

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	RECEIVING HEAD OFFICE TRANSMITTAL RECEIPT (HTR)	Ref. No.
DEPARTMENT :	SPARE PARTS DEPARTMENT	OPS 15-12-009
TO :	BRANCH MANAGER, CASHIER, MARKETING ASSISTANT, MECHANIC	December 15, 2015

OBJECTIVES

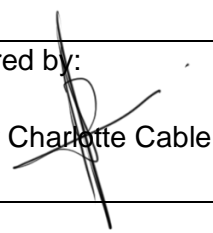
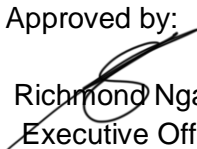
1. To ensure that the spare parts have been duly delivered and received by the branch.
2. To establish accountability of the branch on delivered items by the Spare Parts Department.
3. To minimize or totally eliminate discrepancy between branch and Spare Parts Department records.

POLICY

1. It is the responsibility of the branch to forward received scanned copy of Head Office Transmittal Receipt (HTR) thru web mail Spare Parts Department.
2. The authorized branch personnel who have received the spare parts delivered must duly affix his/her signature in the HTR to evidence receipt of items delivered to the branch.

PROCEDURE

1. Marketing Assistant
 - 1.1. Receive the delivered spare parts from courier or company delivery truck from Spare Parts Department.
 - 1.2. Check the following:
 - 1.2.1. Damages, dents, scratches and broken parts.
 - 1.2.1. Entries in the HTR against actual parts received such;
 - 1.2.2.1. SKU number or part number;
 - 1.2.2.2. Different part(s) received against item(s) indicated in the HTR; and
 - 1.2.2.2.1. Color; in case of flaring or plastic part
 - 1.2.2.2.2. Side; left (L), right (R), front (F) or rear (RR)
 - 1.2.2.3. Discrepancy in number of item(s) against indicated in the HTR.
 - 1.1.2. Report damage part(s) and/or discrepancy to Branch Manager.
 - 1.1.3.1. Any damage part(s) and/or discrepancy in the HTR must be reported to Spare Parts Department within 24 hours upon receipt of the items delivered.

Prepared by:  Peter Charlotte Cable	Approved by:  Richmond Ngan Executive Officer	Effective December 2015	Page 1 of 2
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- 1.3. Indicate name and affix signature in the "Received by" portion of the HTR.
- 1.4. Record spare part(s) received in the branch records and forward HTR to branch cashier.
2. Cashier
 - 2.1. Receive duly acknowledged HTR from Marketing Assistant assigned in handling branch spare parts.
 - 2.2. Scan duly acknowledged HTR and forward to Spare Parts Department via web mail.

SAMPLE OF ACCOMPLISHED HEAD OFFICE TRANSMITTAL RECEIPT

Ship to: 137 Dean Harf (Santiago)
Old J. C. Building Centro East, Santiago City, Isabela

HTR No: 024195
P.O. No: 1 CTN

Date: September 13, 2014
Time: 9:35:04 AM

PART NUMBER	SKU	Description	Model	QTY	Retail Price	Total
70008425		CARRIER, RH(LIFAN, LF1107)	LF110-7A	1	770.00	770.00
70008484		COVER, NASH PIPE/EM1004, LIFAN, 1107	LF110-7A	1	308.00	308.00
				2		1,078.00

Prepared By: _____
Checked By: *FC*
Date Checked: *9-13-14* Time Checked: _____ Delivered By: _____
Received By: _____
Date Received: _____

* D/AP
- NP
HTR No. - Head Office Transfer No. *****

☐ ORIGINAL COPY
☒ DUPLICATE COPY

Received by:
Edm B. Lacoray (9/20/14)

Checked by:
Ramon [Signature]

Prepared by:	Approved by:	Effective	
Peter Charlotte Cable	Richmond Ngan Executive Officer	December 2015	Page 2 of 2