



PhilGEPS Buyers Training Program of Activities

Buyer Training

Day 1

- 1.0 Overview
- 2.0 How to Disable Pop-Ups
- 3.0 Splash Page
- 4.0 My GEPS
 - 4.1 Login Page
 - 4.2 My Notices
 - 4.2.1. View Bid Notices
 - 4.2.2. Create a Bid Notice - Single or 2-Stage Bidding
 - 4.2.3. Public Bidding / Shopping / Limited Source / Direct Contracting / Negotiated Procurement
 - 4.2.4. How to Include Line Items
 - 4.2.5. To Add Line Items To Frequently Used List
 - 4.2.6. To Save A Notice Template
 - 4.2.7. Attach An Associated Component
 - 4.2.8. View A Bid Notice Abstract
 - 4.2.9. Edit A Bid Notice
 - 4.2.10. Delete A Bid Notice
 - 4.2.11. Post A Bid Notice
 - 4.2.12. Change Status from Pending to In Preparation
 - 4.2.13. Create A Bid Supplement
 - 4.2.14. Add Supplier to the Document Request List
- 5.0 My Organization
 - 5.1. Organization Profile
 - 5.2. Sub-Organization List
 - 5.3. Organization Contact List
 - 5.4. Organization History
 - 5.5. Accredited Suppliers
 - 5.6. Blacklisted Suppliers
- 6.0 My Profile
 - 6.1. View Own Profile
 - 6.2. Update Own Profile
 - 6.3. Change Password
 - 6.4. Activity

Day 2

- 7.1 Award Creation
- 7.2 Create A Bidder's List
- 7.3 How To Shortlist Suppliers
- 7.3. Create A Bid Notice - 2nd Stage Bidding
- 7.4. Create An Award Notice
- 7.5. Upload Associated Document
- 7.6 Cancel/Postpone/Fail a Bid Notice
- 7.7 Repeat Order
- 7.8 View Detail Tracking Report
- 7.9 Award Notice List
- 7.10 MP
- 8.0 Pending Task
- 9.0 Opportunities
 - 9.1. Open Opportunities
 - 9.2. Former Opportunities
 - 9.3. Award Notices
- 10.1 Directory
 - 10.1. Buyer Directory
 - 10.2. Supplier Directory

Open Forum

Distribution of Certificates





ATTENTION:

IMPORTANT INFORMATION: (Please Read Carefully)

Once your attendance is confirmed, please do the following steps to progress in your application for **Online PhilGEPS Buyers Training**:

1. Your Confirmation Code is: **NTS BT 03-2022**
2. Your Training Coordinator is: **Ms. Jesalie Desales**
Contact No: 0936-6430483; Telefax: (02) 7728-6883 / 7002-3207
Email: jdesales@e-blackboards.com
3. Please fill-out and sign the following forms and email to EBLSI for your RESERVATION:
 - Confirmation Form
 - Statement of Account (SOA)
4. Deposit payment only to **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.** bank accounts:
Registration Fee: **P2,000.00/participants** (inclusive of VAT, official receipt and certificates)
 - 4a. Bank #1 and Branch: **Land Bank Ortigas Center – Pearl Drive Branch** (No Bank Transaction Charges)
 - Account Name: **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
 - Account Number: **3731-0048-96**
 - Deposit to any Land Bank Branch
 - 4b. Bank #2 and Branch: **Security Bank- Pasig-Shaw Blvd. Branch** (No Bank Transaction Charges)
 - Account Name: **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
 - Account Number: **0000 007822 013**
 - Deposit to any Security Bank Branch
 - 4c. Bank #3 and Branch: **East West Bank – Mandaluyong-Wack-Wack Branch** (No Bank Transaction Charges)
 - Account Name: **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
 - Account Number: **200019631868**
 - Deposit to any East West Bank Branch

We only accept Cheque or Cash Deposit to either Land Bank, Security Bank or East West Bank Account

OFFICIAL RECEIPT AND CERTIFICATES (hard copy) will be sent thru ABest Express/JRS Express/LBC after the online training.

NOTE: If your payment is "bank to bank payment" (Advice to Debit Account – LDDAP-ADA), we suggest to transact it to our Land Bank account.

5. EMAIL the following in order to reserve slots for the training:
 - Duly filled out Confirmation form
 - Signed Statement of Account and attach your deposit slip (at least 5 working days before your training schedule)
 - Email: jdesales@e-blackboards.com
 - Telephone No.: (02) 7728-6883 / 7002-3207

PLEASE TAKE NOTE THAT SLOTS WILL BE GIVEN ON A FIRST COME-FIRST SERVE BASIS

6. After accomplishing your reservation and payment, you need to prepare the following: **Mobile phone, PC with webcam or Laptop with Internet Connection and Earphones or Headset** for our Online Training and wait for further updates to confirm your scheduled training.
7. Participant/s must have BASIC COMPUTER knowledge.
8. ONLINE INFORMATIONS will be sent via email 2-3 days before your training schedule.

Schedule may be changed depending on the number of participants confirmed

TIME: 8:30AM – 5:00 PM

TENTATIVE SCHEDULES FOR MARCH 2022

| | | | | | |
|----------------------|-------------------|-------------------|-------------------|----------------------------|--|
| Feb 28-March 1, 2022 | March 7-8, 2021 | March 14-15, 2022 | March 21-22, 2022 | March 28-29, 2022 | |
| March 2-3, 2021 | March 9-10, 2022 | March 16-17, 2022 | March 23-24, 2022 | March 30-31, 2022 | |
| March 4-5, 2021 | March 11-12, 2022 | March 18-19, 2022 | March 25-26, 2022 | <i>**nothing follows**</i> | |





CONFIRMATION CODE: NTS BT 03-2022

ATTENTION: JESALIE DESALES

DATE: _____

CONTACT NUMBER: (02) 7-728-6883/ 7002-3207/ 0936-6430483

MESSAGE: Please fill-out the form below (**READABLE AND CORRECT NAME spelling of participants**) and email to jdesales@e-blackboards.com or fax to National Training Secretariat at (02) 7728-6883 / 7002-3207

CONFIRMATION FORM

(PhilGEPS Training for Government Entities)

(Please take note that Confirmation/Reservation is on First Come First Serve Basis)

| | | | | | |
|---|----------------|-----------|-----------------|-------------------|----------------|
| Government Entity: | | | | | |
| Address: | | | | Region: | |
| Type of Organization : <input type="checkbox"/> NGA <input type="checkbox"/> GFI <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> LGU <input type="checkbox"/> Others | | | | | |
| Contact Person: | | | Tel. No. | Mobile No. | Fax No. |
| Participants Details: | | | | | |
| First Name | Middle Initial | Last Name | Tel. No | Mobile No | Position |
| | | | | | |
| Email Address: | | | | | |

Please reserve me/us on this training schedule:

| Date | Time | No. of Slot Reserve |
|------|-------------------|---------------------|
| | 8:30 AM – 5:00 PM | |
| | | |

Note:

1. **Any rescheduling/cancellation of slot/s should be made at least 5 working days before the training schedule.**
2. **There is a LATE CANCELLATION/RESCHEDULING and NON ATTENDANCE CHARGE of P1,000 (inclusive of VAT) per participant to cover costs.**

Requested by:

Signature over printed name





STATEMENT OF ACCOUNT-BT PhilGEPS Training

Statement of Account No.:

Deposit Slip Bank Reference Code

Date Due:

5 days before training
schedule

Statement Date:

**Please fill-out the form below and fax to National Training Secretariat
at (02) 7-728-6883 / 7002-3207**

| | | | |
|--|--------------------------|--|---------------------|
| Contact Person: | | | |
| Agency/Organization: | | | |
| Billing Address: | | | |
| Telephone/Fax No. | | | |
| Email Address | | | |
| Name of Participants | No. of Attendee/s | Training Schedule | Total Amount |
| | | | |
| | | | |
| | | | |
| | | | |
| Deposit payment only to: | | Note: | |
| Account Name: E-BLACKBOARDS LEARNING AND SOLUTIONS INC. Account Number: LAND BANK OF THE PHIL. 3731-0048-96 Account Number: SECURITY BANK 0000-007822-013 Account Number: East West Bank 200019631868 | | 3. To ensure proper credit, please deposit your payment at least <u>5 days</u> before your training schedule. 4. Please attached your deposit slip and fax a copy of this statement to EBLSI Telefax No. (02) 7728-6883; 5. Any cancellation should be made at least 5 days before the training schedule. 6. Please take note that there is a LATE-CANCELLATION and NON- ATTENDANCE CHARGE of P1,000 (inclusive of VAT) per participant to cover costs. | |

PLEASE ATTACH DEPOSIT SLIP HERE.

**For Efficient tracking of your payment,
We accept CHEQUE DEPOSIT/ CASH DEPOSIT ONLY to our Bank Account.**

Issued by EBLSI:

Received by Agency/Date:

JESALIE DESALES

SIGNATURE OVER PRINTED NAME

