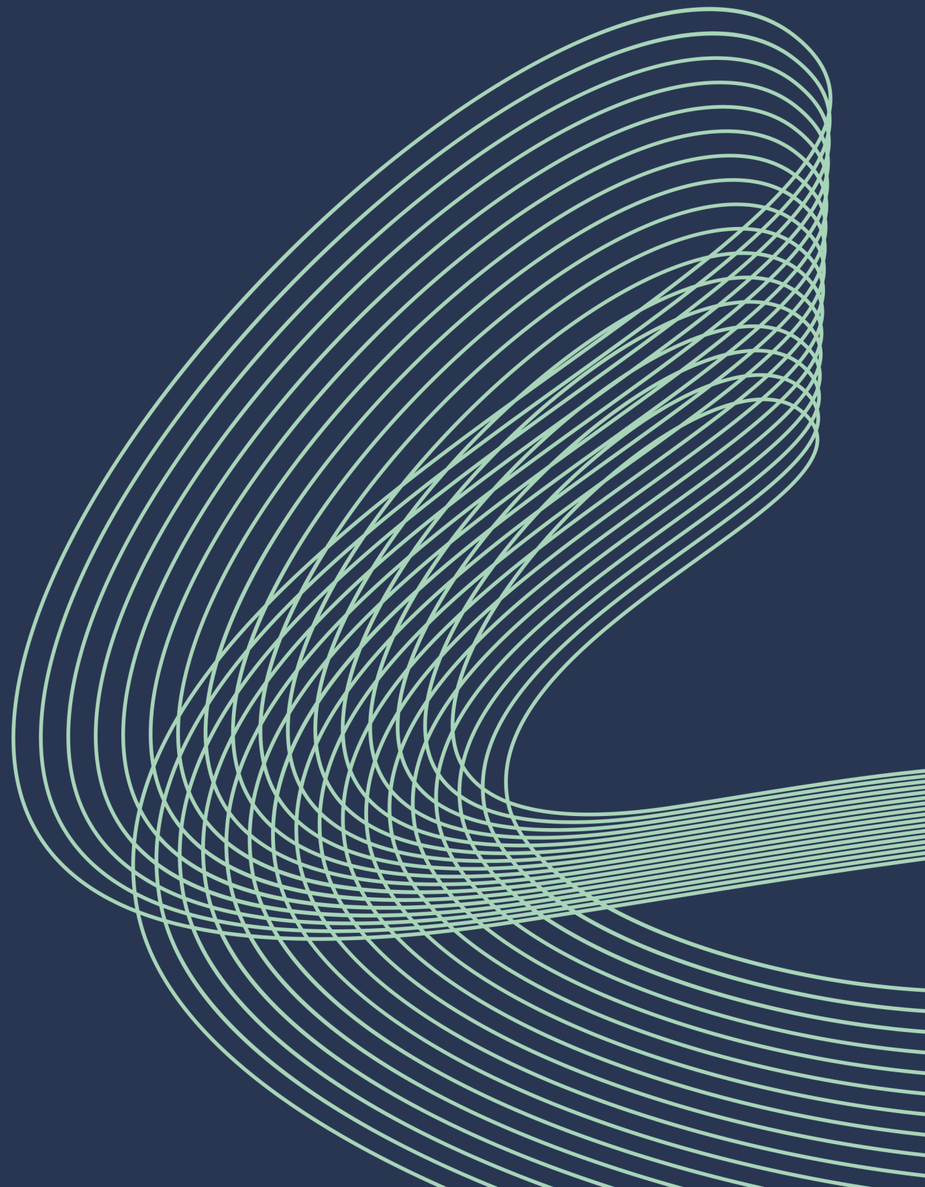
PHILGEPS, PS-DBM

JULY 2023

ANNUAL PROCUREMENT PLAN (APP-CSE)

Learn how to upload APP-CSE in the Modernized PhilGEPS



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INTRODUCTION

- APP-CSE is an annually submitted requirement of an Agency for common-use supplies and equipment (CSE) approved by the Head of the Procuring Entity (HOPE) or his/her duly authorized representative.
- The APP-CSE Form contains the CSE carried by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies.
- Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APPCSE Form shall serve as the Agency's annual procurement request for all its CSE requirements.
- The submission of APP-CSE is in compliance with Administrative Order No. 25, s.2011, issued by the Inter Agency Task Force on the Harmonization of the National Government Performance Monitoring, Information and Reporting Systems. A Memorandum Circular issued annually by the DBM also indicates that it is among the Agency accountabilities in the Guidelines on the Grant of the Performance based Bonus (PBB) per Fiscal Year.
- The submission of APP-CSE is accomplished by uploading the approved file in the Modernized PhilGEPS through APP-CSE Module.



IMPORTANT

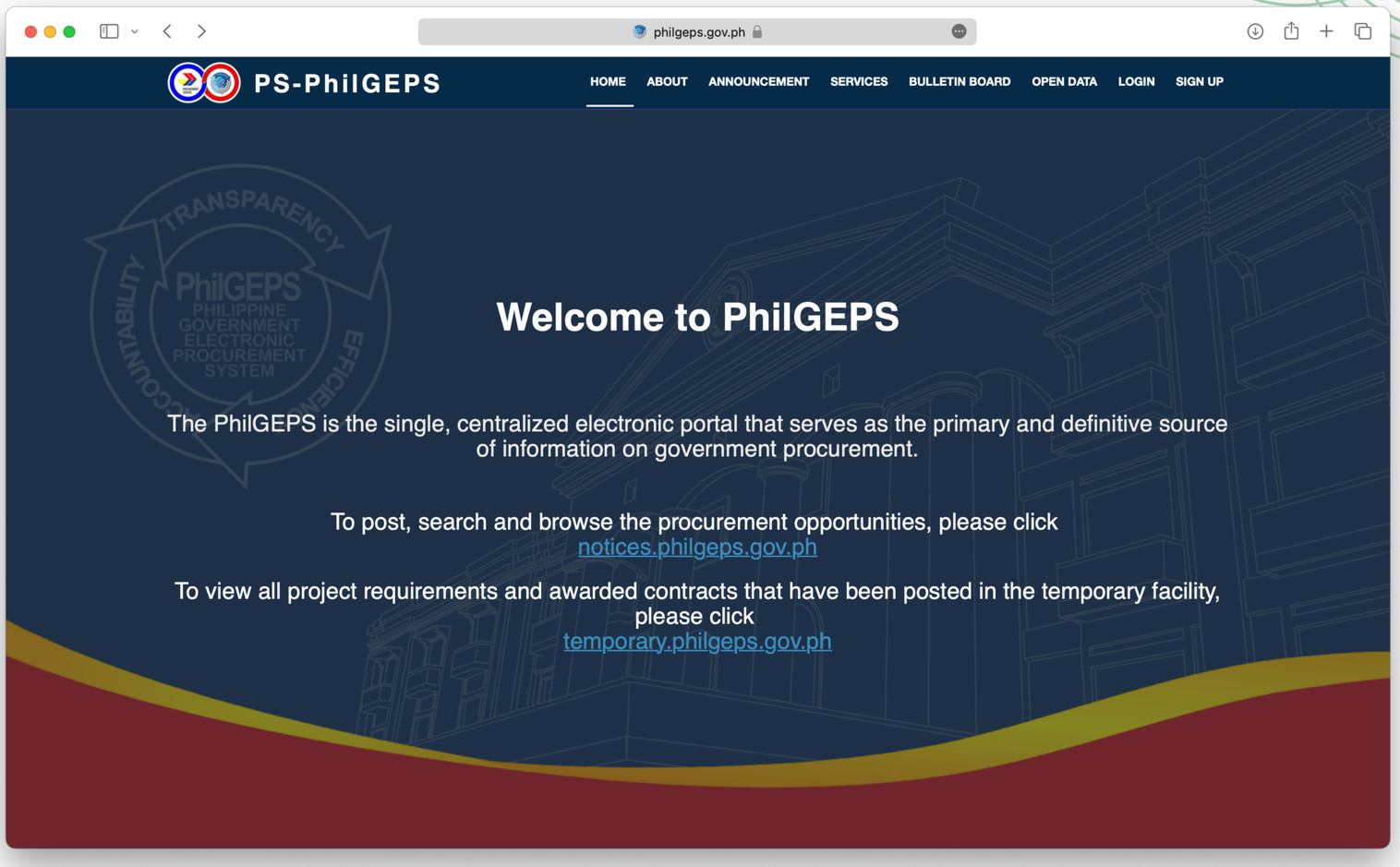
Only agencies with uploaded APP-CSE on the Modernized PhilGEPS will be able to purchase CSE from the Virtual Store.

Hardcopy via manual submission or soft-copy via email are not valid.

DOWNLOAD APP-CSE TEMPLATE

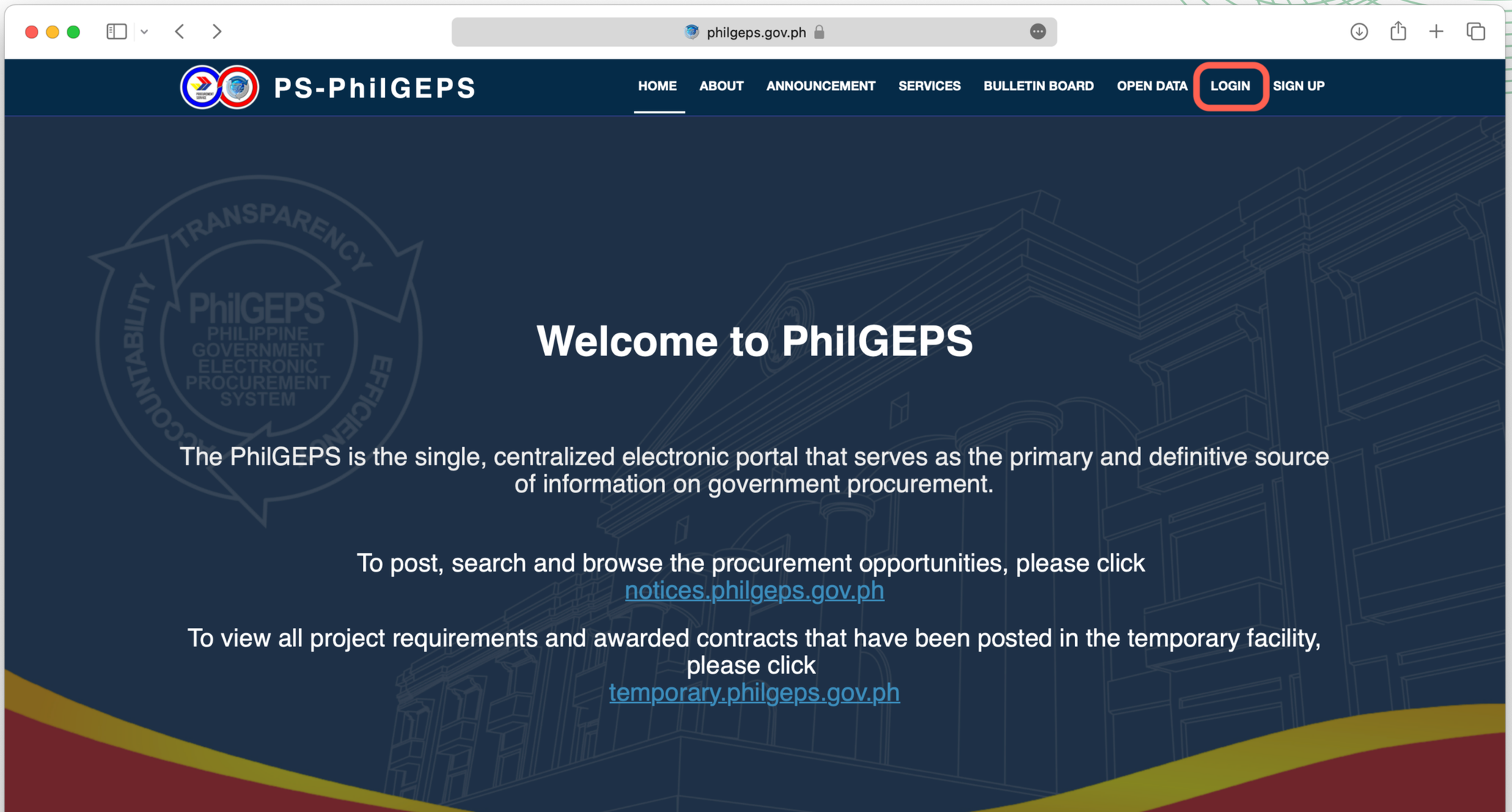
Download APP-CSE Template

1. Go to www.philgeps.gov.ph



Download APP-CSE Template

2. Click LOGIN



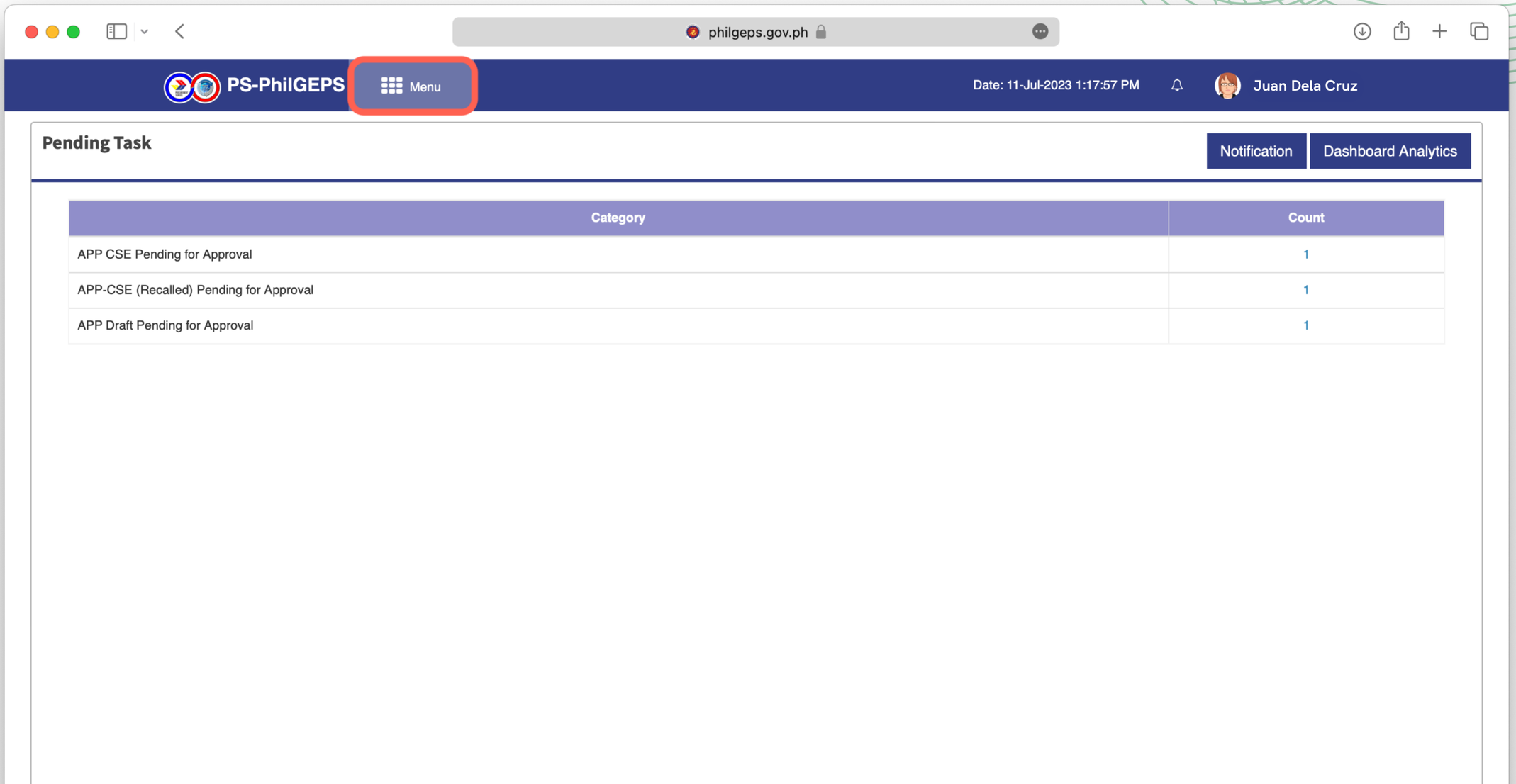
Download APP-CSE Template

3. On the dropdown, select AGENCY/OBSERVER then input credentials and captcha then click LOG IN



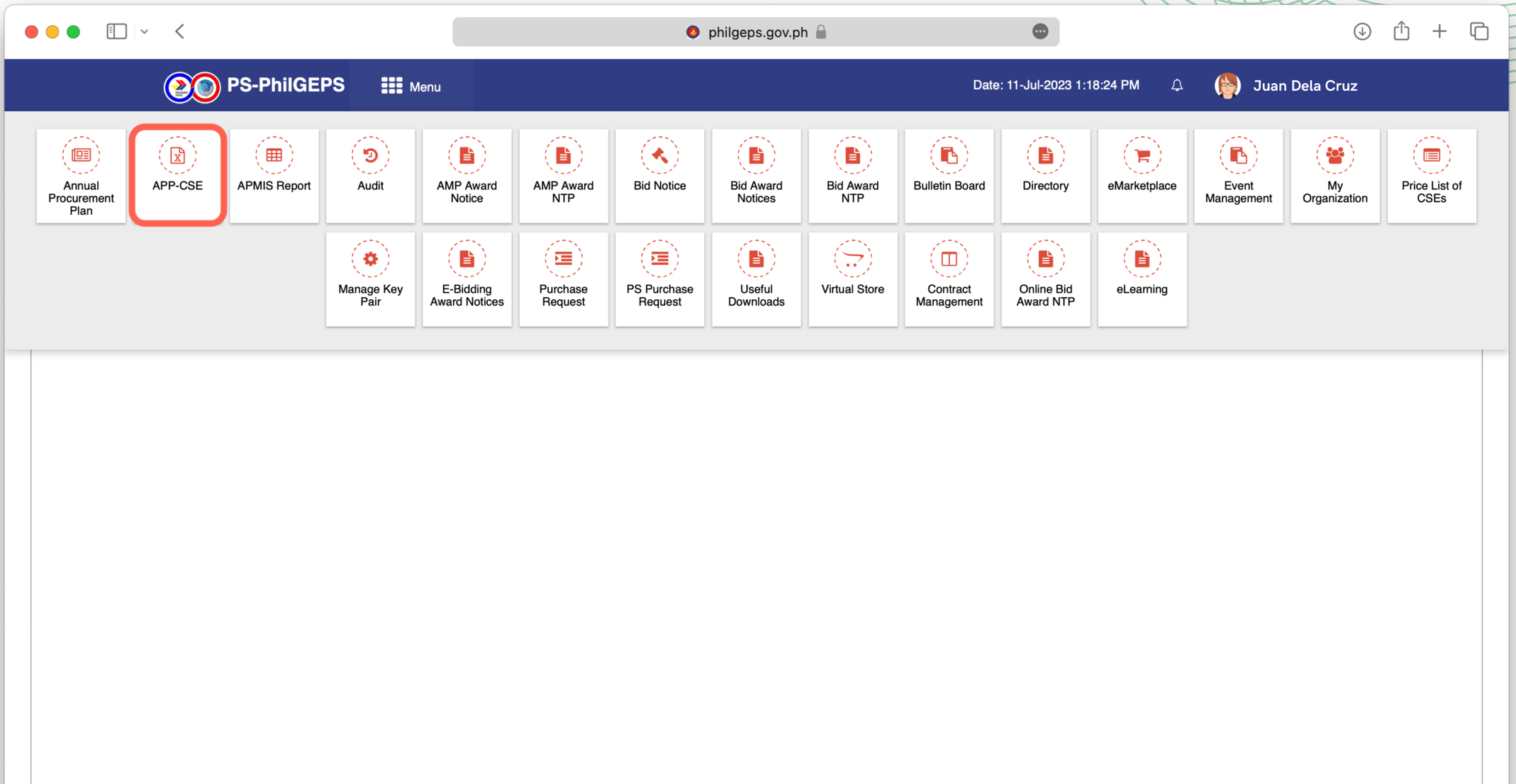
Download APP-CSE Template

4. Click MENU



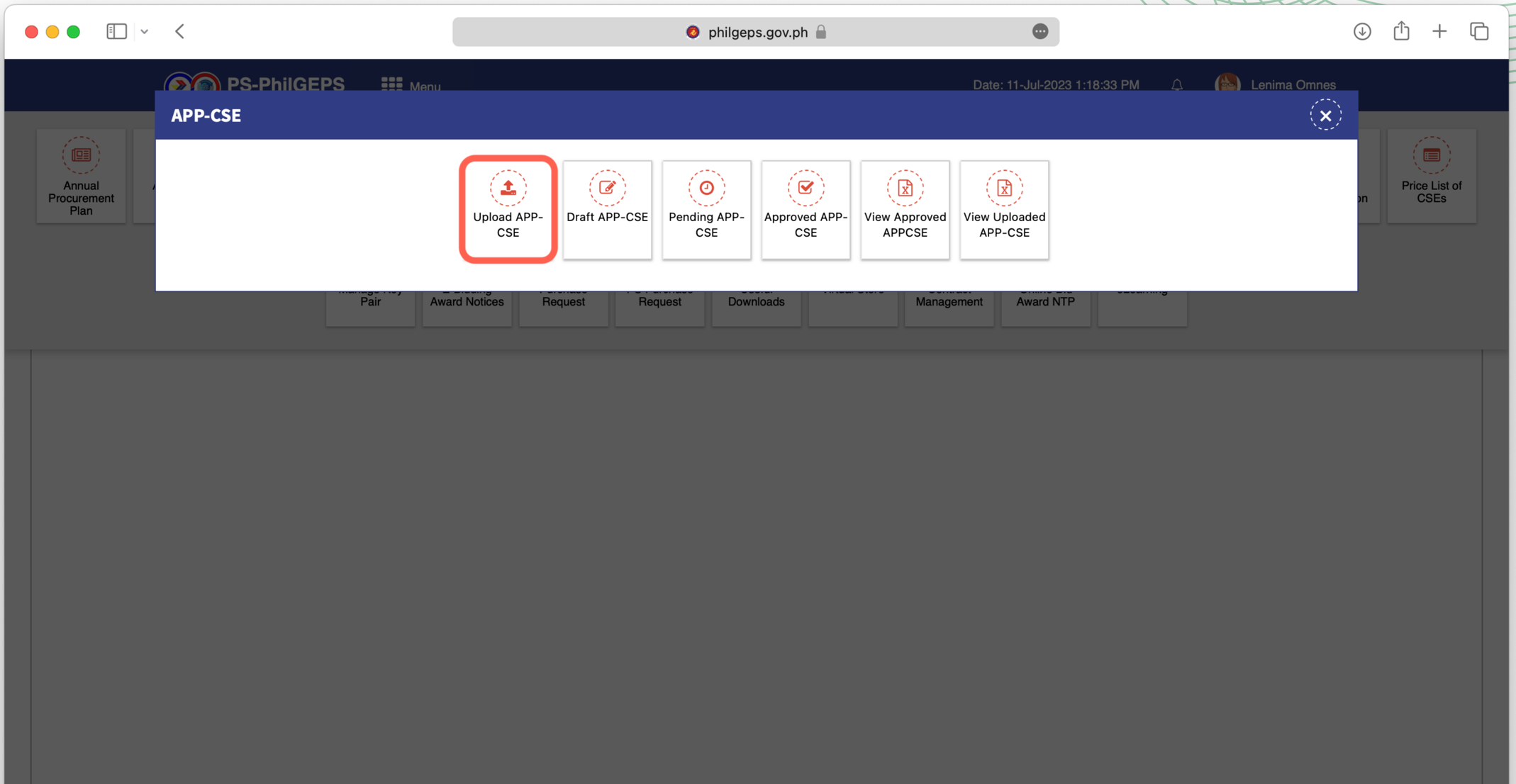
Download APP-CSE Template

5. Click APP-CSE

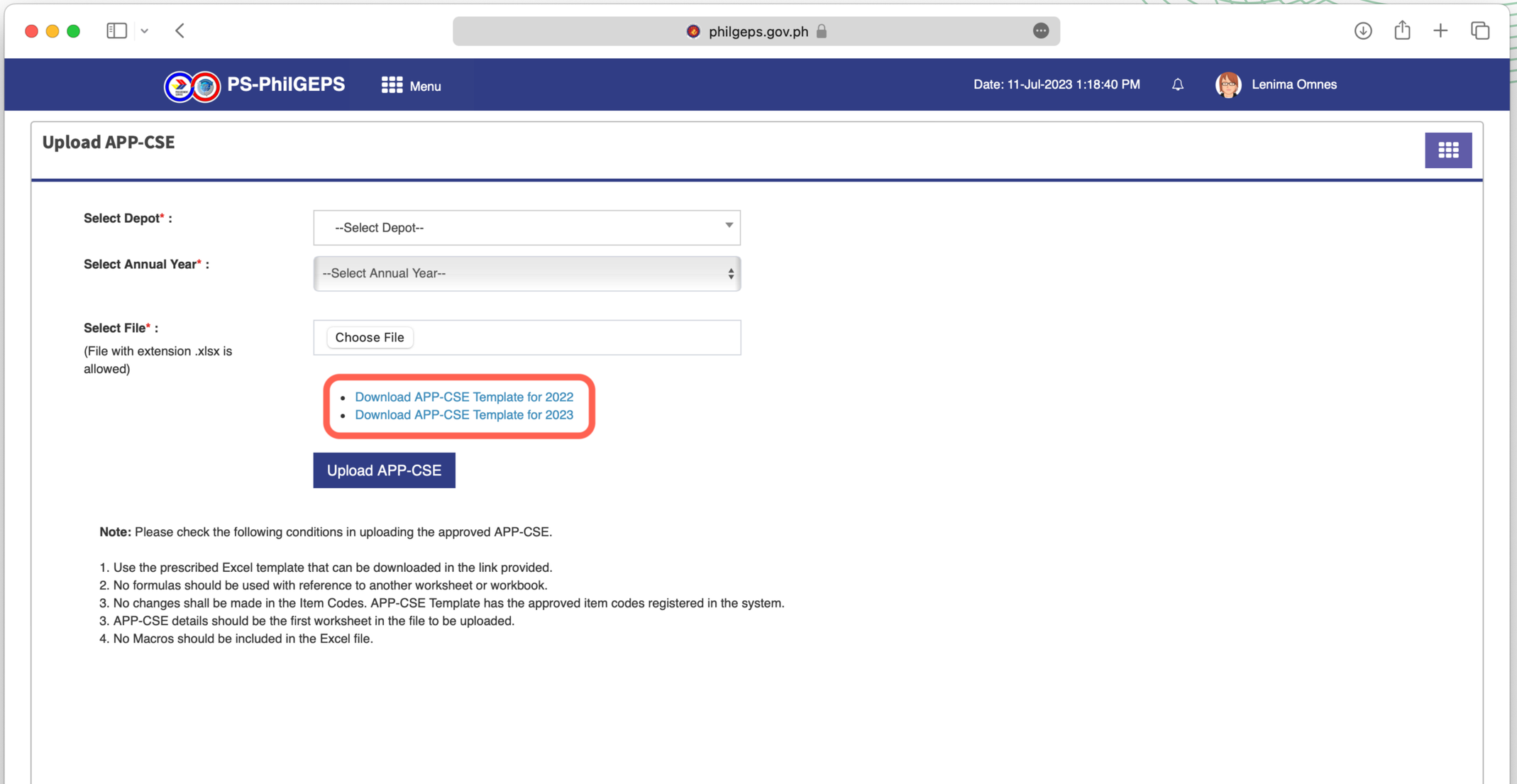


Download APP-CSE Template

6. Click UPLOAD APP-CSE



7. Click the LINK to download the template



UPLOAD APP-CSE



IMPORTANT

Account needed: Designated APP-CSE UPLOADER

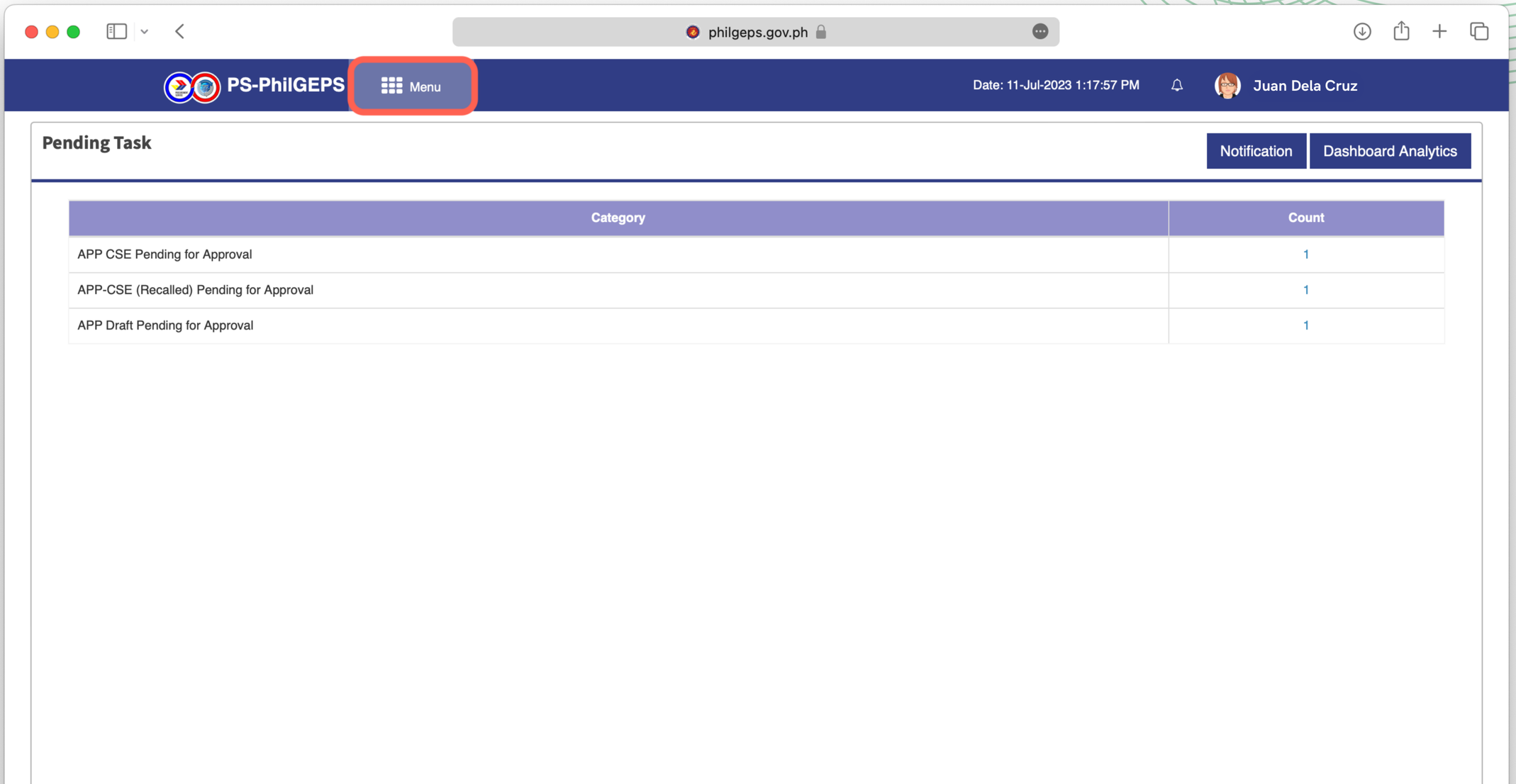
Who is the APP-CSE Uploader?
A person authorized by the Agency to be responsible for uploading the APP-CSE and editing the details of the APP-CSE in the mPhilGEPS.

Upload APP-CSE

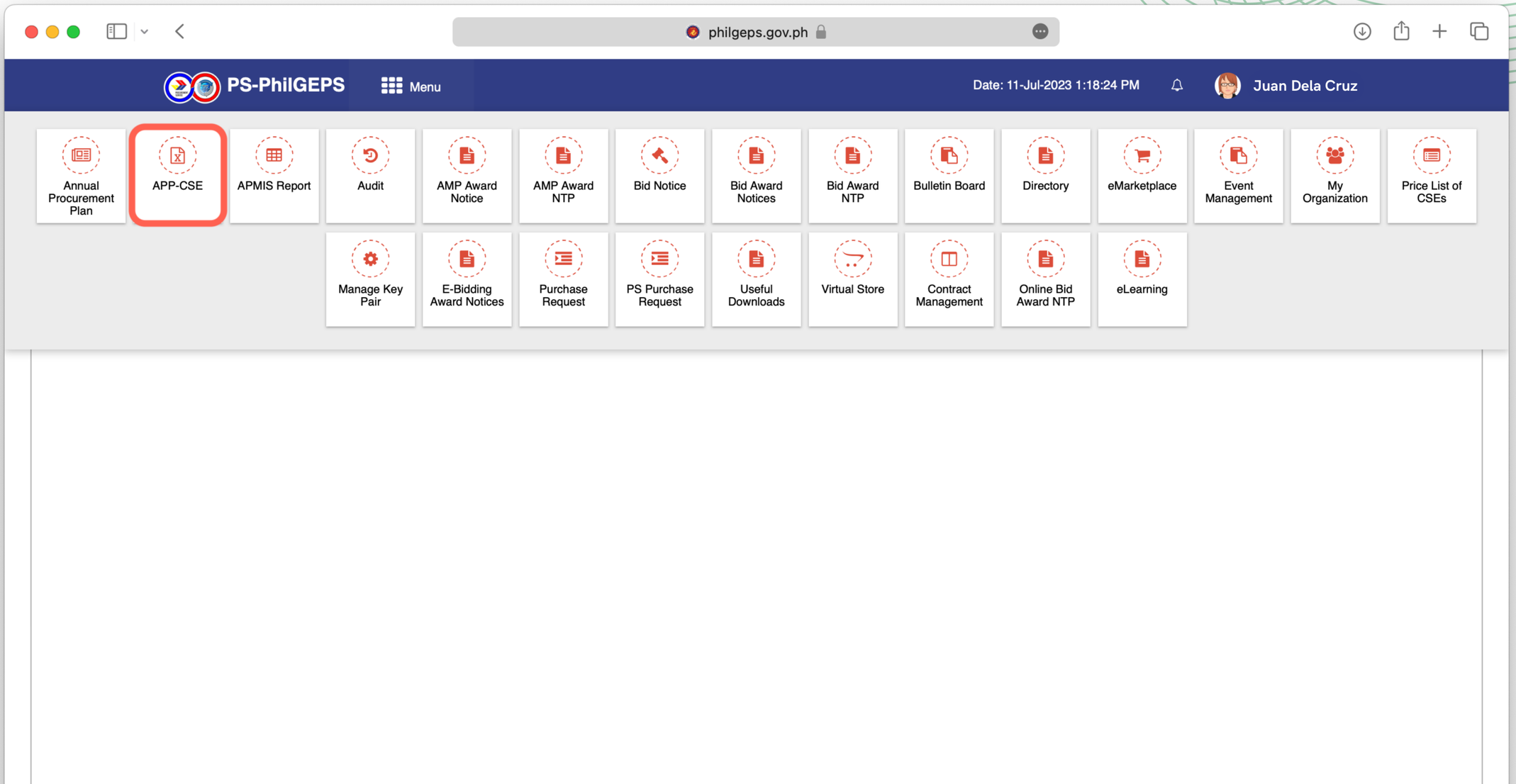
1. Login using the UPLOADER ACCOUNT



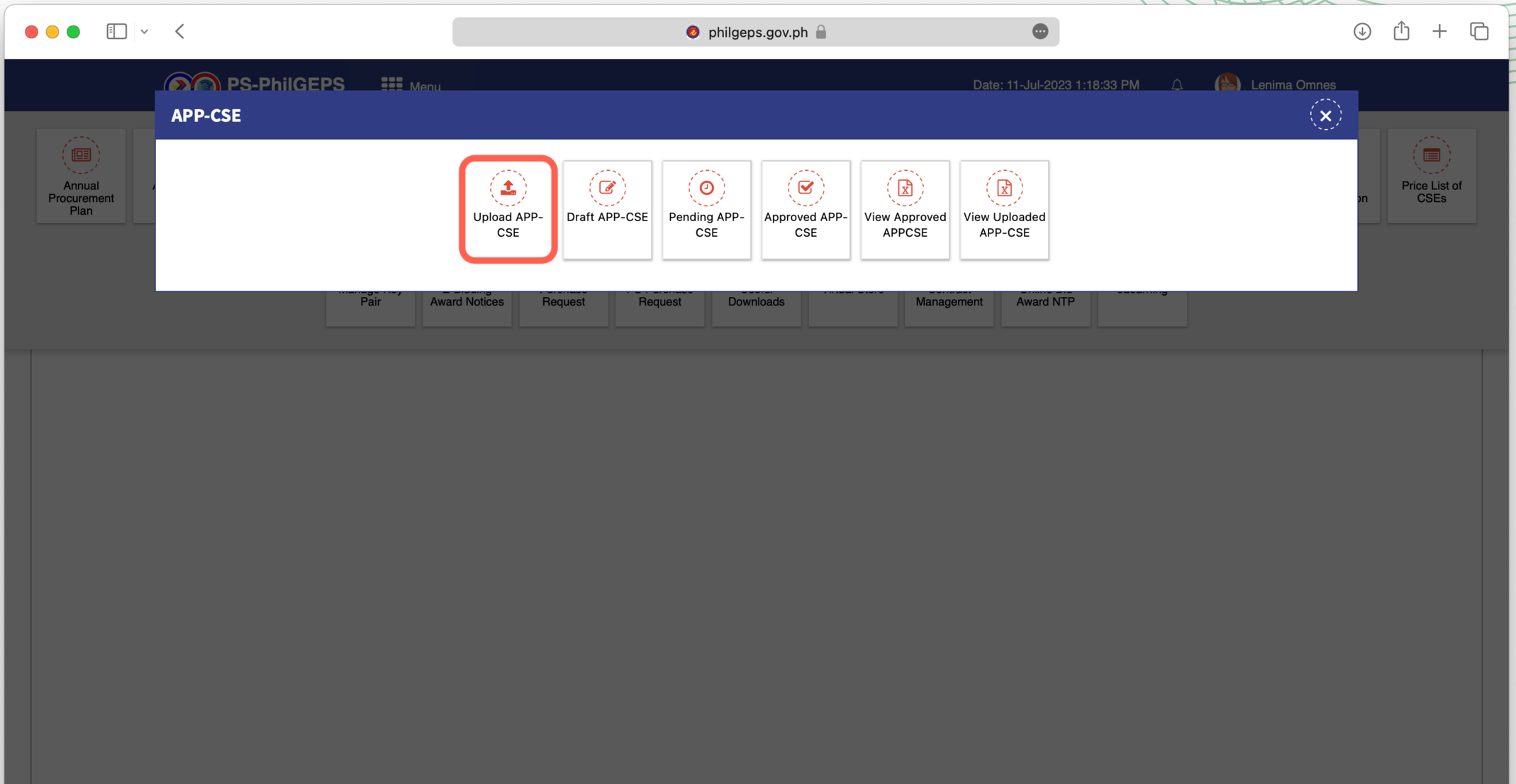
2. Click MENU


philgeps.gov.ph
PS-PhilGEPS
Menu
Date: 11-Jul-2023 1:17:57 PM
Juan Dela Cruz
Pending Task
Notification
Dashboard Analytics
Category
Count
APP CSE Pending for Approval
1
APP-CSE (Recalled) Pending for Approval
1
APP Draft Pending for Approval
1

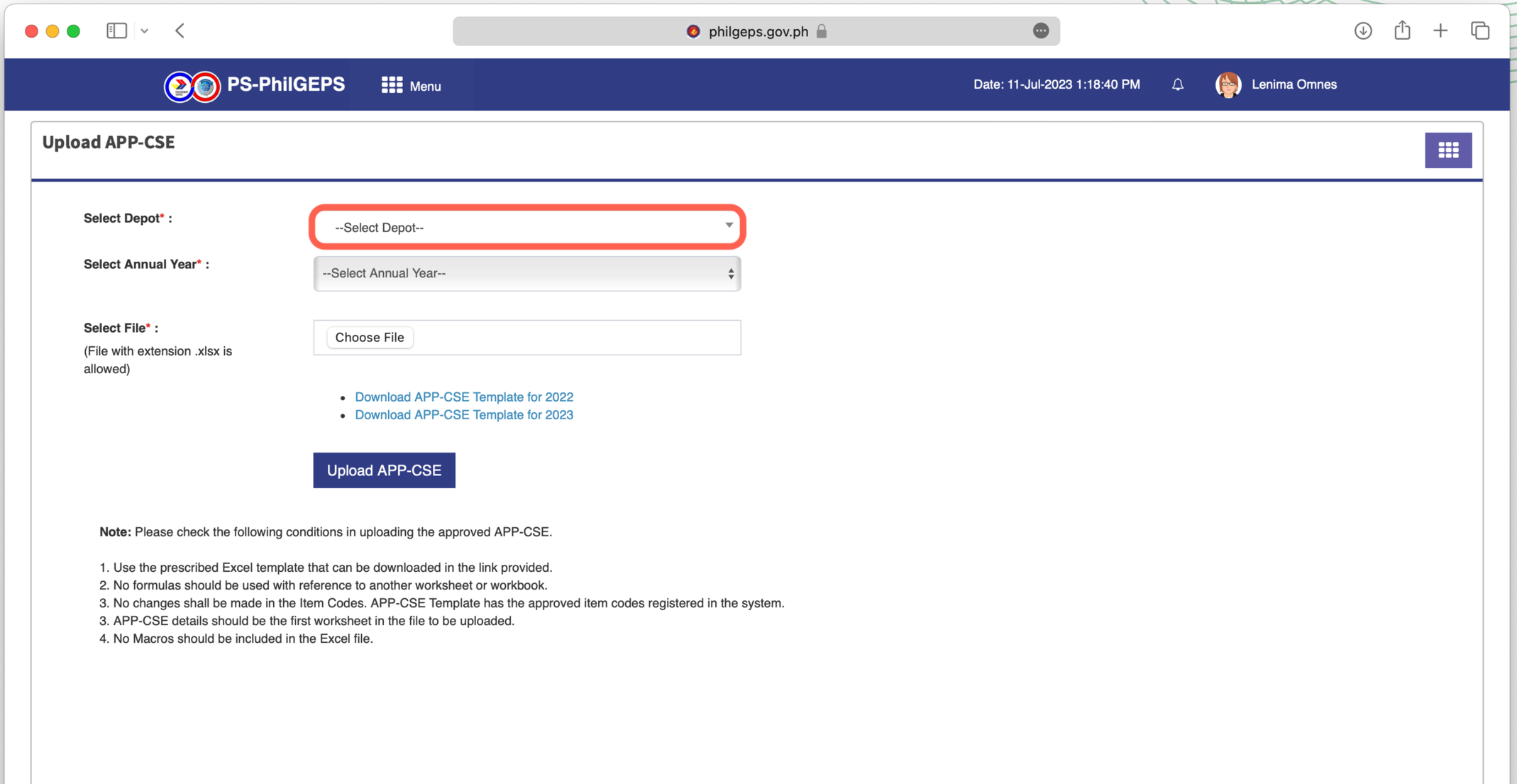
3. Click APP-CSE



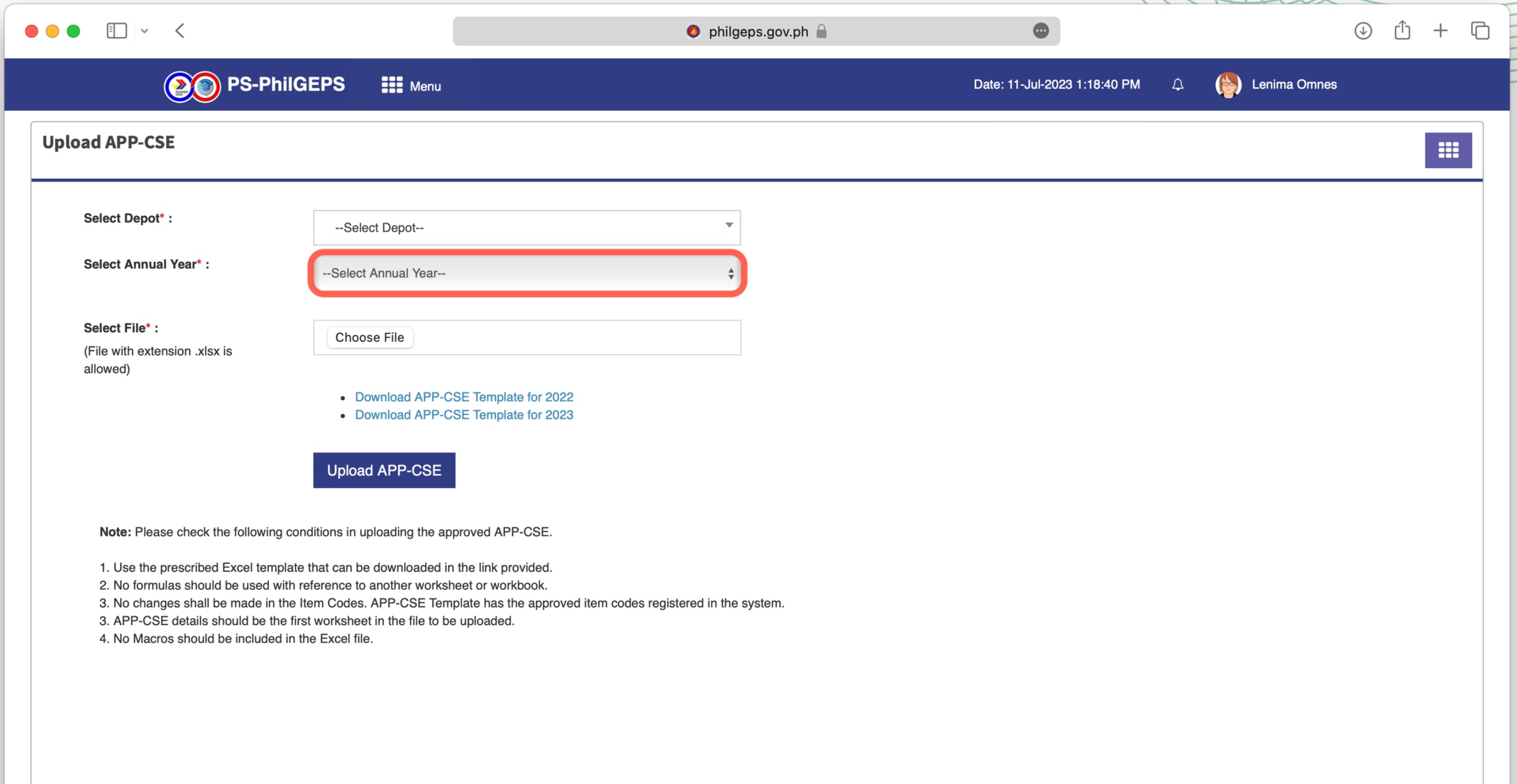
4. Click UPLOAD APP-CSE



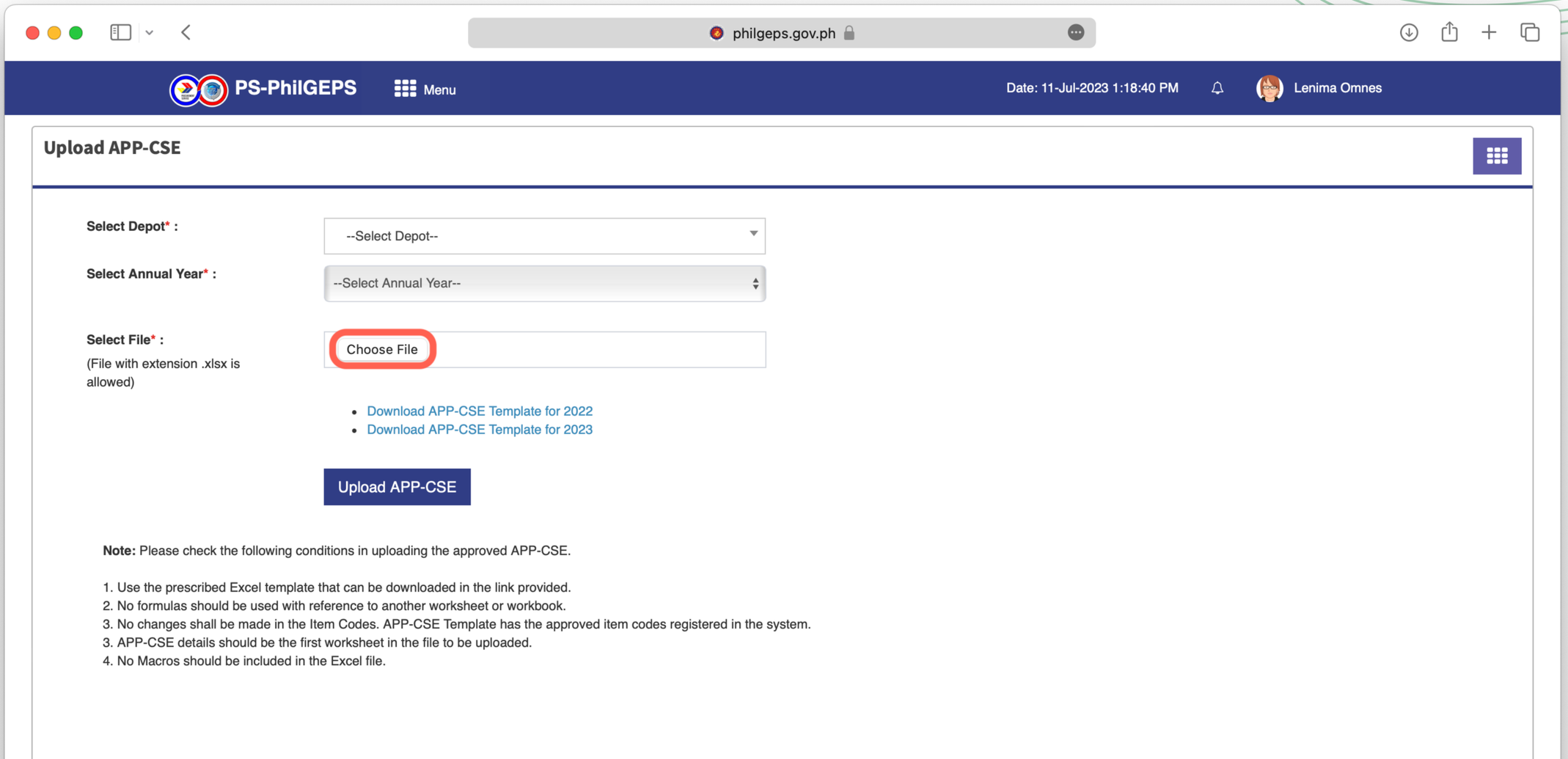
5. Select DEPOT



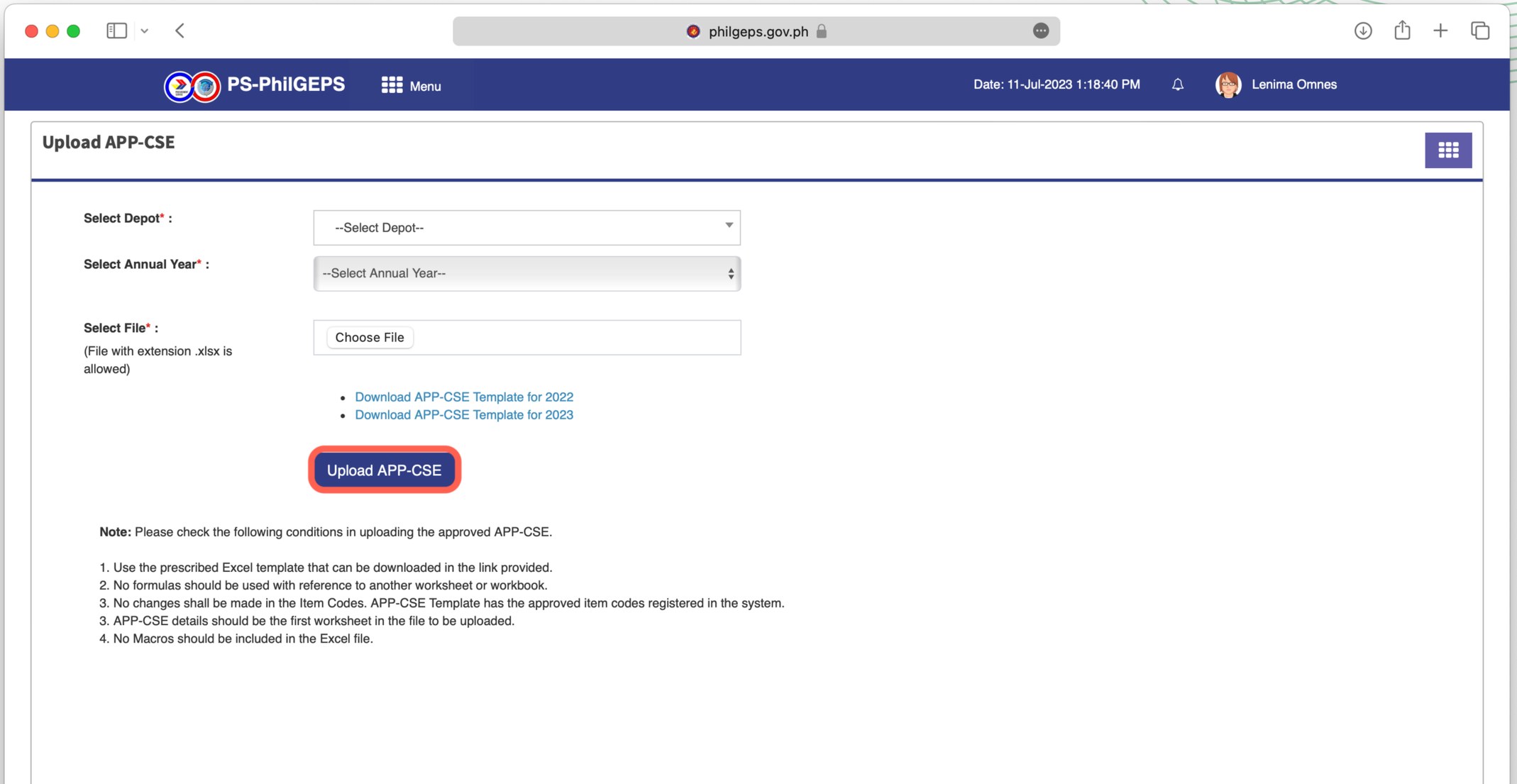
6. Select ANNUAL YEAR



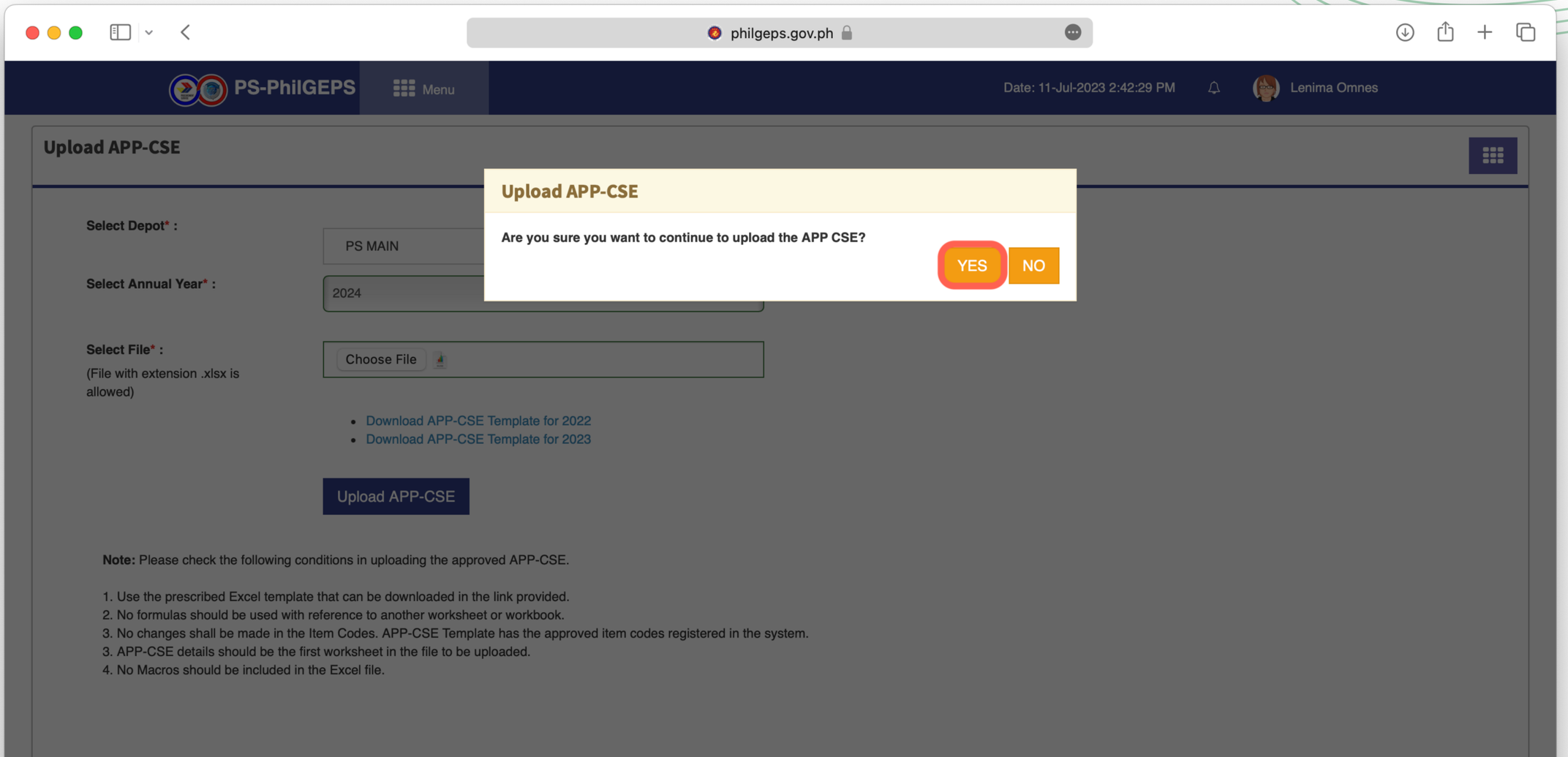
7. Click CHOOSE FILE, then attach the accomplished APP-CSE excel file



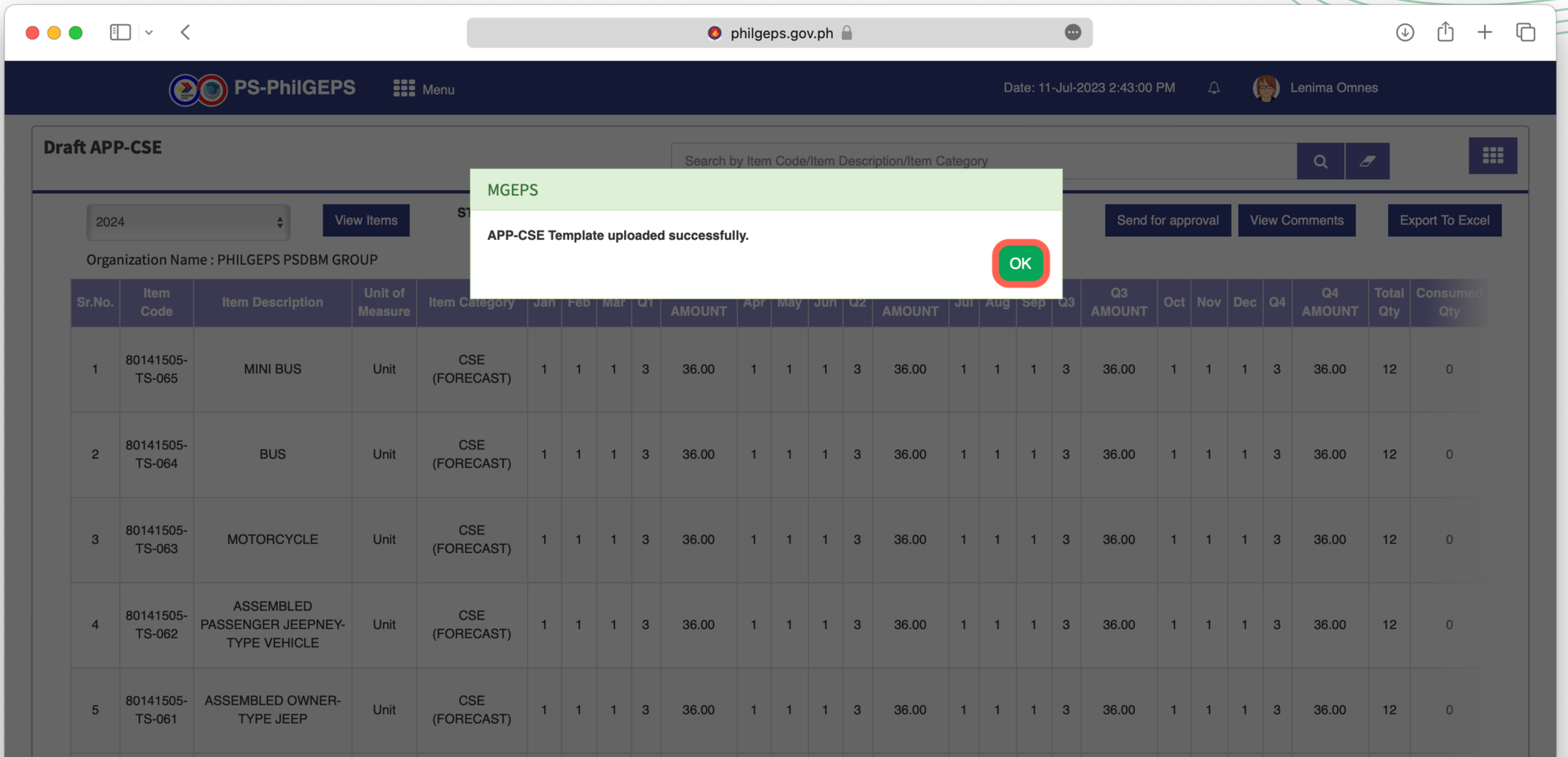
8. Click UPLOAD APP-CSE button



9. Click the YES button and wait for the APP-CSE file to finish uploading



10. Once successful, a confirmation message will appear. Click the OK button to dismiss



Sr.No.	Item Code	Item Description	Unit of Measure	Item Category	Jan	Feb	Mar	Q1	AMOUNT	Apr	May	Jun	Q2	AMOUNT	Jul	Aug	Sep	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Qty	Consumed Qty
1	80141505-TS-065	MINI BUS	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0
2	80141505-TS-064	BUS	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0
3	80141505-TS-063	MOTORCYCLE	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0
4	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0
5	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0

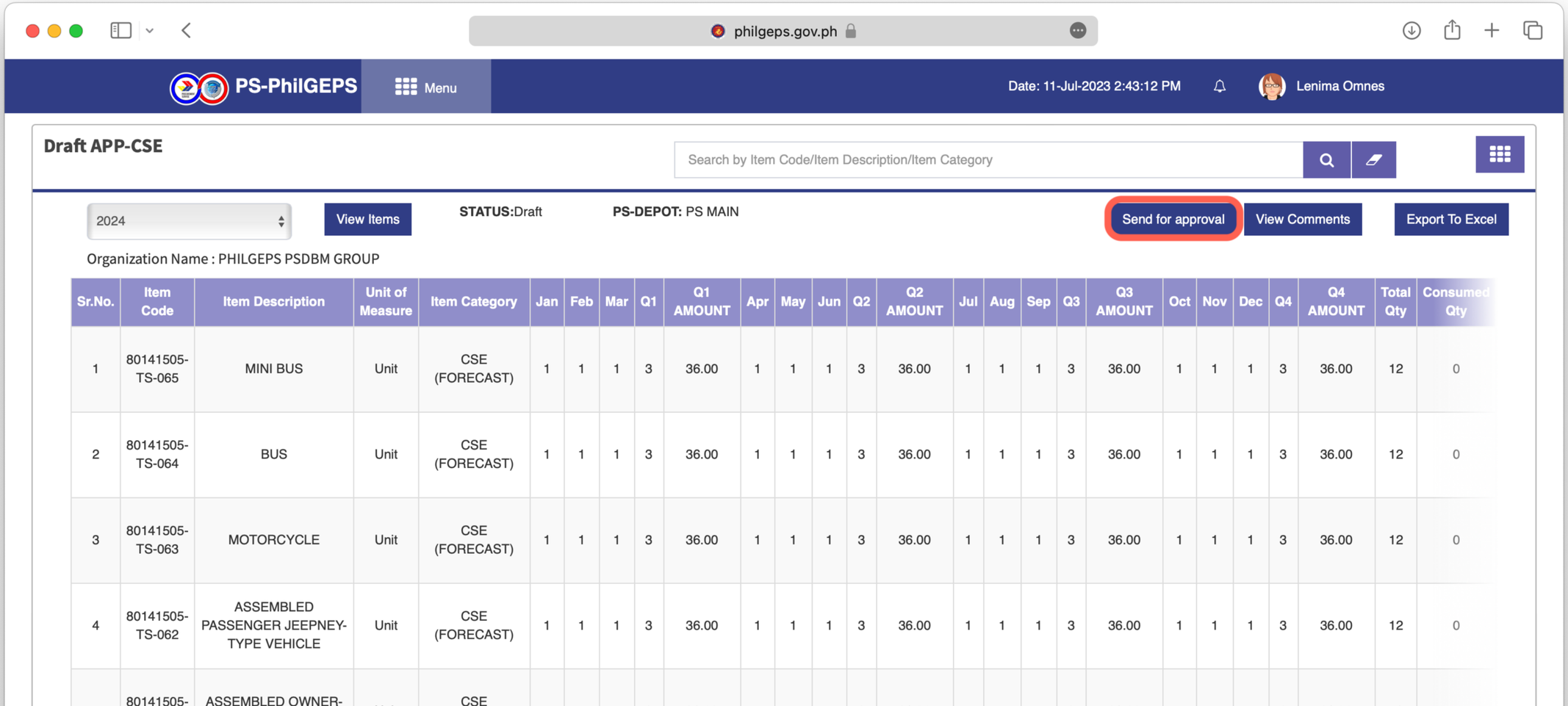
SEND APP-CSE FOR APPROVAL



IMPORTANT

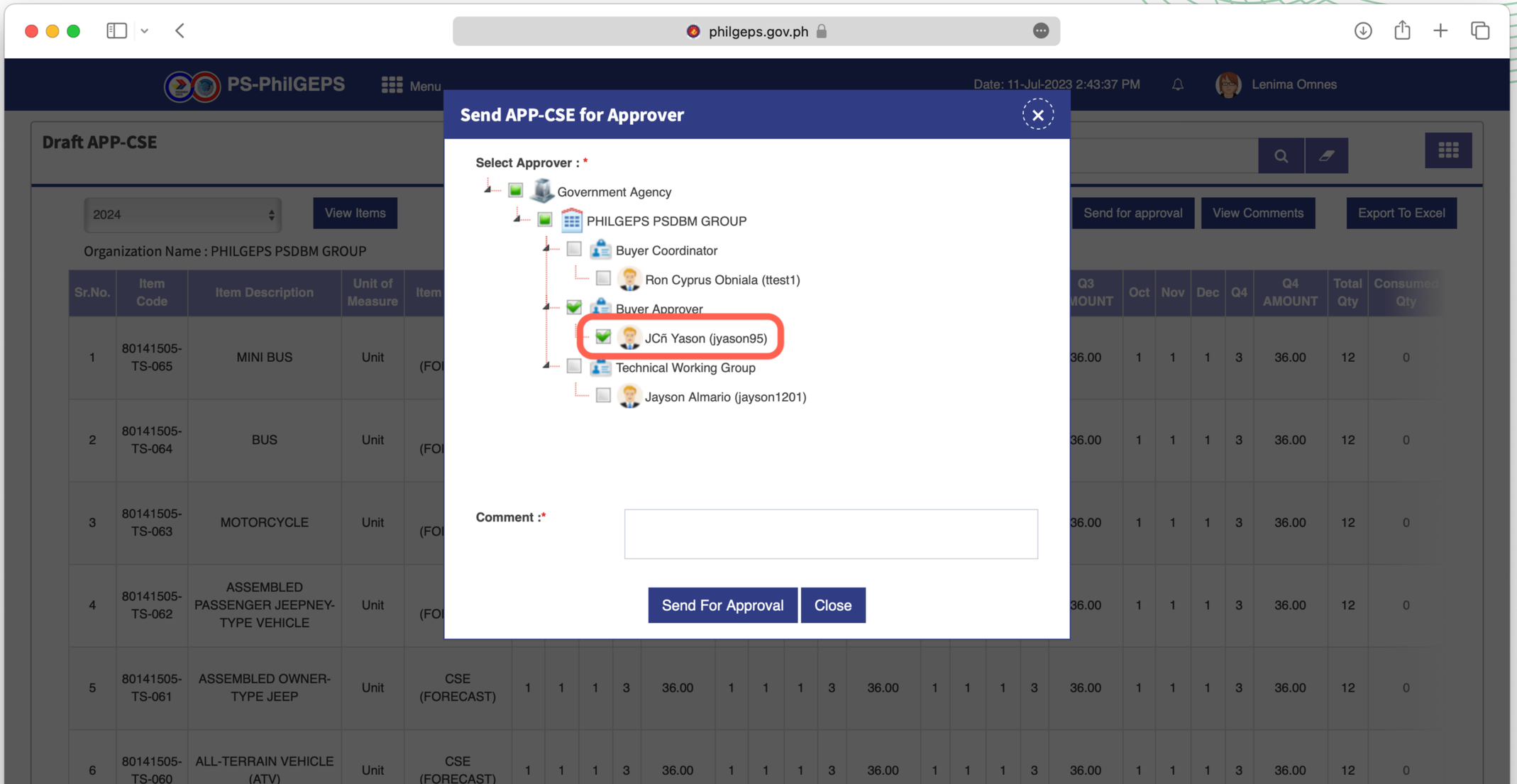
There should be an existing APP-CSE APPROVER account in your organization

1. After successfully uploading your APP-CSE, you can now send it for approval to your designated APP-CSE APPROVER. Click SEND FOR APPROVAL button

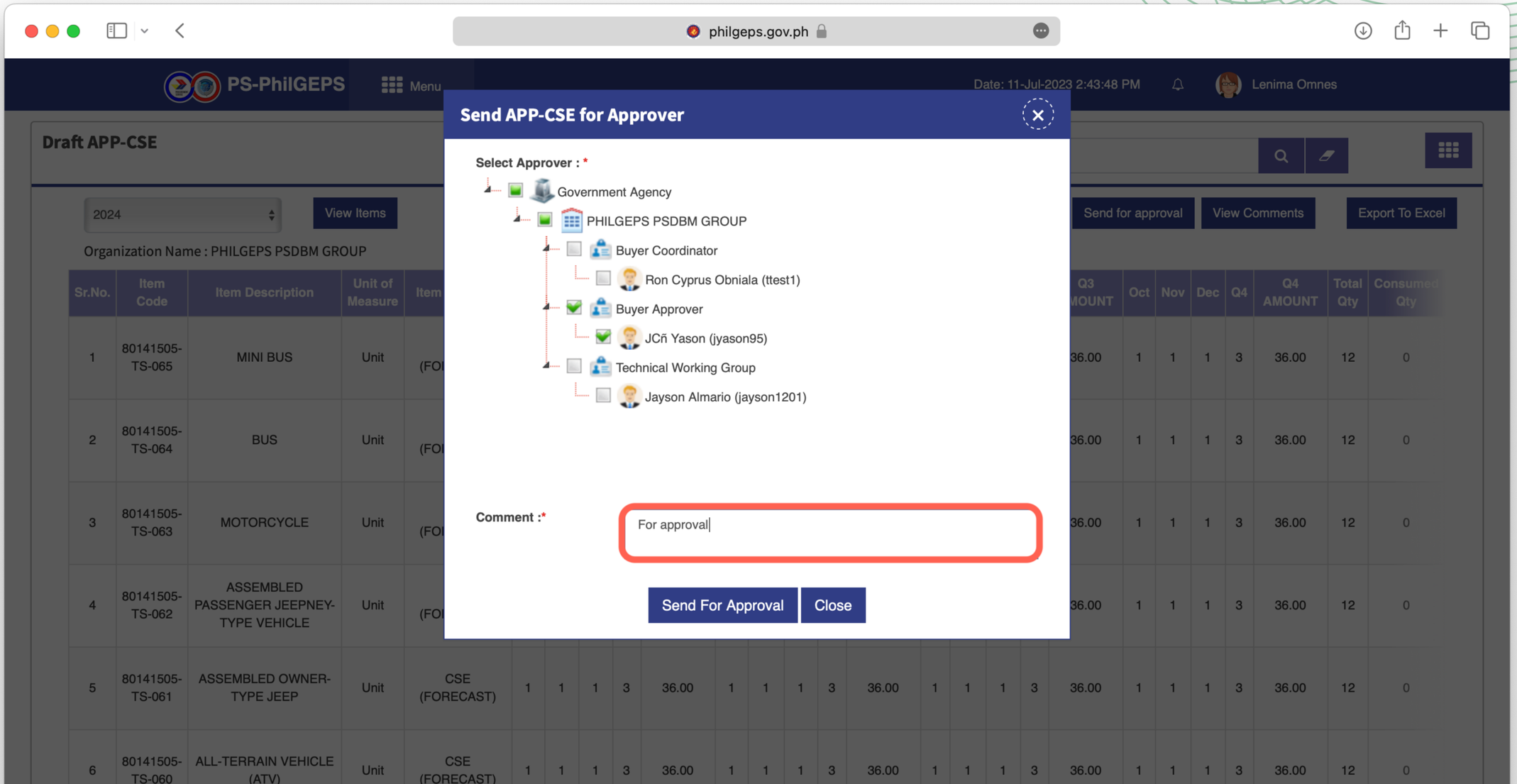


Sr.No.	Item Code	Item Description	Unit of Measure	Item Category	Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sep	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Qty	Consumed Qty
1	80141505-TS-065	MINI BUS	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0
2	80141505-TS-064	BUS	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0
3	80141505-TS-063	MOTORCYCLE	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0
4	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0
5	80141505-TS-061	ASSEMBLED OWNER-TYPE VEHICLE	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0

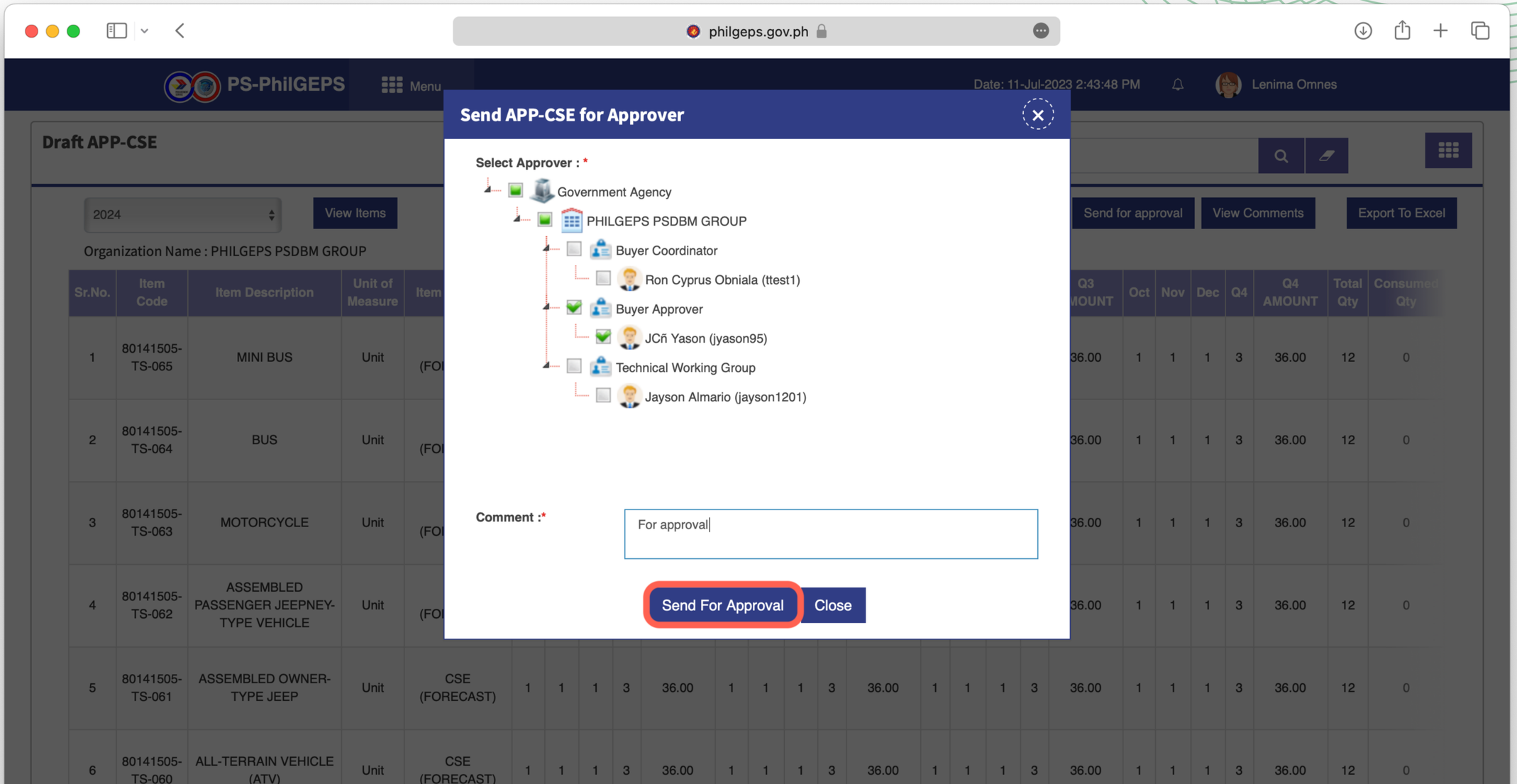
2. Select the designated APP-CSE APPROVER



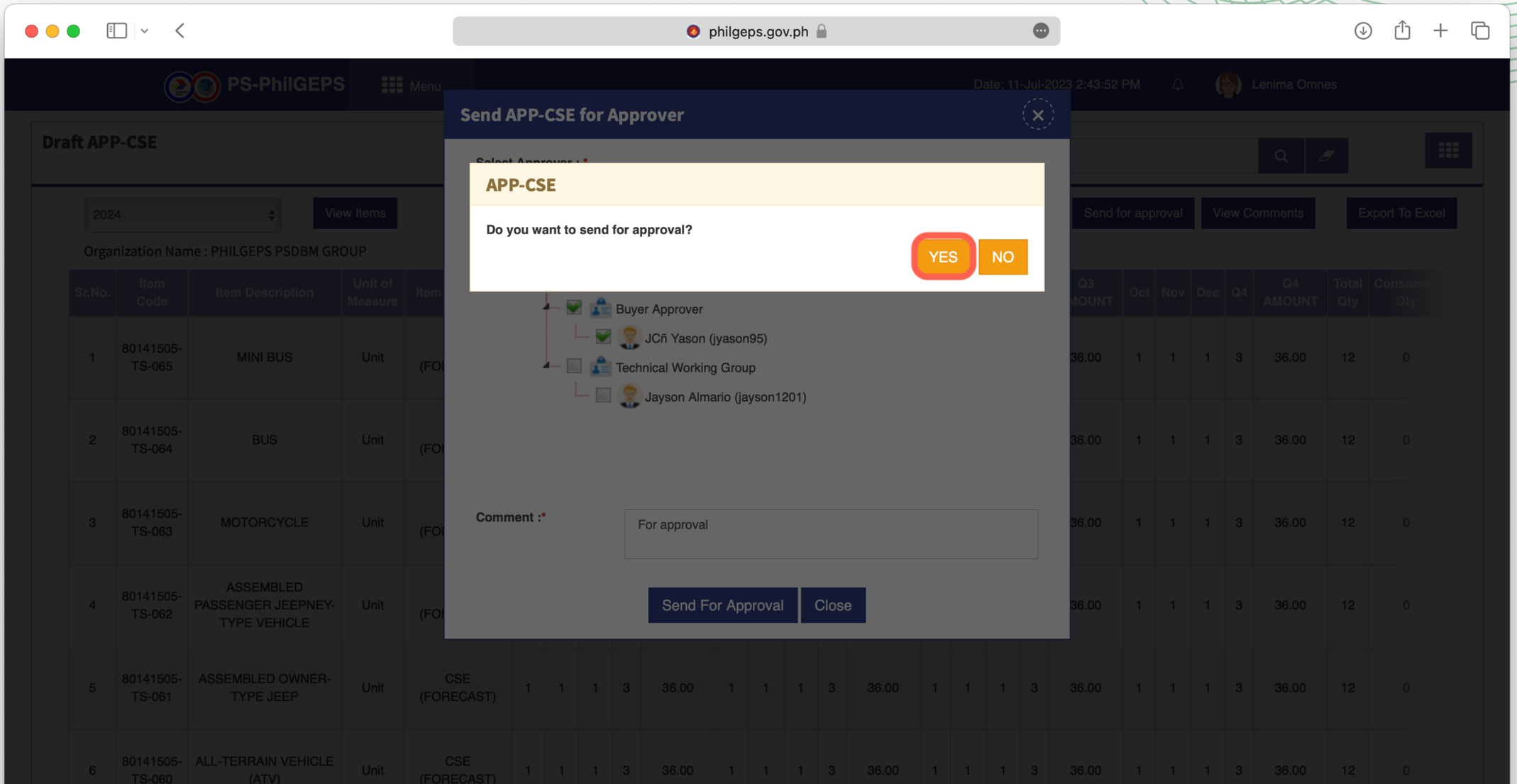
3. Add COMMENTS



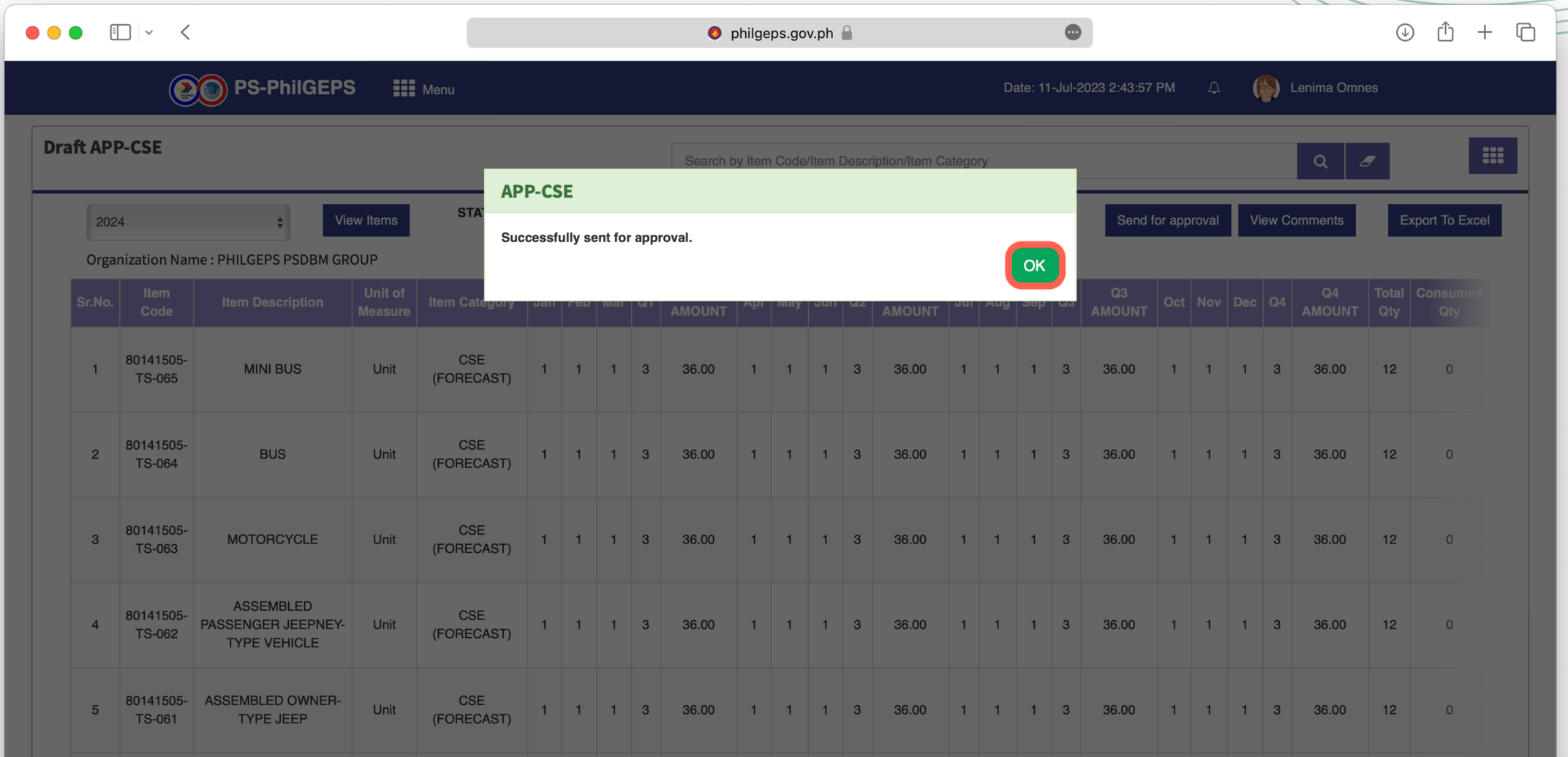
4. Click SEND FOR APPROVAL button



5. Click the YES button to confirm submission



6. Once successful, a confirmation message will appear. Click the OK button to dismiss



Sr.No.	Item Code	Item Description	Unit of Measure	Item Category	Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sep	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Qty	Consumed Qty
1	80141505-TS-065	MINI BUS	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0
2	80141505-TS-064	BUS	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0
3	80141505-TS-063	MOTORCYCLE	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0
4	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0
5	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	Unit	CSE (FORECAST)	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	1	1	1	3	36.00	12	0

RECALL THE UPLOADED APP-CSE



IMPORTANT

The APP-CSE UPLOADER may recall the uploaded APP-CSE should there be a need for revision.

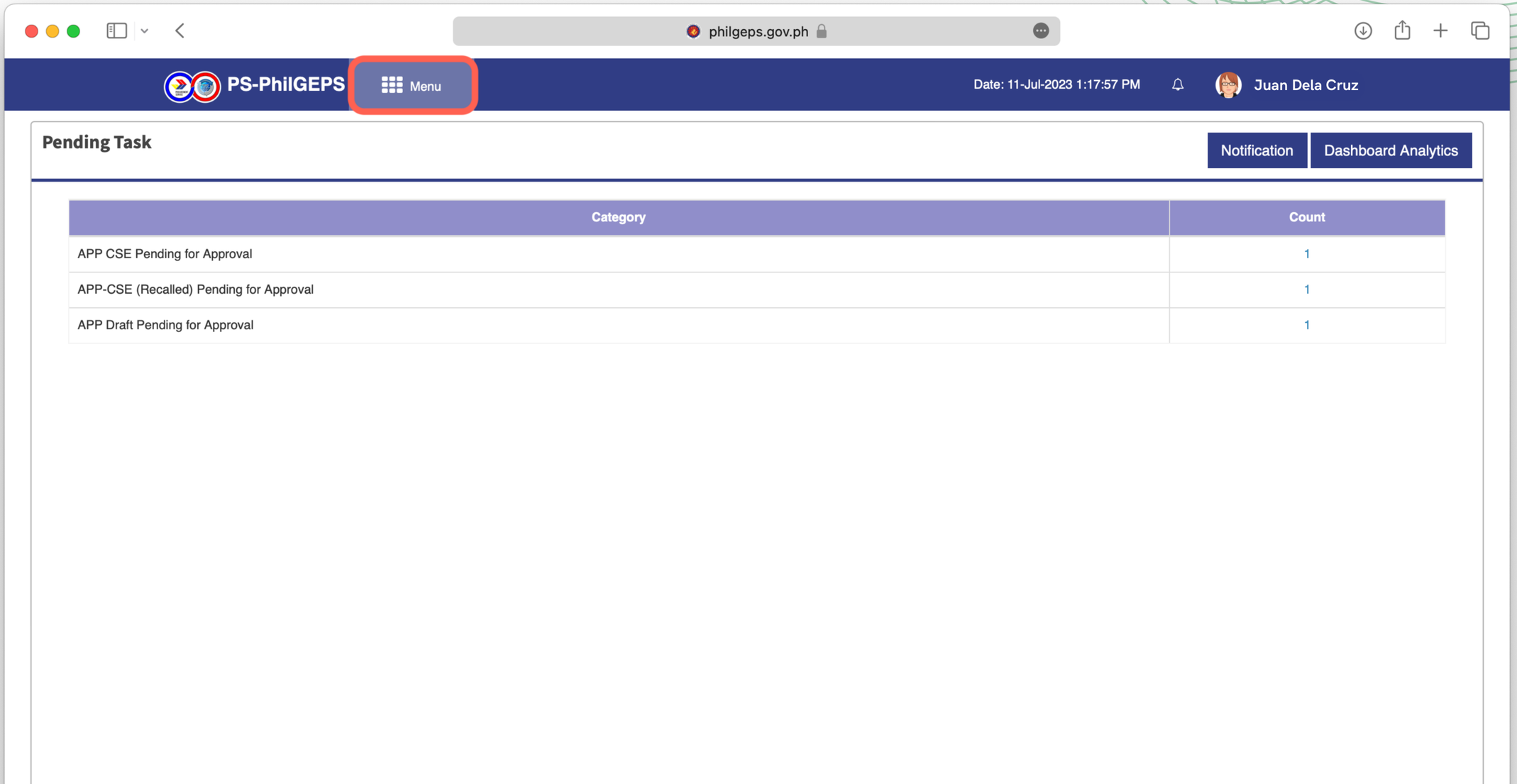
This step is only applicable for uploaded APP-CSEs that are *not yet approved*.

Recall the Uploaded APP-CSE

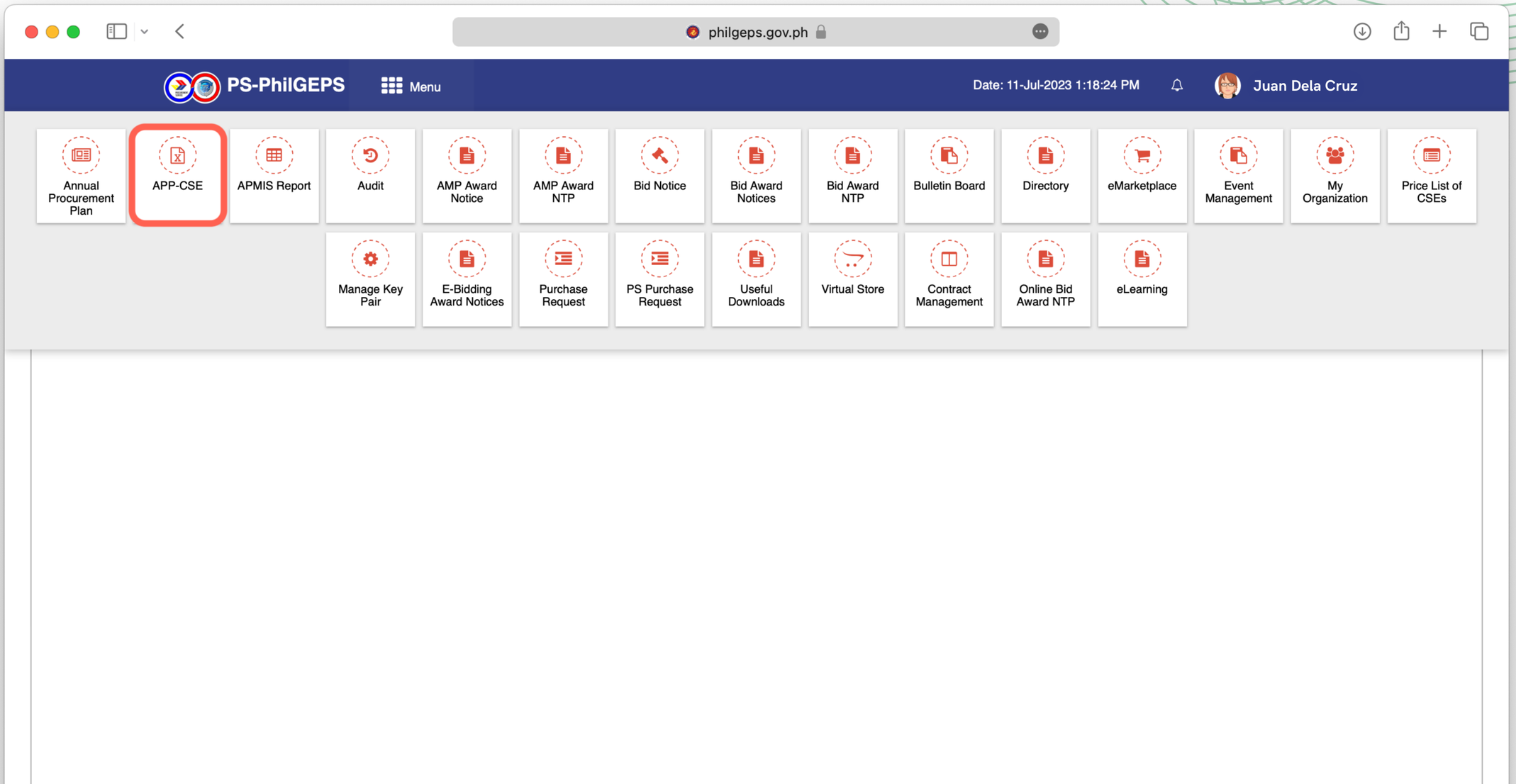
1. Login using the UPLOADER ACCOUNT



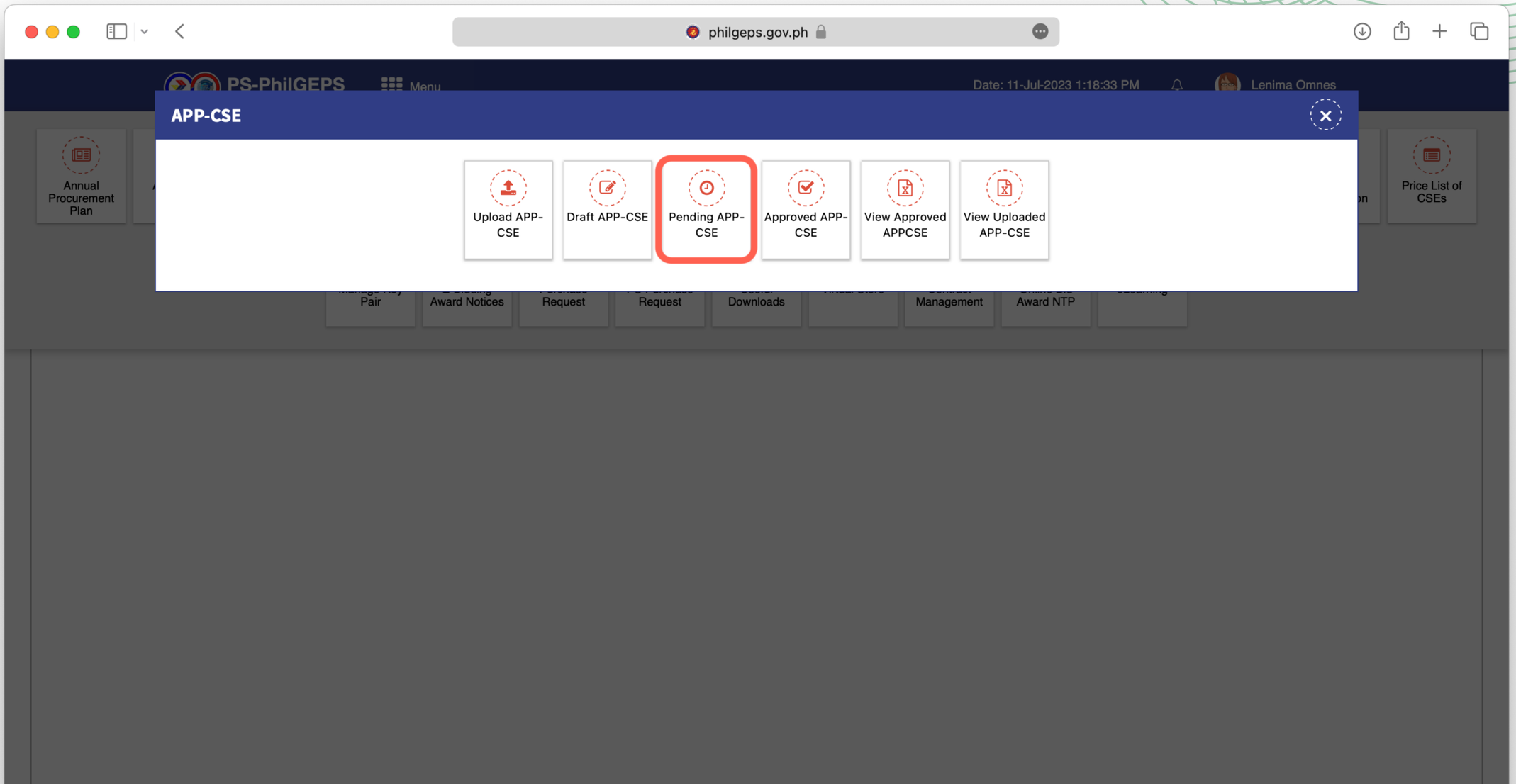
2. Click MENU


philgeps.gov.ph
PS-PhilGEPS
Menu
Date: 11-Jul-2023 1:17:57 PM
Juan Dela Cruz
Pending Task
Notification
Dashboard Analytics
Category
Count
APP CSE Pending for Approval
1
APP-CSE (Recalled) Pending for Approval
1
APP Draft Pending for Approval
1

3. Click APP-CSE

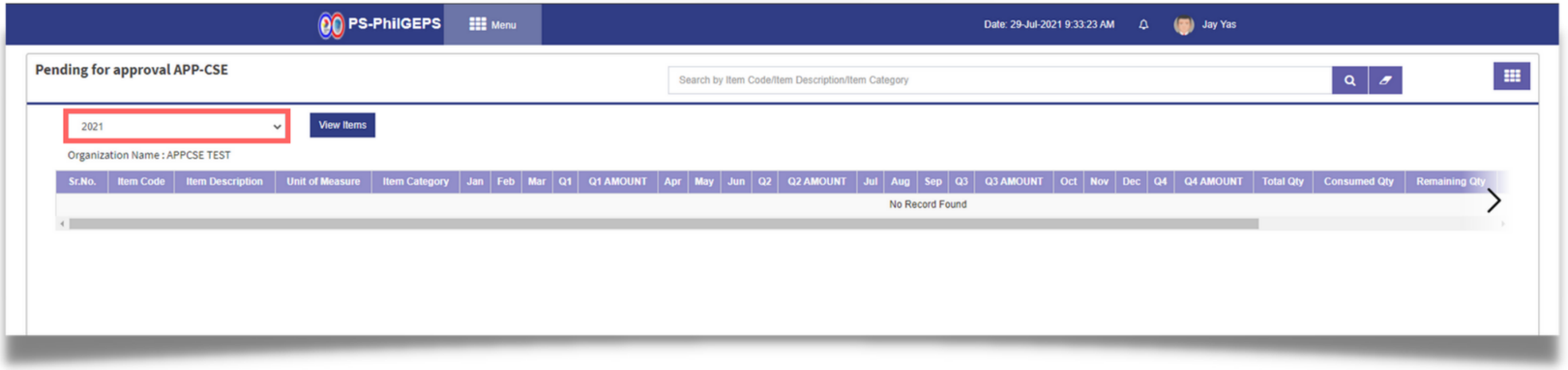


4. Click Pending APP-CSE

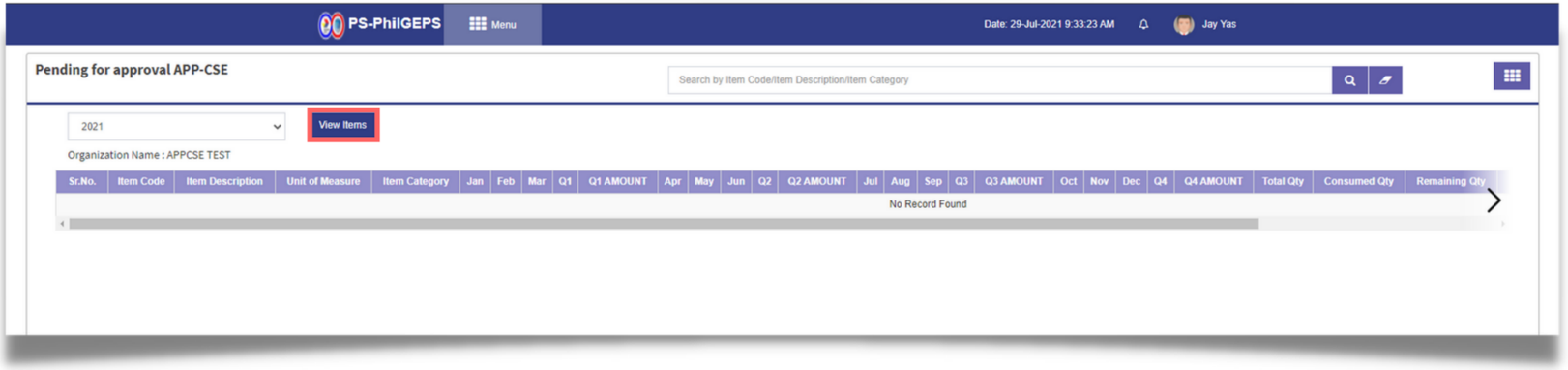


Recall the Uploaded APP-CSE

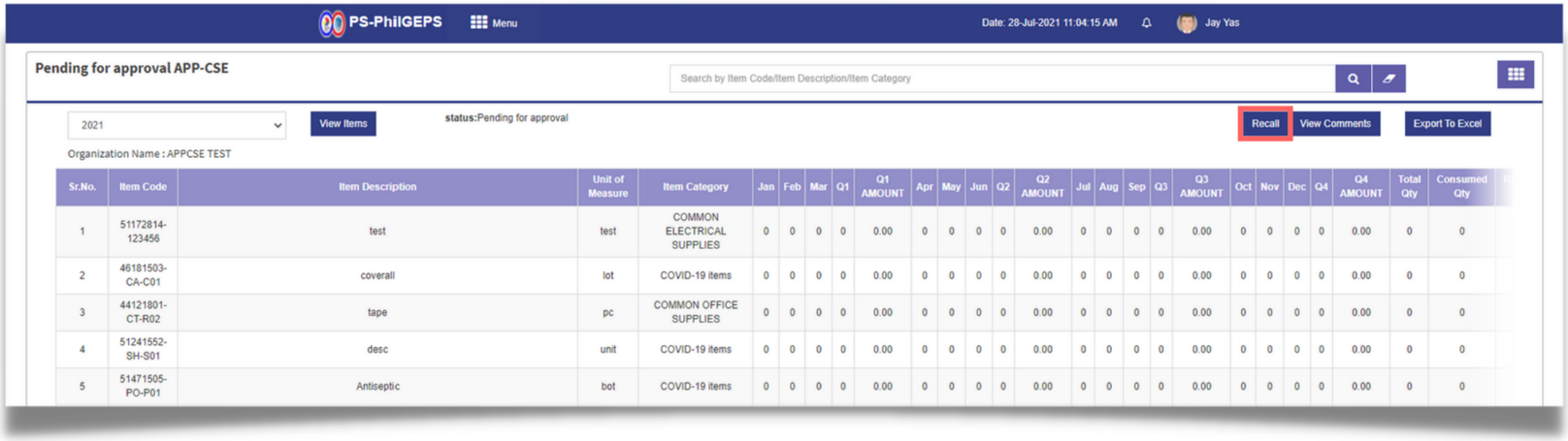
5. Select ANNUAL YEAR



6. Click the VIEW ITEMS button

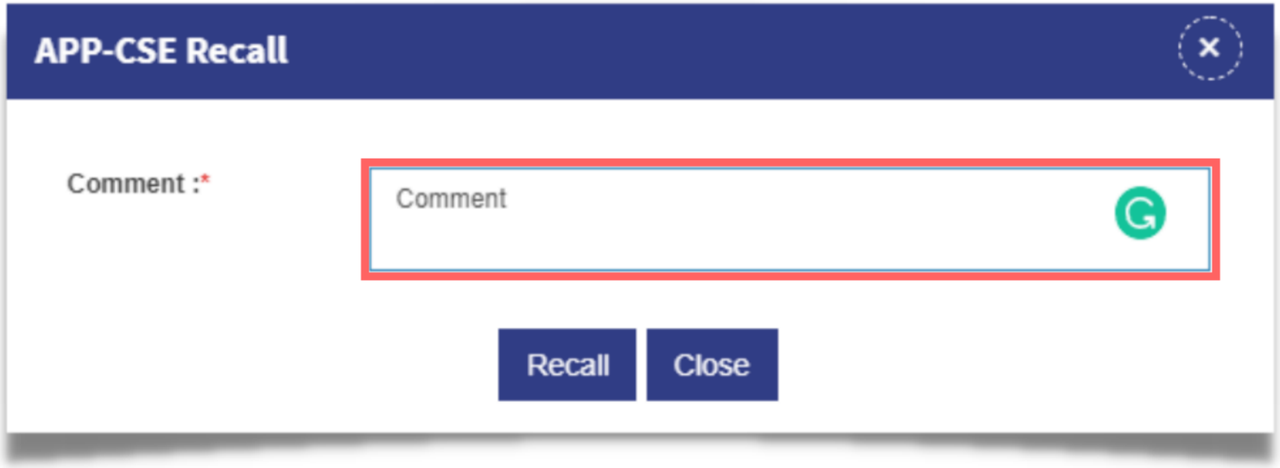


7. Click the RECALL button

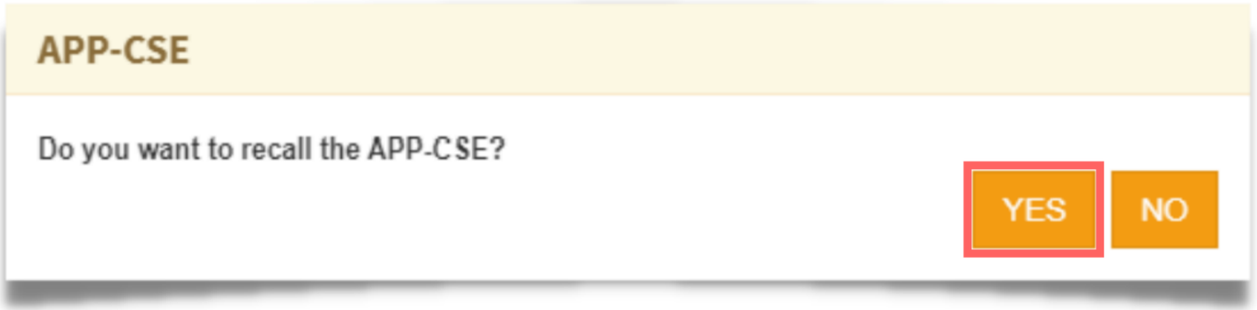


Sr.No.	Item Code	Item Description	Unit of Measure	Item Category	Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sep	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Qty	Consumed Qty
1	51172814-123456	test	test	COMMON ELECTRICAL SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0
2	46181503-CA-C01	coverall	lot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0
3	44121801-CT-R02	tape	pc	COMMON OFFICE SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0
4	51241552-SH-S01	desc	unit	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0
5	51471505-PO-P01	Antiseptic	bot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0

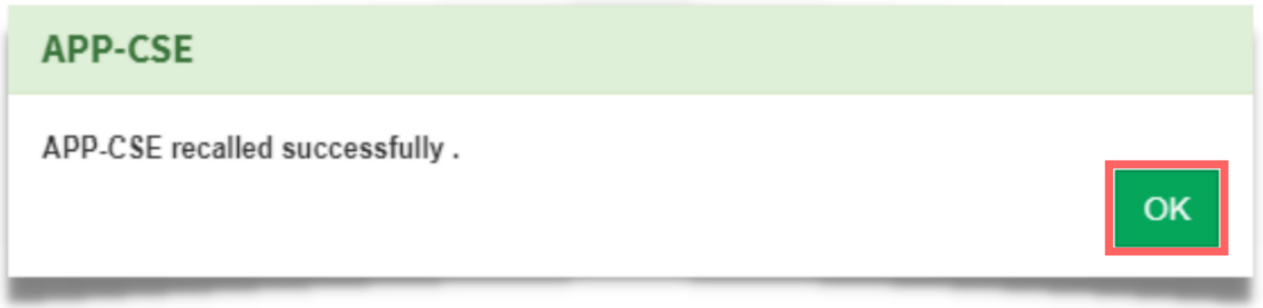
8. Add your COMMENTS



9. Click the YES button to confirm



10. Click the OK button to dismiss the confirmation message



APPROVE THE UPLOADED APP-CSE

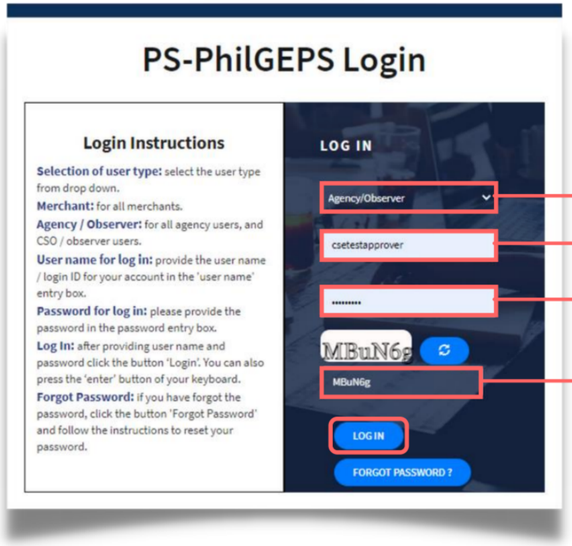
IMPORTANT

Account needed: Designated APP-CSE APPROVER

Who is the APP-CSE APPROVER?
A person authorized by the Agency to be responsible for approving the APP-CSE uploaded in the Modernized PhilGEPS.

The APP-CSE APPROVER is also responsible for uploading the signed copy of the APP-CSE.

1. Login using the APP-CSE Approver account



→ Select **Agency/Observer**

→ Input **User Name**

→ Input **Password**

→ Copy the generated **Captcha**

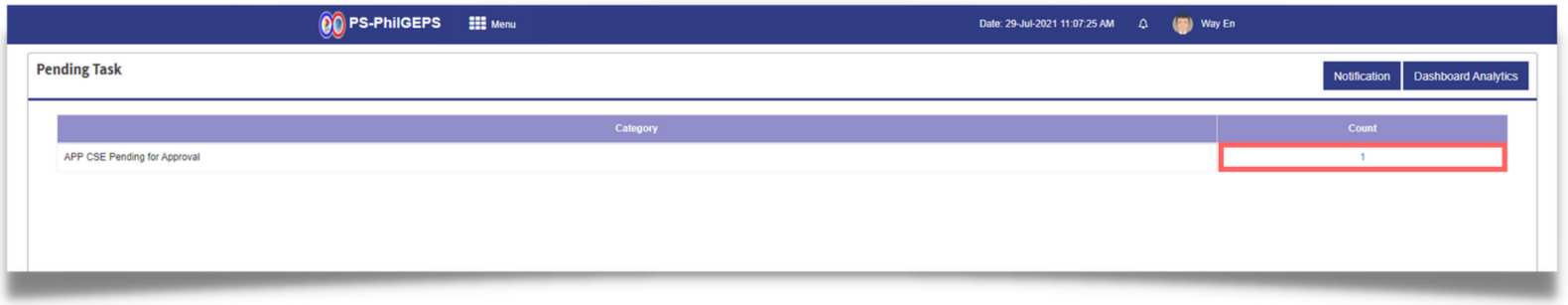
Who is the APP-CSE Approver?

A person authorized by the Agency to be responsible for approving the APP-CSE uploaded in the Virtual Store.

The APP-CSE Approver is also responsible for uploading the signed copy of the APP-CSE.

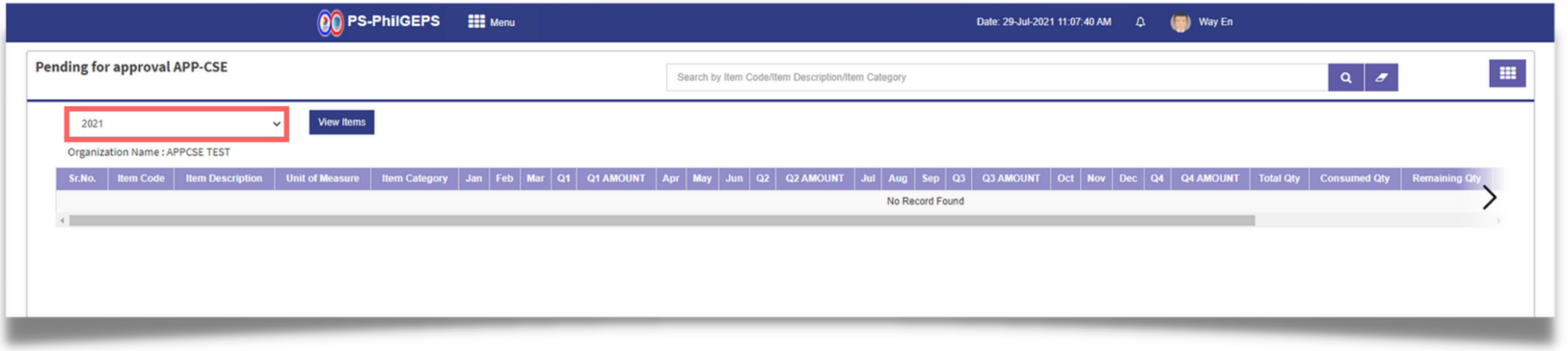
Approve the Uploaded APP-CSE

2. On the Pending Task page, click the Number Link

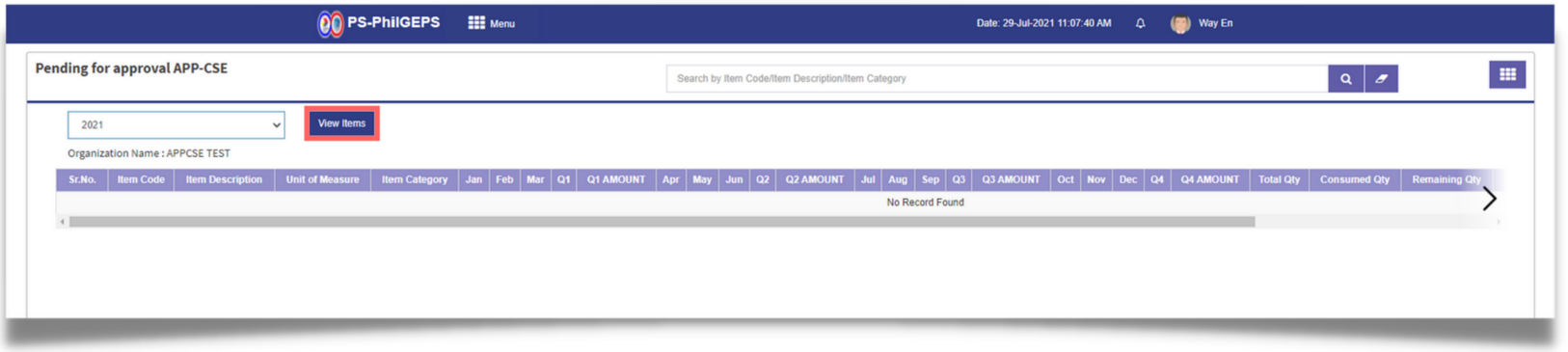


Approve the Uploaded APP-CSE

3. Select Annual Year

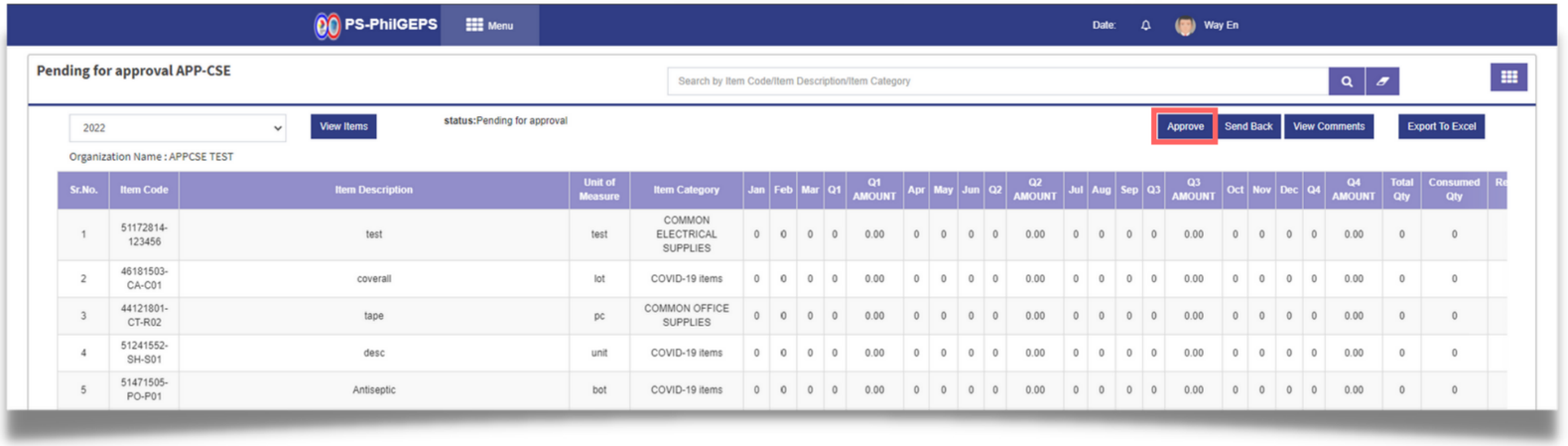


4. Click View Items button



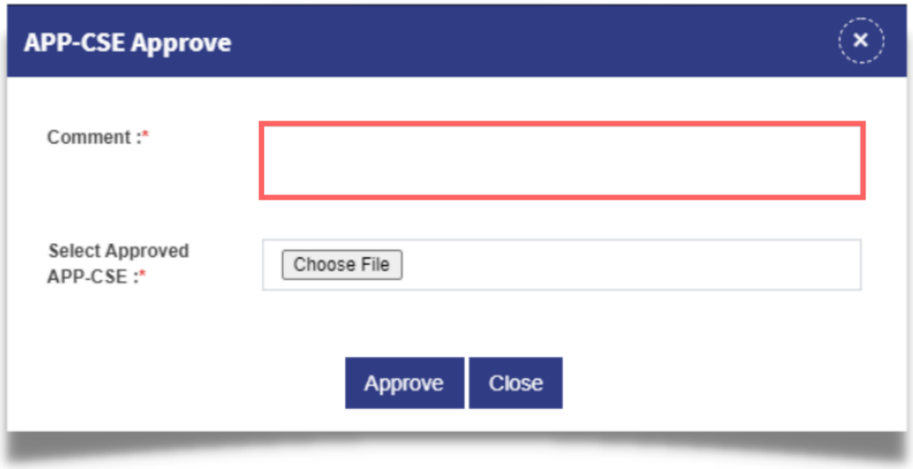
Approve the Uploaded APP-CSE

5. Click Approve button

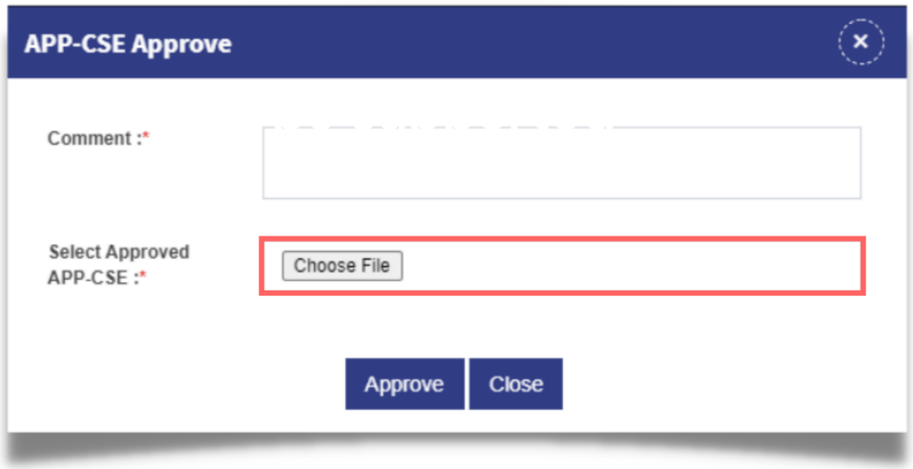


Sr.No.	Item Code	Item Description	Unit of Measure	Item Category	Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sep	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Qty	Consumed Qty	Re
1	51172814-123456	test	test	COMMON ELECTRICAL SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	
2	46181503-CA-C01	coverall	lot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	
3	44121801-CT-R02	tape	pc	COMMON OFFICE SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	
4	51241552-SH-S01	desc	unit	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	
5	51471505-PO-P01	Antiseptic	bot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	

6. Add Comments



7. Click Choose File, then attach the approved copy of the APP-CSE file



File type supported

- .pdf, .doc, .docx, .xls, .xlsx, .jpg

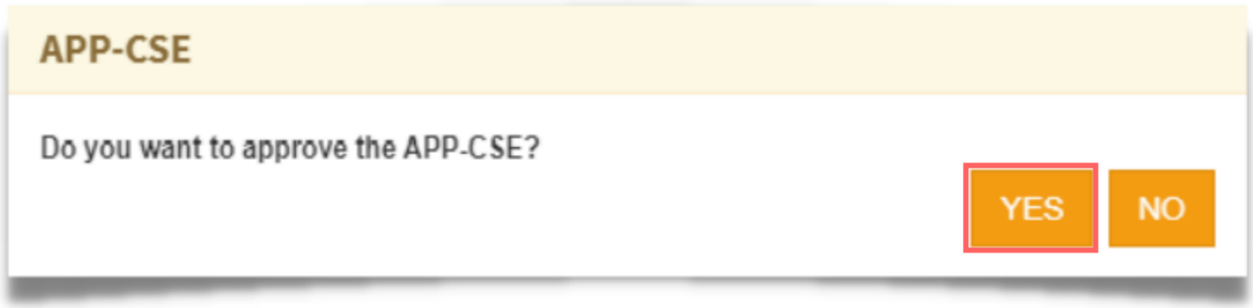
NOTE: Multiple files are allowed provided that each file should not exceed to 5 MB

Approve the Uploaded APP-CSE

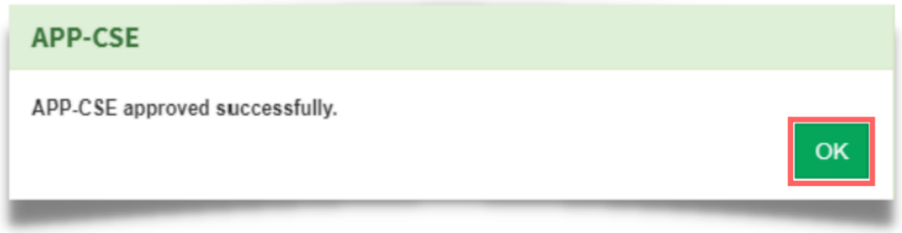
8. Click Approve button



9. Click the YES button to confirm



10. Click the OK button to dismiss the confirmation message



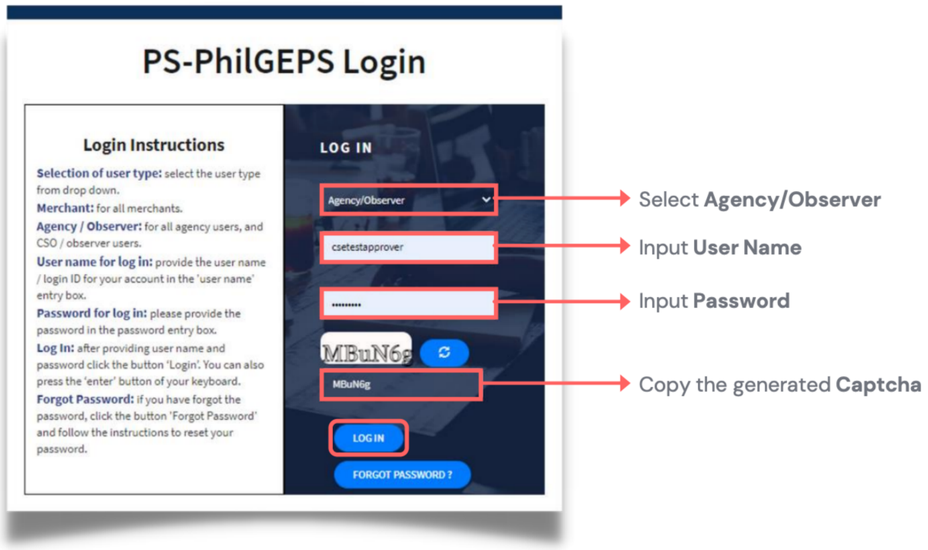
SEND BACK / DISAPPROVE UPLOADED APP-CSE



IMPORTANT

The APP-CSE APPROVER may send back or disapprove the uploaded APP-CSE should there be a need for revision.

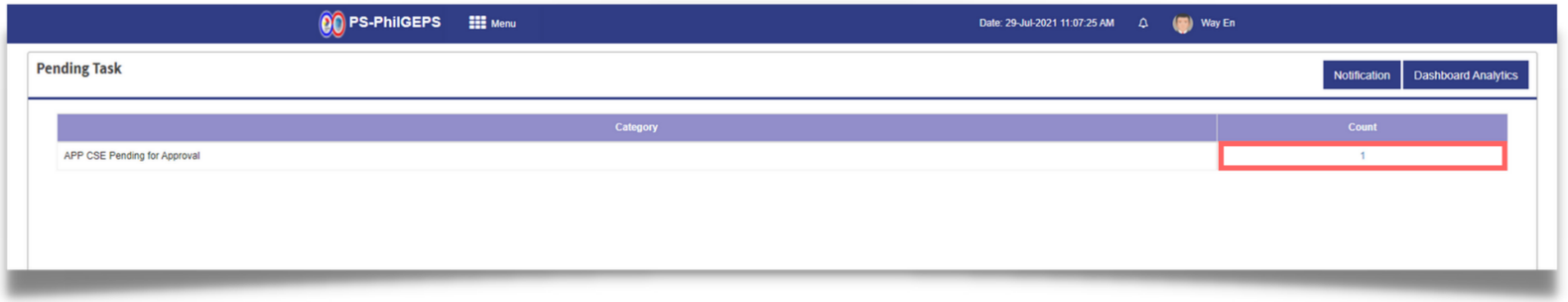
1. Login using the APP-CSE Approver account



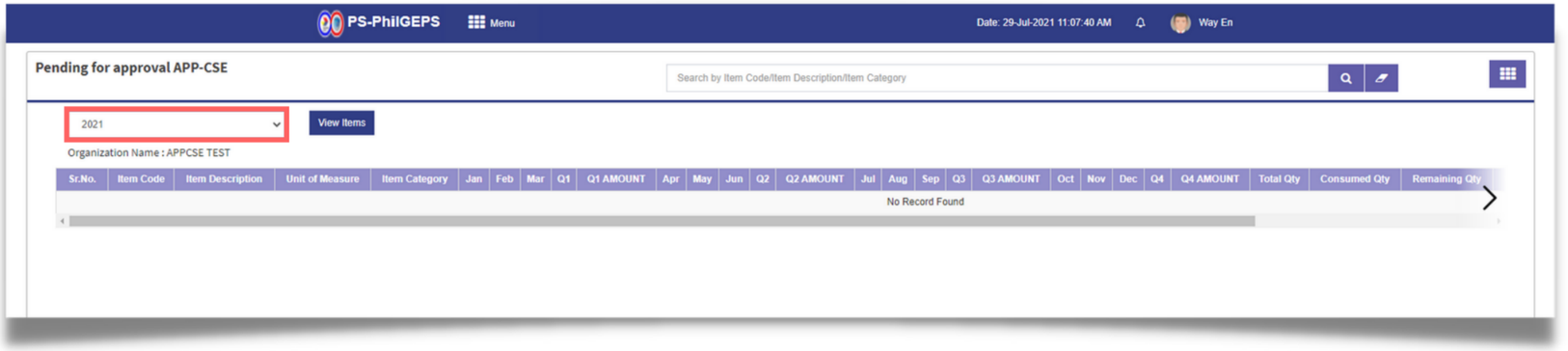
Who is the APP-CSE Approver?

A person authorized by the Agency to be responsible for approving the APP-CSE uploaded in the Virtual Store.

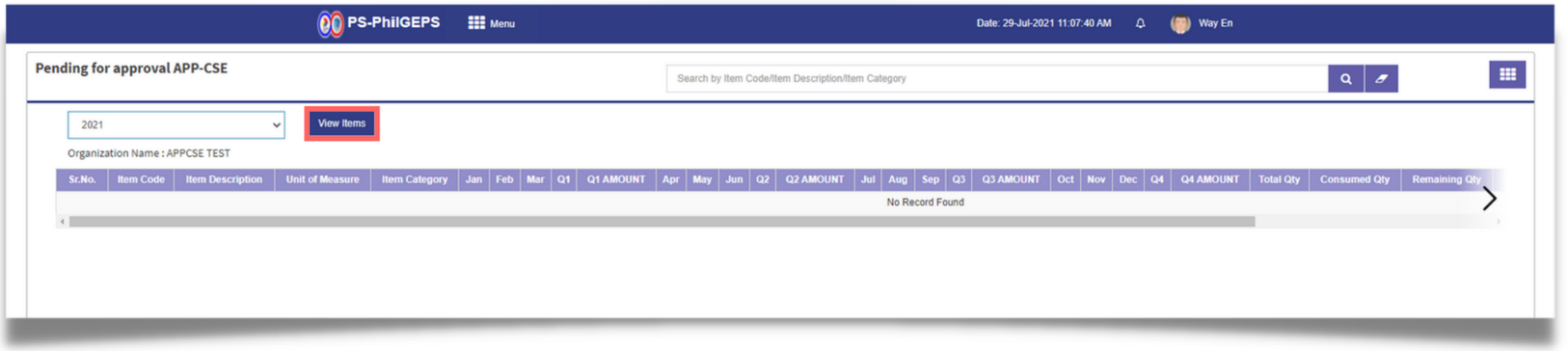
2. On the Pending Task page, click the Number Link



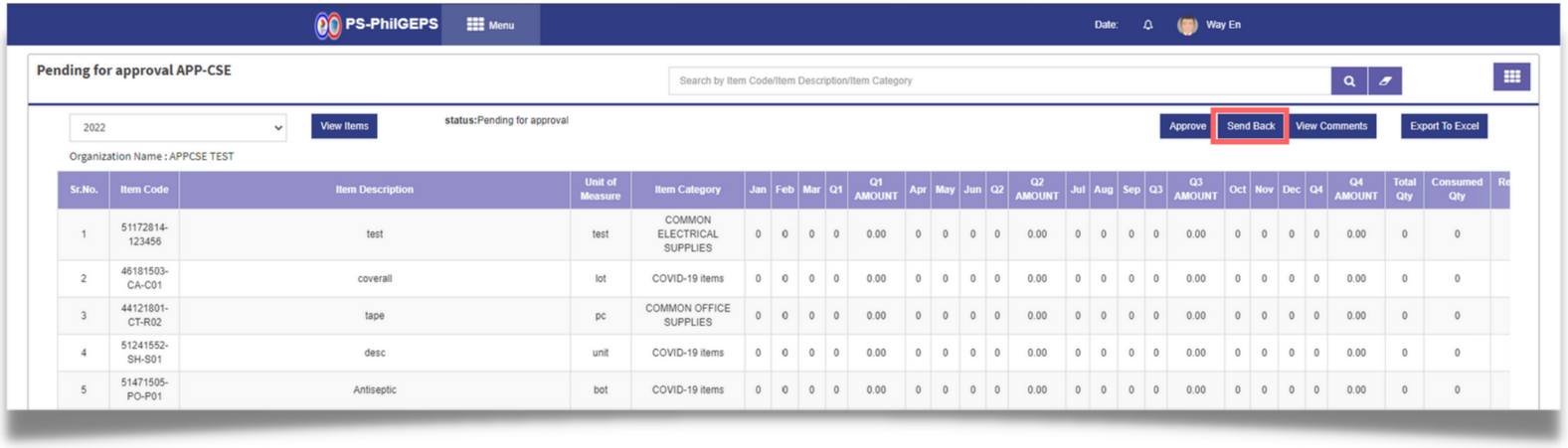
3. Select Annual Year



4. Click View Items button

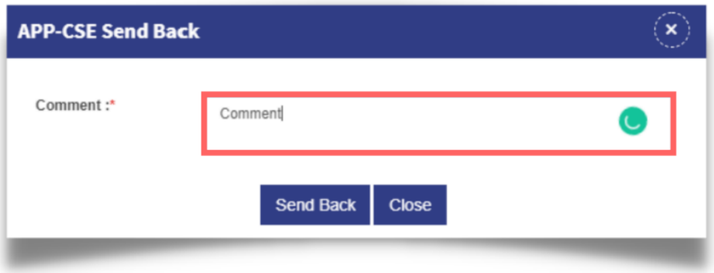


5. Click Send Back button

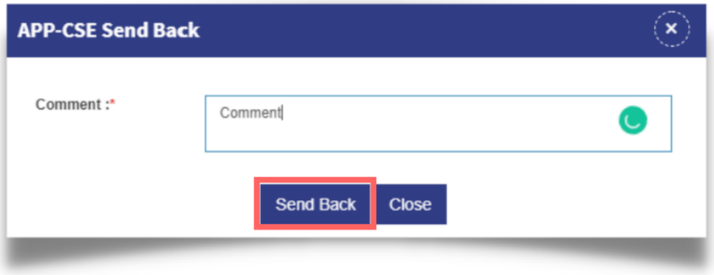


Sr.No.	Item Code	Item Description	Unit of Measure	Item Category	Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sep	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Qty	Consumed Qty	Re
1	51172814-123456	test	test	COMMON ELECTRICAL SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	
2	46181503-CA-C01	coverall	lot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	
3	44121801-CT-R02	tape	pc	COMMON OFFICE SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	
4	51241552-SH-S01	desc	unit	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	
5	51471505-PO-P01	Antiseptic	bot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	

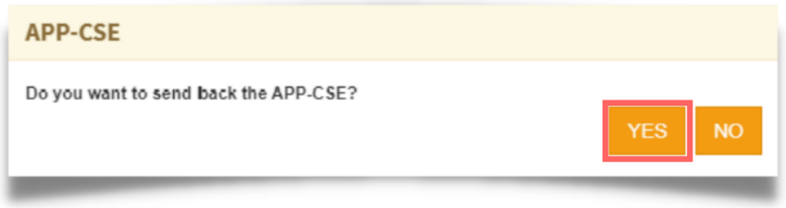
6. Add Comments



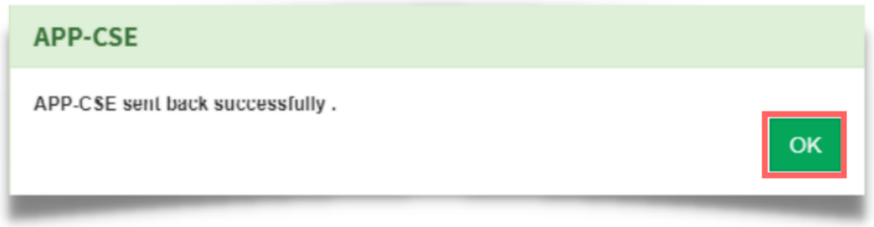
7. Click Send Back button



8. Click the YES button to confirm



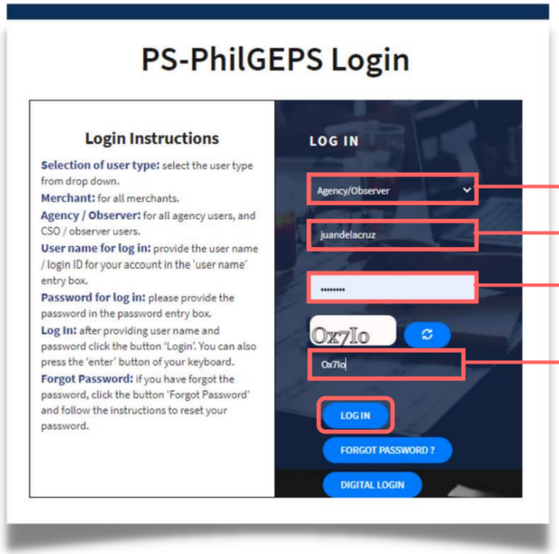
9. Click the OK button to dismiss the confirmation message



VIEW THE APPROVED APP-CSE

View the Approved APP-CSE

1. Login using the APP-CSE Uploader account



Select **Agency/Observer**

Input **User Name**

Input **Password**

Copy the generated **Captcha**

Who is the APP-CSE Uploader?

A person authorized by the Agency to be responsible for uploading the APP-CSE and editing the details of the APP-CSE in the mPhilGEPS.

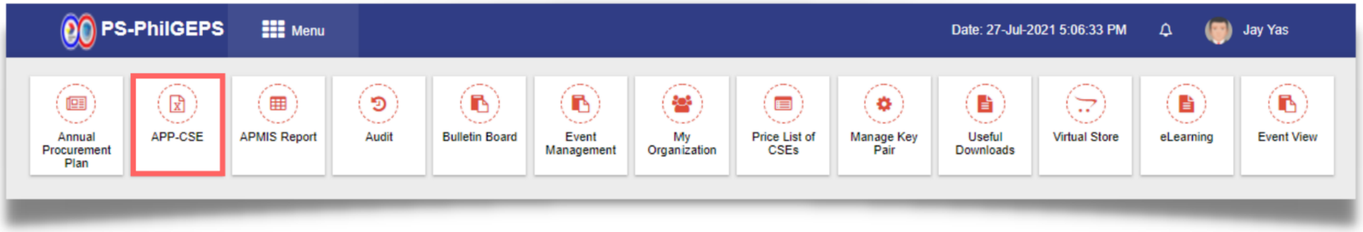
View the Approved APP-CSE

2. Click Menu

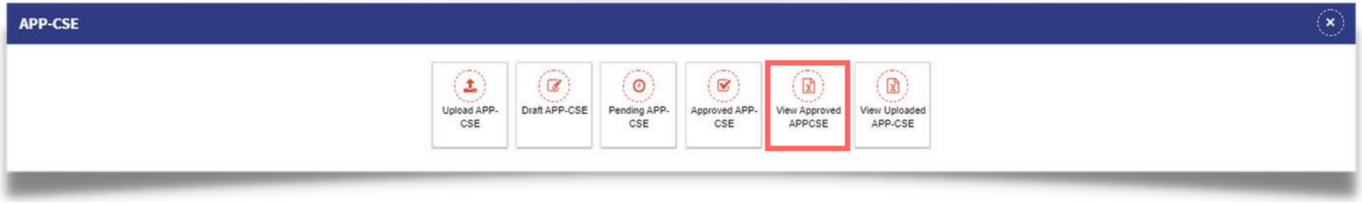


View the Approved APP-CSE

3. Click APP-CSE menu

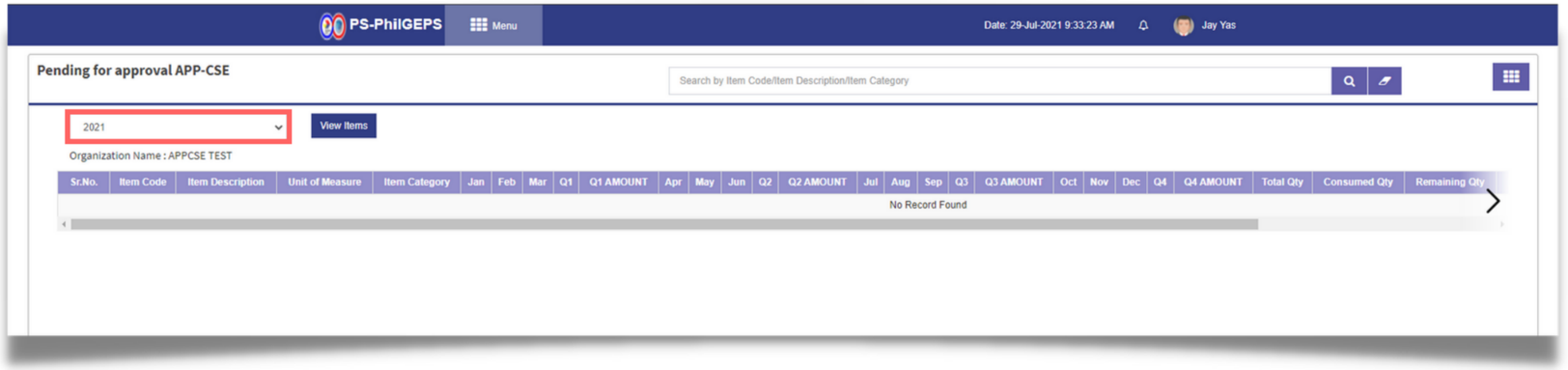


4. Click View Approved APP-CSE submenu

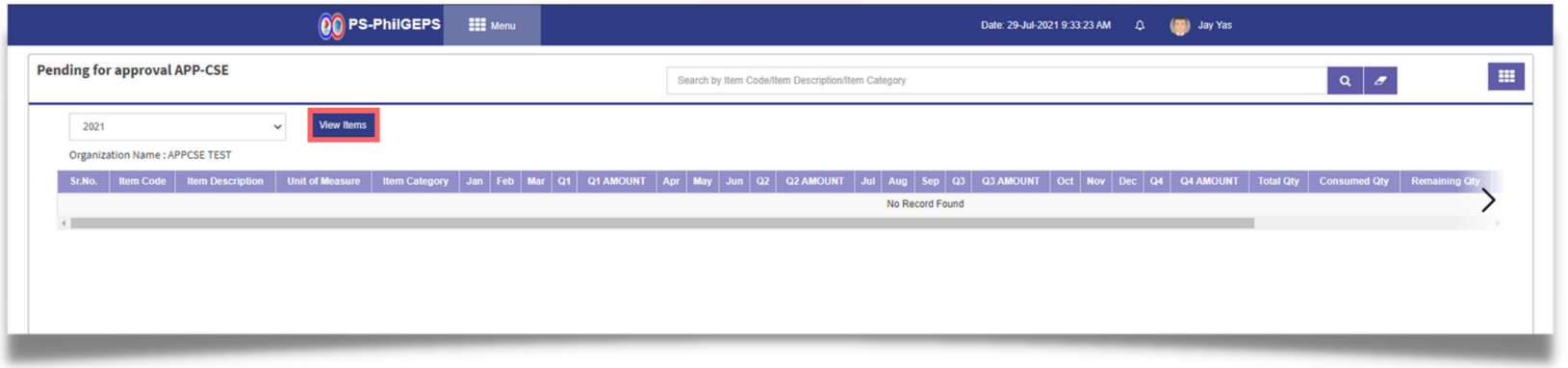


View the Approved APP-CSE

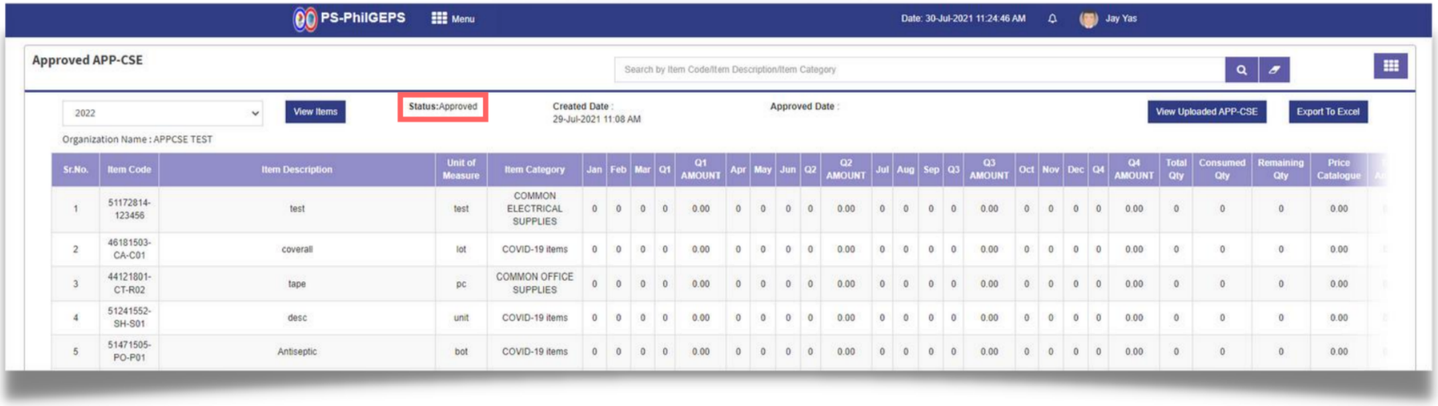
5. Select Annual Year



6. Click View Items button



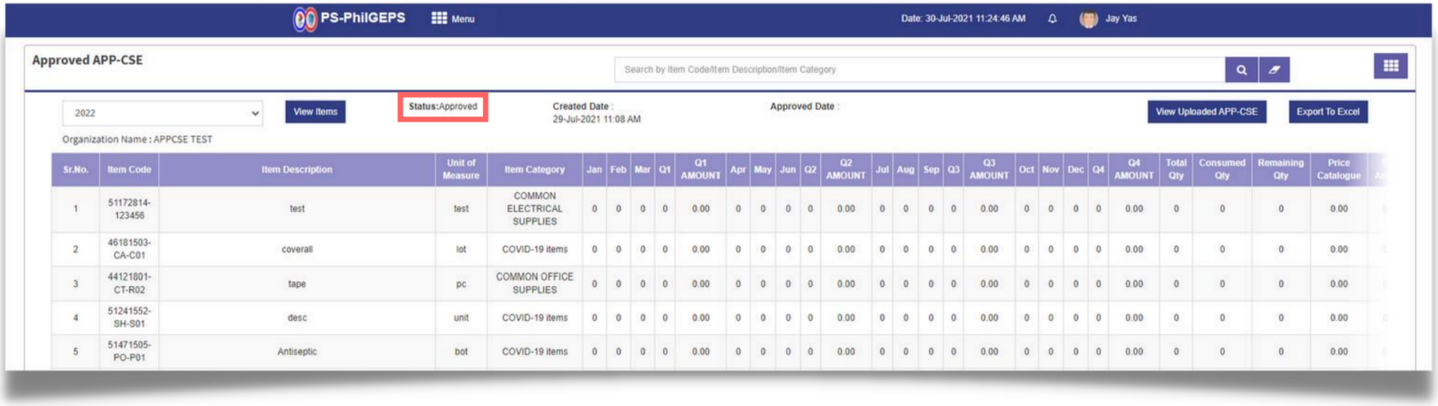
7. The system will display the approved APP-CSE and will show Approved Status



Sr.No.	Item Code	Item Description	Unit of Measure	Item Category	Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sep	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Qty	Consumed Qty	Remaining Qty	Price Catalogue
1	51172814-123456	test	test	COMMON ELECTRICAL SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
2	46181503-CA-C01	coverall	lot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
3	44121801-CT-R02	tape	pc	COMMON OFFICE SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
4	51241552-SH-S01	desc	unit	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
5	51471505-PO-P01	Antiseptic	bot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00

UPLOAD SUPPLEMENTAL APP-CSE

1. Login using the APP-CSE Uploader account

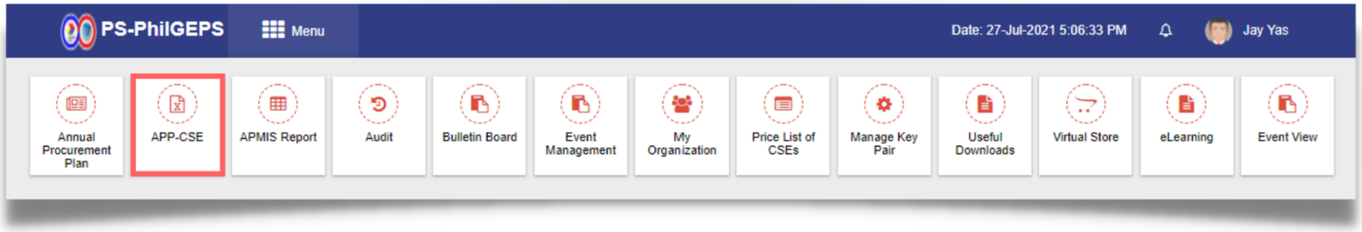


Sr.No.	Item Code	Item Description	Unit of Measure	Item Category	Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sep	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Qty	Consumed Qty	Remaining Qty	Price Catalogue
1	51172814-123456	test	test	COMMON ELECTRICAL SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
2	46181503-CA-C01	coverall	lot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
3	44121801-CT-R02	tape	pc	COMMON OFFICE SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
4	51241552-SH-S01	desc	unit	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
5	51471505-PO-P01	Antiseptic	bot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00

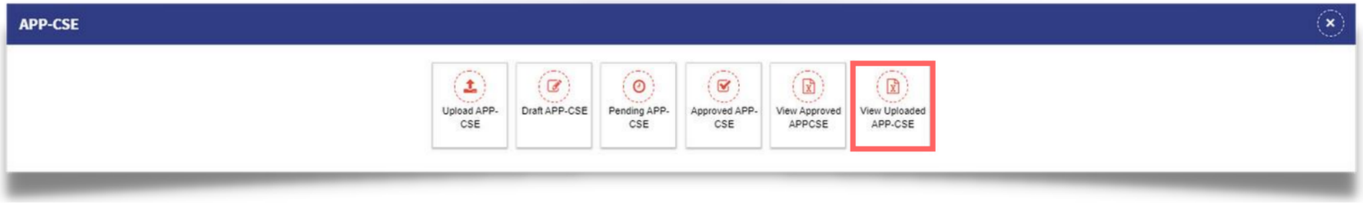
2. Click Menu



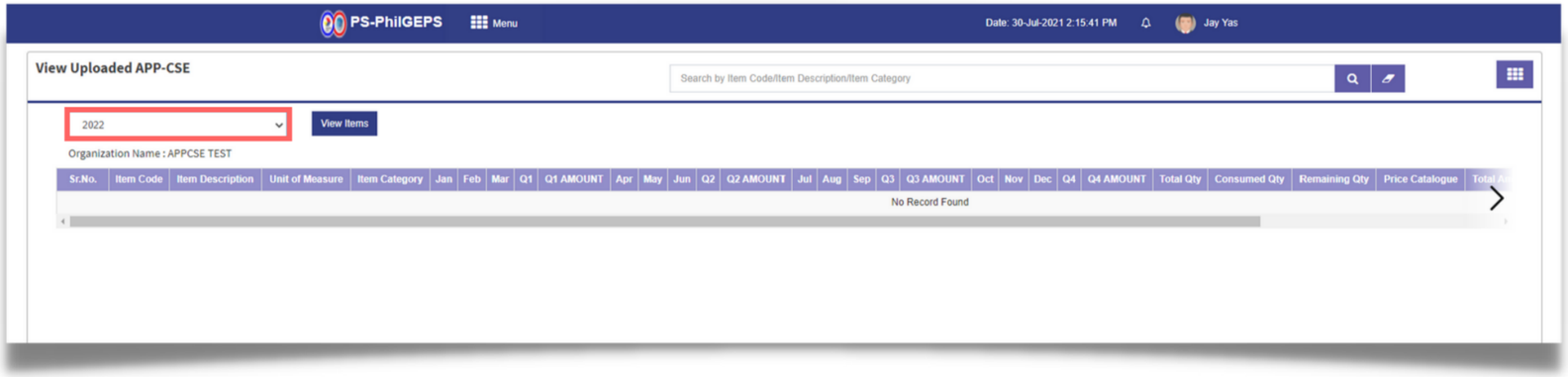
3. Click APP-CSE menu



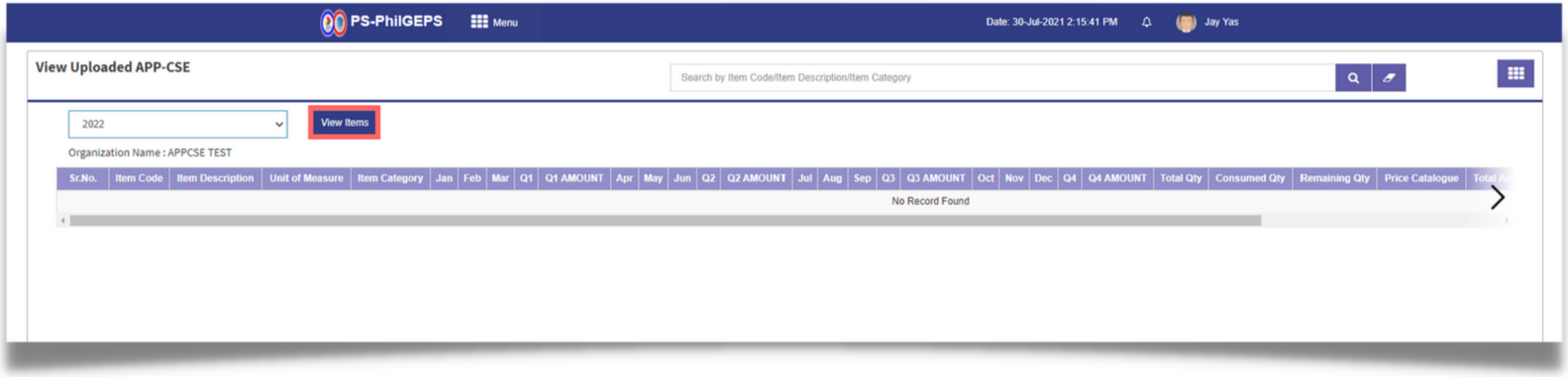
4. Click View Uploaded APP-CSE submenu



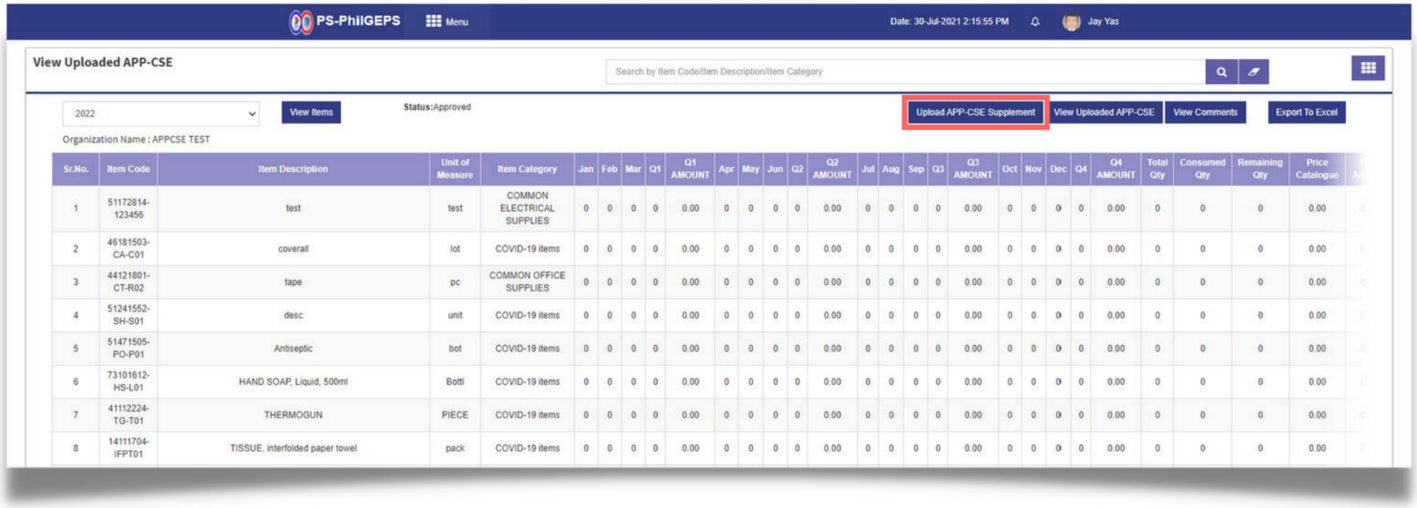
5. Select Annual Year



6. Click View Items button

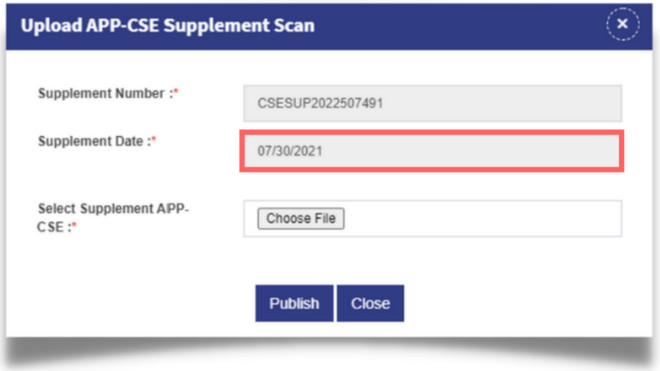


7. Click the Upload APP-CSE Supplement button

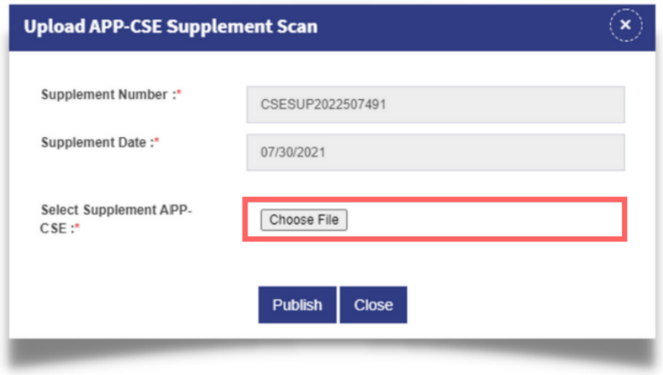


Sr.No.	Item Code	Item Description	Unit of Measure	Item Category	Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sep	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Qty	Consumed Qty	Remaining Qty	Price Catalogue
1	51172814-123456	test	test	COMMON ELECTRICAL SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
2	46181503-CA-C01	coverall	lot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
3	44121801-CT-R02	tape	pc	COMMON OFFICE SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
4	51241552-SH-S01	desc	unit	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
5	51471505-PO-P01	Antiseptic	bot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
6	73101612-HS-L01	HAND SOAP, Liquid, 500ml	Bottl	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
7	41112224-TG-T01	THERMOGUN	PIECE	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
8	14111704-IFPT01	TISSUE, interfolded paper towel	pack	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00

8. Select the Supplement Date



9. Click Choose File, then attach the Supplemental APP-CSE file to be uploaded



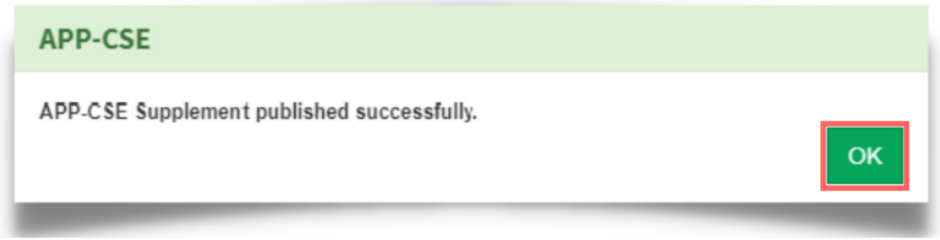
10. Click the Publish button



11. Click the YES button and wait for the APP-CSE file to finish uploading



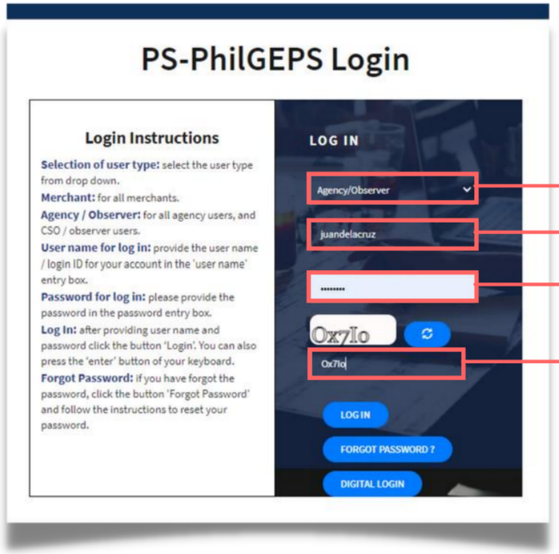
12. Click the OK button to dismiss the confirmation message



EDIT APP-CSE

Edit APP-CSE

1. Login using the APP-CSE Uploader account



Select **Agency/Observer**

Input **User Name**

Input **Password**

Copy the generated **Captcha**

Who is the APP-CSE Uploader?

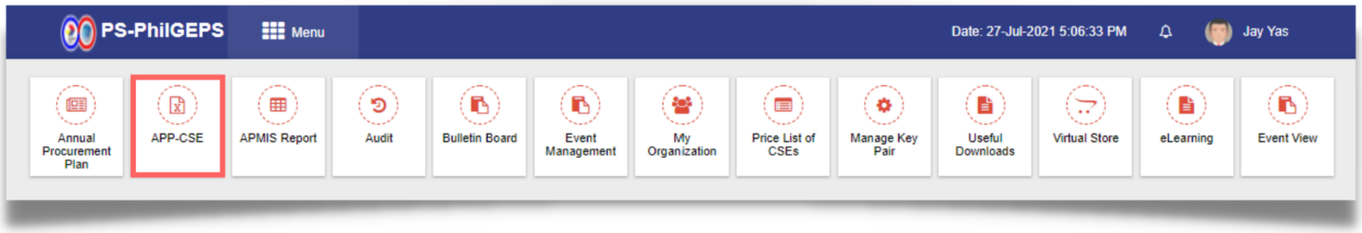
A person authorized by the Agency to be responsible for uploading the APP-CSE and editing the details of the APP-CSE in the mPhilGEPS.

Edit APP-CSE

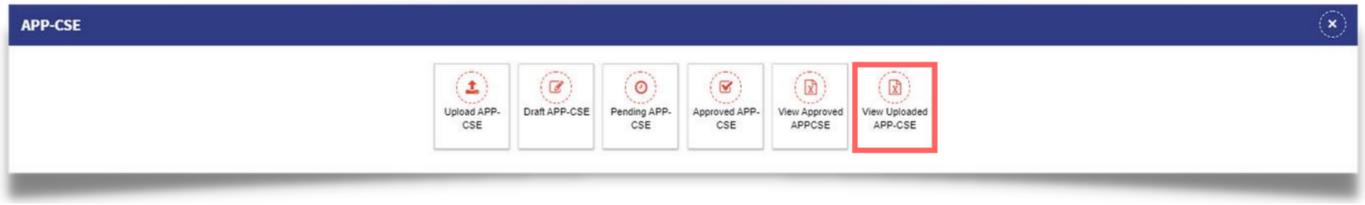
2. Click Menu



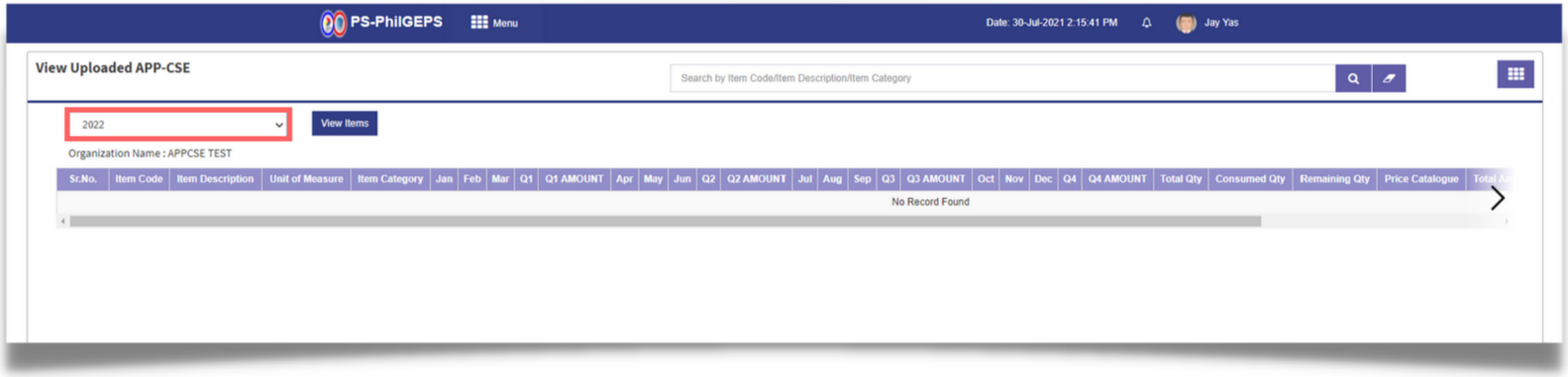
3. Click APP-CSE menu



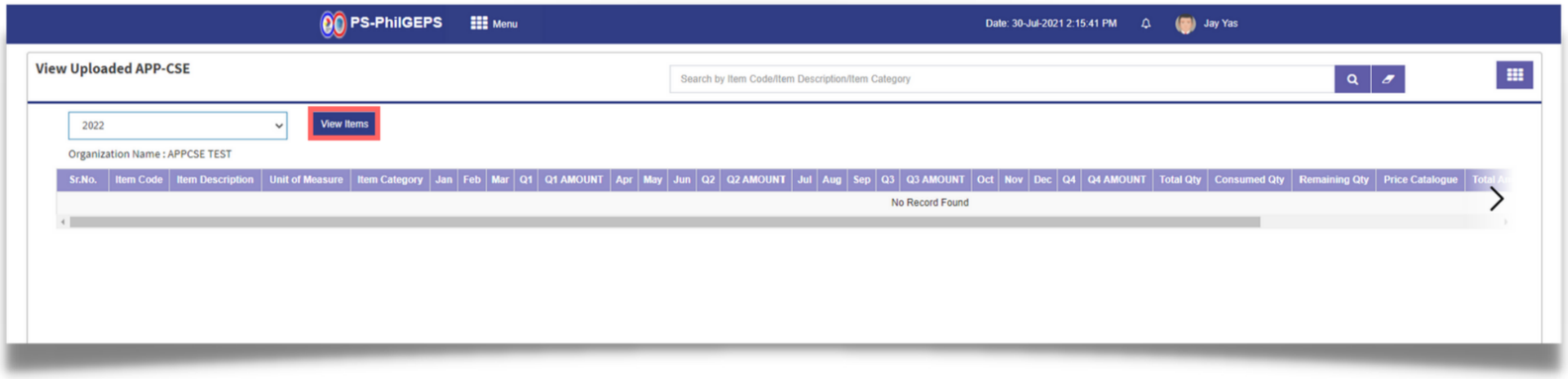
4. Click the View Uploaded APP-CSE submenu



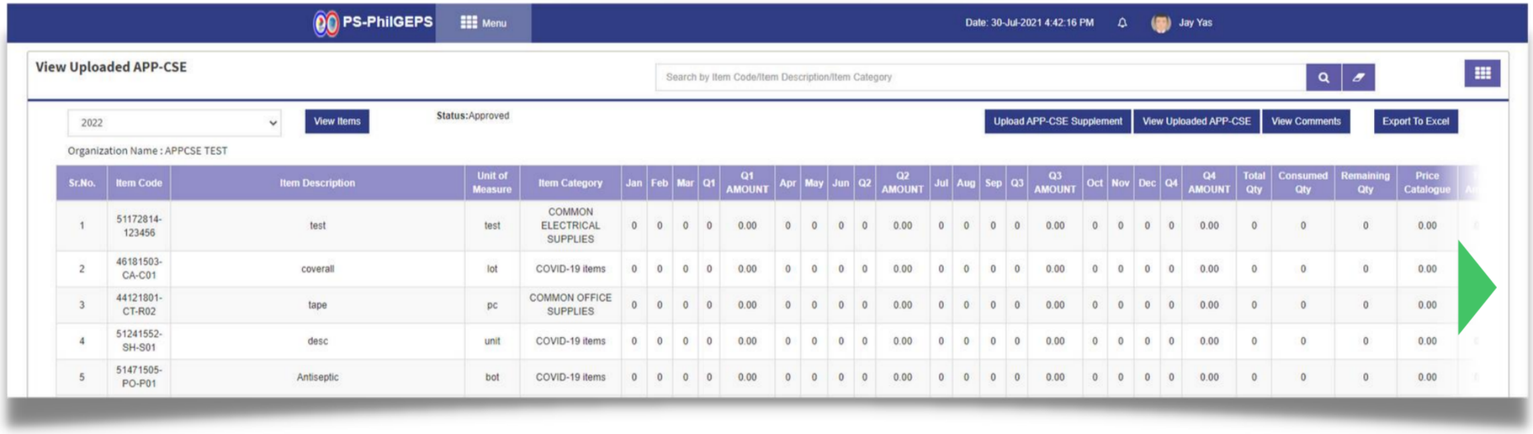
5. Select Annual Year



6. Click View Items button

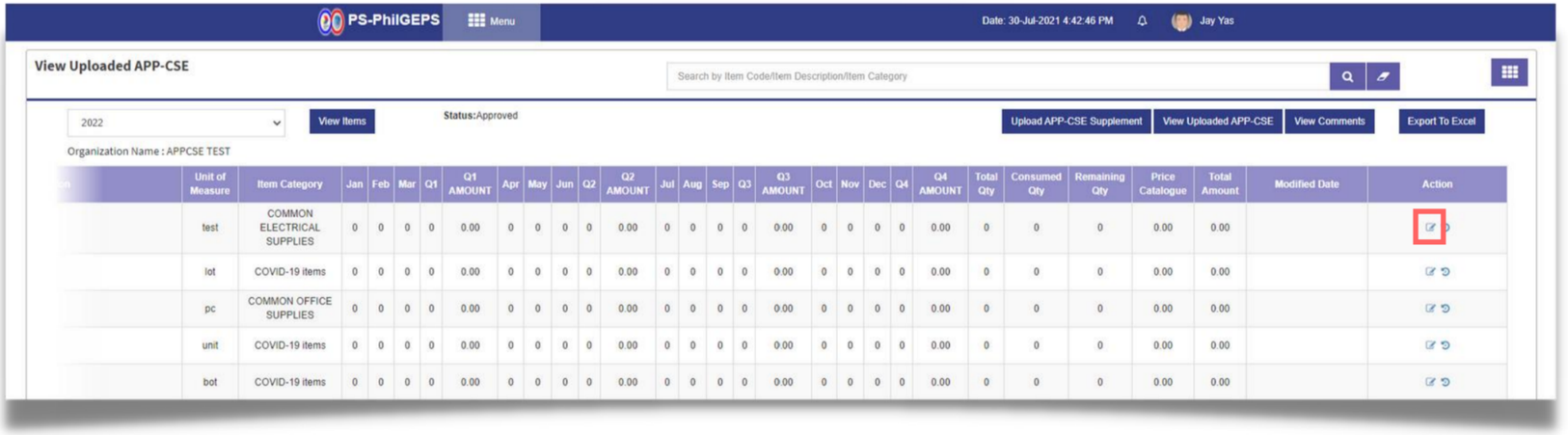


7. Scroll to the rightmost part of the page



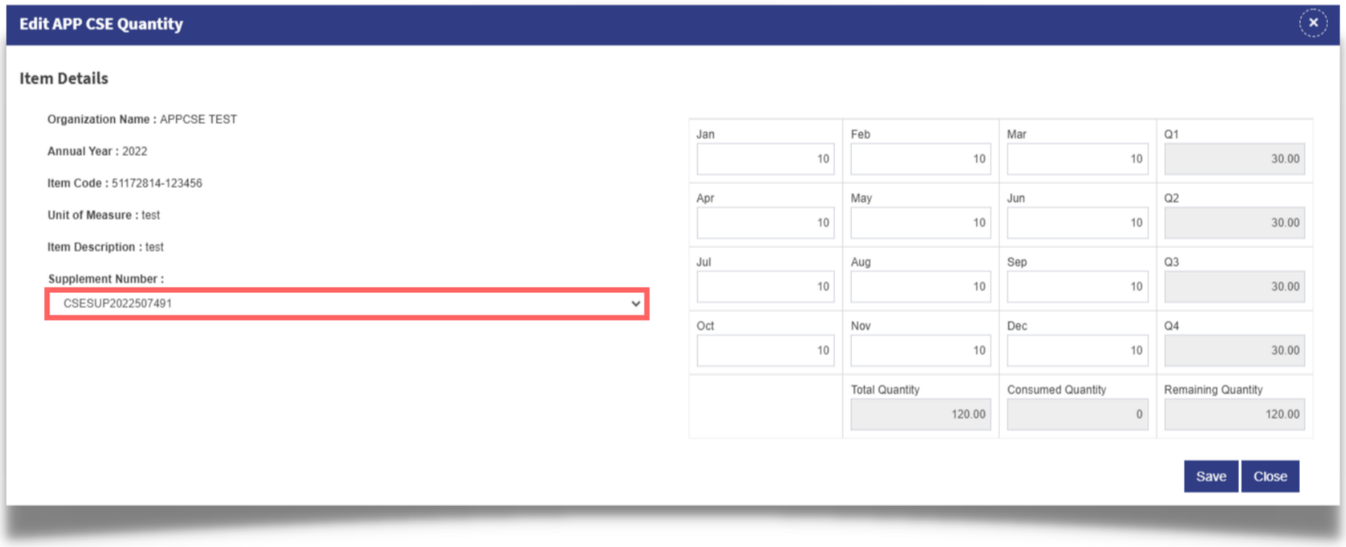
Sr.No.	Item Code	Item Description	Unit of Measure	Item Category	Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sep	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Qty	Consumed Qty	Remaining Qty	Price Catalogue
1	51172814-123456	test	test	COMMON ELECTRICAL SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
2	46181503-CA-C01	coverall	lot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
3	44121801-CT-R02	tape	pc	COMMON OFFICE SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
4	51241552-SH-S01	desc	unit	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
5	51471505-PO-P01	Antiseptic	bot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00

8. Click Edit Quantity icon

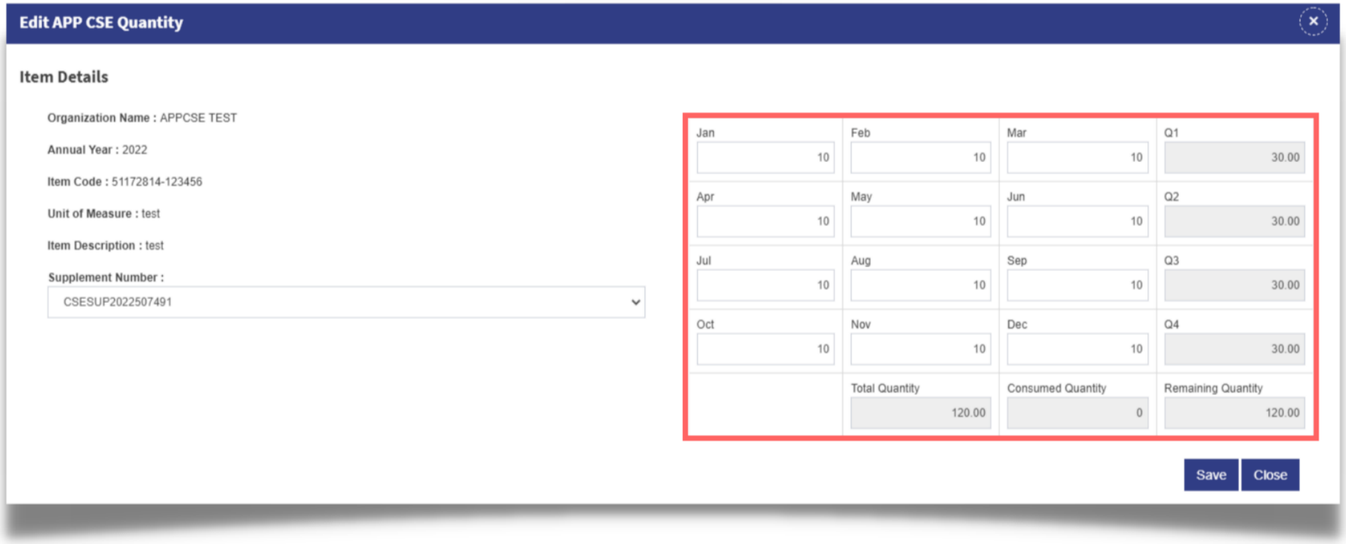


Unit of Measure	Item Category	Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sep	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Qty	Consumed Qty	Remaining Qty	Price Catalogue	Total Amount	Modified Date	Action
test	COMMON ELECTRICAL SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		
lot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		
pc	COMMON OFFICE SUPPLIES	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		
unit	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		
bot	COVID-19 items	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00		

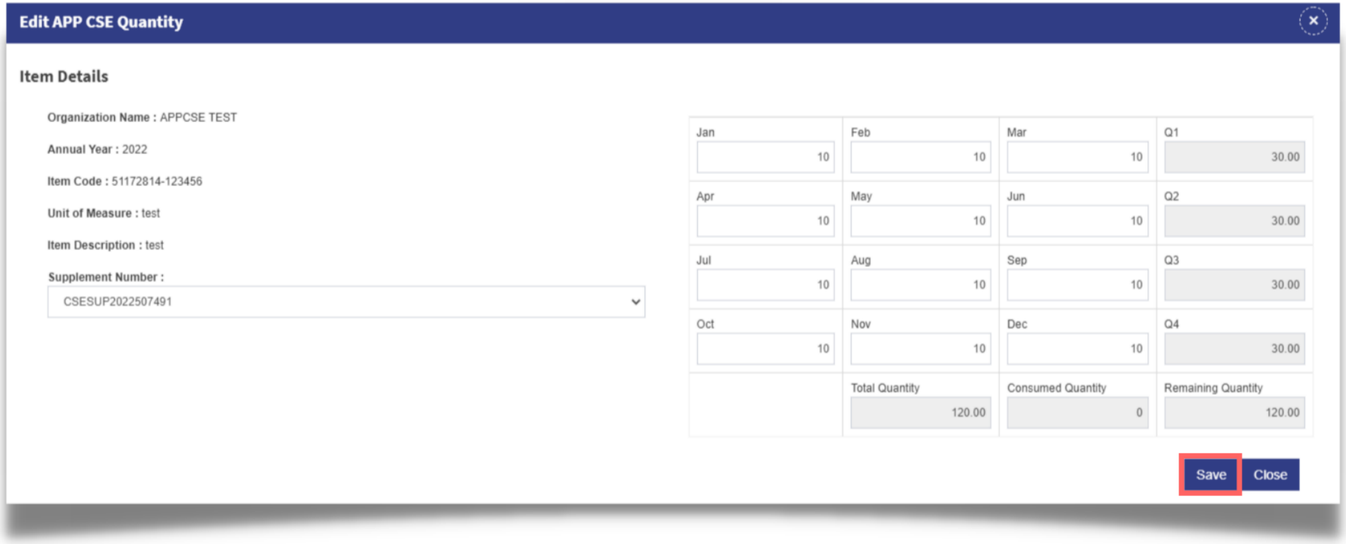
9. Select the Uploaded Supplemental APP-CSE



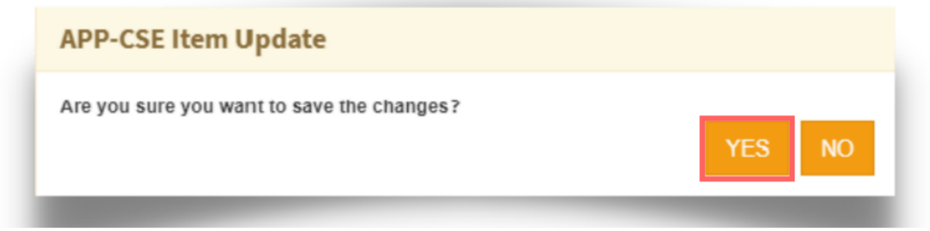
10. Update the Quantity based on the uploaded Supplemental APP-CSE



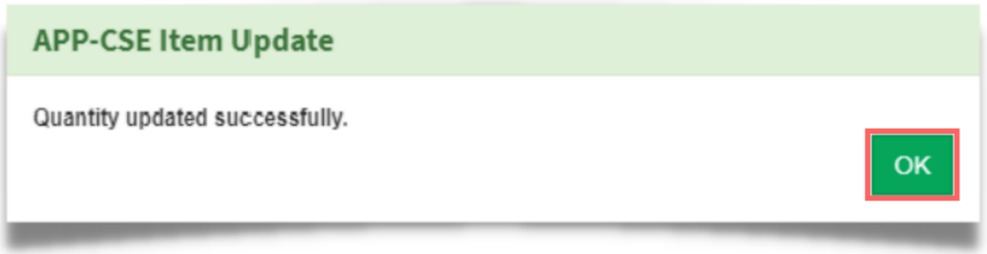
11. Click the Save button



12. Click the YES button and wait for the changes to load



13. Click the OK button to dismiss the confirmation message



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