



MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	ENCODING FOR RAFFLE THRU BMS	Ref. No. CSD 16-006
DEPARTMENT :	CORPORATE SERVICE DEPARTMENT	
TO :	BRANCH MANAGER/ CASHIER	

#### OBJECTIVE:

1. To ensure the correctness of encoded data for raffle units.
2. To encode the name of raffle winner for registration document preparation and eventually to register.

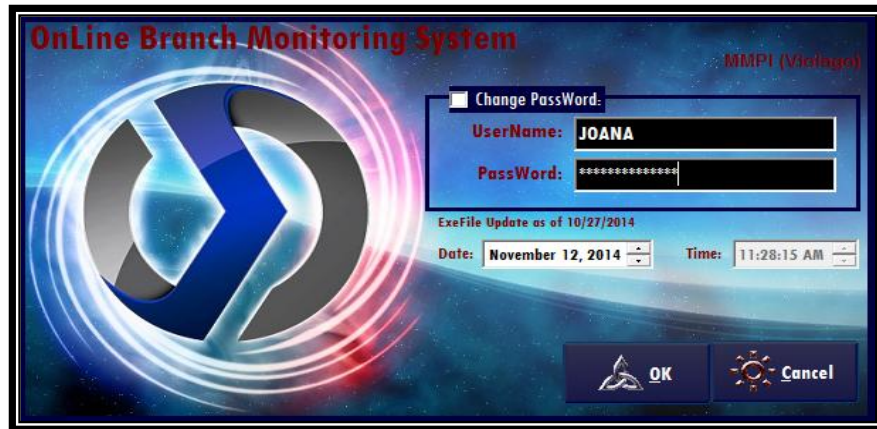
#### POLICIES

1. Sales made intended for Raffle must be issued with Delivery Receipt and Official Receipt only named to buyer.
2. Issuance of Sales Invoice is upon notification by the original buyer to the Branch thru submission of Certification on the details of winner and of the motorcycle being won.
3. It is the responsibility of the Branch Manager and Marketing Assistant to inform the CSD-PNP in-charge and submit scan copy of Certification, Sales Invoice and Valid ID to PNP in-charge immediately to initiate registration process.
4. Data must be encoded correctly. Incorrect data entry is subject for disciplinary action in accordance with Company Code of Discipline; and shall be charged Four Hundred (P 400.00.) pesos.
5. Branch Manager and Cashier are accountable in the correct data entry in the Branch Monitoring System (BMS) including but not limited to Customer Name, Address, Model, Color, Engine, Chassis, Sales Invoice Number, Account Number and SKU number.
6. Branch Manager is responsible in ensuring correct data entry made by the cashier.
7. First downloaded data by Corporate Service Department (CSD) is deemed final and correct.
8. Data entry must be done after every transaction.

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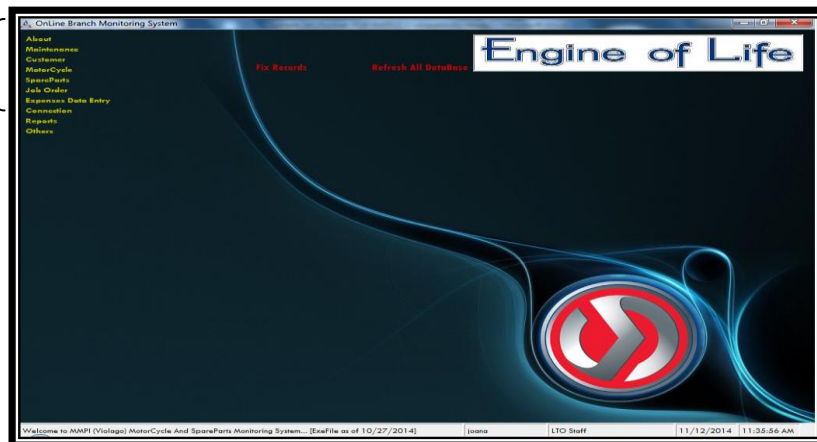
## PROCEDURE:

1. Log in the Branch Monitoring System and enter User name and password. Click OK



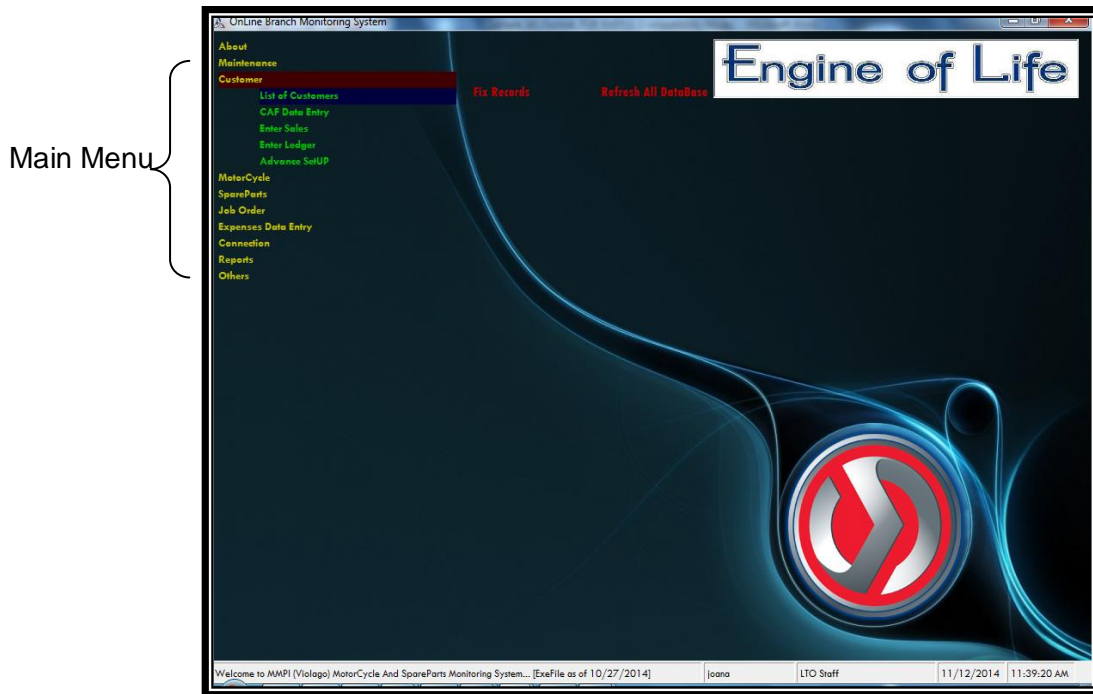
2. In Main Menu appear, Select Customer.

Main menu {

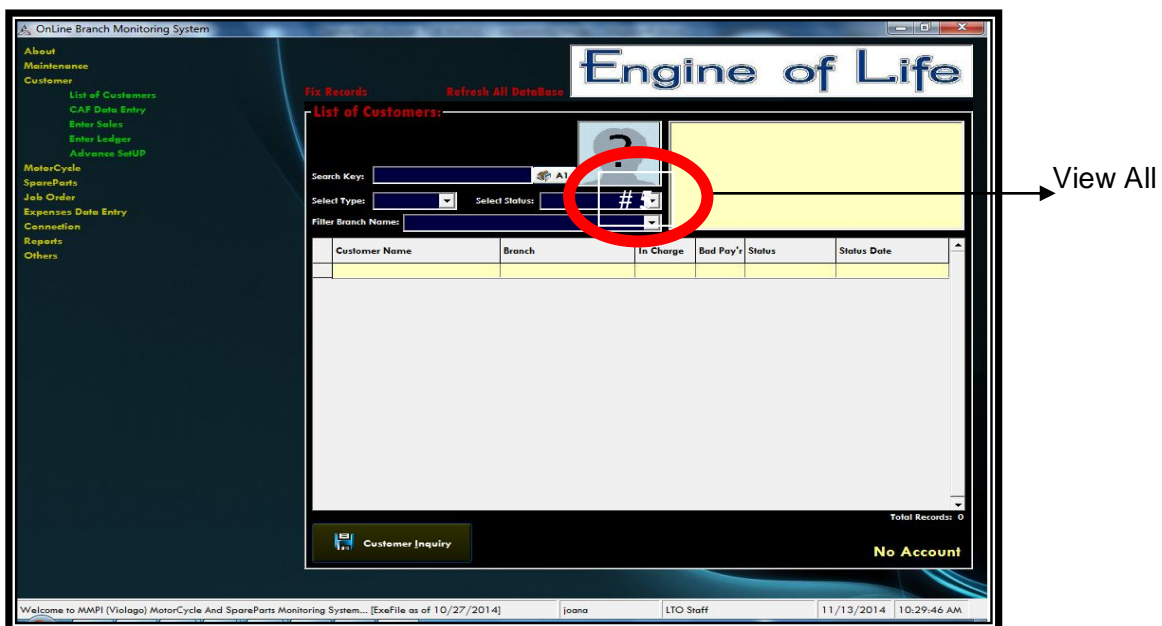


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3. Select the list of Customers.



4. List of Customer appear and then Click View all .



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5. Click Customer Inquiry icon

6. Fill out the Personal Information.

INDICATE **FOR RAFFLE** IN THE REMARKS.

INDICATE **000** IN THE SALES INVOICE BOX

Private OnLine Branch Monitoring System

Customer Inquiry Module

Oct 20, 2015 03:16:23 PM

**Add Basic Customer Informations:**

SurName: YOUTHOPIA PHILS. INC. FirstName: MiddleName:

Street Address: #118 LOT 5 BLK 5 PHASE II, CAMERA SUBD., BARNAGAY GAU

City Address: QUEZON CITY Tel No.: 722-333 Cell No.: 09087411653 Gender:

Inquiry Details: WALK IN Employee No.: 1410203 Name: MANUEL, LEONARDO GARCIA

Select Type: MotorCycle Marketing Assistant Body Type: SOLO Key-IN SKU: 2274

Brand : SYM SKU : 2274 Model : BONUS 110 Color : BLK ORNGE

Remarks: FOR RAFFLE

Buttons: Add, Edit, Update, Help, Refresh, Save, Print Report

System Status: Welcome to MMPI (Violago) MotorCycle And SpareParts Monitoring System... [ExeFile as of 10/07/2015] donald LTO Staff 10/20/2015 03:34:42 PM

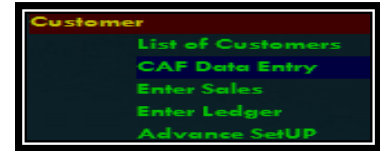
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6.1 **SurName**-Youthopia Phils. Inc.

6.2 **FirstName**- indicate "---"

6.3 **MiddleName**- indicate "---"

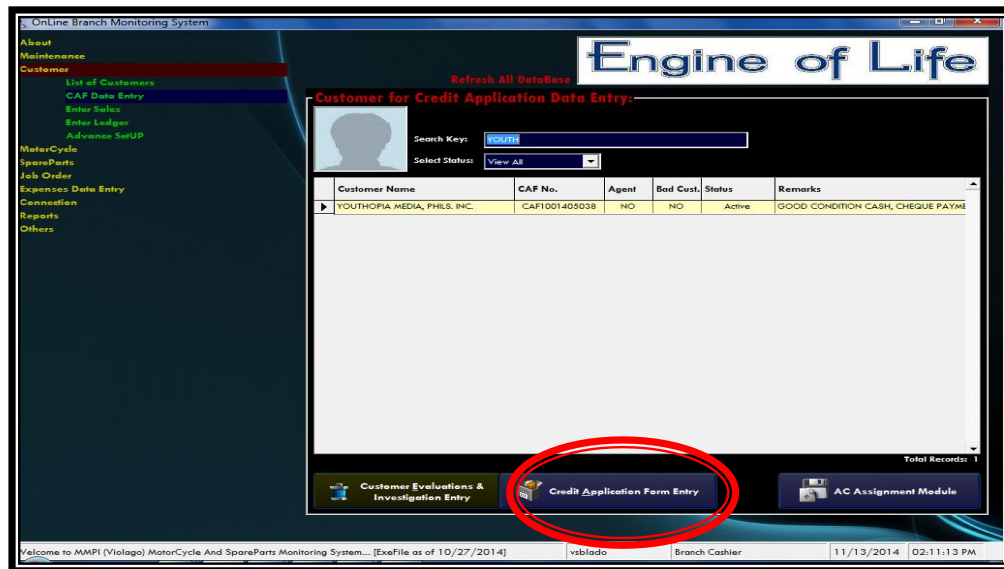
7. Click Customer Menu Module and Select CAF Data Entry.



8. Enter in the search key box, the Company Name/Individual person and click **ENTER**.

9. Select Credit Application Form entry icon from below.

Example: YOUTHOPIA MEDIA, PHILS. INC



10. Issue only Delivery Receipt and Official Receipt.

11. Sales Invoice should be issued upon notification by Company or individual who purchased the unit by providing the following requirements:

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11.1 Certifications from the Company/informing the store on the details of Raffle winner including the details of motorcycle.

11.2 ID- Driver's License, SSS, Company ID or any valid ID of the raffle winner.

11.3 Actual Stencil Engine and Chassis

12. Inform Accounting in-charge on the transaction.

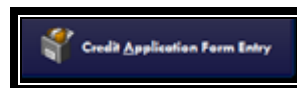
13. Issue Sales Invoice only after notice is given

14. Forward to Liaison Officer the following registration documents:

14.1 Original Sales Invoice of raffle winner

14.2 Stencil (2 copies)



14.3 ID (with signature)

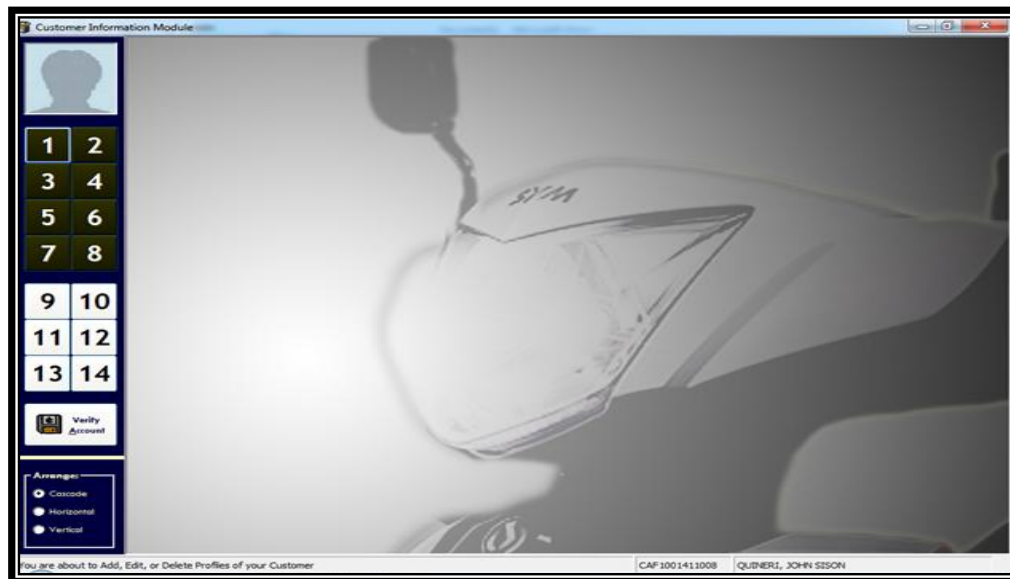


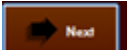
15. Click the Credit Application Form Entry



A screenshot of a web application titled "OnLine Branch Monitoring System". The interface has a dark blue sidebar on the left with a menu containing "About", "Maintenance", "Customer", "MotorCycle", "SpareParts", "Job Order", "Expenses Data Entry", "Connection", "Reports", and "Others". The main content area has a header with "Branch Name: MMPI (Viologo)" and a "Refresh All Database" button. Below this is a section titled "Customer for Credit Application Data Entry" with a search key "GUNIER, JOHN SECON" and a "View All" button. A table displays customer data with columns: Customer Name, CAF No., Agent, Bid Cost, Status, and Remarks. The table contains one record for "GUNIER, JOHN SECON" with CAF No. "CAF1001411008", Agent "NO", Bid Cost "NO", Status "Active", and Remarks "GOOD CONDITION OF 2,000". At the bottom, there are three buttons: "Customer Evaluations & Investigation Entry", "Credit Application Form Entry", and "AC Assignment Module". The footer shows a welcome message, a file path, a user "feyt", a role "LTO Staff", and a timestamp "12/13/2014 08:54:04 AM".

16. The Customer Information modules appear and then Click **1** to input other personal information of customer.

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17. Any changes made in CAF has to be saved, thus click NEXT button until you reach the SUBMIT button. 

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18. Click Submit Button. Message will be appear "Are you sure you want to save this??" Select **YES** to save data edited.

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