



16 February 2021

Dear Valued Suppliers:

We would like to inform you that ICTSI will **change the venue of Check Releasing** from G/F ICTSI Cashiering Section to **Metrobank – Anda Circle Branch (MBTC-Anda)**, effective payment run, **March 15, 2021**. This will cover all invoices received and unpaid prior payment run and has due date starting said effectivity date. In preparation for this initiative, we would like to request for the following information from you **not later than February 28, 2021** to facilitate the check releasing at MBTC – Anda:

1. **Name of company / authorized representative** – This person will be the official collector that the company designates to pick up the check. A maximum of two (2) authorized representatives may be provided. In case neither one (1) of the registered representatives is available, an authorization letter signed by the Finance Manager, or equivalent together with the company ID of the alternate authorized representative will be required.
2. **Company e-mail address** – This will be used to send notification when check is available for pick up.

Kindly send above requested information to the following email addresses:

**Accounts Payable** : [accountspayable@ictsi.com](mailto:accountspayable@ictsi.com)  
**Global Procurement** : [globalprocurement@ictsi.com](mailto:globalprocurement@ictsi.com)  
**Cash Section** : [mictcash@ictsi.com](mailto:mictcash@ictsi.com)

For our team to easily record and update your company's master data, please indicate this as subject of your email: **VENDOR DATA UPDATE FOR MBOS** .

At the same time, during the transition, all checks issued prior March 15, 2021 will still be collected from Cashiering Section, G/F ICTSI Admin. Bldg. Should you wish to know if you still have pending checks for collection at ICTSI Admin. Bldg., you may send your queries to the following email addresses with subject: **CHECK COLLECTION INQUIRY – <indicate Vendor Name>**:

**Accounts Payable** : [accountspayable@ictsi.com](mailto:accountspayable@ictsi.com)  
**Cash Section** : [mictcash@ictsi.com](mailto:mictcash@ictsi.com)

If you have further queries and wish to talk with someone from our team, you may call ICTSI trunkline: (02) 8245-4101 and connect to the following local / ext. numbers:

Section	Name of Contact Person	Ext. No.
Accounting – AP	Cristina Sheenalyn Uy	2148
Accounting – AP	Christiana Pancho	2137
Cash	Angelou Obrero	2529
Cash	Kristialyn Mandado	2434
Cash	Van Araullo	2138

ICTSI Administration Building  
Manila International Container Terminal  
MICT South Access Road  
Manila 1012, Philippines  
P.O. Box 279 Manila Central  
Telephone: 632 / 8245 4101  
Direct Line: 632 / 8245 2165  
632 / 8245 2233  
632 / 8245 2248  
Facsimile: 632 / 8245 4966  
URL: [www.ictsi.com](http://www.ictsi.com)  
[www.mictweb.com](http://www.mictweb.com)



**International  
Container Terminal  
Services, Inc.**

Furthermore, please be advised that **proper receipting will be strictly observed and implemented** even though checks will be released at MBTC Anda Circle Branch. To align with *ICTSI Finance Memo No. 006-2020: BIR Invoicing requirements for Official Receipts and Invoices* dated August 11, 2020, please issue the following documents to MBTC Anda Circle Branch releasing officer / representative:

- **Original Sales Invoices** for purchase of goods with payment term (PT): Cash on Delivery (COD) or Advance Payment (AP);
- **Collection Receipts (CR) or Acknowledgement Receipts (AR)** for purchase of goods, if applicable, with payment term other than COD; and
- **Official Receipts (OR)** for purchase of services.

Note also that *ICTSI Finance Memo No. 003-2020: No PO No Payment Policy and Central Receiving of Invoices* is still in place. All hard copy invoices for both sales invoices and billing statements should be submitted to the Invoice Central Receiving Section (ICRS) at Accounting Dept., G/F ICTSI Admin. Bldg. Payment processing still follows the successful PO Flip date as the baseline date to determine payment due date based on PO payment term provided that hard copies were submitted.

We are hoping for your full support on this.

Yours truly,

  
Arlyn L. McDonald

CFO-MICT and Asst. Global Controller

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