

Type: Standard Operating Procedure	Banpu Public Company Limited	
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Title: Invoice Self-Submission and Bill Placement Recording	Finance	

### **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 'Invoice Self-Submission and Bill Placement Recording process', ensuring that bill placement is processed correctly to facilitate timely AP recording and payment processing on the date committed per agreed payment schedule

### **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:

- 2-Way PO
- 3-Way PO
- 2-Way Matching
- 3-Way Matching
- Bill Placement
- Purchase Order (PO)
- Goods Receipt Note (GRN)
- Billing Note
- Supervisor

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

### **References:**

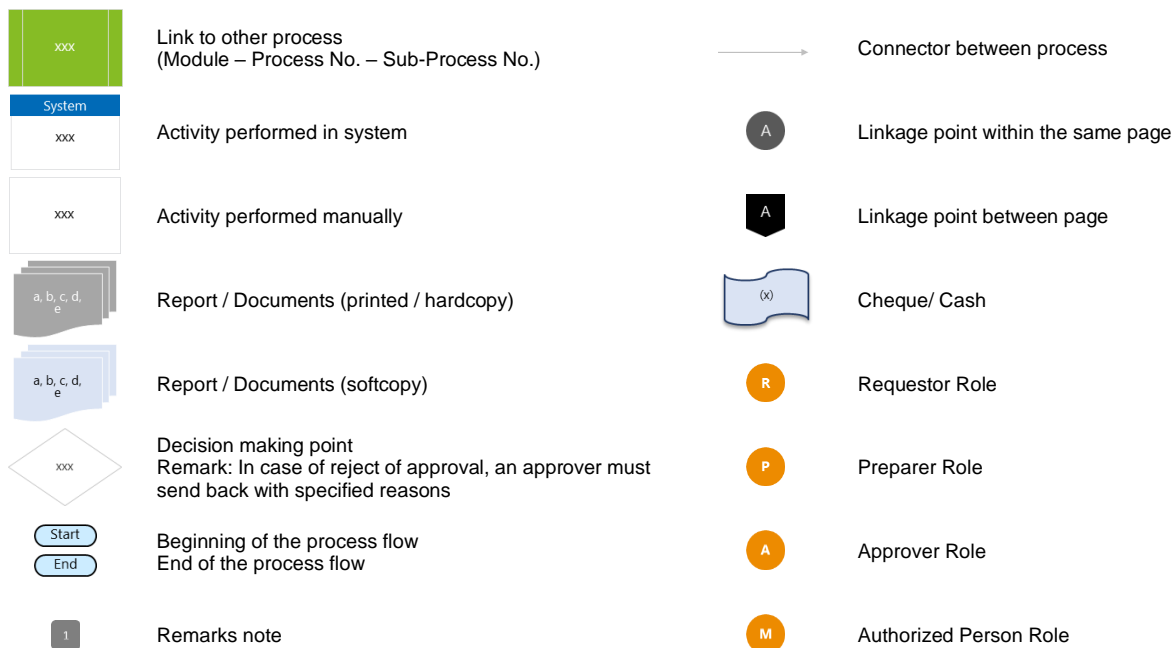
For bill placement schedule, document submission and bill placement guideline:

- Billing Schedule of Banpu Public Company Limited and Subsidiaries
- Summary Document Submission Date to Controller
- Bill placement guideline for employee

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## Flowchart:

### Process Flowchart Legends

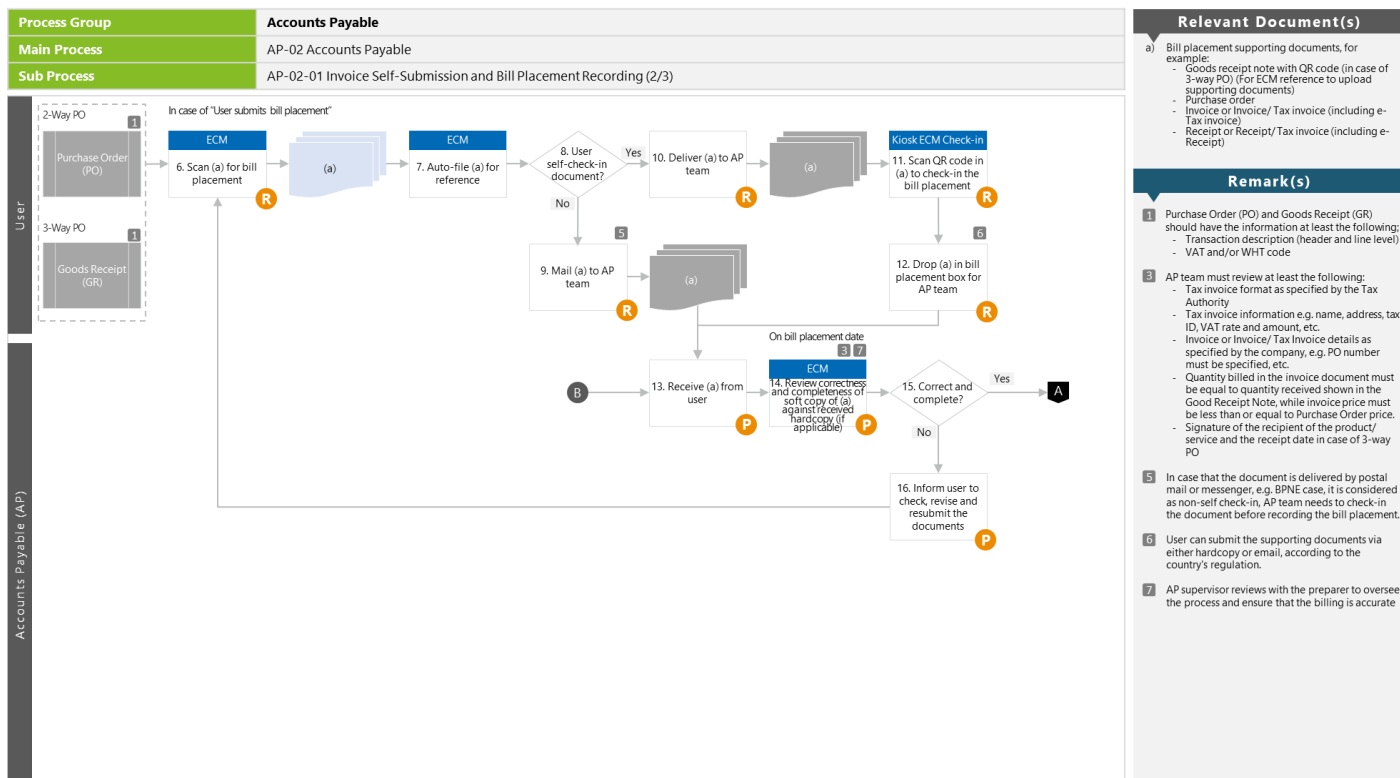
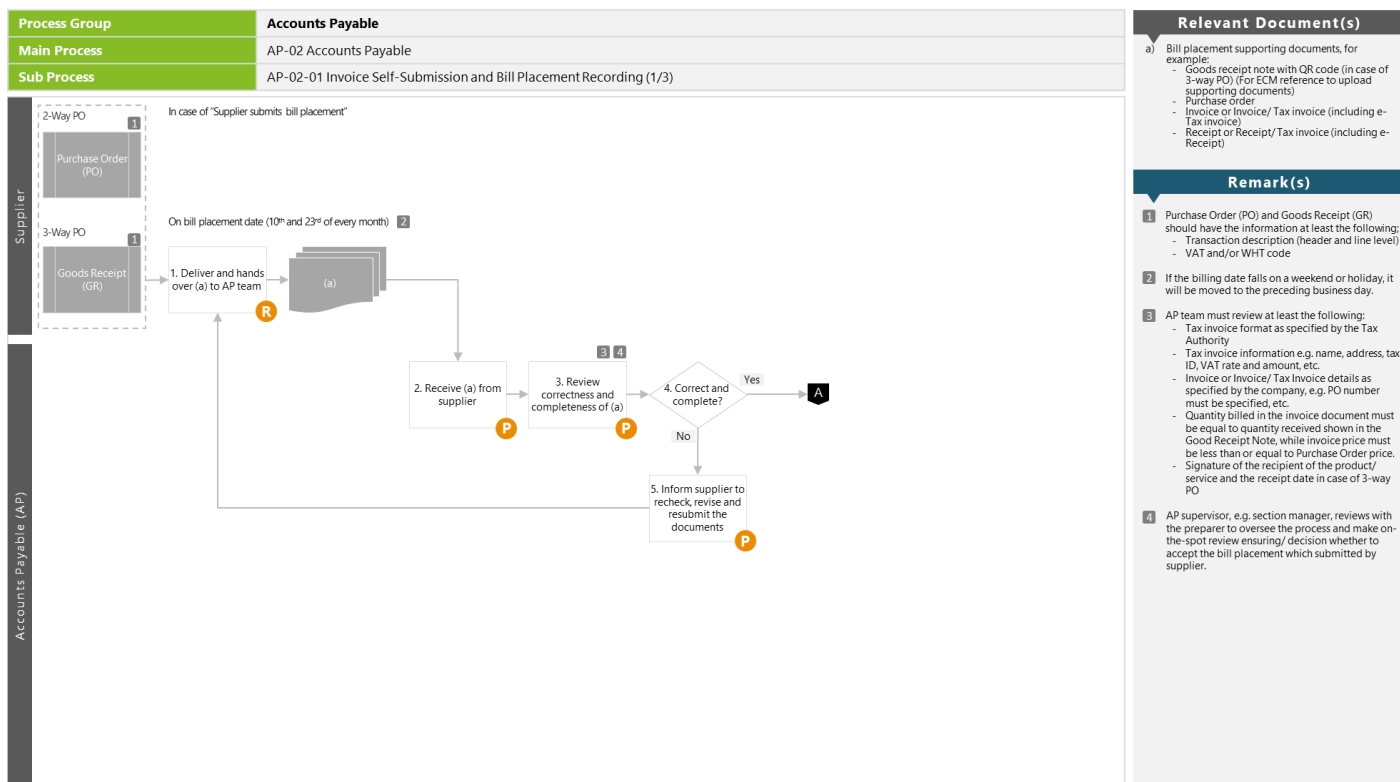


### Abbreviations and Definitions

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

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Process Group	Accounts Payable
Main Process	AP-02 Accounts Payable
Sub Process	AP-02-01 Invoice Self-Submission and Bill Placement Recording (3/3)

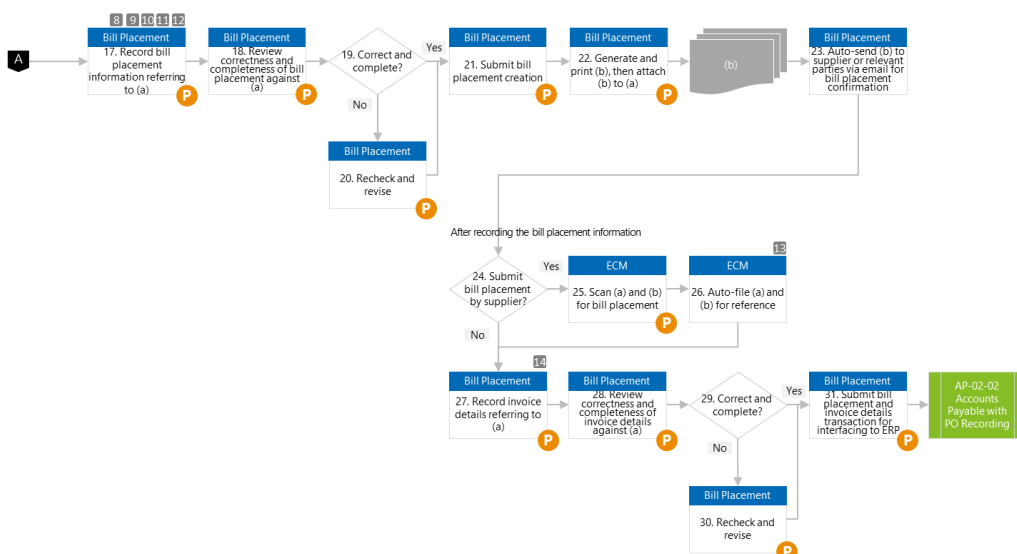
#### Relevant Document(s)

- a) Bill placement supporting documents, for example:
- Goods receipt note with QR code (in case of 3-way PO) (For ECM reference to upload supporting documents)
  - Purchase order
  - Invoice or Invoice/ Tax invoice (including e-Tax invoice)
  - Receipt or Receipt/ Tax invoice (including e-Receipt)
- b) Billing Note

#### Remark(s)

- 8 AP team verifies the completeness of number of bill placement transactions. If a goods receipt is completed without the corresponding bill placement document, AP team will follow up with suppliers or users to obtain the documents.
- 9 Information must be defaulted from Goods Receipt transaction at least the following:
- Transaction amount
  - Transaction description
  - Due date for payment per the conditions set
- 10 AP team inputs at least the following:
- Invoice information, e.g. invoice and tax invoice number, invoice date, etc.
  - Payment method
  - VAT code and amount
- 11 AP team proceeds the 2-way and 3-way matching to record the bill placement and invoice. 3-way matching is the process of verifying that the quantity and amount on an invoice or tax invoice match the corresponding purchase order and delivery order or fall within pre-defined tolerances. In contrast, 2-way matching only compares the invoice or tax invoice to the purchase order.
- 12 AP team checks to ensure there is no duplicate AP invoice for the same supplier.
- 13 ECM will create a folder based on Billing Note and upload the supporting documents in designated folder
- 14 AP team inputs at least the following:
- Invoice information e.g. invoice and tax invoice number, invoice date, etc.
  - Payment information e.g. payment method, pay group, etc.
  - VAT and WHT information, revise the information if needed e.g. VAT rate and amount, WHT rate, etc.

Accounts Payable (AP)



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### ***Detail of Procedure: AP-02-01***

#### ***In case of a supplier submitting a bill placement (from step #1 - #5)***

1. On the bill placement date, supplier delivers and hands over the Bill Placement Supporting Documents to AP team. Bill Placement Supporting Documents include the following:
  - Goods receipt note (in case of 3-Way PO).
  - Purchase order (in case of 2-Way PO).
  - Invoice or Invoice/ Tax invoice (including e-Tax invoice).
  - Receipt or Receipt/ Tax invoice (including e-Receipt).

**Note:** If the billing date falls on a weekend or holiday, it will be moved to the preceding business day.

2. AP preparer receives the Bill Placement Supporting Documents from supplier.
3. AP preparer reviews the correctness and completeness of the Bill Placement Supporting Documents. The review must include at least:
  - Tax invoice format as specified by the Tax Authority.
  - Tax invoice information e.g. name, address, tax ID, VAT rate and amount, etc.
  - Invoice or Invoice/ Tax Invoice details must be indicated as specified by the company, e.g. PO number must be specified, etc.
  - Quantity billed in the invoice document must be equal to quantity received shown in the Good Receipt Note, while invoice price must be less than or equal to Purchase Order price.
  - Signature of the recipient of the product/ service and the receipt date in case of 3-way PO.
- Note:** AP supervisor, e.g. section manager, reviews with the preparer to oversee the process and make on-the-spot review ensuring/ decision whether to accept the bill placement which submitted by supplier.
4. AP preparer reviews the result from step #3 to determine whether the documents are correct and complete:
  - a. If correct and complete, proceed to step #17.
  - b. If incorrect and/or incomplete, proceed to step #5.
5. AP preparer informs supplier to recheck, revise and resubmit the documents. Then proceed back to step #1.

#### ***In case of a user submitting a bill placement (from step #6 - #16)***

6. User scans the Bill Placement Supporting Documents via ECM.
7. ECM automatically files the scanned document from step #6 for reference in designated folder.
8. User considers whether they can self-check-in the Bill Placement Supporting Documents:
  - a. If can, proceed to step #10 - #12.
  - b. If cannot, proceed to step #9 (in case of user at location outside main Corporate Finance office).
9. User delivers the Bill Placement Supporting Documents to AP team via postal mail or messenger. Then proceed to step #13.
 

**Note:** In case that the document is delivered by postal mail or messenger, e.g. BPNE case, it is considered as non-self check-in, AP team needs to check-in the document before recording the bill placement.
10. User delivers the Bill Placement Supporting Documents to AP team at the 'self-submit' bill placement area.
11. User submits and checks-in the Bill Placement Supporting Documents to AP team by scanning QR code on the document, such as goods receipt note or purchase order, with Kiosk ECM check-in system.
12. User drops the Bill Placement Supporting Documents in the designated bill placement box.
 

**Note:** User can submit the supporting documents via either hardcopy or email, according to the country's regulation.
13. AP preparer receives the Bill Placement Supporting Documents from user.

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14. On the bill placement date, AP preparer reviews correctness and completeness among soft copy scanned by users and hard copy of the Bill Placement Supporting Documents received. The review must include at least:
- Tax invoice format as specified by the Tax Authority.
  - Tax invoice information e.g. name, address, tax ID, VAT rate and amount, etc.
  - Invoice or Invoice/ Tax Invoice details as specified by the company, e.g. PO number must be specified, etc.
  - Quantity billed in the invoice document must be equal to quantity received shown in the Good Receipt Note, while invoice price must be less than or equal to Purchase Order price.
  - Signature of the recipient of the product/ service and the receipt date in case of 3-way PO.

Note:

- AP supervisor reviews with the preparer to oversee the process and ensure that the billing is accurate.

15. AP preparer reviews the result from step #14 whether the documents are correct and complete:
- a. If correct and complete, proceed to step #17.
  - b. If incorrect and/or incomplete, proceed to step #16.
16. AP preparer informs user to check, revise and resubmit the documents. Then proceed back to step #6.
17. AP preparer records bill placement information in Bill Placement system, referring to the Bill Placement Supporting Documents. The system automatically retrieves information from related Goods Receipt transaction in ERP and include at least following:
- Transaction amount.
  - Transaction description.
  - Due date for payment per the conditions set.

Before recording bill placement information, AP preparer performs 2-way or 3-way matching check against data in the Bill Placement system, and checks that there is no duplicate AP invoice for the same supplier. When recording bill placement, at least the following information must be reviewed, revise or entered:

- Invoice information e.g. invoice and tax invoice number, invoice date, GL posting date, etc.
- Payment method
- VAT code and amount, WHT rate, etc.

Note:

- 3-Way Matching is the process of verifying that the quantity and amount on an invoice or tax invoice match the corresponding purchase order and delivery order or fall within pre-defined tolerances.
- 2-Way Matching is the process of verifying that the amount on an invoice or tax invoice matches the corresponding purchase order or fall within pre-defined tolerances.
- AP team verifies the completeness of number of bill placement transactions. If a goods receipt is completed without the corresponding bill placement document, AP team will follow up with suppliers or users to obtain the documents.

18. AP preparer reviews correctness and completeness of the recorded bill placement in Bill Placement system against Bill Placement Supporting Documents.
19. AP preparer reviews the result from step #18 whether the bill placement is correct and complete:
- a. If correct and complete, proceed to step #21.
  - b. If incorrect and/or incomplete, proceed to step #20.
20. AP preparer rechecks and revises the bill placement information.
21. AP preparer submits the bill placement creation.
22. AP preparer generates and prints Billing Note. Then attach the Billing Note with the Bill Placement Supporting Documents.
23. Bill Placement system automatically sends the Billing Note to supplier or relevant parties via email for bill placement confirmation.
24. After recording the bill placement information, AP preparer considers whether the bill placement is submitted by supplier or user:
- a. In case of supplier submits bill placement, proceed to step #25.

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b. In case of user submits bill placement, proceed to step #27.

25. AP preparer scans the Billing Note and Bill Placement Supporting Documents via ECM.

26. ECM automatically files the scanned document from step #25 for reference in designated folder.

27. AP preparer records invoice details in Bill Placement system, referring to the Bill Placement Supporting Documents. When recording the invoice details, AP preparer inputs at least the following:

- Invoice information e.g. invoice and tax invoice number, invoice date, GL posting date, etc.
- Payment information e.g. payment method, pay group, etc.
- VAT and WHT information, revise the information if needed e.g. VAT rate and amount, WHT rate, etc.

28. AP preparer reviews correctness and completeness of the recorded invoice details in Bill Placement system against Bill Placement Supporting Documents.

29. AP preparer reviews the result from step #28 whether the bill placement is correct and complete:

- a. If correct and complete, proceed to step #31.
- b. If incorrect and/or incomplete, proceed to step #30.

30. AP preparer rechecks and revises the invoice details information in Bill Placement system.

31. AP preparer submits the bill placement and invoice details transactions for interfacing to ERP. Then proceed to the work procedure of AP-02-02 Accounts Payable with PO Recording.