

Terms for Use of Program

1. With the use of this Program, Fuji Hunt Photographic Chemicals, Pte Ltd will no longer mail or fax Purchase Orders to suppliers.
 2. FHS' Purchase Order Terms and Conditions apply – Please refer to a separate file herein.
 3. Acknowledgement to Order and Reschedule Requests:
Supplier agrees to acknowledge acceptance of order/reschedule notice within 1 working day.
 4. Suppliers are to use the "feedback" function for all activities, and to avoid e-mails out of the system once program is in place with the exception of Orders cancellation. Notification will be done outside of this system.
 5. Volumes or quantities can be changed to reflect actual receipts, especially for materials which involve s.g. conversions, i.e. from kg to Ltrs or vice-versa. Do not be alarmed if you should see such changes for shipments already made.
 6. Buyer's e-mail alerts do not contain information on change. Please ensure you have current records for comparison with new records.
 7. Please ensure proper log out [after accessing our Program](#). Click "**Log out**" link on any page to end your user-session **immediately after every use** . (see attached screen shots of the designated "log out" link) - **this is the only way to ensure "proper" log out and to prevent use by illegitimate users.**
Also, the ISP server allows limited users to log in at any one time, your "improper" log out or "inactive" browsing without logging out **will** cause inconvenience to other users **who will not be able to access** Self-help Program.
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- screen shot of log out location.pdf
7. Inform Buyer if you have difficulty accessing our website.
 8. Information in this file maybe updated as and when required. Please access this file periodically to ensure that you are updated in our requirements.
 9. Monthly Stock Status Report – Suppliers are to submit report by 1st week of each month.

Definition of “Date” in Program:

1. When PO is newly issued, it represents PO issue date.
When amendment is made, it represents PO amendment date.
2. Due date: Expected arrival date in Buyer’s warehouse. (Please take consideration of 3 days port clearance for imported materials by Buyer)
3. Phantom date: Usually has a date with year 2010 or further. This normally involves items with unconfirmed delivery dates or any other problems such as unsettled quality problems resulting in temporary suspension of delivery. If in doubt, please contact Buyer immediately.

Tax Codes Legend:

VPST5 - 5% GST (Goods Services Tax) is levied

VIMP – Imported material by Buyer

OVOS – Applicable to drop shipment by Seller to Buyer’s customers.

Registration and Password

1. You are responsible for maintaining the confidentiality of your login ID and password. You shall be responsible for all uses of your registration, whether or not authorized by you. You agree to immediately notify FHS of any unauthorized use of your registration.
2. **Change in Users:**
Please notify "Administrator" using the provided hyperlink.
3. **No. of permitted Users**
Limited to 3 per Organization.
Approval for more users will be judged on a case-by-case basis.

General

Information and email are confidential and privileged. If you are not the intended recipient, you must not view, disseminate, use or copy this email. Kindly notify the sender immediately, and delete the email from your system.

Fees paid for the use of this Program are non-refundable.

FHS DOES NOT WARRANT THAT THE WEBSITE WILL OPERATE ERROR-FREE OR THAT THE WEBSITE AND ITS SERVER ARE FREE OF COMPUTER VIRUSES OR OTHER HARMFUL MERCHANISMS. IF YOUR USE OF THE WEBSITE OR THE MATERIAL RESULTS IN THE NEED FOR SERVICING OR REPLACING EQUIPMENT OR DATA, FHS IS NOT RESPONSIBLE FOR THOSE COSTS.