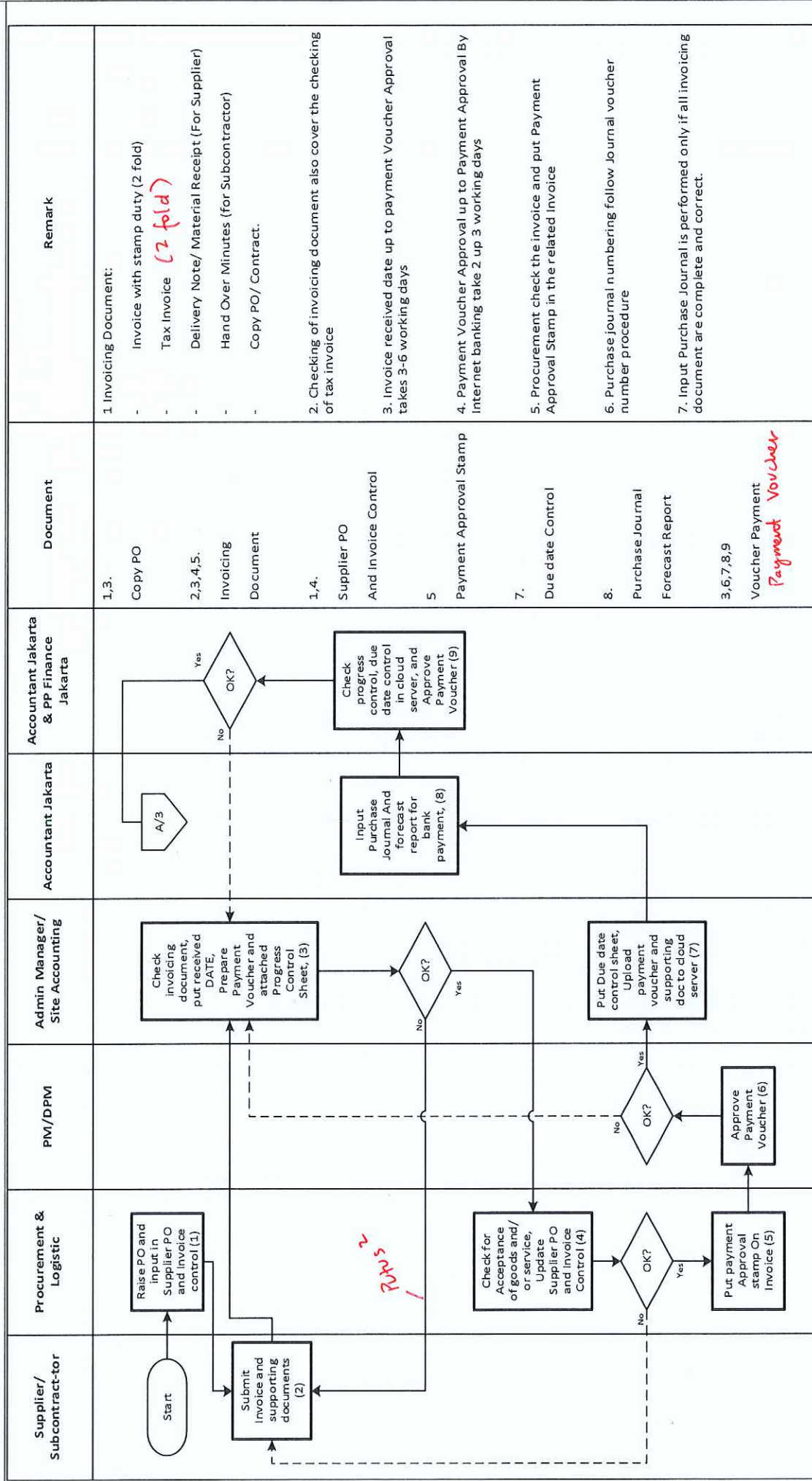




KONSORSIUM JFE-JFEEI-PP (GTL-A)

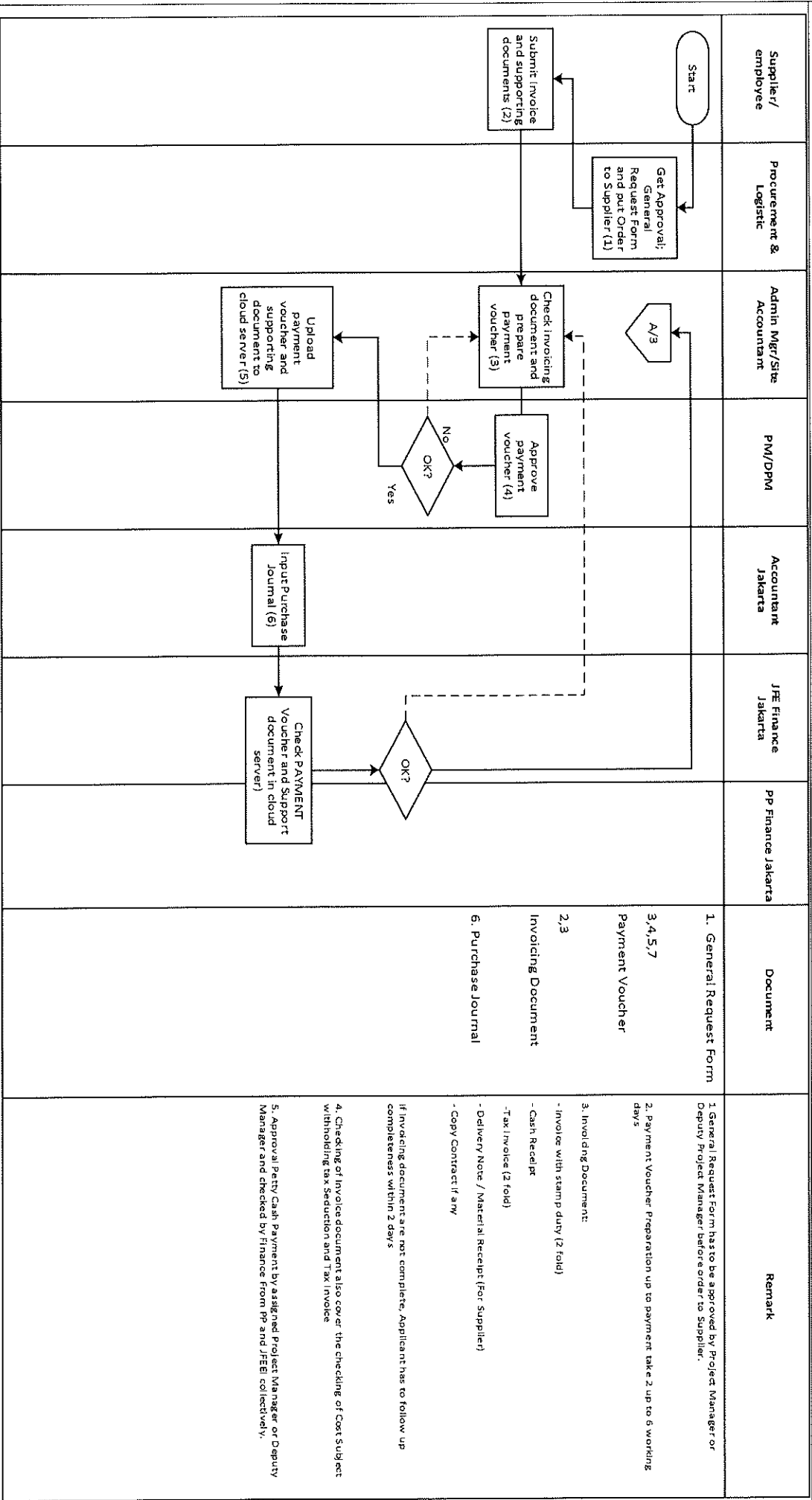
SUPPLIER/SUBCONTRACTOR PAYMENT PROCEDURE (BANK/PO/NON-EXCHANGE)



KONSORSIUM JFE-JFEEI-PP (GTL-A) SUPPLIER/SUBCONTRACTOR PAYMENT PROCEDURE (BANK/PO/NON-EXCHANGE)

Supplier/ Subcontractor	Procurement & Logistic	Accountant Jakarta	JFE Finance Jakarta	PP Finance Jakarta	Tax Consultant	Tax Document Signor	Document	Remark
		<p>A/2</p> <p>Input to Internet Banking System (10)</p> <p>Update Supplier PO and Invoice Control (13)</p> <p>Send Transfer Slip to Supplier/ Subcontractor if Required (14)</p> <p>Receive Transfer Slip as evidence of payment (15)</p> <p>Pick up withholding tax slip (20)</p> <p>End</p>	<p>Payment Approval in Internet banking System (11)</p> <p>OK?</p> <p>No</p> <p>Yes</p> <p>Check payment voucher, general ledger, tax invoice and prepare withholding Tax Slip (16)</p> <p>Check Holding TAX Slip (17)</p> <p>File withholding tax form</p>				<p>10,11. Internet Banking System</p> <p>12. Bank Payment Journal</p> <p>13 Supplier PO and Invoice Control</p> <p>14,15. Transfer Slip</p> <p>16,17,18,19,20 Withholding TAX Slip</p>	<p>8. Payment Approval is performed only if all supporting document for payment are complete and correct.</p> <p>9. Approval payment via Internet banking is performed by appointed Finance From PP and JFEEI collectively</p> <p>10. Bank Payment journal numbering follow Journal voucher number procedure.</p> <p>11. Transfer Slip is given to supplier / Subcontractor only when requested</p> <p>12. For payment subject to WHT , Withholding tax form is picked up by supplier/ Subcontractor only if they require it</p>

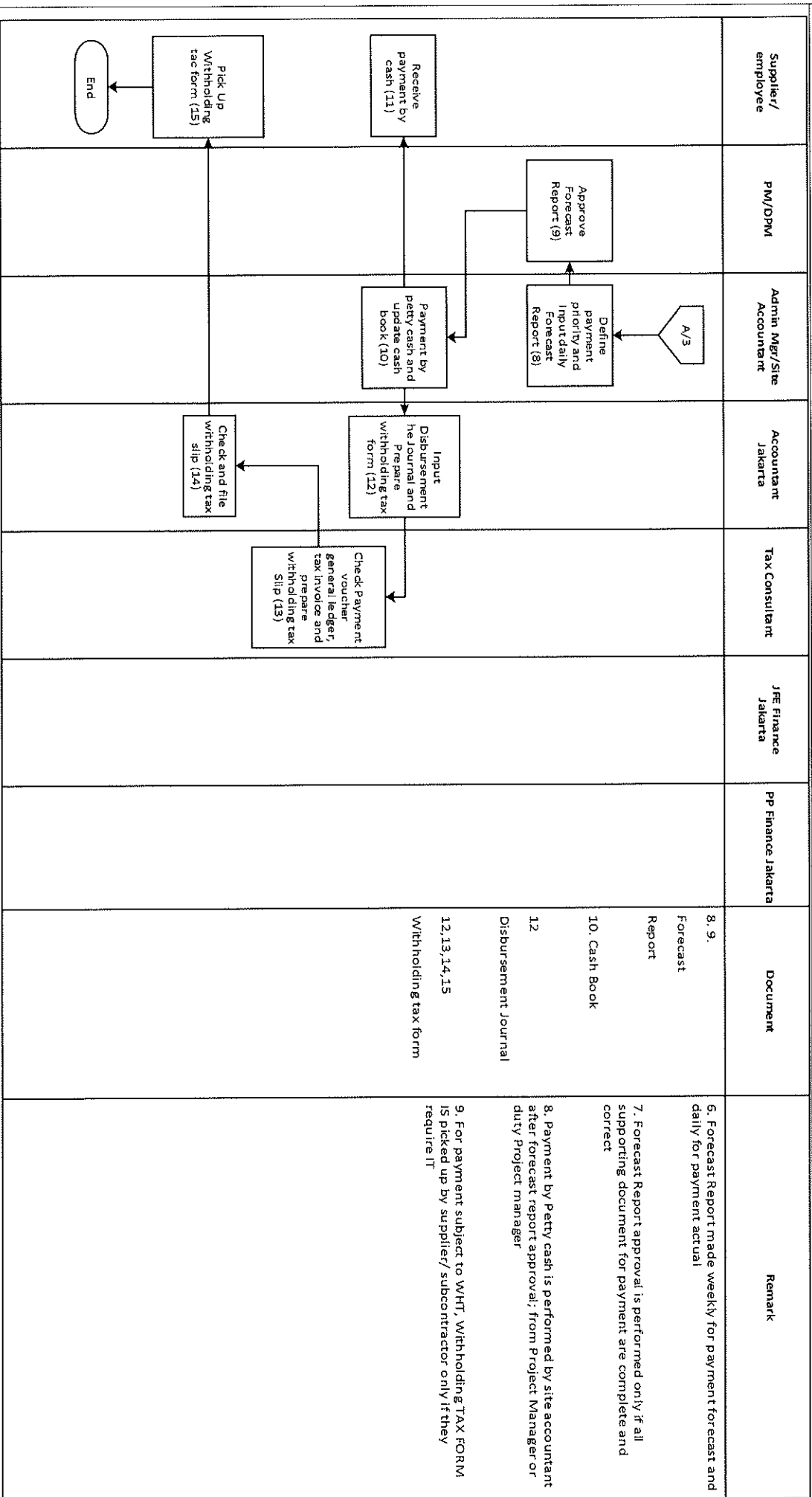
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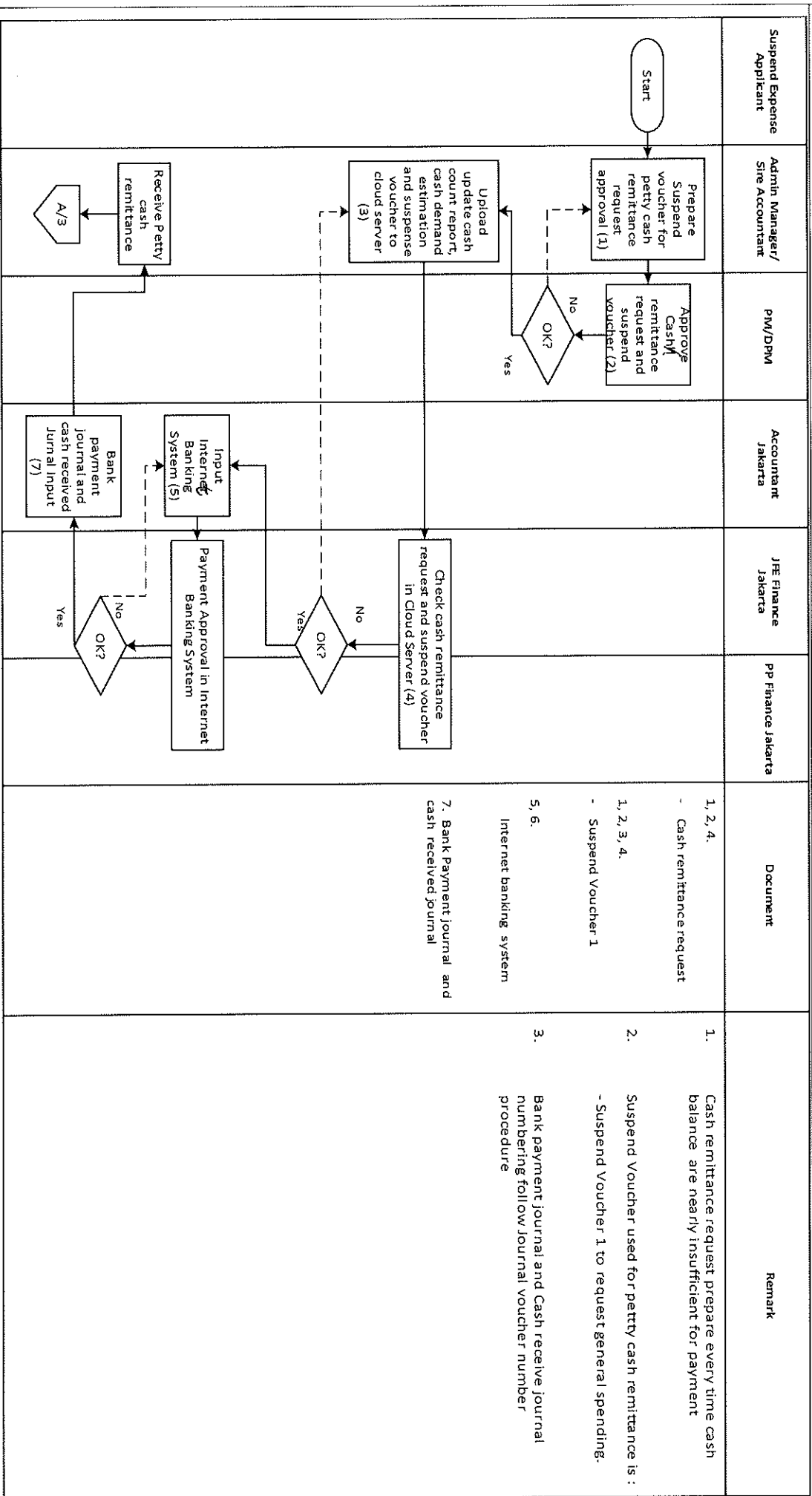




KONSORSIUM JFE-JFEI-PP (GTL-A)

SUPPLIER/SUBCONTRACTOR PAYMENT PROCEDURE (CASH/NON PO)







KONSORSIUM JFE-JFEEI-PP (GTL-A) PETTY CASH REMITTANCE PAYMENT PROCEDURE

Admin Manager/ Site Accountant	PM/DPM	Accountant Jakarta	JFE Finance Jakarta	PP Finance Jakarta	Document	Remark
<pre>graph TD A3{A/3} --> B[Submit list of approved Payment Voucher Paid by petty cash (9)] B --> C[Fill in Liquidation of Suspend Voucher of cash remittance (10)] C --> D[Sign Liquidation of Suspend Voucher (11)] D --> E[Input Petty cash Receipt Journal to Settle Suspend for cash remittance (12)] E --> F[Collect remaining balance Petty Cash at the end of project (13)] F --> G[Return remaining balance Petty cash at the end of project (15)] G --> H([End])</pre>						
					9. - Payment Voucher 1 - Payment Voucher 2 - Payment Voucher 3 12. - Cash receive Journal	4. There are 3 kind of Payment Voucher paid by petty cash : - Payment Voucher 1 to make payment of general spending - Payment Voucher 2 to make payment of expense relate to meeting, training and entertainment entertainment - Payment Voucher 3 to make payment of expense relate to bussiness Trip