	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-FASS-PUR 05-01
	WORK INSTRUCTIONS	REVISION NUMBER	2
		PAGE NUMBER	Page 1 of 2
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	HOW TO ACCESS DOST IX FINANCE AND ADMINISTRATIVE INFORMATION MANAGEMENT SYSTEM (FAIMS)		

PERSONS RESPONSIBLE:

Supply Officer
Procurement Staff
End-User

STEPS:

ACCESS FAIMS



Secure a username/password from the System Administrator.
Log In using your username and password.

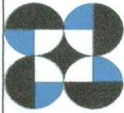
PURCHASE REQUEST

1. Open the Purchasing module, click the Purchase Request and click on the create new purchase request button. Fill up the required data needed for the new purchase request. Click "Add Item" button to input the specifications.
2. Specify the Request Purpose, Reference No. Project name and Location Project if applicable. Fill up the name of the requesting personnel.
3. Specify the name of the approving officer. By default, Purchase Requests are approved by the Regional Director.
4. Click the create request button to save the current request. Repeat the first step to add another item in the same purchase request.
5. To edit the specifications or delete the item, click the round button on the left side of the item description, click the "Update Request" button to save the changes made.
6. Print in triplicate copy by clicking the print button on the successfully created request. FASS-PUR F05, Purchase Request (PR) Form will be readily available for print.

REQUEST FOR QUOTATION

1. Open the "Quotation, Bids and Awards" Module and search or locate the PR number intended for bidding
2. Click on the quotation button and choose from the list of accredited supplier in the dropdown box.
3. Specify the address, date for the opening of bids. Choose the Supply Officer from the dropdown list.
4. Print one (1) copy of FASS-PUR F06, Request for Quotation (RFQ) Form.
5. Repeat steps 1 to 4 for the other suppliers.

Prepared by:  Supply Officer	Approved by:  Quality Management Representative
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ABSTRACT OF BIDS



1. Open the "Quotation, Bids and Awards" Module and search or locate the PR number that needs an abstract.
2. Click on the "Bids and Award" button. Click Bids module and click on "Add New" button and choose from the list of accredited supplier in the dropdown box
3. Choose the item to input the price. Click on the price tab and input the price, click the apply icon and click on the " Save Bids" button to save the bid.
4. To add remarks on the bid of the supplier, go to Bids Summary module, choose the supplier where the remarks should be input and the item row, click on the box under the "Remarks" and input the remarks and click on the apply or enter key.
5. To add another supplier in the Abstract of bids, click on the "Bids" module and repeat the procedure 2 to 4.
6. Print one (1) copy by clicking the "Print" button.

PURCHASE ORDER

1. Open the "Bids and Awards" module. Click on the "Bids Summary".
2. Choose from the list the supplier and items to be awarded.
3. Check the award box for each items awarded to each supplier.
4. Click on the Create Purchase Order button to create purchase order based on the awarded items for each supplier.
5. Open the "Purchase Order" module and choose the PO number to be modified and printed.
6. Click on the modify button. Specify the Unit, Place of Delivery, Date of Delivery, Delivery term Payment Term and Mode of Procurement.
7. Click on the Update button to save.
8. Print in two (2) copies.

INSPECTION AND ACCEPTANCE REPORT

1. Open the Inspection and Acceptance Module and search for the PO Number;
 - 1.1 Generally, Inspection and Acceptance Report (IAR) Number is the same with PO Number with a prefix of "IAR";
2. For printout, click on the print button and print two (2) copies.

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