

BCVR 2023 – 6 MEMORANDUM Circular No. 5.1

TO: **ALL DEPARTMENTS; Accounting and Finance Dept., Pharmacy and Regulatory Dept., Store Operations Dept., Sales and Mktg. Dept., IT & Inventory Dept., Distribution and Warehouse Dept., Branch Operations Dept.**

FR: **EBR**

SUBJECT: **UPDATED BCVR Distribution Warehouse Order Management Flowchart 2023**

DATE: **June 2023**

MESSAGE: **Providing the formal guidelines of Sales Order & Stocks Transfer – Order Management Flowchart 2023**

Please Read, Familiarize and Post it in our respective Bulletin Board. Included are detailed flowchart of SOST detailed flowchart, person in charge.

Repeated Failure and Non-Compliance of the following guidelines which resulted to Common errors/mistakes and added additional expenses to the company, are deemed tantamount to Negligence of Work/Duties, subject for evaluation in connection with the Company Policy.

However, notable improvements and acceptable margin of errors in connection with the process awaits rewards thru Key Performance Indicators evaluation.

FOR IMMEDIATE IMPLEMENTATION…

- MANAGEMENT