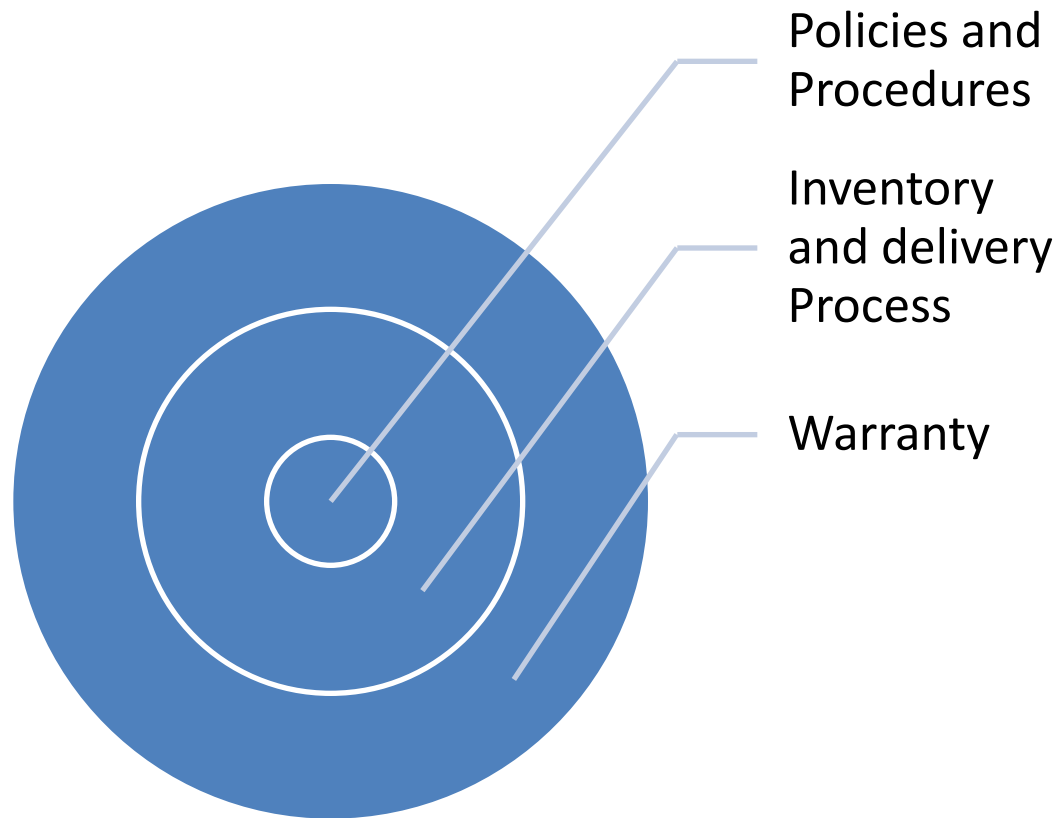


SPAREPARTS TRAINING MODULE

February 2016

Discussion Points



Policies and Procedure

1. **Accountability:** The branch manager will be held accountable for in cases of discrepancy with the inventory
2. **Conflict of interest:** The branch that is found to be selling other motorcycle parts, accessories and motor oils other than the MAKOTO brand or preferred brand of MITSUKOSHI MOTORS (MMPI) will be immediately subjected to disciplinary actions.

Policies and Procedure

3. **Turnover:** The staff is obligated to turnover all necessary documents within 30 working days before exiting. They must all balance out the inventory before they leave.

4. **Inter-branch:** Practice of inter-branch inventory is not allowed. If branch is out of stocks, they are encouraged to buy to the nearest branch with the available parts and oils.



Accountability Form

MITSUKOSHI MOTORS PHILS. INC.

222 E. Rodriguez Sr. Ave. Quezon City

Tel. 448-5676 / Fax 721-1654

Date : June 17, 2014

To : HR Department

Re : Spare Parts Department

To All Branch Manager ;

In accordance to our responsibilities and obligation to our Company as for Spare Parts concern, our Head Office agreed that All Manager of the respective branch will be Accountable for all the Spare Parts they are handling including Motor Oil.

In this case, if there is a Discrepancy on the Inventory of Spare Parts you are handling, whatever the amount of the missing parts will be deducted to your salary.

A handwritten signature in black ink, appearing to be "JIMMY CHUA", written over the printed name.

JIMMY CHUA

Spare Parts Department

BM Signature Over Printed Name

BRANCH

☐ Understand and agreed the information above

PO procedure

Diagnose the unit

1. Communicate to client that repairs might not be done on the day itself, depending on the parts needed.
2. After getting the customer concept, inspect the unit.



Communicate

1. **HEAD OFFICE:** Check for the availability of the parts and estimated time of arrival.
2. **CLIENT:** Inform the client the price and when will the client come back for repairing their unit.



Purchase Orders

1. Generate a Job order first and submit to the cashier.
2. Collect 50% DP from the customer.
3. Cashier will submit to Head office the correct PO.

Correct purchase order form

SPARE PARTS DEPARTMENT					
Purchase Order					SYM
Branch	Head Office (Example)				
Date	February 2, 2016				CODE:
P.O. #:	1				
SKU #	QTY.	DESCRIPTION	COLOR	MODEL	REMARKS
20001402	1 set	LIGHT ASSY, SIGNAL, FR	WHT BLK	BONUS X	OR: 05381

Must include:

- ⦿ SKU Number or Part Number of parts
- ⦿ Quantity
- ⦿ Name of Parts and its location (RR, Fr, Center, LH, RH, SIZE, ETC)
- ⦿ Color
- ⦿ Model of Unit or the Parts requested
- ⦿ Date
- ⦿ Purchase order and official receipt number

Important notes part 1:

An incomplete PO is a unprocessed PO. No down payment is counted as incomplete.

All PO are submitted via email only at least 1 or 2 day before pick up.

Orders must be separated according the brand: Lifan , SYM and Makoto.

Every start of the year , the PO number always begins with PO # 1.
Succeeding PO will 2, 3, 4, and etc

Important notes part 2:

Items are that not issued on the PO is considered out of stock.

Branch is only allowed to hold a partially paid item for one month only. If the customer fails to pick up the parts, it will be considered void. This must be communicated to customer before any purchase is made.

All items voids can be sold again for the full price.

The BMS will only show the SRP price but it does not include any mark up yet.

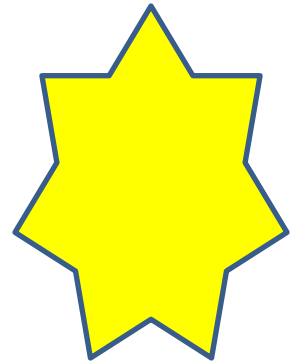
SPARE PARTS INVENTORY REPORT

Daily Requirements

Submit
duplicate
HTR report
to Spare
Parts

Update the
sales
Transaction

Include it
for the
beginning
and ending
inventory



PURPOSE:

The inventory report acknowledges the items that are currently in the store. Items that are NOT YET RELEASED must be included in the inventory report.

REQUIREMENTS:

Monthly Inventory Report **SOFT COPY** of an excel file and jpeg/ pdf file to be submitted on the 15th of the following month

Correct Inventory Report

MUST INCLUDE:

1. Branch Name
2. Date
3. SKU#
4. Model
5. Parts Description
6. Amount
7. Beginning Qty
8. Ending Qty
9. In & Out
10. Signature of spare parts in-charge and BM

SAMPLE INVENTORY									
INVENTORY REPORT									
MOTORKEE MOTORCYCLE & PARTS DEALER									
SURIGAO BRANCH ← (1)									
AS OF NOVEMBER 2011 ← (2)									
(4) MODEL	(3) SKU	(5) DESCRIPTION	SRP	INV. BEG.	TOTAL		B-LOAD	INV. END	TOTAL AMOUNT
					IN	OUT			
MAKOTO	90002333	OIL, MOTOR 1L	193.00	23	24	10	0	37	7,141.00
MAKOTO	90002279	OIL, MOTOR 8L	182.00	1	0	0	0	1	182.00
				0	0	0	0	0	-
				0	0	0	0	0	-
		TOTAL							7,323.00 (6)
PREPARED BY: (10)				NOTED BY: (9)					
RELYN C. SUMANDO				JUNITO B. SALINAS					

SAMPLE INVENTORY

INVENTORY REPORT

MOTORKEE MOTORCYCLE & PARTS DEALER SURIGAO BRANCH

AS OF NOVEMBER 2011

MODEL	SKU	DESCRIPTION	SRP	INV.	TOTAL		B-LOAD	INV.	TOTAL AMOUNT
				BEG.	IN	OUT		END	
MAKOTO	90002333	OIL, MOTOR 1L	193.00	23	24	10	0	37	7,141.00
MAKOTO	90002279	OIL, MOTOR .8L	182.00	1	0	0	0	1	182.00
				0	0	0	0	0	-
				0	0	0	0	0	-
		TOTAL							7,323.00

PREPARED BY:

RELYN C. SUMANDO

NOTED BY:

JUNTO B. SALINAS

How to find the price and SKUs?

MAKOTO PRICELIST

G600 fx B1LP,B120,GP125

printed on: 7/3/2012 at:10:10 AM

MAKOTO GENUINE PART
OFFICIAL PRICE LIST
(FRAME PARTS) (FRAME PARTS) Page:2

9000-2147	BRAKE SHOE FR (RED-LINING)	HONDA	TMX-155	97.00	
9000-1078	BRAKE SHOE	HONDA	XL-125,XLR-200	85.00	
9000-2149	BRAKE SHOE RR (RED-LINING)	KAWASAKI	G7S,RANGER,CT-100	85.00	
9000-1072	BRAKE SHOE RR	KAWASAKI	G7S,RANGER,CT-100	85.00	
9000-2148	BRAKE SHOE RR (RED-LINING)	KAWASAKI	HD1,HDX	100.00	
9000-1080	BRAKE SHOE FR	KAWASAKI	HD3	97.00	
9000-2150	BRAKE SHOE FR (RED-LINING)	KAWASAKI	HD3	97.00	
9000-1075	BRAKE SHOE RR	KAWASAKI	HDX,HD1	100.00	
9000-1239	BRAKE SHOE FR	YAMAHA	RS100	70.00	
9000-2151	BRAKE SHOE FR (RED-LINING)	YAMAHA	RS100	100.00	
9000-1074	BRAKE SHOE RR	YAMAHA	RS100, YL2	100.00	
9000-2152	BRAKE SHOE RR (RED-LINING)	YAMAHA	RS100, YL2	100.00	
BRAKE SHOE (MAKOTO-SILVER)					
SKU	DESCRIPTION	BRAND	MODEL	PRICE	REMARKS
9000-3012	BRAKE SHOE RR	HONDA, KAWASAKI	C-100,FURY-125,XRM110	130.00	
9000-3013	BRAKE SHOE FR	SUZUKI, YAMAHA	B1,STX-125,RTX-135	145.00	
9000-3014	BRAKE SHOE RR	KAWASAKI	HD3,HDX,WIND-125	135.00	
9000-3015	BRAKE SHOE RR	HONDA	TMX-155	135.00	
BUSHING					
SKU	DESCRIPTION	BRAND	MODEL	PRICE	REMARKS
9000-0774	BUSHING SPROCKET RR	LIFAN	LF150-A	55.00	

FRAME PARTS ENGINE PARTS ELECTRICAL PARTS CREVO

SKU NUMBER

How to find the price?

1. Open the BMS
 2. Maintenance
 3. Click Spare Parts Database
- Go to Options: Select Active Only
 - Go to Search OPTIONS: Type SKU number

Refresh All DataBase

Maintenance for SpareParts:

Options: Active Only

	SKU	Model	Description	SRP	Date Effec.	Active
▶	90002333	MAKOTO	OIL, MOTOR (1L)(MAKOTO)	175.00	11/03/2009	YES

Total Record[s]: 1



Search Options: 90002333

Description:

All

Part No.:

All

Model:

All



Maintenance

Contact us

WARRANTY

Alvin Panugao

alvin.panugao@mitsukoshi.motors.com

BRANCH OPERATION

Peter Charlotte Cable

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