

General Instructions

For PPA Accounting Use Only

1. Indicate the PPA Office, Vendor Group and Vendor Type in the spaces provided.

Example:

PPA Office: **PMO-North Harbor**

Vendor Group: **M000 – Manufacturer**

Vendor Type: **M3 – Manufacturing/Processing Industries**

Below is the complete Listing of Vendor Type for quick reference:

Vendor Type Code	Description
B0	Banking Service
B1	Brokerage Services
B2	Bunkering
C0	Canteen/Restaurant Service/Food Services/Chandling
C1	Cargo Checking
C2	Cargo Consolidation/Forwarding Services
C3	Cargo Handling Service
C4	Cargo Surveying
C5	Communication/Postal Services
C5	Consultancy Services / Trainers
C7	Container Yard/Container Freight Station
C8	Cooperatives
C9	Curio Shops/Stores
D0	Dredging Service
E0	Equipment/Appliance Hire/Rental
F0	Forwarding Agent
F1	Freight Services
F2	Fumigation
G0	Gasoline/Fuel Stations
I0	ID Lamination
I1	Import/Export
I2	Industrial & Marine Services
I3	Insurance
J0	Janitorial
J1	Job Order Employee
L0	Laundering Services
L1	Lighterage/Barging Operation
L2	Lodging Inns/ Hostel / Hotel
M0	Machinery Shop / Motor Shop
M1	Maintenance Services
M2	Manpower/Manning Services
M3	Manufacturing/Processing Industries
M4	Marine Hauler of Petroleum Products/Others
M5	Maritime Related Services
M6	Maritime Surveying
N0	NGO Services
N1	Non-Regular Employee
O0	Other Government Services
P0	Parking/Garage Services
P1	Passenger Terminal Services
P2	Pharmaceutical Services
P3	Photo Shops
P4	Pilotage
P5	Port Terminal Operators
P6	Porterage Services
P7	Power Barge
P8	Print Media/Publication
P9	Project Contractor
R0	Regular Employee
R1	Reproduction Services
S0	Security & Detective Service
S1	Service Contractor
S2	Shipping Agent Services
S3	Shipping Chandling/Cleaning Services

Vendor Type Code	Description
S4	Shipping Services
T0	Telecommunication
T1	Tours & Travel
T2	Towing/Tugging Service
T3	Trucking/Hauling Services
V0	Vendor – Automotive Supplies
V1	Vendor – Computer Supplies
V2	Vendor – Construction Materials and Supplies
V3	Vendor – Gasoline
V4	Vendor – Office Furniture, Fixtures, Equipment
V5	Vendor – Office Supplies
V6	Vessel Maintenance/Repair Service
W0	Warehousing Service
W1	Wastes Disposal Service/Oil Sludge
W2	Water Suppliers/Watering Services
W3	Water Taxi
W4	Weighbridge/Truck Scale Operation
W5	Xerox Rental
U1	Utilities

2. The Control Account is pre-supplied

Example: Control Account: **8-81-600 Payables Trade/Business**

3. The Payment Terms is pre-supplied.

Example: Payment Terms: **C0000 - Cash**

4. The Payment On Hold is pre-supplied.

Example: Payment On-Hold: **NO**

5. The Payment Method Code is pre-supplied.

Example: Payment Method: **AUTOMATIC CHECK**

6. Indicate the Withholding Tax Code applied to the Vendor by placing a check in the appropriate box provided.

Example: **IV-E: VAT Exempt Purchases**

7. Indicate any additional remarks or information about the Vendor's account.

Example: Remarks: **Manufacturer of Crude Oil**

8. Indicate Names and Dates and affix respective signatures of the persons who provided the information, gave authority to encode, encoded the information and validated the accuracy.

Example:

ALBorbon 01/26/04 Prepared By/ Date:	RDPineda 01/26/04 Authorized By/ Date:	SDDela Cruz 01/27/04 Encoded By/ Date:
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RMMedina 01/28/04 Checked By/ Date:
