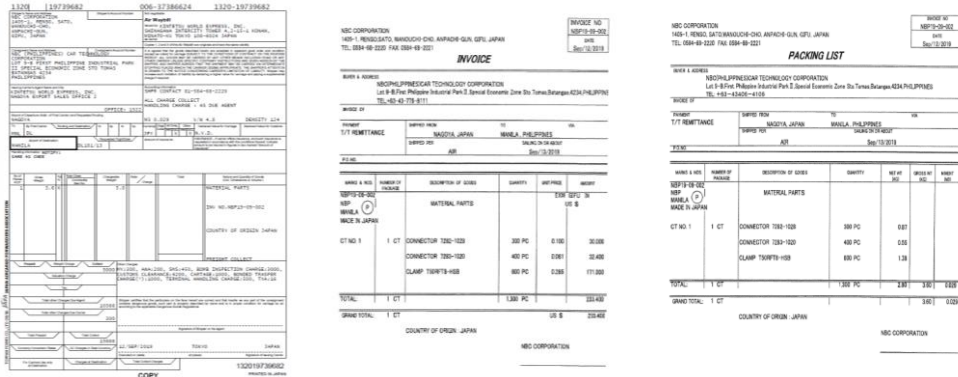


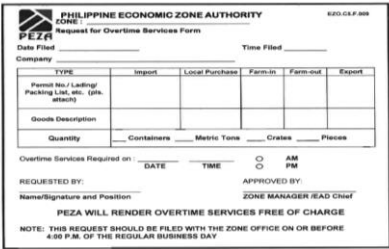




Process Name/ Title: IMPORTATION PROCESS (AIR)		Document No: WI-PUM-PUR-004
WORK INSTRUCTION		Effective Date: September 23, 2019
Product Code/Name: N/A	Customer Code: N/A	Rev. No.: 0
		Page No.: Page 1 of 1

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	<p>Purchasing Staff shall receive email and documents from broker's counterpart or supplier.</p> <div></div>	
2	<p>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 are regulated, proceed to include and get PEZA approval but if the shipment is unregulated importable, proceed to process the documents.</p> <div></div>	<p>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</p>
3	<p>For unregulated items, after PEZA approval, Import Permit Lodgement will proceed and for regulated item, once permit are secured, Purchasing Staff shall proceed for inclusion and get PEZA approval before IP Lodgement.</p>	<p>Note: Broker will do the IP Lodgement then start the clearance of the cargo from airport customs.</p>
4	<p>Purchasing Staff shall update Import monitoring status for all the shipment scheduled for delivery.</p> <div></div>	
5	<p>Purchasing Staff shall monitor the departure from the Origin, Port arrival and releasing of the shipment.</p> <p>6.1 If there will be delay on the shipment, Purchasing Staff shall inform all concerned department immediately as basis for checking of stocks availability for production.</p>	
6	<p>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.</p> <div></div>	
7	<p>Purchasing Staff shall receive the billing from forwarder/broker, then shall check and forward it to Accounting for payment preparation.</p>	
8	<p>Purchasing Staff shall file the processed documents with attached duplicate copies.</p>	

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