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# Electronic Material Sourcing Request Form

**Business Unit**☒ RRLC☐ BMC**Reference No.**

07122021001

**Date Required**

15-Jul-2021

**Date Requested**

07-Jul-2021 13:30

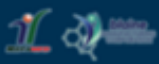
No.	Description	Specification	QTY	UOM	Shelf Life (months)	File Attachment
01						
	Purpose / Remarks	Item Application	Sourcing Category	Required Document	Material Category	
			Price only / Sample only / Price with Sample			

No.	Description	Specification	QTY	UOM	Shelf Life (months)	File Attachment
02						
	Purpose / Remarks	Item Application	Sourcing Category	Required Document	Material Category	
			Price only / Sample only / Price with Sample			



Scroll down...

\*\*\*Note: You may attach pictures



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- DCC
- Productivity >
- E-Feedback Form

## Other Notes

Step / Approver	Primary Approver	Alternate Approver
Requestor	Auto ▾	Drop down (Optional) ▾
Immediate Superior Approval	Drop down ▾	Drop down ▾

Submit

CANCEL

\*\*\*Note: Please state requirements such as documents, standard etc.



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# Request Review (Requestor View)

No.	Description	Specification	QTY	UOM	Shelf Life (months)	File Attachment
01						
	Purpose / Remarks	Application	Required Document	Material Category		

No.	Description	Specification	QTY	UOM	Shelf Life (months)	File Attachment
02						
	Purpose / Remarks	Application	Required Document	File Attachment		

Scroll down....

Step / Approver	Primary Approver	Alternate Approver	Status	Date Sign-off	Signoff by	Remarks
Request Submission			Done	20-Jul-2021 13:05	Requestor	Critical for this and that...
Immediate Superior Approval			Pending			
Procurement Request Acceptance			Pending			
Procurement Report Generation			Pending			
Requestor Feedback			Pending			
Request Closure			Pending			



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# Request Review (Requestor View w/ Action Required)

No.	Description	Specification	QTY	UOM	Shelf Life (months)	File Attachment
01						
	Purpose / Remarks	Application	Required Document	Material Category		

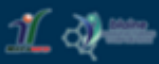
  

No.	Description	Specification	QTY	UOM	Shelf Life (months)	File Attachment
02						
	Purpose / Remarks	Application	Required Document	File Attachment		

Scroll down....

Step / Approver	Primary Approver	Alternate Approver	Status	Date Sign-off	Signoff by	Remarks
Request Submission	Juan	Tudis	Done	20-Jul-2021 13:05	Juan	Critical for this and that...
Immediate Superior Approval	Tris	Pora	Action Required	20-Jul-2021 14:05	Tris	Attach the requirement
Action Required	Juan	Tudis	Done	20-Jul-2021 15:05	Tudis	Critical for this and that...
Immediate Superior Approval	Tris	Pora	Approved	20-Jul-2021 16:05	Pora	Okay
Procurement Request Acceptance	Lima	Seis	Approve	20-Jul-2021 17:05	Seis	Ongoing Sourcing
Procurement Report Generation	Lima	Seis	Pending			
Requestor Feedback	Juan	Tudis	Pending			
Request Closure	Lima	Seis	Pending			

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# Electronic Mat Source Request List (Procurement view)

STAT AS OF:

13-JUL-2021

EXTRACT TO  
EXCEL

OPEN

15

PENDING

20

CLOSED

115

AVE CT  
APPROVER

2 DAYS

AVE CT  
PROCUREMENT

5 DAYS

Filters



PROCUREMENT



SUPERIOR



REQUESTOR



Request Number	Date Request	Date Required	Requestor	Dep't	# of Items	Ageing	Status
					5	2	Open: Superior Name
					1	7	Pending: Procurement
					2	1	Open: Superior Name
					1	10	Pending: Procurement
					1	10	CLOSE



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# Request # 11111: Approvers View

Business Unit

☒ RRLC ☐ BMC

Reference No.

07122021001

Date Required

15-Jul-2021

Date Requested

07-Jul-2021 13:30

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Step / Approver	Primary Approver	Alternate Approver	Status	Date Sign-off	Signoff by	Remarks
Request Submission			Done	20-Jul-2021 13:05	Requestor	Critical for this and that...
Immediate Superior Approval			Pending			
Procurement Request Acceptance			Pending			
Procurement Report Generation			Pending			
Requestor Feedback			Pending			
Request Closure			Pending			

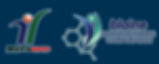
SIGN OFF:

Approve

Disapprove

Action  
Required

Remarks



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# Request # 11111: Approvers View (Requestor Feedback)

Business Unit

RRLC

 BMC

Reference No.

07122021001

Date Required

15-Jul-2021

Date Requested

07-Jul-2021 13:30

Scroll down....

Step / Approver	Primary Approver	Alternate Approver	Status	Date Sign-off	Signoff by	Remarks
Request Submission			Done	20-Jul-2021 13:05	Requestor	Critical for this and that...
Immediate Superior Approval			Approve	20-Jul-2021 13:05	AAA	
Procurement Request Acceptance			Approve	20-Jul-2021 13:05	BBB	
Procurement Report Generation			Done	20-Jul-2021 13:05	CCC	
Requestor Feedback			Pending			
Request Closure			Pending			

SIGN OFF: 

Approve Sample

Reject Sample

Action Required

Remarks

# Auto Email 1: Initial Email upon submission

To: Primary Approver, Requestor  
Cc: Secondary Approver, Next Dept Primary Approver & Secondary Approver

You have pending Canvass request for approval.  
Material Canvass Request Form

Request Number	Requestor Name	Date Requested
11111111111111	Richard	14-JUN-2021 9:57:00

Step / Approver	Primary Approver	Alternate Approver	Status	Date Sign-off	Signoff by	Remarks
Request Submission	Juan	Tudis	Done	20-Jul-2021 13:05	Juan	Critical for this and that...
Immediate Superior Approval	Tris	Pora	Action Required	20-Jul-2021 14:05	Tris	Attach the requirement
Action Required	Juan	Tudis	Done	20-Jul-2021 15:05	Tudis	Critical for this and that...
Immediate Superior Approval	Tris	Pora	Approved	20-Jul-2021 16:05	Pora	Okay
Procurement Request Acceptance	Lima	Seis	Approve	20-Jul-2021 17:05	Seis	Ongoing Sourcing



# Auto Email 2: Email for the next approver

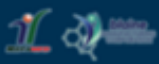
To: Primary Approver, Requestor

Cc: Secondary Approver, Next Dept Primary Approver & Secondary Approver

You have pending Canvass request for approval.  
Material Canvass Request Form

Request Number	Requestor Name	Date Requested
111111111111111	Richard	14-JUN-2021 9:57:00

Step / Approver	Primary Approver	Alternate Approver	Status	Date Sign-off	Signoff by	Remarks
Request Submission	Juan	Tudis	Done	20-Jul-2021 13:05	Juan	Critical for this and that...
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# Material Sample Transmittal (Procurement View)

## Material Sample Transmittal



Canvass #	Auto	Material Source Request ID	Required	Canvass Request date	(Auto)
Company		PR Number	(Optional)	PR Date	(Optional)

To Requestor:	Auto	Carbon Copy:	p1@blainegroup.com; p2@blainegroup.com;
---------------	------	--------------	---

Transmittal Date:	Auto	***Optional
-------------------	------	-------------

RE:	SAMPLE REQUEST FULFILLMENT, (EDITABLE)
-----	--

Material Description	Supplier	Batch Number	Supporting Documents

Attachment	
------------	--

Submit

Draft

CANCEL

# Auto Email 3: Sample Transmittal

To: Requestor  
Cc: p1@blainegroup.com.ph; p2@blainegroup.com.ph; p3@blainegroup.com.ph  
  
RE: SAMPLE Request Fulfillment

Attachment1

Attachment2

Kindly acknowledge receipt of above-captioned sample for testing.

Canvass #	Auto	Company		Material Source Request ID	Required
Transmittal Date:	Auto			BUYER	SHARON
RE:	SAMPLE REQUEST FULFILLMENT, (EDITABLE)				

Material Description	Supplier	Batch Number	Supporting Documents



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# Electronic Canvass Report Generation (Procurement View) 1

## Comparative Statement Quotations

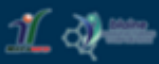


Canvass #	Auto	Material Source Request ID	(Optional)	Canvass Request date	(Auto)
Company		PR Number	(Optional)	PR Date	(Optional)

Description & Specs	Mat Code	QTY	UoM	Previous Purchase	Year



NEXT ➡



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# Electronic Canvass Report Generation (Procurement View) 2

BACK

## Comparative Statement Quotations



Supplier	Supplier 1			** Put others then manual encode**
Material	QTY	UOM	Price	
Material 1	Auto	Auto		
Material 2	Auto	Auto		
Material 3	Auto	Auto		

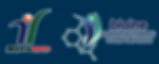
Purchase Terms			
VAT	INC	WRT	
PMT (Days)	30	DEL (Days)	
Notes:			

Supplier	Supplier 2		
Material	QTY	UOM	Price
Material 1	Auto	Auto	
Material 2	Auto	Auto	
Material 3	Auto	Auto	

Purchase Terms			
VAT	INC	WRT	
PMT (Days)	30	DEL (Days)	
Notes:			



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# Comparative Statement of Quotations: Choosing of supplier

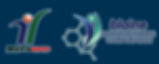
BACK



Company		Canvass Number	
PR Number		PR Number	
PR Date		PR Date	

				Previous Purchase		Supplier 1	Supplier 2	Supplier 3
No	Material	QTY	UOM	Price	Year	Supp Name	Supp Name	Supp Name
1	Material 1	Auto	Auto					
2	Material 2	Auto	Auto					
3	Material 3	Auto	Auto					
			Purchase Terms	VAT				
				PMT (Days)				
				DEL (Days)				
				WRT				
				Notes				

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# Comparative Statement of Quotations: Choosing of supplier



## Computer Recommendation

No	Material	QTY	UOM	SUPPLIER	Cost Saving		Cost Avoidance	
					Reduction per unit	Total Reduction	Savings / unit	Total Savings
1	Material 1	Auto	Auto	Auto	Auto	Auto	Auto	Auto
2	Material 2	Auto	Auto	Auto	Auto		Auto	
3	Material 3	Auto	Auto	Auto	Auto		Auto	

Buyer  
Disposition SHARON

No	Material	QTY	UOM	SUPPLIER	Cost Saving		Cost Avoidance	
					Reduction per unit	Total Reduction	Savings / unit	Total Savings
1	Material 1	Auto	Auto	Supplier 1	Auto	Auto	Auto	Auto
2	Material 2	Auto	Auto	Supplier 2	Auto		Auto	
3	Material 3	Auto	Auto	Supplier 3	Auto		Auto	

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# Cost Saving / Avoidance Report Summary

Cost Savings

Cost Avoidance

Extract to Excel

Extract to PDF

Filters



W/ PR



BU



Canvass Number	Canvass Date	Company	Cost Saving	Cost Avoidance	Buyer	Reference PR	Reference Canvass request

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# Material Canvass History

Filters



PROCUREMENT



SUPERIOR

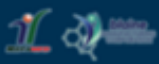


REQUESTOR

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Extract to PDF

Material	Supplier	Price	Terms	Buyer	Canvass #	Canvass Date	Reference PR	Reference Canvass request



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# Supplier List Enrollment

Vendor Code	
Supplier Name	
Contact Name	
Contact Designation	
Contact Number	
Email	
Address	
Supplier Profile	
Attachments	Optional

*Initial Data in the Supplier Contact list will be uploaded on the first release of the program*

*Manual encoding or Attach excel*

Attach Excel



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# Supplier List Summary

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Extract to PDF



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- HR >
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- Engineering
- DCC
- Productivity >
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Vendor Code	Supplier Name	Contact Name	Contact Designation	Contact Number	Email	Address	Supplier Profile