



PROCTER & GAMBLE PHILIPPINES INC
Shipping Instructions (Sea and Air)

Effective Dec 08th, 2017

Please be informed that the following details are needed when exporting products to the Philippines **for those shipments departing the Origin from 08th December 2017.** This is to avoid any unexpected expenses and delay during Customs Clearance. **Any additional expenses caused by the issues relating to the shipping documents (such as non-compliant or insufficient documents) and/or cargoes will be directly charged to suppliers.**

Bill to **PROCTER & GAMBLE PHILIPPINES, INC.**
10F Net Park, 5th Avenue, Crescent Park West
Bonifacio Global City, Taguig 1634, Philippines
TIN 000-168-439-000

Consignee **PROCTER & GAMBLE PHILIPPINES, INC.**
10F Net Park, 5th Avenue, Crescent Park West
Bonifacio Global City, Taguig 1634, Philippines
Trunk Line: +63 2 976 95 54
E-mail add: ltrade.ph.Import@damco.com
Attention: Joseph Villanueva

Ship To **PROCTER & GAMBLE PHILIPPINES, INC.**
#10 Main Avenue, Light Industry and Science Park
Cabuyao, Laguna 4025, Philippines

1st Notify Party

	SEA / AIR
Contact	Maricar Cacayurin
Address	CEVA Logistics Phils. Inc. Johann St (fronting NAIA) Paranaque, Metro Manila Philippines 1700
Tel No.	Direct 632-8517295 Trunk 632-8524631 loc. 111 & 113
Fax No.	632-8525090/ 632-8526595
E-mail	maricar.cacayurin@cevalogistics.com



2nd Notify Party

	SEA / AIR
Contact	Joseph Villanueva
Address	Damco Philippines, Inc. 9/F One E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City.
Tel No.	+632976 9554
E-mail	ltrade.ph.Import@damco.com

- Arrival notices should be sent to the 1st Notify Party, copying 2nd Notify Party

SHIPPING DOCUMENTS CHECKLIST

Put (X) marks on the blanks, write NA if not applicable
Suppliers should print this page and include in Shipping Documents

Shipment Type:

SEA		AIR	
	FCL (full container load)		Ninoy Aquino International Airport
	LCL		
	Agent's Name: _____		
	Agent's Tel No.: _____		

Shipping Documents Required:

SEA		AIR	
	2 original invoices with complete PO number (EXAMPLE 430/4501035532/403) and e-mail address of person to contact for billing issues		2 original invoices with complete PO number (EXAMPLE 430/4501035532/403) and e-mail address of person to contact for billing issues
	2 Original Packing List		2 Original Packing List
	2 Original Bill of Lading (1 st and 2 nd copy)		2 Original Airway Bill (1 st and 2 nd copy)
	1 Original Certificate of Origin Free Trade Agreement dependent on origin countries: Form D for ASEAN source, Form E for China, Form AJ and Form JP for Japan Form AI for India Form AANZ for Australia-New Zealand		1 Original Certificate of Origin Free Trade Agreement dependent on origin countries: Form D for ASEAN source, Form E for China, Form AJ and Form JP for Japan Form AI for India Form AANZ for Australia-New Zealand
	1 Original Certificate of Analysis (COA) (If applicable)		1 Original Certificate of Analysis (COA) (If applicable)
	1 Original Fumigation Certificate (applicable for Pallets / Wood Packaging Materials only)		1 Original Fumigation Certificate (applicable for Pallets / Wood Packaging Materials only)



FAX / EMAIL OF **ADVANCE COPIES** OF SHIPPING DOCUMENTS (**PRE-ALERT**)

FAX or EMAIL scanned copies of the complete set of shipping documents as per SHIPPING DOCUMENT CHECKLIST **no later than:**

- one (1) day after actual date of vessel departure **if via sea** or
- on the same date of departure **if via air**.

Fax No.	632-8545308/ 632-8548027
E-mail	maricar.cacayurin@cevalogistics.com DL-AP-PH-CevaPG.import@Cevalogistics.com ltrade.ph.Import@damco.com

COURIER OF **ACTUAL SHIPPING DOCUMENTS**

The actual Shipping documents as above should be **sent VIA COURIER** and reach Philippines **no later than:**

Sea		Air
Transit time	When to reach (Latest)	<i>Documents for Airfreight should be sent together with the Cargo (on the same day)</i>
ASIA countries (5 Days or less)	ATD + 3WD	
ASIA countries (more than 5 Days)	ATD + 5WD	
Outside ASIA (Including EUR + Russian)	ATD + 7WD	

The actual Shipping documents as above should be **sent VIA COURIER** to the following:

Contact	Maricar Cacayurin
Address	CEVA Logistics Phils. Inc. Johann St (fronting NAIA) Paranaque, Metro Manila Philippines 1700

Courier information (**courier company and tracking number**) should be **emailed to**

E-mail Address:	maricar.cacayurin@cevalogistics.com DL-AP-PH-CevaPG.import@Cevalogistics.com
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with email title: Courier Details of BL or AWB <No> sent <Actual Date Sent>



PAYMENTS DOCUMENTS CHECKLIST

Suppliers should print this page and include in Payment Documents

Invoicing/Payment Documents Required For SEA:

Please read this portion carefully, this relates to supplier's payment.

Depending on the type of Bill of Lading used, Supplier must submit the documents below directly to P&G Accounts Payable Team. AP Team will not be accepting any document that does not directly come from the Supplier. Invoices with incomplete and/or non-compliant received by AP Team will be automatically rejected and returned to the Supplier.

MAIN REQUIREMENT	IF BL IS SEAWAY BILL (SWB) OR TELEX RELEASE	IF SWB / TELEX RELEASE IS A PHOTOCOPY/NON-ORIGINAL
2 ORIGINAL INVOICES	2 ORIGINAL INVOICES	2 ORIGINAL INVOICES
1 ORIGINAL BILL OF LADING (3 rd original copy)	1 ORIGINAL SWB/ TELEX RELEASE (with Signature)	1 PHOTOCOPY OF SWB/OBL
	1 ORIGINAL ARRIVAL NOTICE (with Signature)	1 ORIGINAL ARRIVAL NOTICE (with signature) 1 ORIGINAL CERTIFICATION (with signature) - certifies the existence of the shipment and explain the reason for the unavailability of the original BL (e.g. submitted at port, etc)

Invoicing/Payment Documents Required For AIR:

MAIN REQUIREMENT	IF AIRWAY BILL IS A PHOTOCOPY/NON-ORIGINAL
2 ORIGINAL INVOICES	2 ORIGINAL INVOICES
1 ORIGINAL AIRWAY BILL (3 RD ORIGINAL COPY)	1 ORIGINAL AIRWAY BILL (3 RD ORIGINAL COPY)
	1 ORIGINAL CERTIFICATION (with signature) - certifies the existence of the shipment and explain the reason for the unavailability of the original BL (e.g. submitted at port, etc)



COURIER OF ACTUAL PAYMENT DOCUMENTS

The actual Payment documents as above (for Sea or Air) **sent VIA COURIER** **no later than:**

- three (3) days after actual date of vessel departure **if via sea** or
- on the same date of departure **if via air**.

Contact	Elaine Natividad (AP Currency Controls Team) Email: natividad.ed@pq.com
Address	Procter & Gamble Document Warehouse Team 11F Net Park, 5th Avenue, Crescent Park West Bonifacio Global City, Taguig 1634, Philippines Phone +632- 5584327

REFERENCES FOR SUPPLIERS

Port of Destination

SEA		AIR
1	Manila North Harbor (Most Preferred for Sea Shipments)	Ninoy Aquino International Airport
2	Manila South Harbor	
3	Batangas Port	
4	Subic Port	

Please click Checklist for a Completed list of the information required for each shipping document



SI checklist.xlsx



Special Instructions:

1. Please inform Notify Party Contact – Maricar Cacayurin immediately if there is any issue with the shipment.
2. Non value-added costs (storage, demurrage and penalty) due to delay on supplier's side will be credited to suppliers.
3. **Commercial Invoice from supplier must indicate the breakdown of FOB and Freight if the Incoterm is DAP or CFR.**
4. HS Code to use: To indicate P&G G-Class HS code of the importing/destination country.
5. Gross weight of goods for each container should not be more than 21,000 kgs per 20' Container and 24,000 kgs per 40' Container due to Philippines Road Regulation.
6. *Use of ExW, DDP, DDU, DES incoterms is discouraged. If these incoterms are used, the origin must get a documented exception from the buyer.*
7. For shipments under EXWORK/FCA, the service providers need to send their invoices to DAMCO.
 - ➔ For these 2 Incoterm EXWORK/FCA, certain services like (eg.Terminal Handling Fee, Brokerage, Haulage, etc) may be already executed by Service Providers and they will seek payment once the service is done. Hence for such invoices done by Service Providers, it needs to pass to DAMCO first as it is the payment process. Damco to do verification and will check if the charges is valid based on the incoterm/rate card, etc.
8. Suppliers should send the invoices to AP directly for payment of the Goods that they have delivered to P&G plant.