

Billing Policies and Procedures

Document Number:

2P-GL-03.01

Department: F2 Global - Finance Effective Date:
July 24, 2022

Revision No

Scope

This document covers the policies and procedures in preparation of the Billing Invoice to be sent to customers.

Ownership

The AVP-Finance/ Finance Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

Policies

- 1. Affidavit of loss or Certified True Copy (CTC) shall be required if the original receipts are unavailable.
- 2. Documents in the Job Folder shall be required to be completed prior the preparation of billing invoice.
 - Finance In-Charge shall refer to the checklist to ensure completion of the documents.
- 3. Finance In-charge shall sign the Billing Invoice before dispatching to Customs Representative/Courier/Outsourced Messenger/Manila Finance Billing In-Charge.
- 4. The following documents shall be submitted before the billing invoice is prepared: Forwarding Services only:
 - For Sea: Master Bill of Lading and House Bill of Lading (If any)
 - For Air: Master Air Waybill and House Air Waybill (if Any)

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Brokerage Services:

- Receipted Charges
- For Sea: Master Bill of Lading and House Bill of Lading (If any)

 Equipment Interchange Receipt (EIR) for containerized
- For Air: Master Air Waybill and House Air Waybill (if Any)
- Commercial Invoice
- Packing List
- Single Administrative Documents (SAD)
- Statement of Settlement of Duties and Taxes (SSDT) and back to back Sealed Entry
 & Delivery Receipt.

Forwarding with Brokerage Services:

- Receipted Charges
- For Sea: Master Bill of Lading and House Bill of Lading (If any)

 Equipment Interchange Receipt (EIR) for containerized
- For Air: Master Air Waybill and House Air Waybill (if Any)
- Commercial Invoice
- Packing List
- Single Administrative Documents (SAD)
- Statement of Settlement of Duties and Taxes (SSDT)

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Procedures Finance Assistant Finance In-charge Start Edits necessary changes Checks the billing invoice Operations Supervisor / **Customer Experience** Specialist (CXR) No Finance In-charge Submits the completed Job Correct? Advises Finance Assistant which file, based on the billing items to edit checklist per service, to Finance Assistant / In-charge Yes Finance In-charge Finance Assistant / Finance In-Charge Transfer Billing Invoice to Financial Management System (FMS) Checks if documents are complete in the Job Folder using the checklist. **Finance Assistant** Prints and signs Billing Invoice and endorses to Finance Supervisor or Complete? No Manager for approval. Yes **Finance Assistant Finance Assistant** 10. Prepares Billing Checklist for all Prepares billing through system approved Billings. - Seamain (Sea Import) 11. Endorses Billing Invoice and End - ALSS (Air Import) supporting Billing checklist to Endorses Billing invoice to Customs Representative/Courier Finance in-charge for checking. /Outsourced Messenger and dispatch to customer. 12. Sends billing to customer a scan

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