

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	35-37	May be used to update an organization's contact list by removing from the list those
Accreditation List		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	41-42	May be used to update an organization's blacklisted supplier list by removing from
Suppliers List		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



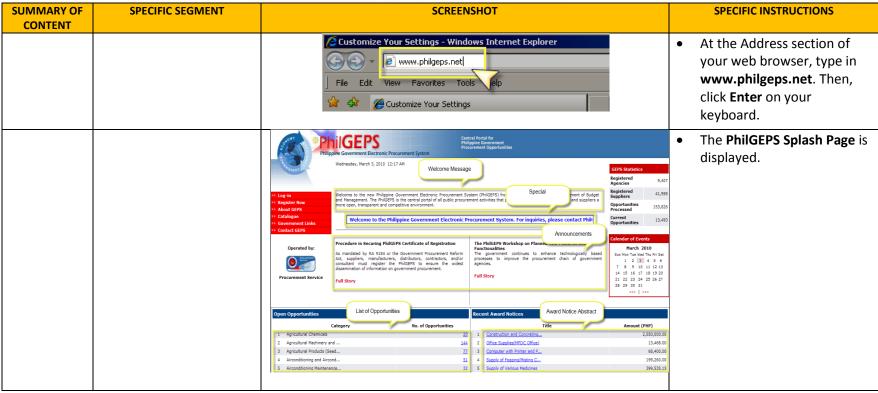


STORYBOARD: Buyer Part 2

CONFIDENTIAL & PROPRIETARY

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
	1. Accessing My Organization Menu	All Programs Start	 Launch the web browser from your computer. Click on Start Click on Internet Explorer
		Microsoft Office Word 2007 Adobe Reader 7.0 Search	













SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
		Philippine Government Electronic Procurement System Sunday, March 7, 2010 01:55 PM My G-EPS My Organization My Profile Opportunities Catalogue Directory About GEPS	 Click on My Organization menu.
		Organization Profile Accredited Suppliers Bucklisted Suppliers	 The My Organization menu consists of four (4) submenus as follows: Organization Profile Accredited Suppliers Blacklisted Suppliers Activity
	2. Organization Profile	Philippine Government Electronic Procurement System Sunday, March 7, 2010 01:55 PM My G-EPS My Organization My Profile Opportunities Catalogue Directory About GEPS Organization Profile Organization Profile Organization Profile Organization Profile Organization Profile Organization Profile Organization Profile	Click on Organization Profile link from the My Organization menu.



SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHO	т		SPECIFIC INSTRUCTIONS
		View Organization Information Sub-Organization List Organization Contact List View History DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN Bonifacio Drive, Port Area Manila Metro Manila NCR 111 http://www.dpwh.gov.ph				View Organization Information page appears.
		Member Type Organization Number Registration Date Government Branch Organization Type Sector Brief Description of the Organization Agency Tax Identification Number Open Opportunities Former Opportunities Awards Posted Updated By Date Last Updated	Buyer 1058 26/12/2000 Executive Department Undefined 800-111-111-111 82 10771 12 System Admin 07/03/2006			
	3. Update Organization Profile	Philippine Governme Sunday, March 7, 2010 01 My G-EPS My Organization	Update PS ent Electronic Procurement System	Central Portal for Philippine Government Procurement Opportunities B Uyer ties Catalogue Directory A	Log-out About GEPS	Click on Organization Profile link from the My Organization menu.



SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHOT		SPECIFIC INSTRUCTIONS
		View Organization Information Sub-Organization List Organization Contact List DEPARTMENT OF PUBLIC WORKS AND HIGHW Bonifacio Drive, Port Area Manila Metro Nanila NCC 111 http://www.dpwh.gov.ph	View History	elp	In the View Organization Information page, click the Update button.
		Member Type Organization Number Registration Date Government Branch Organization Type Sector Brief Description of the Organization Agency Tax Identification Number Open Opportunities Former Opportunities Awards Posted Updated By Date Last Updated	Buyer 1058 26/12/2000 Executive Department Undefined 800-111-111-111 82 10771 12 System Admin 07/03/2006 Update		



SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHOT		SPECIFIC INSTRUCTIONS	
CONTENT		Update Organization In			Help	The Update Organization
		ORGANIZATION INFORMATION				Information page is
		Organization Member Type	Buyer	_		
		Organization Number	1058			displayed.
		Registration Date	26/12/2000			
		Organization Name*	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	- MAIN		 Enter the latest information
		Acronym				
		Former Name				updates about your
		Government Branch*	Executive	V		organization profile.
		Organization Type*	Department	▼		
		Sector*	Undefined	<u> </u>		 Click Submit button to save
		Agency Tax Identification Number*	800 - 111 - 111 - 111			
		Web Site Address*	http://www.dpwh.gov.ph			the changes. Otherwise,
		Brief Description of the Organization				click Cancel button.
		DRGANIZATION ADDRESS		v		
		Country*	Philippines			
		Region*	NCR	<u> </u>		
		Province*	Metro Manila			
		City/Municipality*	Manila	<u> </u>		
		Street Address*	Bonifacio Drive			
			Port Area			
		Zip Code	111			
			Submit Cancel			
	4. Sub-Organization List		EPS nment Electronic Procurement System	Central Portal for Philippine Government Procurement Opportunities		 Click on Organization Profile link from the My
		Sunday, March 7, 2010		B Uyer	Log-out	Organization menu.
		My G-EPS My Organizat	tion My Profile Opportunities	Catalogue Directory	About GEPS	Organization mena.
		Organization Profile edited Supp	liers Blacklisted Suppliers			



SUMMARY OF CONTENT	SPECIFIC SEGMENT		SC	REENSHOT		SPECIFIC INSTRUCTIONS
		View Organization Inform 3th-Organization List DEPARTHENT OF PUBL Bonifacio Drive, Port Area Manila Metro Manila NCR 11 http://www.dpmh.gov.ph	<u>View History</u>		Hele •	In the View Organization Information page, click Sub- Organization List link.
		Member Type	Buyer			
		Organization Number	1058			
		Registration Date	26/12/2000			
		Government Branch	Executive			
		Organization Type	Department			
		Sector	Undefined			
		Brief Description of the Organization				
		Agency Tax Identification Number	800-111-111-111			
		Open Opportunities	82			
		Former Opportunities	10771			
		Awards Posted	19			
		Updated By	System Admin			
		Date Last Updated	07/03/2006			
				Update		

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCRE		SPECIFIC INSTRUCTIONS	
		Sub-Organization List Parent Organization DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN Bonfaiso Drive, Port Area Manila Metro Manila NCR Philippines		Hele	page is displayed.
		# A B C D E F G H I J K L M N O E Q E S T U V I	v x y z	57 organizations found	 The Sub-Organization List page shows the sub- organization/s that is/are
		Organization Name	Location	Status	registered under the parent
		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	organization.
		3 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - CAR	Baguio City, Benguet	Active Active	
		4 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAINTENANCE 5 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila Manila, Metro Manila		
		6 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active Active	In the Sub-Organization List
		7 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active	page, you may perform the
		8 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active	
		9 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active	following:
		10 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active	1. View sub-organization
		11 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active	G
		12 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active	profile
		13 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active	2. Create new sub-
		14 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Quezon City, Metro Manila	Active	Z. Create new Sub-
		15 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Taguig, Metro Manila	Active	organization
		16 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active	_
		17 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active	Update profile of
		18 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active	existing sub-
		19 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Quezon City, Metro Manila	Active	_
		20 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Manila, Metro Manila	Active	organization
		Create New Sub-Organization Back			



SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREE	ENSHOT		SPECIFIC INSTRUCTIONS
	5. View Sub- Organizational Profile	Sub-Organization List Parent Organization DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN Bonifacio Drive, Port Area Manila Metro Manila NCR Philippines		Help •	In the Sub-Organization List page, click the Organization Name of the particular suborganization.
		PA B C Q E F G M 1 3 X L M N O E Q E S T U V W - Previous 1 2 2 Mexits DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - APAYAO 2ND DEO DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - CAR DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Luna, Apayao Ali Tamuau, penyuet Baguio City, Benguet Manila, Metro Manila Quezon City, Metro Manila Taguiq, Metro Manila Manila, Metro Manila	Active	



SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHOT		SPECIFIC INSTRUCTIONS
		View Organization Information Remove link To Parent Organization Contact List View Activity View History DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - APAYAO 2ND DEO Lina Apayao CAR 3612 Member Type Buyer		•	The Sub-organization Information page is launched and the profile of the sub-organization is displayed.
		Organization Number Registration Date Government Branch Organization Type Sector Parent Organization Agency Tax Identification Number Organization Status Status Date Updated By Date Last Updated	4080 15/03/2002 Executive Attached Agency Undefined DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN Active 22/02/2006 System Admin 22/02/2006 Update Cancel	displayed.	



SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCRE	ENSHOT		SPECIFIC INSTRUCTIONS
	6. Create New Sub-Organization	SUB-Organization List Parent Organization DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN MORE Philippines # A B C Q E F G H I J K L M N O P Q R S T U V W **Previous** 1 2 2 **Next** **Organization Name DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - APAYAO 2ND DEO DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - BENGUET DEO DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAINTENANCE DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAINTENANCE DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS		S7 organizations found Status Active	• In the Sub-Organization List page, click the Create New Sub-Organization button. The Sub-Organization Registration Form (Buyers) page is displayed.
		Create New Sub-Organization			



SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT			SPECIFIC INSTRUCTIONS
CONTENT		Sub-Organization Registra Note: Asterist (*) indicates mendatory fields PARENT ORGANIZATION INFORMATION Name ORGANIZATION INFORMATION - garrasoun network 1 just - garrization Number - garrization Number - cranization Name - cranization Type* - extor* - gency Tax Identification Number* - leb Site Address* - rief Description of the Organization	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN Duter System generated 20/03/2006 Executive Please Select		 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
		RGANIZATION ADDRESS suntry* egion* revince* stytManicipality* treet Address* is Code ONTAGT INFORMATION alutation Title* rst Name* iddle Name ast Name* esignation* elephone Number* sx Number*	PhilippinesPlease Select		Cancel button.



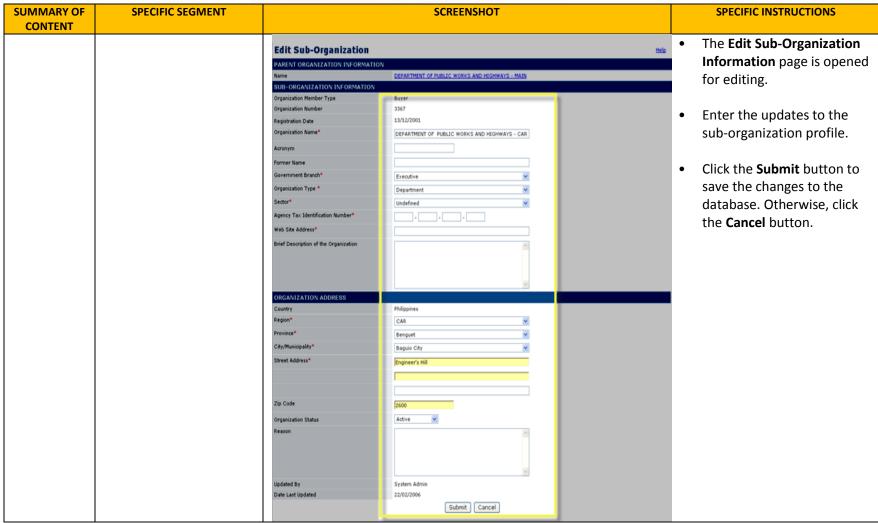
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREE	NSHOT		SPECIFIC INSTRUCTIONS
	7. Edit Sub-Organization Profile	Sub-Organization List Parent Organization List Parent Organization DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN Bendisoo Drye Port Area Manila NCR Philippines		Meliz	 In the Sub-Organization List page, click the Organization Name of the particular sub- organization.
		PABGO DEFFORM TO KLIMIN O POR STUVIN (Previous) 1 2 2 Silente DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - APAYAO 2ND DEO (EXECUTION OF PUBLIC WORKS AND HIGHWAYS - CAR DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS		Active	
		Create New Sub-Organization Back			





SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHOT		SPECIFIC INSTRUCTIONS
		View Organization Information Remove link To Parent Organization Contact List View Activity View History DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - APAYAD 2ND DED Luna Apayao CAR 3812		•	The Sub-organization Information page is launched and the profile of the sub-organization is displayed.
		Member Type	Buyer		aispia y ca.
		Organization Number	4080		
		Registration Date	15/03/2002	•	Click the Update button
		Government Branch	Executive		•
		Organization Type	Attached Agency		
		Sector	Undefined		
		Parent Organization	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN		
		Agency Tax Identification Number			
		Organization Status	Active		
		Status Date	22/02/2006		
		Updated By	System Admin		
		Date Last Updated	22/02/2006 Update el		





BlackBoards



SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHOT		SPECIFIC INSTRUCTIONS
	8. Organization Contact List	View Organization Information Sub-Organization List DEPARTMENT OF PUBLIC WORKS AND HIGH Bonifacio Drive, Port Area Marnila MCR 111 http://www.dowh.gov.gh	ist Wear History HAIN	Hela •	In the View Organization Information page, click the Organization Contact List link to display the page.
		Member Type	Buyer		
		Organization Number	1058		
		Registration Date	26/12/2000		
		Government Branch	Executive		
		Organization Type	Department		
		Sector	Undefined		
		Brief Description of the Organization			
		Agency Tax Identification Number	800-111-111-111		
		Open Opportunities	82		
		Former Opportunities	10771		
		Awards Posted	12		
		Updated By	System Admin		
		Date Last Updated	07/03/2006		
			Update		
I.					

SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHOT		SPECIFIC INSTRUCTIONS
		Organization Contact List		<u>Help</u>	Organization Contact List
		Organization Name: DEPARTMENT OF PUBLIC WORKS AND HIGHW		15 contacts found	page appears. Listed in the page is/are the registered
		Contact Name 1 Amar, Joel C	Role	Contact Status Active	contact/s of the Buyer
		2 Arreola, Henry C	Buyer	Active	•
		3 Bag-ao, Liza L	Buyer	Active	organization.
		4 Capua, Crisanto F	Buyer	Active	
		5 Carbonel, Fe V	Buyer	Active	
		6 Carbonell, Mariano N	Buyer Coordinator	Active	 In the Organization Contact
		7 Casas, Dina F	Buyer	Active	List page, the Buyer
		8 <u>Dizon, Melinda C</u>	Buyer	Active	
		9 Estrada, Ma. Cristina B	Buyer	Active	Coordinator may perform
		10 Gale, Elsa L	Buyer	Active	the following in either
		11 Gonzalvo, Jacqueline V 12 Guerrero, Lionell P	Buyer Buyer	Active Active	_
		13 Oareza, Susan P	Buyer	Active	Parent or Sub-Org:
		14 Oropesa, Pacilo J	Buyer	Active	 View contact
		15 Palaypay, Agerico C	Buyer	Active	information
		Create New Contact Back			Create new contact
		-			
					3. Edit profile of existing registered contact

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCR	EENSHOT		SPECIFIC INSTRUCTIONS
	9. View Contact Profile	Organization Contact List Organization Name: DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MA	IN .	Help 15 contacts found	To view a contact information: In the Organization Contact
		Contact Name	Role	Contact Status	_
		1 Amar, Joel C	Buyer	Active	List page, locate the contact
		2 Arreola, Henry C	Buyer	Active	and click the corresponding
		3 Bag-ao, Liza L	Buyer	Active	
		4 Capua, Crisanto F	Buyer	Active	Contact Name.
		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, Eisa L	Buyer	Active	
		11 Gonzalvo, Jacqueline V	Buyer	Active	
		12 Guerrero, Lionell P	Buyer	Active	
		13 Oareza, Susan P	Buyer	Active	
		14 Oropesa, Pacilo)	Buyer	Active	
		15 Palayay, Agerico C Create New Contact Back	Buyer	Active	

SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHOT		SPECIFIC INSTRUCTIONS
		View Contact Information View Activity View History Mr. Joel C. Amar Supplies Checker DEPARTMENT OF PUBLIC WORKS AND HIGHWAY Registration Date Role Signed Terms and Conditions Terms and Condition Signed Date Contact Address Telephone Number Fax Number E-mail Address User ID Contact Status Status Date		Help	 The View Contact Information page is displayed.
	10. View System Activity Log	View Contact Information View Activity New History Mr. Joel C. Amar Supplies Checker DEPARTMENT OF PUBLIC WORKS AND HIGHWAY Registration Date Role Signed Terms and Conditions Terms and Condition Signed Date Contact Address Telephone Number Fax Number E-mail Address User 1D Contact Status Status Date		Hele	 To view activities performed by the contact in PhilGEPS, 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
		System Activity	y Log			Help	•	The System Activity Log
		User Name	Joel C	Amar				page is displayed
		Role	Buyer					page is displayed
		Organization Name Activity Date		TMENT OF PUBLI	IC WORKS AND HIGHWAYS - MAIN			
			From		™ _{To} Search Reset			
		This list provides a detail acc	rount of the log	in activities with	in the company.			
						6 records found		
		Activity Date	Activity		Activity Details			
		30/03/2006, 03:31PM	ActAs	ActAs	Act As=jbeslig1,OrgName=DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN			
		30/03/2006, 03:29PM 30/03/2006, 03:28PM	Log Out Log In	Log Out Log In		_	1	
		30/03/2006, 03:27PM	Log Out	Log Out				
		30/03/2006, 03:26PM	Update	Own Profile				
		30/03/2006, 03:25PM	Log In	Log In				
		Back						
							I	

SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHOT	SPECIFIC INSTRUCTIONS
	11. View Contact History	View Contact Information View Activity Mr. Joel C Amar Supplies Checker DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	- MAIN	To view history of the changes made on the contact profile, click the View History link.
		Registration Date	06/11/2002	
		Role	Buyer	
		Signed Terms and Conditions	No	
		Terms and Condition Signed Date		
		Contact Address	Bonifacio Drive, Port Area Manila Metro Manila NCR	
		Telephone Number	63 - 2 - 3043539	
		Fax Number	63 - 2 - 3043531	
		E-mail Address	philgeps@gmail.com	
		User ID	jamar	
		Contact Status	Active	
		Status Date	06/11/2002	
			Update Back	
		View Contact History	Help	The View Contact History
		Date Updated Updated By	Contact Status Reason	The view contact history
		22/02/2006 System	Active Reason	page is displayed.
		22/02/2006 System	Active	
		Back		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.
		View Contact History Profi	le	•	The View Contact History
		Mr. Joel C Amar Supplies Checker DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	: - MAIN		Profile page is displayed.
		Registration Date	06/11/2002		
		Role	Buyer		
		Contact Address	Bonifacio Drive, Port Area Manila Metro Manila NCR		
		Telephone Number	63 - 2 - 3043539		
		Fax Number	63 - 2 - 3043531		
		Mobile Phone Number			
		E-mail Address	philgeps@gmail.com		
		User ID	jamar		
		Phone Support ID	geps123		
		Birthdate	01/03/1990		
		Contact Status	Active		
		Status Date Back	06/11/2002		



SUMMARY OF CONTENT	SPECIFIC SEGMENT		ENSHOT		SPECIFIC INSTRUCTIONS
	12. Create New Contact	Organization Contact List Organization Name: DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN		Helo 15 contacts found	In the Organization Contact List page, click the Create
		Contact Name	Role	Contact Status	New Contact button to
		1 Amar, Joel C	Buyer	Active	launch the Contact
		2 Arreola, Henry C	Buyer	Active	Desistration Form
		3 Bag-ao, Liza L	Buyer	Active	Registration Form.
		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 <u>Dizon, Melinda C</u>	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 Polarpay, Agerico C Create New Contact	Buyer	Active	



SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHOT		SPECIFIC INSTRUCTIONS
		Contact Registration Form ORGANIZATION INFORMATION Organization Name CONTACT INFORMATION Registration Date Role* Salutation Title* First Name* Middle Name Last Name* Designation* Telephone Number* Fax Number E-mail Address* CONTACT ADDRESS Country Region* Province* City/Municipality* Street Address*	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN 20/03/2006 Buyer	Hela	 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.

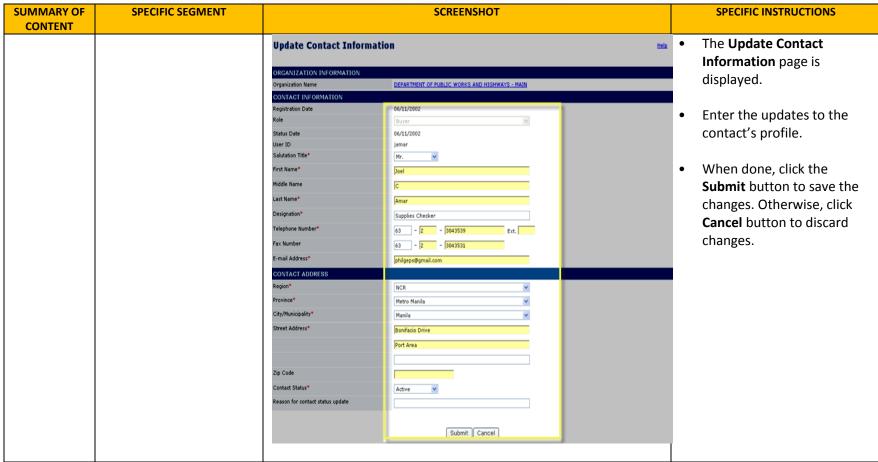


SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCR	ENSHOT		SPECIFIC INSTRUCTIONS
	13. Edit Contact Profile	Organization Contact List Organization Name: DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MA		15 contacts found	 In the Organization Contact List page, locate the contact person and click the
		Contact Name	Role	Contact Status Active	•
		1 Amar, Joel C 2 Arreola, Henry C	Buyer	Active	corresponding Contact
		3 Bag-ao, Liza L	Buyer	Active	Name.
		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 Palarpar, Agerico C Create New Contact Back	Buyer	Active	



SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHOT		SPECIFIC INSTRUCTIONS
		View Contact Information Yiew Activity Yiew History Mr. Joel C Amar Supplies Checker DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	- MAIN	•	The View Contact Information page is displayed. Click the Update button.
		Registration Date	06/11/2002		
		Role	Buyer		
		Signed Terms and Conditions	No		
		Terms and Condition Signed Date			
		Contact Address	Bonifacio Drive, Port Area Manila Metro Manila NCR		
		Telephone Number	63 - 2 - 3043539		
		Fax Number	63 - 2 - 3043531		
		E-mail Address	philgeps@gmail.com		
		User ID	jamar		
		Contact Status	Active		
		Status Date	06/11/2002		
			Update		







SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT		SPECIFIC INSTRUCTIONS
	14. Organization History	View Organization Information Sub-Organization List Organization Contact List View History DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN BANAIIS Martio Maniia NCR. 111 Member Type Buyer	lr	n the View Organization nformation page, click the View History link.
		Organization Number 1058 Registration Date 26/12/2000 Government Branch Executive Organization Type Department Sector Undefined Brief Description of the Organization Agency Tax Identification Number 800-111-111-111 Open Opportunities 82 Former Opportunities 10771 Awards Posted 12 Updated By System Admin Date Lost Updated 07/03/2006 Update		
		View Organization History Date Updated Updated By Organization Status Reason 22/02/2006 System Active Back	• C D	the View Organization listory page is displayed. Only the last three(3) updates are displayed on this page. Click on any date under Oate Updated to view your organization profile on that late.



SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT			SPECIFIC INSTRUCTIONS
		View Organization History DEPARTMENT OF PUBLIC WORKS AND HIGHW Bonifacio Drive, Port Area Manila Metro Manila Member Type Organization Number Registration Date Government Branch Organization Type Sector Date Last Updated Back			 The View Organization History Profile page is displayed. Click the Back button to return to previous page.
	15. Accessing Accredited Suppliers	Philippine Government Electronic Procuremes Sunday, March 7, 2010 01:55 PM My G-EPS My Organization My Profile Organization Profile Accredited Suppliers disted Suppliers	Phili Prod nt System	ntral Portal for lippine Government curement Opportunities B Uyer Log-out talogue Directory About GEPS	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			SPECIFIC INSTRUCTIONS		
		2 1 CORINTHIAN 13 BUSINESS COMMERCIA Man 3 A. SIMEON TRADING Vale	Location "LAwr,II,United States" illa,Metro Manila nozuela City,Metro Manila upan City,Pangasinan	Accreditation Date 05/05/2006 15/05/2006 15/05/2006 04/05/2006	Hele 4 organizations found Expiration Date 10/05/2002 25/05/2006 20/06/2006 08/05/2009	The Accredited Suppliers will be displayed.
	16. Add New Accredited Supplier		Location (LAwn,II,United States iila,Metro Manila	Accreditation Date 05/05/2006 15/05/2006	Hele 4 organizations found Expiration Date 10/05/2007 25/05/2006	In the Accredited Suppliers page, select from the drop- down list the Accreditation Code to assign to the
			enzuela City,Pangasinan	15/05/2006 04/05/2006	30/05/2006 08/05/2002	 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
		Accredited Suppliers			Help		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.
		Accreditation Code C1 (Code-Abra)			4 organizations found	•	Click Add New Supplier button.
		Organization Name	Location	Accreditation Date	Expiration Date		
		1 #1 COMPUTERS & COMMUNICATIONS	Oak LAwn, II, United States	05/05/2006	10/05/2007		
		2 1 CORINTHIAN 13 BUSINESS COMMERCIAL	Manila, Metro Manila	15/05/2006	25/05/2006		
		3 A. SIMEON TRADING 4 NVM PHARMA DISTRIBUTOR	Valenzuela City,Metro Manila Dagupan City,Pangasinan	15/05/2006 04/05/2006	30/06/2006 08/05/2009		
		Add New Supplier					

SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHOT		SPECIFIC INSTRUCTIONS
CONTENT		# A B C D E E G H I 2 K L M N Q P Previous > 1 2 2 4 5 6 7 Next > 1	Organization Name CONAL CORPORATION Dubai, Bu Makati Ci Las Piñas Las Piñas Las Piñas Las Piñas As Piñas As Piñas As Piñas As Piñas Makati Ci Makati Ci Baler, Au Pandan, A Las Piñas Manila, M	Catanduanes City, Metro Manila etro Manila	 The Supplier Directory (Accreditation) page is displayed. In the Supplier Directory page, locate the supplier and click on the corresponding Organization Name.
		14 ACME TRADING 15 ACME TRADING (EGV 7/19/) 16 ACME TRADING (FOREIGN) 17 ACME TRADING (FOREIGN) 18 ADVANCE PAPER CORPORA *1 COMPUTER SYSTEMS10227 s.Kd Registration Date Organization Type Business Category Incorporation Date Number of Employees Previous Year's Revenue	Z2005) Bengkok, L1 city, state Z2005) Bengkok, ATION Caloocan		 The Organization Profile (Accredit Supplier) page is displayed. In the Organization Profile (Accredit Supplier) page,
		Blacklisted Accredited by Government Authorities	Yes Yes Back Accredit		click Accredit button.



SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
		Accredited Supplier Organization Name #1 COMPUTERS & COMMUNICATIONS 10227 s.Kostner Oak LAWN II United States Accreditation Code C1 Expiration Date 10/05/2007 Submit Cancel	 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.	Accreditation Code C1 (Code-Abra) Organization Name Location Accreditation Date 1	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.
		Accredited Suppliers			<u>Help</u>	Locate the supplier in the
		Accreditation Code GA1 (Guns and Ammunitions (G	GAA)) -			list and click the
				12	organizations found	corresponding Organization
		Organization Name	Location	Accreditation Date	Expiration Date	Name to display its profile.
		1 16/35 MM PRODUCTION SUPPLY	Makati City,Metro Manila	15/08/2008	31/12/2009	ivalle to display its profile.
		2 1820 CONSTRUCTION & SUPPLY, IN	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
		View Organization Information 16/35 MM PRODUCTION SUPPLY UG17 Star Centrum Bldg., 317 Sen. Gil J. Puyat Avenue Makati City NCR Metro Manila Philippines 1209	Click the checkbox of the corresponding accreditation code under which the supplier is accredited.
		Registration Date Organization Type Others Business Category Information Technology Brief Description of the Organization Blacklisted Yes Accredited By Government Agencies Accreditation List Code Access Expiration Date Guns and Ammunitions (GAA) Remove Back	Click the Remove button to complete the delisting process. Otherwise, click Back button.
	18. Accessing Blacklisted Suppliers	Philippine Government Electronic Procurement System Sunday, March 7, 2010 01:55 PM My G-EPS My Organization My Profile Opportunities Catalogue Directory About GEPS Organization Profile Accredited Suppliers Blacklisted Suppliers	Organization, thek the

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT SPECIFIC INSTI	RUCTIONS
		Blacklisted Suppliers • The Blackliste page appears	• •
		Organization Name	
	19. Add New Blacklisted Supplier	Philippine Government Electronic Procurement System Sunday, March 7, 2010 01:55 PM My G-EPS My Organization My Profile Opportunities Catalogue Directory About GEPS Note: The blacklists first be submitted before posting the PhiliGEPS.	menu under ization menu. ting order shall to the GPPB
		Blacklisted Suppliers To blacklist a reclick the Add reclick	new Supplier nch the







SUMMARY OF CONTENT	SPECIFIC SEGMENT		SCREENSHOT	SPECIFIC INSTRUCTIONS
		Organization Profile ABC'S COMPUTER #1012 Tektite Bilg,,,Ortigas Center Las Piñas City Metro Manila National Capital Region Philippines		 The Organization Profile (Add Blacklisted Supplier) page is displayed. In the Organization Profile
		Registration Date	11/05/2005	page, click Blacklist button.
		Form of Organization	Partnership	
		Organization Type	Dealer	
		Business Category	Quartermaster Items (IQU) Appliances (EAP) Books, Maps and Other Publications (IPU) Communication Equipment (ECO) TEST123	
		Description		
		Parent Organization	3M PHILIPPINES	
		Former Name		
		Incorporation Date	01/04/1998	
		Number of Employees Previous Year's Revenue	40 3500000	
		Blacklisted	Yes	
		Accredited by Government	No	
		Authorities		
			Back Blacklist	

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
		Blacklisted Supplier Organization Name Expiration Date Reason Submit Cancel	 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	Blacklisted Suppliers Organization Name Location Date Oute 1 188 PAPER PRODUCTS Angat Bulacan 12/05/2006 2 ECOPY CORPORATION Cabuyao, Laguna 12/05/2006 29/06/2006 Add New Supplier Add New Supplier State of the sup-organizations Waiting for the renwal of business license	in the blackisted suppliers

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT			SPECIFIC INSTRUCTIONS	
		Organization Profile 12TH-17TH GENERAL MERCHANDISE P\$2-05 12th-17th Street, Villamor Air Base Pasay City Metro Manila NCR Philippines			•	The Organization Profile (Remove Blacklisted Supplier) page is displayed.
		Registration Date Form of Organization Organization Type Business Category Description Incorporation Date Number of Employees Previous Year's Revenue Blacklisted Accredited by Government Authorities	17/01/2002 Others Office Supplies and Devices (IOS) Office Supplies and General Mdse. 0 Php .00 Yes No		•	Click the Remove button.
		2	Are you sure to remove OK Cancel	this item?	•	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	Blacklisted Suppliers Organization Name Location Blacklisting Date Date Reason 1 168 PAPER PRODUCTS Angat, Bulacan 12/05/2006 21/05/2006 Accredited by one of the sub-organizations 2 E.O. AVESTRUZ CONSTRUCTION Tadoban City, Leyte 12/05/2006 29/06/2006 Waiting for the renwal of business license Add New Supplier	 In the Blacklisted Suppliers page, click on the Expiration Date corresponding to the Blacklisted Supplier.
		Blacklisted Supplier Organization Name 12TH-12TH GENERAL MERCHANDISE PS2-06 12th-17th Street, Villamor Air Base PASAY City Metro Manila NCR Philitonines Expiration Date 20/03/2006 Have pending biddings Submit Cancel	 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	Philippine Government Electronic Procurement System Wednesday, March 24, 2010 02:23 AM Liza Bondoc BWD Log-out My G-EPS My Organization My Profile Opportunities Catalogue Directory About GEPS View Organization Information Central Portal for Philippine Government Procurement System Liza Bondoc BWD Log-out Activity Liza Bondoc BWD Log-out About GEPS Activity Help	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.

Phil GEPS Philippine Government Electronic Procurement System

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT				SPECIFIC INSTRUCTION	IS	
		System Activity Log Last Name User ID Search by Date Range From Search Reset	n 01/95/2006 To 23/05/200	First Name		tiels	The System Activity I page is displayed.	og -
		# A B C D E F G H I J K L M N <pre><pre> </pre> <pre> # A B C D E F G H I J K L M N </pre></pre>	1 O P Q R S T U V W X Y Z			46 records found		
		The production of the second o				40 /60/03 /00/10		
		Activity Date	User ID Role	Activity	Module	Activity Details	i	
		23/05/2006, 10:15AM Ibaron		Update	BlackList Supplier	OrgName=E. O. AVESTRUZ CONSTRUCTION, NewExpirationDate=6/29/2006		
		23/05/2006, 10:15AM Ibaron	a Buyer Coordinator	Update	BlackList Supplier	OrgName=E COPY CORPORATION, NewExpirationDate=6/8/2006		
		23/05/2006, 10:14AM Ibaron	a Buyer Coordinator	Update	BlackList Supplier	OrgName=168 PAPER PRODUCTS, NewExpirationDate=5/31/2006		
		23/05/2006, 10:13AM Ibaron	a Buyer Coordinator	Delete	BlackList Supplier	OrgName=#1 COMPUTERS & COMMUNICATIONS	l	
		15/05/2006, 01:27PM Ibaron	a Buyer Coordinator	Create	Accredited Supplier	OrgName=A. SIMEON TRADING,Accreditation Code=C		
		15/05/2006, 01:26PM baron	a Buyer Coordinator	Create	Accredited Supplier	OrgName=1 CORINTHGAN 13 BUSINESS COMMERCIAL_Accreditation Code=C1		
		12/05/2006, 05:37PM Ibaron	a Buyer Coordinator	Create	BlackList Supplier	OrgName=H.RAMOS PLASTIC MFG. CORP.		
		12/05/2006, 05:37PM Ibaron	a Buyer Coordinator	Create	BlackList Supplier	OrgName=G & G CHEMOCALS & COSMETIC PRODUCTS		
		12/05/2006, 05:37PM Ibaron	a Buyer Coordinator	Create	BlackList Supplier	OrgName=181 TECHNOLOGY SERVICES, INC.		
		12/05/2006, 05:36PM Ibaron	a Buyer Coordinator	Create	BlackList Supplier	OrgName=J. DE GUZMAN CONSTRUCTION & ENTERPRISE		
		12/05/2006, 05:36PM Ibaron	a Buyer Coordinator	Create	BlackList Supplier	OrgName=L & G KITCHENETTE		
		: 12/05/2006, 05:35PM Ibaron	a Buyer Coordinator	Create	BlackList Supplier	OrgName=N.H. JUAN VETERINARY & AGRI SUPPLY	I	
		12/05/2006, 05:35PM Ibaron		Create	BlackList Supplier	OrgName=KABAYAN MOTORS		
		12/05/2006, 05:35PM Ibaron	a Buyer Coordinator	Create	BlackList Supplier	OrgName=TACTICAL MIX MARKETING COMMUNICATION SERVICES		
		12/05/2006, 05:34PM Ibaron		Create	BlackList Supplier	OrgName=R&F TRUCKING SERVICES		
		i 12/05/2006, 05:33PM Ibaron		Create	BlackList Supplier	OrgName=S. POINT PRODUCTS INC.		
		12/05/2006, 05:33PM Ibaron	a Buyer Coordinator	Create	BlackList Supplier	OrgName=QUEEN LAN'S ENTERPRISES		
		1 12/05/2006, 05:33PM Ibaron	a Buyer Coordinator	Create	BlackList Supplier	OrgName=N.C. BOLADO GENERAL MERCHANDISE	l	
		12/05/2006, 05:32PM Ibaron		Create	BlackList Supplier	OrgName=P. ZABALA ENTERPRISES		
		12/05/2006, 05:32PM Ibaron	a Buyer Coordinator	Create	BlackList Supplier	OrgName=M BROTHERS EDUCATIONAL SERVICES		
		Back						
⊘ Rlack	Boards	_						



SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
		System Activity Log Last Name User ID Search by Date Range Search Reset To 23/05/2006	 To view selected system log activities, the Buyer Coordinator shall supply any of the following: 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.