

Type: Standard Operating Procedure No: INV-02-04 Title: Inventory Issued (Coal)	Banpu Public Company Limited Finance	Page 1 / 4
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**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 Corporate 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 'Inventory Issued (Coal) process', ensuring that the coal inventory sold to customers in the period are correctly issued in the system and reflected in the financial statements in a timely manner.

**Scope:**

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

**Definitions:**

N/A

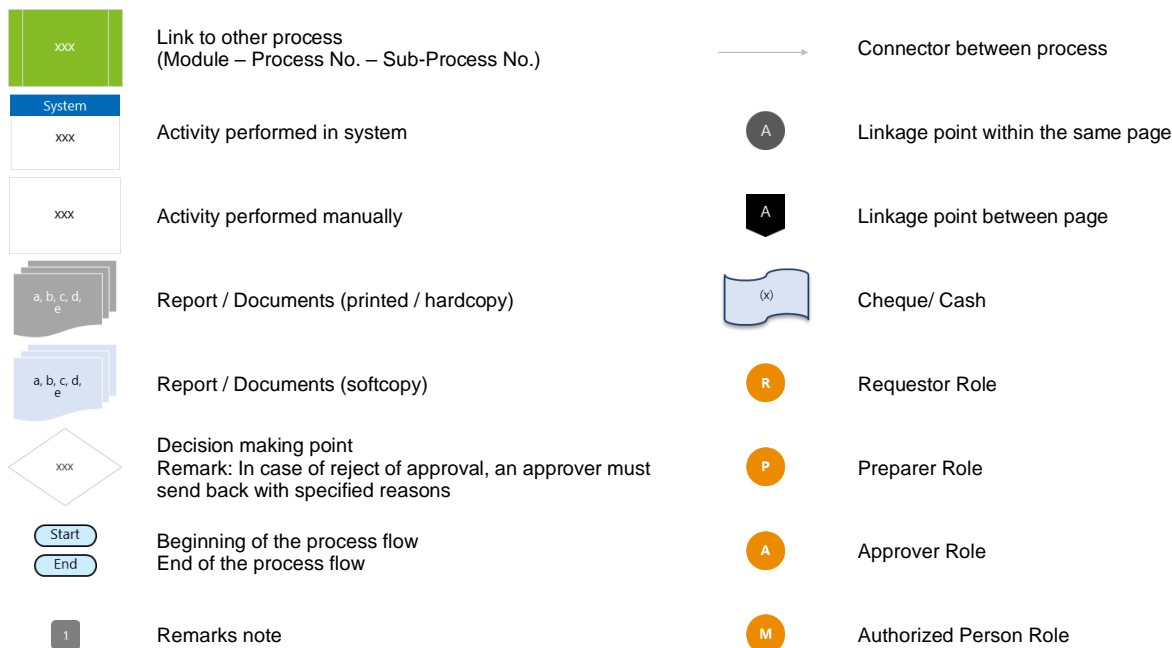
**References:**

N/A

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## Flowchart:

### Process Flowchart Legends

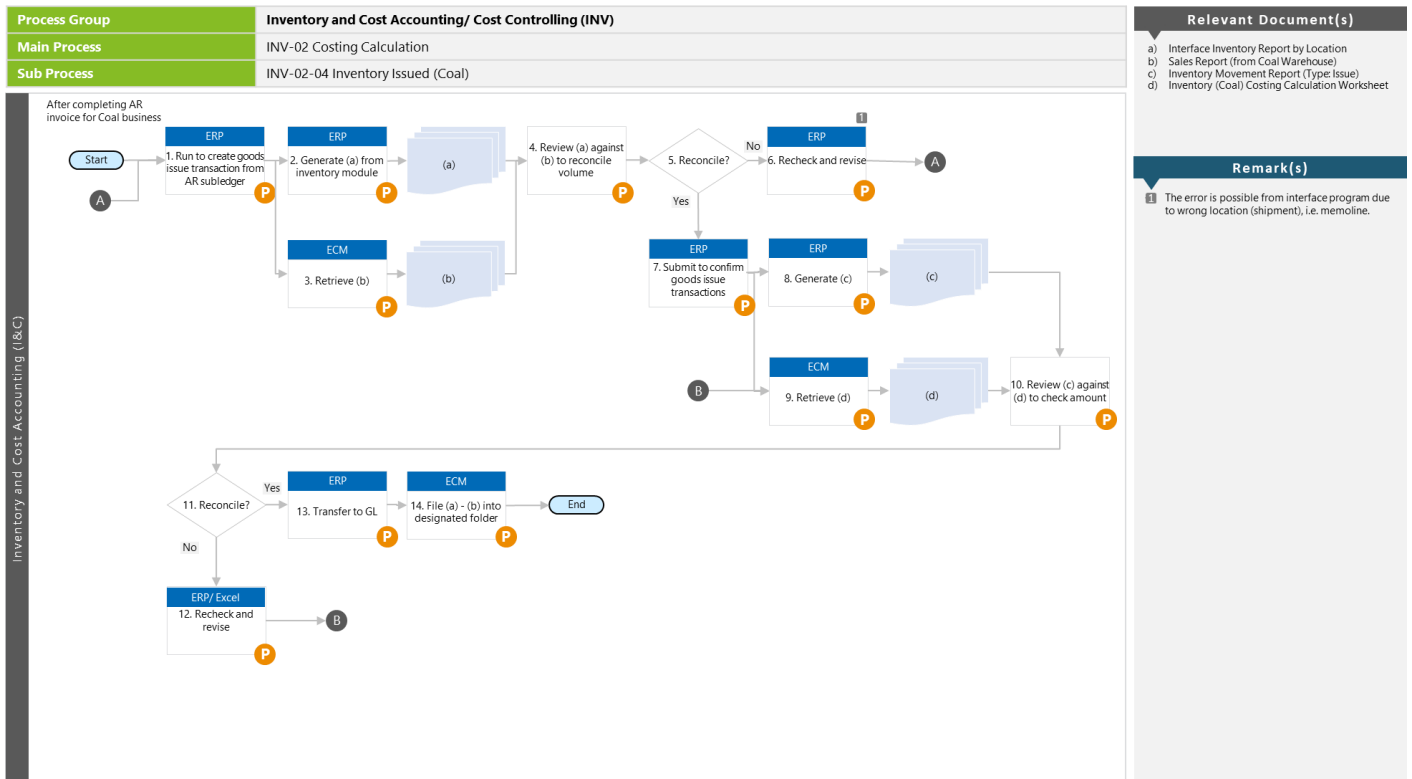


### Abbreviations and Definitions

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

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### ***Detail of Procedure: INV-02-04***

1. I&C preparer runs to create goods issue transaction from AR subledger.
2. I&C preparer generates 'Interface Inventory Report by Location' from ERP.
3. I&C preparer retrieves 'Sales Report (from Coal Warehouse)' from ECM.
4. I&C preparer reviews 'Interface Inventory Report by Location' against 'Sales Report (from Coal Warehouse)' to reconcile the volume.
5. I&C preparer reconciles the inventory volume:
  - a. If reconciles, proceed to step #7.
  - b. If does not reconcile, proceed to step #6.
6. I&C preparer contacts rechecks and revises to ensure that the interfacing data reconciles well, then proceed back to step#1.  
Note: The error is possible from interface program due to wrong location (shipment), i.e. memoline.
7. I&C preparer submits to confirm goods issue transaction in ERP.
8. I&C preparer generates 'Inventory Movement Report (Type: Issue)' from the ERP.
9. I&C preparer retrieves 'Inventory (Coal) Costing Calculation Worksheet' from ECM.
10. I&C preparer reviews 'Inventory Movement Report (Type: Issue)' against the 'Inventory (Coal) Costing Calculation Worksheet' to ensure that the amount of the inventory to be issued is correct.
11. I&C preparer reconciles the inventory amount:
  - a. If reconciles, proceed to step #13.
  - b. If does not reconcile, proceed to step #12.
12. I&C preparer rechecks and revises the interface data. Then proceed back to step #9.
13. I&C preparer transfers the issued transaction to GL in ERP.
14. I&C preparer uploads 'Interface Inventory Report by Location' and 'Sales Report (from Coal Warehouse)' in the designated folder into the ECM.