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|  | Department ENGINEERING DEPARTMENT | Document I.D. | Version No. 1.0 |
| | Document Title STOCK TRANSFER OF OPTICAL EQUIPMENT TO ENGINEERING DEPARTMENT PROCEURE | Effective Date DEC. 1, 2022 | Page 1 of 3 |

1. SCOPE

This section covers the procedures for the required documents and information in processing stock transfer of optical equipment for repair from EO Stores (Operations) to Engineering Department.

2. DEFINITION OF TERMS

- 2.1. Stock Transfer (ST)– System generated report in the EOIS which document the transfer of items from one branch to another branch and/or HO Departments such as CAD, Engineering, Lab Office and Online Sales.
- 2.2. Stock On Hand (SOH) – The system inventory record (ending balance) available as basis of the accountability of the Department
- 2.3. Stock Keeping Unit (SKU) – A unique and dedicated code for a specific optical equipment or engineering asset.

3. OBJECTIVES

- 3.1. To ensure that all optical equipment that will be returned to Engineering Department will have proper and complete documentation.
- 3.2. To properly monitor the transfer and inventory of optical equipment or engineering asset.


4. POLICIES

STOCK TRANSFER

- BM shall inform the Engineering Department via email with the following information:

| | | |
|----------------|---|---|
| Subject | : | Stock Transfer <Branch Name><Equipment> |
| Content | : | List of equipment and asset to be transferred Photo of actual unit to be transferred |
- Engineering department shall verify the equipment list and photo, and shall provide the correct SKU for Branch reference. If no response from Engineering Department within 24 hours, BM is requested to do a follow-up via Viber or Phone call.
- Branch Managers (BM) shall process Stock Transfer in EOIS indicating the following information:

| | | |
|----------------------------|---|--|
| Origin | : | Branch Name |
| Destination | : | Engineering |
| Sales Invoice | : | MGMT |
| Remarks | : | Option 1: Replacement unit Option 2: To be returned to branch |
| Product Description | : | Equipment / Asset SKU |
- Once completed, the AOM or ROM shall provide required PIN to proceed with the ST.

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- A copy of the generated ST shall be sent by the BM to Engineering Department via email the email trail.
- Engineering Department shall confirm receipt of the actual unit via the email trail.
- The floating ST from the branch still not received by the Engineering Dept more than one (1) month from the creation date must be coordinated to the returning branch via email.
- Engineering Head shall post in the EOIS system the receipt of the transferred equipment and shall be automatically reflected in the Engineering Department SOH.
- If the discrepancy was still noted in the ST document vis-à-vis actual equipment returned, the Engineering Dept. will endorse correction and/or editing to the MIS Dept.
- Once the transferred unit is repaired and/or reconditioned, engineering department shall process ST to branch of origin or warehouse (Service Unit).

EQUIPMENT PREPARATION FOR RETURN

- Equipment for transfer shall be packed and secured to avoid damages to the unit while in transfer using the following materials:
 - ✓ Boxes and Styrofoam from the replacement unit
 - ✓ Bubble Wrap
 - ✓ Stretch Films

Note:

- ✓ Use of EO Tape or any adhesive/tape directly to the unit is not recommended
 - ✓ Secure all moving parts to avoid scratches or damages (e.g., Polishing and Bevel wheel, axis shaft, etc.)
 - ✓ Include all accessories and loose parts (e.g., power supply cord, remote controls, etc.)
- BM shall put a tag or label directly to the unit with the branch of origin and a printed copy of the DR.
- BM to send photo of actual unit packed, ready for shipment
- The BM or its authorized personnel will inform the Engineering Dept. of the actual date the optical equipment was pick-up by the in-house van delivery (per logistics schedule) and/or the assigned trucking/courier partners.

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5. PROCEDURES & PROCESS FLOW

STOCK TRANSFER

| Activity | Details | Documented Information | PIC |
|-----------------------------------|---|---|------------|
| Verification of actual SKU for ST | All Optical Equipment or Engineering Asset for ST shall be sent to Engineering Department via email To: Engineering Department engineering@eo-executiveoptical.com Cc: Princess Richelle Panganiban prpanganiban@eo-executiveoptical.com Area Manager and/or Regional Manager Subject Line: Stock Transfer <Branch Name><Equipment> Actual verification and confirmation of SKU | Email Equipment List Photo of actual unit | BM |
| | | Email | ED |
| Processing of ST | Processing of Stock Transfer shall be done via EOIS | ST | BM |
| DR Generation | A PIN shall be issued after the verification and confirmation of SKU of unit for transfer | PIN | AOM / ROM |
| | Copy of the ST shall be provided to Engineering Department | ST Email | BM |
| Receipt of Equipment | Acknowledgement of receipt of equipment | Email | ED |
| | Posting in EOIS of transferred equipment | EOIS | Eng'g Head |

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