

QUOTATION

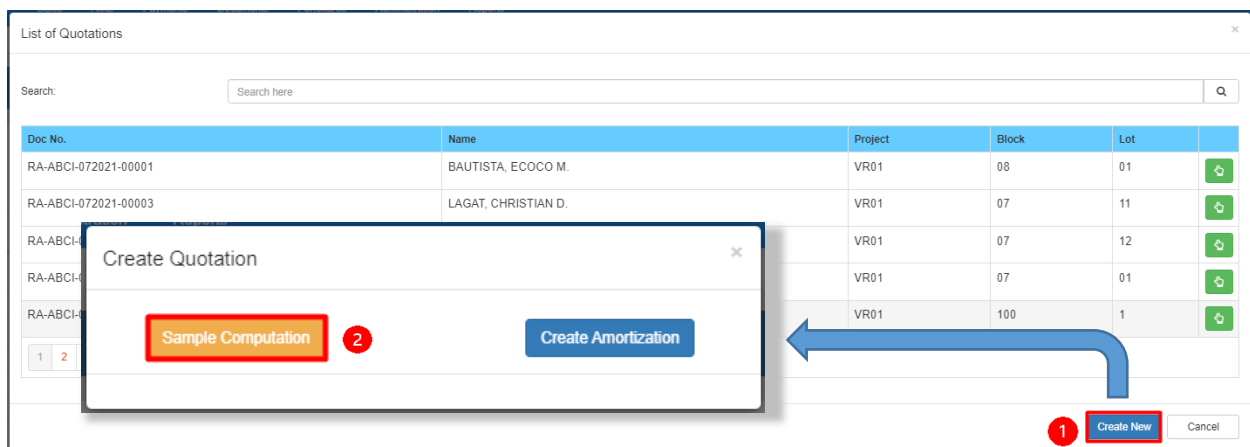
This process pertains to the initialization of a new Quotation.

Creation of Sample Computation

Software: Web Browser

Path: <http://54.251.216.76:9779/pages/Quotation.aspx>

1. Upon entering the **Quotation** page, the **List of Quotations** window will appear. Click on the blue **Create New** button.
2. You will be prompted to choose between **Sample Computation** or **Create Amortization**. Click on **Sample Computation**. This will take you to the **House Details** tab.



3. On the **House Details** tab, click on the menu icon on the **Project Name** field. The **Project List** window will appear.
4. On the **Project List** window, select a **Project**. You may use the **Pages** navigation to aid you in locating a particular **Project**.

⊞
✓

Project List
2
✕

Project Code	Project Name	
APR01	Adelaida Park Residences Phase 1	👉
CRE01	Coral Resorts Estates Phase 1	👉
CRE02	Coral Resorts Estates Phase 2	👉
IE01	Xavier Estates, Ignatius Enclave 1	👉
IE02	Xavier Estates, Ignatius Enclave 2	👉

1 2

Close

Project Name
☰
1

Lot

Financing Scheme

Floor Area

Phase

Product Type

Bank

Sold w/ Adjacent Lot

Retitling Type

Adjacent Lot Quotation No.

⊞
✓

5. Click on the menu icon on the **Lot** field. The **Lot List** window will appear.
6. On the **Lot List** window, you'll see a map of the **Project**. There are dots with different colors. These dots represent the specific **Lot** and their location within the map. The colors represent these **Lot**'s availability. A green dot represents a **Lot** that's fully **Available**. A yellow dot represents a **Lot** that's been **Reserved**. A gray dot represents a **Lot** that's been **Blocked**. Click on any **Available Lot**.

⊞
✓

Lot List
2
✕

Close

Project Name

Lot
☰
1

Financing Scheme

Phase

Product Type

Bank

Sold w/ Adjacent Lot

Retitling Type

Adjacent Lot Quotation No.

⊞
✓

7. Click on the menu icon on the **Financing Scheme** field. The **Choose Financing Scheme** window will appear.
8. On the **Choose Financing Scheme** window, select your preferred **Financing Scheme**.

Document Date : 08/07/2021

Project Name : Xavier Estates, Ventura Residences 1

Lot : 2

Financing Scheme : [Menu Icon (1)]

Floor Area : [Field]

Phase : [Field]

Product Type : [Field]

Bank : [Field]

Sold w/ Adjacent Lot : [Field]

Choose Financing Scheme (2)

Name	
Deferred 18	[Green Selection Icon]
Deferred 36	[Green Selection Icon]
Plan 50/2	[Green Selection Icon]
Spot Cash	[Green Selection Icon]
Plan 23	[Green Selection Icon]

OK

9. Click on the menu icon on the **Loan Type** field. The **Loan Type List** window will appear.
10. On the **Loan Type List** window, select your preferred **Loan Type**.

Document Date : 08/07/2021

Block : 100

House Model : [Field]

Lot Area : 158.000000

Product Status : Not Ready For Occupancy

Lot Classification : Inner

Loan Type : [Menu Icon (1)]

Retitling Type : [Field]

Adjacent Lot Quotation No. : [Field]

Project Name : [Field]

Lot : [Field]

Financing Scheme : [Field]

Phase : [Field]

Product Type : [Field]

Bank : [Field]

Sold w/ Adjacent Lot : [Field]

Loan Type List (2)

Loan Type Code	Loan Type Name	
HDMF	Pag-ibig	[Green Selection Icon]
BANK	Bank	[Green Selection Icon]
INHOUSE	In-house	[Green Selection Icon]
SPOTCASH	Spot Cash	[Green Selection Icon]

Close

11. On the **Loan Type List** window, if the **Bank Loan Type** was selected, the **Bank** field will appear. Click on the menu icon on the **Bank** field. The **List of Accredited Banks** window will appear.

12. On the **List of Accredited Banks** window, select your preferred **Bank**.

The screenshot shows a software interface with a main form and a modal window. The main form has fields for Document Date (08/07/2021), Project Name (Xavier Estates, Ventura Residences 1), Lot (2), Financing Scheme (Deferred 18), Floor Area, Phase (DA), Product Type (Lot Only), Bank, and Sold w/ Adjacent Lot. The 'Bank' field has a menu icon (three horizontal lines) next to it, which is highlighted with a red box and a red circle with the number '1'. A blue arrow points from this icon to the 'List of Accredited Banks' modal window. The modal window has a title bar with a close button and a red circle with the number '2'. It contains a table with two columns: 'Bank Code' and 'Bank Name'. The table has three rows: CBP (China Banking Corporation), MBTC (Metropolitan Bank & Trust Company), and MB (MayBank). Each row has a green plus icon in a square button to its right, which are highlighted with a red box. At the bottom of the modal is a 'Close' button.

Bank Code	Bank Name
CBP	China Banking Corporation
MBTC	Metropolitan Bank & Trust Company
MB	MayBank

13. Click on the menu icon on the **Retitling Type** field. The **Retitling Type List** window will appear.

14. On the **Retitling Type List** window, select your preferred **Retitling Type**.

The screenshot shows the same software interface as before, but with the 'Retitling Type List' modal window open. The main form is identical, but the 'Retitling Type' field now has a menu icon (three horizontal lines) next to it, highlighted with a red box and a red circle with the number '1'. A blue arrow points from this icon to the 'Retitling Type List' modal window. The modal window has a title bar with a close button and a red circle with the number '2'. It contains a table with one column: 'Retitling Type Name'. The table has two rows: ABCI and BUYERS. Each row has a green plus icon in a square button to its right, which are highlighted with a red box. At the bottom of the modal is a 'Close' button.

Retitling Type Name
ABCI
BUYERS

15. Click on the menu icon on the **Sold w/ Adjacent Lot** field. The **Sold w/ Adjacent Lot** window will appear.
16. On the **Sold w/ Adjacent Lot** window, choose either **Yes** or **No**.

Document Date : 08/07/2021

Block : 100

House Model :

Lot Area : 158.000000

Product Status : Not Ready For Occupancy

Lot Classification : Inner

Loan Type : HDMF

Sold w/ Adjacent Lot : 1 ≡

Project Name : Xavier Estates, Ventura Residences 1

Lot :

Financing Scheme :

Phase :

Product Type :

Retitling Type :

Adjacent Lot Quotation No. :

Sold w/ Adjacent Lot 2

Yes	➡
No	➡

Close

17. On the **Sold w/ Adjacent Lot** window, if **Yes** was selected, the **Adjacent Lot Quotation No.** field will become accessible. Click on the menu icon on the **Adjacent Lot Quotation No.** field. The **Adjacent Lot Quotation No.** window will appear.
18. On the **Adjacent Lot Quotation No.** window, select your preferred **Lot**. You may use the **Pages** navigation to aid you in locating a particular **Lot**.

Adjacent Lot Quotation No. 2

Block	Lot	
100	51	➡
100	1	➡
100	12	➡
100	19	➡
100	13	➡

1 2 3 4 5 6 7 8 9 10 ...

Close

Sold w/ Adjacent Lot : Yes

Project Name : Xavier Estates, Ventura Residences 1

Lot : 2

Financing Scheme : Deferred 18

Floor Area :

Product Type : Lot Only

Retitling Type : BUYERS

Adjacent Lot Quotation No. : 1 ≡

19. On the **Loan Type List** window, if the selected **Loan Type** was **Inhouse**, the **LB Terms (Months)** and **Interest Rate** fields under **Payment Details** will appear. Input the preferred number of months and the interest rate on the **LB Terms (Months)** and **Interest Rate** fields, respectively.
20. Once finished, click on the green **Next** button. Doing so will take you to the **Quotation Summary** tab.

PAYMENT DETAILS			
TCP Amount:		PHP	5,223,500.00
Discount Amount:	0 %	PHP	0.00
NET TCP Amount:		PHP	5,223,500.00
Down Payment :			
Down Payment :	10 %	PHP	522,350.00
Reservation Fee :		PHP	50,000.00
Balance on Equity :		PHP	472,350.00
Terms (Months) :			18
Monthly :		PHP	28,241.67
Misc Fees :			
Misc Fees :		PHP	391,782.50
Terms (Months) :			18
Monthly :		PHP	21,784.58
Loanable Balance :			
Loanable Balance :		PHP	4,701,150.00
LB Terms (Months) :			0
Interest Rate :			0
Remarks :			
<div>Next →</div>			

21. On the **Quotation Summary** tab, you will be show a summary of the quotation details, the **Monthly Downpayment Schedule**, and the **Monthly Amortization Schedule (Loanable Balance)**.

Reservation Date	: 08/07/2021	Project Name	: Xavier Estates, Ventura Residences 1
Block	: 100	Lot	: 13
House Model	: VR02-KAHEL	Financing Scheme	: Deferred 18
Lot Area	: 158.000000	Floor Area	: 79.74
Product Status	: House and Lot	Phase	: 5A
Lot Classification	: Inner	Product Type	: House and Lot
Loan Type	: INHOUSE		

MONTHLY DOWNPAYMENT SCHEDULE

Terms	Payment Amount (PHP)	Balance (PHP)	Payment Type
1	26,241.67	446,108.33	DP
1	21,764.58	369,997.92	MISC
2	26,241.67	419,866.66	DP
2	21,764.58	348,233.33	MISC
3	26,241.67	393,624.99	DP
3	21,764.58	326,468.75	MISC
4	26,241.67	367,383.32	DP
4	21,764.58	304,704.17	MISC
5	26,241.67	341,141.65	DP
5	21,764.58	282,939.58	MISC
6	26,241.67	314,899.98	DP
6	21,764.58	261,175.00	MISC

1
2
3

MONTHLY AMORTIZATION SCHEDULE (LOANABLE BALANCE)

Terms	Payment Amount (PHP)	Balance (PHP)
1	35,162.24	5,315,007.64
2	35,162.24	5,301,991.26
3	35,162.24	5,288,920.65
4	35,162.24	5,275,795.58
5	35,162.24	5,262,615.82
6	35,162.24	5,249,381.15
7	35,162.24	5,236,091.33
8	35,162.24	5,222,746.14
9	35,162.24	5,209,345.34
10	35,162.24	5,195,888.70
11	35,162.24	5,182,376.00
12	35,162.24	5,168,806.99

1
2

22. Once finished evaluating all the information, at the bottom right corner of the page, click on the green **Print** button. This will open up the **Report Viewer** page on a new tab.

MONTHLY AMORTIZATION SCHEDULE (LOANABLE BALANCE)


Terms	Payment Amount (PHP)	Balance (PHP)
1	23,364.55	2,332,928.95
2	23,364.55	2,329,005.47
3	23,364.55	2,325,049.30
4	23,364.55	2,321,060.16
5	23,364.55	2,317,037.78
6	23,364.55	2,312,981.88
7	23,364.55	2,308,892.18
8	23,364.55	2,304,768.40
9	23,364.55	2,300,610.25
10	23,364.55	2,296,417.45
11	23,364.55	2,292,189.72
12	23,364.55	2,287,926.75

1 2

← Prev


Print 

23. On the **Report Viewer** page, you will see a sample of a printable copy of the sample quotation. Click on the blue **Print** button at the top of the page to print out a copy.

100% 

SAP CRYSTAL REPORTS*

Main Report



Address: Xavier Estates, Uptown, Airport Road, Balulang, Cagayan De Oro City
Tel: # (02) 638-6832
VAT REG TIN: 003-724-446-002
Head Office: 194 Tomas Morato Ave., Brgy. Sacred Heart, Quezon City 1103

SAMPLE COMPUTATION

House Type: Complete/Finished

House Model:

BLOCK 100

LOT 32

AREA, in sqm 158

TCP of House & Lot (Vat Inclusive) P2,291,000.00

add: Miscellaneous fee P171,825.00

TOTAL P2,462,825.00

RESERVATION FEE Day 1 P50,000

10% EQUITY PAYABLE IN 18 MONTHS

90% BALANCE THROUGH INHOUSE FINANCING

10% of House & Lot P229,100.00

Less: Reservation Fee (50,000)

Payable in 18 Months P179,100.00

Covered by PDCs Month 1-18 P9,950.00

90% balance : P2,061,900.00

1 Reservation Fee is non-refundable and non-transferable. It forms part of equity.
 2 With Value Added Tax (VAT). Price is subject to change without prior notice.
 In case of typographical errors, A Brown Company, Inc. reserves the right to correct the figures in this proposal.
 3 Postdated checks required
 4 All checks should be made payable to **A BROWN COMPANY, INC.**

Creation of New Quotation

Software: Web Browser

Path: <http://54.251.216.76:9779/pages/Quotation.aspx>

1. Upon entering the **Quotation** page, the **List of Quotations** window will appear. Click on the blue **Create New** button.
2. You will be prompted to choose between **Sample Computation** or **Create Amortization**. Click on **Create Amortization**. The **New Quotation** form will appear.

The screenshot shows the 'List of Quotations' window. It has a search bar at the top. Below it is a table with columns: Doc No., Name, Project, Block, Lot, and an action column with green icons. The table contains five rows of data. A modal window titled 'Create Quotation' is open in the center. It has two buttons: 'Sample Computation' (orange) and 'Create Amortization' (blue). A red circle with the number '2' is next to the 'Create Amortization' button. A blue arrow points from the 'Create New' button in the bottom right of the main window to the 'Create Amortization' button in the modal. A red circle with the number '1' is next to the 'Create New' button.

Doc No.	Name	Project	Block	Lot	
RA-ABCI-072021-00001	BAUTISTA, ECOCO M.	VR01	08	01	
RA-ABCI-072021-00003			07	11	
RA-ABCI-072021-00007			07	12	
RA-ABCI-072021-00009					
RA-ABCI-072021-00012			100		

3. On the **New Quotation** form:
 - a) If the buyer you'll be transacting with is a preexisting buyer, click on the menu icon on the **Buyers Code** field. The **Buyers List** window will appear. On the **Buyers List** window, select a particular **Buyer**. You may use the **Search** bar and the **Pages** navigation to aid you in locating a particular **Buyer**.

New Quotation

Buyers Code: ☰

Buyer Type: *

Tax classification: *

Last Name: *

First Name: *

Middle Name: *

Birthday: *

Nature of Employment: * ☰

Type of ID: * ☰

ID Number: *

TIN Number: *

Co-Borrower: ☰

Buyers List

Search:

Code	Name	<input type="button" value="🏠"/>
BP0000000187	BENSON, BARRY	<input type="button" value="🏠"/>
BP0000000192	Hardy, Jeff	<input type="button" value="🏠"/>
BP0000000191	U, I	<input type="button" value="🏠"/>
BP0000000241	TEST, GUARDIAN	<input type="button" value="🏠"/>
BP0000000181	VELASCO, CHIKI	<input type="button" value="🏠"/>
BP0000000203	JR., REY	<input type="button" value="🏠"/>
BP0000000242	TEST, CO-OWNER	<input type="button" value="🏠"/>
BP0000000200	FERNANDO, FLOYD	<input type="button" value="🏠"/>

The **New Quotation** form will have fewer or lesser fields shown, depending on the type of **Buyer** that has been selected.

➤ For **Corporation** type:

New Quotation

Buyers Code: ☰

Buyer Type: *

Tax classification: *

Company Name: *

TIN: *

Co-Borrower: ☰

- For **Co-Ownership** type:
The **Co-Ownership Details** section will appear.

New Quotation

Buyers Code:

BP0000000248

Buyer Type: *

Co-ownership

Tax classification: *

Engaged in business

Last Name: *

SAMPLE

First Name: *

CO-OWNERSHIP

Middle Name: *

BUYER

Birthday: *

01/01/1990

Nature of Employment: *

PRIVATE SECTOR

Type of ID: *

SSS

ID Number: *

654735

TIN Number: *

946-437-324-837

Co-Borrower:

N/A

Co-ownership Details

Co-Owner: *

OK

Cancel

- For **Guardianship** type:
The **Guardianship Details** section will appear.

New Quotation

Buyers Code:

BP0000000249

Buyer Type: *

Guardianship

Tax classification: *

Engaged in business

Last Name: *

SAMPLE

First Name: *

GUARDIANSHIP

Middle Name: *

BUYER

Birthday: *

01/01/1990

Nature of Employment: *

PRIVATE SECTOR

Type of ID: *

SSS

ID Number: *

6537543

TIN Number: *

978-475-284-727

Co-Borrower:

N/A

Guardianship Details

First Name:

GUARDIAN

Middle Name:

NOT PRINCIPAL

Last Name:

SAMPLE

Relationship to Principal Buyer:

TESTER

OK

Cancel

- For **Trusteeship** type:
The **Trusteeship Details** section will appear.

New Quotation

Buyers Code:

BP0000000250

Buyer Type: *

Trusteeship

Tax classification: *

Engaged in business

Last Name: *

SAMPLE

First Name: *

TRUSTEESHIP

Middle Name: *

BUYER

Birthday: *

01/01/1990

Nature of Employment: *

PRIVATE SECTOR

Type of ID: *

SSS

ID Number: *

864344

TIN Number: *

637-638-397-867

Co-Borrower:

N/A

Trusteeship Details

First Name:

TRUSTEE

Middle Name:

NOT PRINCIPAL

Last Name:

SAMPLE

Relationship to Principal Buyer:

TESTER

OK

Cancel

- For **Others** type:
The **Others Details** section will appear.

New Quotation

Buyers Code:

BP0000000248

Buyer Type: *

Others

Tax classification: *

Last Name: *

SAMPLE

First Name: *

CO-OWNERSHIP

Middle Name: *

BUYER

Birthday: *

01/01/1990

Nature of Employment: *

PRIVATE SECTOR

Type of ID: *

SSS

ID Number: *

654735

TIN Number: *

Co-Borrower:

N/A

Others Details

Others: *

OK

Cancel

b) If the buyer you'll be transacting with is a new buyer, you will be required to input the following fields:

- Buyer Type
- Tax Classification
- Last Name
- First Name
- Middle Name
- Birthday
- Nature of Employment
- Type of ID
- ID Number
- TIN Number

The diagram illustrates the data entry process for a 'New Quotation' form. The central form has the following fields: Buyers Code, Buyer Type, Tax classification, Last Name, First Name, Middle Name, Birthday, Nature of Employment, Type of ID, ID Number, TIN Number, and Co-Borrower. Arrows indicate the flow of data from external selection components into these fields.

- Buyer Type:** A dropdown menu on the left lists 'Individual', 'Corporation', 'Co-ownership', 'Guardianship', 'Trusteeship', and 'Others'. An arrow points from this menu to the 'Buyer Type' field in the form.
- Tax Classification:** A dropdown menu on the right lists 'Engaged in business' and 'Regular Individual'. An arrow points from this menu to the 'Tax classification' field in the form.
- Nature of Employment:** A dialog box titled 'Choose Nature of Employment' lists 'Private Sector', 'Self Employed', 'Government', 'Retired', 'Overseas', and 'Others'. An arrow points from this dialog to the 'Nature of Employment' field in the form.
- Type of ID:** A dialog box titled 'Choose Type of ID' lists 'TIN', 'SSS', 'Pagibig', 'Others', and 'Passport'. An arrow points from this dialog to the 'Type of ID' field in the form.

The 'New Quotation' form includes an 'OK' button at the bottom right and a 'Cancel' button next to it.

4. (Optional) A Co-Borrower may be selected. If none exist, one can be created.

New Quotation

Buyers Code:

Buyer Type: *

Tax classification: *

Last Name: *

First Name: *

Middle Name: *

Birthday: *

Nature of Employment: *

Type of ID: *

ID Number: *

TIN Number: *

Co-Borrower:

OK Cancel

List of Co-Borrowers

Search:

Name
SAMPLE, CO-BORROWER R

Create New Cancel

Co-Borrower

Last Name *

First Name *

Middle Name *

Relationship *

Close Add Co-Borrower

5. Once a specific **Buyer** has been selected, you will be taken to the **Quotation** creation page. On the left side of the page, you'll see your chosen **Buyer**, along with his/her details. Click on the **Sales Person** tab.
6. Click on the **Select Agent** button. The **Choose From Employee List** window will pop up.
7. On the **Choose From Employee List** window, select a particular **Sales Agent**. You may use the **Search** bar and the **Pages** navigation to aid you in locating a particular **Sales Agent**.

Choose From Employee List

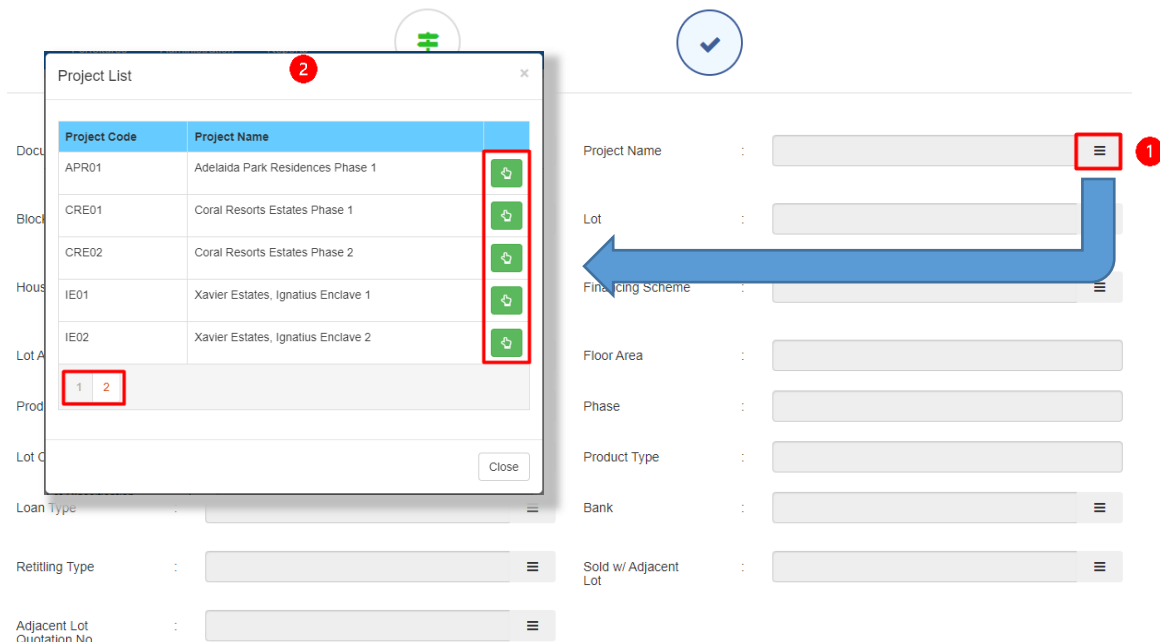
Search:

Name
samuel molas
SAMUEL JHUN V MOLAS
JOSE C ARGAYOSO (JICA REALTY) CORPORATION
MAMACORP
JOSE C ARGAYOSO (JICA REALTY) CORPORATION
Rona Mae Cayetona
JOSE C ARGAYOSO (JICA REALTY) CORPORATION
Rona Mae Cayetona
JOSE C ARGAYOSO (JICA REALTY) CORPORATION
Rona Mae Cayetona

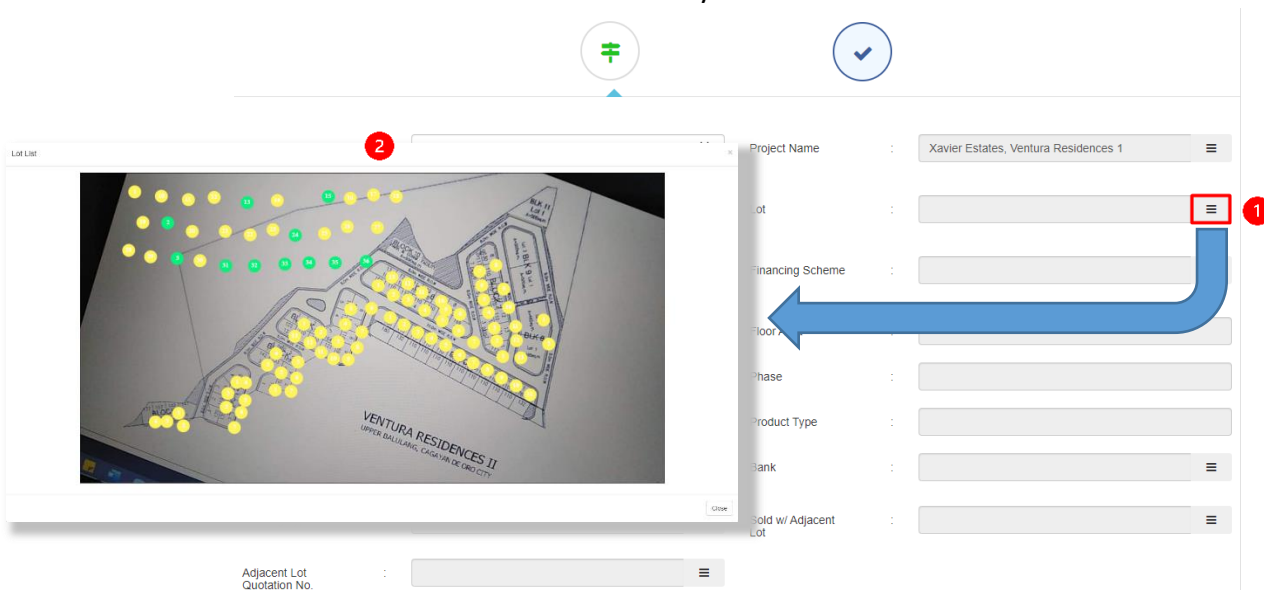
1 2 3 4 5 6 7 8 9 10 ...

Cancel

8. On the **House Details** tab, click on the menu icon on the **Project Name** field. The **Project List** window will appear.
9. On the **Project List** window, select a **Project**. You may use the **Pages** navigation to aid you in locating a particular **Project**.



10. Click on the menu icon on the **Lot** field. The **Lot List** window will appear.
11. On the **Lot List** window, you'll see a map of the **Project**. There are dots with different colors. These dots represent the specific **Lot** and their location within the map. The colors represent these **Lot's** availability. A green dot represents a **Lot** that's fully **Available**. A yellow dot represents a **Lot** that's been **Reserved**. A gray dot represents a **Lot** that's been **Blocked**. Click on any **Available Lot**.



12. Click on the menu icon on the **Financing Scheme** field. The **Choose Financing Scheme** window will appear.

13. On the **Choose Financing Scheme** window, select your preferred **Financing Scheme**.

Document Date : 08/07/2021

Project Name : Xavier Estates, Ventura Residences 1

Lot : 2

Financing Scheme : 1

Floor Area :

Product Type :

Bank :

Sold w/ Adjacent Lot :

Choose Financing Scheme 2

Name
Deferred 18
Deferred 36
Plan 50/2
Spot Cash
Plan 23

OK

14. Click on the menu icon on the **Loan Type** field. The **Loan Type List** window will appear.

15. On the **Loan Type List** window, select your preferred **Loan Type**.

Document Date : 08/07/2021

Block : 100

House Model :

Lot Area : 158.000000

Product Status : Not Ready For Occupancy

Lot Classification : Inner

Loan Type : 1

Retitling Type :

Adjacent Lot Quotation No. :

Project Name :

Lot :

Financing Scheme :

Phase :

Product Type :

Bank :

Sold w/ Adjacent Lot :

Loan Type List 2

Loan Type Code	Loan Type Name
HDMF	Pag-ibig
BANK	Bank
INHOUSE	In-house
SPOTCASH	Spot Cash

Close

16. On the **Loan Type List** window, if the **Bank Loan Type** was selected, the **Bank** field will appear. Click on the menu icon on the **Bank** field. The **List of Accredited Banks** window will appear.

17. On the **List of Accredited Banks** window, select your preferred **Bank**.

The screenshot shows a software interface with a main form and a modal window. The main form has fields for Document Date (08/07/2021), Project Name (Xavier Estates, Ventura Residences 1), Lot (2), Financing Scheme (Deferred 18), Floor Area, Product Type (Lot Only), Bank, and Sold w/ Adjacent Lot. The 'Bank' field has a menu icon (three horizontal lines) next to it, which is highlighted with a red box and a red circle with the number 1. A blue arrow points from this menu icon to the 'List of Accredited Banks' modal window. The modal window has a title bar with a red circle and the number 2. It contains a table with columns 'Bank Code' and 'Bank Name'. The table has three rows: CBP (China Banking Corporation), MBTC (Metropolitan Bank & Trust Company), and MB (MayBank). Each row has a green plus icon in a box to its right, which are highlighted with a red box. A 'Close' button is at the bottom right of the modal.

Bank Code	Bank Name
CBP	China Banking Corporation
MBTC	Metropolitan Bank & Trust Company
MB	MayBank

18. Click on the menu icon on the **Retitling Type** field. The **Retitling Type List** window will appear.

19. On the **Retitling Type List** window, select your preferred **Retitling Type**.

The screenshot shows the same software interface as before, but with the 'Retitling Type List' modal window open. The main form has fields for Document Date (08/07/2021), Project Name (Xavier Estates, Ventura Residences 1), Block (100), Lot (2), Financing Scheme (Deferred 18), Floor Area, Product Type (Lot Only), Retitling Type, and Adjacent Lot Quotation No. The 'Retitling Type' field has a menu icon (three horizontal lines) next to it, which is highlighted with a red box and a red circle with the number 1. A blue arrow points from this menu icon to the 'Retitling Type List' modal window. The modal window has a title bar with a red circle and the number 2. It contains a table with columns 'Retitling Type Name'. The table has two rows: ABCI and BUYERS. Each row has a green plus icon in a box to its right, which are highlighted with a red box. A 'Close' button is at the bottom right of the modal.

Retitling Type Name
ABCI
BUYERS

20. Click on the menu icon on the **Sold w/ Adjacent Lot** field. The **Sold w/ Adjacent Lot** window will appear.

21. On the **Sold w/ Adjacent Lot** window, choose either **Yes** or **No**.

The screenshot shows a main form with fields for Document Date (08/07/2021), Project Name (Xavier Estates, Ventura Residences 1), Block (100), Lot, House Model, Financing Scheme, Lot Area (158.000000), Product Status (Not Ready For Occupancy), Phase, Lot Classification (Inner), Product Type, Loan Type (HDMF), Retitling Type, and Sold w/ Adjacent Lot. A blue arrow points from the menu icon on the 'Sold w/ Adjacent Lot' field to the 'Sold w/ Adjacent Lot' window. The window has a title bar with a close button and a red circle '2' next to it. It contains two radio buttons: 'Yes' and 'No'. Both radio buttons are highlighted with a red box and a green checkmark icon. A 'Close' button is at the bottom right.

22. On the **Sold w/ Adjacent Lot** window, if **Yes** was selected, the **Adjacent Lot Quotation No.** field will become accessible. Click on the menu icon on the **Adjacent Lot Quotation No.** field. The **Adjacent Lot Quotation No.** window will appear.

23. On the **Adjacent Lot Quotation No.** window, select your preferred **Lot**. You may use the **Pages** navigation to aid you in locating a particular **Lot**.

The screenshot shows the 'Adjacent Lot Quotation No.' window and the main form. The window has a title bar with a close button and a red circle '2' next to it. It contains a table with columns 'Block' and 'Lot'. The table has five rows with Block 100 and Lot 51, 1, 12, 19, and 13. To the right of the table is a vertical column of green checkmark icons. Below the table is a 'Pages' navigation bar with numbers 1 through 10 and an ellipsis. A blue arrow points from the menu icon on the 'Adjacent Lot Quotation No.' field in the main form to the 'Adjacent Lot Quotation No.' window. The main form has fields for Project Name (Xavier Estates, Ventura Residences 1), Lot (2), Financing Scheme (Deferred 18), Floor Area, Product Type (Lot Only), Retitling Type (BUYERS), and Adjacent Lot Quotation No. A red circle '1' is next to the menu icon on the 'Adjacent Lot Quotation No.' field.

24. On the **Loan Type List** window, if the selected **Loan Type** was **Inhouse**, the **LB Terms (Months)** and **Interest Rate** fields under **Payment Details** will appear. Input the preferred number of months and the interest rate on the **LB Terms (Months)** and **Interest Rate** fields, respectively.

25. Once finished, click on the green **Next** button. Doing so will take you to the **Quotation Summary** tab.

PAYMENT DETAILS

TCP Amount:	PHP	5,223,500.00
Discount Amount :	0 %	0.00
NET TCP Amount:	PHP	5,223,500.00
Down Payment :		
Down Payment :	10 %	522,350.00
Reservation Fee :	PHP	50,000.00
Balance on Equity :	PHP	472,350.00
Terms (Months) :		18
Monthly :	PHP	28,241.67
Misc Fees :		
Misc Fees :	PHP	391,782.50
Terms (Months) :		18
Monthly :	PHP	21,784.58
Loanable Balance :		
Loanable Balance :	PHP	4,701,150.00
LB Terms (Months) :		0
Interest Rate :		0
Remarks :		

Next →

26. On the **Quotation Summary** tab, you will be show a summary of the quotation details, the **Monthly Downpayment Schedule**, and the **Monthly Amortization Schedule (Loanable Balance)**.

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Reservation Date :	08/07/2021	Project Name :	Xavier Estates, Ventura Residences 1
Block :	100	Lot :	13
House Model :	VR02-KAHEL	Financing Scheme :	Deferred 18
Lot Area :	158.000000	Floor Area :	79.74
Product Status :	House and Lot	Phase :	5A
Lot Classification :	Inner	Product Type :	House and Lot
Loan Type :	INHOUSE		

MONTHLY DOWNPAYMENT SCHEDULE

Terms	Payment Amount (PHP)	Balance (PHP)	Payment Type
1	26,241.67	446,108.33	DP
1	21,764.58	369,997.92	MISC
2	26,241.67	419,866.66	DP
2	21,764.58	348,233.33	MISC
3	26,241.67	393,624.99	DP
3	21,764.58	326,468.75	MISC
4	26,241.67	367,383.32	DP
4	21,764.58	304,704.17	MISC
5	26,241.67	341,141.65	DP
5	21,764.58	282,939.58	MISC
6	26,241.67	314,899.98	DP
6	21,764.58	261,175.00	MISC

1 2 3

MONTHLY AMORTIZATION SCHEDULE (LOANABLE BALANCE)

Terms	Payment Amount (PHP)	Balance (PHP)
1	35,162.24	5,315,007.64
2	35,162.24	5,301,991.26
3	35,162.24	5,288,920.65
4	35,162.24	5,275,795.58
5	35,162.24	5,262,615.82
6	35,162.24	5,249,381.15
7	35,162.24	5,236,091.33
8	35,162.24	5,222,746.14
9	35,162.24	5,209,345.34
10	35,162.24	5,195,888.70
11	35,162.24	5,182,376.00
12	35,162.24	5,168,806.99

1 2

27. Once finished evaluating all the information, at the bottom right corner of the page, click on the green **Finish** button.

MONTHLY AMORTIZATION SCHEDULE (LOANABLE BALANCE)

Terms	Due Date	Payment Amount (PHP)	Interest (PHP)	Principal (PHP)	Balance (PHP)
1	24-Mar-2023	2,061,900.00	0.00	2,061,900.00	2,061,900.00

← Prev

Finish →

Waiving of Contracts Exceeding the Loanable Balance Limit

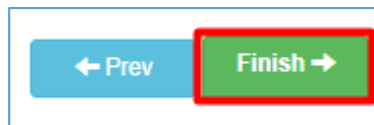
Software: Web Browser

Path: http://54.251.216.76:9779/pages/Quotation.aspx

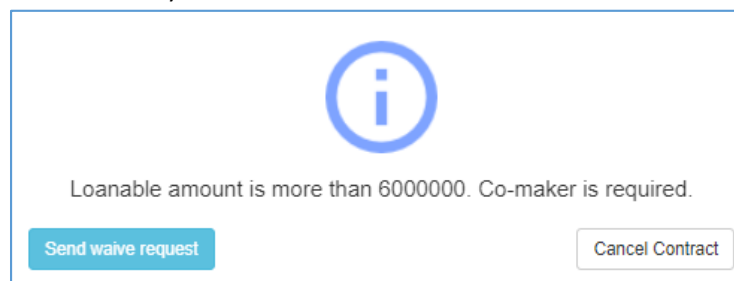
When a Quotation's Loanable Balance exceeds the set limit (6 Million), the Quotation will have to undergo a waiving approval process.

MONTHLY AMORTIZATION SCHEDULE (LOANABLE BALANCE)						
Line Item No.	Payment Type	Due Date	Payment Amount (PHP)	Principal (PHP)	Interest (PHP)	Balance (PHP)
1	LB	06-Feb-2022	6,237,000.00	6,237,000.00	0.00	6,237,000.00

1. Upon clicking on the **Finish** button, a warning message will appear. The warning message informs that the Loanable Amount has been exceeded.



2. On the warning message, there are two options:
 - a) **Cancel Contract** – this will cancel the creation of the contract.
 - b) **Send Waive Request** – this will send an email to the respective PICs, with an OTP (One-Time Password).



3. Once the **Send Waive Request** button has been clicked, you will be taken to the OTP field, wherein you will have to input the OTP sent to the PICs email address.
4. Once the correct OTP has been inputted, click on **OK**.
5. If the inputted OTP is correct, the Quotation will automatically be created. The success message will appear.

