**Tropical Fish International (PVT) LTD.**

**OPR for Follow up on pending payment by coordinating with Account dept and suppliers**

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| **SUBJECT** | Follow up on pending payment by coordinating with Account dept and suppliers |
| **Department** | Admin Operation / Administrator |
| **RECORDER (Name Designation)** |  |
| **APPROVED BY (Name Designation)** |  |
| **CREATED DATE** |  |
| **NO. OF PAGES INCLUDING THIS PAGE** |  |

**Introduction**

Follow up on pending payment by coordinating with Account dept and suppliers

**Content**

1. Invoices received from suppliers and services providers.
2. Payment approvals given by the account department.
3. Details of approved quantities and actual requirements of each payment.
4. Credit period notices of suppliers/service providers if applicable.
5. Records of advance payments paid for suppliers/service providers.

**Process**

1. Check invoices submitted by suppliers and service providers.
2. Get the confirmation on that job done of each invoice.
3. If it a purchase, get the confirmation on that the item has been received.
4. Check the content of the Invoice to assure that it is in order.
5. Forward it to the finance department with the recommendation through an email.
6. Send the hard copy of the invoice to the account department through Nandana.
7. Make a list of pending payment on daily basis and update it with approved payments and new payments.
8. Negotiate with account department to arrange urgent payments.
9. Once payments are ready, instruct Admin Executive/Admin Assistant to coordinate with supplier/service provider to make them aware on it.