



Objective

To comply with Pakistan Custom Clearance Process and ensure Foreign Supplier Payment on Time

Process owner

Plant Inbound Planner

Process

A. Documents Required for LC/BC Establishment:

1.1 Once Planning Service Centre (PSC) places an order with foreign supplier, supplier to share Proforma Invoice (PFI) with Plant Inbound Planner

1.2 PFI should contain the following information:

• PFI number	• Invoice Value
• Proforma invoice date	• Per unit Price
• SA number	• Country of Origin
• H.S Code & INCO terms	• Port of Loading & Port of Discharge
• P&G Material GCAS number	• Payment terms
• Complete Material Description	• Signed and stamped by Supplier

B. Letters of Credit/Bank Contract Establishment Lead Time:

Once PFI is shared by supplier, Plant Inbound Planner initiates process of LC/BC preparation as below:

One day	Review PFI contents. Prepare LC request form/BC request letter
Two days	Signatories approval
Three days	Bank to finalize LC/BC. Share LC/BC PDF copy with Supplier

NOTE: Total Lead Time is **6 Working days**. Above Lead time for LC/BC establishment is only applicable with no contents discrepancy. All suppliers must include the Bank Contract Number or the Letter of Credit number on the face of the Invoice. Missing Bank Contract number would result to payment delays.

C. Documents Required for Custom Clearance & Supplier Payment:

- 4 original sets of following documents are required for custom clearance and supplier payment.
- All 4 sets of original documents to be submitted directly to P&G bank via respective supplier bank (bank to bank transfer).
- 1 commercial invoice to be submitted directly to P&G accounts payable team.

Original Documents:

• Commercial Invoice (Bank contract # should mentioned on it)	• Certificate of Analysis (COA)
• Packing List	• Free Trade Agreement (FTA), if applicable
• Bill of Lading/ Airway Bill (AWB)	• Wooden pallet fumigation certificate
• Certificate of Origin (COO)	

<u>P&G Mailing Address for sending One Commercial invoice:</u>	<u>List of Permissible Incoterms in Pakistan:</u>
To: Accounts Payable Team Muhammad Irfan/Moosa Haroon 12th Floor, The Harbour Front Dolmen City HC-3, Block-4, Marine drive Clifton Karachi-75600 Pakistan Tel"+92-21 111-000-764	<ul style="list-style-type: none"> • CFR • C&F • FOB • CPT • EX WORK • FCA

D. Invoice Payment:

According to State Bank of Pakistan, Foreign payment can only be processed if all above documents are available. With above documents in place, foreign supplier payment will be executed in line with supplier payment terms.