



# CEMEX Go

## Payments

## INTRODUCTION

In an effort to innovate and improve our customer's experience, CEMEX has created an integrated digital solution that will allow you to manage your business in real time.

### Learning Objective:

In this guide you will learn how to use the **Payments** functionality.

### Benefits:

- Select documents to pay and submit payment.

## CONTENT

### 01 Payment

# HOW TO BEGIN?

Click on the following link:

<http://www.cemexgo.com>

# Payment

## New Payment

1. Select one or several debit documents.
2. Click on Pay.

The screenshot shows the CEMEX Invoices interface. On the left is a navigation menu with options like 'Track', 'Invoices and Payments', 'Dashboard', 'Financial Documents and Payments', 'Billing Issues', 'Document Center', 'Reports', 'Lien Release', 'Survey', and 'Customer Information'. The main area displays a table of invoices for 'All CEMEX Subs...'. The first row is selected, and a red callout box with the number '1' points to the selection checkbox. Another red callout box with the number '2' points to the 'Pay' button in the top right corner of the interface.

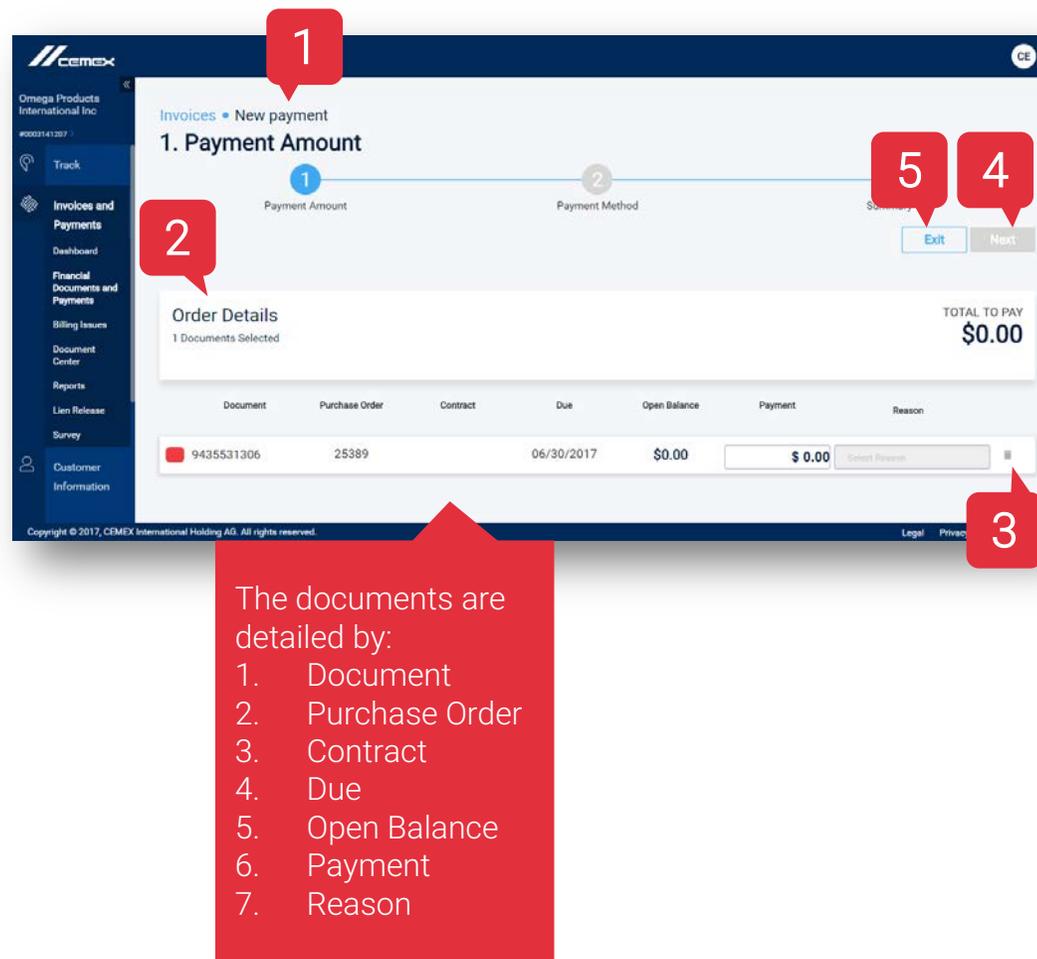
Flag	Invoice Number	Location Name	Document Type	Status	Doc Date	Due Date	PPD	PPD Due Date	Amount
<input checked="" type="checkbox"/>	9435531306	-BULK	Invoice	Payment in Process	05/09/2017	06/30/2017			\$6,000.00
<input type="checkbox"/>	9435531307	-BULK	Invoice	Overdue	05/09/2017	06/30/2017			\$3,005.88
<input type="checkbox"/>	9435531308	-BULK	Invoice	Overdue	05/09/2017	06/30/2017			\$3,015.87
<input type="checkbox"/>	9435531310	-BULK	Invoice	Overdue	05/09/2017	06/30/2017			\$3,009.21
<input type="checkbox"/>	9435531311	-BULK	Invoice	Overdue	05/09/2017	06/30/2017			\$3,019.20
<input type="checkbox"/>	9435531312	-BULK	Invoice	Overdue	05/09/2017	06/30/2017			\$3,030.30

# Payment

## Payment Amount

1. The **Payment Amount** screen shows what is being paid.
2. The **Details** show how many documents are selected and the **Total to Pay**.
3. Click on the **Delete Icon** in case you want to delete a document.
4. Click **Next** if you want to continue.
5. Click **Exit** if you want to cancel.

 During this action, you will see three numbers indicating the step of the process. The Details appear on all the steps.

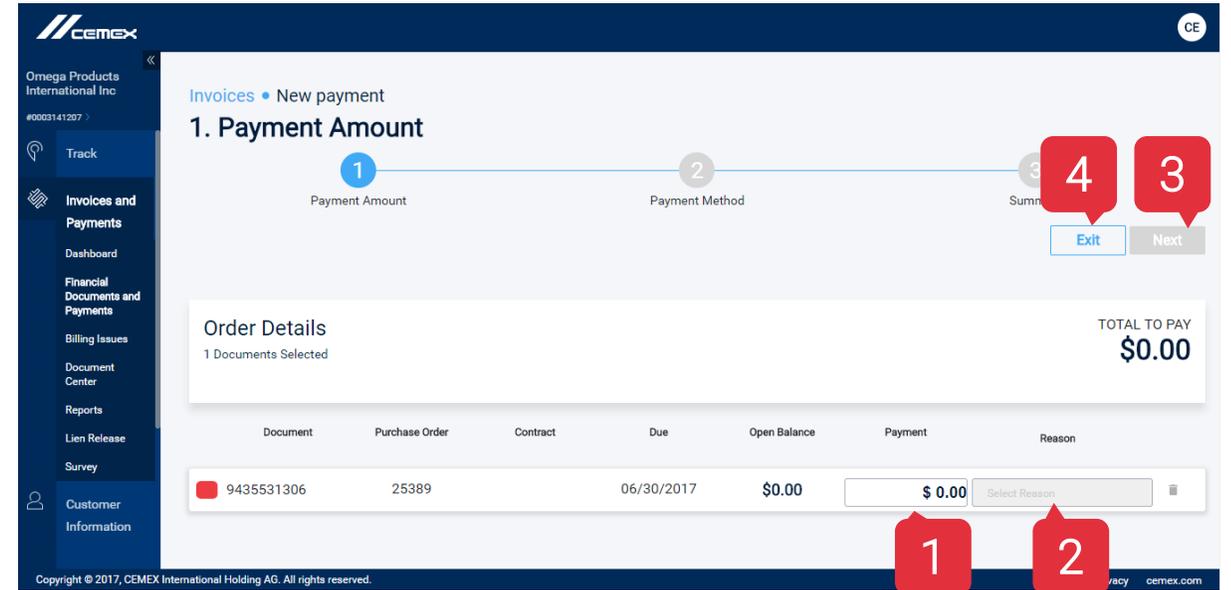


The documents are detailed by:

1. Document
2. Purchase Order
3. Contract
4. Due
5. Open Balance
6. Payment
7. Reason

## Partial Payment

1. A partial Payment can be done by modifying the amount on the Payment box.
2. Select a reason code to make a **Partial Payment**, choose from either **Quantity Deduction**, **Price Correction**, **Other Deduction**, **Deducted Tax**, **Added Tax** or **Partial Pay No Dispute**.
3. Click **Next** if you want to continue.
4. Click **Exit** if you want to cancel.



Omega Products International Inc  
#0003141207

Invoices • New payment

### 1. Payment Amount

1 Payment Amount      2 Payment Method      3 Summary

Exit    Next

Order Details  
1 Documents Selected

TOTAL TO PAY  
**\$0.00**

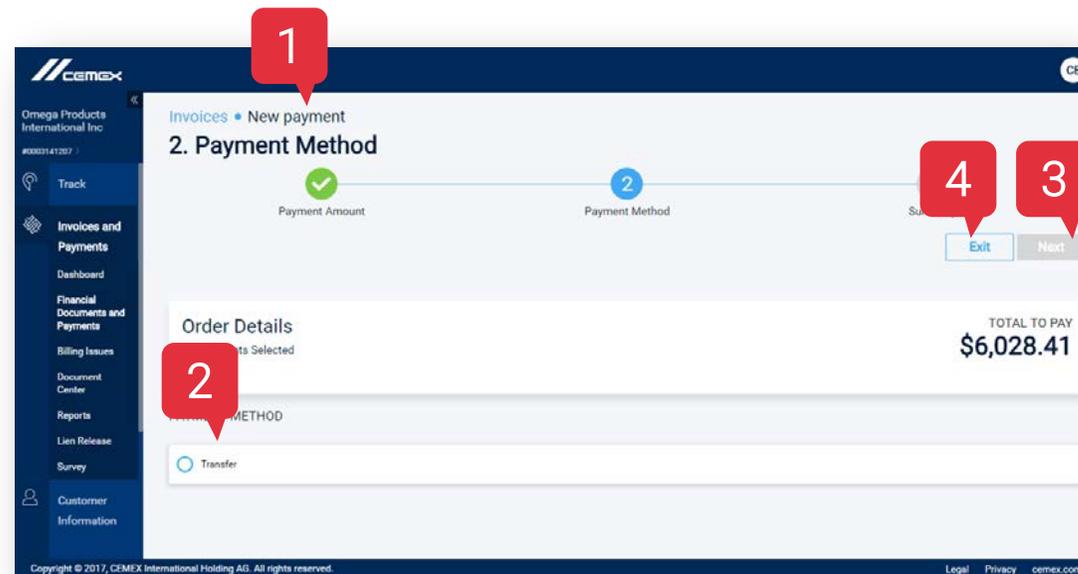
Document	Purchase Order	Contract	Due	Open Balance	Payment	Reason
9435531306	25389		06/30/2017	\$0.00	\$ 0.00	Select Reason

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# Payment

## Payment Method

1. The **Payment Method** screen shows how it is being paid.
2. Select **Transfer** as Payment Method.
3. Click **Next** if you want to continue.
4. Click **Exit** if you want to cancel.



# Payment

## Summary

1. Review Payment Information on the **Summary** screen.
2. Click **Pay Now** to continue.
3. Click **Exit** to cancel.

Omega Products International Inc  
#0003141207

Invoices • New payment

### 3. Summary

Payment Amount ✓      Payment Method ✓      Summary 1 3 3 2

Exit      PAY NOW

Order Details  
1 Documents Selected

PAYMENT METHOD: J.P.Morgan      TOTAL TO PAY: \$3,009.21

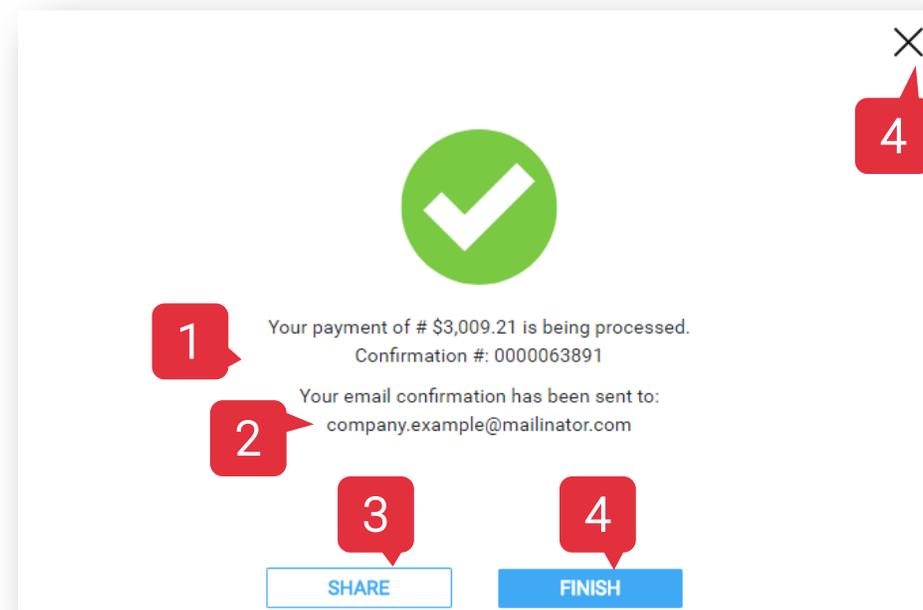
Document	Purchase Order	Contract	Due	Open Balance	Payment	Reason
9435531310	25388		06/30/2017	\$3,009.21	\$3,009.21	

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# Payment

## Confirmation

1. The **Confirmation** pop-up screen shows the payment status and confirmation number, indicating that payment information has been sent directly to the bank.
2. The **confirmation e-mail** with this information will be sent to the registered account address.
3. Click **Share** if you want to share this information.
4. Click **Finish** or the **X** to close the window.



1° Email: Confirmation .  
2° Email: Bank Confirmation if needed.

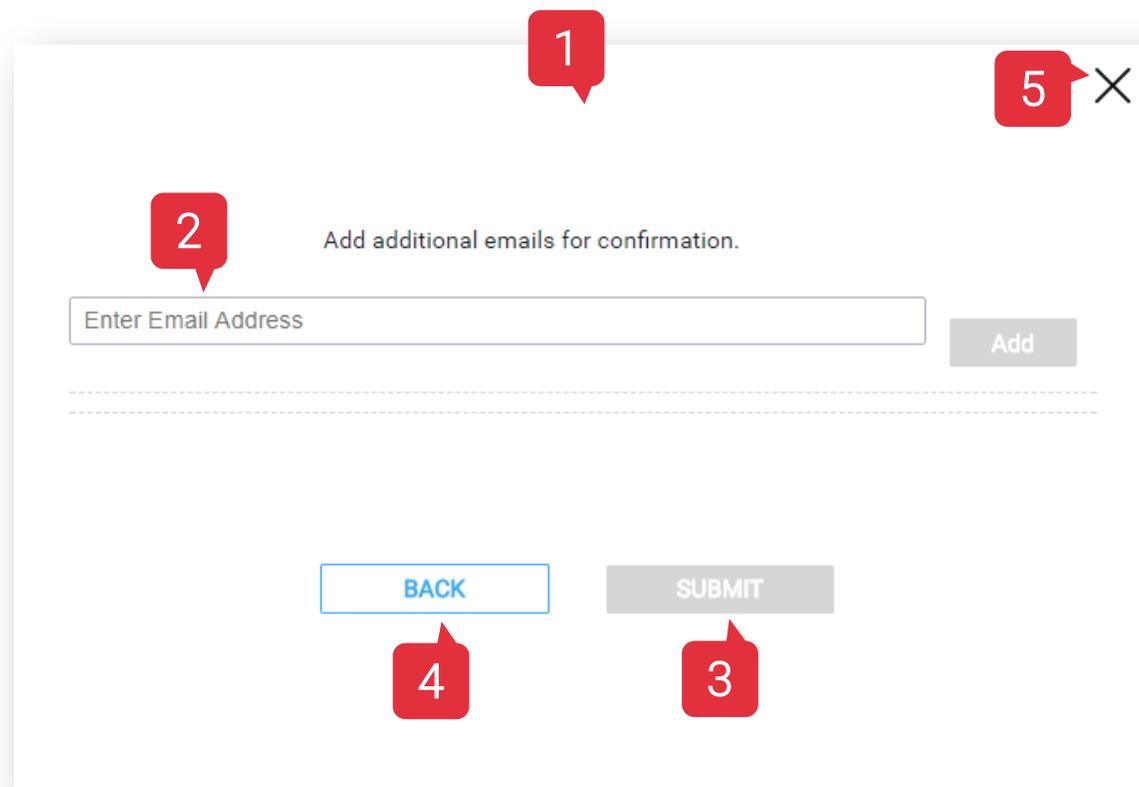


If the Bank does not respond, the CRM Support team will attend this issue.

# Payment

## Share

1. This window is for sending payment confirmation status to additional emails.
2. Enter **Email Address** and press the enter key.
3. Click on **Submit** if you finish adding emails.
4. Click on **Back** if you want to edit previous information.
5. Click on **X** to close or cancel.



1

5 X

2 Add additional emails for confirmation.

Enter Email Address Add

BACK SUBMIT

4 3



To share with multiple people, press the enter key after each email address is entered.

# Congratulations!

You have completed Payments.

