



axosnet



Axosnet
Cloud Solutions

A dark, atmospheric photograph of a city skyline at dusk or dawn, with a multi-lane highway in the foreground. The buildings are silhouetted against a dim sky, and the highway has yellow lane markings.

Axosnet Cloud Solutions

Document Management

Update Notice

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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 **Jun 15, 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 Solutions

Document Management

01 What is it?

Document Management

02 Changes and Benefits

Advantages of Document Management

03 Implementation

Steps for implementacion.

04 Example

Use case and visualization.

05 How to get it?

Requirements and contact information.





Axosnet Cloud Solutions

Document Management

What is it?

Document Management

It's a feature of **Axosnet Cloud Solutions** that allows you to store, organize, manage, and share documents for each of your companies. It ensures fast, secure, and centralized access to all your files.



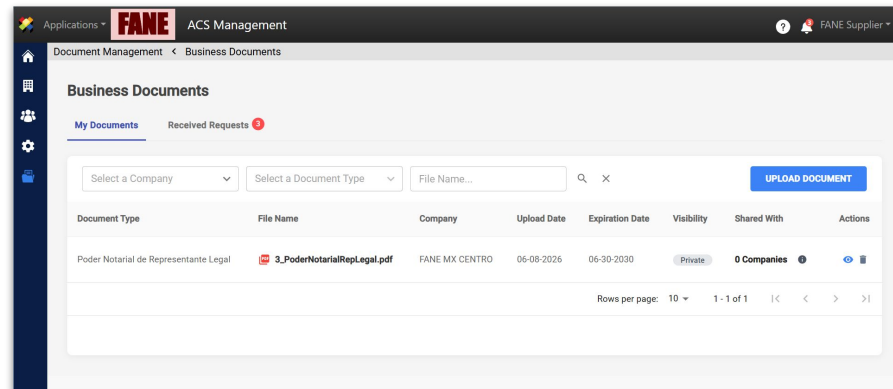
Collaboration with Suppliers

It facilitates the request and receipt of documentation directly on the platform. Once shared, the client can approve or reject it immediately.



Total Visibility

Both parties can monitor the status and details of each document in real time, eliminating uncertainty in the processes.





Axosnet Cloud Solutions

Document Management

Changes and Benefits



Centralized Storage

It centralizes the organization and preservation of documents for each company.



Quick and Secure Access

It guarantees unified and secure access to all corporate files.



Simplified Management

Request and receipt of supplier documentation directly on the platform.



Efficient Approval

It allows for the quick approval or rejection of documents shared by the provider.



Real-Time Monitoring

Full tracking of the status and details of the document for both parties.



Access Control

Possibility to revoke access to documents at any time necessary.



Axosnet Cloud Solutions

Document Management

Implementation



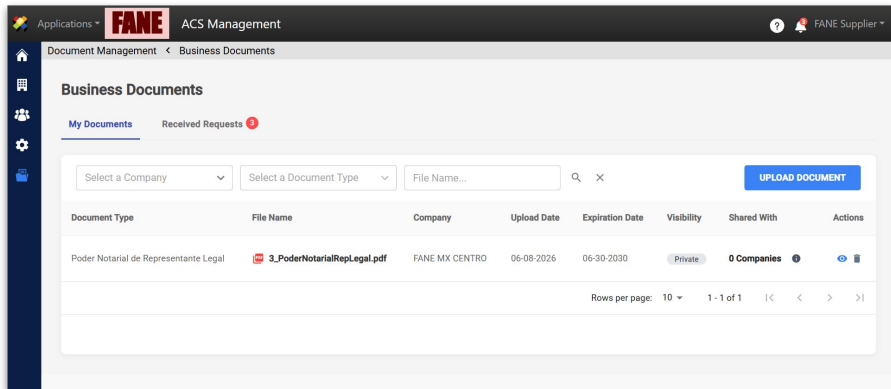
Documentation Repository

Storage without prior configuration, integrated directly with ACS Management.



Application and Reception

Seamless exchange between Clients and Suppliers. Requires an active **ACP subscription**.



Guide to verifying your ACP subscription:

01. Access **Subscriptions and Plans** in the ACS Management panel.

02. Identify the subscription status:

- ✓ If it is **Active**, the record will be visible immediately.
- ✗ If it does not appear, the subscription is not registered.



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Document Management

Example

Document Management: Example



Follow these steps to securely **store documents** on the platform:



1. Access

Access **Document Management** in ACS Management.



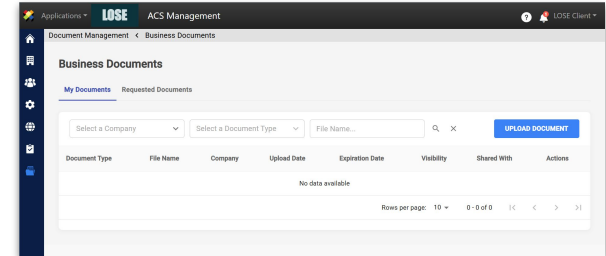
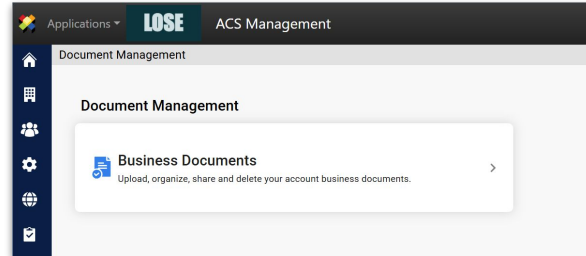
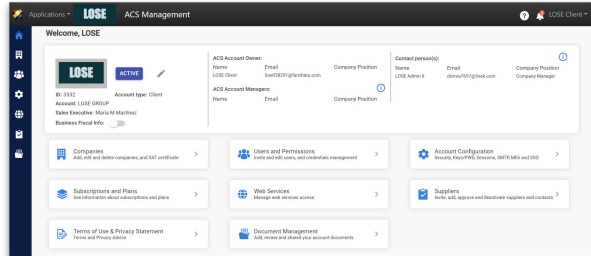
2. Navigation

Go to the **Business Documents** section.



3. Upload

In **My Documents**, click **Upload Document**.



Document Management: Example



4. Form

Complete the required fields on the form and upload the corresponding file.



5. Ending

Once uploaded, you will be able to view the document and consult all its details.

The screenshot shows the 'Upload New Document' modal form. The form fields are:

- Company: LOSE MX CENTRO
- Document Type: Certificate of Tax Status
- Expiration Date: 06-30-2030
- File Name: 6_ConstanciaSituacionFiscal.pdf (44 KB)

Buttons: Cancel, Upload

The screenshot shows the 'Business Documents' list view. The table contains the following data:

Document Type	File Name	Company	Upload Date	Expiration Date	Visibility	Shared With	Actions
Constancia de Situación Fiscal	6_ConstanciaSituacionFiscal.pdf	LOSE MX CENTRO	06-08-2026	06-30-2030	Private	0 Companies	👁️ 🗑️

Rows per page: 10 | 1-1 of 1

The document has been saved successfully.

Document Management: Example



To **request documents**, the **Customer's** ACS Management Administrator must follow these steps:



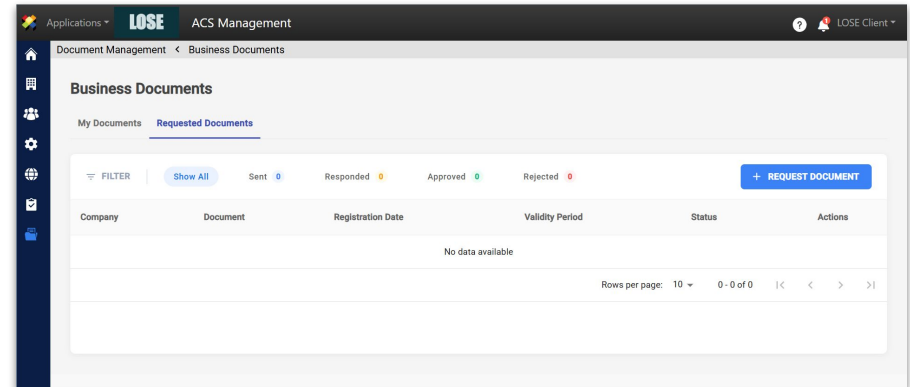
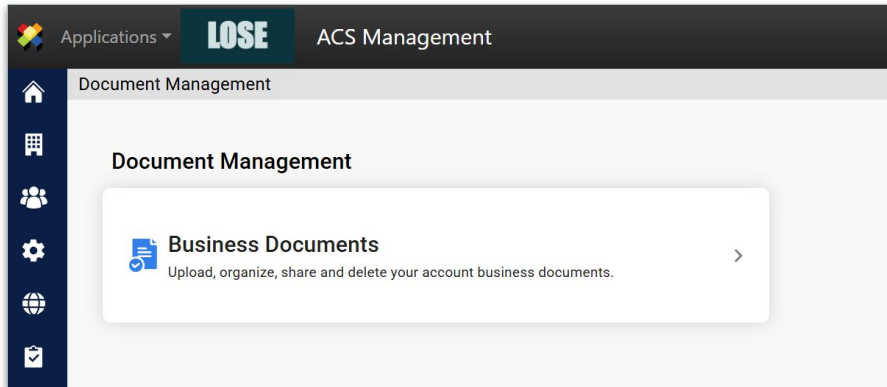
1. Acces

Access **Document Management** in ACS Management and go to **Business Documents**.



3. Request

In **Requested Documents**, click on **Request Document**.



Document Management: Example



4. Selection

Select the supplier and enter a comment or instruction.

Request Document
1/2 Select Supplier

Selected: 0 Search Results: 3

Mexico Supplier Name RFC SEARCH

<input type="checkbox"/>	Country	Supplier No	Supplier Name	RFC
<input type="checkbox"/>	México	---	FANE MX CENTRO	NCQ5803228F4
<input type="checkbox"/>	México	---	FANE MX NORTE	MA5430904QM8
<input type="checkbox"/>	México	---	FANE MX SUR	MGB200107LY5

Rows per page: 10 1 - 3 of 3

Cancel Next

Request Document
2/2 Document Type

Document Type
Constancia de Situación Fiscal

Description
The most recent tax status certificate is requested.

Cancel Back Create Request



5. Ending

Once requested, you will be able to view the application and check its details.

Applications LOSE ACS Management LOSE Client

Document Management Business Documents

My Documents Requested Documents

FILTER Show All Sent 3 Responded 0 Approved 0 Rejected 0 + REQUEST DOCUMENT

Company	Document	Registration Date	Validity Period	Status	Actions
FANE MX SUR	Constancia de Situación Fiscal	06-08-2026	---	Sent	View Details
FANE MX NORTE	Constancia de Situación Fiscal	06-08-2026	---	Sent	View Details

Rows per page: 10 1 - 3 of 3

The request has been created successfully

You can manage your requests in the **Responded** section, where you can approve or reject the document once the provider has responded.

Document Management: Example



Steps to respond to a **document request**: The **Supplier's** ACS Management Administrator must follow these steps:



1. Access

Access **Document Management** in ACS Management.



2. Navigation

Access **Business Documents**.

Applications **FANE** ACS Management FANE Supplier

Welcome, FANE

FANE ACTIVE

ID: 3533 Account type: Client/Provider
Account: FANE GROUP
Sales Executive:

ACS Account Owner:		
Name	Email	Company Position
FANE Supplier	fanevh742@fanchatu.com	

Contact person(s):		
Name	Email	Company Position
FANE Supplier	fanevh742@fanchatu.com	Account Owner
FANE Admin II	hela72201@fanchatu.com	Company Manager

ACS Account Managers:		
Name	Email	Company Position

- Companies: Add, edit and delete companies, and SAT certificate >
- Users and Permissions: Invite and edit users, and credentials management >
- Account Configuration: Security, Keys/PWD, Sessions, SMTP, MFA and SSD >
- Subscriptions and Plans: See information about subscriptions and plans >
- Terms of Use & Privacy Statement: Terms and Privacy Advice >
- Document Management: Add, review and shared your account documents >

Applications **FANE** ACS Management

Document Management

Document Management

Business Documents
Upload, organize, share and delete your account business documents. >

Document Management: Example



3. Location

Navigate to **Received Requests** and select the request.



4. Answer

Click on **Reply** and send the document.

Administración de Documentos < Documentos Empresariales

Documentos Empresariales

Mis Documentos **Solicitudes Recibidas** 3

FILTRO | Mostrar Todo | Recibido 3 | Respondido 0 | Aprobado 0 | Rechazado 0

Cliente	Documento Solicitado	Fecha de la Solicitud	Periodo de Validez	Estatus	Acciones
LOSE GROUP	Poder Notarial de Representante Legal	08-06-2026	--	Recibido	RESPONDER
LOSE GROUP	Poder Notarial de Representante Legal	08-06-2026	--	Recibido	RESPONDER

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Document Management < Business Documents

Business Documents

My Documents **Received Requests** 3

CLIENT | FILTER | Show All | Received 3

Client	Requested Document	Status	Actions
LOSE GROUP	Constancia de Situación Fiscal	Received	RESPOND
LOSE GROUP	Constancia de Situación Fiscal	Received	RESPOND
LOSE GROUP	Constancia de Situación Fiscal	Received	RESPOND

Respond to Request

Requester: LOSE GROUP

Requested Document: Constancia de Situación Fiscal

Requested Company: FANE MX CENTRO

Comments: The most recent tax status certificate is requested.

How would you like to provide this document?

Select From Repository Upload New Document

Select File

Constancia de Situación Fiscal - 6_ConstanciaSituaciónFis...

Sharing Validity Period

6 Months

Reject Cancel Send Document

Rows per page: 10 | 1 - 3 of 3

Requests are managed as **Answered, Approved, or Rejected**, where you will see the status of shared documents.



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Document Management

How to get it?

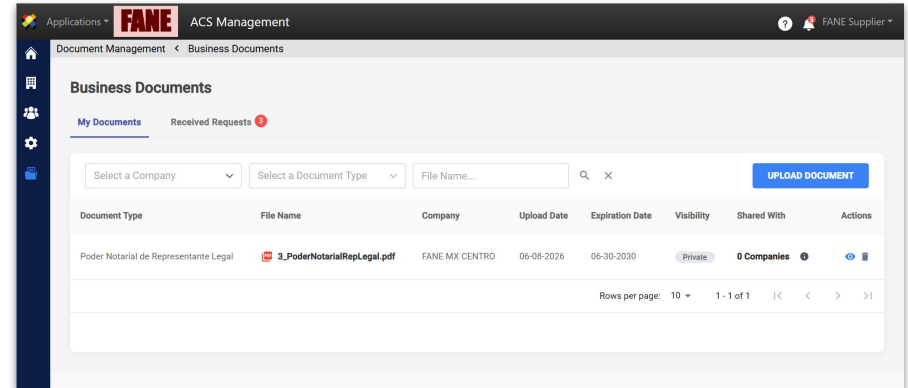
Document Management

✓ Document Repository

Document storage is a **standard feature** included in the Axosnet Cloud Solutions package.

✓ Share Documents

Requesting and receiving documents from suppliers is **integrated through an Axosnet Cloud Portal (ACP) subscription**. To obtain an ACP proposal, please contact the sales team.



Axosnet
Cloud Solutions

Contact

Our Site

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

Releases and Updates

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

Online Help

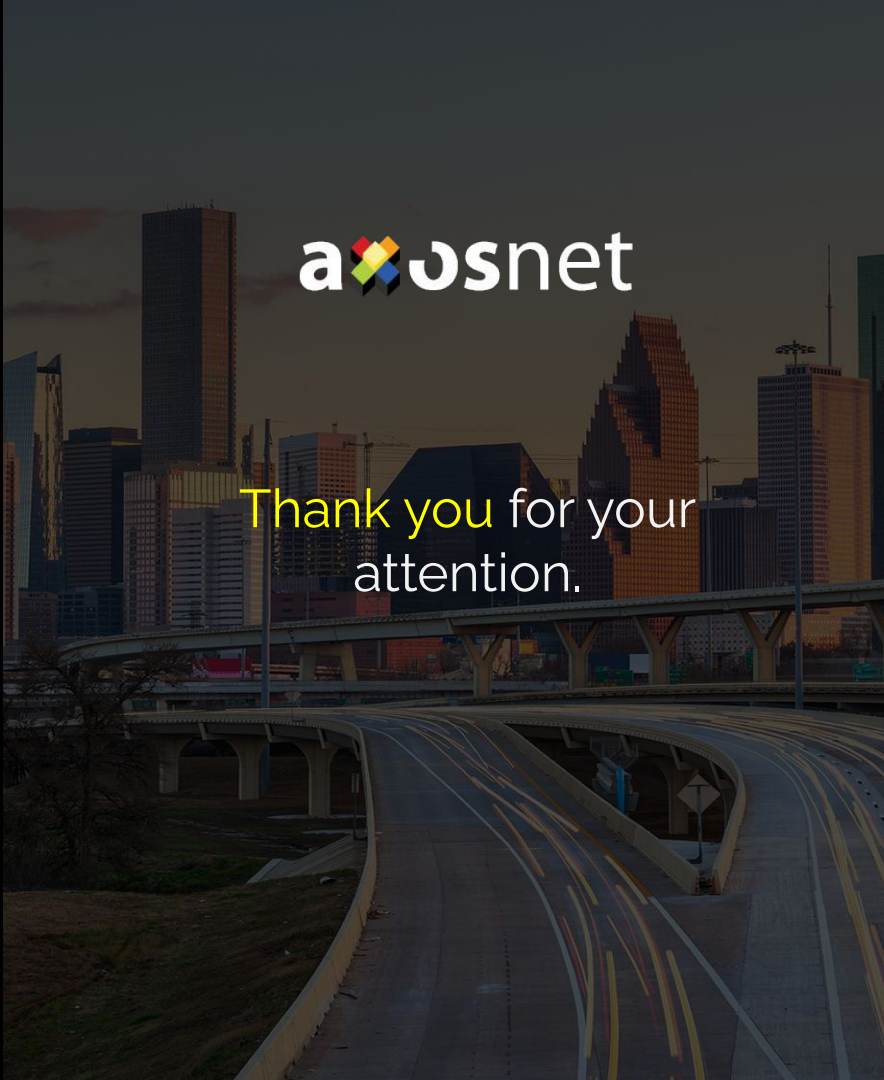
<https://axosnet.info/es/docs/>

Help Desk

<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 stylized icon consisting of four overlapping squares in red, yellow, green, and blue, arranged in a 2x2 grid.

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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 grey.

Thank you for your
attention.