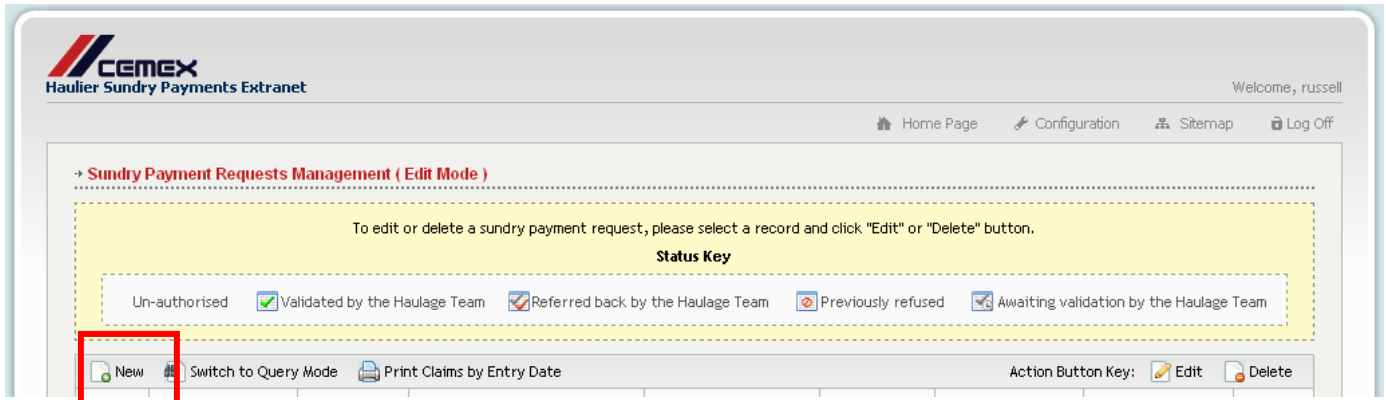


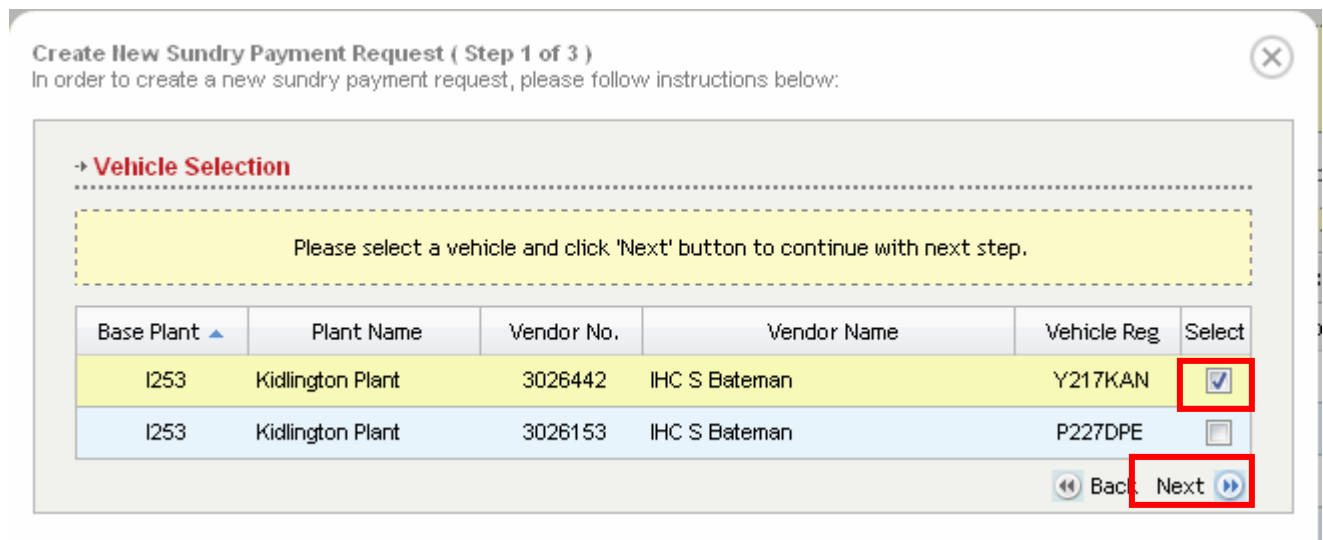
IHC Haulier Sundry Payments User Guide

Enter Sundry Payment Request

Step.1 – Click on “New”



Step.2 – Select the desired vehicle to which you wish to enter a claim against, by placing a tick in the “Select” column on the right hand side of the screen. Then Click on “Next”.



Base Plant	Plant Name	Vendor No.	Vendor Name	Vehicle Reg	Select
I253	Kidlington Plant	3026442	IHC S Bateman	Y217KAN	☒
I253	Kidlington Plant	3026153	IHC S Bateman	P227DPE	☐

Step.3 – Now select claim type you require to enter, I have selected “Guaranteed Earnings” to start with. Once selected, click on “Next”.

Create New Sundry Payment Request (Step 2 of 3)
In order to create a new sundry payment request, please follow instructions below:

→ **Sundry Payment Type Selection**

Please select a sundry payment type from the combo below and click 'Next' button to continue with next step.

Sundry Payment Type Guaranteed Earnings 

- Guaranteed Earnings
- Non Standard Payment
- Mixing Fee
- Plant Wash
- Site Transfer
- Cancelled Ticket

 Back **Next** 

Step.4 – If needed, change “Base Plant”.

Create New Sundry Payment Request (Step 3 of 3)
In order to create a new sundry payment request, please follow instructions below:

→ **Sundry Payment Request Details (Guaranteed Earnings)**

Local Operator: russell **Current Date:** 19/09/2008 08:22

Vendor: 3026442(IHC S Bateman) **Vehicle Registration:** Y217KAN

SAP Equipment No: 13016313 **Fleet No.:** 70F81

Base Plant: I253 - Kidlington Plant (Base Plant) 

- I250 - Banbury Plant
- I271 - Bristol Mortar
- I269 - Bristol Plant
- I274 - Cheddar Plant
- I275 - Cheltenham Plant
- I280 - Gloucester Plant
- I281 - Henbury Plant
- I253 - Kidlington Plant (Base Plant)
- I285 - Melksham Plant
- I294 - Stroud Plant
- I295 - Swindon Plant
- I301 - Weston Super Mare Plant
- I231 - Wick Plant
- I302 - Wickwar Plant
- I262 - Witney Plant

Actual Date of Sundry Service: 

Please select the period for the claim:

Full Day: ☒ ☐

Morning as % of day: ☐ ☐

Afternoon as % of day: ☐ ☐

Please note your Guaranteed Earning calculation:

 Back **Finish** 

N 30 Kidlington Plant G/Earnings 02/09/2008

Step.5 – Select the date that Sundry Service was undertaken on, this example is 18th September 2008

Create New Sundry Payment Request (Step 3 of 3)
In order to create a new sundry payment request, please follow instructions below:

→ **Sundry Payment Request Details (Guaranteed Earnings)**

Local Operator: russell Current Date: 19/09/2008 08:22
Vendor: 3026442(IHC S Bateman) Vehicle Registration: Y217KAH
SAP Equipment No: 13016313 Fleet No.: 70F81

Base Plant: 1253 - Kidlington Plant (Base Plant) ▼
Balance Claimed £'s:
Please ensure you use the text box below to notate your Guaranteed

Actual Date of Sundry Service: 

Please select the period for the claim:

September, 2008							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

Thu, Sep 18

Back Finish

Step.6 – Enter the "Balance Amount" (The difference between amount earned and guaranteed payment amount) and select "Full day", "Morning % of day" and "Afternoon as % of day".

Create New Sundry Payment Request (Step 3 of 3)
In order to create a new sundry payment request, please follow instructions below:

→ **Sundry Payment Request Details (Guaranteed Earnings)**

Local Operator: russell Current Date: 19/09/2008 08:22
Vendor: 3026442(IHC S Bateman) Vehicle Registration: Y217KAH
SAP Equipment No: 13016313 Fleet No.: 70F81

Base Plant: 1253 - Kidlington Plant (Base Plant) ▼
Balance Claimed £'s: 109.00
Please ensure you use the text box below to notate your Guaranteed Earning calculation:

Actual Date of Sundry Service: 18/09/2008 

Please select the period for the claim:

Full Day: ☒
Morning as % of day: ☐
Afternoon as % of day: ☐

Back Finish

Step.7 – Select the type of Guarantee Earnings being claimed.

Create New Sundry Payment Request (Step 3 of 3)
In order to create a new sundry payment request, please follow instructions below:

→ **Sundry Payment Request Details (Guaranteed Earnings)**

Local Operator: russell Current Date: 19/09/2008 08:22
Vendor: 3026442(IHC S Bateman) Vehicle Registration: Y217KAI
SAP Equipment No: 13016313 Fleet No.: 70F81

Base Plant: 1253 - Kidlington Plant (Base Plant) Actual Date of Sundry Service: 18/09/2008

Balance Claimed £'s: 109.00

Please select the period for the claim:
Full Day: ☒
Morning as % of day: ☐
Afternoon as % of day: ☐

Please ensure you use the text box below to notate your Guaranteed Earning calculation:

Back Finish

Step.8 – Enter the calculations for your guaranteed earnings claim into the “Additional Information in support of the claim field”, then Click “Submit”.

Create New Sundry Payment Request (Step 3 of 3)
In order to create a new sundry payment request, please follow instructions below:

→ **Sundry Payment Request Details (Guaranteed Earnings)**

Local Operator: russell Current Date: 19/09/2008 08:22
Vendor: 3026442(IHC S Bateman) Vehicle Registration: Y217KAI
SAP Equipment No: 13016313 Fleet No.: 70F81

Base Plant: 1253 - Kidlington Plant (Base Plant) Actual Date of Sundry Service: 18/09/2008

Balance Claimed £'s: 109.00

Please select the period for the claim:
Full Day: ☒
Morning as % of day: ☐
Afternoon as % of day: ☐

Please ensure you use the text box below to notate your Guaranteed Earning calculation:
Completed 3 loads = earnings of £141. Difference from GE earnings is £109.00.

Back Finish

Step.9 – Either select “New Request (Same Vehicle)” or “New Request (Different Vehicle)” or if you have completed entering claims click on “OK, Close this Window”.

Create New Sundry Payment Request
In order to create a new sundry payment request, please follow instructions below:

→ **Sundry Payment Request**

 Thank You. Your sundry payment request was successfully processed.

NOTE: All Sundry Payment request entry screens have the same information layout on the top half of the screen. The following screen shots are for the remaining available Sundry Services.

If you are starting from the Home page, once again complete Steps. 1 to 3 as listed above. Then complete the below details relative to the required Sundry Service. After you “Submit” your entry, follow Step.9 as listed above.

Mixing Fee – Complete Steps. 4 & 5, then select the “Volume” mixed. The amount to be claimed will automatically populate “Amount Claimed £’s”. Finally enter the ticket number in “Delivery Ticket No.” field. Click “Finish”

Base Plant:
1253 - Kidlington Plant (Base Plant) ▼

Actual Date of Sundry Service:
18/09/2008

Amount Claimed £’s:
10.62

Delivery Ticket No:
123456

Please select a Volume:
 upto 3m ▼
 Select a Volume
 upto 2m
 upto 3m
 upto 4m
 upto 5m
 upto 6m

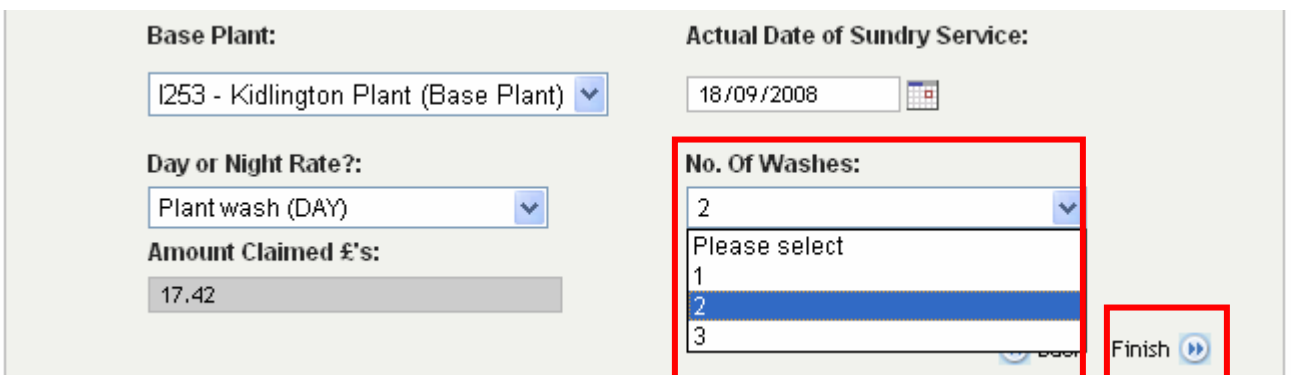
Finish ➡

If you experience text “No Mix volumes found. Please click cancel.” on the screen. Contact Plant / Cluster Manager to confirm if correct.

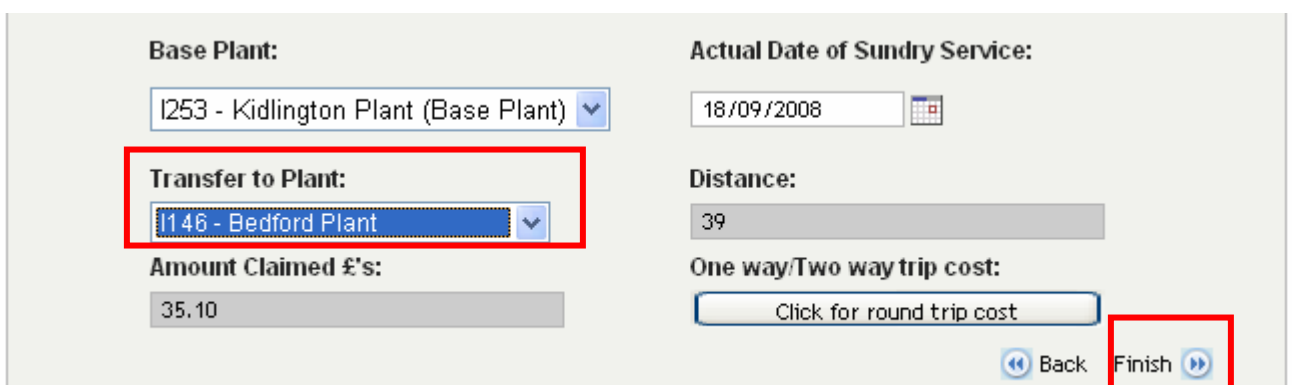
Plant Wash – Complete Steps. 4 & 5, then select the “Day or Night Rate?”.



Select the “No. of Washes” from drop down list. The amount to be claimed will automatically populate “Amount Claimed”. Click “Finish”.



Site Transfer – Complete Steps. 4 & 5, then select the “Transfer to Plant”. The distance and amount to be claimed will automatically populate the “Radial Distance” & “Amount Claimed” fields. If the transfer is both ways, click on “Click for round trip cost”. Click “Finish”



Cancelled Tickets – Complete Steps. 4 & 5, then enter a reason for the Cancelled ticket in the description field provided. Complete “Amount Claimed”, as well as the Ticket number cancelled into the “Delivery Ticket No.” field and click on “Finish”

Base Plant: 1253 - Kidlington Plant (Base Plant)	Actual Date of Sundry Service: 18/09/2008
Amount Claimed £'s: 25.00	Please enter claim's description: Customer cancelled delivery
Delivery Ticket No: 123456	
Back Finish	

Non Standard Payment(NSP) – **Only use this function if there are other Sundry Payments that do not fit into the current entry options.** Complete Steps. 4 & 5, then enter a reason for Sundry entry in the description field provided. Complete “Amount Claimed £'s” and click on “Finish”

Base Plant: 1253 - Kidlington Plant (Base Plant)	Actual Date of Sundry Service: 18/09/2008
Amount Claimed £'s: 15.00	Please enter claim's description: Additional plant work
Delivery Ticket No: 	
Back Finish	

Edit / Delete Claim Request

Step.1 – In order to edit a claim, Click on the Edit button  to the right of the desired claim.
If you need to delete a claim, Click on Delete button  to the right of the desired claim.

→ **Sundry Payment Requests Management (Edit Mode)**

To edit or delete a sundry payment request, please select a record and click "Edit" or "Delete" button.

Status Key

Un-authorised ☒ Validated by the Haulage Team ☒ Referred back by the Haulage Team ☒ Previously refused ☒ Awaiting validation by the Haulage Team

New  Switch to Query Mode  Print Claims by Entry Date  Action Button Key:  Edit  Delete

Status	Vehicle Reg No.	Vendor No.	Vendor Name	Plant Name	Service Type	Date of Service	Amount Claimed	Actions
0	Y217KAN	3026442	IHC S Bateman	Kidlington Plant	NSP	18/09/2008	£15.00	 
0	Y217KAN	3026442	IHC S Bateman	Kidlington Plant	Cancelled Ticket	18/09/2008	£25.00	 

Step.2 - If editing, make the changes to the claim you want to edit and then click on the "Update" button. If deleting, click on the "Delete" button and confirm deletion on the next screen.

Edit Sundry Payment Request

In order to edit a sundry payment request, please follow instructions below:

→ **Sundry Payment Request Details (Cancelled Ticket)**

Current Status: **UN-Authorised**

Local Operator: RUSSELL **Current Date:** 19/09/2008 12:43

Vendor: 3026442(IHC S Bateman) **Vehicle Registration:** Y217KAN

SAP Equipment No: 13016313 **Fleet No.:** 70F81

Base Plant: 1253 - Kidlington Plant (Base Plant) 

Actual Date of Sundry Service: 18/09/2008 

Amount Claimed £'s: 25.00

Please enter claim's description: Customer cancelled delivery

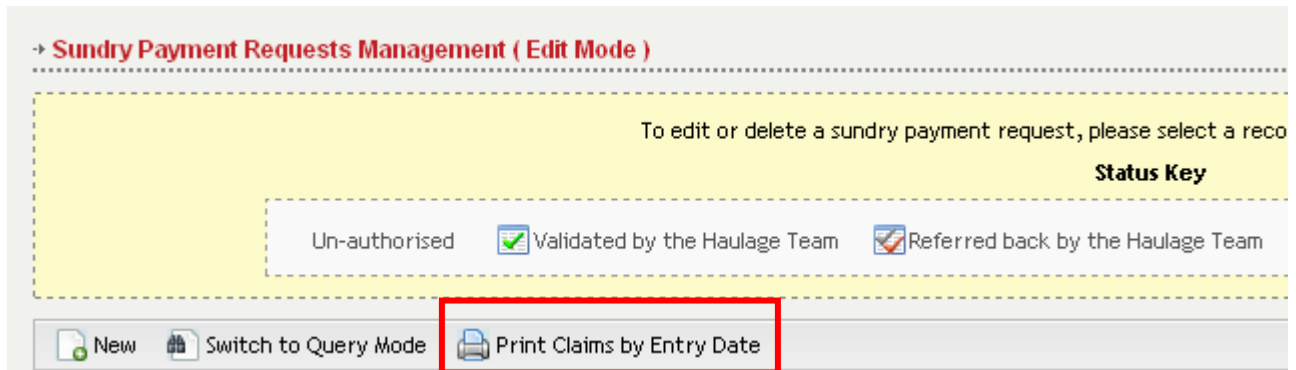
Delivery Ticket No: 123456

 Cancel  Delete  Update

NOTE: You can now filter the Home page by Column headers, Vendor Number, etc
 Vendor Number – enter a Vendor number into the "Filter by vendor number" field and click on "GO". The screen will now only show this vendor number selected. To View All vendors again, delete the entry from "Filter by vendor number" and click on "GO"
 Plant Name – Select the require plant from the drop down list right of "Filter by plant" text and click on "GO". The screen will now only show this vendor number selected. To View All vendors again, select "All Plants" and click on "GO"

Print Claims by Entry Date

Step.1 – On the Home Page, click on the button "Print Claims by Entry Date".



→ **Sundry Payment Requests Management (Edit Mode)**

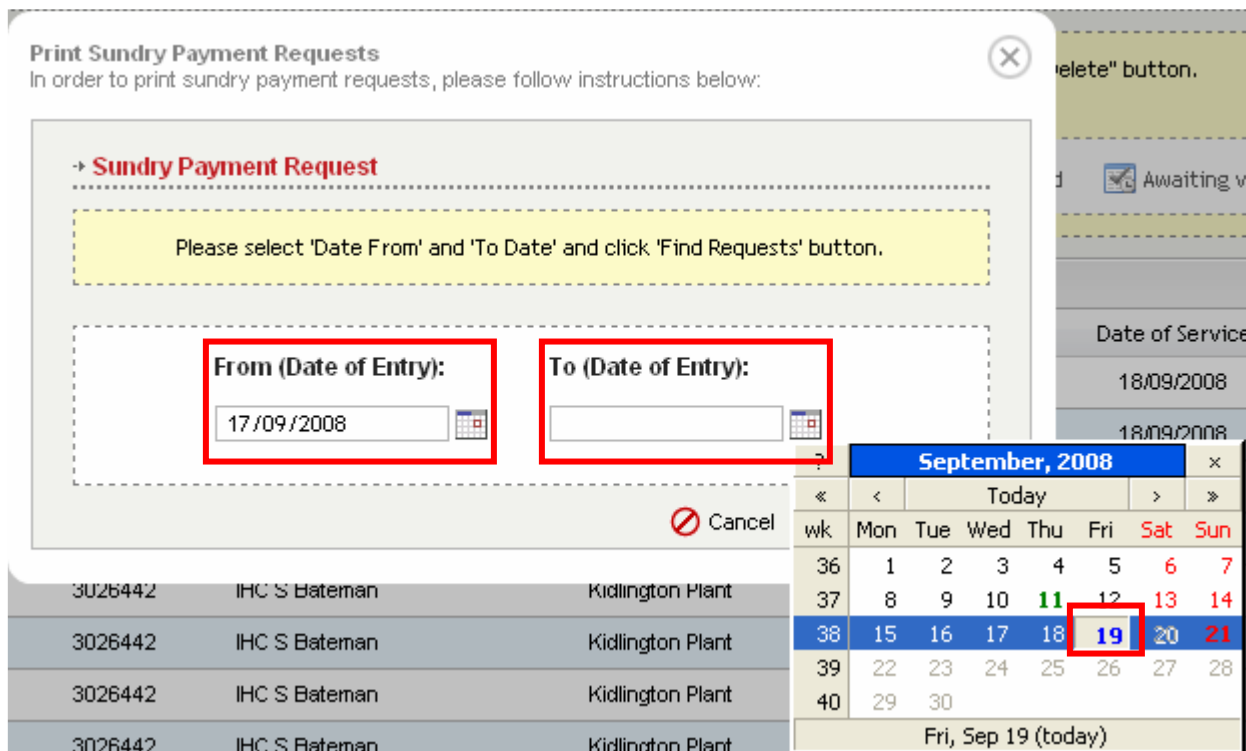
To edit or delete a sundry payment request, please select a record

Status Key

Un-authorized ☒ Validated by the Haulage Team ☒ Referred back by the Haulage Team

New Switch to Query Mode **Print Claims by Entry Date**

Step.2 – In the new window, enter the date window you require printing the claims entered on. Ensure that if you require the 17th September, enter a **From Date** of 16/09/08 and a **To Date** of 17/09/08.



Print Sundry Payment Requests

In order to print sundry payment requests, please follow instructions below:

→ **Sundry Payment Request**

Please select 'Date From' and 'To Date' and click 'Find Requests' button.

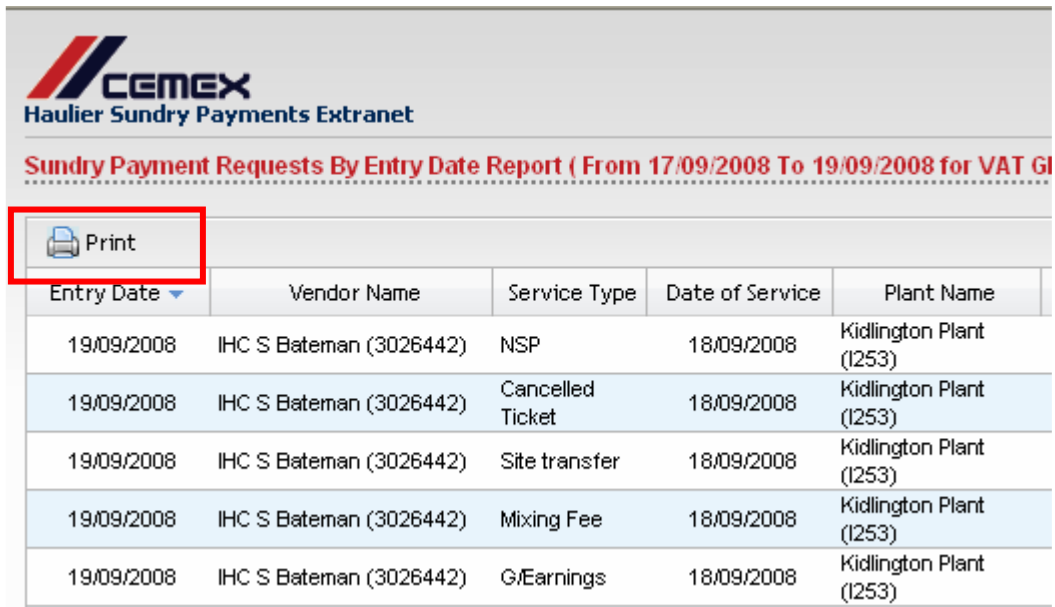
From (Date of Entry): 17/09/2008 **To (Date of Entry):**

Cancel

September, 2008							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					
Fri, Sep 19 (today)							

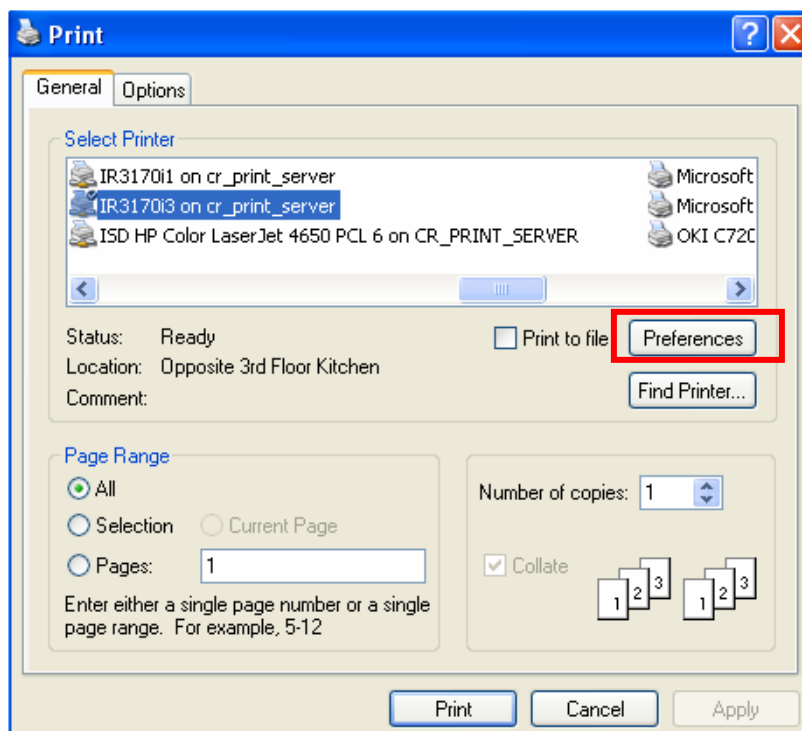
3026442	IHC S Bateman	Kidlington Plant
3026442	IHC S Bateman	Kidlington Plant
3026442	IHC S Bateman	Kidlington Plant
3026442	IHC S Bateman	Kidlington Plant

Step.3 – Once the results have appeared in a new window, click on the “Print” button.

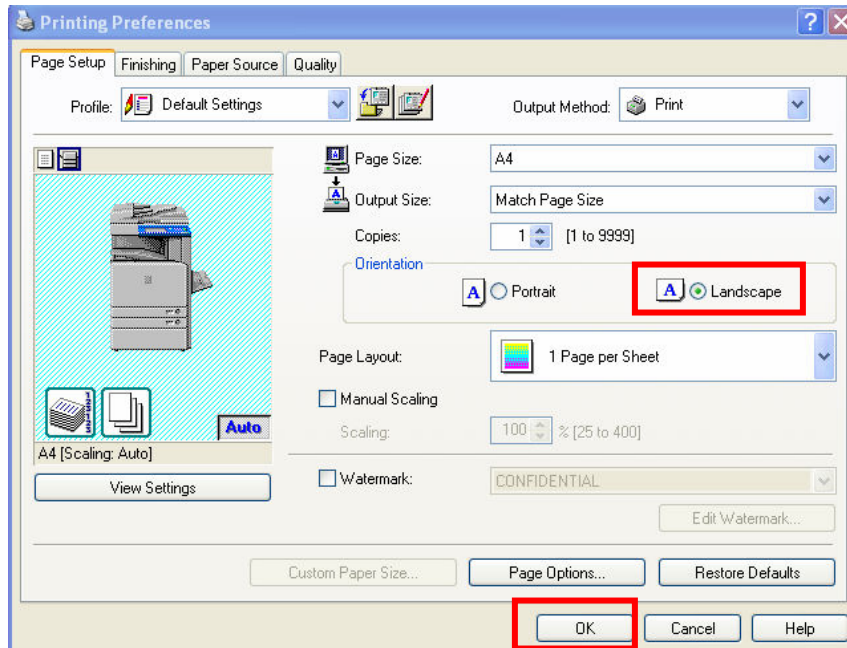


Entry Date	Vendor Name	Service Type	Date of Service	Plant Name
19/09/2008	IHC S Bateman (3026442)	NSP	18/09/2008	Kidlington Plant (I253)
19/09/2008	IHC S Bateman (3026442)	Cancelled Ticket	18/09/2008	Kidlington Plant (I253)
19/09/2008	IHC S Bateman (3026442)	Site transfer	18/09/2008	Kidlington Plant (I253)
19/09/2008	IHC S Bateman (3026442)	Mixing Fee	18/09/2008	Kidlington Plant (I253)
19/09/2008	IHC S Bateman (3026442)	G/Earnings	18/09/2008	Kidlington Plant (I253)

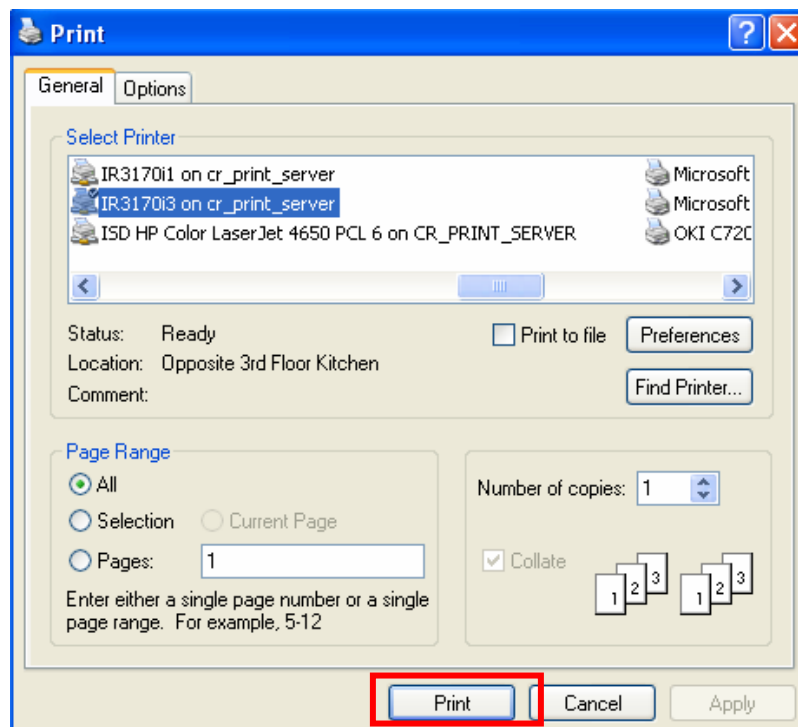
Step.4 – You can click on Print straight away, however, in order for the data to fulfil the full page, you will need to change the layout of the print first. First click on the “Preferences” button.



Step.5 – Then select “Landscape”, then “OK”.



Step.6 – Then click on the “Print” button.



Claim Query Mode

Step.1 – From the main home page, click on the button “Switch to Query Mode”.

→ **Sundry Payment Requests Management (Edit Mode)**

To edit or delete a sundry payment request, please select a record

Status Key

Un-authorized ☒ Validated by the Haulage Team ☒ Referred back by the Haulage Team

 New  **Switch to Query Mode**  Print Claims by Entry Date

Step.2 – In the new window, it is **mandatory** for you to enter a search date window. In the screenshot below this is From – 02/09/08, To – 18/09/08. You can now click on “Find Requests”.

Query Sundry Payment Requests
In order to query sundry payment requests, please follow instructions below:

→ **Sundry Payment Request**

Please select 'Date From' and 'To Date' and specify 'Status' or 'Service Type' and click 'Find Requests' button.

From (Date of Service): 02/09/2008  **To (Date of Service):** 18/09/2008 

Service Type:
ALL Service Types 

Service Status:
ALL Status Types 

Vendor No:

Include ARCHIVED records (the previous 12 months):
No 

 Cancel  **Find Requests**

Step.3 – If you require a more defined search, you can also add in additional search criteria by selecting from the drop down lists of:

- Service Type
- Service Status
- Vendor No – to be vehicle specific if you run more than one vehicle.
- Include Archived claims – claims which have been paid and are older than 3 months.

Query Sundry Payment Requests

In order to query sundry payment requests, please follow instructions below:



→ Sundry Payment Request

Please select 'Date From' and 'To Date' and specify 'Status' or 'Service Type' and click 'Find Requests' button.

From (Date of Service):
02/09/2008

To (Date of Service):
18/09/2008

Service Type:
Cancelled Ticket

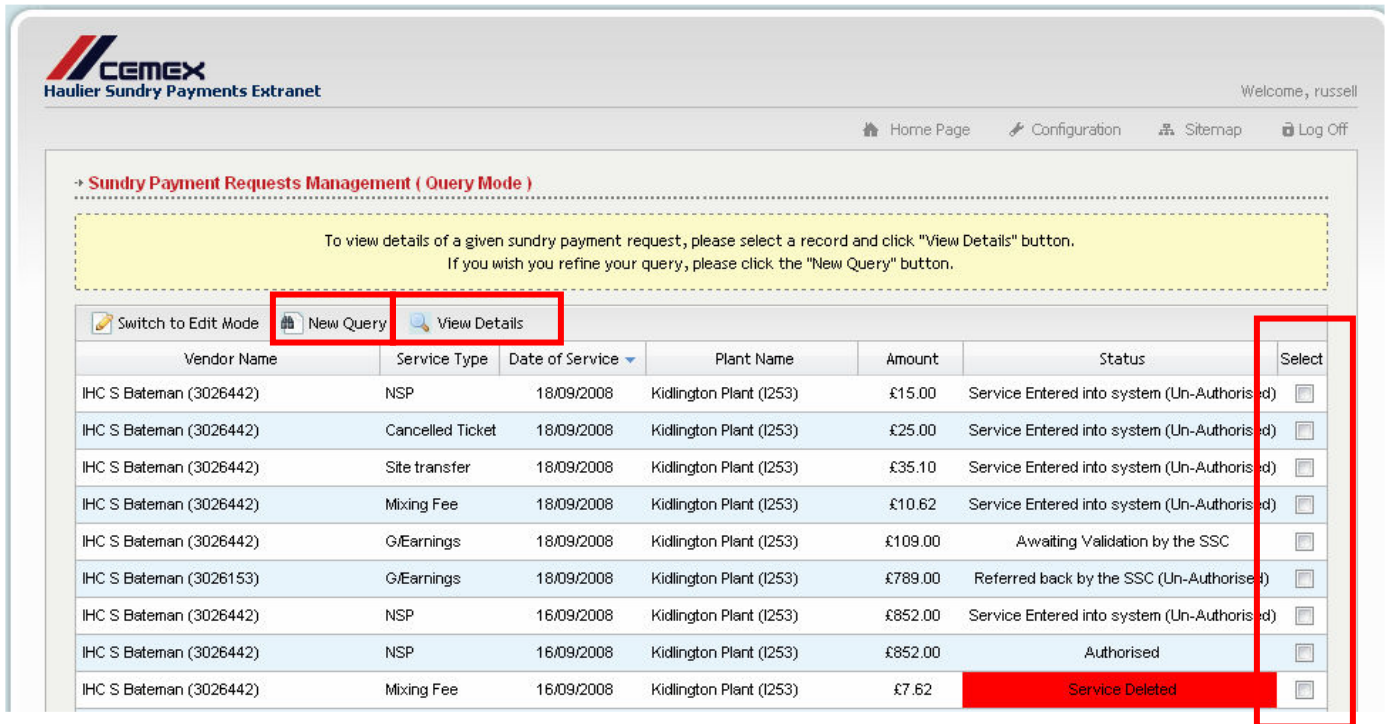
Service Status:
Authorised

Vendor No:

Include ARCHIVED records (the previous 12 months):
No

 Cancel  Find Requests

Step.4 – Once you have the results back from your search, you are able to view details of a given sundry payment request, please select a record by highlighting the tick box and then click "View Details" button.



Sundry Payment Requests Management (Query Mode)

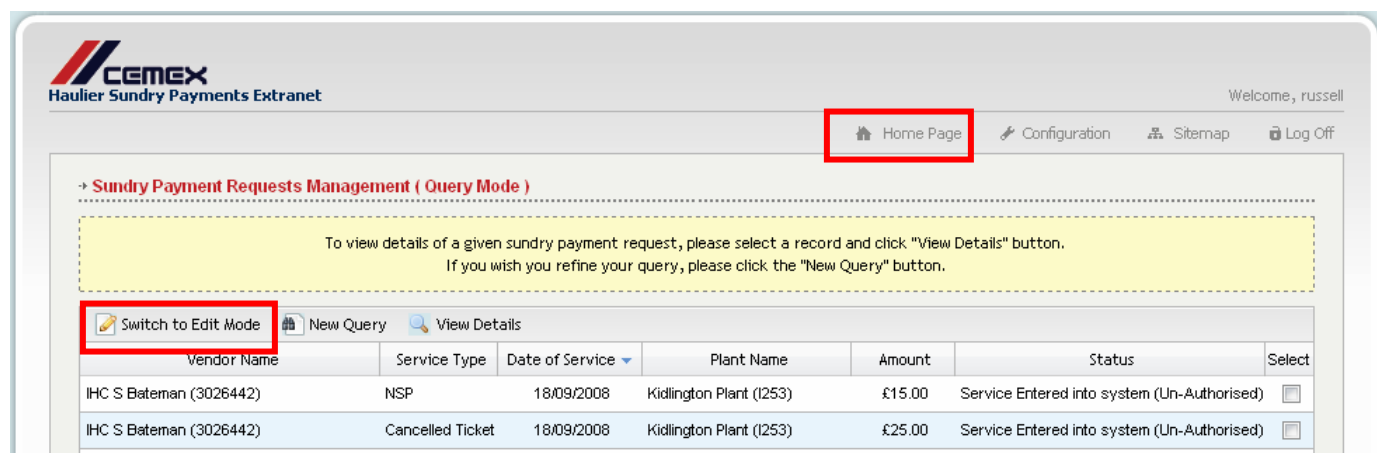
To view details of a given sundry payment request, please select a record and click "View Details" button.
If you wish you refine your query, please click the "New Query" button.

Switch to Edit Mode **New Query** **View Details**

Vendor Name	Service Type	Date of Service	Plant Name	Amount	Status	Select
IHC S Bateman (3026442)	NSP	18/09/2008	Kidlington Plant (1253)	£15.00	Service Entered into system (Un-Authorised)	☐
IHC S Bateman (3026442)	Cancelled Ticket	18/09/2008	Kidlington Plant (1253)	£25.00	Service Entered into system (Un-Authorised)	☐
IHC S Bateman (3026442)	Site transfer	18/09/2008	Kidlington Plant (1253)	£35.10	Service Entered into system (Un-Authorised)	☐
IHC S Bateman (3026442)	Mixing Fee	18/09/2008	Kidlington Plant (1253)	£10.62	Service Entered into system (Un-Authorised)	☐
IHC S Bateman (3026442)	G/Earnings	18/09/2008	Kidlington Plant (1253)	£109.00	Awaiting Validation by the SSC	☐
IHC S Bateman (3026153)	G/Earnings	18/09/2008	Kidlington Plant (1253)	£789.00	Referred back by the SSC (Un-Authorised)	☐
IHC S Bateman (3026442)	NSP	16/09/2008	Kidlington Plant (1253)	£852.00	Service Entered into system (Un-Authorised)	☐
IHC S Bateman (3026442)	NSP	16/09/2008	Kidlington Plant (1253)	£852.00	Authorised	☐
IHC S Bateman (3026442)	Mixing Fee	16/09/2008	Kidlington Plant (1253)	£7.62	Service Deleted	☐

Step.5 – If you wish to refine your query, please click the "New Query" button.

Step.6 – In order to switch back to Edit mode, you can either click on "Switch to Edit Mode" or "Home page".



Sundry Payment Requests Management (Query Mode)

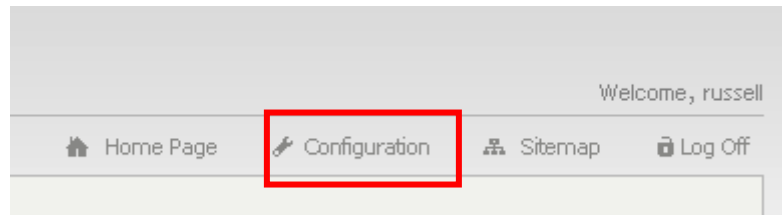
To view details of a given sundry payment request, please select a record and click "View Details" button.
If you wish you refine your query, please click the "New Query" button.

Switch to Edit Mode New Query View Details

Vendor Name	Service Type	Date of Service	Plant Name	Amount	Status	Select
IHC S Bateman (3026442)	NSP	18/09/2008	Kidlington Plant (1253)	£15.00	Service Entered into system (Un-Authorised)	☐
IHC S Bateman (3026442)	Cancelled Ticket	18/09/2008	Kidlington Plant (1253)	£25.00	Service Entered into system (Un-Authorised)	☐

Configuration – Changing email address, password or username

Step.1 – Click on the “Configuration” button in the top right corner of the screen.



Step.2 – In the new window, select the tab you require and complete the required information to be changed

▪ Change Password

Change Account Settings ✕
In order to change your account settings, please follow instructions below:

→ Change Account Settings

Change Password | Change Username | Change Email

In order to change your current password, please fill required information.

Old Password:
••••••

New Password:
••••••

Confirm New Password:
••••••

✗ Cancel 💾 Update Changes

▪ Change Username

Change Account Settings ✕
In order to change your account settings, please follow instructions below:

→ Change Account Settings

Change Password | Change Username | Change Email

In order to change your current Username, please fill required information.

New Username:
russell

✗ Cancel 💾 Update Changes

▪ Change Email

Change Account Settings ✕
In order to change your account settings, please follow instructions below:

→ **Change Account Settings**

Change Password Change Username Change Email

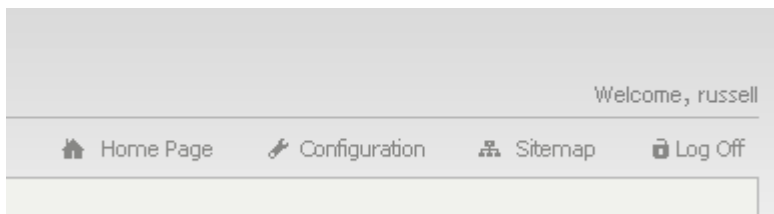
In order to change your current Email Address, please fill required information.

New Email Address:

⊘ Cancel  Update Changes

Log Off

In order to log off of the system, simply click on the button in the top right corner of the webpage. **It is best practice to complete this action for all online activity.**



IT Support

If you experience any issues with the system, please feel free to contact CEMEX IT Support:

00800 2345 5555

Please ensure you log a service call and request the call to be allocated to support group:

GBSUNDRYPAYMENT