

F&Y Furniture Manufacturers CC - Reg No: 2003 / 029145 / 23

Furniture Manufacturers & Importers of Quality Furniture

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Standard Operating Procedure: Commission Structure

Introduction:

The following process provides guidance and instructions to store managers/cashiers in respect of how to correctly process a sale whereby the cashiers adds a sales representative to the sale to process commission on the various items eligible for commission.

Scope:

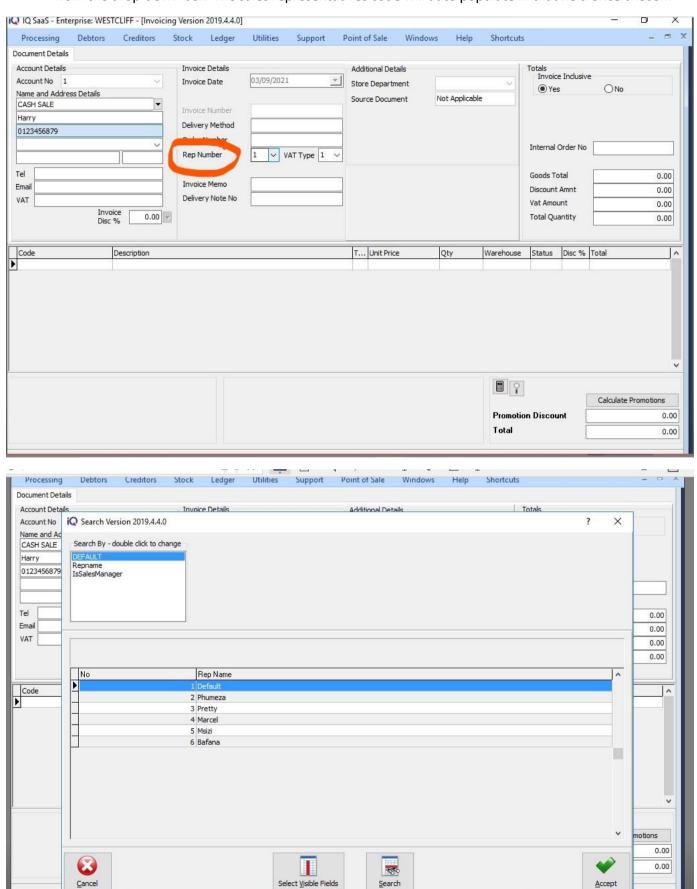
This process applies to all Store Managers and Cashiers who play a role in processing daily sales for the respective stores.

Standard Operating Procedure:

1. Sales invoice to be created as per normal process.



2. The Manager/Cashier will need to click on "Rep Number" and choose the respective sales representative from the drop-down box. The sales representatives code will auto populate in that field once chosen.



- 3. Once the sales representative has been chosen and the code is visible, the sale will be processed as per normal process.
- 4. If the manager is the sales representative, then "Default" must be chosen as the "Rep Number"
- 5. Only a direct sale will be eligible for commission.
- 6. No lay-by's will be eligible for commission.
- 7. Multi-furniture & Appliances reserves the right to amend the existing Policy/SOP without notification.

APPROVED BY:

Name	Designation	Signature	Date
Harekesh Mothilal	IT Manager		03 Sept 2021
Veerad Ramsarup	Human Resources Manager		03 Sept 2021
Abdullah Dindar	Managing Director		03 Sept 2021