

USER DOCUMENTATION

**ABSTRACT ACCOUNT**

OLONGAPO

Developed and Maintained by:

DANALEX Inc.

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Loakan Rd, Baguio City, Philippines 2600

## **SUMMARY CONTENT**

### **PURCHASE REQUEST**

- Adding of Abstract Number and Suppliers Data

### **ABSTRACT LIST**

- Viewing of PR with abstract number

### **SUPPLIER LIST**

- Management of Supplier Data

### **ABSTRACT SIGNED**

- Setting of BAC Abstract Signed

## I. PURCHASE REQUEST

- Contains PR that has a PR number and been processed by the POPR Account
- List of purchase request pending for adding Abstract number and contractors/suppliers

The screenshot shows the 'Purchase Request' section of the OLONGAPO system. On the left is a dark sidebar with 'MAIN NAVIGATION' containing links for 'Purchase Request', 'Abstract List', 'Supplier List', and 'Abstract Signee'. The main area is titled 'Purchase Request' and contains a 'Purchase Request List' table. Above the table, there is a 'Show 10 entries' dropdown and a 'Search:' input field. The table has columns: No, Description, PR NO, PR Date, PR Dept, PR Sub-Dept, Qty, Unit, and Action. One entry is visible with No. 10, Description 'A-1 AGRO FERTILIZERS & CHEMICAL SUPPLY', PR NO '11.16-19-01-17-001', PR Date '2019-01-17', PR Dept '11', PR Sub-Dept '16', Qty '1.00', and Unit 'bottles'. The Action column for this entry has a blue 'Abstract' button. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' pagination controls.

### A. Adding of Abstract number

The screenshot shows the 'Add Abstract' form. It has several input fields: 'DEPT.' (CMO - Management Information System), 'PR NO.' (11.16-19-01-17-001), 'OBR NO.' (123123), 'ABSTRACT NO.' (19-01-02-001, highlighted with a red box), and 'PROCUREMENT TYPE' (shopping (1 - 50000)). On the right side, there are date fields: 'PR DATE.' (2019-01-17), 'OBR DATE' (2019-01-15), and 'ABSTRACT DATE' (2019-01-02). At the bottom right, there is a green '+ Add Supplier' button (highlighted with a red box). Below the form is a table with columns: No, Description, Price, Qty, unit, and a 'Remove' button. The table contains one item: 'A-1 AGRO FERTILIZERS & CHEMICAL SUPPLY' with a price of '4 WHEEL AUTO SUPPLY'.

### B. Adding of Supplier

PR NO. 11.16-19-01-17-001  
 OBR NO. 123123  
 ABSTRACT NO. 19-01-02-001  
 PROCUREMENT TYPE: shopping (1 - 50000)

OBR DATE: 2019-01-15  
 ABSTRACT DATE: 2019-01-02

[+ Add Supplier](#)

No	Description	Price	Qty	unit	A-1 AGRO FERTILIZERS & CHEMICAL SUPPLY	4 WHEEL AUTO SUPPLY
1	item1	185.24	18.00	boxes	188.88 3,399.84	196.54 3,537.72
2	item2	220.50	10.00	pad	205.30 2,053.00	207.14 2,071.40
3	item3	253.25	20.00	pieces	250.25 5,005.00	255.36 5,107.20
4	item4	2544.10	25.00	packs/s	2,540.10 63,502.50	2,550.47 63,761.75

[Cancel](#) [Submit](#)

## II. ABSTRACT LIST

- List of PR that has already an Abstract number and contractors/suppliers
  - Updating and deleting of Abstract data
  - Generate Abstract Report
- ### A. Updating of Abstract

OLONGAPO Abstract of Records

MAIN NAVIGATION

- Purchase Request
- Abstract List
- Supplier List
- Abstract Signee

### ABSTRACT LIST

Show 10 entries Search:

No	Abstract Control NO.	Abstract Date.	PR NO	PR Date.	Action
1	17-12-12-001	17-12-12	20-18-01-12-01	19-01-17	<a href="#">View</a> <a href="#">Print</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries Previous 1 Next

Update Abstract

DEPT.

General Services Office

PR NO.

20-18-01-12-01

OBR NO.

456456

ABSTRACT NO.

17-12-12-001

PROCUREMENT TYPE:

shopping (1 - 50000)

PR DATE :

2017-12-12

OBR DATE :

2018-01-17

ABSTRACT DATE :

2017-12-12

+ Add Supplier

No	Description	Remarks	Qty	unit	CPT PHOTO CENTER	KING NJP GENERAL MERC-	MANILA MERCHANDISING	Supplier Description
					<input type="checkbox"/> Remove	<input type="checkbox"/> Remove	<input type="checkbox"/> Remove	<input type="checkbox"/> Remove
ITEMS								
					Unit Price	Total Price	Unit Price	Total Price
1	Multimedia Box Z64 Intel Atom Z3735F Quad Core, 2GB, 32GB, Intel HD Graphics , Windows 10	null	4.00	units	13,145.0	52,580.0	13,141.0	52,564.0
2	LS22F350 21.5 inch LED Monitor	null	4.00	pieces	9,152.00	36,608.0	9,151.00	36,604.0
3	MK235 Wireless Keyboard & Mouse	null	4.00	pieces	9,152.00	36,608.0	9,151.00	36,604.0
4	BX625CI-MS 625VA UPS	null	2.00	units	4,492.00	8,984.00	4,491.00	8,982.00

## B. Deleting of Abstract

OLONGAPO		Abstract of Records													
MAIN NAVIGATION		ABSTRACT LIST													
<ul style="list-style-type: none"> <li>Purchase Request</li> <li>Abstract List</li> <li>Supplier List</li> <li>Abstract Signee</li> </ul>		<div> <div>Show 10 entries</div> <div>Search:</div> </div> <table> <tr> <th>No</th><th>Abstract Control NO.</th><th>Abstract Date.</th><th>PR NO</th><th>PR Date.</th><th>Action</th></tr> <tr> <td>1</td><td>17-12-12-001</td><td>17-12-12</td><td>20-18-01-12-01</td><td>19-01-17</td><td> <div>View</div> <div>Delete</div> </td></tr> </table> <div>Showing 1 to 1 of 1 entries</div> <div> <div>Previous</div> <div>1</div> <div>Next</div> </div>		No	Abstract Control NO.	Abstract Date.	PR NO	PR Date.	Action	1	17-12-12-001	17-12-12	20-18-01-12-01	19-01-17	<div>View</div> <div>Delete</div>
No	Abstract Control NO.	Abstract Date.	PR NO	PR Date.	Action										
1	17-12-12-001	17-12-12	20-18-01-12-01	19-01-17	<div>View</div> <div>Delete</div>										

### C. Generate Abstract Report

ABSTRACT LIST					
<div> <div> <div> <div></div> <div>OLONGAPO</div> </div> <div> <div></div> <div>Abstract of Records</div> </div> </div> <div> <div></div> <div>MAIN NAVIGATION</div> </div> <div> <div></div> <div>Purchase Request</div> </div> <div> <div></div> <div>Abstract List</div> </div> <div> <div></div> <div>Supplier List</div> </div> <div> <div></div> <div>Abstract Signee</div> </div> </div>					
Show <div>10</div> entries				Search: <input type="text"/>	
No	Abstract Control NO.	Abstract Date.	PR NO	PR Date.	Action
1	17-12-12-001	17-12-12	20-18-01-12-01	19-01-17	<div>View</div> <div>Pdf</div> <div>Delete</div>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Showing 1 to 1 of 1 entries				Previous <div>1</div> Next	

Republic of the Philippines <b>CITY OF OLONGAPO</b> <b>ABSTRACT OF RECORDS OF PROCUREMENT THRU</b> <b>ALTERNATIVE MODE OF PROCUREMENT</b>					Control No. _____ 17-12-12-001 Date _____ 12-12-2017 Purchase Request (PR) No. _____ 20-18-01-12-01 Date _____ 12-12-2017				
Abstract of Public or ———shopping——— and award for the Purchase/Procurement/Acquisition of OFFICE SUPPLIES AND/OR PROPERTY									
Item No.	NAME OF ARTICLE BEING REQUESTIONED	Qty.	Unit	NAME OF DEALERS/SUPPLIERS OR CONTRACTORS					
				CPT PHOTO CENTER		KING NIP GENERAL MERCHANDISE		MANILA MERCHANDISING	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Multimedia Box Z64 Intel Atom Z3735F Quad Core, 2GB, 32GB, Intel HD Graphics , Windows 10	4.00	units	13,145.00	52,580.00	13,141.00	52,564.00	13,140.00	52,560.00
2	LS2F350 21.5 inch LED Monitor	4.00	pieces	9,152.00	36,608.00	9,151.00	36,604.00	9,150.00	36,600.00
3	MK235 Wireless Keyboard & Mouse	4.00	pieces	9,152.00	36,608.00	9,151.00	36,604.00	9,150.00	36,600.00
4	BX625CI-MS 625VA UPS	2.00	units	4,492.00	8,984.00	4,491.00	8,982.00	4,490.00	8,980.00
5	Bottomless Printer Scanner/Printer, Print Method: On-demand ink jet, Max print resolution: 5760x 1440dpi, Max copy size: A4, letter	3.00	units	10,602.00	31,806.00	10,601.00	31,803.00	10,600.00	31,800.00
6	Projector 2800 ANSI Lumens XGA	1.00	units	41,802.00	41,802.00	41,801.00	41,801.00	41,800.00	41,800.00
				<b>208388.00</b>		<b>208358.00</b>		<b>208340.00</b>	

**BIDS AND AWARDS COMMITTEE**

We hereby certify that the foregoing abstract of bid proposal or canvasses are correct that we are present when such bid proposals of canvasses for the above item were opened at \_\_\_\_\_  
 (Note: at least three (3) price quotations for canvass).

AWARD(S) IS HEREBY GIVEN TO CPT.PHOTO.CENTER on item nos. 1.to.6 as the prices offered by it/item is/are the lowest/highest calculated/rated responsive bid and the same is/are considered reasonable and advantageous to the City Government.

<u>ALISON KOEPP</u>	<u>ALF DICKINSON</u>	<u>ABEL ANDERSON</u>	<u>BEATRICE MOEN</u>	<u>BONNIE WUCKERT</u>	<u>ANGELICA RITOHIE</u>
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### III. SUPPLIER LIST

- Options for supplies list in filling up Abstract Form

#### A. Add Supplier

The screenshot displays the OLONGAPO Supplier List interface. On the left is a dark sidebar with a 'MAIN NAVIGATION' menu containing items like Abstract List, Employee List, BAC LIST, BAC Templates, BIDS AND AWARDS COMMITTEE, BAC Category, BAC Source of Fund, Supplier List, PPMP Approval, Set PPMP, and Post Inspection. The main content area is titled 'Supplier List' and features a '+ Add Supplier' button in a green box at the top right. Below this is a search bar and a table with columns: NO, Name, Address, and Action. The table lists 10 suppliers, with the first one being '244 AUTO GLASS & ALUMINUM'. At the bottom, it shows 'Showing 1 to 10 of 1,044 entries' and a pagination control with 'Previous', '1', '2', '3', '4', '5', '...', '105', and 'Next'. There is also an 'Enabled Supplier Delete' checkbox.

NO	Name	Address	Action
1	244 AUTO GLASS & ALUMINUM		<a href="#">Q View</a>
2	310 F. Lara St., Tibag, Baliuag, Bulacan		<a href="#">Q View</a>
3	36 MONTHS IT SOLUTIONS		<a href="#">Q View</a>
4	3J's HARDWARE		<a href="#">Q View</a>
5	4 A's AUTO REPAIR & PARTS	58 Arthur St., W.B.B., Olongapo City	<a href="#">Q View</a>
6	4 WHEEL AUTO SUPPLY		<a href="#">Q View</a>
7	4A's AUTO REPAIR & SERVICES		<a href="#">Q View</a>
8	515CT CAR CARE CENTER		<a href="#">Q View</a>
9	515CT CAR CARE CENTER		<a href="#">Q View</a>
10	7-ELEVEN		<a href="#">Q View</a>

#### B. Update Supplier

This screenshot shows the same OLONGAPO Supplier List interface as the previous one. In this view, the 'Q View' button for the first supplier, '244 AUTO GLASS & ALUMINUM', is highlighted with a red box. The rest of the interface, including the sidebar, search bar, table, and pagination, remains identical.

NO	Name	Address	Action
1	244 AUTO GLASS & ALUMINUM		<a href="#">Q View</a>
2	310 F. Lara St., Tibag, Baliuag, Bulacan		<a href="#">Q View</a>
3	36 MONTHS IT SOLUTIONS		<a href="#">Q View</a>
4	3J's HARDWARE		<a href="#">Q View</a>
5	4 A's AUTO REPAIR & PARTS	58 Arthur St., W.B.B., Olongapo City	<a href="#">Q View</a>
6	4 WHEEL AUTO SUPPLY		<a href="#">Q View</a>
7	4A's AUTO REPAIR & SERVICES		<a href="#">Q View</a>
8	515CT CAR CARE CENTER		<a href="#">Q View</a>
9	515CT CAR CARE CENTER		<a href="#">Q View</a>
10	7-ELEVEN		<a href="#">Q View</a>

## C. Delete Supplier

OLONGAPO

Bids and Awards Committee

MAIN NAVIGATION

Abstract List

Employee List

BAC LIST

BAC Templates

BIDS AND AWARDS COMMITTEE

BAC Category

BAC Source of Fund

Supplier List

PPMP Approval

Set PPMP

Post Inspection

Supplier List

+ Add Supplier

Show 10 entries

Search:

NO	Name	Address	Action
1	244 AUTO GLASS & ALUMINUM		<a href="#">Q View</a>
2	310 F. Lara St., Tibag, Baliuag, Bulacan		<a href="#">Q View</a>
3	36 MONTHS IT SOLUTIONS		<a href="#">Q View</a>
4	3J's HARDWARE		<a href="#">Q View</a>
5	4 A's AUTO REPAIR & PARTS	58 Arthur St., W.B.B., Olongapo City	<a href="#">Q View</a>
6	4 WHEEL AUTO SUPPLY		<a href="#">Q View</a>
7	4A's AUTO REPAIR & SERVICES		<a href="#">Q View</a>
8	515CT CAR CARE CENTER		<a href="#">Q View</a>
9	515CT CAR CARE CENTER		<a href="#">Q View</a>
10	7-ELEVEN		<a href="#">Q View</a>

Showing 1 to 10 of 1,044 entries

Previous 1 2 3 4 5 ... 105 Next

☒ Enabled Supplier Delete

OLONGAPO

Bids and Awards Committee

MAIN NAVIGATION

Abstract List

Employee List

BAC LIST

BAC Templates

BIDS AND AWARDS COMMITTEE

BAC Category

BAC Source of Fund

Supplier List

PPMP Approval

Set PPMP

Post Inspection

Supplier List

+ Add Supplier

Show 10 entries

Search:

NO	Name	Address	Action	Delete
1	244 AUTO GLASS & ALUMINUM		<a href="#">Q View</a>	<input type="checkbox"/> Delete
2	310 F. Lara St., Tibag, Baliuag, Bulacan		<a href="#">Q View</a>	<input type="checkbox"/> Delete
3	36 MONTHS IT SOLUTIONS		<a href="#">Q View</a>	<input type="checkbox"/> Delete
4	3J's HARDWARE		<a href="#">Q View</a>	<input type="checkbox"/> Delete
5	4 A's AUTO REPAIR & PARTS	58 Arthur St., W.B.B., Olongapo City	<a href="#">Q View</a>	<input type="checkbox"/> Delete
6	4 WHEEL AUTO SUPPLY		<a href="#">Q View</a>	<input type="checkbox"/> Delete
7	4A's AUTO REPAIR & SERVICES		<a href="#">Q View</a>	<input type="checkbox"/> Delete
8	515CT CAR CARE CENTER		<a href="#">Q View</a>	<input type="checkbox"/> Delete
9	515CT CAR CARE CENTER		<a href="#">Q View</a>	<input type="checkbox"/> Delete
10	7-ELEVEN		<a href="#">Q View</a>	<input type="checkbox"/> Delete

Showing 1 to 10 of 1,044 entries

Previous 1 2 3 4 5 ... 105 Next

☒ Enabled Supplier Delete ☐ Delete Supplier Record



OLONGAPO

Bids and Awards Committee

MAIN NAVIGATION

- Abstract List
- Employee List
- BAC LIST
- BAC Templates
- BIDS AND AWARDS COMMITTEE
- BAC Category
- BAC Source of Fund
- Supplier List
- PPMP Approval
- Set PPMP
- Post Inspection

Supplier List

+ Add Supplier

Show 10 entries

Search:

NO	Name	Address	Action	Delete
1	244 AUTO GLASS & ALUMINUM		<a href="#">View</a>	<input checked="" type="checkbox"/> Delete
2	310 F. Lara St., Tibag, Baliuag, Bulacan		<a href="#">View</a>	<input type="checkbox"/> Delete
3	36 MONTHS IT SOLUTIONS		<a href="#">View</a>	<input type="checkbox"/> Delete
4	3J's HARDWARE		<a href="#">View</a>	<input type="checkbox"/> Delete
5	4 A's AUTO REPAIR & PARTS	58 Arthur St., W.B.B., Olongapo City	<a href="#">View</a>	<input type="checkbox"/> Delete
6	4 WHEEL AUTO SUPPLY		<a href="#">View</a>	<input type="checkbox"/> Delete
7	4A's AUTO REPAIR & SERVICES		<a href="#">View</a>	<input type="checkbox"/> Delete
8	515CT CAR CARE CENTER		<a href="#">View</a>	<input type="checkbox"/> Delete
9	515CT CAR CARE CENTER		<a href="#">View</a>	<input type="checkbox"/> Delete
10	7-ELEVEN		<a href="#">View</a>	<input type="checkbox"/> Delete

Showing 1 to 10 of 1,044 entries

[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[...](#)
[105](#)
[Next](#)

☒ Enabled Supplier Delete

#### IV. ABSTRACT SIGNEE

- Custom updating/adding of abstract signee

OLONGAPO

Abstract of Records

MAIN NAVIGATION

- Purchase Request
- Abstract List
- Supplier List
- Abstract Signee

ABSTRACT SIGNEE

Requisitioning Office

Name

Alison Koepp

Position

Secretary to the Mayor/End User

Officer

Name

Alf Dickinson

Position

OIC-City Engineer

BAC Members

Name

Abel Anderson

Position

City Budget Office

BAC Members

Name

Beatrice Moen

Position

City Administrator

BAC Members

Name

Bonnie Wuckert

Position

OIC GSO

