

USER'S MANUAL

1. Login using your ESSA account on <http://webs2.amaes.edu.ph/rfpsys/login.asp> or login on myhronline and click this link [Portal:eRFP](#) on Work Links(lower right corner).

E-RFP Login Page

Use your ESSA:

EmployeeID:







Password:

Login

2. Choose responsibility.

- **REQUESTOR** – Allow users to create and manage RFP for assigned department.
- **PROCESSOR** – Allow users to monitor the status and detail of RFP.

RFP Change Responsibility Page	
Employee Id :	01041772
Company :	AMACC-PANAY
Department :	IT-HO-INFORMATION TECH PANAY
Responsibility :	Requestor
Login As	<input type="text"/>
01041772-Requestor-0104-IT-HO-INFORMATION TECH PANAY 01041772-Processor-0104-IT-HO-INFORMATION TECH PANAY	

3. You can access E-RFP's functionalities on the main page.
 - CREATE RFP – click create button on the upper left corner of your screen. See instruction number 4.
 - SEARCH RFP – provide search key such as rfp no., payee, payment for, and rfp status then click search button.
 -  HELP – displays user's manual.
 -  VIEW RFP – click notepad icon on the left side of the rfp to view its details. See instruction number 5.
 -  ATTACHMENT – click paperclip icon on the left side of the rfp to attach supporting documents related to it. See instruction number 6.
 -  CANCEL RFP – click cross icon on the left side of the rfp to cancel.
 -  SUBMIT RFP – click check icon to submit rfp. **Note: If not yet submitted this will not be available for viewing on the processor side.**
 -  PRINT RFP – click printer icon on the left side of the rfp to print its details. **Note: You don't have access on this if you have not yet submitted your RFP.**
 - CHANGE ACCESS – click change button on the upper right corner of the screen.
 - LOGOUT – click logout button on the upper right corner of the screen.

<h1>E-RFP</h1>				Emp Id :	01041772		
				Company :	AMACC-PANAY		
				Dept :	IT-HO-INFORMATION TECH PANAY		
				Responsibility :	Requestor <input type="button" value="Change"/>		
<input type="button" value="Create"/>				<input type="button" value="Manage Access"/>	<input type="button" value="Logout"/>		
RFP NO.	PAYEE	PAYMENT FOR	STATUS <input style="float: right;" type="button" value="?"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>	<input type="button" value="Search"/>			
FUNCTIONS	RFP No.	DEPT	RFP DATE	PAYEE	PAYMENT FOR	ACCOUNT	STATUS
	0104-2011-00183	IT-HO-INFORMATION TECH PANAY	4/19/2011	BAYANTEL	Utility-Phone	n/a	Active
	0104-2011-00179	IT-HO-INFORMATION TECH PANAY	4/15/2011	Asia broadcast Satellite Ltd	RENTAL	011016904501	InProcess
	0104-2011-00177	IT-HO-INFORMATION TECH PANAY	4/7/2011	EMVI	Utility-Internet	1000000004	InProcess

4. Create RFP.

- a) **RFP no.** will be assigned after you created the rfp.
- b) Select **PAYEE** from the drop down list or select **Others** then encode specific payee on the textbox provided.
- c) Select **PAYMENT TYPE** from the drop down list or select **Others** then encode specific payment type on the textbox provided.
- d) Select **ACCOUNT** from the drop down list or select **Others** then encode specific account on the textbox provided or select **n/a** if not applicable.
- e) Encode **DUE DATE**.
- f) Select **CURRENCY** and encode **AMOUNT**.
- g) Encode **APPLICABLE PERIOD**.
- h) Encode **PAYMENT INSTRUCTIONS**.
- i) Encode **PARTICULARS**.
- j) Click Create button to create RFP or click Abort button to cancel.

<h1>E-RFP</h1>				Emp Id :	01041772
				Company :	AMACC-PANAY
				Dept :	IT-HO-INFORMATION TECH PANAY
				Responsibility :	Requestor <input type="button" value="Change"/>
CREATE REQUEST FOR PAYMENT					<input type="button" value="Main"/>
RFP No. :	<input type="text" value="To be generated."/>	RFP Date :	<input type="text" value="4/19/2011"/>	Status :	<input type="text" value="None"/>
Payee :	<input type="text"/>				
Payment Type :	<input type="text"/>				
Account :	<input type="text"/>				
Due Date :	Apr <input type="button" value="v"/>	19 <input type="button" value="v"/>	2011 <input type="button" value="calendar"/>		
Amount :	PHP <input type="button" value="v"/>	<input type="text"/>	Applicable Period :	<input type="text"/>	
Payment Instructions :	<input type="text"/>				
Particulars :	<input type="text"/>				
<input type="button" value="Create"/>				<input type="button" value="Abort"/>	

5. View RFP.

- View details of selected RFP.

E-RFP		Emp Id : 01041772
		Company : AMACC-PANAY
		Dept : IT-HO-INFORMATION TECH PANAY
		Responsibility : Requestor <input type="button" value="Change"/>
REQUEST FOR PAYMENT <input type="button" value="Main"/>		
RFP No. : 0104-2011-00179		RFP Date : 4/15/2011
Status : InProcess		Submitted By : 01040622
Payee :	Asia broadcast Satellite Ltd (011016904501)	
Payment For :	RENTAL	Needed by Date : 5/1/2011
Amount :	USD 12,350.00	Applicable Period : May 2011
Payment Instructions :		
Particulars :	Corporate Video Services for the Month of May 2011	
ATTACHMENTS		
Description	Filename	Attached By
No Attachments		

6. View/Attach supporting documents.

E-RFP		Emp Id : 01041772
		Company : AMACC-PANAY
		Dept : IT-HO-INFORMATION TECH PANAY
		Responsibility : Requestor <input type="button" value="Change"/>
REQUEST FOR PAYMENT <input type="button" value="Main"/>		
RFP No. : 0104-2011-00179		RFP Date : 4/15/2011
Status : InProcess		Submitted By : 01040622
Payee :	Asia broadcast Satellite Ltd (011016904501)	
Payment For :	RENTAL	Needed by Date : 5/1/2011
Amount :	USD 12,350.00	Applicable Period : May 2011
Payment Instructions :		
Particulars :	Corporate Video Services for the Month of May 2011	
ATTACHMENTS		
Description	Filename	Attached By
No Attachments		
Attach File :	<input type="text"/> <input type="button" value="Browse..."/>	
Description :	<input type="text"/>	
<input type="button" value="Upload"/> <input type="button" value="Abort"/>		

7. Print RFP for submission.

REQUEST FOR PAYMENT - (0104-2011-00179)

Company :	AMA COMPUTER COLLEGE, INC. PANAY	Date :	4/15/2011
Department :	IT-HO-INFORMATION TECH PANAY	Due Date :	5/1/2011
Payment Type :	RENTAL	Date Received :	_____

Payee : **Asia broadcast Satellite Ltd**
 Account : 011016904501 / Period : May 2011

Amount : **USD 12,350.00**
 Payment Instructions :

Particulars : Corporate Video Services for the Month of May 2011

Prepared by: (01040622) ENCANTO, LAILA M.

Recommending Approval :

_____ Department Head	_____ Cluster Head
_____ VP - Comptroller	_____ President/Chairman

Approved by :

Note: (The portion below is for accounting use only)

GL Code	SL Code	Account Description	Debit	Credit