USER DOCUMENTATION

BIDS AND AWARDS (BAC) ACCOUNT

OLONGAPO

Developed and Maintained by:

DANALEX Inc.

Nevada Square Building, Room 8

Loakan Rd, Baguio City, Philippines 2600



SUMMARY CONTENT

ABSTRACT LIST

Adding/updating/deleting of BAC Control Information

EMPLOYEE LIST

• Viewing of employee list

BAC LIST

- Viewing of processed PR
- Generation of BAC Resolution Report (Shopping, Negotiated, etc.)

BAC TEMPLATES

• Setting of BAC Resolution report formats

BIDS AND AWARDS COMMITTEE

• Setting of BAC Resolution report signatories (committee, approved, attested)

BAC CATEGORY

• Setting of purchase requests' category

BAC SOURCE OF FUND

Setting of purchase requests' source of fund

SUPPLIER LIST

• Management of suppliers data

PPMP APPROVAL

• Approval of purchase request

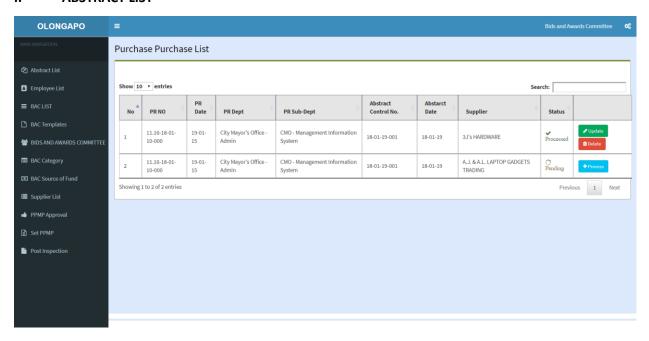
SET PPMP

• Uploading of PPMP documents per department

POST INSPECTION

• Generating Post Inspection form for vehicular repairs

I. ABSTRACT LIST



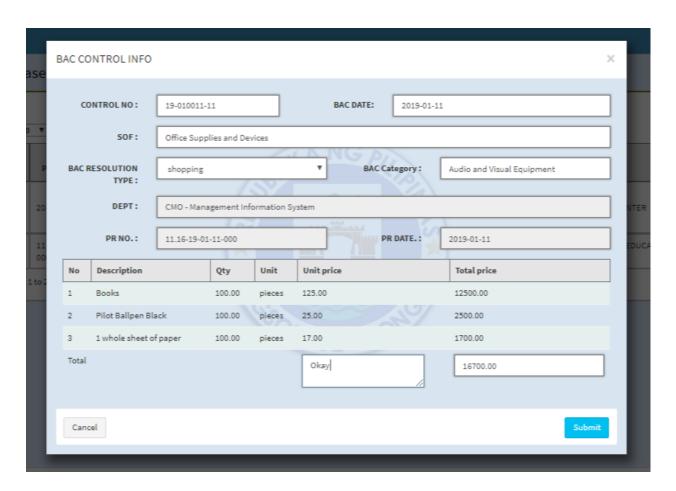
• Contains PR that has been processed by the Abstract Account

A. ADDING BAC CONTROL INFORMATION

1. Click process button to set BAC Control Info



2. Fill up form and click Submit button to save record.

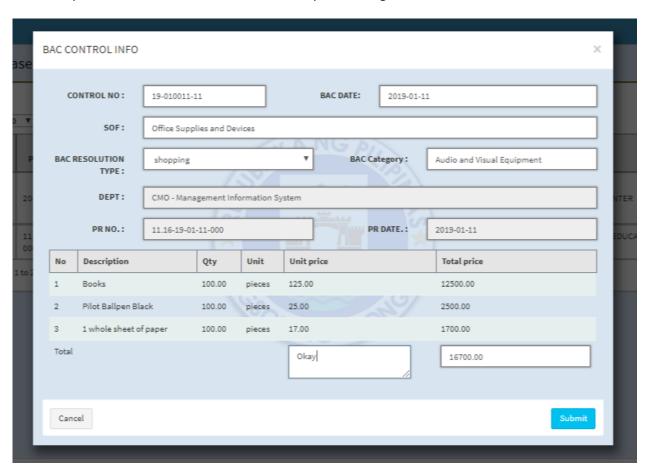


B. UPDATING BAC CONTROL INFORMATION

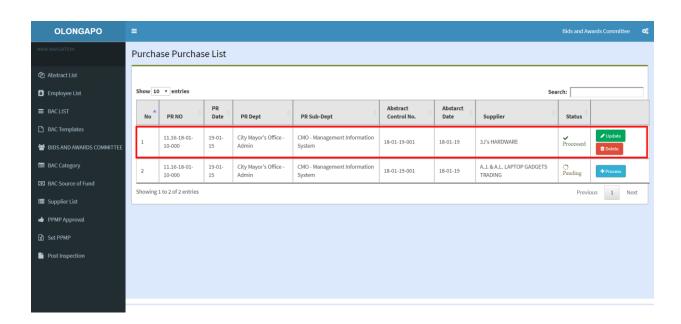
1. Click Update button to update BAC Control Info



2. Update data then click Submit button to update changes.

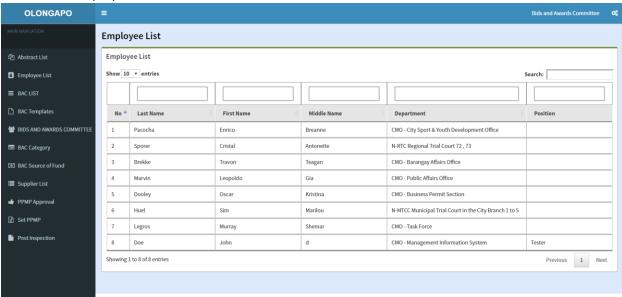


C. DELETING BAC CONTROL INFORMATION



II. EMPLOYEE LIST

• View of employee details.



III. BAC LIST

- List of PRs that has already a BAC Control Information
- Generating of BAC Resolution report
- A. Generate BAC Resolution report
- 1. Click view button



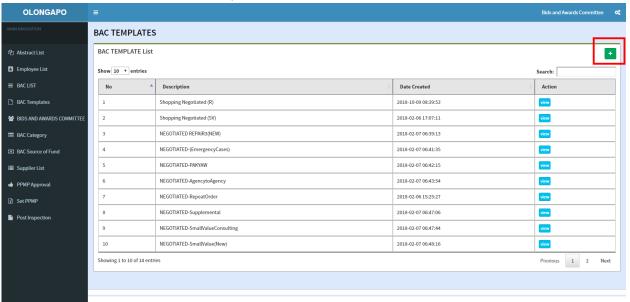
2. Choose template, paper size and paper orientation then click Submit to generate report *Template options, content and signatories can be set dynamically. Please refer to item IV and item V



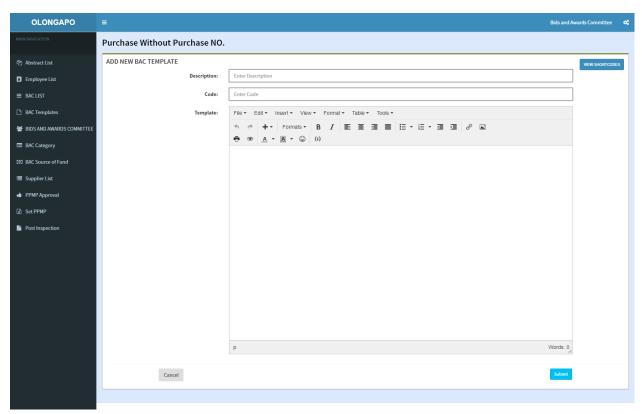


IV. BAC TEMPLATES

- Custom formatting and content of the different BAC Resolution formats
- A. Adding new template
- 1. Click (+) button to add new template

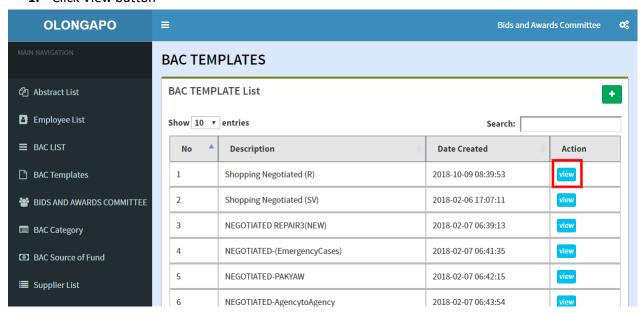


2. Fill up form and submit to save new template

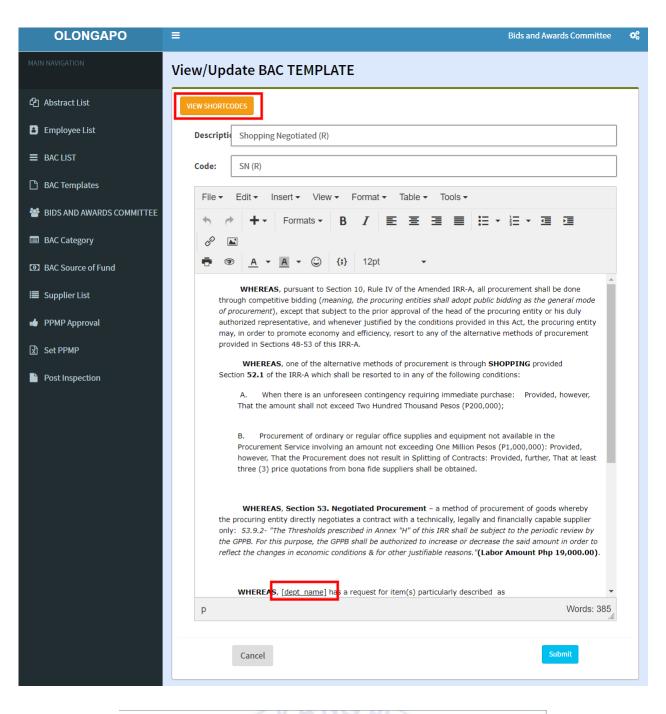


B. Update template

1. Click View button



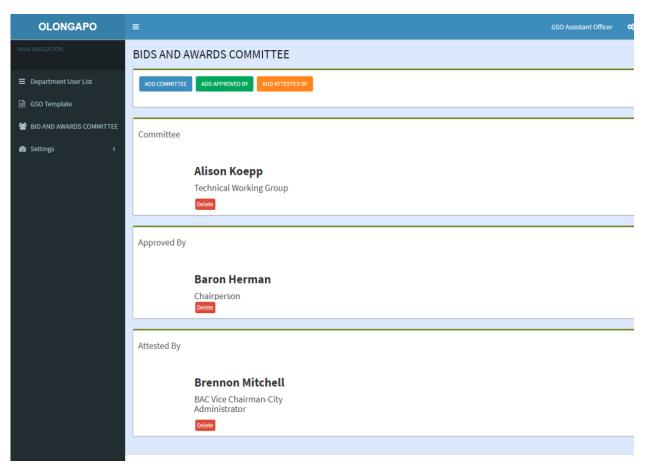
- **2.** Update content and click submit button to save changes.
- **3.** Use **SHORTCODES.** These short codes (ex. **[dept_name])** will dynamically generate data basing on the data from the PR.



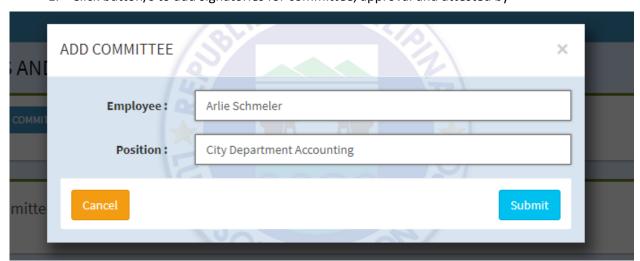


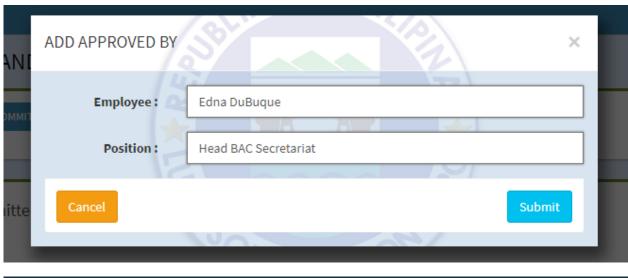
V. BIDS AND AWARDS COMMITTEE

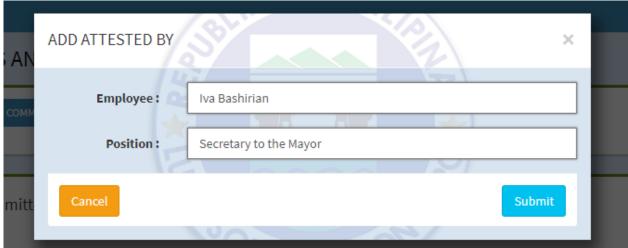
Updating of BAC signatories



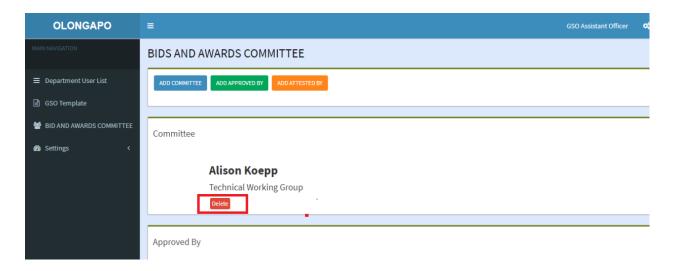
- A. Adding of signatories
- 1. Click button/s to add signatories for committee, approval and attested by





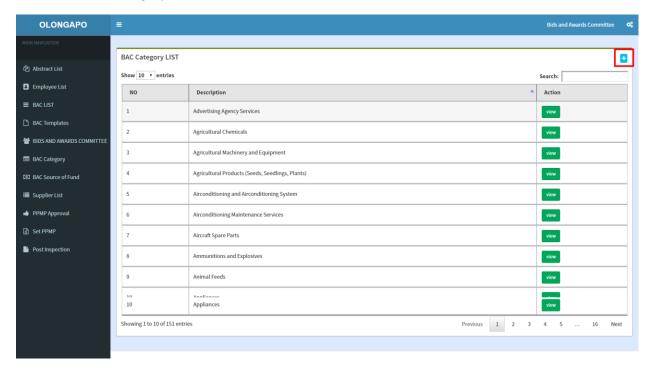


- 2. Click submit to save record.
- B. Delete signatories

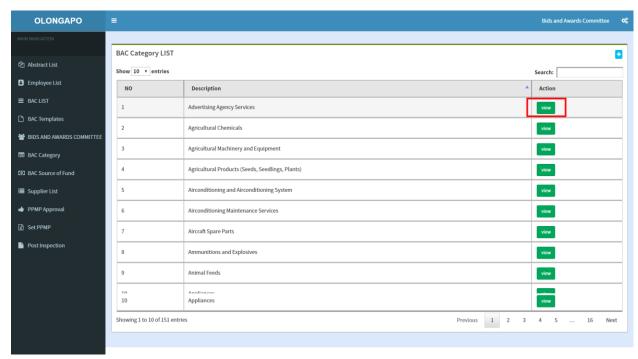


VI. BAC CATEGORY

- Options for textbox category in filling up form in BAC Control Information
- A. Add Category

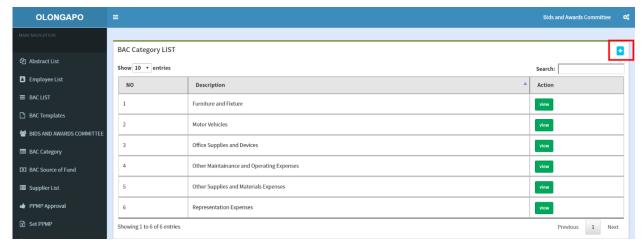


B. Update Category



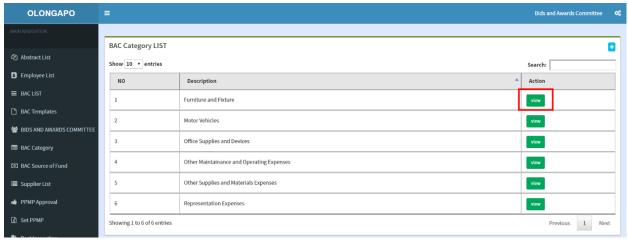
VII. BAC SOURCE OF FUND

- Options for textbox source of fund(SOF) in filling up form in BAC Control Information
- A. Add Source of Fund





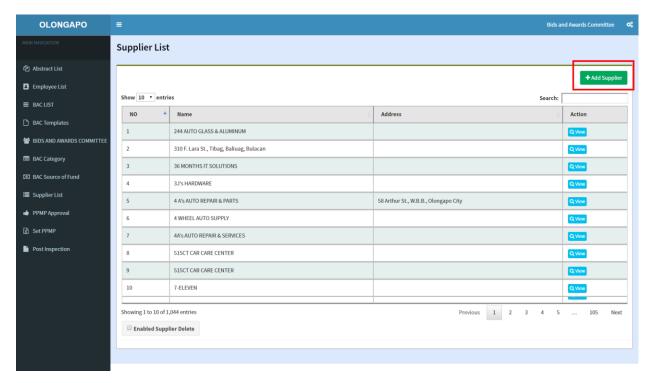
B. Update Source of Fund



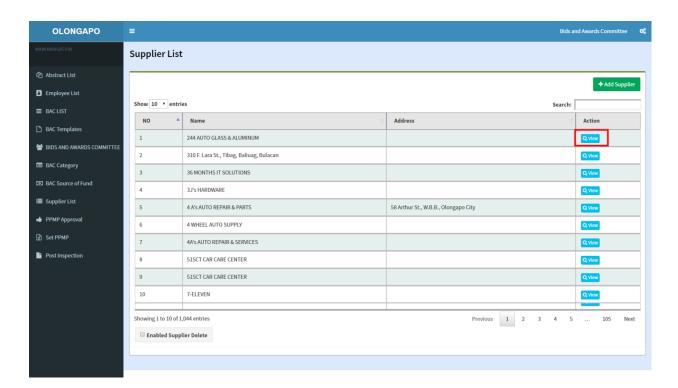


VIII. SUPPLIER LIST

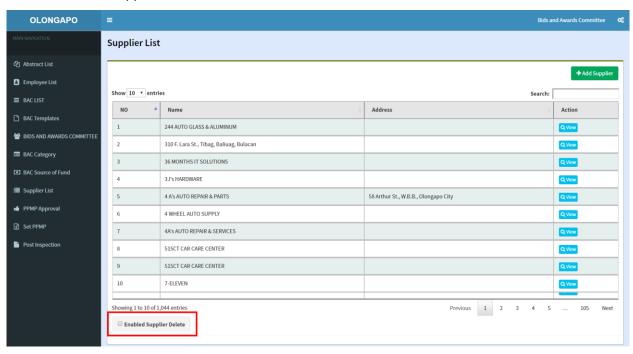
- Options for supplies list in filling up Abstract Form
- A. Add Supplier

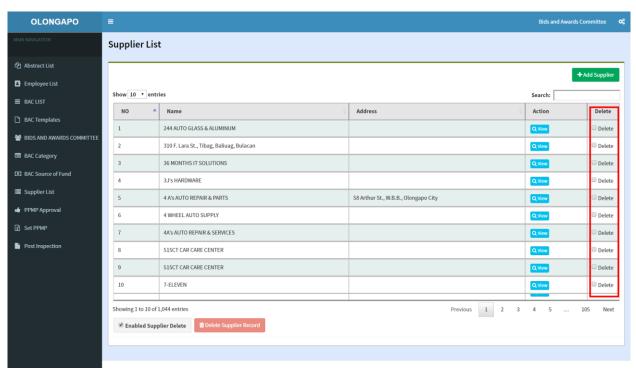


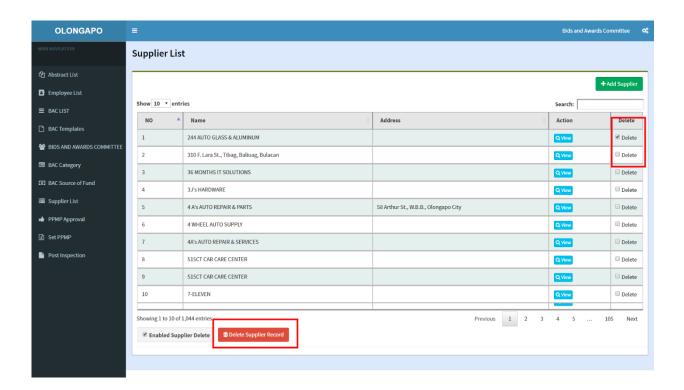
B. Update Supplier



C. Delete Supplier

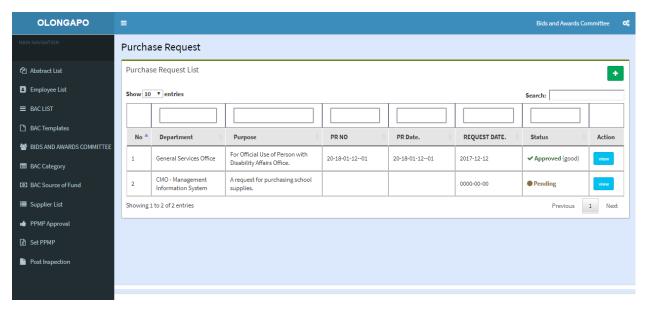


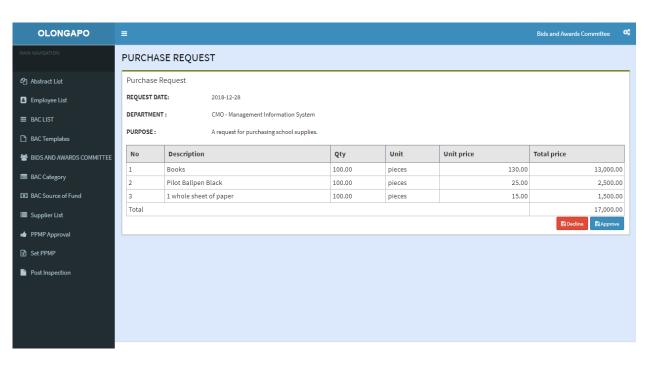


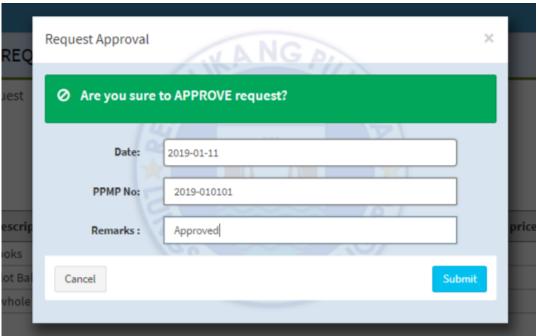


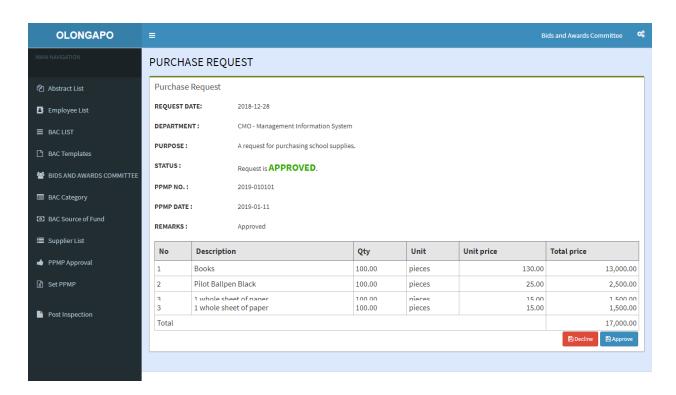
IX. PPMP APPROVAL

- Checking if purchase request is within the PPMP (Project Procurement Management Plan)
- A. Approving PR









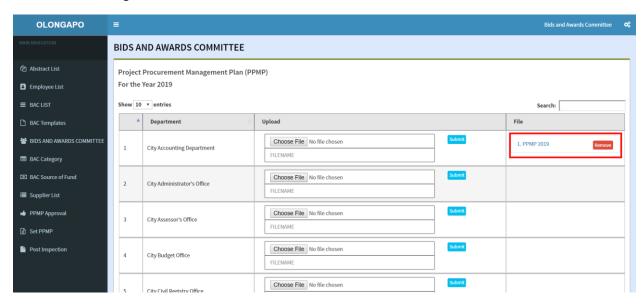


X. SET PPMP

- Upload and download of PPMP files. Respective Departments can view PPMP Files to use as basis for their purchase requests
- A. Uploading PPMP



B. Deleting PPMP



XI. POST INSPECTION

• A feature to create and generate Post Inspection for vehicular repairs

