2. FINANCIAL AND ADMINISTRATION SERVICE: 2.1 Payables Workflow

SLA 3 Days		SLA 2 Days		SLA 1 Days		SLA 1 Days		SLA 3 Days	
1. JSM Prepare documents	Send by E-mail →	**2. PARAGON** Role 1: Verify & Approved	Replay →	**3. JSM Prepare Cheques**	Send by Messenger →	**4. PARAGON** Role 2: Sign the Cheques	Send by Messenger →	**5. JSM Pay the Cheques to Vendors**	END

1. JSM Prepare documents

1.1 Prepare payment vouchers

1.2 Prepare withholding tax certificates for the applicable transactions

1.3 Scan the payment vouchers and their supporting documents

1.4 Prepare list of payments report file of these batches
(it shows Item, Vendor Name, Payment Voucher No., Type of payment: cheque or cash, net payment)

Form 1

Form 2

Form 3

2. PARAGON — Role 1: Verify & Approved

- JSM email the scanned files and list of payments report file of these batches to your company's headquarters to ask for the approval every Tuesday

(Expense Report to HQ)

3. JSM Prepare Cheques

- After getting approval from Paragon,
3.1 we will prepare cheques
3.2 Send them with original payment vouchers and withholding tax certificates to PARAGON

4. PARAGON — Role 2: Sign the Cheques

- Director re-check and sign all documents

5. JSM Pay the Cheques to Vendors

- JSM will cordinate to the vendors
-Vendor to pick up the cheques at JSM Office. Every Monday only (13.00-16.00)

Note:
- If any payments have to be made anywhere else *(including depositing the cheque into the vendor's account)*