

To: Sales Team
From: Supply Chain Team
Re: Guidelines for shipping of items
Date: October 21, 2021

To help track shipments better, Supply Chain (SC) will be creating a group chat called “**Logistics and Sales**” where you can send all the videos and the shipping receipts. This is for easy monitoring and tracking of items for everyone involved.

We are also clarifying the guidelines on how to send and receive items via courier to help ensure the safety of everyone involved and the items themselves:

1. Take videos of the pull-out, counting, and packing of items for shipment.
2. Once done, send the videos to Logistics GC.
3. When writing down the contact info and address of the sender and recipient, use only the mall address and indicate the company phone number of the sender/recipient. Do not mention SJI or use personal contact numbers for security purposes.
4. Once sent via courier, take a photo of the receipt from the courier, and forward the photo via the Logistics GC. Make sure that sender and recipient information is legible.
5. When receiving items, take videos during opening and counting of items, and send the videos to Logistics GC.

Any deviations from the above guidelines without the approval of SC should be explained with an Incident Report within 24 hours and submitted to the Logistics GC.

This will be effective immediately.

Thank you so much.

Noted by : Angelo Miguel T. Natividad

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