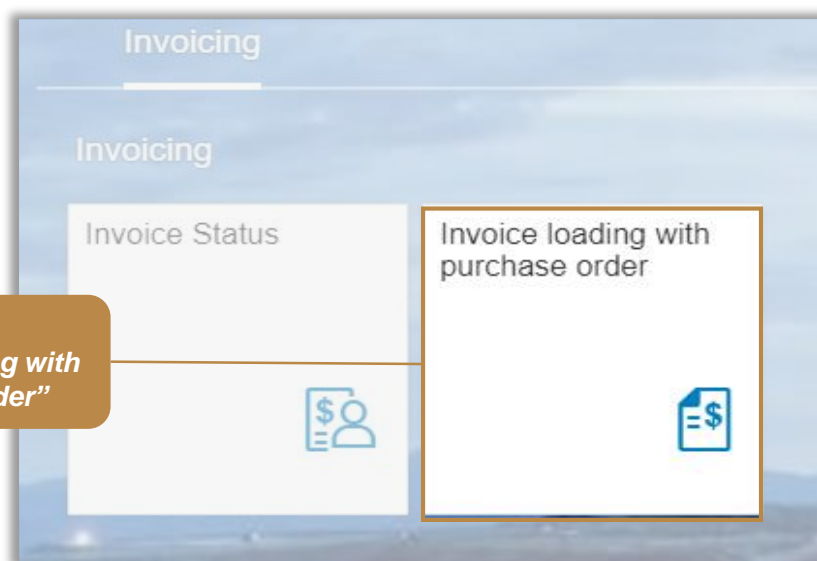


In order to load invoices/credit notes with purchase orders in AMC Vendors Portal, you should follow the steps as detailed below:

1 Enter the corresponding link and log in with your **user** and **password**.

- For Vendors go to: <https://vendorsportal.americasmining.com/>
- For AMC Internal User go to: <http://portalvimprod.gmexico.com:50000/irj/portal/fiori>

2 Once the access is provided, the **"Invoice loading with purchase order"** icon will be visible, in which you will be able to load invoices or credit notes with purchase orders

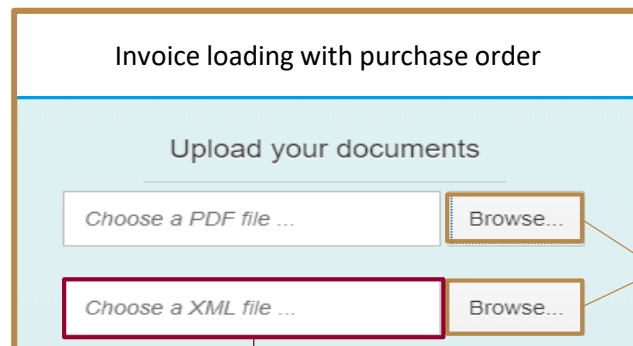


3 Upload the documents requested in **PDF** and **XML** format.



#### Important

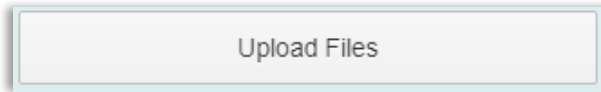
**ASARCO and Foreign vendors\*** can upload the invoices and credit notes in PDF and XML format, **XML field upload is not mandatory**



Optional document - the use of XML provides a pre-filled data in the Addenda

\*Foreign vendors: Vendors excluding Mexican and Peruvian.

4 Click on the “Upload Files” icon, the ADDENDA format will be displayed.



5 Fill out the ADDENDA, where some fields will be completed automatically, some manually and others by a list.



Fields that will be filled manually



Fields that will be filled by catalogue

















Fields that will be filled automatically



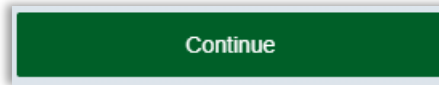
Pre-filled data, if a XML document is uploaded

Invoice loading with purchase order

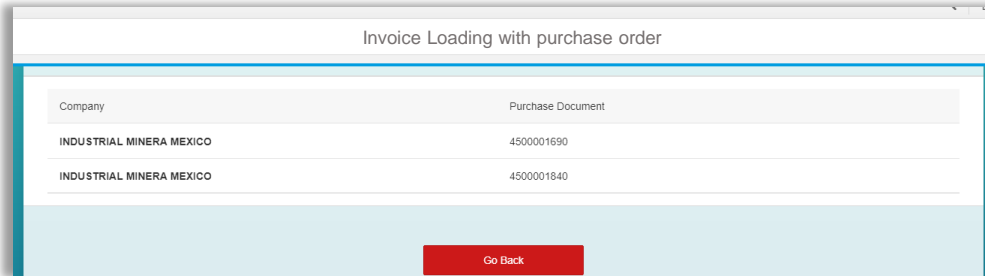
*Company:	◆		<input type="text"/>	*Company Tax ID:	◆		<input type="text"/>
*Vendor:	◆		<input type="text"/>	*Vendor Tax ID:	◆		<input type="text"/>
*Vendor Name:	◆		<input type="text"/>	*Invoice Number:	◆		<input type="text"/>
				*Invoice Date:	◆		<input type="text" value="Enter Date..."/>
*Net Amount:	◆		<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"/>				

6 Validate that all the data provided in the ADDENDA is correct.

- 7 Click on the “Continue” icon to visualize the purchase orders related to the company selected in the ADDENDA.



Example:



Company	Purchase Document
INDUSTRIAL MINERA MEXICO	4500001690
INDUSTRIAL MINERA MEXICO	4500001840

Go Back

- 8 According to the scenario that the invoice or credit note belongs, select the checkbox of the purchase order position and click on “Upload”.

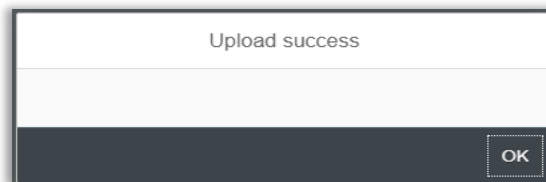
<input type="checkbox"/>	Number of Material	Plant	Material	Material Document	Document Date	Company	Amount
<input checked="" type="checkbox"/>	4900005371	C001	RODAMIENTO CONSI...	30700743	2014-12-29	MEXICANA DE COBR...	3100.05 MXNZ

Select corresponding checkbox



Click on “Upload”

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



In case an error is displayed, please consult:  
*User Manual – Invoice/Credit Note Loading with Purchase Order in AMC Vendors Portal – ASARCO/Foreign Vendors – Appendix I : Possible errors and how to solve them.*



IMPORTANT

Any questions or comments please contact **SSC Service Desk**:  
México: 01 800 0621 331  
USA: 1 844 554 6105  
Perú: 0 800 00763  
Others: 52 (662) 108 2780  
E-mail: mesadeservicios@csc.gmexico.com