

APP-CSE

User Manual



Topics

- 1 Download APP-CSE Template
- 2 Upload APP-CSE
- 3 Send APP-CSE for Approval
 - Recall of Uploaded APP-CSE
- 4 Approve Uploaded APP-CSE
 - Send Back Uploaded APP-CSE
- 5 View Approved APP-CSE



Topics

6 Upload Supplemental APP-CSE

7 Edit APP-CSE

8 Generate CNAS

9 Mode of Delivery

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 on 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

Ox7Id

LOG IN

FORGOT PASSWORD ?

DIGITAL LOGIN

Select Agency/Observer

Input User Name

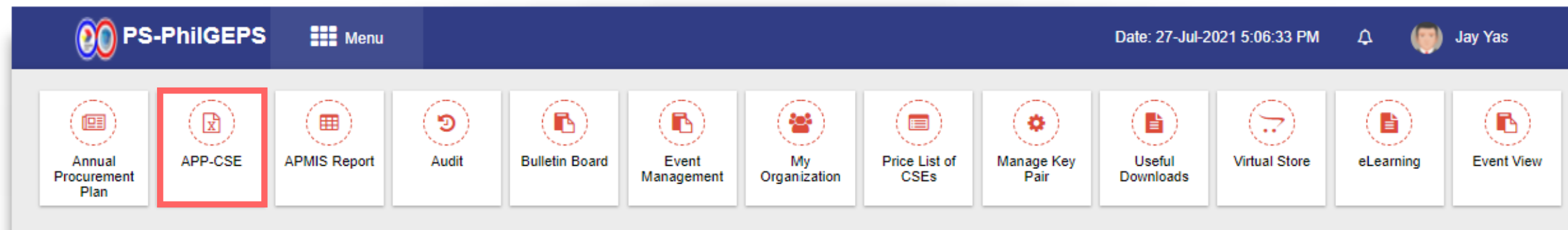
Input Password

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

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

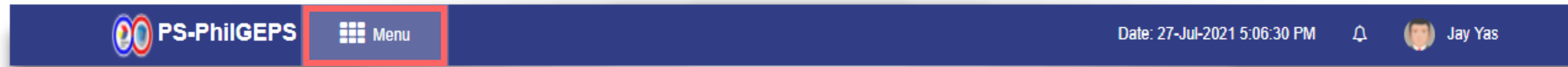
Input Password

Copy the generated Captcha

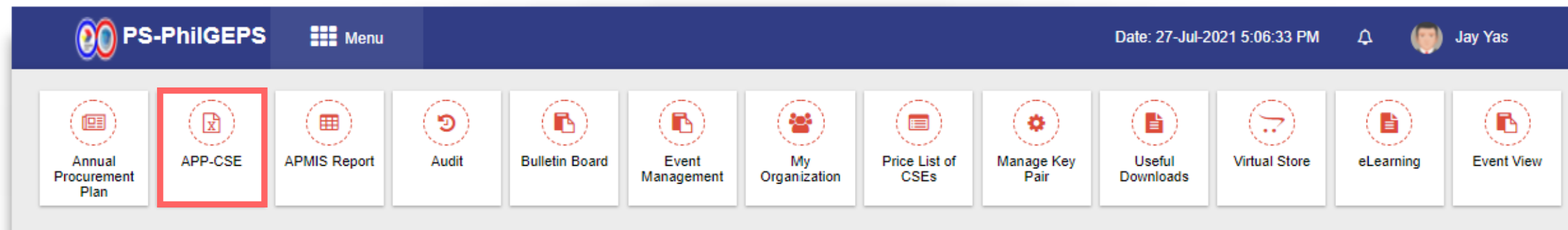
Who is the APP-CSE Uploader?

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.

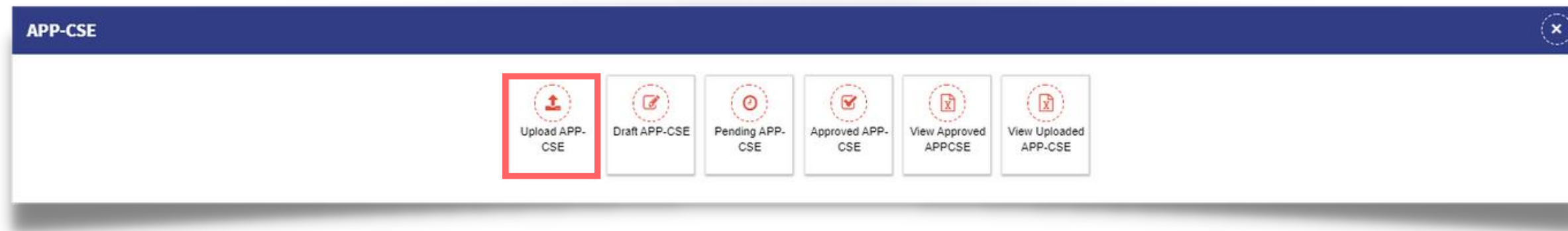
2 Click **Menu**



3 Click **APP-CSE**



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

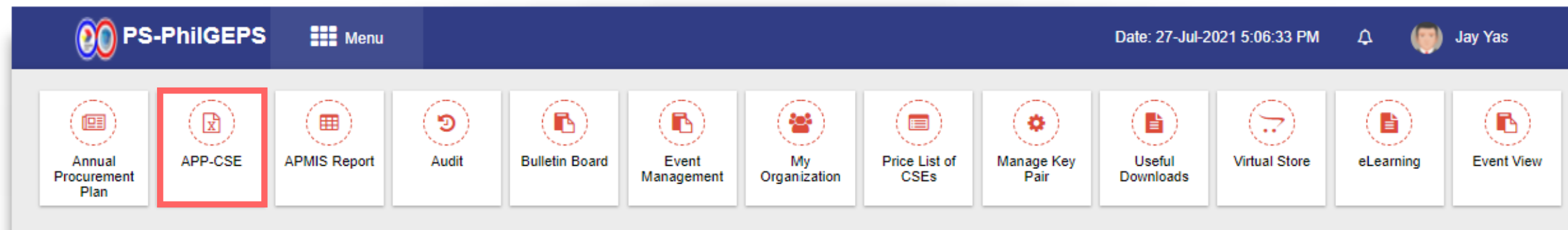
The screenshot shows the PS-PhilGEPS Login interface. On the left, there are 'Login Instructions' detailing user types (Merchant, Agency/Observer), login ID requirements, password rules, and buttons for 'Log In', 'Forgot Password', and 'Digital Login'. On the right, the 'LOG IN' form has four red boxes 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 **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

Draft APP-CSE Date: 28-Jul-2021 11:03:08 AM  Jay Yas

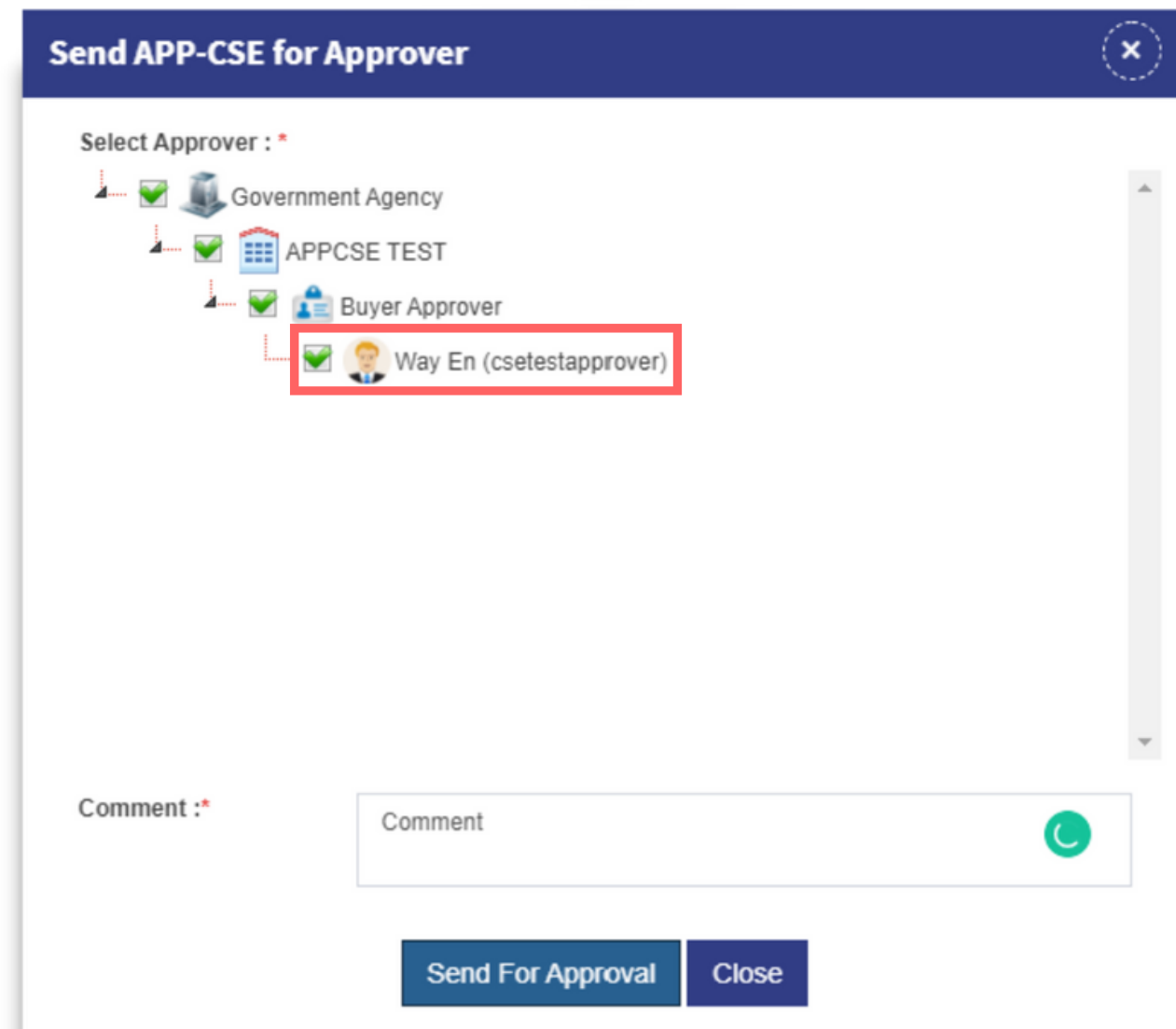
Search by Item Code/Item Description/Item Category

2021 View Items status:Draft **Send for approval** 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	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

Send APP-CSE for Approver [Close]

Select Approver : *

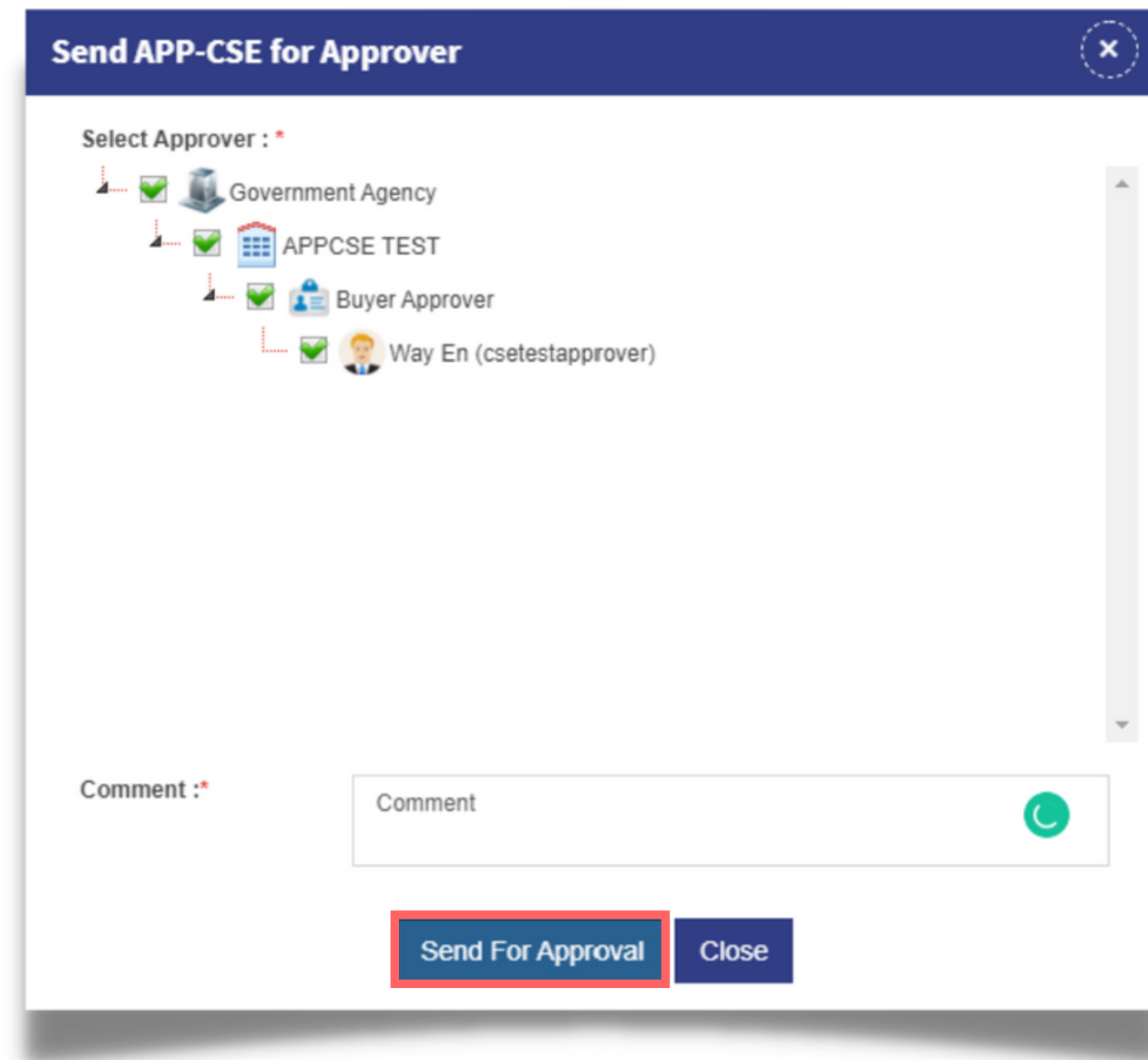
- Government Agency
 - APPCSE TEST
 - Buyer Approver
 - Way En (csetestapprover)

Comment :*

Comment [Submit]

[Send For Approval] [Close]

10 Click **Send For Approval** button



11

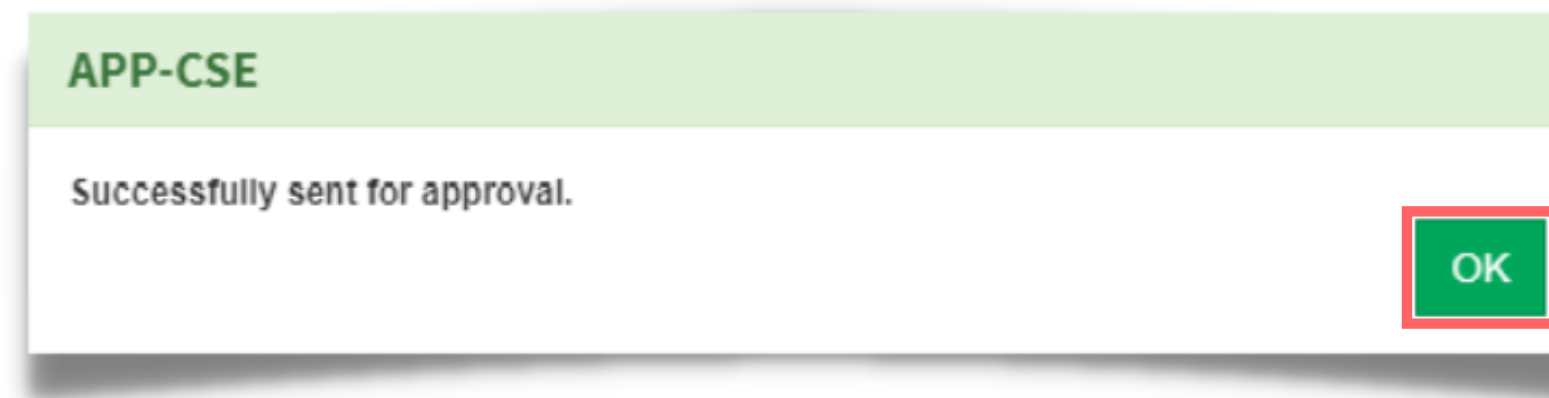
Click the **YES** button to confirm

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

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

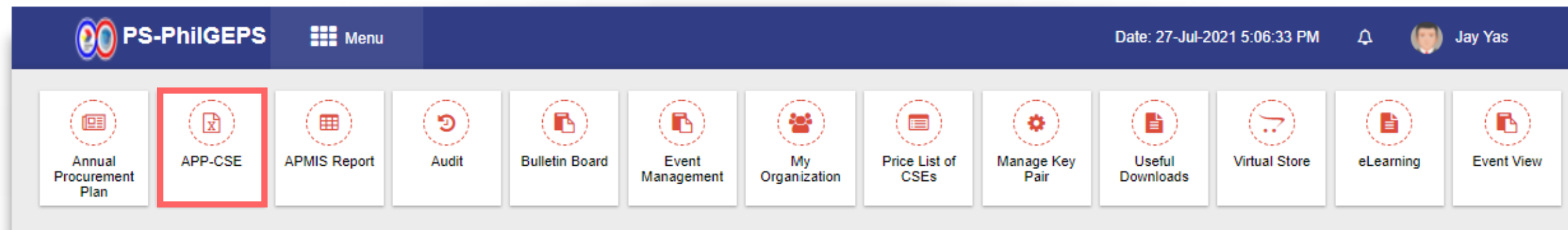
Who is the APP-CSE Uploader?

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 **Pending APP-CSE** submenu



5 Select Annual Year

The screenshot shows a web application interface for 'Pending for approval APP-CSE'. The header includes the 'PS-PhilGEPS' logo, a 'Menu' button, the date '29-Jul-2021 9:33:23 AM', and the user name 'Jay Yas'. A search bar is located at the top right. Below the search bar, there is a dropdown menu for selecting the year, with '2021' selected and highlighted by a red box. A 'View Items' button is next to the dropdown. Below the dropdown, the organization name is 'APPCSE TEST'. A table with columns for months and quarters is shown, but it 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																											

6

Click **View Items** button

The screenshot displays the PS-PhilGEPS web application interface. The top navigation bar 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 content is empty, and the text 'No Record Found' is displayed in the center. A right-pointing arrow is visible at the end of the table.

7 Click the **Recall** button

The screenshot shows the PS-PhilGEPS system interface. At the top, there is a header with the logo, 'PS-PhilGEPS', a 'Menu' icon, the date 'Date: 28-Jul-2021 11:04:15 AM', and the user 'Jay Yas'. Below the header, the page title is 'Pending for approval APP-CSE'. There is 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', a 'View Items' button, and the status 'status: Pending for approval'. To the right of the status, there are three buttons: 'Recall' (highlighted with a red box), 'View Comments', and 'Export To Excel'. Below these buttons, the organization name is 'Organization Name : APPCSE 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 quarterly amounts (Q1, Q2, Q3, Q4), 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
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

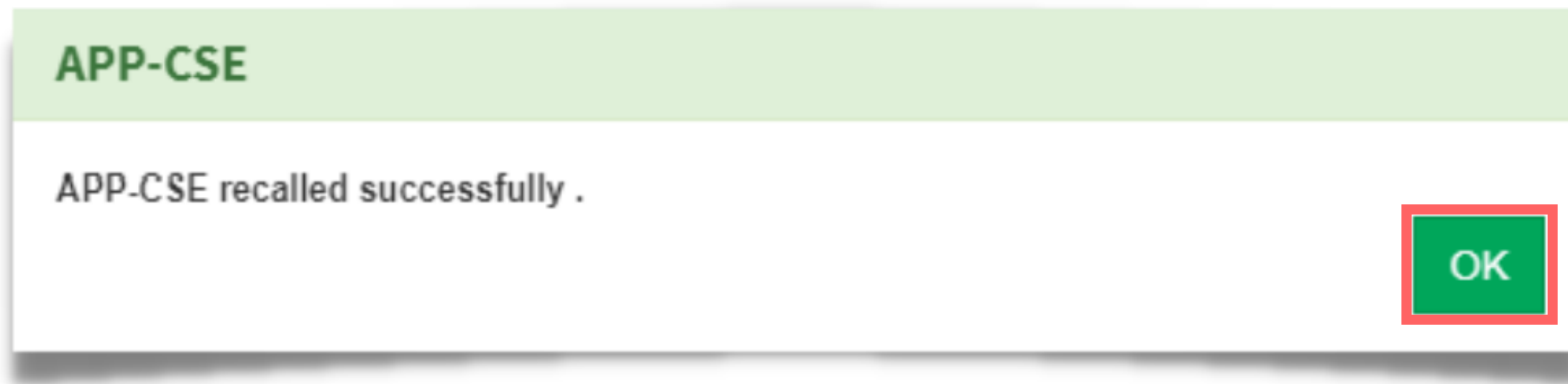
APP-CSE

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 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 descriptive text: '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'.

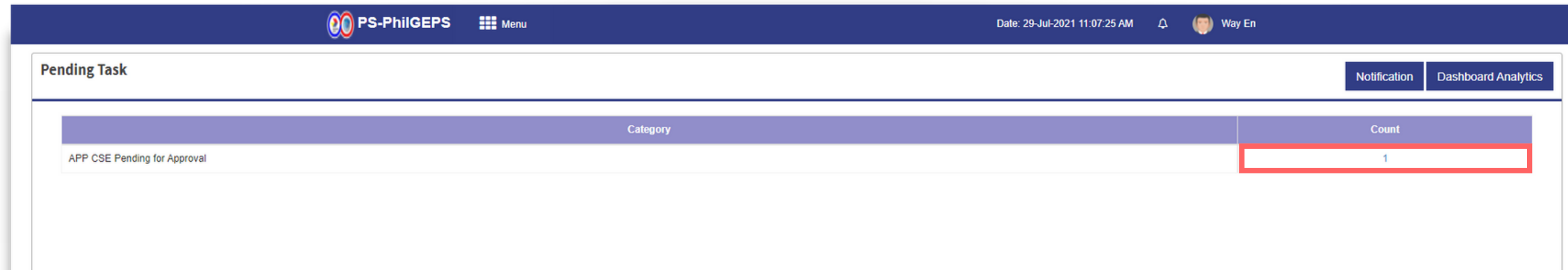
Who is the APP-CSE Approver?

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 logo, 'PS-PhilGEPS', a 'Menu' icon, the date 'Date: 29-Jul-2021 11:07:40 AM', a notification bell, and the user profile '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 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 this, 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'. The main content area shows a dropdown menu set to '2022', a 'View Items' button, and the status 'status:Pending for approval'. To the right of the status are four buttons: 'Approve' (highlighted with a red box), 'Send Back', 'View Comments', and 'Export To Excel'. Below this is the text 'Organization Name : APPCSE 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 AMOUNT, Q2 AMOUNT, Q3 AMOUNT, Q4 AMOUNT, Total Qty, and Consumed Qty. The table contains five 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	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

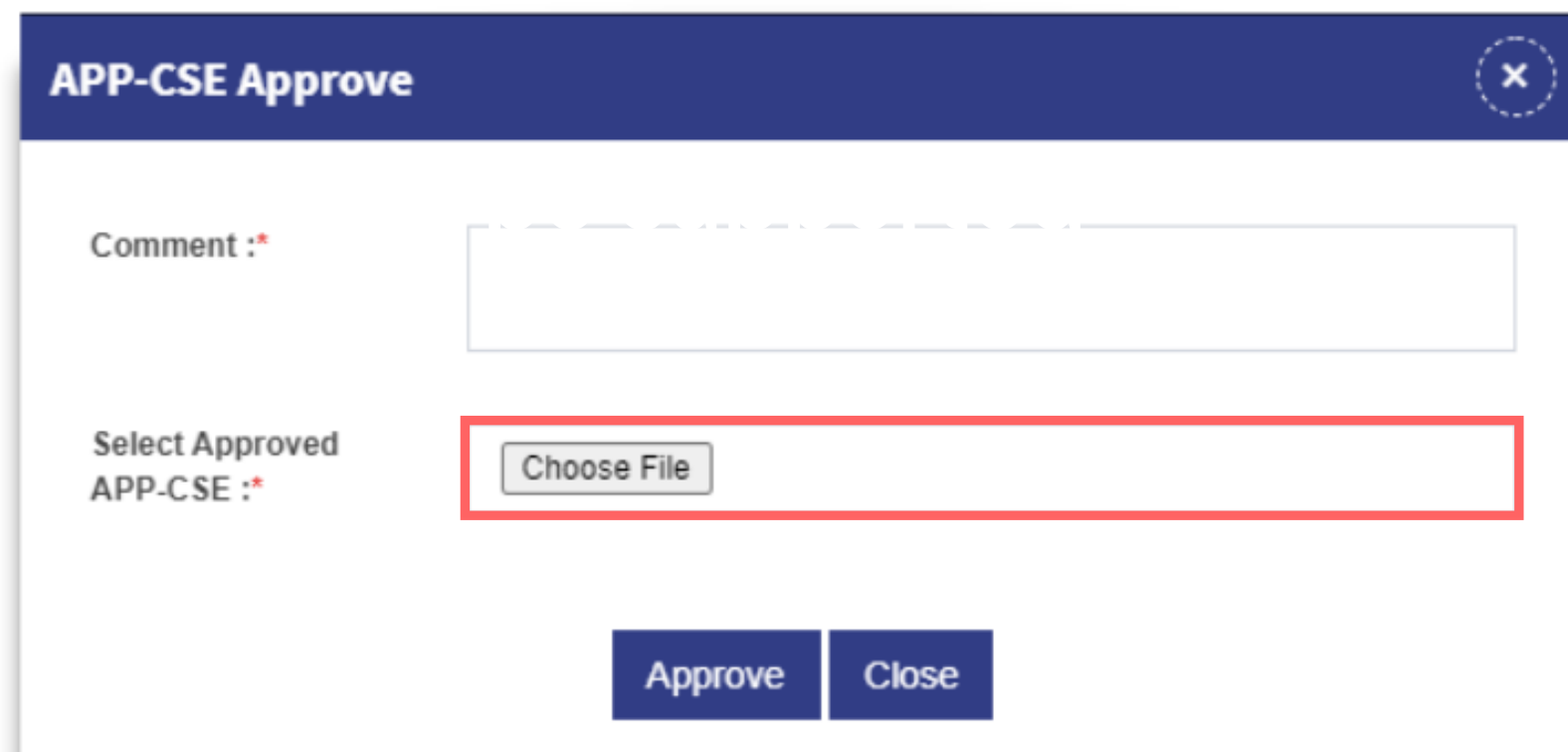
APP-CSE Approve ✕

Comment :*

Select Approved APP-CSE :*

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

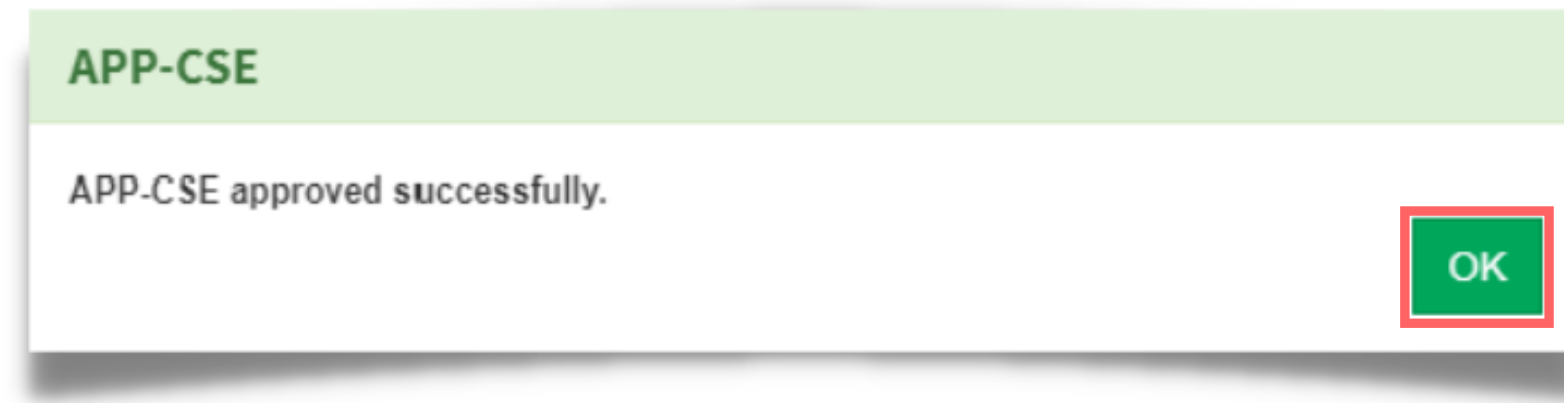
APP-CSE

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.

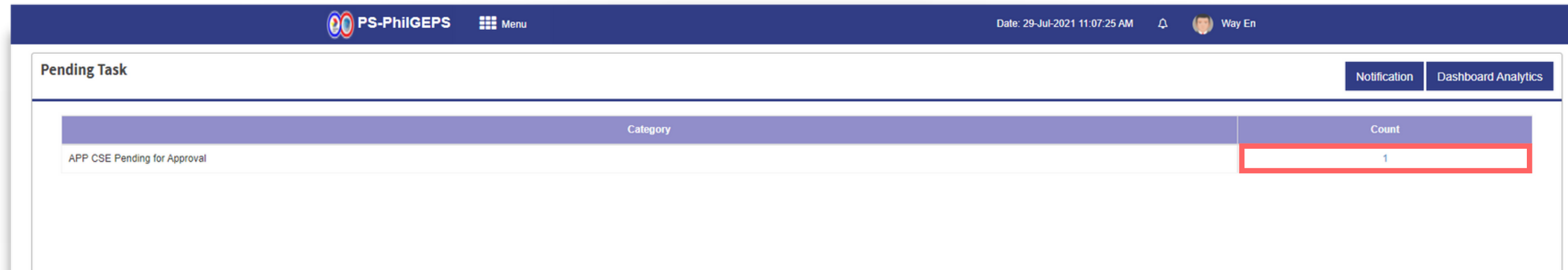
1 Login using the **APP-CSE Approver** account

The screenshot shows the 'PS-PhilGEPS Login' 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 user type (set to 'Agency/Observer'), a text input for the username '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 the 'Pending Task' section of the PS-PhilGEPS interface. The header includes the system logo, 'PS-PhilGEPS', a 'Menu' icon, the date '29-Jul-2021 11:07:25 AM', a notification bell, and the user name 'Way En'. There are two tabs: 'Notification' and 'Dashboard Analytics'. The main content area contains a table with the following data:

Category	Count
APP CSE Pending for Approval	1

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 logo, 'PS-PhilGEPS', a 'Menu' icon, the date 'Date: 29-Jul-2021 11:07:40 AM', a notification bell, and the user profile 'Way En'. Below the header, the main content area is titled 'Pending for approval APP-CSE'. A search bar is present with the placeholder text 'Search by Item Code/Item Description/Item Category'. A dropdown menu is set to '2021', and a blue 'View Items' button is highlighted with a red border. 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 content is empty, with the text 'No Record Found' centered below the header row. A right-pointing arrow is visible at the end of the table header.

5 Click **Send Back** button

The screenshot shows the PS-PhilGEPS interface for 'Pending for approval APP-CSE'. The top navigation bar includes the logo, 'Menu', and user information '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'. Action buttons include 'Approve', 'Send Back' (highlighted with a red box), 'View Comments', and 'Export To Excel'. The main content is a table with the following 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

APP-CSE

APP-CSE sent back successfully .

OK

APP-CSE

View Approved APP-CSE

View Approved
APP-CSE

5

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

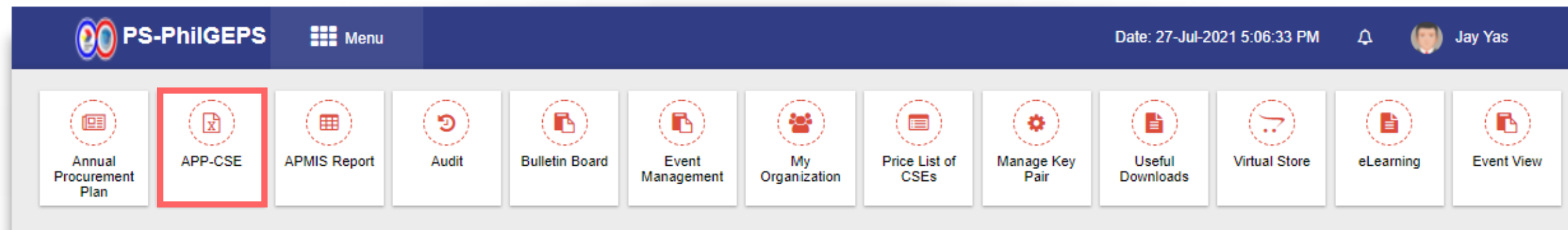
Who is the APP-CSE Uploader?

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.

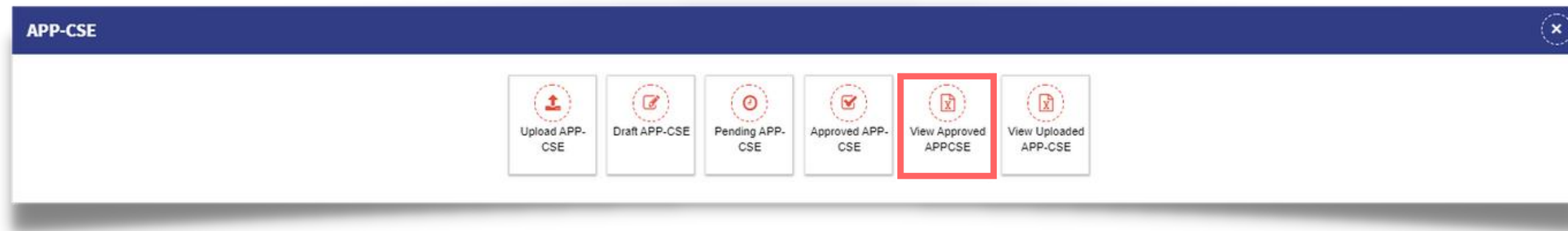
2 Click **Menu**



3 Click **APP-CSE** menu



4 Click **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. The top navigation bar 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 the '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'.

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**

The screenshot displays the 'Approved APP-CSE' interface. At the top, there is a search bar and navigation options. Below the search bar, there are filters for the year (2022) and status (Approved, highlighted with a red box). The interface also shows the organization name 'APPCSE TEST' and the created date '29-Jul-2021 11:08 AM'. 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 quarterly amounts (Q1, Q2, Q3, Q4) for each month (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec). The table contains five rows of data, all with zero values for the quarterly amounts and total quantities.

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

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

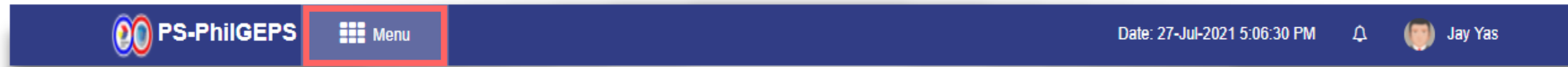
Input Password

Copy the generated Captcha

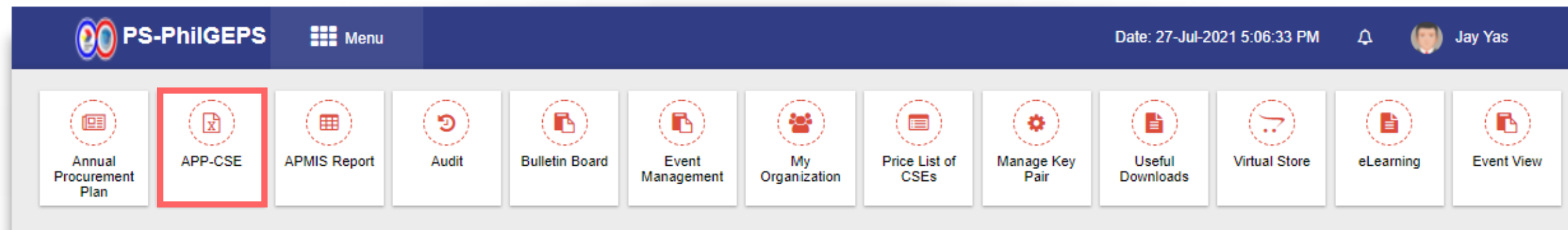
Who is the APP-CSE Uploader?

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 **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

The screenshot shows the 'View Uploaded APP-CSE' interface. At the top, there is 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 '2022' and a button labeled 'View Items' which is highlighted with a red box. The organization name is displayed as 'APPCE TEST'. Below this, there is a table with the following 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, and Total Amount. 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	Price Catalogue	Total Amount		
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.

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

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

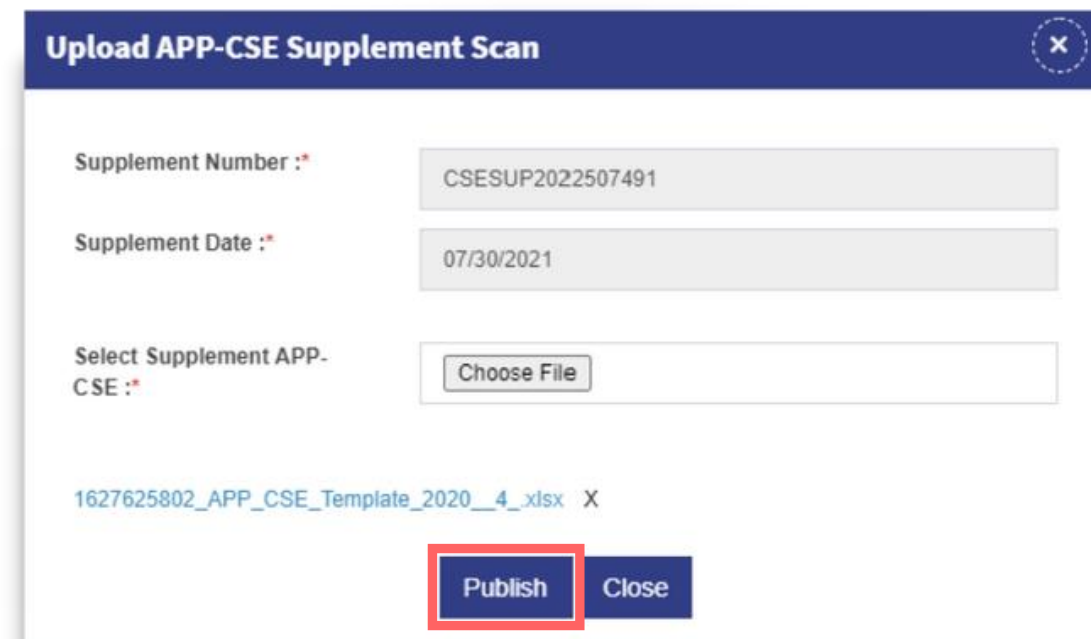
Upload APP-CSE Supplement Scan

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

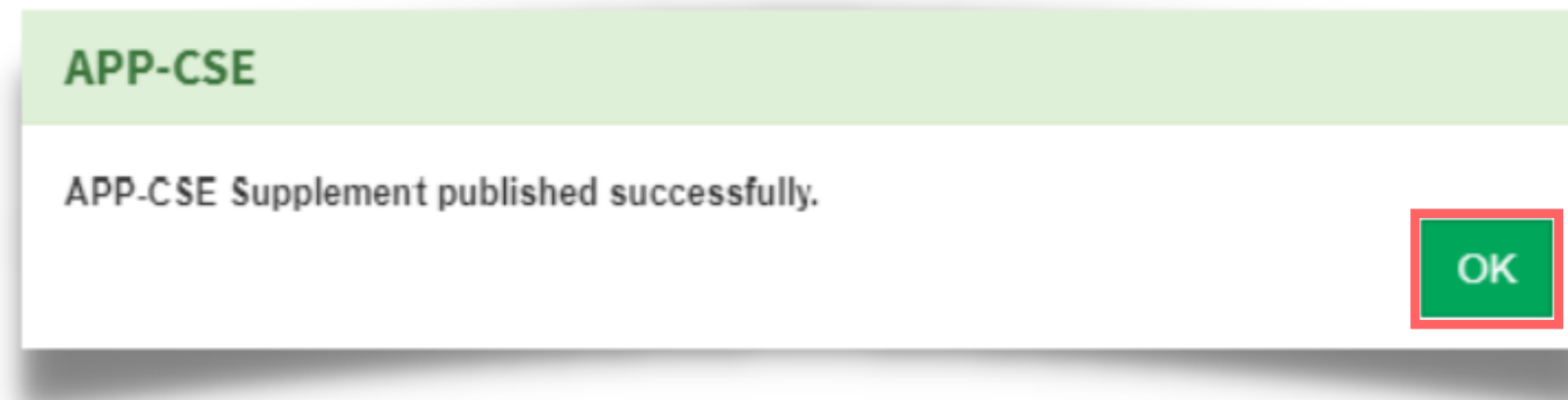
11

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

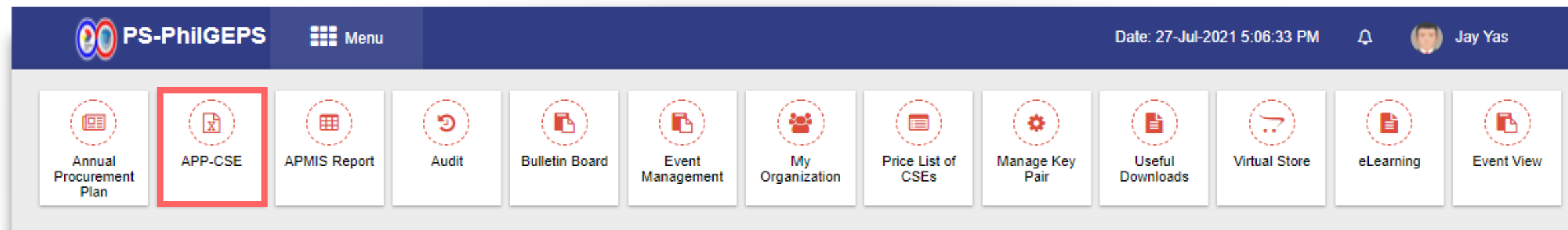
Who is the APP-CSE Uploader?

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.

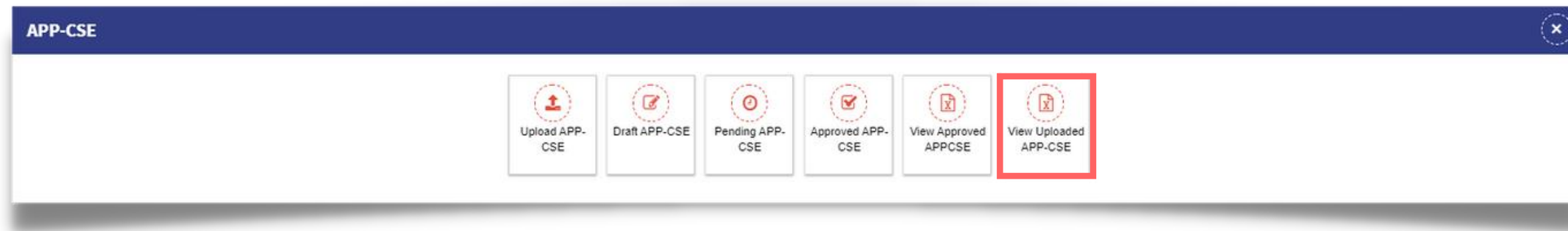
2 Click **Menu**



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 : 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																															

8 Click **Edit Quantity** icon

The screenshot displays the 'View Uploaded APP-CSE' page. At the top, there is a header with the PS-PhilGEPS logo, a menu icon, the date '30-Jul-2021 4:42:46 PM', and the user name 'Jay Yas'. 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 'Approved'. On the right, there are buttons for 'Upload APP-CSE Supplement', 'View Uploaded APP-CSE', 'View Comments', and 'Export To Excel'. The main content is a table with the following columns: Item Code, Unit of Measure, Item Category, and monthly columns (Jan-Dec), quarterly columns (Q1-Q4 AMOUNT), Total Qty, Consumed Qty, Remaining Qty, Price Catalogue, Total Amount, Modified Date, and Action. The first row of data has 'test' as the unit of measure and 'COMMON ELECTRICAL SUPPLIES' as the item category. The 'Action' cell for this row contains a pencil icon, which is highlighted with a red square.

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

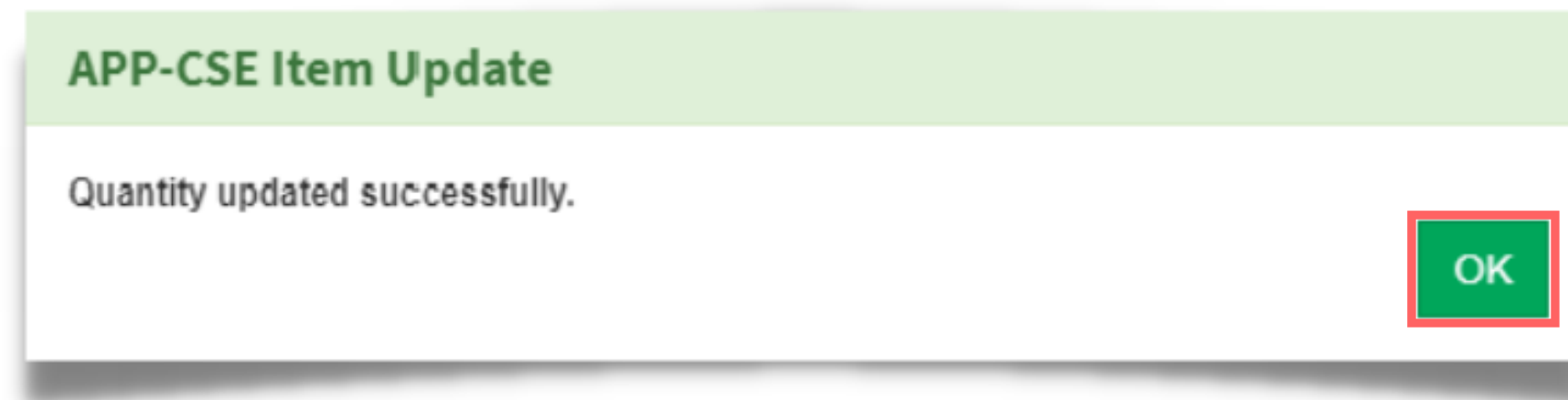
APP-CSE Item Update

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

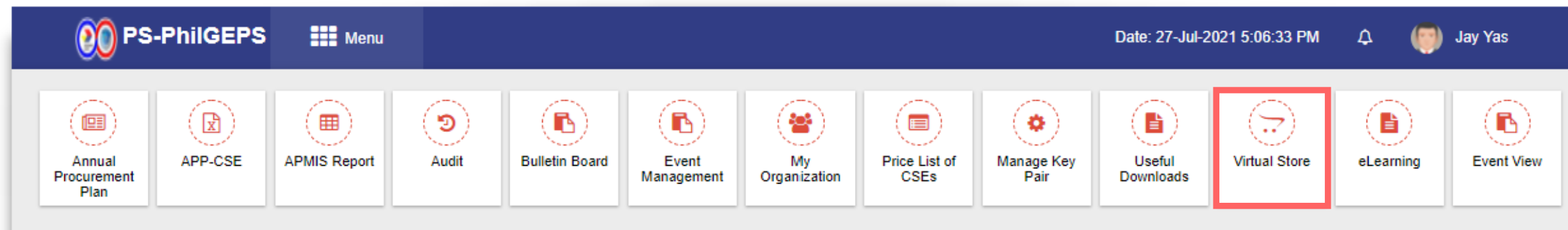
Who is the APP-CSE Uploader?

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.

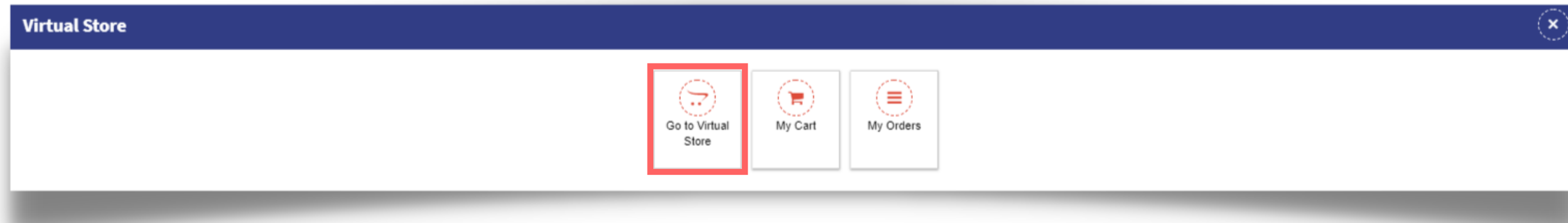
2 Click **Menu**



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

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).

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

Virtual Store


Do you want to Generate CNAS?

YES

NO

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

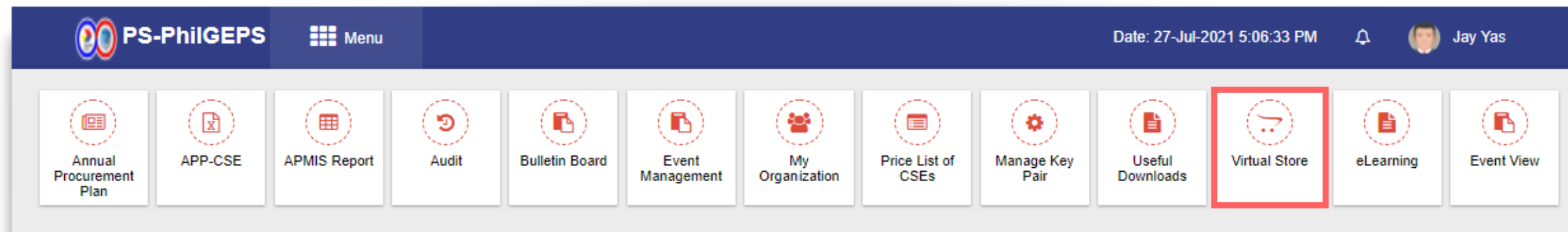
The screenshot shows the PS-PhilGEPS Login interface. On the left, there are 'Login Instructions' detailing user types (Merchant, Agency/Observer) and login steps. On the right, the 'LOG IN' form includes a dropdown menu for user type, text boxes for username and password, a captcha image, and a 'LOG IN' button. Red boxes and arrows highlight the dropdown menu, the username field, the password field, and the captcha image, with corresponding 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.

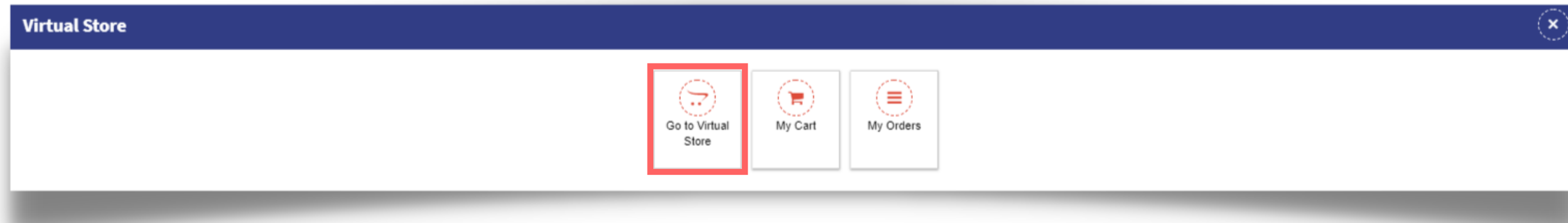
2 Click **Menu**



3 Click **Virtual Store** menu



4 Click the **Go to Virtual Store** submenu



5

Point the cursor to the item

Virtual Store

PS-PhilGEPS

Menu

Date: 04-Aug-2021 1:04:07 PM

Jay Yas

Search by Item Code/Item Description/Item Category

Cart

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).

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

P221.00

Carbon Film, Pe, Black, Size 216mm X 330mm

Item Code : 13111201-CF-P02
Item Category :
Unit of Measure : BOX
Available Quantity in Depot : **Out of Stock**
Available Quantity in APP-CSE : 00

P208.52

Acetate, Thickness: 0.075mm Min (gauge #3)

Item Code : 13111203-AC-F01
Item Category :
Unit of Measure : ROLL
Available Quantity in Depot : **Out of Stock**
Available Quantity in APP-CSE : 00

P847.82

Paper, Parchment, Size: 210 X 297mm, Multi-purpose

Item Code : 14111503-PA-P01
Item Category :
Unit of Measure : REAM
Available Quantity in Depot : 134
Available Quantity in APP-CSE : 00

P98.05

Continuous Form, 1 Ply, 280 X 241mm

6

Click the **Add to Cart** button

The screenshot displays the PS-PhilGEPS Virtual Store interface. At the top, the header includes the PS-PhilGEPS logo, a menu icon, the date '04-Aug-2021 1:04:15 PM', and the user name 'Jay Yas'. Below the header, 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 located to the left of the search bar, and a 'Cart' icon with a notification badge is on the right.

The main content area is divided into two sections. On the left, the 'Depot Name' is 'PS MAIN'. On the right, an 'ADVISORY' section contains three items:

- 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).

The product listings are as follows:

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

The 'Add to Cart' button on the first product listing is highlighted with a red border. A 'View Detail' button is also visible below the 'Add to Cart' button.

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

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).

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

9

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

The screenshot displays the 'My Cart' interface for PS-PhilGEPS. At the top, the header includes the logo, 'PS-PhilGEPS', a 'Menu' button, the date '04-Aug-2021 1:04:47 PM', and the user 'Jay Yas'. Below the header, the cart details are shown: 'Depot Name : PS MAIN', 'eWallet No. : 012345678950749', and 'eWallet Balance : ₱1,000,000.00'. A table lists the cart items, with one item highlighted: 'CARBON FILM, PE, black, size 210mm x 297mm' with a quantity of 1 and a unit price of ₱ 221.00. Below the table, a summary section shows 'Total Ordered Amount' as ₱ 221.00, '(+)Freight Cost(%)' as ₱ 0.00, and 'Total Amount' as ₱ 221.00. A red box highlights the 'Add / Edit Delivery Address/ Remarks' button. Below this button, there is a text input field for 'Delivery Address/ Remarks' and radio buttons for 'Pick-up' (selected) and 'Delivery'. A 'BUY NOW' button is located at the bottom right of the cart area.

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

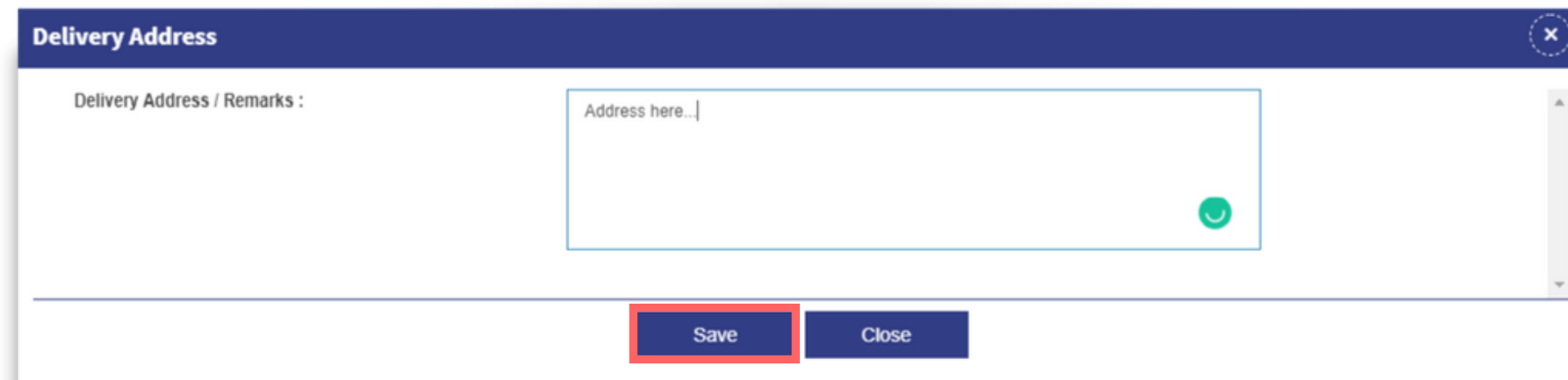
Pick-up Delivery

BUY NOW

10 Type in the **Delivery Address**

The screenshot shows a dialog box titled "Delivery Address" with a close button (X) in the top right corner. The main content area contains the label "Delivery Address / Remarks :" followed by a text input field. The input field contains the placeholder text "Address here..|" and has a green checkmark icon at the bottom right. A red rectangular box highlights the entire input field. Below the input field, there are two buttons: "Save" and "Close".

11

Click the **Save** button

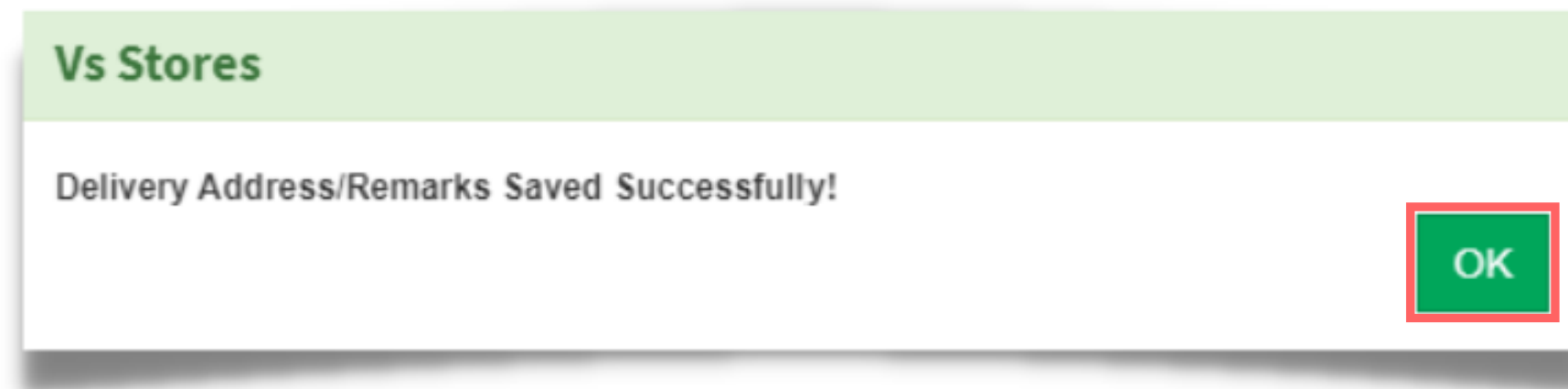
The screenshot shows a dialog box titled "Delivery Address" with a close button (X) in the top right corner. The main area contains a label "Delivery Address / Remarks :" followed by a text input field containing "Address here..|". A green checkmark icon is visible in the bottom right corner of the input 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?

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

<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	
							Total Amount	₱ 221.00	

Delivery Address/ Remarks

Pick-up Delivery

1

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

<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
							Total Amount	₱ 221.00

Delivery Address/ Remarks:

Pick-up Delivery

17

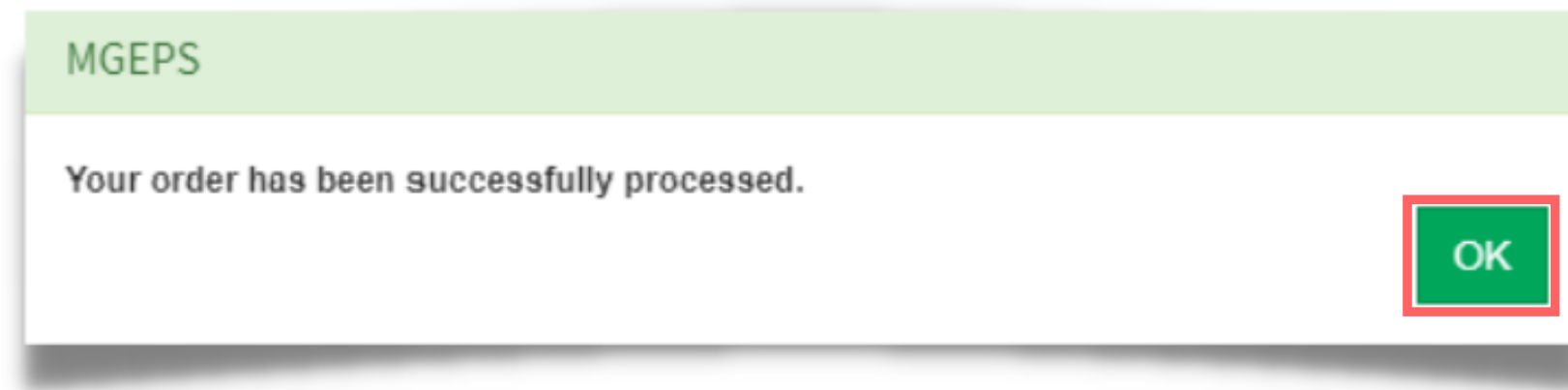
Click the **YES** button to proceed

My Cart

Do you want to proceed?

YES **NO**

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

Organization Name : APPCSE TEST Address : Test, Manila, Metro Manila, 01234	Depot Name : PS MAIN Address : , Manila, Metro Manila, 1007 Contact Person : Ms Catherine Ann Mirabel Tel no. : 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