5. Automatic Three-way Matching (Purchase order = goods receipt = Invoice)

What is Automatic Three-way Matching?

1. Purchase Order

- Quantity
- Total amount
- Tax

Must be posted before the reception of the invoice

2. Goods Receipt

- Quantity
- Total amount

3. Invoice

- Quantity
- Total amount
- Tax

Must be sent to Accounts Payable for processing after CEMEX received the good / service

PO number should be clear and visible to ensure it is easily readable and identifiable on the invoice.

CEMEX

6. Resolving matching discrepancies

Resolving discrepancies with SAP Workflow ...

When a matching discrepancy is detected, a **workflow is created automatically** within SAP. This triggers a **notification** that is sent directly to the creator of the purchase order.

GR

PO

IR

The PO creator receives WF notification in the inbox.

Matching discrepancies can occur in various scenarios, such as:...

- Quantity on the GR does not match the quantity on the invoice
- Amount on the PO does not match the amount keyed on the invoice
- Amount and quantity do not match
- No goods receipt but the invoice matches the GR exactly.

The PO creator promptly review and address the discrepancy. This ensures that the person most familiar with the purchase order is involved in resolving the issue.

//CEMEX

6. VIM analytics

Transaction in SAP: /n/opt/vim_va2

Vendor Invoice Management module includes many functionalities to track document's flow.
For common Accounts Payable and business users needs please run **/n/opt/vim_va2** in SAP which offers
very detailed view of vendor invoices with most frequent statuses:

Posted - document posted (can be already paid or not yet)

Indexed - document in processing, but not posted yet. Please refer the actual agent column to ensure with whom this invoice is pending

Obsolete – document rejected in VIM due to different reasons (i.e. no details on the invoices, supplier's statement (not invoices), invoice copy etc.

Suspected Duplicate – document pending for processing and have not posted on VIM yet as it's suspected as duplicate. If yes, user will reject it and if no, user will process it

Missing Mandatory Information from Vendor (PO) - document can not be posted due to missing or incorrect PO. CEMEX buyer must clarify it in Workflow

Goods Receipt (PO) - document can not be posted due to missing or incorrect GR. CEMEX buyer must must clarify it in Workflow

Quantity/Price Mismatch (PO) - document can not be posted due to quantity ot price error. CEMEX buyer must must clarify it in Workflow

VIM Analytics

➡ Hide Detail Pane   🔄 Refresh

OPEN TEXT | Vendor Invoice Management™ for SAP® Solutions

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Results (38 Hits)

Doc. Id	DP Doc...	SAP	CoCode	Vendor	Vendor Name	Reference	Doc. Date	Gross amnt	Doc. Crcy	Purch.Doc.	VIM Process Status	Cur Role	Curr.Agent	Posting Date	Paid on	Due Date	Acc. Doc.	MM Inv
1367468	ZPO_75	RE	5401	3141595	Kalkwerke B...	254355	02.02.2022	8,358.24	EUR		Posted			22.04.2022	27.04.2022	31.03.2022	2000310718	510726

7. Invoice is scheduled for payment

How to view the payment schedule for your invoices

1. Access the SAP **FBL1N** transaction

2. Type the vendor number in the **"Vendor Account"** field.

3. In the "Line-Item Selection" section, select the **"open items"** option. Furthermore, specify the date you want to consult by entering it in the field.

4. Choose **"Normal items"** to filter out irrelevant information.

Vendor selection

Vendor account

Company code

Line item selection

Status

◉ Open items

Open at key date   07/11/2023

Type

☑ Normal items

FBL1N Report

Vendor	7		Name			DIG G			Name 2							
Company Code	7011		City, ST	OKLAHOMA CITY		, OK										

St	Vendor	CoCd	Reference	DocumentNo	Sp.G/L ass	Type	Doc. Date	PK	Pstng Date	DD	LC amnt	Net due dt	PBk	Clrng doc.	Text
🔴	......	7011	279734-0	5101821520	4130648949	RN	04/07/2023	31	04/12/2023		2,800.00-	08/01/2023			
*		7011									2,800.00-				

Note: Payment will be scheduled according to the "Net due date" only when the "PBk" (Payment Block) field is blank.

The due date is calculated comparing the invoice date and payment terms established for the vendor in the Master Data including CX calendar's rules.

8. Payment is processed

Once the invoice is due and the vendor or invoice have not any block, the payment is processed.

To review the payment date of an invoice, you can consult the transaction FBL1N in SAP

Payment is processed according to the payment method.

Payment Method		
E, L	BACS	The vendor receives the payment usually on the same day as the "Clearing date" or the latest next working day (depends on bank session).
D	Direct Debit	
B, 9, O	SF	

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

Vendor selected must be created in SAP

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

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

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

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

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

Invoice is scheduled for payment

1 **2** **3** **4** **5** **6** **7** **8**

Create, authorize and send the purchase order to the supplier

☑ 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

Invoice is sent for processing

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

Resolve matching discrepancies

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

Payment is processed

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