Instruction manual about: In process or paid invoices

- Enter to the B2B Suppliers Platform through the following link: <u>https://fioripro.sap.cipsa.com.mx:44500/sap/bc/ui5_ui5/sap/zsendfact/sendfac/webconte_nt/index.html#</u>
- 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.

1				
Orders				
My Orde	rs	Refunds		
Ê. Internetional (1997) Internetional (1997)	1631	₿24		
Invoicing	g			
Send Credit Not	te	Invoices In Review	Foreign Invoice Opened	
Refund	🕾 84	50	⊠ 6 Deliveries	
Finance				
Schedule Payment	ed ts	Account Status		
	🕾 33	, III)		

6. Click on "Open" or "Paid".

Pendiente Pendiente

MULTIQUIP INC.

5100072733

94022068

FACTURA

19-09-2023

06-10-2023

4,710.03 USD

✓ General S	✓ General Summary										
State of Accou	unt of Period::	Documentos pend	ietes al:24-10-2023	Balance:		18,924,981.28 MXN	18,924,981.28 MXN				
Select Options Image: Optimal Depth Control of the select optimal opti optimal opti optimal optimal optimal optimal opt											
Summary of A	Accounts				Search	Q	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											
State of Account of Period .:		Documentos peno	lietes al:24-10-2023	Balance:		18,924,981.28 MXN	18,924,981.28 MXN				
Select Options	Paid All										
Summary of	Accounts				Search	۹	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				

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

√ General											Consult		
State of Acce	dietes al:29-11	es al:29-11-2023 Balance:								15,737,411.82 MXN			
Select Options													
Open Peid All				Selection of Consultation Period									
Summary of A	ccounts		<	1	lovem	ber		2023			Search	Q	Status 🗸
Status	Vendor name	SAP Number	44	Sun 29	Mon 30	Tue	Wed	Thu 2	Fri	Sat	ce Date	Document Date	Total
Pendiente	MULTIQUIP INC.	5100066184	45	5	6	7	8	9	10	11	-2023	18-08-2023	3,195.44 USD
Pendiente	MULTIQUIP INC.	5100078363	46	12	13	14	15	16	17	18	-2023	28-11-2023	153,134.32 USD
Pendiente	MULTIQUIP INC.	5100077502	47	19	20	21	22	23	24	25	0-2023	21-11-2023	72,785.00 USD
Pendiente	MULTIQUIP INC.	5100077501	48	26	27	28	29	30	1	2	3-2023	21-11-2023	
Pendiente	MULTIOUIP INC.	5100077495									1-2023	21-11-2023	964.82 USD
Pendiente	MULTIOUIP INC.	5100077489						C	onsult	C	ose 1-2023	21-11-2023	3,116.84 USD
Pendiente	MULTIQUIP INC.	5100077487	940417	788			FACT	URA			26-10-2023	21-11-2023	
Pendiente	MULTIQUIP INC.	5100077486	940416	506			FACT	URA			26-10-2023		
Pendiente	MULTIOUIP INC.	5100077485	940416	305			FACT	URA			26-10-2023	21-11-2023	455.89 USD
		5100077484					EACT				26 10 2022		25 28 1150

8. Review the payments schedule.

> General Summary											
Summary of Accounts							\otimes	۹ ا	Status	~	
Status	Vendor name	SAP Number	Invoice	Document type	Invoice Da	ite	Document Date		Total		
Pendiente	MULTIQUIP INC.	5100069930	94013376	FACTURA	31-08-202	3	19-09-2023		37,803.10 U	ISD	
Pendiente	MULTIQUIP INC.	5100074675	94034486	FACTURA	12-10-202	3	20-10-2023		14,446.42 U	ISD	
Pendiente	MULTIQUIP INC.	5100074674	94029049	FACTURA	03-10-202	3	20-10-2023		5,725.99 U	SD	
Pendiente	MULTIQUIP INC.	5100074673	94026673	FACTURA	27-09-202	3	20-10-2023		1,083.20 U	SD	
Pendiente	MULTIQUIP INC.	5100074671	94029048	FACTURA	03-10-202	3	20-10-2023		18,324.82 U	ISD	
Pendiente	MULTIQUIP INC.	5100074435	94021277	FACTURA	18-09-202	3	19-10-2023		72,685.00 U	ISD	
Pendiente	MULTIQUIP INC.	5100074434	94027655	FACTURA	29-09-202	3	19-10-2023		187,960.30	JSD	