

MISCONDUCT REPORT

DATE: Feb. 13, 2024
TO: HRD
FROM: Jessa Khari E. Masqueda
NAME OF ERRING EMPLOYEE: Joenette Rasales
DEPARTMENT ASSIGNED: Talibon Warehouse

INFRACTION: Negligence

DETAILS: Wrong entry of vendor invoice no.
She encoded NDI-S200013404 instead
of NDI-S200013407, refer TSM-P477336
dated 2-1-24.

encoded 2/13/24

VIOLATION NO.: _____

OFFENSE NO.: _____

Jem

DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAD
FROM: Jessa Khari E. Masqueda
DATE: Feb. 13, 2024
SUBJ: Credit Memo

Good Day!

Please allow us to adjust this purchase
invoice no. TSM-P477336 dated 2-1-24.

Wrong entry of vendor invoice no.
Encoded NDI-S200013404 instead of
NDI-S200013407.

Thank you.

Jem

NETMAN DISTRIBUTORS INC.
De La Paz, Cortes, Bohol CORTES, BOHOL
Stock Transfer Out Slip

Inter-Subsidiary Transfer Invoice
Page No : 1

Customer No : NRTE-00005
Customer Name : TALIBON MEGA MARKET

Invoice No. NDI-S200013407
Order No. NDI-SO00013824
Ext. Doc. No. SM00123059
Posting Date 01/30/24
Due Date 01/30/24
Prices Incl. VAT Yes

Quantity	UOM	Item No.	Description	Size	Color	Conv. Factor	Unit Price	Amount
2	CASE	106386	ALFONSO 1 SOLERA 12/1L			12	4,320.00	8,640.00
3	CASE	110763	ALFONSO 1 SOLERA 6/1.75L			6	4,077.00	12,231.00
1	CSE4	850444	ALFONSO 1 LIGHT 3/1L w/ T SHIRT			4	2,894.40	2,894.40
2	CS12	651069	PEGOES RED MEDIUM/SEMI DRY 12x750ML			12	2,538.00	5,076.00

Montosco Inc

Total PHP Incl. VAT 28,841.40
12 % VAT 3,090.15
Total PHP Excl. VAT 25,751.25

VAT % 12
Line Amount 28,841.40

Inv. Disc. Base Amount 0.00
Invoice Discount Amount 0.00

VAT Base 25,751.25
VAT Amount 3,090.15

Prepared By:

Checked By:

Received By:

MARIFE CADENAS

[Signature]

02-01-24
CARLITO L.

Runtime : 1:28:25 PM

Rundate : 01/30/24

ASC Talibon Branch - SM

2nd Flr., Talibon Mega Market

Pob. Talibon, Bohol

BOHOL Talibon

Purchase - Invoice

PURCH. INVOICE #: TSM-P477336

Page 1

NDI-S200013404

Vendor's Code S3268

NETMAN DISTRIBUTORS INC.

RR # / Ref #: TSM-P768102

/ NDI-S2000134

Payment Terms

Order No. SM00123059

Place of Payment

Posting Date 02/01/24

Inv. Discount

0.00

Due Date 02/01/24

Item Code	Description	Size	Color	Qty.	Unit of Meas.	Direct Unit Cost	Gross Amount	Disc. %	Disc. Amount	Amount	Net Cost	Cor Fac
650444	ALFONSO I LIGHT 3/1L w/ T SHIRT			1	CSE4	2,894.40	2,894.40		0.00	2,894.40	2,584.29	
106386	ALFONSO 1 SOLERA 12/1L			2	CASE	4,320.00	8,640.00		0.00	8,640.00	3,857.14	
110763	ALFONSO 1 SOLERA 6/1.75L			3	CASE	4,077.00	12,231.00		0.00	12,231.00	3,640.18	
651069	PEGOES RED MEDIUM/SEMI DRY 12x750ML			2	CS12	2,538.00	5,076.00		0.00	5,076.00	2,266.07	

*** NOTHING FOLLOWS ***

Gross Amount	28,841.40	Inv. Discount Amount	0.00	12% VAT	3,090.15
Line Discount Amount	0.00	Total PHP Incl. VAT	28,841.40	Total PHP Excl. VAT	25,751.25
Running Discount	0% ,0% ,0% ,0% ,0%				

Prepared by:

Johanne Rosales

Checked by:

MACHAR M.

Approved by:

Jcm 2/7/24

Run Time: 9:41:13 AM

Run Date: 02/02/24