

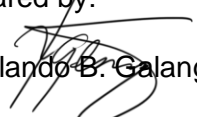

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	INTER-BRANCH TRANSFER OF MOTORCYCLE UNIT	Ref. No.
DEPARTMENT :	OPERATIONS SUPPORT DEPARTMENT	OPS 15-12-001
TO :	BRANCH MANAGER / AREA MANAGER	December 1, 2015

## OBJECTIVE

1. To guide the branch in inter-branch transfer of motorcycle units to other branches whether brand new or repossessed.
2. To standardize procedures in the transfer of motorcycle unit from one branch to another.

## POLICIES

1. No transfer proceeding shall be affected from one branch to another without proper supporting documents.
2. It is the responsibility of the receiving branch to conduct ocular inspection or checking of the physical condition of the motorcycle unit being transferred.
  - 2.1. Any damage parts discovered, such as but not limited to scratches and dents; must be indicated in the Delivery Receipt of the transferring branch and in the Receiving Report of the receiving branch.
  - 2.2. Damages discovered after the transfer of motorcycle unit shall be charged to the receiving branch.
  - 2.3. In case of repossessed unit, the transfer must be covered by a Repossessed Motorcycle Checklist duly accomplished by the branch mechanic of the transferring branch.
    - 2.3.1. The main objective is to establish the accountability of any missing accessories and parts from time of repossession to time of transfer of the repossessed motorcycle unit.
3. Motorcycle inventory hoarding is prohibited, if a branch has no buyer on a requested motorcycle unit being requested for a transfer; the unit should be allowed to be moved to another branch that has a ready buyer.
4. It is the responsibility of the transferee Branch Manager to ensure that the transferred motorcycle unit to other branch is duly accounted for and acknowledge by authorized employee of the receiving branch.
5. The Branch Manager shall be required to pay for cost of the following:
  - 5.1. Unaccounted or missing motorcycle unit;
  - 5.2. Missing parts and accessories; and
  - 5.3. Repair and/or replacement of damaged parts.

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## PROCEDURES

### 1. Branch Manager-Requesting Branch

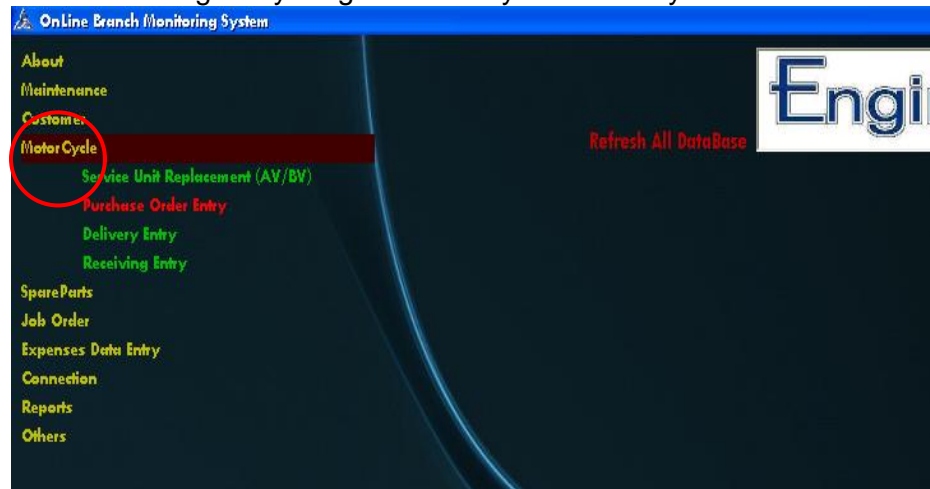
1.1. View Branch Monitoring System (BMS) on the availability of needed motorcycle brand and model in the nearby branches.

1.1.1. Open BMS in the desktop by double clicking the “Snowflake” icon in the right hand portion of the screen.

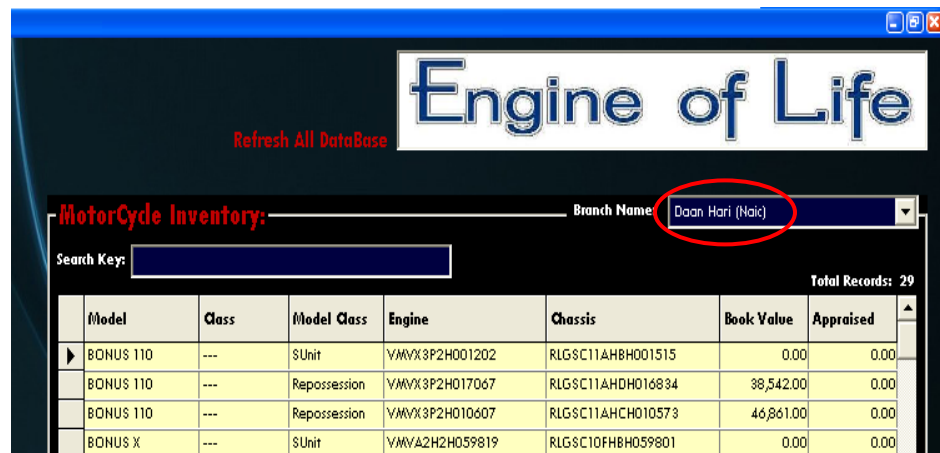
1.1.2. Log-in in the BMS by using owned user’s name and password.

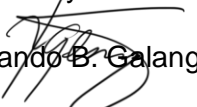
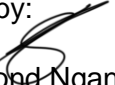
1.2. Click “Motorcycle” in the main menu in the left portion of the screen and sub-menu will cascade.

1.2.1. Click “Receiving Entry” to go to Motorcycle Inventory module.



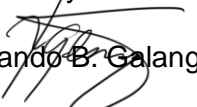
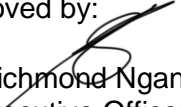
1.2.2. Choose and click name of branch to be searched for needed inventory in the “Branch Name” filter located at the right hand portion of the screen and the list of inventory of the branch will appear, brand new, repossessed and service unit.



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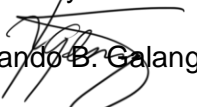
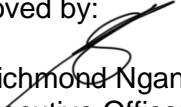
- 1.3. If the needed motorcycle unit in the branch chosen is not available, open and search from another branch until the desired motorcycle unit has been found.
- 1.4. Contact branch manager and request for the inter-branch transfer of the desired motorcycle unit.
- 1.5. If the request has been declined, search again in the BMS.
2. Branch Manager-Transferee Branch
  - 2.1. Receive request of inter-branch from another and check availability in the branch inventory.
    - 2.1.1. If the request is outside the area where the branch belong; ask approval from Area Manager, else, proceed with the transfer.
  - 2.2. If the requested motorcycle unit is available, instruct cashier to prepare Delivery Receipt to effect the transfer.
  - 2.3. Instruct the Marketing Assistant to prepare the motorcycle unit to be transferred.
3. Marketing Assistant-Transferee Branch
  - 3.1. Prepare the motorcycle unit to be transferred.
    - 3.1.1. Required TBAs
    - 3.1.2. Motorcycle keys
    - 3.1.3. If repossessed unit, copy of OR/CRE
    - 3.1.4. Clean the unit to be transferred
  - 3.2. Whether brand new or repossessed motorcycle unit, obtain the stencils of the chassis and engine number of the motorcycle unit for transfer.
    - 3.1.2. If repossessed, with the coordination of the branch mechanic, prepare current Repossessed Motorcycle Checklist of the motorcycle unit.
  - 3.3. Forward motorcycle stencils and/or Repossession Motorcycle Checklist to branch cashier.
4. Cashier-Transferee Branch
  - 4.1. Prepare Delivery Receipt in four (4) copies for the motorcycle for back loading;
 

White (Original) :	Receiving Branch copy
Blue	: Accounting Department copy
Pink	: Branch copy
Green	: Booklet copy
  - 4.2. Indicate in the Delivery Receipt the following;
    - 4.2.1. Motorcycle unit without motorcycle plate; if the latter is not available during pick-up and to be subsequently delivered by the branch, the same must be immediately forwarded to the requesting branch.
    - 4.2.2. No copy of OR/CRE.
    - 4.2.3. No motorcycle key.
    - 4.2.4. Other pertinent information that the branch deem necessary during the inter-branch transfer of the motorcycle unit.

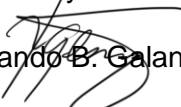

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- 4.3. Affix signature over printed name in the space provided for "Prepared by" portion of the Delivery Receipt and indicate branch name.
- 4.4. Forward all the copies of Delivery Receipt to branch manager
5. Branch Manager-Transferee Branch
  - 5.1. Receive Delivery Receipt from the cashier and review completeness and attachment for inter-branch transfer of the motorcycle unit.
  - 5.2. If everything is in order, sign in the space provided for in "Approved by" portion of the Delivery Receipt over printed name.
  - 5.3. Forward to Marketing Assistant the all the copies of the Delivery Receipt.
6. Marketing Assistant-Transferee Branch
  - 6.1. Receive documents from branch manager and make copies of supporting documents for branch file.
  - 6.2. Put all original supporting papers in a sealed envelope address to the requesting branch.
  - 6.3. Obtain signature of the requesting branch in "Received by" portion of the Delivery Receipt and give the original copy and the attachments to the latter.
  - 6.4. Forward remaining copies of the Delivery Receipt, green, yellow and blue, to the cashier.
  - 6.5. Post motorcycle unit transferred to another branch in the Daily Motorcycle Inventory Report.
7. Cashier-Transferee Branch
  - 7.1. Receive signed Delivery Receipt, blue, yellow and green copies from the Marketing Assistant.
  - 7.2. Post inter-branch transfer of motorcycle unit in the BMS based on the entries in the Delivery Receipt.
  - 7.3. Forward blue copy of the Delivery Receipt to the DPR Section, Treasury Department as supporting documents to Daily Performance Report based on the required scheduled days.
  - 7.4. File yellow copy of Delivery Receipt in a permanent file progressively.
  - 7.5. When all the copies in the Delivery Receipt booklet have been used up, return booklet with green copy to the DPR Section, Treasury Department.
8. Cashier-Requesting Branch
  - 8.1. Prior to actual visit to transferee branch, prepare Receiving Report in three-(3) copies, to record the inter-branch transfer from another branch.
 

Original	: Transferee branch
Pink	: Accounting Department
Blue	: Branch copy
  - 8.2. Obtain the signed pink and blue copies of the Receiving Report from branch personnel who conducted the inter-transfer of motorcycle upon return to the branch.

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- 8.3. Post inter-branch transfer of motorcycle unit in the BMS based on the entries in the Receiving Report.
- 8.4. 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.
- 8.5. File blue copy of the Receiving Report in a permanent file in series that is from lower number to higher one.
9. Marketing Assistant-Requesting Branch
  - 9.1. Receive motorcycle unit transferred from another branch and check physical condition.
    - 9.1.1. If other authorized personnel of requesting branch had picked up the motorcycle unit in the transferee branch, this procedure must still be done upon receipt of the unit by the former for checks and balance purposes.
    - 9.1.2. If repossessed, with the coordination of the branch mechanic, prepare check Repossessed Motorcycle Checklist received from transferee branch against actual condition of the motorcycle unit received.
    - 9.1.3. Any damage parts discovered, such as but not limited to scratches and dents; must be indicated in the Delivery Receipt of the transferee branch and in the Receiving Report of the requesting branch.
      - 9.1.3.1. Inform branch manager and cashier about the damage parts for communication with transferee branch.
  - 9.2. Post motorcycle unit received from other branch in the Daily Motorcycle Inventory Report.

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