

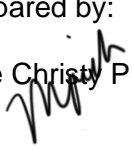
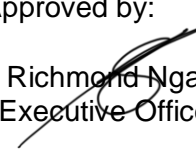
MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	SALES INVOICE (SI)	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-15-12-009
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

OBJECTIVE

1. To document sales of brand new motorcycle unit whether cash or installment.
2. To guide the branch in the proper issuance of Sales Invoice in releasing brand new motorcycle whether on cash or installment.

POLICIES

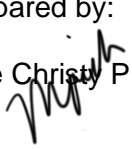
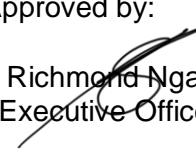
1. The sales Invoice records sales of brand new motorcycle unit to end consumer. It shows complete of the unit, selling price Suggested Retail Price (SRP) or List Cash Price (LCP), for cash or installment sales, respectively; and the corresponding Value Added Tax (VAT) due.
2. No brand new motorcycle unit sold will be released without proper issuance of Sales Invoice.
3. All Sales Invoices must be covered by duly accomplished Delivery Receipt.
4. The Sales Invoice must be based on the stencils of chassis and engine numbers of the brand new motorcycle sold by the branch.
5. In filling-up Sales Invoice (SI);
 - 5.1. Branch personnel must observe series continuity and only one (1) booklet at a time except with special event like Caravan with secure authority number from Treasury Receivables Staff.
 - 5.2. The sales which are intended for raffle, the SI must be issued once there is already a winner for LTO registration purposes.
 - 5.3. SI data must be filled up completely and accurately.
 - 5.4. Branch personnel must always use cardboard in between SI 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 SI.
 - 5.5. Cease from writing and drawing anything in the SI that is not relevant or pertinent to the issuance of the invoice.
 - 5.6. Refrain from eating and drinking while issuing SI so as not to damage the information written in the SI due to spills from food or drinks. Furthermore, it is an act of discourtesy in the part of the branch personnel against the customer.
6. Alterations of Sales Invoice;
 - 6.1. In correcting information, two (2) lines across the information to be altered or changed.

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- 6.2. The customer must validate/countersign the corrections by signing beside the modified figure or data.
- 6.3. If the alterations are material, such as error in the customer's name, the SI should be cancelled and the branch personnel should issue a new SI.
7. Cancellation of Sales Invoice
 - 7.1. Put "CANCELLED" across the receipt and put line above and below the word.
 - 7.2. Indicate reason/s for cancellation at the front of the SI.
 - 7.2.1. For printing error in a particular receipt cancel immediately e.g. different invoice number or with excess copy. Any printing error must be reported to Treasury Receivables Department.
 - 7.3. If the cancellation of the SI was during the issuance of the invoice, it must be duly acknowledged by the customer and cashier or assistant cashier; and duly authenticated by 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 for signature in the noted by portion.
 - 8.2. Scan the request letter and send to Treasury Receivables Department for an authority number to use skipped series via web mail.
 - 8.3. Record approval and authority number received in the authority control logbook and ensure that the skipped series will be used in the next transaction.
9. Distribution of copies of Sales Invoice;
 - 9.1. Original : Liaison Officer Copy
 - 9.2. Pink copy : Accounting Copy
 - 9.3. Yellow copy : Branch Copy
 - 9.4. Blue copy : Customer Copy
 - 9.5. Green copy : File which remains to the booklet

PROCEDURES

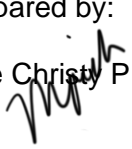
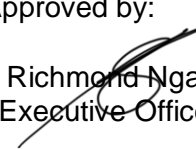
1. Cashier
 - 1.1. Prepare Sales Invoice based on the stencil of chassis and engine numbers forwarded by the Mechanic or Marketing Assistant.
 - 1.2. Fill- up pertinent information in the Sales Invoice Receipt that must be written in all capital letter. Original (white) Copy must be left blank for LTO purposes. Start filling up of information in the Accounting (pink) Copy.
 - 1.3. Sign duly accomplished Sales Invoice and obtain signature of the customer.

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- 1.3.1. Check and ensure that the signature of the customer in the Sales Invoice is the same as appearing in the ID submitted to the branch.
- 1.4. Place the Original Sales Invoice, Liaison Officer Copy in a temporary file.
- 1.5. Transmit or send original copy of Sales Invoice and supporting documents to Regional Liaison Officers.
- 1.6. Give Blue Copy to the customer after obtaining the latter's signature in the Sales Invoice.
 - 1.6.1. Detach the Accounting (pink) Copy of the Sales Invoice from the booklet.
- 1.7. Post Sales Invoice in the Branch Monitoring System (BMS). It must be posted before end of office hour or as the transaction occurs.
- 1.8. Place the posted Sales Invoice in a temporary file.
 - 1.8.1. At the end of the day and after printing the branch Daily Performance Report (DPR), pull-out all Sales Invoices issued during the day from the temporary file.
 - 1.8.2. Include the Sales Invoices to the transmittal to be forwarded to Treasury Receivables Department based on the required scheduled days together with supporting documents.
 - 1.8.3. File the Branch (yellow) Copy of the Sales Invoice in a permanent file arrange progressively or in series, that is from lower to higher one.
- 1.9. Retain the green copy in the booklet and when all the Sales Invoice series has been used up, return the booklet to Treasury Receivables Department.

2. FORM EXPLANATION:

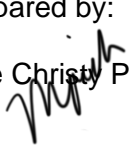
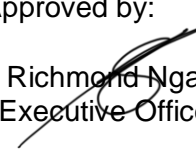
Particular	Description
1. Sold to	: Complete printed name of the customer on the following order: <ol style="list-style-type: none"> 1.1. Surname/Last name, with comma (,) 1.2. Given/First name <ol style="list-style-type: none"> 1.2.1. If the name of the customer has a Senior, Junior, I, II, III or IV, it should be placed after the first name or before the middle name. 1.3. Middle name <ol style="list-style-type: none"> 1.3.1. Write the complete middle name, not initial. 1.4. Follow the given sample; BACANI, PAOLO JR. PARAGAS
2. Date	: The date must be left "Blank" due to certain technicality in the LTO motorcycle registration.
3. Address	: Complete address of the customer in the following order: <ol style="list-style-type: none"> 3.1. House number 3.2. Street

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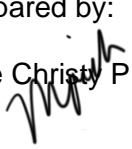

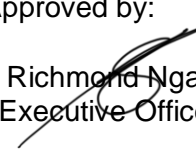
- 3.3. Phase number and name of subdivision, if applicable
- 3.4. Name of barangay
- 3.5. City or municipality, do not abbreviate
- 3.6. Province
- 3.7. Follow the given sample:

B 6 L 29 Ph. IV, Casa Monteverde Subv.,
Barangay F. De Castro, General Mariano
Alvarez, Cavite


- 4. TIN : Tax Identification number (TIN) of the customer, if any.
- 5. Description : Complete motorcycle unit description to be released.
 - 5.1. Make/Brand : Make or brand of the motorcycle unit to be released.
 - 5.2. Model : Model of the motorcycle to be released.
 - 5.2.1. If the motorcycle unit to be released is a sidecar model, e.g. Daan Hari and Wolf 125, the body type must be included in the description.
 - 5.2.1.1. Private with sidecar; motorcycle with sidecar for private use.
 - 5.2.1.2. Tricycle; motorcycle with sidecar to be used as public utility vehicle, for hire.
 - 5.2.1.3. Habal-habal; a public utility vehicle normally being used in mountainous areas in Visayas and Mindanao.
 - 5.2.1.4. Center car; the motorcycle is placed in the center of the side car. This body type is being used in Region II and Cagayan de Oro City in Mindanao.
 - 5.2.1.5. Without sidecar; a sidecar model without attached sidecar.
 - 5.3. Color : Color of the motorcycle to be released to the customer.
 - 5.4. Engine No. : Complete engine number of the motorcycle to be released to the customer.
 - 5.5. Chassis No. : Complete chassis number of the motorcycle to be released to the customer.
 - 5.5.1. The sequence of Make/Brand, Model, Color, Engine#, and Chassis# must not be interchange. This is important for LTO registration purposes.
- 6. A/C No. : The assigned account to the customer, whether cash or installment sale.
- 7. DR No. : The number of Delivery Receipt covering the release of the motorcycle unit.
- 8. OR No. : The number of the covering Collection Receipt/Official Receipt for the payment of down payment or proceed of the cash sale.
- 9. Total : The Suggested Retail Price (SRP) or List Cash Price (LCP) amount for cash or installment sale, respectively.

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10. Transaction Type : Description of the sales transaction, whether cash or installment sale.
11. Value Added Tax : This is an indirect tax equivalent to 12% of the gross selling price for brand new motorcycle unit sold by the company. While the obligation to collect and remit rests with the company, the cost of the tax is passed on to the customer.
- 11.1. Vatable Sales : This is the Sales Invoice amount less LTO and Insurance of P 2,000.00 or P 2,300.00 for solo or sidecar model, respectively.
- 11.2. VAT Exempt Sale : VAT exempt amount representing LTO and Insurance expenses.
- 11.3. Total Sale : Sales Invoice amount less Value Added Tax (VAT) and VAT Exempt amount.
- 11.4. 12% VAT : Value Added Tax computed by multiplying the Total Sale by 12% tax rate.
- 11.5. Total Amount Payable : This is the Sales Invoice amount.

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SALES INVOICE



SALES INVOICE

1501 F. Road Ave., Baguio, 56100, Baguio City, Benguet
VAT Reg. No. 4-007-773-309-019

Head Office: 1501 F. Road, Baguio City, Benguet

No. 1401

Sold to: _____ Date: _____, 20____

Address: _____ TIN: _____

DESCRIPTION	TOTAL	Transaction Type

80 Bldg. (Bldg) 0001-0000
Permit No. 4410000741/09 (2-28-2011)
Printed by: ALLAN'S TRADING
110 Bldg. Baguio Ave., Baguio City, Benguet

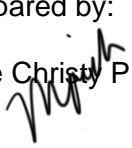

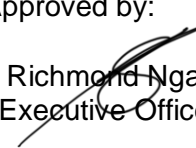
Variable Sales P _____

Vat Exempt Sale P _____

TOTAL SALES P _____

12% VAT P _____

TOTAL AMOUNT PAYABLE P _____

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