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| **Terms and Conditions in System** |
| Welcome to our services.  Our service design is to supply you with online access of countering receipts supplied to NCCC Business units. You are to use this service only for this sole purpose; this is not to be misused in any way. Any noncompliance or suspected misconduct on your part may lead to suspension or termination of our service.  Your account is provided by the system administrator. Change of password is needed after the first log in. Your password is to be kept confidential and is the sole responsibility of the user. It is encouraged that you do not use the ECS password to other accounts. Every year the account will be reset to comply with yearly update of vendor accreditation.  We treat your data as confidential; hence your privacy is protected upon using our services.  Necessary improvement may be made in our system. Functionalities or features may be added or removed from time to time without prior notice.  Terms may be modified by statutory reason or changes to our services. You should regularly check the terms. Notice will be posted on this page. Change from statutory reason may apply immediately, but changes to our service will have an announced effective date. |
| **Terms and Conditions for Signing** |
| 1. You are the authorized representative of the company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 2. NCCC group of companies should be informed if there are any changes of representative thru the updated vendor accreditation form. NCCC group of companies is not liable for failure on your part to inform us. Your company could not impute any damages to NCCC group of companies that may arise due to non-information on your part. 3. All SOA created thru the ECS is subject to checking and does not mean that NCCC group of companies is automatically liable to pay. 4. Upon computation of the comeback date, special holiday may not be considered due to late announcement of the authorities. In cases where comeback date falls on a special holiday, it will automatically be moved to the next working day. 5. Any invoices denied for payment will be returned to you, and you should re-counter it upon completion of the missing or non-compliance of procedure. 6. You are encouraged to separate creation of SOA for PO with different terms. Should you combine different terms within one SOA the comeback date would be based on the PO with the longest term. 7. PO with multiple invoices should be countered in one SOA. If there are problems with regards to one invoice, we will deny the entire invoices associated with the PO. You may re-counter the said PO after the problems have been solved. 8. After processing your SOA we will provide you with details of check known as Supplier’s copy of payment details. You may view this in your account for the duration of one month. You should get a copy before we will take this out of the system after the said period. 9. Password should be in 8 alphanumeric characters. 10. For manual collection, you are advised not to collect the check should there be any discrepancy with the collected amount. Once you accepted the check this means that the details involved in the check has been verified true and correct. 11. For check deposit, you are advised to liquidate your voucher within one month duration. Once you have issued OR/CR or any document representing acceptance of final payment this means that the details involved in the check has been verified true and correct.     I have read and understand all terms and conditions set forth and agree thereto.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature over Printed Name/ Designation/Date** |