## Procedures

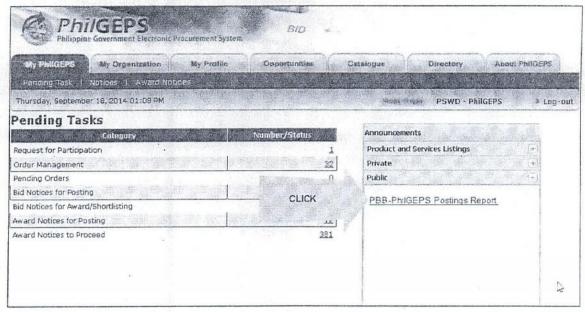
This part of the user guide aims to provide the step by step procedures with screenshots to serve as a helpful guide for the Departments/Bureaus/Offices and other Agencies of the National Government, SUCs and GOCCs in generating the PhilGEPS Posting Report and accomplishing the Certificate of Compliance on PhilGEPS Postings.

## How to Generate PhilGEPS Posting Report

(Note: PBB-PhilGEPS Report Generator available starting November 18, 2014)

A. For agencies with posted bid opportunities with an Approved Budget for the Contract (ABC) of above Php 500,000

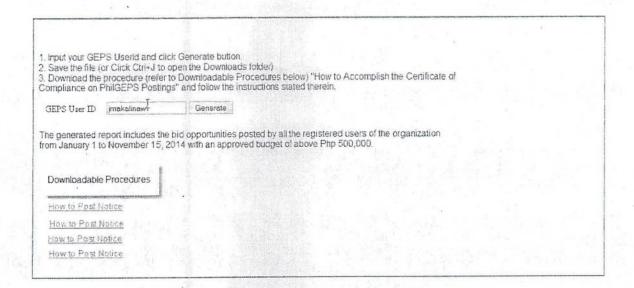
- 1. Login to www.philgeps.gov.ph using Mozilla Firefox.
- 2. Click PBB-PhilGEPS Postings Report link from the Announcements Box (Public)



Note: Pop-up blocker must be disabled

3. From the Announcement Page, click Generate Report link. User will be redirected to PBB-PhilGEPS Report Generator website.

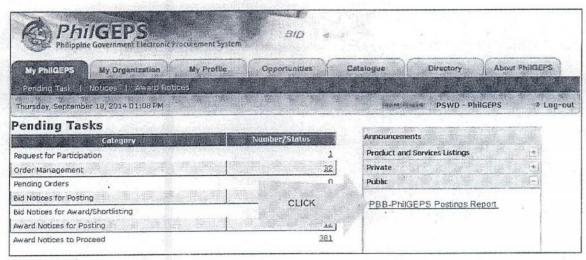
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- 4. Type-in Assigned GEPS Userid
- 5. Click Generate button
- 6. Save the file (or Click Ctrl+J to open the Downloads folder). The generated report includes the bid opportunities posted by all the registered users of the organization from January 1 to November 15, 2014 with an approved budget of above Php 500,000.

## B. For agencies with no posted bid opportunities with an ABC of above Php 500,000

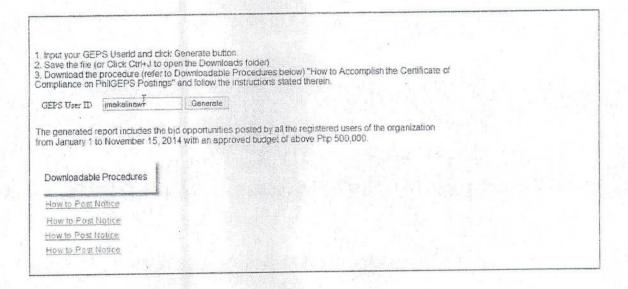
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Note: Pop-up blocker must be disabled

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3. From the Announcement Page, click Generate Report link. User will be redirected to PBB-PhilGEPS Report Generator website.



- 4. Type-in Assigned GEPS Userid
- 5. Click Generate button
- 6. Click Download Certificate of No PhilGEPS Posting Template

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