

TO: All Team Members
FROM: Angelo Miguell Natividad
Finance Director
SUBJECT: Online Requisition and Purchasing System (RPS) Deployment
DATE: September 3, 2021

To facilitate faster and easier supplies and fixed asset requisition, we are glad to inform you that we have deployed an enhancement of Online RIS which is called Requisition and Purchasing System (RPS), on **September 1, 2021**. This new system can be accessed through this link <http://www.teamtngc.com/rps>.

The following are the enhanced features of Online RPS:

1. Online RPS caters all Supplies and Fixed Assets Requests that will be purchased through PO only.
2. You can now access the Online RPS using your HRIS Account.
3. You can now file one (1) request for multiple outlets with the same purpose through Online RPS.
4. You can now partially receive your requests through the Online RPS.
5. You can now return your requests with damages or incomplete details through Online RPS.

Starting today all new Supplies and Fixed Assets request shall be requested through RPS. Meanwhile, online RIS will still be used for all Budget Requests and monitoring of all previous requests made before **September 3, 2021**.

For any inquiries, please feel free to contact the following team members:

1. Myra Christine Joyce Bayaras (Audit) – 09959638800
2. Kimm Lamban (MIS) – 09360765385

For your information and guidance.



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