

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	ENCODING COMPANY NAME THRU BMS	Ref. No. CSD 16-005
DEPARTMENT :	CORPORATE SERVICE DEPARTMENT	
TO :	BRANCH MANAGER/ CASHIER	

OBJECTIVE:

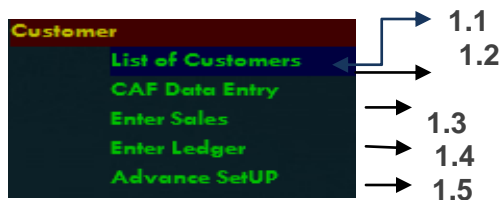
1. To ensure correctness of encoding of company name for registration.
2. To guide the branch in encoding company name for registration in the Branch Monitoring System (BMS).

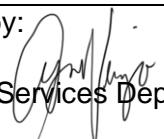

POLICIES

1. Data must be encoded correctly. Incorrect data entry is subject for disciplinary action in accordance with Company Code of Discipline; and shall be charged Four Hundred (P 400.00.) pesos. for unregistered Three Thousand Five Hundred (P 3,500.00) for already registered.
2. Branch Manager and Cashier are accountable in the correct data entry in the Branch Monitoring System (BMS) including but not limited to Customer Name, Address, Model, Color, Engine, Chassis, Sales Invoice Number, Account Number and SKU number.
3. Branch Manager is responsible in ensuring correct data entry made by the cashier after day-end transactions.
4. First downloaded data by Corporate Service Department (CSD) is deemed final and correct.
5. Data entry must be done after every transaction.

PROCEDURES

1. In the BMS main menu, click the Customer menu and 5 Option Button's appear.



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- 1.1 List of Customer-where one can check overall existing account from other branches.
- 1.2 CAF Data Entry – where one can edit the data previously entered on customer inquiry after the C.I. approval.
- 1.3 Enter Sales
- 1.4 Enter Ledger- where one can proceed the sales entry.
- 1.5 Advance Set Up

2. Click the **List of Customer** to check if they have an existing account to other branches.

2.1 From Search Key1- Type the Last





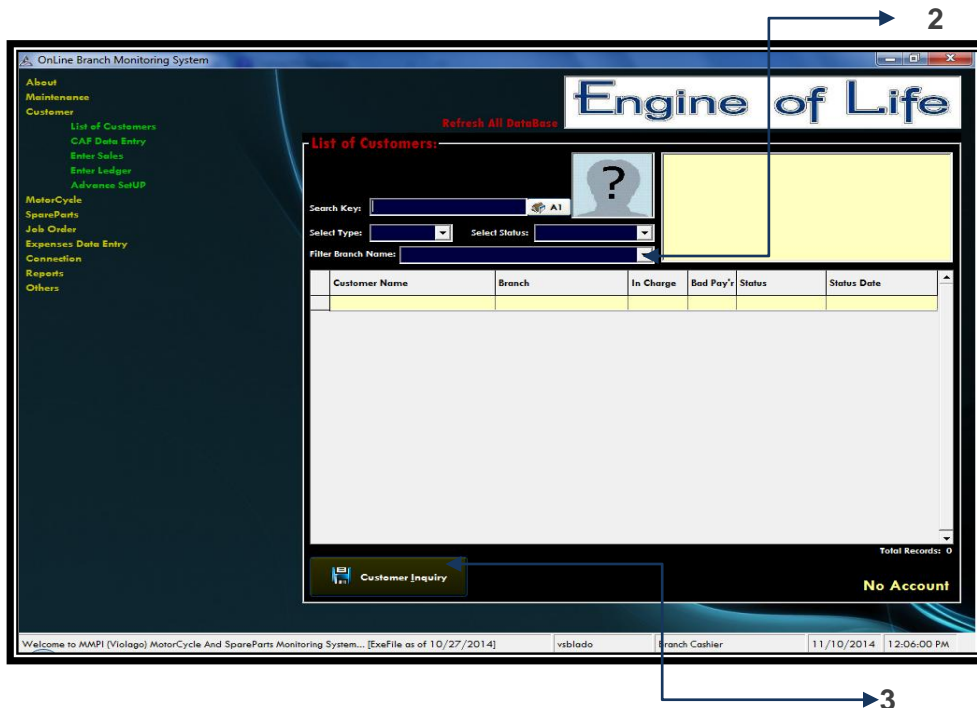
Name/Surname

2.2 From Search Key2- Type the First Name



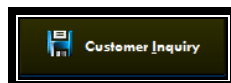
2.3 Search Key3- Middle Name

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3. Click Customer Inquiry Button.

Click Customer Inquiry icon.



3.1 Fill out completely and correctly in capital letters.

Add Basic Customer Informations:

Surname: _____ First Name: _____ Middle Name: _____

Street Address: _____
(Lot No. Block No. Phase No. Building Street Subdivision Barangay)

City Address: _____ Tel No.: _____ Cell No.: _____
(Municipality/City/Province) (Contact Numbers) Gender: _____

Inquiry Details:

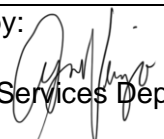

Employee No.: _____ Name: _____

Select Type: _____

Body Type: _____ Key-IN SKU: _____

Remarks: _____

Buttons: Add, Edit, Update, Help, Refresh, Save, Print Report, Modify Income Details

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3.1.1 For the Company Name

3.1.1.1 Surname-Complete Company Name

3.1.1.2 First name- (---)

3.1.1.3 Middle Name- (---)

SurName:	FirstName:	MiddleName:
TRONIX MASTER INC	---	---

3.1.2 Address

3.1.2.1 Street Address –limited until Barangay only

Example: # Lot 5 Blk 5 Phase II, Camera Subd., Barangay Gali

3.1.2.2 City Address- Municipality/City/Province only

Private OnLine Branch Monitoring System

Customer Inquiry Module

Oct 20, 2015 03:16:23 PM

Add Basic Customer Informations:

SurName: TRONIX MASTER INC, FirstName: ---, MiddleName: ---

Street Address: #118 LOT 5 BLK 5 PHASE II, CAMERA SUBD., BARANGAY GALI
(Lot No. Block No. Phase No. Building. Street. Subdivision. Barangay)

City Address: QUEZON CITY, Tel No.: 722-333, Cell No.: 09087411653
(Municipality/City/Province) (Contact Numbers) Gender: ---

Inquiry Details: WALK IN

Employee No.: 1410203, Name: MANUEL LEONARDO GARCIA

Select Type: MotorCycle, Marketing Assistant

Body Type: SOLO, Key-IN SKU: 2274

Brand : SYM, SKU : 2274, Model : BONUS 110, Color : BLK ORNGE

Remarks: BN CASH

Buttons: Add, Edit, Update, Help, Refresh, Save, Print Report

Yahool Messenger: ronbraylle_borromeo is now offline

3:32 PM

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3.2 Click Save.

In case of erroneous entry, open Customer Inquiry Module again click **EDIT** then click **SUBMIT**.

Online Branch Monitoring System

Engine of Life

Fix Records Refresh All DataBase

List of Customers:

Search Key: delia Search Key: aquino

Select Type: MotorCycle Select Status: View All

Filter Branch Names: MMPI (Viologo)

Customer Name: AQUINO, DELIA FLORES Branch: MMPI (Viologo) In Charge: 1408108 Bad Pay'r: NO Status: Active Status Date: 09/27/14 (11:03 AM)

Customer Details:

- Customer CAF No.: CAF1001408010
- Status: Inquiry
- Status Date: 08/11/14 (05:37 PM)
- ID No.: 1405058
- Name: BERTUMEN, KAREN DALIDA
- Position: Marketing Assistant

Total Records: 1

1 Account[s]

Welcome to MMPI (Viologo) MotorCycle And SpareParts Monitoring System... [ExeFile as of 10/27/2014] joana LTO Staff 11/11/2014 02:07:06 PM

4. Click the Credit Application Form Entry



Online Branch Monitoring System

Branch Name: MMPI (Viologo)

Fix Records Refresh All DataBase

Customer for Credit Application Data Entry:

Search Key: GUINER, JOHN SISON Select Status: View All

Customer Name	CAF No.	Agent	Bad Cust.	Status	Remarks
GUINER, JOHN SISON	CAF1001411008	NO	NO	Active	GOOD CONDITION DP 2,000

Total Records: 1

Customer Evaluations & Investigation Entry Credit Application Form Entry AC Assignment Module

Welcome to MMPI (Viologo) MotorCycle And SpareParts Monitoring System... [ExeFile as of 12/04/2014] key LTO Staff 12/13/2014 08:54:04 AM

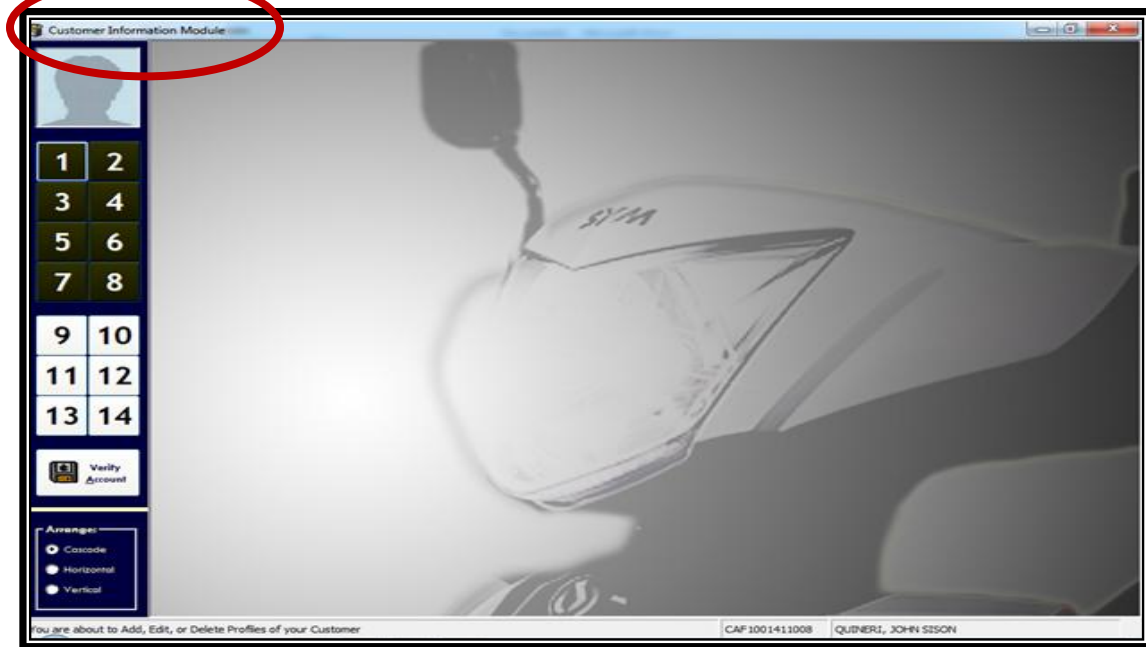
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5. The Customer Information modules appear and then Click **1** to check or add other personal information of the company.



6. Any changes made in CAF has to be saved, thus click NEXT button until you reach the SUBMIT button.

A screenshot of the "Customer Information Module" window, specifically the "Applicant Information" form. The form is titled "Enter the Applicant Information here..." and contains a section for "Personal Information:". The fields are filled with the following data: SurName: QUBNER, First Name: JOHN, Middle Name: SEON, Nickname: JOHN, Gender: Male (selected from a dropdown), Civil Status: Married (selected from a dropdown), Citizenship: FILIPINO, Place of Birth: QUEZON CITY (selected from a dropdown), Birth Date: June 23, 1973, and Age: 0. A "Next" button is located at the bottom right of the form. The left-hand navigation pane and status bar are also visible, matching the previous screenshot.

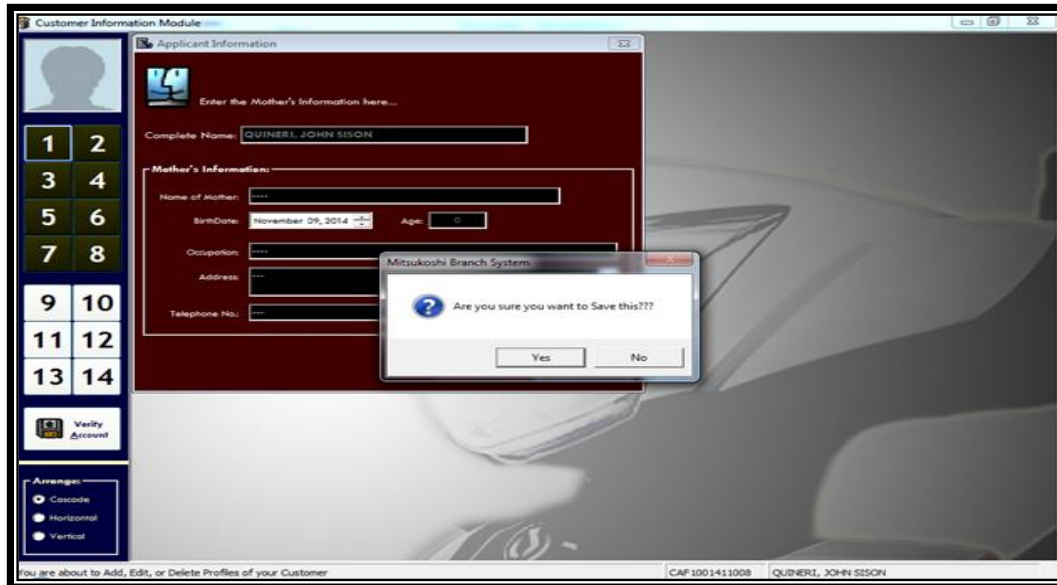
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7. Click Submit Button. Message “Are you sure you want to Save this??”. Click “Yes” to save data edited.



8. Send the following documents to Liaison Officer:
 - 8.1 Original Sales Invoice
 - 8.2 Information Sheet
 - 8.3 DTI or SEC.
 - 8.4 Stencil
 - 8.5 Buss,permit

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