	<h1>Process Suppliers Invoices without Purchase Order</h1> <h2>Policies and Procedures</h2>		Document Number:  2P-FIN-03.15
	Department: F2 Logistics Philippines Inc.-Finance	Effective Date: February 9, 2022	Revision No 2

## Scope

This document covers the policies and procedures in processing and releasing of checks of supplier's invoice that do not require Purchase Order (PO).

## Definition of Terms

PO – Purchase Order, is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services. It is used to control the purchasing of products and services from external suppliers.

RPS – Request for Payment Slip, request from a department for permission to pay a bill.

GP – Gross Profit, profit makes after deducting the costs associated with making and selling its products, or the costs associated with providing its services.


## Ownership

The Accounts Payable and Treasury 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. All suppliers' invoices covered by appropriate supporting documents prior to receiving and encoding of invoices.
2. Supplier's invoices not requiring PO should be limited to the following:
  - Fuel and Lube Invoices
  - Insurance Billings/ HMO
  - Reimbursement
  - Cash Advances
  - Professional/ Retainers Fee
  - Hotel Charges
  - Utilities
  - Training Expenses
  - Government Payment
  - Loan Interest/ Loan Payment
  - Payroll
  - Payment to Claimants
  - Revolving Funds
  - Petty Cash Replenishment
  - Payment to Truckers
  - Payment to Carriers
  - Inter-Bank Transfer/ Inter-BU Transfer
  - Urgent Request subject for COO, CFO and CEO's approval
  - Manpower
  - Branch's Suppliers – Not PR System
3. All suppliers invoices should covered suppliers invoice and approved RPS.
4. Suppliers invoice must be named to the account of F2 Logistics Philippines Inc.
5. RPS should be approved by the Unit Heads/ Branch Head.

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System's generated RPS for carrier, trucker and manpower. The rest is manual RPS.

6. Suppliers invoice should indicate the receipt date and should be entered in the system as basis of aging.
7. PCF Replenishment Request, Government, Utilities, Employee Related invoice should be process within 3 working days except for suppliers truckers/agents and carriers which requires 10 working days.
8. Support GP Analysis for invoices, such as Trucker, Carrier, Cash Advances/ Reimbursement with operational related requests.

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## Procedures

This activity is initiated by receipt of suppliers' invoices


### Finance Assistant

1. Receives invoices with RPS in hardcopy or electronic form whichever is applicable.
2. Checks RPS or prepares RPS
3. Stamp the date received and received by
4. Prepares GP Analysis (Trucker, Carrier, Cash Advances/ Reimbursement with operational related requests)
5. Enters invoice in SAP please refer to SAP AP Blue Prints
6. Reviews amount tally versus RPS and Invoice amount
7. if not correct and validate
8. If no discrepancy Post to SAP,
9. Prints check voucher
  - i. Attached suppliers invoice, RPS, GP Analysis and other documents (if any).
  - ii. Stamps "PAID" all supporting documents.
10. Affixes signature in the check voucher under "Prepared by"
11. Endorses to signatories

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### Finance Heads

12. Validates and reviews correctness and completeness of the check voucher
  - i. If with revision, return to Finance Assistant for checking otherwise proceeds to the next step.
13. Affixes signature in the check voucher under “Checked by”
14. Returns to Finance Assistant for endorsement to CFO

### Finance Assistant

15. Endorses check voucher to CFO

### CFO

16. Validates and reviews correctness and completeness of the check voucher
17. Affixes signature in the check voucher under “Approved by”
18. Returns to Finance Assistant for check signature of CEO

### Finance Assistant

19. Endorses check voucher to CEO
20. Monitors check voucher until signed
21. Safe keeps for schedule of release
22. Releases, Deposits or Transfers check payment whichever is applicable.

Note: Ensure to secure Official Receipts or any proof of payment.


23. File Check voucher with attached proof of payment.

### End of Activity

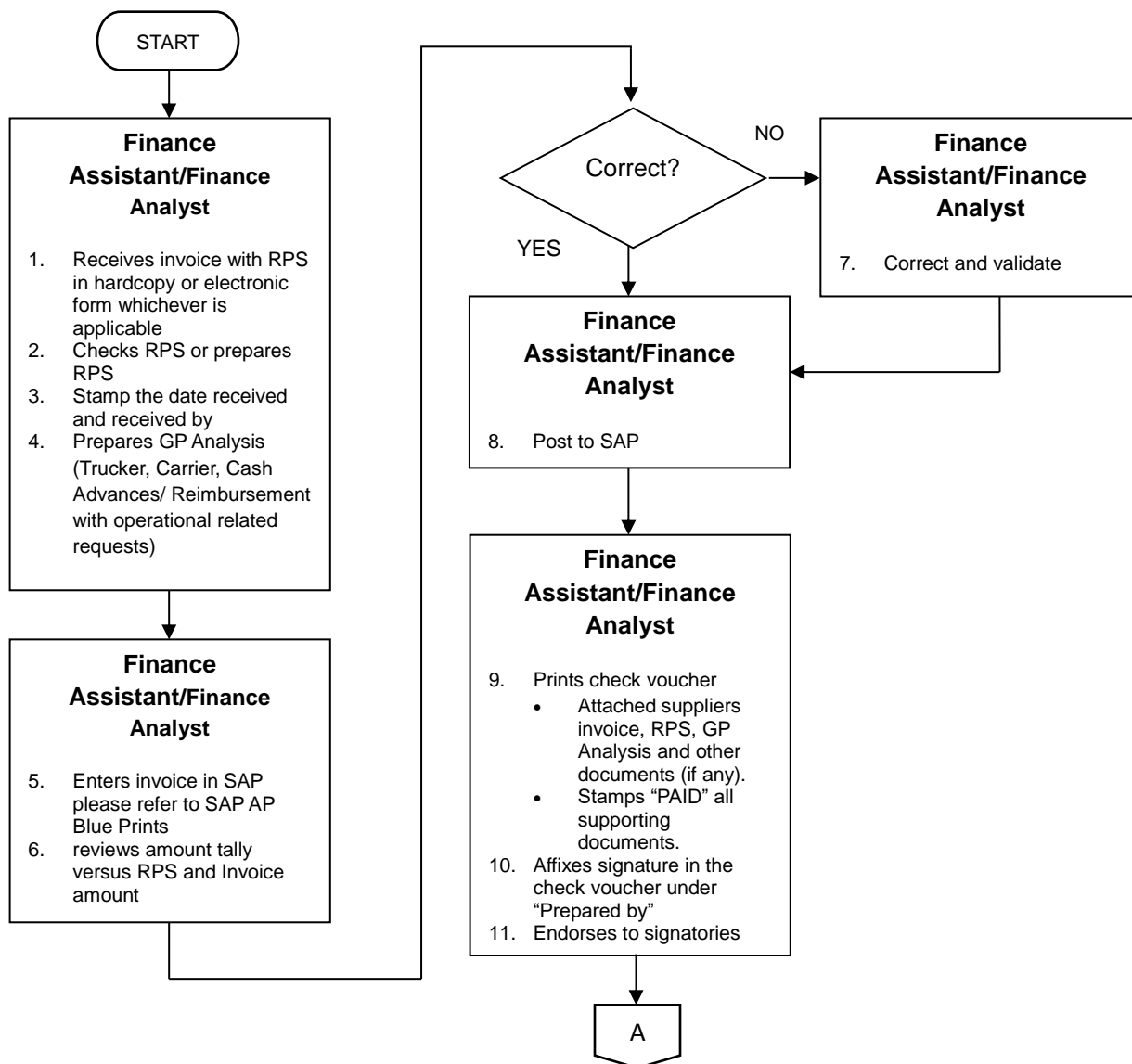
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## Procedures

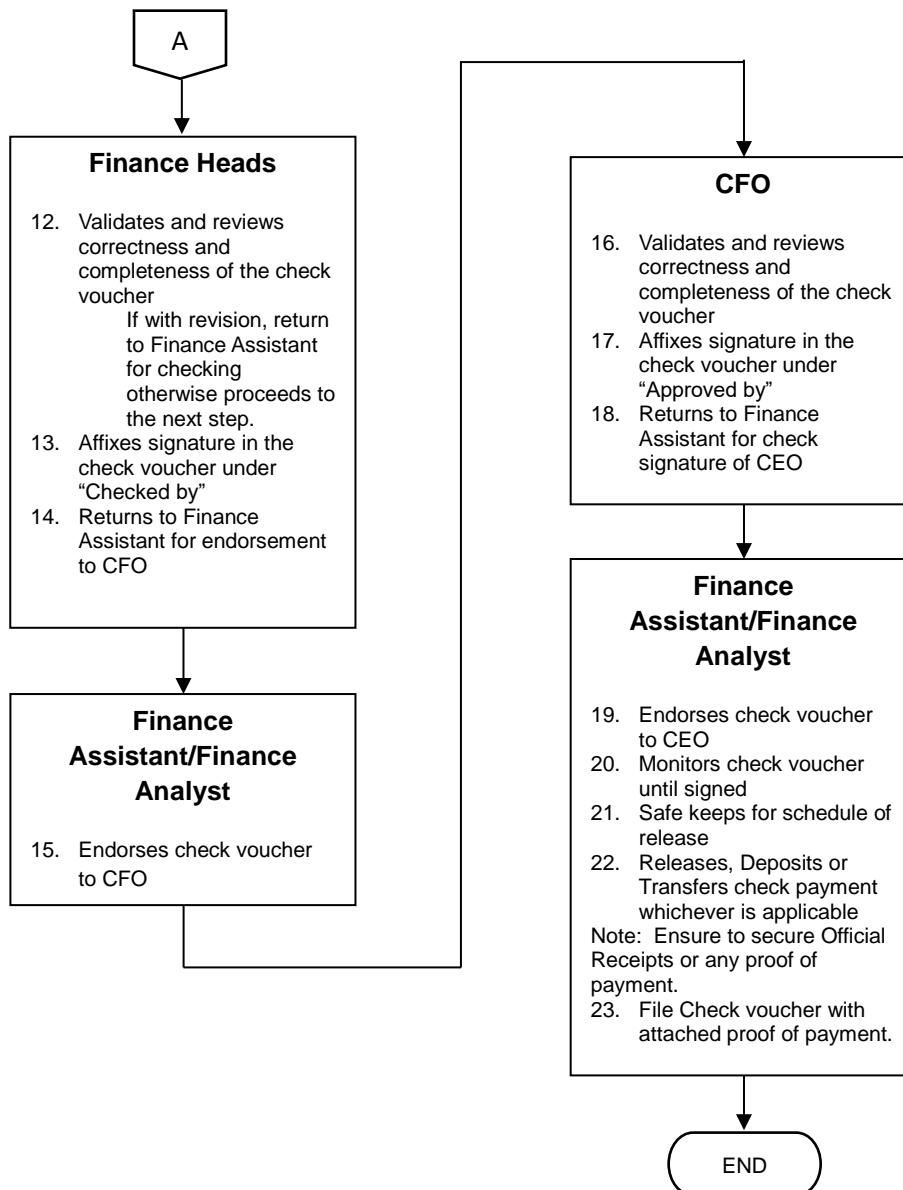


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