



CAVI Cemex Aliance Vendor Integration

How to register via PROXY

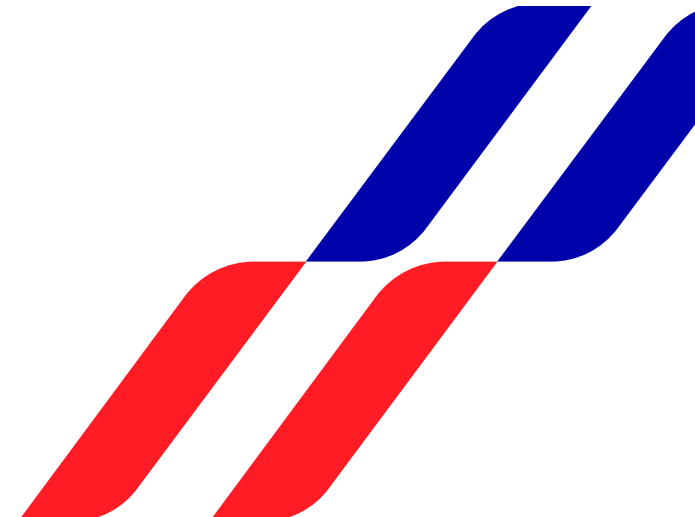


In this module you will learn How to register a vendor by PROXY

CONTENT

THIS MODULE INCLUDES THE FOLLOWING TOPICS:

- Entering to CAVI Platform
- General Business Information
- Adding Company Code
- Business Address
- Country Specific Tax Information
- Banking Details
- Document Upload
- Review and Submit
- Notification



ENTERING TO CAVI PLATFORM

1. Click on the link :
<https://cemex.apexportal.net/saml/sso.aspx>
to access the supplier registration portal.

Cemex user have no need to enter their credentials in CAVI, as access is with Single Sign ON (SSO) function which lets you access directly.



Home Supplier ▾ Help ▾

Registration



Invite Supplier



Create Supplier by
Proxy



Pending
Registration



My Suppliers

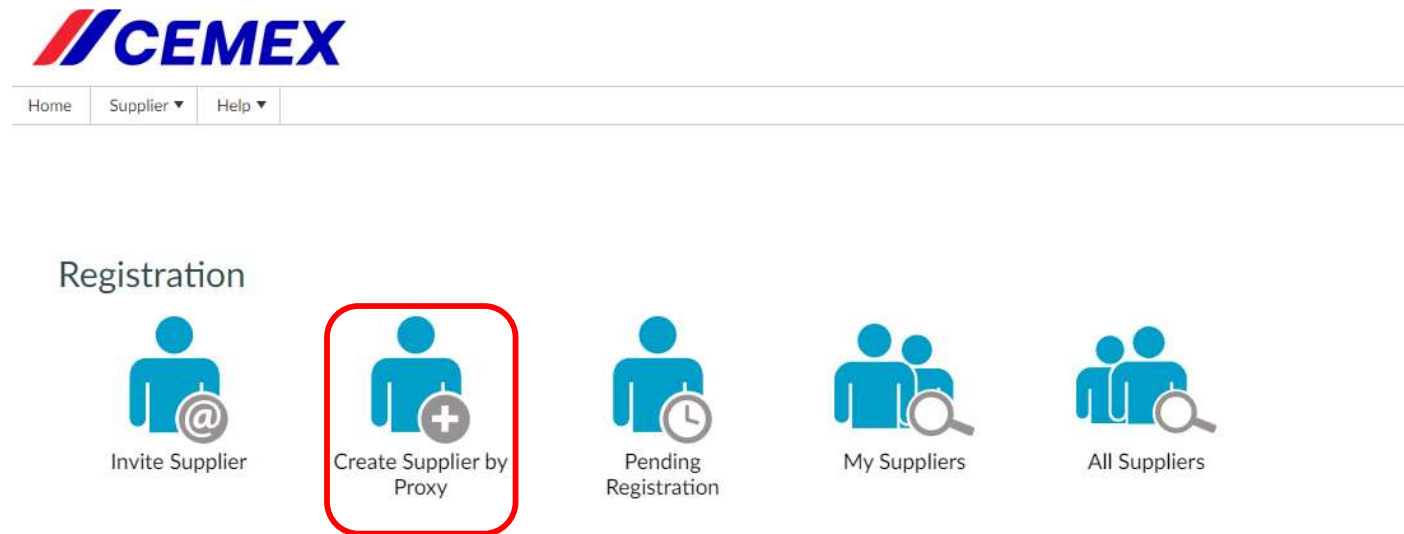


All Suppliers

NAVIGATING IN CAVI

Selecting Proxy Creation

1. Once you enter CAVI, you'll see a couple of options displayed on your screen, please select the **“CREATE SUPPLIER BY PROXY”** option.



General Business Information

Company Information

1. Select vendor's **Country**.
2. Enter Supplier's **Full Name**.
3. Enter the **Business Name** with which it operates.
4. Include **Business Reason**, which is a brief explanation on why vendor is being onboarded.
5. Select the correct option for this mandatory field. (Normally this option will be set to 'NO')

NOTE: All boxes that have a red-star mark (*) are mandatory.



Home Supplier ▼ Reports ▼ Admin ▼ Help ▼

- Complete
- Incomplete

- General Business Information
- Company Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Biography
- Document Upload
- Review and Submit

General Business Information

Don't forget to click "Next" to continue.

Company Information

Vendor Country: *

Vendor Full Name: *

Doing Business As Name: *

Business Reason: *

Select if supplier/third-party will act on behalf of CEMEX as an intermediary, attorney-in-fact, representative or agent. *

- 1
- 2
- 3
- 4
- 5

Company Information

> Click on the “Add New Company Code” button.

It will open a box where you’ll need to fill-in the required information.

CEMEX

Home Supplier ▼ Reports ▼ Admin ▼ Help ▼

Company Information

● Complete
○ Incomplete

- General Business Information
- Company Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Biography
- Document Upload
- Review and Submit

Don't forget to click "Next" to continue.

Add New Company Code

Company Code	Vendor Category	Purchasing Organization	Payment Terms	Payment Method	Delete
No records to display.					

Page size: 10 ▼ 0 items in 0 pages

Department Approval Grid

Status	User	FullName
No records to display.		

<< Previous Next >> Save Draft

Company Information

➤ Then, fill in all the combo boxes.

Note:

- Cemex Region: Is the SAP instance, always select SRP for Europe.
- Purchasing Organization: Select according to the country where the vendor will be operating.

➤ Once finished, press **OK** to close window and continue.

Company Information

CEMEX Region:	SRP - Europe (ES/DE/FR/CZ/CH/UK)	*
Purchasing Organization:	GBPO - UK Purch. Org.	*
Vendor Category:	Services	*
Company Code:	5400 - CEMEX UK Materials Ltd	*
Account Group:	Z112 - Third Parties	*
You want to change the payment condition?	No	
Industry Code	02 - Cement	*
Payment Terms:	ZX90 - 90 days from end of month of invoice	*
Payment Method:	E - BACS Transfer	*
Purchase Order Currency:	GBP British Pound	*
Type of Provider:	National/Domestic Vendor	*

Ok Discard

../Registration/CompanyCodePopup.aspx?vrid=tod8hFe0XAE%3d&pageType=NEW

Company Information

- Select the **Type Of Company**
- Select in **Region/Area** according to the VP which is onboarding the vendor.
- Click on the **Edit** button to select approver from list.
- Add any additional comment for your request on the provided text box.

When finished, press the **Next** button to continue the registration.

- Complete
- Incomplete
- General Business Information
- Company Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Biography
- Document Upload
- Review and Submit

Company Information

Don't forget to click "Next" to continue.

	Company Code	Vendor Category	Purchasing Organization	Payment Terms	Payment Method	Delete
Edit	5400 - CEMEX UK Materials Ltd	GB-SERVICES	GBPO - UK Purch. Org.	ZX90 - 90 days from end of month of invoice	E - BACS Transfer	Delete

Page size: 10 1 items in 1 pages

Type Of Company

Type Of Company

Department Approval Grid

Region/Area

	Status	User	FullName
Edit	Pending Invitation Approval	martin.casey@cemex.com	Martin Casey Martin Casey

Donations

Comments

[<< Previous](#) [Next >>](#) [Save Draft](#)

Business Address

Business Address

- Click on **Edit** to enter the physical address




Home Supplier Reports Admin Help

Business Address

- Complete
- Incomplete

Don't forget to click "Next" to continue.

- General Business Information
- Company Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Biography
- Document Upload
- Review and Submit

	Address Type	Address	City	State	Country	Delete
	Registered Address				GBR	

<< Previous Next >> Save Draft

Business Address

Business Address

- Enter Address details for mandatory fields (*), after that press OK, to close window and continue.

Address Information

Address Type:	<input type="text" value="Registered Address"/>	*
Country:	<input type="text" value="United Kingdom"/>	*
Address 1:	<input type="text" value="49 FEATHERSTONE STREET"/>	*
Address 2:	<input type="text"/>	
Address 3:	<input type="text"/>	
Address 4:	<input type="text"/>	
District/County:	<input type="text"/>	
Postal Code:	<input type="text" value="EC1Y 8SY"/>	*
PO Box	<input type="text"/>	
City:	<input type="text" value="LONDON"/>	*
State/Province:	<input type="text" value="Select a Value..."/>	

Business Address

- After completing address details, press **Next** to continue.



Home Supplier Reports Admin Help

Business Address

Don't forget to click "Next" to continue.

- Complete
- Incomplete
- General Business Information
- Company Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Biography
- Document Upload
- Review and Submit

	Address Type	Address	City	State	Country	Delete
Edit	Registered Address	49 FEATHERSTONE STREET	LONDON		United Kingdom	

<< Previous **Next >>** Save Draft

Country Specific Tax Information

1. Select the **Tax Reporting Country**, (i.e. vendor's country or origin)
2. Select the **Business Entity Type** from list (i.e. Company, individual, charity, association etc.)
3. Click on **Edit** button, you must register at least one of the Tax Identification Numbers.
4. On pop-up window, Type **Tax Id** and then **OK** to close window.
5. Click **Next** to continue.



Home | Supplier | Reports | Admin | Help

Country Specific Tax Information

Complete
 Incomplete

General Business Information
 Company Information
 Business Address
 Country Specific Tax Information
 Banking Details
 Business Biography
 Document Upload
 Review and Submit

Tax Reporting Country: **1**

Business Entity Type: **2**

Tax Identification Number

At list one of the Tax Identification Number is required.

Country	Tax Type	Tax Id Number	Validation	
United Kingdom	VAT REGISTRATION NUMBER (VAT)	GB346252309		<input type="button" value="✕ Delete"/>
United Kingdom	NI NUMBER			<input type="button" value="✕ Delete"/>

3

5

Country Specific Tax Information

Country: *

Tax Type: *

Tax Id: *

4

Banking Details

Adding Bank Information

1. Select the **Add Bank Account** button, CAVI will open a pop-up window to input banking details.

CEMEX

Edit Supplier | Registration Change | Approver Change | Notes (1) | Status Change | Change Ownership | View Workflow Status | My Actions | Company Extensions | View Registration | Request Deactivation

Banking Details

Complete
 Incomplete

- General Business Information
- Company Information
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- Review and Submit

There is currently no bank account data on file. Please use the "Add Bank Account" button to add bank accounts. At least one bank account is required.

1

Add Bank Account

Bank Name	Country	Currency Type	Account Type	Delete
No records to display.				

<< Previous | Next >> | Save Draft

Banking Details

Adding Bank Information

1. Fill in the **IBAN No** field, after that CAVI will automatically populate some other fields.
2. Click **OK**, to close the window.

The screenshot shows a 'Banking Information' form with the following fields and values:

Bank Country:	United Kingdom	*
Payment Currency:	EUR European Euro	*
IBAN No:	GB92BARC20040181923759	*
Bank Swift Code:	BUKGB22XXX	
Account Holder:	LUIS CARLOS ELIZONDO	*
Bank Name:	BARCLAYS BANK UK PLC	
Bank Street Name:	THYNNE STREET	
Bank Address 2:		
Bank City/Town:	BOLTON	
Bank County/District:		
Bank State/Region:	Bolton	
Bank Postal Code:	BL1 1XX	
Bank Reference Number:		
Do you have Intermediary Banking?:	No	

Annotations: A red box highlights the 'IBAN No' field, and a blue callout bubble with the number '1' points to it. Another red box highlights the 'Ok' button, and a blue callout bubble with the number '2' points to it.

Mandatory fields marked with (*) must be fill in to continue.

Banking Details

Adding Bank Information

1. If you need to correct any banking details, you can click on the **Delete** button,
2. Then **Add Bank Account** button again to enter bank details correctly.
3. When done click **Next**, to continue.

The screenshot shows the CEMEX Banking Details page. At the top, there is a navigation bar with the CEMEX logo and several action buttons: Edit Supplier, Registration Change, Approver Change, Notes (1), Status Change, Change Ownership, View Workflow Status, My Actions, Company Extensions, View Registration, and View. Below this is a sub-navigation bar with Request Deactivation.

The main content area is titled "Banking Details" and has a progress indicator on the left with the following items: Complete (selected), Incomplete, General Business Information, Company Information, Business Address, Country Specific Tax Information, Banking Details (selected), Business Biography, Document Upload, and Review and Submit.

The "Add Bank Account" button is highlighted with a red box and a blue callout "2". Below it is a table with one row of banking details:

	Bank Name	Country	Currency Type	Account Type	Delete
Edit	BARCLAYS BANK UK PLC	United Kingdom	EUR European Euro	Current/Checking	Delete

The "Delete" button in the table is highlighted with a red box and a blue callout "1".

At the bottom right, there are three buttons: "<< Previous", "Next >>" (highlighted with a red box and a blue callout "3"), and "Save Draft".

General Business Information

Supplier Contact Information

1. Select **Edit** button, CAVI will open a pop-up window to input contact details.

CEMEX

Edit Supplier | Registration Change | Approver Change | Notes (1) | Status Change | Change Ownership | View Workflow Status | My Actions | Company Extensions | View Registration | View

Request Deactivation

Business Biography

● Complete
○ Incomplete

● General Business Information
● Company Information
● Business Address
● Country Specific Tax Information
● Banking Details
○ Business Biography
○ Document Upload
○ Review and Submit

Supplier Contact Information

Please Click "Edit" to update Primary Contact Information or any of the other contacts, including primary Phone details.

Add new record

	First Name	Last Name	Contact Type	Email	Resend
			Primary		✕ Delete ✉

<< Previous | Next >> | Save Draft

General Business Information

Supplier Contact Information

1. Input all mandatory fields (*)
2. Click on **Update** button
3. Click on **Ok** to close the window and continue.

Supplier Contact Information

1

Contact Type: Primary *

First Name: LUIS CARLOS *

Last Name: ELIZONDO *

Vendor Preferred Language: English *

E-mail Id: LUISCE@HOTMAIL.COM *

Confirm E-mail Id: LUISCE@HOTMAIL.COM *

Type	Number	Extension
Primary		

Phone Type: Primary *

Phone Number: +1234565768 _____ *

Extension:

2 Update Discard

3 Ok Discard

General Business Information

Supplier Contact Information

1. Click on **Next** to continue.

CEMEX

Edit Supplier | Registration Change | Approver Change | Notes (1) | Status Change | Change Ownership | View Workflow Status | My Actions | Company Extensions | View Registration | View

Request Deactivation

Business Biography

Complete
Incomplete

- General Business Information
- Company Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Biography
- Document Upload
- Review and Submit

Supplier Contact Information

Please Click "Edit" to update Primary Contact Information or any of the other contacts, including primary Phone details.

Add new record

	First Name	Last Name	Contact Type	Email	Resend
Edit	LUIS CARLOS	ELIZONDO	Primary	LUISCE@HOTMAIL.COM	Delete Resend

<< Previous | **Next >>** | Save Draft

1

Document Upload

1. Click on the **Upload** buttons to upload your documents, according to the file type, CAVI will open a pop-up window to include documents.

* NOTE: Please download and fill the third-party compliance format in the desired language

CEMEX

Edit Supplier | Registration Change | Approver Change | Notes (1) | Status Change | Change Ownership | View Workflow Status | My Actions | Company Extensions | View Registration | View

Request Deactivation

Document Upload

Don't forget to click "Next" to continue.

For UK providers the documents can be obtained from the Companies House league:
<https://www.gov.uk/government/organisations/companies-house>

Please download, fill out and sign the Declaration of Third Party Compliance version in: Spanish/English/
French/German/ Czech/Polish/ Croatian/Hebrew/ Arab

You must upload the documents from the list below. Select the name of each document in the Document Type field

Documents Exception

Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remove
	Bank Information					
	extract from commercial register					
	Third Party Compliance Declaration					

Page size: 10 | 3 items in 1 pages

<< Previous | Next >> | Save Draft

Document Upload

1. Click the **Select** button, CAVI will open a window so you can select the file to upload.
2. Select **Upload File**
3. Repeat previous two steps for each of the required documents to be uploaded.

Cemex Supplier Management Portal File Upload

CEMEX

Document Type: Third Party Compliance Declar ▾

File: **Select**

Document Name:

Expiration Date:

Issue Date:

Upload File **Discard**

A blue callout box with the number '1' points to the 'Select' button, which is highlighted with a red rectangle.

Cemex Supplier Management Portal File Upload

CEMEX

Document Type: Third Party Compliance Declar ▾

File: **Remove**

Document Name:

Expiration Date:

Issue Date:

Upload File **Discard**

A blue callout box with the number '2' points to the 'Upload File' button, which is highlighted with a red rectangle.

Document Upload

1. For Exceptional cases, If happens vendor cannot provide all documents due to own internal policies, you could select “Yes” in **Document Exception** combo,
2. Please enter the **Reason for the exemption**,
3. Click on **Next** to continue

Note: When Document Exception option is used, CAVI will let you continue without attaching all documents, after request is submitted to Master Data review, they will request a waiver from Legal Team, if approved, then vendor can be created with the exemption.

The screenshot shows the CEMEX Document Upload page. At the top, there is a navigation bar with the CEMEX logo and several action buttons: Edit Supplier, Registration Change, Approver Change, Notes (1), Status Change, Change Ownership, View Workflow Status, My Actions, Company Extensions, View Registration, and View Registration. Below the navigation bar, there is a sidebar with a list of categories: Complete, Incomplete, General Business Information, Company Information, Business Address, Country Specific Tax Information, Banking Details, Business Biography, Document Upload, and Review and Submit. The main content area is titled "Document Upload" and contains the following text: "Don't forget to click 'Next' to continue." and "For UK providers the documents can be obtained from the Companies House league: https://www.gov.uk/government/organisations/companies-house". Below this, there is a section for uploading documents, with a callout "1" pointing to the "Documents Exception" dropdown menu, which is set to "Yes". A callout "2" points to the "Reason for the exemption" text input field, which contains the text "Donation exemption vendor...". Below the form, there is a table with the following columns: Document Name, File Type, Expiration Date, Uploaded Date, Linked To, Electronic Signature, and Remove. The table contains one row with the following data: Document Name: [Third Party Compliance Declaration \(2\).pdf](#), File Type: Third Party Compliance Declaration, Expiration Date: (empty), Uploaded Date: 10/2/2023, Linked To: Supplier, Electronic Signature: (empty), and Remove: X. Below the table, there is a pagination bar with "Page size: 10" and "1 items in 1 pages". At the bottom right, there are three buttons: "<< Previous", "Next >>", and "Save Draft". A callout "3" points to the "Next >>" button.

Review and Submit

1. Click **Submit** to send request to “Proxy Approver”, after his approval, then the request will go to Master Data Team for review.

CEMEX

Edit Supplier | Registration Change | Approver Change | Notes (1) | Status Change | Change Ownership | View Workflow Status | My Actions | Company Extensions | View Registration | Request Deactivation

Review and Submit

Complete
 Incomplete

- General Business Information
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- Review and Submit

Please hit the **SUBMIT** button to finalize your information for approval.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with Cemex, and its affiliates.

Rate your experience:
☆☆☆☆☆

<< Previous | Save Draft | **Submit**

Notification

You will **receive an email** with the confirmation that the registration was submitted.



Greetings FERNANDA GARZA

We are happy to confirm that you have completed the submission of your Company's documents & information in our CEMEX Vendor Registration Portal.

Your information and documents are under review, we will contact you with next steps within **7 business days**.

Do you need help or have questions? Please send us an email to the CEMEX Helpdesk team applicable to your country as indicated below:

Country	Email
United States	masterdataeamusa@cemex.com
Mexico	sharedservicecenter@cemex.com
Latin America	sharedservicecenter@cemex.com
Poland	pl-vendor.master.css@cemex.com
France	fr-basefournisseur.hu@cemex.com
United Kingdom	gb-vendorhelpdeskskscuk@cemex.com
Germany	de.Stammdaten.hu@cemex.com
Spain	alta.deproveedores@cemex.com
Czech Republic	cz-suppliers@cemex.com
Croatia	accountspayable.croatia@cemex.com

Sincerely,

CEMEX Vendor Registration Team

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