

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
	SPARE PARTS INTER-BRANCH	Ref. No.
DEPARTMENT :	SPARE PARTS DEPARTMENT	OPS 15-12-008
TO :	BRANCH MANAGER, CASHIER, MARKETING ASSISTANT	December 15, 2015

## OBJECTIVE

1. To meet the urgent demand for spare parts that is not available in the branch but available in a nearby branch.
2. To guide the branch in making inter-branch transfer of spare parts to another branch.

## POLICY

1. All inter-branch transaction requests should be coordinated with Spare Parts Department wherein an authority number will be given to effect the spare parts movement.
2. Any discrepancy in the spare parts inventory due to unauthorized inter-branch transfer will be charged to transferee branch and will be dealt with based on the Company Code of Discipline and in case of Privatized mechanic may cause the termination of his contract.
3. It is the responsibility of the Branch Manager and Cashier, transferee and receiving branch, to ensure that all inter-branch transfer of spare parts are properly documented and posted in the branch records.

## PROCEDURE:

1. Cashier
  - 1.1. Based on the needed part(s) of the branch to serve the needs of the customer and such parts is not available determine necessity of the said parts.
  - 1.2. If urgent, look available part(s) in other branches and ask approval from the Branch Manager for request of authority number from Spare Parts Department.
    - 1.2.1. The reason for inter-branch transfer must be duly explained to the Spare Parts Department to substantiate the transfer of part(s) from other branch.
2. Branch Manager
  - 2.1. Receive request from cashier and validate the urgency of the inter-branch transfer of the part(s) needed to serve the customer.
  - 2.2. If convince of the necessity, give approval for the request of authority number to the Spare Parts Department.

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### 3. Cashier

- 3.1. Receive approval from Branch Manager and communicate with the Spare Parts Department regarding the inter-branch transfer stating the following:
  - 3.1.1. Description of the part(s) needed;
  - 3.1.2. SKU or part number(s);
  - 3.1.3. Quantity needed;
  - 3.1.4. Reason(s) for the request of inter-branch transfer; and
  - 3.1.5. Branch where the part(s) is available.
- 3.2. Receive authority number from Spare Parts Department for the inter-branch transfer of the part(s).
- 3.3. Communicate with Branch Manager of the transferor branch regarding the request for inter-branch transfer of the part(s) needed.

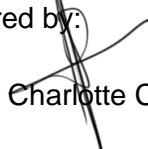
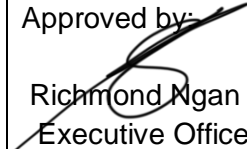
### 4. Branch Manager-Transferor Branch

- 4.1. Receive request of inter-branch transfer of part(s) and check availability and conflict to their needs.
- 4.2. If everything is alright, give approval from the requesting branch and relay to his/her cashier regarding his/her decision.

### 5. Cashier-Transferor Branch

- 5.1. Prepare and fill-out Transmittal Report (TR) to affect the inter-branch transfer in three (3) copies distributed as follows;

Original	:	Requesting Branch
Green	:	Branch Copy
Pink	:	Booklet Copy
- 5.2. Indicate in the TR the following (See figure 1):
  - 5.2.1. Write the authority number in the transfer receipt.
  - 5.2.2. Requesting branch
  - 5.2.3. TR Date
  - 5.2.4. Spare parts description, SKU and quantity
- 5.3. Print name and affix signature in the lower portion of "Particulars" column.
- 5.4. Obtain signature of the authorized representative of the requesting branch picking up the part(s) for inter-branch transfer in the "Received by" portion of the TR.
- 5.5. Forward the scanned copy of the TR duly acknowledged by the receiving branch to the Spare Parts Department through web mail or yahoo messenger.
- 5.6. Post transferred parts in the branch spare parts inventory records.

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6. Cashier-Receiving Branch

- 6.1. Issue Receiving Report for the received part(s) from the transferee branch (See figure 2).
- 6.2. Check the actual part(s) transferred against TR.
  - 6.2.1. Report damaged part(s) immediately to transferee branch and Spare Parts Department.
- 6.3. Forward original copy of the Receiving Report to the transferee branch.
- 6.4. Forward scanned copy of the Receiving Report to Spare Parts Department through web mail or yahoo messenger.
- 6.5. Post received part(s) in the branch spare parts inventory records.

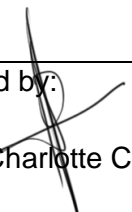
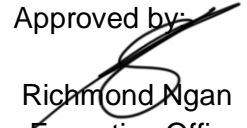
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Figure 1

TRANSMITTAL REPORT				
From: <i>SPW - Batac</i>		TR <b>Nº 815878</b>		
To: <i>SPW - San Nicolas</i>		Date: <i>7-24-14</i>		
Particulars		Quantity/Item		
<i>AH 14 503</i>				
<b>SKU#</b>	<b>Description</b>	<b>Model</b>	<b>QTY</b>	<b>PRICE</b>
90002563	CABLE ASSY, TACHOMETER	Daan Hari	3	155
90001919	DAMPER, REAR HUB	Daan Hari	2	220
90001870	LENS, TAILLIGHT	Daan Hari	2	121
90001872	LENS, SIGNAL	Daan Hari	2	77
90001873	LIGHT ASSY, HEAD	Daan Hari	1	891
90001863	SPEEDOMETER & TACHOMETER ASSY	Daan Hari	1	1408
90002002	BRACKET, HEADLIGHT, RH(BLK)	Daan Hari	1	286
90002908	COVER, HANDLE, FR (RED)	Bonus 110	1	650
90002203	LENS, SPEEDOMETER	Euro X	2	275
90001560	LENS, HEADLIGHT	Euro X	1	368.5
		<i>16</i>		
This is to Acknowledge Receipt of the above Items		Received by:		
Delivered by: <i>mgn</i> <i>m. HAZAREW</i>		<i>M. Oly</i> <i>R. F. L. L. L.</i>		
Date: <i>7-24-14</i>		Date: <i>7/24/14</i>		

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## Figure 2

SPEDOWN		
<b>Company</b> SNU NICOUS		
<b>Branch</b>		No. 161681
<h2 style="margin: 0;">RECEIVING REPORT</h2>		
Received from:	SPW RTIC	Date:
Received by:	SPW SNU NICOLAS	On:
		7/29/14 <u>          </u>

Qty.	Unit	Description	Remarks
3	90002123	CABLE ASSY, TACHOMETER	165
2	10001919	DAMPER, REAR HUB	220
2	5000A7D	LENS, TAIL LIGHT	121
2	5000A7Z	LENS SIGNAL	77
1	9000273	LIGHT ASSY, HEAD	241
1	1000A83	SPEEDOMETER & TACHOMETER ASSY	140B
-1	10002002	BRAKET, HEADLIGHT, RH (BLACK)	286
1	20002908	COVER, HANDLE FOR (RED)	660
2	90002203	LENS, SPEEDOMETER	275
1	90001060	LENS, HEADLIGHT	368-60
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This is to certify that I have received the above Items.  
DR Reference No.: TR# B15878

Delivered by Driver:  	Prepared by:  CARPINA	Verified by:  [Signature] Branch Manager
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