Quick reference guide for VerifactOnline, Suppliers platform

VerifactOnline User's Manual

Introduction

This user manual is intended to guide you through the sign-up process as well as your company'sinvoices upload to the platform.

The platform is a light tool that will allow you to upload your company´s invoices so propervalidations are run and continue with the payment process.

Characteristics

You should have beforehand with the following information in order to sign-up:

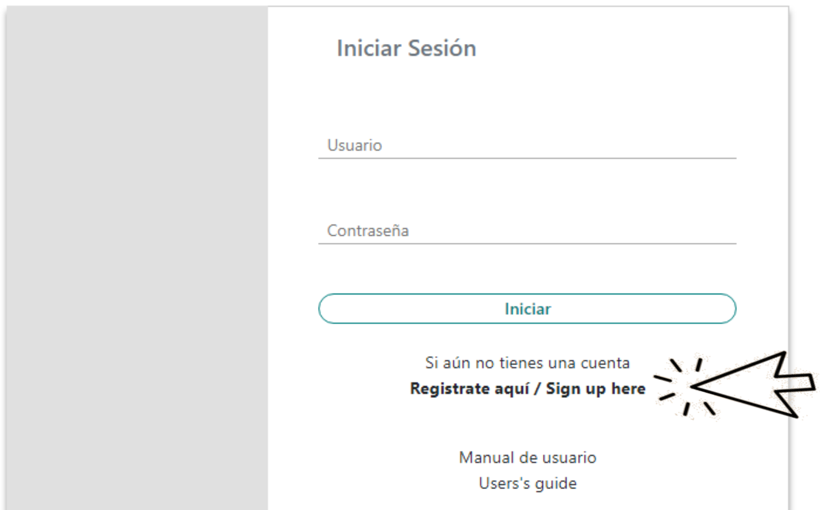
- Company name
- Tax ID.
- Valid email
- Vendor number
- A secure password

General Recommendations

In order to have the best experience while using the platform, we recommend a stable internetconnection and using.

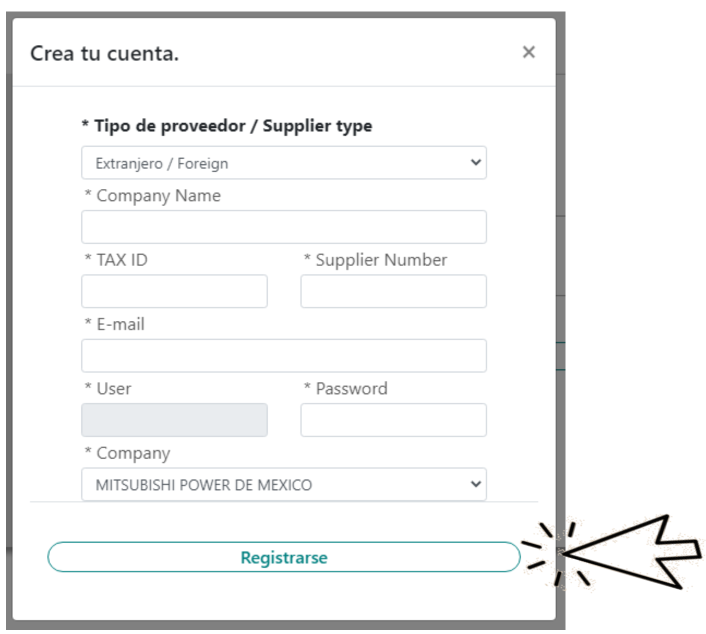
1. Sign up.

To sign up as a provider, place in the browser:
https://www.zoom-mitsubishi.com/
We recommend the use of Google Chrome for ideal performance.
The link will immediately direct to the main menu of the page. Click on the option Sign up here.

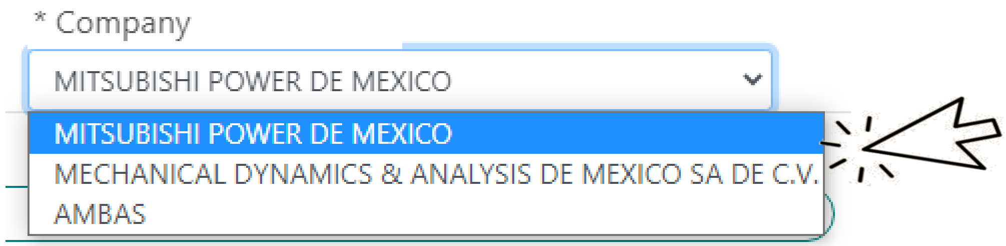


A template with required information will be displayed:

- Entity name
- TAX ID
- E-mail
- User and Password
- Supplier number: It is the SAP vendor number. In case of not having this data it is important to request it from your Mitsubishi contact.



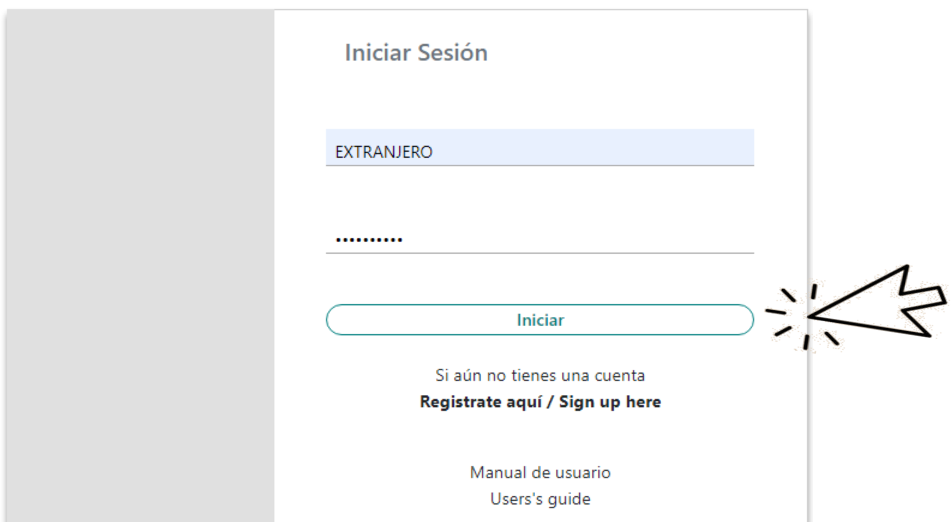
- Company: Select the Mitsubishi Company you want to sign up to.



Once all the information is entered, click the "Register" button.
To complete the sign up process, it is necessary to receive a confirmation email from Mitsubishi.

2. Invoice validation.

Use your user and password to sign in.



If the authentication is correct (valid username and password), the following menu is displayed, choose the "Validator" option.

The following screen is displayed with the required billing information foe each entity: MECHANICAL DYNAMICS & ANALYSIS DE MEXICO SA DE C.V. and MITSUBISHI POWER DE MEXICO SA DE C.V.

INVOICING INFORMATION FOR FOREIGN VENDOR

The Seller shall promptly invoice after complete delivery and any P.O. amount can modify without prior written consent of the Buyer. Invoices will not be processed for payment without the following mandatory requirements*.

Mandatory Requirements	Information
Company name (seller)	Please add complete and official company name
Tax ID (seller)	Please add your company Tax ID that shall correspond with your W9 and Residency Certificate
Address (seller)	Official address of Seller
Issuance place	Please specifically mention the place where the invoice is issued only when the company's address is different from the address where the invoice is issued.
Issuance date	Date when Seller issue invoice
PO Number	The MP-MEX Purchase order as identified for each order (10 digits: 50000XXXXX)
Company name (buyer):	Mitsubishi Power de México, S.A. de C.V.
Tax ID (buyer)	MHI0403019Q7
Address (buyer)	Paseo de la Reforma No. 265, Piso 17, Cuauhtémoc, Cuauhtémoc, Ciudad de México, México ZIP 06500
Quantity, unit measure, goods/service description	Insert a detailed information according P.O. Ex: 19 pcs Anchor Bolts for Veracruz Project.
Currency, Unit Price & Total Amount	Insert a detailed information according P.O. Ex: Unit price: 5.40 USD Total price: 102.60 USD
Withholding:	The withholding tax of services if it is applicable.

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Address (seller)	Official address of Seller
Issuance place	Please specifically mention the place where the invoice is issued only when the company's address is different from the address where the invoice is issued.
Issuance date	Date when Seller issue invoice
PO Number	The Purchase order as identified for each order (MDAMEX-00XX)
Company name (buyer):	Mechanical Dynamics & Analysis de México S.A. DE C.V.
Tax ID (buyer)	LDV1502181V3
Address (buyer)	Paseo de la Reforma No. 265, Piso 17, Cuauhtémoc, Cuauhtémoc, Ciudad de México, México ZIP 06500
Quantity, unit measure, goods/service description	Insert a detailed information according P.O. Ex: 19 pcs Anchor Bolts for Veracruz Project.
Currency, Unit Price & Total Amount	Insert a detailed information according P.O. Ex: Unit price: 5.40 USD Total price: 102.60 USD
Withholding:	The withholding tax of services if it is applicable.

Please before to submit your invoice confirm if it is comply with all mandatory requirements above described.

Please submit your invoice and proof of delivery or if you have any questions should be addressed to: daniel.aguilar@amermhi.com with copy to "buyer_in_charge"@amermhi.com

To validate your invoice, you must define the kind of validation you require. Click on **Type of validation ***, then select the proper option.

Type of validation *

Choose an option

- Choose an option
- With purchase order - MITSUBISHI POWER DE MEXICO (MHI0403019Q7)
- Without purchase order - MITSUBISHI POWER DE MEXICO (MHI0403019Q7)
- With purchase order - MECHANICAL DYNAMICS & ANALYSIS DE MEXICO SA DE C.V. (LDV1502181V3)
- Without purchase order - MECHANICAL DYNAMICS & ANALYSIS DE MEXICO SA DE C.V. (LDV1502181V3)

a) Validation with purchase order for Mitsubishi Power de Mexico.

- Attach invoice PDF file.

Type of validation *

With purchase order - MITSUBISHI POWER DE MEXICO (MHI0403019Q7)

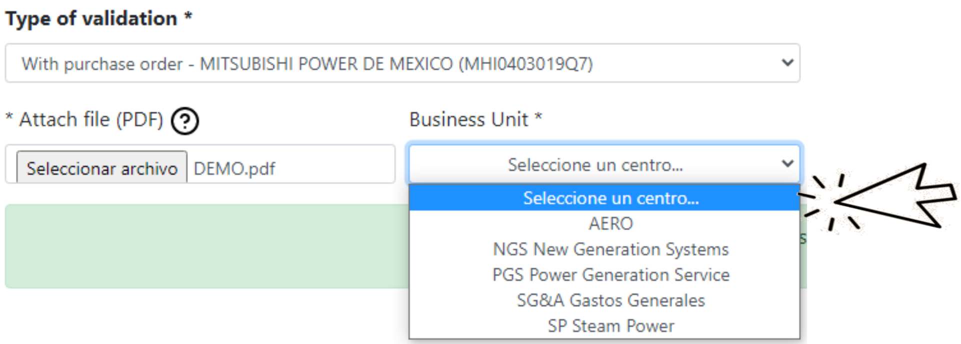
* Attach file (PDF) ?

Seleccionar archivo DEMO.pdf

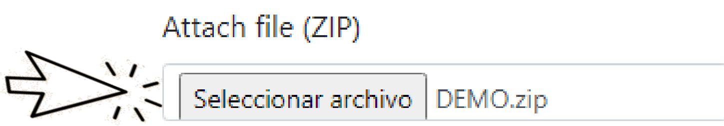
Business Unit *

Seleccione un centro...

- Select Business Unit *

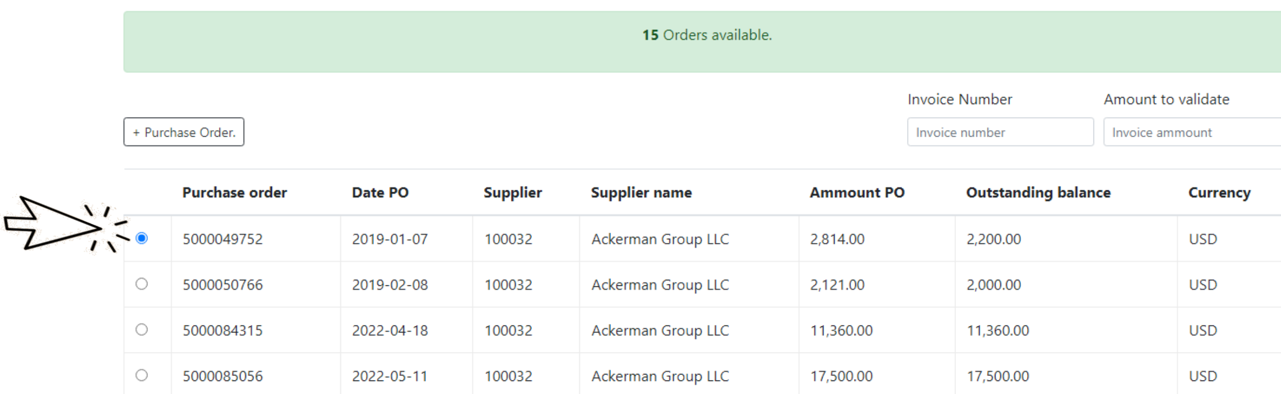


- Attach ZIP file (optional).



At the bottom of the screen you will find a table showing the purchase orders related to your company. Select the PO number corresponding to the invoice.

The PO number structure is: 50000XXXXX.



15 Orders available.

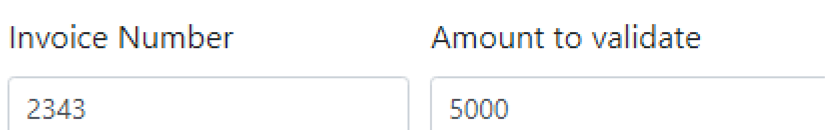
+ Purchase Order.

Invoice Number: Invoice number

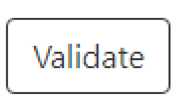
Amount to validate: Invoice ammount

	Purchase order	Date PO	Supplier	Supplier name	Ammount PO	Outstanding balance	Currency
◉	5000049752	2019-01-07	100032	Ackerman Group LLC	2,814.00	2,200.00	USD
○	5000050766	2019-02-08	100032	Ackerman Group LLC	2,121.00	2,000.00	USD
○	5000084315	2022-04-18	100032	Ackerman Group LLC	11,360.00	11,360.00	USD
○	5000085056	2022-05-11	100032	Ackerman Group LLC	17,500.00	17,500.00	USD

- Enter invoice number and amount.



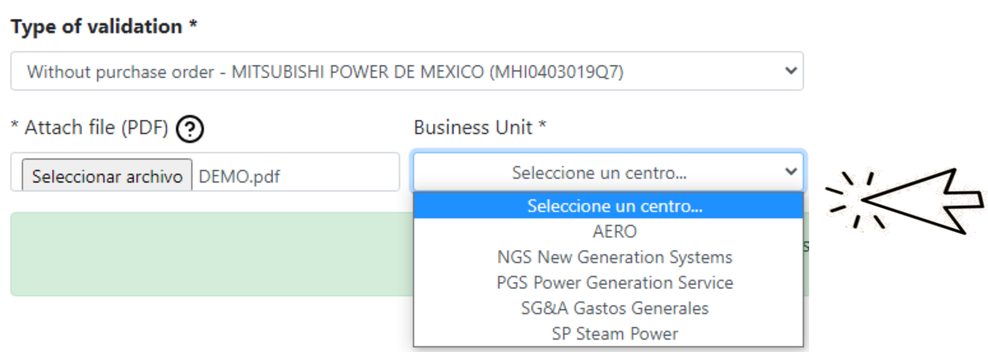
- Click "Validate".



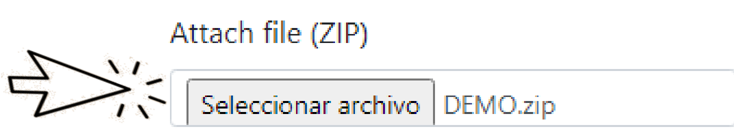
b) Validation without Purchase Order for Mitsubishi Power de Mexico.

- Attach invoice PDF file.

- Select Business Unit *

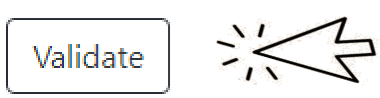


- Attach ZIP file (optional).



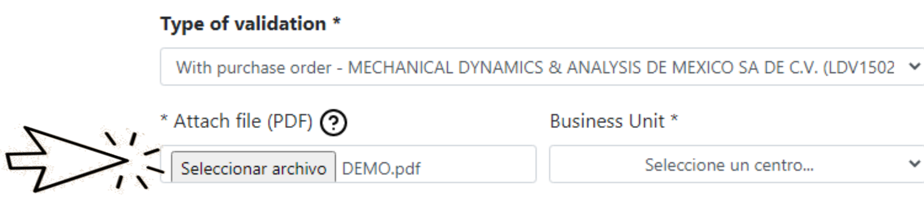
- Enter invoice number and amount.

- Click “Validate”.

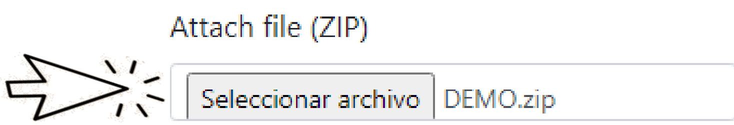


c) Validation with purchase order for Mechanical Dynamics & Analysis de Mexico.

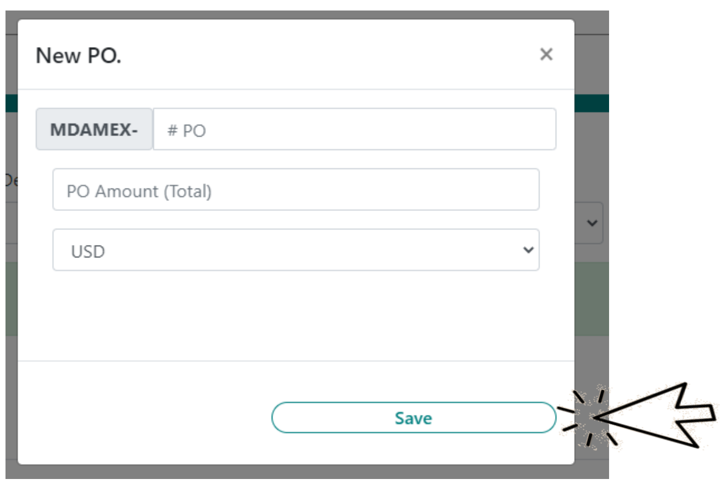
- Attach invoice PDF file.



- Attach ZIP file (optional).



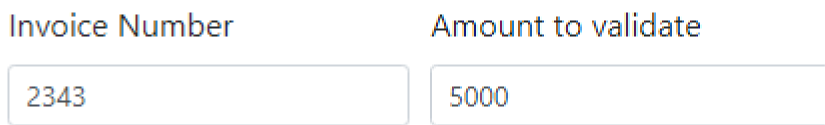
- Create a purchase order template clicking on "Purchase Order"
  Enter the following information, then click “Save”Capturar la siguiente información y seleccionar el botón “Save”:
  - PO Number
  - PO Amount
  - Currency



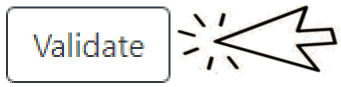
At the bottom of the screen you will find a table showing the purchase orders related to your company. Select the PO number corresponding to the invoice.
The PO number structure is: 50000XXXXX.

○	5000088627	2022-09-08	100032	Ackerman Group LLC	55,588.00	55,588.00	USD
○	5000089370	2022-10-03	100032	Ackerman Group LLC	17,550.00	17,550.00	USD
○	MDAMEX-333	2022-12-12	100032	Ackerman Group, LLC	500.00	100.00	USD

- Enter invoice number and amount.

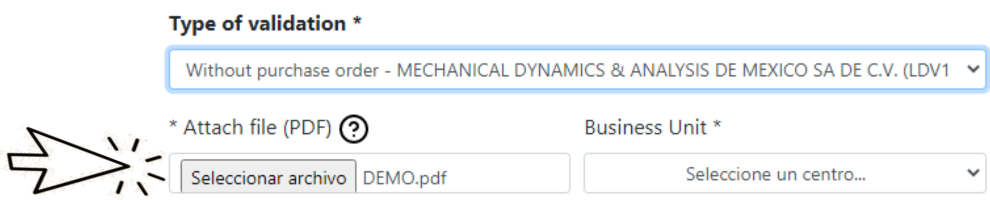


- "Click "Validate".

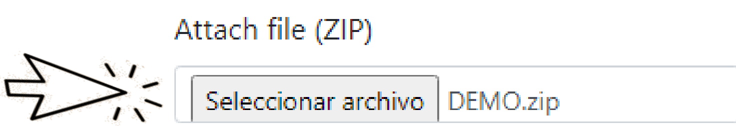


d) Validation without purchase order for Mechanical Dynamics & Analysis de Mexico.

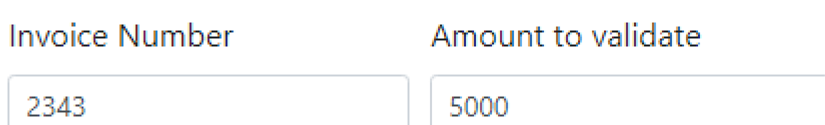
- Attach invoice PDF file.



- Attach ZIP file (optional).



- Enter invoice number and amount.



- Click "Validate".

3. Monitoring.

You can check on your invoice status using the Monitoring option on the main menu.

Using this option you will be able to check the following information from all the invoices you have uploaded:

¿DO YOU NEED SOME HELP?

When necessary, please contact us via whatsapp or email as follow:

Whatsapp: +52 5611 419587

Email: desarrollo@easyfac.com.mx