## **INCENTIVE PAYMENT PROCESS**

Commercial Director Wuller	SEN	DISRIBUTOR  DISRIBUTOR  (10)	ACCOUNTANT (9)		SALES ADMIN SEND THE INCENTIVE ACHIEVEMENT    UPLOAD INCENTIVE	VP APPROVE THE INCENTIVE ACHIEVEMENT	(4) SEND INCENTIVE CACULATION TO COMMERCIAL FINANCE TEAM		(2) (3)	SA CALCULATE AND SUBMIT INCENTIVE ACHIEVEMENT	UPLOAD TARGET TO SALES UP	SEND TARGET TO FINANCE, SALES MANAGEMENT, IT AND DISTRIBUTOR	APPROVE (5)	SA GETS APPROVAL	(3) SEND TARGET TO SA	BM REVIEW	Start  (1)  TARGET SETTING  (2)	TARGET SETTING	Business process Remark
WP Finance Wind Many M.	(11) Sales Admin send VAT invoice to Distributors	(10) Accountant post to SAP, issue VAT Invoice and send to Sales Admin	<ul> <li>(8) Sales Admin send the Incentive Achievement with confirmation from Distributor to Accountant, CSE</li> <li>(9) CSE net off payment to distributor in the next orders</li> </ul>	(7) (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	(5) Sales Admin prepare and send the incentive achievement to Sales Cap Team	(4) Sales Admin prepare the Incentive Achievement by Distributors and get approval from Commercial Finance & VP (one in total and one by distributor)		checking (3) Commoial Finance check and confirm	(c) Cares Parisin Code Scap review and adjust (if any) the incentive achievement of M+1 and submit to ASM & BM for endorsement and to Commercial Finance for	(1) Completion of Incentive calculation by Sales Up	(7) Sales Cap. Team upload Primary sales target to Sales Up	(6) Sales Admin send approved target of M+1 to Commercial Finance team, Sales Management, IT team	No  (5) VP approve target of M+1	(4) Sales Admin consolidate, check, get approval from VP	(3) BM send back the target of M+1 to Sales Admin	(2) BM to review and communicate to ASM/SS, and deploy target of M+1 to distributors	(1) Set target of month M+1 and deploy to BM in consistent template	Description	Incentive payment to GT distributors
vp sales	Sales Admin	Accountant	Sales Admin, Finance, CS		Sales Admin, Distributor	VP Sales, VP Finance		Finance team	Sales Admin	Salu Admin, IT	Sales ∪p	Sales Admin	VP Sales, VP Finance	Sales Admin	ВМ	BM, ASM, SS	VP Salus	Person in charge	
mm ()	From day 26 (calendar day) of M+2	From day 22 to 25 (calendar day) of M+2	Latest by day 21 (calendar day) of M+2  From day 22 (calendar day) of M+2	7th working day of M+2 Latest by day 18 (calendar day) of M+2	6th working day of M+2	6th working day of M+2		4th working day of M+2	3th working day of M+2	2th working day of M+2	6th working day of M+1	5th working day of M+1	5th working day of M+1	5th working day of M+1	5th working day of M+1	From date 26 of M+0 to 4th working day of M+1	Date 25 of M+0	Time line	
Chief Operating Officer	VAT Invoice and Incentive achievement		- Target + incentive achievement	•	By email: approved copy and soft copy							By email: approved copy and soft copy					Target to be deployed on monthly basis	Notes	Date: 21 March 2016