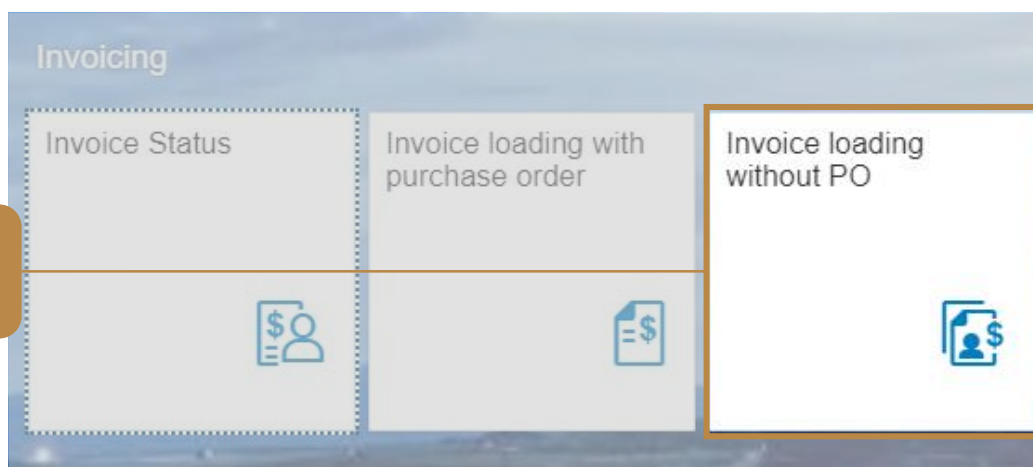


In order to load invoices/credit notes without purchase orders in AMC Vendors Portal, you should follow the steps as detailed below:

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 without purchase order"** icon will be visible, in which you will be able to load invoices or credit notes without purchase orders.

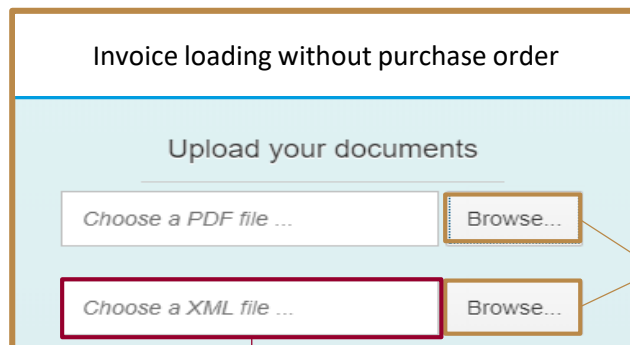


3 Upload the documents requested in **PDF** and **XML** format.



Important

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

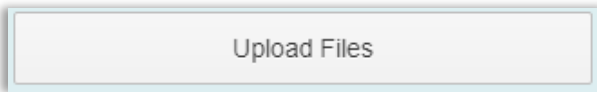


The screenshot shows the "Invoice loading without purchase order" interface. It has a header "Invoice loading without purchase order" and a sub-header "Upload your documents". Below this are two input fields: "Choose a PDF file ..." and "Choose a XML file ...". Each field has a "Browse..." button next to it. A callout box on the right says "Click on 'browse' and import the PDF and XML files."

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, 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 without purchase order

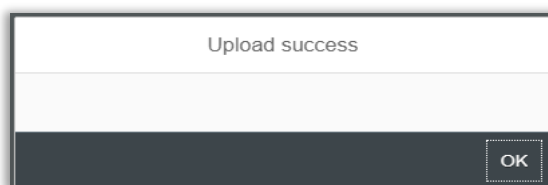
*Company:	◆		<input type="text"/>	*Company Tax ID:	◆		<input type="text"/>
*Vendor:	◆		<input type="text"/>	*Vendor Tax ID:	◆		<input type="text"/>
*Vendor Name:	◆		<input type="text"/>	*Requestor:	◆		<input type="text"/>
*Invoice Number:	◆		<input type="text"/>	*Invoice Date:	◆		<input type="text" value="Enter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

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

7 Click on the “Continue” icon.



8 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 without 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