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## PERFECT INVOICE POLICY

### TO ALL SUPPLIERS/VENDORS:

Please follow below instructions to ensure that payments will be made timely and efficiently.

#### A. VENDOR REGISTRATION

Vendor should be registered in SAP before invoices can be processed and paid. Please note that vendors claiming exemption from taxes (i.e., income tax, VAT) must be able to present a copy of a valid, current, and subsisting tax exemption certificate or ruling. Otherwise, PMFTC shall subject the payments to applicable taxes, if any.

Please contact your PMFTC representative for other requirements for vendor registration.

#### B. SENDING INVOICES AND PROPER ACKNOWLEDGMENT

1. For materials (such as raw materials, spare parts, marketing materials etc.) that require releasing at customs (either via sea or air); please send the **hard copy of your invoice with 1 copy of Bill of Lading as the supporting document** to the following address.

<p style="text-align: center;"><b>Finance Services</b> Plant C&amp;D Champaca Street, Barangay Fortune, Marikina City, 1809</p>
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2. For items not covered by B.1: all invoices, billings, and credit notes are to be sent directly to the abovementioned address **in hard copy**. Ensure to log your deliveries on the log-sheet on site.

#### C. INVOICE REQUIREMENT

To ensure timely and efficient processing of transactions, suppliers/vendors must provide PERFECT INVOICE which contain all pertinent information as follows:

1. INVOICE must be ORIGINAL. INVOICE shall be prepared at least in duplicate, the original to be given to the buyer and the duplicate to be retained by the seller [Revenue Regulations (RR) No. 16-2005, as amended].
2. INVOICE must be REGISTERED with the Bureau of Internal Revenue (BIR).
  - For manual INVOICE, your BIR Authority to Print (ATP) Number and date of issuance must be indicated in the lower part of the INVOICE.  
If generated through Computerized Accounting System (CAS), your CAS Permit Number or Acknowledgement Certificate Control Number must be indicated at the lower part of the INVOICE.



NOTE: For this purpose, the term "Invoice" pertains to a written account evidencing the sale of goods and/or services issued to customers in the ordinary course of trade or business. This includes Sales Invoice, Commercial Invoice, Cash Invoice, Charge/Credit Invoice, Service Invoice, Billing Invoice, or Miscellaneous Invoice. In the case of **utility companies and other recurring service providers** in which a customer is being billed, they shall now issue a **"Billing Invoice" upon billing instead of Billing Statement or Statement of Account**. The Billing Invoice should contain the required information provided under RR No. 7-2024, as amended, including the quantity, unit cost and description or nature of service pursuant to Sec. 237 of the Tax Code.

3. For **TRANSACTIONS WITH VAT:**

A VAT-registered person shall issue a duly registered VAT invoice, for every sale, barter, or exchange of goods or services regardless of the amount of the transaction. A VAT invoice shall be issued as evidence of sale of goods and/or services and/or leasing of properties issued to customers in the ordinary course of trade or business, whether cash sales or on account (credit), which shall be the basis of the output tax liability of the seller and the input tax claim of the buyer.

4. For **TRANSACTIONS NOT SUBJECT TO 12% VAT:**

- a. If the transaction is exempt from VAT, invoice should be NON-VAT or the term "VAT-EXEMPT SALE" shall be written or printed prominently on the invoice;
- b. If the transaction is subject to 0% VAT (zero-rated), the term "ZERO-RATED SALE" shall be written or printed prominently on the invoice; and
- c. If the transaction involves sales which are subject to and some of which are zero-rated or exempt from VAT, the breakdown should be clearly indicated in the VAT Invoices;
- d. For supplementary documents; such as official receipts, delivery receipts, order slips, purchase orders, acknowledgment receipts, collection or cash receipts, credit/debit memo, job orders and other similar documents that form part of the accounting records of the taxpayer and/or issued to their customers; it is required, in addition to the above-enumerated applicable information, that the phrase "THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX." in bold letters, be conspicuously printed at the face of such supplementary documents.

5. The INVOICE **MUST CONTAIN THE FOLLOWING DETAILS:**

- a. Seller's company name, registered address, and a statement that the seller is a VAT-registered person followed by seller's Tax Identification Number (TIN)
- b. The term "Invoice" and related serial numbers printed prominently.
- c. Buyer's company name, registered address, and TIN. (Please see below)

<b>Entity Name</b>	PMFTC INC.	FORTUNE LANDEQUITIES AND RESOURCES INC.
<b>TIN</b>	007-515-588-000	007-516-105-000
<b>Address</b>	Plant C&D, Champaca Street, Barangay Fortune, Marikina City 1809	2F Allied Bank Center, 6754 Ayala Ave, Makati City 1226



<b>Business Unit</b>	<b>1326 or 1621</b> <i>(Please check your PO or coordinate with your PMFTC business partner.)</i>	<b>1327</b>
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<b>Entity Name</b>	ORECLA REALTY, INC.	PMI BUSINESS SOLUTIONS (PHILIPPINES) INC.
<b>TIN</b>	209-854-462-00000	602-461-207-000
<b>Address</b>	31st Floor the Finance Centre 26 <sup>th</sup> Street Cor 9 <sup>th</sup> Avenue, Fort Bonifacio South District Bonifacio Global City, Fort Bonifacio 1634, Taguig City NCR, Fourth District Philippines	15/F and 16/F, 8 Rockwell, Hidalgo Drive, Rockwell Center, Makati City 1210
<b>Business Unit</b>	<b>1623</b>	<b>2111</b>

- d. Date of transaction/Invoice Date
- e. Description of goods or nature of service
- f. Quantity, unit cost and total amount of sale
- g. Discounts (if any)
- h. VAT amount should be presented as a separate line item.

Example:

Sales of good/services	100.00
12% Vat	<u>12.00</u>
Total amount payable	112.00

- i. For mixed transactions, the sales involved shall be broken down into: VATable Sales, VAT Amount, Zero Rated Sales, and VAT-exempt Sales.
- j. If the taxpayer opts to issue separate invoices for the VATable sale, exempt and zero-rated components of the sale, the term "VAT-exempt Sale" is written or printed if the sale is exempt from VAT; or term "Zero-rated Sale" is written or printed if the sale is subject to zero percent (0%) VAT.
- k. Authority to Print (ATP) Number/BIR Final Permit to Use (PTU) Number/BIR Acknowledgement Certificate Control Number (ACCN) as per point C.2 of this Policy;
- l. Incoterm (foreign invoice only)
- m. Other important details:

- o. **PURCHASE ORDER based (PO BASED)** invoice must provide the following details:
  - ✓ Purchase Order (PO) number — PO number must be indicated in the invoice and should be the same PO number as indicated in the PO (e.g. 4500690011)
  - ✓ Correct company name and invoice billing details must be consistent with what is provided in the PO
  - ✓ Company contact person
  - ✓ Business Unit (1326, 1621, 1327, 1623 or 2111) indicated under the PO number
  - ✓ 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.



Price and Quantity – must be the same and never exceed what was indicated in your PO.

- a. Any discrepancy must be resolved with the Buyer or End-User before invoicing to avoid payment delays (e.g., PO is revised as appropriate)
- b. Check if PO number initially provided was fully utilized; if yes, coordinate with the Buyer or End-User.

NOTE: If you are a PO based vendor, always ensure all your transactions are covered by a PO. If there are instances where a PMFTC/PMIBS employee calls you and orders without a PO, please inform immediately the Central Procurement Department before transacting.

- **NON-PURCHASE ORDER based invoice** must provide the following details:
  - ✓ Description of nature of Letter of Authority or Contract with PMFTC
  - ✓ Company contacts person
  - ✓ Business unit (1326, 1621, 1327, 1623, or 2111)  
\*Please coordinate with your PMFTC/PMIBS business partner on the 4-digit company code (1326, 1621, 1327, 1623, or 2111).
- For **FOREIGN EXCHANGE (FX) TRANSACTIONS**
  - ✓ For materials (such as raw materials, spare parts, marketing materials etc.) that require releasing at customs (either via sea or air); please send the hard copy of your invoice with 1 copy of Packing List and Bill of Lading as the supporting document to receiving area in Marikina.
  - ✓ For Foreign service providers/vendors rendering services outside the Philippines, it should be indicated in the invoice that 100% of the service was rendered offshore (i.e., to cite the country where the services were rendered). A separate invoice should be issued to cover any services rendered in the Philippines and a valid Certificate of Residency (COR) covering the period of service must be attached as a supporting document of the invoice/billing statement.



- ✓ INVOICE without the above phrase shall be verified by our Tax Department for the withholding of the applicable income tax rate. Kindly note that, in general, gross income derived by foreign vendors within the Philippines are subject to 25% final withholding tax.
- ✓ Correct bank details of the payment wire transfer same as initial bank details you registered in our system must be clearly indicated in your invoices. If in case, you prefer to add/change the bank details please coordinate first with your central procurement partners to avoid delayed payment release.
- ✓ Extension letter is to be attached with the transmitted invoice (Upon advice).
- ✓ Allowed the submission of supporting documents through electronic means for (a) registration of private sector foreign loans/borrowings without public sector guarantee (b) registration of inward investments; and (c) sale of FX by banks covering various FX transactions.

**NOTE: ALL INVOICE WITH INCORRECT AND INCOMPLETE DATA WILL NOT BE PROCESSED AND WILL BE RETURNED TO THE VENDOR. SAMPLE INVOICE ARE PROVIDED IN ANNEX "A".**



**D. PAYMENT TERMS/INVOICE RECEIPT DATE/PAYMENT STATUS**

- All payment terms are assumed to be pre-negotiated prior to the delivery of goods or services.
- The RECEIPT DATE of a VALID and COMPLETE INVOICE will be the start date for purposes of counting payment terms (e.g., receipt date of the new invoice where original invoice is erroneous).
- SUPPLIERS should use **SSP: Self Service Portal** to monitor their payment status through directly checking invoice status, payment schedule, invoice requirement, and FAQs. SSP can be accessed via [this link](#).
- Supplier is requested to claim the check and issue the corresponding evidence of payment **within 5 days from date of payment.**

**E. CHECK PAYMENT RELEASING CENTER - Citibank Pay Link Check**

EXL (Releasing Center) New Ayala Site  
 Unit LL3 Lower Level V. Madrigal Building Ayala Avenue Makati City

Operating hours : 10 am to 4 pm (Mon – Thu); 10 am to 5 pm (Friday)  
 Hotline Number : 8891-1511

*Note: Checks are available for pick up D+1 after the Remittance Date*

**F. ISSUANCE OF OFFICIAL RECEIPT/ACKNOWLEDGEMENT RECEIPT/COLLECTION RECEIPT ONCE PAYMENT IS RECEIVED**

Based on **RR No. 7-2024** implementing the provisions of Republic Act (RA) No. 11976 (Ease of Paying Taxes Act), the Official Receipt/Acknowledgement Receipt/Collection Receipt is categorized as a supplementary document and not a valid proof to support the claim of input taxes on purchase of goods and/or services.

For the transitional provisions of RR No. 7-2024, please refer to **ANNEX “B”**.

**G. APPLICABLE WITHHOLDING TAX AND RELEASE OF CERTIFICATE OF WITHHOLDING (BIR Form No. 2307) – LOCAL/DOMESTIC VENDORS**

PMIBS and ORI are regular withholding agents required to withhold tax on its income payments enumerated under RR No. 2-98, as amended.

On the other hand, PMFTC and FLERI are among the Top Withholding Agents in the Philippines as notified by the BIR. As such, both entities are **also** required to withhold tax on its purchases of goods and services other than those enumerated under RR No. 2-98, as amended.

In general	
Purchase of Goods:	1%



Purchase of Services:	2%
<b>Specific income payments (RR No. 2-98):</b>	
Rental or lease payment:	5%
Professional fees:	10/15%
Payments to contractors:	2%
Payments to advertising agencies:	2%

Please note that for vendors selling both goods and services, the transactions should be billed separately and applicable rate of 1% and 2% shall be applied respectively. However, in case of failure to separately bill goods and services, the higher rate of 2% shall apply (RMC No. 72-2004).

**RELEASING OF CERTIFICATE OF WITHHOLDING:**

**For PMFTC, ORI and FLERI**

31<sup>st</sup> floor, the Finance Center, 26<sup>th</sup> Street corner 9<sup>th</sup> Avenue, Bonifacio Global City, Taguig, Metro Manila

**For PMIBS**

16<sup>th</sup> floor, 8 Rockwell, Hidalgo Drive, Rockwell Center, Poblacion Makati City

Operating hours : 9:00 am to 11:00 am / 2:30 pm to 4:30 pm (Monday – Friday)

*Note: Available 20 days after end of calendar quarter*

**H. OTHERS**

Any changes to your vendor details or information such as address, email, phone number, bank details and others, please inform your PMFTC business partner or procurement partner via email, so any update can be reflected in the system.






ANNEX "A"
SAMPLE INVOICE AND OFFICIAL RECEIPT

SAMPLE VAT INVOICE

Invoice form for Sandbox Annyeong Seyoh & Co. Includes fields for sales type, date, sold to information, item table, VAT breakdown, and total amount due.




SAMPLE NON-VAT INVOICE

 <b>SANDBOX</b> Operated by <b>ANNYEONG SEYOH &amp; CO</b> NON-VAT REG TIN 123-456-789-00000 4 <sup>TH</sup> FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR- SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000	<b>INVOICE</b>									
	<b>Invoice No. 5000001</b>									
<input type="checkbox"/> CASH SALES <input type="checkbox"/> CHARGE SALES	Date:	AUGUST 1, 2024								
<b>SOLD TO:</b>										
Registered Name : PMFTC INC.										
TIN : 007-515-588-000										
Business Address : PLANT C & D CHAMPACA STREET BRGY. FORTUNE MARIKINA CITY										
Item Description/ Nature of Service	Quantity	Unit Cost/ Price	Amount							
ABC UNIT PO Number 45002	10 PCS	PHP 1,000.00	PHP 10,000.00							
<input type="checkbox"/> Received the amount of _____		<table border="1"> <tr> <td><b>Total Sales</b></td> <td>PHP 10,000.00</td> </tr> <tr> <td>Less: Discount [SC/PWD/NAAC/MOV/SP]</td> <td> </td> </tr> <tr> <td>Less: Withholding Tax</td> <td> </td> </tr> <tr> <td><b>TOTAL AMOUNT DUE</b></td> <td><b>PHP 10,000.00</b></td> </tr> </table>	<b>Total Sales</b>	PHP 10,000.00	Less: Discount [SC/PWD/NAAC/MOV/SP]		Less: Withholding Tax		<b>TOTAL AMOUNT DUE</b>	<b>PHP 10,000.00</b>
<b>Total Sales</b>	PHP 10,000.00									
Less: Discount [SC/PWD/NAAC/MOV/SP]										
Less: Withholding Tax										
<b>TOTAL AMOUNT DUE</b>	<b>PHP 10,000.00</b>									
<p style="color: red; text-align: center;"><b>“THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX.”</b></p>		SC/PWD/NAAC/MOV/ Solo Parent ID No.:								
		SC/PWD/NAAC/MOV/ Signature:								
<small>PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00059 DATE ISSUED: 06-FEB-2024</small>		<small>BIR AUTHORITY TO PRINT NO.: 3AU00000805762 DATE ISSUED: 23-FEB-2024 APPROVED SERIES: 5000001 – 5000500 10BKLT5 (3X)</small>								




SAMPLE VAT INVOICE – VAT-EXEMPT SALE

 <b>SANDBOX</b> <b>ANNYEONG SEYOH &amp; CO</b> VAT REG TIN 123-456-789-00000 4 <sup>TH</sup> FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR- SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000	<b>INVOICE</b> <b>VAT-EXEMPT SALE</b>		
	<b>Invoice No. 5000001</b>		
<input type="checkbox"/> CASH SALES <input type="checkbox"/> CHARGE SALES	Date:	AUGUST 1, 2024	
<b>SOLD TO:</b>			
Registered Name : PMFTC INC. TIN : 007-515-588-000 Business Address : PLANT C & D CHAMPACA STREET BRGY. FORTUNE MARIKINA CITY			
Item Description/ Nature of Service	Quantity	Unit Cost/ Price	Amount
ABC UTILITY CHARGES FOR THE MONTH OF JULY 2024	1 QTY	PHP 5,000.00	PHP 5,000.00
<b>Total VAT-Exempt Sales</b>		PHP 5,000.00	
Less: Discount <small>[SC/PWD/NAAC/MOV/SP]</small>			
Less: Withholding Tax			
<b>TOTAL AMOUNT DUE</b>		<b>PHP 5,000.00</b>	
SC/PWD/NAAC/MOV/ Solo Parent ID No.:			
SC/PWD/NAAC/MOV/ Signature:			
<b>“THIS DOCUMENT IS          NOT VALID FOR CLAIM          OF INPUT TAX.”</b>			
<small>PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00017          DATE ISSUED: 06-FEB-2024</small>		<small>BIR AUTHORITY TO PRINT NO.: 3AU00000805122          DATE ISSUED: 23-FEB-2024          APPROVED SERIES: 5000001 – 5000500 10BKLT5 (3X)</small>	




SAMPLE VAT INVOICE – ZERO-RATED SALE

 <b>SANDBOX</b> <b>ANNYEONG SEYOH &amp; CO</b> VAT REG TIN 123-456-789-00000 4 <sup>TH</sup> FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR- SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000	<b>INVOICE</b>		
	<b>ZERO-RATED SALE</b>		
<b>Invoice No. 5000001</b>			
<input type="checkbox"/> CASH SALES <input type="checkbox"/> CHARGE SALES	Date:	AUGUST 1, 2024	
<b>SOLD TO:</b>			
Registered Name : PMFTC INC.			
TIN : 007-515-588-000			
Business Address : PLANT C & D CHAMPACA STREET BRGY. FORTUNE MARIKINA CITY			
Item Description/ Nature of Service	Quantity	Unit Cost/ Price	Amount
ABC GROCERIES & SUPPLIES	10 PCS	PHP 1,000.00	PHP 10,000.00
<b>Total Zero-rated Sales</b>			PHP 10,000.00
Less: Discount [SC/PWD/NAAC/MOV/SP]			
Less: Withholding Tax			
<b>TOTAL AMOUNT DUE</b>			PHP 10,000.00
SC/PWD/NAAC/MOV/ Solo Parent ID No.:			
SC/PWD/NAAC/MOV/ Signature:			
PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00097 DATE ISSUED: 08-FEB-2024		BIR AUTHORITY TO PRINT NO.: 3AU00000805892 DATE ISSUED: 23-FEB-2024 APPROVED SERIES: 5000001 – 5000500 10BKLT5 (3X)	



SAMPLE NON-VAT INVOICE – MIXED SALES

 <b>SANDBOX</b> Operated by <b>ANNYEONG SEYOH &amp; CO</b> NON-VAT REG TIN 123-456-789-00000 4 <sup>TH</sup> FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR- SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000	<b>INVOICE</b>														
	<b>Invoice No. 5000001</b>														
<input type="checkbox"/> CASH SALES <input type="checkbox"/> CHARGE SALES	Date:	AUGUST 1, 2024													
<b>SOLD TO:</b>															
Registered Name : PMFTC INC.															
TIN : 007-515-588-000															
Business Address : PLANT C & D CHAMPACA STREET BRGY. FORTUNE MARIKINA CITY															
Item Description/ Nature of Service	Quantity	Unit Cost/ Price	Amount												
ABC UTILITY CHARGES FOR THE MONTH OF JULY 2024	1 QTY	PHP 5,000.00	PHP 5,000.00												
ABC RENTALS FOR THE MONTH OF JULY 2024	1 QTY	PHP 8,000.00	PHP 8,000.00												
<table border="1"> <tr> <td><b>Exempt Sales</b></td> <td>PHP 5,000.00</td> </tr> <tr> <td><b>Sales Subject to Percentage Tax</b></td> <td>PHP 8,000.00</td> </tr> </table>	<b>Exempt Sales</b>	PHP 5,000.00	<b>Sales Subject to Percentage Tax</b>	PHP 8,000.00	<table border="1"> <tr> <td><b>Total Sales</b></td> <td>PHP 13,000.00</td> </tr> <tr> <td>Less: Discount [SC/PWD/NAAC/MOV/SP]</td> <td> </td> </tr> <tr> <td>Less: Withholding Tax</td> <td> </td> </tr> <tr> <td><b>TOTAL AMOUNT DUE</b></td> <td><b>PHP 13,000.00</b></td> </tr> </table>			<b>Total Sales</b>	PHP 13,000.00	Less: Discount [SC/PWD/NAAC/MOV/SP]		Less: Withholding Tax		<b>TOTAL AMOUNT DUE</b>	<b>PHP 13,000.00</b>
<b>Exempt Sales</b>	PHP 5,000.00														
<b>Sales Subject to Percentage Tax</b>	PHP 8,000.00														
<b>Total Sales</b>	PHP 13,000.00														
Less: Discount [SC/PWD/NAAC/MOV/SP]															
Less: Withholding Tax															
<b>TOTAL AMOUNT DUE</b>	<b>PHP 13,000.00</b>														
<b>“THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX.”</b>	SC/PWD/NAAC/MOV/ Solo Parent ID No.:														
	SC/PWD/NAAC/MOV/ Signature:														
<small>PERMIT TO USE LOOSE LEAF NO.: LLSI0440224-00379 DATE ISSUED: 06-FEB-2024</small>		<small>BIR AUTHORITY TO PRINT NO.: 3AU00000808942 DATE ISSUED: 23-FEB-2024 APPROVED SERIES: 5000001 – 5000500 10BKLTS (3X)</small>													



SAMPLE PAYMENT RECEIPT (SUPPLEMENTARY INVOICE)



SANDBOX

CRIS P. BACON - PROPRIETOR

REG TIN 123-456-789-00000

4<sup>TH</sup> FLOOR, BIR BLDG. SEN. MIRIAM P. DEFENSOR-SANTIAGO AVE., PINYAHAN, QUEZON CITY 1000

PAYMENT RECEIPT

No. 6000001

- CASH
- CREDIT CARD

Payment Date:	AUGUST 5, 2024
Account No.:	

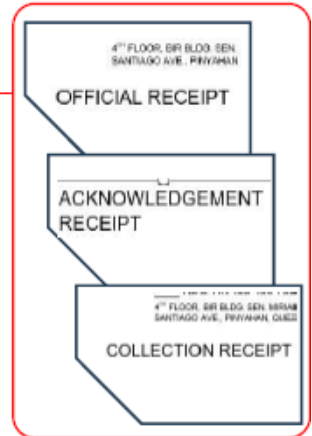
RECEIVED FROM:

Registered Name : PMFTC INC.  
 TIN : 007-515-588-000  
 Business Address : PLANT C & D CHAMPACA STREET BRGY. FORTUNE MARIKINA CITY

Description of Transaction/Nature of Service	Amount
Payment for SERVICES RENDERED FOR THE MONTH OF JULY 2024 COVERING INVOICE NO. 5000002.	PHP 20,000.00

**“THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX.”**

<b>TOTAL PAID AMOUNT</b>	PHP 20,000.00
Invoice Reference No.:	INVOICE NO. 5000002





**SAMPLE CONVERTED OR (SALE OF SERVICES)**

IN PAYMENTS OF:		INVOICE	
Particulars	Amount	<b>OFFICIAL RECEIPT</b>	
SOA 001 and 002		OR NO. 00001 DATE: January 01, 2022	
SALES	100,000.00	<b>RECEIVED FROM:</b>	PMFTC INC.
VAT 12%	12,000.00	<b>ADDRESS:</b>	PLANTS C&D CHAMPACA STREET BARANGAY FORTUNE, MARIKINA CITY, 1809
TOTAL	112,000.00	<b>TIN:</b>	007-515-588-000
LESS 2& EWT:	2,000.00	<b>AMOUNT:</b>	P110,000.00
TOTAL AMOUNT DUE	110,000.00	<b>THE SUM OF:</b>	ONE HUNDRED TEN THOUSAND PESOS 00/100 ONLY
VATable	100,000.00	<b>BUSINESS STYLE:</b>	PMFTC INC.
VAT EXEMPT		<b>FOR PAYMENT OF:</b>	PAYMENT FOR SOA 001 and 002
VAT 0%			
Forms of Payment		<b>PERMIT NO.</b> OCNIA000000000	<b>FOR 1320</b>
Cash		Date issued: January 01, 2020 Valid Until: December 31, 2025	
Check	x		
Check No.	12345	<b>XXX PRINTING PRESS TIN:</b> 000-111-111-111 456 8TH St. Makati, City Printer's Accreditation No.: 1000000000000 Date issued: December 25, 2019	<b>THIS OFFICIAL RECEIPT INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP</b>



**ANNEX “B”**

**TRANSITIONAL PROVISIONS OF RR NO. 7-2024**

- Starting April 27, 2024, all our payments must be supported by **Invoice or Converted Official Receipt (OR) with the wording replaced by “INVOICE” (through stamping/sticker, cannot be handwritten)** as valid documentation for claim input taxes for the transaction date before April 27, 2024, that still covered by Billing Statement or Statement of Account as billing documentation.
- Converted Official Receipt (OR) and/or Acknowledgement Receipt (AR) (in the case of reimbursable expenses and/or advanced payments that fully comply with the conditions/procedures under RMC No. 9-2006) **MUST CONTAIN THE FOLLOWING DETAILS** :
  1. The header of Official Receipt must be replaced by “Invoice” through stamping/sticker (cannot be handwritten);
  2. Vendor’s company name, registered address and Tax Identification Number (TIN): A statement that the seller is a VAT-registered person with his TIN;
  3. Serial number of the Converted OR/AR;
  4. Correct company name, billing address, Business Style, and Business Unit of the applicable entities, Tax Identification Number (TIN) of buyer, if VAT-registered & amount exceeds P1,000.00. (Please see below)

<b>Entity Name</b>	PMFTC INC.	FORTUNE LANDEQUITIES AND RESOURCES INC.
<b>TIN</b>	007-515-588-000	007-516-105-000
<b>Address</b>	Plant C&D, Champaca Street, Barangay Fortune, Marikina City 1809	2F Allied Bank Center, 6754 Ayala Ave, Makati City 1226
<b>Business Unit</b>	<b>1326 or 1621</b> <i>(Please check your PO or coordinate with your PMFTC business partner.)</i>	<b>1327</b>

<b>Entity Name</b>	ORECLA REALTY, INC.	PMI BUSINESS SOLUTIONS (PHILIPPINES) INC.
<b>TIN</b>	209-854-462-00000	602-461-207-000
<b>Address</b>	31st Floor the Finance Centre 26 <sup>th</sup> Street Cor 9 <sup>th</sup> Avenue, Fort Bonifacio South District Bonifacio Global City, Fort Bonifacio 1634, Taguig City NCR, Fourth District Philippines	15/F and 16/F, 8 Rockwell, Hidalgo Drive, Rockwell Center, Makati City 1210
<b>Business Unit</b>	<b>1623</b>	<b>2111</b>

**5. Receipt date**

- For cheque payment, must equal cheque pick up date
- For local/foreign transfer, must equal payment/bank transfer date
- For payments under the Supply Chain Finance (SCF) Program, must equal invoice due date

**6. VATable Sales**





Must be indicated in the receipt and should match amount of sales that your business will have to charge VAT on if it is registered for VAT.

**7. VAT Exempt or VAT Zero-Rated Sales**

Must be indicated in the receipt (if any) and should match amount with items that are not subject to the 12% VAT.

**8. VAT amount**

Must be indicated in the receipt and should match amount of tax on consumption levied on the sale, barter, exchange or lease of goods or properties and services in the Philippines and on importation of goods into the Philippines.

**9. Withholding tax amount**

Must be indicated in the receipt and should match amount of expanded withholding taxes deducted from PMFTC’s total payment to the vendor, as applicable.

**10. Total amount**

Must be indicated in the receipt and should match amount total payment received for cheque & transfer payments. For SCF, the amount should match the total invoice amount (including 12% VAT but net of applicable withholding taxes and excluding SCF charges).

**11. Alteration**

Must be countersigned. Supplier must submit Certification of Authority of signatory to make the correction to and countersign receipts.

**12. Vendor ATP**

Must be indicated in the receipt and should be valid:

PTU/ATP Validity Date	SIs/CIs/ORs/ARs Issuance Date	SIs/CIs/ORs/ARs Validity
Before 16 July 2022	Before ATP validity date/before 16 July 2022	Valid
Before 16 July 2022	After ATP validity date/after 16 July 2022	Invalid
After 16 July 2022	Before/after ATP validity date	Valid

**13. Do not have clause “This document is not valid for claiming Input Taxes”.**

This clause must be strikethrough and countersign to make it as VALID converted OR.

- Please indicate the Statement of Account (SOA) or Billing Statement number covered by the payment received i.e., “received the amount of xxxxxxxx in partial/full payment for (insert SOA/Billing Statement number/s here)”. The billing (SOA/Billing Statement number/s or reference/s related to the Converted ORs/ARs can be checked by the vendor in SSP.

Converted ORs/ARs must have the breakdown as below:

Example:

VATable Sales	100
Zero-Rated Sales	0
VAT-Exempt Sales	0 +
Total Sales:	100
Plus 12% VAT:	12 +
Total:	112
Less: Withholding Tax	2 -
Amount received:	110



- Converted ORs and/or ARs submission procedure:
  1. For payments via check picked up by vendor, BIR-registered Converted ORs and/or ARs are collected by the Releasing Center in exchange for the check.
  2. For payments via check picked up by PMI contact person in TFC office, BIR-registered Converted ORs and/or ARs are collected by the PMI contact person in exchange for the check. The PMI contact person will be responsible for submitting the Converted ORs and/or ARs to Control & Payment team in TFC.
  3. For payments via bank transfer and SCF, vendor must send the BIR-registered Converted ORs and/or ARs to below address

Attention: PMFTC c/o Control & Payment Team 31st Floor the Finance Centre, 26th Street corner 9th Avenue Bonifacio South District Bonifacio Global City 1634 Taguig City Philippines
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Scanned copies of the BIR-registered Converted ORs and/or ARs may be sent in advance but original hardcopies thereof are still required within the prescribed time. We encourage vendor that has submitted converted ORs and/or ARs completely to consider changing the payment method from check become transfer to ease payment process. Please liaise with your PMFTC/PMIBS business partner for changing the payment method check become transfer.