MITSUKOSHI MOTORS PHILIPPINES, INC.			
POLICY AND PROCEDURE			
POLICY TITLE :	SALES INVOICE (SI) SPARE PARTS	Ref. No.	
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-15-12-010	
то :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER		

OBJECTIVE:

- 1. To guide the branch in the issuance of Sales Invoice Spare Parts in documenting spare parts sold including motor oil.
- 2. To document sales of spare parts including Motor Oil sold by the branch.

POLICIES

- 1. The Cash Invoice which was previously used in the aforementioned transactions was changed to Sales Invoice Spare Parts due to Bureau of Internal Revenue (BIR) Revenue Regulations No. 18-2012.
- 2. No spare parts shall be released by the branch unless the selling price is fully paid by the customer.
- 3. Reservation or partial payment of spare parts made by the customer shall be covered by Collection Receipt/Official Receipt and the Sales Invoice Spare Parts shall only be issued upon full payment of selling price of the customer.
- 4. Refund of reservation or partial payment shall only be made on justifiable reason e.g. nondelivery of spare parts by the Spare Parts Department; with the approval of the main office which shall be evidence by an authority number.
- 5. Filling-up of Sales Invoice Spare Parts;
 - 5.1. Branch personnel must observe series continuity and shall be issued to user one (1) booklet at a time.
 - 5.2. Sales Invoice Spare Parts data must be filled up completely and accurately.
 - 5.3. Branch personnel must always use cardboard in between Sales Invoice Spare Parts series to avoid information written in the previous receipt be traced on the next one. The traced information will affect the legibility of entries in the next Sales Invoice Spare Parts.
 - 5.4. Cease from writing and drawing anything in the Sales Invoice Spare Parts that is not relevant or pertinent to the issuance of the invoice.
 - 5.5. Refrain from eating and drinking while issuing Sales Invoice Spare Parts so as not to damage the information written in the Sales Invoice Spare Parts due to spills from food or drinks. Furthermore, it is an act of discourtesy in the part of the branch personnel against the customer.

Prepared by:	Approved by:	Effective	
Mae Chilely Pido / Mary Ann Gabuat	Richmond Ngan Executive Officer	December 2015	Page 1 of 5

- 6. Alterations of Sales Invoice Spare Parts
 - 6.1. In correcting information, two (2) lines across the information to be altered or changed.
 - 6.2. The customer must validate/countersign the corrections by signing beside the modified figure or data.
 - 6.3. If the alterations are material or it involves discrepancy in words and figures, the Sales Invoice Spare Parts should be cancelled and the branch personnel should issue a new Sales Invoice Spare Parts.
 - 6.4. Cancel the Sales Invoice Spare Parts immediately if the error committed is in the customer's name. Alteration on the name of the customer is not acceptable.
- 7. Cancellation of Sales Invoice Spare Parts
 - 7.1. Put two (2) lines and write "CANCELLED" across the receipt.
 - 7.2. Indicate reason/s for cancellation of the Sales Invoice Spare Parts.
 - 7.2.1. For printing error in a particular receipt cancel immediately e.g. different receipt number or with excess copy. Any printing error must be reported to Treasury Receivables Department.
 - 7.3. Acknowledgement of the cancelled Sales Invoice Spare Parts.
 - 7.3.1. Sales Invoice Spare Parts must be acknowledged by the customer, cashier/assistant cashier and branch manager.
 - 7.4. Original and Accounting copy must be returned to the Head Office-Treasury Receivables Department together with other DPR attachments; except for booklet copy which must be surrendered when fully used.
- 8. Authority to use skipped series;
 - 8.1. Request letter should be prepared by the cashier and/or other personnel concerned and forward to branch manager for evaluation and signed in the noted portion.
 - 8.2. Scan the request letter and send to Treasury Receivables Department for an authority number to use skipped series through webmail.
 - 8.3. Approval and authority number received should be recorded in the authority control logbook to ensure that the skipped series will be used in the next transaction.
- 9. Distribution of copies of Sales Invoice Spare Parts

9.1. Original : Customer Copy9.2. Pink copy : Accounting Copy9.3. Yellow copy : Branch Copy

9.4. Green copy : File which remains to the booklet

PROCEDURES

- 1. Cashier
 - 1.1. Receive order from customer and if spare part/s is available, receive the payment of the customer for the payment of the spare part/s.
 - 1.2. Prepare Sales Invoice (SI) Spare Parts to effect spare parts sales.

Prepared by:	Approved by:	Effective	
Mae Chilety Pido / Mary Ann Gabuat	Richmond Ngan Executive Officer	December 2015	Page 2 of 5

- 1.2.1. Fill-up pertinent information in the SI Spare Parts that must be written legibly in printed form to avoid discrepancy in the Spare Parts Records.
- 1.3. Sign duly accomplished SI Spare Parts and obtain signature of the customer.
- 1.4. Instruct marketing assistant handling spare parts to withdraw item/s bought by the customer in the store room.

2. Marketing Assistant

- 2.1. Receive instruction from branch cashier and withdraw spare part/s in the branch store room.
- 2.2. Forward withdrawn spare part/s bought by the customer to the branch cashier.

3. Cashier

- 3.1. Give the original copy to the customer after obtaining the latter's signature in the SI Spare Parts and the part/s the customer had purchased.
- 3.2. Detach the Accounting (pink) Copy of the SI Spare Parts from the booklet.
- 3.3. Post SI Spare Parts in the Branch Monitoring System (BMS). It must be posted as the transaction occurs.
- 3.4. Place the posted SI Spare Parts in a temporary file.
- 3.5. At the end of the day and after printing the Branch Daily Performance Report (DPR), pull-out all SI Spare Parts issued during the day from the temporary file.
 - 3.5.1. Include the SI Spare Parts to the transmittal to be forwarded to Treasury Receivables Department based on the required scheduled days together with other supporting documents.
 - 3.5.2. File the Branch (yellow) Copy of the SI Spare Parts in a permanent file arrange progressively or in series, that is from lower to higher one.
- 3.6. Retain the green copy in the booklet and when all the Sales Invoice Spare Parts has been used up, return the booklet to Treasury Receivables Department.

4. FORM EXPLANATION:

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Particular	Description	
1. Sold to	: Complete printed name of the customer buying the spare parts.	
2. Date	: Date the Sale Invoice (Spare Parts) was issued to the customer to evidence receipt of payment of spare part/s or motor oil.	
3. TIN (Customer)	 Tax Identification Number (TIN) of the customer, if any. 	
4. Bus. Style	: Type of business of the customer, if any.	
5. Address	: Complete address of the customer.	
6. Quantity	 Number of spare part or motor oil bought and paid by the customer. Specific unit must be indicated, e.g. piece, set or assembly. 	
Prepared by:	Approved by: Effective	
Mae Charly Pido / Mary Ann	Gabuat Richmond Ngan December 2015 Page 3 of 5	

Executive Officer

7. Particular : Complete part descriptions to be released. 7.1. SKU : This represents Stock Keeping Unit (SKU) code of the spare part and motor oil being bought by the customer. 7.2. Complete description of the spare part. 7.2.1. In case of body parts and flaring/plastic parts, specific side and color must be indicated, e.g. Left (L), Right (R) or Front (F). 7.3. Specific size for but not limited to tires, bearing and oil seal. 7.4. Model : Specific motorcycle model where the part is intended, e.g. Jet 100, Jet Euro, Jet 4, Jet Power, instead of just writing Jet. 8. Unit Price : This represents the selling price or cost of each spare part per unit. : Total price per spare parts of the items bought by the 9. Amount customer. At the lower portion, the total amount to be paid must be indicated. 10. Value Added Tax : The Value Added Tax (VAT) is an indirect tax equivalent to 12% of the gross selling price of the spare part sold by the branch. While the obligation to collect and remit rests with the company, the cost of the tax is passed on to the customer. 10.1. Vatable Sale : This represents the net selling price of the spare part determine as follows: Taxable Sales= (SRP/LCP – Tax Exempt)/1.12 10.2. VAT EXEMPT SALE : Amount included in the gross selling price exempted from VAT. In this type of sale, this is zero (0) amount. 10.3. Zero Rated Sale : Amount included in the gross selling price not subject to VAT but subject to other tax. In our case, this is zero (0) amount. 10.4. Total Sales : Represents total selling price of the item purchased by the customer. 10.5. 12% VAT : VAT output included in the selling price determine as follows: VAT Output= Taxable Sales x 12 % 10.6. Total Amount Due : Total amount to be paid by the customer for the items purchased. 11. Prepared by : Signature over printed name of authorized branch personnel in-charge of spare parts. Indicate date right beside the signature. 12. Received the above items in good condition : Signature over printed name of the customer who received the spare part/s. Approved by: Effective Prepared by: Richmond Ngan December 2015 Page 4 of 5

Executive Officer

SALES INVOICE SPARE PARTS

Office: Villarica Bidg., McArthur Highway, Saluysoy, auayan City, Bulacan	Νå	088
d to:	Date:	4 - 1
dress:	Bus. Style:	
PARTICULAR	Unit Price	AMOUNT
	Vatable Sale	
	VAT-EXEMPT SALE	
	Zero Rated Sale	
	Total Sales	
	12% VAT	
	Total Amount Due	

Prepared by:	1 4	Approved by:	Effective	
Mae Chille y Pido / Mar	Ann Gabuat	Richmond Ngan Executive Officer	December 2015	Page 5 of 5