

# COUPA USER GUIDE

## **SIM Suppliers**

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## 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**

## WHAT IS SIM?



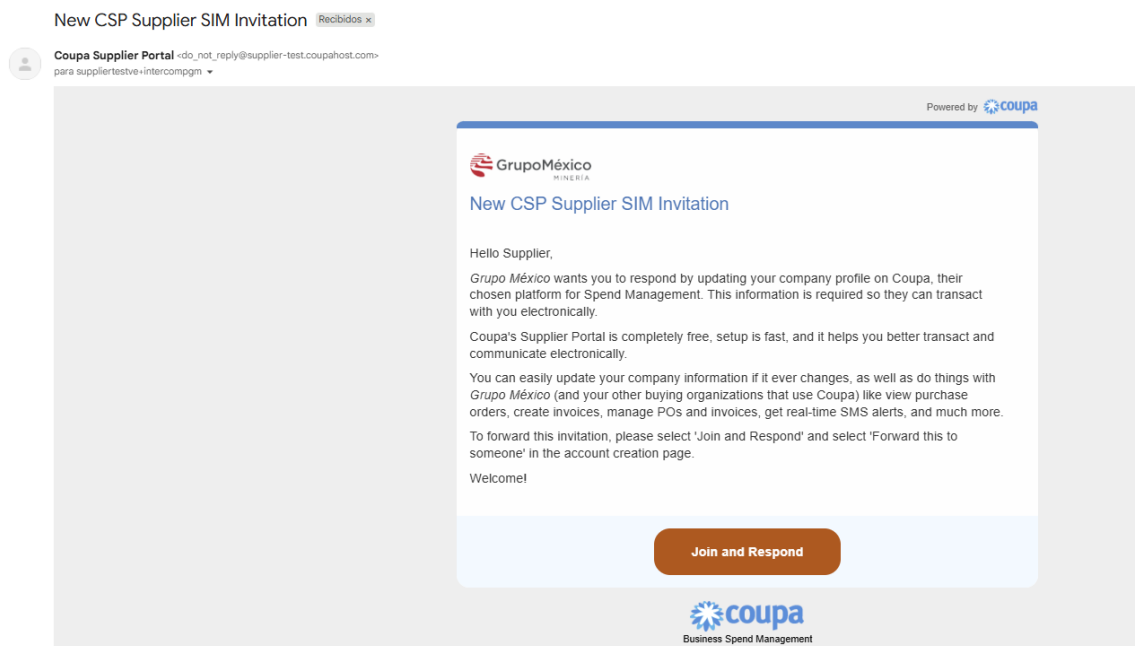
Supplier Information Management (SIM) facilitates the request, approval, and maintenance of supplier information, ensuring everything remains synchronized with your ERP.

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 certifications, or insurance, and contact information. Using forms, approval workflows, notifications, and integration with financial systems, SIM helps ensure:

- Untested suppliers or services go through the appropriate approval channels.
- Information for large and small suppliers is accurate and up to date.

- Visibility into 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 engagement.
- Two-step integration with your ERP system.
- Accurate supplier data is maintained, and maximum savings are achieved.

You will receive an email message to access the COUPA Supplier Portal and complete their registration:



You must click on the “Join and Respond” option and complete the registration on the portal. To do so, you will need to set up a password and accept Coupa’s privacy policies and terms of use.

## Create an account

Grupo México uses Coupa to transact and communicate with you.

If you can't provide this info, please send it to the right person who manages accounts.

[Forward this to someone](#)

\* **Business Name**

Your legal business name (or legal personal name if an individual)

\* **Email**

\* **First Name**

\* **Last Name**

Cannot contain special characters or symbols (like !, ?, \*, &, <, >).

\* **Password**

\* **Confirm Password**

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

\* **Country/Region**

\* **Tax Registration** 

I do not have a Tax ID

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

Create an account

Already have an account? [Log In](#)

After this, click on **Create an account**.

The next step is to complete your company's address information. Then select **Next**.

### Onboarding for amcgrupomexico-test (Coupa Supplier Portal)

Fill out the required fields so your customer can pay you.

- 1 Primary Address  
Provide the main address associated with your business.
- 2 Payment Methods  
(Virtual Card | Bank Transfer | Remit-To Address)

**Primary Address**

* Country/Region	* Address Line 1	Address Line 2
<input type="text"/>	<input type="text"/>	<input type="text"/> (+)
* City	* State	* Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save and Next

Next, COUPA will ask you to complete the information to receive payment by Virtual Card, Transfer, or Check. However, this information is to supplement your company's profile in Coupa. It is not information that GRUPO MÉXICO is requesting. Therefore, **“WE CAN ALWAYS CHECK THE BOX ‘DO NOT ACCEPT PAYMENTS... ETC.’”** and then click **Save and next:**

**Onboarding for amcgrupomexico-test (Coupa Supplier Portal)**  
Fill out the required fields so your customer can pay you.

Primary Address saved successfully

- 1 Primary Address  
Provide the main address associated with your business.
- 2 Payment Methods  
(Virtual Card | Bank Transfer | Remit-To Address)

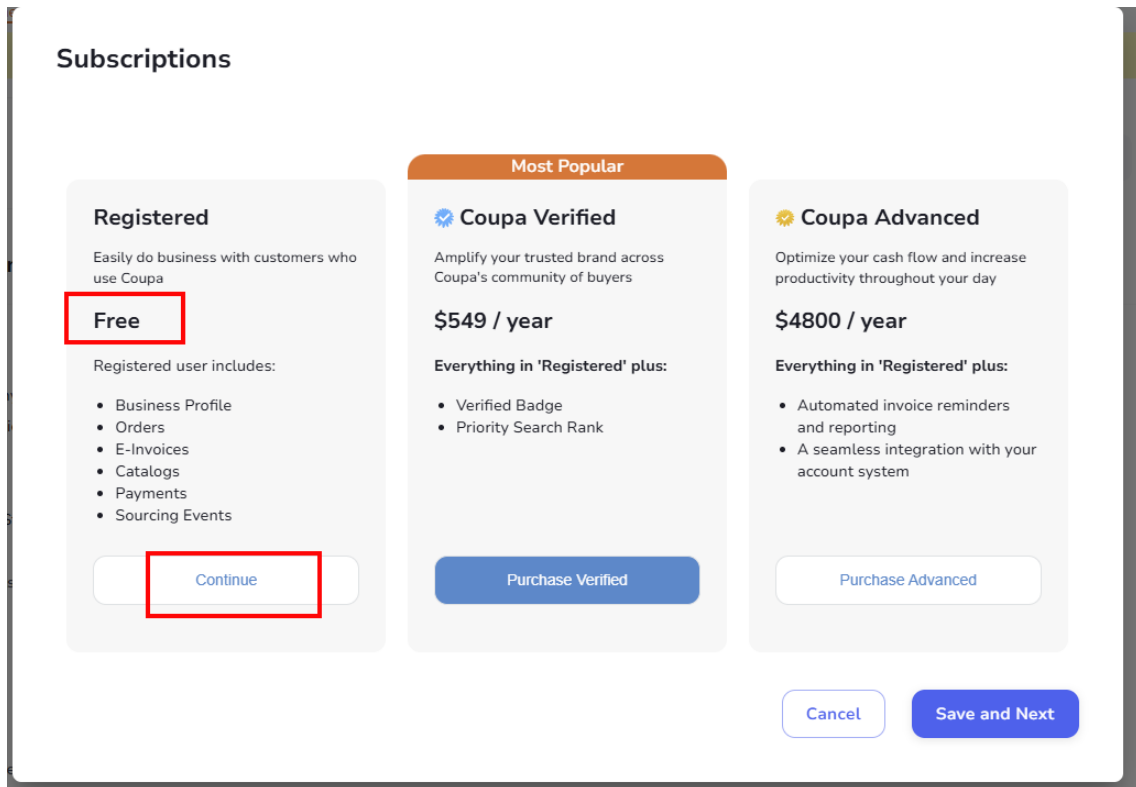
**Bank Transfer**  
Please enter the following information to receive Bank Transfer payments.

Account Nickname *	Beneficiary Legal Name *
<input type="text"/>	<input type="text"/>
Bank Branch Country / Region *	Bank Account Currency *
<input type="text" value="United States"/>	<input type="text" value="USD"/>

Do not accept Bank Transfer payments from Grupo México

Save and Next

It is not necessary to pay to use the Coupa Supplier Portal; to manage your transactions with GRUPO MÉXICO, you can use the Free version.



**Subscriptions**

**Registered**

Easily do business with customers who use Coupa

**Free**

Registered user includes:

- Business Profile
- Orders
- E-Invoices
- Catalogs
- Payments
- Sourcing Events

[Continue](#)

**Most Popular**

**Coupa Verified**

Amplify your trusted brand across Coupa's community of buyers

**\$549 / year**

Everything in 'Registered' plus:

- Verified Badge
- Priority Search Rank

[Purchase Verified](#)

**Coupa Advanced**

Optimize your cash flow and increase productivity throughout your day

**\$4800 / year**

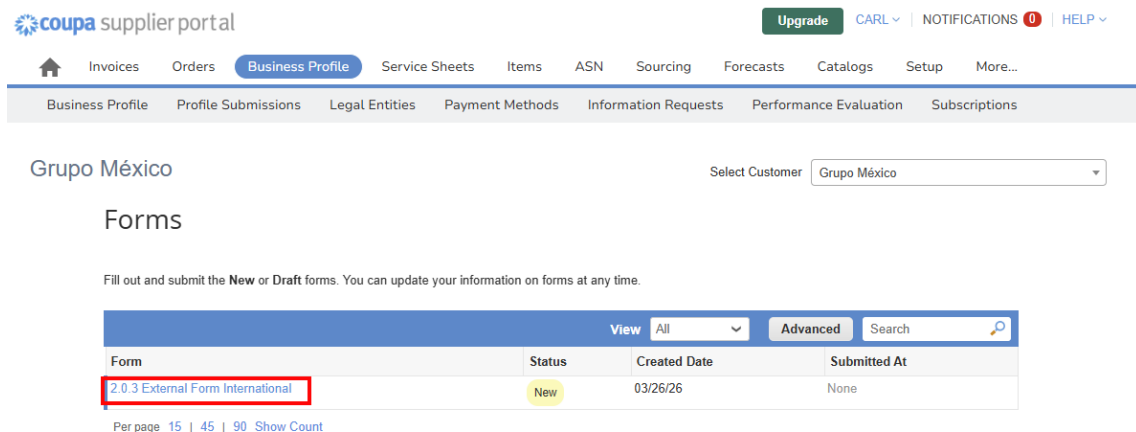
Everything in 'Registered' plus:

- Automated invoice reminders and reporting
- A seamless integration with your account system

[Purchase Advanced](#)

[Cancel](#) [Save and Next](#)

When the registration process is complete, COUPA will take you to the Response Form table, where you will find the form with the status “new.” To access the form, click on the form name:



coupa supplier portal [Upgrade](#) [CARL](#) | [NOTIFICATIONS](#) 0 | [HELP](#)

[Home](#) [Invoices](#) [Orders](#) [Business Profile](#) [Service Sheets](#) [Items](#) [ASN](#) [Sourcing](#) [Forecasts](#) [Catalogs](#) [Setup](#) [More...](#)

[Business Profile](#) [Profile Submissions](#) [Legal Entities](#) [Payment Methods](#) [Information Requests](#) [Performance Evaluation](#) [Subscriptions](#)

Grupo México Select Customer

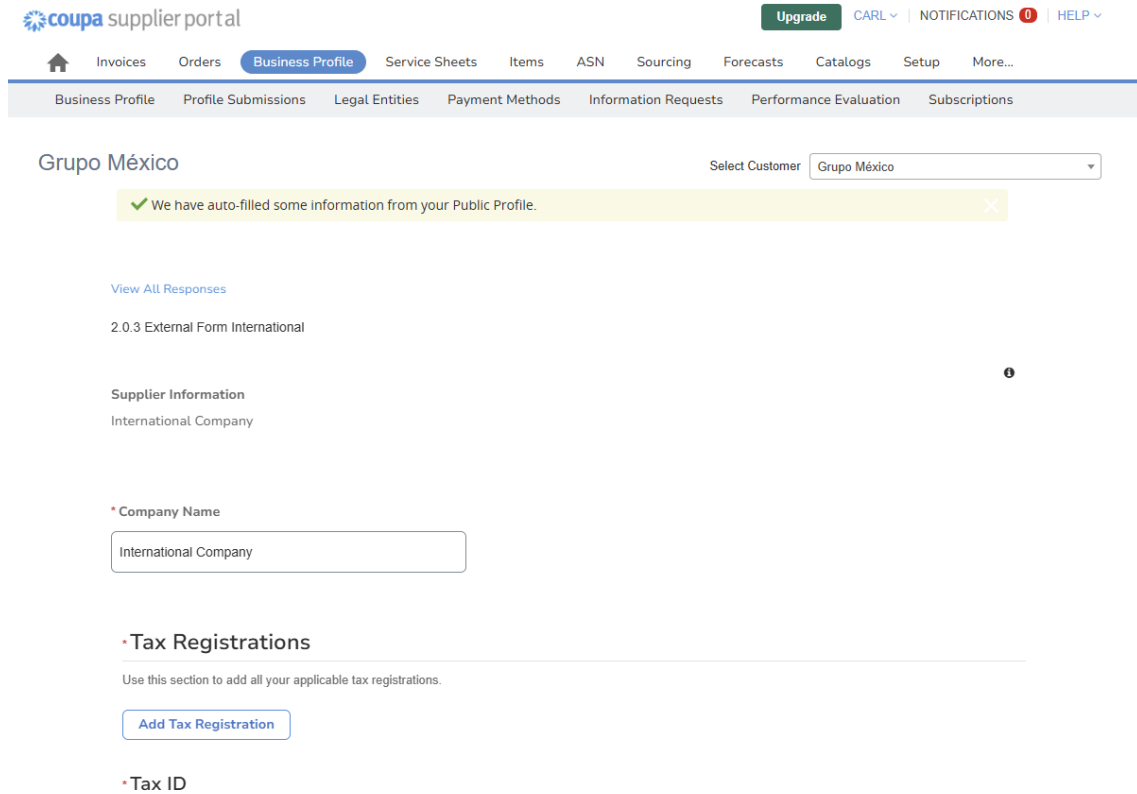
**Forms**

Fill out and submit the **New** or **Draft** forms. You can update your information on forms at any time.

Form	Status	Created Date	Submitted At
<a href="#">2.0.3 External Form International</a>	New	03/26/26	None

Per page 15 | 45 | 90 [Show Count](#)

Fill in all the fields on the form:

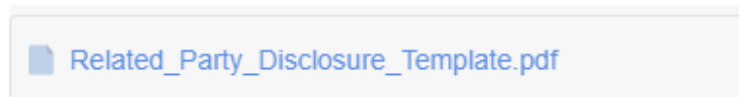


The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with 'coupa supplier portal' on the left and 'Upgrade', 'CARL', 'NOTIFICATIONS', and 'HELP' on the right. Below this is a menu with 'Invoices', 'Orders', 'Business Profile' (highlighted), 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Setup', and 'More...'. A secondary menu includes 'Business Profile', 'Profile Submissions', 'Legal Entities', 'Payment Methods', 'Information Requests', 'Performance Evaluation', and 'Subscriptions'. The main content area is titled 'Grupo México' and includes a 'Select Customer' dropdown menu set to 'Grupo México'. A green notification bar states: 'We have auto-filled some information from your Public Profile.' Below this, there is a link for 'View All Responses' and a section for '2.0.3 External Form International'. Under 'Supplier Information', the company is listed as 'International Company'. A mandatory field for 'Company Name' contains 'International Company'. The 'Tax Registrations' section has an 'Add Tax Registration' button. A 'Tax ID' field is also present but empty.

**Note: Fields marked with \* are mandatory.**

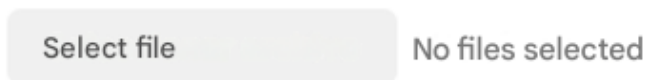
In some fields, you will need to click on the document to download it:

**Related Party Disclosure**



Then upload it again, completed and signed:

**\* Related Party Disclosure (Signed by the legal representative)**



A file upload area with a 'Select file' button and the text 'No files selected'.

After filling in all the fields and attaching all the documents, you must click on " Submit for Approval:

\* I accept and agree to comply with the Code of Conduct for Suppliers, Contractors, and Key Business Partners



Grupo México General Human Rights Policy



\* I have read and agree to comply with Grupo México's General Human Rights Policy



\*I authorize that all the documentation submitted for registration in your Master Supplier Catalog may be verified and investigated, with the understanding that if any falsification of information is detected, the case will be referred to the competent authorities for the corresponding legal action



Attachment 1

Select file No files selected

Attachment 2

Select file No files selected

Attachment 3

Select file No files selected

Decline

Save

**Submit for Approval**

Grupo México

Select Customer **Grupo México**

Your information has been submitted



[View All Responses](#)

2.0.3 External Form International

Pending Approval



Supplier Information

International Company

\* Company Name

International Company

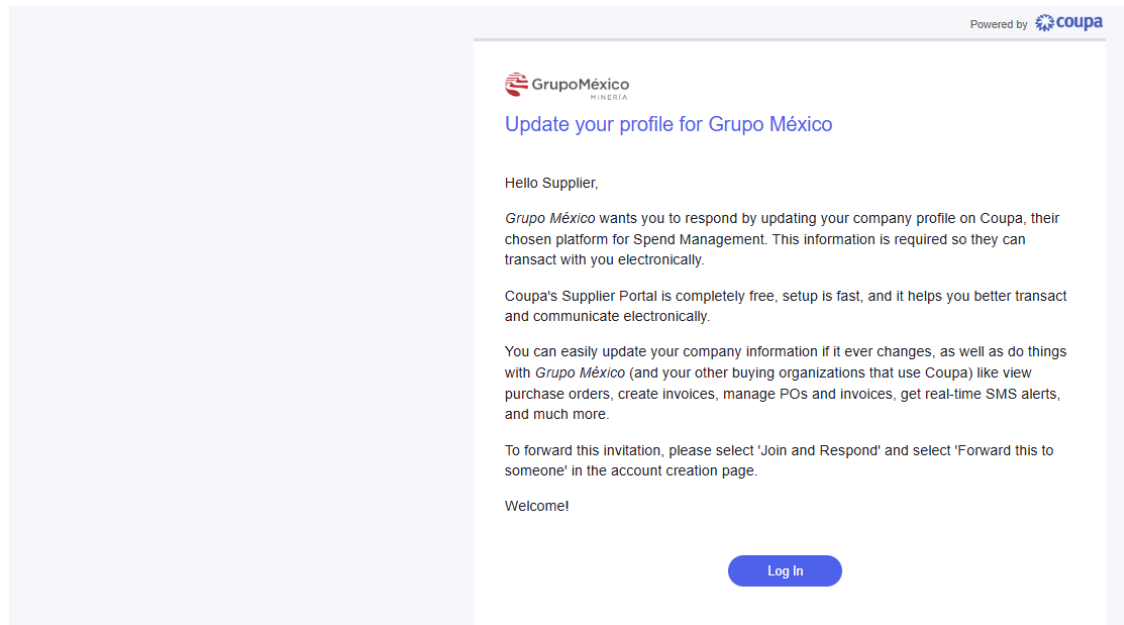
After submitting the form, please wait for approval. Any additional information may be requested through the Comments section.


## INFORMATION UPDATE


You will receive an email message to access the COUPA Supplier Portal and update your information:

Update your profile for Grupo México Recibidos x

Grupo México <do\_not\_reply@amcgrupomexico-test.coupa-host.com>  
para supplier-test@intercomp -



Powered by 

 **Update your profile for Grupo México**

Hello Supplier,

Grupo México wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast, and it helps you better transact and communicate electronically.

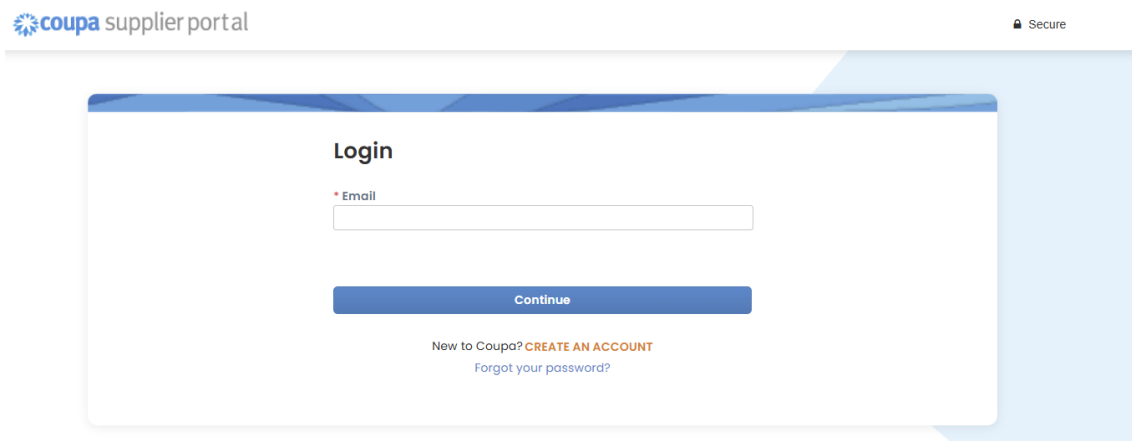
You can easily update your company information if it ever changes, as well as do things with Grupo México (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.


To forward this invitation, please select 'Join and Respond' and select 'Forward this to someone' in the account creation page.

Welcome!

[Log In](#)

Access the portal with your login credentials:



 supplier portal Secure

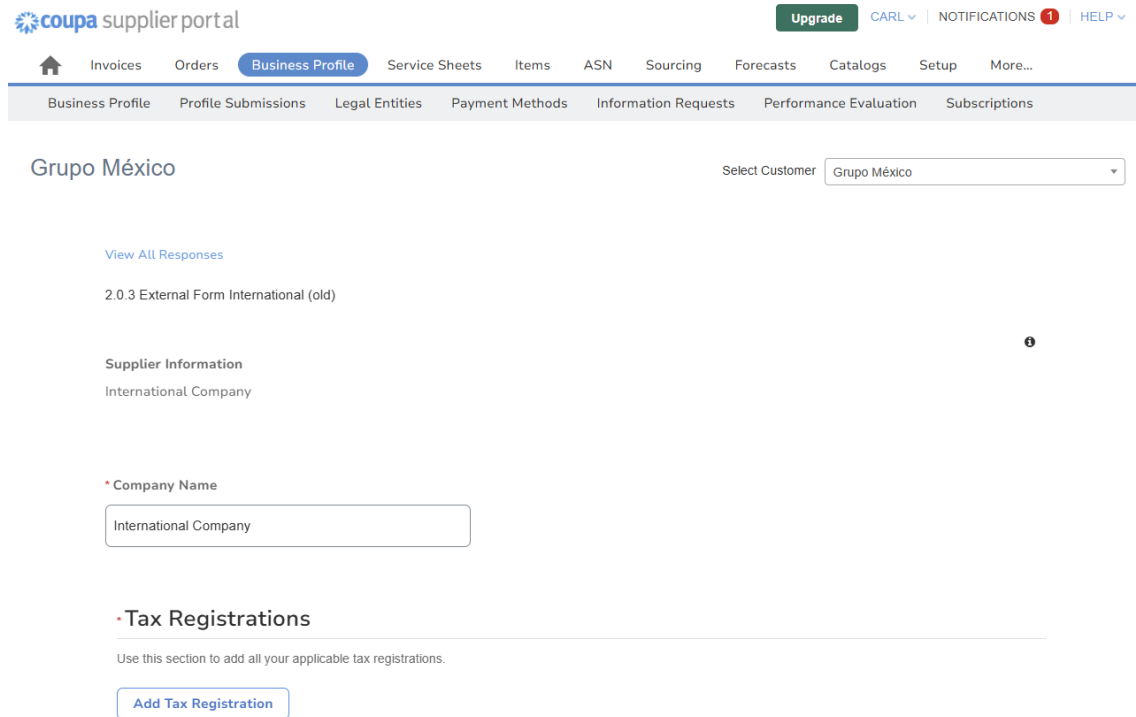
**Login**

\* Email

[Continue](#)

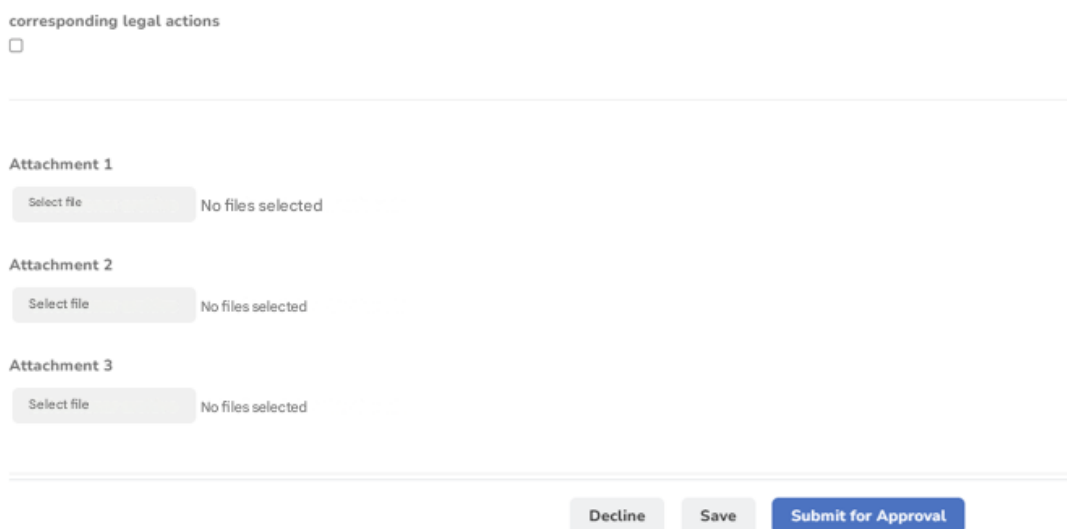
New to Coupa? [CREATE AN ACCOUNT](#)  
[Forgot your password?](#)

COUPA will display the form where you must enter all the required information and documents:



The screenshot shows the COUPA supplier portal interface. At the top, there is a navigation bar with a home icon, 'Invoices', 'Orders', 'Business Profile' (highlighted), 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Setup', and 'More...'. Below this is a secondary navigation bar with 'Business Profile', 'Profile Submissions', 'Legal Entities', 'Payment Methods', 'Information Requests', 'Performance Evaluation', and 'Subscriptions'. The main content area is titled 'Grupo México' and includes a 'Select Customer' dropdown menu set to 'Grupo México'. There are links for 'View All Responses' and '2.0.3 External Form International (old)'. A section titled 'Supplier Information' shows 'International Company'. A form field for 'Company Name' contains 'International Company'. A section for 'Tax Registrations' includes a note and an 'Add Tax Registration' button.

Once you have completed all fields, click **Submit for Approval** (at the bottom of the page):



The screenshot shows the bottom portion of the COUPA form. It includes a section for 'corresponding legal actions' with an unchecked checkbox. Below this are three attachment upload sections, each labeled 'Attachment 1', 'Attachment 2', and 'Attachment 3'. Each section has a 'Select file' button and the text 'No files selected'. At the bottom right, there are three buttons: 'Decline', 'Save', and 'Submit for Approval' (highlighted in blue).



Southern Copper

Taking Procurement  
to the next level

