



Date: 6 June 2016

All Valued Vendors,

Re: Billing Upon Full Delivery of Goods for Purchase Orders ("POs") or Services for Contract Work Requests ("CWRs") and Implementation of Payments to Vendors via Electronic Fund Transfer ("EFT")

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Northport wish to notify all vendors on the followings:

1. Billing Upon Full Delivery of Goods for POs or Services for CWRs

With effect from 1<sup>st</sup> August 2016, all vendors are required to bill to Northport upon full delivery of goods for POs or services for CWRs. Vendors are not allowed to bill on partial delivery of goods or services.

2. Implementation of Payment to Vendors via EFT

Northport is implementing to pay all vendors via EFT only moving forward. Therefore, vendors who currently receive their payments via cheques are required to fill up the bank account details in the Reply Slip and send to Northport by 30 June 2016 together with the latest certified copy of Form 49.

Bank charges on the remittance to vendors will be borne by vendors.

With the implementation of payments by EFTs, vendors can expect the following benefits:

- a) Receive payment on the same day or next working day upon remittance made to them. No delay owing to the time taken from mailing and clearance of cheques.
- b) No cheques lost in transit due to mailing which result in late payment



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- c) Improve cash flow position and possibility of reducing finance cost of vendors as a result of quick payment.

Please note that Northport shall not be held liable for any damages, losses, claims, liabilities, cost expenses, compensations and charges whatsoever in respect thereof or in relation thereto that may/will arise from any bank account details which are wrongly advised by your company

You may send your reply through:

1. Fax to 03-31698779 (Attn: Encik Badrul/Pn. Norliza/Pn Sharifah)
2. Email to:
  - a) [badrul.ehwan@northport.com.my](mailto:badrul.ehwan@northport.com.my), or
  - b) [sharifahm@northport.com.my](mailto:sharifahm@northport.com.my), or
  - c) [norliza@northport.com.my](mailto:norliza@northport.com.my)
3. Mail/Despatch to :  
Northport (Malaysia) Bhd  
Bangunan Northport B  
Level3, Finance Department  
Jalan Pelabuhan, Northport  
42000 Port Klang  
Selangor Darul Ehsan  
(Attn: Encik Badrul/Pn. Norliza/Pn Sharifah)

Thank you.

Yours sincerely,

**Noor Azlenda binti Mohd Noordin**  
**General Manager, Finance**



Cert. No : KLR0404097