

USER DOCUMENTATION

**DEPARTMENT ACCOUNT**

OLONGAPO

Developed and Maintained by:

DANALEX Inc.

Nevada Square Building, Room 8

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## PURCHASE REQUEST (PR)

Department accounts will be created and assigned by the GSO assistant user

### A. Adding PR

OLONGAPO

John D Doe

MAIN NAVIGATION

Purchase Request

PURCHASE REQUEST

Purchase Request List

+ Add Request

Show 10 entries

Search:

No	Purpose	PR NO	Date Added	Action
1	A request for purchasing school supplies.		2018-12-28	Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

- Before adding PR, please check PPMP file first as basis for the PR items.
- Open PPMP file by clicking link below the notice message.

Add Purchase Request

Kindly check PPMP(Project Procurement Management Plan) before adding your request.  
To view your departments' PPMP click list/s below:  
• ppmp.2018.2019

PR DATE: PR DATE

Purpose:

Description	Qty	Unit	Unit Price	Total Price	Action
Description	1				

+

- Fill up form.
- Click on the (+) button to add more items.
- Click on the remove button to remove an item.
- Then click submit button to save record

Add Purchase Request

PR DATE: PR DATE

Purpose:

Description	Qty	Unit	Unit Price	Total Price	Action
Description	1				
Description	1				remove

+

remove

Cancel Submit

## B. Updating PR


**OLONGAPO** John d Doe

**PURCHASE REQUEST**

Purchase Request List

+ Add Request

Show 10 entries Search:

No	Purpose	PR NO	Date Added	Action
1	for office supplies	11.16-19-01-14-000	2019-01-08	

Showing 1 to 1 of 1 entries Previous 1 Next

☐ Delete Purchase Request Record/s

**OLONGAPO** John d Doe




**PURCHASE REQUEST**

Purchase Request



Kindly check PPMP(Project Procurement Management Plan) before adding your request.  
To view your departments' PPMP click list/s below.

PR DATE : 2019-01-08

Purpose : for office supplies

No	Description	Qty	Unit	Unit price	Total price	Action
1	item1	10.00	packs/s	260.00	2600	
2	item2	15.00	pieces	180.00	2700	
3	item3	20.00	bottles	200.00	4000	

Cancel Cancel

 Update 

- Click Remove button to delete specific PR item.
- Click Update button to save changes.

### C. Deleting PR

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John d Doe

PURCHASE REQUEST

Purchase Request List

+ Add Request

Show 10 entries

Search:

No	Purpose	PR NO	Date Added	Action
1	for office supplies	11.16-19-01-14-000	2019-01-08	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

☐ Delete Purchase Request Record/s

OLONGAPO

John d Doe

PURCHASE REQUEST

Purchase Request List

+ Add Request

Show 10 entries

Search:

No	Purpose	PR NO	Date Added	Action	Delete
1	for office supplies	11.16-19-01-14-000	2019-01-08	<a href="#">Edit</a>	<input type="checkbox"/> Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

☒ Delete Purchase Request Record/s [Confirm Purchase Request Deletion](#)

- Check textbox to show delete column in the table.

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John d Doe

PURCHASE REQUEST

Purchase Request List

+ Add Request

Show 10 entries

Search:

No	Purpose	PR NO	Date Added	Action	Delete
1	for office supplies	11.16-19-01-14-000	2019-01-08	<a href="#">Edit</a>	<input checked="" type="checkbox"/> Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

☒ Delete Purchase Request Record/s [Confirm Purchase Request Deletion](#)

- Check textbox of the PR to be delete

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John d Doe

MAIN NAVIGATION

Purchase Request

PURCHASE REQUEST

Purchase Request List

+ Add Request

Show 10 entries

Search:

No	Purpose	PR NO	Date Added	Action	Delete
1	for office supplies	11.16-19-01-14-000	2019-01-08	<a href="#">Edit</a>	<input checked="" type="checkbox"/> Delete

Showing 1 to 1 of 1 entries

☒ Delete Purchase Request Records

Confirm Purchase Request Deletion

Previous1Next

- Once a box is checked, the confirm deletion button will enable. Click the button to proceed deletion of PR.