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Red Merchant – USER MANUAL

Acquisition and Customization of Modernized Electronic Government Procurement System (MGEPS)

DBM – PHILGEPS

Provider: Joint Venture of NextIX Inc. and Nextenders (India) Pvt. Ltd.

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next generation procurement

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Introduction

New merchant who wants to work as suppliers, contractors, manufacturers, distributors and consultants with the Government of the Philippines must mandatorily register on the Modernized Government Electronic Procurement System (mGEPS). This manual is for the merchant users who will be registering themselves or their organization on the Modernized Government Electronic Procurement System (mGEPS). This manual informs the users about process, fields/ form involved in registration. The manual guides the user in creation of his Login Id, fill in the online registration form and apply for registration. It also helps merchants to maintain their profiles and create sub users. This Login Id created by the merchants will be use the by the merchants for performing operations on the mGEPS.

System Structure

mGEPS – Red Merchant is a module of larger web application Modernized Government Electronic Procurement System (mGEPS) that can be accessed anywhere in the Philippines as long as an internet connection is available.

Web Browsers that can Access the System:

- Google Chrome
- Mozilla Firefox
- Internet Explorer (version 11)
- Safari

Main Users of the System:

Merchant have two Types of users; (1) Merchant Coordinator and (2) Merchant User. Merchant Coordinator is a user who shall be performing the operations of coordinator, apart from the other Transactional operations on behalf of merchant organization. Merchant Users are the users who shall perform Transactional operations on behalf of merchant organization. In this manual, the focus will be on merchant coordinators and merchant users.

Login Access:

Merchants are required to sign up create their usernames for their Merchant Coordinator. The Merchant Coordinator will in turn create logins for other users. A valid login ID and password is required before they can perform any of the items listed below. For creation of your login ID, please refer section User ID creation and apply red registration.

User Access Rights:

Merchant user is entitled to perform the following access or commands:

Merchants Coordinator	<ul style="list-style-type: none">• Delete My ID• Apply For Red Registration• Sub-user management (Add, Edit, Activate/deactivate merchant user)• View, Update Organization Profile• Upgrade Membership to Platinum
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	<ul style="list-style-type: none"> • Edit Bid Match Profile and Bid Match Results View (result) • View Organization Activity Log • View Own Activity Log View • Download, Participate Invited Opportunities • View, Download, Participate My Opportunities • View, Accept My Awarded Notices • View/Download Open Opportunities • View/Download Former Opportunities • View Award Notices • View AMP Awarded Notices • View Annual Procurement Plan • View Directory • View of Dashboard Analytics • Edit Own Profile
Merchant User	<ul style="list-style-type: none"> • View, Organization Profile • Editing Bid Match Profile and Bid Match Results View (result) • View Own Activity Log • View, Download, Participate Invited Opportunities • View, Participate My Opportunities • View, Accept My Awarded Notices • View, Download, Participate Invited Opportunities • View, Download, Participate My Opportunities • View/Download Open Opportunities • View/Download Former Opportunities • View Award Notices • View AMP Awarded Notices • View Annual Procurement Plan • View Directory • Edit Own Profile • View of Dashboard Analytics

Getting Started

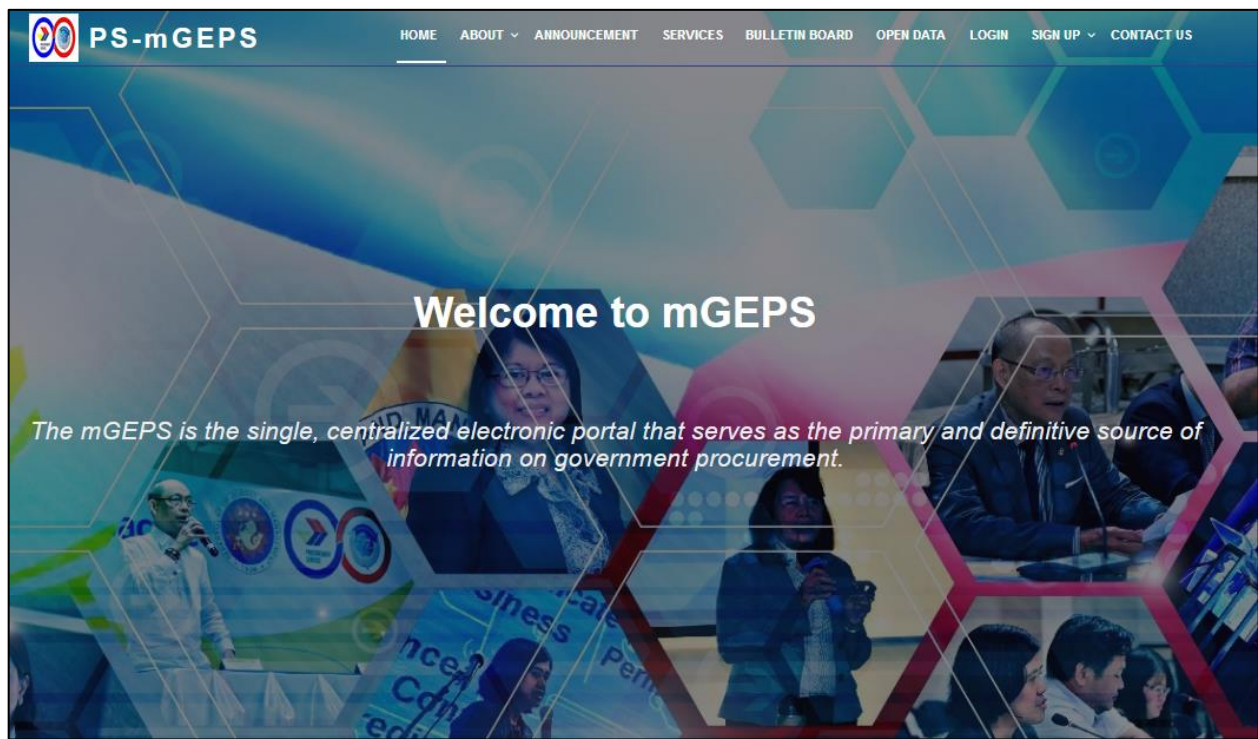
This section will illustrate the step by step walkthrough of the system from initiation through exit. The logical arrangement of the information shall enable the user to fully understand the flow and functionality of the system.

Part I. Red Registration

A. Landing Page

System URL or link is <https://www.philgeps.gov.ph/>

1. Menus in Landing Page

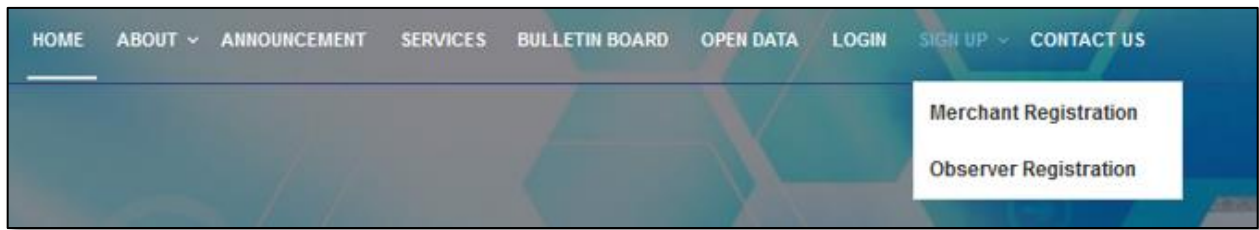


The following are the Menus in the landing page:

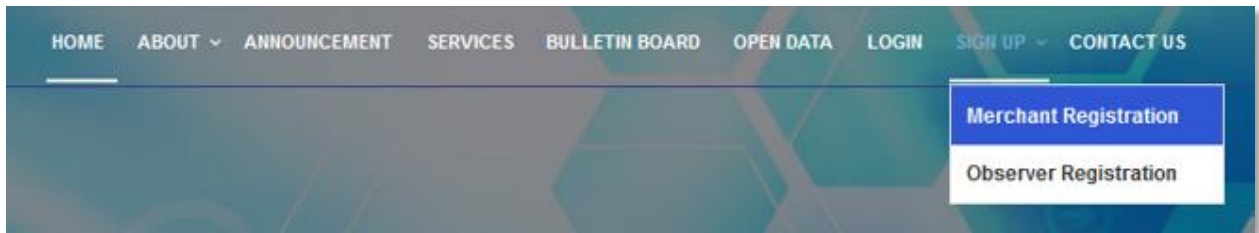
- Home – the page after selecting the url
- About -
- Announcement
- Services
- Bulletin Board
- Open Data
- Login
- Signup
- Contact

B. User ID creation

Step1: Open Landing Page



Step2: Select “Signup”



Step3: Select “Merchant Registration”. This opens the red registration form.

Registration Form

Login Details

User Name:* <input type="text"/>	Password:* <input type="password"/>	Confirm Password:* <input type="password"/>
--	---	---

[Tip : Password should be Minimum 8 characters long and must contain at least 1 Alphabet, 1 Number. Special Characters are optional. Permitted special characters are [!@#%&*~!~?]]

Hint Question:* Select Question <input type="text"/>	Hint Answer:* <input type="text"/>
--	--

Organization Details

Location:* Select Location <input type="text"/>

Contact Person Details

Salutation:* <input type="text"/>

Contact Person Details

Salutation:*

First Name:* Middle Name: Last Name:*

Gender:* Position:*

Landline Area Code:* Landline Number:* Landline Extension:

Fax Area Code: Fax Number: Fax Extension:

Country Code:* Mobile Number:* Email Address:*

Login Details

User Name:* Password:* Confirm Password:*

[Tip : Password should be Minimum 8 characters long and must contain at least 1 Alphabet, 1 Number. Special Characters are optional. Permitted special characters are @#%*&'+-=?^~]

Hint Question:* Hint Answer:*

Step 4: Fill in the “User Name”. This can be Alphanumeric (Min6-max30), dot, dash and permitted accented character.

User Name:*

User Name already Exists.Try Another.

Available:

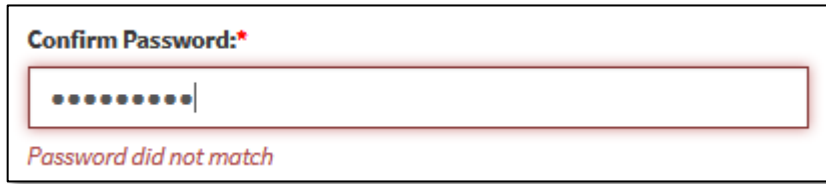
- 1) mercha19
- 2) mercha-118
- 3) mercha.1118

Step 5: In case if the “User Name” already exist. The mGEPS will suggest 3 User Names. The Merchant user can choose the User Name from the suggested user names or fill in any other user name which the user wishes to keep for further operations on the mGEPS.

Password:* Confirm Password:*

[Tip : Password should be Minimum 8 characters long and must contain at least 1 Alphabet, 1 Number. Special Characters are optional. Permitted special characters are !@#%*&' + - ? ^ ~]

Step 6: Fill in the password. The Password can be Alphanumeric (Min.8-Max.30), Required at least 1 Alphabet, 1 Number and Special Characters are optional The permitted special characters are !@#%*+'&'+'-=?^.

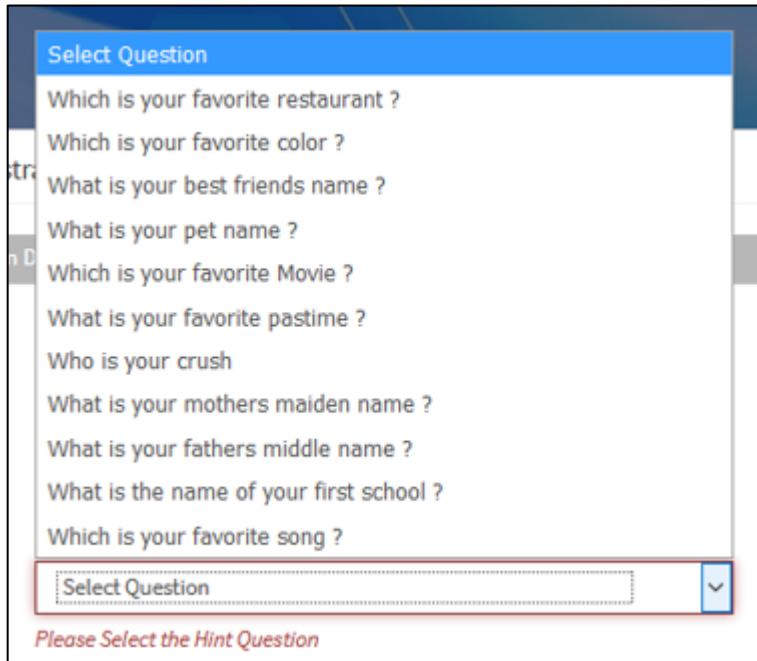


Confirm Password:*

.....|

Password did not match

Step 7: Fill in the confirm Password. This password should be same as Password. “Password did not match” is displayed in case password does not match.



Select Question

- Which is your favorite restaurant ?
- Which is your favorite color ?
- What is your best friends name ?
- What is your pet name ?
- Which is your favorite Movie ?
- What is your favorite pastime ?
- Who is your crush
- What is your mothers maiden name ?
- What is your fathers middle name ?
- What is the name of your first school ?
- Which is your favorite song ?

Select Question

Please Select the Hint Question

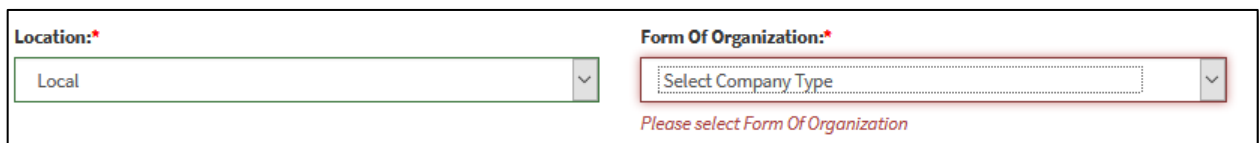
Step 8: Choose the security question as desired.



Hint Question:* Which is your favorite color ?

Hint Answer:* blue

Step 9: Fill in the Answer of the security question. User should remember Answer to this security question, As it will be asked during the reset of password.



Location:* Local

Form Of Organization:* Select Company Type

Please select Form Of Organization

Step 10: Select Location as local or Foreign, as per Location of your organization. The other fields and their options are populated based on location selected.

Hint Question: Which is your favorite color?

Organization Details

Location: Local

Hint Answer: Select Company Type
Corporation
Individual Local Consultant
Single Proprietorship
Partnership
Cooperative

Single Proprietorship

Step 11: Upon selection of location as “Local”. “Form of Organization” is populated Single Proprietorship/ Partnership/ Corporation/Cooperative/Individual Local Consultant. Select the “Form of Organization” as per the form, of your organization.

Organization Details

Location: Local

Form Of Organization: Corporation

Organization Name: MERCHANT ORGANIZATION 1

Business Tax Identification Number:

Please enter Business Tax Identification Number

Step 12: On selection of any Form of Organization, other than Individual Local Consultant. The Organization Name field is editable, where merchant needs to fill the name of his organization. This can be Alphabet, numbers, [dot], [dash], [&] with space and permitted accented characters only(Max 350 characters).

Organization Details

Location: Local

Form Of Organization: Individual Local Consultant

Organization Name:

Business Tax Identification Number:

Please enter Business Tax Identification Number

[Note : Organization name will be auto generated from first, middle and last name]

Step 13: In case Individual Local Consultant is selected. The organization Name field is not editable, it is auto-populated from consultant's First name, Middle name and Last name. The prefix whether Mr. or Ms. is added based on Gender selected.

The screenshot shows the 'Organization Details' form. The 'Location:' dropdown is set to 'Foreign'. The 'Form Of Organization:' dropdown is open, showing options: 'Select Company Type', 'Individual Foreign Consultant', and 'Foreign Company Organization'. The 'Business Registration Number:' field is empty with a red border and a red error message below it: 'Please enter Business Registration Number'.

Step 14: Alternatively, if Location "Foreign" is selected. Form of Organization is populated as Foreign Company Organization/ Individual Foreign Consultant. Select the Form of Organization as per the form, of your organization.

The screenshot shows the 'Organization Details' form. The 'Location:' dropdown is set to 'Foreign'. The 'Form Of Organization:' dropdown is set to 'Foreign Company Organization'. The 'Organization Name:' field contains 'MERCHANT ORGANIZATION'. The 'Business Registration Number:' field contains 'ABC/01/0012'.

Step 15: On selection of any type, other than Individual Foreign Consultant. The organization Name field is editable, where merchant needs to fill the name of his organization. This can be Alphabet, numbers, [dot], [dash],[&] with space and permitted accented characters only(Max 350 characters).

The screenshot shows the 'Organization Details' form. The 'Location:' dropdown is set to 'Foreign'. The 'Form Of Organization:' dropdown is set to 'Individual Foreign Consultant'. The 'Organization Name:' field is empty and highlighted with a green border. A note at the bottom states: '[Note : Organization name will be auto generated from first, middle and last name]'

Step 16: In case Individual Foreign Consultant is selected. The organization Name field is not editable, it is auto Populated from consultant’s First name, Middle name and Last name. The prefix whether Mr. or Ms. is added based on Gender selected.

The screenshot shows the 'Organization Details' form. It contains the following fields:

- Location:** A dropdown menu with 'Local' selected.
- Form Of Organization:** A dropdown menu with 'Corporation' selected.
- Organization Name:** A text field containing 'MERCHANT ORGANIZATION 1'.
- Business Tax Identification Number:** A text field containing '952456789'.

Step 17: Fill Business Tax Identification Number. In case of local organization this can be only numeric min 9 characters and max 20 character and in case of foreign organization it can be alphanumeric.

The screenshot shows the 'Contact Person Details' form. It contains the following fields:

- Salutation:** A dropdown menu with 'Mr' selected.
- First Name:** A text field containing 'Arnold'.
- Middle Name:** An empty text field.
- Last Name:** A text field containing 'Peredo'.
- Gender:** A dropdown menu with 'Male' selected.
- Position:** A text field containing 'Manager Administration'.
- Landline Area Code:** A text field containing '032'.
- Landline Number:** A text field containing '2456789'.
- Landline Extension:** An empty text field.
- Fax Area Code:** An empty text field.
- Fax Number:** An empty text field.
- Fax Extension:** An empty text field.
- Country Code:** A text field containing '63'.
- Mobile Number:** A text field containing '8924567894'.
- Email Address:** A text field containing 'aperedo@peredoconsultancy.com'.

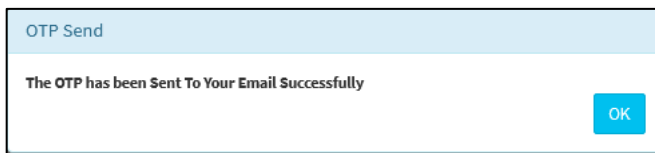
At the bottom of the form, there are two buttons: 'Send OTP to Email' and 'Cancel'.

Step 18: Fill in contact person details as per table below. If mandatory box or fields are left unanswered, a prompt message will appear beneath the boxes and user will be asked for the certain field to be filled up.

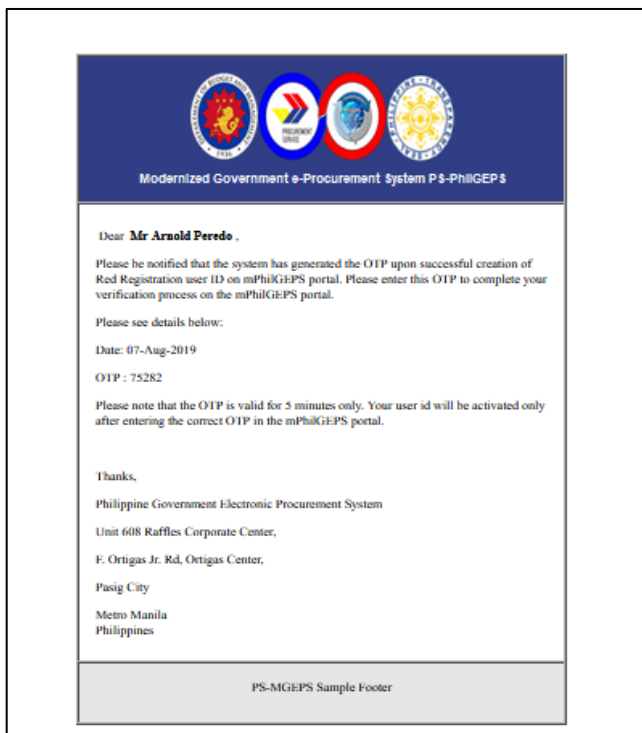
Field Name	Mandatory	Description
Salutation	Yes	Merchant need to select the salutation. This can be Mr., Ms., Atty., Engr., Arch., Dr. etc.
First Name	Yes	Merchant needs to fill the first name of the contact person. This can be characters max size 60.
Middle Name	No	Merchant can fill the middle name. This can be characters max size 60.
Last Name	Yes	Merchant needs to fill last name of the contact person. This can be characters max size 60.
Gender	Yes	Merchant needs to fill in the Gender of contact person. This can be Male/Female
Position	Yes	Merchant needs to fill in the Position of contact person. This can be characters max size 60.
Landline Area Code	Yes	Merchant needs to fill in the Area for Landline Number of contact person. This can be numbers only.

Landline Number	Yes	Merchant needs to fill in the Landline Number of contact person. This can be numbers only.
Landline Extension	No	Merchant may fill in the Extension for Landline Number of contact person. This can be numbers only.
Fax Area Code	No	Merchant may fill in the Area Code for Fax Number of contact person. This can be numbers only.
Fax Number	No	Merchant may fill in the Fax Number of contact person. This can be numbers only.
Fax Extension	No	Merchant may fill in the Extension for Fax Number of contact person. This can be numbers only.
Country Code	Yes	In case of Location is Local the country code is fix 63, whereas if the location is foreign, the country code is editable. This can be numbers only.
Mobile number	Yes	Merchant needs to fill in the Mobile Number of contact person. This can be numbers only. Minimum 9 and max 15.
Email Address	Yes	Merchant needs to fill in the Email-id of contact person. This email id should be unique and if already exists, system will prompt the user.

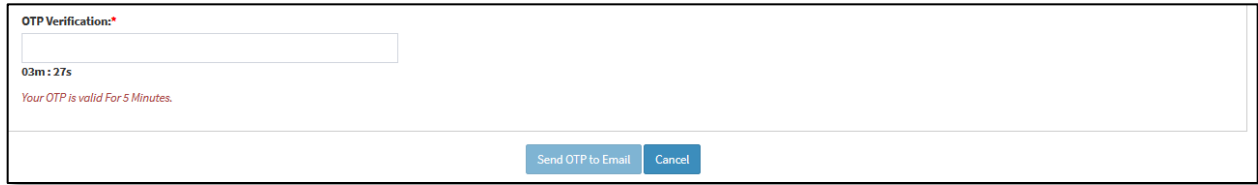
Step 19: Select “Send OTP to Email” to get the One Time Password for this registration and for the system to verify that the email provided is valid.



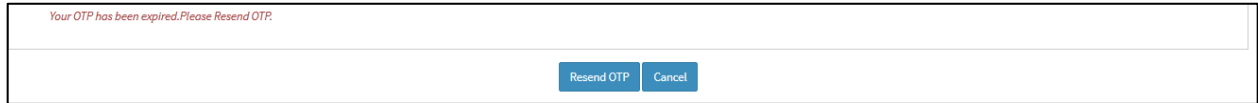
Step 20: System will pop up a message “The OTP has been sent To your Email Successfully”. Select “OK” to close the pop up.



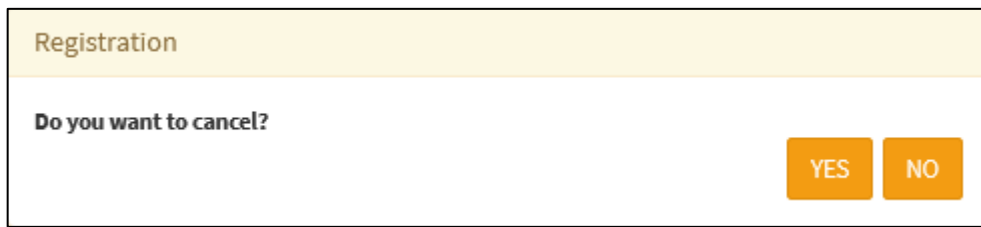
Step 21: Check your email.



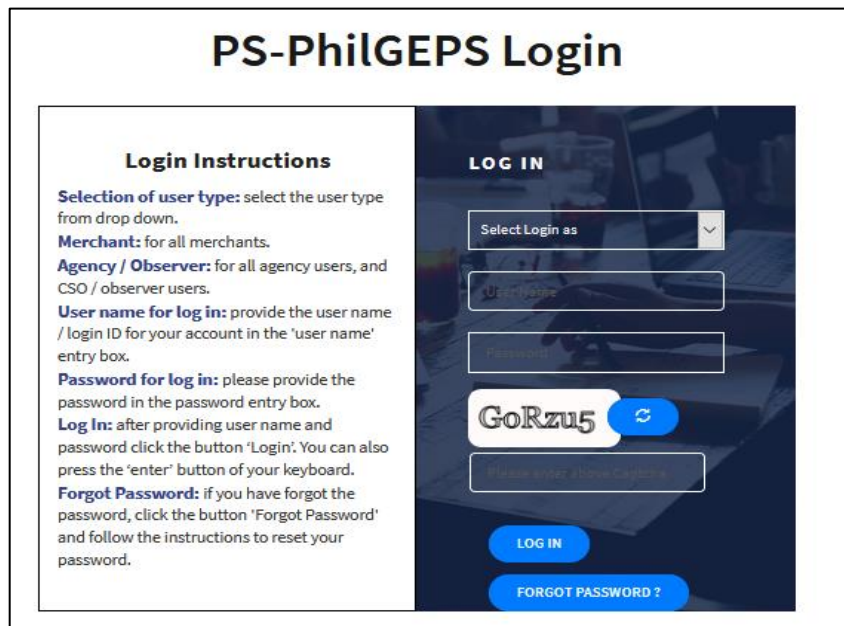
Step 22: Fill in the OTP received. This OTP is valid for 5 Minutes.



Step 23: In case OTP has expired, merchant will get the message “Your OTP Expired, Please Resend OTP.” Select “Resend OTP” button resend OTP.

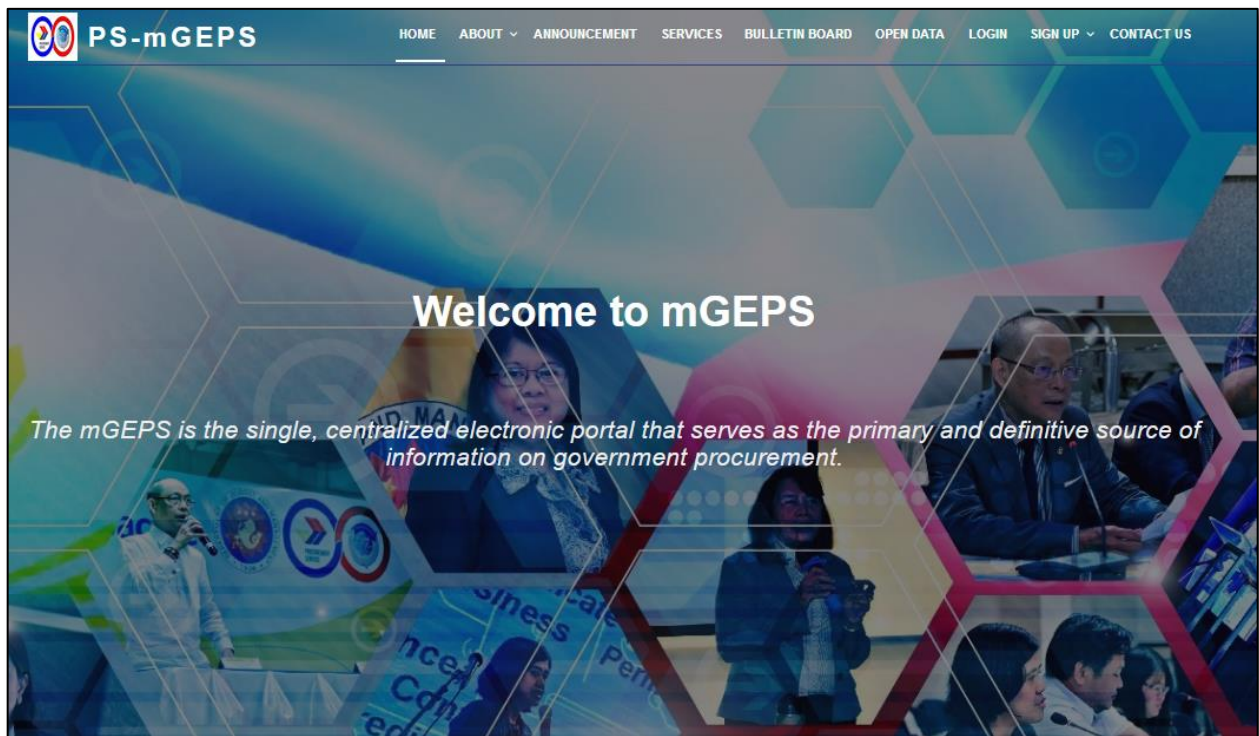


Step 24: Alternatively, if merchant want to cancel the form and selects “Cancel”. System will confirm do you want to cancel. Select “Yes” to and “No” to close the confirmation box.



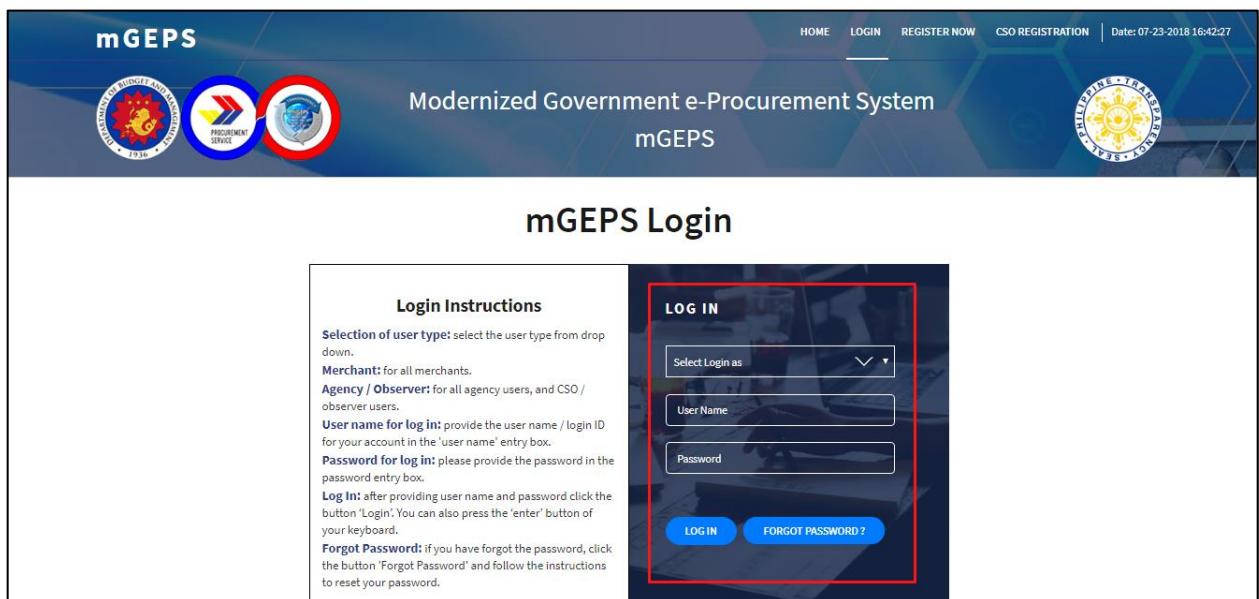
Step 25: After filling the OTP, and if the OTP has matched, system will prompt a message “OTP Verified successfully”. The merchant will be taken to Login Page. The user created will become merchant coordinator for the merchant organization.

C. System Log-in for Merchant Users



Step 1: Type the MGEPS url or link : <https://www.philgeps.gov.ph/>

Step 2: In landing page select “**LOGIN**” menu Item.



Step 3: In first box of drop-down field, choose Log in type. Select Login as “**Merchant**”

Step 4: In second box or text field, type or key in the username provided during the user registration

Step 5: In third box or text field, type the password then select “LOG IN” button.

Login Instructions

Selection of user type: select the user type from drop down.

Merchant: for all merchants.

Agency / Observer: for all agency users, and CSO / observer users.

User name for log in: provide the user name / login ID for your account in the 'user name' entry box.

Password for log in: please provide the password in the password entry box.

Log In: after providing user name and password click the button 'Login'. You can also press the 'enter' button of your keyboard.

Forgot Password: if you have forgot the password, click the button 'Forgot Password' and follow the instructions to reset your password.

LOG IN

Select Login as

Please Select login as → User needs to select login type

User Name

Please enter Username → User needs to key in username

Password

Please enter Password → User needs to key in password

LOG IN FORGOT PASSWORD ?

Step 6: If any of the box or fields are left unanswered, a prompt message will appear and user will be asked for the certain field to be filled up.

mGEPS

HOME LOGIN REGISTER NOW CSO REGISTRATION | Date: 07-23-2018 17:03:13

mGEPS Login

You have entered an invalid User Name or Password

Login Instructions

Selection of user type: select the user type from drop down.

Merchant: for all merchants.

Agency / Observer: for all agency users, and CSO / observer users.

User name for log in: provide the user name / login ID for your account in the 'user name' entry box.

Password for log in: please provide the password in the password entry box.

Log In: after providing user name and password click the button 'Login'. You can also press the 'enter' button of your keyboard.

Forgot Password: if you have forgot the password, click the button 'Forgot Password' and follow the instructions to reset your password.

LOG IN

Select Login as

User Name

Password

LOG IN FORGOT PASSWORD ?

Step 7: If Incorrect username or password, a prompt message will be shown, and user needs to key in correct username and password.

Pending Task

Dashboard Analytics

Name of Category	Count
Apply for Red Registration	
Delete My ID	

Click

Click

Step 8: Successful login will route the system to pending task of the user on the MGEPS system.

D. Application for Red Registration

Step 1: Merchant Login into system (Refer Section C. System Log-in for Merchant Users)

The screenshot shows a 'Pending Task' dashboard. At the top right is a 'Dashboard Analytics' button. Below is a table with two columns: 'Name of Category' and 'Count'. The table contains two rows of task cards. The first row has a yellow card labeled 'Apply for Red Registration' with a 'Click' button and a group icon. The second row has a red card labeled 'Delete My ID' with a 'Click' button and a group icon.

OR

The screenshot shows three menu buttons in a row. The first button is 'Dashboard Analytics' with a red icon of a document with lines. The second button is 'Apply for Red Registration' with a red icon of a group of people. The third button is 'Delete My ID' with a red icon of a group of people.

Step 2: Select “Apply for Red Registration” from Pending Task. Alternatively, merchant can also select “Menu” icon on top right of screen and Select “Apply for Red Registration”.

The screenshot shows the 'Apply for Red Registration' form. At the top right is a 'Back' button. The form is divided into two main sections: 'Red Registration Form' and 'Corporation Details'. The 'Red Registration Form' section contains: 'Organization Name*' (text input with 'MERCHANT ORGANISATION 3'), 'Organization Type*' (dropdown menu with 'Select Organization Type' and 'Clear All' buttons), 'Business Category*' (dropdown menu with 'Select Business Category' and 'Clear All' buttons), 'Location*' (dropdown menu with 'Local'), and 'Form Of Organization*' (dropdown menu with 'Corporation'). The 'Corporation Details' section contains: 'Capitalization*' (text input), 'Business Tax Identification Number*' (text input with '1234567890'), 'SEC Certificate Number*' (text input), and 'SEC Registration Date*' (text input).

Local Organization Address

Country:*

Region:* **Province:*** **City/Municipality :***

Street Address:* **Zip Code:***

Bank Account Details

Bank Name: **Branch Code:** **Bank Branch:**

Account Name: **Account Number:**

Upload Supporting Document

Document(.pdf with 5MB Max. Size):*

I hereby certify that the information contained herein are true and accurate*

Step 3: Red Registration Form gets displayed with the details of some of the fields previously filled. The registration Form has 5 Sections i.e. Red Registration Form, Organization Details, Organization Address, Bank Account Details, Upload Supporting Document. Fields in these sections, depends on their Form of Organization.

Red Registration Form

Organization Name:* **Organization Type:*** **Business Category:***

Location:* **Form Of Organization:***

Step 4: Section Red Registration form has following fields based on the Form of Organization. If mandatory box or fields are left unanswered, a prompt message will appear beneath the boxes and user will be asked for the certain field to be filled up.

Field Name	Applicable to Form of Organization	Editable	Mandatory	Description
Organization Name	For all Form of Organization	No	Yes	The value of this field will be same as filled during user id creation. The merchant cannot change the value of this field.
Organization Type	For all Form of Organization	Yes	Yes	Merchant needs to select at least one Organization Type. Merchant can select multiple Organization Type.

Business Category	Single Proprietorship, Partnership, Corporation, Cooperative, Foreign Company	Yes	Yes	Merchant needs to select at least one Business Category. Merchant can select multiple Business Category.
Field of Expertise	Individual Local Consultant and Individual Foreign Consultant	Yes	Yes	Merchant needs to select at least one Field of Expertise. Merchant can select multiple Field of Expertise.
Location	For all Form of Organization	No	Yes	The value of this field will be same as filled during user id creation. The merchant cannot change the value of this field.
Form of Organization	For all Form of Organization	No	Yes	The value of this field will be same as filled during user id creation. The merchant cannot change the value of this field.

Organization Type

- Select All
- Consultancy
- Distributor
- General Contractor
- General Merchandize
- Information Technology
- Manufacturer
- Merchant Org Type Test
- OthersAndEverything
- Services
- Solutions Provider
- System integrator

Save Cancel

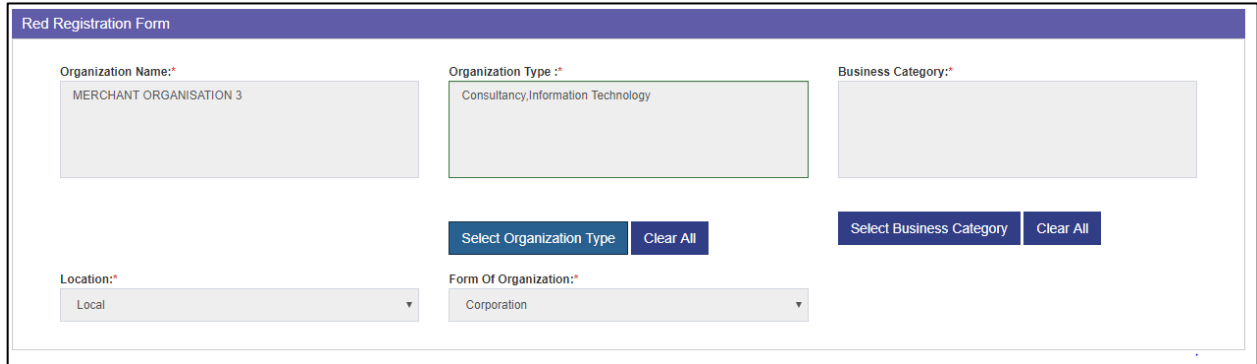
Step 5: Select “**Organization Type**” button. This will open a popup select the Items which is applicable to your organization

Organization Type

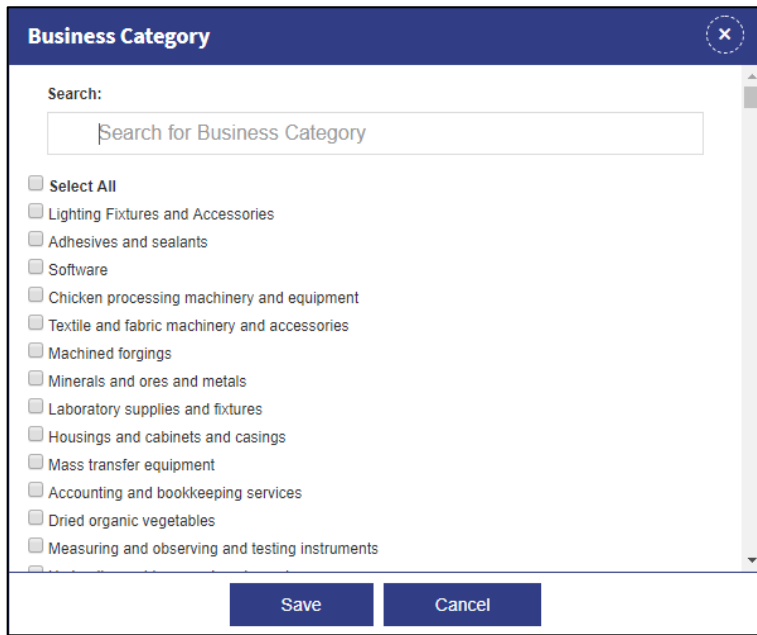
- Select All
- Consultancy
- Distributor
- General Contractor
- General Merchandize
- Information Technology
- Manufacturer
- Merchant Org Type Test
- OthersAndEverything
- Services
- Solutions Provider
- System integrator

Save Cancel

Step 6: Select “Save” button to save the selected items. Alternatively, merchant can select “Cancel” or “Close icon” to close the popup, if not willing to save the selected item or willing to close the popup without selecting any item.

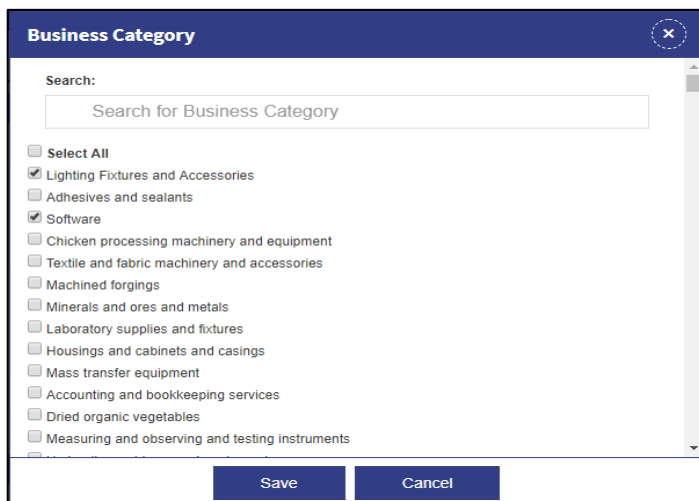


The image shows a 'Red Registration Form' with several input fields and buttons. The 'Organization Name' field contains 'MERCHANT ORGANISATION 3'. The 'Organization Type' field contains 'Consultancy, Information Technology'. The 'Business Category' field is empty. Below these fields are two buttons: 'Select Organization Type' and 'Clear All'. The 'Location' dropdown menu is set to 'Local'. The 'Form Of Organization' dropdown menu is set to 'Corporation'. There are also buttons for 'Select Business Category' and 'Clear All'.



The image shows a 'Business Category' popup window. It has a search bar with the placeholder text 'Search for Business Category'. Below the search bar is a list of categories with checkboxes next to them. The categories are: Select All, Lighting Fixtures and Accessories, Adhesives and sealants, Software, Chicken processing machinery and equipment, Textile and fabric machinery and accessories, Machined forgings, Minerals and ores and metals, Laboratory supplies and fixtures, Housings and cabinets and casings, Mass transfer equipment, Accounting and bookkeeping services, Dried organic vegetables, and Measuring and observing and testing instruments. At the bottom of the popup are 'Save' and 'Cancel' buttons.

Step 7: Select “Select Business Category” button. This will open a popup select the Items which is applicable to your organization.



The image shows the same 'Business Category' popup window as in the previous image. In this version, the 'Select All' checkbox is checked, and the checkboxes for 'Lighting Fixtures and Accessories' and 'Software' are also checked. The other categories remain unchecked. The 'Save' and 'Cancel' buttons are still present at the bottom.

Step 8: Select “**Save**” button to select the items. Alternatively, merchant can select “**Cancel**” or “**Close icon**” to close the popup, if not willing to save the selected item or willing to close the popup without selecting any item.

The screenshot shows a web form titled "Red Registration Form". It contains several input fields and buttons:

- Organization Name:** A text input field containing "MERCHANT ORGANISATION 3".
- Organization Type:** A dropdown menu showing "Consultancy, Information Technology".
- Business Category:** A dropdown menu showing "Lighting Fixtures and Accessories, Software".
- Location:** A dropdown menu showing "Local".
- Form Of Organization:** A dropdown menu showing "Corporation".
- Buttons:** There are two pairs of buttons. The first pair is "Select Organization Type" (blue) and "Clear All" (dark blue). The second pair is "Select Business Category" (blue) and "Clear All" (dark blue).

Step 9: Section Organization details has following fields based on the Form of Organization. Name of this section also differs based on form of organization. If mandatory box or fields are left unanswered, a prompt message will appear beneath the boxes and user will be asked for the certain field to be filled up.

Field Name	Applicable to Form of Organization	Editable	Mandatory	Description
Capitalization	For all Form of Organization except Individual local consultant and Individual foreign consultant	Yes	Yes	Merchant needs to fill his capitalization. This can be numeric, 20 digits maximum.
Business Tax Identification Number	For all Local Form of Organization.	No	Yes	The value of this field will be same as filled during user id creation. The merchant cannot change the value of this field.
DTI Certificate Number	For Single Proprietorship	Yes	Yes	Merchant needs to fill his DTI Certificate Number. This can be numeric, 60 digits maximum.
DTI Registration Date	For Single Proprietorship	Yes	Yes	Merchant needs to select his DTI Registration date.
Expiration Date	For Single Proprietorship	Yes	Yes	Merchant needs to select his DTI Registration Expiration date.
Signatory	For Single Proprietorship	Yes	Yes	Merchant needs to select his DTI Registration Certificate signatory name.
DTI Business Scope	For Single Proprietorship	Yes	Yes	Merchant needs to select his DTI Business Scope. This can be National Regional City / Municipality, Barangay.
SEC Certificate Number	For Partnership, Corporation.	Yes	Yes	Merchant needs to fill his SEC Certificate Number. This can be numeric, 60 digits maximum.
SEC Registration Date	For Partnership, Corporation.	Yes	Yes	Merchant needs to select his SEC Certificate date.
CDA/NEA Registration Number	For Cooperative.	Yes	Yes	Merchant needs to fill CDA/NEA Registration Number. This can be numeric, 60 digits maximum.

CDA/NEA Registration Date	For Cooperative.	Yes	Yes	Merchant needs to select his CDA/NEA Registration date.
Expiration Date	For Cooperative.	Yes	Yes	Merchant needs to select his CDA/NEA Registration Expiration date
Field of Expertise	For Individual local consultant, Individual foreign consultant.	Yes	Yes	Merchant needs to select field of Expertise.
Business Registration Number	For Foreign Company/ Organization.	Yes	No	The value of this field will be same as filled during user id creation. The merchant cannot change the value of this field.
Business Registration Date	For Foreign Company/ Organization.	Yes	Yes	Merchant needs to select his Business Registration Date.

Corporation Details	
Capitalization:*	Business Tax Identification Number:*
<input type="text" value="42345678"/>	<input type="text" value="1234567890"/>
SEC Certificate Number:*	SEC Registration Date:*
<input type="text" value="452678"/>	<input type="text" value="02-Aug-2019"/>

I. Screen for Corporation Details

Single Proprietorship Details		
Capitalization:*	Business Tax Identification Number:*	
<input type="text" value="421542"/>	<input type="text" value="1234567890"/>	
DTI Certificate Number:*	DTI Registration Date:*	Expiration Date:*
<input type="text" value="254125"/>	<input type="text" value="01-Aug-2019"/>	<input type="text" value="31-Jul-2020"/>
Signatory:*	DTI Business Scope:*	
<input type="text" value="Arnold Peredo"/>	<input type="text" value="National"/>	

II. Screen for Single Proprietorship

Partnership Details	
Capitalization:*	Business Tax Identification Number:*
<input type="text" value="250425"/>	<input type="text" value="1234567890"/>
SEC Certificate Number:*	SEC Registration Date:*
<input type="text" value="2420141"/>	<input type="text" value="01-Aug-2019"/>

III. Screen for Partnership

Cooperative Details	
Capitalization:*	Business Tax Identification Number:*
<input type="text" value="412422424"/>	<input type="text" value="123456789"/>
Expiration Date:*	
<input type="text" value="01-Aug-2020"/>	
CDA/NEA Registration Number:*	CDA/NEA Registration Date:*
<input type="text" value="421052"/>	<input type="text" value="01-Aug-2019"/>

IV. Screen for Cooperative

Individual Local Consultant Details

Business Tax Identification Number:*
1234567890

Field of Expertise:*
Software, Information Technology Service Delivery

Select Field of Expertise Clear All

V. Screen for Individual Local Consultant Details

Individual Foreign Consultant Details

Field of Expertise:*
Lighting Fixtures and Accessories, Machined forgings

Select Field of Expertise Clear All

VI. Screen for Individual Foreign Consultant Details

Foreign Company/Organization Details

Capitalization:*
42105605

Business Registration Number:* 1234567890 **Business Registration Date:*** 01-Aug-2019

VII. Screen for Foreign Company Details

Step 10: Fill in the Organization details as per table mention above.

Step 11: Section Organization Address has fields based on Location.

Local Organization Address

Country:*
Philippines

Region:* REGION I (LOCOS REGION) **Province:*** ILOCOS SUR **City/Municipality:*** BANTAY

Street Address:* 45 Demelo Road, Bantay **Zip Code:*** 2727

For Location “**Local**” following fields are available. Fill in the details as below. If mandatory box or fields are left unanswered, a prompt message will appear beneath the boxes and user will be asked for the certain field to be filled up.

Field Name	Editable	Mandatory	Description
Country	No	NA	Country code is fixed 63 for Philippines.
Region	Selectable	Yes	Merchant needs to select region from the available list.
Province	Selectable	Yes	Merchant needs to select Province from the available list.
City / Municipality	Selectable	Yes	Merchant needs to select Province from the available list.
Street Address	Yes	Yes	Merchant needs to fill Street Address it can be 200 Alpha Numeric max.
Zip Code	Yes	Yes	Merchant needs to fill Zip Code be it can be numeric.

Foreign Organization Address

City Name:* <input type="text" value="Pune"/>	Country Name:* <input type="text" value="India"/>	State/Province Name:* <input type="text" value="Maharashtra"/>
Street Address:* <input type="text" value="42, Kakade Plaza"/>	Zip Code:* <input type="text" value="4111058"/>	

For Location **Foreign** following fields are available. Fill in the details as below. If mandatory box or fields are left unanswered, a prompt message will appear beneath the boxes and user will be asked for the certain field to be filled up.

Field Name	Editable	Mandatory	Description
Country Name	Yes	Yes	Merchant needs to fill Country Name it must be 50 characters max.
City Name	Yes	Yes	Merchant needs to fill City Name it must be 50 characters max.
State / Province Name	Yes	Yes	Merchant needs to fill State /Province Name it can be 50 characters max.
Street Address	Yes	Yes	Merchant needs to fill Street Address it can be 200 Alpha Numeric max.
Zip Code	Yes	Yes	Merchant needs to fill Zip Code be it can be numeric.

Bank Account Details

Bank Name: <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Metobank"/>	Branch Code: <input style="width: 95%; border: 1px solid #ccc;" type="text" value="42102"/>	Bank Branch: <input style="width: 95%; border: 1px solid #ccc;" type="text" value="JTC Mall"/>
Account Name: <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Arnold Peredo"/>	Account Number: <input style="width: 95%; border: 1px solid #ccc;" type="text" value="4210544"/>	

Step 12: Section Bank Account details has following fields. This section is non mandatory. Fill in the details below.

Field Name	Editable	Mandatory	Description
Bank Name	Yes	No	Merchant needs to fill in Bank Name. It can be 50 characters max.
Branch Code	Yes	No	Merchant needs to fill in Branch Code. It can be 20 numerical max.
Bank branch	Yes	No	Merchant needs to fill in Bank Branch. It can be 50 characters max.
Account Name	Yes	No	Merchant needs to fill in Account Holders Name. It can be 50 characters max.
Account Number	Yes	No	Merchant needs to fill in Account Number. It can be 50 characters max.

Upload Supporting Document

Document(.pdf with 5MB Max.Size):*

Please Upload SEC Certificate

Step 13: Select browse button to upload supporting documents.

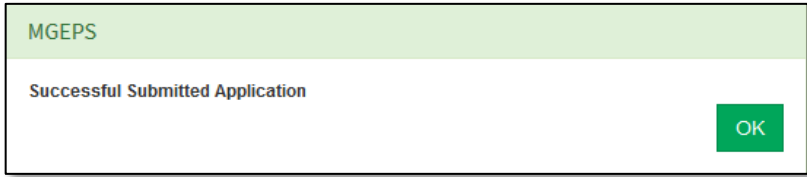
I hereby certify that the information contained herein are true and accurate*

Step 14: Select the check box to certify that the information is true and accurate.

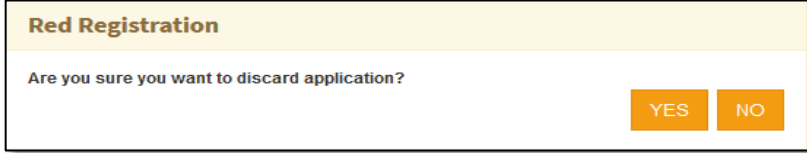
Red Registration

Do you want to submit Red application?

Step 15: Select “Submit” button to submit the form. The system will prompt “Do you want to submit the form?” Select “YES” to submit the form and “NO” to close the popup.



Step 16: Upon submission system will prompt a message “*Successfully submitted Application*”.

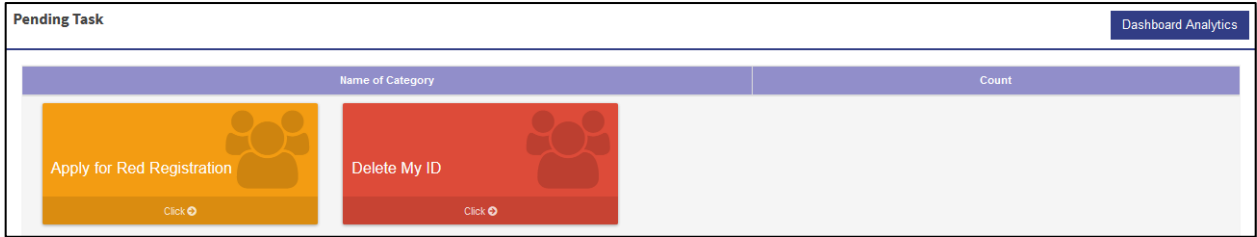


Step 17: To cancel, select “cancel” button. The system will prompt “*Are you sure you want to discard application?*” Select “YES” to discard and go to dashboard and “NO” to close the popup and to be on the form.

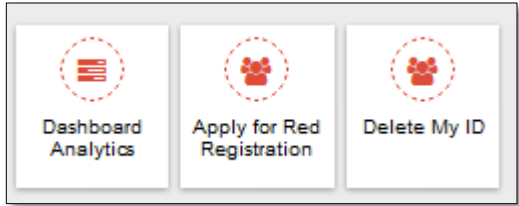
E. User ID Deletion

In case the merchant does not want to continue with the same username, merchant can delete his Id, until the application is not submitted for approval or the application is rejected.

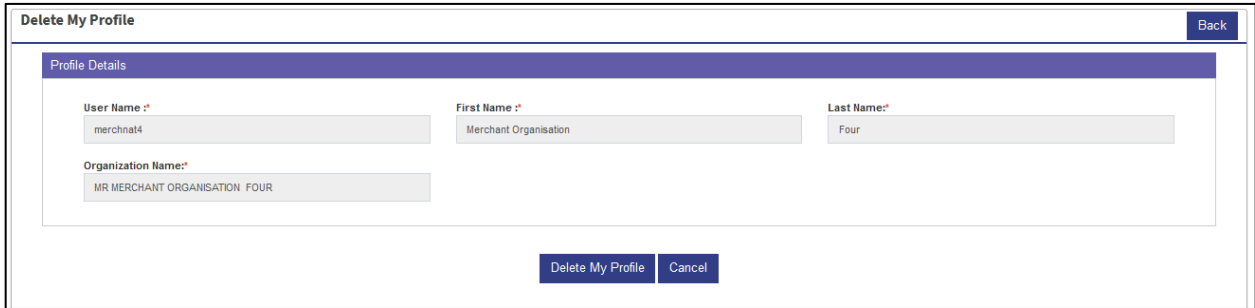
Step 1: Merchant Login into system (Refer Section **C. System Log-in for Merchant Users**)



OR

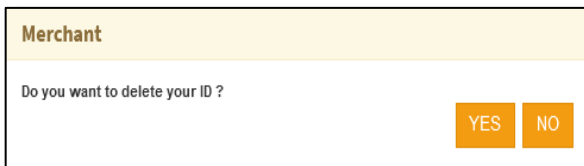


Step 2: Select “Delete My ID” from Pending Task. Alternatively, merchant can also select “Menu” icon on top right of screen and Select “Delete My ID”. This will display the user’s profile details.



The screenshot shows a web interface titled "Delete My Profile" with a "Back" button in the top right corner. Below the title is a "Profile Details" section with a purple header. It contains four input fields: "User Name" (value: merchna4), "First Name" (value: Merchant Organisation), "Last Name" (value: Four), and "Organization Name" (value: MR MERCHANT ORGANISATION FOUR). At the bottom of the form are two buttons: "Delete My Profile" and "Cancel".

Step 3: To delete select “Delete My Profile” button.



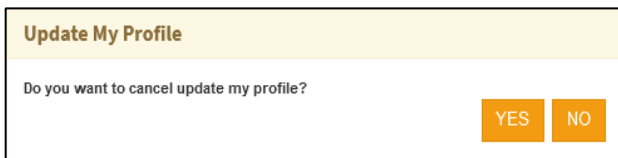
The screenshot shows a dialog box with a yellow header titled "Merchant". The main text asks "Do you want to delete your ID ?". At the bottom right, there are two orange buttons labeled "YES" and "NO".

Step 4: System will prompt a message for confirmation “Do you want to delete your ID?” Select “YES” to delete the id. “NO” to close the prompt box.



The screenshot shows a message box with a green header titled "MGEPS". The main text says "Your Id is Deleted. You can Re-apply for Registration". At the bottom right, there is a green button labeled "OK".

Step 5: System will log the merchant out and prompt a confirmation message “Your Id is Deleted. You can Re-apply for Registration”. Select “OK” to close the popup.



The screenshot shows a dialog box with a yellow header titled "Update My Profile". The main text asks "Do you want to cancel update my profile?". At the bottom right, there are two orange buttons labeled "YES" and "NO".

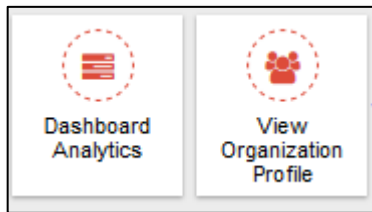
Step 6: To Cancel, select “Cancel” System will prompt a message for confirmation “Do you want to cancel update my profile?” Select “YES” to go to pending task. “NO” to close the prompt box. Alternatively, merchant can also Select “Back” button the go to pending task.

F. View and printing of Red Registration

Step 1: Merchant Login into system (Refer Section **C. System Log-in for Merchant Users**)

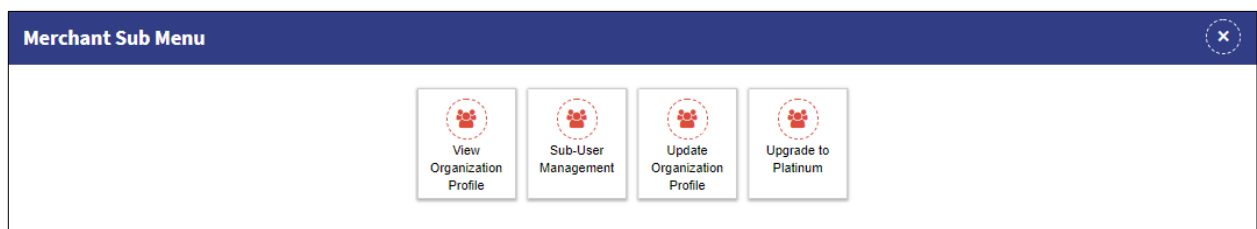
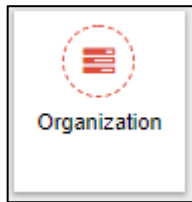
Pending Task		Dashboard Analytics
Name of Category	Count	
View Registration Status	1	

OR



After submitting the application, the merchant can view its red registration status

Step 2: Select the count “1” of View Registration Status on pending task. Alternatively, merchant can also select “**Menu**” icon on top right of screen and Select “**View organization profile**”. This will display the Organization profile of the merchant.



After the red registration is approved.

Select “**Menu**” icon on top right of screen. Select “**Organization**” and Select “**View organization profile**”. This will display the Organization profile of the merchant.

View Red Registration Back

My Contact Details

Salutation	Mr	First Name	Arnold
Middle Name		Last Name	Peredo
Gender	Male	Position	Manager Administration
Landline Area Code	032	Landline Number	2456789
Landline Extension Number			
Fax Area Code		Fax Number	
Fax Extension Number			
Country Code	63	Mobile Number	892456782101234
Email Address	aperedo@mailinator.com		

View of My Contact Details under View Red Registration.

Organization Details

Organization Name	MERCHANT ORGANISATION 3	Form Of Organization	Corporation
Business Category	Software, Information Technology Service Delivery		
Location	local	Organization Type	Information Technology, System integrator
Business Tax Identification Number	1234567890		

Corporation Details

Capitalization	₱ 42,015,425.00		
SEC Certificate Number	254215	SEC Registration Date	01-Aug-2019

View of My Contact Details under View Red Registration. The details will be auto populated as filled during the application for Red Registration.

Local Organization Address

Country Name	Philippines	Region	REGION I (ILOCOS REGION)
Province	ILOCOS SUR	City/Municipality	BANTAY
Street Address	43 Demalo	Zip Code	2727

Bank Account Details

Bank Name	Metobank	Branch Code	42102
Bank Branch	JTC Mall	Account Name	Arnold Peredo
Account Number	4210544		

Uploaded Supporting Document

Uploaded Supporting Document	1565442186_Test.pdf
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Local Organization Address

Country Name	Philippines	Region	REGION I (LOCOS REGION)
Province	ILOCOS SUR	City/Municipality	BANTAY
Street Address	43 Demalo	Zip Code	2727

Bank Account Details

Bank Name	Metobank	Branch Code	42102
Bank Branch	JTC Mall	Account Name	Arnold Peredo
Account Number	4210544		

Uploaded Supporting Document

Uploaded Supporting Document	1565442186_Test.pdf
------------------------------	---------------------

View of Organization Address, Bank Details, Uploaded supporting documents.

Status

Status: Red Pending Approval

List of Active Users of the Merchant Organization

Last Name	First Name	Middle Name	Position	Status
No Records Found				

[Print](#)

View of Status of Red Application and list of users is displayed. Red Application of the merchant once applied or reapplied, the status will be **Red Pending Approval**.

Print Dialog:

- Printer Name: Samsung ML-1640 Series (USB001)
- Status: Ready
- Type: Samsung Universal Print Driver 3
- Where: USB001
- Print range: All (selected)
- Copies: Number of copies: 1
- Collate:

User Profile Details:

First Name	Arnold
Last Name	Peredo
Position	Manager Administration
Landline Area Code	032
Landline Number	2456789
Landline Extension Number	
Fax Area Code	
Fax Number	
Fax Extension Number	
Country Code	63
Mobile Number	892456782101234
Email Address	aperedo@mailinator.com

Step 3: Merchant can select “**Print**” button. This will open a print view page with details auto populated. This will also open the print dialogue box. Select the desired printer and other print options and select “**OK**” to print or cancel to close the print dialogue box.

G. Reapply for Red Registration

In case merchant red application is rejected, merchant can view its Red Registration status and rejection comments. Merchant needs to resolve the discrepancies and Reapply for Red Registration.

Step 1: Merchant Login into system and view red registration (Refer Section **F. View and printing of Red Registration**)

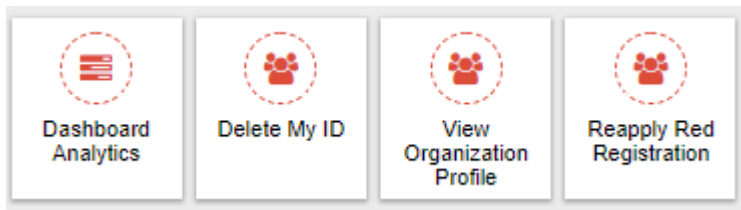
Status	
Status	Red Rejected
Comment	Please fill correct organization type.

Step 2: Merchant red registration status “**Red Rejected**” is displayed. Merchant can view the comments and resolve the discrepancies. Merchant can select “**Back**” button to go to Pending Task.

Pending Task		Dashboard Analytics
Name of Category	Count	
Re-apply For Red Registration	1	
Delete ID	1	
View Registration Status	1	

Step 3: Select the count “1” across Re-apply For Red Registration.

OR



Alternatively, merchant can select “**Menu**” and select “**Reapply Red Registration**”. This will redirect the user to the Edit My Organization Details page.

Edit My Organization Details Back

Red Registration Form

Organization Name:* MERCHANT ORGANISATION 3	Organization Type :* Information Technology, System integrator	Business Category:* Software, Information Technology Service Delivery
---	--	---

Location:* Local	Form Of Organization:* Corporation
----------------------------	--

Corporation Details

Capitalization:* 42015425	Business Tax Identification Number:* 1234567890
SEC Certificate Number:* 254215	SEC Registration Date:* 01-Aug-2019

Local Organization Address

Country:* Philippines	Region:* REGION I (ILOCOS REGION)	Province:* ILOCOS SUR	City/Municipality:* BANTAY
Street Address:* 43 Demalo	Zip Code:* 2727		

Bank Account Details

Bank Name: Metobank	Branch Code: 42102	Bank Branch: JTC Mall
Account Name: Arnold Peredo	Account Number: 4210544	

Upload Supporting Document

Document(.pdf,.jpg,.zip with 5MB Max. Size):*

Please Upload Bussiness Registration Certificate

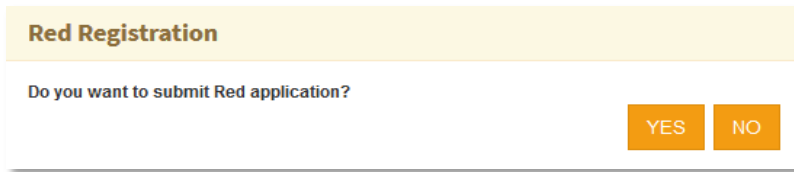
[1565442186_Test.pdf](#)

I hereby certify that the information contained herein are true and accurate*

Step 4: Merchant user needs to edit the details (for field details refer *D. Application for Red Registration*)

I hereby certify that the information contained herein are true and accurate*

Step 5: Select the check box to certify that the information is true and accurate.



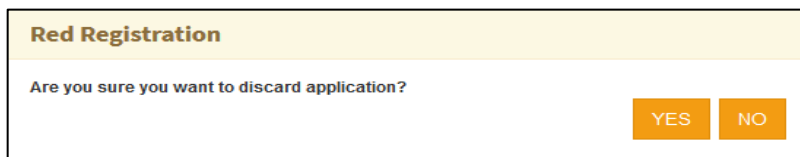
A dialog box titled "Red Registration" with a yellow header. The main content area is white and contains the question "Do you want to submit Red application?". At the bottom right, there are two orange buttons labeled "YES" and "NO".

Step 6: Select "Submit" button to submit the form. The system will prompt "Do you want to submit the form?" Select "YES" to submit the form and "NO" to close the popup.



A message box with a green header containing the text "MGEPS". Below the header, the text "Successful Submitted Application" is displayed. In the bottom right corner, there is a green button labeled "OK".

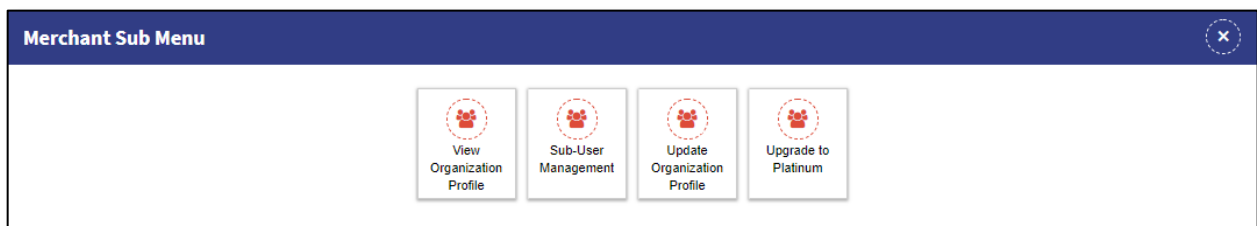
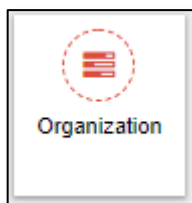
Step 7: Upon submission system will prompt a message "Successfully submitted Application". This will take the user to Pending Task Page. Merchant can view its registration status (refer [F. View and printing of Red Registration](#))



A dialog box titled "Red Registration" with a yellow header. The main content area is white and contains the question "Are you sure you want to discard application?". At the bottom right, there are two orange buttons labeled "YES" and "NO".

Step 8: To cancel, select "cancel" button. The system will prompt "Are you sure you want to discard application?" Select "YES" to discard and go to Pending Task and "NO" to close the popup and to be on the form.

H. Merchant Info Edit Mechanism



Step 1: After the red registration is approved. Select “Menu” icon on top right of screen. Select “Organization” and Select “Update Organization profile”. This will display the Edit My Organization Details form.

Edit My Organization Details Back

Red Registration Form

Organization Name:* MERCHANT ORGANISATION 3	Organization Type :* Information Technology, System Integrator	Business Category:* Software, Information Technology Service Delivery
---	--	---

Location:* Local	Form Of Organization:* Corporation
----------------------------	--

Corporation Details

Capitalization:* 42015425	Business Tax Identification Number:* 1234567890
SEC Certificate Number:* 254215	SEC Registration Date:* 01-Aug-2019

Local Organization Address

Country:* Philippines	Region:* REGION I (LOCOS REGION)	Province:* ILOCOS SUR	City/Municipality:* BANTAY
Street Address:* 43 Demalo	Zip Code:* 2727		

Bank Account Details

Bank Name: Metobank	Branch Code: 42102	Bank Branch: JTC Mall
Account Name: Arnold Peredo	Account Number: 4210544	

Upload Supporting Document

Document(.pdf,.jpg,.zip with 5MB Max. Size):*

Please Upload Bussiness Registration Certificate

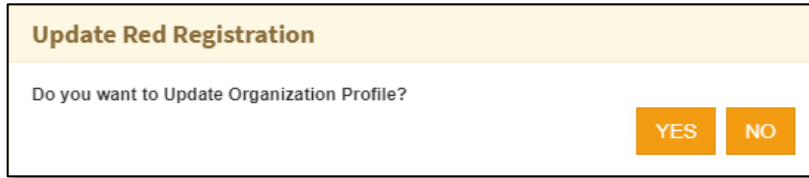
1565442186_Test.pdf

I hereby certify that the information contained herein are true and accurate*

Step 2: Merchant user edit the details (for field details refer [D. Application for Red Registration](#))

I hereby certify that the information contained herein are true and accurate*

Step 3: Select the check box to certify that the information is true and accurate.




A dialog box titled "Update Red Registration" with a yellow header. The main content area is white and contains the question "Do you want to Update Organization Profile?". At the bottom right, there are two orange buttons labeled "YES" and "NO".

Step 4: Select "**Submit**" button to submit the form. The system will prompt "*Do you want to Update Organization Profile*" Select "**YES**" to submit the form and "**NO**" to close the popup.



A message box with a green header containing the text "MGEPS". The main content area is white and contains the message "Merchant Info Updated Successfully.". At the bottom right, there is a green button labeled "OK".

Step 5: Upon submission system will prompt a message "*Merchant Info Updated Successfully*". This will take the user to Pending Task Page. Merchant can view its registration status (refer [F. View and printing of Red Registration](#))



A dialog box titled "Update Red Registration" with a yellow header. The main content area is white and contains the question "Do you want to discard?". At the bottom right, there are two orange buttons labeled "YES" and "NO".

Step 6: To cancel, select "**cancel**" button. The system will prompt "*Do you want to discard?*" Select "**YES**" to discard and go to Pending Task and "**NO**" to close the popup and to be on the form.

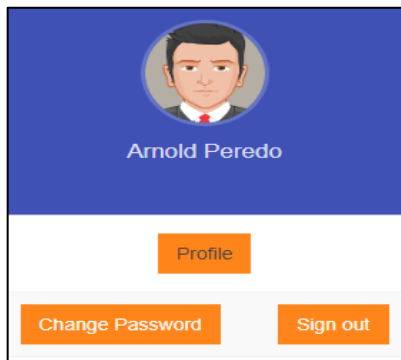
Part II. Manage Profile

A. Update Profile

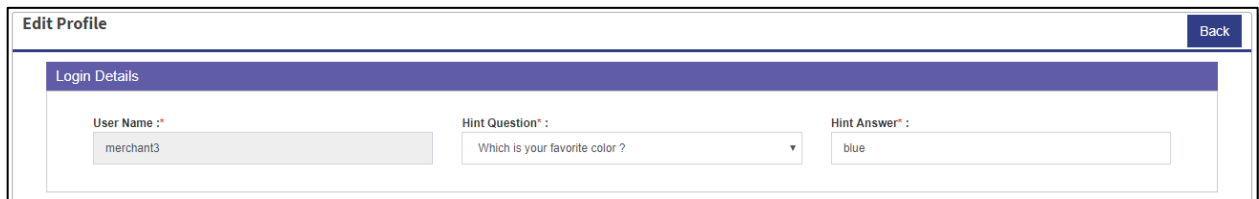
Step 1: Merchant Login into system (Refer Section *C. System Log-in for Merchant Users*)



Step 2: Select Avatar, First Name and Last Name displayed on top right of the page. This will display an avatar popup.



Step 3: Select 'Profile' button. This will display Edit Profile page. This page has two section Login details, contact persons details.

The image shows the 'Edit Profile' page. It has a 'Back' button in the top right corner. Below the title, there is a 'Login Details' section. This section contains three fields: 'User Name' with the value 'merchant3', 'Hint Question' with a dropdown menu showing 'Which is your favorite color?', and 'Hint Answer' with the value 'blue'.

View Login details

Step 4: In Login details section user name field is not editable, whereas merchant can select any other Hint Question and fill in the Hint Answer appropriately. The Answer to this Hint Question is asked by the system as additional verification when user has forgotten his password.

View Contact Person details

Step 5: Merchant can Edit the contact person details (for field details refer Step 15 of **B. User Id Creation**)

Step 6: Select “**Submit**” to update the profile. System will prompt for confirmation “*Do you confirm all the fields are correct and ready for saving*”. Select “**YES**” to save the details. Select “**NO**” to close the prompt.

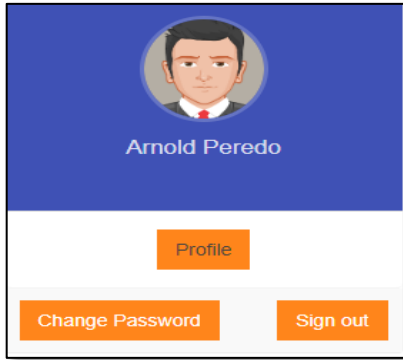
Step 7: A confirmation message is displayed “*Successful Saved*”. This will save the updated details.

B. Change Password

Step 1: Merchant Login into system (Refer Section **C. System Log-in for Merchant Users**)



Step 2: Select Avatar, First Name and Last Name displayed on top right of the page. This will display an avatar popup.



Step 3: Select 'Change Password' button.

A "Change Password" form. At the top right is a "Back" button. Below is a "Password Details" section with three input fields: "Old Password:*", "Password:*", and "Confirm Password:*". A tip message is displayed below the "Password:*" field: "[Tip :Password should be Minimum 8 characters long and must contain at least 1 Alphabet, 1 Number. SPermitted special characters !@#\\$%* &'+-=?^]". At the bottom are "Submit" and "Cancel" buttons.

This will display Change Password page. This page has password details section.

A close-up of the "Old Password:*" input field. The field contains seven dots. A red border surrounds the field, and the text "Wrong old password" is displayed below it in red.

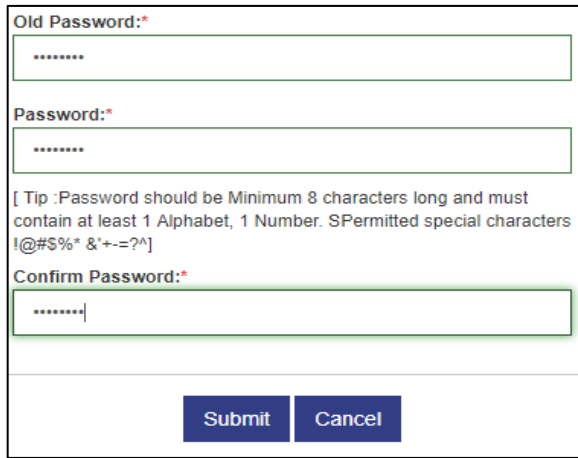
Step 4: Fill in the old password. In case old password is incorrect message is displayed "Wrong old password".

A close-up of the "Password:*" input field. The field contains seven dots. A green border surrounds the field. Below the field is a tip message: "[Tip :Password should be Minimum 8 characters long and must contain at least 1 Alphabet, 1 Number. SPermitted special characters !@#\\$%* &'+-=?^]".

Step 5: Fill New password. The new Password can be Alphanumeric (Min.8-Max.30 characters), Required at least 1 Alphabet, 1 Number and Special Characters are optional The permitted special characters are !@#\\$%* &'+-=?^.

A close-up of the "Confirm Password:*" input field. The field contains seven dots and a cursor. A green border surrounds the field.

Step 6: Fill in the confirm Password. This password should be same as Password. In case password does not match message is prompted.



Old Password:*
.....


Password:*
.....

[Tip :Password should be Minimum 8 characters long and must contain at least 1 Alphabet, 1 Number. SPermitted special characters !@#\$\$%^ &'+-=?^]

Confirm Password:*
.....

Submit Cancel

Step 7: Select “Submit” button to change the password.



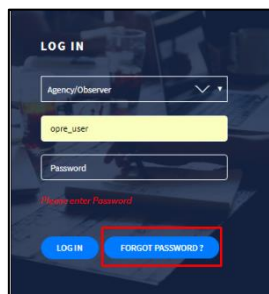
MGEPS

Password changed successfully.

OK

Step 8: User will be logged out. A message “Password Changed Successfully”. The user henceforth can login with new password.

C. Forgot Password



LOG IN

Agency/Observer

opre_user

Password

Please enter Password

LOG IN FORGOT PASSWORD?

Step 1: Select “Forgot Password” button

Merchant Forgot Password

Forgot Password Instructions

Selection of user type: select the user type from drop down.

Merchant: for all merchants.

Agency / Observer: for all agency users, and CSO / observer users.

User name for log in: provide the user name / login ID for your account in the 'user name' entry box.

Password for log in: please provide the password in the password entry box.

Log In: after providing user name and password click the button 'Login'. You can also press the 'enter' button of your keyboard.

Forgot Password: if you have forgot the password, click the button 'Forgot Password' and follow the instructions to reset your password.

ENTER DETAILS

Which is your favorite color ?

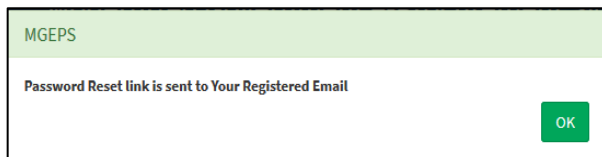
Enter Your Answer

SUBMIT

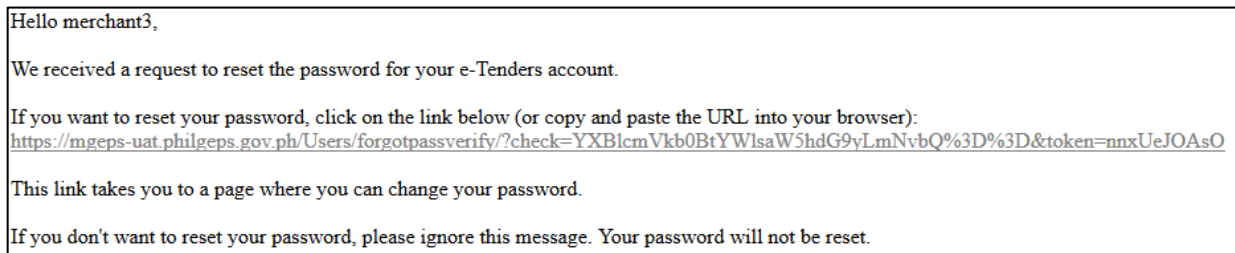
CANCEL

Step 2: System will display forgot password page and will ask to fill Hint Answer of hint question.

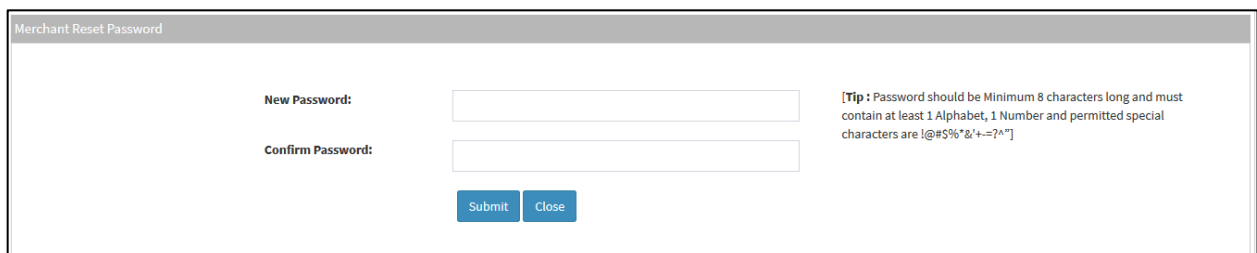
Step 3: Select "Submit"



Step 4: A message "Password link is sent to your Registered email" is displayed.



Step 5: Email Notification with link change password will be sent to user email address. Select link to change password



Step 6: Link will be routed to Change Password Page

Step 7: Key in New Password

Step 8: To confirm new password, key-in new password in 'Confirm Password' box. If password does not match, prompt message '*New Password does not match*' will appear to notify user to key in again the new password.

Step 9: Select "**Submit**" button to accept new password. To abandon process and return to previous page, select "**Close**" button.

A dialog box titled "Reset Password" with a yellow header. The main text asks "Do you want to Submit & Create new password?". There are two orange buttons: "YES" and "NO".

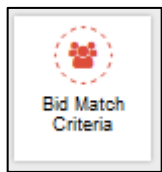
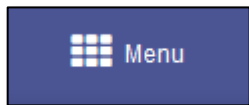
Step 10: System will prompt for confirmation "*Do you want to submit and create new password?*" Select "**YES**" to submit and create new password, select "No" to close the prompt.

A message box with a green header containing "MGEPS". The main text says "Password Created Successfully". There is a green "OK" button in the bottom right corner.

Step 11: A confirmation message is displayed "*Password created successfully*" Select "**OK**" to close the message box. The user will be navigated to login page.

D. Bid Match Criteria

Step 1: Merchant Login into system (Refer Section **C. System Log-in for Merchant Users**)



Step 2: Select "**Menu**" icon on top right of screen. Select "**Bid Match Criteria**". A default bid match criteria is set according to the organization's Business Category/Field of Interest as selected during the red registration or creation of user. This bid match criteria is displayed.

Bid Match Criteria										Back
Notice Classification	Procurement Mode	Applicable Procurement Rules	Funding Instrument	Business Category	Province	Approved Budget Min	Approved Budget Max	Email Status	Actions	
				Software, Information Technology Service Delivery				Inactive	Select ▾ Edit	

Step 3: Select “Select” button and Select “Edit” Option. This will display form to Edit Bid Match criteria.

The screenshot shows a web form titled "Edit Bid Match Criteria" with a "Back" button in the top right. The main content area is titled "Edit Bid Matching Details" and contains six sections, each with a large grey selection area and a "Select" button with a "Clear All" button next to it:

- Notice Classification:** Select Notice Classification, Clear All
- Procurement Mode:** Select Procurement Mode, Clear All
- Applicable Procurement Rules:** Select Applicable Procurement Rules, Clear All
- Funding Instrument:** Select Funding Instrument, Clear All
- Business Category:** Select Business Category, Clear All (The field contains "Software, Information Technology Service Delivery")
- Province (Area Of Delivery):** Select Province, Clear All

Merchant user can select multiple option to create user specific bid match criteria. The bid notices under bid match criteria will be displayed as per these bid match settings.

Step 4: Select “Select Notice Classification” button. Notice criteria classification popup is displayed. Select the classification criteria as desired.

The screenshot shows a "Notice Classification" popup window. It has a title bar with a close icon (X) in the top right corner. The main content area contains a list of classification options with checkboxes:

- Select All
- Goods- General Support Services
- Civil Works-infra Project
- Goods
- Consulting Services

At the bottom of the popup, there are two buttons: "Save" and "Close".

Step 5: Select “Save” button to save the criteria or “Close” button or “close icon” to close the popup.

Field Name	Description
Notice Classification	Merchant needs to select available Notice Classification. Merchant can select multiple values.
Procurement Mode	Merchant needs to select available Procurement Mode. Merchant can select multiple values.
Applicable Procurement Rules	Merchant needs to select available Procurement Rules. Merchant can select multiple values.
Funding Instrument	Merchant needs to select available Funding Instrument. Merchant can select multiple values.
Business Category	Merchant needs to select available Business Category. Merchant can select multiple values.
Province	Merchant needs to select available Province. Merchant can select multiple values.
Approved Min Budget	Merchant can also fill minimum Approved budget.
Approved Max Budget	Merchant can also fill Maximum Approved budget.

Step 6: Merchant user can select other field values per category above table.

The screenshot displays a merchant selection interface with the following elements:

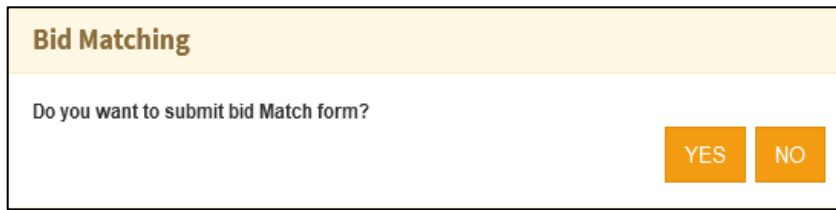
- Notice Classification:** Select Notice Classification (button) | Clear All (button)
- Procurement Mode:** Select Procurement Mode (button) | Clear All (button)
- Applicable Procurement Rules:** Select Applicable Procurement Rules (button) | Clear All (button)
- Funding Instrument:** Special Account - Locally Funded/Domestic Grants Fund (03000000)
- Business Category:** Software, Information Technology Service Delivery
- Province (Area Of Delivery):** ALBANY, ANTIQUE
- Funding Instrument:** Select Funding Instrument (button) | Clear All (button)
- Business Category:** Select Business Category (button) | Clear All (button)
- Province:** Select Province (button) | Clear All (button)
- Approved Budget (Min):** [Input field]
- Approved Budget (Max):** [Input field]
- Buttons:** Submit, Cancel

Step 7: If the merchant wants to discard the changes Select “Cancel” system will prompt for confirmation “Are you sure you want to discard the update of Bid Match?” Select “YES” to discard, the pending task is displayed to the user. Select “NO” to be on Bid Match Criteria.

The screenshot shows a confirmation dialog box with the following content:

- Title:** Bid Matching
- Text:** Are you sure you want to discard the update of Bid Match?
- Buttons:** YES, NO

Step 8: Select “**Submit**” button.



Bid Matching

Do you want to submit bid Match form?

YES NO

Step 9: System will prompt for confirmation “*Do you want to submit bid Match form?*” Select “**YES**” to save the bid match criteria, select “**NO**” to close the prompt.



MGEPS

Bid Match saved successfully.

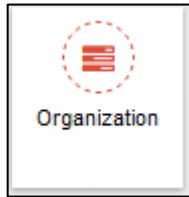
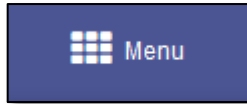
OK

Step 10: A confirmation will be displayed “*Bid Match saved successfully*” Select “OK” to save the message box.

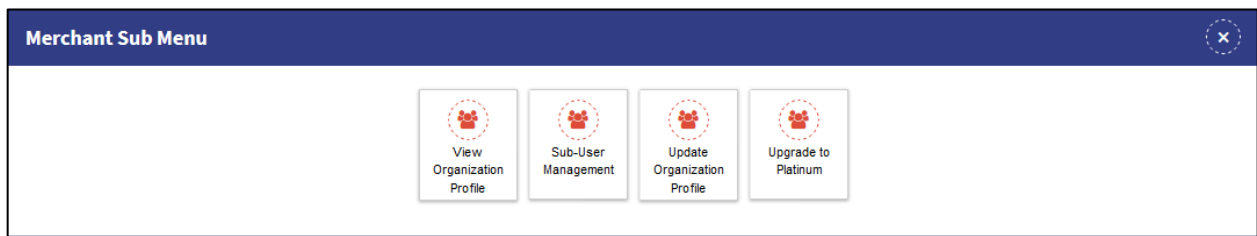
Part III. Sub User Management

A. Create Organization Sub User

Step 1: Merchant Login into system (Refer Section *C. System Log-in for Merchant Users*)



Step 2: Select “Menu” icon on top right of screen. Select “Organization”.



Step 3: This will open merchant sub menu. Select “Sub-User Management”. This will display the Sub User Management List of the merchant. The “Sub-User Management” will be available only to merchant coordinator as the rights to manage the sub-users are only for coordinators.

Sub-User Management List of (MERCHANT ORGANISATION 3) Back

Add Sub User

Search by User Name Search by First Name Search by Middle Name Search by Last Name

Search by Email Address

User Name	Salutation	First Name	Middle Name	Last Name	Email Address	Organization Name	Registration Date	Modified Date	Role	Status	Actions
merchant3	Mr	Arnold		Peredo	aperedo@mailinator.com	MERCHANT ORGANISATION 3	07-Aug-2019	12-Aug-2019	Supplier Coordinator	Active	

No Records Found

Step 4: Select “Add Sub User” button. This will popup Add User Form.

Add User Form
✕

Login Details

Organization Name* :

User Name* :

Contact Person Details

Salutation* :

First Name* :

Middle Name :

Last Name* :

Gender* :

Position* :

Landline Area Code* :

Landline Number* :

Landline Extension:

Fax Area Code:

Fax Number:

Fax Extension:

Country Code* :

Mobile Number* :

Email Address* :

Step 5: Fill in the User Name. in case the user name already exists a message *“User Name already Exists. User Name already Exists. Try Another”* is displayed. The user can be alphanumeric and must be of minimum 6 characters and maximum 8 characters.

Field Name	Mandatory	Description
Salutation	Yes	Merchant needs to select the list of available salutation.
First Name	Yes	Merchant needs to fill the first name of the contact person. This can be characters max size 60.
Middle Name	No	Merchant can fill the middle name. This can be characters max size 60.
Last Name	Yes	Merchant needs to fill last name of the contact person. This can be characters max size 60.

Gender	Yes	Merchant needs to fill in the Gender of contact person. This can be Male/Female
Position	Yes	Merchant needs to fill in the Position of contact person. This can be characters max size 60.
Landline Area Code	Yes	Merchant needs to fill in the Area for Landline Number of contact person. This can be numbers only.
Landline Number	Yes	Merchant needs to fill in the Landline Number of contact person. This can be numbers only.
Landline Extension	No	Merchant may fill in the Extension for Landline Number of contact person. This can be numbers only.
Fax Area Code	No	Merchant may fill in the Area Code for Fax Number of contact person. This can be numbers only.
Fax Number	No	Merchant may fill in the Fax Number of contact person. This can be numbers only.
Fax Extension	No	Merchant may fill in the Extension for Fax Number of contact person. This can be numbers only.
Country Code	Yes	In case of Location is Local the country code is fix 63, whereas if the location is foreign, the country code is editable. This can be numbers only.
Mobile number	Yes	Merchant needs to fill in the Mobile Number of contact person. This can be numbers only. Minimum 9 and max 15.
Email Address	Yes	Merchant needs to fill in the Email Address of contact person. This email address should be unique and if already exist, system will prompt for the user to provide new email address.

Step 6: Fill in the contact details of sub user as per above table.

Sub User

Do you confirm all fields are correct and ready for saving?

Step 7: Select “**Submit**” button. System will prompt for confirmation “Do you confirm all fields are correct and ready for saving?” Select “**YES**” to submit the details, select “**NO**” to close the prompt.

Step 8: A confirmation message will be displayed “Sub User saved successfully”.

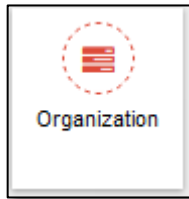
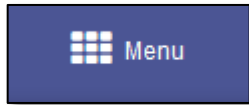
Sub User

Are you sure you want to discard application?

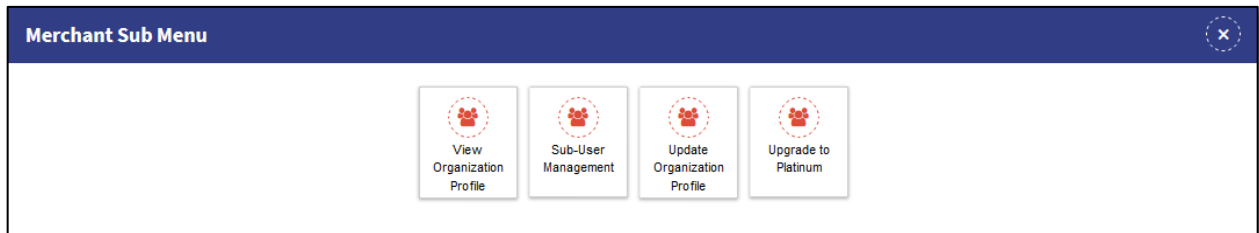
Step 9: Merchant user can Select “Cancel” button. System will prompt for confirmation “Are you sure you want to discard application?” Select “YES” to discard and close the filled form, select “NO” to stay on the form.

B. View Organization Sub User

Step 1: Merchant Login into system (Refer Section **C. System Log-in for Merchant Users**)



Step 2: Select “Menu” icon on top right of screen. Select “Organization”.



Step 3: This will open merchant sub menu. Select “Sub-User Management”. This will display the Sub User Management List of the merchant. The merchant can search the Sub User by user name, First Name, Last Name and Email.

Sub-User Management List of(MERCHANT ORGANISATION 3) Back

[Add Sub User](#)

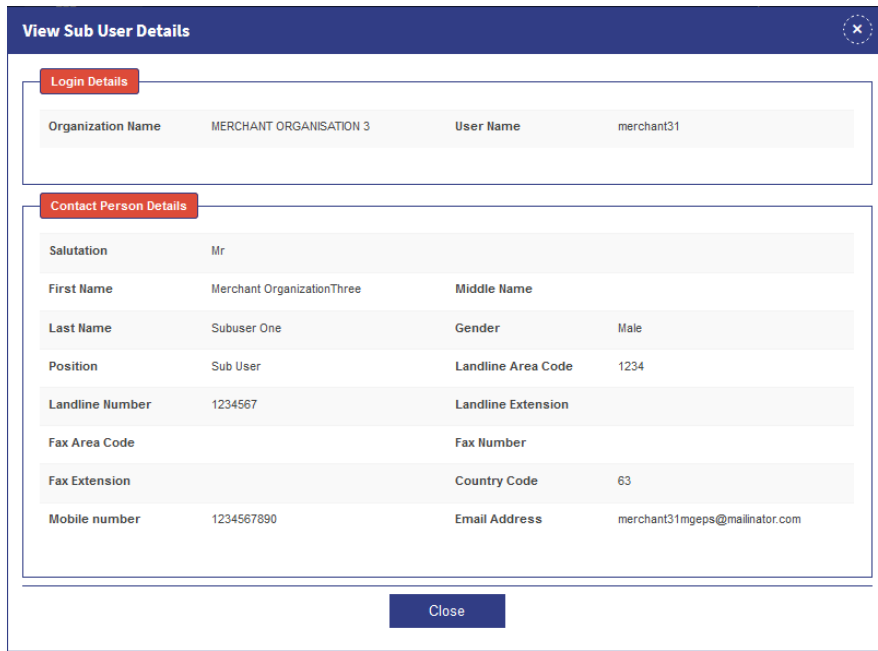
Search by User Name Search by First Name Search by Middle Name Search by Last Name

Search by Email Address

User Name	Salutation	First Name	Middle Name	Last Name	Email Address	Organization Name	Registration Date	Modified Date	Role	Status	Actions
merchant3	Mr	Arnold		Peredo	aperedo@mailinator.com	MERCHANT ORGANISATION 3	07-Aug-2019	12-Aug-2019	Supplier Coordinator	Active	
merchant31	Mr	Merchant OrganizationThree		Subuser One	merchant31mgeps@mailinator.com	MERCHANT ORGANISATION 3	13-Aug-2019	13-Aug-2019	Supplier	Active	Select ▾

Edit
 Deactivate User
 View

Step 4: Select “**Select**” button for the sub user. Select “**View**” option. This will display the sub user details.



The image shows a 'View Sub User Details' popup window with a dark blue header and a close button in the top right corner. The window is divided into two sections: 'Login Details' and 'Contact Person Details'. The 'Login Details' section contains a table with two columns: 'Organization Name' (MERCHANT ORGANISATION 3) and 'User Name' (merchant31). The 'Contact Person Details' section contains a table with the following information:

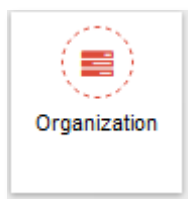
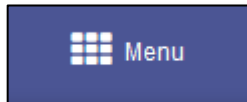
Salutation	Mr		
First Name	Merchant OrganizationThree	Middle Name	
Last Name	Subuser One	Gender	Male
Position	Sub User	Landline Area Code	1234
Landline Number	1234567	Landline Extension	
Fax Area Code		Fax Number	
Fax Extension		Country Code	63
Mobile number	1234567890	Email Address	merchant31mgeps@mailinator.com

At the bottom center of the popup is a blue 'Close' button.

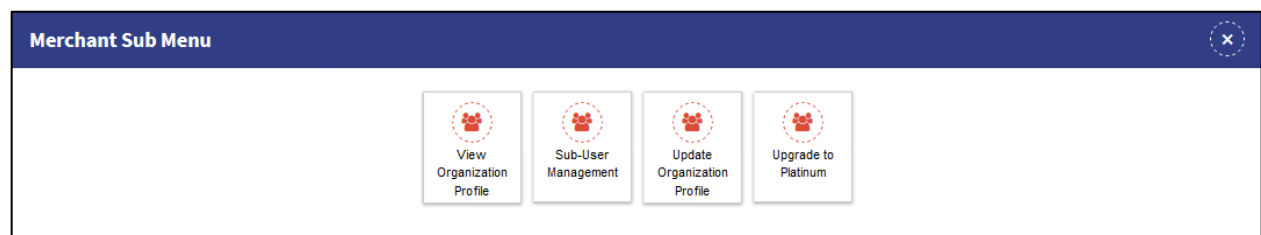
Step 5: Select “**Close**” button or Close Icon to close the popup.

C. Edit Organization Sub User

Step 1: Merchant Login into system (Refer Section **C. System Log-in for Merchant Users**)



Step 2: Select “**Menu**” icon on top right of screen. Select “**Organization**”.



Step 3: This will open merchant sub menu. Select “**Sub-User Management**”. This will display the Sub User Management List of the merchant. The merchant can search the Sub User by user name, First Name, Last Name and Email.

Sub-User Management List of(MERCHANT ORGANISATION 3) Back

Add Sub User

Search by User Name Search by First Name Search by Middle Name Search by Last Name

Search by Email Address

User Name	Salutation	First Name	Middle Name	Last Name	Email Address	Organization Name	Registration Date	Modified Date	Role	Status	Actions
merchant3	Mr	Arnold		Peredo	aperedo@mailinator.com	MERCHANT ORGANISATION 3	07-Aug-2019	12-Aug-2019	Supplier Coordinator	Active	
merchant31	Mr	Merchant OrganizationThree		Subuser One	merchant31mgeps@mailinator.com	MERCHANT ORGANISATION 3	13-Aug-2019	13-Aug-2019	Supplier	Active	<input type="button" value="Select"/>

Edit
 Deactivate User
 View

Step 4: Select “**Select**” button for the sub user. Select “**Edit**” option. This will display the Edit user Form.

Edit User Form ✕

Login Details

Organization Name* : User Name* :

Contact Person Details

Salutation* :

First Name* : Middle Name : Last Name* :

Gender* : Position* :

Landline Area Code:* Landline Number* : Landline Extension:

Fax Area Code: Fax Number: Fax Extension:

Country Code* : Mobile Number* : Email Address* :

Field Name	Mandatory	Description
Salutation	Yes	Merchant needs to select the list of available salutation.
First Name	Yes	Merchant needs to fill the first name of the contact person. This can be characters max size 60.
Middle Name	No	Merchant can fill the middle name. This can be characters max size 60.
Last Name	Yes	Merchant needs to fill last name of the contact person. This can be characters max size 60.
Gender	Yes	Merchant needs to fill in the Gender of contact person. This can be Male/Female
Position	Yes	Merchant needs to fill in the Position of contact person. This can be characters max size 60.
Landline Area Code	Yes	Merchant needs to fill in the Area for Landline Number of contact person. This can be numbers only.
Landline Number	Yes	Merchant needs to fill in the Landline Number of contact person. This can be numbers only.
Landline Extension	No	Merchant may fill in the Extension for Landline Number of contact person. This can be numbers only.
Fax Area Code	No	Merchant may fill in the Area Code for Fax Number of contact person. This can be numbers only.
Fax Number	No	Merchant may fill in the Fax Number of contact person. This can be numbers only.
Fax Extension	No	Merchant may fill in the Extension for Fax Number of contact person. This can be numbers only.
Country Code	Yes	In case of Location is Local the country code is fix 63, whereas if the location is foreign, the country code is editable. This can be numbers only.
Mobile number	Yes	Merchant needs to fill in the Mobile Number of contact person. This can be numbers only. Minimum 9 and max 15.
Email Address	Yes	Not editable.

Step 5: Edit the fields as per table mention above. The field User Name and Email Address will not be editable.

Sub User

Do you confirm all fields are correct and ready for saving?

YES NO

Step 6: Select “**Submit**” button. System will prompt for confirmation “Do you confirm all fields are correct and ready for saving?”. Select “**YES**” to submit the edited form and Select “**NO**” to close the popup.

Sub User

Are you sure you want to discard application?

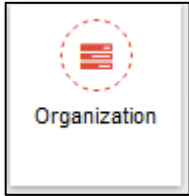
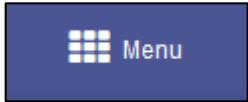
YES NO

Step 7: Select “**Cancel**” button. System will prompt for confirmation “Are you sure you want to discard application”. Select “**YES**” to discard and close the Edited form. the Select “**NO**” to Edit the form.

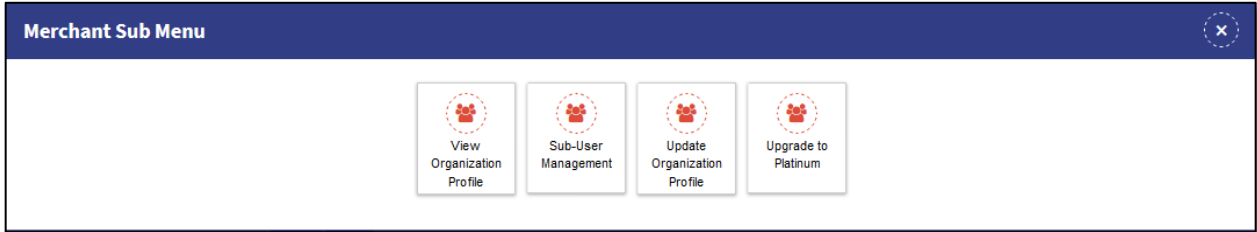
Step 8: Upon Selecting “**YES**” The Edited form gets submitted. A confirmation message is displayed “*Form saved successfully*”. Select “**OK**” to close the message box.

D. Activate/Deactivate Merchant User

Step 1: Merchant Login into system (Refer Section **C. System Log-in for Merchant Users**)



Step 2: Select “**Menu**” icon on top right of screen. Select “**Organization**”.



Step 3: This will open merchant sub menu. Select **“Sub-User Management”**. This will display the Sub User Management List of the merchant. The merchant can search the Sub User by user name, First Name, Last Name and Email.

Sub-User Management List of(MERCHANT ORGANISATION 3)

Back

Add Sub User

Search by User Name Search by First Name Search by Middle Name Search by Last Name

Search by Email Address

User Name	Salutation	First Name	Middle Name	Last Name	Email Address	Organization Name	Registration Date	Modified Date	Role	Status	Actions
merchant3	Mr	Arnold		Peredo	aperedo@mailinator.com	MERCHANT ORGANISATION 3	07-Aug-2019	12-Aug-2019	Supplier Coordinator	Active	
merchant31	Mr	Merchant OrganizationThree		Subuser One	merchant31mgeps@mailinator.com	MERCHANT ORGANISATION 3	13-Aug-2019	13-Aug-2019	Supplier	Active	Select ▾

Edit
Deactivate User
View

Step 4: Select **“Select”** button for the sub user. Select **“Deactivate User”** option. This will display the sub user details.

Step 5: System will prompt for confirmation **“Are you sure to Disable user account?”**. Select **“YES”** to disable. Select **“NO”** to close the prompt.

Merchant

Are you sure to Disable user account?

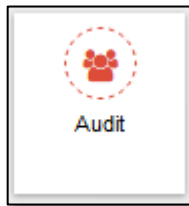
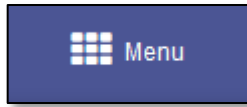
YES NO

Step 6: A message confirmation message **“Successfully disabled”** will be displayed. Select **“OK”** to close the message box. This will disable the status to the user.

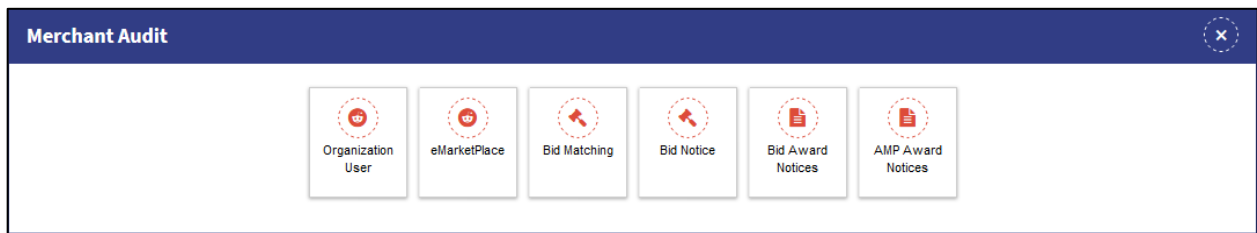
Part IV. View Audit Log

A. View Organization Activity Log

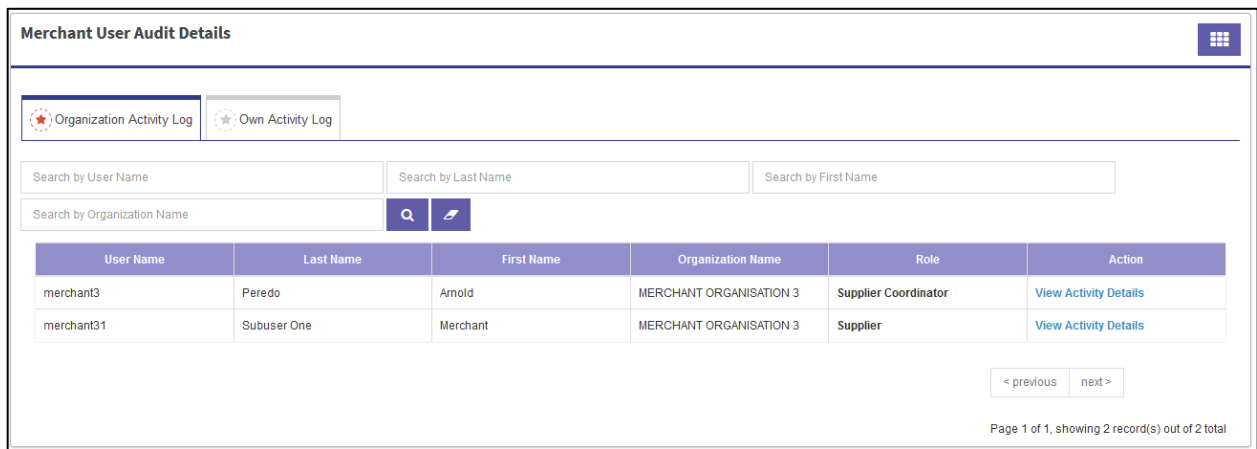
Step 1: Merchant Login into system (Refer Section *C. System Log-in for Merchant Users*)



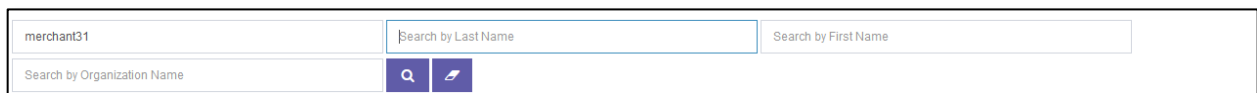
Step 2: Select “Menu” icon on top right of screen. Select “Audit”.



Step 3: Select “Organization User”. Merchant user audit details page is displayed.



Step 4: Select “Organization User Activity Log” Tab.



Step 5: Fill in the user name/ first name/last name under search criteria. Select Search Icon to search the user.

merchant31	Search by Last Name	Search by First Name			
Search by Organization Name	<input type="button" value="Q"/>	<input type="button" value="P"/>			
User Name	Last Name	First Name	Organization Name	Role	Action
merchant31	Subuser One	Merchant	MERCHANT ORGANISATION 3	Supplier	View Activity Details

Step 6: Select **“View Activity Details”** under action column. This will open merchant user audit page. This displays activities of the user. (Activity, Activity details, Activity date and time., Browser data)

Merchant user audit for : Peredo Arnold		From Date	To Date	Keyword	<input type="button" value="Q"/>	<input type="button" value="P"/>	<input type="button" value="Export to excel"/>	<input type="button" value="Print"/>	<input type="button" value="Back"/>
Activity	Activity Details	Activity Date and Time	Browser Data	Action					
Update	Enable Merchant User Name is - merchant31 Status - Activate User	13-Aug-2019 08:42 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details					
View	View Bid Match Criteria of Merchant Username is - merchant3	13-Aug-2019 07:29 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details					
View	View Bid Match Criteria of Merchant Username is - merchant3	13-Aug-2019 06:56 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details					
Update	Edit Bid Matching of Merchant Username is - merchant3	13-Aug-2019 06:56 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details					
View	View Bid Match Criteria of Merchant Username is - merchant3	13-Aug-2019 06:55 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details					

Step 7: Select the from date and to date or Fill in the Key Word, Select Search Icon to Search the activity based on to date or key word or both.

Merchant user audit for : Peredo Arnold		11-Aug-2019	13-Aug-2019	Keyword	<input type="button" value="Q"/>	<input type="button" value="P"/>	<input type="button" value="Export to excel"/>	<input type="button" value="Print"/>	<input type="button" value="Back"/>
Activity	Activity Details	Activity Date and Time	Browser Data	Action					
Update	Enable Merchant User Name is - merchant31 Status - Activate User	13-Aug-2019 08:42 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details					
View	View Bid Match Criteria of Merchant Username is - merchant3	13-Aug-2019 07:29 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details					

Step 8: Select **“Export to Excel”** button, to Export the activities to Excel document.

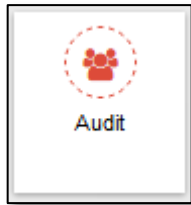
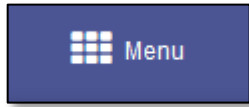
The screenshot shows a web browser window with a 'Print' dialog box open. The dialog box has a 'Print' button and a 'Cancel' button. The background shows a table with the following data:

Activity	Activity Date and Time	Browser Data	Action	
Update	merchant31 Status - Activate User	13-Aug-2019 08:42 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details
View	Merchant Username is - merchant3	13-Aug-2019 07:29 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details
View	Merchant Username is - merchant3	13-Aug-2019 06:56 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details
Update	Merchant Username is - merchant3	13-Aug-2019 06:56 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details
View	Merchant Username is - merchant3	13-Aug-2019 06:55 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details
View	View Bid Match Criteria of Merchant Username is - merchant3	13-Aug-2019 06:21 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146	View Activity Details

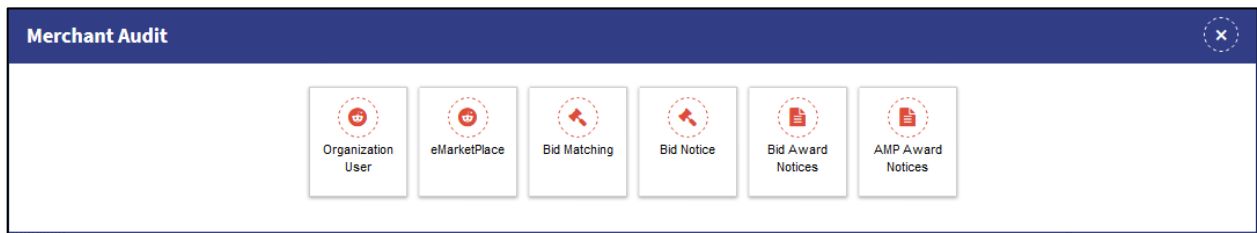
Step 9: Merchant can select “**Print**” button. This will open a print view page with details auto populated. This will also open the print dialogue box. Select the desired printer and other print options and select “**OK**” to print or cancel to close the print dialogue box.

B. View Own Activity Log

Step 1: Merchant Login into system (Refer Section **C. System Log-in for Merchant Users**)



Step 2: Select “**Menu**” icon on top right of screen. Select “**Audit**”.



Step 3: Select “**Organization User**”. Merchant user audit details page is displayed.

Merchant User Audit Details

Organization Activity Log | **Own Activity Log**

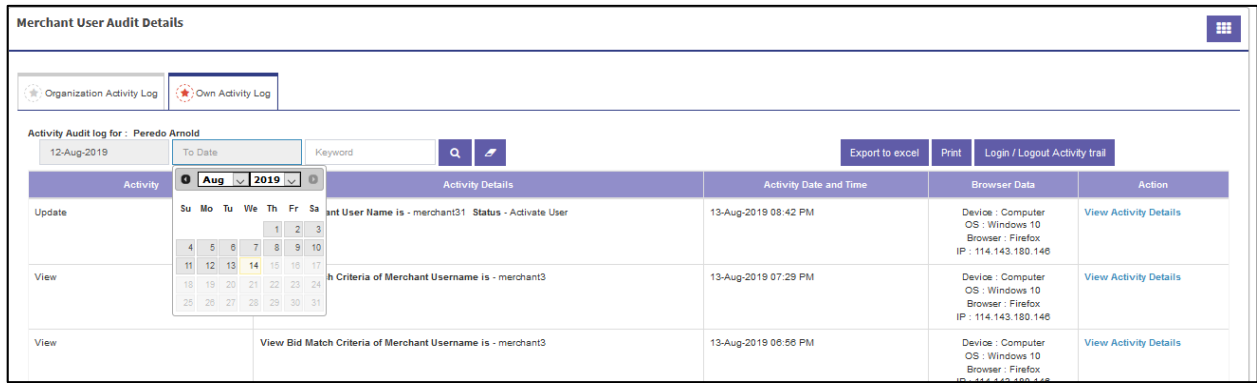
Activity Audit log for : Peredo Arnold

From Date: [] To Date: [] Keyword: [] [Q] [🔍]

[Export to excel] [Print] [Login / Logout Activity trail]

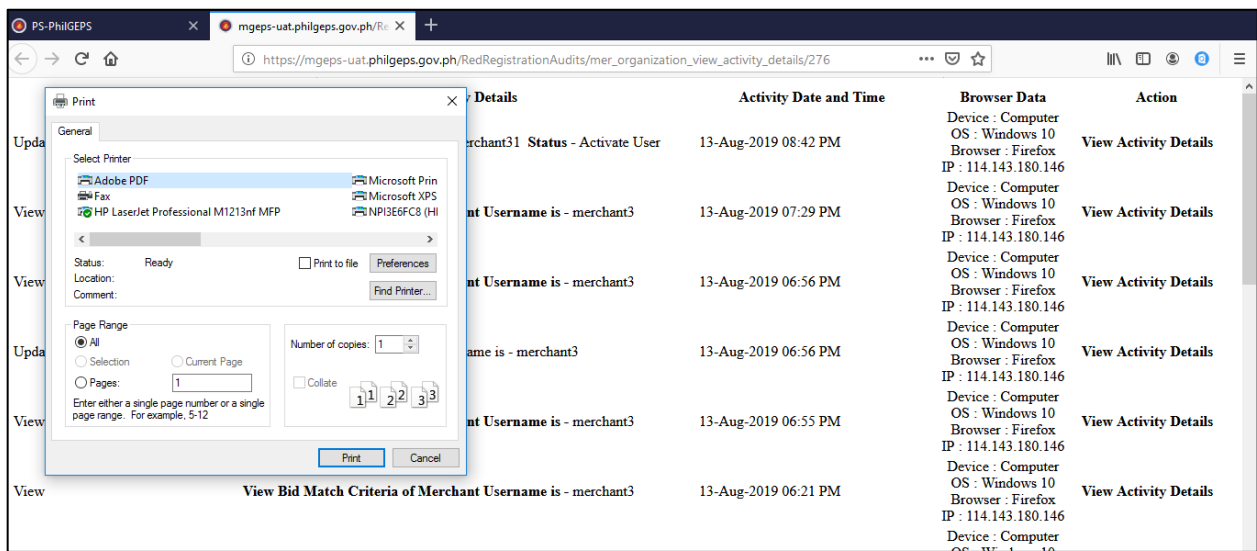
Activity	Activity Details	Activity Date and Time	Browser Data	Action
Update	Enable Merchant User Name is - merchant31 Status - Activate User	13-Aug-2019 08:42 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.148	View Activity Details
View	View Bid Match Criteria of Merchant Username is - merchant3	13-Aug-2019 07:29 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.148	View Activity Details
View	View Bid Match Criteria of Merchant Username is - merchant3	13-Aug-2019 06:56 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.148	View Activity Details
Update	Edit Bid Matching of Merchant Username is - merchant3	13-Aug-2019 06:56 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.148	View Activity Details
View	View Bid Match Criteria of Merchant Username is - merchant3	13-Aug-2019 06:55 PM	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.148	View Activity Details

Step 4: Select “**Own Activity Log**” Tab. This will open merchant user audit page. This displays activities of the user. (Activity, Activity details, Activity date and time., Browser data)



Step 5: Select the **from date** and **to date** or Fill in the Key Word, Select **Search Icon** to Search the activity based on to date or key word or both.

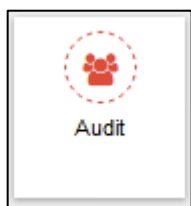
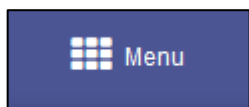
Step 6: Select “**Export to Excel**” button, to Export the activities to Excel document.



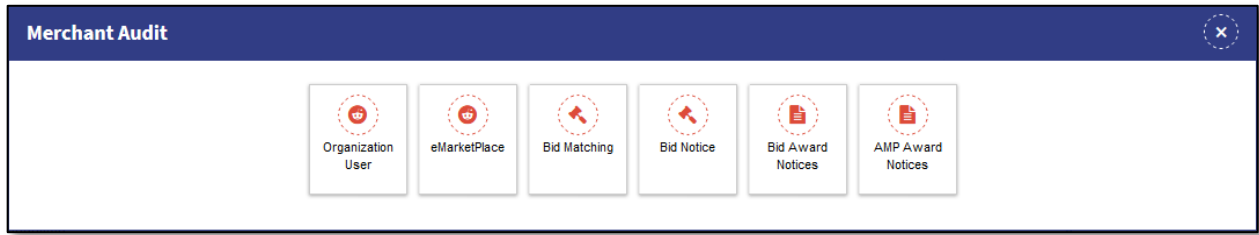
Step 7: Merchant can select “**Print**” button. This will open a print view page with details auto populated. This will also open the print dialogue box. Select the desired printer and other print options and select “**OK**” to print or “**cancel**” to close the print dialogue box.

C. View Login/Logout Activity Log

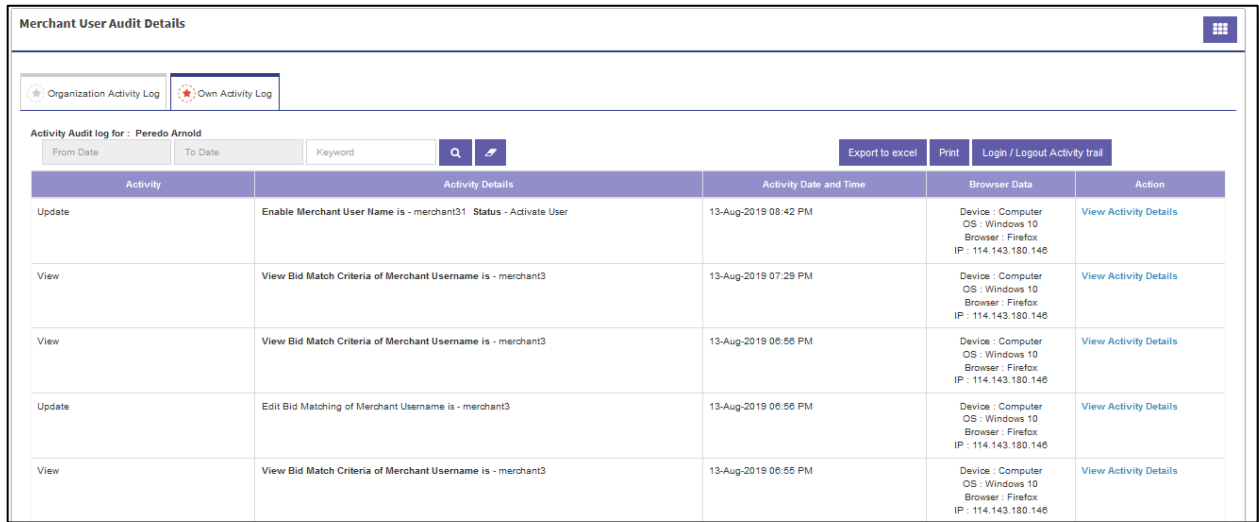
Step 1: Merchant Login into system (Refer Section **C. System Log-in for Merchant Users**)



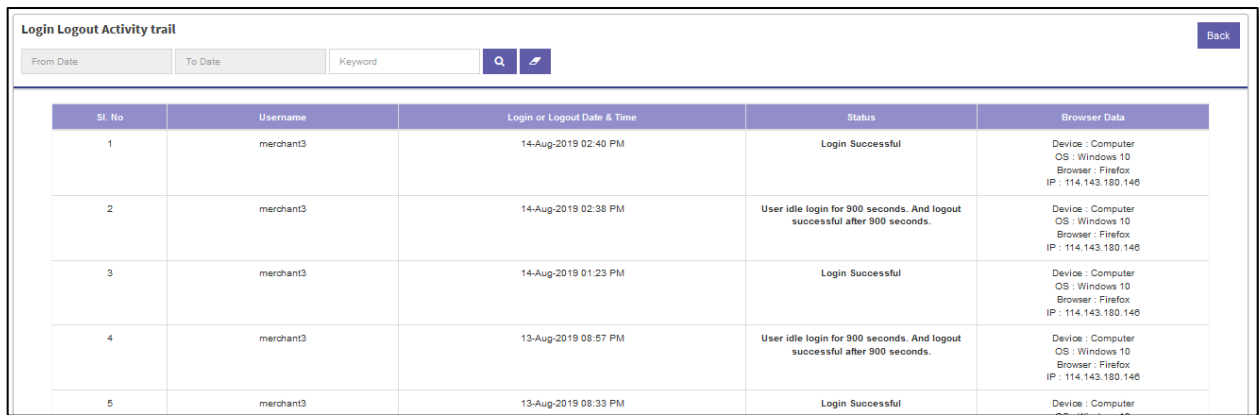
Step 2: Select “Menu” icon on top right of screen. Select “Audit”.



Step 3: Select “Organization User”. Merchant user audit details page is displayed.



Step 4: Select “Own Activity Log” Tab. This will open merchant user audit page.



Step 5: Select “Login/Logout Activity Trail” button. This displays Login Logout activity trail of the user. (User Name, Login/Logout date and time, Status, Browser data)

Login Logout Activity trail Back

12-Aug-2019 13-Aug-2019 Keyword

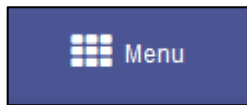
Sl. No	Su Mo Tu We Th Fr Sa	Login or Logout Date & Time	Status	Browser Data																																				
1	<table border="1"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			14-Aug-2019 02:40 PM	Login Successful	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146
			1	2	3																																			
4	5	6	7	8	9																																			
10	11	12	13	14	15																																			
16	17	18	19	20	21																																			
22	23	24	25	26	27																																			
28	29	30	31																																					
2		14-Aug-2019 02:38 PM	User idle login for 900 seconds. And logout successful after 900 seconds.	Device : Computer OS : Windows 10 Browser : Firefox IP : 114.143.180.146																																				
3	merchant3	14-Aug-2019 01:23 PM	Login Successful	Device : Computer																																				

Step 6: Select the from date and to date or Fill in the Key Word, Select Search Icon to Search the activity based on to date or key word or both.

Part V. Event Management

A. Display Invitation to Bid (Event Management)

Step 1: Merchant Login into system (Refer Section C. System Log-in for Merchant Users)



Step 2: Select “Menu” icon on top right of screen. Select “Event Management”.

Event Management

Invitation to Bid
 My Opportunities
 My Award Notices
 Bid Match

Publish Date From: Publish Date To:
 Closing Date From: Closing Date To:
 Approve Budget Contract F: Approve Budget Contract Ti:
 Reference Number:


Notice Title: Agency Name:
 --Search by Mode of Procurement--:
 --Select Classification--:

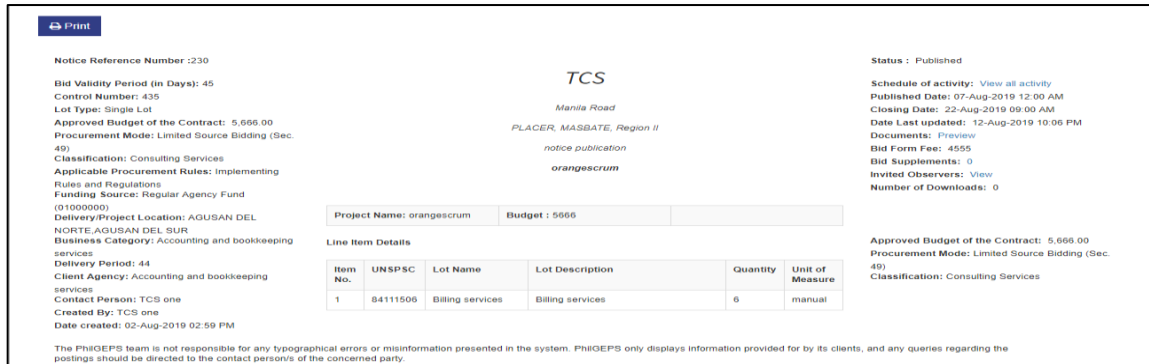
Notice Reference Number	Notice Title	Mode of Procurement	Classification	Approve Budget Contract	Publish Date	Closing Date	Agency name	Status	Actions
230	orangescrum	Limited Source Bidding (Sec. 49)	Consulting Services	5666	07-Aug-2019 12:00 AM	22-Aug-2019 09:00 AM	TCS	Published	Select ▾

Page 1 of 1, showing 1 record(s) out of 1 total

Step 3: The Invitation to Bid tab is displayed as default. This tab displays the list of bid notices to which merchant is invited.

Notice Title	Agency Name	Mode of Procurement	Classification
		Limited Source Bidding (Sec. 49)	--Select Classification--

Step 4: Merchant can Select or fill in any one or combination of *search criteria publish date, closing date, approved budget of the contract, reference no, notice title, agency name, mode of procurement, classification* and Select Search button  to search desired bid notice.



Step 5: Select Notice Reference No This will display bid notice.

Notice Reference Number	Notice Title	Mode of Procurement	Classification	Approve Budget Contract	Publish Date	Closing Date	Agency name	Status	Actions
230	orangescrum	Limited Source Bidding (Sec. 49)	Consulting Services	5666	07-Aug-2019 12:00 AM	22-Aug-2019 09:00 AM	TCS	Published	Select <ul style="list-style-type: none"> Add to My Opportunities View Bid Notice Details

Page 1 of 1, showing 1 record(s) out of 1 total

Step 6: Select “View Bid Notice details” This will display Bid Notice details.

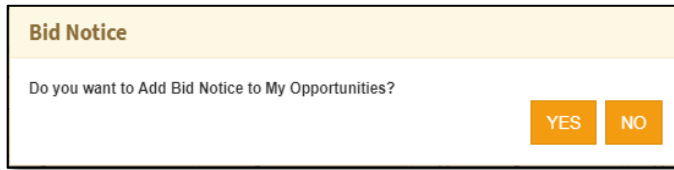
Bid notice Details				Back
Bid Notice ID	230	Reference Number	435	
Notice Title	orangescrum	Brief Description	test	
Notice Type	notice publication	Project name	orangescrum	
Business Category	Accounting and bookkeeping services	Period of Contract(in days)	44	
Procurement Mode	Limited Source Bidding (Sec. 49)	Delivery / Project Location	AGUSAN DEL NORTE, AGUSAN DEL SUR	
Procurement Program/Project	Works	Source of Fund	Regular Agency Fund (01000000)	
Total Estimated Budget	5666	Notice Publication	Y	
Mode of Bid Submission	OFFLINE	Applicable Procurement Rules	Implementing Rules and Regulations	
Display ABC	Y	Classification	Consulting Services	
Lot Type	Single Lot	Bid Opening type	Single Submission - Single Opening	
Bid Security	REQ	Mode of Payment	OFFLINE	

Step 7: Merchant can select “Back” to go to Invitation tab.

Notice Reference Number	Notice Title	Mode of Procurement	Classification	Approve Budget Contract	Publish Date	Closing Date	Agency name	Status	Actions
230	orangescrum	Limited Source Bidding (Sec. 49)	Consulting Services	5666	07-Aug-2019 12:00 AM	22-Aug-2019 09:00 AM	TCS	Published	Select <ul style="list-style-type: none"> Add to My Opportunities View Bid Notice Details

Page 1 of 1, showing 1 record(s) out of 1 total

Step 8: Select **“Add to My bid opportunities”**.

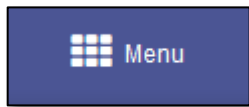


Step 9: System will prompt for confirmation **“Do you want to Add Bid Notice to My Opportunities?”** Select **“YES”** to confirm, this will add bid notice to My Opportunity, **“NO”** to close the popup.

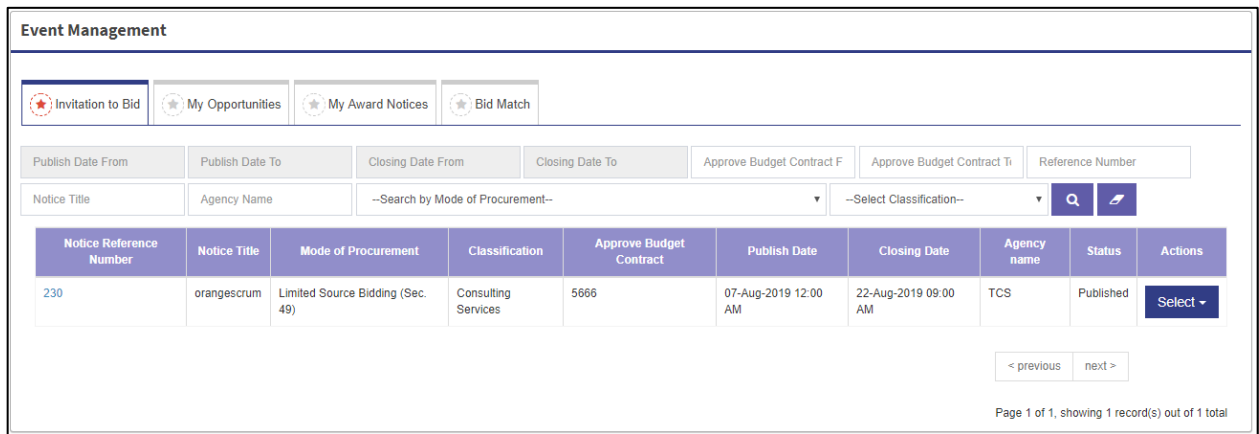
Step 10: A confirmation message is displayed **“Bid Notice Added successfully”**. Select **“OK”** to close message box.

B. Display My Opportunities (Event Management)

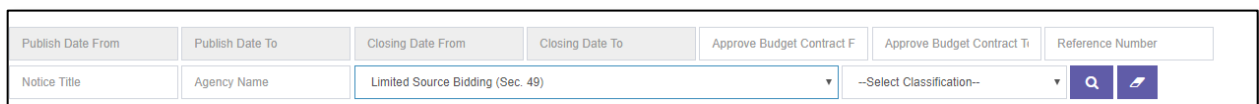
Step 1: Merchant Login into system (Refer Section **C. System Log-in for Merchant Users**)




Step 2: Select **“Menu”** icon on top right of screen. Select **“Event Management”**.



Step 3: Select **“My Opportunities”** Tab This tab displays the list of bid notices to which merchant is opted as its opportunity.



Step 4: Merchant can Select or fill in any one or combination of search criteria publish date, closing date, approved budget of the contract, reference no, notice title, agency name, mode of procurement, classification, participating user and Select Search button  to search desired bid notice.

Step 5: Select Notice Reference No This will display bid notice.

Notice Reference Number	Notice Title	Mode of Procurement	Classification	Approve Budget Contract	Publish Date	Closing Date	Agency name	Status	Actions
230	orangescrum	Limited Source Bidding (Sec. 49)	Consulting Services	5666	07-Aug-2019 12:00 AM	22-Aug-2019 09:00 AM	TCS	Published	Select <ul style="list-style-type: none"> Add to My Opportunities View Bid Notice Details

Page 1 of 1, showing 1 record(s) out of 1 total

Step 6: Select “[View Bid Notice details](#)” This will display Bid Notice details.

Bid notice Details				Back
Bid Notice ID	230	Reference Number	435	
Notice Title	orangescrum	Brief Description	test	
Notice Type	notice publication	Project name	orangescrum	
Business Category	Accounting and bookkeeping services	Period of Contract(in days)	44	
Procurement Mode	Limited Source Bidding (Sec. 49)	Delivery / Project Location	AGUSAN DEL NORTE,AGUSAN DEL SUR	
Procurement Program/Project	Works	Source of Fund	Regular Agency Fund (01000000)	
Total Estimated Budget	5666	Notice Publication	Y	
Mode of Bid Submission	OFFLINE	Applicable Procurement Rules	Implementing Rules and Regulations	
Display ABC	Y	Classification	Consulting Services	
Lot Type	Single Lot	Bid Opening type	Single Submission - Single Opening	
Bid Security	REQ	Mode of Payment	OFFLINE	

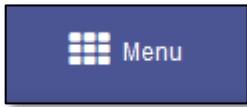
Step 7: Merchant can select “[Back](#)” to go to Invitation tab.

Notice Reference Number	Notice Title	Mode of Procurement	Classification	Approve Budget Contract	Publish Date	Closing Date	Agency name	Status	Actions
230	orangescrum	Limited Source Bidding (Sec. 49)	Consulting Services	5666	07-Aug-2019 12:00 AM	22-Aug-2019 09:00 AM	TCS	Published	Select <ul style="list-style-type: none"> Add to My Opportunities View Bid Notice Details

Page 1 of 1, showing 1 record(s) out of 1 total


C. Display My Awards (Event Management)

Step 1: Merchant Login into system (Refer Section *C. System Log-in for Merchant Users*)



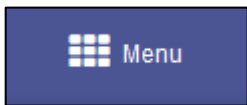
Step 2: Select “Menu” icon on top right of screen. Select “Event Management”.

Step 3: Select “My Award Notices” tab. The Award Notices of the merchant is displayed. This tab displays the list of Award notices awarded to the merchant.

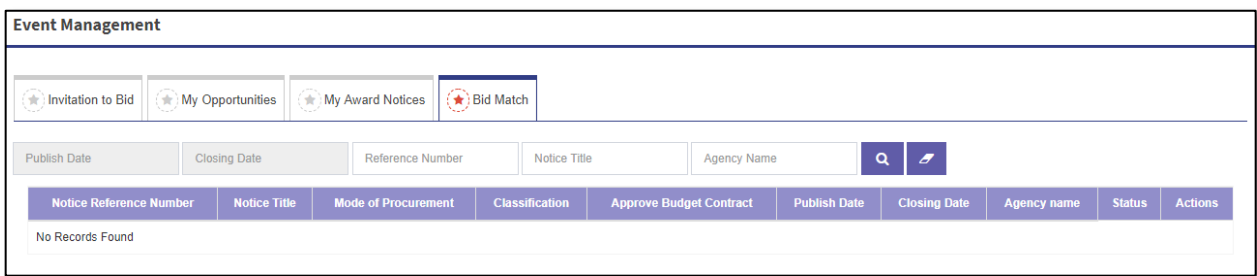
Step 4: Merchant can Select or fill in any one or combination of search criteria Award No, mode of procurement, classification, award date, status, Award category, Award acceptance status; And, Select Search button  to search desired bid notice.

D. Display Bid Match (Event Management)


Step 1: Merchant Login into system (Refer Section *C. System Log-in for Merchant Users*)

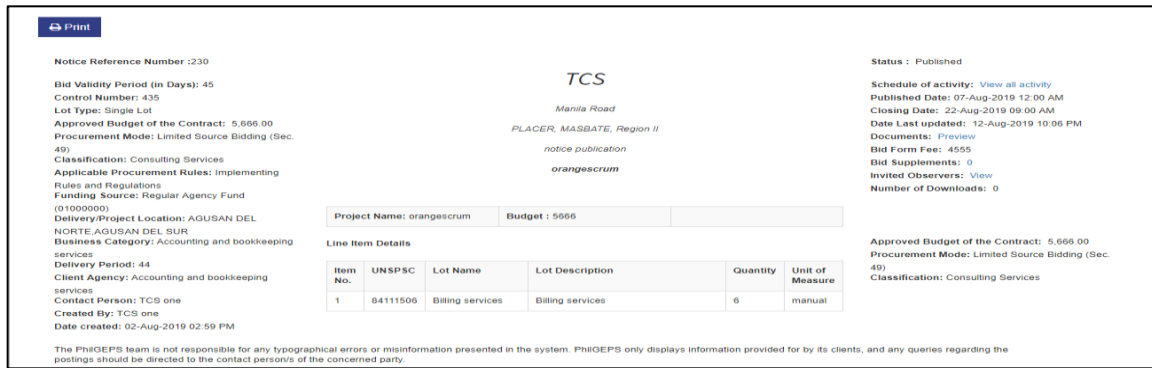


Step 2: Select “Menu” icon on top right of screen. Select “Event Management”.



Step 3: Select “Bid Match” tab. This tab displays the list of bid notices to which bid match criteria of user is matched.

Step 4: Merchant can Select or fill in any one or combination of search criteria publish date, closing date, notice title, mode of procurement, Notice Title, Agency Name and Select Search button  to search desired bid notice.



Print

Notice Reference Number: 230

Bid Validity Period (In Days): 45
 Control Number: 435
 Lot Type: Single Lot
 Approved Budget of the Contract: 5,666.00
 Procurement Mode: Limited Source Bidding (Sec. 49)
 Classification: Consulting Services
 Applicable Procurement Rules: Implementing Rules and Regulations
 Funding Source: Regular Agency Fund (01000000)
 Delivery/Project Location: AGUSAN DEL NORTE, AGUSAN DEL SUR
 Business Category: Accounting and bookkeeping services
 Delivery Period: 44
 Client Agency: Accounting and bookkeeping services
 Contact Person: TCS one
 Created By: TCS one
 Date created: 02-Aug-2019 02:59 PM

TCS
 Manila Road
 PLACER, MASBATE, Region II
 notice publication
 orangescrum

Status : Published

Schedule of activity: [View all activity](#)
 Published Date: 07-Aug-2019 12:00 AM
 Closing Date: 22-Aug-2019 09:00 AM
 Date Last updated: 12-Aug-2019 10:06 PM
 Documents: [Preview](#)
 Bid Form Fee: 4555
 Bid Supplements: 0
 Invited Observers: [View](#)
 Number of Downloads: 0

Approved Budget of the Contract: 5,666.00
 Procurement Mode: Limited Source Bidding (Sec. 49)
 Classification: Consulting Services

Project Name: orangescrum Budget : 5666

Item No.	UNSPSC	Lot Name	Lot Description	Quantity	Unit of Measure
1	84111506	Billing services	Billing services	6	manual

The PHIOEPS team is not responsible for any typographical errors or misinformation presented in the system. PHIOEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

Step 5: Select Notice Reference No This will display bid notice.

Notice Reference Number	Notice Title	Mode of Procurement	Classification	Approve Budget Contract	Publish Date	Closing Date	Agency name	Status	Actions
230	orangescrum	Limited Source Bidding (Sec. 49)	Consulting Services	5666	07-Aug-2019 12:00 AM	22-Aug-2019 09:00 AM	TCS	Published	Select ▾ Add to My Opportunities View Bid Notice Details

< previous

Page 1 of 1, showing 1 record(s) out of 1 total

Step 6: Select “View Bid Notice details” This will display Bid Notice details.

Bid notice Details				Back
Bid Notice ID	230	Reference Number	435	
Notice Title	orangescrum	Brief Description	test	
Notice Type	notice publication	Project name	orangescrum	
Business Category	Accounting and bookkeeping services	Period of Contract(in days)	44	
Procurement Mode	Limited Source Bidding (Sec. 49)	Delivery / Project Location	AGUSAN DEL NORTE,AGUSAN DEL SUR	
Procurement Program/Project	Works	Source of Fund	Regular Agency Fund (01000000)	
Total Estimated Budget	5666	Notice Publication	Y	
Mode of Bid Submission	OFFLINE	Applicable Procurement Rules	Implementing Rules and Regulations	
Display ABC	Y	Classification	Consulting Services	
Lot Type	Single Lot	Bid Opening type	Single Submission - Single Opening	
Bid Security	REQ	Mode of Payment	OFFLINE	

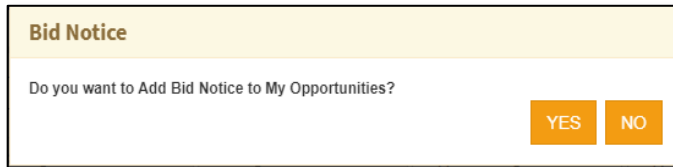
Step 7: Merchant can select “Back” to go to Invitation tab.

Notice Reference Number	Notice Title	Mode of Procurement	Classification	Approve Budget Contract	Publish Date	Closing Date	Agency name	Status	Actions
230	orangescrum	Limited Source Bidding (Sec. 49)	Consulting Services	5666	07-Aug-2019 12:00 AM	22-Aug-2019 09:00 AM	TCS	Published	Select ▾ Add to My Opportunities View Bid Notice Details

< previous

Page 1 of 1, showing 1 record(s) out of 1 total

Step 8: Select **“Add to My bid opportunities”**.



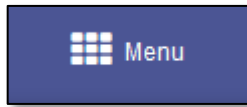
The image shows a confirmation dialog box with a yellow header titled "Bid Notice". Below the header, the text asks "Do you want to Add Bid Notice to My Opportunities?". At the bottom right of the dialog, there are two orange buttons labeled "YES" and "NO".

Step 9: System will prompt for confirmation **“Do you want to Add Bid Notice to My Opportunities?”** Select **“YES”** to confirm, this will add bid notice to My Opportunities, **“NO”** to close the popup.

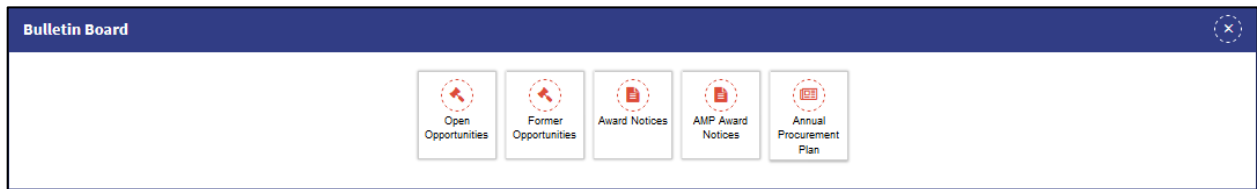
Step 10: A confirmation message is displayed **“Bid Notice Added successfully”**. Select **“OK”** to close message box.

Part VI. Bulletin Board

Step 1: Merchant Login into system (Refer Section *C. System Log-in for Merchant Users*)



Step 2: Select “Menu” icon on top right of screen. Select “Bulletin Board”. Bulletin Board menu is displayed



Step 3: Select “Open Opportunities” or “Former Opportunities” or “Award Notices” or “AMP Award Notices” or “Annual Procurement Plan” as desired.

A. Open Opportunities

Bulletin Board

Open Opportunities
 Former Opportunities
 Award Notices
 AMP Award Notices
 Annual Procurement Plan

Reference Number: Notice Title: -- Mode of Procurement--: --Classification--: Agency Name:


Publish Date From: Publish Date To: Closing Date From: Closing Date To:

Notice Reference Number	Notice Title	Mode of Procurement	Classification	Agency Name	Publish Date	Closing Date	Status	Action
41	Consulting TEST 101 DA	Public Bidding	Consulting Services	RZ BUYER AGENCY	09-Aug-2019	24-Aug-2019 09:00 AM	Published	Select -
36	To Promote Project 123	Public Bidding	Goods	RZ BUYER AGENCY	09-Aug-2019	16-Aug-2019 09:00 AM	Published	Select -
22	Consulting 3	Public Bidding	Consulting Services	RZ BUYER AGENCY	08-Aug-2019	23-Aug-2019 09:00 AM	Published	Select -
14	Supplier, Delivery and Maintenance of 20 Big Cabinet for Oplan Renovate Program in San Juans Building	Public Bidding	Civil Works-infra Project	RZ BUYER AGENCY	27-Jul-2019	16-Aug-2019 12:00 AM	Published	Select -
38	Consultancy - REI checking	Limited Source Bidding (Sec. 49)	Consulting Services	RZ BUYER AGENCY	08-Aug-2019	23-Aug-2019 09:00 AM	Published	Select -

[View More...](#)

Step 4: In case open Opportunities is selected, a list of active bid notices is displayed.

Notice Reference Number	Notice Title	Mode of Procurement	Classification	Agency Name	Publish Date	Closing Date	Status	Action
41	Consulting TEST 101 DA	Public Bidding	Consulting Services	RZ BUYER AGENCY	09-Aug-2019	24-Aug-2019 09:00 AM	Published	Select -
35	To Promote Project 123	Public Bidding	Goods	RZ BUYER AGENCY	09-Aug-2019	16-Aug-2019 09:00 AM	Published	Select -
22	Consulting 3	Public Bidding	Consulting Services	RZ BUYER AGENCY	08-Aug-2019	23-Aug-2019 09:00 AM	Published	Select -

Step 5: Merchant can Select or fill in any one or combination of search criteria *Notice Reference Number, Notice title, Mode of Procurement, Classification, Agency name, Publish date, Closing date.* and Select Search button  to search desired bid notice.

View Bid Notice Back

Notice Reference Number :41

Bid Validity Period (in Days): 60

Control Number: 1111111111111111

Lot Type: Single Lot

Approved Budget of the Contract: 2,000,000.00

Procurement Mode: Public Bidding

Classification: Consulting Services

Applicable Procurement Rules: Implementing Rules and Regulations

Funding Source: Regular Agency Fund (01000000)

Delivery/Project Location: NCR, SECOND DISTRICT

Business Category: Business administration services

Delivery Period: 130

Client Agency: Business administration services

Contact Person: Juan Cruz

Created By: Juan Cruz

Date created: 08-Aug-2019 02:45 PM

RZ BUYER AGENCY

General Solano St.

SAN MIGUEL, CITY OF MANILA, NATIONAL CAPITAL REGION (NCR)

Invitation to Bid (ITB) 1

Consulting TEST 101 DA

Status : Published

Schedule of activity: [View all activity](#)

Published Date: 09-Aug-2019 12:00 AM

Closing Date: 24-Aug-2019 09:00 AM

Date Last updated: 08-Aug-2019 03:12 PM

Documents: [Preview](#)

Bid Form Fee: 5000

Bid Supplements: 0

Invited Observers: [View](#)

Number of Downloads: 0

Project Name: Consulting TEST 101 Budget : 2000000

Line Item Details

Item No.	UNSPSC	Lot Name	Lot Description	Quantity	Unit of Measure
1	80161506	Data archiving services	Data archiving services	150	Pack
2	80161508	Document destruction services	Document destruction services	180	Pack

Approved Budget of the Contract: 2,000,000.00

Procurement Mode: Public Bidding

Classification: Consulting Services

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

Step 6: Select Notice Reference No This will display bid notice.

Step 7: Merchant can select “Back” to go to Open Opportunities.

Notice Reference Number	Notice Title	Mode of Procurement	Classification	Agency Name	Publish Date	Closing Date	Status	Action
41	Consulting TEST 101 DA	Public Bidding	Consulting Services	RZ BUYER AGENCY	09-Aug-2019	24-Aug-2019 09:00 AM	Published	Select -
35	To Promote Project 123	Public Bidding	Goods	RZ BUYER AGENCY	09-Aug-2019	16-Aug-2019 09:00 AM	Published	Select -

Step 8: Select “Add to My bid opportunities”.

Bid Notice

Do you want to Add Bid Notice to My Opportunities?

YES
NO

Step 9: System will prompt for confirmation “Do you want to Add Bid Notice to My Opportunities?” Select “YES” to confirm, this will add bid notice to My Opportunity, “NO” to close the popup.

Step 10: A confirmation message is displayed “Bid Notice Added successfully”. Select “OK” to close message box.


B. Former Opportunities

Bulletin Board									
Open Opportunities Former Opportunities Award Notices AMP Award Notices Annual Procurement Plan									
Notice Reference Number		Notice Title		-- Mode of Procurement--		--Classification--		Agency Name	
Publish Date From		Publish Date To		Closing Date From		Closing Date To		--Status--	
Notice Reference Number	Notice Title	Mode of Procurement	Classification	Agency Name	Publish Date	Closing Date	Status		
7	Bid Notice for Event Management - Bid Matching	Public Bidding	Civil Works-infra Project	RZ BUYER AGENCY	27-Jul-2019	03-Aug-2019 12:00 AM	Closed		
9	Civil Works Bidding	Public Bidding	Civil Works-infra Project	RZ BUYER AGENCY	25-Jul-2019	01-Aug-2019 12:00 AM	Closed		
10	Consulting Shortlisted Before Award	Public Bidding	Consulting Services	RZ BUYER AGENCY	25-Jul-2019	09-Aug-2019 12:00 AM	Closed		
18	Project 214 da	Public Bidding	Goods- General Support Services	RZ BUYER AGENCY	30-Jul-2019	06-Aug-2019 12:00 AM	Closed		
20	Goods for Award	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 62.1 b)	Goods	RZ BUYER AGENCY	30-Jul-2019	01-Aug-2019 12:00 AM	Closed		
31	PS-PR Recommend for Award	Public Bidding	Goods	PROCUREMENT SERVICE	02-Aug-2019	09-Aug-2019 09:00 AM	Closed		
34	Bid Notice Active - Failed Bidding	Limited Source Bidding (Sec. 49)	Civil Works-infra Project	RZ BUYER AGENCY	07-Aug-2019	09-Aug-2019 09:00 AM	Failed		
36	Shopping Multi-hot	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 62.1 b)	Goods	RZ BUYER AGENCY	07-Aug-2019	09-Aug-2019 09:00 AM	Closed		

Step 4: In case Former Opportunities is selected, a list of Closed bid notices is displayed.

Reference Number		Notice Title		Public Bidding		--Classification--		Agency Name		
01-Aug-2019		14-Aug-2019		Closing Date From		Closing Date To		Q		
Notice Reference Number	Notice Title	Mode of Procurement	Classification	Agency Name	Publish Date	Closing Date	Status	Action		
41	Consulting TEST 101 DA	Public Bidding	Consulting Services	RZ BUYER AGENCY	09-Aug-2019	24-Aug-2019 09:00 AM	Published	Select -		
35	To Promote Project 123	Public Bidding	Goods	RZ BUYER AGENCY	09-Aug-2019	16-Aug-2019 09:00 AM	Published	Select -		
22	Consulting 3	Public Bidding	Consulting Services	RZ BUYER AGENCY	08-Aug-2019	23-Aug-2019 09:00 AM	Published	Select -		

[View More...](#)

Step 5: Merchant can Select or fill in any one or combination of search *criteria Notice Reference Number, Notice title, Mode of Procurement, Classification, Agency name, Publish date, Closing date*. and Select Search button  to search desired bid notice.

View Bid Notice Back

[Print](#)

Notice Reference Number :41

Bid Validity Period (in Days): 60
Control Number: 1111111111111111
Lot Type: Single Lot
Approved Budget of the Contract: 2,000,000.00
Procurement Mode: Public Bidding
Classification: Consulting Services
Applicable Procurement Rules: Implementing Rules and Regulations
Funding Source: Regular Agency Fund (01000000)
Delivery/Project Location: NCR, SECOND DISTRICT
Business Category: Business administration services
Delivery Period: 130
Client Agency: Business administration services
Contact Person: Juan Cruz
Created By: Juan Cruz
Date created: 08-Aug-2019 02:45 PM

RZ BUYER AGENCY
General Solano St.
 SAN MIGUEL, CITY OF MANILA, NATIONAL CAPITAL REGION (NCR)
Invitation to Bid (ITB) 1
 Consulting TEST 101 DA

Status : Published

Schedule of activity: [View all activity](#)
Published Date: 09-Aug-2019 12:00 AM
Closing Date: 24-Aug-2019 09:00 AM
Date Last updated: 08-Aug-2019 03:12 PM
Documents: [Preview](#)
Bid Form Fee: 5000
Bid Supplements: 0
Invited Observers: [View](#)
Number of Downloads: 0

Project Name: Consulting TEST 101 **Budget**: 2000000

Line Item Details

Item No.	UNSPSC	Lot Name	Lot Description	Quantity	Unit of Measure
1	80101508	Data archiving services	Data archiving services	150	Pack
2	80101508	Document destruction services	Document destruction services	180	Pack

Approved Budget of the Contract: 2,000,000.00
Procurement Mode: Public Bidding
Classification: Consulting Services

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

Step 6: Select Notice Reference No This will display bid notice.

Step 7: Merchant can select “Back” to go to Former Opportunities.

C. Award Notices

Bulletin Board

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[Former Opportunities](#)
[Award Notices](#)
[AMP Award Notices](#)
[Annual Procurement Plan](#)

Award Notice Number | Bid Notice Reference nu | Award Title | Awardee | Award Date from | Award Date to | [Q](#) | [P](#)

Award Notice Number	Bid Notice Reference number	Award Title	Awardee	Award Date
43	30	Agricultural helicopters	RZ SUPPLIER	21-Sep-2019
40	20	Cargo transport helicopters	DARYL CORP	09-Aug-2019
39	20	Agricultural helicopters	RZ SUPPLIER	09-Aug-2019
35	20	Cargo transport helicopters	RZ SUPPLIER	07-Aug-2019
29	20	Agricultural helicopters	LOUIE TEST ORG 01	06-Aug-2019

[View More...](#)

Step 4: In case Award Notices is selected, a list of awarded notices is displayed.


Bulletin Board

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[Annual Procurement Plan](#)

Award Notice Number | Bid Notice Reference nu | Award Title | Awardee | 01-Aug-2019 | 14-Aug-2019 | [Q](#) | [P](#)


Award Notice Number	Bid Notice Reference number	Award Title	Awardee	Award Date
40	20	Cargo transport helicopters	DARYL CORP	09-Aug-2019
39	20	Agricultural helicopters	RZ SUPPLIER	09-Aug-2019
35	20	Cargo transport helicopters	RZ SUPPLIER	07-Aug-2019
29	20	Agricultural helicopters	LOUIE TEST ORG 01	06-Aug-2019

[View More...](#)

Step 5: Merchant can Select or fill in any one or combination of search criteria *Award Notice Number, Bid Notice Reference number, Award Title, Awardee Award Date.* and Select Search button  to search desired bid notice.

View Bid Award Notice Back

[Print](#)



Award Notice Number : 40
Status of Award : Published

Award Notice Abstract (Award Notice Number: 40)

<p>Reference Number: 40</p> <p>Control Number: 23423423</p> <p>Approved Budget for the Contract: 100,000.00</p> <p>Mode Of Procurement: Shopping - Ordinary/Regular Office Supplies & Equipment (Sec: 52, 1.b)</p> <p>Classification: Goods</p> <p>Business Category: Aircraft</p> <p>Applicable Procurement Rules: Implementing Rules and Regulations</p> <p>Source of Fund: Regular Agency Fund (01000000)</p> <p>Delivery/Project Location:</p> <p>Period of Contract (in days): 12</p> <p>Brand Name : test</p> <p>Model : test</p> <p>Contact Person:</p> <p>Buyer Creator</p> <p>Created By:</p>	<p style="text-align: center;">RZ BUYER AGENCY General Solano St., SAN MIGUEL, CITY OF MANILA, 4321</p> <p>Award Notice Title: Cargo transport helicopters</p> <p>Awardee: DARYL CORP</p> <p>Address: 143 Mahogany St.</p> <p>Corporate Title: Cargo transport helicopters</p> <p>Reason for award: 2342343</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Sr Number</th> <th>UNSPSC Code</th> <th>Lot Name</th> <th>Lot Description</th> <th>Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>25131602</td> <td>Cargo transport helicopters</td> <td>Cargo transport helicopters</td> <td>10</td> <td>Box</td> </tr> </tbody> </table>	Sr Number	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	32	25131602	Cargo transport helicopters	Cargo transport helicopters	10	Box	<p>Award Type: Re-Award</p> <p>Contract Amount: \$8,000.00</p> <p>Award Date: 09-Aug-2019</p> <p>Published Date: 09-Aug-2019</p> <p>Date Last Updated: 09-Aug-2019</p> <p>Contract No.:</p> <p>Proceed Date:</p> <p>Contract Effectivity Date:</p> <p>Contract End Date:</p> <p>Created By: Buyer Creator</p> <p>Date Created: 09-Aug-2019</p> <p>Approver Name: Buyer Approver</p> <p>View Document</p> <p>View Bidders List</p>
Sr Number	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM									
32	25131602	Cargo transport helicopters	Cargo transport helicopters	10	Box									

Step 6: Select Award Notice No This will display Award notice.

Step 7: Merchant can select “Back” to go to Award Notices.

D. AMP Award Notices

Bulletin Board

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[Former Opportunities](#)
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Award Notice Number	Award Title	Awardee	Award Date
42	A to A Test My Awards	DARYL AGENCY	13-Aug-2019
34	Test PR Budget return	DARYL SINGLE PROP	07-Aug-2019
23	PR DIRECT DA	JV of DARYL CORP, DARYL SINGLE PROP	01-Aug-2019
12	Test PS PR	DARYL AGENCY	30-Jul-2019
8	Test Direct 123	RED TEST ORG	01-Sep-2028
7	Test AMP Award for Agency to Agency	DARYL AGENCY	29-Jul-2019
1	Supply, Delivery and Maintenance of eight(8) "Cloud Servers"	JV of TESTARCHIE, LOUIE TEST ORG 01	24-Jul-2019

[View More...](#)

Step 4: In case Award Notices is selected, a list of awarded notices is displayed.


Bulletin Board

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Award Notice Number: Award Title: Awardee: 01-Aug-2019: 14-Aug-2019:

Award Notice Number	Award Title	Awardee	Award Date
42	A to A Test My Awards	DARYL AGENCY	13-Aug-2019
34	Test PR Budget return	DARYL SINGLE PROP	07-Aug-2019
23	PR DIRECT DA	JV of DARYL CORP, DARYL SINGLE PROP	01-Aug-2019
12	Test PS PR	DARYL AGENCY	30-Jul-2019
7	Test AMP Award for Agency to Agency	DARYL AGENCY	29-Jul-2019
1	Supply, Delivery and Maintenance of eight(8) "Cloud Servers"	JV of TESTARCHIE, LOUIE TEST ORG 01	24-Jul-2019

[View More...](#)

Step 5: Merchant can Select or fill in any one or combination of search criteria Award Notice Number, Award Title, Awardee, Award Date and Select Search button  to search desired bid notice.

View AMP Award [Back](#)

Award Notice Number: 42 Status of Award : Published

<p>Control Number: 15654822</p> <p>Approved Budget for the Contract: 1,500,000.00</p> <p>Mode of Procurement: Negotiated Procurement - Agency to Agency (Sec. 53.5)</p> <p>Classification: Goods</p> <p>Business Category: Transport services</p> <p>Applicable Procurement Rules: Implementing Rules and Regulations</p> <p>Source of Fund: Regular Agency Fund (01000000)</p> <p>Delivery/Project Location: SULU,SURIGAO DEL NORTE</p> <p>Period of Contract (in days): 120</p> <p>Brand Name : Foton X</p> <p>Model : Foton X 123</p> <p>Contact Person: Buyer Coordinator Created By: Juan Cruz</p>	<p>RZ BUYER AGENCY General Solano St., SAN MIGUEL, CITY OF MANILA, 4321 A to A Test My Awards</p>	<p>Award Type: Award Notice(Negotiated Procurement - Agency to Agency (Sec. 53.5))</p> <p>Contract Amount: 1,450,000.00</p> <p>Award Date: 13-Aug-2019</p> <p>Publish Date: 13-Aug-2019</p> <p>Date Last Updated: 13-Aug-2019</p> <p>Contract No.:</p> <p>Procceed Date:</p> <p>Contract Effectivity Date:</p> <p>Contract End Date:</p> <p>Created By: Juan Cruz</p> <p>Date Created: 13-Aug-2019</p> <p>Approver Name: Juana Cruz</p> <p>View Document</p>
---	---	--

Awardee:
DARYL AGENCY

Address:
123 mahogany st., TAYTAY, RIZAL, REGION IV-A (CALABARZON), Philippines

Awardee Contact Person:
Juan Carlos

Corporate Title:
TSTR

Sc.No.	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM
1	78141503	Transportation industry tariff comparison or freight audit services	Transportation industry tariff comparison or freight audit services	1	Roll

Reason for Award:
Test

Step 6: Select Award Notice No This will display Award notice.

Step 7: Merchant can select “Back” to go to Award Notices.

E. Annual Procurement Plan

Bulletin Board

[Open Opportunities](#)
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[Award Notices](#)
[AMP Award Notices](#)
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Search by Agency Name: --Select Annual Year--:

Agency Name	Year	View APP
NILESH	2019	View APP
GOVERNMENT AGENCY TEST LOUIE	2019	View APP
YASON GA	2019	View APP
DARYL AGENCY	2020	View APP
RZ BUYER AGENCY	2020	View APP
RZ BUYER AGENCY	2019	View APP
GOVERNMENT AGENCY ONE	2019	View APP
RUPESH TEST1	2019	View APP
TEST ORGANIZATION 1UAT	2019	View APP
TEST ORGANIZATION 1UAT	2020	View APP
ORGANIZATION NTT	2019	View APP
AGRICULTURAL TRAINING INSTITUTE - REGION IV-B	2020	View APP
AGRICULTURAL TRAINING INSTITUTE - REGION IV-B	2019	View APP

Step 4: In case Annual Procurement Plan is selected, a list of Agencies is displayed.

Bulletin Board


Open Opportunities | Former Opportunities | Award Notices | AMP Award Notices | **Annual Procurement Plan**

RZ BUYER AGENCY | --Select Annual Year-- | [Search] [Filter]

Agency Name	Year	View APP
RZ BUYER AGENCY	2020	View APP
RZ BUYER AGENCY	2019	View APP

[View More...](#)

Step 5: Merchant can Select or fill in any one or combination of search criteria Agency Name, Year and Select Search

button  to search desired bid notice.

View AMP Award [Back]

[Print]

Award Notice Number : 42 Status of Award : Published

<p>Control Number: 15054822</p> <p>Approved Budget for the Contract: 1,500,000.00</p> <p>Mode of Procurement: Negotiated Procurement - Agency to Agency (Sec. 53.5)</p> <p>Classification: Goods</p> <p>Business Category: Transport services</p> <p>Applicable Procurement Rules: Implementing Rules and Regulations</p> <p>Source of Fund: Regular Agency Fund (01000000)</p> <p>Delivery/Project Location: SULU,SURIGAO DEL NORTE</p> <p>Period of Contract (in days): 120</p> <p>Brand Name : Foton X</p> <p>Model : Foton X 123</p> <p>Contact Person: Buyer Coordinator</p> <p>Created By: Juan Cruz</p>	<p>RZ BUYER AGENCY General Solano St., SAN MIGUEL, CITY OF MANILA, 4321 A to A Test My Awards</p> <p>Awardee: DARYL AGENCY</p> <p>Address: 123 mahogany st., TAYTAY, RIZAL, REGION IV-A (CALABARZON), Philippines</p> <p>Awardee Contact Person: Juan Carlos</p> <p>Corporate Title: TSTR</p>	<p>Award Type: Award Notice(Negotiated Procurement - Agency to Agency (Sec. 53.5))</p> <p>Contract Amount: 1,450,000.00</p> <p>Award Date: 13-Aug-2019</p> <p>Publish Date: 13-Aug-2019</p> <p>Date Last Updated: 13-Aug-2019</p> <p>Contract No.:</p> <p>Proceed Date:</p> <p>Contract Effectivity Date:</p> <p>Contract End Date:</p> <p>Created By: Juan Cruz</p> <p>Date Created: 13-Aug-2019</p> <p>Approver Name: Juana Cruz</p> <p>View Document</p>
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Sr.No.	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM
1	78141503	Transportation industry tariff comparison or freight audit services	Transportation industry tariff comparison or freight audit services	1	Roll

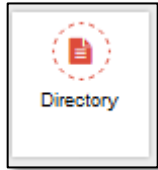
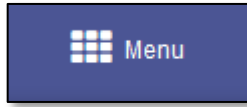
Reason for Award:
Test

Step 6: Select Award Notice No This will display Award notice.

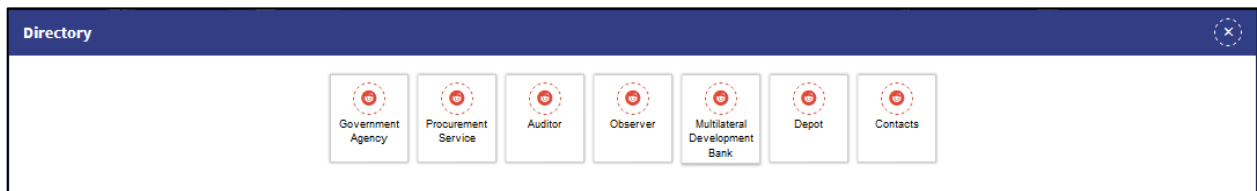
Step 7: Merchant can select “Back” to go to Award Notices.

Part VII. Directory

Step 1: Merchant Login into system (Refer Section *C. System Log-in for Merchant Users*)



Step 2: Select “Menu” icon on top right of screen. Select “Directory”. Directory menu is displayed



Step 3: Select “Government Agency” or “Procurement Service” or “Auditor” or “Observer” or “Multilateral Development Bank” or “Depot” or “Contacts” as desired.

In case Government Agency is selected

Agency Directory Data

CITY GOVERNMENT OF MANILA --Sector-- UACS Code

--Country-- --Region-- --Province/State-- --City/Municipality--

Organization Name	Sector	UACS Code	Country	Region	Province/State	City/Municipality	Registration Date
CITY GOVERNMENT OF MANILA	General Public Services	400010001200	Philippines	NATIONAL CAPITAL REGION (NCR)	NCR, CITY OF MANILA, FIRST DISTRICT	ERMITA	09-Jul-2019 02:54 PM

Step 4: Merchant can fill/Select any of the fields or their combination *Organization Name, Sector, UACS Code, Country, Region, Province/State, City/Municipality*.

In case Procurement Service is selected

Procurement Service Directory Data

PROCUREMENT SERVICE ONE --Sector-- UACS Code

--Region-- --Province/State-- --City/Municipality--

Organization Name	Sector	UACS Code	Region	Province/State	City/Municipality	Registration Date
PROCUREMENT SERVICE ONE	Agriculture, Agrarian Reform and Natural Resources	123456789	REGION I (ILOCOS REGION)	ILOCOS NORTE	ADAMS	11-Jul-2019 09:00 PM

Step 4: Merchant can fill/Select any of the fields or their combination *Procurement Service Name, Sector, UACS Code, Region, Province/State, City/Municipality*.

In case Auditor is selected

Auditor Directory Data

1A UAT AUDITOR AGENCY --Sector-- UACS Code
 --Region-- --Province/State-- --City/Municipality-- 🔍 📄

Organization Name	Sector	UACS Code	Region	Province/State	City/Municipality	Registration Date
1A UAT AUDITOR AGENCY	4	24244242424	NATIONAL CAPITAL REGION (NCR)	NCR, CITY OF MANILA, FIRST DISTRICT	INTRAMUROS	05-Jul-2019 11:38 AM

Step 4: Merchant can fill/Select any of the fields or their combination *Auditor Name, Sector, UACS Code, Region, Province/State, City/Municipality.*

In case Observer is selected

Observer Directory Data

JMAK CBO Observer Type
 --Country-- --Region-- --Province/State-- --City/Municipality-- 🔍 📄

Observer Name	Observer Type	Country	Region	Province/State	City/Municipality	Registration Date
JMAK CBO	Community Based Organization	Philippines	REGION V (BICOL REGION)	ALBAY	PIO DURAN	16-Aug-2019 10:31 AM

Step 4: Merchant can fill/Select any of the fields or their combination *Observer Name, Observer Type, Country, Region, Province/State, City/Municipality.*

In case Multilateral Development Bank is selected

Multilateral Development Bank Data

ORGANIZATION101 --Country-- --Region-- --Province/State-- --City/Municipality-- 🔍 📄

Organization Name	Country	Region	Province/State	City/Municipality	Registration Date
ORGANIZATION101	Philippines	CAR	Apayao	Calanasan	18-Jun-2019 08:04 PM

Step 4: Merchant can fill/Select any of the fields or their combination *Multilateral Development Bank Name, Country, Region, Province/State, City/Municipality.*

In case Depot is selected

Depot Directory Data

ISABELA DEPOT --Region-- --Province/State-- --City/Municipality-- 🔍 📄

Depot Name	Depot Code	Description	Region	Province/State	City/Municipality	Registration Date
ISABELA DEPOT	00010002	Isabela stay safe	Region II	Isabela	Echague	30-Oct-2018 12:02 PM

Step 4: Merchant can fill/Select any of the fields or their combination *Depot Name, Region, Province/State, City/Municipality.*

In case Contacts is selected

Contacts Tab

Last Name: First Name: Government Agen:

Philippines --Region-- --Province/State-- --City/Municipality--

Last Name	First Name	Middle Name	Organization Name	Member Type	Action
FUENTEBELLA JR PN	CDR PABLO	O	PN BAC SECRETARIAT, AFP PROCUREMENT SERVICE	Government Agency	Select -
ZAPANTA	VIRGINIA	CAMACHO	DEPARTMENT OF EDUCATION - DIVISION OF CITY SCHOOLS, TAGBILARAN CITY	Government Agency	View
Talde	Bobby	Calderon	BARANGAY II, POBLACION, ILOG, NEGROS OCCIDENTAL	Government Agency	Select -
Salvador	Emilyn	Gallegos	BARANGAY DIVISORIA SUR, MADDELA, QUIRINO	Government Agency	Select -
Tubac	Noel	A	MUNICIPALITY OF SAN JOSE, NEGROS ORIENTAL	Government Agency	Select -
MACUHA	ORLANDO		BARANGAY 772 ZONE-84 DISTRICT V, MANILA	Government Agency	Select -

Step 4: Merchant can fill/Select any of the fields or their combination *Last Name, First Name, Country, Region, Province/State, City/Municipality*.

Contact Profile View

Last Name	FUENTEBELLA JR PN	First Name	CDR PABLO
Middle Name	O	Email Address	afpps.pnbac@afp.mil.ph
Organization Name	PN BAC SECRETARIAT AFP PROCUREMENT SERVICE	Registration Date	11/3/18, 10:52 PM
Country	Philippines	Region	NCR
Province/State	Metro Manila	City/Municipality	Taguig City

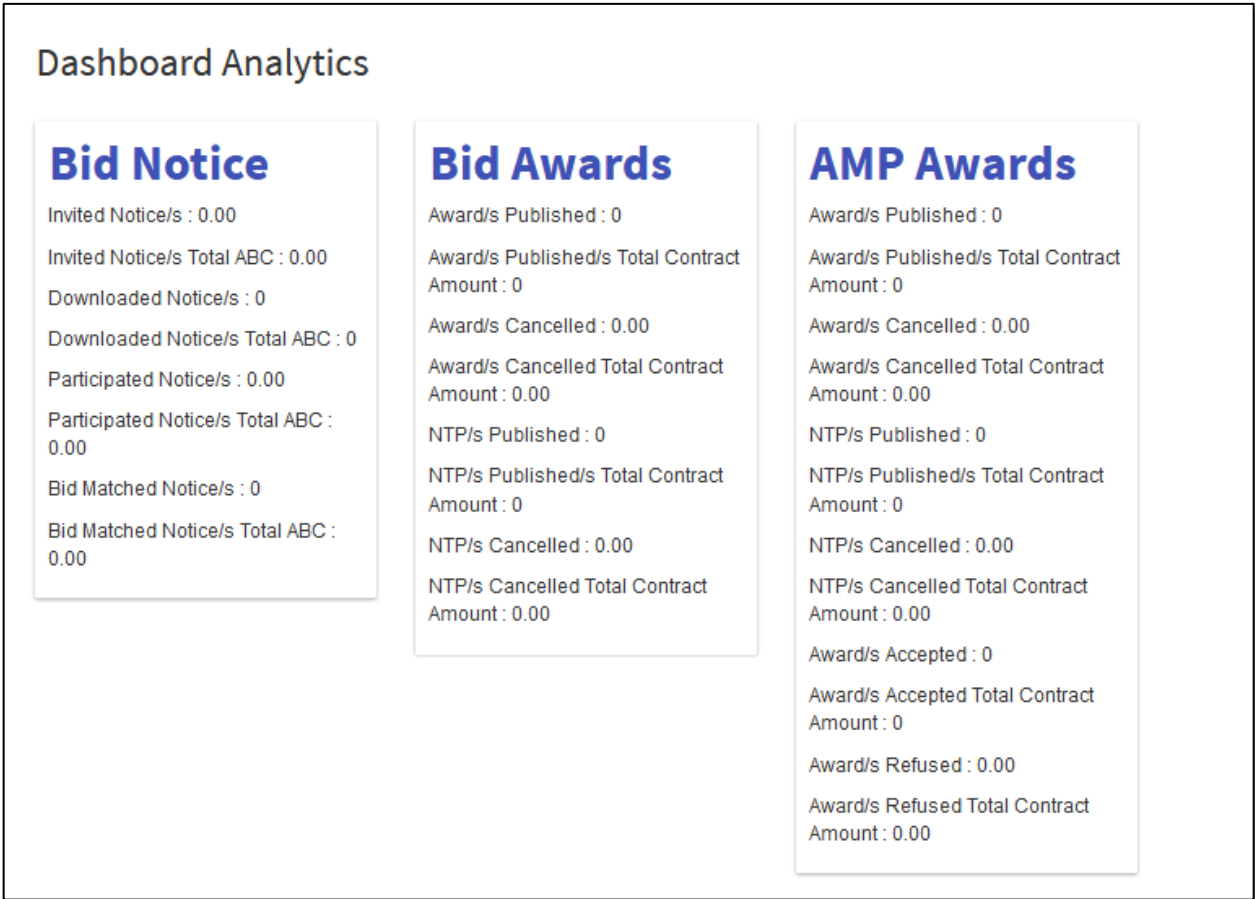
Step 5: Select “Select” button of the desired contact, select “View” option, this will show contact profile view.

Part VIII. Dashboard Analytics

Step 1: Merchant Login into system (Refer Section *C. System Log-in for Merchant Users*)



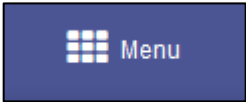
Step 2: Select “Menu” icon on top right of screen. Select “Dashboard Analytics”. Dashboard Analytics is displayed



This displays the count and value of various types of transactions.

Part IX. Useful Downloads

Step 1: Merchant Login into system (Refer Section *C. System Log-in for Merchant Users*)



Step 2: Select “Menu” icon on top right of screen. Select “Useful Downloads”. This displays list of useful downloads is displayed.

User Manual lists

Title	Download
Test143	Download
Useful Download Merchant File 1	Download
Useful Download Merchant File 2	Download
testmerchant01	Download

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