



User Guide for Suppliers

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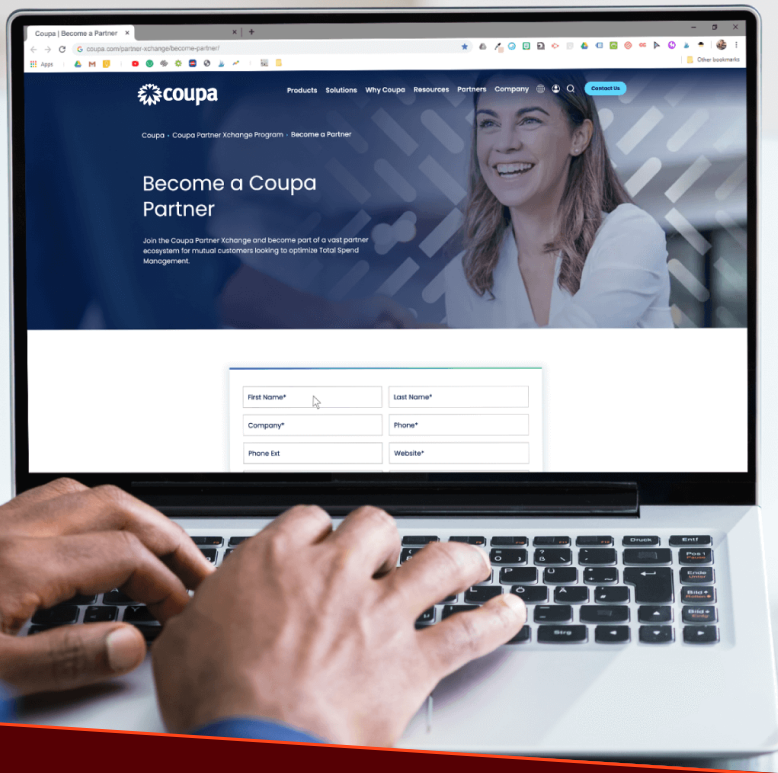
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What is COUPA?

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?

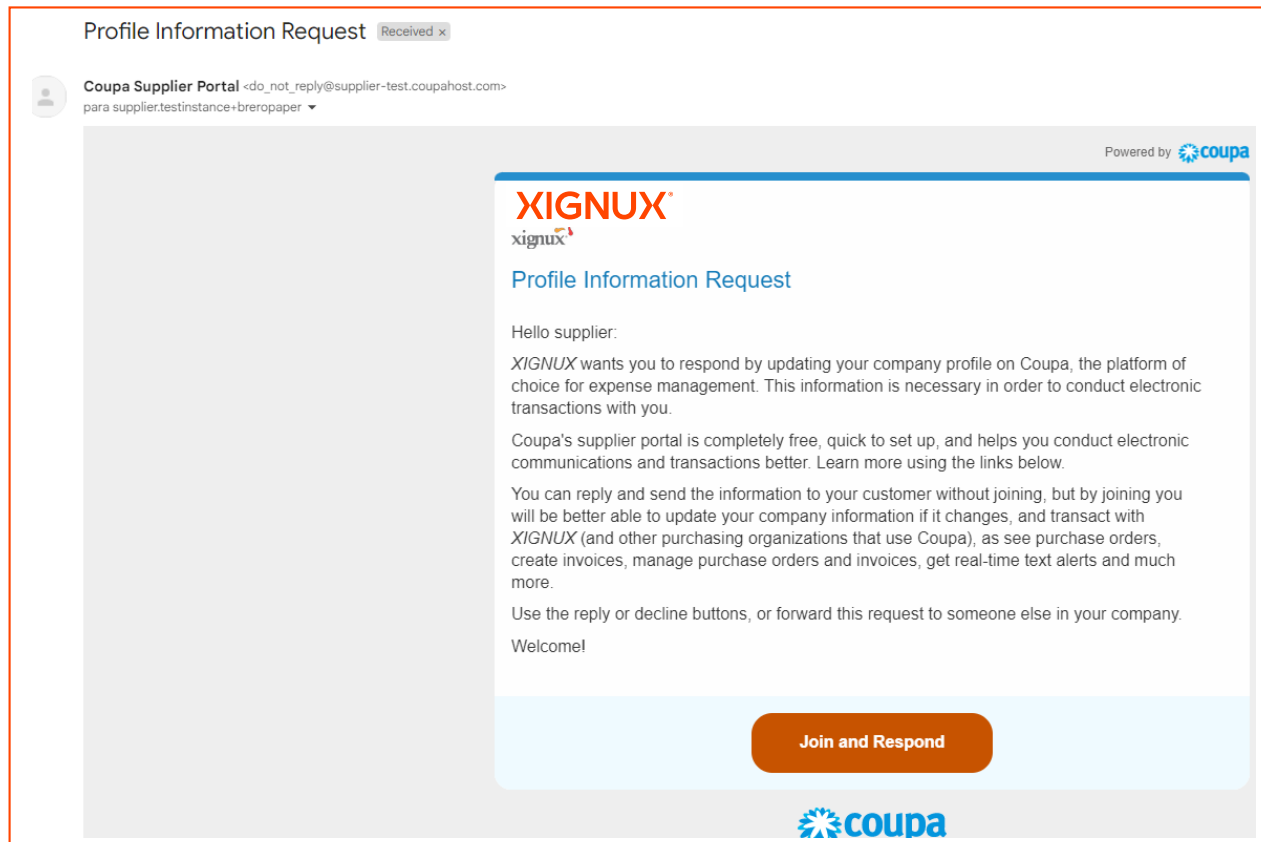
The Supplier Information Management (SIM) makes it easy to request, approve and maintain supplier information, while keeping everything in sync with your ERP. **SIM helps all types of employees better manage supplier information.**

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.

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

You must then confirm basic information about your company

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



Your Coupa Verification Code

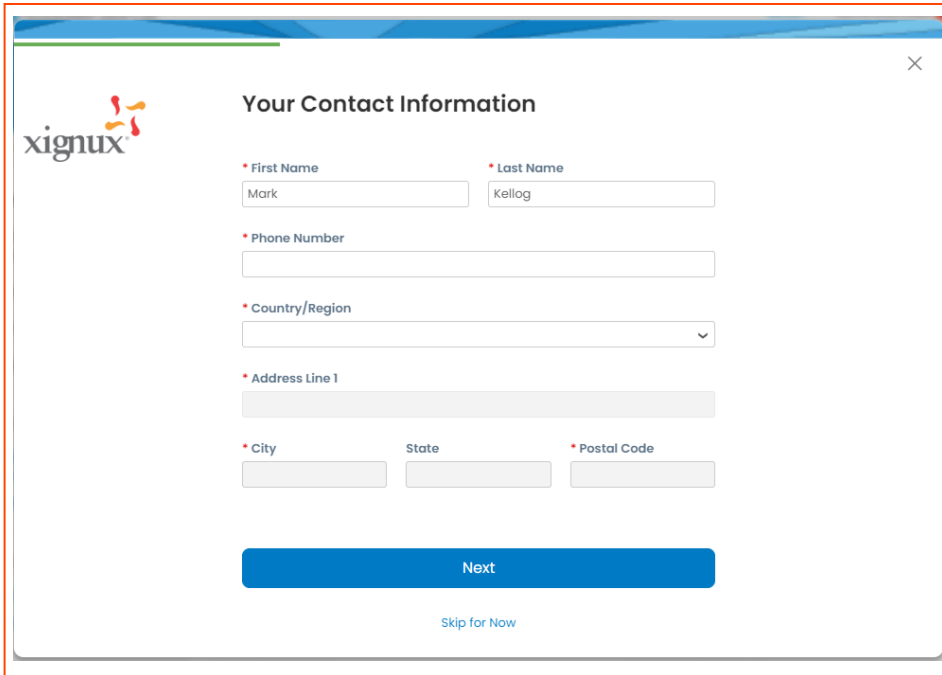
Below is the secure verification code you requested. Enter the 6-digit code in Coupa to verify it's you.

965633

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


Business Spend Management

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

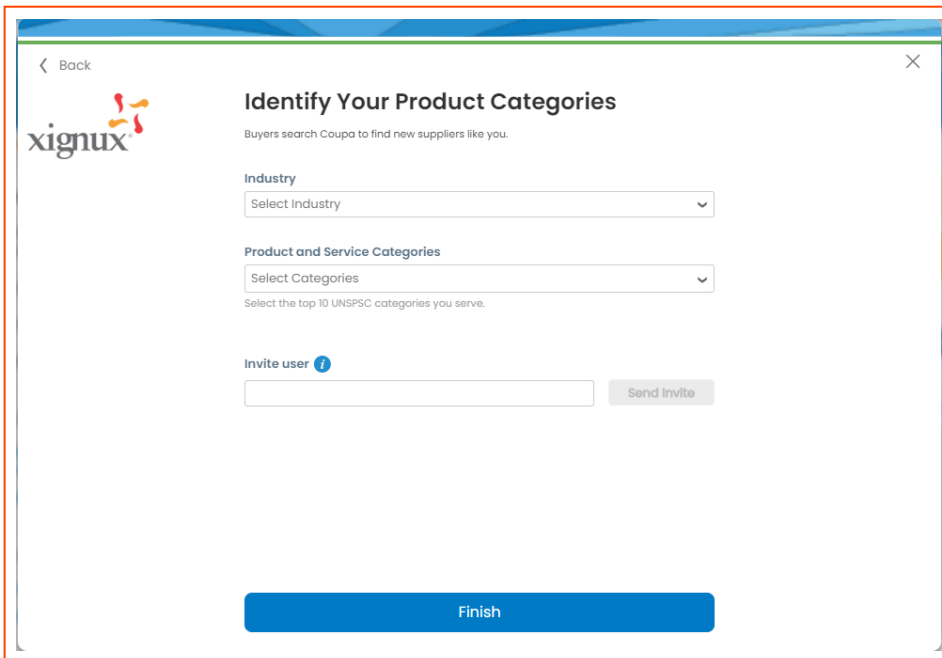


The screenshot shows a web form titled "Your Contact Information" with the Xignux logo in the top left. The form contains the following fields:

- * First Name**: Text input with "Mark" entered.
- * Last Name**: Text input with "Kellog" entered.
- * Phone Number**: Empty text input.
- * Country/Region**: Dropdown menu.
- * Address Line 1**: Empty text input.
- * City**, **State**, and *** Postal Code**: Three separate text input fields.

At the bottom, there is a large blue "Next" button and a smaller link that says "Skip for Now".

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.



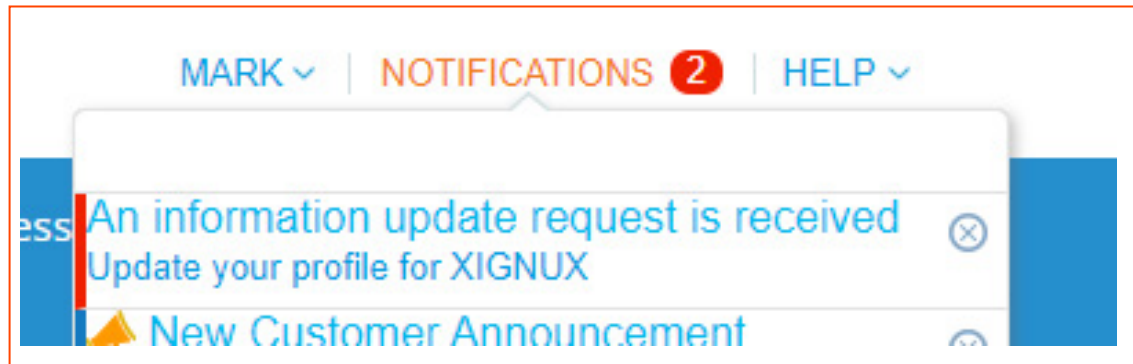
The screenshot shows a web form titled "Identify Your Product Categories" with the Xignux logo in the top left and a "Back" link. The form includes:

- A sub-header: "Buyers search Coupa to find new suppliers like you."
- Industry**: A dropdown menu with "Select Industry" as the placeholder.
- Product and Service Categories**: A dropdown menu with "Select Categories" as the placeholder. Below it, a note says "Select the top 10 UNSPSC categories you serve."
- Invite user**: A section with an information icon, a text input field, and a "Send Invite" button.

A large blue "Finish" button is located at the bottom of the form.

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.

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 buisness unit to send you an update request.

Business Unit

None

Type of Process

None

* Legal Entity Name

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 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

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)

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:

*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

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

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

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

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

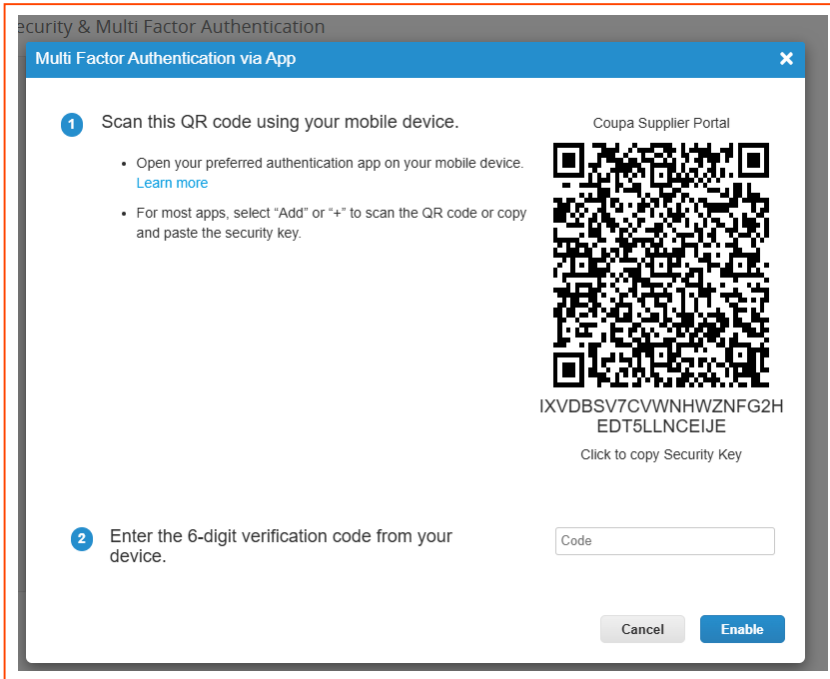
Use a code sent via text message to your phone number.

☐ Default

Recent Login Activity

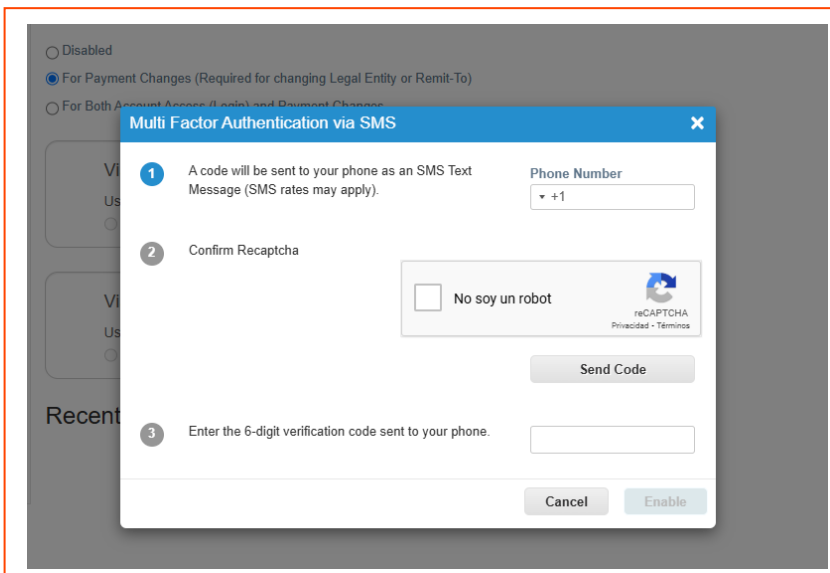
Multifactor Authentication

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



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"**

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

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"**.

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

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

Calle 100

* City

Miami

State

Florida - FL

* Postal Code

0000

Country/Region

United States

☒ Use this address for Remit-To

☒ Use this for Ship From address

What is your Tax ID?

Country/Region

United States

Tax ID

123456789

☐ 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".

Where do you want to receive payment?

* Payment Type

Address

What is your Remit-To Address?

Address Line 1

Calle 100

City

Miami

State

FL

Postal Code

0000

Country/Region

United States

Cancel

Save & Continue

Click on "Next".

Where do you want to receive payment?

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	Calle 100 Miami FL 0000 United States	Active	Manage

Deactivate Legal Entity

Cancel

Next

xignux.com 15

Click on “Done”.

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 on Add now”.

Setup Complete

1 2 3 4

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

Add Later Add Now

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.

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) x ▾

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

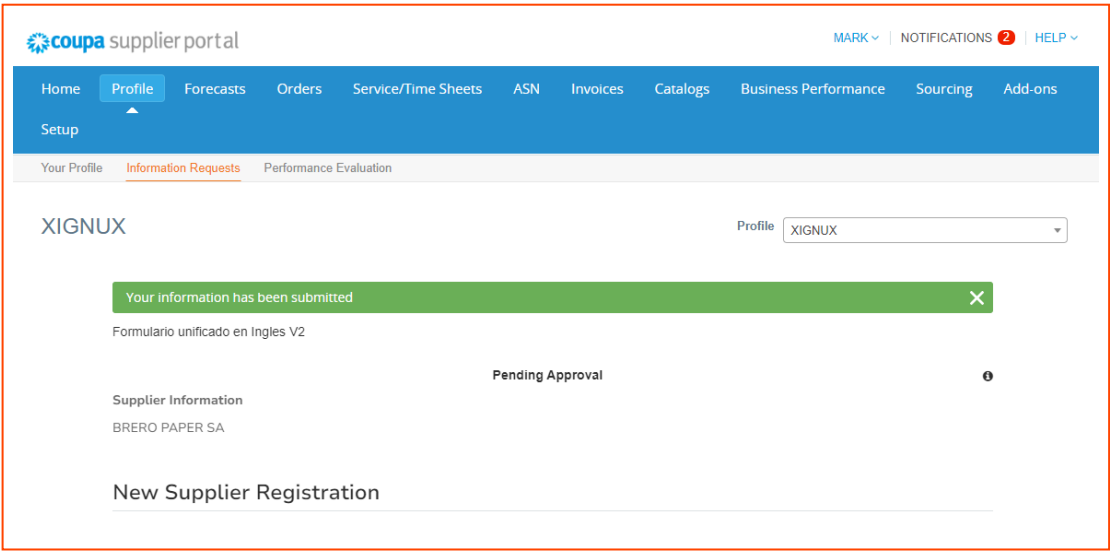
Decline

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”.

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



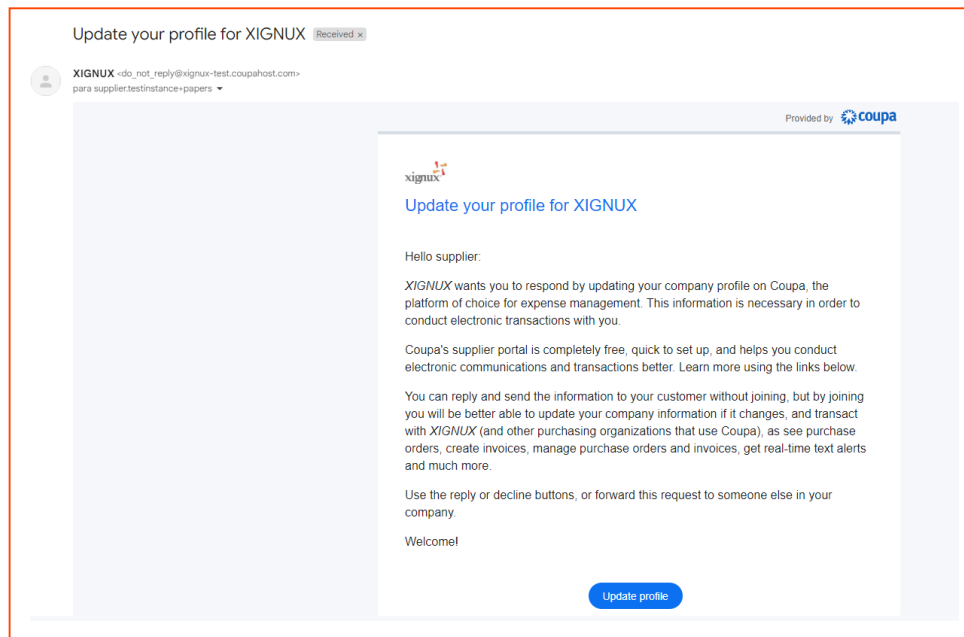
Update Information

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

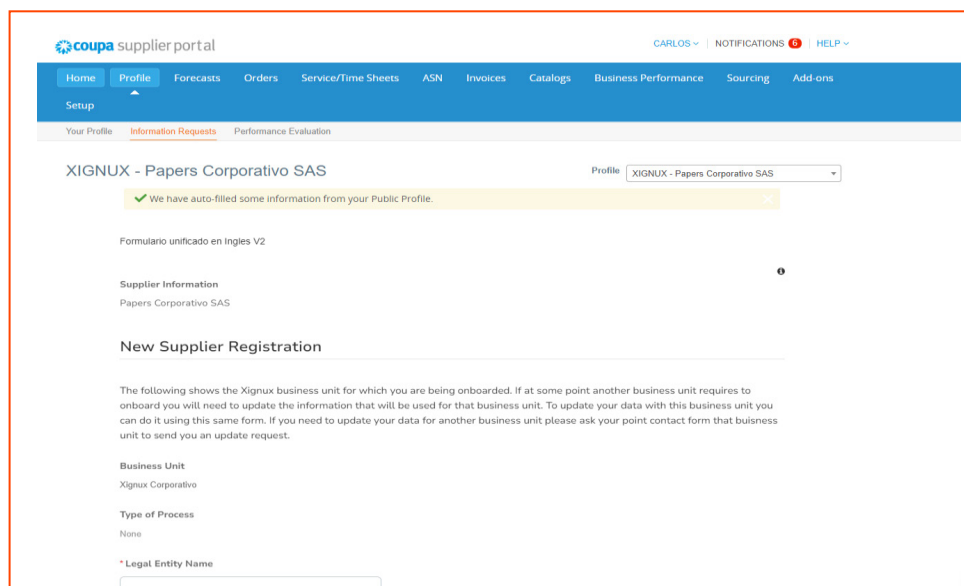
XIGNUX

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 the Coupa logo and the text 'coupa supplier portal'. On the right, there are user details: 'CARLOS', 'NOTIFICATIONS 6', and 'HELP'. Below the navigation bar, there is a menu with options: Home, Profile, Forecasts, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, and Add-ons. The 'Profile' menu item is highlighted with a red box and a red circle with the number 1. Below the menu, there is a sub-menu with options: Your Profiles, Information Requests, and Performance Evaluation. The 'Information Requests' sub-menu item is highlighted with a red box and a red circle with the number 2. The main content area shows the profile for 'XIGNUX - Papers Corporativo SAS'. There is a dropdown menu for 'Profile' with 'XIGNUX - Papers Corporativo SAS' selected. Below this, there is a yellow banner that says 'We have auto-filled some information from your Public Profile.' with a close button. The main form is titled 'Formulario unificado en Ingles V2' and 'New Supplier Registration'. The form contains the following information: 'Supplier Information' (Papers Corporativo SAS), 'Business Unit' (Xignux Corporativo), 'Type of Process' (None), and 'Legal Entity Name' (Papers Corporativo SAS). The form is highlighted with a red box and a red circle with the number 3. At the bottom of the form, there are three buttons: 'Decline', 'Save', and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red box and a red circle with the number 4.