

## DANUCEM PORTAL

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## 1. Collect customer statement and portal registration

Based on the completed forms, collect the corresponding Customer IDs of SAP.

Separate e-invoice declarations, separate portal registrations.

If there are customers who have sent data to both, we will add them to the statement and portal list as well.

If a customer has only sent a statement, we can record them on the portal with the same data, but it is very **IMPORTANT** that **the reverse does not work**.

Whoever sent only portal data will only be recorded in the portal list:

1	A	B	C	D	E
1	Vevő kód	Vevő	e-mail	Felvezeti	Előleg
2	100729	"DOMINÓ" Kft.	penzogy@dominoepker.hu	2021.08.27	
3	146551	AÁB GENERAL KFT.	aabgeneral@t-online.hu	2021.10.04	
4	101524	Ács és Bartha Kft.	info@acesbartha.hu	2021.09.23	
5	100992	AGNUS G' Építőipari Kft.	agnus@agnus.hu	2021.10.04	
6	155017	ALPOK-PRO KFT.	mail@alpokpro.hu	2021.09.10	
7	148127	AQUAPLUS KFT	aquaplus@aquaplus.hu	2021.09.23	
8	101068	ASA ÉPÍTŐIPARI Kft.	penzuy@asa.hu	2021.09.16	
9	103322	Asconkerb Kft.	info@asconkerb.hu	2021.09.23	
10	153885	Asia-Global Kft.	aglobal2019@gmail.com	2021.10.04	
11	142139	B+8 Beton Kft.	bbeton.kft@gmail.com	2021.10.07	
12	155453	Bázis Bau 2013 Kft	basisgruppe@basisgruppe.eu	2021.07.06	
13	151265	BEKISTING TEAM Kft	bekistingteam@gmail.com	2021.09.23	
14	147681	Belotti Kft.	penzuy@belotti.hu	2021.08.24	
15	158404	BETON KOMPLEX KFT	betonkomplex@szabadoskft.com	2021.09.15	
16	157055	BIT-ÉP Építőipari és Ker. Kft	info@bit-ep.hu	2021.07.06	
17	148126	BMT Mérműki Zrt.	info@bmtzrt.hu	2021.08.27	
18	148321	Boros Apartmanház Kft.	borsosnika72@gmail.com	2021.09.15	
19	118760	BOTOND 99 Mélyépítő Kft.	szamias@botondkft.hu	2021.10.04	
20	157208	BRIX ENGIN Kft.	szamias@briwengin.hu	2021.10.04	
21	101879	BZ-MESTER ÉPÍTŐIPARI Kft.	sky96@t-online.hu	2021.09.16	
22	138409	C és R Közlekedésképző Kft.	cesr@cesr.hu	2021.07.06	
23	138409	C és R Közlekedésképző Kft.	jakab.ertsebet@cesr.hu	2021.07.06	
24	157419	C.P. Portál Kft.	cpportalkft@airplanet.hu	2021.09.23	
25	157487	CASA VERO KFT.	iroda@casavero.hu	2021.10.04	
26	100979	Cemix Hungaria Kft.	penzuy@cemix.hu	2021.09.10	
27	102118	Colas Hungaria Zrt.	nif@colas.hu	2021.08.24	
28	148107	Colas Közlekedésképző Zrt.	ckepezsamia@colas.hu	2021.08.24	
29	158721	Courtinvest Kft.	info@courtinvest.hu	2021.09.16	
30	148790	Cicso Pig KFT	penzuy@cicsofarm.hu	2021.09.01	
31	155178	DÁEV Kft.	daev@daev.hu	2021.09.01	
32	158211	DAMA-ker Kft.	damakertkft@gmail.com	2021.10.04	gen
33	158184	Daruka és Társa Szolgáltató Bt.	darukaestarsa@gmail.com	2021.09.16	
34	152903	DAT-Építő Kft.	penzuy@datporto.hu	2021.10.07	
35	101291	DEKOR-TÉRKŐ Kft.	dekorterkokft@gmail.com	2021.09.16	
36	101078	DELTA-E Kft.	szekezsard@delta-e.hu	2021.09.16	
37	159970	DESZ-KER Zrt.	markobau.penzuy@gmail.com	2021.09.15	
38	101561	DH-SZERVIZ Kft.	szervizkft@dhserviz.hu	2021.10.04	
39	101619	D-PROFIL Kft.	info@d-profil.hu	2021.09.22	
40	157417	Duplav Bau Kft.	duplavbau@gmail.com	2021.10.07	
41	113925	Egomax Kft	kiss.noemi@egomax.hu	2021.10.07	
42	103105	EISŐ Dunántúli Ütépítő Kft.	edutepkft@gmail.com	2021.07.06	

1	A	B	C	D	E
1	Vevő kód	Vevő	e-mail	Felvezeti	Comment
2	100729	"DOMINÓ" Kft.	penzuy@dominoepker.hu	2021.08.27	
3	154647	"Göcséj-Meta" Kft.	penzuy@gocsajmetal.hu	2021.09.15	
4	146551	AÁB GENERAL KFT.	aabgeneral@t-online.hu	2021.10.06	
5	146551	AÁB GENERAL KFT.	bajnocz@clouid.hu	2021.10.06	
6	101524	Ács és Bartha Kft.	info@acesbartha.hu	2021.09.23	
7	100992	AGNUS G' Építőipari Kft.	agnus@agnus.hu	2021.10.06	
8	155017	ALPOK-PRO KFT.	mail@alpokpro.hu	2021.09.10	
9	148127	AQUAPLUS KFT	aquaplus@aquaplus.hu	2021.09.23	
10	148127	AQUAPLUS KFT	balint.erika@aquaplus.hu	2021.09.23	
11	101068	ASA ÉPÍTŐIPARI Kft.	penzuy@asa.hu	2021.09.22	
12	103322	Asconkerb Kft	info@asconkerb.hu	2021.09.23	
13	103322	Asconkerb Kft	pitroff.irena@asconkerb.hu	2021.09.23	
14	103322	Asconkerb Kft	szick.attila@asconkerb.hu	2021.09.23	
15	153885	Asia-Global Kft.	aglobal2019@gmail.com	2021.10.06	
16	153885	Asia-Global Kft.	asiaglobalkft@gmail.com	2021.10.06	
17	142139	B+8 Beton Kft.	bbeton.kft@gmail.com	2021.10.07	
18	101338	BAUSZER Kft.	eszamia@bauszer.hu	2021.09.23	
19	155453	Bázis Bau 2013 Kft	basisgruppe@basisgruppe.eu	2021.09.06	
20	155453	Bázis Bau 2013 Kft	szikszai.n@basisgruppe.eu	2021.09.06	
21	155453	Bázis Bau 2013 Kft	lukacs.l@basisgruppe.eu	2021.09.06	
22	151265	BEKISTING TEAM Kft	bekistingteam@gmail.com	2021.09.23	
23	151265	BEKISTING TEAM Kft	kovacseszter.bst@gmail.com	2021.09.23	
24	147681	Belotti Kft.	penzuy@belotti.hu	2021.08.24	
25	158404	BETON KOMPLEX KFT	betonkomplex@szabadoskft.com	2021.09.15	
26	157450	Betonút Mester Kft.	betonutmester@gmail.com	2021.08.24	
27	157055	BIT-ÉP Építőipari és Ker. Kft	info@bit-ep.hu	2021.09.06	
28	148126	BMT Mérműki Zrt.	info@bmtzrt.hu	2021.08.27	
29	102306	BORSOD-ROS 2004 Kft.	office@borsodros.hu	2021.08.24	
30	148321	Boros Apartmanház Kft.	borsosnika72@gmail.com	2021.09.15	
31	118760	BOTOND 99 Mélyépítő Kft.	szamia@botondkft.hu	2021.10.06	
32	118760	BOTOND 99 Mélyépítő Kft.	tivadars.ballus@botondkft.hu	2021.10.06	
33	157208	BRIX ENGIN Kft.	szamias@briwengin.hu	2021.10.06	
34	157208	BRIX ENGIN Kft.	hajnal.magdolna@briwengin.hu	2021.10.06	
35	101879	BZ-MESTER ÉPÍTŐIPARI Kft.	sky96@t-online.hu	2021.09.22	
36	138409	C és R Közlekedésképző Kft.	cesr@cesr.hu	2021.09.06	
37	138409	C és R Közlekedésképző Kft.	jakab.ertsebet@cesr.hu	2021.09.06	
38	138409	C és R Közlekedésképző Kft.	szelei.virag@cesr.hu	2021.09.06	
39	157419	C.P. Portál Kft.	cpportalkft@airplanet.hu	2021.09.23	
40	157487	CASA VERO KFT.	iroda@casavero.hu	2021.10.06	
41	157487	CASA VERO KFT.	ferenc.schwarz@casavero.hu	2021.10.06	
42	157487	CASA VERO KFT.	tbor.szadoczi@casavero.hu	2021.10.06	

Be careful when you record the customer ID and further details, you take great responsibility not to confuse contacts with customers.

TIP: If you use **CTRL + H** in Excel, you can remove unnecessary spaces from the cells in the "customer ID" and "e-mail address" columns.

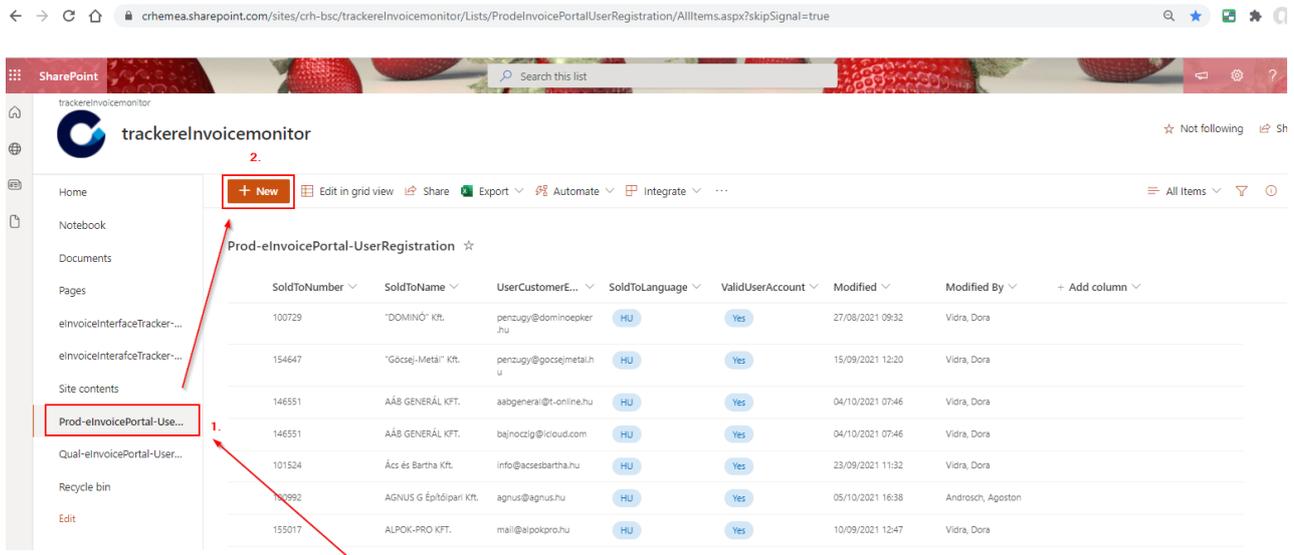
Send the **E-INVOICE LIST** of customers to responsible for CARE and Master Data team to process the IDOC.

**NOTE:** customers registered on the portal should not be sent because they only requested an electronic copy of the delivery notes. Therefore, it is important to treat them separately. All e-invoicing customers are portal, but not all portal customers are e-invoicing.

## 2. Account creation on the Danucem Portal

2.1. Open the link below and select Prod-elInvoicePortal-UserRegistration and use the „NEW” button to create a new account:

<https://crhemea.sharepoint.com/sites/crh-bsc/trackerelinvoiceportal/Lists/ProdelInvoicePortalUserRegistration/AllItems.aspx?skipSignal=true>



2.2. Provide the collected data of Portal registration list in each required field:

Save Cancel Copy link

### New item

**SoldToNumber \***  
  
 You can't leave this blank.

**SoldToName \***

**UserCustomerEMails \***

**SoldToLanguage \***

**ValidUserAccount \***

**Attachments**

← Customer ID from SAP

← Customer name from SAP

← Available e-mail address

← Customer's language

← Validity

← Attach the original document signed by the client

2.3. 15 minutes after saving, a registration notification will be automatically sent to the customer with the steps required to log in:

Welcome to the CRH Billing Portal!

Your user account has been created.  
You will need a temporary password to log in, which will be sent to you in a separate email. We give you access to your documents through this account.

To view the information and download the files, please follow the steps below:

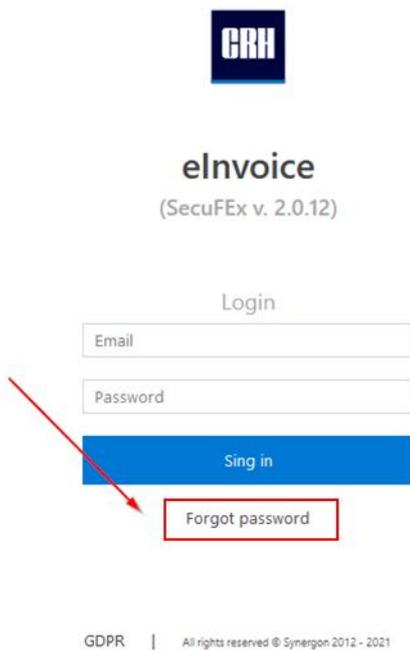
1. Open the website: <https://e-invoice.danucem.com/Home/>
2. Log in to the CRH Billing Portal:

Username:  
Temporary password: will be sent by a separate e-mail within 5 minutes

Thank You.  
Best regards,  
CRH Magyarország Kft.  
[www.crhungary.com](http://www.crhungary.com)

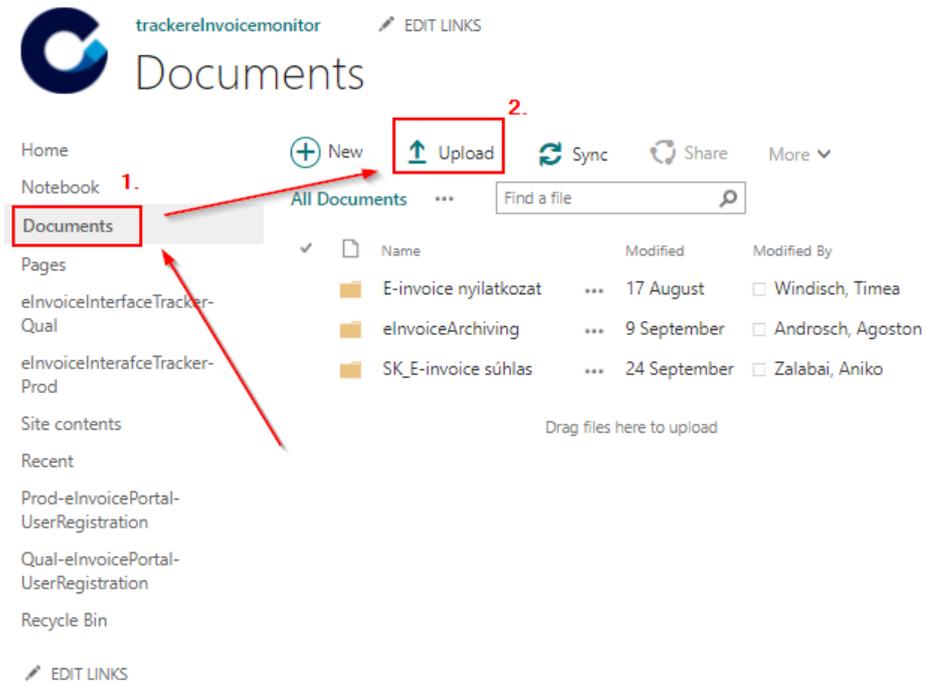
If you have any questions about your invoice, please contact our sales colleague

**TIP:** If you receive a claim about login problem you should suggest to try the “Forgot password” button where they can set a new password according to the specified criteria, for eg. symbols (< > & @ [ ] ‘ “+ etc), numbers, lower case, upper case and min 10 letter.



### 3. Documents archiving

Attach every available documents from customer



When the IDOCs were processed by responsible for CARE and Master Data team, the system will automatically start assigning the associated invoices and uploaded delivery notes to the customer ID.

Use the SOPs below for **e-Invoice monitoring** and **Client-side Portal** scenarios.

