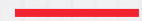




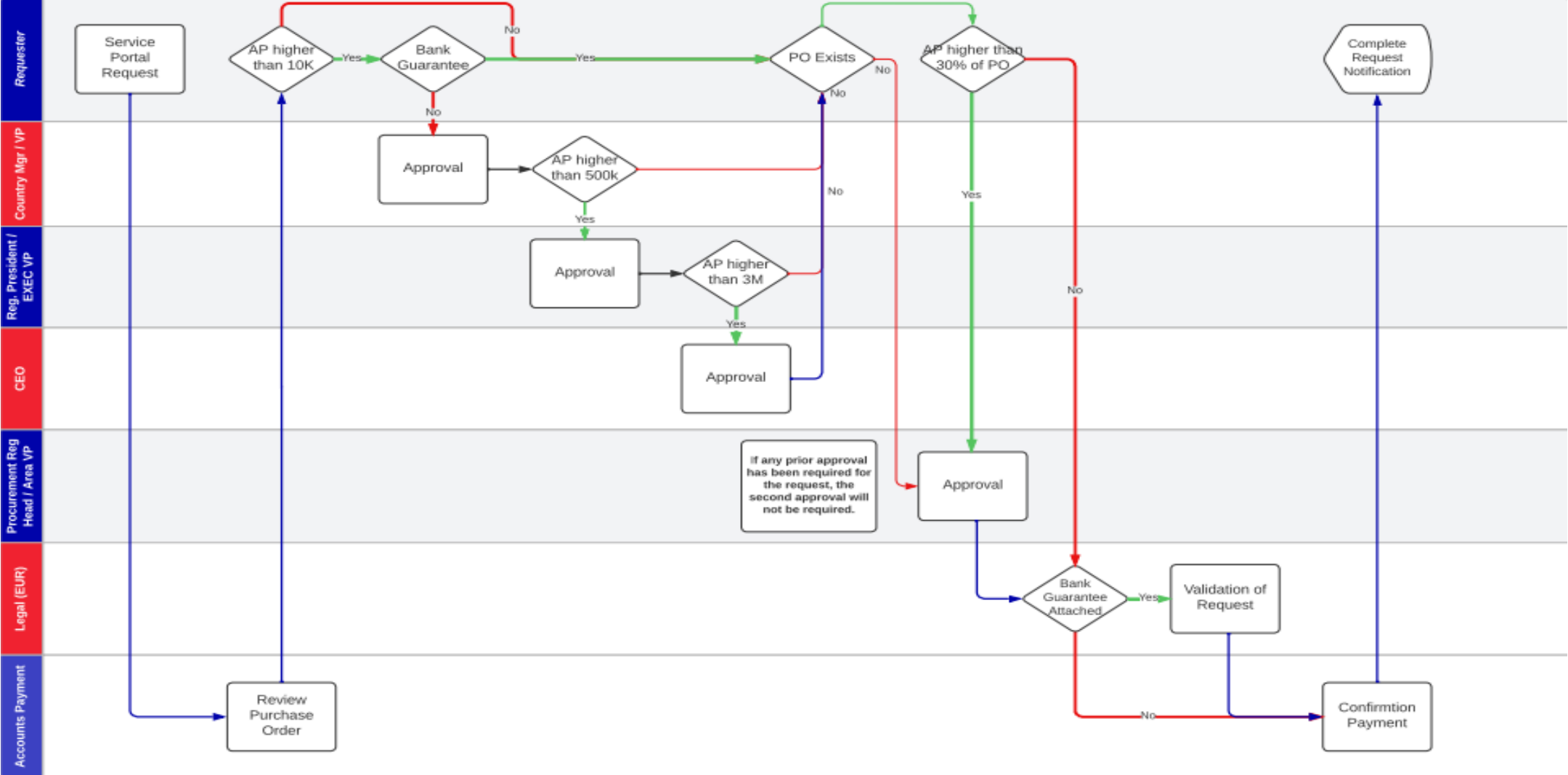
Advance Payments EMEA

User Guide



2025

Standard Workflow for EMEA

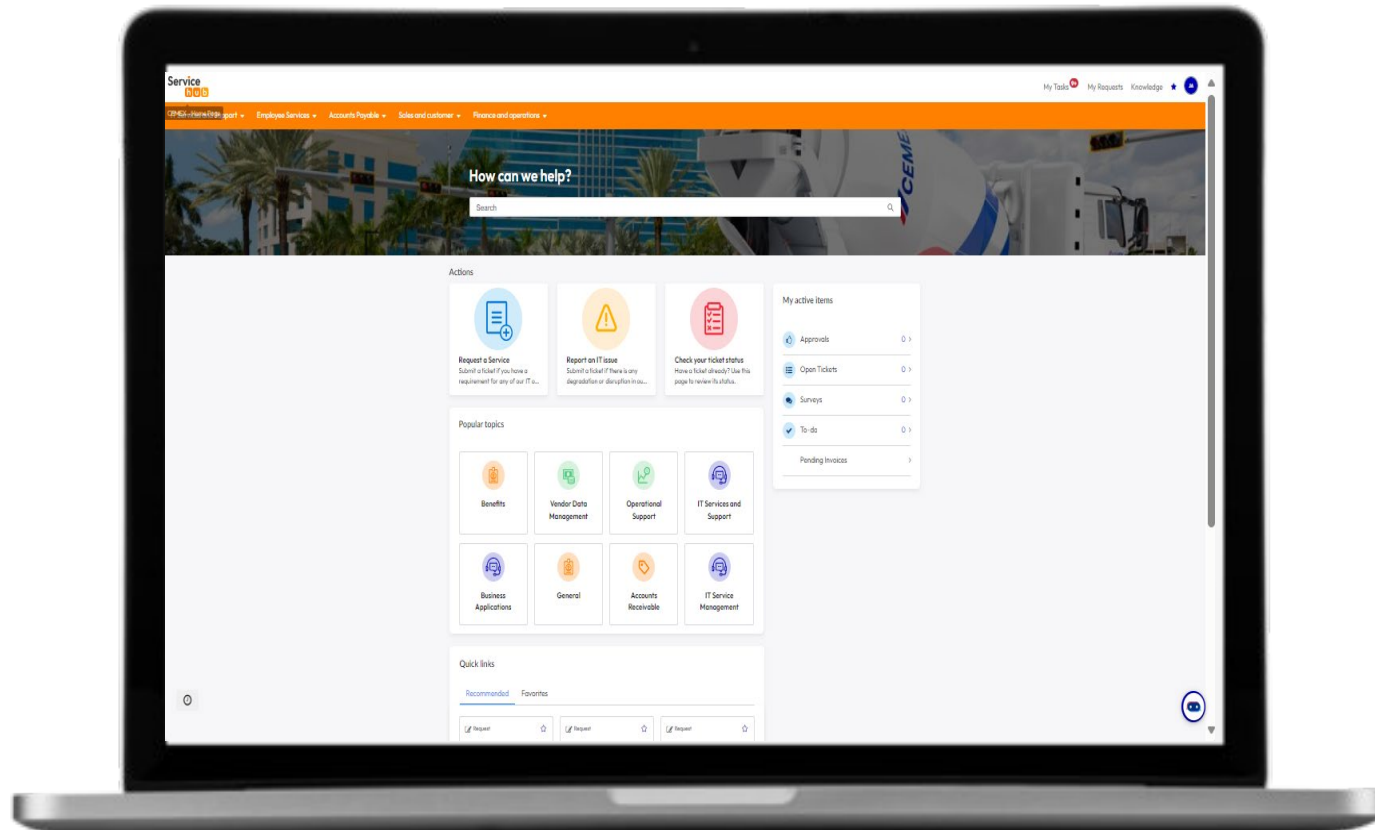


Requestor role: How to access Service Now?



Log in through the link:

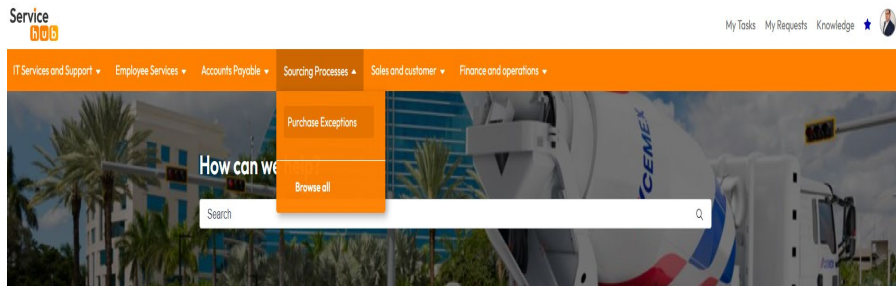
https://servicehub.cemex.com/esc_cemex?id=cemex_ec_pro



Requestor role: How to access the service ?

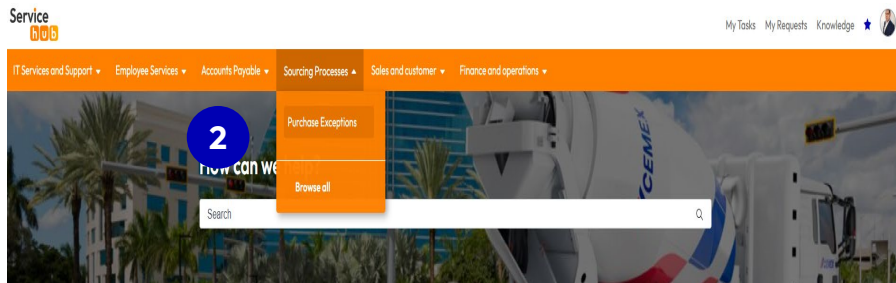


1



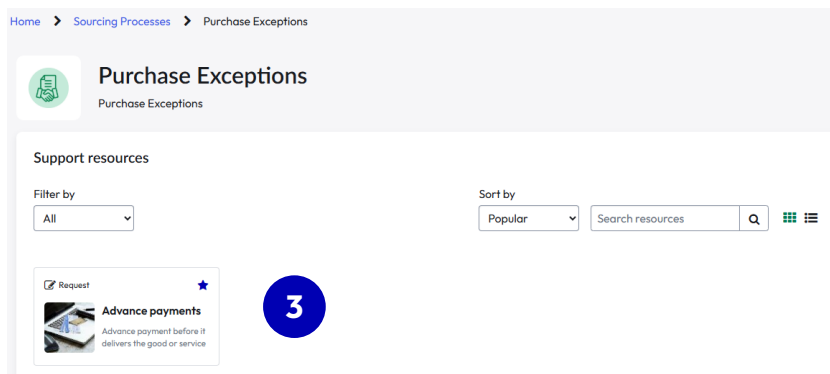
Go to the Sourcing Processes menu in local language

2



Click on the Purchase Exceptions

3



Click on the Advance Payments request option

Note: You can also type “Advance Payments” in the search box

Advance Payments Policy and guidelines: Requestor's first screen

[My Tasks](#)[My Requests](#)[Knowledge](#)[IT Services and Support](#)[Employee Services](#)[Accounts Payable](#)[Sourcing Processes](#)[Sales and customer](#)[Finance and operations](#)[Home](#) > [All Catalogs](#) > [Procurement Catalog](#) > [Sourcing Processes](#) >[Purchase Exceptions](#) > [Advance payments](#)

Advance payments



Advance payment before it delivers the good or service



To grant an advance, the following premises must be met, or an authorization procedure must be carried out in accordance with the Policy

1. The advance must be linked to a purchase order, the exception must be justified and authorized.
2. Any advance payment that exceeds 30% of the "still to be delivery" amount of the purchase order must be justified and authorized, except for intercompany purchases.
3. If the advance payment granted to the supplier exceeds the amount of \$10,000 USD, the advance payment must be accompanied by an appropriate bank security (bond) or guarantee, any exception must be justified and approved.
4. A bank security (bond) or guarantee is not required for advance payments in intercompany purchases.

If there is at least one exception of the aforementioned, the flow will run the approvals according to the policy.

Submit

Required information

Responsible for following up on the recovery of the advance payment

CEMEX Region SAP Legal Entity

Vendor name

Down payment amount before tax

Currency

Is a purchase order related to the advance payment?

Business Reason

Bank security (bond) or guarantee

Advance Document Number

Requestor role: Fill out the Advance Payments Form



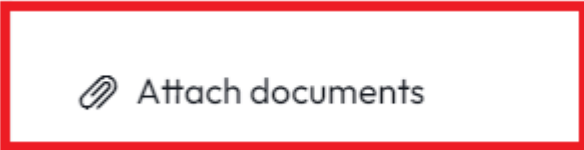
General Information

* Requester	<input type="text" value="Jorge Antonio Malerva Del Angel"/>	* Vicepresidency	<input type="text" value="Cement Operations"/>
* CEMEX Region	<input type="text" value="CEMEX EMEA"/>		
* Sublocation	<input type="text" value="Poland"/>		

General data of the Advance

* SAP Legal Entity	<input type="text" value="Cemex Polska Sp. z o.o."/>	Company Code	<input type="text" value="8010"/>
* Vendor name	<input type="text" value="Żwirownia Jagniówka Sp. z o.o."/>	Vendor number	<input type="text" value="000006710"/>
* Down payment amount before tax	<input type="text" value="125,000"/>	Down payment before tax in US Dollars	<input type="text" value="125,000"/>
Tax amount	<input type="text" value="12,500"/>	Total amount in U.S. Dollar	<input type="text" value="137,500"/>
Total amount to be paid		* Business Reason	

<input type="text" value="137,500.00"/>	<input type="text" value="sclncknsdmc"/>		
* Currency	<input type="text" value="USD"/>	* Bank security (bond) or guarantee	<input type="text" value="Yes"/>
* Is a purchase order related to the advance payment?	<input type="text" value="Yes"/>		
Purchase Order Info		* Purchase Order Delivery Date	<input type="text" value="2024-11-01"/>
Purchase Order number	<input type="text" value="456789000"/>	* PO net amount	<input type="text" value="318,000"/>
Cost center	<input type="text"/>	Internal Order	<input type="text"/>
Bank security (bond) or guarantee Info		Expiration date (bond or guarantee)	<input type="text"/>
Amount covered by the bond or guarantee	<input type="text"/>	* Attach file (bond or guarantee)	<input type="text" value="Upload Files. PDF"/>
		Guided tour servicehub (1).docx	<input type="button" value="Upload"/> <input type="button" value="Delete"/>
Additional Advance Payment Information		* PDF Invoice / Additional attachments	<input type="text" value="Guided tour servicehub (1).docx"/>
% of Advance	<input type="text" value="39"/>		<input type="button" value="Upload"/> <input type="button" value="Delete"/>
Advance Document Number	<input type="text"/>	Additional Comments	
		<input type="text"/>	



IMPORTANT: For NonPO requests please attach email approval of your line manager

Requestor role: How to deal with the bank guarantee ?



Scroll down to the section „Bank security (bond) or guarantee info and fill out all required fields”

Bank security (bond) or guarantee Info
Amount covered by the bond or guarantee ?

Please verify bank guarantee carefully.

Please carefully verify bank guarantee attached. In case of doubts please check the document with Legal Department in Your country.

Check this knowledge article to know the key points to verify. [Click here](#)

[Access the Knowledge Article](#)

Expiration date (bond or guarantee) ?

2025-02-28  

* Attach file (bond or guarantee) ?

 Upload



Requestor role: RITM Notification



Request Submitted Successfully

Dear undefined,

Your request [RITM1282107](#) has been submitted successfully and will be processed by the corresponding team.

Advance payments

Advance payment before it delivers the good or service

Request Details

Short description: Kiesel Verwaltungsgesellschaft mbH Kiesel Verwaltungsgesellschaft mbH - USD (7,500.00)

Additional Information

Requester	Sergio Jose Ramirez Chan
Vicepresidency	Corporate Affairs, Sustainability and ERM
Sublocation	Poland
SAP Legal Entity	Cemex Polska Sp. z o.o.
Vendor name	Kiesel Verwaltungsgesellschaft mbH Kiesel Verwaltungsgesellschaft mbH
Is a purchase order related to the advance payment?	No
Business Reason	Test STRY0019636
Bank security (bond) or guarantee	No
Cost center	0000112126
Estimated date of recovery of the advance	2025-01-08
30%	false

Opened at
2024-11-26 13:19:40 CST

Attachments

Attachments:
[CloudDimensions-Infinity-Logo.png](#)
[CloudDimensions-Infinity-Logo.png](#)

Requestor will receive an automatic notification from ServiceNow to:

- Have unique RITM number for the follow-up steps
- Click the link to monitor progress and updates
- see relevant information of the request

Accounts Payable role: e-Mail notification



Accounts Payable team will receive an automatic notification when a new task is ready for review to:

- open the task from the link in the e-Mail.
- review Purchase Order conditions (if applicable).

New Task Assigned to Your Group

Dear all,

A new task [SCTASK1071901](#) has been assigned to your group.

Advance payments Fulfillment

Advance payment before it delivers the good or service

Request Details

RITM0992761 - Żwirownia Jagińskie Sp. z o.o. - USD (137,500.00)

Short description: Review Purchase Order

Additional Information

Opened at

2024-09-20 12:45:58 CST

Attachments

Approval for = RITM0992339

<input type="checkbox"/>	State	Approver	Comments	Created	Short description	Item	Catalogs
<input checked="" type="checkbox"/>	Approved	Juan Fernando Enriquez Martell		2024-09-06 10:42:20	CEMEX Hrvatska d.d. - USD (12,000.00)	Advance payments	Accounts Payable and Expense Support

« < 1 to 1 of 1 > »

Accounts Payable role: Task management



Catalog Task - SCTASK0864712 [GES view*]

Number: SCTASK0864712

Request item: RITM0798739

Requested for: Zamira Del Valle Barbosa

Item: Advance payments

Due date: [calendar icon]

Business process: [lock icon]

Short description: Review Purchase Order

Description: [Rich text editor with toolbar]

Automation: [grey bar]

Additional comments: [text area]

State: New

Priority: 4 - Low

Assignment group: GES-CX-P2P-EG-AP-L3

Assigned to: [empty field]

Watch list: [lock icon] [share icon]

Follow Update Close Task Delete

Click for more detail on the request

Close task once everything complete and ready for approval

RITM can be cancelled

Write your comments regarding PO conditions

IMPORTANT: For NonPO requests below 10 000 USD please verify if approval of requestor's line manager is added as attachment

CX Approver Role: Approval Request Notification



Aprobación requerida

Estimado Juan Fernando,

Se le ha solicitado su aprobación y requiere respuesta para continuar el flujo.

Advance payments Waiting for Approval
Advance payment before it delivers the good or service

Detalles de la Solicitud
Breve descripción: Żwirnowia Jagiłowka Sp. z o.o. - USD (137,500.00)

Información Adicional

Solicitante	Jorge Antonio Malave Del Angel
Vicopresidencia	Cemex Operaciones
País	Poland
Entidad legal de SAP	Cemex Polska Sp. z o.o.
Nombre de Proveedor	Żwirnowia Jagiłowka Sp. z o.o.
¿Tiene Orden de Compra relacionada al anticipo?	Si
Justificación del pago	acıklonadmc
Plaza bancaria	Si
% de Anticipo	30
20%	Verdadero

[Guided tour serviceshub](#) [¿Dónde?](#)
[Guided tour serviceshub](#) [¿Dónde?](#)

Comentarios

10/24/2023 10:40:20 CST - System Additional comments
Task for GEM-THM-POP-PL-AP-L2 has been created

Historial de las aprobaciones
Juan Fernando Enriquez Martel - Requested

Acciones

Para aprobar la solicitud	<input type="button" value="Aprobar"/>
Para rechazar la solicitud	<input type="button" value="Rechazar"/>
Para consultar sobre la solicitud	<input type="button" value="Inquirir"/>

Actions

To approve the request:	<input type="button" value="Approve"/>
To reject the request:	<input type="button" value="Reject"/>
To Inquiry about the request:	<input type="button" value="Inquiry"/>

1. Approvers according the amount described in the policy will receive notifications to review each request.
2. e-Mail can be used to proceed or reject request.
3. Comments can be added while approving/rejecting to clarify decisions made.

10. ADVANCE PAYMENTS IN PURCHASES

An advanced payment that exceeds 30% of the total value of the purchase order or legal contract must be justified by the user and authorized by the Procurement Regional / Global Director (what is negotiated by Procurement), or by the Vice President of the corresponding Area (what is negotiated by the Areas). Intercompany transactions are exempt from this rule.

Any advance payment to a supplier greater than USD 10K must be supported by a bond / bank guarantee. Advance payments of less than USD 10K do not require a bank guarantee.

Accounts Payable role: e-Mail notification after approvals



Aprobación requerida

Estimado Juan Fernando,

Se le ha solicitado su aprobación y requiere respuesta para continuar el flujo.

Advance payments Waiting for Approval

Advance payment before it delivers the good or service

Detalles de la Solicitud

Brava descripción: Żelazowa Jagiódka Sp. z o.o. - USD (137,500.00)

Información Adicional

Solicitante	Jorge Antonio Malena Del Angel
Vicaprevidencia	Cemex Operativa
País	Poland
Entidad legal de SAP	Cemex Polska Sp. z o.o.
Nombre de Proveedor	Żelazowa Jagiódka Sp. z o.o.
¿Tiene Orden de Compra relacionada al anticipo?	SI
Justificación del pago	ackinckmdmc
Plazo bancario	SI
% de Anticipo	20
20%	Verdadero

[Guided tour services](#)

[Guided tour services](#)

Comentarios

2024-09-06 11:42:20 CEST - System

Historial de las aprobaciones

Juan Fernando Enriquez Martell - Requested

Acciones

Para aprobar la solicitud

Para rechazar la solicitud

Para consultar sobre la solicitud

Accounts Payable team will receive an automatic notification when the task is ready for the final revision to:

- open the task from the link on the e-Mail.
- execute F-47 or another relevant transaction in SAP to proceed with posting and prepare payment.

Approval for = RITM0992339

State	Approver	Comments	Created	Short description	Item	Catalogs
Approved	Juan Fernando Enriquez Martell		2024-09-06 10:42:20	CEMEX Hrvatska d.d. - USD (12,000.00)	Advance payments	Accounts Payable and Expense Support

1 to 1 of 1

Accounts Payable role: How to close the Task



The screenshot shows the SAP Catalog Task interface for task SCTASK0864714. The interface includes a header bar with navigation and action buttons (Follow, Update, Close Task, Delete). The main content area is divided into several sections: Number (SCTASK0864714), Request item (RITM0798739), Requested for (Zamira Del Valle Barbosa), Item (Advance payments), Due date, Business process, Short description (Execute transaction F-47 in SAP and proceed with the advance payment.), and Description (with a rich text editor). The Automation section is currently empty. The Additional comments section is also empty. The Work notes section contains a single note: "Work notes".

Annotations in blue callouts provide instructions:

- "Click for more detail on the request" points to the information icon next to the Request item field.
- "Close task once everything complete and ready for approval" points to the Close Task button in the header bar.
- "Add relevant notes/comments" points to the Additional comments text area.

A "Post" button is located at the bottom right of the Work notes section.

Accounts Payable role: Dashboard



CEMEX Todos Favoritos Historial Espacios De Trabajo Administrador CEMEX- EMEA Advanced Payments Detail

☰ EMEA Advanced Payments Detail + + + +

Etapa

Advance Payments Count

63

Advance Payments Detail

66 total Elementos pedidos

	Número	Etapa	Previsto para	Código de Compañía	Nombre de Proveedor	Número de proveedor	Abierto	Fecha de vencimiento	Total a Pagar Anticipo (impuesto incluido)	Moneda	Número de Orden de Compra	Fianza bancaria	% de Anticipo	Accounting document num
▶	País: Croatia (7)													
▶	País: Czech Republic (5)													
▶	País: France (16)													
▶	País: Germany (10)													
▶	País: Hungary (1)													
▶	País: Poland (15)													
▶	País: Spain (6)													
▶	País: Switzerland (3)													
▶	País: United Kingdom (3)													

Accounts Payable role: Dashboard



CEMEX Todos Favoritos Historial Espacios De Trabajo Administrador CEMEX- EMEA Advanced Payments Detail

EMEA Advanced Payments Detail

Etapa: Todos

Usa las teclas de dirección o el mouse para mover la barra de herramientas

Count: 63

Advance Payments Detail
66 total Elementos pedidos

Número	Etapa	Previsto para	Código de Compañía	Nombre de Proveedor	Número de proveedor	Abierto	Fecha de vencimiento	Total a Pagar Anticipo (impuesto incluido)	Moneda	Número de Orden de Compra	Fianza bancaria	% de Anticipo	Acc
▼ País: Croatia (7)													
RITM1282183	🔄🟢🟢🟢	Sergio Jose Ramirez Chan	5840	ĐUZELIĆ D.O.O.	0003078809	2024-11-29 15:12:28	2024-12-01 15:12:28	10,000,000.00	USD		No		
RITM1282102	🔄🟢🟢🟢	Sergio Jose Ramirez Chan	5840	FENIKS - OBRT ZA PRIJEVOZ ROBE I TR	0003078616	2024-11-26 11:50:58	2024-11-28 11:50:58	533,500.00	USD	4500012345	No	39	
RITM1281692	🔄🟢🟢🟢	Alberto Galvan Cuellar	3702	CEMEX Hrvatska d.d.	0000003702	2024-11-11 22:11:16	2024-11-13 22:11:16	22,300.00	USD	4580876465	Sí	30	45%
RITM1282192	🔄🟢🟢🟢	Sergio Jose Ramirez Chan	5840	MARKO TEŠIJA PRIJEVOZ.-GRAD. OBRT	0003079404	2024-11-29 16:24:32	2024-12-01 16:24:32	3,080,000.00	USD	4500012345	Sí	29	
RITM1281948	🔄🟢🟡🟡	Sergio Jose Ramirez Chan	5840	INTERAGENT D.O.O.	0003079254	2024-11-20 10:53:31	2024-11-22 10:53:31	11,275.00	USD	4500123456	No	23	
RITM1281597	🔄🟢🟡🟡	Alberto Galvan Cuellar	3702	CEMEX ESPAN OPERACIONES S.L.U.	0000004000	2024-11-10 23:05:10	2024-11-12 23:05:10	17,500.00	USD	4512367890	Sí	29	
🔍 RITM1281548	🔄🔴🟢🟢🔴	(vacío)	3702	CEMEX Hrvatska d.d.	0000003702	2024-11-07 13:09:25	2024-11-09 13:09:25	105,000.00	USD		No		

The image features the CEMEX logo centered on a dark blue background. The logo consists of a stylized icon of two parallel white slanted lines to the left of the word "CEMEX" in a bold, white, italicized sans-serif font. A red curved shape is visible on the left side of the frame, partially overlapping the blue background.

CEMEX