

# COUPA USER GUIDE

## SIM Suppliers

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## WHAT IS COUPA?



It is the world-class solution selected to **standardize the purchasing process of Xignux and its businesses** . Through this technological platform we will gain visibility, control and efficiency for decision making.

**4.000+**  
Customers

**100+**  
Countries

**8M+**  
Suppliers

**Multi**  
Currency

**Multi**  
Language

Rated #1 by top analysts

**Gartner** Spend Matters **PayStream** analysts

**FORRESTER** **IDC**

## WHAT IS SIM ?

The **Supplier Information Management** (SIM) makes it easy to request, approve and maintain supplier information, while keeping everything in sync with your ERP.

SIM helps all types of employees better manage supplier information. SIM streamlines the request, approval and maintenance of supplier information, such as financial information, quality or insurance certifications and contact information. Through the use of forms, approval workflows, notifications and integration with financial systems, SIM helps ensure:

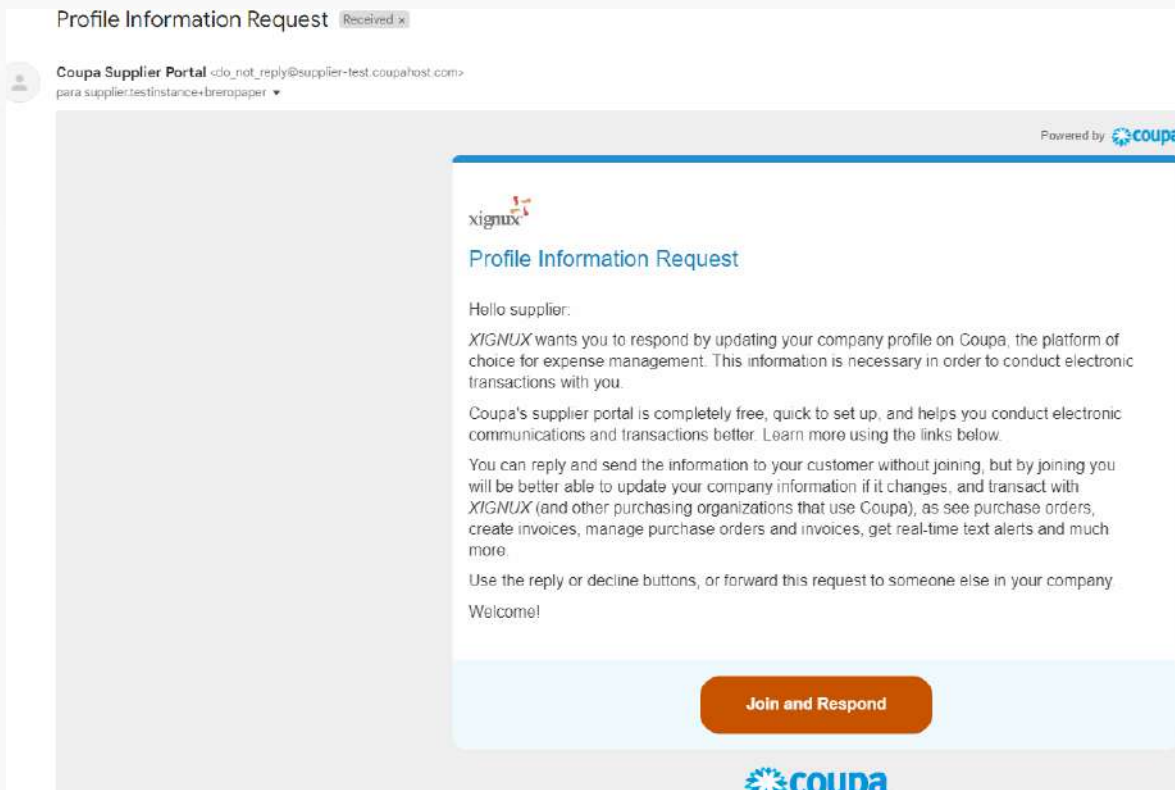
- Unvetted providers or services go through the appropriate approval channels.
- Information for suppliers large and small is accurate and current.
- Visibility to certifications and contract information.
- Suppliers are paid on time, avoiding late fees and strained supplier relationships.
- Multiple information management channels (e.g., paper forms, emails, phone calls, spreadsheets) are eliminated.
- Supplier participation.
- Two-step integration with your ERP system.
- Accurate supplier data is maintained and maximum savings are realized.

## REGISTER AS A SUPPLIER

Cuando un proveedor está en proceso de alta recibirá una invitación por correo electrónico desde la dirección [do\\_not\\_reply@supplier.coupahost.com](mailto:do_not_reply@supplier.coupahost.com) para registrarse en el Coupa Supplier Portal (CSP) y hacer el llenado de la información requerida. Este correo electrónico recibido no es transferible. En caso de no recibir de manera oportuna el correo electrónico se deberá consultar la sección de “correos no deseados / Spam” de su bandeja.

When a supplier is in the registration process, they will receive an invitation by email from the address [do\\_not\\_reply@supplier.coupa.com](mailto:do_not_reply@supplier.coupa.com) to register in Coupa Supplier Portal (CSP) and fill out the required information. This email received is not transferable. If you do not receive the email in a timely manner, you should check the “junk emails / Spam” section of your inbox or notify to your internal contact.

The supplier receives an invitation by mail to register for the Coupa Supplier Portal (CSP) and send the requested information.



The recommendation is that the provider clicks on “**Join and Respond**” to start your registration in the CSP, this will lead you to complete your CSP access credentials:

### Create an Account

XIGNUX is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with XIGNUX so you're ready to do business together.

\* **Business Name**  
  
Your legal business name (or legal personal name if an individual)

\* **Email**

\* **First Name**       \* **Last Name**

\* **Password**       \* **Confirm Password**   
Use at least 8 characters and include a number and a letter.

I accept the [Privacy Policy](#) and the [Terms of Use](#)

**Create an Account**

Already have an account? [LOG IN](#)  
[Forward this to someone](#)

The supplier profile must be created with the email address that received the invitation from the company. Subsequently, upon filling out the required information, Coupa will send a unique verification code to the same email to validate access:

### Email Verification

We sent a one time verification code to  
supplier.testinstance+breropaper@gmail.com

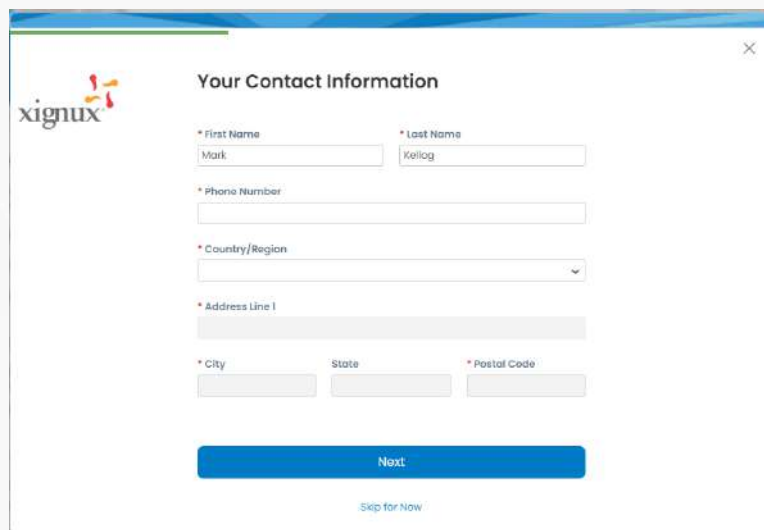
Didn't receive the Verification Code? [Request a New Code](#)

**Next**





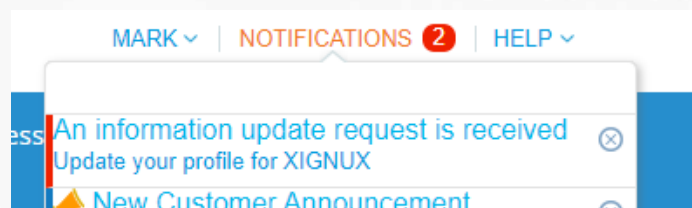
You must then confirm basic information about your company:



Complete the information until the last stage and click "Finish":

Once the registration has been completed, you must click on the “Finish” button and you will immediately see a notification in the upper right part of the screen, which will allow you to access the supplier registration form.

Note: At the bottom of the Coupa page you can change the language of your Coupa profile to whatever you prefer.



The supplier will find fields for different information. Fields with a red asterisk \* are mandatory.



**coupa** supplier portal MARK | NOTIFICATIONS 2 | HELP

Home Profile Forecasts Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons

Setup

Your Profile **Information Requests** Performance Evaluation

**XIGNUX** Profile XIGNUX

✓ We have auto-filled some information from your Public Profile.

Formulario unificado en Ingles V2

**Supplier Information**

BRERO PAPER SA

**New Supplier Registration**

The following shows the Xignux business unit for which you are being onboarded. If at some point another business unit requires to onboard you will need to update the information that will be used for that business unit. To update your data with this business unit you can do it using this same form. If you need to update your data for another business unit please ask your point contact form that business unit to send you an update request.

**Business Unit**  
None

**Type of Process**  
None

\* Legal Entity Name

In the supplier form there are fields referring to **Supplier identification**:

**New Supplier Registration**

The following shows the Xignux business unit for which you are being onboarded. If at some point another business unit requires to onboard you will need to update the information that will be used for that business unit. To update your data with this business unit you can do it using this same form. If you need to update your data for another business unit please ask your point contact form that business unit to send you an update request.

**Business Unit**  
None

**Type of Process**  
None

\* Legal Entity Name  
BRERO PAPER SA  
This should match to the name that is registered with your local tax authorities

\* Commercial Name

\* Type of Legal Entity  
Persona Moral (1) x  
If you are a "Sole Person" business select 0 otherwise select 1

\* Tax Regime  
Select  
Select option 610

## Fields referring to tax Registrations :

### \* Tax Registrations

Use this section to add all your applicable tax registrations.

[Add Tax Registration](#)

### \* Fiscal Identifier

Country ✖

United States ▾

Tax ID

912102421

Local

VAT ID is equivalent to the RFC in Mexico.

### Additional Description

Write a description of the goods and/or services to be supplied.

Does the supplier belong to a national or international business group?

If it applies, please describe to which business group you belong.

## Supplier's contact information:

Primary Contact

Supplier's primary contact name

\* Contact Purpose

Procurement

\* Contact's Name

Mark

\* Contact's Last Name

Kellog

\* Contact Phone

US/Canada   
650-555-1212

\* Contact Email Address

supplier.testinstance+breropaper@gmail.com

Standard Contact

Supplier Secondary Contact Name

\* Contact Purpose

Select Some Options

\* Contact's Name

Mark

\* Contact's Last Name

Kellog

\* Contact Phone

US/Canada   
650-555-1212

\* Contact Email Address

supplier.testinstance+breropaper@gmail.com

### Fields referring to **information about the Fiscal Address Information:**

Fiscal Address Information

\* Select your Country, State and then your City (Municipality, County)

Select

\* Street

\* External Number

Internal Number

Zip Code

\* Preferred Currency

MXN

\* Is your bank account registered in Mexican Pesos?

Select

It is mandatory that you click on the Remit to Address button to enter your banking information. The pop-up window is to enter your banking information in the Coupa Supplier Portal public profile, performing this step is optional for Xignux. The data required by the Xignux process will appear after you complete filling out the fields in the pop-up window or by closing this window.

### Fields referring to **Remit-To Address:**

\* Remit-To Addresses

---

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

**Add Remit-To**

It is mandatory that you click on the “Add Remit-to” button to enter your banking information.

The data required by the Xignux process will appear after you complete filling out the fields in the pop-up window or when you close this window.

By clicking on “Create new Remit-To address” follow the step by step to create a new return address:

The screenshot shows a dialog box titled "Choose Remit-To Address" with a close button (X) in the top right corner. Inside the dialog, there is a yellow highlighted box with the text: "Choose a Remit-to Location below - Recommended. It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually." Below this, the text reads "Choose existing or create new Remit-To Address:". There is a scrollable list area that is currently empty. At the bottom left of the list area, there is a button with a green plus icon and the text "Create New Remit-To Address". At the bottom right of the dialog, there is a "Cancel" button.

Complete the information for each stage and click “Continue”:

The screenshot shows a dialog box titled "Where's your business located?" with a close button (X) in the top right corner. At the top, there is a green checkmark and the text "We have auto-filled some information from your Public Profile." Below this, there is a yellow highlighted box with the text: "Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible." The main form area contains two required fields: "\* Legal Entity Name" with a text input field, and "\* Country/Region" with a dropdown menu. To the right of these fields is a grey box with the text: "This is the official name of your business that is registered with the local government and the country/region where it is located." At the bottom of the dialog, there are "Cancel" and "Continue" buttons.

### Tell your customers about your organization

Which customers do you want to see this?

All  
 XIGNUX

What address do you invoice from?

\* Address Line 1

\* City

State

\* Postal Code

Country/Region: United States Minor Outlying Islands

Use this address for Remit-To  
 Use this for Ship From address

**REQUIRED FOR INVOICING**

Enter the registered address of your legal entity. This is the same location where you receive government documents.

What is your Tax ID?

Country/Region:

VAT ID:

I don't have a VAT/GST Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code:

✔ We have auto-filled some information from your Public Profile.

### Where do you want to receive payment?

1 2 3 4

\* Payment Type:

What is your Remit-To Address?

Address Line 1: 3098 Avenida Alfredo Mendiola, U.In Panamericana Norte

City: Brooklyn

State:

Postal Code: 15311

Country/Region: United States Minor Outlying Islands



Click "Next":

✓ We have auto-filled some information from your Public Profile.

### Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

[Add Remit-To](#)

Remit-To Account	Remit-To Address	Status	
Address	3698 Avenida Alfredo Mendiola, U.in Panamericana Norte Brooklyn 15311 United States Minor Outlying Islands	Active	<a href="#">Manage</a>

[Deactivate Legal Entity](#)
[Cancel](#)
[Next](#)

Then click "Done":

✓ We have auto-filled some information from your Public Profile.

### Where do you ship goods from?

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered.

[Add Ship From](#)

Title	Status	
3698 Avenida Alfredo Mendiola, U.in Panamericana Norte Brooklyn 15311 United States Minor Outlying Islands	Active	<a href="#">Manage</a>

[Deactivate Legal Entity](#)
[Done](#)

To finish click "Add now":

✓ We have auto-filled some information from your Public Profile.

### Setup Complete

1 2 3 4

Do you want to Add Remit-To Address to the customer profile now?

COUPA then enables the **banking information fields** :

\*Remit-To Address

\* Select Country, Bank, and Branch

Select

\* Bank Account Number

\* Bank Account Owner

Reference Number

Alphanumeric Reference

Additional Instruction

Please indicate if there is an intermediary bank or account required to make the transfer.

Swift Code



ACH Code



ABA Code



IRC Code

CIE Agreement

\* Currency of Bank Account



\* Bank Statement Header

\* Attachments

Add [File](#)

\* Method of Payment

Transferencia means Wire Transfer

Does the supplier apply for factoring?


Start date: add date of review performed.

End date: add 3 months from the start date.


The supplier will find fields referring to different documents that must be sent to XIGNUX:

\* Current Compliance Opinion

Effective Date

\* Expiration Date



\* Attachments

Add [File](#)


Description

Start date: add date of review performed.


End date: add 3 months from the start date.

\* Proof of Current Tax Status

Effective Date

\* Expiration Date



\* Attachments

Add [File](#)


Description


Upload a photo of the location no older than 3 months.

Start date: add the date when the location image was taken.

End date: add 12 months from the start date.

#### • Photo of Supplier's Establishment

**Effective Date**  
mm/dd/yy 

**\* Expiration Date**  
mm/dd/yy 

**\* Attachments**  
[Add File](#)


**Description**


Upload a photo of the location no older than 3 months.

Start date: add the date when the location image was taken.

End date: add 12 months from the start date.

#### • Establishment Location Photo

**Effective Date**  
mm/dd/yy 

**\* Expiration Date**  
mm/dd/yy 

**\* Attachments**  
[Add File](#)

**Description**

\* Current Proof of Address (Not older than 3 months)

**Seleccionar archivo** Ninguno ...hivo selec.

Provide proof of address that corresponds to the tax address provided.

Constitutive Act

**Seleccionar archivo** Ninguno ...hivo selec.

You have already finished filling in your data and the rest of the information will be filled in internally.

At the end of the form you will find fields that are not editable, these fields are for internal use of XIGNUX.

You have already finished filling in your data and the rest of the information will be filled in internally.

¿Desea llenar los campos internos?

No

**Condiciones de Crédito**  
30D

**Tipo de Compra**  
None  
Campo Aplicable únicamente para Viakable y Xignux Corporativo

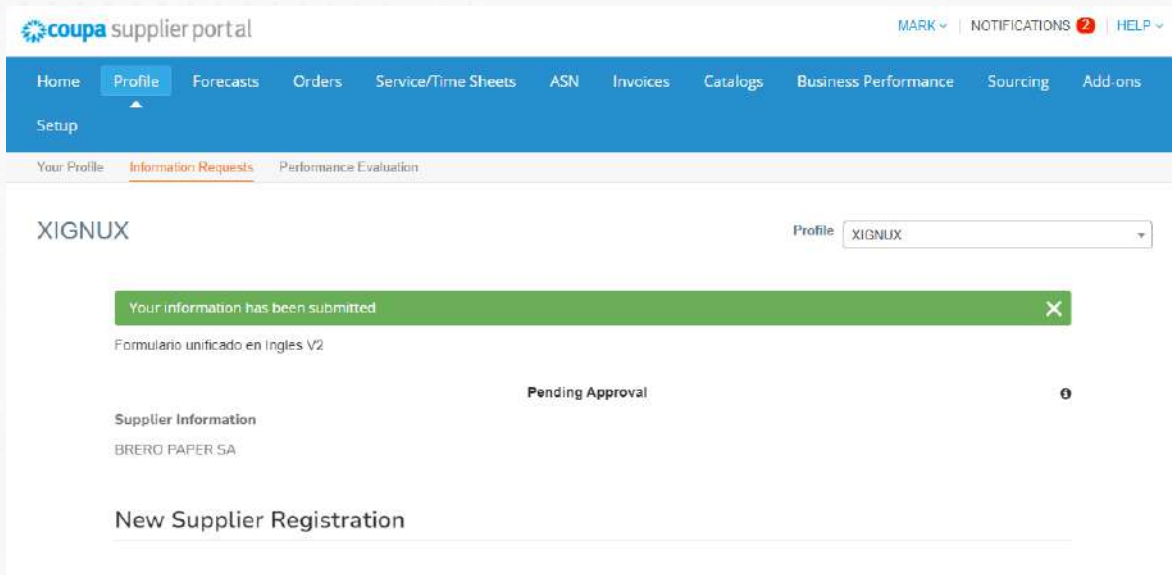
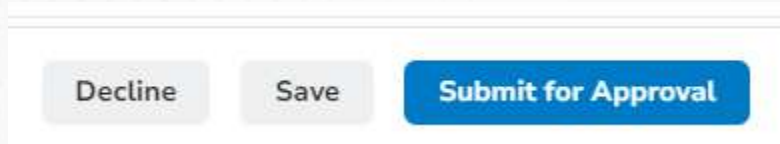
**Almacén de Viakable**  
None

**Tipo de Bien o Servicio**  
None  
Campo aplicable únicamente para Quallia

[Decline](#) [Save](#) [Submit for Approval](#)

After completing all the fields intended for the supplier, the flow continues in XIGNUX after the supplier submits the form by clicking “Submit for approval”.





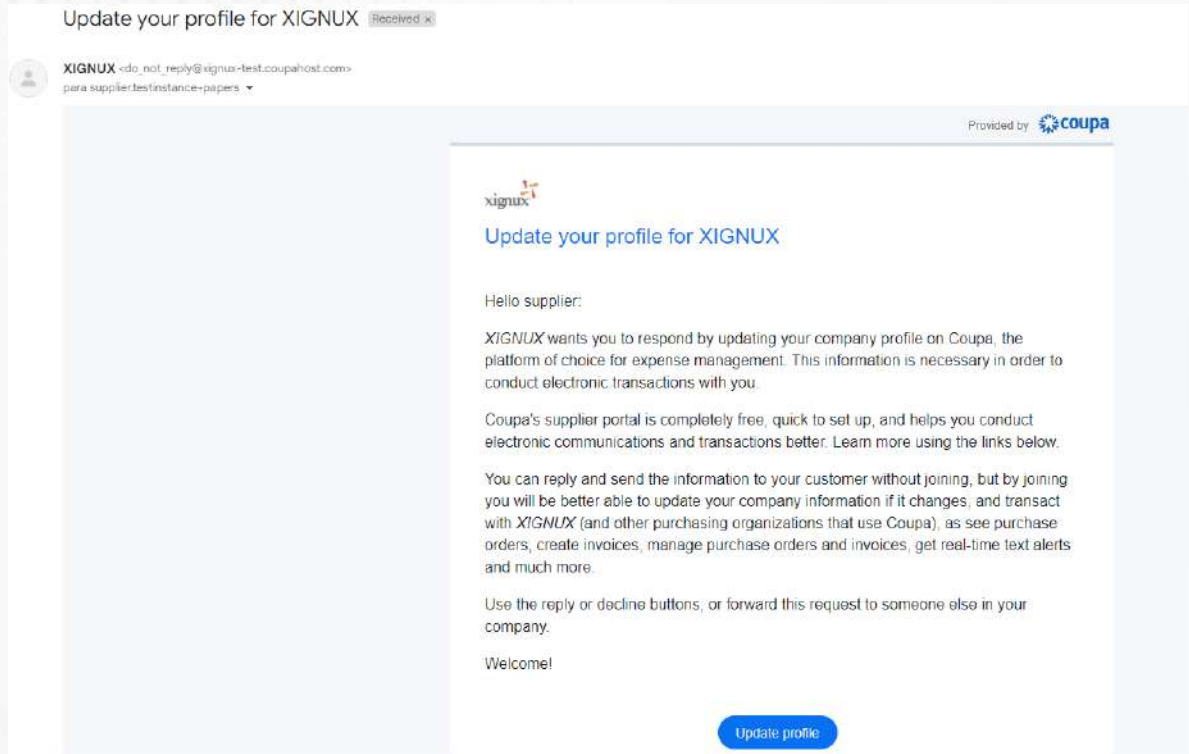
## UPDATE INFORMATION

If necessary, the information can be updated through two initiatives:

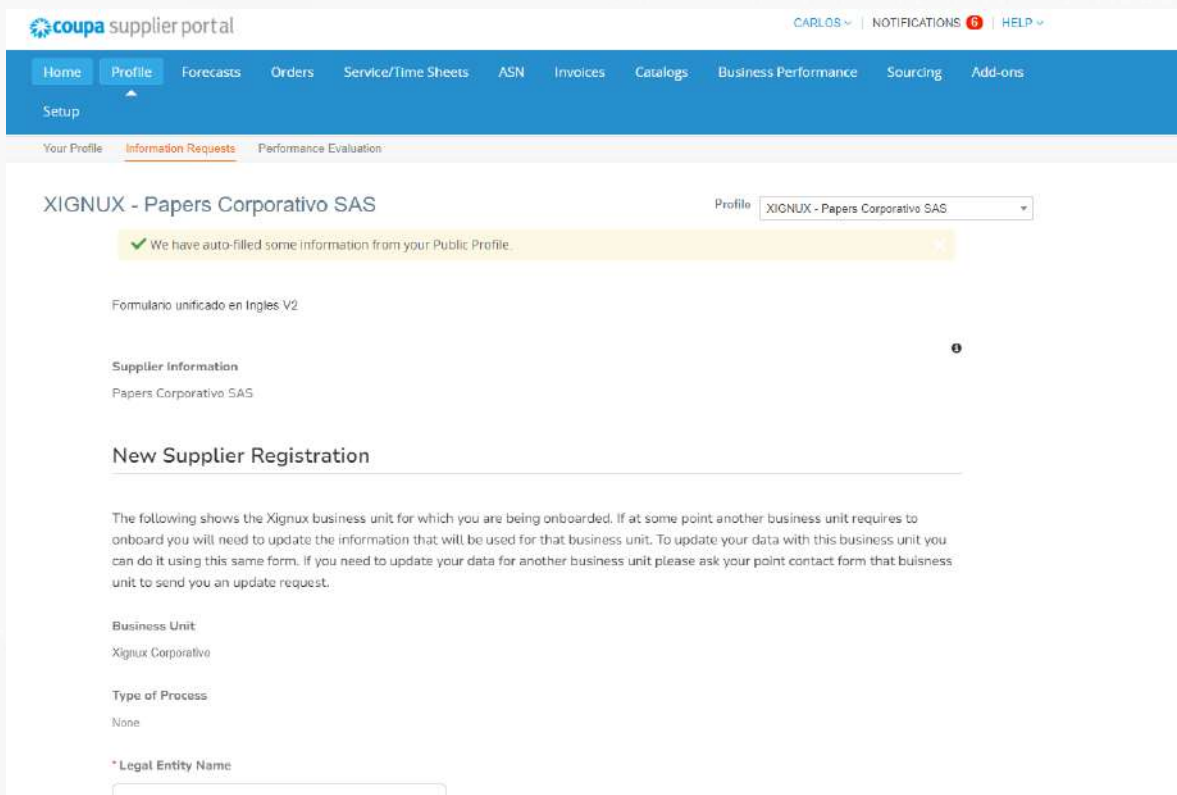
### XIGNUX

XIGNUX may request that you update your information.

1. You will receive a notification email to enter the portal, click update profile.



2. You will go directly to the page of the form that you need to complete and that was already described in this manual:



## By the supplier itself

The supplier can request updating of its information from the Supplier Portal.

1. Enter the CSP and click on the “Profile” menu.
2. Click on the “Information Requests” submenu.
3. Update your information.
4. At the bottom of the page click “Submit for approval”.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with 'Home', 'Profile', 'Forecasts', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', and 'Add-ons'. The 'Profile' menu is highlighted with a red box and a '1'. Below the navigation bar, there is a 'Setup' section with 'Your Profile', 'Information Requests', and 'Performance Evaluation'. 'Information Requests' is highlighted with a red box and a '2'. The main content area shows 'XIGNUX - Papers Corporativo SAS' and a dropdown menu for 'Profile' set to 'XIGNUX - Papers Corporativo SAS'. A yellow banner indicates 'We have auto-filled some information from your Public Profile.' Below this, there is a section titled 'Formulario unificado en Ingles V2' and a red-bordered box containing the 'New Supplier Registration' form. The form includes the following text: 'Supplier Information', 'Papers Corporativo SAS', 'New Supplier Registration', and a paragraph explaining the registration process. Below the text are fields for 'Business Unit' (Xignux Corporativo), 'Type of Process' (None), and 'Legal Entity Name'. At the bottom of the form, there are three buttons: 'Decline', 'Save', and 'Submit for Approval'.