



KEY CONTACTS

PURCHASING

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ADMINISTRATION



The JGSPC Purchasing Mission Statement:

"To buy the required materials and services at the right price, at the right time, from the right source, that will contribute towards improving company competitiveness and ability to provide the highest level of customer satisfaction."



JG Summit Petrochemical Corporation

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JG Summit Petrochemical Corporation

Purchasing Guide For Suppliers

Thank you for your interest in doing business with JGSPC. We hope this guide will help you better understand our purchasing processes. Our aim is to help you in your sales effort and to promote a climate of good business relationship with JGSPC.



JGSPC

1 SUPPLIER ACCREDITATION

JGSPC will only do business transactions with accredited suppliers. JGSPC maintains a pool of accredited reputable suppliers who have undergone rigid evaluation and have been determined to meet the company's procurement requirements. Interested/prospective suppliers who are not yet accredited may obtain a Supplier Accreditation Application form from the Purchasing Dept. The application shall be evaluated and approved by the JGSPC Purchasing Department and the JG Summit Corporate Supplier Accreditation Team. Submission of the form, however, will not guarantee that a supplier will be accredited.

2 RFQ TRANSMISSION

Only authorized Purchasing personnel can purchase products and services for the company. RFQs are transmitted to prospective suppliers via email or fax and can also be relayed to suppliers via phone or field canvassing. The RFQ specifies the complete description, quantity, target delivery date and delivery place of the requirement. Suppliers are expected to acknowledge receipt of the RFQ and to inform the Buyer of any concerns or clarifications related to the RFQ within 24 hours after receipt.

3 SPECS CLARIFICATION & QUOTE SUBMISSION

Inquiries or clarifications relating to item specifications should be coordinated with the assigned Buyer within 24 hours after receipt of the RFQ. The Buyer coordinates with the end-user and the supplier for the identification of complete specs or any clarifications related to the required product or service. Direct correspondences between the supplier and end-user are limited only to technical clarifications - cc the Purchasing Dept. Formal quotations are expected to be submitted to the Purchasing Department within three days after receipt of the RFQ. Quotes should indicate the complete item description.....

*continued.....*quantity, price, estimated delivery date, delivery terms (applicable Incoterms), payment terms/instructions. Quotes can be sent via email or fax. Pre-bid meetings are held for service requirements in order to clarify scope of works to be performed. In this case, sealed bids are required. Sealed bids should be enclosed in a brown envelope, properly sealed, and addressed to the VP-Supply Chain Mgt & IT.

4 PURCHASE ORDER ISSUANCE

No order is official until you receive an approved Purchase Order. P.O.'s are transmitted via fax or email or can be picked-up at the JGSPC Head Office – Purchasing Department. Once you have received an approved P.O., it cannot be changed, amended, or re-used. Supplier shall sign in the "Acknowledged By" field in the PO and shall provide a copy to the Purchasing Dept. Supplier should call the attention of the Buyer immediately for any changes or dispute to the P.O., otherwise, JGSPC will presume acceptance of all terms stated in the P.O. For foreign purchases, foreign suppliers should immediately prepare a Pro-Forma Invoice to signify acceptance of the order. Deliveries and Invoices should conform with the P.O. terms and specifications, otherwise, deliveries will not be accepted and/or payment will be put on hold.

5 DELIVERIES

All Deliveries should be accompanied by a **1.) Delivery Receipt to be signed by the authorized Warehouseman as proof of receipt of items.** (In the absence of a DR, a duplicate copy of the Sales Invoice can be used). The DR with proof of receipt by the authorized Warehouseman will later be submitted as an attachment to the Sales Invoice upon countering at the JGSPC Head Office; **2.) Photocopy of the approved Purchase Order; 3.) For Buysite Deliveries, the original copy of the electronic-generated Purchase Order is strictly required.** Double-check that the product or service you deliver matches all descriptions and specifications on the P.O. to avoid returns, item rejection or delays in processing your invoice. Suppliers should also work hard to meet the agreed delivery date and place stated in the P.O. The assigned buyer will alert you if a delivery does not match the specifications on the P.O. The buyer will also work with you directly to resolve any issues. If you can't deliver as specified, or if any change is to be made (e.g. partial delivery, changes in specs or price, etc.), notify the assigned buyer immediately.

6 PAYMENT

Your invoice should always include the following information: an invoice number, invoice date, a valid reference P.O. number, reference DR number, description including the quantity of products delivered or services rendered, unit prices and extension. Invoices should conform with the PO specifications, otherwise, payment processing will be put on hold. To aid you in the prompt processing of your payment, the following documents should be submitted complete:

PAYMENT FOR MATERIALS. 1.) Original copy of the Sales Invoice; 2.) Delivery Receipt with proof of receipt of items by the authorized Warehouseman (in the absence of a DR, a duplicate copy of the Sales Invoice can be used).

PAYMENT FOR BUYSITE ORDERS. 1.) Original copy of the Sales Invoice; 2.) Delivery Receipt with proof of receipt of items by the authorized Warehouseman (in the absence of a DR, a duplicate copy of the Sales Invoice can be used); 3.) Original copy of the electronic-generated Buysite Purchase Order.

PAYMENT FOR SERVICES. 1.) Original copy of the Sales Invoice; 2.) Service Completion Report signed/ accepted by the authorized JGSPC end-user; 3.) For services with Downpayment Terms amounting to Php200,000 and above, a Surety Bond is required to effect downpayment; 4.) For services with Progress Billing Terms, a Service Report indicating % completion of the works performed, with conforme of the authorized JGSPC end-user, is required to effect partial payment. (Note: 10% retention shall be deducted to final payment unless Warranty Bond equivalent to 10% of the contract, with a duration of one year, shall be submitted.)

Incomplete document submission will be a cause for processing of your payment to be put on hold. Countering of invoices and supporting documents is done at the JGSPC head office. Check follow-ups are entertained on Fridays. All questions about payment or status of your invoices should be directed to the Bills Processing Section of the Administration Dept. For account reconciliation, please address your fax or email to Ms. Ana Radaza, Financial Control Supervisor, Tel: 702-3266; Fax: 702-3295; Email: analiza.radaza@jgspetrochem.com