	<h1 style="text-align: center;">Submission of Service Invoice to Customer</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		Document Number:  2P-FIN-03.05
	Department: F2 Logistics Philippines Inc.-Finance	Effective Date: January 23, 2021	Revision No 1

## Scope

Starts from receiving of Proforma/HWB & Other Customers documents from Destination port and ends with filing of received transmittal and service invoice to customer jacket.

## Objective

To ensure on time and accurate Service Invoice, Billing Requirements and updating of A/R Subsidiary Ledger.

## Definition of Terms

AR SL – Accounts Receivable Subsidiary Ledger

PWB – Proforma Waybill

HWB – House Waybill

SOP – Standard Operating Procedures


## Ownership

The Accounts Receivable Team is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

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## Policies

1. Invoice should deliver within 3 working days from receipt of complete documents.
  - a. Submission through hardcopy or printed document
  - b. Submission in electronic form
  
2. In preparing Service Invoice in F2 System under Client Billing Module:
  - a. Without billing attachment - billed based on cut-off as agreed with the client.
  - b. With billing requirement. - It should be billed latest 10 days after the delivery date.

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## Procedures

### Documentation Assistant

1. Receives PWB/HWB and other required billing attachments from destination port.
2. Sorts and checks completeness of documents receive based on SOP.
3. Forwards the documents to Billing Assistant


### Billing Assistant

4. Receives PWB/HWB and other required billing attachments from Documentation Assistant.
5. Prepares Service Invoice for billing based on SOPs and rate arrangements.
  - Without billing attachment - billed based on cut-off as agreed with the client.
  - With billing requirement. - It should be billed latest 10 days after the delivery date.
6. Forwards Service Invoice to Credit and Collection Manager for checking and approval.
7. Scans Service Invoice with required billing attachments.
8. Submit Billing/Service Invoice
  - a. Submission through hardcopy or printed document. ***\*Proceed to step 9***
  - b. Submission in electronic form. ***\*Proceed to step 16***
9. Logs all Billing/Service Invoice in Collector's Record Book.

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10. Puts the Billing/ Service Invoice to designated pigeon hole

### Collectors

- 11. Gets all Billing/ Service Invoice from assigned pigeon hole.
- 12. Receives all Billing/Service Invoice in Collector's Record Book indicating name and date received.
- 13. Delivers Billing/Service Invoice transmittal within 3 working days.
- 14. Returns Billing/Service Invoice receiving copy/Billing Transmittal to Billing Assistant.

### Billing Assistant


- 15. Receives Billing/Service Invoice receiving copy.
- 16. Updates based line date to SAP Financial System.
- 17. Files received Billing and Service Invoice Transmittal to Customer Jacket.

### End of Activity.

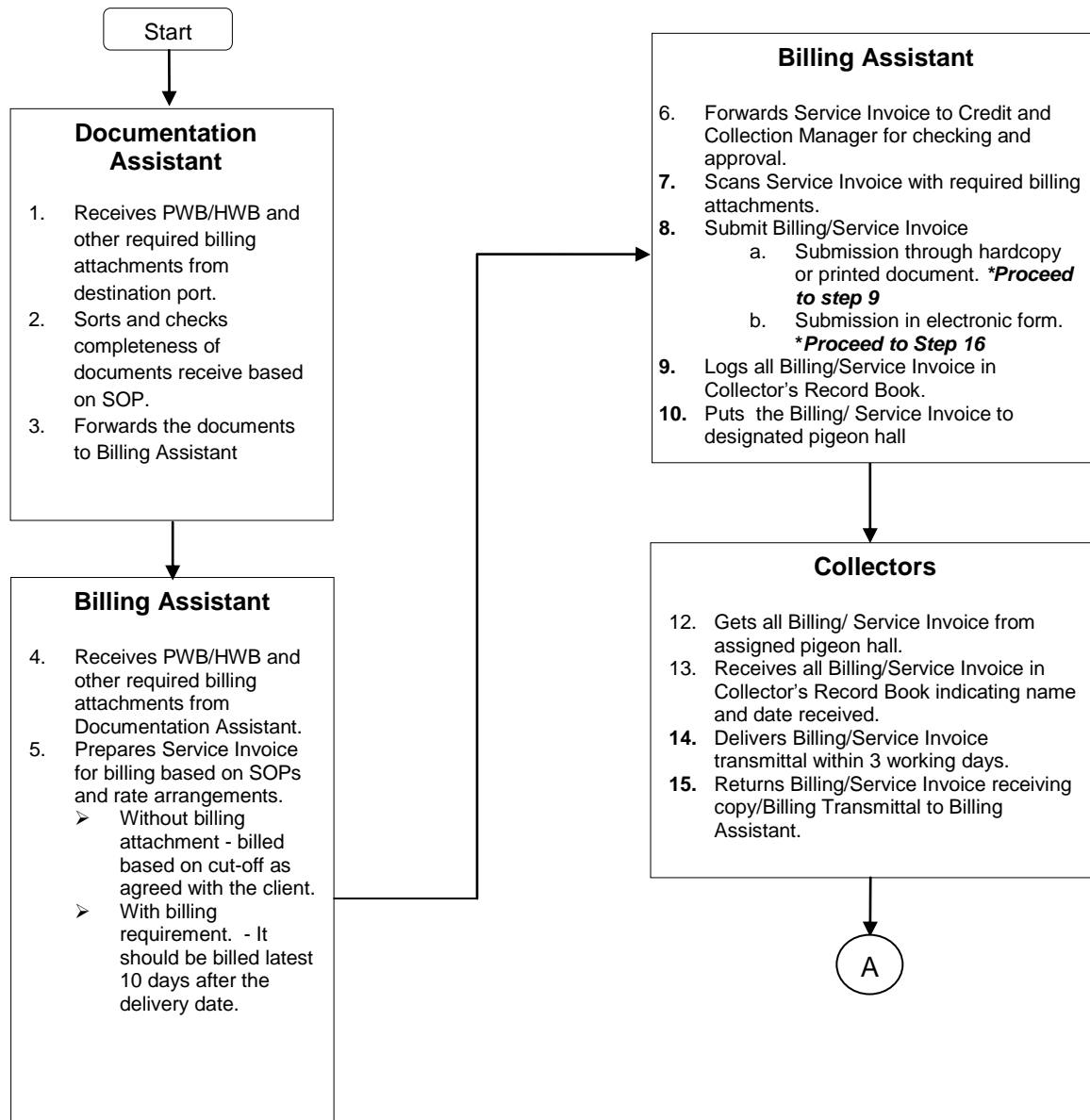
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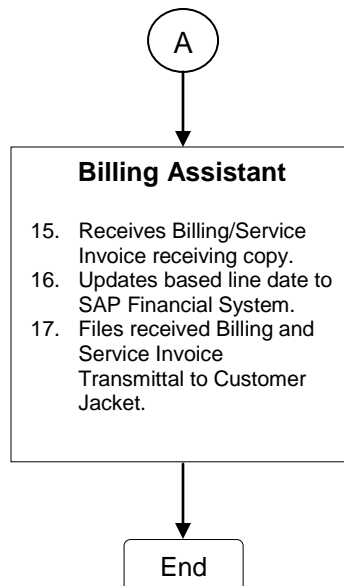


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