	<h1 style="text-align: center;">Collection</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		Document Number: 2P-GL-03.02
	Department: Global - Finance	Effective Date: July 24, 2022	Revision No 4

Scope

This document covers the policies and procedures in preparation of the Official Receipts 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. Finance In-charge shall ensure to follow up the collection to the customer through telephone and email daily if not weekly.
2. Finance In-charge shall ensure all official receipts issued are posted through the Financial Management System (FMS) on a daily basis to update accounts receivables.
3. Finance In-charge shall ensure all collection whether cash or check are deposited the next day except weekends and holidays.
4. Finance In-charge shall copy the Sales Manager, Business Development Manager (BDM), Brokerage Manager and Customer Success Manager/Advisor in sending Statement of Account (SOA) to customer thru email.
 - Accounts Receivables Report shall be monitored and prepared weekly.

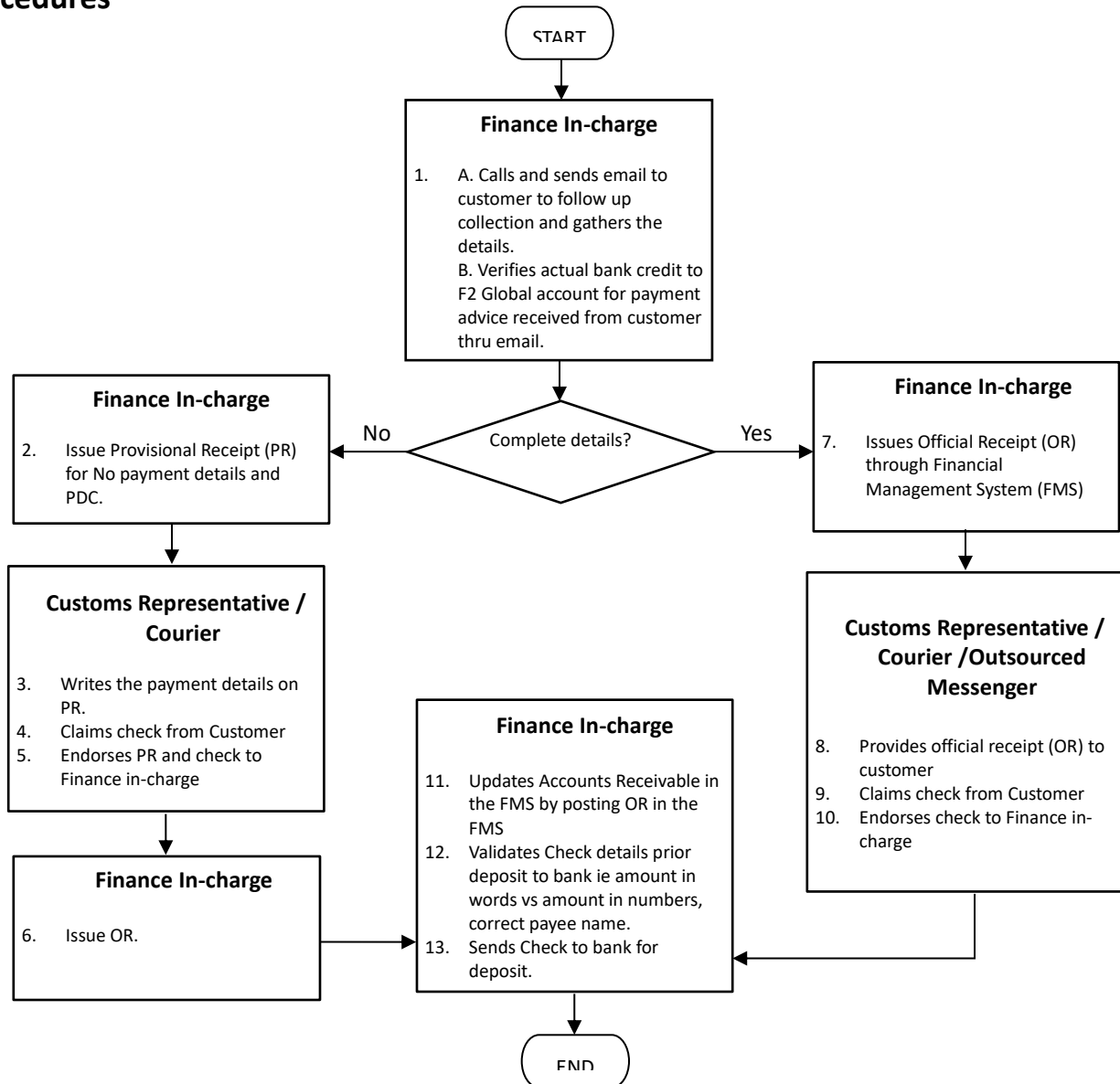
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 <p>F2 GLOBAL LOGISTICS LET'S MOVE. NOW.</p>	<h1 style="text-align: center;">Collection</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		Document Number: 2P-GL-03.02
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Procedures



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