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Title: Accounts Receivable Recording from Sales Systems - MineMarket		

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].

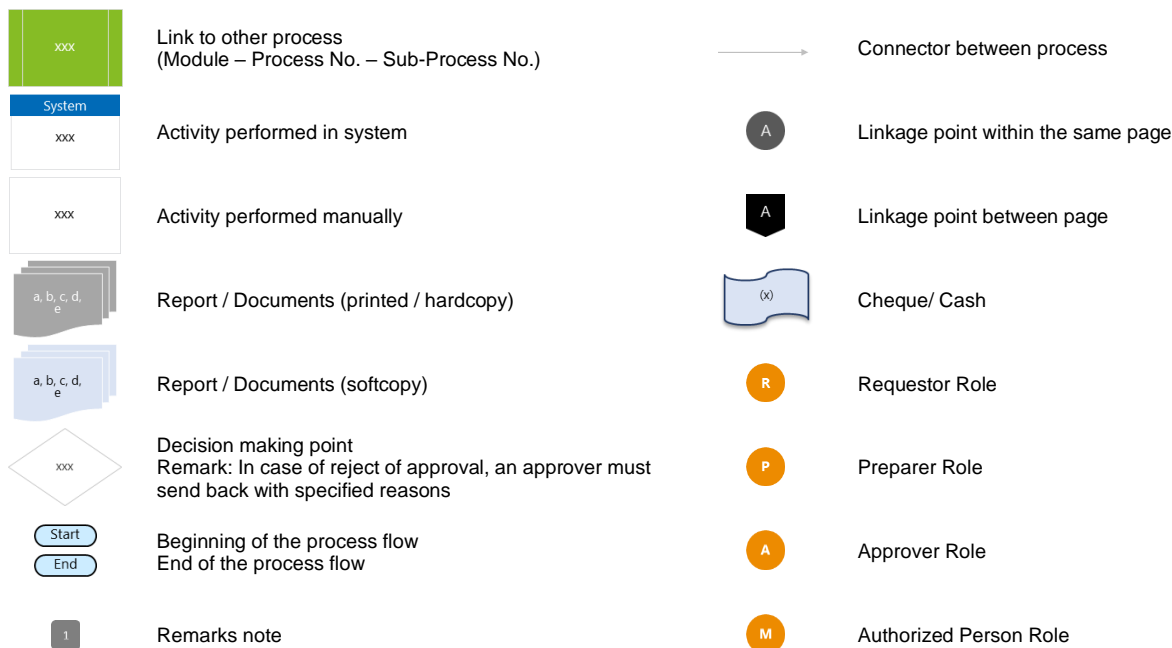
References:

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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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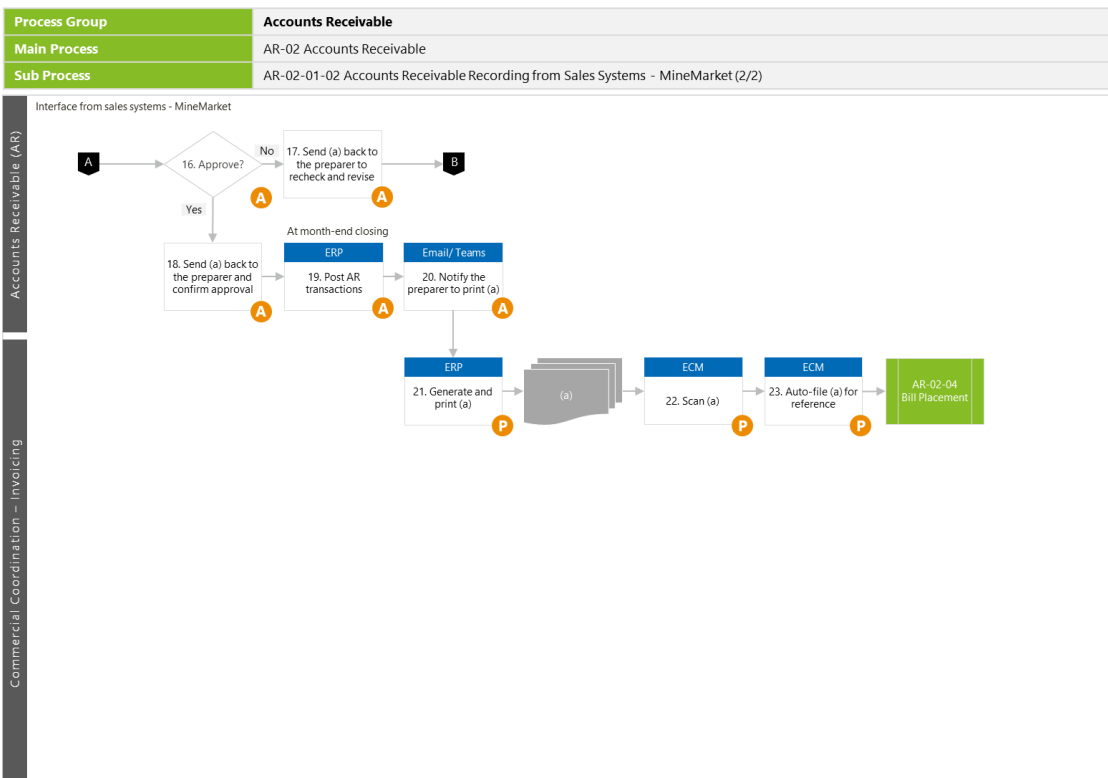
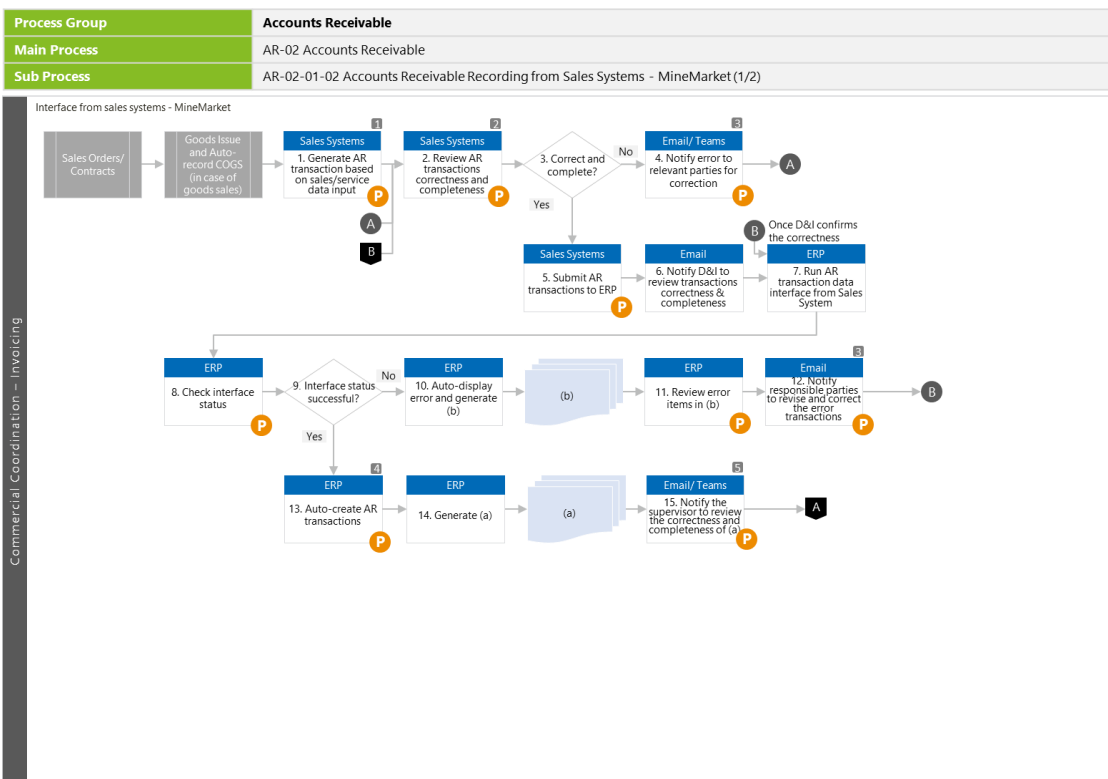
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Detail of Procedure: AR-02-01-02

1. In case of interface from sales systems – MineMarket, Commercial Coordination – Invoicing preparer generates AR transactions based on sales or 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 submits the AR transactions in Sales Systems to prepare for interfacing to ERP.
6. After transactions submissions in Sales System, Commercial Coordination – Invoicing preparer notifies D&I team to review the correctness and completeness of the prepared AR transactions.
7. Once D&I team confirms the correctness and completeness of the interfaced transactions, Commercial Coordination – Invoicing preparer runs to interface the prepared transactions from Sales System into ERP.
8. Commercial Coordination – Invoicing preparer checks the interface status in ERP.
9. Commercial Coordination – Invoicing preparer reviews the result from the step #8, whether the interface status is successful:
 - a. If the interface status is successful, proceed to step #13.
 - b. If the interface status in unsuccess, proceed to Step #10.
10. ERP automatically displays the error and generates Exception Report.
11. Commercial Coordination – Invoicing preparer reviews the error items listed in the Exception Report in ERP.
12. Commercial Coordination – Invoicing preparer notifies the responsible parties to revise and correct the error transactions via Email. Example of responsible parties include the D&I, Finance System, or Finance teams. Then proceed back to step #7.
13. 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

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14. Commercial Coordination – Invoicing preparer generates the Invoice or Invoice/ Tax Invoice from ERP.
15. Commercial Coordination – Invoicing preparer notifies supervisor to review and approve the completeness and correctness of the Invoice or Invoice/ Tax Invoice via Email or Teams.
Note: Commercial Coordination – Invoicing preparer can submit the transaction documents for review and approval via either hard copy or email.
16. AR approver reviews the submitted transaction with the Invoice or Invoice/ Tax Invoice and considers whether to approve the AR transaction:
 - a. If approve, proceed to step #18.
 - b. If not approve, proceed to step #17.
17. AR approver sends the Invoice or Invoice/ Tax Invoice back to the preparer to recheck and revise the transactions. Then proceed back to step #2.
18. AR approver sends the Invoice or Invoice/ Tax Invoice back to the preparer and confirms approval. Then proceed to step #19.
19. At month-end closing, AR approver posts AR transactions in ERP.
20. AR approver notifies the preparer to print Invoice or Invoice/ Tax Invoice via email or Teams.
21. Commercial Coordination – Invoicing preparer generates and prints Invoice or Invoice/ Tax Invoice from ERP.
22. Commercial Coordination – Invoicing preparer scans the Invoice or Invoice/ Tax Invoice via ECM.
23. ECM automatically files the scanned documents from the step #22 in designated folder for reference. Then proceed to the work procedure of AR-02-04 Bill Placement.