

ALTURAS SUPERMARKET CORPORATION
INTEROFFICE MEMO

TO: IAO
FROM: Jessa Khari E. Masqueda
DATE: Dec. 22, 2023
SUBJ: Credit Memo

Good Day!

Please allow us to adjust the purchase
invoice no. ISM-P474308 and ISM-P474302
dated 8-23-23.

Wrong entry of item code. Encoded
855694 and 855693 instead of 855713.

Thank you.

Jem

MISCONDUCT REPORT

DATE: Dec. 22, 2023
TO: HRD
FROM: Jessa Khari E. Masqueda
NAME OF ERRING EMPLOYEE: Meriam Pogoy
DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong entry of item code. She
encoded 855694 instead of 855713,
refer ISM-P474308 dated 8-23-23.

VIOLATION NO.:
OFFENSE NO.:

inputted 12/22/23.

Jem
MASQUEDA, JESSA KHARIEL
DEPARTMENT SUPERVISOR

MISCONDUCT REPORT

DATE: Dec. 22, 2023
TO: HRD
FROM: Jessa Khari E. Masqueda
NAME OF ERRING EMPLOYEE: Ma. Analie Onila
DEPARTMENT ASSIGNED: M.I.S Warehouse

INFRACTION: Negligence

DETAILS: Wrong entry of item code. She
encoded 855693 instead of 855713,
refer ISM-P474092 dated 8-23-23.

VIOLATION NO.:
OFFENSE NO.:

inputted 12/22/23.

Jem
MASQUEDA, JESSA KHARIEL
DEPARTMENT SUPERVISOR

DELIVERY RECEIPT

CENTRAL SCHOOL & OFFICE SUPPLY

No. 130198

Delivered to: ALTURAS TALIBON MEGAMARKET(EB)

Date: 06/08/2023

Address: Ubay - Talibon Rd, Talibon, Bohol

Sales Agent: _____

P.O. _____

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL
24.00	Pc	PB-GF-D PAPER GIFT BAG (GRAY) <small>small</small> ASSTD 1504	13.00	312.00
24.00	Pc	JR-702-PT-M Tote Bag w/ Print - Medium - asstd	24.75	594.00
24.00	Pc	PB-GF-A PAPER GIFT BAG (GRAY) <small>LARGE</small> ASSTD 6599178-	25.75	618.00
24.00	Pc	JR-702-PT-M Tote Bag w/ Print - Medium - asstd	24.75	594.00
24.00	Pc	EM-EFCB Eva Foam Clock -Big 854252	28.50	684.00
24.00	Pc	PB-GF-C PAPER GIFT BAG (GRAY) <small>medium</small> ASSTD 9021464201506	17.25	414.00
SEABORNE SHIPPING LINES				
				2,871.43
				344.57
TOTAL P				3,216.00

RECEIVED IN: CONFIRMED NOT ITEMIZED

BY: Rmnl lada

DATE: Dec 21, 2023

CHECK - FOR MANILA

P.O. # 1094

Checked By: _____

130198

Delivered By: _____

AGENT COPY

Date: _____

Received the above articles in good order and condition.

By: Ricardo P. Longo

Signature over Printed Name

DATE RECEIVED: _____

ASC Talibon Branch - SM

2nd Flr., Talibon Mega Market

Pob. Talibon, Bohol

BOHOL Talibon

Phone No.

Fax No.

Purchase - Receipt

Page 1

August 23, 2023

Shipment No. **TSM-P764915****ASC Talibon MM Warehouse**

Talibon, Bohol

No.	Description	Quantity	Unit of Measure	Conversion Factor
855698	PB GF D PAPER BAG GRAY	24	PCS	1
855694	JR 702 PT M TOTE BAG W/PRINT ASSTD	24	PCS	1
855697	PB GF A PAPER GIFT BAG GRAY	24	PCS	1
855694	JR 702 PT M TOTE BAG W/PRINT ASSTD	24	PCS	1
854252	EM EFCB EVA FOAM CLOCK BIG	24	PCS	1
855699	PB GF C PAPER BAG GRAY	24	PCS	1

Pay-to AddressPay-to Vendor No. **S5608**

ORIENTAL SCHOOL & OFFICE SUPPLY

Valenzuela City, Manila attn: s' edwin

Telefax 02-816 1436

Encoded by:

Jesse Khari Mosqueda

Checked by:

Approved by:

Jcm 10/31/23

Run Time 2:57:48 PM

Run Date 10/21/23

ASC Talibon Branch - SM

2nd Flr., Talibon Mega Market

Pob. Talibon, Bohol

BOHOL Talibon

Purchase - Invoice

PURCH. INVOICE # : TSM-P474308

Page 1

Vendor's Code S5608 ORIENTAL SCHOOL & OFFICE S.
Payment Terms 60DAYS
Place of Payment
Inv. Discount 0.00

RR # / Ref #: TSM-P764915 / 130198
Order No. SMGM00478801
Posting Date 08/23/23
Due Date 10/22/23

Item Code	Description	Size	Color	Qty.	Unit of Meas.	Direct Unit Cost	Gross Amount	Disc. %	Disc. Amount	Amount	Net Cost	Cor Faci
855698	PB GF D PAPER BAG GRAY			24	PCS	13.00	312.00		0.00	312.00	11.61	
855694	JR 702 PT M TOTE BAG W/PRINT ASSTD MED			24	PCS	24.75	594.00		0.00	594.00	22.10	
855697	PB GF A PAPER GIFT BAG GRAY			24	PCS	25.75	618.00		0.00	618.00	22.99	
855694	JR 702 PT M TOTE BAG W/PRINT ASSTD MED			24	PCS	24.75	594.00		0.00	594.00	22.10	
854252	EM EFCB EVA FOAM CLOCK BIG			24	PCS	28.50	684.00		0.00	684.00	25.45	
855699	PB GF C PAPER BAG GRAY			24	PCS	17.25	414.00		0.00	414.00	15.40	

*** NOTHING FOLLOWS ***

Gross Amount	3,216.00	Inv. Discount Amount	0.00	12% VAT	344.57
Line Discount Amount	0.00	Total PHP Incl. VAT	3,216.00	Total PHP Excl. VAT	2,871.43
Running Discount	0% ,0% ,0% ,0% ,0%				

Prepared by:

Checked by:

Approved by:

Merlin Pogoy

Run Time: 1:49:27 PM

Run Date: 10/30/23

ASC Talibon Branch - SM

2nd Flr., Talibon Mega Market

Pob. Talibon, Bohol

BOHOL Talibon

Phone No.

Fax No.

Purchase - Receipt

Page 1

August 23, 2023

Shipment No. **TSM-P766920****ASC Talibon MM Warehouse**

Talibon, Bohol

No.	Description	Quantity	Unit of Measure	Conversion Factor
855693	JR 703 PH S TOTE BAG W/PRINT SMALL	24	PCS	1

Pay-to Address

Pay-to Vendor No. S5608

ORIENTAL SCHOOL & OFFICE SUPPLY

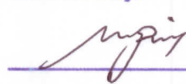
Valenzuela City, Manila attn: s' edwin

Telefax 02-816 1436

Encoded by:


MA. Anna Emilia

Checked by:



Approved by:

Run Time 3:49:12 PM

Run Date 12/19/23

ASC Talibon Branch - SM

2nd Flr., Talibon Mega Market

Pob. Talibon, Bohol

BOHOL Talibon

Purchase - Invoice

PURCH. INVOICE #: TSM-P476092

Page 1

Vendor's Code S5608 ORIENTAL SCHOOL & OFFICE S
Payment Terms 60DAYS
Place of Payment
Inv. Discount 0.00

RR # / Ref #: TSM-P766920 / 130198,
Order No. SMGM00484736
Posting Date 08/23/23
Due Date 10/22/23

Item Code	Description	Size	Color	Qty.	Unit of Meas.	Direct Unit Cost	Gross Amount	Disc. %	Disc. Amount	Amount	Net Cost	Cor Fac
855693	JR 703 PH S TOTE BAG W/PRINT SMALL			24	PCS	24 75	594.00		0.00	594.00	22.10	

*** NOTHING FOLLOWS ***

Gross Amount	594.00	Inv. Discount Amount	0.00	12% VAT	63.64
Line Discount Amount	0.00	Total PHP Incl. VAT	594.00	Total PHP Excl. VAT	530.36
Running Discount	0% ,0% ,0% ,0% ,0%				

Prepared by:

Checked by:

Approved by:

Meriam Pogoy

Run Time: 10:10:11 AM

Run Date: 12/20/23