



User Guide for Suppliers



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1. WHAT IS COUPA?



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

4.000+
Customers
8M+
Suppliers

100+
Countries

Multi
Currency
Multi
Language

Rated #1 by top analysts

Gartner

**Spend
Matters**

PayStream
ADVISORS

FORRESTER

IDC

2. WHAT IS SIM ?

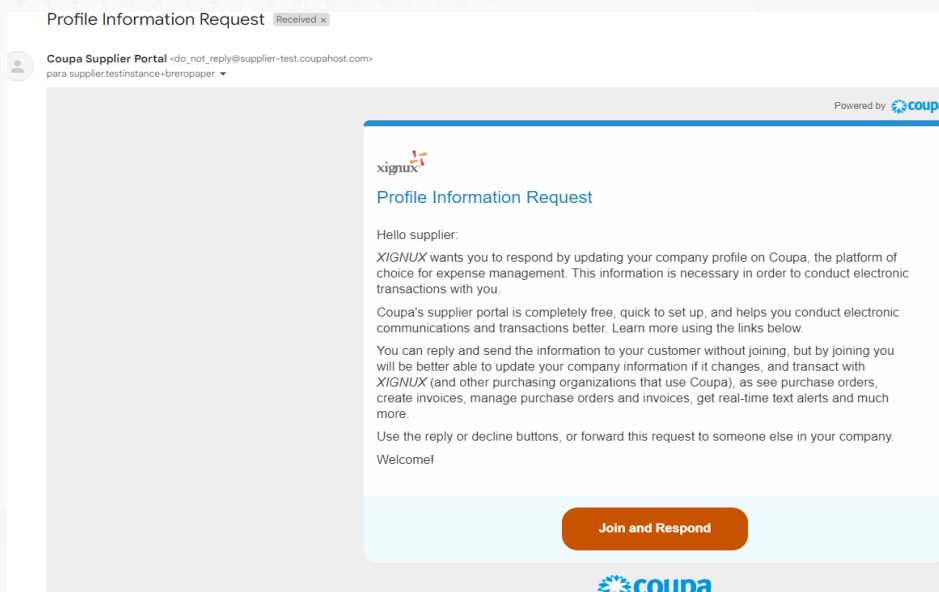
The **Supplier Information Management** (SIM) makes it easy to request, approve and maintain supplier information, while keeping everything in sync with your ERP.

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.

3. REGISTER AS A SUPPLIER ON CSP

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](#)

Coupa will send a unique verification code to the same email to validate your 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

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
para supplier.testinstance+breropaper




Your Coupa Verification Code


Below is the secure verification code you requested. Enter the 6-digit code in Coupa to verify it's you.

965633

If you didn't request this code please contact us at supplier@coupa.com.



You must then confirm basic information about your company:



Your Contact Information

* First Name

* Last Name

* Phone Number

* Country/Region

* Address Line 1

* City

State

* Postal Code

Next

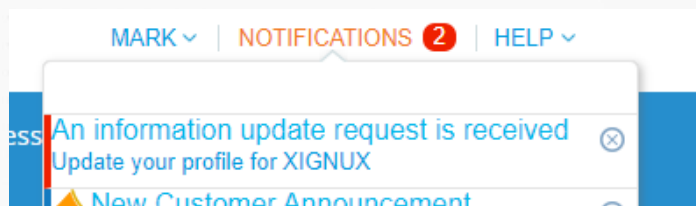
[Skip for Now](#)

Complete the information until the last stage and click “Finish”:

The screenshot shows a web form titled "Identify Your Product Categories" with a "Back" link and a close button. The Xignux logo is in the top left. The form includes two dropdown menus: "Industry" with the placeholder "Select Industry" and "Product and Service Categories" with the placeholder "Select Categories". Below these is a note: "Buyers search Coupa to find new suppliers like you." and "Select the top 10 UNSPSC categories you serve." There is an "Invite user" section with a help icon, a text input field, and a "Send Invite" button. A large blue "Finish" button is at the bottom.

After the supplier registers in Coupa Supplier Portal you will immediately be able to see the notification in the upper right and access the form with the information requested by XIGNUX.

4. REGISTERING AS A SUPPLIER WITH XIGNUX REQUEST FOR INFORMATION (FORM)



You will see the notification in the top right corner and can access the form with the information requested by Xignux. Alternatively, you can go to the Profile menu and select the "Request for Information" option.

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

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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

The supplier will find fields for different information. Fields with a red asterisk * are mandatory, Also attached are the support manuals.

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.

COUPA USER GUIDE SIM Suppliers

7_-_COUPA_User_Guide_SIM_Suppliers_-_XIGN...

Business Unit

Xignux Corporativo

Type of Process

Alta

Business unit and process type (Creation, Expansion, Update) must not be left empty.

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 v

If you are a "Sole Person" business select 0 otherwise select 1

* Tax Regime

Select

v

Select option 610

These fields are pre-filled with the information from the form (Creation, Expansion, Update) that originated the unified record. The supplier should review and only modify them if necessary.

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.

The tax registration/identifier field is pre-filled with the information from the form (Creation, Expansion, Update) that originated the unified record. The supplier should review it and only modify it if necessary.

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.

In the Additional Description field, you can describe your company, but please avoid using special characters such as (!@#%&-) etc.

Supplier's contact information:

• Primary Contact

Supplier's primary contact name

• Contact Purpose
Procurement xi

• Contact's Name
Mark

• Contact's Last Name
Kellog

• Contact Phone
US/Canada +1 (650) 555-1212
650-555-1212

• Contact Email Address
supplier.testinstance+breropaper@gmail.com

These fields are pre-filled with the information from the form (Creation, Expansion, Update) that originated the unified record. The supplier should review them and only modify them if necessary.

• 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

The supplier must add a secondary contact, which can be the same as the primary contact.

Company Information:

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.

If you do not see this **Remit to section**, please verify that you have answered the previous questions, as they are the ones that activate the appearance of the button.

* Currency in which your invoice is issued

Select

Dolar (USD)
Euro (EUR)
Franco suizo (CHF)
Peso Mexicano (MXN)

* is the bank account to receive your payment registered in Mexico?

No
Yes
No

Then you will see this tab, must click on the blue button **"Add Payment Method"**

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

How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards

Add Payment Method

XIGNUX prefers Credit Cards, Bank Transfers, Checks Payments.

Currently, there are no valid accounts available for your selection

Multifactor Authentication:

My Account Security & Multi Factor Authentication

Settings
Notification Preferences
Security & Multi Factor
Authentication

Multi Factor Authentication

- ☐ Disabled
☒ For Payment Changes (Required for changing Legal Entity or Remit-To)
☐ For Both Account Access (Login) and Payment Changes

Via Authenticator App

Use an Authenticator App available from your mobile phone app store.
☐ Default

Via Text Message

Use a code sent via text message to your phone number.
☐ Default

Recent Login Activity

You have 2 options to validate the multifactor authenticator: via the app or via text message. You must select one of the two.

App option:

To perform multifactor authentication through the available apps for mobile authentication, the QR code should not be scanned directly with your phone's camera, but after opening the authentication app installed on your phone. The "More Information" link provides a list of available authenticator apps: Microsoft Authenticator, Google Authenticator, Twilio Authy Authenticator.

Security & Multi Factor Authentication

Multi Factor Authentication via App

1 Scan this QR code using your mobile device.

- Open your preferred authentication app on your mobile device. [Learn more](#)
- For most apps, select "Add" or "+" to scan the QR code or copy and paste the security key.

Coupa Supplier Portal

IXVDBSV7CVWNHWZNF2H
EDT5LLNCEIJE

Click to copy Security Key

2 Enter the 6-digit verification code from your device.

Code

Cancel Enable

Text Message:

If you select the option to receive the code via text message to your phone, you must enter the required country code and complete the digits. Additionally, you need to confirm the "I am not a robot" checkbox and finally click the gray button "Send Code." Once you receive the code, enter it in the blank field and click the blue button "Enable."

Multi Factor Authentication via SMS

1 A code will be sent to your phone as an SMS Text Message (SMS rates may apply).

Phone Number

+1

2 Confirm Recaptcha

☐ No soy un robot

reCAPTCHA

Privacidad - Términos

Send Code

3 Enter the 6-digit verification code sent to your phone.

Cancel Enable

Coupa will generate backup codes to restore access in case you lose your mobile device. The recommendation is to download them and store them in a secure but easily accessible location. Download them and take a screenshot.

Once you complete the Authentication fields, you will see this tab again. must click on the blue button **"Add Payment Method"**

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

How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards Add Payment Method

XIGNUX prefers Credit Cards, Bank Transfers, Checks Payments.

Currently, there are no valid accounts available for your selection

Complete the information for each stage and click on "Continue." Legal entity name is the supplier's name

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

Where's your business located?

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.

* Legal Entity Name

* Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located.

Cancel Continue

Complete the information and click on "Continue".

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

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 Select an Option

* Postal Code

Country/Region United States

☒ 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 United States

Tax ID

Complete the information **Until tax ID, Miscellaneous info no need to be filled**, then click on "Continue".

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

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

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

What is your Tax ID?

Country/Region

Tax ID

☐ I don't have Tax ID Number

REQUIRED FOR INVOICING

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

Use Address in Payment type then click on save and continue

✓ 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

City

State

Postal Code

Country/Region

Click on "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.

Remit-To Account	Remit-To Address	Status
Address	Calle 100 Miami FL 0000 United States	Active

Click on "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
Calle 100 Miami FL 0000 United States	Active

Manage

Deactivate Legal Entity Done

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?

Add Later Add Now

Bank Information (relationship-country-bank-currency):

COUPA will then enable the bank information fields, which will have different configurations depending on the country of the bank where the account is held and the currency in which the account is maintained.

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

mm/dd/yy 

• Expiration Date

mm/dd/yy 

• 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

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.

• 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 Qualtia

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”.

Decline

Save

Submit for Approval

When you see the green message "Your information has been submitted," the process is complete.

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 ▾

Your information has been submitted ✕

Formulario unificado en Ingles V2

Pending Approval ⓘ

Supplier Information
BRERO PAPER SA

New Supplier Registration

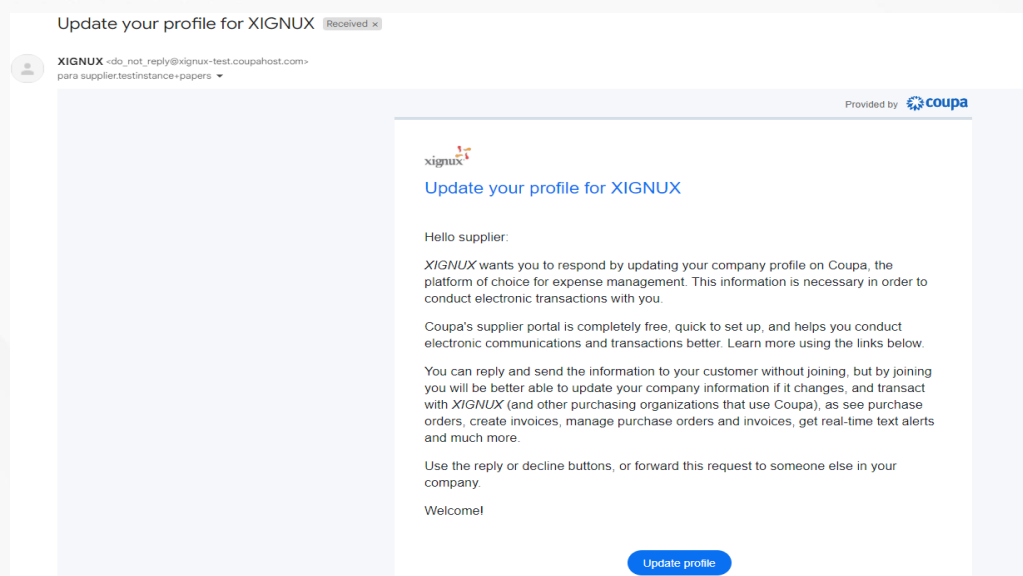
5. UPDATE INFORMATION

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:

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes links for Home, Profile, Forecasts, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, and Add-ons. The main content area is titled "XIGNUX - Papers Corporativo SAS" and shows a dropdown menu for the profile. Below this, there is a section for "New Supplier Registration" with a form to be completed. The form includes fields for Business Unit (Xignux Corporativo), Type of Process (None), and Legal Entity Name (Papers Corporativo SAS).

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 displays the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is visible on the left, and user information 'CARLOS' with a dropdown arrow, 'NOTIFICATIONS' with a red badge showing '6', and a 'HELP' dropdown are on the right. A blue navigation bar contains links: Home, Profile (highlighted with a red box and a red circle with the number 1), Forecasts, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, and Add-ons. Below this, a 'Setup' section includes 'Your Profile' (with 'Information Requests' highlighted by a red box and a red circle with the number 2), and 'Performance Evaluation'. The main content area is titled 'XIGNUX - Papers Corporativo SAS' and shows a 'Profile' dropdown menu set to 'XIGNUX - Papers Corporativo SAS'. A yellow message box states: 'We have auto-filled some information from your Public Profile.' Below this, it says 'Formulario unificado en Ingles V2'. A large red box highlights the 'New Supplier Registration' form, which includes the following fields: 'Supplier Information' (Papers Corporativo SAS), 'Business Unit' (Xignux Corporativo), 'Type of Process' (None), and 'Legal Entity Name' (Papers Corporativo SAS). At the bottom of the form are three buttons: 'Decline', 'Save', and 'Submit for Approval'.