

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	DELIVERY OF BRAND NEW MOTORCYCLE UNITS TO BRANCH	Ref. No.
DEPARTMENT :	OPERATIONS SUPPORT DEPARTMENT	OPS-16-01-002
TO :	CASHIER, MARKETING ASSISTANT	January 5, 2016

OBJECTIVE

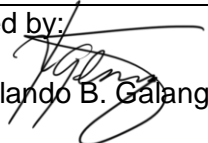
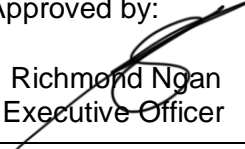
To guide the Marketing Assistant in receiving brand new motorcycle units delivery from Warehouse

POLICIES

1. It is the responsibility of the Marketing Assistant to:
 - 1.1. Ensure that the delivered brand new motorcycle units from main warehouse or received through inter-branch transfer are free from any dents and scratches;
 - 1.2. Check for any discrepancy in the brand new motorcycle units delivered against Tools, Batteries and Accessories (TBAs) received.
 - 1.2.1. Unreported discrepancy in the TBAs within the required period shall be charged to branch personnel concerned.
 - 1.3. Report within 24 hours any discovered damages from received brand new unit from main warehouse and transferee branch including damages and discrepancy on TBAs received during the delivery.
2. No alteration on Warehouse Delivery Receipt is allowed.
3. The received brand new motorcycle unit (s) from main warehouse and inter-branch transfer shall be covered by a Receiving Report.
4. The repair and refurbishing cost on unreported damages or damages reported after the required period shall be charged to the receiving branch.

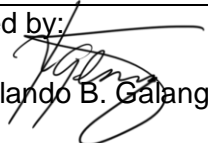
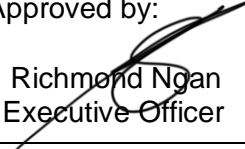
PROCEDURES

1. Marketing Assistant
 - 1.1. Receive four-(4) copies of Delivery Receipt from the Driver/Helper of Warehouse Department and count motorcycle units and TBAs unloaded by the latter.
 - 1.2. Pull-out CBU Control Tags from the motorcycle units and compare to actual motorcycle units delivered and covering Delivery Receipt.
 - 1.2.1. In case the motorcycle unit has no CBU Control Tag, conduct stenciling of engine and chassis numbers.
 - 1.2.1. When the number of brand new units received is less than the actual units shown in the Warehouse Delivery Receipt, the following procedures shall be done:

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- 1.2.1.1. Identify the undelivered brand new unit.
- 1.2.1.2. Receive the number of units as shown in the Warehouse Delivery Receipt and issue corresponding Receiving Report.
- 1.2.1.3. When discrepancy was noted and cannot be accounted, addressed the Delivery Receipt to Warehouse Department. The error in the delivery will be considered as back-loaded or returned of motorcycle units to the main Warehouse.
 - 1.2.1.3.1. When discrepancy was immediately established and was due to wrong delivery to another branch. The Delivery Receipt must be addressed to concerned branch and will be considered as inter-branch transfer.
 - 1.2.1.3.2. The concerned branch in return must issue Receiving Report to effect the transfer of motorcycle units.
- 1.2.1.4. Do not alter or change any entry in the Warehouse Delivery Receipt, just note in the side of the receipt any discrepancy noted whether on the number of motorcycle units delivered or TBAS.
- 1.3. If everything is in order, sign in the "Received by" portion over printed name to acknowledge receipt of motorcycle units.
- 1.4. Forward all the copies of Delivery Receipt, CBU Control Tags and/or stencils to the branch cashier.
2. Cashier
 - 2.1 Receive all copies of the Delivery Receipt, CBU Control Tags and/or stencils from the Marketing Assistant.
 - 2.2. Check Delivery Receipt information vis-à-vis CBU Control Tags and/or stencils; and if everything is in order, prepare Receiving Report in three-(3) copies.

Original	: Warehouse
Pink	: Accounting Department
Blue	: Branch copy
 - 2.3. Affix signature overprinted name in the "Prepared by" portion and forward Receiving Report together with Delivery Receipt, CBU Control Tags and/or stencils to Branch Manager.
3. Branch Manager
 - 3.1. Receive Receiving Report together with Delivery Receipt, CBU Control Tags and/or stencils from the cashier.
 - 4.2. Compare information from the Receiving Report against covering Delivery Receipt, CBU Control Tags and/or stencils.
 - 4.3. Count motorcycle units and TBAs received against supporting papers and if everything is in order, sign in the "Verified by" portion of the Receiving Report.
 - 4.4. Forward all documents to Marketing Assistant.

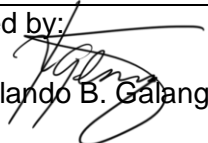

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5. Marketing Assistant

- 5.1. Receive documents from branch manager.
- 5.2. Obtain signature of the Driver/Helper in "Delivered by" portion of the Receiving Report and give the original copy to the latter together with the remaining three- (3) copies of the Delivery Receipt, original, green and blue.
- 5.3. Forward Receiving Report, blue and pink copies, and Delivery Receipt yellow copy with the CBU Control Tags and/or stencils to cashier.

6. Cashier

- 6.1. Receive signed Receiving Report and yellow copy of Warehouse Delivery Receipt with CBU Control Tags and/or stencils from Marketing Assistant.
- 6.2. Post delivery of brand new motorcycle from the Warehouse in the BMS based on the entries in the Receiving Report.
- 6.3. Forward pink copy of the Receiving Report to the DPR Section, Treasury Department as supporting documents to Daily Performance Report based on the required scheduled days.
- 6.4. File yellow copy of Warehouse Delivery Receipt in a permanent file progressively.
- 6.5. File blue copy of the Receiving Report in a permanent file in series that is from lower number to higher one.

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