

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

OLONGAPO

Purchase Request and Order

MAIN NAVIGATION

Purchase Order

BAC List

Supplier

Purchase Request

Department Code

BAC LIST

Show 10 entries

Search:

No	PR NO	PR Dept	PR Date.	PO NO	PO DATE	PR Total	OBR DATE	OBR Control No.	
1	20-18-01-12-01	General Services Office	19-01-17	19-20-0-0110-000	19-01-10	Php 208,388.00	456456	2018-01-17	<div>Update</div> <div>pdf</div>

Showing 1 to 1 of 1 entries

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OLONGAPO

Purchase Request and Order

MAIN NAVIGATION

Purchase Order

BAC List

Supplier

Purchase Request

Department Code

BAC LIST

Show 10 entries

Search:

No	PR NO	PR Dept	PR Date.	PO NO	PO DATE	PR Total	OBR DATE	OBR Control No.	
1	20-18-01-12-01	General Services Office	19-01-17	19-20-0-0110-000	19-01-10	Php 208,388.00	456456	2018-01-17	<div>Update</div> <div>pdf</div>

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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

Gentlemen:
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 :	<input type="text" value="PO Date"/>	PO No. :	<input type="text" value="PO No."/>
DEPT :	<input type="text" value="General Services Office"/>		
PR No. :	<input type="text" value="20-18-01-12--01"/>	PR DATE. :	<input type="text" value="2017-12-12"/>
BAC No. :	<input type="text" value="17-120020-20"/>	BAC DATE :	<input type="text" value="2017-12-20"/>
BAC MODE :	<input type="text" value="shopping"/>	BAC Category :	<input type="text" value="Information Technology Parts & accessor"/>
OBR Date :	<input type="text" value="2018-01-17"/>	OBR No. :	<input type="text" value="456456"/>
ABSTRACT NO.	<input type="text" value="17-12-12-001"/>	ABSTRACT DATE :	<input type="text" value="2017-12-12"/>
Supplier :	<input type="text" value="CPT PHOTO CENTER"/>		
Total amount :	<input type="text" value="208388.00"/>		

No	Description	Brand	Qty	Unit	Price	Total Price
1	Multimedia Box Z64 Intel Atom Z3735F Quad Core, 2GB, 32GB, Intel HD Graphics , Windows 10	<input style="border: 2px solid red;" type="text"/>	4.00	units	13145.00	52580.00
2	LS22F350 21.5 inch LED Monitor	<input type="text"/>	4.00	pieces	9152.00	36608.00
3	MK235 Wireless Keyboard & Mouse	<input type="text"/>	4.00	pieces	9152.00	36608.00
4	BX625CI-MS 625VA UPS	<input type="text"/>	2.00	units	4492.00	8984.00

III. SUPPLIER LIST

- Options for supplies list in filling up Abstract Form

A. Add Supplier

OLONGAPO

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

Bids and Awards Committee

Supplier List

+ Add Supplier

Show 10 entries

Search:

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

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☐ Enabled Supplier Delete

B. Update Supplier

OLONGAPO

MAIN NAVIGATION

Abstract List

Employee List

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BAC Templates

BIDS AND AWARDS COMMITTEE

BAC Category

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1	244 AUTO GLASS & ALUMINUM		Q View
2	310 F. Lara St., Tibag, Baliuag, Bulacan		Q View
3	36 MONTHS IT SOLUTIONS		Q View
4	3J's HARDWARE		Q View
5	4 A's AUTO REPAIR & PARTS	58 Arthur St., W.B.B., Olongapo City	Q View
6	4 WHEEL AUTO SUPPLY		Q View
7	4A's AUTO REPAIR & SERVICES		Q View
8	515CT CAR CARE CENTER		Q View
9	515CT CAR CARE CENTER		Q View
10	7-ELEVEN		Q View

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☐ Enabled Supplier Delete

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

Show 10 entries

Search:

+ Add Supplier

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

Showing 1 to 10 of 1,044 entries

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☐ 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

Show 10 entries

Search:

+ Add Supplier

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

Showing 1 to 10 of 1,044 entries

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☒ 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

Show 10 entries

Search:

+ Add Supplier

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

Showing 1 to 10 of 1,044 entries

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Next

☒ Enabled Supplier Delete

☐ Delete Supplier Record

IV. PURCHASE REQUEST

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

OLONGAPO

Purchase Request and Order

MAIN NAVIGATION

- Purchase Order
- BAC List
- Supplier
- Purchase Request
- Department Code

Purchase Request

Purchase Request List

Show 10 entries

Search:

No	Department	Purpose	PR NO	PR Date.	Procurement Type	REQUEST DATE.	Action
1	General Services Office	For Official Use of Person with Disability Affairs Office.	20-18-01-12--01	2017-12-12	shopping (1 - 50000)	2017-12-12	View Pdf Edit
2	CMO - Management Information System	A request for purchasing school supplies.	11.16-19-01-11-000	2019-01-11	shopping (1 - 50000)	2018-12-28	View Pdf Edit

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OLONGAPO

Purchase Request and Order

MAIN NAVIGATION

Purchase Order

BAC List

Supplier

Purchase Request

Department Code

PURCHASE REQUEST

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

OLONGAPO

Purchase Request and Order

MAIN NAVIGATION

Purchase Order

BAC List

Supplier

Purchase Request

Department Code

Department Code

Show10entries

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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