

The Global Policy "Negotiations, Purchases, and Inventories" pertains to the principles and guidelines concerning negotiation processes, purchases, and inventory management within the company. On the other hand, "advance payments" refer to transactions where the company makes prepayments or advances, for example to suppliers or employees, for purchasing or covering travel expenses.

"Informational document"

"Advances, proformas, prepayments for Purchase Orders (POs)"

"Payments for advances, deposits, proforma invoices, and advance payment invoices – for purchases of goods and services covered by the Global Purchasing Procedure (Negotiations, Purchases, and Inventories Global Policy) – invoices for purchase orders (POs)."

"Each prepayment should be accompanied by a purchase order specifying the advance payment terms."

"For prepayments exceeding 10,000.00 USD (**at the current USD vs GBP exchange rate**), a bank guarantee must be provided, or approval must be obtained from the Regional Director of Purchasing (currently Antonio Desmay) or the Functional Vice President/Executive Committee Member (if the prepayment does not pertain to Purchases) – **as per the attached XLS document.**"

"For prepayments exceeding 30% of the total order value, approval must be obtained from the Regional Director of Purchasing (currently Antonio Desmay) or the Functional Vice President/Executive Committee Member (if the prepayment does not pertain to Purchases) – **as per the attached XLS document.**"

"Advances, proformas, prepayments for Non-PO transactions."

"Payments for advances, deposits, pro forma invoices, advance payment invoices – for purchases of goods and services processed under Non-PO procedures."

"Each request must include the MPK/order number and obtain approval from the supervisor and the Regional Director of Purchasing (currently Antonio Desmay) or the Functional Vice President/Executive Committee Member (if the prepayment does not pertain to Purchases) – [as per the attached XLS document.](#)"

Procedure of advanced payments:

Advanced payments (ahead of the final invoice), are currently approved via email.

After transferring the process to Service Now, the authorization of the Functional Vice President/Member of the Executive Committee will take place in the system. Until then, the complete application along with authorizations and attachments should be sent to ncrvendor.recon@cemex.com