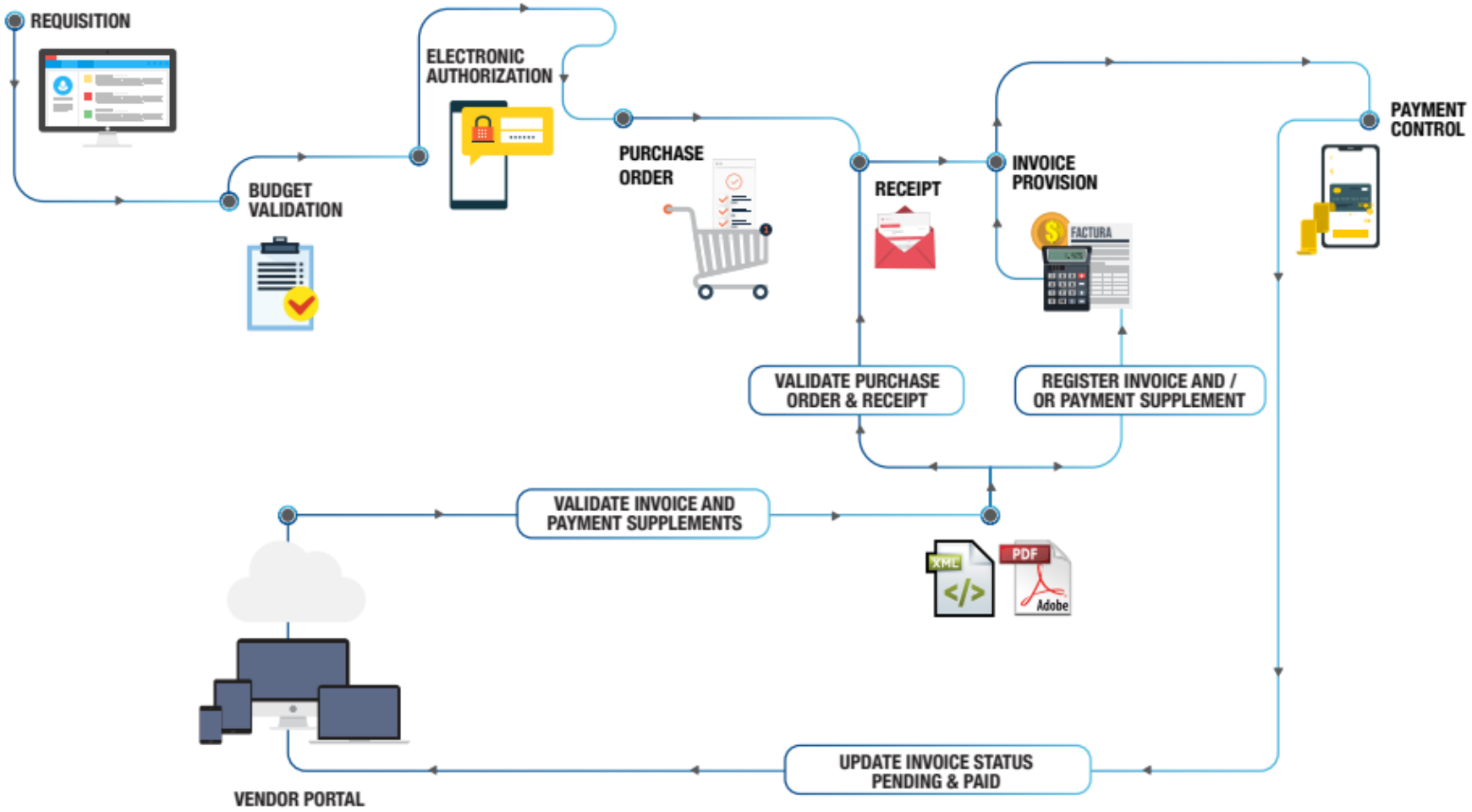
Vendor Portal

Validation of CFDIs and Payment Complements Workflow



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Vendor Portal

Tax Compliance Advantages

- CFDI's format validation
- Mandatory information according to SAT
- SAT's Black List validation (69 y 69b)
- SAT's Compliance Opinion validation
- Software adaptation according to changes in Mexico´s tax requirements
- Link of Journal entries with the corresponding tax folio (invoice's UUID)
- Upload and validation of payment complements (CFDI for payments)
- Notification via email for vendors with invoices pending to receive the payment complement

Administrative Advantages

- Reduction of man-hours invested collecting and validating invoices
- Electronic Invoices (XML and PDF files) stored in a database linked to the accounting information
- Purchase order and receipt validation
- Online feedback to vendor when importing invoices into the portal
- Reduces follow up calls from/to vendors in order to know their invoices' status
- Vendor is responsible to provide complete and correct information for the invoices to be paid.
- Invoices, once approved, are registered in the Banks module for journal entry generation and payment
- Option to print and download imported PDF and XML files
- Allows the vendor to update their information if approved by the master of vendor's responsible