



## MODULE: BUYER


### SEGMENT TITLE: MY ORGANIZATION

SUB-Segments	Page/s #	Rationale for the Sub-Segment
1. Accessing My Organization Menu	2-5	<ul style="list-style-type: none"> <li>Access the Personalized Organization profile within the PhilGEPS</li> </ul>
2. Organization Profile	5-6	<ul style="list-style-type: none"> <li>Provide information about your agency organization profile.</li> </ul>
3. Update Organization Profile	6-8	<ul style="list-style-type: none"> <li>Provide and access information updates about your agency organization profile.</li> </ul>
4. Sub-Organization List	8-10	<ul style="list-style-type: none"> <li>shows the sub-organization/s that is/are registered under the parent organization.</li> </ul>
5. View Sub-Organizational Profile	11-12	<ul style="list-style-type: none"> <li>Used to access specific profile of the sub-organization</li> </ul>
6. Create New Sub-Organization	13-14	<ul style="list-style-type: none"> <li>Used to add to the organization's list of sub-organizations</li> </ul>
7. Edit Sub-Organization Profile	15-17	<ul style="list-style-type: none"> <li>Used to update information contained in a specified sub-organization profile</li> </ul>
8. Organization Contact List	18-19	<ul style="list-style-type: none"> <li>Shows list of Organization's contacts, suppliers, consultants, etc..</li> </ul>
9. View Contact Profile	20-21	<ul style="list-style-type: none"> <li>Access updates to the contact's profile</li> </ul>
10. View System Activity Log	21-22	<ul style="list-style-type: none"> <li>view activities performed by the contact in <b>GEPS</b></li> </ul>
11. View Contact History	23-24	<ul style="list-style-type: none"> <li>view history of the changes made on the contact profile,</li> </ul>
12. Create New Contact	25-26	<ul style="list-style-type: none"> <li>Add and save new information of a new Organization contact</li> </ul>
13. Edit Contact Profile	27-29	<ul style="list-style-type: none"> <li>To Enter updates to a contact's profile.</li> </ul>
14. Organization History	30-31	<ul style="list-style-type: none"> <li>to view your organization profile on that date.</li> </ul>
15. Accessing Accredited Suppliers	31-32	<ul style="list-style-type: none"> <li>To view the Organization's list of accredited suppliers</li> </ul>
16. Add New Accredited Supplier	32-35	<ul style="list-style-type: none"> <li>Create via adding to list the Accreditation Code , a new supplier.</li> </ul>
17. Remove Supplier from Accreditation List	35-37	<ul style="list-style-type: none"> <li>May be used to update an organization's contact list by removing from the list those who are no longer accredited</li> </ul>
18. Accessing Blacklisted Suppliers	37-38	<ul style="list-style-type: none"> <li>It shows the names of all supplier organizations blacklisted by the organization</li> </ul>
19. Add New Blacklisted Supplier	38-41	<ul style="list-style-type: none"> <li>Add New Supplier in the Blacklisted suppliers list.</li> </ul>
20. Remove Supplier from Blacklisted Suppliers List	41-42	<ul style="list-style-type: none"> <li>May be used to update an organization's blacklisted supplier list by removing from the list those who are no longer blacklisted</li> </ul>
21. Change Blacklist Expiration Date	43	<ul style="list-style-type: none"> <li>Update Expiration Date corresponding to a Blacklisted Supplier.</li> </ul>
22. View User Activity	43-46	<ul style="list-style-type: none"> <li>Shows the Organization's System Activity Log</li> </ul>



**BlackBoards**

... where innovative ideas are explored ...

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
My Organization	1. Accessing My Organization Menu		<ul style="list-style-type: none"> <li>• Launch the web browser from your computer.</li> <li>• Click on <b>Start</b></li> <li>• Click on <b>Internet Explorer</b></li> </ul>



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			<ul style="list-style-type: none"> <li>At the Address section of your web browser, type in <b>www.philgeps.net</b>. Then, click <b>Enter</b> on your keyboard.</li> </ul>
			<ul style="list-style-type: none"> <li>The <b>PhilGEPS Splash Page</b> is displayed.</li> </ul>



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			<ul style="list-style-type: none"> <li>Click on <b>Log-in</b> link</li> </ul>
			<ul style="list-style-type: none"> <li>At the <b>Log-in</b> page, enter your GEPS User ID and Password.</li> </ul>



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			<ul style="list-style-type: none"> <li>Click on <b>My Organization</b> menu.</li> <li>The My Organization menu consists of four (4) sub-menus as follows: <ol style="list-style-type: none"> <li>Organization Profile</li> <li>Accredited Suppliers</li> <li>Blacklisted Suppliers</li> <li>Activity</li> </ol> </li> </ul>
	2. Organization Profile		<ul style="list-style-type: none"> <li>Click on <b>Organization Profile</b> link from the <b>My Organization</b> menu.</li> </ul>



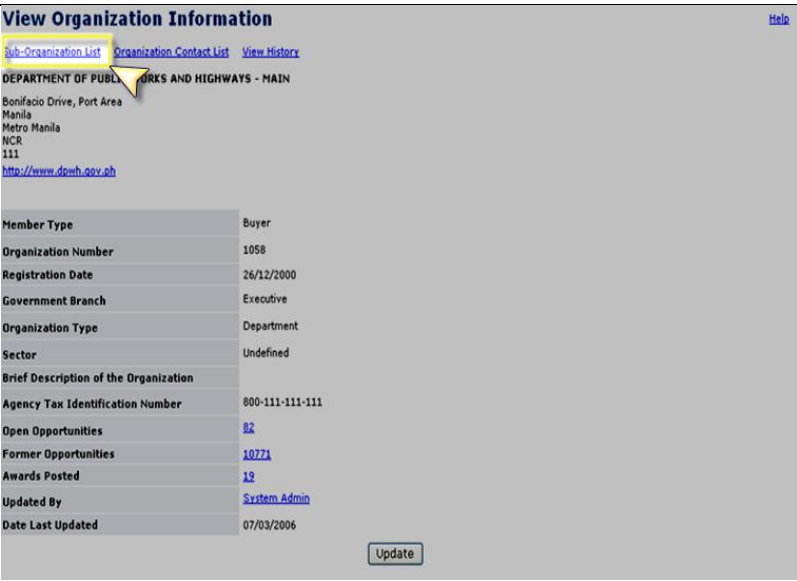




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		<div><div>View Organization Information</div><div><div><a href="#">Sub-Organization List</a></div><div><a href="#">Organization Contact List</a></div><div><a href="#">View History</a></div></div><div>DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN</div><div>Bonifacio Drive, Port Area</div><div>Manila</div><div>Metro Manila</div><div>NCR</div><div>111</div><div><a href="http://www.dpmh.gov.ph">http://www.dpmh.gov.ph</a></div><div><div><div>Member Type</div><div>Buyer</div></div><div><div>Organization Number</div><div>1058</div></div><div><div>Registration Date</div><div>26/12/2000</div></div><div><div>Government Branch</div><div>Executive</div></div><div><div>Organization Type</div><div>Department</div></div><div><div>Sector</div><div>Undefined</div></div><div><div>Brief Description of the Organization</div><div></div></div><div><div>Agency Tax Identification Number</div><div>800-111-111-111</div></div><div><div>Open Opportunities</div><div>82</div></div><div><div>Former Opportunities</div><div>10271</div></div><div><div>Awards Posted</div><div>12</div></div><div><div>Updated By</div><div>System Admin</div></div><div><div>Date Last Updated</div><div>07/03/2006</div></div><div><div>Update</div></div></div></div>	<ul style="list-style-type: none"><li>In the <b>View Organization Information</b> page, click the <b>Update</b> button.</li></ul>





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			<ul style="list-style-type: none"> <li>In the <b>View Organization Information</b> page, click <b>Sub-Organization List</b> link.</li> </ul>



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		<p><b>Sub-Organization List</b> <a href="#">Help</a></p> <p><b>Parent Organization</b>  DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN  Bonifacio Drive, Port Area  Manila  Metro Manila  NCR  Philippines</p> <p># 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</p> <p>&lt;Previous&gt; 1 2 3 &lt;Next&gt; <span style="float: right;">57 organizations found</span></p> <table border="1"> <thead> <tr> <th></th><th>Organization Name</th><th>Location</th><th>Status</th></tr> </thead> <tbody> <tr><td>1</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - APAYAO 2ND DEO</a></td><td>Luna, Apayao</td><td>Active</td></tr> <tr><td>2</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - BENGUET DEO</a></td><td>La Trinidad, Benguet</td><td>Active</td></tr> <tr><td>3</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - CAR</a></td><td>Baguio City, Benguet</td><td>Active</td></tr> <tr><td>4</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAINTENANCE</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>5</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>6</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>7</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>8</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>9</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>10</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>11</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>12</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>13</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>14</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Quezon City, Metro Manila</td><td>Active</td></tr> <tr><td>15</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Taguig, Metro Manila</td><td>Active</td></tr> <tr><td>16</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>17</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>18</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> <tr><td>19</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Quezon City, Metro Manila</td><td>Active</td></tr> <tr><td>20</td><td><a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</a></td><td>Manila, Metro Manila</td><td>Active</td></tr> </tbody> </table> <p><a href="#">Create New Sub-Organization</a> <a href="#">Back</a></p>		Organization Name	Location	Status	1	<a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - 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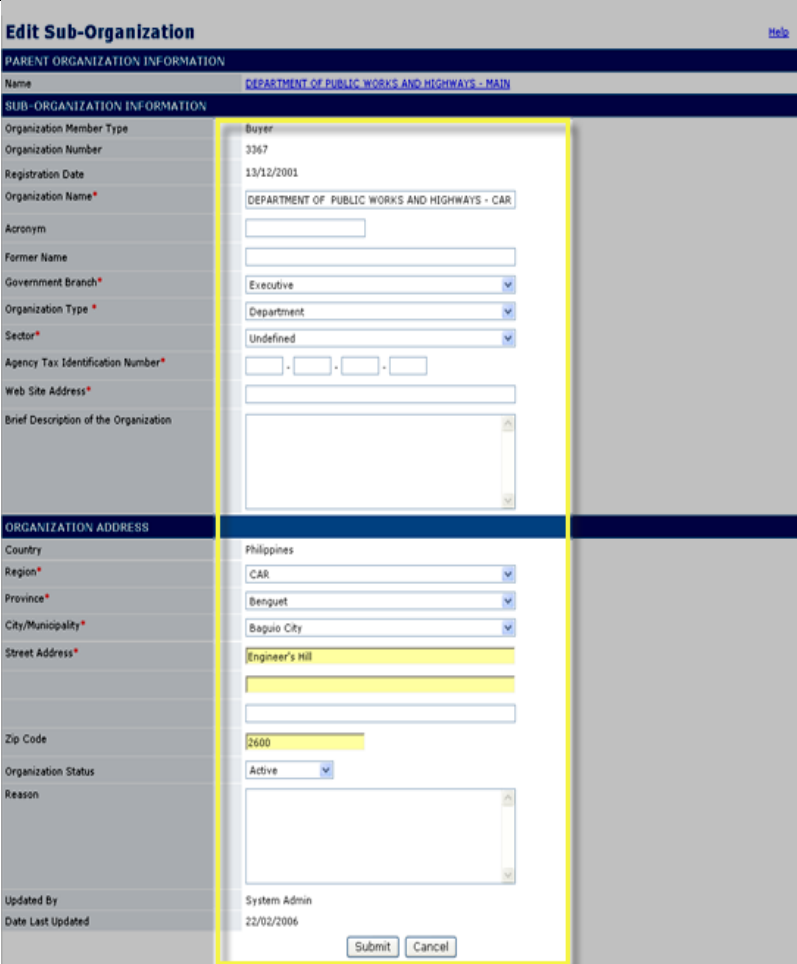
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**BlackBoards**


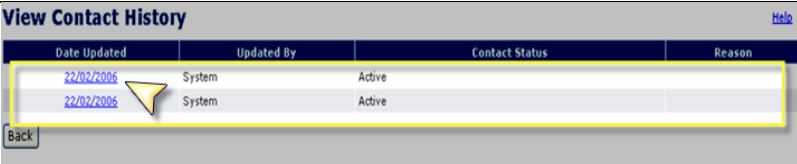
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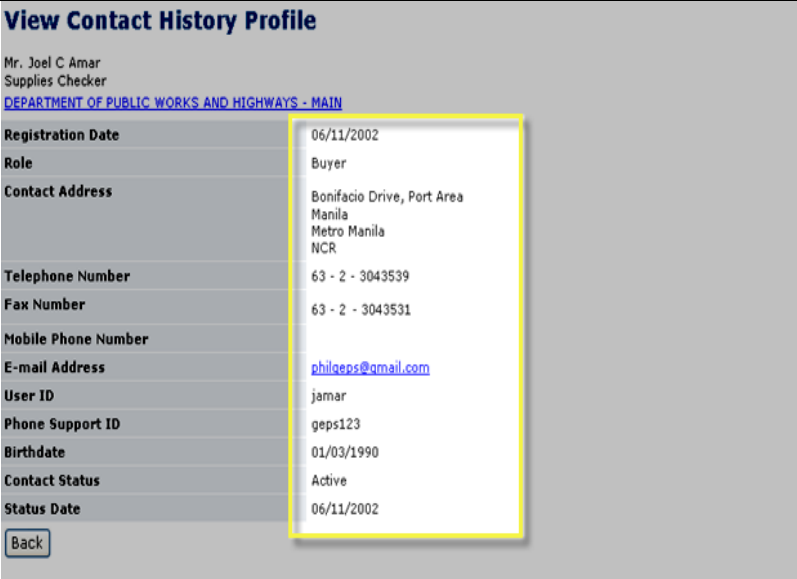


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			<ul style="list-style-type: none"> <li>The <b>View Contact Information</b> page is displayed.</li> </ul>
	10. View System Activity Log		<ul style="list-style-type: none"> <li>To view activities performed by the contact in PhilGEPS, click the <b>View Activity</b> link enter the start and end dates of the desired period of activity. Click search button.</li> </ul>

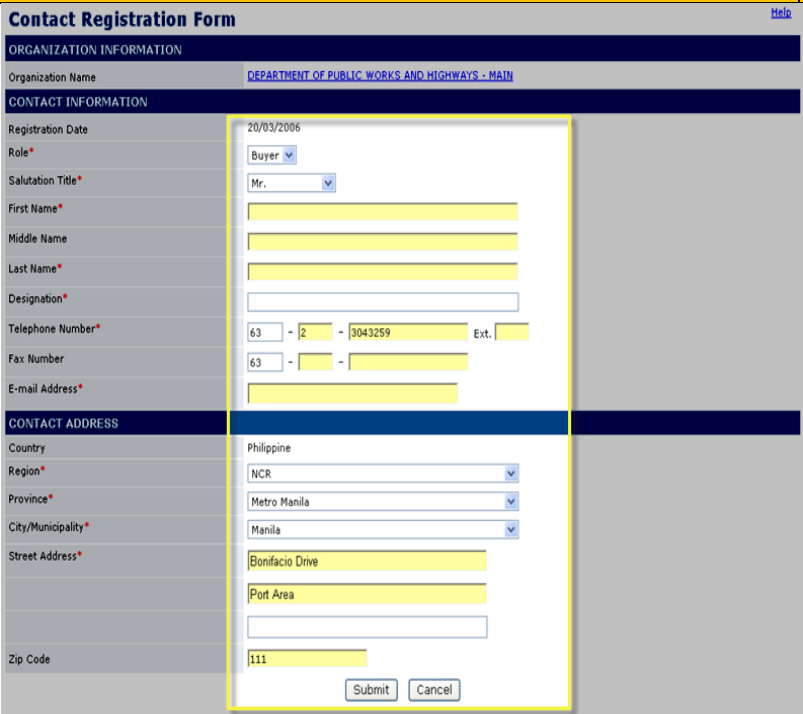
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		<div><div><div><div>System Activity Log</div><div><div>User Name</div><div>Joel C Amar</div></div><div><div>Role</div><div>Buyer</div></div><div><div>Organization Name</div><div>DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN</div></div><div><div>Activity Date</div><div><div>From</div><div></div><div>To</div><div></div><div>Search</div><div>Reset</div></div></div><div><div>This list provides a detail account of the login activities within the company.</div><div>6 records found</div><table><thead><tr><th>Activity Date</th><th>Activity</th><th>Module</th><th>Activity Details</th></tr></thead><tbody><tr><td>30/03/2006, 03:31PM</td><td>ActAs</td><td>ActAs</td><td>Act As=jbeslig1,OrgName=DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN</td></tr><tr><td>30/03/2006, 03:29PM</td><td>Log Out</td><td>Log Out</td><td></td></tr><tr><td>30/03/2006, 03:28PM</td><td>Log In</td><td>Log In</td><td></td></tr><tr><td>30/03/2006, 03:27PM</td><td>Log Out</td><td>Log Out</td><td></td></tr><tr><td>30/03/2006, 03:26PM</td><td>Update</td><td>Own Profile</td><td></td></tr><tr><td>30/03/2006, 03:25PM</td><td>Log In</td><td>Log In</td><td></td></tr></tbody></table><div>Back</div></div></div></div></div>	Activity Date	Activity	Module	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	Log Out	Log Out		30/03/2006, 03:28PM	Log In	Log In		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		<ul style="list-style-type: none"><li>The <b>System Activity Log</b> page is displayed</li></ul>
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	11. View Contact History		<ul style="list-style-type: none"> <li>To view history of the changes made on the contact profile, click the <b>View History</b> link.</li> </ul>
			<ul style="list-style-type: none"> <li>The View Contact History page is displayed.</li> </ul> <p><b>Note:</b> Only the three (3) most recent updates to the contact profile are displayed on the page.</p>

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			<ul style="list-style-type: none"> <li>Click on any date under <b>Date Updated</b> to see profile of the contact on that date.</li> </ul>
		 <p><b>View Contact History Profile</b></p> <p>Mr. Joel C. Amar Supplies Checker <a href="#">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - MAIN</a></p> <p><b>Registration Date</b> 06/11/2002  <b>Role</b> Buyer  <b>Contact Address</b> Bonifacio Drive, Port Area Manila Metro Manila NCR  <b>Telephone Number</b> 63 - 2 - 3043539  <b>Fax Number</b> 63 - 2 - 3043531  <b>Mobile Phone Number</b>  <b>E-mail Address</b> <a href="mailto:philgeps@gmail.com">philgeps@gmail.com</a>  <b>User ID</b> jamar  <b>Phone Support ID</b> geps123  <b>Birthdate</b> 01/03/1990  <b>Contact Status</b> Active  <b>Status Date</b> 06/11/2002  <input type="button" value="Back"/></p>	<ul style="list-style-type: none"> <li>The <b>View Contact History Profile</b> page is displayed.</li> </ul>

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# PhilGEPS

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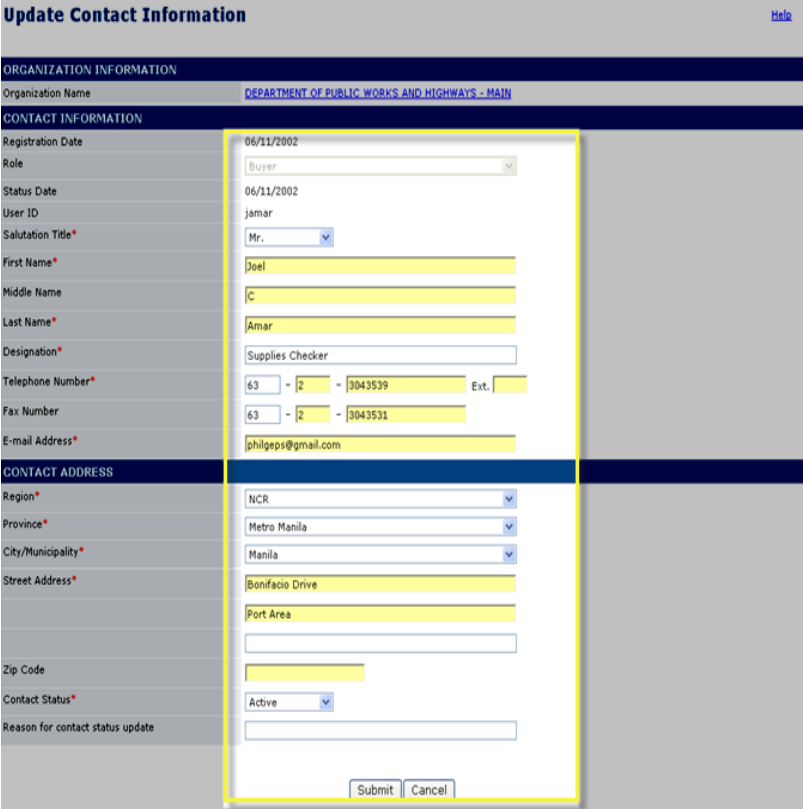
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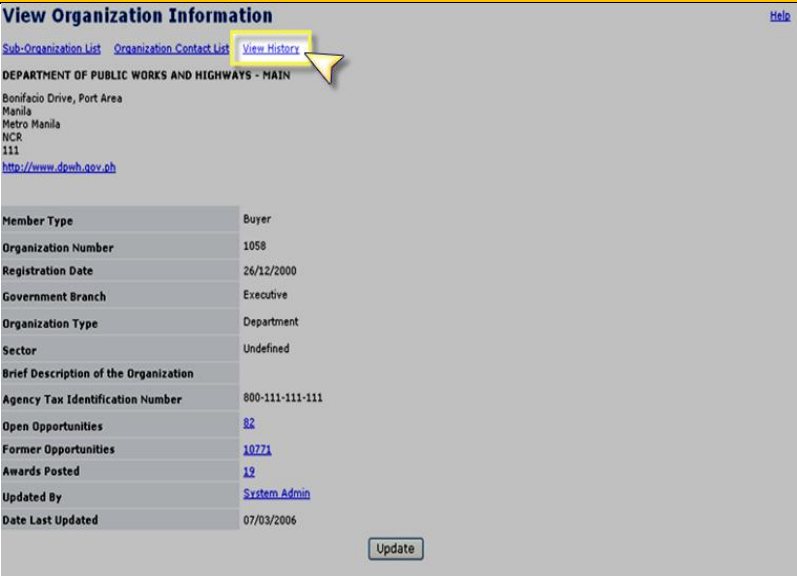
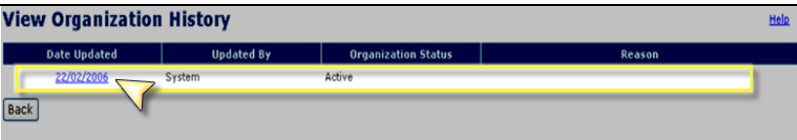


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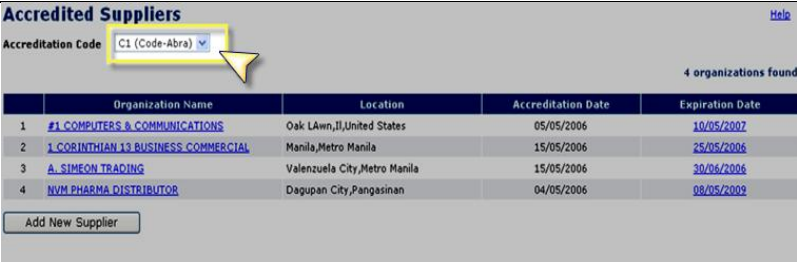
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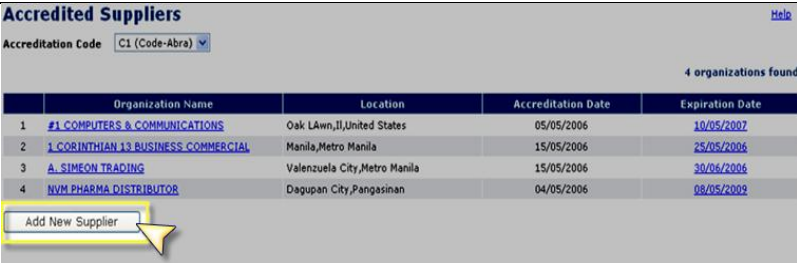
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	14. Organization History		<ul style="list-style-type: none"> <li>In the <b>View Organization Information</b> page, click the <b>View History</b> link.</li> </ul>
			<ul style="list-style-type: none"> <li>The <b>View Organization History</b> page is displayed. Only the last three(3) updates are displayed on this page.</li> <li>Click on any date under <b>Date Updated</b> to view your organization profile on that date.</li> </ul>



SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			<ul style="list-style-type: none"> <li>The <b>View Organization History Profile</b> page is displayed.</li> <li>Click the <b>Back</b> button to return to previous page.</li> </ul>
	15. Accessing Accredited Suppliers		<ul style="list-style-type: none"> <li>To view the <b>accredited suppliers</b>( which will be referred to as Agency Registered Suppliers in Release 3), click on the <b>Accredited Suppliers</b> link.</li> </ul>

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			<ul style="list-style-type: none"> <li>The <b>Accredited Suppliers</b> will be displayed.</li> </ul>
	16. Add New Accredited Supplier		<ul style="list-style-type: none"> <li>In the <b>Accredited Suppliers</b> page, select from the drop-down list the <b>Accreditation Code</b> to assign to the supplier.</li> <li>The system allows the agency to maintain its own registry of suppliers.</li> <li>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.</li> <li>The agency may request</li> </ul>



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.
			<ul style="list-style-type: none"> <li>Click <b>Add New Supplier</b> button.</li> </ul>



# PhilGEPS

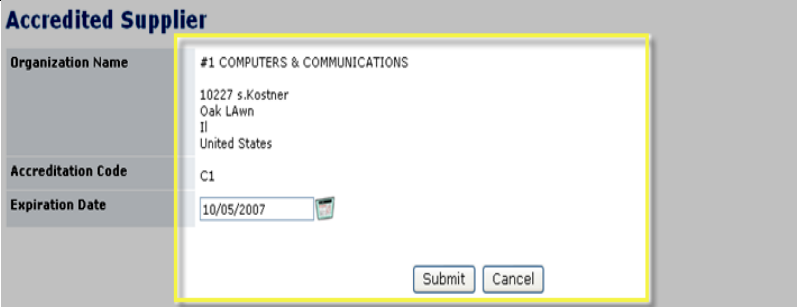
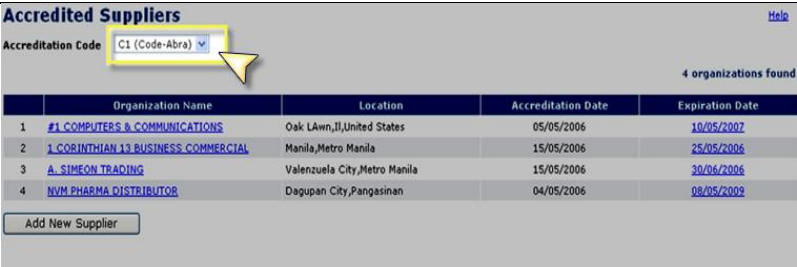
Philippine Government Electronic Procurement System

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS																																																									
		<div><h3>Supplier Directory</h3><div>Search Organization</div><div>Search By <div>Name</div> <div>Keyword</div> <div>Search</div></div><div># 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</div><div>&lt;Previous&gt; 1 2 3 4 5 6 7 &lt;Next&gt;</div><div>140 record(s) found</div><table><thead><tr><th></th><th>Organization Name</th><th>Location</th></tr></thead><tbody><tr><td>1</td><td><a href="#">#1 COMPUTERS INTERNATIONAL CORPORATION</a></td><td>Dubai, Burj al Arab, United Arab Emirates</td></tr><tr><td>2</td><td><a href="#">3M - FOR EDITH</a></td><td>Makati City, Metro Manila</td></tr><tr><td>3</td><td><a href="#">3M DEVICES</a></td><td>Las Piñas City, Metro Manila</td></tr><tr><td>4</td><td><a href="#">3M DEVICES</a></td><td>Las Piñas City, Metro Manila</td></tr><tr><td>5</td><td><a href="#">3M DEVICES</a></td><td>Las Piñas City, Metro Manila</td></tr><tr><td>6</td><td><a href="#">3M DEVICES</a></td><td>Las Piñas City, Metro Manila</td></tr><tr><td>7</td><td><a href="#">3M DEVICES</a></td><td>Las Piñas City, Metro Manila</td></tr><tr><td>8</td><td><a href="#">3M PHILIPPINES</a></td><td>Makati City, Metro Manila</td></tr><tr><td>9</td><td><a href="#">3M PHILIPPINES</a></td><td>Makati City, Metro Manila</td></tr><tr><td>10</td><td><a href="#">ABCDEFG</a></td><td>Baler, Aurora</td></tr><tr><td>11</td><td><a href="#">ACER PHILS.</a></td><td>Pandan, Catanduanes</td></tr><tr><td>12</td><td><a href="#">ACME DESIGNS</a></td><td>Las Piñas City, Metro Manila</td></tr><tr><td>13</td><td><a href="#">ACME ENTERPRISES</a></td><td>Manila, Metro Manila</td></tr><tr><td>14</td><td><a href="#">ACME TRADING</a></td><td>qwertry, qwertry, Albania</td></tr><tr><td>15</td><td><a href="#">ACME TRADING (EGV 7/19/2005)</a></td><td>Bangkok, Bangkok, Thailand</td></tr><tr><td>16</td><td><a href="#">ACME TRADING (FOREIGN) 1</a></td><td>city, state, Singapore</td></tr><tr><td>17</td><td><a href="#">ACME TRADING (RINA 6/3/2005)</a></td><td>Bangkok, Bangkok, Thailand</td></tr><tr><td>18</td><td><a href="#">ADVANCE PAPER CORPORATION</a></td><td>Caloocan City, Metro Manila</td></tr></tbody></table></div>		Organization Name	Location	1	<a href="#">#1 COMPUTERS INTERNATIONAL CORPORATION</a>	Dubai, Burj al Arab, United Arab Emirates	2	<a href="#">3M - FOR EDITH</a>	Makati City, Metro Manila	3	<a href="#">3M DEVICES</a>	Las Piñas City, Metro Manila	4	<a href="#">3M DEVICES</a>	Las Piñas City, Metro Manila	5	<a href="#">3M DEVICES</a>	Las Piñas City, Metro Manila	6	<a href="#">3M DEVICES</a>	Las Piñas City, Metro Manila	7	<a href="#">3M DEVICES</a>	Las Piñas City, Metro Manila	8	<a href="#">3M PHILIPPINES</a>	Makati City, Metro Manila	9	<a href="#">3M PHILIPPINES</a>	Makati City, Metro Manila	10	<a href="#">ABCDEFG</a>	Baler, Aurora	11	<a href="#">ACER PHILS.</a>	Pandan, Catanduanes	12	<a href="#">ACME DESIGNS</a>	Las Piñas City, Metro Manila	13	<a href="#">ACME ENTERPRISES</a>	Manila, Metro Manila	14	<a href="#">ACME TRADING</a>	qwertry, qwertry, Albania	15	<a href="#">ACME TRADING (EGV 7/19/2005)</a>	Bangkok, Bangkok, Thailand	16	<a href="#">ACME TRADING (FOREIGN) 1</a>	city, state, Singapore	17	<a href="#">ACME TRADING (RINA 6/3/2005)</a>	Bangkok, Bangkok, Thailand	18	<a href="#">ADVANCE PAPER CORPORATION</a>	Caloocan City, Metro Manila	<ul style="list-style-type: none"><li>• The <b>Supplier Directory (Accreditation)</b> page is displayed.</li><li>• In the <b>Supplier Directory</b> page, locate the supplier and click on the corresponding <b>Organization Name</b>.</li></ul>
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		<div><h3>Organization Profile</h3><div>Help</div><div>#1 COMPUTER SYSTEMS10227 s.Kostner d stOak LAwn1IAustraliaa60453<a href="http://ld.net/non-us/7mq123">http://ld.net/non-us/7mq123</a></div><div><div>Registration Date</div><div>08/03/2002</div></div><div><div>Organization Type</div><div>Others</div></div><div><div>Business Category</div><div>Information Technology Parts, Accessories &amp; Periph</div></div><div><div>Incorporation Date</div><div>02/10/2001</div></div><div><div>Number of Employees</div><div>0</div></div><div><div>Previous Year's Revenue</div><div>\$ 140,000,000.00</div></div><div><div>Blacklisted</div><div><a href="#">Yes</a></div></div><div><div>Accredited by Government Authorities</div><div><a href="#">Yes</a></div></div><div><div>Back</div><div>Accredit</div></div></div>	<ul style="list-style-type: none"><li>• The <b>Organization Profile (Accredit Supplier)</b> page is displayed.</li><li>• In the <b>Organization Profile (Accredit Supplier)</b> page, click <b>Accredit</b> button.</li></ul>																																																									



## BlackBoards

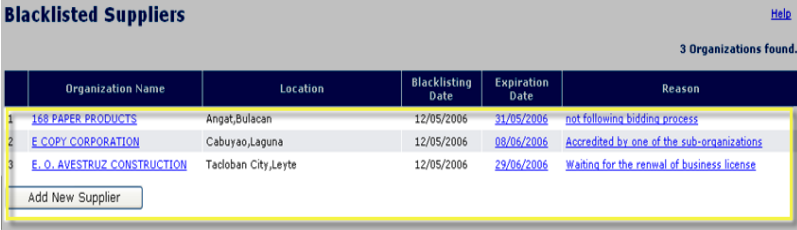

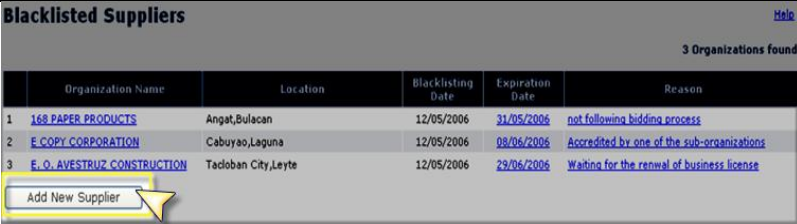
... where innovative ideas are explored ...

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			<ul style="list-style-type: none"> <li>The <b>Accredited Supplier</b> page is displayed.</li> <li>In the <b>Accredited Supplier</b> page, enter <b>Expiration Date</b> for the accreditation by clicking on the date icon.</li> <li>Click <b>Submit</b> to confirm accreditation. Otherwise, click <b>Cancel</b>.</li> </ul>
	17. Remove Supplier from Accreditation List.		<ul style="list-style-type: none"> <li>In the <b>Accredited Suppliers</b> page, select from the drop-down list the <b>Accreditation Code</b> under which the supplier was assigned.</li> </ul> <p>Note:  <i>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,</i></p>

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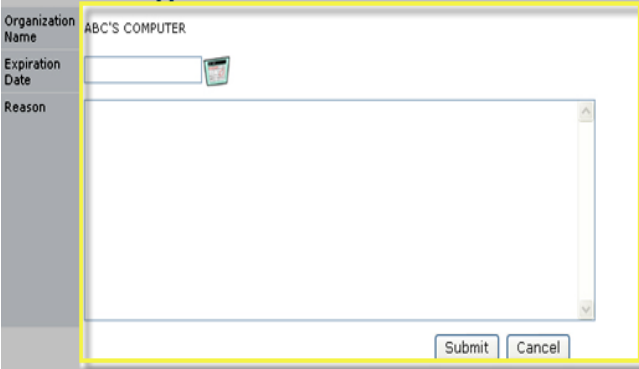
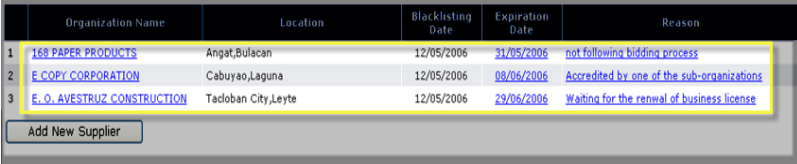
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS								
		<p><b>View Organization Information</b> <a href="#">Help</a></p> <p><b>16/35 MM PRODUCTION SUPPLY</b>            UG17 Star Centrum Bldg., 317 Sen. Gil J. Puyat Avenue            Makati City            NCR            Metro Manila            Philippines            1209</p> <p><b>Registration Date</b> 01/03/2004  <b>Organization Type</b> Others  <b>Business Category</b> Information Technology  <b>Brief Description of the Organization</b> Audiovisual, Computers, Multimedia Equipments Supplier  <b>Blacklisted</b> <a href="#">Yes</a>  <b>Accredited By Government Agencies</b> <a href="#">Yes</a></p> <div> <p><b>Accreditation List</b></p> <table> <thead> <tr> <th></th><th>Code</th><th>Access</th><th>Expiration Date</th></tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td><td>Guns and Ammunitions (GAA)</td><td>Internal</td><td>31/12/2009</td></tr> </tbody> </table> <p><a href="#">Remove</a> <a href="#">Back</a></p> </div>		Code	Access	Expiration Date	<input checked="" type="checkbox"/>	Guns and Ammunitions (GAA)	Internal	31/12/2009	<ul style="list-style-type: none"> <li>Click the checkbox of the corresponding accreditation code under which the supplier is accredited.</li> <li>Click the <b>Remove</b> button to complete the delisting process. Otherwise, click <b>Back</b> button.</li> </ul>
	Code	Access	Expiration Date								
<input checked="" type="checkbox"/>	Guns and Ammunitions (GAA)	Internal	31/12/2009								
	18. Accessing Blacklisted Suppliers		<ul style="list-style-type: none"> <li>To view the <b>Blacklisted Suppliers</b> of the <b>Buyer Organization</b>, click the <b>Blacklisted Suppliers</b> sub menu under the <b>My Organization</b> menu.</li> </ul>								

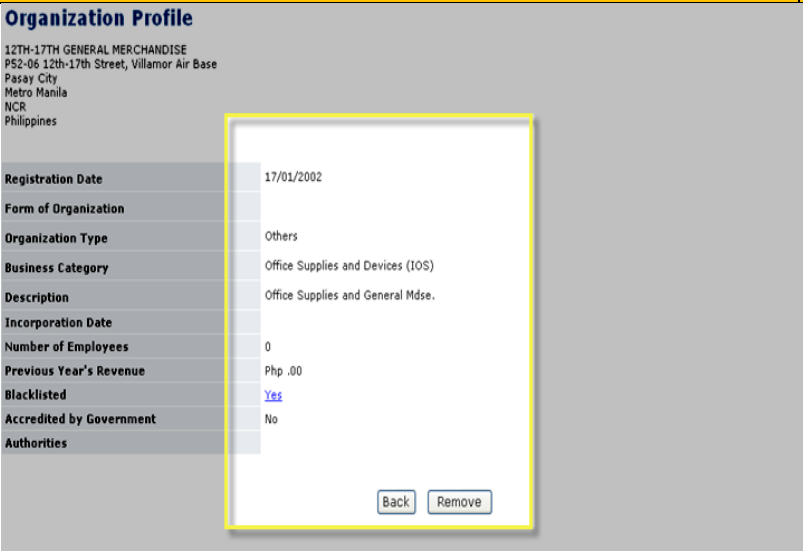
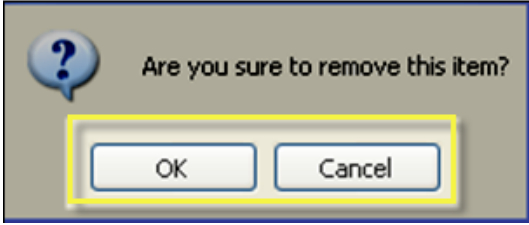
SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
			<ul style="list-style-type: none"> <li>The <b>Blacklisted Suppliers</b> page appears showing all supplier organizations blacklisted by the organization.</li> </ul>
	19. Add New Blacklisted Supplier		<ul style="list-style-type: none"> <li>Click the <b>Blacklisted Suppliers</b> sub menu under the <b>My Organization</b> menu.</li> </ul> <p><i>Note: The blacklisting order shall first be submitted to the GPPB before posting the same in PhilGEPS.</i></p>
			<ul style="list-style-type: none"> <li>To blacklist a new supplier, click the <b>Add new Supplier</b> button to launch the Supplier Directory.</li> </ul>

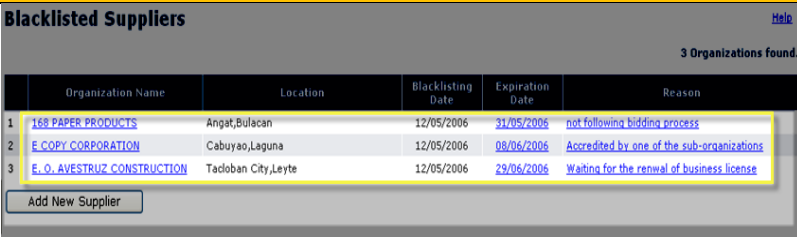
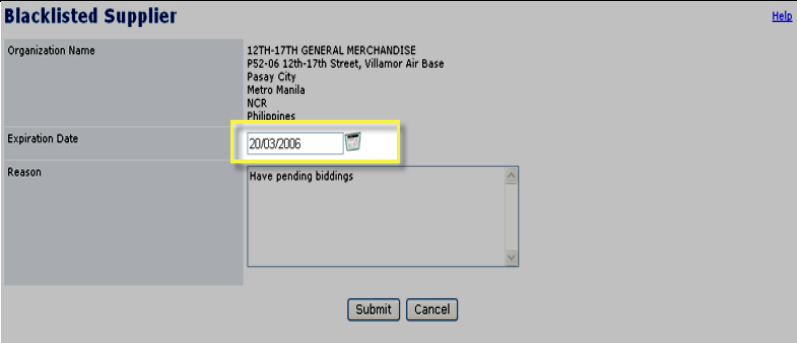



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		<div><div>Supplier Directory</div><div>Search Organization</div><div>Search By <input type="text" value="Name"/> Keyword <input type="text"/> <input type="button" value="Search"/></div><div># A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</div><div>&lt;Previous&gt; 1 2 3 4 5 6 7 &lt;Next&gt;</div><div>140 record(s) found</div><table><thead><tr><th></th><th>Organization Name</th><th>Location</th></tr></thead><tbody><tr><td>1</td><td><a href="#">#1 COMPUTERS INTERNATIONAL CORPORATION</a></td><td>Dubai, Burj al Arab, United Arab Emirates</td></tr><tr><td>2</td><td><a href="#">3M - FOR EDITH</a></td><td>Makati City, Metro Manila</td></tr><tr><td>3</td><td><a href="#">3M DEVICES</a></td><td>Las Piñas City, Metro Manila</td></tr><tr><td>4</td><td><a href="#">3M DEVICES</a></td><td>Las Piñas City, Metro Manila</td></tr><tr><td>5</td><td><a href="#">3M DEVICES</a></td><td>Las Piñas City, Metro Manila</td></tr><tr><td>6</td><td><a href="#">3M DEVICES</a></td><td>Las Piñas City, Metro Manila</td></tr><tr><td>7</td><td><a href="#">3M DEVICES</a></td><td>Las Piñas City, Metro Manila</td></tr><tr><td>8</td><td><a href="#">3M PHILIPPINES</a></td><td>Makati City, Metro Manila</td></tr><tr><td>9</td><td><a href="#">3M PHILIPPINES</a></td><td>Makati City, Metro Manila</td></tr><tr><td>10</td><td><a href="#">ABCDEFG</a></td><td>Baler, Aurora</td></tr><tr><td>11</td><td><a href="#">ACER PHILS.</a></td><td>Pandan, Catanduanes</td></tr><tr><td>12</td><td><a href="#">ACME DESIGNS</a></td><td>Las Piñas City, Metro Manila</td></tr><tr><td>13</td><td><a href="#">ACME ENTERPRISES</a></td><td>Manila, Metro Manila</td></tr><tr><td>14</td><td><a href="#">ACME TRADING</a></td><td>qwerty, qwerty, Albania</td></tr><tr><td>15</td><td><a href="#">ACME TRADING (EGV 7/19/2005)</a></td><td>Bangkok, Bangkok, Thailand</td></tr><tr><td>16</td><td><a href="#">ACME TRADING (FOREIGN) 1</a></td><td>city, state, Singapore</td></tr><tr><td>17</td><td><a href="#">ACME TRADING (RINA 6/3/2005)</a></td><td>Bangkok, Bangkok, Thailand</td></tr><tr><td>18</td><td><a href="#">ACME TRADING (RINA 6/3/2005)</a></td><td>Bangkok, Bangkok, Thailand</td></tr></tbody></table></div>		Organization Name	Location	1	<a href="#">#1 COMPUTERS INTERNATIONAL CORPORATION</a>	Dubai, Burj al Arab, United Arab Emirates	2	<a href="#">3M - FOR EDITH</a>	Makati City, Metro Manila	3	<a href="#">3M DEVICES</a>	Las Piñas City, Metro Manila	4	<a href="#">3M DEVICES</a>	Las Piñas City, Metro Manila	5	<a href="#">3M DEVICES</a>	Las Piñas City, Metro Manila	6	<a href="#">3M DEVICES</a>	Las Piñas City, Metro Manila	7	<a href="#">3M DEVICES</a>	Las Piñas City, Metro Manila	8	<a href="#">3M PHILIPPINES</a>	Makati City, Metro Manila	9	<a href="#">3M PHILIPPINES</a>	Makati City, Metro Manila	10	<a href="#">ABCDEFG</a>	Baler, Aurora	11	<a href="#">ACER PHILS.</a>	Pandan, Catanduanes	12	<a href="#">ACME DESIGNS</a>	Las Piñas City, Metro Manila	13	<a href="#">ACME ENTERPRISES</a>	Manila, Metro Manila	14	<a href="#">ACME TRADING</a>	qwerty, qwerty, Albania	15	<a href="#">ACME TRADING (EGV 7/19/2005)</a>	Bangkok, Bangkok, Thailand	16	<a href="#">ACME TRADING (FOREIGN) 1</a>	city, state, Singapore	17	<a href="#">ACME TRADING (RINA 6/3/2005)</a>	Bangkok, Bangkok, Thailand	18	<a href="#">ACME TRADING (RINA 6/3/2005)</a>	Bangkok, Bangkok, Thailand	<ul style="list-style-type: none"><li>In the <b>Supplier Directory</b> page, locate the supplier to blacklist and click on the corresponding <b>Organization Name</b>.</li></ul>
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		<p><b>Organization Profile</b></p> <p>ABC'S COMPUTER #1012 Tekbte Bldg., Ortigas Center Las Piñas City Metro Manila National Capital Region Philippines</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Registration Date: 11/05/2005</p> <p>Form of Organization: Partnership</p> <p>Organization Type: Dealer</p> <p>Business Category: Quartermaster Items (IQU) Appliances (EAP) Books, Maps and Other Publications (IPU) Communication Equipment (ECO) TEST123</p> <p>Description:</p> <p>Parent Organization: <a href="#">3M PHILIPPINES</a></p> <p>Former Name:</p> <p>Incorporation Date: 01/04/1998</p> <p>Number of Employees: 40</p> <p>Previous Year's Revenue: 3500000</p> <p>Blacklisted: <a href="#">Yes</a></p> <p>Accredited by Government: No</p> <p>Authorities:</p> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Back"/> <input type="button" value="Blacklist"/> </div>	<ul style="list-style-type: none"> <li>The <b>Organization Profile (Add Blacklisted Supplier)</b> page is displayed.</li> <li>In the <b>Organization Profile</b> page, click <b>Blacklist</b> button.</li> </ul>

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
		<b>Blacklisted Supplier</b> 	<ul style="list-style-type: none"> <li>The <b>Blacklisted Supplier (Add Mode)</b> page is displayed.</li> <li>Enter the <b>Expiration Date</b> and the reason for blacklisting.</li> <li>Click <b>Submit</b> to post the blacklisted supplier. Otherwise, click <b>Cancel</b> button.</li> </ul>
	20. Remove Supplier from Blacklisted Suppliers List	<b>Blacklisted Suppliers</b> 	<ul style="list-style-type: none"> <li>In the <b>Blacklisted Suppliers</b> page, click on the <b>Organization Name</b> of the supplier to be delisted.</li> </ul> <p><b>Note:</b> 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.</p>

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
		 <p><b>Organization Profile</b>  12TH-17TH GENERAL MERCHANDISE  P52-06 12th-17th Street, Villamor Air Base  Pasay City  Metro Manila  NCR  Philippines</p> <p>Registration Date: 17/01/2002  Form of Organization:  Organization Type: Others  Business Category: Office Supplies and Devices (IOS)  Description: Office Supplies and General Mdse.  Incorporation Date:  Number of Employees: 0  Previous Year's Revenue: Php .00  Blacklisted: <a href="#">Yes</a>  Accredited by Government: No  Authorities:</p> <p>Back Remove</p>	<ul style="list-style-type: none"> <li>The <b>Organization Profile (Remove Blacklisted Supplier)</b> page is displayed.</li> <li>Click the <b>Remove</b> button.</li> </ul>
		 <p>Are you sure to remove this item?</p> <p>OK Cancel</p>	<ul style="list-style-type: none"> <li>A pop-up confirmation prompt is displayed</li> <li>Click <b>OK</b> button to remove the supplier from the blacklist. Otherwise, click <b>Cancel</b> button.</li> </ul>

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS
	21. Change Blacklist Expiration Date		<ul style="list-style-type: none"> <li>In the <b>Blacklisted Suppliers</b> page, click on the <b>Expiration Date</b> corresponding to the <b>Blacklisted Supplier</b>.</li> </ul>
			<ul style="list-style-type: none"> <li>The <b>Blacklisted Supplier (Change Expiry Date)</b> page is displayed. Change the expiry date depending on whether the agency reduced or lengthened the blacklisting period.</li> <li>Click <b>Submit</b> button to save the changes. Otherwise, click <b>Cancel</b> button.</li> </ul>
	22. View User Activity		<ul style="list-style-type: none"> <li>Click the <b>Activity</b> from the <b>My Organization</b> 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</li> </ul>



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





# PhilGEPS


## Philippine Government Electronic Procurement System

SUMMARY OF CONTENT	SPECIFIC SEGMENT	SCREENSHOT	SPECIFIC INSTRUCTIONS																																																																																																																														
		<div><h3>System Activity Log</h3><div><div>Last Name</div><div></div><div>First Name</div><div></div></div><div><div>User ID</div><div></div></div><div><div>Search by Date Range</div><div>From 01/05/2006</div><div>To 23/05/2006</div><div><div>Search</div><div>Reset</div></div></div><div># 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</div><div>&lt;Previous&gt; 1 2 3 &gt;Next&gt;</div><div>46 records found</div><table><thead><tr><th>Activity Date</th><th>User ID</th><th>Role</th><th>Activity</th><th>Module</th><th>Activity Details</th></tr></thead><tbody><tr><td>23/05/2006, 10:15AM</td><td>Ibarona</td><td>Buyer Coordinator</td><td>Update</td><td>BlackList Supplier</td><td>OrgName=E. O. 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DE GUZMAN CONSTRUCTION &amp; ENTERPRISE</td></tr><tr><td>12/05/2006, 05:36PM</td><td>Ibarona</td><td>Buyer Coordinator</td><td>Create</td><td>BlackList Supplier</td><td>OrgName=L &amp; G KITCHENETTE</td></tr><tr><td>12/05/2006, 05:35PM</td><td>Ibarona</td><td>Buyer Coordinator</td><td>Create</td><td>BlackList Supplier</td><td>OrgName=N.H. 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### BlackBoards

... where innovative ideas are explored ...

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			<ul style="list-style-type: none"> <li>To view selected system log activities, the Buyer Coordinator shall supply any of the following: <ol style="list-style-type: none"> <li>Enter <b>Last Name</b>, <b>First Name</b> or <b>User ID</b> of the registered contact.</li> <li>Enter the dates in the <b>Search by Date Range</b> fields and then click <b>Search</b> button.</li> </ol> </li> </ul>