Filing a Purchase Request

Alternative mode of procurement

Stages

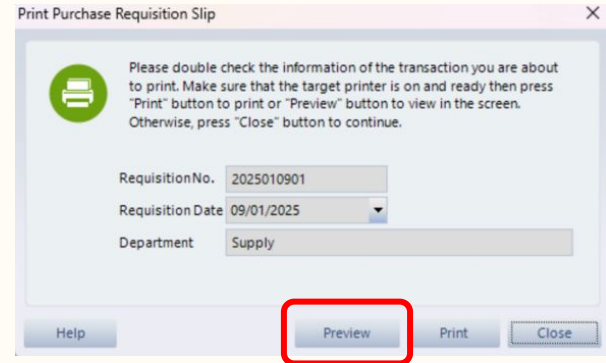## A. End-User: Downloading PR from **BizBox**

End-user

Budget

OMCC

End-user

Procurement

- Prepare the Purchase Request in **BizBox**.

- Once finalized, print the PR slip using the **Print Purchase Requisition Slip** button.

- Confirm the Requisition No. and Requisition Date and click **Preview.**

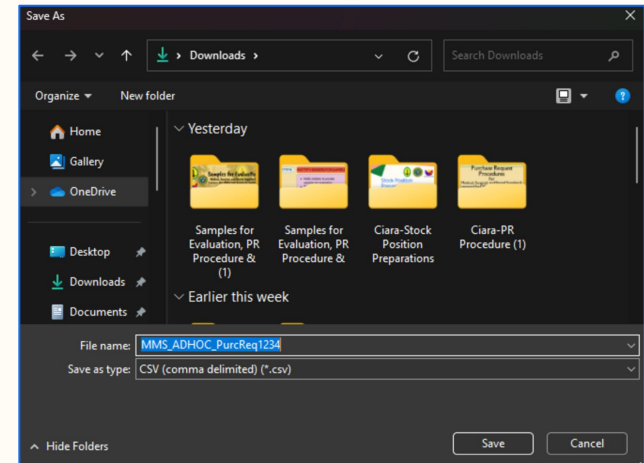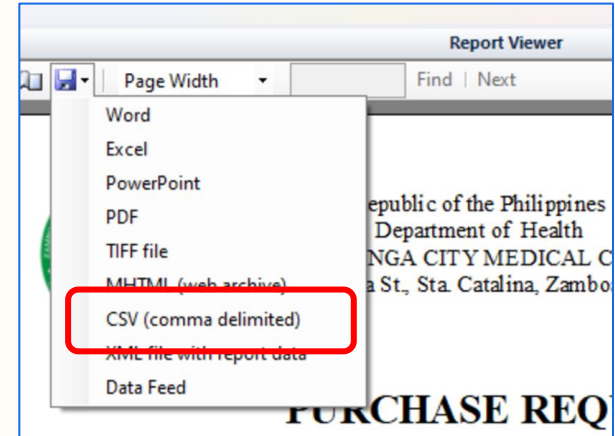## A. End-User: Downloading PR from **BizBox**

End-user

Budget

OMCC

End-user

Procurement

- Locate the save button (💾).

- To save the CSV file of the PR slip, click the arrow beside the **save** button, select **CSV (comma delimited)**

- Assign a filename, remember the location, and click **Save.**
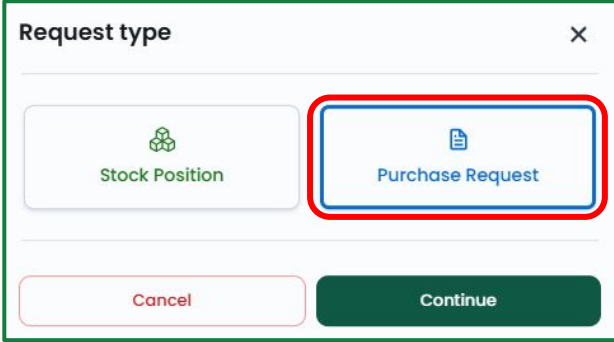
A. End-User: Filing a request

End-user

Budget

OMCC

End-user

Procurement

- Select **Supplies Requisition** in the sidebar, then click the **+ File new request** .

- Select the **Purchase Request** in the Request Type.

- Upload the CSV file, downloaded from BizBox
  - *Ensure that the file is a CSV format and has been downloaded directly from BizBox. Otherwise, the system will be unable to process it.*

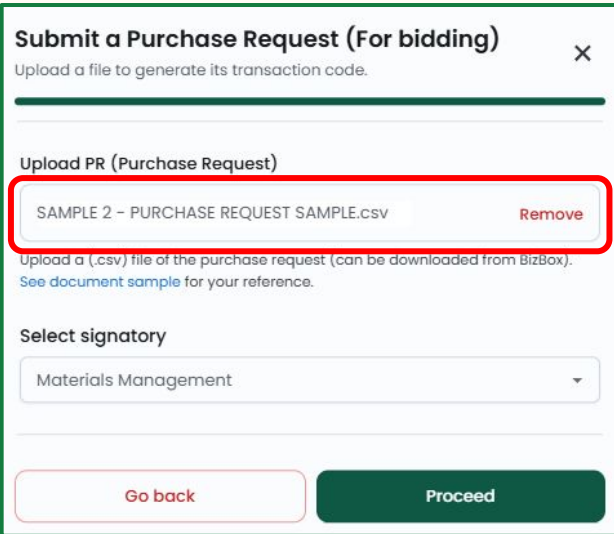- Select signatory and click **Proceed**.

Request type ✕

Stock Position | Purchase Request

Cancel | Continue

Submit a Purchase Request (For bidding) ✕
Upload a file to generate its transaction code.

Upload PR (Purchase Request)

SAMPLE 2 – PURCHASE REQUEST SAMPLE.csv   Remove

Upload a (.csv) file of the purchase request (can be downloaded from BizBox). See document sample for your reference.

Select signatory

Materials Management   ▼

Go back | Proceed
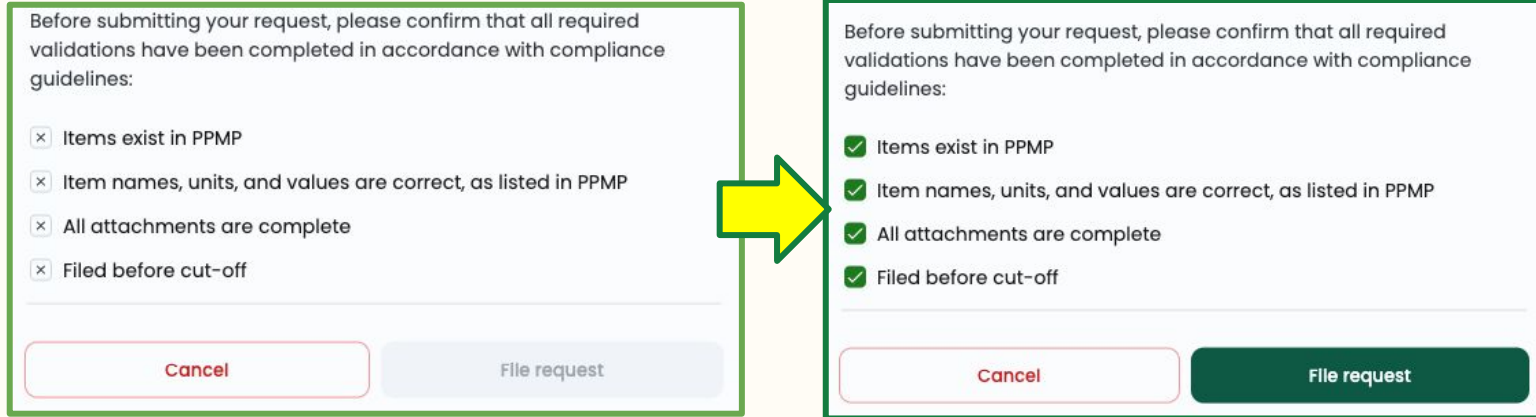
A. End-User: Final checklist

End-user

Budget

OMCC

End-user

Procurement

- 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

Cancel | File request

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

Cancel | File request

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

A.   End-User: Printing the form

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

A. End-User: Printed document

End-user

Budget

OMCC

End-user

Procurement

PURCHASE REQUEST

Transaction Code: **2501106601**

Entity Name: **ZAMBOANGA CITY MEDICAL CENTER**

Fund Cluster:

Office/Section: **Systems Development | SD - 01**	PR No.: **PR-1736479356** Responsibility Center Code:		Date: **January 10, 2025**	
Stock/Property No.	**Unit**	**Description**	**Quantity**	**Unit Cost**	**Total Cost**
63	Box	Disposable Surgical Caps (100 pcs/box)	8	120.00	960.00
64	Piece	Otoscope	3	950.00	2850.00

This is to certify that the items listed above are in the Annual Procurement Plan

John Mary C. Sta Teresa
OIC - Materials Management Section ← **Selected signatory**

Requested by:	Approved by:
Signature:	
Printed Name: **KRIZELLE MAE B. FALCASANTOS**	**AFDAL B. KUNTING, MD, MPH, FPCP**
Designation: Systems Development | SD - 01	OMCC
Date Signed:	

A. End-User: Status card

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

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

A. End-User: More details

End-user

Budget

OMCC

End-user

Procurement

- **Transaction status** - view the status of the request.
- **Print** - (Re)print the document.
- **Cancel** - cancel the request.

Note: request can only be cancelled before it is "received" by the next receiving office.

Transaction status
The list below shows the current status of the request.

✓ **SD – 01 (You)**   [Submitted]

Date created: Jan 8, 2025 2:20 PM

○ **Budget**

🖨 Print PR   ⊗ Cancel

A. End-User: Cancel request

End-user

Budget

OMCC

End-user

Procurement

- Select **Cancel** in the menu.
- 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.

🖨 Print PR   ⊗ Cancel

Cancel PR (2501083359) ✕
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 *
Incorrect upload.   Ⓖ

Close   Confirm to cancel

A.   End-User: Cancel request

- A message is shown to confirm the cancellation of the request. The user can no longer print the purchase request.

End-user

Budget

OMCC

End-user

Procurement

Transaction cancelled successfully.

Transaction with code 2501083359 has been cancelled

Close

Transaction status

The list below shows the current status of the request.

SD – 01 (You)   Submitted
Date created: Jan 8, 2025 2:20 PM

SD – 01 (You)   Cancelled
Date cancelled: Jan 8, 2025 4:02 PM
See remarks

⊗ Transaction has been cancelled

Transaction remarks

The following information was recorded when the date of the transaction was updated.   ✕

Tagged reasons:

Others

Remarks:

Incorrect upload.

Close

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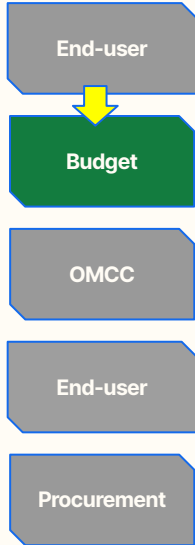
- Make sure to **PRINT** the form.
- **Personally submit the printed document to Budget Section.**
- Make sure that the Budget Section personnel accepts the request in the system (**Process Request**) to END the processing time of the end-user and START the processing time of the Budget Section.
- *This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

End-user

Budget

OMCC

End-user

Procurement

Budget Section

B. Budget: Accept a document

End-user

Budget

OMCC

End-user

Procurement

- 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**.

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
2501106601	Krizelle Mae B. Falcasantos SD – 01	Purchase Request	Jan 10, 2025 11:22 AM	-	Pending	🔗
2501089280	Krizelle Mae B. Falcasantos SD – 01	Purchase Request	Jan 8, 2025 4:17 PM	-	Pending	🔗
2501083359	Krizelle Mae B. Falcasantos SD – 01	Purchase Request	Jan 8, 2025 2:20 PM	-	Cancelled	🔗

B. Budget: Accept a document

End-user

Budget

OMCC

End-user

Procurement

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

Request overview – #2501106601
This is a subheading. It should add more context to the interaction.

Unit	Description	Quantity	Unit Cost	Total Cost
Box	Disposable Surgical Caps (100 pcs/box)	8	120.00	960.00
Piece	Otoscope	3	950.00	2850.00
Pack	Eye Pads (100 pcs/pack)	5	110.00	550.00
Roll	Soft Bandage Wrap (10 cm x 4 m)	6	60.00	360.00
Pack	Insulin Needles (10 pcs/pack)	9	90.00	810.00
			GRAND TOTAL:	₱ 21,300

Page **1** - **4** of **20** items ‹ ›

B. Budget: Accept a document

End-user

Budget

OMCC

End-user

Procurement

- 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 (Krizelle Mae B. Falcasantos)   [Submitted]

Date created: Jan 10, 2025 11:22 AM

○ Budget

[Process request]

Manage Request (2501106601)   ✕
Respond to the document using the following action to continue.

⚠ **This action cannot be undone.**
You're about to mark Krizelle Mae B. Falcasantos 's request.

Remarks

Type your remarks here

Authorization PIN *

......

[Cancel]   [Confirm]

B. Budget: Accept a document

End-user

Budget

OMCC

End-user

Procurement

- 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**.

Purchase Request 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 (You)**   Released
Date created: Jan 10, 2025 11:22 AM
Date submitted: Jan 10, 2025 11:59 AM
Turnaround time: **37 minutes**

✓ **Budget (You)**   Received
Date received: Jan 10, 2025 11:59 AM

○ **OMCC**

Process request

B. Budget: Cancel or return a request

- **End-user**
- **Budget**
- **OMCC**
- **End-user**
- **Procurement**

- 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 (2501106601) ✕

Respond to the document using the following action to continue.

⚠ **This action cannot be undone.**
You're about to mark Krizelle Mae B. Falcasantos 's request.

Select the action you would like to take:

↩ Return	⊗ Cancel

Select reason(s) *

Lacks attachments ✕ ▼

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

Remarks *

[Name of missing attachment]

Authorization PIN *

•••••••

| Cancel | Confirm |

B. Budget: Status update

End-user

Budget

OMCC

End-user

Procurement

- Before receiving the document

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501106601	Krizelle Mae B. Falcasantos SD – 01	Purchase Request	Jan 10, 2025 11:22 AM	-	Pending	
2501089280	Krizelle Mae B. Falcasantos SD – 01	Purchase Request	Jan 8, 2025 4:17 PM	-	Pending	

- After receiving the document

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501106601	Krizelle Mae B. Falcasantos SD – 01	Purchase Request	Jan 10, 2025 11:59 AM	-	Received	
2501089280	Krizelle Mae B. Falcasantos SD – 01	Purchase Request	Jan 8, 2025 4:17 PM	-	Pending	

B. Budget: Next step

End-user

Budget

OMCC

End-user

Procurement

- After processing,   forward the documents to **Office of the Medical Center Chief** for processing.
- Make sure that the OMCC personnel accepts the request in the system to END the processing time of the Budget 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

C. OMCC: Accept a document

End-user

Budget

OMCC

End-user

Procurement

- 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
2501106601	Krizelle Mae B. Falcasantos SD – 01	Purchase Request	Jan 10, 2025 11:59 AM	-	Pending	⬈
2501088314	Micah Charles B. Mustaham SD – 01	Stock Position	an 8, 2025 3:37 PM	-	Completed	⬈

C. OMCC: Accept a document

End-user

Budget

OMCC

End-user

Procurement

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

Request overview – #2501106601

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

Unit	Description	Quantity	Unit Cost	Total Cost
Box	Disposable Surgical Caps (100 pcs/box)	8	120.00	960.00
Piece	Otoscope	3	950.00	2850.00
Pack	Eye Pads (100 pcs/pack)	5	110.00	550.00
Roll	Soft Bandage Wrap (10 cm x 4 m)	6	60.00	360.00
Pack	Insulin Needles (10 pcs/pack)	9	90.00	810.00
			GRAND TOTAL:	₱ 21,300

Page **1** - **4** of **20** items ‹ ›

C. OMCC: Accept a document

End-user

Budget

OMCC

End-user

Procurement

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

Management timeline
The list below shows the current status of the request.

✓ **SD – 01 (You)** — Released

Date created:	Jan 10, 2025 11:22 AM
Date submitted:	Jan 10, 2025 11:59 AM
Turnaround time:	**37 minutes**

✓ **Budget (Kim Horace A. Dolar)** — Received

| Date received: | Jan 10, 2025 11:59 AM |
| Processing time: | **3 hours, 18 minutes** |

○ **OMCC**

Process request

C. OMCC: Accept a document

End-user

Budget

OMCC

End-user

Procurement

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

Manage Request (2501106601) ✕

Respond to the document using the following action to continue.

⚠ **This action cannot be undone.**
You're about to mark Krizelle Mae B. Falcasantos 's request.

Remarks

Type your remarks here

Authorization PIN *

●●●●●● 🚫

Cancel   Confirm

C. OMCC: Accept a document

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

- Updated management timeline.

End-user

Budget

OMCC

End-user

Procurement

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 (You)   **Released**

Date created:	Jan 10, 2025 11:22 AM
Date submitted:	Jan 10, 2025 11:59 AM
Turnaround time:	**37 minutes**

Budget (Kim Horace A. Dolar)   **Released**

Date received:	Jan 10, 2025 11:59 AM
Date released:	Jan 10, 2025 3:19 PM
Turnaround time:	**3 hours 19 minutes**

OMCC (You)   **Received**

| Date received: | Jan 10, 2025 3:19 PM |

SD – 01

Process request

C. OMCC: Status update

End-user

Budget

OMCC

End-user

Procurement

- ● Before receiving the document

Transaction code	Requester	Request type	Date requested	Turnaround time	Status	Action
2501106601	Krizelle Mae B. Falcasantos SD – 01	Purchase Request	Jan 10, 2025 11:59 AM	-	Pending	⬈

- ● After receiving the document

code	Requester	Request type	Date requested	Turnaround time	Status	Action
All Bookmarks 2501106601	Krizelle Mae B. Falcasantos SD – 01	Purchase Request	Jan 10, 2025 3:19 PM	-	Received	⬈

OMCC Releasing

OMCC: Release Purchase Request

End-user

Budget

OMCC

End-user

Procurement

- Select **Manage Requests** in the sidebar

Dashboard

Find and Track

Manage Requests

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

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

Release PR Document

OMCC: Release Purchase Request

End-user

Budget

OMCC

End-user

Procurement

- 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'.**

Release Purchase Request   ×

Select documents to inform End-users that documents are ready for claiming.

Select codes to release *

    2501106601 ×   ▾

These are the documents that will be released:

    2501106601

Authorization PIN *

    ••••••   👁

[Cancel]   [**Confirm**]

OMCC: Release Purchase Request

End-user

Budget

OMCC

End-user

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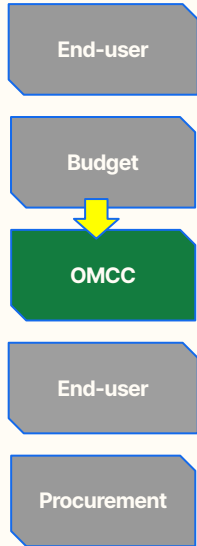
- A confirmation message will appear on the screen upon successful release, and the **End-user** will be **notified**. The documents will be officially marked as **released** in the system.
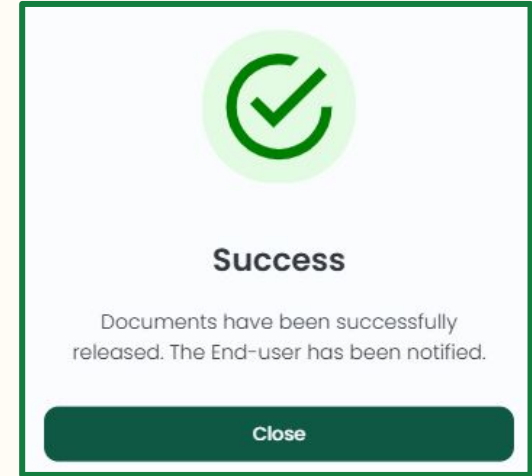
Success

Documents have been successfully released. The End-user has been notified.

Close

code	Requester	Request type	Date requested	Turnaround time	Status	Action
All Bookmarks 2501106601	Krizelle Mae B. Falcasantos SD – 01	Purchase Request	Jan 10, 2025 3:19 PM	-	Released	

OMCC: Release Purchase Request

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

End-User: Claiming Document

D. End-user: Claim document

- To claim the documents at the OMCC, type your ID number and click **Search**
- This will search for all PR documents submitted by the employee, which are ready for releasing.
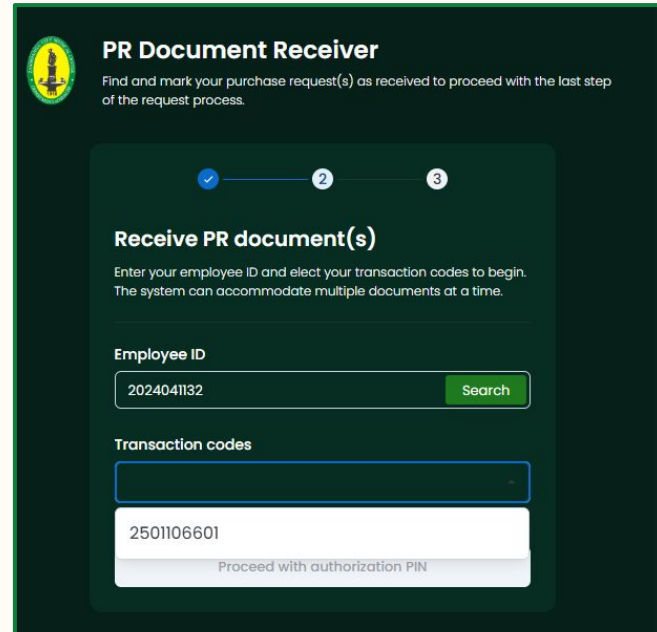
End-user

Budget

OMCC

End-user

Procurement

D. End-user: Claim document

- To claim the documents, select all the documents and click **Proceed with authorization PIN**

End-user

Budget

OMCC

End-user

Procurement

D. End-user: Claim document

End-user

Budget

OMCC

End-user

Procurement

- Type your Authorization PIN and click **Receive documents**.
- A confirmation message is shown showing the transaction codes of the documents the end-user received.

PR Document Receiver
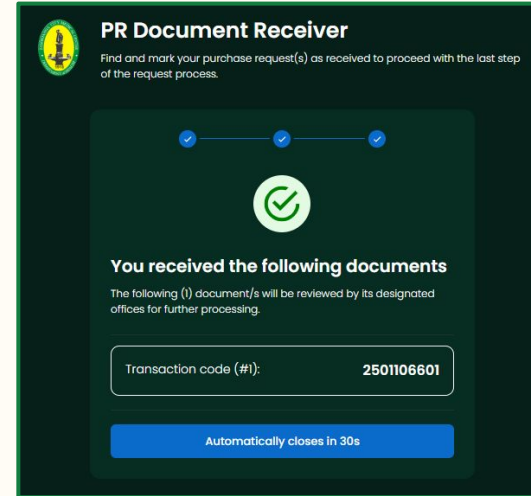Find and mark your purchase request(s) as received to proceed with the last step of the request process.

✓ ——— ✓ ——— ③

Authorize using your credentials
Authorize via authorization PIN to finish the transaction.

Authorization PIN
●●●●●●

Go back   **Receive documents**

PR Document Receiver
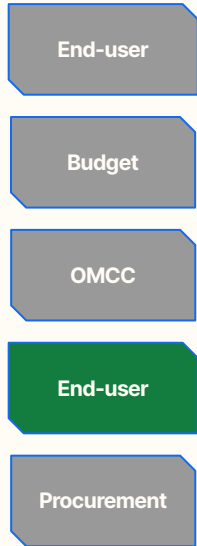Find and mark your purchase request(s) as received to proceed with the last step of the request process.

✓ ——— ✓ ——— ✓

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

Transaction code (#1):   2501106601

Automatically closes in 30s

D. End-User: Next step

End-user

Budget

OMCC

End-user

Procurement

- After processing, the documents must claimed by the **End-user** and personally submit 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 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
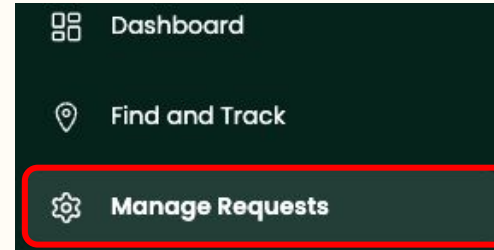
E. Procurement: Accept a document

End-user

Budget

OMCC

End-user

Procurement

- 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
2501106601	Krizelle Mae B. Falcasantos SD – 01	Purchase Request	Jan 13, 2025 1:49 PM	-	Pending	⧉
2501101984	Krizelle Mae B. Falcasantos SD – 01	Stock Position	Jan 10, 2025 1:20 PM	-	Pending	⧉
2501088314	Micah Charles B. Mustaham SD – 01	Stock Position	Jan 8, 2025 3:59 PM	21m	Completed	⧉
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	⧉

E. Procurement: Accept a document

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

Request overview - #2501106601
This is a subheading. It should add more context to the interaction.

Unit	Description	Quantity	Unit Cost	Total Cost
Box	Disposable Surgical Caps (100 pcs/box)	8	120.00	960.00
Piece	Otoscope	3	950.00	2850.00
Pack	Eye Pads (100 pcs/pack)	5	110.00	550.00
Roll	Soft Bandage Wrap (10 cm x 4 m)	6	60.00	360.00
Pack	Insulin Needles (10 pcs/pack)	9	90.00	810.00
			GRAND TOTAL:	₱ 21,300

Page **1** - **4** of **20** items ‹ ›

Management timeline
The list below shows the current status of the request.

SD – 01 (Krizelle Mae B. Falcasantos) — Released
Date created:	Jan 10, 2025 11:22 AM
Date submitted:	Jan 10, 2025 11:59 AM
Turnaround time:	0 days 0 hours 37 minutes

Budget (Kim Horace A. Dolar) — Released
Date received:	Jan 10, 2025 11:59 AM
Date released:	Jan 10, 2025 3:19 PM
Turnaround time:	0 days 3 hours 19 minutes

OMCC (Louie Virgil A. Gallardo) — Released
Date received:	Jan 10, 2025 3:19 PM
Date released:	Jan 13, 2025 1:49 PM
Turnaround time:	0 days 1 hours 40 minutes

Process request

End-user

Budget

OMCC

End-user

Procurement

E. Procurement: Accept a document

End-user

Budget

OMCC

End-user

Procurement

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

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

Date received: Jan 10, 2025 3:19 PM
Date released: Jan 13, 2025 1:49 PM
Turnaround time: 0 days 1 hours 40 minutes

Process request

Manage Request (2501106601) ✕
Respond to the document using the following action to continue.

⚠ **This action cannot be undone.**
You're about to mark Krizelle Mae B. Falcasantos 's request.

Remarks

Type your remarks here

Authorization PIN *

••••••
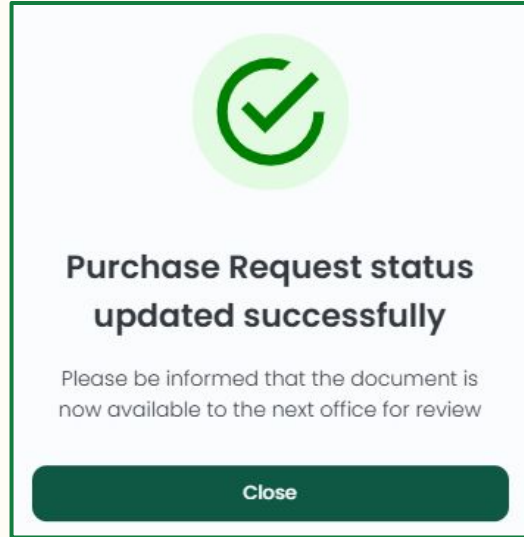
Cancel   **Confirm**

E. Procurement: Accept a document

- Confirmation message is shown as the status is updated.

End-user

Budget

OMCC

End-user

Procurement

Purchase Request status updated successfully

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

Close

E. Procurement: Updated timeline

End-user

Budget

OMCC

End-user

Procurement

- The updated timeline shows the status as completed.
- Procurement Section will now process the request for bidding.

Management timeline
The list below shows the current status of the request.

Date received:	Jan 10, 2025 11:59 AM
Date released:	Jan 10, 2025 3:19 PM
Turnaround time:	**3 hours 19 minutes**

✓ **OMCC (Louie Virgil A. Gallardo)** `Released`

Date received:	Jan 10, 2025 3:19 PM
Date released:	Jan 13, 2025 1:49 PM
Turnaround time:	**1 hour 40 minutes**

✓ **SD - 01 (Krizelle Mae B. Falcasantos)** `Released`

Date received:	Jan 13, 2025 1:49 PM
Date released:	Jan 13, 2025 1:59 PM
Turnaround time:	**9 minutes**

✓ **Procurement (You)** `Completed`

Date received:	Jan 13, 2025 1:59 PM

✓ **Transaction ended (For bidding)**

END-USER VIEW
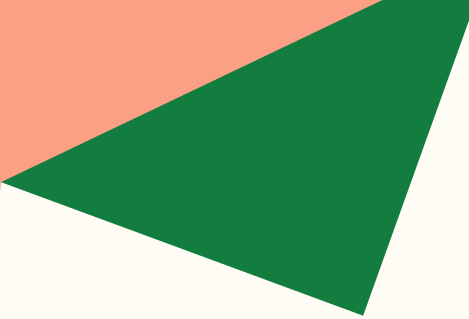
System Implementation

End-user	Selects "Alternative Mode" as Type of Procurement	Fills out Purchase Request form *[Generates tracking code and attached it to the PR document]*	Prints document and submit it to Budget Section
Budget Section	Receives the document, marks "Received" in the system *[Start of Budget turnaround time]*	Submits the documents to OMCC	
OMCC	Receives the document, marks "Received" in the system. *[End of Budget turnaround time, Start of OMCC turnaround time]*	Submits documents to Procurement.	
End-User	Receives the document, marks "Received" in the system *[End of OMCC turnaround time, Start of End-user turnaround time]*	Submits documents to Procurement	
Procurement	Receives the document, marks "Received" in the system *[End of End-user Turnaround time, End of process]*		

For questions and comments,
please call
Innovations and Information Systems Unit
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