

# PROCEDURE



Document No.: CMDS-PM-FIN-001

Revision No. : 0

Date Created : April 30, 2025

Effective Date : May 6, 2025

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TITLE	PAYMENT TO SUPPLIERS - CREDIT TERMS
OBJECTIVE	To ensure on time (on or before the due date) and accurate payment to suppliers.
SCOPE	This procedure covers activities from receipt of the supplier's Statement of Account (SOA) to filing of paid voucher.

## DEFINITION OF TERMS:

RFP- Request for Payment  
FA- Finance Assistant  
FO- Finance Officer  
PV- Payment Voucher  
SOA - Statement of Account

PO- Purchase Order  
GRN- Goods Received Notes  
RR - Receiving Report  
PI- Purchased Invoice

RESPONSIBILITY	ACTIVITIES	INTERFACES / REMARKS
Document Controller	<p>START</p> <p>Receive and scan SOA or RFP</p>	Document Controller shall scan and save the soft copy of SOA to SD station and give the hard copy to FO.
Finance Officer	<p>Receive SOA or RFP for processing of payment</p>	<p>CMDS-FM-FIN-004, Request for Payment</p> <p>FO shall request RFP from Operations In-charge.</p> <p>Operation In-charge shall submit to RFP to FO for processing.</p>
Accounts Payable in-charge	<p>Verify documentation and return to Finance Officer for payment</p>	<p>Accounting System</p> <p>FO shall check and verify account of the supplier then forward document to Account Payable In-Charge.</p>
Finance Officer	<p>Check if documents are complete</p> <p>A</p>	Receiving Report, HW-FM-IMA-003 QnE, PO, GRN, PI, SOA

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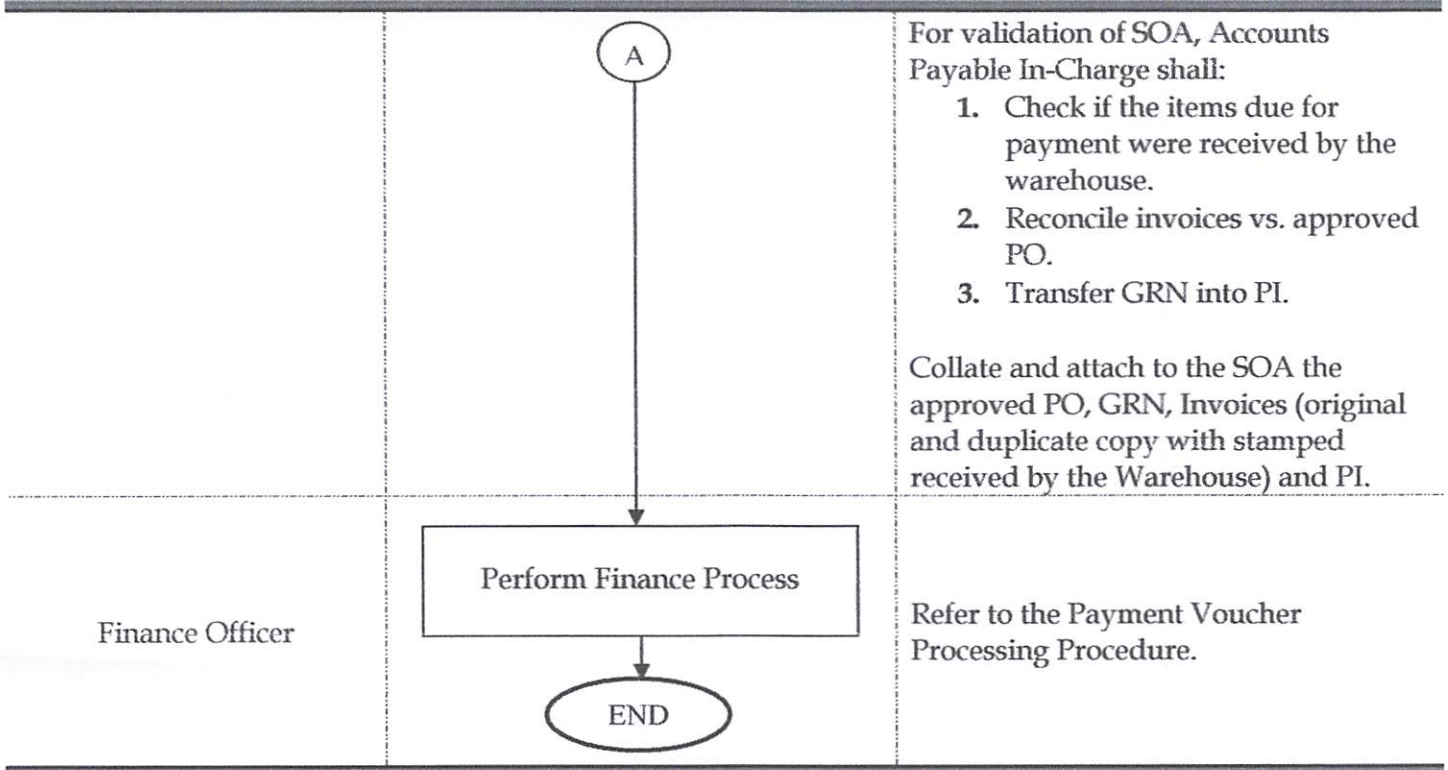
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## ADDITIONAL NOTES:

1. The printout of the CEO approval for PO shall be attached except on purchases which the Purchaser is authorized to approve as stated in the Procurement of Supplies Manual, HW-PM-PRO-003.
2. After the supplier has signed as PV under "Received by", Document Controller shall update scan the PV and attach OR/AR, if any.

## REFERENCES/RECORDS GENERATED:

1. Receiving Report (RR)
2. Accounting System Purchase Requisition
3. Accounting System Purchase Order
4. Accounting System Purchase Invoice
5. Goods Received Notes
6. Statement of Account
7. Supplier Invoice
8. Delivery Receipt

HW-FM-IMA-003

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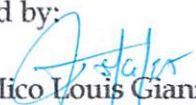
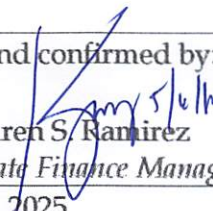

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9. Procurement of Supplies
10. Payment Voucher
11. Check
12. Official Receipt
13. Acknowledgment Receipt

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Date: May 6, 2025	Date: May 6, 2025	Date: May 6, 2025