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Get PO number from "hard-copy" Tracker.

② fill up all highlighted portion

Waters Pacific Pte Ltd

1 Science Park Road, #02-08 The Capricorn, Singapore Science Park II, Singapore 117528

X	Original (please process)	Supplier
	Confirming (do not duplicate)	
X	Quote Attached	1 Kallang PI, Singapore 339211
Purchase Order Number		
2017-473		
Fax Number		+65 6842 3739
Phone		+65 6507 6507

Requested by:	Chan Yee Hwa	Tel	6593 7122
Date:	22 Nov. 17	* Mail Stop	
Deliver to:		Ext.	
Department:	WPPL	Mail Stop	
Ship to Location:	1 Science Park Road #02-08 The Capricorn, Singapore Science Park II, S117528		

P.O. Date	Delivery Date	Terms	Taxable	Freight	F.O.B	Ship Via	Confirming to	Buyer
22 Nov. 17		30 Days					Rich Letourneau *	Chan Yee Hwa
Item	Qty	UIM	Manufacturer's Part Number	Description	Unit Price	Total Price (USD)	GL Account Number (Financial Line/Account No.)	CEA Number
1	4	E/A	210000520 *	3VCCPU AHCT	\$ 73.00	\$ 292.00	WP21 615100 *	
2							Eng = WP21 615 150	
3							Material : WP21 615100 (Yin Ying Acc)	
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Grand Total - USD						\$292.00		

Kindly quote our PO number on all your documents.

Generate PO !!!

Remarks Boards ship to Milford for investigation

Approvals	1.	Edwin Koh, Srr Operations Manager	2.	Alan Tan, Srr Finance Manager	Purchasing Copy
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③ print out & get signature.

④ scan copy keep in n drive, update n drive tracker

⑤ Hard copy file in folder !!