



F&Y Furniture Manufacturers CC – Reg No: 2003 / 029145 / 23
Furniture Manufacturers & Importers of Quality Furniture

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IBT SOP – MFA Stores

Introduction:


The following process provides guidance and instructions to successfully process Inter-Branch Transfers.

Scope:

This process applies to all store Manager who play a role in monitoring the daily and weekly IBT's.

Standard Operating Procedure: Inter-Branch Transfers:

| Store A (No stock) | Store B (Stock Available) |
|--|--|
| 1. Confirm if stock is available at Store B | 1. Stock availability confirmed |
| 2. Store A needs to request a ref from Kellita via email/whatsapp group. | 2. When customer arrives at Store B, Kellita to be notified by Store Manager to initiate stock transfer. |
| 2. Process sale as per normal SOP – Ref number must be allocated to order number of invoices. | 3. Kellita to log onto Store A to accept stock movement and generate stock transfer documents. |
| 3. Stock to be dispatched of IQ system – “Deliveries and Collections” and attach “Issue Document” to customer invoice. | 4. Store B – to dispatch items and record on manual dispatch sheet. |
| 4. Issue customer with invoice and “Issue Document” to collect at Store B. | 4. “Stock transfer in and Stock transfer out” documents will be issued to both store via Kellita. |
| | 5. Store B – to make a copy of customer invoice and attached stock transfer in and stock transfer out document and file accordingly. |

| Name | Designation | Signature | Date |
|-----------------|-------------------------|--|------|
| Abdullah Dindar | Managing Director | | |
| Veerad Ramsarup | Human Resources Manager |  | |
| Harry Mothilal | IT Manager | | |