User Guide
for Suppliers

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xignux.com

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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.

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.**

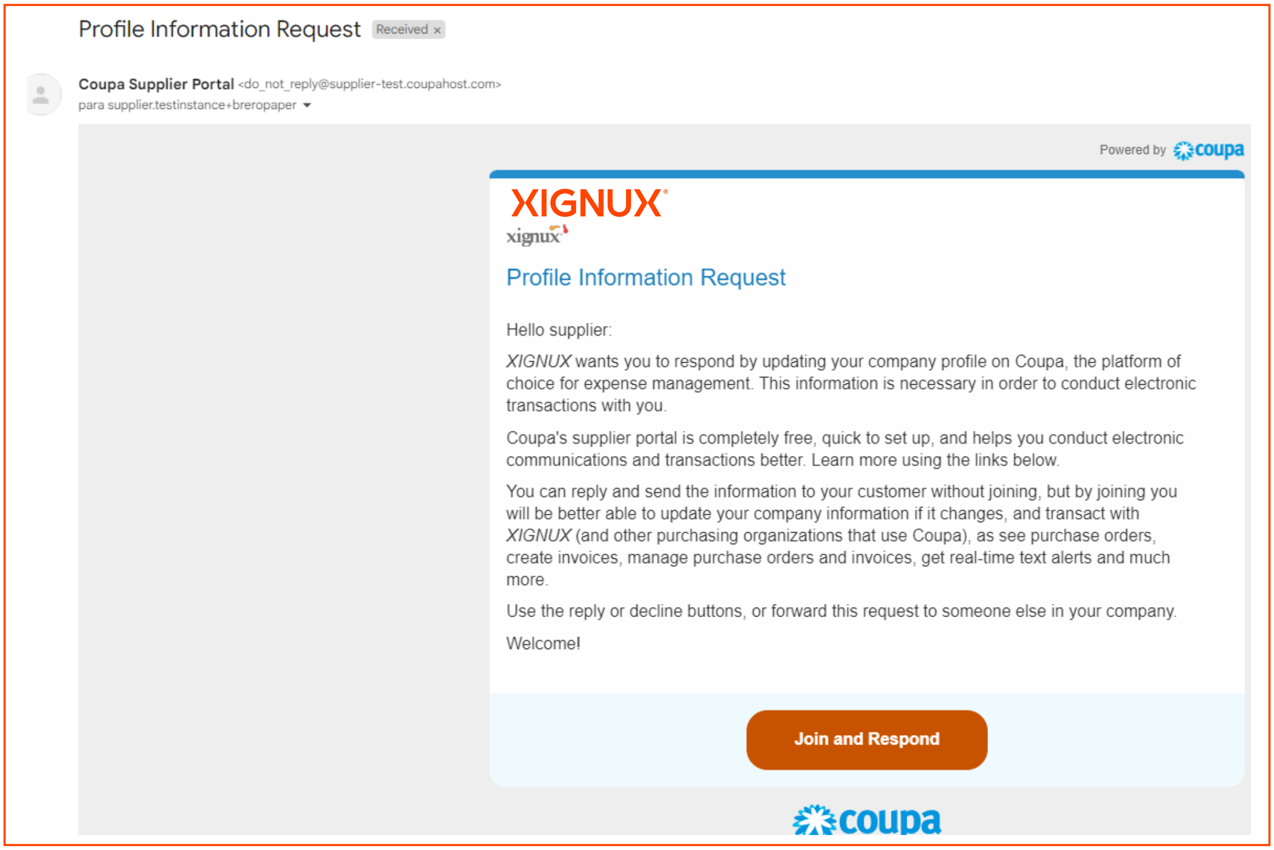
SIM streamlines the request, approval and maintenance of supplier information, such as financial information, quality or insurance certifications and contact information. Through the use of forms, approval workflows, notifications and integration with financial systems, SIM helps ensure:

- 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.

XIGNUX

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.


Profile Information Request Received ×

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

Powered by coupa

XIGNUX
xignux

Profile Information Request

Hello supplier:

XIGNUX wants you to respond by updating your company profile on Coupa, the platform of choice for expense management. This information is necessary in order to conduct electronic transactions with you.

Coupa's supplier portal is completely free, quick to set up, and helps you conduct electronic communications and transactions better. Learn more using the links below.

You can reply and send the information to your customer without joining, but by joining you will be better able to update your company information if it changes, and transact with *XIGNUX* (and other purchasing organizations that use Coupa), as see purchase orders, create invoices, manage purchase orders and invoices, get real-time text alerts and much more.

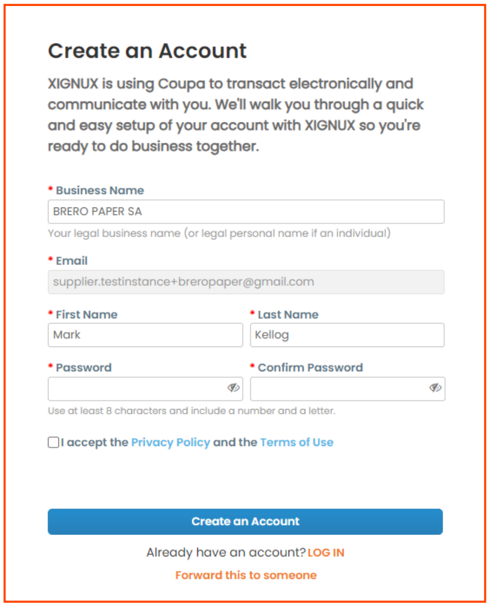
Use the reply or decline buttons, or forward this request to someone else in your company.

Welcome!

Join and Respond

coupa

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
BRERO PAPER SA
Your legal business name (or legal personal name if an individual)

* Email
supplier.testinstance+breropaper@gmail.com

* First Name
Mark

* Last Name
Kellog

* Password

* Confirm Password

Use at least 8 characters and include a number and a letter.

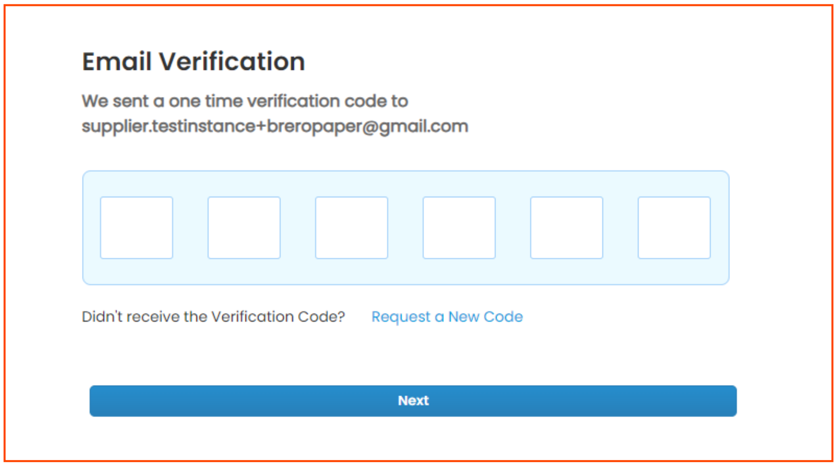
I accept the Privacy Policy and the Terms of Use

Create an Account

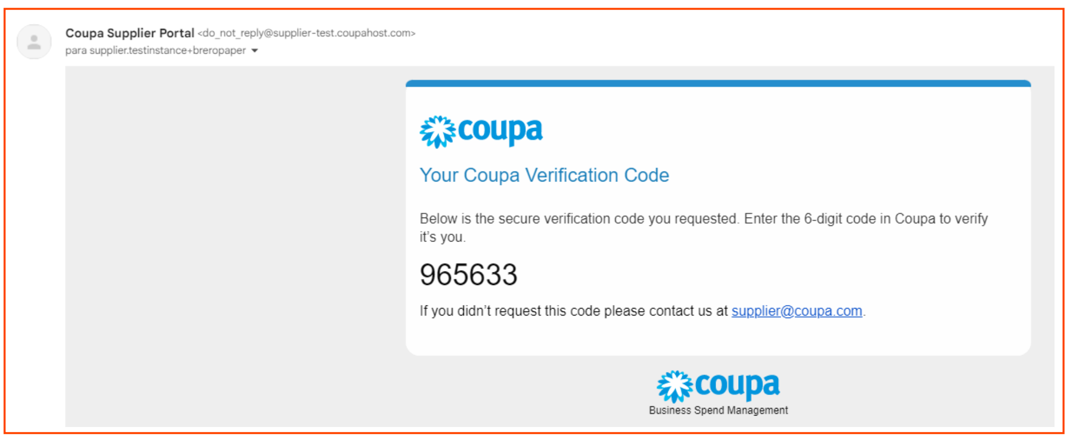
Already have an account? LOG IN

Forward this to someone

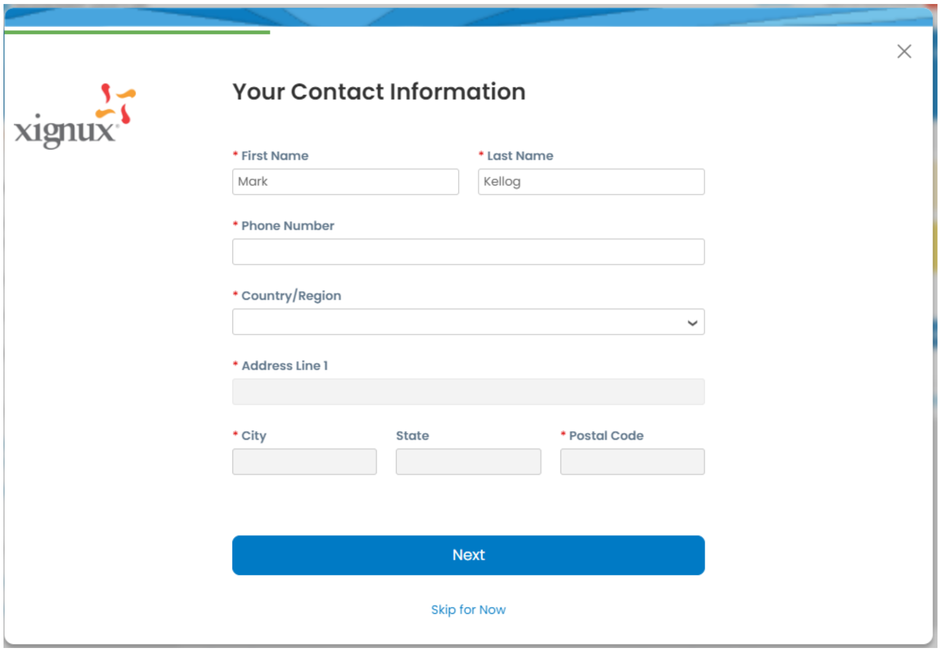
Coupa will send a unique verification code to the same email to validate your access:



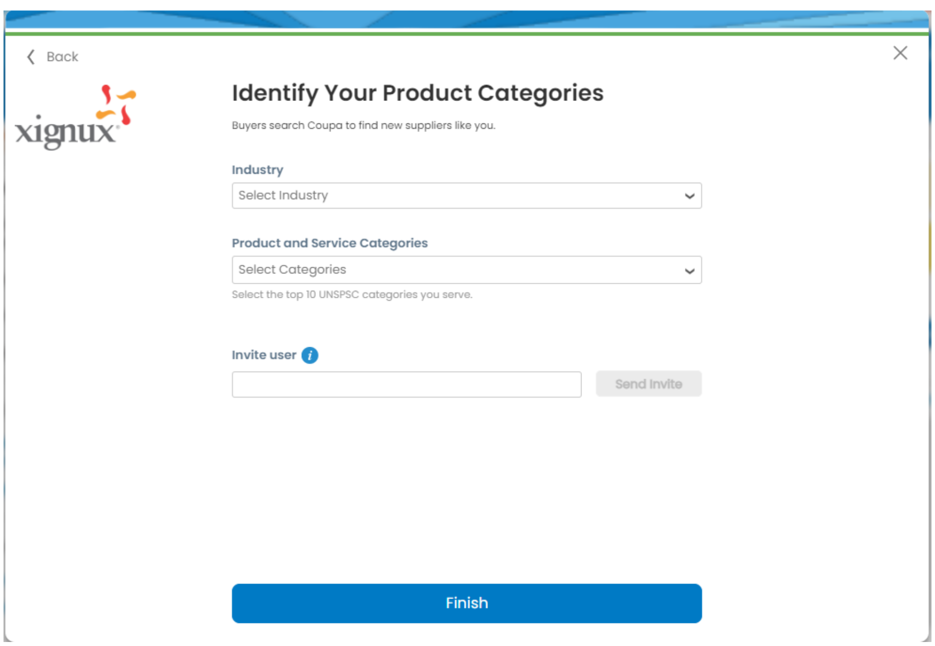
You must then confirm basic information about your company



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



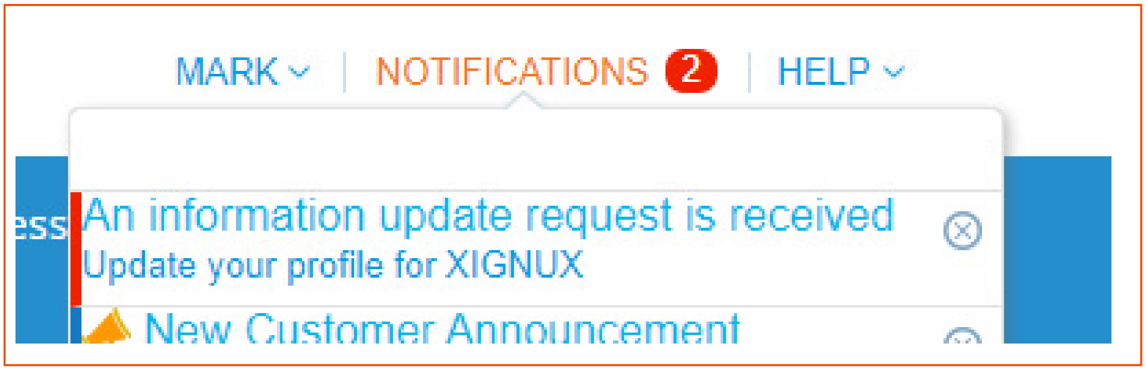
After the supplier registers in Coupa Supplier Portal you will immediately be able to see the notification in the upper right and access the form with the information requested by XIGNUX.



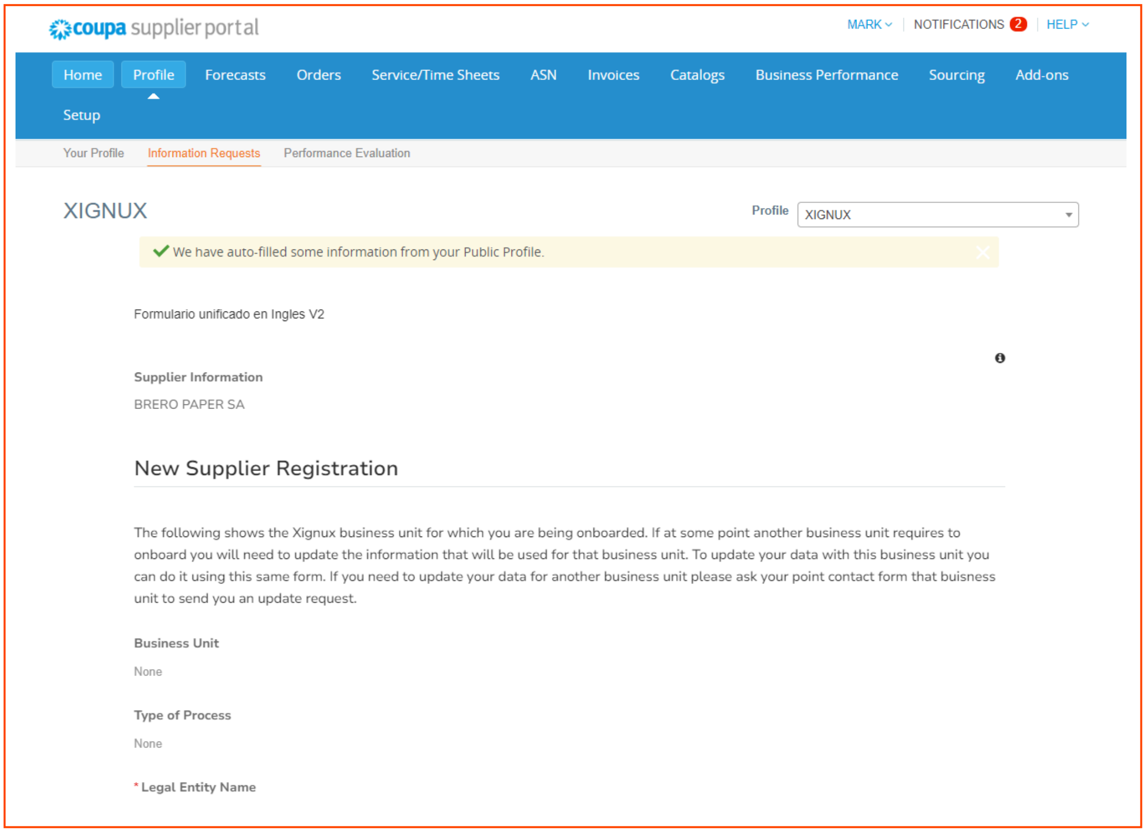
XIGNUX

Register 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.

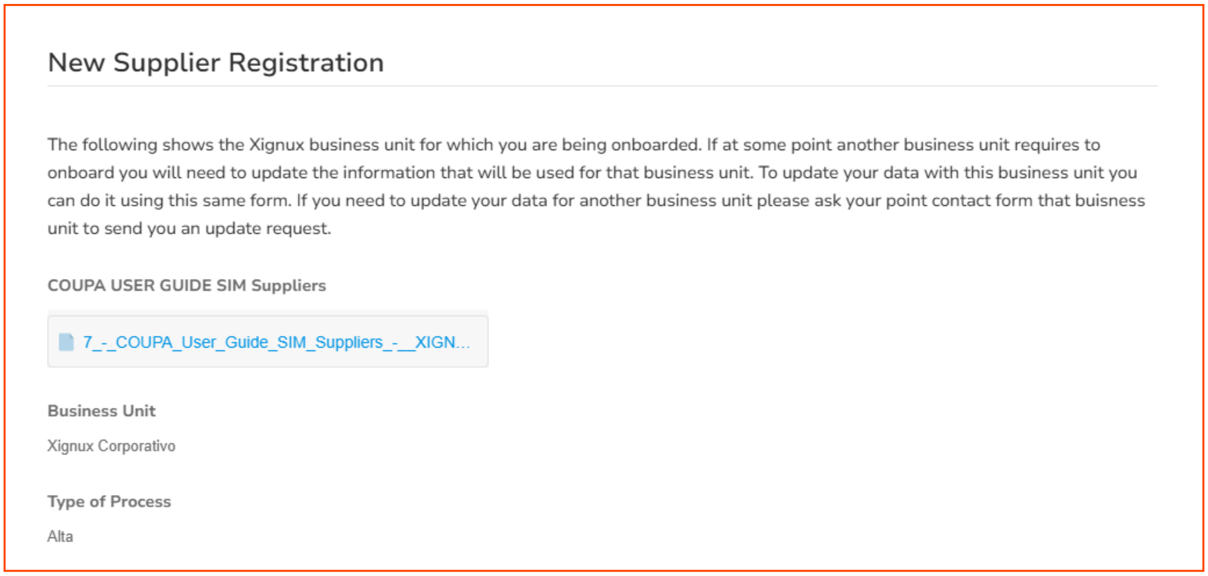


The supplier will find fields for different information. Fields with a red asterisk * are mandatory, Also attached are the support manuals.



XIGNUX

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



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 buisness unit to send you an update request.

COUPA USER GUIDE SIM Suppliers

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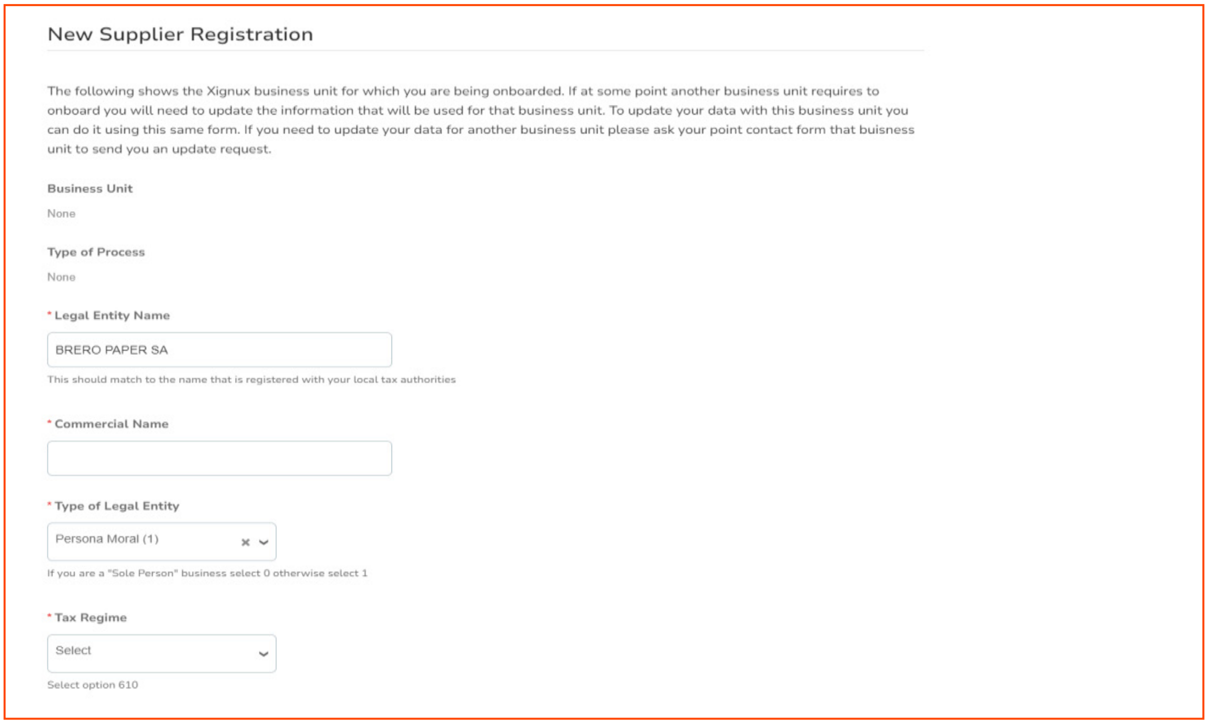
Business Unit

Xignux Corporativo

Type of Process

Alta

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 buisness 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)

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

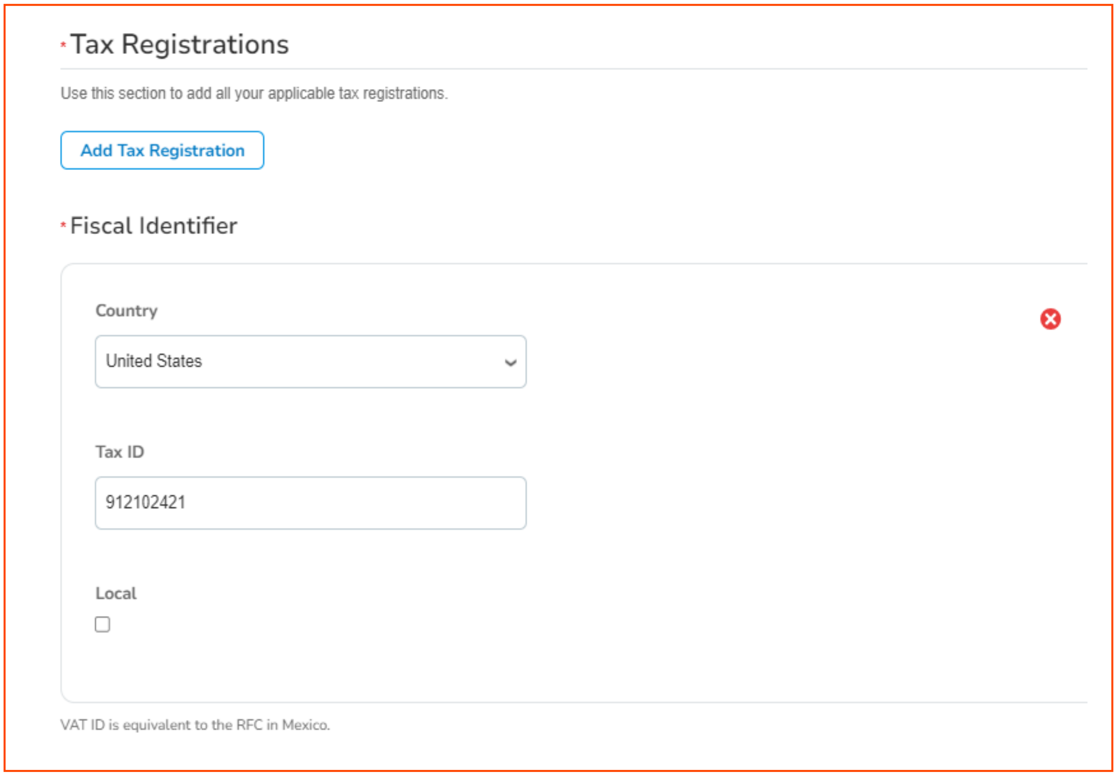
* Tax Regime

Select

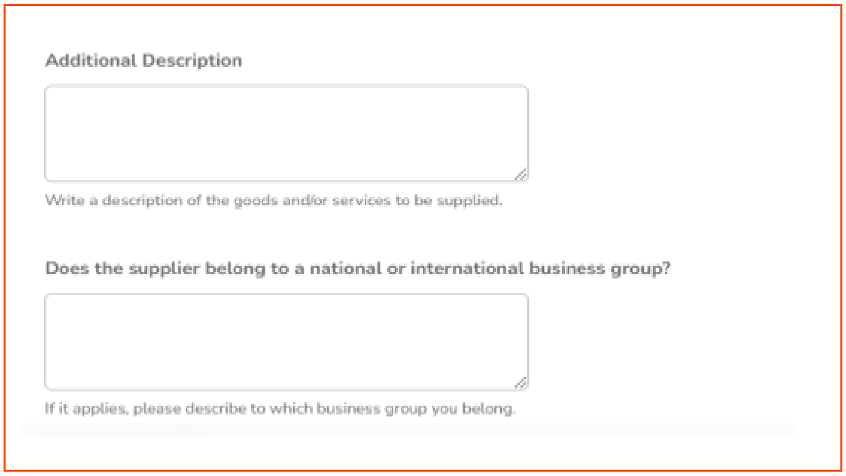
Select option 610

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:**



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.



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

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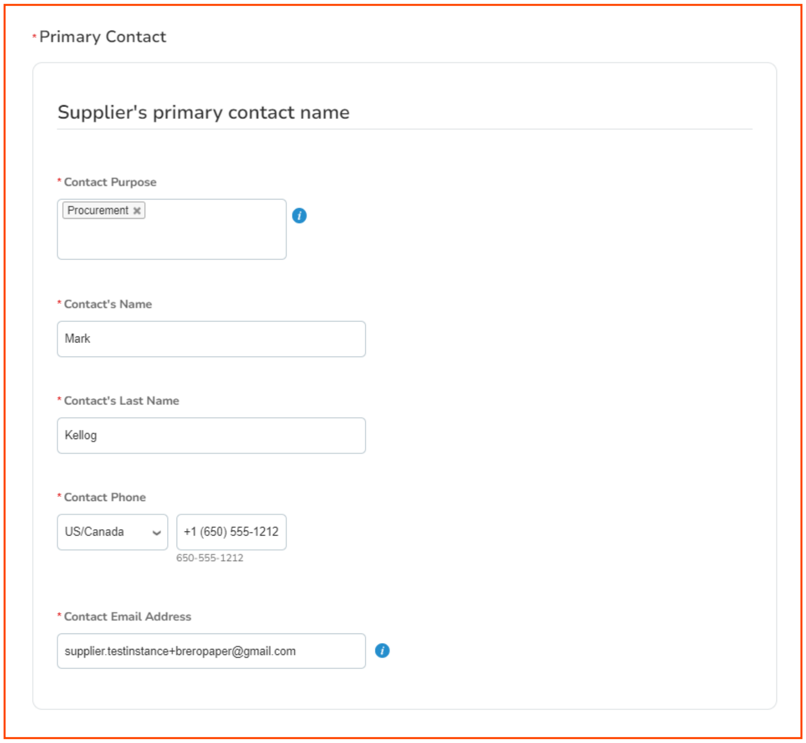
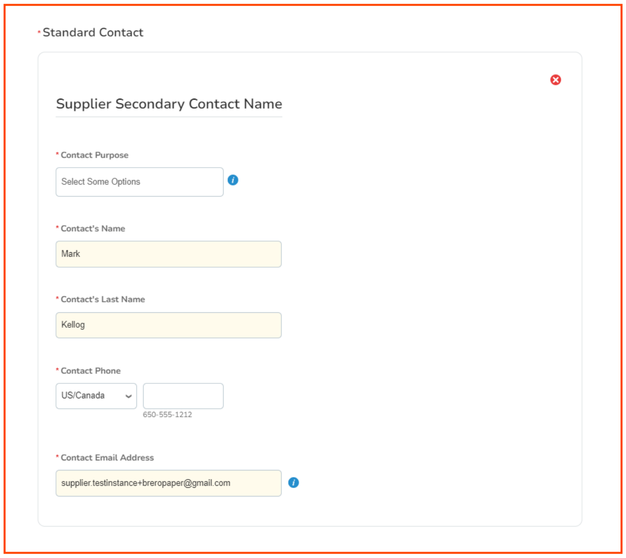
Supplier's contact information:



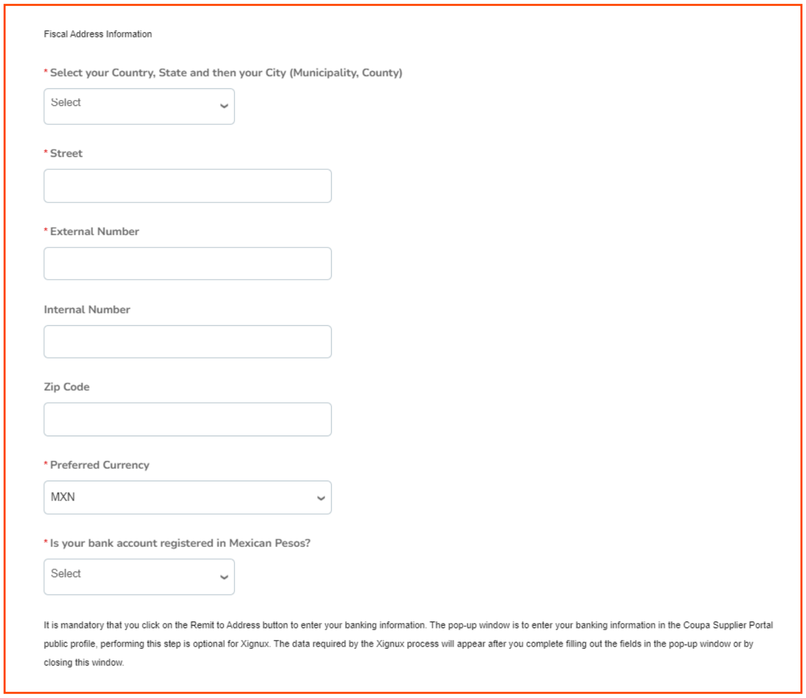
These fields are pre-filled with the information from the form (Creation, Expansion, Update) that originated the unified record. The supplier should review them and only modify them if necessary.



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

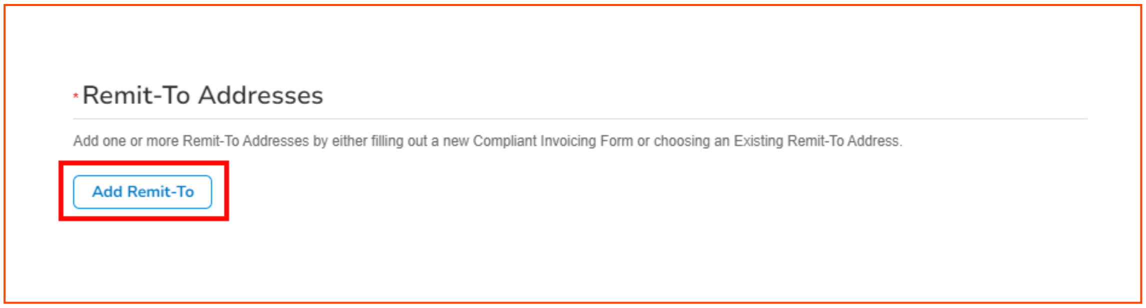
MXN

* 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.

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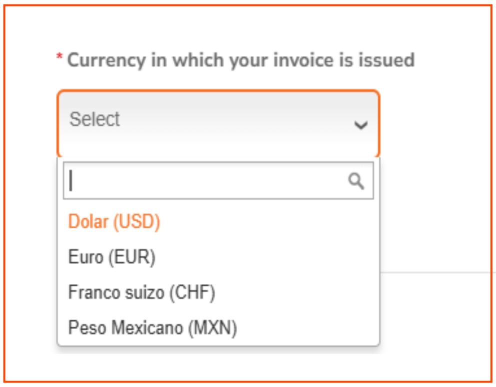
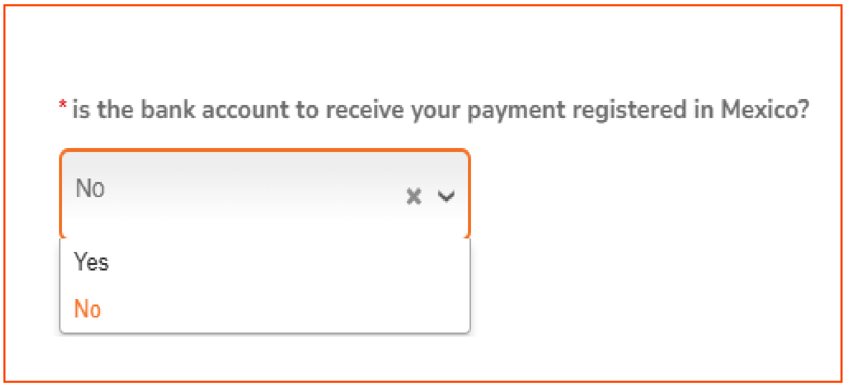
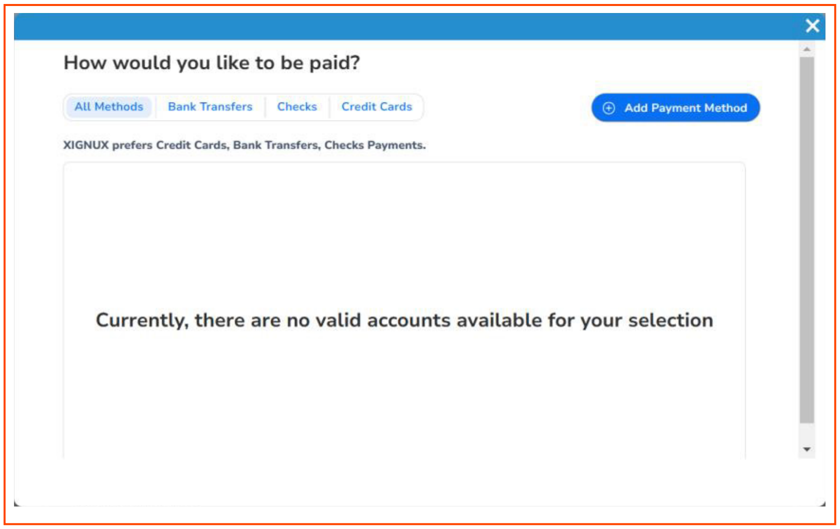
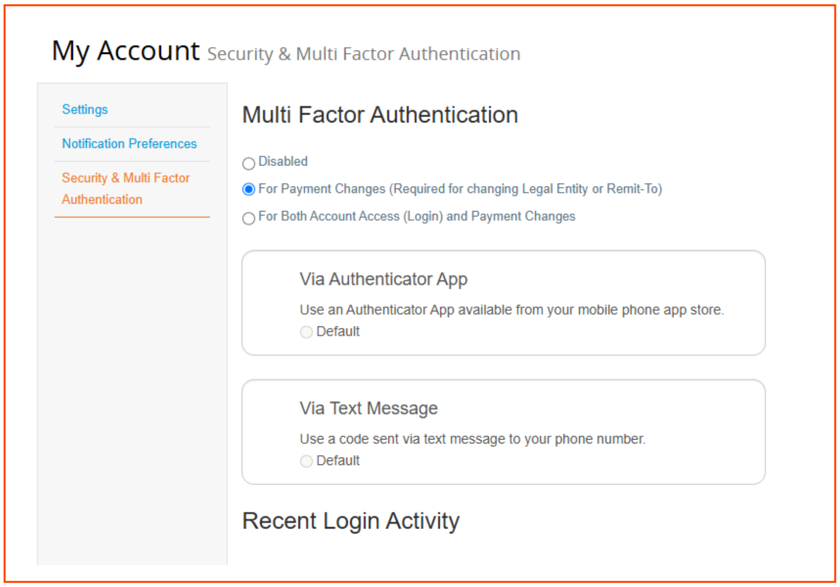






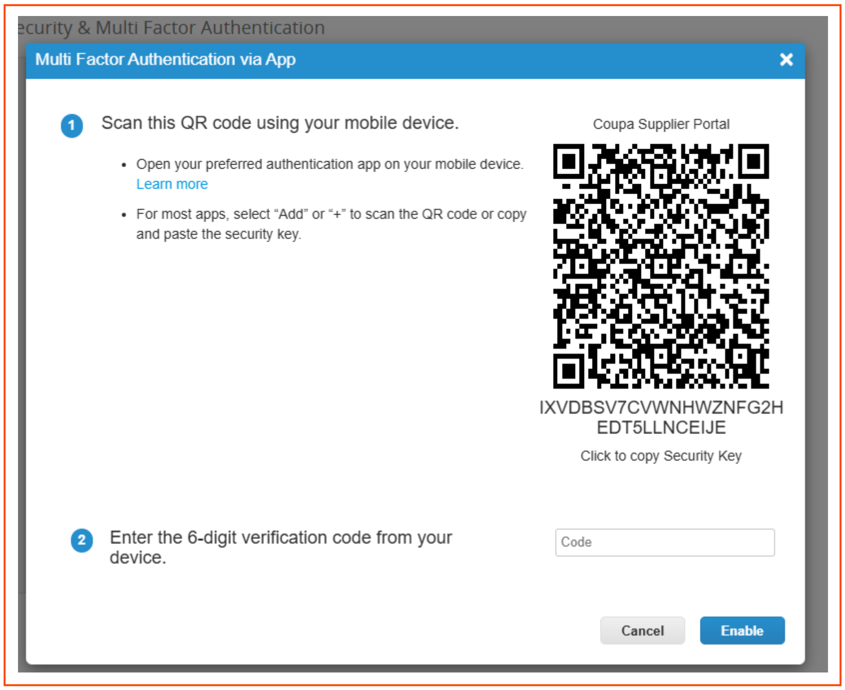
Then you will see this tab, must click on the blue button "+Add Payment Method"



Multifactor Authentication

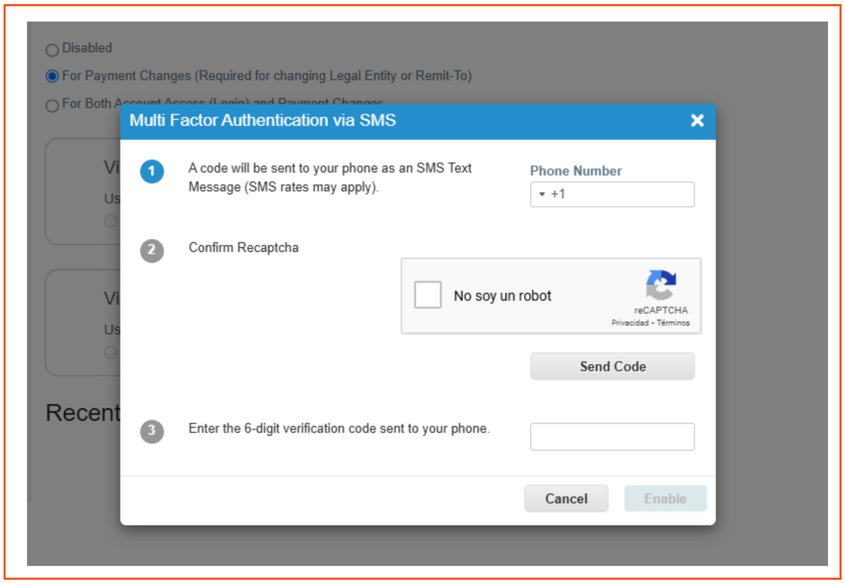
You have 2 options to validate the multifactor authenticator: via the app or via text message. You must select one of the two.

XIGNUX



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.

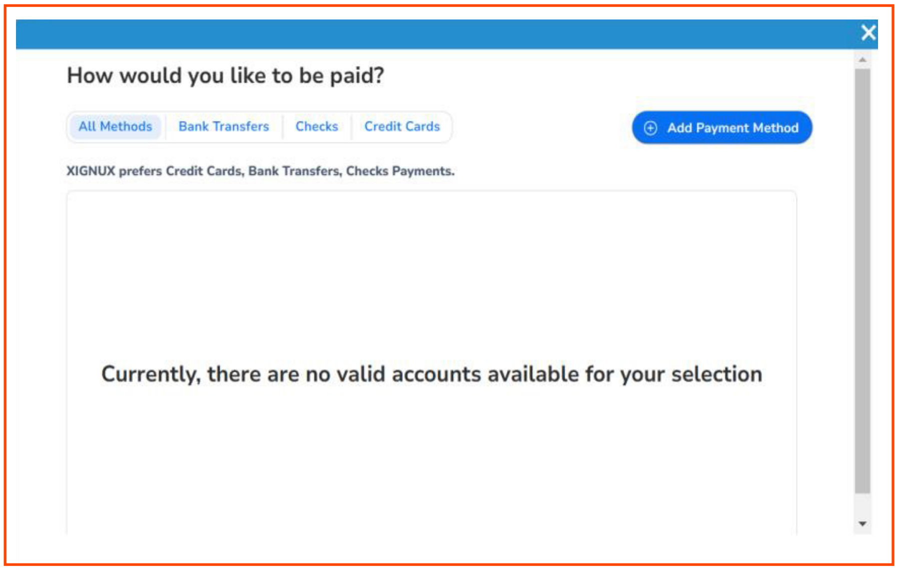


Text Message

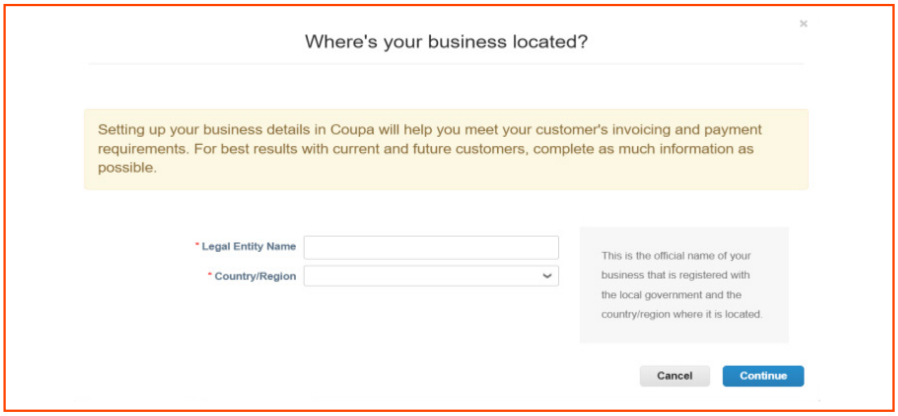
If you select the option to receive the code via text message to your phone, you must enter the required country code and complete the digits. Additionally, you need to confirm the "I am not a robot" checkbox and finally click the gray button "Send Code." Once you receive the code, enter it in the blank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

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.

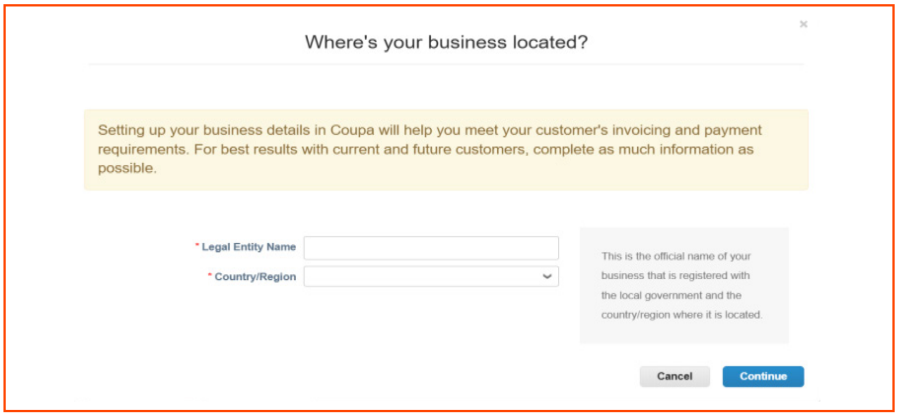
Once you complete the Authentication fields, you will see this tab again. must click on the blue button **"+Add Payment Method"**



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

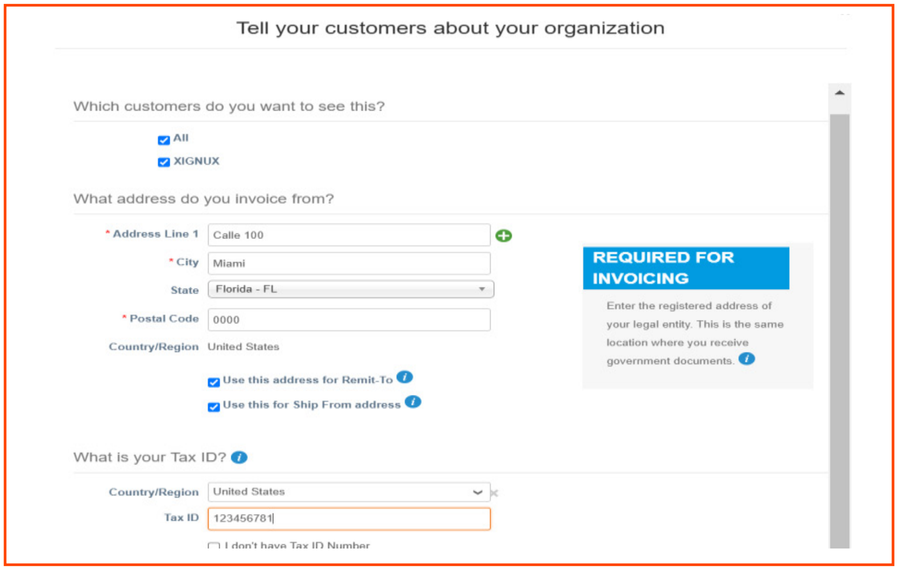


Complete the information and click on **"Continue".**

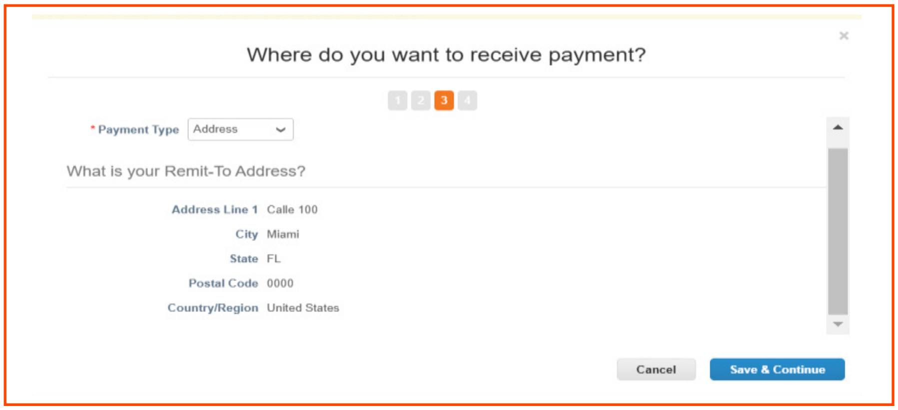


XIGNUX

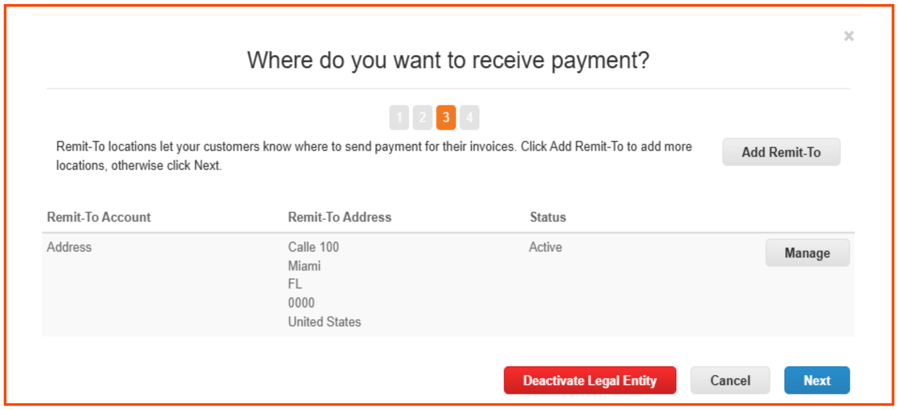
Complete the information Until tax ID, Miscellaneous info no need to be filled, then click on **"Continue".**



Use Address in Payment type then click on **"Save and Continue".**

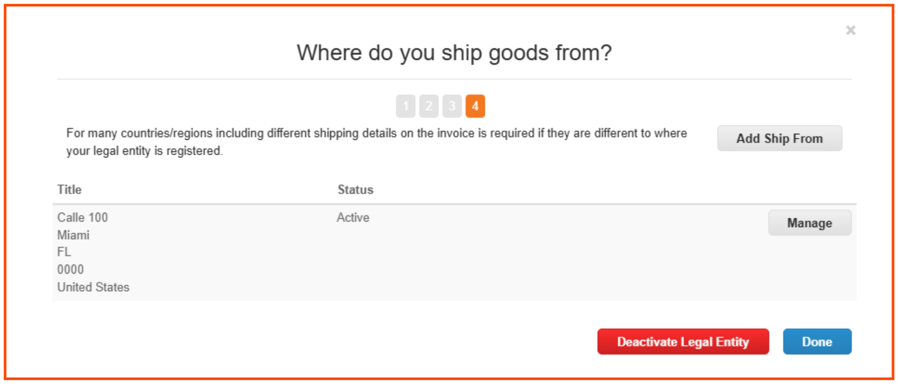


Click on **"Next".**

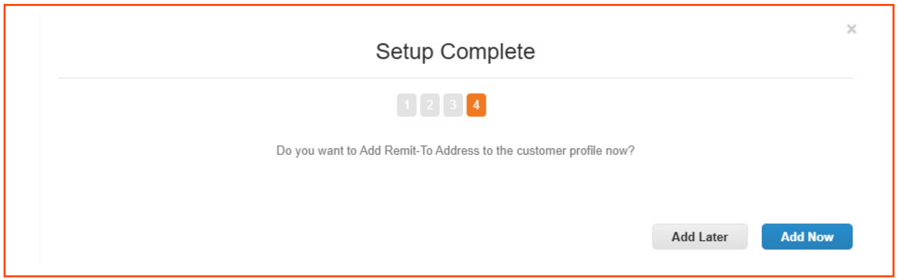


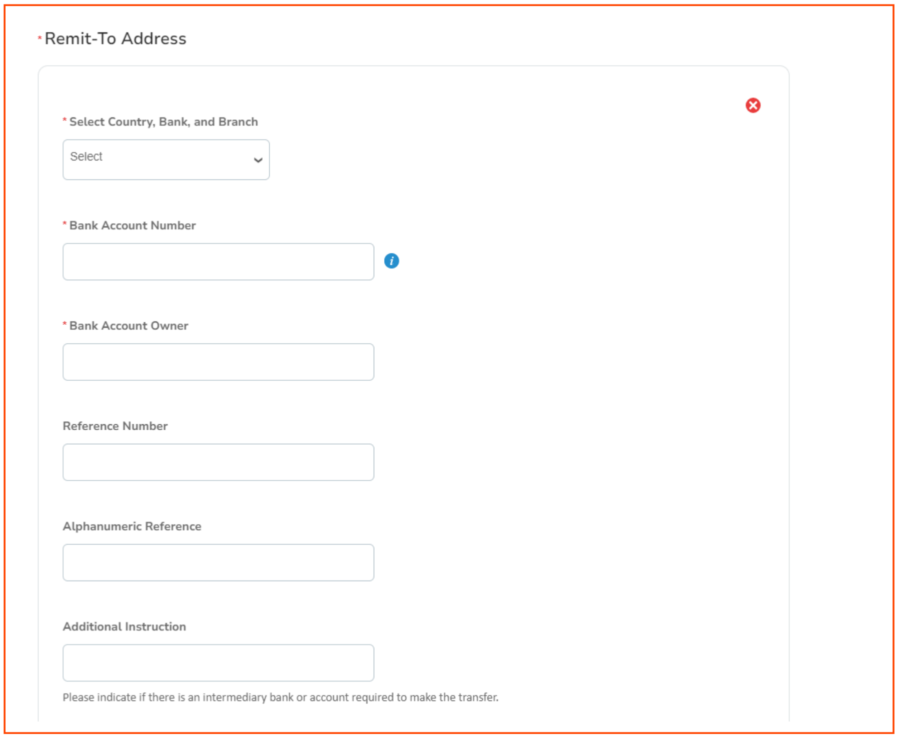
XIGNUX®

Click on **“Done”.**



Click on **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.

Swift Code

ACH Code

ABA Code

IRC Code

CIE Agreement

* Currency of Bank Account

MXN

* Bank Statement Header

* Attachments

Add File

* Method of Payment

Transferencia (Transferencia)

Transferencia means Wire Transfer

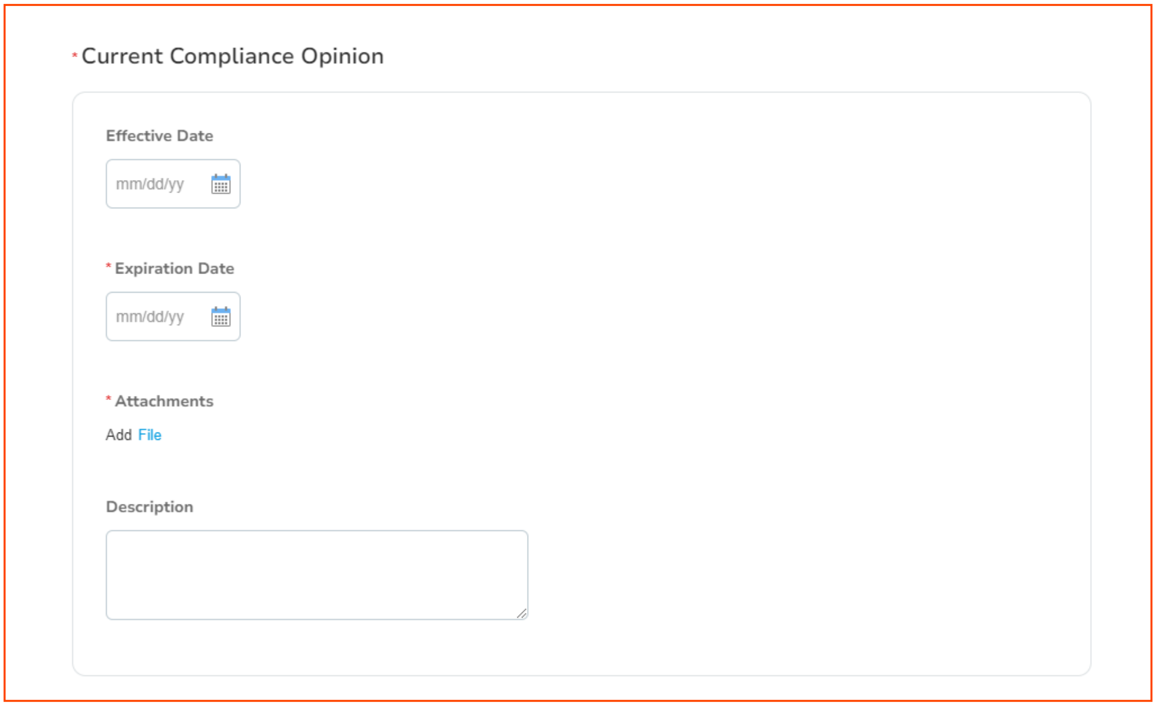
Does the supplier apply for factoring?

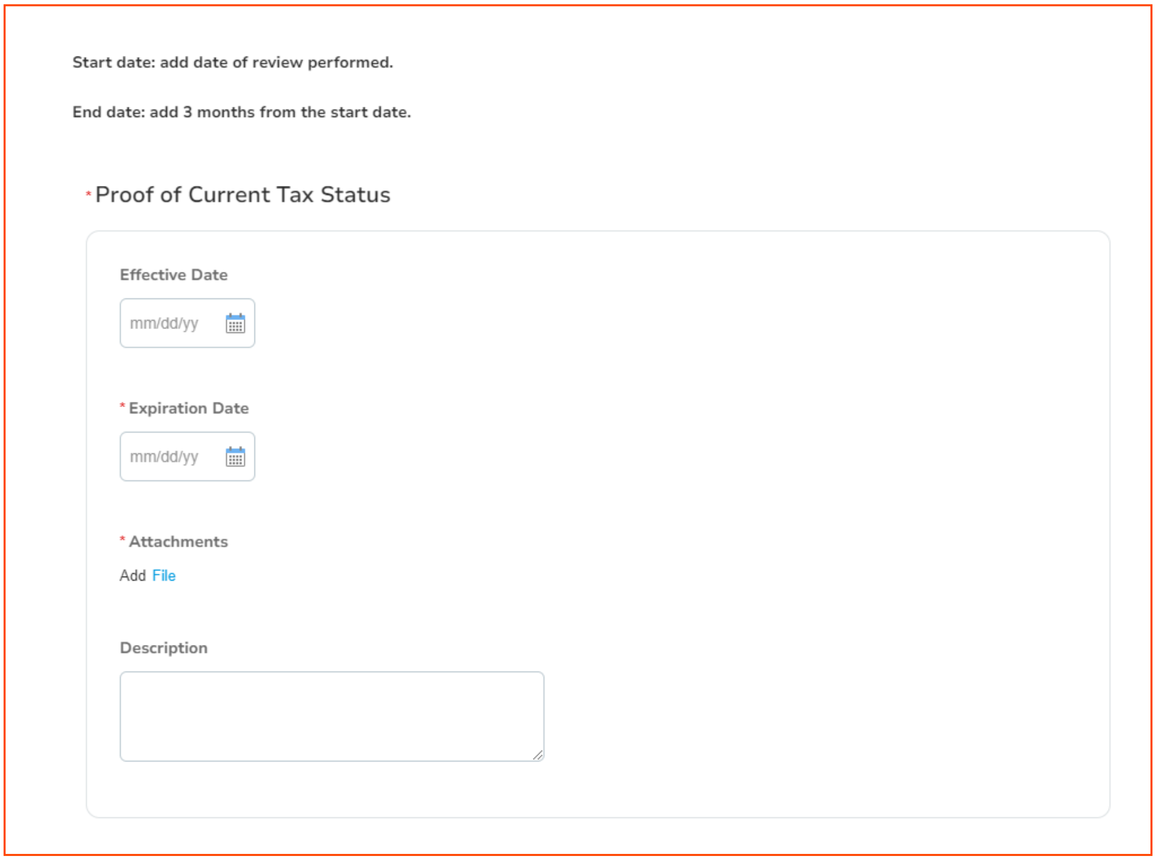
Start date: add date of review performed.

End date: add 3 months from the start date.

XIGNUX

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





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

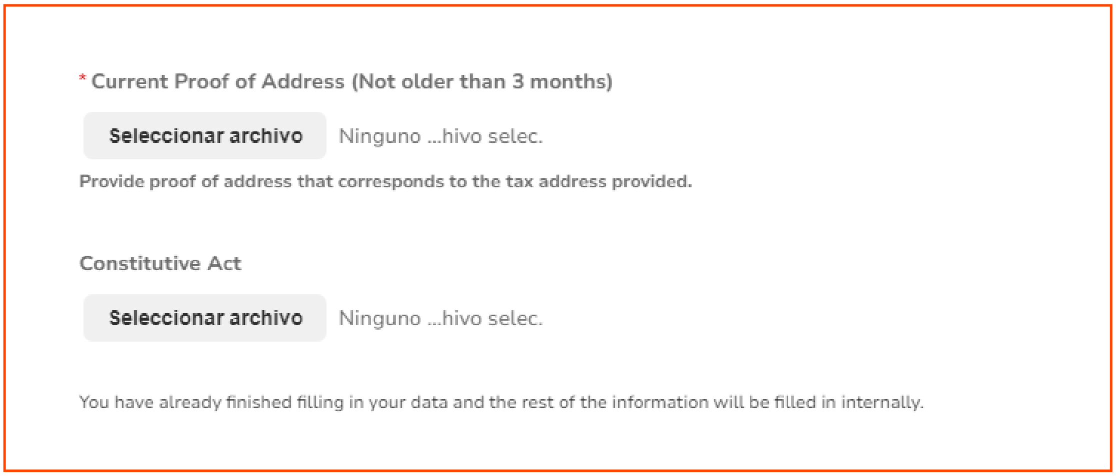
* Expiration Date

mm/dd/yy

* Attachments

Add File

Description


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

Seleccionar archivo Ninguno ...hivo selec.

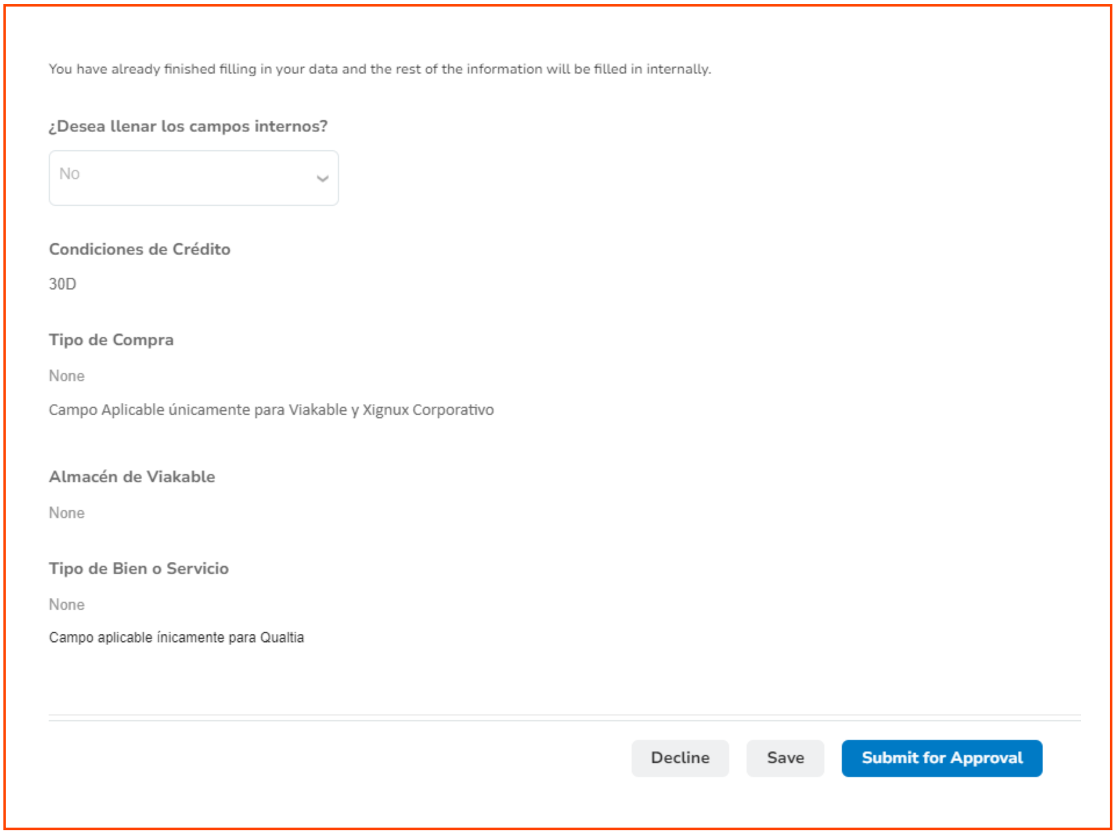
Provide proof of address that corresponds to the tax address provided.

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

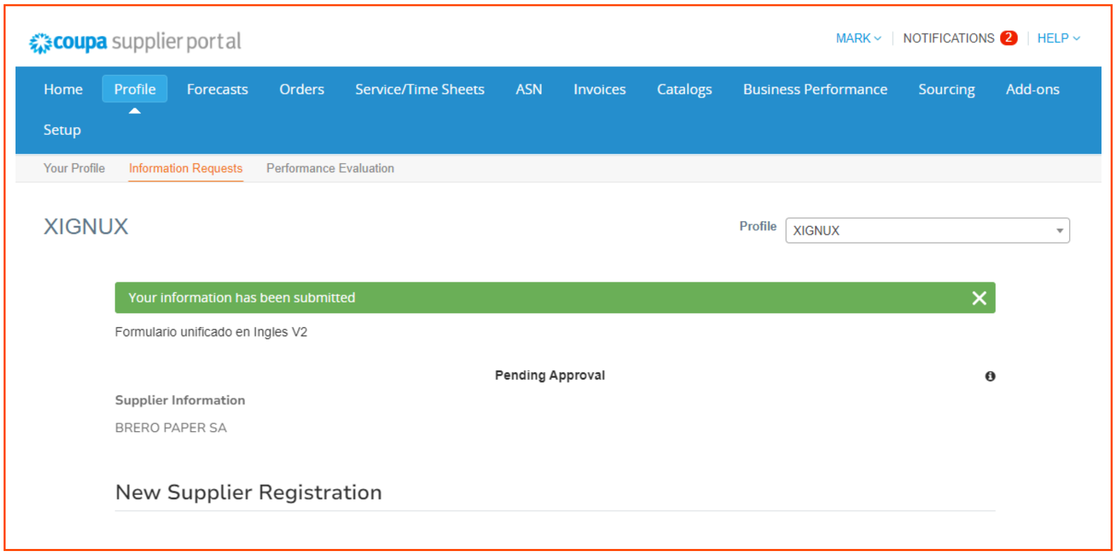
Campo aplicable ínicamente para Qualtia

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”.

XIGNUX

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



XIGNUX

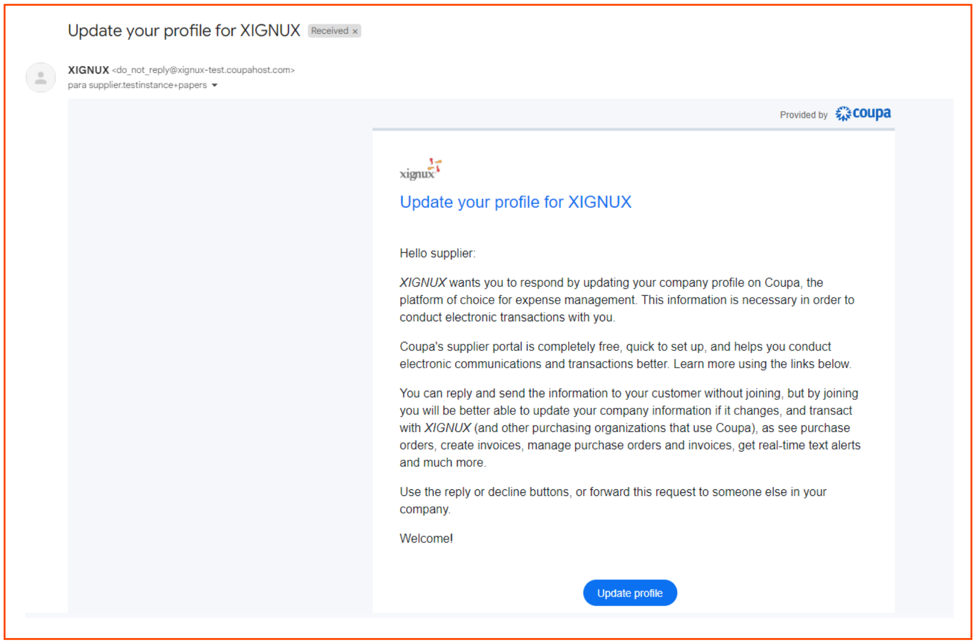
Update Information

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.



Update your profile for XIGNUX Received ×

XIGNUX <do_not_reply@xignux-test.coupahost.com>
para supplier.testinstance+papers

Provided by coupa

xignux

Update your profile for XIGNUX

Hello supplier:

XIGNUX wants you to respond by updating your company profile on Coupa, the platform of choice for expense management. This information is necessary in order to conduct electronic transactions with you.

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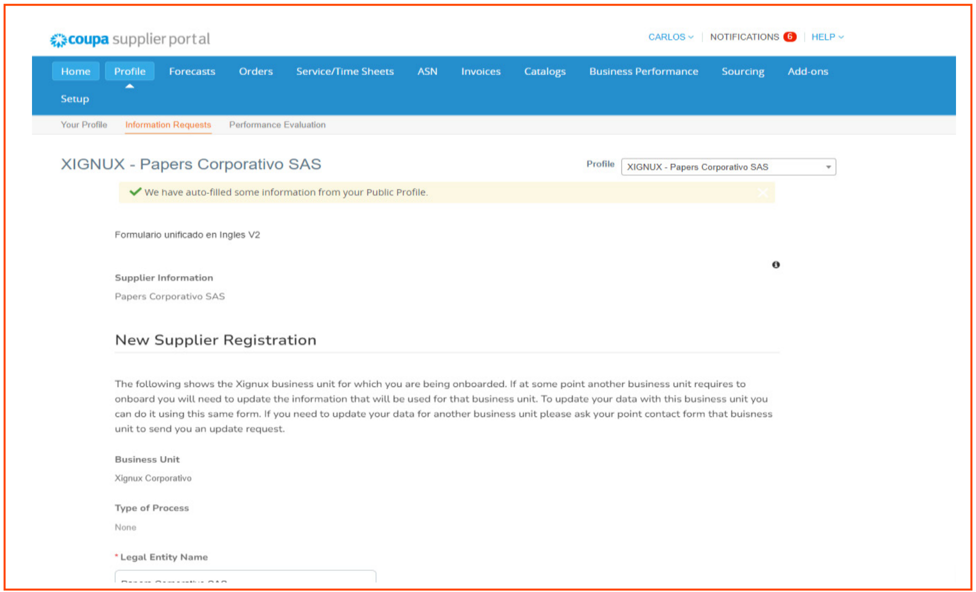
You can reply and send the information to your customer without joining, but by joining you will be better able to update your company information if it changes, and transact with *XIGNUX* (and other purchasing organizations that use Coupa), as see purchase orders, create invoices, manage purchase orders and invoices, get real-time text alerts and much more.

Use the reply or decline buttons, or forward this request to someone else in your company.

Welcome!

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:



coupa supplier portal

CARLOS | NOTIFICATIONS 6 | HELP

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

Your Profile Information Requests Performance Evaluation

XIGNUX - Papers Corporativo SAS

Profile XIGNUX - Papers Corporativo SAS

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

Formulario unificado en Ingles V2

Supplier Information

Papers Corporativo SAS

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 buisness unit to send you an update request.

Business Unit

Xignux Corporativo

Type of Process

None

* Legal Entity Name

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".