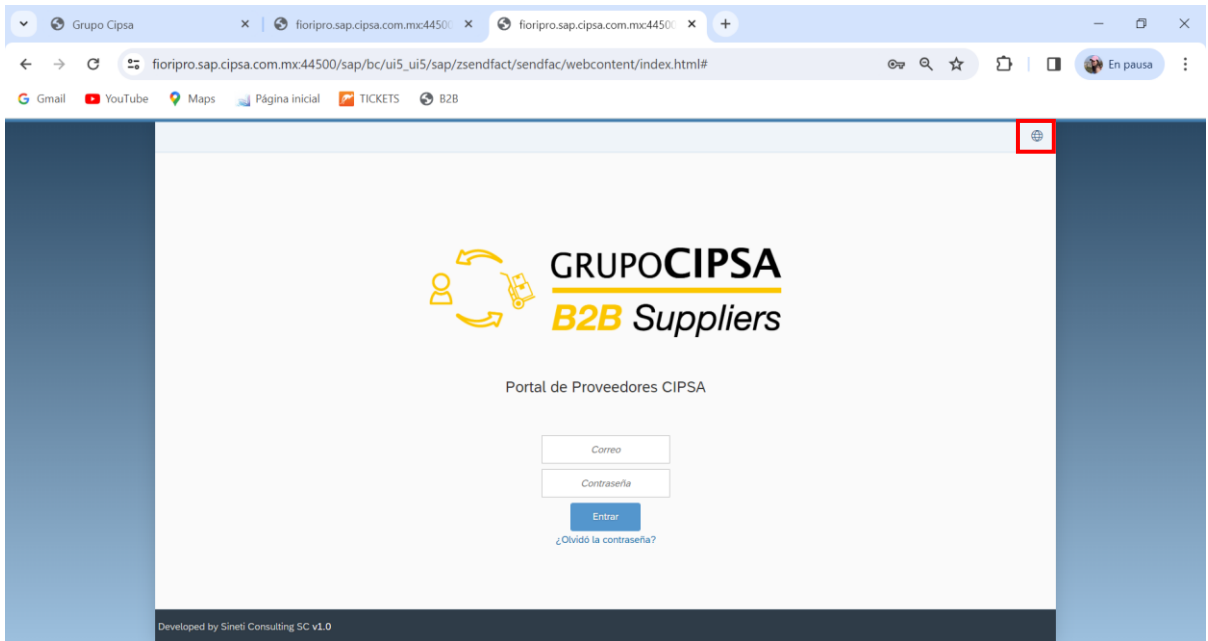


Instruction manual about: In process or paid invoices

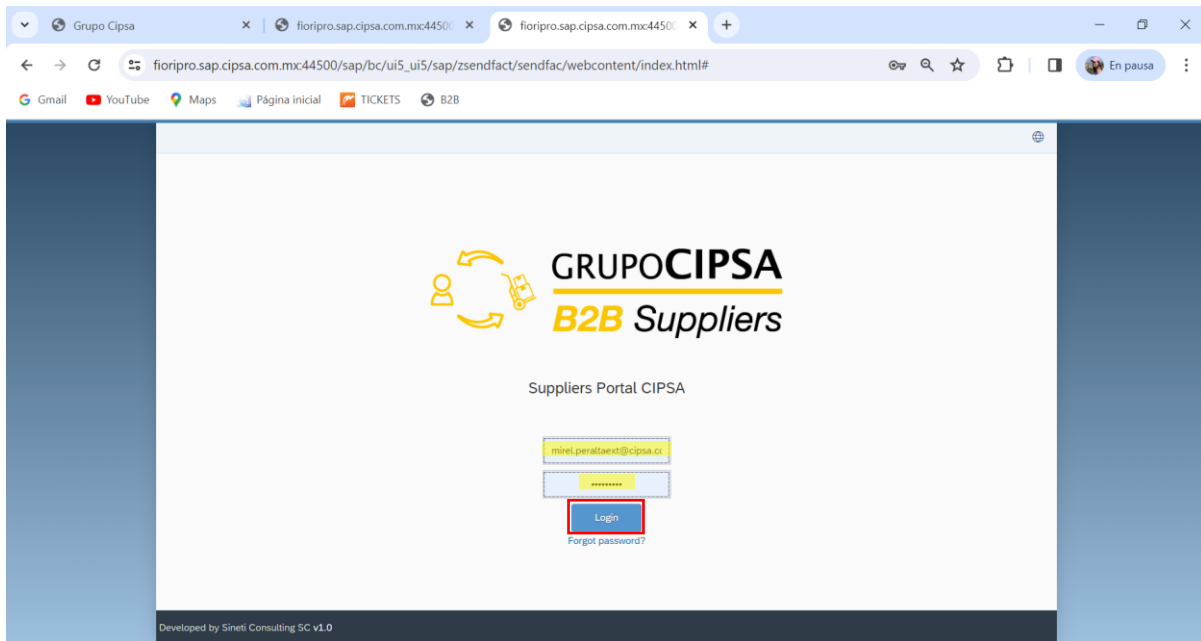
1. Enter to the B2B Suppliers Platform through the following link:
https://fioripro.sap.cipsa.com.mx:44500/sap/bc/ui5_ui5/sap/zsendfact/sendfac/webcontent/index.html#
2. Please click on the icon that appears in the top-right corner.



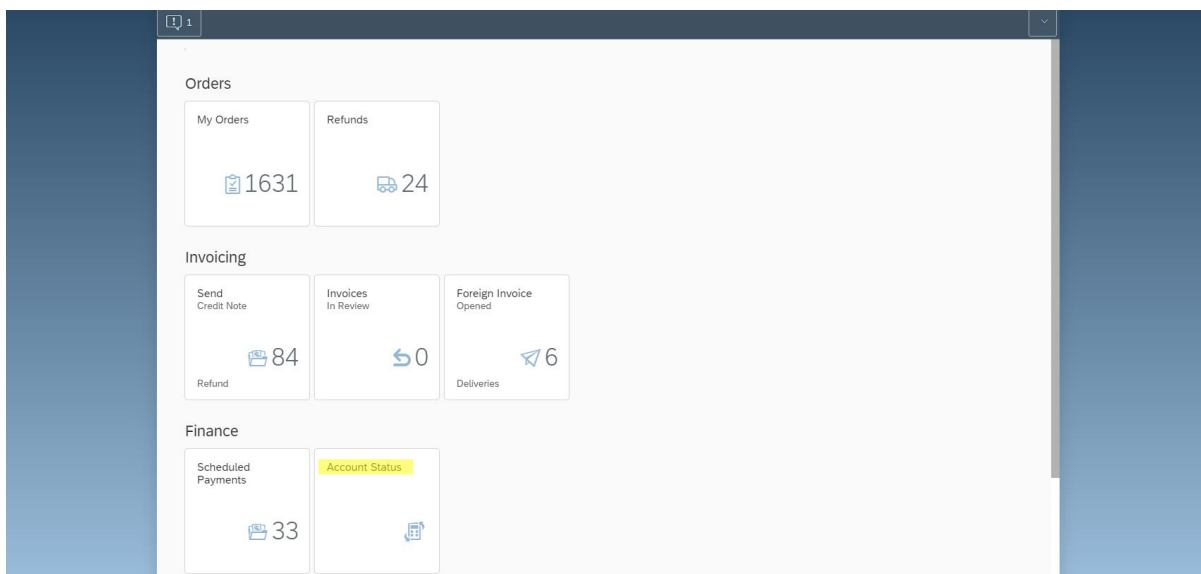
3. Then select the "English" language.



4. Type the mail, password and click on **“Login”**.



5. Click on **“Account Status”** in Finance section.



6. Click on **“Open”** or **“Paid”**.

General Summary Consult

State of Account of Period:: Documentos pendientes al:24-10-2023 **Balance:** **18,924,981.28 MXN**

Select Options

Open Paid All

Summary of Accounts Search Status

Status	Vendor name	SAP Number	Invoice	Document type	Invoice Date	Document Date	Total
Pendiente	MULTIQUIP INC.	5100069930	94013376	FACTURA	31-08-2023	19-09-2023	37,803.10 USD
Pendiente	MULTIQUIP INC.	5100074675	94034486	FACTURA	12-10-2023	20-10-2023	14,446.42 USD
Pendiente	MULTIQUIP INC.	5100074674	94029049	FACTURA	03-10-2023	20-10-2023	5,725.99 USD
Pendiente	MULTIQUIP INC.	5100074673	94026673	FACTURA	27-09-2023	20-10-2023	1,083.20 USD
Pendiente	MULTIQUIP INC.	5100074671	94029048	FACTURA	03-10-2023	20-10-2023	18,324.82 USD
Pendiente	MULTIQUIP INC.	5100074435	94021277	FACTURA	18-09-2023	19-10-2023	72,685.00 USD
Pendiente	MULTIQUIP INC.	5100074434	94027655	FACTURA	29-09-2023	19-10-2023	187,960.30 USD

General Summary Consult

State of Account of Period:: Documentos pendientes al:24-10-2023 **Balance:** **18,924,981.28 MXN**

Select Options

Open Paid All

Summary of Accounts Search Status

Status	Vendor name	SAP Number	Invoice	Document type	Invoice Date	Document Date	Total
Pendiente	MULTIQUIP INC.	5100069930	94013376	FACTURA	31-08-2023	19-09-2023	37,803.10 USD
Pendiente	MULTIQUIP INC.	5100074675	94034486	FACTURA	12-10-2023	20-10-2023	14,446.42 USD
Pendiente	MULTIQUIP INC.	5100074674	94029049	FACTURA	03-10-2023	20-10-2023	5,725.99 USD
Pendiente	MULTIQUIP INC.	5100074673	94026673	FACTURA	27-09-2023	20-10-2023	1,083.20 USD
Pendiente	MULTIQUIP INC.	5100074671	94029048	FACTURA	03-10-2023	20-10-2023	18,324.82 USD
Pendiente	MULTIQUIP INC.	5100074435	94021277	FACTURA	18-09-2023	19-10-2023	72,685.00 USD
Pendiente	MULTIQUIP INC.	5100074434	94027655	FACTURA	29-09-2023	19-10-2023	187,960.30 USD
Pendiente	MULTIQUIP INC.	5100072733	94022068	FACTURA	19-09-2023	06-10-2023	4,710.03 USD

7. Select the period you want to consult, then click on **“Consult”**.

The screenshot shows a 'General Summary' page for 'Account State'. At the top, it displays 'State of Account of Period: Documentos pendientes al: 29-11-2023' and a 'Balance: 15,737,411.82 MXN'. Below this, there are radio buttons for 'Open', 'Paid', and 'All', with 'Paid' selected. A 'Consult' button is in the top right. A 'Summary of Accounts' table is visible, with columns for Status, Vendor name, SAP Number, Invoice Date, Document Date, and Total. A calendar overlay titled 'Selection of Consultation Period' is centered on the screen, showing the month of November 2023. The date 22 is highlighted in blue, and a red box is drawn around it. At the bottom of the calendar, there are 'Consult' and 'Close' buttons.

8. Review the payments schedule.

General Summary Consult							
Summary of Accounts PENDIENTE ⊗ 🔍 Status ▼							
Status	Vendor name	SAP Number	Invoice	Document type	Invoice Date	Document Date	Total
Pendiente	MULTIQUIP INC.	5100069930	94013376	FACTURA	31-08-2023	19-09-2023	37,803.10 USD
Pendiente	MULTIQUIP INC.	5100074675	94034486	FACTURA	12-10-2023	20-10-2023	14,446.42 USD
Pendiente	MULTIQUIP INC.	5100074674	94029049	FACTURA	03-10-2023	20-10-2023	5,725.99 USD
Pendiente	MULTIQUIP INC.	5100074673	94026673	FACTURA	27-09-2023	20-10-2023	1,083.20 USD
Pendiente	MULTIQUIP INC.	5100074671	94029048	FACTURA	03-10-2023	20-10-2023	18,324.82 USD
Pendiente	MULTIQUIP INC.	5100074435	94021277	FACTURA	18-09-2023	19-10-2023	72,685.00 USD
Pendiente	MULTIQUIP INC.	5100074434	94027655	FACTURA	29-09-2023	19-10-2023	187,960.30 USD