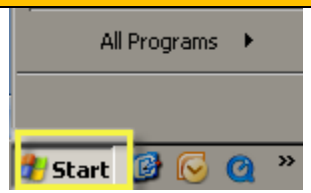
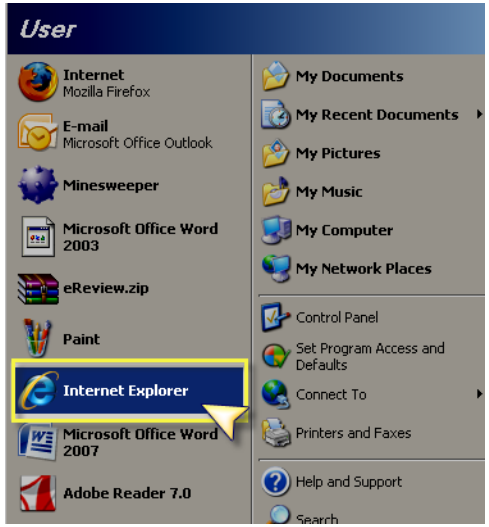
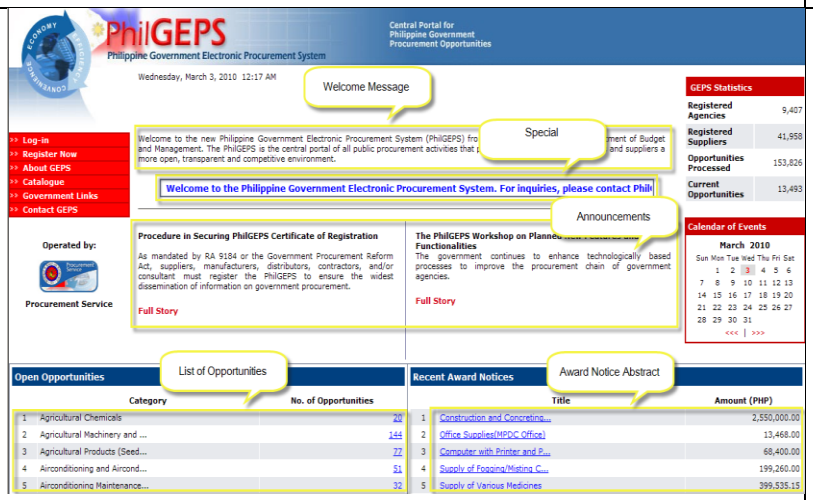
PhilGEPS
Philippine Government Electronic Procurement System

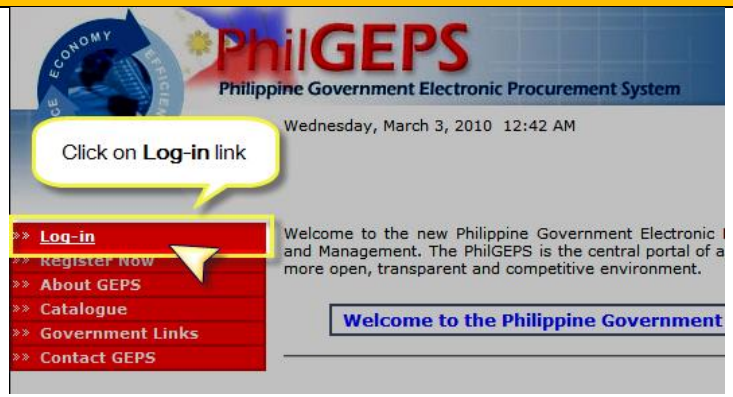
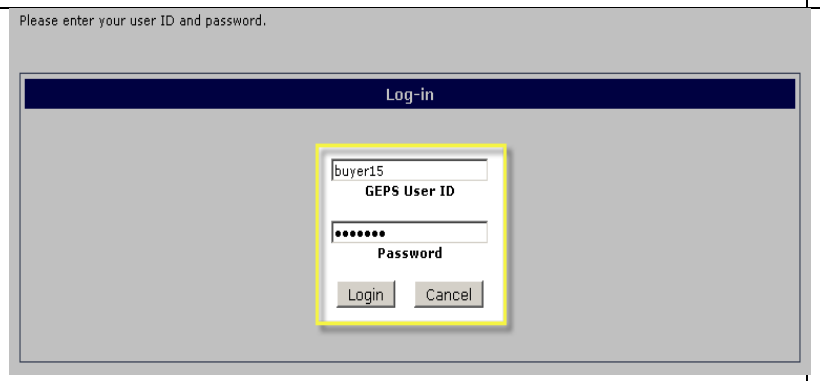
MODULE: BUYER

SEGMENT TITLE: MY ORGANIZATION

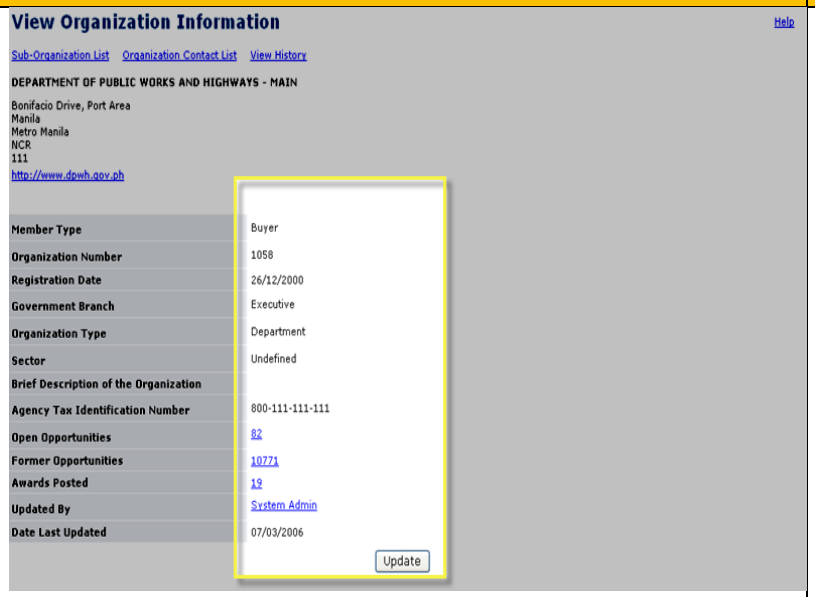
SUB-Segments	Page/s #	Rationale for the Sub-Segment
1. Accessing My Organization Menu	2-5	• Access the Personalized Organization profile within the PhilGEPS
2. Organization Profile	5-6	• Provide information about your agency organization profile.
3. Update Organization Profile	6-8	• Provide and access information updates about your agency organization profile.
4. Sub-Organization List	8-10	• shows the sub-organization/s that is/are registered under the parent organization.
5. View Sub-Organizational Profile	11-12	• Used to access specific profile of the sub-organization
6. Create New Sub-Organization	13-14	• Used to add to the organization's list of sub-organizations
7. Edit Sub-Organization Profile	15-17	• Used to update information contained in a specified sub-organization profile
8. Organization Contact List	18-19	• Shows list of Organization's contacts, suppliers, consultants, etc..
9. View Contact Profile	20-21	• Access updates to the contact's profile
10. View System Activity Log	21-22	• view activities performed by the contact in **GEPS**
11. View Contact History	23-24	• view history of the changes made on the contact profile,
12. Create New Contact	25-26	• Add and save new information of a new Organization contact
13. Edit Contact Profile	27-29	• To Enter updates to a contact's profile.
14. Organization History	30-31	• to view your organization profile on that date.
15. Accessing Accredited Suppliers	31-32	• To view the Organization's list of accredited suppliers
16. Add New Accredited Supplier	32-35	• Create via adding to list the Accreditation Code , a new supplier.
17. Remove Supplier from Accreditation List	35-37	• May be used to update an organization's contact list by removing from the list those who are no longer accredited
18. Accessing Blacklisted Suppliers	37-38	• It shows the names of all supplier organizations blacklisted by the organization
19. Add New Blacklisted Supplier	38-41	• Add New Supplier in the Blacklisted suppliers list.
20. Remove Supplier from Blacklisted Suppliers List	41-42	• May be used to update an organization's blacklisted supplier list by removing from the list those who are no longer blacklisted
21. Change Blacklist Expiration Date	43	• Update Expiration Date corresponding to a Blacklisted Supplier.
22. View User Activity	43-46	• Shows the Organization's System Activity Log

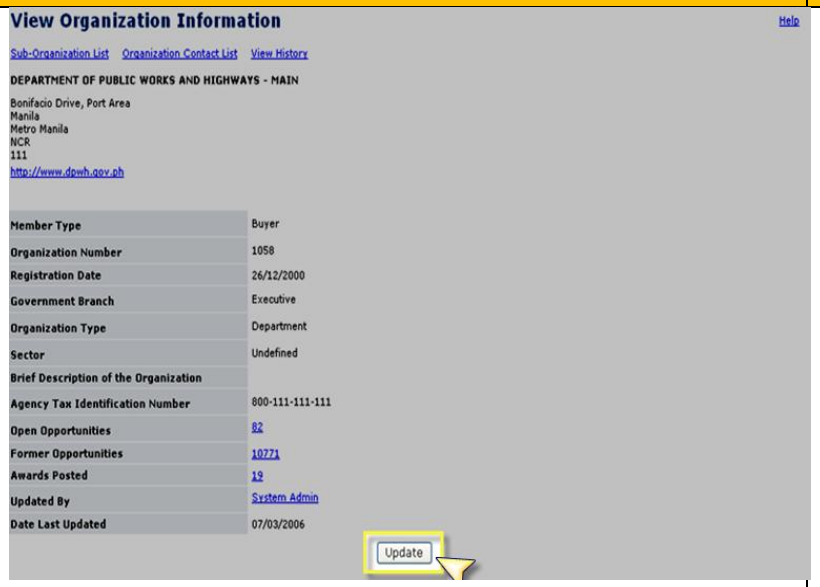
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
My Organization	1. Accessing My Organization Menu	 	• Launch the web browser from your computer. • Click on **Start** • Click on **Internet Explorer**

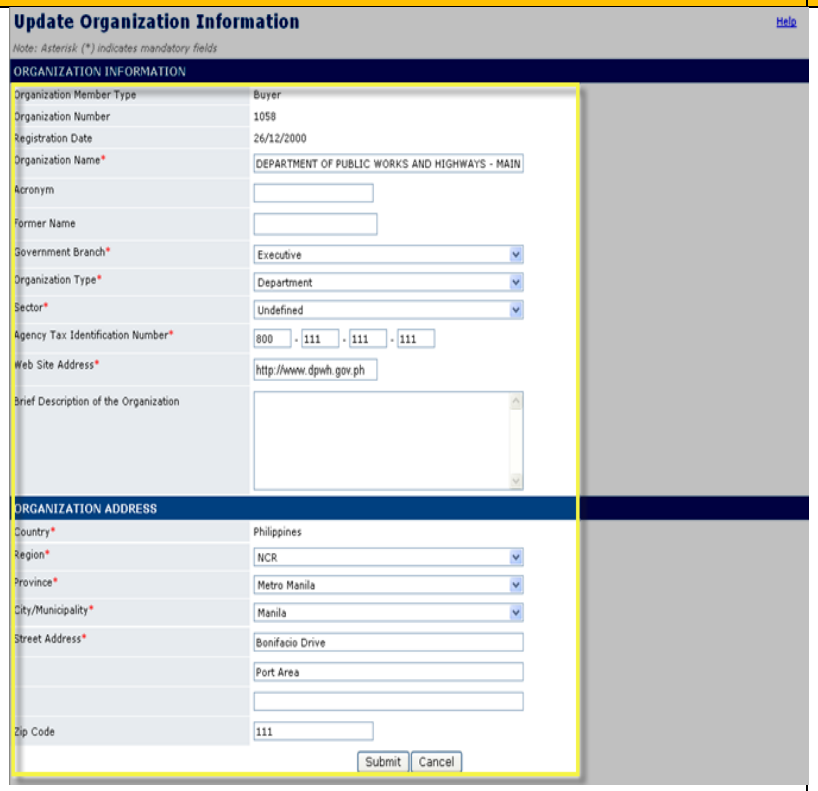
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• At the Address section of your web browser, type in **www.philgeps.net**. Then, click **Enter** on your keyboard.
			• The **PhilGEPS Splash Page** is displayed.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• Click on **Log-in** link
			• At the **Log-in** page, enter your GEPS User ID and Password.

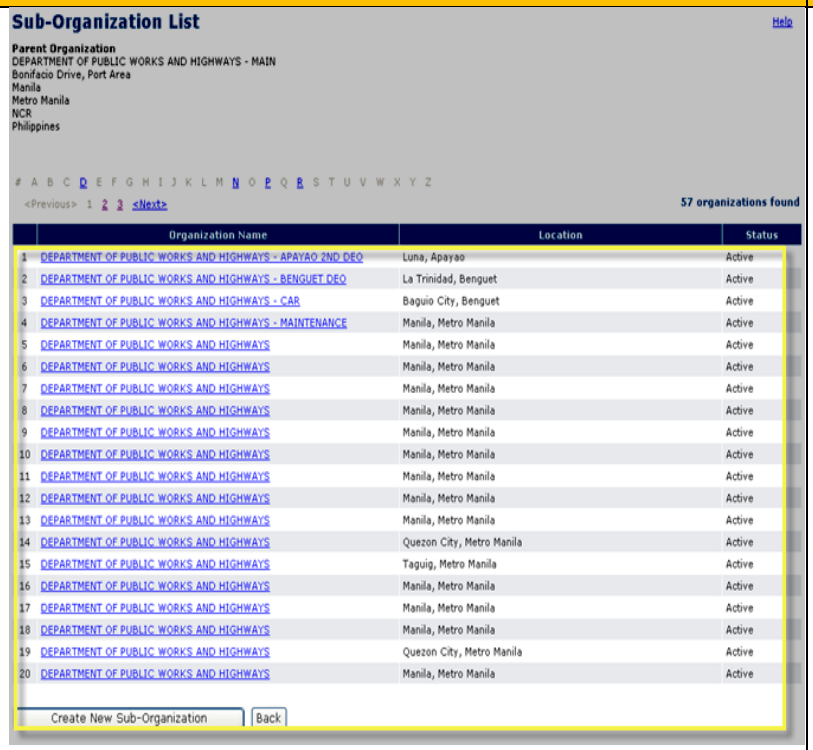
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• Click on **My Organization** menu. • The My Organization menu consists of four (4) sub-menus as follows: 1. Organization Profile 2. Accredited Suppliers 3. Blacklisted Suppliers 4. Activity
	2. Organization Profile		• Click on **Organization Profile** link from the **My Organization** menu.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• **View Organization Information** page appears.
	3. Update Organization Profile		• Click on **Organization Profile** link from the **My Organization** menu.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• In the **View Organization Information** page, click the **Update** button.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Update Organization Information** page is displayed. • Enter the latest information updates about your organization profile. • Click **Submit** button to save the changes. Otherwise, click **Cancel** button.
	4. Sub-Organization List		• Click on **Organization Profile** link from the **My Organization** menu.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• In the **View Organization Information** page, click **Sub-Organization List** link.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Sub-Organization List** page is displayed. • The **Sub-Organization List** page shows the sub-organization/s that is/are registered under the parent organization. • In the **Sub-Organization List** page, you may perform the following: 1. View sub-organization profile 2. Create new sub-organization 3. Update profile of existing sub-organization

Sub-Organization List

Help

Parent Organization
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN
Bonifacio Drive, Port Area
Manila
Metro Manila
NCR
Philippines

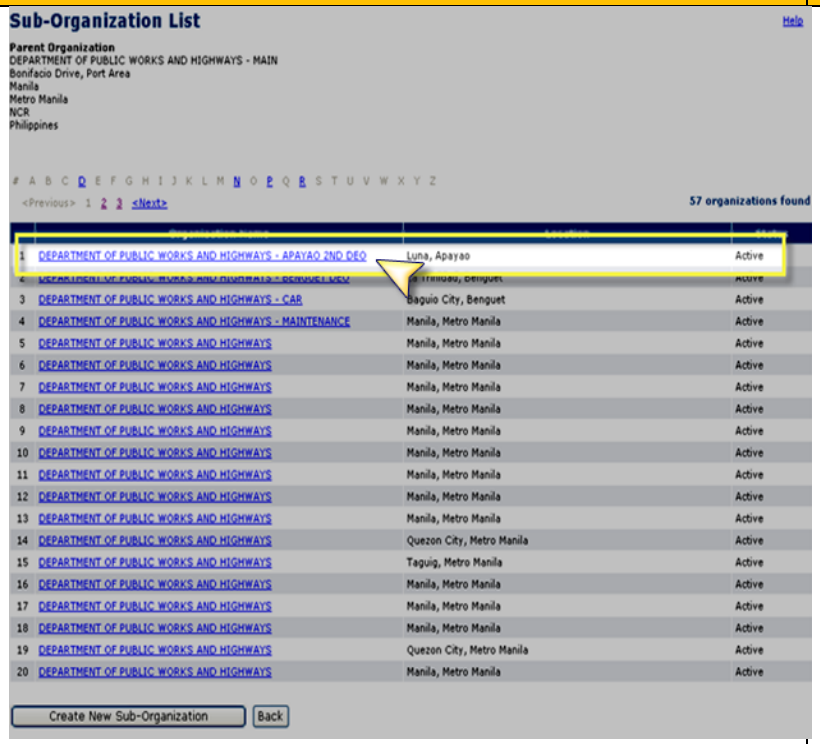
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

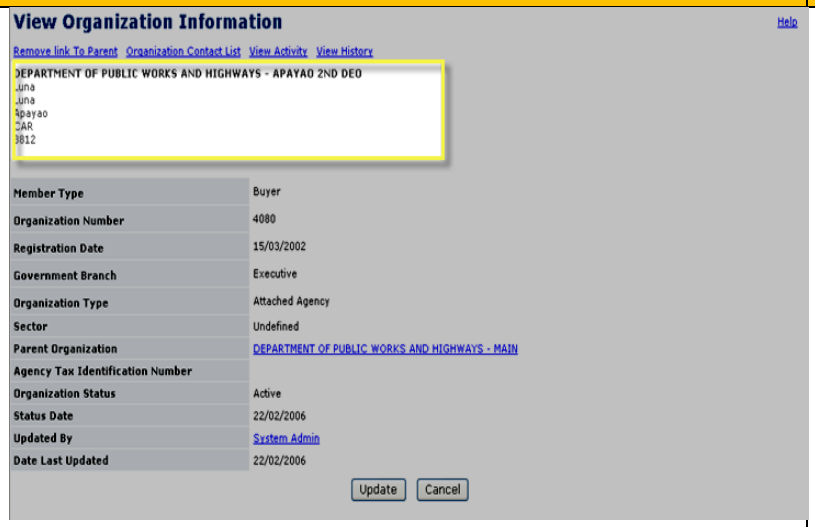
<Previous> 1 2 3 <Next>

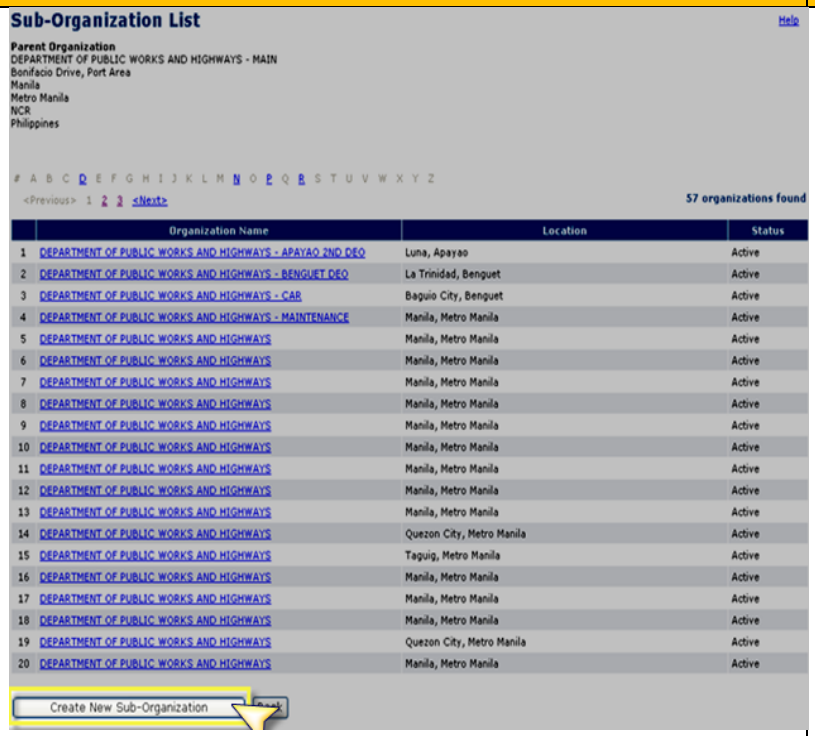
57 organizations found

	Organization Name	Location	Status
1	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - APAYAO 2ND DEO	Luna, Apayao	Active
2	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - BENGUET DEO	La Trinidad, Benguet	Active
3	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - CAR	Baguio City, Benguet	Active
4	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAINTENANCE	Manila, Metro Manila	Active
5	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
6	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
7	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
8	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
9	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
10	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
11	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
12	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
13	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
14	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Quezon City, Metro Manila	Active
15	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Taguig, Metro Manila	Active
16	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
17	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
18	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
19	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Quezon City, Metro Manila	Active
20	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active

Create New Sub-Organization | Back

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
	5. View Sub-Organizational Profile		• In the **Sub-Organization List** page, click the **Organization Name** of the particular sub-organization.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Sub-organization Information** page is launched and the **profile of the sub-organization** is displayed.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
	6. Create New Sub-Organization		• In the **Sub-Organization List** page, click the **Create New Sub-Organization** button. The **Sub-Organization Registration Form** (Buyers) page is displayed.

Sub-Organization List Help

Parent Organization
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN
Bonifacio Drive, Port Area
Manila
Metro Manila
NCR
Philippines

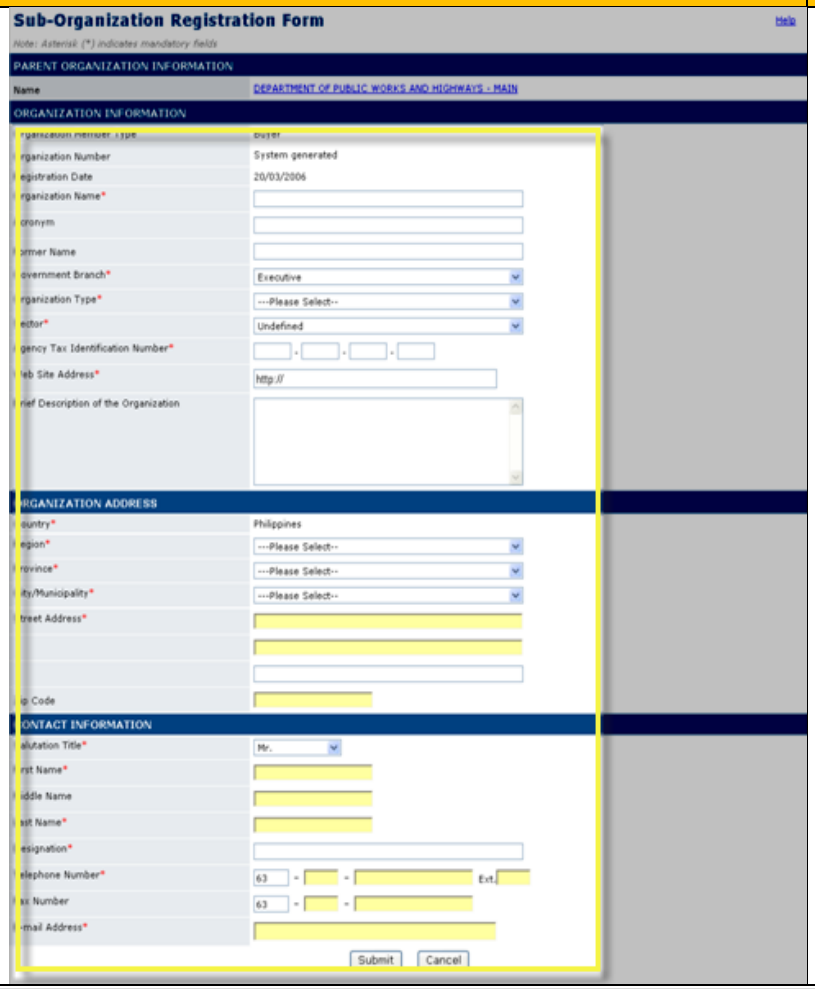
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

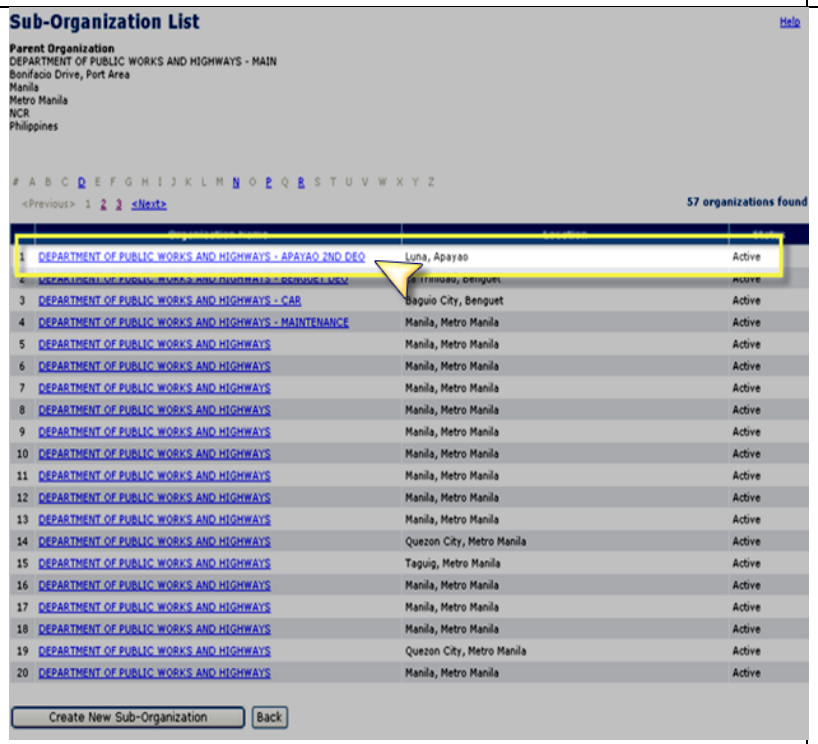
<Previous> 1 2 3 <Next>

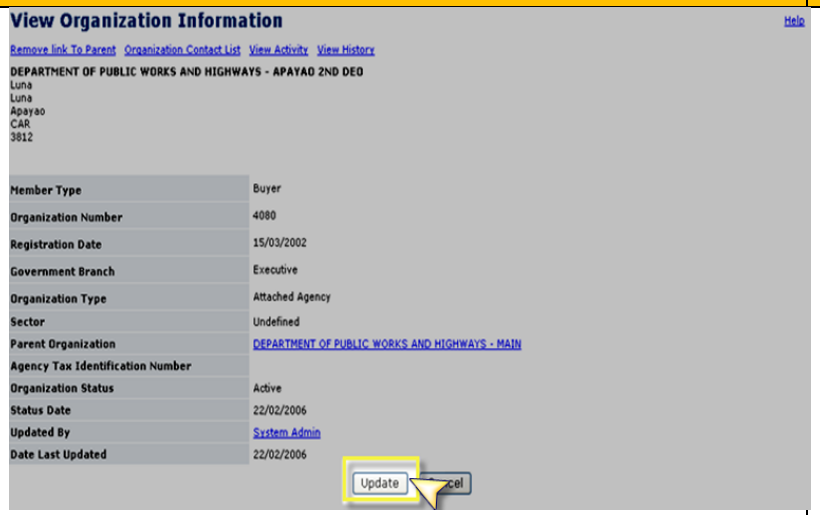
57 organizations found

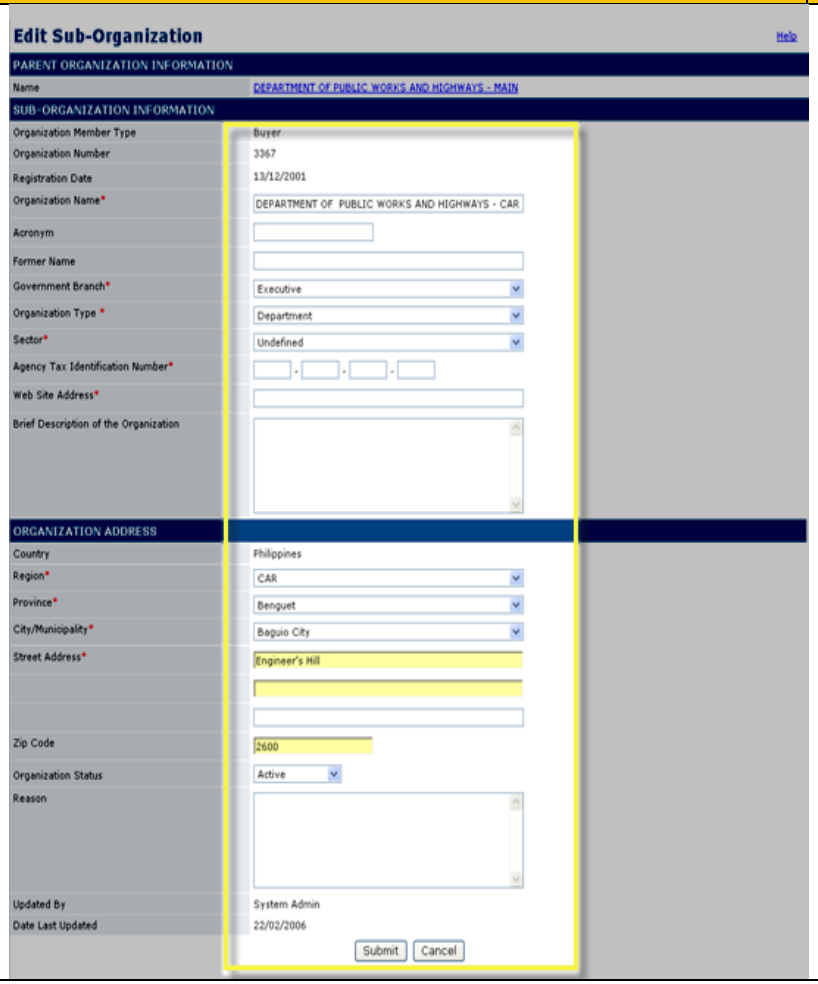
	Organization Name	Location	Status
1	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - APAYAO 2ND DEO	Luna, Apayao	Active
2	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - BENGUET DEO	La Trinidad, Benguet	Active
3	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - CAR	Baguio City, Benguet	Active
4	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAINTENANCE	Manila, Metro Manila	Active
5	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
6	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
7	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
8	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
9	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
10	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
11	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
12	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
13	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
14	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Quezon City, Metro Manila	Active
15	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Taguig, Metro Manila	Active
16	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
17	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
18	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active
19	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Quezon City, Metro Manila	Active
20	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active

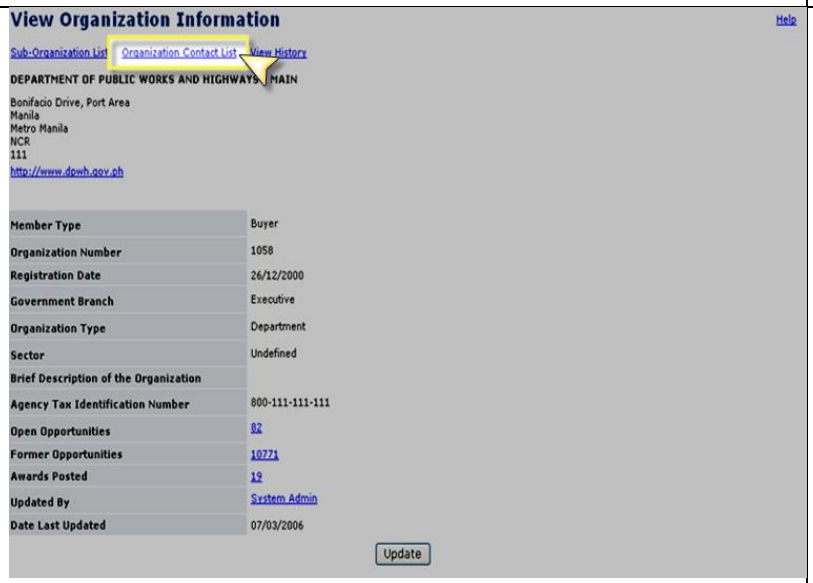
Create New Sub-Organization Back

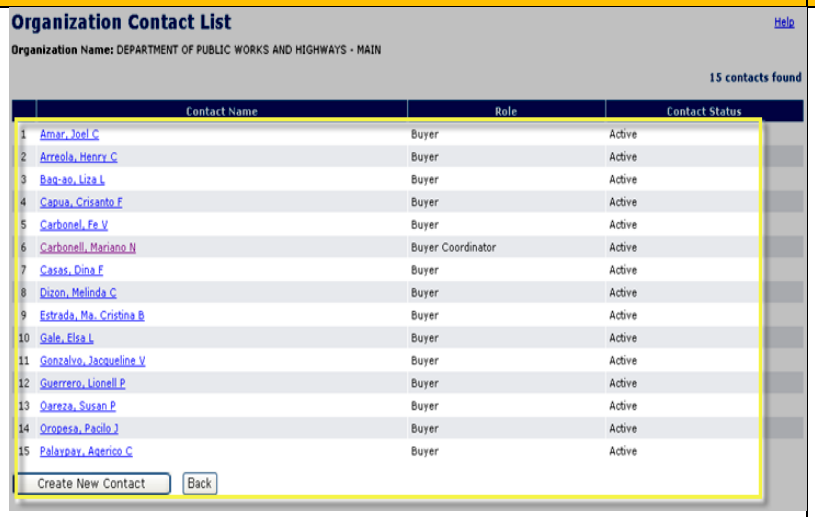
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Sub-Organization Registration Form** (Buyers) page is displayed. • Enter the required information in the **Sub-Organization Registration Form**. • Click the **Submit** button to save the entries to the database. Otherwise, click **Cancel** button.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
	7. Edit Sub-Organization Profile		• In the **Sub-Organization List** page, click the **Organization Name** of the particular sub-organization.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Sub-organization Information** page is launched and the **profile of the sub-organization** is displayed. • Click the **Update** button

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Edit Sub-Organization Information** page is opened for editing. • Enter the updates to the sub-organization profile. • Click the **Submit** button to save the changes to the database. Otherwise, click the **Cancel** button.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
	8. Organization Contact List		• In the **View Organization Information** page, click the **Organization Contact List** link to display the page.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• **Organization Contact List** page appears. Listed in the page is/are the registered contact/s of the **Buyer** organization. • In the **Organization Contact List** page, the **Buyer Coordinator** may perform the following in either Parent or Sub-Org: 1. View contact information 2. Create new contact 3. Edit profile of existing registered contact

Organization Contact List

Help

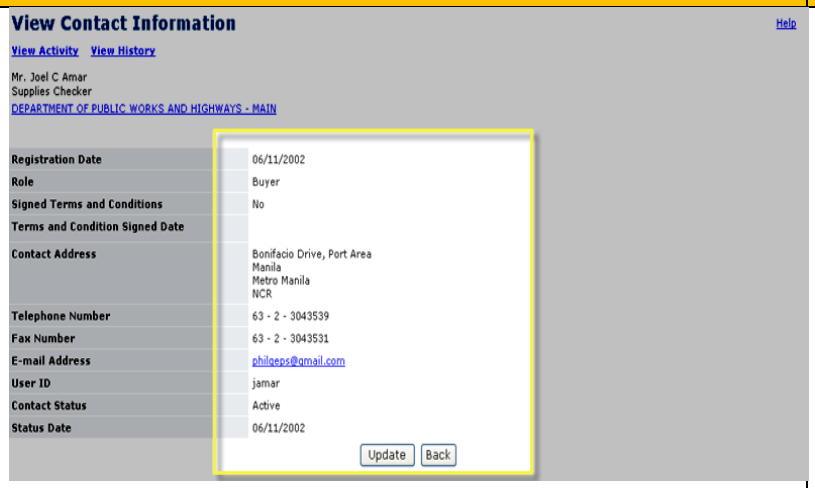
Organization Name: DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN

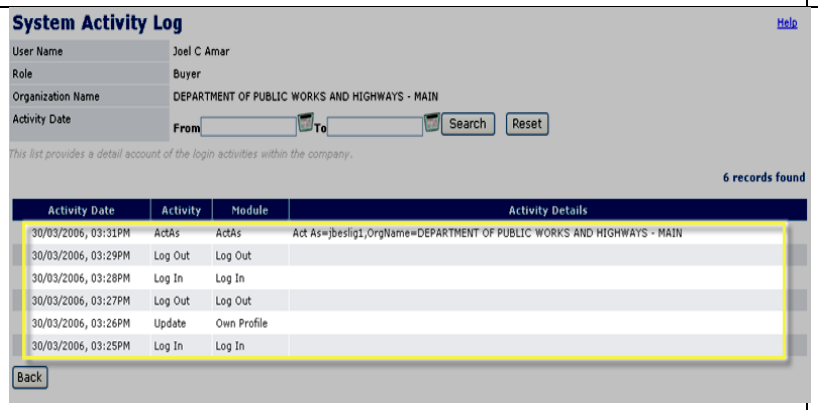
15 contacts found

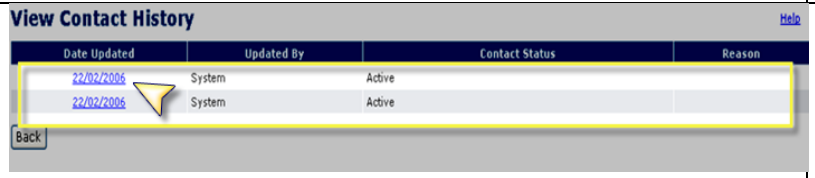
	Contact Name	Role	Contact Status
1	Amar, Joel C	Buyer	Active
2	Arreola, Henry C	Buyer	Active
3	Bag-ao, Liza L	Buyer	Active
4	Capua, Crisanto F	Buyer	Active
5	Carbonel, Fe V	Buyer	Active
6	Carbonell, Mariano N	Buyer Coordinator	Active
7	Casas, Dina F	Buyer	Active
8	Dizon, Melinda C	Buyer	Active
9	Estrada, Ma. Cristina B	Buyer	Active
10	Gale, Elsa L	Buyer	Active
11	Gonzalvo, Jacqueline V	Buyer	Active
12	Guerrero, Lionell P	Buyer	Active
13	Oareza, Susan P	Buyer	Active
14	Oropesa, Pacilo J	Buyer	Active
15	Palaypay, Agerico C	Buyer	Active

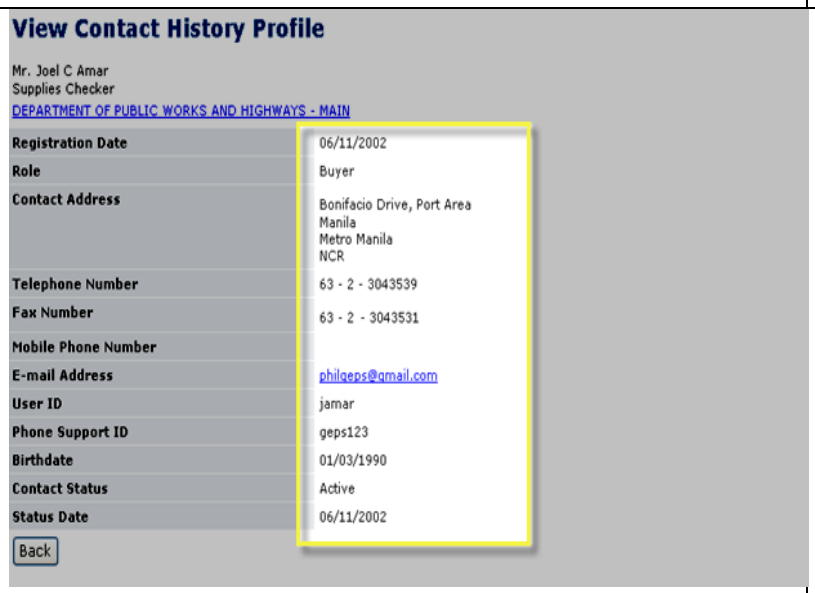
Create New Contact | Back

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
	9. View Contact Profile		• To view a contact information: In **the Organization Contact List** page, locate the contact and click the corresponding **Contact Name**.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **View Contact Information** page is displayed.
	10. View System Activity Log		• To view activities performed by the contact in Phil**GEPS**, click the **View Activity** link enter the start and end dates of the desired period of activity. Click search button.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **System Activity Log** page is displayed

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
	11. View Contact History		• To view history of the changes made on the contact profile, click the **View History** link.
			• The View Contact History page is displayed. **Note**: Only the three (3) most recent updates to the contact profile are displayed on the page.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• Click on any date under **Date Updated** to see profile of the contact on that date.
			• The **View Contact History Profile** page is displayed.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
	12. Create New Contact		• In the **Organization Contact List** page, click the **Create New Contact** button to launch the **Contact Registration Form**.

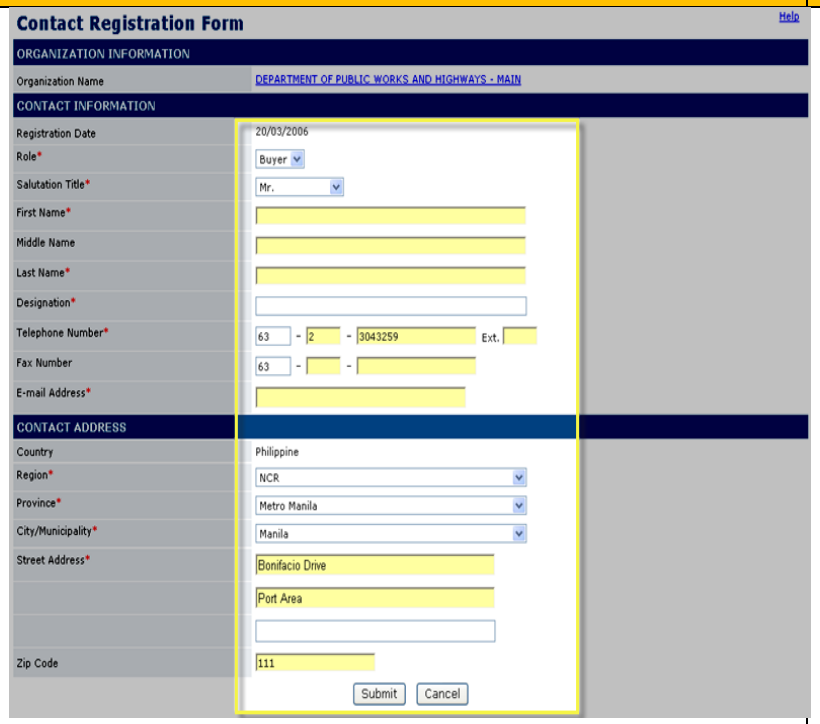
Organization Contact List Help

Organization Name: DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN

15 contacts found

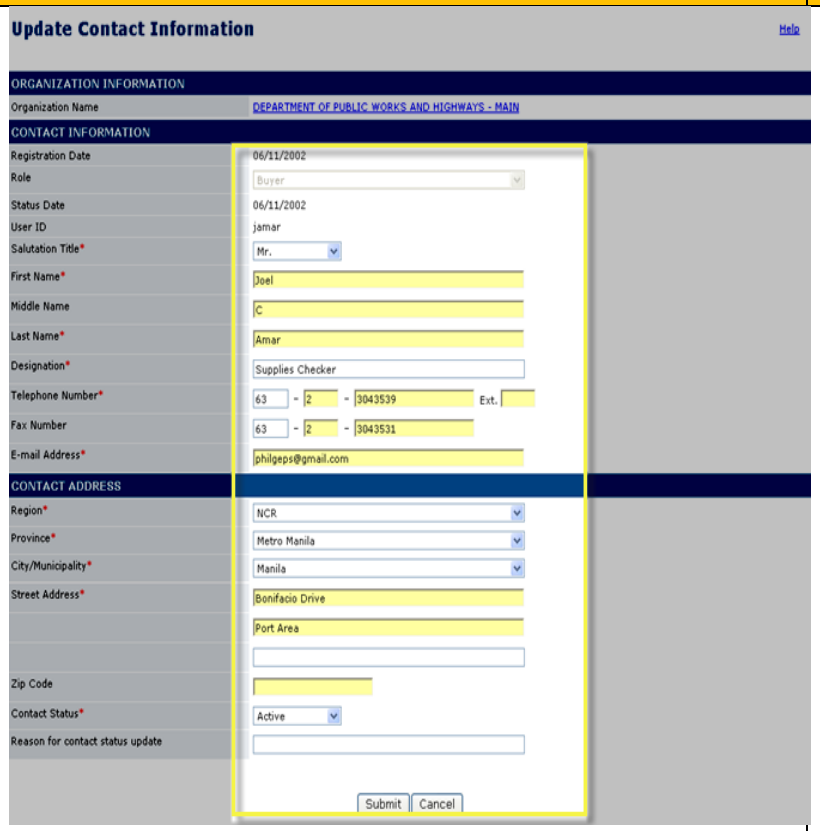
	Contact Name	Role	Contact Status
1	Amar, Joel C	Buyer	Active
2	Arreola, Henry C	Buyer	Active
3	Bag-ao, Liza L	Buyer	Active
4	Capua, Crisanto F	Buyer	Active
5	Carbonel, Fe V	Buyer	Active
6	Carbonell, Mariano N	Buyer Coordinator	Active
7	Casas, Dina F	Buyer	Active
8	Dizon, Melinda C	Buyer	Active
9	Estrada, Ma. Cristina B	Buyer	Active
10	Gale, Elsa L	Buyer	Active
11	Gonzalvo, Jacqueline V	Buyer	Active
12	Guerrero, Lionell P	Buyer	Active
13	Oareza, Susan P	Buyer	Active
14	Oropesa, Pacilo J	Buyer	Active
15	Palaypay, Agerico C	Buyer	Active

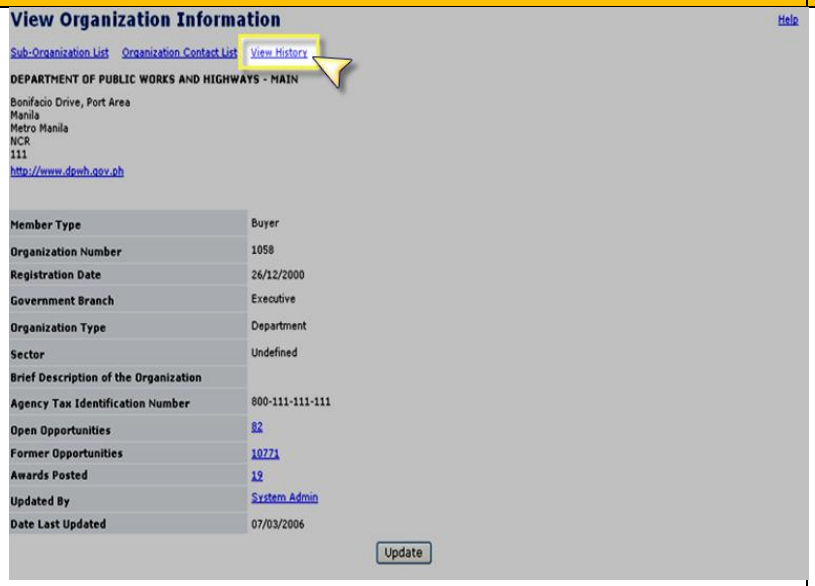
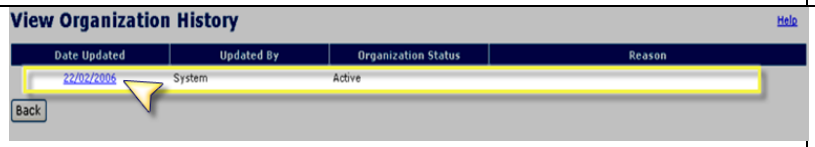
Create New Contact

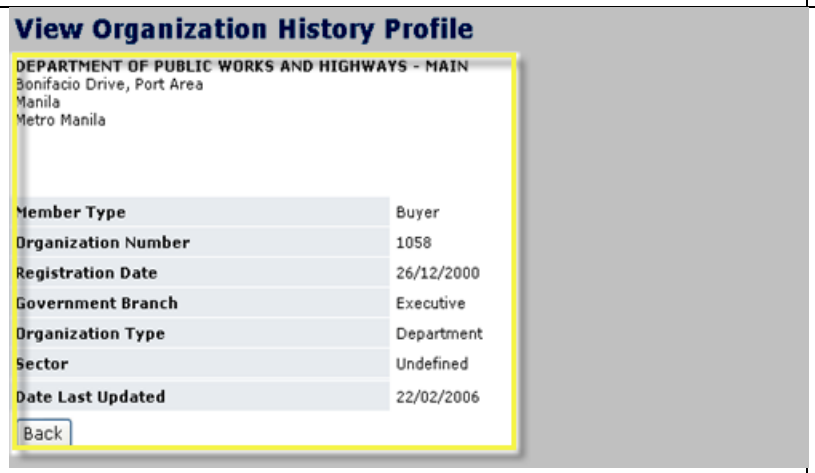
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Contact Registration Form** page is displayed. • Enter the relevant information required especially the fields with asterisk(*) which are mandatory. • Click the **Submit** button to save the information entered into the database. Otherwise, click **Cancel** button.

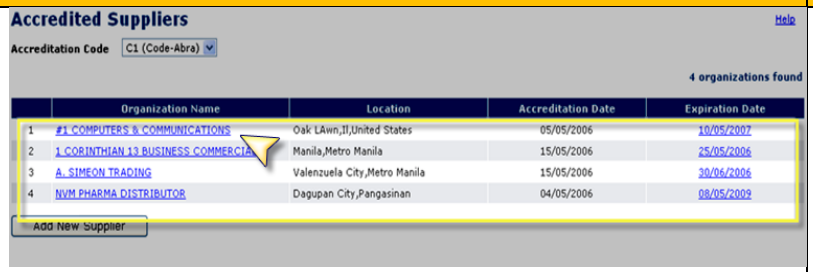
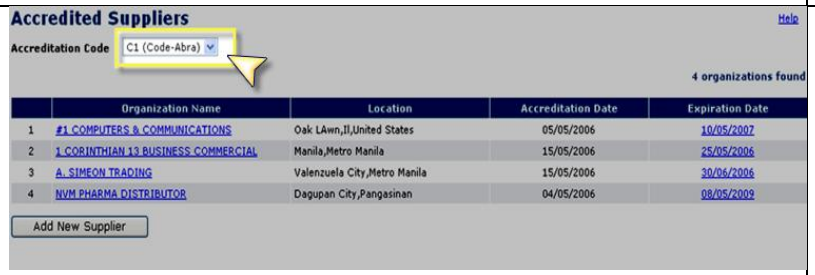
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
	13. Edit Contact Profile		• In the **Organization Contact List** page, locate the contact person and click the corresponding **Contact Name**.

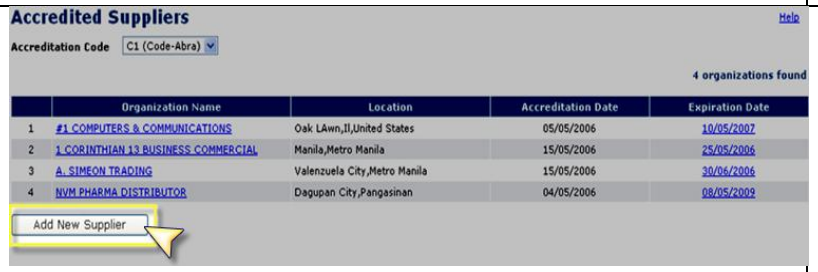
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **View Contact Information** page is displayed. • Click the **Update** button.

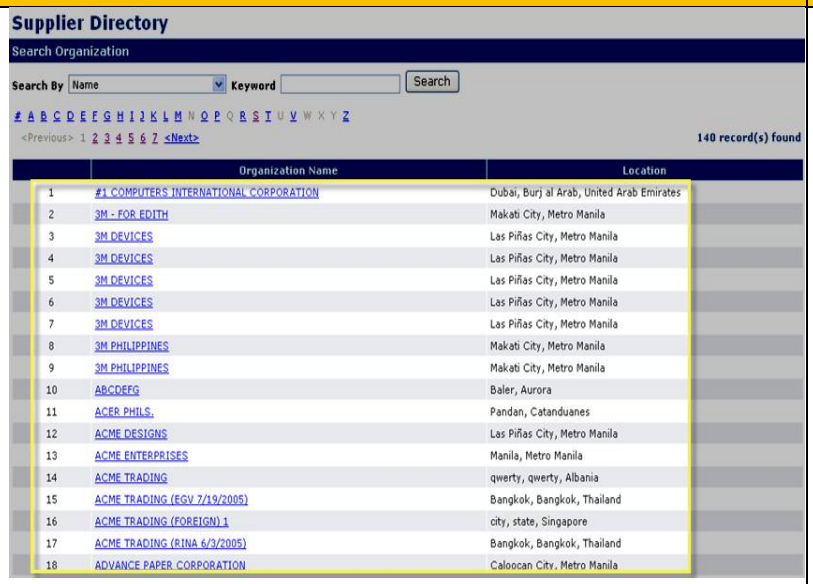
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Update Contact Information** page is displayed. • Enter the updates to the contact's profile. • When done, click the **Submit** button to save the changes. Otherwise, click **Cancel** button to discard changes.

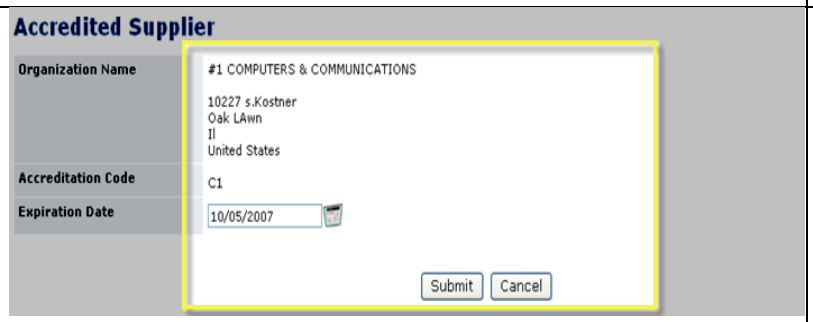
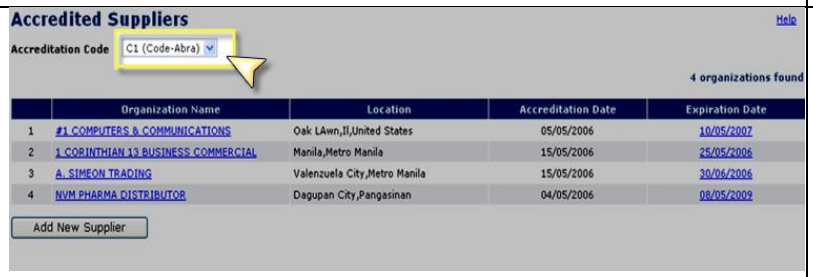
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
	14. Organization History		• In the **View Organization Information** page, click the **View History** link.
			• The **View Organization History** page is displayed. Only the last three(3) updates are displayed on this page. • Click on any date under **Date Updated** to view your organization profile on that date.

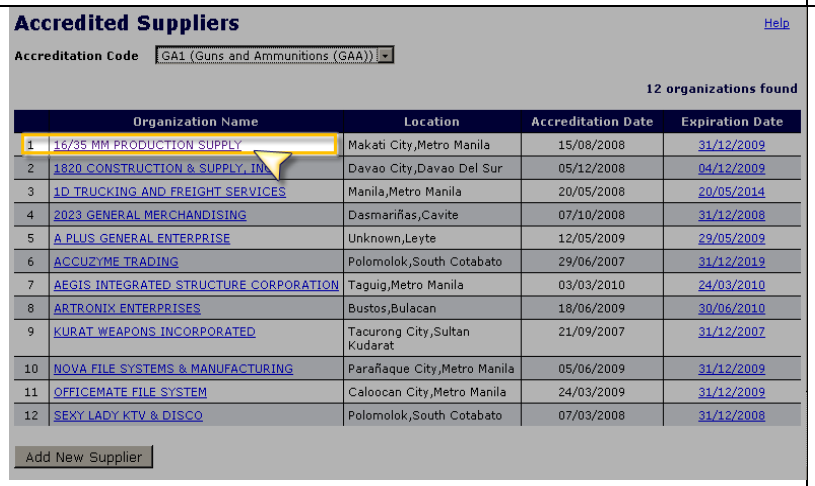
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **View Organization History Profile** page is displayed. • Click the **Back** button to return to previous page.
	15. Accessing Accredited Suppliers		• To view the **accredited suppliers(** which will be referred to as Agency Registered Suppliers in Release 3), click on the **Accredited Suppliers** link.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Accredited Suppliers** will be displayed.
	16. Add New Accredited Supplier		• In the **Accredited Suppliers** page, select from the drop-down list the **Accreditation Code** to assign to the supplier. • The system allows the agency to maintain its own registry of suppliers. • To use this feature, the Agency buyer Coordinator shall send to PhilGEPS a written request for an internal accreditation code, which he/she will use to assign to suppliers under a specific category. • The agency may request

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			more than one (1) accreditation code depending on how many categories of suppliers it intends to maintain. The agency has the option to set the duration of accreditation.
			• Click **Add New Supplier** button.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Supplier Directory** (**Accreditation**) page is displayed. • In the **Supplier Directory** page, locate the supplier and click on the corresponding **Organization Name**.
			• The **Organization Profile** (**Accredit Supplier**) page is displayed. • In the **Organization Profile** (Accredit Supplier) page, click **Accredit** button.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Accredited Supplier** page is displayed. • In the **Accredited Supplier** page, enter **Expiration Date** for the accreditation by clicking on the date icon. • Click **Submit** to confirm accreditation. Otherwise, click **Cancel**.
	17. Remove Supplier from Accreditation List.		• In the **Accredited Suppliers** page, select from the drop-down list the **Accreditation Code** under which the supplier was assigned. Note: *The agency may delist a supplier from the registry when the expiry date is reached. In the present version, the Buyer Coordinator manually removes the supplier from the registry. In the future release of PhilGEPS,*

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			this becomes automatic once the set expiry date is reached.
			• Locate the supplier in the list and click the corresponding **Organization Name** to display its profile.

Accredited Suppliers Help

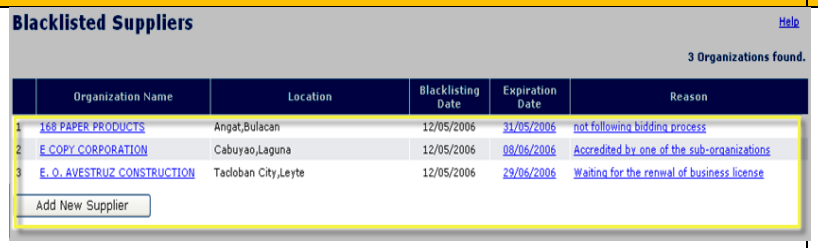
Accreditation Code GA1 (Guns and Ammunitions (GAA))

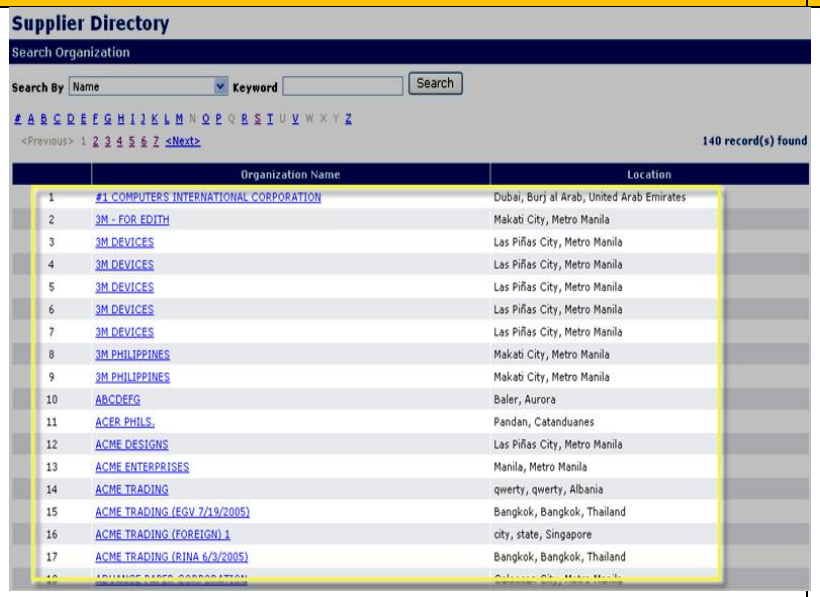
12 organizations found

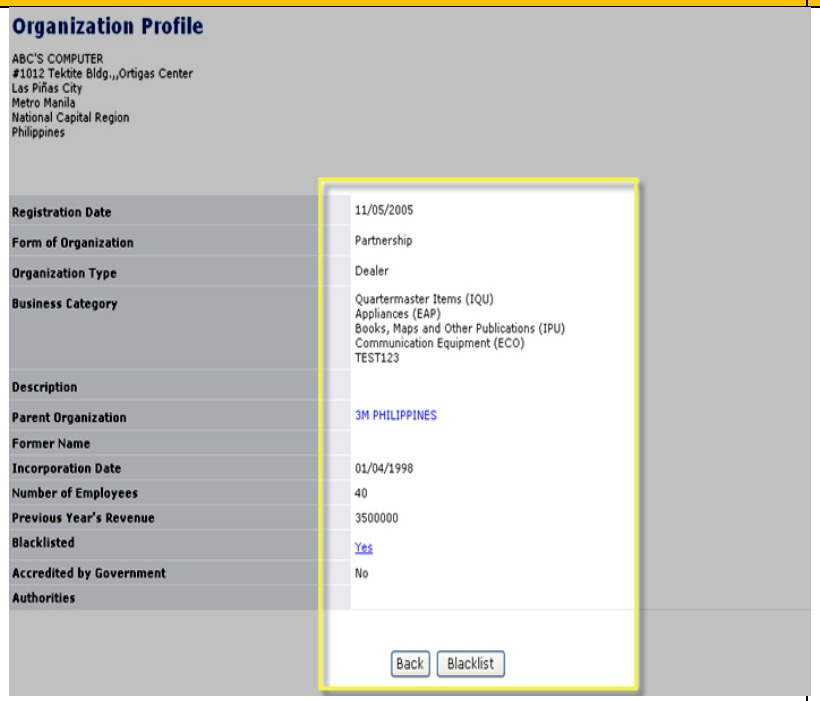
	Organization Name	Location	Accreditation Date	Expiration Date
1	16/35 MM PRODUCTION SUPPLY	Makati City,Metro Manila	15/08/2008	31/12/2009
2	1820 CONSTRUCTION & SUPPLY, INC	Davao City,Davao Del Sur	05/12/2008	04/12/2009
3	1D TRUCKING AND FREIGHT SERVICES	Manila,Metro Manila	20/05/2008	20/05/2014
4	2023 GENERAL MERCHANDISING	Dasmariñas,Cavite	07/10/2008	31/12/2008
5	A PLUS GENERAL ENTERPRISE	Unknown,Leyte	12/05/2009	29/05/2009
6	ACCUZYME TRADING	Polomolok,South Cotabato	29/06/2007	31/12/2019
7	AEGIS INTEGRATED STRUCTURE CORPORATION	Taguig,Metro Manila	03/03/2010	24/03/2010
8	ARTRONIX ENTERPRISES	Bustos,Bulacan	18/06/2009	30/06/2010
9	KURAT WEAPONS INCORPORATED	Tacurong City,Sultan Kudarat	21/09/2007	31/12/2007
10	NOVA FILE SYSTEMS & MANUFACTURING	Parañaque City,Metro Manila	05/06/2009	31/12/2009
11	OFFICEMATE FILE SYSTEM	Caloocan City,Metro Manila	24/03/2009	31/12/2009
12	SEXY LADY KTV & DISCO	Polomolok,South Cotabato	07/03/2008	31/12/2008

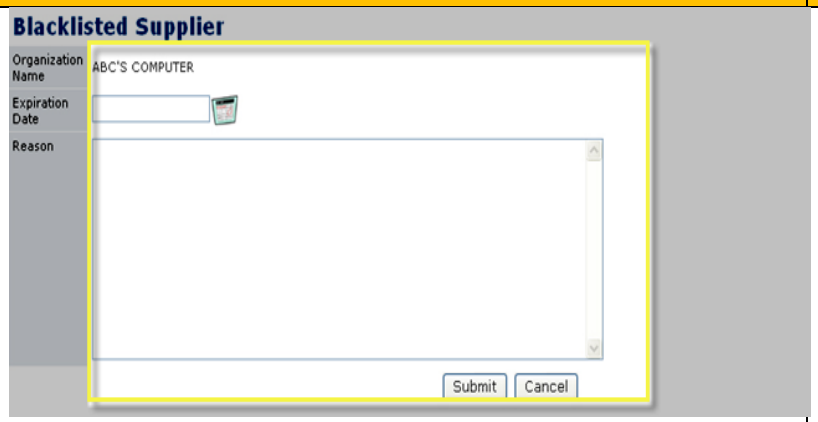
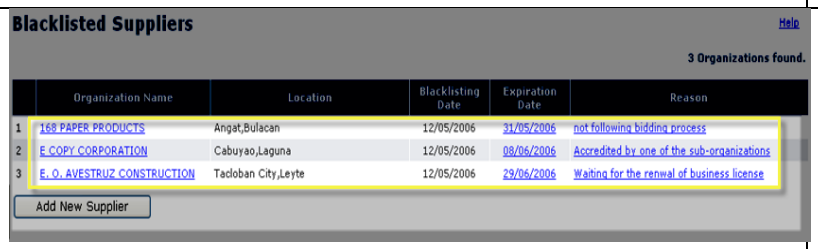
Add New Supplier

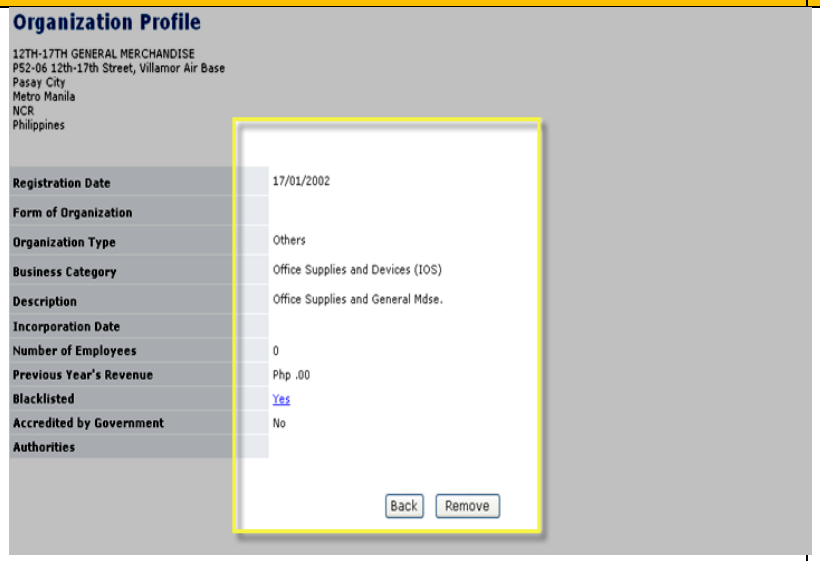
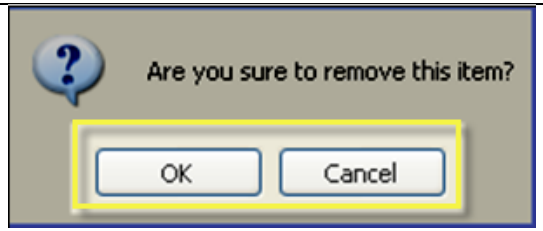
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• Click the checkbox of the corresponding accreditation code under which the supplier is accredited. • Click the **Remove** button to complete the delisting process. Otherwise, click **Back** button.
	18. Accessing Blacklisted Suppliers		• To view the **Blacklisted Suppliers** of the **Buyer Organization**, click the **Blacklisted Suppliers** sub menu under the **My Organization** menu.

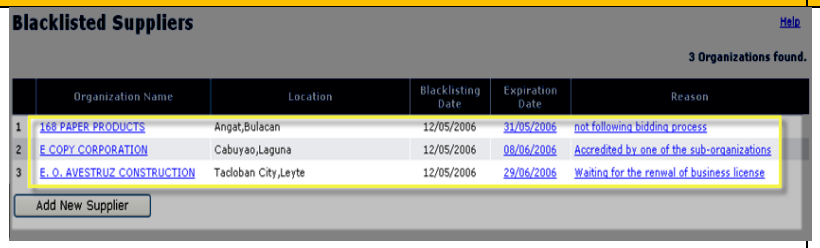
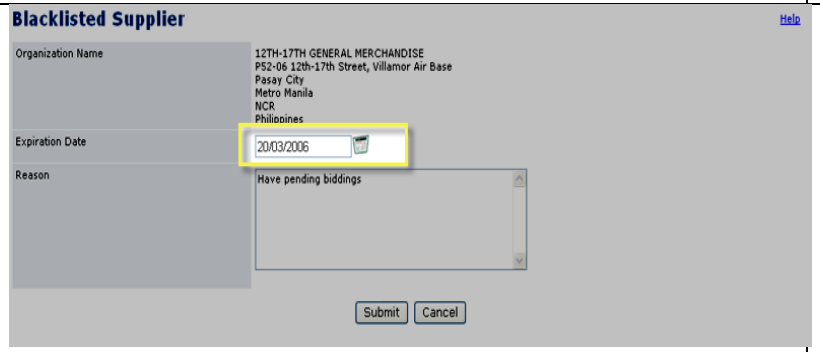
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Blacklisted Suppliers** page appears showing all supplier organizations blacklisted by the organization.
	19. Add New Blacklisted Supplier		• Click the **Blacklisted Suppliers** sub menu under the **My Organization** menu. Note: *The blacklisting order shall first be submitted to the GPPB before posting the same in PhilGEPS.*
			• To blacklist a new supplier, click the **Add new Supplier** button to launch the Supplier Directory.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• In the **Supplier Directory** page, locate the supplier to blacklist and click on the corresponding **Organization Name**.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Organization Profile** (**Add Blacklisted Supplier**) page is displayed. • In the **Organization Profile page**, click **Blacklist** button.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Blacklisted Supplier** (**Add Mode**) page is displayed. • Enter the Expiration **Date** and the reason for blacklisting. • Click **Submit** to post the blacklisted supplier. Otherwise, click **Cancel** button.
	20. Remove Supplier from Blacklisted Suppliers List		• In **the Blacklisted Suppliers** page, click on the **Organization Name** of the supplier to be delisted. Note: When the Blacklisting reached the end date of the blacklisting period or for some reason the blacklisting order was reconsidered and blacklisting period was reduced, the Buyer Coordinator may delist the blacklisted supplier from PhilGEPS.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **Organization Profile** (**Remove Blacklisted Supplier**) page is displayed. • Click the **Remove** button.
			• A pop-up confirmation prompt is displayed • Click **OK** button to remove the supplier from the blacklist. Otherwise, click **Cancel** button.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
	21. Change Blacklist Expiration Date		• In the **Blacklisted Suppliers** page, click on the **Expiration Date** corresponding to the **Blacklisted Supplier**.
			• The **Blacklisted Supplier** (**Change Expiry Date**) page is displayed. Change the expiry date depending on whether the agency reduced or lengthened the blacklisting period. • Click **Submit** button to save the changes. Otherwise, click **Cancel** button.
	22. View User Activity		• Click the **Activity** from the **My Organization** menu. If there are more than one(1) registered contact listed, enter either the Last Name or User ID of the contact and the Date Range on the fields provided to view the

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			activity of a specific user. Otherwise, only the Date Range should be supplied. Note: This module is provided to the Buyer Coordinator to review the activities of each registered contact under the organization.

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• The **System Activity Log** page is displayed.

System Activity Log

Help

Last Name | First Name

User ID

Search by Date Range From 01/05/2006 To 23/05/2006

Search | Reset

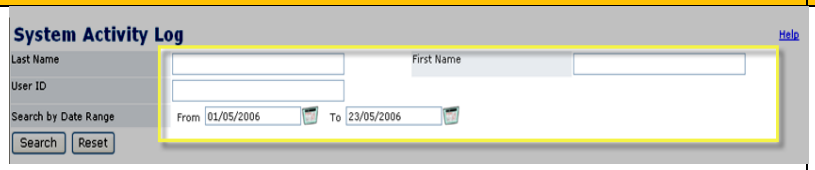
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<Previous> 1 2 3 <Next>

46 records found

Activity Date	User ID	Role	Activity	Module	Activity Details
23/05/2006, 10:15AM	ibarona	Buyer Coordinator	Update	BlackList Supplier	OrgName=E. O. AVESTRUZ CONSTRUCTION, NewExpirationDate=6/29/2006
23/05/2006, 10:15AM	ibarona	Buyer Coordinator	Update	BlackList Supplier	OrgName=E COPY CORPORATION, NewExpirationDate=6/8/2006
23/05/2006, 10:14AM	ibarona	Buyer Coordinator	Update	BlackList Supplier	OrgName=168 PAPER PRODUCTS, NewExpirationDate=5/31/2006
23/05/2006, 10:13AM	ibarona	Buyer Coordinator	Delete	BlackList Supplier	OrgName=#1 COMPUTERS & COMMUNICATIONS
15/05/2006, 01:27PM	ibarona	Buyer Coordinator	Create	Accredited Supplier	OrgName=A. SIMEON TRADING,Accreditation Code=C
15/05/2006, 01:26PM	ibarona	Buyer Coordinator	Create	Accredited Supplier	OrgName=1 CORINTHIAN 13 BUSINESS COMMERCIAL,Accreditation Code=C1
12/05/2006, 05:37PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=H.RAMOS PLASTIC MFG. CORP.
12/05/2006, 05:37PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=G & G CHEMICALS & COSMETIC PRODUCTS
12/05/2006, 05:37PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=I&I TECHNOLOGY SERVICES, INC.
12/05/2006, 05:36PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=J. DE GUZMAN CONSTRUCTION & ENTERPRISE
12/05/2006, 05:36PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=L & G KITCHENETTE
12/05/2006, 05:35PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=N.H. JUAN VETERINARY & AGRI SUPPLY
12/05/2006, 05:35PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=KABAYAN MOTORS
12/05/2006, 05:35PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=TACTICAL MIX MARKETING COMMUNICATION SERVICES
12/05/2006, 05:34PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=R&F TRUCKING SERVICES
12/05/2006, 05:33PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=S. POINT PRODUCTS INC.
12/05/2006, 05:33PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=QUEEN LAN'S ENTERPRISES
12/05/2006, 05:33PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=N.C. BOLADO GENERAL MERCHANDISE
12/05/2006, 05:32PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=P. ZABALA ENTERPRISES
12/05/2006, 05:32PM	ibarona	Buyer Coordinator	Create	BlackList Supplier	OrgName=M BROTHERS EDUCATIONAL SERVICES

Back

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			• To view selected system log activities, the Buyer Coordinator shall supply any of the following: 1. Enter **Last Name**, **First Name** or **User ID** of the registered contact. • Enter the dates in the **Search** by **Date Range** fields and then click **Search** button.