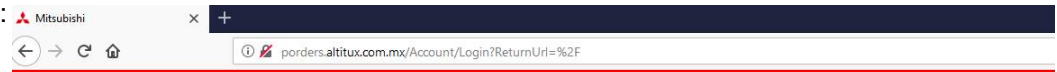




**MITSUBISHI ELECTRIC AUTOMOTIVE DE MÉXICO S.A. DE C.V.**  
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El Marqués, Querétaro CP 76250, México.  
Phone: (442) 296-7100 Fax: (442) 296- 7109

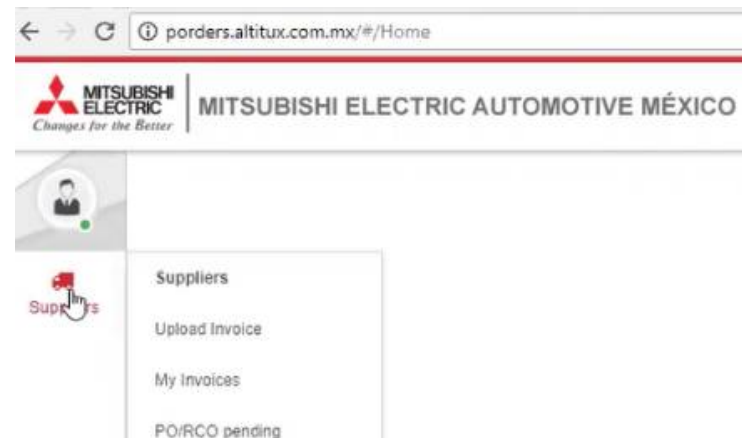
### MANUAL FOR FOREIGN SUPPLIERS

1. Open the explorer, can be (Chrome, Firefox, IE) : <http://porders.altitux.com.mx>
2. Enter user name and password provided by MEAX:

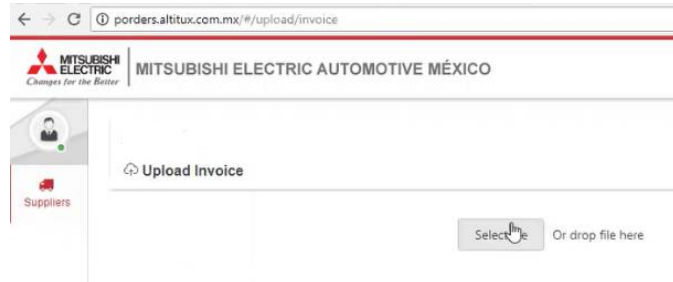


The screenshot shows the login page for Mitsubishi Electric Automotive México. At the top left is the Mitsubishi Electric logo with the tagline 'Changes for the Better'. To its right is the text 'MITSUBISHI ELECTRIC AUTOMOTIVE MÉXICO'. Below this, the text 'SIGN IN TO CONTINUE.' is centered. There are two input fields: 'Enter user' and 'Password'. To the right of the 'Password' field is a link that says 'Forgot your password?'. At the bottom of the form is a large red button labeled 'Login'.

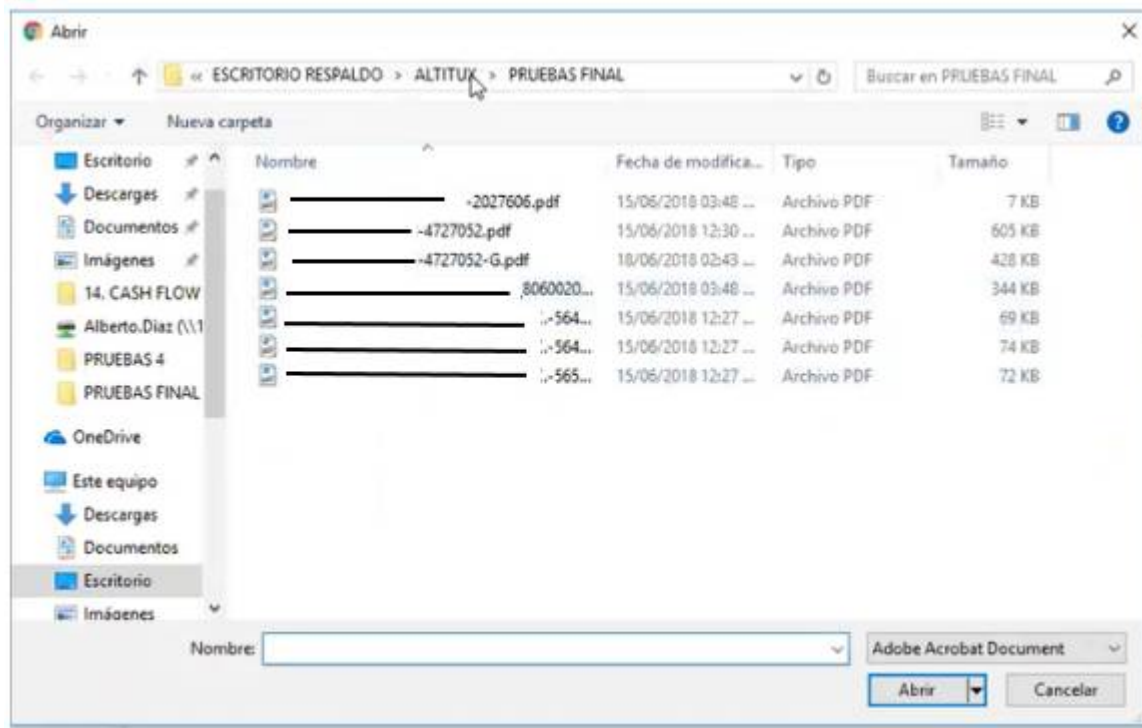
3. After After your login, click on the pic of the supplier to open the menu:



4. Click on upload invoice:



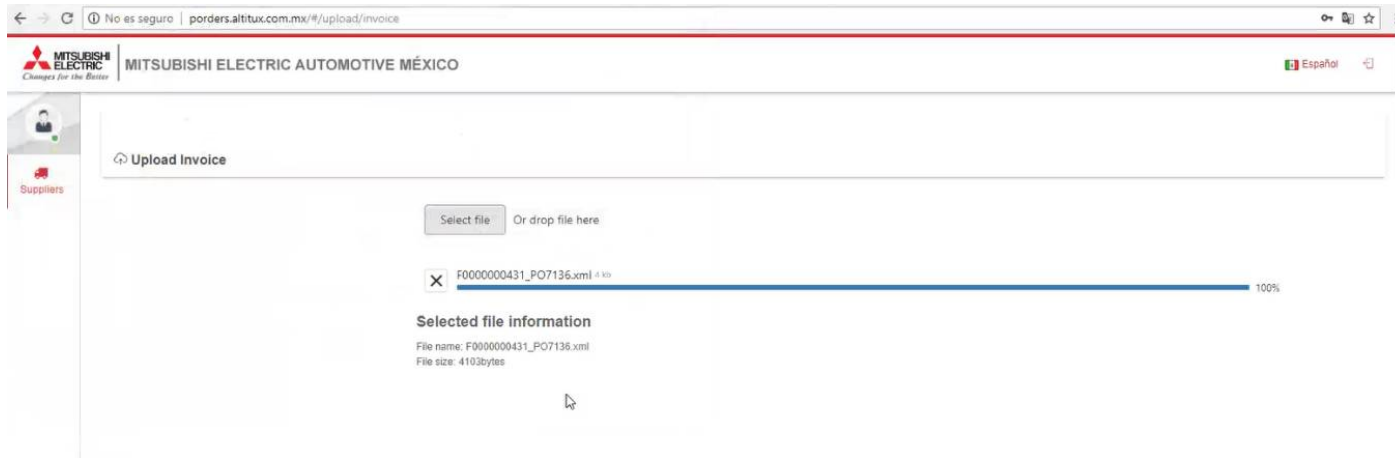
5. You must upload the XMLs and PDFs of the corresponding service and all the invoice related of the reimbursement in the name of MAX :





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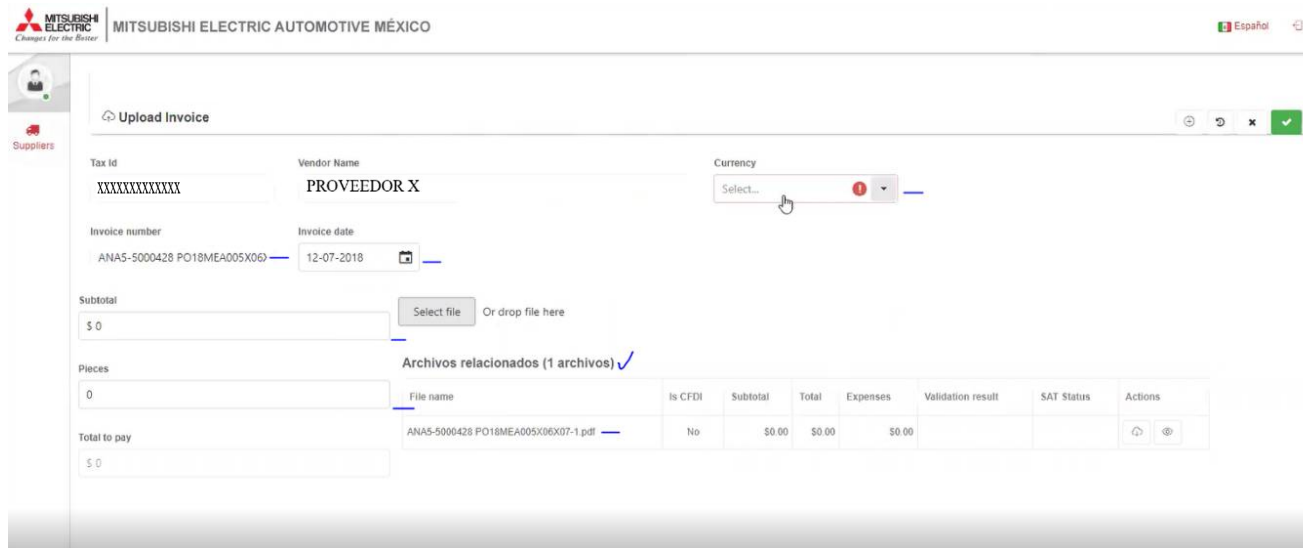
Carretera Estatal 500KM 4+300, Lote 6. Parque Industrial O'Donnell Aeropuerto Fase V.  
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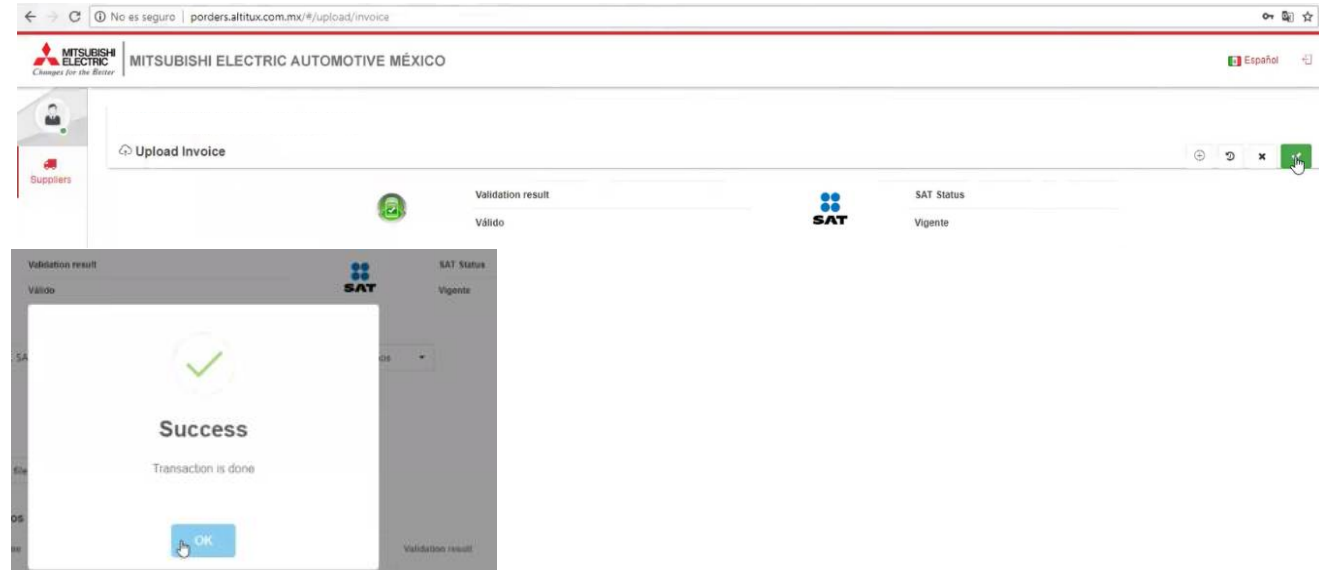
6. In the following screen you must capture the data corresponding to the material or service provided:

- Currency
- Day of the invoice
- Subtotal
- Pieces, kilos or tons

Note: It is important that the PDF file of the invoice has the same name of the internal number of the invoice. In this same screen you will be able to attach any evidence that is necessary in PDF format with the same number of the invoice adding only a letter at the end, example "5000428-A". -----



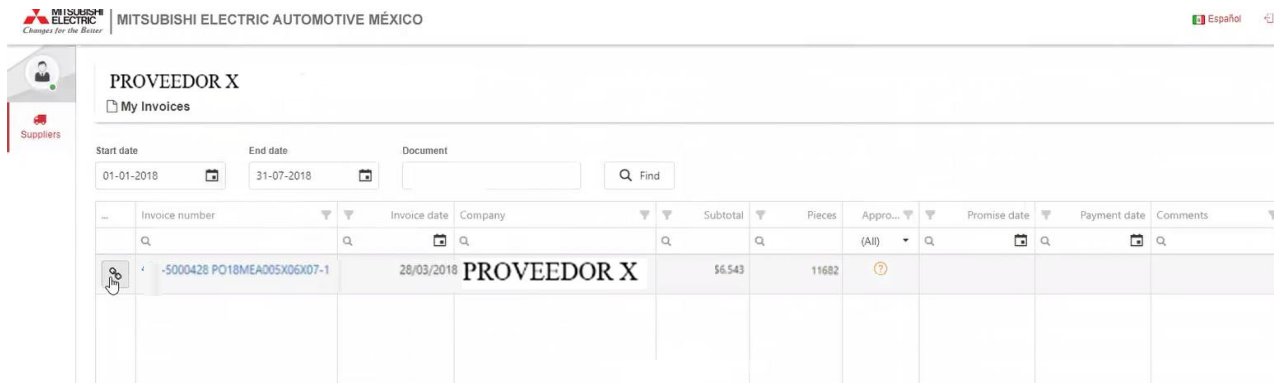
7. Save the information with click in the Green box:



8. After successfully completing the loading of PDFs, you must continue with the association of the PO in the following menu of my invoices:



9. In my invoices section, will be enabled a symbol before the number of the invoice which will be clicked to start the association with POs:

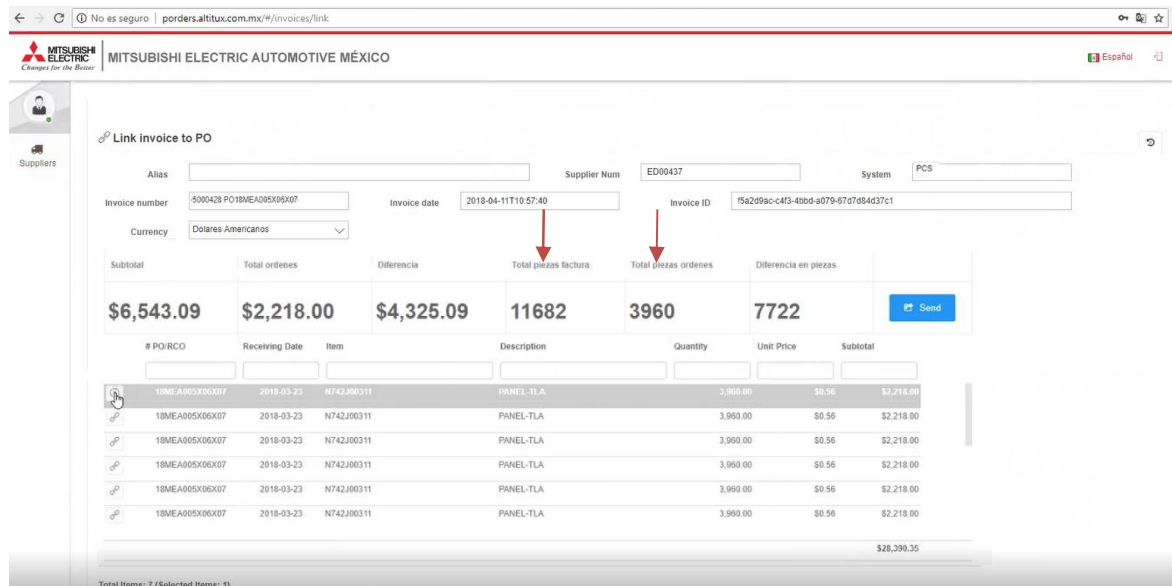


PROVEEDOR X  
My Invoices

Start date: 01-01-2018 End date: 31-07-2018 Document: Find

Invoice number	Invoice date	Company	Subtotal	Pieces	Payment date
-5000428 PO18MEA005X06X07-1	28/03/2018	PROVEEDOR X	\$6.543	11682	

Note: There must be no difference between the sum of the POs selected plus the invoice.



Link invoice to PO

Alias: Supplier Num: ED00437 System: PCS

Invoice number: -5000428 PO18MEA005X06X07 Invoice date: 2018-04-11T10:57:40 Invoice ID: f5a2d9ac-c4f3-4bbd-a079-97d7684637c1

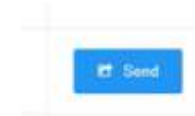
Currency: Dolares Americanos

Subtotal	Total ordenes	Diferencia	Total piezas factura	Total piezas ordenes	Diferencia en piezas
\$6,543.09	\$2,218.00	\$4,325.09	11682	3960	7722

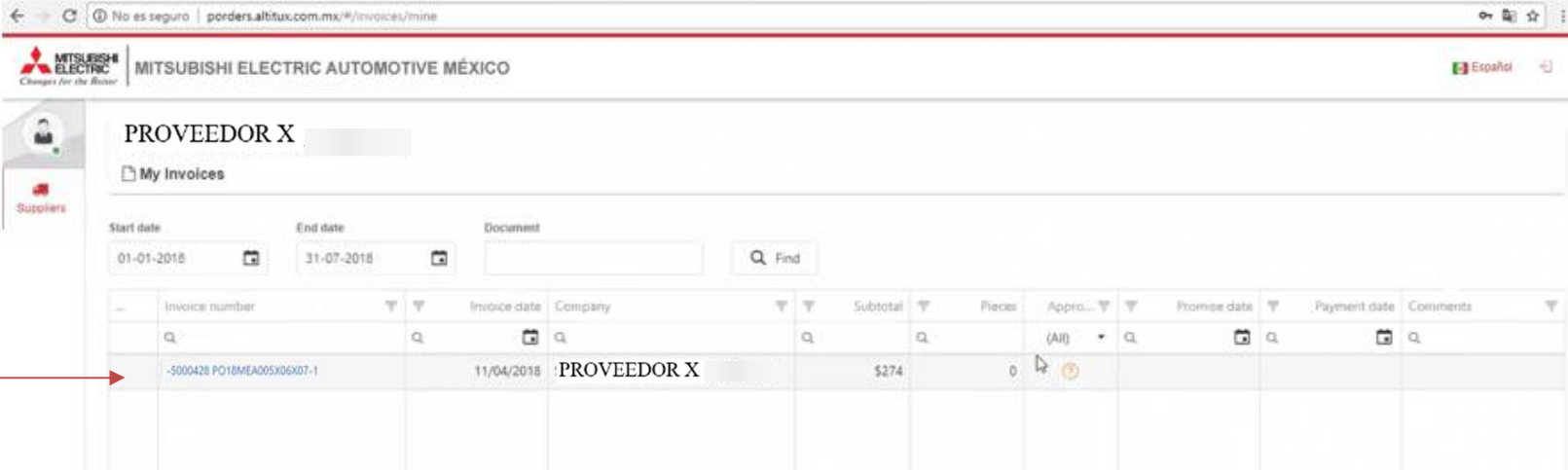
# PO/RCO	Receiving Date	Item	Description	Quantity	Unit Price	Subtotal
18MEA005X06X07	2018-03-23	N742J00311	PANEL-TLA	3,960.00	\$0.56	\$2,218.00
18MEA005X06X07	2018-03-23	N742J00311	PANEL-TLA	3,960.00	\$0.56	\$2,218.00
18MEA005X06X07	2018-03-23	N742J00311	PANEL-TLA	3,960.00	\$0.56	\$2,218.00
18MEA005X06X07	2018-03-23	N742J00311	PANEL-TLA	3,960.00	\$0.56	\$2,218.00
18MEA005X06X07	2018-03-23	N742J00311	PANEL-TLA	3,960.00	\$0.56	\$2,218.00
18MEA005X06X07	2018-03-23	N742J00311	PANEL-TLA	3,960.00	\$0.56	\$2,218.00
						\$28,390.35

Total Items: 7 (Selected Items: 1)

10. When concluding with the association of POs they must click on "send" :



Note: After the match of the invoice with the POs, the symbol will be shown disabled to associate any purchase order.



The screenshot shows a web browser window with the URL `porders.altifux.com.mx/#/invoices/mine`. The page header includes the Mitsubishi Electric logo and the text "MITSUBISHI ELECTRIC AUTOMOTIVE MÉXICO". The user is logged in as "PROVEEDOR X".

Below the header, there is a "My Invoices" section with search filters for "Start date" (01-01-2018), "End date" (31-07-2018), and "Document". A "Find" button is present.

The main content is a table with the following columns: Invoice number, Invoice date, Company, Subtotal, Pieces, Appic..., Promise date, Payment date, and Comments. The first row of the table is highlighted with a red arrow pointing to the "Invoice number" column. The data in this row is:

Invoice number	Invoice date	Company	Subtotal	Pieces	Appic...	Promise date	Payment date	Comments
-5000428 PO18MEA005X06X07-1	11/04/2018	PROVEEDOR X	\$274	0	(All)			



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11. The supplier may consult his invoice status at any time within the following menu:

- Suppliers:

- My invoices:

After selecting my invoices a window will open with the history of your invoices. You should pay attention to the last columns in which you can identify the estimated date of payment, date of invoice review, final date of payment or in case of rejection will be added a comment with the reason which must attend and comply to continue with the payment schedule.



Invoice number	Invoice date	PO Number	PO Date	Company	Total to pay	System	Departament	Promise date	Comments
🔍	📅	🔍	📅	🔍	🔍	🔍	🔍	📅	🔍