

# APP-CSE

User Manual



# Topics

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# Topics

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Download  
APP-CSE Template

1

1

Go to <https://www.philgeps.gov.ph/>

**2** Click **LOGIN**



### 3 Select **Agency/Observer**, input **Credentials** and **Captcha** then click **LOG IN**

The screenshot shows the PS-PhilGEPS Login interface. On the left, there are 'Login Instructions' detailing user types and login steps. On the right, the 'LOG IN' form includes a dropdown menu for user type, text boxes for username and password, a captcha image, a captcha input box, and buttons for 'LOG IN', 'FORGOT PASSWORD?', and 'DIGITAL LOGIN'. Red boxes and arrows highlight the dropdown menu, username field, password field, captcha image, and captcha input box, with corresponding text labels to the right.

**PS-PhilGEPS Login**

**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**

Agency/Observer

juandelacruz

.....

Ox7Io

Ox7Io

LOG IN

FORGOT PASSWORD ?

DIGITAL LOGIN

Select **Agency/Observer**

Input **User Name**

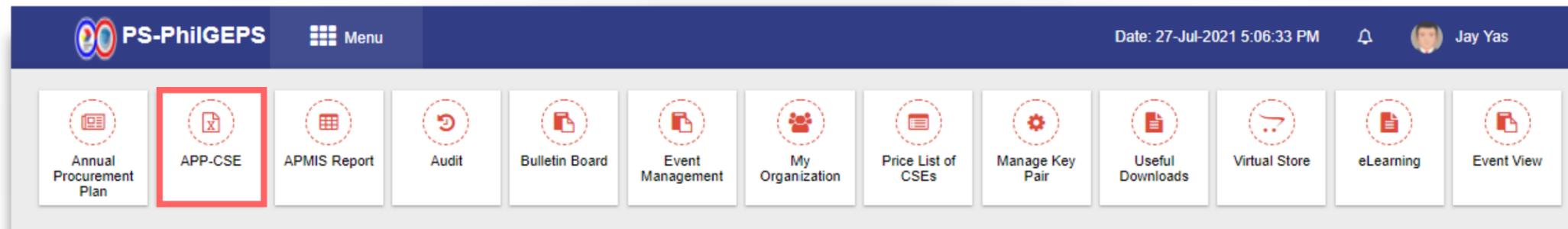
Input **Password**

Copy the generated **Captcha**

**4** Click **Menu**



**5** Click **APP-CSE**



**7** Click **Upload APP-CSE** Submenu



8

Click the **Link** to download the template

Select Annual Year\* :

Select File\* :  
(File with extension .xlsx is allowed)

- [Download APP-CSE Template for 2020](#)
- [Download APP-CSE Template for 2021](#)

**Note:** Please check the following conditions in uploading the approved APP-CSE.

1. Use the prescribed Excel template that can be downloaded in the link provided.
2. No formulas should be used with reference to another worksheet or workbook.
3. No changes shall be made in the Item Codes. APP-CSE Template has the approved item codes registered in the system.
3. APP-CSE details should be the first worksheet in the file to be uploaded.
4. No Macros should be included in the Excel file.

Upload  
APP-CSE

2

**1** Login using the **APP-CSE Uploader** account

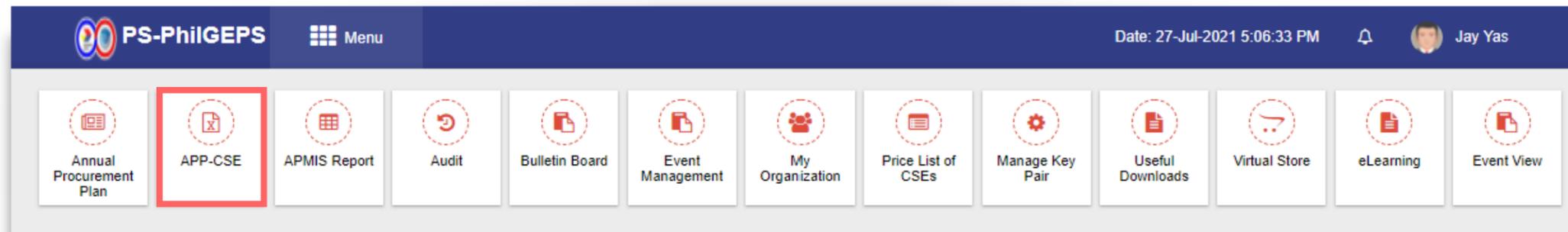
The screenshot shows the 'PS-PhilGEPS Login' interface. On the left, there are 'Login Instructions' detailing user types (Merchant, Agency/Observer), login ID requirements, password rules, and instructions for logging in and recovering a password. On the right, the 'LOG IN' form includes a dropdown menu for user type (set to 'Agency/Observer'), a text input for the username ('juandelacruz'), a masked password input, a captcha image ('Ox7Io') with a refresh button, and a text input for the captcha ID ('Ox7Id'). Below the form are buttons for 'LOG IN', 'FORGOT PASSWORD?', and 'DIGITAL LOGIN'. Red arrows point from the form fields to the following labels: 'Select Agency/Observer', 'Input User Name', 'Input Password', and '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.

**2** Click **Menu**



**3** Click **APP-CSE**



**4** Click **Upload APP-CSE** Submenu



## 5

## Select Annual Year

Select Annual Year\* :

Select File\* :  
(File with extension .xlsx is allowed)

- [Download APP-CSE Template for 2020](#)
- [Download APP-CSE Template for 2021](#)

**Note:** Please check the following conditions in uploading the approved APP-CSE.

1. Use the prescribed Excel template that can be downloaded in the link provided.
2. No formulas should be used with reference to another worksheet or workbook.
3. No changes shall be made in the Item Codes. APP-CSE Template has the approved item codes registered in the system.
3. APP-CSE details should be the first worksheet in the file to be uploaded.
4. No Macros should be included in the Excel file.

6

Click **Choose File**, then attach the accomplished APP-CSE file to be uploaded

Select Annual Year\* :

Select File\* :

(File with extension .xlsx is allowed)

- [Download APP-CSE Template for 2020](#)
- [Download APP-CSE Template for 2021](#)

**Note:** Please check the following conditions in uploading the approved APP-CSE.

1. Use the prescribed Excel template that can be downloaded in the link provided.
2. No formulas should be used with reference to another worksheet or workbook.
3. No changes shall be made in the Item Codes. APP-CSE Template has the approved item codes registered in the system.
3. APP-CSE details should be the first worksheet in the file to be uploaded.
4. No Macros should be included in the Excel file.

7

Click **Upload APP-CSE** button

Select Annual Year\* :

Select File\* :  
(File with extension .xlsx is allowed)

- [Download APP-CSE Template for 2020](#)
- [Download APP-CSE Template for 2021](#)

**Note:** Please check the following conditions in uploading the approved APP-CSE.

1. Use the prescribed Excel template that can be downloaded in the link provided.
2. No formulas should be used with reference to another worksheet or workbook.
3. No changes shall be made in the Item Codes. APP-CSE Template has the approved item codes registered in the system.
3. APP-CSE details should be the first worksheet in the file to be uploaded.
4. No Macros should be included in the Excel file.

8

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

### Upload APP-CSE

Are you sure you want to continue to upload the APP CSE?

YES

NO

9

Click the **OK** button to dismiss the confirmation message

MGEPS

APP-CSE Template uploaded successfully.

OK

Send APP-CSE  
for Approval

3

# 1 Login using the APP-CSE Uploader account

**PS-PhilGEPS Login**

**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**

Agency/Observer

juandelacruz

.....

Ox7Io

Ox7Id

LOG IN

FORGOT PASSWORD ?

DIGITAL LOGIN

Select Agency/Observer

Input User Name

Input Password

Copy the generated Captcha

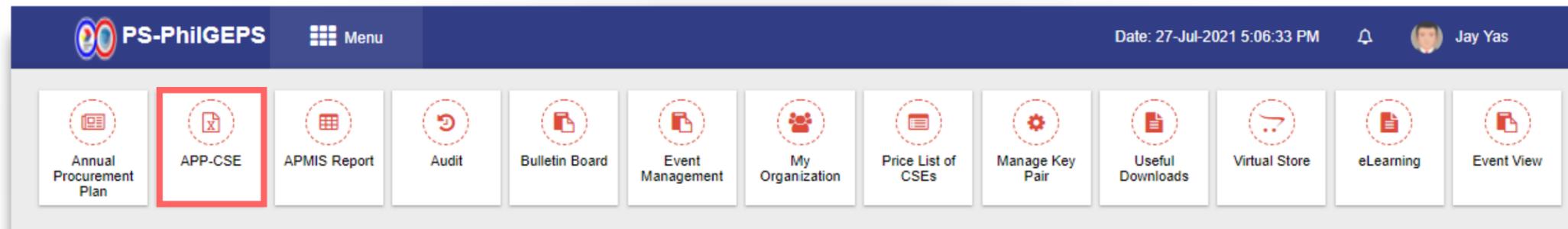
## Who is the APP-CSE Uploader?

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.

**2** Click **Menu**



**3** Click **APP-CSE** menu



**4** Click **Draft APP-CSE** submenu



5

## Select Annual Year

PS-PhilGEPS Menu Date: 29-Jul-2021 9:33:23 AM Jay Yas

Pending for approval APP-CSE

Search by Item Code/Item Description/Item Category

2021 View Items

Organization Name : APPCSE TEST

| 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 |
|-----------------|-----------|------------------|-----------------|---------------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----------|--------------|---------------|
| No Record Found |           |                  |                 |               |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |           |              |               |

6 Click **View Items** button to display the Draft APP-CSE page of the selected year

PS-PhilGEPS Menu Date: 29-Jul-2021 9:33:23 AM Jay Yas

Pending for approval APP-CSE

Search by Item Code/Item Description/Item Category

2021 View Items

Organization Name : APPCSE TEST

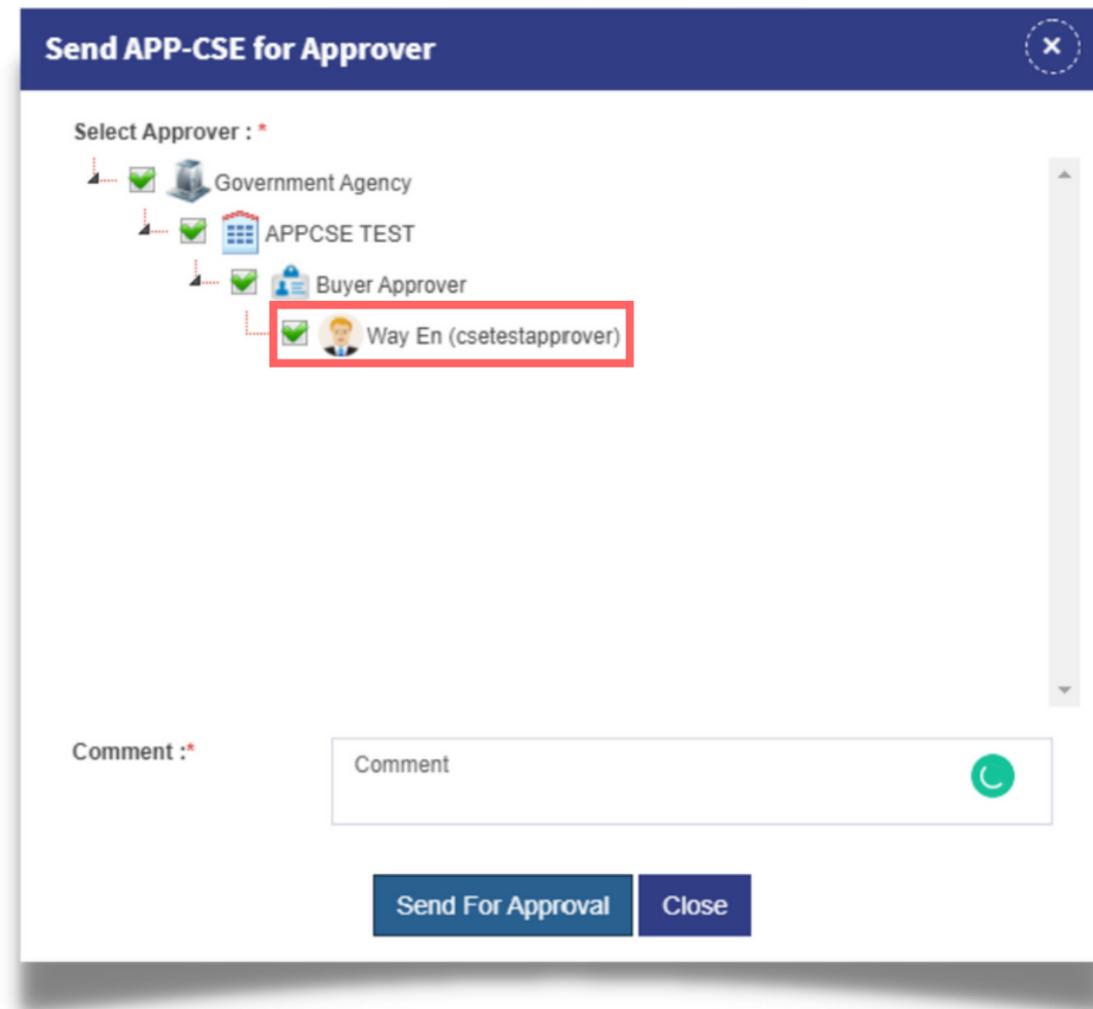
| Sr.No.          | Item Code | Item Description | Unit of Measure | Item Category | Jan | Feb | Mar | Q1 | Q1 AMOUNT | Apr | May | Jun | Q2 | Q2 AMOUNT | Jul | Aug | Sep | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT | Total Qty | Consumed Qty | Remaining Qty |
|-----------------|-----------|------------------|-----------------|---------------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----------|--------------|---------------|
| No Record Found |           |                  |                 |               |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |           |              |               |

**7** Click **Send for Approval** button

The screenshot shows the 'Draft APP-CSE' interface. At the top, there is a header with the PS-PhIGEPS logo, a 'Menu' button, the date '28-Jul-2021 11:03:08 AM', and the user 'Jay Yas'. Below the header, there is a search bar and a dropdown menu set to '2021'. A 'View Items' button is visible, along with the status 'status:Draft'. On the right side, there are three buttons: 'Send for approval' (highlighted with a red border), 'View Comments', and 'Export To Excel'. Below these buttons, the organization name is 'APPCE TEST'. The main part of the interface is a table with the following columns: Sr.No., Item Code, Item Description, Unit of Measure, Item Category, and monthly columns from Jan to Dec, followed by Q1, Q2, Q3, Q4 AMOUNT, Total Qty, Consumed Qty, Remaining Qty, Price Catalogue, and an 'Am' column. The table contains five rows of data, all with zero values for quantities and amounts.

| 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 | Am |
|--------|-----------------|------------------|-----------------|----------------------------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----------|--------------|---------------|-----------------|----|
| 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            | 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            | 0             | 0.00            | 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            | 0             | 0.00            | 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            | 0             | 0.00            | 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            | 0             | 0.00            | 0  |

**8** Select the Approver



**9 Add Comments**

The screenshot shows a dialog box titled "Send APP-CSE for Approver" with a close button in the top right corner. The main content area is titled "Select Approver : \*". It contains a tree view of approvers: "Government Agency" (with a folder icon), "APPCSE TEST" (with a folder icon), "Buyer Approver" (with a person icon), and "Way En (csetestapprover)" (with a person icon). Below the tree view is a "Comment :\*" field with a text input area containing the word "Comment" and a green circular icon with a white checkmark. At the bottom of the dialog are two buttons: "Send For Approval" and "Close".

**10** Click **Send For Approval** button

**Send APP-CSE for Approver**

Select Approver : \*

- Government Agency
  - APPCSE TEST
    - Buyer Approver
      - Way En (csetestapprover)

Comment :\*

Comment

**Send For Approval** Close

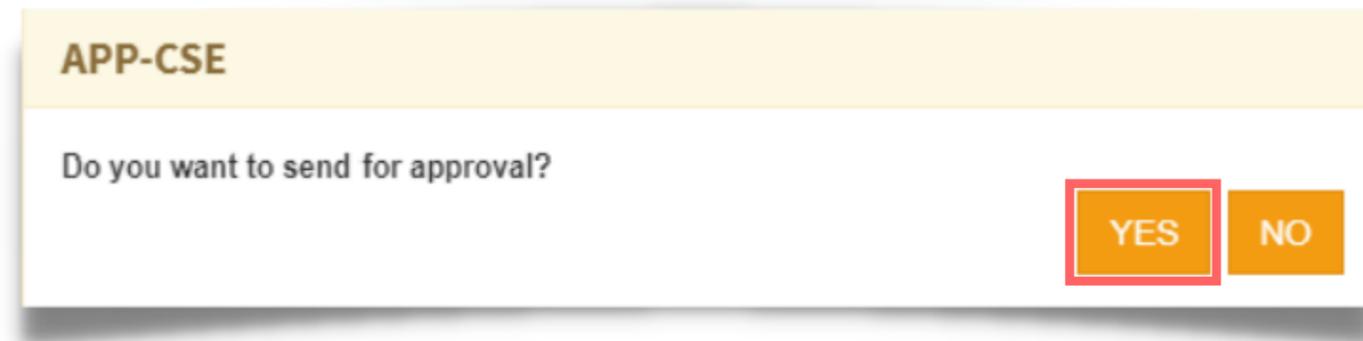
11

Click the **YES** button to confirm

APP-CSE

Do you want to send for approval?

YES NO



**12** Click the **OK** button to dismiss the confirmation message



# Recall of Uploaded APP-CSE

**Note:** 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.

**1** Login using the **APP-CSE Uploader** account

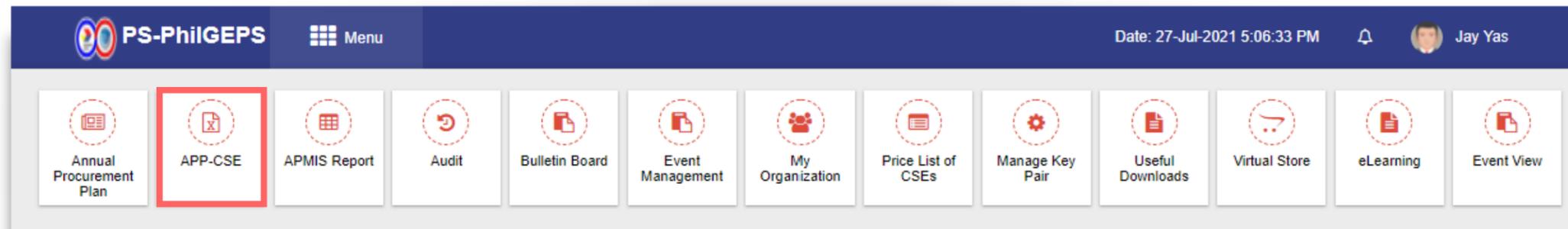
The screenshot shows the PS-PhilGEPS Login interface. On the left, there are 'Login Instructions' detailing user types (Merchant, Agency/Observer), login ID requirements, password rules, and buttons for 'Log In', 'Forgot Password', and 'Digital Login'. On the right, the 'LOG IN' form has four red boxes with arrows pointing to labels: 'Agency/Observer' (dropdown), 'juandelacruz' (username), a masked password field, and '0x71d' (captcha). Below the form are 'LOG IN', 'FORGOT PASSWORD?', and 'DIGITAL LOGIN' buttons.

**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.

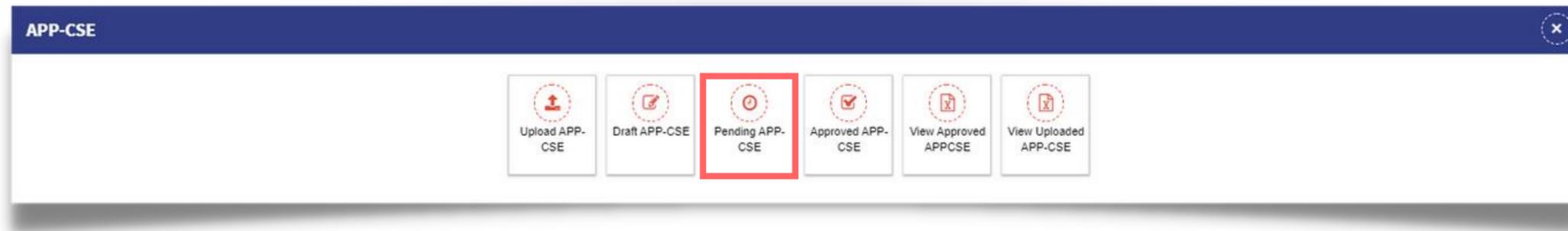
**2** Click **Menu**



**3** Click **APP-CSE** menu



**4** Click **Pending APP-CSE** submenu



**5** Select Annual Year

The screenshot shows a web application interface for 'Pending for approval APP-CSE'. At the top, there is a navigation bar with the logo 'PS-PhilGEPS', a 'Menu' button, and the date 'Date: 29-Jul-2021 9:33:23 AM' along with a user profile for 'Jay Yas'. Below the navigation bar, there is a search bar with the placeholder text 'Search by Item Code/Item Description/Item Category'. A dropdown menu is open, showing the year '2021' selected, with a 'View Items' button next to it. Below the dropdown, the text 'Organization Name : APPCSE TEST' is displayed. A table with the following columns is shown: 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, and Remaining Qty. The table content is empty, displaying 'No Record Found'.

6

Click **View Items** button

The screenshot displays the PS-PhilGEPS web application interface. At the top, the header includes the PS-PhilGEPS logo, a 'Menu' button, the date 'Date: 29-Jul-2021 9:33:23 AM', and the user name 'Jay Yas'. The main content area is titled 'Pending for approval APP-CSE'. Below the title, there is a search bar with the placeholder text 'Search by Item Code/Item Description/Item Category'. A dropdown menu is set to '2021', and a 'View Items' button is highlighted with a red box. Below the dropdown, the organization name is 'Organization Name : APPCSE TEST'. A table with the following columns is visible: 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, and Remaining Qty. The table currently displays 'No Record Found'.

**7** Click the **Recall** button

The screenshot shows the PS-PhilGEPS interface for 'Pending for approval APP-CSE'. The page includes a search bar, a dropdown menu for the year '2021', and buttons for 'View Items', 'Recall', 'View Comments', and 'Export To Excel'. The 'Recall' button is highlighted with a red box. Below the buttons is a table with columns for item details and monthly/quarterly amounts.

| 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 Comments

**APP-CSE Recall** ✕

Comment :\*

Comment G

Recall Close

**9** Click the **YES** button to confirm

**APP-CSE**

Do you want to recall the APP-CSE?

**YES** **NO**

**10** Click the **OK** button to dismiss the confirmation message



Approve  
Uploaded APP-CSE

4

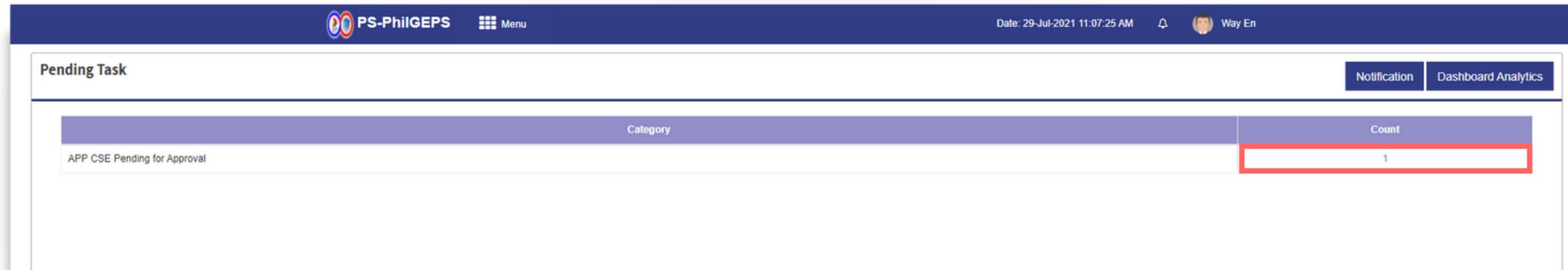
**1** Login using the **APP-CSE Approver** account

The screenshot shows the 'PS-PhilGEPS Login' interface. On the left, there are 'Login Instructions' detailing user types (Merchant, Agency/Observer), login ID requirements, password entry, and buttons for 'Log In' and 'Forgot Password?'. On the right, the 'LOG IN' form includes a dropdown menu for 'Agency/Observer', a text input for 'csetestapprover', a password input field, a CAPTCHA image with the text 'MBuN6g', and a 'LOG IN' button. Red arrows point from the form fields to text labels: 'Agency/Observer' to 'Select Agency/Observer', 'csetestapprover' to 'Input User Name', the password field to 'Input Password', and the CAPTCHA to '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.

2

On the Pending Task page, click the **Number Link**



The screenshot displays the 'Pending Task' page of the PS-PhilGEPS system. The page header includes the PS-PhilGEPS logo, a 'Menu' button, the date '29-Jul-2021 11:07:25 AM', and the user 'Way En'. The main content area shows a table with the following data:

| Category                     | Count |
|------------------------------|-------|
| APP CSE Pending for Approval | 1     |

The 'Count' cell for the 'APP CSE Pending for Approval' row is highlighted with a red border, indicating the 'Number Link' mentioned in the instruction.

**3** Select Annual Year

PS-PhilGEPS Menu Date: 29-Jul-2021 11:07:40 AM Way En

Pending for approval APP-CSE Search by Item Code/Item Description/Item Category

2021 View Items

Organization Name : APPCSE TEST

| 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 |
|-----------------|-----------|------------------|-----------------|---------------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----------|--------------|---------------|
| No Record Found |           |                  |                 |               |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |           |              |               |

4

Click **View Items** button

The screenshot displays the PS-PhilGEPS web application interface. At the top, the header includes the PS-PhilGEPS logo, a menu icon, the date 'Date: 29-Jul-2021 11:07:40 AM', and the user name 'Way En'. The main content area is titled 'Pending for approval APP-CSE' and features a search bar with the placeholder text 'Search by Item Code/Item Description/Item Category'. Below the search bar, there is a dropdown menu showing '2021' and a blue 'View Items' button, which is highlighted with a red rectangular box. Underneath, the 'Organization Name : APPCSE TEST' is displayed. A table with the following columns is shown: 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, and Remaining Qty. The table currently displays 'No Record Found' and has a horizontal scrollbar.

**5** Click **Approve** button

The screenshot shows the PS-PhilGEPS interface for 'Pending for approval APP-CSE'. The top navigation bar includes the logo, 'Menu', 'Date', and user 'Way En'. Below the header, there is a search bar and a dropdown menu set to '2022'. A 'View Items' button is present, along with the status 'status:Pending for approval'. On the right, there are buttons for 'Approve', 'Send Back', 'View Comments', and 'Export To Excel'. The 'Approve' button is highlighted with a red box. Below this is a table with columns for item details and monthly/quarterly amounts.

| 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

**APP-CSE Approve** ✕

Comment :\*

Select Approved APP-CSE :\*

Choose File

Approve Close

7

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

APP-CSE Approve

Comment :\*

Select Approved APP-CSE :\*

Choose File

Approve Close

## File type supported

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

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

**8** Click **Approve** button

**APP-CSE Approve** ✕

Comment :\*  

Select Approved APP-CSE :\*

1627528126\_APP\_CSE\_Template\_2020\_\_4\_.xlsx X

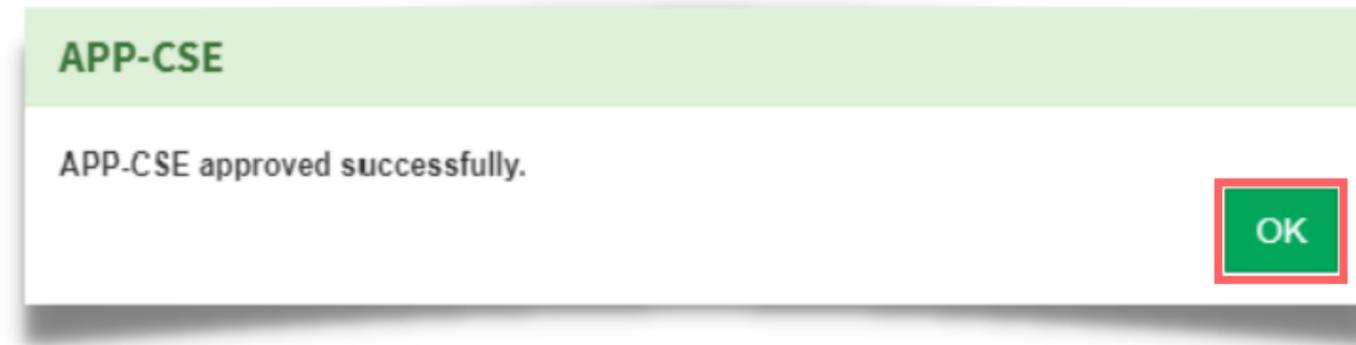
**9** Click the **YES** button to confirm

**APP-CSE**

Do you want to approve the APP-CSE?

**YES** **NO**

**10** Click the **OK** button to dismiss the confirmation message



# Send Back Uploaded APP-CSE

**Note:** The APP-CSE Approver may send back or disapprove the uploaded APP-CSE should there be a need for revision.

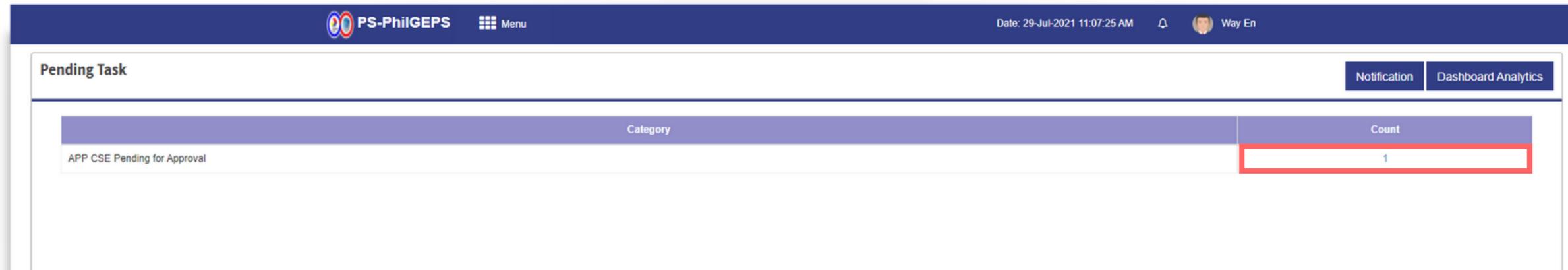
**1** Login using the **APP-CSE Approver** account

The screenshot shows the PS-PhilGEPS Login page. On the left, there are 'Login Instructions' detailing user types (Merchant, Agency/Observer), login ID requirements, password entry, and buttons for 'Log In' and 'Forgot Password?'. On the right, the 'LOG IN' form includes a dropdown menu for 'Agency/Observer', a text input for 'csetestapprover', a password input field, a CAPTCHA image with the text 'MBuN6g', and a 'LOG IN' button. Red arrows point from the form fields to text labels: 'Agency/Observer' to 'Select Agency/Observer', 'csetestapprover' to 'Input User Name', the password field to 'Input Password', and the CAPTCHA to '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.

2

On the Pending Task page, click the **Number Link**



The screenshot displays a web application interface for 'Pending Task'. The header includes the PS-PhilGEPS logo, a 'Menu' icon, the date '29-Jul-2021 11:07:25 AM', and the user name 'Way En'. The main content area features a table with the following data:

| Category                     | Count |
|------------------------------|-------|
| APP CSE Pending for Approval | 1     |

The 'Count' cell containing the value '1' is highlighted with a red border, indicating it is the 'Number Link' mentioned in the instruction.

**3** Select Annual Year

PS-PhilGEPS Menu Date: 29-Jul-2021 11:07:40 AM Way En

Pending for approval APP-CSE Search by Item Code/Item Description/Item Category

2021 View Items

Organization Name : APPCSE TEST

| 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 |
|-----------------|-----------|------------------|-----------------|---------------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----------|--------------|---------------|
| No Record Found |           |                  |                 |               |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |           |              |               |

4

Click **View Items** button

The screenshot displays the PS-PhilGEPS web application interface. At the top, there is a dark blue header with the logo, 'PS-PhilGEPS', a 'Menu' icon, the date 'Date: 29-Jul-2021 11:07:40 AM', a notification bell, and the user name 'Way En'. Below the header, the main content area is titled 'Pending for approval APP-CSE'. It features a search bar with the placeholder text 'Search by Item Code/Item Description/Item Category' and a search icon. A dropdown menu is set to '2021', and a red box highlights the 'View Items' button. Below this, the 'Organization Name : APPCSE TEST' is displayed. A table with the following columns is shown: 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, and Remaining Qty. The table currently displays 'No Record Found'.

| 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 |
|-----------------|-----------|------------------|-----------------|---------------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----------|--------------|---------------|
| No Record Found |           |                  |                 |               |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |           |              |               |

**5** Click **Send Back** button

The screenshot shows the PS-PhilGEPS web application interface. At the top, there is a navigation bar with the logo, a menu icon, and the user's name 'Way En'. Below the navigation bar, the page title is 'Pending for approval APP-CSE'. A search bar is present with the placeholder text 'Search by Item Code/Item Description/Item Category'. Below the search bar, there is a dropdown menu showing '2022' and a 'View Items' button. The status is 'status:Pending for approval'. To the right, there are buttons for 'Approve', 'Send Back' (highlighted with a red box), 'View Comments', and 'Export To Excel'. Below this, the organization name is 'Organization Name : APPCSE TEST'. The main content is a table with the following columns: Sr.No., Item Code, Item Description, Unit of Measure, Item Category, and monthly columns from Jan to Dec, followed by Q1 AMOUNT, Q2 AMOUNT, Q3 AMOUNT, Q4 AMOUNT, Total Qty, and Consumed Qty. The table contains five rows of data.

| 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

APP-CSE Send Back

Comment :\*

Comment|

Send Back Close

**7** Click **Send Back** button

APP-CSE Send Back

Comment :\*

Comment|

Send Back Close

8

Click the **YES** button to confirm

**APP-CSE**

Do you want to send back the APP-CSE?

**YES** **NO**

9 Click the **OK** button to dismiss the confirmation message



View Approved  
APP-CSE

5

**1** Login using the **APP-CSE Uploader** account

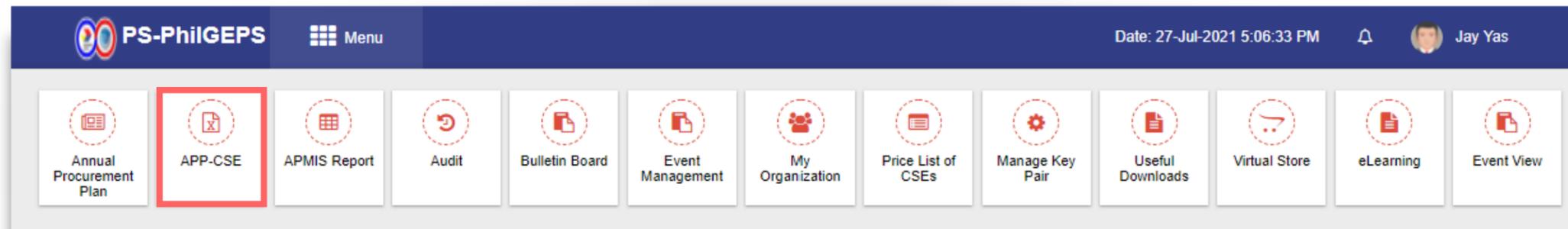
The screenshot shows the PS-PhilGEPS Login interface. On the left, there are 'Login Instructions' detailing user types (Merchant, Agency/Observer), login ID requirements, password rules, and buttons for 'Log In', 'Forgot Password', and 'Digital Login'. On the right, the 'LOG IN' form includes a dropdown menu for user type (set to 'Agency/Observer'), a text input for the username (containing 'juandelacruz'), a password input field, a captcha image (Ox7Io) with a refresh button, and a text input for the captcha ID (containing 'Ox7Id'). Red boxes highlight these fields, with red arrows pointing to labels: 'Select Agency/Observer', 'Input User Name', 'Input Password', and '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.

**2** Click **Menu**



**3** Click **APP-CSE** menu



**4** Click **View Approved APP-CSE** submenu



**5** Select Annual Year

PS-PhilGEPS Menu Date: 29-Jul-2021 9:33:23 AM Jay Yas

Pending for approval APP-CSE

Search by Item Code/Item Description/Item Category

2021 View Items

Organization Name : APPCSE TEST

| 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 |
|-----------------|-----------|------------------|-----------------|---------------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----------|--------------|---------------|
| No Record Found |           |                  |                 |               |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |           |              |               |

6

Click **View Items** button

The screenshot displays the PS-PhilGEPS web application interface. At the top, the header includes the PS-PhilGEPS logo, a 'Menu' button, the date 'Date: 29-Jul-2021 9:33:23 AM', and the user name 'Jay Yas'. The main content area is titled 'Pending for approval APP-CSE'. Below the title, there is a search bar with the placeholder text 'Search by Item Code/Item Description/Item Category'. A dropdown menu is set to '2021', and a red box highlights the 'View Items' button. Below the button, the organization name is listed as 'Organization Name : APPCSE TEST'. A table with the following columns is shown: 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, and Remaining Qty. The table currently displays 'No Record Found'.

| 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 |
|-----------------|-----------|------------------|-----------------|---------------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----------|--------------|---------------|
| No Record Found |           |                  |                 |               |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |           |              |               |

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

PS-PhilGEPS Menu Date: 30-Jul-2021 11:24:46 AM Jay Yas

Approved APP-CSE Search by Item Code/Item Description/Item Category

2022 View Items **Status: Approved** Created Date: 29-Jul-2021 11:08 AM Approved Date: View Uploaded APP-CSE Export To Excel

Organization Name : APPCSE TEST

| 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

6

**1** Login using the **APP-CSE Uploader** account

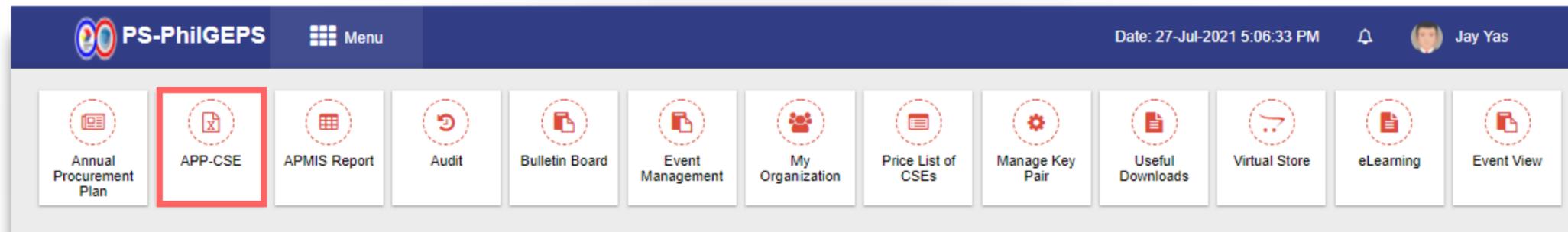
The screenshot shows the 'PS-PhilGEPS Login' page. On the left, there are 'Login Instructions' detailing user types (Merchant, Agency/Observer), login ID requirements, password entry, and buttons for 'LOG IN', 'FORGOT PASSWORD?', and 'DIGITAL LOGIN'. On the right, the 'LOG IN' form has four red boxes with arrows pointing to labels: 'Agency/Observer' (dropdown), 'juandelacruz' (username), a masked password field, and '0x71d' (captcha). The captcha image shows the characters '0x71o'.

**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.

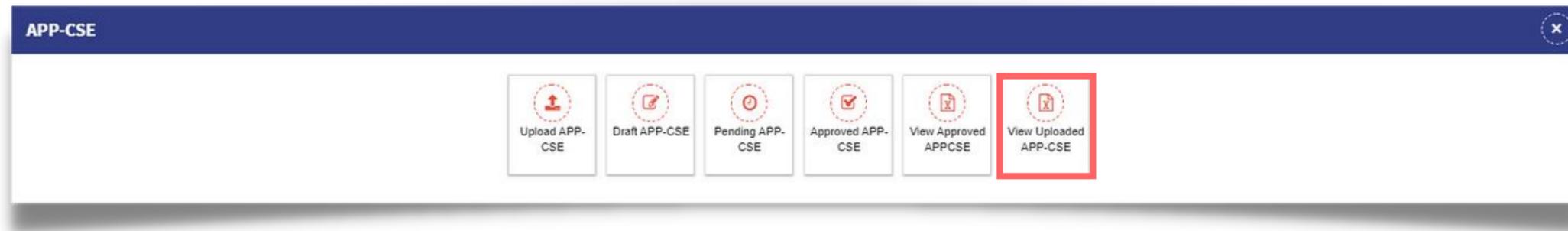
**2** Click **Menu**



**3** Click **APP-CSE** menu



**4** Click **View Uploaded APP-CSE** submenu



**5** Select Annual Year

PS-PhilGEPS Menu Date: 30-Jul-2021 2:15:41 PM Jay Yas

**View Uploaded APP-CSE** Search by Item Code/Item Description/Item Category

2022 View Items

Organization Name : APPCSE TEST

| 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 | Total Am |  |  |
|-----------------|-----------|------------------|-----------------|---------------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----------|--------------|---------------|-----------------|----------|--|--|
| No Record Found |           |                  |                 |               |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |           |              |               |                 |          |  |  |

6

Click **View Items** button

PS-PhilGEPS Menu Date: 30-Jul-2021 2:15:41 PM Jay Yas

View Uploaded APP-CSE

Search by Item Code/Item Description/Item Category

2022 View Items

Organization Name : APPCSE TEST

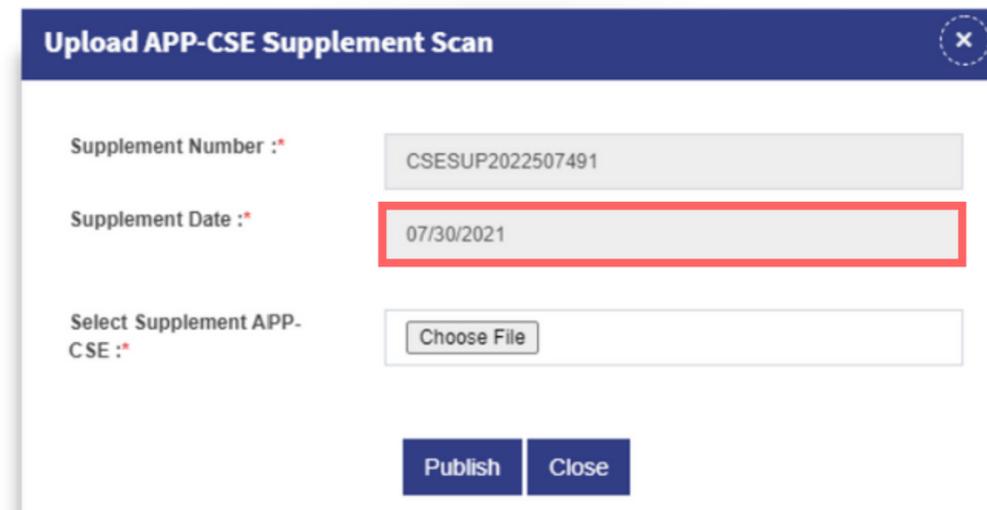
| Sr.No.          | Item Code | Item Description | Unit of Measure | Item Category | Jan | Feb | Mar | Q1 | Q1 AMOUNT | Apr | May | Jun | Q2 | Q2 AMOUNT | Jul | Aug | Sep | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT | Total Qty | Consumed Qty | Remaining Qty | Price Catalogue | Total Am |  |  |
|-----------------|-----------|------------------|-----------------|---------------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----------|--------------|---------------|-----------------|----------|--|--|
| No Record Found |           |                  |                 |               |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |           |              |               |                 |          |  |  |

**7** Click the **Upload APP-CSE Supplement** button

The screenshot shows the PS-PhilGEPS web application interface. At the top, there is a navigation bar with the logo, 'Menu', and user information (Date: 30-Jul-2021 2:15:55 PM, Jay Yas). Below the navigation bar, the page title is 'View Uploaded APP-CSE'. A search bar is present with the placeholder text 'Search by Item Code/Item Description/Item Category'. Below the search bar, there is a dropdown menu set to '2022', a 'View Items' button, and a 'Status: Approved' indicator. The 'Upload APP-CSE Supplement' button is highlighted with a red box. Other buttons include 'View Uploaded APP-CSE', 'View Comments', and 'Export To Excel'. Below these buttons, the organization name is 'APPCE TEST'. The main content is a table with the following columns: Sr.No., Item Code, Item Description, Unit of Measure, Item Category, and monthly columns from Jan to Dec, followed by Q1, Q2, Q3, Q4 AMOUNT, Total Qty, Consumed Qty, Remaining Qty, and Price Catalogue. The table contains 8 rows of data, all with zero values in the monthly and quarterly columns.

| 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**

**Upload APP-CSE Supplement Scan** [Close]

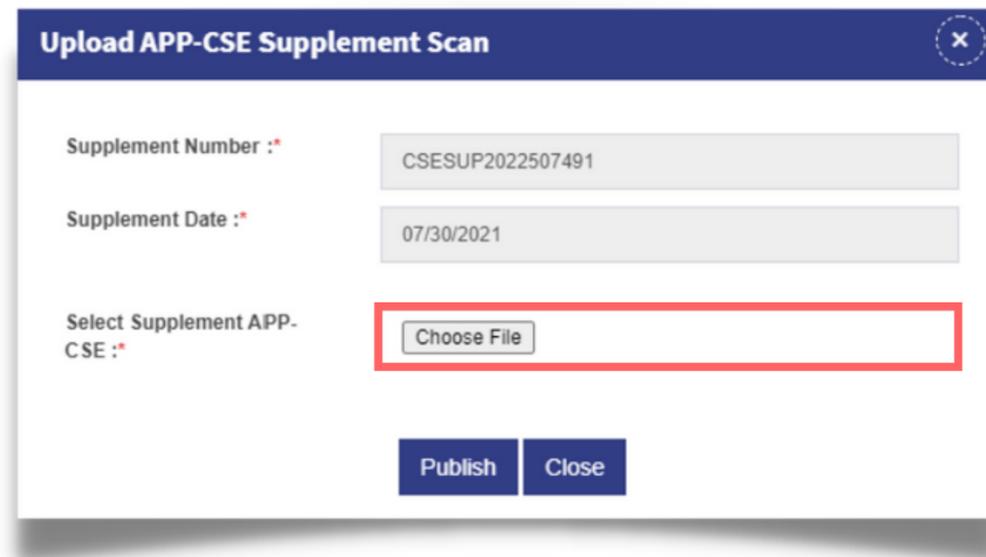
Supplement Number :\* CSESUP2022507491

Supplement Date :\* 07/30/2021

Select Supplement APP-CSE :\* [Choose File]

[Publish] [Close]

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



**Upload APP-CSE Supplement Scan**

Supplement Number :\* CSESUP2022507491

Supplement Date :\* 07/30/2021

Select Supplement APP-CSE :\*

10

Click the **Publish** button

**Upload APP-CSE Supplement Scan**

Supplement Number :\* CSESUP2022507491

Supplement Date :\* 07/30/2021

Select Supplement APP-CSE :\* Choose File

1627625802\_APP\_CSE\_Template\_2020\_\_4\_.xlsx X

Publish Close

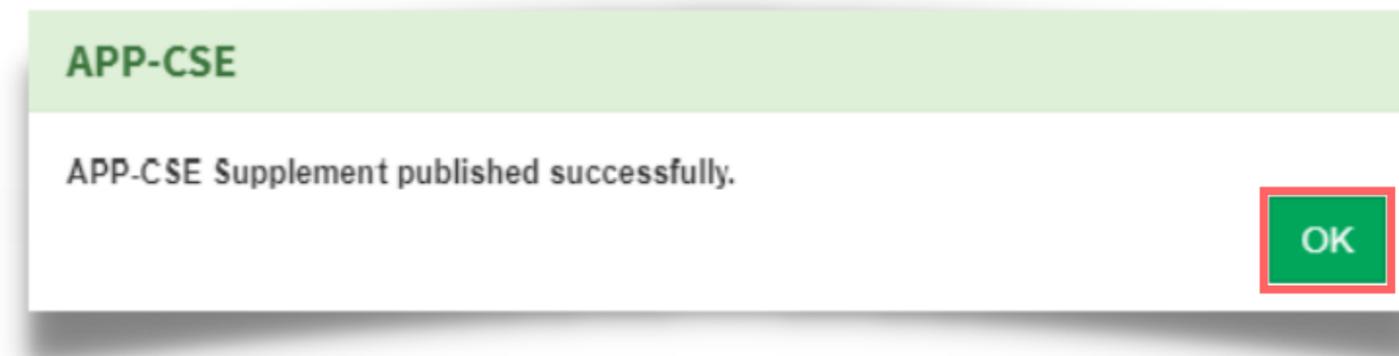
**11**

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

**APP-CSE**

Do you want to publish the APP-CSE Supplement ?

**12** Click the **OK** button to dismiss the confirmation message



Edit APP-CSE

7

# 1 Login using the APP-CSE Uploader account

**PS-PhilGEPS Login**

**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**

Agency/Observer

juandelacruz

.....

Ox7Io

Ox7Id

LOG IN

FORGOT PASSWORD ?

DIGITAL LOGIN

Select Agency/Observer

Input User Name

Input Password

Copy the generated Captcha

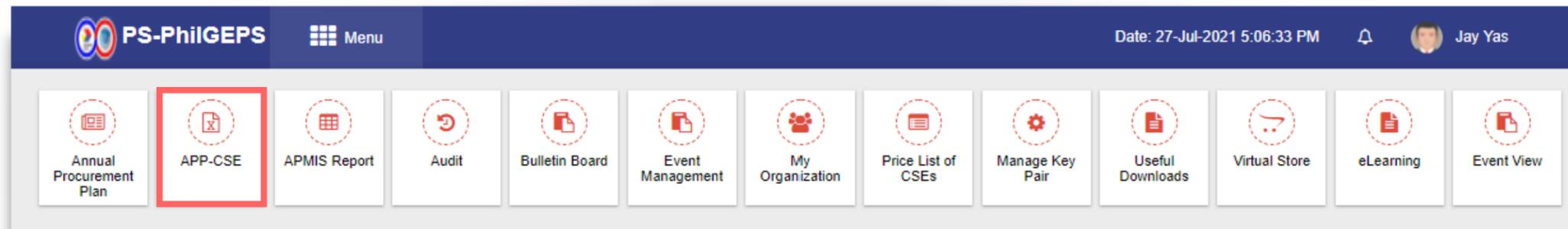
## Who is the APP-CSE Uploader?

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.

**2** Click **Menu**



**3** Click **APP-CSE** menu



4

Click the **View Uploaded APP-CSE** submenu

5

## Select Annual Year

PS-PhilGEPS Menu Date: 30-Jul-2021 2:15:41 PM Jay Yas

View Uploaded APP-CSE

Search by Item Code/Item Description/Item Category

2022 View Items

Organization Name : APPCSE TEST

| 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 | Total Am |  |  |
|-----------------|-----------|------------------|-----------------|---------------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----------|--------------|---------------|-----------------|----------|--|--|
| No Record Found |           |                  |                 |               |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |           |              |               |                 |          |  |  |

6

Click **View Items** button

PS-PhilGEPS Menu Date: 30-Jul-2021 2:15:41 PM Jay Yas

View Uploaded APP-CSE

Search by Item Code/Item Description/Item Category

2022 View Items

Organization Name : APPCE TEST

| 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 | Total Am |  |  |
|-----------------|-----------|------------------|-----------------|---------------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----|-----|-----|----|-----------|-----------|--------------|---------------|-----------------|----------|--|--|
| No Record Found |           |                  |                 |               |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |     |     |     |    |           |           |              |               |                 |          |  |  |

**7** Scroll to the rightmost part of the page

PS-PhilGEPS Menu Date: 30-Jul-2021 4:42:16 PM Jay Yas

**View Uploaded APP-CSE** Search by Item Code/Item Description/Item Category

2022 View Items Status:Approved Upload APP-CSE Supplement View Uploaded APP-CSE View Comments Export To Excel

Organization Name : APPCSE TEST

| 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         | 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         | 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         | 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         | 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         | 0         | 0            | 0             | 0.00            |

**8** Click **Edit Quantity** icon

View Uploaded APP-CSE

Search by Item Code/Item Description/Item Category

2022 [View Items](#) Status: Approved [Upload APP-CSE Supplement](#) [View Uploaded APP-CSE](#) [View Comments](#) [Export To Excel](#)

Organization Name : APPCSE TEST

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

**9** Select the **Uploaded Supplemental APP-CSE**

**Edit APP CSE Quantity** ✕

**Item Details**

Organization Name : APPCSE TEST

Annual Year : 2022

Item Code : 51172814-123456

Unit of Measure : test

Item Description : test

Supplement Number :

|                                     |                                 |                                 |                                     |
|-------------------------------------|---------------------------------|---------------------------------|-------------------------------------|
| Jan                                 | Feb                             | Mar                             | Q1                                  |
| <input type="text" value="10"/>     | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="30.00"/>  |
| Apr                                 | May                             | Jun                             | Q2                                  |
| <input type="text" value="10"/>     | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="30.00"/>  |
| Jul                                 | Aug                             | Sep                             | Q3                                  |
| <input type="text" value="10"/>     | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="30.00"/>  |
| Oct                                 | Nov                             | Dec                             | Q4                                  |
| <input type="text" value="10"/>     | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="30.00"/>  |
| Total Quantity                      |                                 | Consumed Quantity               | Remaining Quantity                  |
| <input type="text" value="120.00"/> |                                 | <input type="text" value="0"/>  | <input type="text" value="120.00"/> |

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

**Edit APP CSE Quantity** ✕

**Item Details**

Organization Name : APPCSE TEST

Annual Year : 2022

Item Code : 51172814-123456

Unit of Measure : test

Item Description : test

Supplement Number :  
CSESUP2022507491

|                                     |                                 |                                 |                                     |
|-------------------------------------|---------------------------------|---------------------------------|-------------------------------------|
| Jan                                 | Feb                             | Mar                             | Q1                                  |
| <input type="text" value="10"/>     | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="30.00"/>  |
| Apr                                 | May                             | Jun                             | Q2                                  |
| <input type="text" value="10"/>     | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="30.00"/>  |
| Jul                                 | Aug                             | Sep                             | Q3                                  |
| <input type="text" value="10"/>     | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="30.00"/>  |
| Oct                                 | Nov                             | Dec                             | Q4                                  |
| <input type="text" value="10"/>     | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="30.00"/>  |
| Total Quantity                      |                                 | Consumed Quantity               | Remaining Quantity                  |
| <input type="text" value="120.00"/> |                                 | <input type="text" value="0"/>  | <input type="text" value="120.00"/> |

11

Click the **Save** button

**Edit APP CSE Quantity** ✕

**Item Details**

Organization Name : APPCSE TEST

Annual Year : 2022

Item Code : 51172814-123456

Unit of Measure : test

Item Description : test

Supplement Number :  
CSESUP2022507491 ▼

|                                     |                                 |                                 |                                     |
|-------------------------------------|---------------------------------|---------------------------------|-------------------------------------|
| Jan                                 | Feb                             | Mar                             | Q1                                  |
| <input type="text" value="10"/>     | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="30.00"/>  |
| Apr                                 | May                             | Jun                             | Q2                                  |
| <input type="text" value="10"/>     | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="30.00"/>  |
| Jul                                 | Aug                             | Sep                             | Q3                                  |
| <input type="text" value="10"/>     | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="30.00"/>  |
| Oct                                 | Nov                             | Dec                             | Q4                                  |
| <input type="text" value="10"/>     | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="30.00"/>  |
| Total Quantity                      |                                 | Consumed Quantity               | Remaining Quantity                  |
| <input type="text" value="120.00"/> |                                 | <input type="text" value="0"/>  | <input type="text" value="120.00"/> |

**Save** **Close**

**12**

Click the **YES** button and wait for the changes to load

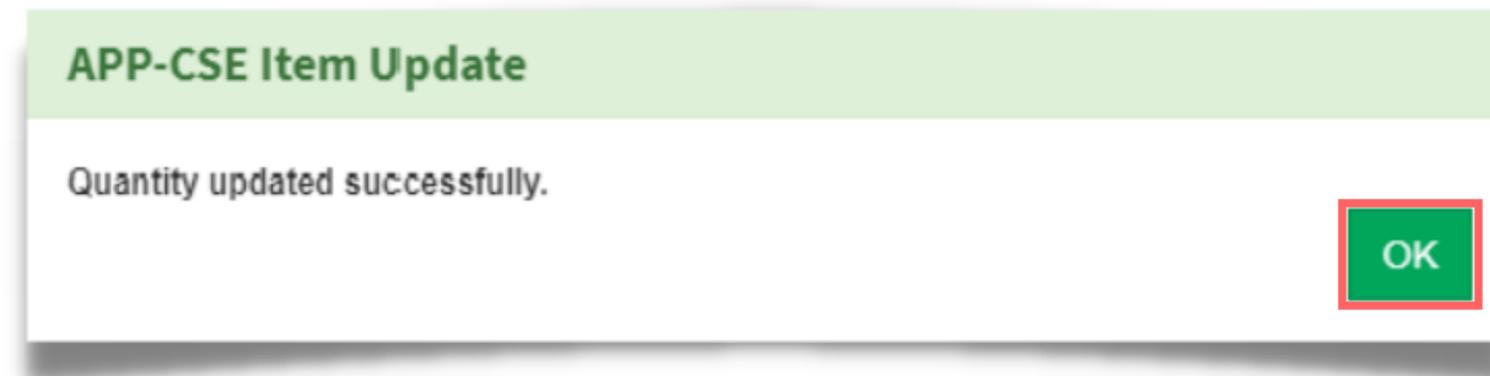
#### APP-CSE Item Update

Are you sure you want to save the changes?

YES

NO

**13** Click the **OK** button to dismiss the confirmation message



Generate CNAS

8

# 1 Login using the APP-CSE Uploader account

**PS-PhilGEPS Login**

**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**

Agency/Observer

juandelacruz

.....

Ox7Io

Ox7Id

LOG IN

FORGOT PASSWORD ?

DIGITAL LOGIN

Select Agency/Observer

Input User Name

Input Password

Copy the generated Captcha

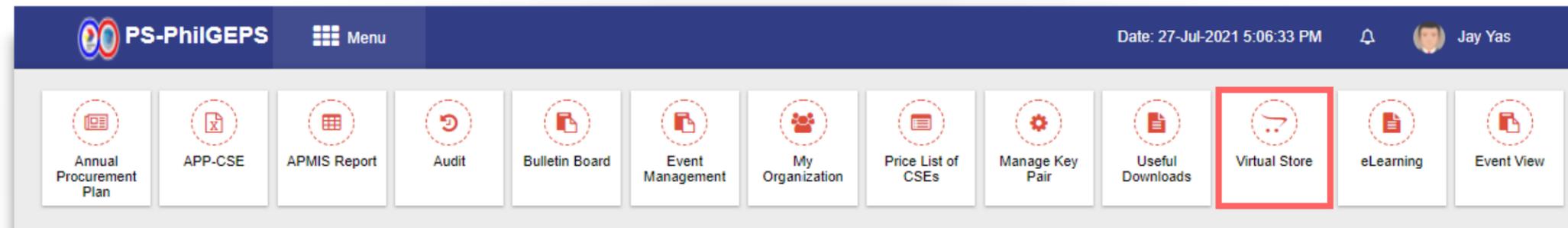
## Who is the APP-CSE Uploader?

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.

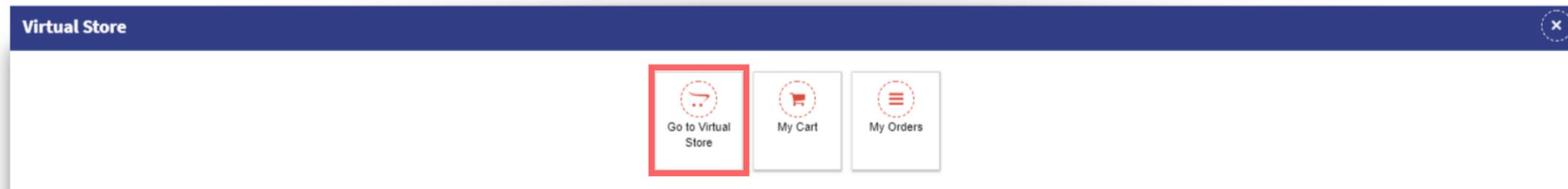
**2** Click **Menu**



3

Click **Virtual Store** menu

4

Click the **Go to Virtual Store** submenu

**5** Click the **CNAS** button

**Virtual Store** CNAS Search by Item Code/Item Description/Item Category Q 🔗 📦 🛒 Cart

**Depot Name : PS MAIN**

**ADVISORY**

- To purchase Airline Tickets under the Government Fares Agreement (GFA), please click the travel portal. [PAL](#) ; [Cebu Pacific](#) ; [Air Asia](#)
- For purchases of Microsoft Licenses, please click [here](#) .
- Click [here](#) to download the Certificate of Non-Availability of Stocks (CNAS).



**Insecticide, Aerosol Type, Net Content: 600ml Min**

Item Code : 10191509-IN-A01  
Item Category :  
Unit of Measure : CAN  
Available Quantity in Depot : 1  
Available Quantity in APP-CSE : 00

**P139.36**



**Stamp Pad Ink, Purple Or Violet**

Item Code : 12171703-SI-P01  
Item Category :  
Unit of Measure : BOTTLE  
Available Quantity in Depot : **Out of Stock**  
Available Quantity in APP-CSE : 00

**P31.52**



**Alcohol, Ethyl, 68%-70%, Scented, 500ml (-5ml)**

Item Code : 12191601-AL-E01  
Item Category :  
Unit of Measure : BOTTL  
Available Quantity in Depot : **Out of Stock**  
Available Quantity in APP-CSE : 00

**P43.58**

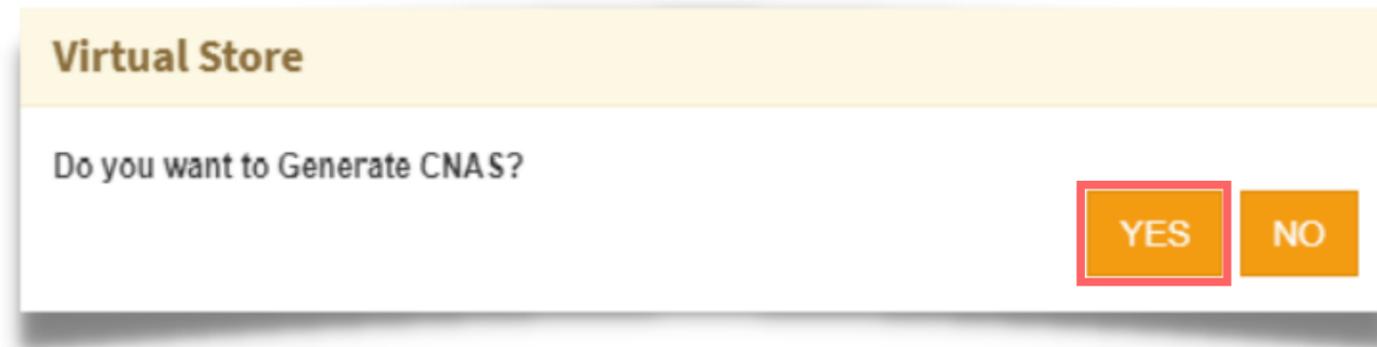


**Alcohol, Ethyl, 68%-72%, Scented, 3.785 Liters**

Item Code : 12191601-AL-E02  
Item Category : Covid-19 Items  
Unit of Measure : GALLO  
Available Quantity in Depot : **Out of Stock**  
Available Quantity in APP-CSE : 00

**P457.60**

**6** Click the **YES** button



**7** CNAS file will be automatically downloaded as PDF

Republic of the Philippines  
Department of Budget and Management  
PROCUREMENT SERVICE  
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

**Certificate of Non-Availability of Stocks**  
(CNAS)

As of Monday, August 02, 2021 11:11 AM

Total No. of Items: 217

| Product Code    | Product Description                               | UOM    | Price |
|-----------------|---|--------|-------|
| 12171703-SI-P01 | STAMP PAD INK, purple or violet                   | bottle | 32    |
| 12191601-AL-E01 | ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)    | bottl  | 44    |
| 12191601-AL-E02 | ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters    |        | 458   |
| 13111201-CF-P02 | CARBON FILM, PE, black, size 216mm x 330mm        | box    | 209   |
| 13111203-AC-F01 | ACETATE, thickness: 0.075mm min (gauge #3)        | roll   | 848   |
| 14111506-CF-L12 | CONTINUOUS FORM, 1 PLY, 280 x 378mm               | box    | 1     |
| 14111506-CF-L21 | CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless | box    | 906   |
| 14111506-CF-L31 | CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless   | box    | 884   |
| 14111506-CF-L32 | CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless   | box    | 1     |
| 14111507-PP-C02 | PAPER, Multi-Purpose (COPY) Legal, 70 gsm         | ream   | 139   |
| 14111507-PP-M01 | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm      | ream   | 171   |
| 14111507-PP-M02 | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm      | ream   | 128   |
| 14111514-NP-S02 | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min     | pad    | 37    |
| 14111514-NP-S03 | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min     | pad    | 48    |
| 14111514-NP-S04 | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min    | pad    | 59    |
| 14111525-CA-A01 | CARTOLINA, assorted colors                        | pack   | 84    |
| 14111531-PP-R01 | PAPER, PAD, ruled, size: 216mm x 330mm (A± 2mm)   | pad    | 29    |
| 14111531-RE-B01 | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min   | book   | 71    |
| 14111531-RE-B02 | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min   | book   | 102   |
| 14111609-LL-C01 | LOOSELEAF COVER, made of chipboard, for legal     | bundle | 795   |
| 14111704-IFPT01 | TISSUE, interfolded paper towel                   |        | 35    |
| 14111704-TT-P02 | TOILET TISSUE PAPER 2-plys sheets, 150 pulls      | pack   | 87    |
| 14111818-TH-P02 | PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m | roll   | 56    |
| 26111702-BT-A01 | BATTERY, dry cell, AAA, 2 pieces per blister pack | pack   | 20    |
| 26111702-BT-A02 | BATTERY, dry cell, AA, 2 pieces per blister pack  | pack   | 36    |
| 31151507-TW-P01 | TWINE, plastic, one (1) kilo per roll             | roll   | 58    |
| 31151804-SW-H01 | STAPLE WIRE, for heavy duty staplers, (23/13)     | box    | 20    |

Mode of Delivery

9

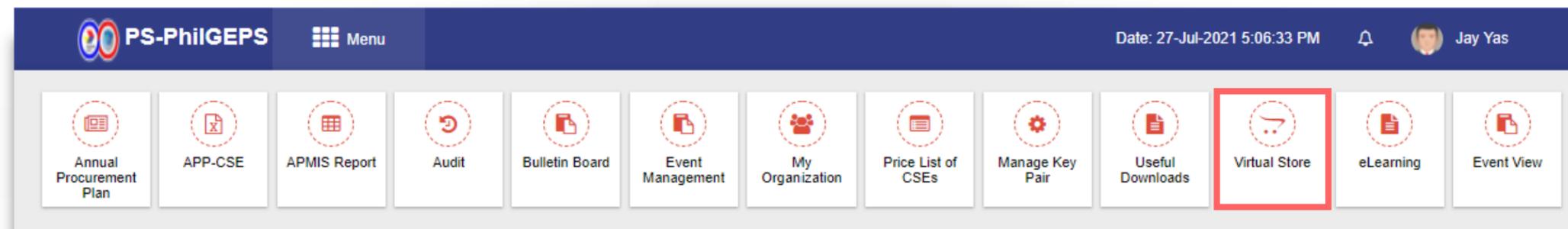
**1** Login using the **APP-CSE Uploader** account

The screenshot shows the 'PS-PhilGEPS Login' interface. On the left, there are 'Login Instructions' detailing user types (Merchant, Agency/Observer) and login steps. On the right, the 'LOG IN' form includes a dropdown menu for user type, a text input for the username 'juandelacruz', a password input field, a captcha image 'Ox7Io', and a captcha input field containing 'Ox7Id'. Red arrows point from the instructions to the corresponding form fields: 'Select Agency/Observer' points to the dropdown, 'Input User Name' points to the username field, 'Input Password' points to the password field, and 'Copy the generated Captcha' points to the captcha input field. Below the form are buttons for 'LOG IN', 'FORGOT PASSWORD?', and 'DIGITAL LOGIN'.

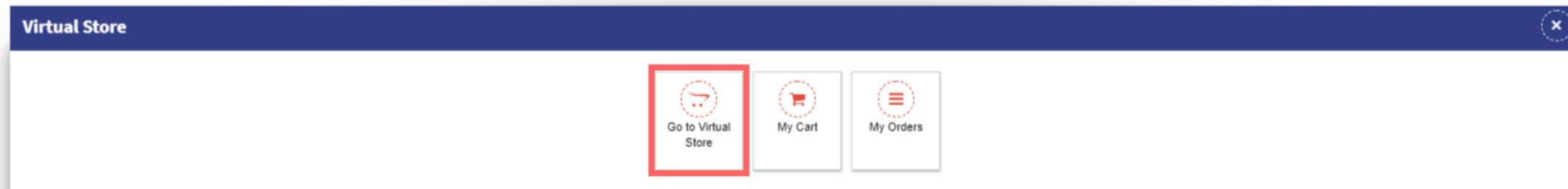
**Who is the APP-CSE Uploader?**  
A person authorized by the Agency to be responsible for uploading the APP-CSE and editing the details of the APP-CSE in the mPhilGEPS.

**2** Click **Menu**



**3** Click **Virtual Store** menu

4

Click the **Go to Virtual Store** submenu

**5** Point the cursor to the item

The screenshot shows the PS-PhilGEPS Virtual Store interface. At the top, there is a navigation bar with the logo, a menu icon, the date '04-Aug-2021 1:04:07 PM', and the user name 'Jay Yas'. Below the navigation bar, the page title is 'Virtual Store'. A search bar is present with the placeholder text 'Search by Item Code/Item Description/Item Category'. On the right side of the search bar, there are icons for search, a grid, and a shopping cart with a '0' indicator.

The main content area displays a grid of items. The first item is highlighted with a red border:

- Carbon Film, Pe, Black, Size 210mm X 297mm**
- Item Code : 13111201-CF-P01
- Item Category :
- Unit of Measure : BOX
- Available Quantity in Depot : 260
- Available Quantity in APP-CSE : 50
- Price: **P221.00**

Other items visible in the grid include:

- Carbon Film, Pe, Black, Size 216mm X 330mm** (Price: P208.52)
- Acetate, Thickness: 0.075mm Min (gauge #3)** (Price: P847.82)
- Paper, Parchment, Size: 210 X 297mm, Multi-purpose** (Price: P98.05)
- Continuous Form, 1 Ply, 280 X 241mm** (Price: P98.05)

An **ADVISORY** section is located at the top right of the main content area, containing three numbered instructions regarding airline tickets, Microsoft licenses, and downloading the Certificate of Non-Availability of Stocks (CNAS).

**6** Click the **Add to Cart** button

The screenshot shows a virtual store interface for PS-PhilGEPS. The top navigation bar includes the logo, a menu icon, the date '04-Aug-2021 1:04:15 PM', and the user name 'Jay Yas'. Below the navigation bar, the page is titled 'Virtual Store' and features a search bar with the placeholder text 'Search by Item Code/Item Description/Item Category'. A 'CNAS' button is also present. The main content area displays several product listings, each with an image, a title, item code, category, unit of measure, and available quantity. The first listing, 'Carbon Film, Pe, Black, Size 210mm X 297mm', is highlighted with a red border and has a blue 'Add to Cart' button overlaid on its image. Other listings include 'Carbon Film, Pe, Black, Size 216mm X 330mm', 'Acetate, Thickness: 0.075mm Min (gauge #3)', 'Paper, Parchment, Size: 210 X 297mm, Multi-purpose', and 'Continuous Form, 1 Ply, 280 X 241mm'. An 'ADVISORY' section is located at the top right of the main content area, providing information about airline tickets and Microsoft licenses.

**Virtual Store**

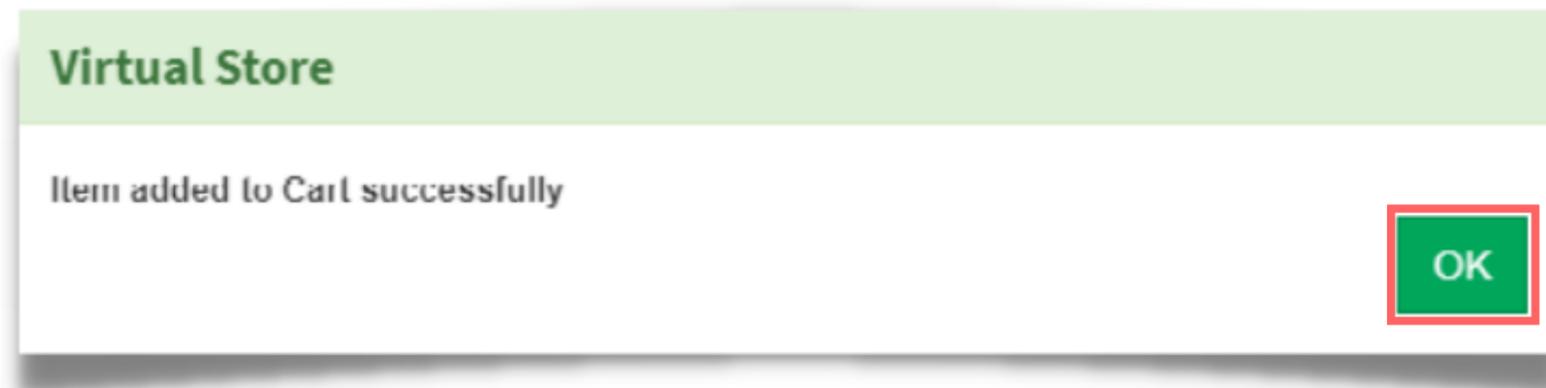
Depot Name : PS MAIN

**ADVISORY**

1. To purchase Airline Tickets under the Government Fares Agreement (GFA), please click the travel portal [PAL](#) ; [Cebu Pacific](#) ; [Air Asia](#)
2. For purchases of Microsoft Licenses, please click [here](#).
3. Click [here](#) to download the Certificate of Non-Availability of Stocks (CNAS).

| Item Name  | Item Code       | Unit of Measure | Available Quantity in Depot | Available Quantity in APP-CSE | Price   |
|--|-----------------|-----------------|-----------------------------|-------------------------------|---------|
| Carbon Film, Pe, Black, Size 210mm X 297mm         | 13111201-CF-P01 | BOX             | 260                         | 50                            | P221.00 |
| Carbon Film, Pe, Black, Size 216mm X 330mm         | 13111201-CF-P02 | BOX             | Out of Stock                | 00                            | P208.52 |
| Acetate, Thickness: 0.075mm Min (gauge #3)         | 13111203-AC-F01 | ROLL            | Out of Stock                | 00                            | P847.82 |
| Paper, Parchment, Size: 210 X 297mm, Multi-purpose | 14111503-PA-P01 | REAM            | 134                         | 00                            | P98.05  |
| Continuous Form, 1 Ply, 280 X 241mm                |                 |                 |                             |                               |         |

**7** Once successfully added, click the **OK** button to dismiss the confirmation message



8

Click the **Cart** button

Virtual Store

PS-PhilGEPS Menu Date: 04-Aug-2021 1:04:33 PM Jay Yas

CNAS Search by Item Code/Item Description/Item Category

Cart

Depot Name : PS MAIN

**ADVISORY**

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2. For purchases of Microsoft Licenses, please click [here](#) .
3. Click [here](#) to download the Certificate of Non-Availability of Stocks (CNAS).

|  |   |  |   |
|--|---|--|---|
|  <p><b>Carbon Film, Pe, Black, Size 210mm X 297mm</b></p> <p>Item Code : 13111201-CF-P01<br/>Item Category :<br/>Unit of Measure : BOX<br/>Available Quantity in Depot : 260<br/>Available Quantity in APP-CSE : 50</p> <p><b>P221.00</b></p> |  <p><b>Carbon Film, Pe, Black, Size 216mm X 330mm</b></p> <p>Item Code : 13111201-CF-P02<br/>Item Category :<br/>Unit of Measure : BOX<br/>Available Quantity in Depot : <b>Out of Stock</b><br/>Available Quantity in APP-CSE : 00</p> <p><b>P208.52</b></p> |  <p><b>Acetate, Thickness: 0.075mm Min (gauge #3)</b></p> <p>Item Code : 13111203-AC-F01<br/>Item Category :<br/>Unit of Measure : ROLL<br/>Available Quantity in Depot : <b>Out of Stock</b><br/>Available Quantity in APP-CSE : 00</p> <p><b>P847.82</b></p> |  <p><b>Paper, Parchment, Size: 210 X 297mm, Multi-purpose</b></p> <p>Item Code : 14111503-PA-P01<br/>Item Category :<br/>Unit of Measure : REAM<br/>Available Quantity in Depot : 134<br/>Available Quantity in APP-CSE : 00</p> <p><b>P98.05</b></p> |
|  |   |  |  <p><b>Continuous Form, 1 Ply, 280 X 241mm</b></p>   |

9

Click **Add/Edit Delivery Address/Remarks** button

PS-PhilGEPS Menu Date: 04-Aug-2021 1:04:47 PM Jay Yas

**My Cart**

Depot Name : PS MAIN eWallet No. : 012345678950749 eWallet Balance : ₱1,000,000.00

| <input type="checkbox"/> Check All | Item Code       | Fund Type | Item Description                           | Quantity | Unit of Measure | Unit Price | Amount               | Action                                |
|------------------------------------|-----------------|-----------|--|----------|-----------------|------------|----------------------|---------------------------------------|
| <input type="checkbox"/>           | 13111201-CF-P01 |           | CARBON FILM, PE, black, size 210mm x 297mm | 1        | box             | ₱ 221.00   | ₱ 221.00             | <input type="button" value="Remove"/> |
|                                    |                 |           |  |          |                 |            | Total Ordered Amount | ₱ 221.00                              |
|                                    |                 |           |  |          |                 |            | (+)Freight Cost(%)   | ₱ 0.00                                |
|                                    |                 |           |  |          |                 |            | <b>Total Amount</b>  | <b>₱ 221.00</b>                       |

Delivery Address/ Remarks

Pick-up  Delivery

**10** Type in the **Delivery Address**

Delivery Address

Delivery Address / Remarks :

Address here..|

Save Close

11

Click the **Save** button

The screenshot shows a dialog box titled "Delivery Address" with a close button (X) in the top right corner. The main area contains a label "Delivery Address / Remarks :" followed by a text input field containing "Address here..|". A green checkmark icon is visible in the bottom right corner of the input field. At the bottom of the dialog, there are two buttons: "Save" and "Close". The "Save" button is highlighted with a red rectangular border.

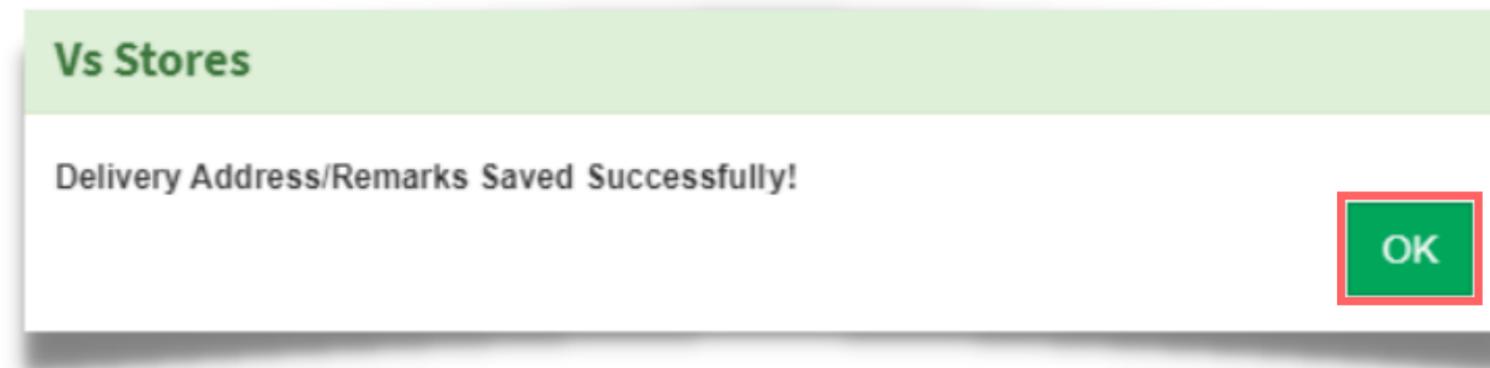
**12**Click the **YES** button to confirm**Vs Stores**

Do you want to save the delivery address/remarks?

YES

NO

**13** Once successfully added, click the **OK** button to dismiss the confirmation message



14

Select the desired **Mode of Delivery**

PS-PhilGEPS Menu Date: 04-Aug-2021 1:06:20 PM Jay Yas

**My Cart**

Depot Name : PS MAIN eWallet No. : 012345678950749 eWallet Balance : ₱1,000,000.00

| Remove                   | Item Code       | Fund Type | Item Description                           | Quantity | Unit of Measure | Unit Price | Amount   | Action |
|--------------------------|-----------------|-----------|--|----------|-----------------|------------|----------|--------|
| <input type="checkbox"/> | 13111201-CF-P01 |           | CARBON FILM, PE, black, size 210mm x 297mm | 1        | box             | ₱ 221.00   | ₱ 221.00 | Remove |
| Total Ordered Amount     |                 |           |  |          |                 |            | ₱ 221.00 |        |
| (+)-Freight Cost(%)      |                 |           |  |          |                 |            | ₱ 0.00   |        |
| Total Amount             |                 |           |  |          |                 |            | ₱ 221.00 |        |

**Add / Edit Delivery Address/ Remarks**

Delivery Address/ Remarks: Address here...

Pick-up  Delivery

**BUY NOW**

**15**

Click the **YES** button to confirm the chosen delivery method

**Vs Stores**

Do you want change the delivery option?

**YES** **NO**

16

Once the details are added and ready to proceed, click the **BUY NOW** button

PS-PhilGEPS Menu Date: 04-Aug-2021 1:06:20 PM Jay Yas

My Cart

Depot Name : PS MAIN eWallet No. : 012345678950749 eWallet Balance : ₱1,000,000.00

| Remove                   | Item Code       | Fund Type | Item Description                           | Quantity | Unit of Measure | Unit Price | Amount               | Action   |  |
|--------------------------|-----------------|-----------|--|----------|-----------------|------------|----------------------|----------|--|
| <input type="checkbox"/> | 13111201-CF-P01 |           | CARBON FILM, PE, black, size 210mm x 297mm | 1        | box             | ₱ 221.00   | ₱ 221.00             | Remove   |  |
|                          |                 |           |  |          |                 |            | Total Ordered Amount | ₱ 221.00 |  |
|                          |                 |           |  |          |                 |            | (+)Freight Cost(%)   | ₱ 0.00   |  |
|                          |                 |           |  |          |                 |            | Total Amount         | ₱ 221.00 |  |

Add / Edit Delivery Address/ Remarks

Delivery Address/ Remarks: Address here...

Pick-up  Delivery

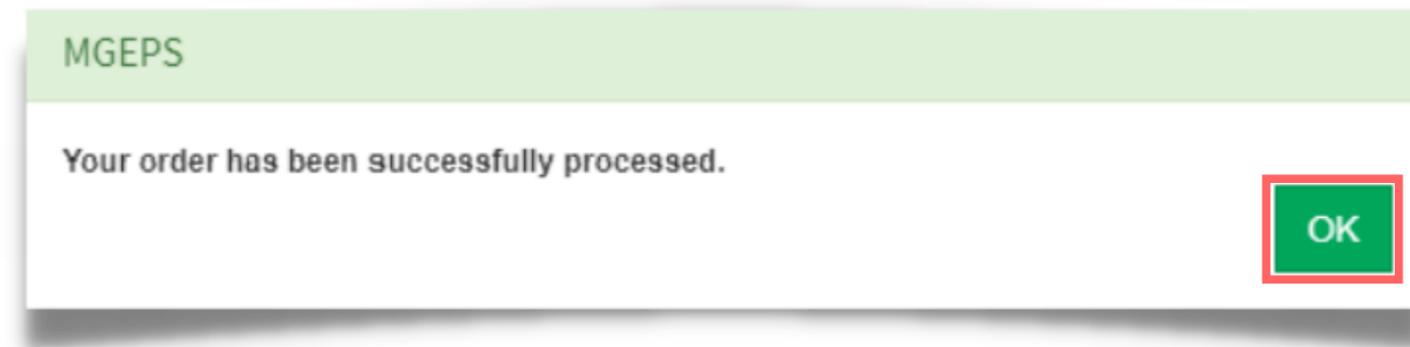
**BUY NOW**

17 Click the **YES** button to proceed

**My Cart**

Do you want to proceed?

**18** Click the **OK** button to dismiss the confirmation message



19

**Virtual Store Receipt** will be displayed after successful placement of order

PS-PhilGEPS Menu Date: 04-Aug-2021 1:06:50 PM Jay Yas

**Virtual Store Receipt** Print

**Order Confirmation**  
 Order Number : OD-21-5060542  
 Ordered Date : 04-Aug-2021 01:06 PM  
 Order Status : Confirmed

|  |  |
|--|--|
| <b>Organization Name :</b> APPCSE TEST<br><b>Address :</b> Test, Manila, Metro Manila, 01234 | <b>Depot Name :</b> PS MAIN<br><b>Address :</b> , Manila, Metro Manila, 1007<br><b>Contact Person :</b> Ms Catherine Ann Mirabel<br><b>Tel no. :</b> 2-82906300-8011 |
|--|--|

**Order Details**

| Sr.No. | Item Code       | Fund Type | Item Description                           | Unit of Measure | Unit Price | Quantity | Amount   | Status     |
|--------|-----------------|-----------|--|-----------------|------------|----------|----------|------------|
| 1      | 13111201-CF-P01 |           | CARBON FILM, PE, black, size 210mm x 297mm | box             | ₱ 221.00   | 1        | ₱ 221.00 | Successful |

Total Ordered Amount : ₱ 221.00  
 Freight Cost : ₱ 0.00  
**Total Amount : ₱ 221.00**

Pick-up / Delivery: Delivery  
 Delivery Address / Remarks: Address here...

For items that are currently not available from the Procurement Service, Agency may, within 15 calendar days upon the date of issuance, procure the items thru other sources in accordance with 2016 Revised IRR of RA 9184.  
 Order/s from PS-Main will be delivered to the Agency's business address within 3 to 5 days. For outside Metro Manila, please proceed to your default depot to pick-up the item/s.  
 Should you have inquiries concerning your order/s, please contact your designated default depot.  
 Thank you.

Ordered By : Jay Yas  
 Test