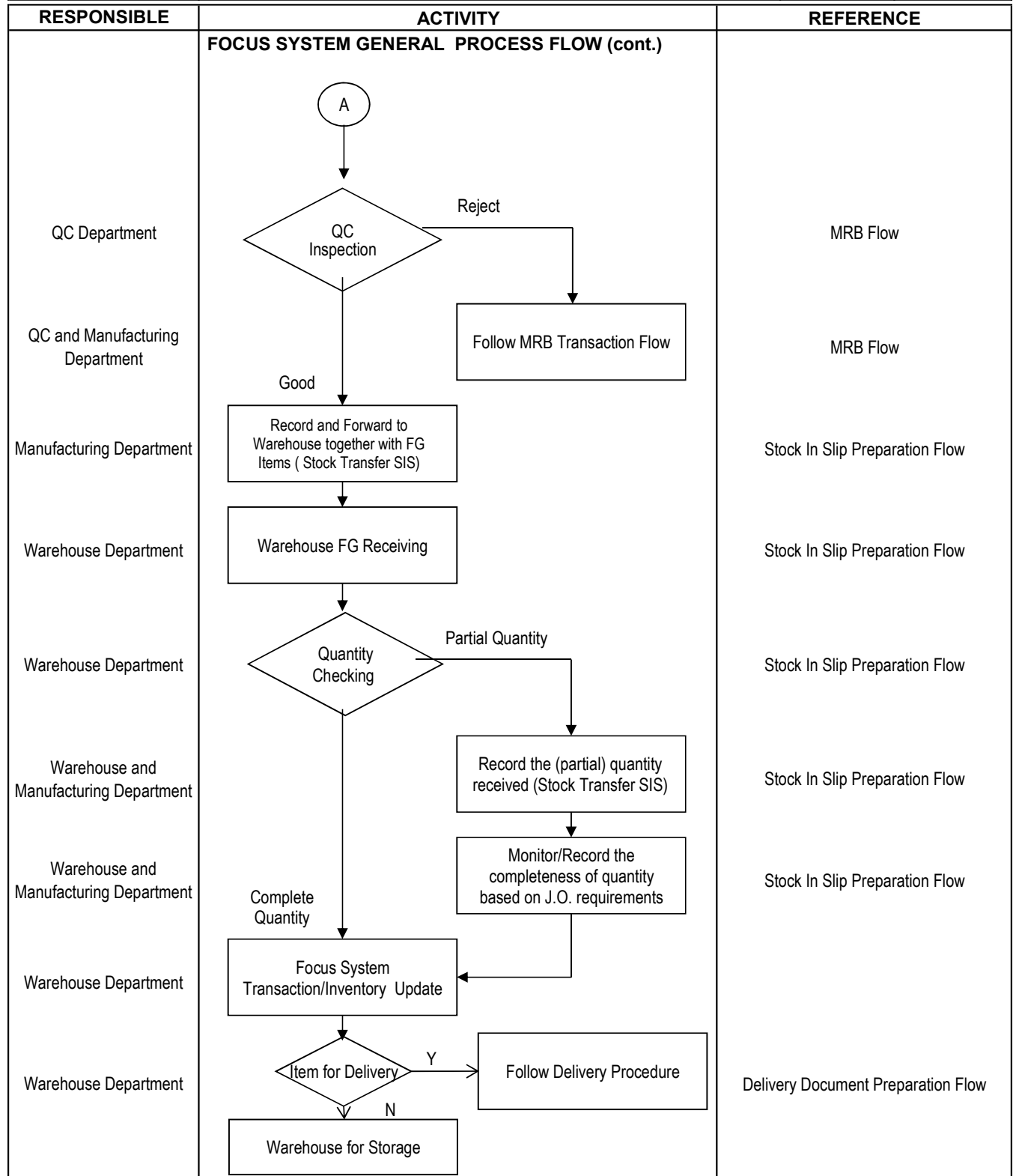




RESPONSIBLE	ACTIVITY	REFERENCE
	FOCUS SYSTEM GENERAL PROCESS FLOW	
Sales Department	Issue Sales Order to PMC	Sales Order Preparation Flow
PMC Department	Request BOM to Engineering	Bill of Materials Preparation Flow
PMC Department	Is Material Available?	Job Order Preparation Flow
PMC and Purchasing Department	Follow Purchasing Transaction Flow	Purchase Requisition System Preparation / Processing of Received PRS / Material Receipt Note Flow
PMC Department	Generate Job Order and Production Batch for Material	Job Order Preparation Flow
PMC Department	Released To Production / Material Requisition	Job Order Preparation Flow / Production Batch System Preparation (MIS) Flow
Manufacturing Department	Withdraw material to Warehouse	Job Order Preparation Flow / Production Batch System Preparation (MIS) Flow
Manufacturing Department	Production Processes	Time Standard at Product Tree Flow / Production Status Checking Flow
	A	
Prepared By	Checked By	Approved By

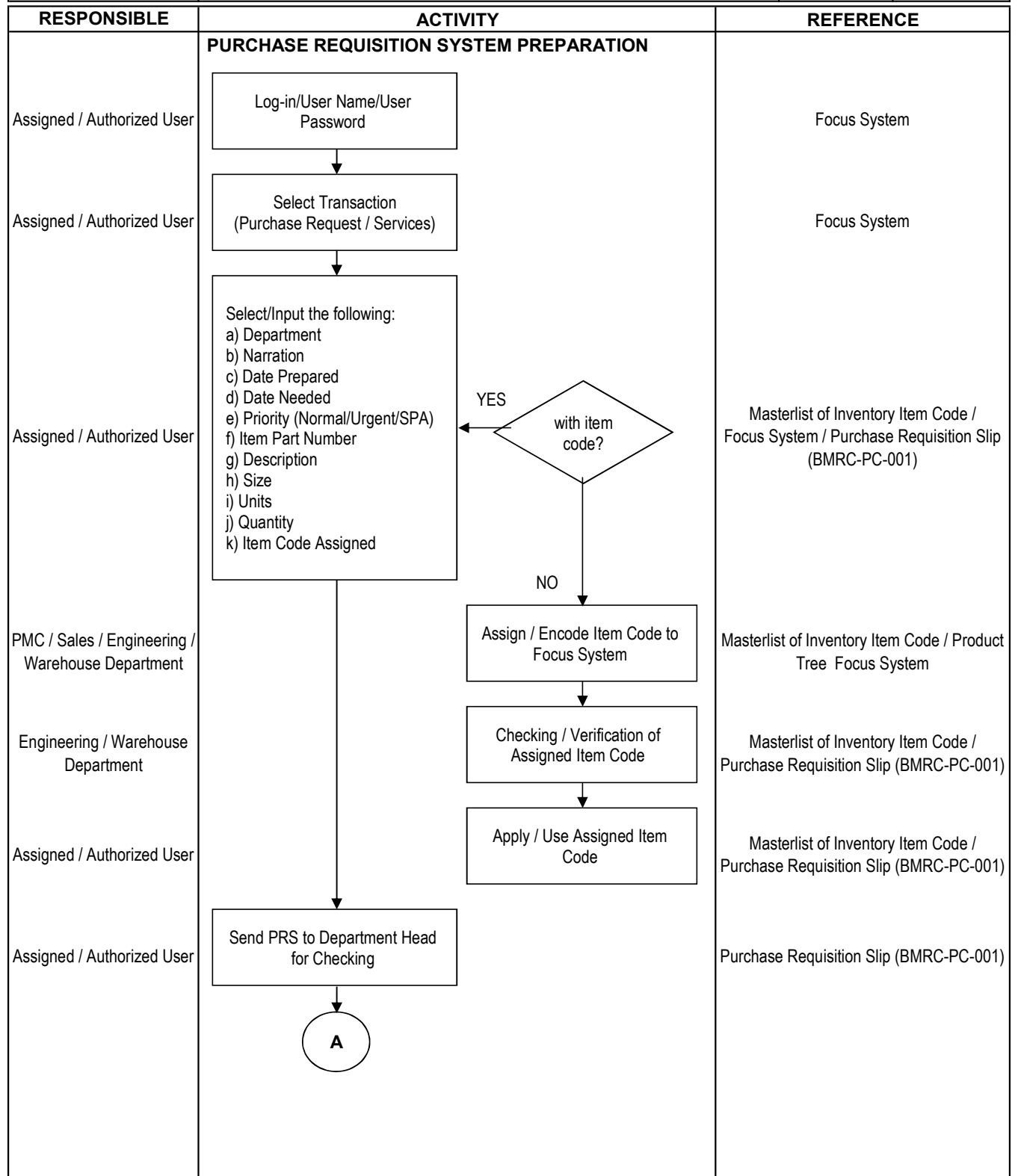


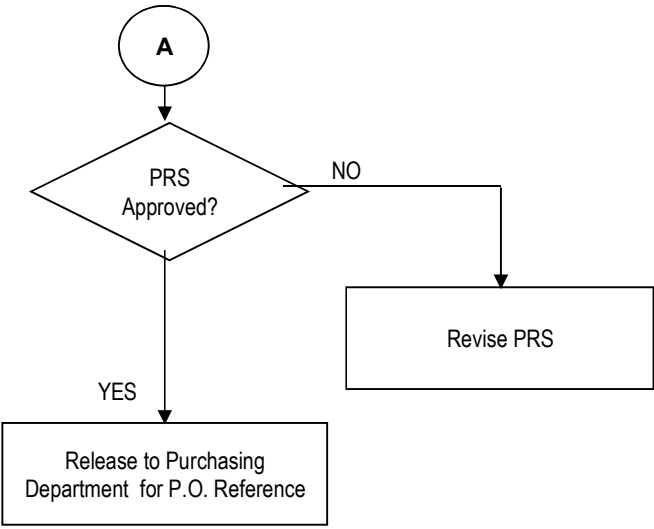


RESPONSIBLE	ACTIVITY	REFERENCE
	SALES ORDER PREPARATION	
Sales Clerk	Prepare Final List of Parts prior to SO Releasing	Forecast / Customer Open P.O.
Sales Clerk	Plotting of Data for SO in Summary Monitoring of Sales Order	SO Monitoring
Sales Clerk	Encoding of each Part Number in Focus System	Focus System / Sales Order
Sales Clerk	Send soft copy to Sales Jr. Manager for checking and approval	Sales Order (BMRC-SD-001)
Sales Jr. Manager	Approval	Sales Order (BMRC-SD-001)
Sales Clerk	Print SO for releasing/distribution	Sales Order (BMRC-SD-001)



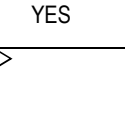
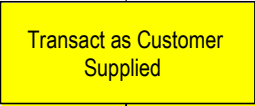
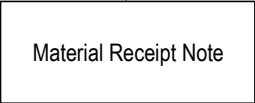
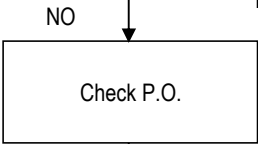
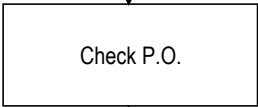
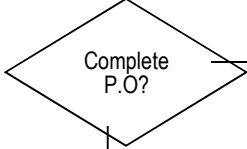
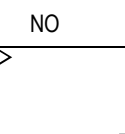
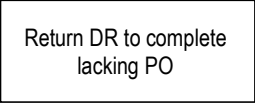
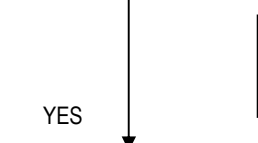

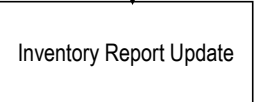


RESPONSIBLE	ACTIVITY	REFERENCE
	BILL OF MATERIALS PREPARATION	
Product / Process Engineer	Prepare Bill of Materials	Customer's Drawing / Bill of Materials (BMRC-EN-002)
Product / Process Engineer	Send soft copy to Engineering Clerk	Bill of Materials (BMRC-EN-002)
Engineering Clerk	Encoding of BOM to Focus System	Bill of Materials (BMRC-EN-002-F) / Focus System
Engineering Clerk	Printing of BOM	Bill of Materials (BMRC-EN-002)
Engineering Clerk	Send to authorized signatories for checking and approval	Bill of Materials (BMRC-EN-002)
Engineering Jr. Manager / QC Head / Plant Manager	Checking/ Approval	Bill of Materials (BMRC-EN-002)
Engineering Clerk	Release and Issuance to relevant Department	Bill of Materials (BMRC-EN-002)



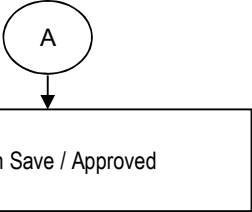
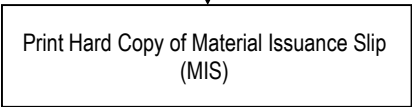
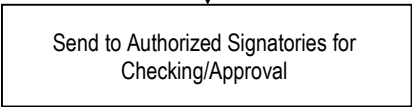
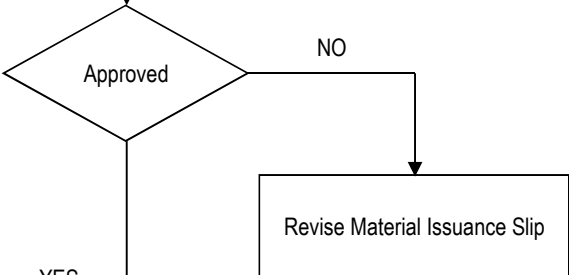
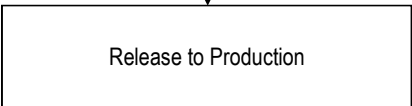
RESPONSIBLE	ACTIVITY	REFERENCE
	PURCHASE REQUISITION SYSTEM PREPARATION	
Department Heads / Plant Manager	 <pre> graph TD A((A)) --> D{PRS Approved?} D -- NO --> R[Revise PRS] D -- YES --> L[Release to Purchasing Department for P.O. Reference] </pre>	Purchase Requisition Slip (BMRC-PC-001)
Assigned / Authorized User		Purchase Requisition Slip (BMRC-PC-001)
Assigned / Authorized User		Purchase Requisition Slip (BMRC-PC-001)
	PROCESSING OF RECEIVED PURCHASE REQUEST	
Purchasing Department In-Charge	Received Purchase Requisition Slip (PRS)	Purchase Requisition Slip (BMRC-PC-001)
Purchasing Department In-Charge	View in the Focus System if PRS is Approved	Purchase Requisition Slip (BMRC-PC-001)
Purchasing Department In-Charge	Encode Price to Focus System	FOCUS System
Purchasing Department In-Charge	Link / View PRS to Purchase Order	FOCUS System
Purchasing Department In-Charge	P.O. Capturing from Focus System to PRS Tracking	FOCUS System
Purchasing Department In-Charge	Capturing MRN DATA (Monthly Report)	FOCUS System
Purchasing Department In-Charge	Monitor / Checking of Balance of PRS vs. PO	FOCUS System
Purchasing Department In-Charge	Inventory Report Update	FOCUS System



RESPONSIBLE	ACTIVITY	REFERENCE
	MATERIAL RECEIPT NOTE / Service Confirmation	
Warehouse Department		DR From Supplier
Warehouse Department		DR From Supplier
Warehouse Department		Focus System
Warehouse Department		DR from Supplier / PSS-Received from Supplier/Source (BMRC-LW-021) / PSS-Customer Supplies (BMRC-LW-034)
Warehouse Department		
Warehouse Department		DR From Supplier
Warehouse Department		
Warehouse Department		Purchase Order (BMRC-PC-008)
Purchasing Department		DR From Supplier
Purchasing Department		
Warehouse Department		DR from Supplier / PSS-Received from Supplier/Source (BMRC-LW-021) / PSS-Customer Supplies (BMRC-LW-034)
Warehouse Department		
Warehouse Department		Focus System

RESPONSIBLE	ACTIVITY	REFERENCE
	JOB ORDER PREPARATION	
PMC Department	Log-in/User Name/User Password	Focus System
PMC Department	Select Transaction - Manufacturing then Job Order	Focus System
Sales / Engineering / PMC Department and IE	Select/Input the following: a) Job Order Number f) Target Date b) Prepared Date g) Priority c) Customer Name h) Product Type d) Department i) S.O. Number e) Narration	Sales Order (BMRC-SD-001) / BOM (BMRC-EN-002) / Cycle and Set-Up Time / Job Order (BMRC-PL-014)
PMC Department	Enter Part No./Units/Quantity Plan	Job Order (BMRC-PL-014)
PMC / Sales Department	Job Order linked-1 to Sales Order	Job Order (BMRC-PL-014)/ Sales Order (BMRC-SD-001)
PMC Department / IE	Part Number link to Cycle Time and Set-up Time (automatically appears upon input of quantity)	Job Order (BMRC-PL-014)
PMC Department	System Save / Approve / Printing	Focus System
PMC Department	Send to Authorized Signatories for Checking/Approval	Job Order (BMRC-PL-014)
PMC Department Head / Plant Manager	Approved	Job Order (BMRC-PL-014)
PMC Department	Revise Job Order	Job Order (BMRC-PL-014)
PMC Department	Release to Manufacturing	Job Order (BMRC-PL-014)

RESPONSIBLE	ACTIVITY	REFERENCE
	Prod Batch & Material Requisition and MIS Preparation	
PMC Department	<div> <div>Select Transaction - Manufacturing then Add Production Batch</div> <div>↓</div> </div>	Focus System
PMC / Engineering Department	<div> <div>Batch Details - Input the following: a) Production Batch Number b) Product Manufactured c) BOM d) Packaging BOM e) Starting Date f) Ending Date g) Priority (Normal/Urgent)</div> <div>↓</div> </div>	Job Order (BMRC-PL-014) / BOM (BMRC-EN-002) / Warehouse Stock
PMC Department	<div> <div>Back to Transaction then Select Stocks then Material Requisition</div> <div>↓</div> </div>	Job Order(BMRC-PL-014) / Material Requisition
Warehouse Department	<div> <div>Back to Transaction then Material Issuance - Select MR No. and enter the following: a) Document/MIS Number b) Prepared Date c) Model No. / Job Order No. d) Warehouse e) Department f) Narration for work week plan</div> <div>↓</div> </div>	Job Order (BMRC-PL-014) / Production Batch Number
PMC / Warehouse / Purchasing / QC / Manufacturing	<div> <div>Select Corresponding Warehouse stock location (such as: Purchase/RM, SFG/FG, Accessories)</div> <div>↓</div> </div>	Warehouse Inventory Stocks / Stock-In Slip Manual (BMRC-LW-005) / Stock-In Slip System (BMRC-LW-032) Material Return Sheet (BMRC-LW-017)
PMC Department	<div> <div>With Material Stock?</div> <div>↓</div> </div>	Inventory Stock / MRP / MTPPM / PRS (BMRC-PC-001) / PO (BMRC-PC-008)
PMC Department	<div> <div>NO</div> <div>↓</div> <div>Revise Plan Qty based on availability of Raw Materials</div> <div>↓</div> </div>	Inventory Stock / MRP / MTPPM / PRS (BMRC-PC-001) / PO (BMRC-PC-008)
	<div> <div>YES</div> <div>↓</div> <div>A</div> </div>	

RESPONSIBLE	ACTIVITY	REFERENCE
	Prod Batch & Material Requisition and MIS Preparation	
PMC Department		Material Issuance Slip (BMRC-LW-001)
Warehouse Department		Material Issuance Slip (BMRC-LW-001)
PMC Department		Material Issuance Slip (BMRC-LW-001)
Warehouse Head / Plant Manager		Material Issuance Slip (BMRC-LW-001)
PMC Department		Material Issuance Slip (BMRC-LW-001)
Warehouse Department		Material Issuance Slip (BMRC-LW-001)


RESPONSIBLE	ACTIVITY	REFERENCE
	TIME STANDARD AT PRODUCT TREE	
PMC Department	Forward Job Order Form	Job Order (BMRC-PL-014)
Industrial Engineer	Receive the Job Order Form with no time standard yet	Job Order (BMRC-PL-014)
Industrial Engineer	Compute for the set-up and cycle time based on Product Process Route (PPR) and time standard summary	Product Process Route (BMRC-EN-003)
Industrial Engineer	Encode time standard to Focus System (Product Tree)	Focus System
	PRODUCTION STATUS CHECKING	
Industrial Engineer	Download the Job Order Monitoring	FOCUS System
Industrial Engineer	Check under process and completed items vs. Job Order and Stock-in-Slip (SIS) form from Warehouse	Job Order (BMRC-PL-014) / Stock-In Slip Manual (BMRC-LW-005)
Industrial Engineer	Counter-check the Job Order monitoring Report received from production and production status	FOCUS System

RESPONSIBLE	ACTIVITY	REFERENCE
	MRB FLOW	
Manufacturing / QC Department	Received Item and Problem Report	Problem Report (BMRC-QC-028) / Job Order (BMRC-PL-014)
QC Clerk	PDRR Printing (System)	Product Disposition Review Request (PDRR) BMRC-QC-017
Material Review Board	Can be	Product Disposition Review Request (PDRR) BMRC-QC-017
QC / MRB Worker	Reject / Scrap	Product Disposition Review Request (PDRR) BMRC-QC-017 / Scrap Control List (BMRC-QC-033)
MRB Worker	Recording / Reporting	Scrap Control Monitoring (BMRC-QC-035)/ PDRR Monitoring (BMRC-QC-001)
MRB Worker / Manufacturing Department	Rework Process	Product Disposition Review Request (PDRR) BMRC-QC-017
MRB Worker	Put label /tag	Status Tag / Material Return Sheet (BMRC-LW-017)
QC / Warehouse Department	Return to Warehouse for handling / storage	Status Tag / Material Return Sheet (BMRC-LW-017)



RESPONSIBLE	ACTIVITY	REFERENCE
	STOCK IN SLIP PREPARATION	
Manufacturing Department	Download Job Order Monitoring	Job Order (BMRC-PL-014) / Stock-In Slip (BMRC-LW-005) / Stock-In Slip (System) BMRC-LW-032-O
Manufacturing Department	Printing and signing of Generated (SIS)	Focus System
Warehouse Department	Checking and Acknowledgement of Job Order Quantity	Job Order (BMRC-PL-014) / Stock-In Slip (BMRC-LW-005) / Stock-In Slip (System) BMRC-LW-032-O
Warehouse Department	Partial Job Order are returned to Manufacturing	Focus System
Manufacturing Department	Completes Job Order are for filling	Job Order (BMRC-PL-014) / Stock-In Slip (BMRC-LW-005) / Stock-In Slip (System) BMRC-LW-032-O

RESPONSIBLE	ACTIVITY	REFERENCE
	DELIVERY	
Sales Clerk	<div>Delivery Monitoring</div>	ASBN Summary & Delivery Monitoring (excel base program) / Delivery Notice (BMRC-SD-003)
Warehouse Clerk	<div>Delivery Note (FGSOS)</div>	Focus System
Sales Clerk	<div>ASBN</div>	Focus System
Sales Clerk	<div>with Discrepancy?</div>	Focus System
Sales Clerk	<div>Inform Warehouse for Confirmation</div>	Focus System
Sales Clerk	<div>Printing of Delivery Receipt, Gate Pass & Customer Barcode</div>	APC DR / FG SOS (BMRC-LW-002) / Gatepass - System (BMRC-LW-033) / APC BARCODE
Sales Clerk	<div>Release documents to warehouse team for delivery</div>	APC DR / FG SOS (BMRC-LW-002) / Gatepass - System (BMRC-LW-033) / APC BARCODE

 BOAMAX PHILIPPINES TECHNOLOGIES INC.		Doc. No.	BMPF-008	
		Revision	O	
Flow Chart	Title :	FOCUS SYSTEM TRANSACTION FLOWCHART	Page	16 of 16
REVISION RECORD				
Revision	Page	Description of Change	Applicable Department	Revision Date
O	1 to 16	-Origination	CS 3.0 - Admin CS 5.0 - Sales CS 6.0 - Warehouse CS 7.0 - Engineering CS 8.0 - Manufacturing CS 9.0 - PMC CS 10.0 - Purchasing CS 11.0 - QC	