



SM Trade Portal User Manual
for Vendor User

Food Retail Group



Final Version 1.0
2012



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PREFACE

Purpose

This user manual aims to guide you in using the different application modules of SM Trade Portal for Food Retail Group.

Intended Audience

This document is intended for Vendor Users use only.

1 INTRODUCTION

1.1. SYSTEM REQUIREMENTS

Minimum Hardware Requirements

- Pentium 4 3.0Ghz
- 1GB RAM
- Windows XP SP2

Minimum Requirement for Web Browser Version Installed

- Google Chrome (any version)
- Microsoft Internet Explorer 7
- Opera (any version)
- Safari (any version)
- Firefox 8

Resolution Settings

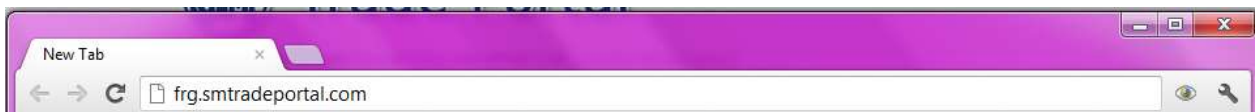
- Minimum: 1024 x 768
- Recommended: 1366 x 768

1.2. GETTING STARTED

1.2.1 Logging in to SM Trade Portal

Once you meet the system requirements, you may now open the SM Trade Portal website.

1. Open your browser.
2. In the address bar type in “frg.smtradeportal.com” then hit Enter.



3. You are now at the SM Trade Portal Log-in page.





Trade Portal

4. Enter your User ID and Password then click Login (or you may use Enter key) to start using the portal.



5. You are now on the SM Trade Portal Default Home Page.



1.2.2 Toolbar and Navigation

The Toolbar is located at the top portion of the portal. It will help you navigate to the other pages of the portal.





1.2.2.1 Home

The “Home” button will navigate you to the SMTP Default Home Page, which is the Business Document/Message System Home Page.

- To go to this page, click the “Home” toolbar button.



1.2.2.2 Bulletins

The “Bulletins” button will navigate you to the Vendor Community Management - Dynamic Bulletin System (DBS) where you may view bulletins and other important notifications.

- To go to this page, click the “Bulletins” toolbar button.



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

1.2.2.3 My Account

The “My Account” button will navigate you to the My Account page, where you may view or update your account profile.

- To go to this page, click the “My Account” toolbar button.

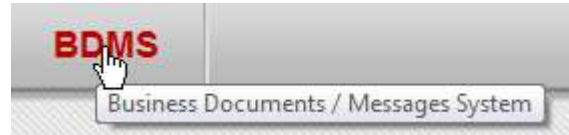


To learn more about using “My Account”, go to My Account Section.

1.2.2.4 BDMS

The “BDMS” button will navigate you to the Business Document/Message System Home page where you can view and download your documents.

- To go to this page, click the “BDMS” toolbar button.



To learn more about using “BDMS”, go to Business Document/Message System Section.

1.2.3 Viewing/Exporting Session Logs

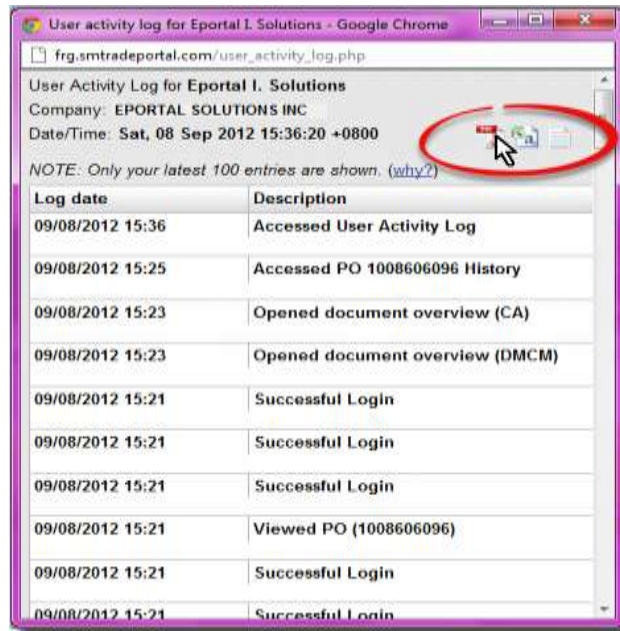
- To view session logs, click the “View logs” located at the header right below the SM Trade Portal logo. A pop-up window will appear displaying the user’s 100 latest activities.





Trade Portal

- 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.



- To export session logs to PDF format, click the PDF button located at the upper right side of the pop-up window.



- To export session logs to CSV format, click the CSV button located at the upper right side of the pop-up window.



- To export session logs to plain text format, click the text file button located at the upper right side of the pop-up window.



2 BUSINESS DOCUMENT/MESSAGE SYSTEM (BDMS)



The Business Document/Message System (BDMS) for the Food Retail Group is composed of 15 document types. These are the Purchase Orders (PO), the Consignor Purchase Order (CPO), the Goods Receipt Notification (GRN), the Invoice Confirmation Report (ICR), the Announcement for Return to Vendor (RTV), the Remittance Advice (RA), the Debit Memo/Credit Memo (DMCM), the Credit Advice (CA), the Service Receipt (SR), the RTV Deduction (RTVD), the Daily Sales Report (DSR), the Daily Sales Report Summary (DSRS), the Consolidated Liquidation Report (CLR), or the Expanding Withholding Tax (EWT).

2.1 NAVIGATING THE BUSINESS DOCUMENT/MESSAGE SYSTEM (BDMS) HOME PAGE

There are several ways to navigate to BDMS's home page:

1. On the portal's toolbar, you may click the "BDMS" toolbar button.



2. When you are in a particular document type page, and you wish to go back to the BDMS's home page, click the SM Trade Portal logo on the upper left side of the page.



- You may also click the 'Home Business' button located at the right side of the page, beside the Refresh button.



2.2 BDMS DOCUMENT TYPES SUMMARY/ARCHIVE PAGE SECTIONS

The following are the sections of BDMS's Document Types Summary/Archive Page:

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



2.3 VIEW TYPE INDICATOR (LIVE/ARCHIVE)

Business documents/messages are segregated to 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, just click "View Archive" and you will be directed to the Archive Page where you may view archived items.



- To go back to "Live" view click "View Live" to be directed back to the Live Page where you may view the non-archived items.



2.4 BDMS DOCUMENT TYPES DETAILS PAGE SECTIONS

The following are the sections of BDMS's Document Types Details Page:

- Header Section
- Detail Count Section
- Status Message Section (for PO & CPO only)
- Detail Body Section



Trade Portal

- Download Options & Printing Section
- Document Statistics

The screenshot displays a 'Purchase Order' for 'SANFORD MARKETING CORPORATION' dated 03/07/2012. The interface is annotated with red arrows and labels on the left side:

- Header Section:** Points to the top information area.
- Detail Count Section:** Points to the 'Check PO Summary' link and the table header.
- Detail Body Section:** Points to the main table of items.
- Status Message Section:** Points to a message box.
- Download Options & Printing Section:** Points to the download icons (HTML, PDF, Print).
- Document Statistics Section:** Points to the statistics area at the bottom.

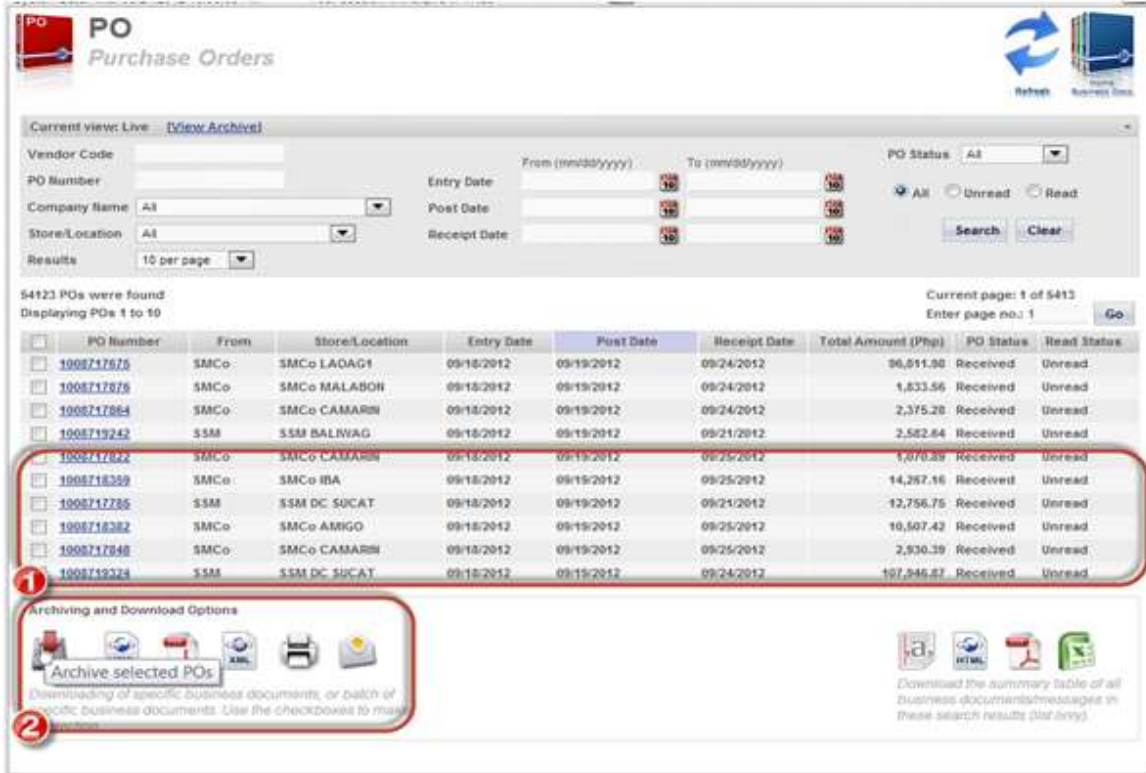
Line	SKU	Description	UOM	Qty	Unit Price	Total Price	Package	Sub Qty
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

2.5 ARCHIVING, DOWNLOAD OPTIONS AND PRINTING

ARCHIVING

Archiving allows vendors to subjectively segregate business documents/messages based on their preferred relevance.

- To archive a specific document from the specific document summary page:
 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 Archive button in the Archiving, Download Options and Printing Section to transfer the selected document/s.



PO Purchase Orders

Current view: Live [View Archive](#)

Vendor Code:

PO Number:

Company Name: All

Store/Location: All

Results: 10 per page

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

Entry Date:

Post Date:

Receipt Date:

PO Status: All

All Unread Read

54123 POs were found. Current page: 1 of 5413
Displaying POs 1 to 10. Enter page no.: 1

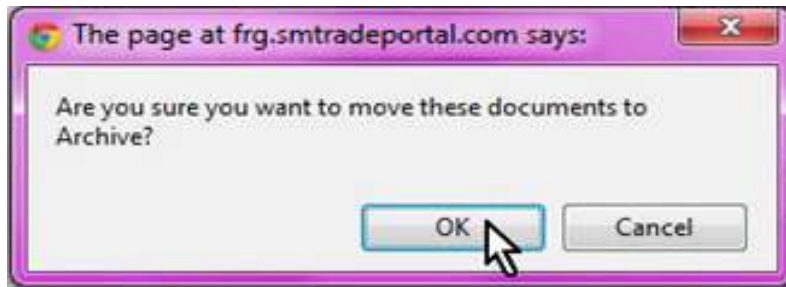
<input type="checkbox"/>	PO Number	From	Store/Location	Entry Date	Post Date	Receipt Date	Total Amount (Php)	PO Status	Read Status
<input type="checkbox"/>	1008717675	SMCo	SMCo LAOAG1	09/18/2012	09/19/2012	09/24/2012	36,011.90	Received	Unread
<input type="checkbox"/>	1008717879	SMCo	SMCo MALABON	09/18/2012	09/19/2012	09/24/2012	1,833.56	Received	Unread
<input type="checkbox"/>	1008717864	SMCo	SMCo CAMARIN	09/18/2012	09/19/2012	09/24/2012	2,375.20	Received	Unread
<input type="checkbox"/>	1008719242	SSM	SSM BALIWAG	09/18/2012	09/19/2012	09/21/2012	2,582.64	Received	Unread
<input checked="" type="checkbox"/>	1008718222	SMCo	SMCo CAMARIN	09/18/2012	09/19/2012	09/25/2012	1,070.89	Received	Unread
<input checked="" type="checkbox"/>	1008718359	SMCo	SMCo IBA	09/18/2012	09/19/2012	09/25/2012	14,267.16	Received	Unread
<input checked="" type="checkbox"/>	1008717265	SSM	SSM DC SUCAT	09/18/2012	09/19/2012	09/21/2012	12,756.75	Received	Unread
<input checked="" type="checkbox"/>	1008718282	SMCo	SMCo AMIGO	09/18/2012	09/19/2012	09/25/2012	10,607.42	Received	Unread
<input checked="" type="checkbox"/>	1008717848	SMCo	SMCo CAMARIN	09/18/2012	09/19/2012	09/25/2012	2,930.39	Received	Unread
<input checked="" type="checkbox"/>	1008719224	SSM	SSM DC SUCAT	09/18/2012	09/19/2012	09/24/2012	107,946.87	Received	Unread

Archiving and Download Options

Archive selected POs

Download the summary table of all business documents/messages in these search results (30x30kb)

- After clicking the Archive button, a message box will pop up to confirm your selection.



- Upon clicking "Ok" button, a message box will confirm that you have successfully archived the document/s.



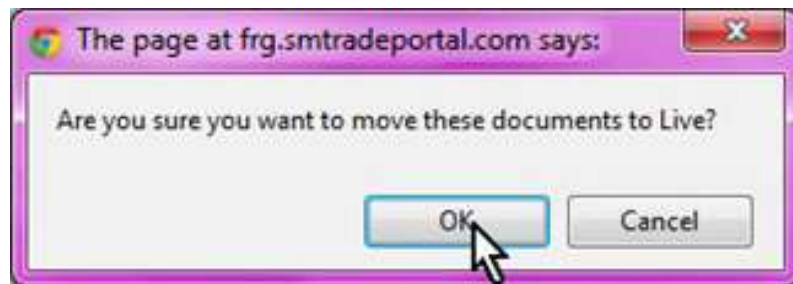


Unread documents cannot be archived. Archived documents/messages will no longer appear in the default “Live” Summary View.

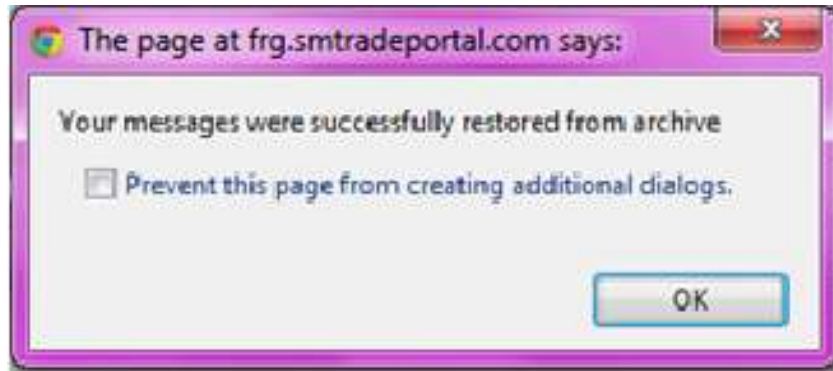
- Vendors also have the option to restore documents through the Archive Page view. To restore archived documents back to “Live” view:
 1. Select a specific document in the Search Results Section by ticking the checkbox beside your selection. You may also select a batch of documents by ticking more than one checkbox.
 2. Click the Restore Archived button in the Archiving section to transfer the selected document/s.



3. After clicking the Restore Archived button, a message box will pop up to confirm your selection.



4. Upon clicking “Ok”, a message box will confirm that you have successfully restored the document/s.



Restored documents/messages will no longer appear in the “Archive” Summary View.

BATCH DOWNLOAD

You may download a specific document/message or a batch of them from the results 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.

- 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.



Trade Portal

PO Purchase Orders

Current view: Live | Download

Vendor Code: _____

PO Number: _____

Company Name: All

Store Location: All

Entry Date: From (month/yyyy) To (month/yyyy)

Pict Date: _____

Receipt Date: _____

PO Status: All

Search Clear

54123 POs were found
Displaying POs 1 to 10

PO Number	From	Store Location	Entry Date	Pict Date	Receipt Date	Total Amount (Php)	PO Status	Read Status
<input type="checkbox"/> 1008717875	SACo	SACo LADAGI	09/18/2012	09/19/2012	09/24/2012	96,211.98	Received	Unread
<input type="checkbox"/> 1008717876	SACo	SACo MALABON	09/18/2012	09/19/2012	09/24/2012	1,833.58	Received	Unread
<input type="checkbox"/> 1008717884	SACo	SACo CAMARIN	09/18/2012	09/19/2012	09/24/2012	2,375.28	Received	Unread
<input type="checkbox"/> 1008719242	SSM	SSM BALIWAG	09/18/2012	09/19/2012	09/21/2012	3,582.64	Received	Unread
<input type="checkbox"/> 1008717824	SACo	SACo CAMARIN	09/18/2012	09/19/2012	09/25/2012	1,078.99	Received	Unread
<input type="checkbox"/> 1008718269	SACo	SACo IBA	09/18/2012	09/19/2012	09/25/2012	14,267.18	Received	Unread
<input type="checkbox"/> 1008717799	SSM	SSM DC SUCAT	09/18/2012	09/19/2012	09/21/2012	12,756.75	Received	Unread
<input type="checkbox"/> 1008718262	SACo	SACo AMIGO	09/18/2012	09/19/2012	09/25/2012	10,887.42	Received	Unread
<input type="checkbox"/> 1008717848	SACo	SACo CAMARIN	09/18/2012	09/19/2012	09/25/2012	2,836.28	Received	Unread
<input type="checkbox"/> 1008719224	SSM	SSM DC SUCAT	09/18/2012	09/19/2012	09/24/2012	167,946.87	Received	Unread

Archiving and Download Options

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

- To download a specific document /message in PDF format:
 - 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.
 - Click the PDF button in the Downloads & Printing Section.

PO Purchase Orders

Current view: Live | Download

Vendor Code: _____

PO Number: _____

Company Name: All

Store Location: All

Entry Date: From (month/yyyy) To (month/yyyy)

Pict Date: _____

Receipt Date: _____

PO Status: All

Search Clear

54123 POs were found
Displaying POs 1 to 10

PO Number	From	Store Location	Entry Date	Pict Date	Receipt Date	Total Amount (Php)	PO Status	Read Status
<input type="checkbox"/> 1008717875	SACo	SACo LADAGI	09/18/2012	09/19/2012	09/24/2012	96,211.98	Received	Unread
<input type="checkbox"/> 1008717876	SACo	SACo MALABON	09/18/2012	09/19/2012	09/24/2012	1,833.58	Received	Unread
<input type="checkbox"/> 1008717884	SACo	SACo CAMARIN	09/18/2012	09/19/2012	09/24/2012	2,375.28	Received	Unread
<input type="checkbox"/> 1008719242	SSM	SSM BALIWAG	09/18/2012	09/19/2012	09/21/2012	3,582.64	Received	Unread
<input type="checkbox"/> 1008717824	SACo	SACo CAMARIN	09/18/2012	09/19/2012	09/25/2012	1,078.99	Received	Unread
<input type="checkbox"/> 1008718269	SACo	SACo IBA	09/18/2012	09/19/2012	09/25/2012	14,267.18	Received	Unread
<input type="checkbox"/> 1008717799	SSM	SSM DC SUCAT	09/18/2012	09/19/2012	09/21/2012	12,756.75	Received	Unread
<input type="checkbox"/> 1008718262	SACo	SACo AMIGO	09/18/2012	09/19/2012	09/25/2012	10,887.42	Received	Unread
<input type="checkbox"/> 1008717848	SACo	SACo CAMARIN	09/18/2012	09/19/2012	09/25/2012	2,836.28	Received	Unread
<input type="checkbox"/> 1008719224	SSM	SSM DC SUCAT	09/18/2012	09/19/2012	09/24/2012	167,946.87	Received	Unread

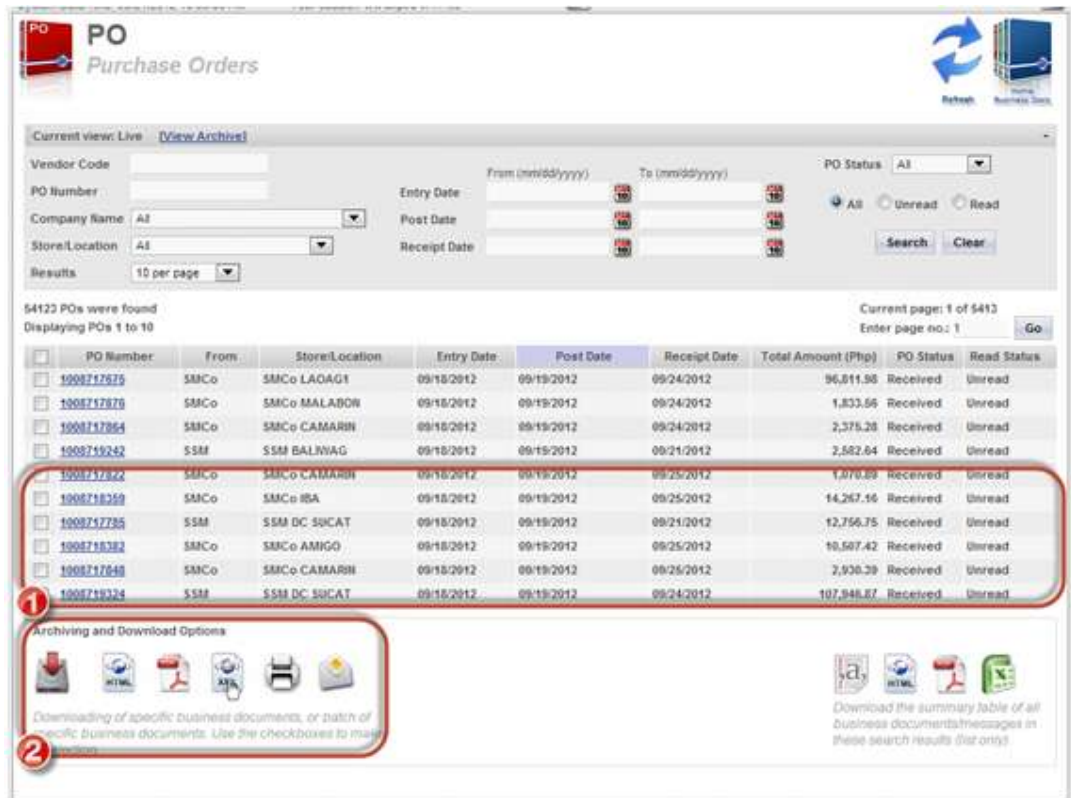
Archiving and Download Options

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

- 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.



- To download a specific document /message in XML format:
 - 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.
 - Click the XML button on the Download Options & Printing Section. Your document will now start downloading.



PO Purchase Orders

Current view: Live [View Archived](#)

Vendor Code: PO Number: Company Name: All Store Location: All

Entry Date: From (mm/dd/yyyy) To (mm/dd/yyyy) Post Date: Receipt Date: PO Status: All

Results: 10 per page

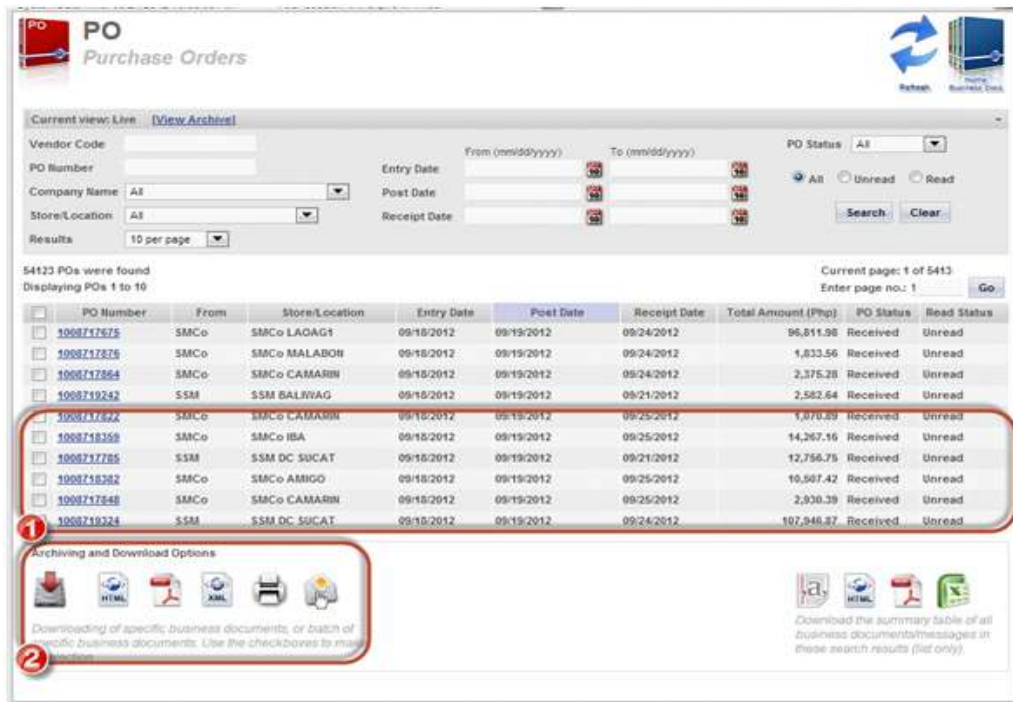
54123 POs were found. Current page: 1 of 5413. Displaying POs 1 to 10. Enter page no: 1

<input type="checkbox"/>	PO Number	From	Store Location	Entry Date	Post Date	Receipt Date	Total Amount (Php)	PO Status	Read Status
<input type="checkbox"/>	1008717575	SBCo	SBCo LAOAG1	09/18/2012	09/19/2012	09/24/2012	96,811.98	Received	Unread
<input type="checkbox"/>	1008717870	SBCo	SBCo MALABON	09/18/2012	09/19/2012	09/24/2012	1,833.56	Received	Unread
<input type="checkbox"/>	1008717864	SBCo	SBCo CAMARIN	09/18/2012	09/19/2012	09/24/2012	2,375.28	Received	Unread
<input type="checkbox"/>	1008719242	SSM	SSM BALIWAG	09/18/2012	09/19/2012	09/21/2012	2,582.64	Received	Unread
<input type="checkbox"/>	1008717822	SBCo	SBCo CAMARIN	09/18/2012	09/19/2012	09/25/2012	1,070.89	Received	Unread
<input type="checkbox"/>	1008718269	SBCo	SBCo ISA	09/18/2012	09/19/2012	09/25/2012	14,267.16	Received	Unread
<input type="checkbox"/>	1008717735	SSM	SSM DC SUCAT	09/18/2012	09/19/2012	09/21/2012	12,756.75	Received	Unread
<input type="checkbox"/>	1008718382	SBCo	SBCo AMIGO	09/18/2012	09/19/2012	09/25/2012	10,507.42	Received	Unread
<input type="checkbox"/>	1008717648	SBCo	SBCo CAMARIN	09/18/2012	09/19/2012	09/26/2012	7,936.39	Received	Unread
<input type="checkbox"/>	1008719324	SSM	SSM DC SUCAT	09/18/2012	09/19/2012	09/24/2012	107,946.67	Received	Unread

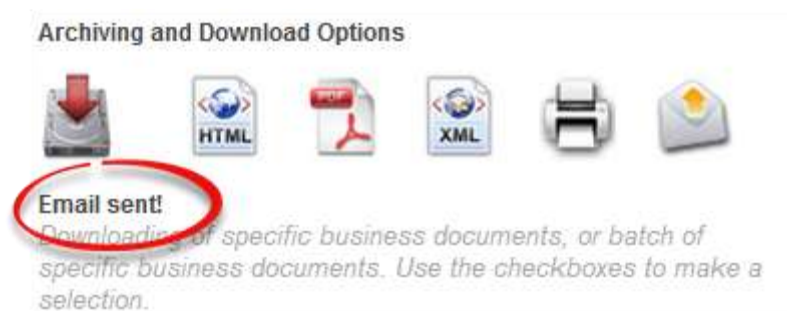
Archiving and Download Options

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

- To send a specific document /message as a PDF attachment through email:
 - 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.
 - Click the Email button in the Download Options & Printing Section.

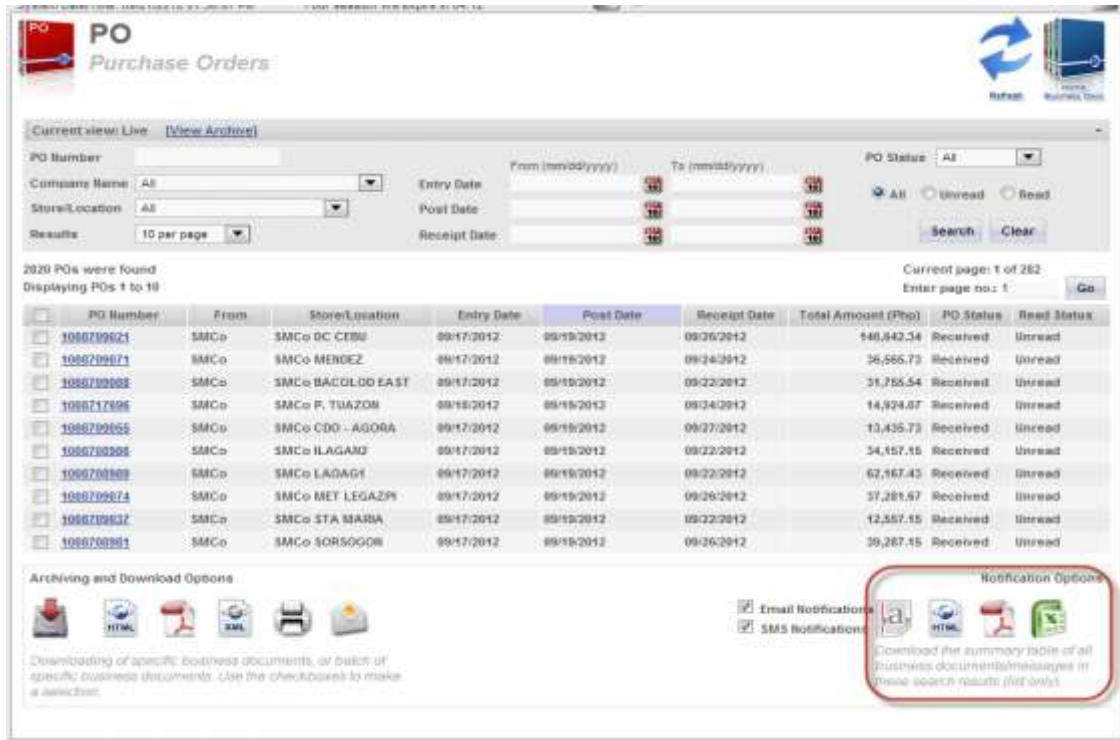


- Upon clicking the Email button, you will see the status of the said documents under the buttons in the Archiving and Download Options Section.



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).



PO Purchase Orders

Current view: Live | [View Archive](#)

PO Number: From (mm/dd/yyyy): To (mm/dd/yyyy): PO Status: All

Company Name: All Entry Date: Post Date: Receipt Date:

Store Location: All Results: 10 per page Search Clear

2020 POs were found. Current page: 1 of 282. Displaying POs 1 to 10. Enter page no.: 1 Go

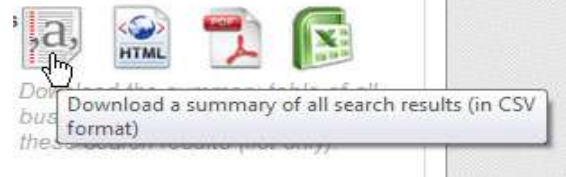
PO Number	From	Store Location	Entry Date	Post Date	Receipt Date	Total Amount (Php)	PO Status	Read Status
1088709621	SMCo	SMCo DC CEBU	09/17/2012	09/19/2012	09/06/2012	148,842.34	Received	Unread
1088709671	SMCo	SMCo MENDEZ	09/17/2012	09/19/2012	09/24/2012	26,565.73	Received	Unread
1088709693	SMCo	SMCo BACLODO EAST	09/17/2012	09/19/2012	09/22/2012	21,755.54	Received	Unread
1088717496	SMCo	SMCo P. TUAZON	09/18/2012	09/19/2012	09/24/2012	14,924.87	Received	Unread
1088709655	SMCo	SMCo CDO - AGORA	09/17/2012	09/19/2012	09/27/2012	13,435.73	Received	Unread
1088709295	SMCo	SMCo ILAGANI	09/17/2012	09/19/2012	09/22/2012	24,157.15	Received	Unread
1088709509	SMCo	SMCo LAGANI	09/17/2012	09/19/2012	09/22/2012	62,167.43	Received	Unread
1088709674	SMCo	SMCo MET LEGAZPI	09/17/2012	09/19/2012	09/29/2012	37,281.57	Received	Unread
1088709637	SMCo	SMCo STA MABA	09/17/2012	09/19/2012	09/22/2012	12,557.15	Received	Unread
1088709881	SMCo	SMCo SORSOGON	09/17/2012	09/19/2012	09/26/2012	29,287.15	Received	Unread

Archiving and Download Options: CSV HTML PDF XLS

Notification Options: Email Notifications SMS Notifications

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

- To download the summary table in CSV format, click the CSV button and the table will be downloaded.



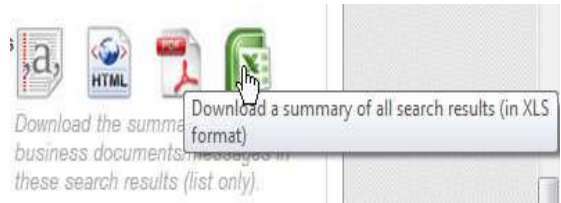
- To download the summary table in HTML format, click the HTML button and the table will be downloaded.




- To download the summary table in PDF format, click the PDF button and the table will be downloaded.



- To download the summary table in MS Excel format, click the Excel button and the table will be downloaded.

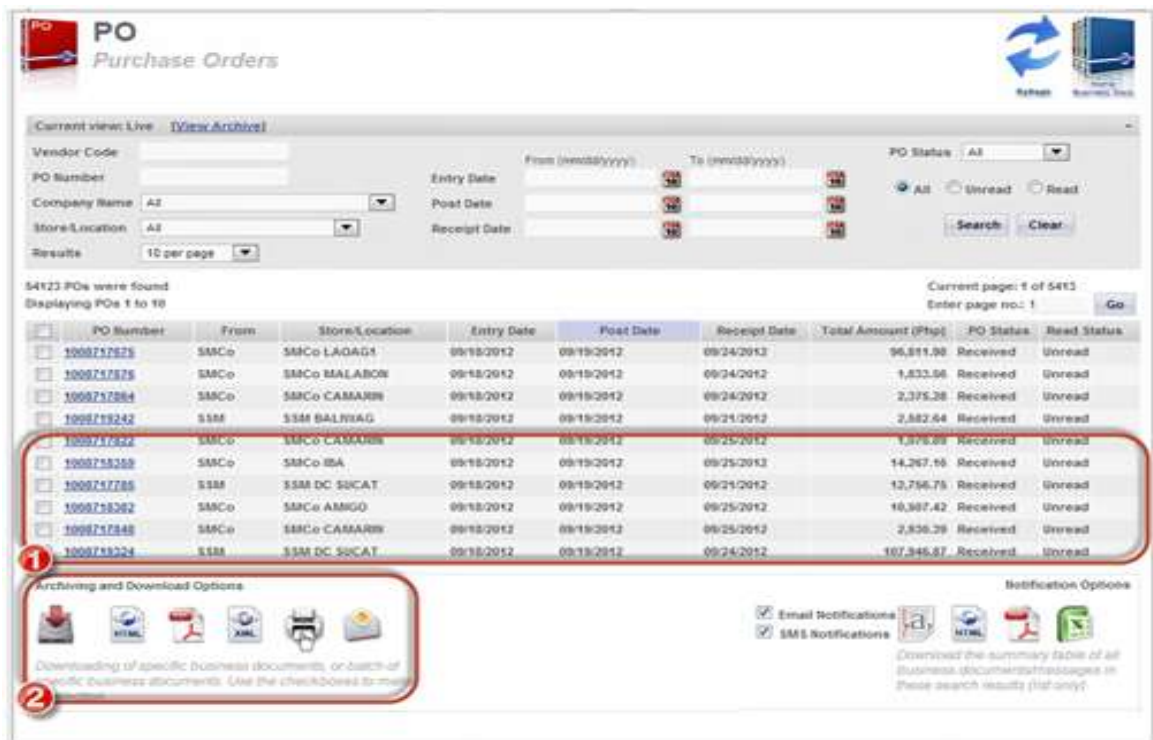


 For **CSV and MS Excel format**, the **maximum number of documents/messages for summary download is 65,000 documents**. You may use the Search fields to lessen the number of the summary results.

PRINTING

You may also print a specific document/message or a batch of them from the results displayed in the Search Results Section, complete with all details.

- To print a specific document/message, (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; 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.



PO Purchase Orders

Current view: Live [View Archive](#)

Vendor Code: From (mmdd/yyyy): To (mmdd/yyyy): PO Status: All

PO Number: Entry Date: Post Date: Receipt Date:

Company Name: AZ Store Location: AZ Results: 10 per page

54123 POs were found. Displaying POs 1 to 10. Current page: 1 of 5413. Enter page no.: Go

PO Number	From	Store Location	Entry Date	Post Date	Receipt Date	Total Amount (Php)	PO Status	Read Status
<input type="checkbox"/> 1000717823	SMCo	SMCo LAOAG1	09/18/2012	09/19/2012	09/24/2012	96,811.98	Received	Unread
<input type="checkbox"/> 1000717825	SMCo	SMCo MALABON	09/18/2012	09/19/2012	09/24/2012	1,832.56	Received	Unread
<input type="checkbox"/> 1000717884	SMCo	SMCo CAMARIN	09/18/2012	09/19/2012	09/24/2012	2,375.28	Received	Unread
<input type="checkbox"/> 1000718242	SSM	SSM BALWAG	09/18/2012	09/19/2012	09/21/2012	2,582.64	Received	Unread
<input type="checkbox"/> 1000718242	SMCo	SMCo CAMARIN	09/18/2012	09/19/2012	09/25/2012	1,976.89	Received	Unread
<input checked="" type="checkbox"/> 1000718249	SMCo	SMCo IBA	09/18/2012	09/19/2012	09/25/2012	14,267.65	Received	Unread
<input type="checkbox"/> 1000718285	SSM	SSM DC SUCAT	09/18/2012	09/19/2012	09/21/2012	12,756.75	Received	Unread
<input type="checkbox"/> 1000718282	SMCo	SMCo AMIGO	09/18/2012	09/19/2012	09/25/2012	16,587.42	Received	Unread
<input type="checkbox"/> 1000718448	SMCo	SMCo CAMARIN	09/18/2012	09/19/2012	09/25/2012	2,836.29	Received	Unread
<input type="checkbox"/> 1000718224	SSM	SSM DC SUCAT	09/18/2012	09/18/2012	09/24/2012	107,345.87	Received	Unread

Archiving and Download Options

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

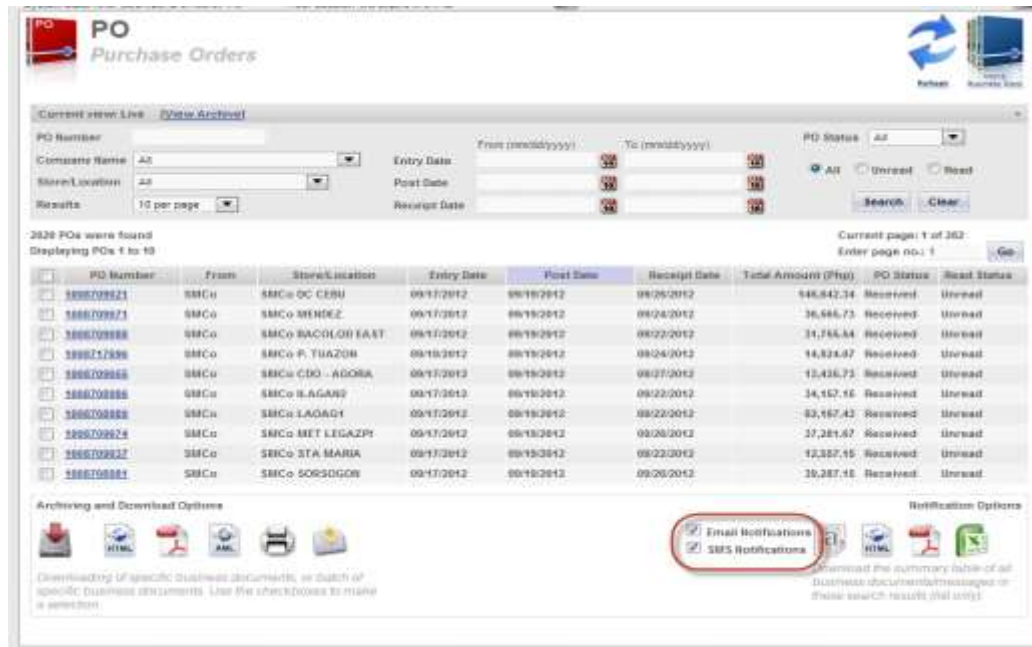
Notification Options

Email Notifications SMS Notifications

2.6 NOTIFICATION OPTIONS SECTION

Notification of new business documents/messages for each specific vendor may be done either through email, Short Message Services (SMS), or both. This allows the Vendor Administrator to indicate his desired notification service by ticking the respective check-boxes.

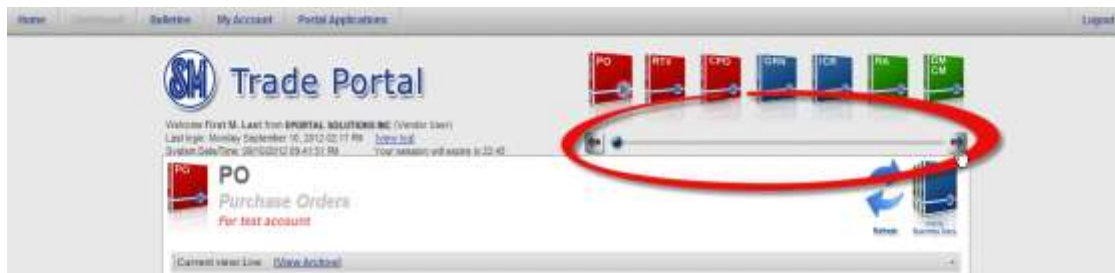
All options are checked by default meaning, both SMS and Email notifications for this user are enabled. The user may choose not to receive either SMS or Email or both notifications by un-checking the respective checkbox.



2.7 USING THE DOCUMENT TYPE SCROLL BAR

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

- 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.





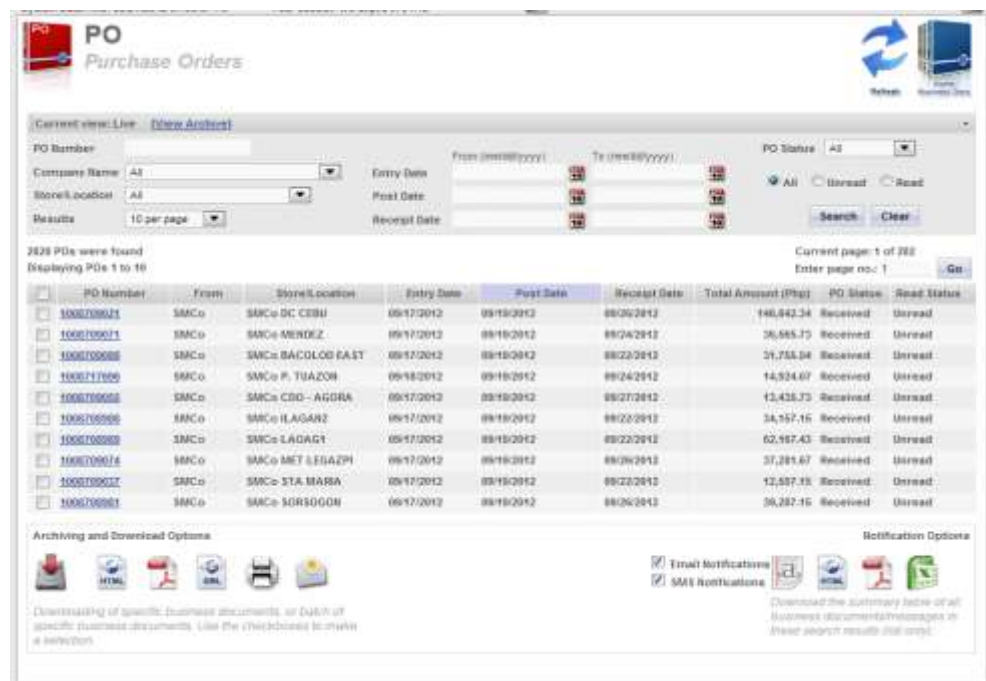
2.8 PURCHASE ORDERS (PO)

2.8.1 Accessing the PO Summary Page

- To access the PO summary page, go back to the BDMS home page and click the PO button.



- You are now at the PO summary page.



PO Purchase Orders

Current view: List [New Action](#)

PO Number: From (mm/yy/yyyy): To (mm/yy/yyyy): PO Status: All


Company Name: All Entry Date: Post Date: All Unread Read


Store Location: All Receipt Date: All Unread Read

Results: 10 per page Search Clear

2828 POs were found Current page: 1 of 282
Displaying POs 1 to 10 Enter page no: 1 Go

PO Number	From	Store Location	Entry Date	Post Date	Receipt Date	Total Amount (Php)	PO Status	Read Status
<input type="checkbox"/> 1000709071	SMCo	SMCo DC CEBU	09/17/2012	09/19/2012	09/20/2012	140,842.34	Received	Unread
<input type="checkbox"/> 1000709071	SMCo	SMCo MENDEZ	09/17/2012	09/19/2012	09/24/2012	36,565.75	Received	Unread
<input type="checkbox"/> 1000709080	SMCo	SMCo BACOLOD EAST	09/17/2012	09/19/2012	09/22/2012	31,755.84	Received	Unread
<input type="checkbox"/> 1000717000	SMCo	SMCo P. TUAZON	09/18/2012	09/19/2012	09/24/2012	14,924.67	Received	Unread
<input type="checkbox"/> 1000709050	SMCo	SMCo CBD - AGORA	09/17/2012	09/19/2012	09/27/2012	13,428.75	Received	Unread
<input type="checkbox"/> 1000709056	SMCo	SMCo ILAGAN	09/17/2012	09/19/2012	09/22/2012	34,157.15	Received	Unread
<input type="checkbox"/> 1000709080	SMCo	SMCo LAGAY	09/17/2012	09/19/2012	09/22/2012	62,957.43	Received	Unread
<input type="checkbox"/> 1000709074	SMCo	SMCo MET LEGAZPI	09/17/2012	09/19/2012	09/19/2012	37,281.67	Received	Unread
<input type="checkbox"/> 1000709077	SMCo	SMCo STA MARRA	09/17/2012	09/19/2012	09/22/2012	12,537.48	Received	Unread
<input type="checkbox"/> 1000709081	SMCo	SMCo SORSOGON	09/17/2012	09/19/2012	09/26/2012	36,287.15	Received	Unread

Archiving and Download Options: 

Notification Options: Email Notifications SMS Notifications 

Download the summary table of all business documents/messages in their search result list only.

2.8.2 PO Summary Page & PO Archive Page

2.8.2.1 PO Search Fields

You may search PO using the following criteria:

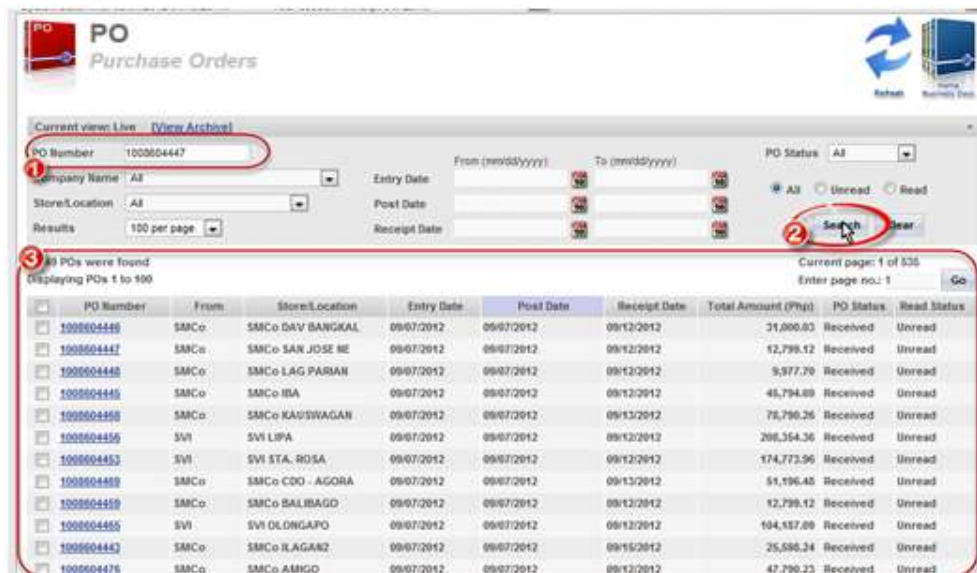
- PO Number
- Company Name
- Store/Location
- Number of Records to display per page (Results)
- Entry Date, Post Date, Receipt Date
- Document Status (Received, Downloaded, Cancelled)
- Read Status (Unread, Read)



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

a. To search for POs 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.



The screenshot shows the 'PO Purchase Orders' search interface. The search criteria are as follows:

- PO Number: 100004447
- Company Name: All
- Store/Location: All
- Results: 100 per page
- PO Status: All
- Entry Date, Post Date, Receipt Date: All (date pickers)
- Document Status: All, Unread, Read (radio buttons)

The search results table is displayed below the search criteria. It shows 100 POs were found, displaying POs 1 to 100. The table columns are: PO Number, From, Store/Location, Entry Date, Post Date, Receipt Date, Total Amount (Php), PO Status, and Read Status.

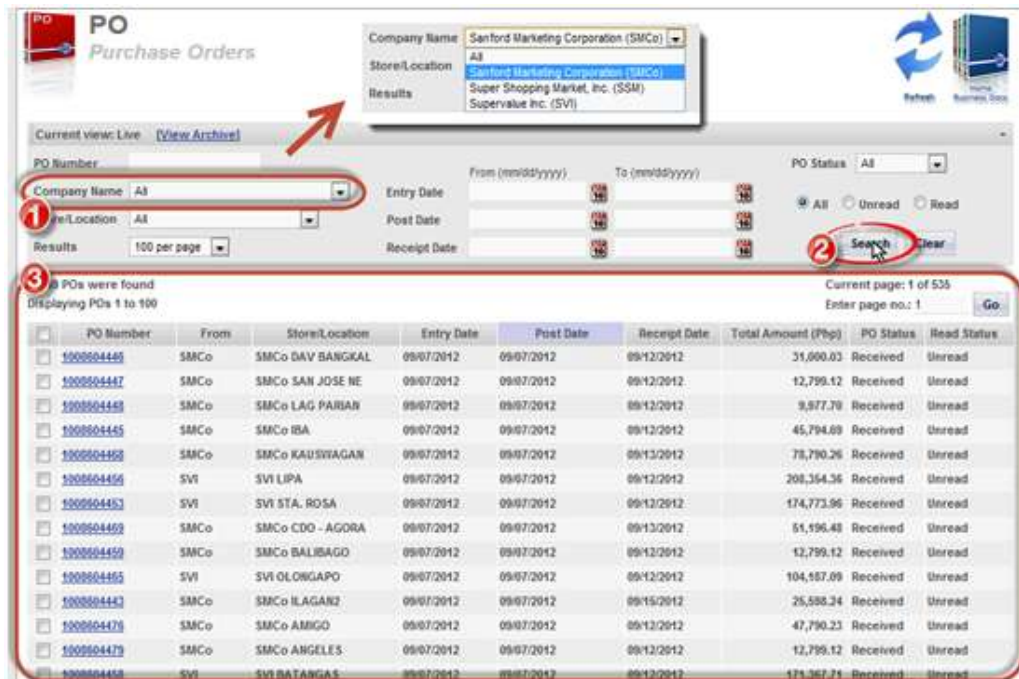
PO Number	From	Store/Location	Entry Date	Post Date	Receipt Date	Total Amount (Php)	PO Status	Read Status
100004446	SMCo	SMCo DAV BANGKAL	09/07/2012	09/07/2012	09/12/2012	31,000.00	Received	Unread
100004447	SMCo	SMCo SAN JOSE ME	09/07/2012	09/07/2012	09/12/2012	12,798.12	Received	Unread
100004448	SMCo	SMCo LAG PARAN	09/07/2012	09/07/2012	09/12/2012	9,977.70	Received	Unread
100004449	SMCo	SMCo IBA	09/07/2012	09/07/2012	09/12/2012	46,794.89	Received	Unread
100004450	SMCo	SMCo KASIWAGAN	09/07/2012	09/07/2012	09/13/2012	78,790.26	Received	Unread
100004451	SVI	SVI LIPA	09/07/2012	09/07/2012	09/12/2012	208,354.36	Received	Unread
100004452	SVI	SVI STA. ROSA	09/07/2012	09/07/2012	09/12/2012	174,773.96	Received	Unread
100004453	SMCo	SMCo CDO - AGORA	09/07/2012	09/07/2012	09/13/2012	51,196.48	Received	Unread
100004454	SMCo	SMCo BALIBAGO	09/07/2012	09/07/2012	09/12/2012	12,798.12	Received	Unread
100004455	SVI	SVI OLONGAPO	09/07/2012	09/07/2012	09/12/2012	104,187.00	Received	Unread
100004443	SMCo	SMCo ILAGANZ	09/07/2012	09/07/2012	09/15/2012	25,588.24	Received	Unread
100004476	SMCo	SMCo AMIGO	09/07/2012	09/07/2012	09/12/2012	47,790.23	Received	Unread



The maximum number of characters for the PO number is 35. The textbox also accepts numeric characters only and will search for PO Numbers containing the indicated 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.



PO Purchase Orders

Company Name: Sanford Marketing Corporation (SMCo)
 Store/Location: All
 Results: Sanford Marketing Corporation (SMCo), Super Shopping Market, Inc. (SSM), Supervalu Inc. (SVI)

Current view: Live [View Archive]

PO Number: [] From (mm/dd/yyyy): [] To (mm/dd/yyyy): [] PO Status: All

Company Name: All [1] Entry Date: [] Post Date: [] Receipt Date: [] PO Status: All Unread Read

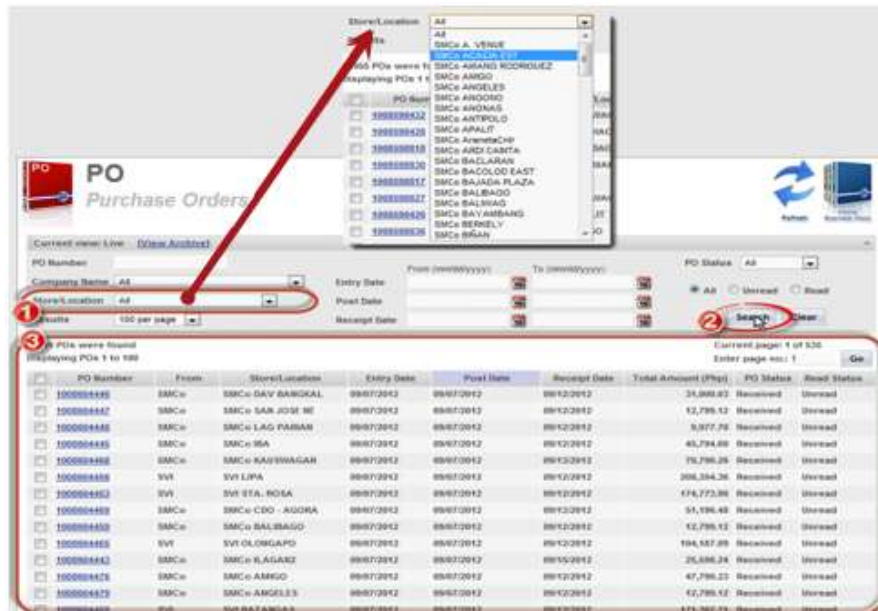
Store/Location: All [1] Results: 100 per page [] Search [2] Clear []

3 POs were found
 Displaying POs 1 to 100 Current page: 1 of 525
 Enter page no.: 1 Go

PO Number	From	Store/Location	Entry Date	Post Date	Receipt Date	Total Amount (Pbp)	PO Status	Read Status
1008504446	SMCo	SMCo DAV BANGKAL	09/07/2012	09/07/2012	09/12/2012	31,000.03	Received	Unread
1008504447	SMCo	SMCo SAN JOSE NE	09/07/2012	09/07/2012	09/12/2012	12,799.12	Received	Unread
1008504448	SMCo	SMCo LAG PAIBAN	09/07/2012	09/07/2012	09/12/2012	9,977.70	Received	Unread
1008504445	SMCo	SMCo IBA	09/07/2012	09/07/2012	09/12/2012	45,794.09	Received	Unread
1008504450	SMCo	SMCo KAUSWAGAN	09/07/2012	09/07/2012	09/13/2012	78,790.26	Received	Unread
1008504456	SVI	SVI LIPA	09/07/2012	09/07/2012	09/12/2012	208,354.36	Received	Unread
1008504453	SVI	SVI STA. ROSA	09/07/2012	09/07/2012	09/13/2012	174,773.96	Received	Unread
1008504459	SMCo	SMCo CDO - AGORA	09/07/2012	09/07/2012	09/13/2012	51,196.48	Received	Unread
1008504459	SMCo	SMCo BALIBAGO	09/07/2012	09/07/2012	09/12/2012	12,799.12	Received	Unread
1008504485	SVI	SVI OLONGAPO	09/07/2012	09/07/2012	09/12/2012	104,587.09	Received	Unread
1008504443	SMCo	SMCo ILAGAN2	09/07/2012	09/07/2012	09/15/2012	25,588.24	Received	Unread
1008504478	SMCo	SMCo AMIGO	09/07/2012	09/07/2012	09/13/2012	47,790.23	Received	Unread
1008504479	SMCo	SMCo ANGELES	09/07/2012	09/07/2012	09/12/2012	12,799.12	Received	Unread
1008504458	SVI	SVI BATANGAS	09/07/2012	09/07/2012	09/12/2012	173,367.74	Received	Unread

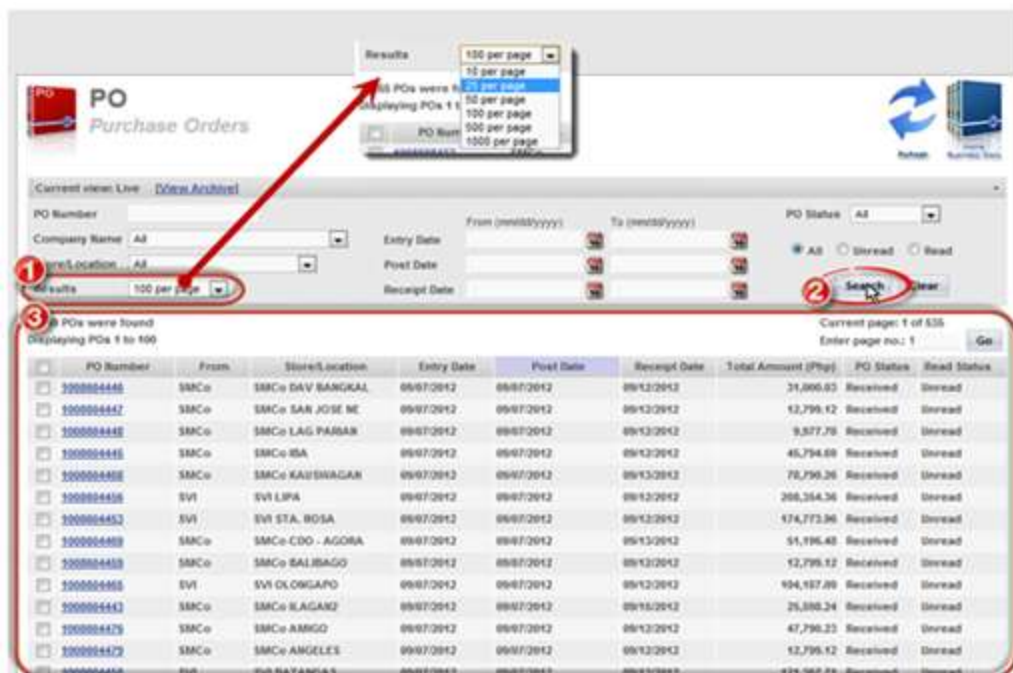
c. To search for POs by Store/Location

1. Click the drop-down list then select a store/location 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.



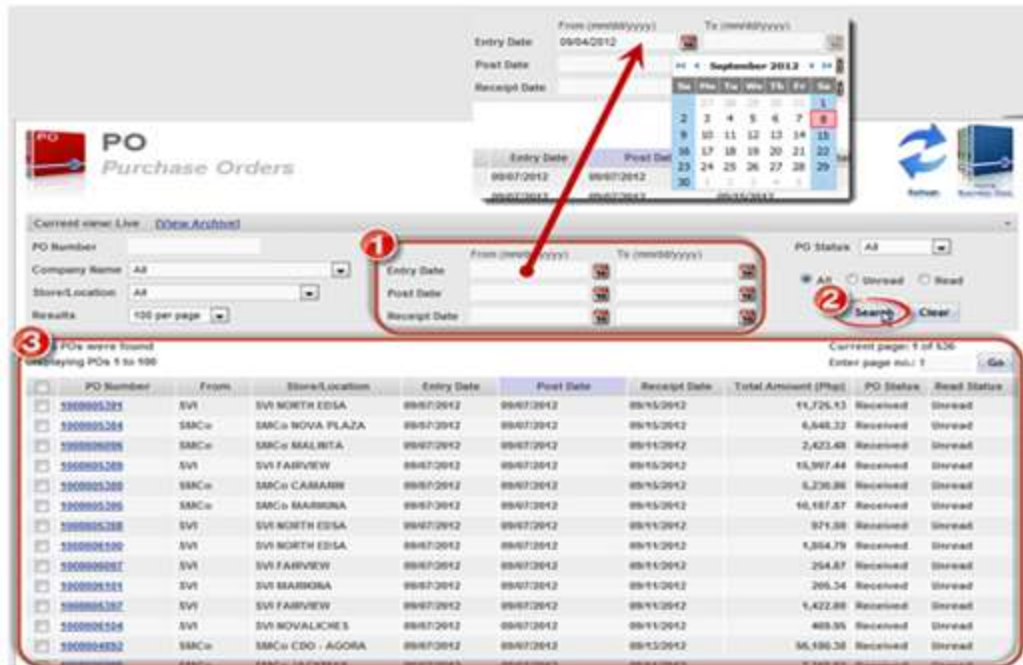
d. To filter the Number of Records to Display per page

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.



e. To search POs using their Entry Dates, Post Date or Receipt Date

1. Manually key in the Entry Date, Post Date or Receipt Date using the format 'mm/dd/yyyy' or you may also 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.



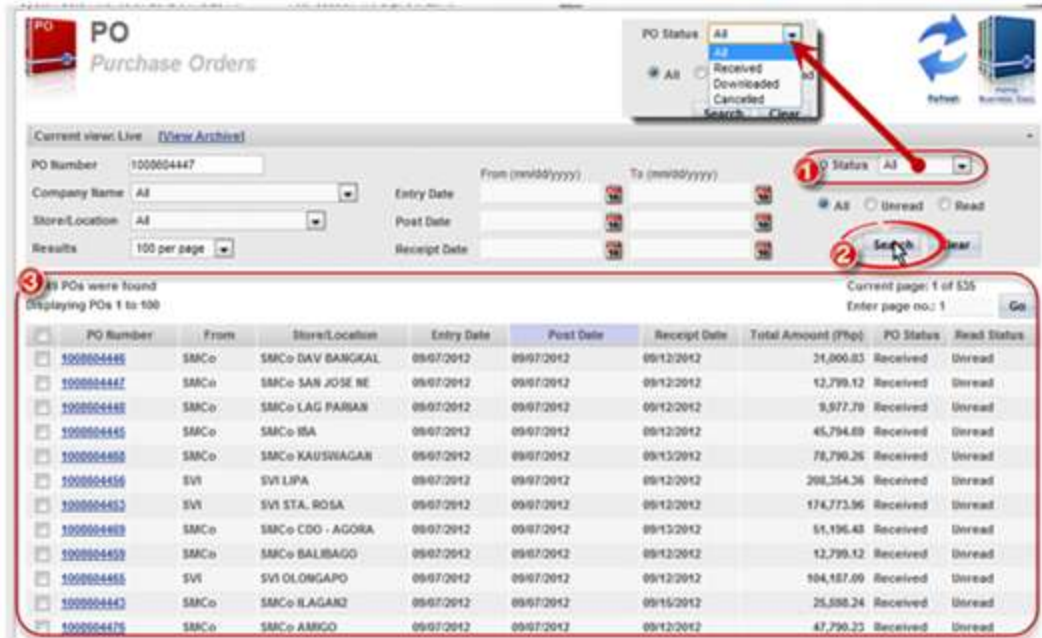
The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

f. To search for POs 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.

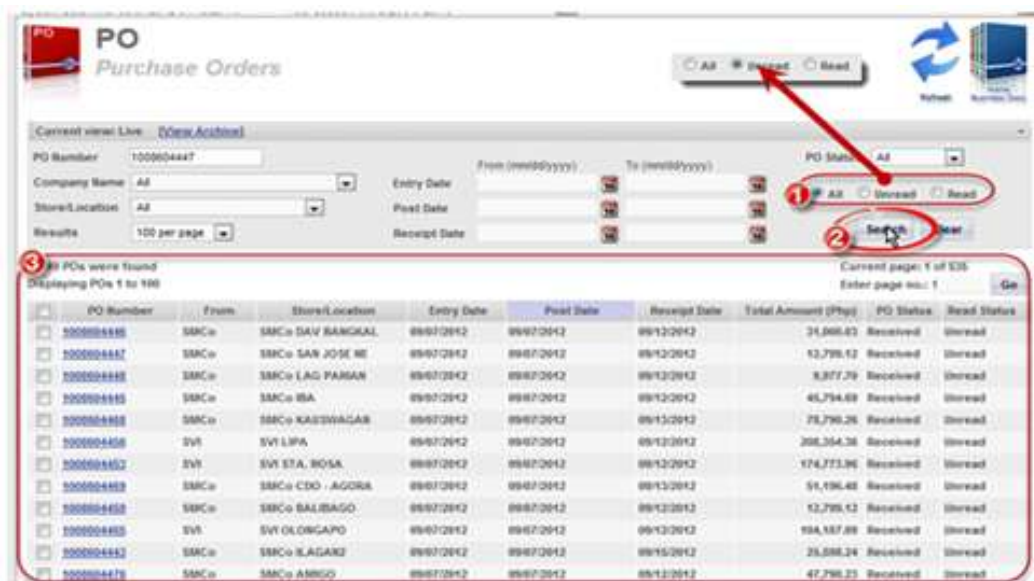


Trade Portal



g. To search for POs 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.





2.8.2.2 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.

PO Purchase Orders

Current page: 1 of 11761
Enter page no.: 3 [Go] [Refresh] [Print]

Current view: Live [Down Arrow] Archived

PO Number: 100004447
Company Name: A3
Store Location: A3
Results: 100 per page

Entry Date: From (mm/dd/yyyy) To (mm/dd/yyyy)
Post Date: [Calendar Icon] [Calendar Icon]
Receipt Date: [Calendar Icon] [Calendar Icon]

PO Status: A3
[All] [Unread] [Read]

[Search] [Clear]

3 POs were found
Displaying POs 1 to 100

Current page: 1 of 535
Enter page no.: 1 [Go]

PO Number	From	Store Location	Entry Date	Post Date	Receipt Date	Total Amount (Php)	PO Status	Read Status
100004446	SMCo	SMCo DAV BANGKAL	09/07/2012	09/07/2012	09/12/2012	34,600.05	Received	Unread
100004447	SMCo	SMCo SAN JOSE RE	09/07/2012	09/07/2012	09/12/2012	12,795.12	Received	Unread
100004448	SMCo	SMCo LAG PAIBAN	09/07/2012	09/07/2012	09/12/2012	5,577.79	Received	Unread
100004449	SMCo	SMCo ISA	09/07/2012	09/07/2012	09/12/2012	45,794.69	Received	Unread
100004450	SMCo	SMCo KAD SWAGAR	09/07/2012	09/07/2012	09/12/2012	78,790.26	Received	Unread
100004451	SVI	SVI LIPA	09/07/2012	09/07/2012	09/12/2012	208,254.36	Received	Unread
100004452	SVI	SVI STA. ROSA	09/07/2012	09/07/2012	09/12/2012	174,773.96	Received	Unread
100004453	SMCo	SMCo CDO - AGORA	09/07/2012	09/07/2012	09/12/2012	51,198.48	Received	Unread
100004454	SMCo	SMCo BALIBAGO	09/07/2012	09/07/2012	09/12/2012	12,795.12	Received	Unread
100004455	SVI	SVI DLONGAPO	09/07/2012	09/07/2012	09/12/2012	904,167.09	Received	Unread
100004456	SMCo	SMCo ILAGANZ	09/07/2012	09/07/2012	09/12/2012	25,588.24	Received	Unread
100004457	SMCo	SMCo ABRGO	09/07/2012	09/07/2012	09/12/2012	47,795.23	Received	Unread



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

2.8.2.3 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 (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.



Trade Portal

Example: Sorted Entry Date

PO Purchase Orders

Current view: Live [\[View Archive\]](#)

PO Number: 100004447 From (mm/dd/yyyy) To (mm/dd/yyyy) PO Status: All

Company Name: All Entry Date: Post Date: Receipt Date: All Unread Read

Store Location: All Results: 100 per page Search Clear

5349 POs were found displaying POs 1 to 100 Current page: 1 of 535 Enter page no.: 1 Go

PO Number	From	Store Location	Entry Date	Post Date	Receipt Date	Total Amount (Php)	PO Status	Read Status
1000004446	SMCo	SMCo SAV BANGKAL	09/07/2012	09/07/2012	09/12/2012	31,000.02	Received	Unread
1000004447	SMCo	SMCo SAN JOSE BE	09/07/2012	09/07/2012	09/12/2012	12,795.12	Received	Unread
1000004448	SMCo	SMCo LAG PARAN	09/07/2012	09/07/2012	09/12/2012	9,977.79	Received	Unread
1000004445	SMCo	SMCo IBA	09/07/2012	09/07/2012	09/12/2012	45,794.69	Received	Unread
1000004450	SMCo	SMCo KAU SWAGAN	09/07/2012	09/07/2012	09/12/2012	78,790.26	Received	Unread
1000004452	SVI	SVI LIPA	09/07/2012	09/07/2012	09/12/2012	298,354.36	Received	Unread
1000004453	SVI	SVI STA. ROSA	09/07/2012	09/07/2012	09/12/2012	174,773.96	Received	Unread
1000004409	SMCo	SMCo CDO - AGORA	09/07/2012	09/07/2012	09/12/2012	51,196.48	Received	Unread
1000004408	SMCo	SMCo BALIBAGO	09/07/2012	09/07/2012	09/12/2012	12,795.12	Received	Unread
1000004485	SVI	SVI OLONGAPO	09/07/2012	09/07/2012	09/12/2012	104,187.09	Received	Unread
1000004442	SMCo	SMCo ILAGAN	09/07/2012	09/07/2012	09/12/2012	25,592.24	Received	Unread
1000004473	SMCo	SMCo AMIGO	09/07/2012	09/07/2012	09/12/2012	47,790.23	Received	Unread

2.8.3 PO Details Page

2.8.3.1 Opening a Specific PO Document

On the Search Results Section, click the PO number of the specific PO document you want to open.

PO Purchase Orders

Current view: Live [\[View Archive\]](#)

PO Number: From (mm/dd/yyyy) To (mm/dd/yyyy) PO Status: All

Company Name: All Entry Date: Post Date: Receipt Date: All Unread Read

Store Location: All Results: 10 per page Search Clear

5308 POs were found displaying POs 1 to 10 Current page: 1 of 537 Enter page no.: 1 Go

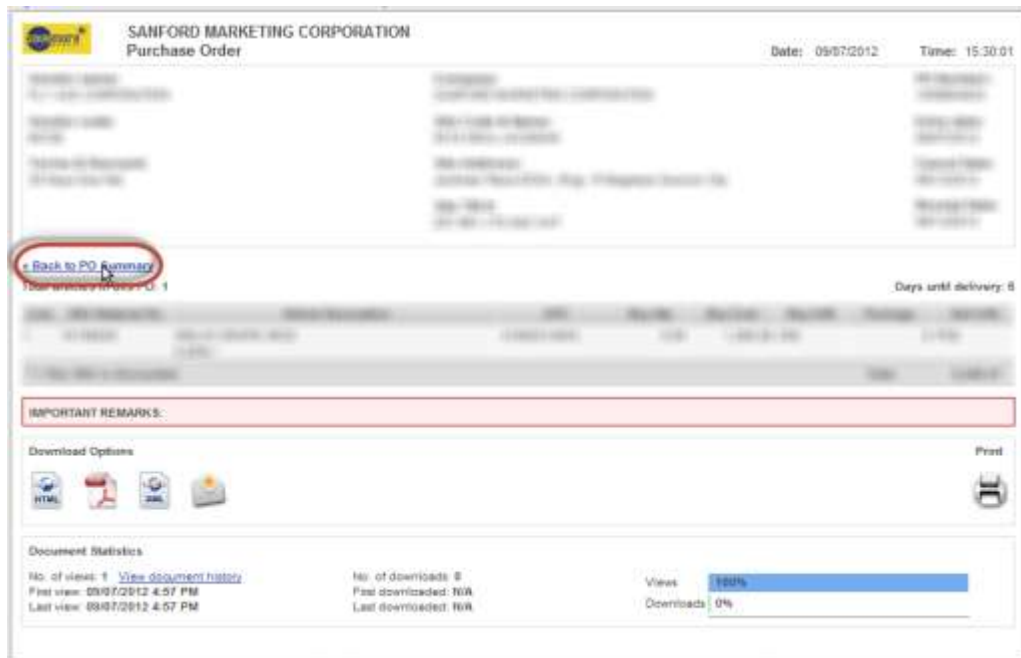
PO Number	From	Store Location	Entry Date	Post Date	Receipt Date	Total Amount (Php)	PO Status	Read Status
1000004446	SVI	SVI NORTH EDIA	09/07/2012	09/07/2012	09/12/2012	11,725.12	Received	Unread
1000004447	SMCo	SMCo NOVA PLAZA	09/07/2012	09/07/2012	09/12/2012	6,648.32	Received	Unread
1000004448	SMCo	SMCo IBA	09/07/2012	09/07/2012	09/12/2012	2,423.40	Received	Unread
1000004449	SMCo	SMCo IBA	09/07/2012	09/07/2012	09/12/2012	19,387.44	Received	Unread
1000004450	SMCo	SMCo IBA	09/07/2012	09/07/2012	09/12/2012	4,356.49	Received	Unread
1000004451	SMCo	SMCo IBA	09/07/2012	09/07/2012	09/12/2012	10,187.87	Received	Unread
1000004452	SMCo	SMCo IBA	09/07/2012	09/07/2012	09/12/2012	875.39	Received	Unread
1000004453	SVI	SVI NORTH EDIA	09/07/2012	09/07/2012	09/12/2012	1,854.79	Received	Unread
1000004454	SVI	SVI NORTH EDIA	09/07/2012	09/07/2012	09/12/2012	254.87	Received	Unread

After clicking the PO number, you will be directed to its details page.



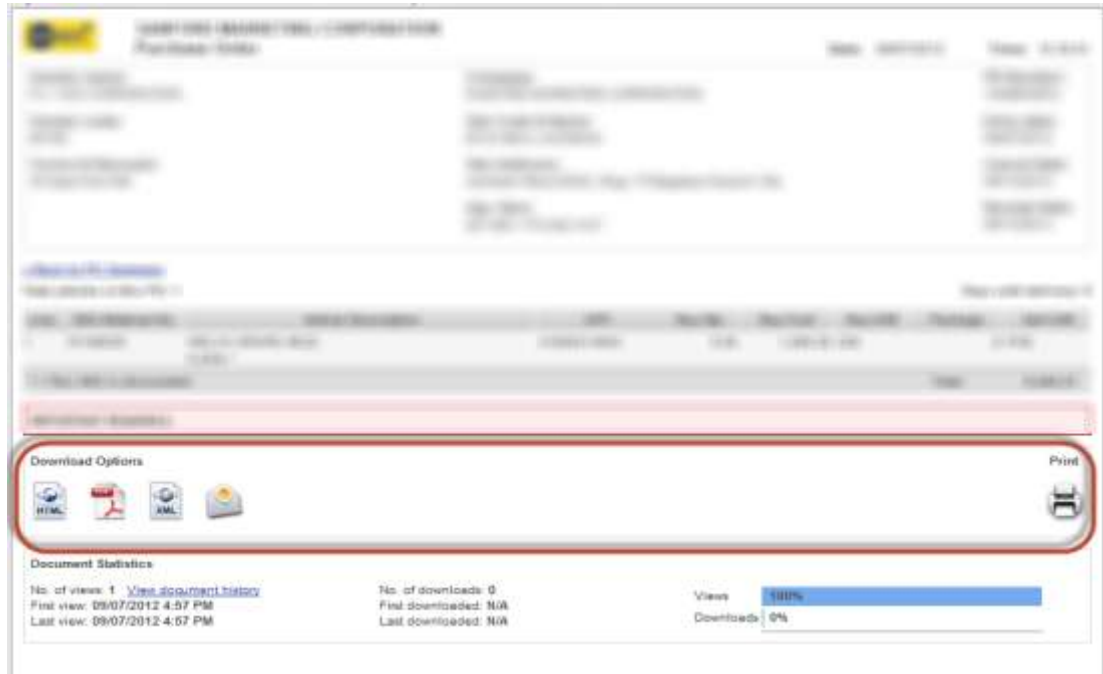
2.8.3.2 Returning to the PO Summary Page

To return to the summary page after opening a specific PO document, just 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.



2.8.3.3 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.



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.



- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.



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



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

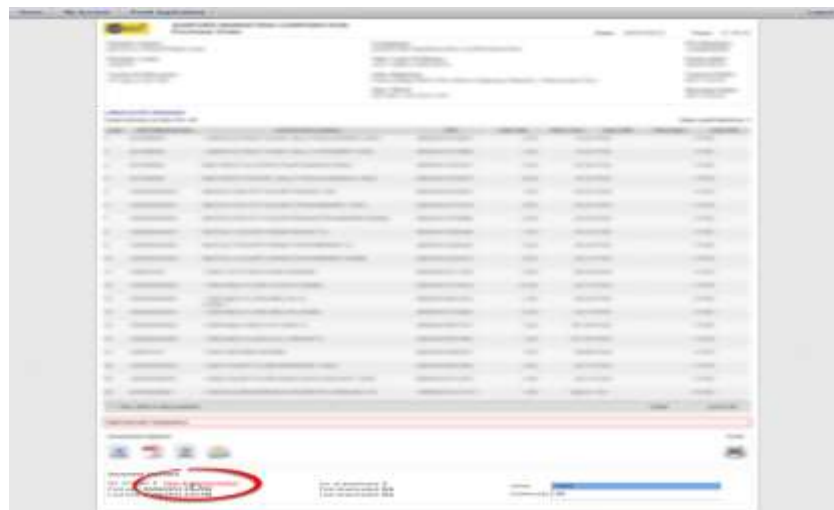
- To print a specific document/message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.



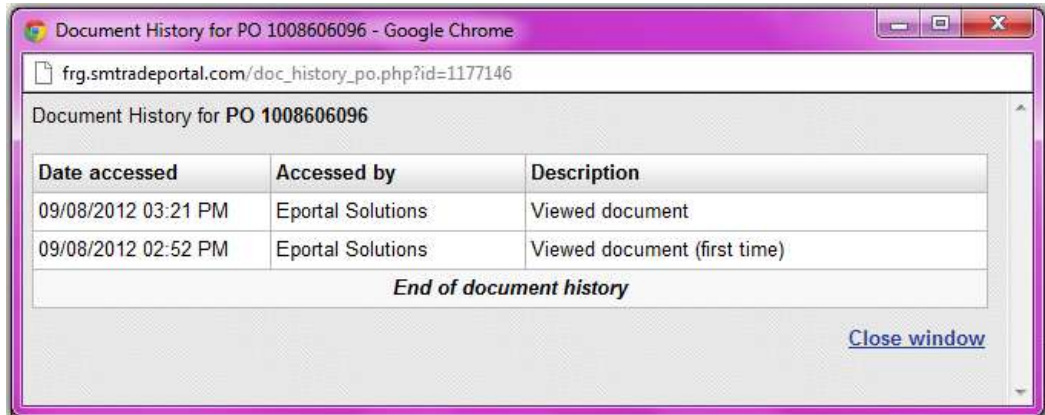
2.8.3.4 Viewing PO Document History

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:

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 histories click "View document history".



- A pop-up box will show the document history for the opened PO document.



2.9 CONSIGNOR PURCHASE ORDERS (CPO)

2.9.1 Accessing the CPO Summary Page

1. To access the CPO summary page, go to the BDMS home page then click the CPO button.



2. You are now at the CPO summary page.



2.9.2 CPO Summary Page & CPO Archive Page

2.9.2.1 CPO Search Fields

You may search CPO using the following criteria:

- a. PO Number
- b. Company Name
- c. Store/Location
- d. Number of Records to display per page(Results)
- e. Entry Date, Post Date, Receipt Date
- f. Document Status (Received, Downloaded, Cancelled)
- g. Read Status (Unread, Read)

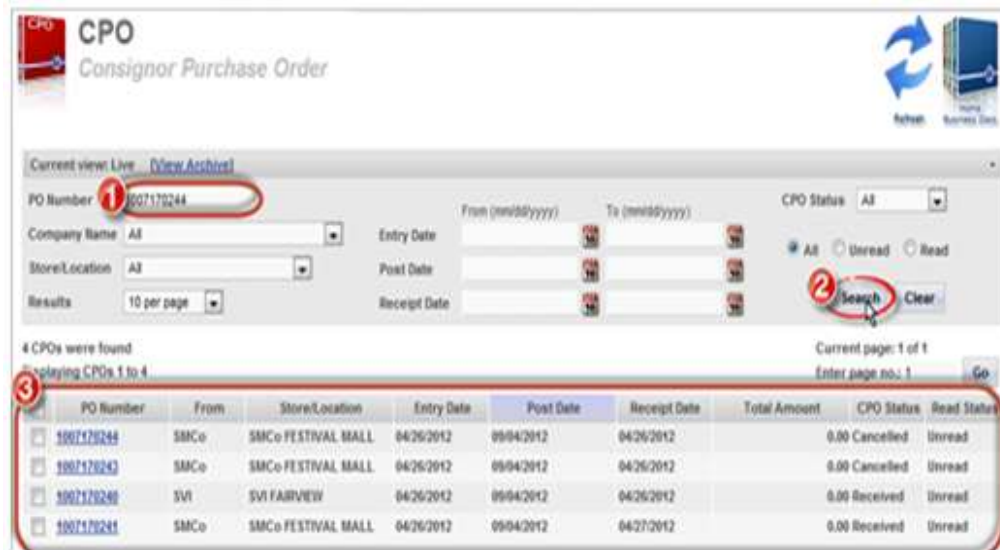


To get more accurate results, you may combine the criteria when you search.

a. To search for CPOs by PO Number

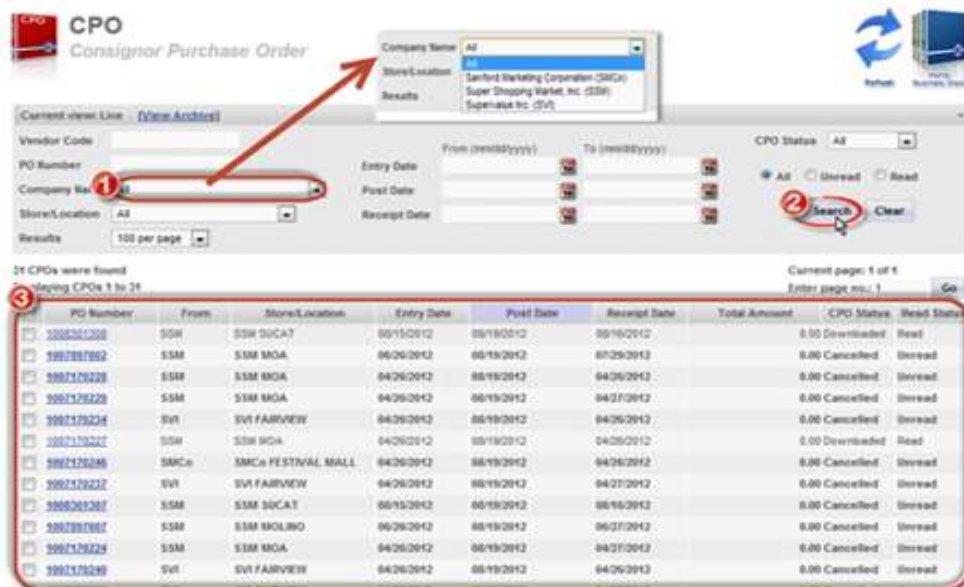
1. Key in the PO number in the text box.

2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.



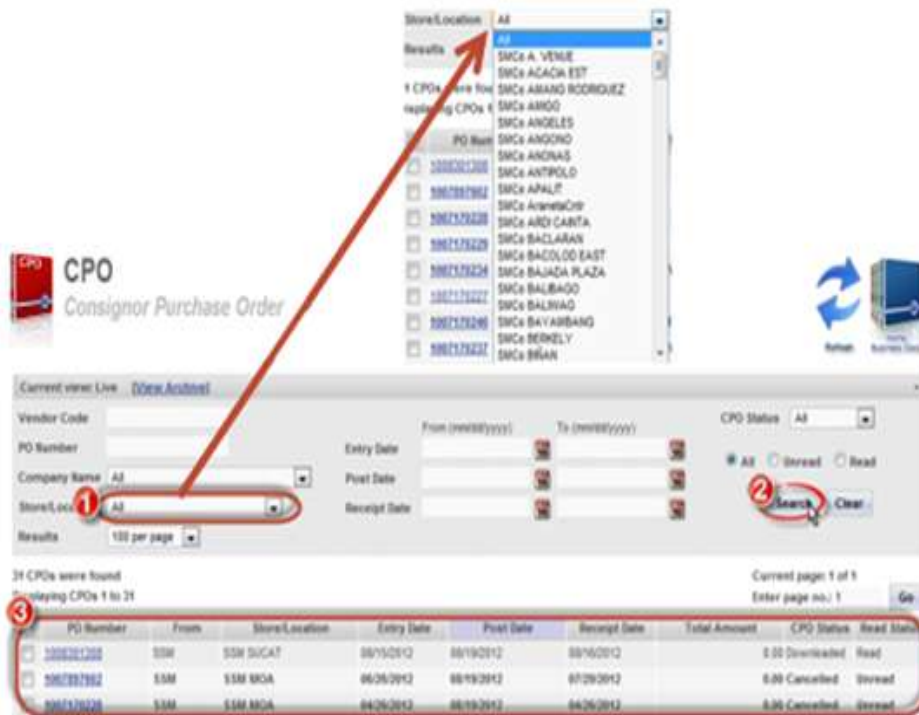
b. To search for CPOs by Company Name

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.



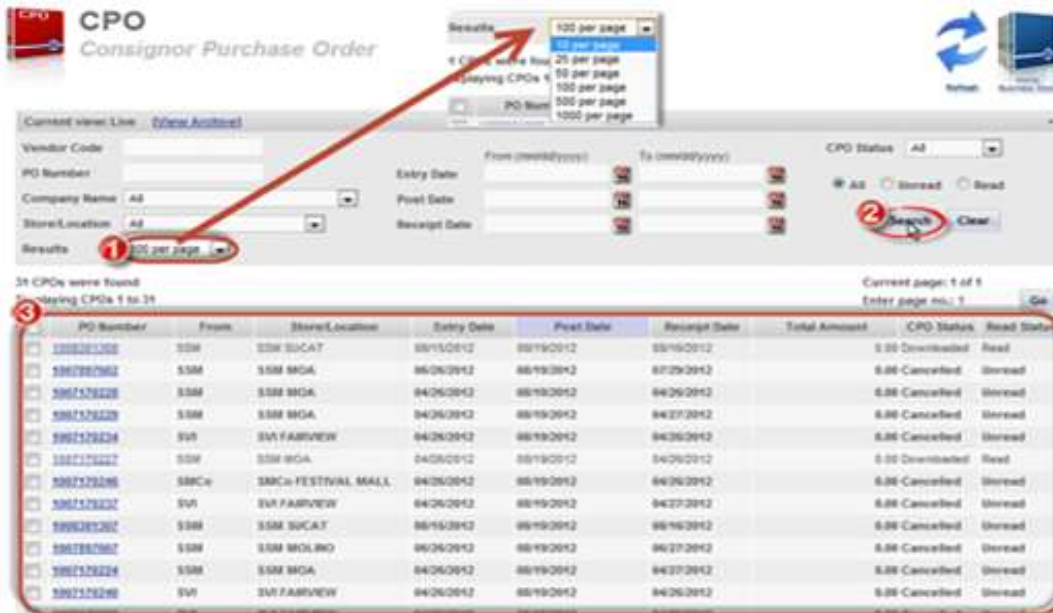
c. To search for CPOs with a certain Store/Location

1. Click the drop-down list then select a store/location 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.



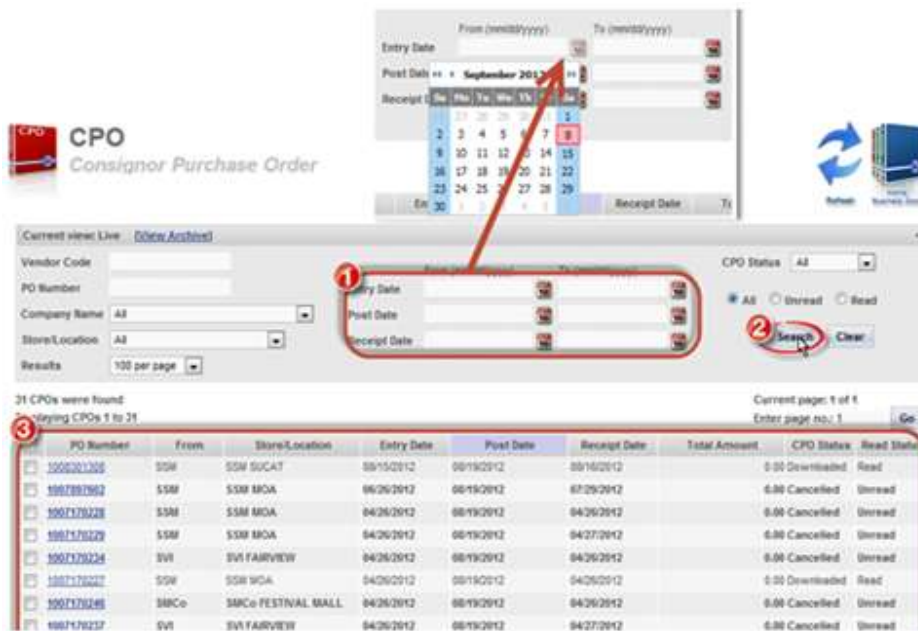
d. To filter the Number of Records to Display on per page


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.



e. To search for CPOs by their Entry Dates, Post Date or Receipt Date

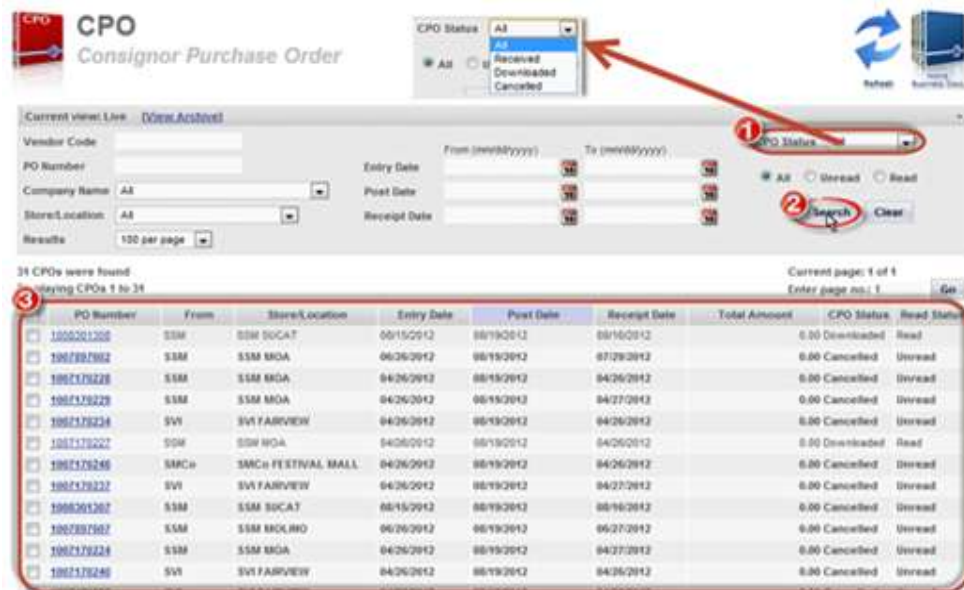
1. Manually key in Entry Date, Post Date or Receipt Date using the format 'mm/dd/yyyy' or you may also select the dates using the calendar.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.



 The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

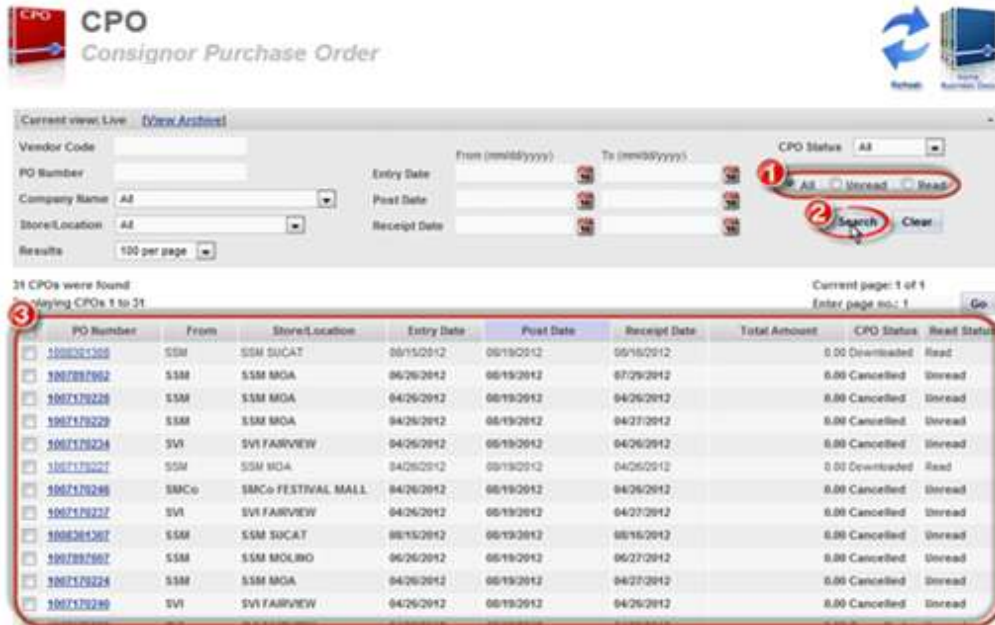
f. To search for CPO's by Document Status

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.



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.



Current view: Live [View Archived](#)

Vendor Code:

PO Number:

Company Name: All

Store Location: All

Results: 100 per page

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

Entry Date:

Post Date:

Receipt Date:

CPO Status: All

All Unread Read

21 CPOs were found
Displaying CPOs 1 to 21

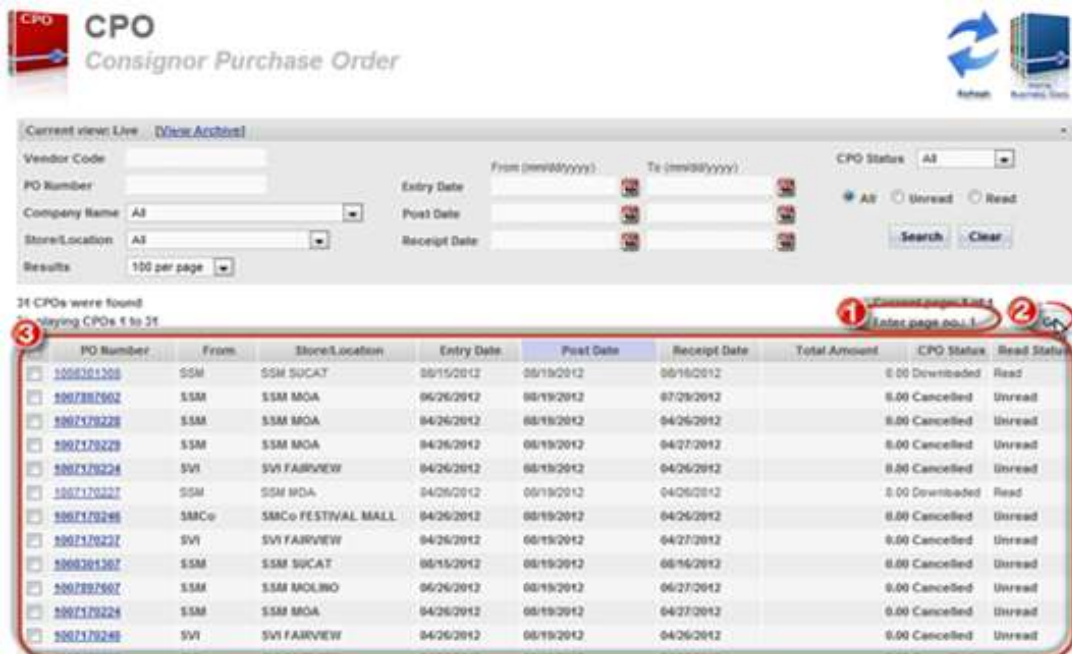
Current page: 1 of 1
Enter page no.:

PO Number	From	Store Location	Entry Date	Post Date	Receipt Date	Total Amount	CPO Status	Read Status
<input type="checkbox"/> 100721200	SSM	SSM SUCAT	00/15/2012	00/19/2012	00/10/2012	0.00	Downloaded	Read
<input type="checkbox"/> 1007897962	SSM	SSM MOA	06/26/2012	00/19/2012	07/29/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179228	SSM	SSM MOA	04/26/2012	00/19/2012	04/26/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179229	SSM	SSM MOA	04/26/2012	00/19/2012	04/27/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179224	SVI	SVI FAIRVIEW	04/26/2012	00/19/2012	04/26/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179227	SSM	SSM MOA	04/26/2012	00/19/2012	04/26/2012	0.00	Downloaded	Read
<input type="checkbox"/> 1007179246	SMCo	SMCo FESTIVAL MALL	04/26/2012	00/19/2012	04/26/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179227	SVI	SVI FAIRVIEW	04/26/2012	00/19/2012	04/27/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1008201367	SSM	SSM SUCAT	00/15/2012	00/19/2012	00/16/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007897967	SSM	SSM MOLINO	06/26/2012	00/19/2012	06/27/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179224	SSM	SSM MOA	04/26/2012	00/19/2012	04/27/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179246	SVI	SVI FAIRVIEW	04/26/2012	00/19/2012	04/26/2012	0.00	Cancelled	Unread

2.9.2.2 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.



Current view: Live [View Archived](#)

Vendor Code:

PO Number:

Company Name: All

Store Location: All

Results: 100 per page

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

Entry Date:

Post Date:

Receipt Date:

CPO Status: All

All Unread Read

21 CPOs were found
Displaying CPOs 1 to 21

Enter page no.:

PO Number	From	Store Location	Entry Date	Post Date	Receipt Date	Total Amount	CPO Status	Read Status
<input type="checkbox"/> 100721200	SSM	SSM SUCAT	00/15/2012	00/19/2012	00/10/2012	0.00	Downloaded	Read
<input type="checkbox"/> 1007897962	SSM	SSM MOA	06/26/2012	00/19/2012	07/29/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179228	SSM	SSM MOA	04/26/2012	00/19/2012	04/26/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179229	SSM	SSM MOA	04/26/2012	00/19/2012	04/27/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179224	SVI	SVI FAIRVIEW	04/26/2012	00/19/2012	04/26/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179227	SSM	SSM MOA	04/26/2012	00/19/2012	04/26/2012	0.00	Downloaded	Read
<input type="checkbox"/> 1007179246	SMCo	SMCo FESTIVAL MALL	04/26/2012	00/19/2012	04/26/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179227	SVI	SVI FAIRVIEW	04/26/2012	00/19/2012	04/27/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1008201367	SSM	SSM SUCAT	00/15/2012	00/19/2012	00/16/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007897967	SSM	SSM MOLINO	06/26/2012	00/19/2012	06/27/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179224	SSM	SSM MOA	04/26/2012	00/19/2012	04/27/2012	0.00	Cancelled	Unread
<input type="checkbox"/> 1007179246	SVI	SVI FAIRVIEW	04/26/2012	00/19/2012	04/26/2012	0.00	Cancelled	Unread

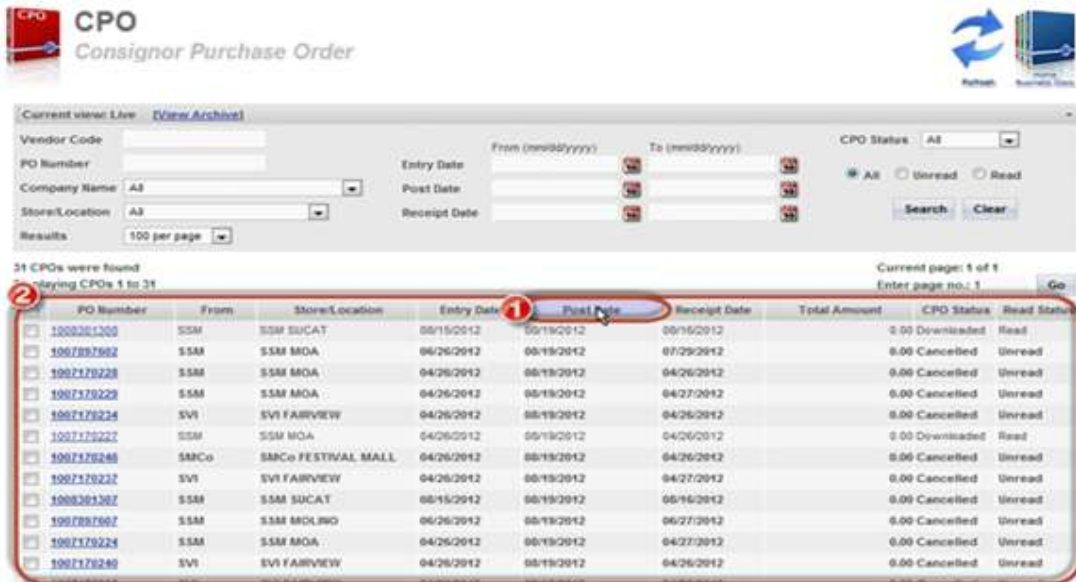


This field allows only numeric entries within the page range of the results. Empty value is not allowed.

2.9.2.3 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 (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.

Example: Sorted Post Date



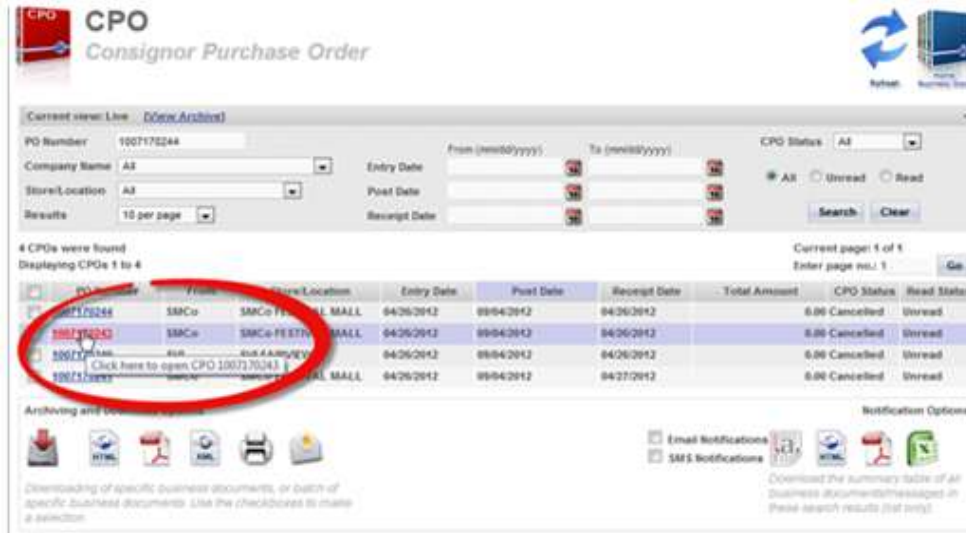
The screenshot shows the 'CPO Consignor Purchase Order' search interface. The search criteria include Vendor Code, PO Number, Company Name (set to 'A3'), Store Location (set to 'A3'), Entry Date, Post Date, and Receipt Date. The results show 31 CPOs found, with the first 10 displayed in a table. The table columns are: PO Number, From, Store Location, Entry Date, Post Date, Receipt Date, Total Amount, CPO Status, and Read Status. The 'Post Date' column is highlighted with a red box and a circled '1', indicating it is the active sort criterion. The table rows are also highlighted with a red box and a circled '2'.

PO Number	From	Store Location	Entry Date	Post Date	Receipt Date	Total Amount	CPO Status	Read Status
1007179220	SSM	SSM SUCAT	06/19/2012	06/19/2012	06/16/2012	0.00	Downloaded	Read
1007087662	SSM	SSM MOA	06/26/2012	06/19/2012	07/29/2012	0.00	Cancelled	Unread
1007179228	SSM	SSM MOA	04/26/2012	06/19/2012	04/26/2012	0.00	Cancelled	Unread
1007179229	SSM	SSM MOA	04/26/2012	06/19/2012	04/27/2012	0.00	Cancelled	Unread
1007179224	SVI	SVI FAIRVIEW	04/26/2012	06/19/2012	04/26/2012	0.00	Cancelled	Unread
1007179227	SSM	SSM MOA	04/26/2012	06/19/2012	04/26/2012	0.00	Downloaded	Read
1007179246	SMCo	SMCo FESTIVAL MALL	04/26/2012	06/19/2012	04/26/2012	0.06	Cancelled	Unread
1007179237	SVI	SVI FAIRVIEW	04/26/2012	06/19/2012	04/27/2012	0.00	Cancelled	Unread
1008361307	SSM	SSM SUCAT	06/19/2012	06/19/2012	06/16/2012	0.00	Cancelled	Unread
1007087667	SSM	SSM MDLMO	06/26/2012	06/19/2012	06/27/2012	0.00	Cancelled	Unread
1007179224	SSM	SSM MOA	04/26/2012	06/19/2012	04/27/2012	0.00	Cancelled	Unread
1007179240	SVI	SVI FAIRVIEW	04/26/2012	06/19/2012	04/26/2012	0.00	Cancelled	Unread

2.9.3 CPO Details Page

2.9.3.1 Opening a Specific CPO Document

On the Search Results Section, click the CPO number of the specific CPO document you want to open.

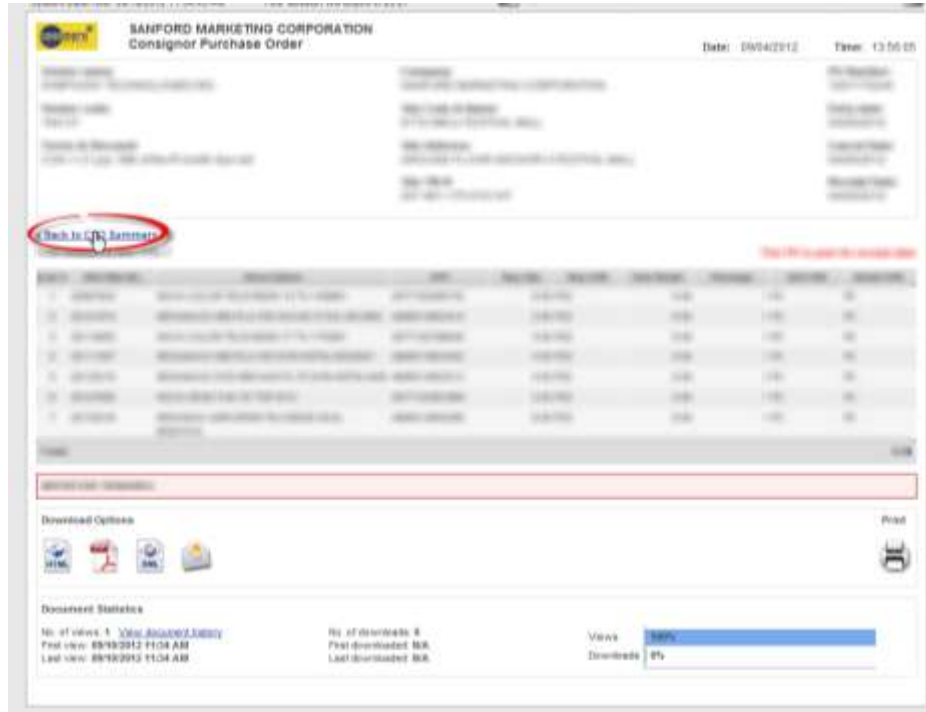


After clicking the CPO number, you will be directed to its details page.



2.9.3.2 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.

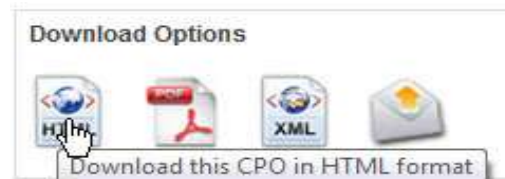


2.9.3.3 CPO Download Options & Printing

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.



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.
- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.
- To send a specific document/message as a PDF attachment through email, click the email button on the Download Options & Printing Section.



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

- To print a specific document/message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.

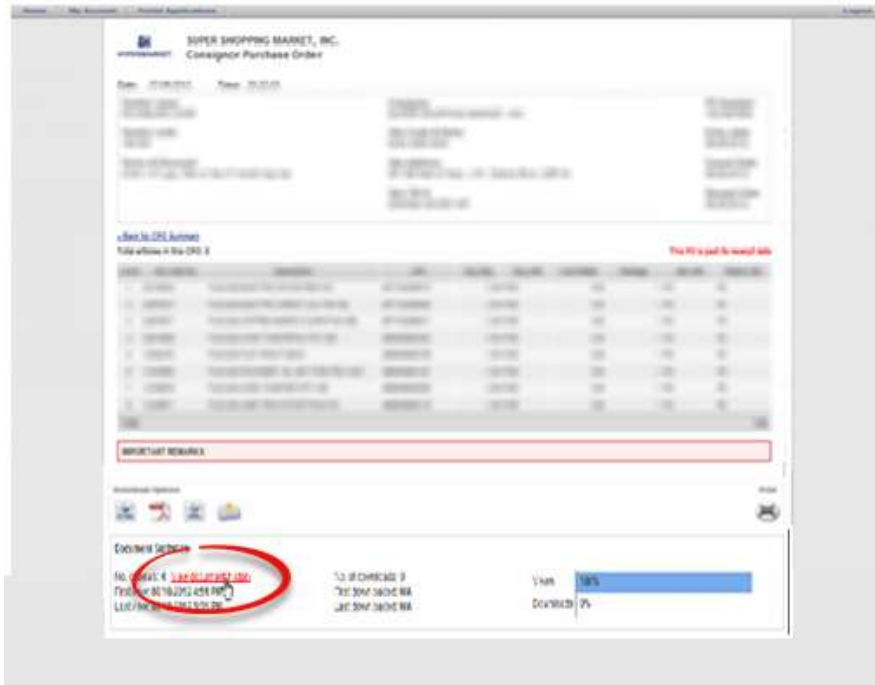


2.9.3.4 Viewing CPO Document History

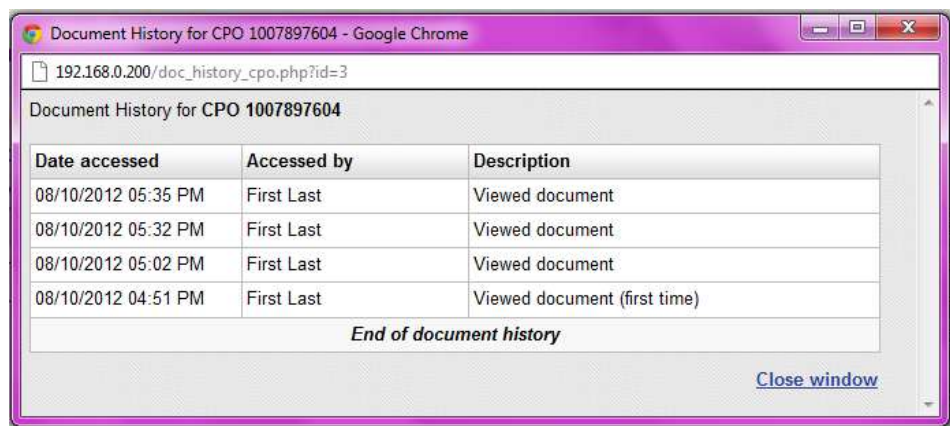
The Document History is located in the Document Statistics Section. In this section you may view the following user activities specific to a particular document/message:

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 histories click “View document history”.



- A pop-up box will show the document history for the opened CPO document.





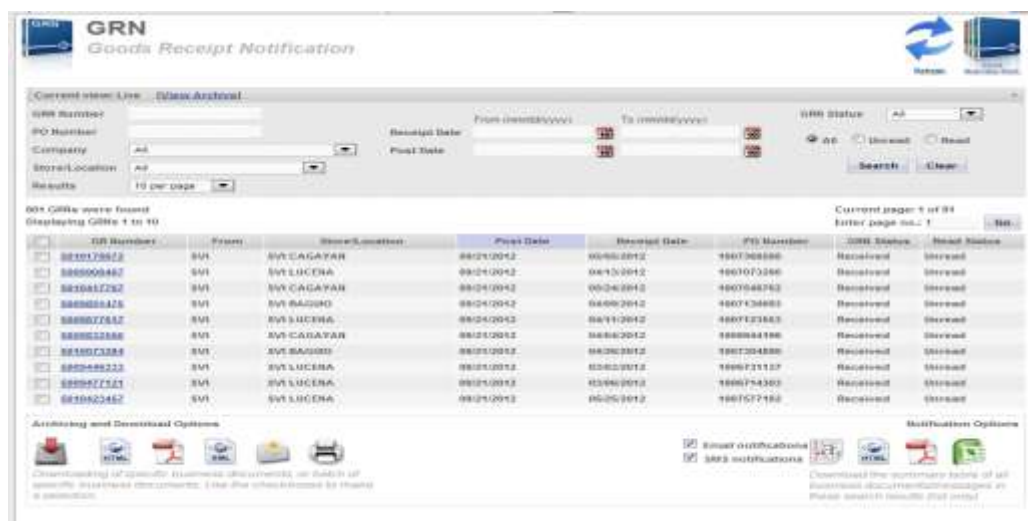
2.10 GOODS RECEIPT NOTIFICATION (GRN)

2.10.1 Accessing the GRN Summary Page

1. To access the Goods Receipt Notification summary page, go to the BDMS home page and click the GRN button.



2. You are now on GRN summary page.



2.10.2 GRN Summary Page & GRN Archive Page

2.10.2.1 GRN Search Fields

You may search GRN using the following criteria:

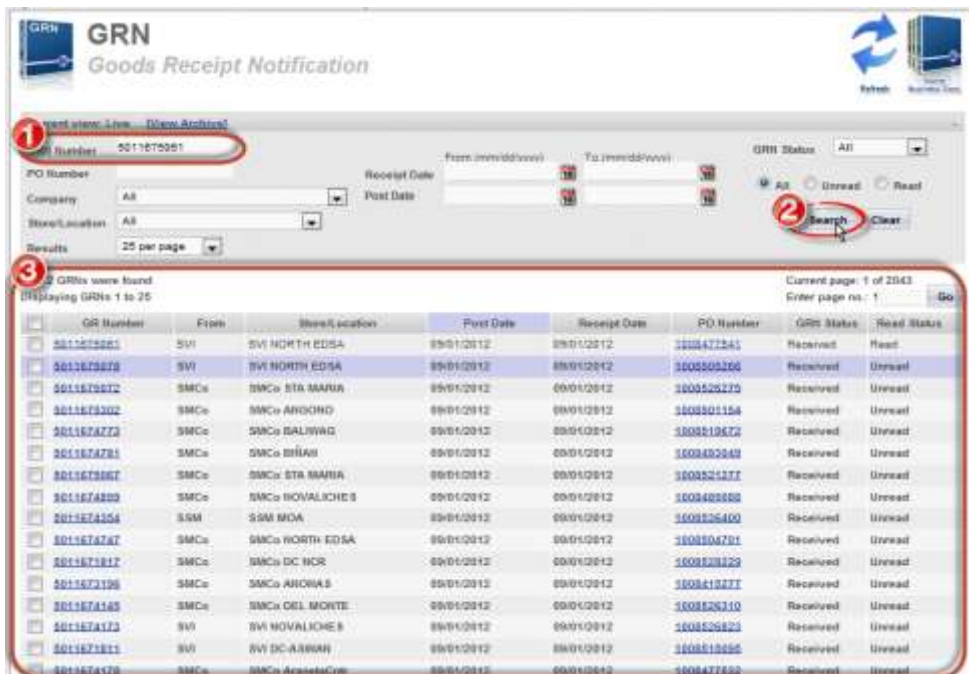
- GRN Number
- PO Number
- Company Name
- Store/Location
- Number of Records to display per page(Results)
- Receipt Date, Post Date
- Document Status (Received, Downloaded)
- Read Status (Unread, Read)



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

a. To search for GRNs by GRN Number

- Key in the GRN 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.



The screenshot shows the GRN Search interface. The search criteria are as follows:

- GRN Number: 5011675001
- PO Number: (empty)
- Company: All
- Store/Location: All
- Results: 25 per page
- GRN Status: All
- Receipt Date: (empty)
- Post Date: (empty)
- Search Status: All (selected), Unread, Read

The search results table is as follows:

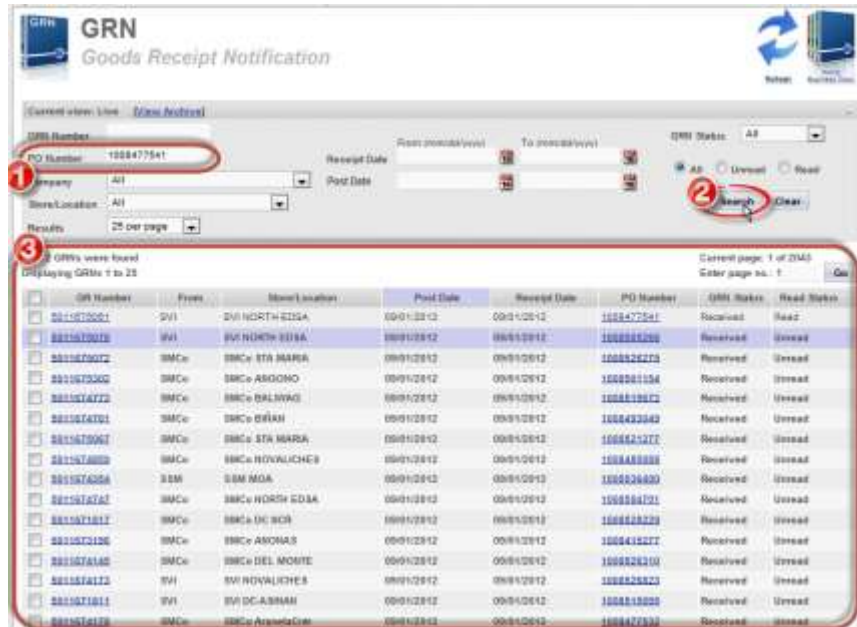
GR Number	From	Store/Location	Post Date	Receipt Date	PO Number	GRN Status	Read Status
5011675001	SVI	SVI NORTH EDSA	09/01/2012	09/01/2012	1005471241	Received	Read
5011675002	SVI	SVI NORTH EDSA	09/01/2012	09/01/2012	1005505206	Received	Unread
5011675003	SMCo	SMCo STR MARIA	09/01/2012	09/01/2012	1005526275	Received	Unread
5011675004	SMCo	SMCo ANKONG	09/01/2012	09/01/2012	1005501154	Received	Unread
5011675005	SMCo	SMCo BALIWAG	09/01/2012	09/01/2012	1005519672	Received	Unread
5011675006	SMCo	SMCo BIFIAN	09/01/2012	09/01/2012	1005482649	Received	Unread
5011675007	SMCo	SMCo STR MARIA	09/01/2012	09/01/2012	1005525271	Received	Unread
5011675008	SMCo	SMCo NOVALICHES	09/01/2012	09/01/2012	1005488688	Received	Unread
5011675009	SSM	SSM MOA	09/01/2012	09/01/2012	1005264400	Received	Unread
5011675010	SMCo	SMCo NORTH EDSA	09/01/2012	09/01/2012	1005104701	Received	Unread
5011675011	SMCo	SMCo DC BCR	09/01/2012	09/01/2012	1005208229	Received	Unread
5011675012	SMCo	SMCo AROWAS	09/01/2012	09/01/2012	1005419277	Received	Unread
5011675013	SMCo	SMCo DEL MONTE	09/01/2012	09/01/2012	1005263110	Received	Unread
5011675014	SVI	SVI NOVALICHES	09/01/2012	09/01/2012	1005268221	Received	Unread
5011675015	SVI	SVI DC ARBAN	09/01/2012	09/01/2012	1005138686	Received	Unread
5011675016	SMCo	SMCo AlamedaCom	09/01/2012	09/01/2012	1005471232	Received	Unread



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 GRNs 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.



GRN
Goods Receipt Notification

Current view: View / Hide / Refresh

GRN Number: Receipt Date: To: GRN Status: All

Company: All Post Date:

Store Location: All

Results: 25 per page

3 GRNs were found
Displaying GRNs 1 to 25

GRN Number	From	Store Location	Post Date	Receipt Date	PO Number	GRN Status	Read Status
001073001	ZVI	ZVI NORTH EDISA	00/01/2012	00/01/2012	100477541	Received	Read
001073010	ZVI	ZVI NORTH EDISA	00/01/2012	00/01/2012	100481000	Received	Unread
001073012	SMCe	SMCe STA MARIA	00/01/2012	00/01/2012	100482470	Received	Unread
001073030	SMCe	SMCe ASOONO	00/01/2012	00/01/2012	100480154	Received	Unread
001073070	SMCe	SMCe BALWAG	00/01/2012	00/01/2012	100481001	Received	Unread
001073071	SMCe	SMCe BIRAN	00/01/2012	00/01/2012	100483040	Received	Unread
001073067	SMCe	SMCe STA MARIA	00/01/2012	00/01/2012	100482171	Received	Unread
001073080	SMCe	SMCe ROVALICHES	00/01/2012	00/01/2012	100483000	Received	Unread
001073084	SSM	SSM MOA	00/01/2012	00/01/2012	100483600	Received	Unread
001073074	SMCe	SMCe NORTH EDISA	00/01/2012	00/01/2012	100480401	Received	Unread
001073117	SMCe	SMCe UC BOS	00/01/2012	00/01/2012	100483220	Received	Unread
001073126	SMCe	SMCe ASONAS	00/01/2012	00/01/2012	100481221	Received	Unread
001073140	SMCe	SMCe DEL MONTE	00/01/2012	00/01/2012	100482410	Received	Unread
001073113	ZVI	ZVI INDVALICHES	00/01/2012	00/01/2012	100482503	Received	Unread
001073111	ZVI	ZVI DC-ABRAN	00/01/2012	00/01/2012	100481000	Received	Unread
001073110	SMCe	SMCe ArayataCra	00/01/2012	00/01/2012	100477541	Received	Unread

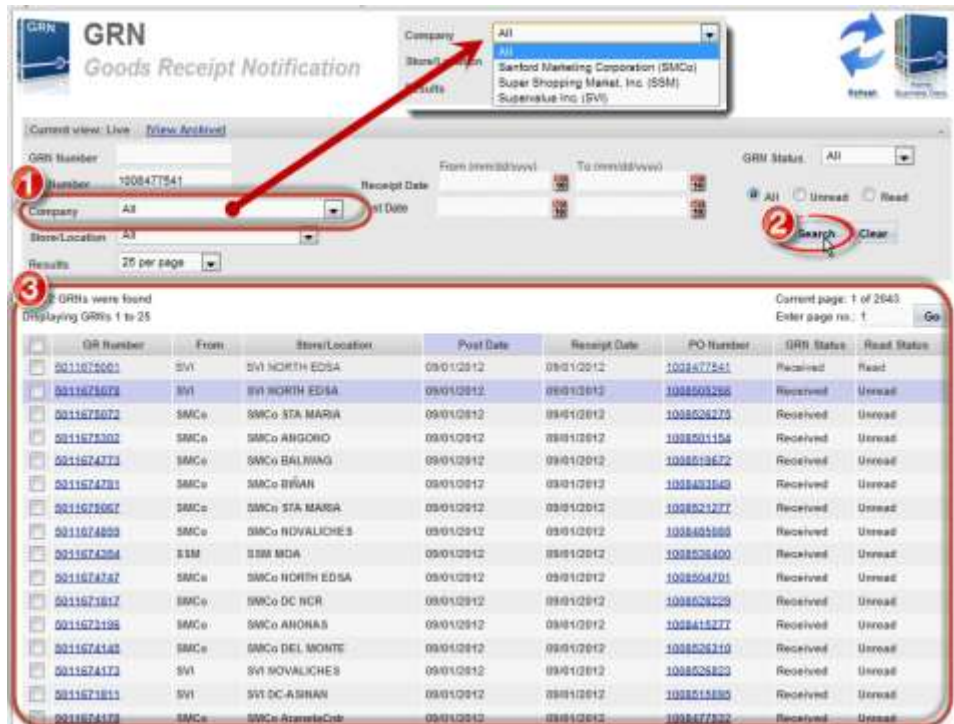


The maximum number of characters for PO number is 35. The text box accepts numeric characters only and will search for PO numbers containing the indicated number.



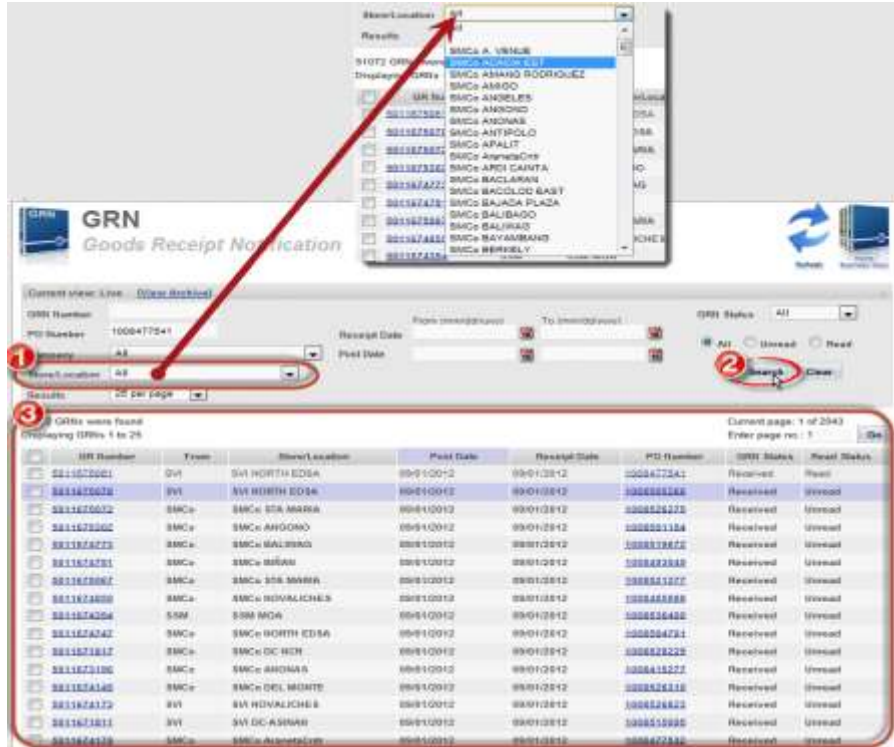
c. To search for GRNs by Company Name

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.



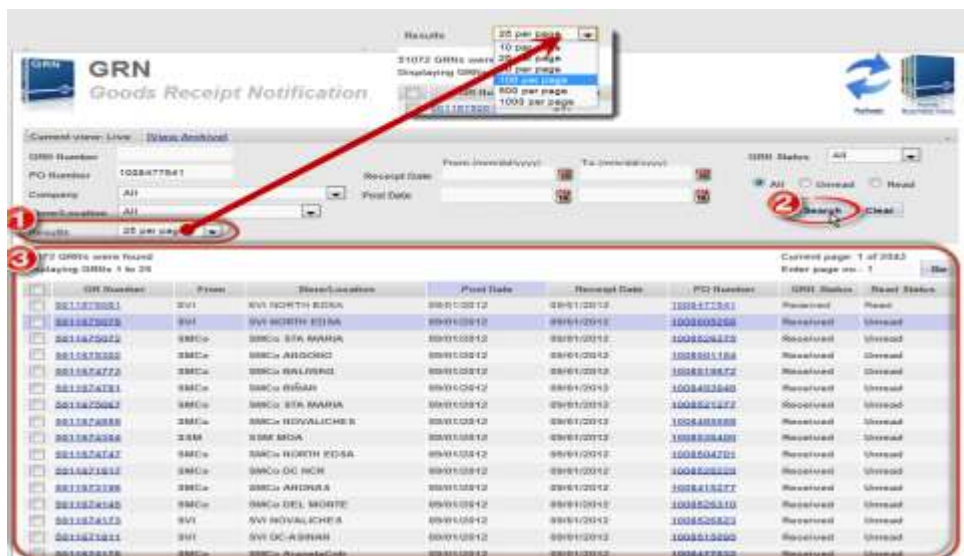
d. To search for GRNs by Store/Location

1. Click the drop-down list then select a store/location 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.



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.






f. To search for GRNs by Receipt Date, Post Date

1. You may manually key in the Receipt Date or Post Date using the format 'mm/dd/yyyy' or you may also 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.

The screenshot displays the 'GRN Goods Receipt Notification' search interface. At the top, there are date selection fields for 'Receipt Date' and 'Post Date', both set to '09/04/2012'. A calendar for 'September 2012' is open, showing the date '7' selected. A red arrow points from the calendar to the 'Receipt Date' field. Below the calendar, there are search filters for 'GRN Number', 'PO Number' (1008477541), 'Company' (All), and 'Store/Location' (All). There are also radio buttons for 'GRN Status' (All, Unread, Read) and a 'Search' button. A red circle with the number '1' highlights the date selection area, and a red circle with the number '2' highlights the 'Search' button. Below the search form, a table displays search results. A red circle with the number '3' highlights the table. The table has 26 rows and 8 columns: GR Number, From, Store/Location, Post Date, Receipt Date, PO Number, GRN Status, and Read Status. The first row is highlighted in blue.

GR Number	From	Store/Location	Post Date	Receipt Date	PO Number	GRN Status	Read Status
0011675001	SVI	SVI NORTH EDSA	09/01/2012	09/01/2012	1008477541	Received	Read
0011675078	SVI	SVI NORTH EDSA	09/01/2012	09/01/2012	1008505266	Received	Unread
0011675072	SMCo	SMCo STA MARIA	09/01/2012	09/01/2012	1008526275	Received	Unread
0011675302	SMCo	SMCo ANGONO	09/01/2012	09/01/2012	1008501154	Received	Unread
0011674773	SMCo	SMCo BALIWAG	09/01/2012	09/01/2012	1008519672	Received	Unread
0011674781	SMCo	SMCo BIÑAN	09/01/2012	09/01/2012	1008493043	Received	Unread
0011675087	SMCo	SMCo STA MARIA	09/01/2012	09/01/2012	1008521277	Received	Unread
0011674889	SMCo	SMCo NOVALICHES	09/01/2012	09/01/2012	1008485088	Received	Unread
0011674354	SSM	SSM MOA	09/01/2012	09/01/2012	1008536400	Received	Unread
0011674747	SMCo	SMCo NORTH EDSA	09/01/2012	09/01/2012	1008504701	Received	Unread
0011671817	SMCo	SMCo DC NCR	09/01/2012	09/01/2012	1008528229	Received	Unread
0011673196	SMCo	SMCo ANONAS	09/01/2012	09/01/2012	1008419277	Received	Unread
0011674148	SMCo	SMCo DEL MONTE	09/01/2012	09/01/2012	1008526310	Received	Unread
0011674173	SVI	SVI NOVALICHES	09/01/2012	09/01/2012	1008526823	Received	Unread
0011671811	SVI	SVI DC-SINAH	09/01/2012	09/01/2012	1008515055	Received	Unread
0011674178	SMCo	SMCo AranetaCntr	09/01/2012	09/01/2012	1008477532	Received	Unread

 The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

g. To search for GRNs 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.



GRN Goods Receipt Notification

GRN Status: All Unread Read

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

PO Number: Receipt Date: Post Date:

Company: Store/Location:

Results: 25 per page

172 GRNs were found displaying GRNs 1 to 25

GRN Number	From	Store/Location	Post Date	Receipt Date	PO Number	GRN Status	Read Status
5011673061	SVI	SVI NORTH EDGA	09/01/2012	09/01/2012	1008477241	Received	Read
5011673078	SVI	SVI NORTH EDGA	09/01/2012	09/01/2012	1008502266	Received	Unread
5011673072	SMCo	SMCo STA MARGA	09/01/2012	09/01/2012	1008526275	Received	Unread
5011673302	SMCo	SMCo ANGOLO	09/01/2012	09/01/2012	1008501154	Received	Unread
5011673772	SMCo	SMCo BALIWAG	09/01/2012	09/01/2012	1008419672	Received	Unread
5011674281	SMCo	SMCo BIRAN	09/01/2012	09/01/2012	1008433049	Received	Unread
5011675067	SMCo	SMCo STA MARGA	09/01/2012	09/01/2012	1008521277	Received	Unread
5011674852	SMCo	SMCo NOVALICHES	09/01/2012	09/01/2012	1008415088	Received	Unread
5011674358	SSM	SSM NDA	09/01/2012	09/01/2012	1008536400	Received	Unread
5011674747	SMCo	SMCo NORTH EDGA	09/01/2012	09/01/2012	1008504701	Received	Unread
5011671817	SMCo	SMCo DC NCR	09/01/2012	09/01/2012	1008528229	Received	Unread
5011673128	SMCo	SMCo ANONAS	09/01/2012	09/01/2012	1008415277	Received	Unread
5011674145	SMCo	SMCo DEL MONTE	09/01/2012	09/01/2012	1008526310	Received	Unread
5011674173	SVI	SVI NOVALICHES	09/01/2012	09/01/2012	1008526823	Received	Unread
5011671811	SVI	SVI DC-ARMAS	09/01/2012	09/01/2012	1008515035	Received	Unread
5011674178	SMCo	SMCo ArametaCnb	09/01/2012	09/01/2012	1008477682	Received	Unread

h. To search for GRNs 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.

GRN Goods Receipt Notification

GRN Status: All Unread Read

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

PO Number: Receipt Date: Post Date:

Company: Store/Location:

Results: 25 per page

172 GRNs were found displaying GRNs 1 to 25

GRN Number	From	Store/Location	Post Date	Receipt Date	PO Number	GRN Status	Read Status
5011673061	SVI	SVI NORTH EDGA	09/01/2012	09/01/2012	1008477241	Received	Read
5011673078	SVI	SVI NORTH EDGA	09/01/2012	09/01/2012	1008502266	Received	Unread
5011673072	SMCo	SMCo STA MARGA	09/01/2012	09/01/2012	1008526275	Received	Unread
5011673302	SMCo	SMCo ANGOLO	09/01/2012	09/01/2012	1008501154	Received	Unread
5011673772	SMCo	SMCo BALIWAG	09/01/2012	09/01/2012	1008419672	Received	Unread
5011674281	SMCo	SMCo BIRAN	09/01/2012	09/01/2012	1008433049	Received	Unread
5011675067	SMCo	SMCo STA MARGA	09/01/2012	09/01/2012	1008521277	Received	Unread
5011674852	SMCo	SMCo NOVALICHES	09/01/2012	09/01/2012	1008415088	Received	Unread
5011674358	SSM	SSM NDA	09/01/2012	09/01/2012	1008536400	Received	Unread
5011674747	SMCo	SMCo NORTH EDGA	09/01/2012	09/01/2012	1008504701	Received	Unread
5011671817	SMCo	SMCo DC NCR	09/01/2012	09/01/2012	1008528229	Received	Unread
5011673128	SMCo	SMCo ANONAS	09/01/2012	09/01/2012	1008415277	Received	Unread
5011674145	SMCo	SMCo DEL MONTE	09/01/2012	09/01/2012	1008526310	Received	Unread
5011674173	SVI	SVI NOVALICHES	09/01/2012	09/01/2012	1008526823	Received	Unread
5011671811	SVI	SVI DC-ARMAS	09/01/2012	09/01/2012	1008515035	Received	Unread
5011674178	SMCo	SMCo ArametaCnb	09/01/2012	09/01/2012	1008477682	Received	Unread



2.10.2.2 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.

GRN Goods Receipt Notification

Current page: 1 of 511
Enter page no.: 5

Current view: Live [\[View Archive\]](#)

GRN Number:
 PO Number:
 Company: All
 Store/Location: All
 Results: 25 per page

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

GRN Status: All
 All Unread Read

3 172 GRNs were found
 displaying GRNs 1 to 25

GRN Number	From	Store/Location	Post Date	Receipt Date	PO Number	GRN Status	Read Status
<input type="checkbox"/> 5011675061	SVI	SVI NORTH EDSA	09/01/2012	09/01/2012	1008477541	Received	Read
<input type="checkbox"/> 5011675078	SVI	SVI NORTH EDSA	09/01/2012	09/01/2012	1008505266	Received	Unread
<input type="checkbox"/> 5011675072	SMCo	SMCo STA MARIA	09/01/2012	09/01/2012	1008526275	Received	Unread
<input type="checkbox"/> 5011675302	SMCo	SMCo ANONO	09/01/2012	09/01/2012	1008501154	Received	Unread
<input type="checkbox"/> 5011674773	SMCo	SMCo BALIWAG	09/01/2012	09/01/2012	1008518672	Received	Unread
<input type="checkbox"/> 5011674791	SMCo	SMCo BIRAN	09/01/2012	09/01/2012	1008493049	Received	Unread
<input type="checkbox"/> 5011675097	SMCo	SMCo STA MARIA	09/01/2012	09/01/2012	1008521277	Received	Unread
<input type="checkbox"/> 5011674859	SMCo	SMCo NOVALICHE 5	09/01/2012	09/01/2012	1008485088	Received	Unread
<input type="checkbox"/> 5011674354	SSM	SSM MOA	09/01/2012	09/01/2012	1008538400	Received	Unread
<input type="checkbox"/> 5011674747	SMCo	SMCo NORTH EDSA	09/01/2012	09/01/2012	1008504701	Received	Unread
<input type="checkbox"/> 5011671817	SMCo	SMCo DC NCR	09/01/2012	09/01/2012	1008528229	Received	Unread
<input type="checkbox"/> 5011673198	SMCo	SMCo ANONA 5	09/01/2012	09/01/2012	1008415277	Received	Unread
<input type="checkbox"/> 5011674148	SMCo	SMCo DEL MONTE	09/01/2012	09/01/2012	1008528310	Received	Unread
<input type="checkbox"/> 5011674173	SVI	SVI NOVALICHE 5	09/01/2012	09/01/2012	1008526823	Received	Unread
<input type="checkbox"/> 5011671811	SVI	SVI DC-ASINAN	09/01/2012	09/01/2012	1008515095	Received	Unread
<input type="checkbox"/> 5011674178	SMCo	SMCo AranetaCntr	09/01/2012	09/01/2012	1008477532	Received	Unread

1 Current page: 1 of 511
 Enter page no.: 5

2



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

2.10.2.3 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 (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.



Example: Sorted Post Date

GRN Goods Receipt Notification

Current view: Live | [View Archived](#)

GRN Number: From (mm/dd/yyyy): To (mm/dd/yyyy): GRN Status: All

PO Number: Receipt Date: Post Date: All Unread Read

Company: All Store/Location: All Search Clear

Results: 25 per page

2 GRNs were found. Displaying GRNs 1 to 25. Current page: 1 of 2643. Enter page no.: 1 Go

GR Number	From	Store/Location	Post Date	Receipt Date	PO Number	GRN Status	Read Status
5015675001	SVI	SVI NORTH EDISA	09/01/2012	09/01/2012	1005477261	Received	Read
5015675078	SVI	SVI NORTH EDISA	09/01/2012	09/01/2012	1005505268	Received	Unread
5015675072	SMCo	SMCo STA MARIA	09/01/2012	09/01/2012	1005528275	Received	Unread
5015675202	SMCo	SMCo ANCONDO	09/01/2012	09/01/2012	1005501154	Received	Unread
5015674772	SMCo	SMCo BALIWAG	09/01/2012	09/01/2012	1005519672	Received	Unread
5015674791	SMCo	SMCo BIRAH	09/01/2012	09/01/2012	1005493043	Received	Unread
5015675067	SMCo	SMCo STA MARIA	09/01/2012	09/01/2012	1005521277	Received	Unread
5015674859	SMCo	SMCo NOVALICHES	09/01/2012	09/01/2012	1005485068	Received	Unread
5015674354	SSM	SSM MOA	09/01/2012	09/01/2012	1005536408	Received	Unread
5015674747	SMCo	SMCo NORTH EDISA	09/01/2012	09/01/2012	1005504701	Received	Unread
5015671817	SMCo	SMCo DC MCR	09/01/2012	09/01/2012	1005528229	Received	Unread
5015672195	SMCo	SMCo ANONAS	09/01/2012	09/01/2012	1005415277	Received	Unread
5015674145	SMCo	SMCo DEL MONTE	09/01/2012	09/01/2012	1005528310	Received	Unread
5015674172	SVI	SVI NOVALICHES	09/01/2012	09/01/2012	1005526823	Received	Unread
5015671811	SVI	SVI DC-ASHAR	09/01/2012	09/01/2012	1005515095	Received	Unread
5015674178	SMCo	SMCo ArametaCorp	09/01/2012	09/01/2012	1005477332	Received	Unread

2.10.3 GRN Details Page

2.10.3.1 Opening a Specific GRN Document

On the Search Results Section, click the GR number of the specific GRN document you want to open.

GRN Goods Receipt Notification

Current view: Live | [View Archived](#)

GRN Number: From (mm/dd/yyyy): To (mm/dd/yyyy): GRN Status: All

PO Number: Receipt Date: Post Date: All Unread Read

Company: All Store/Location: All Search Clear

Results: 10 per page

891 GRNs were found. Displaying GRNs 1 to 10. Current page: 1 of 891. Enter page no.: 1 Go

GR Number	From	Store/Location	Post Date	Receipt Date	PO Number	GRN Status	Read Status
5010473672	SVI	SVI CAGAYAN	09/21/2012	05/05/2012	1007300588	Received	Unread
5010474901	SVI	SVI LUCENA	09/21/2012	04/15/2012	1007073286	Received	Unread
501047257	SVI	SVI CAGAYAN	09/21/2012	05/24/2012	1007548752	Received	Unread
500947573	SVI	SVI BAGUIO	09/21/2012	04/09/2012	1007150093	Received	Unread
500947701	SVI	SVI BAGUIO	09/21/2012	04/11/2012	1007123953	Received	Unread
5009472509	SVI	SVI CAGAYAN	09/21/2012	04/04/2012	1006844196	Received	Unread
5010073284	SVI	SVI BAGUIO	09/21/2012	04/26/2012	1007204890	Received	Unread
5009445331	SVI	SVI LUCENA	09/21/2012	03/03/2012	1006731137	Received	Unread
5009477324	SVI	SVI LUCENA	09/21/2012	03/06/2012	1006714283	Received	Unread
5010473467	SVI	SVI LUCENA	09/21/2012	05/25/2012	1007577162	Received	Unread

Archiving and Download Options Notification Options

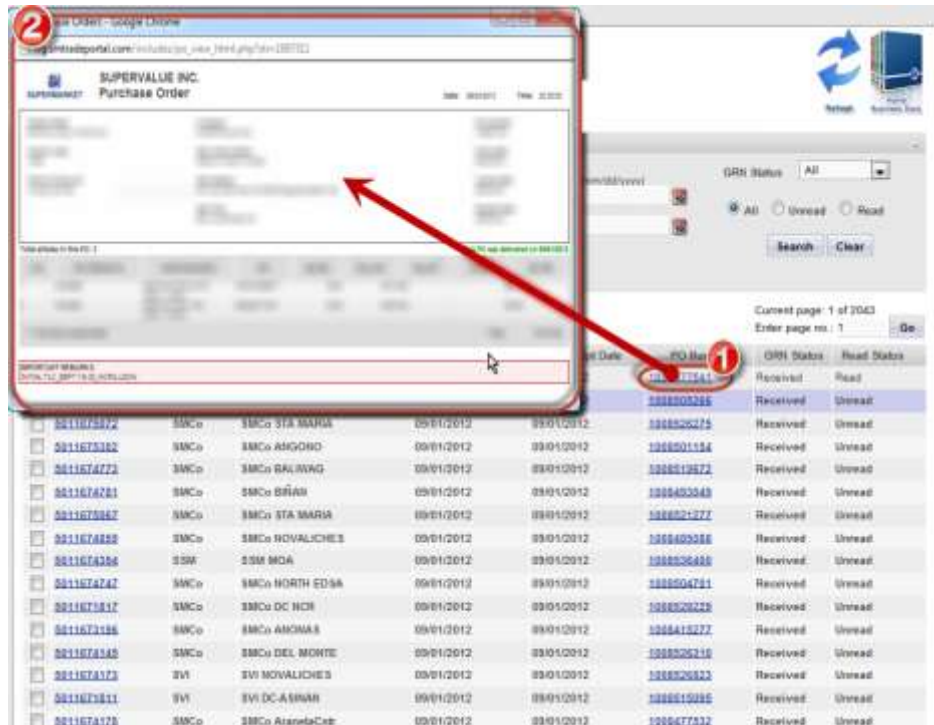
After clicking the PO number, you will be directed to its details page.



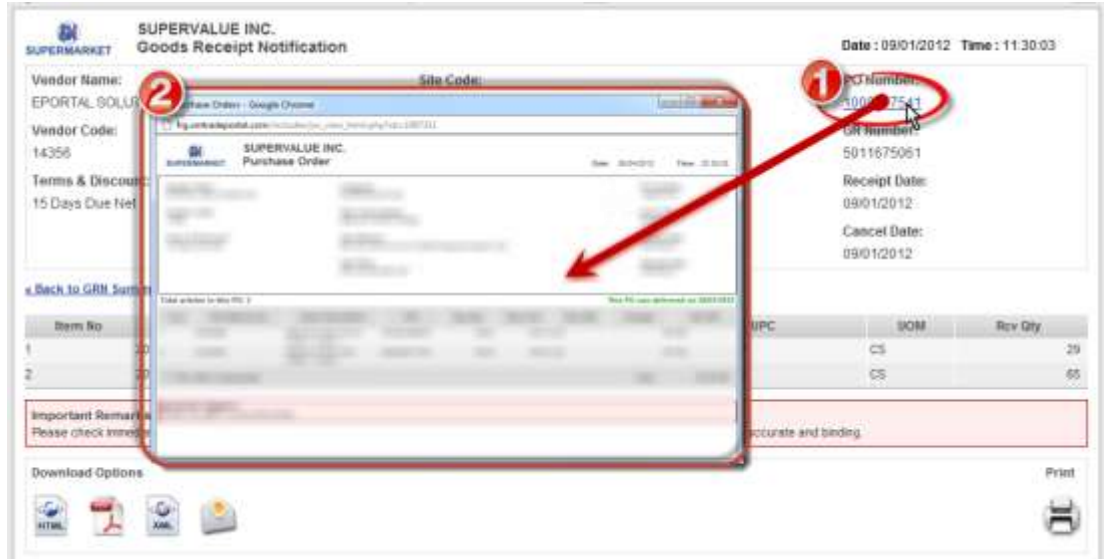
2.10.3.2 Viewing Related PO Document

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) just click the PO number of the specific GRN document you want to view; and, (2) a pop-up window will appear showing the corresponding PO Details.



- 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.



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.

2.10.3.3 Returning to the GRN Summary Page

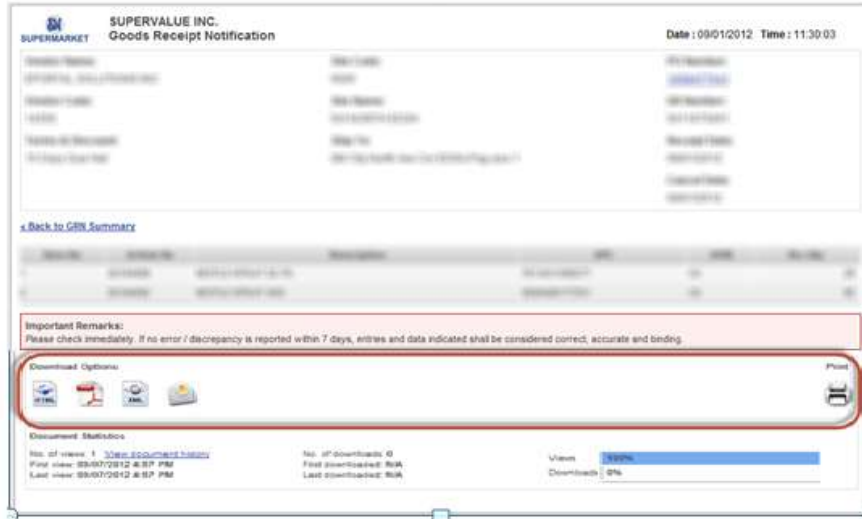
To return to the summary page after opening a specific GRN Document, just click “Back to GRN Summary” located at the Detail Count Section.





2.10.3.4 GRN 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.



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.



- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.

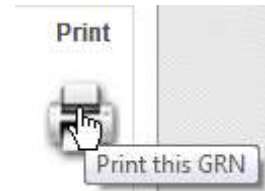


- To send a specific document/message as a PDF attachment through email, click the email button on the Download Options & Printing Section.



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

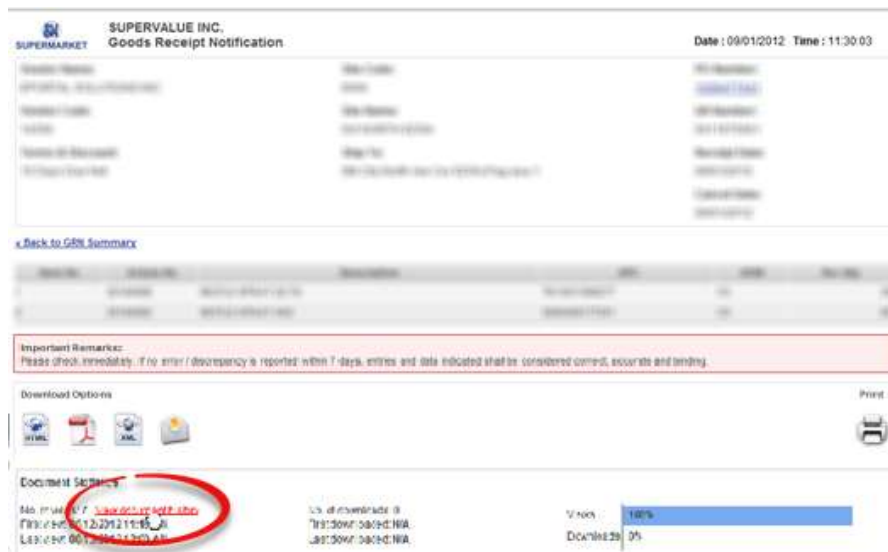
- To print a specific document/message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.



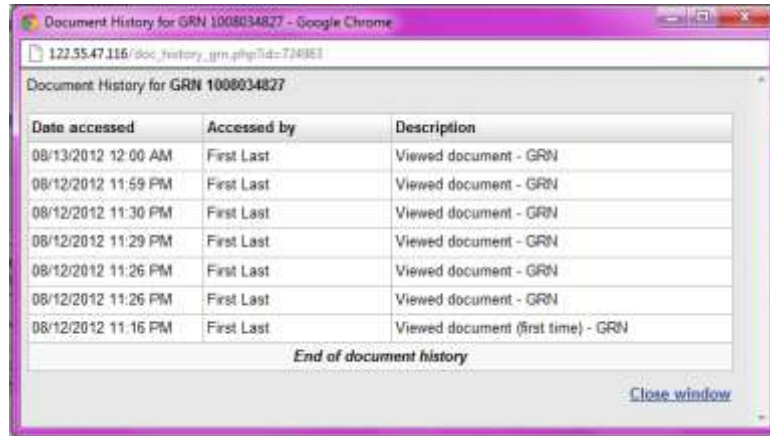
2.10.3.5 Viewing GRN Document History

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:

- Total number of times document/message has been viewed
- Date and Time document/message was first viewed
- Date and Time document/message was last viewed
- Total number of times document/message has been downloaded
- Date and Time document/message was first downloaded
- Date and Time document/message was last downloaded
- Comparison between user views and user downloads shown in graphs
- A link to show document activity history details
 - To view the document histories click the "View document history".



- A pop-up box will show the document history for the opened GRN document.



Date accessed	Accessed by	Description
08/13/2012 12:00 AM	First Last	Viewed document - GRN
08/12/2012 11:59 PM	First Last	Viewed document - GRN
08/12/2012 11:30 PM	First Last	Viewed document - GRN
08/12/2012 11:29 PM	First Last	Viewed document - GRN
08/12/2012 11:26 PM	First Last	Viewed document - GRN
08/12/2012 11:26 PM	First Last	Viewed document - GRN
08/12/2012 11:16 PM	First Last	Viewed document (first time) - GRN

End of document history

[Close window](#)



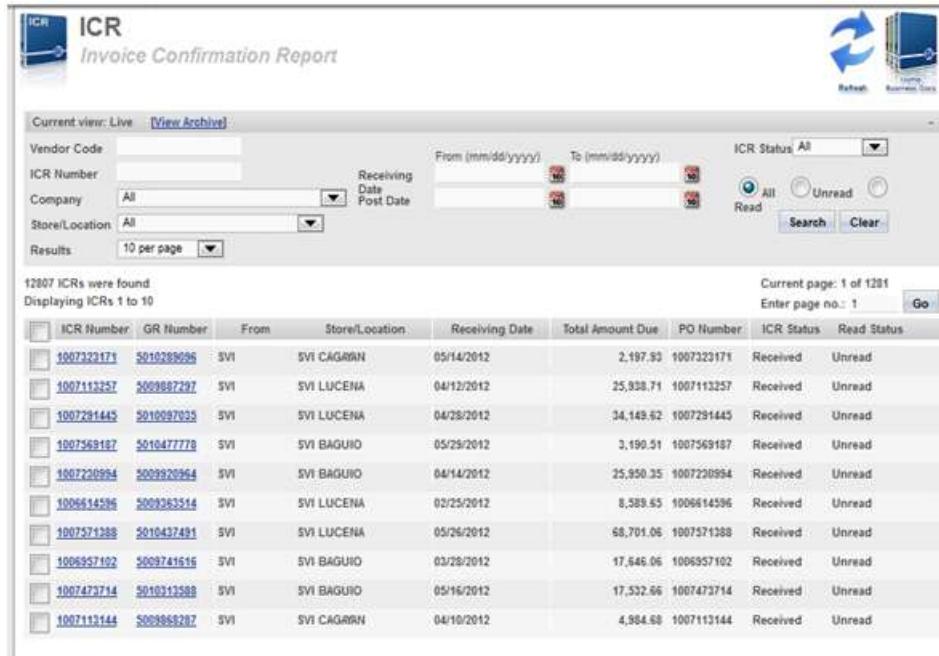
2.11 INVOICE CONFIRMATION REPORT (ICR)

2.11.1 Accessing the ICR Summary Page

1. To access the ICR summary page, go to the BDMS home page then click the Invoice Confirmation Report button.



2. You are now on ICR summary page.



ICR Invoice Confirmation Report

Current view: Live [View Archive](#)

Vendor Code:

ICR Number:

Company:

Store/Location:

Receiving Date:

Post Date:

ICR Status: All

Read: All Unread

Search Clear

Results: 10 per page

12007 ICRs were found. Current page: 1 of 1201. Displaying ICRs 1 to 10. Enter page no.: 1 Go

ICR Number	GR Number	From	Store/Location	Receiving Date	Total Amount Due	PO Number	ICR Status	Read Status
1007232171	5010209096	SVI	SVI CAGRAN	05/14/2012	2,197.93	1007323171	Received	Unread
1007113257	5009887297	SVI	SVI LUCENA	04/12/2012	25,938.71	1007113257	Received	Unread
1007291445	5010097035	SVI	SVI LUCENA	04/28/2012	34,148.62	1007291445	Received	Unread
1007569187	5010477778	SVI	SVI BAGUIO	05/29/2012	3,190.51	1007569187	Received	Unread
1007220994	5003920964	SVI	SVI BAGUIO	04/14/2012	25,950.35	1007220994	Received	Unread
1006614596	5009363514	SVI	SVI LUCENA	02/25/2012	8,389.55	1006614596	Received	Unread
1007374388	5010437491	SVI	SVI LUCENA	05/26/2012	68,701.06	1007374388	Received	Unread
1006957102	5009741616	SVI	SVI BAGUIO	03/28/2012	17,646.06	1006957102	Received	Unread
1007473714	5010313588	SVI	SVI BAGUIO	05/16/2012	17,532.66	1007473714	Received	Unread
1007113144	5009863287	SVI	SVI CAGRAN	04/10/2012	4,984.68	1007113144	Received	Unread

2.11.2 ICR Summary Page & ICR Archive Page

2.11.2.1 ICR Search Fields

You may search ICR using the following criteria:

- ICR Number
- Company Name
- Store/Location
- Number of Records to display per page(Results)
- Receiving Date, Post Date
- Document Status (Received, Downloaded)
- Read Status (Unread, Read)



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

a. To search for ICRs by ICR Number

- Key in the ICR number in the text box.
- Click the Search button located at the right side.



3. After clicking the Search button, the table will display the results.

ICR Invoice Confirmation Report

1. Enter view: Live (View Archive)

ICR Number: 1008477541

Company: All

Store/Location: All

Results: 100 per page

2. Search

3. 2 ICRs were found. Displaying ICRs 1 to 100

ICR Number	GR Number	From	Store/Location	Receiving Date	Total Amount Due	PO Number	ICR Status	Read Status
1008477541	5011675061	SVI	SVI NORTH EDSA	09/01/2012	41,863.00	1008477541	Received	Unread
1008505206	5011675078	SVI	SVI NORTH EDSA	09/01/2012	10,579.02	1008505206	Received	Unread
1008526275	5011675072	SMCo	SMCo STA MARIA	09/01/2012	2,142.00	1008526275	Received	Unread
1008501154	5011675202	SMCo	SMCo ANGOVO	09/01/2012	42,476.86	1008501154	Received	Unread
1008519672	5011674773	SMCo	SMCo BALIWAG	09/01/2012	93,379.48	1008519672	Received	Unread
1008493049	5011674761	SMCo	SMCo BIRAN	09/01/2012	150,397.79	1008493049	Received	Unread
1008521277	5011675067	SMCo	SMCo STA MARIA	09/01/2012	1,162.81	1008521277	Received	Unread
1008485088	5011674869	SMCo	SMCo NOVALICHES	09/01/2012	7,383.10	1008485088	Received	Unread
1008536400	5011674354	SSM	SSM MOA	09/01/2012	2,781.86	1008536400	Received	Unread



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

b. To search for ICRs 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.



Trade Portal

ICR Invoice Confirmation Report

Company: All
Store/Location: All
Results: Sanford Marketing Corporation (SMCo), Super Shopping Market, Inc (SSM), Supervalue Inc. (SVI)

Current view: Live [View Archive](#)

ICR Number: 1000477541
Company: All
Store/Location: All
Receiving Date: From (mm/dd/yyyy) To (mm/dd/yyyy)
Post Date: From (mm/dd/yyyy) To (mm/dd/yyyy)
ICR Status: All
Unread Read
Search Clear

3 ICRs were found
Displaying ICRs 1 to 100
Current page: 1 of 511
Enter page no.: 1 Go

ICR Number	GR Number	From	Store/Location	Receiving Date	Total Amount Due	PO Number	ICR Status	Read Status
1000477541	5011675061	SVI	SVI NORTH EDSA	09/01/2012	41,063.00	1000477541	Received	Unread
1000505206	5011675078	SVI	SVI NORTH EDSA	09/01/2012	10,579.02	1000505206	Received	Unread
1000526275	5011675072	SMCo	SMCo STA MARIA	09/01/2012	2,142.00	1000526275	Received	Unread
1000501154	5011675202	SMCo	SMCo ANGOHO	09/01/2012	42,476.86	1000501154	Received	Unread
1000519672	5011674773	SMCo	SMCo BALWAG	09/01/2012	93,379.48	1000519672	Received	Unread
1000493049	5011674781	SMCo	SMCo BIÑAN	09/01/2012	150,397.79	1000493049	Received	Unread
1000521277	5011675067	SMCo	SMCo STA MARIA	09/01/2012	1,162.81	1000521277	Received	Unread
1000485008	5011674859	SMCo	SMCo NOVALICHES	09/01/2012	7,383.10	1000485008	Received	Unread
1000536400	5011674354	SSM	SSM MOA	09/01/2012	2,761.86	1000536400	Received	Unread

c. To search for ICRs by Store/Location

1. Click the drop-down list then select a store/location 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.

ICR Invoice Confirmation Report

Store/Location: All
Results: A. A. VENUE, SMCo ACACIA EST, SMCo ARAGO RODRIGUEZ, SMCo ASPIC, SMCo ANGELES, SMCo ANGOHO, SMCo ANDRAN, SMCo ANTIPOLO, SMCo APALIT, SMCo ArantesCity, SMCo ARIEN CARTA, SMCo BACLARAN, SMCo BACOLOD EAST, SMCo BAJAJA PLAZA, SMCo BALDAGO, SMCo BALWAG, SMCo BAYAMBANG, SMCo BERKELY

Current view: Live [View Archive](#)

ICR Number: 1000477541
Company: All
Store/Location: All
Receiving Date: From (mm/dd/yyyy) To (mm/dd/yyyy)
Post Date: From (mm/dd/yyyy) To (mm/dd/yyyy)
ICR Status: All
Unread Read
Search Clear

3 ICRs were found
Displaying ICRs 1 to 500
Current page: 1 of 511
Enter page no.: 1 Go

ICR Number	GR Number	From	Store/Location	Receiving Date	Total Amount Due	PO Number	ICR Status	Read Status
1000477541	5011675061	SVI	SVI NORTH EDSA	09/01/2012	41,063.00	1000477541	Received	Unread
1000505206	5011675078	SVI	SVI NORTH EDSA	09/01/2012	10,579.02	1000505206	Received	Unread
1000526275	5011675072	SMCo	SMCo STA MARIA	09/01/2012	2,142.00	1000526275	Received	Unread
1000501154	5011675202	SMCo	SMCo ANGOHO	09/01/2012	42,476.86	1000501154	Received	Unread
1000519672	5011674773	SMCo	SMCo BALWAG	09/01/2012	93,379.48	1000519672	Received	Unread
1000493049	5011674781	SMCo	SMCo BIÑAN	09/01/2012	150,397.79	1000493049	Received	Unread
1000521277	5011675067	SMCo	SMCo STA MARIA	09/01/2012	1,162.81	1000521277	Received	Unread
1000485008	5011674859	SMCo	SMCo NOVALICHES	09/01/2012	7,383.10	1000485008	Received	Unread
1000536400	5011674354	SSM	SSM MOA	09/01/2012	2,761.86	1000536400	Received	Unread



Trade Portal

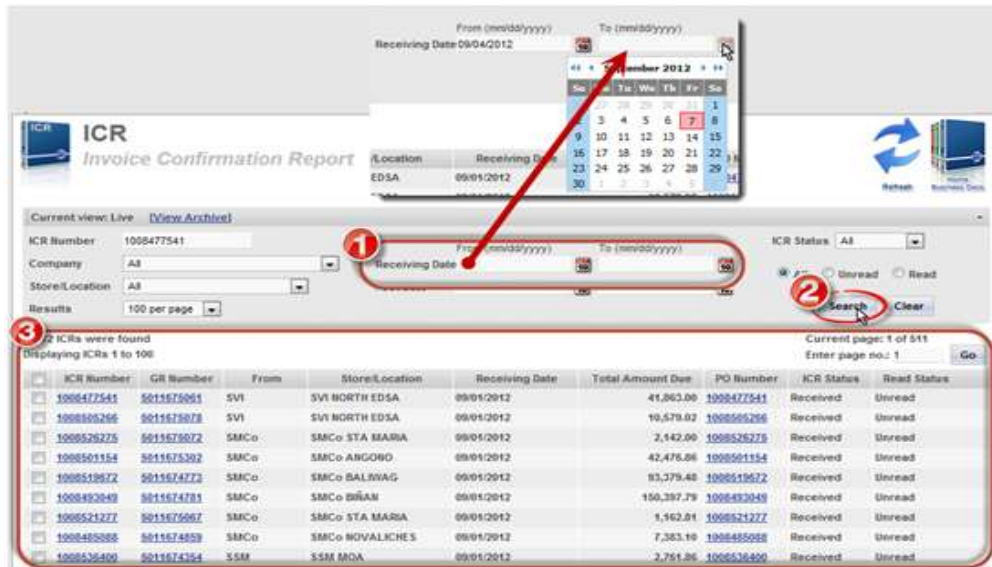
d. To filter the Number of Records to Display per page


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.

The screenshot shows the ICR Invoice Confirmation Report interface. At the top, there is a search filter section with a 'Results' dropdown menu set to '100 per page'. Below this, there are input fields for 'ICR Number' (1008477541), 'Company' (All), 'Receiving Date', and 'Post Date'. A red arrow points from the 'Results' dropdown to the '100 per page' option. Another red arrow points from the 'Search' button to the search filter section. A third red arrow points from the 'Results' dropdown to the table below. The table displays 10 ICR records with columns for ICR Number, GR Number, From, Store/Location, Receiving Date, Total Amount Due, PO Number, ICR Status, and Read Status. The table is titled '2 ICRs were found' and 'Displaying ICRs 1 to 100'. The 'ICR Status' column shows 'Received' for all records, and the 'Read Status' column shows 'Unread' for all records. The 'ICR Number' column contains values like 1008477541, 1008505266, 1008520275, etc. The 'GR Number' column contains values like 5011675091, 5011675078, 5011675072, etc. The 'From' column contains values like SVI, SMCo, SSM. The 'Store/Location' column contains values like SVI NORTH EDSA, SMCo STA MARIA, SMCo ANGONO, etc. The 'Receiving Date' column contains values like 09/01/2012. The 'Total Amount Due' column contains values like 41,863.00, 10,579.02, 2,142.00, etc. The 'PO Number' column contains values like 1008477541, 1008505266, 1008520275, etc. The 'ICR Status' column contains values like Received. The 'Read Status' column contains values like Unread.

e. To search for ICRs using their Receiving Date, Post Date

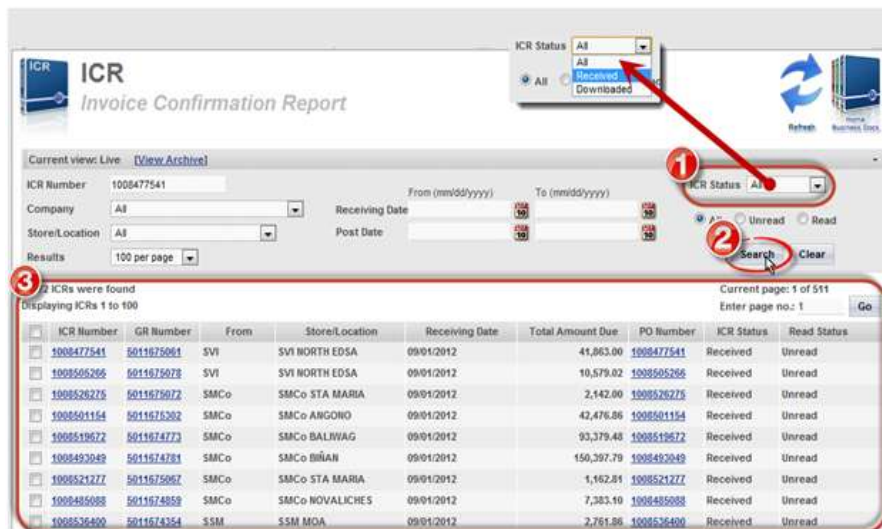
1. Manually key in the Receiving Date or Post Date using the format ‘mm/dd/yyyy’ or you may also select a date using the calendar.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.



 The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

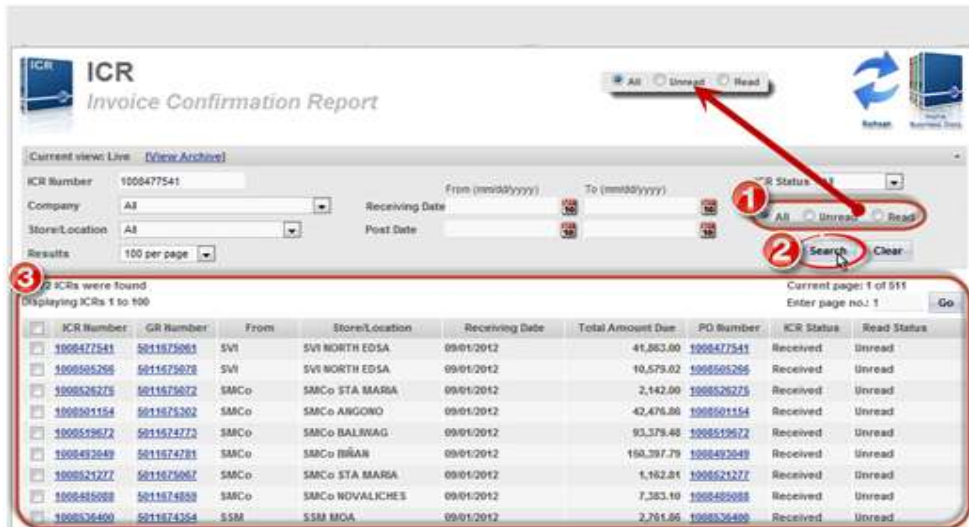
f. To search for ICRs by Document Status

1. Click the drop-down list then select an ICR 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.



g. To search for ICRs by Read Status

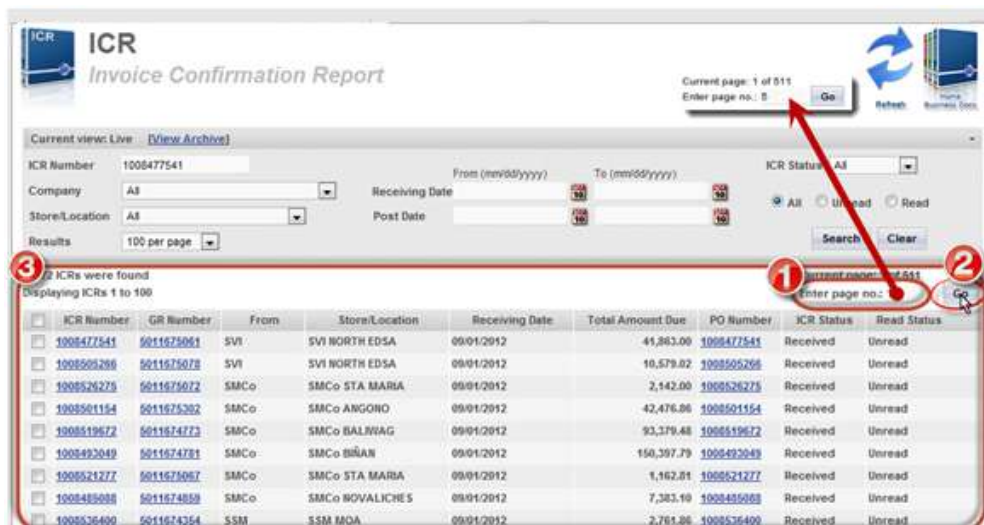
1. Choose an ICR status then click the radio button of your choice or choose “All” to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.



2.11.2.2 ICR 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.



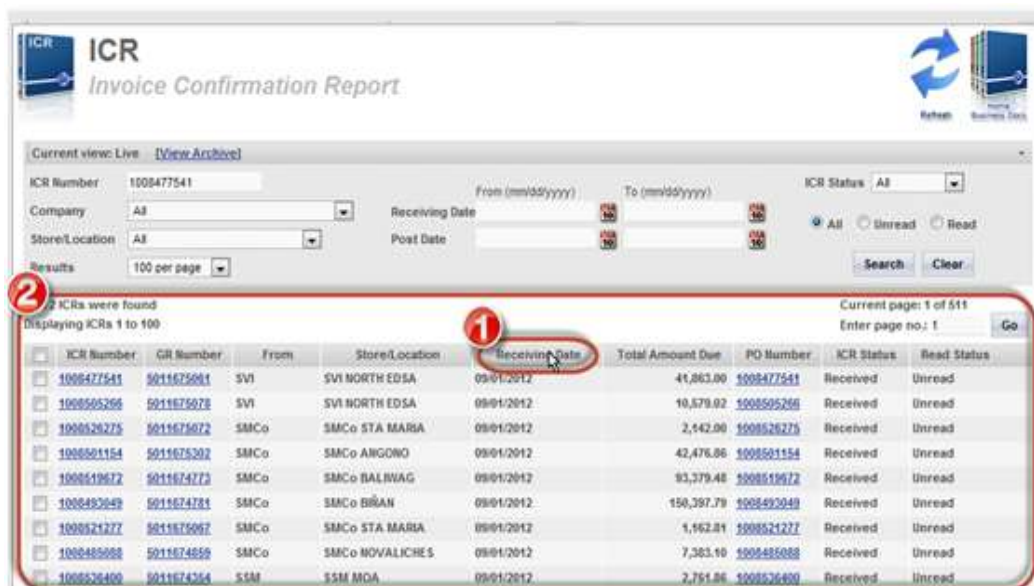


This field allows only numeric entries within the page range of the results. Empty value is not allowed.

2.11.2.3 Sorting ICR Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.

Example: Sorted Store/Location (Ascending Order)



ICR Invoice Confirmation Report

Current view: Live [View Archive]

ICR Number: 1008477541 From (mm/dd/yyyy) To (mm/dd/yyyy) ICR Status: All

Company: All Receiving Date: All

Store/Location: All Post Date: All

Results: 100 per page

2 ICRs were found. Displaying ICRs 1 to 100. Current page: 1 of 511. Enter page no.: 1

ICR Number	GR Number	From	Store/Location	Receiving Date	Total Amount Due	PO Number	ICR Status	Read Status
1008477541	5011675001	SVI	SVI NORTH EDSA	09/01/2012	41,863.00	1008477541	Received	Unread
1008505266	5011675072	SVI	SVI NORTH EDSA	09/01/2012	10,579.02	1008505266	Received	Unread
1008526275	5011675072	SMCo	SMCo STA MARIA	09/01/2012	2,542.00	1008526275	Received	Unread
1008501154	5011675202	SMCo	SMCo AWGONO	09/01/2012	42,476.86	1008501154	Received	Unread
1008519672	5011674772	SMCo	SMCo BALIWAG	09/01/2012	83,379.48	1008519672	Received	Unread
1008493649	5011674781	SMCo	SMCo BIRAN	09/01/2012	150,397.79	1008493649	Received	Unread
1008521277	5011675067	SMCo	SMCo STA MARIA	09/01/2012	1,162.81	1008521277	Received	Unread
1008485088	5011674859	SMCo	SMCo NOVALICHES	09/01/2012	7,383.10	1008485088	Received	Unread
1008526400	5011674364	SSM	SSM MOA	09/01/2012	2,751.86	1008526400	Received	Unread

2.11.3 ICR Details Page

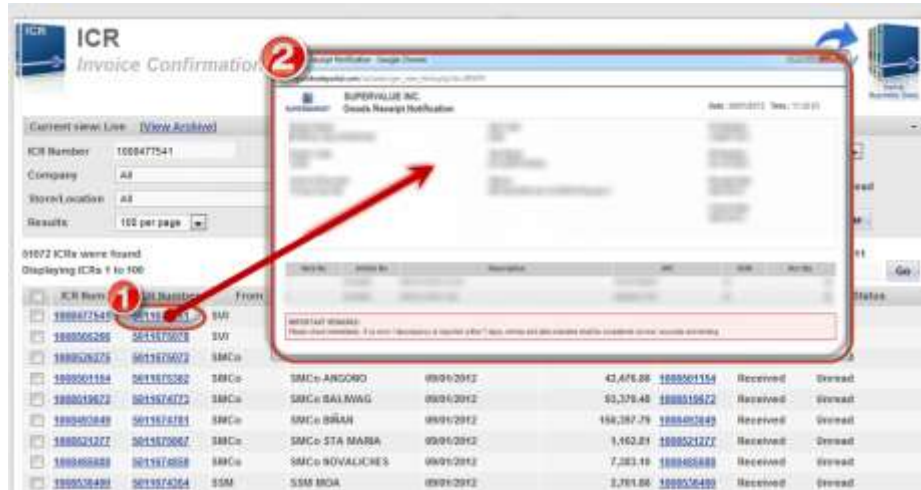
2.11.3.1 Opening a Specific ICR Document

On the Search Results Section, click the ICR number of the specific ICR document you want to open.

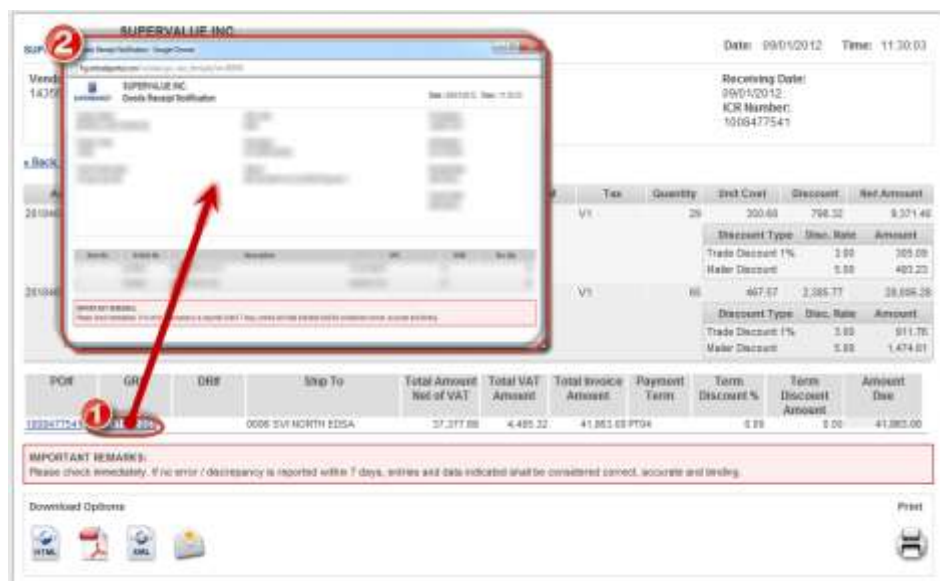
2.11.3.2 Viewing Related GRN & PO Document

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

- To open the related GRN document on Summary/Archive Page (1) just click the Goods Receipt (GR) number of the specific ICR document you want to view; and, (2) a pop-up window will appear showing the corresponding GR Details.



- To open the related GRN document on Details Page, click the Goods Receipt (GR) number located at the bottom part of the Detail Body Section and a pop-up window will appear showing the corresponding GR Details.

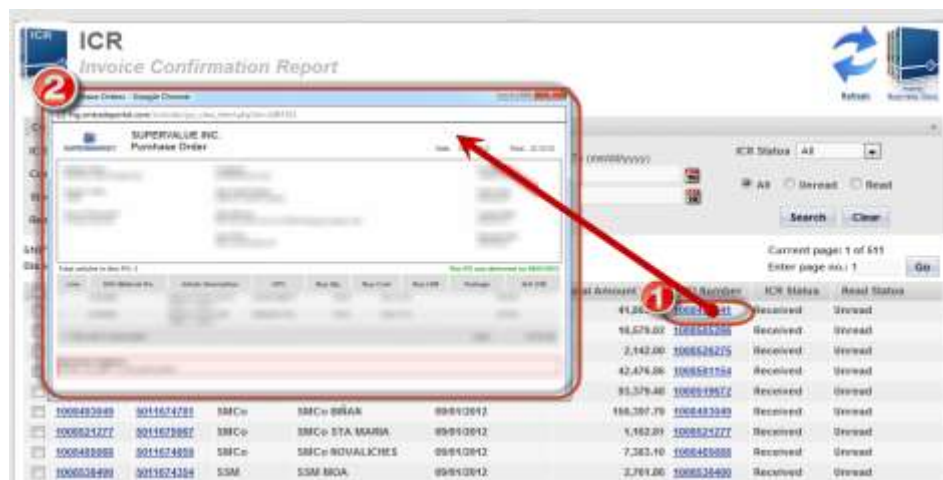




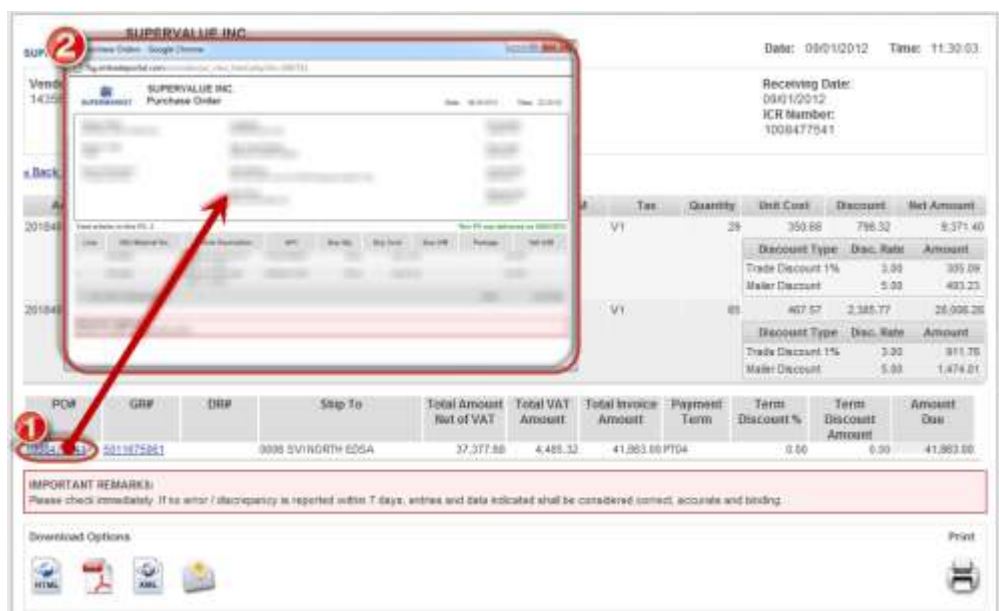
This will only be available if there is a corresponding GRN on the portal. If there is none, the GR Number will not be clickable.

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

- To open the related PO document on Summary/Archive Page, click the PO number of the specific ICR document you want to view and a pop-up window will appear showing the corresponding PO Details.



- To open the related PO document on Details Page, click the PO number located at the bottom part of the Detail Body Section and a pop-up window will appear showing the corresponding PO Details.

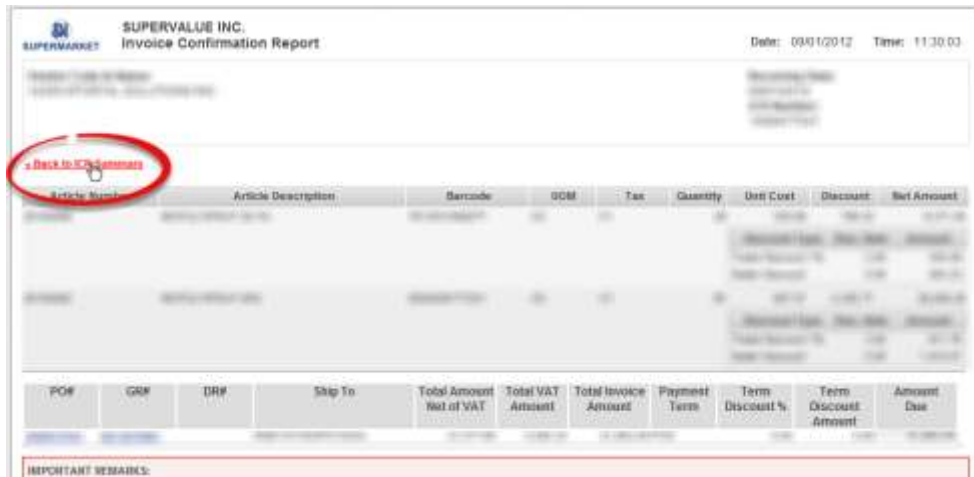




This will only be available if there is a corresponding PO on the portal. If there is none, the PO Number will not be clickable.

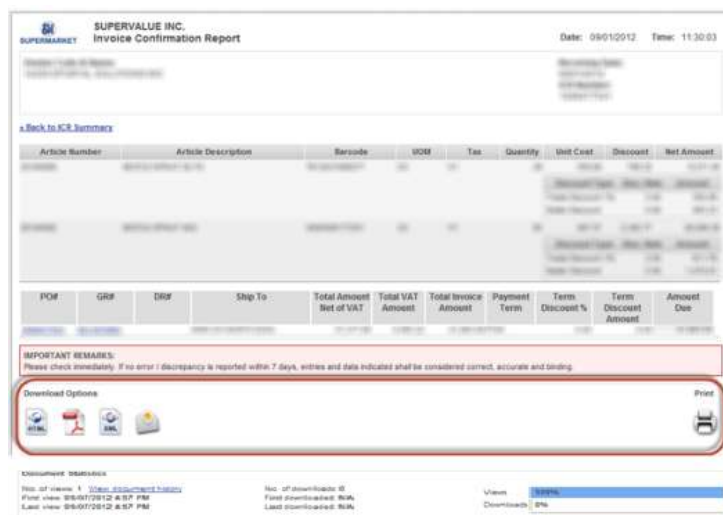
2.11.3.3 Returning to ICR Summary Page

To return to the summary page after opening a specific ICR Document, click “Back to ICR Summary” located at the Detail Count Section.



2.11.3.4 ICR 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.



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.



- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.

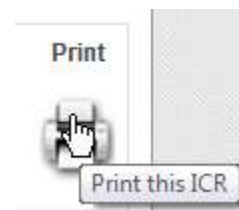


- To send a specific document/message as a PDF attachment through email, click the email button on the Download Options & Printing Section.



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

- To print a specific document/message, click the print button on the Download Options & Printing Section and your browser's print preview page will be displayed. You may also input your preferred print settings.

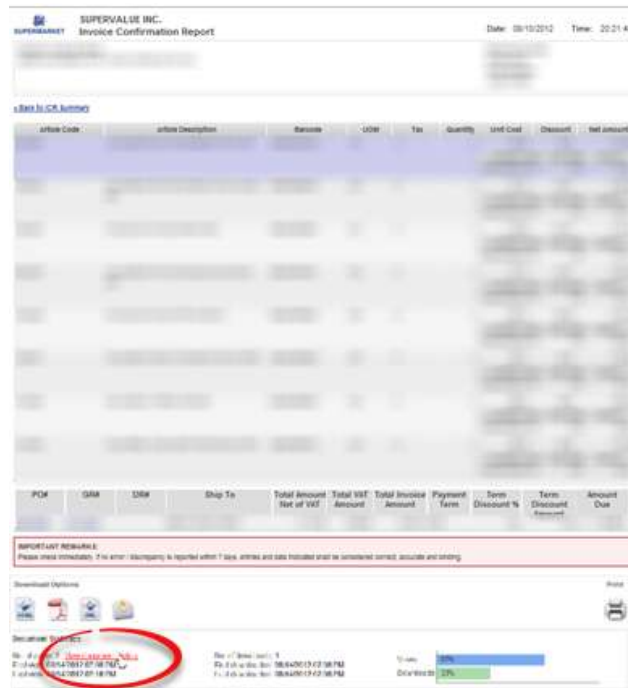


2.11.3.5 Viewing ICR Document History

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 “View document history”.



- A pop-up box will show the document history for the opened ICR document.



2.12 ANNOUNCEMENT FOR RETURN TO VENDOR (RTV)

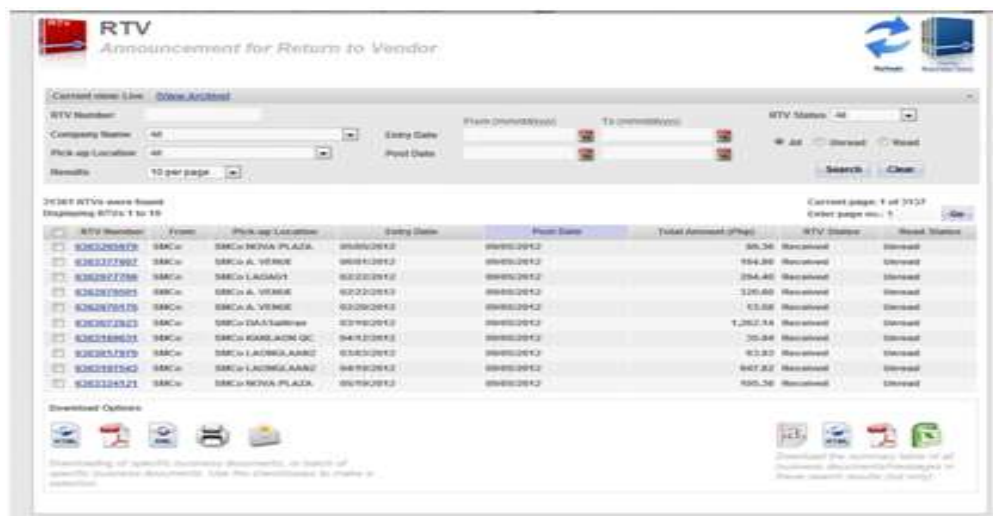


2.12.1 Accessing the RTV Summary Page

1. To access the Return to Vendor summary page, go to the BDMS home page then click the Return to Vendor button.



2. You are now on RTV summary page.



RTV Announcement for Return to Vendor

Current view: [Down Arrow](#)

RTV Number: From (Company/Store): To (Company/Store): RTV Status:


Company Name: Entry Date: Post Date:

Pick up Location:

Results: 10 per page

21381 RTVs were found (Showing RTVs 1 to 10) Current page: 1 of 21381 (Enter page no.: 1)

RTV Number	From	Pick up Location	Entry Date	Post Date	Total Amount (Php)	RTV Status	Head Status
82622982	SACu	SACu MIVA PLAZA	09/02/2012	09/02/2012	85.58	Received	Unread
82622981	SACu	SACu A. VENGE	09/02/2012	09/02/2012	154.28	Received	Unread
82622980	SACu	SACu LAGAY	02/22/2012	09/02/2012	294.40	Received	Unread
82622979	SACu	SACu A. VENGE	02/22/2012	09/02/2012	120.00	Received	Unread
82622978	SACu	SACu A. VENGE	02/20/2012	09/02/2012	13.00	Received	Unread
82622923	SACu	SACu DAA-TAYLOR	02/19/2012	09/02/2012	1,202.14	Received	Unread
82622862	SACu	SACu KASABAN DC	04/12/2012	09/02/2012	30.84	Received	Unread
82622819	SACu	SACu LAGUNA	03/03/2012	09/02/2012	83.82	Received	Unread
82622810	SACu	SACu LAGUNA	04/02/2012	09/02/2012	647.82	Received	Unread
82622811	SACu	SACu MIVA PLAZA	05/10/2012	09/02/2012	400.58	Received	Unread

Download Options: 

Download the summary table of all documents (Downloaded documents are placed in the download folder of your computer)

2.12.2 RTV Summary Page & RTV Archive Page

2.12.2.1 RTV Search Fields

You may search RTV using the following criteria:

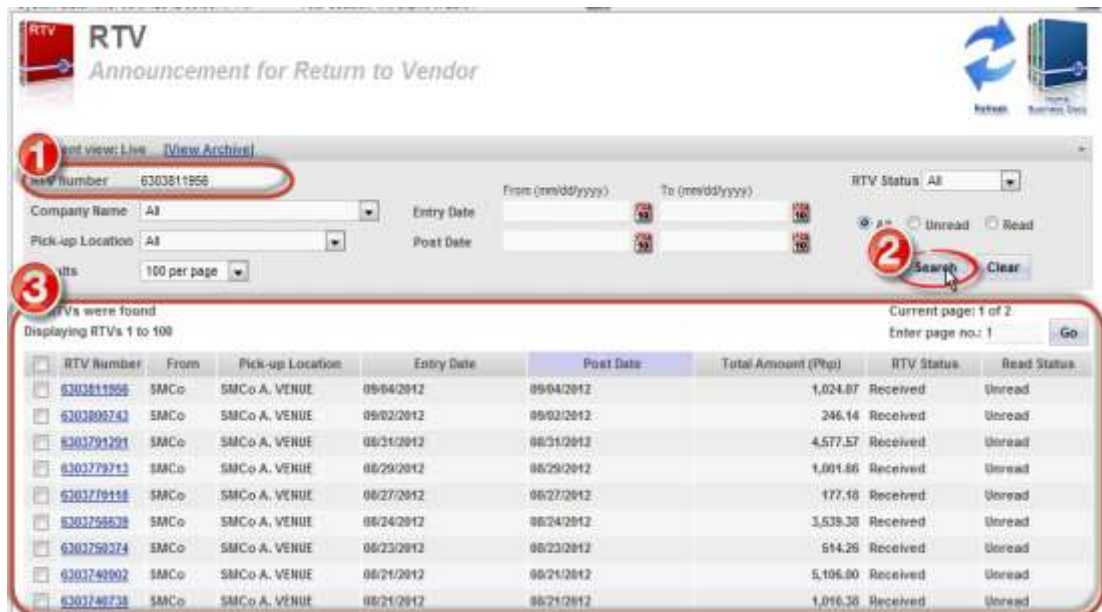
- RTV Number
- Company Name
- Pick-up Location
- Number of Records to display per page(Results)
- Entry Date, Post Date
- Document Status (Received, Downloaded)
- Read Status (Unread, Read)



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

a. To search for RTVs by RTV Number

- Key in the RTV number in the text box.
- Then click the Search button located at the right side.
- After clicking the Search button, the table will display the results.



The screenshot shows the RTV Search interface. The search criteria are: RTV Number: 6303811956, Company Name: All, Pick-up Location: All, Entry Date: From 09/02/2012 To 09/16/2012, Post Date: From 09/02/2012 To 09/16/2012, RTV Status: All, and 100 items per page. The Search button is circled with a red '2'. The results table shows 10 RTVs found, with the first one circled with a red '1' and the table itself circled with a red '3'.

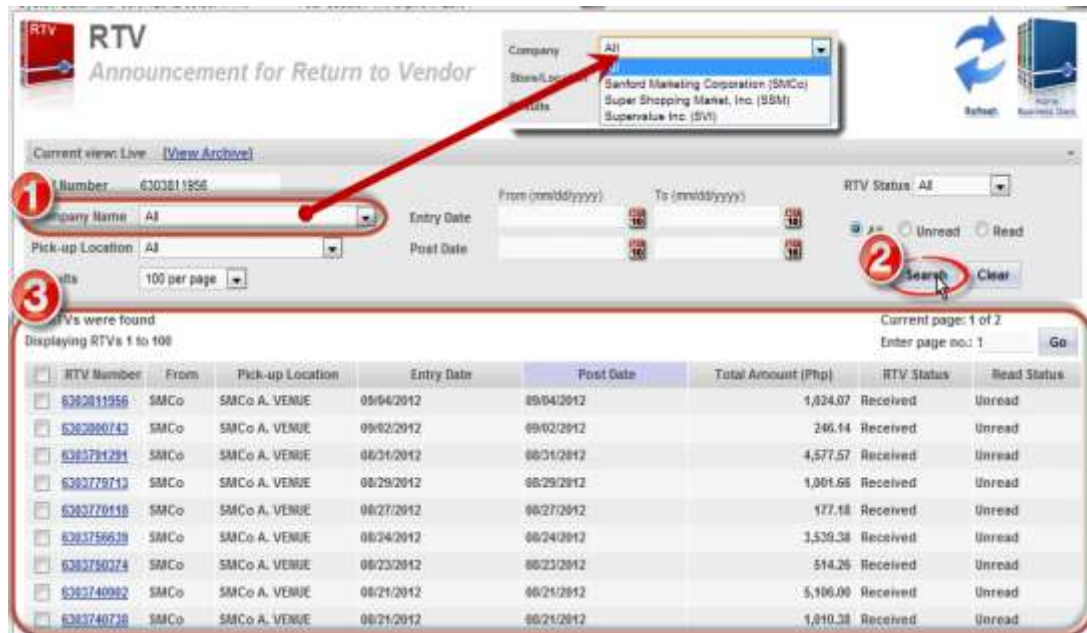
RTV Number	From	Pick-up Location	Entry Date	Post Date	Total Amount (Php)	RTV Status	Read Status
6303811956	SMCo	SMCo A, VENUE	09/04/2012	09/04/2012	1,024.07	Received	Unread
6303809743	SMCo	SMCo A, VENUE	09/02/2012	09/02/2012	246.14	Received	Unread
6303791201	SMCo	SMCo A, VENUE	08/31/2012	08/31/2012	4,577.57	Received	Unread
6303793713	SMCo	SMCo A, VENUE	08/29/2012	08/29/2012	1,001.86	Received	Unread
6303791168	SMCo	SMCo A, VENUE	08/27/2012	08/27/2012	177.10	Received	Unread
6303758579	SMCo	SMCo A, VENUE	08/24/2012	08/24/2012	3,539.38	Received	Unread
6303759374	SMCo	SMCo A, VENUE	08/23/2012	08/23/2012	514.28	Received	Unread
6303749002	SMCo	SMCo A, VENUE	08/21/2012	08/21/2012	5,106.00	Received	Unread
6303748738	SMCo	SMCo A, VENUE	08/21/2012	08/21/2012	1,016.38	Received	Unread



The maximum number of characters for RTV number is 35. The text box accepts numeric characters only and will search for RTV numbers containing the indicated number.

b. To search for RTVs 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.

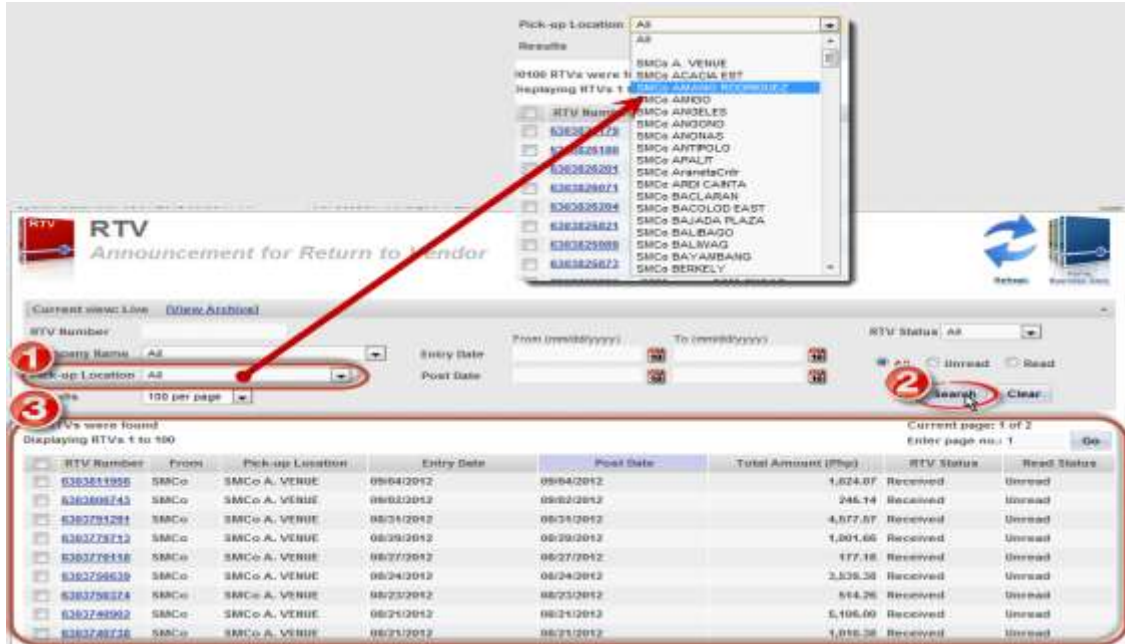


The screenshot shows the RTV search interface. The search form includes fields for RTV Number (6303811956), Company Name (All), Pick-up Location (All), Entry Date, Post Date, and RTV Status (All). A red circle labeled '1' highlights the Company Name dropdown menu, which is open to show options: All, Sanford Marketing Corporation (SMCo), Super Shopping Market, Inc. (SSM), and Supervalue Inc. (SVI). A red arrow points from the dropdown to the search results table. A red circle labeled '2' highlights the Search button, and a red circle labeled '3' highlights the results table. The table displays 10 results for RTVs found, with columns for RTV Number, From, Pick-up Location, Entry Date, Post Date, Total Amount (Php), RTV Status, and Read Status.

RTV Number	From	Pick-up Location	Entry Date	Post Date	Total Amount (Php)	RTV Status	Read Status
6303811956	SMCo	SMCo A. VENUE	09/04/2012	09/04/2012	1,024.07	Received	Unread
6303900743	SMCo	SMCo A. VENUE	09/02/2012	09/02/2012	246.14	Received	Unread
6303784294	SMCo	SMCo A. VENUE	08/31/2012	08/31/2012	4,577.57	Received	Unread
6303779743	SMCo	SMCo A. VENUE	08/29/2012	08/29/2012	1,001.65	Received	Unread
6303720118	SMCo	SMCo A. VENUE	08/27/2012	08/27/2012	177.18	Received	Unread
6303759629	SMCo	SMCo A. VENUE	08/24/2012	08/24/2012	1,530.38	Received	Unread
6303780374	SMCo	SMCo A. VENUE	08/23/2012	08/23/2012	514.26	Received	Unread
6303740982	SMCo	SMCo A. VENUE	08/21/2012	08/21/2012	5,106.00	Received	Unread
6303740738	SMCo	SMCo A. VENUE	08/21/2012	08/21/2012	1,010.38	Received	Unread

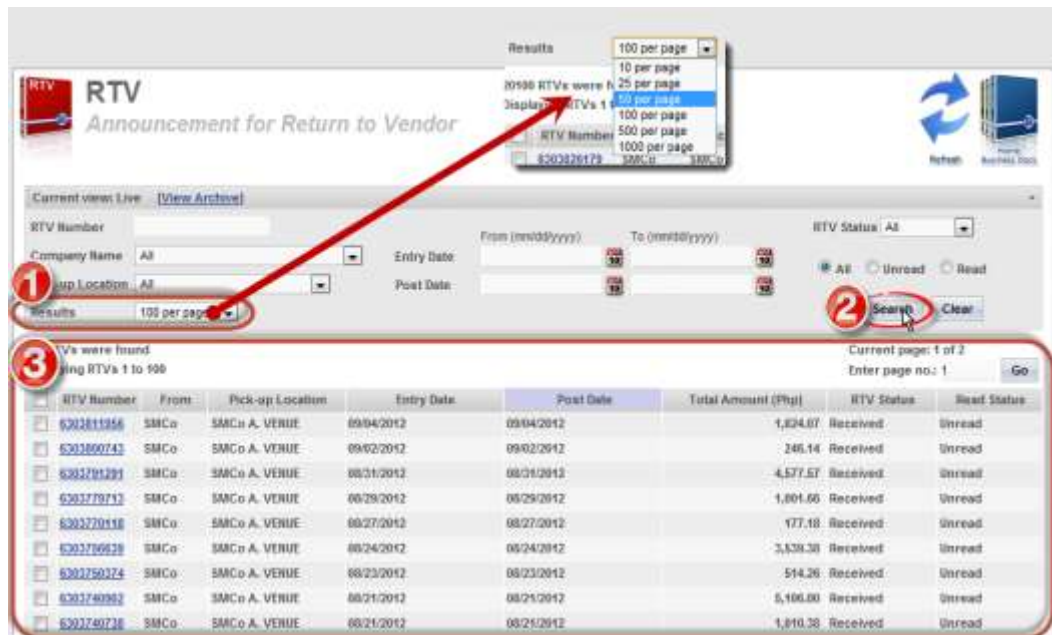
c. To search for RTVs by Pick-up Location

1. Click the drop-down list then select a pick-up location 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.



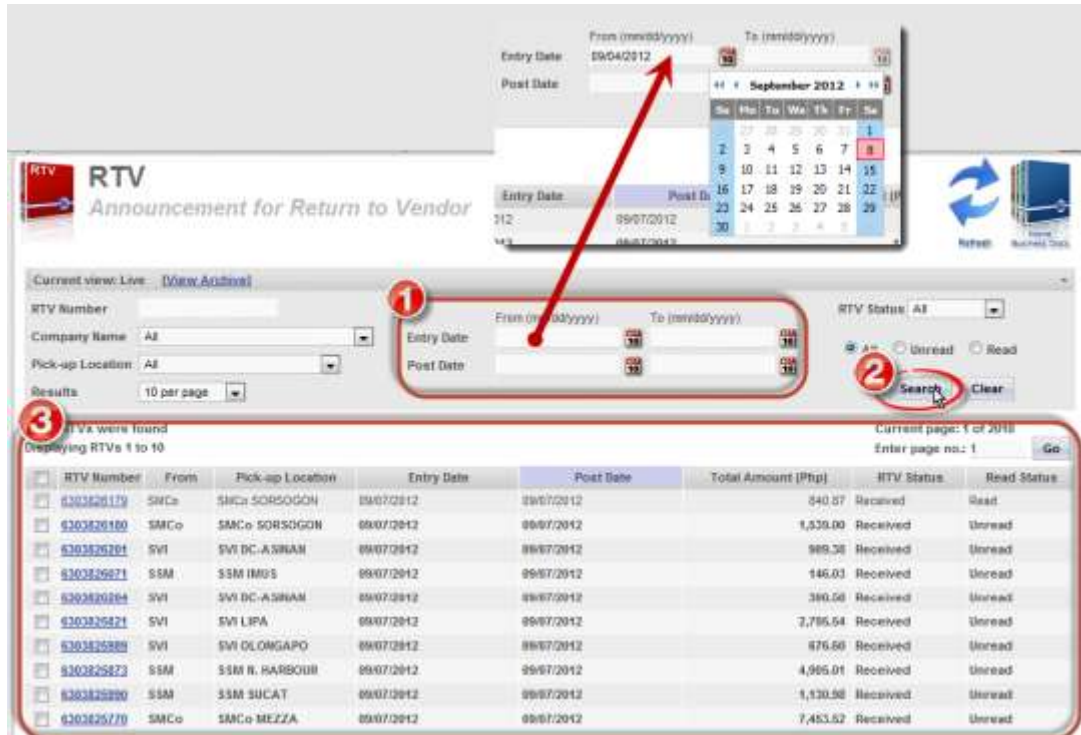
d. To filter the Number of Records to Display per page

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.



e. To search for RTVs by Entry Date, Post Date

1. You may manually key in Entry Date or Post Date using the format 'mm/dd/yyyy' or you may also 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.



RTV Announcement for Return to Vendor

Current view: Live: [View Archive](#)

RTV Number:

Company Name:

Pick-up Location:

Results: 10 per page

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

Entry Date: 09/04/2012

Post Date:

RTV Status: All

Unread Read

Search Clear

3 RTVs were found
Displaying RTVs 1 to 10

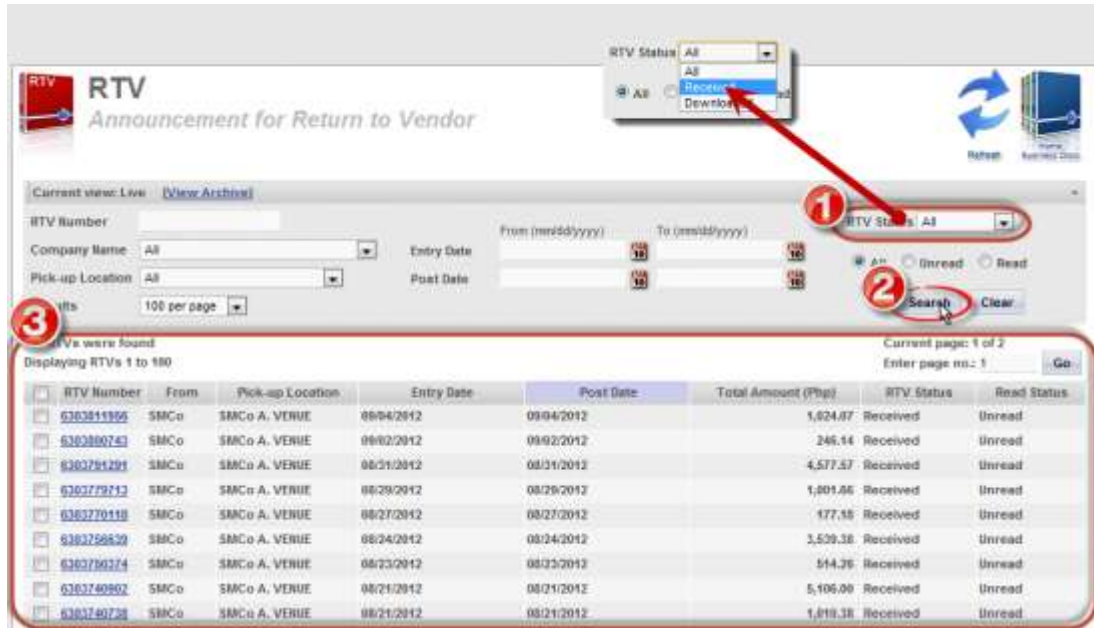
RTV Number	From	Pick-up Location	Entry Date	Post Date	Total Amount (Php)	RTV Status	Read Status
630326179	SMCo	SMCo SORSOGON	09/07/2012	09/07/2012	840.07	Received	Read
630326180	SMCo	SMCo SORSOGON	09/07/2012	09/07/2012	1,530.00	Received	Unread
630326204	SVI	SVI DC-ASRAM	09/07/2012	09/07/2012	989.38	Received	Unread
630326271	SSM	SSM IMOS	09/07/2012	09/07/2012	146.03	Received	Unread
630326284	SVI	SVI DC-ASRAM	09/07/2012	09/07/2012	390.58	Received	Unread
630326287	SVI	SVI LIPA	09/07/2012	09/07/2012	2,785.54	Received	Unread
630326289	SVI	SVI OLONGAPO	09/07/2012	09/07/2012	476.60	Received	Unread
630326273	SSM	SSM R. BARBOUR	09/07/2012	09/07/2012	4,965.01	Received	Unread
630326290	SSM	SSM SUCAT	09/07/2012	09/07/2012	1,130.98	Received	Unread
630326270	SMCo	SMCo MEZZA	09/07/2012	09/07/2012	7,453.82	Received	Unread



The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

f. To search for RTVs 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.



RTV
Announcement for Return to Vendor

Current view: Live [View Archive](#)

RTV Number:

Company Name: All Entry Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

Pick-up Location: All Post Date:

Items: 100 per page

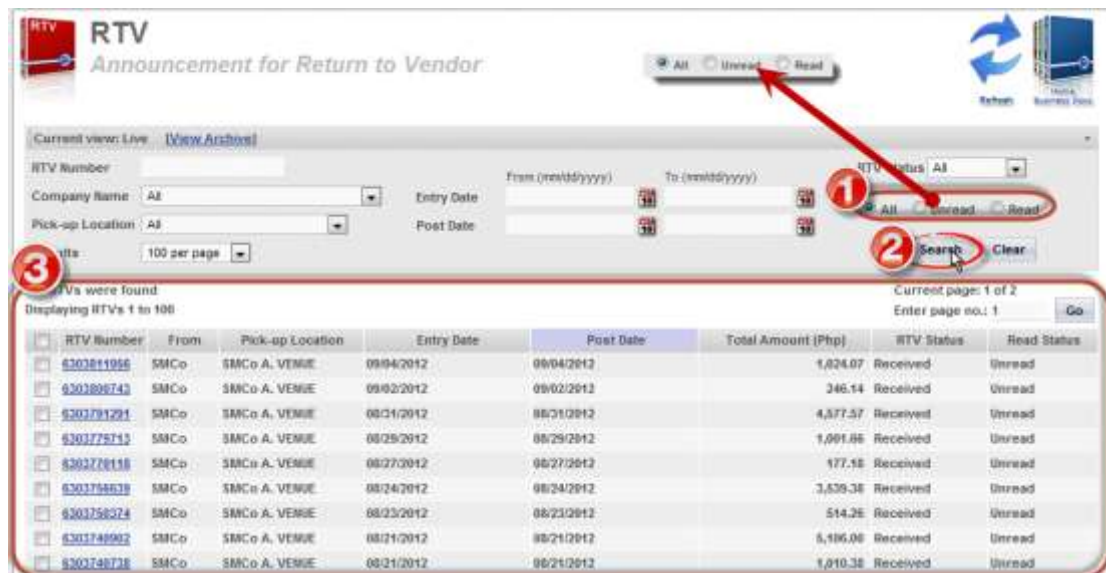
RTV Status: All Unread Read

3 VAs were found
Displaying RTVs 1 to 100

RTV Number	From	Pick-up Location	Entry Date	Post Date	Total Amount (Php)	RTV Status	Read Status
6303811896	SMCo	SMCo A. VENUE	09/04/2012	09/04/2012	1,624.07	Received	Unread
6303800743	SMCo	SMCo A. VENUE	09/02/2012	09/02/2012	246.14	Received	Unread
6303781291	SMCo	SMCo A. VENUE	08/31/2012	08/31/2012	4,577.57	Received	Unread
6303779712	SMCo	SMCo A. VENUE	08/29/2012	08/29/2012	1,001.66	Received	Unread
6303770118	SMCo	SMCo A. VENUE	08/27/2012	08/27/2012	177.58	Received	Unread
6303758659	SMCo	SMCo A. VENUE	08/24/2012	08/24/2012	3,539.38	Received	Unread
6303756274	SMCo	SMCo A. VENUE	08/23/2012	08/23/2012	514.35	Received	Unread
6303748902	SMCo	SMCo A. VENUE	08/21/2012	08/21/2012	5,106.00	Received	Unread
6303740738	SMCo	SMCo A. VENUE	08/21/2012	08/21/2012	1,010.38	Received	Unread

g. To search for RTVs 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 side.
3. After clicking the Search button, the table will display the results.



RTV
Announcement for Return to Vendor

Current view: Live [View Archive](#)

RTV Number:

Company Name: All Entry Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

Pick-up Location: All Post Date:

Items: 100 per page

RTV Status: All Unread Read

3 VAs were found
Displaying RTVs 1 to 100

RTV Number	From	Pick-up Location	Entry Date	Post Date	Total Amount (Php)	RTV Status	Read Status
6303811896	SMCo	SMCo A. VENUE	09/04/2012	09/04/2012	1,624.07	Received	Unread
6303800743	SMCo	SMCo A. VENUE	09/02/2012	09/02/2012	246.14	Received	Unread
6303781291	SMCo	SMCo A. VENUE	08/31/2012	08/31/2012	4,577.57	Received	Unread
6303779712	SMCo	SMCo A. VENUE	08/29/2012	08/29/2012	1,001.66	Received	Unread
6303770118	SMCo	SMCo A. VENUE	08/27/2012	08/27/2012	177.58	Received	Unread
6303758659	SMCo	SMCo A. VENUE	08/24/2012	08/24/2012	3,539.38	Received	Unread
6303756274	SMCo	SMCo A. VENUE	08/23/2012	08/23/2012	514.35	Received	Unread
6303748902	SMCo	SMCo A. VENUE	08/21/2012	08/21/2012	5,106.00	Received	Unread
6303740738	SMCo	SMCo A. VENUE	08/21/2012	08/21/2012	1,010.38	Received	Unread



2.12.2.2 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.

RTV
Announcement for Return to Vendor

Current page: 1 of 201
Enter page no.: 8

Current view: Live [View Archived](#)

RTV Number:
Company Name: All Entry Date: From (mm/dd/yyyy) To (mm/dd/yyyy) RTV Status: All
Pick-up Location: All Post Date: All Unread Read
100 per page

3 RTVs were found
Displaying RTVs 1 to 100

RTV Number	From	Pick-up Location	Entry Date	Post Date	Total Amount (P/tp)	RTV Status	Re.
6303811956	SMCo	SMCo A, VENUE	09/04/2012	09/04/2012	1,024.87	Received	Unread
6303800743	SMCo	SMCo A, VENUE	09/02/2012	09/02/2012	246.14	Received	Unread
6303295291	SMCo	SMCo A, VENUE	08/31/2012	08/31/2012	4,577.57	Received	Unread
6303279711	SMCo	SMCo A, VENUE	08/29/2012	08/29/2012	1,091.66	Received	Unread
6303270158	SMCo	SMCo A, VENUE	08/27/2012	08/27/2012	177.18	Received	Unread
6303266639	SMCo	SMCo A, VENUE	08/24/2012	08/24/2012	1,529.38	Received	Unread
6303250274	SMCo	SMCo A, VENUE	08/23/2012	08/23/2012	514.26	Received	Unread
6303240902	SMCo	SMCo A, VENUE	08/21/2012	08/21/2012	1,106.00	Received	Unread
6303240738	SMCo	SMCo A, VENUE	08/21/2012	08/21/2012	1,016.38	Received	Unread

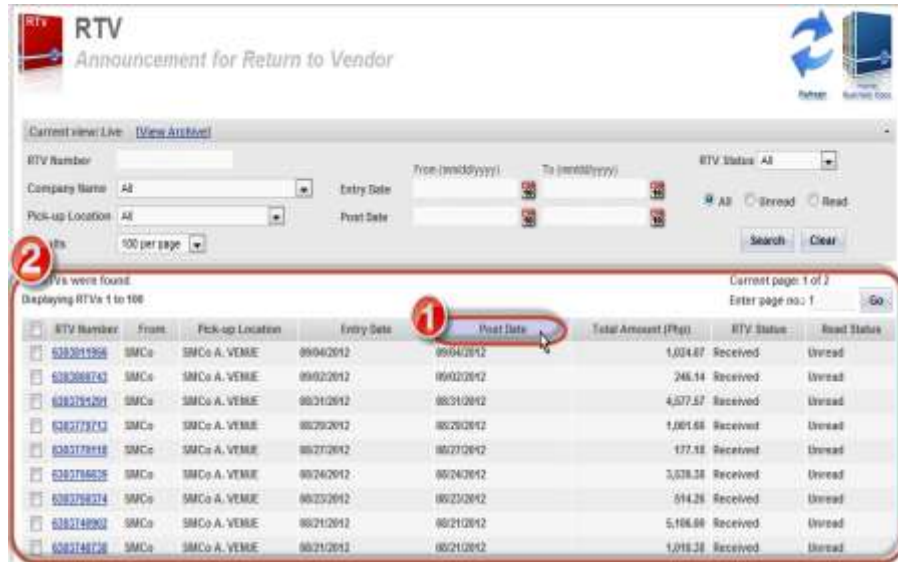


This field allows only numeric entries within the page range of the results. Empty value is not allowed.

2.12.2.3 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 (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.

Example: Sorted Post Date



RTV Announcement for Return to Vendor

Current view: Live [View Archive](#)

RTV Number: From: (mm/dd/yyyy) To: (mm/dd/yyyy) RTV Status: All

Company Name: All Entry Date: All Unread Read

Pick-up Location: All Post Date: Search Clear

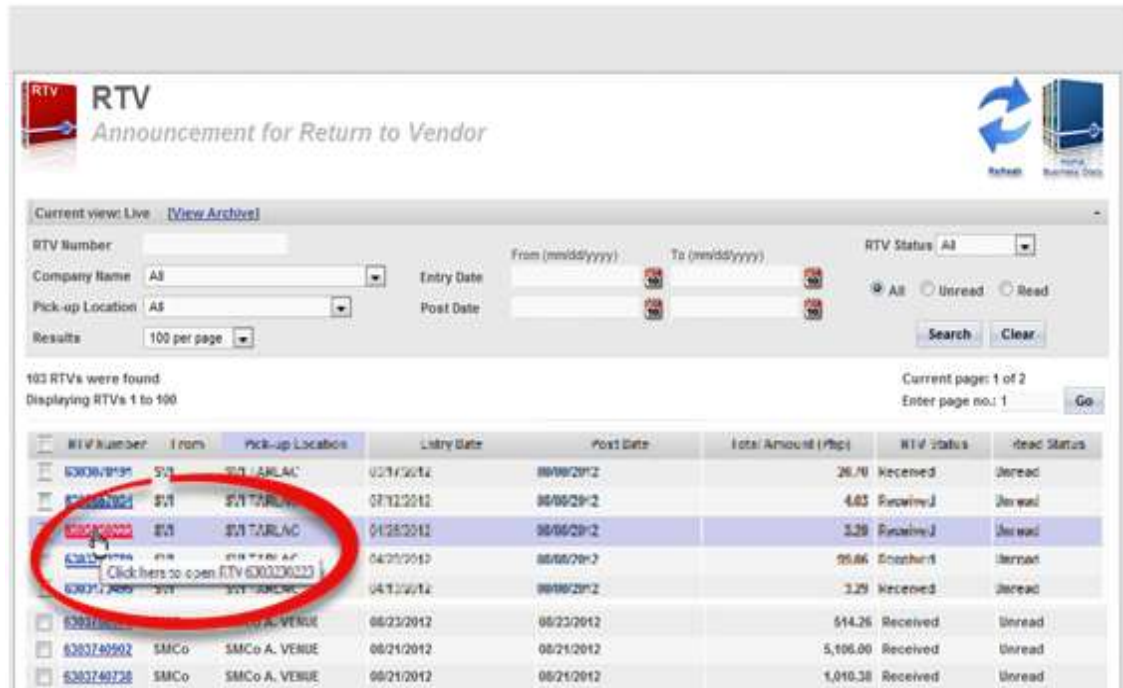
103 RTVs were found. Current page: 1 of 2. Displaying RTVs 1 to 100. Enter page no.: 1

RTV Number	From	Pick-up Location	Entry Date	Post Date	Total Amount (Pkg)	RTV Status	Read Status
630201936	SMCo	SMCo A. VEMIE	09/04/2012	09/04/2012	1,024.67	Received	Unread
630200474	SMCo	SMCo A. VEMIE	09/02/2012	09/02/2012	746.54	Received	Unread
630225201	SMCo	SMCo A. VEMIE	08/31/2012	08/31/2012	4,077.57	Received	Unread
630277973	SMCo	SMCo A. VEMIE	08/29/2012	08/29/2012	1,061.66	Received	Unread
630277818	SMCo	SMCo A. VEMIE	08/27/2012	08/27/2012	177.58	Received	Unread
630270628	SMCo	SMCo A. VEMIE	08/24/2012	08/24/2012	3,038.26	Received	Unread
630270074	SMCo	SMCo A. VEMIE	08/23/2012	08/23/2012	514.26	Received	Unread
630274090	SMCo	SMCo A. VEMIE	08/21/2012	08/21/2012	5,166.66	Received	Unread
630274878	SMCo	SMCo A. VEMIE	08/21/2012	08/21/2012	1,018.38	Received	Unread

2.12.3 RTV Details Page

2.12.3.1 Opening a Specific RTV Document

On the Search Results Section, click the RTV number of the specific RTV document you want to open.



RTV Announcement for Return to Vendor

Current view: Live [View Archive](#)

RTV Number: From: (mm/dd/yyyy) To: (mm/dd/yyyy) RTV Status: All

Company Name: All Entry Date: All Unread Read

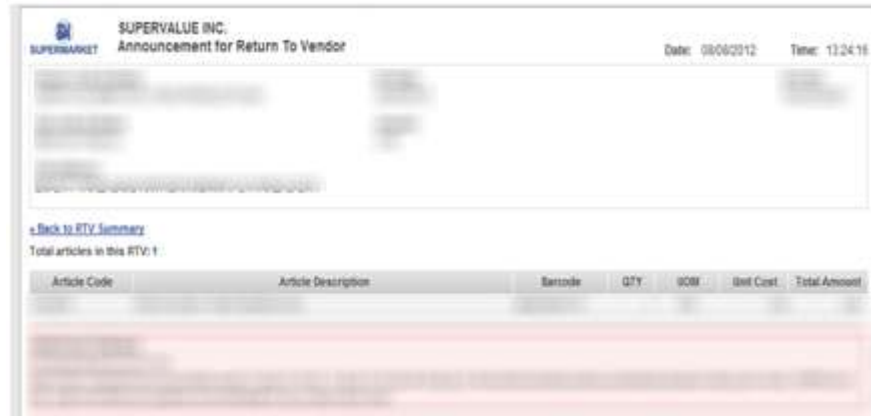
Pick-up Location: All Post Date: Search Clear

Results: 100 per page

103 RTVs were found. Current page: 1 of 2. Displaying RTVs 1 to 100. Enter page no.: 1

RTV Number	From	Pick-up Location	Entry Date	Post Date	Total Amount (Pkg)	RTV Status	Read Status
630301819	SMCo	SMCo A. VEMIE	07/17/2012	08/06/2012	26.70	Received	Unread
630226023	SMCo	SMCo A. VEMIE	07/12/2012	08/06/2012	4.83	Received	Unread
630226023	SMCo	SMCo A. VEMIE	07/12/2012	08/06/2012	3.29	Received	Unread
630270074	SMCo	SMCo A. VEMIE	08/23/2012	08/23/2012	514.26	Received	Unread
630274090	SMCo	SMCo A. VEMIE	08/21/2012	08/21/2012	5,166.66	Received	Unread
630274878	SMCo	SMCo A. VEMIE	08/21/2012	08/21/2012	1,018.38	Received	Unread

After clicking the RTV number, you will be directed to its details page.



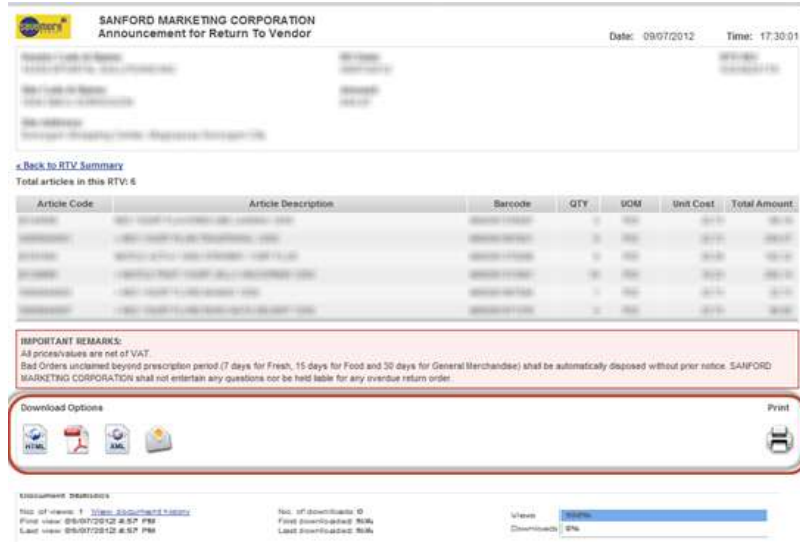
2.12.3.2 Returning to the RTV Summary Page

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.



2.12.3.3 RTV Download Options & Printing

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



SANFORD MARKETING CORPORATION
Announcement for Return To Vendor

Date: 09/07/2012 Time: 17:30:01

Back to RTV Summary

Total articles in this RTV: 6

Article Code	Article Description	Barcode	QTY	DOM	Unit Cost	Total Amount
01000000	01000000	01000000	1	000	00.00	00.00
01000000	01000000	01000000	1	000	00.00	00.00
01000000	01000000	01000000	1	000	00.00	00.00
01000000	01000000	01000000	1	000	00.00	00.00
01000000	01000000	01000000	1	000	00.00	00.00
01000000	01000000	01000000	1	000	00.00	00.00

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. SANFORD MARKETING CORPORATION shall not entertain any questions nor be held liable for any overdue return order.

Download Options: HTML, PDF, XML, Email, Print

Document statistics:
No. of views: 1 | [View Document History](#)
First view: 09/07/2012 8:57 PM
Last view: 09/07/2012 8:57 PM

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

Views: 1/1
Downloads: 0/0

- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.



- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.



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



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

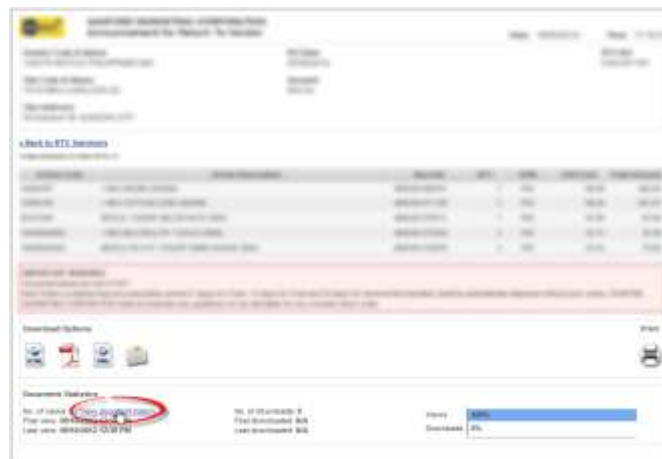
- To print a specific document / message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.



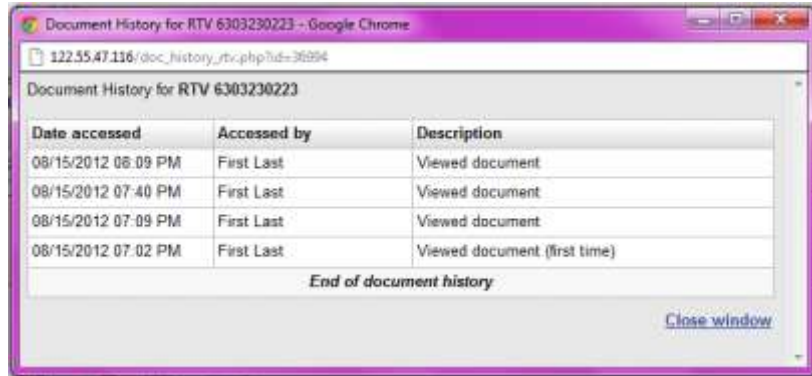
2.12.3.4 Viewing RTV Document History

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:

- Total number of times document/message has been viewed
 - Date and Time document/message was first viewed
 - Date and Time document/message was last viewed
 - Total number of times document/message has been downloaded
 - Date and Time document/message was first downloaded
 - Date and Time document/message was last downloaded
 - Comparison between user views and user downloads shown in graphs
 - A link to show document activity history details
- To view the document history, click the "View document history".



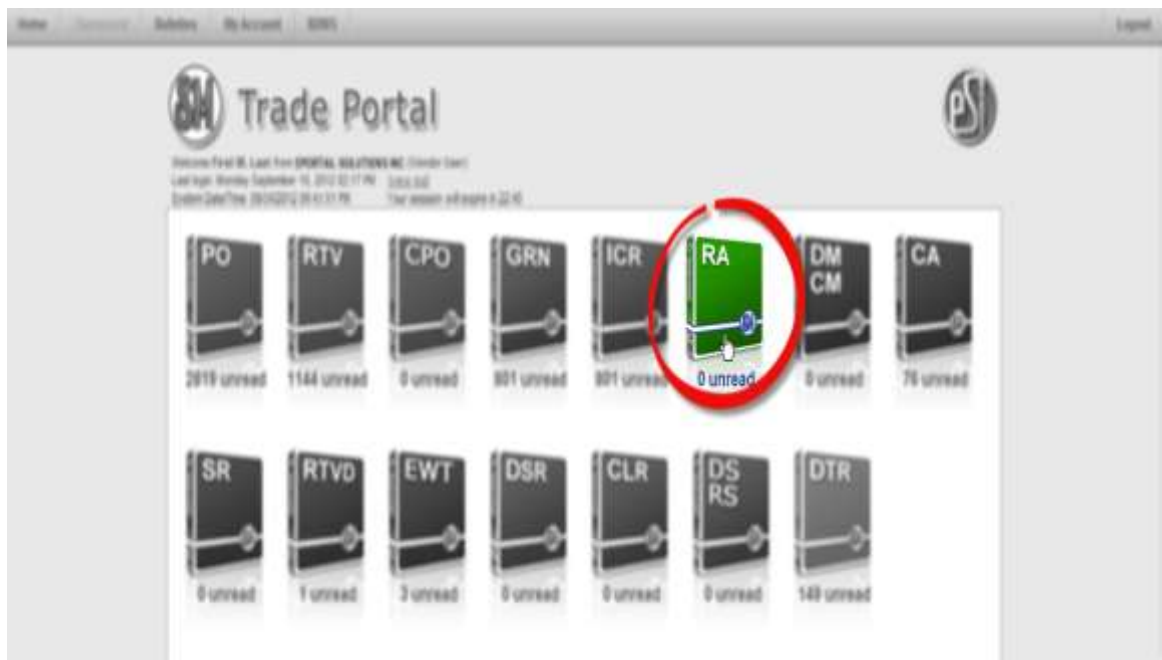
- A pop-up box will show the document history for the opened RTV document.



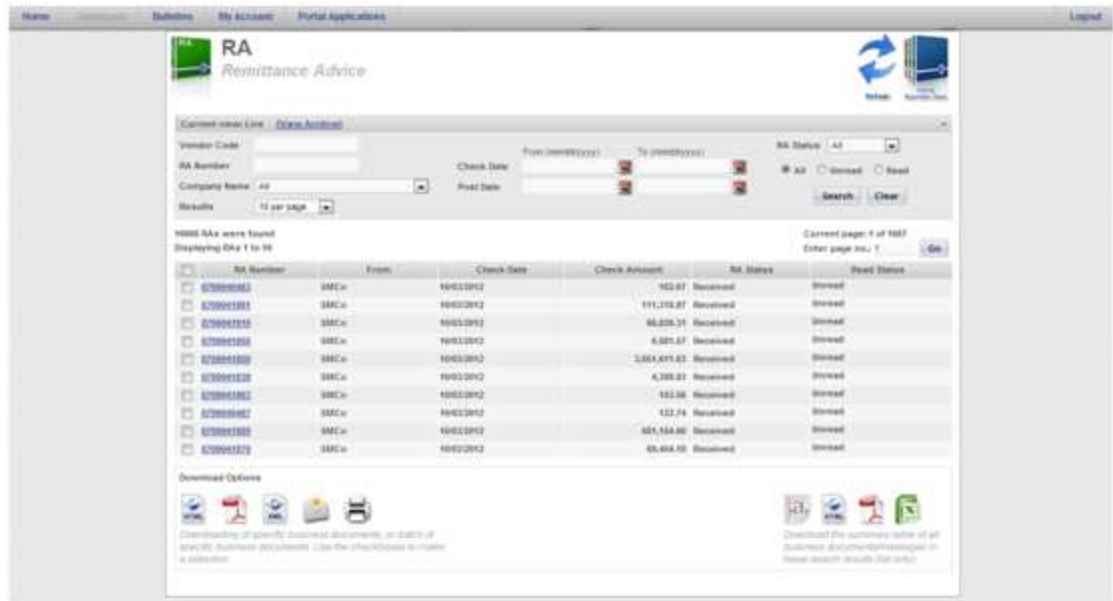
2.13 REMITTANCE ADVICE (RA)

2.13.1 Accessing RA Summary Page

1. To access the Remittance Advice summary page, on the BDMS home page, just click the Remittance Advice button.



- You are now on RA summary page.



2.13.2 RA Summary Page & RA Archive Page

2.13.2.1 RA Search Fields

You may search RA using the following criteria:

- RA Number
- Company Name
- Number of Records to display per page(Results)
- Check Date, Post Date
- Document Status (Received, Downloaded)
- Read Status (Unread, Read)



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

a. To search for RAs by RA Number

- Key in the RA number in the text box.
- Then click the Search button located at the right side.
- After clicking the Search button, the table will display the results.



RA Remittance Advice

Current view: List | Create Account

1 RA Number: 870000000

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

Check Date: Post Date: RA Status: All

Company Name: All

Results: 10 per page

2 Search Clear

3 RA search found
Displaying RA 1 to 8

RA Number	From	Check Date	Check Amount	RA Status	Read Status
870000000	SVL	10/17/2011	1,838.20	Received	Unread
870000001	SMC	10/17/2011	84,965.80	Received	Unread
870000002	SMC	10/17/2011	47,113.82	Received	Unread
870000003	SMC	10/17/2011	1,208,818.40	Received	Unread
870000004	SMC	10/17/2011	2,002,408.76	Received	Unread
870000005	SMC	10/17/2011	18,470.24	Received	Unread
870000006	SVL	10/17/2011	86,791.88	Received	Unread
870000007	SMC	10/17/2011	34,454.30	Received	Unread

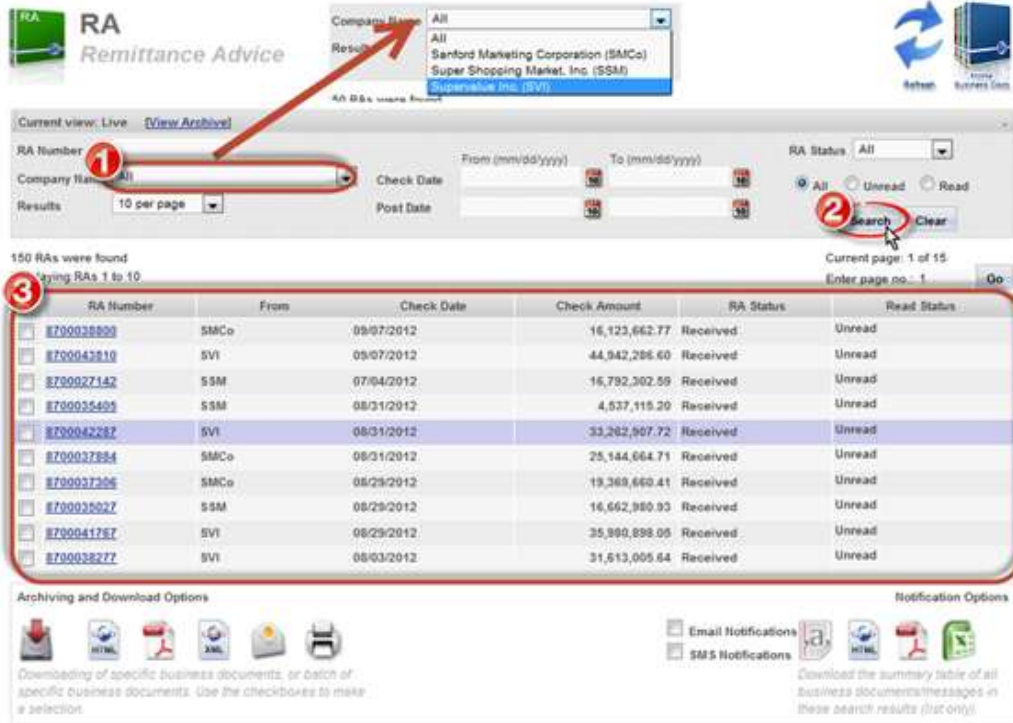
Download Options



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

b. To search for RAs 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.



RA Remittance Advice

Company Name: All

Results: All, Sanford Marketing Corporation (SMCo), Super Shopping Market, Inc. (SSM), Super Value Inc. (SVI)

Current view: Live [View Archive](#)

RA Number:

Company Name: All

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

Post Date:

RA Status: All

Results: 10 per page

Search Clear

150 RAs were found

Showing RAs 1 to 10

RA Number	From	Check Date	Check Amount	RA Status	Read Status
#700038809	SMCo	09/07/2012	16,123,662.77	Received	Unread
#700043810	SVI	09/07/2012	44,942,286.60	Received	Unread
#700027142	SSM	07/04/2012	16,792,302.59	Received	Unread
#700035405	SSM	08/31/2012	4,537,115.20	Received	Unread
#700042287	SVI	08/31/2012	33,262,907.72	Received	Unread
#700037884	SMCo	08/31/2012	25,144,664.71	Received	Unread
#700037306	SMCo	08/29/2012	19,368,660.41	Received	Unread
#700036027	SSM	08/29/2012	16,662,960.93	Received	Unread
#700041787	SVI	08/29/2012	35,980,898.06	Received	Unread
#700038277	SVI	08/03/2012	31,613,005.64	Received	Unread

Archiving and Download Options

Notification Options

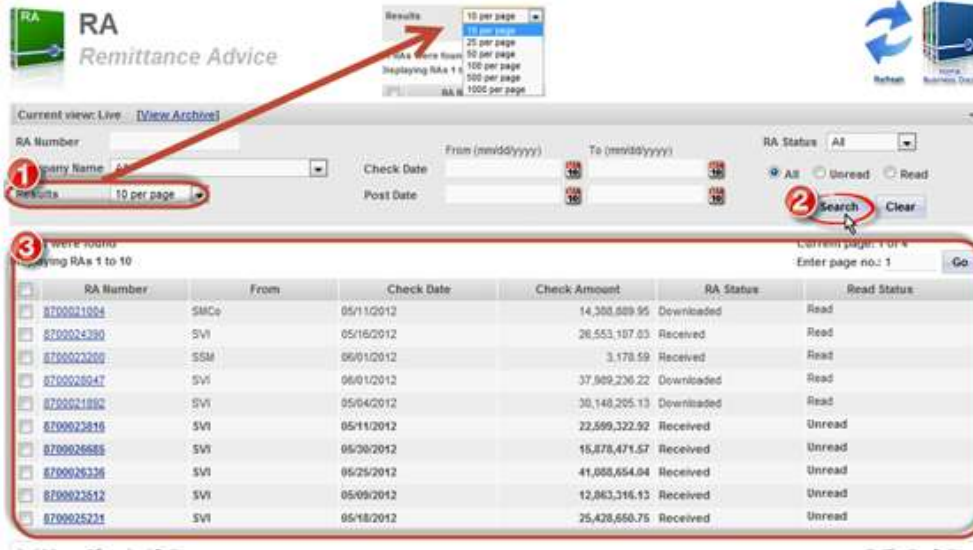
Email Notifications

SMS Notifications

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

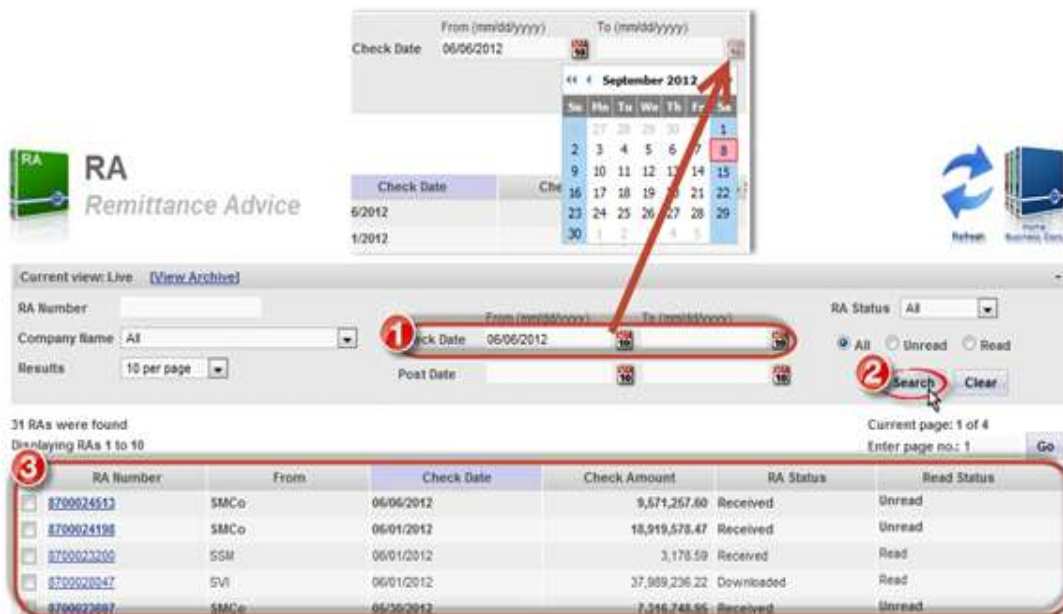
c. To filter the Number of Records to Display per page

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.



d. To search for RAs using their Check Date, Post Date

1. Manually key in the Check Date or Post Date using the format 'mm/dd/yyyy' or you may also 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.

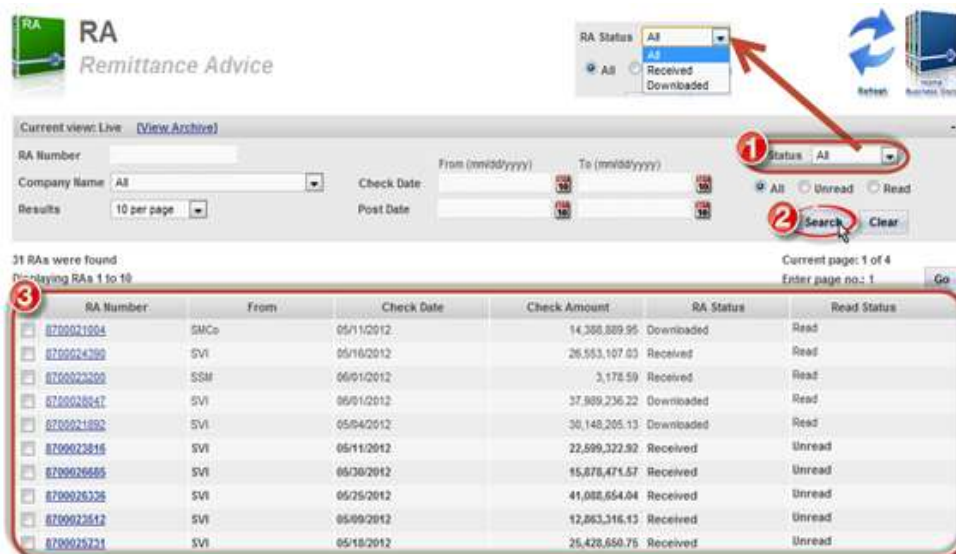




The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

e. To search for RAs 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.

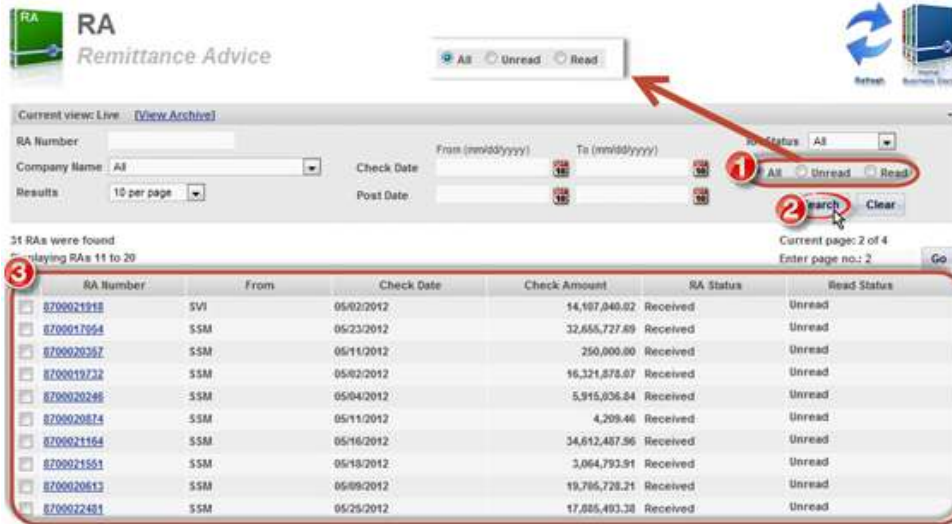


31 RAs were found
Displaying RAs 1 to 10

RA Number	From	Check Date	Check Amount	RA Status	Read Status
8700021004	SMCo	05/11/2012	14,308,809.95	Downloaded	Read
8700024360	SVI	05/10/2012	26,553,107.03	Received	Read
8700022020	SSM	06/01/2012	3,176.59	Received	Read
8700028047	SVI	06/01/2012	37,909,236.22	Downloaded	Read
8700021892	SVI	05/04/2012	30,140,205.13	Downloaded	Read
8700023816	SVI	06/11/2012	22,599,322.92	Received	Unread
8700026685	SVI	05/30/2012	15,078,471.57	Received	Unread
8700028328	SVI	05/25/2012	41,088,664.04	Received	Unread
8700026812	SVI	05/09/2012	12,063,316.43	Received	Unread
8700025721	SVI	05/18/2012	25,428,660.75	Received	Unread

f. To search for RAs by Read Status

1. Choose a RA 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.



RA Remittance Advice

Current view: Live [View Archive](#)

RA Number: From (mm/dd/yyyy): To (mm/dd/yyyy): RA Status: All

Company Name: All Check Date: Post Date: All Unread Read

Results: 10 per page Search Clear

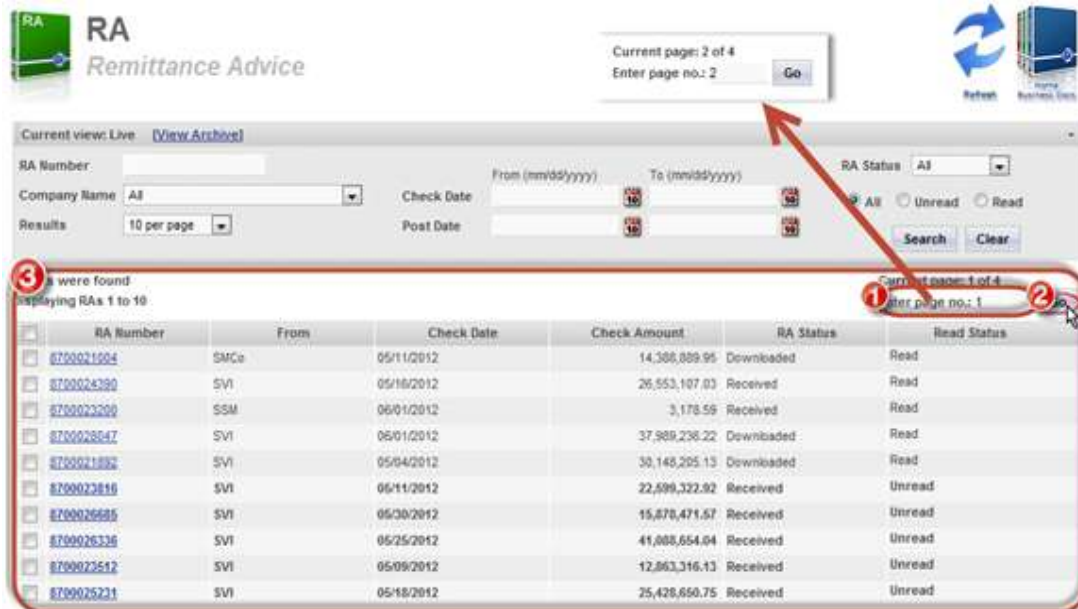
31 RAs were found displaying RAs 11 to 20 Current page: 2 of 4 Enter page no.: 2 Go

RA Number	From	Check Date	Check Amount	RA Status	Read Status
<input type="checkbox"/> 8700021918	SVI	05/02/2012	14,107,040.02	Received	Unread
<input type="checkbox"/> 8700017994	SSM	05/23/2012	32,655,727.69	Received	Unread
<input type="checkbox"/> 8700020267	SSM	05/11/2012	250,000.00	Received	Unread
<input type="checkbox"/> 8700019732	SSM	05/02/2012	16,321,876.07	Received	Unread
<input type="checkbox"/> 8700020246	SSM	05/04/2012	5,915,036.24	Received	Unread
<input type="checkbox"/> 8700020874	SSM	05/11/2012	4,209.46	Received	Unread
<input type="checkbox"/> 8700021164	SSM	05/16/2012	34,612,487.56	Received	Unread
<input type="checkbox"/> 8700021551	SSM	05/19/2012	3,064,793.91	Received	Unread
<input type="checkbox"/> 8700020613	SSM	05/09/2012	19,785,728.21	Received	Unread
<input type="checkbox"/> 8700022481	SSM	05/25/2012	17,885,493.38	Received	Unread

2.13.2.2 RA 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.



RA Remittance Advice

Current view: Live [View Archive](#)

RA Number: From (mm/dd/yyyy): To (mm/dd/yyyy): RA Status: All

Company Name: All Check Date: Post Date: All Unread Read

Results: 10 per page Search Clear

31 RAs were found displaying RAs 1 to 10 Current page: 1 of 4 Enter page no.: 1 Go

RA Number	From	Check Date	Check Amount	RA Status	Read Status
<input type="checkbox"/> 8700021504	SMCo	05/11/2012	14,388,889.95	Downloaded	Read
<input type="checkbox"/> 8700024380	SVI	05/16/2012	26,553,107.03	Received	Read
<input type="checkbox"/> 8700023200	SSM	06/01/2012	3,178.59	Received	Read
<input type="checkbox"/> 8700028047	SVI	06/01/2012	37,988,238.22	Downloaded	Read
<input type="checkbox"/> 8700021882	SVI	05/04/2012	30,148,205.13	Downloaded	Read
<input type="checkbox"/> 8700023816	SVI	06/11/2012	22,599,322.92	Received	Unread
<input type="checkbox"/> 8700026685	SVI	05/30/2012	16,878,471.57	Received	Unread
<input type="checkbox"/> 8700026336	SVI	05/25/2012	41,888,654.04	Received	Unread
<input type="checkbox"/> 8700023512	SVI	06/09/2012	12,863,316.13	Received	Unread
<input type="checkbox"/> 8700025231	SVI	05/18/2012	25,428,650.75	Received	Unread

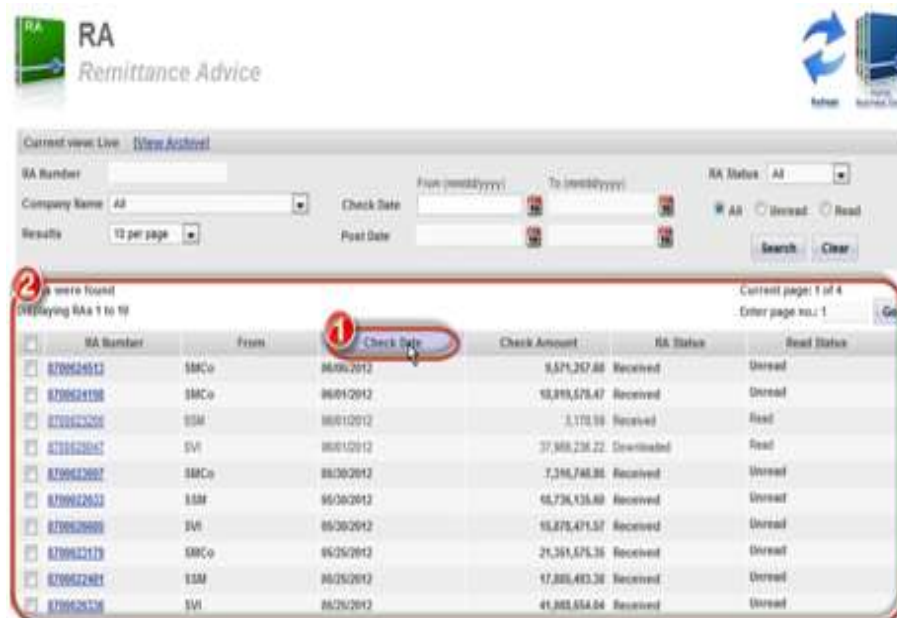


This field allows only numeric entries within the page range of the results. Empty value is not allowed.

2.13.2.3 Sorting RA Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.

Example: Sorted Check Date



RA Number	From	Check Date	Check Amount	RA Status	Read Status
8709624917	SMCo	86/06/2012	9,571,207.88	Received	Unread
8709624198	SMCo	86/01/2012	10,819,578.47	Received	Unread
8709622200	ISM	86/01/2012	3,170.99	Received	Read
8709622047	SVI	86/01/2012	37,968,238.22	Downloaded	Read
8709622897	SMCo	88/09/2012	7,356,748.86	Received	Unread
8709622633	ISM	86/06/2012	68,736,126.89	Received	Unread
8709628689	SVI	86/06/2012	16,875,471.57	Received	Unread
8709622129	SMCo	86/05/2012	21,351,676.38	Received	Unread
8709622481	ISM	86/05/2012	17,886,483.38	Received	Unread
8709625236	SVI	86/05/2012	41,883,658.68	Received	Unread

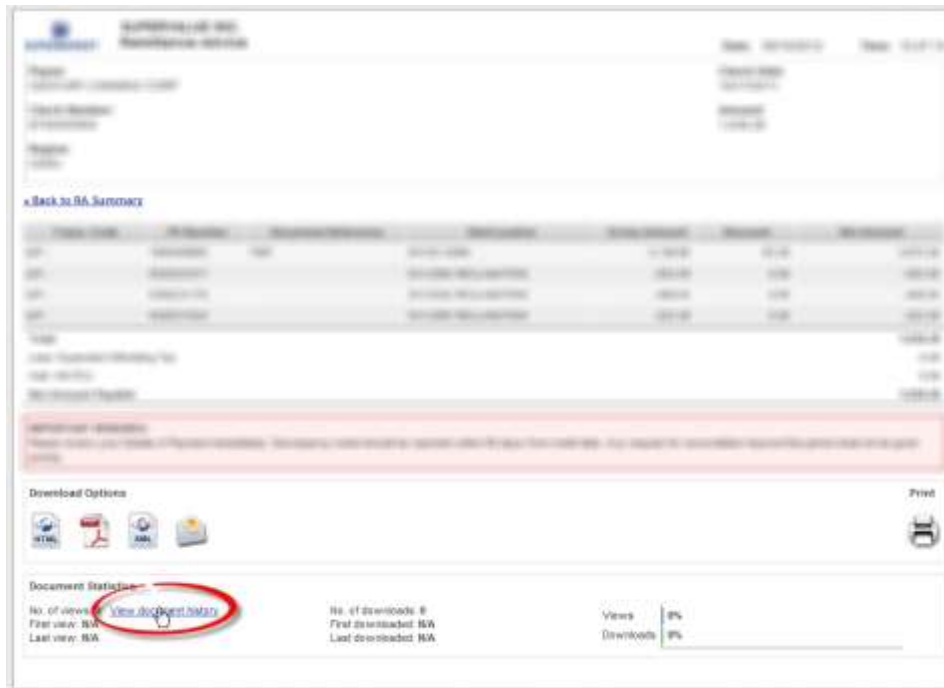
2.13.3 RA Details Page

2.13.3.1 Opening a Specific RA Document

On the Search Results Section, click the RA number of the specific RA document you want to open.

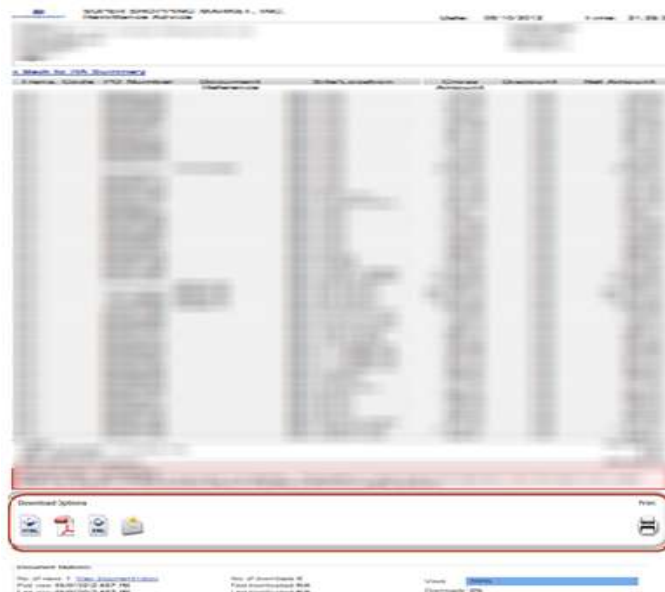
2.12.3.2 Returning to RA Summary Page

To return to the summary page after opening a specific RA Document, just click “Back to RA Summary” located at the Detail Count Section.



2.13.3.3 RA Download Options & Printing

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



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.



- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.



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



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

- To print a specific document / message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.



2.13.3.4 Viewing RA Document History

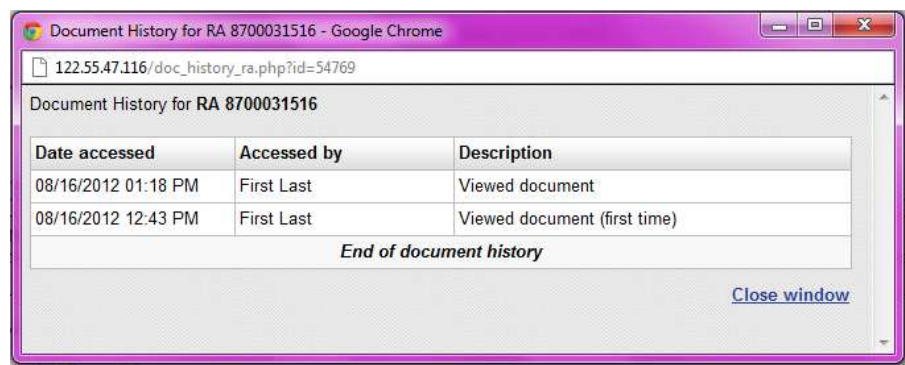
The Document History is located in the Document Statistics Section. In this section you may view the following user activities specific to a particular document/message:

- 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”.



- A pop-up box will show the document history for the opened RA document.





2.14 DEBIT MEMO / CREDIT MEMO (DMCM)

2.14.1 Accessing DMCM Summary Page

1. To access the DMCM summary page, go to the BDMS home page then click the DMCM button.



2. You are now on the DMCM summary page.



2.14.2 DMCM Summary Page & DMCM Archive Page

2.14.2.1 DMCM Search Fields

You may search DMCM using the following criteria:

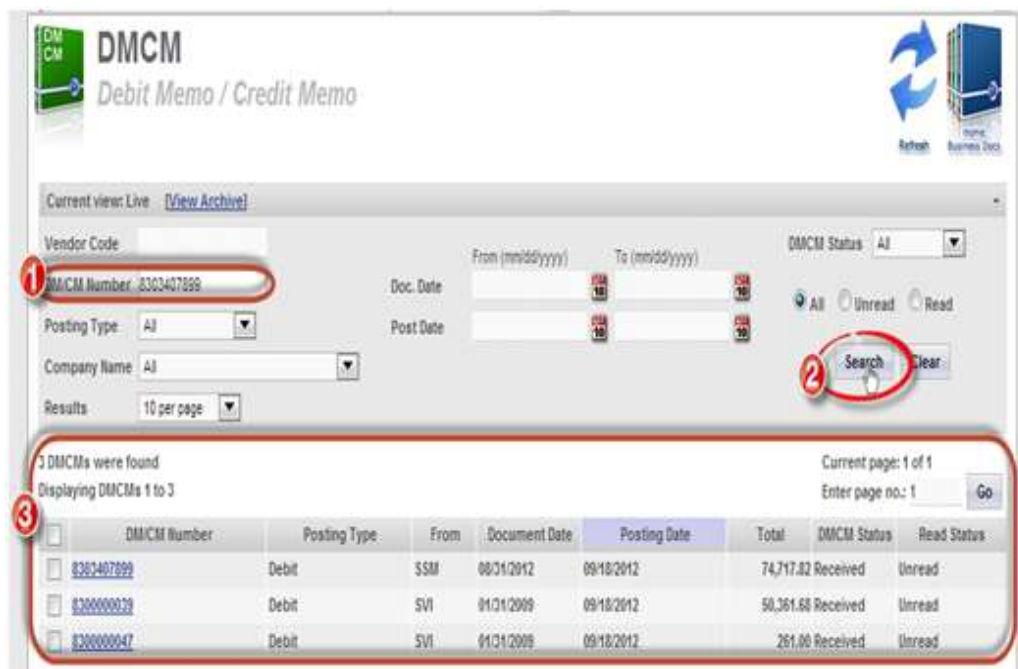
- DM/CM Number
- Posting Type (DM's only, CM's only)
- Company Name
- Number of Records to display per page(Results)
- Document Date, Post Date
- Document Status (Received, Downloaded)
- Read Status (Unread, Read)



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

a. To search for DMCMs by DM/CM Number

- Key in the DM/CM number in the text box.
- Then click the Search button located at the right side.
- After clicking the Search button, the table will display the results.



The screenshot shows the DMCM search interface. The search criteria are as follows:

- Vendor Code: [Empty]
- DM/CM Number: 8303407899
- Posting Type: All
- Company Name: All
- Results: 10 per page
- From (mm/dd/yyyy): [Empty]
- To (mm/dd/yyyy): [Empty]
- Doc. Date: [Empty]
- Post Date: [Empty]
- DMCM Status: All
- Search buttons: All, Unread, Read, Search, Clear

3 DMCMs were found
Displaying DMCMs 1 to 3

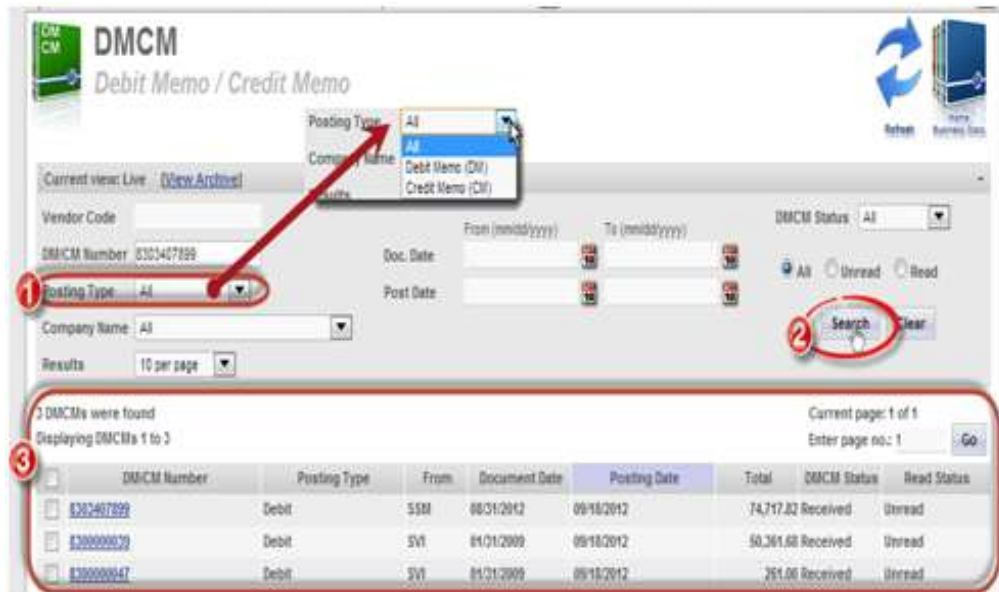
	DM/CM Number	Posting Type	From	Document Date	Posting Date	Total	DMCM Status	Read Status
<input type="checkbox"/>	8382407899	Debit	SSM	08/31/2012	09/18/2012	74,717.82	Received	Unread
<input type="checkbox"/>	8300000039	Debit	SVI	01/31/2009	09/18/2012	50,361.68	Received	Unread
<input type="checkbox"/>	8300000047	Debit	SVI	01/31/2009	09/18/2012	261.00	Received	Unread



The maximum number of characters for DM/CM number is 10. The text box accepts numeric characters only and will search for DM/CM Numbers containing the indicated number.

b. To search for DMCMs by Posting Type

1. Click the drop-down list then select a posting type 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.

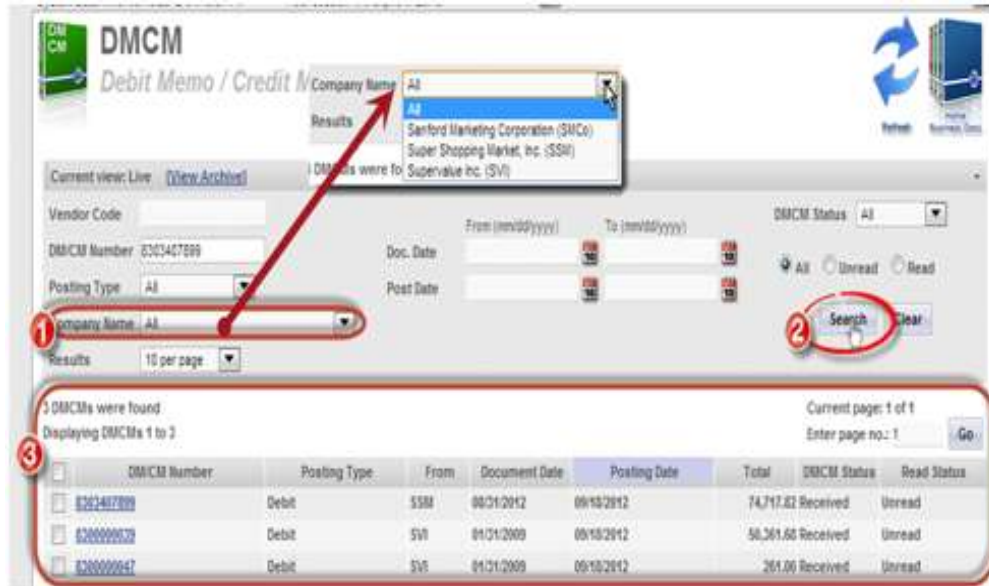


3 DCMs were found
Displaying DCMs 1 to 3

DCM/CM Number	Posting Type	From	Document Date	Posting Date	Total	DCM/CM Status	Read Status
3302407899	Debit	SSM	08/31/2012	09/18/2012	74,717.82	Received	Unread
3300000029	Debit	SVI	01/01/2009	09/18/2012	50,361.68	Received	Unread
3300000047	Debit	SVI	01/01/2009	09/18/2012	261.00	Received	Unread

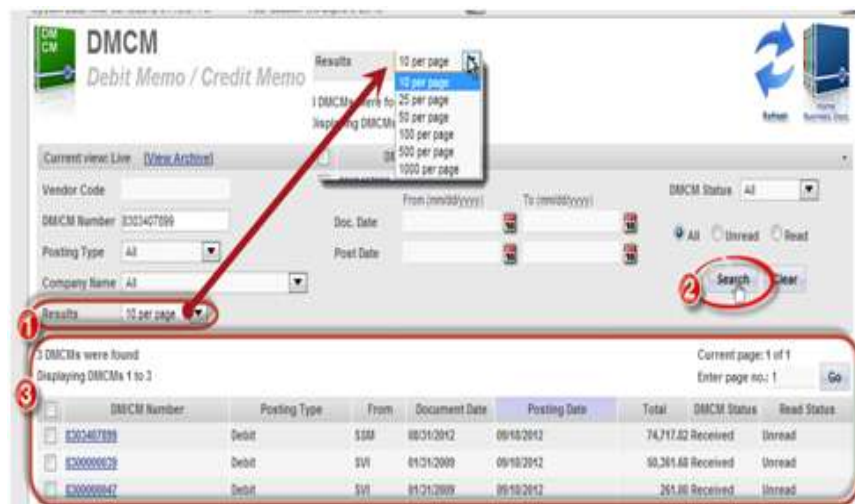
c. To search for DMCMs by Company Name

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.



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

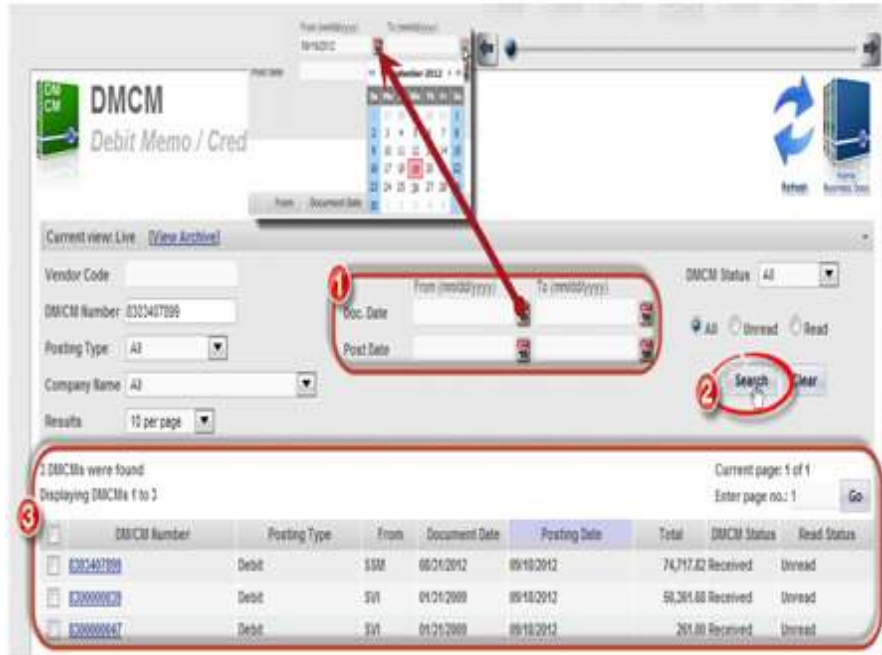
1. Click the drop-down list labeled “Results” then click the desired number of records per page.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.



e. To search for DMCMs by Document Date, Post Date

1. Manually key in the Document Date or Post Date using the format ‘mm/dd/yyyy’ or you may also select a date using the calendar.

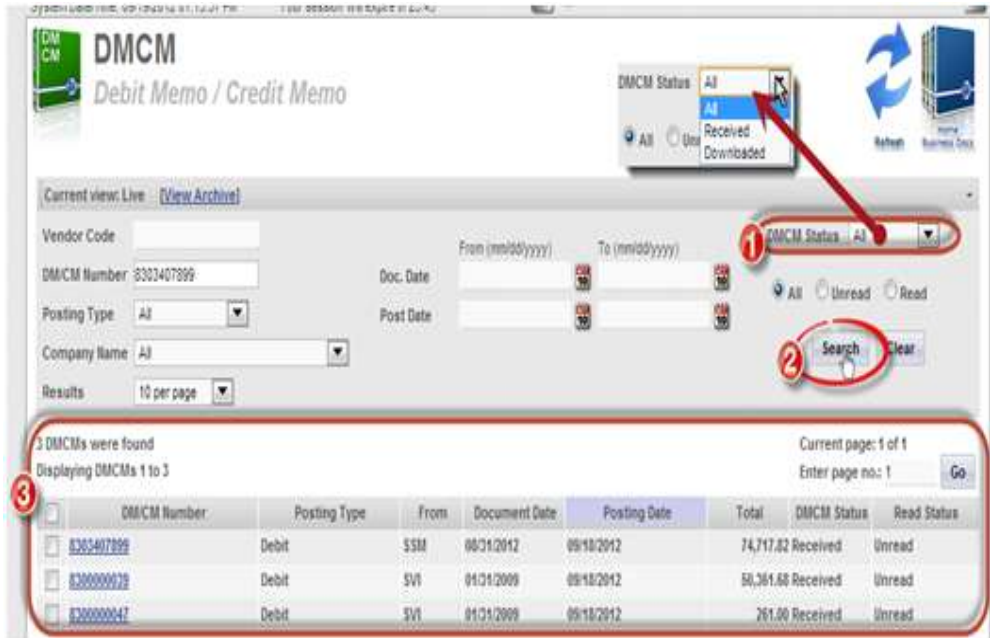
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.



The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

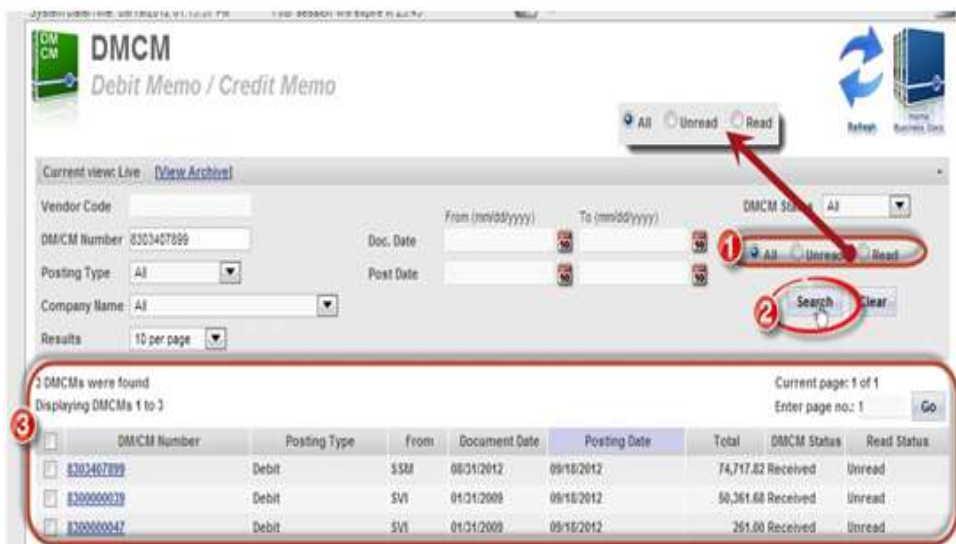
f. To search for DMCMs by Document Status

1. Click the drop-down list then select a DMCM 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.



g. To search for DMCMs by Read Status

1. Choose a DMCM 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.





2.14.2.2 DMCM 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.

DMCM Debit Memo / Credit Memo

Current view: Live [View Archive](#)

Vendor Code:

DMCM Number: Doc. Date: From (mm/dd/yyyy) To (mm/dd/yyyy) DMCM Status: All

Posting Type: All Post Date: All Unread Read

Company Name: All Search Clear

Results: 10 per page

3 DMCMs were found
Displaying DMCMs 1 to 3

DMCM Number	Posting Type	From	Document Date	Posting Date	Total	DMCM Status	Read Status
3303407899	Debit	SSM	08/31/2012	09/10/2012	74,717.82	Received	Unread
3300000039	Debit	SVI	01/31/2009	09/10/2012	50,361.68	Received	Unread
3300000047	Debit	SVI	01/31/2009	09/10/2012	261.00	Received	Unread

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

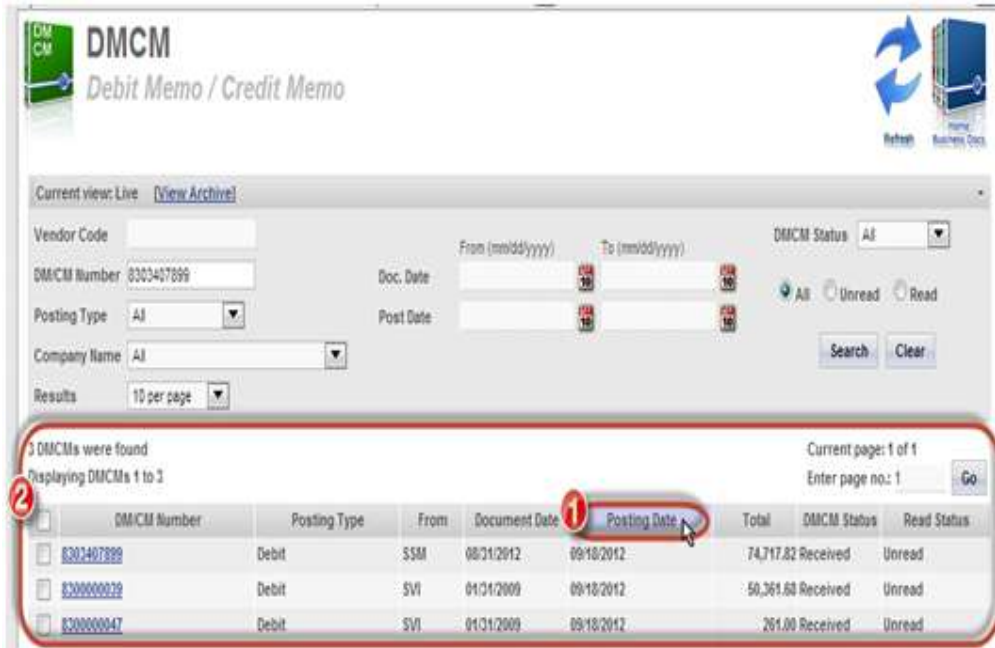


This field allows only numeric entries within the page range of the results. Empty value is not allowed.

2.14.2.3 Sorting DMCM Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.

Example: Sorted Posting Date



Current view: Live [View Archive](#)

Vendor Code:

DMCM Number: 030347899 Doc. Date: From (mm/dd/yyyy) To (mm/dd/yyyy) DMCM Status: All

Posting Type: All Post Date: All Unread Read

Company Name: All Search Clear

Results: 10 per page

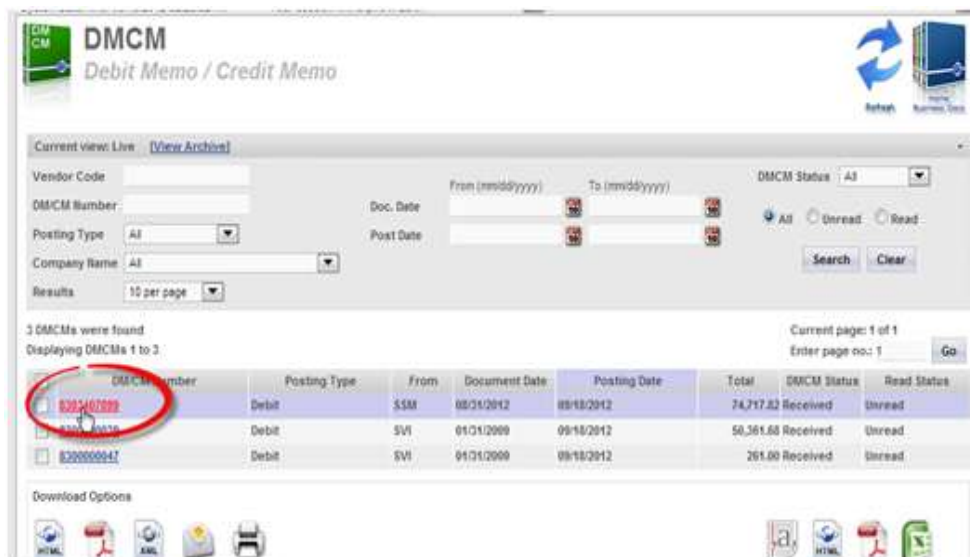
3 DMCMs were found Current page: 1 of 1
Displaying DMCMs 1 to 3 Enter page no.: 1 Go

DMCM Number	Posting Type	From	Document Date	Posting Date	Total	DMCM Status	Read Status
030347899	Debit	SSM	08/31/2012	09/18/2012	74,717.82	Received	Unread
030000039	Debit	SVI	01/31/2009	09/18/2012	50,361.68	Received	Unread
030000047	Debit	SVI	01/31/2009	09/18/2012	261.00	Received	Unread

2.14.3 DMCM Details Page

2.14.3.1 Opening a Specific DMCM Document

On the Search Results Section, click the DM/CM number of the specific DMCM document you want to open.



Current view: Live [View Archive](#)

Vendor Code:

DMCM Number: Doc. Date: From (mm/dd/yyyy) To (mm/dd/yyyy) DMCM Status: All


Posting Type: All Post Date: All Unread Read

Company Name: All Search Clear

Results: 10 per page

3 DMCMs were found Current page: 1 of 1
Displaying DMCMs 1 to 3 Enter page no.: 1 Go

DMCM Number	Posting Type	From	Document Date	Posting Date	Total	DMCM Status	Read Status
030347899	Debit	SSM	08/31/2012	09/18/2012	74,717.82	Received	Unread
030000039	Debit	SVI	01/31/2009	09/18/2012	50,361.68	Received	Unread
030000047	Debit	SVI	01/31/2009	09/18/2012	261.00	Received	Unread

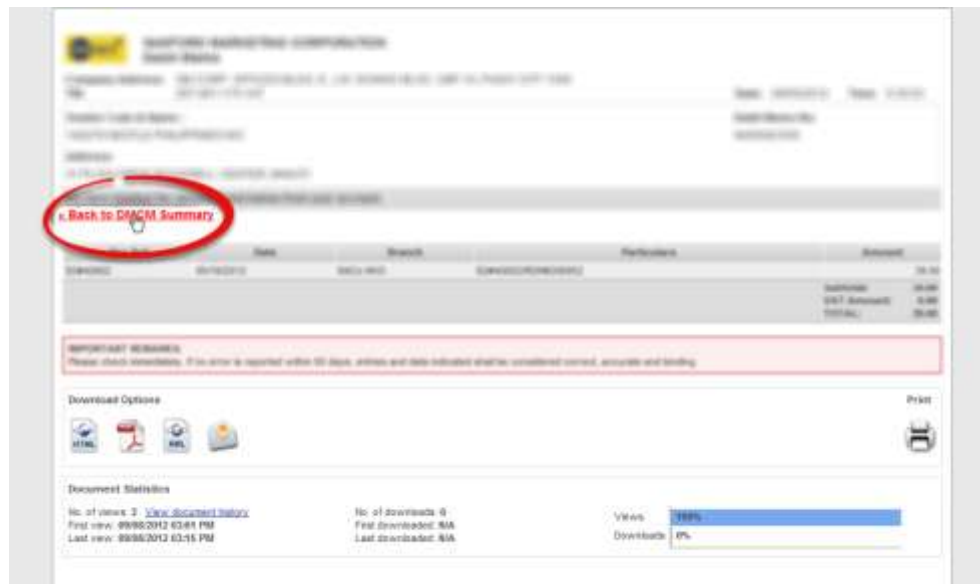
Download Options: 

After clicking the DM/CM number, you will be directed to its details page.



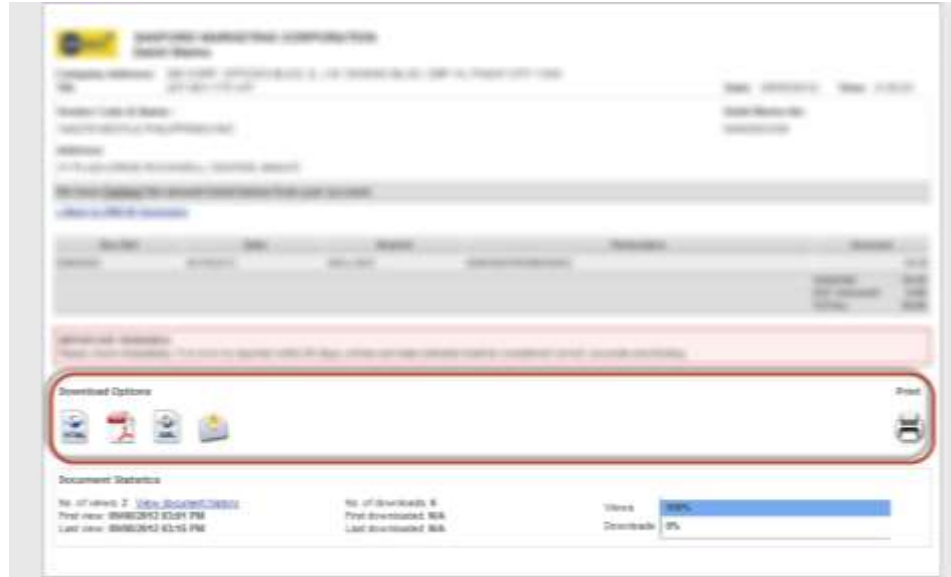
2.14.3.2 Returning to DMCM Summary Page

To return to the summary page after opening a specific DMCM Document, just click “Back to DMCM Summary” located at the Detail Count Section.



2.14.3.3 DMCM Download Options & Printing

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

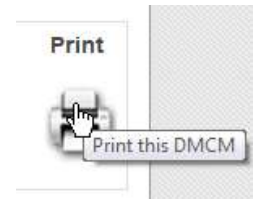


- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.
- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.
- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.
- To send a specific document/message as a PDF attachment through email, click the email button on the Download Options & Printing Section.



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

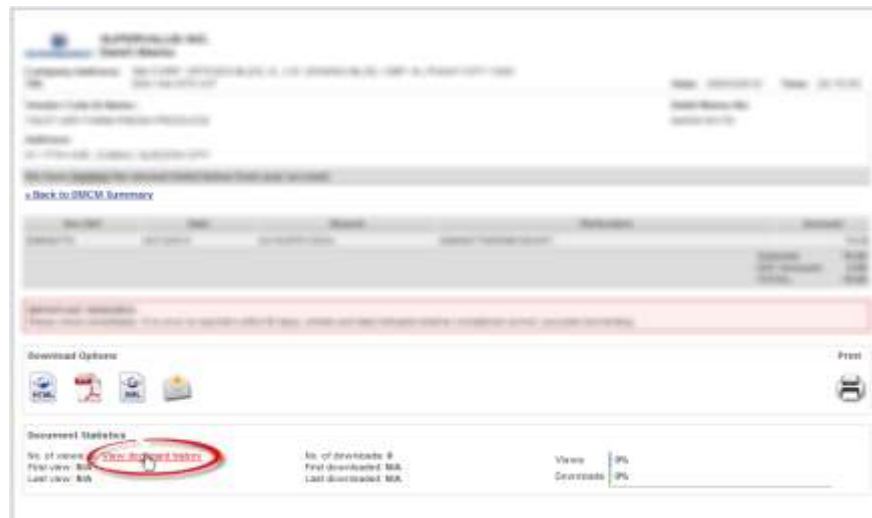
- To print a specific document / message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.



2.14.3.4 Viewing DMCM 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:

- Total number of times document/message has been viewed
- Date and Time document/message was first viewed
- Date and Time document/message was last viewed
- Total number of times document/message has been downloaded
- Date and Time document/message was first downloaded
- Date and Time document/message was last downloaded
- Comparison between user views and user downloads shown in graphs
- A link to show document activity history details
 - To view the document history, click the "View document history".



- A pop-up box will show the document history for the opened DMCM document.



2.15 CREDIT ADVICE (CA)

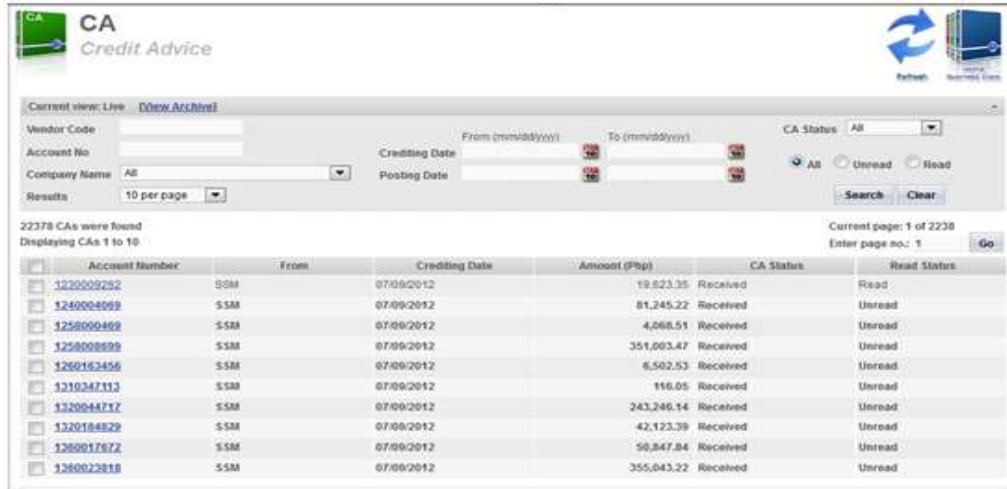
2.15.1 Accessing CA Summary Page

1. To access the Credit Advice summary page, go to the BDMS home page and then click the Return to Credit Advice button.





2. You are now at the CA summary page.



2.15.2 CA Summary Page & CA Archive Page

2.15.2.1 CA Search Fields

You may search CA using the following criteria:

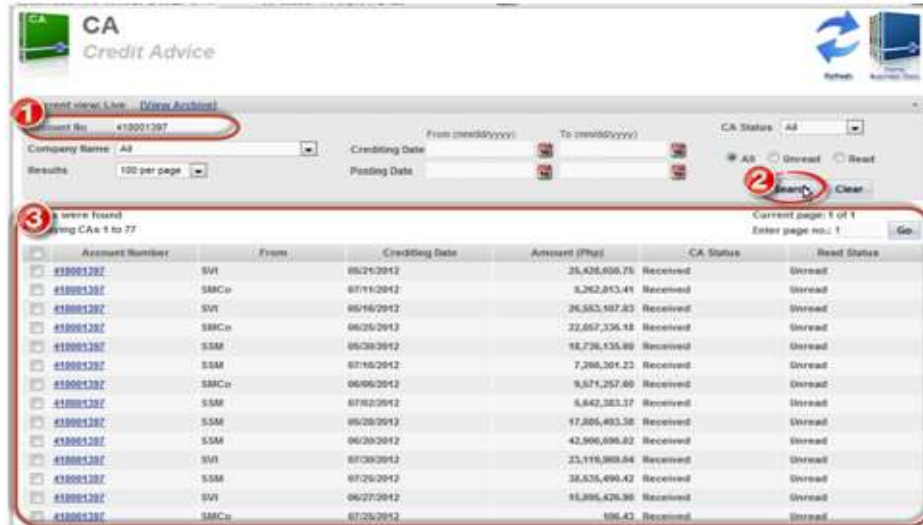
- a. Account Number
- b. Company Name
- c. Number of Records to display per page(Results)
- d. Crediting Date, Posting Date
- e. Document Status (Received, Downloaded)
- f. Read Status (Unread, Read)




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

a. To search for CAs by Account number

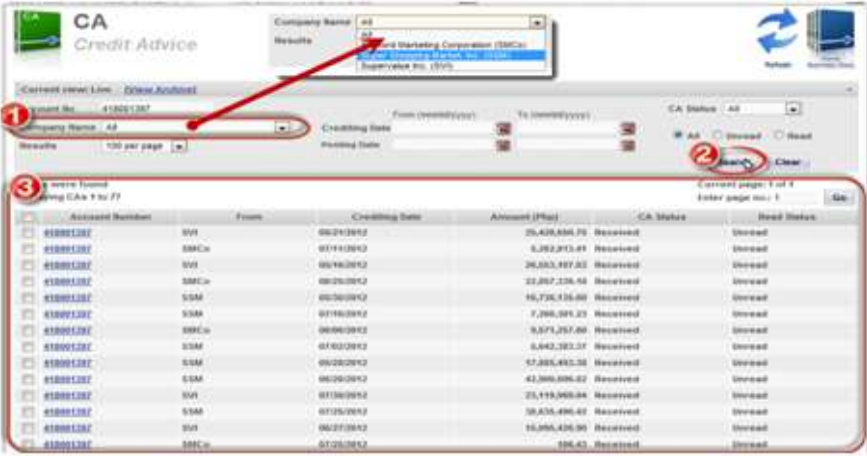
- 1. Key in the Account number in the text box.
- 2. Click the Search button located at the right side.
- 3. After clicking the Search button, the table will display the results.



 The maximum number of characters for Account number is 15. The text box accepts numeric characters only and will search for Account Numbers containing the indicated number.

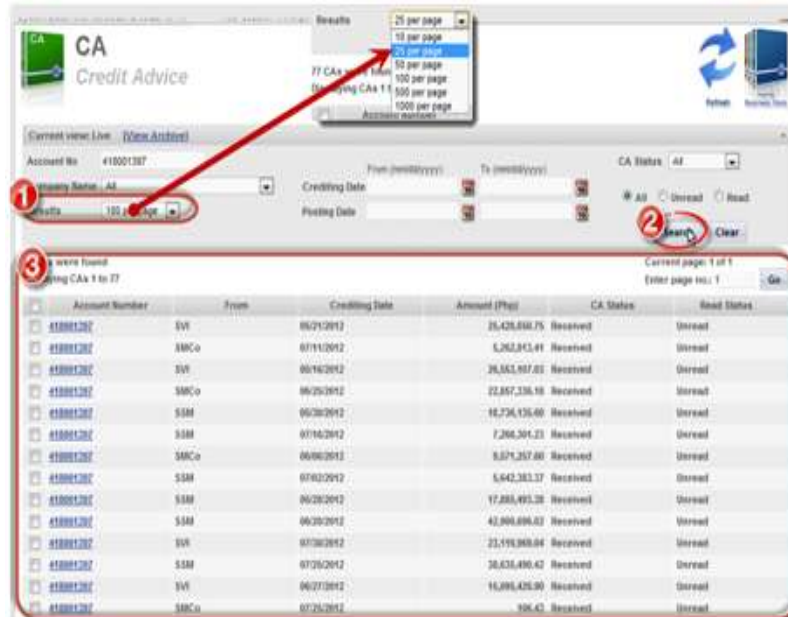
b. To search for CAs by Company Name

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.



c. 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.



d. To search for CAs by Crediting Date, Posting Date

1. Manually key in the Crediting Date or Posting Date using the format ‘mm/dd/yyyy’ or you may also select a date 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.



Trade Portal

CA Credit Advice

Account No: Company Name: All Results: 100 per page

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

CA Status: All

Search Clear

3 were found displaying CAs 1 to 77

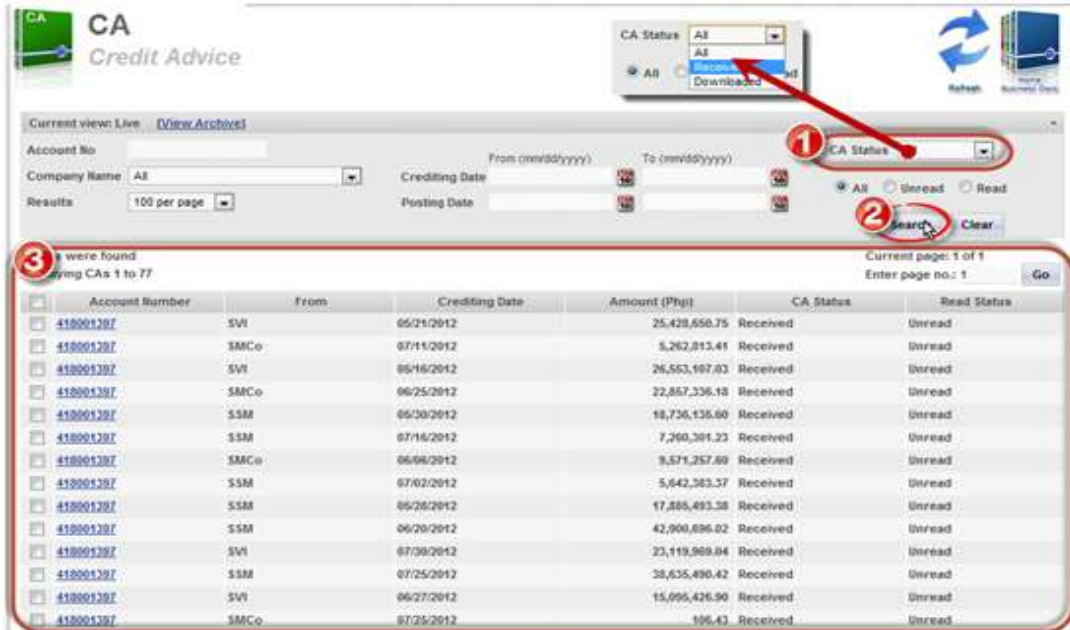
Account Number	From	Crediting Date	Amount (Php)	CA Status	Read Status
410001207	SVI	06/24/2012	25,428,666.75	Received	Unread
410001207	SMCo	07/11/2012	5,262,813.41	Received	Unread
410001207	SVI	05/16/2012	26,565,187.82	Received	Unread
410001207	SMCo	06/25/2012	22,857,336.18	Received	Unread
410001207	SSM	06/30/2012	18,736,135.66	Received	Unread
410001207	SSM	07/16/2012	7,260,201.23	Received	Unread
410001207	SMCo	06/06/2012	9,571,257.60	Received	Unread
410001207	SSM	07/02/2012	5,642,383.37	Received	Unread
410001207	SSM	06/28/2012	17,885,493.38	Received	Unread
410001207	SSM	06/20/2012	42,900,696.02	Received	Unread
410001207	SVI	07/30/2012	23,119,968.04	Received	Unread
410001207	SSM	07/25/2012	38,635,486.42	Received	Unread
410001207	SVI	06/27/2012	15,695,426.99	Received	Unread
410001207	SMCo	07/25/2012	106.42	Received	Unread



The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

e. To search for CAs by Document Status

1. Click the drop-down list then select a CA 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.



CA Credit Advice

CA Status: All Unread Read

CA Status:

Current view: Live [View Archive](#)

Account No:

Company Name: Crediting Date: From (mm/dd/yyyy) To (mm/dd/yyyy) Posting Date:

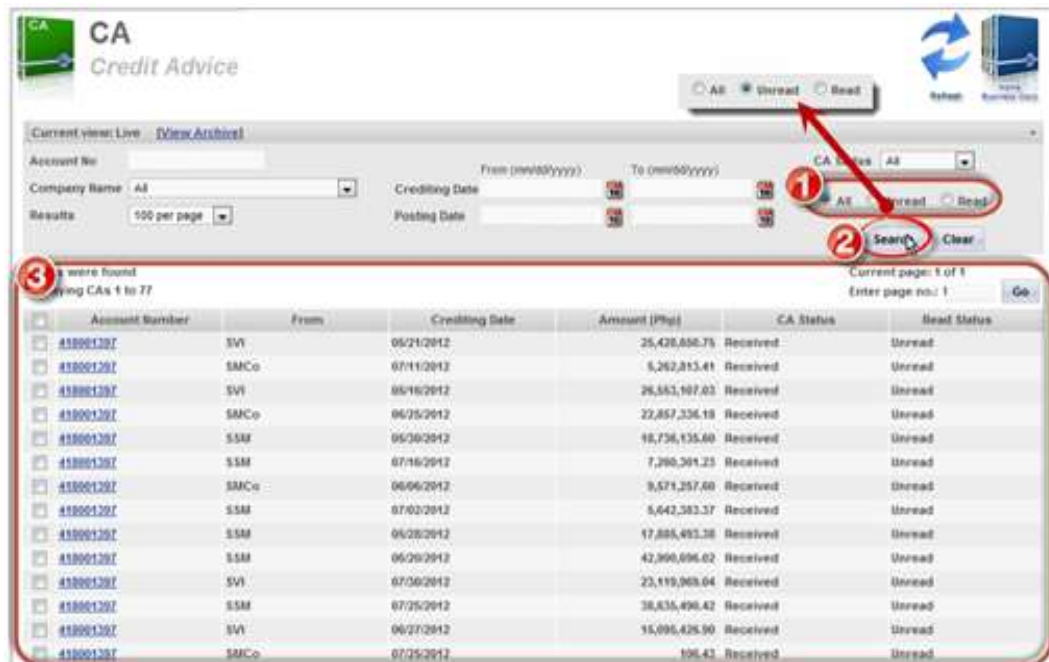
Results: 100 per page

3 were found displaying CAs 1 to 77 Current page: 1 of 1 Enter page no.: 1

<input type="checkbox"/>	Account Number	From	Crediting Date	Amount (Phj)	CA Status	Read Status
<input type="checkbox"/>	418001207	SVI	05/21/2012	25,428,650.75	Received	Unread
<input type="checkbox"/>	418001207	SMCo	07/11/2012	5,262,815.41	Received	Unread
<input type="checkbox"/>	418001207	SVI	05/16/2012	26,553,107.03	Received	Unread
<input type="checkbox"/>	418001207	SMCo	06/25/2012	22,857,336.18	Received	Unread
<input type="checkbox"/>	418001207	SSM	05/30/2012	18,736,135.60	Received	Unread
<input type="checkbox"/>	418001207	SSM	07/16/2012	7,260,301.23	Received	Unread
<input type="checkbox"/>	418001207	SMCo	06/06/2012	9,571,257.80	Received	Unread
<input type="checkbox"/>	418001207	SSM	07/02/2012	5,642,383.37	Received	Unread
<input type="checkbox"/>	418001207	SSM	06/28/2012	17,885,493.38	Received	Unread
<input type="checkbox"/>	418001207	SSM	06/20/2012	42,900,696.02	Received	Unread
<input type="checkbox"/>	418001207	SVI	07/30/2012	23,119,908.04	Received	Unread
<input type="checkbox"/>	418001207	SSM	07/25/2012	38,635,496.42	Received	Unread
<input type="checkbox"/>	418001207	SVI	06/27/2012	15,095,426.90	Received	Unread
<input type="checkbox"/>	418001207	SMCo	07/25/2012	106.43	Received	Unread

f. To search for CAs by Read Status

1. Choose a CA 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.



CA Credit Advice

CA Status: All Unread Read

CA Status:

Current view: Live [View Archive](#)

Account No:

Company Name: Crediting Date: From (mm/dd/yyyy) To (mm/dd/yyyy) Posting Date:

Results: 100 per page

3 were found displaying CAs 1 to 77 Current page: 1 of 1 Enter page no.: 1

<input type="checkbox"/>	Account Number	From	Crediting Date	Amount (Phj)	CA Status	Read Status
<input type="checkbox"/>	418001207	SVI	05/21/2012	25,428,650.75	Received	Unread
<input type="checkbox"/>	418001207	SMCo	07/11/2012	5,262,815.41	Received	Unread
<input type="checkbox"/>	418001207	SVI	05/16/2012	26,553,107.03	Received	Unread
<input type="checkbox"/>	418001207	SMCo	06/25/2012	22,857,336.18	Received	Unread
<input type="checkbox"/>	418001207	SSM	05/30/2012	18,736,135.60	Received	Unread
<input type="checkbox"/>	418001207	SSM	07/16/2012	7,260,301.23	Received	Unread
<input type="checkbox"/>	418001207	SMCo	06/06/2012	9,571,257.80	Received	Unread
<input type="checkbox"/>	418001207	SSM	07/02/2012	5,642,383.37	Received	Unread
<input type="checkbox"/>	418001207	SSM	06/28/2012	17,885,493.38	Received	Unread
<input type="checkbox"/>	418001207	SSM	06/20/2012	42,900,696.02	Received	Unread
<input type="checkbox"/>	418001207	SVI	07/30/2012	23,119,908.04	Received	Unread
<input type="checkbox"/>	418001207	SSM	07/25/2012	38,635,496.42	Received	Unread
<input type="checkbox"/>	418001207	SVI	06/27/2012	15,095,426.90	Received	Unread
<input type="checkbox"/>	418001207	SMCo	07/25/2012	106.43	Received	Unread



2.15.2.2 CA 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.

CA Credit Advice

Current view: Live [View Archive](#)

Account No: From (mm/dd/yyyy): To (mm/dd/yyyy): CA Status: All

Company Name: All Crediting Date: Posting Date: All Unread Read

Results: 100 per page Search Clear

3 were found displaying CAs 1 to 77

1 Current page: 1 of 1 Enter page no.: 1 2 Go

Account Number	From	Crediting Date	Amount (Php)	CA Status	Read Status
418001297	SVI	05/21/2012	25,428,656.75	Received	Unread
418001297	SMCo	07/11/2012	5,262,813.41	Received	Unread
418001297	SVI	05/16/2012	26,553,167.03	Received	Unread
418001297	SMCo	06/25/2012	22,857,336.18	Received	Unread
418001297	SSM	05/30/2012	18,736,135.90	Received	Unread
418001297	SSM	07/16/2012	7,268,301.23	Received	Unread
418001297	SMCo	06/06/2012	9,571,257.90	Received	Unread
418001297	SSM	07/02/2012	5,642,383.37	Received	Unread
418001297	SSM	05/28/2012	17,885,493.36	Received	Unread
418001297	SSM	06/20/2012	42,900,696.02	Received	Unread
418001297	SVI	07/30/2012	23,119,969.04	Received	Unread
418001297	SSM	07/25/2012	38,635,490.42	Received	Unread
418001297	SVI	06/27/2012	15,895,426.90	Received	Unread
418001297	SMCo	07/25/2012	106.43	Received	Unread

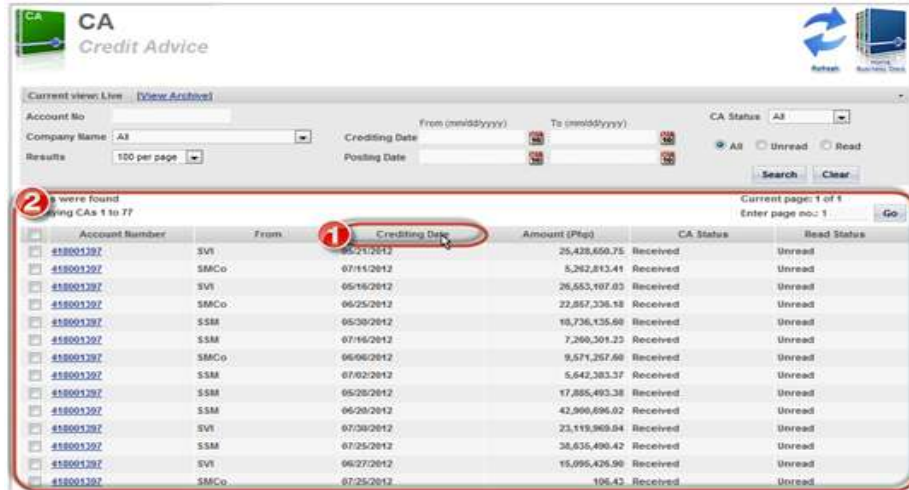


This field allows only numeric entries within the page range of the results. Empty value is not allowed.

2.15.2.3 Sorting CA Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.

Example: Sorted Crediting Date



CA Credit Advice

Current view: Live [View Archive](#)

Account No: From (mm/dd/yyyy) To (mm/dd/yyyy) CA Status: All

Company Name: All Crediting Date: Posting Date: All Unread Read

Results: 100 per page Search Clear

77 CAs were found
Displaying CAs 1 to 77

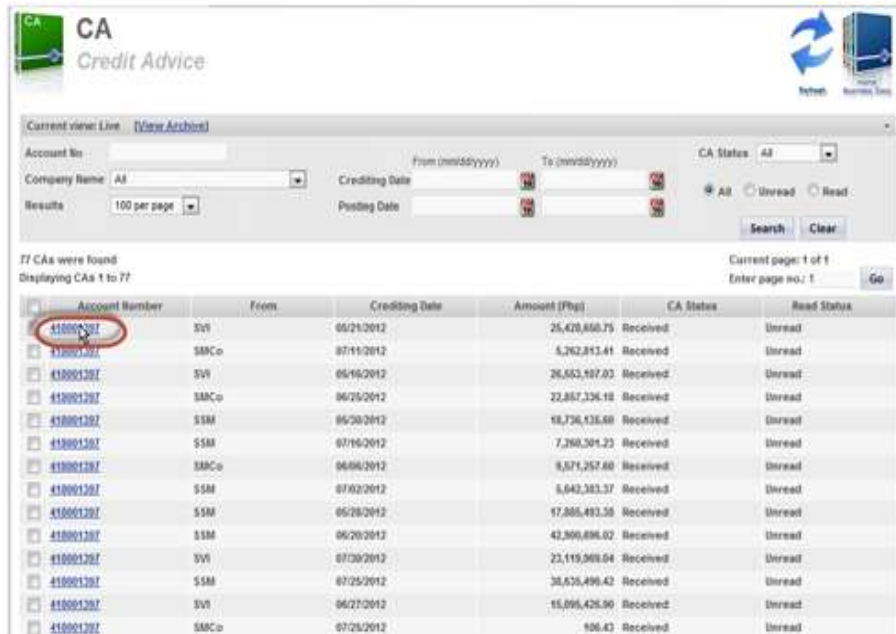
Current page: 1 of 1
Enter page no.: 1 Go

Account Number	From	Crediting Date	Amount (Pkg)	CA Status	Read Status
418001397	SVI	05/21/2012	25,428,850.75	Received	Unread
418001397	SMCo	07/11/2012	5,262,813.41	Received	Unread
418001397	SVI	05/16/2012	26,553,107.03	Received	Unread
418001397	SMCo	06/25/2012	22,857,336.18	Received	Unread
418001397	SSM	05/30/2012	10,736,135.68	Received	Unread
418001397	SSM	07/16/2012	7,260,301.23	Received	Unread
418001397	SMCo	06/06/2012	9,571,257.60	Received	Unread
418001397	SSM	07/02/2012	5,642,383.37	Received	Unread
418001397	SSM	05/28/2012	17,885,493.38	Received	Unread
418001397	SSM	06/20/2012	42,900,896.02	Received	Unread
418001397	SVI	07/08/2012	23,119,969.04	Received	Unread
418001397	SSM	07/25/2012	38,635,496.42	Received	Unread
418001397	SVI	06/27/2012	15,095,426.90	Received	Unread
418001397	SMCo	07/25/2012	106.43	Received	Unread

2.15.3 CA Details Page

2.15.3.1 Opening a Specific CA Document

On the Search Results Section, click the Account number of the specific CA document you want to open.



CA Credit Advice

Current view: Live [View Archive](#)

Account No: From (mm/dd/yyyy) To (mm/dd/yyyy) CA Status: All

Company Name: All Crediting Date: Posting Date: All Unread Read

Results: 100 per page Search Clear

77 CAs were found
Displaying CAs 1 to 77

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

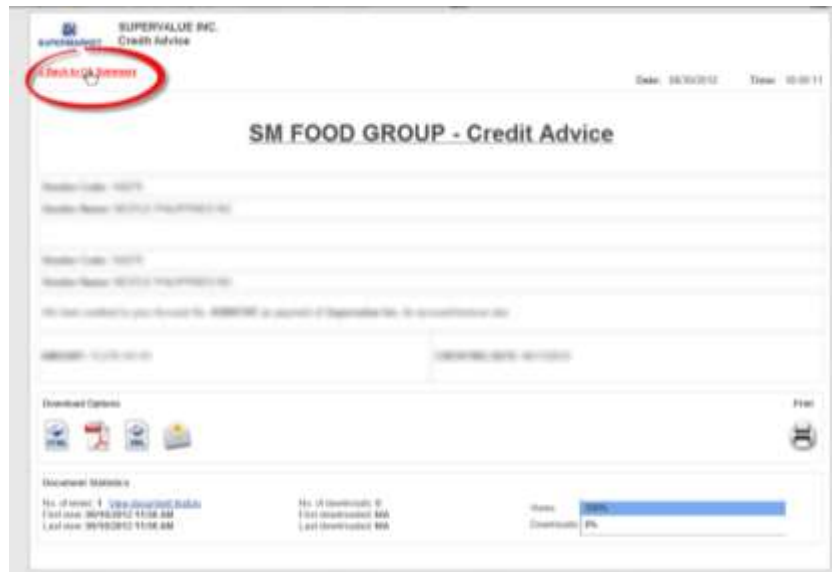
Account Number	From	Crediting Date	Amount (Pkg)	CA Status	Read Status
418001397	SVI	05/21/2012	25,428,850.75	Received	Unread
418001397	SMCo	07/11/2012	5,262,813.41	Received	Unread
418001397	SVI	05/16/2012	26,553,107.03	Received	Unread
418001397	SMCo	06/25/2012	22,857,336.18	Received	Unread
418001397	SSM	05/30/2012	10,736,135.68	Received	Unread
418001397	SSM	07/16/2012	7,260,301.23	Received	Unread
418001397	SMCo	06/06/2012	9,571,257.60	Received	Unread
418001397	SSM	07/02/2012	5,642,383.37	Received	Unread
418001397	SSM	05/28/2012	17,885,493.38	Received	Unread
418001397	SSM	06/20/2012	42,900,896.02	Received	Unread
418001397	SVI	07/08/2012	23,119,969.04	Received	Unread
418001397	SSM	07/25/2012	38,635,496.42	Received	Unread
418001397	SVI	06/27/2012	15,095,426.90	Received	Unread
418001397	SMCo	07/25/2012	106.43	Received	Unread

After clicking the Account number, you will be directed to its Details page.



2.15.3.2 Returning to CA Summary Page

To return to the summary page after opening a specific CA Document, click “Back to CA Summary” located at the Header Section.





2.15.3.3 CA Download Options & Printing

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



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.

Download Options



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.

Download Options



- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.

Download Options



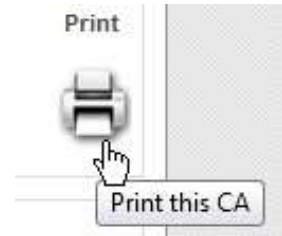
- To send a specific document/message as a PDF attachment through email, click the email button on the Download Options & Printing Section.

Download Options



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

- To print a specific document / message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.



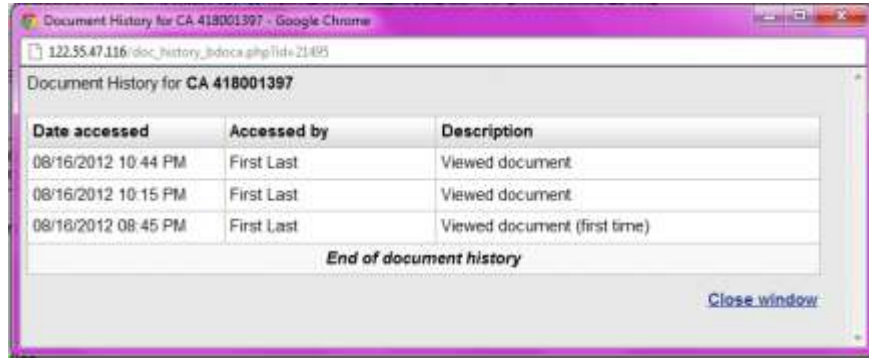
2.15.3.4 Viewing CA Document History

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:

- Total number of times document/message has been viewed
- Date and Time document/message was first viewed
- Date and Time document/message was last viewed
- Total number of times document/message has been downloaded
- Date and Time document/message was first downloaded
- Date and Time document/message was last downloaded
- Comparison between user views and user downloads shown in graphs
- A link to show document activity history details
 - To view the document history, click "View document history".



- A pop-up box will show the document history for the opened CA document.



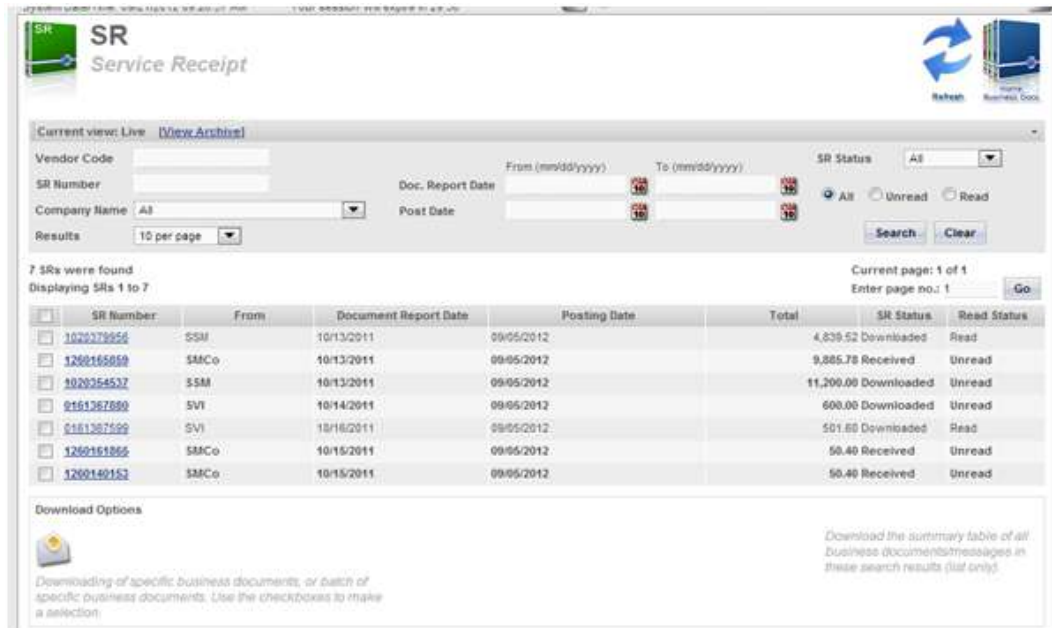
2.16 SERVICE RECEIPT (SR)

2.16.1 Accessing SR Summary Page

1. To access the Service Receipt summary page, go to the BDMS home page and then click the Service Receipt button.



2. You are now at the SR summary page.



SR Service Receipt

Current view: Live [View Archive](#)

Vendor Code:

SR Number:

Company Name: All

Doc. Report Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

Post Date:

SR Status: All

Results: 10 per page

7 SRs were found. Displaying SRs 1 to 7. Current page: 1 of 1. Enter page no.: 1

<input type="checkbox"/>	SR Number	From	Document Report Date	Posting Date	Total	SR Status	Read Status
<input type="checkbox"/>	1020278852	SSM	10/13/2011	09/05/2012	4,839.52	Downloaded	Read
<input type="checkbox"/>	1260165859	SMCo	10/13/2011	09/05/2012	9,885.78	Received	Unread
<input type="checkbox"/>	1020254537	SSM	10/13/2011	09/05/2012	11,200.00	Downloaded	Unread
<input type="checkbox"/>	0161387890	SVI	10/14/2011	09/05/2012	608.00	Downloaded	Unread
<input type="checkbox"/>	0161387529	SVI	10/16/2011	09/05/2012	501.60	Downloaded	Read
<input type="checkbox"/>	1260161866	SMCo	10/15/2011	09/05/2012	50.40	Received	Unread
<input type="checkbox"/>	1260140151	SMCo	10/15/2011	09/05/2012	50.40	Received	Unread

Download Options

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

2.16.2 SR Summary Page & SR Archive Page

2.16.2.1 SR Search Fields

You may search SR using the following criteria:

- a. SR Number
- b. Company Name
- c. Number of Records to display per page(Results)
- d. Document Report Date, Post Date
- e. Document Status (Received, Downloaded)
- f. Read Status (Unread, Read)



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

a. To search for SRs by SR Number

1. Key in the SR 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.



SR Service Receipt

Current view: Live [View Archive](#)

Vendor Code:

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

Company Name: Doc. Report Date: Posting Date:

SR Status: All Unread Read

Results: 10 per page

6 SRs were found. Current page: 1 of 1. Enter page no.:

<input type="checkbox"/>	SR Number	From	Document Report Date	Posting Date	Total	SR Status	Read Status
<input type="checkbox"/>	1020354532	SSM	10/13/2011	09/05/2012	44,800.00	Downloaded	Read
<input type="checkbox"/>	1020378958	SSM	10/13/2011	09/05/2012	4,839.52	Downloaded	Read
<input type="checkbox"/>	1260166059	SMCo	10/13/2011	09/05/2012	9,885.78	Received	Unread
<input type="checkbox"/>	1020354537	SSM	10/13/2011	09/05/2012	11,200.00	Downloaded	Unread
<input type="checkbox"/>	0161367880	SVI	10/14/2011	09/05/2012	600.00	Downloaded	Unread
<input type="checkbox"/>	0161367599	SVI	10/16/2011	09/05/2012	501.60	Downloaded	Read
<input type="checkbox"/>	1260161885	SMCo	10/15/2011	09/05/2012	50.40	Received	Unread
<input type="checkbox"/>	1260140153	SMCo	10/15/2011	09/05/2012	50.40	Received	Unread



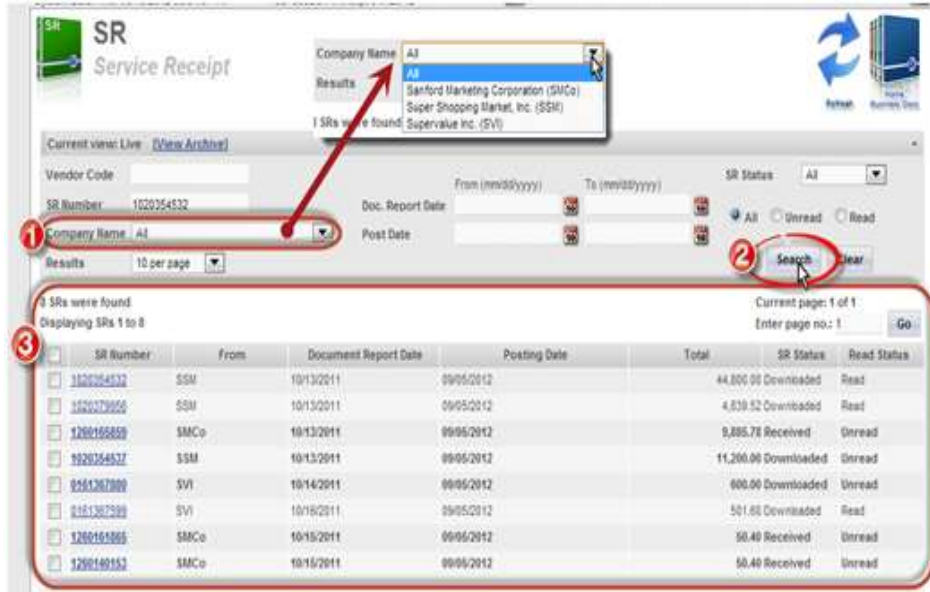
The maximum number of characters for SR number is 10. The text box accepts numeric characters only and will search for SR Numbers containing the indicated number.

b. To search for SRs 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.

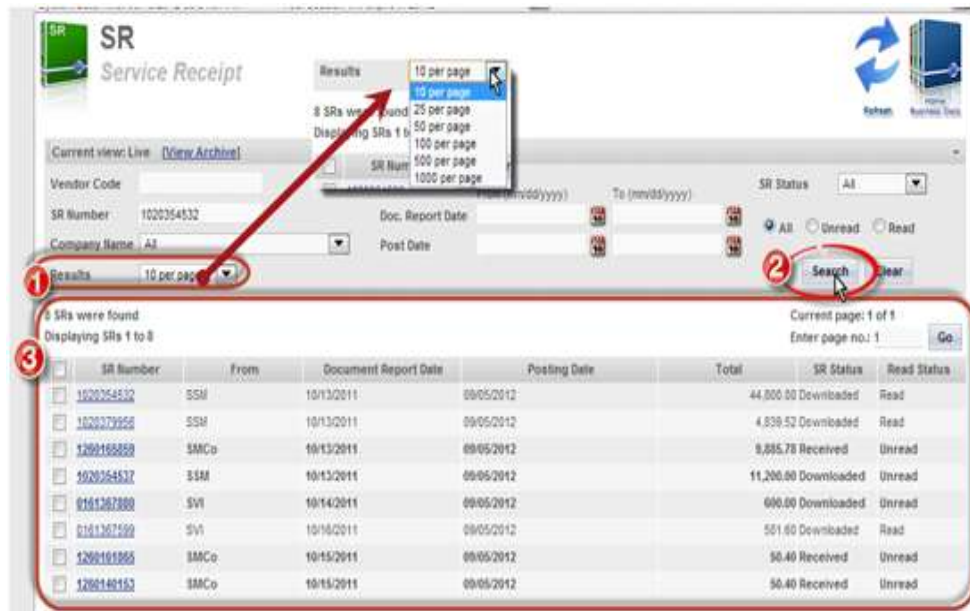


Trade Portal



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

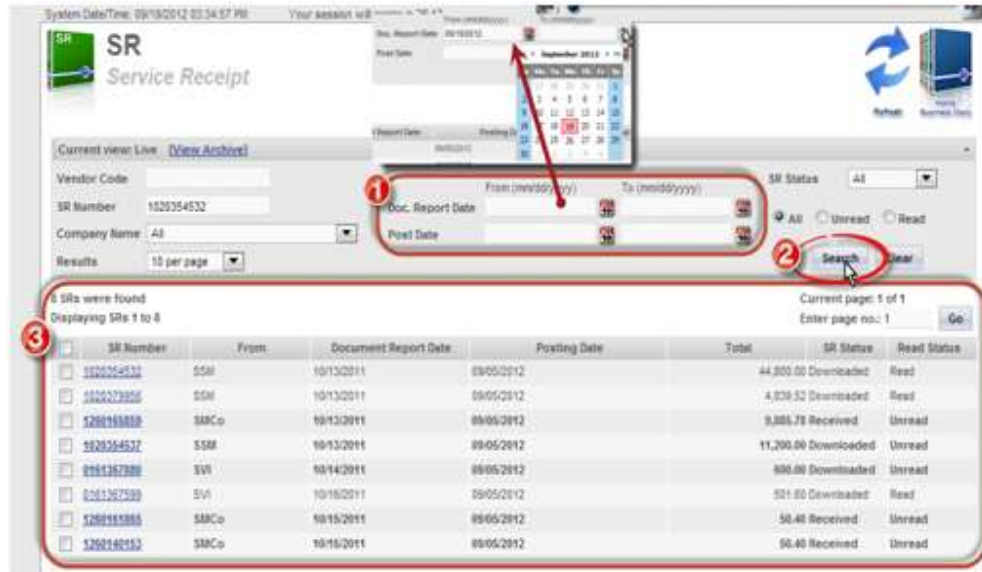
1. Click the drop-down list labeled “Results” then click the desired number of records per page.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.





d. To search for SRs by Document Report Date, Post Date

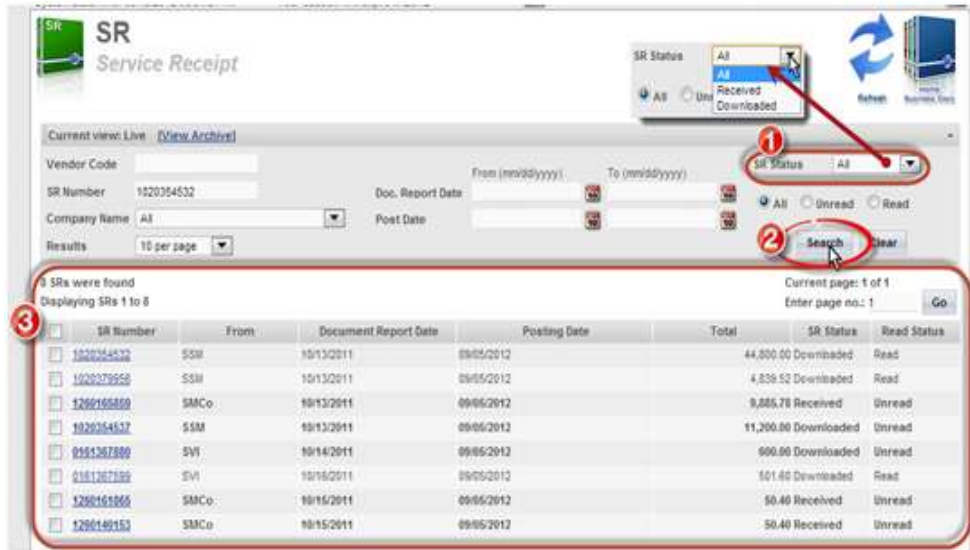
1. Manually key in the Document Report Date or Post Date using the format 'mm/dd/yyyy' or you may also select the dates using the calendar.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.



The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

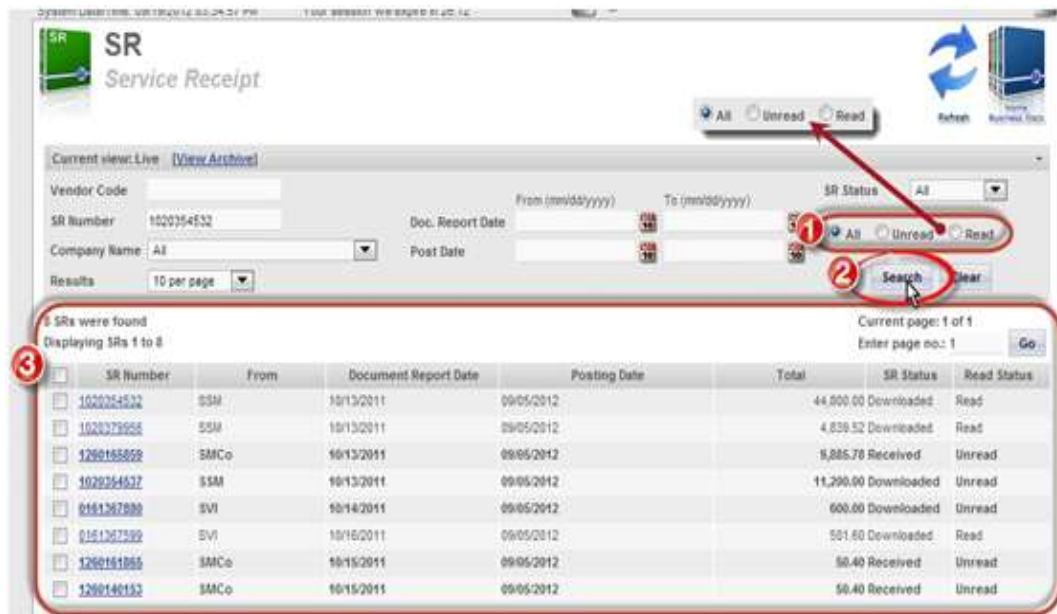
e. To search for SRs by Document Status:

1. Click the drop-down list then select a SR 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.



f. To search for SRs by Read Status

1. Choose a SR 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.

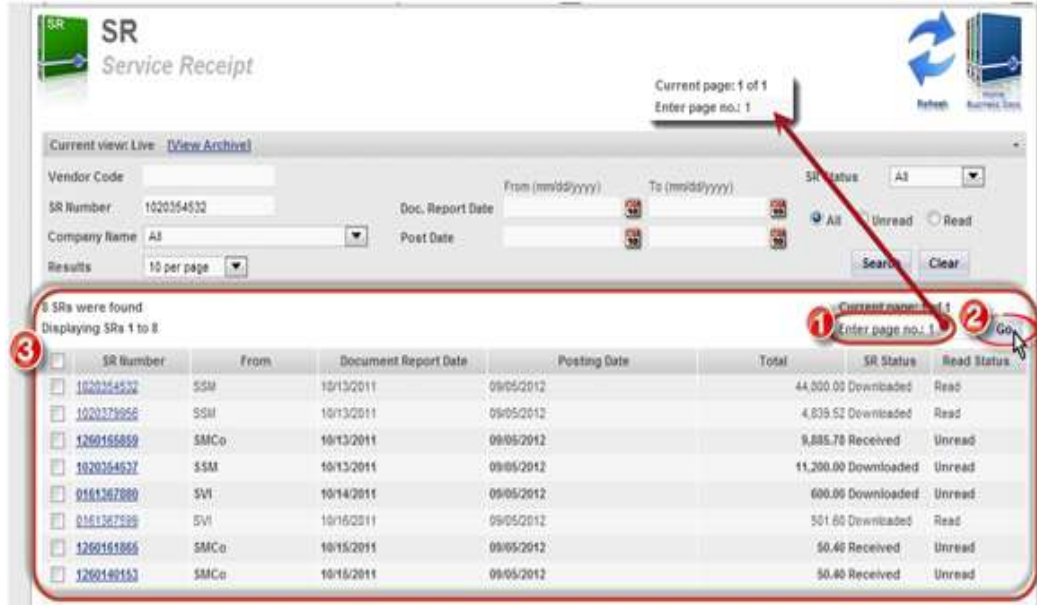




2.16.2.2 SR Page Mark

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.

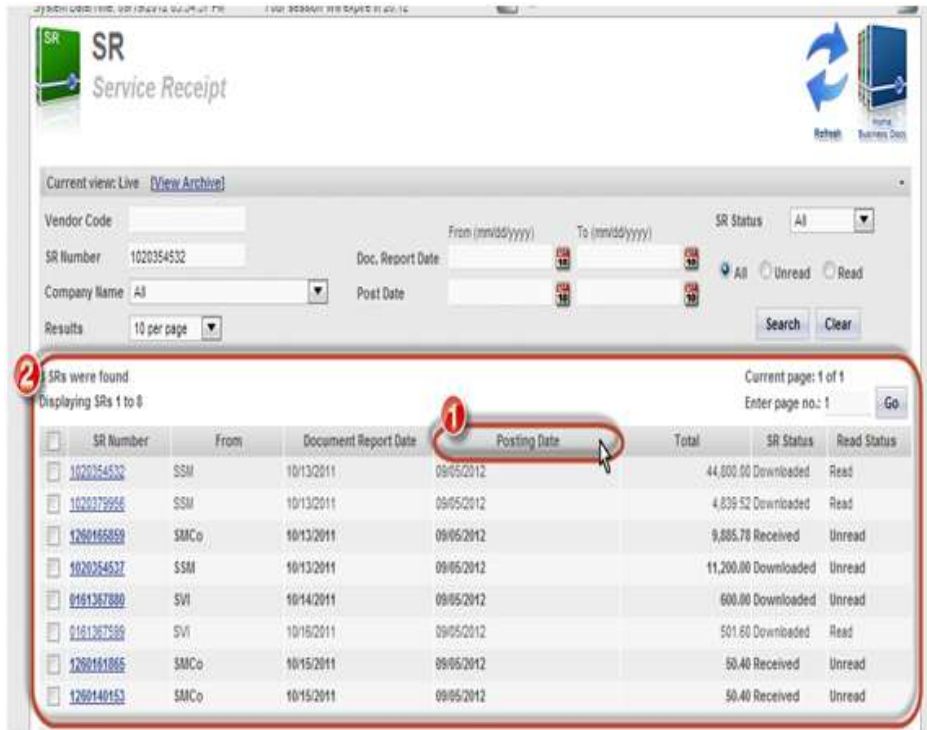


This field allows only numeric entries within the page range of the results. Empty value is not allowed.

2.16.2.3 Sorting SR Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.

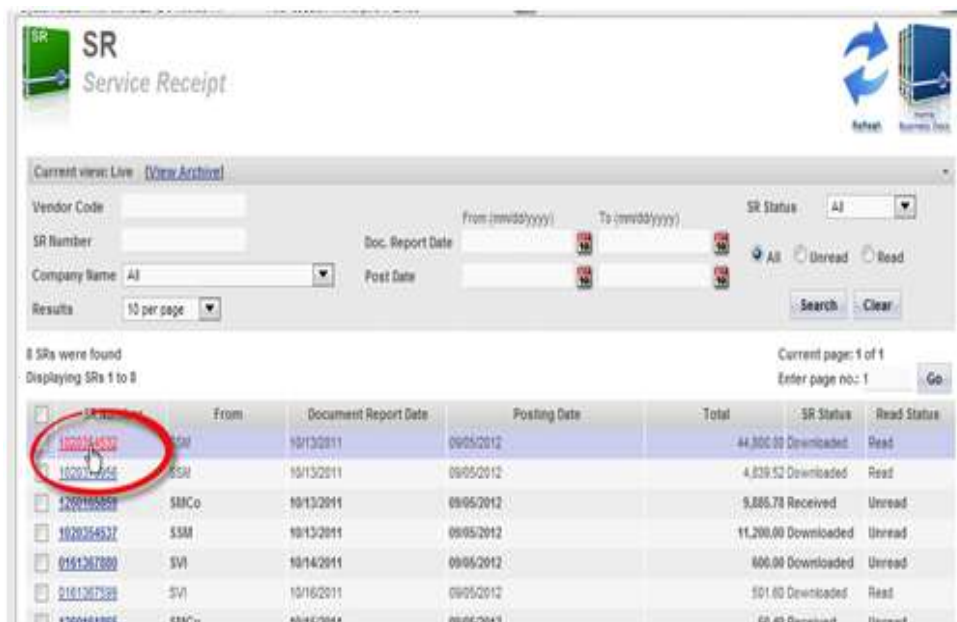
Example: Sorted Posting Date



2.16.3 SR Details Page

2.16.3.1 Opening a Specific SR Document

On the Search Results Section, click the SR number of the specific SR document you want to open.

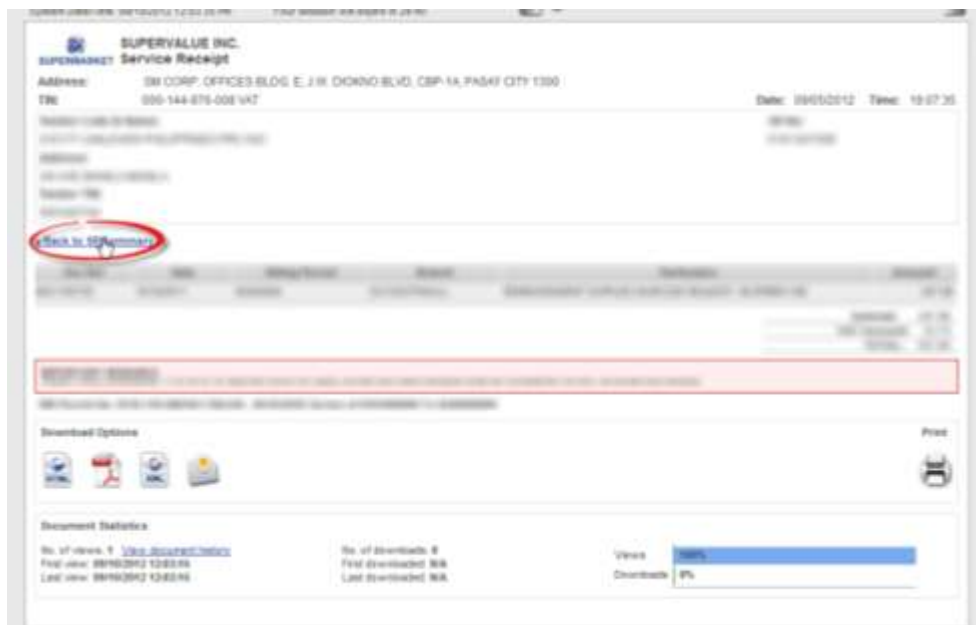


After clicking the SR number, you will be directed to its Details page.



2.16.3.2 Returning to SR Summary Page

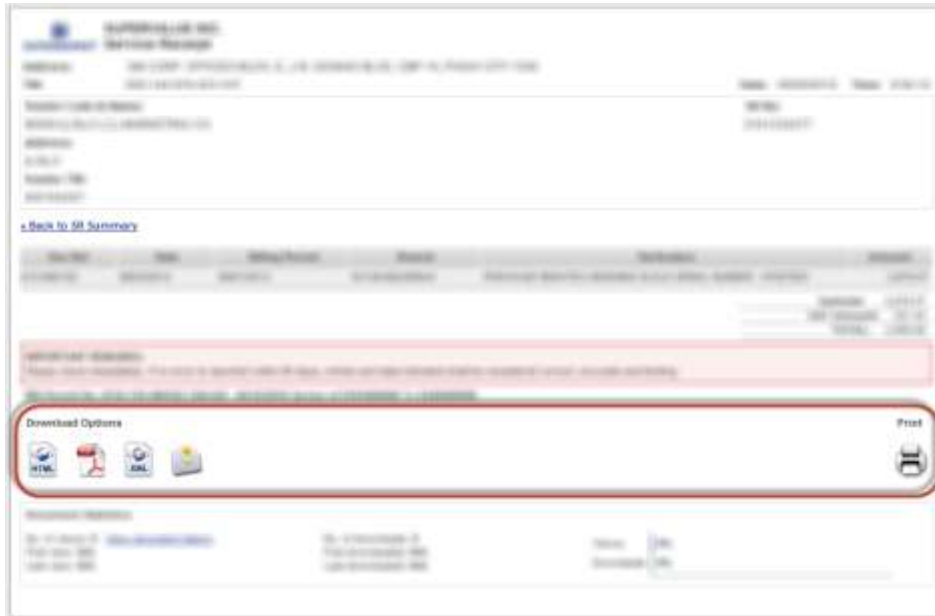
To return to the summary page after opening a specific SR Document, click “Back to SR Summary” located at the Detail Count Section.





2.16.3.3 SR Download Options & Printing

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



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.

Download Options



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.

Download Options



- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.

Download Options



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



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

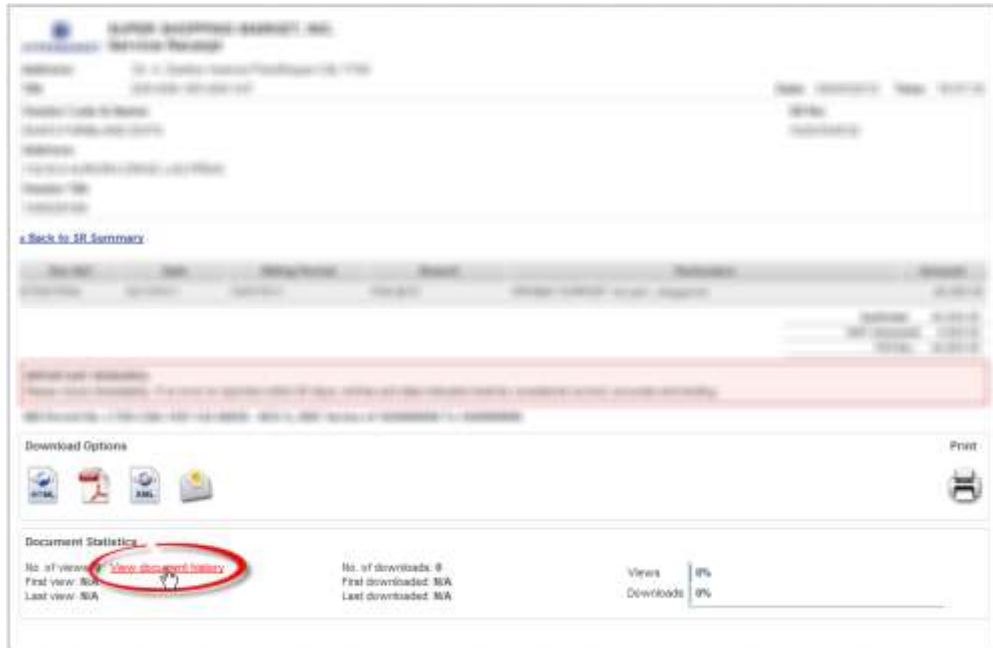
- To print a specific document/message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.



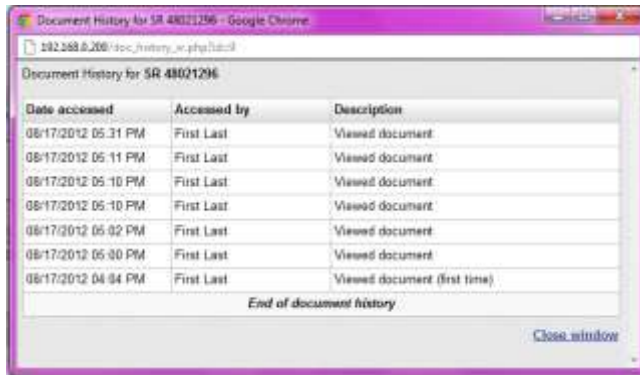
2.16.3.4 Viewing SR Document History

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".



- A pop-up box will show the document history for the opened SR document.



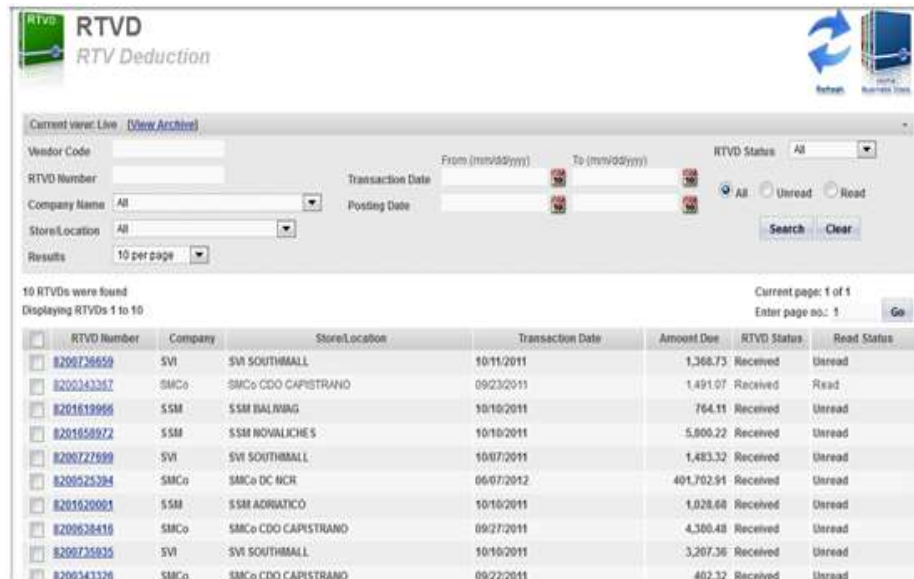
2.17 RETURN TO VENDOR DEDUCTION (RTVD)

2.17.1 Accessing RTVD Summary Page

1. To access the Return to Vendor Deduction summary page, go to the BDMS home page and then click the Return to Vendor Deduction button.



2. You are now at the RTVD summary page.



2.17.2 RTVD Summary Page & RTVD Archive Page

2.17.2.1 RTVD Search Fields

You may search RTVD using the following criteria:

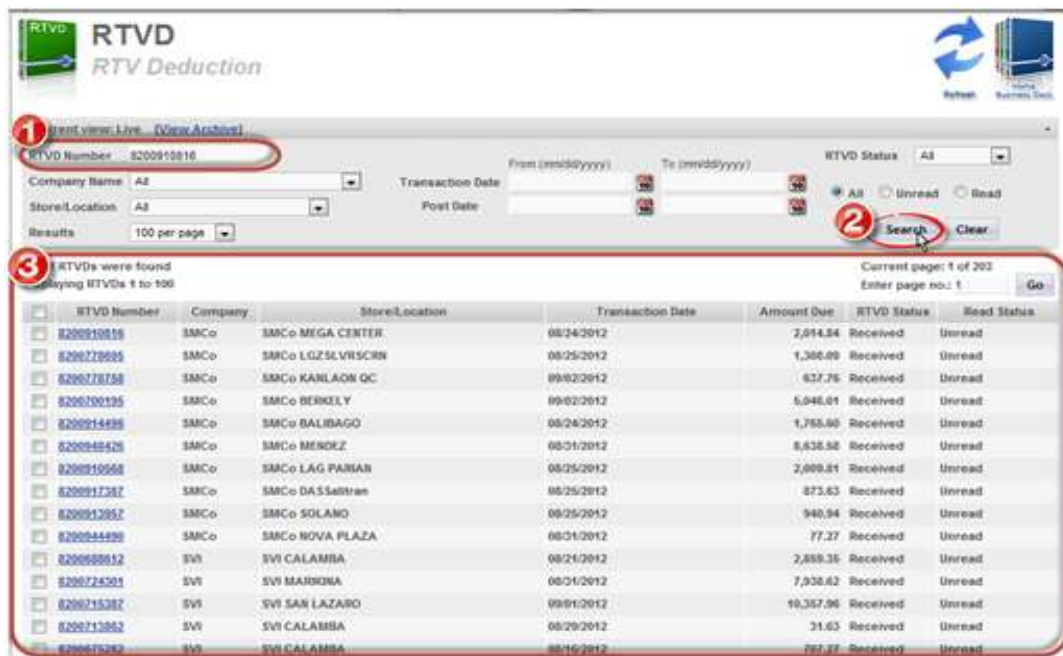
- RTVD Number
- Company Name
- Store/Location
- Number of Records to display per page(Results)
- Transaction Date, Posting Date
- Document Status (Received, Downloaded)
- Read Status (Unread, Read)



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

a. To search for RTVDs by RTVD Number

1. Key in the RTVD number in the text box.
2. Then click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.

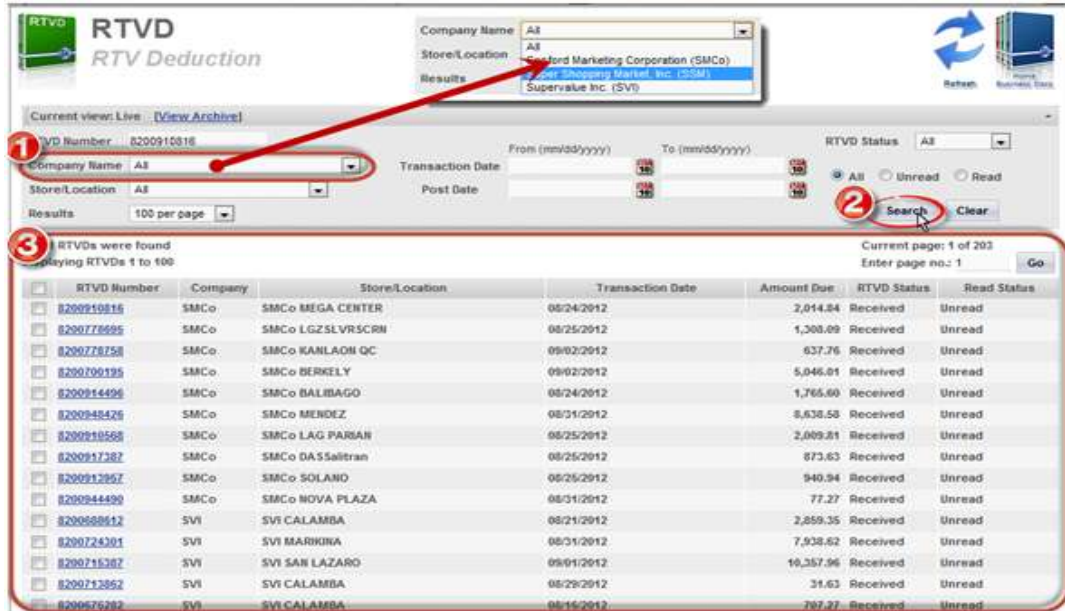


The maximum number of characters for RTVD number is 10. The text box accepts numeric characters only and will search for RTVD numbers containing the indicated number.

b. To search for RTVDs 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.



RTVD RTV Deduction

Company Name: All
 Store/Location: All
 Results: Standard Marketing Corporation (SMCo), Super Shopping Market, Inc. (SSM), Supervalue Inc. (SVI)

Current view: Live | [View Archive](#)

RTVD Number: 0200910018
 Company Name: All
 Store/Location: All
 Results: 100 per page

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

RTVD Status: All
 All Unread Read

2 Search Clear

3 RTVDs were found
 displaying RTVDs 1 to 100

Current page: 1 of 203
 Enter page no.: 1 [Go](#)

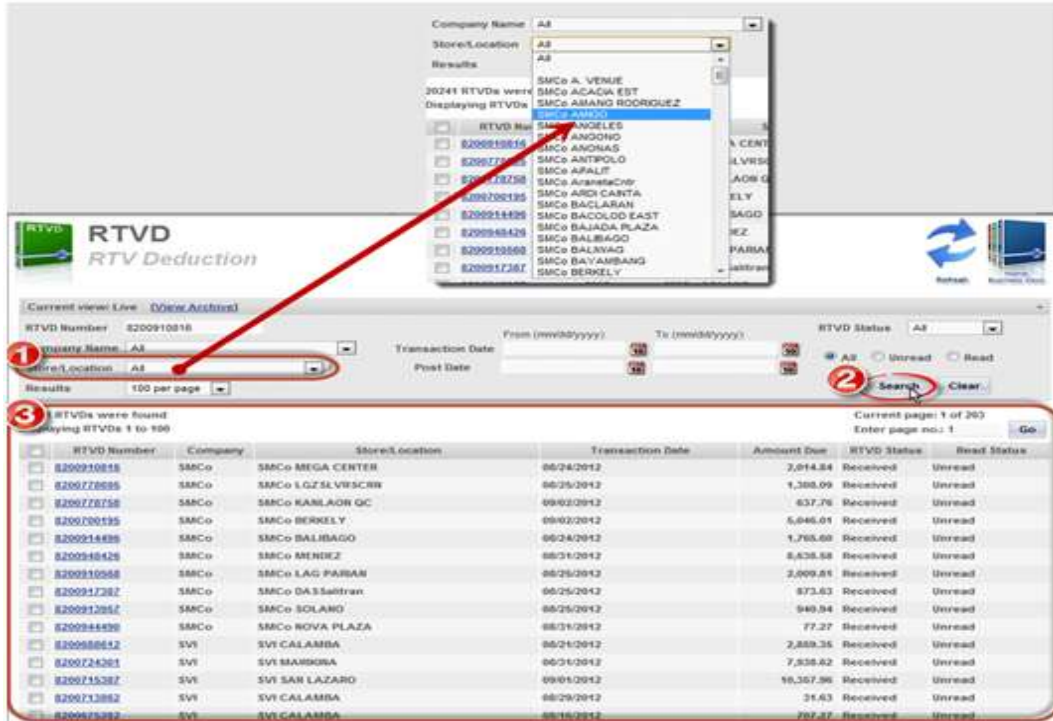
RTVD Number	Company	Store/Location	Transaction Date	Amount Due	RTVD Status	Read Status
0200910018	SMCo	SMCo MEGA CENTER	08/24/2012	2,014.84	Received	Unread
0200778695	SMCo	SMCo LGZSLVRSORN	08/25/2012	1,300.09	Received	Unread
0200728758	SMCo	SMCo KANLAON QC	09/02/2012	637.76	Received	Unread
0200700135	SMCo	SMCo BERKELEY	09/02/2012	5,046.01	Received	Unread
0200914496	SMCo	SMCo BALIBAGO	08/24/2012	1,765.60	Received	Unread
0200948426	SMCo	SMCo MENDEZ	08/31/2012	8,638.58	Received	Unread
0200910568	SMCo	SMCo LAG PARBAR	08/25/2012	2,009.81	Received	Unread
0200917387	SMCo	SMCo DA S Salitran	08/25/2012	873.63	Received	Unread
0200912807	SMCo	SMCo SOLANO	08/25/2012	940.94	Received	Unread
0200944490	SMCo	SMCo NOVA PLAZA	08/31/2012	77.27	Received	Unread
0200688612	SVI	SVI CALAMBA	08/21/2012	2,859.35	Received	Unread
0200724301	SVI	SVI MARIKINA	08/31/2012	7,938.82	Received	Unread
0200715387	SVI	SVI SAN LAZARO	08/01/2012	10,357.96	Received	Unread
0200713852	SVI	SVI CALAMBA	08/29/2012	31.63	Received	Unread
0200676282	SVI	SVI CALAMBA	08/16/2012	707.27	Received	Unread

c. To search for RTVDs by Store/Location

1. Click the drop-down list then select a store/location 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.

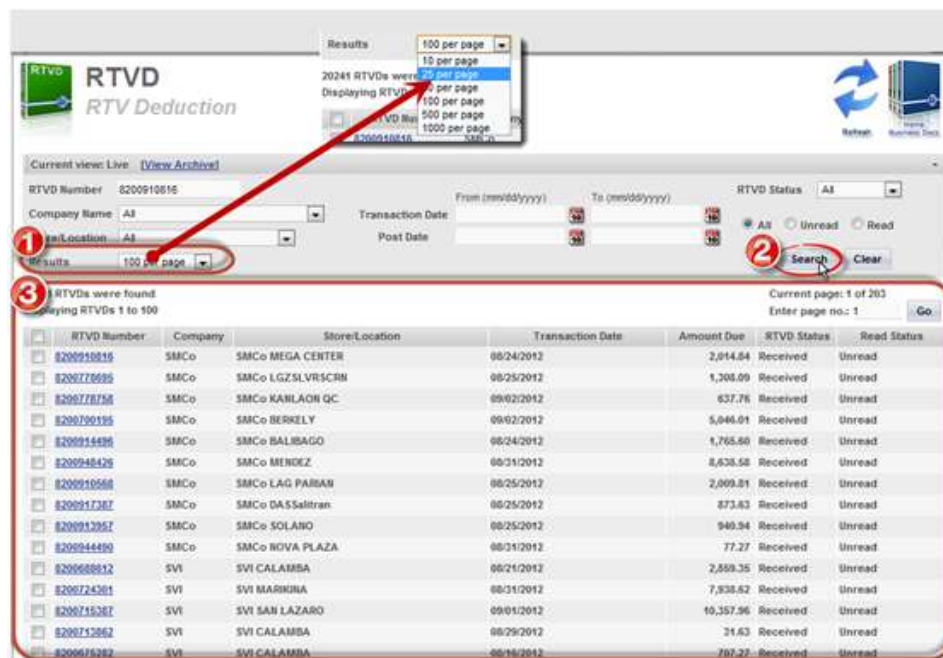


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d. To filter the Number of Records to Display per page

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.

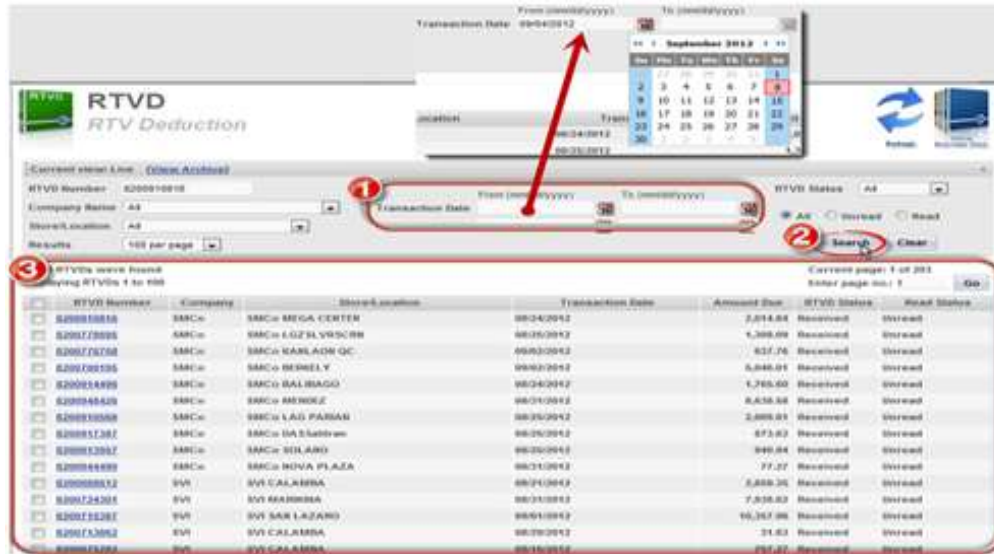




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e. To search for RTVDs by Transaction Date, Posting Date

1. Manually key in the Transaction Date or Posting Date using the format 'mm/dd/yyyy' or you may also select a date 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.



The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

f. To search for RTVDs by Document Status

1. Click the drop-down list then select a RTVD 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.



Trade Portal

RTVD RTV Deduction

Current view: Live [View Archive](#)

RTVD Number: 8200910816

Company Name: All

Store Location: All

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

Post Date: (mm/dd/yyyy)

RTVD Status: All

Results: 100 per page

3 RTVDs were found displaying RTVDs 1 to 100

Current page: 1 of 203
Enter page no.: 1 [Go](#)

RTVD Number	Company	Store Location	Transaction Date	Amount Due	RTVD Status	Read Status
8200910816	SMCo	SMCo MEGA CENTER	08/24/2012	2,814.84	Received	Unread
8200773895	SMCo	SMCo LGZSLVRSRR	08/25/2012	1,308.09	Received	Unread
8200778758	SMCo	SMCo KARLAON QC	09/02/2012	837.76	Received	Unread
8200709195	SMCo	SMCo BERKELY	09/02/2012	5,048.01	Received	Unread
8200914498	SMCo	SMCo BALIBAGO	08/24/2012	1,765.60	Received	Unread
8200948426	SMCo	SMCo MENDEZ	08/31/2012	8,638.58	Received	Unread
8200910868	SMCo	SMCo LAG PARIAN	08/25/2012	2,008.81	Received	Unread
8200917387	SMCo	SMCo DASSALITRAN	08/25/2012	873.63	Received	Unread
8200913857	SMCo	SMCo SOLANO	08/25/2012	940.94	Received	Unread
8200944490	SMCo	SMCo NOVA PLAZA	08/31/2012	77.27	Received	Unread
8200908612	SVI	SVI CALAMBA	08/21/2012	2,859.35	Received	Unread
8200724301	SVI	SVI MARRONA	08/31/2012	7,338.62	Received	Unread
8200715387	SVI	SVI SAN LAZARO	08/01/2012	10,357.96	Received	Unread
8200713862	SVI	SVI CALAMBA	08/29/2012	31.63	Received	Unread
8200675382	SVI	SVI CALAMBA	08/18/2012	787.27	Received	Unread

g. To search for RTVDs by Read Status

1. Choose a RTVD 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.

RTVD RTV Deduction

Current view: Live [View Archive](#)

RTVD Number: 8200910816

Company Name: All

Store Location: All

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

Post Date: (mm/dd/yyyy)

RTVD Status: All

Results: 100 per page

3 RTVDs were found displaying RTVDs 1 to 100

Current page: 1 of 203
Enter page no.: 1 [Go](#)

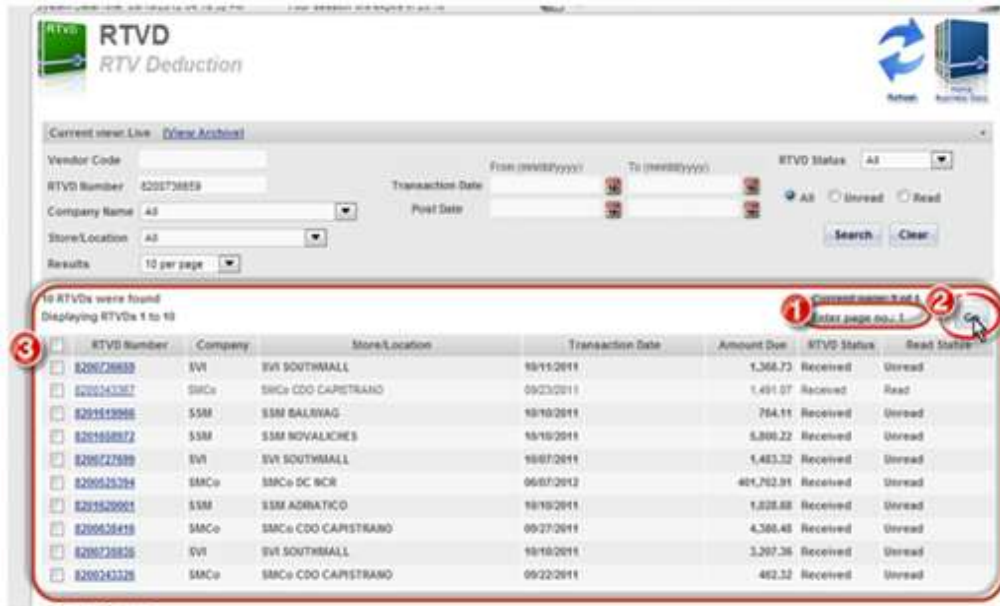
RTVD Number	Company	Store Location	Transaction Date	Amount Due	RTVD Status	Read Status
8200910816	SMCo	SMCo MEGA CENTER	08/24/2012	2,814.84	Received	Unread
8200773895	SMCo	SMCo LGZSLVRSRR	08/25/2012	1,308.09	Received	Unread
8200778758	SMCo	SMCo KARLAON QC	09/02/2012	837.76	Received	Unread
8200709195	SMCo	SMCo BERKELY	09/02/2012	5,048.01	Received	Unread
8200914498	SMCo	SMCo BALIBAGO	08/24/2012	1,765.60	Received	Unread
8200948426	SMCo	SMCo MENDEZ	08/31/2012	8,638.58	Received	Unread
8200910868	SMCo	SMCo LAG PARIAN	08/25/2012	2,008.81	Received	Unread
8200917387	SMCo	SMCo DASSALITRAN	08/25/2012	873.63	Received	Unread
8200913857	SMCo	SMCo SOLANO	08/25/2012	940.94	Received	Unread
8200944490	SMCo	SMCo NOVA PLAZA	08/31/2012	77.27	Received	Unread
8200908612	SVI	SVI CALAMBA	08/21/2012	2,859.35	Received	Unread
8200724301	SVI	SVI MARRONA	08/31/2012	7,338.62	Received	Unread
8200715387	SVI	SVI SAN LAZARO	08/01/2012	10,357.96	Received	Unread
8200713862	SVI	SVI CALAMBA	08/29/2012	31.63	Received	Unread
8200675382	SVI	SVI CALAMBA	08/18/2012	787.27	Received	Unread



2.17.2.2 RTVD 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.

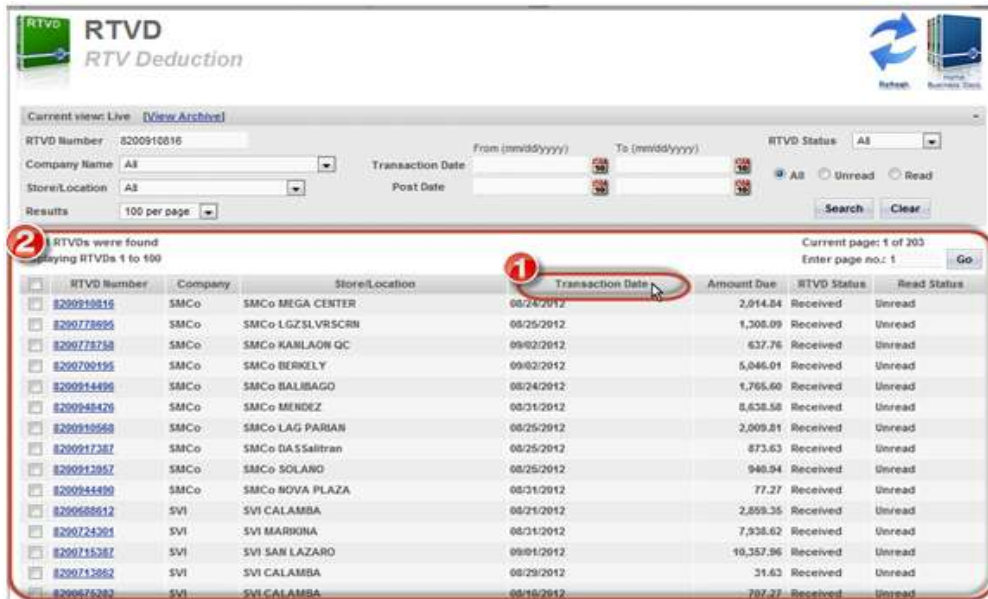


This field allows only numeric entries within the page range of the results. Empty value is not allowed.

2.17.2.3 Sorting RTVD Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.

Example: Sorted Transaction Date



RTVD RTV Deduction

Current view: Live [View Archived](#)

RTVD Number: 8200910816 From (mm/dd/yyyy) To (mm/dd/yyyy) RTVD Status: All

Company Name: All Transaction Date: Post Date: All Unread Read

Store Location: All

Results: 100 per page Search Clear

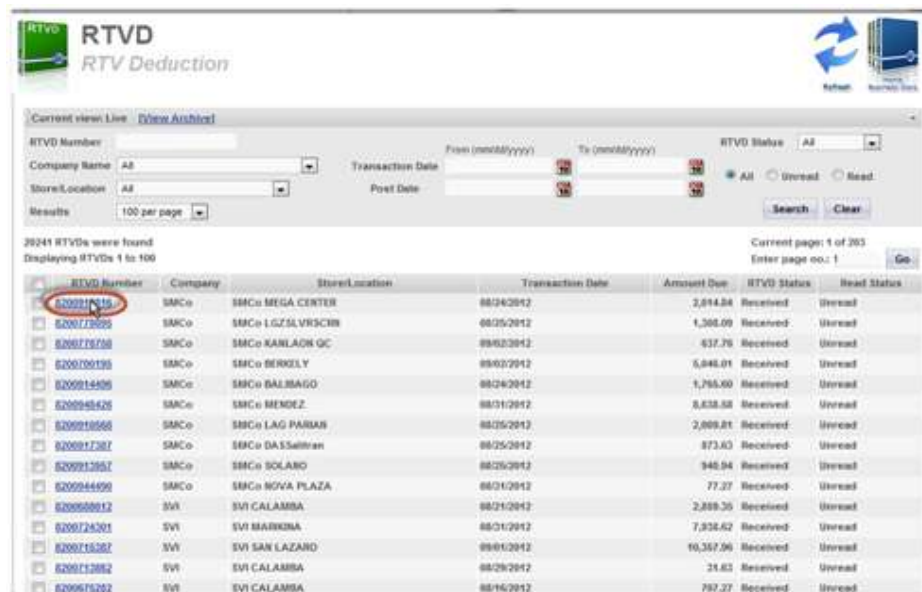
2 RTVDs were found displaying RTVDs 1 to 100 Current page: 1 of 203 Enter page no.: 1 Go

RTVD Number	Company	Store Location	Transaction Date	Amount Due	RTVD Status	Read Status
8200910816	SMCo	SMCo MEGA CENTER	08/24/2012	2,814.84	Received	Unread
8200778895	SMCo	SMCo LGZSLVRSCRN	08/25/2012	1,308.09	Received	Unread
8200778738	SMCo	SMCo KAMLAON QC	09/02/2012	637.76	Received	Unread
8200708195	SMCo	SMCo BERKELY	09/02/2012	5,046.01	Received	Unread
8200914496	SMCo	SMCo BALBAGO	08/24/2012	1,765.60	Received	Unread
8200948426	SMCo	SMCo MENDEZ	08/31/2012	8,638.58	Received	Unread
8200910568	SMCo	SMCo LAG PARIAN	08/25/2012	2,009.81	Received	Unread
8200917387	SMCo	SMCo DASSaltran	08/25/2012	873.63	Received	Unread
8200912957	SMCo	SMCo SOLAWO	08/25/2012	948.94	Received	Unread
8200944490	SMCo	SMCo NOVA PLAZA	08/31/2012	77.27	Received	Unread
8200688812	SVI	SVI CALAMBA	08/21/2012	2,889.35	Received	Unread
8200724201	SVI	SVI MARIKINA	08/31/2012	7,338.62	Received	Unread
8200716287	SVI	SVI SAN LAZARO	09/01/2012	10,357.96	Received	Unread
8200712862	SVI	SVI CALAMBA	08/29/2012	31.63	Received	Unread
8200915202	SVI	SVI CALAMBA	08/16/2012	787.27	Received	Unread

2.17.3 RTVD Details Page

2.17.3.1 Opening a Specific RTVD Document

On the Search Results Section, click the RTVD number of the specific RTVD document you want to open.



RTVD RTV Deduction

Current view: Live [View Archived](#)

RTVD Number: RTVD Status: All

Company Name: All Transaction Date: Post Date: All Unread Read

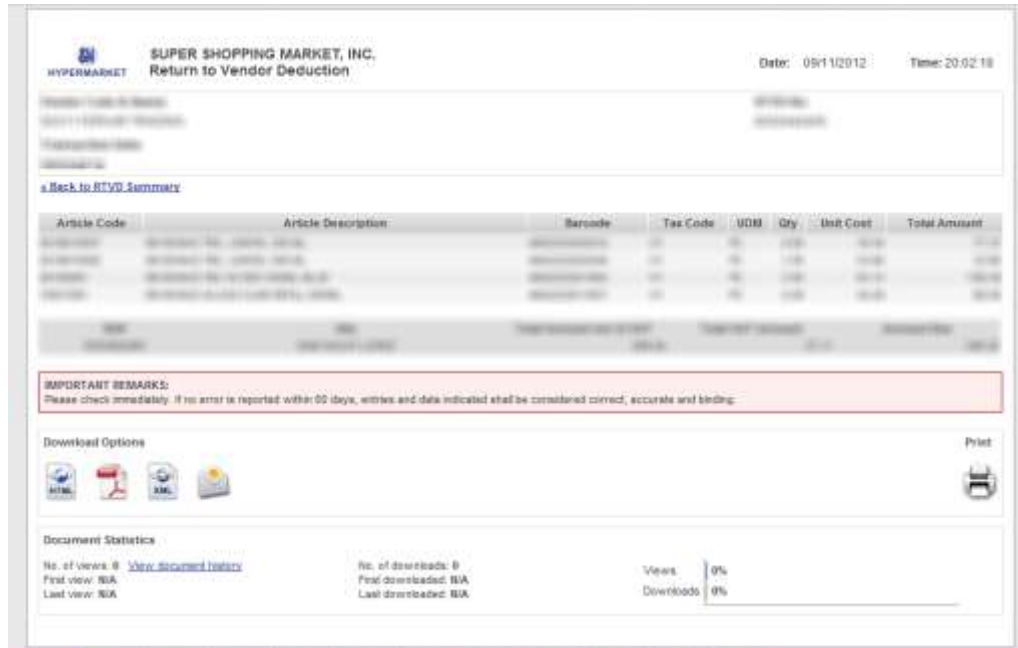
Store Location: All

Results: 100 per page Search Clear

20241 RTVDs were found displaying RTVDs 1 to 100 Current page: 1 of 203 Enter page no.: 1 Go

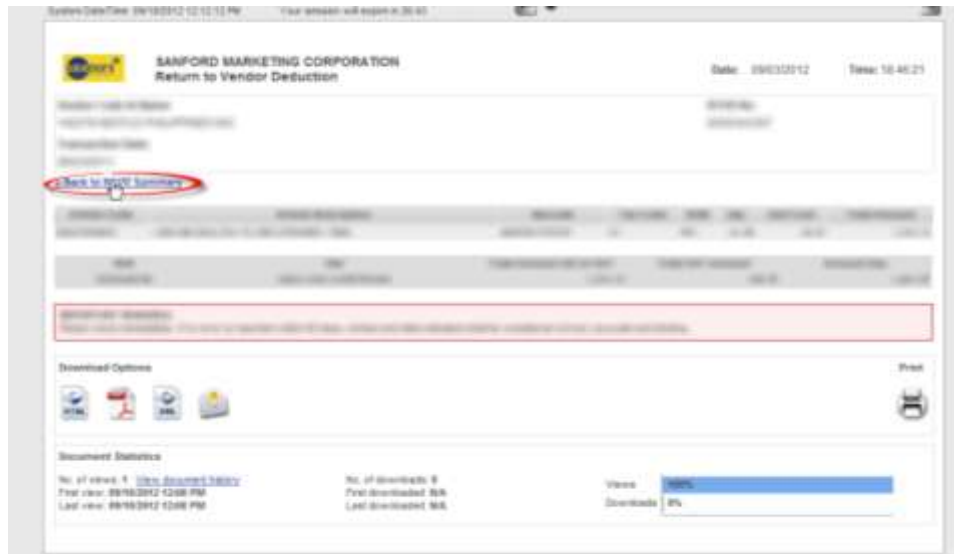
RTVD Number	Company	Store Location	Transaction Date	Amount Due	RTVD Status	Read Status
8200910816	SMCo	SMCo MEGA CENTER	08/24/2012	2,814.84	Received	Unread
8200778895	SMCo	SMCo LGZSLVRSCRN	08/25/2012	1,308.09	Received	Unread
8200778738	SMCo	SMCo KAMLAON QC	09/02/2012	637.76	Received	Unread
8200708195	SMCo	SMCo BERKELY	09/02/2012	5,046.01	Received	Unread
8200914496	SMCo	SMCo BALBAGO	08/24/2012	1,765.60	Received	Unread
8200948426	SMCo	SMCo MENDEZ	08/31/2012	8,638.58	Received	Unread
8200910568	SMCo	SMCo LAG PARIAN	08/25/2012	2,009.81	Received	Unread
8200917387	SMCo	SMCo DASSaltran	08/25/2012	873.63	Received	Unread
8200912957	SMCo	SMCo SOLAWO	08/25/2012	948.94	Received	Unread
8200944490	SMCo	SMCo NOVA PLAZA	08/31/2012	77.27	Received	Unread
8200688812	SVI	SVI CALAMBA	08/21/2012	2,889.35	Received	Unread
8200724201	SVI	SVI MARIKINA	08/31/2012	7,338.62	Received	Unread
8200716287	SVI	SVI SAN LAZARO	09/01/2012	10,357.96	Received	Unread
8200712862	SVI	SVI CALAMBA	08/29/2012	31.63	Received	Unread
8200915202	SVI	SVI CALAMBA	08/16/2012	787.27	Received	Unread

After clicking the RTVD number, you will be directed to its Details page.



2.17.3.2 Returning to RTVD Summary Page

To return to the summary page after opening a specific RTVD Document, click “Back to RTVD Summary” located at the Detail Count Section.



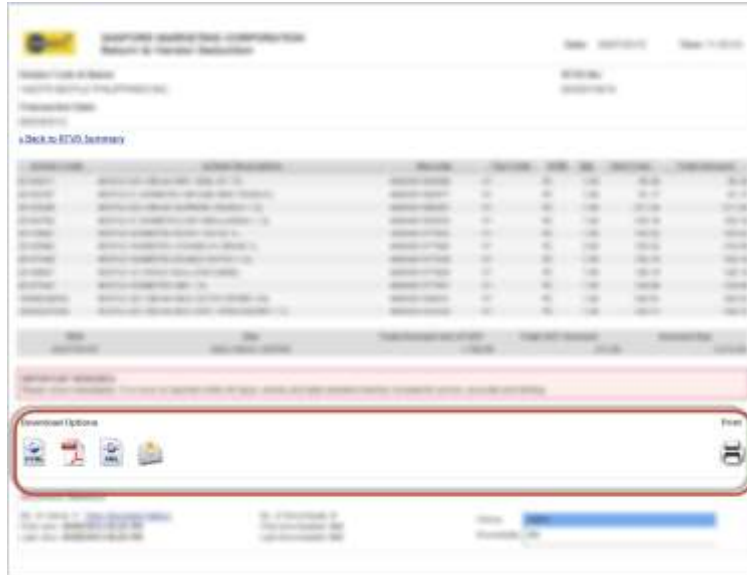
2.17.3.3 RTVD Download Options & Printing

You may download a specific document/message currently shown in the Details Page in any of the following format: Hyper Markup Language (.html), Portable Document Format



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(.pdf) or Extensible Markup Language (.xml). You may also choose to send a PDF attachment through email.



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.



- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.



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



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

- To print a specific document/message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.

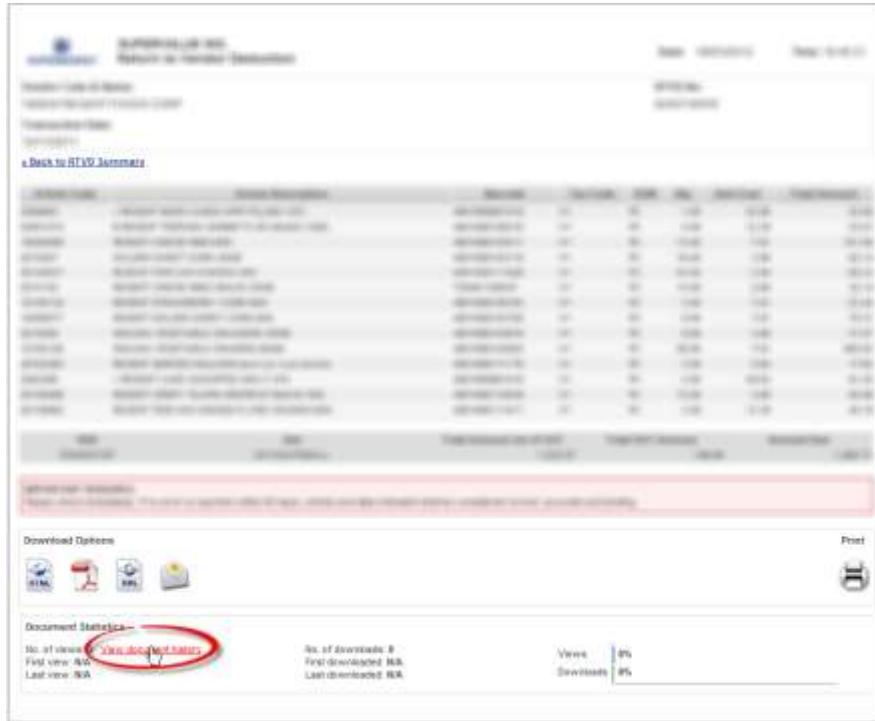


2.17.3.4 Viewing RTVD Document History

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”.



- A pop-up box will show the document history for the opened RTVD document.



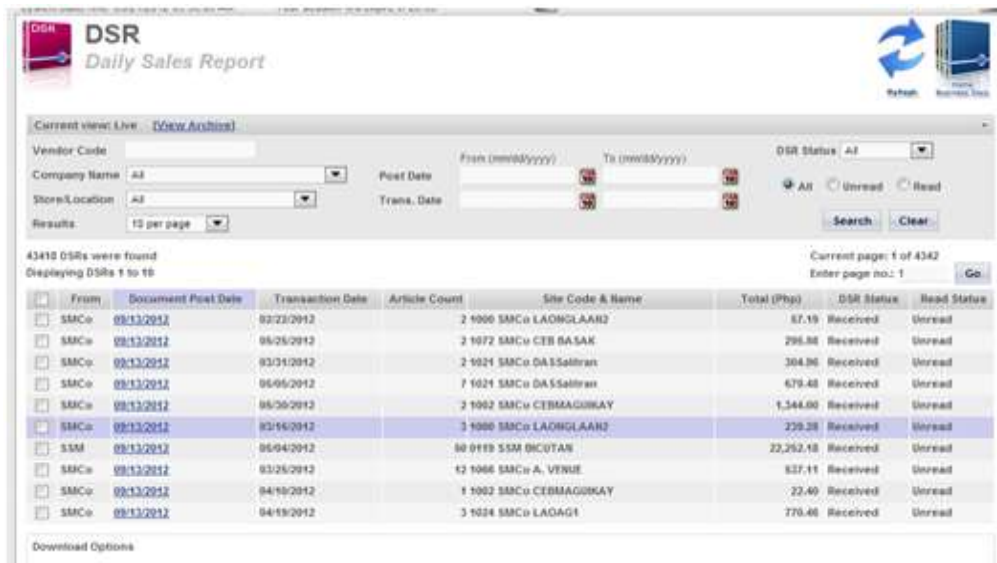
2.18 DAILY SALES REPORT (DSR)

2.18.1 Accessing DSR Summary Page

1. To access the Daily Sales Report summary page, go to the BDMS home page and then click the Daily Sales Report button.



2. You are now at the DSR summary page.



2.18.2 DSR Summary Page & DSR Archive Page

2.18.2.1 DSR Search Fields

You may search DSR using the following criteria:

- Company Name
- Store/Location
- Number of Records to display per page(Results)
- Document Post Date, Transaction Date

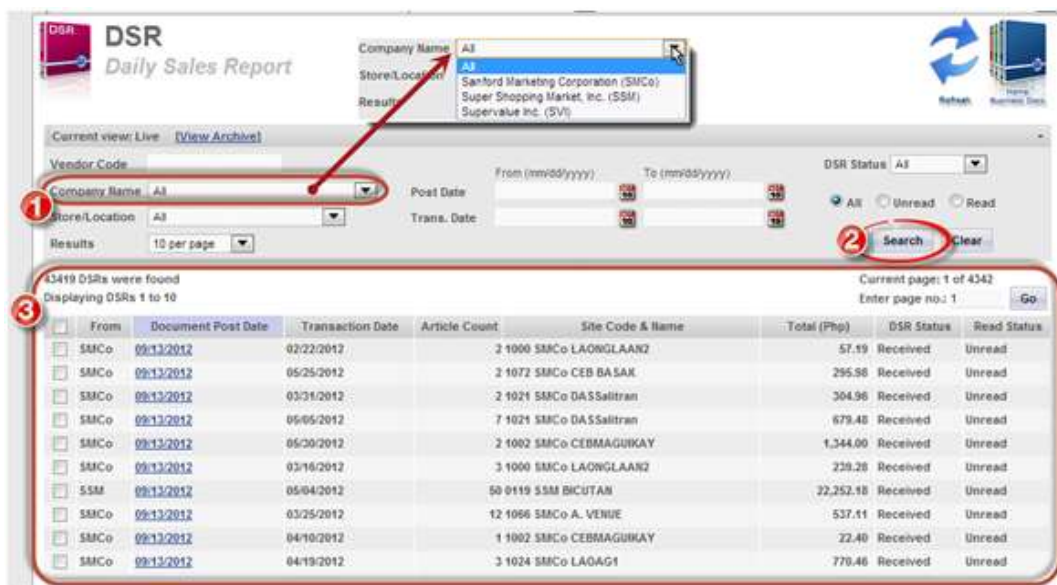
- e. Document Status (Received, Downloaded)
- f. Read Status (Unread, Read)



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

a. To search for DSRs 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.



DSR Daily Sales Report

Current view: Live [View Archive](#)

Vendor Code: _____

Company Name: All All
Sanford Marketing Corporation (SMCo)
Super Shopping Market, Inc. (SSM)
Supervalue Inc. (SVI)

Store/Location: All

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

Trans. Date: _____

DSR Status: All Unread Read

Results: 10 per page

2 Search Clear

4349 DSRs were found
Displaying DSRs 1 to 10

Current page: 1 of 4342
Enter page no.: 1

<input type="checkbox"/>	From	Document Post Date	Transaction Date	Article Count	Site Code & Name	Total (Php)	DSR Status	Read Status
<input type="checkbox"/>	SMCo	09/13/2012	02/22/2012	2	1000 SMCo LAOWGLAAN2	57.19	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	05/25/2012	2	1072 SMCo CEB BASAK	295.98	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/31/2012	2	1021 SMCo DASSalitrn	304.96	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	05/05/2012	7	1024 SMCo DASSalitrn	679.48	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	05/20/2012	2	1002 SMCo CEBMAGURKAY	1,344.00	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/16/2012	3	1000 SMCo LAOWGLAAN2	238.28	Received	Unread
<input type="checkbox"/>	SSM	09/13/2012	05/04/2012	50	0119 SSM BICUTAN	22,252.18	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/25/2012	12	1066 SMCo A. VENUE	537.11	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	04/10/2012	1	1002 SMCo CEBMAGURKAY	22.40	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	04/19/2012	3	1024 SMCo LAOAG1	770.46	Received	Unread

b. To search for DSRs by Store/Location

1. Click the drop-down list then select a Store/Location 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.



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DSR Daily Sales Report

Current view: Live [View Archive](#)

Vendor Code:

Company Name: All

Store/Location: All

Results: 10 per page

Search Location: All

DSR Status: All

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

All Unread Read

Search Clear

43419 DSRs were found
Displaying DSRs 1 to 10

	From	Document Post Date	Transaction Date	Article Count	Site Code & Name	Total (P/ig)	DSR Status	Read Status
<input type="checkbox"/>	SMCo	09/13/2012	02/02/2012	2 1000	SMCo LAORGLAAN2	57.19	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	06/25/2012	2 1072	SMCo CEB BASAK	296.90	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/31/2012	2 1021	SMCo DASSaltran	364.96	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	06/06/2012	7 1021	SMCo DASSaltran	679.40	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	06/30/2012	2 1002	SMCo CEBMAGURKAY	1,344.00	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/16/2012	3 1000	SMCo LAORGLAAN2	239.20	Received	Unread
<input type="checkbox"/>	SSM	09/13/2012	06/04/2012	60 0119	SSM BICUTAN	22,262.10	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/25/2012	12 1066	SMCo A. VENUE	537.11	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	04/10/2012	1 1002	SMCo CEBMAGURKAY	22.40	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	04/19/2012	3 1024	SMCo LADAG1	770.46	Received	Unread

c. 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.

DSR Daily Sales Report

Current view: Live [View Archive](#)

Vendor Code:

Company Name: All

Store/Location: All

Results: 10 per page

Search Location: All

DSR Status: All

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

All Unread Read

Search Clear

43419 DSRs were found
Displaying DSRs 1 to 10

	From	Document Post Date	Transaction Date	Article Count	Site Code & Name	Total (P/ig)	DSR Status	Read Status
<input type="checkbox"/>	SMCo	09/13/2012	02/02/2012	2 1000	SMCo LAORGLAAN2	57.19	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	06/25/2012	2 1072	SMCo CEB BASAK	296.90	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/31/2012	2 1021	SMCo DASSaltran	364.96	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	06/06/2012	7 1021	SMCo DASSaltran	679.40	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	06/30/2012	2 1002	SMCo CEBMAGURKAY	1,344.00	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/16/2012	3 1000	SMCo LAORGLAAN2	239.20	Received	Unread
<input type="checkbox"/>	SSM	09/13/2012	06/04/2012	60 0119	SSM BICUTAN	22,262.10	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/25/2012	12 1066	SMCo A. VENUE	537.11	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	04/10/2012	1 1002	SMCo CEBMAGURKAY	22.40	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	04/19/2012	3 1024	SMCo LADAG1	770.46	Received	Unread



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d. To search for DSRs by Document Post Date or Transaction Date

1. Manually key in the Document Post Date or Transaction Date using the format 'mm/dd/yyyy' or you may also 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.

The screenshot shows the 'DSR Daily Sales Report' interface. At the top, there's a header with 'Last login: Tuesday September 18, 2012 09:19 PM' and 'System Date/Time: 09/19/2012 05:01:11 PM'. Below this, there are search filters for 'From (mm/dd/yyyy)' and 'To (mm/dd/yyyy)' with a calendar icon. A red circle '1' highlights these input fields, and a red arrow points to the calendar. To the right, there's a 'DSR Status' dropdown set to 'All' and radio buttons for 'All', 'Unread', and 'Read'. A red circle '2' highlights the 'Search' and 'Clear' buttons. Below the filters, a table displays search results. A red circle '3' highlights the table header. The table has columns: From, Document Post Date, Transaction Date, Article Count, Site Code & Name, Total (Pip), DSR Status, and Read Status. The results show 13419 DSRs found, displaying items 1 to 10.

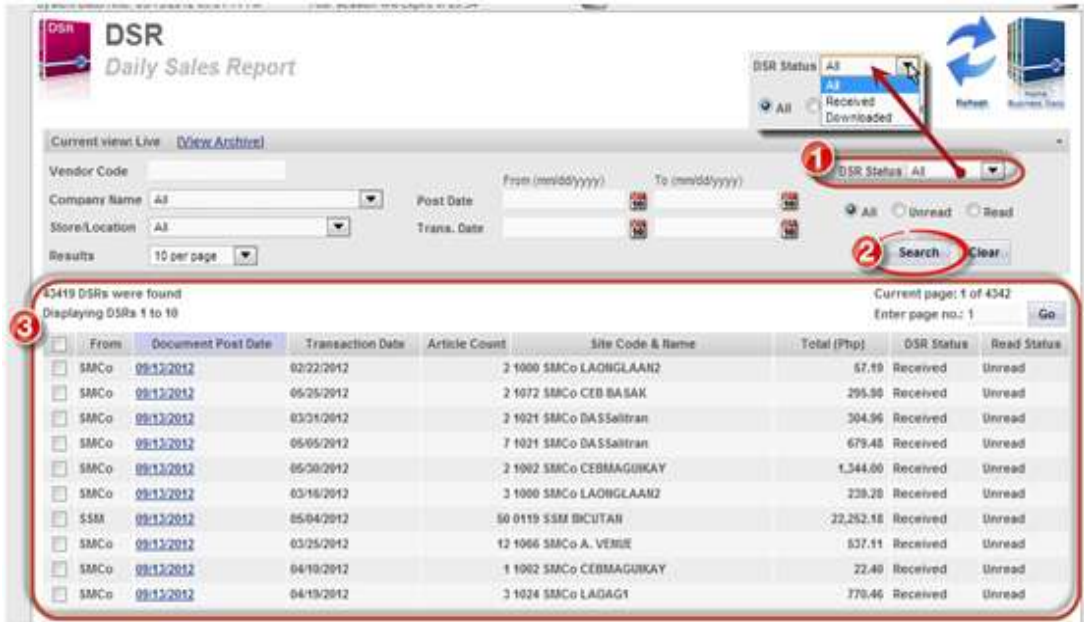
From	Document Post Date	Transaction Date	Article Count	Site Code & Name	Total (Pip)	DSR Status	Read Status
SMCo	09/13/2012	02/22/2012	2 1000	SMCo LAORGLAAR2	57.19	Received	Unread
SMCo	09/13/2012	05/25/2012	2 1072	SMCo CEB BASAK	295.98	Received	Unread
SMCo	09/13/2012	03/01/2012	2 1021	SMCo DASSalitrn	304.96	Received	Unread
SMCo	09/13/2012	05/05/2012	7 1021	SMCo DASSalitrn	679.45	Received	Unread
SMCo	09/13/2012	05/09/2012	2 1002	SMCo CEBMAGORAY	1,344.00	Received	Unread
SMCo	09/13/2012	03/16/2012	3 1000	SMCo LAORGLAAR2	239.20	Received	Unread
SSM	09/13/2012	05/04/2012	90 0118	SSM BICUTAR	22,252.10	Received	Unread
SMCo	09/13/2012	03/25/2012	12 1066	SMCo A. VERUE	537.11	Received	Unread
SMCo	09/13/2012	04/10/2012	1 1002	SMCo CEBMAGORAY	22.40	Received	Unread
SMCo	09/13/2012	04/19/2012	3 1024	SMCo LAOAG1	770.46	Received	Unread



The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

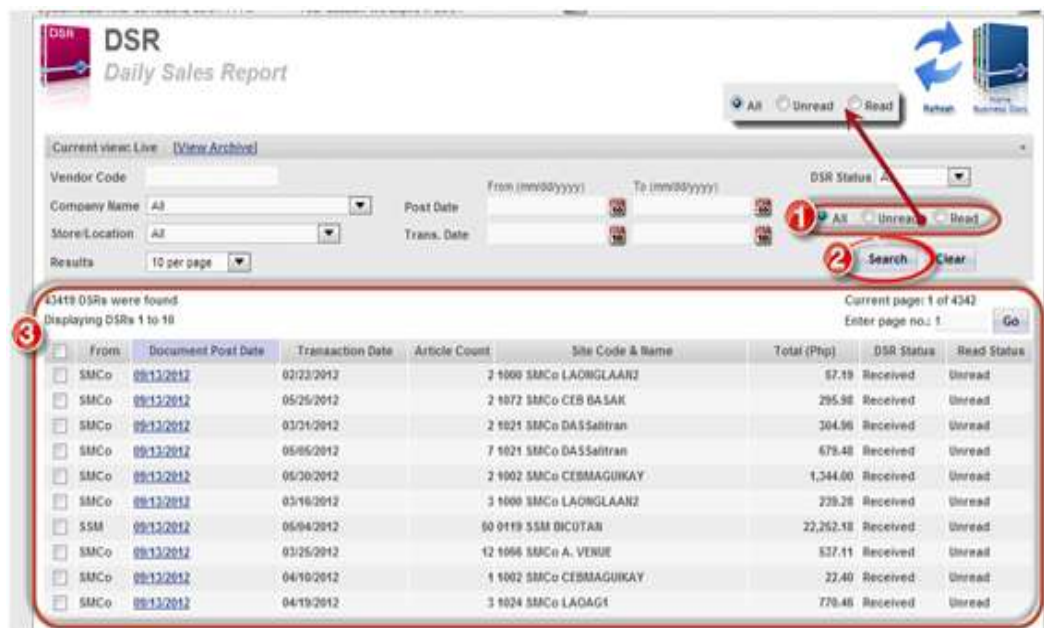
e. To search for DSRs by Document Status

1. Click the drop-down list then select a DSR 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.



f. To search for DSRs by Read status

1. Choose a DSR 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.





2.18.2.2 DSR 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.

The screenshot shows the 'DSR Daily Sales Report' interface. At the top right, it displays 'Current page: 1 of 4342' and 'Enter page no.: 1'. Below this is a search filter section with fields for Vendor Code, Company Name, Store/Location, Post Date, Trans. Date, From, To, and DSR Status. A 'Search' button is located at the bottom right of the filter section. Below the filters, a table displays search results with columns: From, Document Post Date, Transaction Date, Article Count, Site Code & Name, Total (Php), DSR Status, and Read Status. Red annotations include: (1) pointing to the 'Enter page no.' field, (2) pointing to the 'Go' button, and (3) pointing to the table header area.

From	Document Post Date	Transaction Date	Article Count	Site Code & Name	Total (Php)	DSR Status	Read Status
SMCo	09/13/2012	03/23/2012	2	1000 SMCo LAORGLAAN2	57.19	Received	Unread
SMCo	09/13/2012	05/25/2012	2	1072 SMCo CEB BASAK	295.96	Received	Unread
SMCo	09/13/2012	03/24/2012	2	1021 SMCo DASSalitan	304.96	Received	Unread
SMCo	09/13/2012	05/05/2012	7	1021 SMCo DASSalitan	579.48	Received	Unread
SMCo	09/13/2012	09/20/2012	2	1002 SMCo CEBMAGURAY	1,244.00	Received	Unread
SMCo	09/13/2012	03/16/2012	3	1000 SMCo LAORGLAAN2	239.29	Received	Unread
SSM	09/13/2012	06/04/2012	60	0119 SSM BICUTAN	22,252.58	Received	Unread
SMCo	09/13/2012	03/25/2012	12	1068 SMCo A. VENUE	537.11	Received	Unread
SMCo	09/13/2012	04/10/2012	1	1002 SMCo CEBMAGURAY	22.40	Received	Unread
SMCo	09/13/2012	04/19/2012	3	1024 SMCo LADAG1	770.40	Received	Unread

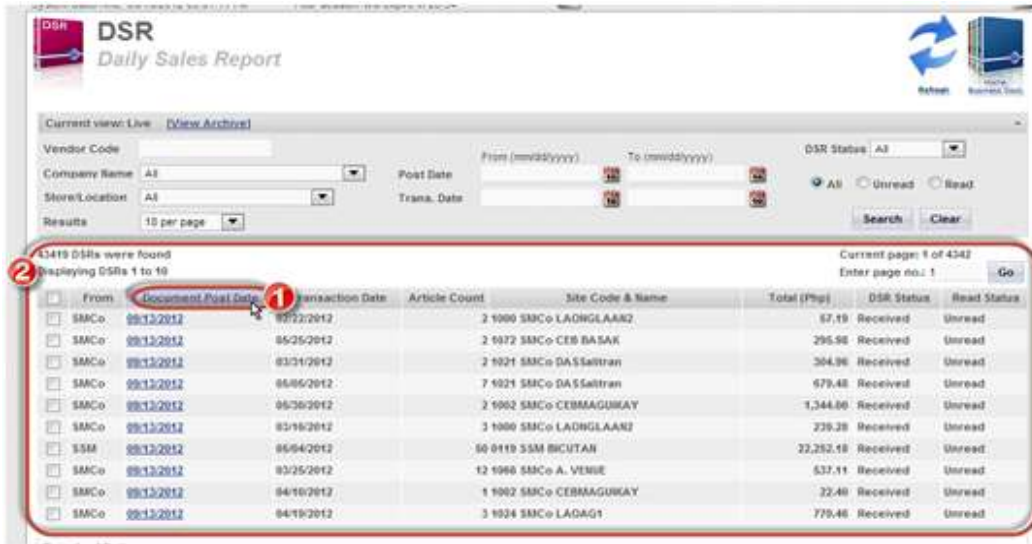


This field allows only numeric entries within the page range of the results. Empty value is not allowed.

2.18.2.3 Sorting DSR Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.

Example: Sorted Document Post Date



DSR Daily Sales Report

Current view: Live [View Archive](#)

Vendor Code:

Company Name: All Post Date: From (mm/dd/yyyy) To (mm/dd/yyyy) DSR Status: All

Store Location: All Trans. Date:

Results: 10 per page

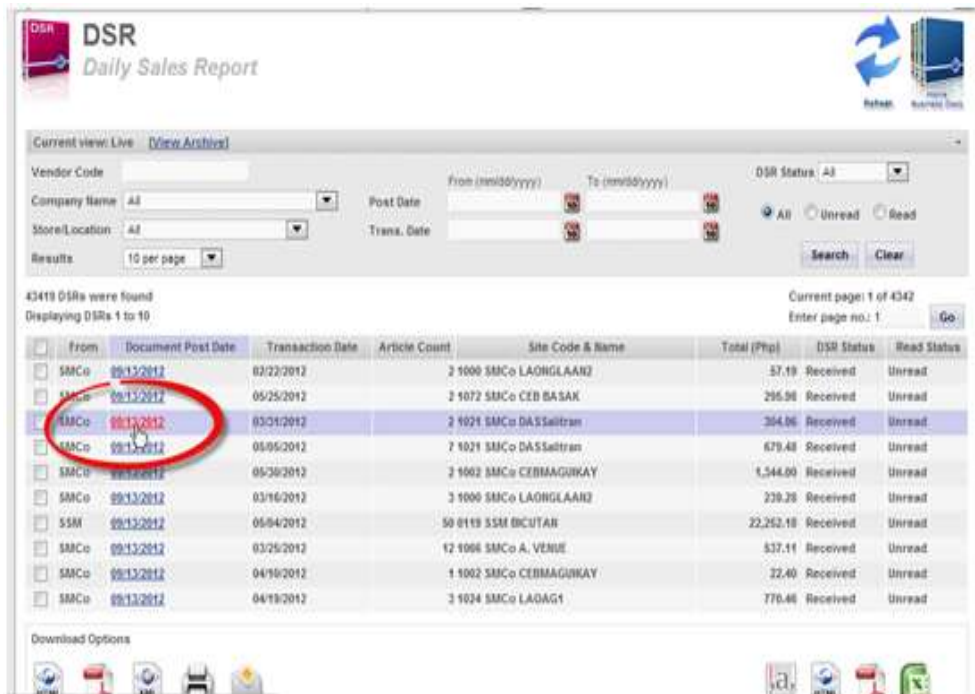
4349 DSRs were found Current page: 1 of 4342
Enter page no.: 1

<input type="checkbox"/>	From	Document Post Date	Transaction Date	Article Count	Site Code & Name	Total (Php)	DSR Status	Read Status
<input type="checkbox"/>	SMCo	09/13/2012	02/22/2012	2	1000 SMCo LAORGLAAN2	57.19	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	05/25/2012	2	1072 SMCo CEB BASAK	295.98	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/31/2012	2	1021 SMCo DASSaltran	304.96	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	05/05/2012	7	1021 SMCo DASSaltran	679.48	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	05/30/2012	2	1002 SMCo CEBMAGURAY	1,544.00	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/16/2012	3	1000 SMCo LAORGLAAN2	238.28	Received	Unread
<input type="checkbox"/>	SSM	09/13/2012	05/04/2012	50	0119 SSM BICUTAN	22,252.18	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/25/2012	12	1066 SMCo A. VENUE	537.11	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	04/10/2012	1	1002 SMCo CEBMAGURAY	22.40	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	04/19/2012	3	1034 SMCo LADAG1	776.46	Received	Unread

2.18.3 DSR Details Page

2.18.3.1 Opening a Specific DSR Document

On the Search Results Section, click the Document Post Date of the specific DSR document you want to open.



DSR Daily Sales Report

Current view: Live [View Archive](#)

Vendor Code:






Company Name: All Post Date: From (mm/dd/yyyy) To (mm/dd/yyyy) DSR Status: All

Store Location: All Trans. Date:

Results: 10 per page

4349 DSRs were found Current page: 1 of 4342
Enter page no.: 1

<input type="checkbox"/>	From	Document Post Date	Transaction Date	Article Count	Site Code & Name	Total (Php)	DSR Status	Read Status
<input type="checkbox"/>	SMCo	09/13/2012	02/22/2012	2	1000 SMCo LAORGLAAN2	57.19	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	05/25/2012	2	1072 SMCo CEB BASAK	295.98	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/31/2012	2	1021 SMCo DASSaltran	304.96	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	05/05/2012	7	1021 SMCo DASSaltran	679.48	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	05/30/2012	2	1002 SMCo CEBMAGURAY	1,544.00	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/16/2012	3	1000 SMCo LAORGLAAN2	238.28	Received	Unread
<input type="checkbox"/>	SSM	09/13/2012	05/04/2012	50	0119 SSM BICUTAN	22,252.18	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	03/25/2012	12	1066 SMCo A. VENUE	537.11	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	04/10/2012	1	1002 SMCo CEBMAGURAY	22.40	Received	Unread
<input type="checkbox"/>	SMCo	09/13/2012	04/19/2012	3	1034 SMCo LADAG1	776.46	Received	Unread

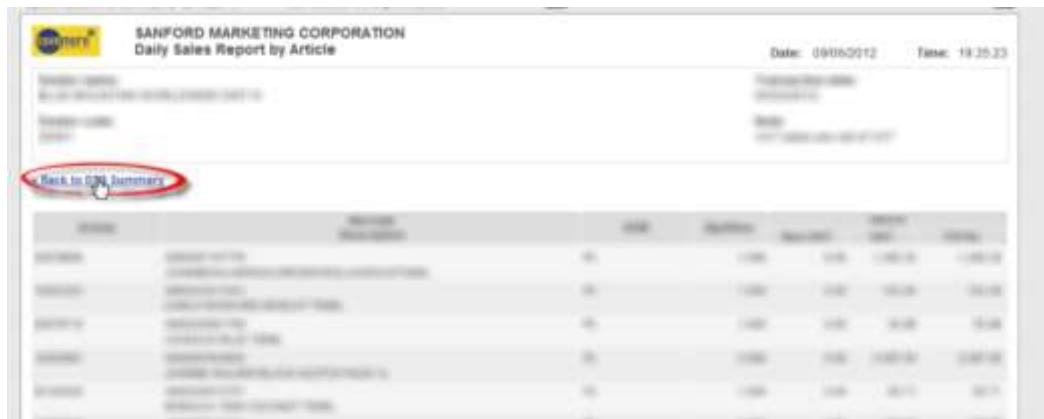
Download Options:     

After clicking the Document Post Date, you will be directed to its Details page.



2.18.3.2 Returning to DSR Summary Page

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



2.18.3.3 DSR Download Options & Printing

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



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.

Download Options



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.

Download Options



- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.

Download Options



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

Download Options



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

- To print a specific document / message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.

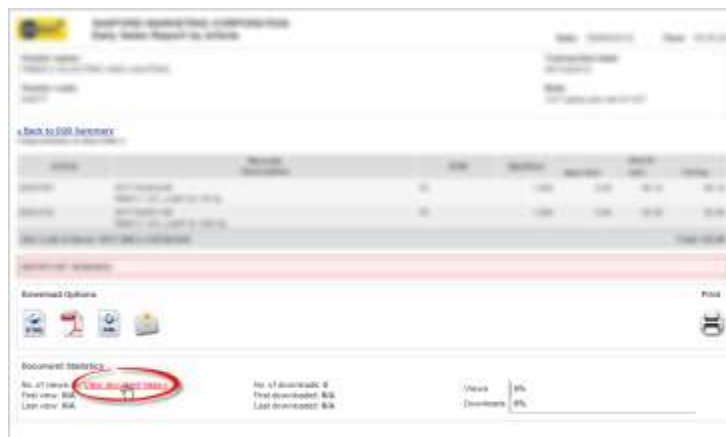


2.18.3.4 Viewing DSR Document History

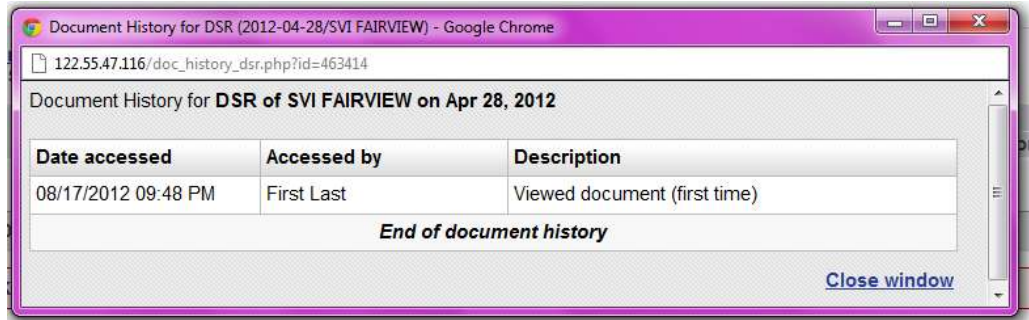
The Document History is located in the Document Statistics Section. In this section you may view the following user activities specific to a particular document/message:

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

- To view the document history, click the "View document history".



- A pop-up box will show the document history for the opened DSR document.



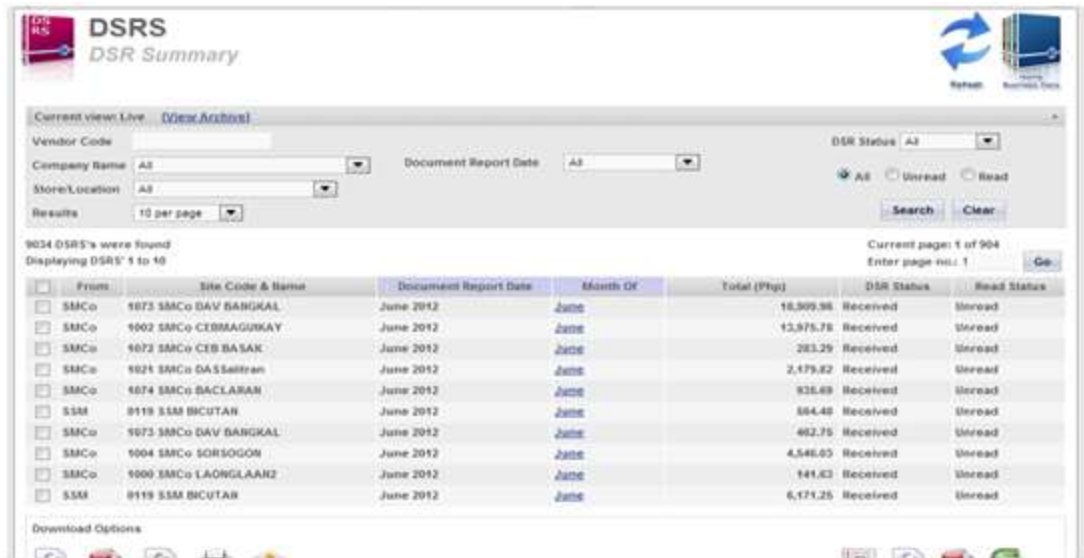
2.19 DAILY SALES REPORT SUMMARY (DSRS)

2.19.1 Accessing DSRS Summary Page

1. To access the Daily Sales Report Summary summary page, go to the BDMS then click the Daily Sales Report Summary button.



2. You are now at the DSRs summary page.



2.19.2 DSRs Summary Page & DSRs Archive Page

2.19.2.1 DSRs Search Fields

You may search DSRs using the following criteria:

- Company Name
- Store/Location
- Number of Records to display per page(Results)
- Document Report Date
- Document Status (Received, Downloaded)
- Read Status (Unread, Read)



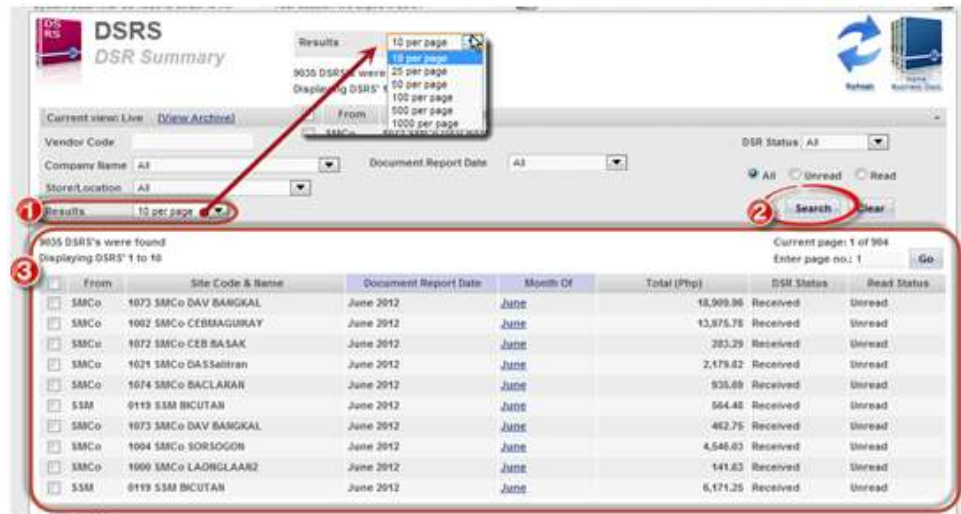
To get more accurate results, you may combine the criteria when you search.

a. To search for DSRs by Company Name

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

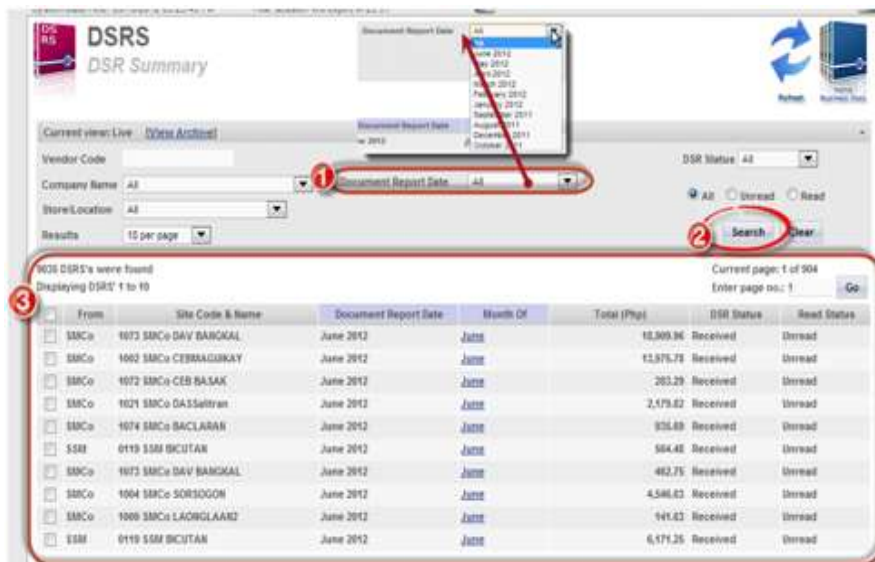
c. To filter the Number of Records to Display per page

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.



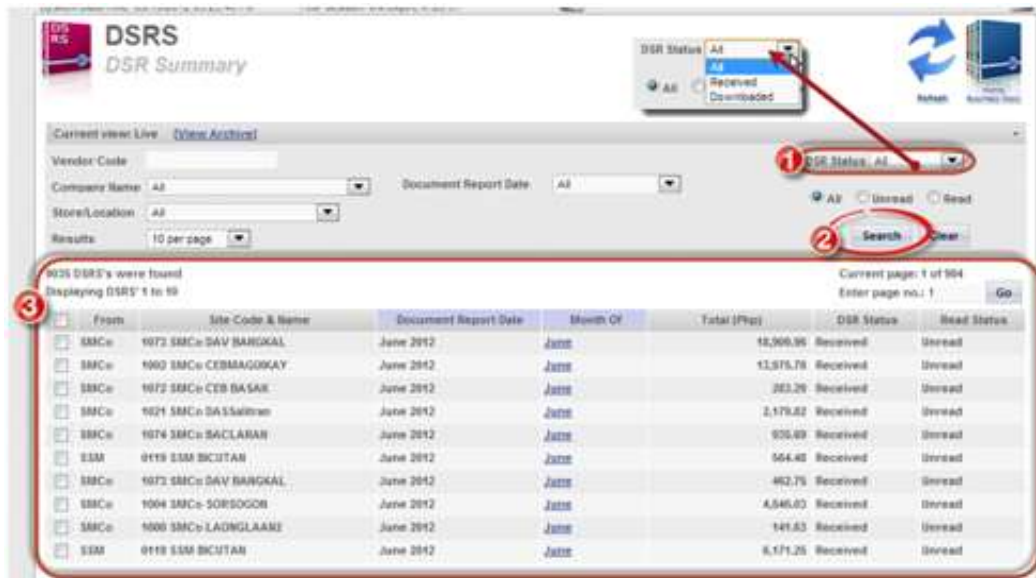
d. To search for DSRs by Document Report Date

1. Click the drop-down list then select a Document Report Date 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.



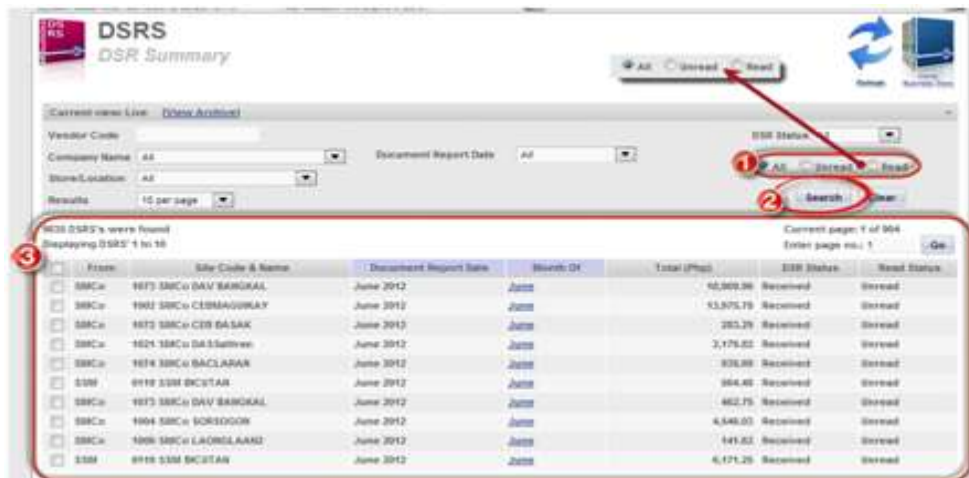
e. To search for DSRs by Document Status

1. Click the drop-down list then select a DSR 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.



f. To search for DSRs by Read Status:

1. Choose a DSR 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.





2.19.2.2 DSRS 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.

The screenshot shows the 'DSRS DSR Summary' interface. At the top right, it displays 'Current page: 1 of 904' and 'Enter page no.: 1'. Below this are search filters for Vendor Code, Company Name, Store Location, and Document Report Date. A table of results is shown below, with columns for From, Site Code & Name, Document Report Date, Month Of, Total (Php), DSR Status, and Read Status. Red annotations include a circle '1' around the 'Enter page no.' field, a circle '2' around the 'Go' button, and a circle '3' around the table.

From	Site Code & Name	Document Report Date	Month Of	Total (Php)	DSR Status	Read Status
<input type="checkbox"/>	SMCo 1073 SMCo DAV BANGKAL	June 2012	June	18,909.36	Received	Unread
<input type="checkbox"/>	SMCo 1002 SMCo CEBMAGUIKAY	June 2012	June	13,976.78	Received	Unread
<input type="checkbox"/>	SMCo 1072 SMCo CEB BASAK	June 2012	June	283.29	Received	Unread
<input type="checkbox"/>	SMCo 1021 SMCo DASSalitan	June 2012	June	2,179.82	Received	Unread
<input type="checkbox"/>	SMCo 1074 SMCo BACLARAN	June 2012	June	935.89	Received	Unread
<input type="checkbox"/>	SSM 0119 SSM BICUTAN	June 2012	June	584.48	Received	Unread
<input type="checkbox"/>	SMCo 1073 SMCo DAV BANGKAL	June 2012	June	462.75	Received	Unread
<input type="checkbox"/>	SMCo 1004 SMCo SORSOGON	June 2012	June	4,546.03	Received	Unread
<input type="checkbox"/>	SMCo 1000 SMCo LAONGLAAN2	June 2012	June	141.83	Received	Unread
<input type="checkbox"/>	SSM 0119 SSM BICUTAN	June 2012	June	6,171.25	Received	Unread

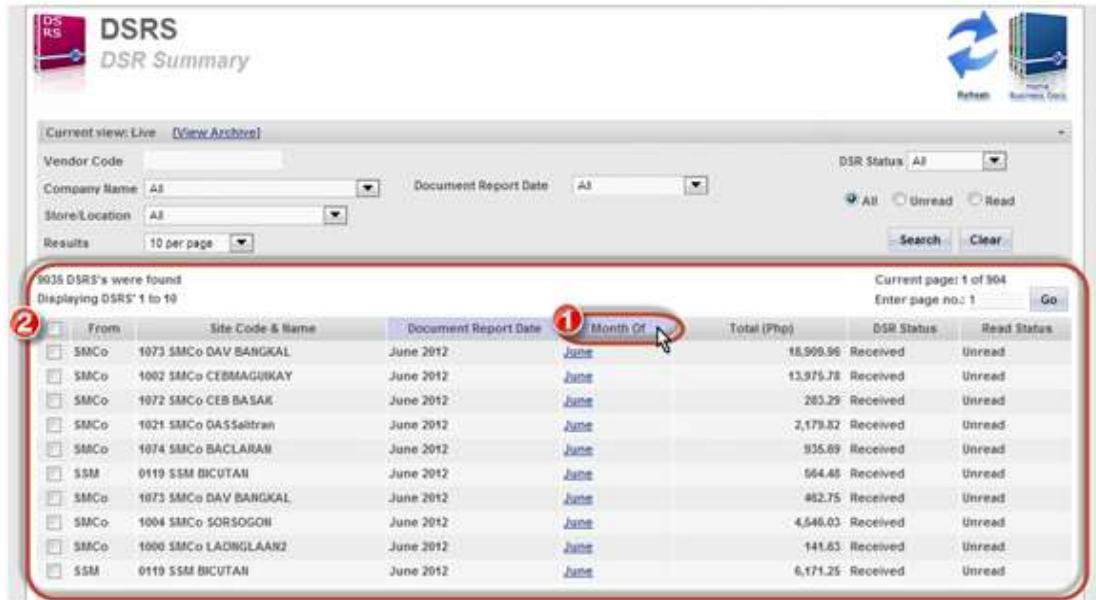


This field allows only numeric entries within the page range of the results. Empty value is not allowed.

2.19.2.3 Sorting DSRS Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.

Example: Sorted Month of



DSRS
DSR Summary

Current view: Live [View Archive](#)

Vendor Code:

Company Name: Document Report Date:

Store/Location:

Results: 10 per page

DSR Status:

All Unread Read

9035 DSRs were found
Displaying DSRs 1 to 10

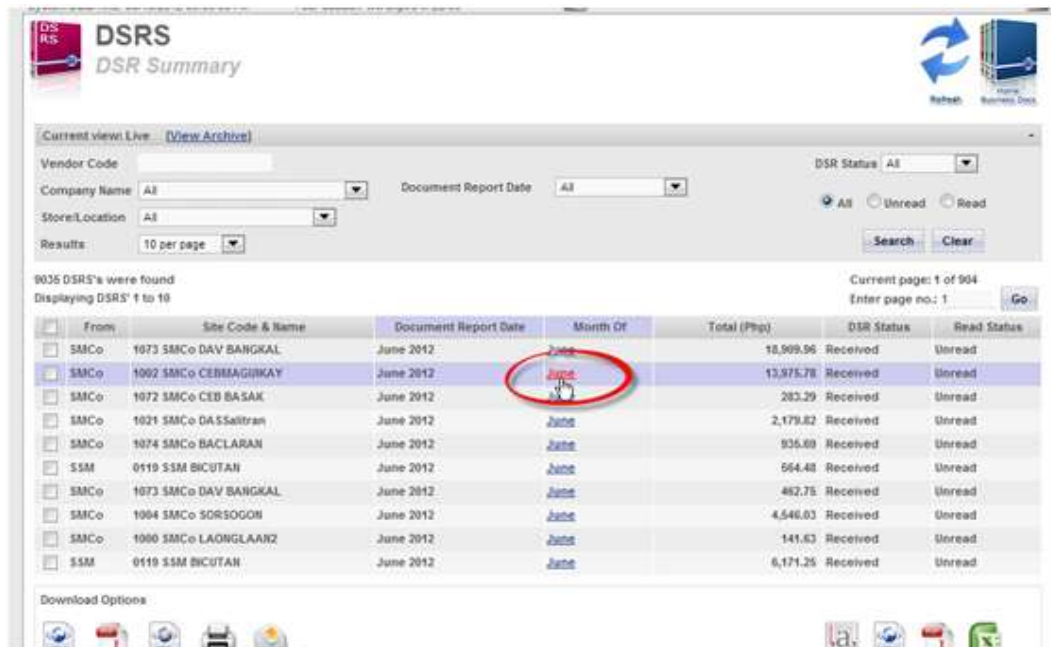
Current page: 1 of 904
Enter page no.:

From	Site Code & Name	Document Report Date	Month Of	Total (Php)	DSR Status	Read Status
<input type="checkbox"/> SMCo	1073 SMCo DAV BANGKAL	June 2012	June	18,909.96	Received	Unread
<input type="checkbox"/> SMCo	1002 SMCo CEBMAGIKAY	June 2012	June	13,975.78	Received	Unread
<input type="checkbox"/> SMCo	1072 SMCo CEB BASAK	June 2012	June	283.29	Received	Unread
<input type="checkbox"/> SMCo	1021 SMCo DASSaltran	June 2012	June	2,179.82	Received	Unread
<input type="checkbox"/> SMCo	1074 SMCo BACLARAN	June 2012	June	935.69	Received	Unread
<input type="checkbox"/> SSM	0119 SSM BICUTAN	June 2012	June	564.48	Received	Unread
<input type="checkbox"/> SMCo	1073 SMCo DAV BANGKAL	June 2012	June	482.75	Received	Unread
<input type="checkbox"/> SMCo	1004 SMCo SORSOGON	June 2012	June	4,546.03	Received	Unread
<input type="checkbox"/> SMCo	1080 SMCo LAONGLAAN2	June 2012	June	141.63	Received	Unread
<input type="checkbox"/> SSM	0119 SSM BICUTAN	June 2012	June	6,171.25	Received	Unread

2.19.3 DSRs Details Page

2.19.3.1 Opening a Specific DSR Document

On the Search Results Section, click the “Month of” of the specific DSR document you want to open.



DSRS
DSR Summary

Current view: Live [View Archive](#)

Vendor Code:

Company Name: Document Report Date:

Store/Location:

Results: 10 per page

DSR Status:

All Unread Read

9035 DSRs were found
Displaying DSRs 1 to 10

Current page: 1 of 904
Enter page no.:

From	Site Code & Name	Document Report Date	Month Of	Total (Php)	DSR Status	Read Status
<input type="checkbox"/> SMCo	1073 SMCo DAV BANGKAL	June 2012	June	18,909.96	Received	Unread
<input type="checkbox"/> SMCo	1002 SMCo CEBMAGIKAY	June 2012	June	13,975.78	Received	Unread
<input type="checkbox"/> SMCo	1072 SMCo CEB BASAK	June 2012	June	283.29	Received	Unread
<input type="checkbox"/> SMCo	1021 SMCo DASSaltran	June 2012	June	2,179.82	Received	Unread
<input type="checkbox"/> SMCo	1074 SMCo BACLARAN	June 2012	June	935.69	Received	Unread
<input type="checkbox"/> SSM	0119 SSM BICUTAN	June 2012	June	564.48	Received	Unread
<input type="checkbox"/> SMCo	1073 SMCo DAV BANGKAL	June 2012	June	482.75	Received	Unread
<input type="checkbox"/> SMCo	1004 SMCo SORSOGON	June 2012	June	4,546.03	Received	Unread
<input type="checkbox"/> SMCo	1080 SMCo LAONGLAAN2	June 2012	June	141.63	Received	Unread
<input type="checkbox"/> SSM	0119 SSM BICUTAN	June 2012	June	6,171.25	Received	Unread

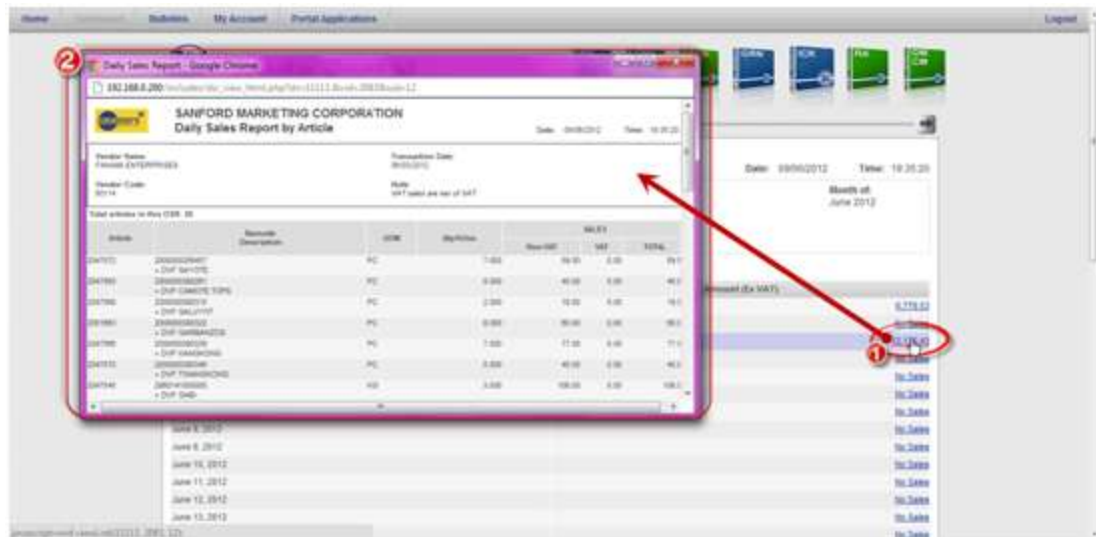
Download Options

After clicking the “Month of”, you will be directed to its Details page.



2.19.3.2 Viewing Related DSR document

The Amount is linked to the actual DSR. To open the related DSR document on Details Page, (1) click the “Amount”; and, (2) a pop-up window will appear showing the corresponding DSR Details.



“No Sales” will be shown instead of the amount, if there is no sales for a specific day, or if the sales for a specific day have not been processed yet. Items with “No Sales” and late postings will be displayed in Red. Items with sales amounts will be displayed in blue.

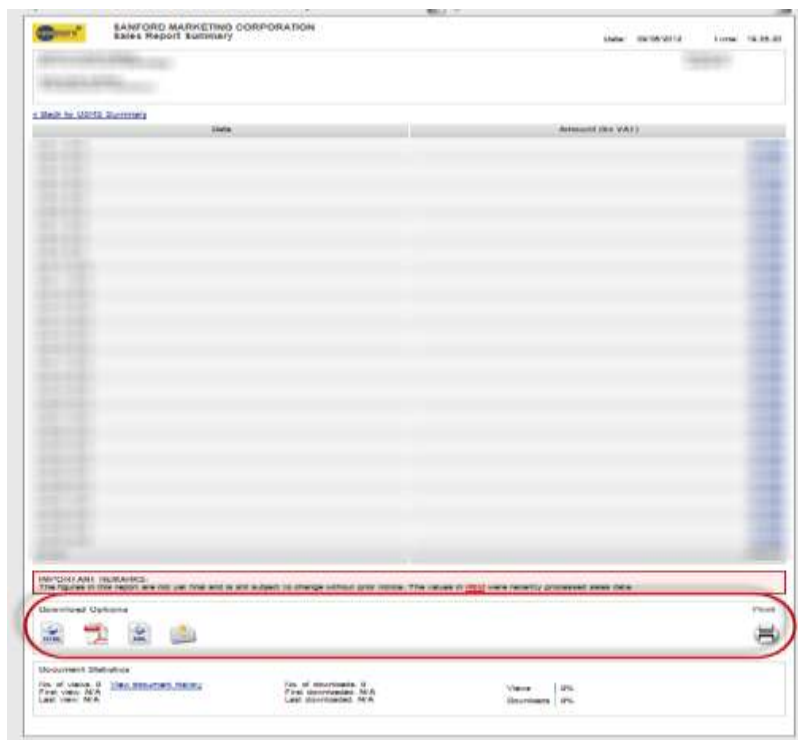
2.19.3.3 Returning to DSRS Summary Page

To return to the summary page after opening a specific DSRS Document, click “Back to DSRS Summary” located at the Detail Count Section.



2.19.3.4 DSRS Download Options & Printing

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



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.

Download Options



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.

Download Options



- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.

Download Options



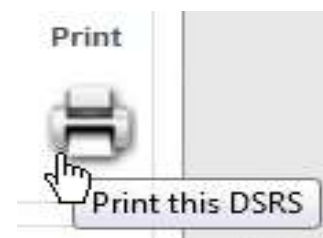
- To send a specific document/message as a PDF attachment through email, click the email button on the Download Options & Printing Section.

Download Options



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

- To print a specific document / message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.



2.19.3.5 Viewing DSRS Document History

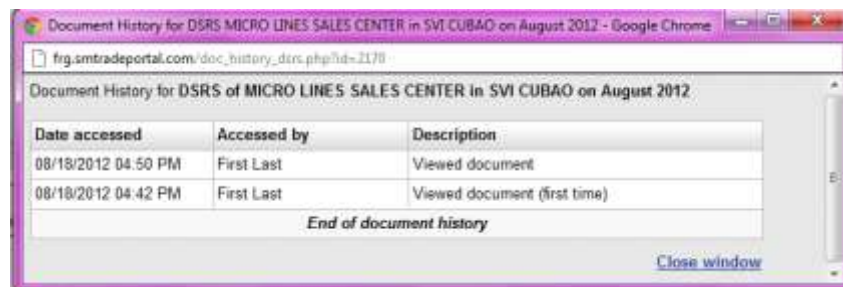
The Document History is located in the Document Statistics Section. In this section you may view the following user activities specific to a particular document/message:

- 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”.



- A pop-up box will show the document history for the opened DSRS document.





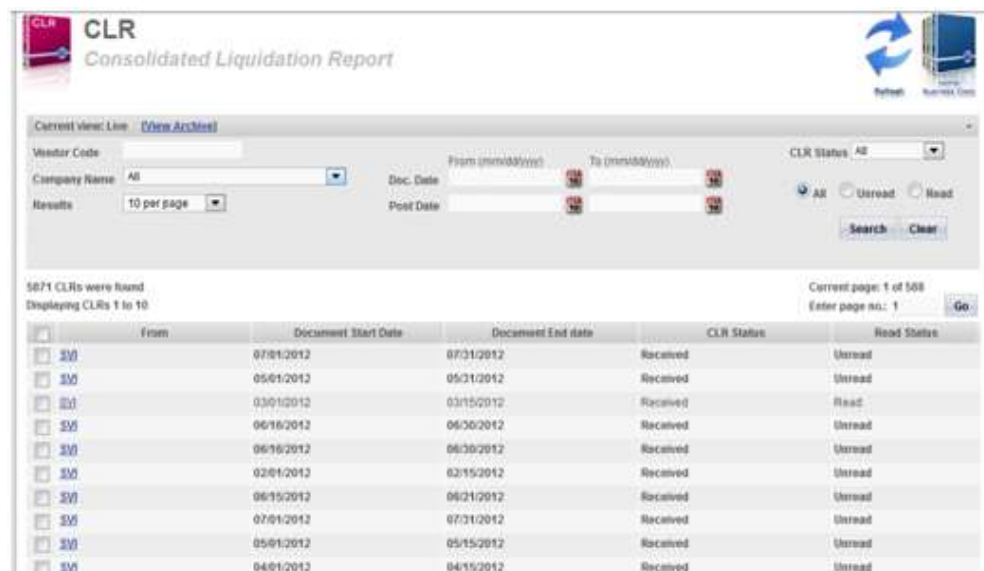
2.20 CONSOLIDATED LIQUIDATION REPORT (CLR)

2.20.1 Accessing CLR Summary Page

1. To access the Consolidated Liquidation Report summary page, go to the BDMS home page and click the Consolidated Liquidation Report button.



2. You are now at the CLR Summary page.



CLR Consolidated Liquidation Report

Current view: Live [View Archive](#)

Vendor Code:

Company Name: All Doc. Date: From (mm/yyyy) To (mm/yyyy) CLR Status: All

Results: 10 per page Post Date: All Unread Read

5871 CLR's were found. Current page: 1 of 588
 Displaying CLR's 1 to 10. Enter page no.: 1

<input type="checkbox"/>	From	Document Start Date	Document End date	CLR Status	Read Status
<input type="checkbox"/>	330	07/01/2012	07/31/2012	Received	Unread
<input type="checkbox"/>	330	05/01/2012	05/31/2012	Received	Unread
<input type="checkbox"/>	330	03/01/2012	03/15/2012	Received	Read
<input type="checkbox"/>	330	06/16/2012	06/30/2012	Received	Unread
<input type="checkbox"/>	330	06/16/2012	06/30/2012	Received	Unread
<input type="checkbox"/>	330	02/01/2012	02/15/2012	Received	Unread
<input type="checkbox"/>	330	06/15/2012	06/21/2012	Received	Unread
<input type="checkbox"/>	330	07/01/2012	07/31/2012	Received	Unread
<input type="checkbox"/>	330	05/01/2012	05/15/2012	Received	Unread
<input type="checkbox"/>	330	04/01/2012	04/15/2012	Received	Unread

2.20.2 CLR Summary Page & CLR Archive Page

2.20.2.1 CLR Search Fields

You may search CLR using the following criteria:

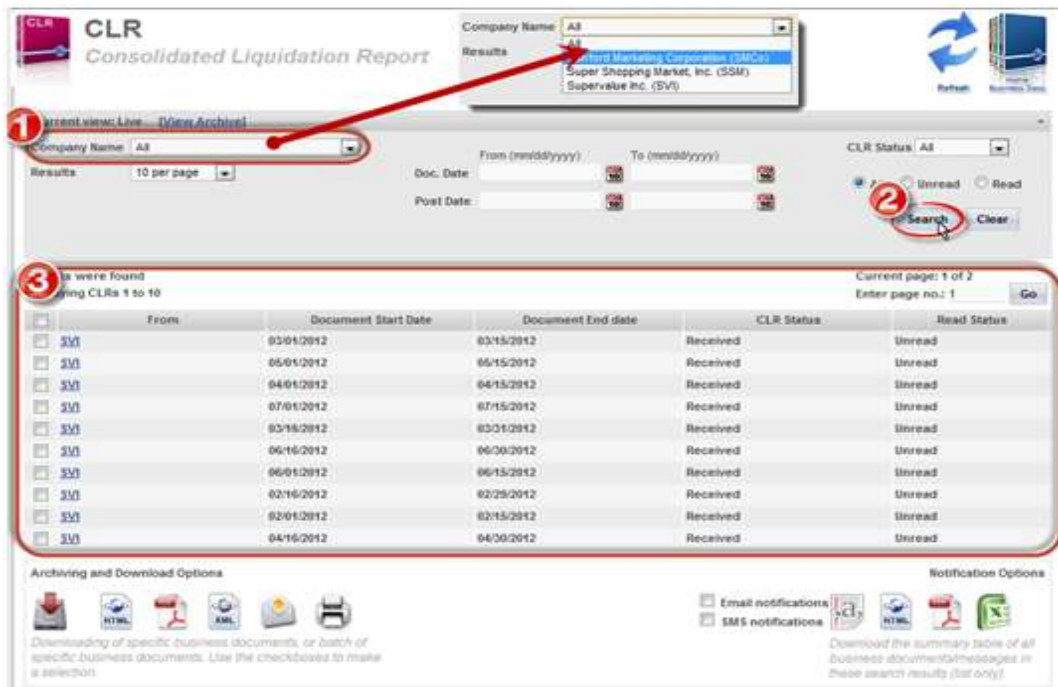
- Company Name
- Number of Records to display per page(Results)
- Document Start Date, Post Date
- Document Status (Received, Downloaded)
- Read Status (Unread, Read)



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

a. To search for CLRs by Company Name

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



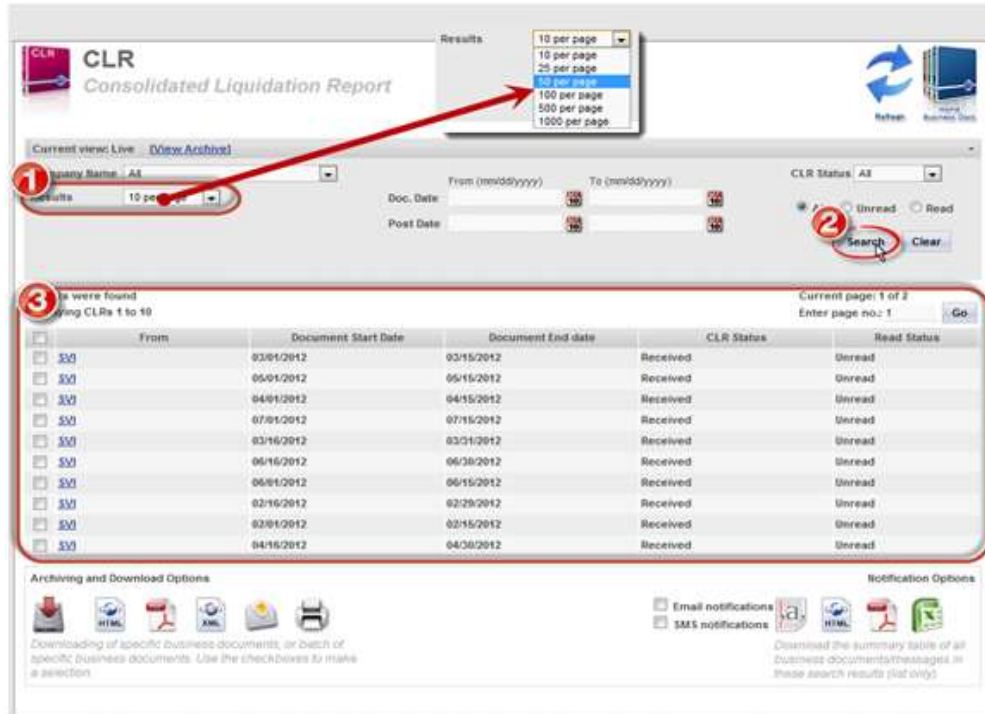
The screenshot shows the CLR search interface. Callout 1 points to the 'Company Name' dropdown menu. Callout 2 points to the 'Search' button. Callout 3 points to the search results table.

From	Document Start Date	Document End date	CLR Status	Read Status
SM	03/01/2012	03/15/2012	Received	Unread
SM	05/01/2012	05/15/2012	Received	Unread
SM	04/01/2012	04/15/2012	Received	Unread
SM	07/01/2012	07/15/2012	Received	Unread
SM	03/16/2012	03/31/2012	Received	Unread
SM	06/16/2012	06/30/2012	Received	Unread
SM	06/01/2012	06/15/2012	Received	Unread
SM	02/16/2012	02/29/2012	Received	Unread
SM	02/01/2012	02/15/2012	Received	Unread
SM	04/16/2012	04/30/2012	Received	Unread



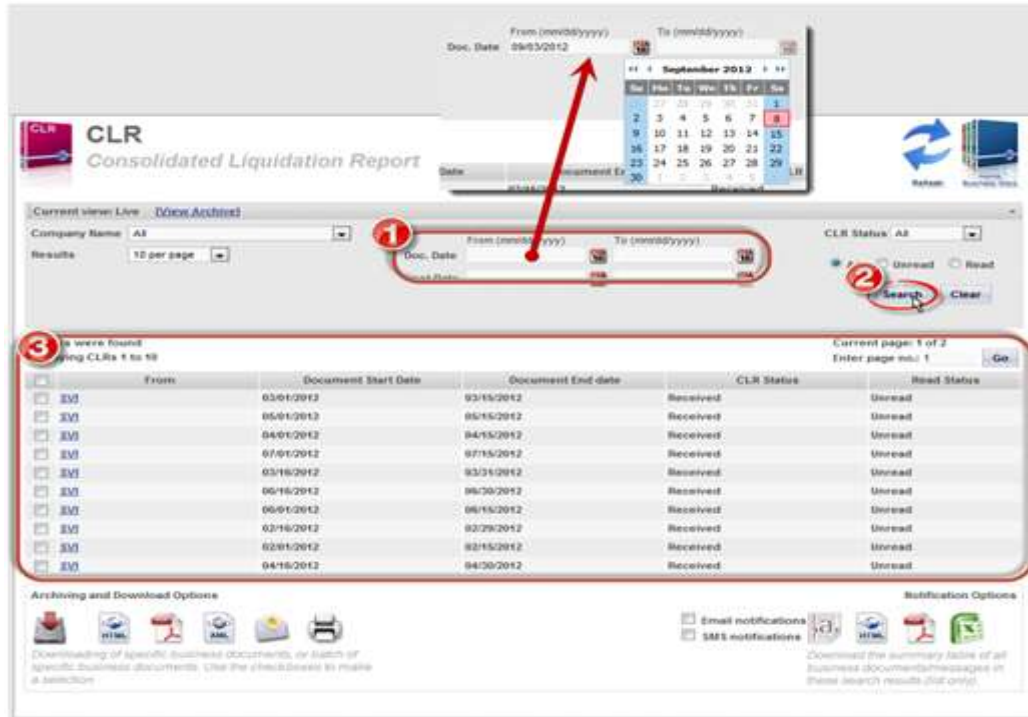
b. To filter the Number of Records to Display per page

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.



c. To search for CLR by Document Start Date, Post Date

1. Manually key in the Document Start Date or Post Date using the format ‘mm/dd/yyyy’ or you may also 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.



CLR Consolidated Liquidation Report

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

Doc. Date: 09/03/2012

Company Name: All

Results: 12 per page

CLR Status: All

Search

From	Document Start Date	Document End date	CLR Status	Read Status
EV	03/01/2012	03/15/2012	Received	Unread
EV	05/01/2012	05/15/2012	Received	Unread
EV	04/01/2012	04/15/2012	Received	Unread
EV	07/01/2012	07/15/2012	Received	Unread
EV	03/16/2012	03/31/2012	Received	Unread
EV	06/16/2012	06/30/2012	Received	Unread
EV	06/01/2012	06/15/2012	Received	Unread
EV	02/16/2012	02/29/2012	Received	Unread
EV	02/01/2012	02/15/2012	Received	Unread
EV	04/16/2012	04/30/2012	Received	Unread



The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

d. To search for CLR by Document Status

1. Click the drop-down list then select a CLR 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.



CLR Consolidated Liquidation Report

Current view: Live [View Archived](#)

Company Name: All

Results: 10 per page

Doc. Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

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

CLR Status: All

All Unread Read

3 items were found displaying CLR's 1 to 10

From	Document Start Date	Document End date	CLR Status	Read Status
SVI	03/01/2012	03/15/2012	Received	Unread
SVI	05/01/2012	05/15/2012	Received	Unread
SVI	04/01/2012	04/15/2012	Received	Unread
SVI	07/01/2012	07/15/2012	Received	Unread
SVI	03/16/2012	03/31/2012	Received	Unread
SVI	06/16/2012	06/30/2012	Received	Unread
SVI	06/01/2012	06/15/2012	Received	Unread
SVI	02/16/2012	02/29/2012	Received	Unread
SVI	02/01/2012	02/15/2012	Received	Unread
SVI	04/16/2012	04/30/2012	Received	Unread

Archiving and Download Options: Downloading of specific business documents, or batch of specific business documents. Use the checkboxes to make a selection.

Notification Options: Email notifications, SMS notifications. Download the summary table of all business documents/messages in these search results (if only).

e. To search for CLR's by Read Status

1. Choose a CLR 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.

CLR Consolidated Liquidation Report

Current view: Live [View Archived](#)

Company Name: All

Results: 10 per page

Doc. Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

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

CLR Status: All

All Unread Read

3 items were found displaying CLR's 1 to 10

From	Document Start Date	Document End date	CLR Status	Read Status
SVI	03/01/2012	03/15/2012	Received	Unread
SVI	05/01/2012	05/15/2012	Received	Unread
SVI	04/01/2012	04/15/2012	Received	Unread
SVI	07/01/2012	07/15/2012	Received	Unread
SVI	03/16/2012	03/31/2012	Received	Unread
SVI	06/16/2012	06/30/2012	Received	Unread
SVI	06/01/2012	06/15/2012	Received	Unread
SVI	02/16/2012	02/29/2012	Received	Unread
SVI	02/01/2012	02/15/2012	Received	Unread
SVI	04/16/2012	04/30/2012	Received	Unread

Archiving and Download Options: Downloading of specific business documents, or batch of specific business documents. Use the checkboxes to make a selection.

Notification Options: Email notifications, SMS notifications. Download the summary table of all business documents/messages in these search results (if only).



2.20.2.2 CLR 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.

CLR Consolidated Liquidation Report

Current view: Live [\[View Archive\]](#)

Company Name: Doc. Date: From (mm/dd/yyyy) To (mm/dd/yyyy) CLR Status:

Results: 10 per page

Doc. Date:

Post Date:


CLR Status: All Unread Read

3 items were found
Showing CLR's 1 to 10

	From	Document Start Date	Document End date	CLR Status	Read Status
<input type="checkbox"/>	330	03/01/2012	03/15/2012	Received	Unread
<input type="checkbox"/>	330	05/01/2012	05/15/2012	Received	Unread
<input type="checkbox"/>	330	04/01/2012	04/15/2012	Received	Unread
<input type="checkbox"/>	330	07/01/2012	07/15/2012	Received	Unread
<input type="checkbox"/>	330	03/16/2012	03/31/2012	Received	Unread
<input type="checkbox"/>	330	06/16/2012	06/30/2012	Received	Unread
<input type="checkbox"/>	330	06/01/2012	06/15/2012	Received	Unread
<input type="checkbox"/>	330	02/16/2012	02/29/2012	Received	Unread
<input type="checkbox"/>	330	02/01/2012	02/15/2012	Received	Unread
<input type="checkbox"/>	330	04/16/2012	04/30/2012	Received	Unread

Archiving and Download Options: Downloading of specific business documents, or batch of specific business documents. Use the checkboxes to make a selection.

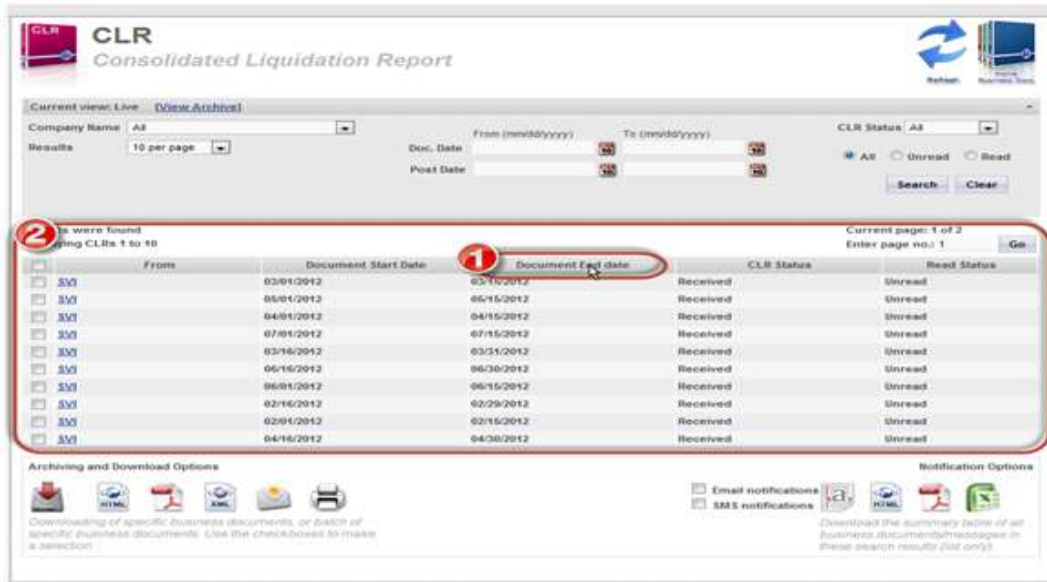
Notification Options: Email notifications SMS notifications Download the summary table of all business documents/messages in these search results (list only).

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

2.20.2.3 Sorting CLR Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.

Example: Sorted Document End Date



CLR Consolidated Liquidation Report

Current view: Live [View Archive](#)

Company Name: All

Results: 10 per page

Doc. Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

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

CLR Status: All

All Unread Read

2 results were found displaying CLR's 1 to 10

Current page: 1 of 2
Enter page no.: 1

	From	Document Start Date	Document End date	CLR Status	Read Status
<input type="checkbox"/>	SM	03/01/2012	03/15/2012	Received	Unread
<input type="checkbox"/>	SM	06/01/2012	06/15/2012	Received	Unread
<input type="checkbox"/>	SM	04/01/2012	04/15/2012	Received	Unread
<input type="checkbox"/>	SM	07/01/2012	07/15/2012	Received	Unread
<input type="checkbox"/>	SM	03/16/2012	03/31/2012	Received	Unread
<input type="checkbox"/>	SM	06/16/2012	06/30/2012	Received	Unread
<input type="checkbox"/>	SM	06/01/2012	06/15/2012	Received	Unread
<input type="checkbox"/>	SM	02/16/2012	02/29/2012	Received	Unread
<input type="checkbox"/>	SM	02/01/2012	02/15/2012	Received	Unread
<input type="checkbox"/>	SM	04/16/2012	04/30/2012	Received	Unread

Archiving and Download Options: HTML PDF XML Print

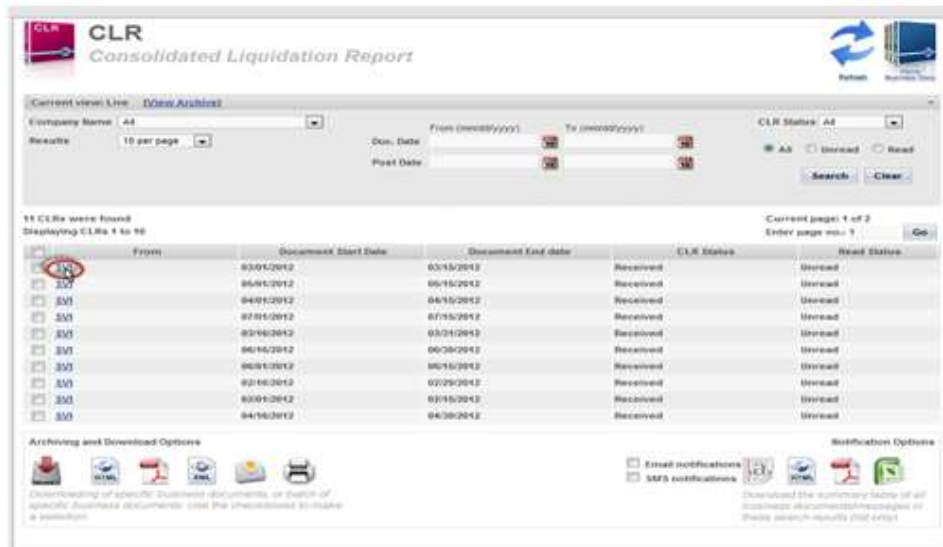
Notification Options: Email notifications SMS notifications

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

2.20.3 CLR Details Page

2.20.3.1 Opening a Specific CLR Document

On the Search Results Section, click the Company Name of the specific CLR document you want to open.



CLR Consolidated Liquidation Report

Current view: Live [View Archive](#)

Company Name: All

Results: 10 per page

Doc. Date: From (mm/dd/yyyy) To (mm/dd/yyyy)

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

CLR Status: All

All Unread Read

11 CLR's were found displaying CLR's 1 to 10

Current page: 1 of 2
Enter page no.: 1

	From	Document Start Date	Document End date	CLR Status	Read Status
<input type="checkbox"/>	SM	03/01/2012	03/15/2012	Received	Unread
<input type="checkbox"/>	SM	06/01/2012	06/15/2012	Received	Unread
<input type="checkbox"/>	SM	04/01/2012	04/15/2012	Received	Unread
<input type="checkbox"/>	SM	07/01/2012	07/15/2012	Received	Unread
<input type="checkbox"/>	SM	03/16/2012	03/31/2012	Received	Unread
<input type="checkbox"/>	SM	06/16/2012	06/30/2012	Received	Unread
<input type="checkbox"/>	SM	06/01/2012	06/15/2012	Received	Unread
<input type="checkbox"/>	SM	02/16/2012	02/29/2012	Received	Unread
<input type="checkbox"/>	SM	02/01/2012	02/15/2012	Received	Unread
<input type="checkbox"/>	SM	04/16/2012	04/30/2012	Received	Unread

Archiving and Download Options: HTML PDF XML Print

Notification Options: Email notifications SMS notifications

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

After clicking the Company Name, you will be directed to its Details page.



2.20.3.2 Returning to CLR Summary Page

To return to the summary page after opening a specific CLR Document, click “Back to CLR Summary” located at the Detail Count Section.



2.20.3.3 CLR Download Options & Printing

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



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.

Download Options



Download this CLR in HTML format

- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.

Download Options



Download this CLR in PDF format

- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.

Download Options



Download this CLR in XML format

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

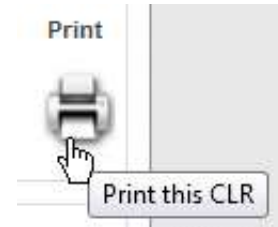
Download Options



Send this CLR through email

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

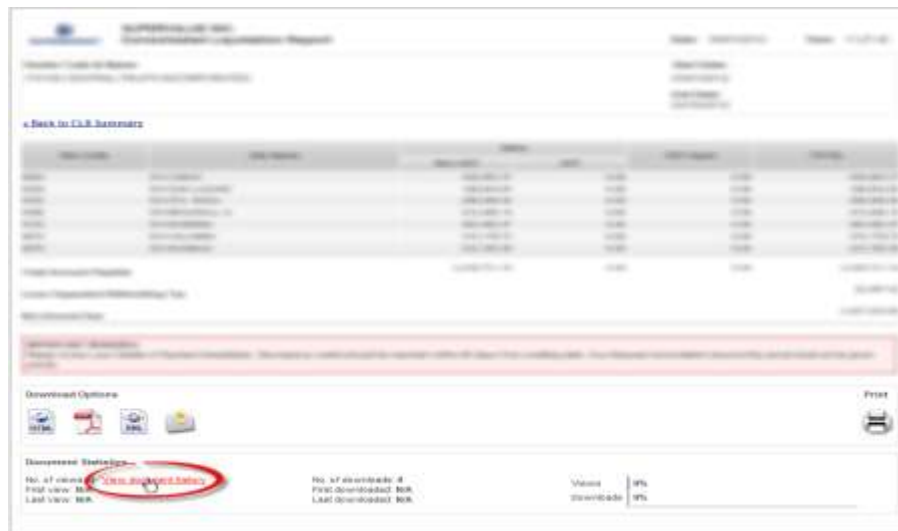
- To print a specific document / message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.



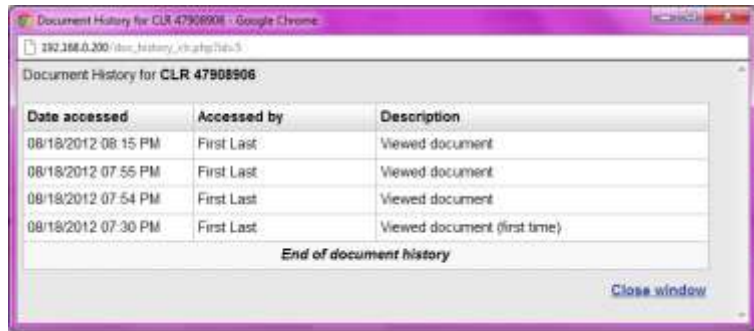
2.20.3.4 Viewing CLR Document History

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:

- Total number of times document/message has been viewed
- Date and Time document/message was first viewed
- Date and Time document/message was last viewed
- Total number of times document/message has been downloaded
- Date and Time document/message was first downloaded
- Date and Time document/message was last downloaded
- Comparison between user views and user downloads shown in graphs
- A link to show document activity history details
 - To view the document history, click the "View document history".



- A pop-up box will show the document history for the opened CLR document.



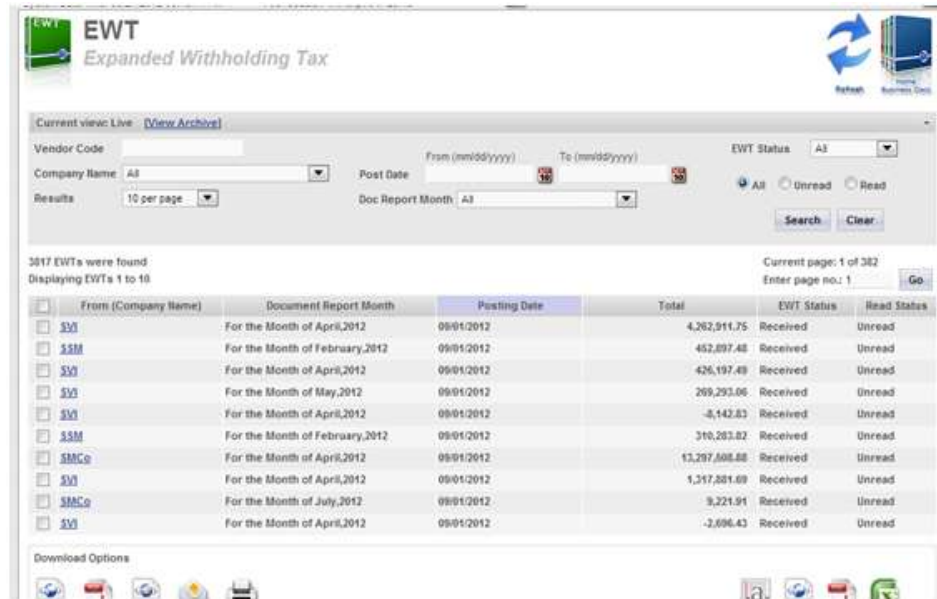
2.21 EXPANDED WITHHOLDING TAX (EWT)

2.21.1 Accessing EWT Summary Page

1. To access the Expanded Withholding Tax summary page, go to the BDMS home page and then click the Expanded Withholding Tax button.



- You are now at the EWT Summary page.



2.21.2 EWT Summary Page & EWT Archive Page

2.21.2.1 EWT Search Fields

You may search EWT using the following criteria:

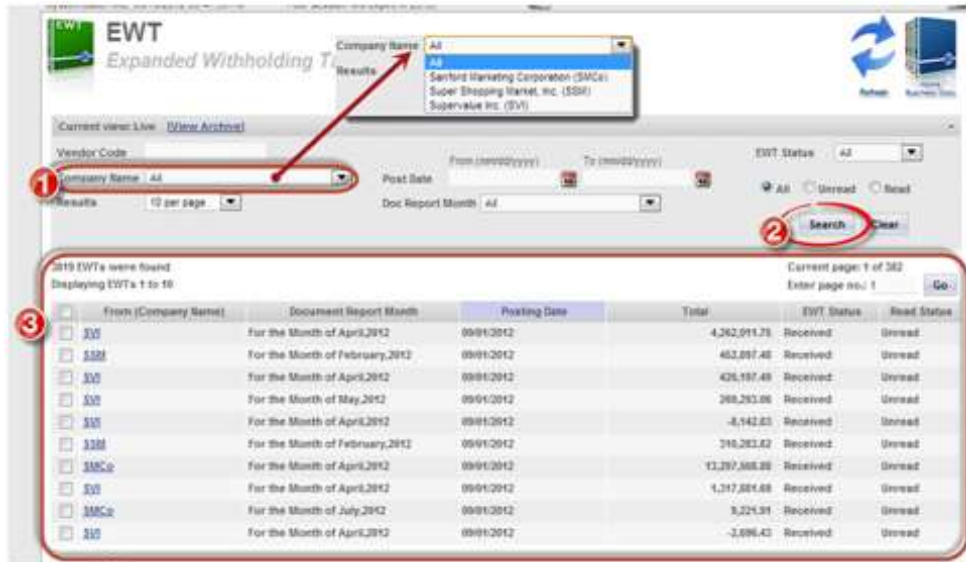
- Company Name
- Number of Records to display per page(Results)
- Post Date
- Document Report Month
- Document Status (Received, Downloaded)
- Read Status (Unread, Read)



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

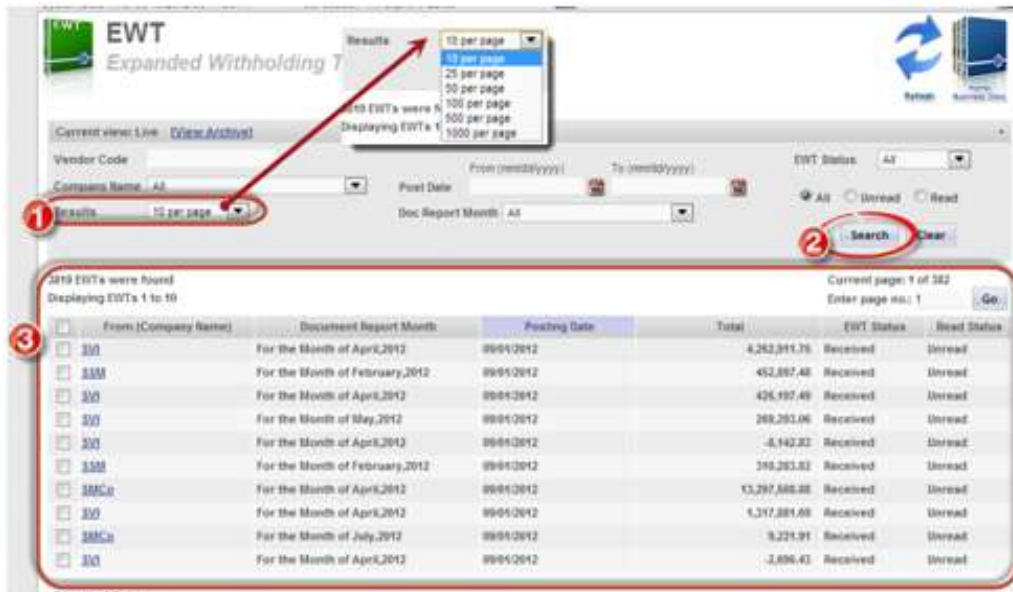
a. To search for EWTs by Company Name

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



b. 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.

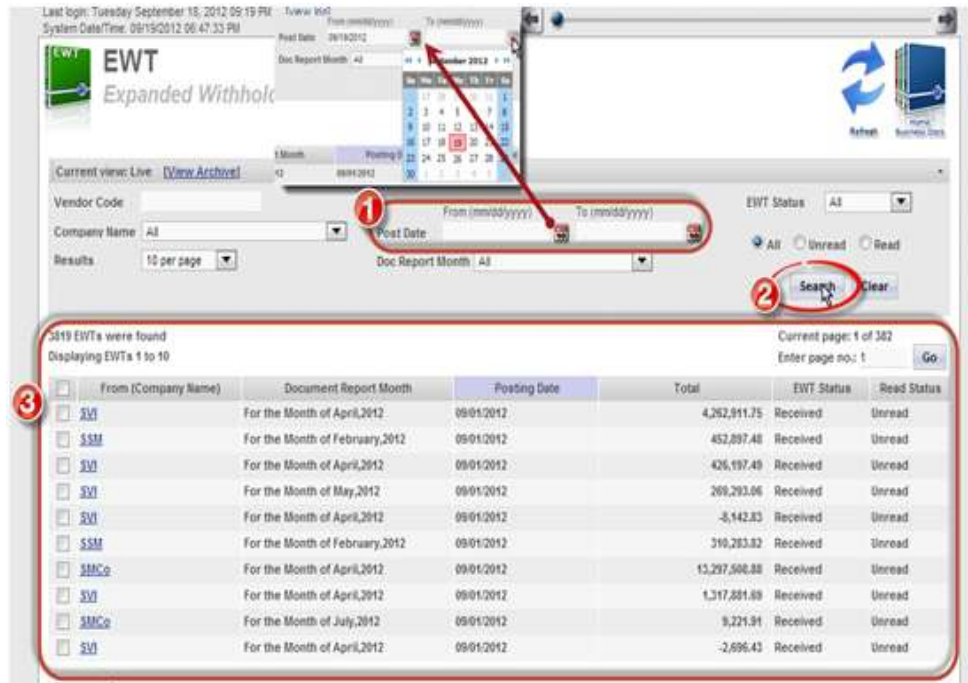




Trade Portal

c. To search for EWTs by Post Date

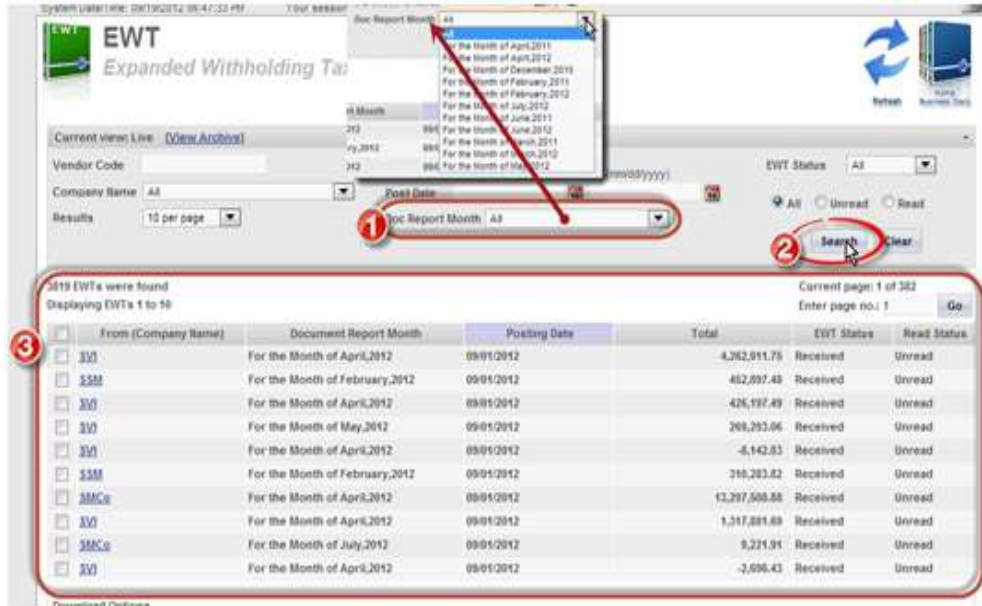
1. Manually key in the Post Date using the format 'mm/dd/yyyy' or you may also select the dates using the calendar.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.



The date 'To' indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

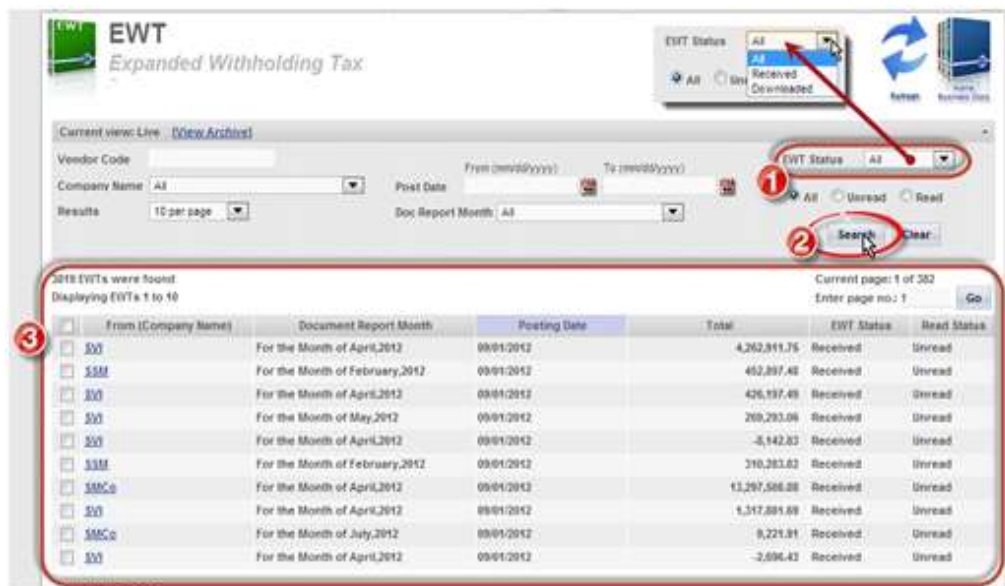
d. To search for EWTs by Document Report Month

1. Click the drop-down list then select a specific Document Report Month 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.



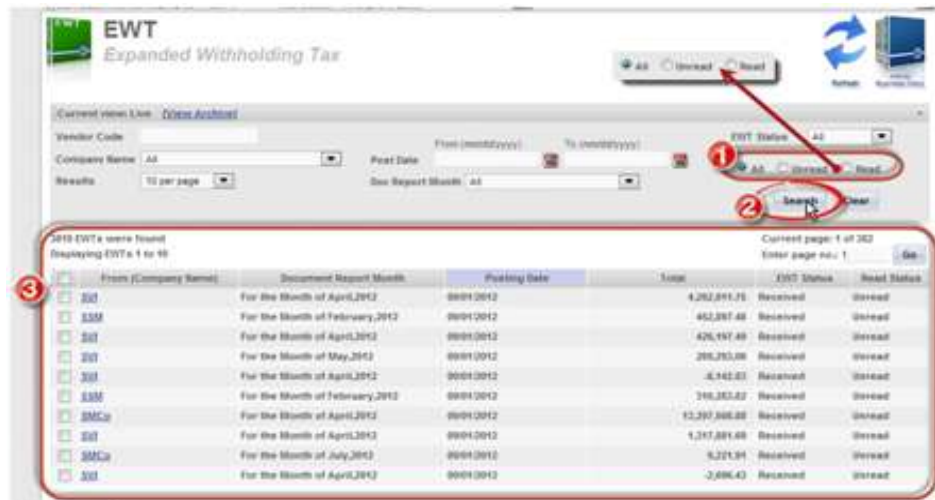
e. To search for EWTs by Document Status

1. Click the drop-down list then select a EWT 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.



f. To search for EWTs by Read Status:

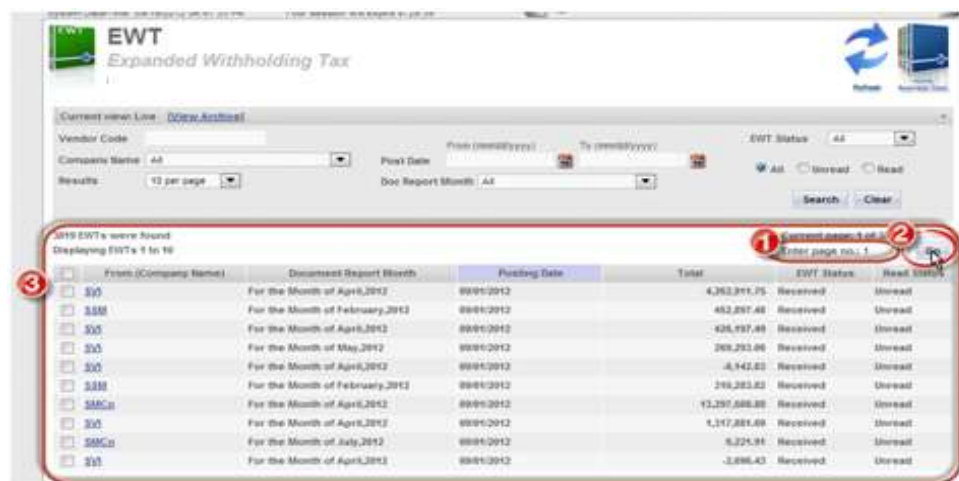
1. Choose a EWT status then click the radio button of your choice or choose “All” to display all of them.
2. Click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.



2.21.2.2 EWT 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.



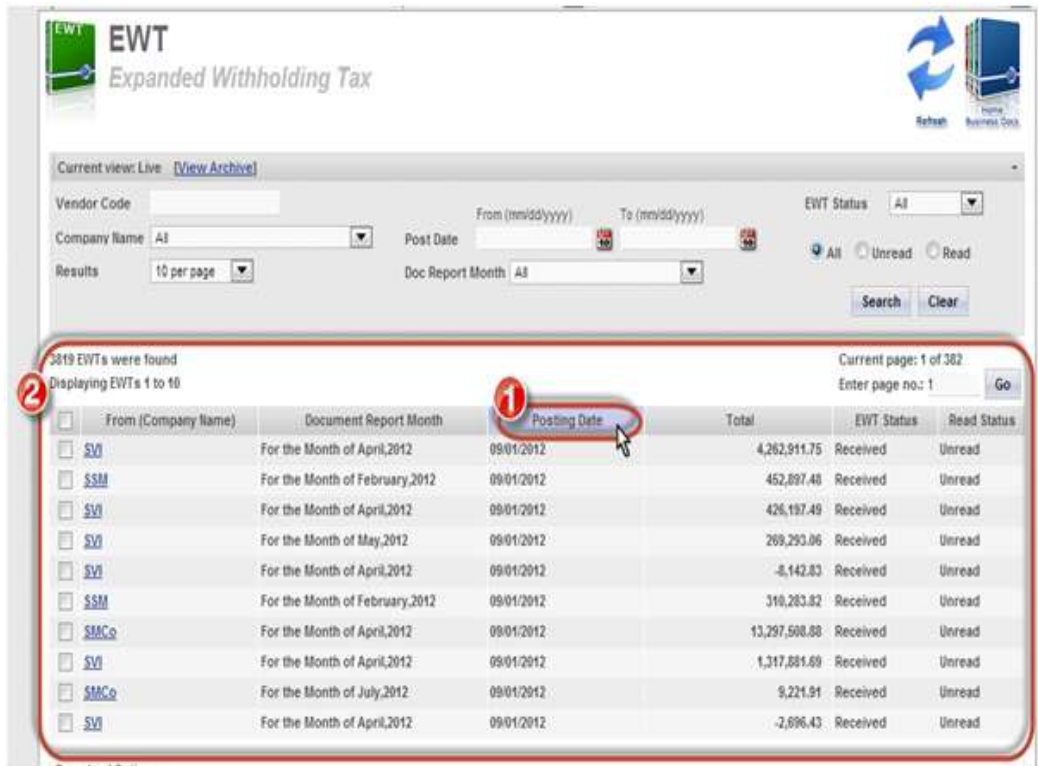


This field allows only numeric entries within the page range of the results. Empty value is not allowed.

2.21.2.3 Sorting EWT Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.

Example: Sorted Posting Date



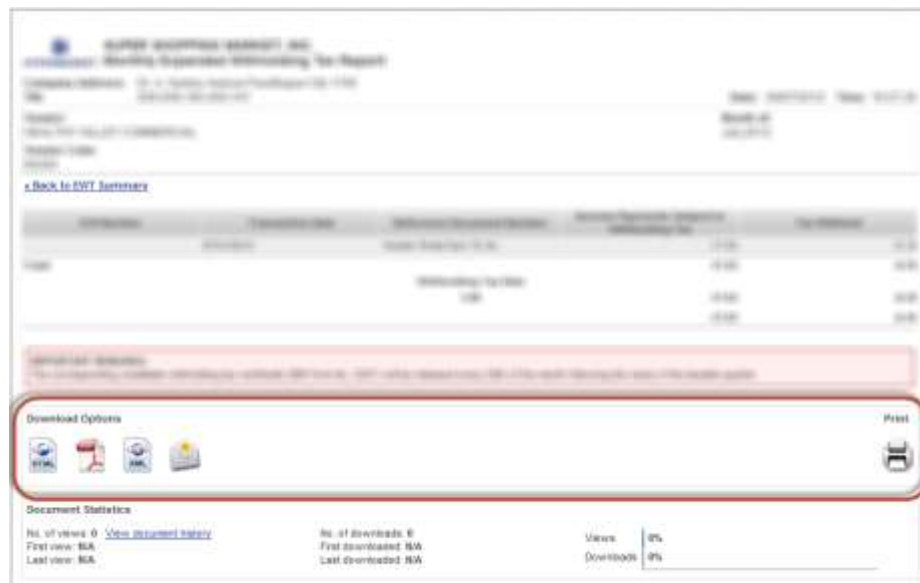
2019 EWTs were found
Displaying EWTs 1 to 10

<input type="checkbox"/>	From (Company Name)	Document Report Month	Posting Date	Total	EWT Status	Read Status
<input type="checkbox"/>	SVI	For the Month of April,2012	09/01/2012	4,262,911.75	Received	Unread
<input type="checkbox"/>	SSM	For the Month of February,2012	09/01/2012	452,897.48	Received	Unread
<input type="checkbox"/>	SVI	For the Month of April,2012	09/01/2012	426,197.49	Received	Unread
<input type="checkbox"/>	SVI	For the Month of May,2012	09/01/2012	269,293.06	Received	Unread
<input type="checkbox"/>	SVI	For the Month of April,2012	09/01/2012	-8,142.83	Received	Unread
<input type="checkbox"/>	SSM	For the Month of February,2012	09/01/2012	316,263.82	Received	Unread
<input type="checkbox"/>	SMCo	For the Month of April,2012	09/01/2012	13,297,508.88	Received	Unread
<input type="checkbox"/>	SVI	For the Month of April,2012	09/01/2012	1,317,881.69	Received	Unread
<input type="checkbox"/>	SMCo	For the Month of July,2012	09/01/2012	9,224.91	Received	Unread
<input type="checkbox"/>	SVI	For the Month of April,2012	09/01/2012	-2,696.43	Received	Unread



2.21.3.3 EWT Download Options & Printing

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



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.
- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.
- To send a specific document/message as a PDF attachment through email, click the email button on the Download Options & Printing Section.

Download Options



Download Options



Download Options



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

- To print a specific document/message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.

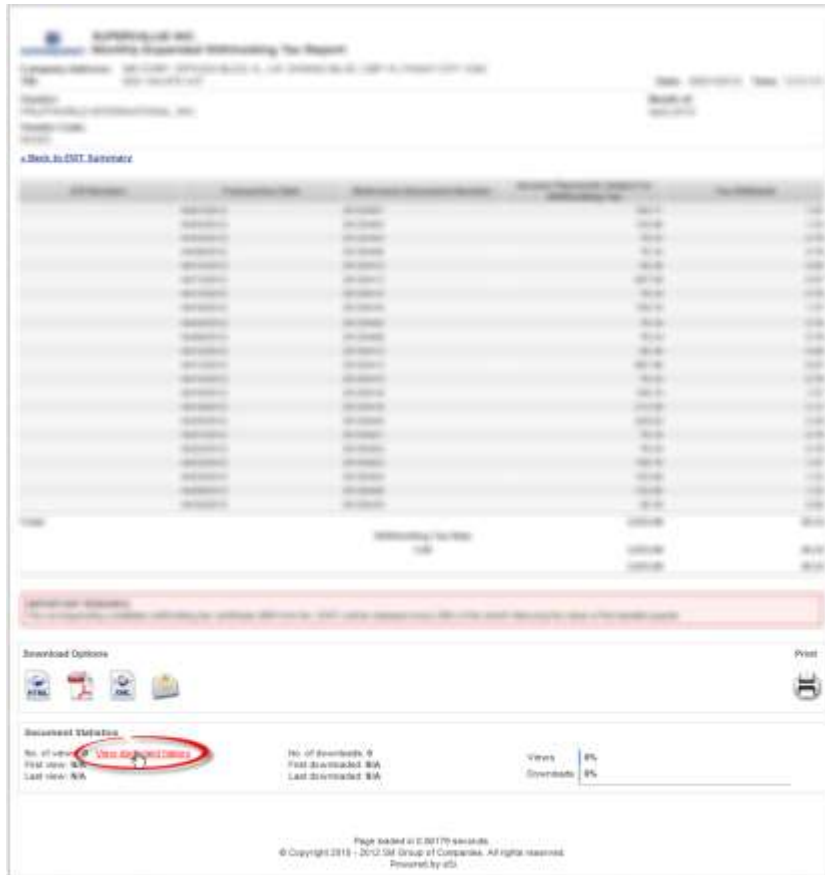


2.21.3.4 Viewing EWT Document History

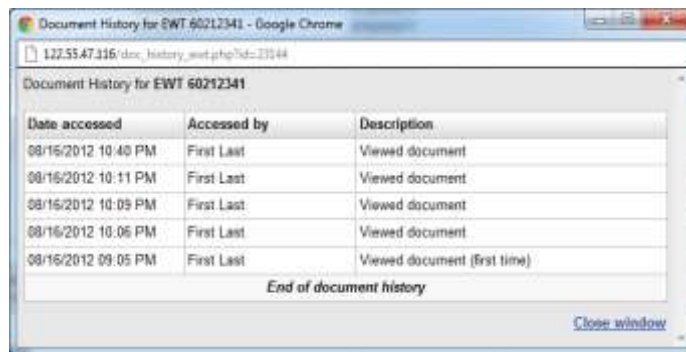
The Document History is located in the Document Statistics Section. In this section you may view the following user activities specific to a particular document/message:

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”.



- A pop-up box will show the document history for the opened EWT document.





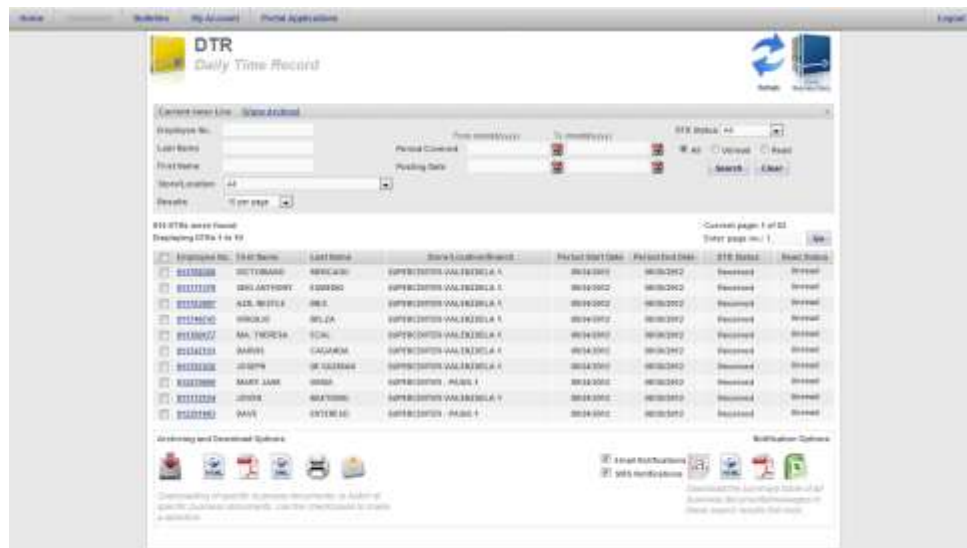
2.22 DAILY TIME RECORD (DTR)

2.22.1 Accessing DTR Summary Page

1. To access the Daily Time Record summary page, go to the BDMS home page and then click the Daily Time Record button.



2. You are now at DTR Summary page.



2.22.2 DTR Summary Page & DTR Archive Page

2.22.2.1 DTR Search Fields

You may search DTR using the following criteria:

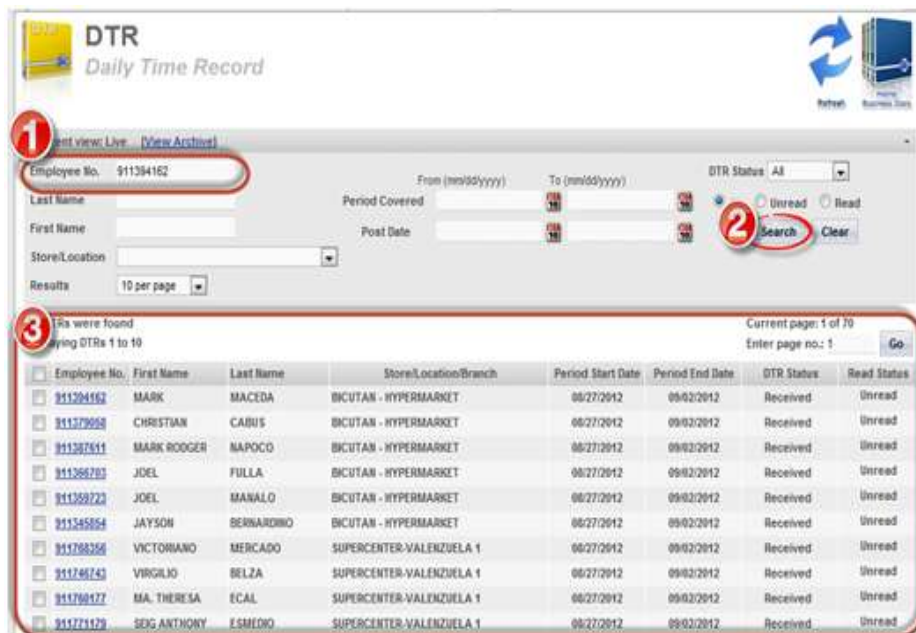
- Employee Number
- Employee's Last Name
- Employee's First Name
- Store Location
- Number of Records to display per page(Results)
- Period Covered, Post Date
- Document Status (Received, Downloaded)
- Read Status (Unread, Read)



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

a. To search for DTRs by Employee Number

- Key in the Employee number in the text box.
- Then click the Search button located at the right side.
- After clicking the Search button, the table will display the results.



DTR
Daily Time Record

Print view: Live [View Archive](#)

Employee No. From (mm/dd/yyyy) To (mm/dd/yyyy) DTR Status: All

Last Name Period Covered Unread Read

First Name Post Date **2** Search Clear

Store Location

Results 10 per page

3 13 records were found displaying DTRs 1 to 10 Current page: 1 of 10 Enter page no.: 1 Go

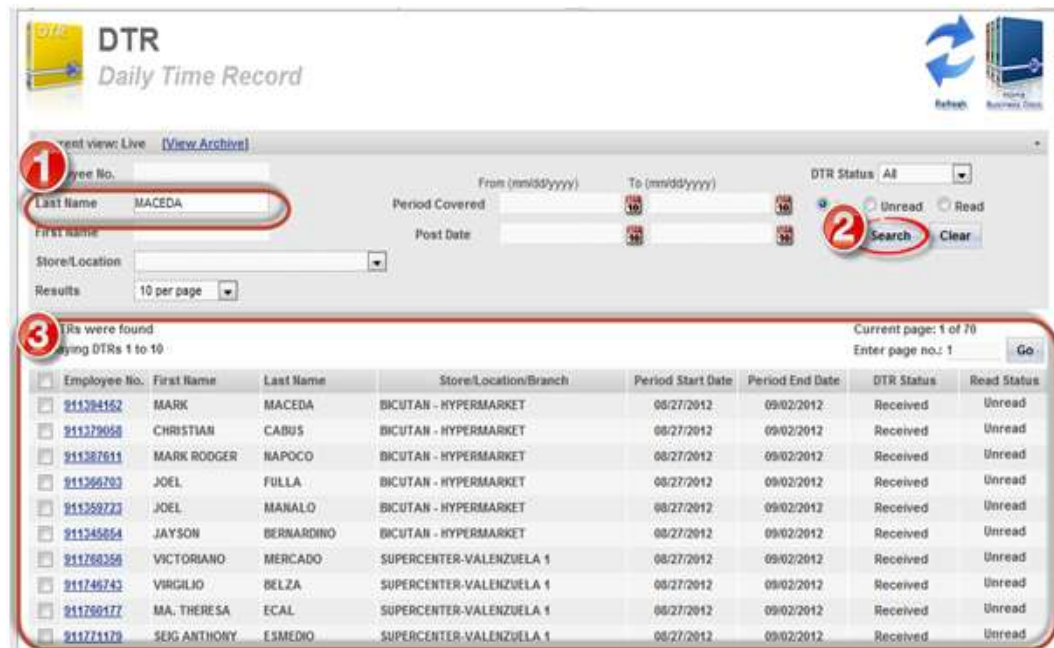
Employee No.	First Name	Last Name	Store Location/Branch	Period Start Date	Period End Date	DTR Status	Read Status
<input type="checkbox"/> 911384162	MARK	MACEDA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911379050	CHRISTIAN	CABUS	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911382641	MARK ROGER	NAPOCO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911388783	JOEL	FULLA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911389723	JOEL	MANALO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911545854	JAYSON	BERNARDINO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911788356	VICTORIANO	MERCADO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911746743	VIRGILJO	BELZA	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911790177	MA. THERESA	ECAL	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911721129	SEB. ANTHONY	ESMEDIO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread



The maximum number of characters for Employee number is 9. The text box accepts numeric characters only and will search for Employee numbers containing the indicated number.

b. To search for DTRs by Employee's Last Name

1. Key in the Employee's Last Name in the text box.
2. Then click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.



DTR Daily Time Record

Current view: Live [\[View Archive\]](#)

Employee No. From (mm/dd/yyyy) To (mm/dd/yyyy) DTR Status: All

Last Name: Period Covered: Unread Read **2 Search** Clear

First Name: Post Date:

Store/Location:

Results: 10 per page

3 10 DTRs were found displaying DTRs 1 to 10 Current page: 1 of 70 Enter page no.: 1 **Go**

Employee No.	First Name	Last Name	Store/Location/Branch	Period Start Date	Period End Date	DTR Status	Read Status
<input type="checkbox"/> 911294162	MARK	MACEDA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911379058	CHRISTIAN	CABUS	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911387611	MARK RODGER	NAPOCO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911366793	JOEL	FULLA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911369773	JOEL	MANALO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911245854	JAYSON	BERNARDINO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911268358	VICTORIANO	MERCADO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911746742	VIRGILJO	BELZA	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911760177	MA, THERESA	ECAL	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
<input type="checkbox"/> 911771179	SEIG ANTHONY	ESMEDIO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread



The maximum number of characters for Employee Last Name is 20. The text box accepts alpha characters only and will search for Employee Last Name containing the indicated character



Trade Portal

c. To search for DTRs by Employee's First Name

1. Key in the Employee's First Name in the text box.
2. Then click the Search button located at the right side.
3. After clicking the Search button, the table will display the results.

DTR
Daily Time Record

Current view: Live [\[View Archive\]](#)

Employee No. From (mm/dd/yyyy) To (mm/dd/yyyy) DTR Status: All

1 Period Covered Post Date 2 Search Clear

Store Location

Results 10 per page

3 3 DTRs were found displaying DTRs 1 to 10 Current page: 1 of 70 Enter page no: 1 Go

Employee No.	First Name	Last Name	Store Location/Branch	Period Start Date	Period End Date	DTR Status	Read Status
911294162	MARK	MACEDA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911279058	CHRISTIAN	CASUS	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911282611	MARK RODGER	NAPOCO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911266203	JOEL	FULLA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911269722	JOEL	MANALO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911245854	JAYSON	BERNARDINO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911288256	VICTORIANO	MERCADO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
911246743	VIRGILIO	BELZA	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
911259177	MA. THERESA	ECAL	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
911271179	SEIG ANTHONY	ESMEDIO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread



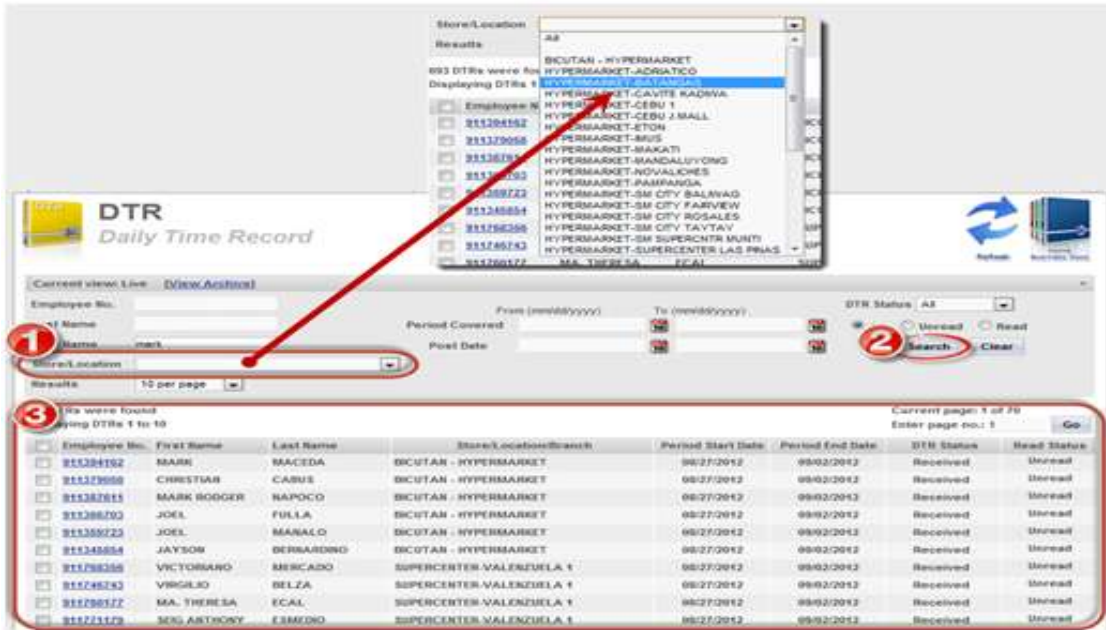
The maximum number of characters for Employee First Name is 20. The text box accepts alpha characters only and will search for Employee First Name containing the indicated characters.

d. To search for DTRs by Store/Location

1. Click the drop-down list then select a store/ location 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.

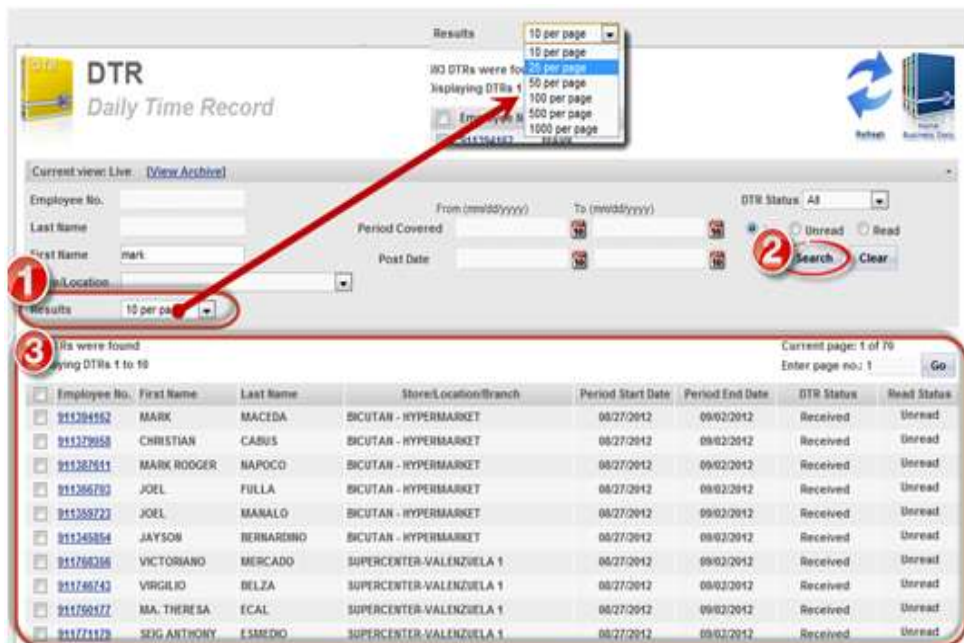


Trade Portal



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.





Trade Portal

f. To search for DTRs by Period Covered, Post Date

1. Manually key in the Period Covered or Post Date using the format: 'mm/dd/yyyy' or you may also 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.

DTR Daily Time Record

From (mm/dd/yyyy) To (mm/dd/yyyy)
 Period Covered 09/04/2012

September 2012

Store/Location/Branch

Current view: Live [View Archived](#)

Employee No. Last Name First Name Store/Location: DTR Status: All

Period Covered Post Date

Unread Read Search Clear

Results 10 per page

3 10 records found displaying DTRs 1 to 10

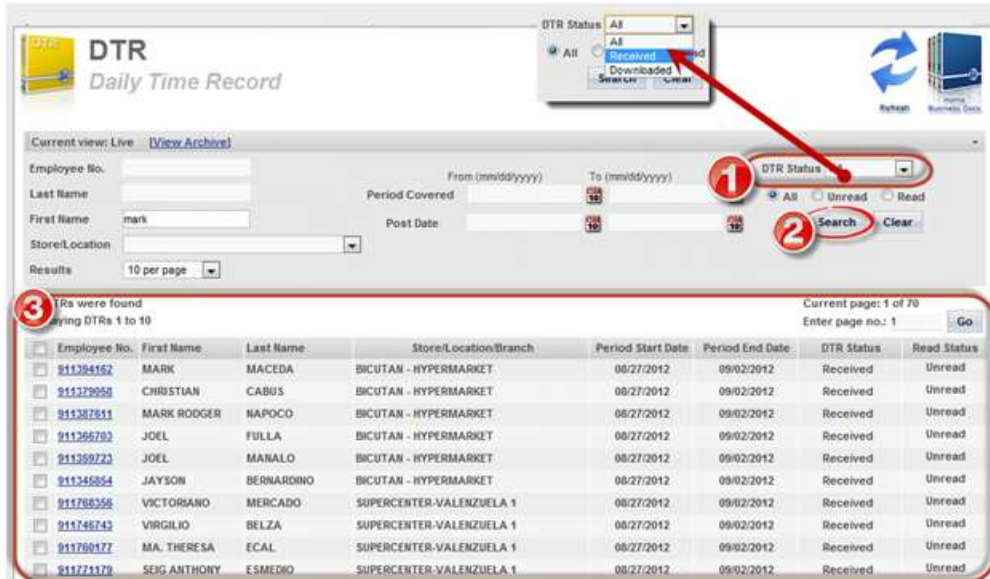
Employee No.	First Name	Last Name	Store/Location/Branch	Period Start Date	Period End Date	DTR Status	Read Status
211284162	MARK	MACEDA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
211179658	CHRISTIAN	CABUS	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
211267811	MARK ROOGER	NAPOCO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
211266793	JOEL	FULLA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
211208723	JOEL	MARALO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
211248854	JAYSON	BERNARDINO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
211268366	VICTORIANO	MERCADO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
211246743	VIRGILIO	BELZA	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
211269177	MA, THERESA	ECAL	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
211271178	SDG ANTHONY	EMMEDO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread



The date 'To' date indicated must be after the date 'From'. Dates before the indicated "From" date will not be accepted.

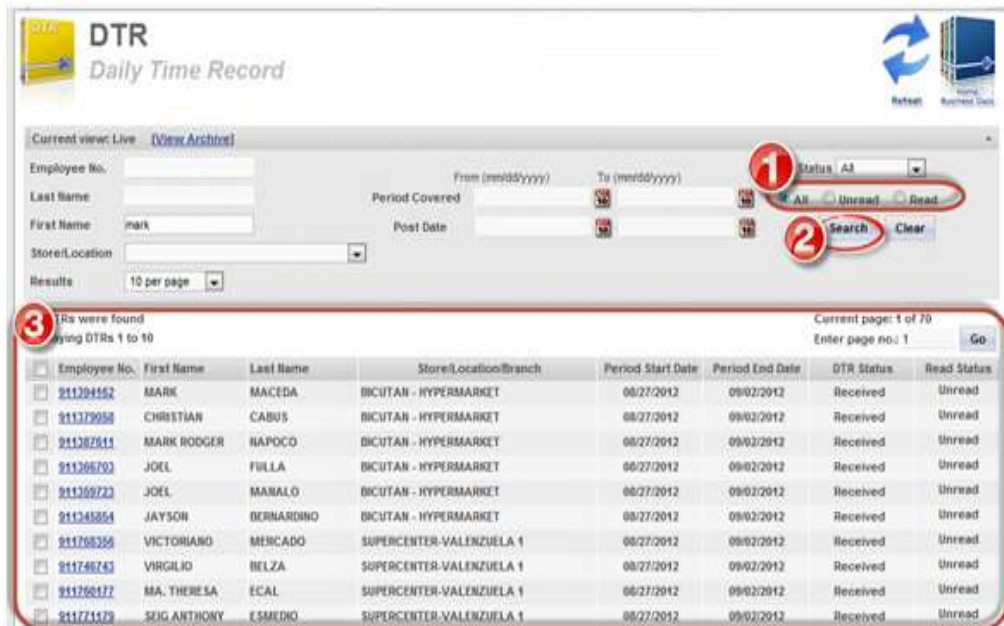
g. To search for DTRs by Document Status

1. Click the drop-down list then select a DTR 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.



h. To search for DTRs by Read Status

1. Choose a DTR 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.





2.22.2.2 DTR 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.

Current view: Live [\[View Archive\]](#)

Employee No. From (mm/dd/yyyy) To (mm/dd/yyyy) DTR Status: All Unread Read

Last Name Period Covered All Unread Read

First Name Post Date Search Clear

Store/Location

Results 10 per page

3 Results found
Showing DTRs 1 to 10

Employee No.	First Name	Last Name	Store/Location/Branch	Period Start Date	Period End	DTR Status	Read
<input type="checkbox"/> 911294162	MARK	MACEDA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	<input type="checkbox"/>
<input type="checkbox"/> 911279058	CHRISTIAN	CABUS	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	<input type="checkbox"/>
<input type="checkbox"/> 911287611	MARK ROOGER	NAPOCO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	<input type="checkbox"/>
<input type="checkbox"/> 911268793	JOEL	FULLA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	<input type="checkbox"/>
<input type="checkbox"/> 911269723	JOEL	MANALO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	<input type="checkbox"/>
<input type="checkbox"/> 911245854	JAYSON	BERNARDINO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	<input type="checkbox"/>
<input type="checkbox"/> 911268346	VICTORIANO	MERCADO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	<input type="checkbox"/>
<input type="checkbox"/> 911248743	VIRGILIO	BELZA	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	<input type="checkbox"/>
<input type="checkbox"/> 911266177	MA. THERESA	ECAL	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	<input type="checkbox"/>
<input type="checkbox"/> 911271129	SEIG ANTHONY	ESMEDIO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	<input type="checkbox"/>

Current page: 1 of 70
Enter page no. 1 Go



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

2.22.2.3 Sorting DTR Column Headers

The Search Results can be arranged in ascending or descending order based on each of the column headers. To sort column headers (1) just click any of the column headers that you want to sort; and, (2) the table will display the results.



Trade Portal

Example: Sorted Period Start Date

2 Results were found
Displaying DTRs 1 to 10

Employee No.	First Name	Last Name	Store/Location/Branch	Period Start Date	Period End Date	DTR Status	Read Status
911294162	MARK	MACEDA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911279060	CHRISTIAN	CABUS	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911287811	MARK RODGER	NAPOCO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911286702	JOEL	FULLA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911289222	JOEL	MANALO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911248954	JAYSON	BERNARDO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911282350	VICTORIANO	MERCADO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
911246742	VIRGILIO	BELZA	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
911299577	MA. THERESA	ECAL	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
911274329	SEIG ANTHONY	ESMEDIO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread

2.22.3 DTR Details Page

2.22.3.1 Opening a Specific DTR Document

On the Search Results Section, click the Company Name of the specific EWT document you want to open.

882 DTRs were found
Displaying DTRs 1 to 10

Employee No.	First Name	Last Name	Store/Location/Branch	Period Start Date	Period End Date	DTR Status	Read Status
911294162	MARK	MACEDA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911279060	CHRISTIAN	CABUS	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911287811	MARK RODGER	NAPOCO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911286702	JOEL	FULLA	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911289222	JOEL	MANALO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911248954	JAYSON	BERNARDO	BICUTAN - HYPERMARKET	08/27/2012	09/02/2012	Received	Unread
911282350	VICTORIANO	MERCADO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
911246742	VIRGILIO	BELZA	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
911299577	MA. THERESA	ECAL	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread
911274329	SEIG ANTHONY	ESMEDIO	SUPERCENTER-VALENZUELA 1	08/27/2012	09/02/2012	Received	Unread

After clicking the Company Name, you will be directed to its Details page.



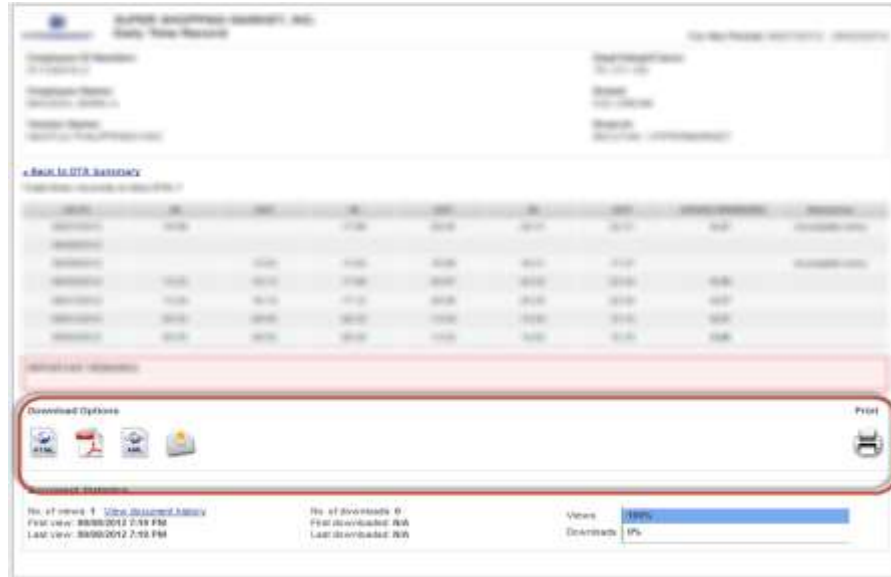
2.22.3.2 Returning to DTR Summary Page

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



2.22.3.3 DTR Download Options & Printing

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



- To download a specific document/message in HTML format, click the HTML button on the Download Options & Printing Section.



- To download a specific document/message in PDF format, click the PDF button on the Download Options & Printing Section.



- To download a specific document/message in XML format, click the XML button on the Download Options & Printing Section.



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



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

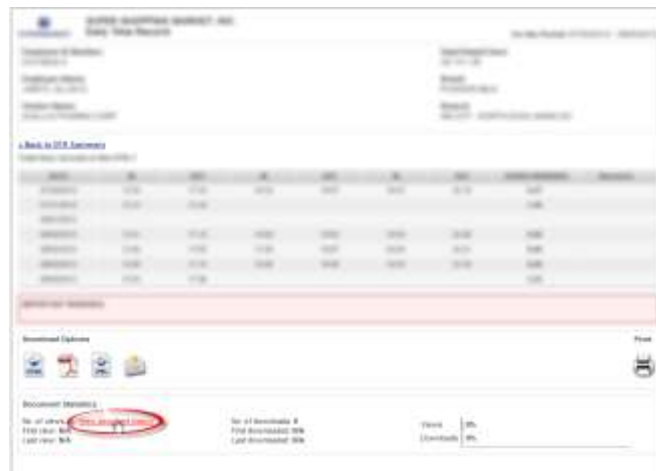
- To print a specific document / message, click the print button on the Download Options & Printing Section, and your browser's print preview page will be displayed. You may also input your preferred print settings.



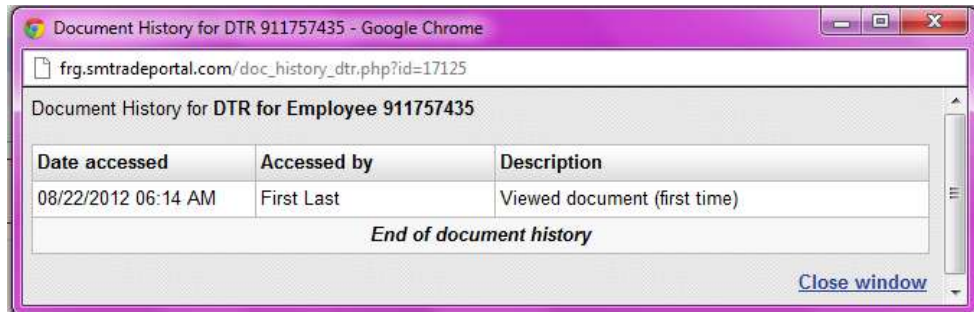
2.22.3.4 Viewing DTR Document History

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:

- Total number of times document/message has been viewed
- Date and Time document/message was first viewed
- Date and Time document/message was last viewed
- Total number of times document/message has been downloaded
- Date and Time document/message was first downloaded
- Date and Time document/message was last downloaded
- Comparison between user views and user downloads shown in graphs
- A link to show document activity history details
 - To view the document history, click the "View document history".



- A pop-up box will show the document history for the opened DTR document.



3 VENDOR COMMUNITY MANAGEMENT (VCM)



The Vendor Community Management application provides web-based access to the functions needed to manage bulletins in real-time, assuring updated bulletin or broadcast communication between users.

3.1 GETTING TO VCM HOME PAGE

To access the Vendor Community Management (VCM) home page

1. On the portal's Toolbar, click on "Portal Applications". It will then show the list of applications.
2. Click "Vendor Community Management" on the applications list.



3. You are now on the VCM home page. By default, it will display the Dynamic Bulletin System Page.





3.2 DYNAMIC BULLETIN SYSTEM (DBS)

The Dynamic Bulletin System module provides web-based access to all published bulletins and other information/announcement from SM. It also facilitates the viewing and accepting download rights to bulletins intended only for the vendor's account.

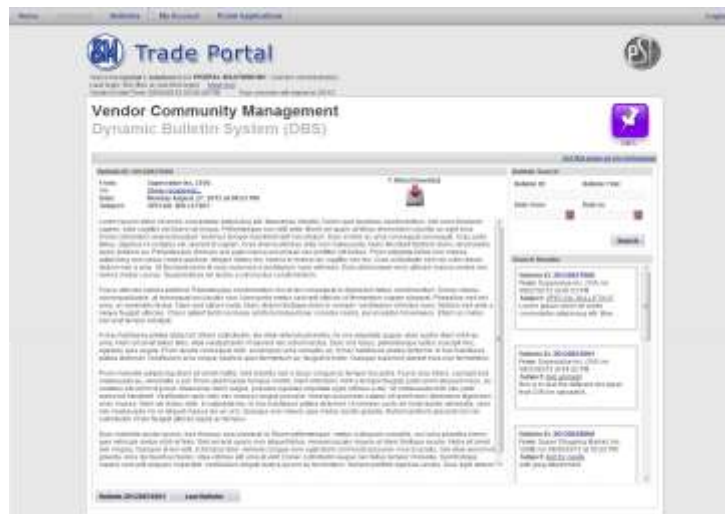
This is also the home page of the Vendor Community Management application.

3.2.1 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. This will bring you to the DBS page.



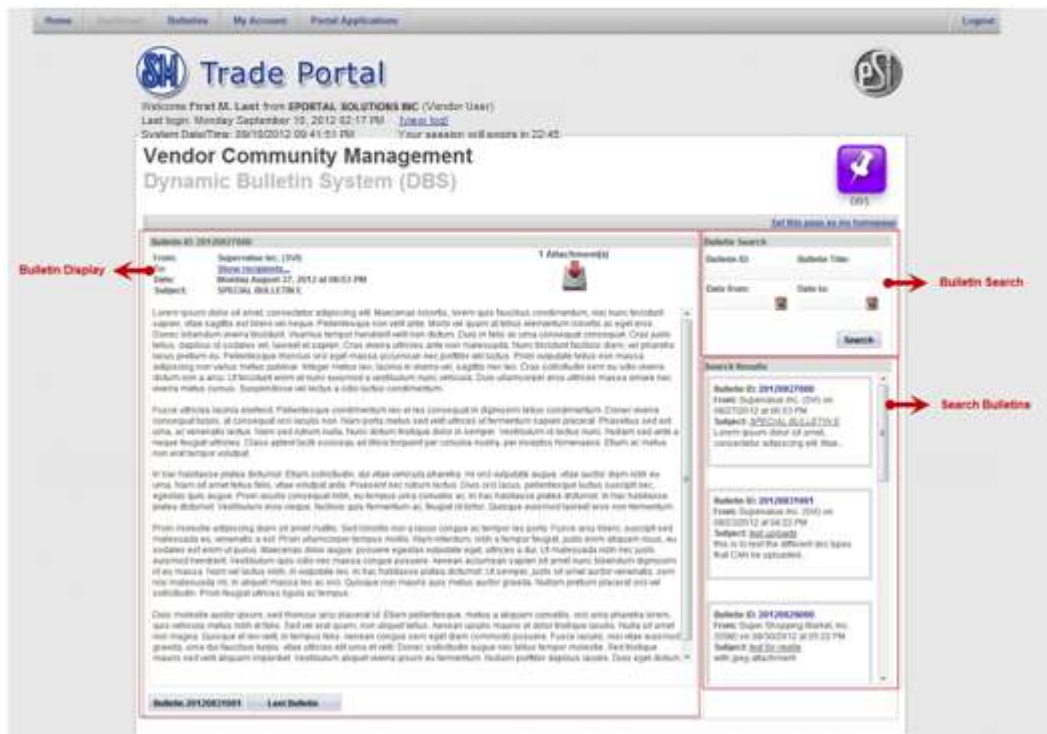
- You may also click the DBS button on the Application List Section to refresh or reload the page.



3.2.2 DBS Home Page Sections

The following are the sections of the DBS Home Page:

- Bulletin Display
- Bulletin Search
- Search Results



3.2.3 Bulletin Display Sections

The following are the sections of the Bulletin Display:

- Bulletin Header
- Bulletin Contents
- Attachments
- Agreement and Action Button



3.2.4 Viewing Bulletins & Downloading Attachments

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.




- **Case 2:** *If there is more than one new unread bulletin, the button will show the label “Next”.*
 1. Click the Next Button to display the next new bulletin that has not been read.
 2. After all the unread bulletins have been displayed; the label of the button becomes “Continue”.
 3. Click the “Continue” button to enable all portal functionalities.



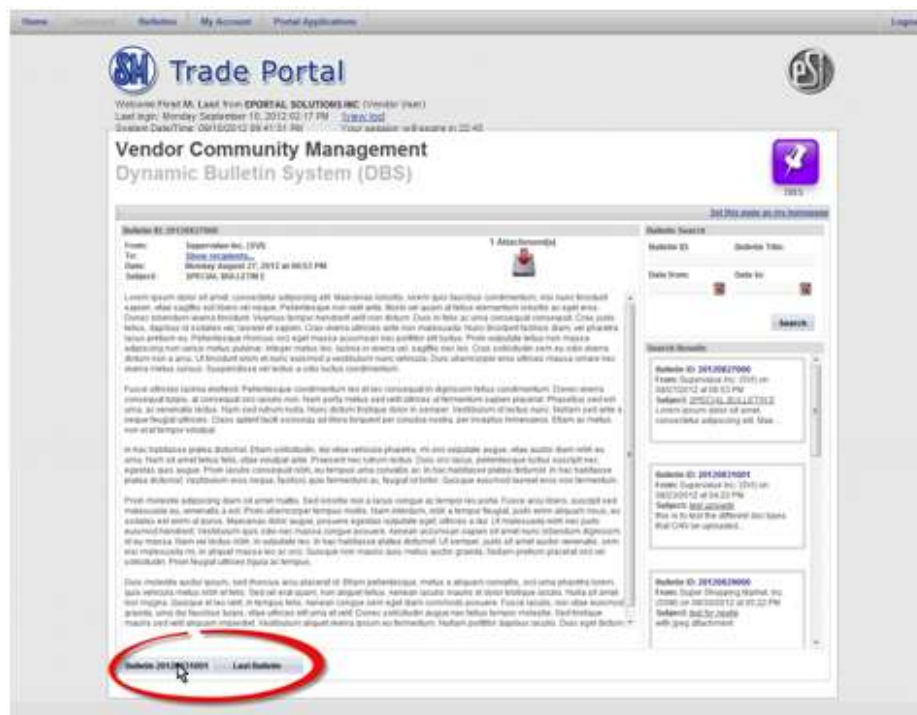
- **Case 3:** *If there are more than five new unread bulletins, the button will show the label “Next” until the 5th bulletin has been displayed.*
 1. After the 5th bulletin has been displayed, the label of the button becomes “Continue”.
 2. Once clicked, this notification will be shown to the Vendor: *“You have more unread bulletins. The remaining unread bulletins will be displayed on the next login or you may access them through the “Bulletin” toolbar.”*
 3. Click the “Ok” button to enable all portal functionalities.



 Bulletins created before you registered to the SM Trade Portal will also be visible to you.

B. Only active bulletins will be visible on the DBS page.

In case you want to view the bulletins that you have already read, there are two buttons you may click on the DBS page to display previous bulletins. Click the corresponding button to view the bulletin.



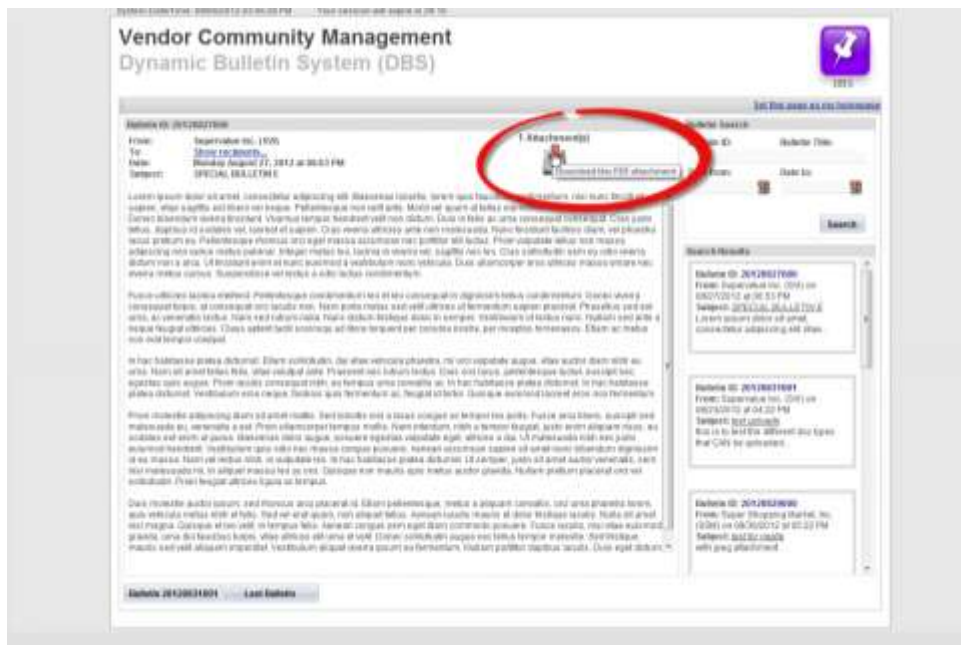
Downloading Attachments

If a bulletin has an attachment/s you may download it by clicking on the “Attachment” button.

Bulletin Display View



DBS Page View



3.2.5 Bulletin Search Facility

You may search Bulletin using the following criteria:

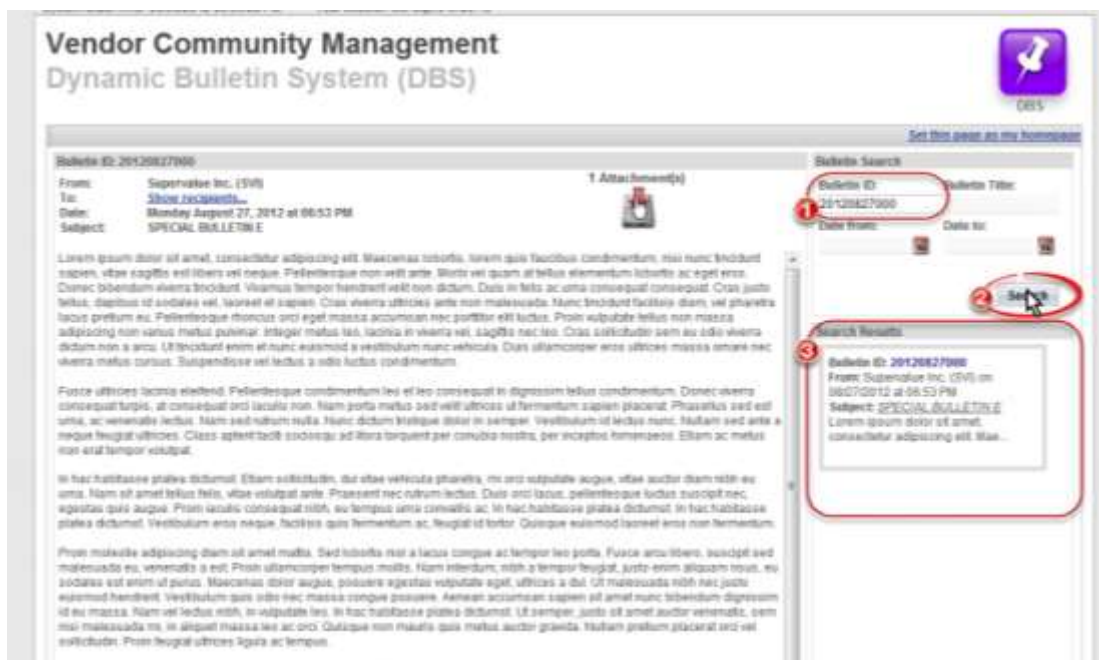
- Bulletin ID number
- Bulletin Title
- Published Date From/Published Date To



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

a. To search for Bulletins using Bulletin ID Number

- Key in the Bulletin ID number in the text box.
- Click the Search button located at the bottom right.
- After clicking the Search button, the results will be displayed.

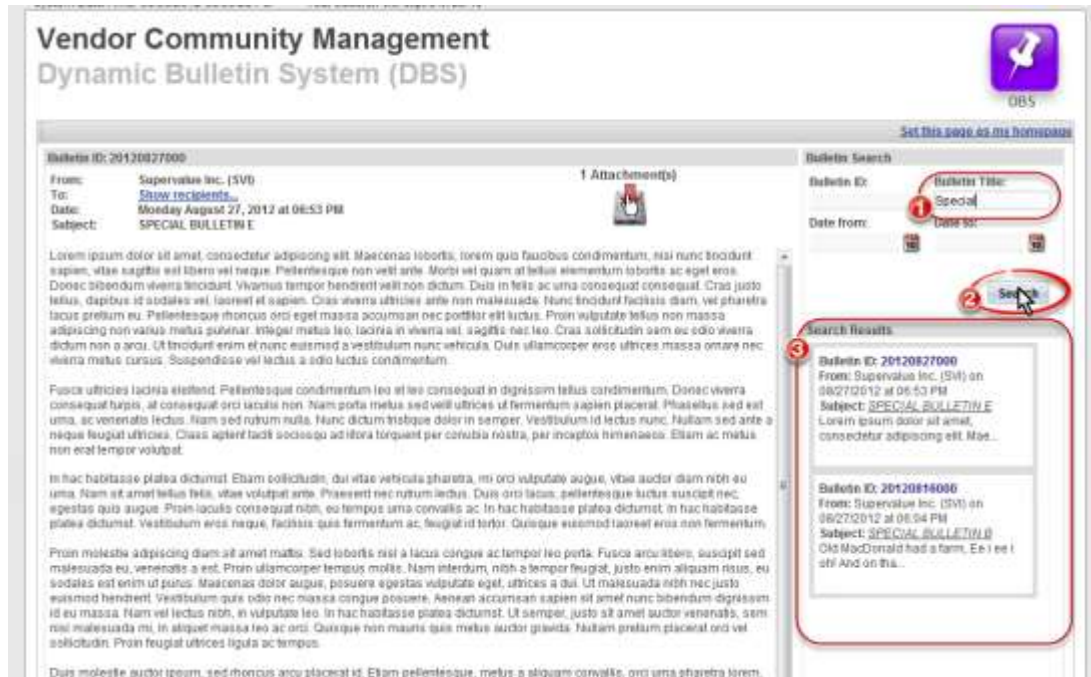


The maximum number of characters for the Bulletin ID number is 11. The text box accepts numeric characters only.



b. To search for Bulletins using Bulletin Title

1. Key in the Bulletin Title (or part of it) in the text box.
2. Click the Search button located at the bottom right.
3. After clicking the Search button, the results will be displayed.



The maximum number of characters for the Bulletin Title is 60. The text box accepts alphanumeric and special characters.

c. To search for Bulletins using Published Bulletin Date

1. Manually key in the Published Date using the format 'mm/dd/yyyy' or you may also 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.

4 MY ACCOUNT

“My Account” facilitates the viewing and updating of all details about your user account.



4.1 ACCESSING MY ACCOUNT

1. On the portal's toolbar, click the “My Account” button.



2. You are now on “My Account” page.



4.2 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:
 - Type in your changes.
 - Once done click the “Update” button.



My Account

Personal Account Details	Company Account Details
User ID: esi-wmbrca@sm	Company Name: EPORTEL SOLUTIONS INC
Password: Change Password	Vendor Code: 14016
First name: Eportal	Company Address: DonTim Bldg 5438 Pms. Osmeña Highway
Middle name: Inc	ZIP Code: 1231
Last name: Solutions	City: Makati City
Telephone:	Province: Philippines
Fax: 0466781	Postal Box: 1212121
Mobile: +639988888888	Track Line (Local):
Email: ESI@esi.ph	Fax:
	Contact Person: Inhabit 1 user
	Position:
	Mobile No.:
	Email Address: 32049603821@
	<input type="button" value="Update"/> <input type="button" value="Restore"/>

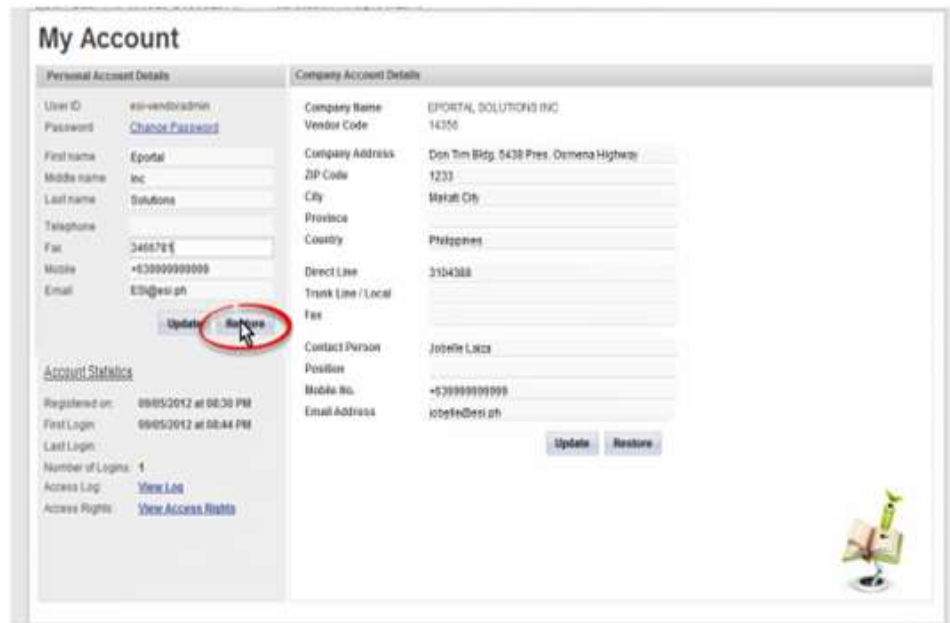
Account Statistics

Registered on: 06/05/2012 at 06:30 PM
 First Login: 06/05/2012 at 06:44 PM
 Last Login:
 Number of Logins: 1
 Access Log: [View Log](#)
 Access Rights: [View Access Rights](#)

- The page will display a confirmation message: “Your personal details were successfully updated.” Click the “Back to My Account” to go back to the home page.



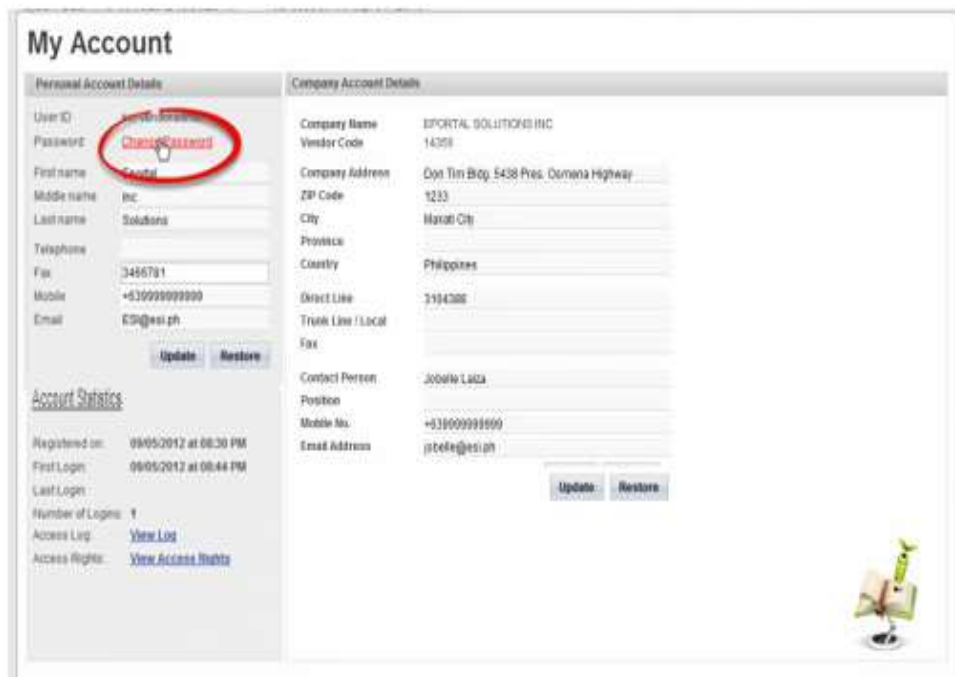
- To reset the personal account details to the last saved values, click the “Restore” button.



My Account

Personal Account Details	Company Account Details
User ID: <input type="text" value="es-vendoradmin"/>	Company Name: EPORTEL SOLUTIONS INC
Password: Change Password	Vendor Code: 14358
First name: <input type="text" value="Eportal"/>	Company Address: Don Tim Bldg. 5438 Pres. Osmena Highway
Middle name: <input type="text" value="Inc"/>	ZIP Code: 1233
Last name: <input type="text" value="Solutions"/>	City: Marik City
Telephone: <input type="text"/>	Province: <input type="text"/>
Fax: <input type="text" value="3466781"/>	Country: Philippines
Mobile: <input type="text" value="+63999999999"/>	Direct Line: 3194388
Email: <input type="text" value="ES@esi.ph"/>	Trunk Line / Local: <input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Restore"/>	Fax: <input type="text"/>
Account Statistics	Contact Person: Jocelle Lita
Registered on: 09/05/2012 at 08:30 PM	Position: <input type="text"/>
First Login: 09/05/2012 at 08:44 PM	Mobile No.: +63999999999
Last Login: <input type="text"/>	Email Address: jolite@esi.ph
Number of Logins: 1	<input type="button" value="Update"/> <input type="button" value="Restore"/>
Access Log: View Log	
Access Rights: View Access Rights	

- To change your password:
 - Click on the “Change Password”.



My Account

Personal Account Details	Company Account Details
User ID: <input type="text" value="es-vendoradmin"/>	Company Name: EPORTEL SOLUTIONS INC
Password: Change Password	Vendor Code: 14358
First name: <input type="text" value="Eportal"/>	Company Address: Don Tim Bldg. 5438 Pres. Osmena Highway
Middle name: <input type="text" value="Inc"/>	ZIP Code: 1233
Last name: <input type="text" value="Solutions"/>	City: Marik City
Telephone: <input type="text"/>	Province: <input type="text"/>
Fax: <input type="text" value="3466781"/>	Country: Philippines
Mobile: <input type="text" value="+63999999999"/>	Direct Line: 3194388
Email: <input type="text" value="ES@esi.ph"/>	Trunk Line / Local: <input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Restore"/>	Fax: <input type="text"/>
Account Statistics	Contact Person: Jocelle Lita
Registered on: 09/05/2012 at 08:30 PM	Position: <input type="text"/>
First Login: 09/05/2012 at 08:44 PM	Mobile No.: +63999999999
Last Login: <input type="text"/>	Email Address: jolite@esi.ph
Number of Logins: 1	<input type="button" value="Update"/> <input type="button" value="Restore"/>
Access Log: View Log	
Access Rights: View Access Rights	

2. A pop-up window will appear. Enter and confirm password. Click the “Save” button to save the changes. Otherwise, click “Cancel” button.



3. The page will display a confirmation message: “Your password was successfully changed.” Click the “Login” button and you will be automatically logged out of the portal.



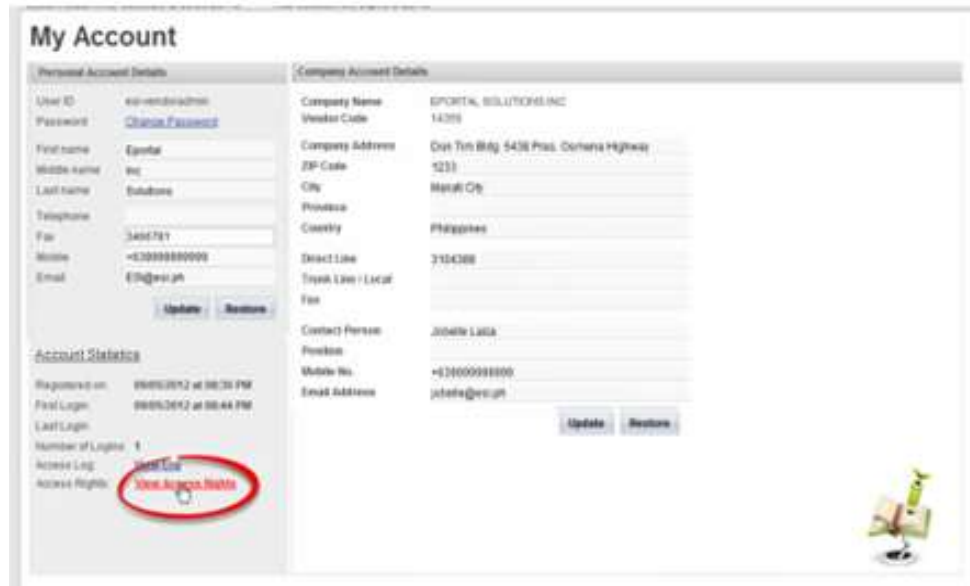
5.2.1 Account Statistics

Account Statistics displays information like when the account was registered, your first and last log-in details, and the number of logins you made.

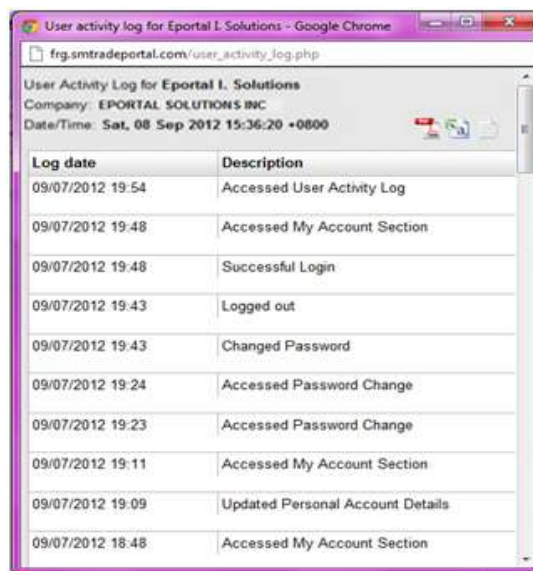
You may also view your access logs and access rights by clicking on their corresponding text links.

Viewing Your Access Log

1. Click "View Log".



2. After clicking it, a pop-up window will appear showing your logs.

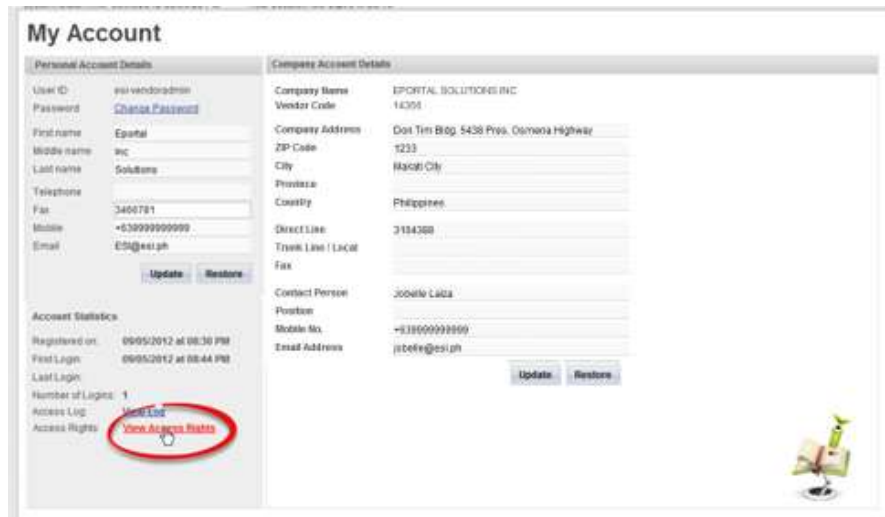




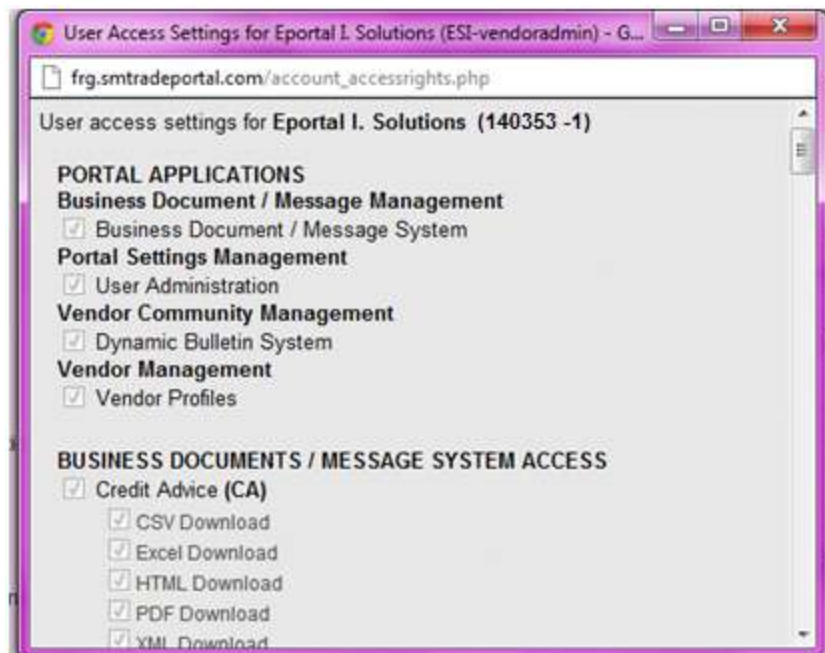
You may also export your logs in PDF, CSV, and plain text format. To learn more about exporting your logs in any of these file formats, go to “Viewing/Exporting Session Logs” Section.

Viewing Your Access Log

1. Click “View Access Right “.



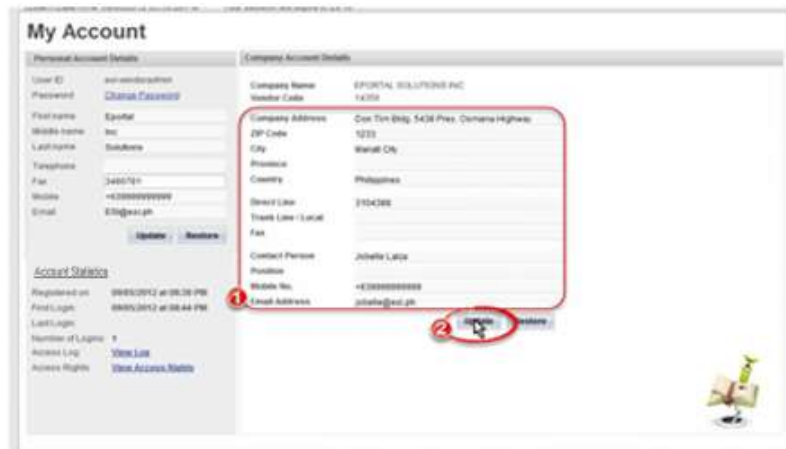
2. A pop-up window will appear showing your access rights.



4.3 COMPANY ACCOUNT DETAILS

The Company Account Details Section displays some information about the company you belong to.

- You may update your company information by clicking on the corresponding text box that you want to edit.
 - Type in your changes.
 - Once done click the “Update” button.



- The page will prompt that “Your company account details were successfully updated. Click the “Back to My Account” to go back to the home page.



- To reset company account details to the last saved values, click the “Restore” button.



5 ABBREVIATIONS & GLOSSARY

ABBREVIATIONS

PDF – Portable Document Format
SMS – Short Message Service
CSV – Comma Separated Values
HTML – Hyper Markup Language
XML – Extensible Markup Language
BDMS – Business Documents/Message System
BDMM – Business Document/Message Management
VCM – Vendor Community Management
VM – Vendor Management
PO – Purchase Order
CPO – Consignor Purchase Order
GRN – Goods Receipt Notification
ICR – Invoice Confirmation Report
RTV – Announcement for Return to Vendor
RA – Remittance Advice
DMCM – Debit Memo/Credit Memo
CA – Credit Advice
SR – Service Receipt
RTVD – Return to Vendor Deduction
DSR – Daily Sales Report
DSRS – Daily Sales Report Summary
CLR – Consolidated Liquidation Report
EWT – Expanded Withholding Tax
DTR – Daily Time Record
UA – User Administration
DBS – Dynamic Bulletin System

GLOSSARY OF TERMS

A

Application software - Also known as an application or an app, is computer software designed to help the user to perform specific tasks.

B

Bulletin- A brief public notice usually issued by an authoritative source; specifically: a brief news item intended for immediate publication or broadcast

C

Comma-separated values (csv) – A file format that stores tabular data (numbers and) in plain- form. It consists of any number of records, separated by line breaks of some kind; each record consists of fields, separated by some other character or string, most commonly a literal comma or tab.

Computer hardware - Refers to the physical parts or components of a computer such as monitor, keyboard, hard disk, mouse, etc. Refers to objects that you may actually touch, like disks, disk drives, display screens, keyboards, printers, boards, and chips.

Computer system - A system of interconnected computers that share a central storage system and various peripheral devices such as a printers, smayners, or routers. Each computer connected to the system may operate independently, but has the ability to communicate with other external devices and computers.

D

Data archiving - The process of moving data that is no longer actively used to a separate data storage device for long-term retention, for it consists of older data that is still important and necessary for future reference, as well as data that must be retained for regulatory compliance.

Downloading - To receive data to a local system from a remote system, or to initiate such a data transfer. Examples of a remote system from which a download might be performed include a web server, FTP server, email server, or other similar systems.

Dynamic - Marked by continuous and usually productive activity or change.

E

Electronic mail - Also known as email or e-mail, it is a method of exchanging digital messages from an author to one or more recipients.

Email address - Identifies an email box to which email messages are delivered.

Exporting data - Transfer of electronic data out of a database or document in a format that may be used by other programs

Extensible Markup Language - A markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable.

F

File attachment - A file that has been attached to an email. It may be any file type, such as a document, photograph, image, audio file or any other file that may be accepted by an email program.

H

Hyper markup language (html) - The main markup language for displaying web pages and other information that may be displayed in a web browser.

M

Microsoft excel (.xls) - A commercial spreadsheet application written and distributed by Microsoft for Microsoft Windows and Mac OS X. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

P

Plain text - The contents of an ordinary sequential file readable as usual material without much processing, usually as opposed to formatted and to "binary files" in which some portions must be interpreted as binary objects (encoded integers, real numbers, images, etc.).

Portable Document Format (PDF) - A file format used to represent documents in a manner independent of application software, hardware, and operating systems. It encapsulates a complete description of a fixed-layout flat document, including the , fonts, graphics, and other information needed to display it.

Portal application - A web-accessible, interactive tool on a secured website that delivers both related and unrelated applications, services and s that should meet a customer's needs.

S

Screen resolution - The term used to describe the number of dots, or pixels, used to display an image.

Short Message Service(SMS) - A messaging service component of phone, web, or mobile communication systems, using standardized communications protocols that allow the exchange of short messages between fixed line or mobile phone devices.

T

Toolbar - A horizontal row or vertical column of selectable image "buttons" in the graphical user interface (GUI) for a computer, that give the user a constantly visible reminder of and an easy way to select certain desktop or other application functions, such as saving or printing a document or moving pages forwards or backwards within a Web browser.

U

Uploading - The sending of data from a local system to a remote system such as a server or another client with the intent that the remote system should store a copy of the data being transferred, or the initiation of such a process.

W

Web browser - A software application for retrieving, presenting, and traversing information resources on the World Wide Web.

World Wide Web (www) - Commonly known as the Web. It is a system of interlinked hyper documents accessed via the Internet.

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