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Prepared by: ERP Dept.

Approved by: _____
(Mr. Aamir Jamil)


1. Scope / Purpose

This SOP defines the Credit Control System of Nimir Group of Companies and gives end-to-end solution to the related departments as defined in Point-3 of this SOP to perform their functions.

2. Advance Payment Approval Hierarchy

Advance payment request will be generated by the departments mentioned in section (3) and approved by the following authorities:

Sr.	Department	Approver
1	Aerosol	Ali Irteza
2	Civil	Ali Irteza
3	Elect&Inst	Ali Irteza
4	HSE	Ali Irteza
5	Instrument	Ali Irteza
6	Mechanical	Ali Irteza
7	Power House	Ali Irteza
8	Process	Ali Irteza
9	Production	Ali Irteza
10	Projects	Ali Irteza
11	QA	Ali Irteza
12	QC	Ali Irteza
13	SFL	Ali Irteza
14	Accounts	Sajid Nasim
15	Dispatch	Sajid Nasim
16	Finance	Sajid Nasim
17	Marketing & Sales	Sajid Nasim
18	Sales Support	Sajid Nasim
19	MRP	Sajid Nasim
20	Internal Audit	Sajid Nasim
21	IT	Aamir Raza
22	Taxation & Payroll	Muhammad Arshad
23	Admin	Imran pasha
24	Warehouse	Mohsin Dar
25	Supply Chain - Import	Nadeem Khan
26	Supply Chain - Local	Tariq Mehmood
27	HR	Fatima Kiran

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- At the time of new vendor creation, Accounts department will assign authorization group based on the request shared by respective department to show this vendor in SAP to relevant department / Invoice Releaser.
- While creating a Purchase Order (PO), the requester must confirm GL code from **Accounts Department**. This ensures accurate financial tracking and proper allocation of expenses.
- No payments without PO.
- IOU & petty cash will be treated without PO.

3. **ALL Related Departments**

All related departments are given as:

- 3.1 Marketing Department
- 3.2 MRP Department
- 3.3 Procurement Department
- 3.4 Import Department
- 3.5 Admin Department
- 3.6 Warehouse Department
- 3.7 Production Department
- 3.8 Thermal Power Department
- 3.9 QC Department
- 3.10 QA Department
- 3.11 HSE Department
- 3.12 Sales Support Department
- 3.13 Costing Department
- 3.14 Taxation & Payroll Department
- 3.15 Finance Department
- 3.16 Accounts Department
- 3.17 ERP Department
- 3.18 HR Department
- 3.19 Dispatch Department
- 3.20 Audit Department

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4. Roles & Responsibilities

All related departments as mentioned above are responsible for performing following actions:

- a) Generating request for advance payment in system using the T-Code **F-47** and perform the transactions as follow:
 - 1) Enter the document date.
 - 2) Enter the Vendor Account No.
 - 3) Select "A" in special G/L Indicator
 - 4) Press Enter.

Down Payment Request: Header Data

New Item

Document Date	<input type="text" value="21.03.2024"/>	Type	KA	Company Code	NICL
Posting Date	21.03.2024	Period	9	Currency/Rate	PKR
Document Number	<input type="text"/>	Translation dte	<input type="text"/>		
Reference	<input type="text"/>				
Doc.Header Text	<input type="text"/>				
Trading Part.BA	<input type="text"/>	Tax Reporting D	<input type="text"/>		
Vendor					
Account	<input checked="" type="checkbox"/>				
Trg.Sp.G/L Ind.	<input checked="" type="checkbox"/>				

- 5) Enter Amount in PKR, Tax Code and due date.
- 6) In Pmnt Block select "B"
- 7) Enter PO number, line-item number and click on Save.

Down Payment Request Correct Vendor item

More data New Item Withholding Tax


Vendor	1000001802	RAAZIQ INTERNATIONAL Pvt Ltd	G/L Acc	L1160002
Company Code	NICL	The Enterprise, Building 2,		
Nimir Ind. Chemicals Ltd		Lahore		

Item 1 / Down payment request / 39 F

Amount	55,000.00	PKR
Tax Amount		
Tax Code	01	Calculate Tax
Due on	15.03.2024	
Pmnt block	B	
Disc.perc.		
Order		
Asset		
Purch.Doc.	4700000037	10
Contract		
Fund	CAPEX	
Funds Ctr	COMMON	
Assignment		
Text		

Payt Method	
CD Amount	
Network	
Cost Center	Real Estate
Profit Ctr	1003
WBS Element	
Flow Type	
Cmnt item	ASSETS1
Sales Doc.	
Funded Program	

Long Texts

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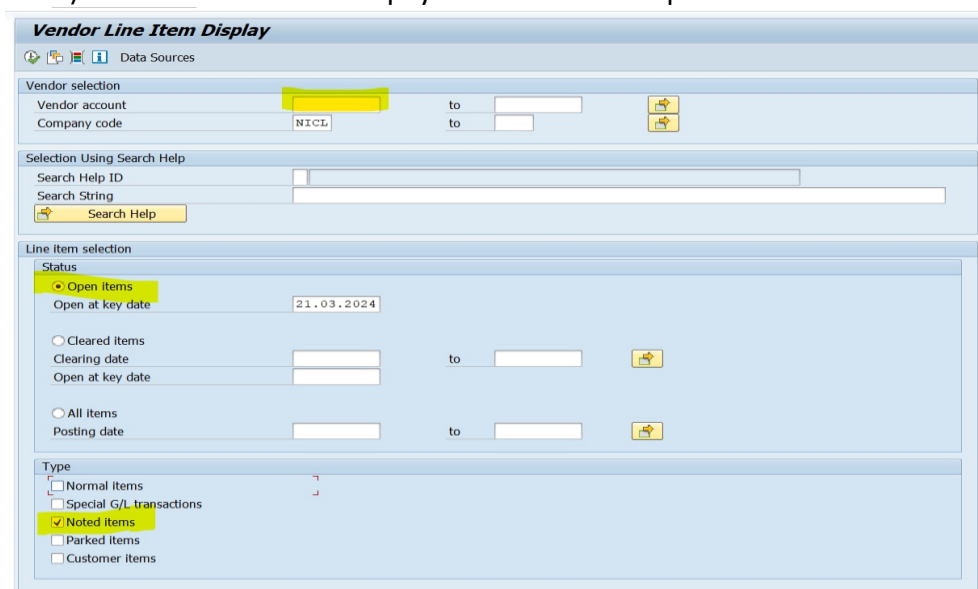
Prepared by: ERP Dept.

Approved by: _____

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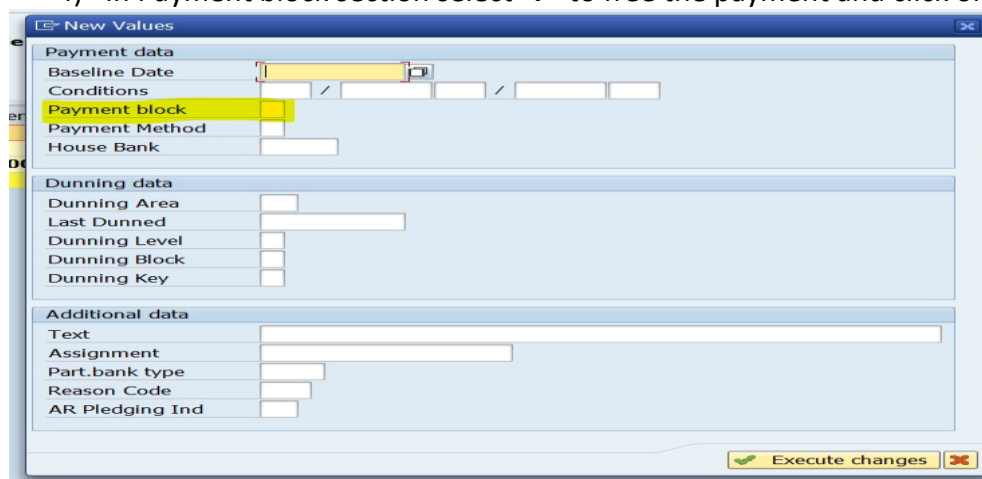
- b) HOD of relevant department is responsible for releasing payment in system using the T-Code **ZFBL1N** and perform the transactions as follow:

- 1) Enter Vendor Account No.
- 2) Select Open item in Status Section
- 3) Select Noted item for payment release and press Enter.




- c) Before due date payments will not be released. In exceptional cases Mr. Sajid Nasim is authority.

- 4) In Payment block section select "F" to free the payment and click on Save.



3.15 Finance Department

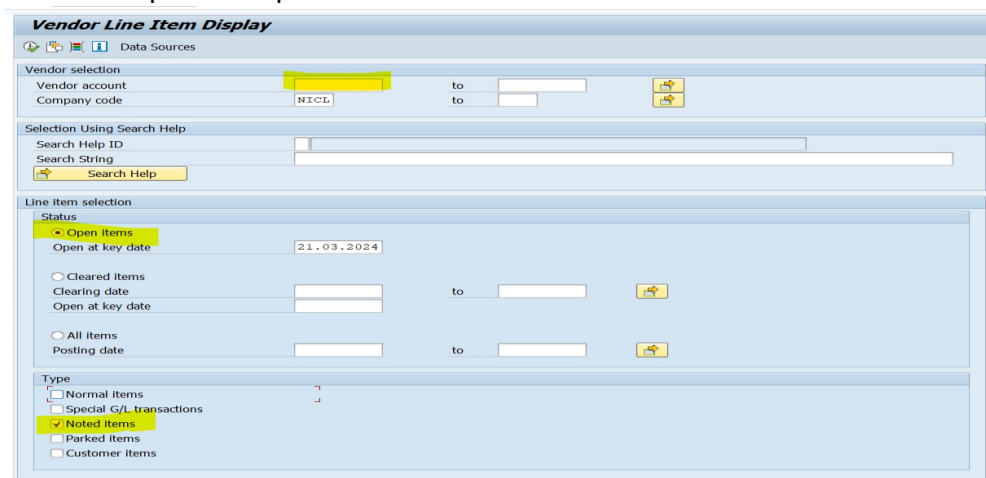
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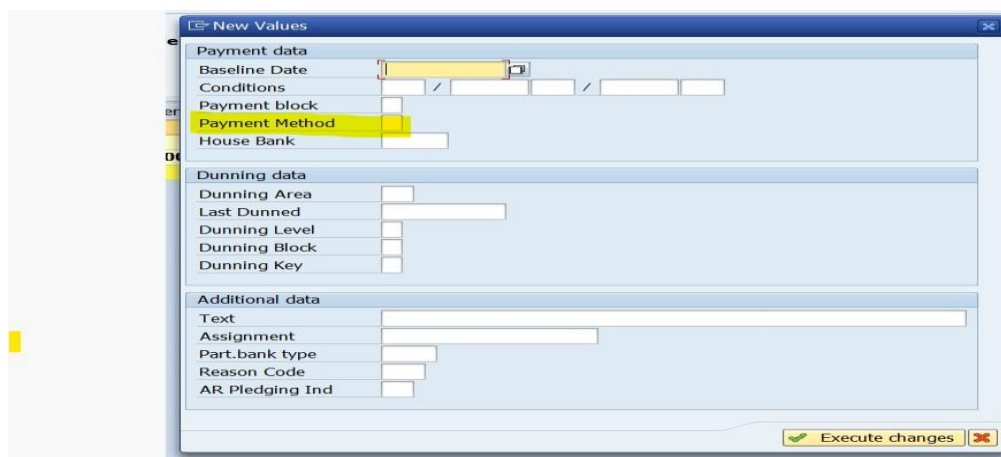
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- Finance department is responsible for assigning bank to the released payment in the system.
- The Finance department will only assign banks to payments that are marked as Free for Payment (with the indicator "F")
- Finance department will use the T-Code **ZFBL1N** and perform the transactions as follow:
 - 1) Enter Vendor Account No.
 - 2) Select Open item in Status Section
 - 3) Select Noted item for bank assignment of advance payment request and press Enter.
 - 4) Select Normal items for bank assignment of vendor invoices payment request and press Enter.



- 5) In payment Method tab select the relevant bank and click on execute changes option.



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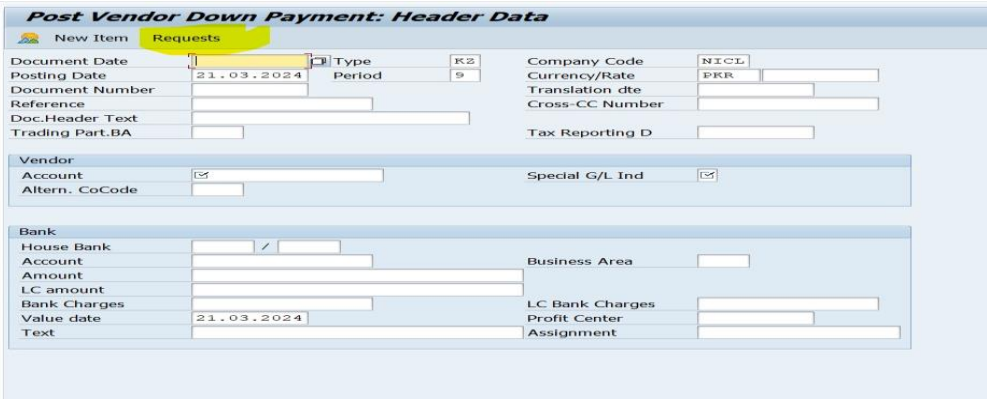
4.1 Email Intimation

An email is required to “**Accounts Department**” for the creation of a cheque against the invoice already released and bank assigned as per guidelines by Accounts Head “**Sir Waseem Ahmad**”.

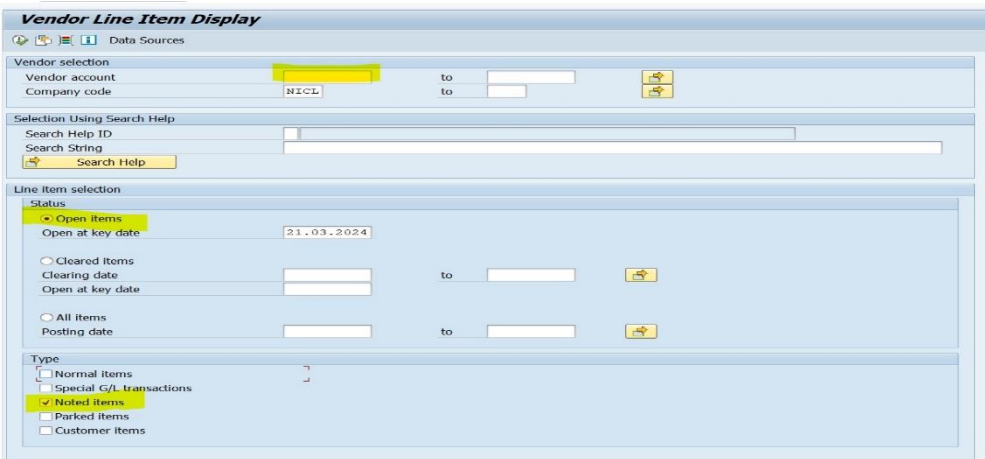
3.16 Accounts Department


Accounts department is responsible for making payments which are Free for Payment (having indicator “F”) and have bank assigned accordingly and they keep the record of all payments by using T-Code **F-48** and perform the transactions as follow:

- 1) Enter Document Date.
- 2) Enter Posting Date.
- 3) Enter Vendor Information.
- 4) Enter Bank Information.
- 5) Click on Request tab Highlighted above.



- 6) Make the required payments and click on Save.
- 7) Enter T-Code FBL1N. Select Noted item for advance payment and press Enter.



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3.17 ERP Department

ERP Department will support all related departments as mentioned in section (3)

5 Ownership

Ownership of this SOP is with ERP Department.

6 Attachments

- Process Work Flow

7 Reference(s)

Initial SOP Review Meeting Dated: 19-Jan-2024 at Head Office Meeting Room with respective departments, participants were Aamir Jamil, Sajid Nasim, Aamir Raza, Shaheen Abbas.

8 Reason for Revision

Current Revision	Revision Date	Reason of Revision	Revised By
Ver 5.0	August 16, 2025	New Section Added (4.1)	ERP Dept