

Filing a Stock Position

Competitive bidding, with winning bidder

Stages

01. End-User

02. Procurement Section

03. Budget Section

04. Accounting Section

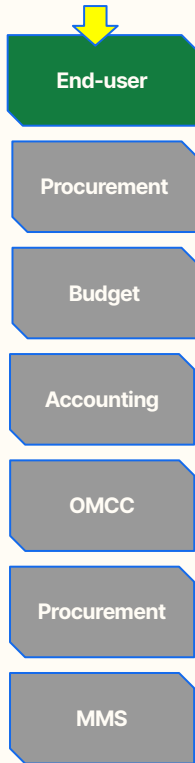
05. Office of the Medical Center Chief

06. OMCC Releasing

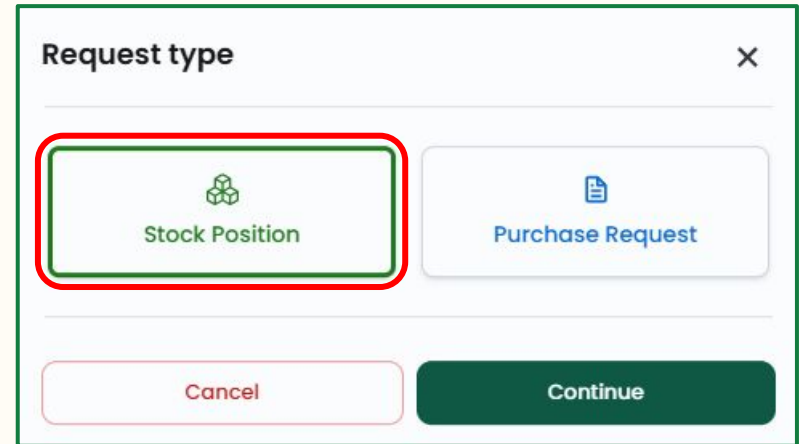
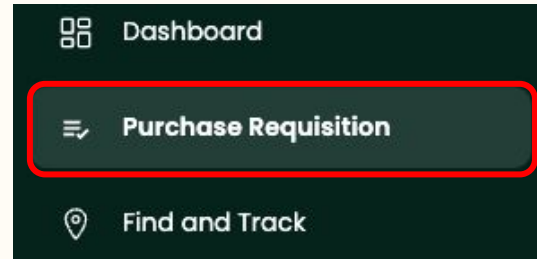
07. Procurement Section

08. Materials Management Section

A. End-User: Filing a request



- Select **Supplies Requisition** in the sidebar
- In the main screen, select **+ File new request**
- Select the **Stock Position** in the **Request type**.
- Click **Continue**.



A. End-User: Filling out a form

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- Fill out the Stock Position form. Make sure that the items and values on the list are consistent with the items and values in your PPMP.

Submit a stock position (With winning bidder) ×

Upload a file to generate its transaction code.

Supplier name *
XYZ Sample Supplier 1 Total Items: 2

#	Item Description	Unit of Measurement	Stocks on Hand (A)	Undelivered Qty in PO (B)	This Requisition (C)	Monthly Consumption (G)	Quantity Remaining in Notice of Award	Quantity Remaining in APP	
1	Test Item Description 1	piece	20	5	10	5	0	10	
2	Test Item Description 2	box	10	5	10	3	0	10	

[+ Add new row](#)

[Go back](#) [Proceed](#)

- To add items on the list, click **+Add new row**.
- Once the list is complete, click **Proceed**.

A. End-User: final checklist

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- A checklist is presented to remind the end-user of the requirements before filing the request. All items on the list must be checked before the request can be filed.

Before submitting your request, please confirm that all required validations have been completed in accordance with compliance guidelines:

- ☐ Items exist in PPMP
- ☐ Item names, units, and values are correct, as listed in PPMP
- ☐ All attachments are complete
- ☐ Filed before cut-off



Before submitting your request, please confirm that all required validations have been completed in accordance with compliance guidelines:

- ☒ Items exist in PPMP
- ☒ Item names, units, and values are correct, as listed in PPMP
- ☒ All attachments are complete
- ☒ Filed before cut-off

- Click **File request** to submit the request.

A. End-User: printing the form

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- In the confirmation message, click **Print**, to print the document with the transaction number.



**Stock Position submitted
successfully**

See how your request is being processed on
"Purchase Requisition" module.

Print

[Close](#)

A. End-User: printed document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS



Transaction Code: **2501088314**



STOCK POSITION SHEET

Transaction Code: **2501088314**

Supplier: **XYZ Sample Supplier 2**

Item Description	UOM	Stocks on Hand (A)	Undelivered Qty in Latest PO (B)	This Requisition (C)	Anticipated Stock D = (A + B)	Anticipated Stock w/ Requisition E = (D + C)	Standard Stock Level F = (G x 3 months)	Monthly Consumption (G)	Estimated Months to Consume			Quantity Remaining in Notice of Award	Quantity Remaining in APP
									On Stock H = (A / G)	Anticipated Stock I = (D / G)	Anticipated Stock w/ Requisition J = (E / G)		
Test Item Description 1	piece	20	5	10	25	35	15	5	4	5	7	0	10
Test Item Description 2	box	10	5	10	15	25	9	3	3	5	8	0	10

JOHN MARY C. STA. TERESA
OIC-Materials Management Section

A. End-User: Status card

End-user

Procurement

Budget

Accounting

OMCC

Procurement


MMS

- The request will show up in the end-user's screen and tagged as **Pending**, awaiting approval from different approving units.

Stock PositionPending


Filed on:
01/08/2025 (10:40 AM)

Duration:
-

Transaction code:
2501088314 

Currently in:
SD - 01

Requested by:
Micah Charles B. Mustaham

Purchase Order #: -----[More details](#) 

- To view the details, timeline, and approval status of the request, click **More details**.

A. End-User: More details

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- To view the details, update the form, reprint the form, or view timeline and approval status of the request, click **More details**.

Purchase Order #: -----

[More details](#) 

- Print - (Re)print the document.
- Update - update the form contents.
- Cancel - cancel the request. Note: request can only be cancelled before it is "received" by the next receiving office.
- View timeline - view the location and status of the request.

 Print

 Update

 Cancel

 View timeline

A. End-User: Final Reminders

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- Make sure to **PRINT** the form.
- **Personally submit the printed document to Procurement Section.**
- Make sure that the Procurement Section personnel accepts the request in the system (**Process Request**) to END the processing time of the end-user and START the processing time of the Procurement Section.
- *This Start and End will be used to compute the total turnaround time of each process.*

A. End-User: Cancel request

End-user

Procurement

Budget



Accounting

OMCC

Procurement

MMS

- A request can only be cancelled if it was not yet processed by the next section:
 - For Stock Position - Procurement Section
 - For Purchase Request - Budget Section
- To cancel a request, click **More details or the card** to view the request details.

Filed on: 01/08/2025 (10:40 AM)		Duration: -
Transaction code: 2501088314 	Currently in: SD - 01	Requested by: Micah Charles B. Mustaham
Purchase Order #: -----		More details 

A. End-User: Cancel request

- Select **Cancel** in the menu.

View Request #2501081901

Items listed below are included on the selected purchase requisitions.

Request overview Submitted

All items encoded from the selected transaction are shown below with its corresponding information.

[Print](#)[Update](#)[Cancel](#)[View timeline](#)

Item description	UOM	Stocks on Hand (A)	Undeliver... Qty in latest PO (B)	This Requisition (C)	Anticipated Stock D= (a+b)	Anticipated Stock w/ Requisition E=(d+c)	Standard Stock Level F=(g x 3 months)	Monthly Consump... (G)	On Stock H=(a/g)	Anticipated Stock I= (d/g)	Anticipated Stock w/ Requisition J=(e/g)	Quantity Remaining In Notice of Award	Quantity Remaining In APP
Test Item Description A	piece	20	0	10	20	30	24	8	3	3	4	0	50

A. End-User: Cancel request

End-user

Procurement

Budget

Accounting

OMCC

Procurement


MMS

- Select a reason for cancellation.
You may choose more than one reasons:
 - Non-compliance to PPMP
 - Lacks attachments
 - Cut-off reached
 - Others
- Type Remarks for additional note.
- Click **Confirm to cancel**.
- Please note that once submitted, this action CANNOT be undone.

Cancel Stock Position (2501081901)

×

This will cancel the transaction

 **This action cannot be undone.**
You're about to cancel this request.

Select reason(s) *

Others ×

Select at least one tag to specify reason(s) of returning transaction.

Remarks *

Duplicate request.

Close

Confirm to cancel

A. End-User: Cancel request

- A message is shown to confirm the cancellation of the request.

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS



**Transaction cancelled
successfully.**

Transaction with code 2501081901 has been
cancelled

Close

A. End-User: Final Reminders

End-user

Procurement

Budget

Accounting

OMCC

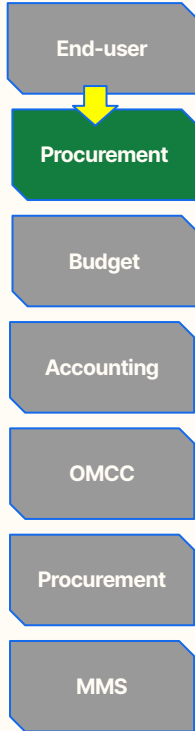
Procurement

MMS

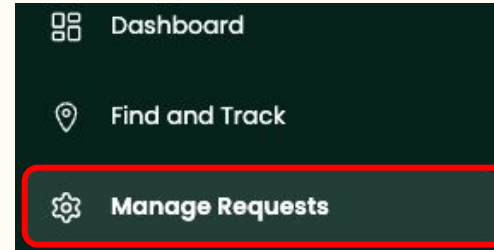
- Make sure to **PRINT** the form.
- **Personally submit the printed document to Procurement Section.**
- Make sure that the Procurement Section personnel accepts the request in the system to END the processing time of the end-user and START the processing time of the Procurement Section.
- *This Start and End will be used to compute the total turnaround time of each process.*


Procurement Section




B. Procurement: Accept a document



- Select **Manage Requests** in the sidebar



- In the **List of requests**, find the transaction code of the document you received and select the  icon under **Action**.

List of requests						
All requests of end-users that needs your action are shown here. You'll be notified when requests are updated.						
Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501081901	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 10:49 AM	-	Cancelled	
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 10:40 am	-	Pending	
2501089718	Krizelle Mae B. Falcasantos SD - 01	Stock Position	Jan 8, 2025 10:17 AM	-	Pending	

B. Procurement: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- The overview of the request (with Transaction code) is shown on main screen.

Request overview - #2501088314

This is a subheading. It should add more context to the interaction.

[Open in full](#)

Supplier: **XYZ Sample Supplier 2**

Item description	UOM	Stock...	Undel...	This R...	Antici...	Antici...	Stand...	Mont...	On St...	Antici...	Antici...	Quan...	Quan...
Test Item Description 1	piece	20	5	10	25	35	15	5	4	5	7	0	10
Test Item Description 2	box	10	5	10	15	25	9	3	3	5	8	0	10

B. Procurement: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- To accept a submitted document, click **Process request.**
- Key in your Authorization PIN and click **Confirm.**

Management timeline

The list below shows the current status of the request.

- ☒ SD - 01 (Micah Charles B. Mustaham) **Submitted**
Date created: Jan 8, 2025 10:40 AM
- ☐ Procurement

Process request

Manage Request (2501088314)

Respond to the document using the following action to continue.

 **This action cannot be undone.**
You're about to mark Micah Charles B. Mustaham's request.

Remarks

Type your remarks here

Authorization PIN *

.....

Cancel

Confirm

B. Procurement: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- Confirmation message is shown as the status is updated.
 - *This transaction will now be visible to the next office for review.*
- Updated management timeline.
- If the document needs to be cancelled or returned to the end-user, click **Process request**.



Stock position status updated successfully

Please be informed that the document is now available to the next office for review

Close

Management timeline

The list below shows the current status of the request.

- ✓ SD - 01 (Micah Charles B. Mustaham) Released
 - Date created: Jan 8, 2025 10:40 AM
 - Date submitted: Jan 8, 2025 1:20 PM
 - Turnaround time: 0 days 2 hours 39 minutes
- ✓ Procurement (You) Received
 - Date received: Jan 8, 2025 1:20 PM
- Budget

Process request

B. Procurement: Cancel or return a request

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- Select the action: Return or Cancel.
- Select the reasons:
 - Non-compliance to PPMP
 - Lacks attachments
 - Cut-off reached
 - Others
- Type Remarks for additional note.
- Type your Authorization PIN.
- Click **Confirm**.
- Please note that once submitted, this action CANNOT be undone.
-



Manage Request (2501088314)

Respond to the document using the following action to continue.

This action cannot be undone.
You're about to mark Micah Charles B. Mustaham's request.

Select the action you would like to take:

Return

Cancel

Select reason(s) *

Lacks attachments x

Select at least one tag to specify reason(s) of returning transaction.

Remarks *

Attachment missing: specific document.

Authorization PIN *

...

Cancel Confirm

B. Procurement: Status update

End-user

Procurement

Budget



Accounting

OMCC




Procurement

MMS

- Before receiving the document

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501081901	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 10:49 AM	-	Cancelled	
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 10:40 am	-	Pending	

- After receiving the document

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 1:20 PM	-	Received	
2501081901	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 10:49 am	-	Cancelled	
2501089718	Krizelle Mae B. Falcasantos SD - 01	Stock Position	Jan 8, 2025 10:17 AM	-	Pending	

B. Procurement: Next step

End-user

Procurement

Budget

Accounting

OMCC

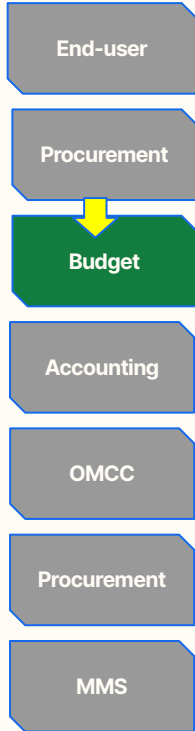
Procurement

MMS

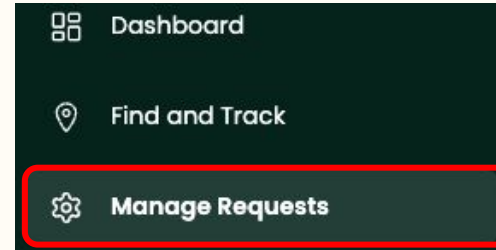
- After processing, forward the documents to **Budget Section** for processing.
- Make sure that the Budget Section personnel accepts the request in the system to END the processing time of the Procurement Section and START the processing time of the Budget Section.
- *This Start and End will be used to compute the total turnaround time of each process.*


Budget Section

C. Budget: Accept a document



- Select **Manage Requests** in the sidebar



- In the **List of requests**, find the transaction code of the document you received and select the  icon under **Action**.

List of requests 0 new

All requests of end-users that needs your action are shown here. You'll be notified when requests are updated.

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 1:20 PM	-	Pending	
2501082608	Krizelle Mae B. Falcasantos SD - 01	Purchase Request	Jan 8, 2025 10:18 AM	-	Pending	

C. Budget: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- The overview of the request (with Transaction code) is shown on main screen.

Request overview - #2501088314

This is a subheading. It should add more context to the interaction.

[Open in full](#)

Supplier: **XYZ Sample Supplier 2**

Item description	UOM	Stock...	Undel...	This R...	Antici...	Antici...	Stand...	Mont...	On St...	Antici...	Antici...	Quan...	Quan...
Test Item Description 1	piece	20	5	10	25	35	15	5	4	5	7	0	10
Test Item Description 2	box	10	5	10	15	25	9	3	3	5	8	0	10

C. Budget: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- To accept a submitted document, click **Process request.**
- Key in your Authorization PIN and click **Confirm.**

Management timeline

The list below shows the current status of the request.

<input checked="" type="checkbox"/> SD - 01 (Micah Charles B. Mustaham)	Released
Date created:	Jan 8, 2025 10:40 AM
Date submitted:	Jan 8, 2025 1:20 PM
Turnaround time:	0 days 2 hours 39 minutes
<input checked="" type="checkbox"/> Procurement (Carl John Paul G. Nunag)	Received
Date received:	Jan 8, 2025 1:20 PM
Processing time:	46 minutes
<input type="radio"/> Budget	

Process request

Manage Request (2501088314)

Respond to the document using the following action to continue.

This action cannot be undone.
You're about to mark Micah Charles B. Mustaham's request.

Remarks

Type your remarks here

Authorization PIN *

Cancel

Confirm

C. Budget: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- Confirmation message is shown as the status is updated.
 - This transaction will now be visible to the next office for review.*
- Updated management timeline.
- If the document needs to be cancelled or returned to the end-user, click **Process request**.



Stock position status updated successfully

Please be informed that the document is now available to the next office for review

Close

Management timeline

The list below shows the current status of the request.

- ☒ **SD - 01 (Micah Charles B. Mustaham)** Released
 - Date created: Jan 8, 2025 10:40 AM
 - Date submitted: Jan 8, 2025 1:20 PM
 - Turnaround time: 0 days 2 hours 39 minutes
- ☒ **Procurement (Carl John Paul G. Nunag)** Released
 - Date received: Jan 8, 2025 1:20 PM
 - Date released: Jan 8, 2025 2:09 PM
 - Turnaround time: 0 days 0 hours 48 minutes
- ☒ **Budget (You)** Received
 - Date received: Jan 8, 2025 2:09 PM
- ☐ Accounting

Process request

C. Budget: Cancel or return a request

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- Select the action: Return or Cancel.
- Select the reasons:
 - Non-compliance to PPMP
 - Lacks attachments
 - Cut-off reached
 - Others
- Type Remarks for additional note.
- Type your Authorization PIN.
- Click **Confirm**.
- Please note that once submitted, this action CANNOT be undone.

Manage Request (2501088314)

Respond to the document using the following action to continue.

This action cannot be undone.
You're about to mark Micah Charles B. Mustaham 's request.

Select the action you would like to take:

Return

Cancel

Select reason(s) *

Lacks attachments x

Select at least one tag to specify reason(s) of returning transaction.

Remarks *

Attachment missing: specific document.

Authorization PIN *

....

Cancel

Confirm

C. Budget: Status update

End-user

Procurement

Budget

Accounting

OMCC


Procurement

MMS

- Before receiving the document

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 1:20 PM	-	Pending	
2501082608	Krizelle Mae B. Falcasantos SD - 01	Purchase Request	Jan 8, 2025 10:18 AM	-	Pending	

- After receiving the document

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501084761	Krizelle Mae B. Falcasantos SD - 01	Purchase Request	Jan 8, 2025 2:10 PM	-	Pending	
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 2:09 PM	-	Received	
2501082608	Krizelle Mae B. Falcasantos SD - 01	Purchase Request	Jan 8, 2025 10:18 AM	-	Pending	

C. Budget: Next step

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- After processing, forward the documents to **Accounting Section** for processing.
- Make sure that the Accounting Section personnel accepts the request in the system to END the processing time of the Budget Section and START the processing time of the Accounting Section.
- *This Start and End will be used to compute the total turnaround time of each process.*

Accounting Section

D. Accounting: Accept a document

End-user

Procurement

Budget

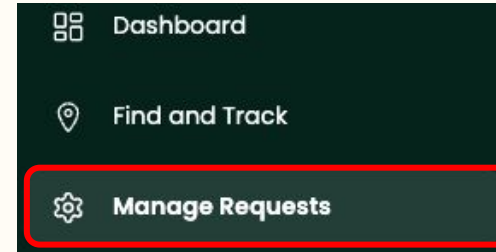
Accounting


OMCC


Procurement

MMS

- Select **Manage Requests** in the sidebar



- In the **List of requests**, find the transaction code of the document you received and select the  icon under **Action**.

List of requests <small>0 new</small>						
All requests of end-users that needs your action are shown here. You'll be notified when requests are updated.						
Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 2:09 PM	-	Pending	

D. Accounting: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- The overview of the request (with Transaction code) is shown on main screen.

Request overview - #2501088314

This is a subheading. It should add more context to the interaction.

[Open in full](#)

Supplier: **XYZ Sample Supplier 2**

Item description	UOM	Stock...	Undel...	This R...	Antici...	Antici...	Stand...	Mont...	On St...	Antici...	Antici...	Quan...	Quan...
Test Item Description 1	piece	20	5	10	25	35	15	5	4	5	7	0	10
Test Item Description 2	box	10	5	10	15	25	9	3	3	5	8	0	10

D. Accounting: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- To accept a submitted document, click **Process request**.

Management timeline

The list below shows the current status of the request.

✓ SD - 01 (Micah Charles B. Mustaham)	Released
Date created:	Jan 8, 2025 10:40 AM
Date submitted:	Jan 8, 2025 1:20 PM
Turnaround time:	0 days 2 hours 39 minutes
✓ Procurement (Carl John Paul G. Nunag)	Released
Date received:	Jan 8, 2025 1:20 PM
Date released:	Jan 8, 2025 2:09 PM
Turnaround time:	0 days 0 hours 48 minutes
✓ Budget (Kim Horace A. Dolar)	Received
Date received:	Jan 8, 2025 2:09 PM
Processing time:	14 minutes
○ Accounting	

Process request

D. Accounting: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement


MMS

- Key in your Authorization PIN and click **Confirm**.

Manage Request (2501088314)

×


Respond to the document using the following action to continue.

 **This action cannot be undone.**
You're about to mark Micah Charles B. Mustaham 's request.

Remarks

Type your remarks here

Authorization PIN *

..... 

Cancel

Confirm

D. Accounting: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- Confirmation message is shown as the status is updated.
 - *This transaction will now be visible to the next office for review.*
- Updated management timeline.
- If the document needs to be cancelled or returned to the end-user, click **Process request**.



Stock position status updated successfully

Please be informed that the document is now available to the next office for review

Close



Budget (Kim Horace A. Dolar)

Released

Date received: Jan 8, 2025 2:09 PM
Date released: Jan 8, 2025 2:27 PM
Turnaround time: 0 days 0 hours 18 minutes



Accounting (You)

Received

Date received: Jan 8, 2025 2:27 PM



OMCC

Process request

D. Accounting: Cancel or return a request

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- Select the action: Return or Cancel.
- Select the reasons:
 - Non-compliance to PPMP
 - Lacks attachments
 - Cut-off reached
 - Others
- Type Remarks for additional note.
- Type your Authorization PIN.
- Click **Confirm**.
- Please note that once submitted, this action CANNOT be undone.



Manage Request (2501088314)

Respond to the document using the following action to continue.

This action cannot be undone.
You're about to mark Micah Charles B. Mustaham 's request.

Select the action you would like to take:

Return

Cancel

Select reason(s) *

Lacks attachments x

Select at least one tag to specify reason(s) of returning transaction.

Remarks *

Attachment missing: specific document.

Authorization PIN *

....

Cancel

Confirm

D. Accounting: Status update

End-user

Procurement

Budget


Accounting

OMCC

Procurement

MMS

- Before receiving the document

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 2:09 PM	-	Pending	

- After receiving the document

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 2:27 PM	-	Received	

D. Accounting: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

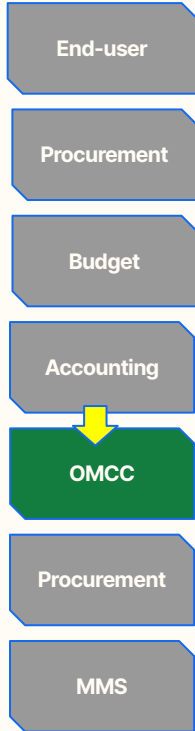
Procurement

MMS

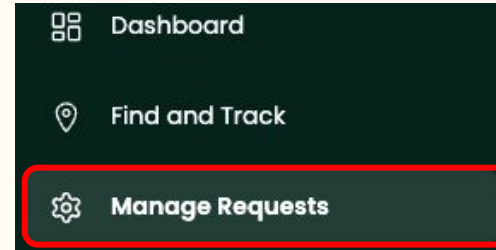
- After processing, forward the documents to **OMCC** for processing.
- Make sure that the OMCC personnel accepts the request in the system to END the processing time of the Accounting Section and START the processing time of the OMCC.
- *This Start and End will be used to compute the total turnaround time of each process.*


Office of the Medical Center Chief


E. OMCC: Accept a document



- Select **Manage Requests** in the sidebar



- In the **List of requests**, find the transaction code of the document you received and select the  icon under **Action**.

List of requests 0 new						
All requests of end-users that needs your action are shown here. You'll be notified when requests are updated.						
Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 2:27 PM	-	Pending	

E. OMCC: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- The overview of the request (with Transaction code) is shown on main screen.

Request overview - #2501088314

This is a subheading. It should add more context to the interaction.

[Open in full](#)

Supplier: **XYZ Sample Supplier 2**

Item description	UOM	Stock...	Undel...	This R...	Anticl...	Anticl...	Stand...	Mont...	On St...	Anticl...	Anticl...	Quan...	Quan...
Test Item Description 1	piece	20	5	10	25	35	15	5	4	5	7	0	10
Test Item Description 2	box	10	5	10	15	25	9	3	3	5	8	0	10

E. OMCC: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- To accept a submitted document, click **Process request.**

Management timeline

The list below shows the current status of the request.

✓ SD - 01 (Micah Charles B. Mustaham)	Released
Date created:	Jan 8, 2025 10:40 AM
Date submitted:	Jan 8, 2025 1:20 PM
Turnaround time:	0 days 2 hours 39 minutes
✓ Procurement (Carl John Paul G. Nunag)	Released
Date received:	Jan 8, 2025 1:20 PM
Date released:	Jan 8, 2025 2:09 PM
Turnaround time:	0 days 0 hours 48 minutes
✓ Budget (Kim Horace A. Dolar)	Released
Date received:	Jan 8, 2025 2:09 PM
Date released:	Jan 8, 2025 2:27 PM
Turnaround time:	0 days 0 hours 18 minutes
✓ Accounting (Ricah Mae G. Maque)	Received
Date received:	Jan 8, 2025 2:27 PM
Processing time:	27 minutes
○ OMCC	

Process request

E. OMCC: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement


MMS

- Key in your Authorization PIN and click **Confirm**.

Manage Request (2501088314)

×

Respond to the document using the following action to continue.

 **This action cannot be undone.**
You're about to mark Micah Charles B. Mustaham 's request.

Remarks

Type your remarks here

Authorization PIN *

.....

Cancel

Confirm

E. OMCC: Accept a document

End-user

Procurement

Budget

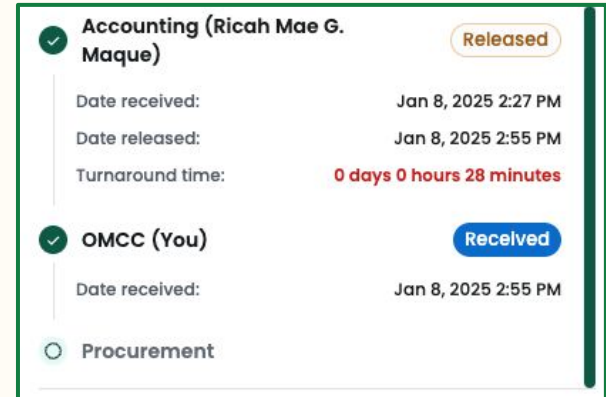
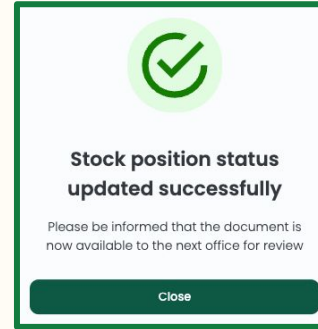
Accounting

OMCC

Procurement

MMS

- Confirmation message is shown as the status is updated.
 - *This transaction will now be visible to the next office for review.*
- Updated management timeline.



E. OMCC: Status update

End-user

Procurement

Budget


Accounting

OMCC


Procurement

MMS

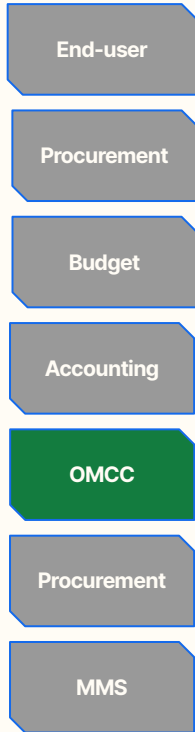
- Before receiving the document

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 2:27 PM	-	Pending	

- After receiving the document

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 2:55 PM	-	Received	

E. OMCC: Accept a document



- After processing, forward the documents to **Procurement Section** for processing.
- Make sure that the Procurement Section personnel accepts the request in the system to END the processing time of OMCC and START the processing time of the Procurement Section.
- *This Start and End will be used to compute the total turnaround time of each process.*

OMCC Releasing

OMCC: Accept a document

End-user

Procurement

Budget

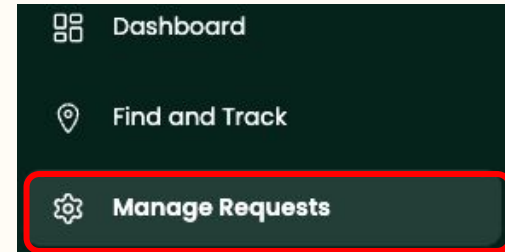
Accounting

OMCC

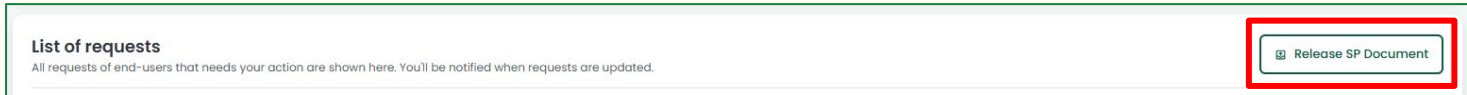
Procurement

MMS

- Select **Manage Requests** in the sidebar



- In the **List of requests** container, click the **Release SP Document** button.



OMCC: Release a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- To release document(s), select the transaction codes to be released (**multiple** selections allowed).
- The selected codes will be displayed below the dropdown selection.
- Enter your **Authorization PIN** and click **'Confirm'**.

Note: The selected codes will be displayed below the dropdown selection.

Release Stock Position

Select documents to inform the Procurement Office when documents are ready for claiming.

⚠ This action cannot be undone.
You're about to notify the Procurement Office regarding document collection.

Select codes to release *

2501307860 x 2501088314 x

These are the documents that will be released:

2501307860

2501088314

Authorization PIN *

.....

Cancel Confirm

OMCC: Release a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- A confirmation message will appear on the screen upon successful release, and the **Procurement Office** will be **notified**. The documents will be officially marked as **released** in the system.



Success

Documents have been successfully released. The Procurement Office has been notified.

Close

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 3:37 PM	-	Released	

OMCC: Release a document

End-user

Procurement

Budget


Accounting

OMCC

Procurement

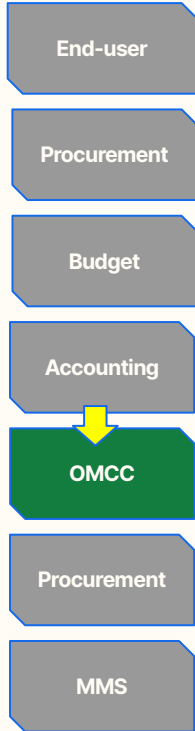
MMS

- Upon release, the **received** and **released** dates will be used to calculate the total turnaround time for each process.


Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501088314	Micah Charles B. Mustaham SD - 01	Stock Position	Jan 8, 2025 3:37 PM	-	Released	

Procurement Section

Procurement: Claim document



- **Procurement** personnel will receive a notification indicating that the document with code **2501088314** is ready for claiming.


**Stock Position Released**

A Stock Position with transaction code 2501088314 has been released and is ready for pickup.

2 hours ago • Stock Position

Stock Position Released

A Stock Position with transaction code 2501088314 has been released and is ready for pickup.

[Click to view](#) 

[Maybe later](#)

- Any personnel designated as a reviewer is authorized to claim the document and may proceed to the **Office of the Medical Center Chief (OMCC)**.

Procurement: Claim document

End-user

Procurement

Budget

Accounting


OMCC

Procurement

MMS

- To claim the documents at the OMCC, select all codes to be claimed then click the "Proceed".

Note: Any personnel from **PROCUREMENT** designated as a **reviewer** is authorized to claim the document



SP Document Receiver

Find and mark your stock position(s) as received to proceed with the next step of the request process.

1

2

3

Receive Stock Position

Select the transaction codes from the list to claim. The system can accommodate multiple documents at a time.


Transaction codes

2501088314 ✕

These are the documents that will be released:

1.) 2501088314

Proceed



At Zamboanga City Medical Center(ZCMC), we are committed to protecting your personal information and ensuring its privacy and security. Read our Privacy Policy.

Procurement: Claim document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- Type your Employee ID and Authorization PIN and click **Receive documents**.
- A confirmation message is shown showing the transaction codes of the documents the procurement office received.

Authorize using your credentials

Authorize via authorization PIN to finish the transaction.

Employee ID

Authorization PIN

Go back Receive documents

You received the following documents

The following (1) document/s will be reviewed by its designated offices for further processing.

Transaction code (#1): 2501088314

Automatically closes in 30s

Materials Management Section

G. MMS: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- Select **Manage Requests** in the sidebar




Dashboard



Find and Track



Manage Requests

- In the **List of requests**, find the transaction code of the document you received and select the  icon under **Action**.

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501088314	Micah Charles B. Mustaham SD - 01	Competitive Bidding	Jan 8, 2025 3:37 PM	-	Pending	

G. MMS: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- The overview of the request (with Transaction code) is shown on main screen.

Request overview – #2501088314

This is a subheading. It should add more context to the interaction.

[Open in full](#)

Supplier: **XYZ Sample Supplier 2**

Item description	UOM	Stock...	Undel...	This R...	Antici...	Antici...	Stand...	Mont...	On St...	Antici...	Antici...	Quan...	Quan...
Test Item Description 1	piece	20	5	10	25	35	15	5	4	5	7	0	10
Test Item Description 2	box	10	5	10	15	25	9	3	3	5	8	0	10

G. MMS: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- To accept a submitted document, click **Process request**.

✓	Accounting (Rica Mae G. Maque)	Released
Date received:		Jan 8, 2025 2:27 PM
Date released:		Jan 8, 2025 2:55 PM
Turnaround time:		0 days 0 hours 28 minutes
✓	OMCC (Louie Virgil A. Gallardo)	Released
Date received:		Jan 8, 2025 2:55 PM
Date released:		Jan 8, 2025 3:37 PM
Turnaround time:		0 days 0 hours 41 minutes
✓	Procurement (Carl John Paul G. Nunag)	Received
Date received:		Jan 8, 2025 3:37 PM
Processing time:		19 minutes
○	Materials Management	
Process request		

G. MMS: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement


MMS

- Key in your Authorization PIN and click **Confirm**.

Manage Request (2501088314)

×


Respond to the document using the following action to continue.

 **This action cannot be undone.**
You're about to mark Micah Charles B. Mustaham 's request.

Remarks

Type your remarks here

Authorization PIN *

..... 

Cancel

Confirm

G. MMS: Accept a document

End-user

Procurement

Budget

Accounting

OMCC

Procurement

MMS

- The timeline shows that the process has been completed, transaction ended.
- MMS will not await for the delivery of requested stocks.

The screenshot displays a vertical timeline of a process. The first step, 'OMCC (Louie Virgil A. Gallardo)', is marked 'Released' and shows a turnaround time of 0 days 0 hours 41 minutes. The second step, 'Procurement (Carl John Paul G. Nunag)', is also marked 'Released' with a turnaround time of 0 days 0 hours 21 minutes. The third step, 'Materials Management (You)', is marked 'Completed' and is highlighted with a red box. Below this step, the status 'Transaction ended (Awaiting delivery)' is shown. The timeline ends with a green bar.

Step	Status	Date received	Date released	Turnaround time
OMCC (Louie Virgil A. Gallardo)	Released	Jan 8, 2025 2:55 PM	Jan 8, 2025 3:37 PM	0 days 0 hours 41 minutes
Procurement (Carl John Paul G. Nunag)	Released	Jan 8, 2025 3:37 PM	Jan 8, 2025 3:59 PM	0 days 0 hours 21 minutes
Materials Management (You)	Completed	Jan 8, 2025 3:59 PM		

Transaction ended (Awaiting delivery)


END-USER VIEW

Stock Position

Pending

Filed on:
01/08/2025 (10:40 AM)


Duration:
-

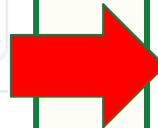
Transaction code:
2501088314 

Currently in:
SD - 01

Requested by:
Micah Charles B. Mustaham

Purchase Order #: -----

[More details](#) 




Stock Position

Completed

Filed on:
01/08/2025 (10:40 AM)

Completed on:
01/08/2025 (3:59 PM)


Duration:
5h, 18m

Transaction code:
2501088314 

Currently in:
MMS

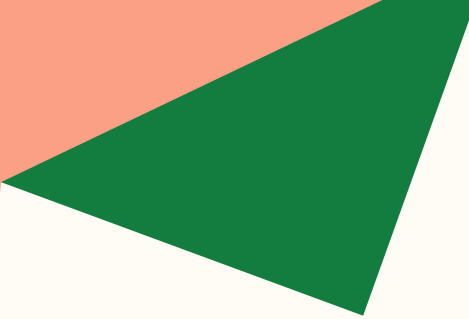
Requested by:
Micah Charles B. Mustaham

Purchase Order #: -----

[More details](#) 

System Implementation

End-user	Selects “Competitive Bidding” as Type of Procurement	Fills out Stock Position form <i>[Generates tracking code and attached it to the Stock Position document]</i>	Prints document and submit it to Procurement
Procurement	Receives the document, marks “Received” in the system <i>[Start of Procurement turnaround time]</i>	Submits the documents to Accounting	
Accounting	Receives the document, marks “Received” in the system, encode PO number. <i>[End of Procurement TOT, Start of Accounting turnaround time]</i>	Submits documents to OMCC	
OMCC	Receives the document, marks “Received” in the system. <i>[End of Accounting turnaround time, Start of OMCC turnaround time]</i>	Submits documents to Procurement.	
Procurement	Receives the document, marks “Received” in the system <i>[End of OMCC TOT, Start of Procurement TOT]</i>	Submits all documents to MMS	
MMS	Receives documents, marks “Received” in the system. <i>End of Procurement turnaround time, End of process]</i>		



**For questions and comments,
please call
Innovations and Information Systems Unit
@ ext. 262**