



Axosnet
Cloud Portal

Supplier Portal
Integrated to SAP

Axosnet Cloud Portal

Notification and Compliance of Payment Complement

Update Notice

Document Classification: **Public** | Version: **1.00** | Dated: **21/May/2026**

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Axosnet Notice

As part of the continuous improvement process for the **Axosnet Solutions Suite**, our Production Environment will be updated on May 21, 2026.

This release **does not affect the availability** of our applications, so no further action is required.

This document outlines and explains the implemented changes and their main features.

Sincerely,
Axosnet de México

Axosnet Cloud Portal

Notification and Compliance of Payment Complement

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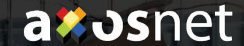


Axosnet Cloud Portal

Notification and compliance with the
payment Complement

What is it?

Payment Complement: What is it?



The **Payment Receipt Supplement (REP)** is an essential tax receipt in Mexico to formalize the collection or payment of invoices for Partial or Deferred Payment (PPD).

Axosnet Cloud Portal integrates two key functionalities to ensure compliance:



REP Notifications

Automated email alerts and strategic reminders to strictly comply with legal deadlines for issuing the REP after receiving a payment.



REP compliance

Preventive control that prevents suppliers with pending REPs from uploading new invoices, guaranteeing administrative and fiscal order.



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Changes and Benefits

1. Payment Complement Notifications: Axosnet Cloud Portal incorporates this feature to optimize your tax compliance.



Notification Automation

The system sends email alerts: one when the payment is made and a second as a reminder to upload the payment complement. .



Performance Guarantee

Promote registration within the first five days of the following month, complying with Mexican tax regulations.

We facilitate proper management and due legal compliance for your organization.

2. **Payment Complement Compliance:** Axosnet Cloud Portal (ACP) has integrated this strategic function to ensure compliance with tax regulations.



Preventive Control

By activating this setting, the uploading of new invoices from suppliers with pending REPs is blocked, complying with the requirement to issue them within the first five days of the following month.



Operational Flexibility

ACP allows you to set exceptions for certain suppliers, facilitating alignment with your organization's internal policies without stopping operations.

We ensure the strategic alignment and legal compliance of your organization.



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Implementation

Your organization's ACP administrator should follow these steps to implement:

1. Payment Supplement Notifications

- Access the Communication submodule (located in the Settings menu).
- On the Warnings screen, configure the notification profile and method*.
- In the settings details, set the notification frequency.

*Currently, only email notifications are available. Mobile and web notifications are under development.

The screenshots show the ACP administrator interface. The top screenshot shows the 'Communication' submodule selected in the Settings menu. The bottom screenshot shows the 'Warning Settings' table with the following data:

Row	Warning	Owner	Receiving Profile	Administrator	Contact	Read Confirmation				Action
1	Payment Complement		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2	Invoice Receiving		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <input checked="" type="checkbox"/>
3	Invoice Processing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <input checked="" type="checkbox"/>
4	Invoice PO Relation		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <input checked="" type="checkbox"/>
5	Invoice Download		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <input checked="" type="checkbox"/>

The 'Frequency' dialog box shows the following options:

- At the time of invoice payment
- On the day of the month following invoice payment
- On the day of the month following invoice payment

Buttons: CANCEL, SAVE

Your organization's ACP administrator should follow these steps to implement:

2. Payment Supplement Compliance

- Access the Configuration submodule (located in the Configuration menu).
- Scroll to the bottom of the Validation Rules section.
- Activate the functionality using the toggle switch and configure the corresponding days and exceptions.

The screenshot displays the Axosnet Cloud Portal 3.0 interface. The top navigation bar includes the Axosnet logo and the text "Axosnet Cloud Portal 3.0". The main content area is titled "Setting" and contains a "Settings" card with the description "Customize and adjust site preferences, dashboard, and validation rules." Below this, the "Setting Setup" section is visible, with tabs for "SITE SETTINGS", "CARDS ON DASHBOARD", and "VALIDATION RULES". The "VALIDATION RULES" tab is active, showing a "Countries" dropdown set to "Mexico" and a "More settings" section with "General rules" and "Rules verified" options. A table titled "Validation rules for digital documents" is shown, with columns for "Name", "Status", and "Validation Result". Below this, the "Payment Complement (REP) Enforcement" section is highlighted with an orange border. It features a toggle switch that is turned on, a text input field with the value "1", and an "Add Exception" button. The "Exceptions List" section below it contains a table with columns for "COMPANY NAME", "TAX ID", "ADDED BY", "DATE ADDED", and "ACTIONS", and a note stating "No exceptions registered".



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Example

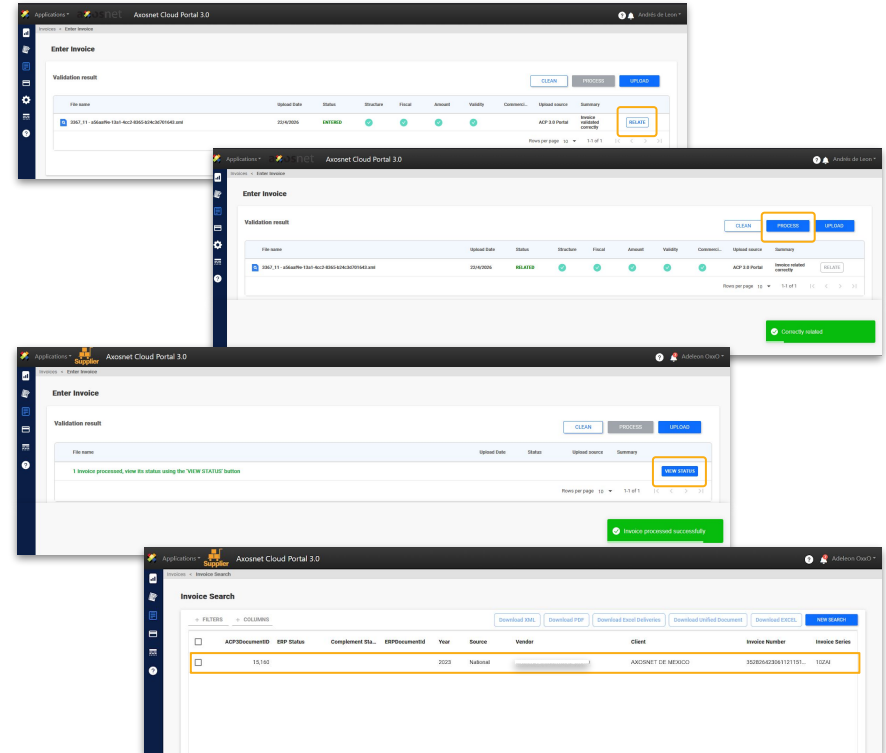
Payment Complement: Example

The scenario for visualizing the "**Payment Complement Notification**" functionalities in Axosnet Cloud Portal is developed as follows:

1. Processing a PPD invoice

Go to the "Document Entry" section located in the "Invoices" module and do the following:

- Upload an invoice with the Partial or Deferred Payment (PPD) method.
- Link it to the corresponding Purchase Order.
- Process the invoice (all linked invoices will be processed).
- View the invoice status using the "View Status" option.

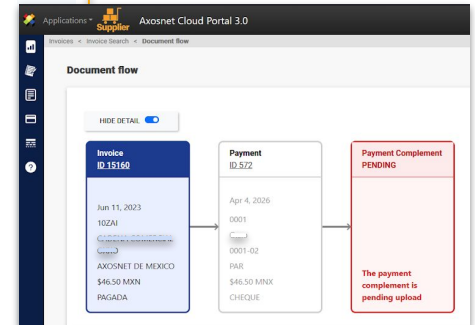
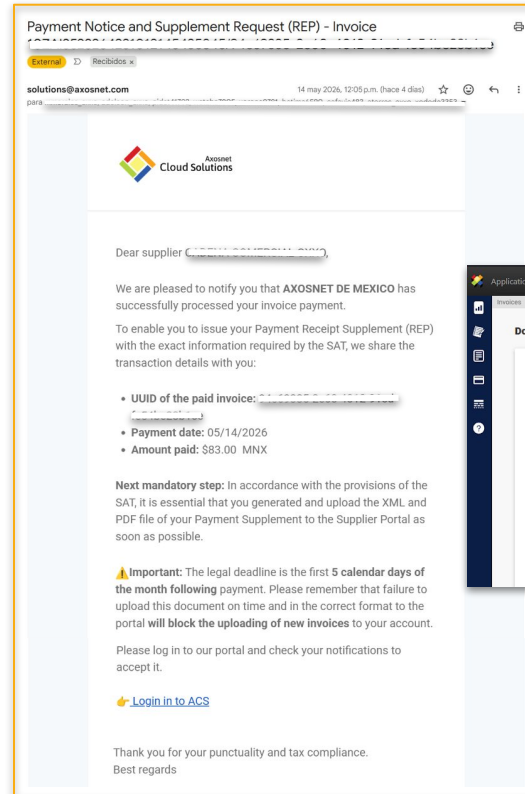


Payment Complement: Example

2. Receipt of notification email for Payment Supplement

When the payment due date arrives:

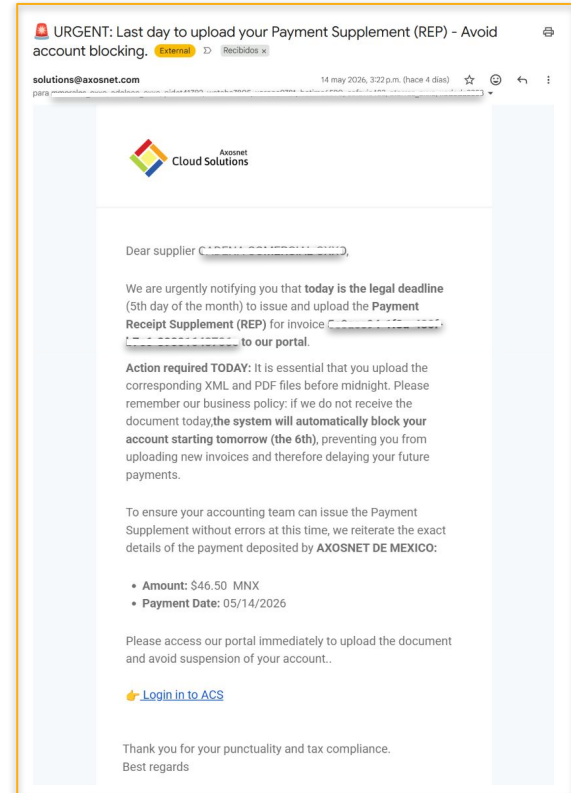
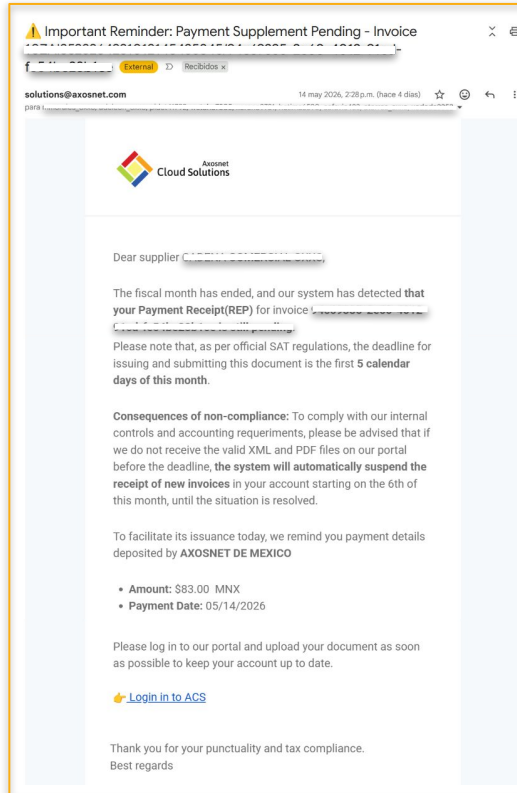
- Make and record the payment (partial or full) of the invoice in your ERP (SAP Concur).
- Verify receipt of the payment notification email, which will contain the information needed to generate the Payment Receipt (REP).
- Go to "Invoice Inquiry" (in the Invoices module) and verify that the payment is reflected and that the Payment Receipt is pending.



Payment Complement: Example



If the Payment Add-on is not uploaded, you will receive reminder emails to upload it before the deadline.

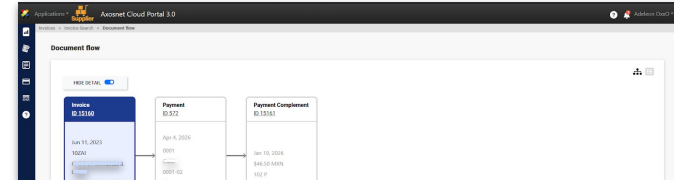
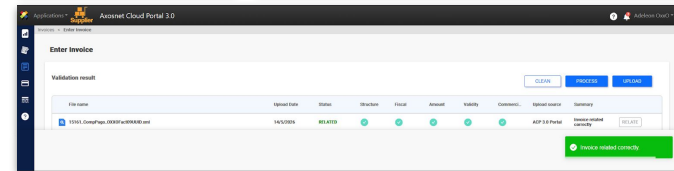
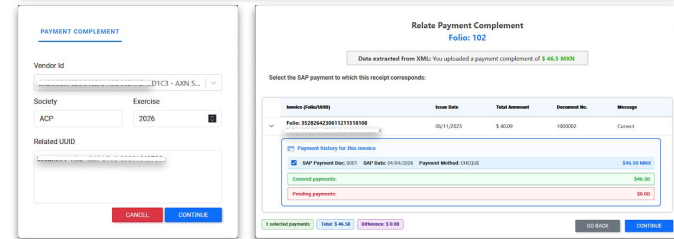
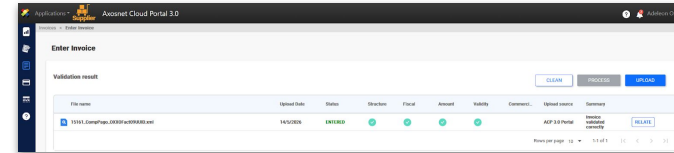


Payment Complement: Example

3. Loading and processing of Payment Supplement

Go to the “Document Entry” section located in the “Invoices” module and do the following:

- Upload the Payment Supplement (REP) corresponding to the previously uploaded invoice.
- Link the REP to the corresponding invoices.
- Process the payment supplement (all linked invoices will be processed).
- Verify in the Invoice Inquiry that the supplement has been uploaded.



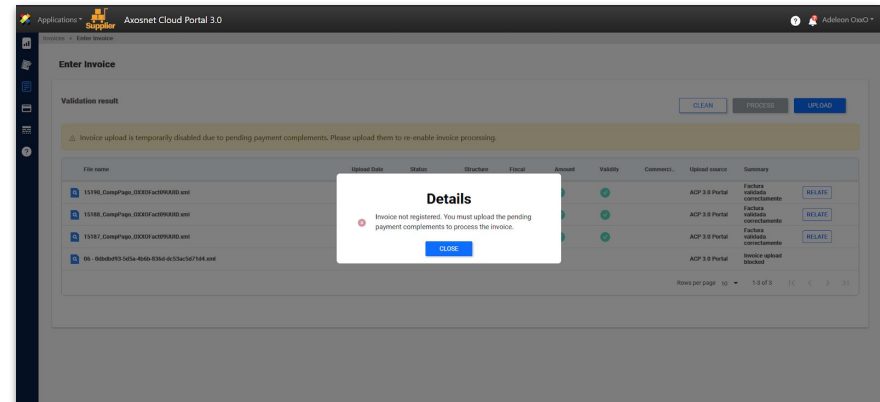
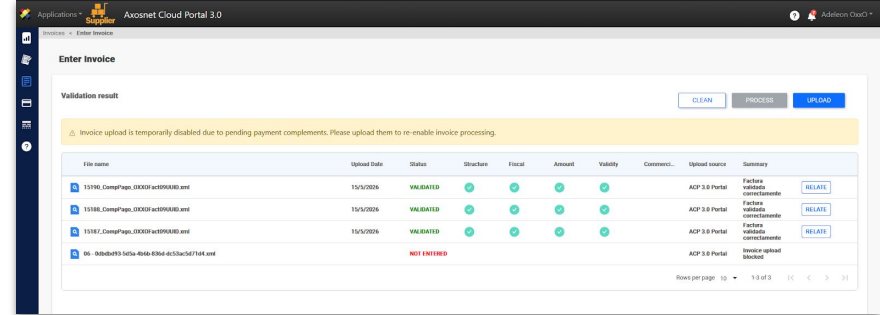
Payment Complement: Example

The scenario for visualizing the "Payment Complement Compliance" functionalities in Axosnet Cloud Portal is as follows:

4. Behavior of the block due to non-compliance with Payment Supplement

If you did not upload the Payment Supplement within the configured days and the "Payment Supplement Compliance" functionality is enabled, the system will act as follows:

- Upload and process a new invoice using the Partial or Deferred Payment (PPD) method.
- Check the message indicating that the invoice was not entered due to a block on pending Payment Supplements.



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How to get it?

Payment Complement: How to get it?



Immediate access at no additional cost

✓ Included in your subscription

The Payment Supplement Notification and Fulfillment functionality is part of the standard Axosnet Cloud Portal package for the ACP-SAP account type.

✓ Native optimization

Take advantage of the integrated tools for efficient and centralized invoice management.

Relate Payment Complement

Folio: 102

Data extracted from XML: You uploaded a payment complement of **\$ 46.5 MXN**

Select the SAP payment to which this receipt corresponds:

Invoice (Folio/UUID)	Issue Date	Total Amount	Document No.	Message
Folio: 3528264230611211518108	06/11/2023	\$ 40.09	1000002	Correct

Payment history for this invoice

<input checked="" type="checkbox"/>	SAP Payment Doc: 0001	SAP Date: 04/04/2026	Payment Method: CHEQUE	\$46.50 MXN
Covered payments:				\$46.50
Pending payments:				\$0.00

1 selected payments Total: \$ 46.50 Difference: \$ 0.00

GO BACK CONTINUE



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<https://axosnet.info/es/docs/>

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<http://support.axosnet.com>

The logo for axosnet, featuring the word "axosnet" in a white, lowercase, sans-serif font. The letter "o" is replaced by a colorful icon consisting of four overlapping squares in red, yellow, blue, and green.A photograph of a city skyline at dusk or dawn, with several tall skyscrapers. In the foreground, there is a multi-lane highway with yellow and white lane markings, curving to the right. The sky is a mix of orange, yellow, and blue.

Thank you for your
attention.