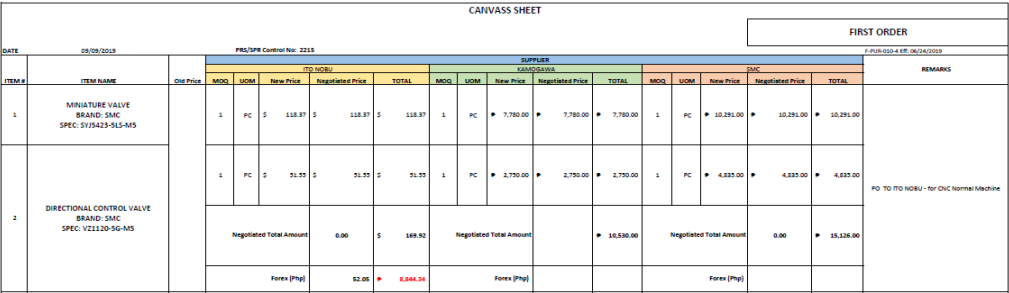

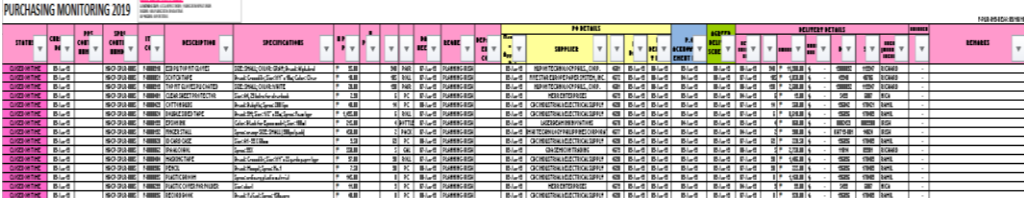


Process Name/ Title:		Document No:	WI-PUM-PUR-002	
CANVASSING AND ORDERING				
WORK INSTRUCTION		Effective Date:	September 23, 2019	
Product Code/Name: N/A	Customer Code: N/A	Rev. No.: 0	Page No.:	Page 1 of 1

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	Purchasing Staff/Senior Staff shall receive email notification for the Purchase Request thru Kintone.	
2	Purchasing Staff shall check the Kintone for the details of request .	
3	Purchasing Staff shall send request for quotation to suppliers, need at least two price quotations for comparison. There is no need to canvass if supplier is an exclusive distributor. They just have to provide Certificate of Exclusivity.	
4	Upon receipt of quotation, Purchasing Staff shall recommend where to purchase to consider the best price, quality and leadtime.	
	 <p>The screenshot shows a 'CANVASS SHEET' for 'FIRST ORDER'. It lists items like 'MINIATURE VALVE' and 'DIRECTIONAL CONTROL VALVE' with columns for 'MODL', 'QTY', 'UNIT', 'New Price', 'Negotiated Price', and 'TOTAL'. A summary row shows 'Negotiated Total Amount' as 0.00 for both items, with a total of 16,536.00.</p>	
5	Purchasing Staff shall upload the Canvass Sheet to Kintone.	
6	Approval will be based on the flow of Kintone.	
7	Upon approval of Purchase Request, Purchasing Staff shall prepare the Purchase Order and have it checked by Purchasing Senior Staff and approved by Purchasing Manager.	Note: Attached the approved Purchase Request in P.O.
	 <p>The screenshot shows a 'PURCHASE ORDER' form from NBC Philippines Car Technology Corporation. It includes fields for 'SUPPLIER', 'PO NUMBER', 'DATE', 'QUANTITY', 'UNIT PRICE', and 'AMOUNT'. The form is partially filled out with details for a purchase order.</p>	
8	Purchasing Staff shall send Purchase Order to Supplier and request confirmation as proof of PO receipt and delivery commitment.	
9	Purchasing Staff shall update the PRS monitoring .	
	 <p>The screenshot shows a 'PURCHASING MONITORING 2019' spreadsheet. It has multiple columns for tracking purchases, including 'STATE', 'CEN', 'REP', 'SPECIFICATION', 'PRICE', 'DELIVERY DATE', and 'REMARKS'. The spreadsheet contains several rows of data for different purchase orders.</p>	
10	Purchasing Staff shall monitor the delivery of the items , if there will be delay on delivery inform immediately the End user or requesting Department.	
11	Upon delivery if the item , Purchasing Staff shall received Receiving Record, Sales Invoice and Delivery Receipt and shall check the received documents if there were discrepancies.	
11.1	If there is discrepancy , Purchasing Staff shall inform Supplier and then request for replacement.	
11.2	If no discrepancy, Purchasing Staff shall encode the details of the received document in Purchasing Monitoring.	
12	Purchasing Staff shall forward the Delivery Receipt, Sales Invoice and copy of Purchase Order to Accounting for payment preparation.	