

1<sup>st</sup> March 2022

Dear Sir or Madam

The main purpose of this letter is to inform you of some changes to where you now need to send invoices for CEMEX UK.

With effect from **Friday 1<sup>st</sup> April 2022** the email address to send your invoices to is changing to :-

[Uk.supplierinvoices@cemex.com](mailto:Uk.supplierinvoices@cemex.com)

The email address to send other documents such as letters and statements with effect from **Friday 1<sup>st</sup> April 2022** will be :-

[Uk.supplierotherdocuments@cemex.com](mailto:Uk.supplierotherdocuments@cemex.com)

Please continue to send paper invoices should be sent to the following address:-

CEMEX UK Operations Ltd  
**Visualsoft House**  
**Clearwater Business Park**  
**Thornaby**  
**Stockton-on-Tees**  
**TS17 6QY**

The invoice **MUST** quote a valid purchase order number.

PO numbers will be 10 digits and start with 45 or 55.

In some cases you can quote a Non Purchase order reference given by a Cemex Representative.

The correct legal entity **MUST** be quoted. These are the legal entities that are applicable.

Name
CEMEX UK MATERIALS LIMITED
CEMEX UK OPERATIONS LIMITED
CEMEX UK CEMENT LIMITED
CEMEX UK MARINE LIMITED
CEMEX Paving Solutions
CEMEX UK OPERATIONS LTD- BUILDING PRODUCTS
Blackwater Aggregates

Failure to quote a valid PO number and/or legal entity may result in delay of payment.

**In addition only the following formats can be accepted:-**

- only pdf or tiff attachments
- ideally only one attachment per e-mail although up to 3 can reasonably be accepted
- each attachment should contain only one invoice and back-up documentation ie. no 'stacked' invoices in one attachment

CEMEX does not accept Proforma Invoices in ANY circumstances.

CEMEX operate a single monthly payment run. This will be on the first working day of every month. Invoices due up to and including that date will be paid. Any invoices due after that date will fall into the next monthly payment run.

If you have a query relating to your invoice payment date or any other queries then please contact the AP team using the following email address:-

[ncrvendor.recon@cemex.com](mailto:ncrvendor.recon@cemex.com)

Yours sincerely

Alan Venning

Transactional Services Manager