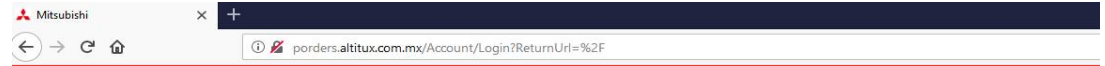




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Phone: (442) 296-7100 Fax: (442) 296- 7109

NATIONAL SUPPLIERS

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



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SIGN IN TO CONTINUE.

Enter user

Password

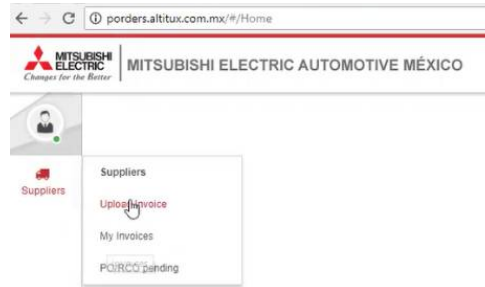
Forgot your password?

Login

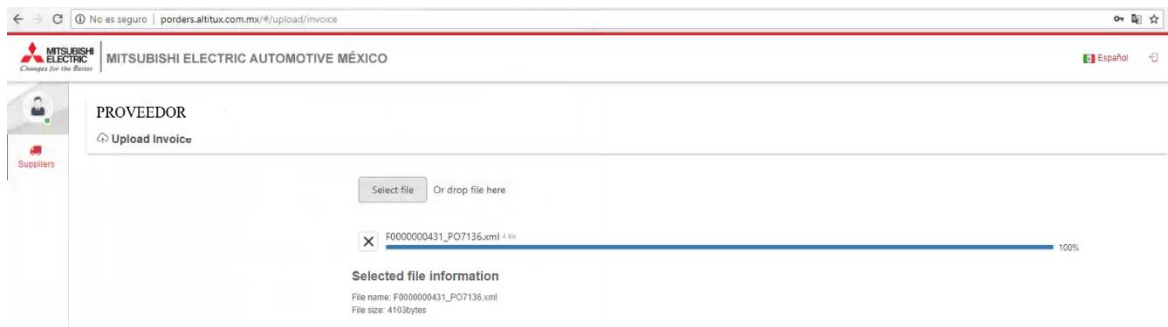
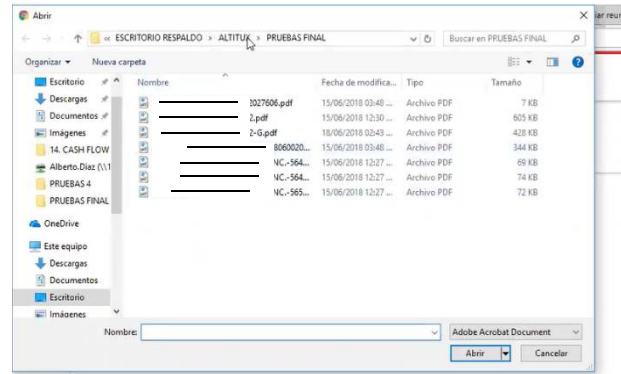
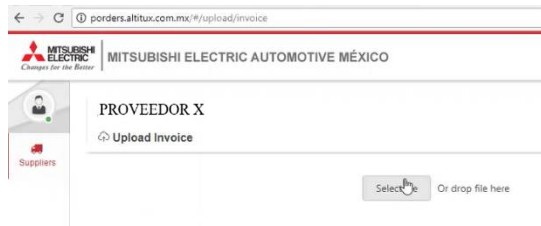
3. After your login, click on the pic of the supplier to open the menu:



4. Click on upload invoice:



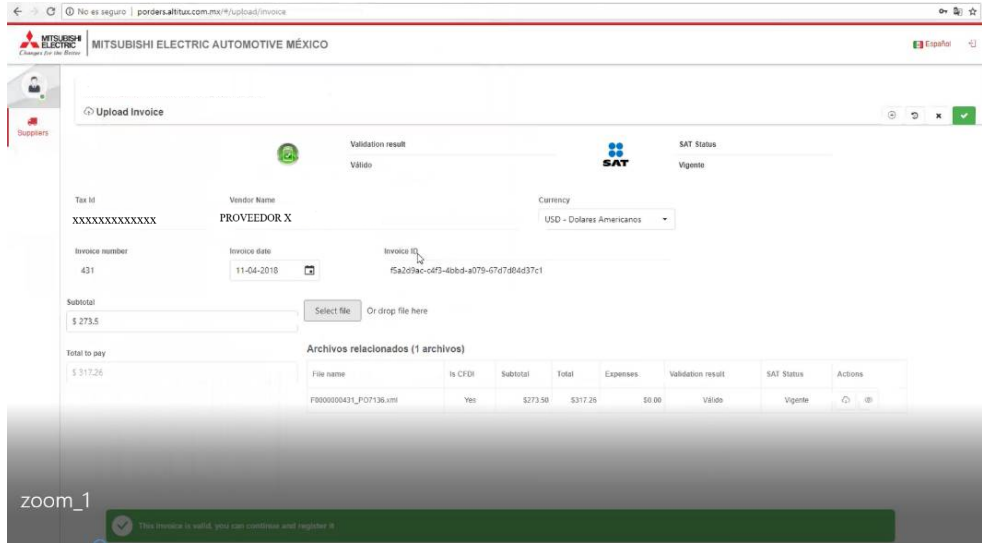
5. You must upload the XMLs and PDFs of the corresponding service and all the invoice related of the reimbursement in the name of MAX:



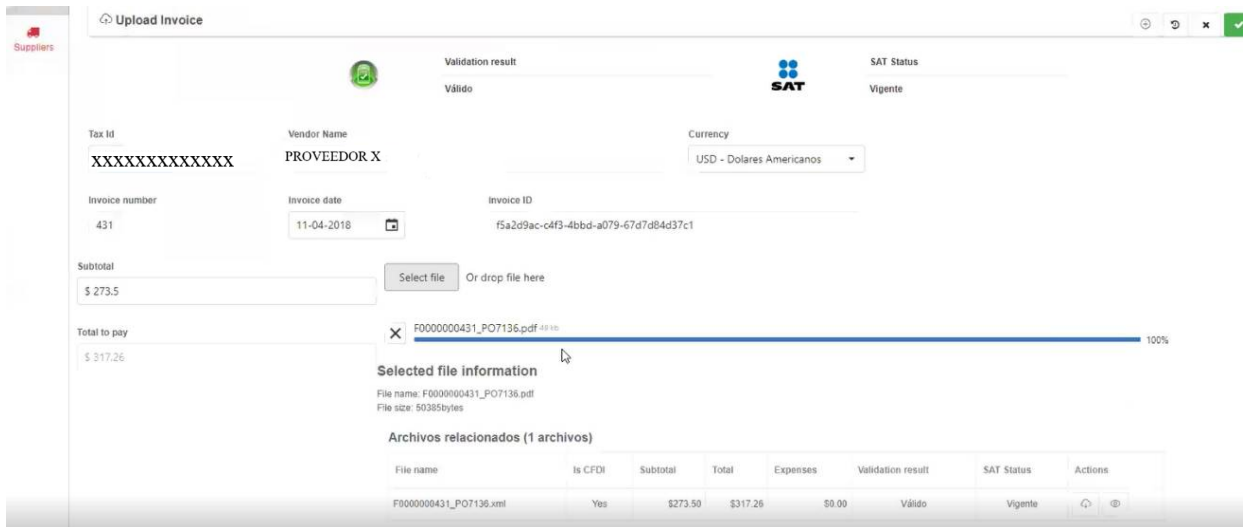


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6. The system will validate the invoice and then will show a window with the result of the validation:



7. Upload the PDF corresponding to the invoice or any evidence required to attach in PDF format:





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Select file Or drop file here

Archivos relacionados (2 archivos)

File name	Is CFDI	Subtotal	Total	Expenses	Validation result	SAT Status	Actions
F000000431_PO7136.xml	Yes	\$273.50	\$317.26	\$0.00	Válido	Vigente	 
F000000431_PO7136.pdf	No	\$0.00	\$0.00	\$0.00			  

8. Save the information by clicking on the green box:

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Upload Invoice

Validation result: Válido

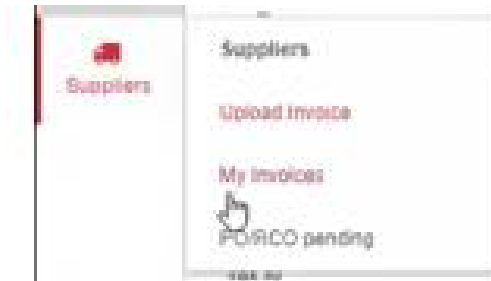
SAT Status: Vigente

Success

Transaction is done

OK

9. After successfully completing the loading of XML and PDF you must continue with the association of the PO in the following menu My invoices:



10. Within my invoices will be enabled a symbol before the folio of the invoice which will be clicked to start the association with POs:

The screenshot shows the 'My Invoices' page in a web browser. The page header includes the Mitsubishi Electric logo and 'MITSUBISHI ELECTRIC AUTOMOTIVE MÉXICO'. The user is logged in as 'PROVEEDOR X'. The page title is 'My Invoices'. There are filters for 'Start date' (01-01-2018) and 'End date' (31-07-2018), and a 'Document' search field. The main content is a table with the following columns: Invoice number, Invoice date, Company, Subtotal, Pieces, Appro..., Promise date, Payment date, and Comments. A single row is visible with the following data: Invoice number 431, Invoice date 11/04/2018, Company PROVEEDOR X, Subtotal \$274, and Pieces 0. A small icon resembling a PO symbol is located to the left of the invoice number '431'. The footer shows 'Page 1 of 1 (1 items)' and navigation arrows.

...	Invoice number	Invoice date	Company	Subtotal	Pieces	Appro...	Promise date	Payment date	Comments
	431	11/04/2018	PROVEEDOR X	\$274	0	(All) ?			



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The screenshot shows a web interface for linking an invoice to a purchase order. The page title is "Link invoice to PO". The interface includes several input fields: Alias, Supplier Num (ED00437), System (EBS), Invoice number (431), Invoice date (2018-04-11T10:57:40), and Invoice ID (f5a2d9ac-c4f3-4b06-a079-07d7d54437c1). The Currency is set to "Dolares Americanos".

Subtotal	Total ordenes	Diferencia
\$273.50	\$273.50	\$0.00

# PO/RCO	Item	Quantity	Unit Price	Subtotal	Currency
6253	E3NC-LH02 2M OMRON DIFF RFCTV VA...	1.00	\$252.99	\$252.99	USD
6253	E3NC-LA21 OMRON NPN PREWIRED AM...	1.00	\$179.43	\$179.43	USD
6381	SHIPPING FEE	1.00	\$10.00	\$10.00	USD
6381	EE-1001 CONECTOR FOR AMPLIFIED PMS	8.00	\$1.90	\$15.20	USD
6381	EE-SX670 5MM SLOT PMS LID-ON NPN	8.00	\$15.10	\$120.80	USD
7136	SENSOR E3NC-LH02	1.00	\$273.50	\$273.50	USD

Total Items: 7 (Selected Items: 1)

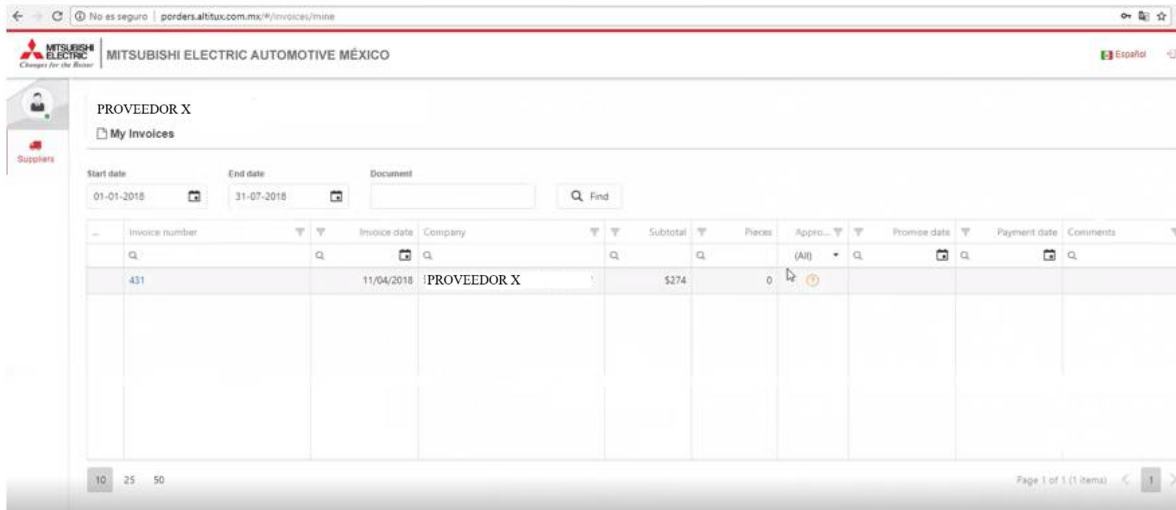
A blue "Send" button is visible next to the summary table.

Note: we cannot have difference between the POs selected plus invoice.

11. Once concluding with the association of POs, you must click on send:

This is a close-up screenshot of the "Send" button in the "Link invoice to PO" interface. The button is blue with a white paper plane icon and the text "Send". A mouse cursor is hovering over the button, indicating it is ready to be clicked.

Note: After the shipment will be shown disabled to associate any purchase order.



The screenshot shows a web interface for a supplier. At the top, it says 'PROVEEDOR X' and 'My Invoices'. Below this, there are filters for 'Start date' (01-01-2018) and 'End date' (31-07-2018), along with a search bar. A table displays invoice data:

Invoice number	Invoice date	Company	Subtotal	Pieces	Appro...	Promise date	Payment date	Comments
431	11/04/2018	PROVEEDOR X	\$274	0	(All)			

At the bottom right of the table area, it says 'Page 1 of 1 (1 items)'.

12. 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.





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