

I. FOR INDENT DELIVERIES

1. PO number(BIR) and Maximo code should be indicated in all shipping documents.
2. Supplier/Shipper should notify the consignee's (PEDC, PPC, TPC, and CEDC) Governance Head, Ms. Hilda F. Enrico @ Hilda.Enrico@globalpower.com.ph and Logistics Officer Mr. Cesar Anasco @ Cesar.Anasco@globalpower.com.ph through email the shipment schedule prior to departure of goods from port of origin.
3. Supplier/Shipper should send the draft Bill of Lading and Commercial Invoice to consignee through above email address for confirmation and for inclusion of additional details in the shipping documents, if any.
4. Any amendment cost incurred in the Bureau of Customs for incorrect information declared in the shipping documents shall be charged to the shipper.
5. Supplier/Shipper must indicate the following in the Notify Party portion of the Bill of Lading/Airwaybill:

Notify Party for	Contact Person	E-mail Address	Address	Telephone
PPC, TPC, PEDC, CEDC	Hilda F. Enrico	Hilda.Enrico@globalpower.com.ph	Tower 1 Rockwell Business Center, Ortigas Avenue, Ugong 1604, Pasig City	Mobile: (+63) 9498800082 Landline: (+632) 8422-1900 (+632) 8464-1600
	Cesar Anasco	Cesar.Anasco@globalpower.com.ph	Cebu Energy Development Corp. Daanlunsod, Toledo City, Cebu	Mobile: (+63) 908-894-5342 Landline: (+6332) 322-7940 loc. 2293

6. Supplier/Shipper must dispatch the original shipping documents to consignee through the Notify Party (as mentioned in the BL/AWB) via express courier upon departure of goods from origin and must be received prior arrival of shipment in the Philippine Ports.

All charges for storage/demurrage due to late receipt of shipping documents shall be borne by the shipper.

7. Supplier/Shipper must indicate the PO number(BIR) and Maximo code in the cargo boxes/crates with the shipper's and consignee's complete address.

I. LOCAL ORDERS / FOB MANILA / DELIVERED AT SITE

1. PO number(BIR) and Maximo code should be indicated in the Delivery Receipt and Sales Invoice
2. Supplier must notify through email Ms. Hilda F. Enrico and Cesar Añasco prior to / aftermaking delivery to GBP's nominated forwarder and/or at site.
3. Supplier/Shipper must indicate the PO number(BIR) and Maximo code in the cargo boxes/crates with the shipper's and consignee's complete address.

Plant site	Consignee	E-mail Address	Address	Telephone
PEDC, PPC	MERLITO P. RENDON	merlito.rendon@globalpower.com.ph	Barangay Ingore, La Paz, Iloilo City	09209688239
CEDC	SHAKESPEARE ALFORQUE	shakespeare.alforque@globalpower.com.ph	Daanglungsod, Toledo City, Cebu	09998847416
TPC 1A	JOSEPH ALIA	joseph.alia@globalpower.com.ph	Daanglungsod, Toledo City, Cebu	09773444227
TPC CARMEN			Carmen Power Plant Inside Carmen Copper Corporation DAS, Lutopan, Toledo City	

For POs under TPC Carmen, please comply below upon entry at CCC:

CCC Supplier Entry Policy require the following: (for suppliers, shipper, courier, etc)

- 1 orange Beacon light
- 1 orange Flag (reflectorized) in 3-meter pole
- PPE for driver, helper, passenger (Safety Shoes, Reflectorized Vest, and Hardhat)

4. For items delivered at GBPC nominated forwarder's warehouse, supplier to send a copy of the duly stamped received Delivery Receipt one day after delivery completion to Ms. Hilda F. Enrico at Hilda.Enrico@globalpower.com.ph

Original Copy of the Delivery Receipt should be stamped received by GBPC nominated forwarder and supplier shall attached same in their invoice

Duplicate Copy of the Delivery Receipt should be left with GBPC nominated forwarder

5. For items delivered at site, supplier must provide the following documents
- a. Copy of PO duly acknowledged by the supplier
 - b. Delivery Receipt duly signed by GBPC Warehouse
 - c. Original Invoice