Process Name/ Title:							
		IMPORTATION PROCESS (SEA)		Document No:	WI-I	WI-PUM-PUR-003	
		WORK INSTRUCTION Product Code/Name: Customer Code:		Effective Date:	· I	September 23, 2019	
		N/A	N/A	Rev. No.:	0 Page	e 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						
	SECURIOR SE SELECTION OF SECURIOR AND ASSESSMENT OF SECURIOR SECUR	JAPAN TRUST CO. List. JAPAN TRUST CO. List. JAPAN TRUST CO. List. OMBREC TRANSPORT St. of Liste.	WEIGH-OND APPROPRIATE SPECIARIST	NEC COMPANY TON THE PART OF T	METER BEST		
	TO THE STATE OF TH	### ##################################	PREMISION HOMEOLOGY COMPUTATERS OF PROJECT AND THE STREET OF THE TENNISH AND A STREET OF THE STREET	SOCIA-SPREADER TECHNIQUES DOPPURSUS LIA 9 6 for in Riggins Subside The T Service Transit Zione Ton Transit Miningen CEILTHE SERRY ST. And A CEITS SET. WHITE TO SERVICE ST. AND SERVICE SERVI	Common N		
	TOTAL CONTROL OF THE PROPERTY		10'X 06.00 200100 Bac-10 2010 - 10'X 06.00 201100 Garant	#1.00 YOU BLOOK FROM DAY OF STREET O	many may		
	THE REPORT OF THE PARTY OF THE	TOTAL COLUMN STATE OF THE STATE	PETLIFFRANCE CASE INO COMMERCIAL VALLEY PULSTIC CHET PORTE TORRO SIN DE 1 N. NO. 1. SPECIES S. P. C. S.	SETURNABLE CASE NO COMMERCIAL VALUE FINAL-1-E FINAL-1-E TOTAL TO SETURNABLE CASE NO COMMERCIAL VALUE FINAL-1-E TOTAL TOTA			
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	2002-1900 (2002-1900) 2002-1900 (2002-1900) 2002-1900 (2002-1900) 2002-1900 (2002-1900)	2000 - 552 (14.7)19 2000 18/57 Co.J.M.	NEC COMPUTER TORS	country or create. Johns Line Tomore Line	nerroe pe		
2	Purchasing Staff sh	nall print and stamp CTC on shi	nning documents and have i	t signed by Purchasing Manager,			
-	then forward to broker.						
3	Purchasing Staff sh IMPORT MONITORING 2015	nall update Import monitoring	status for all the shipment so	cheduled for delivery.			
		NOTES NO	MATERIAL GOODS EQUIPMENT PARTS 1X40 & 1X20 BY SEA	TED ORIGIN . ETA MINI ATA MANIE ATA NIP . STATUS 23-Dec-18 04-Jan-19 12-Jan-19 DELIVERED	5		
		NBP18-12-021 4625, 4626, 4627, 4628, 4629 NBP18-12-021 4625, 4626, 4627, 4628, 4629 NBP18-12-031 4568 NBP18-12-03 4630, 4637, 4638, 4639, 4640	PLASTIC CONTAINER	28 Dec-18 07-Jan-19 27-Jan-19 DELWERD	1		
	YUSEN FUJIKURA GZSEK KWE NESSEJECO 61014	NBP18-12-RC3 F1812871 C-20180029966 4422 0029160 NEI2018119 4621	PLASTIC CONTAINER /PALLET 1X40 BY SEA CIVUS WIRE LCL LCL CORRUGATED TUBE / VINYL TUBE 1X40 BY SEA	28-Dec-18 07-Jan-19 19-Jan-19 DELIVERED 23-Dec-18 03-Jan-19 19-Jan-19 DELIVERED 03-Jan-19 14-Jan-19 22-Jan-19 DELIVERED			
		0029006 NISSOSSISS 4416 H156 NRPS-12-04 NRPS-12-04 NRPS-12-05 4343, 4365 NRPS-12-05 NRPS-12-05 NRPS-12-05 NRPS-13-06 NRPS	MATERIAL GOODS	70-Dec-18 31-Dec-18 10-Jun-19 DELIVERED 06-Jun-19 14-Jun-19 28-Jun-19 DELIVERED	,		
4	Purchasing Staff sh			I) , if not included , ask broker for	r the	Note: For the regulated items	
·	_		•	but if the shipment is unregulate		(chemical) ask supplier to send	
	as importable, pro documents.	ceed to process the	AUTOMATED IMPORT PERMIT	Online Application for I	Import Permit	the copy of MSDS and send to broker to advise what special	
				APPROVED IP& USED IP& ZONE ENTRIES REGISTRATI	TION REPORTS LOGOUT	documents and permits required	
	NBC PHILIPPINES CAR TECHNOLOGY CORPORATION - LIST OF IMPORTABLES to proceed for clearal						
			HS CODE ITEM CODE	TAGGE	STATUS A A		
			82077000000 KLP-46	AIR DRILL CONTROLLED	A A		
			84242019000 KLP-53 400942900000 ACCH10 94129090000 AIR1 761699900000 ACCH12 ALUMINUM F 76071100000 ACCH13 ALUMINUM F	AR QUN CONTROLLED ARR HOSE 2 AIR SOLENOID LEXIBLE DUDIT (AFD-100N) AMP CONTROLLED AMP CONTROLLED	Â		
				AMP CONTROLLED AMPLIFIER ANVIL UII (ATELROSAIL)	Â		
5	_	ems , after PEZA approval , Imp nasing Staff shall proceed with		roceed and for regulated item, o	once permit	Note: Broker will do the IP Lodgement then start the	
	are secured, rurer	idaning atom anom proceed with	the melasion and get 1 227 a	pprovar before it Lougement.		clearance of the cargo from	
6	Purchasing Staff sh	nall monitor the departure fror	n the Origin . Port arrival and	releasing of shipment.		airport customs.	
	_			ne day release and get email conf	firmation 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						
		cking of stocks availabilty for p	-		,		
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						
8	joint inspection. Purchasing Staff shall request for BOC / PEZA overtime if arrival schedule exceeds to office hours by filling up the overtime						
	form then in	form Warehouse Staff.	PHILIPPINE ECONOMIC ZONE AUTHORITY EDNE PEZA Requises for Overtime Services Form Date Filed Tree	BATOLISE AND			
			Company YSRI Impair I James No. Linding Pacifing List, onc. (etc. pacing List, onc. (etc. pacing List, onc. (etc.)	min Farmand Topert			
			Goods Description QuantityContainersMetric Tons Overtime Services Required onTakk	Contract Places			
			REQUESTED BY: APVI Name/Signature and Position ZON PEZA WILL RENDER OVERTIME SERVICES	REMAND BY: E MANAGER WAD Chief PREE OF CHARGE			
9	Once the shipmen	t arrives at company, Purchasii	ng Staff shall check all the ne	cessary documents before unloa	ading 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						
11	preparation.						
	rurundsing Statt Sr	nall file the processed docume	ns with attached duplicate c	υμιτο.			
					P	repare Creck Approve	
					6	Mysca N. Cruzat N. de Villa	
Eff./Rev. Date	Rev. No.		NPC (Philippings)	Revise Ch	heck Approve Es	st. date: 09/23/2019	
including unauth	.: ©2017 NBC; all rights rese norized copying, reproduction r any information herein is str	in any form, disclosure or publishing of	NBC (Philippines) MASTER COF	ov		DCC Stamp	