

## NOTIFICATION

**TO** : ALL AREA MANAGERS  
**FROM** : MARKETING DEPARTMENT  
**SUBJECT** : BRANCH OPENING PROMO  
**DATE** : August 23,2019

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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:

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## **Branch Opening Promo Users Manual**

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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

<i>Position</i>	<i>Department</i>	<i>Notes</i>
<i>Parts Man</i>	<i>Branch</i>	

### 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.

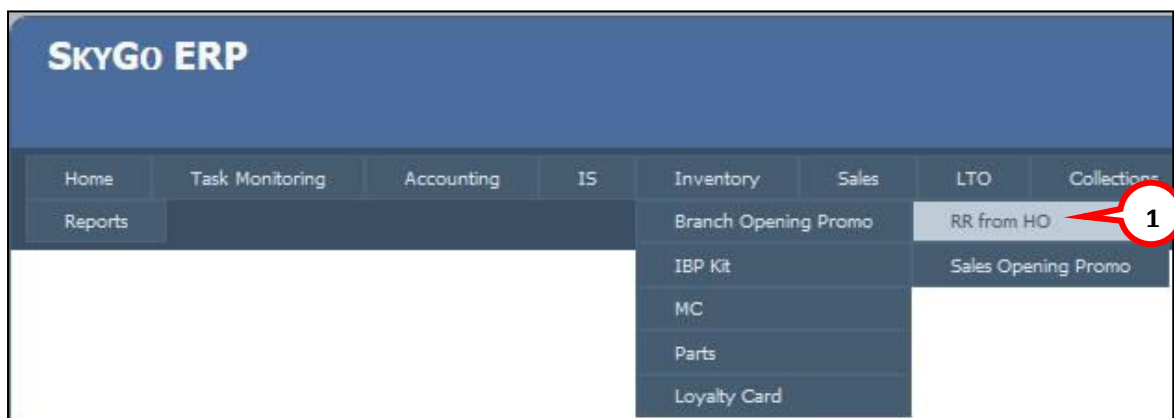
## 2. RR from HO

### 2.1 Description

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

#### 2.1.1 Steps

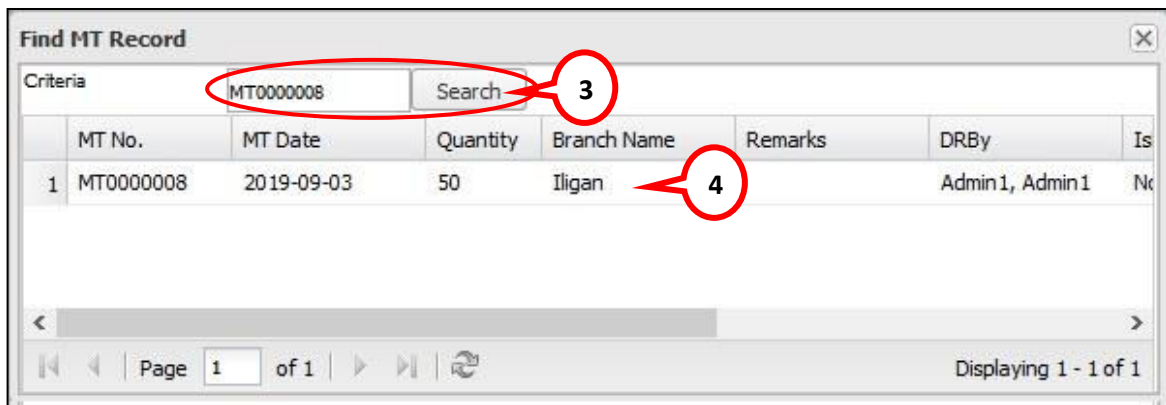
1. **INVENTORY > BRANCH OPENING PROMO > RR FROM HO.**



2. Click **Search** button.

The screenshot shows the 'RR From HO Module' form. The form has a title bar 'Inventory > Branch Opening Promo > RR From HO Module'. Below the title bar are three buttons: 'Add', 'Save', and 'Find'. The form contains several input fields: 'ID', 'Branch' (with a dropdown menu showing 'Iligan (ILI)'), 'RR No.', 'RR Date' (with a calendar icon), 'MT No.', 'Qty', and 'Remarks'. A red circle with the number '2' points to the 'Find' button.

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



Find MT Record

Criteria

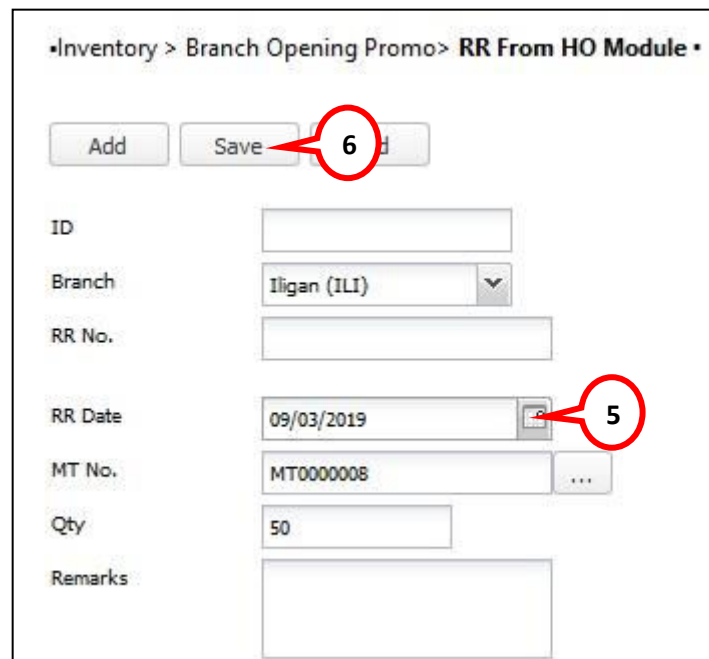
MT0000008 Search

	MT No.	MT Date	Quantity	Branch Name	Remarks	DRBy	Is
1	MT0000008	2019-09-03	50	Iligan		Admin1, Admin1	N

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



Inventory > Branch Opening Promo > RR From HO Module

Add Save

ID

Branch Iligan (ILI)

RR No.

RR Date 09/03/2019

MT No. MT0000008

Qty 50

Remarks

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.

•Inventory > Branch Opening Promo> RR From HO Module •

Add Save Find

ID 21

Branch Iligan (ILI) ▼

RR No. RRILI-0000011 Missing? ☐

RR Date 09/03/2019

MT No. MT0000008 ...

Qty 50

Remarks test

Status Already Received!

Date Received 09/03/2019

Received By Gorre, Genevieve

	Promo Item	Series From	Series To	Qty	Remarks
1	Exclusive Skygo Shirt			50	
2	200.00 worth of Fuel Card			50	
3	Loyalty Card	49801	49850	50	

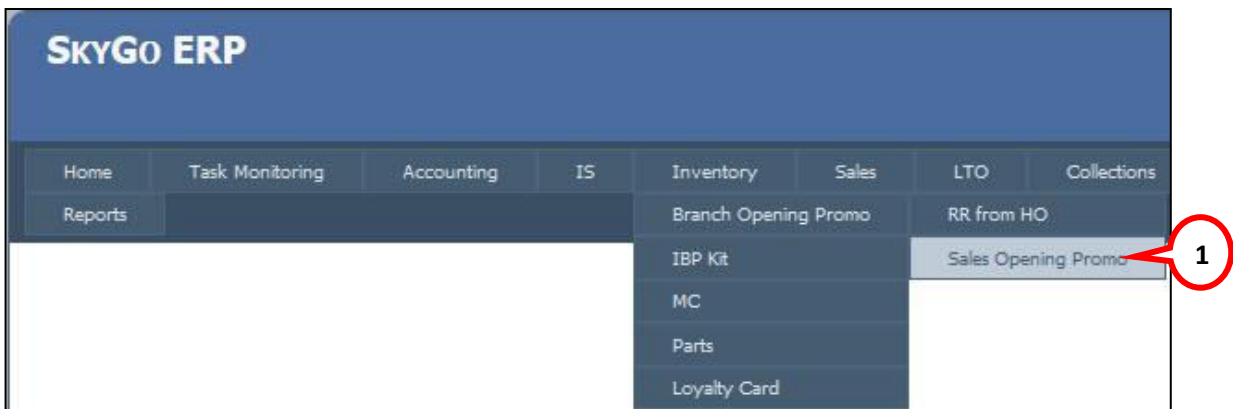
### 3. Sales Opening Promo

#### 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.

Inventory > Branch Opening Promo > **Sales Opening Promo Module**

Buttons: Add, Save, Find

Branch: Iligan

Transaction No.:

Transaction Date: 09/04/2019

Account Code: ...

Customer Name:

Loyalty Card Series No.:

Fuel Card No.:

Transact By:

Red circles with numbers 2 and 3 point to the Transaction Date and Account Code fields respectively.



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

**Find Account Code Record**

Criteria

ILI-1245 Search

	Account Code	CustomerName
1	ILI-1245	BOHOL, DARYLL RU...

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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**.

•Inventory > Branch Opening Promo > **Sales Opening Promo Module**

Add Save Find

Branch Iligan

Transaction No. ILI-0000019

Transaction Date 09/04/2019

Account Code ILI-1245

Customer Name BOHOL, DARYLL RUSSELLE R.

Loyalty Card Series No. 0049801

Fuel Card No. 12345

Transact By Gorre

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

Inventory > Branch Opening Promo > **Sales Opening Promo Module**

Add Save Find

Branch: Iligan  
Transaction No.: ILI-0000019  
Transaction Date: 09/04/2019  
Account Code: ILI-1245  
Customer Name: BOHOL, DARYLL RUSSELLE R.  
Loyalty Card Series No.: 0049801  
Fuel Card No.: 12345  
Transact By: Gorre

**GL Entries**

	Acct. Code	Acct. Name	Sub. Code	Sub. Name	Ind. Sub. Code	Ind. Sub. Name	Debit	Credit
1	6134	Marketing Expenses					440.00	
2	1402	Prepaid Expense						440.00
							<b>440.00</b>	<b>440.00</b>