		Droope N	Namo/ Titlo:		1				
		Process	Name/ Title:  CANVASSING AN	ND ORDERING	Document No:		WI-PUM-PUR-002		
		7	WORK INST	RUCTION	Effective Date:		Se	September 23, 2019	
		Produ	uct Code/Name: N/A	Customer Code: N/A	Rev. No.:	0		Page No.:	Page 1 of 1
No.				Work Procedure/ Illus	stration				ecords/Remarks/ Quality Pointers
1	Purchasing S	staff/Senior Staff	f shall receive email r	notification for the Purchase	Request thru Kintor	ne.			zuunty i omtoro
2	_		the Kintone for the d						
3	_			n to suppliers, need at least usive distributor. They just					
4				recommend where to purc					
	leadtime.	, ,	Ç			, ,,	•		
				CANVASS SHEET		FI	RST ORDER	7	
	DATE	09/09/2019	PRS/SPR Control No: 2215	SUPPLIER KAMOGAWA		SMC	F-PUR-010-4 Eff: 06/24/2019 REMARKS	1	
		ITEM NAME Old Price NIATURE VALVE	MOQ UOM New Price Negotiated Price	ce TOTAL MOQ UOM New Price Negotisted!	Price TOTAL MOQ UOM New Price	n Negotisted Price TOTAL			
	1 SPEC	BRAND: SMC :: SYJ5423-5LS-M5	1 PC 5 118.37 5 118.	1.37 5 118.37 1 PC • 7,780.00 • 7,71	10.00 • 7,780.00 1 PC • 10,291.6	00 • 10,291.00 • 10,291.00			
			1 PC \$ 31.33 \$ 31	.33 \$ 51.33 1 PC • 2,730.00 • 2,71	10.00 P 2,750.00 1 PC P 4,835.0	00 • 4,835.00 • 4,835.0			
	DIRECTIO	DNAL CONTROL VALVE					PO TO ITO NOBU - for CNC Normal Machine		
	2 SPE	BRAND: SMC C: VZ1120-5G-M5	Negotiated Total Amount 0,00	\$ 169.92 Negotiated Total Amount	● 10,530.00 Negotiated Total Amou	unt 0.00 • 15,126.00			
			Forex (Php) 52.	.05 • 8,844.34 Forex (Php)	Forex (Ph	p)	-		
			-			-	•	-	
5	Purchasing S	itaff shall upload	the Canvass Sheet t	o Kintone.					
6	Approval wil	I he hased on th	ne flow of Kintone.						
Ü	Approvarwin	ii be basea on th	e now of kintone.						
7	Upon approval of Purchase Request, Purchasing Staff shall prepare the Purchase Order and have it checked by  Note: Attached the								ttached the approved
	Purchasing	Senior Staff and	approved by Purchas						
			NE	NEC (PHILIPPINES) CAR TECHNOLOGY CORPORATION  1/19-8-1999 4 (quest homosic Ten, lin, homo, homosic Nije  1/19-1994 (quest homosic Ten, lin, homo, homo, homosic Nije  1/19-1994 (quest homosic Ten, lin, homo, homo, homosic Nije  1/19-1994 (quest homosic Ten, lin, homo, homosic Nije  1/19-1994 (quest homosic Ten, lin, homo, homosic Nije  1/19-1994 (quest homosic Ten, lin, homo, homo, homosic Nije  1/19-1994 (quest homosic Ten, lin, homo, homo, homosic Nije  1/19-1994 (quest homosic Ten, lin, homo, homo, homosic Nije  1/19-1994 (quest homosic Ten, lin, homo, homo, homo, homosic Nije  1/19-1994 (quest homosic Ten, lin, homo,				Purchas	se Request in P.O.
			SUPPL	LIER: FO. NAMEER: 61.71					
			Duiteer to	W DECEMBER OF THE PROPERTY OF					
			f	** ***********************************					
				97, 1010 (44)					
			Panelle Propage No.	To THE Street Martins  [Overhalding   Jagement by   Guicharms					
			dans.	(m) Matter (mass ) Registration (mass ) Matter (mas					
			Had To A red for	M and Additional Contraction of the Contraction of					
8	_	staff shall send P ry commitment.		oplier and request confirma	tion as proof of PO re	eceipt and			
9		•	e the PRS monitoring	3.					
	PURCHASING MONITO	RING 2019							
	STATE CIE CHE	CHILL OF RECEIPTING	SECONCATIVES 12	V V BEC V BEST V SEPTIES	AGEN	PELITERT PETAILS	MINISTER BETWEEN		
	CHESTATIVE BILLED	SO DISHE NAMES ESPETIMETONS SO DISHE NAMES SOFTONS	DE DOUGOUR ON SAME VALUE F E.B. Seal Constitution of Signature Con-	NO NO. DILA PARREGISI BILA REPORTCORNACYPELS, 45 NO. DILA PARREGISI BILA MESTICER/PENDENSIS	Y   Y   Y   Y   Y   CERPY   Y   CERY   Y   CERPY   Y   CERPY   Y   CERPY   Y   CERPY   Y   CERPY   Y	0 14 7 1,31,31 4 - 53825 100 0 42 7 1,31,31 4 - 004 635	7 ECM9 - ECM9 -		
	CHENNING BLUE CHENNING BLUE CHENNING BLUE CHENNING BLUE	SO-DIA ME SAME TO AT CAREFORNIES SO-DIA ME SAME CERTIFICATION SO-DIA ME SAME CONTRACTOR SO-DIA M	D 102.5942, 0.004.9102	### PAR FLAM FLAMENTARY   BLANC REPORTCOMMONALS,   PAR FLAME FLAMENTARY   BLANC PROFESSIONAL     PAR FLAMENTARY   BLANC CONSUMMENTARY     PAR FLAMENTARY   BLANC CONSUMMENTARY     PAR FLAMENTARY   BLANC CONSUMMENTARY     PAR FLAMENTARY   BLANC CONSUMMENTARY     PAR FLAMENTARY     PAR FLAMENT     PAR FLAMENTARY     PAR FLAMENTARY     PAR FLAMENTARY     PA	61 Blad Blad Blad Blad Blad BH/ 62 Blad Blad Blad Blad Blad BH/ 63 Blad Blad Blad Blad Blad	6 4 7 52 4 · 30 30 6 9 7 32 4 · 590 500 6 1 7 122 4 · 525 500	5G - 5 185L		
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40	DISCOURSE BLA	SO SO ALE NAMES DECRESSEE	Builfulger Spen P 48		and as seed seed seed seed see	d      238	i let	-	
10	_	r requesting Der	•	items , if there will be dela	y on delivery inform i	immediately the	2		
11				received Receiving Record,	Sales Invoice and De	livery			
	-	-	-	if there were discrepancies.		•			
	11.1	If there is discrep	pancy , Purchasing St	aff shall inform Supplier an	d then request for re	placement.			
	44.2	ı <b>r</b>	B. sales des Coeffeels	all a condent of a detailer of the		to Book and a second	4		
	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								
	_	yment preparati				-			
	<del>                                     </del>				1			Prepare ,	Check Approve
								I I Spare	Silver II II.
	<b> </b>							CMOSS	A Curat
Eff./Rev. Date	Rev. No.		Details	s of change	Rev	rise Chec	k Approve	C.Mosca Est. date:	M. Cruzat N. de Villa 09/23/2019