

Fumaco inc.

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MEMORANDUM

TO : SALES COORDINATORS
RE : IMPLEMENTATION OF POLICIES
DATE : August 11, 2016

Policies in the attached minutes have been implemented.

For your guidance and strict compliance.

BY:


FRITZIE RETUGAL

08/11/16

DATE : July 23, 2016

FACILITATOR/S: Retugal, Fritzie

PRESENT : Acabado, Criselda
Lee, Imelda
Cabuang, Mary Ann
Onez, Cindy
Landicho, Mae
Yu, Veronica

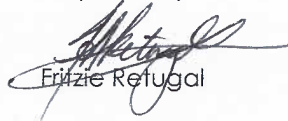
DISCUSSIONS	RESPONSIBLE PARTY	DATE INITIALLY DISCUSSED	DATE NEEDED
I. CALL TO ORDER			
The meeting was called to order at 9:10 AM			
II. DISCUSSIONS			
<p>1. Sales Office Purchase Order and other requests procedures,</p> <p>A. Purchase Order:</p> <p>A.1 All purchase orders, sample order and replacement must be inputted to pronto to make sales orders.</p> <p>A.2 For every item inputted that does not need to be fabricated/assembled, a memo should be inputted on our pronto sales order attention to Ms. Jane, Sarah, Mark Lord and Mr. Salvador Alcantara. And must also, faxed & e-mail them a notification for this particular case. CC. Mr. Leovilito Vinirao and Ms. Veronica Yu.</p> <p>A.3 For any changes on a pronto sales order, Coordinators must re-alert, delete/change their memo notes and must send e-mail and a printout must be faxed to Plant 2 attention to everyone included in the e-mailed message.</p> <p>A.4 If in case, there are 2 or more contact person on our delivery, Coordinators will input their names on the Sales Order Notes with their contact numbers as well.</p> <p>A.5 All instruction regarding deliveries, payment, what to bring, will be inputted to Pronto Sales Order Memo.</p>	Fritzie/Meann, Imee, Cris, Mae & Cindy	July 23	July 27

<p>A.6 All coordinators will not issue written P.O. details anymore. All Delivery instructions, address, contact person, delivery time will be inputted to Pronto Sales Orders.</p> <p>A.7 All coordinators must send/fax a reminder letter of scheduled delivery for tomorrow attention to Jane, Mark Lord, Sarah/Kuya Badong, Pie, April, Ely, Ate Arlyn around 2:30PM.</p> <p>A.8 All Coordinators will not issue advance copy of purchase order to Ate Sem and Sheila.</p> <p>A.9 All coordinators will follow-up Production Team and Materials Management Team every Saturday the status of all their sales orders for the week if there's already an I.R. and P.R.</p> <p>A.10 Coordinators must fax and send e-mail to Production team and Materials Management Team for all sales orders with stocked items.</p> <p>A.11 Reservations of Stock will be allowed for One week only.</p> <p>A.12 Pia, April and Ely must read all the instruction/memo on our Pronto Sales Order.</p> <p>A.13 All coordinators must fax copy of purchase order with sales order number to Plant 2. If there are special note/instruction, They must also write it on the copy of purchase order.</p> <p>A.14 All coordinators must have a hard/written copy of whatever request or conversation they have with Production/assembly, Materials Management and CS Department.</p> <p>B. Request for Technicians:</p> <p>B.1. Request form must be completely filled-up.</p> <p>B.2. All necessary requirement/permit must be well coordinated with our clients.</p> <p>B.3. All Request must be coordinated with Ate Arlyn.</p> <p>B.4. All Technicians are required to submit signed Service Report the next day.</p> <p>B.5. All Technicians are not allowed to give any confidential information without the approval on our office.</p>			
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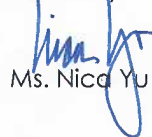
<p>B.6 All coordinators must fax a copy of request to Plant 2.</p> <p>C. Request for Sample:</p> <p>C.1. All sample request must be inputted to pronto to make sales order.</p> <p>C.2 Upon making sales orders, coordinators must select (O) for their order type.</p> <p>C.3. They must also select WSA for the warehouse that will withdraw the materials of their sample.</p> <p>C.3 All coordinators must check all the details of their request before they re-alert said S.O.</p> <p>C.4 Follow-up Pie, April and Ely for the delivery of the samples.</p> <p>C.5 All instruction must be written on a Memo Note.</p> <p>D. Request for Replacement.</p> <p>D.1 All replacement request must be inputted to Pronto to make Sales order.</p> <p>D.2 Upon making sales order, coordinators must select (N) for their order type.</p> <p>D.3 All coordinators must make a Note on their sales order that it is "FOR REPLACEMENT ONLY".</p> <p>D.4 All request must be faxed to plant 2.</p> <p>D.5 All instruction must be written on a Memo note.</p> <p>D.6 Follow-up Pia, Ely & Ate Arlyn for the delivery of sample.</p> <p>E. Request for Pull-out:</p> <p>E.1 All request for pull-out must be faxed to plant 2.</p> <p>E.2 All forms must be filled-up completely.</p> <p>E.3 Coordinate pull-out schedule with Pia and Ely.</p> <p>F. Request for Pronto Code:</p> <p>F.1 If in case Mark Lord Terren is absent, as per previous discussion, Ms. Sarah will be the one to issue Pronto Codes. If she cannot input it into the system, she can ask Semivic De Leon or Sheila Omus to input the code.</p> <p>G. Regarding requisitions, as per previous discussion, all request for stocks will be initiated by Production/Assembly department, since Semivic and Sheila do not have access to Pronto S.O. modules. This is irregardless if items are part of a set</p>			
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<p>or individually sold, or of these are imported or locally purchase. Semivic and Sheila will in turn issue the needed Purchase Requisition to Sir Kendrick and Ms. Veronica Yu for imported items.</p> <p>G.1. I.R and P.R. should be issued within a maximum of Three (3) days only.</p>			
<p>II. Other Matters: Me-ann will be Sir Ogie's Coordinator for the meantime.</p>	Me-ann	July 23	July 23
<p>III. ADJOURNMENT: The meeting adjourned at 11:23AM</p>			

Prepared By:


Fritzie Refugal

Noted By:


Ms. Nica Yu