

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	TOOLS, BATTERIES AND ACCESSORIES LOGBOOK	Ref. No.
DEPARTMENT :	OPERATIONS SUPPORT DEPARTMENT	OPS 15-12-004
TO :	AREA MANAGER, BRANCH MANAGER, MARKETING ASSISTANT	December 1, 2015

## OBJECTIVE

1. To guide the branch in proper control of Tools, Batteries and Accessories (TBAs) on hand to establish branch accountability at any given time.
2. To provide the branch necessary procedures in the movement of TBAs Inventory.
3. To establish reliability and accuracy of branch records on the TBAs Inventory.

## POLICIES

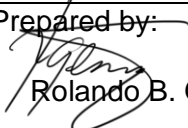
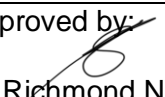
1. The Area Manager, Branch Manager and Marketing Assistant assigned to handle TBAs have the join responsibility of monitoring and safekeeping of the inventory.
  - 1.1. With the shared responsibility and accountability, it is just proper that all of them be charged for the total cost of the unaccounted or missing TBAs and must be sanctioned accordingly because of mishandling and inefficiency.
  - 1.2. COST SHARING

Position	Share
Area Manager	20%
Branch Manager	30%
Marketing Assistant	50%

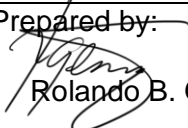
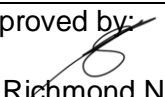
2. The branch TBAs Inventory must always tally with the branch brand new motorcycle inventory.
3. Any overage in the TBAs on a specific model cannot make-up or off-set against any shortage in other model.
4. The TBAs to be given to the customer on sold or inter-branch of brand new motorcycle unit must always match with the model of the unit delivered.
5. It is the responsibility of the Branch Manager to;
  - 5.1. Conduct daily physical count of the TBAs Inventory;
  - 5.2. Report TBAs Inventory on a daily basis to the Area Manager;
  - 5.3. Ensure the safety of the branch TBAs Inventory, and;
  - 5.4. Ensure accuracy and reliability of the TBAs Logbook.

## PROCEDURES

1. Branch Manager
  - 1.1. Assign specific Marketing Assistant who will handle the TBAs Inventory of the branch.
  - 1.2. Orient Marketing Assistant his/her jobs and responsibilities in handling TBAs of the branch.

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- 1.3. Ensure that the Marketing Assistant is maintaining updated TBAs Control Logbook.
2. Marketing Assistant
  - 2.1. Receive delivery of brand new motorcycle units from the Driver/Helper of Warehouse Department.
    - 2.1.1. In case of Inter-branch transfer of brand new motorcycle unit, check completeness and condition of the TBAs.
      - 2.1.1.1. If no TBAs is included or lack some items in the TBAs in the inter-branch transfer of brand new motorcycle unit, indicate the discrepancy in the Receiving Report and covering Delivery Receipt issued by the transferee branch.
      - 2.1.1.2. Follow-up from transferee branch any discrepancy in the TBAs delivered to the branch.
      - 2.1.1.3. Do not accept damaged TBAs, such as broken side mirror, damaged battery, etc. indicate this in the covering Receiving Report and Delivery Receipt.
  - 2.2. Count brand new motorcycle units and TBAs delivered by the Driver/Helper.
    - 2.2.1. Check completeness and condition of the TBAs.
    - 2.2.2. If discrepancy is noted in the number of TBAs against the number of delivered brand new motorcycle units of the Warehouse Department, indicate shortage or overage in the Receiving Report issued by the branch and Delivery Receipt issued by the Warehouse Department.
      - 2.2.2.1. Do not alter or change the data shown in the Delivery Receipt;
        - 2.2.2.1. Indicate in the lower portion, right bedside the TBAs information of the Delivery Receipt any discrepancy in number and/or condition of delivered TBAs discovered during delivery.
      - 2.2.2.2. Indicate in the lower portion of the Receiving Report any discrepancy or damages on TBAs noted during the delivery of TBAs by the Warehouse Department.
      - 2.2.2.3. Also indicate in the Receiving Report and Delivery Receipt any mismatched in the TBAs against models of delivered brand new units by the Warehouse Department.
    - 2.2.3. Record received TBAs in the Tools, Batteries and Accessories Logbook.
    - 2.2.4. Keep received TBAs from the Warehouse Department in a safe place or cabinet that can be secured by a lock.
      - 2.2.4.1. Keep the key of the cabinet where the TBAs are stored or being kept. This is to signify the full accountability of the assigned Marketing Assistant over the TBAs Inventory.
      - 2.2.4.2. Sort and mark received TBAs according to brand and model of the motorcycle.
      - 2.2.4.3. In case the assigned Marketing Assistant handling the TBAs Inventory will be taking his day-off or will be taking leave of

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absence, the Branch Manager must assigned and endorse the accountability to another Marketing Assistant.

2.2.4.3.1. Before day-off or leave of absence of the regular Marketing Assistant assigned to handle the TBAs Inventory, proper turn-over and accounting of the TBAs Inventory must be done.

2.2.4.3.2 Upon return of the regular Marketing Assistant handling the TBAs Inventory, proper turn-over and accounting must be done again to account for any discrepancy, if any.

2.2.4.3.3. If there is any discrepancy during the turn-over, report to Branch Manager for immediate resolution.

2.2.4.3.4. It is the responsibility of the Branch Manager to report discrepancy to Area Manager to be copy furnished the Regional Manager and Operations Support Department.

### 3. Branch Manager

3.1. On a daily basis, conduct physical count of TBAs Inventory.

3.1.1. Compare TBAs counted to the branch brand new motorcycle inventory and TBAs Control Logbook.

3.1.1.1. Check condition of the TBAs Inventory.

3.1.1.2. If there is any discrepancy during the physical count of the TBAs Inventory, in the number and condition, report to Area Manager; to be copy furnished the Regional Manager and Operations Support Department.

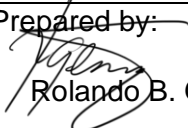

### 4. Area Manager

4.1. During the regular visit to the branch, check Tools, Batteries and Accessories inventory and compare to actual brand new motorcycle inventory of the branch.

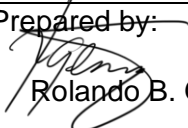
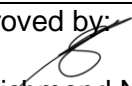
4.2. If there is any discrepancy during the checking of the TBAs, prepare Incident Report and forward to HR Department.

### 5. Tools, Batteries and Accessories Logbook - Explanation

Particulars	Description
5.1. Dealer	: Name of dealer.
5.2. Branch	: Name of the branch.
5.3. Date	: Date covered by the report.
5.4. Model	: Specific model of the TBAs included in the report.
5.5. Balance-Begin	: Number of TBAs inventory per model on hand at the beginning of the month.
5.6. Ref. No.	: Reference number of the transaction involving TBAs.
5.6.1. Sales Invoice	: Sales Invoice number of brand new unit sold by the branch.

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- 5.6.2. Delivery Receipt : Delivery Receipt (DR) number of the delivery of brand new motorcycle units from the Warehouse Department or branch DR number of in transferring brand new motorcycle unit to other branch.
- 5.6.3. Receiving Report : Receiving Report number of the branch for the receipt of brand new motorcycle unit transferred by other branch.
- 5.6.4. Transmittal Report : Transmittal Report number for the transfer of brand new unit to satellite or branch warehouse.
- 5.7. Total : Summation of all the TBAs per model horizontally per transaction date.
- 5.8. Balance - End : Number of TBAs per model at the end of the month.

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Rolando B. Galang

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Executive Officer

December 1, 2015

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