

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	VIEWING STATUS OF BRANCH NEW SALES DOCUMENTS	Ref. No. CSD 16-010
DEPARTMENT :	CORPORATE SERVICE DEPARTMENT	
TO :	BRANCH MANAGER/CASHIER/MA	

### OBJECTIVE

To guide in monitoring the status of all releases with regards to completion of documentary requirements and its registration.

### POLICIES

1. Branch Manager and Marketing Assistant must check status of Brand New Sales Documents and Registration thru BMS.
2. Marketing Assistant must check on a weekly basis the weekly sales if document is transmitted to Liaison.
3. Branch Manager is responsible in ensuring proper monitoring and update of Marketing Assistant on Documentation.

### PROCEDURE

1. In the BMS Main Menu, Click Reports and Select List of Reports.



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3. Click "Brand New Sales Report LTO [Detailed]" and Select Range of date.



4. Click Preview Report button to display the TRANSMITTAL DATE and Registration status.



Transmittal Date to Liaison

Budget Code      Registration Status

No.	Date	Release	DR No.	SI No.	DR No.	Model	Engine No.	Chassis No.	Type	Account No.	Customer Name	Budget	PNP	Plate	OR/OR	Date Trans.
1.	01/04/2014	000231	018441	143537	WOLF 125	KB165PM13007533	LKMPOJLESD0072803	INSI	3421401002	ORPUE, ROLANDO RIB	CV14-010	1703-011	---	6603286001	19879408	04/05/2014
2.	01/05/2014	000233	018442	143547	DAAN HARI	781FMJD2189483	LP3PCK800B022185	INSI	3421401004	PAYAS, OIRLO BUQUERA	CV14-010	1703-011	---	6603286402	19879354	04/05/2014
3.	01/08/2014	000235	018443	143554	FV1-2	VMVX3B20008948	RLOXD1180800885	INSI	3421401005	DAILO, JEANLEN HUESCA	CV14-010	1703-011	---	6603286002	19879374	04/05/2014
4.	01/09/2014	000236	018444	143567	DAAN HARI	781FMJD2189240	LP3PCK800B022102	INSI	3421401007	BO RRA, MICHELLE MADRAL	CV14-010	1703-011	---	6603286003	19879371	04/05/2014
5.	01/11/2014	000239	018445	143573	DAAN HARI	781FMJD2189384	LP3PCK800B0220084	INSI	3421401009	CAVA, STEPHEN SUMBELL	CV14-010	1703-011	---	6603286004	19879345	04/05/2014
6.	01/15/2014	000241	018446	143583	DAAN HARI	781FMJD2189045	LP3PCK800B022359	INSI	3421401011	CAVABRONA, ROTEX ZAUSA	CV14-010	1849-011	---	---	---	07/14/2014
7.	01/16/2014	000242	018447	143595	DAAN HARI	781FMJD2189287	LP3PCK800B0221788	INSI	3421401012	CORTEZ, CHRISTIAN VALES	CV14-010	1703-011	---	6603286005	19879442	04/05/2014
8.	01/21/2014	000245	018448	002417	DAAN HARI	781FMJD2189337	LP3PCK800B0220088	INSI	3421401015	MINA, JOSE RYAN DEVAOBA	CV14-010	1703-011	---	---	---	04/05/2014
9.	01/21/2014	000246	018450	002420	BO NUB 110	VMVX3P2H031823	RLO8011AHEH031884	INSI	3421401016	VELASCO, JOEL BUNER	CV14-010	1703-011	---	6603286006	19879104	04/05/2014
10.	01/21/2014	000248	018449	002420	WOLF 125	KB165PM13009549	LKMPOJLESD0079599	INSI	3421401018	QUITOR, HENRY GALLAR	CV14-011	1758-011	---	6604200041	198504162	05/01/2014
11.	01/21/2014	000249	038501	002420	WOLF 125	KB165PM13009594	LKMPOJLESD0079040	INSI	3421401019	PERRARIZ, LLOYD LUCERA	CV14-011	1758-011	---	---	---	05/01/2014
12.	01/23/2014	000502	038502	002440	DAAN HARI	781FMJE1087027	LP3PCK800B000748	INSI	3421401022	CAUMBAN, JANILE ROCHE	CV14-010	1703-011	---	6603286007	19879871	04/05/2014
13.	01/23/2014	000503	038503	002443	BO NUB X	VMVX2H2H000144	RLO8010PHH030044	INSI	3421401023	BINAYAS, LOWE VELASCO	CV14-010	1703-011	---	6603286101	19879580	05/03/2014
14.	01/24/2014	000505	038504	002448	DAAN HARI	781FMJE1087133	LP3PCK800B000712	INSI	3421401025	VILLA, HENRY JR CAVA	CV14-010	1703-011	---	6603286102	19879580	04/05/2014
15.	01/27/2014	000507	038505	002455	DAAN HARI	781FMJE1087191	LP3PCK800B000891	INSI	3421401027	ALMIRANTE, PAMFILO BR MARBES	CV14-010	1703-011	---	6603286008	19879108	04/05/2014
16.	01/28/2014	000509	038506	002455	DAAN HARI	781FMJD2189122	LP3PCK800B0222265	INSI	3421401029	TIRADO, GERRY BR BALA	CV14-010	1703-011	---	6603286103	19879148	04/05/2014

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Corporate Services Department-LTO

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Executive Officer

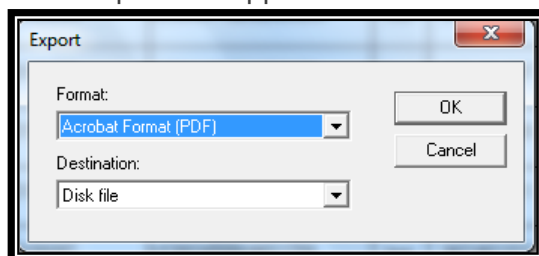
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5. Click Export button.

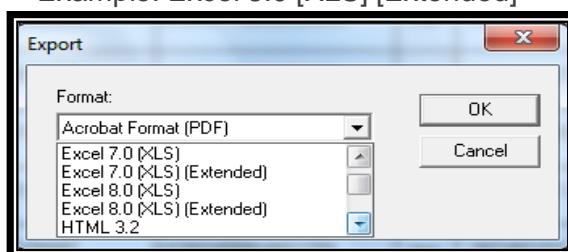


5.1 The Export box appear. Select Excel 8.0 Extended



5.2 Click OK

Example: Excel 8.0 [XLS] [Extended]



5.3 Save to Drive D

6. Open the File where it is saved.

No.	Date Release	DR No	SI No	OR No	Model	Engine No.	Chassis No.	Type	Account No.	Customer Name	Budget
1.	01/04/2014	000231	015441		WOLF 125	XS156FM11300	LXMPJCJLE9DO	Inst.	3421401002	CORPUZ, ROL	CV14-010
2.	01/06/2014	000233	015442		DAAN HARI	161FMJD21594	LF3PCK508DBK	Inst.	3421401004	PAYAS, CIRILO	CV14-010
3.	01/08/2014	000235	015443		RV1-2	VMVX3E2D009	RLGMD11BDEC	Inst.	3421401006	CAILO, JEANILE	CV14-010
4.	01/09/2014	000236	015444		DAAN HARI	161FMJD21592	LF3PCK504DBK	Inst.	3421401007	BORRA, MICHE	CV14-010
5.	01/11/2014	000239	015445		DAAN HARI	161FMJD21593	LF3PCK500DBK	Inst.	3421401009	CAVA, STEPHE	CV14-010
6.	01/15/2014	000241	015446		DAAN HARI	161FMJD21609	LF3PCK505DBK	Inst.	3421401011	ZAMBRONA, R	CV14-016
7.	01/16/2014	000242	015447		DAAN HARI	161FMJD21592	LF3PCK500DBK	Inst.	3421401012	CORTEZ, CHRI	CV14-010

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