



Payment Process - Varleen Transformers

Process

Sagar confirms transformers are dispatched and will advise Cherra for the balance.

- Final Invoice showing the final amount to be paid received
- Test results for transformers being dispatched received-Signed by Kevin and filed by Edgardo

Final sign off by Sagar: _____ Date: _____

Payment of Final Invoice

1. Bozena enters information required on AFEX spreadsheet (PO no./Quantity/Rating /balance amount)
2. Cherra double checks the entries and final amount to be paid.
3. Cherra will organize to make the payment which includes:
 - Determining how to purchase the USD required
 - Determining that adequate funds are available to pay the AUD
 - Bank transaction will reference the MYOB PO #

Bank Transaction

Cherra will provide the above information from Corpay in printed form to Marco for bank transaction.

- Payment entered CBA
- Payment approved
- Print/PDF remittance advice & email to supplier (Varelen)
- Payment applied against Purchase order on MYOB.

QC Job Pack (Cherra)

- All signed documents (GA/DS) are printed and attached to the job pack.
- Internal kick off meeting/ONAN inspection /Inspection test report FORMS are attached for QC.