

COUPA USER GUIDE

CLMA SUPPLIERS

Table of Contents

WHAT IS COUPA?	3
REVIEW AND COLLABORATION - CLMA	4
Contract Review / Editing	4
Compare Versions	7
Messages	8
Attachments	10
CONTRACT SIGNING	10
Without an Electronic Signature - Out of Coupa	10
With Electronic Signature - Adobe Sign	10

WHAT IS COUPA?



It is the world-class solution selected to standardize GRUPO MÉXICO's purchasing process. Through this technological platform, we will gain visibility, control, and efficiency for decision-making:

5.000+

Clientes

10M+

Proveedores

125+

Países

Multi

Moneda

Multi

Lenguaje

Calificado #1 por los mejores analistas

Gartner

Spend Matters

PayStream
ADVISORS

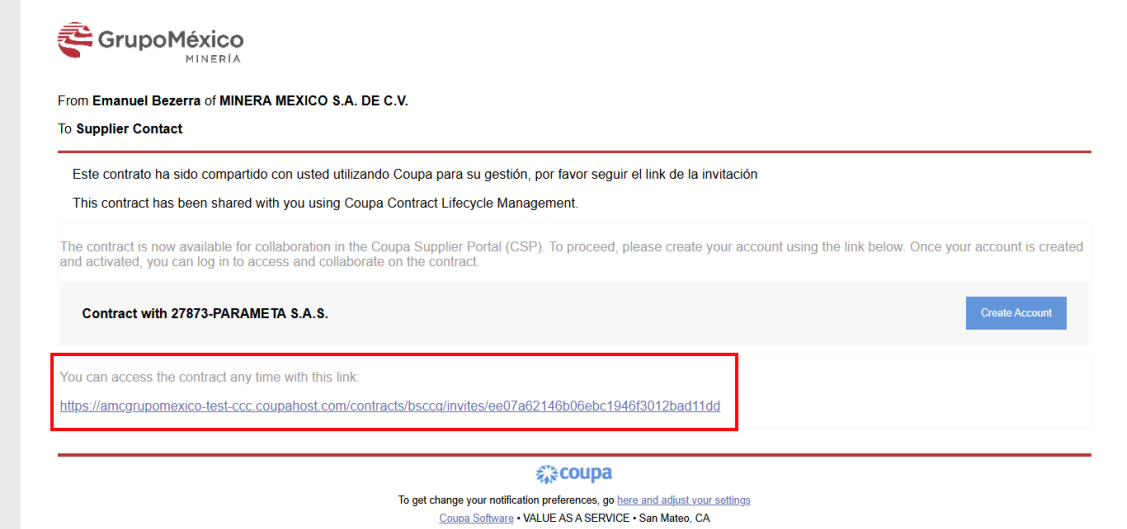
FORRESTER


IDC

REVIEW AND COLLABORATION – CLMA

Contract Review / Editing

The supplier will be invited to the contract review managed by GRUPO MÉXICO. Once the negotiation round has begun and the contract owner (negotiator, finance, comptroller, procurement manager) has completed their review, they will send an invitation to the supplier to begin their review, which will be sent via email.



 **GrupoMéxico**
MINERÍA


From **Emanuel Bezerra** of MINERA MEXICO S.A. DE C.V.
To **Supplier Contact**

Este contrato ha sido compartido con usted utilizando Coupa para su gestión, por favor seguir el link de la invitación
This contract has been shared with you using Coupa Contract Lifecycle Management.

The contract is now available for collaboration in the Coupa Supplier Portal (CSP). To proceed, please create your account using the link below. Once your account is created and activated, you can log in to access and collaborate on the contract.

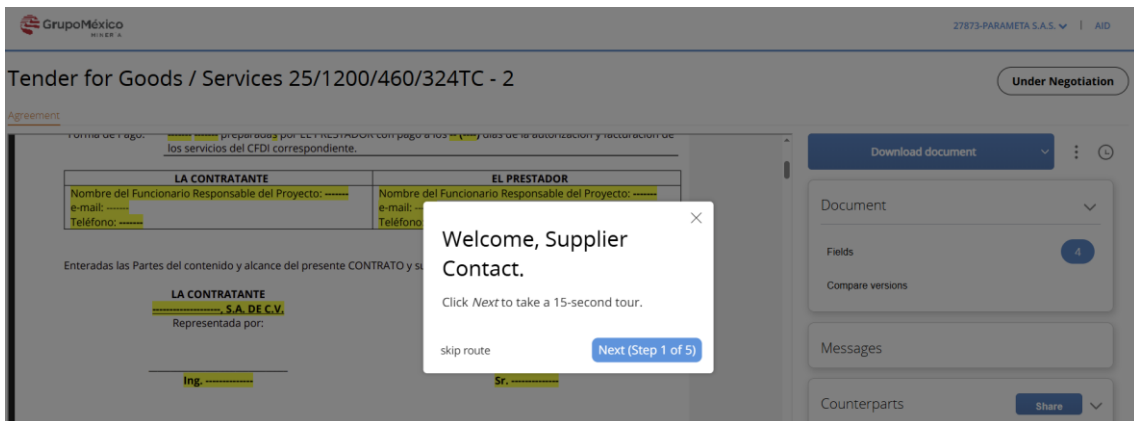
Contract with 27873-PARAMETA S.A.S. [Create Account](#)

You can access the contract any time with this link:
<https://amcgrupomexico-test-ccc.coupahost.com/contracts/bscq/invites/ee07a62146b06ebc1946f3012bad11dd>

 **coupa**
To get change your notification preferences, go [here](#) and [adjust your settings](#)
Coupa Software • VALUE AS A SERVICE • San Mateo, CA

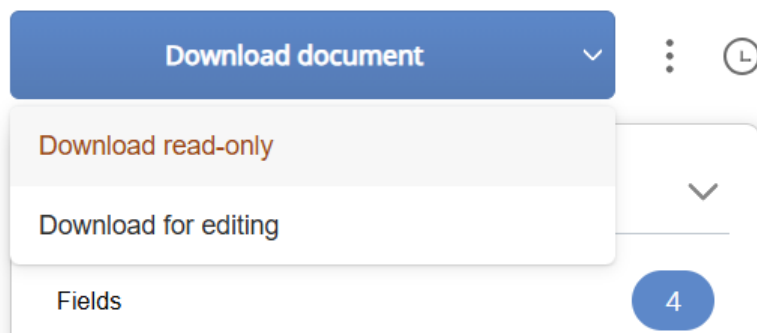
You must click on the **Link**.

Coupa will give you a welcome message and offer you a brief tour of the tool:



When you open the contract, you will see what participation options GRUPO MÉXICO has enabled.

- Download Read-only.
- Download for Editing.
- Complete the fields in the document.



Fields: Allows you to quickly complete fields. To respond to the negotiator's requests, click on "Fields", and a list of available fields will appear for you to complete.

Fields (4) x

Properties

Contract Number

Contract Primary Our Party Entity Billing Address Street 1

Contract Primary Our Party Entity Name

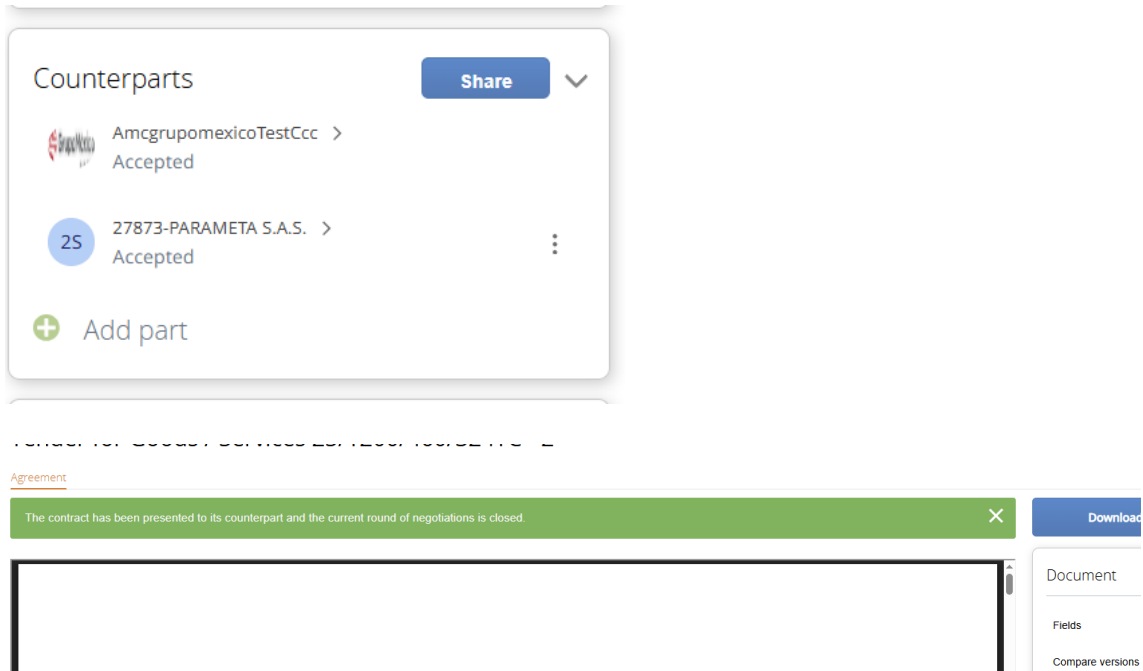
Supplier Name

If the "Download to edit" option is enabled, the supplier must complete the fields requested by GRUPO MÉXICO. If adjustments are required, comments can be left directly in the Word document.

After performing the necessary validations and editing them to the contract in MS Word, you can re-upload it during the negotiation round. Please note that if the contract is downloaded for review, you do not need to re-upload the document; GRUPO MÉXICO will automatically receive your review confirmation.



You will find a button to share and send the contract to the counterparty (GRUPO MÉXICO), who will make the sent adjustments, complete the agreement, and send it for approval.

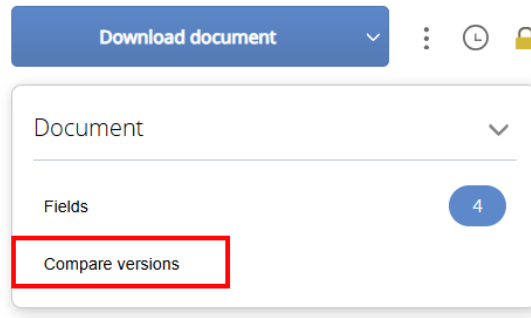


Observations:

- According to GRUPO MÉXICO's criteria and the needs of the contract, the supplier will have read-only access to the document, without the ability to edit it. If required, the supplier may edit and add comments with GRUPO MÉXICO's approval.
- Multiple rounds of negotiation may be conducted if both parties require adjustments to the contract.

Compare Versions

On the right side of the page, select the "Compare versions" option.



In this section, the provider can compare contract versions to verify changes made by the parties. This allows for comparing earlier and later versions.

The provider can select the contract versions they wish to compare:

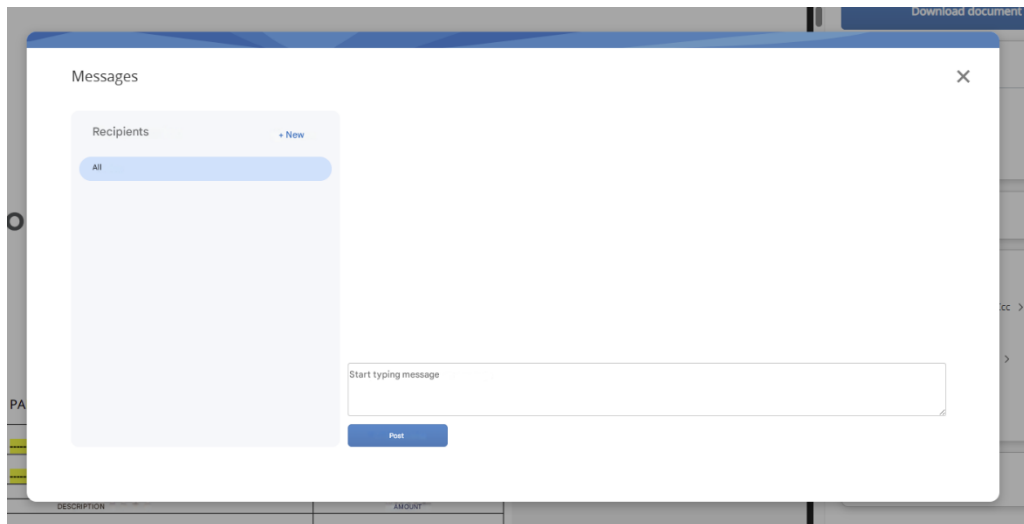
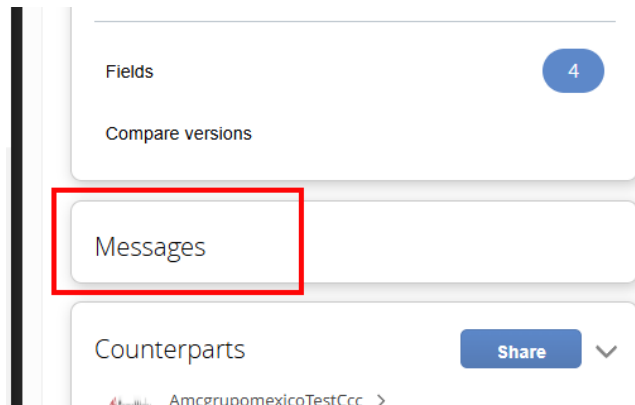
1. If text is added, the change will be highlighted in blue.
2. If text is deleted, the change will be highlighted in red.



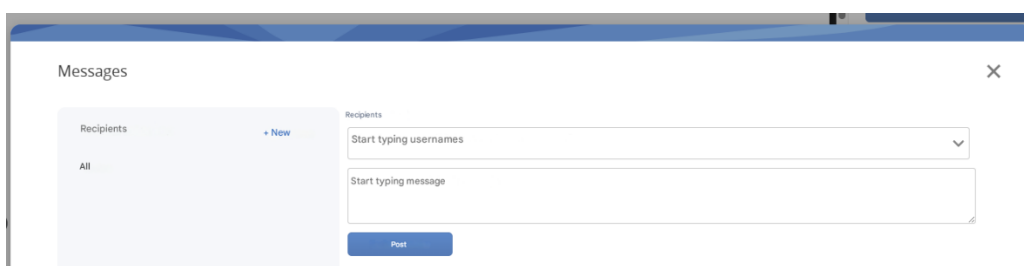
Note: You must check the number of contract versions to ensure you are comparing the correct ones.

Messages

It is essential that the supplier send modification or approval comments to GRUPO MÉXICO through the messages section. This section serves as a direct communication channel with GRUPO MÉXICO. Clicking on the "Messages" section will open a window where you can leave your comments.

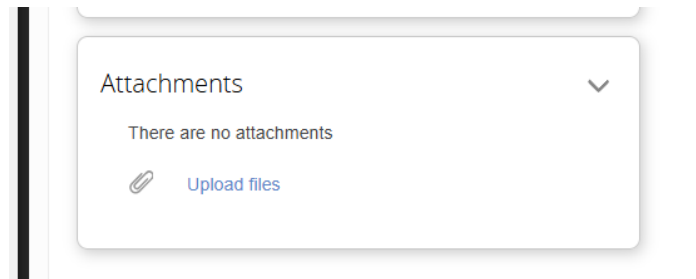


When the window appears, the text field will be enabled so you can start your message. By default, this will be sent to all parties involved in the contract. However, if you want to customize the message, click the **+New** button, which will open a new window where you can select the recipient.



Attachments

In this section you can attach the necessary files for the hiring process, provided they have been previously reported and validated by GRUPO MÉXICO.



CONTRACT SIGNING

For signature management in CLMA, GRUPO MÉXICO will have two signature options:

Without an Electronic Signature - Out of Coupa

The signing is done outside of Coupa, using a document provided by GRUPO MÉXICO, which must later be uploaded to the platform for registration.

With Electronic Signature - Adobe Sign

Once GRUPO MÉXICO initiates the signature process through Adobe Sign, you will receive an email indicating that you have a pending signature.



SouthernCopper

Taking Procurement
to the next level

