

Process Name/ Title:						
Finished Go	Document No:		WI-WHS-FGW-001			
WORK INS	Effective Date:		April 2	5, 2025		
Product Code/Name:	roduct Code/Name: Customer Code:		42	Dogo No.	1 of 5	
Common	N/A	Rev. No.:	13	Page No.:	1 01 5	

Records/Remarks/ No. Work Procedure/ Illustration **Quality Pointers** 1

# FG Receiving

#### 1.1 Receiving

- A. Warehouseman shall pick-up FG on its designated area near QC final inspection.
- B. FG picking schedule

07:30, 10:30, 13:30 and 16:30 during day shift

- C. Warehouseman will get the finish goods items from QC final.
- D. During receiving, check the appearance of FG box ,if found any damage ask QC to replace the box.
- E. Check point in picking:
  - e2. FG items must be sorted per customer.
  - e3. Box number must be in sequence.

Example: Lot: 08-23 Box: 1,2,3,4,5

Note: Upon receiving, check if box number are in sequence. If not, return immediately to QC.

F. Warehouseman shall scan first the FG Warehouse Tag on the Laptop.

This copy is for warehouse FG Monitoring daily inventory.



This QR code consist of item part no., lot, item qty and

G. Once done, proceed in receiving FG items on Bright Keeper using handy terminal (KEYENCE). Note: Before sending/saving the scanned items, Scan data and Bright Keeper should have the same total quantity.



Note: QR codes, must be scan when receiving the FG items using handy terminal. Put tick mark on FG warehouse tag as proof of FG received and scanned items for locate.

# 1.2 Locating

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A. After scanning all FG box, transfer the FG items to its location.

Note: Do not use unfit skateboard when transferring the FG in warehouse

- B. Warehouseman will transfer the FG items on its designated location per customer.
- C. Warehouseman will locate all received items based on its assigned location in each customer and should apply FIFO arrangement system.
- D. FG items must be covered using plastic, carton pads, or danpla cover.

Note: Always put cover on every boxes to avoid foreign materials. If the Warehouse label was detached, warehouseman is the person in charge for reattaching tags to prevent wrong attachment(checking of inner tag vs. warehouse tag before attachment).

Observed stock height limit (1.6meters) in compliance to safety policy.



1.3 Finished Goods Pull-out Request

A. All items that need to be pull out by concerned section for any purpose are need to prepare transmittal form request with complete signature and details and endorse to warehouse Supervisor/Asst. Supervisor/Staff/clerk

B. Once warehouse done picking of pulled-out items, warehouse pull-out tag should attach to each boxes by warehouse staff/clerk/personnel with complete details such as part number, purpose of pull-out, pull-out date and box number.

C. All requestors must check before receiving of pull-out items to secure that all items are correct with attachment of warehouse pull-out tag.

D. All items for return to warehouse should have completed attachment of warehouse tag and transmittal form with complete details and endorse to warehouse clerk/staff/asst. supervisor/supervisor.

E. Once done receiving of return items, warehouse will locate again all items into designated location.

04/25/2025	13	Update the actual process and additional terminologies		I. Aranas	N. Kitamura	Prepare	Check	Approve
11/26/2024	12	Update additional process M. B		I. Aranas	N. Kitamura			
06/24/2024	11	Update the datails based on actual process	M. Banaban	I. Aranas	N. Kitamura	Satron	$\bigcirc$ $\omega$	2 K W
11/15/2023	10	Align in current process	M. Banaban	I. Aranas	N. Kitamura		I. Aranas	N. Kitamura
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	∠ March (	1, 2018

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FIFO refilling refer to WI-WHS-FGW-003

Note: If discrepancy found,

warehouseman will call attention of

Transmittal form refer to F-WHS-007

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2 Shipment Preparation

√⅓2.1 Creation of Shipment Documents

A. Warehouse clerk/staff/Asst. Supervisor/Supervisor will receive firm order from customer service PIC **(SEA/AIR Shipment)**. These can also be access at RFIP (Request for Invoice Preparation) through Kintone.

B. Warehouse clerk/staff/Asst. Supervisor/Supervisor will provide pallet allocation plan and skid label as reference of warehouseman in FG preparation (SEA/AIR Shipment).

### 2.2 Air Shipment Documents

- A. Air shipment occur when there is an urgent requirement of customer, example;
  - > Urgent extra requirement
  - > New product sample
  - > Tools and other machine parts

### Note: For TRQSS air shipment there are two cases;

1. With PO and registered in TRQSS Portal that needs NBP tag and barcode label that is produced from TRQSS portal. The barcode label is provide by warehouse clerk.

2. With/without PO and not register in portal for this case PIC from section origin of shipment item is the one who prepare the shipment tag and give to warehouse for label attachment.

AIR SHIPMENT TAG

ATTN TO: NS. KAREN LEFRANCOS
FROM NOCIPHI PURES CRAT TECHNOLOGY COPEDRATION
255 PATILLO FROM TECHNOLOGY COPEDRATION
256 PATILLO FROM TECHNOLOGY COPEDRATION
257 PATILANE PARTINO. BOX QTV QTV/BOX TOTAL QTV

PRATI NAME PARTINO. BOX QTV QTV/BOX TOTAL QTV

RESCRIPTION

BOX Qty

GESCRIPTION

WIRE HARNESS

ACT 1

Qty per box

13

Same treatment for Japan, Mexico and other customer.

### 2.3 Shipment Preparation

#### 2.3.1Sea Shipment

- A. Warehouseman shall confirm FG customer order based on pallet allocation.
- B. Warehouseman will pick the confirmed items for shipment based on pallet allocation list.
- C. Placed all picked items on prepared pallet for shipment with designated shipment cone color coding (TRQSS white / NBC orange / TRMX pink)
- D. Arrange all picked items for shipment into 36 boxes as standard full pallet in TRQSS while, 24 boxes in NBC and TRMX.

# 2.3.2 Air Shipment

- A. Warehouseman shall received items coming from other section for export shipment.
- B. Check all necessary documents



FIFO arrangement refer to WI-WHS-FGW-003 page 4

Note: Any discrepancy found report

to immediate superior, practice "STOP CALL WAIT".

### 2.4 Attachment of Labels

- E. After the completion of shipment customer order. Checking and record of PCR label for creation of PCR tag and endorse to warehouse clerk/staff.
- F. Warehouse clerk/ staff is in-charge in creating shipment labels.
- G. Item needed for portal encoding:

  Product name, Lot#, shipment date, quantity per box, box number and pallet number





Note: Attach 1/4 or 1/2 size of scotch tape on labels , put it on the left side for convenience of TRQSS. (Remaining right side is free)

H. Warehouseman will attach barcode label and customer special tag on the box.

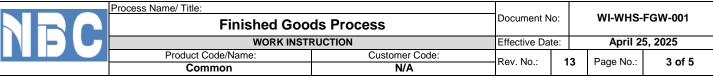
> PCR number is provided when an item has change design, material grade, process, etc.

GL-WHS-FGW-001 Customer Special Tag

GL-WHS-FGW-008 Shipment Label Process

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# PCR Number Attachment (Special Instruction) in TRQSS



> During shipment preparation and encountered a special label like on sample photo, need to record in monitoring and attach an Engineering Level Change (Orange Tag).

# PCR Number Attachment (Special Instruction) in NBC





GL-WHS-FGW-001 Customer special Tag

- > Need to attach HATSUMONO tag, on certain item's first shipment.
- > For Japan shipment need to attach Change tag in 3 shipment.
- > Yellow Tag for PCR, while Blue for abnormality tag.

## 2.5 Label replacement and POKAYOKE

A. Conduct barcode scan checking before replacing the warehouse tag (POKAYOKE).





Scan QR code in FG Warehouse Tag

Scan the QR code in TRQSS label

- As If the scanner alarm, it means FG warehouse tag and shipment barcode label is not tally or it has different part number. Report immediate to superior for checking, and to reset the alarm by entering password. Password shall be safety kept by authorized person only(Warehouse Asst.Supervisor/Supervisor/Manager), this is to ensure that checking is conducted.
  - > If QR code already scan the scanner will pop up a notification. (The same data already exist. Check the input data.)
  - B. Once done scanning on one pallet, put green cone on the top of pallet and continue scanning on the next pallet. Repeat the cycle for all the remaining pallets.





Note: Small green cone indicates that the pallet is done with the Poka-yoke and is ready for outgoing final checking

C. After Poka-yoke, warehouseman will remove the warehouse tag.

D. Attach the skid label following the checking of its skid number vs. pallet number. Continue the process up until the last pallet.





PART NO:	QTY/BOX	BOX QTY	QTY		PLT/ NO	):
7N0001-7020A	700	14	9,800			
7N0002-7020A	700	3	2,100	1		
7N0003-7023	600	4	2,400		OF	40
7R0101-7020	600	3	1,800	-	O.	40
DESCRIPTION			PCS			

PART NO:	QTY PER BOX	BOX QTY	TOTAL QTY		PLT/ NO:	
7M0364-7021	144	3	432			
7M0366-7020B	72	2	144	1		
7M0367-7020A	108	14	1512		OF 4	12:22
7M0368-7020A	108	5	540			40
DESCRIPTION			PCS			
WIRE I	HARNESS	,				

NBC

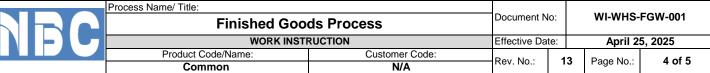
TRQSS TRMX

# 2.6 Out-Going Final Checking

- D. For the final checking using the Skid Labels, check the following:
  - > Part number per pallet vs. part number in skid label.
  - > Total quantity of boxes per model vs. total quantity requirement in skid label.
- E. Using the above checking repeat the process on the remaining pallets for shipment.

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3		OF FINISHED GOODS							
	3.1 Palletizing (Sea Shipment)     A. After attachment of mix load, skid labels, warehouseman will proceed final shipment checking.								
	D After	confirmation of final absolute a himmont words	ousemen will complete the polletizing pro-	000 hv		Summary shee	et or MIXED e covered by		
		confirmation of final checking shipment, warehog of carton cover pads, applying corner post, wro				film for protec	,		
		y or carton cover pade, applying comer poet, with	appling of ottotor mini, ottappling and dodot	o otaoning.	Otrotorr.	mir for protoc			
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			P1 27		the top	of cargo.			
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				٨			must be 100% QSS/TRMX and		
	W			<u>/13</u>	piywood	blue pallet f			
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	Sample	e A Sample	B						
		Sample :							
	> Must be	at least 90 degree to avoid loose of strap							
	Not slant □	PP strap in pallet							
		st be fit and tight in skid for protection to							
		se when transferring							
	3.2 Loose	cargo(Air shipment)							
	A.Warel	houseman will check the condition of packaging	j of all export items coming from other sect	tion.					
		ems for export coming from other section will be	warehouse responsibility for packaging to	secure the					
	quality o	during in transit until destination.							
4	LOADING OF	FINISH GOOD							
-		ner Inspection							
	A. Once	e the container has arrive, conduct inspection in	side the container.		F-WH	S-015 Conta	iner Inspection		
	Not	te: During container checking, if encountered	d container abnormality, call the immedi	iate					
	sup	perior to check and verify.							
	> Al	lways take picture the process of container insp	ection, container seal, loading of items and	d					
	disp	patching of goods. This is for evidence and for s	ending to Impex staff to feedback in forward	rder.					
		ncase that repaired found in side wall, front wall	or in ceiling, check the sealing that was ma	ade in repair		GL-WHS-FO	3W-009		
		I make sure that no leak of light.	and a to the dead to the				300		
		conducting container inspection, position the co		al a. 4la a					
	C. Fill 0	out the Container Loading Plan, by indicating the	exact location of pallets once placed inside	ae ine	/	√ F-FGW-	006		

4.2 Actual Loading

container.





Note: The forklift operator shall ensure that damaged packaging are not loaded for transport (broken straps, Incomplete Stretch film). These are to be repaired by the forklift operator or returned back to shipment preparation area for re-strapping before it can be loaded.

D. Fill out complete details of the warehouse shipment process report to assure the completeness of

shipment.

# 4.3 Dispatching

- A. When shipment is ready for loading ( by air, by sea, and local delivery) the dispatching PIC will conduct checking of all necessary documents.
- B. Use Shipping dispatch checklist for the verification of checking.
  - >Fill out corresponding space for the check point before dispatch the shipment.
  - >Dispatching in charge must not be the person in charge in shipment preparation.

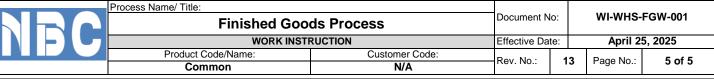
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F-FGW-004

Guard presence is required during the shipment loading and dispatching.

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>Packing list must be receive on the day of loading for the checking of actual vs. packing list.

C. Other documents needed in the shipment including the PEZA documents and E-tracc will be issued by IMPEX personnel.



### FG Stocks Inventory

### 1. Daily Inventory

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Warehouse clerk/staff/asst. supervisor/supervisor will conduct daily inventory activity(actual vs. FG stock monitoring and bright keeper).

Note:

- a1 . If inventory is lower than minimum stock required, report immediately to CS Planning clerk/Supervisor.
- a2. If inventory exceed in maximum quantity required, inform CS Planning clerk/Supervisor.
- All FG that exceed in each location, must be locate in designated OVER FLOW location.
- a3. Minimum and maximum stock quantity, is based in shipment plan forecast provided by the customer.

B: Stock level upon shipment finish;

Standard Stock Level per Customer						
Customer	Customer Minimum Maximum					
TRP	5 days	10 days				
NBC	1 shipmen	t 3 shipment				
TRQSS	1 shipmen	t 3 shipment				
TRMX	2 weeks	4 weeks				

13 b1. Warehouse clerk/staff/supervisor will update the inventory in FG monitoring upon shipment is finish. (This is for stock out)

b2. Warehouse clerk/staff will update every day the inventory in FG monitoring for the stock in. Stock in data reference came from scan data everyday provided by warehouseman. After update the FG monitoring data will send to all concern section for transparent information.

Warehouse clerk/staff/assistant supervisor/supervisor are in-charge for updating the FG monitoring.

b3. CS Planning clerk/Supervisor will check the updated FG monitoring and consider it in updating NBP Progress Report where the stock level per model and per Customer is reflected.

# 2. Monthly Inventory

Warehouse clerk/staff/asst. supervisor/supervisor will conduct monthly inventory activity(actual vs. FG stock monitoring and bright keeper).

A. Warehouseman conduct scanning of all FG stocks based on the given cut off time of monthly inventory.



As B. After scanning, warehouse clerk/staff/asst. supervisor/supervisor consolidate all FG scanned items for updating to FG Stock inventory

- C. Warehouse staff/asst. supervisor/supervisor shall send the result of FG inventory to QC PIC for verification.
- D. QC will send back the result of their checking to warehouse.

E. After checking of QC, Warehouse Clerk/Staff/Asst. Supervisor/Supervisor will send the FG final inventory result to accounting for final monthly report.