

Q&A regarding the omission of seals

Okinawa Institute of Science and Technology School Corporation

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I. Documents eligible for the omission of seals

Q1. What documents can omit the seal?

A1. "Quotations," "delivery slips," and "invoices" (hereinafter referred to as "Quotations, etc.") are eligible.

※Quotations, etc. with stamps can be submitted by postal mail or by E-mail.

Q2. Can the seals be omitted from contracts, Acknowledges, and bids related documents except the Quotations, etc.?

A2. No, they cannot be omitted. They are not subject to omission.

II. What to do when omitting the seals

Q1. What to do when omitting the seals?

A1. To ensure the authenticity of documents, one of the following measures must be taken.

(1) Provide the required information

Please provide columns on the Quotations, etc. to fill in the information of the name, affiliation, position, and contact information (phone number) of the person responsible for issuing the document and the person in charge.

Example)

Person responsible for issuing the document	Person in charge
Name:	Name:
Affiliation:	Affiliation:
Position:	Phone:
Phone:	---

* Information above must be required on each unsealed Quotations, etc.

(2) Submit by E-mail attachment

The E-mail will be saved as a record of receipt, so the information mentioned in (1) is not necessary.

(3) Submit by postal mail

The mailing slip will be kept as a record of receipt, so the information mentioned in (1) is not necessary.

III . Regarding the information of the person responsible for issuing the document and the person in charge

Q1. Whose name should be filled in as the person responsible for issuing the document?

A1. A person authorized to issue the Quotations, etc., such as a representative or the head of the issuing department.

Q2. If the person responsible for issuing the document and the person in charge are the same, how should this be described?

A2. Please fill in only the column for the person responsible for issuing the document, and fill in "same as on the left" in the column for the person in charge.

Q3. If the representative listed in the company name column of the Quotations, etc. is the same as the person responsible for issuing the document and the person in charge, how should this be described?

A3. Please enter "Same as above" or similar in the columns for the person responsible for issuing the document and the person in charge, respectively.

Q4. Is it acceptable to write a cellphone number as contact information?

A4. NO. Please write a landline telephone. However, cellphone numbers are acceptable only if a landline phone is not installed.

Q5. Can I write an E-mail address for contact information?

A5. No. Please write landline phone number. We may contact you directly if there is anything unclear in the Quotations, etc.

Q6. Is only printed information valid?

A6. In addition to printing, handwritten is also acceptable.

Q7. Once the information is included in the quotation, can it be omitted from the delivery slip and invoice?

A7. NO. Please include the information in each submission of the Quotations, etc.

IV. Regarding the method of Submitting Quotations, etc. that Omit the seal

Q1. May I submit the Quotations, etc. by attaching them to the E-mails?

A1. Yes, please submit them in PDF format. However, the contents must be clearly legible.

Q2. May I submit Quotations, etc. without a seal by postal mail?

A2. Yes.

Q3. Instead of attaching the Quotations, etc. to an E-mail, can I directly describe the contents of the Quotations, etc. in the body of the E-mail?

A3. No. Please submit the Quotations, etc. by attaching them to the E-mail.

Q4. Can I bring and submit the “unstamped” Quotations, etc. in person?

A4. Yes. However, please include the information corresponding to II (1) above.

Q5. Are fax submissions acceptable?

A5. No. Fax submissions are not acceptable as the text will be unclear.

V. Regarding the method of Submitting Quotations, etc. with seal

Q1. Are there any changes to the method of submitting Quotations, etc. with seals?

A1. In addition to submitting the Quotations, etc. by postal mail as in the past, it is now possible to submit the Quotations, etc. by E-mail.

Q2. Is it necessary to include the information of the person responsible for issuing the document and the person in charge even if it has a seal?

A2. Not required if the seal is stamped.

Q3. Can I bring and submit the “stamped” Quotations, etc. in person?

A3. Yes.

Q4. Are fax submissions acceptable?

A4. No. Fax submissions are not acceptable as the text will be unclear.

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