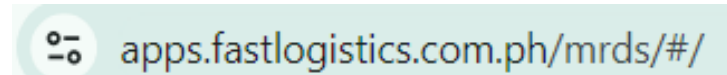


USER MANUAL OF MEDICAL REIMBURSEMENT SYSTEM

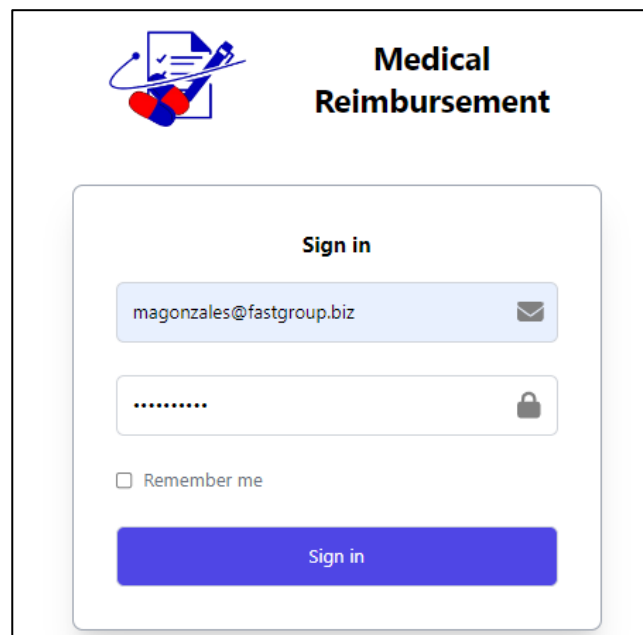
I. LOCATE MEDICAL REIMBURSEMENT SYSTEM

1. Go to apps.fastlogistics.com.ph/mrds/#/.



2. Start by entering your “email address” and “password” and click login.

Note: Use your fastgroup account.








II. TRANSACTION

1. TRANSACTION – MY REIMBURSEMENTS

Click the Add button.

You can view what your transaction status is. (Draft, Pending, Approved, and Disapproved)

You can edit your reimbursement details by clicking 

Reimbursements								
Home > Reimbursements								
Search here...			+ Add		5 Page:1			
Transaction No.	PCV No.	Total Amount	Site/Department/Cost to charge	PCV Date	Created By	Created Date	Status	Action
RD50000000082	222299	8	Test	07/23/2024	PIERRE VON DELEÑA ARCILLA	07/24/2024, 11:09 PM	Pending	
RD50000000081	225566	12	TEST	07/22/2024	PIERRE VON DELEÑA ARCILLA	07/24/2024, 11:04 PM	Pending	
RD50000000080	98765	668	Testq	07/23/2024	JHON ROBIN WASQUIN VILLAPANDO	07/24/2024, 10:59 PM	Pending	
RD50000000079	220202	96	IT	07/23/2024	JHON ROBIN WASQUIN VILLAPANDO	07/24/2024, 10:57 PM	Pending	
RD50000000078	220202	96	IT	07/24/2024	JHON ROBIN WASQUIN VILLAPANDO	07/24/2024, 10:57 PM	Pending	
Showing 1 out of 9 Entries								
First Prev 1 2 3 ... 9 Next Last								
							Page Number: 1	

Fill in all the needed reimbursement details and select particular.

Note: Add button in particulars – User should add the OR number, OR date, quantity and the amount of the specific particulars.

My Reimbursement

Home > Add Reimbursement

Reimbursement Details

Transaction ID: *
[Auto Generated]

PCV Date: *
08/10/2024

PCV No: *
032215

Cost Center to Charge: *
IT

Justification / Remarks: *
IT

Particulars

Add

Dental	OR Number: 32564854	OR Date: 08/10/2024	Quantity: 1	Amount: 1000	Total: 1000
Medicine	OR Number: 21564845	OR Date: 08/09/2024	Quantity: 10	Amount: 20	Total: 200
Total Amount:				1200	

Original Receipt

Add

Uploaded Files:
X Screenshot 2024-08-09 131813.png - 45.71 KB

PCV

Add

Uploaded Files:
X Screenshot 2024-08-09 131813.png - 45.71 KB

Cancel

Submit

Save

Select Particular to Add

Select Particular

Dental

Optical

Medicine

Laboratory test and Medical Procedures

ENT

Test

To add the original receipt and PCV click the add button.

My Reimbursement
Home > Add Reimbursement

Reimbursement Details

Transaction ID: * [Auto Generated] PCV Date: * 08/10/2024

PCV No: * 032215

Cost Center to Charge: * IT

Justification / Remarks: * IT

Particulars

Add

	OR Number:	OR Date:	Quantity:	Amount:	Total:
✕ Dental	32564854	08/10/2024	1	1000	1000
✕ Medicine	21564845	08/09/2024	10	20	200
Total Amount:	1200				

Original Receipt

Add

Uploaded Files:
✕ Screenshot 2024-08-09 131811.png - 45.71 KB

PCV

Add

Uploaded Files:
✕ Screenshot 2024-08-09 131813.png - 45.71 KB

Cancel Submit Save

Note: OR receipt and PCV are required.

OR Upload ✕

Drag and drop files here

Browse Files

Copy of Original Receipt (date, particular, OR number must be visible)

!

Note: Your uploaded file will be rename after submit.
eg. OR-RDS00000000xx

Save

PCV Upload ✕

Drag and drop files here

Browse Files

PCV with name and signature of approver

!

Note: Your uploaded file will be rename after submit.
eg. PCV-RDS00000000xx

Save

Then click the Submit/Save button.

Note: Submit – will change the status to Pending and you cannot edit your reimbursement details.

Note: Save – will change the status to Draft.

My Reimbursement

Home > Add Reimbursement

Reimbursement Details

Transaction ID: *
PCV No: *
Cost Center to Charge: *
Justification / Remarks: *

PCV Date: *

Particulars

Add

✕ Dental	OR Number: 32564854	OR Date: 08/10/2024	Quantity: 1	Amount: 1000	Total: 1000
✕ Medicine	OR Number: 21564845	OR Date: 08/09/2024	Quantity: 10	Amount: 20	Total: 200
Total Amount:				1200	

Original Receipt

Add

Uploaded Files:
✕ Screenshot 2024-08-09 131813.png - 45.71 KB

PCV

Add

Uploaded Files:
✕ Screenshot 2024-08-09 131813.png - 45.71 KB

Cancel
Submit
Save

Wait for the approval of the assigned approver.

When your status changes from pending to approved, you can download the file attached by the approver.

Transaction No.	PCV No.	Total Amount	Site/Department/Cost to charge	PCV Date	Created By	Created Date	Status	Action
POS0000000114	32215	1200	test	08/10/2024	MARYDELLE ARCEO GONZALES	08/12/2024, 5:18 AM	Approved	

Click the pdf uploaded file by approver.

MARYDELLE ARCEO GONZALES's Reimbursement

Home > Reimbursements > View Reimbursement

Reimbursement Details

Transaction ID:
PCV No:
Amount:
Cost Center to Charge:
Justification / Remarks:

PCV Date:
Status:
Created By:
Created Date:
Approver Last Remarks:

Particulars

Dental	OR Number: 32564854	OR Date: August 10, 2024	Quantity: 1	Amount: 1000	Total Amount: 1000
Medicine	OR Number: 21564845	OR Date: August 09, 2024	Quantity: 10	Amount: 20	Total Amount: 200
Total Amount:				1200	

Original Receipt

Uploaded Files:
OR-POS0000000114_1.png

PCV

Uploaded Files:
PCV-POS0000000114_1.png

Approver Files

Uploaded Files:
ATTENDANCE SHEET_signed.pdf

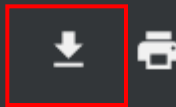
Reimbursement Timeline

Date	Status	Remarks	Created By
08/12/2024, 1:18 PM	Pending	test	MARYDELLE ARCEO GONZALES
08/12/2024, 1:18 PM	Approved	approved	PIERRE VON DELERA ARCILLA

Back

Then click the download button.

×





ATTENDANCE SHEET

WHS
A - Absence
P - Present
D - Supervisor
M - Manager
A - Admin
C - Contact

Activity/Topic/Subject: IT COLLABORATION MEETING

Name: SCAGNORE

Conducted by: WHSU PRELADO

Date: July 28 Time: 12:00 PM Time Book: 0.00 HR

No.	Full Name	Designation/Title	Present	Notes	Signature
1	WHSU PRELADO	IT MANAGER	MANAGER		
2	RICHARD PEREZ	IT MANAGER	DEV MANAGER		
3	ERICA MAE SANDICH	IT MANAGER	PROJECT MANAGER		
4	JONEL PAUL	IT MANAGER	TEAM MANAGER		
5	VINCE GONZALES	IT MANAGER	IT SA		
6	CATHY MAE JOY KUNED	IT MANAGER	IT PROGRAMMER		
7	ALEXIS ANNE CASALAN	IT MANAGER	IT PROGRAMMER		
8	JOSH ROBIN VILLARDO	IT MANAGER	IT PROGRAMMER		
9	GARY BORDICK	IT MANAGER	IT PROGRAMMER		
10	CHRISTIAN REILDS	IT MANAGER	IT PROGRAMMER		
11	MICHEL BUIRO	IT MANAGER	IT PROGRAMMER		
12	PIERRE JOHN ARCILA	IT MANAGER	IT PROGRAMMER		
13	MA CELICA YANZA	IT MANAGER	WM CONSULTANT		
14	FRANCIS YAMBI TELORIO	IT MANAGER	IT SA		
15	CHRISTEN NINO HOUNG	IT MANAGER	WM CONSULTANT		
16	MA JENELLE FRIULIARDI	IT MANAGER	IT SA		
17	JOY ANN HERN	IT MANAGER	IT SA		
18	BENJAMIN HALL-BRANSH	IT MANAGER	IT SA		
19	JOSEPH PCA	IT MANAGER	IT SA		
20	BRENDA DE SANTI MARTINEZ	IT MANAGER	IT SA		
21					
22					