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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 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 the 'Bill Placement process,' ensuring that invoices, invoice/ tax invoices, receipts, or receipt/tax invoices are properly billed and delivered to customers in a timely and accurate manner for bill placement.

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:

- Debit Note
- Credit Note

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

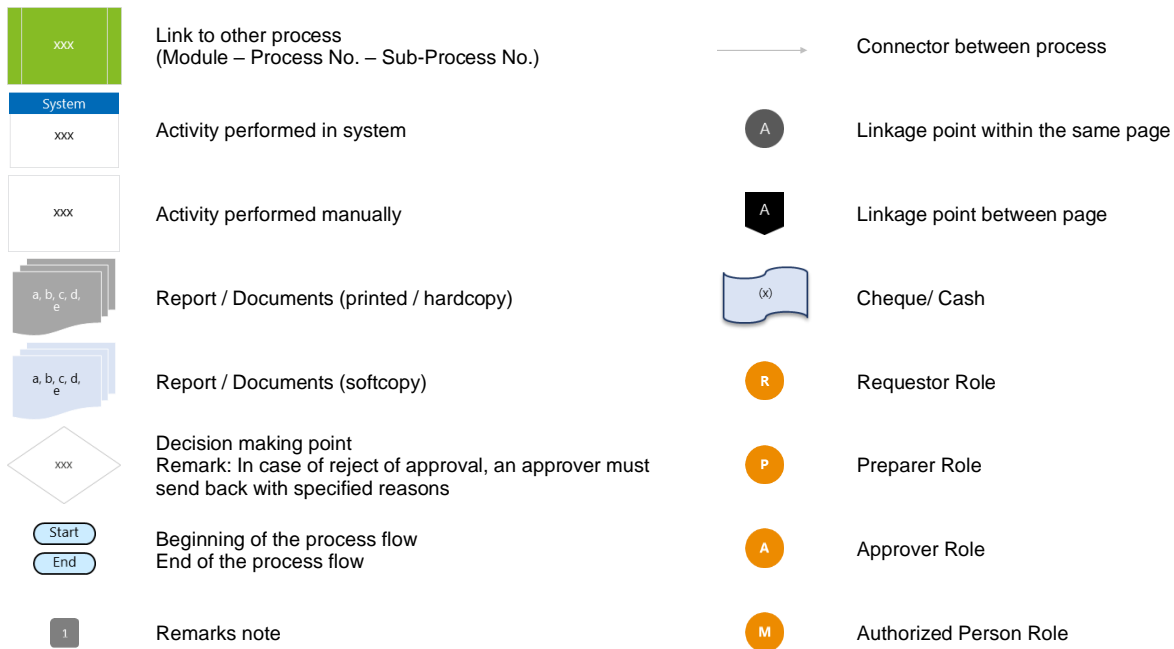
References:

N/A

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Flowchart:

Process Flowchart Legends

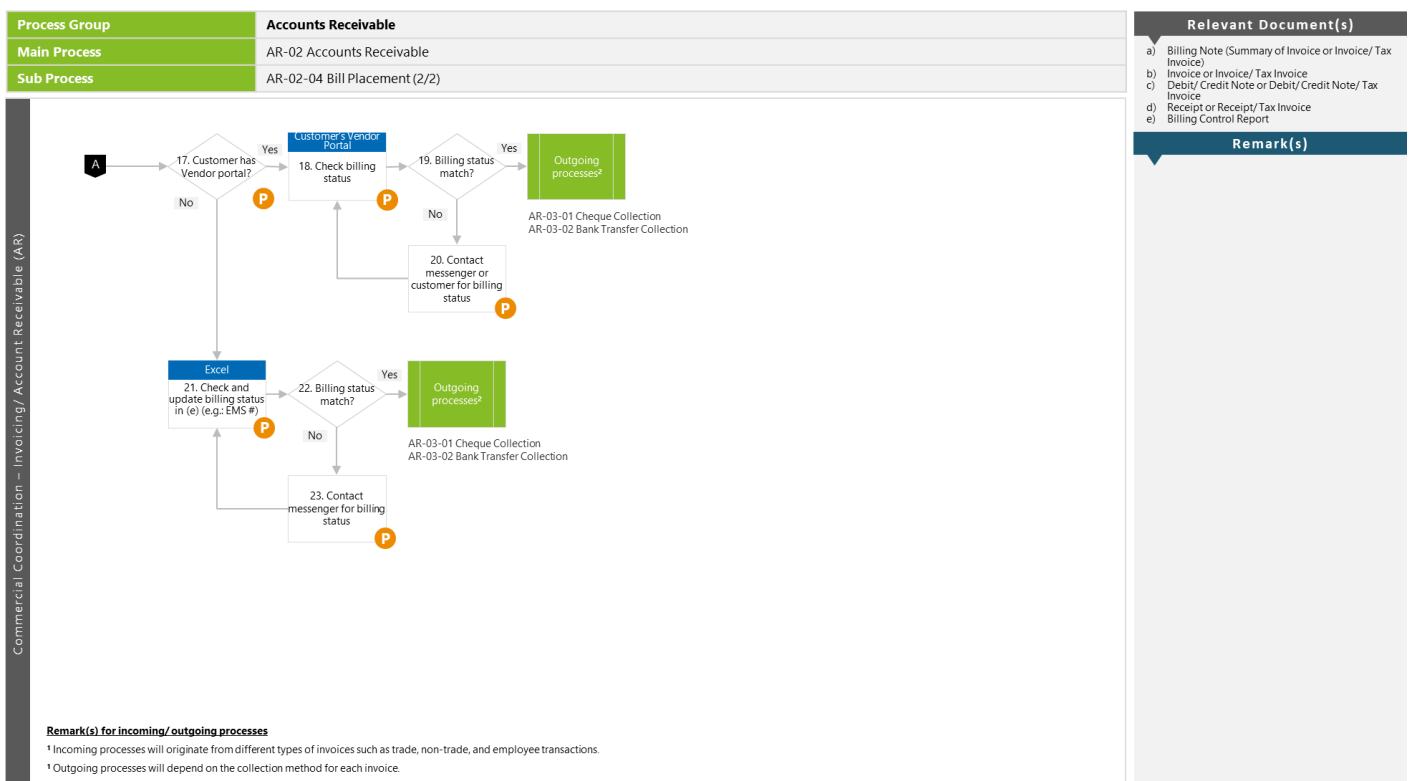
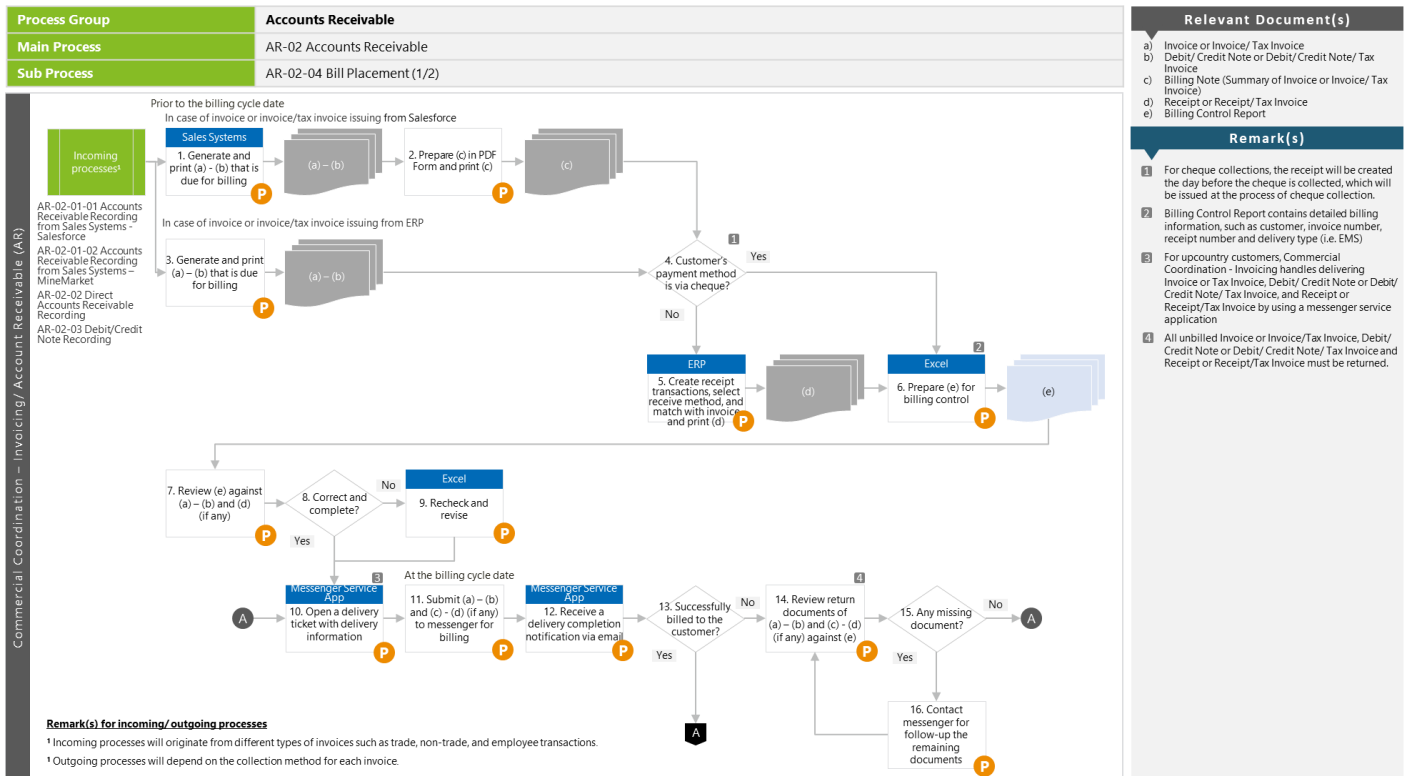


Abbreviations and Definitions

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

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Detail of Procedure: AR-02-04

In case of Invoice or Invoice/ Tax Invoice issuing from Sales Systems - Salesforce (from step #1 - #2)

1. Prior to the billing cycle date, Commercial Coordination – Invoicing preparer generates and prints the Invoice or Invoice/ Tax Invoice and Debit/ Credit Note or Debit/ Credit Note/ Tax Invoice from Sales Systems for billing.
2. Commercial Coordination – Invoicing preparer prepares the Billing Note (Summary of Invoice or Invoice/ Tax Invoice) in PDF form and prints the Billing Note. Then proceed to step #4.

In case of Invoice or Invoice/ Tax Invoice issuing from ERP (from step #3)

3. Prior to the billing cycle date, Commercial Coordination – Invoicing/ AR preparer generates and prints the Invoice or Invoice/ Tax Invoice and Debit/ Credit Note or Debit/ Credit Note/ Tax Invoice from ERP that is due for billing.
4. Commercial Coordination – Invoicing/ AR preparer considers whether customer's payment method is via cheque:
 - a. If payment via cheque, proceed to step #6.
 - b. If payment via bank transfer, proceed to step #5.

Note: For cheque collections, the receipt will be created the day before the cheque is collected, which will be issued at the process of cheque collection.
5. Commercial Coordination – Invoicing/ AR preparer creates receipt transactions, selects receive method, and matches with the invoice or tax invoice in ERP, then prints the Receipt or Receipt/ Tax Invoice.
6. Commercial Coordination – Invoicing/ AR preparer prepares the Billing Control Report in Excel for billing control. The Billing Control Report contains detailed billing information, such as customer, invoice number, receipt number and delivery type (i.e. EMS).
7. Commercial Coordination – Invoicing/ AR preparer reviews the Billing Control Report against the Invoice or Invoice/ Tax Invoice and Receipt or Receipt/Tax Invoice (if any).
8. Commercial Coordination – Invoicing/ AR preparer reviews the result from the step #7, whether correct and complete:
 - a. If correct and complete, proceed to step #10.
 - b. If incorrect and/or incomplete, proceed to step #9.
9. Commercial Coordination – Invoicing/ AR preparer rechecks and revises the Billing Control Report in Excel.
10. Commercial Coordination – Invoicing/ AR preparer opens a delivery ticket with delivery information in Messenger Service Application.

Note: For upcountry customers, Commercial Coordination - Invoicing handles delivering Invoice or Tax Invoice, Debit/ Credit Note or Debit/ Credit Note/ Tax Invoice, and Receipt or Receipt/Tax Invoice by using a messenger service application.
11. At the billing cycle date, Commercial Coordination – Invoicing/ AR preparer submits the Invoice or Tax Invoice, Debit/ Credit Note or Debit/ Credit Note/ Tax Invoice, Billing Note (if any) and Receipt or Receipt/Tax Invoice (if any) to messenger for billing.
12. Commercial Coordination – Invoicing/ AR preparer receives a delivery completion notification via Email generated by the Messenger Service App.

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13. Commercial Coordination – Invoicing/ AR preparer reviews the result submission from the step #12, whether it is successfully billed to the customer:
 - a. If success, proceed to step #17.
 - b. If unsuccess, proceed to step #14.
14. Commercial Coordination – Invoicing/ AR preparer reviews return documents of Invoice or Invoice/ Tax Invoice, Debit/ Credit Note or Debit/ Credit Note/ Tax Invoice, Billing Note (if any) and Receipt or Receipt/ Tax Invoice (if any) against the Billing Control Report.
Note: All unbilled Invoice or Invoice/ Tax Invoice, Debit/ Credit Note or Debit/ Credit Note/ Tax Invoice, and Receipt or Receipt/Tax Invoice must be fully returned.
15. Commercial Coordination – Invoicing/ AR preparer reviews the result from the step #14, whether there are any missing documents:
 - a. If no missing document, proceed back to step #10 to resubmit documents to customer.
 - b. If any missing document, proceed to step #16.
16. Commercial Coordination – Invoicing/ AR preparer contacts messenger for follow-up the remaining documents. Then proceed back to step #14.
17. After receiving successful billing status, Commercial Coordination – Invoicing/ AR preparer considers whether customer has Vendor Portal:
 - a. If customer has vendor portal, proceed to step #18.
 - b. If customer doesn't have vendor portal, proceed to step #21.
18. Commercial Coordination – Invoicing/ AR preparer checks billing status in Customer's Vendor Portal.
19. Commercial Coordination – Invoicing/ AR preparer reviews the billing status from step #18, whether there is any missed match status:
 - a. If no mismatch status, proceed to the work procedure of AR-03-01 Cheque Collection and AR-03-02 Bank Transfer Collection depends on the collection method for each invoice.
 - b. If any mismatch status, proceed to step #20.
20. Commercial Coordination – Invoicing/ AR preparer contacts messenger or customer for billing status. Then proceed back to step #18.
21. If customer doesn't have vendor portal, Commercial Coordination – Invoicing/ AR preparer checks and updates billing status in the Billing Control Report (e.g.: EMS tracking number).
22. Commercial Coordination – Invoicing/ AR preparer reviews the Billing Control Report from step #21, whether there is any missed match status:
 - a. If no mismatch status, proceed to the work procedure of AR-03-01 Cheque Collection and AR-03-02 Bank Transfer Collection depends on the collection method for each invoice.
 - b. If any mismatch status, proceed to step #23.
23. Commercial Coordination – Invoicing/ AR preparer contacts messenger for billing status. Then proceed back to step #21.