



ORACLE  
NETSUITE

# Mexico Specific Features



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Click [here](#) to send us your comments. If possible, please provide a page number or section title to identify the content you're describing.

To report software issues, contact NetSuite Customer Support.

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# Mexico Help Topics

 **Note:** To access the Mexico Help Topics in Spanish, select Español (Latinoamérica) from the dropdown list at the top right corner of the NetSuite Help Center.

## Overview

The following help topics provide information about NetSuite features that are specific to companies doing business in Mexico. The NetSuite International Edition can be configured with capabilities and reports specific to a Mexican business setting and requirements.

To know more about localized editions of NetSuite, as well as setting up NetSuite accounts and subsidiaries, refer to the following help topics:

- [NetSuite Editions Overview](#)
- [Introduction to NetSuite OneWorld](#) — for companies using NetSuite across multiple subsidiaries and countries
- [Set up NetSuite OneWorld](#)
- [Creating Subsidiary Records](#)

Please note that general NetSuite features are covered in other chapters and topics.

## General Setup

[Setting Up Mexico-specific Preferences](#): Set up your NetSuite company and user preferences for Mexico, including date, currency, language, time zone, and support for Mexican number, phone, and address format.

## Functional Areas

- [Accounting](#)
- [Billing and Invoicing](#)
- [Payments](#)
- [Purchasing](#)
- [Taxation](#)
- [Reporting](#)

To learn more about SuiteApps installation, see the help topic [Installing a Bundle](#) or [Installing from the SuiteApp Marketplace](#).

To learn more about enabling NetSuite features, see the help topic [Enabling Features](#).



**Important:** If you do not have sufficient permissions to install SuiteApps or enable features, please contact your account administrator.

## Accounting

Subarea	Feature	Description	Prerequisites
General Accounting	<a href="#">Mexico Localization Field Mapping</a>	The Mexico Localization Field Mapping feature enables you to map standard NetSuite fields to categories required by the SAT. Mapped values are included in the Mexico Electronic Accounting Files and Mexico Electronic Invoicing.	Install the Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a> .
Electronic Accounting	<a href="#">Mexico DIOT File (Mexico Localization)</a>	In Mexico, taxpayers must submit a monthly declaration of all payments made to third parties, with details of the applicable value added tax.	Install the following SuiteApps: <ul style="list-style-type: none"> <li>■ Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a>.</li> <li>■ Tax Audit Files (for accounts without the SuiteTax feature enabled). For more information, see the help topic <a href="#">Installing and Setting Up Tax Audit Files</a>.</li> </ul> <div>  <b>Note:</b> The DIOT file is not yet supported by SuiteTax. As a workaround, you can use the SuiteAnalytics Workbook feature to generate the data needed to create the Mexico DIOT file. For more information, see the SuiteAnswers article <a href="#">Workaround for Generating the Mexico DIOT File for SuiteTax Accounts</a>.         </div>
	<a href="#">Mexico Localization Validation Tool</a>	The Mexico Localization SuiteApp includes a validation tool that you can run to identify which records have missing fields or incorrect information, so that you can fix them before you generate a DIOT file.	Install the Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a> .
	<a href="#">Mexico Electronic Accounting Files (Mexico Localization)</a>	In Mexico, taxpayers must submit a file with monthly accounting information, including chart of accounts, trial balance, and journal entries.	Install the following SuiteApps (if SuiteTax is enabled in your NetSuite account): <ul style="list-style-type: none"> <li>■ Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a>.</li> <li>■ Tax Reporting Framework. For more information, see the help topic <a href="#">Installing Tax Reporting Framework</a>.</li> </ul> Install the following SuiteApps (if SuiteTax is not enabled in your NetSuite account):



Subarea	Feature	Description	Prerequisites
			<ul style="list-style-type: none"> <li>■ Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a>.</li> <li>■ Tax Audit Files. For more information, see the help topic <a href="#">Installing and Setting Up Tax Audit Files</a>.</li> </ul>

## Billing and Invoicing

Subarea	Feature	Description	Prerequisites
Order to Cash	<a href="#">Compliance with Mexico SAT Requirements</a>	<p>The Mexico Localization SuiteApp enables compliance with specific legal requirements established by the SAT to issue electronic accounting files and electronic invoices in Mexico.</p> <p>Most of the latest catalogs from the SAT and other legal requirements are captured in the Mexico Localization custom fields.</p>	Install the Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a> .
Electronic Invoicing	<a href="#">Outbound Electronic Invoicing for Mexico</a>	The Mexico Localization SuiteApp includes by default integration with PACs to fulfill electronic invoicing as required by the SAT. You can generate outbound e-documents of transactions supported for Mexico and associate e-document templates and sending methods included in the Mexico Localization SuiteApp.	<p>Install the following SuiteApps (for NetSuite accounts either with or without the SuiteTax feature enabled):</p> <ul style="list-style-type: none"> <li>■ Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a>.</li> <li>■ Electronic Invoicing. For more information, see the help topics <a href="#">Electronic Invoicing</a> and <a href="#">Installing and Setting Up Electronic Invoicing</a>.</li> </ul>
Mexico Bill of Lading (Complemento Carta Porte)	<a href="#">Mexico Bill of Lading (Complemento Carta Porte)</a>	The Mexico Bill of Lading (Complemento Carta Porte) SuiteApp extends the capabilities provided by the Mexico Localization SuiteApp by letting your companies in Mexico generate and process e-documents together with a bill of lading document (complemento carta porte).	<p>Install the following SuiteApps (for NetSuite accounts either with or without the SuiteTax feature enabled):</p> <ul style="list-style-type: none"> <li>■ Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a>.</li> <li>■ Localization Assistant SuiteApp. For more information, see the help topic <a href="#">Localization Assistant SuiteApp</a>.</li> </ul>

Subarea	Feature	Description	Prerequisites
Mexico Foreign Trade	<a href="#">Mexico Foreign Trade</a>	The Mexico Foreign Trade SuiteApp extends the capabilities provided by the Mexico Localization SuiteApp by letting your companies in Mexico generate and process e-documents for foreign trade operations. The certified e-documents enable your companies to export and import goods into Mexico.	<p>Install the following SuiteApps (for NetSuite accounts either with or without the SuiteTax feature enabled):</p> <ul style="list-style-type: none"> <li>■ Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a>.</li> <li>■ Localization Assistant SuiteApp. For more information, see the help topic <a href="#">Localization Assistant SuiteApp</a>.</li> </ul>

## Payments

Subarea	Feature	Description	Prerequisites
Payment Formats	<a href="#">Electronic Bank Payments for Mexico</a>	Provides Mexican payment formats to enable businesses to pay vendor bills within Mexico.	<p>Install the following SuiteApps (for NetSuite accounts either with or without the SuiteTax feature enabled):</p> <ul style="list-style-type: none"> <li>■ Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a>.</li> <li>■ Electronic Bank Payments. For more information, see the help topic <a href="#">Electronic Bank Payments</a>.</li> </ul>

## Purchasing

Subarea	Feature	Description	Prerequisites
Electronic Invoicing	<a href="#">Inbound Electronic Invoicing for Mexico</a>	The Mexico Localization SuiteApp includes by default integration with PACs to fulfill electronic invoicing as required by the SAT. In the inbound e-document process, you can convert the received e-document into a vendor bill record by using the inbound e-document template included with the SuiteApp.	<p>Install the following SuiteApps (for NetSuite accounts either with or without the SuiteTax feature enabled):</p> <ul style="list-style-type: none"> <li>■ Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a>.</li> <li>■ Electronic Invoicing. For more information, see the help topics <a href="#">Electronic Invoicing</a> and <a href="#">Installing and Setting Up Electronic Invoicing</a>.</li> </ul>

## Taxation

Subarea	Feature	Description	Prerequisites
Tax Setup	<a href="#">Mexico Tax Setup</a>	Set up Tax preferences for Mexico.	Install the following SuiteApps (if SuiteTax is enabled in your NetSuite account):
	<a href="#">Mexico Tax Codes</a>	NetSuite uses Mexico tax codes to get the values for Mexico DIOT reporting.	<ul style="list-style-type: none"> <li>■ Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a>.</li> <li>■ SuiteTax Engine. For more information, see the help topics <a href="#">SuiteTax Engine</a> and <a href="#">Installing the SuiteTax Engine</a>.</li> <li>■ SuiteTax Data Records. For more information, see the help topic <a href="#">Installing the SuiteTax Data Records Bundle</a>.</li> </ul> <p>Install the following SuiteApps (if SuiteTax is not enabled in your NetSuite account):</p> <ul style="list-style-type: none"> <li>■ Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a>.</li> <li>■ International Tax Reports. For more information, see the help topics <a href="#">International Tax Reports</a> and <a href="#">Installing and Setting Up International Tax Reports</a>.</li> <li>■ Optionally, install the Withholding Tax SuiteApp to calculate withholding taxes on transactions and generate withholding tax reports. For more, information see the help topic <a href="#">Withholding Tax</a>.</li> </ul>
Mexico Deferred Taxes	<a href="#">Mexico Deferred Taxes</a>	The Mexico Deferred Taxes SuiteApp provides features and capabilities necessary to record deferred taxes for businesses operating in Mexico in accordance with Mexico tax laws.	Install the SuiteTax Engine SuiteApp. For more information, see the help topic <a href="#">Installing the SuiteTax Engine</a> .

## Reporting

Subarea	Feature	Description	Prerequisites
Financial Statements	<a href="#">Financial Reports for Mexico</a>	Reports in NetSuite support Mexican layouts for submitting financial information as required by Mexican laws, and most used accounting processes.	Install the Mexico Localization SuiteApp. For more information, see <a href="#">Mexico Localization SuiteApp Installation</a> .

## Mexico Localization Terminology

The following table defines the terms used in NetSuite to support Mexico-specific business processes:

CFDI	Comprobante Fiscal Digital por Internet. The digital tax receipt provided via the internet that companies doing business in Mexico must use for electronic invoicing. Its format is defined by the SAT and allows immediate verification and certification of the invoice.
DIOT	Declaración Informativa de Operaciones con Terceros. The text file that taxpayers in Mexico must submit to the SAT to report their monthly transactions with vendors. It contains details of the applicable value added tax.
IEPS	Impuesto Especial sobre Producción y Servicios. Tax applicable to alcoholic beverages, gasoline, diesel, tobacco, gambling and other specific products or services (Special Excise Tax).
ISR	Impuesto Sobre la Renta. Tax applicable to generated income (Income Tax).
IVA	Impuesto al Valor Agregado. Tax added to a product's sales price. It is the value added at each stage of its production and distribution (Value Added Tax).
Mexico Electronic Accounting Files	The XML files containing accounting information that companies in Mexico must submit to the tax authority. These files must contain the chart of accounts, trial balance, and journal entries for all their transactions.
PAC	Proveedor Autorizado de Certificación. A provider that has been authorized by the SAT to certify electronic invoices and assign them the tax number (UUID). PACs are responsible for all communications between the taxpayer and the SAT. The use of a PAC is mandatory in Mexico for issuing electronic invoices to the SAT.
RFC	Registro Federal de Contribuyentes. The tax identification number assigned to individuals and legal entities in Mexico.
SAT	Servicio de Administración Tributaria. Tax Administration Service. It is essentially the Mexican tax authority.
SAT Catalogs	Charts published by the SAT containing official codes and values that classify a product, service, transaction, tax category or other business elements. The SAT requires taxpayers to use these codes and values in electronic invoicing and accounting documents.
UUID	The Universally Unique Identifier (tax folio) assigned to the CFDI upon SAT's approval. It consists of 32 digits displayed in 5 groups separated by hyphens.
Deferred taxes	In Mexico, amount of taxes that are payable in future periods. They are recognized when payments are made to the vendor (on purchases) or received from customers (on sales).
Deferred VAT (Value Added Tax)	Type of deferred tax used in Mexico (IVA diferido).
Cash basis	Method of accounting in which revenue and expenses are booked only when cash is received or paid, respectively. In Mexico, tax liabilities are determined on a cash basis.
Accrual basis	Method of accounting that recognizes revenues and expenses when they are earned or incurred, respectively (regardless of when the money is received or paid).
Tax liability	Total amount of tax debt owed by a taxpayer.
Transitory account	The account where deferred taxes are kept until the payment is made or received.
Target account	The account into which deferred taxes are posted when the payment is made or received.
Bill of lading (carta porte)	Document for transporting goods in Mexican territory, added as an annex to the CFDI.

# Setting Up Mexico-specific Preferences


In NetSuite, set up your company and personal user preferences that are specific to doing business in Mexico.

## Mexico-specific Company Preferences

Make sure that your NetSuite role has the appropriate permissions to enable features and set up company preferences specific to Mexico.


### To set up Mexico-specific Company Preferences:

1. In NetSuite, go to Setup > Company > Enable Features.  
On the **Company** subtab of the Enable Features page, under ERP General, do the following:
  - Check the **Multiple Units of Measure** box if you want to define multiple units for the purchase and sale of inventory items.
 Under International, do the following:
  - Check the **Multi-language** box if you want to use NetSuite in more than one language.
  - Check the **Multiple Currencies** box if you want to use NetSuite for multiple currencies.
 On the **Analytics** subtab of the Enable Features page, do the following:
  - Check the **SuiteAnalytics Workbook** box.
 Click **Save**.
2. NetSuite provides predefined Mexican states and provinces. To add custom states and provinces, go to Setup > Company > States/Provinces/Countries. For more information, see the help topic [Setting Up States, Provinces, and Counties](#).
3. If you do not use a OneWorld account, go to Setup > Company > Company Information. Enter your company information and do the following:
  - a. In the **Country** field, select Mexico.
  - b. In the **State/Province** field, select one of the system-provided or custom provinces.
  - c. In the **Currency** field, select the currency name used for Mexico that has the ISO currency code "MXN" associated.
  - d. In the **VAT Registration No**, enter the RFC of the company.
  - e. In the **SAT Industry Type**, enter the tax regime defined by the SAT to classify the industry type for your company.
  - f. In the **SAT Registered Name**, enter the company name as registered in the SAT.
  - g. Click **Save**.

 **Note:** If you use an account with SuiteTax enabled, enter the RFC of the company in the Tax Registration Number, under the Tax Registrations subtab. Multiple tax registration numbers are not supported. If more than one tax registration number for Mexico is added to the sublist, only the first one listed shows in the RFC field. For more information, see the [RFC Field](#) topic.

4. If you are using a OneWorld account, go to Setup > Company > Subsidiaries > New. Enter your subsidiary information and do the following:
  - a. In the **Country** field, select Mexico.

- b. In the **State/Province** field, select one of the system-provided or custom provinces.
- c. In the **Language** field, select Latin American Spanish.
- d. In the **Currency** field, select the currency name used for Mexico that has the ISO currency code "MXN" associated.
- e. In the **VAT Registration No.**, enter the RFC of the subsidiary.
- f. In the **SAT Industry Type**, enter the tax regime defined by the SAT to classify the industry type for your subsidiary.
- g. In the **SAT Registered Name**, enter the subsidiary name as registered in the SAT.
- h. Click **Save**.

 **Note:** If you use an account with SuiteTax enabled, enter the RFC of the subsidiary in the Tax Registration Number, under the Tax Registrations subtab. Multiple tax registration numbers are not supported. If more than one tax registration number for Mexico is added to the sublist, only the first one listed shows in the RFC field. For more information, see the [RFC Field](#) topic.

5. Go to Lists > Relationships > Customers > New. Enter your customer information and do the following:
  - a. In the **VAT Registration No.**, enter the RFC of the subsidiary.
  - b. In the **SAT Industry Type**, enter the tax regime defined by the SAT to classify the industry type for the customer.
  - c. In the **SAT Registered Name**, enter the company name as registered in the SAT.

For more information about creating subsidiary records, see the help topic [Creating Subsidiary Records](#).

To enable multiple languages in your account, go to [Configuring Multiple Languages](#).

For more information about setting up company information, see the help topic [Configuring Company Information](#).

For more information about creating customer records, see the help topic [Creating a Customer Record](#).

## Mexico-specific User Preferences

You can set up your personal user preferences specific to Mexico.

### To set up Mexico-specific User Preferences:

1. In NetSuite, go to Home > Set Preferences.
2. On the Set Preference page, go to the **General** subtab. In the Localization section, set the following Mexico-specific preferences:
  - a. In the **Language** field, select Español (Latinoamérica).
  - b. In the **Search Sorting** field, select Language Specific if you want sorting to follow the alphabetical order of the language you selected.
  - c. In the **Language for the Help Center** field, you can also select Español (Latinoamérica).
  - d. If you are using a OneWorld account and defined an accounting context in Setup > Company > Preferences > General Preferences (Administrator), the **Accounting Context** dropdown list appears. Select a local accounting context if you want to view the chart of accounts structure and names in the language that you selected.

- e. In the **Time Zone** field, select either “Guadalajara, Mexico City, Monterrey (GMT-06:00),” “Chihuahua, La Paz, Mazatlan (GMT -07:00),” or “Tijuana, Baja California (GMT-08:00);” based on your location.
- f. In the **First Day of the Week** field, select Sunday.
- g. In the **Date Format** field, select DD/MM/YYYY.
- h. Click **Save**.

For more information about localizing preferences in NetSuite, see the help topic [General Personal Preferences](#).

## Displaying Currency

Mexican Pesos require the use of decimal fractions; it is usually displayed as MXN 123.05.

The decimal precision of a currency is determined by the value selected for Format on the Currency record. For example, the United States (English) format has 2 decimal places and the Japan (Japanese) format has 0 decimal places. Decimal precision cannot be edited in the user interface. If you need a different decimal precision, contact NetSuite Customer Support for assistance.

For more information, see the Help topics [Currency Decimal Precision](#), [Currency Management](#) and [Setting a Base Currency](#).

## Mexico Tax Topics

The Mexico Localization SuiteApp provides custom fields, records, validations, and other customizations for Mexican businesses to comply with tax in Mexico.

NetSuite provides the following Mexico tax audit files:

- [Mexico DIOT File \(Mexico Localization\)](#) - Using the Tax Audit Files SuiteApp, you can generate the DIOT file in the format prescribed by the Mexican tax authority.



**Note:** The DIOT file is not yet supported by SuiteTax.

As a workaround, you can use the SuiteAnalytics Workbook feature to generate the data needed to create the Mexico DIOT file. For more information, see the SuiteAnswers article [Workaround for Generating the Mexico DIOT File for SuiteTax Accounts](#).

- [Mexico Electronic Accounting Files \(Mexico Localization\)](#) - Using the Tax Audit Files SuiteApp, you can generate the Mexico Electronic Accounting Files in the format prescribed by the Mexican tax authority. For accounts with SuiteTax enabled, use the Tax Reporting Framework SuiteApp to generate the Mexico Electronic Accounting Files.

NetSuite provides value added tax (VAT) and withholding tax tracking and reporting for businesses in Mexico. The tax code properties required for Mexico tax codes are provided by the International Tax Reports SuiteApp. For withholding taxes, you must install the Withholding Tax SuiteApp if you use an account without SuiteTax.

In accounts that have SuiteTax enabled, the SuiteTax Engine and SuiteTax Data Records SuiteApps provide the VAT tax type and tax codes for Mexico.

For information about Mexico tax codes, read the following topics:

- [Mexico Tax Codes](#)
  - [Mexico Tax Code Table \(for Accounts without SuiteTax\)](#)
  - [Mexico Tax Code Table \(for Accounts with SuiteTax\)](#)

To begin using tax features, set your tax preferences:

- [Mexico Tax Preferences \(for Accounts without SuiteTax\)](#)
- [Mexico Tax Preferences \(for Accounts with SuiteTax\)](#)

For information about how tax codes are used for the Mexico DIOT File, see:

- [Tax Code Mapping for Mexico DIOT File \(Mexico Localization SuiteApp\)](#)

## Mexico Tax Codes

Tax codes determine how much tax is paid on each transaction line item. Make sure that the properties and rates of your tax codes are correct.



**Important:** Note that the automatic tax code provisioning feature requires that you first install the International Tax Reports SuiteApp in your account before you create the Mexico subsidiary/nexus. If the nexus already exists before you install this SuiteApp, the tax codes for Mexico are not automatically created for you, so you must create them manually. In accounts that have SuiteTax enabled, the SuiteTax Engine and SuiteTax Data Records SuiteApps provide the VAT tax type and tax codes for Mexico. For more information, see the help topic [Automatic Tax Record Provisioning](#).

For more information about tax codes, see the help topics [Tax Code Properties](#) and [Creating Tax Codes](#).

## Mexico Tax Code Table (for Accounts without SuiteTax)

The following table shows the tax properties required to generate the [Mexico DIOT File \(Mexico Localization\)](#). The tax code names or letters used in the following table are suggested names or default system preferences. You can rename the tax codes.

On the New Tax Code or Edit Tax Code page, check the boxes of the properties that apply to the tax code. To understand how NetSuite uses the tax codes to get the values for DIOT reporting, see [Tax Code Mapping for Mexico DIOT File \(Mexico Localization SuiteApp\)](#).



**Important:** Please consult your tax agency for the correct tax rates.

Tax Code	Description	Rate	Property	Tax Type	Purchase Tax Account	Sales Tax Account	Available On
S-MX	Standard default tax rate for sales and purchases of goods and services traded/provided in Mexico, except for the bordering region	16%	Default Code	VAT_MX	VAT on Purchases	VAT on Sales	Both (Sales and Purchases)
R-MX	Reduced tax rate for sales and purchases	8%	Reduced Rate	VAT_MX	VAT on Purchases	VAT on Sales	Both (Sales and Purchases)



Tax Code	Description	Rate	Property	Tax Type	Purchase Tax Account	Sales Tax Account	Available On
	of goods and services traded/provided in Mexico for specific regions.						
Z-MX	Zero IVA rate for specifically defined goods and services	0%	Special Reduced Rate	VAT_MX	VAT on Purchases	VAT on Sales	Both (Sales and Purchases)
E-MX	Transactions exempt of IVA	0%	Exempt	VAT_MX	VAT on Purchases	VAT on Sales	Both (Sales and Purchases)
IS-MX	Standard IVA on import	16%	Import	VAT_MX	VAT on Purchases	VAT on Sales	Both (Sales and Purchases)
IR-MX	Reduced IVA on import	11%	Import Reduced Rate	VAT_MX	VAT on Purchases	VAT on Sales	Both (Sales and Purchases)
IZ-MX	Zero IVA rate on import	0%	Import Special Reduced Rate	VAT_MX	VAT on Purchases	VAT on Sales	Both (Sales and Purchases)
IE-MX	IVA Exempt on import	0%	Import Exempt	VAT_MX	VAT on Purchases	VAT on Sales	Both (Sales and Purchases)
ZX-MX	Zero IVA rate for export transactions	0%	Export	VAT_MX	VAT on Purchases	VAT on Sales	Both (Sales and Purchases)

## Mexico Tax Code Table (for Accounts with SuiteTax)

Tax Code	Description	Rate	Tax Rate Type	Tax Type	Available on	Receivables Account	Payables Account
MX_SR	Standard Rate	16%	Standard	VAT_MX	Both (Sales and Purchases)	Tax on Sale Mexico	Tax on Purchase Mexico
MX_ZR	Zero Rate	0%	Zero	VAT_MX	Both (Sales and Purchases)	Tax on Sale Mexico	Tax on Purchase Mexico
MX_NL	Exempt	—	Exempt	VAT_MX	Both (Sales and Purchases)	Tax on Sale Mexico	Tax on Purchase Mexico

## Mexico Tax Setup

### Mexico Tax Preferences (for Accounts without SuiteTax)

To set tax preferences, go to Setup > Accounting > Set Up Taxes. Use the following tax preferences for Mexico:

- **Default Tax Code:** S-MX
- **Tax Code for Exports:** ZX-MX
- **Tax Code for Imports: Service Items:** IS-MX

- **Tax Code for Imports: Non-Service Items:** IS-MX
- **Tax Rounding Method:** Round Off
- **Tax Reporting Cash Basis:** Check this box.

## Mexico Tax Preferences (for Accounts with SuiteTax)

If SuiteTax is enabled in your account, use the following tax preferences for Mexico:

- **Default Tax Codes:**

Go to Setup > Tax > Nexuses > Mexico Nexus > Default Tax Codes tab.

Tax Transaction Type	Goods	Services
Domestic Sales	MX_SR	MX_SR
Domestic Purchases	MX_SR	MX_SR
Exports	MX_ZR	MX_ZR
Imports	—	—

- **Tax Rounding Method:** Round Off.

Go to Setup > Tax > Nexuses > Mexico Nexus > Nexus Preferences tab > Tax Rounding Preferences.

To set up tax codes, see [Mexico Tax Codes](#).

## Mexico-specific SuiteApps

The following Mexico-specific SuiteApps are currently available:

- [Mexico Localization](#)
- [Mexico Deferred Taxes](#)
- [Mexico Bill of Lading \(Complemento Carta Porte\)](#)
- [Mexico Foreign Trade](#)

## Mexico Localization

**Note:** To access the Mexico Localization SuiteApp documentation in Spanish, select Español (Latinoamérica) from the dropdown list at the top right corner of the NetSuite Help Center.

To use the Mexico Localization SuiteApp, read the following topics:

- [Mexico Localization SuiteApp Installation](#)
- [Mexico Context](#)
- [Mexico Localization Features](#)
- [Mexico Localization Field Mapping](#)
- [Compliance with Mexico SAT Requirements](#)
- [Electronic Invoicing for Mexico](#)

- [Electronic Bank Payments for Mexico](#)
- [Financial Reports for Mexico](#)
- [Electronic Accounting for Mexico](#)
- [Mexico Localization SuiteApp Limitations and Best Practices](#)

## Mexico Localization SuiteApp Installation

The following topics describe the prerequisites for using the Mexico Localization SuiteApp and the installation steps:

- [Mexico Localization Overview](#)
- [Installation Prerequisites for Mexico Localization](#)
- [Installing the Mexico Localization SuiteApp](#)
- [Granting Access to Scripts for Mexico Localization](#)
- [Configuring Financial Reports for Mexico](#)



**Note:** Before installing the Mexico Localization SuiteApp, read the [Mexico Localization SuiteApp Limitations and Best Practices](#) topic to know its current limitations.



**Note:** You can install and use the Mexico Localization SuiteApp regardless of whether you have a OneWorld account and regardless of whether SuiteTax is enabled.

## Mexico Localization Overview

The Mexico Localization SuiteApp provides features necessary for companies operating in Mexico. These features enhance transaction records in NetSuite:

- Custom records, fields, forms, and validations
- Mexico Localization Field Mapping
- Manage SAT Unit Codes page
- Manage SAT Item Codes page
- PAC Configuration page
- Mexico Localization Component Installation Status page
- XML templates and sending methods for Mexico Electronic Invoicing
- PDF templates for printed CFDIs
- Additional fields for Mexico Financial Reports
- Print layouts and approval workflow for Mexico Journal Entry records
- Electronic Bank Payment file layouts for Mexico

The Mexico Localization SuiteApp is intended to be used with other SuiteApps to provide full localization support for Mexico:

- Mexico Localization + Electronic Invoicing (either with or without the SuiteTax feature enabled)
  - XML e-document (CFDI) generation and validation
  - Sending XML to PACs for certification

- Retrieving response from PACs with the certified CFDI
  - Storing the CFDIs in NetSuite
  - Printing and sending CFDI to customers
  - Receiving inbound vendor bills and storing them in NetSuite
- Mexico Localization + Electronic Bank Payments (either with or without the SuiteTax feature enabled)
  - Generating bank payment files with the official Mexico bank layouts
- Mexico Localization + Tax Audit Files (for accounts without the SuiteTax feature enabled)
  - Generating Electronic Accounting files for Mexico
  - Generating the DIOT file for Mexico
- Mexico Localization + Tax Reporting Framework (for accounts with the SuiteTax feature enabled)
  - Generating Electronic Accounting files for Mexico
- Mexico Localization + Withholding Tax (for accounts without the SuiteTax feature enabled)
  - Generating Withholding Tax reports for Mexico

## Installation Prerequisites for Mexico Localization

To use Mexico-specific features, you must enable some SuiteCloud features and install relevant SuiteApps.



**Important:** Make sure that you enable the SuiteCloud features listed in this section before installing the relevant SuiteApps for Mexico.

### Required SuiteCloud Features

In NetSuite, go to Setup > Company > Enable Features. On the **SuiteCloud** subtab of the Enable Features page, enable the following features:

- SuiteBuilder (Item Options, Custom Records, and Advanced PDF/HTML Templates)
- SuiteScript (Client SuiteScript and Server SuiteScript)
- SuiteFlow (SuiteFlow)
- SuiteTalk (Soap Web Services)

For more information about SuiteCloud features, see the help topic [SuiteCloud Features](#).

For information about setting up Mexico-specific preferences, see [Setting Up Mexico-specific Preferences](#).

### Required SuiteApps

After you have enabled the required SuiteCloud features, install the following SuiteApps:



**Important:** You must first install the SuiteApps listed here before installing the Mexico Localization SuiteApp.

Recommended SuiteApps should also be installed before the Mexico Localization SuiteApp, as described in the next section.

- For accounts with SuiteTax enabled:
  - SuiteTax Engine

- SuiteTax Data Records
- Country-Specific Address Forms
- For accounts without SuiteTax enabled:
  - International Tax Reports
  - Country-Specific Address Forms

## Recommended SuiteApps

In addition to the required SuiteApps, you can install other SuiteApps to obtain full localization support for Mexico.



**Important:** You should install the SuiteApps listed here before installing the Mexico Localization SuiteApp.

- For accounts with SuiteTax enabled:
  - Tax Reporting Framework
  - Electronic Invoicing
  - Electronic Bank Payments
- For accounts without SuiteTax enabled:
  - Electronic Invoicing
  - Tax Audit Files
  - Electronic Bank Payments
  - Withholding Tax

After installing the required SuiteApps, and recommended SuiteApps if needed, you must install the Mexico Localization SuiteApp. For more information, see [Installing the Mexico Localization SuiteApp](#).

## Required SuiteApps after the Mexico Localization SuiteApp Installation

After you have installed the Mexico Localization SuiteApp, you must install the following SuiteApps for all types of accounts:

- Localization Assistant
- Mexico Bill of Lading (Complemento Carta Porte)

For more information see, [Localization Assistant SuiteApp](#) and [Mexico Bill of Lading \(Complemento Carta Porte\)](#).

## SuiteApps for Accounts that have SuiteTax Enabled

The following table outlines the required and recommended SuiteApps for Mexico localization for accounts with SuiteTax enabled.

SuiteApp	Description	Required?	Recommended?
Mexico Localization ( <a href="#">Mexico Localization SuiteApp Installation</a> )	Provides Mexico-specific features such as custom fields, validations, and other customizations for Mexican businesses	Yes	—

SuiteApp	Description	Required?	Recommended?
	to comply with tax and other government requirements in Mexico. This SuiteApp supports electronic bank payments and electronic invoicing for Mexico.		
<a href="#">Tax Reporting Framework</a>	Using the Tax Reporting Framework SuiteApp, you can generate the Mexico Electronic Accounting File records in the format prescribed by the Mexican tax authority.	—	Yes
<a href="#">Electronic Invoicing</a>	Provides the framework for generating electronic invoices.	—	Yes
<a href="#">Country-Specific Address Forms</a>	Address forms formatted for certain countries are provided by the Country-Specific Address Forms SuiteApp. When you use a country-specific address form, the system applies the address template to both the user interface and printed forms.	Yes	—
<a href="#">Electronic Bank Payments</a>	The Electronic Bank Payments SuiteApp enables you to process bank payments of your vendor bills, employee expenses, partner and employee commissions, and customer refunds. It also enables you to receive bank payments from customers.	—	Yes
<a href="#">SuiteTax Engine</a>	Provides automatic tax record provisioning, tax registration validation, and standard VAT determination.	Yes	—
<a href="#">SuiteTax Data Records (Installing the SuiteTax Data Records Bundle)</a>	This SuiteApp contains the tax rates table for VAT countries and includes automatic tax rate updates. Requires the SuiteTax Engine SuiteApp.	Yes	—
<a href="#">Localization Assistant SuiteApp</a>	The Localization Assistant SuiteApp enables you to identify and install the SuiteApps that are mandatory to a specific location. It also supports NetSuite Record Localization Context feature.	Yes	—
<a href="#">Mexico Bill of Lading (Complemento Carta Porte)</a> <a href="#">Mexico Bill of Lading Installation</a>	The Mexico Bill of Lading (Complemento Carta Porte) SuiteApp enables your companies in Mexico generate and process e-documents together with a bill of lading document (complemento carta porte) for transporting goods in Mexican territory.	Yes	—

## SuiteApps for Accounts that do not have SuiteTax Enabled

The following table outlines the required and recommended SuiteApps for Mexico localization for accounts without SuiteTax enabled.

SuiteApp	Description	Required?	Recommended?
<a href="#">Mexico Localization (Mexico Localization SuiteApp Installation)</a>	Provides Mexico-specific features such as custom fields, validations, and other customizations for Mexican businesses	Yes	—

SuiteApp	Description	Required?	Recommended?
	to comply with tax and other government requirements in Mexico. This SuiteApp supports electronic bank payments and electronic invoicing for Mexico.		
<a href="#">International Tax Reports</a>	Provides the tax code properties needed for Mexico tax codes. This SuiteApp also creates Mexico tax codes automatically when you add a Mexico nexus.	Yes	—
<a href="#">Electronic Invoicing</a>	Provides the framework for generating electronic invoices.	—	Yes
<a href="#">Tax Audit Files</a>	Using the Tax Audit Files SuiteApp, you can generate the DIOT file and Mexico Electronic Accounting File records in the format prescribed by the Mexican tax authority.	—	Yes
<a href="#">Country-Specific Address Forms</a>	Address forms formatted for certain countries are provided by the Country-Specific Address Forms SuiteApp. When you use a country-specific address form, the system applies the address template to both the user interface and printed forms.	Yes	—
<a href="#">Electronic Bank Payments</a>	The Electronic Bank Payments SuiteApp enables you to process bank payments of your vendor bills, employee expenses, partner and employee commissions, and customer refunds. It also enables you to receive bank payments from customers.	—	Yes
<a href="#">Withholding Tax</a>	Using the Withholding Tax SuiteApp, NetSuite can calculate withholding taxes on transactions and generate withholding tax reports.	—	Yes
<a href="#">Localization Assistant SuiteApp</a>	The Localization Assistant SuiteApp enables you to identify and install the SuiteApps that are mandatory to a specific location. It also supports NetSuite Record Localization Context feature.	Yes	—
<a href="#">Mexico Bill of Lading (Complemento Carta Porte)</a> <a href="#">Mexico Bill of Lading Installation</a>	The Mexico Bill of Lading (Complemento Carta Porte) SuiteApp enables your companies in Mexico generate and process e-documents together with a bill of lading document (complemento carta porte) for transporting goods in Mexican territory.	Yes	—

## Installing the Mexico Localization SuiteApp

The Mexico Localization SuiteApp (Bundle ID: 373485) is a managed bundle and is automatically updated whenever there are enhancements or new features added. You can install the Mexico Localization SuiteApp by performing the following steps:

### To install the Mexico Localization SuiteApp:

1. Go to Customization > SuiteBundler > Search & Install Bundles.


2. In the **Keywords** field, enter “Mexico Localization”, or 373485, the Bundle ID.
3. Click **Search**. Mexico Localization, Bundle ID 373485, should appear in the search result.
4. Click the Mexico Localization link.
5. On the Bundle Details page, click **Install**.

For more information about installing SuiteApps, see the help topic [Installing a Bundle](#).


To uninstall the bundle, see the help topic [Uninstalling a Bundle](#)

## Mexico Localization SuiteApp Components

The Mexico Localization SuiteApp includes template files and sending methods for using electronic bank payments and electronic invoicing in Mexico.

 **Note:** If you are upgrading from the Mexico Compliance to the Mexico Localization SuiteApp, you need to manually run a scheduled script to install the components (packages, templates, and sending methods) associated to Mexico Electronic Bank Payments and Mexico Electronic Invoicing. For information about how to run the script, see [Mexico Localization SuiteApp Limitations and Best Practices](#).

## Mexico Electronic Bank Payment Components

 **Important:** The Mexico Electronic Bank Payment templates cannot be installed from the Mexico Localization Components page due to a current limitation on the Electronic Bank Payments SuiteApp. As a workaround, you can manually run a schedule script to install these templates. For information about how to run the script, see [Mexico Localization SuiteApp Limitations and Best Practices](#).

The Mexico Localization SuiteApp includes templates for generating bank payment files in the format specified by the major Mexican banks. To enable these templates, the administrator must first install the Electronic Bank Payments SuiteApp, followed by installation of the Mexico Localization SuiteApp. By doing so, the Mexico Localization SuiteApp adds the localized templates as payment Electronic formats in the Electronic Bank Payments SuiteApp, and automatically installs them. To learn more about Mexico Electronic Bank Payment files, see [Electronic Bank Payments for Mexico](#).

You can manually install or reinstall Mexico bank payment templates by going to Setup > Mexico Localization > Mexico Localization Components, provided that the Bank Payments SuiteApp is updated to the latest version. For more information, see [Viewing Mexico Localization Component Installation Status](#).

## Mexico Electronic Invoicing Components

The Mexico Localization SuiteApp includes e-document packages that contain sending methods for certification and XML template files to let you integrate with Mexican PACs. To enable these components, the administrator must first install the Electronic Invoicing SuiteApp, followed by installation of the Mexico Localization SuiteApp. By doing so, the Mexico Localization SuiteApp adds the localized sending methods and templates in the Electronic Invoicing SuiteApp, and automatically installs them.

For an overview of the Mexico Electronic Invoicing components, see [Mexico Electronic Invoicing Overview](#).

You can manually install or reinstall Mexico Electronic Invoicing templates by going to Setup > Mexico Localization > Mexico Localization Components, provided that the Electronic Invoicing SuiteApp is



updated to the latest version. For more information, see [Viewing Mexico Localization Component Installation Status](#).

## Viewing Mexico Localization Component Installation Status

The Mexico Localization SuiteApp provides a page that lets you view the installation status of Mexico Localization components.

You can view this page by going to Setup > Mexico Localization > Mexico Localization Components. The Mexico Localization Components page displays the following information:

Field	Description
Component Name	Name of localization component as provided by the Mexico Localization SuiteApp.
Status	Current stage of the component in the installation process
Last Updated Date	Timestamp information about the last update performed on the component.
Last Updated By	Name of user who last updated the component.
Action	Manually install or reinstall the component.

The following statuses can appear in the Status column of the Mexico Localization Components page:

Status	Description
Installed	The component is successfully installed.
Installation Failed	The component failed to install.  Point to the Installation Failed link to display the installation errors or consult the installation log for more information.
SuiteApp Unavailable	The target SuiteApp where the component needs to be added is not yet installed or has not been updated to the latest version.

## Granting Access to Scripts for Mexico Localization

### To grant access to script deployments for Mexico Localization:

1. Go to Customization > Scripting > Script Deployments.
2. Click the **Edit** link next to the following scripts:

Purpose	Script Deployment Title	Deployment ID	Execute As Role
To use the Mexico Field Mapping feature	Mexico Localization Field Mapping	customdeploy_mx_sl_mapper	Administrator
To use the Mexico Validation Tool	Mexico Validation Tool	customdeploy_mx_validation_tool	Administrator
To use the Mexico Localization Components page	Mexico Localization Components	customdeploy_mx_recover_get	Administrator
To use the Mexico Localization Components Re-Install button	Mexico Localization Components (re-install)	customdeploy_mx_recover_post	Administrator

Purpose	Script Deployment Title	Deployment ID	Execute As Role
To use the Mexico Deferred Taxes page	Mexico Deferred Tax Configuration	customscript_mx_deferred_tax_config	Administrator

3. On the Audience tab of the script deployment, select the roles that you want to give access to.
4. Refer to the preceding table to set the appropriate value for the **Execute As Role** field.
5. Click **Save**.

## Configuring Financial Reports for Mexico

To use the Balance para México (Mexico Balance Sheet), the Estado de Ingresos y Egresos para México (Mexico Income Statement), and the Balance de Comprobación para México (Mexico Trial Balance), an additional configuration step is required when installing the Mexico Localization SuiteApp or each time the SuiteApp is updated.

### To configure the Mexico Balance Sheet report:

1. Go to Reports > Mexico Localization > Mexico Balance Sheet > Customize
2. Select **Edit Columns** in the Report Builder.
3. In the Report Preview pane, do the following:
  - a. Select the **Importe Inicial** (Initial Amount) column.
    - i. Ensure that the **Cumulative Value** box is checked.
    - ii. Then, from the **Alternate Period Range** list, select **Last Period**.
  - b. Select the **Importe (Débito)** (Debit) column.
    - i. Then, from the **Alternate Period Range Type** list, select **Relative to report date**.
    - ii. From the **Alternate Period Range** list, select **This Period**.
  - c. Select the **Importe (Crédito)** (Credit) column.
    - i. Then, from the **Alternate Period Range Type** list, select **Relative to report date**.
    - ii. From the **Alternate Period Range** list, select **This Period**.
4. Click **Save**.

### To configure the Mexico Income Statement report:

1. Go to Reports > Mexico Localization > Mexico Income Statement> Customize.
2. Select **Edit Columns** in the Report Builder.
3. In the Report Preview pane, select the **Importe Inicial** (Initial Amount) column.
  - a. Then, from the **Alternate Period Range** list, select **Balance Forward**.
4. Click **Save**.

### To configure the Mexico Trial Balance report:

1. Go to Reports > Mexico Localization > Mexico Trial Balance > Customize.
2. Select **Edit Columns** in the Report Builder.
3. In the Report Preview pane, select the **Débito/Crédito** (Debit/Credit) column.

- a. Then, from the **Alternate Period Range Type** list, select **Relative to report date**.
  - b. From the **Alternate Period Range** list, select **This Period**.
4. Click **Save**.

This table shows the parameters required to correctly generate financial reports for Mexico. Make sure your reports are configured this way before running them.


Report	Column	Alternate Period Range Type	Cumulative Value	Alternate Period Range
Balance para México (Mexico Balance Sheet)	Importe Inicial	Relative to report date	Yes	Last Period
	Importe (débito)	Relative to report date	—	This Period
	Importe (crédito)	Relative to report date	—	This Period
	Importe	None	—	—
Estado de Ingresos y Egresos para México (Mexico Income Statement)	Importe Inicial	Relative to report date	—	Balance Forward
	Importe (débito)	None	—	—
	Importe (crédito)	None	—	—
	Importe	None	—	—
Balance de Comprobación para México (Mexico Trial Balance)	Débito/Cédito	Relative to report date	—	This Period
	Importe	None	—	—

## Mexico Context

The Mexico Localization SuiteApp provides Mexico-specific custom fields to comply with tax and other government requirements in Mexico.

In NetSuite OneWorld accounts, Mexico-specific custom fields are available when one of the following conditions is met (the first condition has the highest priority):

1. The subsidiary country of the record is Mexico.
2. (If no subsidiary is selected) The subsidiary country of the NetSuite user is Mexico.

 **Note:** When multiple subsidiaries are selected on an entity record, Mexico-specific fields are available if Mexico is the country of at least one of the subsidiaries.

## Item Fulfillment

For transfer of goods scenarios in Mexico, you must generate a transfer CFDI (Carta Porte-Traslado) from the Item Fulfillment transaction.

When generating an Item Fulfillment CFDI for a transfer of goods, Mexico-specific custom fields are available if:

1. The Item Fulfillment is created from a sales order, from a transfer order, or from an intercompany transfer order,
2. AND the source location of the transfer order or the intercompany transfer order is Mexico.

## Bank Information Details

The Bank Information Details subtab appears on creation of an Employee or Vendor if the subsidiary country of the NetSuite User is Mexico.

When editing an Employee or Vendor, the subtab appears when the selected subsidiary on the entity is Mexico. If you change the subsidiary from a non-Mexican to a Mexican subsidiary in the Subsidiary field, you must save the record for the subtab to be available.

To see the list of Mexico Localization custom fields, go to [Compliance with Mexico SAT Requirements](#).

Related Topics

## Mexico Localization Features

The Mexico Localization SuiteApp provides custom fields, validations, and other customizations for Mexican businesses to comply with tax and other government requirements in Mexico.

The Mexico Localization SuiteApp includes the following:

- [Mexico Localization Custom Fields](#)
- [Mexico Localization Custom Forms](#)
- [Mexico Journal Entries Print Layout](#)
- [Mexico Journal Entry Basic Approval Workflow](#)
- [Mexico Localization Validations](#)
- [Mexico Localization Vendor Payment Method](#)

## Mexico Localization Custom Fields

The Mexico Localization custom fields are available when Mexico context is met.

To see the custom fields that are provided by the Mexico Localization SuiteApp, go to [Compliance with Mexico SAT Requirements](#).

For information about Mexico context, see [Mexico Context](#).

## Mexico Localization Custom Forms

The Mexico Localization SuiteApp provides the following custom forms:

- Mexico Standard Invoice
- Mexico Standard Sales Order
- Mexico Standard Cash Sale

- Mexico Standard Credit Memo
- Mexico Standard Item Fulfillment
- Mexico Standard Customer Payment
- Mexico Standard Journal Entry
- Mexico Standard Contact Form
- Mexico Standard Customer Form
- Mexico Standard Employee Form
- Mexico Standard Partner Form
- Mexico Standard Vendor Form
- Mexico Standard Group Item Form
- Mexico Standard Inventory Part Form
- Mexico Standard Non-Inventory Part Form

You can set these custom forms as the default forms for specific user roles. For more information, see the help topic [Defining Preferred Forms](#).

For detailed information about how to customize a transaction form, see the help topic [Creating Custom Entry and Transaction Forms](#).

## Mexico Journal Entries Print Layout

In addition to the standard cash and bank-related financial information, printed Mexico Journal Entries include:

- Document Number/Journal ID
- Date
- Memo
- Created by
- Authorized by
- Location
- Department

To print these fields, you must use the Mexico Journal Entry PDF Template.

## Mexico Journal Entry Basic Approval Workflow

The Mexico Localization SuiteApp provides the Mexico Journal Entry Basic Approval workflow for approval of Journal Entry records. This workflow is based on the standard Journal Entry Basic Approval. For more information, see the help topic [Journal Entry Basic Approval Template](#).

## Prerequisites

Before using the Mexico Journal Entry Basic Approval workflow, as an Administrator, be sure to enable the following preferences:

- Go to Setup > Accounting > Preferences > Accounting Preferences.

- On the **General** subtab in the General Ledger section, check the **Require Approvals on Journal Entries** box.

## Setting up the Mexico Journal Entry Basic Approval Workflow

The Mexico Localization SuiteApp provides the Mexico Journal Entry Basic Approval workflow that an administrator can copy to add customizations, and set the **Release Status** field to **Released**.

**Note:** If you want to make changes to the Mexico Journal Entry Basic Approval workflow, you should create a copy and make changes to it, so that future bundle updates do not overwrite the changes.

### To set up the Mexico Journal Entry Basic Approval Workflow

- Go to Customization > Workflow > Workflows (Administrator).
- Click the Mexico Journal Entry Basic Approval workflow.
- Place your cursor over More, and select **Make Copy**.
- Click the pencil icon to edit the workflow.
- Enter a new name for the workflow.
- If you are ready to run the workflow, set the **Release Status** field to **Released**.
- Click **Save**.

## Mexico Localization Validations


The Mexico Localization SuiteApp validates the following fields:

Field name	
RFC	<ul style="list-style-type: none"> <li>The RFC code is required for DIOT reporting and for Electronic Invoicing.</li> <li>The system checks the format and length of the RFC code and displays a warning if they are not valid.</li> <li>Customer, vendor, employee, lead, prospect, contact, and partner records can be saved without an RFC code.</li> <li>The system does not perform RFC check digit validation.</li> <li>RFC characters must be uppercase.</li> <li>Company type entity records can be saved with the generic RFC code for foreign entities, or the generic RFC for national entities that are not registered with the SAT.</li> <li>Individual type entity records can be saved with the generic RFC for national entities that are not registered with the SAT.</li> <li>Individual type entity records cannot be saved with the generic RFC for foreign entities.</li> </ul> <p>For more information about the RFC field, see <a href="#">RFC Field</a>.</p>
Code	<ul style="list-style-type: none"> <li>The system runs a code validation on the Mexico SAT Unit Code and Mexico SAT Item Code records to verify there are no duplicate codes.</li> </ul>
Effective From	<ul style="list-style-type: none"> <li>The system checks that the Effective From date is earlier than the Valid Until date on the Mexico SAT Unit Code and Mexico SAT Item Code records.</li> </ul>
Valid Until	<ul style="list-style-type: none"> <li>The system checks that the Valid Until date is later than the Effective From date on the Mexico SAT Unit Code and Mexico SAT Item Code records.</li> </ul>

## Field name

The following validations are also run to help you generate a complete and accurate DIOT file:

## Field name

Operation Type (custom field)	<ul style="list-style-type: none"> <li>■ The operation type for a transaction is required for DIOT reporting.</li> <li>■ Allowable values are Professional Services, Real Estate Leasing, or Others.</li> <li>■ Real Estate Leasing is not available in the Operation Type list for foreign vendors and foreign employees.</li> </ul> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p> <b>Important:</b> To enable this validation, you need to add both Vendors and Perform Search permissions to your role. On the Role page, click the <b>Permissions &gt; Lists</b> subtab, then select the Vendors and Perform Search permissions and click <b>Add</b>.</p> </div> <ul style="list-style-type: none"> <li>■ If you save the record without an operation type, the system uses Others as the default value, and this is what is reported in the DIOT file.</li> <li>■ On an Expense Report with a Mexican vendor, you can specify the Operation Type for each expense item. Operation type of an expense item is required to be reported in the DIOT file.</li> </ul>
Country (standard field on vendor record)	<ul style="list-style-type: none"> <li>■ If a vendor is Mexican, transactions for that vendor are included in the DIOT file.</li> <li>■ In OneWorld accounts, if no billing address country is found on the vendor record, the system looks at the subsidiary country to check if the vendor is Mexican.</li> <li>■ If you do not have a OneWorld account, the system assumes the vendor is in Mexico when there is no billing address country on the vendor record.</li> </ul>
Tax code (standard field on transactions)	<p>The following validations are performed on accounts that do not have SuiteTax enabled.</p> <ul style="list-style-type: none"> <li>■ The system runs the Mexico Localization tax code validation on vendor bills, vendor credits, expense reports, and checks for Mexico companies or subsidiaries.</li> <li>■ If a transaction has no tax code, or if the tax code is marked as Exclude from VAT reports, the transaction is not included in the DIOT file.</li> <li>■ Tax codes with the Import property are allowed only on transactions for a non-Mexican vendor.</li> <li>■ Non-import tax codes are allowed only on transactions for Mexican vendors.</li> <li>■ The system runs the Mexico Localization tax code validation only on manually created transactions on the user interface, not during data import.</li> </ul>
Vendor (custom field on expense report)	<ul style="list-style-type: none"> <li>■ The vendor name is not required when saving an expense report in NetSuite.</li> <li>■ The vendor name is required for all lines in expense reports that are included in the DIOT file.</li> <li>■ If you run the Mexico Localization Validation tool, the system checks expense reports of employees in Mexican companies or subsidiaries to verify that each line item indicates the name of the vendor or supplier.</li> </ul>

## Mexico Localization Vendor Payment Method

The Mexico Localization SuiteApp supports vendor payment through the Payment Method subtab, which offers payment method options when creating bill payment records. The Payment Method subtab gets essential information such as the bank account number and bank name from bank information records. Therefore, you must create vendor bank information records first, before using the payment method.

Aside from the user interface, the vendor payment method is also supported when creating bill payment records through CSV, Web Service or script.

## Creating a Bank Information Record

Bank information records contain the details of where the payment is sent using EFT or bank transfer.

### To create a bank information record:

1. Open the vendor or employee record that you want to create a bank information record for. On the Vendor or Employee page, click the **Bank Information Details** subtab.
2. Click **New Bank Information**.
3. On the Bank Information page, complete the following fields:
  - **Name** — Enter the name of the bank information record or select from the list. You can enter the bank name for easy reference.



**Note:** The Name of the bank information record must be unique, or no two records should have the same name.

- **Account Number** — Enter the bank account number that receives the payment.
  - **Bank Name** — Enter the bank name.
4. Click **Save**.

The new bank information record is added in the table on the Bank Information subtab.

You can also add bank information records by using Saved CSV Imports. For more information, see the help topic [Working with Saved CSV Imports](#).



**Important:** Before generating the Mexico Electronic Accounting Files, bank accounts on vendor and employee records must be mapped to the corresponding national bank ID codes. Doing so ensures that the Mexico Electronic Accounting Files complies with SAT requirements. For more information, see [Mapping Standard NetSuite Fields to Categories Required by the SAT](#).

## Deleting a Bank Information Record

### To delete a bank information record:

1. On the **Bank Information Details** subtab, click the bank information record you want to delete, or click its **Edit** link.
2. On the Bank Information page, click the **Actions** dropdown list and then select **Delete**.

## Using the Payment Method Subtab

After creating bank information records, you can proceed with making payments by using the **Payment Method** subtab. For OneWorld accounts, the **Payment Method** subtab is displayed only if the nexus of the subsidiary is in Mexico, otherwise the subtab is not displayed. For single instance accounts, the subtab is always displayed. The **Payment Method** subtab is available on the Bill Payment page.

### To use the Payment Method subtab:




1. Go to Transactions > Payables > Pay Single Vendor. The Bill Payment page is displayed.
2. If you are using a OneWorld account, in the **Payee** field, select either a vendor, partner or employee. If the Payee is a multi-subsidiary vendor, select a Mexico subsidiary in the **Subsidiary** field.  
  
If you are using a single instance account, the Payment Method subtab is always displayed regardless of the selected Payee.  
  
If you want to change the Payee, select a new Payee and click Leave on the confirmation message that appears. The page displays the bank information details of the new Payee.
3. Click the **Payment Method** subtab.
4. In the **Payment Method** field, select a payment method.
5. In the **Bank Information** field, select the name of the bank information record you want to use. The Account Number and Bank Name is automatically provided with values from the selected bank information record.
6. Click **Save**.

## Mexico Localization Field Mapping

The SAT requires fields with specific values to be included in the Mexico Electronic Accounting Files and Electronic Invoices for Mexico.

The Mexico Localization Field Mapping feature enables you to map standard NetSuite fields to categories required by the SAT. The mapped values are included in the generated electronic accounting files after they are saved in the system.


 **Note:** Only the Administrator, Accountant, and CFO roles have access to the Mexico Localization Field Mapping. To grant access to other roles, see [Granting Access to Scripts for Mexico Localization](#).

- [Mapping Standard NetSuite Fields to Categories Required by the SAT](#)
- [Mapping Account Group Codes Through CSV](#)
- [Deleting Field Mappings](#)

## Mapping Standard NetSuite Fields to Categories Required by the SAT

The following table lists the NetSuite standard records that can be mapped to categories required by the SAT.


NetSuite standard records	SAT-defined values	Description	Required for:
Account Group codes	SAT Account Grouping	You can map the accounts assigned to your Mexico company or subsidiary to SAT-defined group codes.	Mexico Chart of Accounts
Bank Account	SAT Bank	You can map bank accounts, including those added to vendor and employee records, to SAT-defined bank categories.	Electronic Accounting Files
Payment Method	SAT Payment Method	You can map payment methods to SAT-defined categories.	Electronic Accounting Files

NetSuite standard records	SAT-defined values	Description	Required for:
			Electronic Invoicing
Tax Type	SAT Tax Category	You can map tax types to SAT-defined tax categories.	Electronic Invoicing
Units Type	SAT Unit Code	You can map unit types (units of measure) to SAT-defined unit codes.	Electronic Invoicing
Tax Code	SAT Tax Factor Type	You can map tax codes to SAT-tax type attributes.	Electronic Invoicing
<div>  <b>Note:</b> This category is available only if SuiteTax is enabled. </div>			

### To map standard NetSuite fields to categories required by the SAT:


1. Go to Setup > Mexico Localization > Mexico Field Mapping
2. In the **Category** field, select which fields to map.
3. For **SAT Bank**, select your Mexico subsidiary in the **Subsidiary** field.
4. For **SAT Unit Code**, select the type of units that you want to map in the **Units Type** field.
5. Map the fields by specifying a value in the column at the right.
6. Click **Save**.

## Mapping Account Group Codes Through CSV

 **Warning:** Currently field mapping via CSV import is not available. Please perform the mapping manually.

Upon creation of a Mexican subsidiary in NetSuite OneWorld, the system automatically adds default Mexican accounts to your chart of accounts. You must map the accounts assigned to your Mexico subsidiary to SAT-defined group codes.

To map only a few accounts, you can use the Mexico Field Mapping feature. To map the whole Chart of Accounts, you should use CSV import.

 **Note:** Accounts without an assigned SAT group code are not included in the Mexico Electronic Accounting Files.

### To map group codes for Mexico accounts using CSV import:

1. For the list of valid SAT group code values, download the CSV template for Mexico SAT Account Grouping from the NetSuite File Cabinet. You can also use the template as a reference when you format the CSV file for import.
  1. Go to Documents > Files > File Cabinet.
  2. On the file cabinet, go to SuiteBundles > Bundle 373485 > Mexico Localization CSV Templates.
  3. Click **MX Account Group Codes template.csv** to download the file.

4. Open the template and check that special characters (Latin script) are shown correctly. If they are not showing properly, perform the following steps to set the proper character encoding for Latin script.
  - a. Open a **new** Excel file.
  - b. Navigate to **Data**.
  - c. Click on **Get Data > From File > From Text/CSV**.
  - d. Choose the **MX Account Group Codes template.csv** that you have downloaded from the system.
  - e. Under **File Origin**, select **65001: Unicode ( UTF-8)**.
  - f. Click **Load**.
  - g. Save the file.
2. Create a saved search of the subsidiary's accounts. You can export the results to a CSV file, which you can edit and use for Mexico Account Group Code CSV import.
  1. Go to Lists > Search > Saved Searches > New.
  2. Click **Account**.
  3. On the **Criteria** subtab, set the filter for subsidiary and select your Mexico subsidiary.
  4. On the **Results** subtab, set the results to only include the Internal ID and Name columns.
  5. Click **Preview**.
  6. On the results page, click the icon for **Export - CSV**.
  7. Save the CSV file with account search results.
3. Open the CSV file of the account search from Step 2. For automatic field mapping during CSV import, edit the file so that the column headers match the columns in the CSV template (from Step 1).
  1. Add three columns: one for **Mapping Category**, one for **Mapping Record Type**, and one for **Mapping Value** (A, B, and C).
  2. Replace the column header for **Internal ID** with **Mapping Key**.
  3. Leave the column **Name** as it is.

	A	B	C	D	E
1	Mapping Category	Mapping Record Type	Mapping Value	Mapping Key	Name
2				1403	8007-02 MX Bank
3				1404	8007-03 MX Deferred Expense
4				1405	8007-04 MX Fixed Asset
5				1406	8007-05 MX Other Asset

4. Using the same CSV file above, specify values for the **Mapping Category**, **Mapping Record Type**, and **Mapping Value** cells for each account. To make sure that you are entering the correct values, copy the SAT group code values listed in the template that you downloaded in Step 1, and paste the exact value in the Mapping Value column of the CSV file.

- Mapping Category – Enter **SAT Código Agrupador**.



**Important:** Make sure that you enter the values for the Mapping Category column in the same language as your NetSuite account. This is required for a successful CSV import. If you are not using Español (Latinoamérica), you can find the corresponding translated values in the Category list of the Mexico Localization Field Mapping page.

- Mapping Record Type – Enter **account**.
- Mapping Value – Enter the group code value.

Copy from template

	A	B	C
1	Mapping Category	Mapping Record Type	Mapping Value
2	SAT Código Agrupador	account	101 - Caja
3	SAT Código Agrupador	account	101.01 - Caja y efectivo
4	SAT Código Agrupador	account	102 - Bancos
5	SAT Código Agrupador	account	102.01 - Bancos nacionales
6	SAT Código Agrupador	account	102.02 - Bancos extranjeros

1

Paste in CSV

	A	B	C	D	E
1	Mapping Category	Mapping Record Type	Mapping Value	Mapping Key	Name
2	SAT Código Agrupador	account	102 - Bancos	1403	8007-02 MX Bank
3				1404	8007-03 MX Deferred Expense
4				1405	8007-04 MX Fixed Asset
5				1406	8007-05 MX Other Asset

2

- 1 The SAT group codes are listed in the template that you downloaded in Step 1. Look for the appropriate group code in the Mapping Value column of the template and copy the value.
- 2 In the CSV file with account internal IDs, paste the exact value copied from the template in the appropriate cell in the Mapping Value column.

5. Save the CSV file with accounts and group code information.
6. Import the saved CSV file to NetSuite. Go to Setup > Import/Export > Import CSV Records. Select the following options for CSV import:
  - Import Type = Custom Records
  - Record Type = Mexico Mapping
  - Character Encoding = Unicode (UTF-8)

For more information about importing CSV files, see the help topic [Importing CSV Files with the Import Assistant](#).

7. Verify if the record submitted using CSV import is mapped correctly.
  1. Go to Setup > Mexico Localization > Mexico Field Mapping.
  2. Select **SAT Account Grouping** in the **Category** field.
  3. In the **Subsidiary** field, select your Mexico subsidiary.
  4. In the **Account Type** field, select an account type. Verify the accounts under each account type.

## Deleting Field Mappings

To delete a field mapping, do one of the following:

1. Set the field mapping to blank directly on the Mexico Field Mapping page.
2. Delete the original record.

When you delete a NetSuite original record, a scheduled script takes care of removing the associated mappings. The scheduled script runs automatically one time per week.

On the script record, you can change the scheduled script runtime on the **Schedule** subtab. For more information, see the help topics [Scheduling a One Time or Recurring Scheduled Script Submission](#) and [Schedule Subtab](#).

## Compliance with Mexico SAT Requirements

The Mexico Localization SuiteApp enables compliance with specific legal requirements established by the SAT to issue electronic accounting files and electronic invoices in Mexico.

Most of the latest catalogs from the SAT are supported by the SuiteApp. SAT catalogs contain codes and values that describe or classify a product or service, transaction, payment, tax category, industry type and other business elements. The SAT requires fields with these codes and values to be included in the Mexico Electronic Accounting Files and Electronic Invoices for Mexico.

When you install the Mexico Localization SuiteApp, the catalogs are stored in NetSuite as custom records. Custom fields are automatically integrated or mapped to applicable NetSuite transactions or records to capture information in the SAT catalogs. The values you can choose from these custom fields are sourced from the catalogs.

Most of the SAT custom fields are required by the SAT and you must specify values for them.

The following table summarizes the SAT-required custom fields that are integrated with NetSuite records.

SAT Custom Field Name	NetSuite Records where SAT Custom Field is Available	Catalog Record Name in NetSuite	Description
SAT Unit Code (c_ClaveUnidad)	—	Mexico Mapping Value	<p>Units of measure defined by the SAT applicable to the quantity expressed for each item. The units of measure must be manually entered. Follow the steps described in <a href="#">SAT Unit Codes</a>.</p> <p>NetSuite Units of Measure must correspond to the SAT-defined unit codes. For more information, see <a href="#">Mexico Localization Field Mapping</a>.</p>
SAT Item Code (c_ClaveProdServ)	Item Fulfillment, Invoice, Cash Sale, Credit Memo Item	Mexico SAT Item Code	<p>Codes defined by the SAT to classify the product or service described in the item field. Item codes must be manually entered. Follow the steps described in <a href="#">SAT Item Codes</a>.</p> <p>The SAT Item Code must be defined on the Item record.</p>
SAT Account Grouping (c_CodigoAgrupador)	—	Mexico Mapping Value	<p>Codes defined by the SAT to classify and group the accounts assigned to a company or subsidiary.</p> <p>All the accounts of your company's or subsidiary's Chart of Accounts must be mapped to the most similar SAT Account Grouping codes. For more information, see <a href="#">Mexico Localization Field Mapping</a>.</p>
SAT Bank (c_Bancos)	—	Mexico Mapping Value	<p>Codes defined by the SAT to classify Mexican banks.</p> <p>You must assign your company's or subsidiary's bank accounts to the SAT-</p>

SAT Custom Field Name	NetSuite Records where SAT Custom Field is Available	Catalog Record Name in NetSuite	Description
			defined banks. For more information, see <a href="#">Mexico Localization Field Mapping</a> .
SAT Customs Request Number (NumeroPedimento)	Sales Order, Item Fulfillment, Invoice, Cash Sale, Credit Memo	—	Customs request number assigned to first-hand sales of imported goods.
SAT Cadastre ID (CuentaPredial)	Sales Order, Item Fulfillment, Invoice, Cash Sale, Credit Memo	—	In real property items, number assigned to the property when entered in the cadastre registry.
SAT Payment Method (c_FormaPago)	Sales Order, Invoice, Cash Sale, Customer Payment	Mexico Mapping Value	<p>List of payment methods defined by the SAT (cash, check, credit card...).</p> <p>NetSuite Payment Methods must be mapped to the SAT-defined payment methods. For more information, see <a href="#">Mexico Localization Field Mapping</a>.</p>
SAT Payment Term (c_MetodoPago)	Invoice, Cash Sale	Mexico SAT Payment Term	Type of payment defined by the SAT that applies to the transaction being generated (for example: single payment or installment).
SAT Tax Category (c_Impuesto)	—	Mexico Mapping Value	<p>Codes defined by the SAT to identify the type of taxes in Mexico (IVA, ISR, IEPS).</p> <p>Existing NetSuite Tax Types must be mapped to the SAT-defined tax types. For more information, see <a href="#">Mexico Localization Field Mapping</a>.</p>
SAT Tax Factor Type (c_TipoFactor)	Tax Code	Mexico SAT Tax Factor Type	Tax attribute applicable to the tax type (Rate, Fixed Value or Exempt).
Addendum (Addenda)	Sales Order, Item Fulfillment, Invoice, Cash Sale, Credit Memo, Customer Payment	—	<p>Additional information that can be optionally included in the CFDI. The content included in this field is not regulated by the SAT.</p> <p>If you want the Addendum to be included in the CFDI, you need to manually add this field to the XML before being sent for certification.</p>
SAT Industry Type (c_RegimenFiscal)	Company Information, Subsidiary, Customer	Mexico SAT Industry Type	Tax regime defined by the SAT to classify the industry type of your company or subsidiary.
SAT Voucher Type (c_TipoDeComprobante)	—	—	ID defined by the SAT that identifies the type of e-document being issued.
Relationship Type (c_TipoRelacion)	Item Fulfillment, Invoice, Cash Sale, Credit Memo, Customer Payment	Mexico SAT Relationship Type	Codes defined by the SAT to describe the relation existing between the current transaction and certified transactions.
Related CFDI (CfdiRelacionado)	Item Fulfillment, Invoice, Cash Sale,	—	CFDI (and UUID) associated with the transaction being generated.

SAT Custom Field Name	NetSuite Records where SAT Custom Field is Available	Catalog Record Name in NetSuite	Description
	Credit Memo, Customer Payment		You can add multiple related CFDIs to a transaction only if they are of the same type. Adding multiple related CFDIs of different types within the same transaction is not supported.
CFDI Usage (c_UsocFDI)	Item Fulfillment, Invoice, Cash Sale, Credit Memo	Mexico SAT CFDI Usage	Codes defined by the SAT to identify the specific use that is given to the CFDI.
RFC	Employee, Vendor, Lead, Prospect, Customer, Contact, Partner	—	<p>Entity's tax ID number that has a specific format and length.</p> <p>The RFC field is required for DIOT reporting and Electronic Invoicing.</p> <p>To learn more about the RFC field, see <a href="#">RFC Field</a>.</p>
Customer RFC	Sales Order, Invoice, Cash Sale, Credit Memo, Customer Payment	—	Entity's tax ID number. The value in this field is sourced from the Customer record RFC field.
UUID (folio fiscal)	Item Fulfillment, Invoice, Cash Sale, Credit Memo, Customer Payment	—	This is the Universal Unique Identifier (tax folio) assigned to the CFDI upon approval from the SAT.
UUID Received	Vendor Bill, Vendor Credit, Bill Payment	—	This is the Universal Unique Identifier (tax folio) assigned to the CFDI upon approval from the SAT.
Certification Timestamp	Item Fulfillment, Invoice, Cash Sale, Credit Memo, Customer Payment	—	Date and time when the CFDI was certified by the SAT.
Operation Type	Purchase Order, Vendor Bill, Expense Report, Vendor Credit, Check	—	<p>Indication of the transaction operation type. This field is required for DIOT reporting. If you do not select any value, the DIOT report uses Others as the default operation type for the transaction.</p> <p>On an Expense Report with a Mexican vendor, you can specify the Operation Type for each expense line.</p> <div>  <b>Note:</b> You can optionally indicate the Operation Type on a Purchase Order to capture this information before converting the PO into a Vendor Bill. </div>
Vendor	Expense Report	—	In the DIOT file, all line items on expense reports must indicate the name of the vendor or supplier.


SAT Custom Field Name	NetSuite Records where SAT Custom Field is Available	Catalog Record Name in NetSuite	Description
Payment ID	Customer Payment	—	Any number that identifies the payment (for example: check number, authorization number, reference number).
Issuer Entity RFC	Customer Payment	—	RFC of the entity (bank, financial institution, or others) from which the payment was issued. If the issuer is a foreign entity, then use the generic RFC 'XEXX010101000'.
Issuer Bank Name	Customer Payment	—	Enter the name of the bank from which the payment was issued. This name is required when the paying entity is a foreign bank.
Payer Account	Customer Payment	—	Account number used by the paying party to make the payment.
Recipient Entity RFC	Customer Payment	—	RFC of the entity (bank, financial institution, or others) where the payment was received.
Recipient Account	Customer Payment	—	Account number where the beneficiary received the payment.
Payment String Type	Customer Payment	—	Payment string ID generated by the recipient entity.
Payment Certificate	Customer Payment	—	Payment certificate as a text string formatted in base64.
Payment String	Customer Payment	—	Enter the original string of the receipt generated by the payment recipient entity.
Payment Signature	Customer Payment	—	Digital signature of approval associated to the payment as a text string formatted in base64.
Tax Object (c_ObjetoImp)	Invoice, Cash Sale, Credit Memo	—	<p>A SAT defined code of tax object on the Item record.</p> <p>When issuing a transaction using Customer payment XML templates, the system uses following logic to source "ObjetoImpDR" and "ObjetoImp" fields:</p> <ul style="list-style-type: none"> <li>■ If at least one item is ObjetoImp = 02, then ObjetoImpDR = 02</li> <li>■ If no item is ObjetoImp = 02, then select the ObjetoImp = 01 hardcoded.</li> </ul>
Export Type (c_Exportacion)	Item Fulfillment, Invoice, Cash Sale, Credit Memo	—	<p>The code defined by SAT that corresponds to the type of export that will be used for moving goods.</p> <p>If you select code 02, Foreign Trade Complement may be required by the SAT.</p>
SAT Registered Name	Company, Customer, Subsidiary	—	The name of the company or subsidiary as registered in SAT.



## SAT Unit Codes

The SAT Unit Code catalog is a comprehensive list of units of measure defined by the SAT. The SAT requires that you include unit codes from this catalog in the electronic invoicing files for Mexico.


### Adding SAT Unit Codes Using the Manage SAT Unit Codes Page


 **Note:** Only the Administrator, Accountant, and CFO roles have access to the Mexico SAT Unit Code custom record. If you want to grant other roles access to the Mexico SAT Unit Code custom record, you can create or customize a role and add custom record permissions to it. For instructions on customizing roles, see the help topic [Customizing or Creating NetSuite Roles](#). For more information about setting permissions for custom records, see the help topic [Setting Permissions for Custom Records](#).

The Manage SAT Unit Codes page enables you to enter in NetSuite the SAT units codes that are most relevant to your business.

#### To enter a new SAT Unit Code:

1. Go to Setup > Mexico Localization > Manage SAT Unit Codes.
2. Click the **New** button.
3. In the **Name** field, enter a name for the SAT Unit Code. For example, enter "Inches". You can use the official SAT unit code names that are defined in the corresponding SAT catalog. Alternatively, you can rename them to your preferred terms.
4. In the **Code** field, enter the code associated with this unit of measure. The value you enter in this field must be identical to the code defined by the SAT for this specific unit. For example, enter "INH" for inches. You can find the code in the SAT Unit Code catalog.
5. In the **Effective from** and **Valid until** fields, enter the range in which this Unit Code is valid. The validity dates are specified in the SAT Unit Code catalog.
6. If the Multi-Language feature is enabled on your account, you can translate the unit codes so that they match the language of the NetSuite user interface. In the Translations section, select a language and enter the translation for the **SAT Unit Code** field. Enter translations for as many languages as required.
7. Click **Save**.


 **Important:** If a unit code is not valid on the date of the transaction, NetSuite does not include it in the CFDI.

 **Note:** To inactivate or activate a SAT unit code in the List view, turn on the **Inline Editing** switch at the top of the Mexico SAT Unit Code page. For more information, see the help topic [Using Inline Editing](#).

After adding the SAT units codes, they become available on the Mexico Localization Field Mapping. You can then map them to the standard NetSuite fields. For mapping Standard NetSuite fields to categories required by the SAT, see the [Mexico Localization Field Mapping](#) topic.


### Adding the SAT Unit Code Catalog Using CSV Import

Alternatively, you can enter the entire SAT Unit Catalog in NetSuite by using CSV import.

 **Important:** You can enter the complete catalog in NetSuite through CSV import. However, we recommend that you use the Manage SAT Unit Codes page instead to configure only the values that are most relevant to your business.

### To import the SAT Unit Code Catalog:

1. Go to Setup > Import/Export > Import CSV Records. Select the following options for CSV import:
  - Import Type = Custom Records
  - Record Type = Mexico SAT Unit Code
  - Character Encoding = Unicode (UTF-8), since SAT catalogs are in Spanish.

2.  **Important:** Do not miss the following step, or the record entries will not be successfully generated.


On the Import Options page, expand the Advance Options pane and check the **Run Server SuiteScript and Trigger Workflows** box.

For more information about importing CSV files, see the help topic [Importing CSV Files with the Import Assistant](#).

## SAT Item Codes

The SAT Item Code catalog is a comprehensive list of codes defined by the SAT that classify a product or service. The SAT requires that you include item codes from this catalog in the electronic invoicing files for Mexico.

### Adding SAT Item Codes Using the Manage SAT Item Codes Page

 **Note:** Only the Administrator, Accountant, and CFO roles have access to the Mexico SAT Item Code custom record. If you want to grant other roles access to the Mexico SAT Item Code custom record, you can create or customize a role and add custom record permissions to it. For instructions on customizing roles, see the help topic [Customizing or Creating NetSuite Roles](#). For more information about setting permissions for custom records, see the help topic [Setting Permissions for Custom Records](#).


The Manage SAT Item Codes page enables you to manually enter in NetSuite the SAT Item codes that you use in your business.


### To enter a new SAT Item Code:

1. Go to Setup > Mexico Localization > Manage SAT Item Codes.
2. Click the **New** button.
3. In the **Name** field, enter a name for the SAT Item Code. For example, enter "Wheat seeds". You can use the official SAT Item Code names that are defined in the corresponding SAT catalog. Alternatively, you can rename them to your preferred terms.
4. In the **Code** field, enter the code associated with this item. The value you enter in this field must be identical to the code defined by the SAT for this item. For example, enter "10151601" for wheat seeds. You can find the code in the SAT Item Code catalog.
5. In the **Effective from** and **Valid until** fields, enter the range in which this Item Code is valid. The validity dates are specified in the SAT Item Code catalog.
6. If the Multi-Language feature is enabled on your account, you can translate the item code names so that they match the language of the NetSuite user interface. In the Translations section, select a

language and enter a translation for the item code name. Enter translations for as many languages as required.

7. Click **Save**.


 **Important:** If an item code is not valid on the date of the transaction, NetSuite does not include it in the CFDI.

 **Note:** To inactivate or activate a SAT item code in the List view, turn on the **Inline Editing** switch at the top of the Mexico SAT Item Code page. For more information, see the help topic [Using Inline Editing](#).

The SAT Item Code field on the Item record is populated with the names and codes you define on the Manage SAT Item Codes page.


### Adding the SAT Item Code Catalog Using CSV Import

Alternatively, you can add the entire SAT Item Catalog to NetSuite by using CSV import.

 **Important:** You can enter the complete catalog in NetSuite through CSV import. However, we recommend that you use the Manage SAT Item Codes page instead to configure only the values that are most relevant to your business.

### To import the SAT Item Code Catalog:

1. Go to Setup > Import/Export > Import CSV Records. Select the following options for CSV import:
  - Import Type = Custom Records
  - Record Type = Mexico SAT Item Code
  - Character Encoding = Unicode (UTF-8), since SAT catalogs are in Spanish.

2.  **Important:** Do not miss the following step, or the record entries will not be successfully generated.

On the Import Options page, expand the Advance Options pane and check the **Run Server SuiteScript and Trigger Workflows** box.

For more information about importing CSV files, see the help topic [Importing CSV Files with the Import Assistant](#).

## RFC Field

Refer to the following table to understand how the RFC field must be filled in:

Entity/Record	SuiteTax is not enabled		SuiteTax is enabled	
	Field Name	Description	Field Name	Description
- Employee - Contact	RFC	Enter the entity's registered Mexican tax ID number.	RFC	Enter the entity's registered Mexican tax ID number.
- Vendor - Customer	RFC	Enter the entity's registered Mexican tax ID number.	RFC	Enter the entity's registered Mexican tax ID number in the Tax Registration Number

Entity/Record	SuiteTax is not enabled		SuiteTax is enabled	
	Field Name	Description	Field Name	Description
- Lead				field, under the Financial > Tax Registrations subtab.
- Prospect				
- Partner				<p>The tax registration number entered for Mexico then shows in the RFC field.</p> <p>If more than one Tax Registration Number for Mexico is added to the sublist, then the RFC field is populated with the Tax Registration Number from the first sublist row.</p> <p>We recommend that you select from the Default Tax Registration list the same value used in the RFC field.</p>
- Company	VAT Registration	Enter your company's or subsidiary's registered Mexican tax ID number.	Tax Registration Number	Enter your company's or subsidiary's registered Mexican tax ID number in the Tax Registration Number field, under the Tax Registrations subtab.
- Subsidiary	No			<p>If more than one Tax Registration Number for Mexico is added to the sublist, only the first one is considered as the RFC.</p> <p>We recommend that you select from the Default Tax Registration list the same value used in the RFC field.</p>

The RFC field must follow the format specified by the SAT (the system checks the format and the length of the RFC code):

- For companies: XXX000000XXX.
  - Generic RFC for foreign entities: XEXX010101000.
  - Generic RFC for national entities that are not registered with the SAT: XAXX010101000.
- For individuals: XXXX000000XXX.
  - Generic RFC for national entities that are not registered with the SAT: XAXX010101000.

## Electronic Invoicing for Mexico


NetSuite provides localized features designed to meet Mexican invoicing requirements. Mexico Electronic Invoicing features are included in the Mexico Localization SuiteApp. For information, read the following topics:


- [Mexico Electronic Invoicing Overview](#)
- [Mexico Electronic Invoicing Administrator Guide](#)
- [Mexico Electronic Invoicing User Guide](#)
- [Mexico Electronic Invoicing Use Cases](#)

## Mexico Electronic Invoicing Overview

In Mexico, taxpayers are required to use electronic invoicing for all their business transactions. The electronic invoicing in Mexico is known as CFDI (Digital Tax Receipt via Internet) and must follow a specific format prescribed by the SAT.

The Mexico Localization SuiteApp enables you to generate and process outbound and inbound e-documents to comply with CFDIs in Mexico.

 **Important:** The Mexico Localization Electronic Invoicing feature complies with the CFDI version 4.0.

 **Important:** Using Electronic Invoicing v.9.0, the approximate maximum amount of item lines per transaction when certifying is 500. For Customer Payments, the maximum amount of invoices is 50, with 500 item lines each. This number may vary depending on specific configurations or customization. Transactions with many item lines can take some time to certificate.

The following table lists the transaction types currently delivered by outbound and inbound Mexico Electronic Invoicing:

Outbound	Inbound
Invoice	Bill
Cash Sale	—
Credit Memo	—
Item fulfillment	—
Customer Payment	—


The XML e-documents generated from the supported transactions require certification from the SAT as a prior step to being forwarded to customers.

In Mexico, PACs (certification providers authorized by the SAT) are responsible for all communications between NetSuite and the Mexican tax authority for certification purposes.

After the CFDI is approved and stamped by the SAT, the PAC returns the certified CFDI to NetSuite.

The Mexico Localization SuiteApp includes integration with the following pre-configured Mexican PACs:

- MySuite
- Solución Factible

 **Important:** You can also integrate NetSuite with other PACs that are certified by the SAT. For information about setting up Electronic Invoicing, see the help topic [Electronic Invoicing Administrator Guide](#).

The SuiteApp also includes default e-document packages containing sending methods for certification and e-document templates in XML format to let you integrate with the PACs.

Package	Certification Sending Method	Template Name
MySuite E-Document Package	MySuite Sending Method	<ul style="list-style-type: none"> <li>■ MySuite outbound invoice template</li> <li>■ MySuite outbound cash sale template</li> <li>■ MySuite outbound credit memo template</li> </ul>

Package	Certification Sending Method	Template Name
		<ul style="list-style-type: none"> <li>MySuite outbound customer payment template</li> <li>MySuite outbound item fulfillment template</li> </ul>
Solución Factible E-Document Package	Solución Factible Sending Method	<ul style="list-style-type: none"> <li>Solución Factible outbound invoice template</li> <li>Solución Factible outbound cash sale template</li> <li>Solución Factible outbound credit memo template</li> <li>Solución Factible outbound customer payment template</li> <li>Solución Factible outbound item fulfillment template</li> </ul>

An inbound e-document template is also included to help you generate Vendor Bills from received invoices:

Package	Template Name
Default E-Document Package	Inbound vendor bill template

The templates included in the SuiteApp are adapted to the specific format used by the PAC to fulfill SAT standards.

## Mexico Electronic Invoicing Administrator Guide



**Important:** To use the Mexico Electronic Invoicing feature, you must first install and configure the Electronic Invoicing SuiteApp, which provides the framework for generating electronic invoices and supports the e-document certification process. See the help topic [Electronic Invoicing Administrator Guide](#).

The Mexico Localization SuiteApp includes default e-document packages, e-document templates, and e-document certification sending methods for using electronic invoicing in Mexico. For an overview of these components, see [Mexico Electronic Invoicing Overview](#).

The administrator should first install the Electronic Invoicing SuiteApp, followed by installation of the Mexico Localization SuiteApp. By doing so, the localized packages, certification sending methods, and templates are added to the Electronic Invoicing SuiteApp and automatically installed for the user. You can view the installation status of these components on the Mexico Localization Components page. For more information, see [Viewing Mexico Localization Component Installation Status](#).

To create new packages, templates, and sending methods, see the help topics [Creating E-Document Packages](#), [Creating E-Document Templates](#), and [Creating E-Document Sending Methods](#).


The sending method for sending certified e-document files to the customer (XML and PDF) must be manually created. For more information, see the help topic [Setting Up an Email Sending Method for E-Documents](#).

You can restrict the editing of transactions based on the E-document status selected on an outbound e-document template record. For more information, see the help topic [Creating E-Document Templates](#).

After installing the Mexico Localization SuiteApp, the account administrator must configure the PAC credentials and other relevant settings. This is a one-time setup task to enable a PAC and store its credentials in NetSuite. Each PAC provides user credentials (for example, username and password) to be used when invoking their test or production web services.

## Setting Mexico PAC Configuration

The Mexico Localization SuiteApp includes a custom record for configuring credentials and other relevant settings to integrate NetSuite with Mexican PACs.


 **Note:** Only the Administrator, Accountant, and CFO roles have access to the Mexico PAC custom record. If you want to grant other roles access to the Mexico PAC custom record, you can create or customize a role and add custom record permissions to it. For instructions on customizing roles, see the help topic [Customizing or Creating NetSuite Roles](#). For more information about setting permissions for custom records, see the help topic [Setting Permissions for Custom Records](#).

Follow these steps to configure credentials and other settings required for connecting NetSuite with the PACs delivered by the SuiteApp:

### To set up Mexico PAC Configuration:


1. Go to Setup > Mexico Localization > PAC Configuration
2. In the Mexico PAC List, click the Edit link next to the PAC you want to configure.
3. The **E-Document Package Name** field is populated with the e-document package associated to the PAC you are configuring.
4. Check the **Enable** box to enable this PAC and make its corresponding templates and sending methods available on transactions.
5. In the **Tax ID** field, enter the RFC of the PAC.
6. Read the **Important** message carefully.
7. Check the **I Agree** box to proceed.
8. If you use a OneWorld account, select from the **Subsidiary** list the subsidiary or subsidiaries that you want to assign to this PAC. Make sure the subsidiaries you select are not currently assigned to another enabled PAC. Subsidiaries can be assigned to one enabled PAC only.
9. In the **Webservice URL** field, enter the URL (test or production) that is used to integrate NetSuite with this PAC.
10. The **PAC Connector Plug-in Implementation** field is populated with the plug-in implementation script file used to connect to this PAC.
11. In the **Username** field, enter the user ID provided by the PAC. This ID identifies the user who integrates with the PAC.
12. In the **Password** field, enter the password provided by the PAC (if any).
13. From the **PDF Default Language** list, select a default language to apply to the default PDF templates.
14. In the **Invoice Serie** field, enter the internal string used to identify the transaction.
15. In the **Invoice Prefix** field, enter the letters or numbers that you have set up in the Prefix column of the Set Up Auto-Generated Numbers page (Setup> Company> Auto-Generated Numbers > Transaction Numbers subtab) for this type of transaction. If you have not enabled the "Show Transaction Numbering Setup" preference under Setup > Company > General Preferences, leave this field empty.
16. In the **Invoice Suffix** field, enter the letters or numbers that you have set up in the Suffix of the Set Up Auto-Generated Numbers page (Setup> Company> Auto-Generated Numbers > Transaction Numbers subtab) for this type of transaction. If you have not enabled the Show Transaction Numbering Setup preference under Setup > Company > General Preferences, leave this field empty.
17. From the **Invoice PDF Template** list, select a PDF template to use for this transaction.

18. Repeat steps 14–17 for each transaction on the subtab.
19. Click **Save**.

 **Note:** In accounts that are not OneWorld, only one PAC can be enabled at a time. To enable a different PAC, you must first disable the currently enabled one.

In OneWorld accounts, more than one PAC can be enabled simultaneously. In this case, each PAC must have unique subsidiaries assigned to it.

Be aware that the PAC functionality conforms to the Electronic Invoicing rules. Make sure to validate the configuration of the sending methods, templates, and PAC credentials.

 **Important:** To add a PAC that is not included with the SuiteApp, further development may be required. After a new PAC has been added to NetSuite, you need to create and apply the e-document package, templates, sending methods, and other settings. For information about setting up Electronic Invoicing, see the help topic [Electronic Invoicing Administrator Guide](#).

For information about how to deploy a script to generate e-documents in bulk, see the help topic [Deploying the Bulk Generation Script for E-Documents](#).

## Mexico Electronic Invoicing User Guide

The Mexico Localization SuiteApp provides some custom forms that include Mexico-specific custom fields needed to comply with tax and other government requirements in Mexico. For more information about Mexico custom forms and fields, see [Mexico Localization Custom Forms](#) and [Mexico Localization Custom Fields](#).


To see the list of transactions that are currently supported by the Mexico Electronic Invoicing feature, see [Mexico Electronic Invoicing Overview](#).

### Outbound Electronic Invoicing for Mexico

You can generate outbound e-documents of transactions supported for Mexico and associate e-document templates and sending methods included in the Mexico Localization SuiteApp.

For detailed information about the different e-document generation processes for Mexico, see [Mexico Electronic Invoicing Use Cases](#).

When the appropriate information about the transaction form is complete, including the SAT fields, you can save the transaction and generate an electronic version of it.

 **Important:** SAT catalog values are provided with the Mexico Localization SuiteApp, except for SAT Unit codes and SAT Item codes. Make sure you enter valid values for Unit and Item codes to avoid certification data errors.

When the e-document has been successfully generated, you can submit it to the SAT for certification. In the certification process, NetSuite connects to the PAC through a web service. Then the PAC validates catalog codes and values, and communicates with the SAT, which validates the integrity of the XML. If the XML is valid, the SAT certifies the file and returns it to the PAC, which then sends it back to NetSuite. The certified XML document is stored in NetSuite File Cabinet.

For more information about how to certify XML e-documents, see the help topic [E-Document Certification in the Outbound Process](#).



To understand electronic invoicing processing errors, see the help topic [Electronic Invoicing Errors](#).

**Note:** E-document generation and certification notifications are captured on the Audit Trail subtab. If you have questions about PAC-related errors, please contact your certification provider. For more information about the Audit Trail subtab, see the help topic [E-Document Audit Trail and Statuses](#).

As soon as the CFDI is certified, a printable version becomes available for download. The PDF version is stored in the File Cabinet.

In addition to financial information, the printable version of the CFDI includes the following fields:

Field	Description
CSD Serial Number	Unique identifier assigned by the SAT to the issuer's digital seal.
Original String	Encrypted version of the electronic invoicing in XML format.
CFDI Signature	Issuer's digital seal obtained after signing the CFDI original string. It is used to authenticate the authorship of digital tax receipts.
SAT Signature	SAT's digital seal obtained after signing the CFDI.
Certification Time Stamp	Date and time when the CFDI was certified by the SAT (the time zone is based on the PAC selected).
SAT Serial Number	Unique identifier assigned by the SAT to the CFDI.
PAC RFC	PAC's tax registration number.
QR Code	Two-dimensional bar code that encodes a URL containing transaction details. This code allows the user to validate the authenticity of the transaction.

An advanced PDF template is delivered with the Mexico Localization SuiteApp. To customize the layout of the template, go to Customizations > Forms > Advanced PDF/HTML Templates and search for **Mexico Certified (transaction) PDF Template**. For more information about the Advanced PDF/HTML Templates feature, see the help topic [Advanced PDF/HTML Templates](#).

**Important:** When customizing a Mexico transaction form, select the **Standard (transaction) PDF/HTML Template** from the **Print Template** and **Email Template** dropdown lists. Do not select the **Mexico Certified (transaction) PDF Template** on this record. The **Mexico Certified (transaction) PDF Template** is used for Certification processes and, therefore, must be specified on the PAC Configuration record only.

You can send the generated e-documents (XML and PDF) to your customers. For more information, see the help topic [Sending and Resending E-Documents](#).

To learn more about the outbound electronic invoicing process, see the help topic [Outbound Electronic Invoicing](#).

## Inbound Electronic Invoicing for Mexico

In the inbound e-document process, you can convert the received e-document into a vendor bill record by using the inbound e-document template included with the SuiteApp.

The following inbound e-document fields are mapped to corresponding NetSuite transaction fields when converted into a vendor bill record:

- Currency

- Exchange Rate
- UUID
- Quantity, Rate, Amount, and Description fields from every line item.

**Important:** Tax determination and total amount are calculated in NetSuite.

**Note:** If the e-document to be converted contains items whose SAT item code is not unique for a specific vendor, the system assigns the first item associated to this vendor.

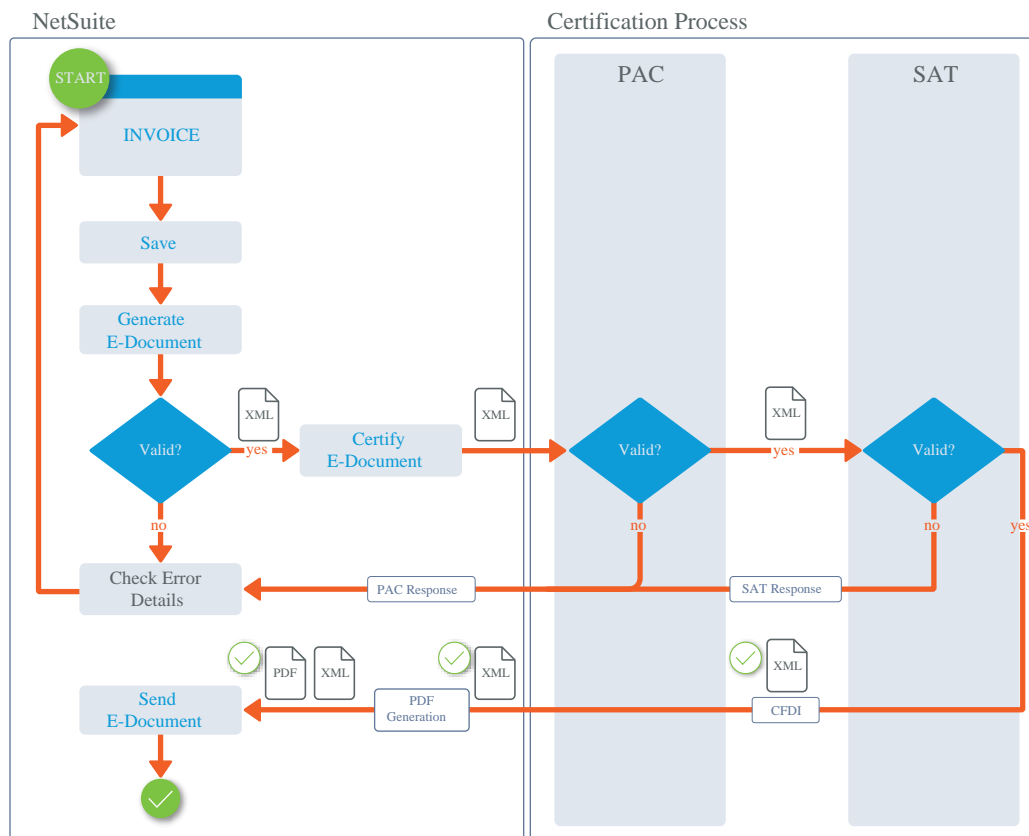
For more information about the inbound electronic invoicing process, see the help topic [Inbound Electronic Invoicing](#).

## Mexico Electronic Invoicing Use Cases

- [Generating Electronic Invoices for Mexico](#)
- [Entering Electronic Cash Sales for Mexico](#)
- [Issuing Electronic Credit Memos for Mexico](#)
- [Accepting Customer Payments for Mexico](#)
- [Generating Item Fulfillments for Mexico](#)
- [Handling Customer Deposits in Mexico](#)

### Generating Electronic Invoices for Mexico

You can create an Invoice by going to Transactions > Sales > Create Invoices (Administrator).



## To generate an electronic invoice for Mexico:

1. Fill the required information in the Invoice transaction form.
  - When filling the Item sublist, verify that the **SAT Item Code** field is populated.
  - On the **E-Document** subtab:
    - Make sure the e-document template selected corresponds to the PAC that your administrator has configured for this customer.
    - Make sure the sending method selected corresponds to the appropriate sending method (channel) defined for sending e-documents to this customer (for example, email).
    - To create a PDF version of the transaction record when the XML file is generated, check the **Generate PDF** box.
  - On the **CFDI Information** subtab, complete the fields required by the SAT:
    - **CFDI Usage**,
    - **SAT Payment Method**,
    - **SAT Payment Term**,
    - Others.
  - On the **Related CFDI** subtab, you can associate other CFDIs with this transaction..

2. When you have entered all required information, click **Save**.

The system updates the transaction record and a **Generate E-Document** button appears at the top.

3. Click **Generate E-Document**.

- If the e-document has been successfully generated, the **Certify E-Document** button appears on the record. At this point, the e-document is not yet certified.
  - The XML file reference can be viewed and downloaded under the **Generated E-Document** field, on the **E-Document** subtab.
  - On the same subtab, the PDF file reference can be viewed and downloaded under the **Generated PDF** field.



**Note:** This is a PDF version of the generated e-document, not a preview of the certified PDF. To view the certified PDF (with the localized layout), you must first certify the file (step 4).

- The **E-Document Audit Trail** on the **E-Document** subtab provides further details of the generated e-document.
  - If the generation failed, click the **E-Document** subtab, and then check the generation error details on the **E-Document Audit Trail**. You must first fix the errors before you can regenerate the e-document.
4. Click **Certify E-Document** to submit the XML e-document for certification.

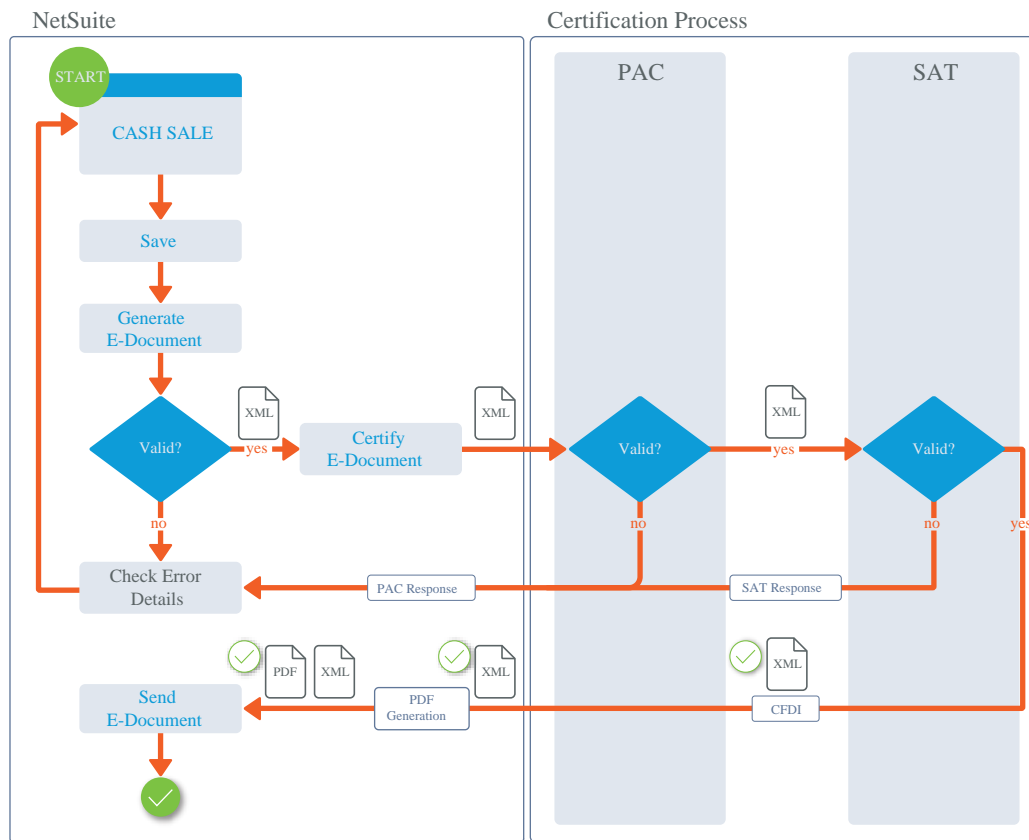
In the certification process, NetSuite connects to the PAC through a web service. Then, the PAC validates catalog values and communicates with the SAT, which validates the integrity of the XML.

- If the XML is valid, the SAT certifies the file and returns it to the PAC, which then sends it back to NetSuite.
  - The **E-Document Status** field on the **E-Document** subtab indicates the status of the certification process.
  - Integration details are logged on the **E-Document Audit Trail**.
  - You can view and download the certified XML file (CFDI) under the **Certified E-Document** field, on the **E-Document** subtab.

- On the same subtab, you can view and download the certified PDF file from the **Generated PDF** field.
  - If certification fails, details of errors are logged on the **E-document Audit Trail**. You must then fix the errors identified and regenerate the e-document.
- 5. To send the certified e-documents (certified XML and certified PDF) to your customers, vendors or any third party, click **Send E-Document**. The e-document is sent through the sending method that you have selected on the transaction (step 1).

## Entering Electronic Cash Sales for Mexico


You can enter a cash sale by going to Transactions > Sales > Enter Cash Sales (Administrator).



### To enter a cash sale for Mexico:

1. Fill the required information in the Cash Sale transaction form.
  - When filling the Item sublist, verify that the **SAT Item Code** field is populated.
  - On the **E-Document** subtab:
    - Make sure the e-document template selected corresponds to the PAC that your administrator has configured for this customer.
    - Make sure the sending method selected corresponds to the appropriate sending method (channel) defined for sending e-documents to this customer (for example, email).
    - To create a PDF version of the transaction record when the XML file is generated, check the **Generate PDF** box.

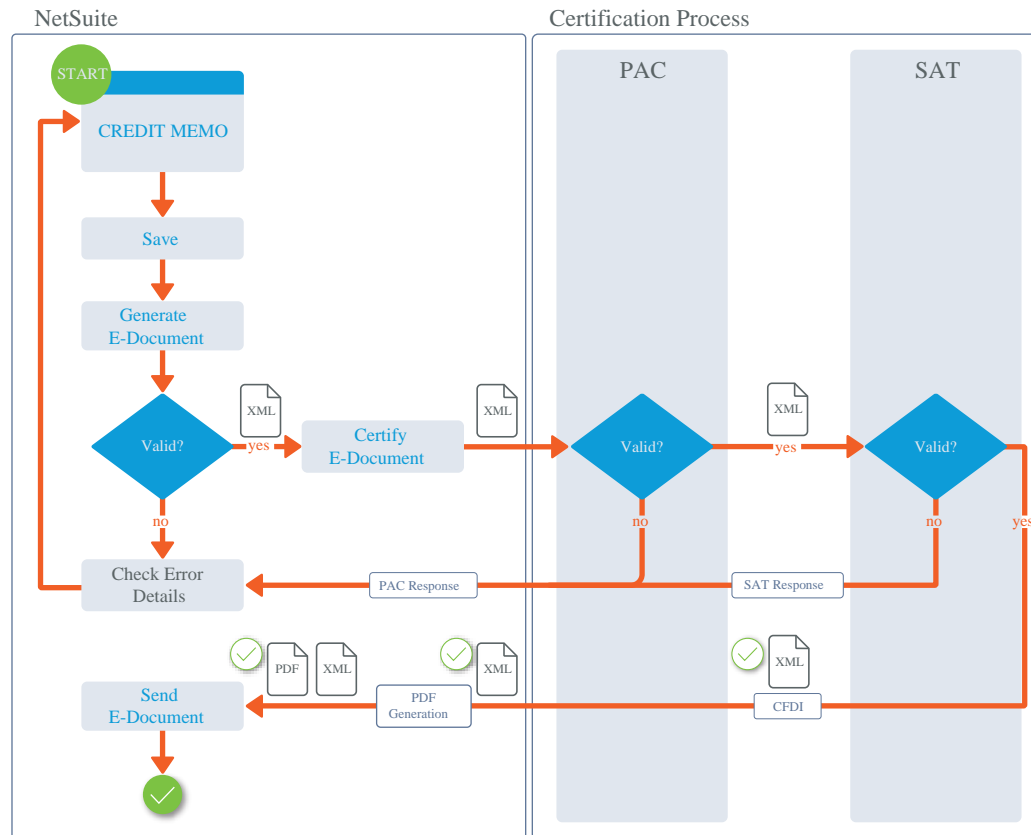
- On the **CFDI Information** subtab, complete the fields required by the SAT:
    - **CFDI Usage**,
    - **SAT Payment Method**,
    - **SAT Payment Term**,
    - Others.
  - On the **Related CFDI** subtab, you can associate other CFDIs with this transaction.
2. When you have entered all required information, click **Save**.  
The system updates the transaction record and a **Generate E-Document** button appears at the top.
  3. Click **Generate E-Document**.
    - If the e-document has been successfully generated, the **Certify E-Document** button appears on the record. At this point, the e-document is not yet certified.
      - The XML file reference can be viewed and downloaded under the **Generated E-Document** field, on the **E-Document** subtab.
      - On the same subtab, the PDF file reference can be viewed and downloaded under the **Generated PDF** field.

 **Note:** This is a PDF version of the generated e-document, not a preview of the certified PDF. To view the certified PDF (with the localized layout), you must first certify the file (step 4).

    - The **E-Document Audit Trail** on the **E-Document** subtab provides further details of the generated e-document.
    - If the generation failed, click the **E-Document** subtab, and then check the generation error details on the **E-Document Audit Trail**. You must first fix the errors before you can regenerate the e-document.
  4. Click **Certify E-Document** to submit the XML e-document for certification.  
In the certification process, NetSuite connects to the PAC through a web service. Then, the PAC validates catalog values and communicates with the SAT, which validates the integrity of the XML.
    - If the XML is valid, the SAT certifies the file and returns it to the PAC, which then sends it back to NetSuite.
      - The **E-Document Status** field on the **E-Document** subtab indicates the status of the certification process.
      - Integration details are logged on the **E-Document Audit Trail**.
      - You can view and download the certified XML file (CFDI) under the **Certified E-Document** field, on the **E-Document** subtab.
      - On the same subtab, you can view and download the certified PDF file from the **Generated PDF** field.
    - If certification fails, details of errors are logged on the **E-document Audit Trail**. You must then fix the errors identified and regenerate the e-document.
  5. To send the certified e-documents (certified XML and certified PDF) to your customers, vendors or any third party, click **Send E-Document**. The e-document is sent through the sending method that you have selected on the transaction (step 1).

## Issuing Electronic Credit Memos for Mexico

You can issue a credit memo by going to Transactions > Customers > Issue Credit Memos (Administrator).



### To issue a credit memo for Mexico:

1. Fill the required information in the Credit Memo transaction form.
  - When filling the Item sublist, verify that the **SAT Item Code** field is populated.
  - On the **E-Document** subtab:
    - Make sure the e-document template selected corresponds to the PAC that your administrator has configured for this customer.
    - Make sure the sending method selected corresponds to the appropriate sending method (channel) defined for sending e-documents to this customer (for example, email).
    - To create a PDF version of the transaction record when the XML file is generated, check the **Generate PDF** box.
  - On the **CFDI Information** subtab, complete the fields required by the SAT:
    - **CFDI Usage**,
    - **SAT Payment Method**,
    - **SAT Payment Term**,
    - Others.
  - On the **Related CFDI** subtab, you can associate other CFDIs with this transaction.
2. When you have entered all required information, click **Save**.  
The system updates the transaction record and a **Generate E-Document** button appears at the top.
3. Click **Generate E-Document**.

- If the e-document has been successfully generated, the **Certify E-Document** button appears on the record. At this point, the e-document is not yet certified.
  - The XML file reference can be viewed and downloaded under the **Generated E-Document** field, on the **E-Document** subtab.
  - On the same subtab, the PDF file reference can be viewed and downloaded under the **Generated PDF** field.

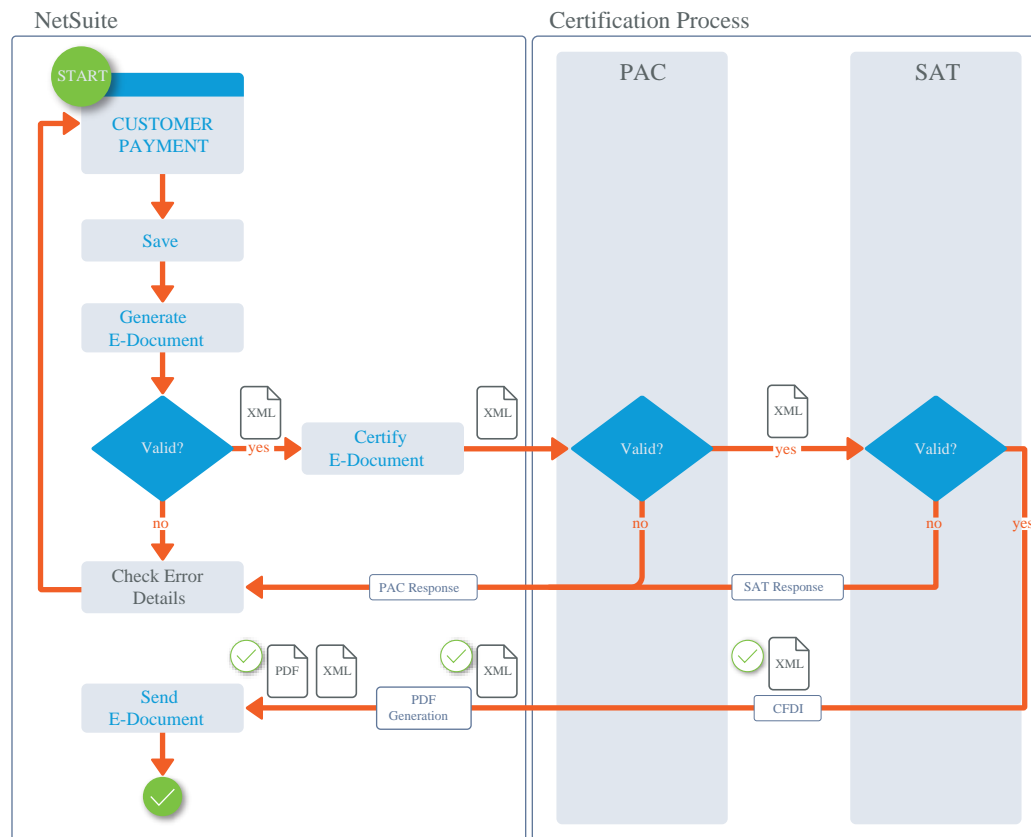


**Note:** This is a PDF version of the generated e-document, not a preview of the certified PDF. To view the certified PDF (with the localized layout), you must first certify the file (step 4).

- The **E-Document Audit Trail** on the **E-Document** subtab provides further details of the generated e-document.
  - If the generation failed, click the **E-Document** subtab, and then check the generation error details on the **E-Document Audit Trail**. You must first fix the errors before you can regenerate the e-document.
4. Click **Certify E-Document** to submit the XML e-document for certification.
- In the certification process, NetSuite connects to the PAC through a web service. Then, the PAC validates catalog values and communicates with the SAT, which validates the integrity of the XML.
- If the XML is valid, the SAT certifies the file and returns it to the PAC, which then sends it back to NetSuite.
    - The **E-Document Status** field on the **E-Document** subtab indicates the status of the certification process.
    - Integration details are logged on the **E-Document Audit Trail**.
    - You can view and download the certified XML file (CFDI) under the **Certified E-Document** field, on the **E-Document** subtab.
    - On the same subtab, you can view and download the certified PDF file from the **Generated PDF** field.
  - If certification fails, details of errors are logged on the **E-document Audit Trail**. You must then fix the errors identified and regenerate the e-document.
5. To send the certified e-documents (certified XML and certified PDF) to your customers, vendors or any third party, click **Send E-Document**. The e-document is sent through the sending method that you have selected on the transaction (step 1).

## Accepting Customer Payments for Mexico

You can accept a customer payment by going to Transactions > Customers > Accept Customer Payments (Administrator).



### To accept a customer payment for Mexico:

1. Fill the required information in the Customer Payment transaction form.
  - When filling the Item sublist, verify that the **SAT Item Code** field is populated.
  - On the **E-Document** subtab:
    - Make sure the e-document template selected corresponds to the PAC that your administrator has configured for this customer.
    - Make sure the sending method selected corresponds to the appropriate sending method (channel) defined for sending e-documents to this customer (for example, email).
    - To create a PDF version of the transaction record when the XML file is generated, check the **Generate PDF** box.
  - On the **CFDI Information** subtab, complete the fields required by the SAT:
    - **CFDI Usage**,
    - **SAT Payment Method**,
    - **SAT Payment Term**,
    - Others.
  - On the **Related CFDI** subtab, you can associate other CFDIs with this transaction.
2. When you have entered all required information, click **Save**.  
The system updates the transaction record and a **Generate E-Document** button appears at the top.
3. Click **Generate E-Document**.



- If the e-document has been successfully generated, the **Certify E-Document** button appears on the record. At this point, the e-document is not yet certified.
  - The XML file reference can be viewed and downloaded under the **Generated E-Document** field, on the **E-Document** subtab.
  - On the same subtab, the PDF file reference can be viewed and downloaded under the **Generated PDF** field.

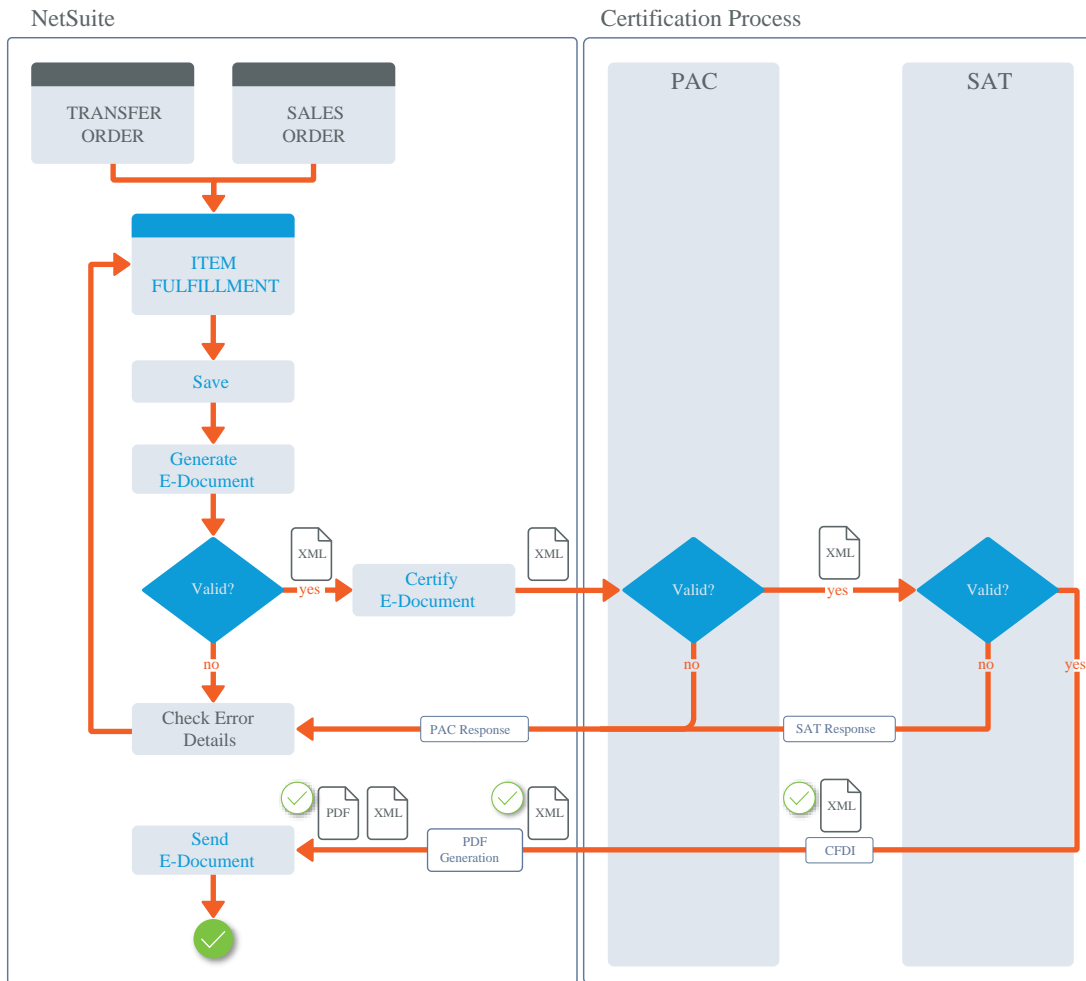


**Note:** This is a PDF version of the generated e-document, not a preview of the certified PDF. To view the certified PDF (with the localized layout), you must first certify the file (step 4).

- The **E-Document Audit Trail** on the **E-Document** subtab provides further details of the generated e-document.
  - If the generation failed, click the **E-Document** subtab, and then check the generation error details on the **E-Document Audit Trail**. You must first fix the errors before you can regenerate the e-document.
4. Click **Certify E-Document** to submit the XML e-document for certification.
- In the certification process, NetSuite connects to the PAC through a web service. Then, the PAC validates catalog values and communicates with the SAT, which validates the integrity of the XML.
- If the XML is valid, the SAT certifies the file and returns it to the PAC, which then sends it back to NetSuite.
    - The **E-Document Status** field on the **E-Document** subtab indicates the status of the certification process.
    - Integration details are logged on the **E-Document Audit Trail**.
    - You can view and download the certified XML file (CFDI) under the **Certified E-Document** field, on the **E-Document** subtab.
    - On the same subtab, you can view and download the certified PDF file from the **Generated PDF** field.
  - If certification fails, details of errors are logged on the **E-document Audit Trail**. You must then fix the errors identified and regenerate the e-document.
5. To send the certified e-documents (certified XML and certified PDF) to your customers, vendors or any third party, click **Send E-Document**. The e-document is sent through the sending method that you have selected on the transaction (step 1).

## Generating Item Fulfillments for Mexico

You can generate an Item Fulfillment from a Transfer Order or a Sales Order for Mexico.



### To generate an item fulfillment for Mexico:

1. Fill the required information in the Item Fulfillment transaction form.
  - When filling the Item sublist, verify that the **SAT Item Code** field is populated.
  - On the **E-Document** subtab:
    - Make sure the e-document template selected corresponds to the PAC that your administrator has configured for this customer.
    - Make sure the sending method selected corresponds to the appropriate sending method (channel) defined for sending e-documents to this customer (for example, email).
    - To create a PDF version of the transaction record when the XML file is generated, check the **Generate PDF** box.
  - On the **CFDI Information** subtab, complete the fields required by the SAT:
    - **CFDI Usage**,
    - **SAT Payment Method**,
    - **SAT Payment Term**,
    - Others.
  - On the **Related CFDI** subtab, you can associate other CFDIs with this transaction.
2. When you have entered all required information, click **Save**.

The system updates the transaction record and a **Generate E-Document** button appears at the top.

3. Click **Generate E-Document**.

- If the e-document has been successfully generated, the **Certify E-Document** button appears on the record. At this point, the e-document is not yet certified.
  - The XML file reference can be viewed and downloaded under the **Generated E-Document** field, on the **E-Document** subtab.
  - On the same subtab, the PDF file reference can be viewed and downloaded under the **Generated PDF** field.



**Note:** This is a PDF version of the generated e-document, not a preview of the certified PDF. To view the certified PDF (with the localized layout), you must first certify the file (step 4).

- The **E-Document Audit Trail** on the **E-Document** subtab provides further details of the generated e-document.
  - If the generation failed, click the **E-Document** subtab, and then check the generation error details on the **E-Document Audit Trail**. You must first fix the errors before you can regenerate the e-document.
4. Click **Certify E-Document** to submit the XML e-document for certification.
- In the certification process, NetSuite connects to the PAC through a web service. Then, the PAC validates catalog values and communicates with the SAT, which validates the integrity of the XML.
- If the XML is valid, the SAT certifies the file and returns it to the PAC, which then sends it back to NetSuite.
    - The **E-Document Status** field on the **E-Document** subtab indicates the status of the certification process.
    - Integration details are logged on the **E-Document Audit Trail**.
    - You can view and download the certified XML file (CFDI) under the **Certified E-Document** field, on the **E-Document** subtab.
    - On the same subtab, you can view and download the certified PDF file from the **Generated PDF** field.
  - If certification fails, details of errors are logged on the **E-document Audit Trail**. You must then fix the errors identified and regenerate the e-document.
5. To send the certified e-documents (certified XML and certified PDF) to your customers, vendors or any third party, click **Send E-Document**. The e-document is sent through the sending method that you have selected on the transaction (step 1).

## Handling Customer Deposits in Mexico

This section refers to the appendix 6 of the official SAT Guide for filling CFDIs (Anexo 20).

In Mexico, a customer deposit is considered an advance payment made by a customer when:

- The good or service that is going to be acquired or the price of it is not known or has not been determined.
- Neither the good or service that is going to be acquired nor the price of it is known or has been determined.

In NetSuite, when a customer makes an advance payment for an order or project, you can record the funds received through a Customer Deposit transaction.

However, in Mexico, the SAT requires a specific process to issue CFDIs for customer deposits. To be compliant with the SAT, you must use a Cash Sale transaction to record the deposit amount. When the final good or service has been determined, the SAT requires you to issue specific CFDIs and relate them to the customer deposit.

Follow one of the following options to record a customer deposit in Mexico:

**Note:** Do not use the NetSuite Customer Deposit transaction to record advance payments in Mexico.

### Alternative A

Transaction	Reason	Description	Field	Value
CFDI 1: Cash Sale	Customer Deposit Amount	When you receive the customer deposit, create a CFDI from a Cash Sale for the deposit amount.	SAT Payment Method	Select the payment method used for this transaction (select "99 – To be defined" if you are using remaining balance from a previous payment).
			SAT Payment Term	Select "PUE – Single Payment".
			SAT Item Code	Enter "84111506".
			Quantity	Enter "1".
			SAT Unit Code	Enter "ACT".
			Description	Enter "Anticipo del bien o servicio" (Advance payment for the good or service).
CFDI 2: Invoice/Cash Sale	Sale Total Amount	When the customer acquires the final good or service, create a CFDI from an Invoice or Cash Sale transaction for the sale total amount.  This Invoice or Cash Sale must be related to CFDI 1.	Amount	Enter the deposit amount before taxes.
			SAT Payment Method	Select the payment method used for this transaction.
			SAT Payment Term	Select the payment term used for this transaction.
			Relationship Type	Select '07- CFDI by Advance Payment".
CFDI 3: Credit Memo	Deposit Amount Applied	After issuing CFDI 2, create a CFDI from a Credit Memo to apply the deposit amount against the sale total amount.	Related CFDI	Select the CFDI issued for the customer deposit (CFDI 1). The UUID of the related CFDI shows.
			Relationship Type	Select '07- CFDI by Advance Payment".
			Related CFDI	Select the CFDI issued for the sale total amount (CFDI 2). The UUID of the related CFDI shows.
			SAT Item Code	Enter "84111506".
			Quantity	Enter "1".

Transaction	Reason	Description	Field	Value
			SAT Unit Code	Enter "ACT".
			Description	Enter "Aplicación de anticipo" (Advance payment applied).
			Amount	Enter the deposit amount before taxes.

### Alternative B

Transaction	Reason	Description	Field	Value
CFDI 1: Cash Sale	Customer Deposit Amount	When you receive the customer deposit, create a CFDI from a Cash Sale for the deposit amount.	SAT Payment Method	Select the payment method used for this transaction (select "99 – To be defined" if you are using remaining balance from a previous payment).
			SAT Payment Term	Select "PUE – Single Payment".
			SAT Item Code	Enter "84111506".
			Quantity	Enter "1".
			SAT Unit Code	Enter "ACT".
			Description	Enter "Anticipo del bien o servicio" (Advance payment for the good or service).
CFDI 2: Invoice/ Cash Sale	Remaining Amount (= Sale Total Amount – Discount Amount)	<p>When the customer acquires the final good or service, create a CFDI from an Invoice or Cash Sale transaction for the remaining amount.</p> <p>The remaining amount is the sale total amount minus the discount amount.</p> <p>The discount amount is equal to the deposit amount.</p> <p>This Invoice or Cash Sale must be related to CFDI 1.</p>	Amount	Enter the deposit amount before taxes.
			SAT Payment Method	Select the payment method used for this transaction.
			SAT Payment Term	Select the payment term used for this transaction.
			Relationship Type	Select '07- CFDI by Advance Payment".
			Related CFDI	Select the CFDI issued for the customer deposit (CFDI 1). The UUID of the related CFDI shows.
			Description	Item description + "CFDI por remanente de un anticipo" (CFDI for the deposit remaining amount).
			Amount	Enter the remaining amount before taxes
			Discount	Enter the deposit amount

## Electronic Bank Payments for Mexico



**Important:** To use Electronic Bank Payment File Layouts for Mexico, you must install the Electronic Bank Payments SuiteApp, which provides the framework for generating electronic bank payment files. For more information about setting up the Electronic Bank Payments SuiteApp, see the help topic [Setting Up Electronic Bank Payments](#).

The Mexico Localization SuiteApp provides some templates to help you generate electronic bank payment files to pay vendor bills within Mexico.

The administrator should first install the Electronic Bank Payments SuiteApp, followed by the installation of the Mexico Localization SuiteApp. By doing so, the Mexico Localization SuiteApp adds the Electronic Bank Payment file templates in the Electronic Bank Payment SuiteApp. You can view the installation status of these templates in the Mexico Localization Components page. For more information, see [Viewing Mexico Localization Component Installation Status](#).

For more information about creating electronic bank payment files, see the help topic [Electronic Bank Payments](#).

The templates provided with the Mexico Localization SuiteApp support payment file formats specified by the major Mexican banks. These are the templates currently delivered:

- Banamex CitiDirect
- Santander Mexico

Before you can use a payment file format for Mexico, you must set up the relevant bank details and other information that the system requires. For information about setting up bank records for your company, subsidiaries, and vendors, see [Mexico Payment Formats](#).

### Mexico Payment Formats

The Mexico Localization SuiteApp enhances the Electronic Bank Payments SuiteApp by providing the necessary layouts for generating electronic bank payment files for Mexico.

To set up Electronic Bank Payments for your company, subsidiaries, and vendors in Mexico, read the following topics:

- [Setting Up Company Bank Records in Mexico](#)
- [Setting Up Bank Records of Vendors in Mexico](#)


#### Setting Up Company Bank Records in Mexico

Set up the bank account records that your company or subsidiaries use to send electronic bank payments.

#### To set up company bank details in Mexico:


1. Go to Payments > Setup > Bank Details > New
2. Complete the fields on the New Company Bank Details page:

Field	Description
Name	Enter a name for the bank record.

Field	Description
GL Bank Account	Select the GL account where the processed electronic bank payment transactions are posted.
	 <b>Note:</b> The <b>Subsidiary</b> and <b>Currency</b> fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic <a href="#">Creating Accounts</a> .
Legal Name	Enter your company's legal name. This is used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on email notifications of payment transactions sent to vendors.
Marked by Default	Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.
EFT Template	Select the applicable payment file format template to use for Mexico.
File Cabinet Location ID	Enter the internal ID of the folder that you created for storing payment format files. For more information, see the help topic <a href="#">Creating Folders in the NetSuite File Cabinet</a> .
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.

- Click **Save**.
- Complete the additional bank detail fields.

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.


 **Note:** For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

- Complete the fields on the **EFT Template Details** subtab.

Banamex CitiDirect template details	Description
Country Code	Enter the 3-digit code that identifies the country where the company's account is based. The suggested value for Mexico is: <b>485</b> .
Account Number	Enter your company's bank account number where the funds are debited (11 digits).

Santander Mexico template details	Description
Bank Code	Enter the 3-digit code that identifies the company's bank.
Account Number	Enter your company's bank account number where the funds are debited (20 digits).

- If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab.

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the bills and expenses that are included in the payment batch.
Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see the help topic <a href="#">Setting Schedules for Payment Batches</a> . You can leave this field blank and choose to manually trigger the system to create payment batches by clicking <b>Refresh Batch</b> .
Inactive	Check this box if you want to make a payment batch inactive. When you mark a record as inactive, it is not displayed in lists fields. However, the record remains in the system for future reference.
 <b>Note:</b> If you check the <b>Inactive</b> box for the main batch, bills that do not meet search criteria are not included in the payment batch.	
Email Recipient	Select the employee to whom a notification should be sent whenever payment batches are created per schedule.

7. Click **Add** to save the payment batch. You can create more payment batches for the bank account.
8. Click **Save** to save the company bank details.

If you want to set up approval routing for this bank account, see the help topic [Setting Up Approval Routing for Payment Batches](#).

## Setting Up Bank Records of Vendors in Mexico

Set up the bank account records of each vendor to whom you send electronic bank payments. You can set up multiple bank accounts for each vendor.

### To set up vendor bank details in Mexico:

1. Go to Lists > Relationships > Vendors.  
For information about adding a vendor, see the help topic [Creating a Vendor Record](#).
2. Click the Edit link next to the name of the vendor.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Banamex CitiDirect fields	Description
Name	Enter a name for the bank record.
Transaction Code	Enter the 3-digit code associated to the Payment Method used: <ul style="list-style-type: none"> <li>■ <b>072</b> - for Book to Book</li> <li>■ <b>073</b> - for Manager Check</li> <li>■ <b>277</b> - for Window Payment</li> <li>■ <b>YYY</b> - for Domestic Funds Transfers, select according with the Transaction you want to send:</li> </ul>



Banamex CitiDirect fields	Description
	<ul style="list-style-type: none"> <li>□ <b>001</b> - Interbank Transfer</li> <li>□ <b>002</b> - Payroll</li> <li>□ <b>003</b> - Pension</li> </ul>
Third Party Bank Number (Vendor Bank Number)	<p>Enter the code that identifies the vendor's bank:</p> <ul style="list-style-type: none"> <li>■ <b>000</b> - for Book to Book</li> <li>■ <b>000</b> - for Manager Check</li> <li>■ <b>002</b> - for Window Payment</li> </ul>
Third Party Account Number (Vendor Account Number)	Enter the code that identifies the vendor's account number
Account Type CR	<p>Enter the vendor's account type to be used when funds are transferred:</p> <ul style="list-style-type: none"> <li>■ Book to Book <ul style="list-style-type: none"> <li>□ <b>01</b>- Checking Account (11 digits)</li> <li>□ <b>03</b>- Debit Account (16 digits)</li> <li>□ <b>04</b>- Credit Account (16 digits)</li> <li>□ <b>05</b>- CLABE Account (18 digits)</li> </ul> </li> <li>■ Domestic Funds Transfers <ul style="list-style-type: none"> <li>□ <b>03</b>- Debit Account (16 digits)</li> <li>□ <b>04</b>- Credit Account (16 digits)</li> <li>□ <b>05</b>- CLABE Account (18 digits)</li> </ul> </li> <li>■ Manager Checks and Window Payment <ul style="list-style-type: none"> <li>□ (Blank spaces should be left)</li> </ul> </li> </ul>
Third Party Credit Date (Vendor Credit Date)	<p>Enter the vendor's credit date. Used only when Domestic Funds Transfers are sent:</p> <ul style="list-style-type: none"> <li>■ <b>00</b> - 24hrs</li> <li>■ <b>01</b>- Same Day</li> </ul> <p>For Book to Book, Window Payments, and Manger Checks, no information is required.</p>
Santader Mexico fields	Description
Bank Code (Vendor Bank Number)	Enter the code that identifies the vendor's bank.
Bank Account (Bank Account Number)	Enter the code that identifies the vendor's bank account.
Vendor Account Type	Enter the vendor's account type to be used when funds are transferred.

6. Click **Save**.

You can also set up bank records of vendors by importing bank details in CSV format into NetSuite by using the Import Assistant. For more information, see the help topic [Importing Electronic Bank Payments Data](#).

## Financial Reports for Mexico

**Note:** To learn how to configure the Financial Reports for Mexico, see [Configuring Financial Reports for Mexico](#).

The Mexico Localization SuiteApp adds fields to some financial standard reports to comply with the print format specific to Mexican local accounting practices.

To see the Mexico-specific reports, go to Reports > Mexico Localization:

- **Balance para México** - (Mexico Balance Sheet)
- **Estado de Ingresos y Egresos para México** - (Mexico Income Statement: Profit and Loss Statement)
- **Balance de Comprobación para México** - (Mexico Trial Balance)

Balance Sheets and Income Statements (Profit and Loss Statements) for Mexico include the following information to comply with the requirements of the Mexican market:

- **Importe Inicial** - (Initial Amount)
- **Importe (débito)** - (Debit)
- **Importe (crédito)** - (Credit)

Trial Balance reports for Mexico include:

- **Importe** - (Amount)

**Important:** You can edit financial reports provided by the Mexico Localization SuiteApp. If you edit a Mexico report, be aware that a bundle update will overwrite the changes you made. To avoid overwriting changes, you should create a copy of the report and further customize it.

To generate standard financial statements and reports for Mexico, read the following topics:

[Financial Reports](#) and [Available Financial Statements](#).

## Electronic Accounting for Mexico

- [Tax Code Mapping for Mexico DIOT File \(Mexico Localization SuiteApp\)](#)
- [Mexico DIOT File \(Mexico Localization\)](#)
- [Mexico Electronic Accounting Files \(Mexico Localization\)](#)

### Tax Code Mapping for Mexico DIOT File (Mexico Localization SuiteApp)

**Note:** Only transactions with IVA (VAT) relevant tax codes are included in the DIOT file. If a transaction has no tax code, or if the tax code is marked as Exclude from VAT reports, the transaction is not included in the DIOT file.

Make sure that your transactions conform to the following rules:

- For transactions with non-Mexican vendors, use tax codes with the Import property.
- For transactions with Mexican vendors, use tax codes that do not have the Import property.
- For transactions with either Mexican or non-Mexican vendors, you can use tax codes with 0% rate or tax codes with the Exempt property.



**Important:** When you click Save on a transaction record, the system checks if there are line items that do not conform to the rules for import or non-import tax codes. If validation errors are found, the system displays the errors in a confirmation message. You can change the tax codes before saving, or you can choose to save the record without changing the tax codes.

The following table shows how NetSuite uses the Mexico VAT codes to get the values for the DIOT file. Tax codes for Mexico are described in the [Mexico Tax Codes](#).

DIOT Column Number	Content
8	Sum of the value of the bills paid, before IVA, where tax code S-MX was applied
9	0 (not supported)
10	0 (not supported)
11	0 (not supported)
12	0 (not supported)
13	Sum of the value of the bills paid, before IVA, where tax code R-MX was applied
14	0 (not supported)
15	Sum of the value of the bills paid, before IVA, where tax code DR-MX was applied
16	Sum of the value of the bills paid, before IVA, where tax code IS-MX was applied
17	0 (not supported)
18	0 (not supported)
19	0 (not supported)
20	Sum of the value of the bills paid, before IVA, where tax code IE-MX was applied
21	Sum of the value of the bills paid, before IVA, where tax code Z-MX or IZ-MX or ZX-MX was applied
22	Sum of the value of the bills paid, before IVA, where tax code E-MX was applied
23	0 (not supported)
24	Returns and discounts on bills that have any of the following tax codes: S-MX, R-MX, Z-MX, E-MX, IS-MX, IR-MX, IZ-MX, IE-MX, ZX-MX, DS-MX, DR-MX

## Mexico DIOT File (Mexico Localization)



**Note:** The DIOT file is not yet supported by SuiteTax. As a workaround, you can use the SuiteAnalytics Workbook feature to generate the data needed to create the Mexico DIOT file. For more information, see the SuiteAnswers article [Workaround for Generating the Mexico DIOT File for SuiteTax Accounts](#)

In Mexico, taxpayers must submit a monthly declaration of all payments made to third parties, with details of the applicable value added tax.

Using the NetSuite Tax Audit Files SuiteApp you can generate a DIOT file that conforms to the requirements specified by the SAT, and can be submitted online to the tax authority portal.

The Mexico DIOT file is a text file that contains a list of all payments made by a subsidiary to third parties within a selected period, and includes details of applicable value added tax. Only transactions with IVA

relevant tax codes are included in the DIOT file. If a transaction has no tax code, or if the tax code is marked as Exclude from VAT reports, the transaction is not included in the DIOT file. Tax codes for Mexico are described in the [Mexico Tax Codes](#) section. For information about transactions included in the DIOT file, see [Tax Code Mapping for Mexico DIOT File \(Mexico Localization SuiteApp\)](#).

For vendor bills, only those that have been paid (through any of the payment transactions) and reconciled with the bank account are included in the DIOT file.



**Important:** The DIOT report shows only cleared transactions. Be sure to reconcile transactions before generating the DIOT report. For more information about reconciling bank statements, see the help topic [Bank Account Reconciliation and Reporting](#).

## Required Fields for Mexico DIOT Reporting

For DIOT reporting, you must complete the following fields on entity and transaction records for companies or subsidiaries in Mexico:

- **Billing address Country field on the vendor record**

In the DIOT file, vendors must be classified as national vendor, foreign vendor, or global vendor. Be sure to provide a value in the Country field of the vendor billing address. Currently, NetSuite cannot identify global vendors.

- **Mexico RFC field on the employee, vendor, lead, prospect, customer, contact, and partner record**

If there is no value in the RFC code field on the employee, vendor, lead, prospect, customer, contact, or partner record, the DIOT report also shows an empty RFC field for the entity.

- **Operation Type field**

Vendor bill, expense report, vendor credit, and check transactions must have an indication of their operation type, which could be Professional Services, Real Estate Leasing, or Others. If you do not enter a value, the DIOT report uses Others as the default operation type for the transaction.



**Note:** The Operation Type field is also available in Purchase Orders to let you capture this information before converting the PO into a Vendor Bill.

- **Vendor field**

In the DIOT file, all lines on expense reports must indicate the name of the vendor or supplier.



**Note:** For information about custom fields and validations for Mexico, see [Mexico Localization Features](#).

## Mexico Localization Validation Tool



**Note:** The Mexico Localization Validation tool is not yet supported by SuiteTax.



**Note:** Only the Administrator, Accountant, and CFO roles have access to the Mexico Localization Validation Tool. To grant access to other roles, see [Granting Access to Scripts for Mexico Localization](#).

The Mexico Localization SuiteApp includes a validation tool that checks the integrity of data to help you generate a complete and accurate [Mexico DIOT File \(Mexico Localization\)](#). The validation tool identifies which records have missing fields or incorrect information, so that you can fix them before you generate a DIOT file.

The validation tool can filter records by:

- type (Vendor, Employee, Customer, Partner, Contact, Bill, Bill Credit, Expense Report, Check)
- subsidiary
- transaction date

Use the validation tool filters to narrow the search result. Then, when you run the validation, the system displays a list of records and the corresponding validation rules that apply. For each record, you should add or modify a value to conform to the indicated rule. For example, if the rule says that the Vendor record must have an RFC number, click the record's link to edit the record and add the RFC number.

To understand the validations being implemented by the Mexico Localization SuiteApp, see [Mexico Localization Validations](#).

### To use the Mexico Localization Validation tool:

1. Go to Reports > Mexico Localization > Mexico Validation Tool.
2. Select a record type. If you want to run the validation for all record types at the same time, select the value **(all)**.
3. If you are using a OneWorld account, select a subsidiary. If you want to validate records for all subsidiaries at the same time, select the value **(all)**.
4. To validate records that were created within a specific date range, select a period. To validate records without specifying a date range, select the value **(all)**.
5. To start the validation, click **Run**.
6. To edit a record, click the record's link in the **Name** column.

## Generating the Mexico DIOT File

### To generate a Mexico DIOT file:

1. Go to Reports > Tax > Audit Files.
2. Select DIOT (Text) from the Report list.
3. If you are using a OneWorld account, select the Mexico parent company or a Mexico subsidiary company.
4. Select an accounting period.
5. Click Generate.

The system queues the process for generation, and then notifies you by email when the audit file has been generated. The email notification includes a link to the downloadable file. While the tax audit file is being generated, you can see its progress in the Download column of the Audit Files table. Click Refresh to update the Download column. When file generation is complete, the Download status displays a link to the downloadable file.

6. To generate a new report, click Reset and repeat steps **2** to **5**.
7. When a Mexico DIOT file has been successfully generated, you can download it for submission to the SAT. To download, see the help topic [Downloading a Tax Audit File](#). To delete a DIOT file, see the help topic [Deleting a Tax Audit File](#).

The System Notes subtab makes a record of everything you do using the Tax Audit Files SuiteApp (create, delete, cancel, generate, and download), including user names and dates. Specific file details are also recorded, such as period, subsidiary, and report type.

For information about roles and permissions to use the Tax Audit Files SuiteApp, see the help topic [Creating or Customizing Roles to Use Tax Audit Files](#).

## Mexico Electronic Accounting Files (Mexico Localization)

The Second Amendment to the Temporary Tax Regulations defines the tax reporting requirements for accounting information in Mexico. Under these rules, taxpayers in Mexico are required to file accounting information monthly with tax authorities.

Using the Tax Audit Files SuiteApp (or the Tax Reporting Framework SuiteApp if SuiteTax is enabled in your account), you can generate Mexico Electronic Accounting File records in the format prescribed by the Mexican tax authority.



**Important:** The **Mexico Electronic Accounting File Version 1.3** complies with the updated Mexico Tax Administration Service (SAT) requirements, using the updated XML layout for Mexico Tax Audit Files.

### Prerequisites

Before you can generate Mexico electronic accounting files, you must perform the following prerequisite tasks:

- Install the necessary SuiteApps. See [Installation Prerequisites for Mexico Localization](#).
- Set up your chart of accounts. See the help topic [Chart of Accounts Management](#).  
If your standard chart of accounts does not comply with regulatory requirements for tax audit files, use the Statutory Chart of Accounts. To set up statutory chart of account names and numbers, see the help topic [Statutory Chart of Accounts for Tax Audit Files](#).  
For bank accounts, you must specify a bank account number in the **Bank Account** field on the account record.
- Enable GL Audit Numbering and run GL Numbering Sequences. Go to Setup > Company > Enable Features and check the **GL Audit Numbering** box on the Accounting subtab. For more information, see the help topic [GL Audit Numbering](#).



**Important:** Make sure that GL Audit Numbering is enabled and that you have run GL numbering sequences as part of accounting period closing tasks before generating the Mexico Electronic Accounting File records. Otherwise, file generation and download fail.

This step is not required for accounting periods earlier than 2015.

- For OneWorld accounts that use the Multiple Calendars feature, ensure that all periods are assigned to a fiscal calendar. Incomplete or incorrect tax year setup may cause errors when generating the Mexico Chart of Accounts. For more information, see the help topic [Setting Up Tax Periods Using a Fiscal Calendar](#).
- Set up the required fields for Mexico Electronic Accounting Files:
  - Map fields to categories required by the SAT. See [Mexico Localization Field Mapping](#).
  - Set the values for the TipoSolicitud, NumOrden, and NumTramite columns of the Mexico Journal audit file. See [Setting Up Mexico Tax Audit Files Configuration](#).
- Check that the fiscal calendar used by the subsidiary is properly set up. Make sure that there are no unassigned base periods.

For information about generating a Mexico electronic accounting file, see [Generating Mexico Electronic Accounting Files](#).

### Setting Up Mexico Electronic Accounting Files

- [Mexico Localization Field Mapping](#)
- [Setting Up Mexico Tax Audit Files Configuration](#)

## Setting Up Mexico Tax Audit Files Configuration

Before generating the Mexico Electronic Accounting Files, you must set the values for the TipoSolicitud, NumOrden, and NumTramite columns of the Mexico Journal audit file.

### To configure the values for the Mexico Journal fields:

1. Go to Customization > Lists, Records, & Fields > Record Types.
2. Look for MX Setup Configuration and click its corresponding List link.
3. Click **New MX Setup Configuration** to create a custom record. Create the following records for your Mexico subsidiary.



**Important:** Only one custom record for each field must be created per subsidiary.

TAF Setup Configuration Field	Value	Required?
MX Polizas: TipoSolicitud	Specify one of the following request types: <ul style="list-style-type: none"> <li>■ AF</li> <li>■ FC</li> <li>■ DE</li> <li>■ CO</li> </ul>	Yes
MX Polizas: NumOrden	Serial number assigned	Yes, if TipoSolicitud is set to AF or FC
MX Polizas: NumTramite	Processing number assigned to the request for refund or compensation	Yes, if TipoSolicitud is set to DE or CO

4. Click **Save**.

## Generating Mexico Electronic Accounting Files

With the Tax Audit Files SuiteApp (or the Tax Reporting Framework SuiteApp if SuiteTax is enabled in your account), you can generate the Mexico Electronic Accounting Files in XML file format.



**Important:** Make sure that you have completed the prerequisite tasks before generating the Mexico tax audit files. For more information, see [Mexico Electronic Accounting Files \(Mexico Localization\)](#).

NetSuite provides the following Mexico tax audit files:

- **Mexico Chart of Accounts (XML)** – Report that includes chart of accounts used in the period, with account group codes as defined by SAT.
- **Mexico Trial Balance (XML)** – Report that includes the trial balance with beginning balances, movement for the period, and ending balances for each account.



**Note:** The generated Mexico Trial Balance XML file only shows the balance for the selected account. Balances for sub-accounts are not consolidated into the generated XML report.

- **Mexico Complementary Trial Balance (XML)** – Updated trial balance that includes opening balances, movements during the period, and final balances of each of the accounts corresponding to assets, liabilities, capital and reserves, and results (revenue, costs, expenses).

The generated XML report shows 'C' as the value for the 'TipoEnvio' tag. The tag 'FechaModBa' is also reflected, which refers to the date when the XML was generated.

- **Mexico Journal (XML)** – Report that includes journal entries in the accounting records, with transaction details.
- **Mexico Auxiliary Report of Accounts (XML)** – Report that includes chart of accounts used in the period for auxiliary accounts.

#### Important Things to Note:

- Inactive accounts with balances are included in the generated Mexico tax audit files.
- Active accounts with assigned SAT group codes but have a 0.00 balance are included in the Mexico Chart of Accounts, Mexico Auxiliary Report of Accounts, and Trial Balance.
- Accounts without assigned SAT group codes are not included in the Mexico Chart of Accounts, Mexico Auxiliary Report of Accounts, and Trial Balance. For information about mapping SAT group codes, see [Mapping Account Group Codes Through CSV](#).

For steps to generate a tax audit file, see:

- [Generating a Tax Audit File](#), if SuiteTax is not enabled.
- [Mexico Audit Files: Electronic Accounting Files](#), if SuiteTax is enabled.

## Mexico Localization SuiteApp Limitations and Best Practices

Before using the Mexico Localization SuiteApp, be aware of the current limitations and best practice recommendations.

### Best Practices When Installing the Mexico Localization SuiteApp

When installing the Mexico Localization SuiteApp, be guided by the following recommendations:

- Enable the SuiteCloud features listed in the prerequisites section before installing the required SuiteApps for Mexico.
- Install the required SuiteApps for Mexico before installing the Mexico Localization SuiteApp.
- You should set the Numbering Type to Permanent on the GL Audit Numbering Sequence page. This way, the number assigned to a general ledger impacting transaction cannot be changed.

For more information about the installation prerequisites for Mexico Localization, see [Installation Prerequisites for Mexico Localization](#).

### Limitations of the Mexico Localization SuiteApp with the SuiteTax Feature Enabled

The Mexico Localization SuiteApp is compatible with the SuiteTax feature. However, be aware of the current known limitations of SuiteTax:

- DIOT file generation is not yet supported.



**Note:** As a workaround, you can use the SuiteAnalytics Workbook feature to generate the data needed to create the Mexico DIOT file. For more information, see the SuiteAnswers article [Workaround for Generating the Mexico DIOT File for SuiteTax Accounts](#).

- The Mexico Localization Validation tool is not yet supported.


To know more information about the current limitations of using the SuiteTax feature, see the help topic [Known Limitations of SuiteTax](#).



## Other Known Limitations

- Order SuitePromotions, Order-Based Advanced Promotions, and Standard Promotions applying order discounts, are not supported in Electronic Invoicing for Mexico when the SuitePromotions feature is enabled.
- In Standard Promotions where the discount is applied at the item level, viewing the discount in the transaction-level total (Display Line Discounts box cleared) is not supported.
- Turning on the Inline Editing switch is the only way to inactivate or activate SAT Unit Codes and SAT Item Codes from the List View.
- Only the following currencies are supported in the inbound XML template delivered for the Mexico Electronic Invoicing inbound process: US dollars, Canadian dollars, euros, British pounds, and Mexican pesos. If the XML e-document received from the vendor contains a different currency, you must create a customized template.
- Discounts, Item Group, and Kit/Package are not supported in the Electronic Invoicing inbound e-document process for Mexico.
- To use the Mexico Financial Reports, additional configuration is required when you install the Mexico Localization SuiteApp or each time the SuiteApp is updated. To learn more, see [Configuring Financial Reports for Mexico](#).
- If you upgrade from the Mexico Compliance SuiteApp to the Mexico Localization SuiteApp, and you use the Electronic Invoicing or Electronic Bank Payments feature for Mexico, you need to manually run the **MC Install CoreSuitApp Components** scheduled script to install the associated components (packages, templates, and sending methods). To run the script, go to Customization > Scripting > Script Deployments. Click the Edit link of the **MC Install CoreSuitApp Components** script (ID: customdeploy\_mc\_install\_ss), and then click the dropdown arrow beside Save and select **Save and Execute**.
- If you want to install the Electronic Bank Payments templates for Mexico, you need to manually run the **MC Install CoreSuitApp Components**. To run the script, go to Customization > Scripting > Script Deployments. Filter by **Type: Scheduled**. Click the **Edit** link of the **MC Install CoreSuitApp Components** script (ID: customdeploy\_mc\_install\_ss), and then click the dropdown arrow beside Save and select **Save and Execute**. Be aware that this workaround will overwrite any changes made in the Mexico Electronic Invoicing components.
- Mapping SAT Account Group Codes through the Mexico Localization Field Mapping feature is not yet possible. You must use CSV import to map Account Group Codes.
- To update an existing SAT Account Group mapping through CSV import you need the mapping Internal ID. Currently, this ID cannot be obtained through the UI. As a workaround, you can use SuiteScript to obtain the mapping Internal ID. For instructions, see the SuiteAnswers article [Internal ID Missing When Updating Mexico SAT Account Group Mapping via CSV](#).
- Using Electronic Invoicing v.9.0, the approximate maximum amount of item lines per transaction when certifying is 500. This number may vary depending on specific configurations or customization.
- Using Electronic Invoicing v.9.0 for Customer Payments, the approximate maximum amount of invoices in a single transaction is 50, with 500 item lines per invoice. This number may vary depending on specific configurations or customization.

## Mexico Deferred Taxes

 **Note:** To access the Mexico Deferred Taxes SuiteApp documentation in Spanish, select Español (Latinoamérica) from the dropdown list at the top right corner of the NetSuite Help Center.

To use the Mexico Deferred Taxes SuiteApp, read the following topics:

- [Mexico Deferred Taxes Overview](#)
- [Mexico Deferred Taxes Installation](#)
- [Default Deferred Tax Accounts for Mexico](#)
- [Setting Up Mexico Deferred Taxes](#)
- [Running the Mexico Deferred Taxes Process](#)
- [Generating the Mexico Deferred Taxes Report](#)

## Mexico Deferred Taxes Overview

The Mexico Deferred Taxes SuiteApp provides features and capabilities necessary to record deferred taxes for businesses operating in Mexico in accordance with Mexico tax laws.

In Mexico, there is a legal requirement for businesses to use the cash basis method of accounting. By contrast to the accrual method, under the cash basis method, tax liabilities are booked only when the payment is made or received.

This means that in order-to-cash processes (sales), only the receipt of payments from customers triggers the output tax liability. In procure-to-pay processes (purchases), the input tax can only be recognized when the payment is made to the vendor.

To support these scenarios, the Mexico Deferred Taxes SuiteApp enables you to configure deferred taxes for Mexico and specify target accounts for all deferred tax types. For more information, see [Setting Up Mexico Deferred Taxes](#).

At period end, you can run the Mexico Deferred Taxes process to perform accounting adjustments. By running this process, you can generate custom transactions and journal entries to reflect all payments made, and move taxes from transitory to target accounts. For more information, see [Running the Mexico Deferred Taxes Process](#).

The Mexico Deferred Taxes process includes the following transactions:

- Cash sale
- Cash refund
- Invoice
- Credit memo
- Customer payment
- Vendor bill
- Vendor payment
- Bill credit
- Vendor prepayment

Also, the SuiteApp comes with the Mexico Deferred Taxes Analytics Workbook to help you validate the amount of deferred taxes due for a given accounting period. For more information, see [Generating the Mexico Deferred Taxes Report](#).

When you install the Mexico Deferred Taxes SuiteApp, NetSuite automatically creates some predefined tax accounts based on the SAT Chart of Accounts. For more information see [Default Deferred Tax Accounts for Mexico](#). For information about installing this SuiteApp, see [Mexico Deferred Taxes Installation](#).

To see the list of terms used in NetSuite to support Mexico-specific business processes, see [Mexico Localization Terminology](#)

## Mexico Deferred Taxes Installation

The following topics describe the prerequisites for using the Mexico Deferred Taxes SuiteApp and the installation steps:

- [Prerequisites for Installing the Mexico Deferred Taxes SuiteApp.](#)
- [Installing Required Features.](#)
- [Installing the Mexico Deferred Taxes SuiteApp.](#)
- [Granting Access to Scripts for the Mexico Deferred Taxes SuiteApp.](#)

### Prerequisites for Installing the Mexico Deferred Taxes SuiteApp

To use the Mexico Deferred Taxes SuiteApp, you must meet the following requirements:

- You must use a OneWorld account. If you do not have a OneWorld account, contact your NetSuite account manager.
- The SuiteTax feature must be enabled in your OneWorld account. If you want the SuiteTax feature to be shared to your account, contact your NetSuite account manager. For more information about the SuiteTax feature, see the help topic [General SuiteTax Topics](#).
- The SuiteTax Engine SuiteApp must be installed before you install the Mexico Deferred Taxes SuiteApp. For information about how to install the SuiteTax Engine SuiteApp, see the help topic [Installing the SuiteTax Engine](#).
- Install other required features. See [Installing Required Features](#).



**Note:** The Mexico Localization SuiteApp is not required for using the Mexico Deferred Taxes SuiteApp.

### Installing Required Features

Before installing the Mexico Deferred Taxes SuiteApp, you must also enable several features in NetSuite.

#### To install the required features:

1. Go to Setup > Company > Enable Features.
2. Click the **Analytics** subtab and enable the **SuiteAnalytics Workbook** feature.
3. Click the **SuiteCloud** subtab and enable the following features:
  1. Custom Records
  2. Client SuiteScript
  3. Server SuiteScript
  4. Custom Transactions
4. On the Enable Features page, click **Save**.

### Installing the Mexico Deferred Taxes SuiteApp

Mexico Deferred Taxes is a public and managed SuiteApp. NetSuite updates your account automatically whenever enhancement or new features are available. To install this SuiteApp, you must have permission and access to the SuiteApp Marketplace. For more information about viewing SuiteApps listed in the Marketplace, see the help topic [Viewing SuiteApps in the SuiteApp Marketplace](#).

## To install the Mexico Deferred Taxes SuiteApp:

1. In NetSuite, go to SuiteApps.
2. In the **Search Apps** field, enter **Mexico Deferred Taxes**.
3. Click **Mexico Deferred Taxes**.
4. In the top right of the SuiteApp details page, click **Install**.
5. Wait for the installation to complete.

To understand the installation status, read the help topic [Installing from the SuiteApp Marketplace](#).

## Granting Access to Scripts for the Mexico Deferred Taxes SuiteApp

If you have the Administrator role, you can grant access to script deployments for Mexico Deferred Taxes.


### To grant access to script deployments for the Mexico Deferred Taxes SuiteApp:

1. Go to Customization > Scripting > Script Deployments.
2. To provide roles with access to the Mexico Deferred Taxes Setup feature, do the following:
  - a. Next to the Mexico Deferred Taxes Configuration (ID: customscript\_mdt\_sl\_mapping.xml), click **Edit**.
  - b. On the Audience subtab, click the roles to which you want to give access.
  - c. Click **Save**.
3. To provide roles with access to the Mexico Deferred Taxes feature, do the following:
  - a. Next to the Mexico Deferred Taxes Generate Journal Entries (ID: customscript\_mdt\_sl\_execution.xml), click **Edit**.
  - b. On the Audience subtab, click the roles to which you want to give access.
  - c. Click **Save**.
4. Click **Save**.

## Default Deferred Tax Accounts for Mexico

When you install the Mexico Deferred Taxes SuiteApp, NetSuite automatically creates some predefined tax accounts based on the SAT Chart of Accounts. Default transitory accounts become available for selection on the Mexico Tax Type records, and default target accounts become available on the Mexico Deferred Taxes page.

The following table shows the default deferred tax accounts available for Mexico:

 **Note:** If you have already created the following accounts, they are not overwritten or duplicated with the SuiteApp installation.

Account Type (IVA)	Number	Name
Account 1 (Transitory)	209.01	IVA trasladado no cobrado
Account 2 (Target)	208.01	IVA trasladado cobrado
Account 3 (Transitory)	119.01	IVA pendiente de pago
Account 4 (Target)	118.01	IVA acreditable pagado

Account Type (IEPS)	Number	Name
Account 1 (Transitory)	209.02	IEPS trasladado no cobrado
Account 2 (Target)	208.02	IEPS trasladado cobrado
Account 3 (Transitory)	119.03	IEPS pendiente de pago
Account 4 (Target)	118.03	IEPS acreditable pagado

## Setting Up Mexico Deferred Taxes

**Note:** Only the Administrator and accountant roles have access to the Mexico Deferred Taxes Setup page. To grant access to other roles, see [Granting Access to Scripts for the Mexico Deferred Taxes SuiteApp](#).

To use the Mexico Deferred Taxes feature, you must configure both transitory and target tax accounts for each deferred tax type:

- **Transitory accounts:** accounts where deferred tax amounts are held until you run the Mexico Deferred Taxes process. The amounts are shifted then to the target account.
- **Target accounts:** target receivables accounts are destination accounts into which tax amounts are posted to reflect the payments received from customers (on sales). Target payables accounts are destination accounts into which tax amounts are posted to reflect the payments made to the vendor (on purchases).

**Note:** For Mexico, you specify only transitory accounts on the Tax Type records. This differs from the accrual basis, where the accounts specified on the Tax Type records are the target accounts to which taxes are directly posted.

To see the different default accounts for Mexico Deferred Taxes, see [Default Deferred Tax Accounts for Mexico](#).

For more information about the Tax Type record, see the help topic [Understanding Tax Types and Tax Codes in SuiteTax](#).

### To set up tax accounts for Mexico Deferred Taxes:


1. Go to Setup > Tax > Set Up Mexico Deferred Taxes.
2. From the **Tax Type** column, click the Mexico tax type that you want to set as deferred. You can see on the list both deferred and non-deferred taxes for Mexico.

The Tax Type record opens in a new window.

**Note:** If you use tax groups, each tax code included in a tax group follows the definition of its corresponding tax type.


3. Click **Edit**.
4. On the **Accounts** subtab:
  - a. Under the **Payables Account** column, select the transitory account to which you want NetSuite to post and hold taxes until the payment is received.
  - b. Under the **Receivables Account** column, select the transitory account to which you want NetSuite to post and hold taxes until the payment is made.
5. Click **Save**.

6. Repeat steps 2 – 4 for every Mexico deferred tax type you want to edit.
7. Go back to the Mexico Deferred Taxes Setup page.
8. From the **Tax Type** column, identify the Mexico tax types for which you have configured transitory accounts and want to set as deferred.
9. Click **Edit**.
10. Select the target accounts you want to assign to each of them.

 **Note:** A tax type is considered deferred when at least one target account (either the Target Payables Account or the Target Receivables Account) is selected. If you do not specify any account for a tax type, the system does not consider that tax type to be deferred. In that case, NetSuite uses the accounts specified on the Tax Type record as target accounts.

11. Click **Save**.

## Running the Mexico Deferred Taxes Process

 **Note:** Only the Administrator, accountant, and CFO roles have access to the Mexico Deferred Taxes page. To grant access to other roles, see [Granting Access to Scripts for the Mexico Deferred Taxes SuiteApp](#).

After you have entered all period data into the system, you can run the Mexico Deferred Taxes process to adjust the deferred taxes balances in your accounts.

You can only run the process after the end of the month and before the period is locked or closed.

The Mexico Deferred Taxes process includes the following transactions:

- Cash sale
- Cash refund
- Invoice
- Credit memo
- Customer payment
- Vendor bill
- Vendor payment
- Bill credit
- Vendor prepayment

By running this process, you can generate custom transactions and subsequent journal entries to record all payments made, and move taxes from transitory to target accounts.

### To run the Mexico Deferred Taxes process:

1. To go to the Mexico Deferred Taxes page, do one of the following:
  - As an Administrator, go to Setup> Tax> Mexico Deferred Taxes.
  - As an accountant or CFO, go to Financial> Other > Mexico Deferred Taxes.
2. From the **Subsidiary** list, select the Mexican subsidiary for which you want to generate a transaction.
3. From the **Posting Period** list, select the accounting period to which you want to post this transaction and journal entry.

4. Click **Generate Journal Entry**.

While the transaction and its subsequent journal entry are being generated, the **Status** column displays **In progress**. The system analyzes all payments made for the given subsidiary and period.



**Important:** You can run a Mexico Deferred Taxes process only one time per each Posting Period and Subsidiary combination. However, if an error occurs while processing the transaction and the error is fixed, you can rerun the process.



**Note:** Only one process can run at a time.

5. Click **Refresh** to update the results.

- If the process is successful, the status becomes **Completed**. A transaction and its corresponding journal entry are generated for each Mexico deferred tax code used on the payments analyzed.
- If an error occurs that prevents the transaction from being created, the status becomes **Error**. After the error is fixed, you can rerun the process.

6. When the process is complete, a link appears for each tax code in the **View** column. Click a link to open the Mexico Deferred Taxes transaction in a new page.

7. From the **Page** list, select a page number to navigate through your results.

## Generating the Mexico Deferred Taxes Report

The Mexico Deferred Taxes SuiteApp enables you to generate a report to validate the amount of deferred taxes due from your transactions for a given accounting period.



**Important:** This report is not intended to be printed for submission to the tax agency. The values in the report should be manually added to the SAT portal. You should still review all the values in the report prior to using them on the SAT portal.

The Mexico Deferred Taxes SuiteApp comes with a workbook to help you generate the Mexico Deferred Taxes report. The dataset used by this workbook includes some preselected fields by default. It also provides a default pivot table which can incorporate attributes after they have been added to the dataset.


### To generate the Mexico Deferred Taxes report:

1. Go to **Analytics**.
2. On the Analytics dashboard, click the **Workbooks** subtab.
3. Click the **Información de impuestos diferidos para México** workbook.
4. In the Dataset column, click **Datos de impuestos diferidos para México** to open the dataset.
5. In the Criteria summary, click the **Posting Period** filter:
  - a. Click the **Values** tab.
  - b. Choose **Field Values**.
  - c. Select a period (month and year)
  - d. Click the arrow icon.
  - e. Click **Apply**.
6. In the Criteria summary, now click the **Transaction Accounting Line: Account** filter.
  - a. Choose **Field Values**.

- b. Select all the tax-related accounts you want to run the report for.
    - c. Click the arrow icon.
    - d. Click **Apply**.
  - 7. Click **Save & Close** to save your changes and open the workbook.
- The report shows the Mexico deferred taxes due for the given posting period and for the selected accounts. The results are broken down by tax code and subsidiary.

For more information, see the help topic [SuiteAnalytics Workbook Overview](#).

## Mexico Bill of Lading (Complemento Carta Porte)

 **Note:** To access the Mexico Bill of Lading (Complemento Carta Porte) documentation in Spanish, select Español (Latinoamérica) from the dropdown list at the top right corner of the NetSuite Help Center.


 **Important:** The Mexico Bill of Lading (Complemento Carta Porte) SuiteApp complies with version 1.0 of Mexico Tax Administration Service (SAT) requirements.

To use the Mexico Bill of Lading (Complemento Carta Porte) SuiteApp, read the following topics:

- [Mexico Bill of Lading Overview](#)
- [Mexico Bill of Lading Installation](#)
- [Entering or Editing an Address for Mexico Bill of Lading](#)
- [Managing Operators Information](#)
- [Managing Mexico Fleet Codes](#)
- [SAT Fields for Mexico Bill of Lading](#)
- [Electronic Invoicing for Mexico Bill of Lading](#)
- [Mexico Bill of Lading Limitations](#)

## Mexico Bill of Lading Overview

 **Important:** The Mexico Bill of Lading (Complemento Carta Porte) SuiteApp complies with version 1.0 of Mexico Tax Administration Service (SAT) requirements.

 **Note:** Currently, the Mexico Bill of Lading (Complemento Carta Porte) SuiteApp supports:

- Outbound item fulfillment transactions for road transport.
- MySuite and Solución Factible. You can also integrate NetSuite with other PACs certified by the SAT. For information about setting up Electronic Invoicing, see the help topic [Electronic Invoicing Administrator Guide](#).

The Mexico Bill of Lading (Complemento Carta Porte) SuiteApp extends the capabilities provided by the Mexico Localization SuiteApp by letting your companies in Mexico generate and process e-documents together with a bill of lading document (complemento carta porte).



The bill of lading (carta porte) is a legally binding document for transporting goods in Mexican territory. It is added as an annex to the CFDI and contains information about the freight that is being transported, such as places of origin and destination, mode of transport, or handling of dangerous goods.

The Mexico Bill of Lading (Complemento Carta Porte) SuiteApp supports item fulfillment transactions for transfer CFDIs whose goods are moved by road.

The SuiteApp provides all the Mexican Tax Authority (SAT) catalogs required for generating the bill of lading document (complemento carta porte). These catalogs are stored in NetSuite as custom records and lists. To see the SAT fields that are provided by the Mexico Bill of Lading SuiteApp, go to [SAT Fields for Mexico Bill of Lading](#). The catalog custom values are automatically captured in item fulfillment transactions. This enables you to generate the XML and PDF files, and have them successfully certified by the SAT.

## Mexico Bill of Lading Installation



**Important:** The Mexico Bill of Lading (Complemento Carta Porte) SuiteApp complies with version 1.0 of Mexico Tax Administration Service (SAT) requirements.

The following topics describe the prerequisites for using Mexico Bill of Lading and the installation steps:

- [Prerequisites for Installing the Mexico Bill of Lading SuiteApp](#)
- [Installing the Mexico Bill of Lading SuiteApp](#)

## Prerequisites for Installing the Mexico Bill of Lading SuiteApp

To use the Mexico Bill of Lading (Complemento Carta Porte) SuiteApp, ensure your account meets all the prerequisites listed on this page: [Installation Prerequisites for Mexico Localization](#).



**Important:** You can install and use the Mexico Bill of Lading (Complemento Carta Porte) SuiteApp regardless of whether you have a OneWorld account and regardless of whether SuiteTax is enabled.

In addition to meeting the Mexico Localization prerequisites, do the following:

- Install the Localization Assistant SuiteApp. For more information, see the help topic [Localization Assistant SuiteApp](#).
- Configure the addresses you will be including on the bill of lading document (complemento carta porte). These are the origin and destination addresses of the goods. For more information, see [Entering or Editing an Address for Mexico Bill of Lading](#).
- Configure the SAT operators. For more information, see [Managing Operators Information](#).
- Configure the fleet you will be using for moving goods. For more information, see [Managing Mexico Fleet Codes](#).

## Installing the Mexico Bill of Lading SuiteApp

Mexico Bill of Lading (Complemento Carta Porte) is a public and managed SuiteApp that is automatically updated whenever enhancements or new features are added. To install this SuiteApp, you must have permission and access to the SuiteApp Marketplace. For more information about viewing SuiteApps listed in the Marketplace, see the help topic [Viewing SuiteApps in the SuiteApp Marketplace](#).

## To install the Mexico Bill of Lading SuiteApp:

1. In NetSuite, go to SuiteApps.
2. In the **Search Apps** input field, enter **Mexico Bill of Lading (Complemento Carta Porte)**.
3. Click **Mexico Bill of Lading (Complemento Carta Porte)**.
4. In the top right of the SuiteApp details page, click **Install**.
5. Wait for the installation to complete.  
To understand the installation status, read the help topic [Installing from the SuiteApp Marketplace](#).
6. Update to the latest version of the outbound item fulfillment template by going to Setup > Mexico Localization > Mexico Localization Components. You should update the template only for your active PACs.

## Granting Access to Scripts for the Mexico Bill of Lading SuiteApp

If you have the Administrator role, you can grant access to script deployments for Mexico Bill of Lading (Complemento Carta Porte).


### To grant access to script deployments for the Mexico Bill of Lading SuiteApp:

1. Go to Customization > Scripting > Script Deployments.
2. To provide roles with access to the Mexico bill of lading information within the item fulfillment record, do the following:
  - a. Click the **Edit** link next to each of the following script deployments:
    - Mexico Bill of Lading (CCP) fields (ID: customdeploy\_mcp\_cs\_field\_vis\_itemff)
    - Mexico Bill of Lading (CCP) IF CS (ID: customdeploy\_mcp\_cs\_item\_fulfillment)
    - Mexico Bill of Lading (CCP) IF UE (ID: customdeploy\_mcp\_ue\_item\_fulfillment)
  - b. On the **Audience** subtab of each script deployment, click the roles to which you want to give access.
  - c. Click **Save**.

## Entering or Editing an Address for Mexico Bill of Lading


After you have installed the Mexico Bill of Lading (Complemento Carta Porte) SuiteApp, you must manage the addresses you will be using on the bill of lading document (complemento carta porte).

The addresses from your Mexico customers, contacts, and locations must be submitted to the SAT through the CFDI (XML and PDF). Customer and location addresses are available for selection on transactions as origin or destination addresses (under the **Routes** subtab).

 **Note:** Make sure the addresses you enter for the bill of lading document are addresses within Mexico and contain the Colonia, Village, and City codes from the SAT catalog.

### To enter or edit an address on a Mexico Customer, Contact, or Location Record

1. Open the Mexico record for editing (customer, contact, or location).
2. On the record, click the **Address** subtab.

3. (Only for contact) Check the **Default Billing** box to include this address in the CFDI (XML and PDF).
4. (Only for customer) In the **Label** field, enter a name that describes this address. For example, enter the name of the customer followed by the type of location (warehouse, office, house, etc.). This label becomes available for you to select on transactions.
5. Click the **Edit** icon  (or the **Edit** link) to open a popup window in which you can enter or edit the address fields.
6. In the **Colonia** (c\_Colonia) field, enter the 4-digit code specified on the corresponding SAT catalog followed by the name of the Colonia. For example, **0001 – San Angel**.
7. In the **Village** (c\_Municipio) field, enter the 3-digit code specified on the corresponding SAT catalog followed by the name of the Village. For example, **001 – Aguascalientes**.
8. In the **City** (c\_Localidad) field, enter the 2-digit code specified on the corresponding SAT catalog followed by the name of the City. For example, **01 – Aguascalientes**.



**Note:** if the Village doesn't associate with any City based on the SAT Catalogs, then the City field must be empty. To do so, go to Customization > Forms > Address Forms and click on Edit on Mexico form. Uncheck the City box in the Mandatory column.

9. Complete all the mandatory fields. For more information about the rest of the address fields, see the help topic [Entering an Address on a Record](#).
10. To close the popup window and save the information you entered, click **OK**.
11. Click **Add** (skip this step for the location record).
12. Click **Save**.
13. Repeat these steps for each address to be used with a bill of lading document (complemento carta porte).

## Managing Operators Information

The SAT operator (person or company who uses the goods vehicle) is captured in NetSuite as a contact. The SAT requires that you include certain information about the operators in the CFDI. Complete the following procedure to provide the details required by the SAT.

### To manage the operator information:

1. Go to Lists > Relationships > Contacts > New (Administrator).
2. Under Primary Information:
  - a. From the **Custom Form** list, select Mexico Standard Contact Form.
  - b. In the **Name** field, enter the name of the vehicle's operator. The value in this field becomes available for selection in the **Operators Name** list, under the CFDI Information subtab of the transaction.
  - c. In the **RFC** field, enter the operator's tax ID number. For more information about the RFC field, see [RFC Field](#).
3. On the **Address** subtab:
  - a. Check the **Default Billing** box to include this address in the CFDI (XML and PDF).
  - b. Edit the address details. For more information, see [Entering or Editing an Address for Mexico Bill of Lading](#).
4. For more information about the other fields on the contact page, see the help topic [Creating a Contact](#).

## Managing Mexico Fleet Codes

**Note:** Only the Administrator, Accountant, and CFO roles have access to the Mexico Fleet Code custom record. If you want to grant other roles access to the Mexico Fleet Code custom record, you can create or customize a role and add custom record permissions to it. For instructions on customizing roles, see the help topic [Customizing or Creating NetSuite Roles](#). For more information about setting permissions for custom records, see the help topic [Setting Permissions for Custom Records](#).

The Mexico Fleet Code page included with the SuiteApp enables you to add new fleet types to NetSuite and all the related information required by the SAT. Before generating transactions with a bill of lading document (complemento carta porte), you must configure the fleet you will be using for moving goods. The information entered becomes available at transaction level.

### To enter a new fleet code:

1. Go to Setup > Mexico Bill of Lading> Manage Fleet
2. Click **New**.
3. In the **Name** field, enter a name for the fleet.
4. From the **Fleet Type** list, select the type of transport fleet.
  - a. If you are adding a road vehicle, complete the following fields:
    - i. From the **Vehicle Configuration Code** list, select the code that corresponds to the vehicle configuration of the fleet.
    - ii. In the **Plate** field, enter the plate number of the vehicle used for moving goods. It can only contain alphanumeric characters, without any hyphens or spaces.
    - iii. In the **Model Year** field, enter the model year of the vehicle used for moving goods.
    - iv. From the **SCT Permit** list, select the code provided by the SCT (Secretaría de Comunicaciones y Transporte) that corresponds to the vehicle type used for moving goods.
    - v. In the **SCT Permit Number** field, enter the number of the SCT permit.
    - vi. In the **Insurance Company Name** field, enter the name of the insurance company that covers the vehicle used for moving goods.
    - vii. In the **Insurance Policy Number** field, enter the policy number provided by your vehicle insurer.
  - b. If you are adding a trailer, complete the following fields:
    - i. From the **Trailer Type** list, select the code that corresponds to the type of trailer or semi-trailer used with the road vehicle for moving goods.
    - ii. In the **Plate** field, enter the plate number of the trailer. It can only contain alphanumeric characters, without any hyphens or spaces.
5. Click **Save**.

## SAT Fields for Mexico Bill of Lading

When you install the Mexico Bill of Lading (Complemento Carta Porte) SuiteApp, the SAT catalogs required for generating the bill of lading document (complemento carta porte) are stored in NetSuite as custom records. Custom fields are automatically integrated or mapped to applicable NetSuite transactions or records. The values you can choose from these custom fields are sourced from the SAT catalogs.

Most of the SAT custom fields are required by the SAT and you must specify values for them.

The following table summarizes the SAT custom fields required for the bill of lading document (complemento carta porte) that are integrated with NetSuite records:

SAT Custom Field Name	NetSuite Records where SAT Custom Field is available	Catalog Record Name in NetSuite	Description
Transport Mode Code (c_CveTransporte)	Item Fulfillment	Mexico SAT Transport Mode Code	Code defined by the SAT that classifies the mode of transport used for moving goods by road (01 Autotransporte Federal).
Origin ID (IDOrigen)	Item Fulfillment	—	Code that identifies the point of departure of the goods. The code must begin with <b>OR</b> followed by 6 digits. Example: OR000687.
Destination ID (IDDestino)	Item Fulfillment	—	Code that identifies the destination point of the goods. The code must begin with <b>DE</b> followed by 6 digits. Example: DE000423.
Distance Traveled in Km (DistanciaRecorrida)	Item Fulfillment	—	Distance traveled in Km from the point of origin to the partial or final destination of the goods.
Weight in Kg (PesoEnKg)	Item Fulfillment	—	Weight in kg of the goods being transported.
Dangerous Goods (c_MaterialPeligroso)	Item Fulfillment	Mexico SAT Dangerous Goods	Codes defined by the SAT that classify the type of hazardous goods being transported.
Packaging Type (c_TipoEmbalaje)	Item Fulfillment	Mexico SAT Packaging Type	Codes defined by the SAT that classify the type of packaging used for transporting dangerous goods.
Packaging Description (DescripEmbalaje)	Item Fulfillment	—	You can optionally enter a description for the type of packaging used for transporting the dangerous goods.
UUID of Foreign Trade CFDI (UUIDComercioExt)	Item Fulfillment	—	This is the UUID of the Foreign Trade CFDI. Enter this value when the goods are leaving the national territory of Mexico.
SAT Customs Request Number (NumeroPedimento)	Item Fulfillment	—	Customs request number assigned to first-hand sales of imported goods.
SAT Tariff Item Code (c_FraccionArancelaria)	Item Fulfillment	—	Codes defined by the SAT that classify products and services in foreign trade operations. Tariff item codes must be manually entered in NetSuite.
Operator Name (NombreOperador)	Item Fulfillment	—	Name of the operator (person or company that is using the goods vehicle).
License Number (NumLicencia)	Item Fulfillment	—	Driving license number of the operator who moves the goods.

SAT Custom Field Name	NetSuite Records where SAT Custom Field is available	Catalog Record Name in NetSuite	Description
SCT Permit (c_TipoPermiso)	Mexico Fleet Code	Mexico SAT SCT Permit	Codes provided by the Mexican SCT (Secretaría de Comunicaciones y Transporte) that classify the type of vehicle used for moving goods.
SCT Permit Number (NumPermisoSCT)	Mexico Fleet Code	—	The number of the SCT permit.
Insurance Company Name (NombreAseg)	Mexico Fleet Code	—	Name of the insurance company that covers the vehicle used for moving goods.
Insurance Policy Number (NumPolizaSeguro)	Mexico Fleet Code	—	Policy number provided by the vehicle insurer.
Vehicle Configuration Code (c_ConfigAutotransporte)	Mexico Fleet Code	Mexico SAT Vehicle Configuration Code	Codes defined by the SAT that classify the vehicle configuration used for moving goods.
Name	Mexico Fleet Code	—	Name given to the vehicle used for moving goods.
Plate (PlacaVM)	Mexico Fleet Code	—	Plate number of the vehicle used for moving goods. It can only contain alphanumeric characters, without any hyphens or spaces.
Model Year (AnioModeloVM)	Mexico Fleet Code	—	Model year of the vehicle used for moving goods.
Trailer Type (c_SubTipoRem)	Mexico Fleet Code	Mexico SAT Trailer Type	Codes defined by the SAT that classify the type of trailer or semi-trailer being used with the road vehicle for moving goods.

## Electronic Invoicing for Mexico Bill of Lading



**Important:** The Mexico Localization and Electronic Invoicing SuiteApps are required for generating Mexico Bill of Lading e-documents. For more information, see [Mexico Localization SuiteApp Installation](#) and [Electronic Invoicing Administrator Guide](#).



**Note:** Currently, the Mexico Bill of Lading (Complemento Carta Porte) SuiteApp supports:

- Outbound item fulfillment transactions for road transport.
- MySuite and Solución Factible. You can also integrate NetSuite with other PACs certified by the SAT. For information about setting up Electronic Invoicing, see the help topic [Electronic Invoicing Administrator Guide](#)

The Mexico Bill of Lading (Complemento Carta Porte) SuiteApp enables you to generate and process e-documents together with a bill of lading. It includes Mexico-specific custom fields that comply with the SAT specifications for issuing CFDIs with bill of lading (carta porte) information. These Mexico-specific custom fields are available when certain criteria are met. For more information, see [Mexico Context](#).

The XML e-documents generated from the supported transactions require certification from the SAT before being forwarded to customers.

After the CFDI is approved and stamped by the SAT, the PAC returns the certified CFDI to NetSuite.

As soon as the CFDI is certified, a printable version becomes available for download. The PDF version is stored in the File Cabinet.

The Mexico Bill of Lading SuiteApp includes integration with the following preconfigured Mexican PACs:

- MySuite
- Solución Factible

The following components, which are part of Mexico Localization, should be updated upon installation of Mexico Bill of Lading. This is needed to reflect the bill of lading document (complemento carta porte) fields.

- E-document templates in XML format, which let you integrate with the PACs. To reinstall the XML templates, go to Setup > Mexico Localization > Mexico Localization Components.
- The PDF template for the certified CFDI (automatic update).



**Important:** You should update to the latest version of the outbound item fulfillment template only for your active PACs.

For more information about updating Mexico Localization components, see [Installing the Mexico Localization SuiteApp](#).

To customize the layout of the advanced PDF template delivered with the Mexico Bill of Lading (Complemento Carta Porte) SuiteApp, go to Customizations > Forms > Advanced PDF/HTML Templates and search for **Mexico Certified (transaction) PDF Template**. For more information about the Advanced PDF/HTML Templates feature, see the help topic [Advanced PDF/HTML Templates](#).



**Note:** When customizing a Mexico transaction form, select the **Standard (transaction) PDF/HTML Template** from the **Print Template** and **Email Template** dropdown lists. Do not select the **Mexico Certified (transaction) PDF Template** on this record. The **Mexico Certified (transaction) PDF Template** is used for Certification processes and, therefore, must be specified on the PAC Configuration record only.

You can send the generated e-documents (XML and PDF) to your customers. For more information, see the help topic [Sending and Resending E-Documents](#).

To learn more about the outbound electronic invoicing process, see the help topic [Outbound Electronic Invoicing](#).

To learn about the generation of transactions with a bill of lading, see [Mexico Bill of Lading Use Cases](#)

## Mexico Bill of Lading Use Cases

You can generate an item fulfillment from a Transfer Order or a Sales Order for Mexico. For more information, see the help topic [Order Fulfillment](#).

### Bill of Lading for an Item Fulfillment Coming from a Transfer Order

Business case when the item fulfillment transaction comes from a Transfer Order:

- Your company makes and sells items.

- You store these items in multiple warehouses.
- You need to transfer inventory from warehouse A to warehouse B.
- You use your own transport to move the items between warehouses.
- You must generate and certify an item fulfillment transaction with the corresponding bill of lading information (CFDI Transfer type).

## Bill of Lading for an Item Fulfillment Coming from a Sales Order

Business case when the item fulfillment transaction comes from a Sales Order:

- Your company makes and sells items.
- You sell some items to Company C.
- You need to transfer these items from either your factory or one of your warehouses to Company C.
- You use your own transport to move these items to Company C.
- You must generate and certify an item fulfillment transaction with the corresponding bill of lading information (CFDI Transfer type).

## Generating Item Fulfillments for Mexico Bill of Lading

To generate an item fulfillment transaction with a bill of lading document (complemento carta porte), follow this procedure.

### To generate an item fulfillment for Mexico Bill of Lading:

1. In the Primary Information field group of the item fulfillment transaction, do the following:
  - a. From the **Custom Form** list, select **Mexico Complemento Carta Porte Item Fulfillment**.
  - b. Check the **Mexico Bill of Lading** box.
2. Follow the steps described on the [Generating Item Fulfillments for Mexico](#) page and fulfill the fields required by the SAT to certify the item fulfillment with a bill of lading for road transport.

## Mexico Bill of Lading Limitations

Before using the Mexico Bill of Lading (Complemento Carta Porte) SuiteApp, be aware of the current limitations:

- Currently, the Mexico Bill of Lading (Complemento Carta Porte) SuiteApp supports outbound item fulfillment transactions only.
- You can only add one bill of lading document (complemento carta porte) per transaction. If a second bill of lading is needed, you must issue a second transaction.
- All goods must be delivered to a single destination for each bill of lading document (complemento carta porte).
- The only mode of transport supported is Federal Road Transport (road vehicle + trailer).
- Only one road vehicle and one trailer can be added per each bill of lading document (complemento carta porte).
- To issue a bill of lading document (complemento carta porte), the company owning the goods must also be the owner of the vehicle used for the transportation.
- The addresses specified in the bill of lading document (complemento carta porte) can only be addresses within the Mexican territory (**Origin Location Address**, **Origin Customer Address**, **Destination Location Address**, and **Destination Location Address** fields).



## Mexico Foreign Trade

To use the Mexico Foreign Trade SuiteApp, read the following topics:

- [Mexico Foreign Trade Overview](#)
- [Mexico Foreign Trade Installation](#)
- [Entering or Editing an Address for Mexico Foreign Trade](#)
- [SAT Fields for Mexico Foreign Trade](#)
- [Sales Account Reclassification for Mexico Foreign Trade](#)
- [Customs Details of Import Operations for Mexico Foreign Trade](#)
- [Electronic Invoicing for Mexico Foreign Trade](#)

### Mexico Foreign Trade Overview

The Mexico Foreign Trade SuiteApp extends the capabilities provided by the Mexico Localization SuiteApp by letting your companies in Mexico generate and process e-documents for foreign trade operations. The certified e-documents enable your companies to export and import goods into Mexico.

The SuiteApp provides all the Mexican Tax Authority (SAT) and Customs catalogs required for conducting foreign trade in Mexico. These catalogs are stored in NetSuite as custom records and lists. To see the SAT fields that are provided by the Mexico Foreign Trade SuiteApp, go to [SAT Fields for Mexico Foreign Trade](#).

With this SuiteApp, you can map standard NetSuite records to the SAT and Customs catalog values. These custom values are automatically captured in transactions. This enables you to generate the XML and PDF files, and have them successfully certified by the SAT.

The Mexico Foreign Trade SuiteApp provides the Mexico foreign trade custom forms: Invoice, Cash Sale and Item Fulfillment.

The SuiteApp also includes the general ledger accounting setup, so transactions are posted to the right general ledger accounts for foreign trade.

### Mexico Foreign Trade Installation

This section includes the following topics:

- [Prerequisites for Installing the Mexico Foreign Trade SuiteApp](#)
- [Installing the Mexico Foreign Trade SuiteApp](#)
- [Granting Access to Scripts and Plug-ins for the Mexico Foreign Trade SuiteApp](#)

### Prerequisites for Installing the Mexico Foreign Trade SuiteApp

To use the Mexico Foreign Trade SuiteApp, ensure your account meets the following prerequisites:

- Use a NetSuite OneWorld account. If you do not have a NetSuite OneWorld account, contact your NetSuite account manager.
- Enable the SuiteTax feature in your OneWorld account. If you want the SuiteTax feature to be shared to your account, contact your NetSuite account manager. For more information about the SuiteTax feature, see the help topic [General SuiteTax Topics](#).
- Install the Mexico Localization SuiteApp before installing the Mexico Foreign Trade SuiteApp. For more information, see [Mexico Localization SuiteApp Installation](#).

- Install the Localization Assistant SuiteApp. For more information, see the help topic [Localization Assistant SuiteApp](#).
- Configure the addresses you will be including on the foreign trade document. For more information, see [Entering or Editing an Address for Mexico Foreign Trade](#).
- Configure the Foreign Trade Sales account. For more information, see [Sales Account Reclassification for Mexico Foreign Trade](#)
- Configure the Item records by indicating the required **Manufacturer** field and optionally MPN.
- Activate the license for multi-country use of electronic invoicing to be able to send transactions to more than one country. For more information about an additional Electronic Invoicing License, see [Electronic Invoicing SuiteApp Availability and License Client](#).

## Installing the Required SuiteCloud Features

To use the Mexico Foreign Trade SuiteApp, you must enable some SuiteCloud features first.

### To install SuiteCloud features

1. Go to Setup > Company > Enable Features
2. Click the **SuiteCloud** subtab.
3. In the SuiteBuilder section, check the following boxes:
  - Item Options
  - Custom Records
  - Advanced PDF/HTML Templates
4. In the SuiteScript section, check the following boxes:
  - Client SuiteScript
  - Server SuiteScript
5. In the SuiteFlow section, check the following box:
  - SuiteFlow
6. In the Suite GL section, check the following box:
  - Custom GL Lines
7. In the SuiteTalk section, check the following box:
  - Soap Web Services
8. For imports, click the **Items & Inventory** subtab. In the Inventory section, check the Serialized Inventory and Lot Tracking boxes.

For more information about SuiteCloud features, see the help topic [SuiteCloud Features](#).

For information about setting up Mexico-specific preferences, see [Setting Up Mexico-specific Preferences](#).

## Required SuiteApps

After you have enabled the required SuiteCloud features, install the following SuiteApps:



**Important:** You should install the SuiteApps listed here before installing the Mexico Foreign Trade SuiteApp.

- Mexico Localization
- Electronic Invoicing

- SuiteTax Engine
- SuiteTax Data Records
- Country-Specific Address Forms
- Localization Assistant

## Installing the Mexico Foreign Trade SuiteApp

Mexico Foreign Trade is a public and managed SuiteApp that is automatically updated whenever enhancements or new features are added. To install this SuiteApp, you must have permission and access to the SuiteApp Marketplace. For more information about viewing SuiteApps listed in the Marketplace, see the help topic [Viewing SuiteApps in the SuiteApp Marketplace](#).

### To install the Mexico Foreign Trade SuiteApp:

1. In NetSuite, go to SuiteApps.
2. In the **Search Apps** input field, enter **Mexico Foreign Trade**.
3. Click **Mexico Foreign Trade**.
4. In the top right of the SuiteApp details page, click **Install**.
5. Wait for the installation to complete.

To understand the installation status, read the help topic [Installing from the SuiteApp Marketplace](#).

## Granting Access to Scripts and Plug-ins for the Mexico Foreign Trade SuiteApp

If you have the Administrator role, you can grant access to script deployments for Mexico Foreign Trade.

### To grant access to script deployments for the Mexico Foreign Trade SuiteApp:

1. Go to Customization > Scripting > Script Deployments.



**Note:** The standard roles such as Administrator, Accountant, CFO roles and roles derived from them have granted access to script deployment for Mexico Foreign Trade by default.

2. To provide roles with access to the Mexico Foreign Trade Setup feature, do the following:
  - a. Click the **Edit** link next to each of the following script deployments:
    - Mexico Foreign Trade CS SAT Tariff Item Code (ID: customscript\_mft\_cs\_sat\_tariff\_item\_code)
    - Mexico Foreign Trade CS Account Mapping (ID: customscript\_mft\_cs\_account\_mapping)
    - Mexico Foreign Trade box on Transactions to provide access to roles for each 'Record Type' (ID: customscript\_mft\_cs\_if\_so\_cs\_in\_loc)
    - 'Default Income Account' on Foreign Trade Account Mapping to enable Mexico Foreign Trade sales reclassification (ID: mft\_ue\_ft\_account\_mapping)
  - b. On the **Audience** subtab, click the roles to which you want to give access.
  - c. Click **Save**.

### To grant access to plug-ins for the Mexico Foreign Trade SuiteApp:

1. Go to Customization > Plug-ins > Manage Plug-ins.

2. Under the **LRC Field Manager**, check the **MFT LRC PLUGIN IMPL** box.
3. Click **Save**.

## Entering or Editing an Address for Mexico Foreign Trade

After you have installed the Mexico Foreign Trade SuiteApp, you must manage the addresses you will be using on the foreign trade document.

The addresses from your Mexico customers and subsidiary must be submitted to the SAT through the CFDI (XML and PDF).

### To enter or edit an address on a Mexico Subsidiary record:

1. Open the Mexico Subsidiary record for editing.
2. On the record, click the **Address** subtab.
3. Check the **Address** box to include this address in the CFDI (XML and PDF).
4. Click the **Edit** link to open a pop-up window in which you can enter or edit the address field.
5. In the **Colonia** (c\_Colonia) field, enter the 4-digit code specified on the corresponding SAT catalog, followed by the name of the Colonia separated by a hyphen. For example, **0001 – San Angel**.
6. In the **Village** (c\_Municipio) field, enter the 3-digit code specified on the corresponding SAT catalog, followed by the name of the Village separated by a hyphen. For example, **001 – Aguascalientes**.
7. In the **City** (c\_Localidad) field, enter the 2-digit code specified on the corresponding SAT catalog, followed by the name of the City separated by a hyphen. For example, **01 – Aguascalientes**.



**Note:** If the Village doesn't associate with any City based on the SAT Catalogs, then the City field must be empty. To do so, go to Customization > Forms > Address Forms and click on **Edit** on Mexico form. Clear the **City** box in the **Mandatory** column.

8. Complete all the required fields. For more information about the rest of the address fields, see the help topic [Entering an Address on a Record](#).
9. Click **OK** to save and close the pop-up window.
10. Click **Save**.

### To enter or edit an address on a Foreign Customer record:

1. Open the CFDI (XML and PDF). Customer record addresses are included in the 'Receptor' (Customer) node and 'Destinario' (Addressee) node.
2. Open the Customer record for editing.
3. On the record, click the **Address** subtab.
4. Check the **Default Billing** box to include this address in the CFDI (XML and PDF).
5. Check the **Edit** icon (or the **Edit** link) to open a pop-up window in which you can enter or edit the address field.
6. For the non-Mexican customers, select the country and complete the fields.
7. Complete all the required fields for each country. For more information about the rest of the address fields, see the help topic [Entering an Address on a Record](#).
8. Click **OK** to save and close the pop-up window.
9. Click **Save**.
10. Repeat these steps for each address to be used with a foreign trade document.


## SAT Fields for Mexico Foreign Trade

When you install the Mexico Foreign Trade SuiteApp, the SAT and custom catalogs required for conducting foreign trade in Mexico are stored in NetSuite as custom records. Custom fields are automatically integrated or mapped to applicable NetSuite transactions or records to capture information in the SAT catalogs. The values you can choose from these custom fields are sourced from the catalogs.

Most of the SAT custom fields are required by the SAT and you must specify values for them.

The following table summarizes the SAT-required custom fields for foreign trade that are integrated with NetSuite records:

SAT Custom Field Name	NetSuite Records where SAT Custom Field is available	Catalog Record Name in NetSuite	Description
SAT Customs Unit Code (c_UnidadAduana)	Item Fulfillment Invoice Cash Sale	Mexico SAT Customs Unit Code	Units of measure defined by the SAT applicable to the quantity expressed for each tariff item.  NetSuite units of measure must correspond to the SAT-defined customs unit codes.  SAT Customs Unit Codes are defined on the Mexico SAT Tariff Item Code page.
SAT Tariff Item Code (c_FraccionArancelaria)	Item Fulfillment Invoice Cash Sale Item	Mexico SAT Tariff Item Code	Codes defined by the SAT that classify products and services in foreign trade operations. Tariff item codes must be manually entered in NetSuite. Follow the steps described in <a href="#">SAT Tariff Item Codes</a> .
SAT Reason for Transfer (c_MotivoTraslado)	Item Fulfillment	Mexico SAT Reason for Transfer	Values defined by the SAT that classify the reason for transferring the goods in foreign trade operations.
SAT Incoterm (c_INCOTERM)	Item Fulfillment Invoice Cash Sale	Mexico SAT Incoterms	International Terms of Trade from the SAT Incoterm catalog.
Addressee (Destinatario)	CFDI Information	—	Receiver of the exported goods.
SAT Country (c_Pais)	Customer Subsidiary	Mexico SAT Countries	Addressee country.
SAT State (c_Estado)	Customer Subsidiary	Mexico SAT States	Addressee state.
SAT City (c_Localidad)	Customer Subsidiary	Mexico SAT Cities	Addressee city.
SAT Colonia (c_Colonia)	Customer Subsidiary	Mexico SAT Colonias	Addressee colonia.
SAT Village (c_Municipio)	Customer	Mexico SAT Villages	Addressee village.

SAT Custom Field Name	NetSuite Records where SAT Custom Field is available	Catalog Record Name in NetSuite	Description
	Subsidiary		
Authorized Exporter Number (NumeroExportadorConfiable)	Subsidiary	—	<p>Number assigned to the approved exporter. Fill in this field if the recipient country belongs to the European Union. It can be up to 50 alphanumeric characters long.</p> <div>  <b>Note:</b> This field is not a SAT-required field and is only included in the PDF version of CFDI. </div>
Certificate of Origin (CertificadoOrigen)	Subsidiary	—	<p>The Certificate of Origin is a document that verifies the country of origin of the goods.</p> <p>The Certificate of Origin field has two possible values:</p> <ul style="list-style-type: none"> <li>0 – the CFDI does not act as a certificate of origin (0 = No funge como certificado de origen).</li> <li>1 – the CFDI acts as certificate of origin (1 = Funge como certificado de origen).</li> </ul>
Certificate of Origin Number (NumCertificadoOrigen)	Item Fulfillment Invoice Cash Sale	—	Unique certificate of origin number. You must enter this value if you selected <b>1</b> in the Certificate of Origin field.
Comments (Observaciones)	Item Fulfillment Invoice Cash Sale	—	<p>You can optionally enter further information you consider important for your Mexico foreign trade operation.</p> <p>It can be up to 300 alphanumeric characters long.</p>
Customs Quantity (CantidadAduana)	Item Fulfillment Invoice Cash Sale	—	Numeric quantity of goods in relation to the unit of measure entered in the SAT Customs Unit Code field.
Customs Unit Price (ValorUnitarioAduana)	Item Fulfillment Invoice Cash Sale	—	Customs value or price of the unit in U.S. dollars.
USD Customs Amount (TotalUSD)	Item Fulfillment Invoice Cash Sale	—	Units' total amount (price) in U.S. dollars.

## SAT Tariff Item Codes

The SAT Tariff Item Code catalog is a comprehensive list of codes defined by the SAT to classify a product or service in foreign trade operations. The SAT requires that you include tariff item codes from this catalog in the Mexico electronic invoicing files issued in foreign trade operations.

There are two ways to add SAT tariff item codes to NetSuite:

- Manually – for values that are most relevant to your business. See [Adding SAT Tariff Item Codes Manually](#).
- Using CSV import – if you want to import the complete catalog. See [Adding the SAT Tariff Item Code Catalog Using CSV Import](#).

### Adding SAT Tariff Item Codes Manually

**Note:** Only the Administrator, Accountant, CFO roles and roles derived from them have access to the Mexico SAT Tariff Item Code custom record. If you want to grant other roles access to the Mexico SAT Tariff Item Code custom record, you can create or customize a role and add custom record permissions to it. For instructions on customizing roles, see the help topic [Customizing or Creating NetSuite Roles](#). For more information about setting permissions for custom records, see the help topic [Setting Permissions for Custom Records](#).

The Manage SAT Tariff Item Codes page enables you to manually enter the SAT tariff item codes that you use in your business.

#### To enter a new SAT Tariff Item Code:

1. Go to Setup > Mexico Foreign Trade> Manage SAT Tariff Item Codes.
2. Click the **New**.
3. In the **Name** field, enter a name for the SAT Tariff Item Code. For example, enter **Yellow corn**. You should use the official SAT Tariff Item Code names that are defined in the corresponding SAT catalog.
4. In the **Code** field, enter the code associated with this item. The value you enter in this field must be identical to the code defined by the SAT for this item. You can find the code in the SAT Tariff Item Code catalog.
5. In the **SAT Customs Unit Code** field, select the unit of measure associated with the SAT Tariff Item Code you have defined. For example, select "01– Kilo".
6. In the **Effective from** and **Valid until** fields, enter the range in which this Tariff Item Code is valid. The validity dates are specified in the SAT Tariff Item Code catalog.
7. If you use the Multi-Language feature, you can translate the item code names to the UI's language:
  - a. Click on the **Translation** subtab.
  - b. Enter a translation for the item code name in the **Name** field for all required languages.
8. Click **Save**.

**Important:** If a tariff item code is not valid on the date of the transaction, NetSuite does not include it in the CFDI.

**Note:** To inactivate or activate a SAT tariff item code in the List view, turn on the **Inline Editing** switch at the top of the Mexico SAT Tariff Item Code page. For more information, see the help topic [Using Inline Editing](#).

The SAT Tariff Item Code field on the Item record is populated with the names and codes you define on the Manage SAT Tariff Item Codes page.


The following item types are supported by Mexico Foreign Trade:

- Inventory Item
- Item Group

- Kit/Package
- Non-inventory Item
- Service
- Assembly/Bill of Materials


## Adding the SAT Tariff Item Code Catalog Using CSV Import

Alternatively, you can add the entire SAT Tariff Item Catalog to NetSuite by using CSV import.

 **Note:** However, if you want to configure only the values that are most relevant to your business, you should use the Manage SAT Tariff Item codes page instead.


### To import the SAT Tariff Item Code Catalog:


1. Go to Setup > Import/Export > Import CSV Records.
2. Select the following options for CSV import:
  - From the **Import Type** list, select **Custom Records**.
  - From the **Record Type** list, select **Mexico SAT Tariff Item Code**.
  - From the **Character Encoding** list, select **Unicode (UTF-8)**, since SAT catalogs are in Spanish.
3. Click **Next**.
4. On the Import Options page, expand the Advance Options pane and check the **Run Server SuiteScript and Trigger Workflows** box.

 **Important:** If this step is not completed, the record entries are not successfully generated.

For more information about importing CSV files, see the help topic [Importing CSV Files with the Import Assistant](#).

## Sales Account Reclassification for Mexico Foreign Trade

 **Important:** The reclassification of sales accounts applies for Invoice and Cash Sale Foreign Trade transactions only.

 **Note:** Only Administrator, Accountant and CFO roles have access to the Foreign Trade Account Mapping record, however each role comes with a restriction:

- Administrator can fully perform the reclassification of accounts
- Accountant can only reclassify the accounts for the subsidiaries the role has access to
- CFO can not perform reclassification, only access the record

The Mexico Foreign Trade SuiteApp enables you to generate and process e-documents for exports and imports in foreign trade transactions. Some export scenarios require for transactions to be executed under a specific income account.

**Foreign Trade Account Mapping** record enables you to reclassify the general sales account to a foreign trade account, to reflect these export scenarios in the general ledger.



## To manage Sales Account Reclassification for Foreign Trade transactions:

1. (Optional) Before you start mapping, check that you have a standard sales account already created in your list of accounts:
  - Go to Setup > Accounting > Chart of Accounts > Search
  - Under **Type**, choose **Income**
2. Check the general sales account you want to map from:
  - Go to Setup > Accounting > Accounting Preferences
  - In the **Items/Transactions** subtab, the account is listed under **Default Income Account**
3. Assign the **Default Income Account** to the item record you want to reclassify:
  - Go to Lists > Accounting > Item
  - Click **Edit**
  - In the **Accounting** subtab, click on the drop-down list under **Income Account**.
  - Select the account from the drop-down list, that matches the default income account from step 2.
4. Check the **Custom GL Plug-in** is turned on:
  - Go to Customization > Plug-ins > Manage Plug-ins
  - Under the **Custom GL Plug-in**, check the **MFT GL Lines Plugin Implementation** plug-in.
5. Go to Setup > Mexico Foreign Trade > Foreign Trade Account Mapping
6. Click on **New Foreign Trade Account Mapping** to create a new mapping.
7. Select a **Subsidiary** and **Foreign Trade Income Account** you want to map, the **Default Income Account** is filled automatically according to your Accounting Preferences.
8. Click **Save**. Your new mapping will appear in the list on the **Foreign Trade Account Mapping** main page.
9. After you create a transaction (Invoice or Cash Sale) using the Foreign Trade Account Mapping feature, click on **GL Impact** subtab on your transaction record to see the account reclassification.



**Important:** If you want to use the account reclassification for your transaction, check the **Foreign Trade** box in your Invoice or Cash Sale transaction record.

## Customs Details of Import Operations for Mexico Foreign Trade

When you process foreign trade transactions for imported goods, the SAT requires that you provide further information about the Customs handling the import.

There are two ways to add required customs information to a foreign trade transaction:

- **Item Receipt:** if you want to add the customs information to an item receipt, created from a purchase order for the imported goods. For more information, see the help topic [Purchase Order Import](#)
- **Inventory Adjustment:** if you want to add the customs information by adjusting the inventory record of the imported goods. For more information, see the help topic [Inventory Adjustment Import](#)

The following customs information is required for imported goods

- SAT Customs request Number

- Customs Name
- Import Date



**Note:** These Mexico-specific custom fields are available when certain criteria are met. For more information, see [Mexico Context](#).

The customs information can be added on all item records. However, after adding the customs information for the serialized or lot item, system will connect the SAT Customs Request number with the item when you create a foreign trade transaction.

### To add customs details to an imported item from Item Receipt:

1. Create or edit an item
2. Go to Transactions > Purchases > Enter Purchase Orders
3. Create a **Purchase Order**
4. Follow these steps, if you are adding customs details for a serialized or a lot item:
  - On the **Items** subtab, enter the serial or lot item and fill in the required fields.
  - Click on the icon in the **Inventory Detail** field and populate the **Serial/Lot Number**.
  - Click **OK** to close the pop-up window.
5. Click **Save** to save the purchase order.
6. Click on **Received** to create an **Item Receipt**.
7. On the **Item Receipt** record, fill in the fields **SAT Customs Request Number**, **Import Date** and **Customs Name**.
8. Click **Save**.

### To add customs details to an imported item from Inventory Adjustment:

1. Create or edit an item.
2. Go to Transactions > Inventory > Adjust Inventory.
3. On **Subsidiary**, select a subsidiary for Mexico. The system will automatically display the fields for Mexico Foreign Trade.
4. Fill in the **SAT Customs request Number**, **Import Date** and **Customs Name** fields.
5. Follow these steps, if you are adding customs details for a serialized or a lot item:
  - On the **Adjustments** subtab, enter the serialized or lot item and fill in the required fields.
  - Click on the icon in the **Inventory Detail** field and populate the **Serial/Lot Number** column.
  - Click **OK** to close the pop-up window.
6. Click **Save**.

### To add SAT Customs Request Number to an item on a transaction:

1. (Optional) Including the SAT Customs Request Number in a transaction is only required, if your company process imported goods. If you want to add the **SAT Customs Request Number** field to your transaction form:
  - Go to Customization > Forms > Transaction Forms
  - In the **Sublist Fields** subtab, select the box **Show** box to the label **SAT Customs Request Number**.

For more information about including the SAT-required fields, see [Compliance with Mexico SAT Requirements](#)

2. Create a foreign trade transaction (Invoice, Cash Sale, Item Fulfillment or Credit Memo).
3. On the **Items** subtab, enter your serialized or lot item.
4. Click on the icon in the **Inventory Detail** field and populate the **Serial/Lot Number**.

**Note:** If you combine items from different inventories on the same item line, the SAT Customs Request Number field will not be populated. If you want the system to assign the SAT Customs Request Number to your item, add each item to a separate item line.

5. Click **OK** to close the pop-up window. The system automatically populates the **SAT Customs Request Number** field.

The system only automatically populates the **SAT Customs Request Number** field on a new transaction. If you decide to edit the transaction additionally, you must fill in the SAT Customs Request Number manually.

6. If you want to edit the SAT Customs Request Number manually, click on the populated **SAT Customs Request Number** field.

**Note:** If you edit or delete the SAT Customs Request Number additionally from either Inventory Adjustment or Item Receipt record, the change will not affect the SAT Customs Request Number assigned to already saved transactions.

## Electronic Invoicing for Mexico Foreign Trade

**Important:** The Mexico Localization and Electronic Invoicing SuiteApps are required for generating Mexico Foreign Trade e-documents. For more information, see [Mexico Localization SuiteApp Installation](#) and [Electronic Invoicing Administrator Guide](#).

The Mexico Foreign Trade SuiteApp provides features designed to meet Mexico electronic invoicing requirements when conducting trade with foreign companies.

The Mexico Foreign Trade SuiteApp enables you to generate and process e-documents for exports and imports. It includes Mexico-specific custom fields that comply with the SAT specifications for issuing CFDIs in foreign trade operations. These Mexico-specific custom fields are available when certain criteria are met. For more information, see [Mexico Context](#).

The following table lists the transaction types currently delivered by Mexico Foreign Trade:

Exports (Outbound)	Imports (Inbound)
Invoice	—
Cash Sale	—
Item fulfillment	—


The XML e-documents generated from the supported transactions require certification from the SAT before being forwarded to customers.

In Mexico, PACs (certification providers authorized by the SAT) are responsible for all communications between NetSuite and the Mexican tax authority for certification purposes.

After the CFDI is approved and stamped by the SAT, the PAC returns the certified CFDI to NetSuite.

The Mexico Foreign Trade SuiteApp includes integration with the following pre-configured Mexican PACs:

- MySuite
- Solución Factible

 **Note:** You can also integrate NetSuite with other PACs certified by the SAT. For information about setting up Electronic Invoicing, see the help topic [Electronic Invoicing Administrator Guide](#).

The SuiteApp also includes the following defaults:

- E-document packages, which contain sending methods for certification.
- E-document templates in XML format, which let you integrate with the PACs.

The templates are adapted to the specific format used by the PAC to fulfill SAT standards.

As soon as the CFDI is certified, a printable version becomes available for download. The PDF version is stored in the File Cabinet.

In addition to financial information, the printable version of the CFDI includes the following fields:

Field	Description
CSD Serial Number	Unique identifier assigned by the SAT to the issuer's digital seal.
Original String	Encrypted version of the electronic invoicing in XML format.
CFDI Signature	Issuer's digital seal obtained after signing the CFDI original string. It authenticates the authorship of digital tax receipts.
SAT Signature	SAT's digital seal obtained after signing the CFDI.
Certification Time Stamp	Date and time when the CFDI was certified by the SAT (the time zone is based on the PAC selected).
SAT Serial Number	Unique identifier assigned by the SAT to the CFDI.
PAC RFC	PAC's tax registration number.
QR Code	Two-dimensional bar code that encodes a URL containing transaction details. This code enables you to validate the authenticity of the transaction.

An advanced PDF template is delivered with the Mexico Foreign Trade SuiteApp. To customize the layout of the template, go to Customizations > Forms > Advanced PDF/HTML Templates and search for **Mexico Certified (transaction) PDF Template**. For more information about the Advanced PDF/HTML Templates feature, see the help topic [Advanced PDF/HTML Templates](#).

 **Important:** When customizing a Mexico transaction form, select the **Standard (transaction) PDF/HTML Template** from the **Print Template** and **Email Template** dropdown lists. Do not select the **Mexico Certified (transaction) PDF Template** on this record. The **Mexico Certified (transaction) PDF Template** is used for Certification processes and, therefore, must be specified on the PAC Configuration record only.

You can send the generated e-documents (XML and PDF) to your customers. For more information, see the help topic [Sending and Resending E-Documents](#).

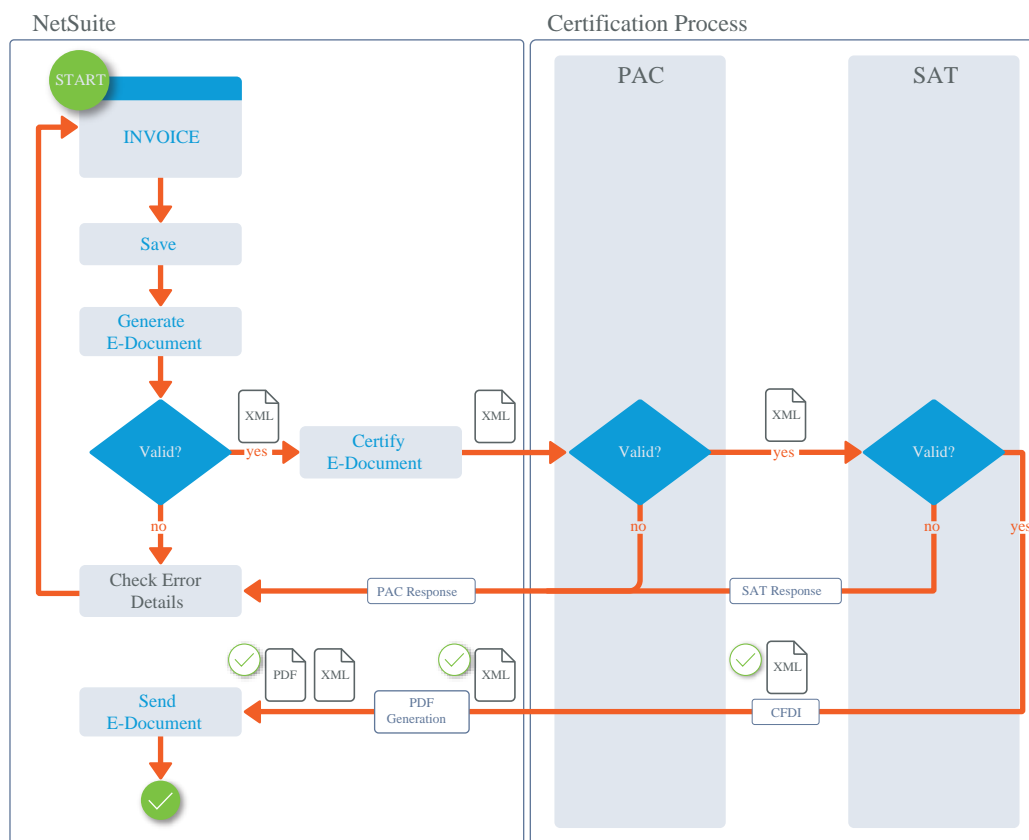
To learn more about the outbound electronic invoicing process, see the help topic [Outbound Electronic Invoicing](#).

## Mexico Foreign Trade Use Cases

This section includes the following sample use cases for managing Mexico foreign trade transactions:

- [Generating Electronic Invoices for Mexico Foreign Trade](#)
- [Entering Electronic Cash Sales for Mexico Foreign Trade](#)
- [Generating Item Fulfillments for Mexico Foreign Trade](#)

### Generating Electronic Invoices for Mexico Foreign Trade



### To generate an electronic invoice for Mexico Foreign Trade:

1. Go to Transactions > Sales > Create Invoices (Administrator).
2. Fill the required information in the Invoice transaction form.
  - a. In the Primary Information field group, check the **SAT Foreign Trade** box.
  - b. When filling the Item sublist, verify that the **SAT Item Code** field is populated.
  - c. On the **E-Document** subtab:
    - Make sure the e-document template selected corresponds to the PAC that your administrator has configured for this customer.

- Make sure the sending method selected corresponds to the appropriate sending method (channel) defined for sending e-documents to this customer (for example, email).
    - To create a PDF version of the transaction record when the XML file is generated, check the **Generate PDF box**.
  - d. On the **CFDI Information** subtab, select an option from the drop-down list for following fields required by the SAT:
    - **CFDI Usage**
    - **SAT Payment Method**
    - **SAT Payment Term**
  - e. On the **Related CFDI** subtab, you can associate other CFDIs with this transaction.
3. When you have entered all required information, click **Save**.

The system updates the transaction record and a **Generate E-Document** button appears at the top.

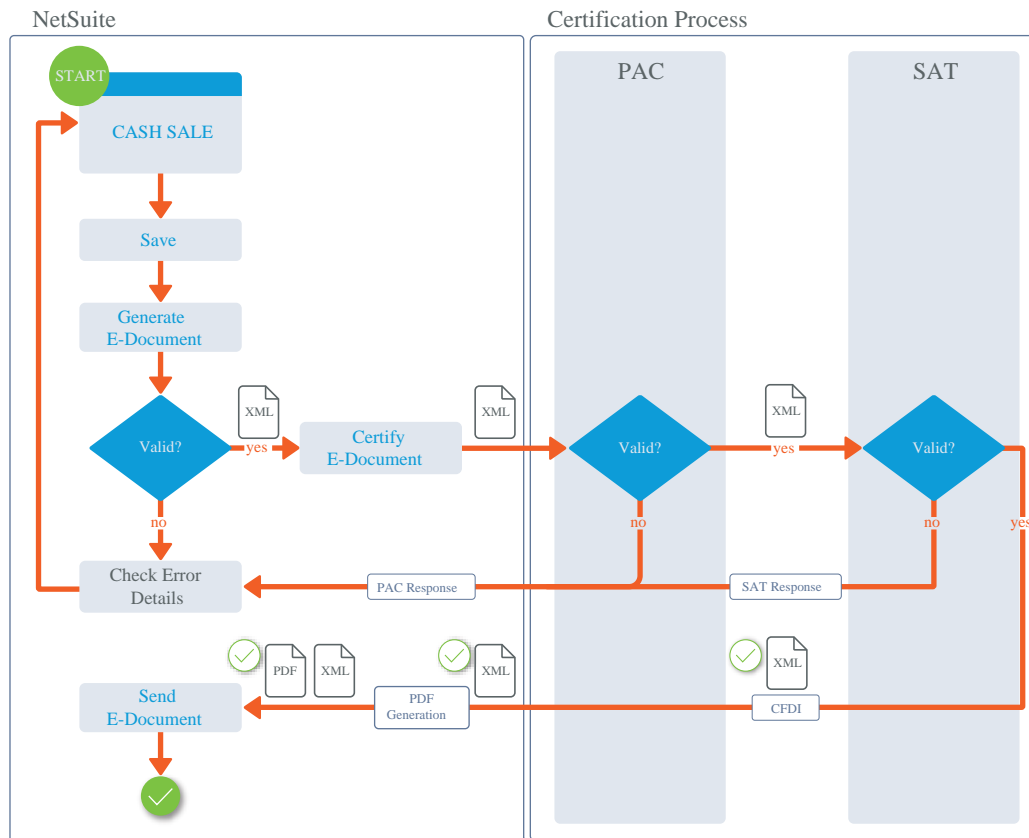
4. Click **Generate E-Document**.
- If the e-document has been successfully generated, the **Certify E-Document** button appears on the record. At this point, the e-document is not yet certified.
    - On the **E-Document** subtab, click on the **Generated E-Document** to view or download the XML file.
    - On the same subtab, click on the **Generated PDF** field to view or download the PDF file reference.



**Note:** This is a PDF version of the generated e-document, not a preview of the certified PDF. To view the certified PDF (with the localized layout), you must first certify the file (step 4).

- The **E-Document Audit Trail** on the **E-Document** subtab provides further details of the generated e-document.
  - If the generation failed, click the **E-Document Audit Trail** subtab, and then fix the errors before you can regenerate the e-document.
5. Click **Certify E-Document** to submit the XML e-document for certification.
- In the certification process, NetSuite connects to the PAC through web service. Then, the PAC validates catalog codes and communicates with the SAT, which validates the integrity of the XML.
- If the XML is valid, the SAT certifies the file and returns it to the PAC, which then sends it back to NetSuite.
    - The **E-Document Status** field on the **E-Document** subtab indicates the status of the certification process.
    - Integration details are logged on the **E-Document Audit Trail**.
    - You can view and download the certified XML file (CFDI) under the **Certified E-Document** field, on the **E-Document** subtab.
    - On the same subtab, you can view and download the certified PDF file from the **Generated PDF** field.
  - If certification fails, details of errors are logged on the **E-document Audit Trail**. You must then fix the errors identified and regenerate the e-document.
6. To send the certified e-documents (certified XML and certified PDF) to your customers, vendors or any third party, click **Send E-Document..** The e-document is sent through the sending method that you have selected on the transaction (step 1).

## Entering Electronic Cash Sales for Mexico Foreign Trade



### To enter a cash sale for Mexico:

1. Go to Transactions > Sales > Enter Cash Sales (Administrator).
2. Fill the required information in the Cash Sale transaction form.
  - a. In the Primary Information field group, check the **SAT Foreign Trade** box.
  - b. When filling the Item sublist, verify that the **SAT Item Code** field is populated.
  - c. On the **E-Document** subtab:
    - Make sure the e-document template selected corresponds to the PAC that your administrator has configured for this customer.
    - Make sure the sending method selected corresponds to the appropriate sending method (channel) defined for sending e-documents to this customer (for example, email).
    - To create a PDF version of the transaction record when the XML file is generated, check the **Generate PDF** box.
  - d. On the **CFDI Information** subtab, select an option from the drop-down list for following fields required by the SAT:
    - **CFDI Usage**
    - **SAT Payment Method**
    - **SAT Payment Term**
  - e. On the **Related CFDI** subtab, you can associate other CFDIs with this transaction.

3. When you have entered all required information, click **Save**.

The system updates the transaction record and a **Generate E-Document** button appears at the top.

4. Click **Generate E-Document**.

- If the e-document has been successfully generated, the **Certify E-Document** button appears on the record. At this point, the e-document is not yet certified.
  - You can view and download the XML file under the **Generated E-Document**, on the **E-document** subtab.
  - On the same subtab, you can view and download the PDF file reference under the **Generated PDF**



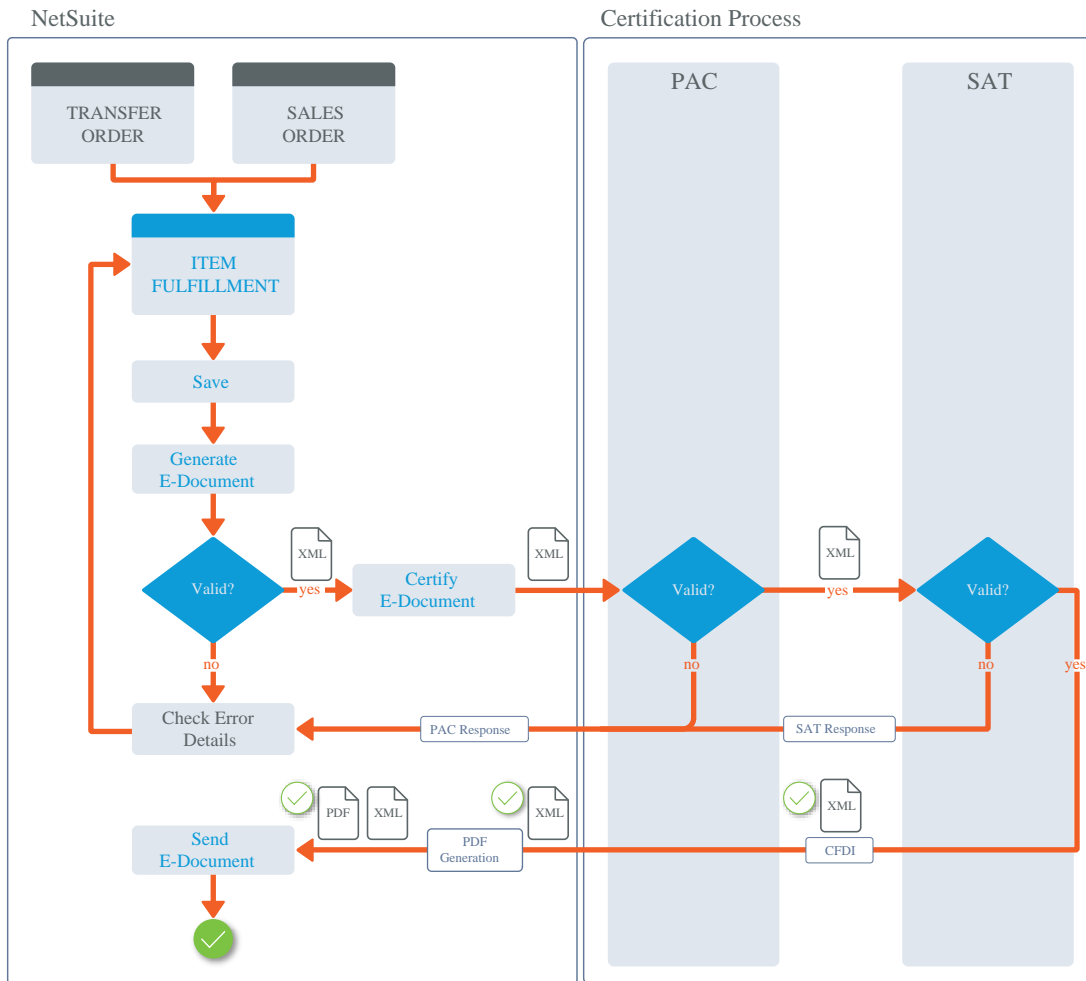
**Note:** This is a PDF version of the generated e-document, not a preview of the certified PDF. To view the certified PDF (with the localized layout), you must first certify the file (step 4).

- The **E-Document Audit Trail** on the **E-Document** subtab provides further details of the generated e-document.
  - If the generation failed, check the generation error details on the **E-Document Audit Trail**. You must first fix the errors before you can regenerate the e-document.
5. Click **Certify E-Document** to submit the XML e-document for certification.
- In the certification process, NetSuite connects to the PAC through web service. Then the PAC validates catalog codes and communicates with the SAT, which validates the integrity of the XML.
- If the XML is valid, the SAT certifies the file and returns it to the PAC, which then sends it back to NetSuite.
    - The **E-Document Status** field on the **E-Document** subtab indicates the status of the certification process.
    - Integration details are logged on the **E-Document Audit Trail**.
    - You can view and download the certified XML file (CFDI) under the **Certified E-Document** field, on the **E-Document** subtab.
    - On the same subtab, you can view and download the certified PDF file from the **Generated PDF** field.
  - If certification fails, details of errors are logged on the **E-document Audit Trail**. You must then fix the errors identified and regenerate the e-document.
6. To send the certified e-documents (certified XML and certified PDF) to your customers, vendors or any third party, click **Send E-Document..** The e-document is sent through the sending method that you have selected on the transaction (step 1).

## Generating Item Fulfillments for Mexico Foreign Trade

You can generate an Item Fulfillment from a Transfer Order or a Sales Order for Mexico. For more information, see the help topic [Order Fulfillment](#).





### To generate an item fulfillment for Mexico:

1. Fill the required information in the Item Fulfillment transaction form.
  - a. In the Primary Information field group, check the **SAT Foreign Trade** box.
  - b. When filling the Item sublist, verify that the **SAT Item Code** field is populated.
  - c. On the **E-Document** subtab:
    - Make sure the e-document template selected corresponds to the PAC that your administrator has configured for this customer.
    - Make sure the sending method selected corresponds to the appropriate sending method (channel) defined for sending e-documents to this customer (for example, email).
    - To create a PDF version of the transaction record when the XML file is generated, check the **Generate PDF** box.
  - d. On the **CFDI Information** subtab, select an option from the drop-down list for following fields required by the SAT:
    - **CFDI Usage**
    - **SAT Payment Method**
    - **SAT Payment Term**
  - e. On the **Related CFDI** subtab, you can associate other CFDIs with this transaction.

2. When you have entered all required information, click **Save**.

The system updates the transaction record and a **Generate E-Document** button appears at the top.

3. Click **Generate E-Document**.

- If the e-document has been successfully generated, the **Certify E-Document** button appears on the record. At this point, the e-document is not yet certified.
  - You can view and download the XML file under the **Generated E-Document**, on the **E-Document** subtab.
  - On the same subtab, you can view and download the PDF file reference under the **Generated PDF**.



**Note:** This is a PDF version of the generated e-document, not a preview of the certified PDF. To view the certified PDF (with the localized layout), you must first certify the file (step 4).

- The **E-Document Audit Trail** on the **E-Document** subtab provides further details of the generated e-document.
  - If the generation failed, check the generation error details on the **E-Document Audit Trail**. You must first fix the errors before you can regenerate the e-document.
4. Click **Certify E-Document** to submit the XML e-document for certification.

In the certification process, NetSuite connects to the PAC through web service. Then the PAC validates catalog codes and communicates with the SAT, which validates the integrity of the XML.

- If the XML is valid, the SAT certifies the file and returns it to the PAC, which then sends it back to NetSuite.
    - The **E-Document Status** field on the **E-Document** subtab indicates the status of the certification process.
    - Integration details are logged on the **E-Document Audit Trail**.
    - You can view and download the certified XML file (CFDI) under the **Certified E-Document** field, on the **E-Document** subtab.
    - On the same subtab, you can view and download the certified PDF file from the **Generated PDF** field.
  - If certification fails, details of errors are logged on the **E-document Audit Trail**. You must then fix the errors identified and regenerate the e-document.
5. To send the certified e-documents (certified XML and certified PDF) to your customers, vendors or any third party, click **Send E-Document**. The e-document is sent through the sending method that you have selected on the transaction (step 1).