**Meeting Minutes**

**Date: 06-12-17**

**Venue – Shopno-1, T K Bhaban, 13th Floor**

**Meeting on view sharing on vendor’s bill and related document processing**

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| Agenda | Discussion / Decision / Proposal |
| View sharing meeting on vendor’s bill and related document processing | Now onwards for vendor bills and payment will be processed in the following ways as per meeting’s decision:   1. Finance will prepare category-wise bill processing check list and share the list with users and SCM. 2. User and SCM should be informed regarding payment schedule on monthly basis by mail from Finance. 3. In case of late delivery of goods/late completion of work, user should communicate with SCM whether time would had been extended. Based on communication SCM will raise an extension of deadline through formal document which to be signed by PO approver and vendor will attach the time extension approval along with their invoices at the time of invoice submission. 4. If any vendor is unable to provide BG of Taka 1.0 million, then finance will deduct this BG amount from vendors’ payment. 5. Finance won’t receive any invoice from vendor, user after 5.30pm from Sunday to Thursday and after 12.00 pm on Friday. 6. Finance will not receive any bill from the vendors, if there is any document deficiency/discrepancy. 7. Finance will deduct Liquidated Damage as per the instruction given in the PO. 8. Finance will circular a common cell number where anyone can communicate with finance personnel regarding payment and bill issues. 9. Finance will notify SCM regarding Bank Guarantee status on monthly basis. 10. Finance will take a crush program to make payment process smoother within next week. |
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