

WORKSHOP WITH MERCHANTS

Opportunities to Build Partnerships

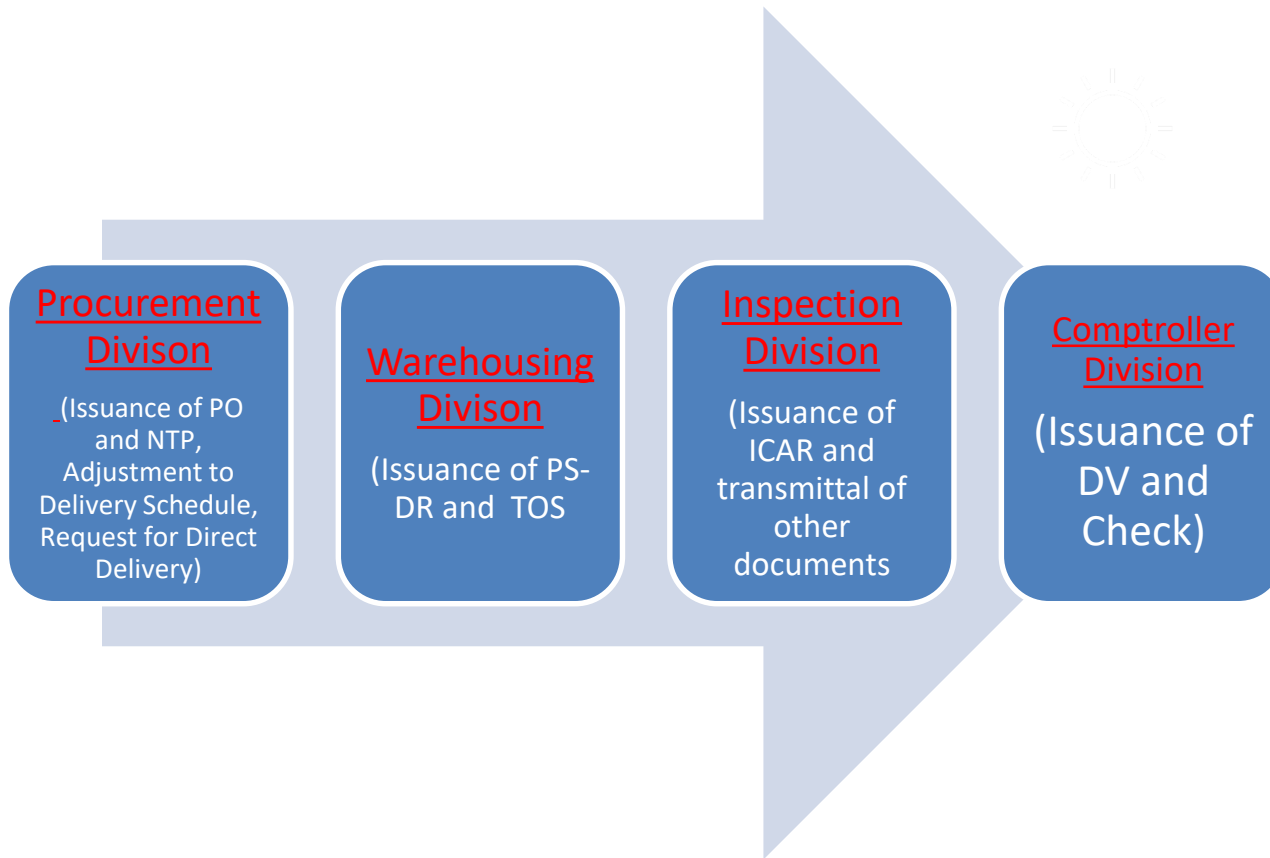
PAYMENT REQUIREMENTS and PROCESSES

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www.ps-philgeps.gov.ph

Process Flow of Direct Delivery



Proposal on Direct Delivery process



Progressive payments on actual delivered goods instead of batching per Schedule of Delivery



Supplier shall issue Invoice per Delivery Receipt/DRs



Supplier shall submit CTC of PS-DR and TOS for direct deliveries received by agencies and PS depots



Supplier shall attach copy of Request for Direct Delivery to the PS-DR and TOS



Existing Checklist for Payment



Control No. _____ Date: _____

**PROCUREMENT SERVICE - PHILGEPS
DEPARTMENT OF BUDGET AND MANAGEMENT**

CHECKLIST OF DOCUMENTS TO BE SUBMITTED TO COMPTROLLER FOR PAYMENT

SUPPLIER / PAYEE: _____

PURCHASE ORDER NO. : _____

APR NUMBER : _____

From Inspection Division: *(3 Days from Issuance of ICAR)*

Inspection Certification and Acceptance Report (ICAR) _____

Delivery Receipt _____

Inspection Report / Evaluation Report, if any _____

Warranty Certificate, if applicable _____

Import Documents, if applicable _____

Certificate of Acceptance from WALD (MC) _____

Inspection and Acceptance Report (IAR) duly signed by End User _____

Pre-Delivery Inspection (for Direct Delivery) _____

PS Delivery Receipt, for Direct Delivery/Non-Common/Software _____

Transfer of Stock, for Direct Delivery to Depots/Depot Items/Software _____

Others: _____

CUS

NCUS



Existing Checklist for Payment



PMO-IN-CHARGE : _____

From Procurement Division: *(5 Days from Receipt of NTP/PO)*

- Purchase Order (Blue Copy) _____
- Notice to Proceed / Notice of Award, if any _____
- Transmittal of Documents to COA (with checklist) duly received by COA _____
- PhilGEPS Posting (complete) / Certification from PhilGEPS _____
- Copy of Contract/TOR, if applicable; OA Contract (1st Pay't.) _____
- Certified True Copy of Performance Security, if any _____
- Amendment to Order/Variation Order, if any _____
- Authority to Purchase, for Motor Vehicles, if any _____
- Others: _____

PMO-IN-CHARGE : _____

From Supplier / Payee: *(3 Days from Receipt of Invoice/Billing)*

- Invoice, for goods _____
- Service Invoice / Billing Statement / Statement of Account, _____
for services/lease _____
- Bank Guarantee (for Warranty Retention), if applicable _____
- Notice of Postponement and Proceed, if any _____
- Letter of Extension of Delivery / Waiver of Penalty, if any _____
- Others: _____

PROCESSOR : _____





Thank You

