Invoice/Credit Note Loading with 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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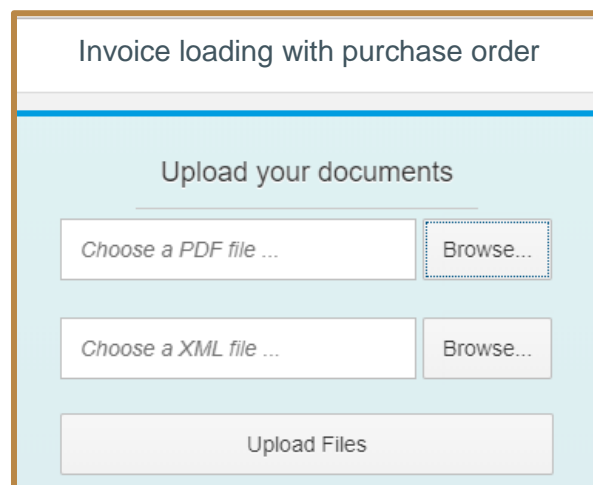## 2. Invoices/Credit Notes Loading with Purchase Order

Once the access is provided, the user will be able to visualize the "Invoice loading with 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 con Orden de Compra - Proveedores Mexicanos".*

Invoice Status	Invoice loading with purchase order	Invoice loading without PO	Search PO
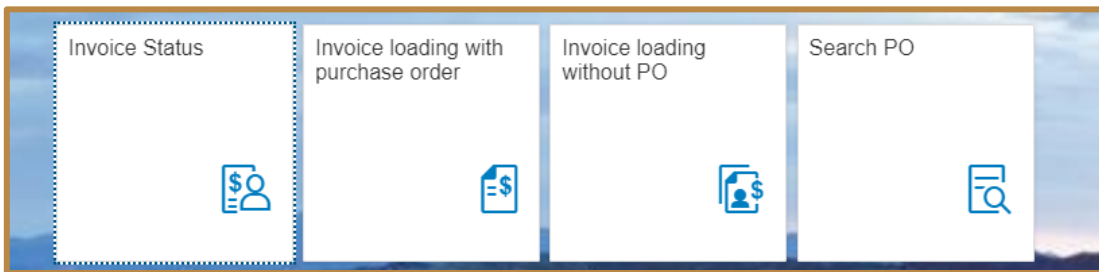
1.Click on the "Invoice loading with purchase order" icon

Invoice loading with purchase order
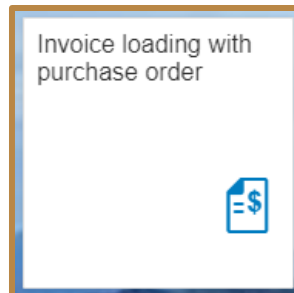
The user will visualize the invoice loading page in PDF format.

Invoice loading with purchase order

Upload your documents

Choose a PDF file ...	Browse...

Choose a XML file ...	Browse...

Upload Files

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2.Click on "Browse" icon,

| Chose a PDF file ... | Browse... |

where the invoice or credit note will be uploaded in PDF format.

3. Click on "Browse" icon,

| Choose a XML file ... | Browse... |

where the invoice or credit note will be uploaded in XML format.

4. Once the invoice or credit note is selected, click on the "Upload Files" icon

| Upload Files |

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 with purchase order

*Company:

*Company Tax ID:

*Vendor:

*Vendor Tax ID:

*Vendor Name:

*Invoice Number:

*Invoice Date:

Enter Date...

*Net Amount:

*Total Amount:

*Tax Amount:

*Currency:

*Payment Office:

*Category:

*Document Type:

Field	Description
*Company:	Company to which the invoice is made, it will be filled by a list with the following options: • 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 NACOZARI • 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 *The XML uploading will fill out automatically this field
*Company Tax ID:	National tax ID of the company to which the invoice is made, it will be filled automatically according to the selected company. *The XML uploading will fill out automatically this field
*Vendor:	Unique SAP ECC code, it will be filled automatically with the user log on information. *The XML uploading will fill out automatically this field
*Vendor Tax ID:	Tax ID of the national supplier, it will be filled automatically with the user log on information. *The XML uploading will fill out automatically this field
*Vendor Name:	Vendors name which emits the invoices, it will be filled automatically with the user log on information. *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

*Payment Office:

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:
- Order
- Contract
- Payment advance

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- Consignment-usufruct
The XML uploading will fill out automatically this field

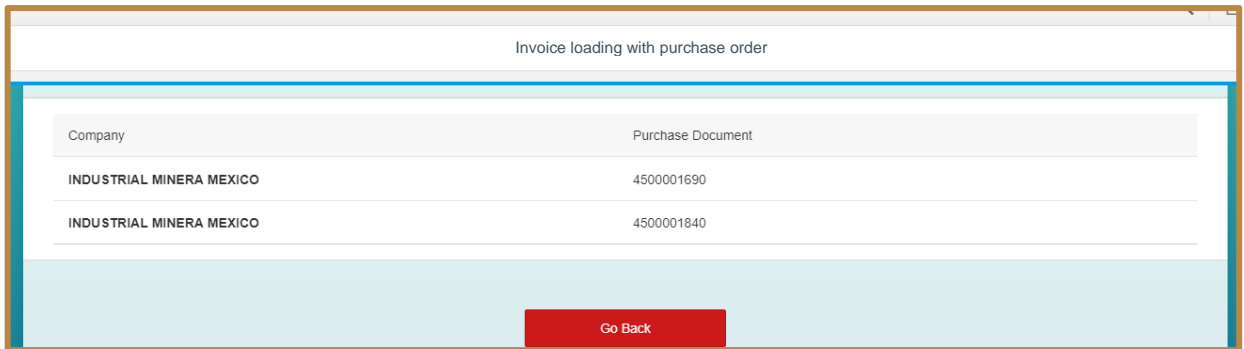|	
*Consignment Period initial	Initial date range for "consignment" consumption. This field is activated with consignment category and the initial consumption date must be indicated manually.
*Consignment Period final	Final date range for "consignment" consumption. This field is activated with consignment category and the initial consumption date must be indicated manually.
*Plant	Displays a list to select plant where the consignment material was issued
*Document Type:	Refers if it is an invoice or a credit note, it will be filled by a list with the following options: • Invoice • Credit note *The XML uploading will fill out automatically this field*
	This field will be activated in two different scenarios
*Purchase order:	1.- When the credit note document type is selected 2.- By having over costs in a purchase order (Own or Not Own) *The XML uploading will fill out automatically this field*
*Invoice number to affect:	Unique invoice folio number with which the credit note will be applied, it will be filled out manually. *The XML uploading will fill out automatically this field*
Freight/Surcharges:	Freight or Surcharges amount, may include special delivery or other fees. *The XML uploading will fill out automatically this field*
Continue	Continue
Go Back	Go back to previous menu.

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

7. Click on "Continue" icon **Continue** to visualize the purchase orders related to the company selected in the addenda.

Go Back

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

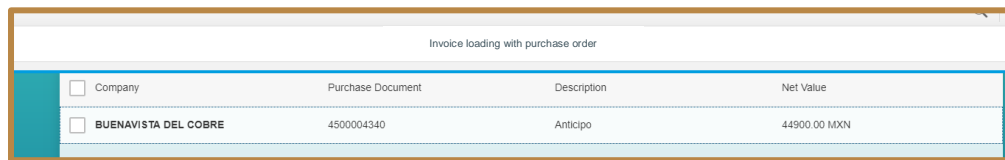| Invoice loading with purchase order	
Company	Purchase Document
INDUSTRIAL MINERA MEXICO	4500001690
INDUSTRIAL MINERA MEXICO	4500001840

Go Back

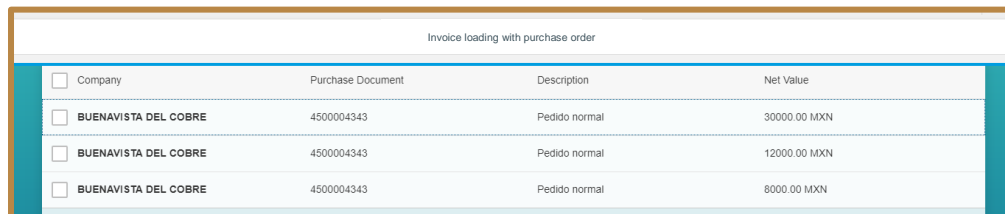The merchandise entries views are the following:

Advance payment:

This view shows the advance payments pending for invoicing by purchase order.

	Company	Purchase Document	Description	Net Value
☐	BUENAVISTA DEL COBRE	4500004340	Anticipo	44900.00 MXN

Contract/Services:

This view shows the contracts or services pending for invoicing.

	Company	Purchase Document	Description	Net Value
☐	BUENAVISTA DEL COBRE	4500004343	Pedido normal	30000.00 MXN
☐	BUENAVISTA DEL COBRE	4500004343	Pedido normal	12000.00 MXN
☐	BUENAVISTA DEL COBRE	4500004343	Pedido normal	8000.00 MXN

Consignment:

This view shows the purchase orders pending for invoicing.

	Number of Material	Plant	Material	Material Document	Document Date	Company	Amount
			Invoice loading with purchase order				
☐	**4900005371**	C001	RODAMIENTO CONSI...	30700743	2014-12-29	MEXICANA DE COBR...	3100.05 MXNZ
☐	**4900005373**	C001	RODAMIENTO CONSI...	30700743	2014-12-29	MEXICANA DE COBR...	15500.25 MXNZ

Purchase Order:

This view shows the purchase orders pending for invoicing.

|	Company	Purchase Document	Purchase Position	Description	Quantity	Net Value
			Invoice loading with purchase order			
☐	**INDUSTRIAL MINERA MEXI...**	4500001690	00010	MATERIAL DE 25 USD	1.000	27.95 MXN

8. According to the scenario to which the invoice or credit note belongs, select the checkbox of the position of the purchase order.

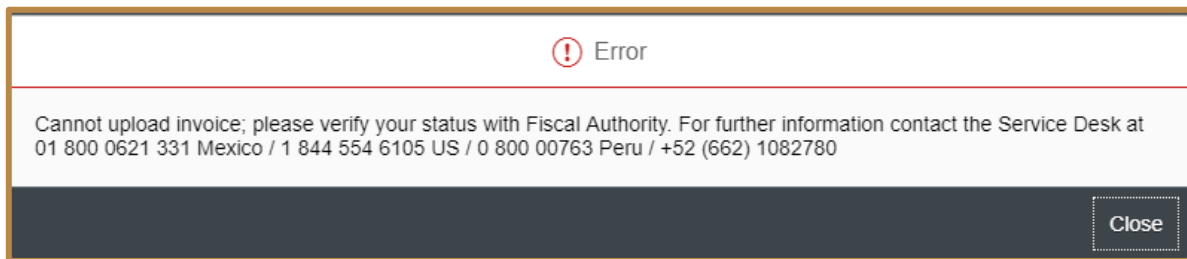|	Number of Material	Plant	Material	Material Document	Document Date	Company	Amount
☑	**4900005371**	C001	RODAMIENTO CONSI...	30700743	2014-12-29	MEXICANA DE COBR...	3100.05 MXNZ

Upload

9. Click on "Upload in" icon

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

Upload success

OK
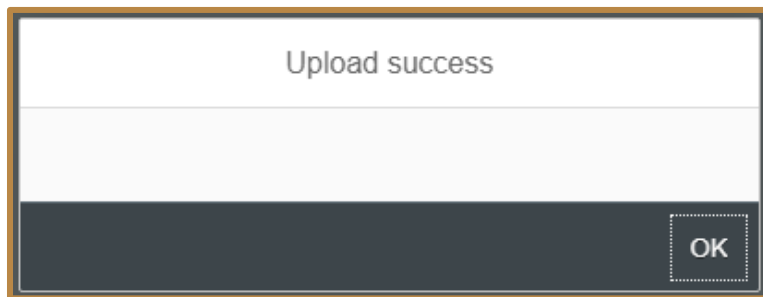
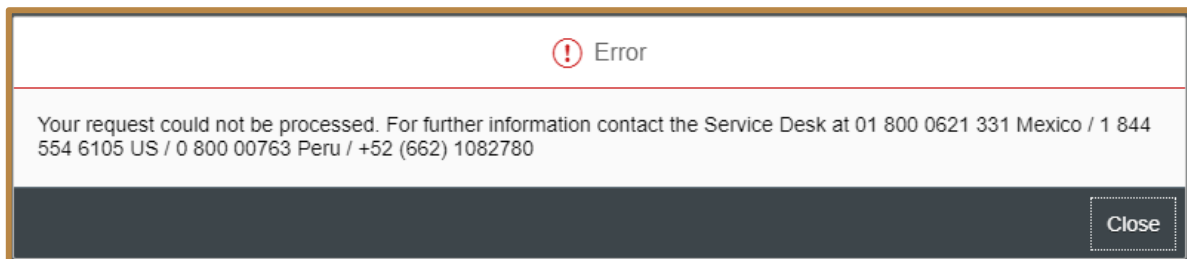## 2.1 Appendix I: Possible errors and how to solve them

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.
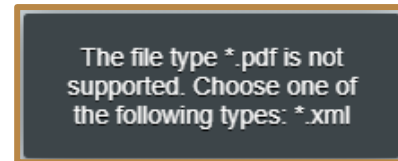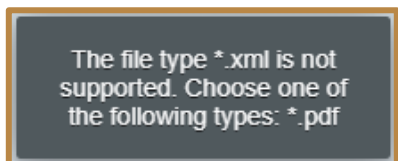

> ⊘ Error
>
> Cannot upload invoice; please verify your status with Fiscal Authority. For further information contact the Service Desk at 01 800 0621 331 Mexico / 1 844 554 6105 US / 0 800 00763 Peru / +52 (662) 1082780
>
> Close

2.1.2 Blocked

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

> ⊘ Error
>
> Your request could not be processed. For further information contact the Service Desk at 01 800 0621 331 Mexico / 1 844 554 6105 US / 0 800 00763 Peru / +52 (662) 1082780
>
> Close
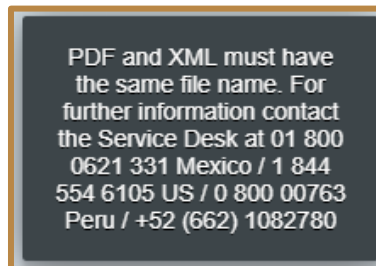
2.1.3 Non-supported files

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.

> The file type *.xml is not supported. Choose one of the following types: *.pdf

> The file type *.pdf is not supported. Choose one of the following types: *.xml

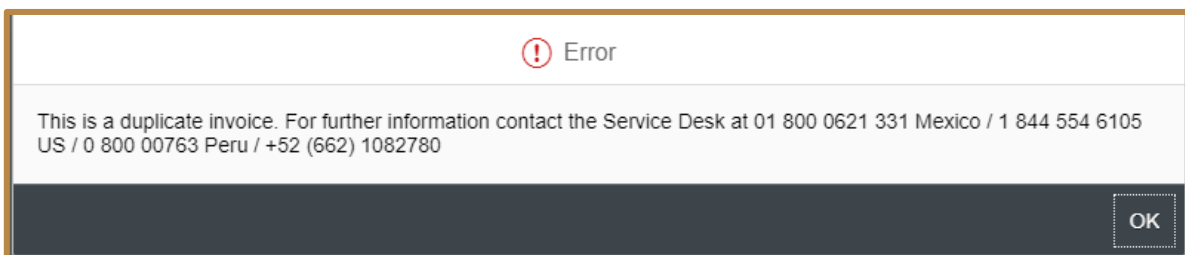### 2.1.4 Files with the same name

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

PDF and XML must have the same file name. For further information contact the Service Desk at 01 800 0621 331 Mexico / 1 844 554 6105 US / 0 800 00763 Peru / +52 (662) 1082780
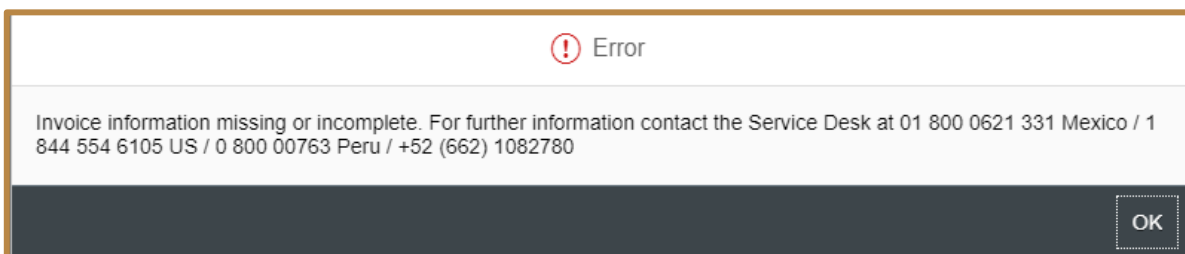
2.1.5 Duplicates

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.

(!) Error

This is a duplicate invoice. For further information contact the Service Desk at 01 800 0621 331 Mexico / 1 844 554 6105 US / 0 800 00763 Peru / +52 (662) 1082780

OK

2.1.6 Commercial

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

(!) Error

Invoice information missing or incomplete. For further information contact the Service Desk at 01 800 0621 331 Mexico / 1 844 554 6105 US / 0 800 00763 Peru / +52 (662) 1082780
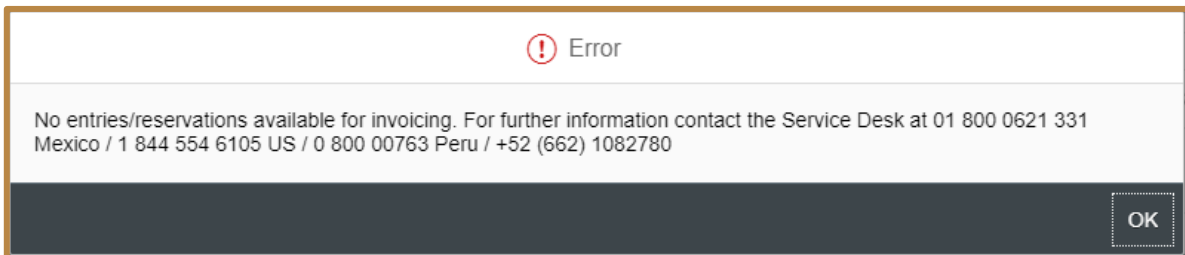
OK

2.1.7 No Information

This message will be displayed when there is no information available in the selected category, in this case the information related to the invoice must be verified or contact SSC Service Desk.
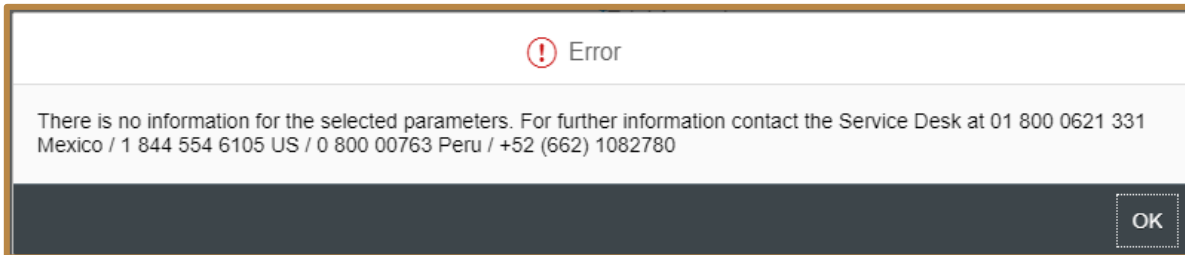

2.1.8 No Purchase Order Information

This message will be displayed where there is no information available for invoicing, in this case the information related to the invoice must be verified or contact SSC Service Desk.
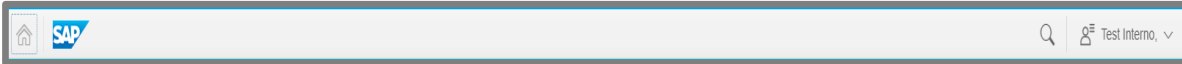

2.1.9 Tolerances

This message will be displayed when the purchase order import differs from the invoicing import, in this case the information related to the invoice must be verified or contact SSC Service Desk.
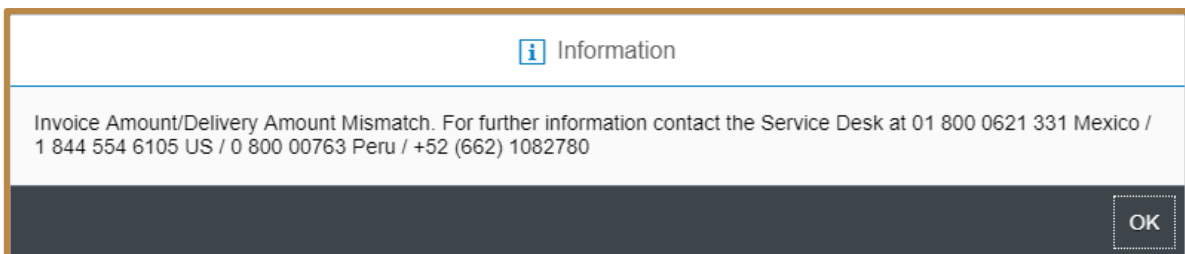
2.2 Appendix II: AMC Vendors Portal Toolbar
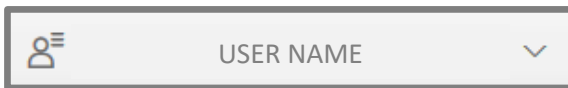
The toolbar is visualized as follows:

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

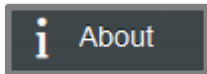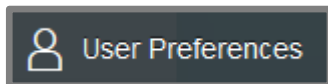|	
	Going back to home page, where the invoice status and invoice loading options are displayed.
	Looking for a specific field in the portal.
USER NAME	User name icon with drop-down information.

When selecting the user name icon, USER NAME this will display the following options:

About	Refers the portal version and explorer.
User Preferences	Refers to the user information and language, changes could be made and saved in this option.
Log Off	Log Off