



PROPER DOCUMENTATION PROCEDURES FOR PMFTC SHIPMENTS

GENERAL INSTRUCTIONS

- If there are any questions on the documentation preparation, please **ask PMFTC first before proceeding** (printing and sending original copy).
- **Accuracy of all documents and all instructions must be strictly followed.** Details such as spelling, 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.
- **For Raw Materials shipments**, CLICK on the shipment destination and type below to proceed with the shipping instructions

[PMFTC DUTY PAID shipment via SEA](#) PMFTC MARIKINA

[PMFTC MARIKINA DUTY PAID shipment via AIR](#) PMFTC MARIKINA

[PMFTC BATANGAS DUTY PAID shipment via AIR](#) PMFTC BATANGAS

- **For Equipment, Spare Parts, or IS shipments**, CLICK on destination and type below to proceed with the shipping instructions:

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

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

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

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

Do not dispatch the shipment without the approval of shipping documents from PMFTC Logistics



SHIPPING INSTRUCTIONS FOR PMFTC NON TOBACCO MATERIALS

(SEA – DUTY PAID)

MARIKINA FACTORY PMFTC MARIKINA

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: “*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

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

MARIKINA Factory

<u>Bill / Invoice to:</u>	PMFTC Inc. Plant C and D, Champaca Street Barangay Fortune, Marikina City 1809
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<u>Delivery to:</u>	PMFTC Inc. Plant C and D, Champaca Street Barangay Fortune, Marikina City 1809
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- The quantity and price in the Commercial Invoice MUST tally with the PMFTC Purchase Order. If freight and/or insurance are included in the PO, please make sure that it is billed in your 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: Edmund Diaz / Rachel Capili Tel. No. (632) 902-5700
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<u>Notify Party:</u>	PMFTC, Inc. Plant C and D, Champaca Street Barangay Fortune, Marikina City 1809 Attention: Edmund Diaz / Rachel Capili Tel. No. (632) 902-5700
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- 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

- **Provide two (2) signed copies**

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:
 - PMFTC Inc.
 - Plant C and D, Champaca Street

Barangay Fortune, Marikina City 1809

6. Phytosanitary Requirements

- 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	Original Bill of Lading	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)

- 5 days before shipment departure**, email scanned copies of the draft shipping documents for review/approval AND advise the shipment details (ETD/ETA) to the following:
 - Edmund Diaz (Edmundo.Diaz@pmi.com)
 - Rachel Capili (Rachel.Capili@pmi.com)
 - Dennis Ong (Dennis.Ong@pmi.com)
 - The Purchase Order creator
 - Arlene Pacheco (Arlene.Pacheco@pmi.com)
- 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:
Edmund Diaz (Edmundo.Diaz@pmi.com) Rachel Capili (Rachel.Capili@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
 Attn: Edmund Diaz / Rachel Capili

END



SHIPPING INSTRUCTIONS FOR PMFTC NON TOBACCO MATERIALS

SHIPPING INSTRUCTIONS FOR BATANGAS (AIR) PMFTC BATANGAS

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 Proforma and subsequent Commercial Invoice:

BATANGAS Factory

<u>Bill / Invoice to:</u>	PMFTC Inc. Plant C and D, Champaca Street Barangay Fortune, Marikina City 1809
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<u>Delivery to:</u>	PMFTC, Inc. Lot 3 Phase 1B, First Philippines Industrial Park, Tanauan 4232, Batangas, Philippines
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- The quantity and price in the Commercial Invoice MUST tally with the PMFTC 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).

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 DHL Express	
<u>Consignee:</u>	PMFTC, Inc. Lot 3 Phase 1B, First Philippines Industrial Park, Tanauan 4232, Batangas, Philippines

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: Edmund Diaz / Rachel Capili Tel. No. (632) 902-5700
<u>Notify Party/Deliver Address:</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: 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**

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:
 - PMFTC Inc.
 - Plant C and D, Champaca Street
 - Barangay Fortune, Marikina City 1809

6. Phytosanitary Requirements

- 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. **5 days 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. Edmund Diaz (Edmundo.Diaz@pmi.com)
 - b. Rachel Capili (Rachel.Capili@pmi.com)

2. **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)	

3. **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:
Edmund Diaz (Edmundo.Diaz@pmi.com) Rachel Capili (Rachel.Capili@pmi.com)	1. Invoice 2. Packing List 3. Air Waybill

4. **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
Attn: Edmund Diaz

END



SHIPPING INSTRUCTIONS FOR PMFTC NON TOBACCO MATERIALS

SHIPPING INSTRUCTIONS FOR MARIKINA (AIR) PMFTC MARIKINA

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: Marikina*"
- Indicate the following address in the Proforma and subsequent Commercial Invoice:

MARIKINA Factory

<u>Bill / Invoice to:</u>	PMFTC Inc. Plant C and D, Champaca Street Barangay Fortune, Marikina City 1809
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<u>Delivery to:</u>	PMFTC Inc. Plant C and D, Champaca Street Barangay Fortune, Marikina City 1809
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- The quantity and price in the Commercial Invoice MUST tally with the PMFTC 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).

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 (DHL, FedEx, UPS, TNT, etc.)	
Consignee:	PMFTC Inc. Plant C and D, Champaca Street Barangay Fortune, Marikina City 1809

Via Commercial Flights	
Consignee:	PMFTC Inc. Plant C and D, Champaca Street Barangay Fortune, Marikina City 1809 Attention: Edmund Diaz / Rachel Capili Tel. No. (632) 902-5700
Notify Party:	PMFTC Inc. Plant C and D, Champaca Street Barangay Fortune, Marikina City 1809

- 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**

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:
 - PMFTC Inc.
 - Plant C and D, Champaca Street
 - Barangay Fortune, Marikina City 1809

6. Phytosanitary Requirements

- 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)

- 5 days before shipment departure**, email scanned copies of the draft shipping documents for review/approval AND advise the shipment details (ETD/ETA) to the following:

- Edmund Diaz (Edmundo.Diaz@pmi.com)
- Rachel Capili (Rachel.Capili@pmi.com)

- 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)	

- 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:
Edmund Diaz (Edmundo.Diaz@pmi.com) Rachel Capili (Rachel.Capili@pmi.com)	1. Invoice 2. Packing List 3. Air Waybill

- 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
Attn: Edmund Diaz

END



SHIPPING INSTRUCTIONS FOR Equipment, Spare Parts, and IS ITEMS IMPORTATION – Marikina (AIR)

1. Commercial Invoice

- Please issue four (4) Original Commercial Invoice (original signature). Don't stamp "COPY" to the originally signed Invoice. Take note that the Philippines Bureau of Customs requires that all 4 original copies should bear an original signature. Photocopied signature or carbonized signature is not recognized as an original document.
- Please indicate Purchase Order number, SAP codes, commodity description, quantity, unit price and total amount.
- **For Equipment, indicate serial numbers**
- Please indicate beside the Purchase Order number the name of the End-User / PR Creator. If PO is not available, indicate cost center and GL account of the item recipient.
- Indicate the remittance instruction: bank name, addresses and account number in the Invoice.
- Shipping term should be indicated (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

- Payment term should be indicated "Open account – XX days" in the invoice.
- Must indicate on invoice the factory where the goods will be delivered : Factory: MARIKINA
- The following address should be indicated in the Commercial Invoice:

Bill / Invoice to:

PMFTC, Inc.
Plants C & D, Champaca Street,
Brgy. Fortune, Parang1809
Marikina City, Philippines
TIN 007-515-588-000

Delivery to:

PMFTC, Inc.
Plants C & D, Champaca Street,
Brgy. Fortune, Parang 1809
Marikina City, Philippines

- Please note that quantity and price in the Commercial Invoice should tally with the PMFTC, Inc. Purchase Order. If freight and/or insurance are included in the PO, please make sure that it is billed in your Invoice.
- If second-hand, please indicate on the invoice **"SECOND-HAND"**
- **Please send Commercial Invoice to Rachel Capili only.**

2. Packing List



- Please issue 3 original copies of Packing List.
- Please indicate commodity description, SAP codes, quantity, NET WEIGHT, gross weight, measurement in CBM (cubic meter), and PO Number.

3. Air Waybill

- For commercial flights, please advise carrier/airlines to issue two (2) carbon copies of AWB to consignee upon arrival to airport of destination (Philippines).
- Please follow the following when preparing the AWB:

1. Via Courier (DHL is preferred, as this is our nominated courier partner)

Consignee:

PMFTC, Inc.
Plants C & D, Champaca Street,
Brgy. Fortune, Parang 1809
Marikina City, Philippines

2. Via Commercial Flights

Consignee:

PMFTC, Inc.
Plants C & D, Champaca Street,
Brgy. Fortune, Marikina City 1809
Philippines

Notify Party:

PMFTC, Inc.
Plants C & D, Champaca Street,
Brgy. Fortune, Parang 1809
Marikina City, Philippines
Attention: Rachel Capili / (Name of item recipient)

- Indicate the Purchase Order Number/s
4. **Certificate of Origin**
- OPTIONAL - please issue 1 original & 1 Triplicate (if applicable only).
5. **In case the cargo/shipment is accompanied by a Wood Packaging Material (WPM) or dunnage, please see [ANNEX A](#) for guidelines.**
- a. **Phytosanitary Certificate** – must be provided if shipment is accompanied by a WPM without the approved ISPM markings (International Standards for Phytosanitary Measures).
- No Phytosanitary Certificate needed if WPM has an approved ISPM marking.

SUMMARY OF DOCUMENTS DISTRIBUTION

1. Please send the following documents via **Courier only** (e.g. FEDEX, TNT, DHL) right after departure:
Please strictly follow the number of documents:

NO.	DOCUMENTS	ORIGINAL	COPY
1	Commercial Invoice (Signed)	4	0
2	Packing Lists	3	0
3	Air Waybill (carbon copy)	2	0

Others (if applicable)			
4	Certificate Of Origin	1	1 Triplicate
5	Phytosanitary Certificate	1	1

Please send the documents to:

PMFTC, Inc.
 Lot 3 Phase 1B, First Philippines Industrial Park,
 Tanauan 4232, Batangas, Philippines
 Attn: Rachel Capili

- Provide the following documents to the carrier/ airlines before departure. **All documents stated below must be received together with the goods upon arrival in the Philippines' airport.**

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

DOCUMENT REVIEW & DISPATCH (PROCEDURE 1 to 4)

- 5 days 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 (Rachel.Capili@pmi.com)

- 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)	

- 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)	1. Invoice 2. Packing List 3. Air Waybill

- 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
 Attn: Rachel Capili

END



SHIPPING INSTRUCTIONS FOR Equipment, Spare Parts, and IS ITEMS IMPORTATION – Batangas (AIR)

1. Commercial Invoice

- Please issue four (4) Original Commercial Invoice (original signature). Don't stamp "COPY" to the originally signed Invoice. Take note that the Philippines Bureau of Customs requires that all 4 original copies should bear an original signature. Photocopied signature or carbonized signature is not recognized as an original document.
- Please indicate Purchase Order number, SAP codes, commodity description, quantity, unit price and total amount.
- **For Equipment, indicate serial numbers**
- Please indicate beside the Purchase Order number the name of the End-User / PR Creator. If PO is not available, indicate cost center and GL account of the item recipient.
- Indicate the remittance instruction: bank name, addresses and account number in the Invoice.
- Shipping term should be indicated (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

- Payment term should be indicated "Open account – XX days" in the invoice.
- Must indicate on invoice the factory where the goods will be delivered : Factory: BATANGAS
- The following address should be indicated in the Commercial Invoice:

Bill / Invoice to:

PMFTC, Inc.
Plants C & D, Champaca Street,
Brgy. Fortune, Parang1809
Marikina City, Philippines
TIN 007-515-588-000

Delivery to:

PMFTC, Inc.
Lot 3 Phase 1B, First Philippines Industrial Park,
Tanauan 4232, Batangas, Philippines

- Please note that quantity and price in the Commercial Invoice should tally with the PMFTC, Inc. Purchase Order. If freight and/or insurance are included in the PO, please make sure that it is billed in your Invoice.
- If second-hand, please indicate on the invoice **"SECOND-HAND"**
- **Please send Commercial Invoice to Rachel Capili only.**

2. Packing List

- Please issue 3 original copies of Packing List.



- Please indicate commodity description, SAP codes, quantity, NET WEIGHT, gross weight, measurement in CBM (cubic meter), and PO Number.

3. Air Waybill

- For commercial flights, please advise carrier/airlines to issue two (2) carbon copies of AWB to consignee upon arrival to airport of destination (Philippines).
- Please follow the following when preparing the AWB:

1. Via Courier (DHL is preferred, as this is our nominated courier partner)

Consignee:

PMFTC, Inc.
Lot 3 Phase 1B, First Philippines Industrial Park,
Tanauan 4232, Batangas, Philippines

2. Via Commercial Flights

Consignee:

PMFTC, Inc.
Plants C & D, Champaca Street,
Brgy. Fortune, Marikina City 1809
Philippines

Notify Party:

PMFTC, Inc.
Lot 3 Phase 1B, First Philippines Industrial Park,
Tanauan 4232, Batangas, Philippines
Attention: Rachel Capili / (Name of item recipient)

- Indicate the Purchase Order Number/s

4. Certificate of Origin

- OPTIONAL - please issue 1 original & 1 Triplicate (if applicable only).

5. In case the cargo/shipment is accompanied by a Wood Packaging Material (WPM) or dunnage, please see [ANNEX A](#) for guidelines.

- a. **Phytosanitary Certificate** – must be provided if shipment is accompanied by a WPM without the approved ISPM markings (International Standards for Phytosanitary Measures).

- No Phytosanitary Certificate needed if WPM has an approved ISPM marking.

SUMMARY OF DOCUMENTS DISTRIBUTION

1. Please send the following documents via **Courier only** (e.g. FEDEX, TNT, DHL) right after departure:
Please strictly follow the number of documents:

NO.	DOCUMENTS	ORIGINAL	COPY
1	Commercial Invoice (Signed)	4	0
2	Packing Lists	3	0
3	Air Waybill (carbon copy)	2	0
Others (if applicable)			
4	Certificate Of Origin	1	1 Triplicate
5	Phytosanitary Certificate	1	1

Please send the documents to:

PMFTC, Inc.
 Lot 3 Phase 1B, First Philippines Industrial Park,
 Tanauan 4232, Batangas, Philippines
 Attn: Rachel Capili

2. Provide the following documents to the carrier/ airlines before departure. **All documents stated below must be received together with the goods upon arrival in the Philippines' airport.**

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

DOCUMENT REVIEW & DISPATCH (PROCEDURE 1 to 4)

1. **5 days before shipment departure**, email scanned copies of the draft shipping documents for review/approval AND advise the shipment details (ETD/ETA) to:

a. Rachel Capili (Rachel.Capili@pmi.com)

2. **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)	

3. **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)	1. Invoice 2. Packing List 3. Air Waybill

4. **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
 Attn: Rachel Capili

END



SHIPPING INSTRUCTIONS FOR Equipment, Spare Parts, and IS ITEMS IMPORTATION – CLAVERIA (AIR)

1. Commercial Invoice

- Please issue four (4) Original Commercial Invoice (original signature). Don't stamp "COPY" to the originally signed Invoice. Take note that the Philippines Bureau of Customs requires that all 4 original copies should bear an original signature. Photocopied signature or carbonized signature is not recognized as an original document.
- Please indicate Purchase Order number, SAP codes, commodity description, quantity, unit price and total amount.
- **For Equipment, indicate serial numbers**
- Please indicate beside the Purchase Order number the name of the End-User / PR Creator. If PO is not available, indicate cost center and GL account of the item recipient.
- Indicate the remittance instruction: bank name, addresses and account number in the Invoice.
- Shipping term should be indicated (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

- Payment term should be indicated "Open account – XX days" in the invoice.
- Must indicate on invoice the factory where the goods will be delivered : Factory: CLAVERIA
- The following address should be indicated in the Commercial Invoice:

Bill / Invoice to:

PMFTC, Inc.
Plants C & D, Champaca Street,
Brgy. Fortune, Parang1809
Marikina City, Philippines
TIN 007-515-588-000

Delivery to:

PMFTC, Inc.
Brgy Ane-1 Sitio Lupo Claveria
Misamis Oriental, Philippines

- Please note that quantity and price in the Commercial Invoice should tally with the PMFTC, Inc. Purchase Order. If freight and/or insurance are included in the PO, please make sure that it is billed in your Invoice.
- If second-hand, please indicate on the invoice **"SECOND-HAND"**
- **Please send Commercial Invoice to Rachel Capili only.**

2. Packing List

- Please issue 3 original copies of Packing List.



- Please indicate commodity description, SAP codes, quantity, NET WEIGHT, gross weight, measurement in CBM (cubic meter), and PO Number.

3. Air Waybill

- For commercial flights, please advise carrier/airlines to issue two (2) carbon copies of AWB to consignee upon arrival to airport of destination (Philippines).
- Please follow the following when preparing the AWB:

1. Via Courier (DHL is preferred, as this is our nominated courier partner)

Consignee:

PMFTC, Inc.
Brgy Ane-1 Sitio Lupo Claveria
Misamis Oriental, Philippines

2. Via Commercial Flights

Consignee:

PMFTC, Inc.
Plants C & D, Champaca Street,
Brgy. Fortune, Marikina City 1809
Philippines

Notify Party:

PMFTC, Inc.
Brgy Ane-1 Sitio Lupo Claveria
Misamis Oriental, Philippines
Attention: Rachel Capili / (Name of item recipient)

- 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
4. **Certificate of Origin**
- OPTIONAL - please issue 1 original & 1 Triplicate (if applicable only).
5. **In case the cargo/shipment is accompanied by a Wood Packaging Material (WPM) or dunnage, please see [ANNEX A](#) for guidelines.**
- a. **Phytosanitary Certificate** – must be provided if shipment is accompanied by a WPM without the approved ISPM markings (International Standards for Phytosanitary Measures).
- No Phytosanitary Certificate needed if WPM has an approved ISPM marking.

SUMMARY OF DOCUMENTS DISTRIBUTION

1. Please send the following documents via **Courier only** (e.g. FEDEX, TNT, DHL) right after departure:
Please strictly follow the number of documents:

NO.	DOCUMENTS	ORIGINAL	COPY
1	Commercial Invoice (Signed)	4	0
2	Packing Lists	3	0

3	Air Waybill (carbon copy)	2	0
Others (if applicable)			
4	Certificate Of Origin	1	1 Triplicate
5	Phytosanitary Certificate	1	1

Please send the documents to:

PMFTC, Inc.
 Lot 3 Phase 1B, First Philippines Industrial Park,
 Tanauan 4232, Batangas, Philippines
 Attn: Rachel Capili

- Provide the following documents to the carrier/ airlines before departure. **All documents stated below must be received together with the goods upon arrival in the Philippines' airport.**

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

DOCUMENT REVIEW & DISPATCH (PROCEDURE 1 to 4)

- 5 days before shipment departure**, email scanned copies of the draft shipping documents for review/approval AND advise the shipment details (ETD/ETA) to the following:
 - Rachel Capili (Rachel.Capili@pmi.com)
- 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)	

- 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)	1. Invoice 2. Packing List 3. Air Waybill

- 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
 Attn: Rachel Capili

END



SHIPPING INSTRUCTIONS FOR Equipment, Spare Parts, and IS ITEMS IMPORTATION – VIGAN (AIR)

1. Commercial Invoice

- Please issue four (4) Original Commercial Invoice (original signature). Don't stamp "COPY" to the originally signed Invoice. Take note that the Philippines Bureau of Customs requires that all 4 original copies should bear an original signature. Photocopied signature or carbonized signature is not recognized as an original document.
- Please indicate Purchase Order number, SAP codes, commodity description, quantity, unit price and total amount.
- **For Equipment, indicate serial numbers**
- Please indicate beside the Purchase Order number the name of the End-User / PR Creator. If PO is not available, indicate cost center and GL account of the item recipient.
- Indicate the remittance instruction: bank name, addresses and account number in the Invoice.
- Shipping term should be indicated (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

- Payment term should be indicated "Open account – XX days" in the invoice.
- Must indicate on invoice the factory where the goods will be delivered : Factory: VIGAN
- The following address should be indicated in the Commercial Invoice:

Bill / Invoice to:

PMFTC, Inc.
Plants C & D, Champaca Street,
Brgy. Fortune, Parang1809
Marikina City, Philippines
TIN 007-515-588-000

Delivery to:

PMFTC, Inc.
Mira Hills, Vigan City
Ilocos Sur, Philippines 2700

- Please note that quantity and price in the Commercial Invoice should tally with the PMFTC, Inc. Purchase Order. If freight and/or insurance are included in the PO, please make sure that it is billed in your Invoice.
- If second-hand, please indicate on the invoice **"SECOND-HAND"**
- **Please send Commercial Invoice to Rachel Capili only.**

2. Packing List

- Please issue 3 original copies of Packing List.

- Please indicate commodity description, SAP codes, quantity, NET WEIGHT, gross weight, measurement in CBM (cubic meter), and PO Number.

3. Air Waybill

- For commercial flights, please advise carrier/airlines to issue two (2) carbon copies of AWB to consignee upon arrival to airport of destination (Philippines).
- Please follow the following when preparing the AWB:

1. Via Courier (DHL is preferred, as this is our nominated courier partner)

Consignee:

PMFTC, Inc.
Mira Hills, Vigan City
Ilocos Sur, Philippines 2700

2. Via Commercial Flights

Consignee:

PMFTC, Inc.
Plants C & D, Champaca Street,
Brgy. Fortune, Marikina City 1809
Philippines

Notify Party:

PMFTC, Inc.
Mira Hills, Vigan City
Ilocos Sur, Philippines 2700
Attention: Rachel Capili / (Name of item recipient)

- 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
4. **Certificate of Origin**
- OPTIONAL - please issue 1 original & 1 Triplicate (if applicable only).
5. **In case the cargo/shipment is accompanied by a Wood Packaging Material (WPM) or dunnage, please see [ANNEX A](#) for guidelines.**
- a. **Phytosanitary Certificate** – must be provided if shipment is accompanied by a WPM without the approved ISPM markings (International Standards for Phytosanitary Measures).
- No Phytosanitary Certificate needed if WPM has an approved ISPM marking.

SUMMARY OF DOCUMENTS DISTRIBUTION

1. Please send the following documents via **Courier only** (e.g. FEDEX, TNT, DHL) right after departure:
Please strictly follow the number of documents:

NO.	DOCUMENTS	ORIGINAL	COPY
1	Commercial Invoice (Signed)	4	0
2	Packing Lists	3	0

3	Air Waybill (carbon copy)	2	0
Others (if applicable)			
4	Certificate Of Origin	1	1 Triplicate
5	Phytosanitary Certificate	1	1

Please send the documents to:

PMFTC, Inc.
 Lot 3 Phase 1B, First Philippines Industrial Park,
 Tanauan 4232, Batangas, Philippines
 Attn: Rachel Capili

- Provide the following documents to the carrier/ airlines before departure. **All documents stated below must be received together with the goods upon arrival in the Philippines' airport.**

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

DOCUMENT REVIEW & DISPATCH (PROCEDURE 1 to 4)

- 5 days before shipment departure**, email scanned copies of the draft shipping documents for review/approval AND advise the shipment details (ETD/ETA) to:
 - Rachel Capili (Rachel.Capili@pmi.com)
- 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)	

- 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)	1. Invoice 2. Packing List 3. Air Waybill

- 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
 Attn: Rachel Capili

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 Interantiona 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 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 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 bew infested by raw wood pests during its use and therefore should not be regulated for these pets.

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 pets 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.

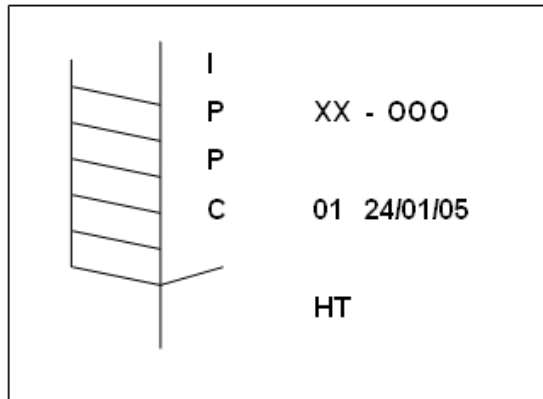
HEAT TREATMENT

1. This is the only approved treatment by Philip Morris for WPM. No Methyl Bromide fumigation should be used.

2. 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.
3. 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.