.

## MRNI/SRNI

The MRNI/SRNI page is split into two grids: the top grid displays materials that have been received but not fully invoiced and the bottom grid displays services that have been received but not yet invoiced.

### Materials Received Not Invoiced

This grid shows all materials that have been received but not fully invoiced. Each line will display a separate PO line item available for invoice.  Suppliers may submit invoices for a single PO, but multiple line items.

**Note:** Invoices may take between 2-3 weeks to appear in the portal due to the enormous volume of invoices processed, but will appear at least a week before the payment terms. Please note that sending another invoice will not expedite the payment process. In the case of a payment delay, please contact the purchasing officer.



### Services Received Not Invoiced

This grid shows all services that have been performed and received in the system but have not been invoiced. The grid will display the service receipt number and the amount available for invoice.  Each receipt must have only one corresponding invoice.



## Not Paid

The not paid page is split into three different grids: Invoices Approved Not Paid, Good/NOI Invoices Blocked, Services Blocked

### Invoices Received Not Paid

These invoices are approved for payment and will pay on their due date.

| Invoices Approved Not Paid | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Company ⬍ | S# ⬍ | Invoice No ⬍ | Invoice Date ⬍ | Invoice Due ⬍ | PO ⬍ | Voucher Number ⬍ | Receipt Reference ⬍ | Net Amt ⬍ |
| 1117 - Clx Moly Co Climax Mine | | | | 04/05/2014 | | | | |
| 1117 - Clx Moly Co Climax Mine | | | | 04/05/2014 | | | | |
| 1345 - FM Tyrone Mining LLC | | | | 03/06/2014 | | | | |
| 1345 - FM Tyrone Mining LLC | | | | 03/06/2014 | | | | |
| 1315 - FM Chino Mines Company | | | | 03/06/2014 | | | | |
| 1315 - FM Chino Mines Company | | | | 03/06/2014 | | | | |
| 1315 - FM Chino Mines Company | | | | 03/02/2014 | | | | |

## Good/NOI Blocked

These Invoices are not approved for payment due to a mismatch between PO and invoice. The grid will display the invoice blocking reason.  Clicking on the magnifying glass will display blocking reasons at the line item level.  For questions about blocked invoices, please use the Email functionality within the Portal to quickly email the correct FCX contact about a blocked invoice (See Email section, pg. 21).

| Good/NOI Invoices Blocked | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| View | Company ⬍ | S# ⬍ | Invoice No ⬍ | Invoice Date ⬍ | Invoice Due ⬍ | PO ⬍ | Voucher Number ⬍ | Receipt Reference ⬍ | Payment Block ⬍ | Net Amt ⬍ |
| 🔍 | 1345 - FM Tyrone Mining LLC | | | | 02/27/2014 | | | | Invoice verification | |
| 🔍 | 1345 - FM Tyrone Mining LLC | | | | 02/27/2014 | | | | Invoice verification | |
| 🔍 | 1458 - Tenke Fungurume Mine,SARL | | | | 02/05/2014 | | | | Invoice verification | |
| 🔍 | 1458 - Tenke Fungurume Mine,SARL | | | | 02/05/2014 | | | | Invoice verification | |
| 🔍 | 1458 - Tenke Fungurume Mine,SARL | | | | 02/05/2014 | | | | Invoice verification | |
| 🔍 | 1543 - FM Bagdad Inc | | | | 03/31/2014 | | | | Invoice verification | |

## Service Invoices Blocked

Invoices that are not matched or mismatched with a service receipt. For questions about blocked invoices, please use the Email functionality within the Portal to quickly email the correct FCX contact about a blocked invoice (See Email section, pg. 21).

| Services Invoices Blocked | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Plant ⬍ | S# ⬍ | Invoice No ⬍ | Invoice Date ⬍ | Invoice Due ⬍ | SO ⬍ | Receipt Reference ⬍ | Amount Received ⬍ | Invoice Status ⬍ | Gross Amount ⬍ | Tax Amount ⬍ | Net Amt ⬍ |
| 3350 - Morenci | | | | 03/17/2014 | | | | | | | |
| 3347 - FM Reclamation Services | | | | 05/19/2014 | | | | | | | |

# Performance

This tab will provide the user with a graphical representation of various performance metrics for invoices by company code. The user may search by Company Code in the "Search" field or display all company codes. Amounts will be displayed in the order currency. If more than one currency is used for orders, the first currency will be displayed. Due to the fluctuations in exchange rates, amount calculations in the Portal many vary from actual amounts.

Invoices > Performance

Disclaimer: Amount calculations may vary from exchange rate variances

**Search**

Company: --All--  ▼

Search

The first pie chart will show all paid invoices year to date and whether they were paid on time or paid late. The second pie chart will show a current snapshot of all invoices that have not been paid. These invoices will be either blocked, not received or approved not paid. The data in both charts will show the count of invoices with the corresponding amount of dollars and what percentage falls into each category.
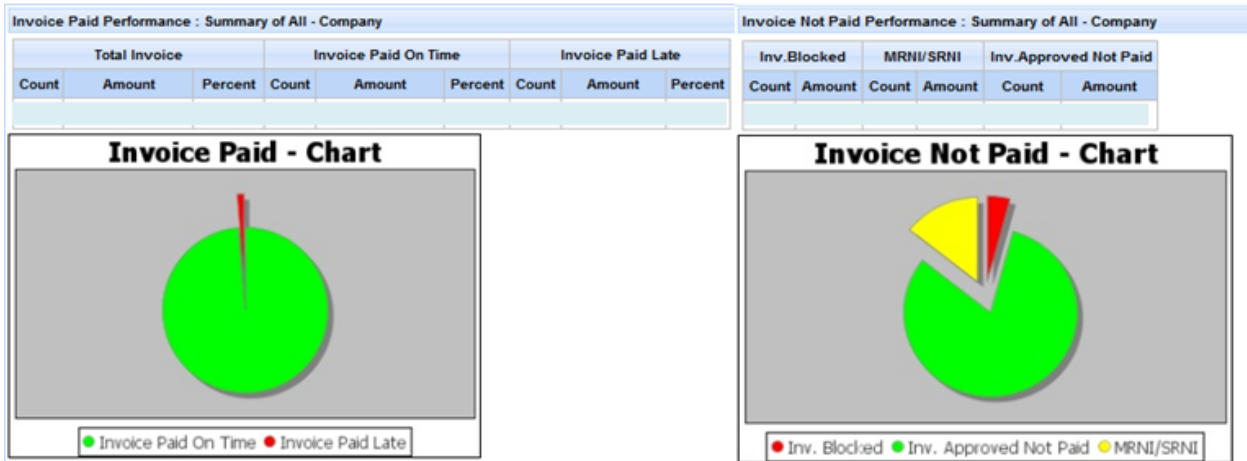


# Analysis

The analysis page enables users to search invoices from a combination of the following search criteria: Invoice No, PO No, Check No, Payment Status, Date Selection with from and to dates, Plant and Receipt Reference. If selecting "All" for Payment Status, user must define at least one additional search criteria. The Analysis page is the only page that will allow users to find paid invoices.

# Service Order

The Service Order tab has two sub-levels:
- **Outstanding –** SOs that have not been fully received (Open and Active orders)
- **Analysis –** search page where user defined parameters retrieve current or historical SOs

## Outstanding

The Outstanding page lists all outstanding service orders for a supplier ID.



## Analysis

The Analysis page enables users to search for service orders based on custom search criteria. The available search fields are: order status (all, active or close), SO number, contract number and date type (start or end date).



# Shipping Schedule

Freeport-McMoRan shipping schedules provide suppliers with more visibility to help coordinate on-time delivery. The shipping schedules are for large off-site locations that have transport consolidation to on-site locations.

# Administration

The Administration tab has three sub-levels:

- **Updates/Notes** – user can search all recommended updates/notes/emails created in the portal
- **Update Profile** – allows users to update their email address in Supplier Portal

## Updates/Notes

After submitting catalog or PO change requests to Freeport-McMoRan, suppliers may use this page to view all submitted updates and notes in order to check the status of PO change requests submitted through the Portal.

Users can search for notes using the following Search Criteria: Note Type, Status, Created By, Supplier, Created Date: From and To.



## Update Profile



Allows users to update their email address in Supplier Portal. After entering the new email address and clicking "Update", email address will be updated in the Portal. Please note that emails with an FMI domain cannot be updated using this functionality.

# Hyperlinks and Grid Functions

## Hyperlinks

Blue words (example) throughout the portal also serve as hyperlinks. Clicking a hyperlink will redirect you to another page in the portal and provide more detailed information.
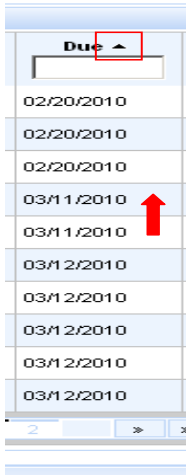
## Grid Sorting

Orders can be sorted by clicking on the arrow located on the top of the desired column. After clicking the arrow, a sort indicator (a single up or down arrow) will represent the current sort field. The grid can be sorted both in ascending or descending order. Grid Filtering can be used to search through the grid, by choosing a variable to search by, placing it in the grid and tabbing out of the selected field. The search will filter the grid according to the searched variable. This applies to all grid sections.
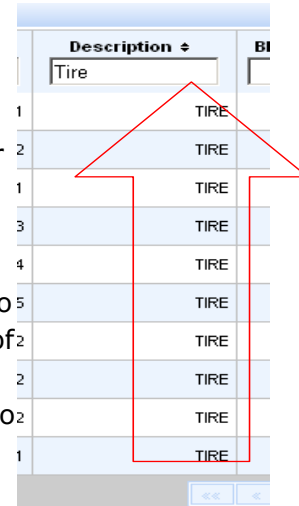
## Data Extraction

Data can be exported to a worksheet or emailed by checking the box next to the desired PO in the right column and then selecting Email or Export at the top right hand side. It is possible to select more than one PO at a time to email or export by selecting multiple check boxes. If all PO information should be selected, press the Select All at the top. Press Clear All to unselect all. This applies to all grid sections.

## Worksheets

Extracted data can be downloaded in two formats: .xls or .csv. Worksheet data can then be manipulated using sorts, filters, totals, etc. as required. Save excel spreadsheets onto your desktop by pressing the save button.
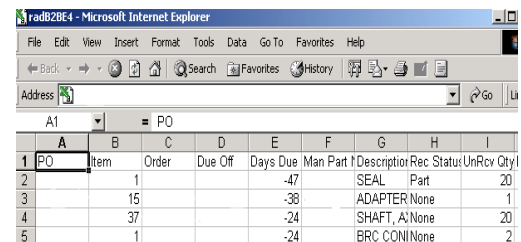
## Hover Tool

Key terms have a tool-tip that give the user a definition of the term. It can be found by hovering over the term on the page.

# Email

Emails can be sent through the portal in the purchase order, inventory, invoice and service order sections.

### PO Section

Emails are used for expediting, order acknowledgement, or communicating order status. Comments are sent to the purchasing group for review. The purchasing group is defaulted in the "To" field and cannot be changed. The "CC" field can be modified to add all intended recipients. All correspondence will be saved as a note in Supplier Portal.

### Inventory Section

Emails are used for questions on stock such as inaccurate stock level, a new manufacturer part number, or the replacement of a manufacturer part number. Comments can be sent to the MRP controller for review. The MRP controller is defaulted in the "To" field, but this can be changed according to user preference. The "CC" field can be modified according to user preference. All correspondence will be saved as a note in Supplier Portal.

### Invoice Section

Emails are used for questions on invoices such as, payment status, inaccurate invoice information, confirmation of invoices, and questions for unapproved invoices. The accounts payable and purchasing group or contract responsible email is defaulted in the "To" field and cannot be changed. The "CC" field can be modified according to user preference. All correspondence will be saved as a note in Supplier Portal.

### SO Section

Emails are used for order acknowledgement or communicating order status. Comments are sent to the contract responsible for review. The contract responsible is defaulted in the "To" field and cannot be changed. The "CC" field can be modified to add all intended recipients. All correspondence will be saved as a note in Supplier Portal.

# Notes

The portal will list all correspondence in the Notes section of the corresponding section (PO, Inventory, Invoice, SO, etc.)By clicking on the binder icon (  ), you will be able to review all correspondence for that item.



All emails and updates sent out will be automatically saved in Supplier Portal. The portal will list all correspondence in the "Updates/Notes" section under the Administration tab.

# Key Terms

| Term | Definition |
|------|-----------|
| Vendor | Unique value used to identify a supplier<br><u>Main vendor number</u>:<br>6-digit number beginning with "1" or "2" (e.g. 1xxxxx) |
| Material Number | Unique identifier of a stock item<br>8-digit number beginning with a "4" (e.g. 4XXXXXXX) |
| Plant | Plant number or site location |
| Purchasing Group | Indicates the buyer of the good or service |
| Purchase Order | FCX number used to uniquely identify a purchase order<br>10-digit numeric value (Ex: 5200083932) |
| Service Order | FCX number used to uniquely identify a service<br>10-digit alphanumeric value beginning with "Z" (e.g. ZCxxxxxxxx) |
| Warehouse | Number or name of the location where the goods will be received and/or stored |
| Company Code | Financial entity of the plant |
| Color Code | Defines the package color that goods should be packaged in so on-site warehouse can determine storage location.  Applicable to PTFI and Tenke only. |
| Voucher Number | Internal filing number assigned to each supplier invoice |
| Receipt Reference | Delivery note (supplier packing slip ID) or service receipt number that correlates directly with an invoice. |