



GROUP OF COMPANIES

Date : September 24, 2013

To : The GDC Sr. Supervisor/MIS Supervisor
 The Subsidiary Selling Area/MIS/IAD/Accounting Supervisors
 The WDG Sales/ Accounting Supervisors
 The LDI-DSG Operation Manager/Accounting
 The GGMSr. Supervisor/Secretary
 The Corp IT Sysdev and Accounting

From : The GGM Assistant Manager

Subject : Automation and online operations of the Stock Withdrawal Advise (SWA) and
 The Promo Execution Report (PER)

Please be informed that upon request of the GGM SWA Administrator (Ms. Lhor Calistro) to enhance the automation and online operations of the Stock Withdrawal Advise (SWA), provision 4.0, and the Promo Execution Report (PER), provision 6.0, of the "Policy on Promotional Free Goods Management of September 20, 2012, the following are the approved addendum:

4.4 An automated version of the "Stock Withdrawal Advice Form" developed by the Corp. IT System Development Group is hereby approved for presentation, training and use of the following:

4.41	<u>USERS</u>	<u>APPROVED ACCESS</u>
	• SWA Administrator	Administrator, can edit after save; but with Transaction Override Report (TOR) duly approved by the Asst. GGM Manager.
	• Corp. IAD/Accounting	Viewing Only
	• Subsidiary Purchasing/IAD/Accounting MIS/IT/Selling Area Supervisors	Viewing Only
	• GDC Sr. Supervisor/MIS Supervisor	Viewing Only
	• GGM Sr. Supervisor/MIS Supervisor	Viewing Only
	• GGM Assistant Manager	Manager's Key Approval

4.42 Users Manual

See attached screen shots instructions

6.1 An automated version of the "Promo Execution Report" developed by the Corp. IT System Development Group, is hereby approved for presentation, training and use of the following:

6.12

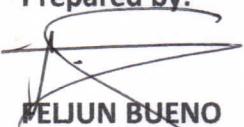
USERS

APPROVED ACCESS

- | | |
|---|--|
| • Subsidiary IT Section Head/Supervisor | Administrator, can edit after save, but With Transaction Override Report (TOR) duly approved by Subsidiary MIS |
| • Subsidiary Implementing Supervisor | Encoding & Viewing |
| • Corp. IT/Accounting | Viewing Only |
| • Subsidiary Purchasing/IAD/ Accounting/IT | Viewing Only |
| • GGM Asst. Manager/Sr. Supervisor/ SWA Administrator | Viewing Only |
| • WDG Supervisor | Viewing Only |
| • LDI Operation Manager | Viewing Only |
| • Subsidiary MIS Head/Supervisor | Manager's Key Approval |

For your guidance and compliance.

Prepared by:


MELJUN BUENO

Sr. Programmer

Date: Sept 24, 2013

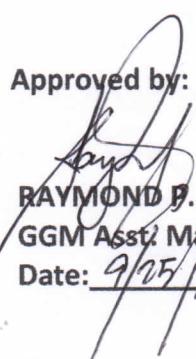
Recommended by:


ELISON M. TAN

Group 1 Navision PM

Date: Sept. 24, 2013

Approved by:


RAYMOND P. UY, MBA

GGM Asst/ Manager

Date: 9/25/13


JOEL LAGRIMAS

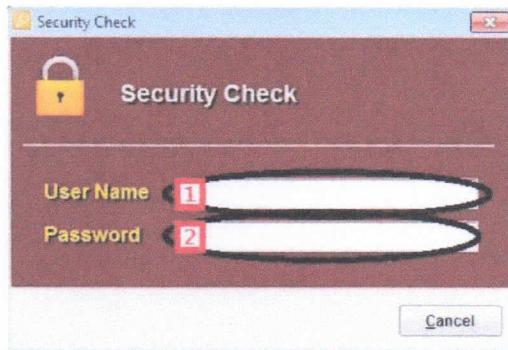
Asst. Head Corp. IT Sysdev

Date: 09/24/2013

STOCK **W**ITHDRAWAL **A**DVICE

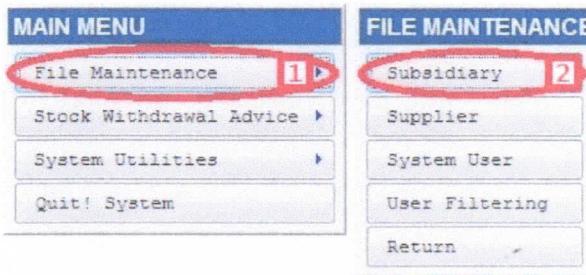
By : **FELJUN BUENO**

Before you can enter the program a SECURITY CHECK will appear to verify your user name and password.

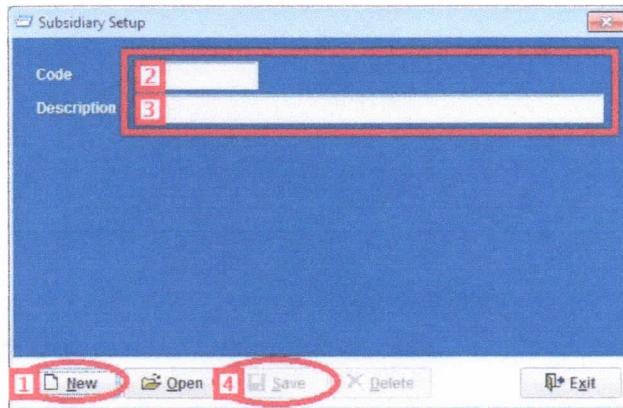


File Maintenance

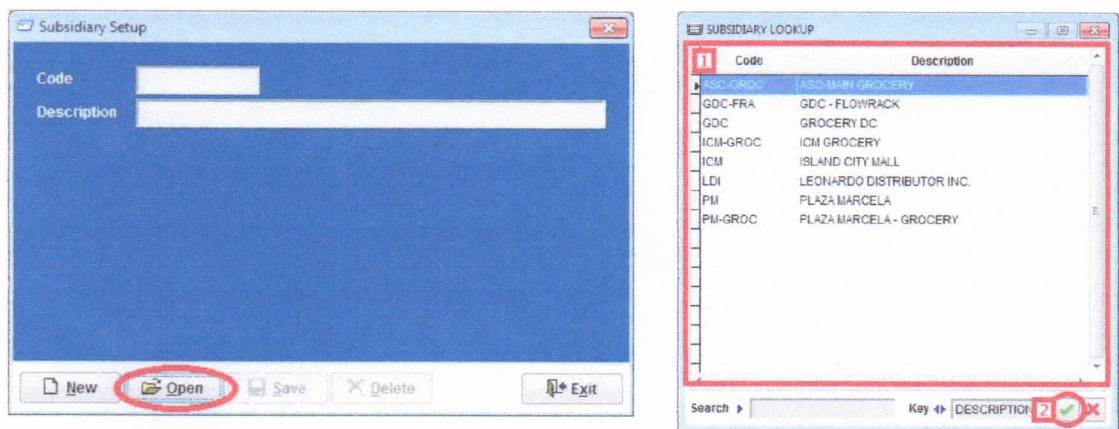
1. To set-up Subsidiary code, from the main menu select FILE MAINTENANCE > SUBSIDIARY.



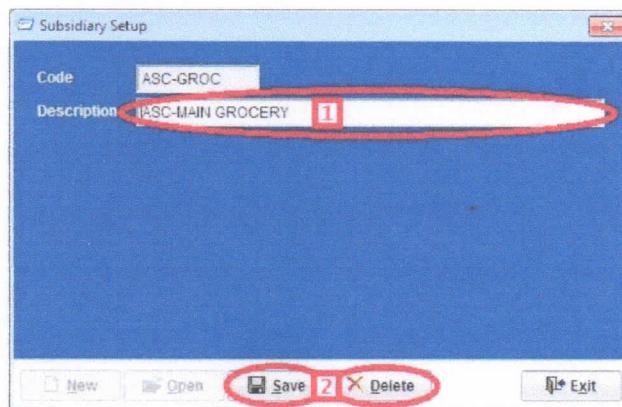
- a. NEW SUBSIDIARY. Click NEW, then type the desired subsidiary code and description. Click SAVE to save entries made.



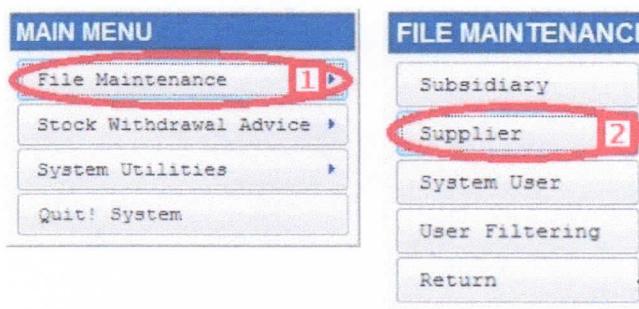
- a. EDIT / DELETE EXISTING RECORD. Click OPEN, then select subsidiary you wish to modify, then click on the check mark or press enter.



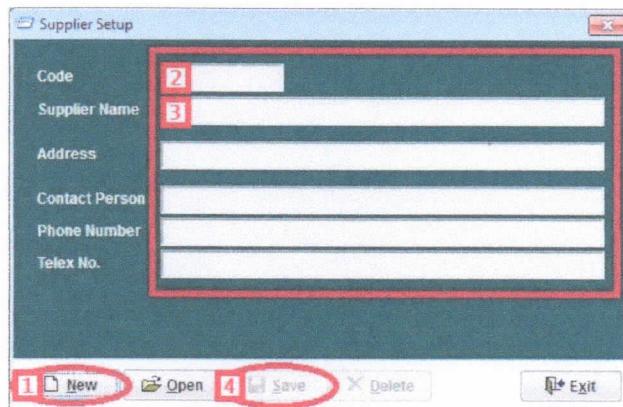
- b. After all the changes made. Click SAVE / DELETE to save the changes made.



2. To set-up Supplier/Vendor code, from the main menu select FILE MAINTENANCE > SUPPLIER.

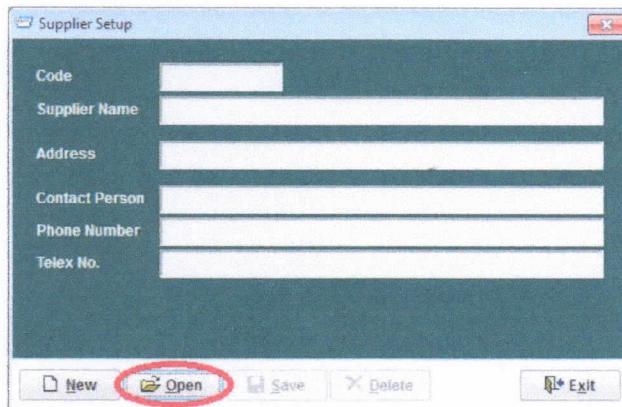


- a. NEW SUPPLIER. Click NEW, then type the desired supplier code and description. Click SAVE to save entries made.



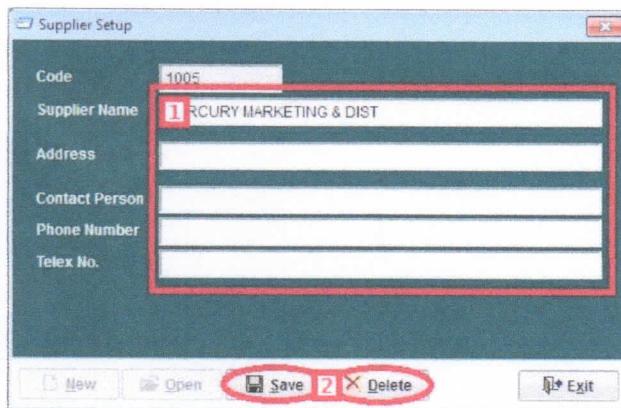
- b. EDIT / DELETE EXISTING RECORD.

- a. Click OPEN and select supplier you wish to modify, then click on the check mark or press enter.

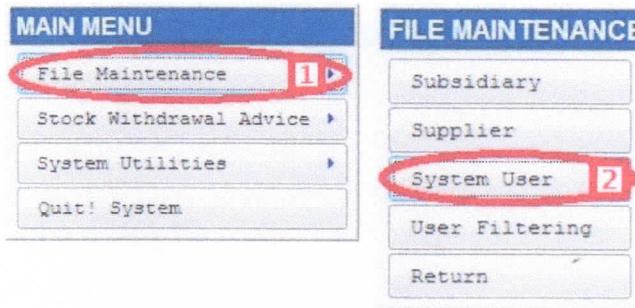


	Code	Supplier Name
1	1005	MERCURY MARKETING & DIST
	FR0122	MERCURY MRKTG & DISTRIBUTION
	S6060	MERCY LAGANIT
	S2939	MERCY MASA
	FM5484	MERCY UGAY
	S5484	MERCY UGAY
	S3123	MERIAM RONDINA
	S2937	MERIKA CARDS
	S3035	MERILL ENTERPRISE
	S5938	MERLENA LOPEZ
	S3157	MERLO AGRICULTURAL CO.
	S5051	MERLYN B. DALAGAN
	S6154	MERLYN LAGRIMAS
	S6024	MERLYN PIZON
	S3189	MERRIAM & DONOT USE DBL
	00000	MERCIAZ

b. After all the changes made. Click SAVE / DELETE to save the changes made.



3. To setup new User, from the main menu select FILE MAINTENANCE > SYSTEM USER.



1. NEW USER. Click NEW, then type the user name and click on the magnifying glass icon to select the user class, then click on USER PASSWORD and type the users password.

The User Setup window shows:

- User Name: (highlighted with a red box) [2]
- User Class: (highlighted with a red box) [3] (with a magnifying glass icon)
- Description: (empty)

At the bottom, there are buttons: New (highlighted with a red box) [1], Open, Save (highlighted with a red box) [5], Delete, and Exit.

The User Class Lookup window shows:

Code	Description
ACCTG	ACCOUNTING
ADMIN	SYSTEM ADMINISTRATOR
MIS 1	MIS 1
MIS 2	MIS 2
SYSMGR	SYSTEM MANAGER

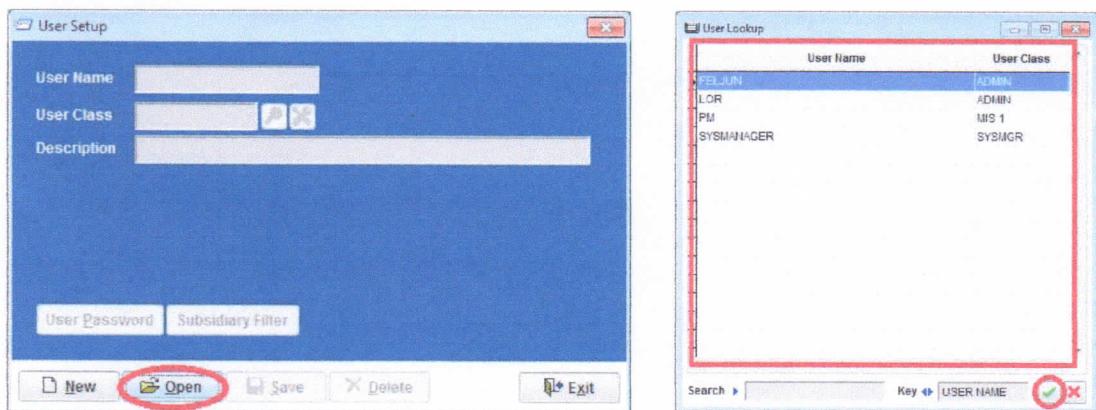
At the bottom, there are buttons: Search, Key ↴, CODE, and a checkmark/checkbox icon [2].

The Password Setting window shows:

- Current Password: (empty)
- New Password: (highlighted with a red box) [1]
- Verify Password: (highlighted with a red box) [2]
- Show Password: (checkbox)

2. EDIT / DELETE EXISTING RECORD.

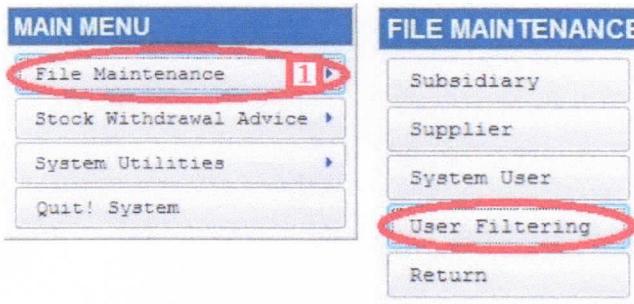
- a. Click OPEN then select the user you want to edit.



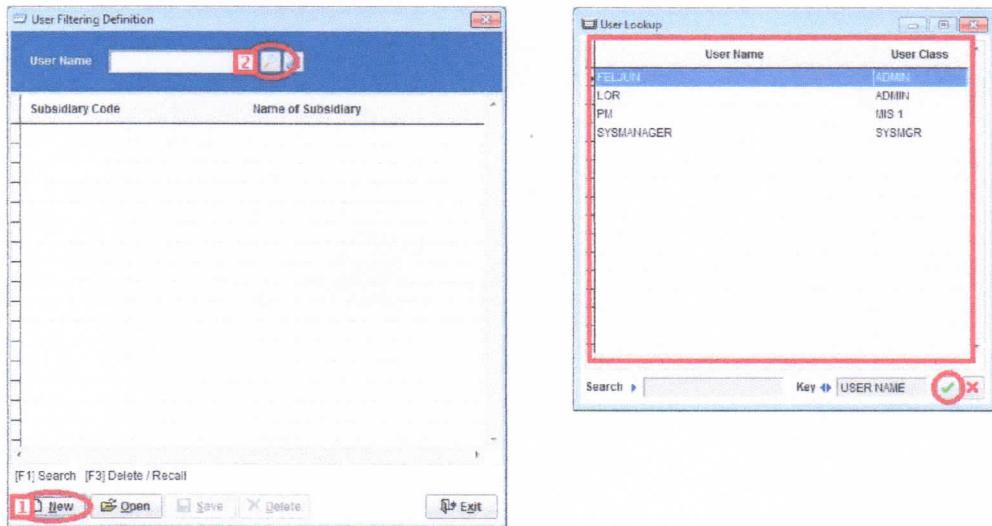
- b. After all the changes made. Click SAVE / DELETE to save the changes made.



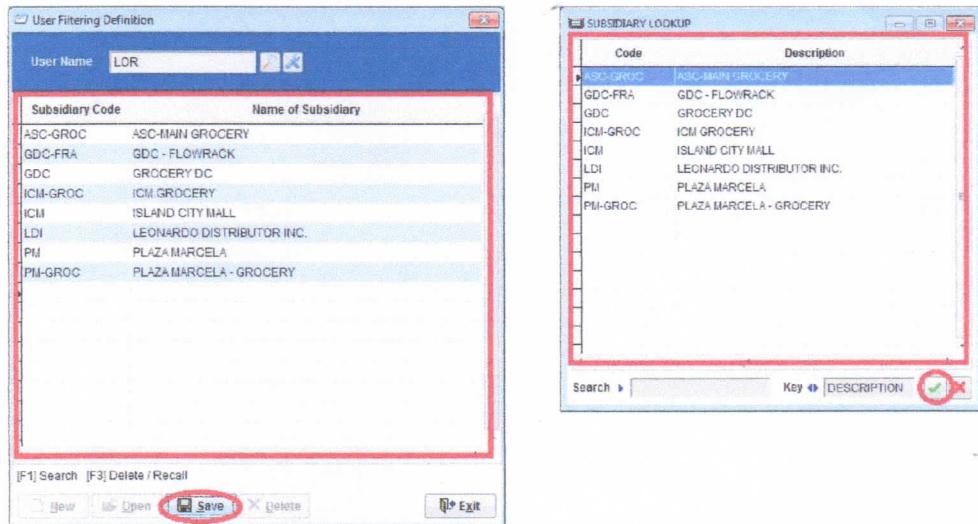
4. To setup User Filtering, from the main menu select FILE MAINTENANCE > USER FILTERING.



- a. Click NEW button, then click the magnifying glass icon to select a user.

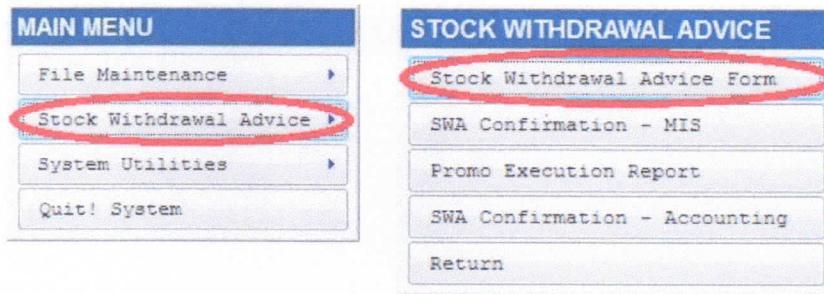


- b. After you've selected the user name, type the subsidiary code or press F1 to select a subsidiary the user is only allowed to use.



Stock Withdrawal Advice

1. To enter stock withdrawal advice form, from the main menu click on STOCK WITHDRAWAL ADVICE > SWA FORM.

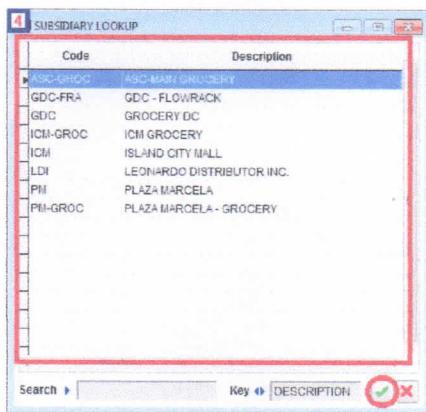


- a. To create a SWA form

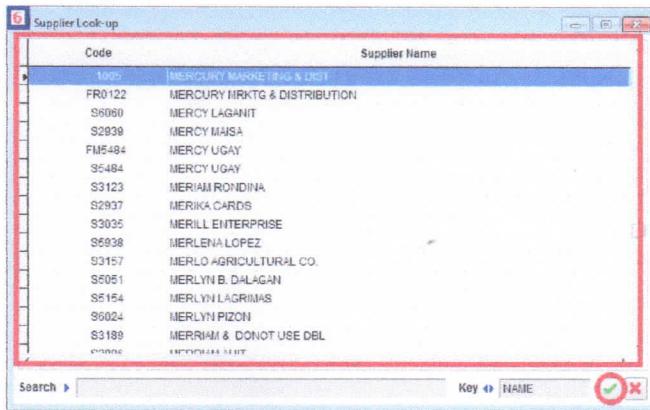
1. Click on the NEW button
2. Type the current date
3. Select from location (GDC, WDG, LDI/DSG, Store, etc.)

This screenshot shows the 'Stock Withdrawal Advice' form window. The top section has fields for 'From' (checkboxes for GDC, STORE, WDG, Others, specify, LDI/DSG) and 'To' (checkboxes for 4 locations). It also includes 'Control No.', 'Date' (set to 11), 'Trans. No.', 'PER No.', and 'CRF / CV No.' fields. Below this is a table header with columns: QUANTITY, UNIT, DESCRIPTION, COST PER UNIT, and AMOUNT. The bottom section contains fields for 'Supplier Name' (with a dropdown arrow icon), 'Accounting Instruction' (with a dropdown arrow icon), and 'Remarks' (with a dropdown arrow icon). At the bottom are buttons for 'Signatures' (9), 'Promo Details' (10), 'New' (11), 'Open' (12), 'Save' (13), 'Delete' (14), and 'Exit' (15).

- Click on the lookup button to select a subsidiary



- Enter the item description, quantity & the unit cost to be withdrawn from the location.
- Enter the supplier code or click on the lookup button to select a supplier to where the item/s withdrawn to be charged.



- Enter the accounting instruction
- Enter the remarks you wish to add
- Click on the Signatories button to enter the signatories & date
- If the items withdrawn is to be used for promotional purposes. Click on Promo Details button to enter the promo title, mechanics & the duration of the promo.

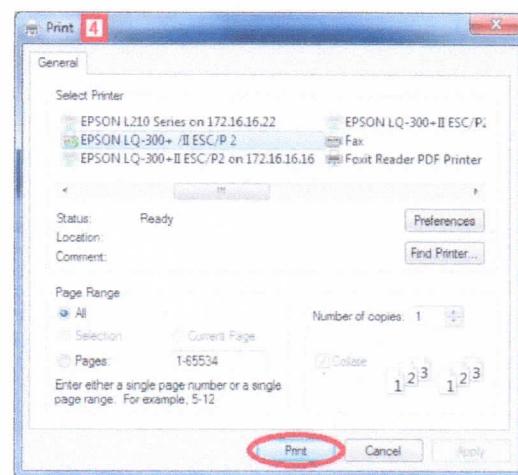
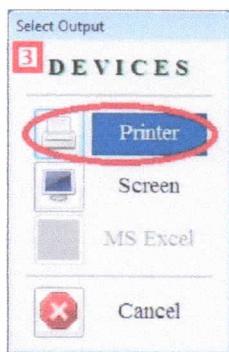
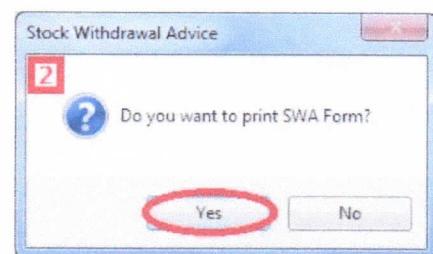
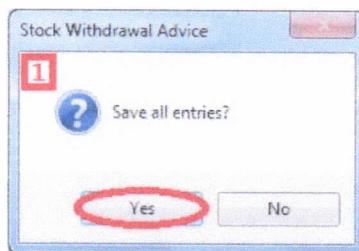
9 SWA Signatories

Requested By	<input type="text"/>
Date	<input type="text"/> / /
Reviewed By	<input type="text"/>
Date	<input type="text"/> / /
Approved By	<input type="text"/>
Date	<input type="text"/> / /
Released By	<input type="text"/>
Date	<input type="text"/> / /
Received By	<input type="text"/>
Date	<input type="text"/> / /

10 Promo Details

Promo Title	<input type="text"/>
Promo Mechanics	<input type="text"/>
Promo Period	<input type="text"/>

11. Next is to save and print the SWA form. Just click on the SAVE button, then follow the steps bellow.

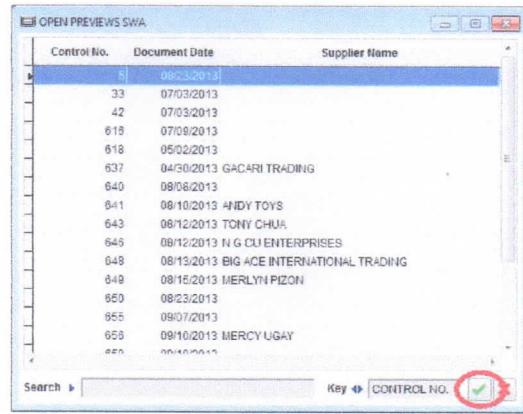


b. To open an existing SWA form

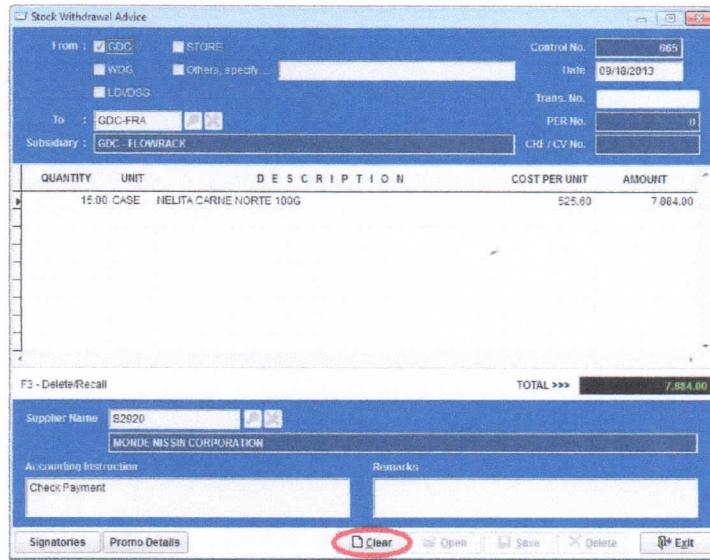
1. Click OPEN button.

A screenshot of the "Stock Withdrawal Advice" application window. The top section includes fields for "From" (with checkboxes for GDC, STORE, WTC, Others, specify, and LEM/BSG), "To" (with a dropdown menu), "Subsidiary" (dropdown menu), and "Control No.", "Date", "Trans. No.", "PER No.", and "CR/CV No.". Below this is a grid table with columns: QUANTITY, UNIT, DESCRIPTION, COST PER UNIT, and AMOUNT. At the bottom of the grid is a footer with "F3 - Delete/Recall" and "TOTAL >>> 0.00". A "Supplier Name" field with a dropdown arrow is below the grid. At the very bottom are buttons for "New", "Open" (highlighted with a red oval), "Save", "Delete", and "Exit".

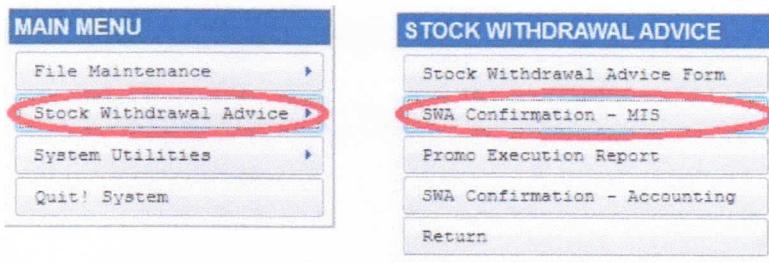
2. Select previous SWA entries. Then click the CHECK button to select.



3. Click CLEAR button to clear the screen.



2. After the Stock Withdrawal Advice has been created and approved. Using the transaction numbers in the Navision/Designex systems to confirm the SWA. From the main menu go to STOCK WITHDRAWAL ADVICE > SWA CONFIRMATION – MIS.



- a. Locate the SWA using the control number as a guide, then press enter key to enter the transaction number.

Control No.	Date	Origin	Destination	Transaction No. 1	Transaction No. 2
637	04/30/2013	GDC	LEONARDO DISTRIBUTOR INC.		
618	05/02/2013	GDC	GDC - FLOWRACK		
640	08/08/2013	GDC	GROCERY DC	321654554	
641	08/10/2013	GDC	GROCERY DC		
643	08/12/2013	GDC	GROCERY DC		
646	08/12/2013	GDC	PLAZA MARCELA	11111111	3333333
648	08/13/2013	WDG	GROCERY DC		
649	08/15/2013	GDC	LEONARDO DISTRIBUTOR INC.	123	
5	08/23/2013	WDG	GROCERY DC	54578	
650	08/26/2013	GDC	GDC - FLOWRACK		
655	09/07/2013	WDG	LEONARDO DISTRIBUTOR INC.		
656	09/07/2013	GDC	ISLAND CITY MALL		
658	09/10/2013	WDG	GROCERY DC	ICM-12345	FRA-234
660	09/10/2013	GDC	GROCERY DC	1	
662	09/11/2013	IT OFFICE	LEONARDO DISTRIBUTOR INC.	2	
663	09/17/2013	WDG	LEONARDO DISTRIBUTOR INC.	3	
664	09/17/2013	WDG	GROCERY DC	4	
665	09/18/2013	GDC	GDC - FLOWRACK		

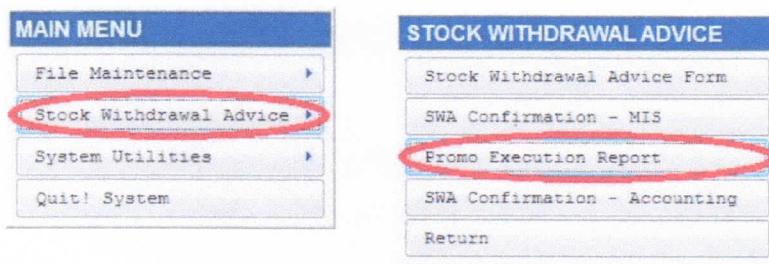
- b. Type the transaction number using the Navision / Designex transaction number to confirm the stock withdrawal.

SWA Control No.	655
Transaction Number	LDI-123456
<input checked="" type="button"/> OK <input type="button"/> Close	

PROMO EXECUTION REPORT

By : **FELJUN BUENO**

3. To enter promo execution report, from the main menu click on STOCK WITHDRAWAL ADVICE > PROMO EXECUTION REPORT.

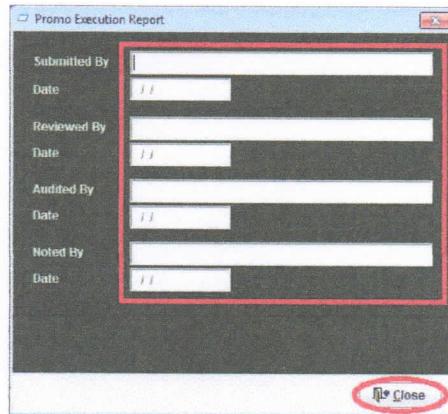


- a. To create Promo Execution Report.

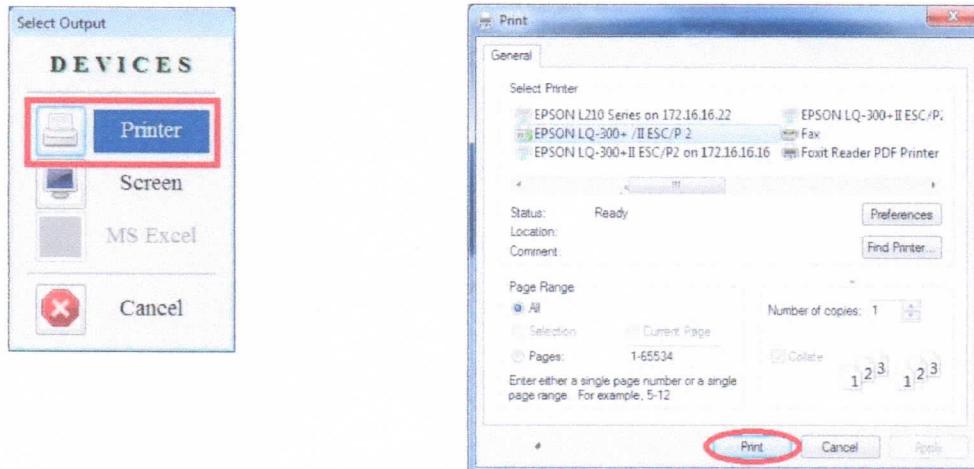
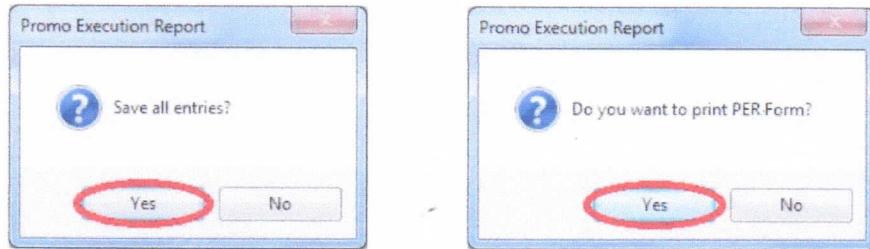
1. Click NEW button
2. Type current date
3. Enter the SWA Series number to retrieve an existing SWA file
4. Enter the actual execution quantity and the un-used quantity allocated
5. Type the execution summary
6. Type post promo remarks

Quantity	Unit	Item Description	Actual Execution Quantity 4	Declaration of Un-used Allocation

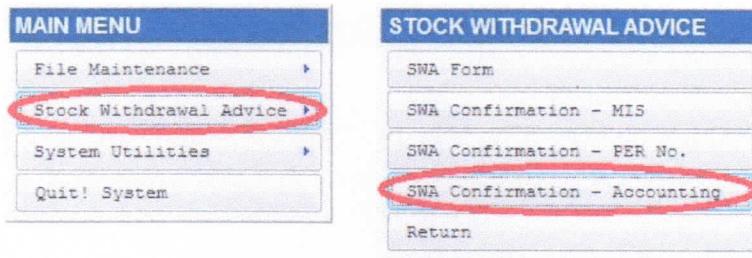
7. For the signatories, click on the SIGNATORIES button



8. Next is to save and print the PER form. Just click on the SAVE button, then follow the steps bellow.



4. After the SWA form has been created and approved. Using the accounting transaction number in the Navision/Designex systems to confirm the SWA. From the main menu go to STOCK WITHDRAWAL ADVICE > SWA CONFIRMATION – ACCOUNTING.



- a. Locate the SWA using the control number as a guide, then press enter key to enter the accounting transaction number.

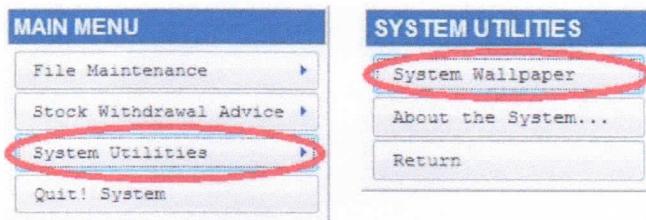
Control No.	Date	Origin	Destination	CRF/CV Number
637	04/30/2013	GDC	LEONARDO DISTRIBUTOR INC	
618	05/02/2013	GDC	GDC - FLOWRACK	
640	08/08/2013	GDC	GROCERY DC	
641	08/10/2013	GDC	GROCERY DC	
643	08/12/2013	GDC	GROCERY DC	
646	08/12/2013	GDC	PLAZA MARCELA	
648	08/13/2013	WDG	GROCERY DC	
649	08/15/2013	GDC	LEONARDO DISTRIBUTOR INC.	
5	08/23/2013	WDG	GROCERY DC	
650	08/26/2013	GDC	GDC - FLOWRACK	
655	09/07/2013	WDG	LEONARDO DISTRIBUTOR INC	
656	09/10/2013	GDC	ISLAND CITY WINE	
658	09/10/2013	WDG	GROCERY DC	
660	09/10/2013	GDC	GROCERY DC	
662	09/11/2013	IT OFFICE	LEONARDO DISTRIBUTOR INC	
663	09/17/2013	WDG	LEONARDO DISTRIBUTOR INC	
664	09/17/2013	WDG	GROCERY DC	
665	09/18/2013	GDC	GDC - FLOWRACK	

- b. Type the CRF/CV transaction number using the Navision / Designex transaction number.

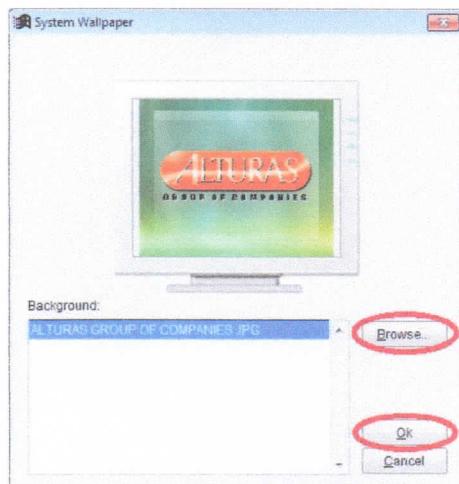
The dialog box is titled 'SWA Confirmation Entry'. It contains two input fields: 'SWA Control No.' with value '655' and 'Transaction Number' with value '123456789'. At the bottom are 'Ok' and 'Close' buttons, with 'Ok' being circled in red.

System Utilities

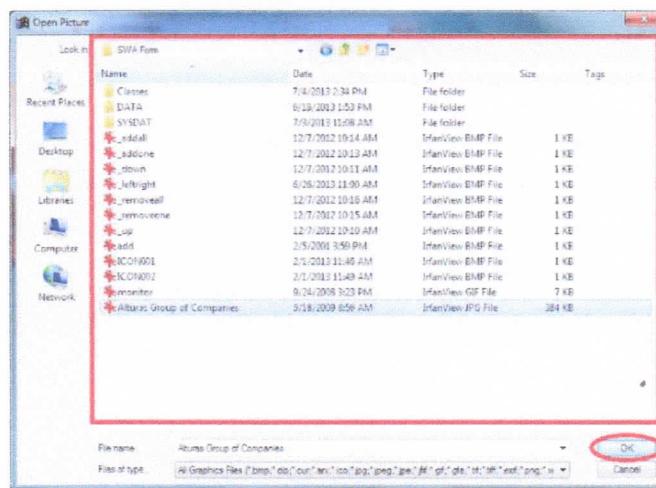
1. To change the wallpaper, from the main menu select SYSTEM UTILITIES > SYSTEM WALLPAPER.



- a. Click BROWSE button to select a picture you want to be the wallpaper in your screen.

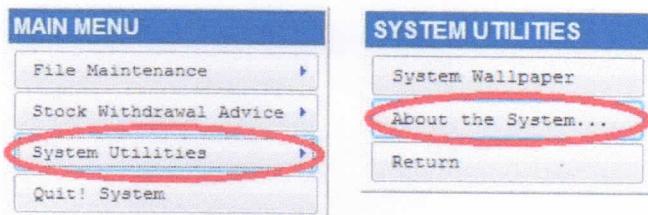


- b. Then click OK button to accept picture.

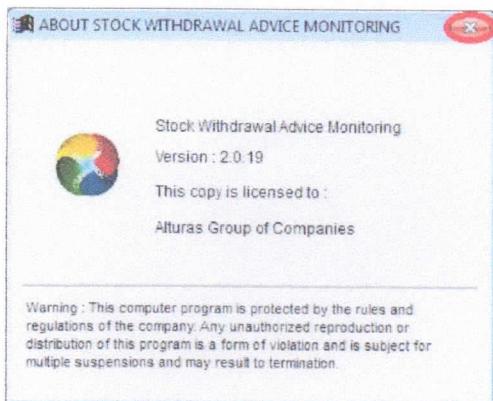


- c. Then press OK again in the Wallpaper window to apply the picture as the system wallpaper.

2. To view the system information, from the main menu select SYSTEM UTILITIES > ABOUT THE SYSTEM....

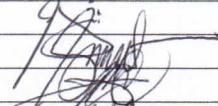
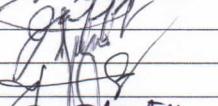
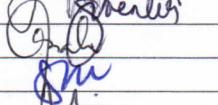
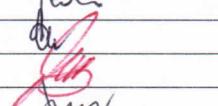
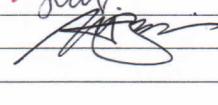
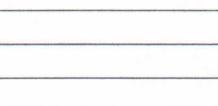
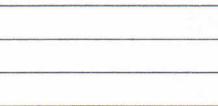
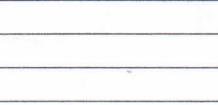
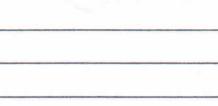
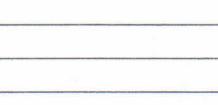
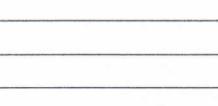


a. About the stock withdrawal advice monitoring system.



ATTENDANCE SHEET

Place	ICM Conference Room
Date	September 25, 2013
Time	2:00 PM
No. of Pages	
Agenda	

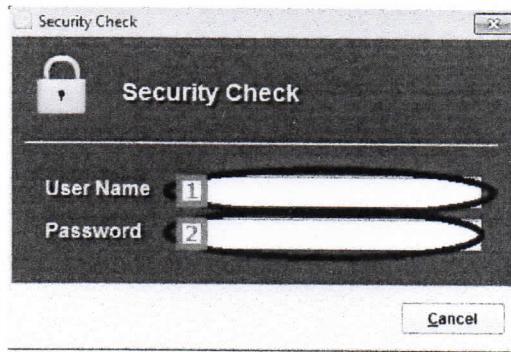
NAME	DEPARTMENT/DESIGNATION	SIGNATURE
1. JACKILOU AMPO	GSA - Alturas	
2. JAMES ALABAR	MIS - ALTURAS	
3. JOJO PANATUS TA	MU - PM	
4. Jun Grial Balodesco	Acting PM	
5. Diaz dante Loyamay	PM - PM	
6. Felicita O. Fernandez	SM - ICM	
7. Flora C. Bentillo	ICM - MIS	
8. ESTEN C. BALO	ICM - Supermanager	
9. GLORIA R. MANTICA	ASC - ACTG.	
10. Jonnex Jagata	ACC - IAD	
11. Magatul Fe	CAP - IAD	
12. Castil, Amorita	PAI - IAD	
13. HILDA CALESTINO	ICM	
14. Tracy Sabines	GGM Retail - I	
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IAD / ACCTG.

STOCK WITHDRAWAL ADVICE

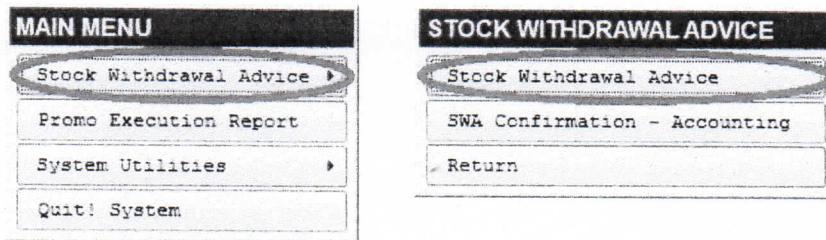
By : **FELJUN BUENO**

Before you can enter the program a SECURITY CHECK will appear to verify your user name and password.



Stock Withdrawal Advice

1. To enter stock withdrawal advice form, from the main menu click on STOCK WITHDRAWAL ADVICE > STOCK WITHDRAWAL ADVICE.



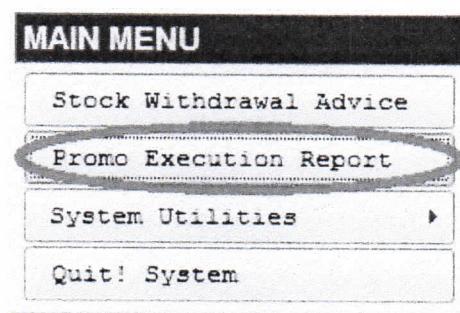
- a. To open an existing SWA form, click OPEN button.

A screenshot of the "Stock Withdrawal Advice" form. It includes fields for "From" (checkboxes for GDC, STORE, WDG, Others specify, and 1 RMSG), "To" (checkboxes for 1 RMSG and 2 RMSG), "Subsidiary" (dropdown), and "Control No.", "Date", "Trans. No.", "PER No.", and "CRF / CV No." (all set to 0). Below these are sections for "QUANTITY", "UNIT", "DESCRIPTION", "COST PER UNIT", and "AMOUNT". At the bottom are buttons for "Supplier Name" (with a dropdown arrow), "Accounting Instruction", "Remarks", "Signatories", "Promo Details", "Open" (highlighted), and "Exit".

- b. Select previous SWA entries. Then click the CHECK button to select.

Control No.	Document Date	Supplier Name
5	08/23/2013	
33	07/03/2013	
42	07/03/2013	
616	07/09/2013	
618	05/02/2013	
637	04/30/2013	GACARI TRADING
640	08/08/2013	
641	08/10/2013	ANDY TOYS
643	08/12/2013	TONY CHUA
645	08/12/2013	N G CU ENTERPRISES
648	08/13/2013	BIG ACE INTERNATIONAL TRADING
649	08/15/2013	MERLYN PIZON
650	08/23/2013	
655	09/07/2013	
656	09/10/2013	MERCY UGAY
659	09/10/2013	

2. To open promo execution report, from the main menu click on PROMO EXECUTION REPORT.



- a. To open an existing PER form, click OPEN button.

The screenshot shows the 'Promo Execution Report' window. At the top, there are input fields for 'Subsidiary', 'Control No.', 'Date', 'SWA Series No.', and 'MIS Ref. No.'. Below these are three rows for 'Promo Period' and 'Sponsor'. A large table below lists 'Quantity', 'Unit', 'Item Description', 'Actual Execution Quantity', and 'Declaration of Un-used Allocation'. At the bottom left is a note 'F3 - Delete/Recall'. At the bottom right are buttons for 'Open' and 'Exit'.

Quantity	Unit	Item Description	Actual Execution Quantity	Declaration of Un-used Allocation

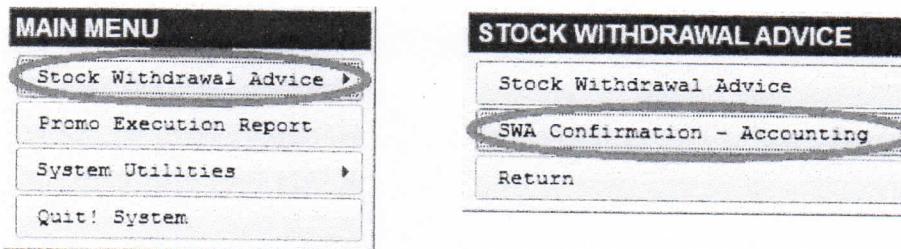
- b. Select previous PER entries. Then click the CHECK button to select.

The screenshot shows the 'Open Promo Execution Report' window. It displays a table with columns for 'Control No.', 'Doc. Date', 'Subsidiary', and 'Promo Title'. The table contains the following data:

Control No.	Doc. Date	Subsidiary	Promo Title
7	08/23/2013	GDC - FLOWRACK	
8	08/23/2013	GDC - FLOWRACK	
10	08/23/2013	GDC - FLOWRACK	promo title
15	09/05/2013	GROCERY DC	promo TitleDDDD
22	09/10/2013	GROCERY DC	Promo Title
27	09/17/2013	GROCERY DC	
28	09/17/2013	GROCERY DC	PROMO TITLE
29	09/18/2013	LEONARDO DISTRIBUTOR INC.	

At the bottom, there is a search bar and a button labeled 'Key ↴ CONTROL NO.' with a checkmark icon.

3. After the SWA form has been created and approved. Using the accounting transaction number in the Navision/Designex systems to confirm the SWA. From the main menu go to STOCK WITHDRAWAL ADVICE > SWA CONFIRMATION – ACCOUNTING.



- a. Locate the SWA using the control number as a guide, then press enter key to enter the accounting transaction number.

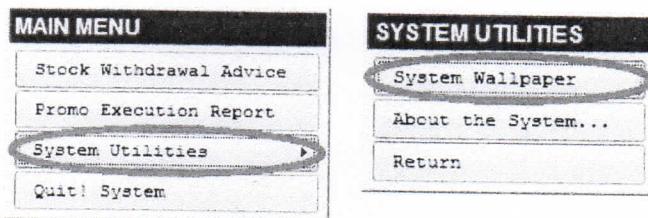
Control No.	Date	Origin	Destination	CRF/CV Number
637	04/30/2013	GDC	LEONARDO DISTRIBUTOR INC.	
618	05/02/2013	GDC	GDC - FLOWRACK	
640	08/08/2013	GDC	GROCERY DC	
641	08/10/2013	GDC	GROCERY DC	
643	08/12/2013	GDC	GROCERY DC	
646	08/12/2013	GDC	PLAZA MARCELA	1
648	08/13/2013	WDG	GROCERY DC	
649	08/15/2013	GDC	LEONARDO DISTRIBUTOR INC.	
5	08/23/2013	WDG	GROCERY DC	
650	09/03/2013	GDC	GDC - FLOWRACK	
655	09/07/2013	WDG	LEONARDO DISTRIBUTOR INC.	
656	09/10/2013	GDC	ICE IND CITY MALL	
658	09/10/2013	WDG	GROCERY DC	
660	09/10/2013	GDC	GROCERY DC	
662	09/11/2013	IT OFFICE	LEONARDO DISTRIBUTOR INC.	
663	09/17/2013	WDG	LEONARDO DISTRIBUTOR INC.	
664	09/17/2013	WDG	GROCERY DC	
665	09/18/2013	GDC	GDC - FLOWRACK	

- b. Type the CRF/CV transaction number using the Navision / Designex transaction number.

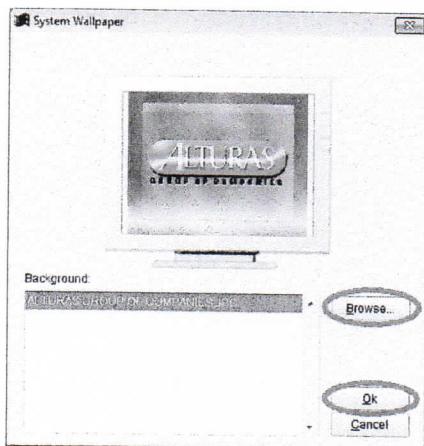
SWA Control No.	655
Transaction Number	123456789
<input checked="" type="button"/> Ok <input type="button"/> Close	

System Utilities

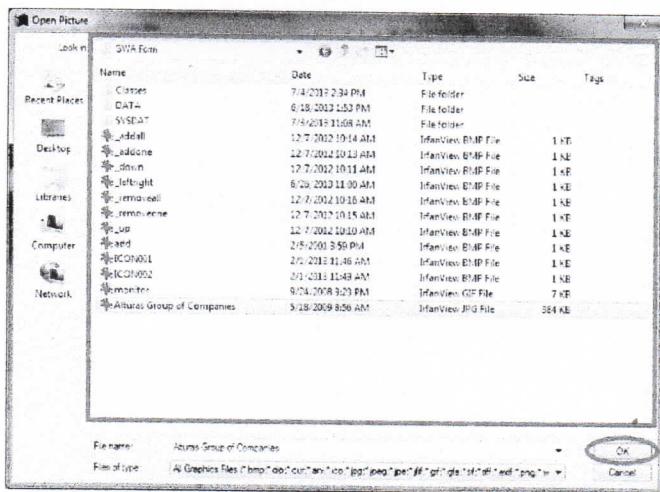
1. To change the wallpaper, from the main menu select SYSTEM UTILITIES > SYSTEM WALLPAPER.



- a. Click BROWSE button to select a picture you want to be the wallpaper in your screen.

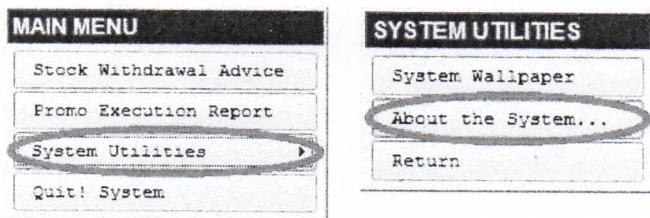


- b. Then click OK button to accept picture.



- c. Then press OK again in the Wallpaper window to apply the picture as the system wallpaper.

2. To view the system information, from the main menu select SYSTEM UTILITIES > ABOUT THE SYSTEM....



- a. About the stock withdrawal advice monitoring system.

