N O T I F I C A T I O N

TO   :   ALL AREA MANAGERS

FROM   :   MARKETING DEPARTMENT

SUBJECT   :   BRANCH OPENING PROMO

DATE   :   August 23,2019

In line with the fast growing of SKYGO branches and as part of our vision to become the leading China motorcycle brand in the Philippines. We come with a branch opening promo. This is to entice new and existing customer in the nearest area for having an additional freebies exclusive only for newly open branches. Please see mechanics below.

Please see mechanics below:

1. This promo is applicable only to new branch opening starting **October 1, 2019.**
2. The promo is for the first 50 customers of new SKYGO branch who will purchase any brand-new SKYGO motorcycles will receive branch opening set of freebies.
3. The basis of the first 50 customers are those with successful release of the MC unit.
4. This promo is applicable to cash & installment basis.
5. The first 50 customer with successful release of brand-new SKYGO motorcycles shall receive the following:
   - PHP 200.00 worth of Fuel
   - Loyalty Card with 10% discount on selected spare parts.
   - "Opening Exclusive" SKYGO shirt
6. SKYGO and SNDC employees are not allowed to join the promo.
7. Application for installment or cash basis requirements and processes still applies
8. Marketing Department will create a guidelines on how to receive and release promo collaterals in the system for proper monitoring of inventories.
9. Area Manager will notify marketing department two weeks before the opening of the new branches for us to have an ample time in shipping the collaterals.

Prepared by: Noted by: Approved by:

SIGNED   **SIGNED**   **SIGNED**
Janine C. Mahilum   Ms. Judith Pareja   Mr. Joey G. Echivarria
Marketing Coordinator   *Marketing Manager*   *Chief Operating Officer*

Branch Opening Promo
Users Manual

Programmer: Michael Daven Siao
Author: Richemie A. Espinosa

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1.   Overview

1.1 Objective

This system was designed for those branches whose opening date falls on September 1,2019 onwards. This aims to have a proper tracking and monitoring of the promo items in both HO and branch inventory.

1.2 Assumptions

This module can be access on the SKYGO ERP only for Store Supervisor and Cashier.

1.3 Users

Position	Department	Notes
Parts Man	Branch	

1.4 System Link

http://system.skygo.com.ph/skygo/LoginForm.aspx

1.5 Hardware Requirements

You need the following hardware to access the system:

1. Standard Personal Computer or Laptop with mouse or track pad
2. Internet connection with at least 1 MBPS speed

1.6 Software Requirements

You need the following software to access the system:

1. Internet browser – should be the latest version of Mozilla Firefox.
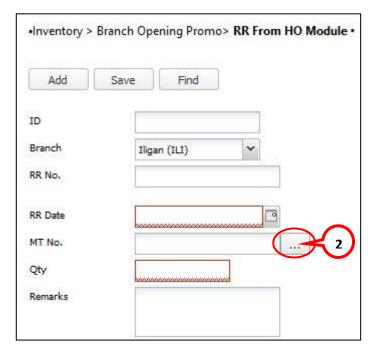2. Google Chrome.

2.   RR from HO

2.1   Description

This module allows user to receive the promo items send by Marketing Dept.

2.1.1   Steps

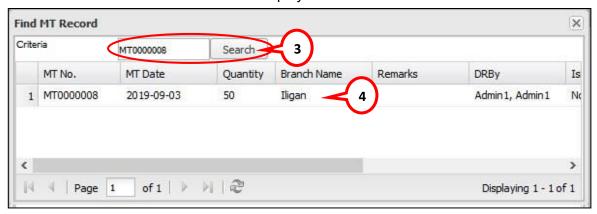1. **INVENTORY > BRANCH OPENING PROMO > RR FROM HO.**

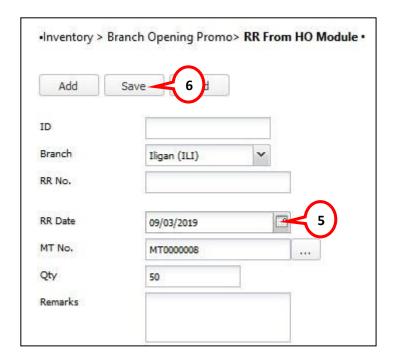2. Click **Search** button.

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3. Type in the **MT#** and click **Search**.
4. Double click the details displayed.

5. Pick in the date picker of **RR date received**.
6. Click **Save**.

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Below is the image of complete **RR from HO** transaction.

Upon saving the transaction, a system generated **RR No**. displays in the text box provided.

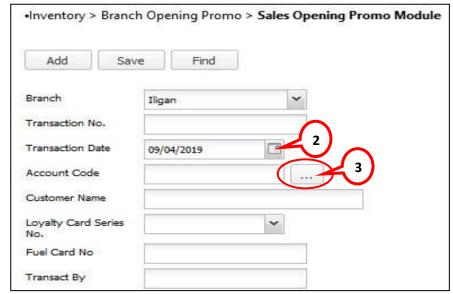| 3.	Sales Opening Promo

3.1   Description

This module allows user to transact the promo items in a form of sales but free in actuality. This is also to strictly monitor the inventory of promo items releasing in the branches.

3.1.1 Steps

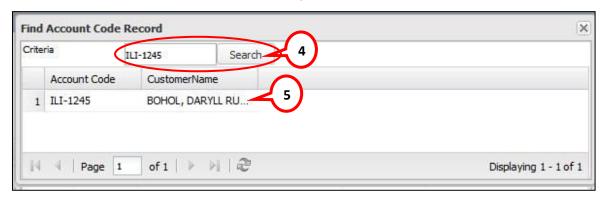1. **INVENTORY > BRANCH OPENING PROMO > SALES OPENING PROMO.**

2. Pick in the **Transaction Date** of the transaction.
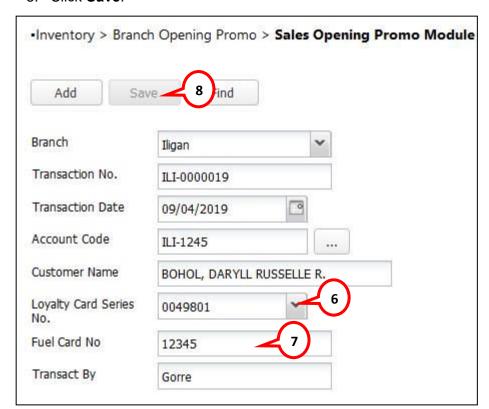3. Search the customer's Account Code.

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4. Type in the customer's account code, click **Search**.
5. Double click the details displayed.

6. Pick in the drop – down box the loyalty card number to be release.
7. Type in the **Fuel Card No**. in the text box provided.
8. Click **Save**.

Below is the image of the complete **Sales Opening Promo** transaction.
Upon saving, a system generated transaction number is provided.