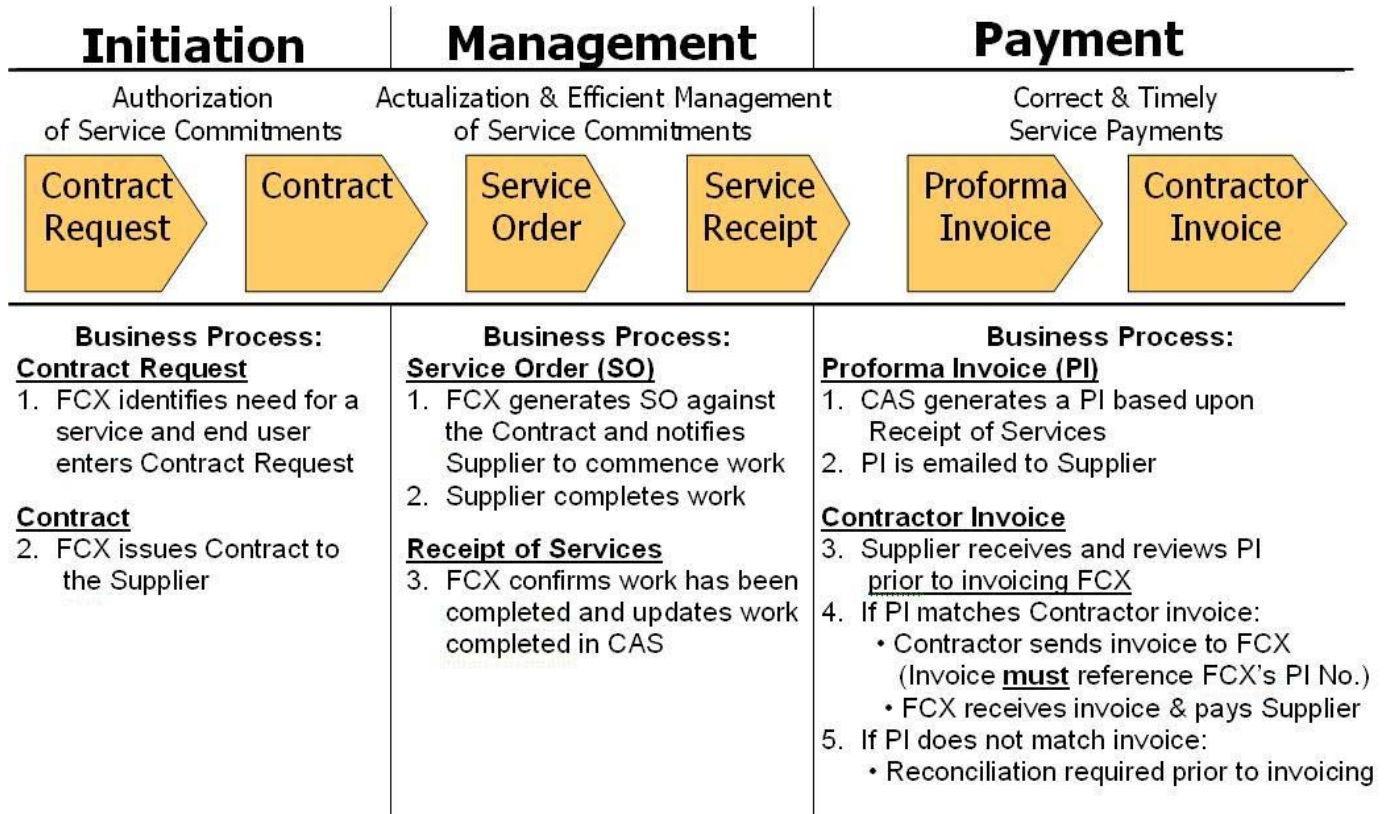


## SUPPLIER QUICK REFERENCE

### CAS Overview and Process

The Contract Administration System (CAS) is the new global online system for contract requests and administration of contracts.

- Users can track the status of contract requests, contract budget, service orders, service receipts and service invoices
- Suppliers will be paid correctly and timely (if instructions are followed)



## CAS OVERVIEW AND PROCESS

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# SERVICE ORDER

## SERVICE ORDER

Once a Contract Administrator has created a Contract, FCX Users are able to create service orders against that contract. A Service Order is often referred to as a work authorization and lets the supplier know that work can commence. Suppliers must not start work unless they have received a Service order for the services to be performed.

Notifications are sent to Suppliers from CAS in the form of an email. To view a Service Order (Work Authorization):

1. Open email and review content. The Work authorization e-mail includes:
  - o Service Order Number,
  - o Version Number, Contract Number

**NOTE:** If Version Number on the Service Order is something other than 001, that will indicate that User has modified the Service Order and the latest version is the correct version.

- o Contractor Information
- o Company Information (FCX)

**NOTE:** Person listed as contract person is the Contract Responsible. Contract Responsible approves all service receipts for that Service Order.

- o Contract Administrator information

**NOTE:** Contract Administrator is the person that created the contract in the system and typically negotiated the terms and conditions of contract.

- o Description of the service to be provided and the payment amount
- o Additional terms or comments
- o Notes to Supplier regarding service orders

The Supplier then performs the work as authorized. Following completion, a designated person, usually the Contract Responsible, confirms work is completed and creates a Service Receipt.

**NOTE:**

- Service Orders can be created by multiple FCX users and multiple locations based on how Contract is created.
- Supplier Email is obtained during contract creation and is the default email address; however, FCX user(s) can change the email address when each Service Order is created.

**SERVICE ORDER ZA011A**  
(Work Authorization)  
Version : 001

Contract No : 899090062-001

Contractor Info	Company Info	Contract Administrator
Contractor ID : 54076A Name : WESTERN INDUSTRIAL RESOURCES COR Address : 2236 N RICO CIRCLE MESA Phone : 480-396-7404 Fax : 480-396-7406 Email : <a href="mailto:isrhh@wvindustrial.com">isrhh@wvindustrial.com</a>	Service Period : From 06/30/2009 To 07/30/2009 Contact Person : VERONICA ROSELL Service Address : Phone No : +1-602-366-8475 Fax : Email : <a href="mailto:Veronica_Rosell@fmi.com">Veronica_Rosell@fmi.com</a>	Name : VERONICA ROSELL Phone No : +1-602-366-8475 Fax : Email : <a href="mailto:Veronica_Rosell@fmi.com">Veronica_Rosell@fmi.com</a>

With reference to the above contract, you are hereby authorized to perform the following:

General Maintenance						
Description	Quantity	Unit Of Measurement	Unit Rate	Tax Rate (%)	Extended amount	
Carpenter	30.00	HRS	18.00	0.00	US\$ 540.00	
Material	1.00	LS	350.00	0.00	US\$ 350.00	
					<b>Total Amount</b>	<b>US\$ 890.00</b>

Once services have been rendered, a Proforma Invoice (service receipt confirmation) will be sent that references a Proforma Invoice Number. The Proforma Invoice Number is required on all invoices (only use Proforma Invoice Number per invoice). Failure to include the Proforma Invoice number may result in delay payment. Send invoices to: [frg@metasource.com](mailto:frg@metasource.com)

**Notes:**

1. If you have performed the services or have submitted invoices for the services already, please use this Service Order (Work Authorization) as a confirmation only.
2. For details of the services, please contact the Contact Person.
3. The services should be carried out in accordance with the terms and conditions stipulated in the contract covering this service order.
4. The value of services MUST NOT exceed the amount set forth in this service order. Services rendered exceeding the amount may result in non-payment.
5. In the event you have to perform services outside the scope of this service order, or that exceeds the above authorized amount, a modification of this service order (prior to performing such services) is required. You must notify the above Contact Person.
6. If for any reason, this service order is modified, a newer version of the service order document, retaining the same number of this service order will be issued. In this case, the detail and / or value of the newer service order version shall supersede the previous one.
7. This service order does not guarantee payment for the full service order amount. Payments will be made as services are rendered and invoiced, not to exceed the full service order value.

# SERVICE ORDER

## PROFORMA INVOICE (SERVICE RECEIPT)

### PROFORMA INVOICE

When the work is completed, the designated person (Contract Responsible) confirms that the work is complete and creates a Service Receipt in CAS. Once the Service Receipt is entered in CAS, a Proforma Invoice is automatically generated. The Proforma Invoice is sent to the Supplier via email.

The Proforma Invoice contains a Proforma Invoice number, which is **MANDATORY** on all Contractor invoices. **Failure to include the Proforma Invoice number on the invoice will result in delayed payment.**

Total amount on the Contractor Invoice must match the Proforma Invoice total.

Suppliers will need to review and match the Proforma Invoice prior to invoicing Freeport-McMoRan. To view the Proforma Invoice:

1. Open email sent from FMI containing the invoice. The Proforma Invoice includes:

- o Proforma Invoice Number, Version Number, Service Order Number, Contract Number
- NOTE:** If Version Number on the Proforma Invoice is something other than 001, that will indicate that User has modified the Service Receipt/Proforma Invoice and the latest version is the correct version.
- o **NOTE:** Each PI number will have a unique numbering based on the following format:

Proforma Invoice Format is **PI-aaaaaa-bbb**

Always 'PI'
Service Order Number
Sequence Number

- o Contractor Information
- o Company Information (FCX)  
**NOTE:** Person listed as contact person is the Contract Responsible. Contract Responsible approves all service receipts for that Service Order and handles invoice resolution.
- o Contract Administrator information  
**NOTE:** Contract Administrator is the person that created the contract in the system and typically negotiated terms and conditions of contract.
- o Description of the service noted as received
- o Additional terms or comments
- o Notes to Supplier regarding service orders

**NOTES:**

- FCX Users can create multiple Service Receipts against a Service Order as long as the total Service Order amount is not exceeded.
- Supplier's email address from Service Order is the default email address for Proforma Invoice; however FCX User(s) can change the email address when each Service Receipt is created.
- Once Service Receipt is created CAS will automatically generate one Proforma Invoice, and Supplier will only be allowed to submit one invoice against the Proforma Invoice.
- **If Supplier believes Proforma Invoice is incorrect. Supplier can contact person listed on the Proforma Invoice and Contract Responsible can correct the Service Receipt and generate a new PI if desired**

## PROFORMA INVOICE (SERVICE RECEIPT)

**PROFORMA INVOICE PI-ZA001P-004**  
 (SERVICE RECEIPT)  
 Version No: 001

Service Order No : ZA001P  
 Contract No : 3260900234-001

**Contractor Invoice must include PI number & match amount**

Contractor Info	Company Info	Contract Administrator
<b>Contractor ID:</b> 50666A <b>Name:</b> CITIZENS CLEAN <b>Address:</b> ELECTIONS COMMISSIONS 4001 N. 3RD ST STE 200 PHOENIX <b>Phone:</b> <b>Fax:</b> <b>Email:</b> test@fmi.com	<b>Service Period:</b> From 05/01/2009 To 05/15/2010 <b>Contact Person:</b> <b>Service Address:</b> <b>Phone No:</b> <b>Fax:</b> <b>Email:</b>	<b>Name:</b> RUDY TJOARWINOTO <b>Phone No:</b> +62-21-259-1642, 520-1642 <b>Fax:</b> +62-21-259-1946, 520-1946 <b>Email:</b> Rudy_Tjoarwinoto@fmi.com

With reference to the above Service Order and Contract, this document confirms receipt of the following:

Description	Quantity	Unit Of Measurement	Unit Rate	Tax Rate(%)	Extended amount
Service A	0.10	Week	US\$ 1,000.00	0.00	US\$ 100.00
Service B	1.00	Month	US\$ 120.00	0.00	US\$ 120.00
<b>Total Amount US\$</b>					<b>220.00</b>

Send invoices to: fmi@metasource.com  
**The Proforma Invoice number is required on all invoices. Failure to include the Proforma Invoice number may result in delayed payment.**

**Notes:**

1. If you have not already submitted an invoice for the services confirmed above, please send invoice with supporting documents such as time sheets, expense receipts, etc.
2. If the Service Receipt is deemed incorrect, you are required to notify the Contact Person prior to submitting the invoice.

## INVOICE SUBMISSION

### INVOICE SUBMISSION

Once the Supplier receives the Proforma Invoice, they can generate their own invoice for payment. Supplier generated invoices MUST contain the Proforma Invoice Number, Supplier email address and the total must match the Proforma Invoice. **Failure to include the Proforma Invoice number on the invoice will result in delayed payment.** Invoices are to be submitted electronically to Freeport-McMoRan for payment.

To submit an invoice:

1. Generate Supplier invoice via internal method, including the Proforma Invoice number and Supplier email address.
2. Submit invoice via email to [fmi@metasource.com](mailto:fmi@metasource.com)

#### NOTES:

- Supplier will not be able to combine several invoices into a single invoice
- The letters 'PI' must be included when providing the PI number

### Submission Confirmation

Once the Supplier has submitted the invoice, Accounts Payable logs the invoice into CAS. If the Proforma Invoice matches the invoice submitted by the Supplier, payment is issued.

If the Proforma Invoice and Supplier Invoice do not match, the Contract Responsible is notified via email. The Contract Responsible and the Supplier will need to work together through the Invoice Discrepancy/Resolution process.

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**INVOICE SUBMISSION**

# INVOICE RESOLUTION/INQUIRY

## DISCREPANCY RESOLUTION

If there is a discrepancy between the Proforma Invoice and the Supplier Invoice, the Contract Responsible and Supplier will need to review the documentation and resolve the issue.

- Supplier should always resolve the discrepancy when they receive the Proforma Invoice and before they send FCX the Contractor Invoice.

However if a Supplier Invoice is received that does not match the Proforma Invoice, the following steps will be taken to resolve the discrepancy:

1. If a Contractor Invoice is received that does not contain a Proforma invoice, Contractor Invoice will be rejected and returned to the email listed on the Contractor Invoice.
2. If the Supplier Invoice contains a Proforma Invoice number, but there is a discrepancy the invoice will be entered into the system, but the system will not allow Contractor invoice to be paid unless Contractor invoice matches Proforma Invoice.
3. System will send an e-mail to the Contract Responsible notifying them of the discrepancy.
4. The Contract Responsible can then do two things to resolve the discrepancy. They can resolve the issue and approve the invoice, or they can reject the invoice:

- If the Contract Responsible believes the invoice is correct, they can either, modify the original service receipt or create a new receipt to tie to the invoice. After the Contract Responsible has resolved the discrepancy, they can approve the invoice. An e-mail is then sent to the supplier notifying them of the invoice approval.

**NOTE:** if the Contract Responsible modifies or creates a new receipt, they have the option to send a revised Proforma Invoice to the supplier. If a revised document is sent, it will contain a new version number.

- If the Contract Responsible believes the supplier invoice is incorrect, they will reject the invoice. An e-mail will then be sent to the supplier notifying them of the invoice rejection. The e-mail will also contain a reason for rejection. It is then necessary for the supplier to either re-invoice with the correct information or contact the contract responsible in order to resolve the invoice discrepancy.

**NOTE:** Credits, revised billing and invoices are to be sent to the contact person as listed on the Proforma Invoice.

**Email - Web Page Dialog**  
**From:** Global\_CAS\_Administrator@fmi.com  
**To:** brittany\_koon@fmi.com  
**Cc:**  
**Bcc:**  
**Subject:** A new Invoice has been submitted for approval

Dear Brittany Koon ,  
 New Contract Invoice has been submitted and waiting for approval.

Invoice Information	
Contractor	789543
Invoice#	789543
Invoice Amount ( USD )	20.00
Invoice Desc	
Invoice Due Date	6/17/2009 12:00:00 AM
Requestor	BRITTANY KOON
Request Date	6/17/2009 5:52:51 PM

**Contract, Service Order and Receipt Information ( as of Wed, 17 Jun 2009 10:53:02 GMT )**

Serial Number# / Service Number#	006 / ZA0103
Service Order Desc	test9
Service Order Amount ( USD )	25.00
Receipt# / PI#	001 / PI-ZA0103-001
PI Desc	test9
PI Amount ( USD )	12.50
Contract#	3260900351001

Invoice Amount: \$20.00  
 Service Order Amount: \$25.00  
 Discrepancy: \$5.00

**PROFORMA INVOICE PI-ZA0103-002**  
 Service Order No: 00000  
 Contract No: 3260900351001

Item	Description	Quantity	Unit	Unit Price	Total Price	Contract	Contract No
001	test9	1	USD	12.50	12.50	001	PI-ZA0103-001
					<b>Total Amount USD</b>		
					12.50		

**Email - Web Page Dialog**  
**From:** Global\_CAS\_Administrator@fmi.com  
**To:** brittany\_koon@fmi.com  
**Cc:**  
**Bcc:**  
**Subject:** A new Invoice has been submitted for approval

Dear BRITTANY KOON ,  
 Contractor Invoice rejected by BRITTANY KOON as rejected the invoice.

**Rejection Information**  
 Rejection Reason: Contractor Invoice rejected by BRITTANY KOON as rejected the invoice.  
 Request Date: 6/17/2009 11:29:00 AM

**Service Order Information**  
 Service Order No: 00000  
 Contract No: 3260900351001

**Contract, Service Order and Receipt Information ( as of Wed, 17 Jun 2009 11:29:00 AM )**

Serial Number# / Service Number#	006 / ZA0103
Service Order Desc	test9
Service Order Amount ( USD )	25.00
Receipt# / PI#	001 / PI-ZA0103-001
PI Desc	test9
PI Amount ( USD )	12.50
Contract#	3260900351001

## Inquiry

If there is a discrepancy between the Proforma Invoice and the Supplier Invoice, the Supplier will need to work directly with the Contract Responsible listed in the Company Information section on the Service Order or Proforma Invoice documents.

Approved Invoice status can be viewed through the VIP Portal at <http://vip.fmi.com>

Questions regarding unapproved invoices can directed to:

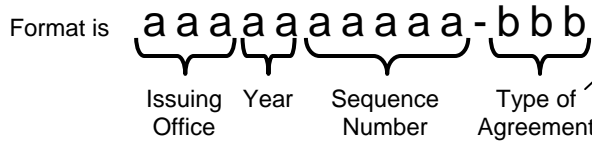
- Phone: 602-366-8200
- Email: PHX-FSS\_AP@FMI.COM
- Fax: 602-453-1639

## AGREEMENT NUMBERING/ ACRONYMS/ DEFINITIONS

### AGREEMENT NUMBERING

Each Agreement and Amendment will have a unique number based on issuing office and type of agreement.

#### Agreement Numbering



#### Type of Agreement

MSA = 000

Supplement to MSA = 001 to 999 (Increases with each supplement)

Stand Alone Agreement = 001

### ACRONYMS

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• AFE (number): Authorization for Expenditure</li> <li>• CA: Contract Administrator</li> <li>• CAS: Contract Administration System</li> <li>• CR: Contract Request</li> </ul> | <ul style="list-style-type: none"> <li>• MSA: Master Service Agreement</li> <li>• PI: Proforma Invoice</li> <li>• SO: Service Order</li> <li>• SR: Service Request</li> </ul> |
|--|---|

### DEFINITIONS

- **Agreement:** See Contract.
- **Amendment:** Changed agreement to an existing contract.
- **Amendment Number:** Shows how many times the agreement has been amended (formal amendment or internal amendment).
- **Contract:** A legal agreement between two parties which define services to be provided and payment terms.
- **Contract Request:** A request made by an end user for a contract to be created, reviewed and approved for services.
- **Contract Responsible:** The person who will approve that the work on a Service Order has been completed. This person will be responsible for creating a Receipt or approving a Receipt that was created by someone else (Receipt approval –handles invoice discrepancies). Typically the person that is monitoring work and can verify that the work is completed.
- **Contract Administrator:** The person that creates the contract within CAS. Contract Administrator will create a contract after End User submits a Contract Request. Contract Administrator (only if specified on contract) approves service orders.
- **Contract Owner: (Optional feature)** Person that approves service orders against contract (only if specified on contract). Contract Owner could be the same person as the Contract Responsible.
- **Contractor:** A person or supplier who provides services.
- **Contractor Invoice:** Invoice from a contractor, supplier or vendor demanding payment for services rendered.
- **Discrepancy Resolution:** A process by which discrepancies are resolved.
- **Formal/External Amendment:** Requires a signature from the supplier.
- **Formal Amendment Number:** Shows how many times the agreement has been formally amended with supplier.
- **Proforma Invoice:** A document that is created and sent to the supplier when a service receipt is created in CAS. A Proforma Invoice includes all the details of the receipt and provides the supplier with the Proforma Invoice number, which the supplier is required to include on their invoice.
- **Service Order:** Is created in CAS by ender user against a contract. Approved service orders generate a service order (work authorization) document that is sent to the supplier, notifying them that work has been authorized and can commence.
- **Service Receipt:** Transaction made in CAS, confirming receipt/completion of a service. See Proforma Invoice.
- **Supplier:** See Contractor.
- **Supplier Invoice:** See Contractor Invoice.
- **Supplement:** Contract between Company and Contractor that incorporates a Master Terms and Conditions, in which the Contractor agrees to provide services.
- **Work Authorization:** Is referred to in CAS as a Service Order and is to notify contractor that work has been authorized.