	<h1 style="text-align: center;">Billing Policies and Procedures</h1>		Document Number: 2P-GL-03.01
	Department: F2 Global - Finance	Effective Date: July 24, 2022	Revision No 6

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)

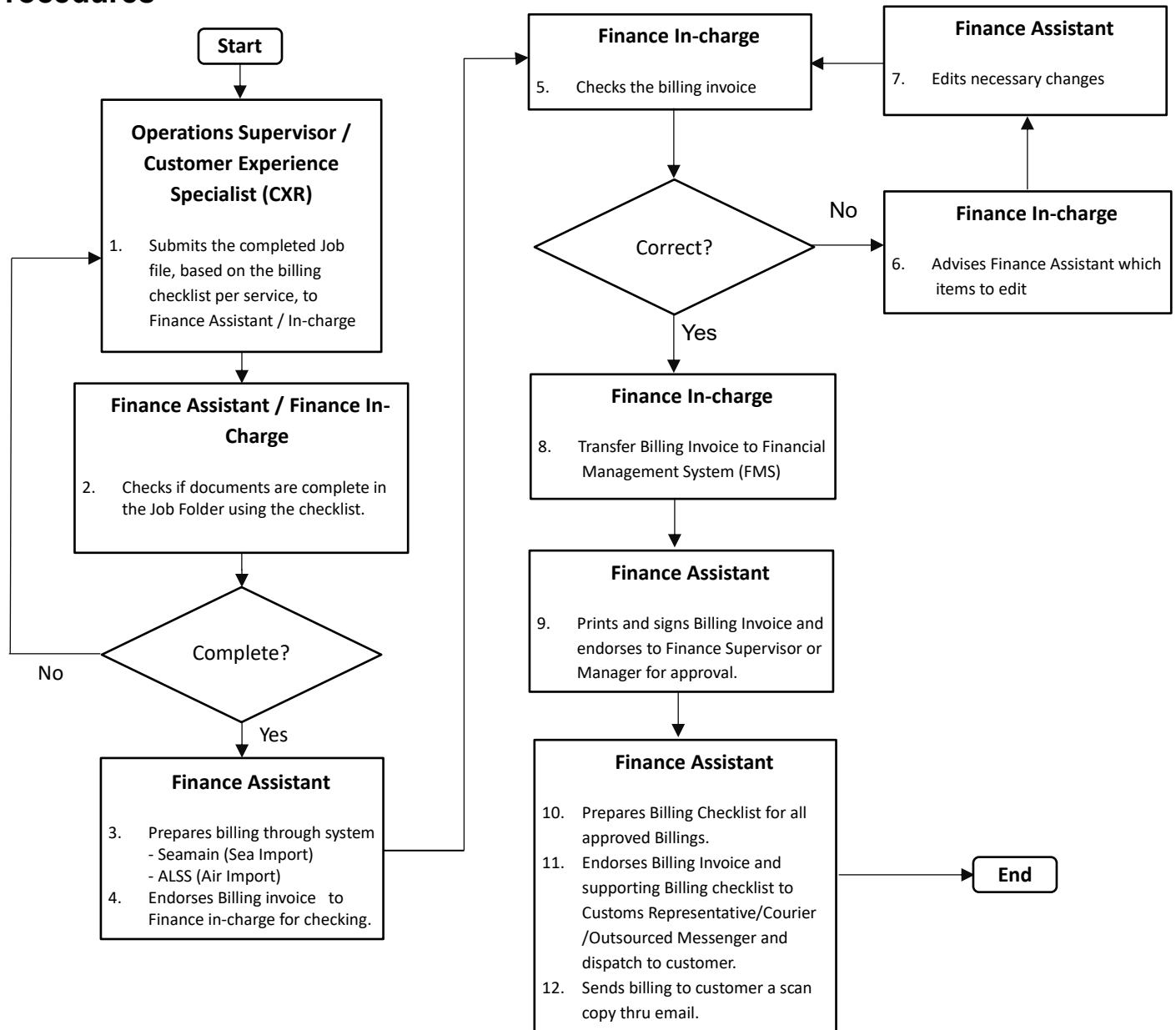
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Procedures



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