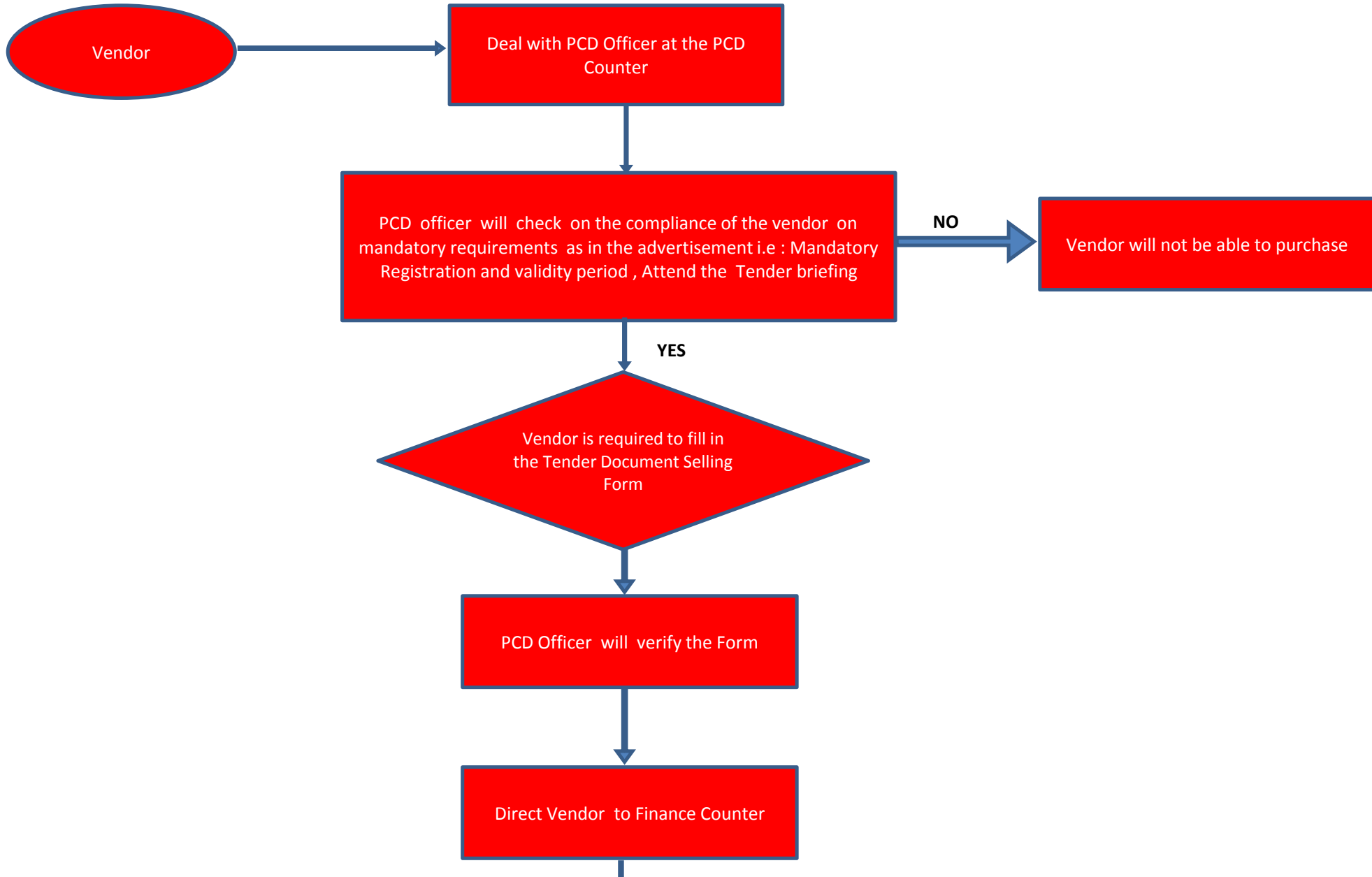


# PROCUREMENT

Purchase of Tender Document



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Vendor to hand the slip to Finance counter officer together with payment

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Finance counter officer will key in the data in SAP system to issue Full Tax Invoice

↓

Finance counter officer must select the correct tax code

SR	OS
All except the DA	DA

SR : Standard Rated (6%)  
OS : Out of scope (0%)  
DA : Designated Area

↓

Print Full Tax Invoice after all details are verified

↓

FULL TAX INVOICE

↓

