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What can I find on this page?

On this page, you can make the funding of your receivable accounts.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Funding

When you choose this option, the following query criteria will be displayed in order to make the funding of your documents:

- All registers

Filters:

- Buyer RFC: Register the buyer RFC.
- Due date: Register the due date you want in the format dd/mm/yyyy (day, month, year).
- Amount range: Register the amount range of the documents you want to query. You can only choose one option; once you have done this Click "Continue".

2. Documents Query

When you select this option, the following query criteria are displayed:

- All
 - Register the query period of the files sent, in other words, register the *Start Date* and the *Target date* in the format dd/mm/yyyy (day, month, and year). Afterwards click "Continue".
 - The information displayed is the following:
 - *Details arrow*: It displays additional information on each service:
 - Currency
 - Term
 - Rate
 - Amount paid
 - Instruction number
 - Status
 - Error number
 - Error description
 - Payment method
 - Authorization number
 - Buyer RFC
 - Document number
 - Document amount
 - Currency

- Due date
- Funding cost
- Amount paid
- Payment date
- Funded: When selecting this option:

Register the query period of the files sent, in other words, register the *Start Date* and the *Target date* in the format dd/mm/yyyy (day, month, and year). Afterwards click "Continue".
- Settled by TEF: When selecting this option:

Register the query period of the files sent, in other words, register the *Start Date* and the *Target date* in the format dd/mm/yyyy (day, month, and year). Afterwards click "Continue"
- Instruction number: When selecting this option:

Register the Instruction Number that the system generated as a result of your funding request of several documents. Subsequently, Click "Continue"..

 - The information displayed is the following:
 - Buyer RFC
 - Document number
 - Document amount
 - Currency
 - Due date
 - Term
 - Rate
 - Funding cost
 - Amount paid
 - Payment date
 - Authorization number
 - Status
 - Error number
 - Error description
- *Funding Status*: By clicking on this option, the information will be itemized as follows:
 - *Details arrow*: It displays additional information on each service:
 - Currency
 - Applied documents
 - Rejected documents
 - Instruction number
 - Documents total number
 - Documents total amount
 - Funding total cost
 - Total amount paid
 - Status