



MOPANI
An IRH Managed Company

Contractors Report

User Guide

supplierportal.biz

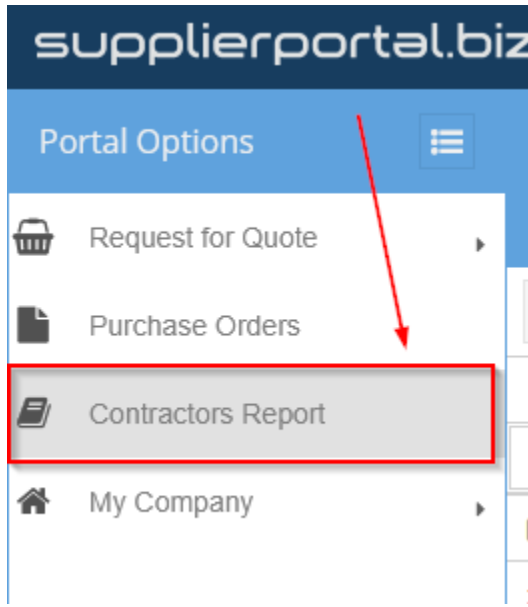
This guide explains how to submit a
Contractor's Report using

www.supplierportal.biz

It is written for all vendors.

Step 1: Access the Contractor's Report Page

- Log into the portal.
- Click '**Contractor's Report**' on the left-hand side menu.



Step 2: Fill in the Report Details

Contractor Report Details

Attachments

Submit

For supporting documentation

Customer:

Mopani Copper Mines

Company:

My Company

Type:

Purchase Order

Purchase Order:

S75691

Q

Click on the search icon and select PO

Description:

Description of the works

Enter descriptions of works here

Invoice Number:

Invoice Date:

8/14/2025

Invoice Detail

Line	Item No	Item Description	UOM	Unit Cost	PO QTY	QTY	Extended
1	554050000...	Consultancy	HR	105	1	1	105.00
2	554050000...	Landed cost session	HR	105	1	1	0.00
3	554050000...	Support Integration services	HR	105	1	0	0.00
4	554050000...	Service Credentials AMT troubleshooting	HR	105	1	0	0.00
5	554050000...	Consultancy	EA	105	4	0	0.00
6	554050000...	AMT SPR integration scope type and product class	HR	105	2	0	0.00
							\$ 105.00

Click on update after entering Qty

Update

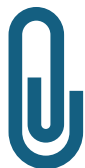
Cancel

Specify qty

Value is populated as you enter qty

- Select your **Customer**, **Company**, and **Type** from the dropdowns.
- Use the **finder** icon to select a **Purchase Order**.
- Enter a **description**.
- **Invoice Number** to be blank
- **Date** to be inserted automatically final approval is done.
- Enter **quantities** for the listed items.

Step 3: Attach Supporting Documents



- Go to the **Attachments** tab.

- Click '**Attach**' to upload relevant documents.

Contractor Report Details

Attachments

Attach

	File Name	User	Date	Type
	Test.pdf		07/21/2025	COC

Step 4: Submit the Report



- Click '**Submit**' to send the report.
- It will go through approval at Mopani Copper Mines.

Step 5: After Approval

- You will get a notification via email and on the portal that the contractor's report has been filed successfully.
- You may now invoice.
- Include the Contractor's Report number (e.g., **CTRREP000035**) for quicker processing.