

AbhishekInc – Accounts Payable Policy Summary

This summary provides a quick reference to key Accounts Payable policies and approval thresholds defined by AbhishekInc Finance Shared Services.

Invoice Processing Overview

1	Invoices received electronically via email or supplier portal.
2	All invoices must include a valid Purchase Order (PO) reference.
3	Data extraction performed using LLM-based or OCR-based document parsers.
4	Three-way match applied against PO (EKKO/EKPO) and GR (MSEG/EKBE).
5	Matched invoices auto-posted; exceptions routed for AP review.
6	Payments processed via SAP payment run (F110).

Invoice Approval Matrix

Invoice Amount (USD)	Approval Level	Approver Title
0 – 5,000	Auto-Approved	AP Automation Workflow
5,001 – 25,000	Level 1	AP Supervisor
25,001 – 100,000	Level 2	Finance Manager
Above 100,000	Level 3	Director of Finance

Payment Terms Summary

Vendor Type	Default Terms	Notes
Standard	Net 30	Payment within 30 days of invoice date.
Preferred	2%/10 Net 30	2% discount if paid within 10 days.
Contractual	As per agreement	Defined per vendor contract.

Exception Handling & Contact

- Quantity or price discrepancies → Invoice placed on hold pending review.
- Missing PO → Routed to Procurement.
- Duplicate invoices → Detected via vendor + invoice number.
- Tax or currency issues → Routed to Tax or Treasury team.

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