



**Invoice/Credit Note Loading without
Purchase Order in AMC Vendors Portal-
ASARCO/Foreign Vendors
User Manual**

Note: The figures contained in this document are illustrative. They are intended to guide the user through the different procedures described and may not be specific to the indicator in question.

1. AMC Vendors Portal Access

1.1. For AMC Vendors – Go to the following link:

<https://vendorsportal.americasmining.com/>

1.2. For AMC Internal User – Go to the following link:

<http://portalvimprod.gmexico.com:50000/irj/portal/fiori>

2. Visualize vendors portal home page

3. Enter user and password and Log On



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AMERICAS MINING
CORPORATION

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User *

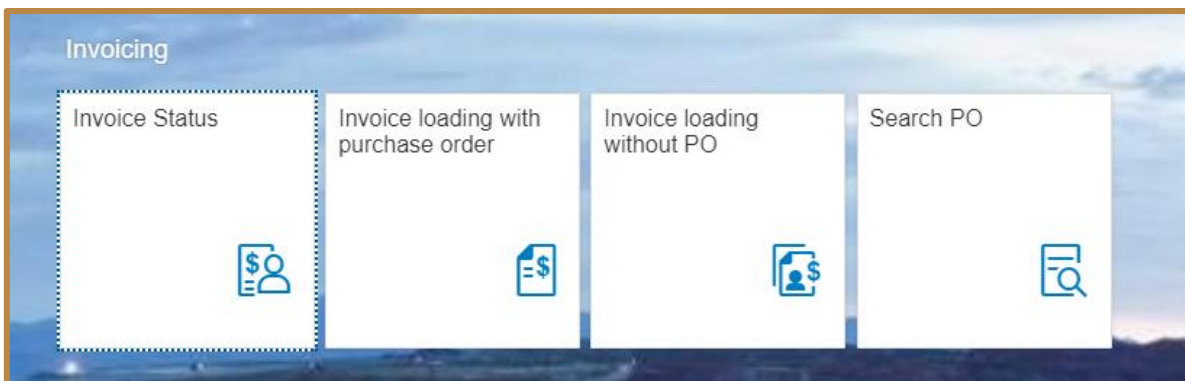
Password *

Logon Problems? [Get Support](#)

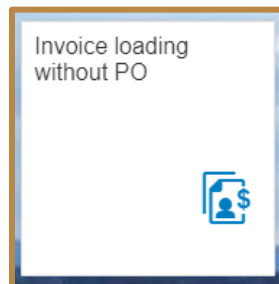
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1. Invoices/Credit Notes Loading without Purchase Order

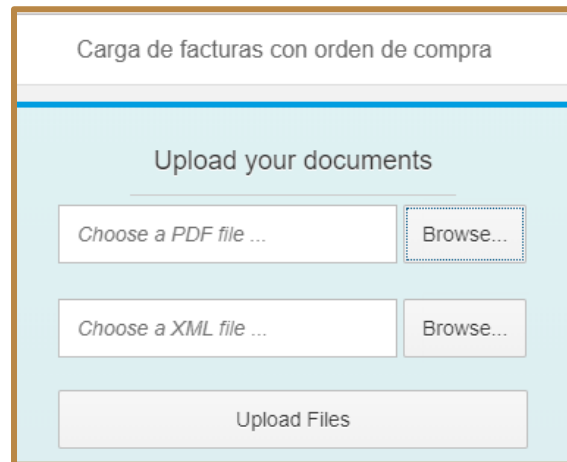
Once the access is provided, the user will be able to visualize the “Invoice loading without purchase order” icon, in which it can upload the invoices and credit notes in PDF format, this only applies for non-Mexican vendors. If you are a Mexican vendor, please review “*Manual - Carga de Facturas/Notas de Crédito sin Orden de Compra - Proveedores Mexicanos*”.



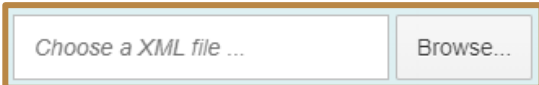
1. Click on the “Invoice loading without PO” icon



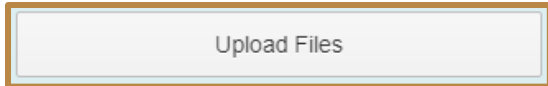
The user will visualize the invoice loading page in PDF format.



2. Click on “Browse” icon,  where the invoice or credit note will be uploaded in PDF format.

3. Click on “Browse” icon,  where the invoice or credit note will be uploaded in XML format

** This XML field is not mandatory*

4. Once the invoice or credit note is selected, click on the “Upload Files” icon  and continue with the loading process

After the files are correctly uploaded, the user will visualize the addenda with the needed information to relate it to the loaded invoice.

The addenda structure is composed by the following fields:

Invoice loading without purchase order			
*Company:	<input type="text"/>	*Company Tax ID:	<input type="text"/>
*Vendor:	<input type="text"/>	*Vendor Tax ID:	<input type="text"/>
*Vendor Name:	<input type="text"/>	*Requestor:	<input type="text"/>
*Invoice Number:	<input type="text"/>	*Invoice Date:	<input type="text" value="Enter Date..."/>
*Net Amount:	<input type="text"/>	*Total Amount:	<input type="text"/>
*Tax Amount:	<input type="text"/>	*Currency:	<input type="text"/>
*Payment Office:	<input type="text"/>	*Category:	<input type="text"/>
*Document Type:	<input type="text"/>	Purchase Order/Contract Reference	<input type="text"/>

When loading invoices and credit notes the addenda will be filled according to the following fields and descriptions:

Campo	Descripción
<div data-bbox="435 884 607 953" style="border: 1px solid black; padding: 2px;">*Company:</div>	<p>Company to which the invoice is made, it will be filled by a list with the following options:</p> <ul style="list-style-type: none"> • ASARCO LLC • SILVER BELL MINING LLC • COPPER BASIN RAILWAY INC • MINERA MEXICO S.A. DE C.V • MEXICANA DE COBRE S.A. C.V. • INDUSTRIAL MINERA MEXICO • BUENAVISTA DEL COBRE • MEXICANA DEL ARCO • OPER DE MINAS DE NACUZARI • METALURGICA DE COBRE • MINERA MEXICO INTL INC • MINERA CUMOBABI SA DE CV • PROYECCIONES URBANISTICAS • RECURSOS STINGRAY DE COBR • MINERA PILARES SA DE CV • OPER D MIN E INST MINERAS • SERVICIOS DE APOYO ADMVO • AMMINCO APOYO ADMVO • HOSPITAL DEL RONQUILLO • TERRENOS E INV DE SLP • MINERA STINGRAY, S.A. DE • GASODUCTOS LA CARIDAD, S • SOUTHERN PERU COPPER CO <p><i>*The XML uploading will fill out automatically this field</i></p>
<div data-bbox="393 1314 651 1388" style="border: 1px solid black; padding: 2px;">*Company Tax ID:</div>	<p>National tax ID of the company to which the invoice is made, it will be filled automatically according to the selected company.</p> <p><i>*The XML uploading will fill out automatically this field</i></p>
<div data-bbox="435 1457 607 1530" style="border: 1px solid black; padding: 2px;">*Vendor:</div>	<p>Unique SAP ECC code, it will be filled automatically with the user log on information.</p> <p><i>*The XML uploading will fill out automatically this field</i></p>
<div data-bbox="410 1593 631 1667" style="border: 1px solid black; padding: 2px;">*Vendor Tax ID:</div>	<p>Vendor Tax ID vendor, it will be filled automatically with the user log on information.</p> <p><i>*The XML uploading will fill out automatically this field</i></p>
<div data-bbox="406 1724 634 1803" style="border: 1px solid black; padding: 2px;">*Vendor Name:</div>	<p>Vendors name which emits the invoices, it will be filled automatically with the user vendor number.</p> <p><i>*The XML uploading will fill out automatically this field</i></p>

INVOICE/CREDIT NOTE LOADING WITHOUT PURCHASE ORDER-
NON-MEXICAN VENDOR

*Requestor:

It will be filled out manually by capturing the name or email of the person who requested the service
**The XML uploading will fill out automatically this field*

*Invoice Number:

Unique folio number of the invoice emitted by vendor, it will be filled out manually.
**The XML uploading will fill out automatically this field*

*Invoice Date:

Date on which the invoice was issued, it will be filled out manually.
**The XML uploading will fill out automatically this field*

*Net Amount:

Amount before taxes, it will be filled out manually.
**The XML uploading will fill out automatically this field*

*Tax Amount:

Tax amount, it will be filled out manually.
**The XML uploading will fill out automatically this field*

*Total Amount:

Total amount, it will be filled out manually.
**The XML uploading will fill out automatically this field*

*Currency:

Currency type, it will be filled by a list with the following options:

- Australian dollar
- Canadian dollar
- Swiss franc
- Chilean pesos
- Yuan of the R.P.China
- Euro
- Sterling pound
- Japanese yen
- Mexican pesos
- Norwegian crown
- Peruvian Soles
- Swedish krona
- American dollar
- CFP franc

**The XML uploading will fill out automatically this field*

INVOICE/CREDIT NOTE LOADING WITHOUT PURCHASE ORDER-
NON-MEXICAN VENDOR

*Payment Office:

Refers to the office which will perform the payment to the vendor, it will be filled by a list with the following options:

- 01.- General
- 57.- Projects

**The XML uploading will fill out automatically this field*

*Category:

File category, it will be filled by a list with the following options:

- Non-Purchase Order
- Advance payment
- Customs Agents Import
- Customs Agents Export

**The XML uploading will fill out automatically this field*

*Document Type:

Invoice or a credit note document, it will be filled by a list with the following options:

- Invoice / Debit Memo
- Credit Memo

**The XML uploading will fill out automatically this field*

*Invoice number to affect:

Unique folio number of the invoice which will be applied to the credit note, it will be filled out manually.

**The XML uploading will fill out automatically this field*

*Requirement Number

Import Request Number (If applicable), it will be filled out manually. This field will be activated when selecting import or exportation categories.

**The XML uploading will fill out automatically this field*

*Purchase Order/Contract Reference

Identifies if an invoice is related with a purchase order.

Continue

Check in.

Go Back

Go back to previous menu.

6. Validate that the data provided within the addenda is correct.

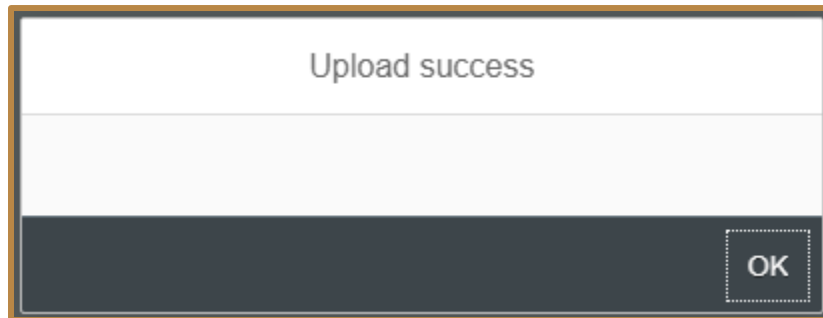
7. Click on “Continue” icon



When clicking the “Go Back” icon, you will be able to return to the previous menu to validate data or make any corrections.



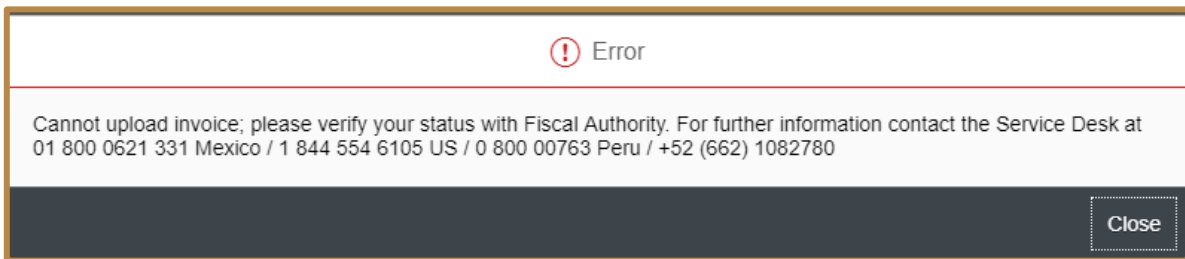
Once the invoicing is completed, the following message will be displayed.



1.1 Appendix I: Possible errors and how to solve them

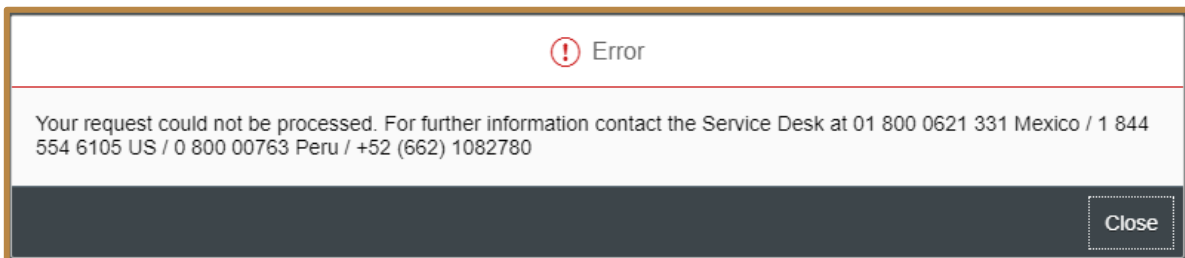
2.1.1 Fiscal Authority

This message will be displayed when a vendor presents an unusual situation with the corresponding fiscal authority, in this case contact fiscal area or SSC Service Desk.



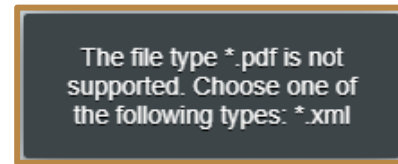
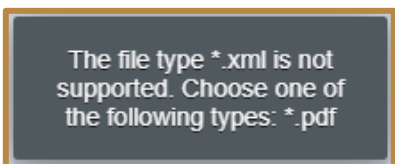
2.1.2 Blocked

This message will be displayed when a vendor is blocked, in this case contact SSC Service Desk.



2.1.3 Non-supported files

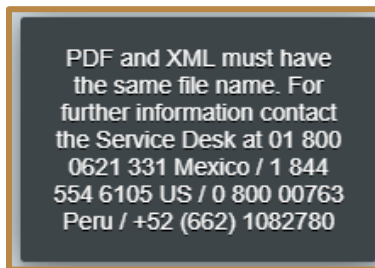
This message will be displayed when the format of the uploaded file is not supported, in this case validate that the file is in PDF or XML format only.



2.1.4 Files with the same name

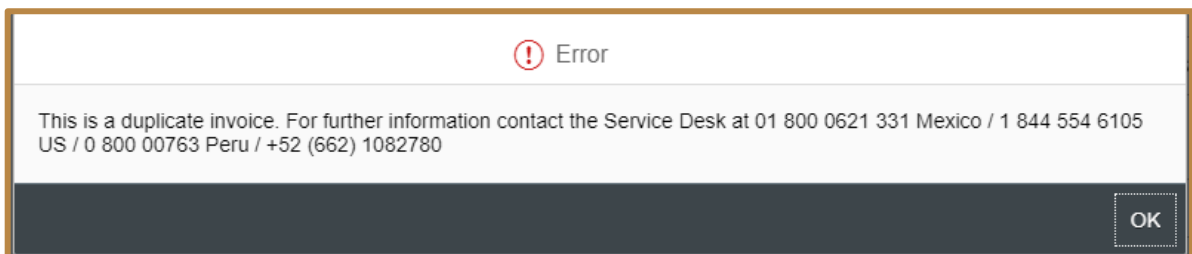
This message will be displayed when the uploaded PDF and XML files do not have the same name. In this case you should check the name of the files that you are trying to upload.

** XML file uploading is optional*



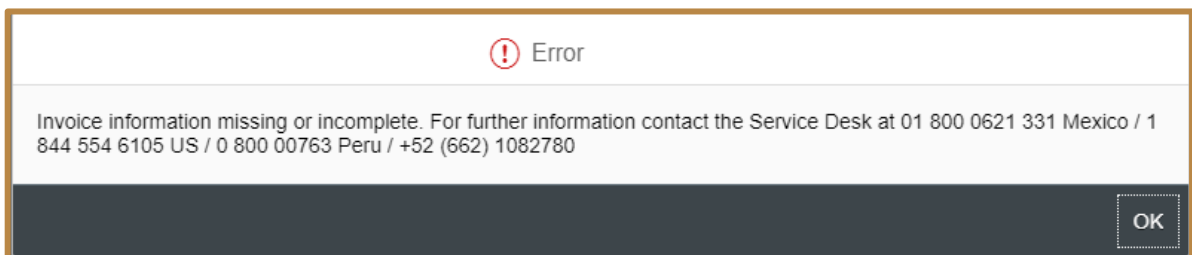
2.1.5 Duplicates

This message will be displayed when loading an invoice that was previously processed, in this case validate the uploaded file or contact SSC Service Desk.



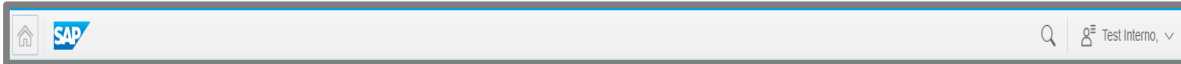
2.1.6 Commercial

This message will be displayed when the addenda information is not complete, in this case complete the missing data or contact SSC Service Desk.



1.2 Appendix II: AMC Vendors Portal Toolbar

The toolbar is visualized as follows:



This toolbar contains the following icons as options to the user:



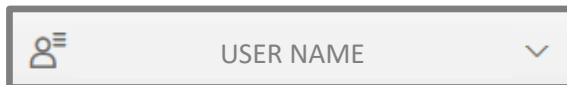
Going back to home page, where the invoice status and invoice loading options are displayed.



Going back to home page, where the invoice status and invoice loading options are displayed.

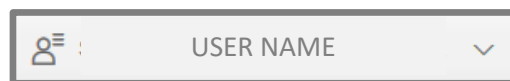


Finder, search for a specific field in the portal.

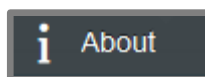


User name icon, with drop-down information.

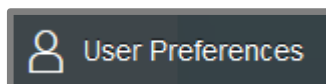
When selecting the user name icon, display the following options:



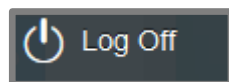
this will



Portal version and explorer.



User information and language, changes could be made and saved in this option.



Log Off.