



Memorandum to the ExCo of MAN Truck & Bus (S.A.) (Pty) Ltd
Decision Request

1. Department Submitting Report

Process & Quality Management

2. Purpose

To allow the implementation of changes to the Approval Framework and new Guidelines and Policies submitted to the Management Committee meeting on 20 February 2017.

3. Background

The changes to the Approval Framework and new Guidelines and Policies were submitted but the MANCO could not formally adopt and approve them due to time constraints.

4. Discussion

The changes need to be implemented urgently to avoid further delay which will create a number of process risks within the organisation.

5. Potential Risks

The risk is that the full MANCO may not approve of the requested changes/policies. This risk will be mitigated by notifying the MANCO members of the request to implement these changes and affording them an opportunity to make any objections via e-mail. If the ExCo approves implementation we will present the decision to the next MANCO meeting for ratification

6. Legal Implications

None

7. Financial/Tax Implications

None

8. Decision Request

That the ExCo approves the implementation of the attached policies and changes to the Approval Framework

Date: 07.03.2017

ARMSTRONG TSHABANGU

Name:

Designation: HOD: PQM

APPROVAL:

M Geyer
Managing Director

Date:

10 MAR 2017

Name: Markus Geyer
Managing Director

Simba Takuva
HOD: Legal & Risk

08 MAR 2017

Name:

Designation:

A Hassim
Finance Director

08 MAR 2017

Approval Framework

Purchasing
Accounting & Treasury
Truck Sales



Change request: Truck Sales

New Vehicle Sales

Name of Person / Division requesting the change:		Eren Gunduz (Truck Sales Division)													
Affected area of the framework:		New Vehicle Sales													
Short description of the current situation:		Margin (Order burden retails rate) / New Demo or Courtesy Vehicle Activation / Waiver/Reduction Built-to-Order-Units / Monthly Sales Commission Calculation													
Intended change and motivation for the change:		Review of the approvals at the above areas													
Other departments affected by the intended change:		Truck Sales													
Is the change aligned to the approvals as per the relevant policy, guideline, instruction, process, & or form? Y/N:		Yes													
Policy, guideline, instruction, process, & or form number:		<table border="1"> <tr> <td>MAN SE Policy Number</td> <td>N/A</td> <td>MTB-RSA Process Document Number</td> <td>N/A</td> </tr> <tr> <td>MTB AG Guideline Number</td> <td>N/A</td> <td>MTB-RSA Form Number</td> <td>N/A</td> </tr> <tr> <td>MTB AG / RSA Instruction Number</td> <td>N/A</td> <td></td> <td></td> </tr> </table>		MAN SE Policy Number	N/A	MTB-RSA Process Document Number	N/A	MTB AG Guideline Number	N/A	MTB-RSA Form Number	N/A	MTB AG / RSA Instruction Number	N/A		
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MTB AG / RSA Instruction Number	N/A														
Y/N – It is advisable to align the intended change and reach consensus before submission to P&QM															
Has the intended change been aligned with the other departments prior to the review meeting? Y/N:		<table border="1"> <tr> <td>PT-P</td> <td>No</td> <td>N/A</td> </tr> <tr> <td>PB-O</td> <td>No</td> <td>N/A</td> </tr> </table>		PT-P	No	N/A	PB-O	No	N/A						
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PB-O	No	N/A													
No – It is advisable to align the intended change and reach consensus before submission to P&QM															

Change request: Truck Sales

Pre-approved monthly suggested retail list price: Current

Approval Framework MTB South Africa - Effective from 15 th November, 2016 - Version 9					
Current	Related Form	Other Designated Approver (ODA)	Head of Dept (HoD)	Member of MANCO (MM)	EXCO (MD & / FD)
Vehicle Sales					
Margin (Order Burden Retail Rate*)					
Budget/Margin Table (Basis for Budget figures below)					
New MAN & VW Trucks & Buses:					MD & FD
> 21 %					
19 - 21 %					
17 - 19 %			ZTO	ZT / ZB / ZS	MD & FD
Up to 17 %		ZSTM / ZSBM	ZTR & ZTK / ZBR & ZBK	ZS (SEA only)	
MTB Group Consolidated CM2 < 0%		ZTRM & ZTRE / ZBRM & ZBRE / ZSTM / ZSBM		ZS (SEA only)	
CM2 in any level < 0 %					MD & FD
CM2 in any level => 0% and < 2 %					MD & FD
CM2 in any level => 2% and < 4.5 %				ZT / ZB / ZS & ZU	FD
				ZT / ZB / ZS & ZU	
Proposed Change					
Remove all lines for Truck Sales: Margin (Order Burden Retail Rate*)					

Change request: Truck Sales

Pre-approved monthly suggested retail list price: Proposed

Approval Framework MTB South Africa - Effective from 15 th November, 2016 - Version 9					
Proposed Change	Related Form	Other Designated Approver (ODA)	Head of Dept (HoD)	Member of MANCO (MM)	EXCO (MD & / FD)
Truck Sales					
Suggested Sales Price List					
Retail Sales Price				ZT	MD & FD
Salesman Limit (ZTRE Limit)					
Branch Sales Managers Limit (ZTRM Limit)					
Net Dealer Billing					
Prices up to 5% Below Branch Sales Managers / Net Dealer Billing		ZTRM	ZTR / ZTD / ZTK		
Prices up to 8% Below Branch Sales Managers / Net Dealer Billing			ZTR / ZTD / ZTK	ZT	
Prices less than 8% Below Branch Sales Managers / Net Dealer Billing				ZT	MD / FD
Role Description	Abbreviation				
Head of Sales & Product Truck	ZT	Gunduz			
Head of Retail Sales Truck	ZTR	Virgili			
Head of Dealer Sales Truck	ZTD	Otto			
Head of Key Account Management Truck	ZTK	Rutter			
Sales Manager Trucks	ZTRM	Holtzhausen, Van Heerden, Lambert, Theron			
Sales Executive Truck	ZTRE	Naidoo, Holmes, Swart			

Change request: Truck Sales

Courtesy vehicle activation

Approval Framework MTB South Africa - Effective from 15 th November, 2016 - Version 9				
Current	Related Form	Other Designated Approver (ODA)	Head of Dept (HoD)	Member of MANCO (MM)
New Demo or Courtesy Vehicle Activation				
Activation of a new vehicle to a demo unit:				
Within Budget				
Exceeding Budget			ZTO & ZTR / ZTK / ZBR / ZBK	ZT / ZB
Signing of Demo / Courtesy Agreement			ZTR / ZTK / ZBR / ZBK	ZT / ZB
Proposed Change				
Courtesy Vehicle Activation				
New Demo Vehicle Activation		ZTRM	ZTR / ZTK	ZT
Activation of a new vehicle to a demo unit:			ZTR / ZTD / ZTK	
Within Budget				
Exceeding Budget			ZTR / ZTK	ZT
Signing of Demo / Courtesy Agreement		ZTRM	ZTR / ZTD / ZTK	ZT
			ZTR / ZTK	
	Abbreviation			
Role Description				
Head of Sales & Product Truck	ZT		Gunduz	
Head of Retail Sales Truck	ZTR		Virgili	
Head of Dealer Sales Truck	ZTD		Otto	
Head of Key Account Management Truck	ZTK		Rutler	
Sales Manager Trucks	ZTRM		Holtzhausen	
			Van Heerden	
			Lambert	
			Theron	

Change request: Truck Sales

Waiver / Reduction

Approval Framework MTB South Africa - Effective from 15 th November, 2016 - Version 9						
Current	Related Form	Other Designated Approver (ODA)	Head of Dept (HoD)	Member of MANCO (MM)	EXCO (MD & / FD)	
Other						
Waiver/Reduction of 20% deposit-requirement for Built-to-Order-Units					MD & FD	
Proposed Change						
Waiver / Reduction of 20% deposit-requirement for Built-to-Order-Units			ZTR / ZTD / ZTK	ZT		
Role Description	Abbreviation					
Head of Sales & Product Truck	ZT	Gunduz				
Head of Retail Sales Truck	ZTR	Virgili				
Head of Dealer Sales Truck	ZTD	Otto				
Head of Key Account Management Truck	ZTK	Rutler				

Change request: Truck Sales

Monthly sales commission calculations, review and payment

Approval Framework MTB South Africa - Effective from 15 th November, 2016 - Version 9						
<i>Current</i>						
Monthly Sales Commission Calculation, Review and Payment (New and Used Vehicle Sale) (MTB employees)						
>=R100,000						
<R100,000				ZTO / ZUA	ZT / ZB / ZU / ZS	MD & FD
<i>Proposed Change</i>						
Monthly Sales Commission Calculation, Review and Payment (New Vehicle Sale) (MTB employees)						
				ZTO	ZT	
Role Description		Abbreviation				
Head of Sales & Product Truck		ZT		Gunduz		
Head of Sales Support & Order Management		ZTO		Gangaram		