

TO : SALES DEPARTMENT
THRU : AVP - SALES
FROM : INVOICING SECTION
SUBJECT : CONFIRMATION OF DEALERS UNDER DAILY PROCESS
REF NO. : FIN-000-25-05-167
DATE : May 19, 2025
CC : SALES, WHSE, DCO, FINANCE, ADMIN, AUDIT

This memorandum is issued to address concerns regarding to the following dealers who have an existing arrangement with the Invoicing team for the issuance of Sales Invoices during deliveries:

1. EMCOR, INC.
2. ROBINSONS APPLIANCES CORP
3. ABENSON GROUP OF COMPANIES
4. FIESTA APPLIANCE CENTER, INC.
5. THE FIRST FAMILY APPLIANCE CIRCLE CORP.
6. TAGUM FIESTA APPLIANCE INC.
7. TAGUM COMMERCIAL & REALTY CORP.
8. RL APPLIANCE, INCORPORATED
9. WILLY AND SONS CORPORATION
10. SAVERS ELECTRONIC WORLD, INC.
11. BOHOL QUALITY CORPORATION

However, it has been observed that in several instances, Sales Invoice requests are being made by dealers who are not formally included in the approved process, leading to confusion and additional strain on the Invoicing Team.

Given the high volume of sales orders—often exceeding the team's current capacity—it is critical to verify and confirm which of these dealers truly require Sales Invoices at the point of delivery. This will help streamline operations and ensure that invoicing efforts are directed appropriately and efficiently.

All Account Officers handling the above-mentioned dealers are hereby instructed to verify and confirm if these dealers are currently under to the said process.

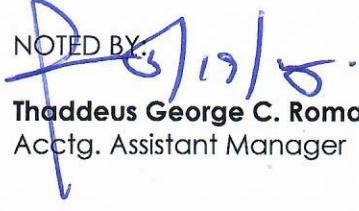
If confirmed that any or all of the above dealers are already in the said process, the assigned Account Officer must immediately prepare and submit an updated memorandum that these specific dealers are officially under on this arrangement.

Please note that in the meantime, the Invoicing Team will continue processing Sales Invoices during deliveries for the dealers listed above no later than the 31st day of May 2025, any of the above-mentioned dealers are not part of the official arrangement for Sales Invoice issuance during deliveries, they will automatically revert to the normal invoicing process, wherein the Invoicing Team will await the original copy of Delivery Receipt before generating and issuing the Sales Invoice.

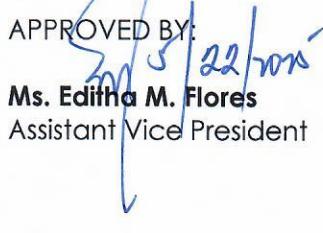
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