

September 24, 2026

Subject: Important Supplier Notice – EVR’s ERP Blackout Period and SAP/Coupa Go-Live

Dear Valued Supplier,

As previously communicated, **Elk Valley Resources (EVR)** is implementing SAP and Coupa as part of our ERP Modernization Program, with go-live scheduled for **October 1, 2026**.

EVR will enter a planned blackout period from **September 25 at 18:00 MT through October 1 at 7:00 AM MT**.

As we prepare for go-live, please review the important dates and instructions below to help ensure continuity of purchasing, invoicing, and payment activities.

Important Supplier Requirements

EVR's existing requirements for doing business remain in effect throughout the transition.

Suppliers must:

- Comply with the **Glencore Supplier Code of Conduct** and applicable EVR requirements
- Use EVR-designated procurement, invoicing and supplier management processes
- Ensure goods and services are supported by a valid **EVR purchase order or authorization**, with the applicable PO referenced on invoices
- Maintain accurate company, contact and banking information
- **Not pass on additional costs to EVR** associated with EVR's system or process requirements unless expressly agreed to in writing

1. Before Blackout | September 1 – 25 at 18:00 MT

Area	What Suppliers Need to Know
Supplier Data	• Existing company, contact, and banking information has been migrated from Microsoft Dynamics AX to support the transition
POs	• POs will continue to be issued from Microsoft Dynamics AX until September 25 at 18:00 MT • Please review open POs and raise any changes with your EVR Buyer before blackout wherever possible

Invoices	- Continue the current process for AX/VPO00 POs - Submit invoices to AccountsPayable@evr.glencore.ca, clearly referencing the applicable PO
Payments	- The final pre-blackout payment run will occur on September 25 - Funds are expected to be deposited approximately September 28 for CAD and September 29 for USD, subject to normal banking processing times
Freight	Continue under the existing process

2. Blackout Period | September 25 at 18:00 MT – Oct 1 at 7:00 MT

AX and Coupa will be unavailable during the blackout period. Suppliers must use the temporary manual processes below until Coupa goes live.

Area	What Suppliers Need to Know
Existing POs	- Existing valid POs may continue to be used for their approved goods or services - For PO questions or required changes, contact the EVR Buyer identified on the PO - A new PO may be required where changes are necessary
New POs	- Only critical or emergency POs will be issued during blackout - Where required, EVR Buyers will issue POs manually and email them directly to suppliers. Please confirm receipt of manual PO.
Invoices	Continue submitting invoices to AccountsPayable@evr.glencore.ca, clearly referencing the applicable PO or contract number
Invoice Resubmission	Do not resubmit invoices submitted during blackout in Coupa after go-live unless instructed by EVR
Payments	No payment runs will be generated from September 28–30
Freight	Continue under the existing process unless otherwise advised by EVR. Deliveries will not be impacted during this period, and Warehouses will continue to receive goods throughout the entire blackout period.

3. After Blackout / ERP (SAP/Coupa) Go-Live | October 1 from 7:00 MT Onward

Area	What Suppliers Need to Know
New POs	- New POs will be issued through Coupa (and email) - Suppliers should use the applicable Coupa / Coupa Supplier Portal process to receive and manage POs
Historical POs	- Existing valid POs will remain valid for their approved scope - If a historical PO requires a change after go-live, a new Coupa PO may be required - Contact your EVR Buyer before proceeding with changed scope
Invoices – Coupa POs	Invoices against new Coupa POs should be submitted through the Coupa Supplier Portal (CSP) or EVR's designated Coupa invoice email process, as applicable

Invoices – Historical POs	Continue submitting invoices against migrated AX/VPO00 POs through the existing EVR Accounts Payable process
Supplier Information / KYC	Beginning in mid-October, suppliers may be contacted to validate company and compliance information as part of EVR's Supplier Information Management / KYC activities
Supplier Support	Dedicated support and self-service resources will be available following go-live to assist suppliers with Coupa onboarding, registration/access and transition questions

What You Need to Do

Before blackout begins on **September 25 at 18:00 MT**, please review open POs and outstanding invoices and resolve urgent issues with your EVR Buyer or Accounts Payable where possible.

During blackout, **temporary manual processes outlined above** will be used to manage transactions and nothing will be processed through AX or Coupa. **Do not resubmit invoices submitted during blackout in Coupa after go-live unless instructed by EVR.**

From GoLive on **October 1 at 7:00 MT**, begin transacting through Coupa (Purchase Orders and Invoicing) and complete any requested supplier onboarding or information activities.

Please share this communication with the appropriate contacts within your organization.

For Support (and additional information):

- Visit evr.com/suppliers
- **Purchase Order questions:** EVR Buyer / Contract Specialist
- **Invoices and payments questions:** AccountsPayable@evr.com
- **Coupa onboarding, access or general questions:** supplier@evr.com

We appreciate your cooperation and continued partnership as we complete this transition.

Regards,



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