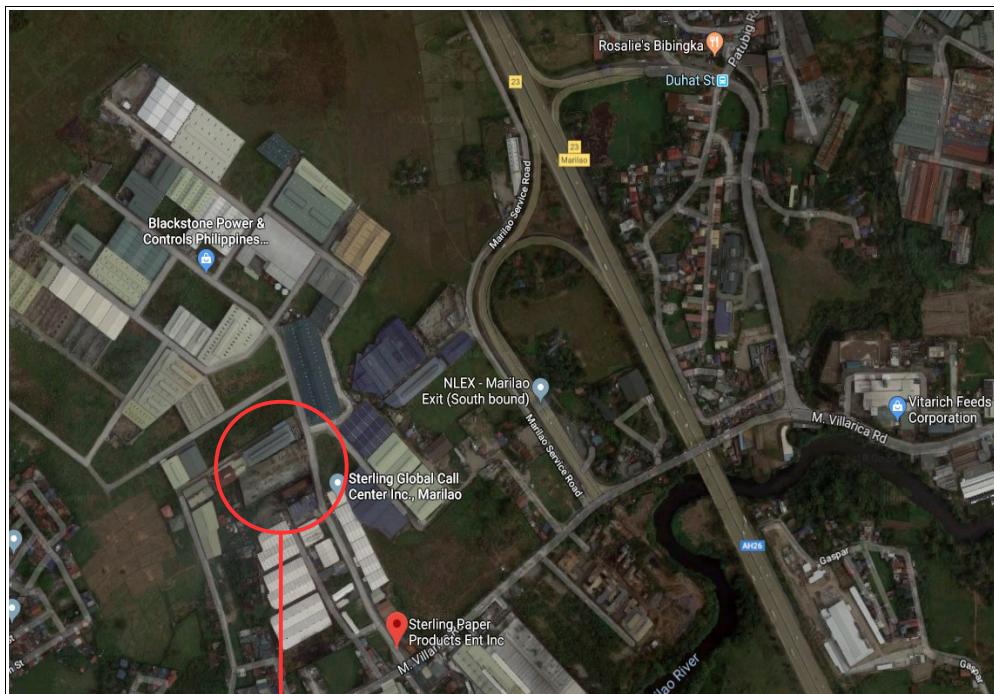
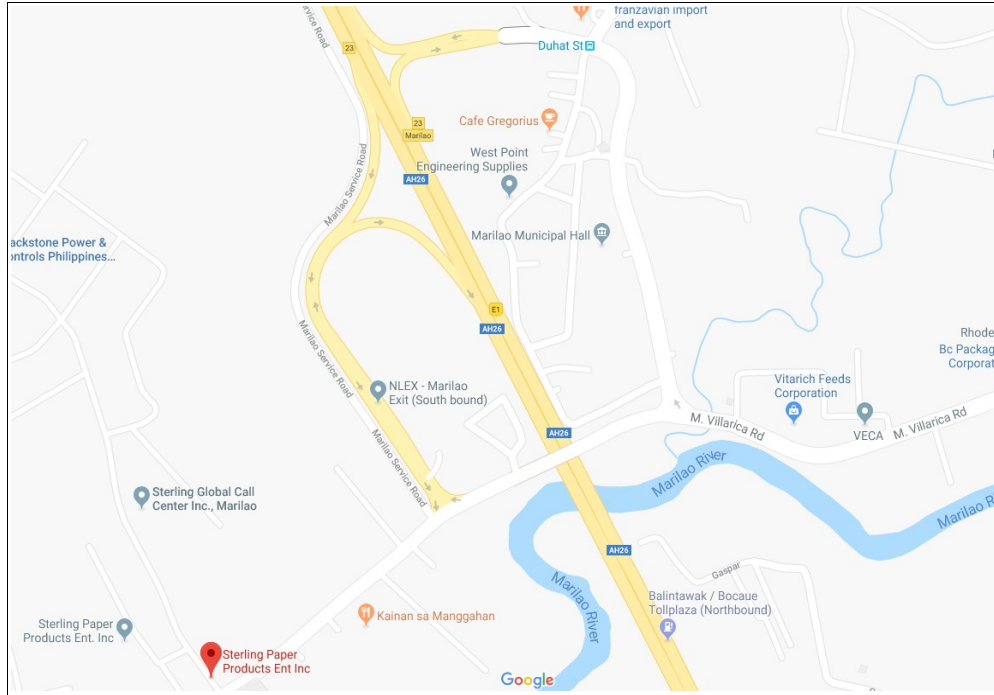


Marilao Warehouse Receiving Guidelines

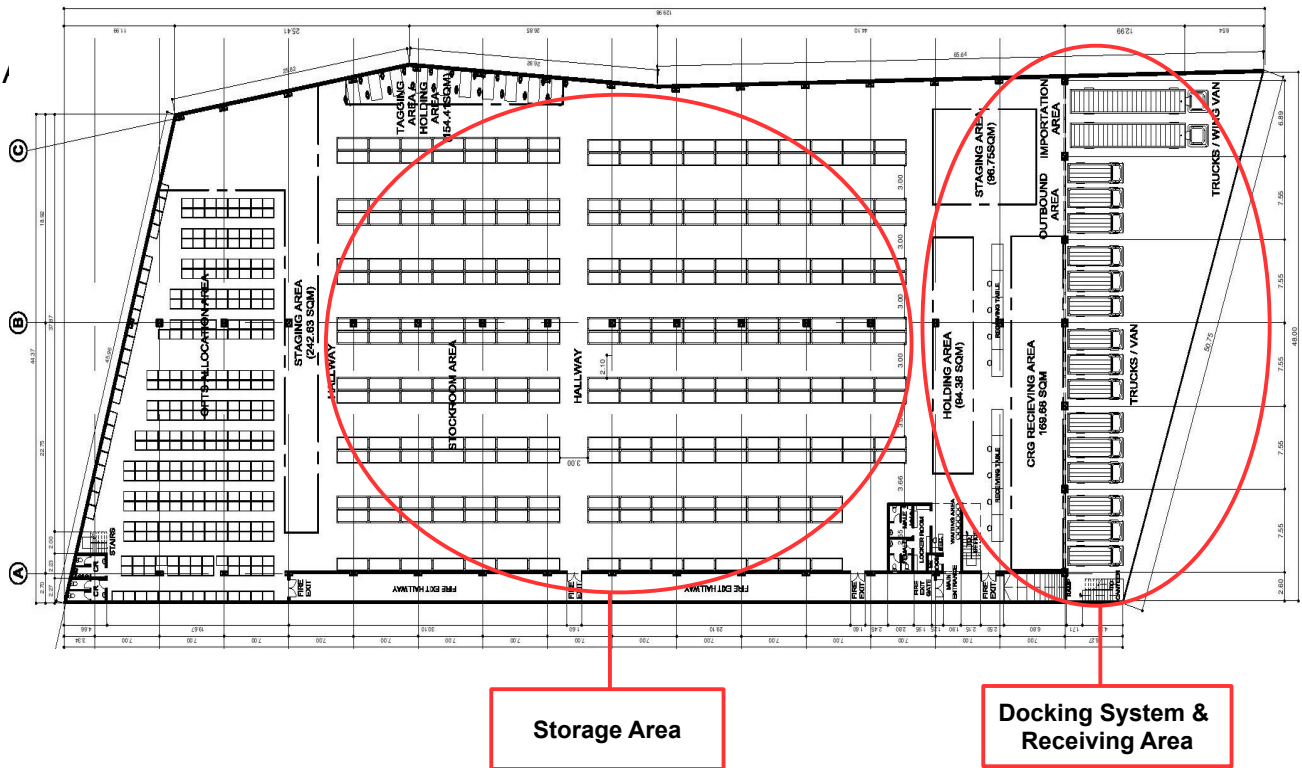
I. ADDRESS

- The new warehouse is located at Sterling Paper Products Ent. Inc., Barrio Tabing Ilog, Marilao Bulacan.



Marilao Warehouse

II. LAYOUT (sample)



III. FACILITIES

- Docking System
 - Total of fourteen (14) loading entrance / dock
 - Equip with Dock Leveler
 - 1st nine (9) – Receiving
 - Remaining five (5) – Loading & Importation



Sample 1. Loading Entrance



Sample 2. Dock Leveler

- Dock Functions

| Loading Dock # | Type of Truck | Function |
|----------------|------------------------------------|--|
| 1 | Small vehicles (L300, SUV, etc.) | Receiving small volume of deliveries |
| 2, 3, 4, 5 | Regular Truck (4-6 wheels) | Receiving deliveries thru One-on-One |
| 6 | Regular Truck (4-6 wheels) | Reserved |
| 7, 8, 9, | Regular Truck (4-6 wheels) | Receiving deliveries thru Box Count |
| 10, 11, | Wing / Container Van (8-12 wheels) | May use for receiving wingvans & container vans (One-on-One or Box Count) |
| 12, 13, 14 | Wing / Container Van (8-12 wheels) | For internal usage (mostly for loading and importation) |

IV. RECEIVING GUIDELINES

- Supplier Delivery Schedule
 - Supplier shall refer to the delivery schedule for the assigned delivery day (i.e., Monday, Tuesday, Wednesday, etc.). See attached delivery schedule.
 - Suppliers not included in the list will deliver based on their delivery date in P.O.
- Truck and Delivery Inspection
 - Required Delivery Documents

| Vendor | Required Documents | # of copies per store |
|----------|---|-----------------------|
| Outright | Purchase Order (PO) | 3 |
| | Sales Invoice (SI) or Delivery Receipt (DR) | 3 |
| CNC | Delivery Receipt (DR) | 3 |

- Delivery documents should be bundled per pallet per delivery.
- Security Guards on duty:
 - Security Guard at Main Entrance (ME) – responsible for the issuance of SRF and wheel chock to supplier.
 - Security Guard at Loading Bay (LB) – shall oversee during supplier's truck arrival and performs truck inspection.
- Security Guards shall be responsible for initial inspection of truck and deliveries thru Supplier's Receiving Form (SRF). See **Sample 3**.

| SUPPLIER'S RECEIVING FORM | | | | |
|---|---|----------------------------------|---------|-------------------|
| Vendor Name : | Date : | | | |
| Delivery Schedule : | Time Arrived : | | | |
| Method of Receiving | <input type="checkbox"/> Box Counting <input type="checkbox"/> One-on-One Checking | | | |
| Pull-out | <input type="checkbox"/> YES <input type="checkbox"/> NO Remarks: | | | |
| Wheel Chock | <input type="checkbox"/> IN (Returned by : _____) <input type="checkbox"/> OUT (Issued to : _____) | | | |
| Prepared by : Security Guard (ME) | | | | |
| <small>To be filled-up by Security-Guard (LB)</small> | | | | |
| Truck Plate No. : | Dock No. : | | | |
| Type of Truck : | No. of Pallets : | | | |
| TRUCK INSPECTION CHECKLIST | | | | |
| (*) Yes | Description | Remarks | | |
| | Is the truck correctly positioned in the loading bay? (including distance between tail end of truck and loading dock) | | | |
| | Are the wheel chocks properly placed? | | | |
| | Is the engine shut-off? | | | |
| | Is the truck on reversed? | | | |
| | Are the parking brakes securely set? | | | |
| | Are the drivers in a safe area away from trucks? | | | |
| | Are the items properly and securely placed in pallet? | | | |
| | Are the delivery documents bundled per pallet? | | | |
| Inspected by : Security Guard (LB) | | Witnessed by : Supplier's Helper | | |
| <small>To be filled-up by CRG Receiver</small> | | | | |
| PULL-OUT SLIP | | | | |
| Slip No. : | Date : | | | |
| Store | RS Number | No. BXS / BDLS | Remarks | Received by |
| | | | | Supplier's Helper |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| No. of Pallets Returned: _____ | | | | |
| Prepared by : CRG Receiver | | | | |

Sample 3. Supplier's Receiving Form

o Truck and Delivery Inspection Procedures

| Activity | Responsible |
|--|-------------------------|
| <i>Start: Supplier's truck arrives at the warehouse.</i> | |
| Parks truck at the designated loading entrance. | Supplier's truck driver |
| Proceeds to security guard (ME). | Supplier's Helper |
| Performs screening and writes details (see sample 3) in the SRF. | Security Guard (ME) |
| Issues SRF and wheel chock to supplier's helper. | Security Guard (ME) |
| Signs SRF and proceeds to security guard (LB); submits SRF | Supplier's Helper |
| Receives SRF; proceeds to suppliers truck and advises | Security Guard (LB) |

| | |
|---|---------------------|
| supplier's helper to place wheel chock. | |
| Places wheel chock in truck. | Supplier's Helper |
| Writes details (see sample 3) in the SRF and performs truck inspection; signs SRF and submits to supplier's helper. | Security Guard (LB) |
| Counter signs SRF and proceeds to security guard (ME); submits SRF and truck keys | Supplier's Helper |
| Verifies SRF; pages CRG receiver and submits SRF. | Security Guard (ME) |
| <i>End: CRG receiver and supplier's helper proceeds to the loading entrance.</i> | |

- Safety Guidelines during and after reversing of truck
 - Supplier's Truck should move carefully on a **safe speed** when parking on the designated loading dock. Only those entrance without positioned traffic cones shall be made available to supplier.



- Truck doors shall be opened when the truck arrives close to the loading entrance. Suppliers should be responsible during this operation to avoid unexpected injuries.



- Truck engine should be shut-off after positioning in the dock entrance. Truck should be on reversed and manual brakes should be securely set.
- Wheel chock should be properly placed on the **outside front tires** of both sides of truck and should be done in the presence of security guard (LB).




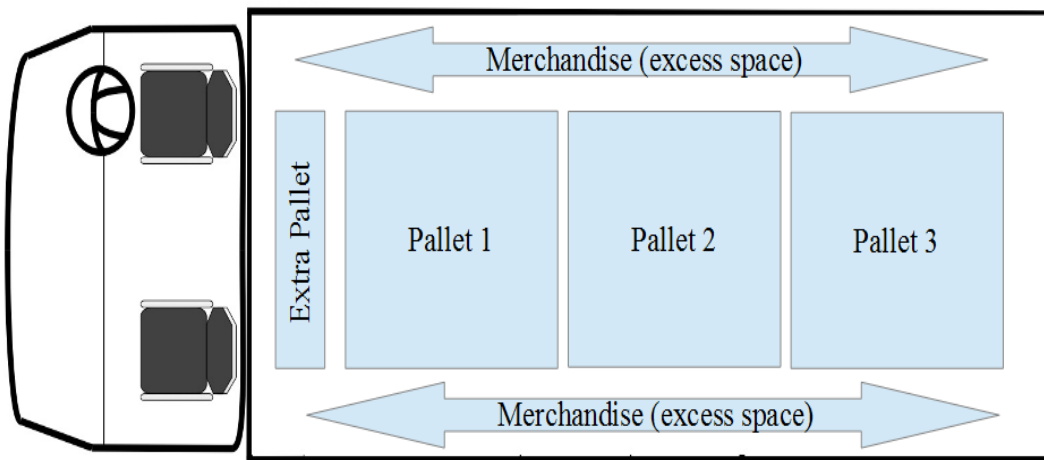
- **NO** riders will be permitted to stay on the vehicles during loading and unloading.

- Palletize Delivery

- Requirements

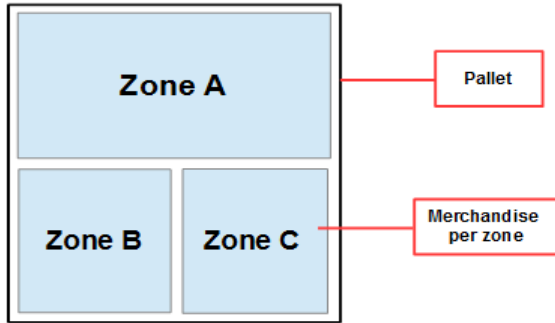
| | |
|---|--|
| <ul style="list-style-type: none"> • Deliveries shall be palletize except for small vehicles (non-truck). • Only pallets purchased from warehouse shall be used for deliveries. • Minimum quantity shall be allocated to supplier. • Warranty coverage shall be applied. • Items packed thru boxes, plastics and sacks are required to palletize. • Only non-fragile items may exceed in the pallet size when arranged within the pallet. | |
| <ul style="list-style-type: none"> • Shrink wrap or pallet strap may be required. • Should not need to be fully shrink wrapped as long as long as items are secured and will not collapse during transit. • Standard type of shrink wrap or pallet strap are not required. | |

| | |
|---|--|
| <ul style="list-style-type: none"> • Double pallet stacking may be applied depending on the type of item to be stacked to maximize loading capacity. • Items may stacked up on one another without using another pallet to maximize deliveries. |  |
| <ul style="list-style-type: none"> • Excess aisles or unconsumed space inside the truck when loaded with pallets can be used to store remaining merchandise. • Items on the excess space should be transferred to an extra pallet. | <p>(see sample 4)</p> |

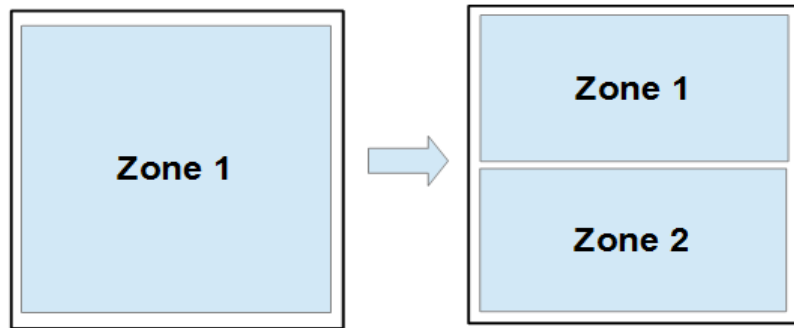


Sample 4. Truck space with palletize items

- **Pallet Plan**
 - **Pallet Plan** shall be used as guide during loading of items to respective pallets prior to delivery. See attached pallet plan.
 - Items and documents shall be delivered per pallet per zone.
 - Deliveries that cannot comply with “per pallet per zone policy” due to small volume may group deliveries per pallet with more than one zoning. See **sample 5**.
 - Deliveries that exceed the pallet space may stack up items upon loaded in truck or may use another pallet to complete the zoning. See **sample 6**.



Sample 5.



Sample 6.

- Unloading of Deliveries

- There should be at least two (2) supplier's helper during unloading.
- Deliveries shall be pulled out directly from the truck using jack lift or fork lifts and transfer to the receiving area for checking.



- Checking and Encoding (One-on-One)

- Checking and encoding of deliveries with P.O shall be done thru computers and barcode scanners.



- Accomplished P.O and invoice or delivery receipt shall be marked using a stamp stating “Subject for Final Invoice Verification
- Encoded deliveries shall be posted in B2B as basis of supplier for the actual delivery receipt.
- Return of Pallet to Supplier
 - **One-on-One.** Items already inspected shall be loaded to a separate pallet from warehouse. Emptied pallets shall be returned to suppliers afterwards.
 - **Box Count.** Items shall be transferred to storage after checking. Pallets from supplier shall be replaced and returned to supplier according to the delivered quantity.

| One-on-One | Box Count |
|--|---------------------------------------|
| Unload deliveries in Truck | Unload deliveries in Truck |
| Transfer deliveries to receiving area | Transfer deliveries to receiving area |
| Check deliveries | Check deliveries |
| Transfer deliveries to separate pallet | Transfer deliveries to storage |
| Return pallet to vendor | Replace pallet of vendor |

- Supplier’s Pull-out
 - Pull-out shall be determined thru SRF.
 - Pull-out shall be prepared prior to receiving
 - Pull-out shall be loaded in truck after receiving and documented thru SRF.
- Unloading of Deliveries Procedures

| Activity | Responsible |
|--|-------------|
| <i>Start: CRG receiver opens gate of loading entrance and positions dock leveler</i> | |

| | |
|--|---------------------|
| Checks in SRF (# of pallets) vs actual # of pallets delivered by supplier; advises supplier's helper for unloading. | CRG Receiver |
| Unloads deliveries and transfers to the receiving area | Supplier's Helper |
| Checks deliveries via box count / one-on-one inspection; encodes quantity. | CRG Receiver |
| Affixes stamp at the copy of P.O. | CRG Receiver |
| <ul style="list-style-type: none"> • For 1-on-1. Transfers received goods to a separate pallet and returns pallet to supplier. • For Box Count. Endorses received goods to Outbound for storage and replaces pallet of supplier as per quantity delivered. | CRG Receiver |
| Submits delivery documents to supplier's helper and advises for pull-out. | CRG Receiver |
| Loads items for pull-out (if any) and returned pallets in truck | Supplier's Helper |
| Writes supplier's pull-out details and # of pallets returned in SRF and submits to supplier's helper Closes dock entrance and | CRG Receiver |
| Verifies pull-out details and # of pallets in SRF; signs SRF and proceeds to security guard (ME). | Supplier's Helper |
| Reviews SRF and advises supplier's helper to retrieve wheel chock from truck. | Security Guard (ME) |
| Retrieves wheel chock from truck and returns to security guard (ME); signs SRF | Supplier's Helper |
| Returns truck keys to supplier's helper; safekeeps SRF. | Security Guard (ME) |
| <i>End: Supplier 's truck leaves the warehouse.</i> | |

V. ATTACHMENT

- Schedule of Deliveries
- Pallet Plan

BOXCOUNT

OTR SUPPLIER DELIVERY SCHEDULE

| MONDAY | |
|------------|-------------------------------------|
| 0004200523 | CROWN SUPPLY CORP. |
| 0004200354 | VALIANT PAPER ASIA-PACIFIC |
| 0004203542 | 815 KST TRADERS CORP. |
| 0004200118 | ADVANCE PAPER CORPORATION |
| 0004203802 | RADIALPRO TRADING INC. |
| 0004203863 | KARLANS COLLECTION |
| 0004200652 | CREATIVE WONDERS INT'L CORP. |
| 0004203807 | AAA PIG & DRAGON INC |
| 0004203762 | PRIMEFOAM MFG. CORP. |
| 0004204112 | KML GARMENTS ENTERPRISES |
| 0004204166 | RIEYLLE FASHION COLLECTION |
| 0004203800 | ASHLAR INDUSTRIAL |
| 0004201946 | FUNSHOES TRADING CORPORATION |
| 0004204043 | INTERNATIONALE GLOBALE MARQUES INC. |
| 0004204214 | TRI SISTERS FASHION |
| | |

| TUESDAY | |
|------------|------------------------------------|
| 0004203827 | ROYCE GENERAL MDSE |
| 0004203804 | INFINITY SPORTS INTERNATIONAL INC. |
| 0004200754 | JOSEFINA MFG INC. |
| 0004204245 | CHG GLOBAL INC |
| 0004200077 | CRYSTAL MERCHANDISING INC |
| 0004200029 | HBW ENT. CO. |
| 0004204202 | VAN HAWK PAPER PHILS. INC |
| 0004203550 | REGINA CAMILLE FASHION |
| 0004203885 | STAR PARTY FASHION HOUSE |
| 0004204184 | WANG YU ZHEN |
| 0004204170 | NUMERO UNO FOOTWEAR CORPORATION |
| 0004203399 | PIERRE CURRAN MARKETING INC. |
| 0004203803 | BURLINGTON IND. PHILS INC. |
| 0004204072 | JUST CALL INC. |
| 0004203897 | JUST CALL INC. |
| 0008200325 | TVP DENTAL B CORPORATION |

| WEDNESDAY | |
|------------|-------------------------------------|
| 0004200108 | TIMES TRADING CO. INC |
| 0004200002 | VECO PAPER CORP. |
| 0004202662 | FORTUNE BUDDIES CORPORATION |
| 0004202101 | Y & Y ENTERPRISES |
| 0004201569 | CROCODILE TAPE & CO. INC. |
| 0004202689 | SOLID BUSINESS MACHINES CNTR. INC. |
| 0004200552 | MOMOE CREATIONS INTERNATIONAL CORP. |
| 0004203057 | RAMCOLE INC. |
| 0004203809 | RICHBURG CORPORATION |
| 0004202197 | SPEEDWELL MARKETING |
| 0004201089 | GTVL MANUFACTURING IND. |
| 0004203857 | 3J PLASTICWORLD AND MFG. CORP |
| 0004204088 | ANN TEXTILE MARKETING |
| 0004203337 | MM LUCKY MULTISALES CORPORATION |

| THURSDAY | |
|------------|-------------------------------------|
| 0004200447 | BEERUS ENTERPRISES |
| 0004200004 | AMALGAMATED SPECIALTIES CORPORATION |
| 0004200025 | PINES PAPER PRODUCTS CORP. |
| 0004203572 | JO-CARL KNITCRAFT |
| 0004200145 | PAPER PRODUCTS MFG. ENTERPRISES INC |
| 0004202260 | GREAT VISION BUSINESS VENTURE INC. |
| 0004203654 | MUCH PROSPERITY TRADING |
| 0004203977 | CHERENZ GLOBAL MFG. INC. |
| 0004203688 | FLODELIZ GENERAL MERCHANDISE |
| 0004203157 | LYN TONE MFG. CORP. |
| 0004204038 | GOLDEN ABC INC. |
| 0004300513 | RAMESH TRADING CORP. |
| 0004204156 | A-ONE GARMENTS PRINT HOUSE |
| 0004203253 | RESOURCEFUL INT'L MKTG. INC. |

| FRIDAY | |
|------------|-------------------------------------|
| 0004201741 | E & G TRADING |
| 0004202247 | GOLDWINGS STATIONERY PRODUCTS INC. |
| 0004202588 | WELLCOME GLOBAL TRADING CORPORATION |
| 0004202455 | ASLAM TRADING |
| 0004202345 | CANADIAN MFG. |
| 0004204067 | WESTRAMS MERCHANDISING |
| 0004201251 | STANDARD APPLIANCE CORP. |
| 0004201030 | SO-EN GARMENTS CORP. |
| 0004201985 | RODSAN SHOES |
| 0004203945 | HITOP TRADING |
| 0004204047 | BASIC R TRADING |
| 0004202659 | AMAZON MARKETING |
| 0004204193 | D'TENGCO GARMENT ENTERPRISE |
| 0004200142 | STAR 360 PHILIPPINES INC. |

| SATURDAY | |
|------------|--------------------------------|
| 0004204102 | COSMOS BAZAR INC. |
| 0004200046 | BUISRICH MARKETING CORP. |
| 0004202352 | UNITED IMPULSE INC. |
| 0004201480 | EDISY TRADING |
| 0004204167 | GOLD PHOENIX ENTERPRISES |
| 0004202151 | BEESTAR MERCHANDISING CORP |
| 0004203633 | RAPUNZEL CUNANAN |
| 0004203357 | TT8 ENTERPRISES |
| 0004202613 | OTT MARKETING |
| 0004203208 | LE SCHUE MKTG. INC. |
| 0004200574 | KLG INTERNATIONAL INC. |
| 0004203683 | PUREWIN TECH. CORP. |
| 0004204221 | GOLDEN BEE GARMENTS MKTG CORP. |
| 0004200738 | SUYEN CORPORATION |
| 0004204238 | SUYEN CORPORATION |

CNC SUPPLIER DELIVERY SCHEDULE

| MONDAY | |
|---------------|-------------------------------------|
| 0004401536 | STERLING PAPER PRODUCTS ENTERPRISES |
| 0004401296 | CORAL STONE CORPORATION |
| 0004401281 | TOYMASTER ENTERPRISES |
| 0004401746 | EASTER MORNING INSPIRATIONAL |
| 0004401222 | PEARLUX TRADING CORPORATION |
| 0004401731 | FAIRFAX ENTERPRISE |

| TUESDAY | |
|----------------|-------------------------------------|
| 0004400264 | SHINING EAST MARKETING CORP. |
| 0004400724 | DESIGN-O ENTERPRISES |
| 0004400068 | ZEKE MARKETING |
| 0004400559 | KINDERCARE WORLDWIDE CORP. |
| 0004401591 | WIZKIDS INTERNATIONAL TRADING CORP. |
| 0004401512 | A&Z MAGIC GIFTS & NOVELTIES INC. |

| WEDNESDAY | |
|------------------|--------------------------------|
| 0004400509 | CENTRAL BOOKSTORE INC. |
| 0004401341 | N.A. NACAR ENTERPRISES |
| 0004300128 | S.POINT PRODUCTS INC. |
| 0004401687 | ACLEM TRADE INTERNATIONAL |
| 0004401467 | BODEGA 168 COMPANY |
| 0004401622 | NEW BORN ANGEL MANUFACTURING & |

| THURSDAY | |
|-----------------|-------------------------------------|
| 0004400587 | RIBBON N BOW TIE INC. |
| 0004400495 | PRECIOUS PAGES CORPORATION |
| 0004400200 | HEINTZ BABY BASIC INC. |
| 0004400961 | LTC LEATHER CARE SALES DISTRIBUTION |
| 0004400171 | MANSFIELD INT'L INC.* |
| 0004400209 | OMF LITERATURE INC. |

| FRIDAY | |
|---------------|-----------------------------------|
| 0004401156 | STRAIGHT LINES INTERNATIONAL INC. |
| 0004400659 | DITRIO TRADING INC. |
| 0004401869 | PAGODA TRADING |
| 0004400701 | KURTINA KABUHAYAN LIVELIHOOD INC. |
| 0004401723 | MARELA'S CREATIONS CO. |
| 0004400426 | FASHION ANATOMY |

| SATURDAY | |
|-----------------|----------------------------------|
| 0004400299 | RAION INTERNATIONAL CORPORATION |
| 0004400329 | MAIN PACIFIC FEATURES INC. |
| 0004400300 | PIXIEFY INC. |
| 0004401811 | LINES & PRINTS ENTERPRISES, INC. |
| 0004401361 | LDT NOVELTIES |
| 0004401831 | AAA IMPORT & EXPORT CORP. |

