



Guide for Process Documentation

 Republic of Kenya	 Geothermal Development Company Green Energy for Kenya		
Institution/Organization Name:	GEO THERMAL DEVELOPMENT COMPANY		
Affiliations; Ministry / Department/ County /Parent Company:	MINISTRY OF ENERGY		
Economic Sector Alignment:	ENERGY		
Big 4 Alignment:	MANUFACTURING		
Accounting Officer:	ENG. JARED O. OTHIENO		
Period: FY	2021/2022		
Process Documentation			
Service Name			
Brief Description Document Purpose/Service	Payment of suppliers		
Document Control: Change Record/ Version Number	ISO Documentation		
Process Owner: Name and Position	Jacklyne Wakhungu, Chief Finance Officer		
Process Writer (s): Name and Position	1. Philip Karimi, Accountant		
Process Reviewer (s) Name and Position	1. Jacklyne Wakhungu, Chief Officer, Finance		
STEPS/ FLOW/ SEQUENCE			
Step	Event/ Activity/ Action	Time/ No. Of Days	Actor
1.	Describe the Process Boundaries; what triggers start, inputs, outputs and end 1. Payment of suppliers i. Invoices shall be received at the Finance manager's office or his designate. ii. The invoices shall be marked to the chief officer FA&R.	60 days	Officers from user departments Supplier Finance officers Supply Chain officers

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	<p>iii. Invoices shall be sent to Supply Chain/ user departments for certification and attachment of relevant documentation.</p> <p>iv. Accounts Payable shall verify that all documentation is in order.</p> <p>v. Accounts Payable shall Accrue/post the invoices and forward the invoices to Accounts Treasury.</p> <p>vi. Accounts Treasury shall determine if payment is due, then process the payment.</p>		
2 .			

(Add rows as necessary)

EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Failure to attach required documentation	1.	<p>Supply Chain shall attach the following relevant documents:</p> <ul style="list-style-type: none"> - Suppliers Original Tax Invoice and/or Invoice with ETR - Finance copy of LPO/LSO. - Fully signed goods receipt note to confirm that goods/services have been received. 		<p>Officers from user departments</p> <p>Suppliers</p> <p>Supply Chain officers</p>

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		<ul style="list-style-type: none"> - Extract of minutes of the committee that approved the procurement where applicable. - Copy of signed contract - Inspection and acceptance certificate where applicable. - Forwarding memo to acknowledge receipt of service without LPO 		
	2.			
Missing original invoice	1.	A certified true copy of the original invoice shall be presented by the supplier accompanied by an indemnity letter from the supplier to the General Manager, Finance.		Supplier User departments GM, Finance
Process Maps/Visuals				
Business process flowcharts/ swim lanes/screen shots				

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