



**GUIDELINES IN RECEIVING VENDOR INVOICES**

**The following are the Documents Required for Goods Related Invoices:**

- BIR Registered Sales Invoice. A BIR Registered Invoice contains a Permit to Print or Permit to use reference number, usually found at the footnote or bottom part of the invoice.
- Delivery Receipt Duly Acknowledge by Authorized Alorica Representative. Name should be printed on the space provided on the Delivery Receipt
- The Sales Invoice should have the following information:
  1. Invoice Number,
  2. Invoice Date,
  3. Alorica Purchase Order # (if applicable),
  4. Detailed description of the goods and services,
  5. Ship to location for where the goods are delivered,
  6. BIR Permit to Print / Permit to Use Reference
  7. Bill to Name, Address and Tax Identification Number (TIN) of the legal entity for which goods and services are being provided follows:
  8. For transactions with special instructions or notation for PEZA purposes, such as LOA requirement, the same should also be included as part of the invoicing substantiation requirement.

ENTITY	TIN	ADDRESS
ALORICA ASIA ROHQ LTD.	009-101-207-000	Three Cyberpod Centris-South Tower, Eton Centris Quezon City
ALORICA TELESERVICES INC.	223-724-698-000	Three Cyberpod Centris-South Tower, Eton Centris Quezon City
ALORICA CLARK PHILIPPINES INC.	006-898-155-000	Business Center 4 & 5, Philexcel Business Park, M.A. Roxas Highway, Clark Freeport Zone, Pampanga, 2023
ALORICA PHILIPPINES, INC.	211-451-592-000	5th Flr. Alphaland Southgate Tower Chino Roces, Magallanes EDSA Makati City

9. Please refer to below Registered Entity with corresponding Alorica Sites. Bill To/Ship To address/site should correspond to billed entity as enumerated below:

ENTITY	TIN	SITE COVERAGE
ALORICA ASIA ROHQ LTD.	009-101-207-000	Fort Bonifacio-GBS Group
ALORICA TELESERVICES INC.	223-724-698-000	Alabang; Madrigal; Davao; Cubao; Laoag; Marikina; Clark; Centris; Mezza; San Nicolas; Fort Bonifacio; MJ Plaza
ALORICA CLARK PHILIPPINES INC.	006-898-155-000	SM Clark
ALORICA PHILIPPINES, INC.	211-451-592-000	Alphaland; Lipa; Cebu; Alorica by the Bay; Angeles, Cybergate



Please see below sample invoice for reference:



No. 7 Bill to Name and Address

### Sales Invoice

No. 5 Ship to Location

**BILL TO:**  
 Alorica Philippines Inc  
 5/F Alphaland Southgate Tower 2258 Chino Roces  
 Extn Cor  
 EDSA Brgy Magallanes  
 Makati City 1231  
 VAT Reg. No 211-451-592-000

**SHIP TO:**  
 Alorica Philippines Inc  
 5/F Alphaland Southgate Tower 2258 Chino  
 Roces Extn Cor  
 EDSA Brgy Magallanes  
 Makati City 1231  
 VAT Reg. No 211-451-592-000

No. 1 Invoice Number

<b>Sales Invoice</b>		<b>8080053761</b>
Page 1 of 2		
Invoice Date	19.10.2018	<b>No. 2 Invoice Date</b>
Customer No	1829037	
Terms for Delivery	Delivered at place	
Payment Date	30.12.2018	
Terms of Payment	60 Days from Statement	

Your Reference	1700000009
Our Reference	321708
Account Clerk	Jo Videna +63 2 784 7082

**No. 3 Alorica PO Number**

Item Code	Description	Qty	UOM	Unit Price	Net Price	VAT
						AMOUNT
10	WS-C2960X-24TS-L Catalyst 2960-X 24 GigE, 4 x 1G SFP, LAN Order Ref: 321708 / 50 Fulfillment Date: 13.09.2018	2	EA			
20	C2960X-STACK Catalyst 2960-X FlexStack Plus Stacking Order Ref: 321708 / 60 Fulfillment Date: 13.09.2018;13.09.2018,04	2	EA			
30	WS-C2960X-48FPS-L Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G Order Ref: 321708 / 70 Fulfillment Date: 13.09.2018	8	EA			

**No. 4 Detailed Description of Goods and Services**

	<b>Sub Total</b>
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<b>Bank:</b> JPMORGAN CHASE BANK NA Makati City	<b>Account:</b> USD 0079165031	<b>IBAN:</b>	<b>SWIFT-Code:</b> CHASPHMM
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No. 6 BIR Permit to Print/Permit to use reference

Permit To Use (PTU) No. 050-CAS-081613-000735, Date Issued: August 16, 2013 and Valid Until Revoked Series NO.8080050001 - 8093999999  
 Accreditation No: \_\_\_\_\_ Date Issued \_\_\_\_\_ and Valid Until: \_\_\_\_\_  
 "THIS INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"



Delivery Entity and Delivery Address

## DELIVERY NOTE

Alorica Philippines Inc  
 5/F Alphaland Southgate Tower 2258 Chino Roces  
 Extn Cor  
 EDSA Brgy Magallanes  
 Makati City 1231  
 VAT Reg. No 211-451-592-000

Delivery Note		86013749			
Page 1 of 4					
Date	13.09.2018	Our Reference	321708		
Customer No	1829037	Dispatched by	Mercy BOLANTE		
Your Reference	170000009				
Item	Code	Ordered Qty	Already Delivered	Delivered UOM Today	Back Ordered
10	WS-C2960X-24TS-L Catalyst 2960-X 24 GigE, 4 x 1G SFP, LAN Serial Numbers: ( 13ST037P71258, SF0C2223V0UT )	2	0	2 EA.	0
30	WS-C2960X-48FPS-L Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G Serial Numbers: ( SF0C2223S00Z, SF0C2223S01F, SF0C2223S01T, SF0C2223V00Y, SF0C2223V014, SF0C2223V01B, SF0C2223V01M, SF0C2223V021 )	8	0	8 EA.	0

Received by Alorica Authorized Representative; Name of recipient should be indicated

Total:		28	0	28 EA.	0
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**GOODS RECEIVED IN GOOD CONDITION**

Received by: *[Signature]* (Please complete in CAPITAL BLOCK letters)

Signature: *[Signature]* Date: 9/19/18



**The following are the Documents Required for Service Related Invoices:**

- Billing Statement / Service Billing / Billing Invoice
- Accomplishment Report/ Certificate of Acceptance duly signed/approved by the vendor
- Daily Time Record/Summary (For manpower related billing)
- Billing Statement should contain the following information:
  1. Billing Reference Number
  2. Billing Reference Date
  3. Service Period
  4. Service Location
  5. Bill to Name, Address and Tax Identification Number (TIN) of the legal entity for which goods and services are being provided follows:

ENTITY	TIN	ADDRESS
ALORICA ASIA ROHQ LTD.	009-101-207-000	Three Cyberpod Centris-South Tower, Eton Centris Quezon City
ALORICA TELESERVICES INC.	223-724-698-000	Three Cyberpod Centris-South Tower, Eton Centris Quezon City
ALORICA CLARK PHILIPPINES INC.	006-898-155-000	Business Center 4 & 5, Philexcel Business Park, M.A. Roxas Highway, Clark Freeport Zone, Pampanga, 2023
ALORICA PHILIPPINES, INC.	211-451-592-000	5th Flr. Alphaland Southgate Tower Chino Roces, Magallanes EDSA Makati City

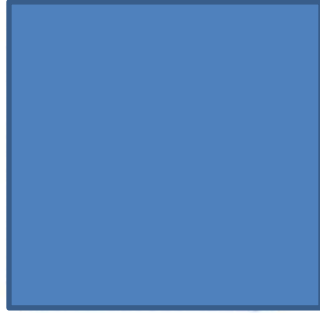
6. Please refer to below Registered Entity with corresponding Alorica Sites. Bill To/Ship To address/site should correspond to billed entity as enumerated below:

ENTITY	TIN	SITE COVERAGE
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ALORICA TELESERVICES INC.	223-724-698-000	Alabang; Madrigal; Davao; Cubao; Laoag; Marikina; Clark; Centris; Mezza; San Nicolas; Fort Bonifacio; MJ Plaza
ALORICA CLARK PHILIPPINES INC.	006-898-155-000	SM Clark
ALORICA PHILIPPINES, INC.	211-451-592-000	Alphaland; Lipa; Cebu; Alorica by the Bay; Angeles, Cybergate





No.3 Service Date / Service



## SERVICE SLIP

DATE: SEPTEMBER 9, 2018  
CLIENT: ALORICA (SAN NICOLAS)  
ADDRESS: Valdez Center, Brgy. 1 San Francisco, San Nicolas 2901 Ilocos Norte

TIME: 3:00PM

Details of Service

TECHNICIANS: 1. ERWIN ASUNCION 2. JOEL ALARIAO

PROCEDURES:  SPOT TREATMENT  ANT GEL BAITING  
 MISTING  RODENT BAITING  
 SURFACE SPRAYING  OTHERS  
 FOGGING  TERMITES

EQUIPMENTS:  MISTING MACHINE  MIST BLOWER  
 SPRAYER  WIRE EXTENSION  
 PUMP  GEL BAIT

CHEMICALS:

<input type="checkbox"/> DEMAND CS	<input checked="" type="checkbox"/> EDGE EC 25	<input type="checkbox"/> SINO GUARD	<input type="checkbox"/> GRANULES
<input type="checkbox"/> VENEER	<input checked="" type="checkbox"/> OUTLOOK 25 EC	<input type="checkbox"/> RAT GLUE	<input type="checkbox"/> PREMISE EC200
<input type="checkbox"/> MAXXTHOR	<input checked="" type="checkbox"/> FENDONA	<input checked="" type="checkbox"/> KLERAT	

THIS IS TO ACKNOWLEDGE THAT THE AGREED TREATMENT/PROCEDURES HAS BEEN DONE PROPERLY AND PROFESSIONALLY AS STATED IN THE CONTRACT.

COMMENTS/SUGGESTION: GENERAL PEST CONTROL

Acknowledgement of Service by Alorica POC

REMEMBER: Do not provide your contact details to the technicians or ask for the technicians' contact details as we do not tolerate illegal transactions. For your safety, always call the office at 02 623 65 39 to 40 or 0917-FASTKIL (3278 545) for any concerns.

Approved by:

Service Acknowledge by:   
Customer signature over printed name

FASTKIL OFFICE	CLIENT FACILITIES	CUSTOMER SIGNATURE
DISPATCH TIME: <del>10:00</del> 05:04 PM	ARRIVAL	TIME: _____
	PEST CONTROL START	TIME: _____
ARRIVAL TIME: 9:24 3:00 PM	DEPARTURE	TIME: _____











[Redacted]							
COMPLETE NAME:	LAST NAME: Ruiles Jr	FIRST NAME: Francis	MIDDLE NAME: Quiño				
BLDG ASSIGNED:	Alorica cybergate		SSS #:				
PERIOD COVERED:	AUGUST 1 TO 15 2018		PHILHEALTH #:				
			PAS-BIG #:				
DATE	AM		PM		SIGNATURE	REMARKS	
	IN	OUT	IN	CUT			
1			6:50		12hrs	N-SHIFT	
2		7:00	6:52		12hrs	N-SHIFT	
3		7:00	6:36		12hrs	N-SHIFT	
4		7:00	6:21		12hrs	N-SHIFT	
5	R-D	7:00	R-D		R-D	R-D	
6			6:30		12hrs	N-SHIFT	
7		7:00	6:35		12hrs	N-SHIFT	
8		7:00	6:40		12hrs	N-SHIFT	
9		7:00	6:30		12hrs	N-SHIFT	
10		7:00	6:05		12hrs	N-SHIFT	
11		6:15					
12							
13							
14	TOTAL= 14 DAYS						
15							

I Certify that the above record is true and Correct.

	Noted by:	Checked by:
Employee's Signature:	Supervisor / TL / POC	Client Signature: 
		08/17/18

## DAILY TIME RECORD

### Schedule of Invoice Receiving and Check Releasing:

- Schedule of Invoice receiving for Metro Manila Sites is every Wednesday and Friday 1pm to 5pm
- Schedule of Check Releasing for Metro Manila Sites is every Friday 1pm to 5pm
- Both Invoice Receiving and Check releasing will be accommodated by GBS Accounts Payable @ 7F Philplans Corporate Center Bonifacio Global City, Taguig City
- Point of Contact for GBS Accounts Payable are as follows:
  - Robert Joseph