	Process Name/ Title:		Document No:	WI-PUM-PUR-003
NBC	IMPORTATION PROCESS (SEA)			
	WORK INSTRUCTION		Effective Date:	September 23, 2019
	Product Code/Name: N/A	Customer Code: N/A	Rev. No.: 0	Page No.: Page 1 of 1

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers

1 Purchasing Staff shall receive email and documents from broker's counterpart or supplier

2 Purchasing Staff shall print and stamp CTC on shipping documents and have it signed by Purchasing Manager, then forward to broker.

3 Purchasing Staff shall update Import monitoring status for all the shipment scheduled for delivery.

IMPORT MONITORING 2019

FORWARDER	SUPPLIER	BL NUMBER	INVOICE NUMBER	POH	DESCRIPTION	MODE OF PMENT	ETD ORIGIN	ETA MNL	ATA MANIL	ATA NBP	STATUS
KWE	NBC JAPAN	ENGO18120023	NBP18-12-01	3846, 4407, 4522,4534	MATERIAL GOODS	1X40 & 1X20	BY SEA	23-Dec-18	04-Jan-19	12-Jan-19	DELIVERED
			NBP18-12-S1		EQUIPMENT PARTS						
			NBP18-12-RC1		PLASTIC CONTAINER						
KWE	NBC JAPAN	ENGO18120279	NBP18-12-02	4625, 4626, 4627, 4628, 4629	MATERIAL GOODS	1X40	BY SEA	28-Dec-18	07-Jan-19	17-Jan-19	DELIVERED
			NBP18-12-DM1	4568	PCB DUMMY						
			NBP18-12-RC2		PLASTIC CONTAINER						
YUSEN	NBC JAPAN	ENGO18120280	NBP18-12-03	4636, 4637, 4638, 46,39,4640	MATERIAL GOODS	1X40	BY SEA	28-Dec-18	07-Jan-19	19-Jan-19	DELIVERED
			NBP18-12-RC3		PLASTIC CONTAINER /PALLET						
YUSEN	FUJIKURA	GZSEXT1812871	C-2018029366	4422	CIVUS WIRE	LCL	LCL	23-Dec-18	03-Jan-19	19-Jan-19	DELIVERED
KWE	NESSEICO	610140029360	NE2018119	4621	CORRUGATED TUBE / VINYL TUBE	1X40	BY SEA	03-Jan-19	14-Jan-19	22-Jan-19	DELIVERED
KWE	NESSEICO	610140029006	NE2018116	4416	CORRUGATED TUBE / VINYL TUBE	1X40	BY SEA	20-Dec-18	31-Dec-18	10-Jan-19	DELIVERED
KWE	NBC JAPAN	ENGO18120678	NBP18-12-04	4343, 4363	MATERIAL GOODS	1X40 & 1X20	BY SEA	06-Jan-19	14-Jan-19	23-Jan-19	DELIVERED
			NBP18-12-S2		EQUIPMENT PARTS						
			NBP18-12-05		RAW MATERIALS						
			NBP18-12-RC4		PLASTIC CONTAINER /PALLET						

4 Purchasing Staff shall check if the items are included in List of Importable (LOI) , if not included , ask broker for the HS Code. If the items is regulated , proceed to include and get PEZA approval but if the shipment is unregulated and listed as importable, proceed to process the documents.

HS CODE	ITEM CODE	DESCRIPTION	TAGGED	STATUS
84799030000	15	1ST SPACER	- - -	A
84779032000	ACCH2	551NPW BOARD (551HXB-604)	- - -	A
68042200000	KLP-74	ABRASIVE	CONTROLLED	A
85444299000	POWER	AC POWER SUPPLY CABLE	- - -	A
85442049000	EK201873277	AC POWER SUPPLY CABLE OP-89032	- - -	A
84143090000	EK201702012	AIR COMPRESSOR LOA NO. 16-SUSD-SCM-EE-4421	CONTROLLED	A
84129090000	CY1	AIR CYLINDER	- - -	A
84129090000	CY2	AIR CYLINDER FEED	- - -	A
82077000000	KLP-46	AIR DRILL	CONTROLLED	A
84242019000	KLP-53	AIR GUN	CONTROLLED	A
40094290000	ACCH10	AIR HOSE 2	- - -	A
84129090000	AIR1	AIR SOLENOID	- - -	A
76169990000	ACCH12	ALUMINUM FLEXIBLE DUCT(AFD-100N)	- - -	A
76071100000	ACCH13	ALUMINUM TAPE (50MM X 20M)	- - -	A
84799030000	EK201876692	AMP	CONTROLLED	A
85423100000	EK201877352	AMPLIFIER	- - -	A
84863019000	AN/6/L01	ANVIL	- - -	A
85444942000	EK201877394	ANVIL (5781535401)	- - -	A

Note: For the regulated items (chemical) ask supplier to send the copy of MSDS and send to broker to advise what special documents and permits required to proceed for clearance

5 For unregulated items , after PEZA approval , Import Permit Lodgement will proceed and for regulated item, once permit are secured , Purchasing Staff shall proceed with the inclusion and get PEZA approval before IP Lodgement.

Note: Broker will do the IP Lodgement then start the clearance of the cargo from airport customs.

6 Purchasing Staff shall monitor the departure from the Origin , Port arrival and releasing of shipment.

6.1 Purchasing Staff shall advise the broker if the shipment is subject for one day release and get email confirmation of additional charges due to urgent processing and releasing.

6.2 If there will be delay on the shipment, Purchasing Staff shall inform all concerned department immediately as basis for checking of stocks availabilty for production.

7 Once the shipment released, Purchasing Staff shall monitor the delivery of the shipment and coordinate closely to the broker's truck dispatcher and once the shipment arrived, PEZA , BOC examiner and broker representative will conduct joint inspection.

8 Purchasing Staff shall request for BOC / PEZA overtime if arrival schedule exceeds to office hours by filling up the overtime form then inform Warehouse Staff.

9 Once the shipment arrives at company, Purchasing Staff shall check all the necessary documents before unloading then update again the Import Monitoring and send to NBC Japan to inform them that the shipment already delivered to NBP.

10 Purchasing Staff shall received the billing from forwarder/broker , check and forward it to Accounting for payment preparation.

11 Purchasing Staff shall file the processed documents with attached duplicate copies.

Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Prepare	Check	Approve
						C.Mosca	M. Cruzat	N. de Villa
						Est. date:	09/23/2019	

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