



PROPER DOCUMENTATION PROCEDURES FOR PMFTC BUSINESS UNIT (1621)

SHIPMENTS – POST MERGER

Effectivity: Shipments with ETA MNL beginning May 24, 2021

GENERAL INSTRUCTIONS

If there are any questions on the documentation preparation, please **secure clearance from PMFTC contact person prior shipment dispatch and final documentation. Vendor should NOT Dispatch goods without Approval to proceed based on qualified shipping documents.**

Frequently Asked Questions (FAQs):

- 1- Are there changes in PMFTC Business Unit (1326) like in PMPMI (1621) PMFTC (1621)?
 - No. Only PMPMI (1621) will be transitioning to PMFTC (1621) effective June 1, 2021

OLD	NEW (Effective ETA MNL May 24, 2021)
PMPMI (1621)	PMFTC (1621)
PMFTC (1326)	PMFTC (1326)

- 2- What is the validity period of shipping documents under PMPMI?
 - PMFTC will no longer accept PMPMI documents beginning May 24, 2021
- 3- What are the shipments requiring import permit prior arrival to PH?
 - PMFTC (1621) Duty paid & PMFTC (1326) Duty paid shipments only.
 - Import permit processing will be handled by PMFTC
- 4- What is the required timing between documents communication to PMI and target arrival to PH?
 - Shipping documents must be submitted 2 weeks in advance to PMFTC Imports team prior target ETA MNL for checking & import permit application if possible
- 5- Who are the contact persons in case of clarifications?
 - Material-related concerns: Purchase Order Creator
 - Shipping-related concerns: PH Imports Team (see below)

Entity	PIC	CC
PMFTC (1621) Duty Free	Marlyn.Caag@contracted.pmi.com JeanRose.Sarmiento@contracted.pmi.com	Rachel.Capili@pmi.com MariaCecilia.Mendoza@pmi.com
PMFTC (1621) Duty Paid	Ma.Eves.Catilogo@contracted.pmi.com JULIEANN.ADEL@contracted.pmi.com	Rachel.Capili@pmi.com MariaCecilia.Mendoza@pmi.com



6- For escalations and urgent shipments, please contact directly Rach (Rachel.Capili@pmi.com) and Ces (MariaCecilia.Mendoza@pmi.com)

- **Accuracy of all documents and all instructions must be strictly followed.** Details such as spelling, company / consignor's name, quantity, etc. must be double checked to avoid amendment. Amendments cause delayed clearance of goods, additional penalties, and delayed remittance of payment.
- **Ensure completeness and timely transmittal of ALL the shipping documents.**
- Original shipping documents must be received by PMFTC **before** the arrival of the shipment.
- Costs incurred due to late, incorrect, and incomplete documents will be charged to the shipper.
- **SOLAS Compliance** – effective 1st July 2016, ensure that the sea freight cargo is fully compliant with SOLAS (Safety of Life at Sea) requirements. Refer to the IMO website (<http://www.imo.org>) for details or get in touch with PMFTC.
- CLICK on the shipment destination and type below to proceed with the shipping instructions:

[PMFTC \(1621\) DUTY FREE shipment via SEA](#)

[PMFTC \(1621\) DUTY FREE shipment via AIR](#)

[PMFTC \(1621\) DUTY PAID shipment via SEA](#)

[PMFTC \(1621\) DUTY PAID shipment via AIR](#)

[ANNEX A – WOOD PACKAGING GUIDELINES](#)



(SEA – DUTY FREE)

MARIKINA FACTORY

REQUIRED DOCUMENTS (ITEM 1 to 6)

1. Commercial Invoice

- **Issue four (4) Original Commercial Invoices (ALL with original signatures).** The Philippines Bureau of Customs requires that all four original copies bear an original signature. Do NOT stamp “COPY” on the originally signed Invoice. Photocopied signature or carbonized signature is NOT recognized as an original document.
- Indicate Purchase Order number, SAP codes, commodity description, quantity, unit price, and total amount.
- Indicate the remittance instruction: bank name, address, and account number
- Indicate the payment term “*OPEN ACCOUNT – XX DAYS*”
- Include this text: “*MATERIALS FOR USE IN PRODUCTS SUBJECT FOR EXPORT. EXCLUSIVELY USED FOR THE PRODUCTION OF CIGARETTE AND/OR TOBACCO PRODUCTS.*”
- Indicate the shipping incoterm (FOB, CIF, CFR, EXW, etc.). If CIF or CFR, please itemize the charges:

Goods Value	US\$X,XXX.XX
Freight	XXX.XX
Insurance	XX.XX
Total CIF Value	US\$X,XXX.XX

Goods Value	US\$X,XXX.XX
Freight	XXX.XX
Total CFR Value	US\$X,XXX.XX

- Indicate the following address on the invoice:

<u>Bill / Invoice to:</u>	PMFTC Inc. Plant C and D, Champaca Street, Barangay Fortune, Marikina City 1809 Attention: Rachel Capili / Cecilia Mendoza (1621)
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<u>Consigned to:</u>	Philippine Bonded Warehouse Services, Inc. For the Account of PMFTC Inc. No. 28 Lot 13 & 14, C3 Road Navotas, Metro Manila, Philippines Attention: Rachel Capili / Cecilia Mendoza (1621)
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- The quantity and price in the Commercial Invoice MUST tally with the PMFTC (1621) Purchase Order. If freight and/or insurance are included in the PO, please make sure that it is billed in your Invoice.



- Make sure to indicate Business Unit **“1621”** which you will find in the PO.



- Please ensure each invoice only contains one PO number.
- For partial deliveries, one PO can be billed in multiple invoices as long as only one PO is stated in the invoice.

2. Packing List

- **Issue three (3) original copies**
- Indicate commodity description, SAP codes, quantity, NET WEIGHT, gross weight, measurement in CBM (cubic meter), and PO Number.
- Include this text: *“MATERIALS FOR USE IN PRODUCTS SUBJECT FOR EXPORT. EXCLUSIVELY USED FOR THE PRODUCTION OF CIGARETTE AND/OR TOBACCO PRODUCTS”*
- Indicate the following address on the invoice:

<u>Consigned to:</u>	Philippine Bonded Warehouse Services, Inc. For the Account of PMFTC Inc. No. 28 Lot 13 & 14, C3 Road Navotas, Metro Manila, Philippines Attention: Rachel Capili / Cecilia Mendoza (1621)
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3. Sea Waybill

- **Issue 3 original copies of Original B/L and 2 non-negotiable copies.**
- Shipment **must** arrive in **North Port, MICT**
- Indicate the following information:

<u>Consignee:</u>	Philippine Bonded Warehouse Services, Inc. For the Account of PMFTC Inc. No. 28 Lot 13 & 14, C3 Road Navotas, Metro Manila, Philippines Attention: Rachel Capili / Cecilia Mendoza (1621)
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<u>Notify Party (if Delivery to Marikina):</u>	PMFTC Inc. Plant C and D, Champaca Street, Barangay Fortune, Marikina City 1809 Attention: Rachel Capili / Cecilia Mendoza (1621)
<u>Notify Party (if Delivery to Batangas):</u>	PMFTC, Inc. Lot 3 Phase 1B, First Philippines Industrial Park, Tanauan 4232, Batangas, Philippines Attention: Rachel Capili / Cecilia Mendoza (1621)

- Indicate in bold text, **BL NATURE CODE: 23**. Advise the forwarder/ consolidator to inform their counterpart in Philippines that BL Nature code 23 should be indicated in the inward cargo manifest for submission to Philippine Customs.
(Shipper to pay the amendment cost if shipper fails to comply with this critical requirement)
- Indicate the Purchase Order number/s
- Include this text: *“MATERIALS FOR USE IN PRODUCTS SUBJECT FOR EXPORT. EXCLUSIVELY USED*



FOR THE PRODUCTION OF CIGARETTE AND/OR TOBACCO PRODUCTS”

- Include this in the Sea Waybill description: *“FINAL DESTINATION: MICP / CCBW1415”*
 - For FCL under CIF or CFR term, declare the free time (demurrage/detention) at destination. *(Our free time under FOB term is 28 days. Please negotiate for 28 days free time at destination, if not possible, at least close to 28 days)*
 - Indicate if shipment is freight collect or freight prepaid
- 4. Signed Purchase Order**
- **Provide two (2) signed copies (Optional)**
 - For PO concerns, please contact directly the Purchase Order creator from CMRP. You may loop in their supervisor Yohanes (YohanesAdi.Tjandra@sampoerna.com)
- 5. Certificate of Origin (CO)**
- **Issue one (1) original & one (1) Triplicate**
 - Provide the following type of CO if origin of shipment comes from: ASEAN – Form D; China – Form E; Korea – Form AK; and Japan – Form JP
 - Consignee that must appear in the Certificate of Origin:

Philippine Bonded Warehouse Services, Inc.
 For the Account of PMFTC Inc. No. 28 Lot 13 &
 14, C3 Road Navotas, Metro Manila,
 Philippines

- 6. Phytosanitary Requirement – (if applicable only)**
- If cargo/shipment is accompanied by a Wood Packaging Material (WPM), please see ANNEX A for guidelines.
 - **Phytosanitary Certificate – One (1) original and one (1) photocopy** must be provided if shipment is accompanied by a WPM without the approved ISPM (International Standards for Phytosanitary Measures) markings. (No Phytosanitary Certificate needed if WPM has approved ISPM markings)

SUMMARY OF DOCUMENTS

Strictly follow the quantity of documents required:

NO.	DOCUMENTS	ORIGINAL	COPY
1	Commercial Invoice	4	-
2	Packing Lists	3	-
3	Seawaybill	3	2
4	Signed PO	2	-
Others (if applicable)			
5	Certificate Of Origin (Form D for shipments coming from ASEAN origin only)	1	1 Triplicate
6	Phytosanitary Certificate	1	1

DOCUMENT REVIEW & DISPATCH (PROCEDURE 1 to 3)

1. **Before shipment departure**, email scanned copies of the draft shipping documents for review/approval AND advise the shipment details (ETD/ETA) to the following:
 - a. Rachel Capili / Cecilia Mendoza (Rachel.Capili@pmi.com / MariaCecilia.Mendoza@pmi.com)
 - b. Marlyn Caag (Marlyn.Caag@contracted.pmi.com)



- c. Jean Sarmiento (JeanRose.Sarmiento@contracted.pmi.com)
- d. The Purchase Order creator

2. Please ensure to input correct e-mail format

EMAIL SUBJECT: 1621 - SUPPLIER NAME – PO NUMBER – INVOICE NUMBER – ETD – ETA

3. **On or before the vessel's date of departure**, please email scanned copies of the final shipping documents (with signature) to obtain necessary Philippines government permits.

Email to:	Scan and attach the following documents:
Rachel Capili (Rachel.Capili@pmi.com) Cecilia Mendoza (MariaCecilia.Mendoza@pmi.com) Marlyn Caag (Marlyn.Caag@contracted.pmi.com) Jean Sarmiento (JeanRose.Sarmiento@contracted.pmi.com)	1. Invoice, 2. Packing List, 3. Original B/L 4. Certificate of Origin (if applicable)

Right after vessel departure, send the REQUIRED DOCUMENTS (ITEM 1 to 6) via **courier only** (e.g. FEDEX, TNT, DHL) to:

PMFTC, Inc. Lot 3 Phase 1B, First Philippines Industrial Park, Tanauan 4232, Batangas, Philippines
Attention: Rachel Capili / Cecilia Mendoza

END



(SEA – DUTY PAID)

MARIKINA FACTORY

DOCUMENTATION REQUIREMENTS (ITEM 1 to 6)

1. Commercial Invoice

- **Issue four (4) Original Commercial Invoices (ALL with original signatures).** The Philippines Bureau of Customs requires that all four original copies bear an original signature. Do NOT stamp “COPY” on the originally signed Invoice. Photocopied signature or carbonized signature is NOT recognized as an original document.
- Indicate Purchase Order number, SAP codes, commodity description, quantity, unit price, and total amount.
- Indicate the remittance instruction: bank name, address, and account number
- Indicate the payment term “*Open account – XX days*”
- Include this text: “*Exclusively used for the production of cigarettes and/or tobacco products*”
- Indicate the shipping incoterm (FOB, CIF, CFR, EXW, etc.). If CIF or CFR, please itemize the charges:

Goods Value	US\$X,XXX.XX
Freight	XXX.XX
Insurance	XX.XX
Total CIF Value	US\$X,XXX.XX

Goods Value	US\$X,XXX.XX
Freight	XXX.XX
Total CFR Value	US\$X,XXX.XX

- Indicate where the goods will be delivered: “*Factory: Batangas*”
- Indicate the following address in the Proforma and subsequent Commercial Invoice:

<u>Bill / Invoice to:</u>	PMFTC Inc. Plant C and D, Champaca Street, Barangay Fortune, Marikina City 1809 Attention: Rachel Capili / Cecilia Mendoza (1621)
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<u>Consigned to:</u>	PMFTC Inc. Plant C and D, Champaca Street, Barangay Fortune, Marikina City 1809 Attention: Rachel Capili / Cecilia Mendoza (1621)
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- The quantity and price in the Commercial Invoice MUST tally with the PMFTC (1621) Purchase Order. If freight and/or insurance are included in the PO, please make sure that it is billed in your Invoice.
- Should there be any questions on the Invoice preparation, please inform PMFTC first before proceeding (printing and sending original copy).
- Indicate Business Unit “**1621**” under the PO number. Please highlight in **red** font.



 PMFTC Inc Dummy Street Dummy Street 4 Batangas 1500, Philippines VAT Reg. TIN : 235		Purchase Order 4500176259 Business Unit 1621		Page: 1 / 2	
Delivery Address: The delivery address is indicated for each item		Vendor Number 1518 Facsimile +62 21 570 8081			
		Contact Audria Gupitarni Email Audria.Gupitarni@sampoerna.com			
Seller PT Philip Morris Indonesia BEKASI MANUFACTURING CENTER One Pacific Place Building L1.20 Wana GNBI, Suite 1801 Dki Jakarta All Regions		Invoicing Address: PMFTC Inc Dummy Street Dummy Street 4 Batangas 1500, Philippines BIR TIN# 235 VAT	Document Date 04.03.2021 Delivery Date Ref. each line item below Terms of Payment Open Account 60 days Currency EUR		

- Please ensure each invoice only contains one PO number.
- For partial deliveries, one PO can be billed in multiple invoices as long as only one PO is stated in the invoice.

2. Packing List

- **Issue three (3) original copies**
- Indicate commodity description, SAP codes, quantity, NET WEIGHT, gross weight, measurement in CBM (cubic meter), and PO Number.
- Include this text: *“Exclusively used for the production of cigarettes and/or tobacco products”*

3. Bill of Lading

- **Issue 3 original copies of Original B/L and 2 non-negotiable copies.**
- Indicate the following information:

<u>Consignee:</u>	PMFTC Inc. Plant C and D, Champaca Street, Barangay Fortune, Marikina City 1809 Attention: Rachel Capili / Cecilia Mendoza (1621)
<u>Notify Party:</u>	PMFTC Inc. Plant C and D, Champaca Street Barangay Fortune, Marikina City 1809 Attention: Rachel Capili / Cecilia Mendoza (1621)

- Indicate in bold text, **BL NATURE CODE: 23**. Advise the forwarder/ consolidator to inform their counterpart in Philippines that BL Nature code 23 should be indicated in the inward cargo manifest for submission to Philippine Customs. *(Shipper to pay the amendment cost if shipper fails to comply with this critical requirement)*
- Indicate the Purchase Order number/s
- Include this text: *“Exclusively used for the production of cigarettes and/or tobacco products”*
- For FCL under CIF or CFR term, declare the free time (demurrage/detention) at destination. *(Our free time under FOB term is 28 days. Please negotiate for 28 days free time at destination, if not possible, at least close to 28 days)*
- Indicate if shipment is freight collect or freight prepaid

4. Signed Purchase Order

- **Two (2) signed copies must be provided**
- For PO concerns, please contact directly the Purchase Order creator from CMRP. You may loop in their supervisor Yohanes (YohanesAdi.Tjandra@sampoerna.com)



5. Certificate of Origin (CO)

- **Issue one (1) original & one (1) Triplicate**
- Provide the following type of CO if origin of shipment comes from: ASEAN – Form D; China – Form E; Korea – Form AK; Japan – Form JP
- Consignee that must appear in the Certificate of Origin:

Philippine Bonded Warehouse Services, Inc. For the Account of PMFTC Inc. No. 28 Lot 13 & 14, C3 Road Navotas, Metro Manila, Philippines

6. Phytosanitary Requirements – (if applicable only)

- **If cargo/shipment is accompanied by a Wood Packaging Material (WPM), please see [ANNEX A](#) for guidelines.**
- **Phytosanitary Certificate – One (1) original and one (1) photocopy** must be provided if shipment is accompanied by a WPM without the approved ISPM (International Standards for Phytosanitary Measures) markings.
(No Phytosanitary Certificate needed if WPM has approved ISPM markings)

SUMMARY OF DOCUMENTS

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NO.	DOCUMENTS	ORIGINAL	COPY
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2	Packing Lists	3	-
3	Seawaybill	3	2
4	Signed PO	2	-

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6	Phytosanitary Certificate	1	1

DOCUMENT REVIEW & DISPATCH (PROCEDURE 1 to 3)

1. **Before shipment departure**, email scanned copies of the draft shipping documents for review/approval AND advise the shipment details (ETD/ETA) to the following:
 - a. Rachel Capili / Cecilia Mendoza (Rachel.Capili@pmi.com / MariaCecilia.Mendoza@pmi.com)
 - b. Eves Catilogo (Ma.Eves.Catilogo@contracted.pmi.com)
 - c. Julieann Adel (JULIEANN.ADEL@contracted.pmi.com)
 - d. The Purchase Order Creator

2. Please ensure to input correct e-mail format
EMAIL SUBJECT: 1621- SUPPLIER NAME – PO NUMBER – INVOICE NUMBER – ETD – ETA



3. **On or before the vessel's date of departure**, please email scanned copies of the final shipping documents (with signature) to obtain necessary government permits to the following:

Email to:	Scan and attach the following documents:
Rachel Capili (Rachel.Capili@pmi.com) Cecilia Mendoza (MariaCecilia.Mendoza@pmi.com) Eves Catilogo (Ma.Eves.Catilogo@contracted.pmi.com) Juliean Adel (JULIEANN.ADEL@contracted.pmi.com)	1. Invoice, 2. Packing List, 3. Original B/L 4. Certificate of Origin (if applicable)

4. **Right after vessel departure**, send the required documents (items 1 to 6) via **Courier only** (e.g. FEDEX, TNT, DHL) to:

PMFTC, Inc. Lot 3 Phase 1B, First Philippines Industrial Park, Tanauan 4232, Batangas, Philippines
Attention: Rachel Capili / Cecilia Mendoza

END



(AIR – DUTY PAID)

BATANGAS FACTORY

DOCUMENTATION REQUIREMENTS (ITEM 1 to 6)

1. Commercial Invoice

- **Issue four (4) Original Commercial Invoices (ALL with original signatures).** The Philippines Bureau of Customs requires that all four original copies bear an original signature. Do NOT stamp “COPY” on the originally signed Invoice. Photocopied signature or carbonized signature is NOT recognized as an original document.
- Indicate Purchase Order number, SAP codes, commodity description, quantity, unit price, and total amount.
- Indicate the remittance instruction: bank name, address, and account number
- Indicate the payment term “*Open account – XX days*”
- Include this text: “*EXCLUSIVELY USED FOR THE PRODUCTION OF CIGARETTES AND/OR TOBACCO PRODUCTS*”
- Indicate the shipping incoterm (DDU, CIP, CPT, EXW, etc.). If DDU/CIP/CPT, please itemize the charges:

Goods Value	US\$X,XXX.XX
Freight	XXX.XX
Insurance	XX.XX
Total DDU/CIP Value	US\$X,XXX.XX

Goods Value	US\$X,XXX.XX
Freight	XXX.XX
Total CPT Value	US\$X,XXX.XX

- Must indicate on invoice the factory where the goods will be delivered: “*Factory: BATANGAS*”
- Indicate the following address in the Commercial Invoice:

BATANGAS Factory

<u>Bill / Invoice to:</u>	PMFTC Inc. Plant C and D, Champaca Street, Barangay Fortune, Marikina City 1809 Attention: Rachel Capili / Cecilia Mendoza (1621)
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<u>Consigned to:</u>	PMFTC Inc. Plant C and D, Champaca Street, Barangay Fortune, Marikina City 1809 Attention: Rachel Capili / Cecilia Mendoza (1621)
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- The quantity and price in the Commercial Invoice MUST tally with the PMFTC (1621) Purchase Order. If freight and/or insurance are included in the PO, please make sure that it is billed in your Invoice.
- Indicate Business Unit “**1621**” under the PO number. Please highlight in **red** font.



 PMFTC Inc Dummy Street Dummy Street 4 Batangas 1206, Philippines VAT Reg. TIN : 235		Purchase Order 4500176259 Business Unit 1621 Delivery Address: The delivery address is indicated for each item		Page: 1 / 2 Vendor Number: 1616 Facsimile: +62 21 570 8081	
Seller PT. Philip Monda Indonesia BEKASI MANUFACTURING CENTER One Pacific Place Building L1.20 Wana OGBI, Suite 1501 DKI Jakarta All Regions		Invoicing Address: PMFTC Inc Dummy Street Dummy Street 4 Batangas 1206, Philippines BIR TIN# 235 VAT		Contact: Audria Oupitarini Email: Audria.Oupitarini@sampoerna.com Document Date: 04.03.2021 Delivery Date: Ref. each line item below Terms of Payment: Open Account 60 days Currency: EUR	

- Please ensure each invoice only contains one PO number.
- For partial deliveries, one PO can be billed in multiple invoices as long as only one PO is stated in the invoice.

2. Packing List

- **Issue three (3) original copies**
- Indicate commodity description, SAP codes, quantity, NET WEIGHT, gross weight, measurement in CBM (cubic meter), and PO Number.
- Include this text: *“EXCLUSIVELY USED FOR THE PRODUCTION OF CIGARETTES AND/OR TOBACCO PRODUCTS”*

3. Air Waybill

- Indicate the following when preparing the AWB:

Via Courier via DHL Express	
<u>Consignee:</u>	PMFTC Inc. Lot 3 Phase 1B, First Philippines Industrial Park, Tanauan 4232, Batangas, Philippines Attn: Rachel Capili / Cecilia Mendoza
Via Commercial Flights (FedEx, DHL Global, UPS, TNT, etc.)	
<u>Consignee:</u>	PMFTC Inc. Plant C and D, Champaca Street, Barangay Fortune, Marikina City 1809 Attention: Rachel Capili / Cecilia Mendoza (1621)
<u>Notify Party / Delivery Address:</u>	PMFTC Inc. Lot 3 Phase 1B, First Philippines Industrial Park, Tanauan 4232, Batangas, Philippines Attn: Rachel Capili / Cecilia Mendoza

- For commercial flights, advise carrier/airlines to **issue two (2) carbon copies of AWB to consignee** upon arrival to airport of destination (Philippines).
- Indicate in bold text, **AWB NATURE CODE: 23**. Advise the forwarder/ consolidator/ airline to inform their counterpart in Philippines that **AWB Nature code 23** should be indicated in the inward cargo manifest for submission to Philippine Customs. **(Shipper to pay the amendment cost if shipper fails to comply with this critical requirement)**
- Indicate the Purchase Order number/s
- Include this text: *“Exclusively used for the production of cigarettes and/or tobacco products”*



4. Signed Purchase Order

- **Two (2) signed copies must be provided**
- For PO concerns, please contact directly the Purchase Order creator from CMRP. You may loop in their supervisor Yohanes (YohanesAdi.Tjandra@sampoerna.com)

5. Certificate of Origin (CO)

- **Issue one (1) original & one (1) Triplicate**
- Provide the following type of CO if origin of shipment comes from: ASEAN – Form D; China – Form E; Korea – Form AK; and Japan – Form JP
- Consignee that must appear in the Certificate of Origin:

Philippine Bonded Warehouse Services, Inc.
 For the Account of PMFTC Inc. No. 28 Lot 13 &
 14, C3 Road Navotas, Metro Manila,
 Philippines

6. Phytosanitary Requirements – (if applicable only)

- If cargo/shipment is accompanied by a Wood Packaging Material (WPM), please see [ANNEX A](#) for guidelines
- **Phytosanitary Certificate – One (1) original and one (1) photocopy** must be provided if shipment is accompanied by a WPM without the approved ISPM (International Standards for Phytosanitary Measures) markings.
 (No Phytosanitary Certificate needed if WPM has approved ISPM markings)

SUMMARY OF DOCUMENTS

Strictly follow the quantity of documents required:

NO.	DOCUMENTS	ORIGINAL	COPY
1	Commercial Invoice	3	-
2	Packing Lists	3	-
3	Air Waybill	-	2
4	Signed PO	2	-

Others (if applicable)

5	Certificate Of Origin (Form D for shipments coming from ASEAN origin only)	1	1 Triplicate
6	Phytosanitary Certificate	1	1

DOCUMENT REVIEW & DISPATCH (PROCEDURE 1 to 4)

1. **Before shipment departure**, email scanned copies of the draft shipping documents for review/approval AND advise the shipment details (ETD/ETA) to the following:
 - a. Rachel Capili / Cecilia Mendoza (Rachel.Capili@pmi.com / MariaCecilia.Mendoza@pmi.com)
 - b. Eves Catilogo (Ma.Eves.Catilogo@contracted.pmi.com)
 - c. Juliean Adel (JULIEANN.ADEL@contracted.pmi.com)
 - d. The Purchase Order creator



2. Please ensure to input correct e-mail subject format

EMAIL SUBJECT: 1621 - SUPPLIER NAME – PO NUMBER – INVOICE NUMBER – ETD – ETA

3. **Before shipment departure**, provide the following documents to the carrier/ airlines:

All documents stated below must be received together with the goods upon arrival at Philippines' airport

NO.	DOCUMENTS	ORIGINAL
1	Commercial Invoice	1
2	Packing Lists	1
3	Air Waybill	1 set
	Others (if applicable)	

4. **On the day of the flight**, email scanned copies of the final shipping documents (with signature) to obtain necessary Philippines government permits

Email to:	Scan and attach the following documents:
Rachel Capili (Rachel.Capili@pmi.com) Cecilia Mendoza (MariaCecilia.Mendoza@pmi.com) Eves Catilogo (Ma.Eves.Catilogo@contracted.pmi.com) Juliean Adel (JULIEANN.ADEL@contracted.pmi.com)	1. Invoice 2. Packing List 3. Air Waybill

5. **Right after departure**, send all the document requirements (ITEM 1 to 6) via **courier only** (e.g. FEDEX, TNT, and DHL) to:

PMFTC, Inc. Lot 3 Phase 1B, First Philippines Industrial Park, Tanauan 4232, Batangas, Philippines
Attention: Rachel Capili / Cecilia Mendoza

END



(AIR – DUTY FREE)
BATANGAS FACTORY
DOCUMENTATION REQUIREMENTS (ITEM 1 to 6)

1. Commercial Invoice

- **Issue four (4) Original Commercial Invoices (ALL with original signatures).** The Philippines Bureau of Customs requires that all four original copies bear an original signature. Do NOT stamp “COPY” on the originally signed Invoice. Photocopied signature or carbonized signature is NOT recognized as an original document.
- Indicate Purchase Order number, SAP codes, commodity description, quantity, unit price, and total amount.
- Indicate the remittance instruction: bank name, address, and account number
- Indicate the payment term “*OPEN ACCOUNT – XX DAYS*”
- Include this text: “*MATERIALS FOR USE IN PRODUCTS SUBJECT FOR EXPORT. EXCLUSIVELY USED FOR THE PRODUCTION OF CIGARETTE AND/OR TOBACCO PRODUCTS*”
- Indicate the shipping incoterm (DDU, CIP, CPT, EXW, etc.). If DDU/CIP/CPT, please itemize the charges:

Goods Value	US\$X,XXX.XX
Freight	XXX.XX
Insurance	XX.XX
Total DDU/CIP Value	US\$X,XXX.XX

Goods Value	US\$X,XXX.XX
Freight	XXX.XX
Total CPT Value	US\$X,XXX.XX

- Indicate the following address in the Commercial Invoice:

<u>Bill / Invoice to:</u>	PMFTC Inc. Plant C and D, Champaca Street, Barangay Fortune, Marikina City 1809 Attention: Rachel Capili / Cecilia Mendoza (1621)
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<u>Consigned to:</u>	Philippine Bonded Warehouse Services, Inc. For the Account of PMFTC Inc. No. 28 Lot 13 & 14, C3 Road Navotas, Metro Manila, Philippines Attention: Rachel Capili / Cecilia Mendoza (1621)
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- The quantity and price in the Commercial Invoice MUST tally with the PMFTC (1621) Purchase Order. If freight and/or insurance are included in the PO, please make sure that it is billed in your Invoice.
- Should there be any questions on the Invoice preparation, please inform PMFTC first before proceeding (printing and sending original copy).



- Indicate Business Unit **"1621"** under the PO number. Please highlight in **red** font.



- Please ensure each invoice only contains one PO number.
- For partial deliveries, one PO can be billed in multiple invoices as long as only one PO is stated in the invoice.

2. Packing List

- **Issue three (3) original copies**
- Indicate commodity description, SAP codes, quantity, NET WEIGHT, gross weight, measurement in CBM (cubic meter), and PO Number.
- Include this text: *"MATERIALS FOR USE IN PRODUCTS SUBJECT FOR EXPORT. EXCLUSIVELY USED FOR THE PRODUCTION OF CIGARETTE AND/OR TOBACCO PRODUCTS"*

3. Air Waybill

- Indicate the following when preparing the AWB:

Via Courier (DHL, FedEx, UPS, TNT, etc.)	
<u>Consignee:</u>	Philippine Bonded Warehouse Services, Inc. For the Account of PMFTC Inc. No. 28 Lot 13 & 14, C3 Road Navotas, Metro Manila, Philippines Attention: Rachel Capili / Cecilia Mendoza (1621)

Via Commercial Flights	
<u>Consignee:</u>	Philippine Bonded Warehouse Services, Inc. For the Account of PMFTC Inc. No. 28 Lot 13 & 14, C3 Road Navotas, Metro Manila, Philippines Attention: Rachel Capili / Cecilia Mendoza (1621)
<u>Notify Party (if Delivery to Marikina):</u>	PMFTC Inc. Plant C and D, Champaca Street, Barangay Fortune, Marikina City 1809 Attention: Rachel Capili / Cecilia Mendoza (1621)
<u>Notify Party (if Delivery to Batangas):</u>	PMFTC, Inc. Lot 3 Phase 1B, First Philippines Industrial Park, Tanauan 4232, Batangas, Philippines

- For commercial flights, advise carrier/airlines to **issue two (2) carbon copies of AWB to consignee** upon arrival to airport of destination (Philippines).
- Indicate in bold text, **AWB NATURE CODE: 24**. Advise the forwarder/ consolidator/ airline to



inform their counterpart in Philippines that **AWB Nature code 24** should be indicated in the inward cargo manifest for submission to Philippine Customs. **(Shipper to pay the amendment cost if shipper fails to comply with this critical requirement)**

- Indicate the Purchase Order number/s
- Include this text: *"MATERIALS FOR USE IN PRODUCTS SUBJECT FOR EXPORT. EXCLUSIVELY USED FOR THE PRODUCTION OF CIGARETTE AND/OR TOBACCO PRODUCTS"*

4. Signed Purchase Order

- **Two (2) signed copies must be provided**
- For PO concerns, please contact directly the Purchase Order creator from CMRP. You may loop in their supervisor Yohanes (YohanesAdi.Tjandra@sampoerna.com)

5. Certificate of Origin (CO)

- **Issue one (1) original & one (1) Triplicate**
- Provide the following type of CO if origin of shipment comes from: ASEAN – Form D; China – Form E; Korea – Form AK; Japan – Form JP
- Consignee that must appear in the Certificate of Origin:

Philippine Bonded Warehouse Services, Inc. For the Account of PMFTC Inc. No. 28 Lot 13 & 14, C3 Road Navotas, Metro Manila, Philippines

6. Phytosanitary Requirements – (if applicable only)

- If cargo/shipment is accompanied by a Wood Packaging Material (WPM), please see [ANNEX A](#) for guidelines
- **Phytosanitary Certificate – One (1) original and one (1) photocopy** must be provided if shipment is accompanied by a WPM without the approved ISPM (International Standards for Phytosanitary Measures) markings.
(No Phytosanitary Certificate needed if WPM has approved ISPM markings)

SUMMARY OF DOCUMENTS

Strictly follow the quantity of documents required:

NO.	DOCUMENTS	ORIGINAL	COPY
1	Commercial Invoice	3	-
2	Packing Lists	3	-
3	Air Waybill	-	2
4	Signed PO	2	-
Others (if applicable)			
5	Certificate Of Origin (Form D for shipments coming from ASEAN origin only)	1	1 Triplicate
6	Phytosanitary Certificate	1	1

DOCUMENT REVIEW & DISPATCH (PROCEDURE 1 to 4)



1. **Before shipment departure**, email scanned copies of the draft shipping documents for review/approval AND advise the shipment details (ETD/ETA) to the following:
 - a. Rachel Capili / Cecilia Mendoza (Rachel.Capili@pmi.com / MariaCecilia.Mendoza@pmi.com)
 - b. Marlyn Caag (Marlyn.Caag@contracted.pmi.com)
 - c. Jean Sarmiento (JeanRose.Sarmiento@contracted.pmi.com)
 - d. The Purchase Order creator
2. Please ensure to input correct e-mail subject format
EMAIL SUBJECT: 1621 - SUPPLIER NAME – PO NUMBER – INVOICE NUMBER – ETD – ETA
3. **Before shipment departure**, provide the following documents to the carrier/ airlines:
All documents stated below must be received together with the goods upon arrival at Philippines' airport

NO.	DOCUMENTS	ORIGINAL
1	Commercial Invoice	1
2	Packing Lists	1
3	Air Waybill	1 set
4	Others (if applicable)	

4. **On the day of the flight**, email scanned copies of the final shipping documents (with signature) to obtain necessary Philippines government permits.

Email to:	Scan and attach the following documents:
Rachel Capili (Rachel.Capili@pmi.com) Cecilia Mendoza (MariaCecilia.Mendoza@pmi.com) Marlyn Caag (Marlyn.Caag@contracted.pmi.com) Jean Sarmiento (JeanRose.Sarmiento@contracted.pmi.com)	1. Invoice 2. Packing List 3. Air waybill

5. **Right after departure**, send all the document requirements (ITEM 1 to 6) via **courier only** (e.g. FEDEX, TNT, and DHL) to:

PMFTC, Inc. Lot 3 Phase 1B, First Philippines Industrial Park, Tanauan 4232, Batangas, Philippines
Attention: Rachel Capili / Cecilia Mendoza

END



ANNEX A - WOOD PACKAGING MATERIAL (WPM)

GUIDELINES

RATIONALE

The Interim Commission on PhytoSanitary Measures (ICPM) approved the “Guidelines for regulating Wood Packaging Material in International Trade (ISPM 15)” on 15 March 2002. The approval is brought about after the International IPPC determined that the wood is the pathway for the introduction and spread of a variety of pests.

The need to regulate was realized because the introduction of pests linked to WPM is a worldwide problem. More often than not, WPM’s are often re-used, recycled or remanufactured, true origin cannot be determined and phytosanitary status cannot be ascertained.

This reflects the established regulatory guideline in International Standard for Phytosanitary Measures No. 15: Guidelines for Regulating Wood Packaging Materials in International Trade.

REGULATED WOOD PACKAGING MATERIALS

These guidelines are for coniferous and non-coniferous raw wood packaging material that may serve as a pathway for plant pests posing a threat mainly to living trees. They cover WPM such as pallets, dunnage, crating, packing blocks, drums, cases, load boards, pallet collars and skids which can be present in almost any imported consignment, including consignments which would not normally be the target of phytosanitary inspection.

WPM made wholly of wood-based products such as plywood, particle board, oriented strand board or veneer that have been created using glue, heat and pressure or a combination thereof should be considered sufficiently processed to have eliminated the risk associated with the raw wood. It is unlikely to be infested by raw wood pests during its use and therefore should not be regulated for these pests.

WPM such as veneer peeler cores, sawdust, wood wool and shavings and raw wood cut into thin pieces may not be pathways for introduction of quarantine pests and should not be regulated unless technically justified.

TREATMENTS

- Treatment should be done only by accredited treatment companies/ service provider.
- Treatment of WPM is mandatory to all countries implementing ISPM 15.
- Treatment should be done in the presence of a Plant Quarantine Officer/Inspector.
- Treatment report with approved PQS codes shall be prepared and signed by the attending PQO.
- Approved PQS codes should match to the codes displayed on the markings of the WPM.
- Recycled, remanufactured or repaired wood packaging material should be re-certified and remarked. Any traces of the previous marks should be properly removed. All components of such material should be treated.

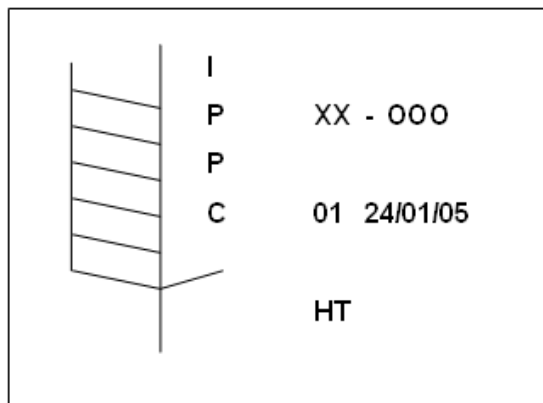


HEAT TREATMENT

1. This is the only approved treatment by Philip Morris for WPM. No Methyl Bromide fumigation should be used. Wood packaging material should be treated in accordance with the specific time temperature schedule required to meet the minimum wood core temperature of 56 degree centigrade for minimum of 30 minutes.
2. Treatment should be indicated by HT mark.

Approved Markings (For Philippines)

- Spray painted
- According to the model
- Legible
- Permanent and non-transferable
- Placed in a visible location, in two opposing side
- HT (heat treatment) mark should appear on the marking to indicate the kind of treatment applied.



System Coding:

- XX - ISO Country Code
 - 000 - Company (Supplier – can be company initial) 01 – Batch No.
 - 24/01/05 - Date of Fumigation
 - HT - Heat Treatment (type of treatment used)
- The use of red or orange should be avoided since these colors are used in the labeling of dangerous goods.
 - Recycled, remanufactured or repaired WPM should be re-certified and re-marked. All components of such material should have been treated.

IMPORT (Arriving at the Philippine Ports)

1. All importers should apply for inspection/clearance at least 24 hours prior to arrival of cargo for all commodities accompanied with WPM.
2. Upon arrival, WPM shall be subjected to inspection and clearance by PQ Officer.
3. All trans-shipment shall be inspected/cleared at the final port of destination.



4. All WPM should have the required/approved minimum marking as prescribed under ISPM 15. The marking should be placed on at least two opposite sides of the WPM. The exporting country may adopt its own system /manner of marking provided they are within the parameters of ISPM 15 and the Philippines is notified of such system prior to the first shipment.
5. The following Phytosanitary Measures should be followed in the event of the following situations:

Without approved marking

- Commodity must be put on hold and shall be under guard by PQ Officer
- Should the main commodity with the WPM will not be affected by treatment, conduct treatment at once, if not, stripping off the commodity will be required, recommended treatment will be conducted immediately.
- Any non-compliant wood packaging materials must be at all times stored in a closed container that is effective in ensuring that pests may not be allowed to enter the environment. Storage areas of non-compliant wood packaging materials must be isolated from other domestic wood commodities materials that have already undergone processing.
- If the non-compliant wood packaging material is buried, it should be buried at a minimum depth of 3 meters below the surface of the ground. The wood must be buried at site where re-excavation of the material will not occur. Wood must not be left exposed within the burial pit.
- If treatment or buying is not readily available, WPM should be destroyed immediately.
- Non-compliance report shall be prepared by the PQO to be submitted immediately to the NPPO of the country of origin, copy furnished the PQS and importer.

With approved marking but with live quarantine pest found.

- Commodity together with the WPM should be subjected to treatment at once under the direct supervision of Plant Quarantine Officer at the importers expense.
- Or the whole consignment returned to sender/country of origin at the importers expense.
- Non-compliance report shall be prepared by the PQO to be submitted immediately to the NPPO of the country of origin, copy furnished the PQS and importer.

FOR EXPORTING COUNTRIES NOT YET IMPLEMENTING ISPM 15

Most countries already implemented this on June 1, 2005. For countries not complying to ISPM15 yet, a Phytosanitary Certificate will be required for all WPM lacking the approved marking. The Phytosanitary Certificate shall state that the prescribed treatment is carried out at the country of origin.