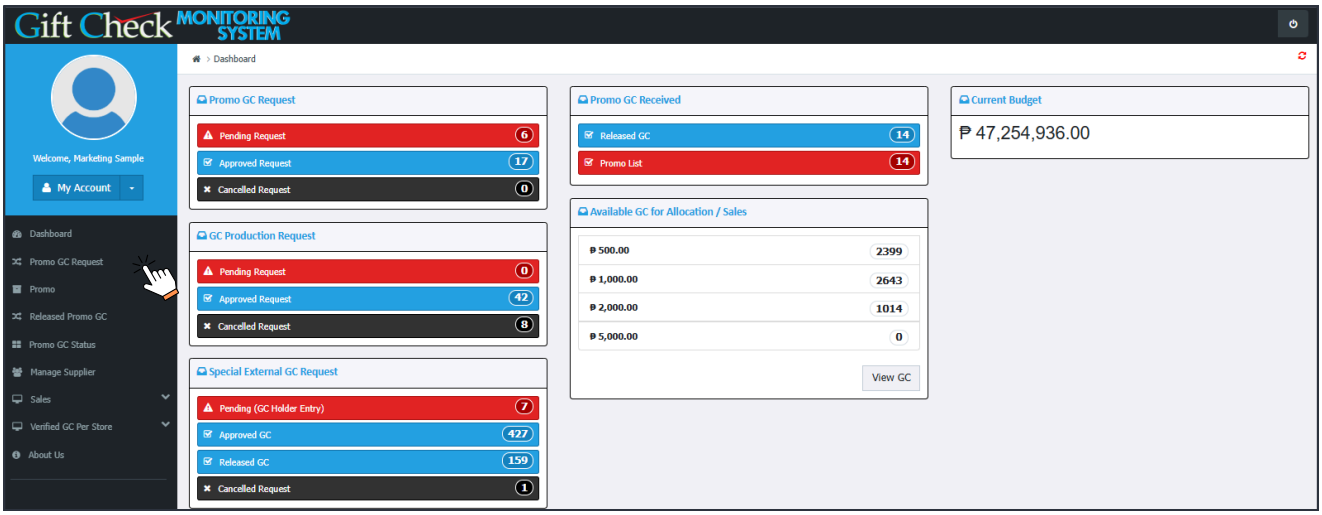
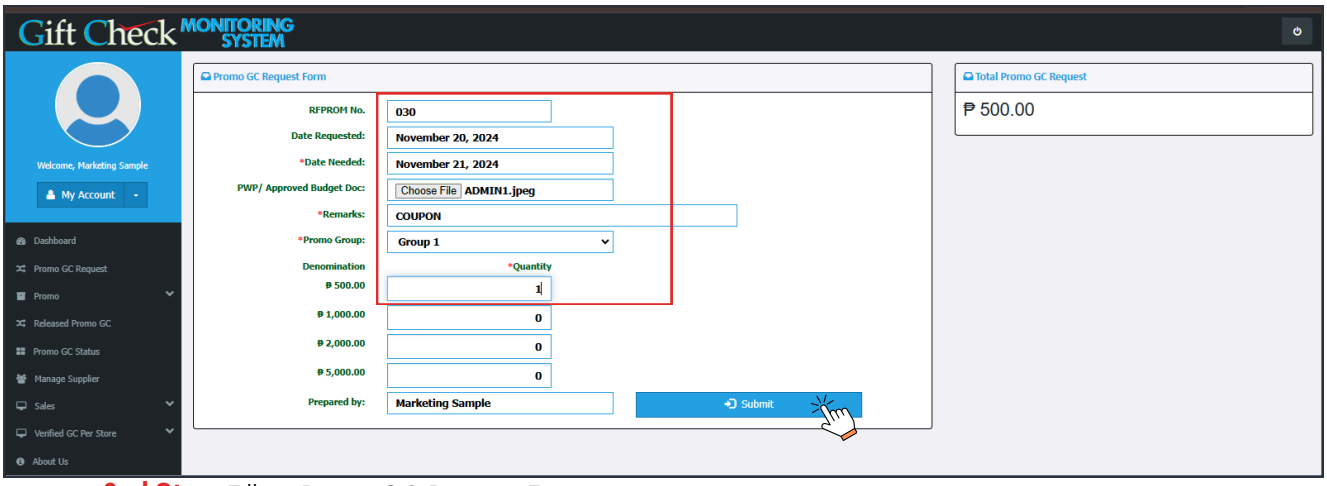
HOW TO REQUEST PROMO

Marketing Department



1st Step: On Dashboard, Click Promo GC Request.



2nd Step: Fill up Promo GC Request Form.

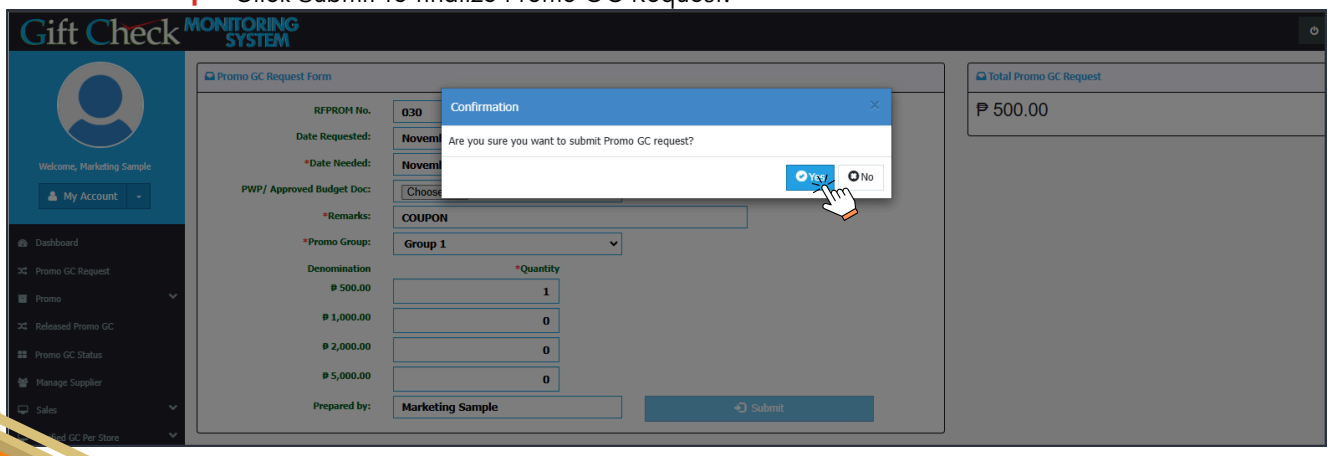
3rd Step: The RFPROM No. and Date Requested is a system generated, fill in the date needed.

4th Step: Then click browse to upload the scanned copy of the PWD/ Approved Budget.

5th Step: Input Remarks and Select Promo Group.

6th Step: Input quantities for corresponding denomination for GC Promo then click Submit to finalize Production Request form.

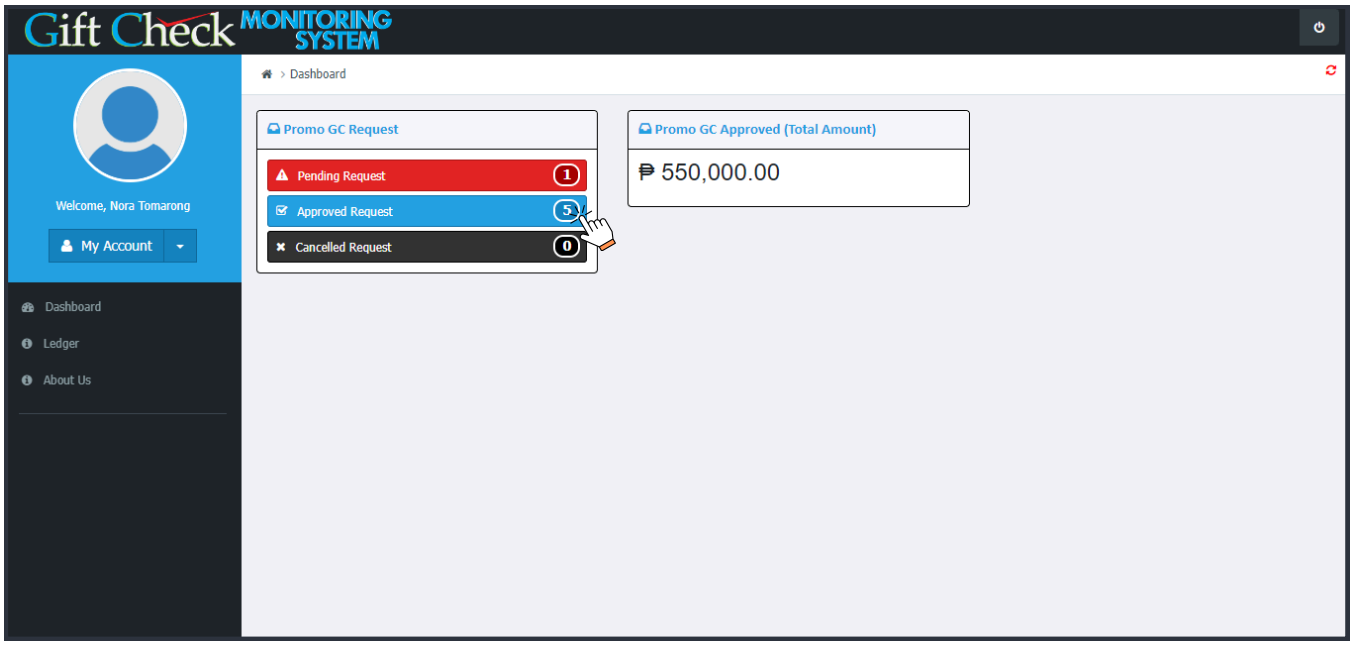
7th Step: Click Submit to finalize Promo GC Request.



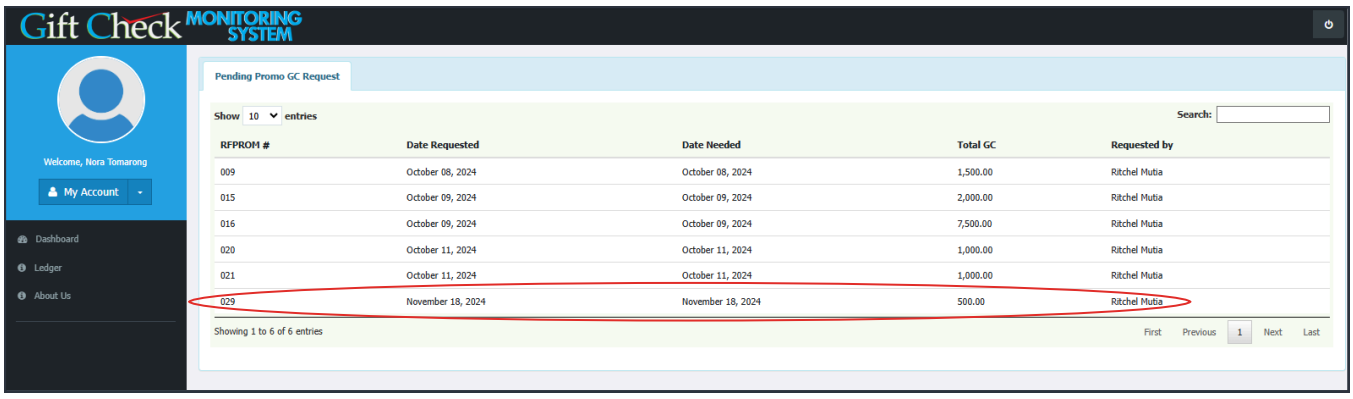
8th Step: Click Yes to confirm Promo GC Request.

HOW TO RECOMMEND PROMO REQUEST?

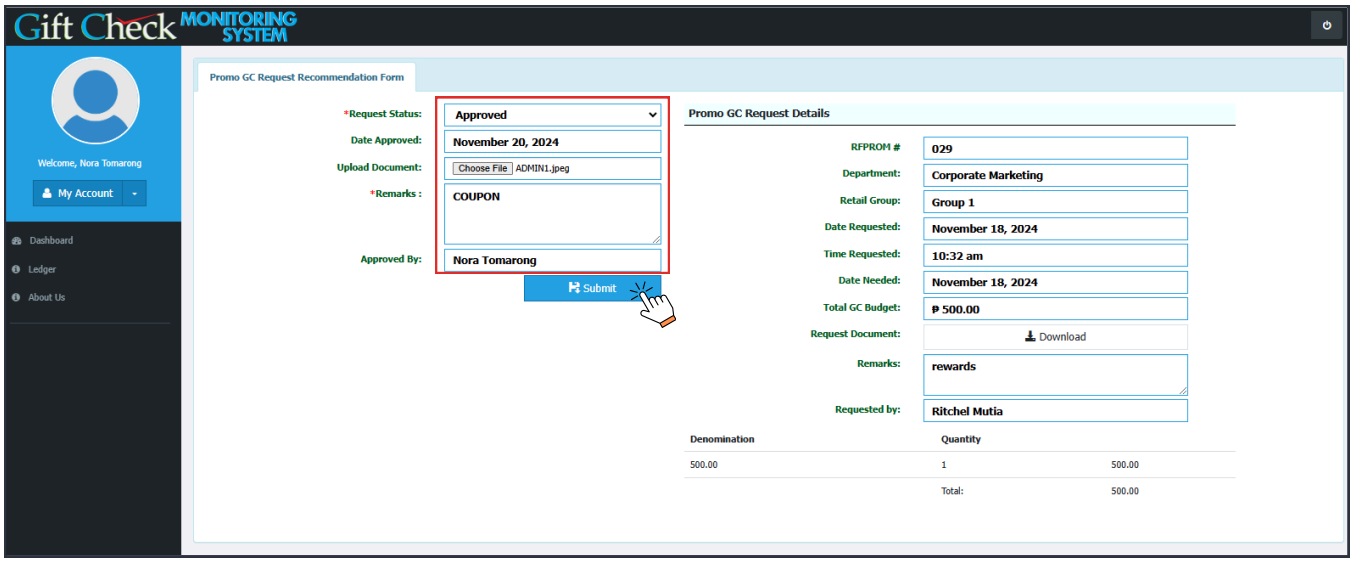
Retail Group Department



1st Step: Click Pending Request button under Pending GC Request module.



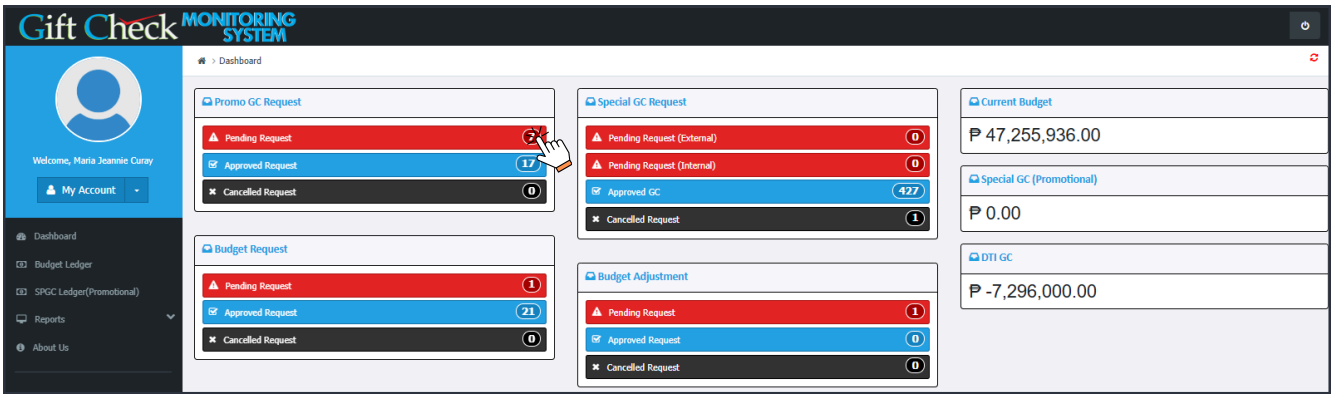
2nd Step: To view Pending Promo Request, click on Pending Promo GC Request line.



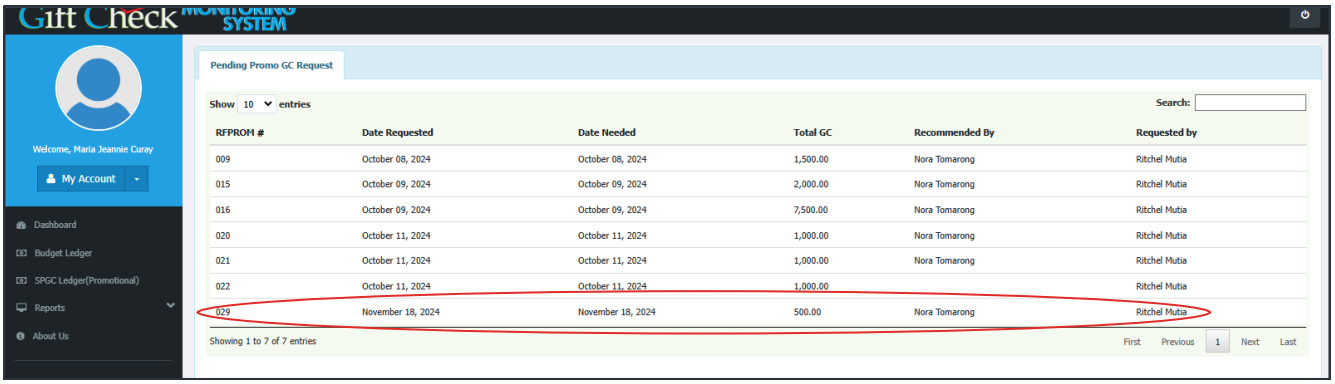
3rd Step: Fill-up Promo GC Request Recommendation form and select approved then click Submit to finalize Promo GC Request Recommendation form.

HOW TO APPROVED PROMO REQUEST?

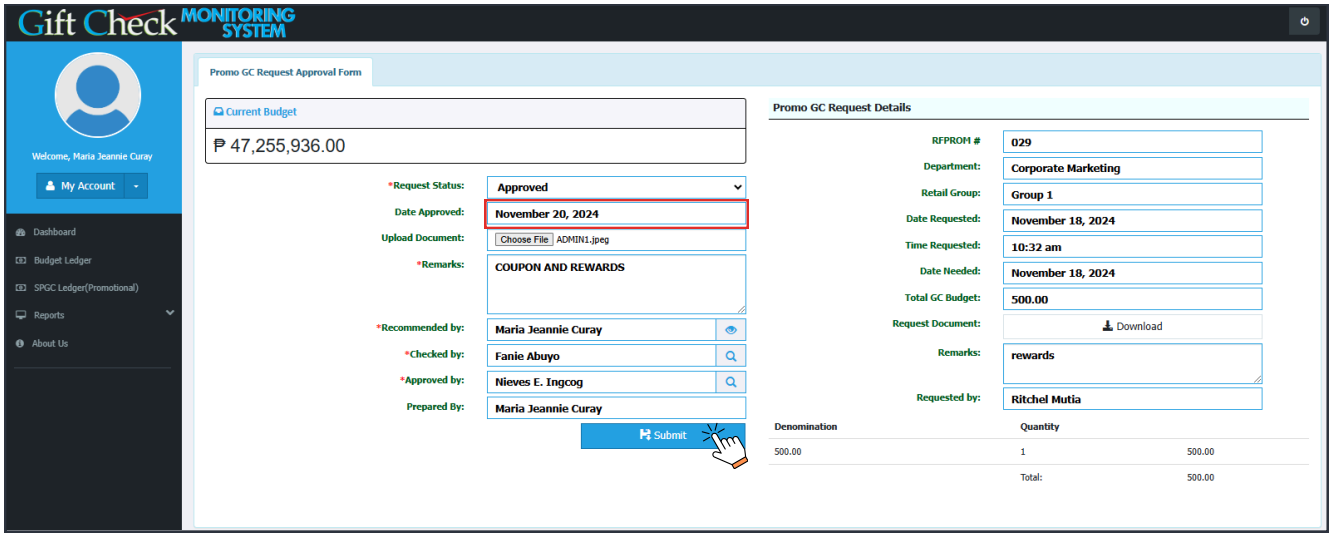
Finance Department



1st Step: Click Pending Request button under Promo GC Request module.

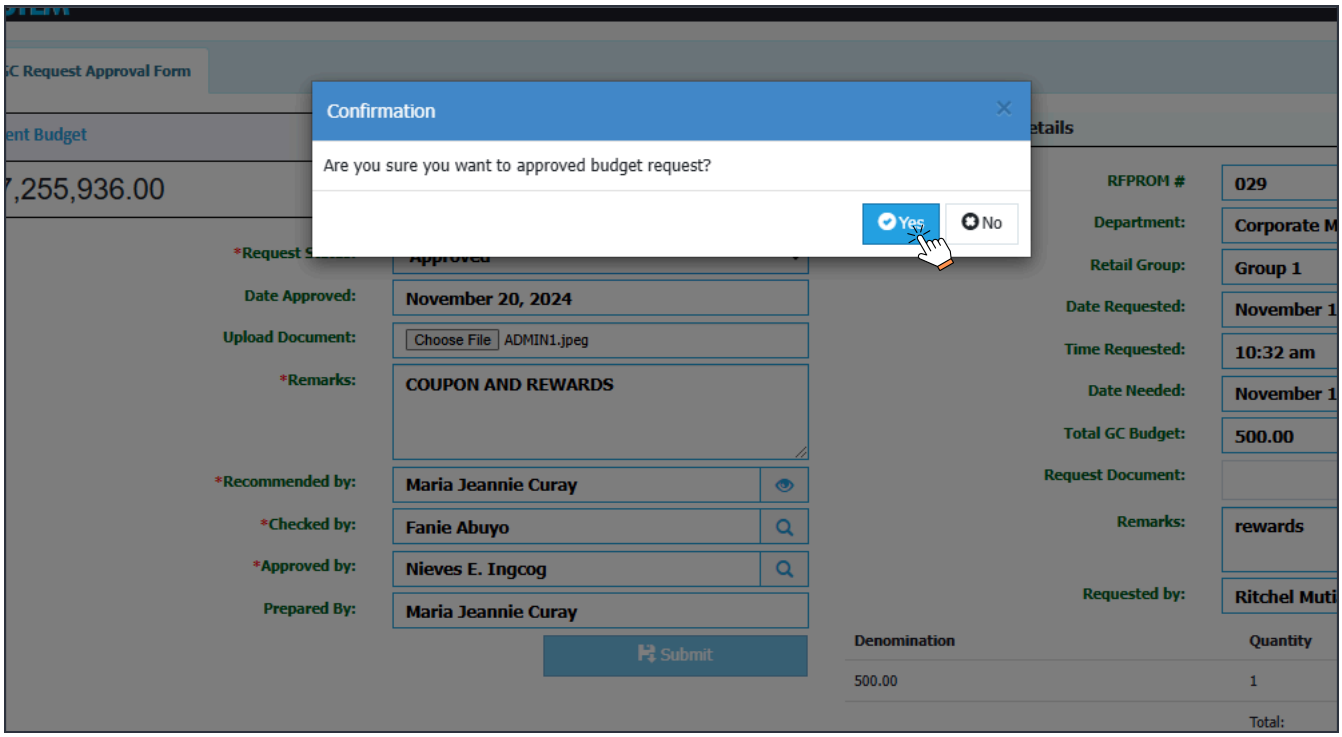


2nd Step: To view Pending Promo Request, click on Pending Promo GC Request line.



3rd Step: Fill-up Promo GC Request Approval Form for Approval.

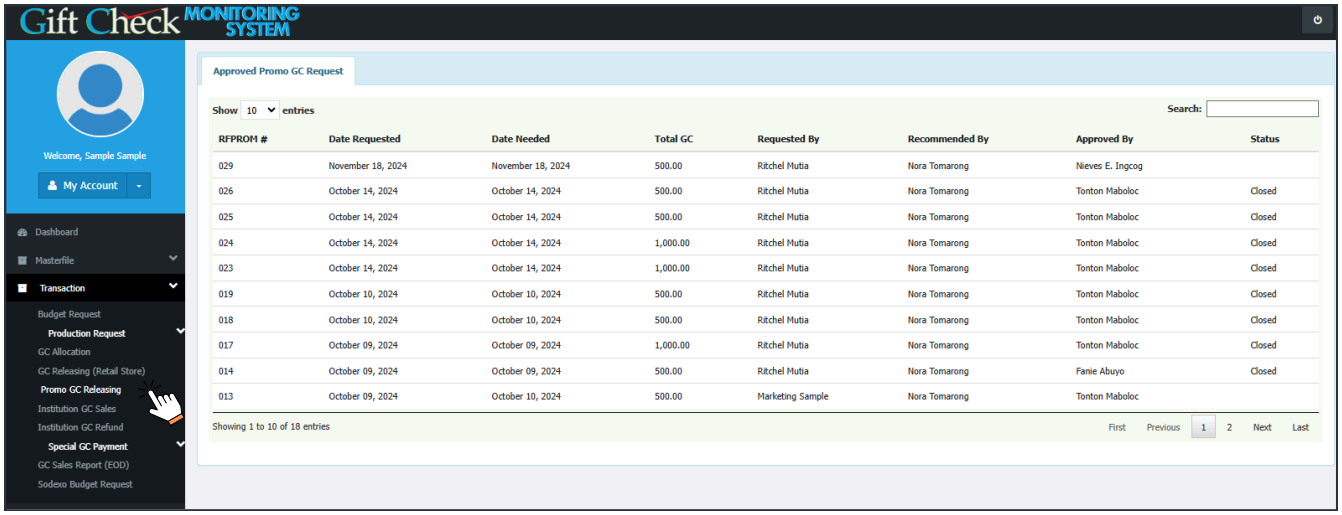
4th Step: Click Submit to finalize the request.



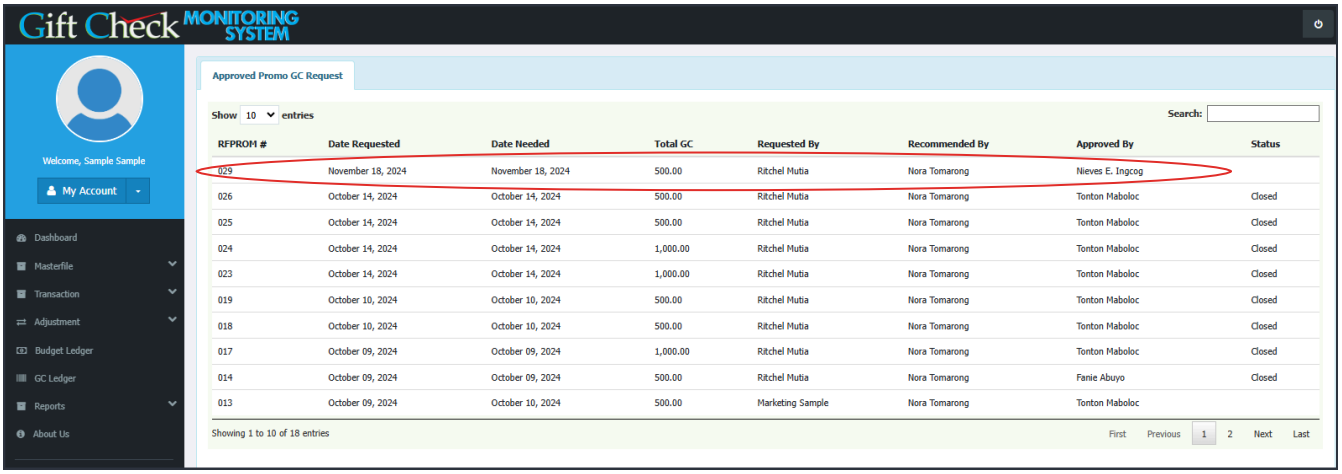
5th Step: Click Yes to finalize the request.

GC PROMO RELEASING & VALIDATION

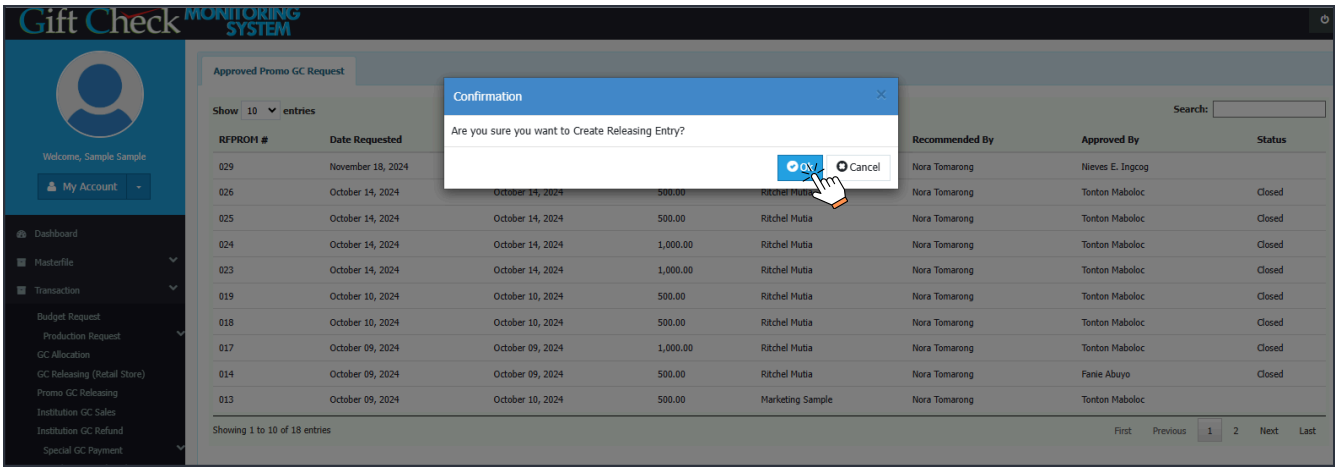
Treasury Department



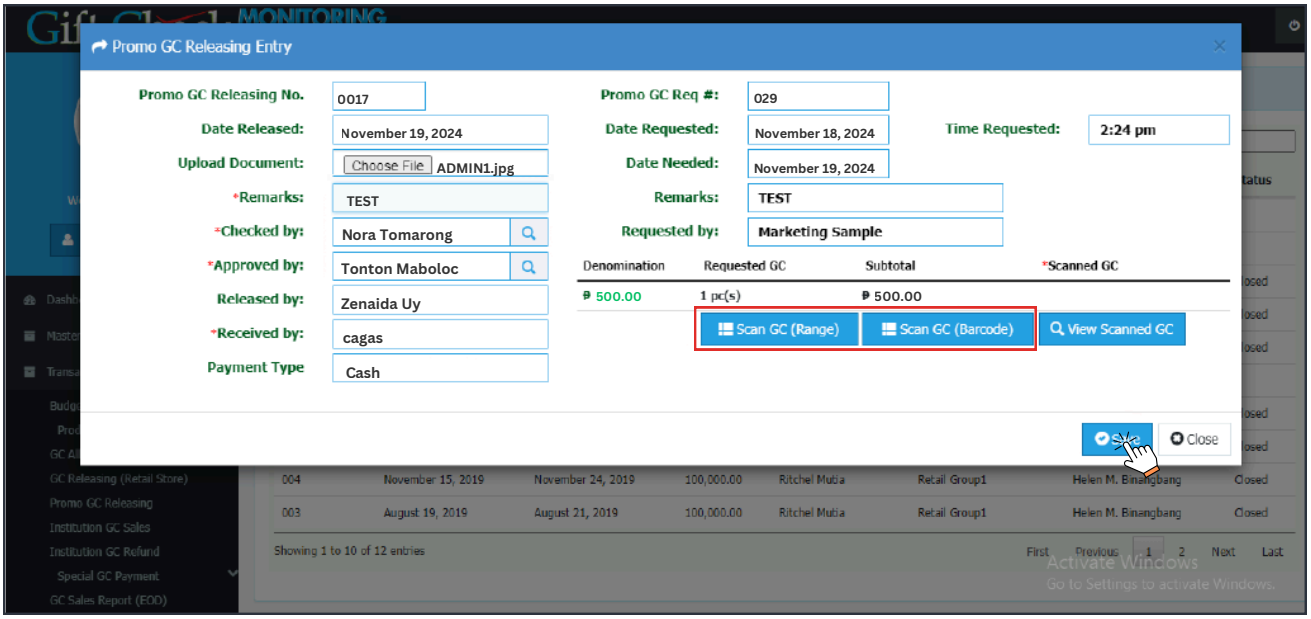
1st Step: On Dashboard, click Promo GC Releasing under Transaction Module.



2nd Step: To view Approved Promo GC Request, click on Approved Promo GC Request line for releasing.



3rd Step: Click "OK".

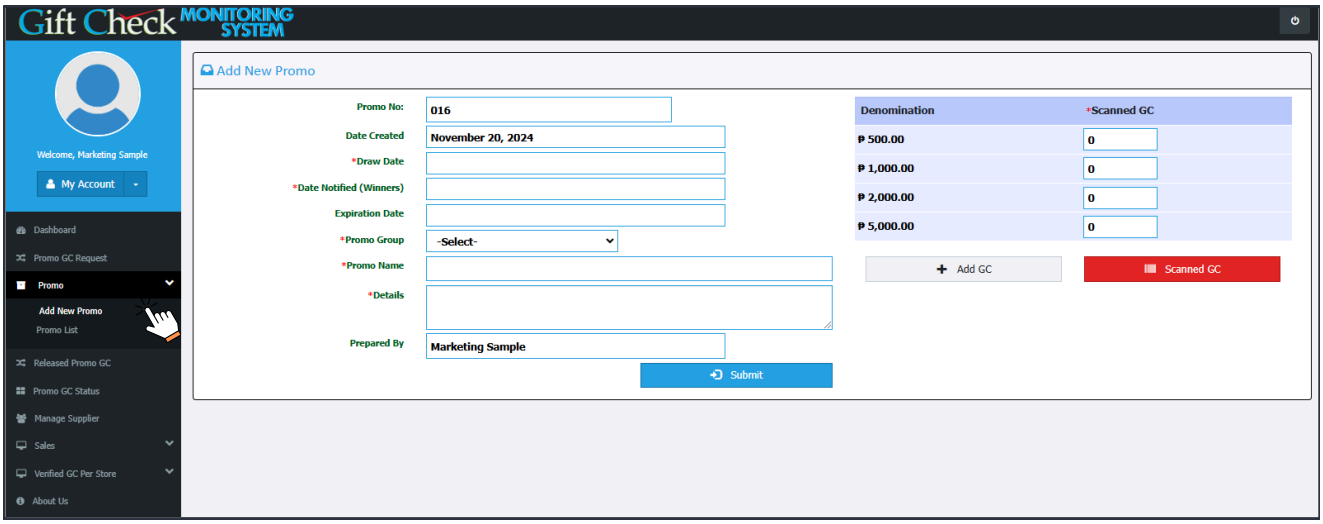


4th Step: Fill up Promo GC Releasing Entry Form for Approval.

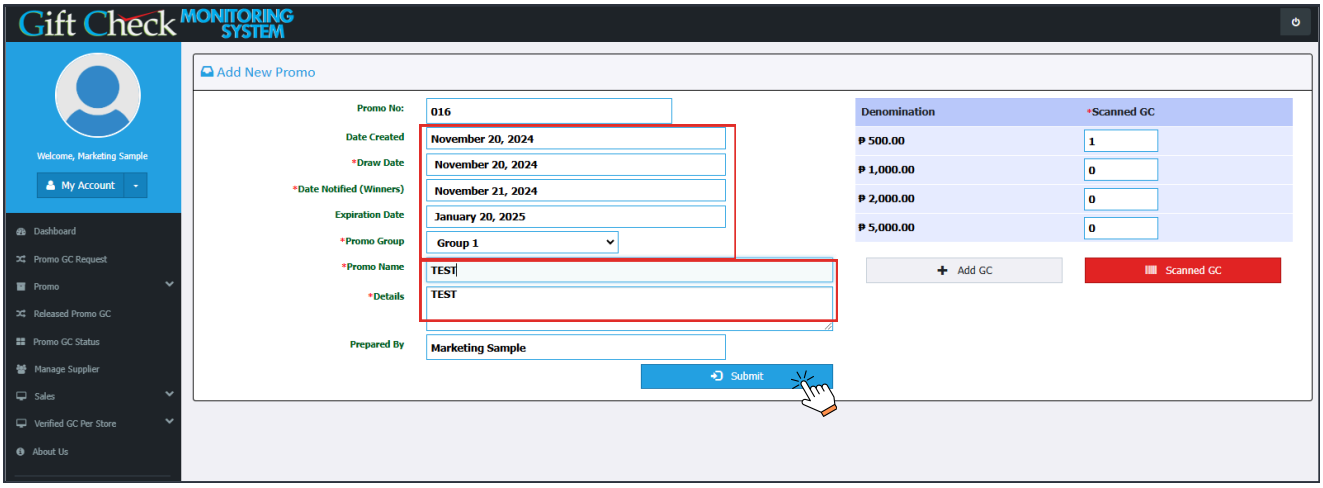
5th Step: Scan GC, Select By Range or By Barcode then click “Save”.

GC PROMO FINAL RELEASING

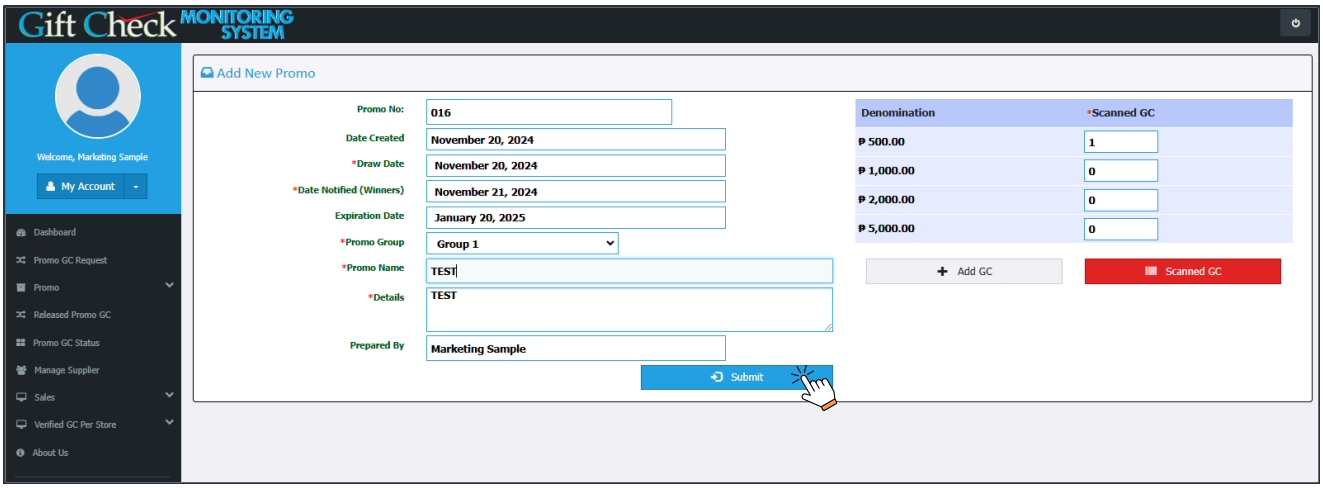
Marketing Department



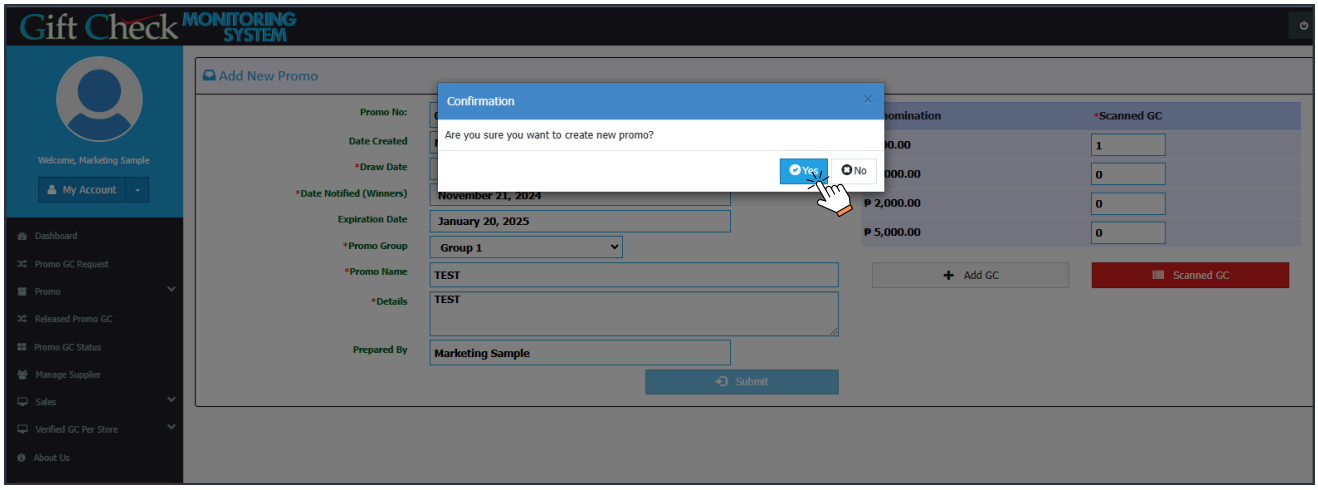
1st Step: On Dashboard, click Add New Promo under Promo Module.



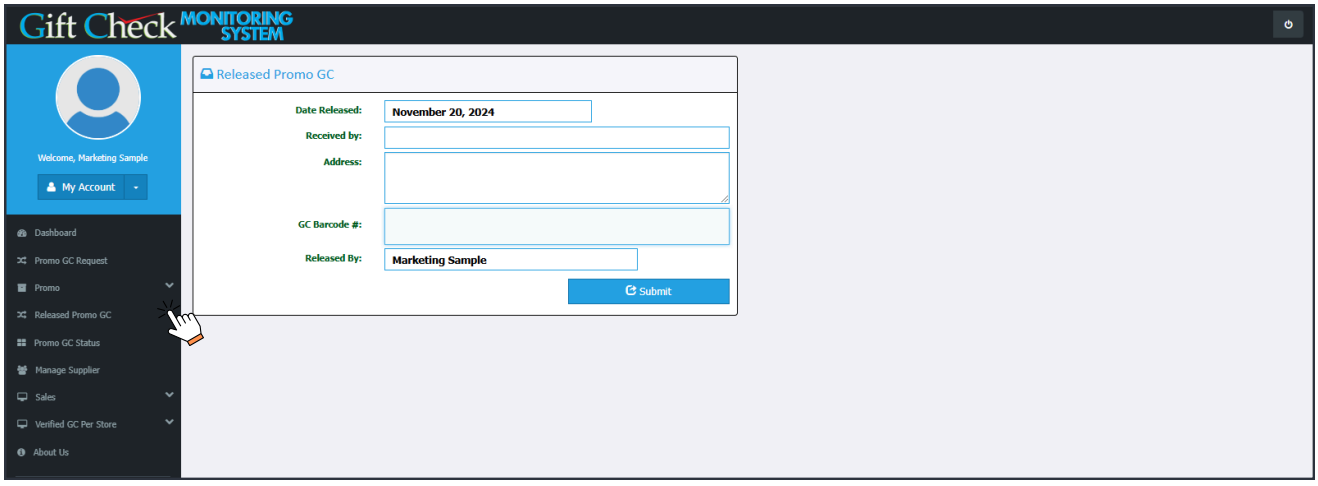
2nd Step: Select Draw date, Date notified as winners, Expiration Date and Promo Group Type. Input Promo Name and Details.



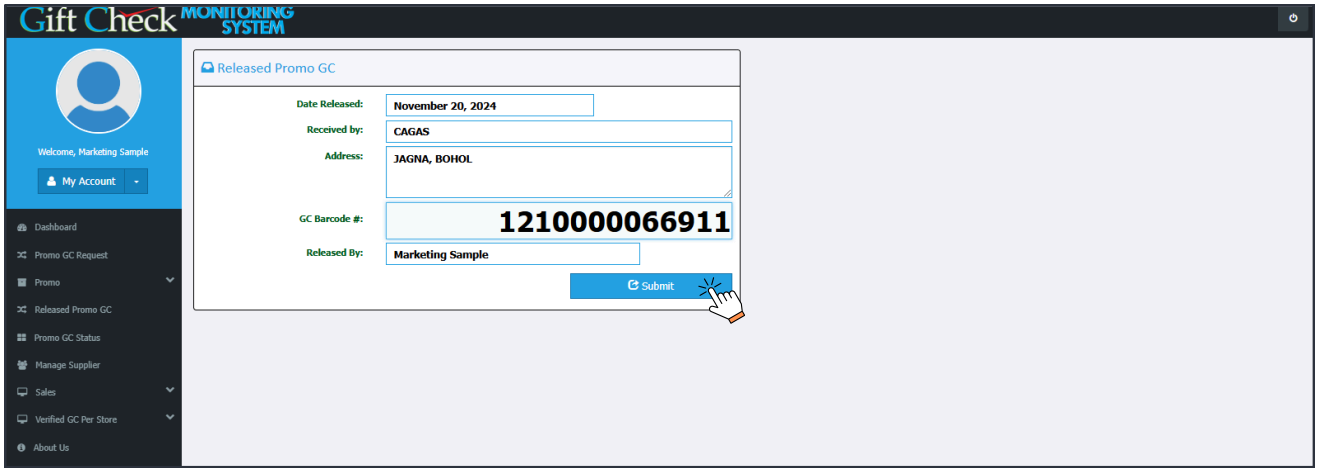
3rd Step: Click Add GC then Scan GC barcode then click on "Submit".



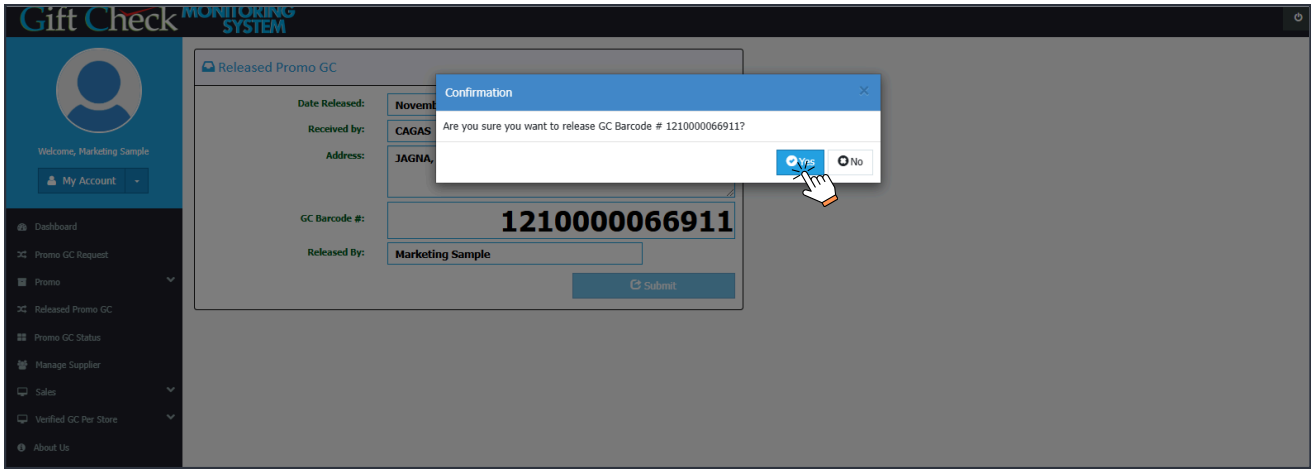
4th Step: Click "Yes" to finalize.



5th Step: On Dashboard, click Released Promo GC.



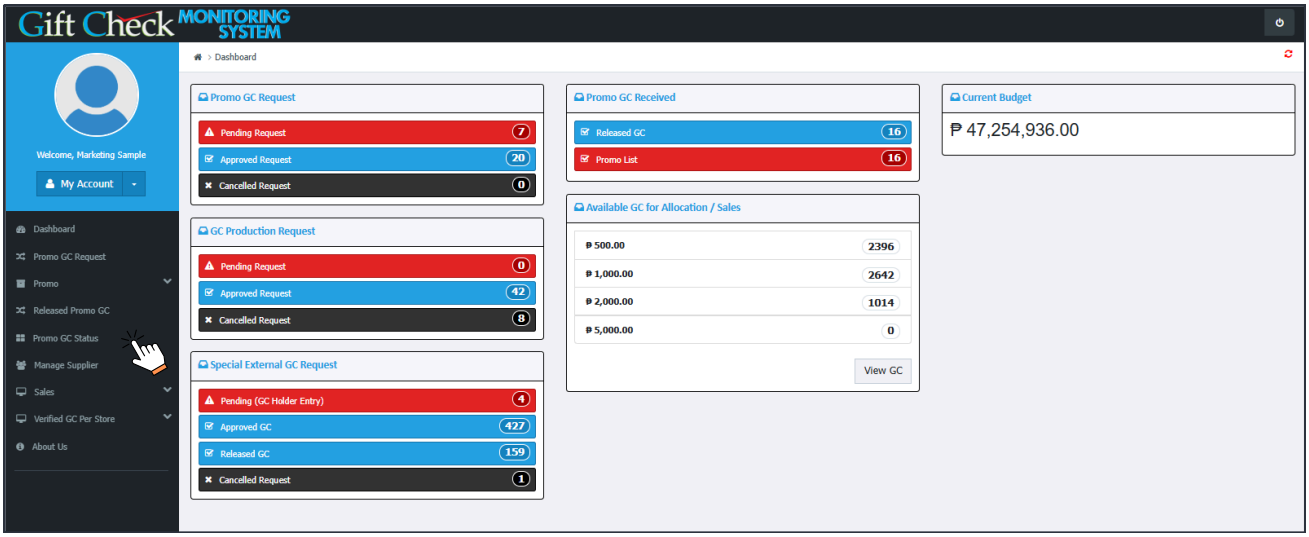
6th Step: Fill-up Received by, Address, and Scan the barcode then click on "Submit" to finalize the request.



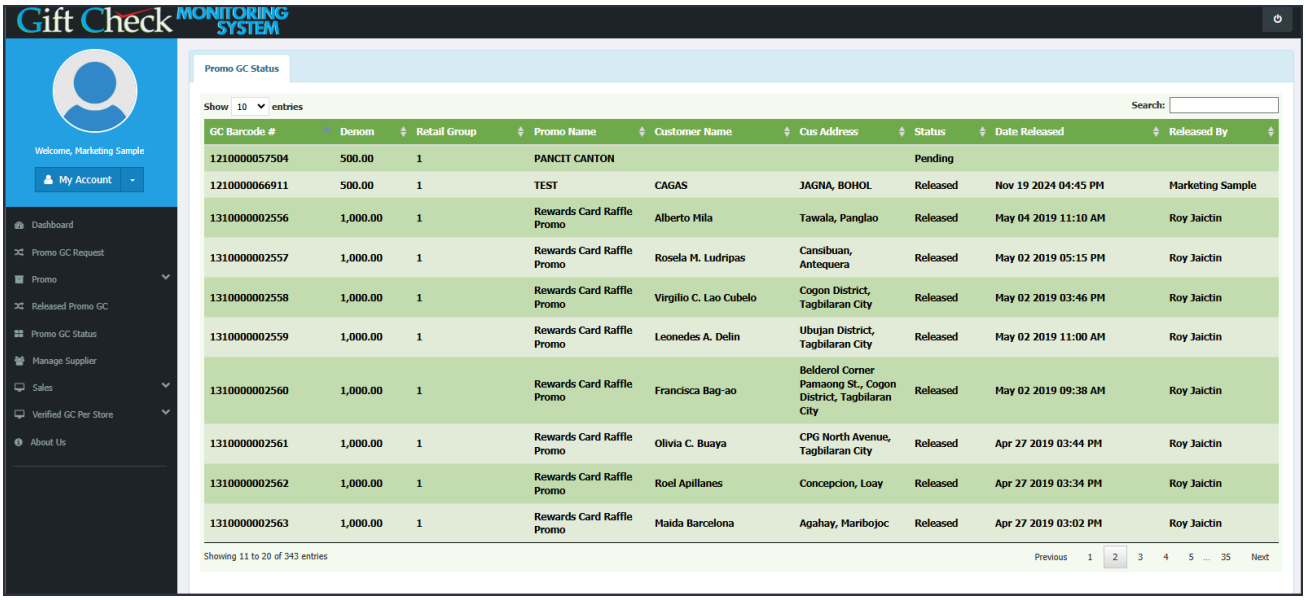
7th Step: Click "Yes" to Confirm

GC PROMO STATUS

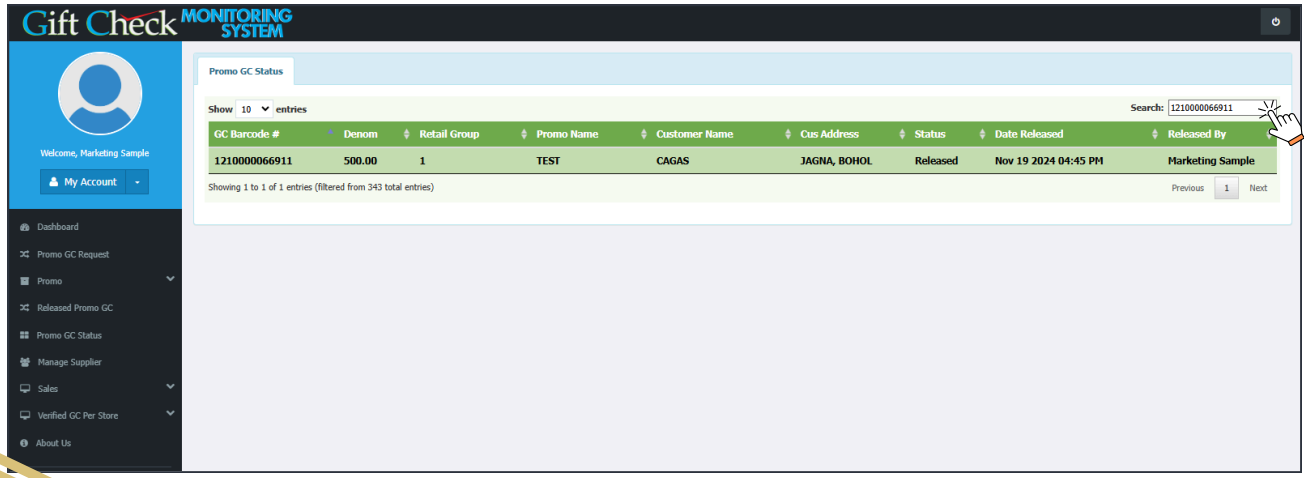
Marketing Department



1st Step: On Dashboard, click Promo GC Status to view Promo Status list and details.



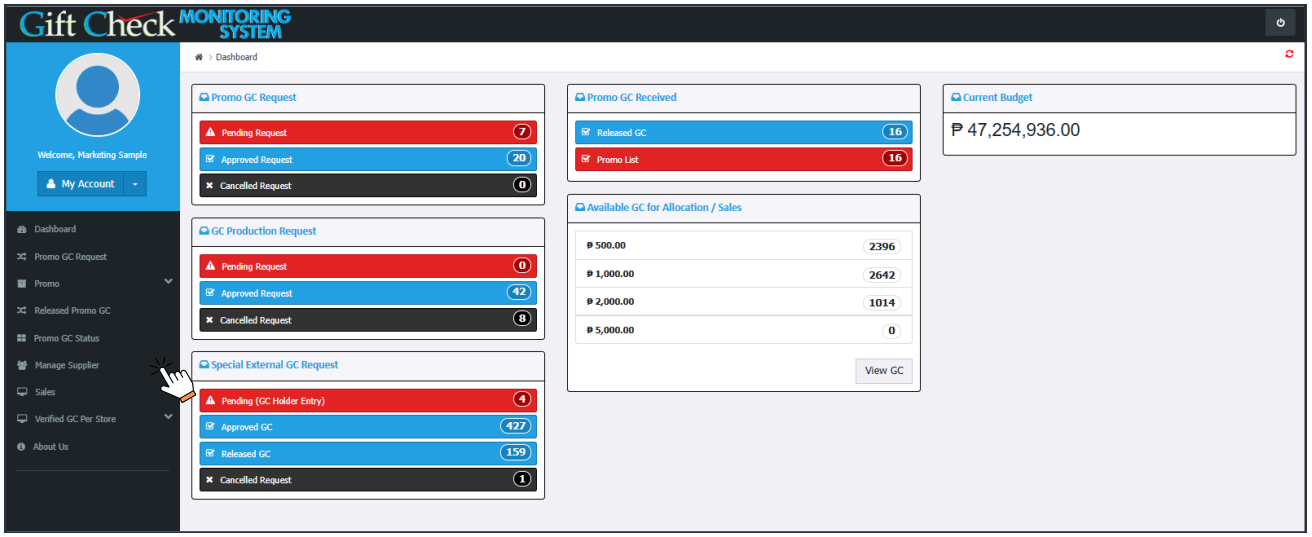
2nd Step: GC Promo list with its status and corresponding Promo Retail Group.



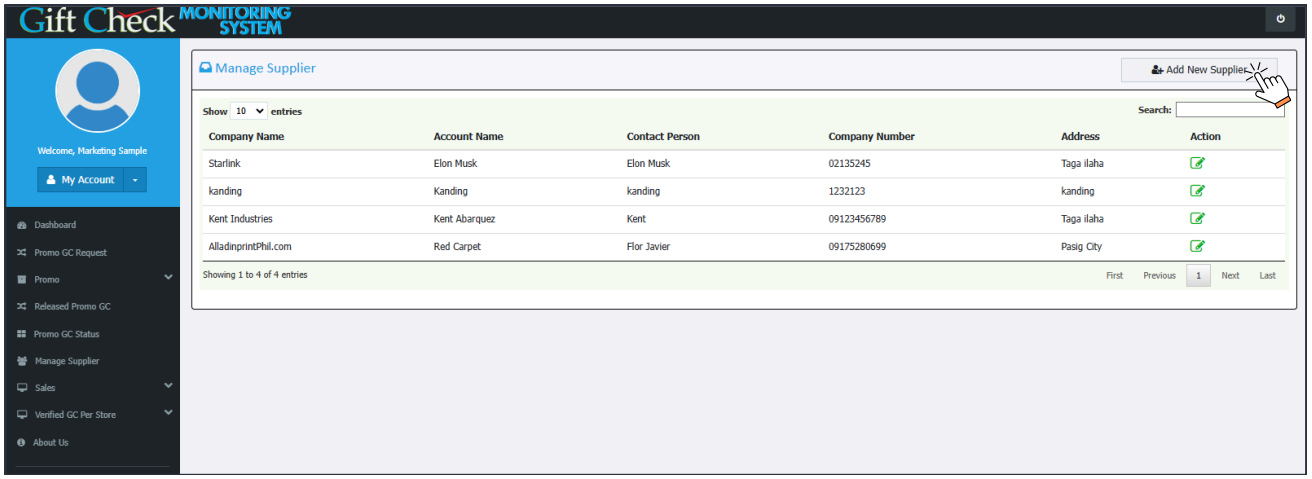
3rdStep: You can also search for the GC Barcode Number. Just click on the Search textbox, input the Barcode Number then click enter.

HOW TO ADD NEW SUPPLIER

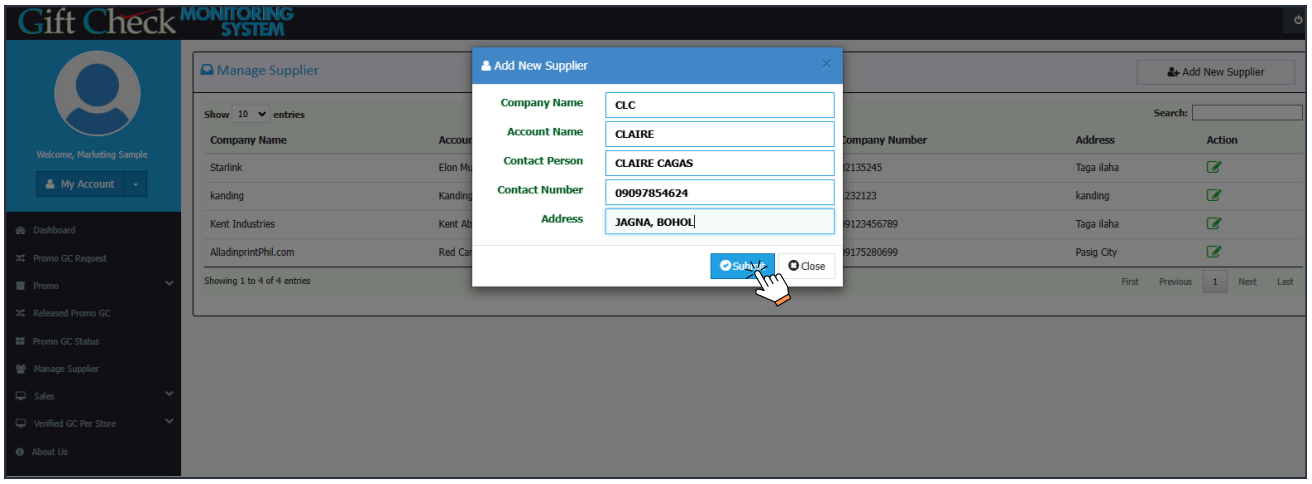
Marketing Department



1st Step: On Dashboard, click Manage Supplier where you can view supplier list and add new supplier.



2nd Step: To add a new supplier click on Add New Supplier button.



3rdStep: Fill-up New Supplier Form and click Submit to confirm.