



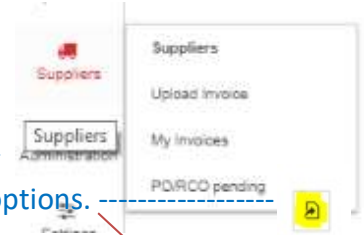
MITSUBISHI ELECTRIC AUTOMOTIVE DE MÉXICO S.A. DE C.V.
Carretera Estatal 500KM 4+300, Lote 6. Parque Industrial O'Donnell Aeropuerto Fase V.
El Marqués, Querétaro CP 76250, México.
Phone: (442) 296-7100 Fax: (442) 296- 7109

NEW TOOLS IN THE CLOUD

1. Download payment detail in Excel.
2. Addenda service for trade suppliers.

1. Download payment detail in Excel:

- Enter to my invoices menu.
- In the last column is a figure of one page, click to display the options.



Start date: 01-01-2019 | End date: 30-04-2019 | Document: [] | Find

Invoice number	Invoice date	Company	Total	Total to pay	Cu...	Pieces	Appro...	Estimated payme...	Payment date	Comments
12/01/2019			\$4,493	\$4,493	MXN	0	?			
12/01/2019			\$3,711	\$8,358	MXN	0	?			
16/01/2019			\$7,392	\$7,392	MXN	0	?			
12/01/2019			\$3,742	\$9,832	MXN	0	?			
11/01/2019			\$7,469	\$7,469	MXN	0	?			
17/01/2019			\$4,493	\$4,493	MXN	0	?			
05/01/2019			\$44,280	\$44,280	MXN	0	?			
08/01/2019			\$3,706	\$3,706	MXN	0	?			
12/01/2019			\$3,748	\$4,204	MXN	0	?			
11/01/2019			\$3,694	\$12,322	MXN	0	?			

- To download the payment details, you must filter in the day of payment column the date that you need to consult; you can choose to download all the information or only to selected lines.

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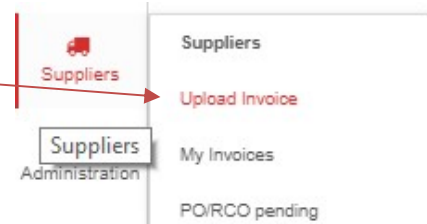
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12/01/2019			\$3,748	\$4,204	MXN	0	?		
11/01/2019			\$3,694	\$12,322	MXN	0	?		

Export all data ✖
Export selected rows ✕

2. Addenda service for trade suppliers:

- Enter the menu upload invoice.
- Click on the box with the Addenda phrase



- For the filling of the addenda they must have the following considerations:
 - If your reimbursement of expenses has the same currency as your fee invoice, it is not necessary to enter the exchange rate addenda.
 - If your reimbursement of expenses has more than one currency, it is necessary to enter the exchange rate according to the currency of the fee invoice.
Example: Fee invoice in **USD** → reimbursement in **JPY** → Exchange rate equal to **JPY to USD**
Fee invoice in **USD** → reimbursement in **MXN** → Exchange rate equal to **MXN to USD**
- Once you selected the addenda box and attached their fee invoice "XML", a window like [Figure 1](#) will open in which they will have to fill in the following information after clicking on the box with a "+":
 - Social reason (Company name) of the third party who paid on our behalf.
 - Tax identification of the third party (Tax ID).
 - Exchange rate when applicable.
 - Expense description.
 - Total amount.



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Figure 1.

- Upload Invoice

Invoice Information

Invoice ID <input type="text"/>	Invoice number <input type="text" value="801"/>	Invoice date <input type="text" value="01-02-2019"/>
Vendor Name <input type="text"/>	Currency <input type="text" value="USD - Dolares Americanos"/>	Total <input type="text" value="\$ 204.25"/>

Adenda (MEAX) Information

Company <input type="text" value="CO LTD"/>	Fiscal Id <input type="text" value="322322"/>	
Currency <input type="text" value="USD - Dolares Americanos"/>	Exchange rate <input type="text" value="\$ 1.000000"/>	Total <input type="text" value="\$ 3,521.57"/>

+ ✓ 1

Descripción o concepto del gasto	Importe
Descripción o concepto del gasto: <input type="text" value="AIR FREIGHT"/>	Importe: <input type="text" value="3521.57"/>

Save Cancel 2

Save Cancel 3



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- After completing the addendum, you must continue with the process of the trade and suppliers manual without POs.

My Invoices
🏠 🔄 ✕ ✓

Validation result
Válido

SAT Status
✓ Vigente

Tax Id
C2

Vendor Name
USD

Currency
USD - Dolares Americanos

Departments
142 - Trade and Logistics

Invoice number
301

Invoice date
01-02-2019

Invoice ID
65f51a7

Select file Or drop file here 1

Total
\$ 204.25

Expenses
\$ 3,521.57

Total to pay
\$ 3,725.82

✓ 3

Enviar factura

Archivos relacionados (3 archivos)

File name	Is CFDI	Subtotal Invoice	Expenses	Total to pay	Validation result	SAT Status	Actions
301.pdf	No	\$0.00	\$0.00	\$0.00			🔄 📄 🗑️
301.xml	Yes	\$204.25	\$3,521.57	\$3,725.82	Válido	Vigente	🔄 📄 🗑️
301-Evidencia.pdf	No	\$0.00	\$0.00	\$0.00			🔄 📄 🗑️