



PPI CONTROLLED DOCUMENT ORIGINAL

DEPT.: AMSC

GDC NO.: 1

SALES ORDER PROCEDURES

Document Control No. SSAD-PGP-2		Effectivity Date: 15 December 2015
Prepared by: Lourdes S. Mendoza Manager, Sales Support & Administration Department	Recommending Approval: Jose A. Cortez Vice President, Sales & Distribution Group	Approved by: Jose A. Capistrano, Jr. President and CEO

I. PURPOSE

To establish PITC Pharma, Inc.'s (PPI) Sales Order Procedures.

II. SCOPE

This Sales Order Procedure shall cover the following:

1. Sales Order Processing
2. Sales Monitoring
3. Sales Collection

III. DEFINITIONS

The following terms as used in this Procedure shall mean:

Account Officers	-	Responsible for the execution of productive and effective sales program of PPI which includes generating sales, servicing customers and collecting payments.
Document	-	A piece of written, printed, or electronic matter that provides information or evidence or that serves as an official record.
Document Tracking Sheet	-	An internally generated form that is attached to all externally received documents used by the Records Officers.
External Documents	-	Shall refer to the documents received or sourced from other persons or companies but which shall be used for the operations of the company (e.g. statements of accounts, purchase orders from customers).
Government Account (GA)	-	Any national and local government unit, or any other government agency, doing business with, and buying goods from, PPI. For this purpose, GA includes any entity operated by any government agency.

