

SELL BSP PUBLICATIONS AND CORPORATE GIFTS

Description : Sell BSP publications and corporate gifts
Clients : General public
Requirements : Cash; Draft, postal or bank money order, or checks subject to clearance;
 Reservation of items not allowed; Items available on a first-come, first-served basis only
Schedule of Service Availability : Banking days, 9:00 AM – 2:00 PM
Contact Information : 708-77-01 local 2241

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RESPONSIBLE/ LOCATION	DOCUMENT(S) REQUIRED	DOCUMENT(S) GENERATED
1	Proceed to BSP Security Desk	Provide BSP Visitor's Pass in exchange of personal ID	Officer of the Day, Reception Desk, G/F Lobby, 5-storey Building	Personal ID	BSP Visitor's Pass
2	Proceed to the sales Counter of the Corporate Affairs Office (CORAO)	Answer queries from the client	CORAO, 5-storey Building	none	none
	If client is interested to buy:				
3	Fill out order form.	Prepare Order of Payment (OP) based on order form	CORAO	order form	OP
4	Proceed to Cash Department, present OP, and pay item	Receive stamp OP, get payment, and issue official receipt (OR). Return stamped OP to client	CORAO	OP and OR	none
5	Bring OR back to Sales Counter together with the stamped OP which will be given back to CORAO staff	Get stamped OP, check OR and return it to client. Release item to client	CORAO	OP and OR	none
6	Proceed to BSP Security Desk	Return personal ID	Officer of the Day, Reception Desk, G/F Lobby, 5-Storey Building	BSP Visitor's Pass	Personal ID
END OF TRANSACTION					