

Mopani Copper Mines Plc

Title : Online Contractor Report presentation to vendors



Objective of the Training

The objective of the training is to:

1. Inform all contractors providing services to Mopani Copper Mines PLC (MCM) of the new Contractor Report system that is used in invoice processing
2. Demonstrate how the new claim procedure will work using the supplier portal
3. Reconfirm the contractor's responsibilities when claiming for work completed – either progressive or completed work.

Modernization of the Contractor Report Processing

Current challenges with the manual process includes:

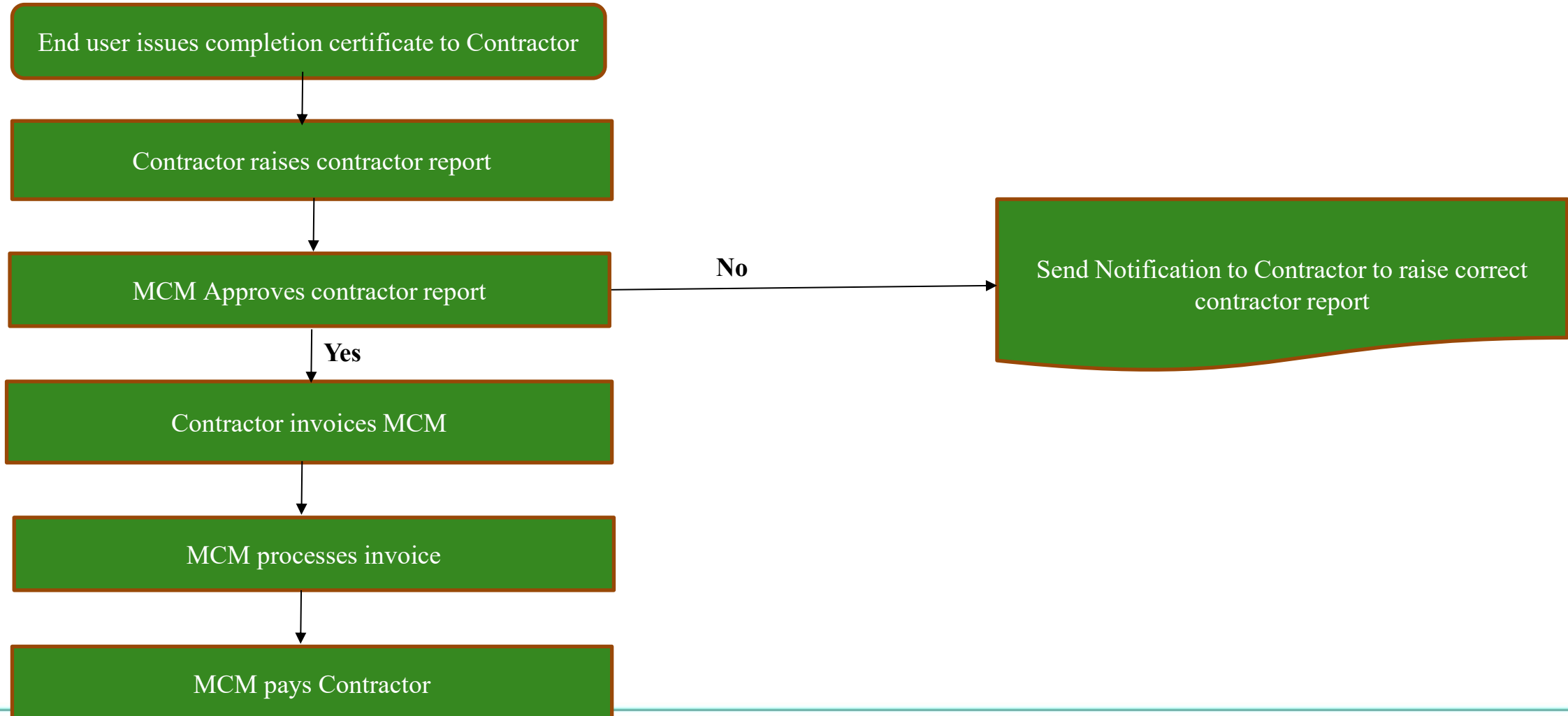
- Delays in processing contractor reports which further delays payments for provided services
- Lost or misplaced documents
- No traceability of manual documents through the approval process

The new online contractor claim system will provide:

1. All documentation required to support the claim in one place
2. Traceability of each claim within the MCM system
3. Efficient invoice processing once the contractor's report is approved, the report will be lodged with Accounts Payable electronically
4. Email and on-Portal notification

Steps for processing service/contracts invoices

The below are the steps that will be used to process invoices for services/contracts:



Requirements for processing a Contractor Report

Below are requirements before a contractor commences with initiating the contractor report via the contractor report system:

- Must have a valid service order or Contract with MCM
- Contractor should have performed services as per the service order or Contract with MCM
- Contractor should have all required supporting documents i.e. survey reports, stamped delivery notes for materials used while performing the services, time sheets for contractor employees etc.
- MCM end user must issue completion certificate to Contractor for services performed. To view a sample of the certificate, click on the following link: [Certificate Sample](#)

Contractors Report User Guide



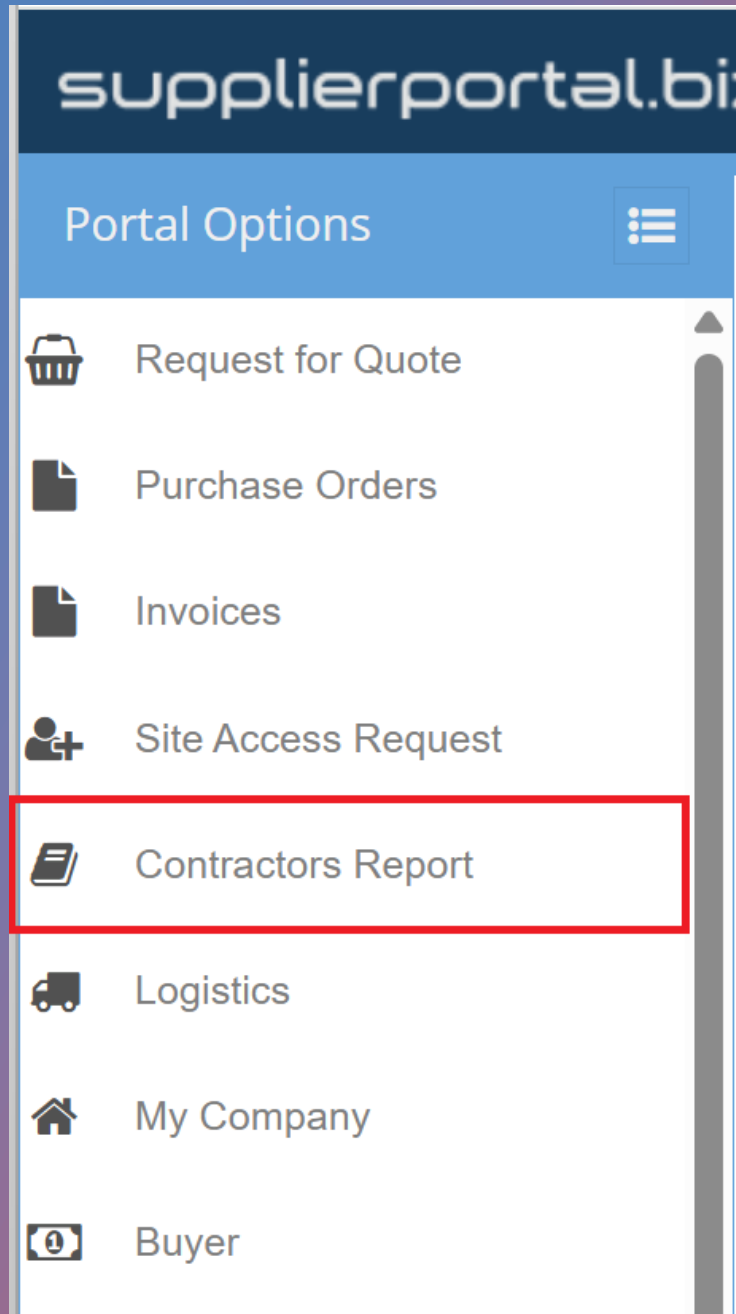
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Purpose of this Guide

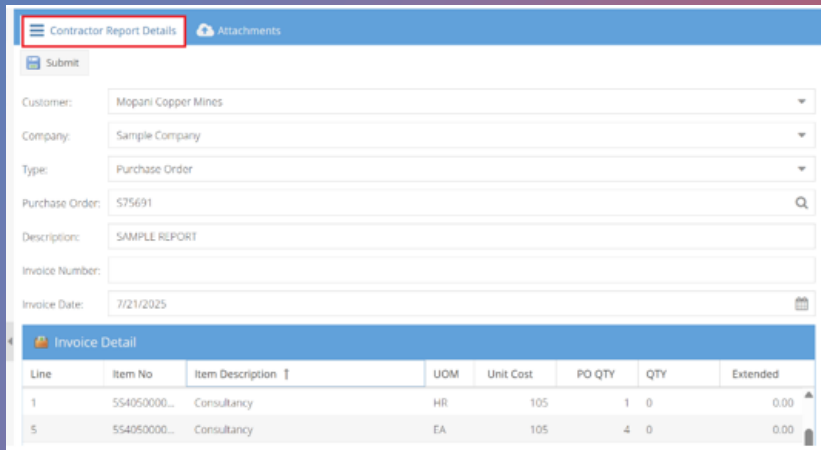
- This guide explains how to submit a **Contractor's Report** using www.supplierportal.biz.
- It is written for all vendors.



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

Submit

Customer: Mopani Copper Mines

Company: Sample Company

Type: Purchase Order

Purchase Order: 575691

Description: SAMPLE REPORT

Invoice Number:

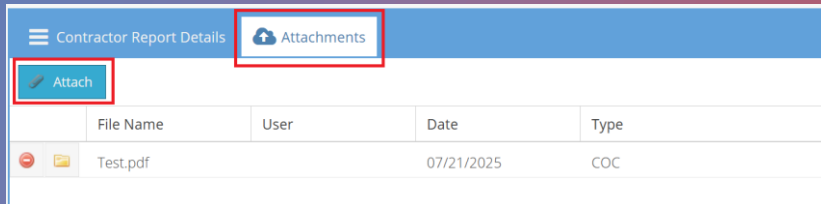
Invoice Date: 7/21/2025

Invoice Detail

Line	Item No	Item Description	UOM	Unit Cost	PO QTY	QTY	Extended
1	554050000...	Consultancy	HR	105	1	0	0.00
5	554050000...	Consultancy	EA	105	4	0	0.00

- - 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.

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.

Other vendor related issues

A reminder to vendors on the below issues:

- All vendors to ensure that they perform the compliance exercise on the compliance portal. Deadline is 31st August 2025. This exercise will be done on an annual basis
- All vendors that need to change their details on the MCM Vendor master can do so using the following email address vendor.registration@mopani.com.zm or call **+260 212 247110**
- For supplier portal issues, use email suppliers@orbfusion.com
- For contractor report issues, use email vendor.registration@mopani.com.zm

THE END