1. Vendor must exist in SAP
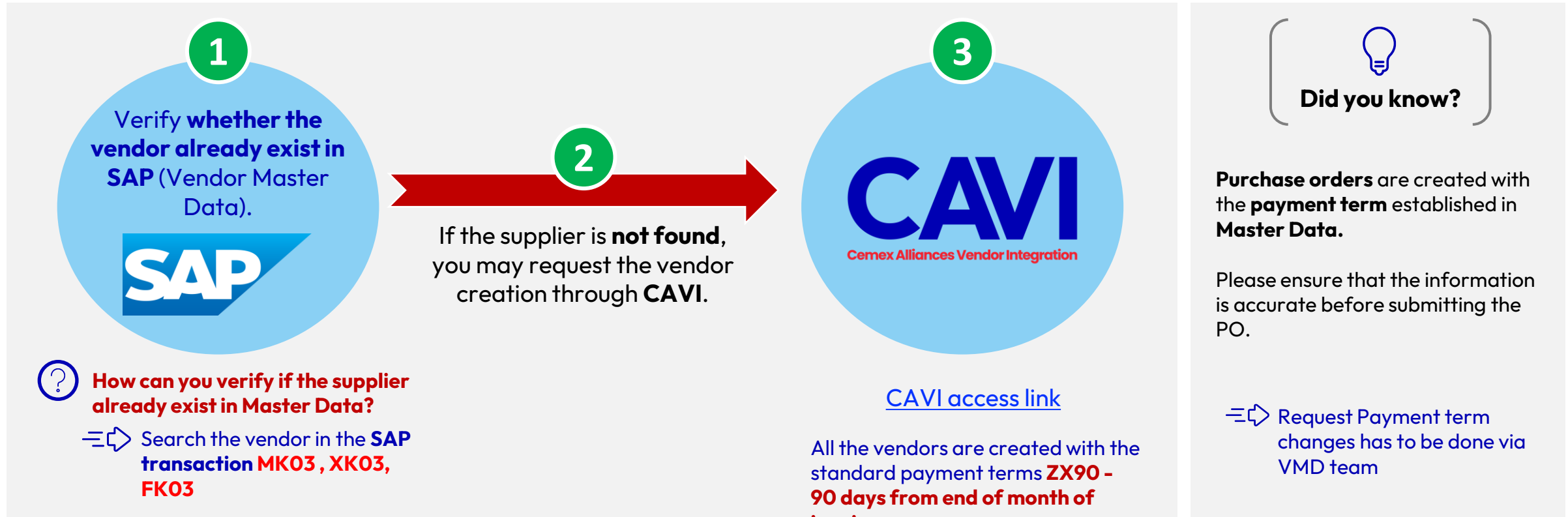
Important step in the P2P process before making an agreement with a new vendor is to ...
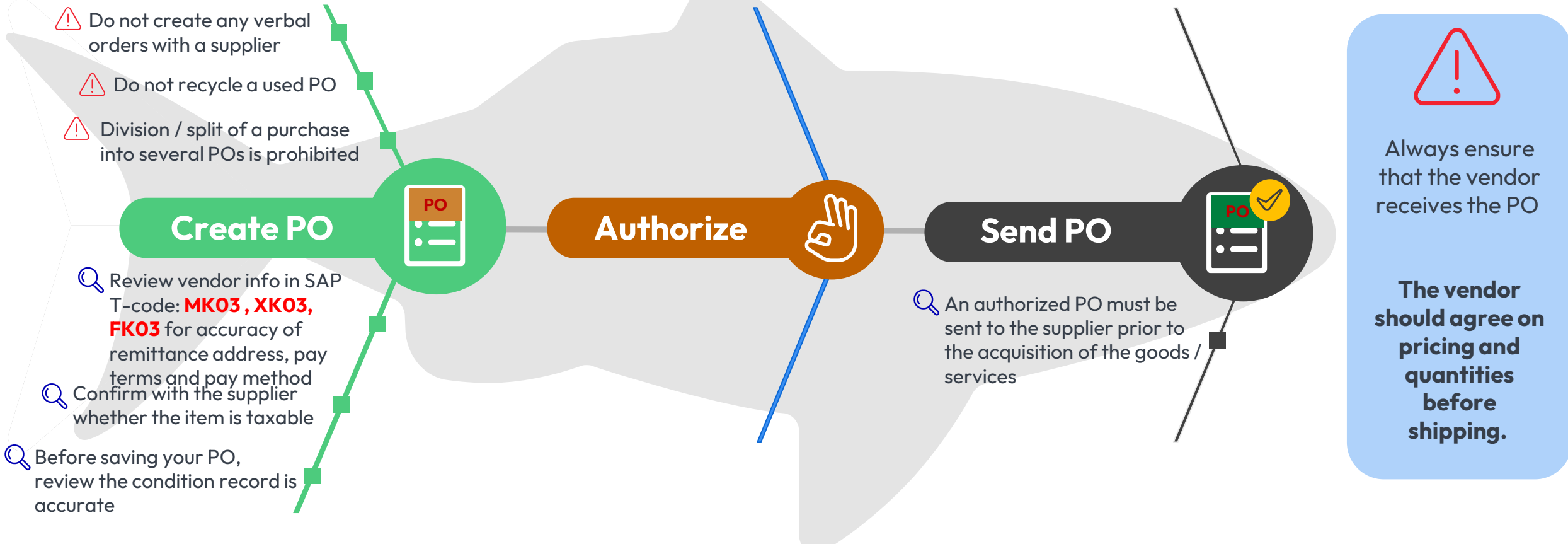
1 Verify **whether the vendor already exist in SAP** (Vendor Master Data).

SAP

? How can you verify if the supplier already exist in Master Data?

⇨ Search the vendor in the **SAP transaction MK03 , XK03, FK03**

2 If the supplier is **not found**, you may request the vendor creation through **CAVI**.

3

CAVI
Cemex Alliances Vendor Integration

CAVI access link

All the vendors are created with the standard payment terms **ZX90 – 90 days from end of month of invoice**

Did you know?

Purchase orders are created with the **payment term** established in **Master Data.**

Please ensure that the information is accurate before submitting the PO.

⇨ Request Payment term changes has to be done via VMD team

Contact for inquiries		Training resources	SLA
Overall inquiries	Gb-vendorhelpdesksscuk@cemex.com		**2 business days**
CAVI inquiries	Gb-vendorhelpdesksscuk@cemex.com	Home (sharepoint.com)	**2 business days**

//CEMEX

2. Create, authorize, and send the PO to the supplier

All purchases must follow the "Negotiations, Purchases and Inventories Global Policy".

⚠️ Do not create any verbal orders with a supplier

⚠️ Do not recycle a used PO

⚠️ Division / split of a purchase into several POs is prohibited

🔍 Review vendor info in SAP T-code: **MK03 , XK03, FK03** for accuracy of remittance address, pay terms and pay method

🔍 Confirm with the supplier whether the item is taxable

🔍 Before saving your PO, review the condition record is accurate

Create PO

Authorize

Send PO

🔍 An authorized PO must be sent to the supplier prior to the acquisition of the goods / services

⚠️ Always ensure that the vendor receives the PO

The vendor should agree on pricing and quantities before shipping.

Purchase Order is mandatory.
If the PO number is missing or not visible on the invoice, it becomes impossible for Accounts Payable to process it for payment.

Training resources

https://cemex.sharepoint.com/sites/EMEAProcurementWP/SitePages/Knowledge-Pills.aspx
Spark: Procurement Tools & Resources - Home (sharepoint.com)

3. Goods / services are physically received / rendered. Purchase Order is good receipted in SAP

Three important tips to keep in mind when receiving goods / services …

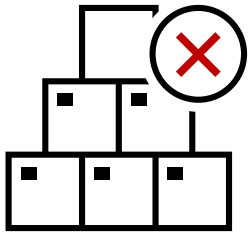**A**

PO → Receive goods / services → **Goods receipt**

⚠ Ensure that the **Purchase Order and Goods Receipt** reflect the negotiated price and quantity that were agreed upon with the supplier.

B

Call the supplier ASAP if good/service is damaged/incorrect, short shipped, or backordered.

C

Goods receipt ✓

Make sure to **complete your goods receipts** before leaving for the day. Doing this step eliminates more than half of the workflows.

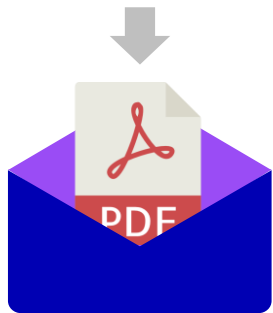## What to do when goods or services are received ?

1 Receive goods / services

→

2 Make the good receipt in SAP

→

3 Supplier must send the invoice to Accounts Payable
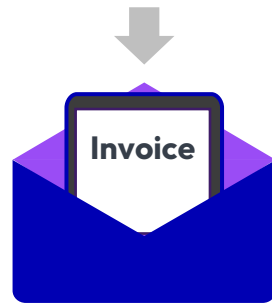
//CEMEX

4. Invoice is sent for processing

Supplier sends the invoice to the GES Accounts Payable Team for payment.

Non past due

Email:
Uk.supplierinvoices@cemex.com

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

Past due & urgent
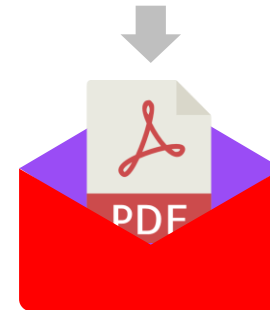
Email:
Uk.supplierinvoices@cemex.com

The invoice must clearly display...

Invoice amount

Purchase order

Invoice number

Invoice date

It's important that the PO is clear and visible to ensure it is easily readable and identifiable on the invoice.
This is something you must always emphasize to the supplier

CEMEX Procure-to-Pay process flow
8 steps to on-time supplier payments
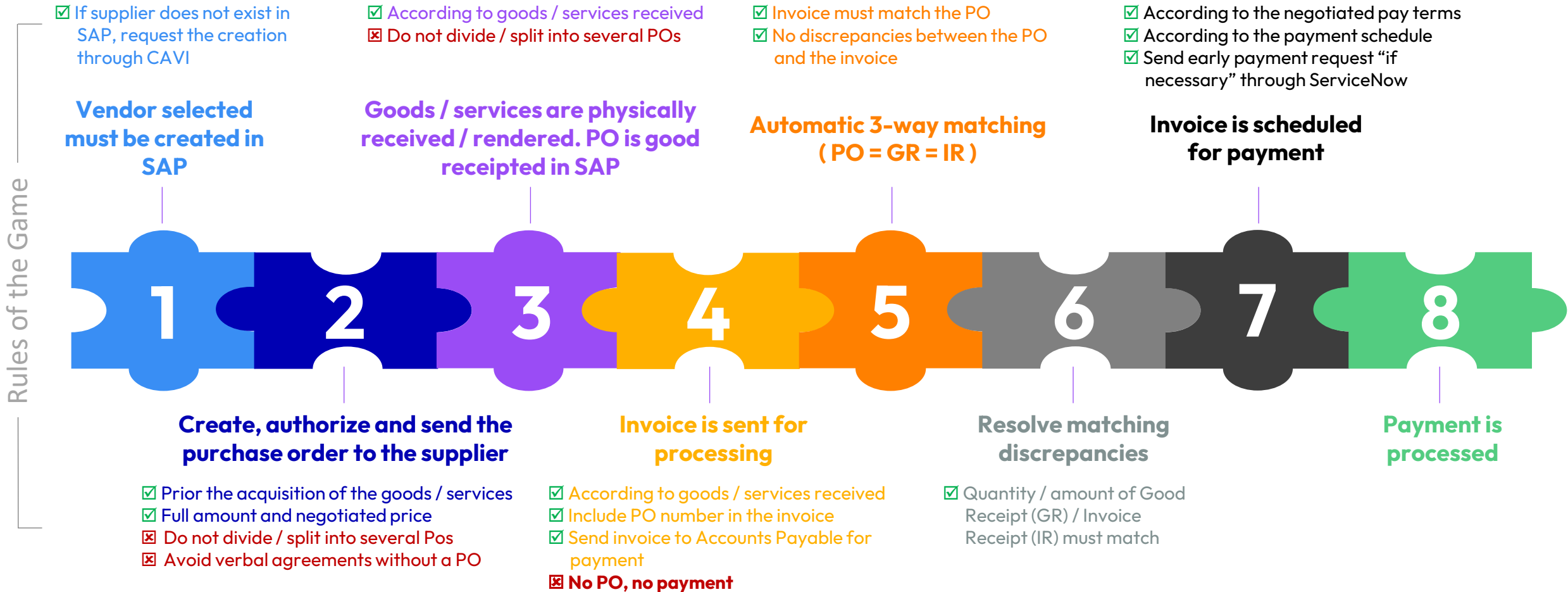
CEMEX

Rules of the Game

☑ If supplier does not exist in SAP, request the creation through CAVI

☑ According to goods / services received
☒ Do not divide / split into several POs

☑ Invoice must match the PO
☑ No discrepancies between the PO and the invoice

☑ According to the negotiated pay terms
☑ According to the payment schedule
☑ Send early payment request "if necessary" through ServiceNow

Vendor selected must be created in SAP

Goods / services are physically received / rendered. PO is good receipted in SAP

Automatic 3-way matching (PO = GR = IR)

Invoice is scheduled for payment

1 2 3 4 5 6 7 8

Create, authorize and send the purchase order to the supplier

Invoice is sent for processing

Resolve matching discrepancies

Payment is processed

☑ Prior the acquisition of the goods / services
☑ Full amount and negotiated price
☒ Do not divide / split into several Pos
☒ Avoid verbal agreements without a PO

☑ According to goods / services received
☑ Include PO number in the invoice
☑ Send invoice to Accounts Payable for payment
☒ **No PO, no payment**

☑ Quantity / amount of Good Receipt (GR) / Invoice Receipt (IR) must match

Issuing your PO on time is crucial to streamline the payment process to our suppliers!

Invoice Reception	Contact for inquiries
UK.Supplierinvoices@Cemex.com	Ncrvendor.recon@cemex.com **tel** +44-2034575782