	<h1>Finance</h1> <h2>Key Performance Indicator</h2>	Document Number: KPI-FIN-03.03
	Department: F2 Logistics - Finance	Effective Date: January 24, 2022
		Revision No 0


KPI 2022

No.	KPI Name	Weight	Target	Criteria	KPI Description	Source	Formula
1	(Documentation) On time submission of billing requirements for invoice preparation	5%	4 working days	Lower is Better	Measures on time submission of billing requirements, 4 working days from delivery date.	F2 System	Average for the month 4 days below - 100% 5-7 days - 80% 8-10 days - 70% 11-15 days - 50% 15 days above - 40%
2	(Billing) Ontime submission of Invoices to Customers	15%	3 working days	Higher is Better	Measures the timeliness of submission of invoices to customer within 3 working days from receipt of complete documents	SAP ; AR Jacket	Average for the month 3 days below - 100% 4-6 days - 80% 7-9 days - 70% 10-12 days - 50% 13 days above - 40%
3	(Billing) Complete and accurate billing	10%	100%	Lower is Better	Measures accuracy of the submitted billing	AR monthly Reports	Per actual incidence 0 return billing -100% 1-5 Invoices -90% 6-10 Invoices -80% 11-20 Invoices -70% 21 Invoices above -40%
4	(AR) Collection Efficiency	15%	110%	Higher is Better	Measures on time collection of payment to customers. Target = 110%	AR monthly Reports	Total score multiplied by weights 110% & Above = 100% 109% to 100% = 90% 99% to 80% = 80% 79% to 60% = 70% 59% to 50% = 60% Below 49% = 40%

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	<h1 style="text-align: center;">Finance</h1> <h2 style="text-align: center;">Key Performance Indicator</h2>		Document Number: KPI-FIN-03.03
	Department: F2 Logistics - Finance	Effective Date: January 24, 2022	Revision No 0


KPI 2022

No.	KPI Name	Weight	Target	Criteria	KPI Description	Source	Formula
5	(AR) Accounts Receivable Turnover	5%	60 Days	Lower is Better	Measures used to quantify effectiveness in extending credit as well as collecting debts Target = 60 days	AR aging Reports	Average for the month 60 & Below = 100% 61 to 65 = 80% 66 to 70 = 70% 71 to 80 = 60% 81 & Above = 40%
		10%	Current – 60 % Past Due – 40%	Current – Higher is Better Past Due – Lower is Better	Measures the percentage of current against past due Target: 60:40	AR aging Reports	Actual 60:40 = 100% 59:41 - 55:45 = 90% 54:46 - 51:49 = 80% 50:50 = 75% 49:51 & BELOW = 40%
6	(AP) Accounts Payable Turnover	10%	90 Days	Lower is Better	Measures to quantify the rate to pay the suppliers/carriers/truckers. Target = within 90 days	AP aging	Average per month 90 days & below = 100% 91-95 days = 90% 96-100 days = 80% 101-105 days = 70% 106 days & above = 40%
7	(AP) Overtime preparation of check payment	5%	3 Working Days after receipt of request	Lower is Better	Measures timeliness of the preparation of check payment to PCF Replenishment request/Govn't/Utilities/Employee related Target: 3 working days	SAP	Average per month 3 days = 100% 4-5 days = 90% 6-8 days = 80% 9-12 = 70% 13 days & above = 40%
		10%	10 Working Days after receipt of request	Lower is Better	Measures timeliness of the preparation of check payment to Suppliers, Carriers and Truckers/Agents with GP statement Target: 10 working days	SAP	Average per month 10 days below = 100% 11-14 days = 90% 15-18 days = 80% 19-22 = 70% 23 days & above = 40%

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	<h1 style="text-align: center;">Finance</h1> <h2 style="text-align: center;">Key Performance Indicator</h2>		Document Number: KPI-FIN-03.03
	Department: F2 Logistics - Finance	Effective Date: January 24, 2022	Revision No 0

KPI 2022

No.	KPI Name	Weight	Target	Criteria	KPI Description	Source	Formula
8	Percentage of Management Reports Issued on Time	5%	100%	Absolute	Measures on time submission of Management Reports based on agreed timeline. Target = 100% (0 incidence)	Management report monitoring	Per incidence 0 incident = 100% 1 - 2 incidence = 90% 3-5 incidence = 80% 6-7 incidence = 70% 8 incidence = 40%
9	Ontime filing and payment of Statutory and regulatory requirements	10%	100%	Absolute	Measures on time payment and submission of report to statutory and regulatory	Management report monitoring	Per incidence 0 incident = 100% 1 - 2 incidence = 90% 3-5 incidence = 80% 6-7 incidence = 70% 8 incidence = 40%
		100%					

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled