



# Concesiones del Sureste

**INVOICE SYSTEM**

---

User Manual

2016

To Access the Electronic Invoice System go to the URL <http://www.conssa.com.mx>

When the user Access the web page, a screen like the following is displayed.



Grupo Concesiones del Sureste

Facturación Electrónica

## Bienvenido al Sistema de Facturación Electrónica

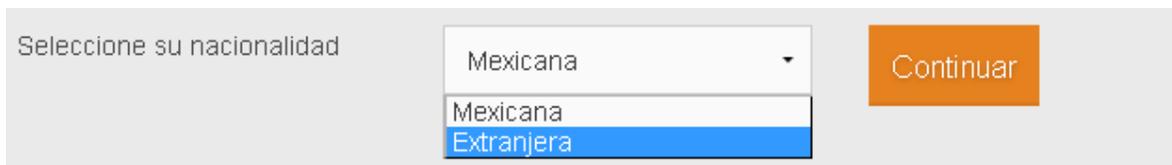
Seleccione su nacionalidad

¿Dudas de cómo usar el Sistema de Facturación Electrónica?

- [Descargar manual en Español](#)
- [Descargar manual en Inglés](#)

**Figura 1 Welcome screen**

The web page is show non Spanish, to change the language, the user must select the option “Extranjera” as shown below.

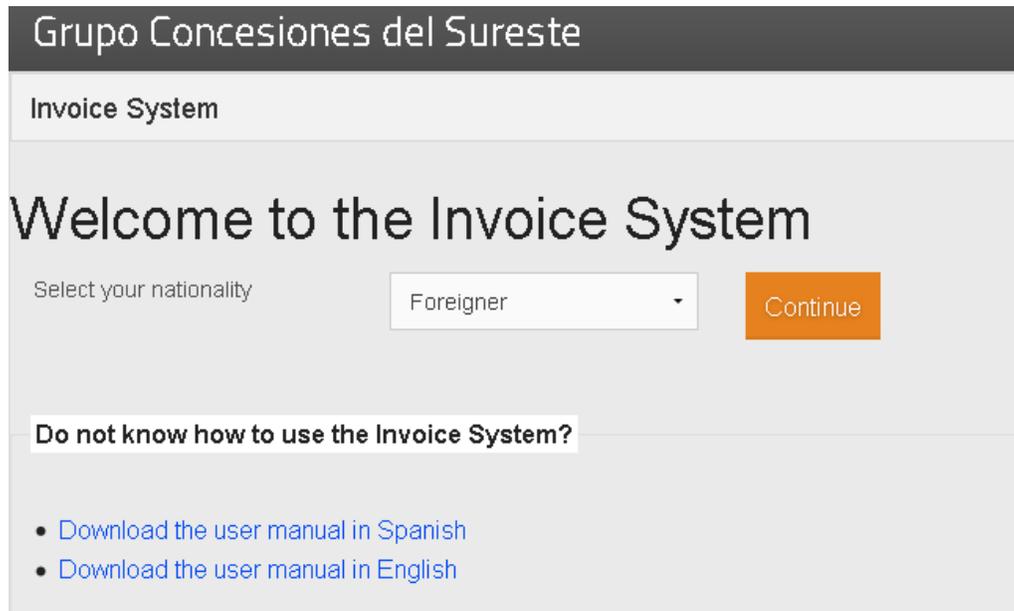


Seleccione su nacionalidad

Mexicana  
Extranjera

**Figura 2 Changing the language**

This options changes the language of the website to English.



Grupo Concesiones del Sureste

Invoice System

## Welcome to the Invoice System

Select your nationality

Foreigner

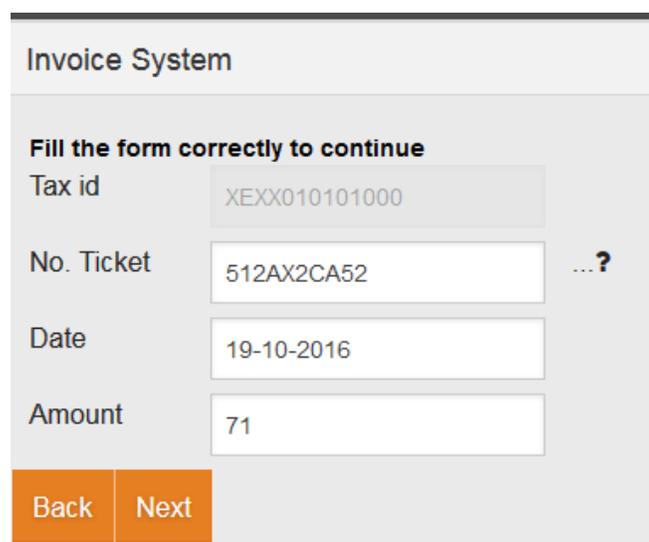
Continue

Do not know how to use the Invoice System?

- [Download the user manual in Spanish](#)
- [Download the user manual in English](#)

Figura 3 Welcome screen in English

After changing the language, clic the button  to start capturing the data for the Invoice.



Invoice System

**Fill the form correctly to continue**

Tax id

XEXX010101000

No. Ticket

512AX2CA52 ...?

Date

19-10-2016

Amount

71

Back Next

Figura 4 Example of a ticket

The user must fill the following data required to continue:

- Tax Id: for clients outside of Mexico, the tax id is not editable.
- No. Ticket: indicates the folio number of the Ticket. If the user, does not know where to locate the folio number, then select the icon , an image is displayed showing where to locate the ticket's folio number.
- Date: date of the purchase, it is shown on the ticket. The date format must be dd-MM-yyyy.
- Amount: total amount of the ticket, including decimal numbers.

Invoice System

**Fill the form correctly to continue**

Tax id

No. Ticket  

Date

Amount

DERMATOLOGICA FARMACIA  
SUC. CALLE 10 AVENIDA NORTE NO.119  
INT.B. COL.CENTRO PLAYA DEL CARMEN,  
MPIO. SOLIDARIDAD, PLAYA DEL  
CARMEN, QUINTANA ROO C.P. 77710

MEXICO LINDO 2000, S.A. DE C.V.  
Rio Papaloapan No. 45 Col. Cuauhtémoc,  
Deleg. Cuauhtémoc, Mexico, D.F. C.P.  
06500, Mexico RFC: MLD001124N66  
Régimen fiscal: General Persona Moral

Fecha 19/11/2016 10:34AM  
Ticket 116BQ2CA19750  
Cajero 255 ROBERTO PACHECO GON  
Cliente: CM116 DERMA PLAYA

#	Clave	Descripción	Cantidad	Precio Neto	% Desc	IMPORTE NE
1	020800753067	PEPTO BISMOL SUSP 11E	1.00	53.00	0.00	53.00

Figura 5 Locating the ticket number in the receipt

Upon finishing filling out the form, clic on the button . The user must consider the data captured should be accurate, additionally the user must consider the ticket date must not exceed 15 days after the purchase. After purchasing in any store, the user has 15 days to invoice the ticket, if the 15 days had passed then the ticket expires and the user can not generate an invoice for the ticket.

**Invoice System**

The maximum billing date has been exceeded

**Fill the form correctly to continue**

Tax id: XEXX010101000

No. Ticket: 512AX1CA47335 ...?

Date: 17-06-2015

Amount: 114

Back Next

**Figura 6 Example of an expired ticket**

The captured ticket data is validated in the system, on case an error occurred, the web page will notify the user. If the validation process is successful, the screen shows another form to fill the user data for the invoice.

**Invoice System**

**Client tax data**

Name: GamaProcduts

R.F.C.: XEXX010101000 Nationality: Foreigner

E-mail: gama\_corp@gmail.com

**Adress:**

Street: 221B Baker St County: MaryLebone

Exterior number: 221B

City: London ZipCode: 7935

Country: United Kingdom State: London

Back Next

**Figura 7 Form for client tax data**

Upon finishing filling out the client tax data, clic on the button **Next**, the details of the ticket and the client tax data are shown on the screen.

The screenshot displays the 'Invoice System' interface. It features a 'Client tax data' section with the following information:

- Name: GamaProcduts
- Address: 221B Baker St 221B London C.P.:7935
- E-mail: gama\_corp@gmail.com
- Country: United Kingdom
- Ticket: 512AX1CA47335
- R.F.C.: XEXX010101000
- Payment form: CASH (dropdown menu)
- State: London

Below this is a 'Ticket Details' table:

Item Code	Description	Quantity	Price	Measure Unit
14045010	PLAYERA TAI DYE BOQUITAS	1	\$98.28MXN	PZA

At the bottom, there is a summary table:

Subtotal	Discount	Tax fee	Total
\$ 98.28	\$ 0	\$ 15.72	\$ 114

Navigation buttons 'Back' and 'Create Invoice' are located at the bottom left.

**Figura 8 Detail example of a purchase**

The user must verify the data shown on screen is correct, then proceed clicking the button **Create Invoice**, the system will create an invoice with the previously captured data, and after finishing creating the data, the system allows the download of the invoice files or sendig the files to an email account.

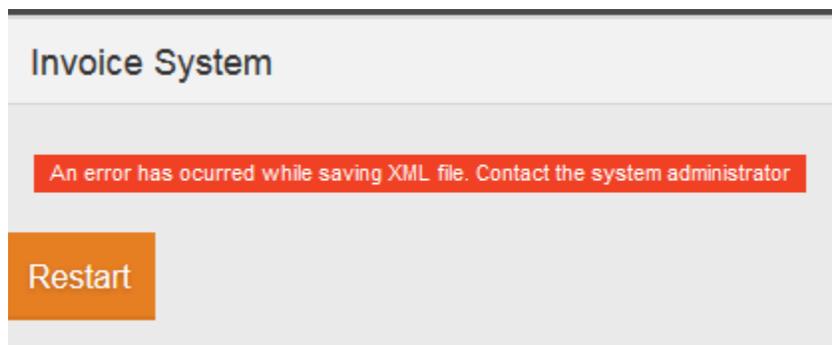
The screenshot shows the 'Invoice System' interface with two main options:

- Download XML File**
- Download PDF File**

Below these options is a 'Send files' section with an email input field containing 'gama\_corp@gmail.com' and a 'Send' button.

**Figura 9 Download invoice's files**

In case an error occurs during the process, the system will notify the user of the error. The user must contact the store or the system administrator via email to [facturacionelectronica@conssa.com.mx](mailto:facturacionelectronica@conssa.com.mx), to create the invoice.



**Figura 10** Example of an error while creating the invoice