



## **CAVI Cemex Aliance Vendor Integration**

**How to register via PROXY for:  
“Former Manual Payments UK”**

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

## ➤ Former manual payments done in UK\*

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\*This process applies for payments that were previously done manually through former Treasury Tool WSS in UK.

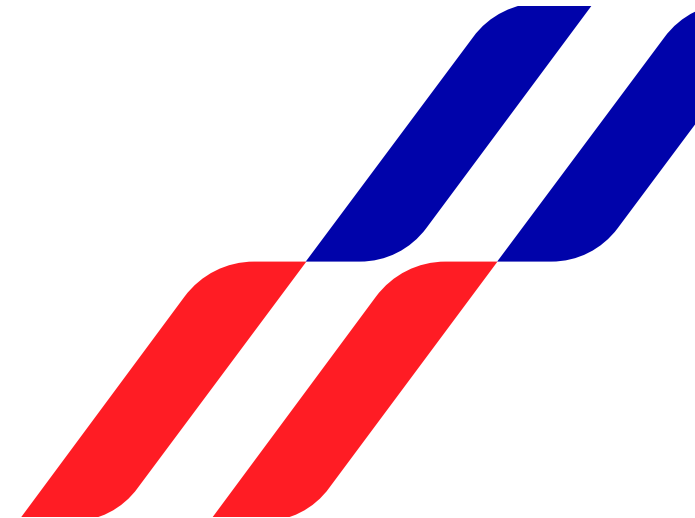
(i.e. third party suppliers for payment concepts including; settlement agreements, death in service payments, police, doctors, debt collecting agencies, bailiffs, properties/land)

# CONTENT

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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.



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## Registration



Invite Supplier



Create Supplier by  
Proxy



Pending  
Registration



My Suppliers



All Suppliers

# NAVIGATING IN CAVI

## Selecting Proxy Creation

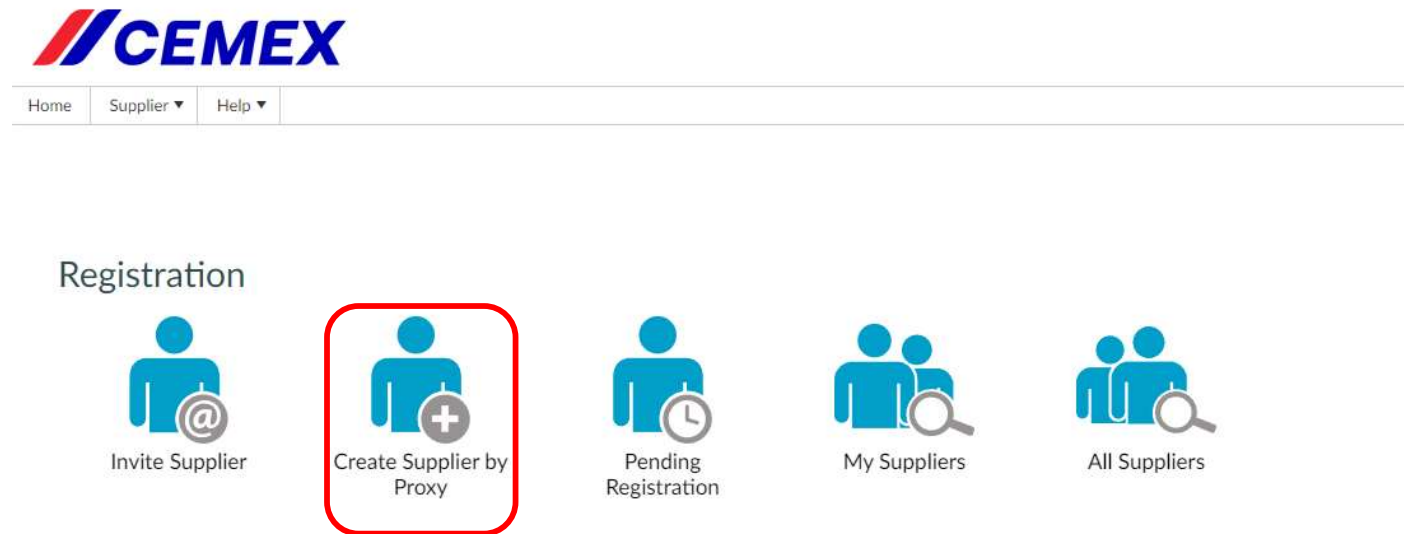
1. Once you enter CAVI, you'll see a couple of options displayed on your screen, please select the **“CREATE SUPPLIER BY PROXY”** option.

Note: In case this option is not displayed for you by default, please ask for Proxy access to:

[pedroadrian.gonzalezsalinas@cemex.com](mailto:pedroadrian.gonzalezsalinas@cemex.com)

or

[luiscarlos.elizondo@cemex.com](mailto:luiscarlos.elizondo@cemex.com)



# 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.



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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.  \*

Next >> Save Draft

# 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.

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### 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

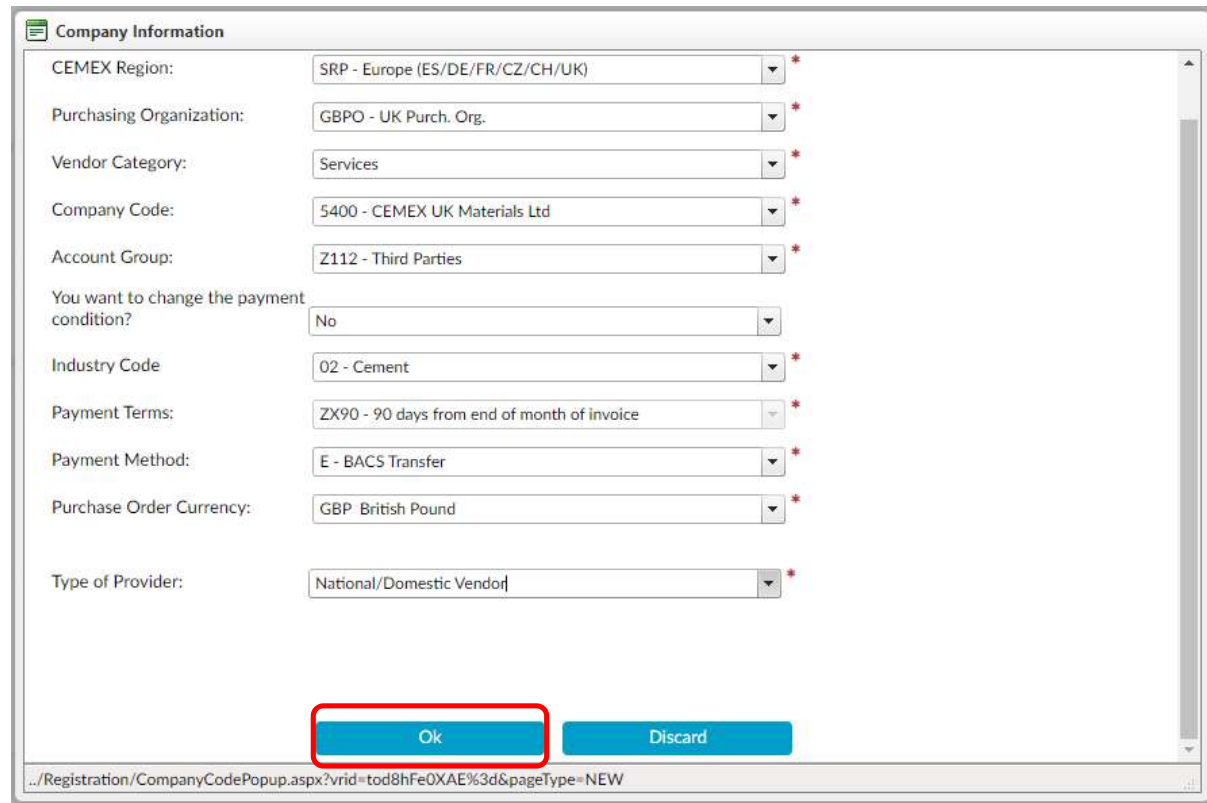
# Company Information

➤ 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. (GBPO for UK)
- **Payment Terms: Leave default payment term in this field 90 days, Master data team will update to Immediate payment term afterwards in SAP for this type of payments.**

➤ 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**:

**GES – VCoE P2P – P2P**

Approver for this type of payments **Alan Venning** should be displayed, or you can click the “Edit” button to select him manually.

**Note: For this type of payments you must select as approver Alan Venning.**

Alternatively, if Alan may be off, you can select Michael David Lynn as backup. Michael appears by selecting the Region/Area:

GES - VCoE R2R & OS - MFS

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



## 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.

	Company Code	Vendor Category	Purchasing Organization	Payment Terms	Payment Method	Delete
<a href="#">Edit</a>	5400 - CEMEX UK Materials Ltd	Services	GBPO - UK Purch. Org.	ZX90 - 90 days from end of month of invoice	E - BACS Transfer	<a href="#">Delete</a>

Page size: 10 | 1 items in 1 pages

### Type Of Company

Type Of Company

### Department Approval Grid

Region/Area

	Status	User	FullName
<a href="#">Edit</a>	Pending Invitation Approval	alan.venning@cemex.com	Alan Venning

# Business Address

## Business Address

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

**Business Address**

● 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.

Address Type	Address	City	State	Country	Delete
Registered Address				GBR	

\* [Edit](#)

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# 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.



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## 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
<a href="#">Edit</a>	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.

**Note:** In case vendor is not VAT applicable, select “**Others**” in the **Business Entity Type** field, CAVI should let you continue without including the TAX id's.

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### 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**

<< Previous | **Next >>** | Save Draft **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
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Biography
- Document Upload
- 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.				

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# 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:	GB92BARC200401819	*
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 '1' points to it. Another red box highlights the 'Ok' button, and a blue callout '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 various 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 section is titled "Banking Details" and includes a progress indicator with "Complete" and "Incomplete" options. A list of sections is shown on the left, with "Banking Details" selected. The main content area features a table with the following data:

	Bank Name	Country	Currency Type	Account Type	Delete
<input type="button" value="Edit"/>	BARCLAYS BANK UK PLC	United Kingdom	EUR European Euro	Current/Checking	<input type="button" value="X Delete"/>

At the bottom, there are three buttons: "<< Previous", "Next >>", and "Save Draft".

Annotations: A red box highlights the "Add Bank Account" button (labeled 2), the "Delete" button in the table (labeled 1), and the "Next >>" button (labeled 3).



# 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		<a href="#">Delete</a> <a href="#">Resend</a>

<< Previous Next >> Save Draft

# General Business Information

## Supplier Contact Information

1. Input all mandatory fields (\*) related to supplier's contact details.
2. Click on **Update** button
3. Click on **Ok** to close the window and continue.

**Supplier Contact Information**

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. Document Exception: You must select “YES”
2. Reason for the exemption: You must include this text: **Former Manual Payment Vendor UK**
3. Include a document confirming **bank details**. This could be a form or invoice showing/confirming vendor’s banking details. Upload it in **PDF format** by clicking on the “Add new record” button.

**CEMEX**

Edit Supplier Registration Change Approver Change Notes Status Change Change Ownership View Workflow Status My Actions Company Extensions View Registration

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 Modern Slavery Act: [Modern Slavery Act](#)

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 **1** document in the Document Type field

Documents Exception  **1**

Reason for the exemption  **2**

**3** Add new record

Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remove
No documents to display.						

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<< Previous Next >> Save Draft

# Document Upload

1. Select from **Document Type** dropdown the type of document **Bank Information**.
  2. Click the **Select** button, CAVI will open a window so you can select the file to upload.
  3. Select **Upload File**
- Repeat previous steps as needed in case you may have more than one document to be uploaded.
- Files must be in **PDF format**.

The screenshot illustrates the 'Cemex Supplier Management Portal File Upload' process in three stages:

- Step 1:** The 'Document Type' dropdown menu is open, showing a list of options. 'Bank Information' is highlighted with a red box and a blue callout '1'.
- Step 2:** The 'Select' button is highlighted with a red box and a blue callout '2'.
- Step 3:** The 'Upload File' button is highlighted with a red box and a blue callout '3'.

The interface includes the CEMEX logo, a 'Document Type' dropdown, a 'File' input field, 'Document Name', 'Expiration Date', and 'Issue Date' fields, and buttons for 'Upload File' and 'Discard'.

# Document Upload

1. Click **Next** to continue with registration.

**CEMEX**

Home Supplier Reports Admin Help

### Document Upload

● 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.

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 Modern Slavery Act: [Modern Slavery Act](#)

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: Yes

Reason for the exemption: Former Manual Payment Vendor UK \*

Add new record

Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remove
<a href="#">Invoice.pdf</a>	Bank Information		7/17/2024	Supplier		✕

Page size: 10 1 items in 1 pages

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

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# 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
- Company Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Business Biography
- Document Upload
- 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.

**IMPORTANT:** Master Data Team will identify these requests when field **Reason for Exemption = Former Manual Payment vendor UK**

,and approval from **Alan Venning** is included in CAVI.

When previous conditions are met, the vendor creation request will have priority to be completed as soon as possible, before normal SLA.



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	<a href="mailto:masterdataeamusa@cemex.com">masterdataeamusa@cemex.com</a>
Mexico	<a href="mailto:sharedservicecenter@cemex.com">sharedservicecenter@cemex.com</a>
Latin America	<a href="mailto:sharedservicecenter@cemex.com">sharedservicecenter@cemex.com</a>
Poland	<a href="mailto:pl-vendor.master.css@cemex.com">pl-vendor.master.css@cemex.com</a>
France	<a href="mailto:fr-basefourmisieur.hu@cemex.com">fr-basefourmisieur.hu@cemex.com</a>
United Kingdom	<a href="mailto:gb-vendorhelpdeskscuk@cemex.com">gb-vendorhelpdeskscuk@cemex.com</a>
Germany	<a href="mailto:de.Stammdaten.hu@cemex.com">de.Stammdaten.hu@cemex.com</a>
Spain	<a href="mailto:alta.deproveedores@cemex.com">alta.deproveedores@cemex.com</a>
Czech Republic	<a href="mailto:cz-suppliers@cemex.com">cz-suppliers@cemex.com</a>
Croatia	<a href="mailto:accountspayable.croatia@cemex.com">accountspayable.croatia@cemex.com</a>

Sincerely,

CEMEX Vendor Registration Team

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