USER DOCUMENTATION

PURCHASE REQUEST AND ORDER (POPR) ACCOUNT

OLONGAPO

Developed and Maintained by:

DANALEX Inc.

Nevada Square Building, Room 8

Loakan Rd, Baguio City, Philippines 2600

SUMMARY CONTENT

PURCHASE ORDER
- Updating of PO Number

BAC LIST
- Pending PR for PO numbering

SUPPLIER LIST
- Management of Suppliers data

PURCHASE REQUEST
- Viewing of PR for PR numbering

DEPARTMENT CODE
- View of Department codes
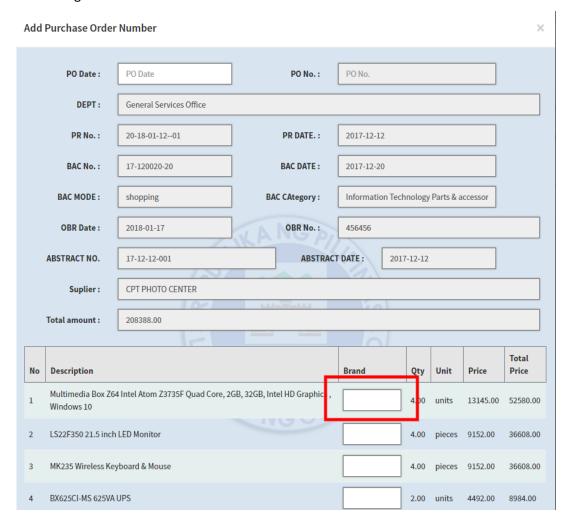
I. PURCHASE ORDER
- Updating of PO Number
- Generate PO report

PURCHASE ORDER
Republic of the Philippines
City of Olongapo

Supplier:	CPT PHOTO CENTER	PO No.:	19-20-0-0110-000
Address:	2067 Rizal Ave., W.B.B., Olongapo City	Date.:	2019-01-10
		Mode of Procurement:	shopping
		P.R No:/s :	20-18-01-12--01

Gentelmen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

| Place of Delivery: | _____ | Delivery Term: | _____ |
| Date of Delivery: | _____ | Payment Term: | _____ |

Item No.	UNIT	QUANTITY	DESCRIPTION	UNIT COST	AMOUNT
1	units	4.00	Multimedia Box Z64 Intel Atom Z3735F Quad Core, 2GB, 32GB, Intel HD Graphics , Windows 10	13,145.00	52,580.00
2	pieces	4.00	LS22F350 21.5 inch LED Monitor	9,152.00	36,608.00
3	pieces	4.00	MK235 Wireless Keyboard & Mouse	9,152.00	36,608.00
4	units	2.00	BX625CI-MS 625VA UPS	4,492.00	8,984.00
5	units	3.00	Bottomless Printer Scanner/Printer, Print Method: On-demand ink jet, Max print resolution: 5760x 1440dpi, Max copy size: A4, letter	10,602.00	31,806.00
6	units	1.00	Projector 2800 ANSI Lumens XGA	41,802.00	41,802.00

II. BAC LIST
- List of PRs that is pending for PO numbering
- Adding of brand names of the PR items

Add Purchase Order Number   ✕

PO Date :	PO Date	PO No. :	PO No.

DEPT :	General Services Office

PR No. :	20-18-01-12--01	PR DATE. :	2017-12-12

BAC No. :	17-120020-20	BAC DATE :	2017-12-20

BAC MODE :	shopping	BAC CAtegory :	Information Technology Parts & accessor

OBR Date :	2018-01-17	OBR No. :	456456

ABSTRACT NO.	17-12-12-001	ABSTRACT DATE :	2017-12-12

Suplier :	CPT PHOTO CENTER

Total amount :	208388.00

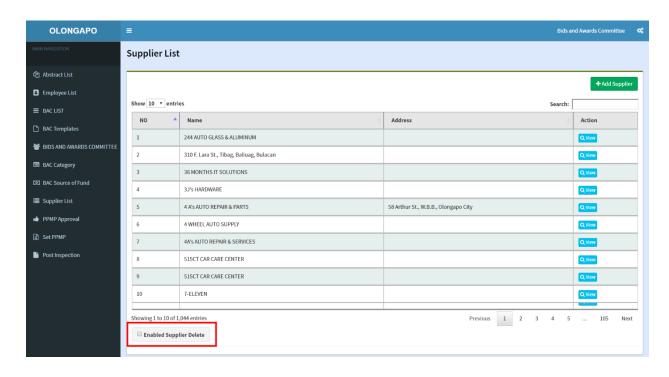| No	Description	Brand	Qty	Unit	Price	Total Price
1	Multimedia Box Z64 Intel Atom Z3735F Quad Core, 2GB, 32GB, Intel HD Graphic , Windows 10		4.00	units	13145.00	52580.00
2	LS22F350 21.5 inch LED Monitor		4.00	pieces	9152.00	36608.00
3	MK235 Wireless Keyboard & Mouse		4.00	pieces	9152.00	36608.00
4	BX625CI-MS 625VA UPS		2.00	units	4492.00	8984.00

III. SUPPLIER LIST
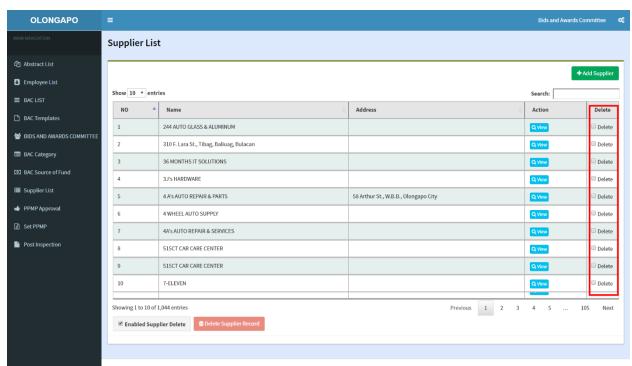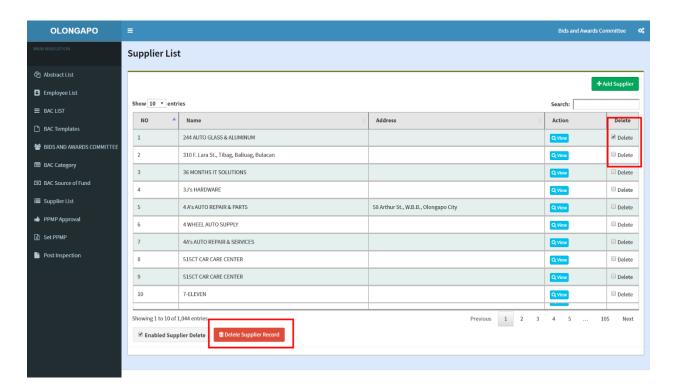
- Options for supplies list in filling up Abstract Form

A. Add Supplier
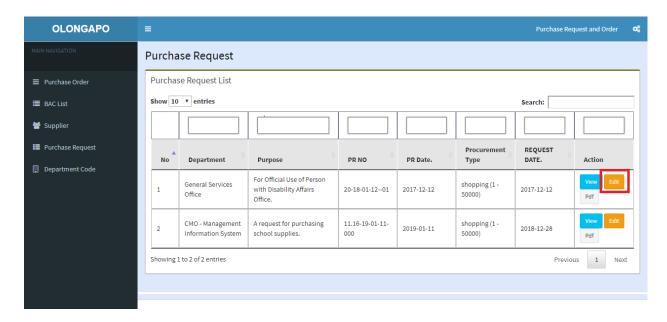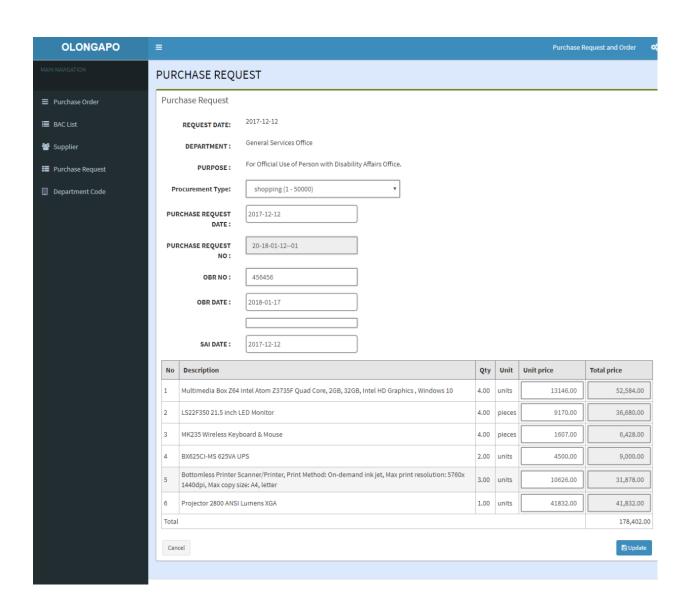

B. Update Supplier

C. Delete Supplier

IV.   PURCHASE REQUEST

- Updating PR Item prices
- Adding or PR Number, OBR Number and SAI Number
- Generating PR Report

PURCHASE REQUEST

- ☰ Purchase Order
- ☰ BAC List
- 👥 Supplier
- ☰ Purchase Request
- 📖 Department Code

Purchase Request

REQUEST DATE: 2017-12-12

DEPARTMENT : General Services Office

PURPOSE : For Official Use of Person with Disability Affairs Office.

Procurement Type: shopping (1 - 50000) ▼

PURCHASE REQUEST DATE : 2017-12-12

PURCHASE REQUEST NO : 20-18-01-12--01

OBR NO : 456456

OBR DATE : 2018-01-17

SAI DATE : 2017-12-12

No	Description	Qty	Unit	Unit price	Total price
1	Multimedia Box Z64 Intel Atom Z3735F Quad Core, 2GB, 32GB, Intel HD Graphics , Windows 10	4.00	units	13146.00	52,584.00
2	LS22F350 21.5 inch LED Monitor	4.00	pieces	9170.00	36,680.00
3	MK235 Wireless Keyboard & Mouse	4.00	pieces	1607.00	6,428.00
4	BX625CI-MS 625VA UPS	2.00	units	4500.00	9,000.00
5	Bottomless Printer Scanner/Printer, Print Method: On-demand ink jet, Max print resolution: 5760x 1440dpi, Max copy size: A4, letter	3.00	units	10626.00	31,878.00
6	Projector 2800 ANSI Lumens XGA	1.00	units	41832.00	41,832.00
Total					178,402.00

Cancel   💾Update

V.   DEPARTMENT CODE
- Viewing of department code

MAIN NAVIGATION

☰ Purchase Order
☰ BAC List
👥 Supplier
☰ Purchase Request
▤ Department Code

Department Code

Show [10 ▾] entries   Search: [   ]

Dept ▲	Dept-Code	Title	Sub Depts
1	1	City Accounting Department	0
2	2	City Administrator's Office	0
3	3	City Assessor's Office	0
4	4	City Budget Office	0
5	5	City Civil Registry Office	0
6	6	City Council's Office	0
7	7	City Engineering Department	0
8	8	City Agriculture Department	0
9	9	City Health Department	0
10	10	City Legal Office	0

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