

CHECKLIST OF REQUIREMENTS

Preparation of Receiving, Inspection and Acceptance Report

A. DELIVERY OF SUPPLIES

(Contractor/Supplier Reference)

1. Approved Purchase Order or Contract (Original Copy)
2. Delivery Receipt (Original Copy)
3. Sales Invoice (Original Copy)
4. Warranty Certificate (Original Copy)
5. Notice to Proceed (NTP) for Contract.

B. SERVICES/BULK QUANTITY AND/OR ON-SITE DELIVERIES

(Contractor, Supplier, MIAA End-users Reference)

1. Approved Work Order or Contract (Original Copy)
2. Delivery Receipt (Original Copy)
3. Sales Invoice or Billing Statement (Original Copy)
4. Warranty Certificate (Original Copy)
5. Notice to Proceed (NTP) for Contract