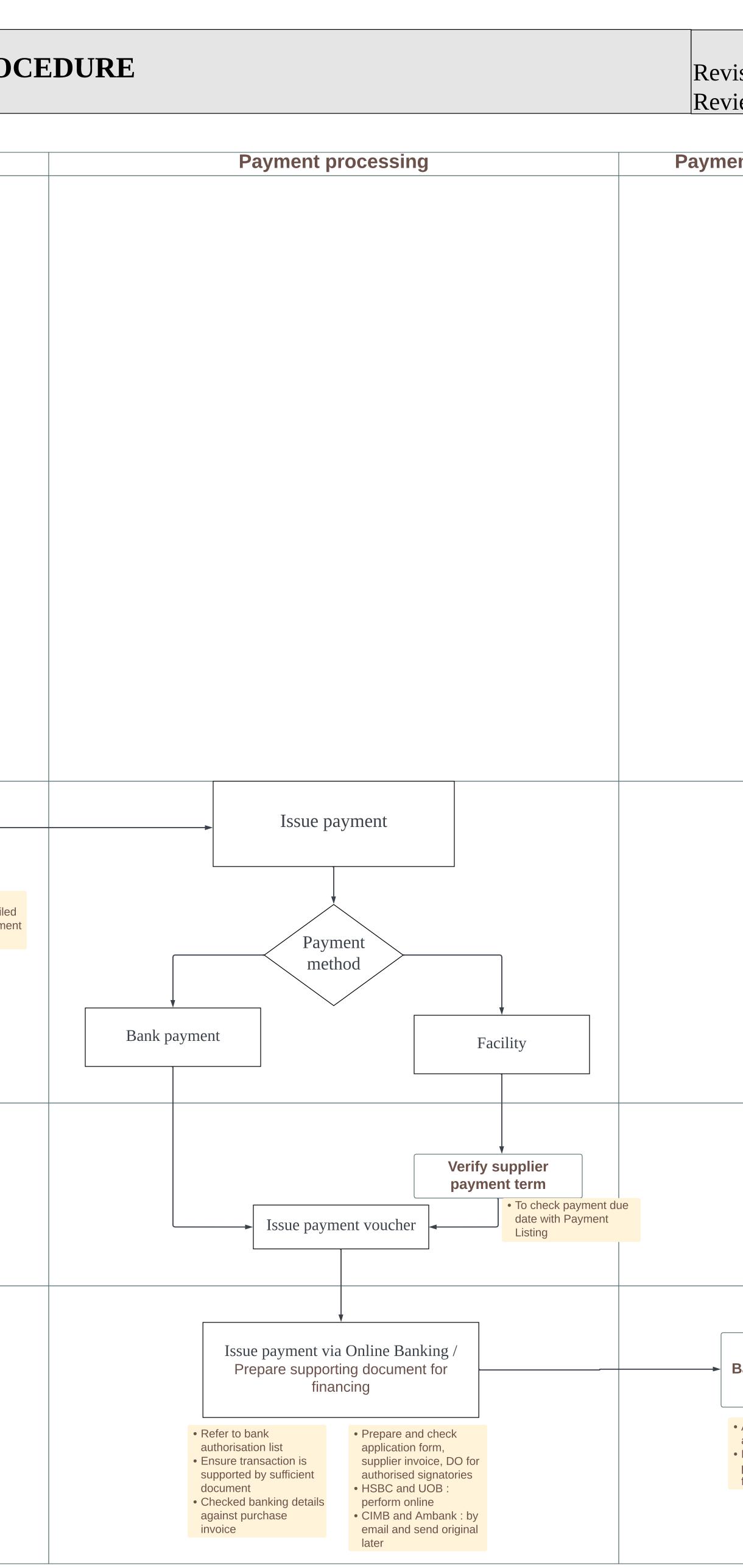


NON TRADE PAYABLE PROCEDURE

Update sales details	Post invoice/DN	Payment requisition
		Generate payment
		Generate payment listing
Update details in sales details file	Issue DN / post invoice • For B2B, Finance (AR) to back charge • Send to supplier by email and courier • DN must chop and sign	Checked and compiler all supporting docume



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ent authorisation	Payment completion
	By email By Wrike to respective department Send payment slip
	Filing • Scan and filing to filing system
Bank authorisation Applicable to bank authorisation list Finance to update payment details in Wrike for payment approval	