

## **MECHANICS**

### **PURCHASE ORDER (P.O.) SYSTEM FOR NBS SPECIMEN COLLECTION KIT**

#### **A. ORDERING**

1. All orders for NBS Specimen Collection Kit must be in Purchase Order (P.O.) of the requesting health facility
2. The duly signed and approved P.O. must be sent through:
  - a. Courier or mail to:

Newborn Screening Center  
Institute of Human Genetics  
National Institutes of Health, UP Manila  
Pedro Gil, Ermita, Manila
  - b. Fax to (02) 526-9997
3. Minimum allowable order per P.O.: 5 sets of NBS Specimen Collection Kits

#### **B. DELIVERY**

1. Ordered supplies will be sent/transmitted by the Newborn Screening Center (NSC) through the courier of your preference indicated in the Institutional Database. The Sales Invoice in duplicate form accompanies the order. The original copy is retained and forwarded to the health facility's accounting department by the person who receives the goods. The duplicate copy is sent back to the Newborn Screening Center (NSC).
2. The hospital personnel in charge of receiving the ordered supplies must immediately inform the Newborn Screening Center (NSC) of any discrepancy in the delivery within the day the order was received. If we do not receive any call or complaint from your health facility regarding your order, it shall be deemed received in good order and condition.
3. Orders will be delivered within 7 days upon receipt of the PO from your health facility. You will be notified of any changes in the delivery schedule, if any.

#### **C. PAYMENT**

1. Terms:
  - a. Prepaid
  - b. Cash on Delivery (COD)
  - c. 45 days from receipt of your order and sales invoice
2. Any unpaid account after the given term shall be imposed an interest charge of 2% per month until fully paid.
3. Payment may be made through any of the following ways:
  - a. Cash
  - b. Bank to bank payment through the Philippine National Bank (PNB).  
Details are as follows:

Account Name: UP Manila, Institute of Human Genetics

Account Number: 200-830601-2

Branch: PGH – Taft Avenue, Manila

c. Check Payments payable to:

**UPM, Institute of Human Genetics**

d. Postal Money Order payable to:

**UPM, Institute of Human Genetics**

4. If payment was made through PNB, the original validated deposit slip should be immediately sent to the Newborn Screening Center (NSC) for proper recording and posting. We will not be able to acknowledge your inter-bank payment unless deposit slip/s are sent to us.
5. The invoice number for which payment was made must be indicated at the back of the deposit slip. The same must be done for check or postal money order payments.

#### **D. OTHERS**

1. The Newborn Screening Center will replace for free, filter papers used for repeat sample collection of patients who have positive initial screening results (i.e. positive for CH, CAH, GAL or PKU).
2. Filter Cards that were rejected due to reasons of CONTAMINATION, INSUFFICIENCY, TAKEN <24 HOURS FROM BIRTH, and LATE TRANSMITTAL (samples sent to the NBS laboratory > 10 days from date of collection will be replaced.
3. The health facility must submit a list of the patients for which a second/repeat card was used. Replacement will be sent in the next order.