	<h1>Account Set Up</h1> <h2>Policies and Procedures</h2>	<b>Document Number:</b>  2P-SAL-12.05
	<b>Department:</b> Sales	<b>Effective Date:</b> June 6, 2023
		<b>Revision No</b> 1

### Scope

Starts and ends with encoding of customer's profile and agreed SOP and rates in F2 System.

### Objective

To capture customer information by encoding data in F2 system to maintain updated database.

### Policies

1. Sales in- charge shall encode the following in F2 System:

#### Customer File Module

- Complete Customer Profile

#### Standing Instruction Module

- Agreed SOP, rates and date of effectivity

2. Sales In-Charge shall conduct annual or regular updating of rates in the system and advise authorized Finance Personnel.

### References/ Source:

- F2 System / Customer File Module / Standing Instructions Module


### Definition/s:

- Account Set Up – is the encoding of the information into the system

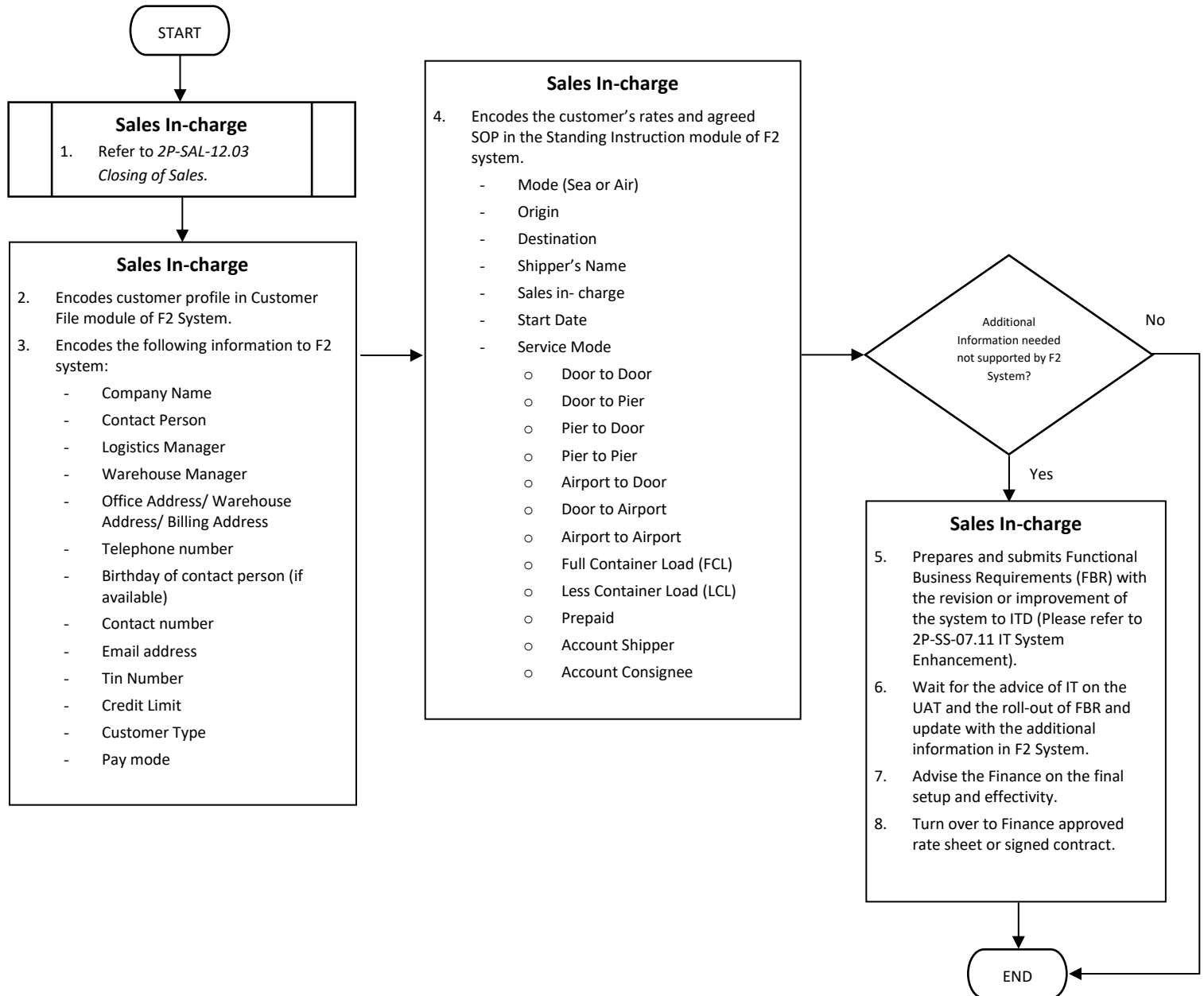
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### Procedure



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