



A GLENCORE COMPANY

October 1, 2026

Subject: Coupa at EVR is Live! Complete Your Supplier Portal Registration

Dear Valued Supplier,

We are pleased to confirm that **Elk Valley Resources (EVR) is now live with SAP and Coupa** as part of our ERP Modernization Program. The blackout period has ended, and EVR has begun transacting through our new systems.

Thank you for your cooperation and support throughout the transition.

Coupa Supplier Portal Registration

The [Coupa Supplier Portal \(CSP\)](#) is free for suppliers and provides a centralized location to manage transactions with EVR.

Today (October 1), EVR will send your organization an invitation to connect with EVR in the CSP and begin your onboarding process. Please look out for this communication and complete your registration promptly.

If your organization already uses Coupa with other customers, you may continue to use your existing CSP account. **Use the EVR invitation link to connect your existing account with EVR rather than creating a new account.**

When you receive your invitation, please:

- Complete your **supplier profile and onboarding information** promptly
- Review and confirm your **company, banking and tax information**
- Ensure the appropriate contacts within your organization have access
- If you would like to update the **primary contact email for future EVR communications**, you can do so during the onboarding process
- Check your spam or junk folder if you do not see the Coupa communication

Begin Transacting in Coupa

Now that Coupa is live:

- **New purchase orders** will be issued by EVR through Coupa (and email).
- Existing valid POs issued before October 1 **remain valid for their approved scope**. If a change is required, contact your **EVR Buyer / Contract Specialist**, as a new Coupa PO may be required.

- **Purchase Orders processed during the blackout period** (September 25 18:00 to October 1 at 07:00) will be re-issued come October 1 to support our invoicing protocols. No action is required on the vendor's part. Our Buyers will proactively communicate with vendors and internal stakeholders, please be mindful of potential duplicate orders.
- Invoices against **new Coupa POs** should be submitted through the CSP or EVR's designated Coupa invoice email process, as applicable.
- Invoices against **historical AX/VPO00 POs** should continue through the existing Accounts Payable process.
- Continue to reference the applicable **EVR purchase order number** on invoices.
- **Do not resubmit invoices submitted prior or during the blackout period in Coupa unless instructed by EVR.** If you are unsure of an invoice status, contact Accounts Payable before resubmitting.

Beginning in **mid-October**, suppliers may also be contacted to validate company and compliance information as part of EVR's **Supplier Information Management / KYC** activities.

Training, Resources and Support

Training materials, job aids, FAQs, EVR-specific Coupa guidance, and applicable policies are available on the [EVR Suppliers](#) webpage.

For additional information and support:

- 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

Next Steps

Please **watch for your CSP invitation from EVR on October 1 and complete your registration and onboarding promptly.** If you already have a CSP account, use the invitation to connect your existing account with EVR.

Please also review the training and support resources available on the [EVR Suppliers](#) webpage and share this communication with the appropriate contacts within your organization.

Thank you again for your continued partnership and support as EVR begins transacting through SAP and Coupa.

Regards,



Joshua Harris
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