

TO : SUPPLIER'S
THRU : RMD
FROM : FINANCE DEPARTMENT
DATE : MARCH 12, 2020
RE : CNC SUPPLIER'S COUNTERING


Sir/Ma'am,

Please be informed that submission of actual Sales Invoices for counteriting will be suspended until further notice. However, we will be requiring suppliers to email a scan copy of their Sales Invoice (s) on scheduled counteriting dates, for M1 Supplier's every 10th and for Expressions Supplier's every 15th. You may send a copy of your Sales Invoice to essi_sa@sterlingpaper.com. In return, we will send the corresponding supplier's counter receipt through email. Kindly safe keep the original Sales Invoice and we will advise the submission date accordingly.

Please take note that this is a temporary arrangement to mitigate the effect of COVID-19.

Thank you for your utmost understanding.

Sincerely yours,


Mari Vee M. Badong
FAD-Sales Accounting

Noted by;


Ms Anie Lyn Laggui
VP Finance