



MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	RECEIVING REPORT (RR)	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-15-12-015
TO :	BRANCH MANAGER, CASHIER, ASSISTANT CASHIER AND MARKETING ASSISTANT	

## OBJECTIVE

1. To guide the branch in the issuance of Receiving Report.
2. To record or support the receipt of an item/s by the branch or department.

## POLICIES

1. The Receiving Report shall only cover motorcycle movements whether brand new or repossessed unit (s) such as;
  - 1.1. Delivery from Warehouse Department;
  - 1.2. Receive through inter-branch transfer; and
  - 1.3. Receive of return service motorcycle unit from branch personnel.
2. The Receiving Report must be duly signed by the receiver to evidence receipt of motorcycle unit (s).
3. Filling up Receiving Report
  - 3.1. Branch personnel must observe series continuity in the usage of Receiving Report and only one (1) booklet at a time.
  - 3.2. Receiving Report (RR) data must be filled up completely and accurately.
  - 3.3. Branch personnel must always use carbon paper since RR is not carbonize then cardboard in between RR to avoid unnecessary marking in the next series.
  - 3.4. Cease from writing and drawing anything in the RR that is not relevant or pertinent to the issuance of the receipt.
  - 3.5. Refrain from eating and drinking while issuing RR so as not to damage the information written in the RR due to spills from food or drinks.
4. Alteration of Receiving Report
  - 4.1. In correcting information, two (2) lines across the information to be altered or changed.
  - 4.2. The Branch or Head Office personnel must validate/countersign the corrections by signing beside the modified figure or data.
  - 4.3. If the alterations are material, the RR should be cancelled and the branch personnel should issue a new RR.

Prepared by  Mae Christy Pido / Mary Ann Gabuat	Approved by:  Richmond Ngan Executive Officer	Effective  December 2015	Page 1 of 5
--	---	--------------------------------	-------------

## 5. Cancellation of Receiving Report

5.1. Put two (2) lines and write "CANCELLED" across the receipt.

5.2. Indicate reason/s for cancellation of the RR.

5.2.1. For printing error in a particular receipt cancel immediately e.g. different receipt number or with excess copy. Any printing error must be reported to Treasury Receivables Department.

5.3. Acknowledgement of the cancelled RR.

5.3.1. RR must be acknowledged by the head office and branch personnel.

5.4. 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.

## 6. Authority to Use Skipped Series

5.1. Request letter should be prepared by the cashier and/or other personnel concerned and forward to branch manager for evaluation and signed in the noted portion.

5.2. Scan the request letter and send to Treasury Receivables Department for an authority number to use skipped series through webmail.

5.3. Approval and authority number received should be recorded in the authority control logbook to ensure that the skipped series will be used in the next transaction.

## 7. Number of Copies and Distribution:

7.1. Original : Customer Copy

7.2. Pink : Accounting Copy

7.3. Blue : Branch Copy

7.4. Green : File which remains to the booklet

## PROCEDURES

### 1. Cashier

1.1 Receive all copies of the Delivery Receipt and CBU Control Tags from the Marketing Assistant.

1.2. Check Delivery Receipt information vis-à-vis CBU Control Tags and if everything is in order, prepare Receiving Report in three-(3) copies.

Original : Warehouse

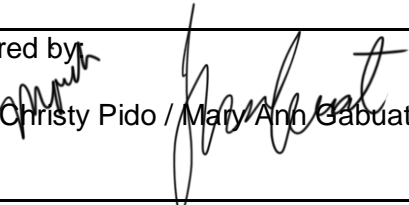
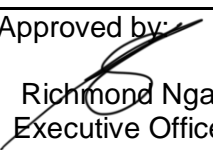
Pink : Accounting Department

Blue : Branch copy

1.3. Affix signature overprinted name in the "Prepared by" portion and forward Receiving Report together with Delivery Receipt and CBU Control Tags to Branch Manager.

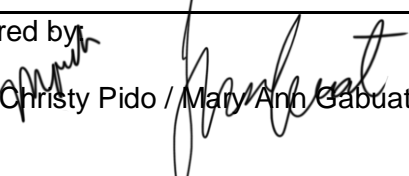
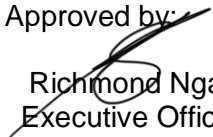
### 2. Branch Manager

2.1. Receive Receiving Report together with Delivery Receipt and CBU Control Tag from the cashier.

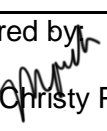
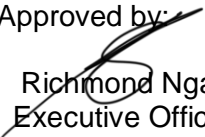
Prepared by  Mae Christy Pido / Mary Ann Gabuat	Approved by:  Richmond Ngan Executive Officer	Effective  December 2015	Page 2 of 5
--	---	--------------------------------	-------------

- 2.2. Compare information from the Receiving Report against covering Delivery Receipt and CBU Control Tags.
- 2.3. 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.
- 2.4. Forward all documents to Marketing Assistant.
3. Marketing Assistant
  - 3.1. Receive documents from branch manager.
  - 3.2. 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.
  - 3.3. Forward Receiving Report, blue and pink copies, and Delivery Receipt yellow copy with the CBU Control Tags to cashier.
4. Cashier
  - 4.1. Receive signed Receiving Report and yellow copy of Warehouse Delivery Receipt with CBU Control Tag from Marketing Assistant.
  - 4.2. Post delivery of brand new motorcycle from the Warehouse in the BMS based on the entries in the Receiving Report.
  - 4.3. 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.
  - 4.4. File yellow copy of Warehouse Delivery Receipt in a permanent file progressively.
  - 4.5. File blue copy of the Receiving Report in a permanent file in series that is from lower number to higher one.
5. Form Explanation-Receiving Report

Particular	Description
1. Company	: Name of dealer issuing the Receiving Report.
2. Branch	: Name of the branch issuing the Receiving Report.
3. Received From	: Name of the establishment, person, department or branch the item or motorcycle unit was received.
4. Date	: Date the Receiving Report was prepared.
5. Received by	: Complete name of authorized representative who received the items or motorcycle units.
6. On	: Actual date the item or motorcycle was received.
7. Quantity	: Number of items or motorcycle units received.
8. Unit	: Specific unitary measurement of the item received, e.g. piece or pc., box, set, assembly, etc.

Prepared by  Mae Christy Pido / Mary Ann Gabuat	Approved by:  Richmond Ngan Executive Officer	Effective December 2015	Page 3 of 5
--	---	----------------------------	-------------

9. Description : Description of the item or motorcycle unit received by the recipient. In case of motorcycle unit, the complete description must be indicated.
- 9.1. Make/Brand
  - 9.2. Model
  - 9.3. Color
  - 9.4. Engine number
  - 9.5. Chassis number
  - 9.6. Motorcycle class, brand new, repossessed or service unit
    - 9.6.1. In case of receipt of brand new unit through inter-branch transfer or delivery from main office Warehouse, the branch should indicate the Tools, Batteries and Accessories received; whether complete or not.
    - 9.6.2. In case of repossessed motorcycle unit, it must be accompanied by Repossessed Motorcycle Checklist. Nevertheless, the recipient must conduct their owned inspection of the motorcycle unit.
10. Remarks : Other pertinent information regarding the item or motorcycle unit received.
11. D. R. Reference No. : Delivery Receipt number of the items or motorcycle unit received.
12. Delivered by Driver : Signature over printed name of the person who makes the delivery, e.g. customer, authorized branch representative who delivered the unit through inter-branch transfer or driver helper from main office Warehouse who delivered the motorcycle units to the branch.
13. Prepared by : Signature over printed name of authorized branch personnel who prepared the Receiving Report.
14. Verified by : Signature over printed name of the Branch Manager concerned who verified and checked the items or motorcycle units delivered.

Prepared by  Mae Christy Pido / Mary Ann Gabuat	Approved by:  Richmond Ngan Executive Officer	Effective  December 2015	Page 4 of 5
--	---	--------------------------------	-------------

