

AUTHORISATION LIMITS

EFFECTIVE DATE : MAY 2ND, 2024

DIVISION : SUPPORT FUNCTION MANAGER



Transaction type	AUTHORISATION LEVEL				
	Division-Head - Logistic & Operation	Division-Head HR Mgr./IT Mgr.	Functional Mgr./Asst.Mgr.	BOM-Laemchabung& Warehouse Mgr.-Laksi	(Except LK&LM branch) BOM&Asst.WHMgr.& Asst. BOM/ Admin Sup. & AA Senior
<u>Payment Transactions :</u>					
1. Payment for inventory transaction	N/A	N/A	N/A	N/A	N/A
2. Payment of divisional expenses	200,000	100,000	N/A	100,000	50,000 / N/A
3. Travel - Requisition / Passage / Cash :					
• Country : - Car / Bus / Train	YES	YES	N/A	YES	YES / N/A
- Air Fare	N/A	N/A	N/A	N/A	N/A
• Oversea	N/A	N/A	N/A	N/A	N/A
Travel trip expenses :					
• Country	20,000	20,000	N/A	10,000	10,000 / N/A
• Oversea	N/A	N/A	N/A	N/A	N/A
4. Entertainment	10,000	5,000	N/A	3,000	3,000 / N/A
5. Salesman commission scheme	N/A	N/A	N/A	N/A	N/A
6. A&P Campaign	N/A	N/A	N/A	N/A	N/A
7. Advance Request for staff	30,000	30,000	N/A	20,000	20,000 / N/A
<u>Capital Expenditure :</u>					
1. Fixed Assets Purchase/ Disposal	N/A	N/A	N/A	N/A	N/A
2. Fixed Assets Write off	N/A	N/A	N/A	N/A	N/A

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<u>Purchasing :</u>					
1. Stock Items	N/A	N/A	N/A	N/A	N/A
2. Expenses Items : >100,000 at least 2 vendors comparision	200,000	100,000	N/A	20,000	10,000 / N/A
3. Agreement per month (Leasing/Rental, etc.)	N/A	N/A	N/A	N/A	N/A
4. Receiving goods from supplier by SM (with PO) for IED (urgently requirement by customer)	N/A	N/A	N/A	N/A	N/A
5. Advance to Supplier / Deposit	N/A	N/A	N/A	N/A	N/A
6. Maximum Stock value at Third Party WH	N/A	N/A	N/A	N/A	N/A
<u>Customers Credit / Invoice / Debit & Credit Notes :</u>					
1. Customer Credit Limits: Setting & Revision	N/A	N/A	N/A	N/A	N/A
2. Special Treatment to Customer	N/A	N/A	N/A	N/A	N/A
3. Sales orders within Credit Limit (except delivery goods by SM) will be automatically released after sent notification as follow : IED<=700,000 Bht IDD<=400,000 Bht AAD<=300,000 Bht	}	N/A	N/A	N/A	N/A
4. Sales orders in stock class NS/NSL within Credit Limit will be waived the deposit (IED customers : need P/O only)	N/A	N/A	N/A	N/A	N/A
5. <u>Pick up goods to customers by SM is prohibited except following case:</u> <u>Urgently</u> Sales orders with delivery goods to customers by SM within Credit Limit will be approved as per DAL/calling confirm order with customer record in AX Master File by CS	N/A	N/A	N/A	N/A	N/A
5.1 IED (with PO)	N/A	N/A	N/A	N/A	N/A
5.2 IDD	N/A	N/A	N/A	N/A	N/A
5.3 AAD	N/A	N/A	N/A	N/A	N/A
6. Pick up goods from customer by SM is prohibited except Quality Claim or Damaged goods	N/A	N/A	N/A	N/A	N/A

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7. <u>Pick up by customer is prohibited except following case:</u> <u>Urgently Sales orders with delivery goods by customer within Credit Limit:</u> - <u>customer who register by signed Letter confirmation to pick up goods by themselves in case of be able to specific the Car Plate No.,</u> (1) SM send Requisition Email to Division Head/Sales Sup. Sales Mgr./ BOM/Warehouse Mgr./CS/AA/Warehouse Admin/MIS,etc. for the Receiver / the Car Register Plate No (2) 100%calling recheck with customer by CSS Team before set up their requirement in AX Master File (3) 100% calling confirm order by using the customer record in AX Master File and reconfirm the Receiver/Car Register Plate No. by CS/BOM Team (4) check their ID Card & Car Register Plate by Logistics Team					
7.1 IED (with PO)	N/A	N/A	N/A	N/A	N/A
7.2 IDD	N/A	N/A	N/A	N/A	N/A
7.3 AAD	N/A	N/A	N/A	N/A	N/A
8. Customer Credit Term :					
8.1 Setting : follow with Credit Control Policy	N/A	N/A	N/A	N/A	N/A
8.2 Revision	N/A	N/A	N/A	N/A	N/A
9. Credit note order & Official Credit note with follow RMA Policy :					
9.1 IED/IDD	} N/A	} N/A	} N/A	50,000	50,000 / N/A
9.2 AAD				10,000	10,000 / N/A
9.3 Goodwill Claim for Battery				N/A	N/A
10. Debit note	N/A	N/A	N/A	50,000	50,000 / N/A

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11. S.bills (Other Charging)	N/A	N/A	N/A	N/A	N/A
12. Credit note (Promotion to customers after approval on Payment clause 6.A&P Campaign)	N/A	N/A	N/A	N/A	N/A
13. Selling Stock as loss	N/A	N/A	N/A	N/A	N/A
<u>A/R Adjustment :</u>					
1. A/R write off	N/A	N/A	N/A	N/A	N/A
2. A/R Over/Shortage	N/A	N/A	N/A	N/A	N/A
<u>Inventory Adjustment :</u>					
1. Stock write off	N/A	N/A	N/A	N/A	N/A
2. Stock Over / Shortage	N/A	N/A	N/A	N/A	N/A
3. Stock Transfer (borrow for demonstration/Event)	N/A	N/A	N/A	N/A	N/A
4. Stock Transfer (Top up)	YES	N/A	N/A	10,000,000	10,000,000
5. Stock Transfer (between Location)	YES	N/A	N/A	YES	YES / N/A
6. Stock Adjustment (Demo & Sample)	N/A	N/A	N/A	N/A	N/A
7. Stock Adjustment (Internal use)	3,000	3,000	N/A	N/A	N/A
8. Stock Adjustment(Claim to supplier/Warranty claim)	N/A	N/A	N/A	N/A	N/A
9. Stock battery claim (BCF Form)	N/A	N/A	N/A	10,000	10,000 / N/A
<u>Litigation and Arbitration</u>	N/A	N/A	N/A	N/A	N/A

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