



Trade Portal

Alfamart Trading Philippines, Inc. (ATP)

User Manual

Vendor User

Version 1.0

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1 GETTING STARTED

1.1 Logging-In/Out to SM Trade Portal

1.1.1 Log-In

- A. Open web browser
- B. In the address bar, key-in “smtradeportal.com” and press the Enter key (See Figure 1)



Figure 1 – Accessing SM Trade Portal in the address bar

- C. User will be re-directed to SMTP Login page (See Figure 2)

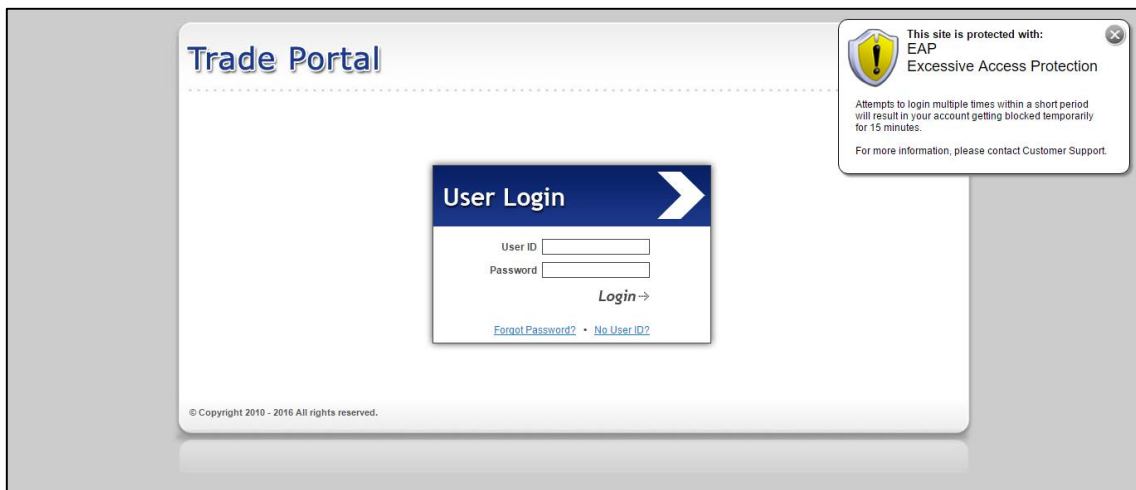


Figure 2 – SM Trade Portal Login Page

- D. Enter your User ID and Password then click “Login” button (or you may use Enter key) to start using the portal

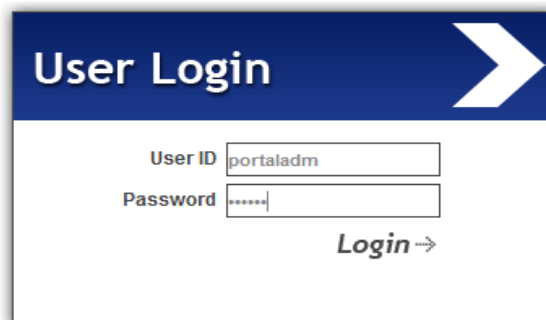


Figure 3 – User ID and Password Fields

- E. After successful login, user will be re-directed to SMTP Single Sign On Page (See Figure 4)

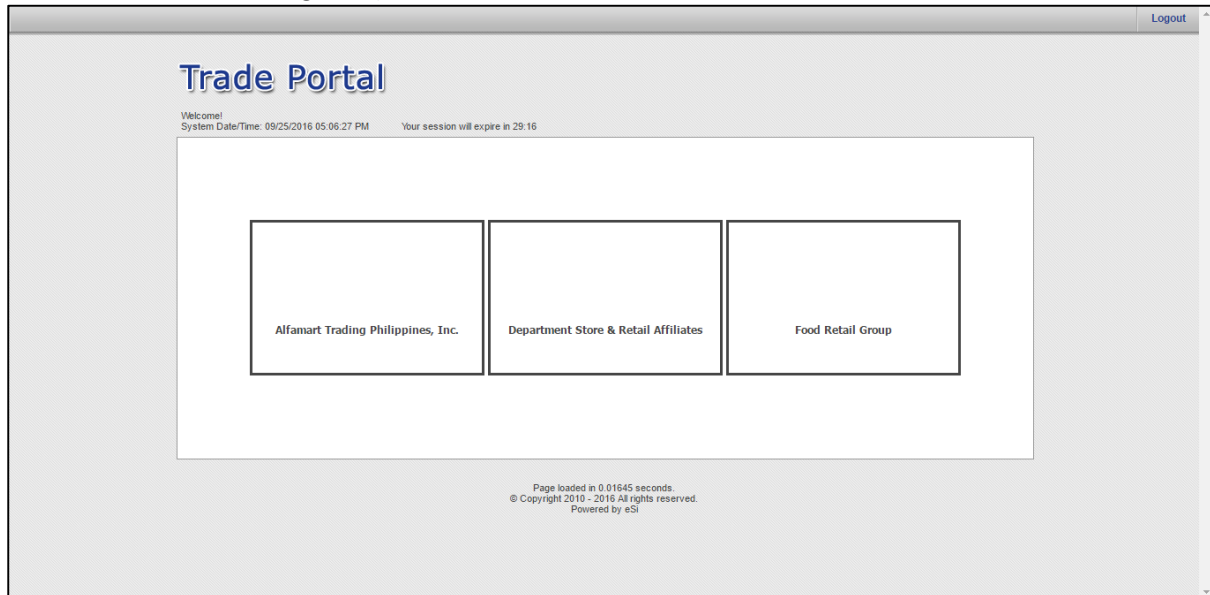


Figure 4 – Single Sign-On Page

In the Single Sign-On Page, Select “Alfamart Trading Philippines, Inc.”.

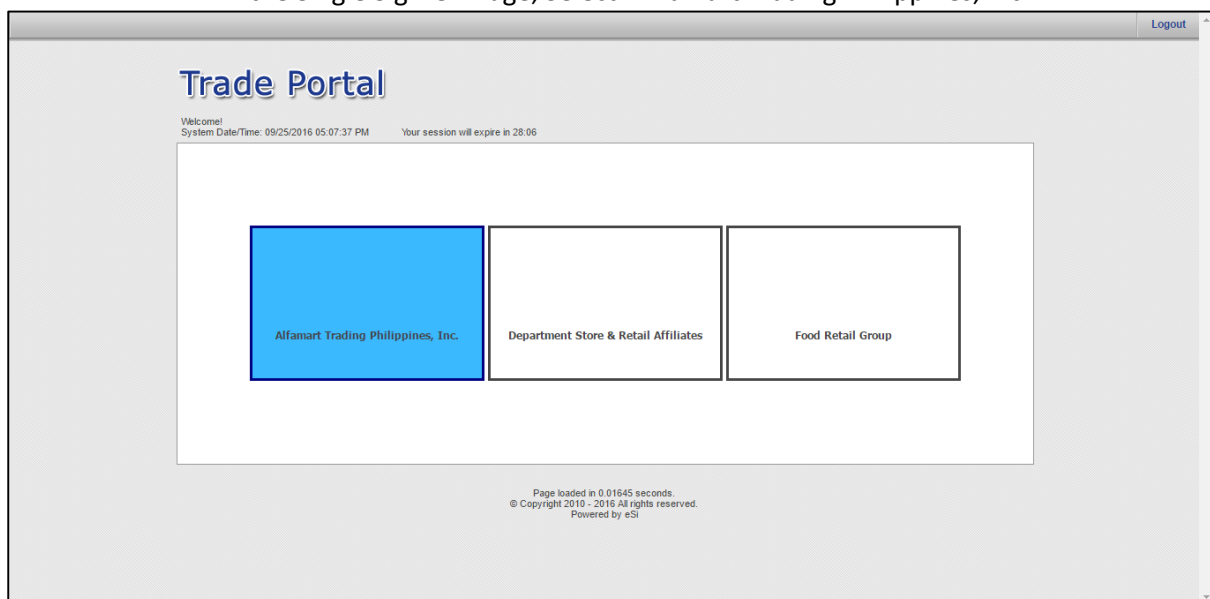


Figure 5 – Selecting ATP in Single Sign-On Page

- F. After selecting ATP, VU account will be re-directed to the SMTP ATP default home page (See Figure 6).

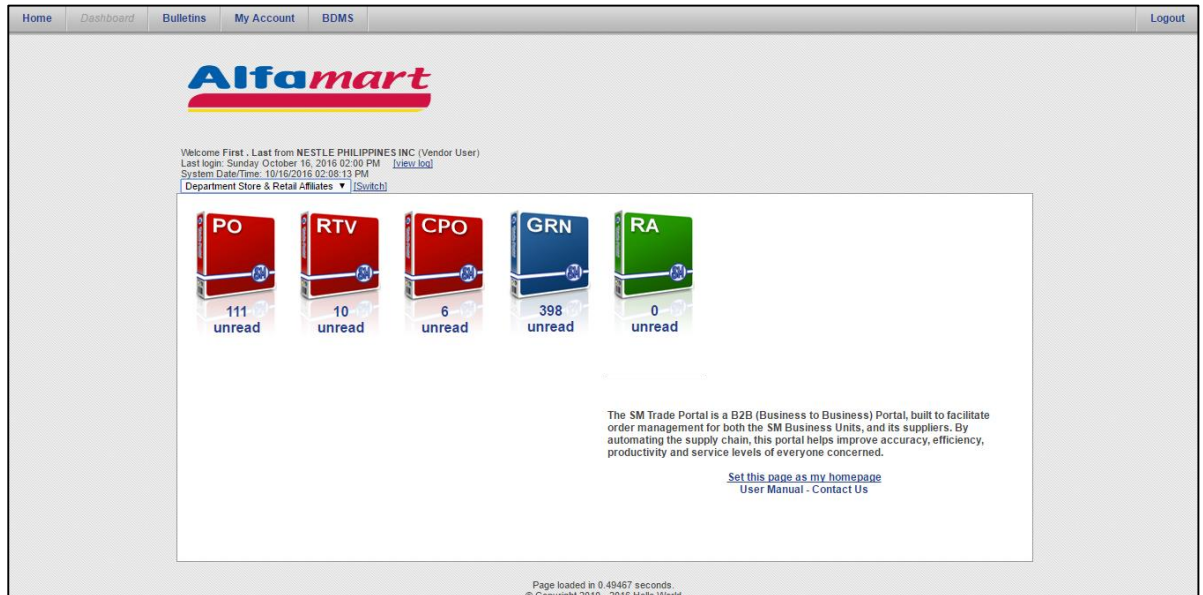


Figure 6 – ATP BDMS Home Page

1.1.2 Log-Out

If you wish to log out of the portal, simply click the “Logout” button located at the upper right portion of the portal. (See Figure 7)



Figure 7 – Logout button

1.2 Toolbar and Navigation

The Toolbar is located at the top portion of the portal. It will help you navigate to the other modules of the portal. (See Figure 8)



Figure 8 – Toolbar and Navigation

1.2.1 Home Button

The “Home” button will navigate you to the SMTP Default Home Page which is the Business Document/Message System (BDMS) Home Page. (See Figure 9)



Figure 9 – Home Button

1.2.1 Bulletins Button

The “Bulletins” button will navigate you to the Vendor Community Management - Dynamic Bulletin System (VCM - DBS) where you may view bulletins for ATP. (See Figure 10)



Figure 10 – Bulletins Button

Note: To learn more about Dynamic Bulletin System (DBS), you may go to the Vendor Community Management (VCM) section.

1.2.2 My Account Button

The “My Account” button will navigate you to the My Account page where you may view or update your account profile. (See Figure 11)



Figure 11 – My Account Button

Note: To learn more about using “My Account”, you may go to My Account Section

1.2.3 BDMS Portal Application Button

The “BDMS” portal application button will navigate you to the BDMS page. By clicking on the “BDMS” toolbar button, you will be re-directed to the BDMS page. (See Figure 12)

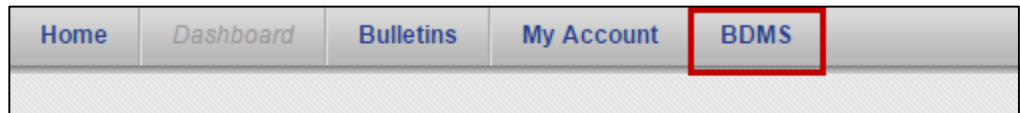


Figure 12 – BDMS Portal Applications Button

1.3 Viewing/Exporting Session Logs

To view session logs, click the “View Logs” link which is located at the upper left portion of the page. After clicking the link, a pop-up window will appear displaying the user’s one hundred (100) latest activities in the portal. (See Figure 13).



Figure 13 – View/Exporting User Session Logs

When the number of entries in your log exceeds 100, only the latest 100 entries will be displayed. You may view older log entries by exporting them as PDF, CSV, or text file formats. (See Figure 14)



192.168.121.164:8082/user_activity_log.php

User Activity Log for Fname M. Lname
Company: SM Admin
Date/Time: Sun, 25 Sep 2016 17:15:06 +0800

NOTE: Only your latest 100 entries are shown. ([why?](#))

Log date	Description
09/25/2016 17:15	Accessed User Activity Log
09/25/2016 17:14	Accessed User Activity Log
09/25/2016 17:09	Login to Alfamart Trading Philippines INC.
09/25/2016 17:06	Successful Login
09/25/2016 11:32	Successful Login
09/25/2016 11:24	Logged out
09/25/2016 10:31	Successful Login
09/24/2016 0:24	Logged out
09/23/2016 19:49	Successful Login
09/23/2016 19:46	Successful Login
09/23/2016 16:42	Successful Login

Figure 14 –Session Logs Download Options

2 BUSINESS DOCUMENT/MESSAGE SYSTEM (BDMS)

The Business Document/Message System (BDMS) for ATP composed of five (5) document types namely:

- A. Purchase Order (PO)
- B. Return To Vendor (RTV)
- C. Consignor Purchase Order (CPO)
- D. Goods Receipt Notification (GRN)
- E. Remittance Advice (RA)



2.1 Navigating BDMS Home Page

There are two ways to navigate the BDMS home page:

- A. Clicking the SMTP Logo. (See Figure 15)

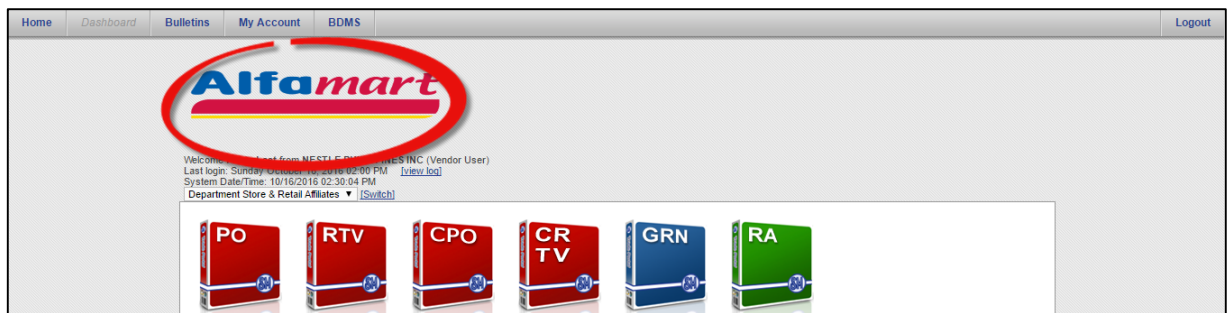


Figure 15 – Navigating BDMS Home Page via SMTP Logo

- B. Clicking the “Home Business” button located at the right side of the page beside the “Refresh” button. (See Figure 16)



Figure 16 – Navigating BDMS Home Page via Back to HomePage icon

2.1.1 BDMS Document Types Summary/Archive page sections

The following are The following are the sections of BDMS's Document Types Summary / Archive Page: (See Figure 17)

- System Header Section
- View Type Indicator Section
- Search Fields Section
- Results Summary & Display Count Section
- Page Mark Section
- Search Result Section (shows data of the present month and the previous six months only)
- Download Options & Printing Section



Figure 17- BDMS Document Types Sections

2.1.2 View Type Indicator (Live/Archive)

Business documents/messages are segregated into two types based on the vendors' preferred relevance. Non-archived items may be viewed on the "Live" view while archived items may be found on the "Archive" view.

- The View Type Indicator located above the Search Field Section indicates which View Type you are at.
- The default view of the Summary Page is "Live" view. To access archived items click "View Archive" and will be directed to the Archive Page where you may view archived items. (See Figure 18)

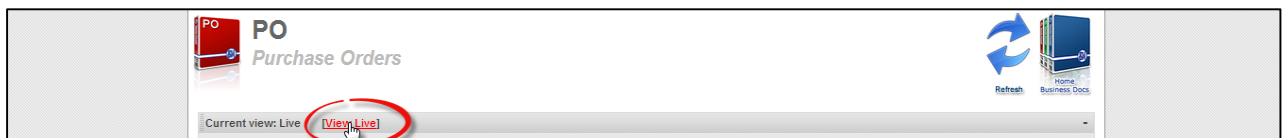


Figure 18- Accessing Archive Page from Live Page

- C. To go back to “Live view” click “View Live” and you will be directed back to the Live Page where you may view the non-archived items. (See Figure 19)

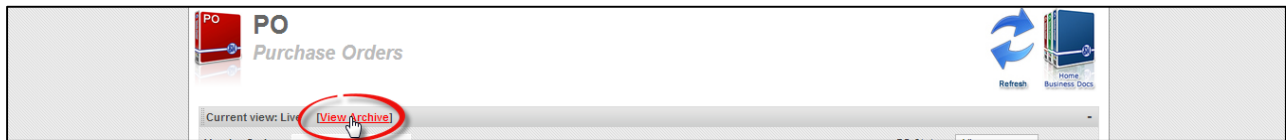


Figure 19- Accessing Live from Archive Page

2.1.3 BDMS Document Types details page sections

The following are the sections of BDMS’s Document Types Details Page: (See Figure 20)

- Header Section
- Detail Count Section
- Status Message Section (for PO & CPO only)
- Detail Body Section
- Download Option & Printing Section
- Document Statistics

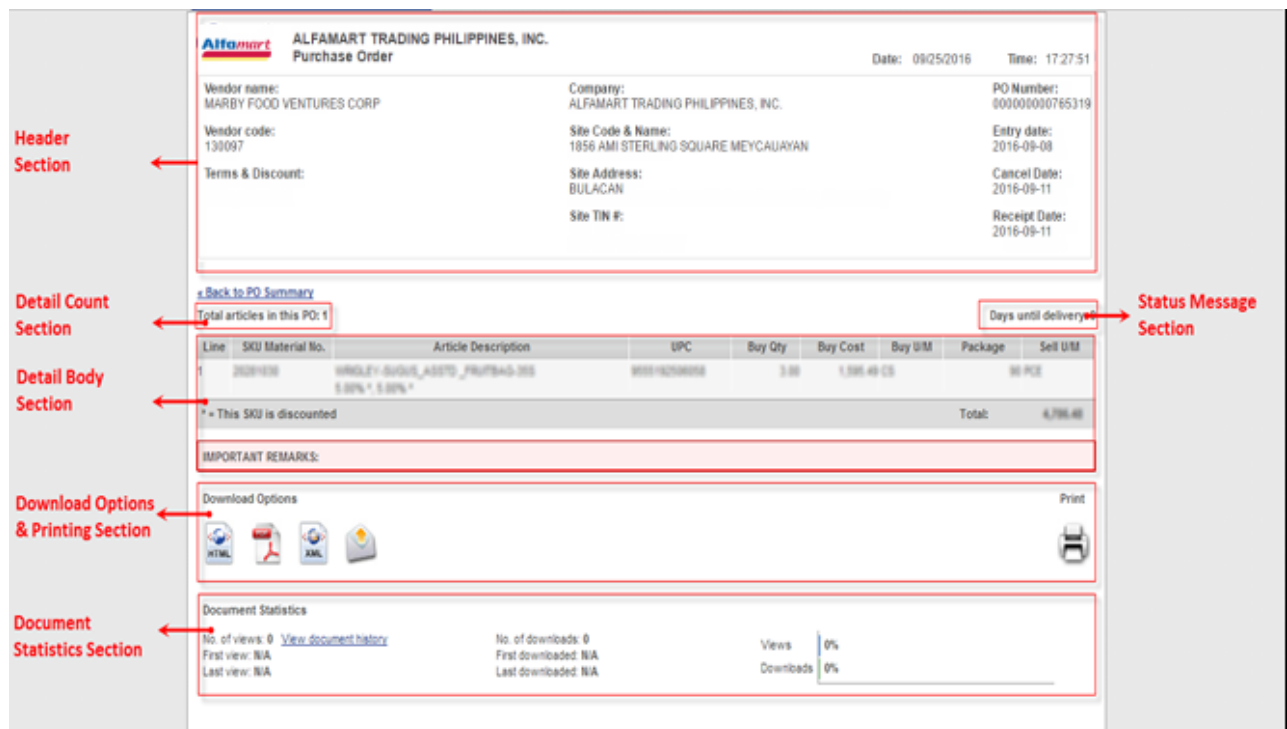


Figure 20- BDMS Details Page Sections

2.2 Download Options and Printing

2.2.1 Batch Download

You may download a specific document/message or a batch of them in the Search Results Section, complete with all details in any of the following formats HyperText Markup Language (.html), Portable Document Format (.pdf) or Extensible Markup Language (.xml). You may also choose to send a PDF attachment through email.

A. To download a specific document / message in HTML format:

1. Select a specific document in the Search Results Section by ticking the checkbox beside your selection. You may also select batch of documents by ticking more than one checkbox.
2. Click the HTML button in the Download Options & Printing Section. Your document will now start downloading. (See Figure 21)

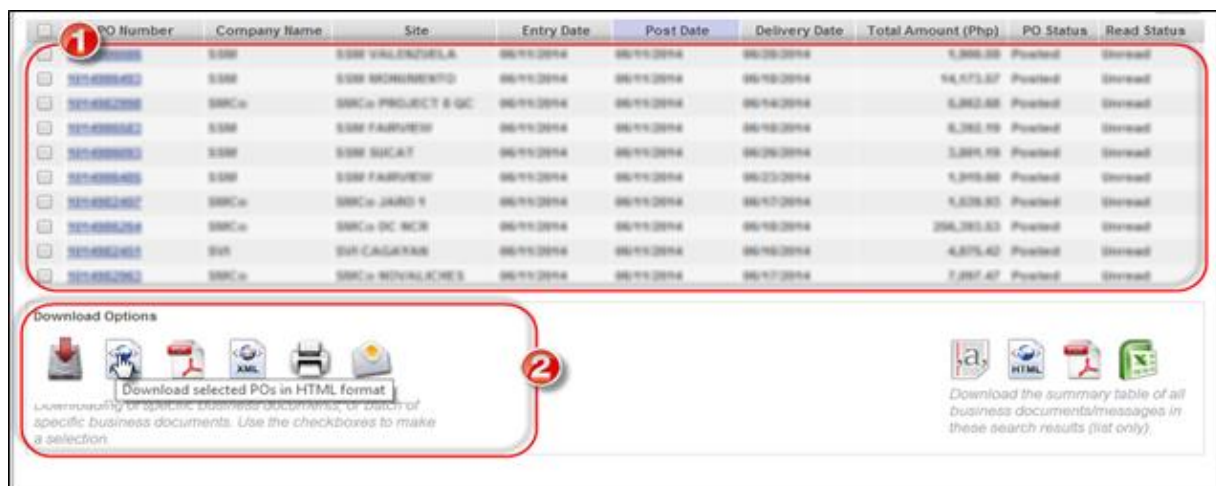


Figure 21- Downloading a specific document/message in HTML format

B. To download a specific document/message in PDF format:

1. Select a specific document in the Search Results Section by ticking the checkbox beside your selection. You may also select batch of documents by ticking more than one checkbox.
2. Click the PDF button in the Downloads & Printing Section (See Figure 22)

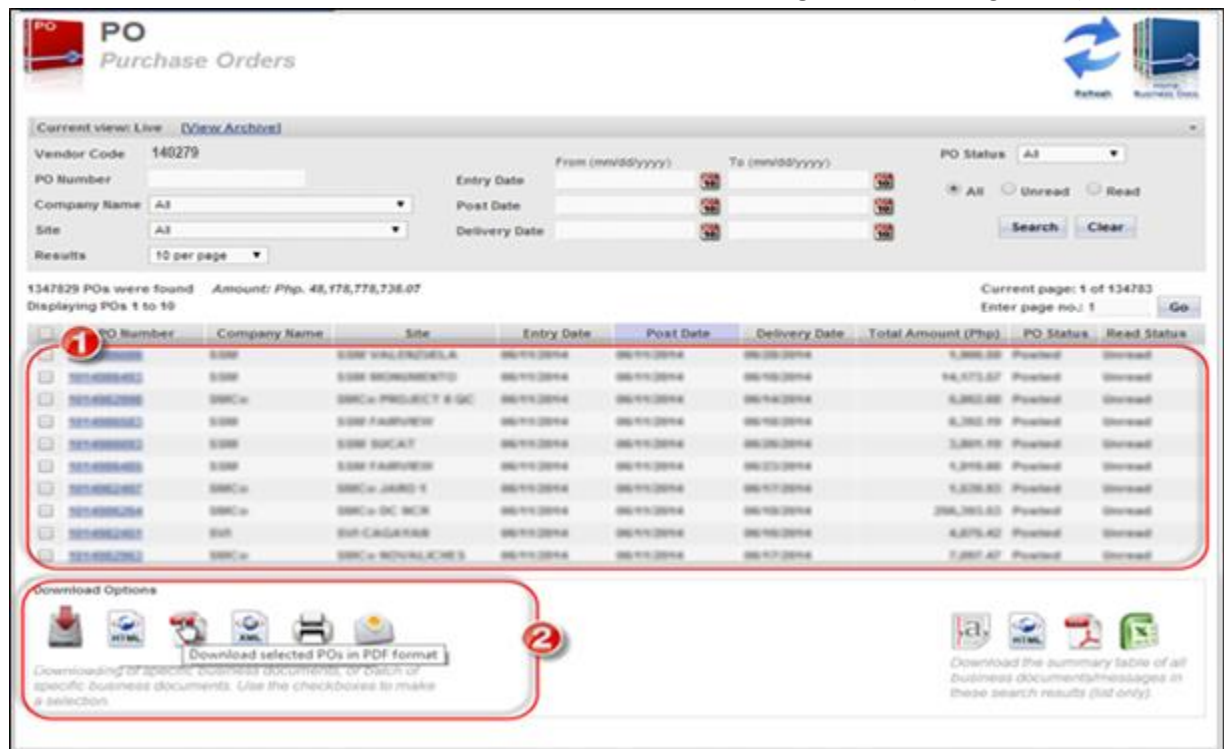


Figure 22- Downloading a specific document/message in PDF format

3. After clicking the PDF button, a message box will pop up to confirm your selection. When you click "OK" your document will now start downloading. (See Figure 23)

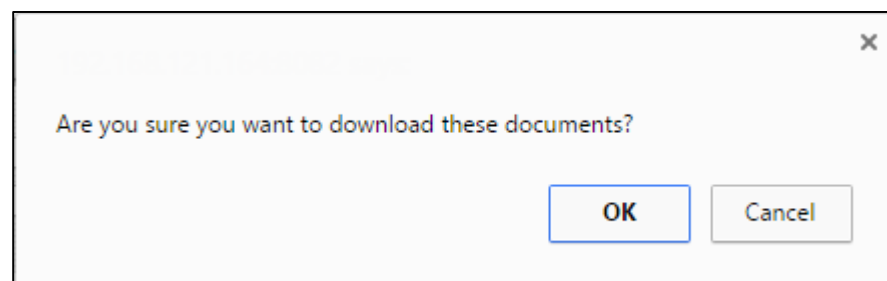


Figure 23- Message Box for Archiving Selected Document/s

- C. To download a specific document / message in XML format:
1. Select a specific document in the Search Results Section by ticking the checkbox beside your selection. You may also select a batch of documents by ticking more than one checkbox.
 2. Click the XML button on the Download Options & Printing Section. Your document will now start downloading. (See Figure 24)

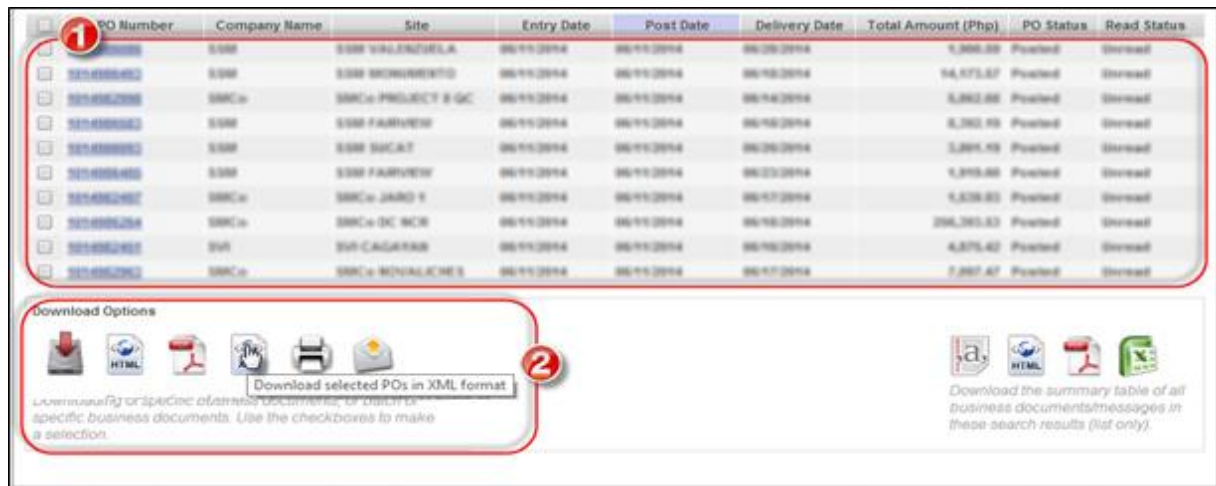


Figure 24- Downloading a specific document / message in XML

- D. To send a specific document / message as a PDF attachment through email:
1. Select a specific document in the Search Results Section by ticking the checkbox beside your selection. You may also select a batch of documents by ticking more than one checkbox.
 2. Click the Email button in the Download Options & Printing Section. (See Figure 25)

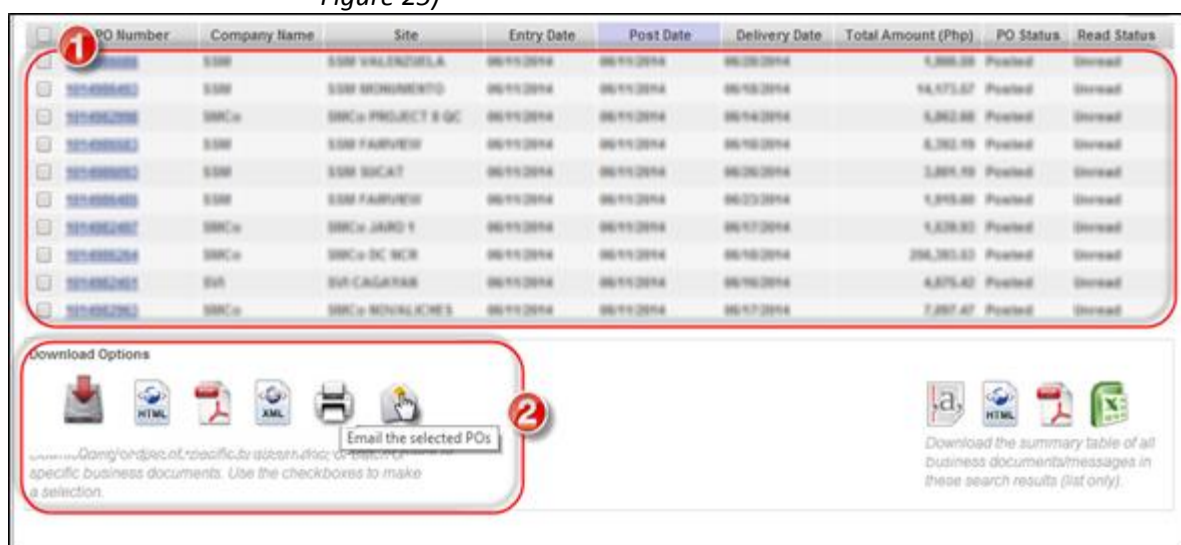


Figure 25- Send a specific document / message as a PDF attachment through email

3. Upon clicking the Email button, you will see the sending status of the said documents under the Archiving and Download Options Section. (See Figure 26)

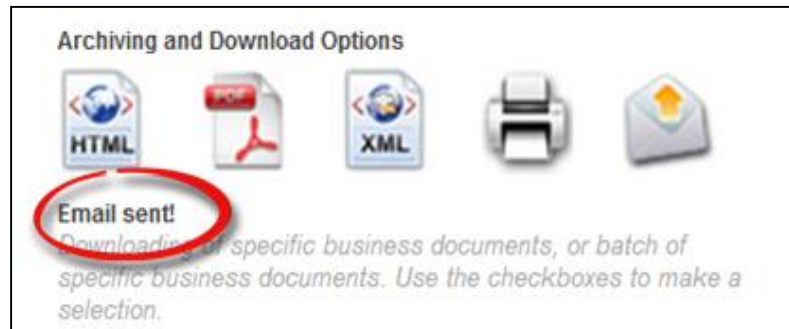


Figure 26- Email Status Notification

2.2.2 Summary Download

You may download the Summary of Search Results in any of the following formats: Comma Separated Values (.csv), HyperText Markup Language (.html), Portable Document Format (.pdf) or Microsoft Excel (.xls). (See Figure 27)

1343903 POs were found Amount: Php. 47,908,512,688.13 Current page: 1 of 134391
Displaying POs 1 to 10 Enter page no.: 1 [Go](#)

<input type="checkbox"/>	PO Number	Company Name	Site	Entry Date	Post Date	Delivery Date	Total Amount (Php)	PO Status	Read Status
<input type="checkbox"/>	79991517000	Sut	Sut TAMBAC	06/11/2014	06/17/2014	06/30/2014	15,267.26	Posted	Download
<input type="checkbox"/>	8000150277	SRCx	SRCx RAJAHMUNDRAM	06/13/2014	06/17/2014	06/30/2014	15,889.64	Posted	Download
<input type="checkbox"/>	79991517400	Sut	Sut WAKLA	06/13/2014	06/17/2014	06/30/2014	5,886.86	Posted	Download
<input type="checkbox"/>	79991517404	Sut	Sut WAKLA	06/13/2014	06/17/2014	06/30/2014	25,886.86	Posted	Download
<input type="checkbox"/>	80001500120	SRCx	SRCx CDO CARPENTRANS	06/13/2014	06/17/2014	06/30/2014	15,889.64	Posted	Download
<input type="checkbox"/>	80001520010	Sut	Sut SC-A-SMAK	06/11/2014	06/17/2014	06/30/2014	26,782.26	Posted	Download
<input type="checkbox"/>	80001500122	Sut	Sut SC-A-SMAK	06/11/2014	06/17/2014	06/30/2014	22,801.79	Posted	Download
<input type="checkbox"/>	80001500110	Sut	Sut BACOLOLO	06/13/2014	06/17/2014	06/30/2014	6,886.42	Posted	Download
<input type="checkbox"/>	80001500112	SRCx	SRCx CDO-AGORA	06/13/2014	06/17/2014	06/30/2014	15,889.64	Posted	Download
<input type="checkbox"/>	80150021122	Sut	Sut Cebu TORO	06/14/2014	06/17/2014	06/30/2014	5,825.86	Posted	Download

Download Options

Downloading of specific business documents, or batch of specific business documents. Use the checkboxes to make a selection.

Download the summary table of all business documents/messages in these search results (list only).

Figure 27 - Summary Download Option

- A. To download the summary table in CSV format, click the CSV button and the table will be downloaded. (See Figure 28)

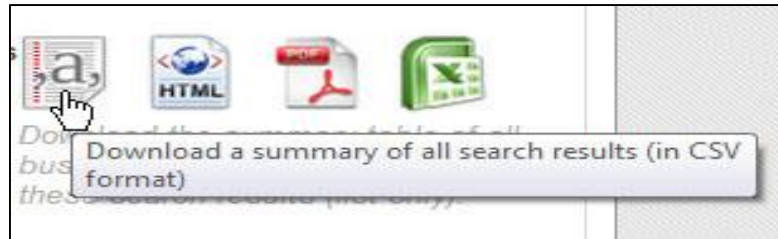


Figure 28- CSV Download Option

- B. To download the summary table in HTML format, click the HTML button and the table will be downloaded. (See Figure 29)



Figure 29- HTML Download Option

- C. To download the summary table in PDF format, click the PDF button and the table will be downloaded. (See Figure 30)

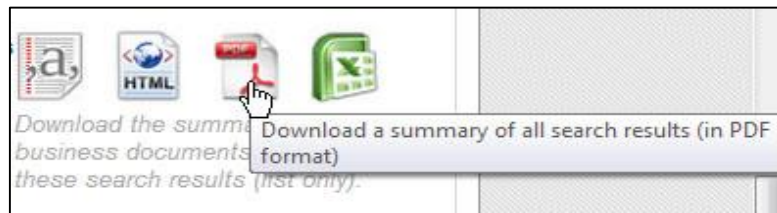


Figure 30- PDF Download Option

- D. To download the summary table in MS Excel format, click the EXCEL button and the table will be downloaded. (See Figure 31)

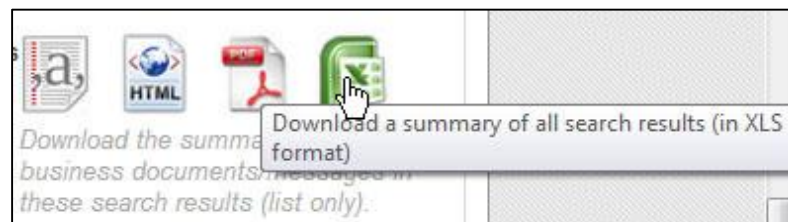


Figure 31- XLS Download Option

Note: For CSV and MS Excel format, the maximum number of documents/messages for summary download is 65,000 documents. You may use the Search fields to lessen the number of summary results.

2.2.3 Printing

You may print a specific document / message or a batch of them from the results displayed in the Search Results Section.

- A. To print specific document/message (1) select a specific document/message in the Search Results Section by ticking the checkbox beside your selection. You may also select a batch of documents by ticking more than one checkbox; and, (2) click the Print button on the Download Options & Printing Section, and your browser's print preview page will appear. You may also input your preferred settings. (See Figure 32)

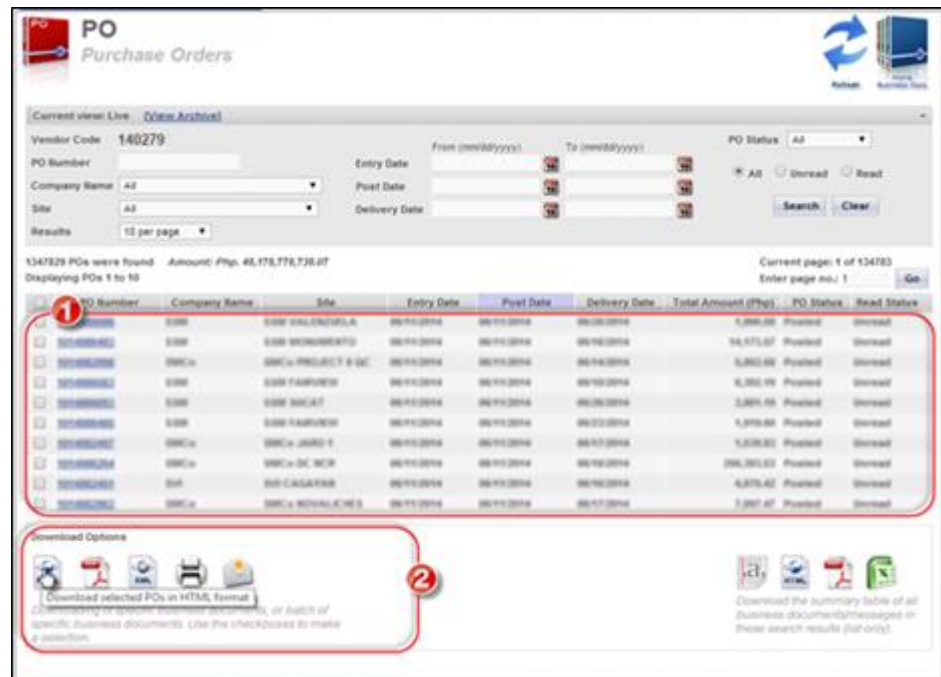


Figure 32- Print Specific / Batch Document / Message

2.3 Using the Document Type scroll bar

You may navigate to the different document types using the scroll bar.

- A. Click and hold the right or left arrow of the scroll bar until you see the button of the Document Type you want to view. (See Figure 33)

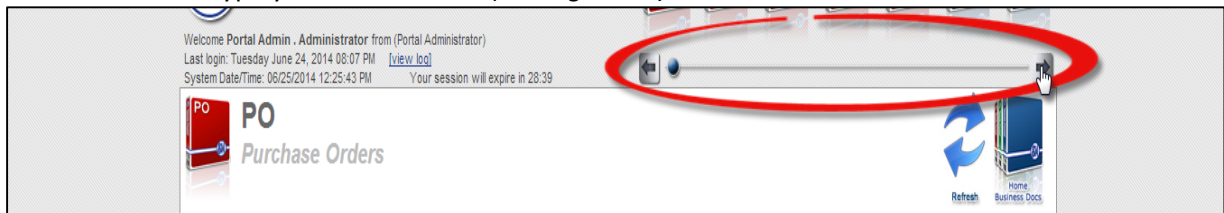


Figure 33- BDMS Quick Links

- B. When you want to navigate to other document type, click the document type icon you wish to go to on the BDMS Quick Link located at the upper right side of the portal. (See Figure 34)

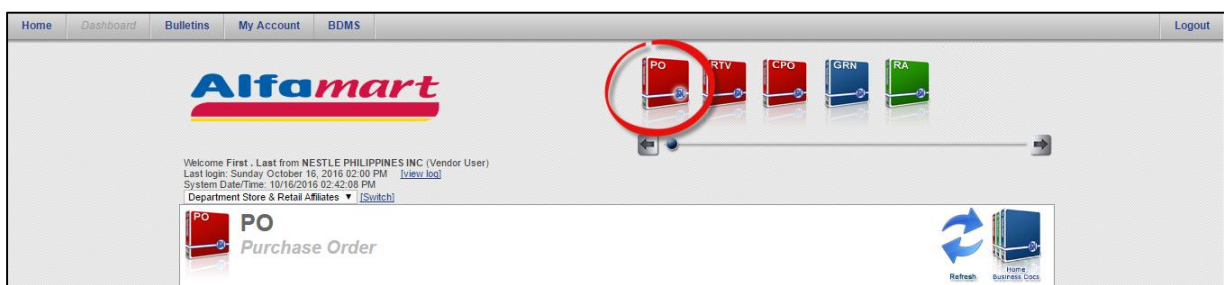


Figure 34- BDMS Quick Links

2.4 Purchase Orders (PO)

2.4.1 Accessing the PO Summary Page

1. To access the PO summary page, go back to the BDMS home page and click the PO button. (See Figure 35)

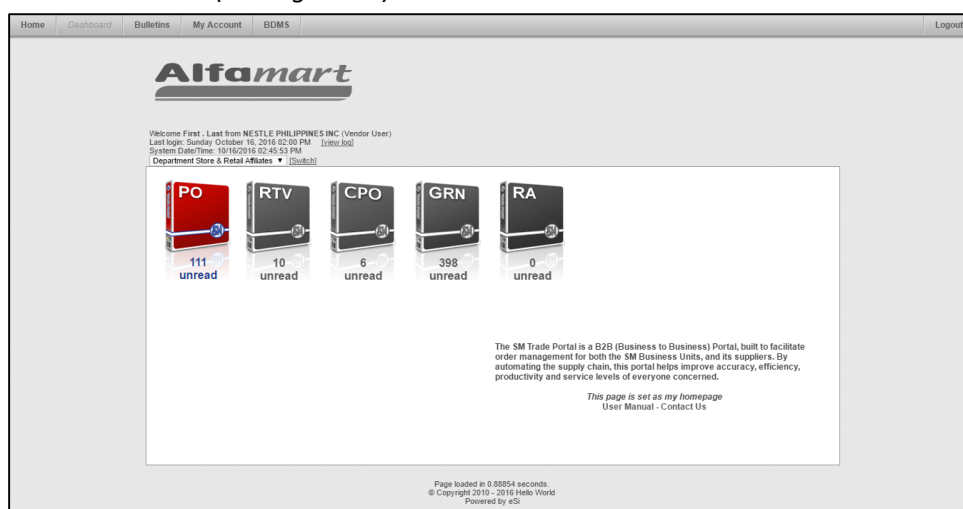
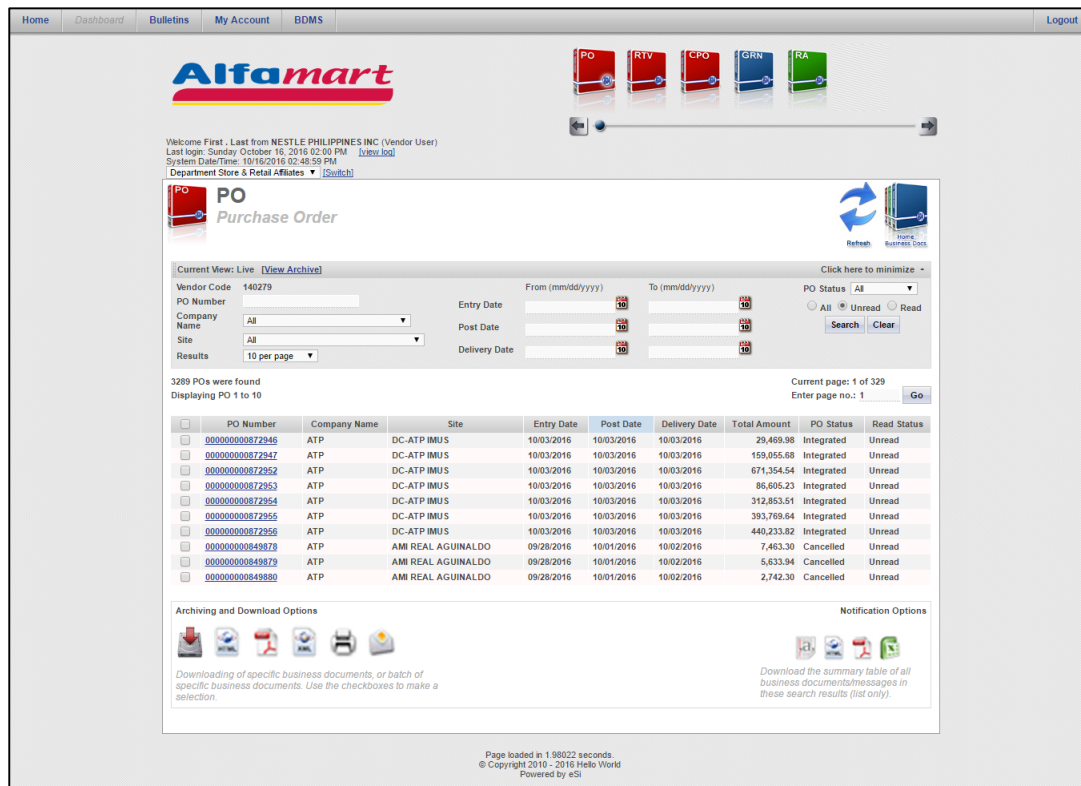


Figure 35- PO BDMS Icon

2. You are now at the PO Summary page. (See Figure 36)



Alfamart

Welcome First. Last from NESTLE PHILIPPINES INC (Vendor User)
Last login: Sunday October 16, 2016 02:00 PM [View Log]
System Date/Time: 10/16/2016 02:48:59 PM
Department Store & Retail Affiliates [Switch]

PO Purchase Order

Current View: Live [View Archive]

Vendor Code: 140279

PO Number: [Text Box]

Company Name: [Dropdown: All]

Site: [Dropdown: All]

Results: 10 per page

Entry Date: [Text Box]

Post Date: [Text Box]

Delivery Date: [Text Box]

From (mm/dd/yyyy): [Text Box]

To (mm/dd/yyyy): [Text Box]

PO Status: [Dropdown: All]

Read Status: [Radio: All] [Radio: Unread] [Radio: Read]

[Search] [Clear]

3289 POs were found
Displaying PO 1 to 10

Current page: 1 of 329
Enter page no.: 1 [Go]

<input type="checkbox"/>	PO Number	Company Name	Site	Entry Date	Post Date	Delivery Date	Total Amount	PO Status	Read Status
<input type="checkbox"/>	000000000872946	ATP	DC-ATP IMUS	10/03/2016	10/03/2016	10/03/2016	29,469.98	Integrated	Unread
<input type="checkbox"/>	000000000872947	ATP	DC-ATP IMUS	10/03/2016	10/03/2016	10/03/2016	159,055.68	Integrated	Unread
<input type="checkbox"/>	000000000872952	ATP	DC-ATP IMUS	10/03/2016	10/03/2016	10/03/2016	671,354.54	Integrated	Unread
<input type="checkbox"/>	000000000872953	ATP	DC-ATP IMUS	10/03/2016	10/03/2016	10/03/2016	86,605.23	Integrated	Unread
<input type="checkbox"/>	000000000872954	ATP	DC-ATP IMUS	10/03/2016	10/03/2016	10/03/2016	312,853.51	Integrated	Unread
<input type="checkbox"/>	000000000872955	ATP	DC-ATP IMUS	10/03/2016	10/03/2016	10/03/2016	393,769.64	Integrated	Unread
<input type="checkbox"/>	000000000872956	ATP	DC-ATP IMUS	10/03/2016	10/03/2016	10/03/2016	440,233.82	Integrated	Unread
<input type="checkbox"/>	000000000849878	ATP	AM REAL AGUINALDO	09/28/2016	10/01/2016	10/02/2016	7,463.30	Cancelled	Unread
<input type="checkbox"/>	000000000849879	ATP	AM REAL AGUINALDO	09/28/2016	10/01/2016	10/02/2016	5,633.94	Cancelled	Unread
<input type="checkbox"/>	000000000849880	ATP	AM REAL AGUINALDO	09/28/2016	10/01/2016	10/02/2016	2,742.30	Cancelled	Unread

Archiving and Download Options

Notification Options

Page loaded in 1.98022 seconds
© Copyright 2016 - 2016 Hello World
Powered by eSI

Figure 36- PO Summary Page

2.4.2 PO Summary Page & PO Archive Page

2.4.2.1 PO Search Fields

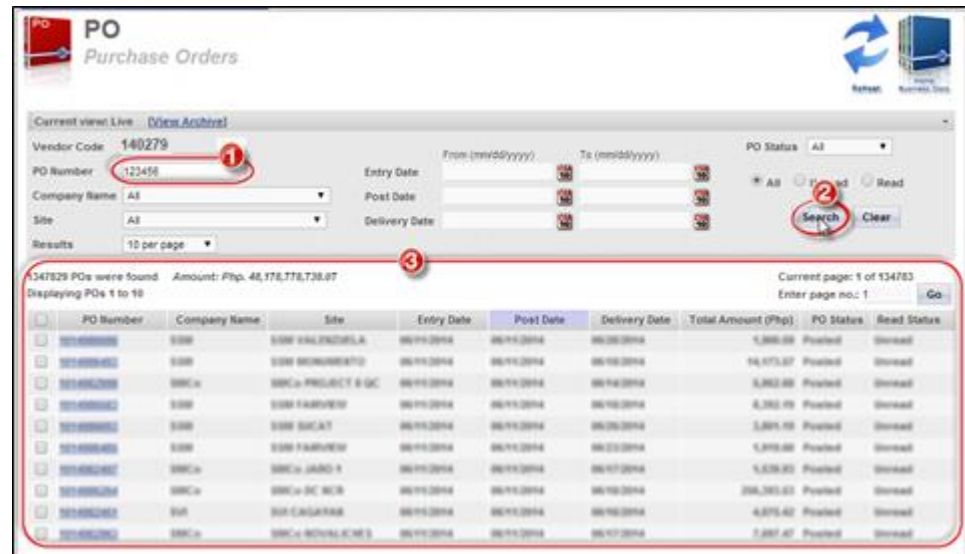
You may search PO using any of the following criteria:

- PO Number
- Company Name
- Site
- Number of Records to display per page (*Results*)
- Entry Date, Post Date, Delivery Date
- Document Status (*All, Posted, Integrated*)
- Read Status (*All, Unread, Read*)

NOTE: To get more accurate result, you may combine the criteria when you search.

- To search for POs by using a PO Number

- Key in the PO number in the text box.
- Click the Search button located at the right side.
- After clicking the Search button, the table will display the results. (See Figure 37)



PO Purchase Orders

Current view: Live [View Archive](#)

Vendor Code: 140279

PO Number: 123456

Company Name: All

Site: All

Results: 10 per page

From (mm/dd/yyyy): To (mm/dd/yyyy)

Entry Date: Post Date: Delivery Date:

PO Status: All

Search Clear

1347529 POs were found Amount: Php. 48,178,778.07

Displaying POs 1 to 10

Current page: 1 of 134753
Enter page no.: 1 Go

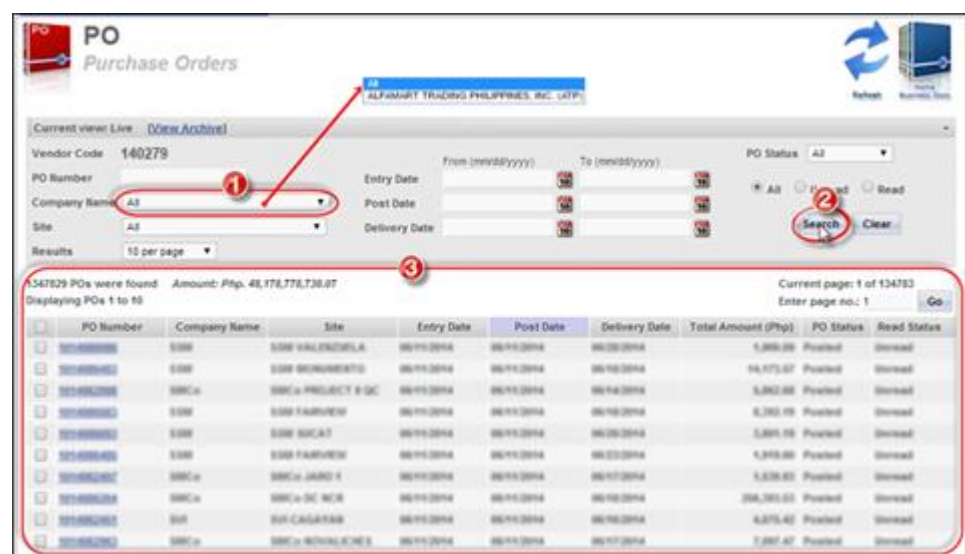
PO Number	Company Name	Site	Entry Date	Post Date	Delivery Date	Total Amount (Php)	PO Status	Read Status
101-00000000	SMM	SMM WALANTORILA	09/11/2014	09/11/2014	09/20/2014	1,889.08	Posted	Unread
101-00000001	SMM	SMM BONGORRITO	09/11/2014	09/11/2014	09/10/2014	14,175.07	Posted	Unread
101-00000002	SMM	SMM PROJECT 8 GC	09/11/2014	09/11/2014	09/14/2014	3,362.08	Posted	Unread
101-00000003	SMM	SMM FAUREN	09/11/2014	09/11/2014	09/10/2014	2,382.78	Posted	Unread
101-00000004	SMM	SMM SUCAT	09/11/2014	09/11/2014	09/20/2014	3,891.70	Posted	Unread
101-00000005	SMM	SMM FAUREN	09/11/2014	09/11/2014	09/23/2014	1,819.00	Posted	Unread
101-00000006	SMM	SMM JARD 1	09/11/2014	09/11/2014	09/17/2014	1,538.02	Posted	Unread
101-00000007	SMM	SMM DC NCR	09/11/2014	09/11/2014	09/10/2014	208,383.02	Posted	Unread
101-00000008	SMM	SMM CAGARRA	09/11/2014	09/11/2014	09/10/2014	4,075.42	Posted	Unread
101-00000009	SMM	SMM RETAIL CHES	09/11/2014	09/11/2014	09/17/2014	7,887.47	Posted	Unread

Figure 37- Searching PO's using PO number

NOTE: The maximum number of characters for the PO number is 35. The textbox only accepts numeric characters and will search for PO numbers containing the entered number.

B. To search for POs by Company Name

1. Click the drop-down list then select the company name or choose "All" to display all of them.
2. Click the Search button located at the right side
3. After clicking the Search button, the table will display the results. (See Figure 38)



PO Purchase Orders

Current view: Live [View Archive](#)

Vendor Code: 140279

PO Number:

Company Name: All

Site: All

Results: 10 per page

From (mm/dd/yyyy): To (mm/dd/yyyy)

Entry Date: Post Date: Delivery Date:

PO Status: All

Search Clear

1347529 POs were found Amount: Php. 48,178,778.07

Displaying POs 1 to 10

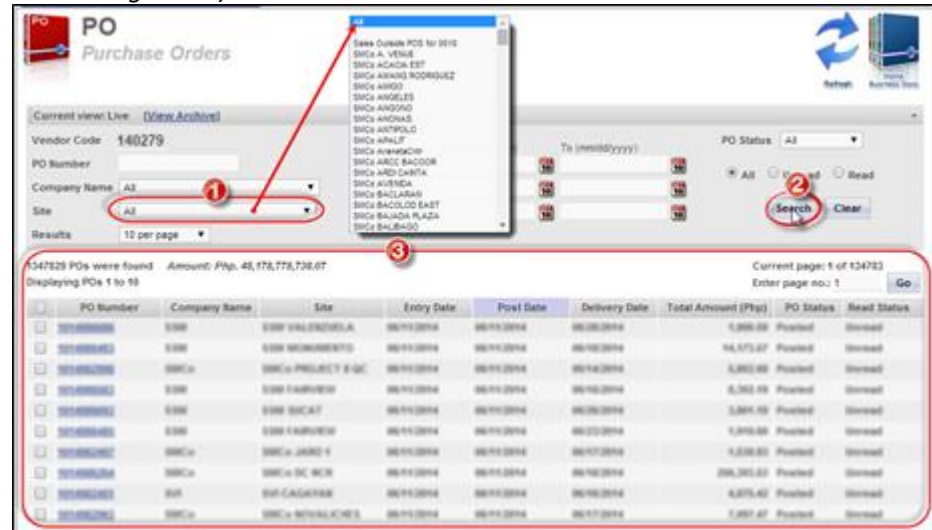
Current page: 1 of 134753
Enter page no.: 1 Go

PO Number	Company Name	Site	Entry Date	Post Date	Delivery Date	Total Amount (Php)	PO Status	Read Status
101-00000000	SMM	SMM WALANTORILA	09/11/2014	09/11/2014	09/20/2014	1,889.08	Posted	Unread
101-00000001	SMM	SMM BONGORRITO	09/11/2014	09/11/2014	09/10/2014	14,175.07	Posted	Unread
101-00000002	SMM	SMM PROJECT 8 GC	09/11/2014	09/11/2014	09/14/2014	3,362.08	Posted	Unread
101-00000003	SMM	SMM FAUREN	09/11/2014	09/11/2014	09/10/2014	2,382.78	Posted	Unread
101-00000004	SMM	SMM SUCAT	09/11/2014	09/11/2014	09/20/2014	3,891.70	Posted	Unread
101-00000005	SMM	SMM FAUREN	09/11/2014	09/11/2014	09/23/2014	1,819.00	Posted	Unread
101-00000006	SMM	SMM JARD 1	09/11/2014	09/11/2014	09/17/2014	1,538.02	Posted	Unread
101-00000007	SMM	SMM DC NCR	09/11/2014	09/11/2014	09/10/2014	208,383.02	Posted	Unread
101-00000008	SMM	SMM CAGARRA	09/11/2014	09/11/2014	09/10/2014	4,075.42	Posted	Unread
101-00000009	SMM	SMM RETAIL CHES	09/11/2014	09/11/2014	09/17/2014	7,887.47	Posted	Unread

Figure 38- Searching PO's using Company Name

C. To search for POs by Site

1. Click the drop-down list then select a Site or choose "All" to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 39)



PO Purchase Orders

Current view: Live [View Archive](#)

Vendor Code: 140279

PO Number:

Company Name: All

Site: All

Results: 10 per page

1547529 POs were found Amount: Php. 45,176,778,738.07
Displaying POs 1 to 10

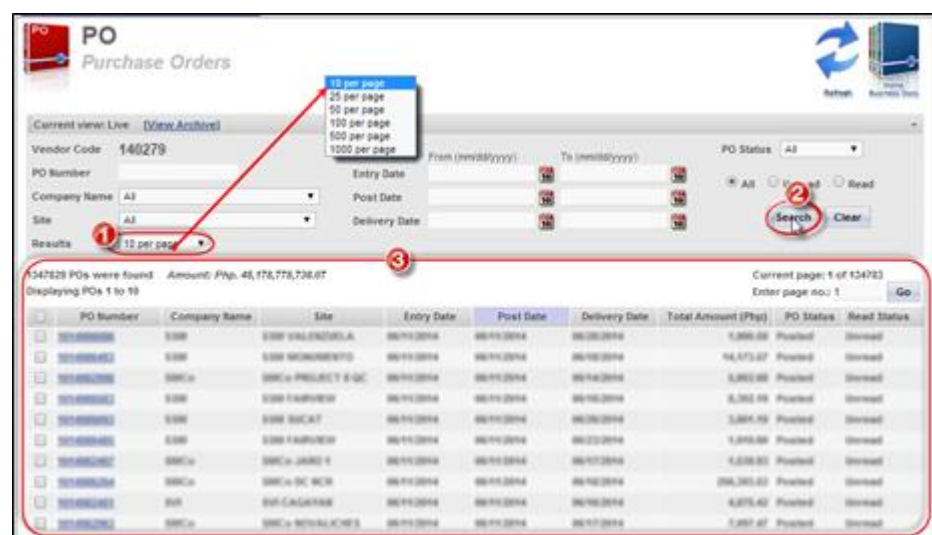
Current page: 1 of 154753
Enter page no.: 1

PO Number	Company Name	Site	Entry Date	Post Date	Delivery Date	Total Amount (Php)	PO Status	Read Status
1547529	SMC	SMC - VALERIO, A.	09/11/2014	09/11/2014	09/28/2014	1,899.00	Posted	Deleted
1547529	SMC	SMC - MONTENEGRO	09/11/2014	09/11/2014	09/18/2014	14,573.07	Posted	Deleted
1547529	SMC	SMC - PRODUCT 8 GC	09/11/2014	09/11/2014	09/14/2014	3,892.00	Posted	Deleted
1547529	SMC	SMC - FARMER	09/11/2014	09/11/2014	09/18/2014	5,362.00	Posted	Deleted
1547529	SMC	SMC - SICK	09/11/2014	09/11/2014	09/26/2014	3,894.00	Posted	Deleted
1547529	SMC	SMC - FARMER	09/11/2014	09/11/2014	09/22/2014	1,899.00	Posted	Deleted
1547529	SMC	SMC - JARDIN	09/11/2014	09/11/2014	09/17/2014	1,899.00	Posted	Deleted
1547529	SMC	SMC - SC. MC	09/11/2014	09/11/2014	09/18/2014	204,393.02	Posted	Deleted
1547529	SMC	SMC - CAGAYAN	09/11/2014	09/11/2014	09/18/2014	4,875.40	Posted	Deleted
1547529	SMC	SMC - MONTENEGRO	09/11/2014	09/11/2014	09/17/2014	1,897.07	Posted	Deleted

Figure 39- Searching PO's through Site Location

D. To filter the Number of Records to Display per page

1. Click the drop-down list labeled "Results" then click the desired number of records per page.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 40)



PO Purchase Orders

Current view: Live [View Archive](#)

Vendor Code: 140279

PO Number:

Company Name: All

Site: All

Results: 10 per page

1547529 POs were found Amount: Php. 45,176,778,738.07
Displaying POs 1 to 10

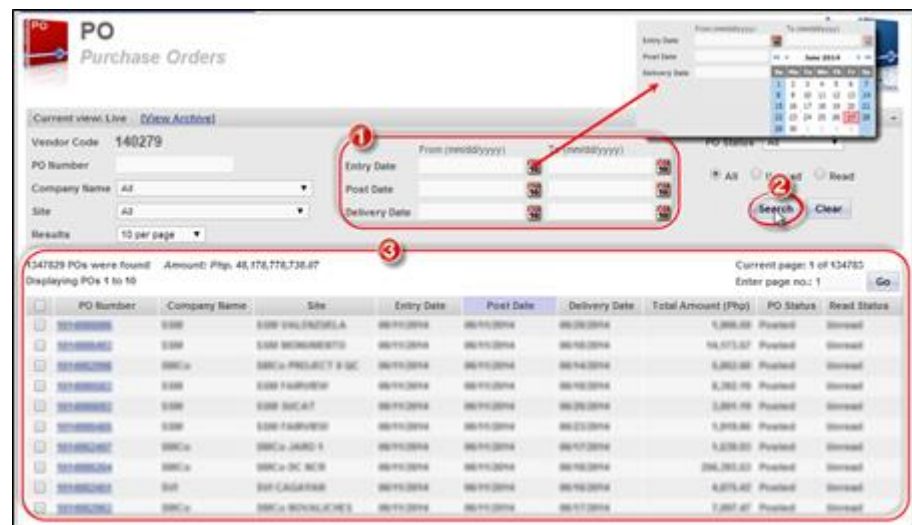
Current page: 1 of 154753
Enter page no.: 1

PO Number	Company Name	Site	Entry Date	Post Date	Delivery Date	Total Amount (Php)	PO Status	Read Status
1547529	SMC	SMC - VALERIO, A.	09/11/2014	09/11/2014	09/28/2014	1,899.00	Posted	Deleted
1547529	SMC	SMC - MONTENEGRO	09/11/2014	09/11/2014	09/18/2014	14,573.07	Posted	Deleted
1547529	SMC	SMC - PRODUCT 8 GC	09/11/2014	09/11/2014	09/14/2014	3,892.00	Posted	Deleted
1547529	SMC	SMC - FARMER	09/11/2014	09/11/2014	09/18/2014	5,362.00	Posted	Deleted
1547529	SMC	SMC - SICK	09/11/2014	09/11/2014	09/26/2014	3,894.00	Posted	Deleted
1547529	SMC	SMC - FARMER	09/11/2014	09/11/2014	09/22/2014	1,899.00	Posted	Deleted
1547529	SMC	SMC - JARDIN	09/11/2014	09/11/2014	09/17/2014	1,899.00	Posted	Deleted
1547529	SMC	SMC - SC. MC	09/11/2014	09/11/2014	09/18/2014	204,393.02	Posted	Deleted
1547529	SMC	SMC - CAGAYAN	09/11/2014	09/11/2014	09/18/2014	4,875.40	Posted	Deleted
1547529	SMC	SMC - MONTENEGRO	09/11/2014	09/11/2014	09/17/2014	1,897.07	Posted	Deleted

Figure 40- Filtering Number of Records to display per page

E. To search POs using their Entry Dates, Post Date or Delivery Date

1. Manually key in the Entry Date, Post Date or Delivery Date using the format 'mm/dd/yyyy' or select the dates using the calendar.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 41)

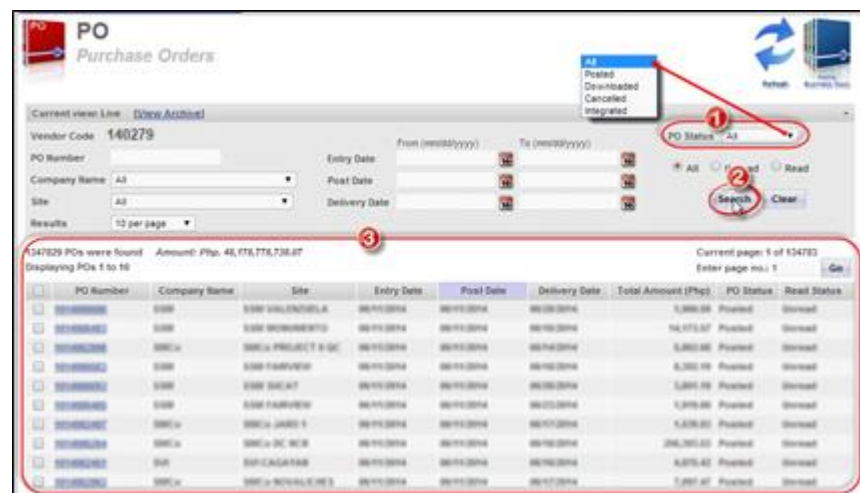


The screenshot shows the 'PO Purchase Orders' search interface. At the top, there are filters for 'Entry Date', 'Post Date', and 'Delivery Date', each with a calendar icon. A red circle labeled '1' highlights the 'Search' button. Below the filters, a table displays search results. The table has columns: PO Number, Company Name, Site, Entry Date, Post Date, Delivery Date, Total Amount (Php), PO Status, and Read Status. The first row shows a PO Number of 147829, Company Name of SSM, and Site of SSM - WALZONZOLA. The table is titled '1347829 POs were found' and 'Amount: Php. 48,176,738.87'.

Figure 41- Searching PO's using Entry Dates, Post Date or Delivery Date

F. To search for PO's by Document Status

1. Click the drop-down list then select a PO status or choose "All" to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 42)



The screenshot shows the 'PO Purchase Orders' search interface. At the top, there are filters for 'Entry Date', 'Post Date', and 'Delivery Date'. A red circle labeled '1' highlights the 'PO Status' dropdown menu, which is currently set to 'All'. Below the filters, a table displays search results. The table has columns: PO Number, Company Name, Site, Entry Date, Post Date, Delivery Date, Total Amount (Php), PO Status, and Read Status. The first row shows a PO Number of 147829, Company Name of SSM, and Site of SSM - WALZONZOLA. The table is titled '1347829 POs were found' and 'Amount: Php. 48,176,738.87'.

Figure 42- Searching PO's using Document Status

G. To Search for PO's by Read Status

1. Choose a PO status then click the radio button of your choice or choose "All" to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 43)

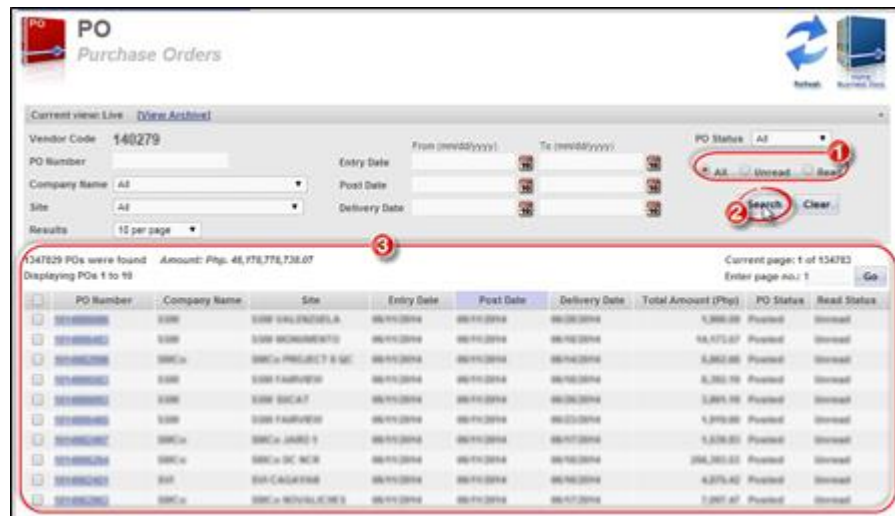


Figure 43- Searching PO's by Read Status

2.4.2.2 PO Page Mark

This section shows the current page number out of the total number of pages of the Search Results.

To display the other pages of the Search Results (also using the same search filters you had entered) (1) key in a specific page number (2) then hit the "Go" button; and, (3) the table will display the results. (See Figure 44)

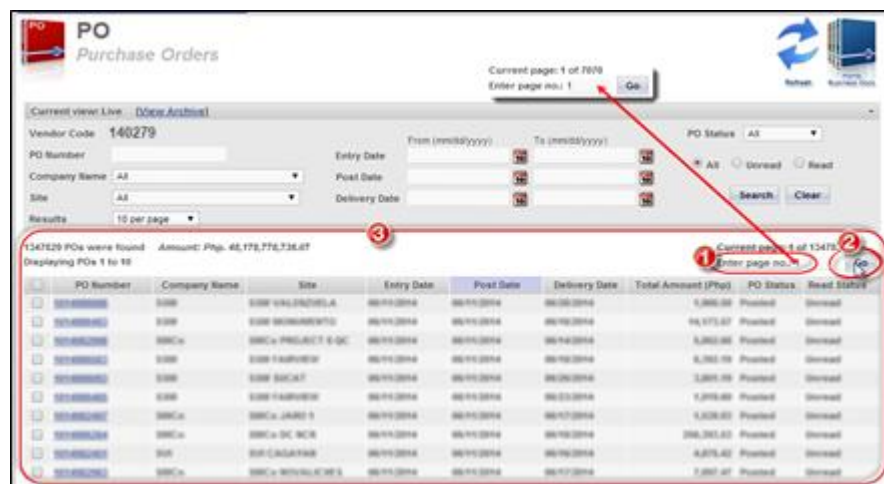
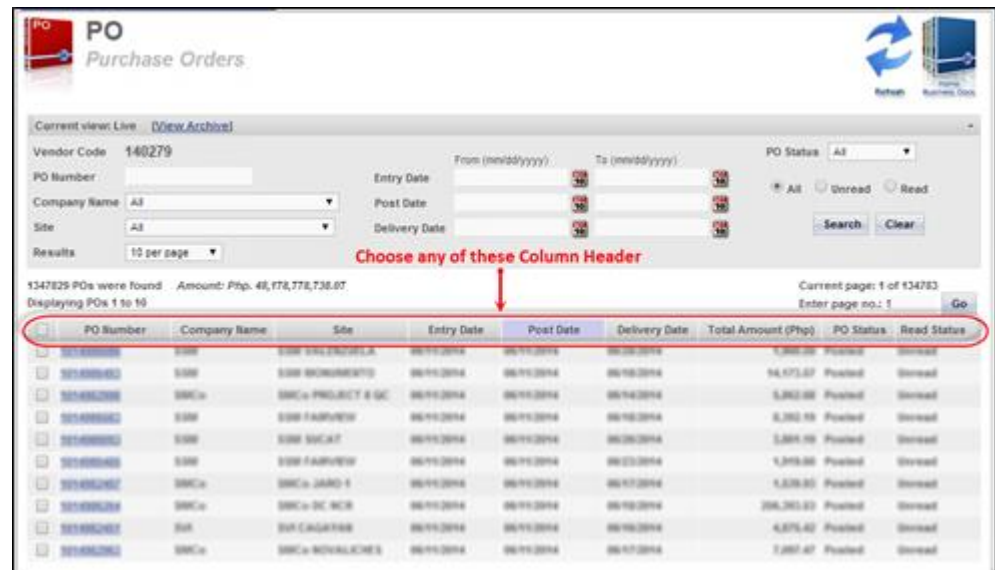


Figure 44- PO's Mark Page

Note: This field allows only numeric entries within the page range of the results. Empty value is not allowed.

2.4.2.3 Sorting PO Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers click any of the column headers that you want to sort. (See Figure 45)



The screenshot shows the 'PO Purchase Orders' interface. At the top, there are search filters including Vendor Code (140279), PO Number, Company Name (All), Site (All), Entry Date, Post Date, Delivery Date, and PO Status (All). A red arrow points to the column headers of the results table with the text 'Choose any of these Column Header'. The table has the following columns: PO Number, Company Name, Site, Entry Date, Post Date, Delivery Date, Total Amount (Php), PO Status, and Read Status. The first row of data shows a PO Number of 5014000000, Company Name of SMC, Site of SMC - SMC, Entry Date of 06/11/2014, Post Date of 06/11/2014, Delivery Date of 06/11/2014, Total Amount of 1,000.00, PO Status of Posted, and Read Status of Unread.

Figure 45- Sorting through Column Headers



2.4.3 PO Details Page

2.4.3.1 Opening a Specific PO Document

On the Search Results Section, click the PO number of the specific PO document you want to open. (See Figure 46)

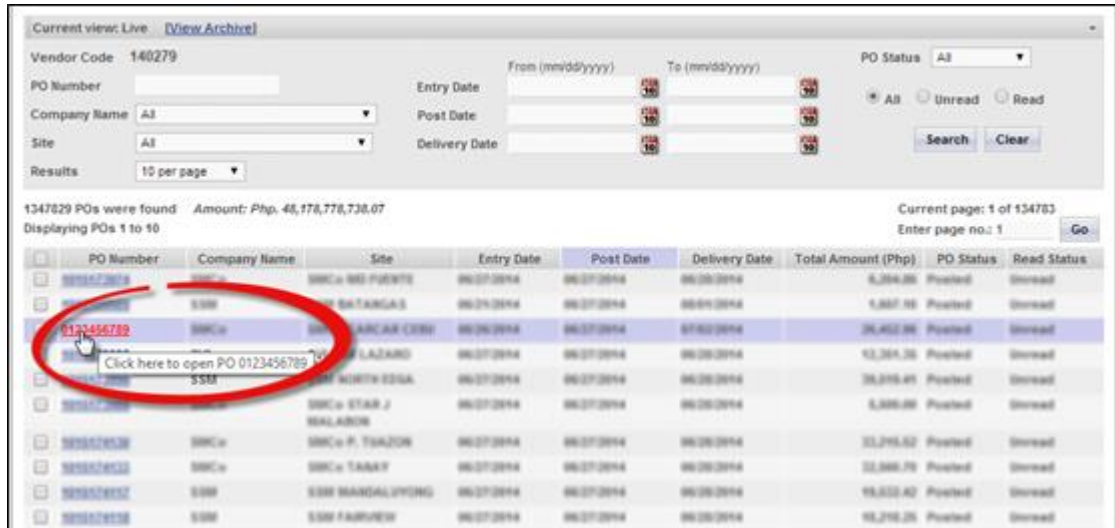


Figure 46- Opening a Specific PO Document

After clicking the PO number, you will be directed to its details page. (See Figure 47)

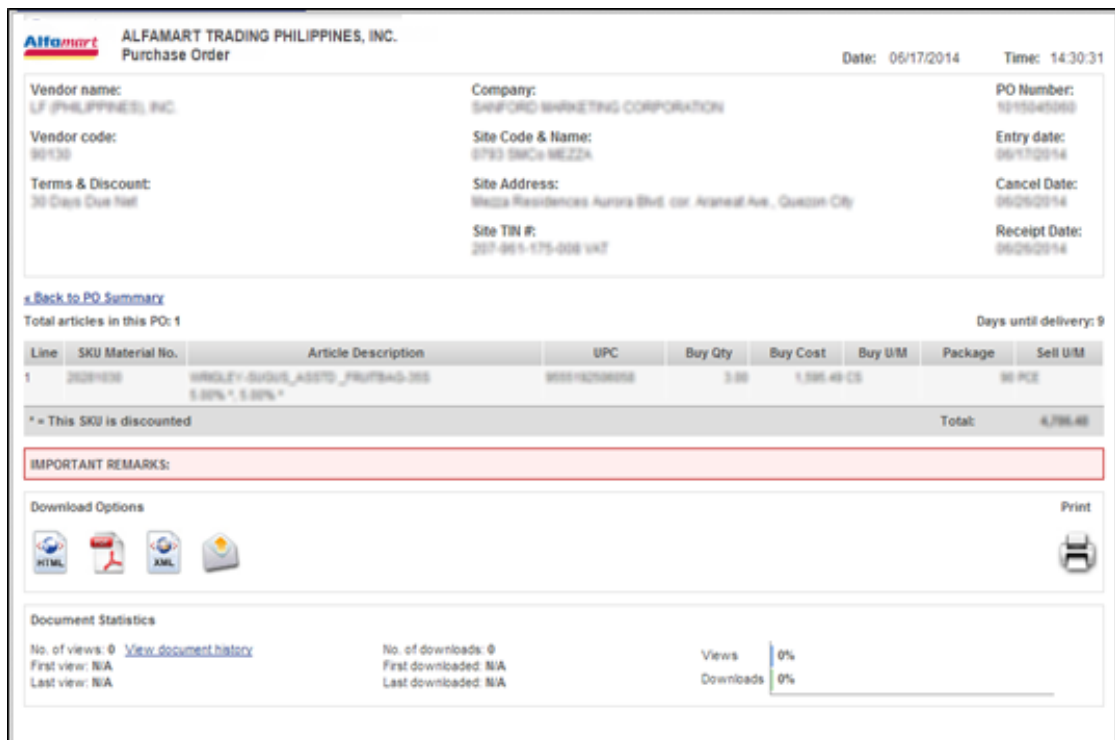


Figure 47- PO's Detailed Page

2.4.3.2 Returning to the PO Summary Page

To return to the summary page after opening a specific PO document click “Back to PO Summary” (if you have opened a document in “Live” view) or “Back to PO Archive” (if you have opened a document in “Archive” view) located at the Detail Count Section. (See Figure 48)



ALFAMART TRADING PHILIPPINES, INC.
Purchase Order

Date: 06/17/2014 Time: 14:30:31

Vendor name: LF PHILIPPINES, INC. Company: SHAFORD MARKETING CORPORATION PO Number: 101040000

Vendor code: 80130 Site Code & Name: 0783 SMO MEZZA Entry date: 06/17/2014

Terms & Discount: 30 Days Cash Net Site Address: Mezza Residences Aurora Blvd. cor. Aranciel Ave., Quezon City Cancel Date: 06/26/2014

Site TIN #: 2817-941-175-008 VAT Receipt Date: 06/26/2014

[Back to PO Summary](#)

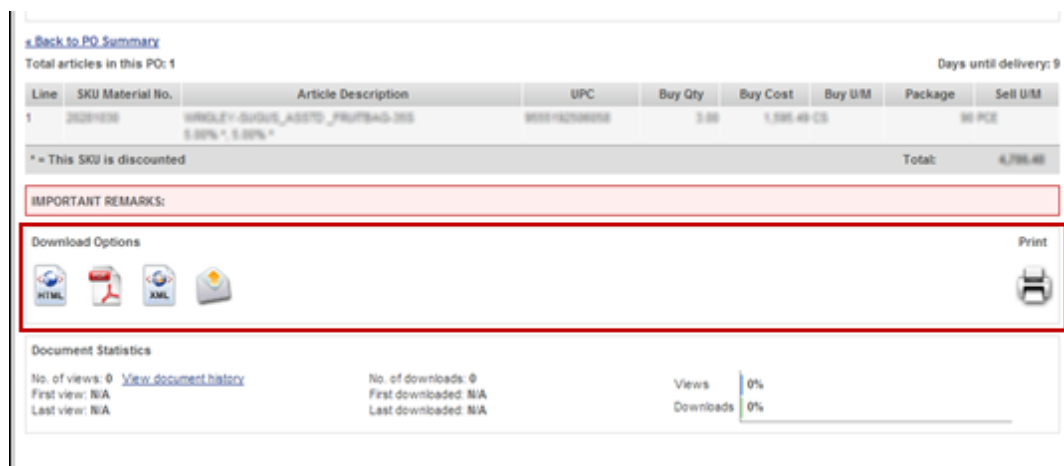
Total articles in this PO: 1 Days until delivery: 9

Line	SKU Material No.	Article Description	UPC	Buy Qty	Buy Cost	Buy U/M	Package	Sell U/M
1	28281038	WINDLEY-BUSQUE-ASSTO-PRINTING-300	9000142000000	3.00	1,595.40	CS	90 PCS	
* = This SKU is discounted								
Total:								4,796.40

Figure 48- Returning to PO Summary Page

2.4.3.3 PO Download Options & Printing

You may download a specific document/message currently shown in the Details Page in any of the following formats: HyperText Markup Language (.html), Portable Document Format (.pdf) or Extensible Markup Language (.xml). You may also choose to send a PDF attachment through email. (See Figure 49)



[Back to PO Summary](#)

Total articles in this PO: 1 Days until delivery: 9

Line	SKU Material No.	Article Description	UPC	Buy Qty	Buy Cost	Buy U/M	Package	Sell U/M
1	28281038	WINDLEY-BUSQUE-ASSTO-PRINTING-300	9000142000000	3.00	1,595.40	CS	90 PCS	
* = This SKU is discounted								
Total:								4,796.40

IMPORTANT REMARKS:

Download Options

HTML PDF XML Print

Document Statistics

No. of views: 0 [View document history](#) No. of downloads: 0 Views: 0% Downloads: 0%

First view: N/A First downloaded: N/A

Last view: N/A Last downloaded: N/A

Figure 49- Download Options & Printing

- A. To download a specific document / message in HTML format, click the HTML button on the Download Options & Printing Section. (See Figure 50)



Figure 50- HTML Download Option

- B. To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section. (See Figure 51)



Figure 51- PDF Download Option

- C. To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section. (See Figure 52)



Figure 52- XML Download Option

- D. To send a specific document/message as a PDF attachment through email, click the Email button on the Download Options & Printing Section. (See Figure 53)



Figure 53- Email Option

You may also print a specific document/message shown in the Details Page resembling the official business document/message.

- E. To print a specific document/message click the print button on the Download Options & Printing Section, and your browser's print preview page will appear. You may also input your preferred print settings. (See Figure 54)



Figure 54- Print Option

2.4.3.4 View PO Document History

The Document History is located in the Document Statistics Section. In this section you may view the following user activities specific to a particular document/message:

- A. Total number of times document/message has been viewed
- B. Date and Time document/message was first viewed
- C. Date and Time document/message was last viewed
- D. Total number of times document/message has been downloaded
- E. Date and Time document/message was first downloaded
- F. Date and Time document/message was last downloaded
- G. Comparison between user views and user downloads shown in graphs
- H. A link to show document activity history details

To view the Document History, click "View Document History". (See Figure 55)

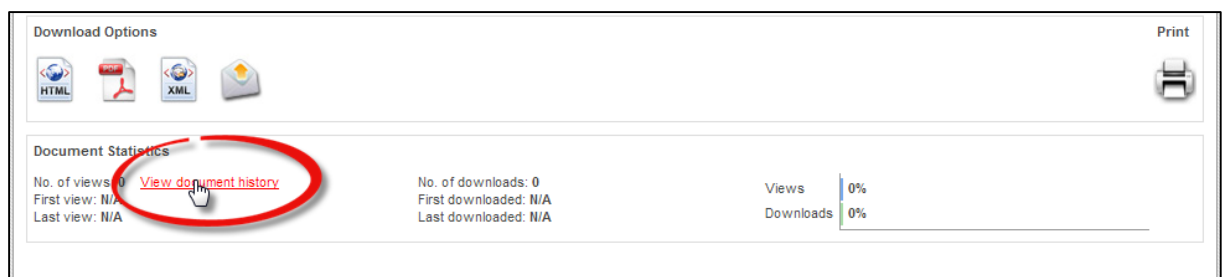


Figure 55- Viewing PO Document History

2.5 Return to Vendor (RTV)

2.5.1 Accessing the RTV Summary Page

- A. To access the RTV summary page, go to BDMS home page then click the RTV button.
(See Figure 56)

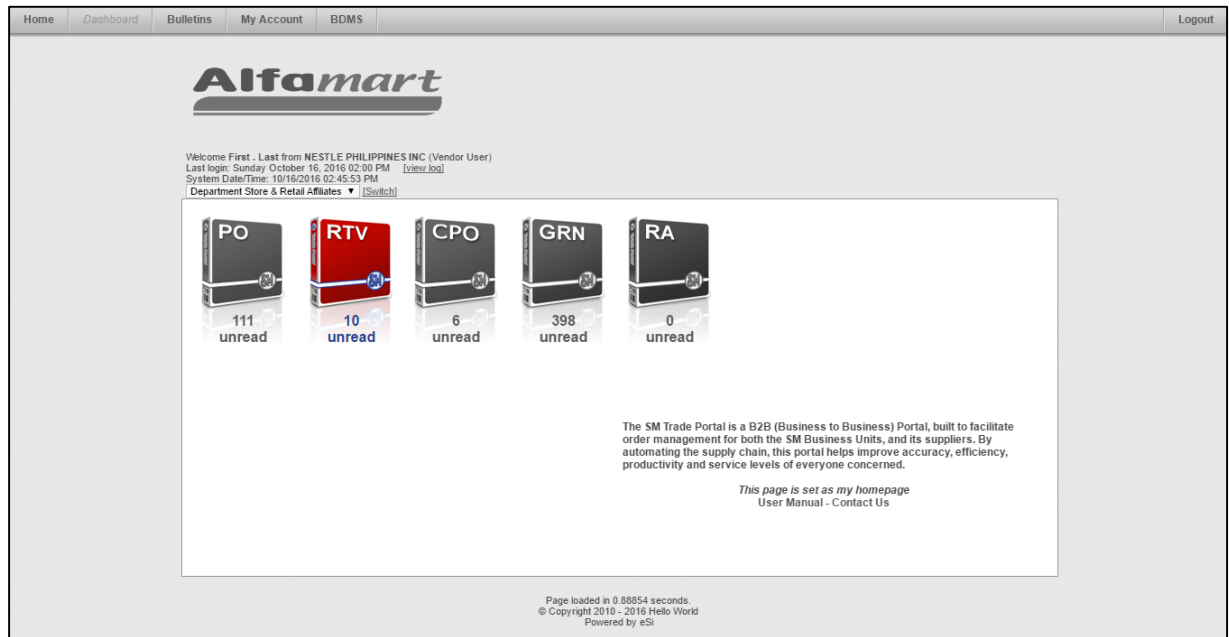


Figure 56 - Accessing the RTV Summary Page from BDMS Home Page

- B. You are now at the RTV Summary page. (See Figure 57)

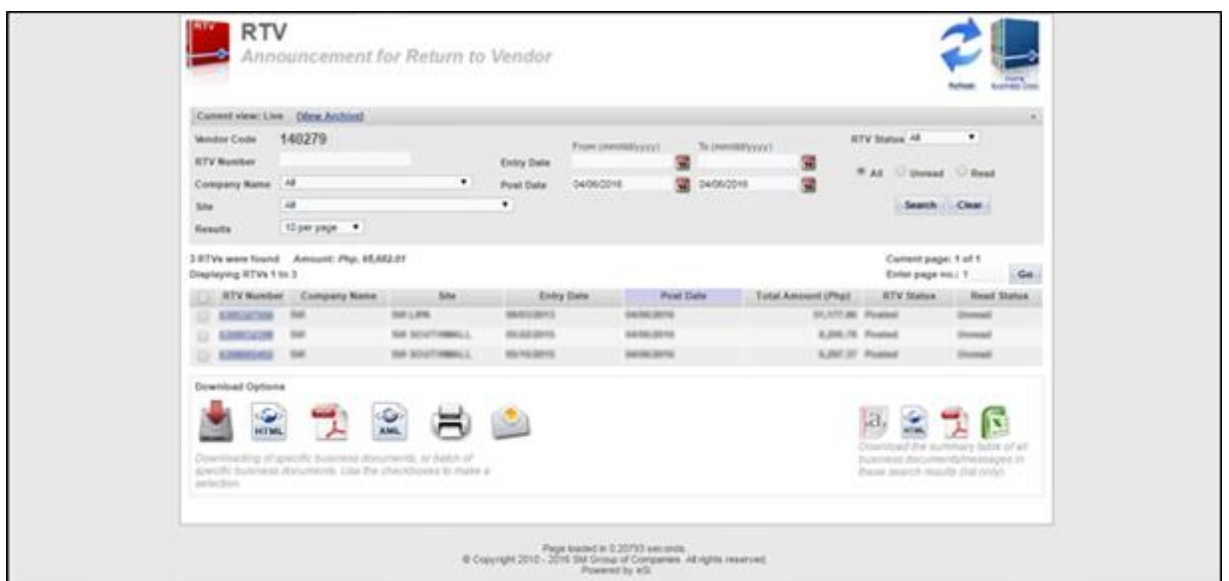


Figure 57 - RTV Summary Page

2.5.2 RTV Summary Page & RTV Archive Page

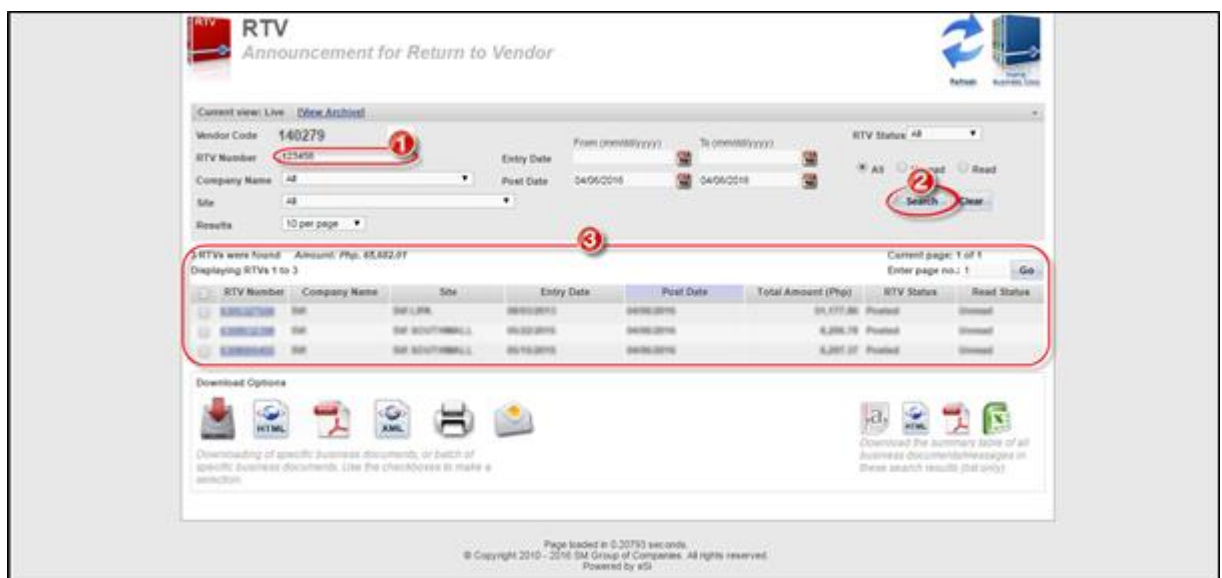
2.5.2.1 RTV Search Field

You may search RTV using the following criteria:

- A. Company Name
- B. Type of Site
- C. Site
- D. Number of Records to display per page (Results)
- E. Payment Terms
- F. Document Report Date
- G. Document Status (All, Posted, Downloaded, Cancelled, Integrated)
- H. Read Status (All, Unread, Read)

NOTE: To get more accurate results, you may combine the criteria when you search.

- A. To search for RTVs by using RTV Number
 1. Key in the RTV number in the text box.
 2. Click the Search button located at the right side.
 3. After clicking the Search button, the table will display the results. (See Figure 58)

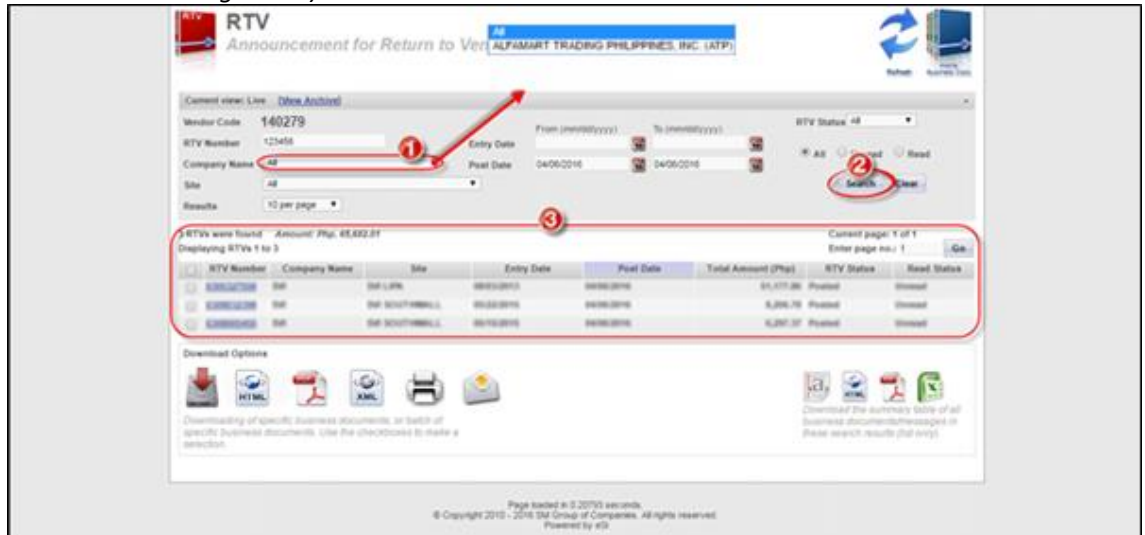


The screenshot shows the RTV Search interface. At the top, there's a header with the RTV logo and 'Announcement for Return to Vendor'. Below this, there's a search form with fields for Vendor Code (140279), RTV Number (123456), Company Name (AB), and Site (AB). There are also date pickers for Entry Date and Post Date, and a dropdown for RTV Status (All). A 'Search' button is highlighted with a red circle and a '2'. Below the search form, a table displays the results. The table has columns: RTV Number, Company Name, Site, Entry Date, Post Date, Total Amount (Php), RTV Status, and Read Status. Three results are shown, all with a status of 'Posted' and 'Unread'. A red box highlights the table area with a '3'. Below the table, there are download options for HTML, PDF, and XML. At the bottom, there's a footer with copyright information.

RTV Number	Company Name	Site	Entry Date	Post Date	Total Amount (Php)	RTV Status	Read Status
123456	AB	AB	04/05/2016	04/05/2016	10,177.86	Posted	Unread
123456	AB	AB	04/05/2016	04/05/2016	6,286.78	Posted	Unread
123456	AB	AB	04/05/2016	04/05/2016	6,287.27	Posted	Unread

Figure 58 - Searching RTV's using RTV Number

- B. To search for RTV by Company Name
1. Click the drop-down list then select a specific company name or choose “All” to display all of them.
 2. Click the Search button located at the right side.
 3. After clicking the Search button, the table will display the results. (See Figure 59)

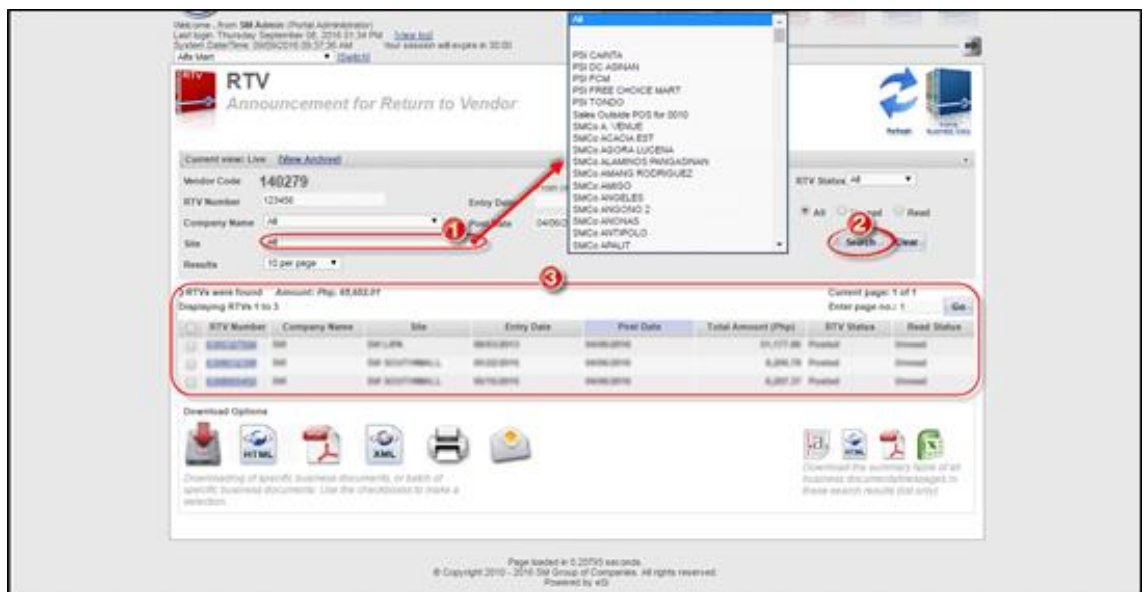


The screenshot shows the RTV search interface. The 'Company Name' dropdown is set to 'All'. The 'Search' button is highlighted with a red circle. Below the search bar, a table displays the results. The table has columns: RTV Number, Company Name, Site, Entry Date, Post Date, Total Amount (Php), RTV Status, and Read Status. The results show three RTVs for the company 'SM SCOUTPHIL'.

RTV Number	Company Name	Site	Entry Date	Post Date	Total Amount (Php)	RTV Status	Read Status
123456	SM SCOUTPHIL	SM SCOUTPHIL	04/06/2016	04/06/2016	5,177.86	Posted	Unread
123457	SM SCOUTPHIL	SM SCOUTPHIL	04/06/2016	04/06/2016	5,286.78	Posted	Unread
123458	SM SCOUTPHIL	SM SCOUTPHIL	04/06/2016	04/06/2016	6,287.37	Posted	Unread

Figure 59 - Searching RTV's using Company Name

- C. To search for RTV by Type of Site
1. Click the drop-down list then select a specific company name or choose “All” to display all of them.
 2. Click the Search button located at the right side.
 3. After clicking the Search button, the table will display the results. (See Figure 60)



The screenshot shows the RTV search interface. The 'Site' dropdown is set to 'All'. The 'Search' button is highlighted with a red circle. Below the search bar, a table displays the results. The table has columns: RTV Number, Company Name, Site, Entry Date, Post Date, Total Amount (Php), RTV Status, and Read Status. The results show three RTVs for the company 'SM SCOUTPHIL'.

RTV Number	Company Name	Site	Entry Date	Post Date	Total Amount (Php)	RTV Status	Read Status
123456	SM SCOUTPHIL	SM SCOUTPHIL	04/06/2016	04/06/2016	5,177.86	Posted	Unread
123457	SM SCOUTPHIL	SM SCOUTPHIL	04/06/2016	04/06/2016	5,286.78	Posted	Unread
123458	SM SCOUTPHIL	SM SCOUTPHIL	04/06/2016	04/06/2016	6,287.37	Posted	Unread

Figure 60 - Searching RTV's using Site

- D. To filter the Number of Records to Display on per page
1. Click the drop-down list labeled “Results” then click the desired number of records per page.
 2. Click the Search button located at the right side.
 3. After clicking the Search button, the table will display the results. (See Figure 61)

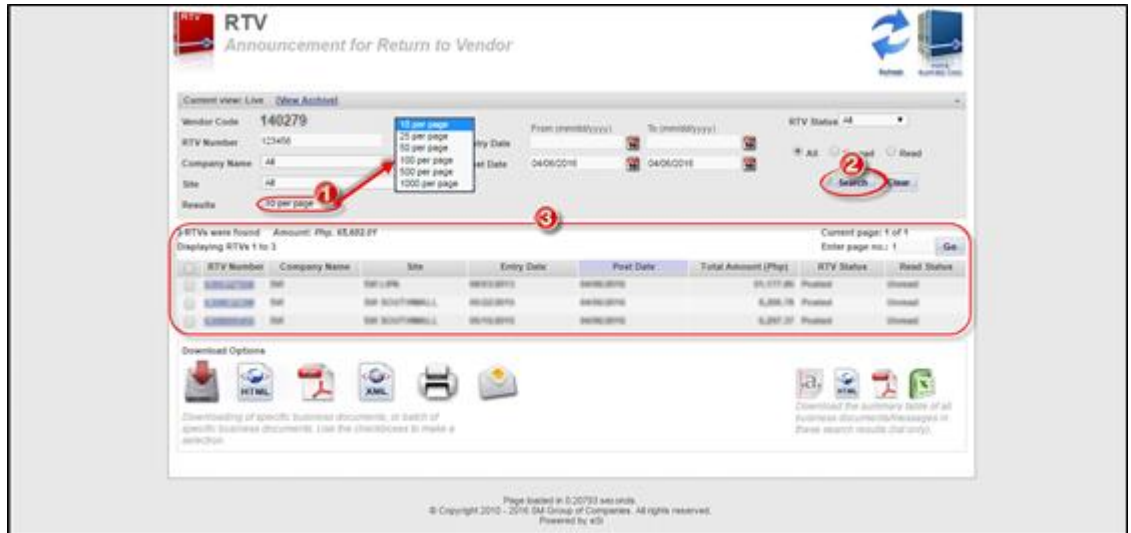


Figure 61- Filtering Number of Records to display per page

- E. To search for RTVs by Entry Date and Post Date
1. Manually key in Entry Date and Post Date using the format ‘mm/dd/yyyy’ or select the dates using the calendar. Click the Search button located at the right side.
 2. After clicking the Search button, the table will display the results. (See Figure 62)

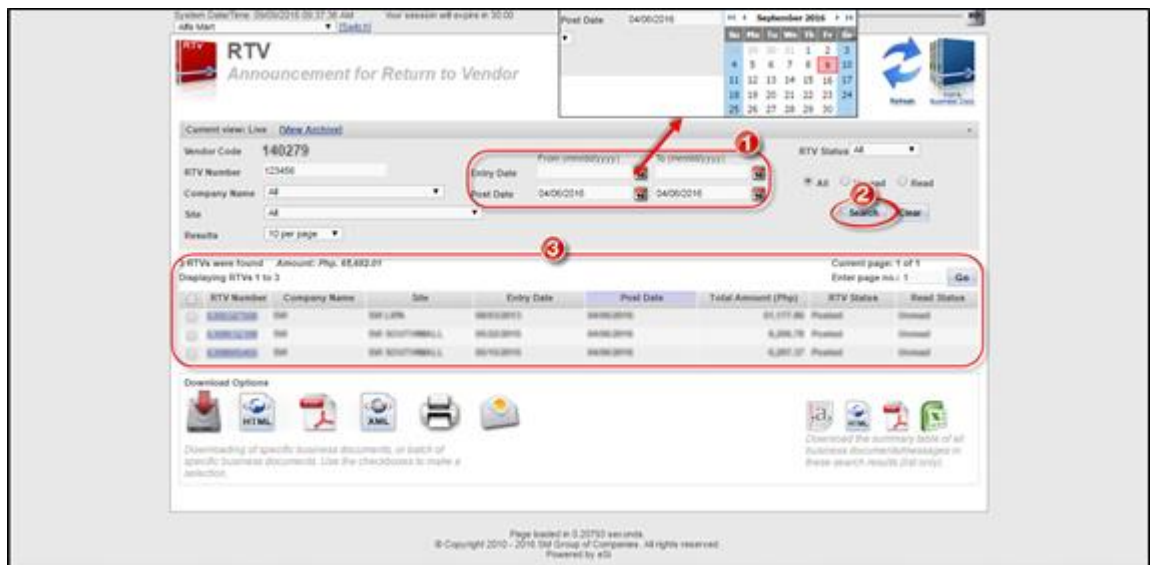
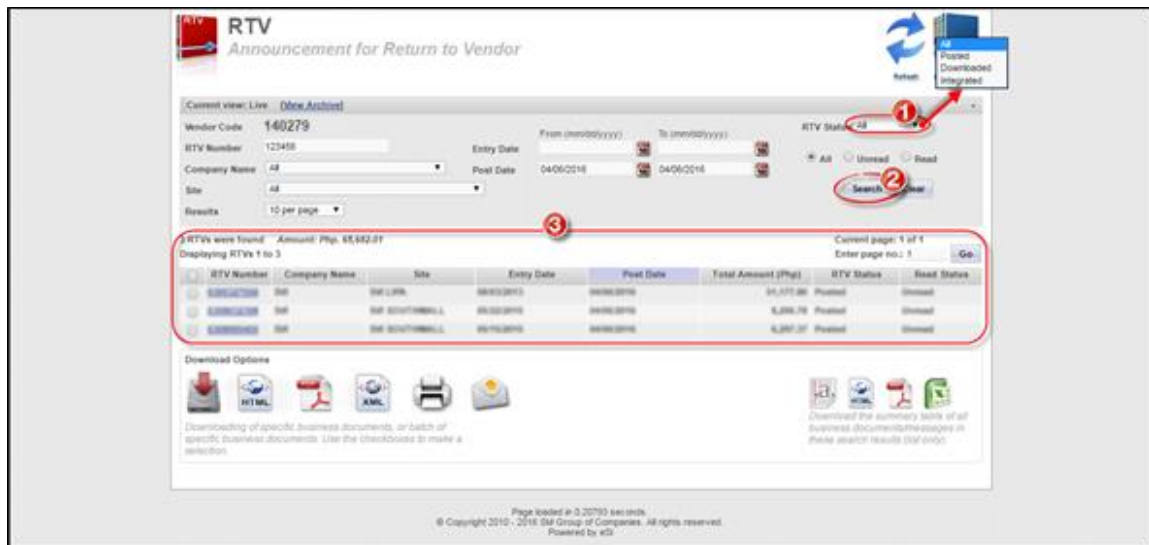


Figure 62 - Searching RTV's using Document Report Date

F. To search for RTV's by Document Status

1. Click the drop-down list then select a RTV status or choose "All" to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 63)



RTV Announcement for Return to Vendor

Current view: Live [View Archive](#)

Vendor Code: 140279

RTV Number: 123456

Company Name: All

Site: All

Entry Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

Post Date: 04/06/2016

RTV Status: All

Search

Results: 10 per page

3 RTVs were found Amount: Php. 65,682.01

Displaying RTVs 1 to 3

RTV Number	Company Name	Site	Entry Date	Post Date	Total Amount (Php)	RTV Status	Read Status
123456	SM LRP	SM LRP	04/06/2016	04/06/2016	5,177.86	Posted	Unread
123456	SM SCHUMMALL	SM SCHUMMALL	04/06/2016	04/06/2016	5,288.78	Posted	Unread
123456	SM SCHUMMALL	SM SCHUMMALL	04/06/2016	04/06/2016	5,215.37	Posted	Unread

Download Options

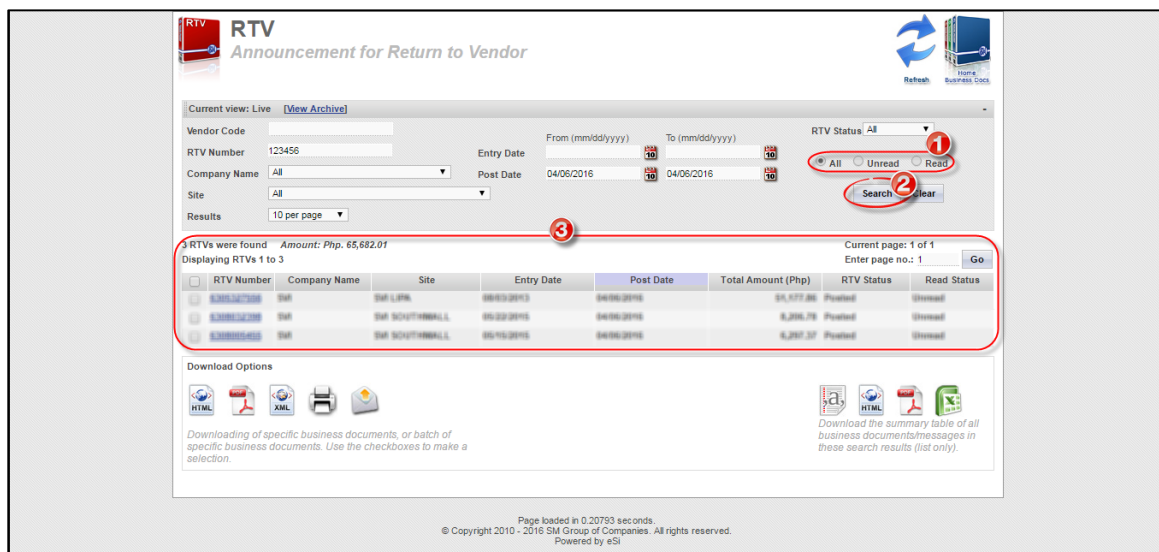
Downloaded the summary table of all business documents/messages in these search results (list only).

Page loaded in 0.20793 seconds.
© Copyright 2010 - 2016 SM Group of Companies. All rights reserved.
Powered by eSI

Figure 63 - Searching RTV's using Document Status

G. To search for RTV's by Read Status

1. Choose a RTV status then click the radio button of your choice or choose "All" to display all of them.
2. Click the Search button located at the right.
3. After clicking the Search button, the table will display the results. (See Figure 64)



RTV Announcement for Return to Vendor

Current view: Live [View Archive](#)

Vendor Code: 123456

RTV Number: 123456

Company Name: All

Site: All

Entry Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

Post Date: 04/06/2016

RTV Status: All

Search

Results: 10 per page

3 RTVs were found Amount: Php. 65,682.01

Displaying RTVs 1 to 3

RTV Number	Company Name	Site	Entry Date	Post Date	Total Amount (Php)	RTV Status	Read Status
123456	SM LRP	SM LRP	04/06/2016	04/06/2016	5,177.86	Posted	Unread
123456	SM SCHUMMALL	SM SCHUMMALL	04/06/2016	04/06/2016	5,288.78	Posted	Unread
123456	SM SCHUMMALL	SM SCHUMMALL	04/06/2016	04/06/2016	5,215.37	Posted	Unread

Download Options

Downloaded the summary table of all business documents/messages in these search results (list only).

Page loaded in 0.20793 seconds.
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Figure 64 - Searching RTV's by Read Status

2.5.2.2 RTV Page Mark

This section shows the current page number out of the total number of pages of the Search Results.

To display the other pages of the Search Results (also using the same search filters you had entered), (1) key in a specific page number (2) then hit the “Go” button; and, (3) the table will display the results. (See Figure 65)

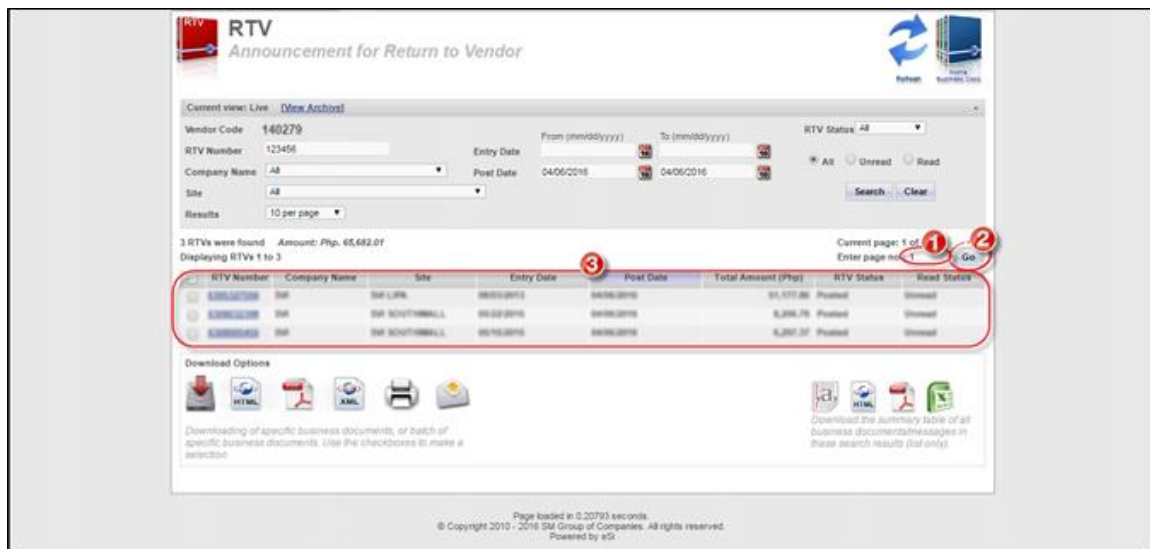


Figure 65 - RTV's Page Mark

NOTE: This field allow only numeric entries within the page range of the results. Empty value is not allowed.

2.5.2.3 Sorting RTV Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers click any of the column headers that you want to sort. (See Figure 66)

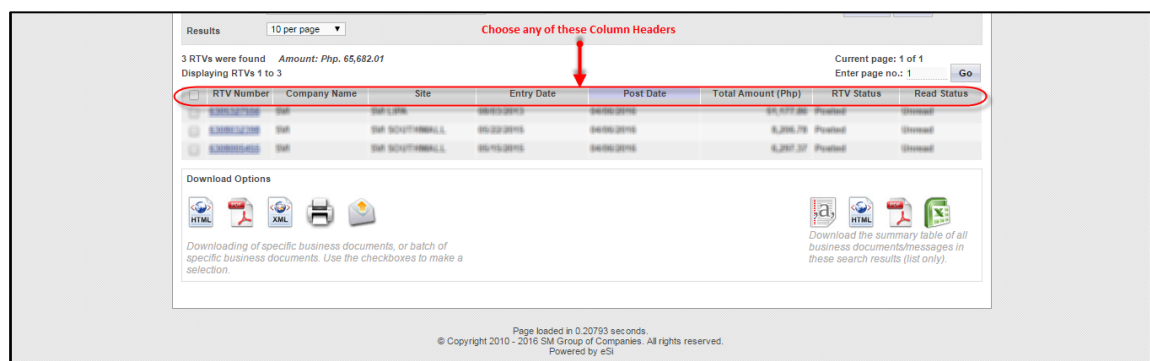
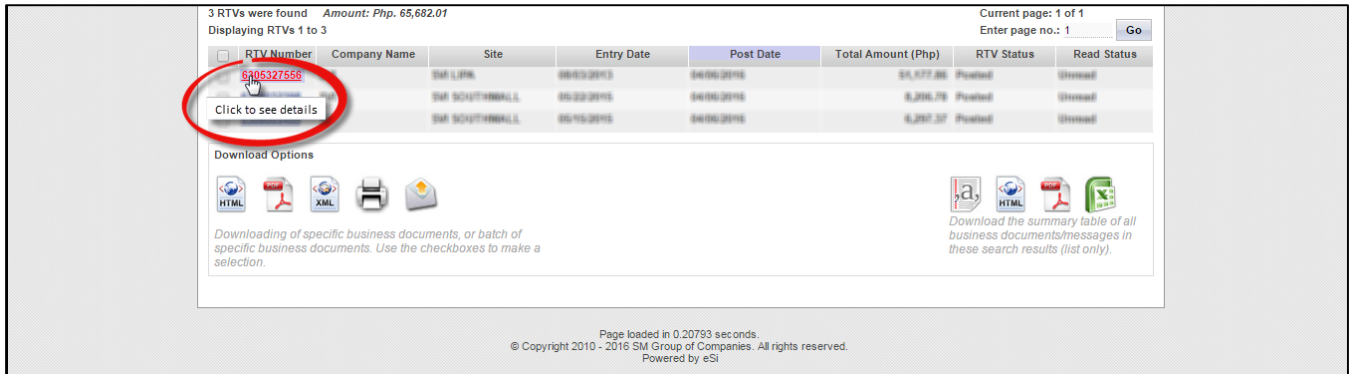


Figure 66 - Sorting through Column Headers

2.5.3 RTV Details Page

2.5.3.1 Opening a Specific RTV Document

On the Search Results Section click, the RTV number of the specific RTV document you want to open. (See Figure 67)



3 RTVs were found Amount: Php. 65,682.01
Displaying RTVs 1 to 3

RTV Number	Company Name	Site	Entry Date	Post Date	Total Amount (Php)	RTV Status	Read Status
6305327556	SM LIPA	SM LIPA	04/03/2016	04/06/2016	51,177.86	Posted	Unread
	SM SCHITTENWALL	SM SCHITTENWALL	04/03/2016	04/06/2016	8,206.79	Posted	Unread
	SM SCHITTENWALL	SM SCHITTENWALL	04/03/2016	04/06/2016	6,297.37	Posted	Unread

Download Options

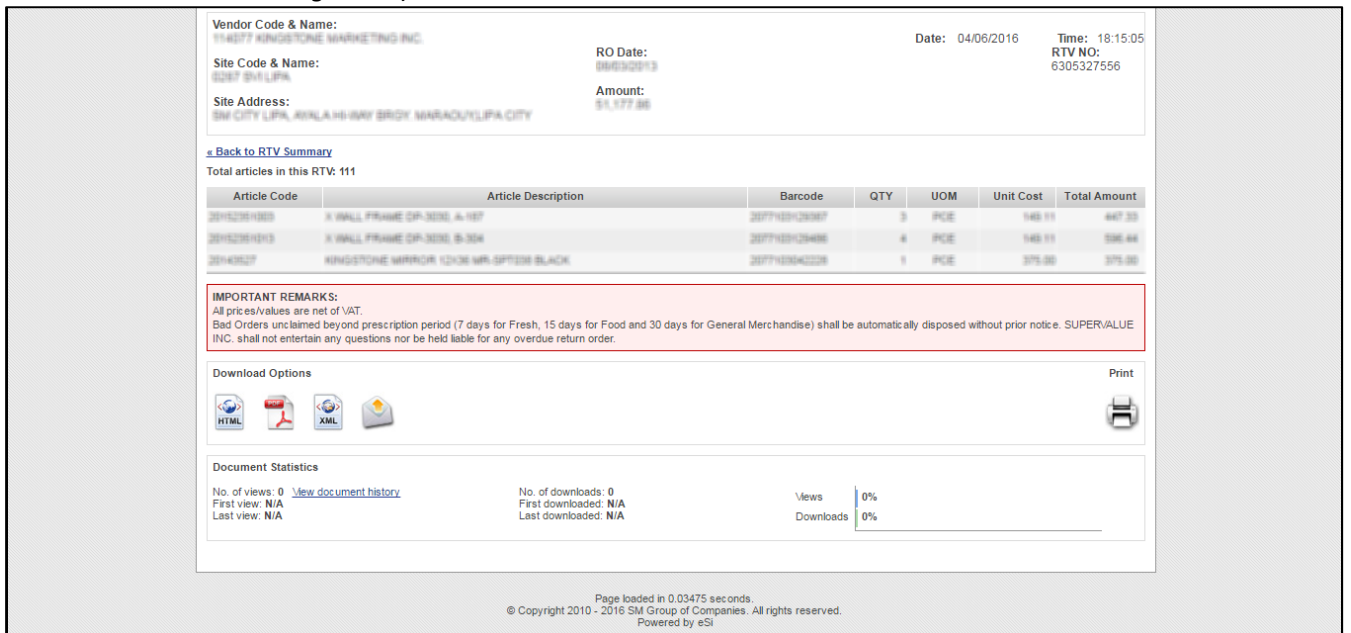
Downloading of specific business documents, or batch of specific business documents. Use the checkboxes to make a selection.

Download the summary table of all business documents/messages in these search results (list only).

Page loaded in 0.20793 seconds.
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Figure 67 - Opening a specific RTV Document

After clicking the RTV number, you will be directed to its details page. (See Figure 68)



Vendor Code & Name:
114577 KINGSTONE MARKETING INC.

Site Code & Name:
6297 SM LIPA

Site Address:
SM CITY LIPA, AVILA HIGHWAY BRGY. NARAU/LIPA CITY

RO Date:
04/03/2016

Amount:
51,177.86

Date: 04/06/2016 Time: 18:15:05
RTV NO:
6305327556

[Back to RTV Summary](#)

Total articles in this RTV: 111

Article Code	Article Description	Barcode	QTY	UOM	Unit Cost	Total Amount
20152351009	X WALL FRAME CP-3030, 4-107	2077103126387	3	PCE	149.11	447.33
20152351013	X WALL FRAME CP-3030, 8-304	2077103126486	4	PCE	149.11	596.44
201430527	KINGSTONE MIRROR 12X36 MR-SPT208 BLACK	2077103042226	1	PCE	375.00	375.00

IMPORTANT REMARKS:
All prices/values are net of VAT.
Bad Orders unclaimed beyond prescription period (7 days for Fresh, 15 days for Food and 30 days for General Merchandise) shall be automatically disposed without prior notice. SUPER/VALUE INC. shall not entertain any questions nor be held liable for any overdue return order.

Download Options

Print

Document Statistics

No. of views: 0 [View document history](#)
First view: N/A
Last view: N/A

No. of downloads: 0
First downloaded: N/A
Last downloaded: N/A

Views Downloads
0% 0%

Page loaded in 0.03475 seconds.
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Figure 68 - RTV's Details Page

2.5.3.2 Returning to the RTV Summary Page






To return to the summary page after opening a specific RTV Document, just click “Back to RTV Summary” (if you have opened a document in “Live” view) or “Back to RTV Archive” (if you have opened a document in “Archive” view) located at the Detail Count Section. (See Figure 69)

Vendor Code & Name: 114577 KINGSTONE MARKETING INC.		RO Date: 08/05/2016		Date: 04/06/2016		Time: 18:15:05	
Site Code & Name: 0287 SMLUPA		Amount: \$1,177.86		RTV NO: 6305327556			
Site Address: SM CITY LIPA, BIRLA HIGHWAY BRGY. MARAQUIN, LIPA CITY							
Back to RTV Summary Total article in this RTV: 11							
Article Code	Article Description	Barcode	QTY	UOM	Unit Cost	Total Amount	
20152311003	X WALL FRAME DP-3030, A-107	2077103120307	3	PCE	148.11	447.33	
20152311015	X WALL FRAME DP-3030, B-304	2077103120406	4	PCE	148.11	596.44	
201403027	KINGSTONE WARRIOR 12X36 WP SPT038 BLACK	2077103040226	1	PCE	375.00	375.00	
IMPORTANT REMARKS: All prices/values are net of VAT. Bad Orders unclaimed beyond prescription period (7 days for Fresh, 15 days for Food and 30 days for General Merchandise) shall be automatically disposed without prior notice. SUPER/VALUE INC. shall not entertain any questions nor be held liable for any overdue return order.							

Figure 69 - Returning to RTV Summary Page

2.5.3.3 RTV Download Options & Printing

You may download a specific document/message currently shown in the Details Page in any of the following formats: HyperText Markup Language (.html), Portable Document Format (.pdf), or Extensible Markup Language (.xml). You may also choose to send a PDF attachment through email. (See Figure 70)

Article Code	Article Description	Barcode	QTY	UOM	Unit Cost	Total Amount	
20152311003	X WALL FRAME DP-3030, A-107	2077103120307	3	PCE	148.11	447.33	
20152311015	X WALL FRAME DP-3030, B-304	2077103120406	4	PCE	148.11	596.44	
201403027	KINGSTONE WARRIOR 12X36 WP SPT038 BLACK	2077103040226	1	PCE	375.00	375.00	
IMPORTANT REMARKS: All prices/values are net of VAT. Bad Orders unclaimed beyond prescription period (7 days for Fresh, 15 days for Food and 30 days for General Merchandise) shall be automatically disposed without prior notice. SUPER/VALUE INC. shall not entertain any questions nor be held liable for any overdue return order.							
Download Options <div>     </div>						Print 	
Document Statistics <div> <div> No. of views: 0 First view: N/A Last view: N/A </div> <div> View document history </div> <div> No. of downloads: 0 First downloaded: N/A Last downloaded: N/A </div> <div> Views: 0% Downloads: 0% </div> </div>							

Page loaded in 0.03475 seconds.
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Figure 70- Download Options & Printing

- A. To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section. (See Figure 71)

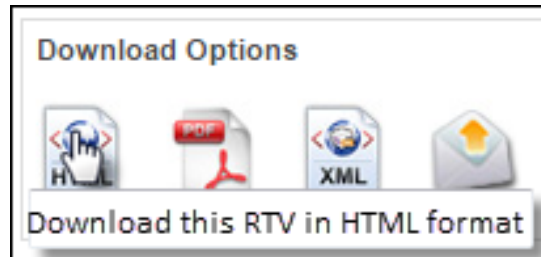


Figure 71- HTML Download Option

- B. To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section. (See Figure 72)

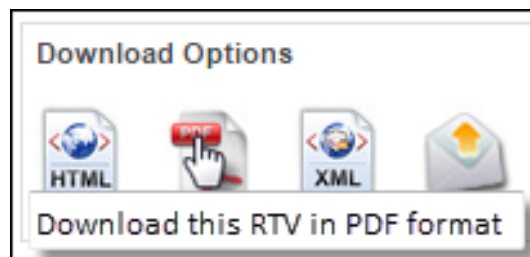


Figure 72 - PDF Download Option

- C. To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section. (See Figure 73)

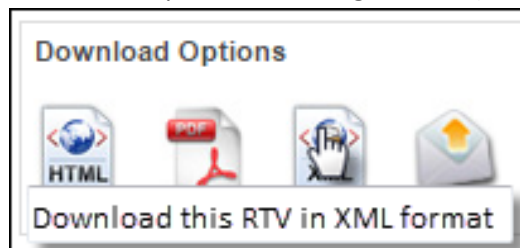


Figure 73 - XML Download Option

- D. To send a specific document/message as a PDF attachment through email, click the email button on the Download Options & Printing Section (See Figure 74)

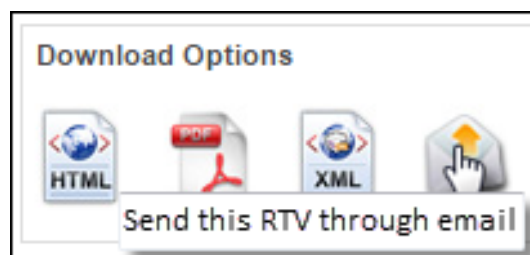


Figure 74 - Email Option

You may also print a specific document/message shown in the Details Page resembling the official business document/message.

- E. To print a specific document/message click the print button on the Download Options & Printing Section, and your browser's print preview page will appear. You may also input your preferred print settings. (See Figure 75)

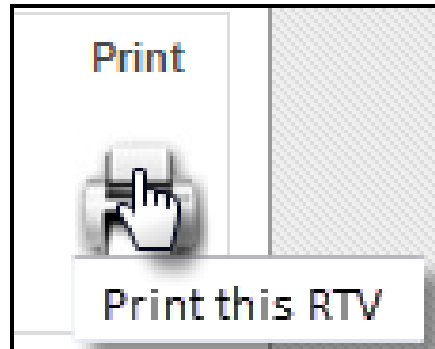


Figure 75 - Print Option

2.5.3.4 Viewing RTV Document History

The Document History is located in the Document Statistics Section. In this section you may view the following user activities specific to a particular document/message

- A. Total number of times document/message has been viewed
- B. Date and Time document/message was first viewed
- C. Date and Time document/message was last viewed
- D. Total number of times document/message has been downloaded
- E. Date and Time document/message was first downloaded
- F. Date and Time document/message was last downloaded
- G. Comparison between user views and user downloads shown in graphs
- H. A link to show document activity history details

To view the document history, click "View document history". (See Figure 76)

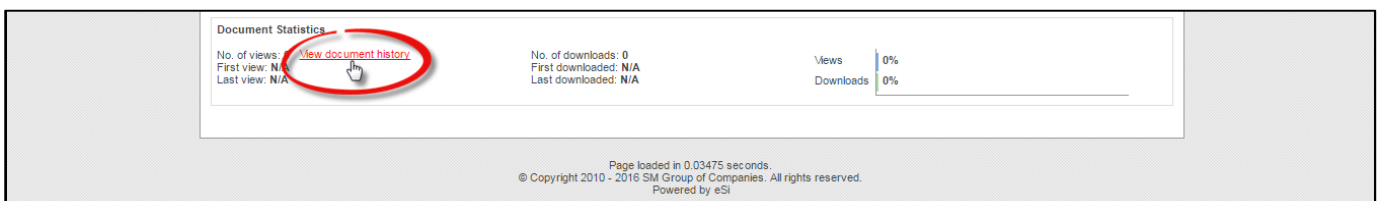


Figure 76 - View RTV Document History

2.6 Consignor Purchase Orders (CPO)

2.6.1 Accessing the CPO Summary Page

- A. To access the CPO summary page, go to the BDMS home page then click the CPO button. (See Figure 77)

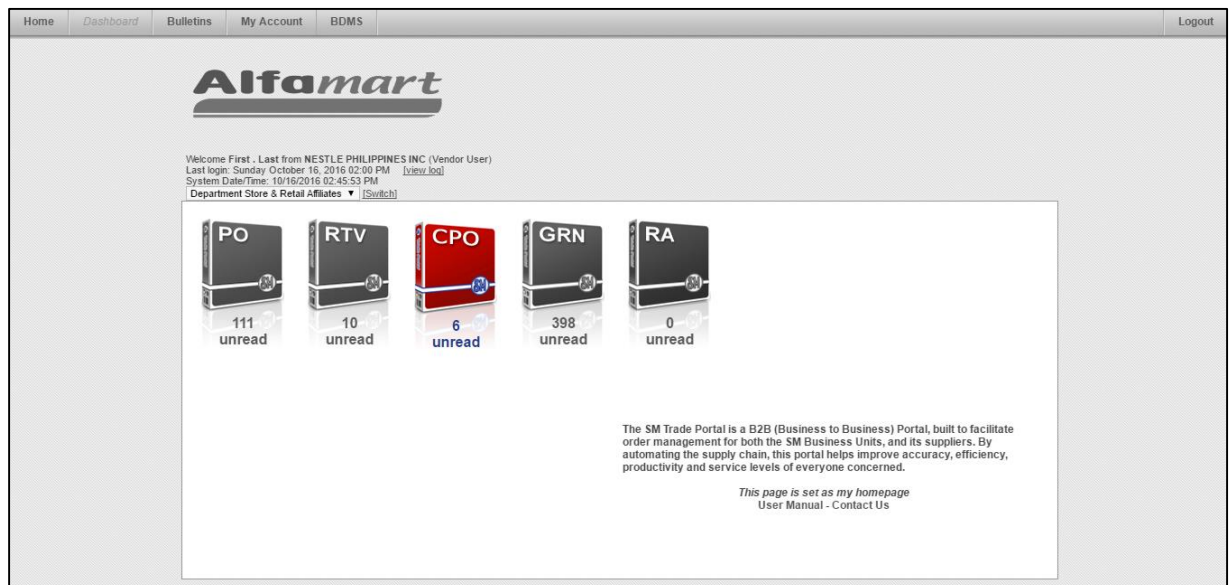


Figure 77- Accessing the CPO Summary Page from BDMS Home Page

- B. You are now at the CPO Summary page. (See Figure 78)

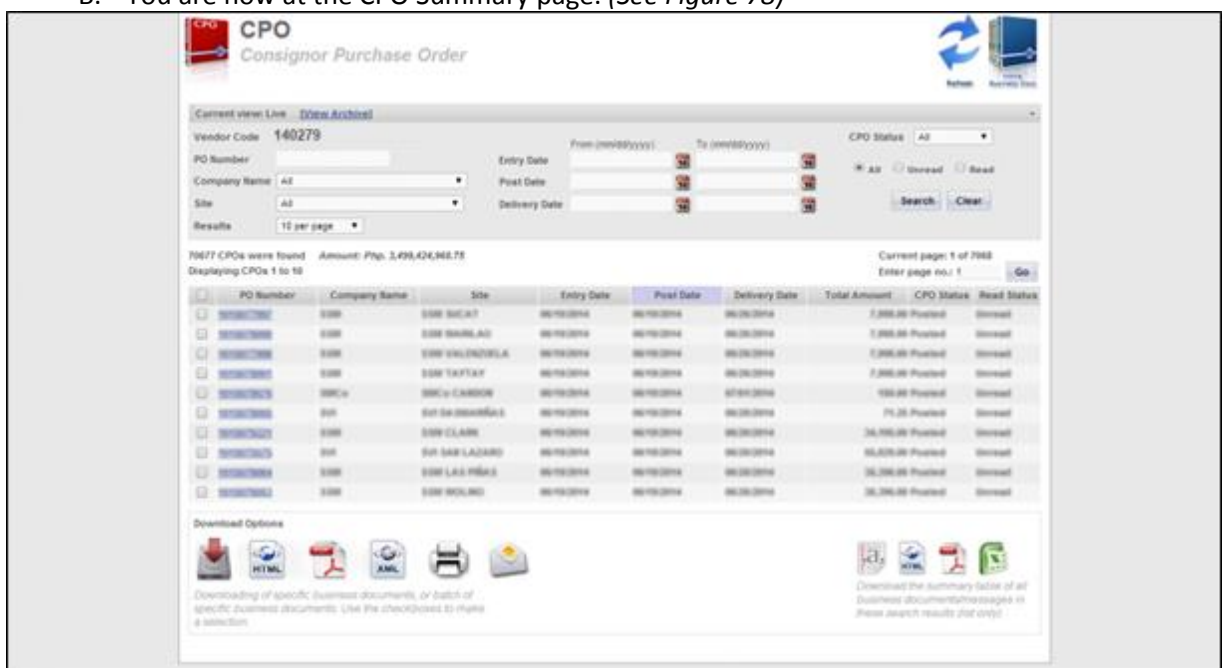


Figure 78- CPO Summary Page

2.6.2 CPO Summary Page & CPO Archive Page

2.6.2.1 CPO Search Field

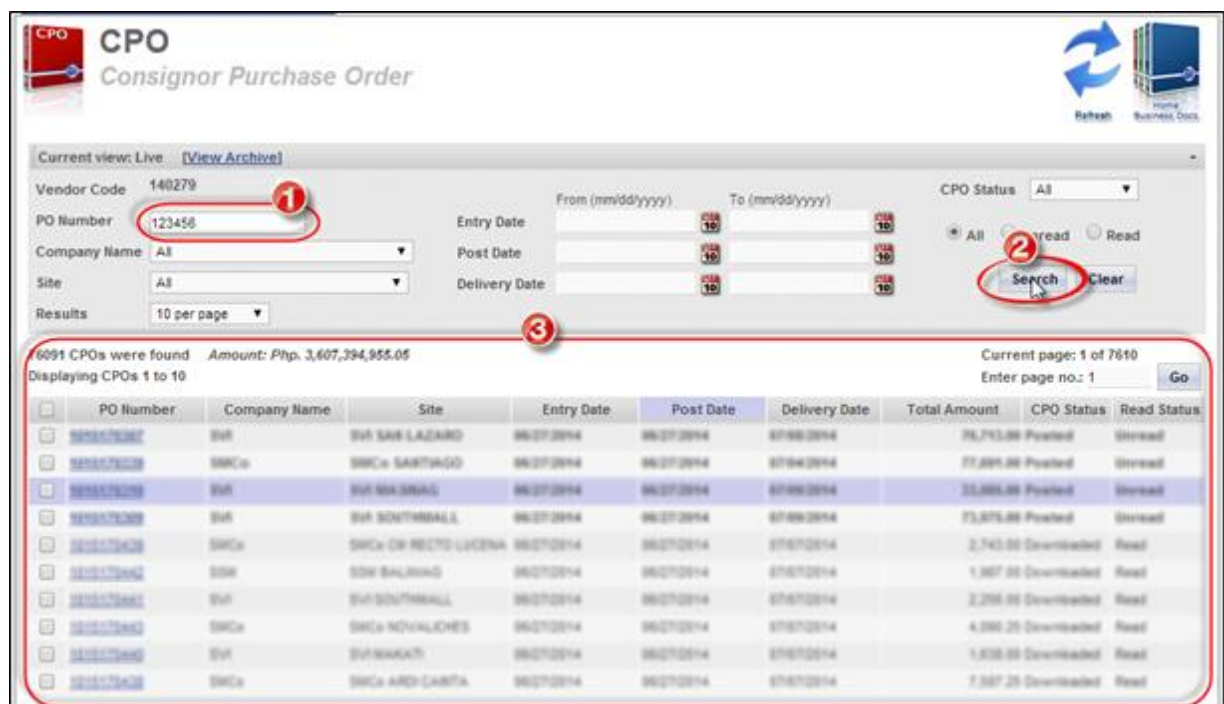
You may search CPO using the following criteria:

- A. PO Number
- B. Company Name
- C. Site
- D. Number of Records to display per page (Results)
- E. Entry Date, Post Date, Receipt Date
- F. Document Status (All, Posted, Downloaded, Cancelled, Integrated)
- G. Read Status (All, Unread, Read)

NOTE: To get more accurate results, you may combine the criteria when you search.

A. To search for CPO's by PO Number

1. Key in the PO number in the text box.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 79)



CPO
Consignor Purchase Order

Current view: Live [View Archive](#)

Vendor Code: 140279

PO Number:

Company Name: All

Site: All

Results: 10 per page

Entry Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

Post Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

Delivery Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

CPO Status: All

☐ All ☐ read ☐ Read

6091 CPOs were found Amount: Php. 3,607,394,955.05

Displaying CPOs 1 to 10

Current page: 1 of 7610
Enter page no.: 1

	PO Number	Company Name	Site	Entry Date	Post Date	Delivery Date	Total Amount	CPO Status	Read Status
<input type="checkbox"/>	123456789	SM	SM SAN LAZARO	06/27/2014	06/27/2014	07/08/2014	76,743.00	Posted	Unread
<input type="checkbox"/>	123456789	SMCo	SMCo SANTIAGO	06/27/2014	06/27/2014	07/04/2014	77,891.00	Posted	Unread
<input type="checkbox"/>	123456789	SM	SM MAIMAG	06/27/2014	06/27/2014	07/08/2014	55,888.00	Posted	Unread
<input type="checkbox"/>	123456789	SM	SM SOUTHWALL	06/27/2014	06/27/2014	07/08/2014	73,875.00	Posted	Unread
<input type="checkbox"/>	123456789	SMCo	SMCo DR RECTO LUCENA	06/27/2014	06/27/2014	07/07/2014	2,743.00	Downloaded	Read
<input type="checkbox"/>	123456789	SM	SM BALMANG	06/27/2014	06/27/2014	07/07/2014	1,807.00	Downloaded	Read
<input type="checkbox"/>	123456789	SM	SM SOUTHWALL	06/27/2014	06/27/2014	07/07/2014	2,204.00	Downloaded	Read
<input type="checkbox"/>	123456789	SMCo	SMCo MONALUCHES	06/27/2014	06/27/2014	07/07/2014	4,596.25	Downloaded	Read
<input type="checkbox"/>	123456789	SM	SM NAKATI	06/27/2014	06/27/2014	07/07/2014	1,838.00	Downloaded	Read
<input type="checkbox"/>	123456789	SMCo	SMCo AREO CARITA	06/27/2014	06/27/2014	07/07/2014	7,567.25	Downloaded	Read

Figure 79- Searching using PO Number

B. To search for CPOs by Company Name

1. Click the drop-down list then select a specific company name or choose "All" to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 80)

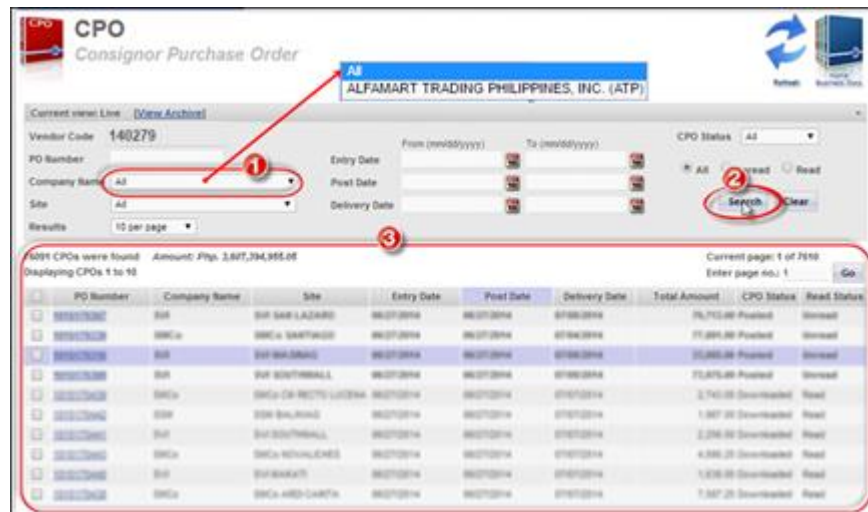


Figure 80 - Searching CPO's using Company Name

C. To search for CPOs with a Certain Site

1. Click the drop-down list then select a Site or choose "All" to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 81)

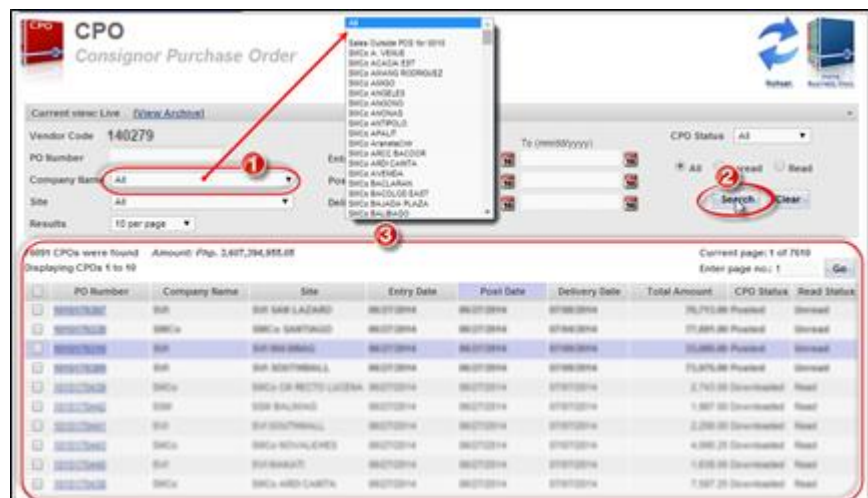
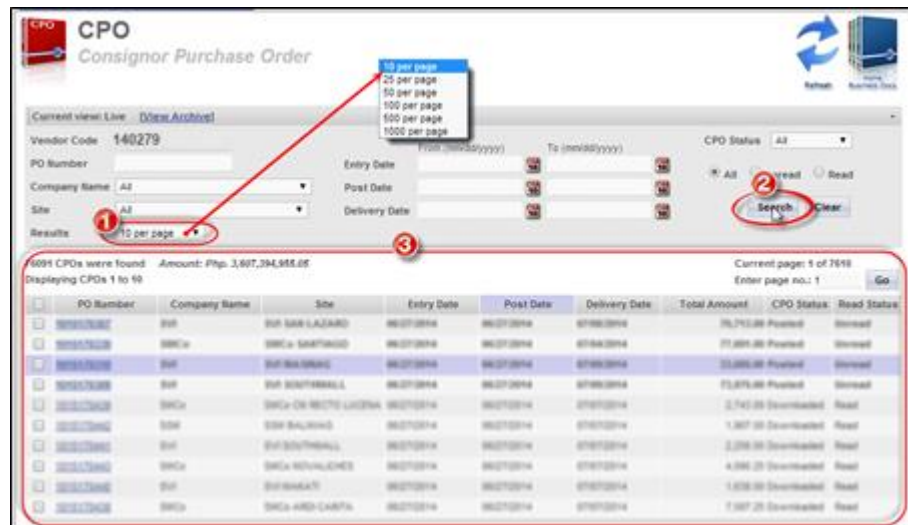


Figure 81- Searching CPO's Through Site Location

D. To filter the Number of Records to Display on per page

1. Click the drop-down list labeled “Results” then click the desired number of records per page.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 82)

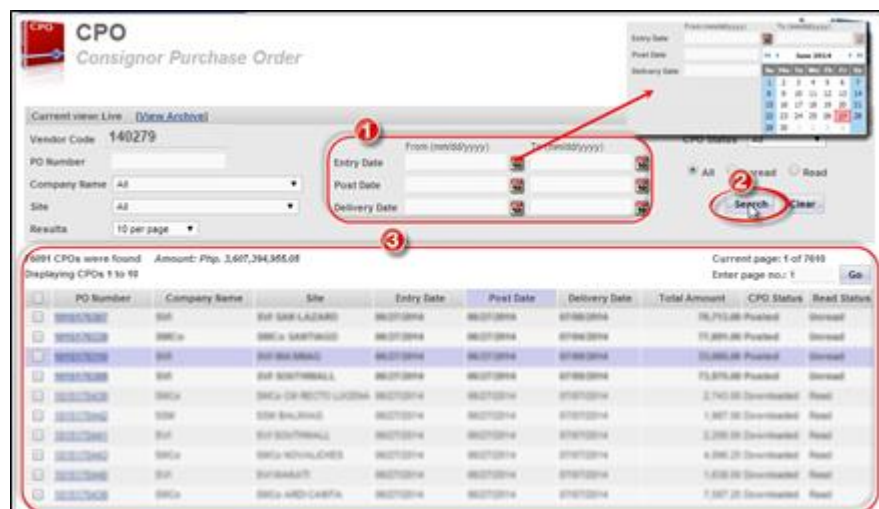


The screenshot shows the 'CPO Consignor Purchase Order' interface. At the top, there's a search bar with fields for Vendor Code (140279), PO Number, Company Name (All), Site (All), Entry Date, Post Date, and Delivery Date. A dropdown menu labeled 'Results' is open, showing options: 10 per page, 25 per page, 50 per page, 100 per page, 500 per page, and 1000 per page. A red circle highlights the 'Search' button. Below the search bar, a table displays the results with columns: PO Number, Company Name, Site, Entry Date, Post Date, Delivery Date, Total Amount, CPO Status, and Read Status. The table shows 6091 CPOs found, with a total amount of PPh 3,607,394,955.05. The current page is 1 of 2618.

Figure 82- Filtering Number of Records to display per page

E. To search for CPOs by their Entry Dates, Post Date or Delivery Date

1. Manually key in Entry Date, Post Date or Delivery Date using the format 'mm/dd/yyyy' or select the dates using the calendar.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 83)

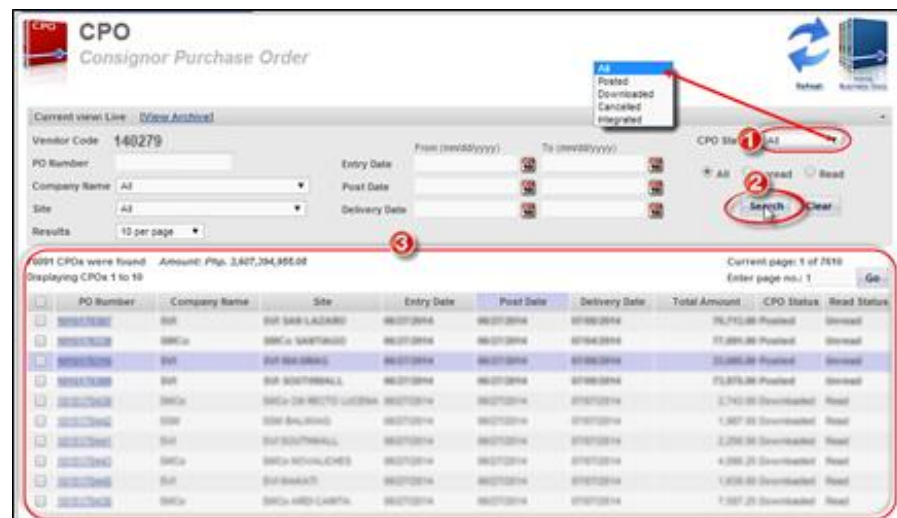


The screenshot shows the 'CPO Consignor Purchase Order' interface. At the top, there's a search bar with fields for Vendor Code (140279), PO Number, Company Name (All), Site (All), Entry Date, Post Date, and Delivery Date. A calendar icon is visible next to the date fields. A red circle highlights the 'Search' button. Below the search bar, a table displays the results with columns: PO Number, Company Name, Site, Entry Date, Post Date, Delivery Date, Total Amount, CPO Status, and Read Status. The table shows 6091 CPOs found, with a total amount of PPh 3,607,394,955.05. The current page is 1 of 2618.

Figure 83 - Searching CPO's using Entry Date, Post Date, Delivery Date

F. To search for CPO's by Document Status

1. Click the drop-down list then select a CPO status or choose "All" to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 84)

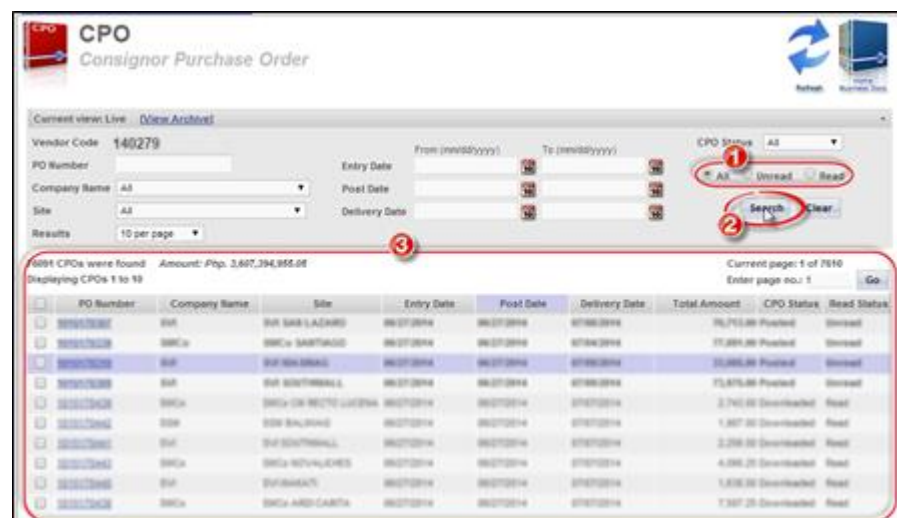


The screenshot shows the 'CPO Consignor Purchase Order' search interface. At the top, there are search filters including Vendor Code (140279), PO Number, Company Name (All), Site (All), Entry Date, Post Date, and Delivery Date. A dropdown menu for 'CPO Status' is set to 'All'. A 'Search' button is highlighted with a red circle and an arrow. Below the search filters, a table displays 1091 CPOs with columns: PO Number, Company Name, Site, Entry Date, Post Date, Delivery Date, Total Amount, CPO Status, and Read Status. The table shows various entries with their respective amounts and statuses.

Figure 84- Searching CPO's using Document Status

G. To search for CPO's by Read Status

1. Choose a CPO status then click the radio button of your choice or choose "All" to display all of them.
2. Click the Search button located at the right.
3. After clicking the Search button, the table will display the results. (See Figure 85)



The screenshot shows the 'CPO Consignor Purchase Order' search interface. At the top, there are search filters including Vendor Code (140279), PO Number, Company Name (All), Site (All), Entry Date, Post Date, and Delivery Date. A dropdown menu for 'CPO Status' is set to 'All'. A 'Search' button is highlighted with a red circle and an arrow. Below the search filters, a table displays 1091 CPOs with columns: PO Number, Company Name, Site, Entry Date, Post Date, Delivery Date, Total Amount, CPO Status, and Read Status. The table shows various entries with their respective amounts and statuses.

Figure 85- Searching CPO's by Read Status

2.6.2.2 CPO Page Mark

This section shows the current page number out of the total number of pages of the Search Results.

To display the other pages of the Search Results (also using the same search filters you had entered), (1) key in a specific page number (2) then hit the “Go” button; and, (3) the table will display the results. (See Figure 86)

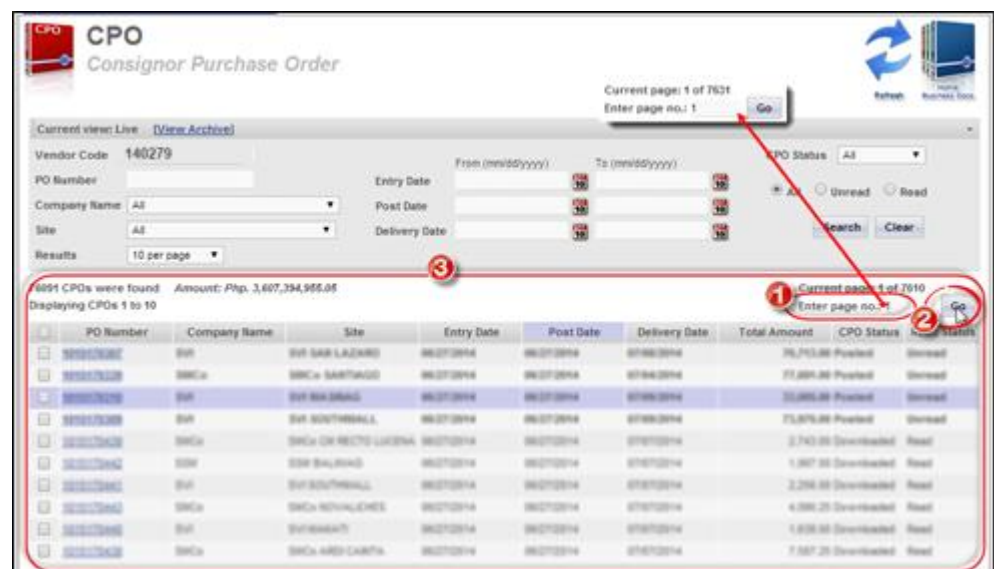


Figure 86 - CPO's Page Mark

2.6.2.3 Sorting CPO Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers click any of the column headers that you want to sort. (See Figure 87)

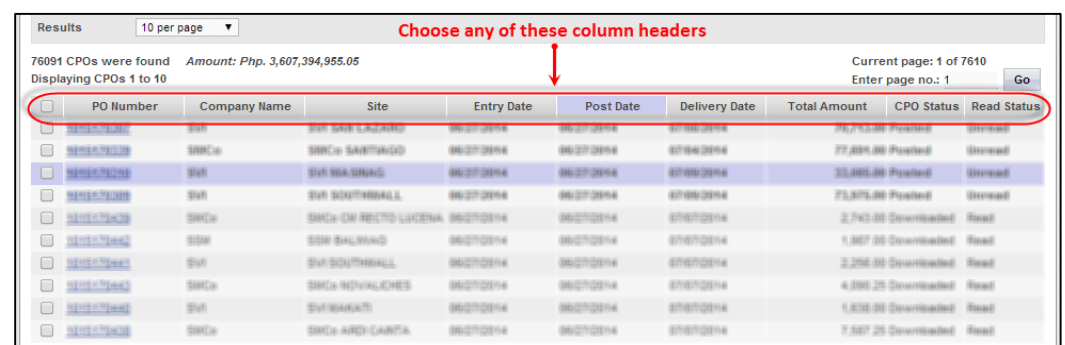


Figure 87- Sorting through Column Headers

2.6.3 CPO Details Page

2.6.3.1 Opening a Specific CPO Document

On the Search Results Section click, the CPO number of the specific CPO document you want to open. (See Figure 88)

70693 CPOs were found Amount: Php. 3,499,695,375.50 Current page: 1 of 7070
Displaying CPOs 1 to 10 Enter page no.: 1 [Go](#)

<input type="checkbox"/>	PO Number	Company Name	Site	Entry Date	Post Date	Delivery Date	Total Amount	CPO Status	Read Status
<input type="checkbox"/>	0123456789	SMC	BROADWAY	06/05/2014	06/05/2014	06/05/2014	54,985.25	Cancelled	Unread
<input type="checkbox"/>	0123456789	SMC	WDA	06/05/2014	06/05/2014	06/05/2014	523,085.25	Cancelled	Unread
<input type="checkbox"/>	0123456789	SVI	SVI CAMPANGA	06/05/2014	06/05/2014	06/05/2014	96,384.50	Cancelled	Unread
<input type="checkbox"/>	0123456789	SVI	SVI CAMPANGA	06/05/2014	06/05/2014	06/05/2014	96,384.50	Cancelled	Unread
<input type="checkbox"/>	0123456789	SMC	WDA	06/05/2014	06/05/2014	06/07/2014	24,718.25	Cancelled	Unread
<input type="checkbox"/>	0123456789	SMC	WDA	06/05/2014	06/05/2014	06/05/2014	602,040.75	Cancelled	Unread
<input type="checkbox"/>	0123456789	SMC	PAJAC	06/05/2014	06/05/2014	06/05/2014	2,899.75	Posted	Unread
<input type="checkbox"/>	0123456789	SMC	WDA	06/05/2014	06/05/2014	06/05/2014	25,835.00	Posted	Unread
<input type="checkbox"/>	0123456789	SMC	PAJAC	06/05/2014	06/05/2014	06/05/2014	1,000.00	Posted	Unread
<input type="checkbox"/>	0123456789	SMC	WDA	06/05/2014	06/05/2014	06/05/2014	26,215.00	Downloaded	Read

Figure 88 - Opening a specific CPO Document

After clicking the CPO number, you will be directed to its details page. (See Figure 89)

Vendor name: MULTIFLEX INC PHILS., INC. Company: SMFORD MARKETING CORPORATION, INC. PO Number: 0123456789
Vendor code: 240290 Site Code & Name: 0772 SMCs BROADWAY Entry date: 03/12/2014
Terms & Discount: COR 1-31 pay 10th of the 1 month due net Site Address: Eastgate Arcade, Broadway Centrum, Aurora Blvd. Cancel Date: 03/14/2014
Site TIN #: 297-061-175-007-1KT Receipt Date: 03/14/2014

[Back to CPO Summary](#)

Total articles in this CPO: 4 This PO is past its receipt date

Line #	SKU Mat Code	Description	UPC	Buy Qty	Buy U/M	Unit Retail	Package	Sell U/M
1	2124732	URATEX.BATTERY W_THIN CTTL_CVR_454K75	4000508110004	10.00	PCE	4,799.75	1 PC	1 PC
2	2124734	URATEX.BATTERY W_THIN CTTL_CVR_454K75	4000508110004	10.00	PCE	5,299.75	1 PC	1 PC
3	2124734	URATEX.BATTERY W_THIN CTTL_CVR_454K75	4000508110004	10.00	PCE	2,899.75	1 PC	1 PC
4	2124771	URATEX.FOLD_A_BATT_PNGER_254K75	4000508110011	10.00	PCE	2,199.75	1 PC	1 PC
Total:								164,399.00

IMPORTANT REMARKS:

- Please bring the Consignor Purchase Order upon delivery to Store or DC
- For via DC delivery please follow delivery instruction below.
 - For Visayas and Mindanao Stores PO, please deliver 3 weeks in advance prior to delivery date.
 - For Metro Manila, South Luzon and North Luzon Stores PO, please deliver 4 days in advance prior to delivery date.

Download Options Print

HTML PDF XML

Document Statistics

No. of views: 0 [View document history](#) No. of downloads: 0
First view: N/A First downloaded: N/A
Last view: N/A Last downloaded: N/A

Views 0% Downloads 0%

Figure 89- CPO's Detailed Page

2.6.3.2 Returning to the CPO Summary Page

To return to the summary page after opening a specific CPO Document, just click “Back to CPO Summary” (if you have opened a document in “Live” view) or “Back to CPO Archive” (if you have opened a document in “Archive” view) located at the Detail Count Section. (See Figure 90)

Vendor name: MULTIFLEX INC PHILS., INC. Vendor code: 240290 Terms & Discount: CON 1-31 pay 10th of the 1 month due net	Company: SANFORD MARKETING CORPORATION, INC. Site Code & Name: 0772 BRCK BRCKWAY Site Address: Eastgate Arcade, Broadway Centrum, Aurora Blvd. Site TIN #: 207-061-675-007 VAT	PO Number: 1013847475 Entry date: 03/02/16 Cancel Date: 03/02/16 Receipt Date: 03/02/16
--	---	--

[Back to PO Summary](#) This PO is past its receipt date

Total articles in this CPO: 4

Line #	SKU Mat Code	Description	UPC	Buy Qty	Buy U/M	Unit Retail	Package	Sell U/M
1	2124752	URATEX BATTERY W/ THIN CTN COVER 6X4X75	400000100004	10.00	PCE	4,795.75	1 PC	
2	2124754	URATEX BATTERY W/ THIN CTN COVER 6X4X75	400000100001	10.00	PCE	5,295.75	1 PC	
3	2124754	URATEX BATTERY W/ THIN CTN COVER 6X4X75	400000100003	10.00	PCE	2,895.75	1 PC	
4	2124771	URATEX FOLD A BATT PRGE 2104X75	400000107311	10.00	PCE	2,195.75	1 PC	
Total:								124,296.00

IMPORTANT REMARKS:

- Please bring the Consignor Purchase Order upon delivery to Store or DC
- For via DC delivery please follow delivery instruction below.
 - For Visayas and Mindanao Stores PO, please deliver 3 weeks in advance prior to delivery date.
 - For Metro Manila, South Luzon and North Luzon Stores PO, please deliver 4 days in advance prior to delivery date.

Figure 90- Returning to CPO Summary Page





2.6.3.3 CPO Download Options & Printing

You may download a specific document/message currently shown in the Details Page in any of the following formats: HyperText Markup Language (.html), Portable Document Format (.pdf), or Extensible Markup Language (.xml). You may also choose to send a PDF attachment through email. (See Figure 91)

IMPORTANT REMARKS:

- Please bring the Consignor Purchase Order upon delivery to Store or DC
- For via DC delivery please follow delivery instruction below.
 - For Visayas and Mindanao Stores PO, please deliver 3 weeks in advance prior to delivery date.
 - For Metro Manila, South Luzon and North Luzon Stores PO, please deliver 4 days in advance prior to delivery date.

Download Options Print

Document Statistics

No. of views: 0 View document history	No. of downloads: 0	Views	0%
First view: N/A	First downloaded: N/A	Downloads	0%
Last view: N/A	Last downloaded: N/A		

Figure 91- Download Options & Printing

- A. To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section. (See Figure 92)



Figure 92- HTML Download Option

- B. To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section. (See Figure 93)



Figure 93 - PDF Download Option

- C. To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section. (See Figure 94)



Figure 94- XML Download Option

- D. To send a specific document/message as a PDF attachment through email, click the email button on the Download Options & Printing Section (See Figure 95)



Figure 95- Email Option

You may also print a specific document/message shown in the Details Page resembling the official business document/message.

- E. To print a specific document/message click the print button on the Download Options & Printing Section, and your browser's print preview page will appear. You may also input your preferred print settings. (See Figure 96)

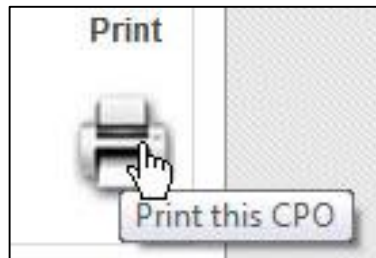


Figure 96- Print Option

2.6.3.4 Viewing CPO Document History

The Document History is located in the Document Statistics Section. In this section you may view the following user activities specific to a particular document/message

- A. Total number of times document/message has been viewed
- B. Date and Time document/message was first viewed
- C. Date and Time document/message was last viewed
- D. Total number of times document/message has been downloaded
- E. Date and Time document/message was first downloaded
- F. Date and Time document/message was last downloaded
- G. Comparison between user views and user downloads shown in graphs
- H. A link to show document activity history details

To view the document history, click "View document history". (See Figure 97)

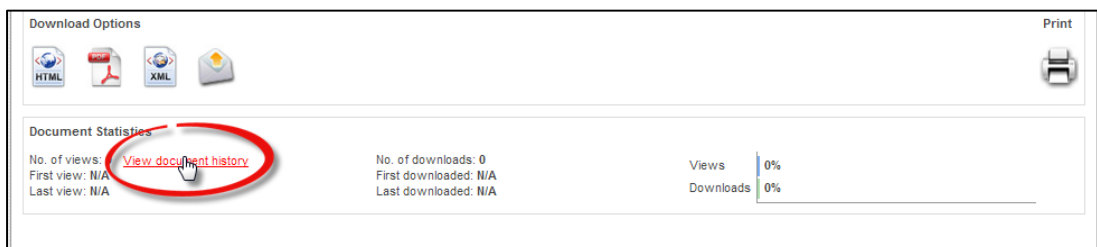


Figure 97- View CPO Document History

2.7 Goods Receipt Notification (GRN)

2.7.1 Accessing the GRN Summary Page

- A. To access the Goods Receipt Notification summary page, go to the BDMS home page and click the GRN button. (See Figure 98)

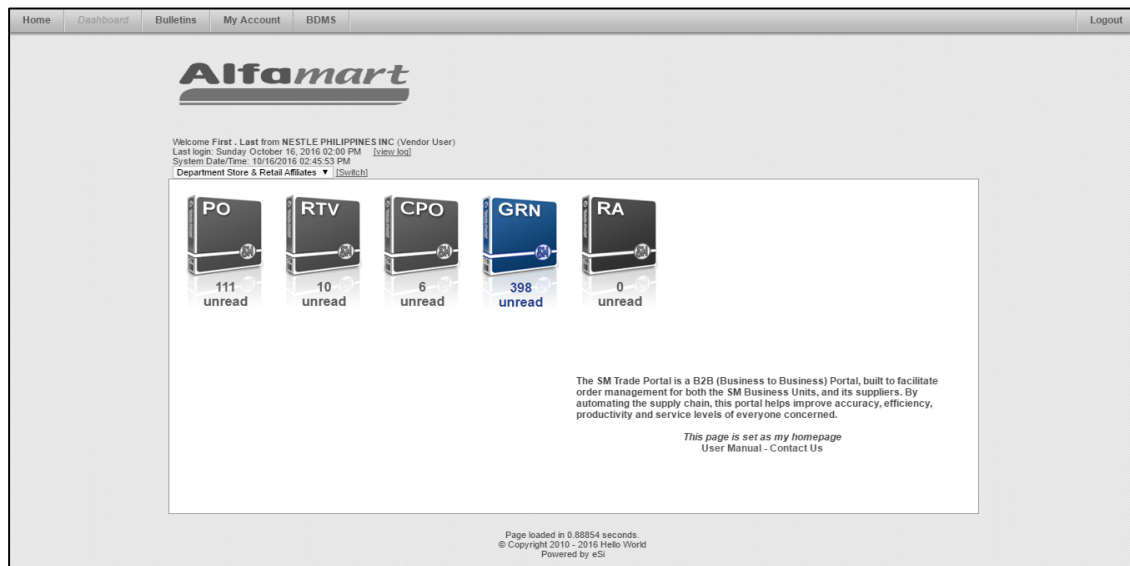


Figure 98- Accessing GRN Summary Page from BDMS Home Page

- B. You are now on GRN Summary Page. (See Figure 99)

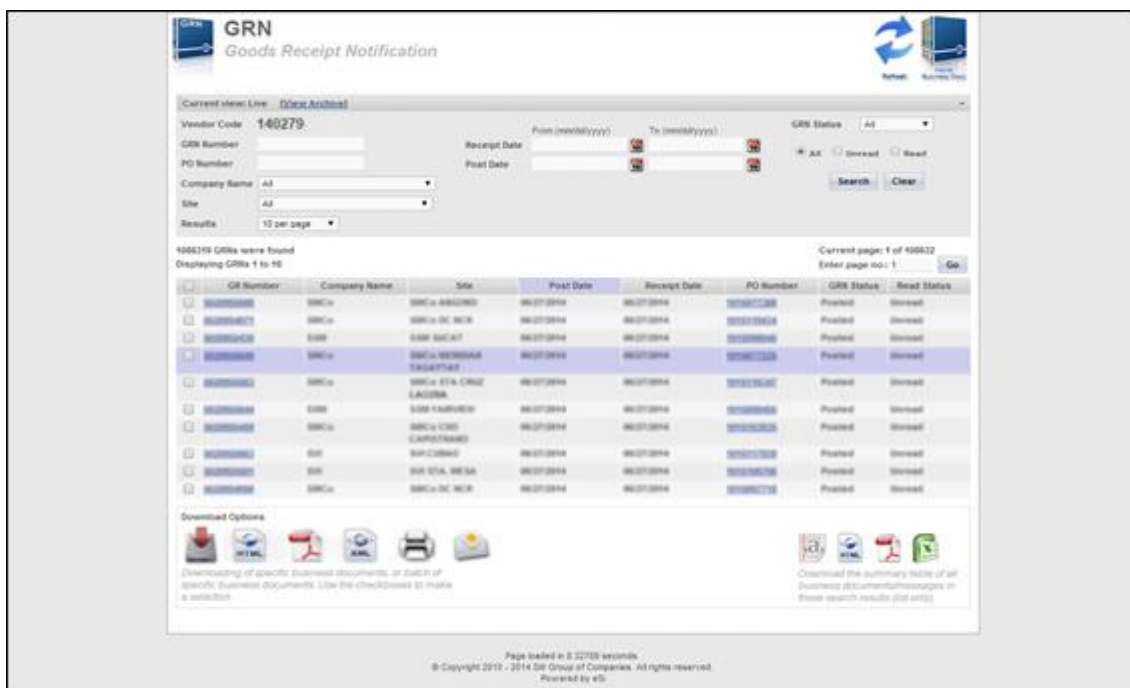


Figure 99 - GRN Summary Page

2.7.2 GRN Summary Page & GRN Archive Page

2.7.2.1 GRN Search Field

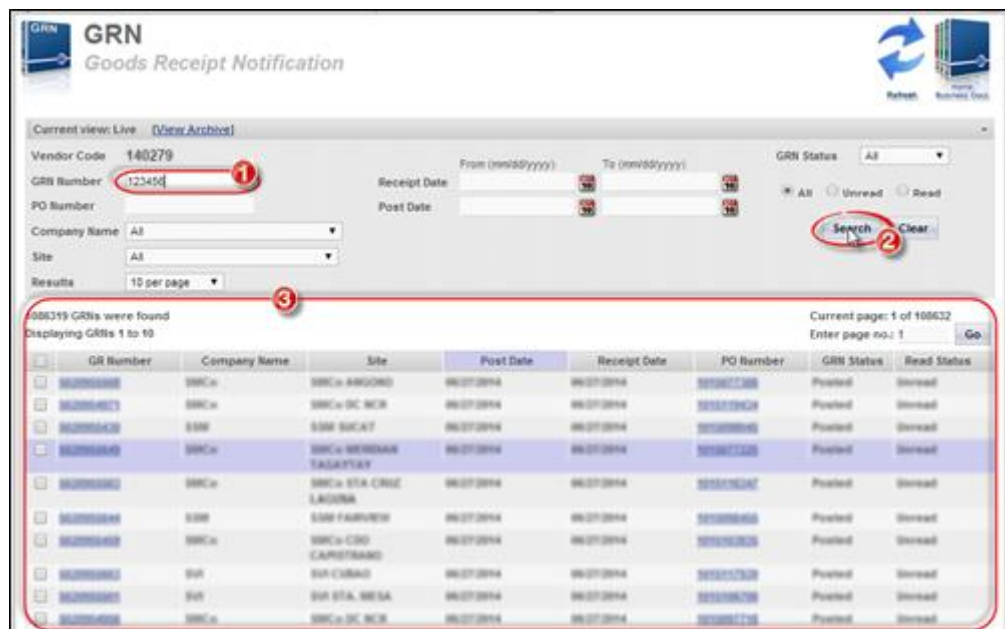
You may search GRN using the following criteria:

- A. GRN Number
- B. PO Number
- C. Company Name
- D. Site
- E. Number of Records to display per page (Results)
- F. Receipt Date, Post Date
- G. Document Status (All, Posted, Downloaded, Integrated)
- H. Read Status (All, Unread, Read)

NOTE: To get more accurate results, you may combine the criteria when you search.

A. To search for GRN's by GRN Number

1. Key in the GRN number in the text box.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 100)



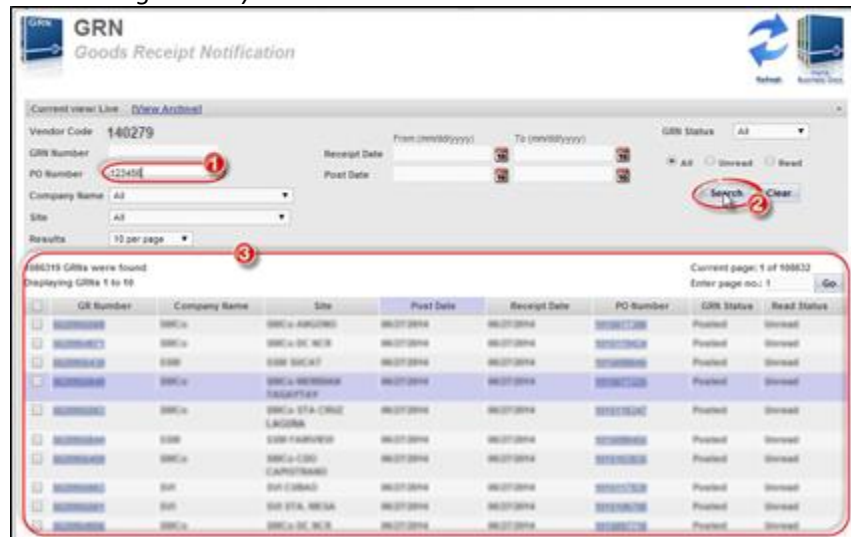
The screenshot shows the 'GRN Goods Receipt Notification' search interface. It includes fields for Vendor Code (140279), GRN Number (12345), PO Number, Company Name (All), and Site (All). There are also date pickers for Receipt Date and Post Date, and a GRN Status dropdown (All). A 'Search' button is highlighted with a red circle and the number 2. Below the search fields, a table displays 10 results. The table has columns for GR Number, Company Name, Site, Post Date, Receipt Date, PO Number, GRN Status, and Read Status. The first row shows a GRN Number of 12345, Company Name of SMC, Site of SMC-A BANGKOK, Post Date of 06/07/2014, Receipt Date of 06/07/2014, PO Number of 5010000000, GRN Status of Posted, and Read Status of Unread.

Figure 100- Searching GRN's using GRN Number

Note: The maximum number of characters for the GRN number is 10. The text box accepts numeric characters only and will search for GRN numbers containing the indicated number.

B. To search for GRN's by PO Number

1. Key in the PO number in the text box.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 101)



GRN
Goods Receipt Notification

Current view: Live [Download](#)

Vendor Code: 140279

GRN Number:

PO Number: 1

Company Name: All

Site: All

Receipt Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

Post Date:

GRN Status: All ☐ Invoiced ☐ Read

2 Search Clear

Results: 10 per page

100315 GRNs were found
Displaying GRNs 1 to 10

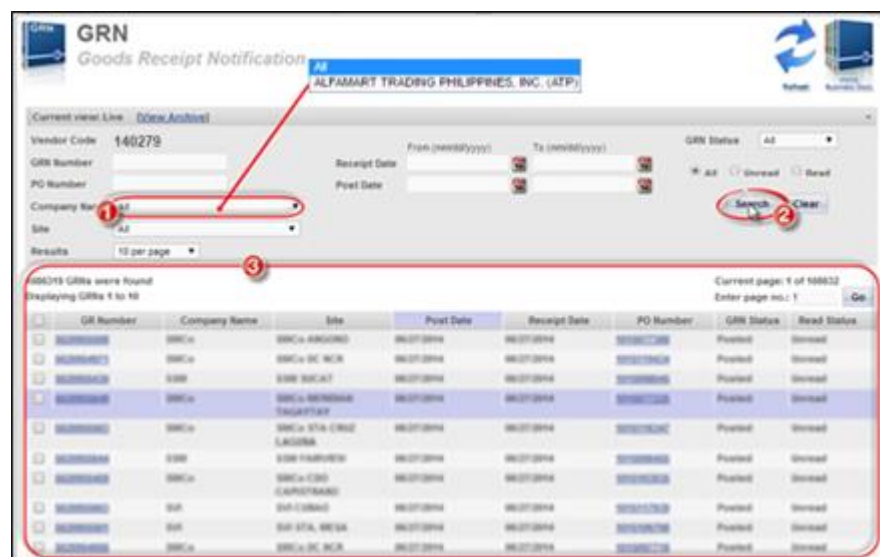
Current page: 1 of 10032
Enter page no.: 3 Go

GR Number	Company Name	Site	Post Date	Receipt Date	PO Number	GRN Status	Read Status
1003150001	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150002	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150003	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150004	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150005	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150006	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150007	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150008	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150009	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150010	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread

Figure 101- Searching GRN's using PO Number

C. To search for GRN's by Company Name

1. Click the drop-down list then select a specific company name or choose "All" to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 102)



GRN
Goods Receipt Notification

Current view: Live [Download](#)

Vendor Code: 140279

GRN Number:

PO Number:

Company Name: 1 All 2 ALFAMART TRADING PHILIPPINES, INC. (ATP)

Site: All

Receipt Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

Post Date:

GRN Status: All ☐ Invoiced ☐ Read

3 Search Clear

Results: 10 per page

100315 GRNs were found
Displaying GRNs 1 to 10

Current page: 1 of 10032
Enter page no.: Go

GR Number	Company Name	Site	Post Date	Receipt Date	PO Number	GRN Status	Read Status
1003150001	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150002	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150003	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150004	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150005	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150006	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150007	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150008	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150009	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread
1003150010	SMC	SMC-A-ALDORE	99/07/2014	99/07/2014	9909071200	Pending	Unread

Figure 102- Searching GRN's using Company Name

D. To search for GRN's by Site

1. Click the drop-down list then select a Site or choose "All" to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 103)

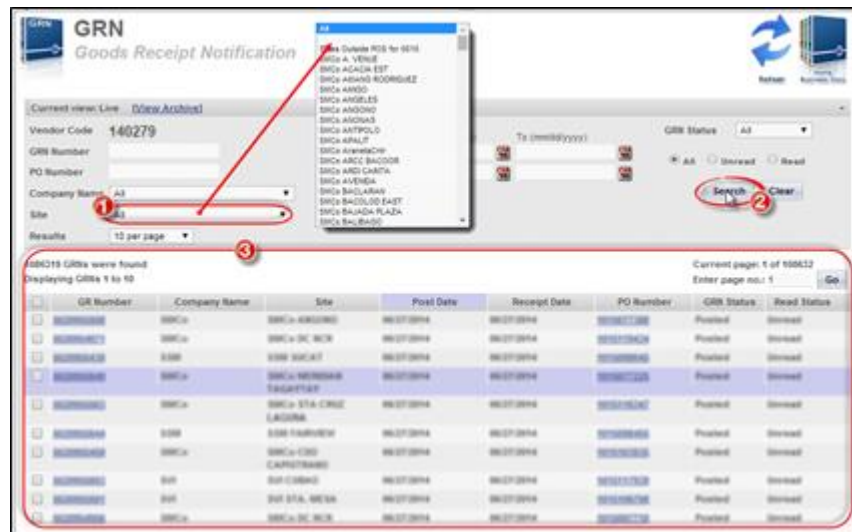


Figure 103- Searching GRN's using Site Location

E. To filter the Number of records to Display per page

1. Click the drop-down list labeled "Results" then click the desired number of records per page.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 104)

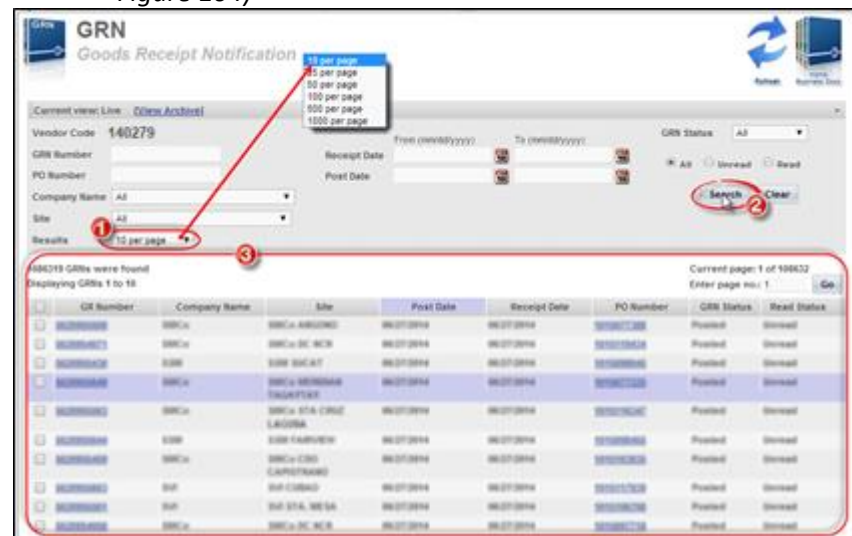
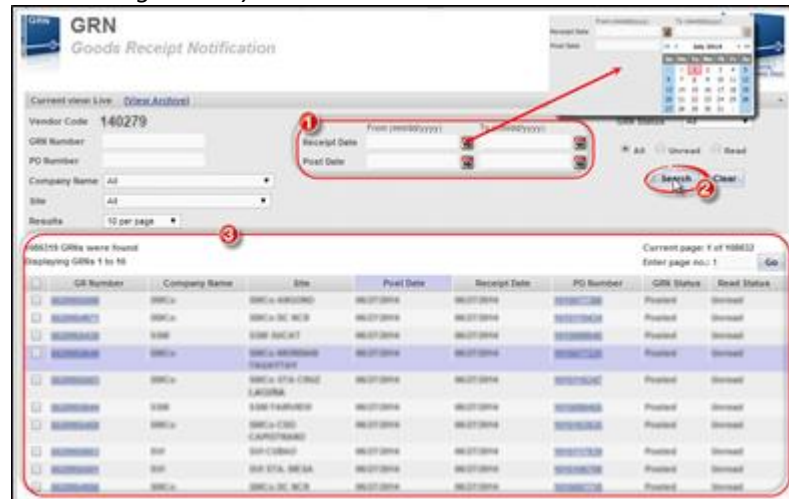


Figure 104- Filtering Number of Records to display per page

F. To search for GRN's by Receipt Date or Post Date

1. Manually key in the Receipt Date or Post Date using the format 'mm/dd/yyyy' or select the dates using the calendar.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 105)



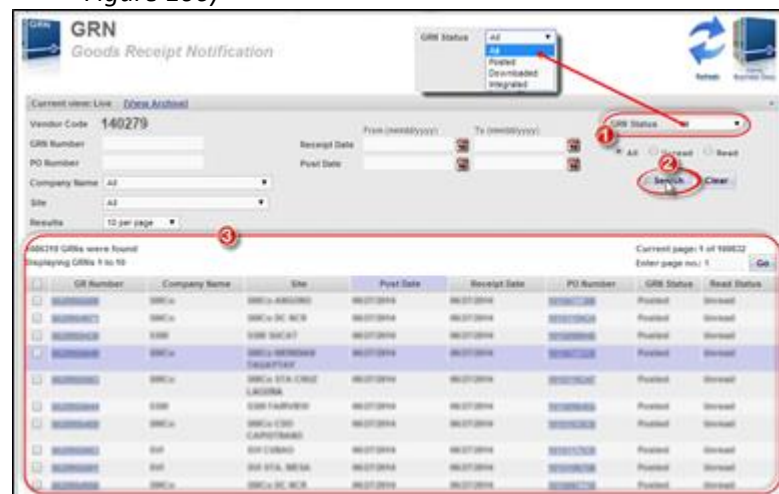
The screenshot shows the 'GRN Goods Receipt Notification' search interface. The 'Receipt Date' and 'Post Date' fields are highlighted with red circles and numbered 1 and 2 respectively. A red arrow points to the 'Search' button, which is also numbered 3. Below the search criteria, a table displays the search results. The table has columns for GR Number, Company Name, Site, Post Date, Receipt Date, PO Number, GRN Status, and Read Status. The results show a list of GRNs with their respective details.

Figure 105 - Searching GRN's using Receipt Date or Post Date

Note: The date specified in the 'From' field must be earlier than the date specified in the date 'To' field.

G. To search for GRN's by Document Status

1. Click the drop-down list then select a GRN status or choose "All" to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 106)



The screenshot shows the 'GRN Goods Receipt Notification' search interface. The 'GRN Status' dropdown menu is highlighted with a red circle and numbered 1. A red arrow points to the 'Search' button, which is also numbered 2. Below the search criteria, a table displays the search results. The table has columns for GR Number, Company Name, Site, Post Date, Receipt Date, PO Number, GRN Status, and Read Status. The results show a list of GRNs with their respective details.

Figure 106- Searching GRN's using Document Status

H. To search for GRN's by Read Status

1. Choose a GRN status then click the radio button of your choice or choose "All" to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results. (See Figure 107)

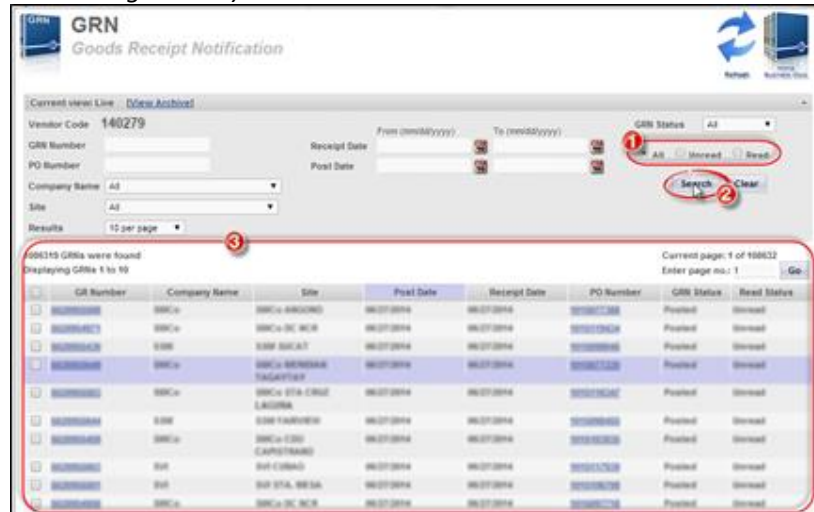


Figure 107- Searching GRN's using Read Status

2.7.2.2 GRN Page Mark

This section shows the current page number out of the total number of pages of the Search Results.

To display the other pages of the Search Results (also using the same search filters you had entered) (1) key in a specific page number (2) then hit the "Go" button; and, (3) the table will display the results. (See Figure 108)

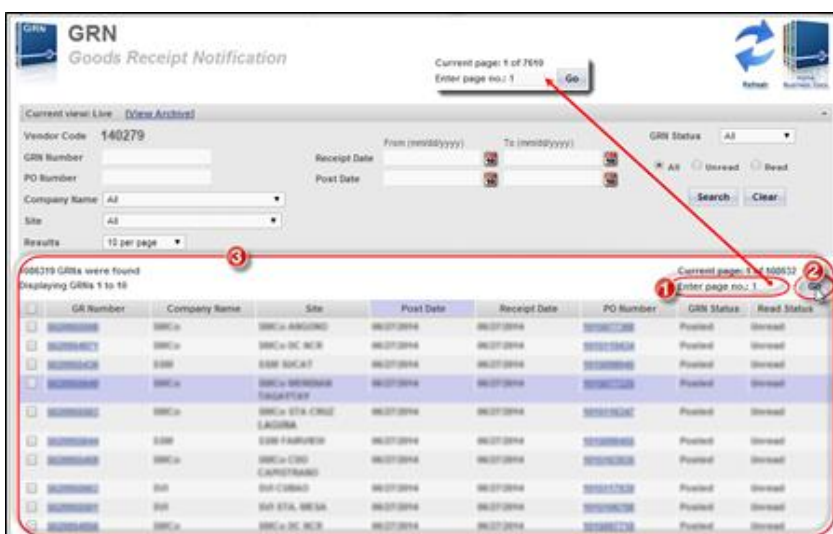


Figure 108- GRN's Page Mark



2.7.2.3 Sorting GRN Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers click any of the column headers that you want to sort. (See Figure 109)

Results 10 per page

1086319 GRNs were found
Displaying GRNs 1 to 10

Current page: 1 of 108632
Enter page no.: 1 [Go](#)

Choose any of these Column Headers

<input type="checkbox"/>	GR Number	Company Name	Site	Post Date	Receipt Date	PO Number	GRN Status	Read Status
<input type="checkbox"/>	5016396584	SRRCo	SRRCo ANGONO	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo SC NCR	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo SUCAT	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo NERONAN TAGAYTAY	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo STA CRUZ LAGUNA	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo FAIRVIEW	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo CDO CAPISTRANO	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo CUBAO	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo STA. NEZA	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo SC NCR	06/27/2016	06/27/2016	5016396584	Posted	Unread

Figure 109 - Sorting through Column Headers

2.7.3 GRN Details Page

2.7.3.1 Opening a Specific GRN Document

On the Search Results Section, click the GR number of the specific GRN document you want to open. (See Figure 110)

437 GRNs were found
Displaying GRNs 1 to 10

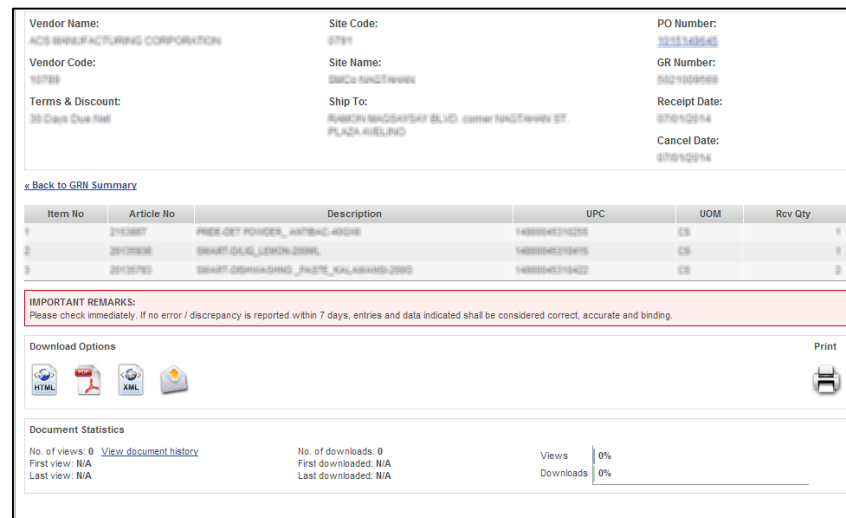
Current page: 1 of 44
Enter page no.: 1 [Go](#)

<input type="checkbox"/>	GR Number	Company Name	Site	Post Date	Receipt Date	PO Number	GRN Status	Read Status
<input type="checkbox"/>	5016396584	SRRCo	SRRCo ANGONO	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo SC NCR	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo SUCAT	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo NERONAN TAGAYTAY	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo STA CRUZ LAGUNA	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo FAIRVIEW	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo CDO CAPISTRANO	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo CUBAO	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo STA. NEZA	06/27/2016	06/27/2016	5016396584	Posted	Unread
<input type="checkbox"/>	5016396584	SRRCo	SRRCo SC NCR	06/27/2016	06/27/2016	5016396584	Posted	Unread

Click here to see GRN details

Figure 110- Opening a Specific GRN Document

After clicking the PO number you will be directed to its details page. (See Figure 111)



Vendor Name: ACS MANUFACTURING CORPORATION Site Code: 0791 PO Number: 5115140645

Vendor Code: 10789 Site Name: SMCs NAGTAHAN GR Number: 5021009569

Terms & Discount: 30 Days Due Net Ship To: RANON BANGSAYAT BLVD. corner NAGTAHAN ST. PLAZA, KALINGA Receipt Date: 07/01/2014 Cancel Date: 07/01/2014

[Back to GRN Summary](#)

Item No	Article No	Description	UPC	UOM	Rev Qty
1	2151007	PRDG GET POWDER_ANTI-BAC 400G	148884521025	CS	1
2	2010006	SMART GULU LEMON 200ML	1488845210415	CS	1
3	2010783	SMART GEMKAWANG_PASTE_KALABANG 200G	1488845210422	CS	2

IMPORTANT REMARKS:
Please check immediately. If no error / discrepancy is reported within 7 days, entries and data indicated shall be considered correct, accurate and binding.

Download Options:

Document Statistics

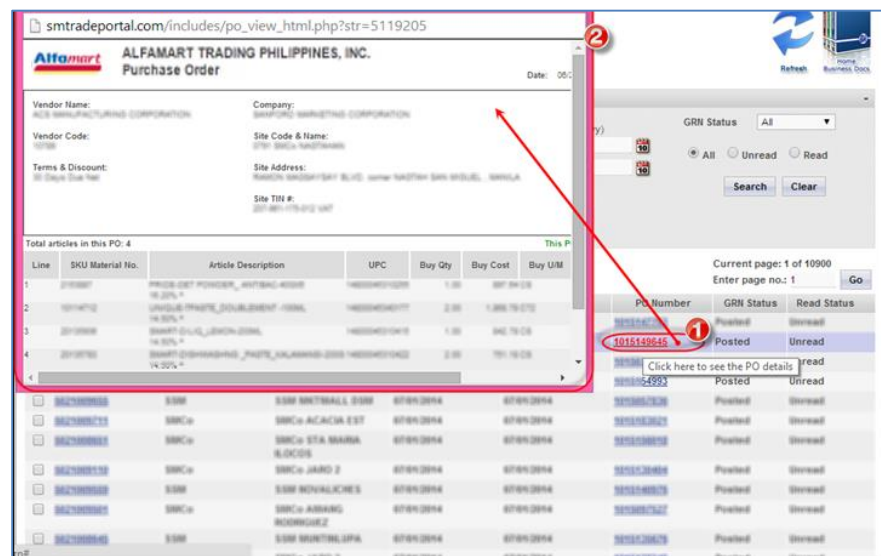
No. of views: 0 View document history	No. of downloads: 0	Views: 0%
Last view: N/A	Last downloaded: N/A	Downloads: 0%

Figure 111- GRN Details Page

2.7.3.2 Viewing Related PO Document

On the GRN Summary/Archive page and GRN Details page, you may also view the related PO document/message that corresponds to the GRN Document.

- To open the related PO document on Summary/Archive page (1) click the PO number of the specific GRN document; and, (2) a pop-up window will appear showing the corresponding PO Details. (See Figure 112)



smtradeportal.com/includes/po_view_html.php?str=5119205

ALFAMART TRADING PHILIPPINES, INC.
Purchase Order

Vendor Name: ACS MANUFACTURING CORPORATION Company: SMCs NAGTAHAN CORPORATION

Vendor Code: 10789 Site Code & Name: 0791 SMCs NAGTAHAN

Terms & Discount: 30 Days Due Net Site Address: RANON BANGSAYAT BLVD. corner NAGTAHAN ST. PLAZA, KALINGA

Site TIN #: 207-881-175-012-107

Total articles in this PO: 4

Line	SKU Material No.	Article Description	UPC	Buy Qty	Buy Cost	Buy U/M
1	2151007	PRDG GET POWDER_ANTI-BAC 400G	148884521025	1.00	807.94 US	
2	2010783	SMART GEMKAWANG_PASTE_KALABANG 200G	1488845210422	2.00	1,866.78 US	
3	2010006	SMART GULU LEMON 200ML	1488845210415	1.00	942.79 US	
4	2010783	SMART GEMKAWANG_PASTE_KALABANG 200G	1488845210422	2.00	751.76 US	

GRN Status: All

☐ All ☐ Unread ☐ Read

Current page: 1 of 10900
Enter page no.: 1

PO Number	GRN Status	Read Status
5115140645	Posted	Unread
5115140645	Posted	Unread
5115140645	Posted	Unread
5115140645	Posted	Unread
5115140645	Posted	Unread
5115140645	Posted	Unread
5115140645	Posted	Unread
5115140645	Posted	Unread
5115140645	Posted	Unread
5115140645	Posted	Unread

Click here to see the PO details

Figure 112- Viewing Related PO document on Summary/Archive Page

- B. To open the related PO document on the Details page (1) click the PO number located at the right side of the Header Section; and, (2) a pop-up window will appear showing the corresponding PO Details. (See Figure 113)

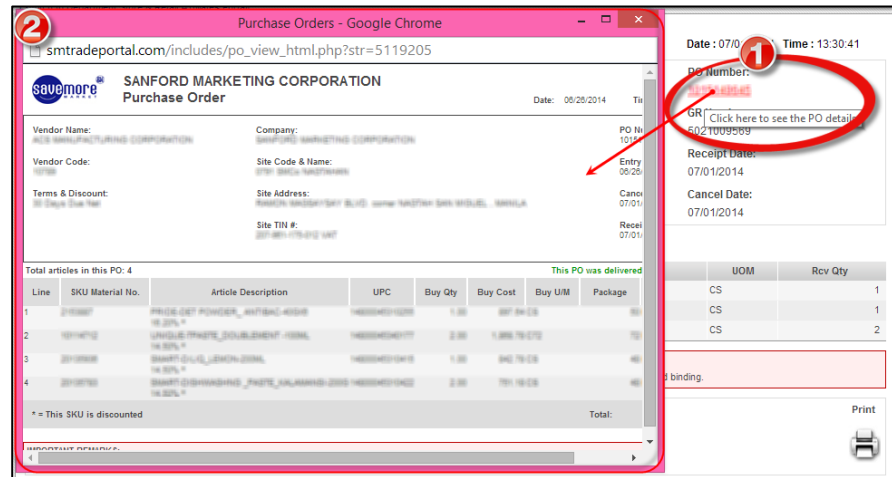


Figure 113- Viewing Related PO document on Details Page

NOTE: This will only be available if there is a corresponding PO on the portal. If there is none, the PO number will not be clickable.

2.7.3.3 Returning to the GRN Summary Page

To return to the summary page after opening a specific GRN Document click “Back to GRN Summary” located at the Detail Count Section. (See Figure 114)

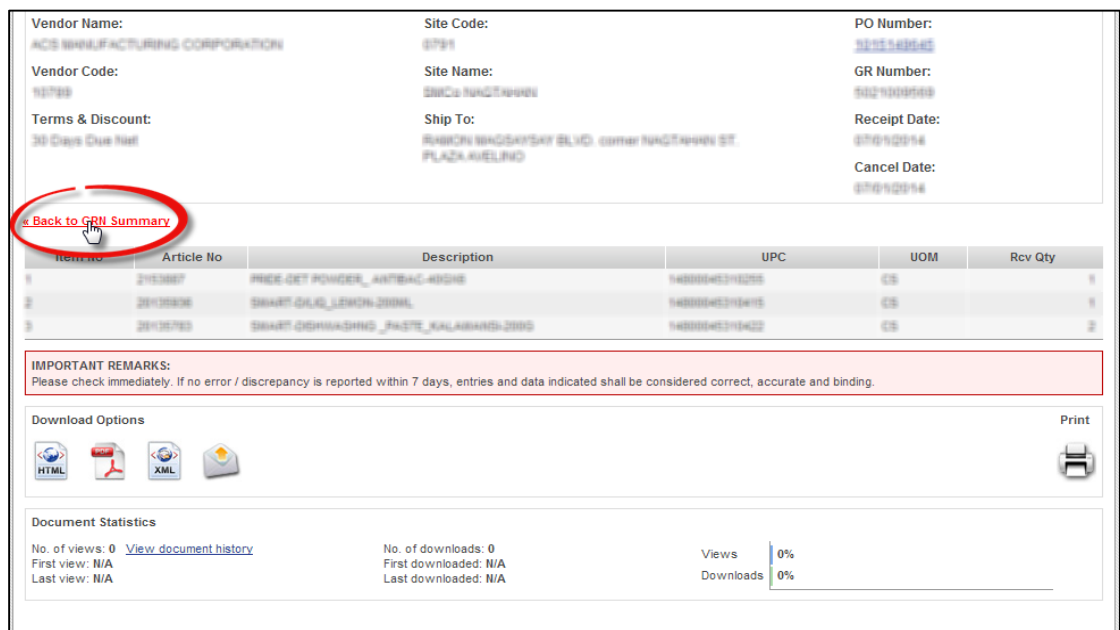


Figure 114- Returning to GRN Summary Page

2.7.3.4 GRN Download Options and Printing

You may download a specific document /message currently shown in the Details Page in any of the following formats: HyperText Markup Language (.html), Portable Document Format (.pdf), or Extensible Markup Language (.xml). You may also choose to send a PDF attachment through email. (See *Figure 115*)

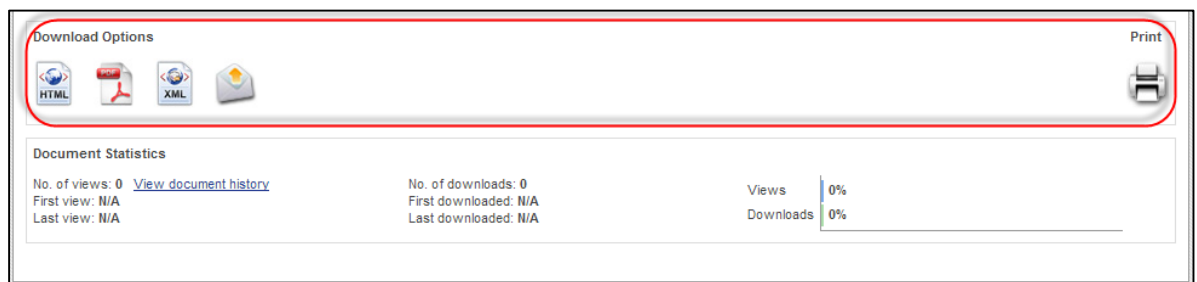


Figure 115- Download Options & Printing

- A. To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section. (See *Figure 116*)

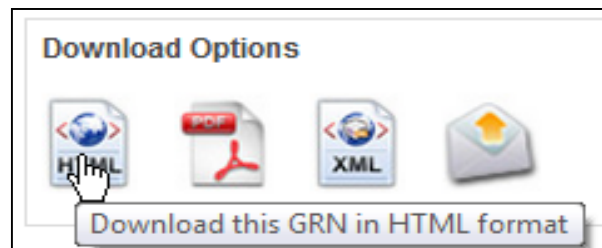


Figure 116- HTML Download Option

- B. To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section. (See *Figure 117*)

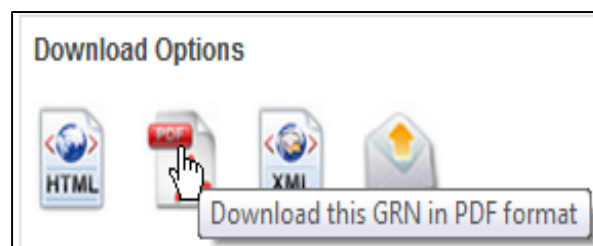


Figure 117- PDF Download Option

- C. To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section. (See Figure 118)

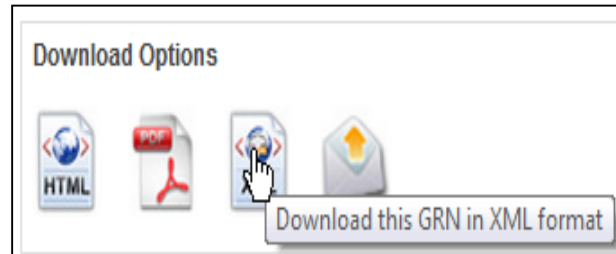


Figure 118- XML Download Option

- D. To send a specific document/message as a PDF attachment through email, click the email button on the Download Options & Printing Section. (See Figure 119)



Figure 119 - Email Option

You may also print specific document/message shown in the Details Page resembling the official business document/message.

- E. To print a specific document/message, click the print button on the Download Options & Printing Section, and your browser's print preview page will appear. You may also input your preferred print settings. (See Figure 120)



Figure 120- Print Option

2.7.3.5 Viewing GRN Document History

The Document History is located in the Document Statistics Section. In this section you may view the following user activities specific to a particular document/message:

1. Total number of times document/message has been viewed
2. Date and Time document/message was first viewed
3. Date and Time document/message was last viewed
4. Total number of times document/message has been downloaded
5. Date and Time document/message was first downloaded
6. Date and Time document/message was last downloaded
7. Comparison between user views and user downloads shown in graphs
8. A link to show document activity history details

To view the document history, click the “View document history”. (See Figure 121)

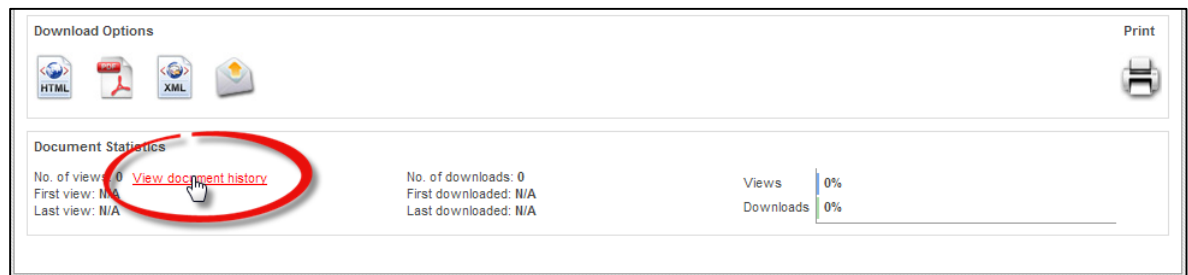


Figure 121- Viewing GRN Document History

2.8 Remittance Advice

2.8.1 Accessing the RA Summary Page

- A. To access the Remittance Advice summary page, go to the BDMS home page and click the RA button. (See Figure 122)

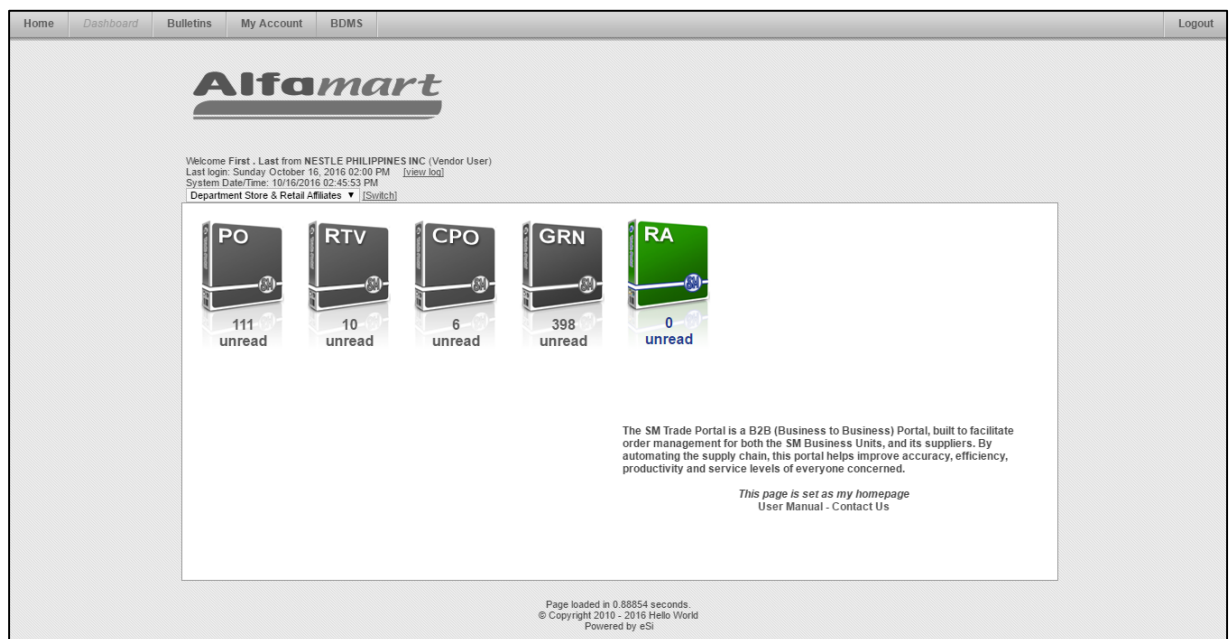


Figure 122 Accessing the RA Summary Page from BDMS Home Page

- B. You are now on RA Summary Page. (See Figure 123)



Figure 123 - RA Summary Page

2.8.2 RA Summary Page & RA Archive Page

2.8.2.1 RA Search Fields

You may search RA using the following criteria:

- A. RA Number
- B. Company Name
- C. Site
- D. Number of Records to display per page (Results)
- E. Receiving Date, Post Date
- F. Document Status (All, Posted, Downloaded, Integrated)
- G. Read Status (All, Unread, Read)

Note: To get more accurate results, you may combine the criteria when you search.

- A. To search for RA's by RA Number
 1. Key in the RA number in the text box.
 2. Click the Search button located at the right side.
 3. After clicking the Search button, the table will display the results.

(See Figure 124)



RA Remittance Advice

Current view: Live [View Archive](#)

Vendor Code: 146279

RA Number: 123456

Company Name: AJ

Check Date: 04/06/2016

Post Date: 04/06/2016

RA Status: All

Results: 10 per page

2 RA's were found
Displaying RA's 1 to 2

RA Number	Company Name	Check Date	Check Amount	RA Status	Read Status
123456	ABC	04/06/2016	11,871,886.33	Posted	Unread
123457	ABC	04/06/2016	26,312,134.65	Posted	Unread

Download Options

Download of specific business documents, or batch of specific business documents. Use the checkboxes to make a selection.

Download the summary table of all business documents/messages on these search results (not only)

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Figure 124 - Searching RA's using RA Number

2.8.3 RA Detail Page

2.8.3.1 Opening a Specific RA Document

On the Search Results Section click, the RA number of the specific RA document you want to open. (See Figure 125)

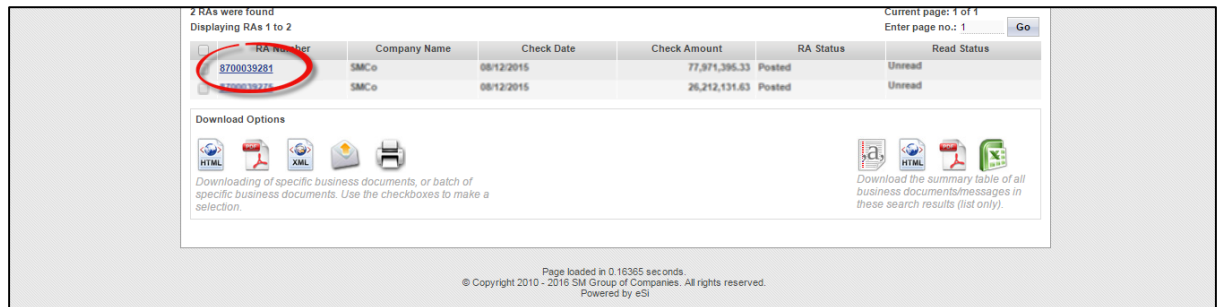


Figure 125 - Opening a specific RA Document

After clicking the RA number, you will be directed to its details page. (See Figure 126)

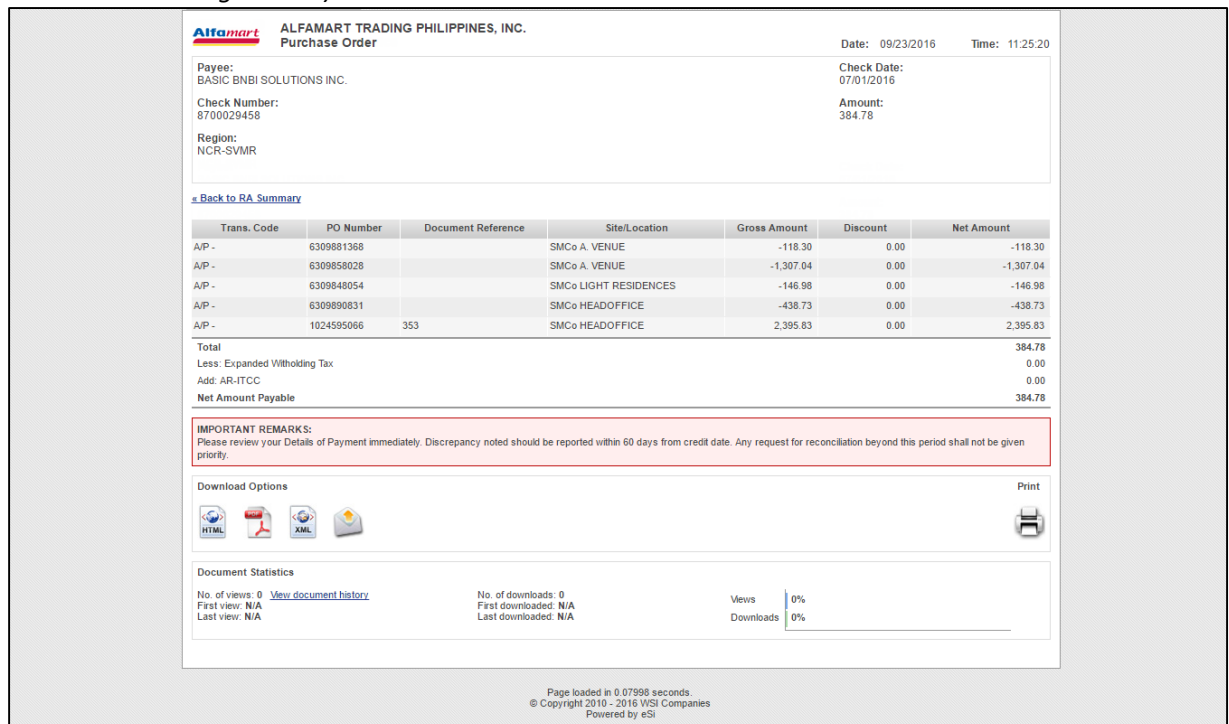
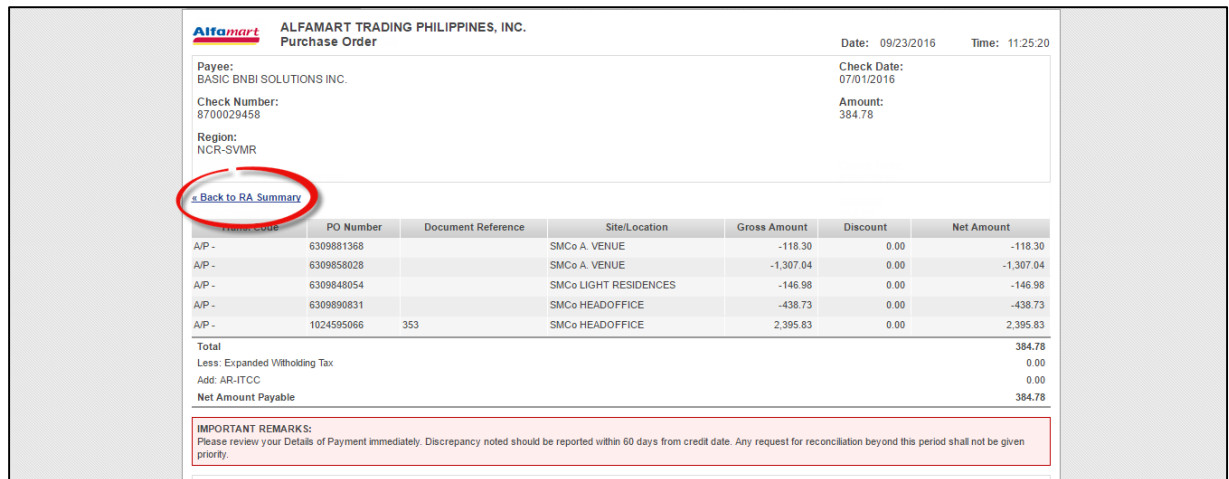


Figure 126 - RA's Details Page

2.8.3.2 Returning to the RA Summary Page

To return to the summary page after opening a specific RA Document, just click “Back to RA Summary” (if you have opened a document in “Live” view) or “Back to RA Archive” (if you have opened a document in “Archive” view) located at the Detail Count Section. (See Figure 131)



ALFAMART TRADING PHILIPPINES, INC.
Purchase Order

Date: 09/23/2016 Time: 11:25:20

Payee: BASIC BNBI SOLUTIONS INC.
Check Number: 8700029458
Region: NCR-SVMR

Check Date: 07/01/2016
Amount: 384.78

[Back to RA Summary](#)

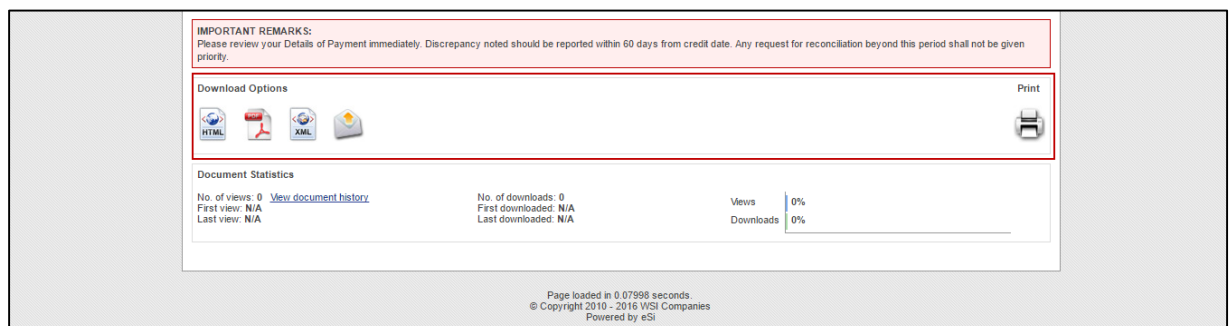
Document Code	PO Number	Document Reference	Site/Location	Gross Amount	Discount	Net Amount
A/P -	6309881368		SMCo A. VENUE	-118.30	0.00	-118.30
A/P -	6309858028		SMCo A. VENUE	-1,307.04	0.00	-1,307.04
A/P -	6309848054		SMCo LIGHT RESIDENCES	-146.98	0.00	-146.98
A/P -	6309890631		SMCo HEADOFFICE	-438.73	0.00	-438.73
A/P -	1024595066	353	SMCo HEADOFFICE	2,395.83	0.00	2,395.83
Total						384.78
Less: Expanded Withholding Tax						0.00
Add: AR-ITCC						0.00
Net Amount Payable						384.78

IMPORTANT REMARKS:
Please review your Details of Payment immediately. Discrepancy noted should be reported within 60 days from credit date. Any request for reconciliation beyond this period shall not be given priority.

Figure 131 - Returning to RA Summary Page

2.8.3.3 RA Download Options & Printing

You may download a specific document/message currently shown in the Details Page in any of the following formats: HyperText Markup Language (.html), Portable Document Format (.pdf), or Extensible Markup Language (.xml). You may also choose to send a PDF attachment through email. (See Figure 132)



IMPORTANT REMARKS:
Please review your Details of Payment immediately. Discrepancy noted should be reported within 60 days from credit date. Any request for reconciliation beyond this period shall not be given priority.

Download Options

HTML PDF XML Email Print

Document Statistics

No. of views: 0 [View document history](#)
First view: N/A
Last view: N/A

No. of downloads: 0
First downloaded: N/A
Last downloaded: N/A

Views: 0%
Downloads: 0%

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Figure 132 - Download Options & Printing

- A. To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section. (See Figure 133)

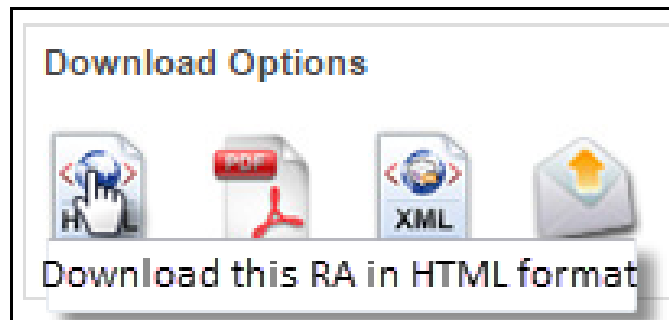


Figure 133- HTML Download Option

- B. To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section. (See Figure 134)



Figure 134- PDF Download Option

- C. To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section. (See Figure 135)

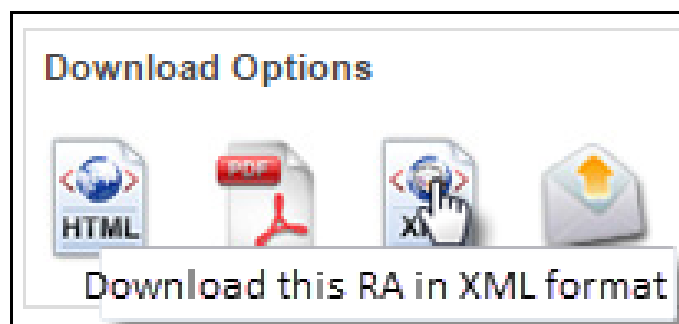


Figure 135- XML Download Option

- D. To send a specific document/message as a PDF attachment through email, click the email button on the Download Options & Printing Section (See Figure 131)

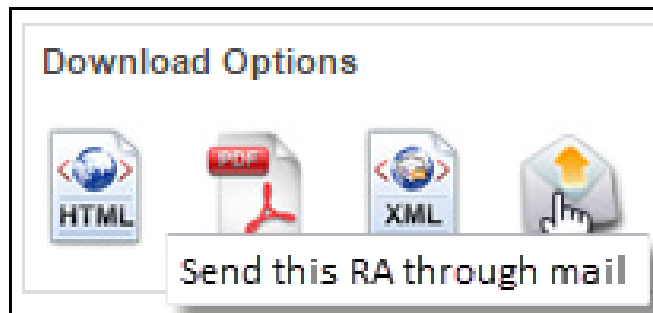


Figure 131- Email Option

You may also print a specific document/message shown in the Details Page resembling the official business document/message.

- E. To print a specific document/message click the print button on the Download Options & Printing Section, and your browser's print preview page will appear. You may also input your preferred print settings. (See Figure 132)

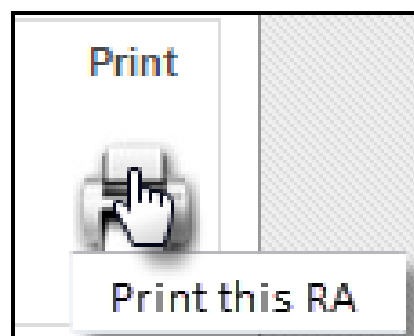


Figure 132 - Print Option

2.8.3.4 Viewing RA Document History

The Document History is located in the Document Statistics Section. In this section you may view the following user activities specific to a particular document/message

- A. Total number of times document/message has been viewed
- B. Date and Time document/message was first viewed
- C. Date and Time document/message was last viewed
- D. Total number of times document/message has been downloaded
- E. Date and Time document/message was first downloaded
- F. Date and Time document/message was last downloaded
- G. Comparison between user views and user downloads shown in graphs
- H. A link to show document activity history details

To view the document history, click “View document history”. (See Figure 133)

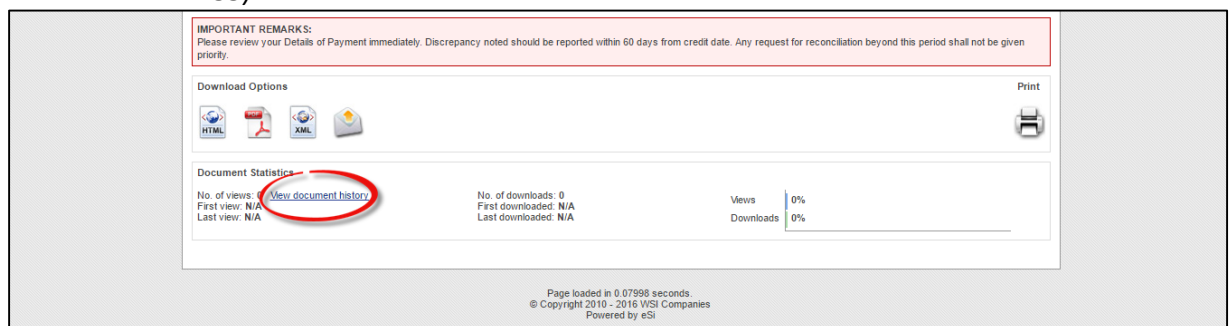


Figure 133 - View RA Document History

3 MY ACCOUNT

3.1 Accessing My Account

1. On the portal’s toolbar, click the “My Account” button. (See Figure 134)

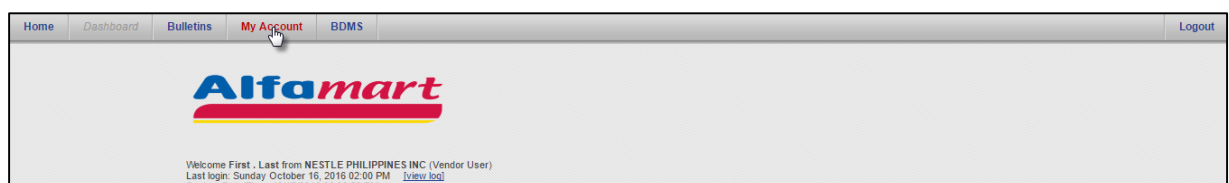


Figure 134 – My Account Toolbar

2. After clicking the button, VU will be redirected to the My Account Page (See Figure 135)

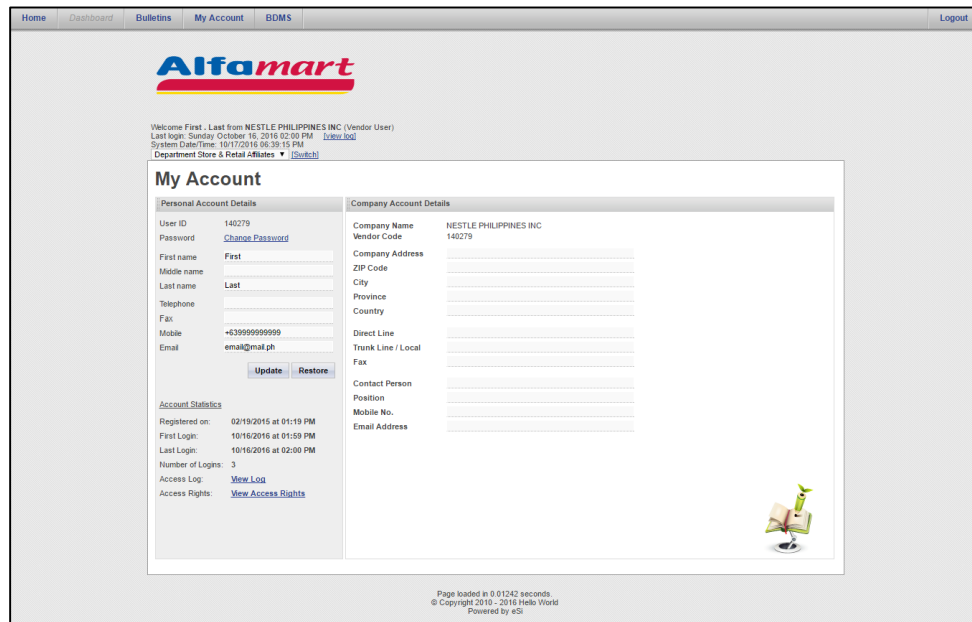


Figure 135 – My Account Page

3.2 Personal Account Details

In the Personal Account Details Section, the personal information about the user is listed. You may update your personal information by clicking on the corresponding box that you want to edit (See Figure 413):

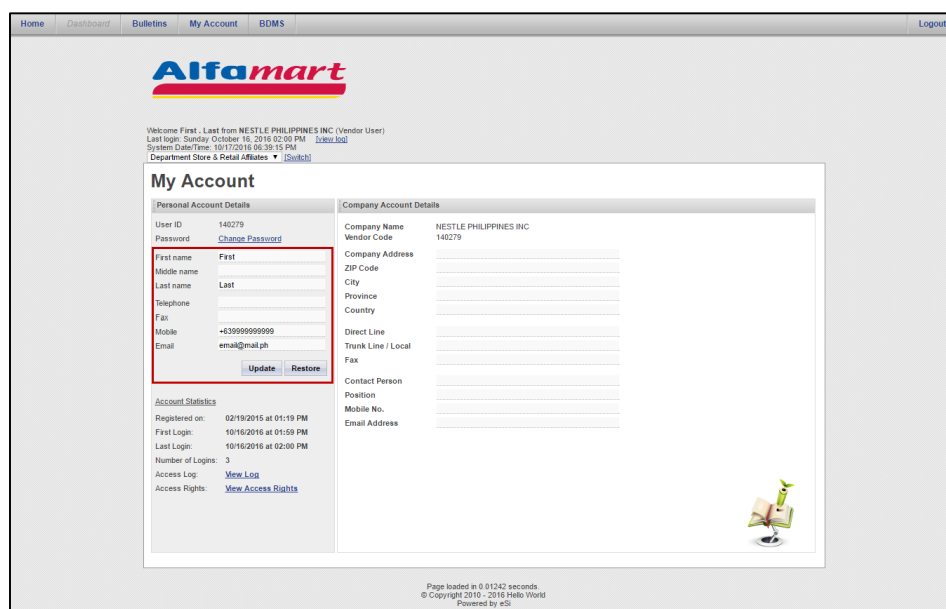
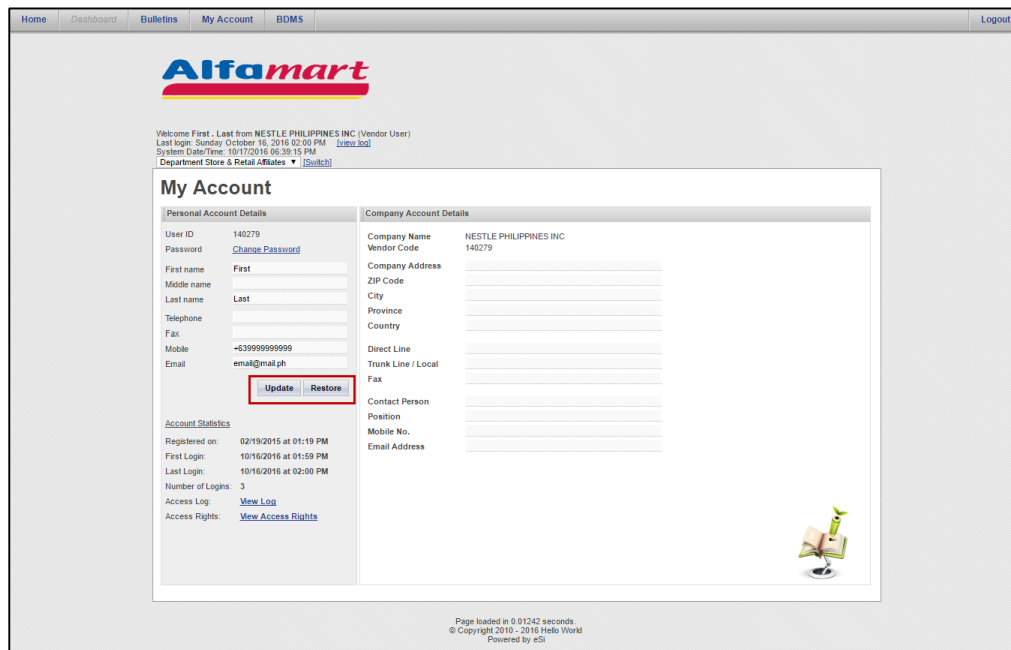


Figure 136 – Personal Account Details Section

After editing the details, VU should click the “Update” button to apply the changes made. VU can also click the “Restore” button if he/she wants to restore the last information keyed-in.

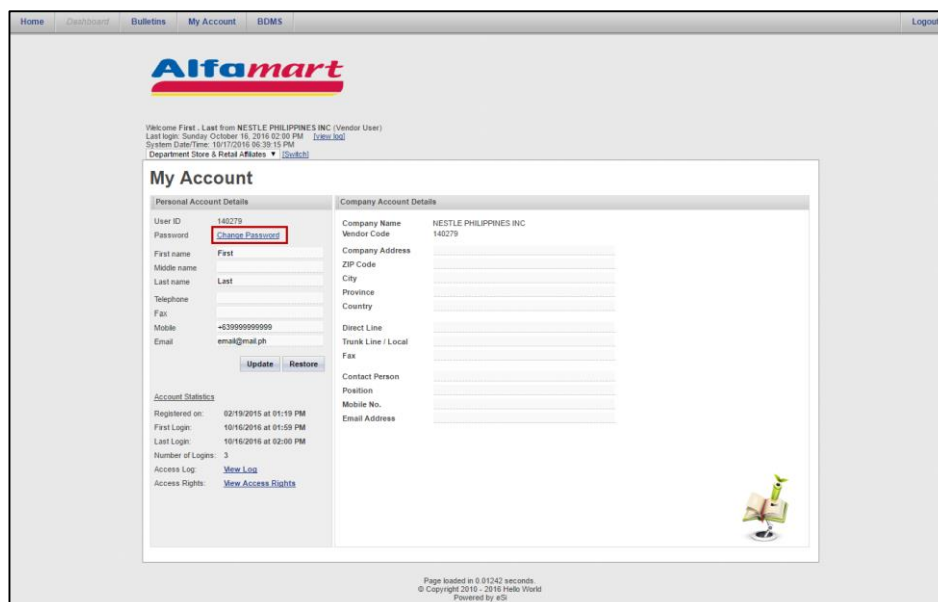


The screenshot shows the 'My Account' page for a Vendor User. The page is divided into two main sections: 'Personal Account Details' and 'Company Account Details'. In the 'Personal Account Details' section, the 'Update' button is highlighted with a red box. The 'Company Account Details' section contains various fields for company information. The page also includes a 'Logout' link in the top right corner and a 'Welcome First' message at the top.

Figure 137 – Update and Restore Button

3.3 Changing Password

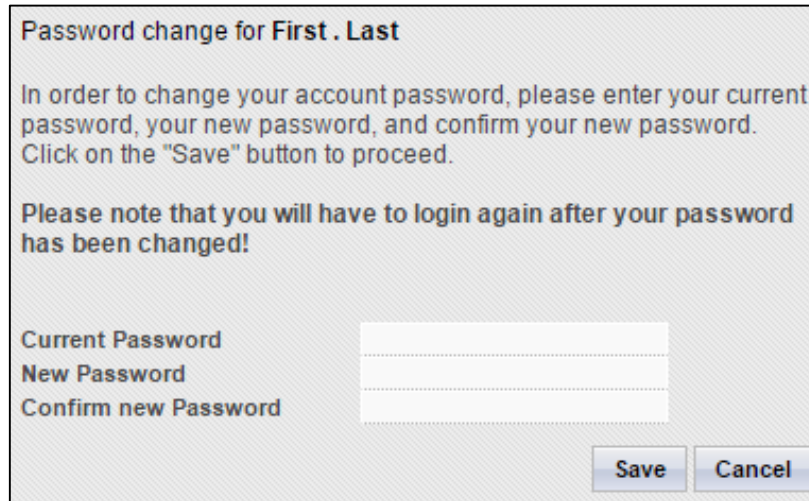
VU can change his/her password by clicking the “Change Password” text link (See Figure 138).



The screenshot shows the 'My Account' page for a Vendor User. The 'Change Password' text link is highlighted with a red box. The page layout is similar to Figure 137, with 'Personal Account Details' and 'Company Account Details' sections. The 'Change Password' link is located in the 'Personal Account Details' section, next to the 'Password' field.

Figure 138 – Change Password Text Link

After clicking the text link, a pop-up page will be displayed for the change password (See Figure 139).



Password change for First . Last

In order to change your account password, please enter your current password, your new password, and confirm your new password. Click on the "Save" button to proceed.

Please note that you will have to login again after your password has been changed!

Current Password

New Password

Confirm new Password

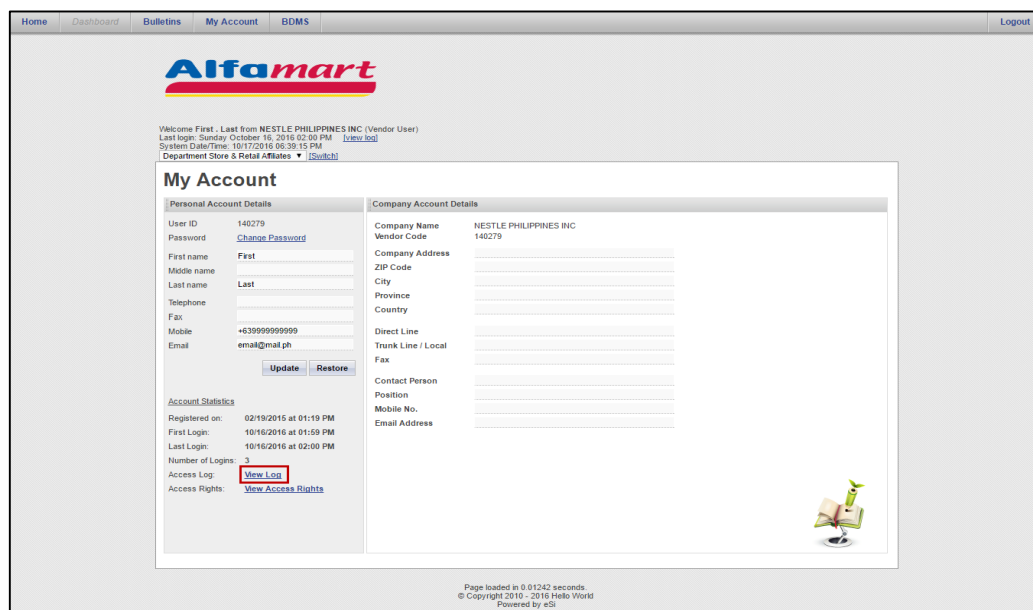
[Save](#) [Cancel](#)

Figure 139 – Change Password Pop-Up page

After keying-in the new passwords, VU should click the "Save" button to apply his/her new password. Clicking the "Cancel" button disregards the action made and closes the change password pop-up page.

3.4 Account Statistics

VU can view his account statistics by clicking the "View Log" text link (See Figure 140).



Home Dashboard Bulletins My Account BDMS Logout

Alfamart

Welcome First . Last from NESTLE PHILIPPINES INC (Vendor User)
Last login: Sunday October 16, 2016 02:00 PM [View Log](#)
System Date/Time: 10/17/2016 06:30:15 PM
Department Store & Retail Affiliates [\[Switch\]](#)

My Account

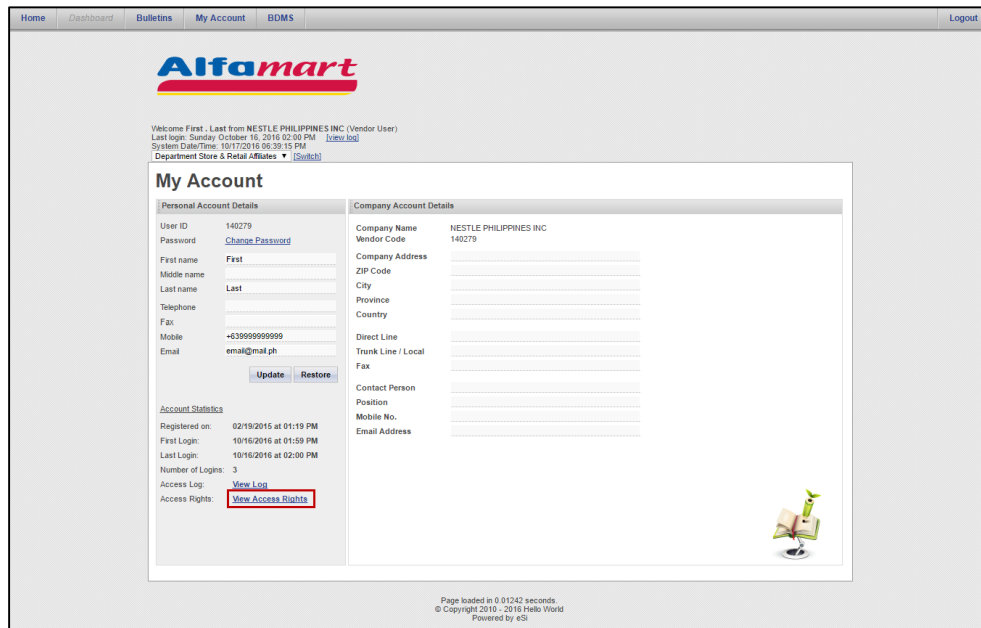
Personal Account Details		Company Account Details	
User ID	140279	Company Name	NESTLE PHILIPPINES INC
Password	Change Password	Vendor Code	140279
First name	First	Company Address	
Middle name		ZIP Code	
Last name	Last	City	
Telephone		Province	
Fax		Country	
Mobile	+639999999999	Direct Line	
Email	email@mail.ph	Trunk Line / Local	
	Update Restore	Fax	
Account Statistics Registered on: 02/19/2015 at 01:19 PM First Login: 10/16/2016 at 01:59 PM Last Login: 10/16/2016 at 02:00 PM Number of Logins: 3 Access Log: View Log Access Rights: View Access Rights		Contact Person Position Mobile No. Email Address	

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Figure 140 – View Log Text Link

3.5 Viewing Access Rights

VU can view his/her access rights by clicking the “View Access Rights” text link (See Figure 141).

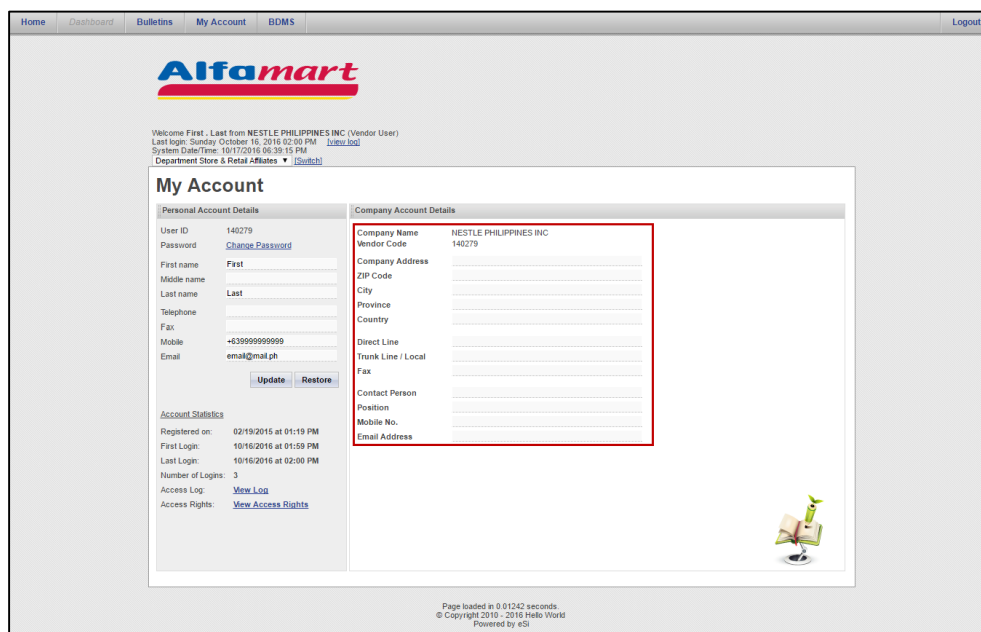


The screenshot shows the Alfamart Vendor User interface. At the top, there is a navigation bar with links: Home, Dashboard, Bulletins, My Account, BOMS, and Logout. Below the navigation bar is the Alfamart logo. A welcome message reads: "Welcome First, Last from NESTLE PHILIPPINES INC (Vendor User)". Below this, there is a "My Account" section. This section is divided into two columns. The left column is titled "Personal Account Details" and contains fields for User ID (140279), Password (with a "Change Password" link), First name (First), Middle name (Last), Last name (Last), Telephone, Fax, Mobile (+639999999999), and Email (email@mail.ph). Below these fields are "Update" and "Restore" buttons. The right column is titled "Company Account Details" and contains fields for Company Name (NESTLE PHILIPPINES INC), Vendor Code (140279), Company Address, ZIP Code, City, Province, Country, Direct Line, Trunk Line / Local, Fax, Contact Person, Position, Mobile No., and Email Address. At the bottom of the "My Account" section, there is an "Account Statistics" box showing registration and login information. A red box highlights the "View Access Rights" link in the "Access Rights" section.

Figure 141 – View Access Rights Text Link

3.6 Company Account Details

VU can edit the company account details on the right side pane of the page (See Figure 142).



The screenshot shows the Alfamart Vendor User interface, similar to Figure 141. The "My Account" section is highlighted with a red box. The "Company Account Details" form is the primary focus, containing fields for Company Name, Vendor Code, Company Address, ZIP Code, City, Province, Country, Direct Line, Trunk Line / Local, Fax, Contact Person, Position, Mobile No., and Email Address. The "Personal Account Details" form is also visible on the left, and the "Account Statistics" box is at the bottom.

Figure 142 – Company Account Details

4 DYNAMIC BULLETIN SYSTEM

4.1 Accessing the DBS Page

1. On the portal's Toolbar, you can either click the "Bulletins" button or the "Portal Applications" button.
2. If you click the "Portal Applications" button, select the "Vendor Community Management" from the drop-down list of applications.
3. After clicking the "Bulletins" button on the toolbar or selecting the DBS via the VCM Application Group, VU will be re-directed to the DBS page.

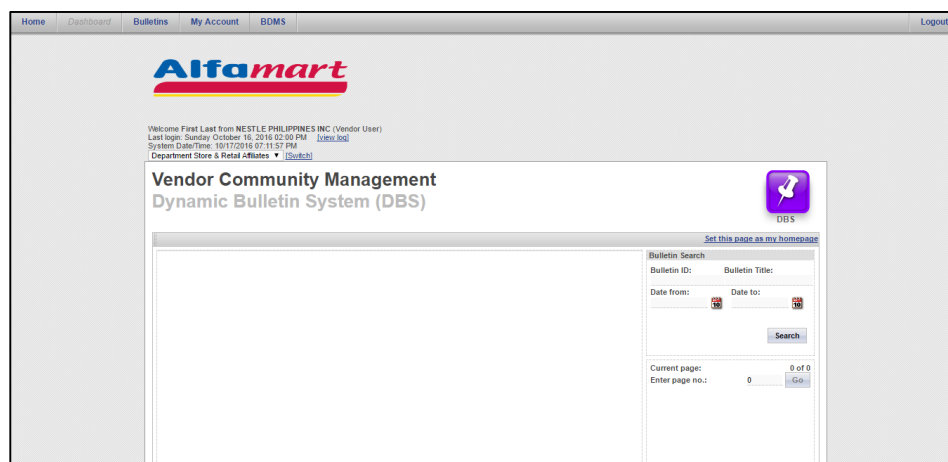


Figure 143 – DBS Page

4.2 DBS Home Page Sections

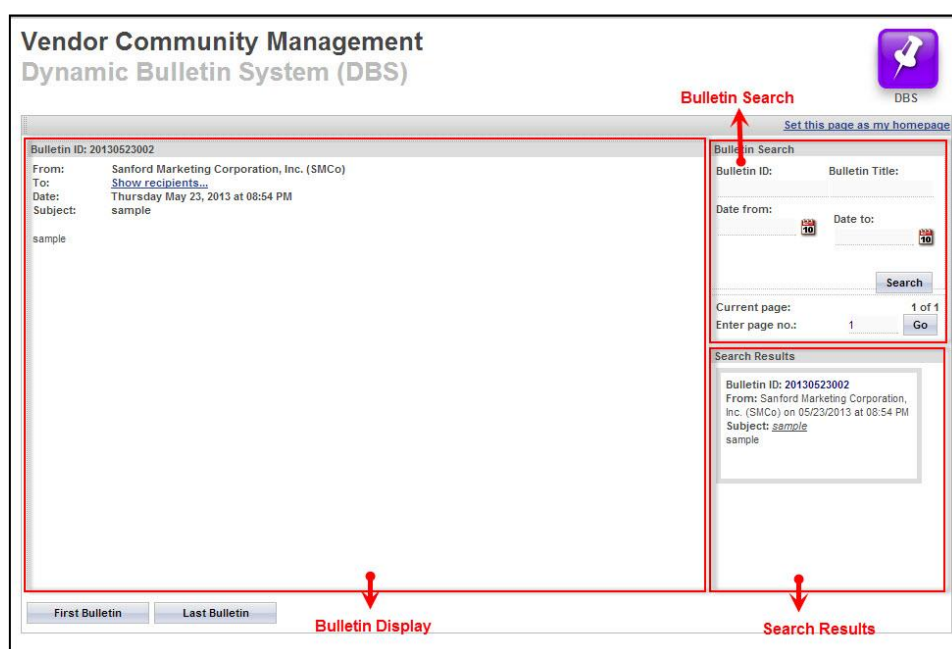


Figure 144 – DBS Home Page Sections



4.3 Viewing Bulletins

Every time you log in, and if there is a new bulletin that you have not yet read, all functions of the portal are disabled until you confirm to have read the bulletin.

Case 1: If there is one new unread bulletin, click the “Continue” button, to enable all portal functionalities. (See Figure 145)



Figure 145 – Viewing Bulletins

Case 2: If there is more than one new unread bulletin, the button will show the label “Next”. (See Figure 146)

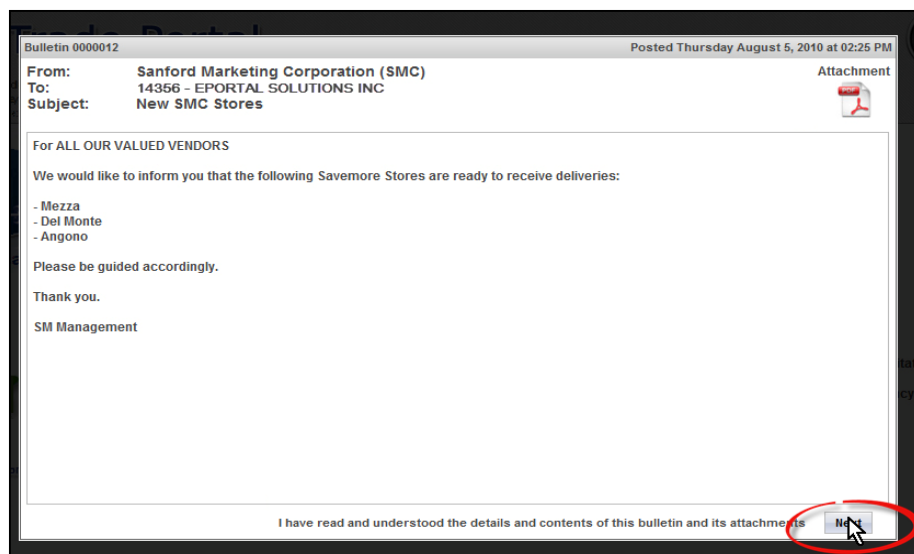


Figure 146 – Viewing Bulletins

4.4 Downloading Attachments

If a bulletin has an attachment/s you may download it by clicking on the “Attachment” button (See Figure 147 and 148).

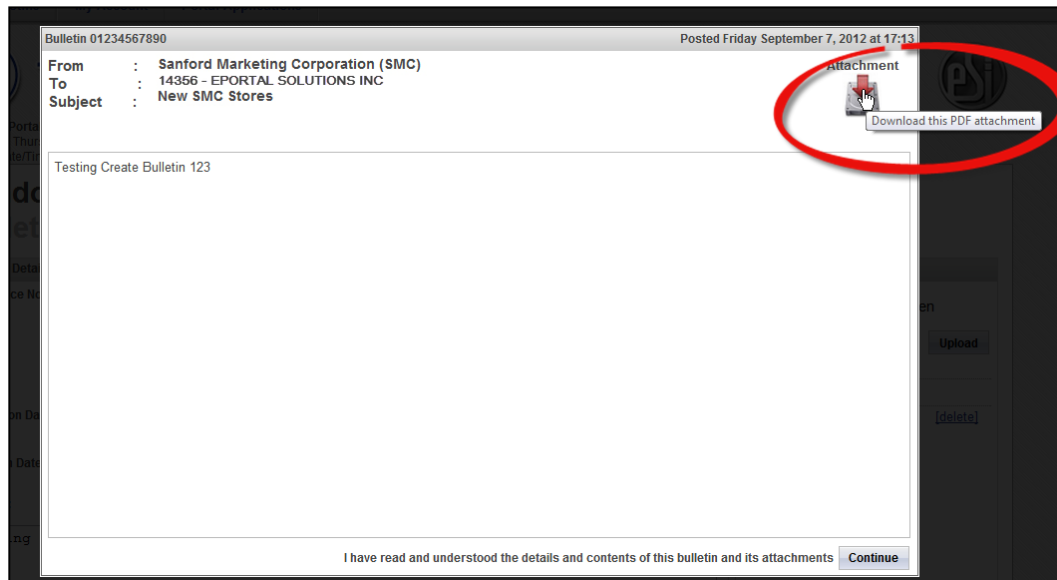


Figure 147 – Downloading Attachments

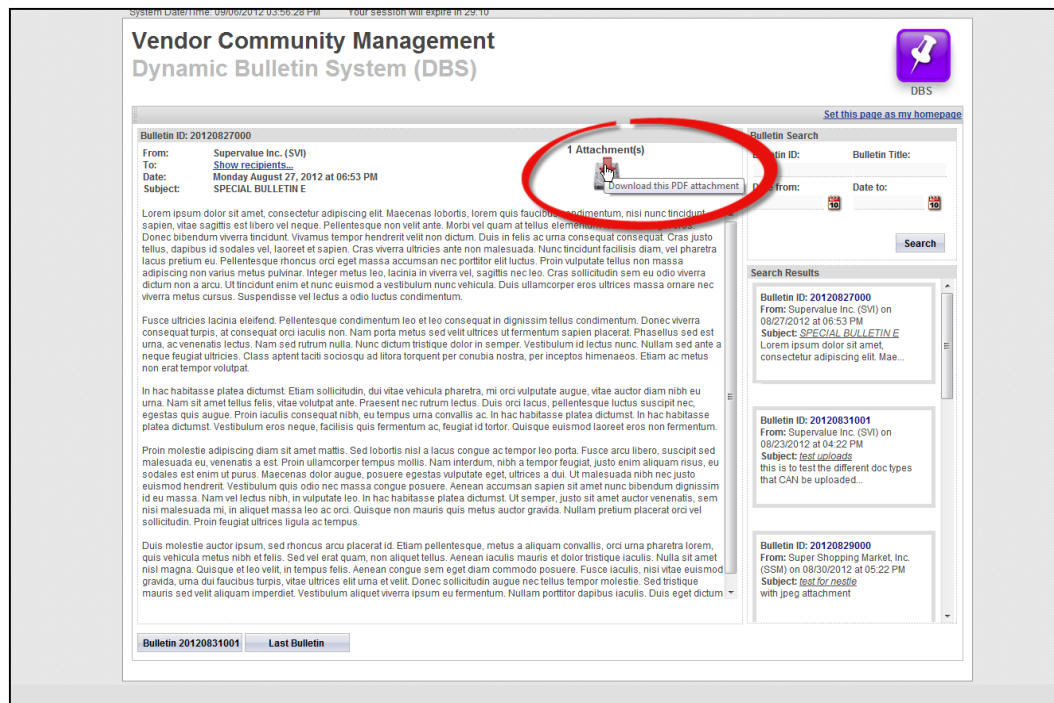


Figure 148 – Downloading Attachments