	<p>QUALITY MANAGEMENT SYSTEM ISO 9001:2015</p>	Document No.:
		Issue Date:
		Revision No.:
		Page No.:
		Approved by:
<p>Document Title: LOGISTICS PAYROLL AND SALES DISPATCHING WORKFLOW</p>		

1. PURPOSE

To establish accurate delivery to our clients and ensure all the materials is properly handled and to ensure that all the freelance drivers must be paid in their acquired services.

2. SCOPE

This procedure covers all procurement activities of the company including:

- Request of the client from sales
- Create SO from sales department with shipping address
- Warehouse delivery notes for dispatching and delivery of goods, materials, and etc.
- Provide equipment rentals
- Logistics payroll of freelance drivers

3. RESPONSIBILITIES

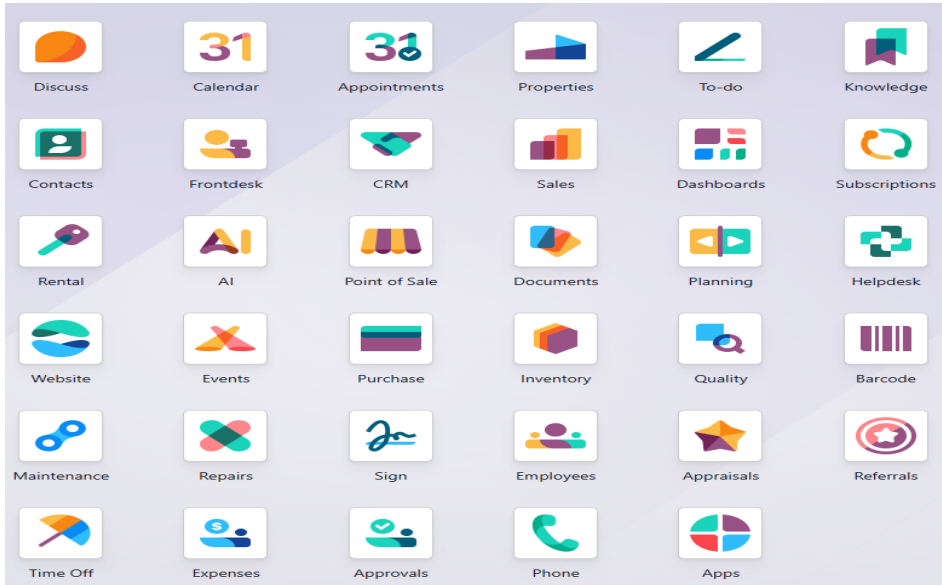
Role	Responsibility
Logistic Supervisor	To ensure all the materials are delivered on time and giving orders to the drivers. Safety meetings and toolbox every Tuesday. To ensure all the equipment have safety and proper handling.
Concierge	Managing of weekly payroll of freelance drivers/operators. Gathering and verifying of documents
Accounting Department	Checking and approval
Admin/Other Departments	Submission of supporting documents

4. PROCEDURES

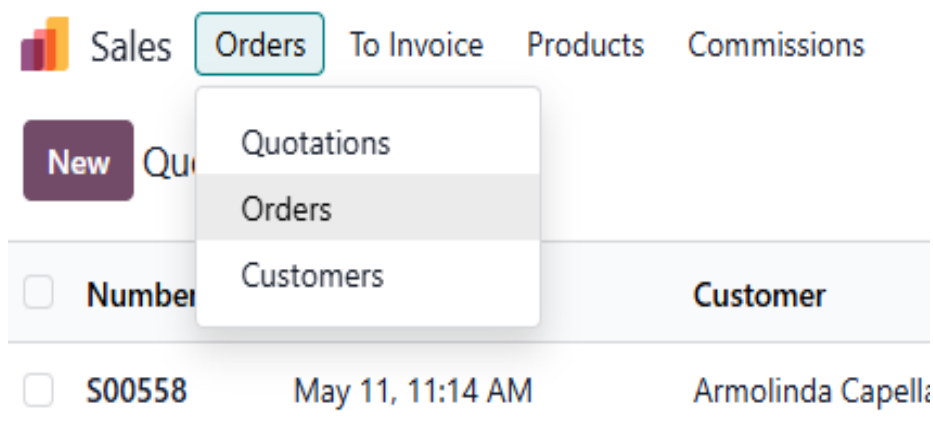
PREPARATION OF VIEWING OF NEW SALES ORDER

1. The SO (Sales Order) will be prepared by sales department so that we can arrange the delivery time and date of SO.

2. Go to **ODOO**, click the **Sales** then **Orders**.



3. Clicks **Orders**, then choose **Orders**

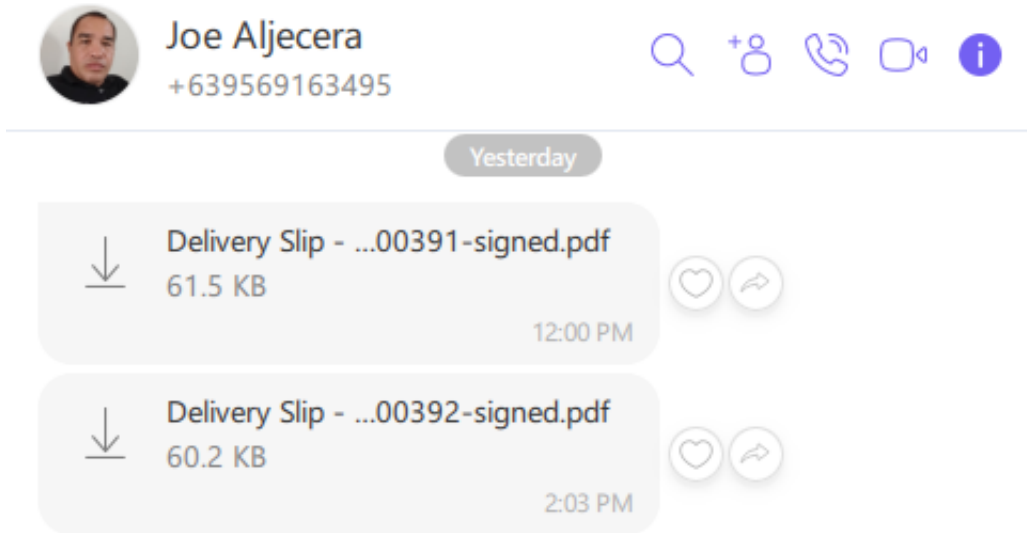


4. You will see the list of **Sales Orders**.

Number	Order Date	Customer	Website	Salesperson	Activities	Total	Invoice Status
S00557	May 11, 10:27 AM	Veemar Construction and Supply		Sherly Delos Reyes		120,000.00 ₱	Totally Invoiced
S00556	May 9, 10:30 AM	Veemar Construction and Supply		Sherly Delos Reyes		96,000.00 ₱	Totally Invoiced
S00555	May 7, 5:05 PM	Power Dimension Inc.		Sherly Delos Reyes		0.00 ₱	Nothing to Invoice
S00554	May 7, 5:00 PM	Power Dimension Inc.		Sherly Delos Reyes		166,500.00 ₱	To Invoice
S00553	May 6, 1:05 PM	Juan F. Guarino		Sherly Delos Reyes		900.00 ₱	Totally Invoiced
S00552	May 6, 8:58 AM	Arnolinda Capellan Ogaya		Sherly Delos Reyes		6,750.00 ₱	Totally Invoiced
S00551	May 5, 5:28 PM	Ray Noel T. Amante		Sherly Delos Reyes		20,000.00 ₱	Nothing to Invoice
S00550	May 5, 3:31 PM	Arnolinda Capellan Ogaya		Sherly Delos Reyes		6,900.00 ₱	Totally Invoiced
S00549	May 5, 1:25 PM	Ray Noel T. Amante		Sherly Delos Reyes		20,000.00 ₱	Totally Invoiced
S00547	May 4, 12:08 PM	Norman Laurio		Sherly Delos Reyes		6,160.00 ₱	Totally Invoiced
S00536	May 4, 12:01 PM	Norman Laurio		Sherly Delos Reyes		5,300.00 ₱	Totally Invoiced
S00542	May 4, 10:47 AM	Marc Edward Lim		Sherly Delos Reyes		36,000.00 ₱	Totally Invoiced
S00538	May 4, 9:54 AM	Ray Noel T. Amante		Sherly Delos Reyes		20,000.00 ₱	Totally Invoiced
S00537	Apr 30, 2:59 PM	Roy Pakipnick		Sherly Delos Reyes		242,000.00 ₱	Totally Invoiced
S00540	Apr 30, 11:05 AM	Rev V. Dungan		Sherly Delos Reyes		3,800.00 ₱	Totally Invoiced
S00539	Apr 30, 11:04 AM	Arnolinda Capellan Ogaya		Sherly Delos Reyes		6,750.00 ₱	Totally Invoiced
S00492	Apr 28, 3:35 PM	Leon Peak Construction		Sherly Delos Reyes		96,000.00 ₱	Totally Invoiced
S00535	Apr 28, 3:25 PM	Arnolinda Capellan Ogaya		Sherly Delos Reyes		6,900.00 ₱	Totally Invoiced
S00534	Apr 28, 12:58 PM	Almaemar Enterprises		Sherly Delos Reyes		115,000.00 ₱	Totally Invoiced

Receiving of Delivery Note from warehouse.

Example:

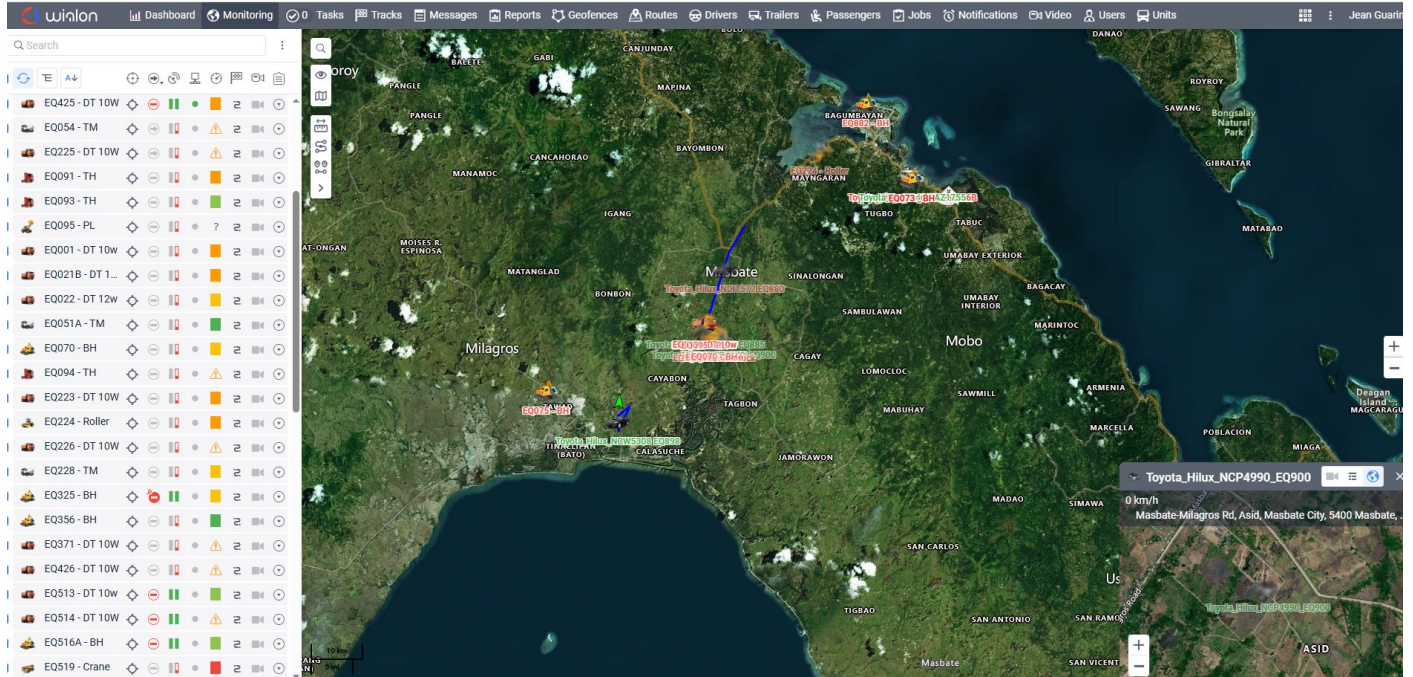


3 copies of each (Gate checker copy, client's copy, and driver's copy). These copies are needed to show to the guard in order to proceed the delivery of orders/materials.

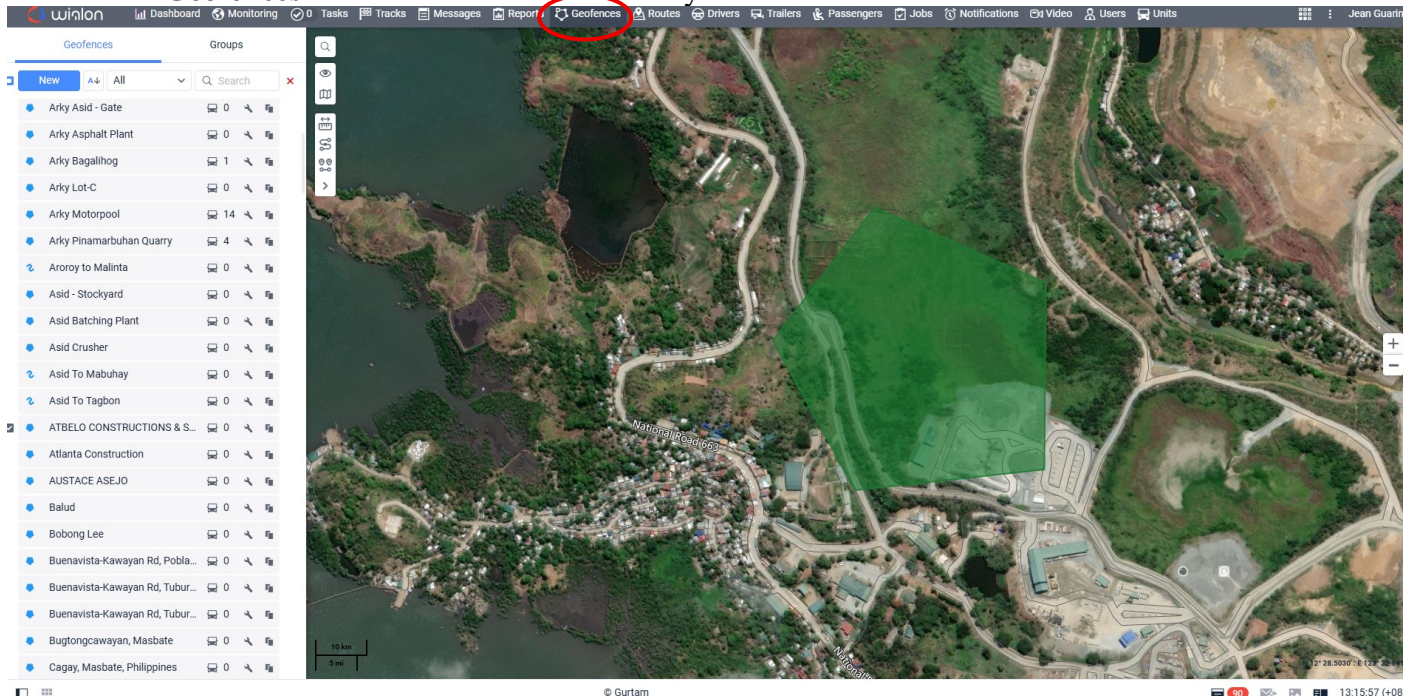


DISPATCH AND DELIVERY

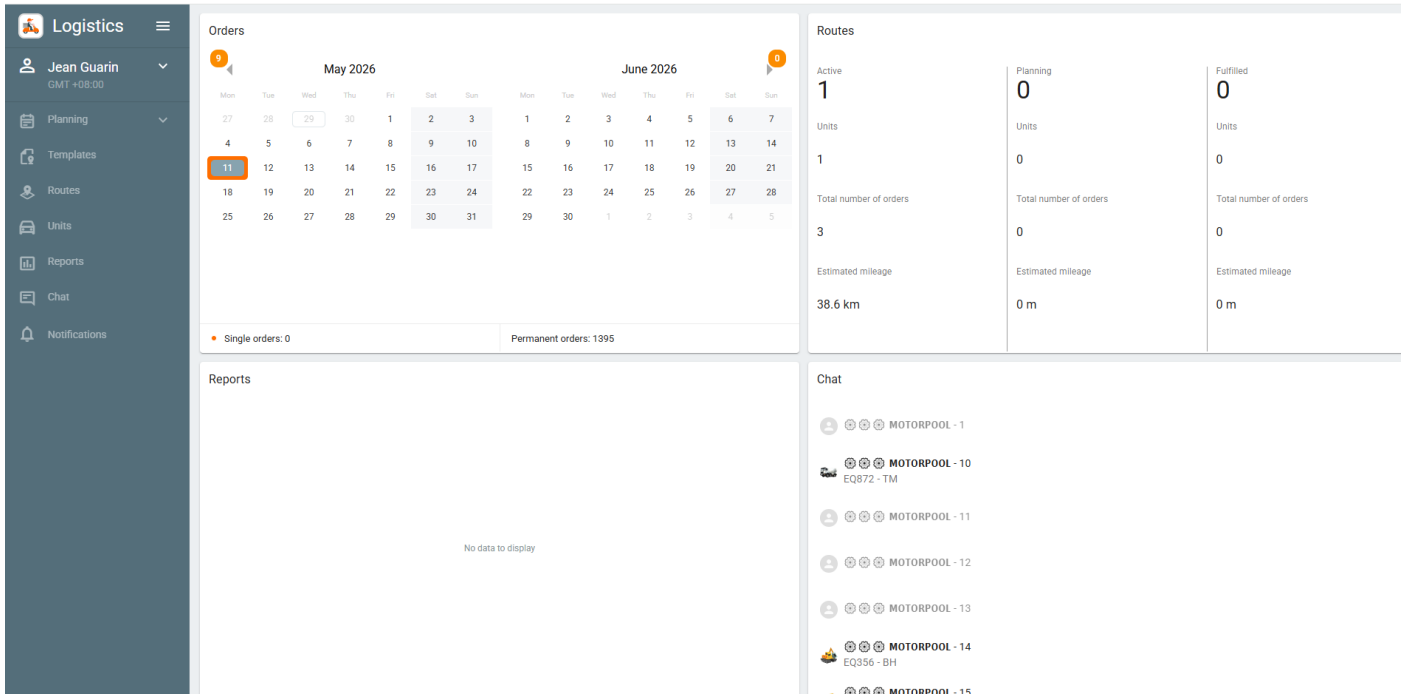
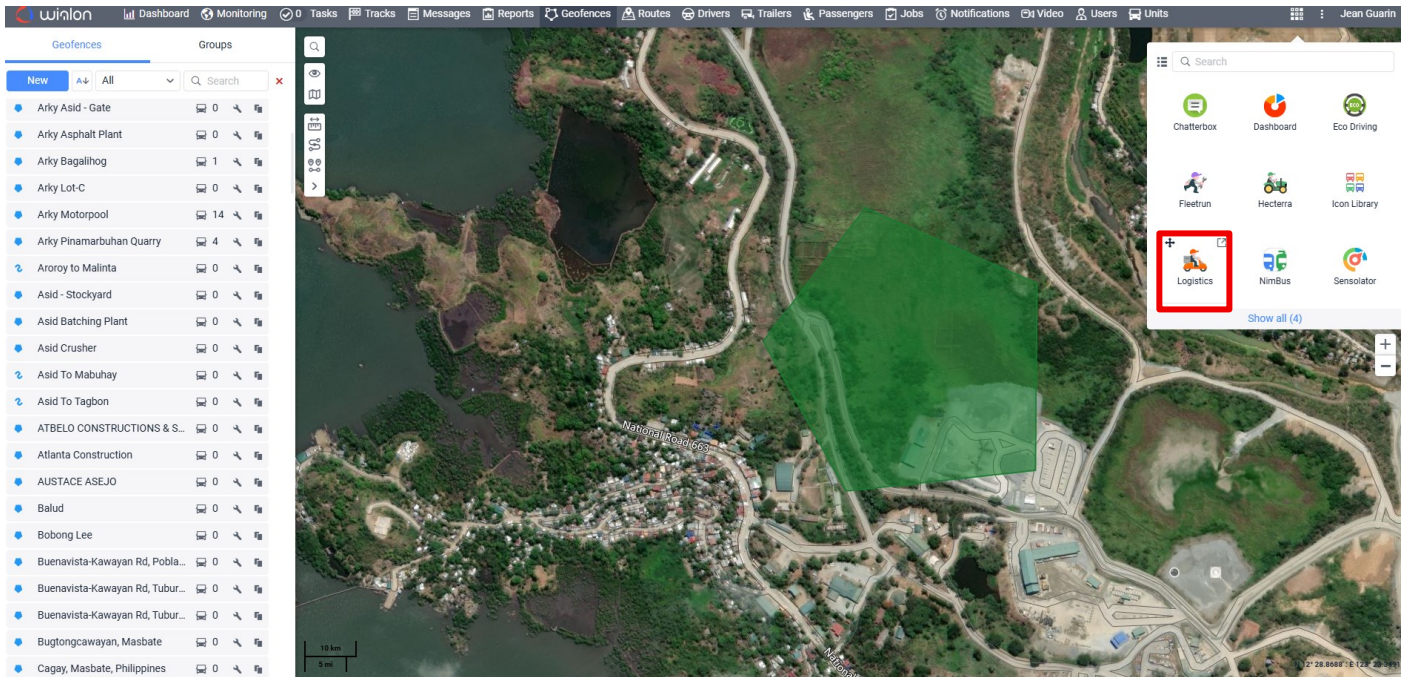
Schedule of deliveries for the client and assigned equipment for the deliveries and geofences with the use of Wialon.



1. Click the Geofences for the location of the delivery



2. Click the **Logistics** where you can find at the right side of the wialon.



3. Click the **Planning** then click the paper with plus sign for new orders

The screenshot shows the Arky Logistics dashboard. On the left, a sidebar menu has 'Planning' highlighted with a red box. The main area displays a table of orders with columns for Name, Address, Delivery Interval, Service, Comment, Cost, Weight, Delivery requirements, Volume, Note, and Client. A red arrow points to a plus sign icon in the top right corner of the table. Below the table, there are summary statistics for orders and a map of the Perth area.

ID	Name	Address	Delivery Interval	Service	Comment	Cost	Weight	Delivery req.	Volume	Note	Client
1	(2025-02-25 PO-5685-1-2) ...	ATBELO CONSTRUCTIONS & SERVI...	00:00 - 23:59	00 mir	Jasson Padilla	0	25...	Warehouse...	25		ATBELO CON...
2	DN17233 - Delivery of RSB ...	Tugbo - DMCI	08:00 - 23:59	00 mir	Warren Dayunot	0	0 kg	Sales - DN(...	0		
3	IDN 2025-03-18 PO-5740-1 ...	SSA Enterprises	00:00 - 23:59	00 mir	Jasson Padilla	0	0 kg	Warehouse...	0		SSA Enterpris
4	(200L Diesel EQ072BH) 8/...	Arky Pinamarbuhan Quarry	00:00 - 23:59	00 mir	Roldan Danao	0	0 kg	Confirmati...	0		INTERNAL: FO
5	(2025-02-27 PO-5685-1) P...	ATBELO CONSTRUCTIONS & SERVI...	00:00 - 23:59	00 mir	Jasson Padilla	0	25...	Warehouse...	25		ATBELO CON...
6	(2025-02-27 PO-5704-1 Pic...	Sales - DMCI	00:00 - 23:59	00 mir	Vilmar Villaganas	0	60...	Sales - DN(...	6		
7	(2025-03-01 PO-5671-1) - P...	Ciriaco - Jetti Diversion	00:00 - 23:59	00 mir	Tirso Abarico	0	0 kg	Project Sto...	0		Ciriaco - Jetti
8	(2025-03-03 PO-5719-1) PL...	Jazul Gasoline Station	08:00 - 23:59	00 mir	Tirso Abarico	0	0 kg	Project Sto...	0		Jazul Gas sta
9	(ArmourRocks.25) 9/2/25 ...	Arky Bagalihog	00:00 - 23:59	00 mir	Roel Morado	0	25...	Warehouse...	25		INTERNAL: AR
10	(ArmR.20-CN107451) 8/2/...	Arky - Boulevard (Huncho's Harbour)	00:00 - 23:59	00 mir	Pablo Capellan	0	20...	Confirmati...	20		INTERNAL: HI
11	(ArmR.20-CN107452) 8/4/...	Arky - Boulevard (Huncho's Harbour)	00:00 - 23:59	00 mir	John Paul Mijares	0	0 kg	Confirmati...	0		INTERNAL: HI

The screenshot shows the 'New order' form. The 'General' section includes fields for Order name (required), Address (required), Delivery interval beginning (11.05.2026 00:00), Delivery interval end (11.05.2026 23:59), Cost (0), Weight (0 kg), Volume (0), Service time (0 min), Radius (100 m), and Priority (0). The 'Client' section includes fields for Client name, Phone 1 (+44XXXXXXXXXX), Phone 2 (+44XXXXXXXXXX), and Email (address@example.com). There are checkboxes for 'Not to confirm orders outside the radius', 'Strict delivery interval', and 'Service within delivery interval'. A 'Notification method' section has checkboxes for Phone 1, Phone 2, and Email. At the bottom, there is an 'Attach file' button and 'Cancel', 'Save and continue', and 'Save' buttons.

4. Input the order name, type and address then save.

New order

General

Order name: **Black sand** Type: **Permanent**

Address: **Pinamarbuhan, Mobo, 5401 Masbate, Philippines**

Delivery interval beginning: **00:00** Delivery interval end: **23:59**

Cost: 0	Weight, kg: 0	Volume: 0
Service time, min: 0	Radius, m: 100	Priority: 0

Delivery requirements:


Not to confirm orders outside the radius

Strict delivery interval

Service within delivery interval

Comment:

Tags:



Client

Client name:

Phone 1: +44XXXXXXXXXX Phone 2: +44XXXXXXXXXX

Email: address@example.com

Notification method:

Phone 1 Phone 2 Email

Attach file:

Cancel Save and continue **Save**

Filter	T	Name	Address	Delivery interval	Serv...	Comment	Cost	Weig...	Delivery requ...	Volume	Note	Client
	<input checked="" type="checkbox"/>	(2025-02-25 PO-5685-1-2) ...	ATBELO CONSTRUCTIONS & SERVI...	00:00 – 23:59	00 mir	Jasson Padilla	0	25...	Warehouse...	25		ATBELO CON...
	<input type="checkbox"/>	DN17233 - Delivery of RSB ...	Tugbo - DMCI	08:00 – 23:59	00 mir	Warren Dayunot	0	0 kg	Sales - DN(...			
	<input type="checkbox"/>	IDN 2025-03-18 PO-5740-1 ...	SSA Enterprises	00:00 – 23:59	00 mir	Jasson Padilla	0	0 kg	Warehouse...			SSA Enterpris
	<input type="checkbox"/>	(200L Diesel EQ072BH) 8/...	Arky Pinamarbuhan Quarry	00:00 – 23:59	00 mir	Roldan Danao	0	0 kg	ConfirmatL...			INTERNAL: Fo
	<input type="checkbox"/>	(2025-02-27 PO-5685-1) P...	ATBELO CONSTRUCTIONS & SERVI...	00:00 – 23:59	00 mir	Jasson Padilla	0	25...	Warehouse...			ATBELO CON...
	<input type="checkbox"/>	(2025-02-27 PO-5704-1) Pic...	Sales - DMCI	00:00 – 23:59	00 mir	Vilmar Villaganas	0	60...	Sales - DN(...			Sales - DMCI
	<input type="checkbox"/>	(2025-03-01 PO-5671-1) - P...	Ciriaco - Jetti Diversion	00:00 – 23:59	00 mir	Tirso Abarico	0	0 kg	Project Sto...			Ciriaco - Jetti
	<input type="checkbox"/>	(2025-03-03 PO-5719-1) PI...	Jazul Gasoline Station	08:00 – 23:59	00 mir	Tirso Abarico	0	0 kg	Project Sto...			Jazul Gas sta
	<input type="checkbox"/>	(ArmourRocks.25) 9/2/25 -...	Arky Bagalihog	00:00 – 23:59	00 mir	Roel Morado	0	25...	Warehouse...			INTERNAL: Ai
	<input type="checkbox"/>	(ArmR.20-CN107451) 8/2/...	Arky - Boulevard (Huncho's Harbour)	00:00 – 23:59	00 mir	Pablo Capellan	0	20...	ConfirmatL...			INTERNAL: Hi
	<input type="checkbox"/>	(ArmR.20-CN107452) 8/4/...	Arky - Boulevard (Huncho's Harbour)	00:00 – 23:59	00 mir	John Paul Mijares	0	0 kg	ConfirmatL...			INTERNAL: Hi

1 2 3 1 order selected

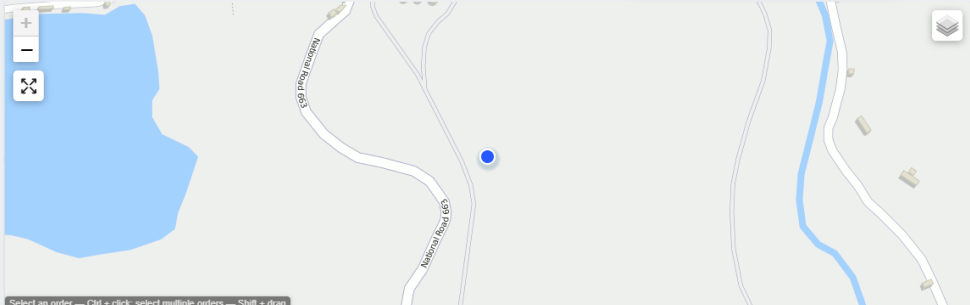
Orders

Total weight: **25000 kg**

Total volume: **25**

Total cost: **0**

Total number of orders: **1**



5. Select the unit that will use in the delivery

Filter

<input type="checkbox"/>	Unit 1	Driver	Note	Make	Model	Registration ...	Carry...	Volu...	Delivery requ...	Geofences	Dimensions	Orde...	Per 1 km	Per 1 hour	Per 1 order	Per vehicle d...
<input type="checkbox"/>	EQ021 ...						0/...	0/0	SAP - Proje...		0x0x0	0				
<input type="checkbox"/>	EQ022 ...						0/...	0/0	Sales - DN(...		0x0x0	0				
<input type="checkbox"/>	EQ093 ...						0/...	0/0	Warehouse...		0x0x0	0				
<input type="checkbox"/>	EQ094 ...						0/...	0/0	Sales - DN(...		0x0x0	0				
<input type="checkbox"/>	EQ226 ...						0/...	0/0	Sales - DN(...		0x0x0	0				
<input type="checkbox"/>	EQ287 ...						0/...	0/0	Sales - DN(...		0x0x0	0				
<input type="checkbox"/>	EQ320 ...	Mallern...					20/...	20/0	Sales - DN(...		0x0x0	1 / 3				
<input type="checkbox"/>	EQ425 ...						0/...	0/0	Sales - DN(...		0x0x0	0				
<input type="checkbox"/>	EQ426 ...						0/...	0/0	Sales - DN(...		0x0x0	0				
<input type="checkbox"/>	EQ513 ...	Montej...					0/...	0/0	Warehouse...		0x0x0	0				
<input type="checkbox"/>	EQ521 ...						0/...	0/0	Sales - DN(...		0x0x0	0				

1 2 3 Please select units
Back Next

Orders and units

Orders:

Total weight
25000 kg

Total volume
25

Total cost
0

Total number of orders
1

Units:

Carrying capacity
0 kg

Volume

Select a unit — Ctrl + click; select multiple units — Shift + drag

Example: EQ320DT-10W

Filter

<input type="checkbox"/>	Unit 1	Driver	Note	Make	Model	Registration ...	Carry...	Volu...	Delivery requ...	Geofences	Dimensions	Orde...	Per 1 km	Per 1 hour	Per 1 order	Per vehicle d...
<input checked="" type="checkbox"/>	EQ320 ...	Mallern...					20/...	20/0	Sales - DN(...		0x0x0	1 / 3				

1 2 3 1 unit selected
Back Next

Orders and units

Orders:

Total weight
25000 kg

Total volume
25

Total cost
0

Total number of orders
1

Units:

Carrying capacity
0 kg

Volume

Select a unit — Ctrl + click; select multiple units — Shift + drag

6. Now it is ready to dispatch.

Name 1	Delivery interval	Estimated ar...	Estimated mileage	Address	Client	Email	Volume	Weig...	Cost
EQ320 - DT 10W		14:01	0 m				25	25...	0
(2025-02-25 PO-5685-1-2) ...	00:00 - 23:59	11.05.2026...		ATBELO CONSTRUCTIONS & SERVI...	ATBELO CONS...		25	25...	0

1 2 3 1 order selected, 1 unit assigned, 1 route built

Orders and units

Orders:

- Total weight: 0 kg
- Total volume: 25
- Total cost: 0
- Total number of orders: 1

Units:

- Carrying capacity: 0 kg
- Effective capacity:

7. Click the routes to see the shipment flow of the delivery

Logistics

Jean Guarin GMT +08:00

- Planning
- Templates
- Routes**
- Units
- Reports
- Chat
- Notifications

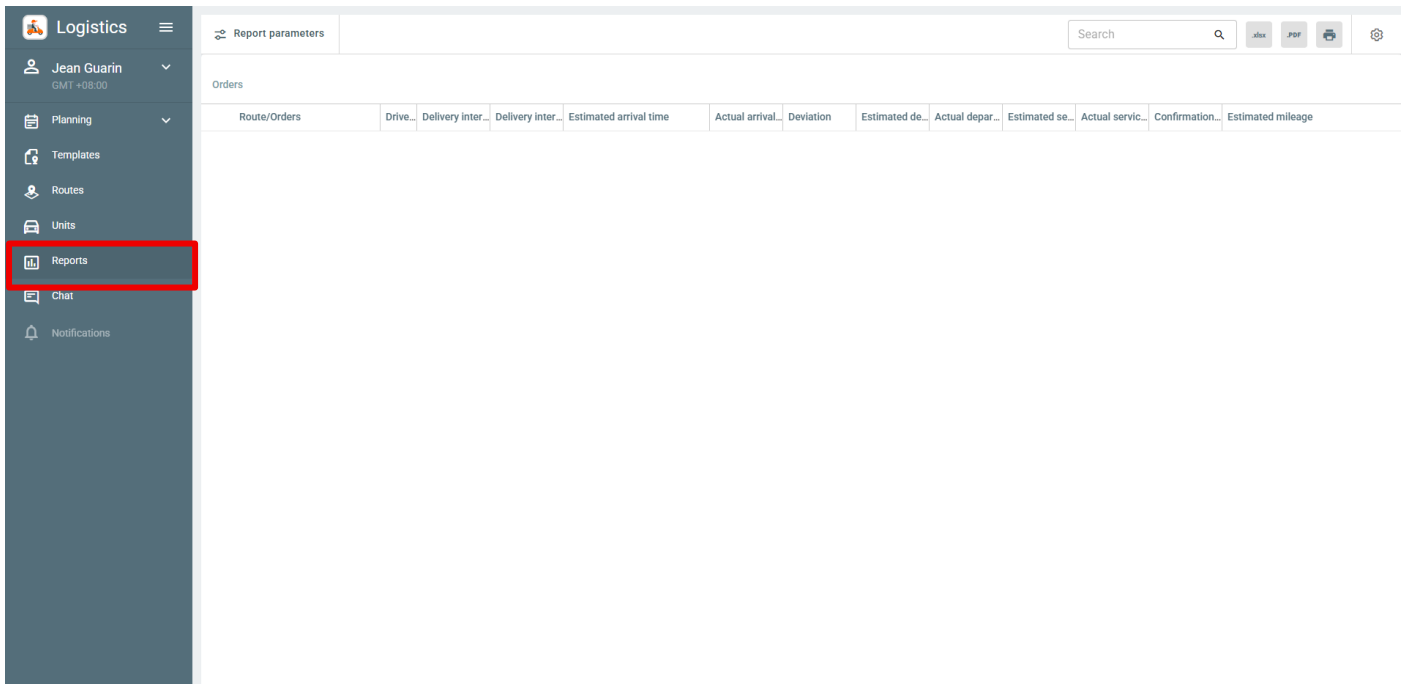
Name 1	Address	Delivery interval	Arrival time	Mileage	Estimated tl...	Estimated se...	Weig...	Delivery
EQ320 - DT 10W	Masbate-Milagros Rd, Malinta, Mas...	00:00 - 23:59	12:34 - 13:22	38.6 km	48 min	20 min	20...	Sales - DN...
Arky Asid - Gate	Arky Asid - Gate	00:00 - 23:59	13:03 -29 min	0 m	00 min	10 min	0 kg	
(Crush/INT/00001-MQ,20) ...	Arky Pinamarbuhan Quarry	00:00 - 23:59	13:03	19.3 km	29 min	00 min	20...	Warehouse
Arky Asid - Gate	Arky Asid - Gate	00:00 - 23:59	13:22	19.3 km	19 min	10 min	0 kg	
EQ320 - DT 10W	Masbate-Milagros Rd, Malinta, Mas...	00:00 - 23:59	14:01 - 14:01	0 m	00 min	00 min	25...	Sales - DN...
(2025-02-25 PO-5685-1-2) ...	ATBELO CONSTRUCTIONS & SERVI...	00:00 - 23:59	14:01	0 m	00 min	00 min	25...	Warehouse

Active routes

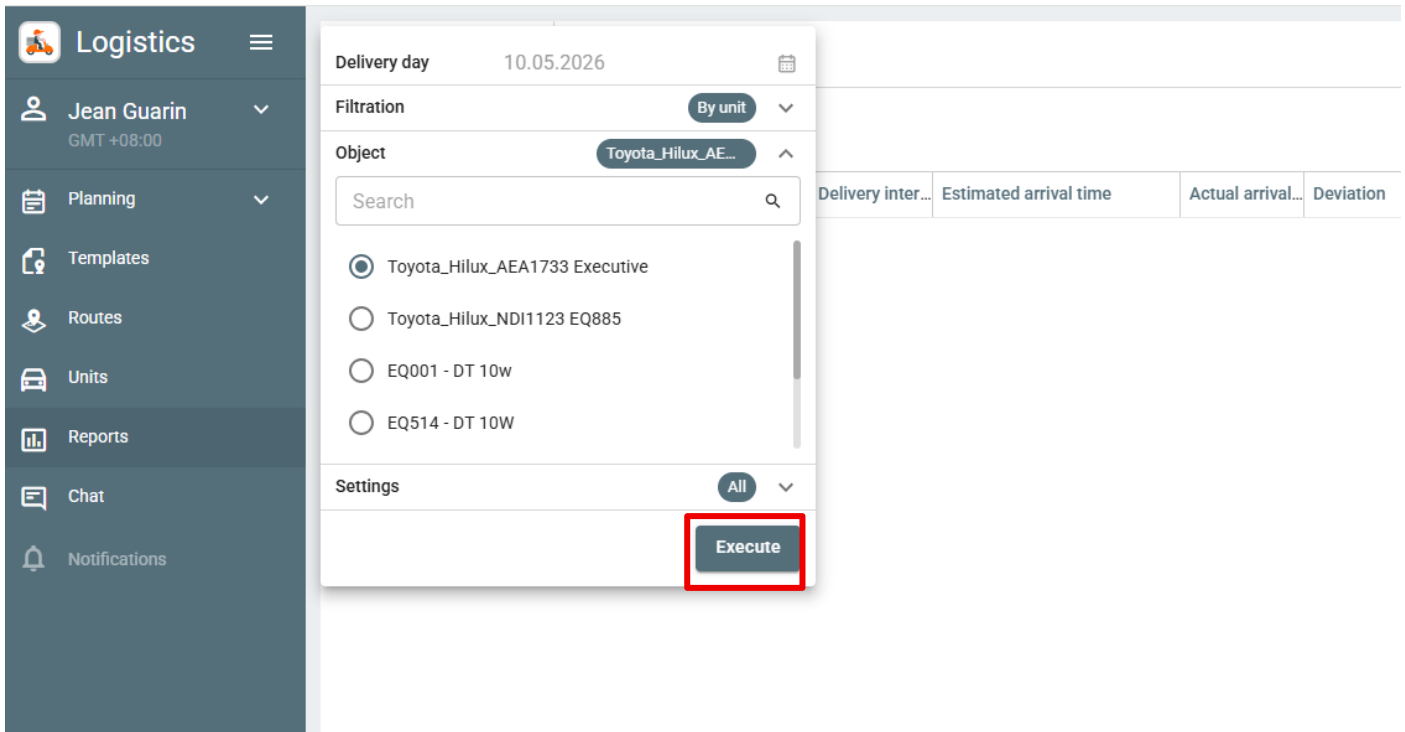
Routes: 2

Orders: 4

8. Click Report



- In Reports it will show the past dispatches. Select the delivery date, filtration is by unit, search the unit then **Execute**.



Logistics

Jean Guarin
GMT +08:00

- Planning
- Templates
- Routes
- Units
- Reports
- Chat
- Notifications

Delivery day 01.04.2026 - 30.04.2026

Filtration By unit

Object EQ287 - DT...

EQ287 - DT 10W

Settings All

Delivery inter...	Estimated arrival time	Act
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Logistics

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GMT +08:00

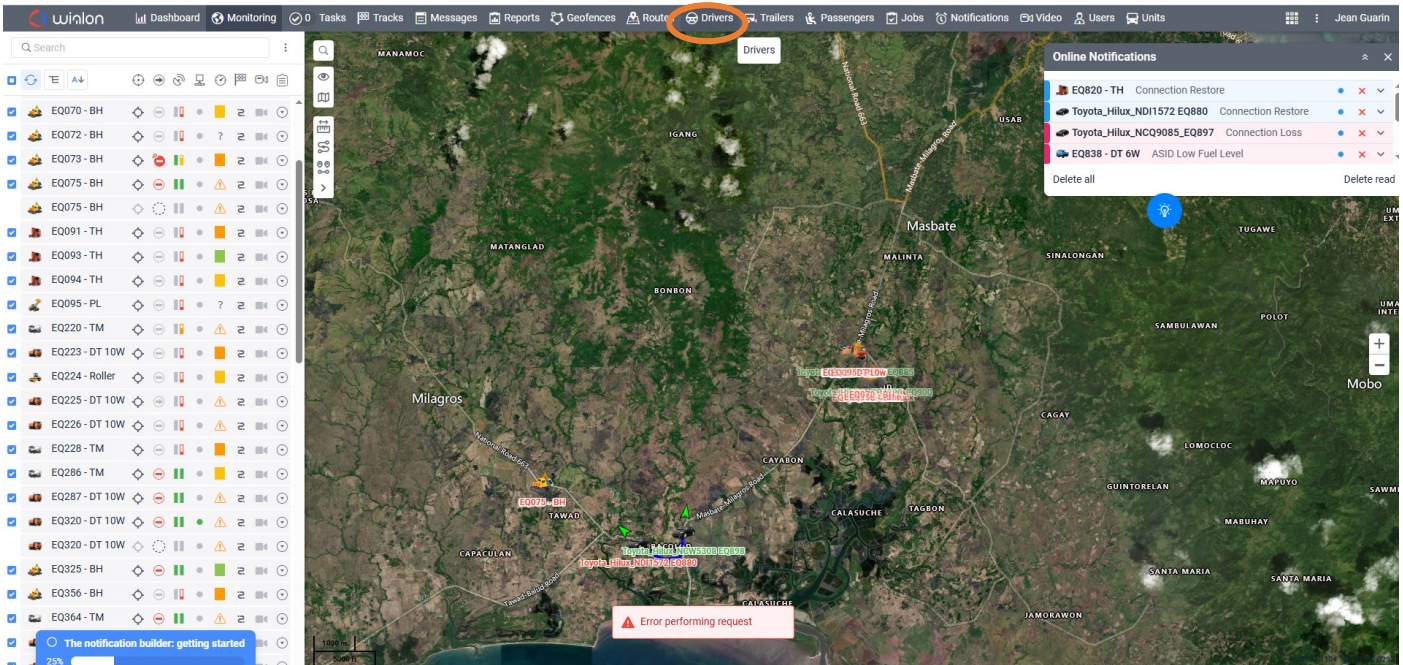
- Planning
- Templates
- Routes
- Units
- Reports
- Chat
- Notifications

Report parameters

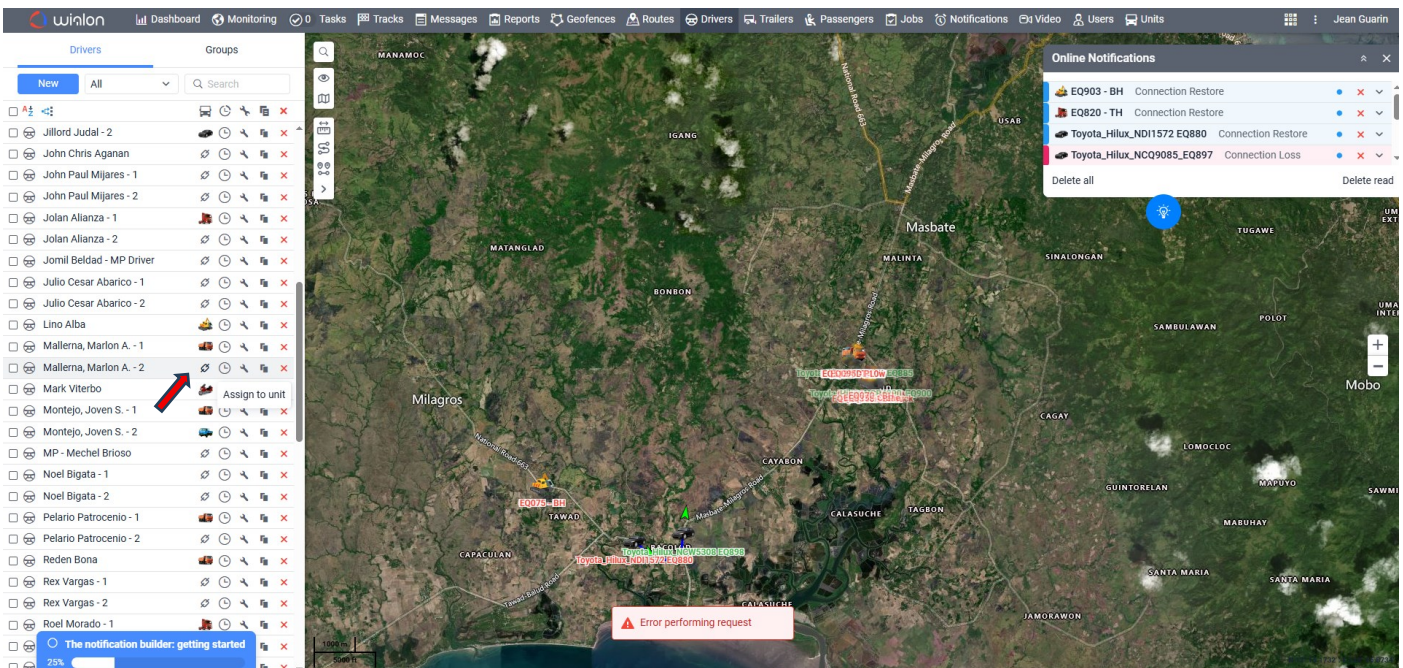
Route/Orders	Drive	Delivery inter...	Delivery inter...	Estimated arrival time	Actual arrival	Deviation	Estimated de...	Actual depar...	Estimated se...	Actual servic...	Confirmation...	Estimated mileage
EQ287 - DT 10W	Pel...	10.04.2026...	10.04.2026...	10.04.2026 10:19:04	10.04.2026...	-7:43:10	10.04.2026...	10.04.2026...	0:20:00	3:12:52	10.04.2026...	23 km
Arky Asid - Gate	Pel...	10.04.2026...	10.04.2026...	10.04.2026 10:19:04	10.04.2026...	-4:09:10	10.04.2026...	10.04.2026...	0:10:00	0:05:00	10.04.2026...	0.00 km
(Prod/OUT/00304-S00442-...	Pel...	10.04.2026...	10.04.2026...	10.04.2026 10:41:20	10.04.2026...	0:00:38	10.04.2026...	10.04.2026...	0:00:00	3:02:52	----	11.33 km
Arky Asid - Gate	Pel...	10.04.2026...	10.04.2026...	10.04.2026 10:53:36	10.04.2026...	-3:34:38	10.04.2026...	10.04.2026...	0:10:00	0:05:00	----	11.33 km
EQ287 - DT 10W	Ma...	10.04.2026...	10.04.2026...	10.04.2026 17:06:23	11.04.2026...	-1 days 10...	10.04.2026...	11.04.2026...	0:20:00	0:08:22	10.04.2026...	12.23 km
PID239 - SANITARY LANDF...	Ma...	10.04.2026...	10.04.2026...	10.04.2026 17:06:23	11.04.2026...	-17:14:58	10.04.2026...	11.04.2026...	0:10:00	0:04:11	10.04.2026...	0.00 km
PID239 - Control#0204 4-1...	Pel...	10.04.2026...	10.04.2026...	10.04.2026 17:22:33	----	0:00:00	10.04.2026...	----	0:00:00	0:00:00	10.04.2026...	6.12 km
PID239 - SANITARY LANDF...	Ma...	10.04.2026...	10.04.2026...	10.04.2026 17:28:43	11.04.2026...	-16:52:38	10.04.2026...	11.04.2026...	0:10:00	0:04:11	10.04.2026...	6.12 km
EQ287 - DT 10W	Ma...	10.04.2026...	10.04.2026...	10.04.2026 17:38:43	11.04.2026...	-16:42:38	10.04.2026...	----	0:20:00	0:04:11	10.04.2026...	21 km
EQ287 - DT 10W	Ma...	11.04.2026...	11.04.2026...	11.04.2026 11:41:22	11.04.2026...	-2 days 3.3...	11.04.2026...	13.04.2026...	0:20:00	0:37:12	11.04.2026...	12.23 km
EQ287 - DT 10W	Ma...	13.04.2026...	13.04.2026...	13.04.2026 10:41:36	13.04.2026...	-0:06:38	13.04.2026...	----	0:20:00	3:39:02	----	23 km
EQ287 - DT 10W	Ma...	27.04.2026...	27.04.2026...	27.04.2026 08:23:05	27.04.2026...	-1:29:39	27.04.2026...	27.04.2026...	0:20:00	0:46:53	----	23 km
EQ287 - DT 10W	Ma...	28.04.2026...	28.04.2026...	28.04.2026 08:46:49	28.04.2026...	-3:52:50	28.04.2026...	28.04.2026...	0:20:00	1:14:21	----	32 km
EQ287 - DT 10W	Ma...	29.04.2026...	29.04.2026...	29.04.2026 00:00:00	28.04.2026...	0:32:54	29.04.2026...	----	0:20:00	8:57:22	----	97 km
EQ287 - DT 10W	Ma...	30.04.2026...	30.04.2026...	30.04.2026 11:53:51	30.04.2026...	-5 days 22...	30.04.2026...	02.05.2026...	0:20:00	1:02:40	----	97 km
EQ287 - DT 10W	Ma...	30.04.2026...	30.04.2026...	30.04.2026 13:51:13	30.04.2026...	-5:38:18	30.04.2026...	----	0:20:00	0:37:12	----	23 km

TAGGING OF DRIVER.

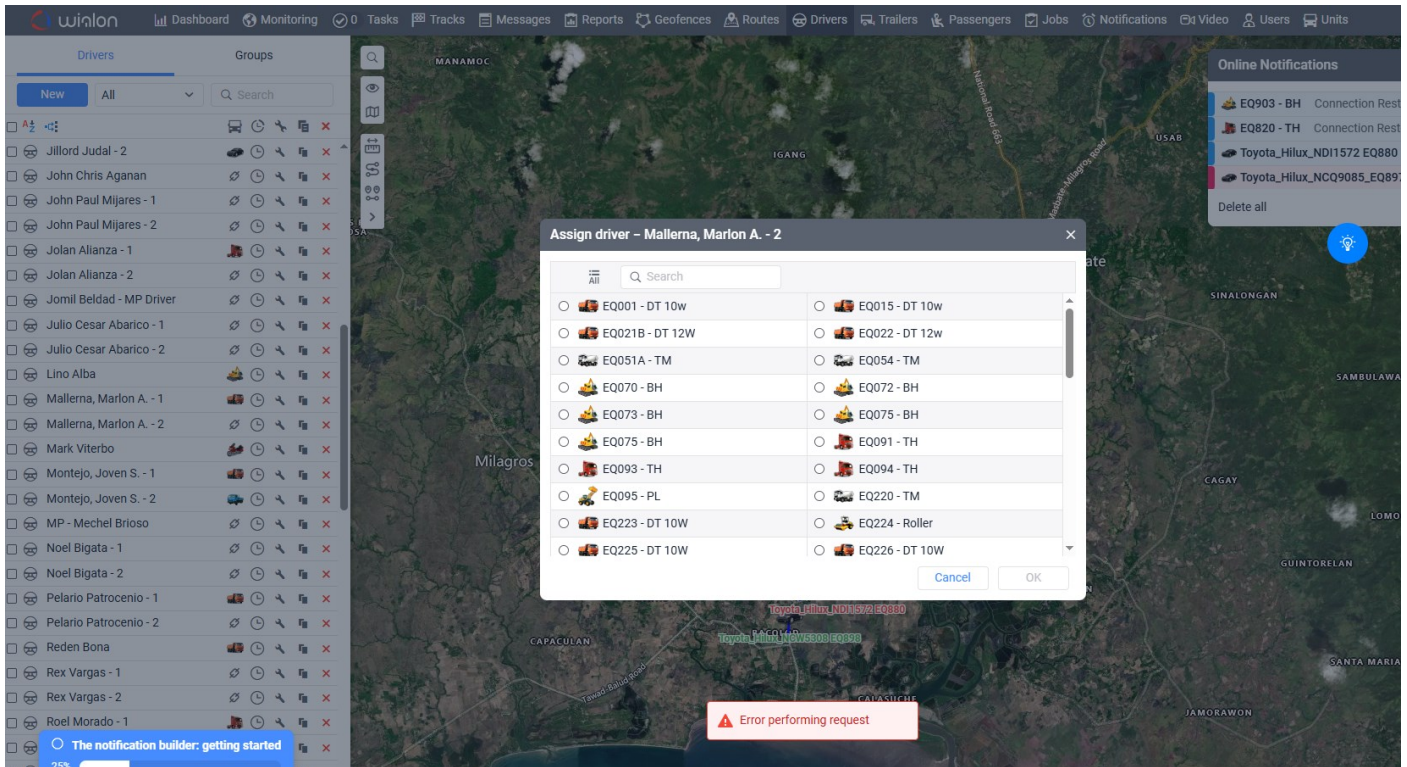
1. Click **Drivers** to tag the driver of the equipment that use in the operation.



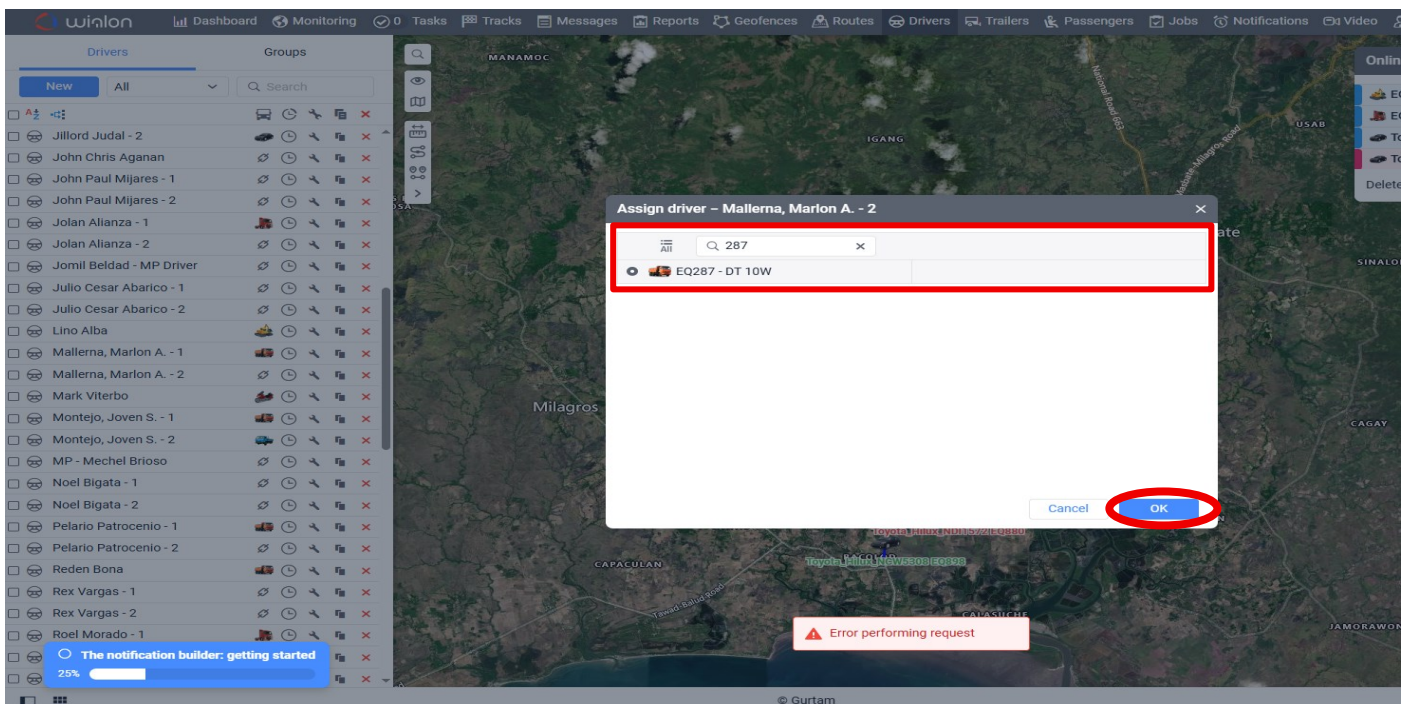
2. Search for the driver who assigned on the delivery. Click the **tag icon** where we assign/tag the driver to unit.



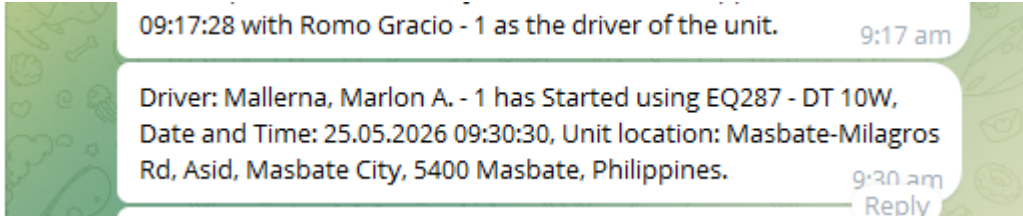
3. Search the unit that assign to the driver for dispatching.



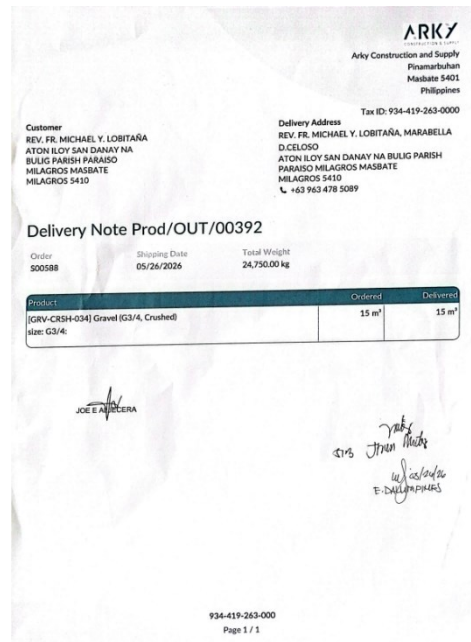
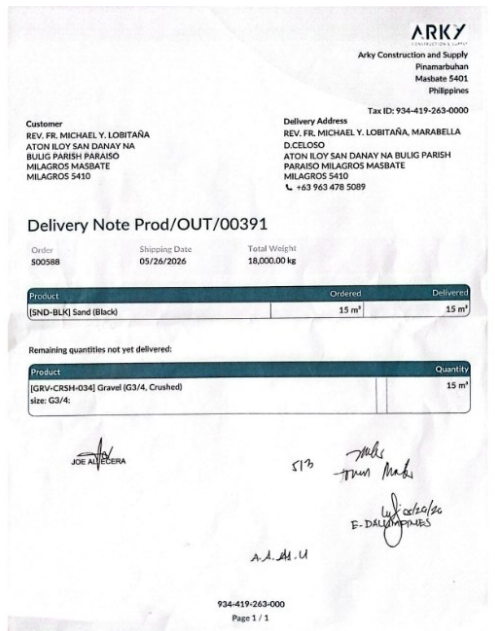
4. Then, click OK.



5. And it will notify on Telegram. For example:



These are we received after the delivery of orders to the client.



LOGISTIC PAYROLL PROCESS

1. **RECEIVED SD** (Salary Document)/Timesheet of freelance drivers FROM THE PROJECT ADMIN. Signed by the following:

- Project Admin
- Driver/Operator
- Project Engineer

Timesheets for the S00040 - PID197 LABO TAGKAWAYAN Project

Date	Employee	Task	Description	Time Spent
04-27-26	ALJON OBOG	SURPLUS COMMON EXCAVATION	DRIVER: EQ S14 DT	48.00
				Total (Hours) 48.00

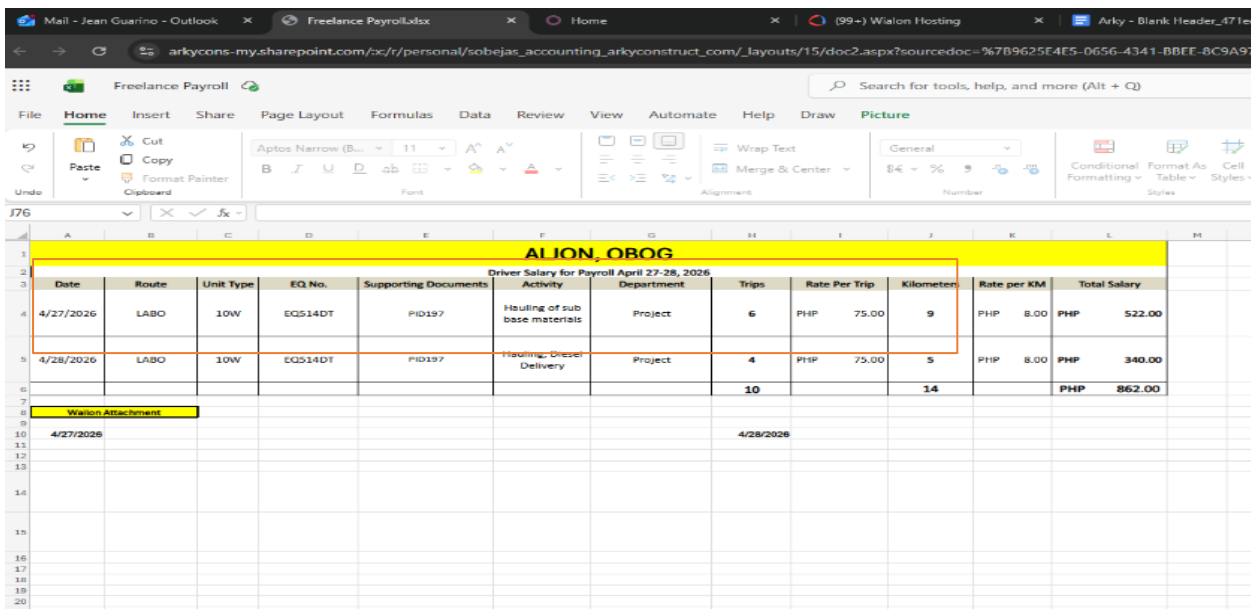
APRIL 27, 2026
ACTIVITY: HAULING OF SUB BASE MATERIALS
TOTAL TRIPS : 6
TOTAL KM: 9 km vv


DRIVER


REYFEGIE D. MATIENZO
Project Admin

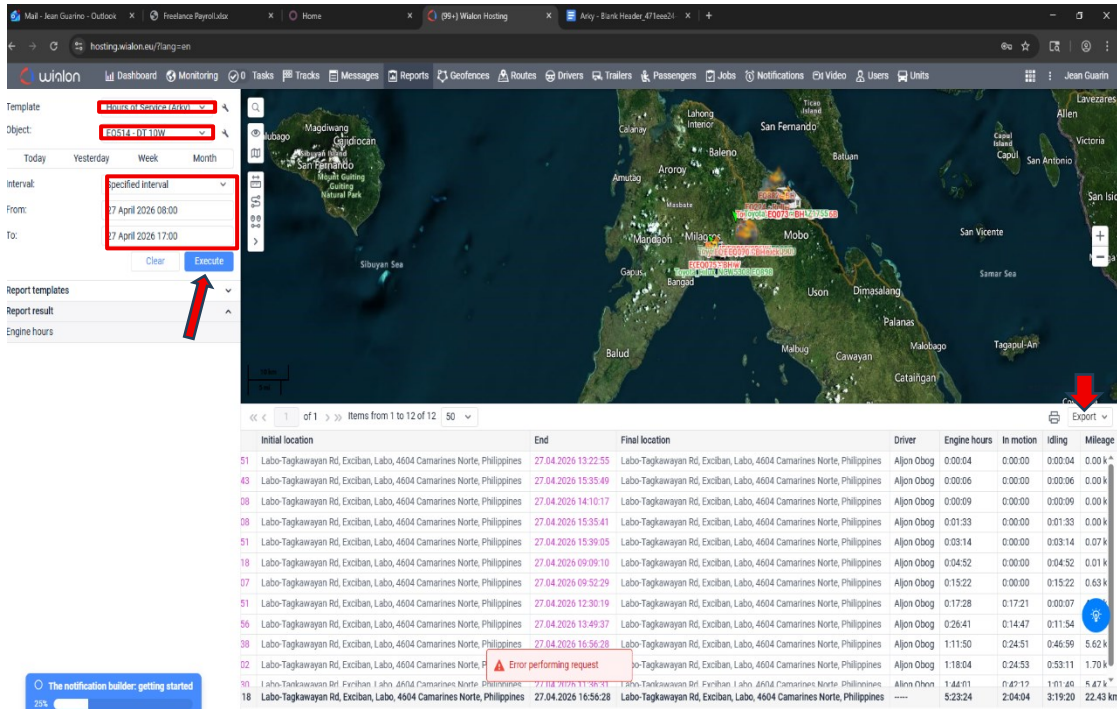

CHRISTIAN CALIGUIRAN
Project Engineer

2. Input the data through one drive (**freelance payroll**), encode the data based on the SD (Salary Document)/Timesheet of the freelance drivers. It is for the pay slip of the drivers.



ALJON OBOG										
Driver Salary for Payroll April 27-28, 2026										
Date	Route	Unit Type	EQ No.	Supporting Documents	Activity	Department	Trips	Rate Per Trip	Kilometers	Total Salary
4/27/2026	LABO	10W	EQS14DT	PID197	Hauling of sub base materials	Project	6	PHP 75.00	9	PHP 522.00
4/28/2026	LABO	10W	EQS14DT	PID197	Hauling, Diesel Delivery	Project	4	PHP 75.00	5	PHP 340.00
							10		14	PHP 862.00

3. Go to the Wialon, click the **“REPORTS”**. In the template click the **“Hours of Service (Arky)”**, and for the **object** click the unit of the vehicle which is used in the operation, e.g., **“EQ514 - DT 10W”** and the date and time then execute. After that, export it into PDF’.



4. You will now insert the attachment from the Wialon to the pay slip and export it into PDF.

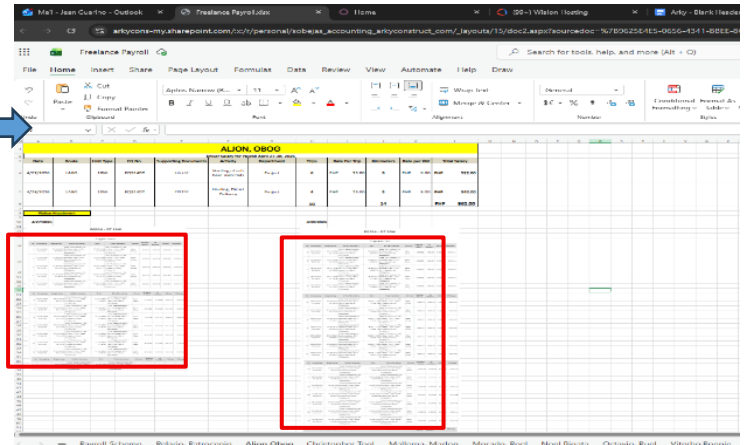


EQ514 - DT 10W

Engine hours

No	Grouping	Beginning	Initial location	End	Final location	Driver	Engine hours	In motion	Idling	Mileage
1	27.04.2026 13:22-51	27.04.2026 13:22-51	Labo-Tagkawayan Rd, Exciban, Labo, 4604 Camarines Norte, Philippines	27.04.2026 13:22-55	Labo-Tagkawayan Rd, Exciban, Labo, 4604 Camarines Norte, Philippines	Aljon Obog	0:00:04	0:00:00	0:00:04	0.00 km
2	27.04.2026 15:35-43	27.04.2026 15:35-43	Labo-Tagkawayan Rd, Exciban, Labo, 4604 Camarines Norte, Philippines	27.04.2026 15:35-49	Labo-Tagkawayan Rd, Exciban, Labo, 4604 Camarines Norte, Philippines	Aljon Obog	0:00:06	0:00:00	0:00:06	0.00 km
3	27.04.2026 14:10-08	27.04.2026 14:10-08	Labo-Tagkawayan Rd, Exciban, Labo, 4604 Camarines Norte, Philippines	27.04.2026 14:10:17	Labo-Tagkawayan Rd, Exciban, Labo, 4604 Camarines Norte, Philippines	Aljon Obog	0:00:09	0:00:00	0:00:09	0.00 km
4	27.04.2026 15:34-08	27.04.2026 15:34-08	Labo-Tagkawayan Rd, Exciban, Labo, 4604 Camarines Norte, Philippines	27.04.2026 15:35:41	Labo-Tagkawayan Rd, Exciban, Labo, 4604 Camarines Norte, Philippines	Aljon Obog	0:01:33	0:00:00	0:01:33	0.00 km
5	27.04.2026 15:35-51	27.04.2026 15:35-51	Labo-Tagkawayan Rd, Exciban, Labo, 4604 Camarines Norte, Philippines	27.04.2026 15:39:05	Labo-Tagkawayan Rd, Exciban, Labo, 4604 Camarines Norte, Philippines	Aljon Obog	0:03:14	0:00:00	0:03:14	0.07 km

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- Wait for the confirmation on Viber of the accounting staff who are responsible for checking the pay slip that you create. Once it was confirmed of the accounting staff to received, you need to merge all the files in order (Pay slip, Attachment from the Wialon, SD/TIMESHEET) and name it, e.g., “PSSD LABO APRIL 27-28,2026 ALJON OBOG”. Make sure it has a signature of the Logistic Supervisor on the pay slip.



Kimberly Corpuz

Done na po. Paresib na, pwede po lahat ng attachments na binigay especially sa labo pwede paattach din po sa bill na gagawin ha.

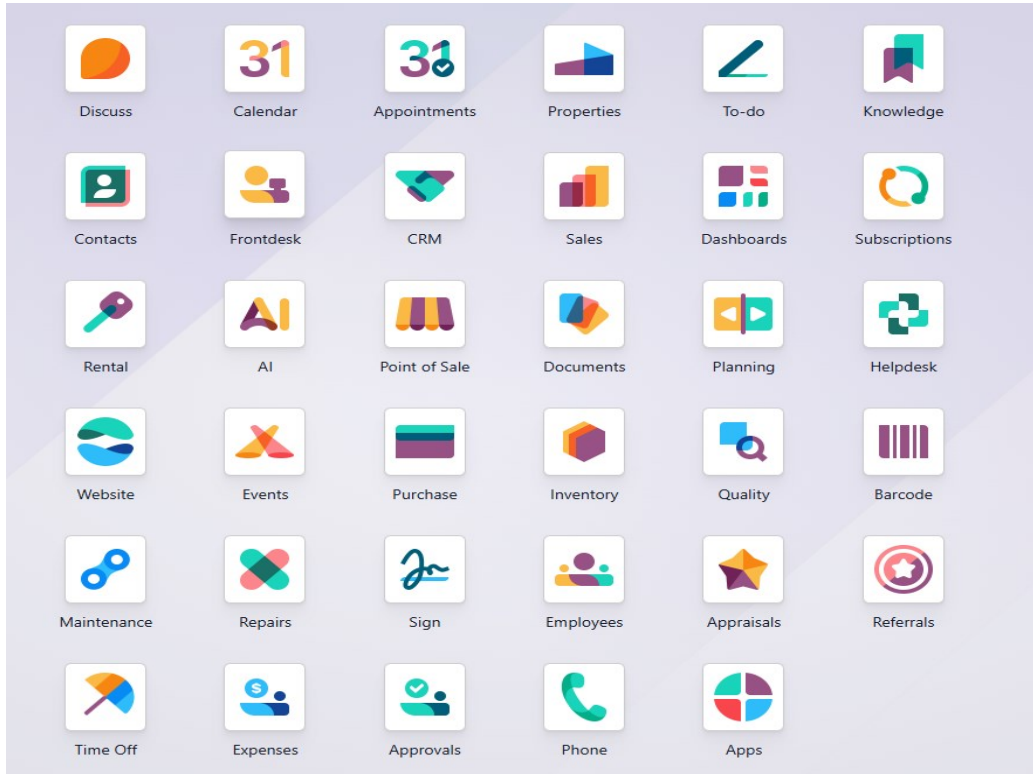
4:46 PM



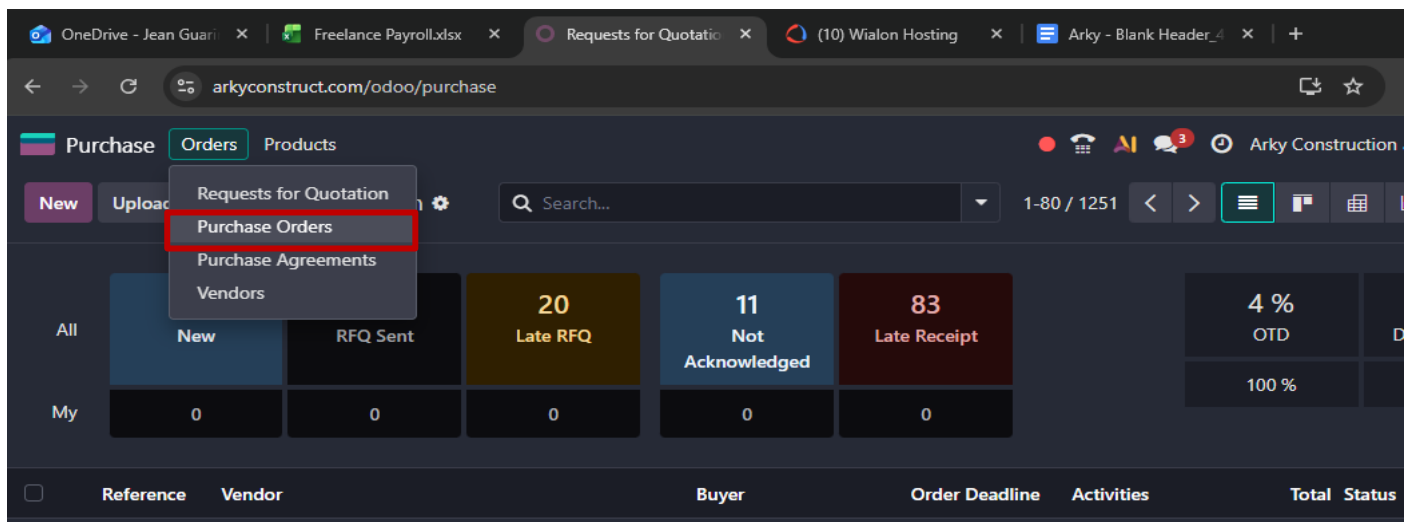
@Kimberly Corpuz, please pakicheck po sa 1 drive;
Obog
Mallerna
Bigata
Octavio
Viterbo

4:34 PM

5. On **Odoo Dashboard** <https://arkyconstruct.odoo.com/odoo>, click **Purchase app**.



6. Click the **Purchase Orders**. Search the name of the freelance drivers.



7. After that click the **“Upload Bill”** then send the files which is the PSSD (Pay slip salary document) and then it’s done.

The screenshot shows the 'Purchase Order' interface for order P00090. The vendor is 'Aljhon Obog - 632109872'. The order includes three items:

Product	Analytic Distrib...	Quantity	Received	Billed	Unit	Unit Price	Taxes	Amount
Driving (Trip)	PID 197 LABO T...	416.00	10.00	14,000.160.00	Trip	75.00		31,200.00 ₱
Driving (Kilometer)	PID 197 LABO T...	416.00	14.00	209.93	km	8.00		3,328.00 ₱
Driving (Hour)	PID 197 LABO T...	100.00	0.00	59.58	Hour	125.00		12,500.00 ₱

The total amount is 47,028.00 ₱. The interface also shows options to 'Upload Bill', 'Send PO', 'Print', 'Cancel', and 'Lock'.

8. Inform the accounting staff that you already done received

The screenshot shows a WhatsApp chat. A blue bubble from the sender contains the following text:

Done resib,
APRIL 27, BIGATA
APRIL 27-28, OBOG
MARCH 25-26, TOOL
APRIL 28, TOOL
8:22 AM

A grey bubble from Kimberly Corpuz responds:

okay po
8:26 AM

STEP 5: RECORDS

RECORDS

Sales Orders (SO)
Delivery Note (DN)
Purchase Orders (PO)
Equipment Request

RESPONSIBLE DEPARTMENT

Sales Department
Warehouse
Purchasing Department
Planning Department

STEP 6: RISKS & CONTROLS

Risk

- Wrong geofences tagging
- Pick up wrong materials from PO
- Unproperly handling of materials
- Not checking of the equipment before dispatching
- No tagging of drivers (freelance)

Possible Effect

- Wrong delivery address
- Delayed of the project
- Leading of unexpected accident may occur.
- Delayed of the projects and deliveries
- Delayed of managing payroll

Control / Mitigation

- Make sure to complete the address
- Make sure to pick up the right materials
- Proper handling and make sure all the materials are on the proper area.
- Must be check the equipment before start dispatching
- File an IR (Incident Report) about the specific scenario.