

1. Invoices **should bear the name of the company, TIN and the correct registered address of the plant that will effect the payment.** Please refer below for the list of the power plant and its registered BIR details:

COMPANY NAME	REGISTERED ADDRESS	TIN	BUSINESS STYLE
Panay Power Corporation	Barangay Ingore, La Paz, Iloilo City	004-964-861-000	Panay Power Corporation
Toledo Power Company	TPC Powerplant, Daanglungsod, Toledo City, Cebu 6038	003-883-626-000	Toledo Power Company
Panay Energy Development Corporation	Brgy. Ingore, La Paz, Iloilo City	007-243-246-000	Panay Energy Development Corp
GBH Power Resources, Inc.	Barangay Papandayan Pinamalayan Oriental Mindoro	214-835-639-000	GBH Power Resources, Inc
Cebu Energy Development Corporation	Daanglungsod, Toledo City, Cebu 6038	268-129-205-000	Cebu Energy Development Corp.
Global Business Power Corporation	22nd Floor GT Tower International, 6813 Ayala Avenue cor. H.V. dela Costa, Makati City 1226	216-792-884-000	Global Business Power Corporation

- 1.2 **Sales invoice for the delivery of goods** shall be accompanied by the following documents shall be accompanied by the following documents:

- a. Copy of PO duly acknowledged by the supplier
- b. Delivery Receipt duly signed by GBPC Warehouse

- 1.3 **Sales invoice for progress billings and final billing for services and infrastructure** projects shall be accompanied by the following documents:

- a. Accomplishment Report
- b. Copy of PO duly acknowledged by the supplier
- c. Delivery Receipt duly signed by GBPC Warehouse
- d. Duly signed Certificate of Acceptance (COA)
- e. Certificate of Completion and Acceptance (COCA)

- 1.5 **For telegraphic transfer terms of payment**, Global Business Power Corporation requests all its suppliers to indicate in their invoice the following bank details:

Name of the Beneficiary	
Address of the Beneficiary	
Beneficiary Bank Name	
Beneficiary Bank Address	
Beneficiary Account Number	
Swift Code/Routing Code	

Invoices forwarded to GBPC **not compliant to the above requirements will not be processed** for payment and **shall be returned to concerned suppliers with notation.**