



# Bill Processing

**Version 1.0**



### Document Revision History

Date	Version	Content Added/Revised	Prepared by/Revised by
7 April, 2015	1.0	Basic Content	Sumitra Seshan



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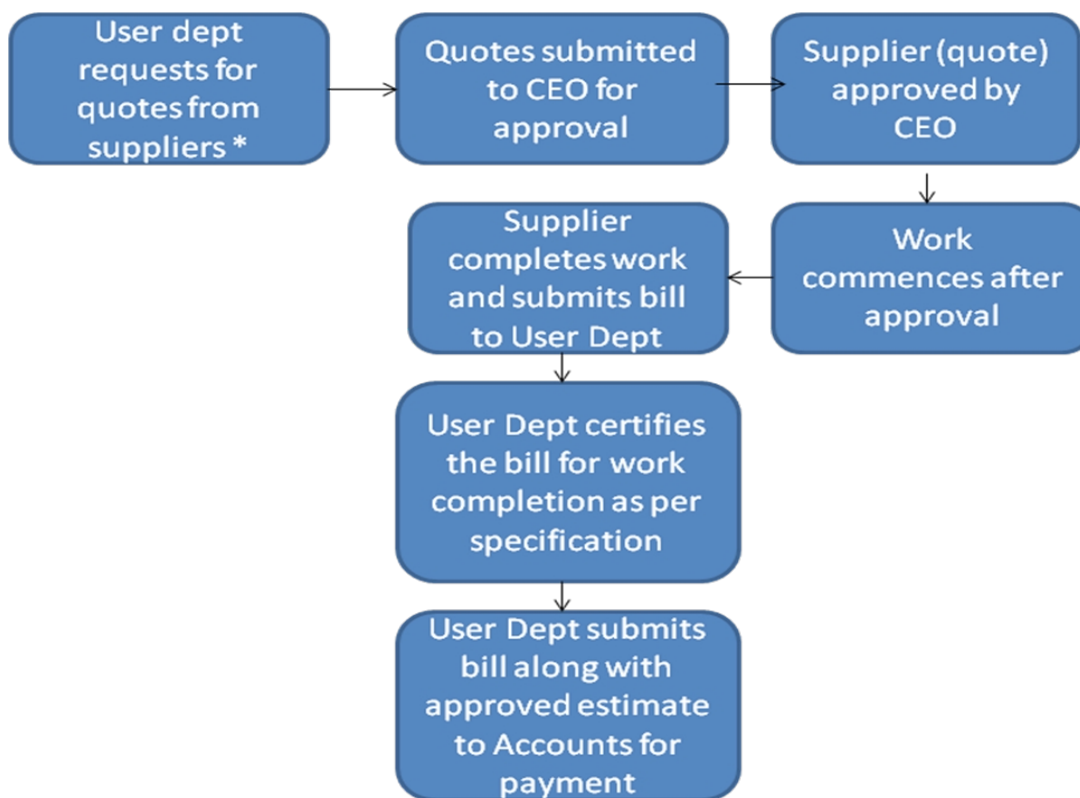
## 1.0 Purpose of the document

This document is intended to explain the processes that need to be followed for processing supplier bills by officials at Fifth Generation Technologies India Ltd (5G).

## 2.0 Processes

The payment process consists mainly of four steps (1) Purchase Authorization (selection of supplier, placing the order) (2) Receipt and Acceptance of Goods/ Services rendered by the supplier as per the order placed (3) Bill Received and certified for payment (4) Actual Bill payment.

The processes that are to be followed are explained in the diagram below:



\* - As per best practices, it is advisable to get at least three different quotes for every work that is contracted out.



The purchase authorization aspect is the formal approval of the purchase by responsible designated officials who have the financial budget obligations. At 5G the purchase authorizations are done by the CEO or the Chairman of the company.

The receipt and acceptance of goods/services generally involves the users taking possession of the items purchased (or) service rendered by the supplier. The user needs to verify the quantity and quality of the items/service received.

All bills that are received need to be verified by the Heads of the respective User departments for the following:

- a) that the items ordered were actually received and they meet the specifications as mentioned in the PO - thereby validating the supplier's bill;
- b) the bill exactly matches the order placed - with respect to quantity, price, calculations and other terms and conditions

Payment is done by the Accounts/ Finance department after checking the bill against the approved estimate. In case of variations, then the bill shall be sent to the CEO for further approval.

For purchases that are made directly using cash, the individuals need to prepare a cost sheet in the template ([Approval for Cash Purchases Template](#)) and submit it to the CEO for approval. Upon purchasing the goods, the scanned bills must be submitted to Accounts for payment along with the approved template. However such purchases must be avoided and should be followed where there are no such provisions for obtaining an estimate. Only items less than INR 5,000 can be purchased in this mode and any purchases beyond INR 5000 must be done only after receiving supplier quotes.

### 3.0 Authorization Table

Department	Initiator	Cost Owner	Purchasing Approval	Bill Verification
IT (Items: Computers, Servers, Software, AV Equipment)	System Administrators (or) GM-Corporate Resources	GM-corporate Resources	CEO	GM-Corporate Resources
H/W Purchases for Products	Hardware Engineers (or)	Product Engineering	CEO/ Chairman	Product Engineering



Department	Initiator	Cost Owner	Purchasing Approval	Bill Verification
	Product Engineering Head	Head		Head
Marketing Materials	Product Marketing Team	Product Marketing Team	CEO/Chairman	Product Engineering Head/Marketing Team
Training (tools, techniques and sessions)	Technical Director, Product Engineering Head and all GMs	Head of respective verticals	CEO	GM-Accounts & Admin
All other OH related items	GM - Accounts & Admin	Corporate	CEO	GM-Accounts & Admin

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