

# SUPPLIER'S REGISTRATION



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# SUPPLIER'S REGISTRATION PORTAL

The screenshot shows a web interface for a supplier's registration portal. At the top, it displays the supplier name "Supplier: ALASKA MILK CORP." and a user profile "Fname Lname". Below this, there are three action buttons: "CREATE" (blue), "UPDATE" (teal), and "DISABLE" (red). A search filter is present with the text "Filter: Type to filter...". To the right, there is a "Show: 10" dropdown menu. The main content is a table with 10 columns: a checkbox, Firstname, Middlename, Lastname, Gender, Supplier, Agency, Username, Access Count, and Status. The table contains three rows of test data. Below the table, it indicates "Showing 1 to 3 of 3 entries" and a pagination control showing "1".

<input type="checkbox"/>	Firstname	Middlename	Lastname	Gender	Supplier	Agency	Username	Access Count	Status
<input type="checkbox"/>	Test 2	Test 2	Test 2	Male	ALASKA MILK CORP.	Agency 2	test2	2	Active
<input type="checkbox"/>	Test 2	Test 2	Test 2	Male	ALASKA MILK CORP.	Agency 2	test2	2	Disabled
<input type="checkbox"/>	Test 1	Test 1	Test 1	Male	ALASKA MILK CORP.	Agency 1	test1	2	Active

- ✓ Portal to be accessed by Supplier and Agency to register their Representatives details and assigned date.
- ✓ Can be accessed by the User using any devices.
- ✓ Basis of PG Personnel on creation of QR Sticker as Entry pass of the registered representative in convention.

## Coverage:

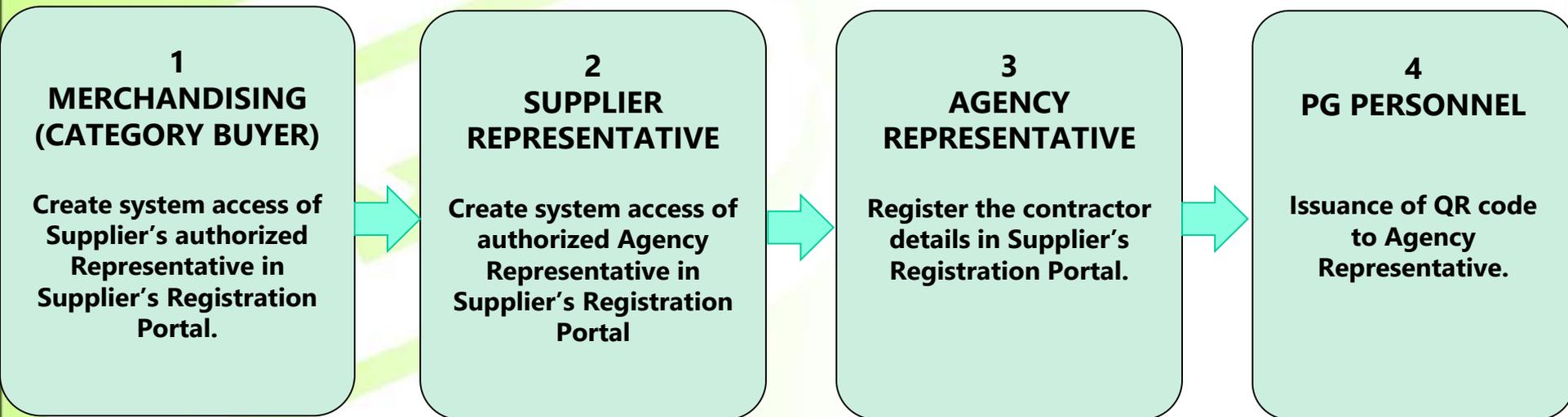
All Supplier's Representative – Function: Contractor

Ingress Day 1 – assigned 1<sup>st</sup> day

Ingress Day 2 – assigned 2<sup>nd</sup> day

Egress – assigned end date of event

# PROCESS:



# PROCESS 1. CREATION OF SUPPLIER'S REPRESENTATIVE SYSTEM ACCESS

## **PG Merchandising (Category Buyer)**

- 1.1** Request from Supplier the Name of Representative authorized to access the portal.
- 1.2** Send the username and password to the Supplier's Representative.

## PROCESS 2.

# CREATION OF AGENCY'S REPRESENTATIVE SYSTEM ACCESS

### Supplier's Representative

- 2.1 Enroll username and password of given by Category Buyer.
- 2.2 Create Agency Name and encode the Agency information.
- 2.3 Create Agency's Representative account and encode the required information.
- 2.4 Inform Agency Representative of the username and password.

**ONE (1) USER ACCESS ONLY PER AGENCY.**

# PROCESS 2. CREATION OF AGENCY'S REPRESENTATIVE SYSTEM ACCESS

## 2.1 Supplier's Sign-in

Login to your account  
Your credentials

Type  
Supplier

Username  
supplier

Password  
.....

SIGN IN

By continuing, you're confirming that you've read our [Terms & Conditions](#) and [Cookie Policy](#)

1

Select Type as 'Supplier'

2

Log Username and Password informed by Category Buyer.

Data Privacy Act

Upon acknowledging hereof, I hereby certify that:

1. All information and representations I have made in this Registration Portal including documents and records I have submitted are freely and voluntarily given and correct to the best of my knowledge.
2. As authorized contact person of this Supplier, I hereby authorize PUREGOLD PRICE CLUB, INC. and its affiliates to share my personal information as indicated on the system and other related documents to its affiliates, subsidiaries to continue processing with this registration and other related transaction in accordance with Data Privacy Act of the Philippines.
3. As authorized contact person of this Supplier, I have been informed of my rights as data subject to access and correct my Personal Data; object and be informed of any further use of my Personal Data.
4. For any data privacy complaint, as data subject, I understand that I can send email to [dpo@puregold.com.ph](mailto:dpo@puregold.com.ph).

AGREE

Require to read and agree on the Data Privacy Notice on 1<sup>st</sup> Sign-in.

# PROCESS 2.

## CREATION OF AGENCY'S REPRESENTATIVE SYSTEM ACCESS

Fname Lname

Supplier: ALASKA MILK CORP.

CREATE AGENCY

CREATE ACCOUNT

UPDATE

DISABLE

Filter: 
Show:

<input type="checkbox"/>	Firstname	Middlename	Lastname	Gender	Supplier	Agency	Username	Access Count	Status
<input type="checkbox"/>	Test 2	Test 2	Test 2	Male	ALASKA MILK CORP.	Agency 2	test2	4	Disabled
<input type="checkbox"/>	Kevin	Buaga	Arellano	Male	ALASKA MILK CORP.	Agency 1	kevin	2	Active
<input type="checkbox"/>	Test 1	Test 1	Test 1	Male	ALASKA MILK CORP.	Agency 1	test1	2	Disabled
<input type="checkbox"/>	JUAN	SANTOS	DELA CRUZ	Male	ALASKA MILK CORP.	ALASKA AGENCY 1	jsdcruz	10	Active

# PROCESS 2.

## CREATION OF AGENCY'S REPRESENTATIVE SYSTEM ACCESS

### 2.2 Create Agency Name

#### 2.2.1 Click 'Create Agency'. Encode the required Agency information.

Supplier: ALASKA MILK CORP.

1 CREATE AGENCY + CREATE ACCOUNT ≡+ UPDATE ✍ DISABLE ✕

Create Agency ×

Agency information

Access Count: \* 2

2 Maximum count is 100.

Agency Name: \* ALASKA AGENCY 2

3 Agency Name

4 SAVE CLOSE

3 Not allowed duplicate Agency name.

# PROCESS 2. CREATION OF AGENCY'S REPRESENTATIVE SYSTEM ACCESS

## 2.3 Create Agency Account

2.3.1 Click 'Create Account'. Encode the required information. Click Save.

5 Select Agency name

6 Full Name Gender

7 Username Password

8 Click "Save"

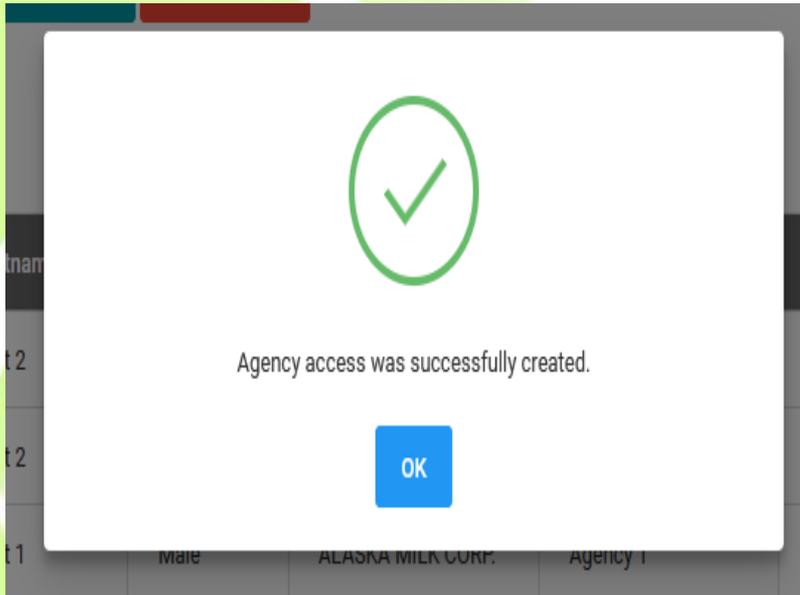
The screenshot shows a 'Create Agency Access' form with the following fields and callouts:

- 5**: Agency (dropdown menu, value: ALASKA AGENCY 2)
- 6**: Personal data fields: Firstname (ALVIN), Middlename (SANTOS), Lastname (MENDOZA), Gender (Male)
- 7**: Identity Information fields: Username (asmendoza), Password (masked with dots)
- 8**: SAVE button

# PROCESS 2. CREATION OF AGENCY'S REPRESENTATIVE SYSTEM ACCESS

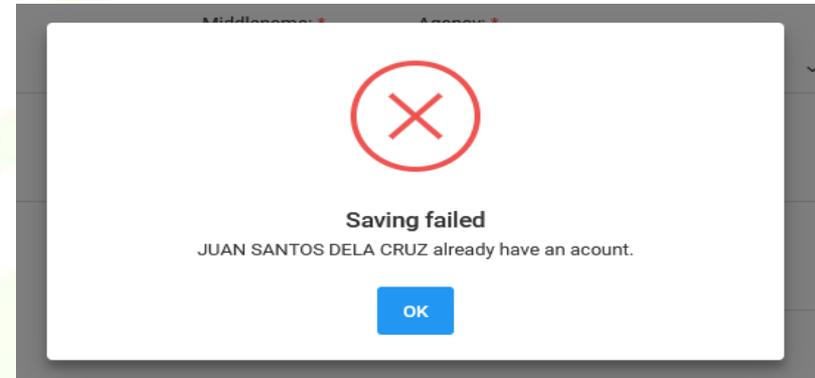
## 2.3 Create Agency Account

**Prompt message appear if access was successfully created.**

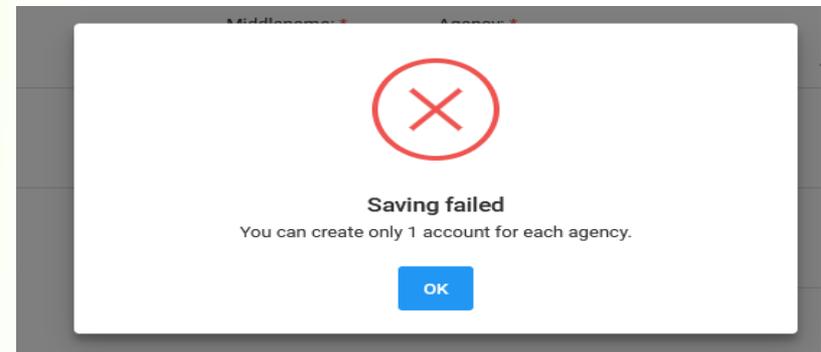


**Not allowed:**

**With existing account**



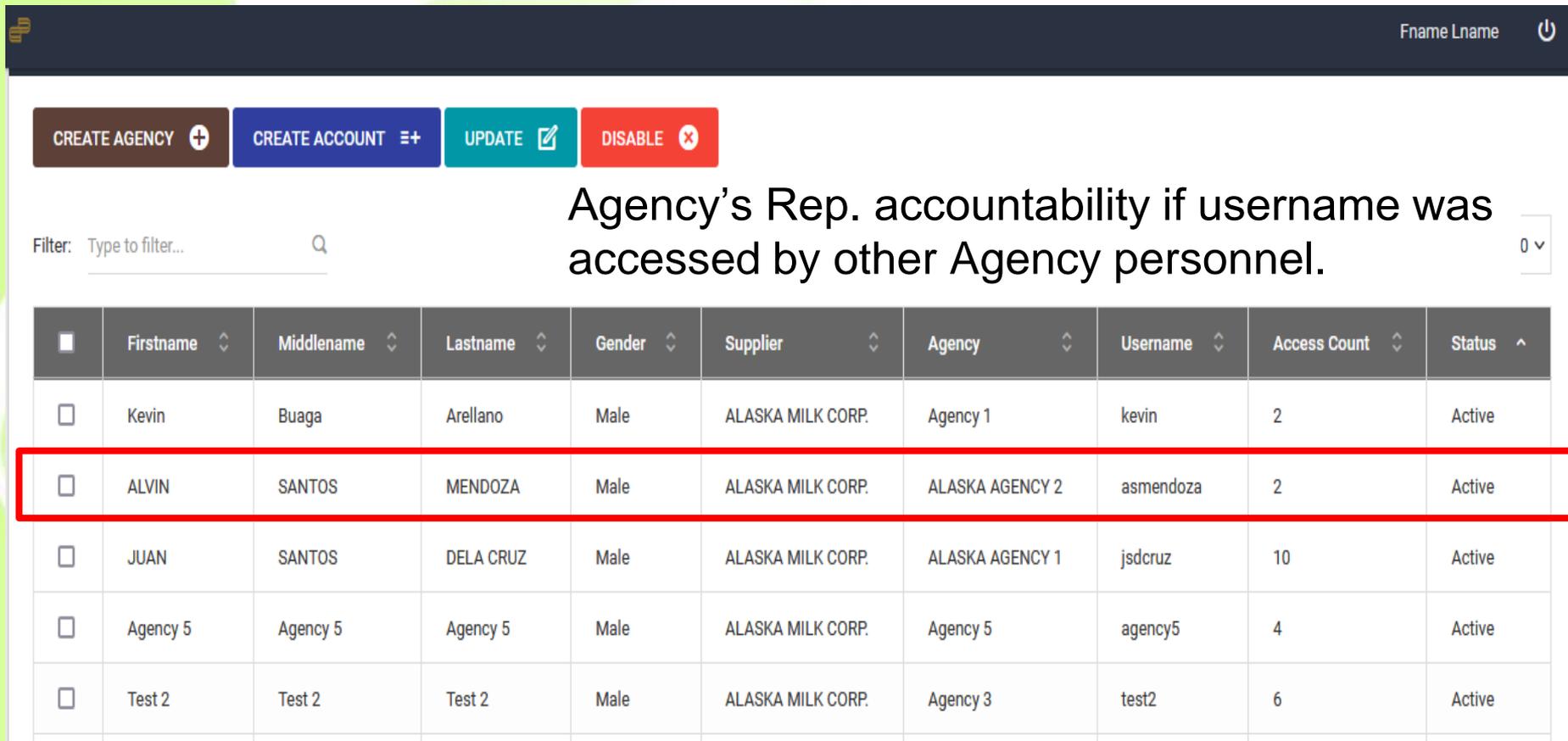
**Creating another account for the same agency**



# PROCESS 2. CREATION OF AGENCY'S REPRESENTATIVE SYSTEM ACCESS

## 2.4 Inform Agency Representative of the username and password

### ONE USER ACCESS ONLY PER AGENCY



Agency's Rep. accountability if username was accessed by other Agency personnel.

	Firstname	Middlename	Lastname	Gender	Supplier	Agency	Username	Access Count	Status
<input type="checkbox"/>	Kevin	Buaga	Arellano	Male	ALASKA MILK CORP.	Agency 1	kevin	2	Active
<input type="checkbox"/>	ALVIN	SANTOS	MENDOZA	Male	ALASKA MILK CORP.	ALASKA AGENCY 2	asmendoza	2	Active
<input type="checkbox"/>	JUAN	SANTOS	DELA CRUZ	Male	ALASKA MILK CORP.	ALASKA AGENCY 1	jsdcruz	10	Active
<input type="checkbox"/>	Agency 5	Agency 5	Agency 5	Male	ALASKA MILK CORP.	Agency 5	agency5	4	Active
<input type="checkbox"/>	Test 2	Test 2	Test 2	Male	ALASKA MILK CORP.	Agency 3	test2	6	Active

## PROCESS 3.

# CREATION OF CONTRACTOR SYSTEM ACCESS

### **Agency Representative**

- 3.1** Log-in using username and password of given by Supplier.
- 3.2** Create Contractor's Name and encode the required information of all Contractor assigned to work on Ingress and Egress.
- 3.3** Registered contractor will be included in the list.

# PROCESS: REGISTRATION OF CONTRACTOR

## 4. Log-in on Portal.

Login to your account  
Your credentials

Type  
Agency

Username  
asmendoza

Password

SIGN IN

Select type as 'Agency'

1

Log Username and Password informed by the Supplier.

2

Data Privacy Act

Upon acknowledging hereof, I hereby certify that:

1. All information and representations I have made in this Registration Portal including documents and records I have submitted are freely and voluntarily given and correct to the best of my knowledge.
2. As authorized contact person of this Supplier, I hereby authorize PUREGOLD PRICE CLUB, INC. and its affiliates to share my personal information as indicated on the system and other related documents to its affiliates, subsidiaries to continue processing with this registration and other related transaction in accordance with Data Privacy Act of the Philippines.
3. As authorized contact person of this Supplier, I have been informed of my rights as data subject to access and correct my Personal Data; object and be informed of any further use of my Personal Data.
4. For any data privacy complaint, as data subject, I understand that I can send email to dpo@puregold.com.ph.

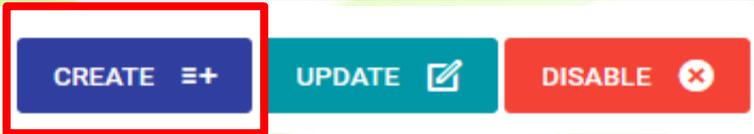
AGREE

Require to read and agree on the Data Privacy Notice on 1<sup>st</sup> sign-in.

# PROCESS: REGISTRATION OF CONTRACTOR

5. Click 'Create'. Encode the required information of all Contractor assigned to work on Ingress and Egress.

3



Create Identity

Personal data

CHOOSE PHOTO TAKE PHOTO

Firstname: \* ROBERT

Middlename: \* AQUINO

Gender: \* Male

Identity Information

Supplier Name: ALASKA MILK CORP.

Remaining ID: 2

Day: \*

Day 1 - Ingress x

Day 2 - Ingress x

Day 3 - Egress x

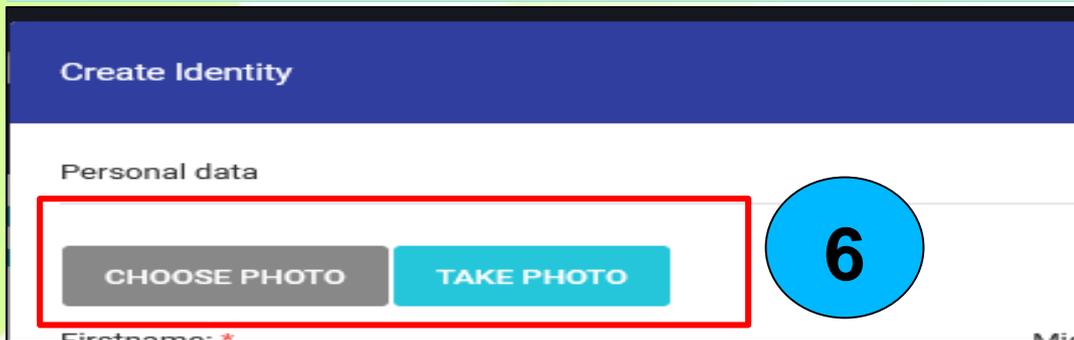
SAVE CLOSE

**4** FULL NAME GENDER

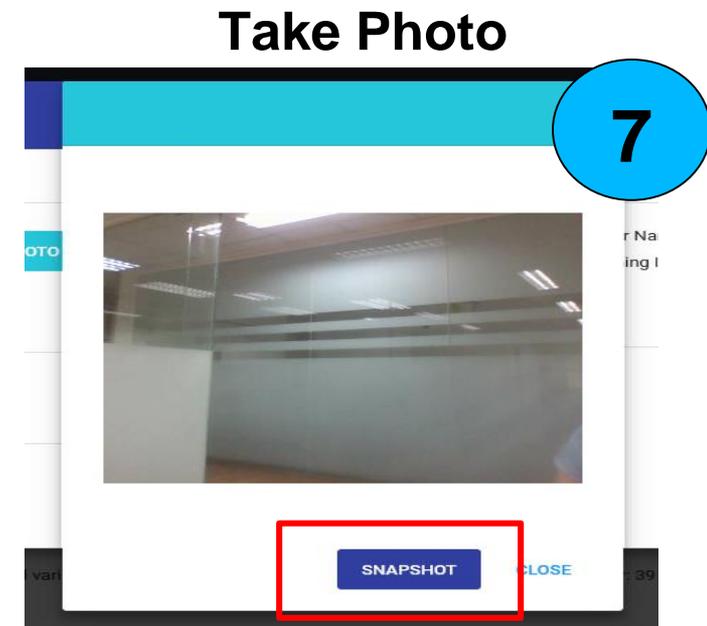
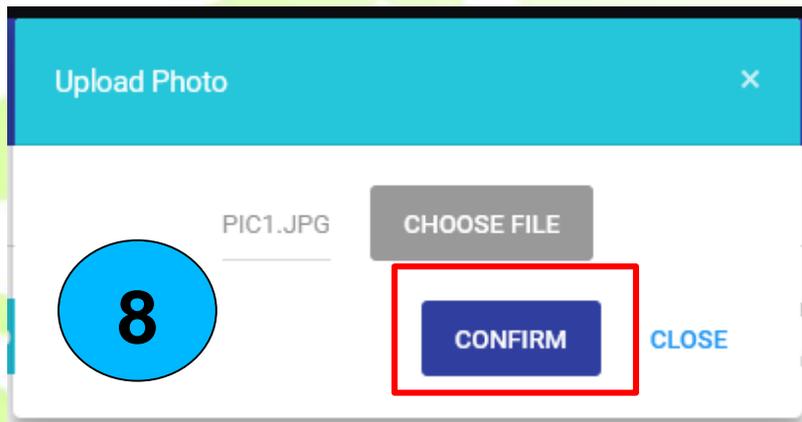
**5** Select the assigned date

# PROCESS: REGISTRATION OF CONTRACTOR

5. Encode the required information of all Contractor assigned to work on Ingress and Egress.



Choose file (JPEG) to upload photo.



# PROCESS: REGISTRATION OF CONTRACTOR

6. Click 'Save'. Registered contractor will be included in the list.

**Create Identity** ✕

Personal data

**CHOOSE PHOTO** **TAKE PHOTO**

Firstname: \*  
ROBERT

Lastname: \*  
CRUZ

Middlename: \*  
AQUINO

Gender: \*  
Male

Identity Information

Supplier Name: ALASKA MILK CORP.  
Remaining ID: 2

Day: \*  
Day 1 - Ingress ✕  
Day 2 - Ingress ✕  
Day 3 - Egress ✕

**9** **SAVE** **CLOSE**

Filter:

Show: 10

<input type="checkbox"/>	ID	Supplier	First Name	Last Name	Middle Name	Gender	Day	Status
<input type="checkbox"/>	10020_645361C07293A645361	ALASKA MILK CORP.	ROBERT	CRUZ	AQUINO	Male	Day 1 - Ingress, Day 2 - Ingress, Day 3 - Egress	Activ

# PROCESS 4:

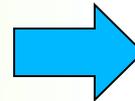
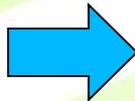
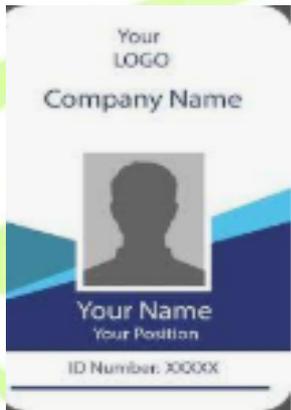
## ENTRY AT WTC ON INGRESS AND EGRESS DAY

### PG PERSONNEL

7. Require Company ID from Agency's authorized Rep.

8. Verify the name on the List of Authorized Rep. per Agency.

9. If included in the list, issue all the QR STICKER to Agency's Rep. Ask signature from Agency Rep. on the list.



Supplier: ALASKA MILK CORP.  
Agency: ALASKA AGENCY 2  
Fullname: ROBERT AQUINO CRUZ

Day 1 - Ingress - May 16

# PROCESS 4:

## ENTRY AT WTC ON INGRESS AND EGRESS DAY

### AGENCY REP.

10. Distribute the QR Sticker to respective personnel.  
Inform personnel to attach the sticker on the shirt.

**Remind to all personnel that QR sticker should be visible and worn at all times while inside the WTC.**

**NO QR STICKER, NO ENTRY**



# PROCESS: REPLACEMENT & DISABLING OF REGISTERED USER/CONTRACTOR

Supplier: ALASKA MILK CORP.

CREATE 

UPDATE 

DISABLE 

Select 'UPDATE' or 'DISABLE'

UPDATE – edit the details

Filter:



Show: 10 

<input type="checkbox"/>	Firstname	Middlename	Lastname	Gender	Supplier	Agency	Username	Access Count	Status
<input type="checkbox"/>	Test 2	Test 2	Test 2	Male	ALASKA MILK CORP.	Agency 2	test2	2	Disabled
<input type="checkbox"/>	JUAN	MENDOZA	DELA CRUZ	Male	ALASKA MILK CORP.	Agency 1	jdacruz	20	Active
<input type="checkbox"/>	Test 1	Test 1	Test 1	Male	ALASKA MILK CORP.	Agency 1	test1	2	Disabled
<input type="checkbox"/>	Test 2	Test 2	Test 2	Male	ALASKA MILK CORP.	Agency 2	test2	2	Active

Tick the selected user you want to update or disabled

Replacement and disabling of registered contractor is allowed if QR Sticker was not yet printed by the PG Personnel.

# PROCESS: REPRINT QR STICKER

## REASON:

### 1. LOST

- Penalty of P25.00 via STS to Supplier.
- Contractor shall log the Name, Agency Name and sign on logbook provided.

### 2. DAMAGED/TORN

- can be replaced for free. Old Sticker must be presented.

Reprint is maximum of 2 times.

- End of Presentation -