



Procter & Gamble Philippines, Inc.
10/F Net Park, 5th Avenue, Crescent Park West
Bonifacio Global City, Taguig 1634
(632) 558 8000 (Phone)
www.pg.com

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

Effective April 09, 2016

Please be informed that the following details are needed when exporting products to the Philippines for those ordered arriving destination from **9th April, 2016** onwards. 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 55
Fax: +632 7998262
E-mail add: ltrade.ph.Import@damco.com
Attention: Jonalyn Perez

1st Notify Party

	SEA / AIR
Contact	Rommel Roque
Address	Transworld Brokerage Corp. Room 200, 2nd Floor, First United Building 413 Escolta, City of Manila, Philippines 1006
Tel No.	632-2415676
Fax No.	632-2416589
E-mail	pg@transworld.com.ph



Add	pg1@transworld.com.ph
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2nd Notify Party

	SEA / AIR
Contact	Jonalyn Perez
Address	9/F One E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City.
Tel No.	+632976 9555
Fax No.	+6327998262
E-mail	ltrade.ph.Import@damco.com

- Arrival notices should be sent to the 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 (1st and 2nd copy)		2 Original Airway Bill (1st and 2nd copy)
	1 Original CO Free Trade Agreement Form D for ASEAN source, Form E for China, Form AJ and Form JP for Japan Form AK for Korea Form AI for India Form AANZFTA for Australia		1 Original CO Free Trade Agreement Form D for ASEAN source, Form E for China, Form AJ and Form JP for Japan Form AK for Korea Form AI for India Form AANZFTA for Australia
	1 Original Certificate of Analysis (COA)		1 Original Certificate of Analysis (COA)
	1 Original Fumigation Certificate (if with Pallets / Wood Packaging Materials)		1 Original Fumigation Certificate (if with Pallets / Wood Packaging Materials)



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 two (2) days** after actual date of vessel departure if via sea or **on the date of departure** if via air.

Fax No.	632-2416589
E-mails	pgimpex@transworld.com.ph , pg1@transworld.com.ph ltrade.ph.Import@damco.com

COURIER OF ACTUAL SHIPPING DOCUMENTS

The actual Shipping documents as above should be sent VIA COURIER **no later than three 3 days after actual date of departure** via Sea. Documents for Airfreight should be sent with the Cargo

Contact	Rommel Roque
Address	Transworld Brokerage Corp. Room 200, 2nd Floor, First United Building 413 Escolta, City of Manila, Philippines 1006 Tel# 63 (2) 241-5676

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

E-mail Address:	pgimpex@transworld.com.ph pg1@transworld.com.ph
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with email title: Courier Details of BL or AWB <No> sent <Actual Date Sent>

PAYMENTS DOCUMENTS CHECKLIST

Put (X) marks on the blanks, write NA if not applicable

Suppliers should print this page and include in Payment Documents

Invoicing/Payment 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
	1 Original Bill of Lading (BOL) (3rd copy) 1 photo copy of Bill of Lading <i>Note: if there are no original copies of BOL, a certification from the shipping line + Original or email Arrival Notice should be presented</i>		1 Original Airway Bill (AWB) (3rd copy) 1 photo copy of Airway Bill <i>Note: if there are no original copies of AWB, a certification from the airline + Original or email Arrival Notice should be presented</i>



COURIER OF ACTUAL PAYMENT DOCUMENTS

The actual Payment documents as above should be sent VIA COURIER **no later than three 3 days after actual date of departure** via Sea or **on the actual date of departure** if via air to:

Contact	Wendy Rose Encabo (AP DW Team) Email: encabo.w@pg.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	

The following are the information required for the Invoice, Packing List, Bill of Lading and Cargo

Shipping Document Information	Invoice	P/L	B/L	Cargo
1. Commercial Invoice Number	√	√	√	
2. Purchase Order Number	√	√	√	√
3. Product Code	√			
4. Bill of Lading Number / Air Waybill Number			√	
5. Full Consignee Name	√	√	√	
6. Full Name & Address of Shipper	√	√	√	
7. Vessel Name / Flight Number	√		√	
8. ETS & ETA Date	√			
9. Shipping Marks	√	√	√	√
10. Country of Origin	√			
11. Lot of Batch Number		√		√
12. Brand Name/ Trade Name	√		√	
13. Total Quantity	√	√	√	
14. Packing Description (Case, Pallets, etc.)	√	√	√	
15. Weight Declaration (Gross Weight, Net Weight)	√	√	√	



16. Incoterm (DAP – PH Port)	√			
17. FOB Amount (should be the same as the amount declared in CO FTA Form)	√			
18. Freight Amount	√			

Special Instructions:

1. Please inform Notify Party Contact – Rommel Roque immediately if there is any issue about the shipment
2. Non value-added costs (storage, demurrage and penalty) due to delay on supplier's side will be credited to suppliers.
3. 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.
4. **HS Code to use:** To indicate P&G G-Class HS code of the importing/destination country.