

13 July 2018

Dear Sir/Madam,

Greetings from Expressions!

Please be advised of the transitory provisions for the opening of Marilao Warehouse.

- July 23** : Start of **palletize** supplier delivery at Marilao Warehouse.
: Pallets will be distributed to supplier during their delivery at the warehouse. In the interim, supplier may use their own pallets upon delivery until they receive their allocated pallets.
: Supplier should ensure to deliver on their assigned scheduled delivery day **following the “per pallet per zone policy” and bundling of delivery documents per pallet.**
- July 23 – August 18** : Warehouse shall not enforce the exact delivery date for the period.
: Warehouse will accept delivery on or a week before/after the nearest assigned scheduled delivery day.

Examples:

Delivery date in P.O. = July 10, 2018, Tuesday
Assigned scheduled delivery day = Wednesday
Accepted delivery date = July 11 or July 4, Wednesday

Delivery date in P.O. = July 10, 2018, Tuesday
Assigned scheduled delivery day = Monday
Accepted delivery date = July 9 or July 16, Monday

- : If the assigned scheduled delivery day falls on a holiday, deliveries will be moved on the following day.

Attached is the receiving guidelines, schedule of delivery, and pallet plan.

For your information.

Thank you and best regards.

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