

Carretera Estatal 500KM 4+300, Lote 6. Parque Industrial O'Donnell Aeropuerto Fase V. 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) : <u>http://porders.altitux.com.mx</u>
- 2. Enter user name and password provided by MEAX: A Mitsubishi

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Changes for the Better		RIC AUTOMOTIVE MÉXICO
	SIGN IN TO CONTI	NUE.
Enter user		
Password		
		Forgot your password
	Login	

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





4. Click on upload invoice:

## MITSUBISHI ELECTRIC AUTOMOTIVE DE MÉXICO S.A. DE C.V.

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Changes for the	
	ଦ Upload Invoice
Suppliers	e fin e contra

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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rganizar 👻 Nueva carp	eta				BE •	
Escritorio 🕜 🔿	Nombre	0	Fecha de modifica	Тіро	Tamaño	
🕹 Descargas 👒 💼	8	-2027606.pdf	15/05/2018 03:48	Archivo PDI	7 KB	
👔 Documentos 🖈	2	-4727052.pdf	15/06/2018 12:30	Archivo PDI	F 605 KB	
📰 Imágenes 🥒	8	-4727052-G.pdf	18/05/2018 02:43	Archivo PDI	428 KB	
14. CASH FLOW	2	,8060020	15/06/2018 03:48	Archivo PDI	F 344 KB	
Alberto Diaz (\\1	2	564	15/06/2018 12:27	Archivo PD	F 69 KB	
DRIVERAS 4	2		15/06/2018 12:27	Archivo PDI	F 74 KB	
PRUEBAS FINAL	2	565	15/06/2018 12:27	Archivo PDI	F 72 KB	
CneDrive						
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→ C ① No es seguro   porders.altitux.c	om.mx/#/upload/invoice	아 월
	RIC AUTOMOTIVE MÉXICO	Español
ି Upload Invoice		
Jiers	Select file Or drop file here	
	K F0000000431_PO7136.xml 4.kb	100%
	Selected file information	
	File narme: F0000000431_BO7136.xml File size: 4103bytes	
	la la	

- 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". -----

ଦ Upload Invoice										۲	<b>D</b> ,	×
Tax Id	Vendor Name				Currency							
XXXXXXXXXXXXX	PROVEED	OR X			Select		0					
Invoice number	Invoice date				<u>r</u>							
ANA5-5000428 PO18MEA005X062	12-07-2018	<b>—</b>										
Subtotal		( the second sec										
\$ 0		Select me	or drop me nere									
Pieces		Archivos rela	cionados (1 archivos) 🗸									
0		File name		Is CFDI	Subtotal	Total	Expenses	Validation result	SAT Status	Actions		
Total to pay		ANA5-5000428 PC	018MEA005X06X07-1.pdf	No	\$0.00	\$0.00	\$0.00			\$		



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

				야 확실 및 j
Caller Suppliers	ଦ Upload Invoice			⊙ ୭ × 🕵
Validation result		Validation result Válido	SAT Status SAT Vigente	
Valido		SAT Vigente		
SA	$\checkmark$			
60e	Success Transaction is done			
os 	Бок	Validation rewall		

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





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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:

PR	OVE y Invoi	EDOR X ces	2															
Start da	te		End date		Document													
01-01	-2018		31-07-2018					Q Find	ł									
-	Invoic	e number	T	Ψ	Invoice date	Company		Y	Ŧ.	Subtotal	Ŧ	Pieces	Appro 🔻	Ψ	Promise date	Payment date	Comments	
	Q			Q	Ċ.	Q.			Q		Q		(All) 🔹	Q	Ċ.	۹ 🖬	Q	
0°E	4 -5	000428 PO10	8MEA005X06X07-1		28/03/2018	PROVEE	EDOR	Х		\$6.543		11682	0					

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

BISH RIC Bette		BISHI ELECTR	RIC AUTOMOT	IVE MÉX	ICO						🕚 Españ
	P Link in	voice to PO									
	,	Alias				Supplier N	um ED00437			System	
	Invoice nun	nber -5000428 P0	D18MEA005X06X07		Invoice date 2018-04-11T10-57:40 Invoice ID 15a2d9ac-c4f3-4bbd-a079-67d784d37c1						
	Curre	ency Dolares A	mericanos	$\sim$							
	Subtotal		Total ordenes		Diferencia	Total piezas factura	Total piezas ordenes	Difere	ncia en plezas		
	\$6,5	43.09	\$2,218.	00	\$4,325.0	9 11682	3960	77	22	Et Send	
		PO/RCO	Receiving Date	Item		Description	Quantity	Unit P	rice Sut	itotal	
	P	18MEA005X06X07	2018-03-23	N742.0031		PANEL-TLA	3,5	60.00	\$0.56	52,218.00	
	do	18MEA005X06X07	2018-03-23	N742J0031	1.	PANEL-TLA	3,9	60.00	\$0.56	\$2,218.00	
	dP	18MEA005X06X07	2018-03-23	N742J0031	1	PANEL-TLA	3,6	60.00	\$0.56	\$2,218.00	
	P	18MEA005X06X07	2018-03-23	N742J0031	1	PANEL-TLA	3,6	60.00	\$0.56	\$2,218.00	
	dP	18MEA005X06X07	2018-03-23	N742J0031	1	PANEL-TLA	3,9	60.00	\$0.56	\$2,218.00	
	0 <sup>0</sup>	18MEA005X06X07	2018-03-23	N742J0031	1	PANEL-TLA	3,5	60.00	\$0.56	\$2,218.00	
										\$28,390.35	



MITSUBISHI ELECTRIC AUTOMOTIVE DE MÉXICO S.A. DE C.V. Carretera Estatal 500KM 4+300, Lote 6. Parque Industrial O'Donnell Aeropuerto Fase V. El Margués, Querétaro CP 76250, México. Phone: (442) 296-7100 Fax: (442) 296- 7109

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.

c A	ATSUBISHI ELEC	TRIC AUTOMC	TIVE	EXICO										Espano	
P	ROVEEDOR My Invoices	X													
Start d	tart date End date			Document											
01-01-	1-2018	31-07-2018					d								
	Invoice number	7		Invoice date	Company		Ψ.	Subtotal	T Pieces	Appro W	T Promoe	date	Payment date	Comments	- 63
	Q		Q.		Q.		Q		Q.	(AJ) •	Q,		a. 🖬	Q.	
	-5000428 PO18MEA005X06X07-1			11/04/2018	PROVEEDOR X			\$274	0	20					



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

- Suppliers:
  - <u>My invoices</u>:

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.

		Sunda	Suppliers							
			Upload Invoice							
			My Invoices							
			PO/RCO pending						↓ ↓	
										•
Invoice number 📍	Invoice date	PO Number	Y PO Date	Company	Total to pay	System 📍	Departament <b>Y</b>	Pi	romise date Comments	Y
Q	a 🛱	Q	a 🛱	Q	Q	Q	Q	Q	i q	