	<b>Request for Adjustment</b>		Document Number:  2P-FIN-03.06
	Policies and Procedures		
Department: F2 Logistics Philippines Inc.-Finance	Effective Date: November 20, 2022	Revision No 1	

## Objective

To ensure all adjustments are monitored, authorized and properly booked.

## Scope

The procedure starts with the receipt of the request for adjustments and ends with the adjustment in the system.

## Definition of Terms

RFA – Request for Adjustment

RYM – Revenue Yield Management

HWB – House Way Bill

AVP – Assistant Vice President

CFO – Chief Finance Officer

CEO – Chief Executive Officer


## 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. Any adjustment that will affect the Revenue must have justification and approved based on the approval matrix.
2. All adjustment after closing of the book will be reflected in the succeeding month.
3. All adjustments can only be adjusted by RYM / Billing Team.
4. Encoded HWB can still be corrected at HWB Module level prior to scheduled interface to SAP (24 hrs. after encoding).
5. Revenue can be adjusted in RFA Module with the following approval matrix.
  - 5.1 If below PHP 100,000.00 adjustment per transaction, whether billed or unbilled and before or after closing of the books should be approved by AVP Finance.
  - 5.2 If PHP 100,000.00 & above adjustment per transaction, billed and before closing of the books should be approved by AVP Finance and CFO.
  - 5.3 If PHP 100,000.00 & above adjustment per transaction, billed and after closing of the books should be approved by AVP Finance, CFO and CEO & President with GP Analysis.

## Procedures

### Requestor

1. Fill-up RFA form

If below PHP 100,000.00 adjustment per transaction, whether billed or unbilled and before or after closing of the books go to task #2, then Proceed to task #6.

If PHP 100,000.00 & above adjustment per transaction, billed and before closing of books go to task #3, then Proceed to task #6.


If PHP 100,000.00 & above adjustment per transaction, billed and after closing of books go to task #4.

2. RFA route to signatory up to the level of AVP Finance
3. RFA route to signatory up to the level of AVP Finance and CFO
4. Requests to RYM team to provide GP Analysis
5. RFA route to signatory up to the level of AVP Finance, CFO and CEO & President

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6. Submits to Finance Assistant for adjustment

**Finance Assistant**

7. Receives approved RFA from the requestor

8. Validates completeness of RFA form.

9. Adjust requested transaction in the F2 System under RFA Module.

10. Indicates RFA# on the RFA form.


11. Sends email to concern parties to inform the adjustment.

End of activity

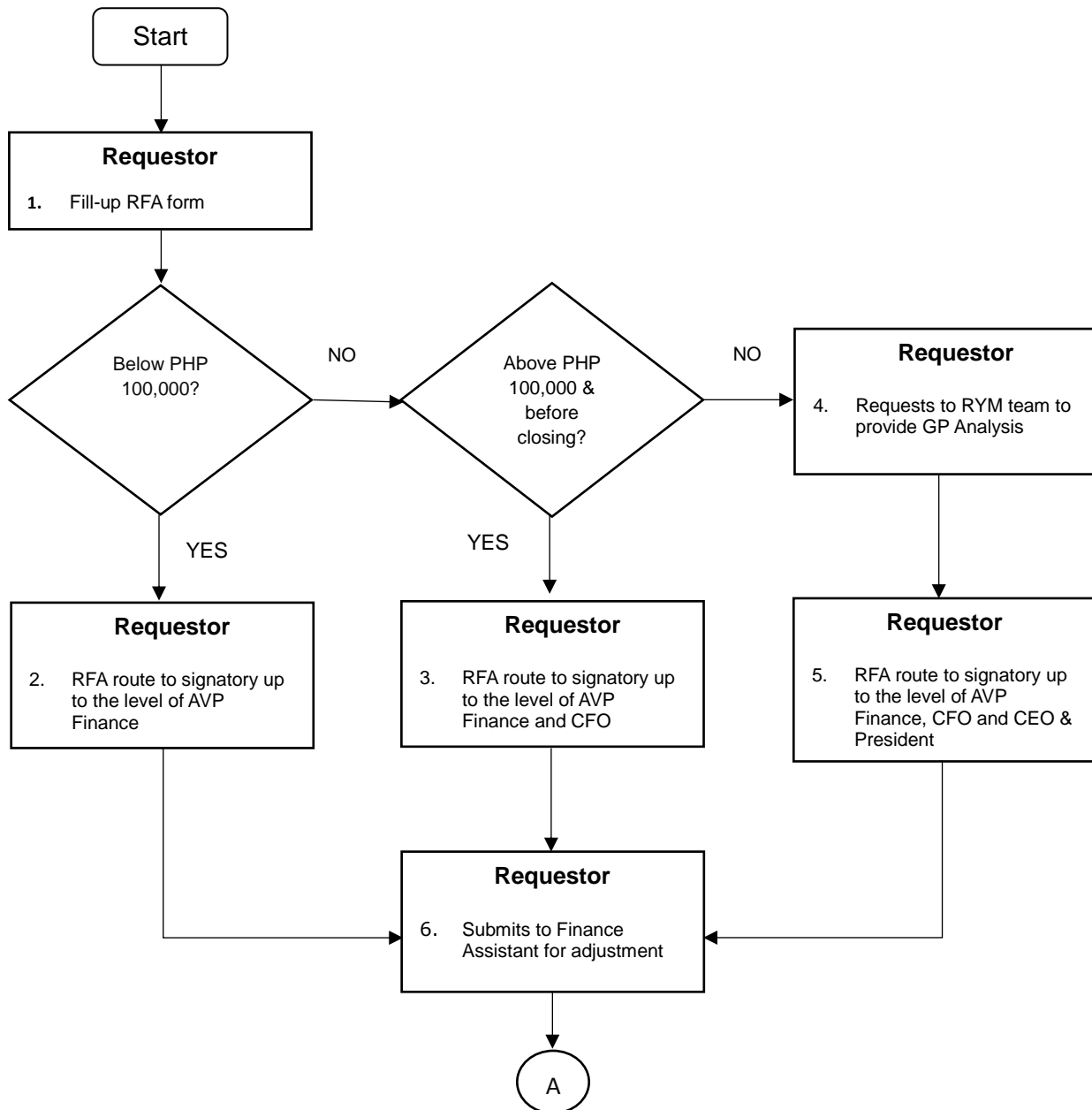
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### Procedures

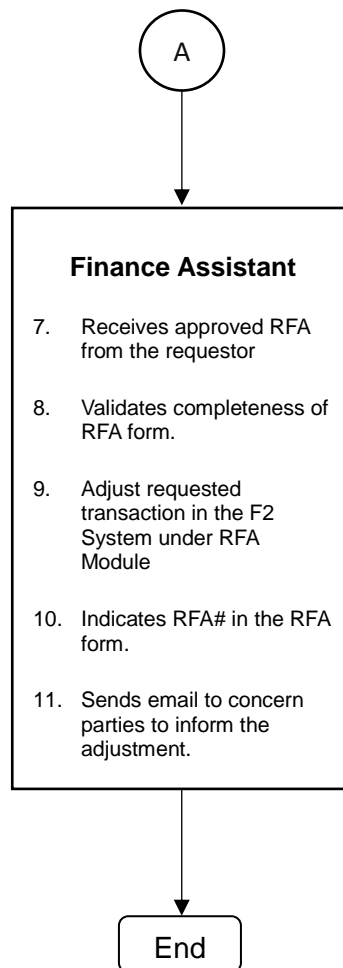


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