

16 July 2018

Dear Sir/Madam,

Greetings from Expressions!

As regards to the opening of the new Marilao Warehouse, please be advised that effective July 23, 2018, all one-on-one suppliers shall be received thru the computerized goods receipt (GR). With this, we will no longer mark anything on the P.O upon receipt, instead, we will just stamp the P.O including all invoices and delivery receipts as "Received" and "Subject for Final Invoice Verification". This will serve as the receiving document of the supplier for their accomplished deliveries. Goods receipt is deemed final upon our invoice verification. Actual goods receipt shall be posted in B2B portal after 1 hour (barring no disconnection in communication facilities). If no corrections are made during invoice verification, reflected GR is final after 24 hours.

For the procedures on how to view the actual goods receipt in B2B, please refer to attached manual. Said procedures will also be provided in B2B portal thru a link.

For your information.

Thank you and best regards.

Prepared by:

(Signed in Hard Copy)  
Jon Vincent M. Piñol  
Analyst - PM&C

Approved by:

(Signed in Hard Copy)  
Jose Jacinto C. Clarin  
VP - SAPCD