

PROCEDURE



Document No.: CMDS-PM-FIN-002

Revision No. : 0

Date Created: April 11, 2025

Effective Date : April 21, 2025

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TITLE

C.O.D AND ADVANCE PAYMENT TO SUPPLIERS

OBJECTIVE

To ensure accurate payment to suppliers and all paid items are received on time.

SCOPE

This procedure covers activities from receipt written advice for COD or advance payment from CEO to confirmation of delivery.

DEFINITION OF TERMS:

1. RS - Requisition Slip
2. PO - Purchase Order
3. RFP - Request for Payment
4. CAFL - Cash Advance for Liquidation
5. RF - Revolving Funds

RESPONSIBILITY	ACTIVITIES	INTERFACES / REMARKS
Requestor	START	Procurement of Supplies, HW-PM-PRO-003
	Create RS	Requestor shall create RS for their request based on our procedure in Procurement of Supplies. Forward RS to Purchasing.
Purchaser	Proceed with Procurement Procedure	Procurement of Supplies, HW-PM-PRO-003
	Print documented approval of RS and Purchase Order	Refer to Procurement of Supplies Procedure Written Advice Accounting System Purchase Order
Finance Assistant (FA)	CHECK	Voucher, Check, CAFL
	CASH	Payment can be made in two forms: through CHECK or CASH
	Prepare voucher and check A	For Cash payments, Cash Advance for Liquidation (CAFL) shall be processed so the Head Cashier can release funds from the RF. Refer to Cash Advance for Liquidation B

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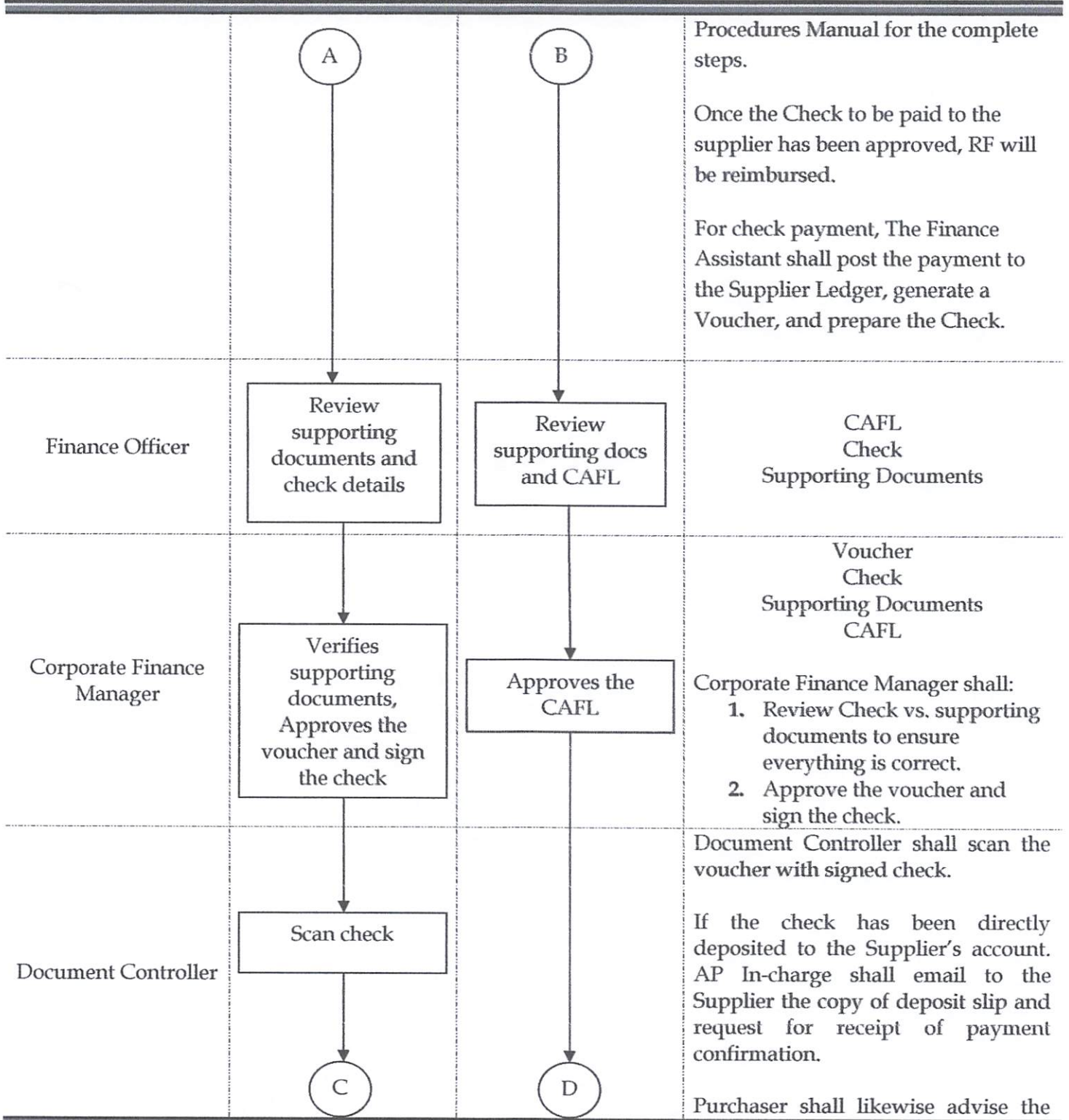
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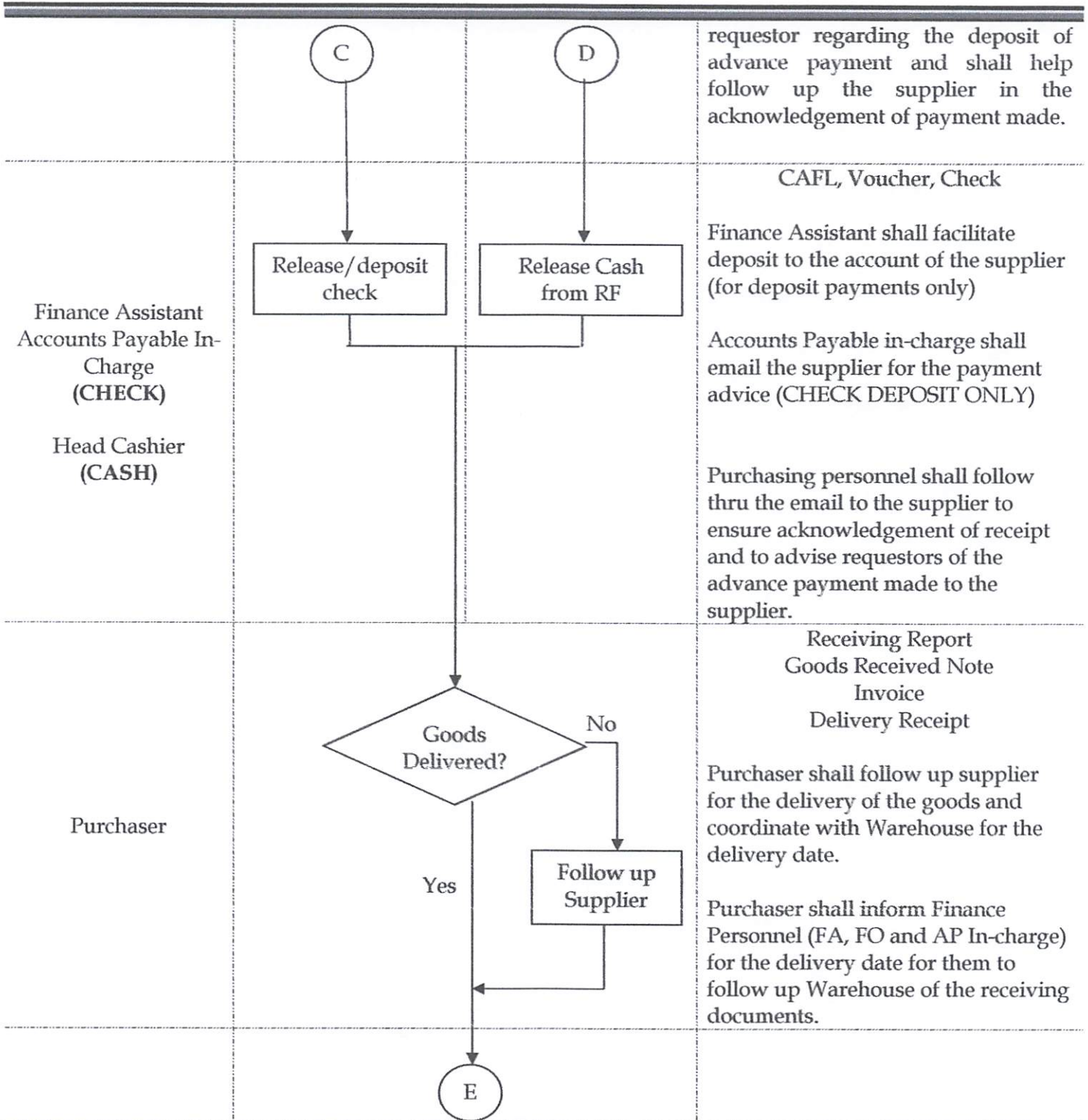
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RESPONSIBILITY	ACTIVITIES	INTERFACES / REMARKS
	<pre> graph TD E((E)) --> A[Knocks-off Advance Payment in Supplier Ledger] A --> B[File Voucher (GRN and PI)] B --> C[Update scan the voucher with supporting documents] C --> D[File voucher and supporting documents] D --> END(((END))) </pre>	
AP In-charge	Knocks-off Advance Payment in Supplier Ledger	AP In-charge knocks off the advance payment against Purchase Invoice in QnE. Forwards the supporting docs with GRN & PI to Finance Officer
Finance Officer / Finance Assistant	File Voucher (GRN and PI)	Files the supporting documents in the Voucher and forwards to Documents Controller
Documents Controller	Update scan the voucher with supporting documents	Voucher Supporting Documents
Finance Officer / Finance Assistant	File voucher and supporting documents	Voucher Supporting Documents Finance Officer / Finance Assistant shall file voucher, official receipt (if applicable) and all supporting documents in the voucher's period folder.
	END	

RECORDS GENERATED:

1. Accounting System Voucher
2. Accounting System Purchase Order
3. Check

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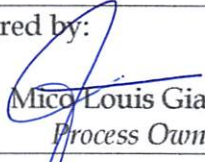
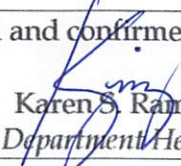

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REFERENCES:

1. Approved RS
2. Support Documents
3. Procurement of Supplies
4. Cash Advance for Liquidation (CAFL)

HW-PM-PRO-003

HW-PM-FIN-005

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Date: April 15, 2025	Date: April 15, 2025	Date: April 15, 2025