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| No: AR-02-01-01 | Revision: 00 | |
| Title: Accounts Receivable Recording from Sales Systems - Salesforce | | |

Introduction:

Finance department has responsibilities to govern to create standardized processes, clear roles, and responsibilities related to the management of financial activities within the organization.

This work procedure document is designed and targeted for officers within and outside Finance department (or its equivalent in subsidiary entities) to be guiding procedures for the specified financial and accounting processes in the Objective section.

Adherence to the activities and steps are crucial and mandatory to all targeted stakeholders to ensure consistent and transparent financial practice, clear accountabilities, regulatory compliance, and alignment with the company's financial policies used in conjunction with this work procedure.

Objective:

To establish the guideline procedures for 'Accounts Receivable Recording from Sales Systems process', ensuring that AR and sales transactions are processed accurately and in a timely manner from the sales systems into the Enterprise Resource Planning (ERP) system.

Scope:

This work procedure shall be adopted by Banpu Public Company Limited and subsidiaries, whose Finance and Accounting operations are handled by Finance department in Thailand, and shall be effective until announced otherwise.

Definitions:

Key terminology used in this procedure includes the following:

- Counterpart (Intercompany)
- Supervisor
- Value Added Tax (VAT)
- Withholding tax paid by other persons (WHT)

For definitions of each terminology, refer to the Appendix 1: Definitions [File Name: SOP Appendix 1 Definitions].

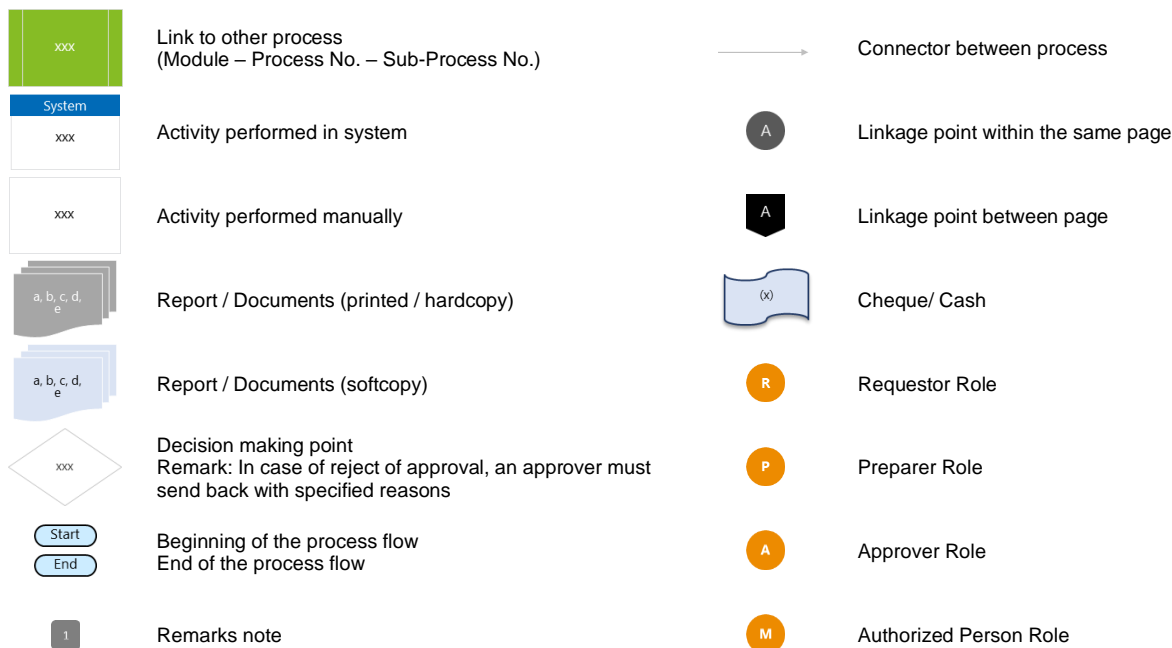
References:

N/A

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Flowchart:

Process Flowchart Legends



Abbreviations and Definitions

| Abbreviation | Definition |
|--------------|------------------------------------|
| AP | Accounts Payable |
| AR | Accounts Receivable |
| FA | Fixed Asset Accounting |
| GL | General Ledger |
| I&C | Inventory & Costing |
| TR | Treasury Operations |
| MA | Managerial Reporting and Budgeting |
| D&I | Digital and Innovation |
| MS&L | Marketing, Sales & Logistics |

| Abbreviation | Definition |
|--------------|--------------------------------------|
| ERP | Enterprise Resource Planning system |
| ECM | Enterprise Content Management system |
| ACCP | Accounting Portal system |
| VAT | Value Added Tax |
| WHT | Withholding Tax |
| SBT | Specific Business Tax |
| CIT | Corporate Income Tax |
| ARV | Accounts Receivable Voucher |

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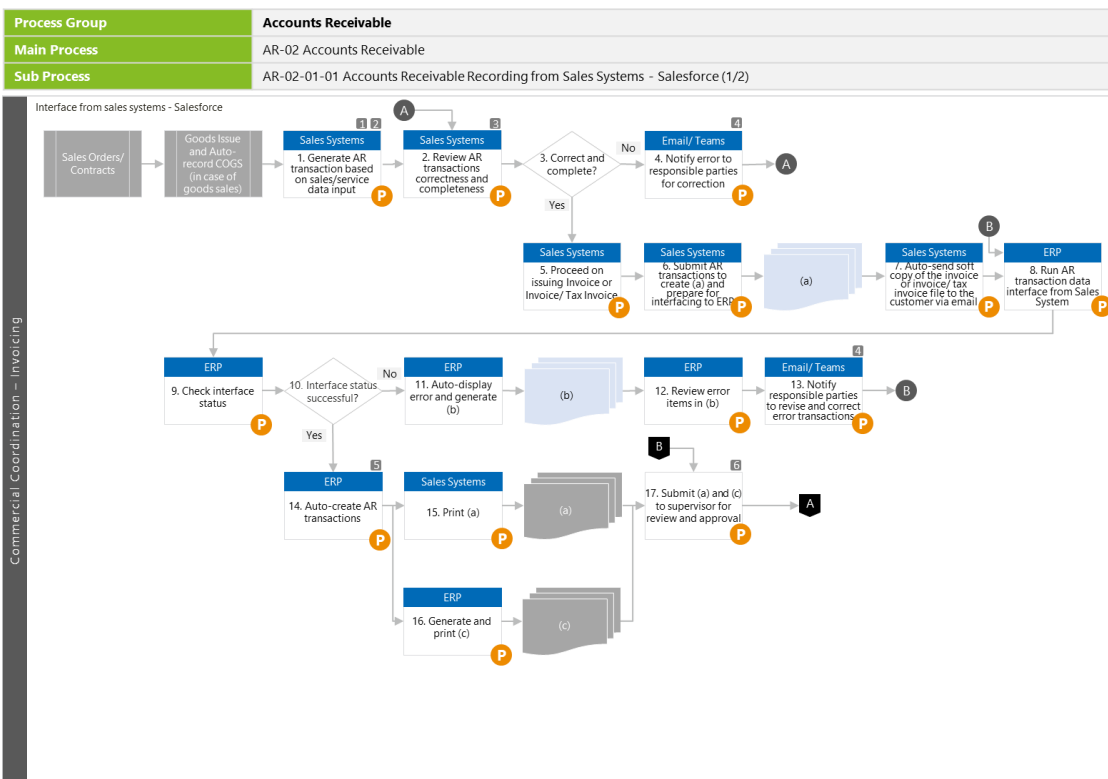
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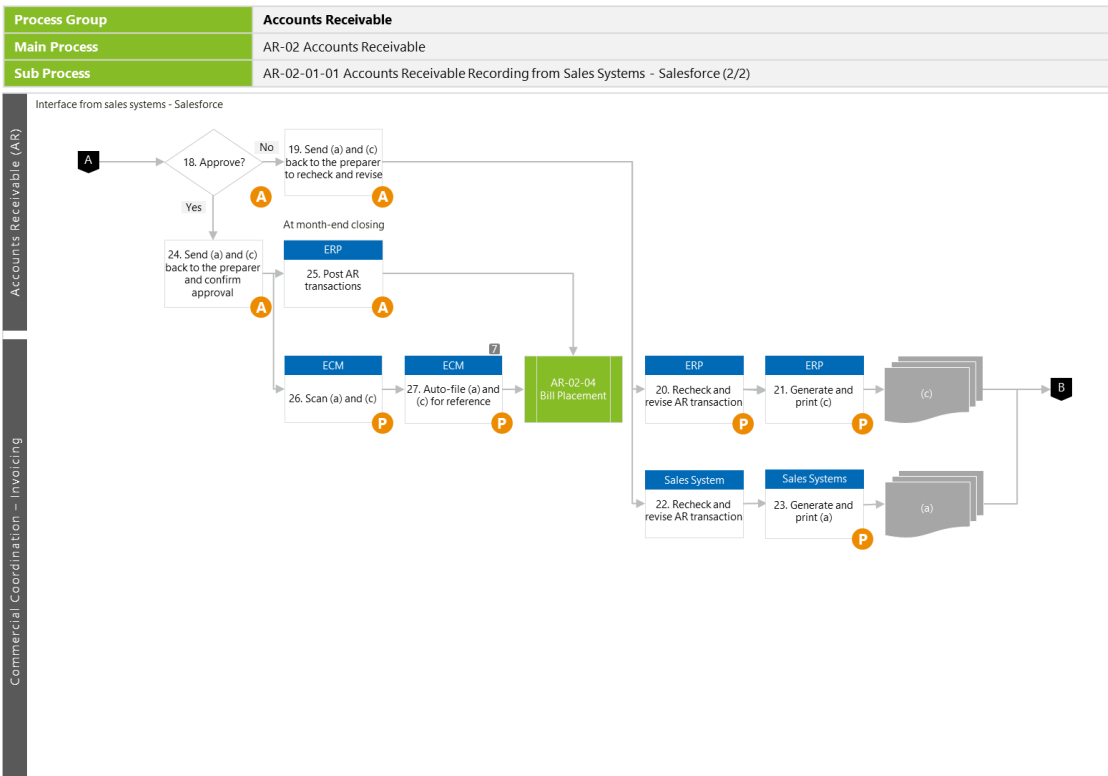


Relevant Document(s)

- a) Invoice or Invoice/ Tax Invoice
- b) Exception Report
- c) AR Voucher (ARV) with QR code (For ECM reference to upload supporting documents)

Remark(s)

1. Example of sales/ service data input:
 - Sales orders - quantity and price per unit
 - Quantity received summary from customer
 - Price formula per contract
 - Meter unit from meter system
 - Commission summary
 - Rental fee summary
2. There are 2 methods to generate AR Transaction in Sales System
 - Auto-generate AR transaction per predefined schedule.
 - Manually generate transaction
3. Commercial Coordination – Invoicing should review transactions correctness and completeness at least the following:
 - Customer details (Code, Name, etc.)
 - Sales information such as Date of transaction, Service/ product type, Sales/Service amount, VAT/ WHT amount, etc.
4. Example of responsible parties include the D&I, Finance System, or Finance teams
5. Interfaced AR transactions should include details of VAT and WHT, Invoice number (running from sales systems), and counterpart (intercompany) information and generate accounting entries:
 - Dr. AR
 - Cr. VAT (if any)
 - Cr. Revenue
6. Commercial Coordination – Invoicing preparer can submit the transaction documents for review and approval via either hard copy or email.



Relevant Document(s)

- a) Invoice or Invoice/ Tax Invoice
- b) Exception Report
- c) AR Voucher (ARV) with QR code (For ECM reference to upload supporting documents)

Remark(s)

7. ECM will create a folder based on ARV and upload the supporting documents in designated folder

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Detail of Procedure: AR-02-01-01

1. In case of interface from sales systems – Salesforce, Sales Systems automatically generates AR transactions based on predefined schedule, or Commercial Coordination – Invoicing preparer manually generates the AR transactions based on sales and service data input. Example of sales/ service data input are:
 - Sales orders - quantity and price per unit.
 - Quantity received summary from customer.
 - Price formula per contract.
 - Meter unit from meter system.
 - Commission summary.
 - Rental fee summary.
2. Commercial Coordination – Invoicing preparer reviews the correctness and completeness of AR transactions in Sales Systems. The review should include at least the following:
 - Customer details (Code, Name, etc.).
 - Sales information such as Date of transaction, Service/ product type, Sales/Service amount, VAT/ WHT amount, etc.
3. Commercial Coordination – Invoicing preparer reviews the result from the step #2, whether the transactions is correct and complete:
 - a. If correct and complete, proceed to step #5.
 - b. If incorrect and/or incomplete, proceed to step #4.
4. Commercial Coordination – Invoicing preparer notifies the error to responsible parties via Email/ Teams for correction. Then proceed back to step #2. Example of responsible parties include the D&I, Finance System, or Finance teams.
5. Commercial Coordination – Invoicing preparer proceeds on issuing the Invoice or Invoice/ Tax invoice from Sales Systems.
6. Commercial Coordination – Invoicing preparer submits the AR transactions in Sales Systems to create Invoice or Invoice/ Tax Invoice and to prepare for interfacing to ERP.
7. Sales Systems automatically sends the soft copy of Invoice or Invoice/ Tax Invoice file to the customer via Email.
8. After transactions submissions in Sales System, Commercial Coordination – Invoicing preparer runs to interface the prepared transactions from Sales System into ERP.
9. Commercial Coordination – Invoicing preparer checks the interface status in ERP.
10. Commercial Coordination – Invoicing preparer reviews the result from the step #9, whether the interface status is successful:
 - a. If the interface status is successful, proceed to step #14.
 - b. If the interface status in unsuccess, proceed to Step #11.
11. ERP automatically displays the error and generates Exception Report.
12. Commercial Coordination – Invoicing preparer reviews the error items listed in the Exception Report in ERP.
13. Commercial Coordination – Invoicing preparer notifies the responsible parties to revise and correct the error transactions via Email or Teams. Example of responsible parties include the D&I, Finance System, or Finance teams. Then, proceed back to step #8.

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14. ERP automatically creates AR transactions. The interfaced AR transactions should include details of VAT and WHT, Invoice number (running from sales systems), and counterpart (Intercompany) information and generate accounting entries:
 Dr. AR
 Cr. VAT (if any)
 Cr. Revenue
15. Commercial Coordination – Invoicing preparer prints the Invoice or Invoice/ Tax Invoice from Sales System. Then proceed to step #17.
16. Commercial Coordination – Invoicing preparer generates and prints ARV from ERP.
17. Commercial Coordination – Invoicing preparer submits the Invoice or Invoice/ Tax Invoice and ARV to supervisor for review and approval.
Note: Commercial Coordination – Invoicing preparer can submit the transaction documents for review and approval via either hard copy or email.
18. AR approver reviews the submitted transaction with supporting documents:
 - a. If approve, proceed to step #24.
 - b. If not approve, proceed to step #19.
19. AR approver sends the Invoice or Invoice/ Tax Invoice and ARV back to the preparer to recheck and revise the transactions. Then proceed to step #20 and #22.
20. Commercial Coordination – Invoicing preparer rechecks and revises AR transaction in ERP.
21. Commercial Coordination – Invoicing preparer generates and prints ARV. Then proceed back to step #17 to resubmit to supervisor for approval.
22. Commercial Coordination – Invoicing preparer rechecks and revises AR transaction in Sales System.
23. Commercial Coordination – Invoicing preparer generates and prints the Invoice or Invoice/ Tax Invoice. Then proceed back to step #17 to resubmit to supervisor for approval.
24. AR approver sends the Invoice or Invoice/ Tax Invoice and ARV back to the preparer and confirms approval. Then proceed to step #25 and #26.
25. At month-end closing, AR approver posts AR transactions in ERP. Then proceed to the work procedure of AR-02-04 Bill Placement.
26. Commercial Coordination – Invoicing preparer scans the Invoice or Invoice/ Tax Invoice and ARV via ECM.
27. ECM automatically files the scanned documents from step #26 for reference. ECM will create a folder based on ARV and upload the supporting documents in designated folder. Then proceed to the work procedure of AR-02-04 Bill Placement.