

Aguascalientes	AS
Baja California	BC
Baja California Sur	BS
Campeche	CC
Coahuila de Zaragoza	CL
Colima	CM
Chiapas	CS
Chihuahua	CH
Ciudad de México	CDMX
Durango	DG
Guanajuato	GT
Guerrero	GR
Hidalgo	HG
Jalisco	JC
México	MC
Michoacán de Ocampo	MN
Morelos	MS
Nayarit	NT
Nuevo León	NL
Oaxaca	OC
Puebla	PL

Querétaro QT

Quintana Roo QR

San Luis Potosí SP

Sinaloa SL

Sonora SR

Tabasco TC

Tamaulipas TS

Tlaxcala TL

Veracruz VZ

Yucatán YN

Zacatecas ZS

Nacido en el Extranjero NE


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6S, 6C, 5L, 3T, 3R, 2G, 2N, Z, E, X, P, H, M

S C L T R G N Z E X P H M

C E G H L M N P R S T X Z

[CEGHLMNPRSTXZ]



Purchase Authorization

구매 승인

Purchasing Department	In Charge	Manager	Director
	Finance Department	Monitor	Director

PURCHASE DEPT		REQUESTOR	
BATCH NUMBER		INVOICE NUMBER	
PO NUMBER		SUPPLIER INVOICE NUMBER	
INVOICE DATE		EXCHANGE RATE	
		EXCHANGE RATE DATE	

BENEFICIARY	
DESCRIPTION	

PAYMENT INFORMATION

SEQ	DESCRIPTION	CURRENCY	Q'TY	UNIT PRICE	SUB TOTAL	IVA		TOTAL
						RATE	AMOUNT	
						Sub Total		
						IVA		
						TOTAL		

ACCOUNTING INFORMATION

DR /CR	COST CENTER	ACCOUNT	SUB ACCOUNT	DESCRIPTION	AMOUNT(Foreign currency)	AMOUNT(MXN)

BANK INFORMATION

PAYMENT DATE		BANK	
BRANCH NUMBER		ACCOUNT	
COUNTRY	MXN	REFERENCE(CLABE/SWIFT)	

※ ABA number is not used for payment

.....AREA FOR FINANCE DEPARTMENT

Payment Authorization

지급 승인

Finance Department	In Charge	Manager	Director

PAYMENT CONDITION

Issue Date: 2021/12/17

TYPE		INVOICE NUMBER	
PAYMENT METHOD		PAYMENT DATE	

NOTE:

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NOMBRE

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