

Attachment: Practice filing systems

Number of methodological Tool	EUPA_LO_016_M_01
Number of attachment	EUPA_LO_016_M_01_Att1

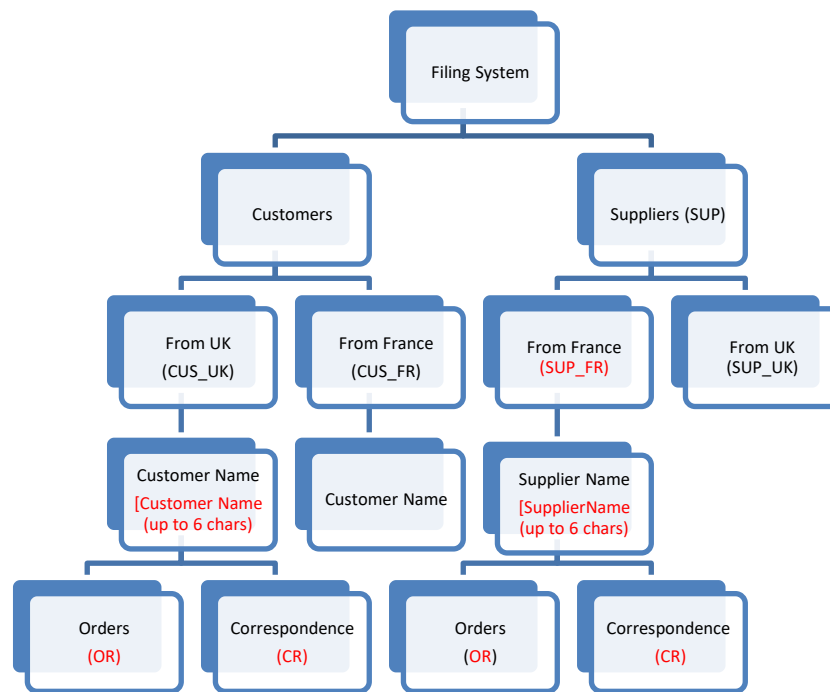
Attachments to the Methodological Tools

Written exercise

1. Filing Structure

BEAUTY PRODUCTS LTD is a company that imports and distributes cosmetics. Their filing system is presented by the following diagram:





2. File Name Policy of the company

The files of the company are given a code, which is in fact the concatenation of the different codes of the levels.

E.g. *LOREAL's codes are:* SUP_FR_LOREAL_OR

When a document is produced or delivered to the company, the document has a **serial number that consists of the date** (8 digits as 2011-03-02) **and a three digit serial number**. Therefore, a code would be 2011-03-02-211. This code is entered in the control of documents and is also typed with red ink on the top right side of the document.

3. Two documents

a. Customer Document

**The HOUSE OF COSMETICS
Manchester UK**

To: **BEAUTY PRODUCTS LTD**

Nasia Tsantilli

Martiou 68,

Thessaloniki, 54248,

Greece

TEL: 00302310547180

Date: 22/7/11

Dear Ms Tsantilli,

Delivery of expired stock

I am referring to our order 50333, which has been delivered on the 15th of July 2011. I am very sorry to inform you that the stock received contained items which have already expired or will expire some time in the following month. As a result, we regret to say that we are unable to accept the delivery. The stock has been sent back to you today through ACS.

We expect our account to be credited with the amount of the order plus the cost of returning the stock, as soon as possible.

I look forward to your reply.

Best regards,

Debbie Johnson

Purchase Manager



The house of cosmetics

b. Supplier Document

COSMETICS FROM EARTH
Cosmetics manufacturer
London UK

To: BEAUTY PRODUCTS LTD

Martiou 68,
Thessaloniki, 54248,
Greece

Tel: 00302310547180

Date: 23/07/2011

Dear Ms Tsantilli,

Thank you for your order. At this time we cannot fill your order due to an unexpected shipment delay from our overseas suppliers.

We will hold your order for arrival of the merchandise, and ship shortly thereafter. Unfortunately, we cannot provide you with a specific shipping date at this time.

Thank you for your anticipated patience in this matter.

Best Regards,

Polizos Stefan

Customer Relations Manager

Cosmetics from Earth



1. D. Control of documents (blank and completed)

A/A	NAME OF THE COMPANY	DATE OF RECEIPT	MONTH OF RECEIPT	YEAR OF RECEIPT	TYPE OF DOCUMENT	INCOMING-OUTCOMING	Distributed to	FILE NAME	CODE

A/A	NAME OF THE COMPANY	DATE OF RECEIPT	MONTH OF RECEIPT	YEAR OF RECEIPT	TYPE OF DOCUMENT	INCOMING-OUTCOMING	Distributed to	FILE NAME	CODE
1	COSMETICS FROM EARTH	28	July	2011	LETTER	INCOMING	Nasia Tsantilli	2011_07_23_001	SUP-UK-COSMET_CR
2	BEAUTY PRODUCTS LTD	28	July	2011	LETTER	INCOMING	Nasia Tsantilli	2011_07_22_002	CUS_UK_HOUSE_CR

[These attachments can be found in electronic format on the enclosed CD]

