

## DOCUMENT REQUIREMENTS

This process pertains to the uploading of certain Buyer's documentary requirements.

### Document Uploading

**Software:** Web Browser

**Path:** <http://54.251.216.76:9779/pages/Documents.aspx>

1. Upon visiting the **Document Requirements** page, the **Buyer's List** window will appear. Select a specific Buyer you'd like to upload documents for, by clicking on the green button to its right.

Buyer List

Search:

Project	Block	Lot	Buyer's Code	Document Number	Name	BusinessType		
991	APR02	15	1	BP0000000692	RA-ABCI-112021-00001	BONGOLAN, EMIR ANTON ALVIAR	Individual	
992	APR02	4	11	BP0000000692	RA-ABCI-112021-00002	BONGOLAN, EMIR ANTON ALVIAR	Individual	
974	CRE02	11	11	BP0000000692	RA-ABCI-102021-00262	BONGOLAN, EMIR ANTON ALVIAR	Individual	
973	CRE02	20	6	BP0000000696	RA-ABCI-102021-00261	CATUNGAL, AMADO JR SAMSON	Individual	
732	IE02	10	1	BP0000000711	RA-ABCI-102021-00020	Acebu, Melgar D.	Individual	
979	IE02	10	11	BP0000000715	RA-ABCI-102021-00267	LABAJO, RAQUEL LIZA PAGATALUNAN	Individual	
723	IE02	10	20	BP0000000702	RA-ABCI-102021-00011	Agbong, Alfred	Individual	
982	IE02	8	11	BP0000000961	RA-ABCI-102021-00270	XIU, PERCIVAL J	Individual	

1 2 3 4 5 6

OK

2. Once selected, you will see a list of documents that the Buyer will need on the **Document List** area. Locate the document type you will upload and input the details on the following fields:

- **Reference Number**
- **Issue Date**
- **Expiration Date**
- **Attachment**

Click on the **Choose File** button and select the document from your files. Once selected, click on **Upload**.

Document List

Document	Reference No	Issue Date	Expiration Date	Attachment
Accomplish Application form	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="Choose File"/> no file chosen <input type="button" value="Upload"/>

## Change in Loan Type









**Software:** Web Browser

**Path:** http://54.251.216.76:9779/pages/Documents.aspx

1. Upon visiting the **Document Requirements** page, the **Buyer's List** window will appear. Select a specific Buyer you'd like to change the Loan Type of.

Buyer List

Search:

Project	Block	Lot	Buyer's Code	Document Number	Name	BusinessType	
991	APR02	15	1	BP0000000692	RA-ABCI-112021-00001	BONGOLAN, EMIR ANTON ALVIAR	Individual 
992	APR02	4	11	BP0000000692	RA-ABCI-112021-00002	BONGOLAN, EMIR ANTON ALVIAR	Individual 
974	CRE02	11	11	BP0000000692	RA-ABCI-102021-00262	BONGOLAN, EMIR ANTON ALVIAR	Individual 
973	CRE02	20	6	BP0000000696	RA-ABCI-102021-00261	CATUNGAL, AMADO JR SAMSON	Individual 
732	IE02	10	1	BP0000000711	RA-ABCI-102021-00020	Acebu, Melgar D.	
979	IE02	10	11	BP0000000715	RA-ABCI-102021-00267	LABAJO, RAQUEL LIZA PAGATALUNAN	Individual 
723	IE02	10	20	BP0000000702	RA-ABCI-102021-00011	Agbong, Alfred	
982	IE02	8	11	BP0000000961	RA-ABCI-102021-00270	XIU, PERCIVAL J	Individual 

1 2 3 4 5 6

OK

2. On the **Account Details** section, click on the menu icon to the right of the **Loan Type** field. Once clicked, the **Loan Type List** window will appear.
3. On the **Loan Type List** window, locate the preferred Loan Type. To select the preferred Loan Type, click on the green button to the right of the preferred Loan Type.

Account Details

Document Number: RA-ABCI-102021-00299





Document Date: 10/28/2021 12:00:00 AM

Customer Code: BP0000000961

Last Name: XIU

First Name: PERCIVAL

Loan Type List


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

Close

Save Qualification Details

House and Lot: 1,450,317.82

Deferred 15

BANK 

CBP

4. If **Bank** was the chosen Loan Type, you will also need to select an option from the **Bank** field. Click on the menu icon to the right of the **Bank** field. The **List of Accredited Banks** window will appear. To select the preferred Bank, click on the green button to the right of the preferred Bank.

Account Details

Document Number:

RA-ABCI-102021-002

Document Date:

10/28/2021 12:00:00

Customer Code:

BP0000000961


Last Name:

XIU

First Name:

PERCIVAL

List of Accredited Banks

Bank Code	Bank Name	
CBP	China Banking Corporation	

Close

Reservation Details

Save Quotation Details

House and Lot

Deferred 10

BANK

CBP

5. To save the changes, click on the green **Save Quotation Details** button.

Reservation Details

Save Quotation Details