

ASP STANDARD OPERATING PROCEDURE



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I. SCOPE

This written instructions set out standard operating procedures for all activities in Marico SEA related to Advertising & Sales Promotion.

II. OBJECTIVE

It is necessary to have a tracking system to assist the budget holders in managing their budget. A system is also necessary to track individual project so that evaluation can be done at the end of project. Therefore, it can be summarized into 5 main reasons for the necessary of ASP SOP:

1. To assist budget holders in better managing their limited budget resources.
2. To track as a reference for future use.
3. To assist the company in managing cash flow.
4. To ensure all expenditures and payments are properly authorized.
5. To provide timely and useful information to the company and budget holders.

III. ASP DEFINITION

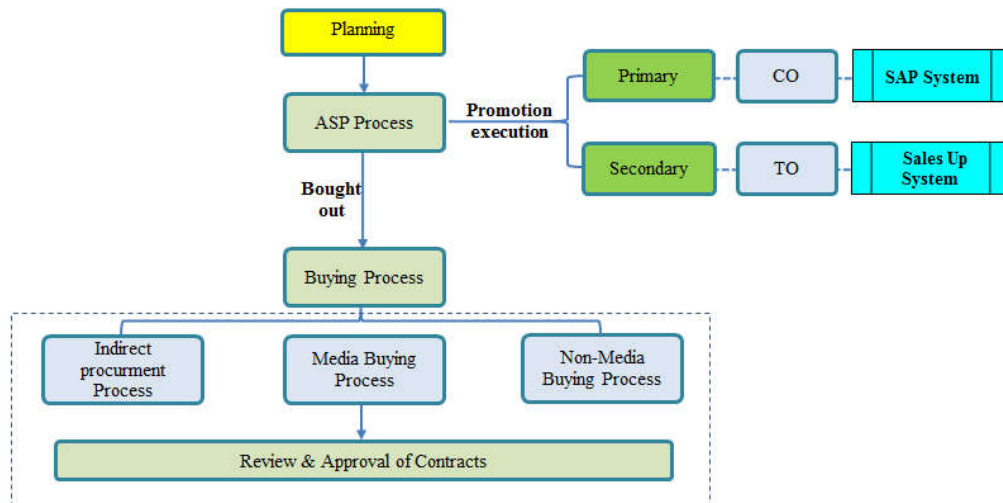
The table below show how ASP expenditures incorporate into a P/L by giving their detail definitions.

Where is ASP on P/L			
Code	Cat	ASP	Remarks
	GS before on-invoice discounts		This information isn't showed in SAP or Invoice
	On-invoice Discounts	0	On invoice promotion in MT mainly, isn't showed in SAP or Invoice
GSV	Gross Sales (Invoice Sales)		SAP Invoice Sales, Primary Sales
DIS	Discounts	1	GT Distributor incentive, MT trading term_unconditionally, Off invoice discount claim back, price adjustment
Dis Ind As	Discounts India Acc. Std	2	External Gift used for TO/CO, External Gift FSNE provision
EI	Export Inc / scrips income		
NSV	NET SALES		
COGS	Basic Cost		
COGS	Bundle	3	CO - Own product; CO FSNE provision
COGS	Free good	4	TO , claim back - Own Product
COGS	Sales Rep Cost		Salary + Permanent Incentive for SR&BA
COGS	Sales Rep Cost Incentive ASP	5	Ad-hoc Incentive for SR&BA
COGS	Logistic and warehousing Cost	6	MT Trade term - DC (Distribution Center) charges
COGS	Logistic and warehousing Cost		Excluding MT Trade term - DC (Distribution Center) charges
COGS	Cost of goods sold		
GC	Gross Contribution		
MKT	Marketing	7	ATL-Media (Billboard, Digital, OOH cinema, Print, Radio, TVC), ATL-Non Media (Market research, Media production, etc.), BTL (Visibility, POSM, Activation, launch, event), etc.
TMKT	Trade Marketing	8	ATL-Non Media (Market research), BTL (Adhoc-Incentive, Promotion, MT Trade term_conditional, visibility, etc.)
ASP	ASP		Total advertising & promotion (A&P) without TO/CO
NC	Net contribution		
EMP1	Employee Costs		
EMP2	Employee Costs incentive ASP	9	Ad-hoc Incentive for Employee
VFOH	Employee Costs		
DFOH	Fixed FOH		
FOH	Total FOH		
PBDIT	PBDIT		
Dep	Depreciation		
EX	Exchange Gain / (Loss)		
OINC	Other Income		
PBIT	Direct PBIT		
FC	Net Finance charges		
PBT	PBT		
R	Royalty		
Tax	Tax Expenses		
PAT	PAT		
ASP	TOTAL ASP	Σ 0-9	

IV. PROCEDURES DETAIL

In this written, the following Processes will be mentioned

- 1) ASP process
- 2) Buying Process
- 3) Review and Approval of Contracts



These 3 processes will show all necessary procedures that a particular function in Marico SEA should follow if they want to make their plans go live.

In particular, ASP process will show all procedures that a function (TMKT/MTK/Sales) need to do if they want to have budget for their specific activities, from finishing ASP form to getting approval by authorized people.

After finishing ASP process, the execution period will start. In this period, there will be some ways to conduct the whole process depend on the feature of schemes.

For promotion schemes using bought out goods/services as gifts or materials, PIC should conduct the Buying process first, which divided into three main sub processes: Indirect procurement process, Media Buying process and Non-media Buying process. Along with each sub process, review and approval of contract will also be deployed (if any).

For promotion schemes using own product as gifts such as Trade offer-Internal gift and CO-Internal gift, PIC can conduct through two ways: Secondary and Primary. Trade offer-Internal gift conducted in MT independent and GT channel will go through secondary way which promotion result will be captured directly by Sales Up system and the actual cost will be posted to SAP after disbursement. CO-Internal gift conducted in both MT and GT channel will go directly from Marico SEA to customers and captured directly by SAP system.

The below sections will show the detail of each process.

1. ASP Process

Budget is the backbone of any projects. Budget management allows any functions in Marico SEA to plan and request the reasonable budget amount for impulse their projects in reality by creating an ASP Form (ASPF).

a. ASPF online proposal

The chart below shows a full process of ASPF online proposal, from ASPF creation, budget checking to approval and execution. Overall, there are 4 steps. At each step, the in charge person will be noticed by email to inform status of ASPF.

- **Step 1:** ASPF Creation by requester to raise a budget request.

In this step, ASP Portal System will automatically check the availability of current budget for each function and respond to requester whether they can use the budget amount they need or not.

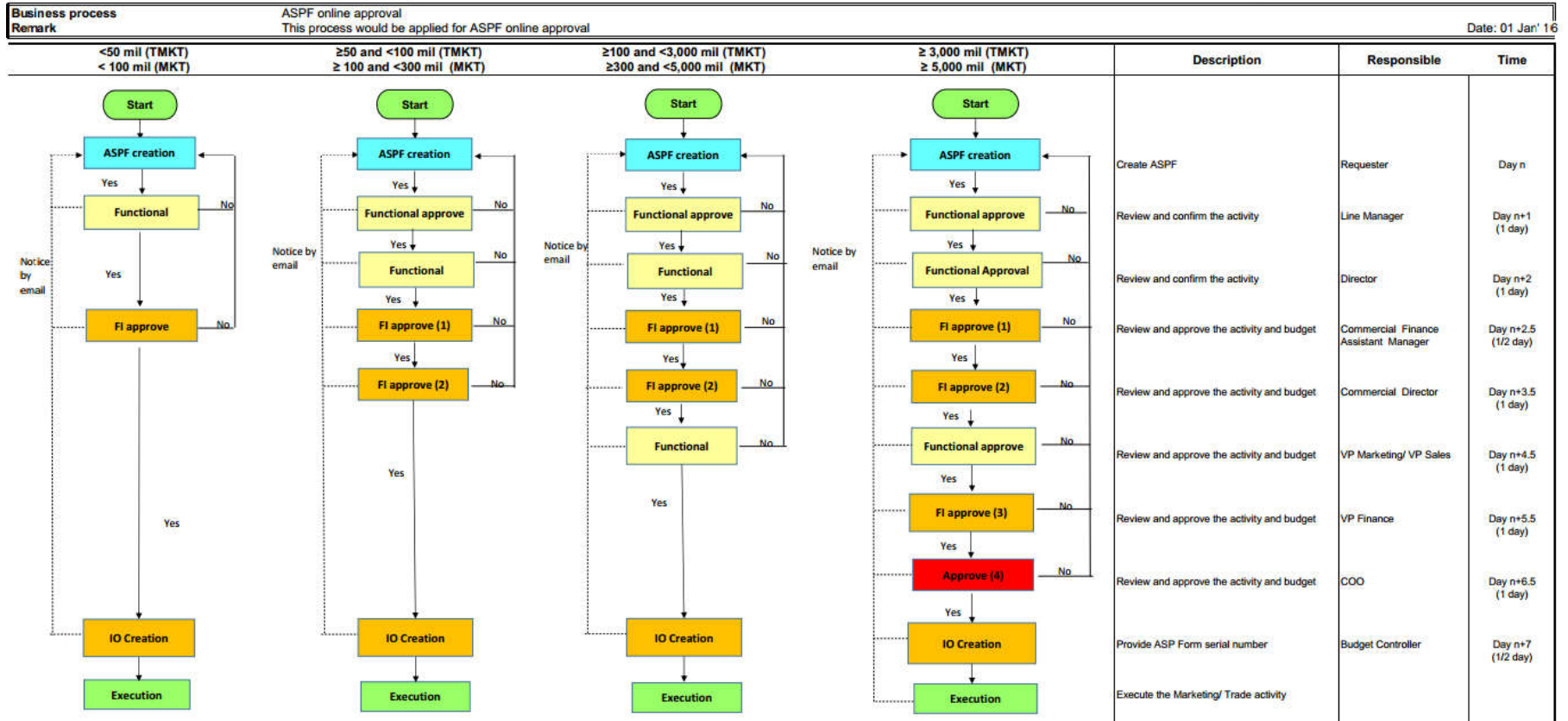
- **Step 2:** Approval

After passing the primary budget checking by system, emails will be automatically sent to people who are in charge of approval. For different level of budget value, there will be a different level of approval (Manager, Director, VP, COO). At each level of approval, FI checking will be conducted after Functional approval. According to the ASP procedures, there are four levels of budget request with respective four levels of approval.

- Budget less than VND 100 million needs the approval from functional line Manager and Commercial Finance Assistant Manager.
- Budget \geq VND 100 million and $<$ VND 300 million needs the additional approval from functional director and Commercial director.
- Budget \geq VND 300 million and $<$ VND 5000 million needs the additional approval from Functional VP.
- Budget \geq VND 5000 million needs the additional approval from VP Finance and COO.

- **Step 3:** After ASPF was approved, IO Creation will be conducted by budget controller. Each ASPF will be set a serial number to identify particular budget spend for tracking purpose onward.

1ASP ONLINE APPROVAL PROCESS



- **Step 4: Execution.** In this step, one or several activities will be conducted using budget of IO created in step 3.

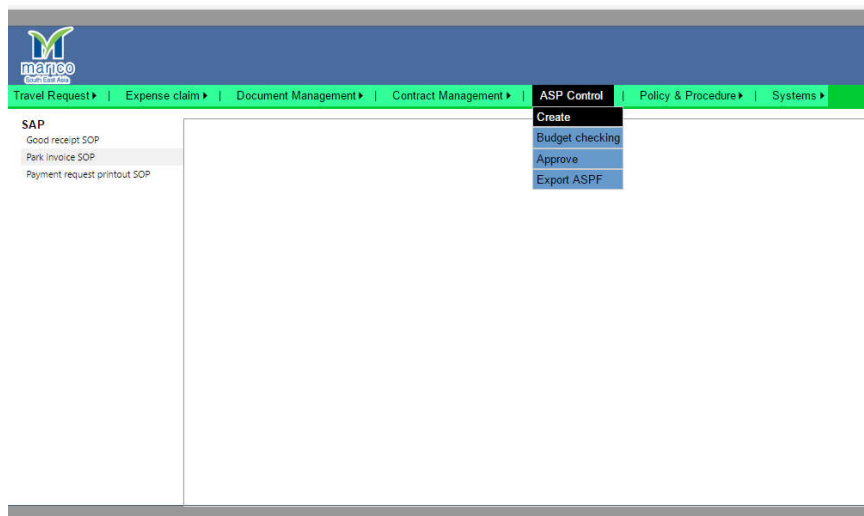
Note: At the end of ASP process: all memo before informing to distributors, should be scanned quickly from Commercial Finance (within a day). Therefore, we can ensure the memo informed to distributors matched with schemes.

Next section will show the instruction of creating and approving ASPF online.

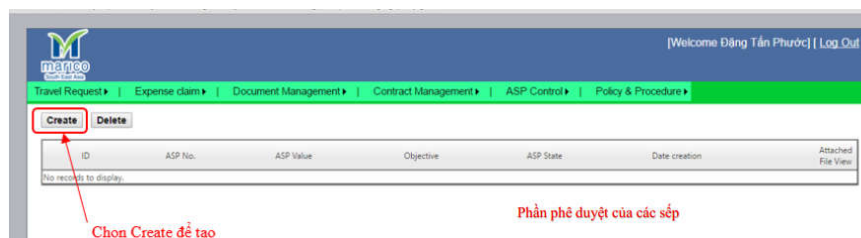
b. Create and approve ASPF

- **Create and send ASPF**



Step 1: Sign in to fin.icpv.vn.com and choose **ASP Control** . To create new form, select Create. To approve, select Approve.



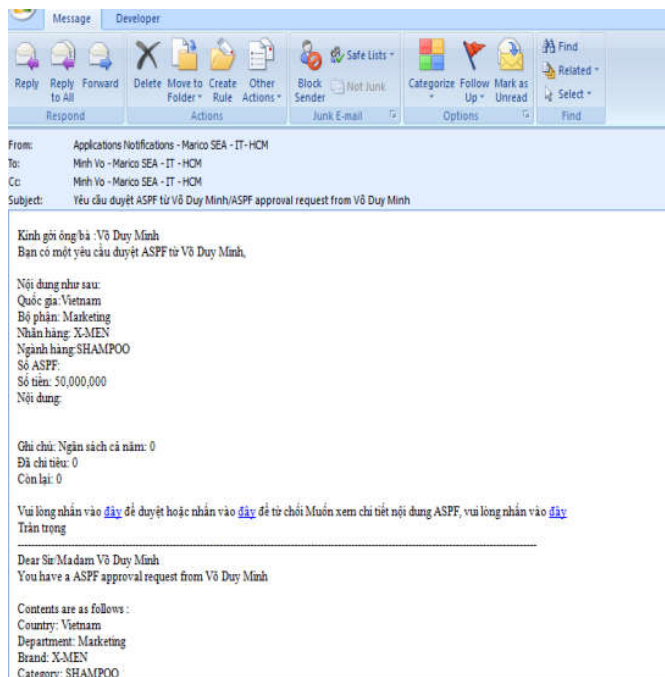
Step 2: Creating new ASPF. Select Create and fill in the fields in the window as marked.



Note: For TMKT team, when creating an ASPF form, we have to attach an Excel file which describes more clearly about specific scheme. TMKT team has to verify and make sure that the information provided in attached file is matched with the information display in ASPF. It will make approval process run more quickly by saving time of Rejection and Revision.

Step 3: After filling all necessary fields, press  to save, press  to send approve request.

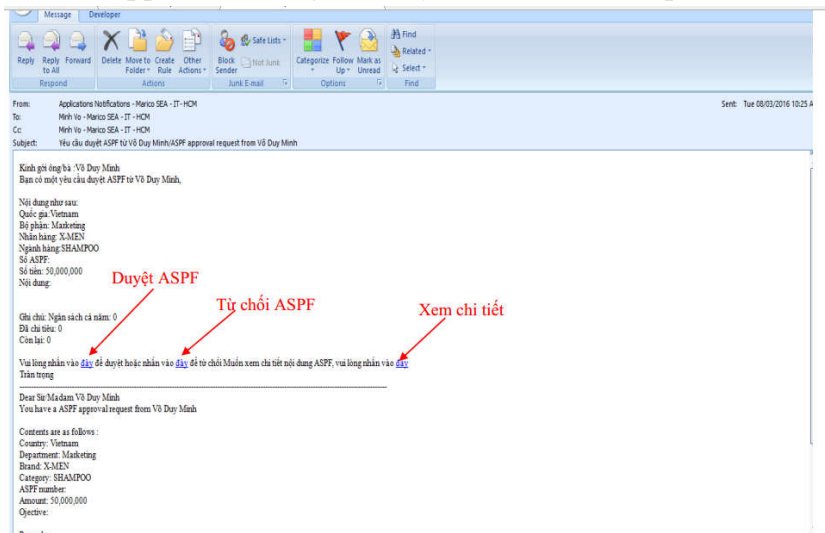
After Submitting, system will automatically send an email to next approval person.



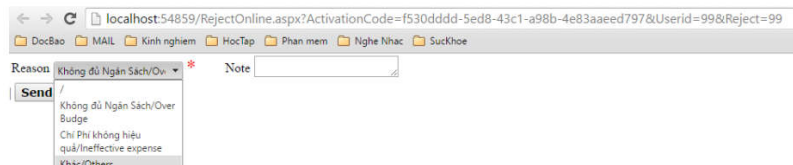
• Approve ASPF

As mentioned previously, at each step, in charge person will be notice by an email to inform status of ASPF. Approval person will choose whether an ASPF

will be approved or rejected by click on the respective link in email content.



If approval person chooses reject, he/she has to choose reject reason and send.



- **Check status of budget requested, Print ASPF and revise ASPF**
Check status of budget requested: Sign in to fin.icpv.vn.com and also choose **ASP Control**. List of budget request will be showed as below.

marico [Welcome V8]

Travel Request | Expense claim | Document Management | Contract Management | **ASP Control** | Policy & Procedure

Create | Delete

ID	ASP No.	ASP Value	Objective	ASP State	Date creation
85	545645645645	2493975		Submitted by V8 Duy Minh	3/3/2016 12:00:00 AM
86	534534534534	1027026900		Submitted by V8 Duy Minh	3/3/2016 12:00:00 AM
87	43543534534	20661297504		Submitted by V8 Duy Minh	3/3/2016 12:00:00 AM
88		14113731648		Submitted by V8 Duy Minh	3/4/2016 12:00:00 AM
89	uiewequequ	19999519496		Your ASP request checked by V8 Duy Minh	3/4/2016 12:00:00 AM
90		2400000000		Submitted by V8 Duy Minh	3/4/2016 12:00:00 AM
91	45545345345	15		Your ASP request checked by V8 Duy Minh	3/4/2016 12:00:00 AM
94	65555555555	1141875070		Your ASP request checked by V8 Duy Minh	3/4/2016 12:00:00 AM
95		1439699859		Submitted by V8 Duy Minh	3/4/2016 12:00:00 AM
96	3423423423423	370329630		Your ASP request checked by V8 Duy Minh	3/7/2016 12:00:00 AM
97		9		Draft	3/7/2016 12:00:00 AM
98	555555	3000000000		Draft	3/7/2016 12:00:00 AM
99	teeee	5000000000		Your ASP request checked by V8 Duy Minh	3/7/2016 12:00:00 AM
101		50000000		Submitted by V8 Duy Minh	3/8/2016 12:00:00 AM
102		434343434		Submitted by V8 Duy Minh	3/9/2016 12:00:00 AM

Click on the ID, the status of the respective budget request will be showed as below.

ASPF Số / ASPF No. : 000000

Ngày/Date of creation : 3/7/2016 * Quốc gia/Country : Vietnam *

Budget owner : * Ngành hàng/Business unit : JPC *

Nhãn hàng/Brand : X-MEN * Loại sản phẩm/Category : SHAMPOO *

Ngày thực hiện từ ngày/From : 3/7/2016 * Đến ngày/To : 3/7/2016 *

Áp dụng cho kênh/Channel : GT * Mục tiêu/Objective : *

FY budget of category (VND) : 10,000,000,000.00 * Available budget (VND) : 5,100,000,000.00 *

ASPF Value (VND) : 5,000,000,000.00 * Budget balance (VND) : 100,000,000.00 *

Attach file / File đính kèm :

Mã chi phí/Code	Diễn giải/Description	Số lượng/Set	Đơn giá/Unit Price	Thành tiền/Amount	Add
1	Consumer promotion	1	5,000.0	5,000,000,000	<input type="button" value="Add"/>

Document's Transition History

ASP State	Note	Submit date	Approval date
Submitted by Vũ Duy Minh		3/7/2016 5:32:18 PM	
Your ASP request checked by Vũ Duy Minh			3/7/2016 5:34:04 PM
Your ASP request approved by Cao Tấn Thuật			3/7/2016 5:34:50 PM
Your ASP request approved by Trần Thị Thu Hằng			3/7/2016 5:35:48 PM
Your ASP request approved by Ketan Bhanwarlal Jain			3/7/2016 5:36:08 PM
Your ASP request approved by Vũ Duy Minh			3/7/2016 5:37:17 PM
Your ASP request approved by Vũ Duy Minh			3/7/2016 5:37:58 PM
Your ASP request approved by Vũ Duy Minh			3/8/2016 10:06:31 AM

- **Print ASPF:** To print an ASPF, click on print and below window will be showed

In

Tổng số: 1 trang giấy

Click để in

Máy in đích: \\FILEPRINT-SRV\BW_pr...

Trang: ☒ Tất cả ☐ Ví dụ: 1-5, 8, 11-13

Bản sao: 1

Bố cục: Khô đọc

Màu: Màu

Tùy chọn: ☐ Đơn giản hóa trang ☐ Hai mặt

In bằng hộp thoại hệ thống... (Ctrl+Shift+P)

ASPF

YÊU CẦU PHÉ DUYỆT NGÂN SÁCH QUẢNG CÁO - KHUYẾN MÃI
ASPF (Advertising and Promotion Request)

ASPF số : 3423423423423
Ngày : 07/03/2016

Country : Vietnam
Budget owner : Marketing
Ngành hàng/ Business Unit : FOOD
Nhãn hàng : X-MEN
Loại sản phẩm / Category : SHAMPOO
Ngày thực hiện từ ngày / From : 07/03/2016
Áp dụng cho kênh / Channel : GT
Mục tiêu / Objective : 3,232,323,232
FY budget of category (VND) : 5,000,000,000
Available budget (VND) : 370,329,630
ASPF value (VND) : 4,629,670,370
Budget balance (VND) :

Mã chi phí/Code	Diễn giải/Description	Số lượng/Set	Đơn giá/ Unit Price	Thành tiền/ Amount (VND)
G - Sampling/Trial Expenses	Sampling/Trial Expenses	55,555	6,666	370,329,630

FY budget of department (VND): 3,232,323,232
Spent (VND): 5,000,000,000
ASPF value (VND): 370,329,630
Budget balance (VND): 4,629,670,370

Requested by: Vũ Duy Minh
Review and confirmed: Cao Tấn Thuật
Budget confirmed: Ketan Bhanwarlal Jain

Approved name: Vũ Duy Minh, Cao Tấn Thuật, Ketan Bhanwarlal Jain

If ASPF was rejected, an email will be sent to requester to inform them to do the entire process again.

- **Revise ASPF:** Each ASPF has only one time for revision and the limit adjustment value is +/-10% of original ASP value.

After an online ASPF was approved, the final step in ASP process is execution will go live. One of the most important things in execution period is conducting Buying Process for each activity using IO budget created before.

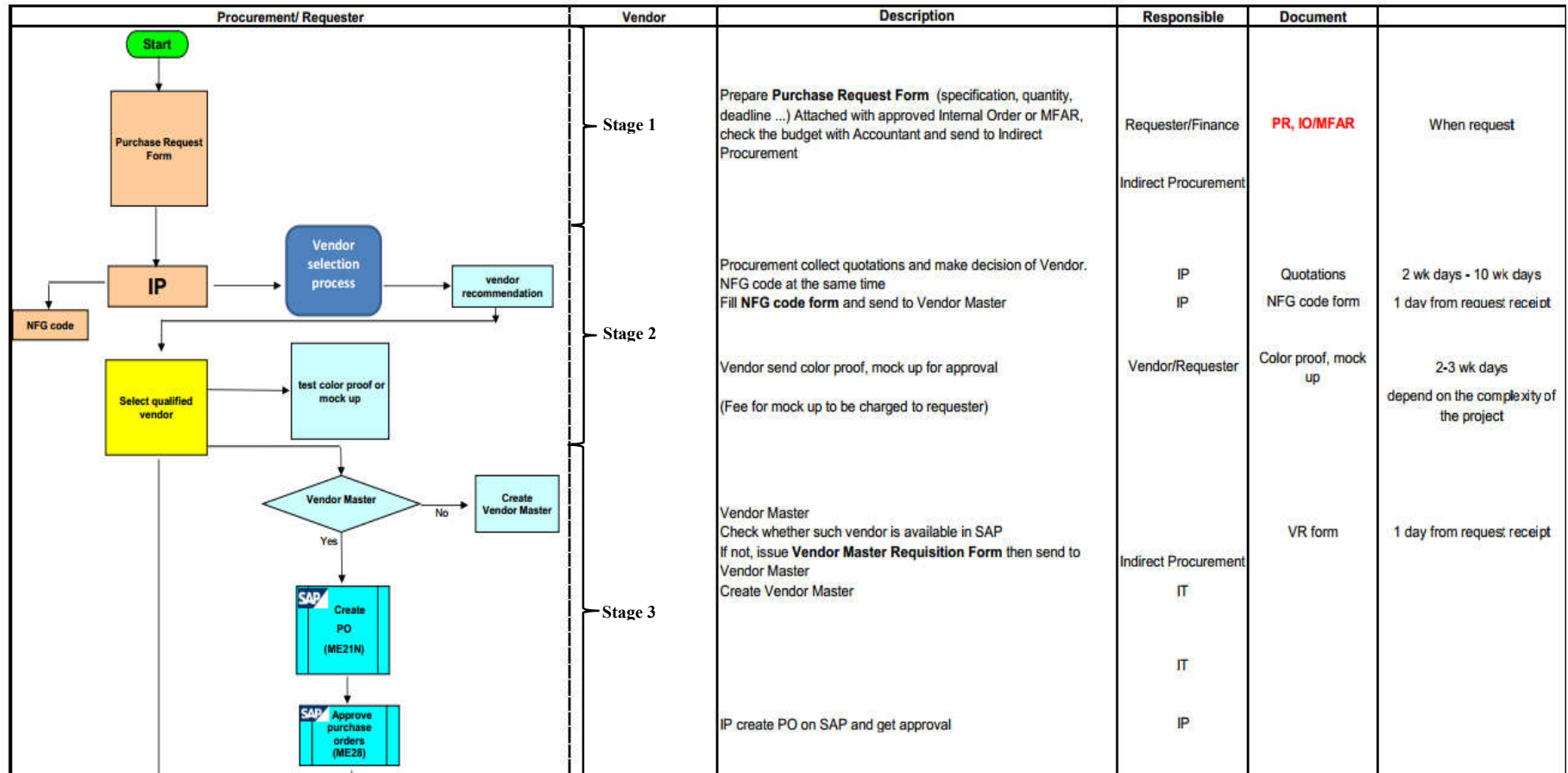
2. Buying Process

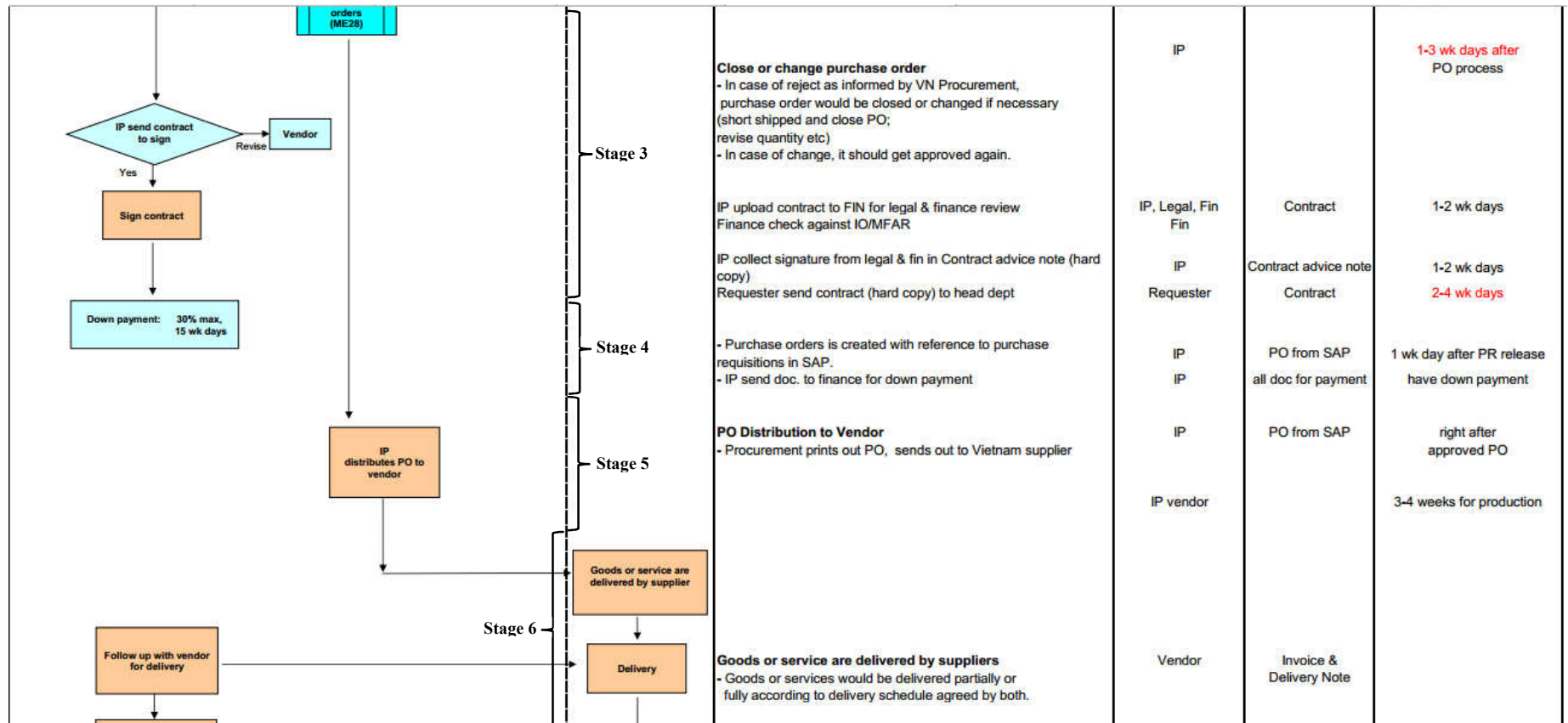
Buying process is the set of procedures used to identify products for purchase, verify quality and compliance of products and vendor, carry out purchasing transactions, and verify that operations associated with purchasing have been executed appropriately. There may be different buying process for different types of goods/services being purchased. Therefore, this section will discover two types of buying: media buying mainly executed by Marketing team and non-media buying mainly executed by Procurement team.

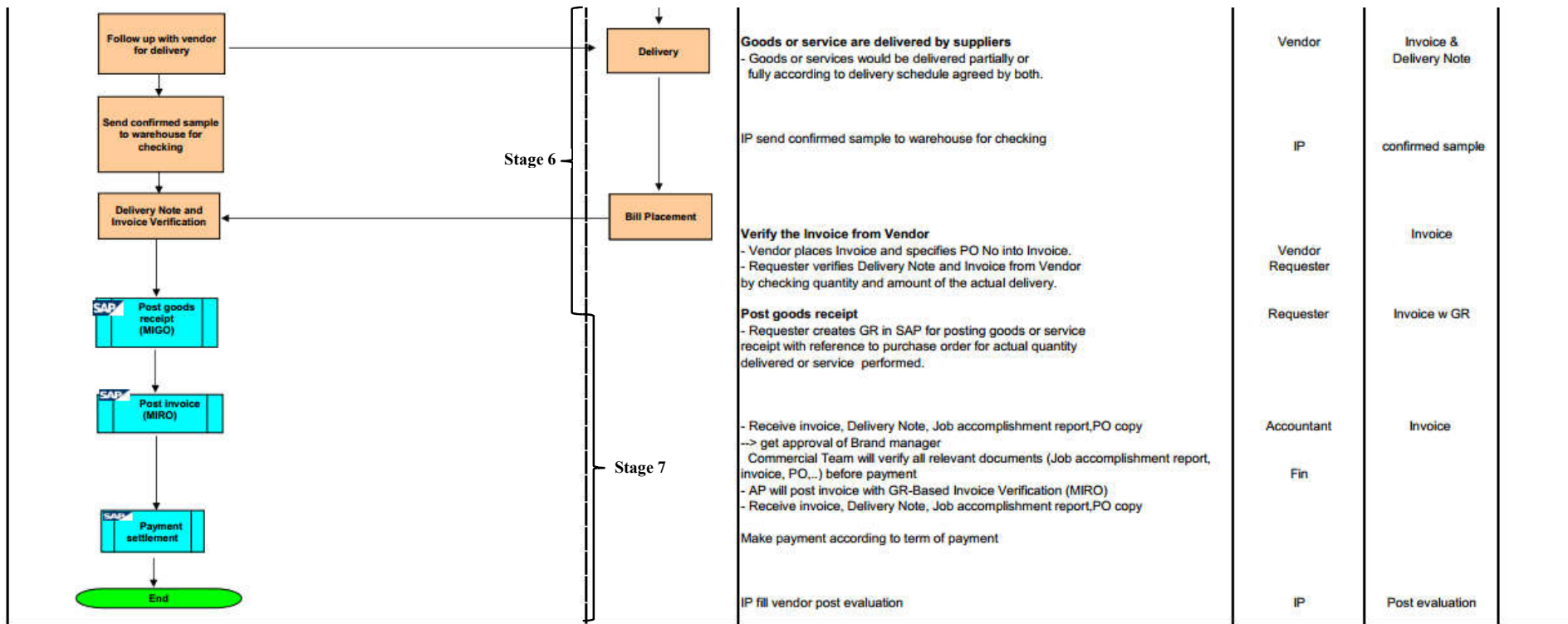
a. Indirect Procurement Process (IP Process)

In accordance to Procurement Procedure of Marico SEA, the following process is set out for indirect procurement (IP) of stock items and non-stock items like Advertising and Promotion (ASP) which documentations in SAP. The whole process is showed in the chart below. On the whole, it can be divided into 7 main stages. In each stage, there are several small steps.

2 INDIRECT PROCUMENT PROCESS







• Stage 1: Making a purchase Request

Requester will prepare Purchase Request Form (specification, quantity, deadline ...) which is attached with approved Internal Order or MFAR, check the budget with Accountant and send to Indirect Procurement.

Purchase Request Form

Internal order (IO) no.		
Brand		
Category		
Date of request		

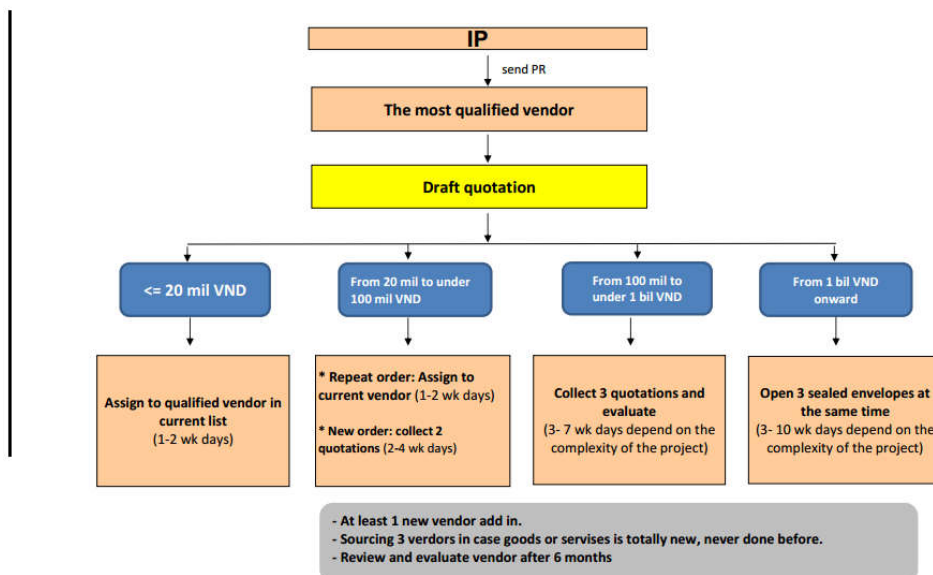
Specification (chi tiết)		
Requester fill in	Item	Hanger
	Size- Kích thước	20x30 mm
	Material - Chất liệu	giấy
	Thickness- Độ dày	couche 300
	Lighting - Có đèn	
	Quantity- Số lượng	1000 cái
	Design attached- Thiết kế đính kèm	có
	Require delivery on - Giao hàng ngày	15/10/2016
	Delivery location- Nơi nhận hàng	...
Vendor fill in	Other specification- Chi tiết khác cần lưu ý	
	Estimate unit cost- Đơn giá 1 sản phẩm	
	Total cost- Tổng cộng	
	Color proof/Mock up timing- Thời gian làm/in mẫu	
	Production timing- Thời gian sản xuất	
	Delivery date- Ngày giao hàng	
	Payment term - Thời hạn thanh toán	

**** MFAR signed must be attached**

Internal use (requester fill)	
Estimate unit cost- Đơn giá 1 sản phẩm	
Total cost- Tổng cộng	

• Stage 2: Vendor Selection

Vendor Selection Process



1 day after 1 day from request receipt, IP will Fill NFG code form and send to Vendor Master. IP will identify any existing contracts that may exist with Vendors. In the event no such contract exists, then IP will initiate a vendors search. It also takes 2-10 working days for IP collects quotations in accordance to Vendor Selection process and makes decision of which Vendors are qualified and finishes Vendor Recommendation Form.

Vendor Recommendation

Item:	
Specification	
Size	
Material	
Thickness	
Packed	

Supplier	Qty	Unit price(VND)	Amount(VND)	Delivery time	Payment term	Remarks
Company						
Add: Tel: Person contact: Email:						
Company						
Add: Tel: Person contact: Email:						
Company						
Add: Tel: Person contact: Email:						

Prepared by:
(Indirect Procurement)

Approved by:
(Head of Indirect Procurement)

Approved by:
(Head of Function)

After selecting, qualified vendor will send color proof and mock up for approval by requester (Fee for mockup will be charged to requester).

• Stage 3: Vendor Master, PO and Contract Review Process

Vendor master: 1 day from receiving request from IP, IT will check whether such vendor is available in SAP. If not, IP have to issues Vendor Master Requisition Form then send to Vendor Master for creating new vendor.

PO process: After checking vendor master, IP will create new PO for respective Vendor in SAP system and get approval. In case of reject as informed by VN Procurement, PO would be closed or changed if necessary (short shipped and close PO; revise quantity, etc.). In case of change, it should get approved again.

Contract review and approval: When the PO and Vendor master process is on progress, contract review and approval process will also be conducted by IP in the need of specific projects. Contract review and approval is an important part of IP Process. Because of the complexity of this process, we will discover it separately in the next section for more detail.

• Step 4: Down payment

After contract was signed and purchase orders was created with reference to purchase requisitions in SAP, IP sends all necessary documents to Finance for down payment in 1 working day (the maximum value of down payment is 30% of total contract value).

- **Stage 5: PO Distribution to Vendor**

IP prints out PO and sends out to Vendors right after PO was approved. After receiving PO from IP, Vendor will start production process for 3-4 weeks.

- **Stage 6: Goods/services delivery by Vendor**

Goods or services would be delivered partially or fully according to delivery schedule agreed by both Vendor and IP. Vendor should place Invoice and specifies PO No into Invoice. After that, IP send confirmed sample to warehouse for checking. Requester will verifies Delivery Note and Invoice from Vendor by checking quantity and amount of the actual delivery.

- **Stage 7: Payment process**

Post goods receipt: Requester creates GR in SAP for posting goods or service receipt with reference to purchase order for actual quantity delivered or service performed.

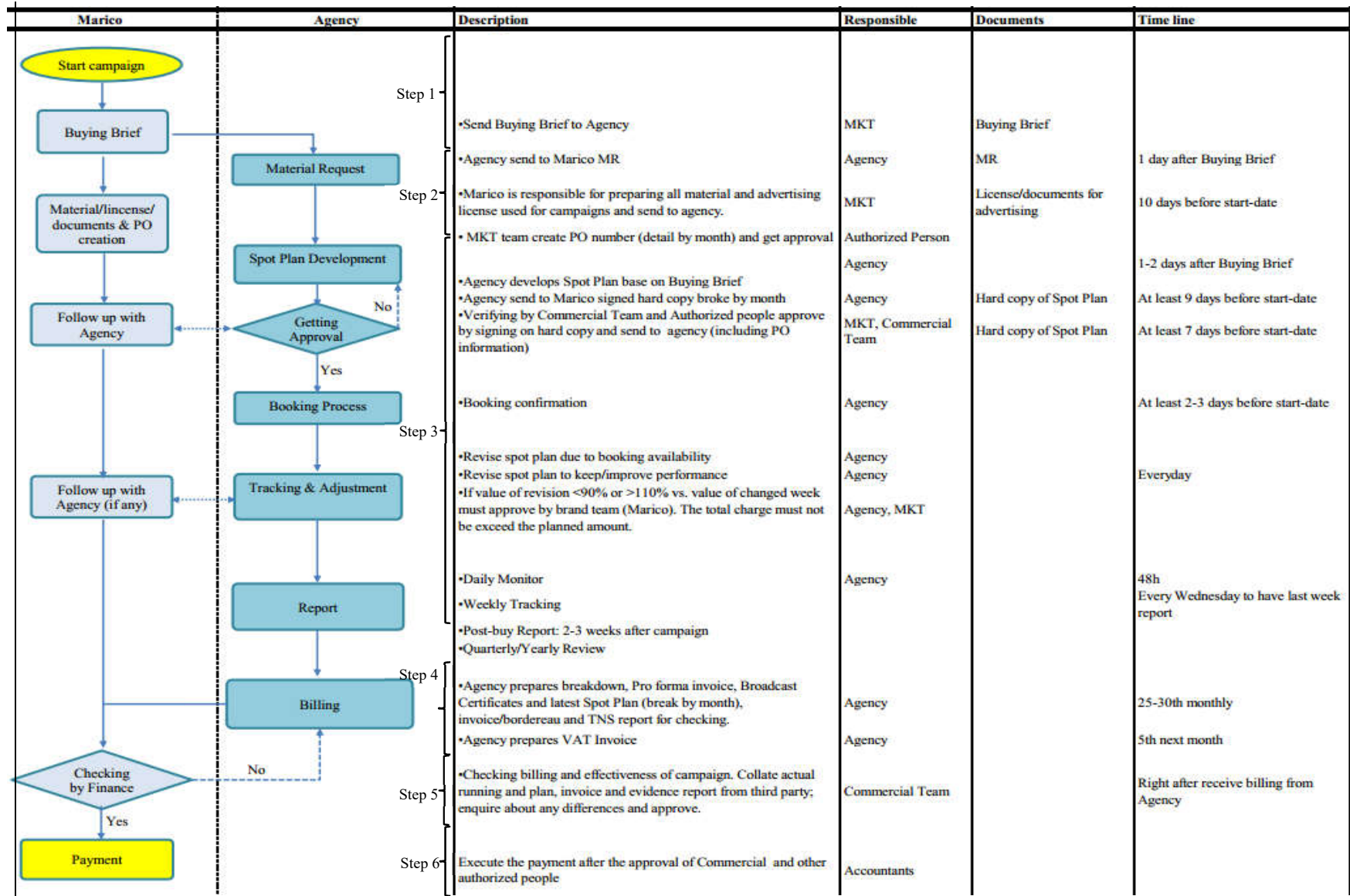
Checking by Commercial and Payment: Accountants will receive invoice, Delivery Note, Job accomplishment report, PO copy and get approval of Brand manager. Commercial Team will verify all relevant documents (Job accomplishment report, invoice, PO,..) before payment. After that, AP will post invoice with GR-Based Invoice Verification (MIRO) and make payment according to term of payment. Base on the tolerance for payment, the acceptable deviation between actual invoice/cost and the PO amount is 10% and must be less than VND 5 million.

After all stages, the process come to an end, IP have to fill in Vendor post evaluation for future sourcing purpose.

b. Media Buying Process

For media buying, marketing plays the similar role as IP team mentioned before because they will working directly with suppliers (Agency) and follow the whole process. The chart below shows the full media buying process. It can be divided into 6 main

3MEDIA BUYING PROCESS



- **Step 1:** MKT team sends Buying Brief to Agency to show ideas of the whole campaign.
- **Step 2:** Media Material and PO creation

Agency sends to Marico MR 1 day after buying brief. MKT team is responsible for preparing all material and advertising license used for campaigns and send to agency 10 day before start date. MKT team will also create PO number (detail by month) and get approval by authorized people when Agency is developing Spot Plan.

- **Step 3:** Buying management:

1-2 days after Buying Brief, Agency will develop Spot Plan base on Buying Brief received and send the signed hard copy broke by month to Marico for approval at least 9 days before start date.

Spot Plan must be verified by Commercial Team and then Authorized person at Marico (Head of MKT or legal representative who signed in the contract) approve by signing on hard copy and send back to Agency.

After Spot plan was approved, booking process will be conducted by Agency and the booking result should be confirmed 2-3 days before start date.

During the running period, Agency is responsible for revising spot plan due to booking availability to keep/improve performance. If value of revision <90% or >110% vs. value of changed week must approve by brand team (Marico). But, in the end, the total charge should not exceed the planned amount.

Besides, Agency also do daily monitor, weekly tracking and weekly report of running status to MKT team via email. Moreover, 2-3 weeks after campaign, Agency should prepare Post-buy Report and do quarterly/yearly review for checking purpose in future.

- **Step 4:** Billing:

25th monthly, Agency should prepare breakdown, Pro forma invoice, Broadcast Certificates and latest Spot Plan (break by month), invoice and evidence report from third party (TNS) for checking by Commercial team. If all billing was approved, Agency prepares VAT Invoice for payment on 5th next month.

- **Step 5:** Checking by Commercial team

Commercial team is responsible for checking all billing and effectiveness of campaign. Collate actual running and plan as well as TNS report; enquire about any differences or approve if everything is correct. All of these procedures will

ensure that Marico will spend money effectively on specific advertising campaign.

- **Step 6: Payment**

After the approval of Commercial, Accountants will execute the payment process for Agency in accordance to term of payment.

- c. Non-Media Buying Process**

Although most of Non-media goods/service is executed by Procurement team, there are several goods/services executed by marketing team such as: market research, media production, Activation, launch, event, etc.

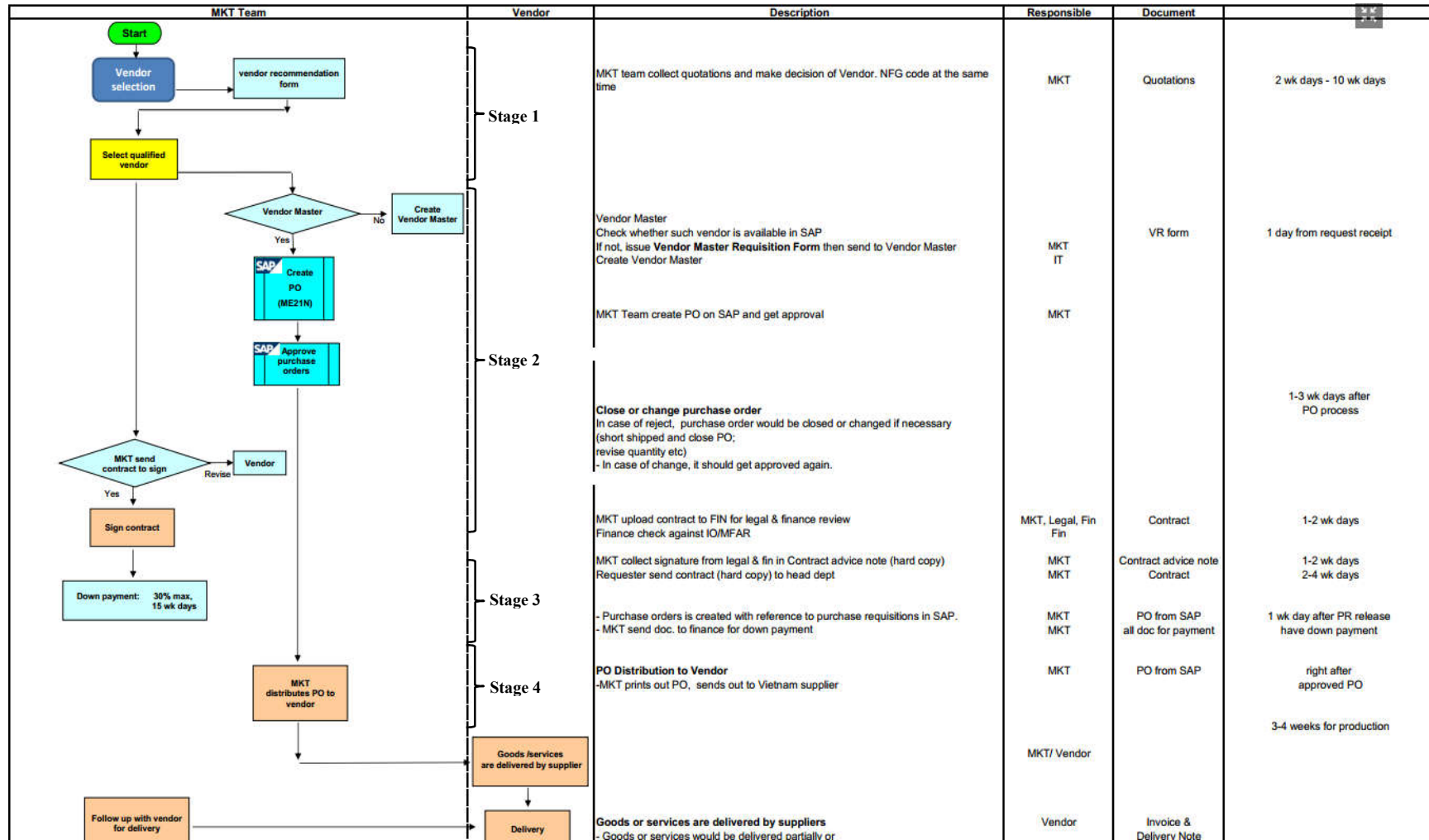
In fact, Non-media buying process is similar to Indirect Procurement Process but it is executed by MKT instead of Procurement team.

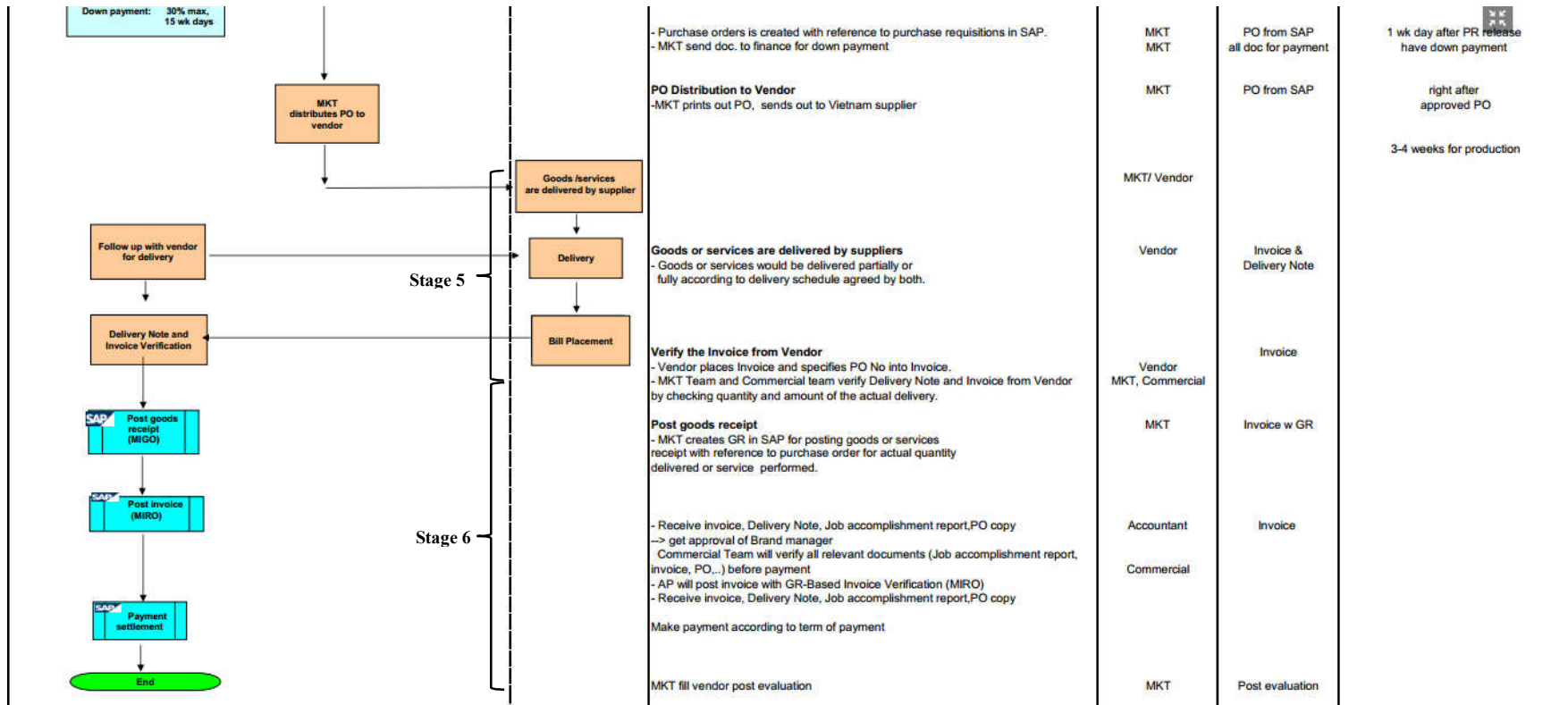
The whole process with 6 main stages will be showed in the below chart.

- **Stage 1: Vendor Selection**

In the Procurement process, requesters have to fill in purchase request form to request Procurement team start the buying process. But, in this section, MKT will be the function which conduct this process directly, so that the purchase request is unnecessary. MKT just identify any existing contracts that may exist with Vendors. In the event no such contract exists, then MKT will initiate a vendors search. It also takes 2-10 working days for MKT collects quotations in accordance to Vendor Selection process and makes decision of which Vendors are qualified and finishes Vendor Recommendation Form as mentioned in IP process.

4 Non-Media Buying Process





- **Stage 2: Vendor Master, PO and Contract Review Process**

Vendor master: 1 day from receiving request from MKT, IT will check whether such vendor is available in SAP. If not, MKT have to issues Vendor Master Requisition Form then send to Vendor Master for creating new vendor.

PO process: After checking vendor master, MKT will create new PO for respective Vendor in SAP system and get approval. In case of reject as informed by VN Procurement, PO would be closed or changed if necessary (short shipped and close PO; revise quantity, etc.). In case of change, it should get approved again.

Contract review and approval: When the PO and Vendor master process is on progress, contract review and approval process will also be conducted by MKT in the need of specific projects.

- **Step 3: Down payment**

After contract was signed and purchase orders was created with reference to purchase requisitions in SAP, MKT sends all necessary documents to Finance for down payment in 1 working day (the maximum value of down payment is 30% of total contract value).

- **Stage 4: PO Distribution to Vendor**

MKT prints out PO and sends out to Vendors right after PO was approved. After receiving PO from MKT, Vendor will start production process for 3-4 weeks.

- **Stage 5: Goods/services delivery by Vendor**

Goods or services would be delivered partially or fully according to delivery schedule agreed by both Vendor and MKT. Vendor should place Invoice and specifies PO No into Invoice. MKT team and Commercial team will verify Delivery Note and Invoice from Vendor by checking quantity as well as quality of the actual delivery of goods/services.

- **Stage 6: Payment process**

Post goods receipt: Requester creates GR in SAP for posting goods or service receipt with reference to purchase order for actual quantity delivered or service performed.

Checking by Commercial and Payment: Accountants will receive invoice, Delivery Note, Job accomplishment report, PO copy and get approval of Brand manager. Commercial Team will verify all relevant documents (Job accomplishment report, invoice, PO,..) before payment. After that, AP will post invoice with GR-Based Invoice Verification (MIRO) and make payment according to term of payment. Base on the tolerance for payment, the acceptable deviation between actual invoice/cost and the PO amount is 5% and must be less than VND 5 million.

After all stages, the process come to an end, MKT have to fill in Vendor post evaluation for future sourcing purpose.

3. Review and Approval of Contracts:

As mentioned in IP process, contract is a very important part when working with vendors. Extracted from Contract Policy of Marico SEA (effective date from 15th Mar 2016), this section sets out process for review and approval of contracts as below:

Step 1: Drafting

Any Marico SEA's department may initiate an agreement with another party that will result in a Contract, or may receive a proposal from another party that will require a Contract (the "Proposed Contract").

The Proposed Contract can be either Marico SEA sample contract or the contracting party's one.

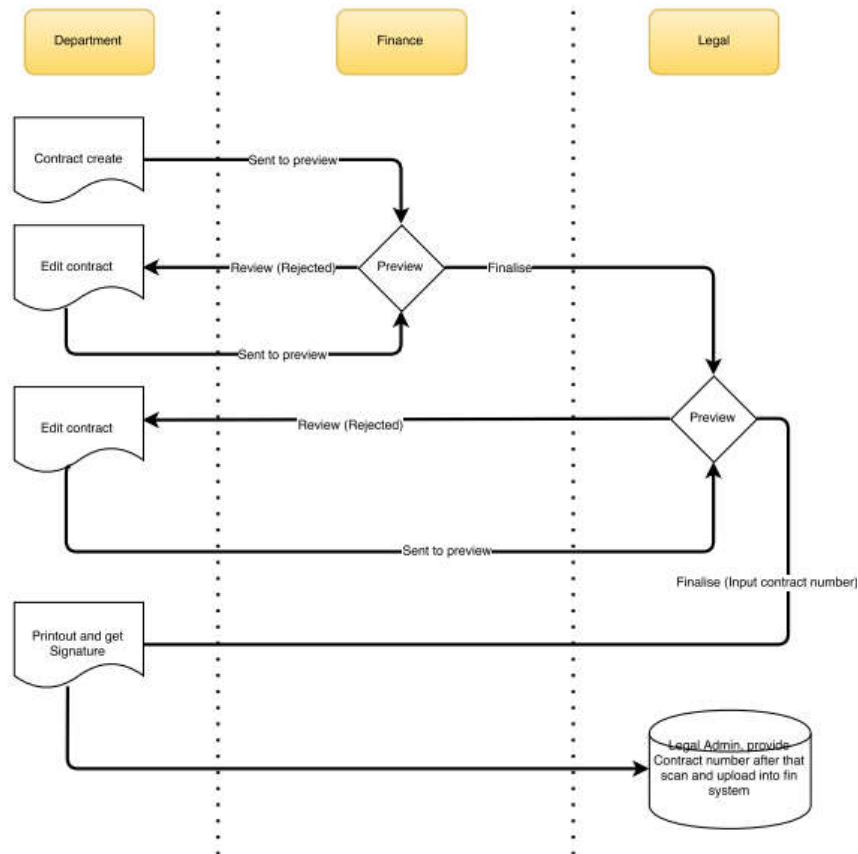
The Originating Department then shall upload the proposed contract in the form of softcopy via website <http://fin.icpvn.com> and/or hard copy to get Legal and Finance review as the procedure set out in Step 2.

Step 2: Review

REVIEWING AUTHORIZATION

AMOUNT (VND)	SIGNING OFF LEVEL	REVIEWED AND ENDORSED BY	
		LEGAL DEPARTMENT	FINANCE DEPARTMENT
Above 3 bil	Upon the currently effective POA	Legal & Regulatory Senior Manager	Commercial Director or Corporate Finance
Up to 3 bil		Legal & Regulatory Senior Manager	Commercial Director or Corporate Finance
Up to 2 bil		Legal & Regulatory Senior Manager	Commercial Director or Corporate Finance
Up to 1 bil		Legal & Regulatory Senior Manager	Commercial Director or Corporate Finance
Up to 500 mil		Legal & Regulatory Senior Manager	Commercial Director or Corporate Finance
Below 20 mil		N/A	Commercial Director or Corporate Finance

1 Work flow



Upon receipt of the Proposed contracts from the Originating Department, Finance Department shall be responsible for review the financial/accounting terms opinion relating to finance related issues, i.e. payment term, invoicing, insurance, tax implication, IO, etc. of the Proposed Contract in accordance with the Reviewing Authorization.

Time line:

The review by Finance will take appropriate 2 business working days from the date of receipt of the proposed contract.

Meanwhile, the review by Legal will take appropriate 2 business working days from the date of receipt of the proposed contract.

It will take longer for the proposed contract prepared by the contracting party depending on the complexity of the proposed contract.

Step 3: Finalization and Approval

Legal Department and Finance Department shall initiate on each copy of the final contract. The Originating Department will prepare a Contract Advice Note,

Legal Department and Finance Department shall complete and endorse.

ANNEX 2:

CONTRACT ADVICE NOTE

Date (Ngày) : _____
 To (Trình đến) : The [authorized personnel – Người được ủy quyền]

CONTRACT FOR APPROVAL (Hợp đồng trình duyệt)

Prepared by : _____
 (Hợp đồng được chuẩn bị bởi)
 Parties to contract : _____
 (Các bên ký hợp đồng)
 Brief details : _____
 (Nội dung hợp đồng)
 Estimated value : _____
 (Giá trị hợp đồng)
 Commencement date : _____
 (Ngày bắt đầu hợp đồng)
 Expiry date : _____
 (Ngày kết thúc hợp đồng)

Reviewed by (Được kiểm tra bởi):

* Department Head: (Trưởng bộ phận)	_____	_____	_____
	[Name]	Signature & date	Comments, if any

*Finance Department (Bộ phận tài chính)	_____	_____	_____
	[Name]	Signature & date	Comments, if any

*Legal Department (Bộ phận pháp lý)	_____	_____	_____
	[Name]	Signature & date	Comments, if any

Upon completion of the Contract Advice Note, the Originating Department shall arrange for necessary authorized signature as set out in the POA.

After services finished, when submitting the contract liquidation or service delivery minute for payment process or for contract liquidation/appendix approval, Originating Department needs to include the contract delivery note as an internally supporting document or a cover page. This will help authorized person sign/approve the appendix/contract liquidation quickly.

CONTRACT / PURCHASE ORDER DELIVERY NOTE

Date (Ngày) : _____

To (Trình đến) : The [authorized personnel – Người được ủy quyền]

A. CONTRACT / PURCHASE ORDER DELIVERY FOR APPROVAL
(Thanh lý Hợp đồng hoặc Đơn đặt hàng trình phê duyệt)

Prepared by : _____

(Được chuẩn bị bởi)

Parties to contract/PO : _____

(Các bên ký hợp đồng/PO)

Brief details : _____

(Nội dung hợp đồng/PO)

Contract value (Giá trị hợp đồng)	Planning (Giá trị ghi trong hợp đồng)	Actual (Giá trị thực hiện)	Remark (Ghi chú)
Totally contracted value (Tổng Giá trị hợp đồng)			
1 st payment (Thanh toán lần 1)			
2 nd payment (Thanh toán lần 2)			
3 rd payment (Thanh toán lần 3)			

Contract period (Thời hạn hợp đồng)	Planning (Kế hoạch)	Actual (Thực tế)	Remark (Ghi chú)
Commencement date (Ngày bắt đầu hợp đồng)			
Expiry date (Ngày kết thúc hợp đồng)			

Reviewed by (Được kiểm tra bởi):

* Department/Function: _____

(Bộ phận / Phòng ban)

[Name]

Signature & date

Comments, if any

* Finance Department

(Bộ phận tài chính)

[Name]

Signature & date

Comments, if any

V. CONCLUSION

This procedure aims to help MARICO SEA generally and budget holders specifically better manage ASP budget to ensure that money is spend effectively and efficiently.

Every department being allocated and using budget is subject to this ASP SOP and will be accountable for variance from the procedure.

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