



# ACS / File

## Update Notice Change Management



Axosnet  
Cloud Solutions

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<b>Document Owner:</b>	Alicia Torres

As part of the process of renewal and continuous improvement of the Axosnet Solutions Suite, a major upgrade of our Productive Environment is scheduled.

This upgrade will take effect on August 12, 2024. This Release will not affect the availability of our applications, so it's not necessary to take any additional action.

In this document, we present and explain the changes made, as well as their main features.

Sincerely  
Axosnet

What is ACS/File?

Benefits of ACS/File

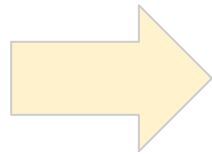
Implementation of ACS/File

Example of ACS/File (screenshots)

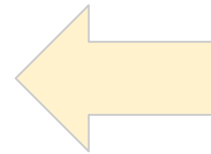
How to obtain ACS/File?

It is a new ACS/Management feature that allows Clients to request a predefined set of documents from their Suppliers through a Digital File.

**Client**  
Requires  
Documents



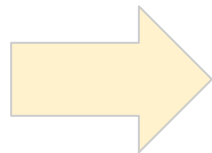
**Digital  
Records**



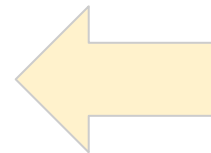
**Supplier**  
Deliver  
Documents

- 100% Digital File Management
- Suppliers will have a unique Master File where they will store all their documents.
- Facilitates the organization and access to documents.
- Promotes transparency and efficiency by allowing Clients to easily obtain the documents.
- Enhances security and reliability by keeping all documentation in one place and accessible in a controlled manner.
- Optimizes compliance processes and response to information requests from Clients.

**Client**  
Requires  
Documents

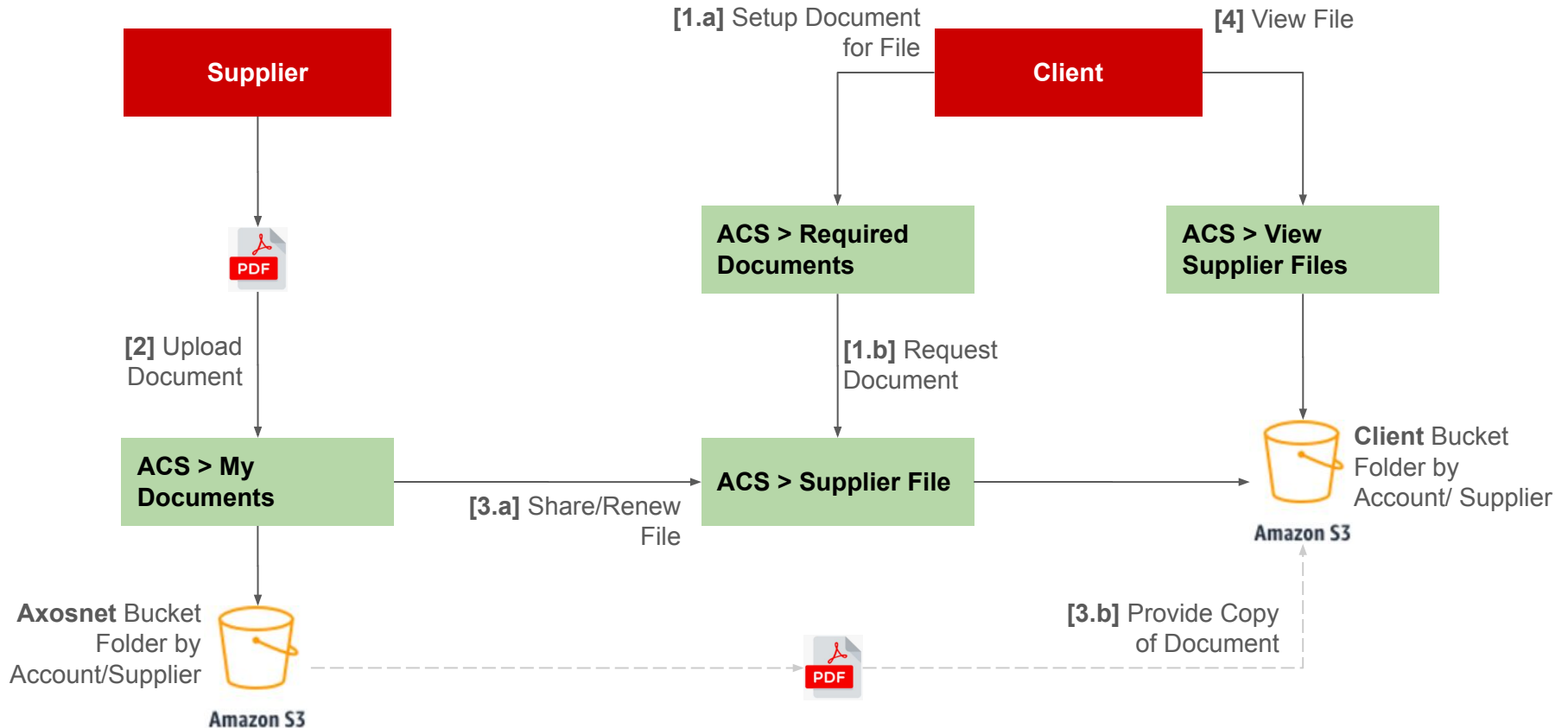


**Digital File**



**Supplier**  
Deliver  
Documents

# Context and Actors in ACS/File



**Request  
Documentation**

Client configures and requests documents for the Supplier's file.

**Upload  
Documents**

Supplier uploads documents to their Master File.

**Deliver  
Documents**

Supplier integrates the file by granting access to the documents requested by the Client.

**View  
File**

Client consults the file with documents shared by the Supplier.



# Example of ACS/File (screenshots)



CLIENT > Request Documentation

SUPPLIER > Upload Documents

SUPPLIER > Deliver Documents

CLIENT > View File

The screenshot shows the 'ACS Management' interface. At the top, there are navigation links for 'Aplicaciones' and 'ajosnet'. The main header includes 'ACS Management' and a user profile 'SORIANA REP LEGAL'. The left sidebar contains navigation icons for home, grid, users, settings, layers, and mail. The main content area is titled 'Documentos Requeridos' and contains a table with columns for 'Documento', 'Nivel', and 'Objeto'. A modal window titled 'Nuevo documento' is open in the center, containing the following fields and options:

- Nivel:** Radio buttons for 'Global' and 'Compañía' (selected).
- Compañía \*:** Dropdown menu with 'SORIANA MEXICO' selected.
- Documento \*:** Dropdown menu with 'Acta constitutiva' selected.
- Nombre corto:** Text input field containing 'Acta constitutiva'.
- Renovación (meses) \*:** Dropdown menu with '6 meses' selected.
- Obligatorio:** Checked checkbox.
- Activo:** Checked checkbox.

At the bottom of the modal are two buttons: 'CANCELAR' and 'GUARDAR'. The background table shows a list of documents with columns for 'Fecha de Registro', 'Fecha de Baja', and 'Acciones'.

# Example of ACS/File (screenshots)



CLIENT > Request Documentation

SUPPLIER > Upload Documents

SUPPLIER > Deliver Documents

CLIENT > View File

The screenshot shows the ACS Management web application interface. At the top, there is a navigation bar with the 'ajsnet' logo and 'ACS Management' text. Below this, a breadcrumb trail reads 'Doc. generales y Expedientes < Documentos Generales (Compañías) < cheetos mexico'. The main content area is titled 'Documentos Generales' and shows a list of documents for the account 'cheetos mexico'. A modal window titled 'Nuevo documento' is open in the center, allowing for document upload. The modal contains a dropdown menu for 'Documento \*' with 'Acta constitutiva' selected, a file upload area with the text 'Arrastre su archivo aquí o haga clic para buscar', a preview of a file named 'Articles of Incorporation\_AT\_07\_09\_2024.pdf' (334 KB), and a text input for 'Folio \*' with 'Folio 01' entered. At the bottom of the modal are 'CANCELAR' and 'GUARDAR' buttons. The background interface includes a search bar 'Buscar Documentos', a 'Cargar documento' button, and a table of actions for each document.

# Example of ACS/File (screenshots)

CLIENT > Request Documentation

SUPPLIER > Upload Documents

SUPPLIER > Deliver Documents

CLIENT > View File

Aplicaciones ACS Management 🔔 CHEETOS rep legal

Doc. generales y Expedientes < Expedientes (Compañías) < cheetos mexico < SORIANA MEXICO

Expedientes 🔍 Buscar Documentos

Cuenta: SORIANA MEXICO - SORIANAMEXICO

+ AGREGAR FILTRO

Documento	Estatus ↑	Renovación	Acciones
Acta constitutiva	▶	6 meses	
Carta de Referencias Comerciales	▶	6 meses	
Contrato de servicio	▶	12 meses	

Filas por página: 10 1 - 3 de 3 |< < > >|

### Confirmación de Acceso

Se ha concedido acceso al documento "Acta constitutiva"

[CONFIRMAR](#)

# Example of ACS/File (screenshots)

CLIENT > Request Documentation

SUPPLIER > Upload Documents

SUPPLIER > Deliver Documents

CLIENT > View File

Aplicaciones ACS Management SORIANA REP LEGAL

Proveedores < Mis proveedores < Expediente

Expediente

DATOS GENERALES DOCUMENTOS GENERALES

Cuenta: cheetos mexico RFC: cheetosmexico

+ AGREGAR FILTRO

Documento	Nivel	RFC	Estatus ↑	Folio	Fecha de Alta	Renovación	Acciones
Carta de Referencias Comerciales	Compañía	SORIANAMEXICO	▶	03AT	05/07/2024	6 meses	
Contrato de servicio	Compañía	SORIANAMEXICO	▶	04AT	05/07/2024	12 meses	
Acta constitutiva	Compañía	SORIANAMEXICO	▶	01AT	17/07/2024	6 meses	

Filas por página: 10 1 - 3 de 3 < > >>

- No action required.
- ACS/File is available in all ACS implementations..
- The management of ACS/File is a standard feature available to the Administrator at no additional cost.



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## **Our Site**

<https://www.axosnet.com/>

## **Release Notes**

<https://axosnet.info/docs/release-notes/>

## **Online Help**

<https://axosnet.info/>

## **Service Desk**

<https://axosnet.atlassian.net/servicedesk/customer/portal/1>



## History

Version	Date	Revision Author	Summary of Changes
1.0	18/Jul/2024	Alicia Torres	First Draft
1.1	18/Jul/2024	Alicia Torres	Document development
1.2	18/Jul/2024	AT + MMM	Internal Review
1.3	19/Jul/2024	HGF + MMM	Final Review
2.0	31/Jul/2024	HGF + MMM	Public Version

## Distribution

Name	Title
All Customers	Public Document on Axosnet.INFO
All Axosnet Staff	Public Document on Axosnet.INFO

## Approval

Name	Position	Signature	Date
Héctor González de la Fuente	R&D Manager	HAGF	31/Jul/2024