



FINANCE

SLA– Payment for suppliers,
agents and truckers

OBJECTIVE:

- To set leadtime in processing payment to suppliers, agents and truckers.

POLICIES:

- Supplier, Agent and Truckers should submit original document with required topsheet form to process payment.

Payment document refers the following:

- > Invoice (sales invoice, charge invoice, service invoice)
 - > Counter Receipt
 - > Delivery Receipt
 - > Statement of Accounts
 - > Bill of Lading
 - > Official Receipt
 - > Contracts
- Payment should be based on the credit terms.
 - Due date will be computed upon receipt of the payment document.
 - All payment document due should be supported by RPS (Request for Payment Slip) duly signed by the department / branch head confirming the validity of the transaction.



PROCESS:

REQUESTOR

1. Requestor should send the billing from partner with the following leadtime:

Type	Submission Leadtime to Finance
with 30 days credit terms	7 days after receipt of the billing from supplier, agents and truckers.
with 15 days credit terms	3 days after receipt of the billing from supplier, agents and truckers.
with 7 days credit terms	1 day after receipt of the billing from supplier, agents and truckers.
COD	submitted immediately

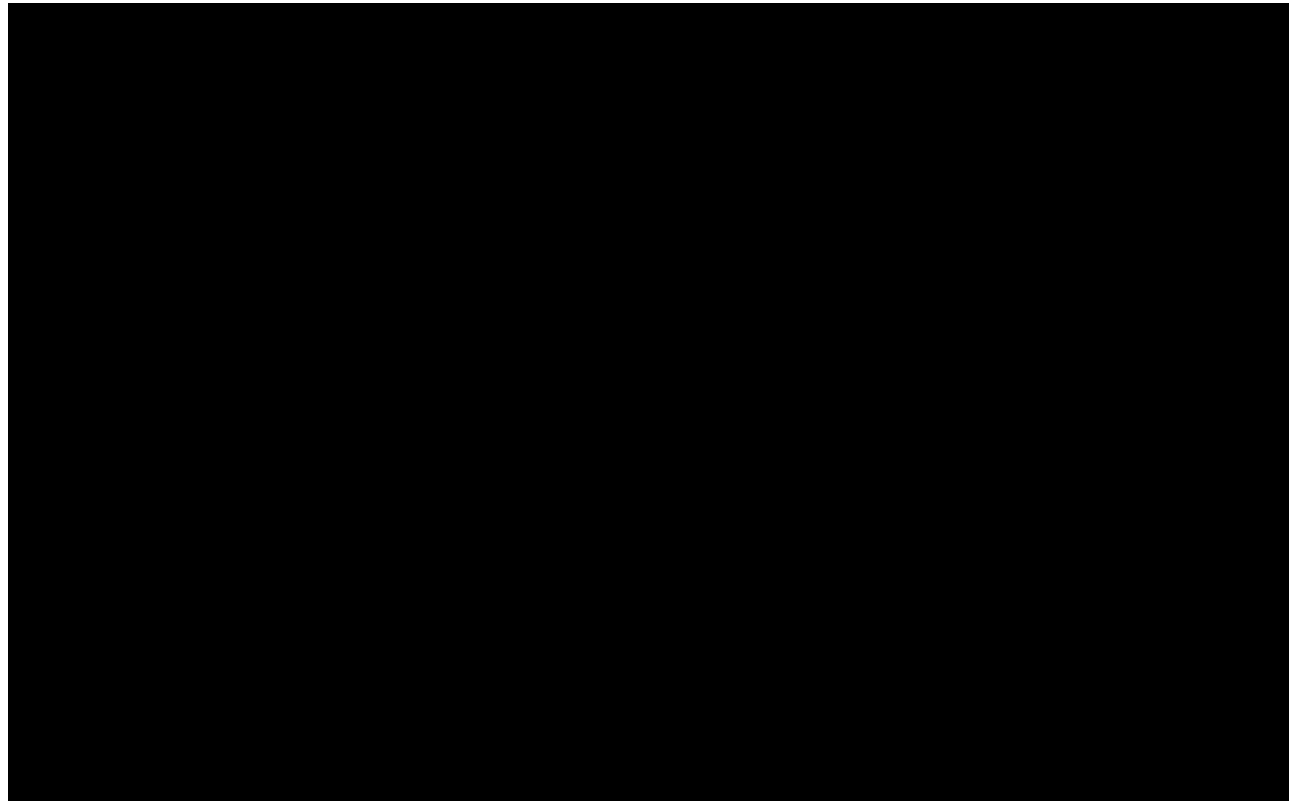


2. The following documents should be provided by the requestor and to be attached to the billing upon submission to Finance:

- a) Request Payment Form (RPS) duly signed by the approving leader.
- b) Complete required additional attachments (Summary of Fuel Deductions)

FINANCE

3. Finance to process billing with the following processing leadtime:



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AGENT/TRUCKER HEADER

DATE: _____
BILL#: _____

[illegible]

TOTAL	-	-	-
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LESS: FUEL DEDUCTIONS	
TOTAL BILLED AMT	-

PREPARED BY: _____
POSITION/ BRANCH: _____

FOR F2'S USE:

REMARKS FOR THE ADJUSTMENT

TOTAL ADJUSTMENT

TOTAL ADJUSTED BILLED AMT

RECEIVED BY: _____ DATE: _____

PRINT NAME & SIGNATURE _____



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