

**SUPPLIER MEMORANDUM**  
**ICTSI Finance Memo No. 003-2020**

**TO :** OUR VALUED SUPPLIERS  
**FROM :** ICTSI FINANCE – ACCOUNTING SECTION  
**SUBJECT :** No PO No Payment Policy and Central Receiving of Invoices  
**DATE :** June 26, 2020

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**Objective:** To provide PO-based suppliers information on the **No PO No Payment Policy** as well as provide concrete guidelines on how they should submit charge / sales invoices, billing statements and / or statement of billing or any related document for ICTSI payment processing.

**ON INVOICE CENTRAL RECEIVING SECTION (ICRS):**

ICTSI FINANCE – Accounting is glad to announce that for ease of business, an **Invoice Central Receiving Section (ICRS)** was created. **ICRS** is a sub-section of Accounting so that hard copies of invoices will be centrally received and distributed to ICTSI contact persons. For submission of **hard copies of the invoices**, billings and statement of accounts, please refer to below contact details:

**Main Point of Contact (POC) :** Michael Sangalang, Document Custodian  
**Alternate POC :** Christiana Pancho, Accounts Payable Staff  
**Location / Address :** Accounting, G/F ICTSI Admin. Building.

**Alternatively**, submission of **electronic copies (e-copies) of invoices** (as applicable) and other payment requirements, as well as any queries regarding payment processing, shall be sent to this official e-mail address:

**ICRS / Accounts Payable (AP) Team (group e-mail):** [accountspayable@ictsi.com](mailto:accountspayable@ictsi.com)

**ON ACCOUNTS PAYABLE AND PAYMENT PROCESSING:**

**ALL ICTSI material and service requests shall require a Purchase Order (PO)** issued by our procurement system through the ARIBA Network (AN), **BEFORE** any of the following activities:

1. Delivery/service rendering (*except for legitimate emergency purchases endorsed by ICTSI Procurement. This will however still require the parallel/subsequent issuance of a covering PO*); AND
2. Payment processing.

The PO has a unique **PO number (PO No.)**. **ALL Suppliers** are required to **indicate the PO No. and the name of the ICTSI contact person** on the face of the cash / charge invoices, billing statements or Statement of Account (SOA), whichever is applicable, before submission. Non-compliance to any or both information will result to **non-acceptance of documents and may cause delay on the payment processing**.

**In order for invoices to be paid, the following procedures must be followed:**

Suppliers with Payment Term: Cash on Delivery (COD) / Advance / Down Payment:

1. Once PO is received for goods or services:
  - a. *Not requiring bonds:* **e-copy of the invoices** must be sent to **ICRS / AP Team e-mail**;
  - b. *Requiring bonds:* **hard copy of invoices and supporting documents (i.e. bonds) to ICRS**.
2. *For Local Suppliers:* Upon claiming of check, original copy of the invoices / billing statements must be given to Cash Section in exchange for the check to be collected. Note however, that for services (i.e., construction companies), an Official Receipt (OR) must be provided together with the original billing statement, if applicable.

Suppliers with Progress Billings:

1. Once goods have been delivered or services have been rendered, suppliers who will bill via percentage of completion or in any form of progress billing, all billings/invoices together with all supporting documents, must be sent:
  - a. *For Local Suppliers:* **hard copy of invoices to ICRS**;
  - b. *For Foreign Suppliers:* **e-copy of invoices to ICRS / AP Team e-mail**.
2. **ICRS** will communicate with the ICTSI Contact Person indicated on the invoice / billing to initiate the receiving of services. Once ICTSI contact person receives the goods or services, a Goods Receipt (GR) will be created and a notification will be sent to your registered e-mail on the AN. ICTSI contact person will forward other supporting documents to AP Team for payment processing.
3. Suppliers shall perform a PO Flip in AN, which signifies that the quantity and amount approved by ICTSI personnel tally with the PO as well as the invoices to be issued.

Suppliers with payment term after delivery of goods / services:

1. After goods are delivered and have been received by our Materials Management Section (MMS-Engineering Department) or services rendered and acknowledged by the ICTSI contact person, a GR number will be created and a notification will be sent to your registered e-mail on the AN.
2. Suppliers shall perform a PO Flip in AN, which signifies that the quantity and amount approved by ICTSI personnel tally with the PO as well as the invoices to be issued.
3. More importantly, during PO Flip, **correct and clear** e-copy of the invoice/s **must** be attached. Unclear and incorrect copies of the invoices may be rejected, and the PO flip process must be redone. The date of successful PO Flip will be the **baseline date** to determine **due date of payment based on the PO payment terms**.


For non-registered suppliers in AN, as pre-identified by ICTSI Procurement:

1. *For foreign suppliers:* e-copies of invoices / billings should be sent to **ICRS – AP team e-mail**. **Baseline date** to determine the **due date of payment** will be **upon receipt of correct and complete e-copies of invoices/supporting documents, or GR date, whichever is later**.
2. *For local suppliers:* **hard copies of invoices** must be sent to **ICRS**. **Baseline date** to determine the **due date of payment** will still be **upon receipt of the hard copies of invoices/supporting documents, or GR date, whichever is later**.

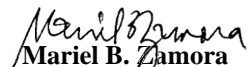
**Note to ALL Local Suppliers:** **Hard copies of the invoices** should still be sent to **ICRS**. These hard copies are still required in compliance with the Bureau of Internal Revenue (BIR) protocols. However, upon claiming of check payments, Official Receipts (OR) and Collection Receipts (CR), whichever is applicable, should be issued and given to Cash Releasing Staff in exchange of the payment received.

Furthermore, **local suppliers with BIR approved e-invoicing or e-receipting**, please send e-copy of the issued permit to issue electronic invoices / receipts to our ICRS / AP team. **Hard copies** of the invoices / receipts will **not be required** anymore.


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