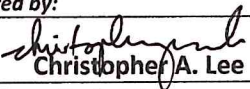
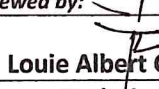
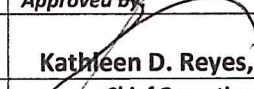
	POLICY AND PROCEDURE		DOC NO.	BMI-PP-MKTG-002
	TITLE		REV NO.	
	Stocks Inventory and Forecasting		PAGE	1 of 2
			EFFECTIVE DATE	March 1, 2025
Prepared by:	Reviewed by:	Approved by:		
 Christopher A. Lee	 Louie Albert Castillo, RPh	 Kathleen D. Reyes, MHM, DBA		
Product Manager	Marketing Director	Chief Operating Officer		

1. PURPOSE

To have a written policy and procedures on inventory, forecasting, ordering, and SOTEX management.

2. SCOPE


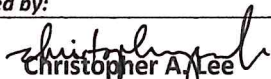


To all employees involved in the inventory, ordering, delivery, and monitoring of SOTEX items.

3. ACCOUNTABILITY

- 3.1. Receiving Clerk – monitors incoming import and local stocks and equipment, receiving and checking of products and inputs the actual quantity in the system. Reports shipment discrepancy, if any.
- 3.2. Equipment Coordinator – inspects and receives the import/local equipment.
- 3.3. Picker – assists the receiving clerk in receiving of stocks, stacks and arranges the products according to its corresponding allocation. Ensures the correctness of picking of items for dispatch which includes; brand, quantity, lot/batch number and expiration date. Reports product discrepancy, if any.
- 3.4. Dispatcher – checks and ensures proper dispatching of items indicated in the invoice and delivery receipt following proper packaging of orders according to shipping requirements of each item.
- 3.5. Inventory Encoder – inputs stocks movement in daily inventory monitoring with necessary data needed in ordering data sheet and soon to expire (SOTEX). Initiates physical count on a weekly basis and if there is a noticeable variance. Reports discrepancy, if any.
- 3.6. Shipment Coordinator – arranges bookings and monitors the status of shipment either via air or sea.
- 3.7. Service Coordinator – coordinates and generates trip ticket for the equipment to be transferred. Also monitors and records machine placement and deliveries.
- 3.8. Procurement Staff – procures needed products via import or local and sends an email notification on the products expected date of arrival in the warehouse to the Operations and Sales team.
- 3.9. Warehouse-in-charge – oversees warehouse activities and stocks movement ensuring that all written processes and policies are being practice and implemented. Coordinates product concerns with respective personnel or team. Regularly coordinates with the product manager for updates on new business or acquired notice of award and product consumption of existing accounts.
- 3.10. Medical Sales Representative – submits actual consumption of covered accounts and recommends forecast of stocks
- 3.11. District Sales Manager – collates the consumption and recommended forecast submitted by the MSR
- 3.12. National Sales Director and Regional Sales Manager – closely coordinates with the product managers on the final quantity to be ordered based on consumption and forecast.
- 3.13. Product Manager – oversees forecasting, inventory and ordering of the assigned brands with close coordination with procurement and operations team.

4. POLICY

- 4.1. Strict compliance of weekly schedule of inventory count per brand to maintain the accuracy of items on hand vis a vis system inventory and for monitoring of re-ordering point.
- 4.2. An initial forecast and consumption must also be submitted by the sales team to the product manager for comparison.
- 4.3. The forecast per brand must be submitted to the procurement team seven (7) working days before the schedule date of ordering to the suppliers to provide sufficient time for the procurement process.
- 4.4. Allotment of 30% buffer for the fast-moving items with longer expiry and 5-10% for short expiry items.
- 4.5. Soon to expire item (SOTEX) shall be closely monitored by the inventory encoder in close coordination with the product managers.
- 4.6. Soon to expire item (SOTEX) report shall be emailed by the inventory encoder every Saturday to the sales team and product managers for priority to dispatch and other promotions can be offered to the customers.

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5. PROCEDURE

5.1 Forecasting

- 5.1.1. Medical Sales Representative (MSR) shall provide to the DSM the reagent and consumables forecast and consumption of all their assigned accounts. Then, the DSM shall collate it for submission to the RSM/NSD.
- 5.1.2. The RSM or NSD shall provide the forecasts to the Product Manager for comparison and validation prior submission to the Procurement Team Leader for final reference in ordering.
- 5.1.3. Procurement Team Leader will then submit the consolidated orders to VP for approval. Once approved, Procurement team Leader shall create Purchase order to Supplier and will wait for the Proforma Invoice and Shipment Details.

5.2 Inventory Monitoring

- 5.2.1. The warehouse picker shall do the item inventory count per brand as per schedule.
- 5.2.2. Once inventory count is done, the warehouse picker shall submit to the warehouse-in-charge the consolidated actual inventory count report.
- 5.2.3. Warehouse-in-charge shall upload the inventory count and other necessary details in the google docs sheet for updating.
- 5.2.4. Warehouse-in-charge shall coordinate with the product manager for alignment and inventory system adjustment, if needed.

5.3 Soon to Expire Items (SOTEX) Monitoring

- 5.3.1 Upon receipt of the weekly SOTEX report sent every Saturday, the product manager shall coordinate with sales team for solution like promotions for prompt dispatch of the items with near expiry.
- 5.3.2 Warehouse in charge shall provide a daily update on the consumption of the said SOTEX items to closely monitor the movement before the actual expiry date.

6. REFERENCE DOCUMENTS

- 6.1 BMS-PP-01 Receiving and Transferring of Stocks
- 6.2 BMS-PP-OPS-002 Order Fulfillment
- 6.3 BMS-PP-OPS-003 Procurement of Goods

7. FORMS

None

8. AMENDMENT CLAUSE

- 8.1. Management reserves right to change, amend, or further improve this policy, in accordance to the provisions of the law, from time to time as it may deem necessary.