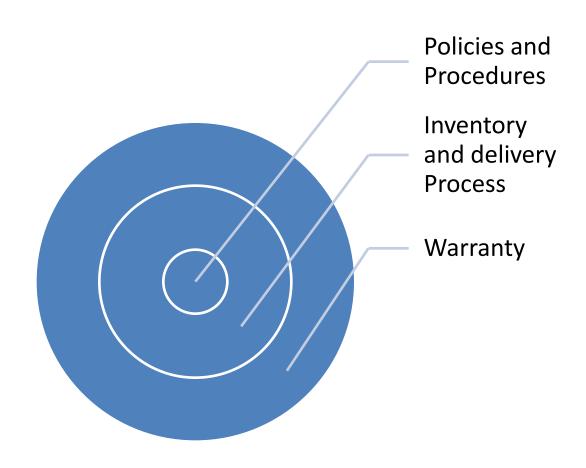
SPAREPARTS TRAINING MODULE

February 2016

Discussion Points



Policies and Procedure

 Accountability: The branch manager will be held accountable for in cases of discrepancy with the inventory

2. **Conflict of interest:** The branch that is found to be selling other motorcycle parts, accessories and motor oils other than the MAKOTO brand or preferred brand of MITSUKOSHI MOTORS (MMPI) will be immediately subjected to disciplinary actions.

Policies and Procedure

3. **Turnover:** The staff is obligated to turnover all necessary documents within 30 working days before exiting. They must all balance out the inventory before they leave.

4. **Inter-branch:** Practice of inter-branch inventory is not allowed. If branch is out of stocks, they are encouraged to buy to the nearest branch with the available parts and oils.



Accountability Form

MITSUKOSHI MOTORS PHILS. INC.

222 E. Rodriguez Sr. Ave. Quezon City

Tel. 448-5676 / Fax 721-1654

Date

June 17, 2014

To

R Department

Re

Spare Parts Department

To All Branch Manager;

In accordance to our responsibilities and obligation to our Company as for Spare Parts concern, our Head Office agreed that All Manager of the respective branch will be Accountable for all the Spare Parts they are handling including Motor Oil.

In this case, if there is a Discrepancy on the Inventory of Spare Parts you are handling, whatever the amount of the missing parts will be deducted to your salary.

Spare Parts Department

BM Signature Over Printed Name

BRANCH



MITSUKOSHI MOTORS PHILS. INC.

222 E. Rodriguez Sr. Ave. Quezon City Tel. 448-5676 / Fax 721-1654

DATE :

SUBJECT: Spare Parts Turnover Policy and Guidelines

SPARE PARTS TURNOVER POLICY AND GUIDELINES

- 1. Must submit summary list of Spare parts inventory on-hand including motor oil and Spare parts show
 - Both parties, out-going and in-coming Branch Manager must conduct actual count and check eve there is some damage, scratch or missing Parts.
- 2. The following details must be seen in the actual count list;
 - Model
 - ➤ SKU#
 - Description
 - Quantity
 - Remarks
 - If there is some damage, scratch and missing parts

Mitsukoshi Mo 222 E. Rodriguez			Branch Date		
		SPARE PARTS TURNOVER			
MODEL	SKU	DESCRIPTION	QUANTITY	REMARKS	
OUT-GOING BRANCH MANAGER		IN-COMING BRANCH MANAGER			
Signature over Printed Name		Signature over Printed Name			

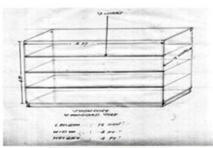
Turnover Form

- Out-going and In-coming Branch manager must sign on the list of inventory they made that will serve as their turn over agreement.
 - ➤ Out—going Branch manager must send a scan copy of the turnover to the Spare Parts Inventory Incharge(petercharlotte.cable@mitsukoshimotors.com)
- 4. Showcase turnover.

ACCOUNTABILITY FORM

I. _______of legal age, single/married, employee of Mitsukoshi Motors Philippines
Inc., resident
Philippines, after having been sworn in accordance with law, depose and say that:

 I acknowledge that <u>showcase (stante)</u> that was lend to me by the company is in good order and condition and understand that the same remains the property of Mitsukoshi Motors Philippines Inc. and should be properly handled at all times:



- Immediately upon severance of my employment with the company, I shall return the showcase (atante) in good condition.
- 3). In case any or all of the said item/s in my possession is lost or destroyed due to my fault or negligence, I shall replace the same within ten (10) days from receipt of the written finding that the loss or destruction is due to my fault or negligence, otherwise the company issue authorized to deduct the payment thereof from my salary or incentives if any.
- In the absence or lieu of such salary or cash bond, I shall immediately pay the company for the loss or destruction of the item/s either in full/cash or installment basis.
- 5). I have read and understood the foregoing provisions and shall exercise full compliance therewith. The company shall file the appropriate legal action to enforce its claims against me in the event of my failed compliance.

Out-going Branch Manager Signature Oper Printed Name

In-coming Branch Manager Signature Ques Printed Name

PO procedure

Diagnose the unit

- 1. Communicate to client that repairs might not be done on the day itself, depending on the parts needed.
- 2. After getting the customer concept, inspect the unit.



Communicate

- 1. **HEAD OFFICE:** Check for the availability of the parts and estimated time of arrival.
- 2. **CLIENT:** Inform the client the price and when will the client come back for repairing their unit.



Purchase Orders

- 1. Generate a Job order first and submit to the cashier.
- 2. Collect 50% DP from the customer.
- 3. Cashier will submit to Head office the correct PO.

Correct purchase order form

		SPARE PARTS DEPARTMENT				
		Purchas	Purchase Order			
Branch	Head Office (Example) February 2, 2016					
Date					CODE:	
P.O. #:	1					
SKU#	QTY.	DESCRIPTION	COLOR	MODEL	REMARKS	
20001402	1 set	LIGHT ASSY, SIGNAL, FR	WHT BLK	BONUS X	OR: 05381	

Must include:

- SKU Number or Part Number of parts
- Quantity
- Name of Parts and its location (RR, Fr, Center, LH, RH, SIZE, ETC)
- Color
- Model of Unit or the Parts requested
- Date
- Purchase order and official receipt number

Important notes part 1:

An incomplete PO is a unprocessed PO. No down payment is counted as incomplete.

All PO are submitted via email only at least 1 or 2 day before pick up.

Orders must be separated according the brand: Lifan, SYM and Makoto.

Every start of the year, the PO number always begins with PO # 1. Succeeding PO will 2, 3, 4, and etc

Important notes part 2:

Items are that not issued on the PO is considered out of stock.

Branch is only allowed to hold a partially paid item for one month only. If the customer fails to pick up the parts, it will be considered void. This must be communicated to customer before any purchase is made.

All items voids can be sold again for the full price.

The BMS will only show the SRP price but it does not include any mark up yet.

		SPARE PART	TS DEPARTN	IENT	
		Purch	ase Order		SYM
Branch	Head Office (Example)			
Date	February 2, 20	016			CODE:
P.O. #:	1				
SKU#	QTY.	DESCRIPTION	COLOR	MODEL	REMARKS
20001402	1 set	LIGHT ASSY, SIGNAL, FR	WHT BLK	BONUS X	OR: 05381

		SPARE PARTS	DEPARTA	VENT		
		Purchase Order			SYM	
Branch						
Date P.O. #:					CODE:	
P.U. #:						
SKU#	QTY.	DESCRIPTION	COLOR	MODEL	REMARKS	
-						
BRANCH:						
DATE:					MAKOTO	
PO:			COLOR		1117 (1 () 1 (
SKU#	QTY.	QTY. DESCRIPTION		MODEL	REMARKS	
BRANCH:						
DATE:					LIFAN	
P0:					LIFAIN	
		DESCRIPTION	COLOR	MODEL		
SKU#	QTY.				REMARKS	

Samples

SPARE PARTS INVENTORY REPORT

Daily Requirements

Submit duplicate HTR report to Spare Parts

Update the sales
Transaction

Include it for the beginning and ending inventory



PURPOSE:

The inventory report acknowledges the items that are currently in the store. Items that are NOT YET RELEASED <u>must be included in the inventory report.</u>

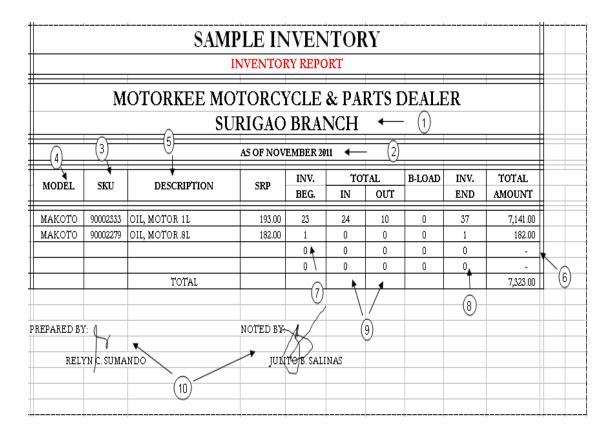
REQUIREMENTS:

Monthly Inventory Report **SOFT COPY** of an excel file and jpeg/ pdf file to be submitted on the 15th of the following month

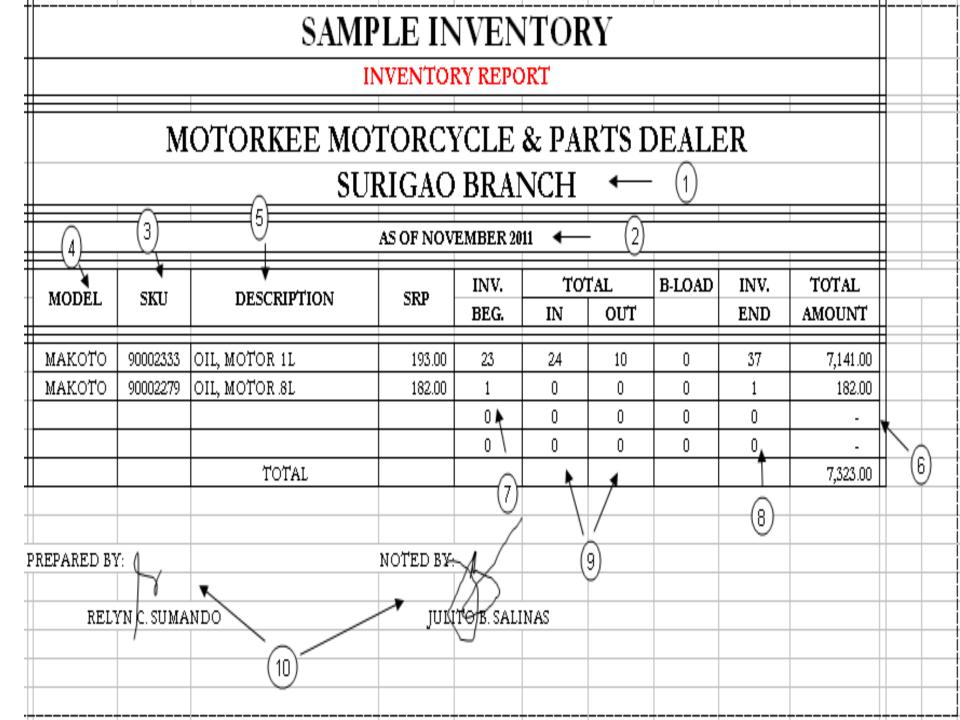
Correct Inventory Report

MUST INCLUDE:

- 1. Branch Name
- 2. Date
- 3. SKU#
- 4. Model
- 5. Parts Description
- 6. Amount
- 7. Beginning Qty
- 8. Ending Qty
- 9. In & Out



10. Signature of spare parts in-charge and BM



How to find the price and SKUs?

MAKOTO PRICELIST

A	B C D	1 3 1 1 4 E	G H		7
A	B C D		G H		1
printed on: 7/3		KOTO GENUE OFFICIAL PRIC (FRAME PART	E LIST	(FRAME PA	ARTS) Pag
9000-2147	BRAKE SHOE FR (RED-LINING)	HONDA	TMX-155	97.00	7
9000-1078	BRAKE SHOE	HONDA	XL-125,XLR-200	85.00	
9000-2149	BRAKE SHOE RR (RED-LINING)	KAWASAKI	G7S,RANGER,CT-100	85.00	
9000-1072	BRAKE SHOE RR	KAWASAKI	G7S,RANGER,CT-100	85.00	
9000-2148	BRAKE SHOE RR (RED-LINING)	KAWASAKI	HD1,HDX	100.00	
9000-1080	BRAKE SHOE FR	KAWASAKI	HD3	97.00	
9000-2150	BRAKE SHOE FR (RED-LINING)	KAWASAKI	HD3	97.00	
9000-1075	BRAKE SHOE RR	KAWASAKI	HDX,HD1	100.00	
9000-1239	BRAKE SHOE FR	YAMAHA	RS100	70.00	
9000-2151	BRAKE SHOE FR (RED-LINING)	YAMAHA	RS100	100.00	
9000-1074	BRAKE SHOE RR	YAMAHA	RS100, YL2	100.00	
9000-2152	BRAKE SHOE RR (RED-LINING)	YAMAHA	RS100, YL2	100.00	
BRAKE S	HOE (MAKOTO-SILVER)				
SKU	DESCRIPTION	BRAND	MODEL	PRICE	REMARK
9000-3012	BRAKE SHOE RR	HONDA, KAWASAKI	C-100,FURY-125,XRM110	130.00	
9000-3013	BRAKE SHOE FR	SUZUKI, YAMAHA	B1,STX-125,RTX-135	145.00	
9000-3014	BRAKE SHOE RR	KAWASAKI	HD3,HDX,WIND-125	135.00	
9000-3015	BRAKE SHOE RR	HONDA	TMX-155	135.00	8
	BUSHING				
SKU	DESCRIPTION	BRAND	MODEL	PRICE	REMARK
9000-0774	BUSHING SPROCKET RR	LIFAN	LF150-A	55.00	6
PARTS	ENGINE PARTS / ELECT	DICAL DARTS COEV	ON / PJ		ee-

SKU NUMBER

How to find the price?

- 1. Open the BMS
- 2. Maintenance
- 3. Click Spare Parts Database

- Go to Options: Select Active Only
- Go to Search OPTIONS: Type SKU number

About Maintenance MOTORS PHILIPPINES Customer MotorCycle Maintenance for SpareParts:-**SpareParts** Job Order • Options: Active Only **Expenses Data Entry** Connection Reports SKU Model Description SRP Date Effec. Others 90002333 175.00 11/03/2009 макото OIL, MOTOR (1L)(MAKOTO) Search Options: 90002333

Description:

Part No.: All

ΑII

Active

YES

Total Record[s]: 1

Maintenance

•

▼

Model: All

Contact us

WARRANTY

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BRANCH OPERATION

Peter Charlotte Cable petercharlotte.cable@mitsukoshimotors.com