

INCENTIVE PAYMENT PROCESS

Business process Remark		Incentive payment to GT distributors			Date: 21 March 2016
Process	Description	Person in charge	Time line	Notes	
TARGET SETTING					
<pre>graph TD; Start([Start]) -- (1) --> TS[TARGET SETTING]; TS -- (2) --> BR[BM REVIEW]; BR -- (3) --> STS[SEND TARGET TO SA]; STS -- (4) --> SGA[SA GETS APPROVAL]; SGA -- Yes --> VPA[VP APPROVE]; SGA -- No --> SGA; VPA -- (5) --> SGA; VPA -- (6) --> STFD[SEND TARGET TO FINANCE, SALES MANAGEMENT, IT AND DISTRIBUTOR]; STFD --> UTSU[UPLOAD TARGET TO SALES UP];</pre>	(1) Set target of month M+1 and deploy to BM in consistent template (2) BM to review and communicate to ASM/SS, and deploy target of M+1 to distributors (3) BM send back the target of M+1 to Sales Admin (4) Sales Admin consolidate, check, get approval from VP (5) VP approve target of M+1 (6) Sales Admin send approved target of M+1 to Commercial Finance team, Sales Management, IT team (7) Sales Cap. Team upload Primary sales target to Sales Up	VP Sales BM, ASM, SS BM Sales Admin VP Sales, VP Finance Sales Admin Sales Up	Date 25 of M+0 From date 26 of M+0 to 4th working day of M+1 5th working day of M+1 5th working day of M+1 5th working day of M+1 6th working day of M+1	Target to be deployed on monthly basis By email: approved copy and soft copy	
INCENTIVE PAYMENT					
<pre>graph TD; S1[SA CALCULATE AND SUBMIT INCENTIVE ACHIEVEMENT] -- (1) --> S1; S1 -- (2) --> SCFT[SEND INCENTIVE CACULATION TO COMMERCIAL FINANCE TEAM]; SCFT -- (3) --> S1; SCFT -- (4) --> VPA[VP APPROVE THE INCENTIVE ACHIEVEMENT]; VPA --> S2[SALES ADMIN SEND THE INCENTIVE ACHIEVEMENT]; S2 -- (5) --> USC[UPLOAD INCENTIVE CALCULATION TO SALES UP]; USC -- (6) --> DC[DISTRIBUTOR CONFIRM]; DC -- (7) --> S2; DC -- (8) --> A[ACCOUNTANT]; A -- (9) --> NOPD[NET OFF PAYMENT TO DISRIBUTOR]; NOPD -- (10) --> SA[SALES ADMIN]; SA -- (11) --> SVI[SEND VAT INVOICE TO DISTRIBUTOR];</pre>	(1) Completion of Incentive calculation by Sales Up (2) Sales Admin + Sales Cap review and adjust (if any) the incentive achievement of M+1 and submit to ASM & BM for endorsement and to Commercial Finance for checking (3) Commcial Finance check and confirm (4) Sales Admin prepare the Incentive Achievement by Distributors and get approval from Commercial Finance & VP (one in total and one by distributor) (5) Sales Admin prepare and send the incentive achievement to Sales Cap Team (6) Sales Cap. Team upload the Approved Incentive Achievement to Sales Up (7) Distributor print out, confirm and send the Incentive Achievement to Sales Admin (8) Sales Admin send the Incentive Achievement with confirmation from Distributor to Accountant, CSE (9) CSE net off payment to distributor in the next orders (10) Accountant post to SAP, issue VAT Invoice and send to Sales Admin (11) Sales Admin send VAT invoice to Distributors	IT Sales Admin Finance team VP Sales, VP Finance Sales Admin, Distributor Sales Admin, Finance, CS	2th working day of M+2 3th working day of M+2 4th working day of M+2 6th working day of M+2 6th working day of M+2 7th working day of M+2 Latest by day 18 (calendar day) of M+2 Latest by day 21 (calendar day) of M+2 From day 22 (calendar day) of M+2 From day 22 to 25 (calendar day) of M+2 From day 26 (calendar day) of M+2	By email: approved copy and soft copy Target + incentive achievement VAT Invoice and Incentive achievement	
Commercial Director		VP Finance		VP Sales	Chief Operating Officer