

	Finance and Business Units Service Level Agreement		Document Number: SLA-FIN-03.02
	Department: Finance	Effective Date: June 19, 2017	Revision No 0

Agreements:

Type	Submission of Request of Payment 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 days after receipt of the billing from supplier, agents and truckers
COD	submitted immediately

Type	Processing Leadtime of Finance
With 30 days credit terms	6 days - for GP preparation
	5 days - for cheque preparation
	2 days - for voucher signing
	6 days - for cheque signing
	2 days - releasing / sending of cheques
With 15 days credit terms	6 days - for GP preparation
	3 days - for cheque preparation
	1 days - for voucher signing
	2 days - for cheque signing
	1 day - releasing / sending of cheques
With 7 days credit terms	1 day - for GP preparation
	1 day - for cheque preparation
	1 day - for voucher signing
	1 day - for cheque signing
	1 day - releasing / sending of cheques
COD	processed immediately
	Release / send cheques to branch immediately

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

Please refer to printed files for signatures of approvers.

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