



| MITSUKOSHI MOTORS PHILIPPINES, INC. |   |                |
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| POLICY AND PROCEDURE                |   |                |
| POLICY TITLE :                      | INTERNET SERVICE REQUISITION                      | Ref. No.       |
| DEPARTMENT :                        | INFORMATION TECHNOLOGY                            | ITD-15-12-0305 |
| TO :                                | BRANCH MANAGER, AREA MANAGER,<br>REGIONAL MANAGER |                |

## OBJECTIVE

1. To relay to branches how to request for an internet service provider.
2. To establish fast and reliable connection to be used by branches for company needs such as monitoring system, emails and collaborative applications.

## POLICIES

1. For Metro Manila
  - 1.1. Internet package should not exceed the minimum bandwidth requirements of 2Mbps.
  - 1.2. The total allowed monthly budget is Php 1,888.
  - 1.3. Preferred package are as follows:
    - 1.3.1. DSL
      - 1.3.1.1. PLDT MyDSL
      - 1.3.1.2. Globe, BAYANTel and Smart
    - 1.3.2. Broadband
      - 1.3.2.1. Smart and Globe
2. For Provinces
  - 2.1. Internet package should not exceed the minimum bandwidth requirements of 2Mbps.
  - 2.2. The total allowed monthly budget is Php 1,888.
  - 2.3. Preferred package are as follows:
    - 2.3.1. MyDSL (If available)
      - 2.3.1.1. PLDT
      - 2.3.1.2. Globe, BAYANTel
    - 2.3.2. Broadband (Canopy type)
      - 2.3.2.1. Smart and Globe
    - 2.3.3. Provincial Connection (Coordinate to IT for further technical requirements)
3. For Remote Areas
  - 3.1. Internet package should not exceed the minimum bandwidth requirements of 2Mbps.
  - 3.2. The total allowed monthly budget is Php 1, 888.
  - 3.3. Preferred package are as follows:
    - 3.3.1. Smart Broadband (Canopy type)
    - 3.3.2. Smart Broadband Stick (3G)

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4. Approval for internet connection upon receipt of request letter should be turned over within 3 working days by IT department.

#### PROCEDURE



1. Check all available Internet Service Provider (ISP) in the vicinity.
2. Inquire what are the documents needed to apply for internet connection: \

Example:

Valid ID's, Business Permit, Signatory of Account (BM or Cashier)

3. Discuss with your lessor if they allow us to install any Internet equipment in the establishment; like Antenna Signal & Conduit.
4. Create a formal request letter to indicate the details of Internet package of your choice.
  - 4.1. Includes Installation fee, monthly bill, speed of internet, terms and condition. Official Quotation from provider must be provided.

IMPORTANT: Don't use any company name for application of internet because to avoid business requirements (more requirements needed compare to residential accounts).
  - 4.2. Suggest budget for monthly bill PHP 1,888.00 and send your request letter to IT DEPARTMENT.
  - 4.3. Inclusive of signature of Branch Manager and Area Manager or Regional Manager
5. Upon receiving authority number (within 3 business days) submit application for internet to Service Provider.
6. ACCEPTANCE Form: ISP provider should provide the right internet connection bandwidth, this should be checked by the branch using [www.speedtest.net](http://www.speedtest.net). (just click "begin test button" in default screen).

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