

HOW TO ORDER MOTOR VEHICLES ONLINE

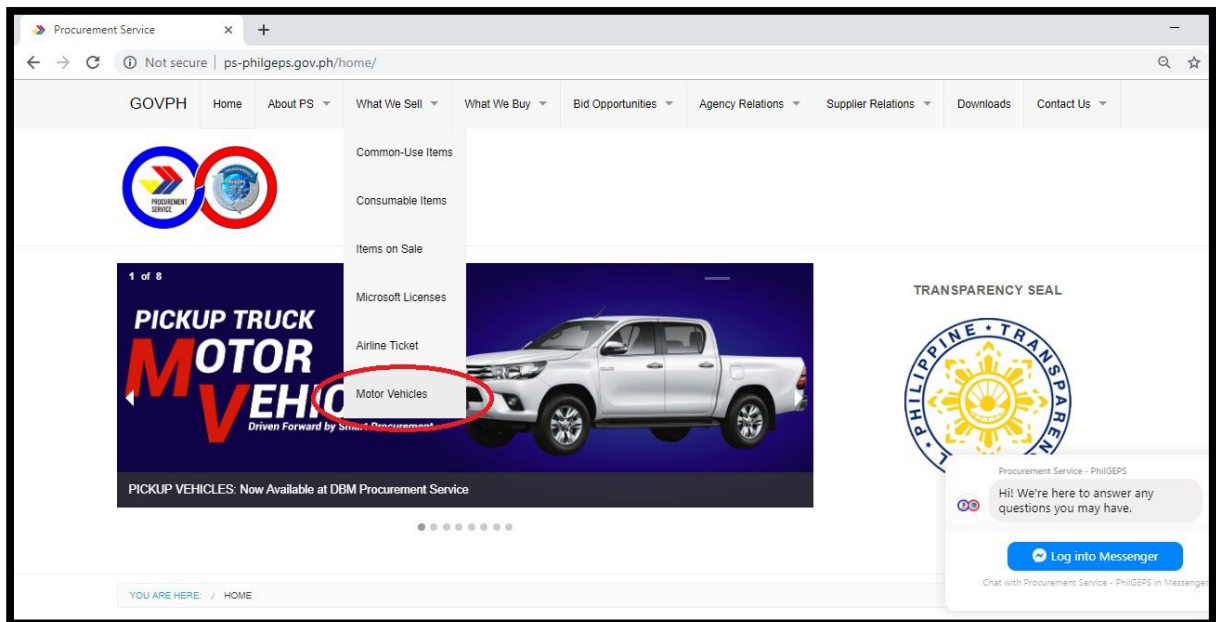
Prior to using the online ordering facility for motor vehicles, agencies must submit the following via email at mvhelpdesk@ps-philgeps.gov.ph:

1. Duly signed copy of Agency Procurement Request (APR)
2. Authority to Purchase Motor Vehicles (APMV) or Budget Confirmation; and
3. Motor Vehicle Ordering Form (MVOF - downloadable at www.ps-philgeps.gov.ph)

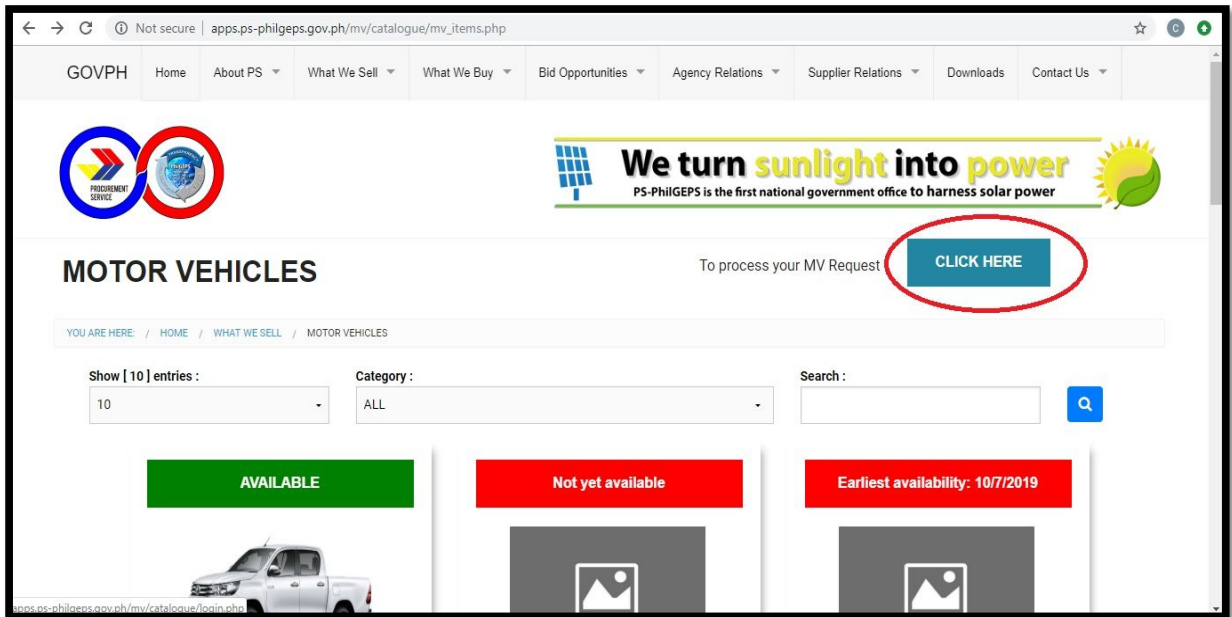
Your agency will receive the log-in details to access the online ordering facility for motor vehicles.

Upon receipt of the username and password, the agency may now place its order online:

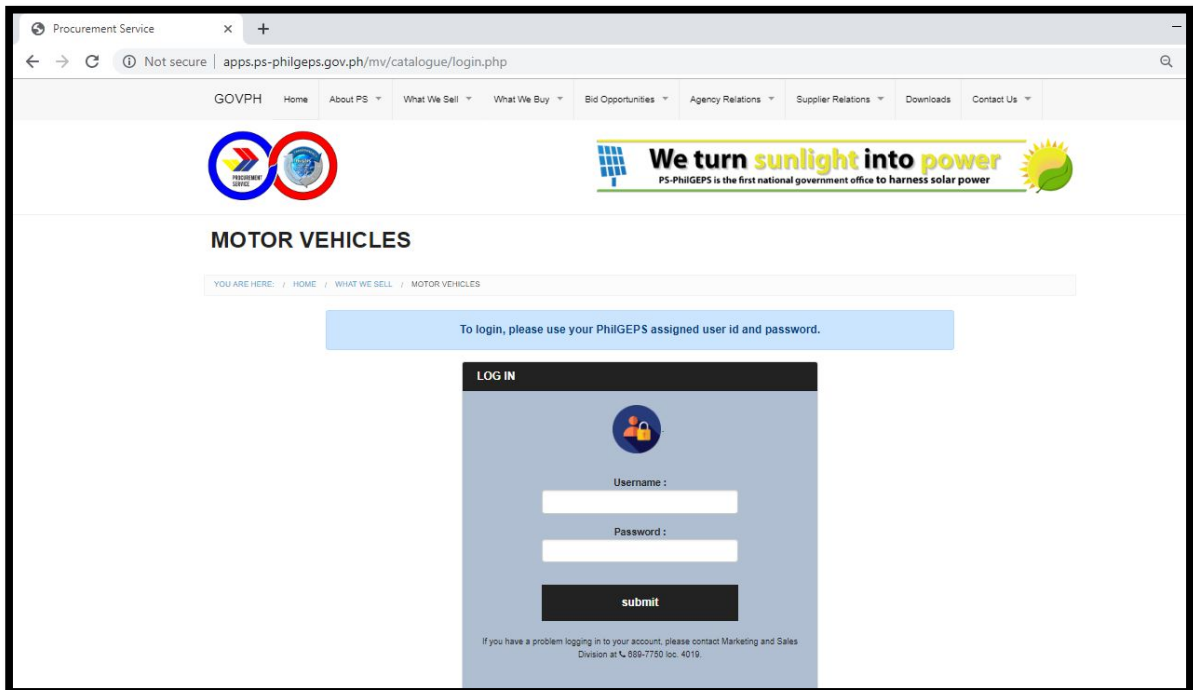
1. Go to <http://www.ps-philgeps.gov.ph/home/>.
2. Under the “What We Sell” tab, click “**Motor Vehicles**”. You will be redirected to the catalogue of motor vehicles.



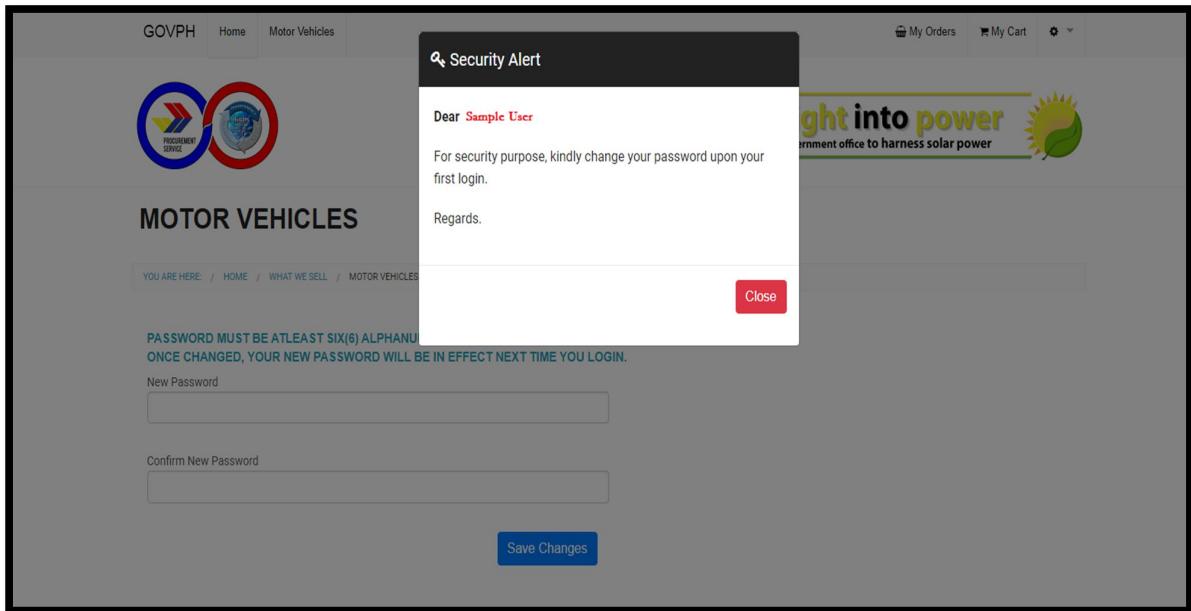
3. To start your online purchase, click the “Click Here” button.



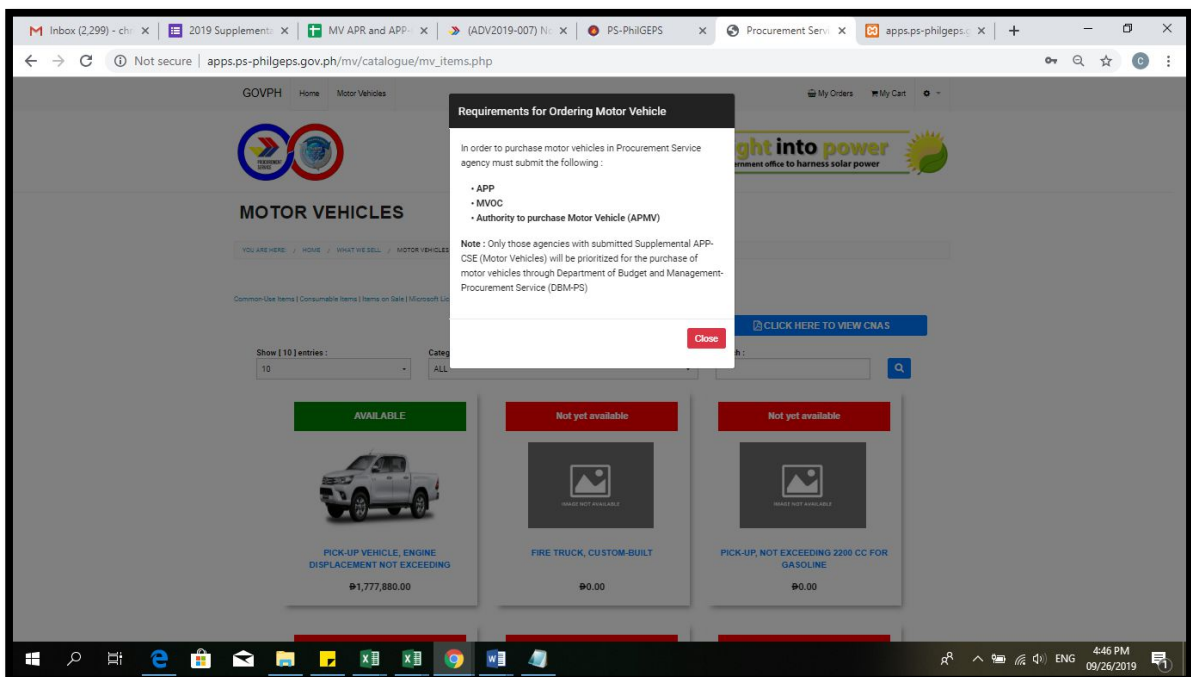
4. Enter the assigned Username and Password.



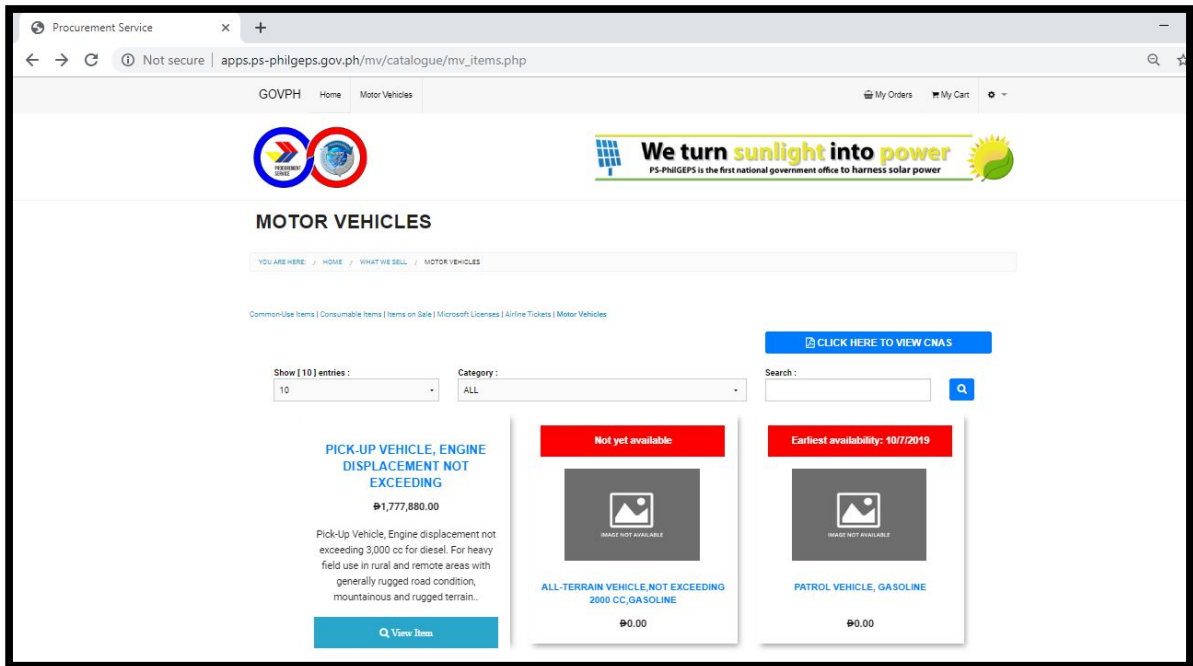
Note: Kindly change the password upon **log-in** then click Save Changes



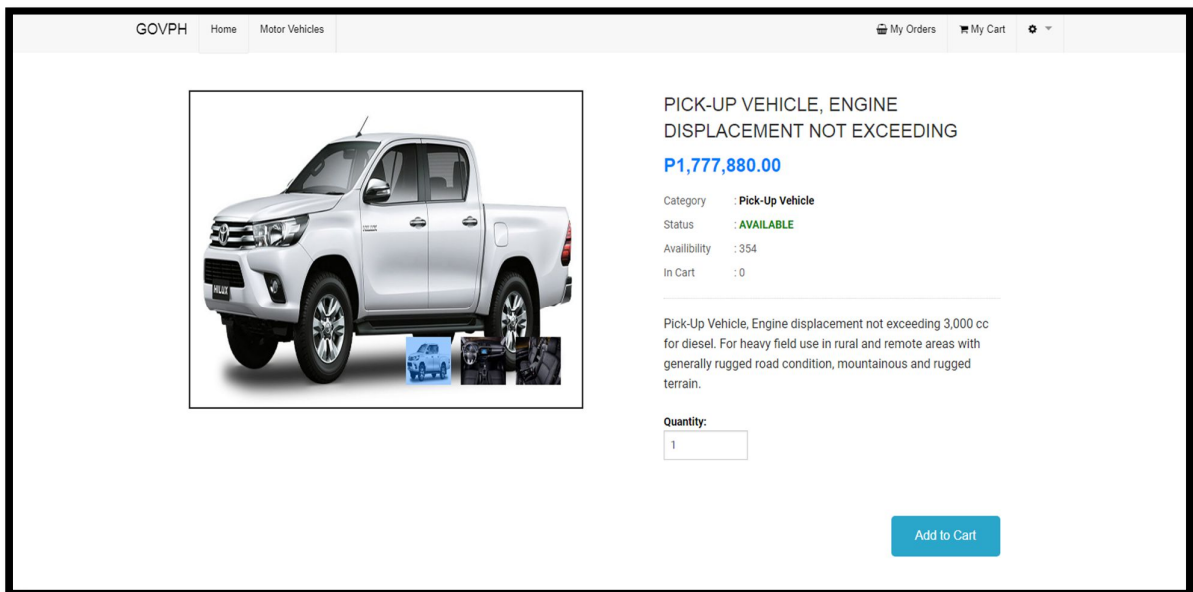
5. The prompt message “Requirements for Ordering Motor Vehicle” will appear. Once read, tick “Close”



6. Select the motor vehicle/s and click “View Items”. (Ex. Pick-Up)



7. You will be redirected to the Motor Vehicle Description and Amount. Enter the required **Quantity** per your documentary submissions. Once done, click “Add to Cart”. For procurement of multiple vehicles, select one vehicle type at a time and have these added to your cart.



8. Go to “My Cart” and review your order details before clicking the “Submit Order” button.

GOVPH Home Motor Vehicles My Orders My Cart

MOTOR VEHICLES

YOU ARE HERE / HOME / WHAT WE SELL / MOTOR VEHICLES

Pick-Up Vehicle, Engine displacement not exceeding
P1,777,880.00
QUANTITY: 1

ORDER SUMMARY

Total Amount	P1,777,880.00
Total Quantity	1.00

SUBMIT ORDER

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Official Gazette

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Office of the President
Office of the Vice President
Senate of the Philippines
House of Representatives
Supreme Court
Court of Appeals
Sandiganbayan

9. You will receive a Motor Vehicle Confirmation Order Number

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Common-Use Items | Consumable Items | Items on Sale | Microsoft Licenses | Airline Tickets | **Motor Vehicles**

YOUR MOTOR VEHICLE ORDER HAS BEEN SENT.

The order you sent will be validated by DBM-PS. Once approved, payment instructions will be emailed back to your registered email address. Upon payment, your agency is required to submit proof of payment e.g. Deposit Slip, Official Receipt and DBM-PS shall process the delivery of motor vehicle/s.

Should you have any further query, kindly send an email to:
✉ mvhelpdesk@ps-philgeps.gov.ph

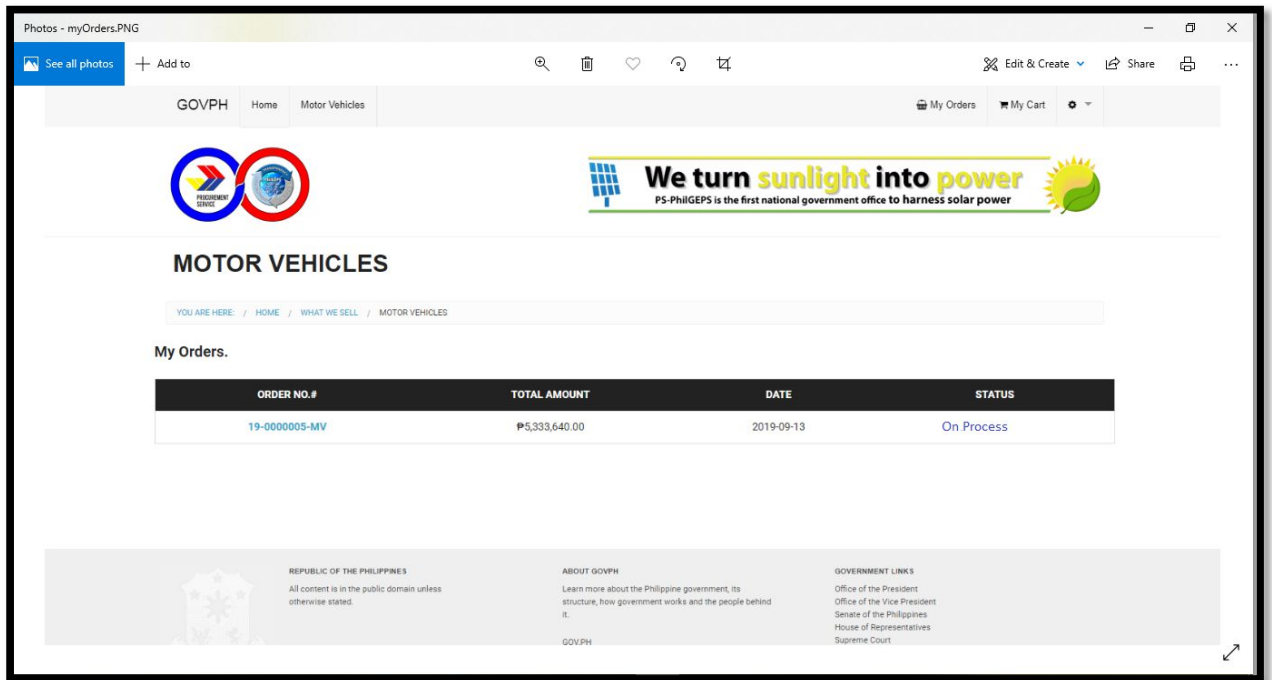
Click here to see order:
19-000000-MV

REPUBLIC OF THE PHILIPPINES ABOUT GOVPH GOVERNMENT LINKS

10. To Monitor the status of your Order click “My Order”

Status and definition

On Process	This means that your order is being validated
Pending Payment	You must process the payment and submit proof e.g. scanned copy of Official Receipt, Deposit Slip or Advise Slip
Payment Validation	Your payment is being verified and approved
For Delivery	Your purchase has been processed and is being coordinated with the Car Dealer for the delivery at the location indicated in your MVOC Form.



11. You will be required to upload either Official Receipt, OnColl Deposit Slip, LDDAP payment advise and MVOC. Once uploaded, click **“Submit”**

The screenshot shows the GOVPH website interface for Motor Vehicles. At the top, there are navigation links for 'Home' and 'Motor Vehicles', along with 'My Orders' and 'My Cart'. A breadcrumb trail reads 'YOU ARE HERE: / HOME / WHAT WE SELL / MOTOR VEHICLES'. Below this, a list of categories includes 'Common-Use Items', 'Consumable Items', 'Items on Sale', 'Microsoft Licenses', 'Airline Tickets', and 'Motor Vehicles'. The main content area features an order card for 'ORDER NO : 19-000009-MV' with a white pickup truck image and the text 'Pick-Up Vehicle, Engine displacement not exceeding P3,555,760.00 QUANTITY : 2'. To the right, an 'ORDER SUMMARY' table shows 'Total Price' as P3,555,760.00 and 'Total Quantity' as 2.00. Below the summary are links for 'DOWNLOAD MOTOR VEHICLE ORDERING FORM' and a green status bar indicating 'Status: Pending Payment'. There are two 'PAYMENT SLIP' and 'MOTOR VEHICLE ORDER FORM' upload sections, each with a 'Choose File' button and 'No file chosen' text. At the bottom right, there are 'Submit' and 'Remove' buttons.

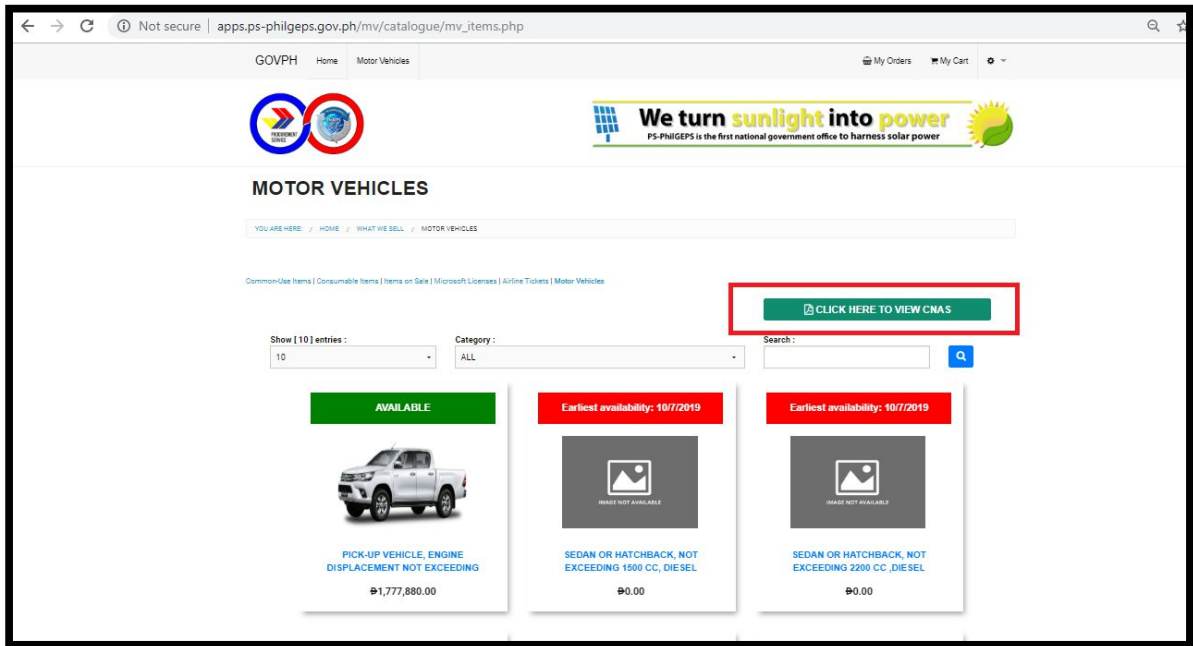
12. Your agency will receive email notification through the contact person’s registered email and contact number indicated in the signed Motor Vehicle Ordering Confirmation (MVOC) Form about the status and date of delivery.

The screenshot shows the GOVPH website interface for Motor Vehicles. At the top, there are navigation links for 'Home' and 'Motor Vehicles', along with 'My Orders' and 'My Cart'. The page features the GOVPH logo and the slogan 'We turn sunlight into power' with the tagline 'PS-PhilGEPS is the first national government office to harness solar power'. The main heading is 'MOTOR VEHICLES'. Below this, a breadcrumb trail reads 'YOU ARE HERE: / HOME / WHAT WE SELL / MOTOR VEHICLES'. The 'My Orders.' section contains a table with the following data:

ORDER NO.#	TOTAL AMOUNT	DATE	STATUS
19-000005-MV	P5,333,640.00	2019-09-13	FOR DELIVERY

At the bottom of the page, there are three columns of footer information: 'REPUBLIC OF THE PHILIPPINES' with a note about public domain content, 'ABOUT GOVPH' with a link to learn more about the government, and 'GOVERNMENT LINKS' with a list of government entities including the Office of the President, Office of the Vice President, Senate of the Philippines, House of Representatives, and Supreme Court.

Note: For CNAS (Certificate of Non-Availability of Stocks), click the “Click here to View CNAS” button.



13. Do not forget to Logout.

