

GIFMIS

# PROCUREMENT AND CONTRACT MANAGEMENT

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## USER'S GUIDE

**GIFMIS Project**

**7/19/2017**

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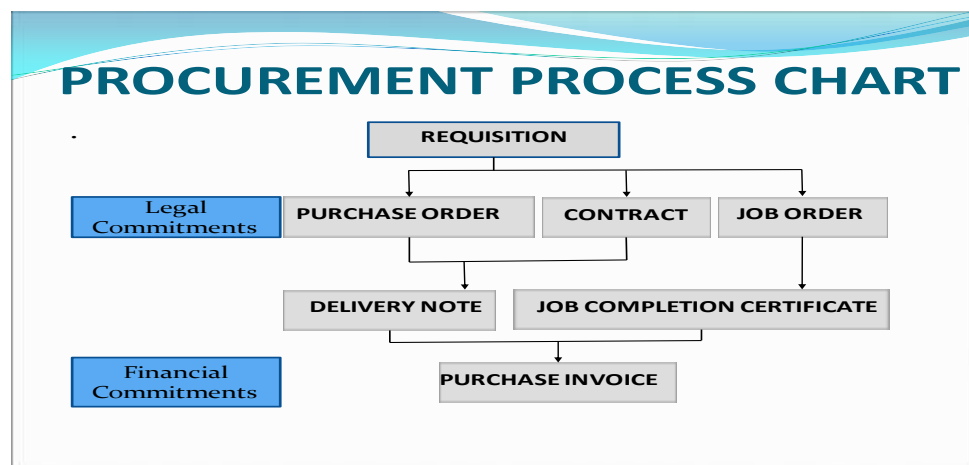
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# USERS GUIDE ON PROCUREMENT PROCESS

## 1. INTRODUCTION:

GIFMIS procurement process has the following stages – Requisition, Legal Commitment, and Financial Commitment. These are depicted in the diagram below.



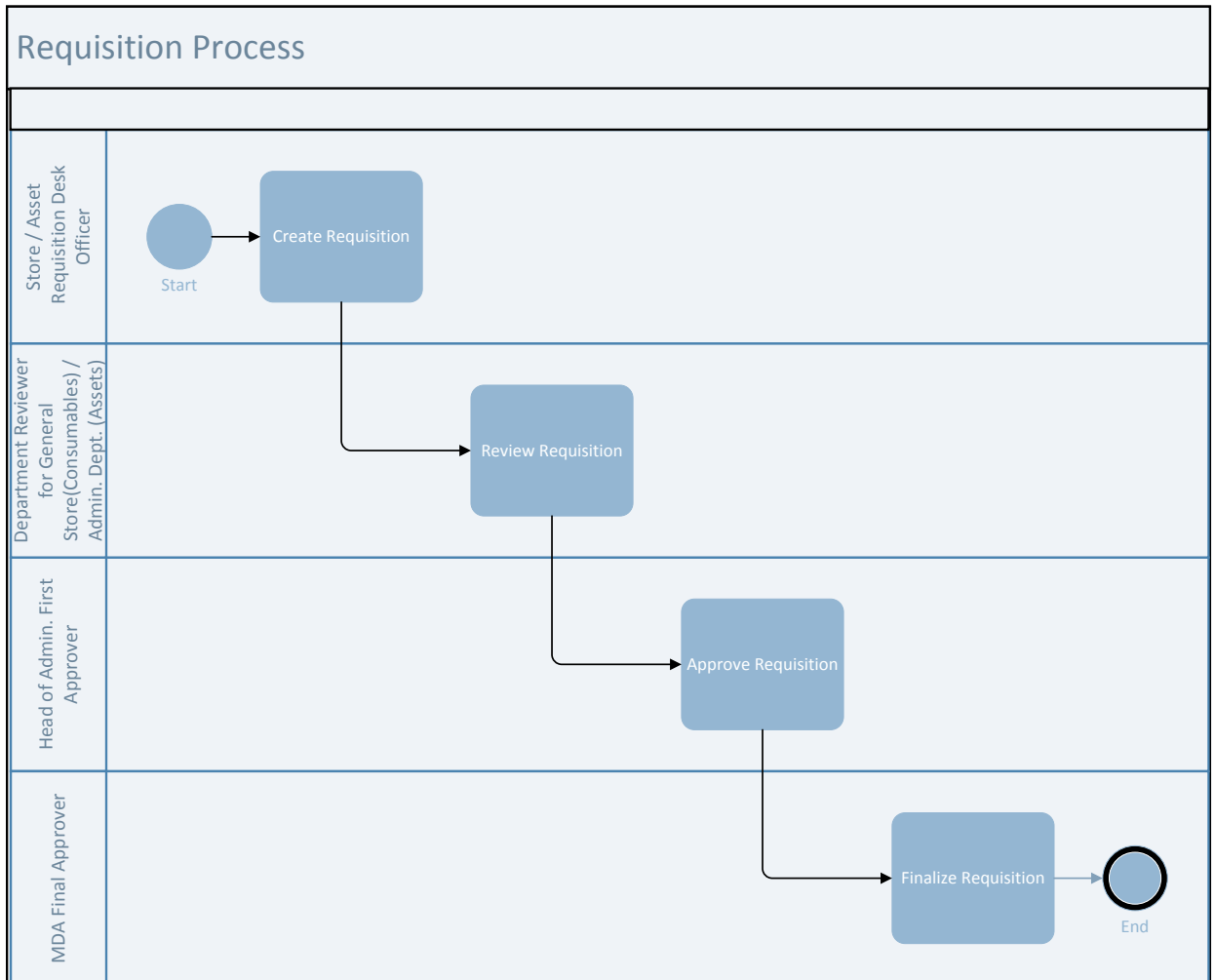
## 2. REQUISITION

### 2.1 Introduction

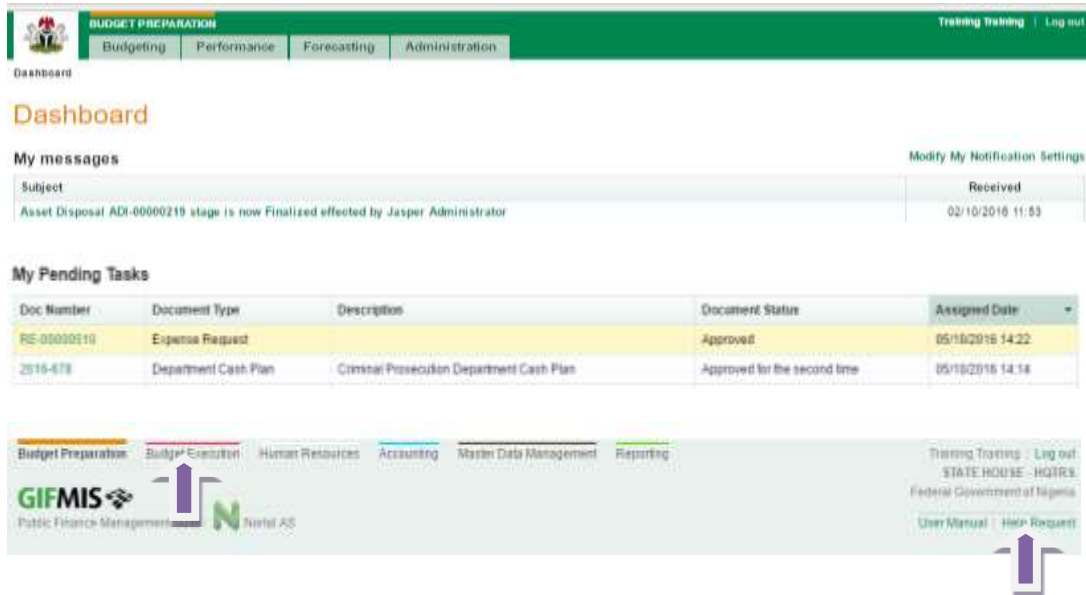
*Requisition is a formal request to procure. Below are the role players.*



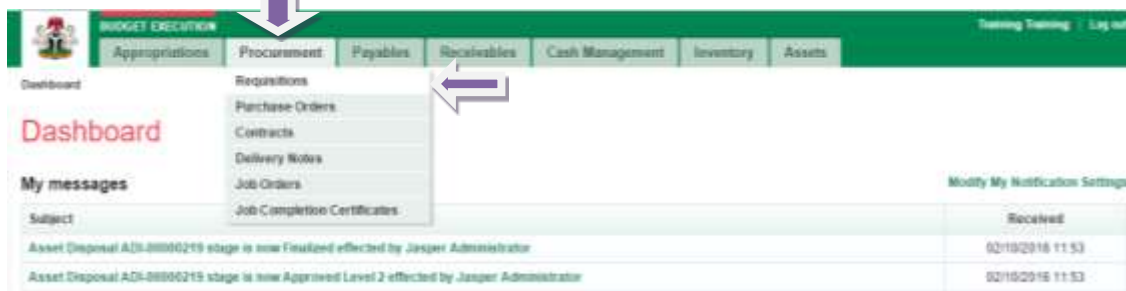
### 2:2 PROCESS FLOW



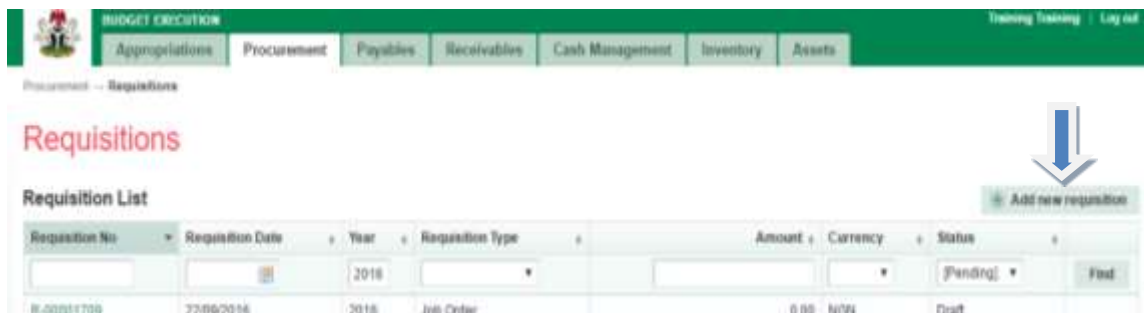
The Desk officer –Requisition login to GIFMIS platform with his /her users name and password. Then the screen shot below open



2.2.1 Follow **Budget Execution** Module to open **Procurement** functionality > **Requisition** page



2.2.2 Click 'Add New Requisition'



2.2.3 Fill in the necessary **fields** and click **save**

**BUDGET EXECUTION** | Training Training | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | Assets

Procurement -- Requisitions -- Edit

## Requisition

Requisition Info | Requisition Lines | Attachments

### Requisition Info

Requisition No:   
 \* Budget Year: 2016   
 \* Requisition Type: Contract   
 \* Requisition Date: 03/10/2016   
 \* Expected Delivery: 17/10/2016   
 Supplier: 00386534-0001 | UNITED MOTORS NIGERIA LTD | Find   
 \* Supplier Country: NG | Nigeria   
 \* Fund: 03101 | CAPITAL DEVELOPMENT FUND   
 Description: New Cars for Petrol

\* Employee: X-3301-4478 | James Hill | Find   
 Phone:   
 Email:   
 \* Currency: NGN   
 \* Priority: 3

Cancel Save

2.2.4 Navigate to **Requisition Lines** tab and click **'Add new line'**

**BUDGET EXECUTION** | Training Training | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | Assets

Procurement -- Requisitions -- Lines

## Requisition: R-00001722

Requisition Info | Requisition Lines | Attachments

### Requisition Lines

+ Add new line

No	Line Type	Class   Code	Description	Quantity	Unit	Price	Net Value	Tax	Gross Value
TOTAL							0.00		0.00

Total: 0

2.2.5 Complete the required **fields (Line 1)** and click **'save and new'** if you have more lines to enter otherwise **'click and close'**.

## Add/Edit Requisition Line

Close

Line No: 1

\* Line Type: Asset

\* Class: 1350 | Motor Vehicles

Code:

Description:

\* Quantity / Unit: 1 pc. | Piece

\* Price: 2600000

\* Tax: VAT | Value Added Tax

Withholding Tax:

\* Budget Line: 23010105-03101 | PURCHASE OF MOTOR VEHICLES

Supplier: 00386534-0001 | UNITED MOTORS NIGERIA LTD | Find | Clear

Store:

Save and New Save and Close

2.2.6 Fill in the **fields (Line 2)** and click **save** and **new**

**Add/Edit Requisition Line** Close

Line No: 2

\* Line Type: Asset

\* Class: 1350 | Motor Vehicles

Code:

Description:

\* Quantity / Unit: 1 pc | Piece

\* Price: 1600000

\* Tax: VAT | Value Added Tax

Withholding Tax:

\* Budget Line: 23010105-03101 | PURCHASE OF MOTOR VEHICLES

Supplier: 00386534-0001 | UNITED MOTORS NIGERIA LTD | Find | Clear

Store:

**Save and New** **Save and Close**

2.2.7 Fill in the **fields (Line 3)** and click **save** and **close**

**Add/Edit Requisition Line** Close

Line No: 3

\* Line Type: Cost

Class:

Code:

\* Description: Transport Essien

\* Quantity / Unit: 1 pc | Piece

\* Price: 900

\* Tax: VAT | Value Added Tax

Withholding Tax:

\* Budget Line: 23010105-03101 | PURCHASE OF MOTOR VEHICLES

Supplier: 00386534-0001 | UNITED MOTORS NIGERIA LTD | Find | Clear

Store:

**Save and New** **Save and Close**

2.2.8 **Requisition** documented appears thus:

**BUDGET EXECUTION** Training Training | Log out

Appropriations | **Procurement** | Payables | Receivables | Cash Management | Inventory | Assets

Procurement -- Requisitions -- Lines

### Requisition: R-00001722

Requisition Info | **Requisition Lines** | Attachments

[+ Add new line](#)

No	Line Type	Class   Code	Description	Quantity	Unit	Price	Net Value	Tax	Gross Value	
1	Asset	1350	ASSET	1.00	pc	2 600 000.00	2 600 000.00	VAT	2 730 000.00	<a href="#">Edit</a>   <a href="#">Remove</a>
2	Asset	1350	ASSET	1.00	pc	1 600 000.00	1 600 000.00	VAT	1 680 000.00	<a href="#">Edit</a>   <a href="#">Remove</a>
3	Cost		Transport Essien	1.00	pc	900.00	900.00	VAT	945.00	<a href="#">Edit</a>   <a href="#">Remove</a>
<b>TOTAL</b>							<b>4 200 900.00</b>		<b>4 410 945.00</b>	

Total: 3 | Display: 1-3

[← Back to list](#)

## 2.2.9 Navigate back to Requisition Info page and click submit

✔ Requisition submitted successfully!

Requisition Info | Requisition Lines | Attachments

### Requisition Info

[Print](#)

Requisition No: R-00001722	Employee: X-3301-4478   James Hill
Budget Year: 2016	Phone:
Requisition Type: Contract	Email:
Requisition Date: 03/10/2016	Currency: NGN   1
Expected Delivery: 17/10/2016	Priority: 3
Supplier: 00386534-0001   UNITED MOTORS NIGERIA LTD	Total Amount: 4 410 945.00
Supplier Country: NG   Nigeria	Tax Amount: 210 045.00   <a href="#">View Tax Details</a>
Fund: 03101   CAPITAL DEVELOPMENT FUND	Total Amount NGN: 4 410 945.00
Description: New Cars for Petrol	Status: Submitted
	Tax Amount NGN: 210 045.00

#### Requisition Status History

Date	Status	Responsible Person	Comment
03/10/2016 15:21	Draft	Training Training	
03/10/2016 15:39	Submitted	Training Training	

[← Back to list](#) [Approve](#) [Reject](#)

### Requisition: R-00001722

Requisition Info | Requisition Lines | Attachments

### Requisition Info

[Print](#)

Requisition No: R-00001722	Employee: X-3301-4478   James Hill
Budget Year: 2016	Phone:
Requisition Type: Contract	Email:
Requisition Date: 03/10/2016	Currency: NGN   1
Expected Delivery: 17/10/2016	Priority: 3
Supplier: 00386534-0001   UNITED MOTORS NIGERIA LTD	Total Amount: 4 410 945.00
Supplier Country: NG   Nigeria	Tax Amount: 210 045.00   <a href="#">View Tax Details</a>
Fund: 03101   CAPITAL DEVELOPMENT FUND	Total Amount NGN: 4 410 945.00
Description: New Cars for Petrol	Status: Draft
	Tax Amount NGN: 210 045.00

#### Requisition Status History

Date	Status	Responsible Person	Comment
03/10/2016 15:21	Draft	Training Training	

[← Back to list](#) [Edit](#) [Submit](#) [Cancel](#)

## 2.2.10 Comment box will appear thus: if any, if not click Submit requisition

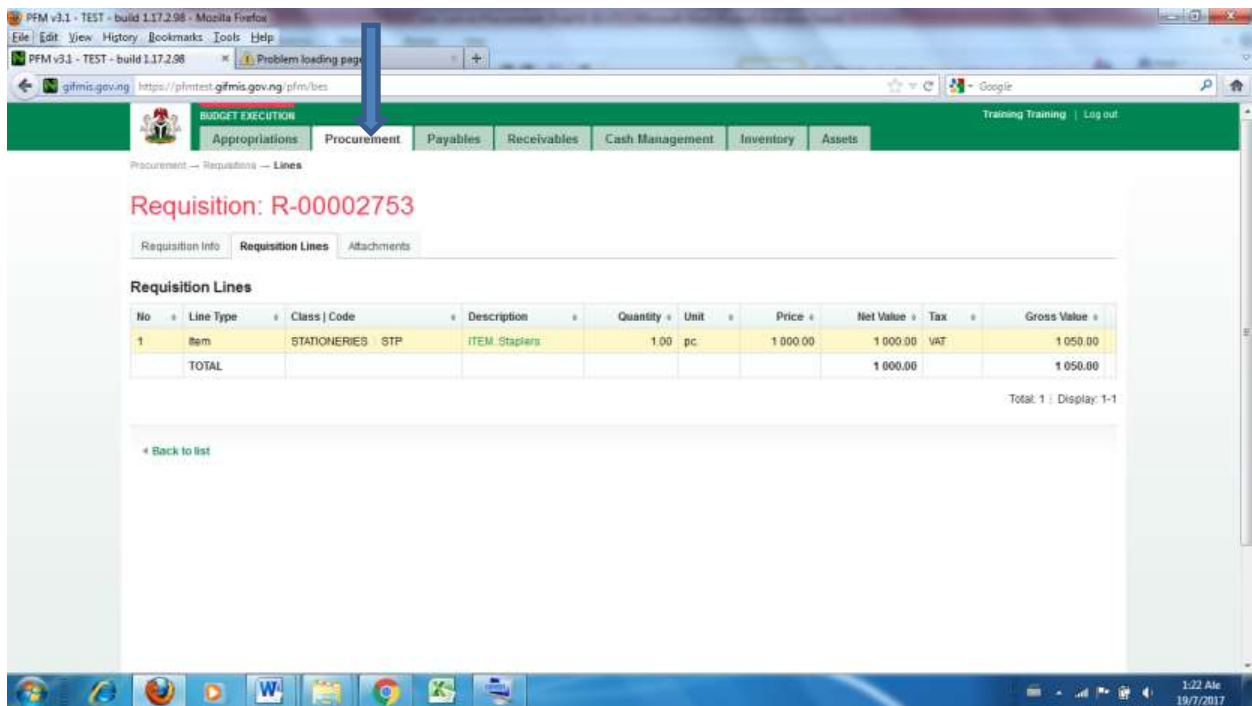




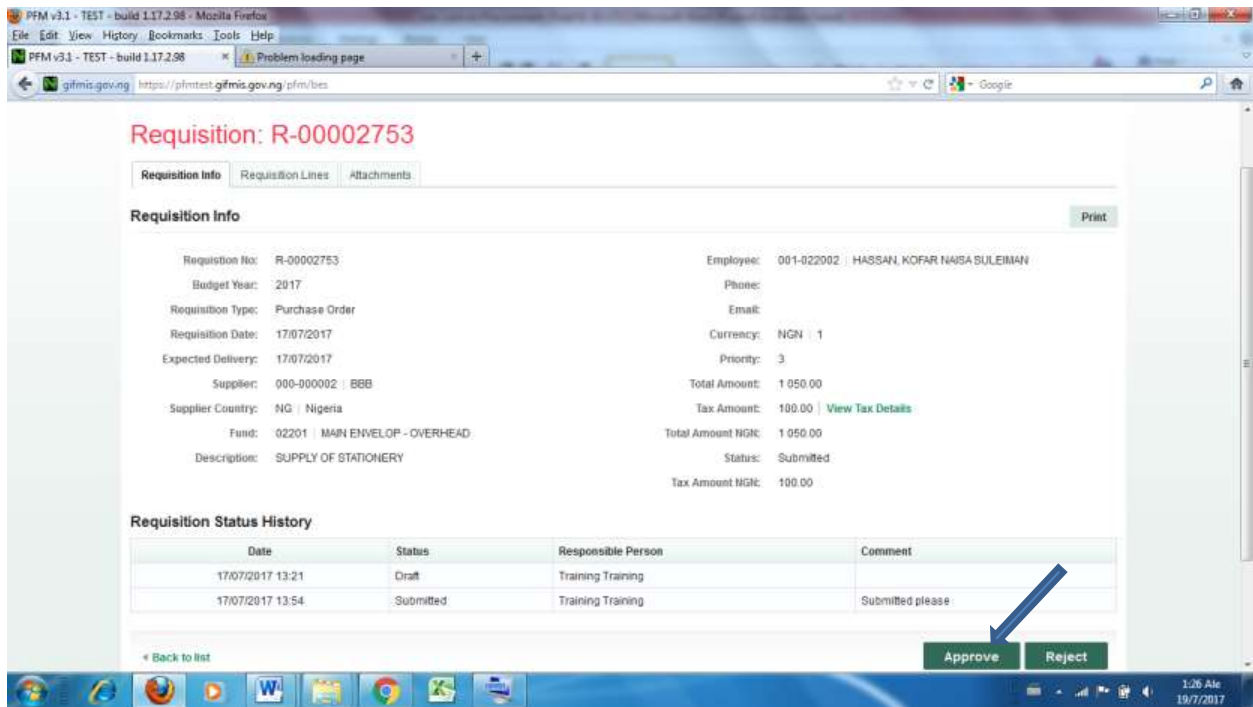
### 2.3 Reviewer page

The reviewer login to GIFMIS with his/her username and Password; and follows step 2.2 - 2.2.1 above

click on Requisition line to review individual item



Navigate back to Requisition info to either Approve/Reject



Then Confirmation box shows up for comment, if any and click Approve Requisition



## 2.4 1st Approver

The reviewer login to GFMIS with his/her username and Password and follows step 2.2 - 2.2.1 above

✓ Requisition approved successfully!

Requisition Info Requisition Lines Attachments


**Requisition Info** Print

Requisition No: R-0002440	Employee: X-3301-4478   James Hill
Budget Year: 2016	Phone: 0
Requisition Type: Contract	Email: 0
Requisition Date: 03/10/2016	Currency: NGN   1
Expected Delivery: 17/10/2016	Priority: 3
Supplier: 00386534-0001   UNITED MOTORS NIGERIA LTD	Total Amount: 1 050 000.00
Supplier Country: NG   Nigeria	Tax Amount: 100 000.00   <a href="#">View Tax Details</a>
Fund: 03101   CAPITAL DEVELOPMENT FUND	Total Amount NGN: 1 050 000.00
Description:	Status: Approved
	Tax Amount NGN: 100 000.00

**Requisition Status History**

Date	Status	Responsible Person	Comment
24/01/2017 15:26	Draft	Training Training	
24/01/2017 15:27	Submitted	Training Training	
24/01/2017 15:27	Reviewed	Training Training	
24/01/2017 15:28	Approved	Training Training	

← Back to list Finalize Reject



### 3. CREATING CONTRACT.

*This is the process of creating legal commitment for the goods, Works and Services to be procured. In GIFMIS, contract can be created in two ways*

- 1) from a finalized requisition (Automated Process)
- 2) Manual process by selecting contract from procurement dropdown.

#### 3.1 CREATING CONTRACT FROM A FINALIZED REQUISITION

##### 3.1.1 Finalized Requisition and click on create contract tab

Requisition: R-00001722

✓ Requisition finalized successfully!

Requisition Info Requisition Lines Attachments


**Requisition Info** Create Contract Print

Requisition No: R-00001722	Employee: X-3301-4478   James Hill
Budget Year: 2016	Phone:
Requisition Type: Contract	Email:
Requisition Date: 03/10/2016	Currency: NGN   1
Expected Delivery: 17/10/2016	Priority: 3
Supplier: 00386534-0001   UNITED MOTORS NIGERIA LTD	Total Amount: 4 410 945.00
Supplier Country: NG   Nigeria	Tax Amount: 210 045.00   <a href="#">View Tax Details</a>
Fund: 03101   CAPITAL DEVELOPMENT FUND	Total Amount NGN: 4 410 945.00
Description: New Cars for Petrol	Status: Finalized
	Tax Amount NGN: 210 045.00

**Requisition Status History**

Date	Status	Responsible Person	Comment
03/10/2016 15:21	Draft	Training Training	
03/10/2016 15:39	Submitted	Training Training	
03/10/2016 15:39	Reviewed	Training Training	
03/10/2016 15:39	Approved	Training Training	
03/10/2016 15:39	Finalized	Training Training	

← Back to list Cancel

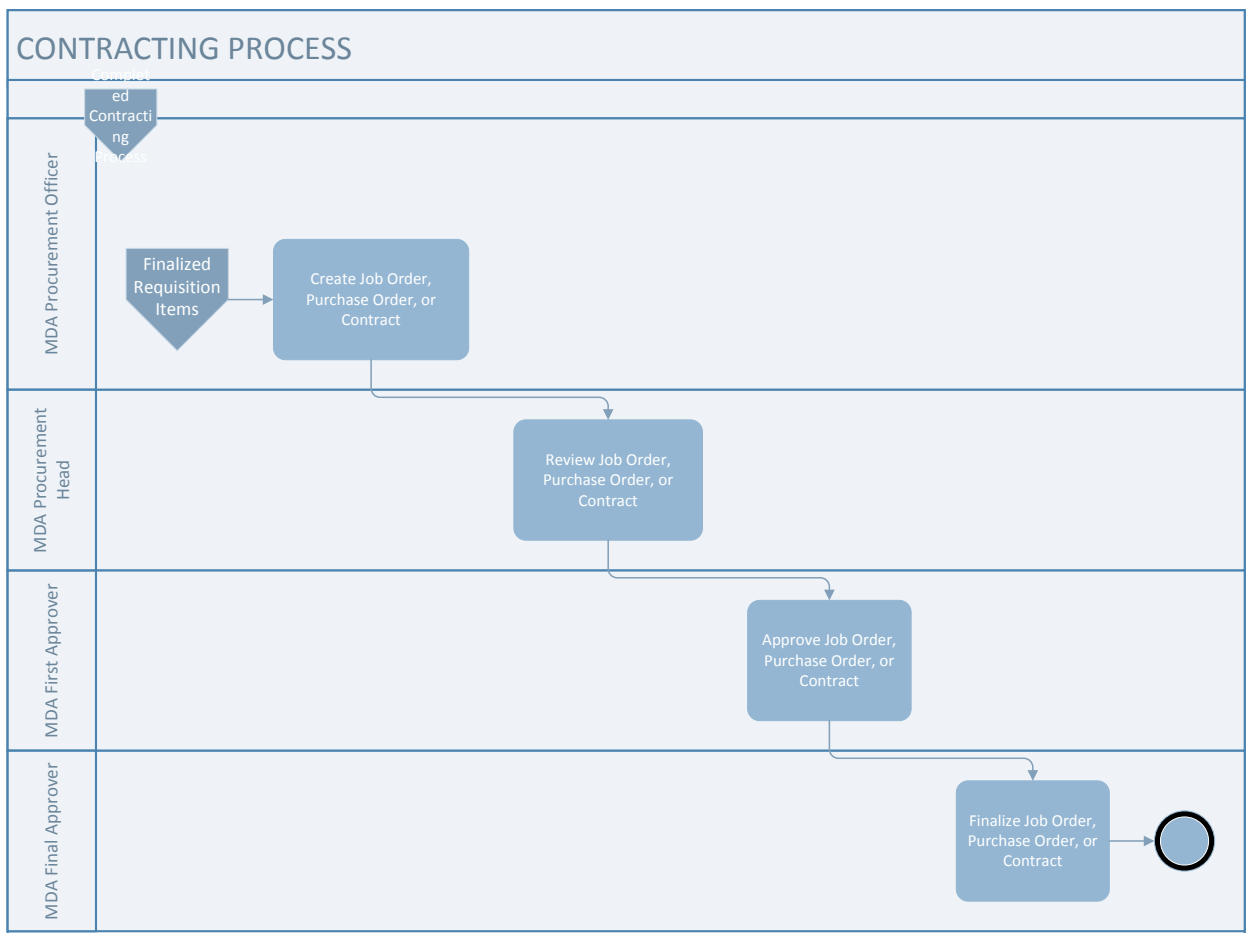


Thereafter, the process is the same with creating it outside finalized requisition below.

### 3.2 CREATING CONTRACT OUTSIDE FINALIZED REQUISITION (MANUAL)

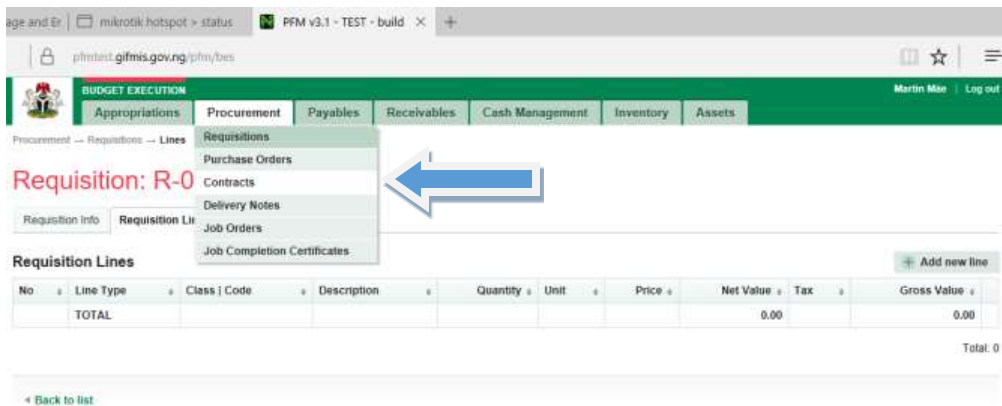
*This is a manual process which entails starting by selecting contract from the procurement dropdown*

### 3.3 APPROVAL FLOWS

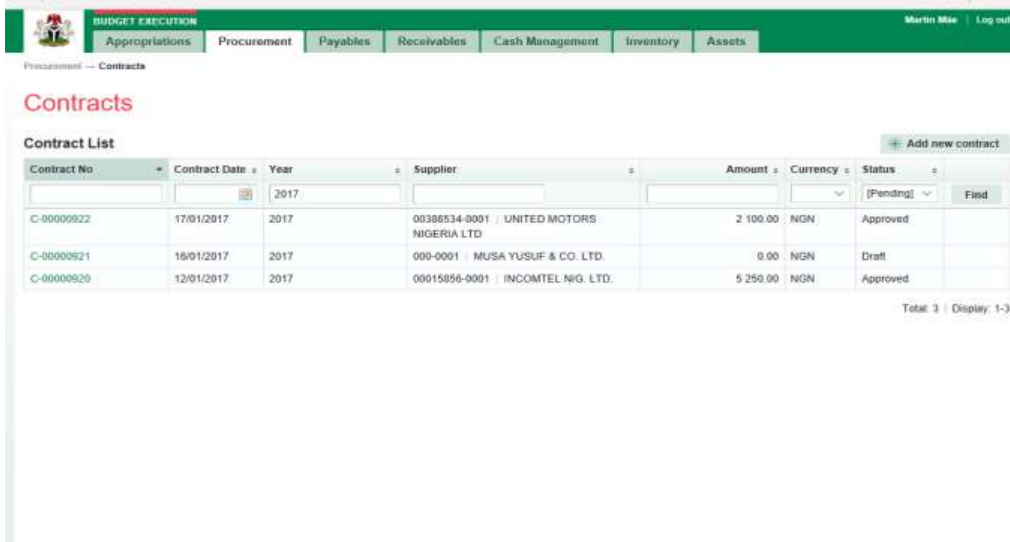


### 3.4. WORKFLOW FOR CREATING CONTRACT

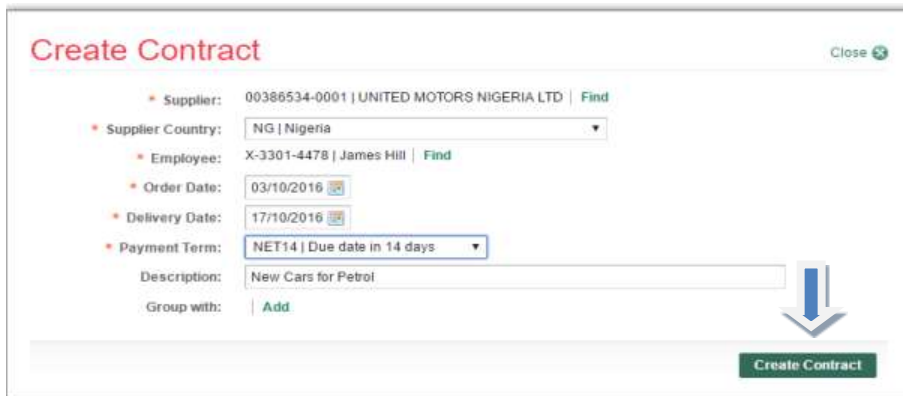
The Desk Officer navigates to Budget Execution after login to GIFMIS. Then, click on procurement dropdown and select contract.



3.4.1 The page below opens. Click 'Add New Contract **create contract**' from the generated based on the requisition in the **Finalized** status.



3.4.2 The page below opens . Complete the required fields and click '**Create Contract**' button



3.4.3 Click **Print** from the **Contract created successfully** (Draft

Contract C-0000561 generated successfully.

Requisition Info Requisition Lines Attachments

**Requisition Info** Create Contract Print

Requisition No: R-00001722 Employee: X-3301-4478 | James Hill  
 Budget Year: 2016 Phone:  
 Requisition Type: Contract Email:  
 Requisition Date: 03/10/2016 Currency: NGN | 1  
 Expected Delivery: 17/10/2016 Priority: 3  
 Supplier: 00388534-0001 | UNITED MOTORS NIGERIA LTD Total Amount: 4 410 945.00  
 Supplier Country: NG | Nigeria Tax Amount: 210 045.00 | [View Tax Details](#)  
 Fund: 03101 | CAPITAL DEVELOPMENT FUND Total Amount NGN: 4 410 945.00  
 Description: New Cars for Patrol Status: Finalized  
 Tax Amount NGN: 210 045.00

**Requisition Status History**

Date	Status	Responsible Person	Comment
03/10/2016 15:21	Draft	Training Training	
03/10/2016 15:39	Submitted	Training Training	
03/10/2016 15:39	Reviewed	Training Training	
03/10/2016 15:39	Approved	Training Training	
03/10/2016 15:39	Finalized	Training Training	

[Back to list](#) Cancel

3.4.4 Click on **Contract Lines to Edit or Remove**

Contract: C-0000561

Contract Info **Contract Lines** Attachments

**Contract Lines** + Add Requisition Lines + Add new line

No	Line Type	Class Code	Description	Quantity	Unit	Price	Discount	Net Value	Tax	Gross Value	Pl. Div. Date	Year	
1	ASSET	1350	ASSET	1.00	pc.	2 600 000.00	0.00%	2 600 000.00	VAT	2 730 000.00	17/10/2016	2016	Edit   Remove
2	ASSET	1350	ASSET	1.00	pc.	1 600 000.00	0.00%	1 600 000.00	VAT	1 680 000.00	17/10/2016	2016	Edit   Remove
3	COST		Transport Essien	1.00	pc.	900.00	0.00%	900.00	VAT	945.00	17/10/2016	2016	Edit   Remove
TOTAL								4 200 900.00		4 410 945.00			

Total 3 | Display: 1-3

3.4.5 **Add Attachment** (If any) by navigating to Attachment in the screen shot above and click **'save and new'** or **close** if no attachment. It is advisable to attach key document and not volume.

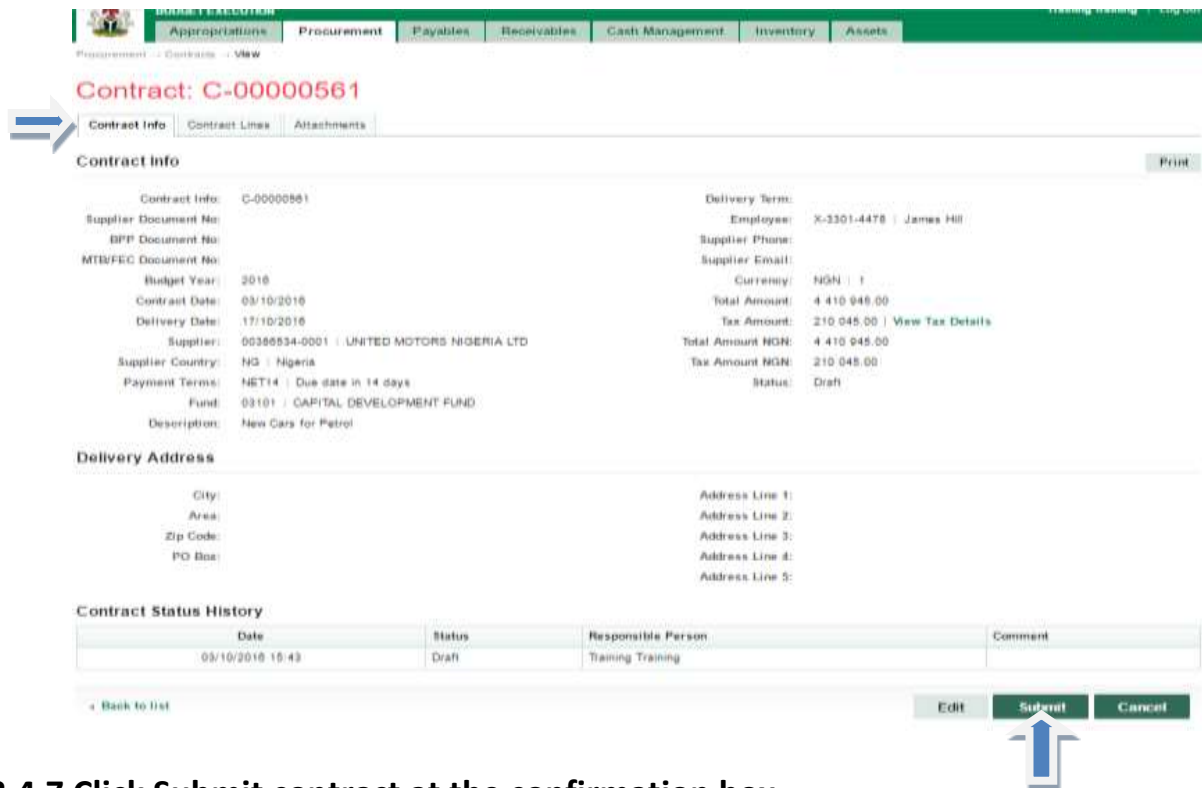
**Add Attachment** Close

\* Name:

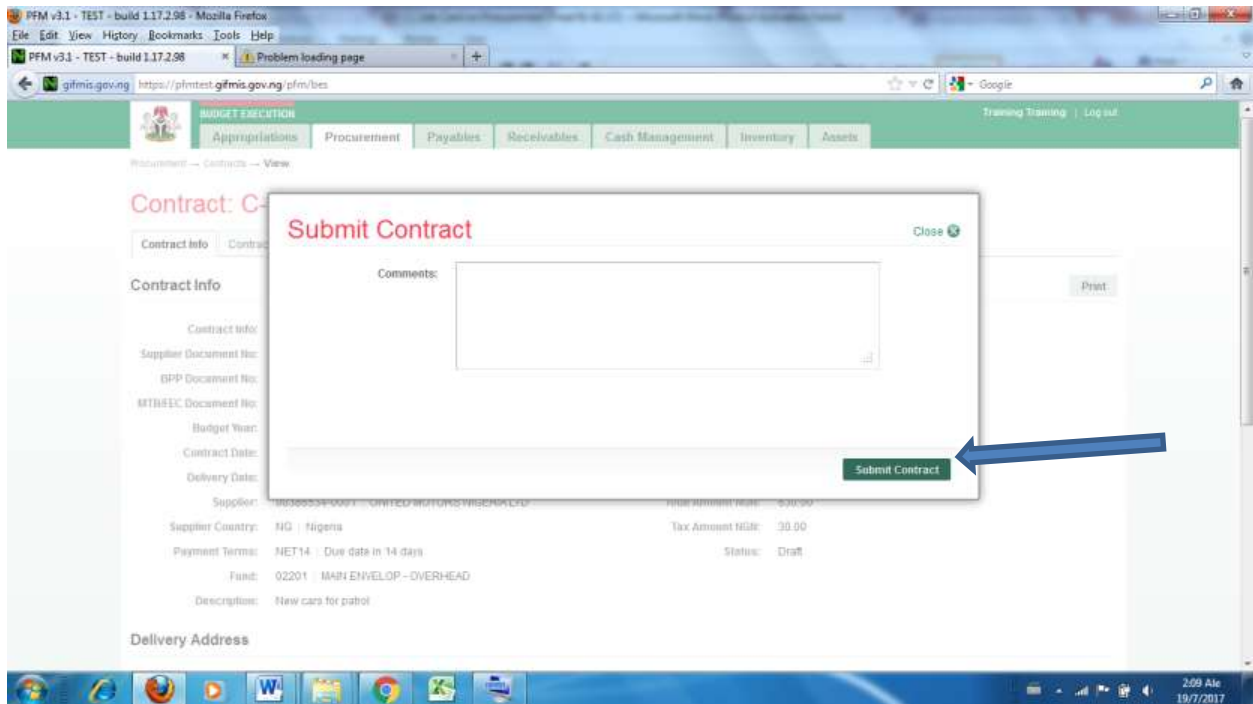
\* Document File:  No file chosen

Save and New Save and Close

3.4.6 Click on **Contract info** tab and **Summit**.



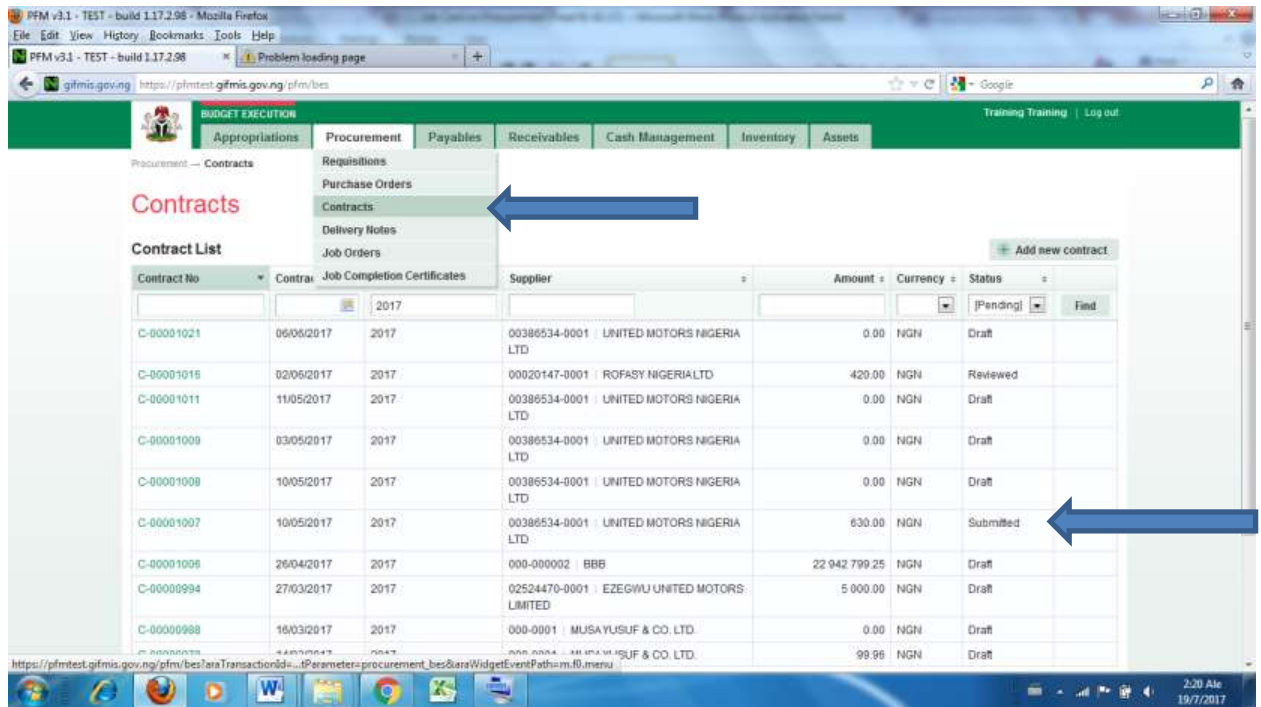
### 3.4.7 Click Submit contract at the confirmation box



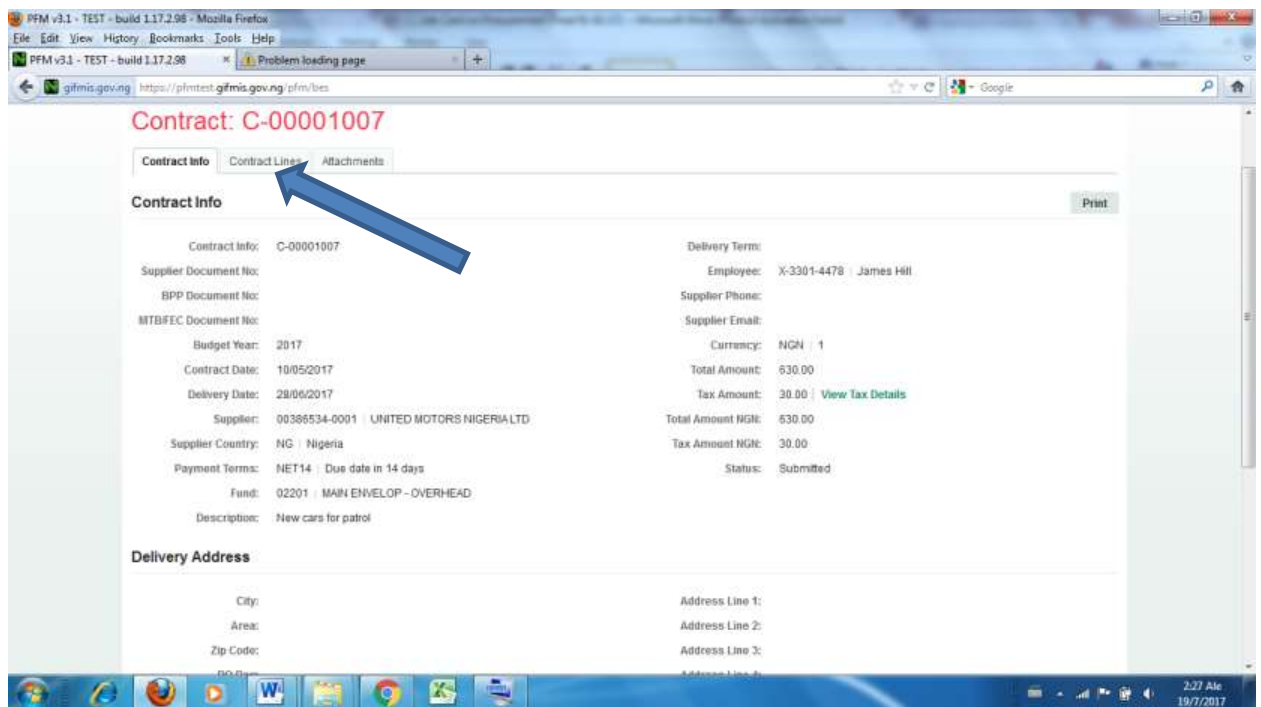
## 3.5 REVIEW OF CONTRACT

The transaction will be approved by the Reviewer after it has been submitted. After he/she must have login with the users name and Password.

The Reviewer navigate to the Procurement menu, selects Contract from the drop down, and click on Submitted Contract number



This page will appear. Click on Contract Lines to review individual contract item





**BUDGET EXECUTION** | Training Training | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | Assets

Procurement -> Contracts -> Lines

**Contract: C-00000921**

Contract Info | **Contract Lines** | Attachments

Contract Lines

No	Line Type	Class Code	Description	Quantity	Unit	Price	Discount	Net Value	Tax	Gross Value	Pl. Dtn. Date	Year	
1	ASSET	1350	ASSET	1.00	pc	1 000 000.00	0.00%	1 000 000.00	VAT 5%	1 050 000.00	16/02/2017	2016	Edit   Remove
<b>TOTAL</b>										<b>1 000 000.00</b>	<b>1 050 000.00</b>		

Total: 1 | Display: 1-1

+ Back to list

Budget Preparation | **Budget Execution** | Human Resources | Accounting | Master Data Management | Reporting

**GIFMIS** Public Finance Management Suite | N | Norbal AD

Training Training | Log out | STATE HOUSE - HQ/HS | Federal Government of Nigeria | User Manual | Help Request

If the reviewer is satisfied or not with the individual line items, he navigates back to contract info page

### 3.6 The Reviewer also has the page below to approve

**Contract Info** Print

Contract Info: C-00000921

Supplier Document No: BPP Document No: MTB/FEC Document No:

Budget Year: 2016

Contract Date: 16/01/2017

Delivery Date: 16/02/2017

Supplier: 000-0001 | MUSA YUSUF & CO. LTD.

Supplier Country: NG | Nigeria

Payment Terms: NET90 | Due date in 90

Fund: 02201 | MAIN ENVELOP - OVERHEAD

Description:

Delivery Term:

Employee: 001-022000 | ADETUNJI, JUDITH-ANNE KEHNDI

Supplier Phone:

Supplier Email:

Currency: NGN | 1

Total Amount: 1 050 000.00

Tax Amount: 100 000.00 | [View Tax Details](#)

Total Amount NGR: 1 050 000.00

Tax Amount NGR: 100 000.00

Status: Submitted

**Delivery Address**

City: Address Line 1:

Area: Address Line 2:

Zip Code: Address Line 3:

PO Box: Address Line 4:

Address Line 5:

**Contract Status History**

Date	Status	Responsible Person	Comment
16/01/2017 17:09	Draft	Martin Mbe	
26/01/2017 16:03	Submitted	Training Training	

+ Back to list

**Approve** **Reject**



3.7 The transaction will be approved by the 1st approver after it has been reviewed. After he/she must have login with the users name and Password.

The 1st Approver navigate to the Procurement menu, selects Contract from the drop down, and click on Reviewed Contract number

The screenshot displays the PFM v3.1 web application interface. The top navigation bar includes 'BUDGET EXECUTION' and various menu items: 'Appropriations', 'Procurement', 'Payables', 'Receivables', 'Cash Management', 'Inventory', and 'Assets'. The 'Procurement' menu is expanded, showing options like 'Requisitions', 'Purchase Orders', 'Contracts', 'Delivery Notes', and 'Job Orders'. The 'Contracts' menu item is selected, leading to a 'Contract List' page. The page features a table with columns for 'Contract No', 'Contract', 'Job Completion Certificates', 'Supplier', 'Amount', 'Currency', and 'Status'. A blue arrow points to the 'Reviewed' status of contract C-00001015.

Contract No	Contract	Job Completion Certificates	Supplier	Amount	Currency	Status
C-00001021	06/05/2017	2017	00386534-0001   UNITED MOTORS NIGERIA LTD	0.00	NGN	Draft
C-00001015	02/05/2017	2017	00020147-0001   ROFASY NIGERIA LTD	420.00	NGN	Reviewed
C-00001011	11/05/2017	2017	00386534-0001   UNITED MOTORS NIGERIA LTD	0.00	NGN	Draft
C-00001009	03/05/2017	2017	00386534-0001   UNITED MOTORS NIGERIA LTD	0.00	NGN	Draft
C-00001008	10/05/2017	2017	00386534-0001   UNITED MOTORS NIGERIA LTD	0.00	NGN	Draft
C-00001007	10/05/2017	2017	00386534-0001   UNITED MOTORS NIGERIA LTD	630.00	NGN	Submitted
C-00001006	26/04/2017	2017	000-000002   BBB	22 942 799.25	NGN	Draft
C-00000994	27/03/2017	2017	02524470-0001   EZEGWU UNITED MOTORS LIMITED	5 000.00	NGN	Draft
C-00000988	16/03/2017	2017	000-0001   MUSA YUSUF & CO. LTD.	0.00	NGN	Draft
C-00000987	14/03/2017	2017	000-0001   MUSA YUSUF & CO. LTD.	99.96	NGN	Draft

the page below is displayed and click on Contract Line to view individual contract items

The screenshot shows the 'Contract Info' page in the PFM v3.1 application. The contract number is C-00001016. The page includes tabs for 'Contract Info', 'Contract Lines', and 'Attachments'. The 'Contract Info' section displays the following details:

Contract Info:	C-00001016	Delivery Terms:	
Supplier Document No:		Employee:	001-022000   ADETUNJI, JUDITH -ANNIE KEHINDE
BPP Document No:		Supplier Phone:	
MTBFEC Document No:		Supplier Email:	
Budget Year:	2017	Currency:	NGN   1
Contract Date:	02/06/2017	Total Amount:	420.00
Delivery Date:	16/07/2017	Tax Amount:	40.00   <a href="#">View Tax Details</a>
Supplier:	00020147-0001   ROFASY NIGERIALTD.	Total Amount NGN:	420.00
Supplier Country:	NG   Nigeria	Tax Amount NGN:	40.00
Payment Terms:	MET7   Due date in 7 days	Status:	Reviewed
Fund:	03101   CAPITAL DEVELOPMENT FUND		
Description:	Purchase of Air conditioners		

Below the contract info is a section for 'Delivery Address'.

The screenshot shows the 'Contract Lines' page in the PFM v3.1 application. The contract number is C-00001016. The page includes tabs for 'Contract Info', 'Contract Lines', and 'Attachments'. The 'Contract Lines' section displays a table with the following data:

No	Line	Class   Code	Description	Quantity	Unit	Price	Discount	Net Value	Tax	Gross Value	Pl. Div. Date	Year
1	ITEM	0001   NEWSPAPER	ITEM VANGUARD	1.00	pc	200.00	0.00%	200.00	VAT	210.00	16/07/2017	2017
2	ITEM	COOLERS   PANASONIC	ITEM Panasonic a c coolers	2.00	pc	100.00	0.00%	200.00	VAT	210.00	16/07/2017	2017
TOTAL								400.00		420.00		

At the bottom right of the table, it says 'Total: 2 | Display: 1-2'. There is also a link '< Back to list'.

If satisfied or not, the 1st Approver navigate back to Contract info to approve /reject

The screenshot displays the 'Contract Status History' section of the PFM v3.1 - TEST - build 1.17.2.98 web application. The contract details include:

- Supplier Country: NG | Nigeria
- Payment Terms: NET14 | Due date in 14 days
- Fund: 02201 | MAIN ENVELOP - OVERHEAD
- Description: New cars for patrol
- Tax Amount NGN: 30.00
- Status: Submitted

The 'Contract Status History' table shows the following entries:

Date	Status	Responsible Person
10/05/2017 18:12	Draft	Training Training
19/07/2017 14:17	Submitted	Training Training

At the bottom right, there are 'Approve' and 'Reject' buttons. A blue arrow points to the 'Approve' button. The navigation menu at the bottom includes: Budget Preparation, Budget Execution, Human Resources, Accounting, Master Data Management, and Reporting. The footer contains the GFMIS logo and user information: Martin Misa | Log out, STATE HOUSE - HQTRS, Federal Government of Nigeria, User Manual, Help Request.

### 3.8 FINAL APPROVAL OF CONTRACT

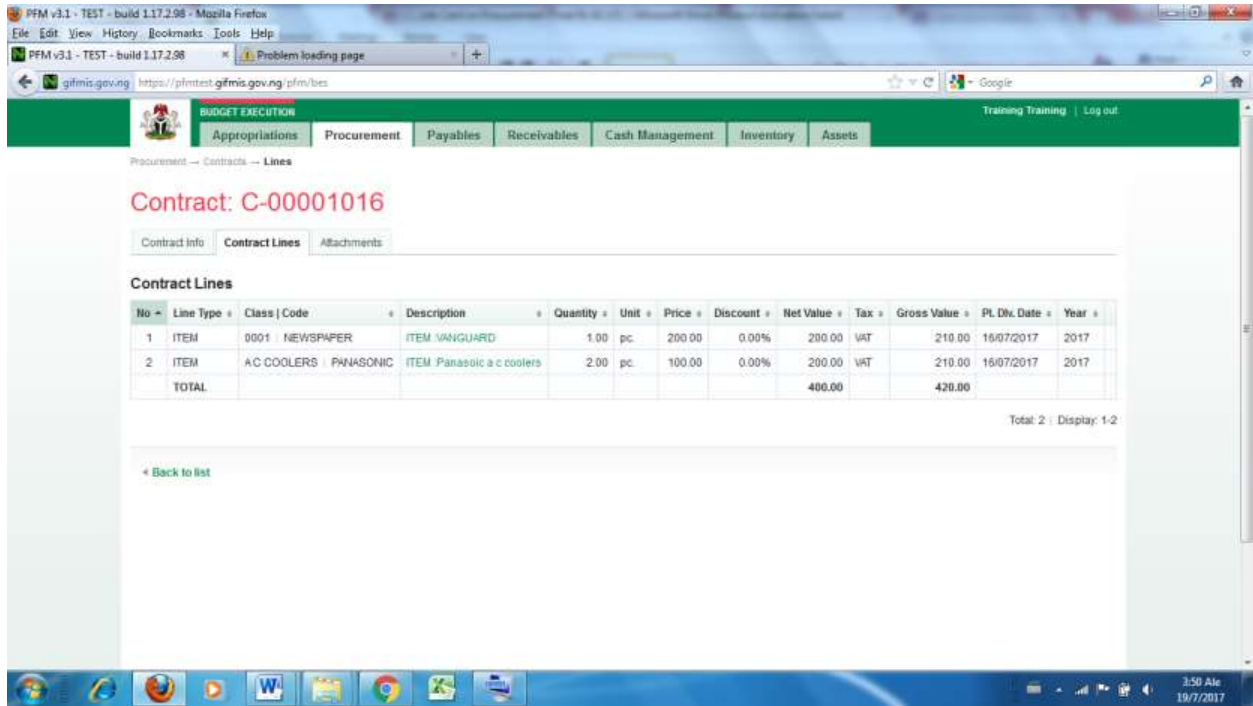
Log in with the users name and Password and select Budget Execution from the Menu at the base of the screen. As Final Approver navigate to the Procurement menu, selects Contract from the drop down, and click on Approved Contract number as indicated in the page below. You will see the 'Approve' and 'Reject' buttons but you must first review the contract lines, and be in agreement before giving final approval.

The screenshot shows the 'Contracts' menu in the PFM v3.1 - TEST - build 1.17.2.98 web application. The 'Contracts' menu is expanded, showing options: Requisitions, Purchase Orders, Contracts, Delivery Notes, and Job Orders. A blue arrow points to the 'Contracts' option. Below the menu is the 'Contract List' table:

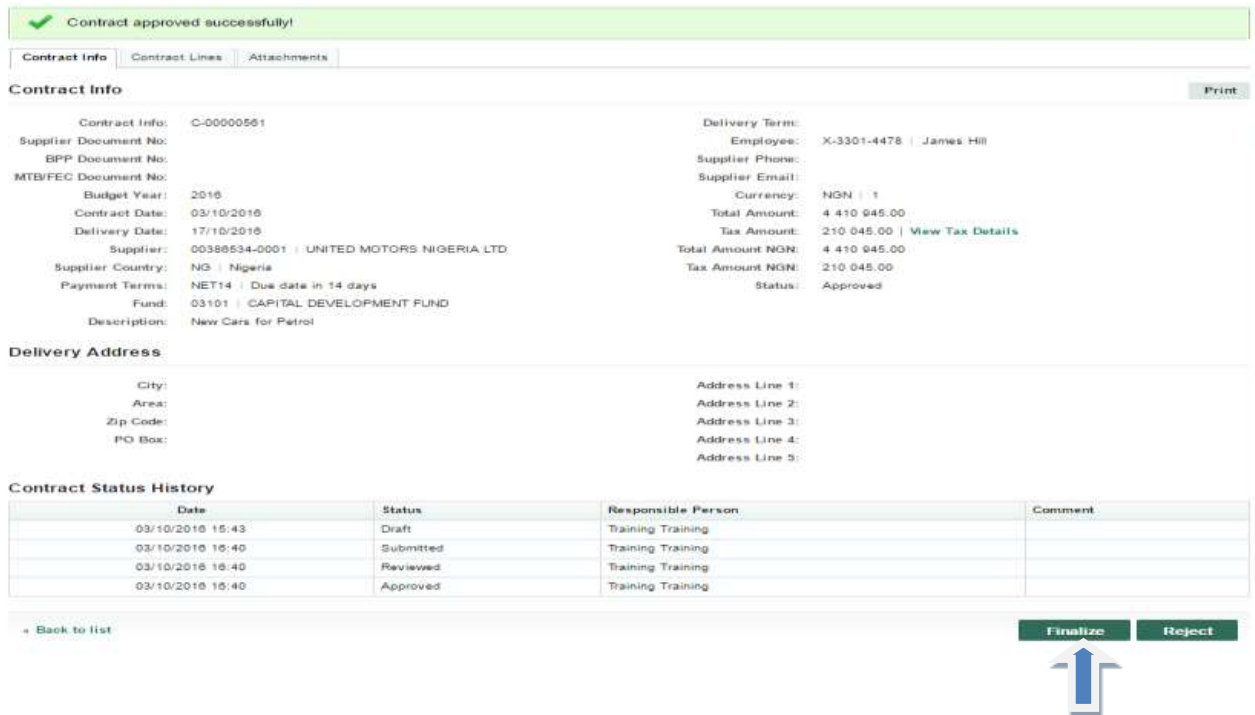
Contract No	Contract	Job Completion	Certificates	Supplier	Amount	Currency	Status
C-00001021	06/06/2017	2017		00386534-0001   UNITED MOTORS NIGERIA LTD	0.00	NGN	Draft
C-00001015	02/06/2017	2017		00020147-0001   ROFASY NIGERIA LTD	420.00	NGN	Approved
C-00001011	11/05/2017	2017		00386534-0001   UNITED MOTORS NIGERIA LTD	0.00	NGN	Draft
C-00001009	03/05/2017	2017		00386534-0001   UNITED MOTORS NIGERIA LTD	0.00	NGN	Draft
C-00001008	10/05/2017	2017		00386534-0001   UNITED MOTORS NIGERIA LTD	0.00	NGN	Draft
C-00001007	10/05/2017	2017		00386534-0001   UNITED MOTORS NIGERIA LTD	630.00	NGN	Submitted
C-00001005	26/04/2017	2017		000-000002   BBB	22 942 799.25	NGN	Draft
C-00000994	27/03/2017	2017		02524470-0001   EZEGWU UNITED MOTORS LIMITED	5 000.00	NGN	Draft
C-00000988	16/03/2017	2017		000-0001   MUSAYUSUF & CO. LTD	0.00	NGN	Draft
				000-0001   MUSAYUSUF & CO. LTD	99.96	NGN	Draft

A blue arrow points to the 'Approved' status of the contract C-00001015. The bottom of the screen shows the Windows taskbar with the date 19/7/2017 and time 3:48 AM.

Final approver reviews the approved contract by clicking on Contract line



If satisfied or not he navigate back to Contract info page to finalise or reject



**BUDGET EXECUTION** Training Training | Log out

Appropriations **Procurement** Payables Receivables Cash Management Inventory Assets

Procurement - Contracts - View

## Contract: C-00000561

✔ Contract finalized successfully!

Contract Info | Contract Lines | Attachments

---

**Contract Info** Create Delivery Note | Print

<p>Contract Info: C-00000561</p> <p>Supplier Document No:</p> <p>BPP Document No:</p> <p>MTB/FEC Document No:</p> <p>Budget Year: 2016</p> <p>Contract Date: 03/10/2016</p> <p>Delivery Date: 17/10/2016</p> <p>Supplier: 00386534-0001   UNITED MOTORS NIGERIA LTD</p> <p>Supplier Country: NG   Nigeria</p> <p>Payment Terms: NET14   Due date in 14 days</p> <p>Fund: 03101   CAPITAL DEVELOPMENT FUND</p> <p>Description: New Cars for Petrol</p>	<p>Delivery Term:</p> <p>Employee: X-3301-4478   James Hill</p> <p>Supplier Phone:</p> <p>Supplier Email:</p> <p>Currency: NGN   1</p> <p>Total Amount: 4 410 945.00</p> <p>Tax Amount: 210 045.00   <a href="#">View Tax Details</a></p> <p>Total Amount NGN: 4 410 945.00</p> <p>Tax Amount NGN: 210 045.00</p> <p>Status: Finalized</p>
---	--

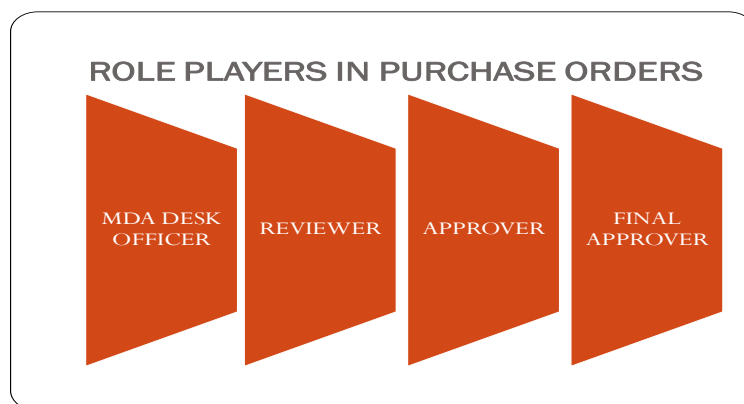
**Delivery Address**

City:	Address Line 1:
Area:	Address Line 2:
Zip Code:	Address Line 3:
PO Box:	Address Line 4:
	Address Line 5:

**Contract Status History**

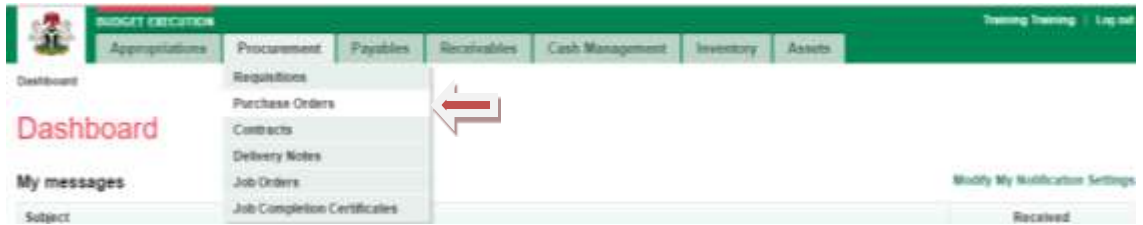
Date	Status	Responsible Person	Comment
03/10/2016 15:43	Draft	Training Training	
03/10/2016 16:40	Submitted	Training Training	
03/10/2016 16:40	Reviewed	Training Training	
03/10/2016 16:40	Approved	Training Training	
03/10/2016 16:41	Finalized	Training Training	OK

#### 4. PURCHASE ORDERS



A purchase order can either be created manually or generated based on a requisition in the **Finalized** status. The procedure is similar to that of contract.

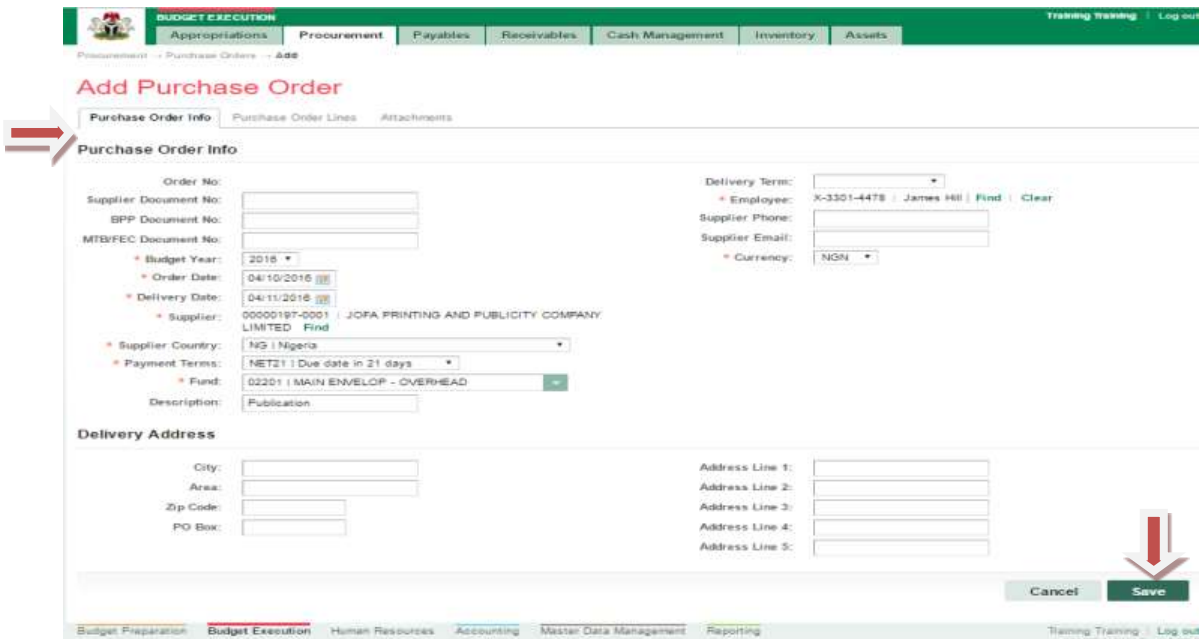
4.1 The desk officer login and follows the path **Procurement > Purchase Orders**



4.2 Click on **Add New Purchase Order** to open **Purchase Orders** page.



4.3 Fill in the fields on this page and click **save**.



4.4 Navigate to **Purchase Order Lines** click on it to open it and 'Add new Line'



4.5 Fill in the fields (Line 1) on this page, click **save** and **new**

4.6 Fill in the fields (Line 2) on this page, click save and close

4.7 Purchase Order appears for **Editing or Removal**

No	Line Type	Class   Code	Description	Quantity	Unit	Price	Discount	Net Value	Tax	Gross Value	Pl. Div. Date	Year	
1	ITEM	PUB   BKL	ITEM BOOKLETS	4 000.00	pc.	400.00	5.00%	1 520 000.00	VAT	1 596 000.00	04/11/2016	2016	Edit   Remove
2	ITEM	PUB   TSH	ITEM T-SHIRTS	200.00	pc.	400.00	0.00%	80 000.00	VAT	84 000.00	04/11/2016	2016	Edit   Remove
TOTAL								1 600 000.00		1 680 000.00			

4.8 Every role player must navigate back to **Purchase Order Info** tab to perform their roles: **Submit, Approve and Finalize,**



**Purchase Order: PO-00001005**

Purchase Order info | Purchase Order Lines | Attachments

**Purchase Order info** Print

Order No: PO-00001005	Delivery Term:
Supplier Document No:	Employee: X-2301-4478   James Hill
BPP Document No:	Supplier Phone:
MTB/FEC Document No:	Supplier Email:
Budget Year: 2016	Currency: NGN   1
Order Date: 04/10/2016	Total Amount: 1 680 000.00
Delivery Date: 04/11/2016	Tax Amount: 80 000.00   View Tax Details
Supplier: 00000197-0001   JOFA PRINTING AND PUBLICITY COMPANY LIMITED	Total Amount NGN: 1 680 000.00
Supplier Country: NG   Nigeria	Tax Amount NGN: 80 000.00
Payment Terms: NET21   Due date in 21 days	Status: Draft
Fund: 02201   MAIN ENVELOP - OVERHEAD	
Description: Publication	

**Delivery Address**

City:	Address Line 1:
Area:	Address Line 2:
Zip Code:	Address Line 3:
PO Box:	Address Line 4:
	Address Line 5:

**Purchase Order Status History**

Date	Status	Responsible Person	Comment
04/10/2016 08:41	Draft	Training Training	

[Back to list](#)

[Edit](#)
[Submit](#)
[Cancel](#)



4.9 The Reviewer logs in and follows the path Procurement > Purchase Orders and clicks on submitted Purchase Orders number

PFM v3.1 - TEST - build 1.17.2.96 - Mozilla Firefox

gfmis.gov.ng https://pfmtest.gfmis.gov.ng/pfm/bes

**BUDGET EXECUTION** | Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | Assets

Procurement — Purchase Orders

- Requisitions
- Purchase Orders**
- Contracts
- Delivery Notes
- Job Orders

**Purchase Order List** + Add new purchase order

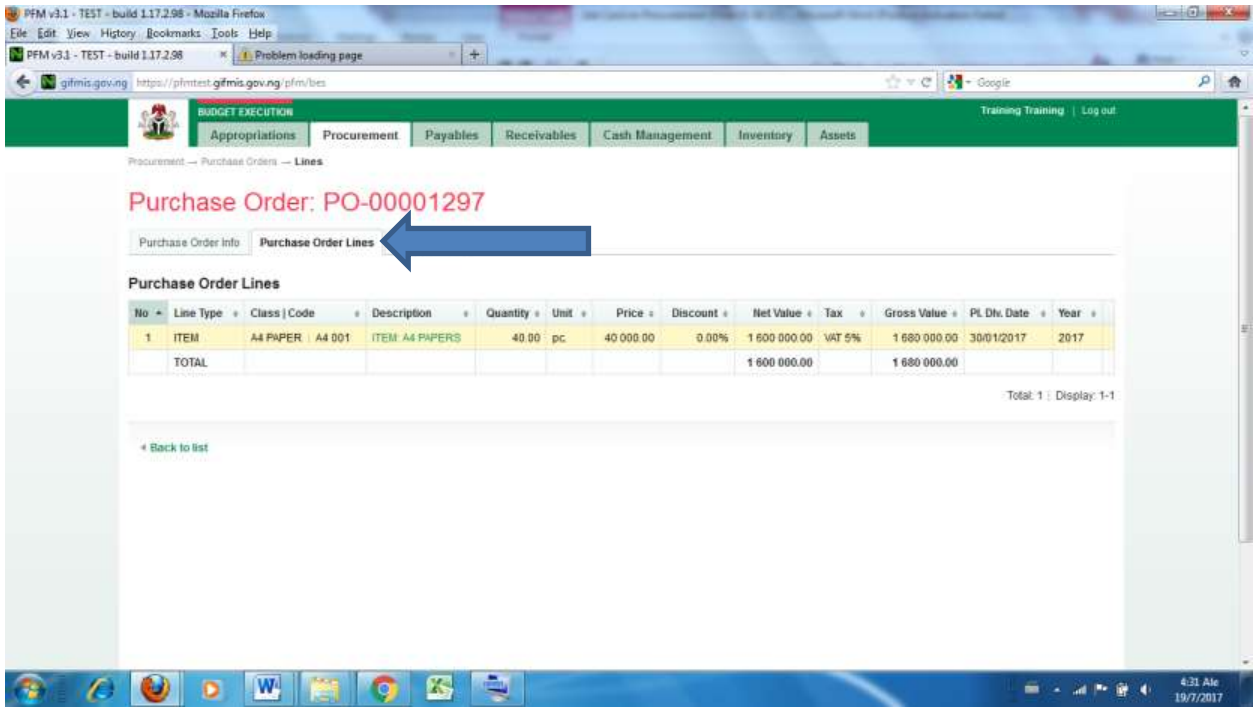
Order No	Order	Job Completion Certificates	Supplier	Amount	Currency	Status
PD-00001402	02/01/2017	2017	000-0007 DDD	661 500.00	NGN	Submitted
PD-00001297	23/01/2017	2017	000-000001   SUPPLIER NAME	1 580 000.00	NGN	Submitted
PD-00001276	30/01/2017	2017	000-000002   BBB	2 625 000.00	NGN	Submitted

Total 3 | Display 1-3

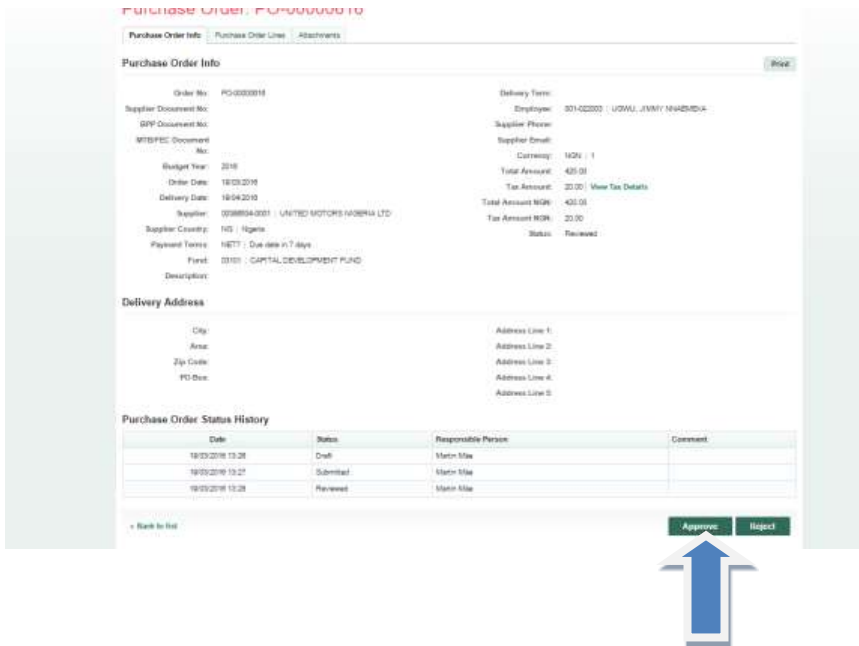
https://pfmtest.gfmis.gov.ng/pfm/bes?araTransactionId=procurement\_bes\_purchase\_orders&araWidgetEventPath=main.menu

4:22 AM 19/7/2017

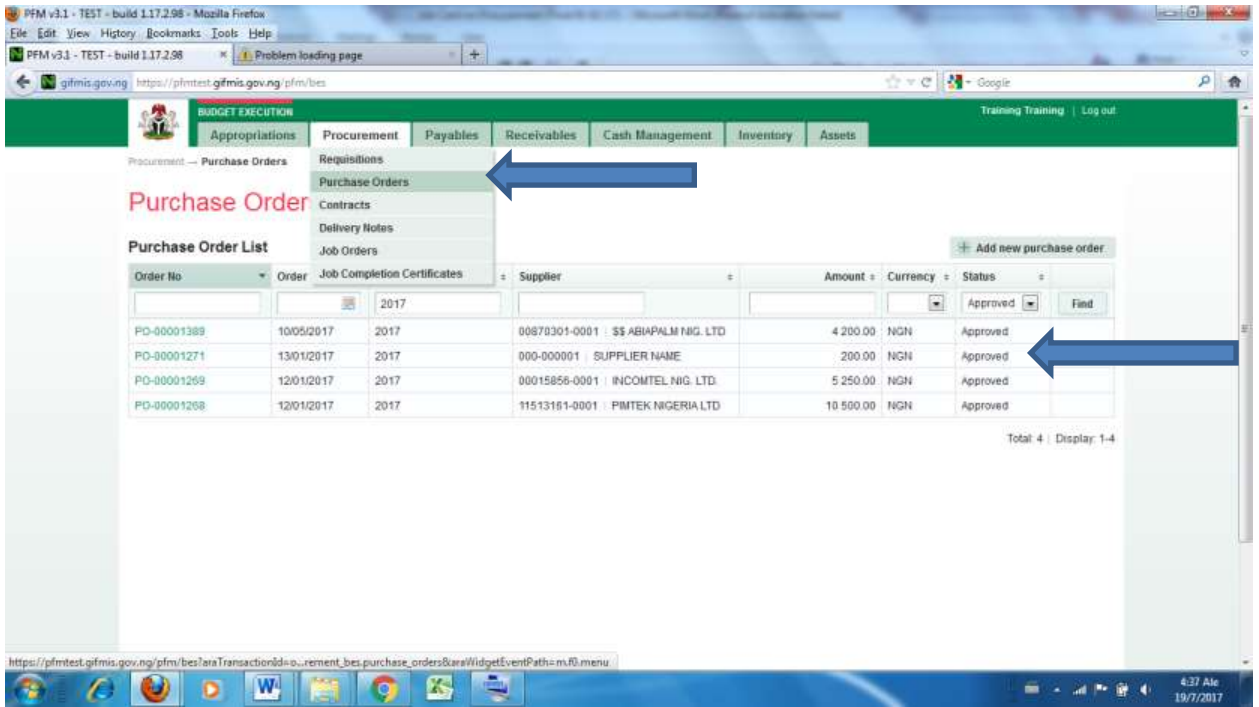
He clicks on purchase orders line to review individual transaction



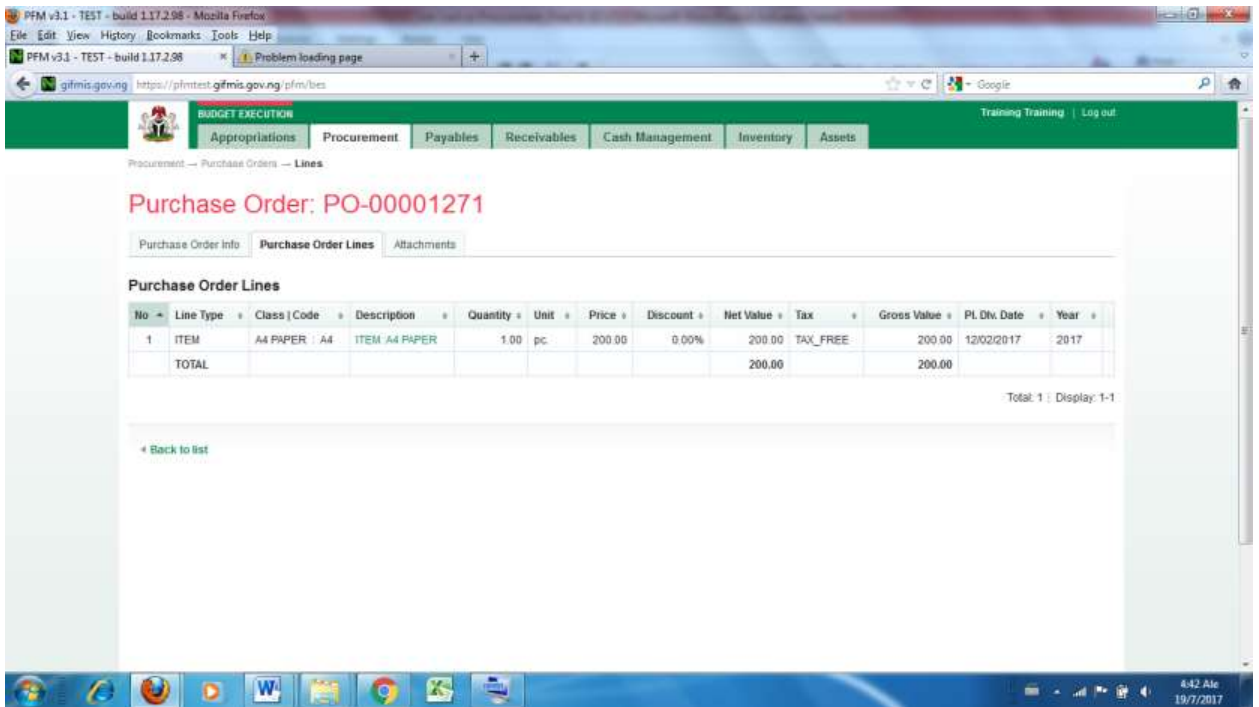
Please see 4.8 to approve



4.10 The 1st Approver logs in and follows the path Procurement > Purchase Orders and clicks on Reviewed Purchase Orders number



He clicks on purchase orders line to review individual transaction



**Purchase Order: PO-00001304**

✓ Purchase Order submitted successfully!

Purchase Order Info | Purchase Order Lines | Attachments

**Purchase Order Info** Print

Order No: PO-00001304	Delivery Term:
Supplier Document No:	Employee: X-3301-4478   James Hill
BPP Document No:	Supplier Phone:
MTB/FEC Document No:	Supplier Email:
Budget Year: 2017	Currency: NGN   1
Order Date: 01/02/2017	Total Amount: 2 425.00
Delivery Date: 01/02/2017	Tax Amount: 125.00   <a href="#">View Tax Details</a>
Supplier: 0088504-0001   UNITED MOTORS HOLDING LTD.	Total Amount NGN: 2 425.00
Supplier Country: NG   Nigeria	Tax Amount NGN: 125.00
Payment Terms: NET7   Due date in 7 days	Status: Submitted
Fund: 0301   CAPITAL DEVELOPMENT FUND	
Description: rate card for print adspace	

**Delivery Address**

City:	Address Line 1:
Area:	Address Line 2:
Zip Code:	Address Line 3:
PO Box:	Address Line 4:
	Address Line 5:

**Purchase Order Status History**

Date	Status	Responsible Person	Comment
01/02/2017 12:43	Draft	Training Training	
01/02/2017 18:23	Submitted	Training Training	

Back to list

Approve Reject



Please see 4.8 to approve

✓ Purchase Order approved successfully!

Purchase Order Info | Purchase Order Lines | Attachments

**Purchase Order Info** Print

Order No: PO-00001008	Delivery Term:
Supplier Document No:	Employee: X-3301-4478   James Hill
BPP Document No:	Supplier Phone:
MTB/FEC Document No:	Supplier Email:
Budget Year: 2018	Currency: NGN   1
Order Date: 04/10/2018	Total Amount: 1 880 000.00
Delivery Date: 04/11/2018	Tax Amount: 80 000.00   <a href="#">View Tax Details</a>
Supplier: 00000197-0001   JOFA PRINTING AND PUBLICITY COMPANY LIMITED	Total Amount NGN: 1 880 000.00
Supplier Country: NG   Nigeria	Tax Amount NGN: 80 000.00
Payment Terms: NET21   Due date in 21 days	Status: Approved
Fund: 02201   MAIN ENVELOP - OVERHEAD	
Description: Publication	

**Delivery Address**

City:	Address Line 1:
Area:	Address Line 2:
Zip Code:	Address Line 3:
PO Box:	Address Line 4:
	Address Line 5:

**Purchase Order Status History**

Date	Status	Responsible Person	Comment
04/10/2018 08:41	Draft	Training Training	
04/10/2018 09:03	Submitted	Training Training	
04/10/2018 09:03	Reviewed	Training Training	
04/10/2018 09:03	Approved	Training Training	

Back to list

Finalize Reject



## 5. JOB ORDERS



5.1 The desk officer follows the path **Procurement > Job Order** to open **Job Orders** page



5.2 Click on **Add New Job Order** to open the **Add New Job Order** page

A screenshot of the "Job Orders" page in a web application. The page has a green header with the text "BUDGET EXECUTION" and "Appropriations Procurement Payables Receivables Cash Management Inventory Assets". Below the header, there is a "Job Orders" section with a "Job Order List" table. The table has columns for "Order No", "Order Date", "Year", "Supplier", "Amount", "Currency", and "Status". There are two rows of data in the table. A blue arrow points to a "Add new job order" button in the top right corner of the table area.

Order No	Order Date	Year	Supplier	Amount	Currency	Status
JO-0000386	23/09/2016	2016	000-0001   MUSA YUSUF & CO. LTD.	0.00	NGN	Draft
JO-0000383	22/09/2016	2016	000-0001   MUSA YUSUF & CO. LTD.	21.00	NGN	Draft

5.3 Fill in the fields on this page and **save**:

### Add Job Order

Job Order Info: Job Order Lines Attachments

**Job Order Info**

Order No:

Supplier Document No:

BPP Document No:

MTB/FEC Document No:

Budget Year: 2016

Order Date: 04/10/2016

Delivery Date: 18/10/2016

Supplier: 0000109-0001 TASKS SYSTEMS LTD. Find

Supplier Country: NG | Nigeria

Payment Terms: NET14 | Due date in 14 days

Fund: 02201 | MAIN ENVELOP - OVERHEAD

Description:

Delivery Term:

Employee: X-3301-4478 : James Hill Find Clear

Supplier Phone:

Supplier Email:

Currency: NGN

**Delivery Address**

City:

Area:

Zip Code:

PO Box:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Address Line 5:

Cancel Save

#### 5.4 Navigate to Job order Lines tab and click on Add New Line

BRIDGET EXECUTION Training Training Log out

Appropriations Procurement Payables Receivables Cash Management Inventory Assets

Procurement -- Job Orders -- Lines

Job Order: JO-0000387

Job Order Info Job Order Lines Attachments

**Job Order Lines** Add Requisition Lines Add new line

No	Line Type	Class   Code	Description	Quantity	Unit	Price	Discount	Net Value	Tax	Gross Value	Pl. Div. Date	Year
TOTAL								0.00		0.00		

Total 0

#### 5.5 Fill in the fields (Line 1 ) and save and new

### Add Job Order Line

Close

Line No: 1

Line Type: Cost

Class:

Code:

Description: Consultation on tracking sytem

Quantity / Unit: 10 hr. | Hour

Price: 1000

Discount: 0 Percent

Tax: VAT | Value Added Tax

Withholding tax:

Budget Year: 2016

Budget Line: 22020401-02201 | MAINTENANCE OF MOTOR VEHICLE / TRANSPORT EQUIPME

Item Store:

Planned Delivery Date: 18/10/2016

Save and New Save and Close

#### 5.6 Fill in the field (Line 2) and save and close

### Add Job Order Line

Line No: 2

\* Line Type: Cost

Class:

Code:

\* Description: Consultation on Electronic Tickets

\* Quantity / Unit: 4 hr | Hour

\* Price: 2000

Discount: 0 Percent

\* Tax: VAT | Value Added Tax

Withholding tax:

\* Budget Year: 2016

\* Budget Line: 22020406-02201 | OTHER MAINTENANCE SERVICES

Item Store:

\* Planned Delivery Date: 18/10/2016

Save and New Save and Close

Job Order: JO-0000387

Job Order Info Job Order Lines Attachments

Job Order Lines

No	Line Type	Class Code	Description	Quantity	Unit	Price	Discount	Net Value	Tax	Gross Value	Pl. Dte. Date	Year	
1	COST		Consultation on tracking system	10.00	hr	1 000.00	0.00%	10 000.00	VAT	10 500.00	18/10/2016	2016	Edit   Remove
2	COST		Consultation on Electronic Tickets	4.00	hr	2 000.00	0.00%	8 000.00	VAT	8 400.00	18/10/2016	2016	Edit   Remove
TOTAL										18 900.00			

Total: 2 | Display: 1-2

## 5.7 Navigate back to Job Order Info page to Summit, Approve, and Finalize

Appropriations Procurement Payables Receivables Cash Management Inventory Assets

Job Order: JO-0000387

Job Order Info Job Order Lines Attachments

Job Order Info

Order Info: JO-0000387

Supplier Document No:

BPP Document No:

MTD/FEC Document No:

Budget Year: 2016

Order Date: 04/10/2016

Delivery Date: 18/10/2016

Supplier: 0000106-0001 | TASKS SYSTEMS LTD.

Supplier Country: NG | Nigeria

Payment Terms: NET14 | Due date in 14 days

Fund: 02201 | MAIN ENVELOPE - OVERHEAD

Description:

Delivery Term:

Employee: X-2201-4478 | James Hill

Supplier Phone:

Supplier Email:

Currency: NGN | 1

Total Amount: 18 900.00

Tax Amount: 900.00 | View Tax Details

Total Amount NGN: 18 900.00

Tax Amount NGN: 900.00

Status: Draft

Delivery Address

City:

Area:

Zip Code:

PO Box:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

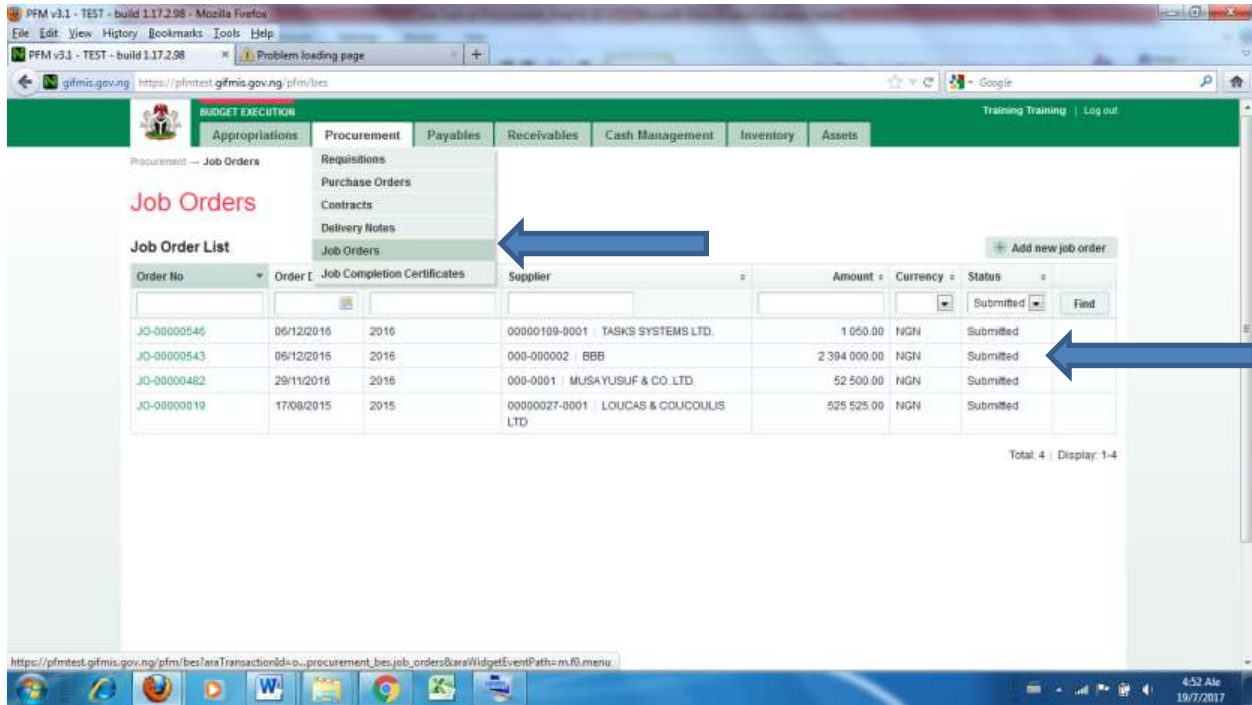
Address Line 5:

Job Order Status History

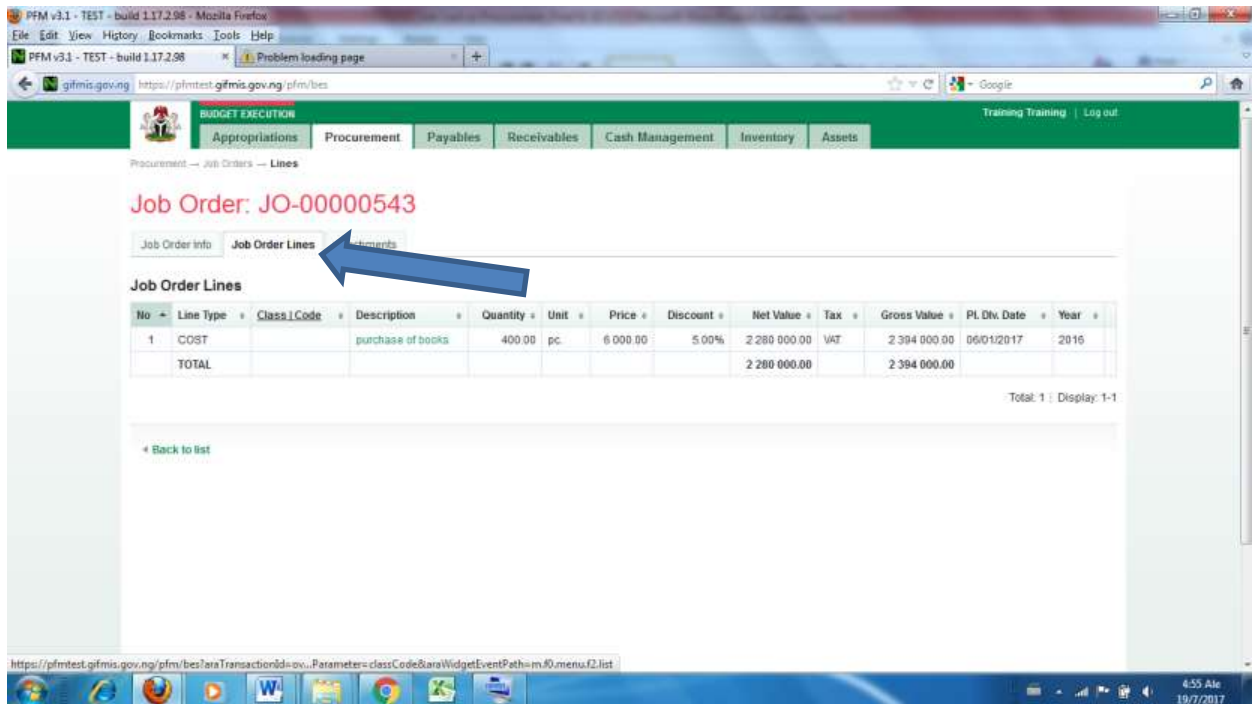
Date	Status	Responsible Person	Comment
04/10/2016 10:42	Draft	Training Training	

Back to list Edit Summit Cancel

5.8 The Reviewer logs in and follows the path Procurement > Job Orders and clicks on Submitted Job Orders number



He clicks on purchase orders line to review individual transaction





Please see 4.8 to Approve

Job Order Info | Job Order Lines | Attachments

**Job Order Info** Print

Order Info: JO-00005561	Delivery Term:
Supplier Document No:	Employee: J-3331-4470   James Hill
BPP Document No:	Supplier Phone:
MTB/FEC Document No:	Supplier Email:
Budget Year: 2017	Currency: NGR   1
Order Date: 15/11/2017	Total Amount: 9 450.00
Delivery Date: 30/1/2017	Tax Amount: 1 050.00   View Tax Details
Supplier: 00386534-0001   UNITED MOTORS NIGERIA LTD	Total Amount NGR: 9 450.00
Supplier Country: NG   Nigeria	Tax Amount NGR: 1 050.00
Payment Terms: NET 14   Due date in 14 days	Status: Submitted
Fund: 331F1   CAPITAL DEVELOPMENT FUND	
Description: motors for HAMMED	

**Delivery Address**

City:	Address Line 1:
Area:	Address Line 2:
Zip Code:	Address Line 3:
PO Box:	Address Line 4:
	Address Line 5:

**Job Order Status History**

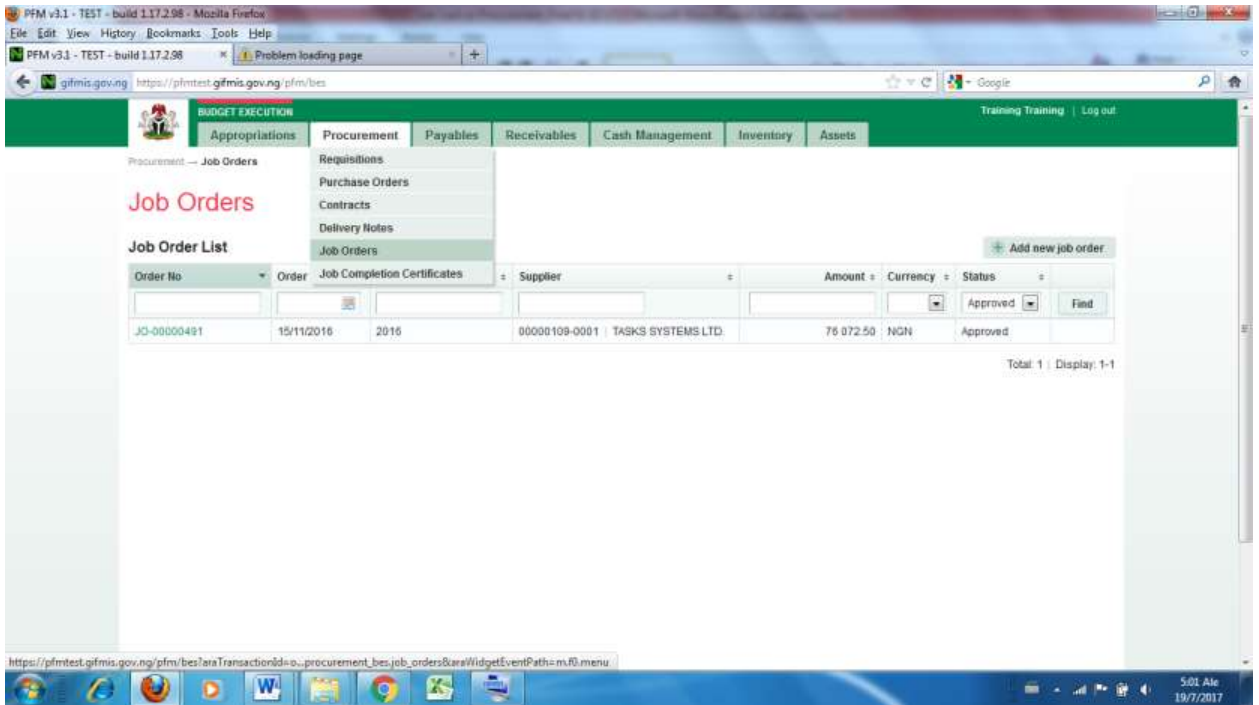
Date	Status	Responsible Person	Comment
30/1/2017 09:48	Draft	Training Training	
01/02/2017 15:06	Submitted	Training Training	

[Back to list](#) Approve Reject

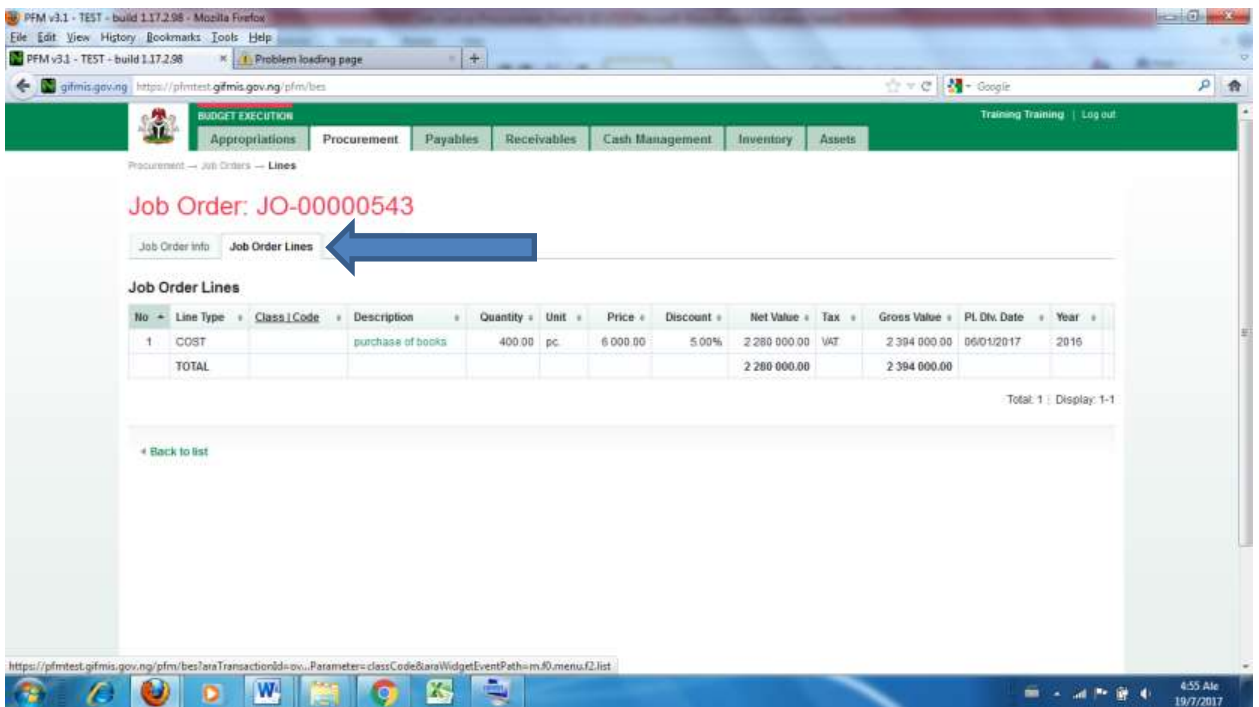


5.9 The 1st Approver logs in and follows the path Procurement > Job Orders and clicks on Reviewed Job Orders number

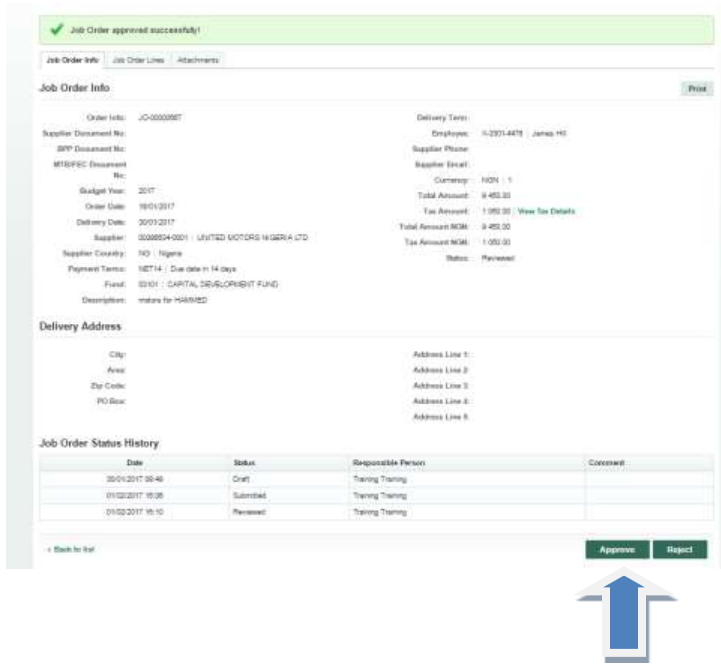




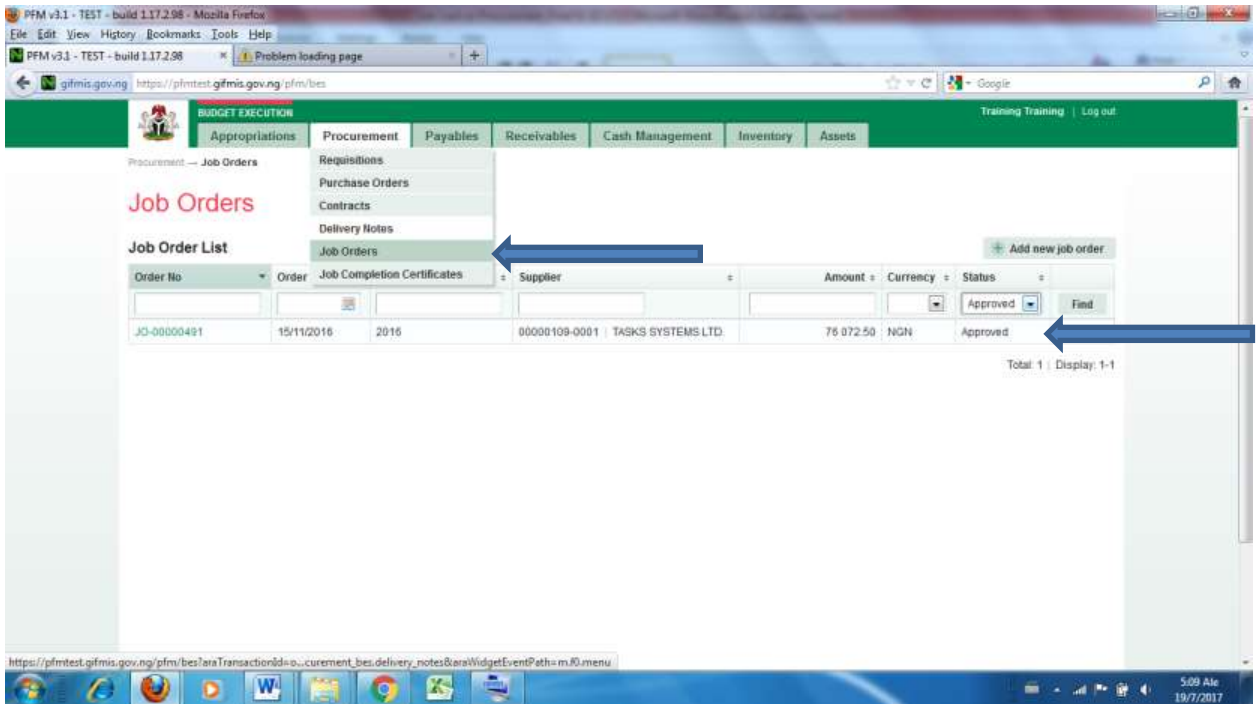
He clicks on purchase orders line to review individual transaction



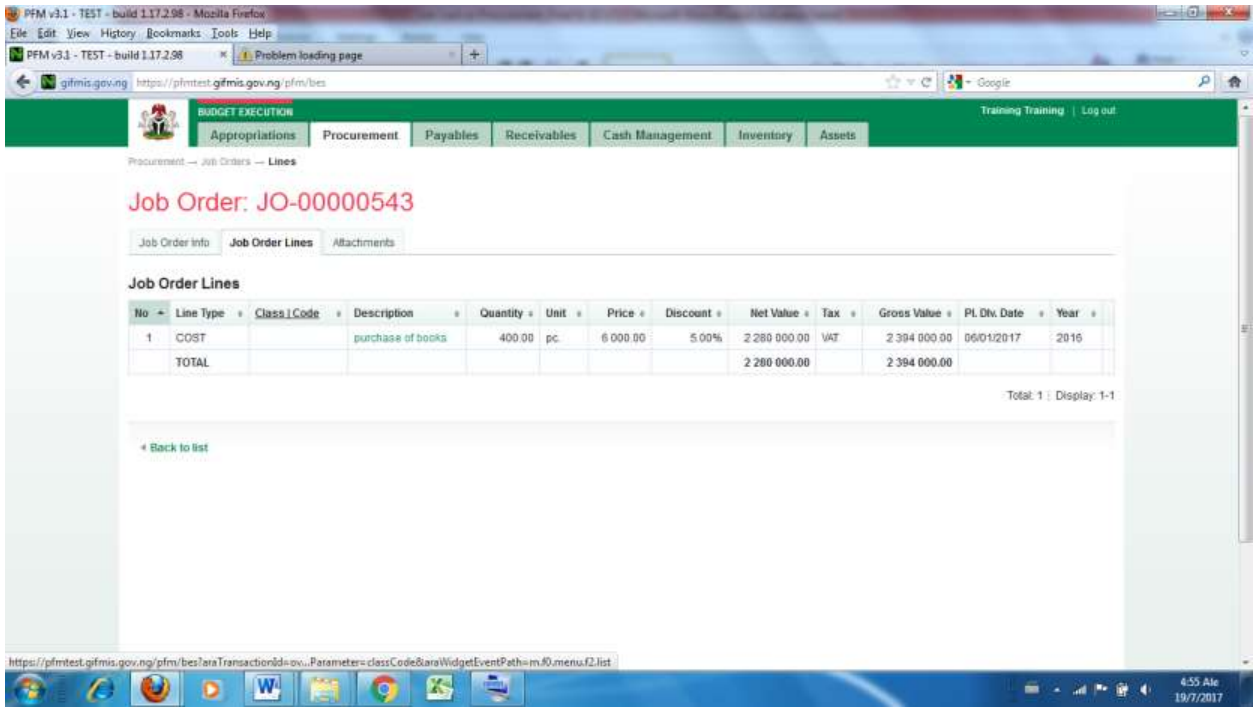
Please see 4.8 to approve



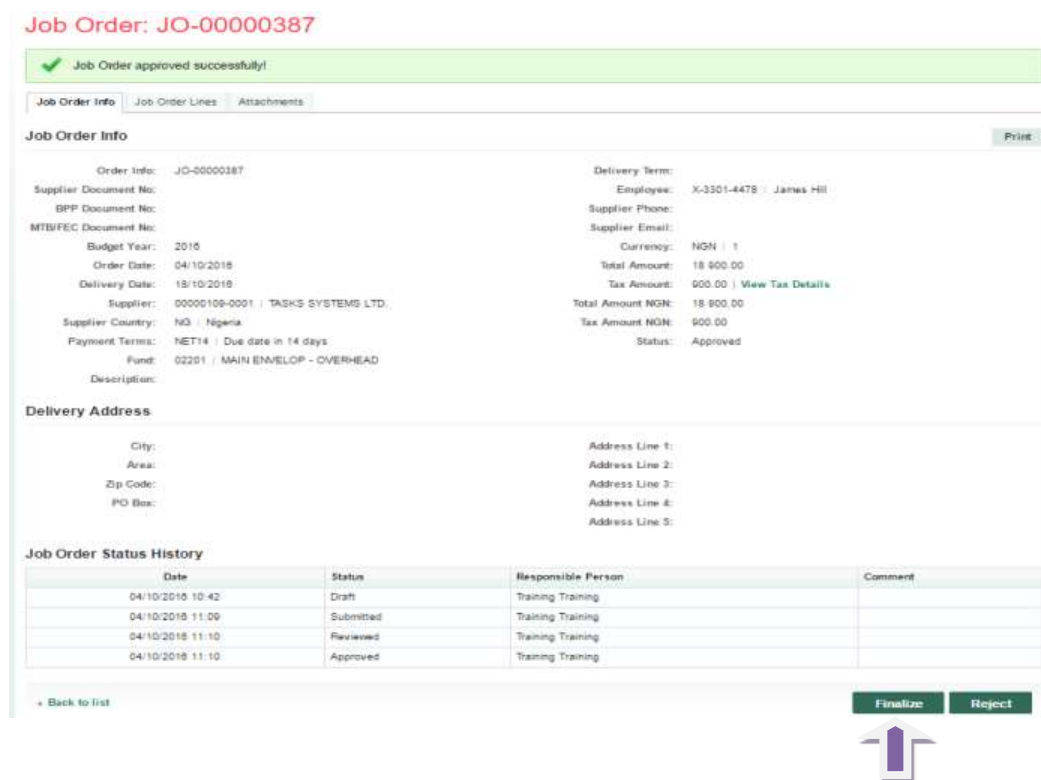
**5.10** The Final Approver logs in and follows the path Procurement > Job Orders and clicks on Approved Job Orders number



He clicks on purchase orders line to review individual transaction



Please see 4.8 to Finalize



**Job Order: JO-0000387**

✓ Job Order finalized successfully!

Job Order Info | Job Order Lines | Attachments

**Job Order Info** Create Job Completion Certificate | Print

Order Info: JO-0000387	Delivery Term:
Supplier Document No:	Employee: X-3301-4478   James Hill
BPP Document No:	Supplier Phone:
MTBFEC Document No:	Supplier Email:
Budget Year: 2018	Currency: NGN   1
Order Date: 04/10/2018	Total Amount: 18 900.00
Delivery Date: 18/10/2018	Tax Amount: 900.00   View Tax Details
Supplier: 00000109-0001   TASKS SYSTEMS LTD.	Total Amount NGN: 18 900.00
Supplier Country: NG   Nigeria	Tax Amount NGN: 900.00
Payment Terms: NET14   Due date in 14 days	Status: Finalized
Fund: 02201   MAIN ENVELOP - OVERHEAD	
Description:	

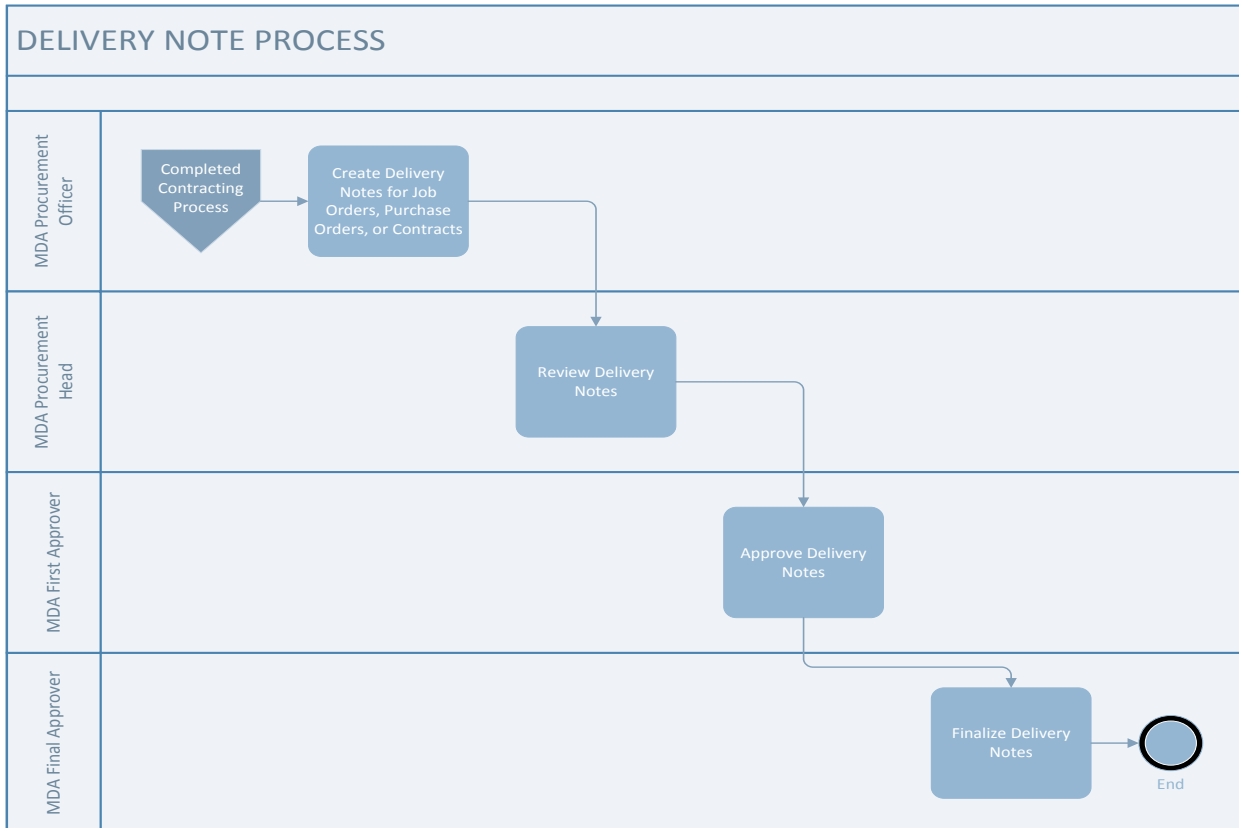
**Delivery Address**

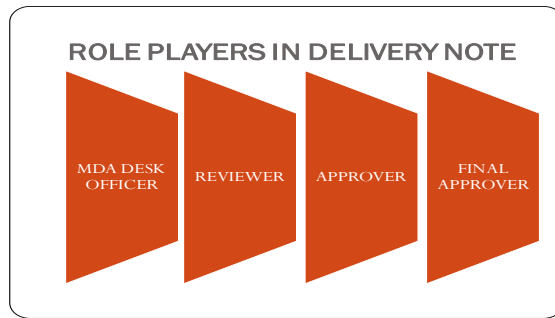
City:	Address Line 1:
Area:	Address Line 2:
Zip Code:	Address Line 3:
PO Box:	Address Line 4:
	Address Line 5:

**Job Order Status History**

Date	Status	Responsible Person	Comment
04/10/2018 10:42	Draft	Training Training	
04/10/2018 11:09	Submitted	Training Training	
04/10/2018 11:10	Reviewed	Training Training	
04/10/2018 11:10	Approved	Training Training	
04/10/2018 11:10	Finalized	Training Training	

**6. DELIVERY NOTE**





A delivery note can either be created manually or generated based on the contract in the **Finalized** status

6.1 The Desk Officer follows the path **Procurement > Delivery Note** page

**Create Delivery Note** Close

\* Receipt Date: 03/10/2016

Description: New Cars for Patrol

↓

**Create Delivery Note**

6.2 Follow the path **Procurement > Delivery Note** to open Delivery Note page.

**BUDGET EXECUTION** Training Training | Log out

Appropriations   Procurement   Payables   Receivables   Cash Management   Inventory   Assets

Procurement -- Contracts -- View

**Contract: C-000**

Contract info   Contract Lines

Contract info

- Requisitions
- Purchase Orders
- Contracts
- Delivery Notes
- Job Orders
- Job Completion Certificates

↓

Create Delivery Note   Print

6.3 Click on **Generated Delivery Note**

**BUDGET EXECUTION** Training Training | Log out

Appropriations   Procurement   Payables   Receivables   Cash Management   Inventory   Assets

Procurement -- Delivery Notes

**Delivery Notes**

Delivery Note List Add new Delivery note

Document No	Receipt Date	Year	Supplier	Supplier Document No	Status
DN-0001529	03/10/2016	2016	00300534-0001 UNITED MOTORS NIGERIA LTD		Draft
DN-0001527	28/09/2016	2016	00001185-0001 CLUTCKS NIG LTD		Draft

6.4 Click on **Delivery Note Lines** to view the list

**BUDGET EXECUTION** | Training Training | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | Assets

Procurement → Delivery Notes → Lines

### Delivery Note: DN-00002015

Delivery Note Info | **Delivery Note Lines** | Attachments

**Delivery Note Lines**

No	Order Line	Line Type	Class Code	Description	Order Open Qty	Delivered Qty	Unit	Store
1	C-00000919-1	Asset	Motor Vehicles	ASSET	0.00	1.00	pc	
2	C-00000919-2	Asset	Motor Vehicles	ASSET	0.00	1.00	pc	

Total: 2 | Display: 1-2

← Back to list

Budget Preparation | **Budget Execution** | Human Resources | Accounting | Master Data Management | Reporting

GIFMIS Public Finance Management Suite | N | Nortal A/S

Training Training | Log out | STATE HOUSE | HQTR\$ | Federal Government of Nigeria | User Manual | Help Request

Click on the **delivery note info** tab and submit

**BUDGET EXECUTION** | Training Training | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | Assets

Procurement → Delivery Notes → Lines

### Delivery Note: DN-00001529

Delivery Note Info | Delivery Note Lines | Attachments

**Delivery Note Info** | Print

Document No: DN-00001529 | Supplier: 00386534-0001 | UNITED MOTORS NIGERIA LTD

Supplier Document No: | Description: New Cars for Petrol

Budget Year: 2016 | Currency: NGN

Receipt Date: 03/10/2016 | Status: Draft

**Delivery Note Status History**

Date	Status	Responsible Person	Comment
03/10/2016 16:58	Draft	Training Training	

← Back to list

Edit | **Submit** | Cancel

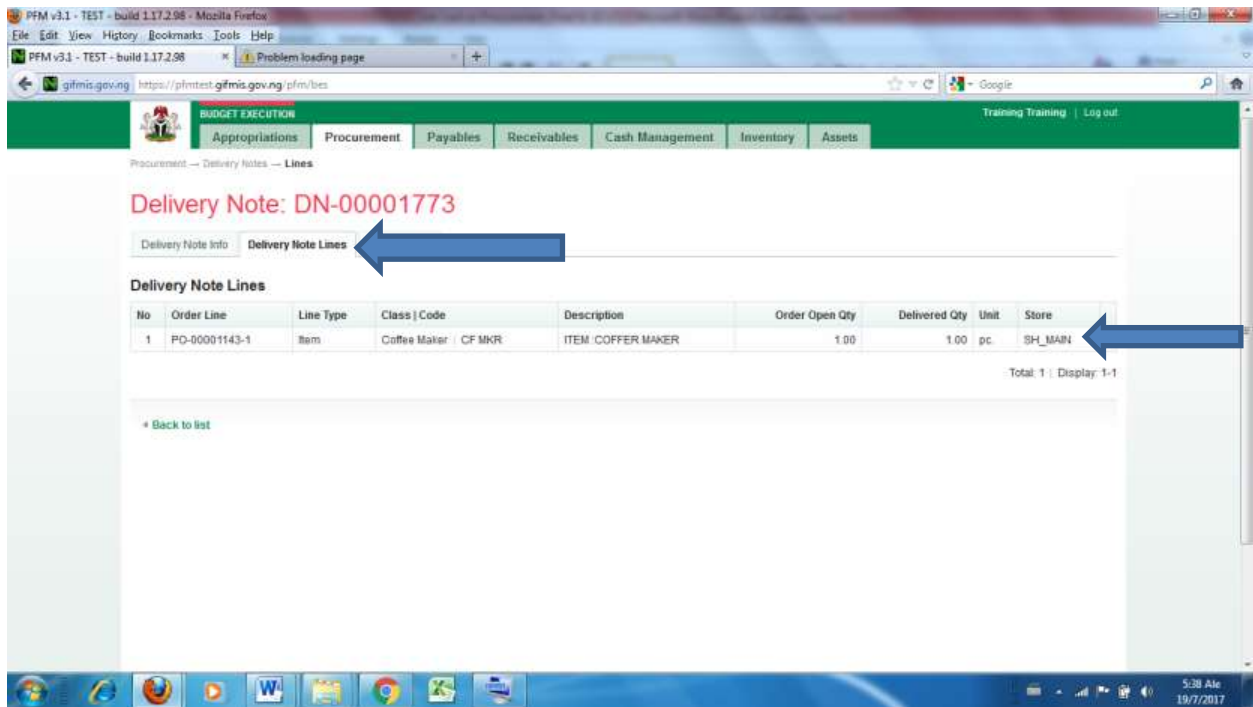
6.5 The Reviewer follows the path Procurement > Delivery Note page and clicks on Submitted Delivery note number

The screenshot displays the PFM v3.1 web application interface. The top navigation bar includes 'BUDGET EXECUTION' and various modules: Appropriations, Procurement, Payables, Receivables, Cash Management, Inventory, and Assets. The 'Procurement' module is selected, and the 'Delivery Notes' sub-menu is open, with a blue arrow pointing to it. The main content area shows the 'Delivery Note List' table. The table has columns for Document No, Receipt, Job Completion Certificates, Supplier, Supplier Document No, and Status. The second row is highlighted, and a blue arrow points to its 'Submitted' status.

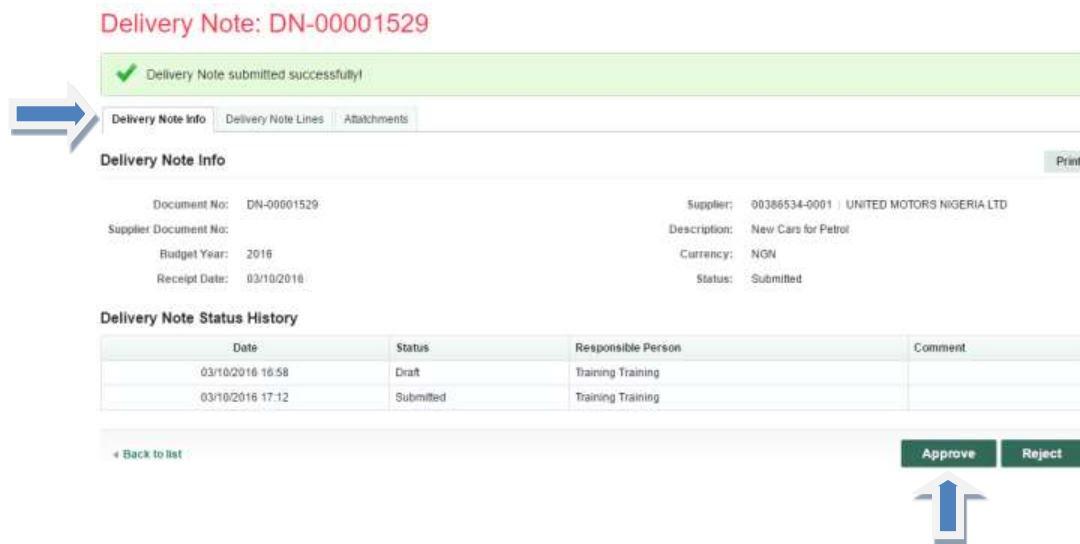
Document No	Receipt	Job Completion Certificates	Supplier	Supplier Document No	Status
DN-0001995	13/12/2016	2016	00000197-0001 : JOFAPRINTING AND PUBLICITY COMPANY LIMITED		Submitted
DN-0001773	15/11/2016	2016	00386534-0001 : UNITED MOTORS NIGERIA LTD	PO-00001143	Submitted
DN-0001221	11/05/2016	2016	00386534-0001 : UNITED MOTORS NIGERIA LTD		Submitted
DN-0000552	16/09/2015	2015	00000132-0001 : TRANE NIG RD. HAULAGE LTD		Submitted
DN-0000529	15/09/2015	2015	00000027-0001 : LOUCAS & COUCOULIS LTD		Submitted
DN-0000470	15/09/2015	2015	00386534-0001 : UNITED MOTORS NIGERIA LTD		Submitted
DN-0000480	15/09/2015	2015	00386534-0001 : UNITED MOTORS NIGERIA LTD		Submitted

He clicks on Delivery note line to review individual items





The delivery note will now be Reviewed/Approved



6.6 The delivery note will now be Approved

## Delivery Note: DN-0001529

✓ Delivery Note submitted successfully!

Delivery Note Info   Delivery Note Lines   Attachments


**Delivery Note Info** Print

Document No:	DN-0001529	Supplier:	00386534-0001   UNITED MOTORS NIGERIA LTD
Supplier Document No:		Description:	New Cars for Petrol
Budget Year:	2016	Currency:	NGN
Receipt Date:	03/10/2016	Status:	Submitted

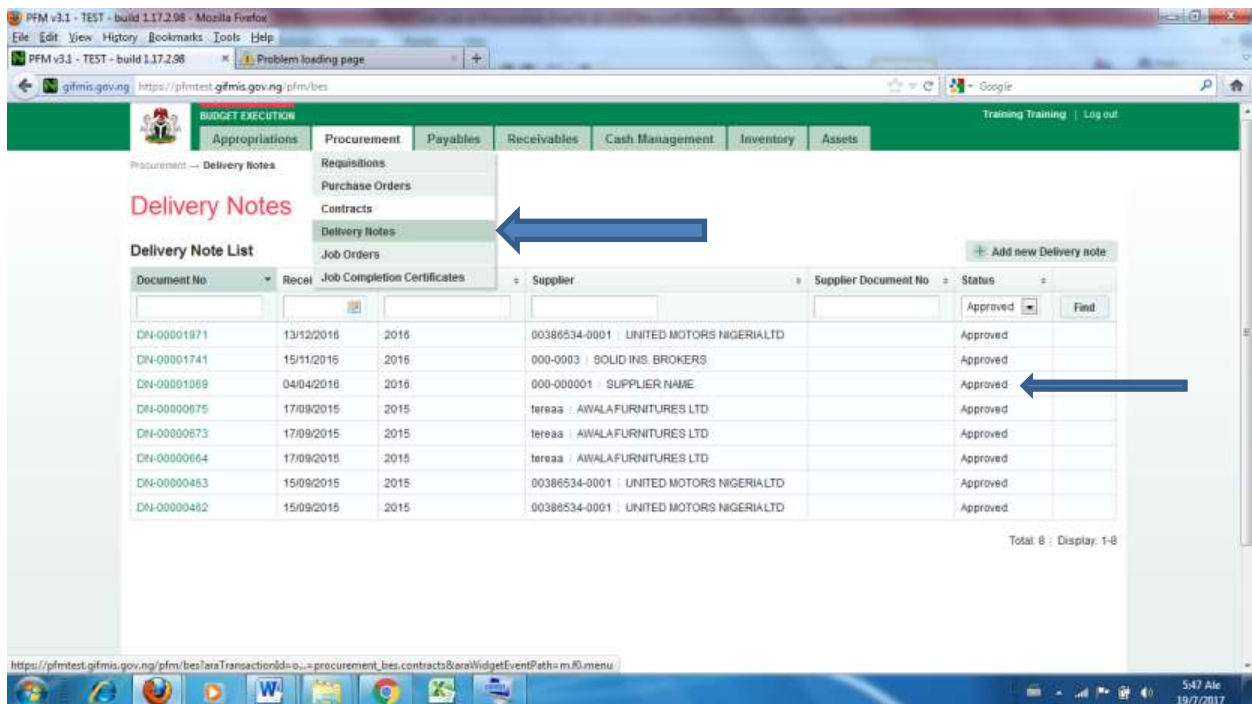
**Delivery Note Status History**

Date	Status	Responsible Person	Comment
03/10/2016 16:58	Draft	Training Training	
03/10/2016 17:12	Submitted	Training Training	

[← Back to list](#) Approve Reject



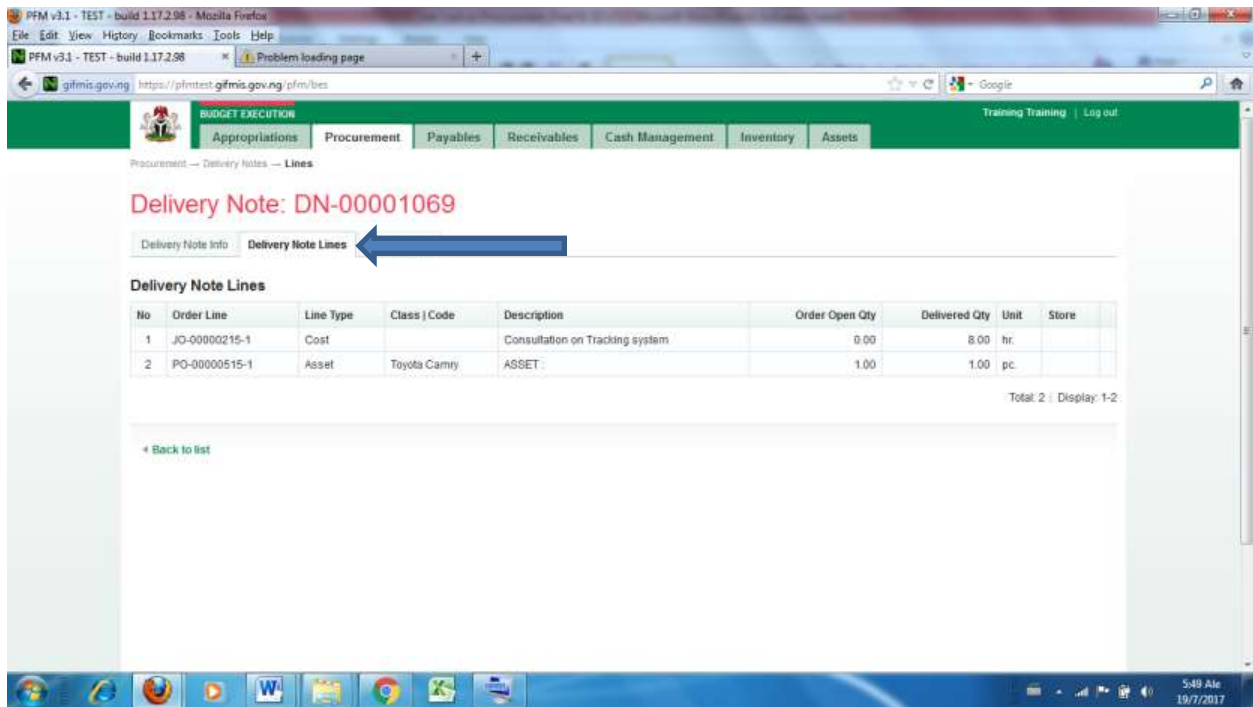
6.7 The Final Approver follows the path **Procurement > Delivery Note** page and clicks on Approved Delivery note number



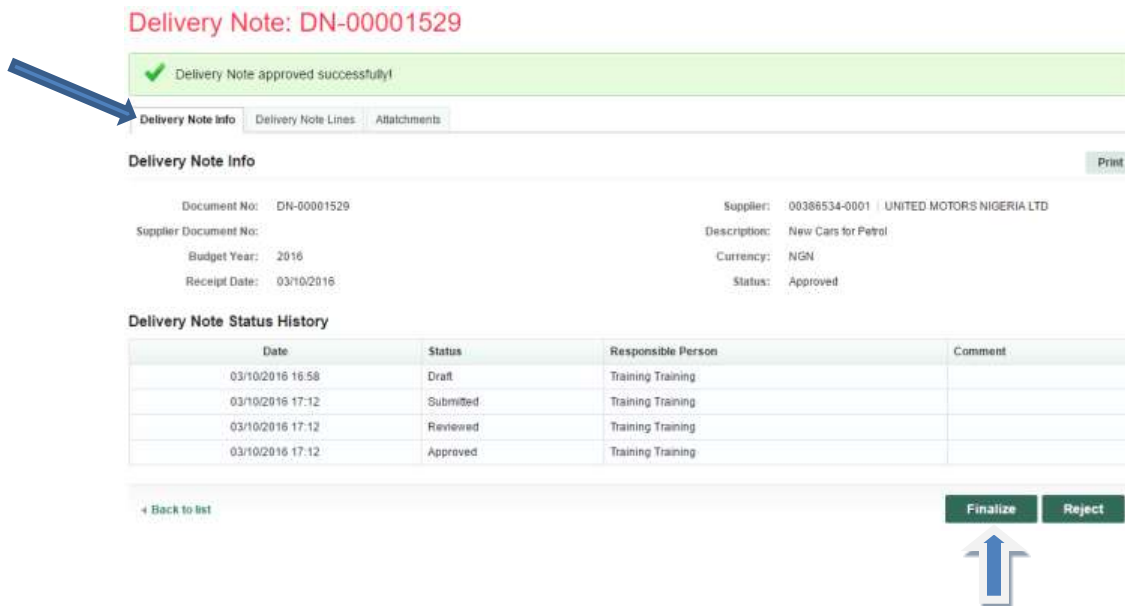
Document No	Recel	Job Completion Certificates	Supplier	Supplier Document No	Status	Find
DN-0001971	13/12/2016	2016	00386534-0001   UNITED MOTORS NIGERIA LTD		Approved	
DN-0001741	15/11/2016	2016	000-0003   SOLID INS. BROKERS		Approved	
DN-0001069	04/04/2016	2016	000-000001   SUPPLIER NAME		Approved	
DN-00000675	17/09/2015	2015	tereaa   AIWALAFURNITURES LTD		Approved	
DN-00000673	17/09/2015	2015	tereaa   AIWALAFURNITURES LTD		Approved	
DN-00000664	17/09/2015	2015	tereaa   AIWALAFURNITURES LTD		Approved	
DN-00000483	15/09/2015	2015	00386534-0001   UNITED MOTORS NIGERIA LTD		Approved	
DN-00000482	15/09/2015	2015	00386534-0001   UNITED MOTORS NIGERIA LTD		Approved	

Total: 8 | Display: 1-8

To review individual Delivery Note items, he clicks on Delivery Note line



If satisfied, he navigates back to Delivery note info tab to Finalize



**BUDGET EXECUTION** | Training Training | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | Assets

Procurement → Delivery Notes → View

## Delivery Note: DN-00001529

✓ Delivery Note finalized successfully!

Delivery Note Info | Delivery Note Lines | Attachments

**Delivery Note Info** Create Invoice Print

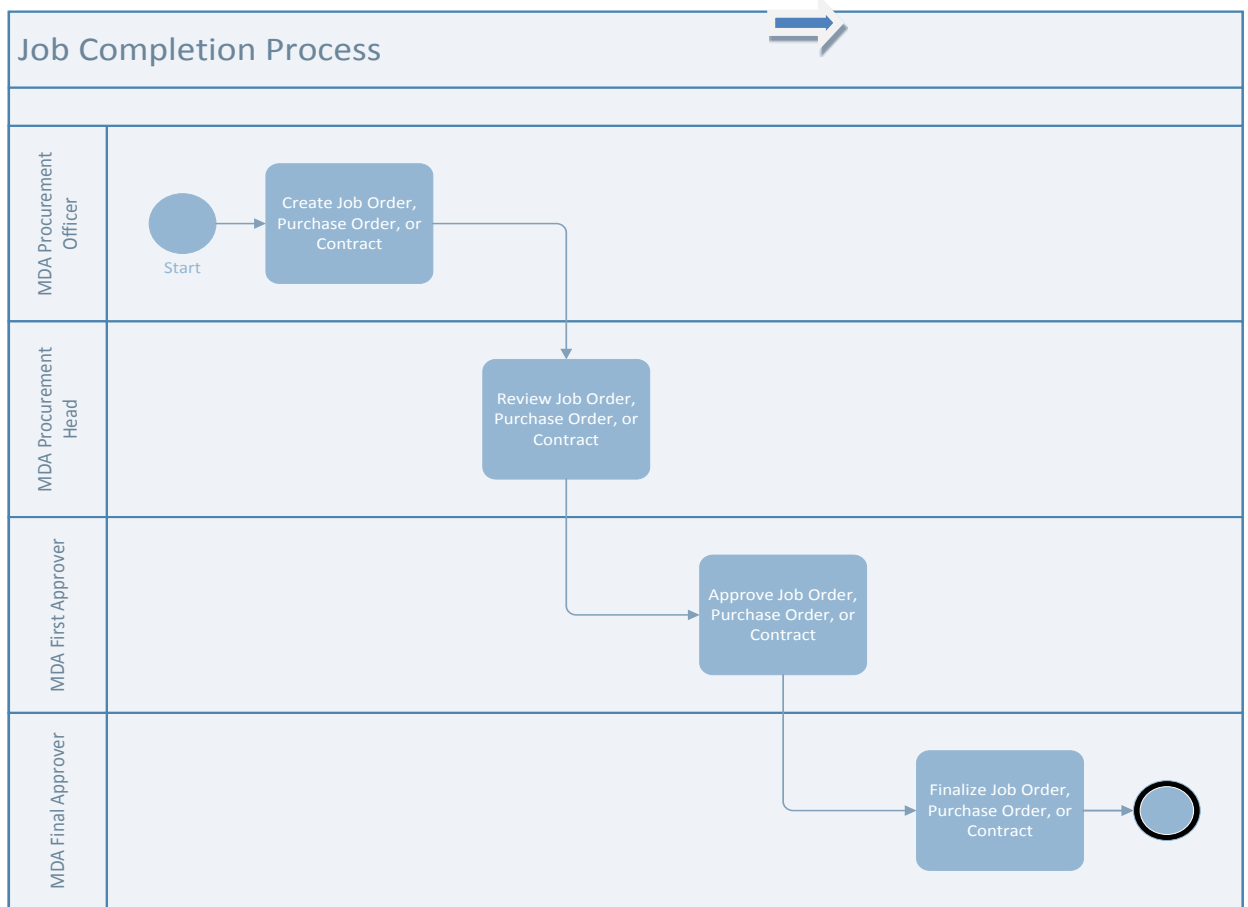
Document No: DN-00001529 | Supplier: 00386534-0061 | UNITED MOTORS NIGERIA LTD  
 Supplier Document No: | Description: New Cars for Petrol  
 Budget Year: 2016 | Currency: NGN  
 Receipt Date: 03/10/2016 | Status: Finalized

**Delivery Note Status History**

Date	Status	Responsible Person	Comment
03/10/2016 16:58	Draft	Training Training	
03/10/2016 17:12	Submitted	Training Training	
03/10/2016 17:12	Reviewed	Training Training	
03/10/2016 17:12	Approved	Training Training	
03/10/2016 17:12	Finalized	Training Training	

### 7. JOB COMPLETION CERTIFICATE.

***This is a process of approving that a portion/ mileage of or the whole job order has been completed, before payment can be effected .***





A job completion certificate can either be created manually or generated based on a job order in the **Finalized** status.

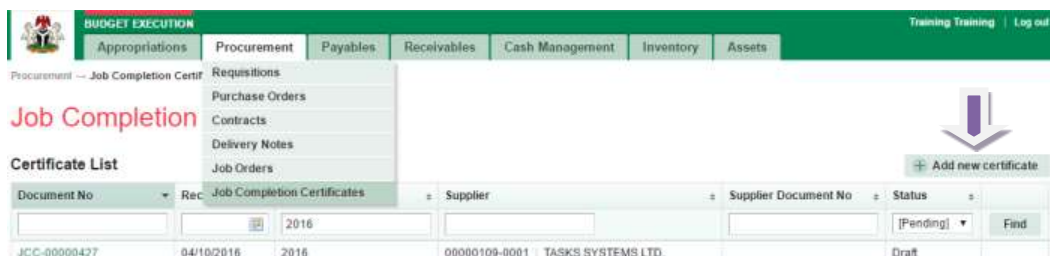
## 7.1 THE WHOLE OF THIS PORTION SHOULD BE DELETED

### 7.1 CREATING JOB COMPLETION CERTIFICATE MANUALLY

JCC Desk Officer follows the path **Procurement > Job Completion Certificate** to open **Job Completion Certificate** page



Click on **Add New Certificate** to open **Job Completion Certificate**



Fill in the fields and click **save**

## Add Job Completion Certificate

Certificate Info Certificate Lines Attachments

**Certificate Info**

Document No:

Supplier Document No:

Budget Year: 2016

Receipt Date: 04/10/2016

Supplier: 0000197-0001 | JOFA PRINTING AND PUBLICITY COMPANY LIMITED | Find

Description:

Currency: NGN

Cancel Save

Go to **Certificate Lines** tab open the find **Open Order Lines** page

Job Completion Certificate: JCC-00000428

Certificate Info Certificate Lines Attachments

**Certificate Lines**

+ Find open order lines

No	Order Line	Line Type	Class   Code	Description	Order Open Qty	Delivered Qty	Unit	Store
----	------------	-----------	--------------	-------------	----------------	---------------	------	-------

Select order lines as applicable and click on select marked lines

PFM v3.1 - TEST - build 1.17.2.98 - Mozilla Firefox

gfmis.gov.ng https://pfmtest.gfmis.gov.ng/pfm/bes

BUDGET EXECUTION

Appropriations Procurement Payables Receivables Cash Management Inventory Assets

Job Completion Certificate: JCC-00000428

Find Open Order Line

Order No	Line No	Line Type	Class   Code	Description	Order Open Qty	Unit
JO-00000612	1	Cost		REPIRS OF VEHICLE	12.00	LOT
JO-00000590	1	Asset	1350   0000000031	ASSET RUBY BMW 320	2.00	LOT
C-00000974	1	Asset	CAM01   0000000431	ASSET TOYOTA CAMRY	1.00	LOT

Total: 3 | Display: 1-3

Select Marked Lines

After adding the lines, click **save**

## Job Completion Certificate: JCC-00000429


Certificate Info Certificate Lines Attachments

Certificate Lines + Find open order lines

No	Order Line	Line Type	Class   Code	Description	Order Open Qty	Delivered Qty	Unit	Store	
1	JO-00000387-1	Cost		Consultation on tracking system	10.00	10	hr.		Remove
2	JO-00000387-2	Cost		Consultation on Electronic Tickets	4.00	4	hr.		Remove

Total: 2 | Display: 1-2

← Back to list Cancel Save



Go to **Job Completion Info** tab and **Submit, Approve** and **Finalize**.

## Job Completion Certificate: JCC-00000429

Certificate Info Certificate Lines Attachments


Certificate Info Print

Document No:	JCC-00000429	Supplier:	0000109-0001   TASKS SYSTEMS LTD.
Supplier Document No:		Description:	Consultation
Budget Year:	2016	Currency:	NGN
Receipt Date:	04/10/2016	Status:	Draft

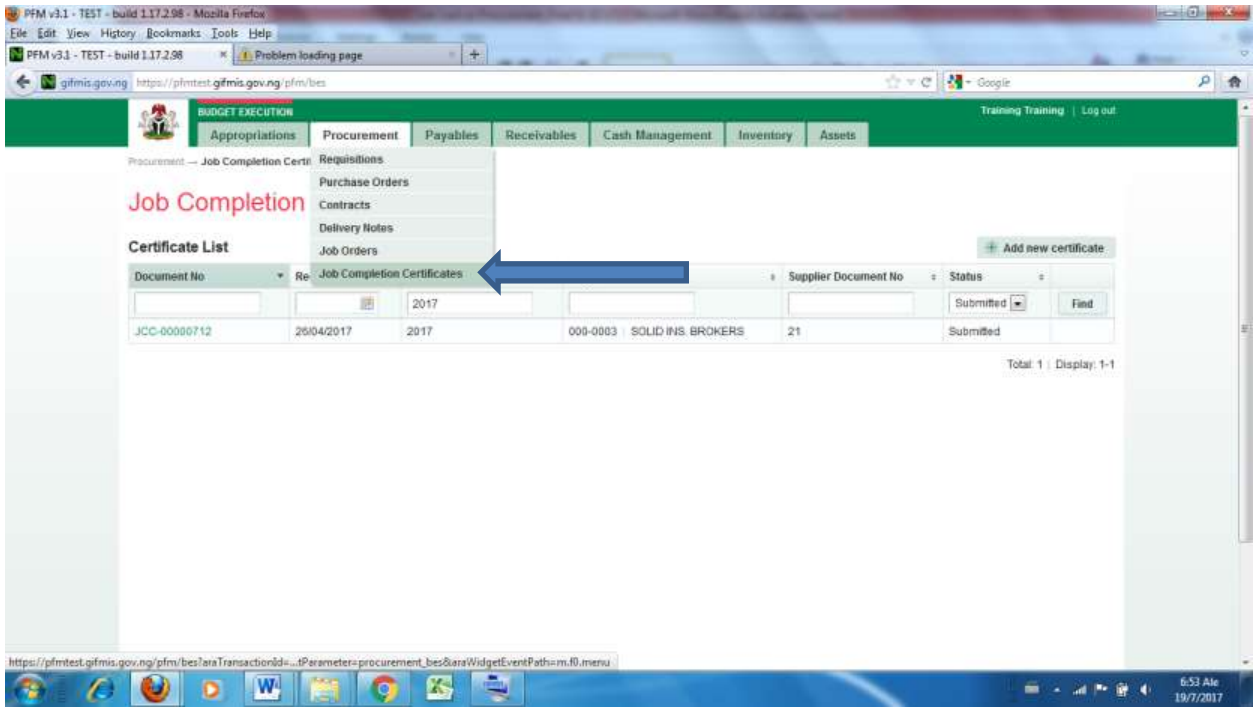
Certificate Status History

Date	Status	Responsible Person	Comment
04/10/2016 11:56	Draft	Training Training	

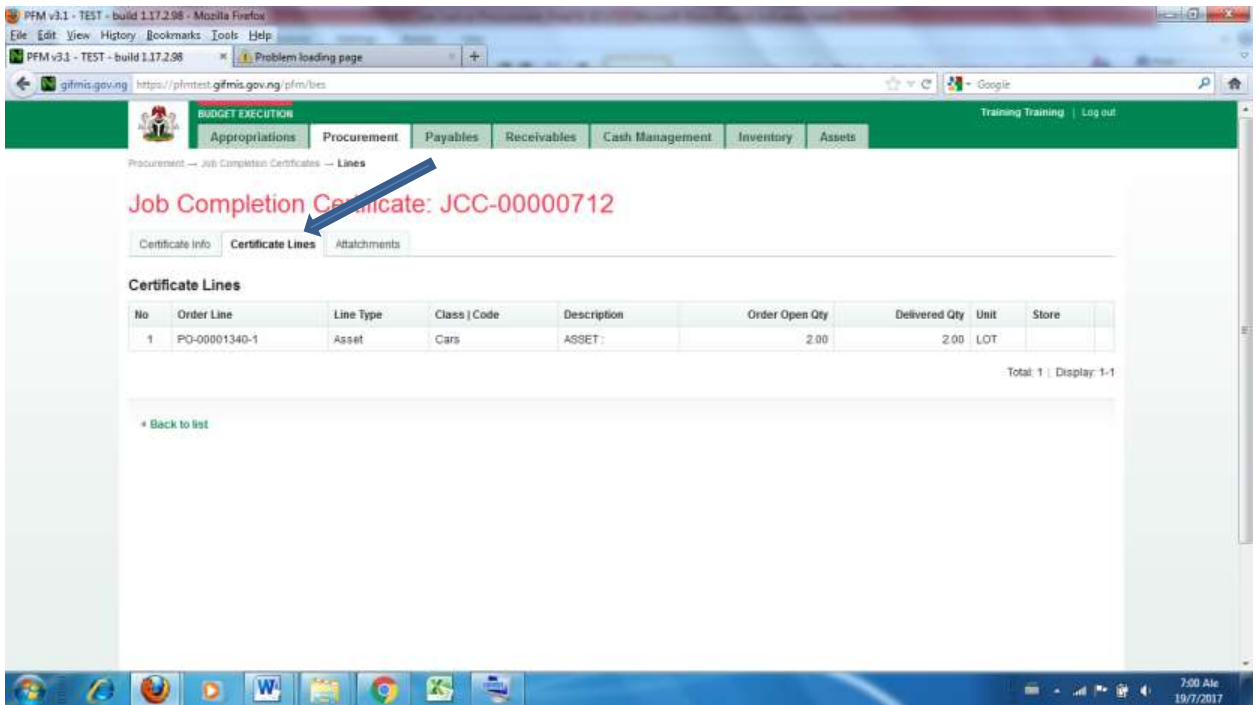
← Back to list Edit Submit Cancel



JCC Reviewer follows the path **Procurement > Job Completion Certificate** to open Job Completion Certificate page and click on Submitted JCC document

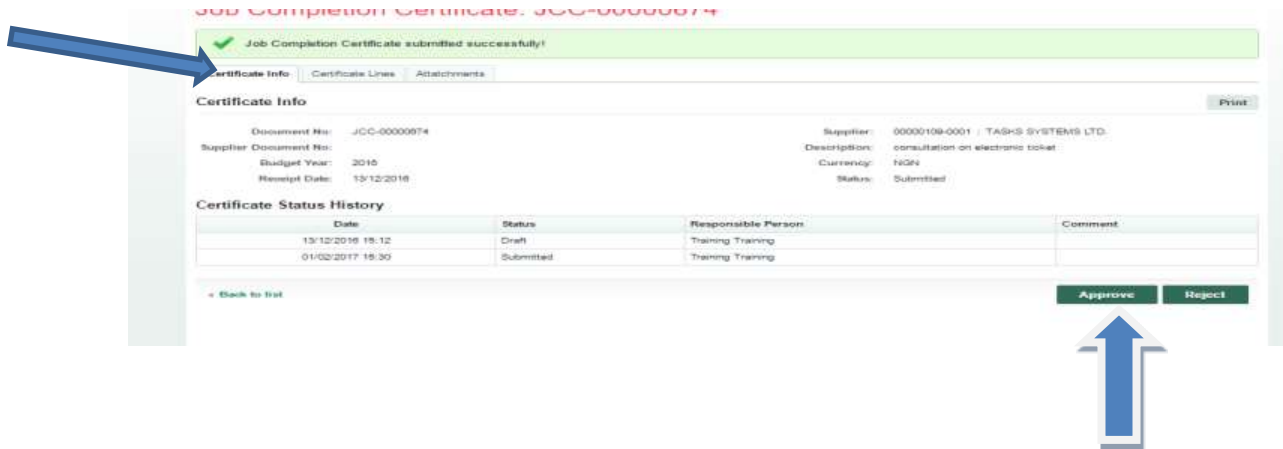


To review individual JCC item (s) the reviewer clicks on JCC Line

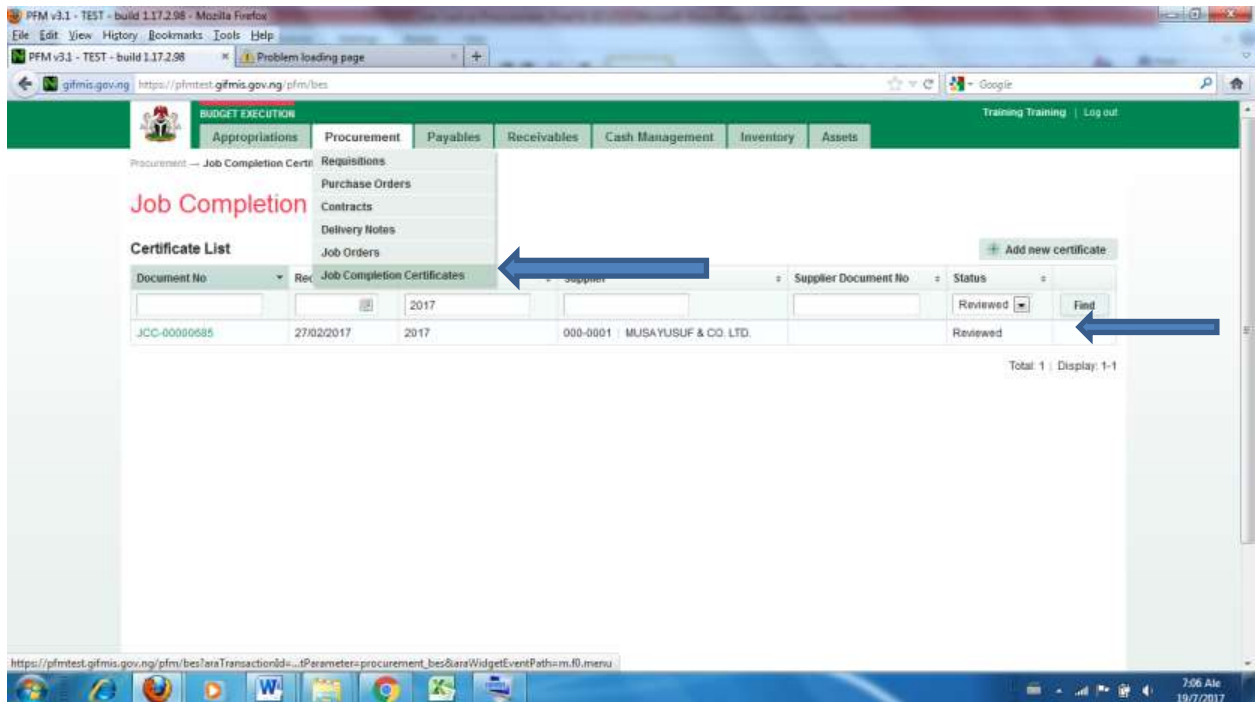




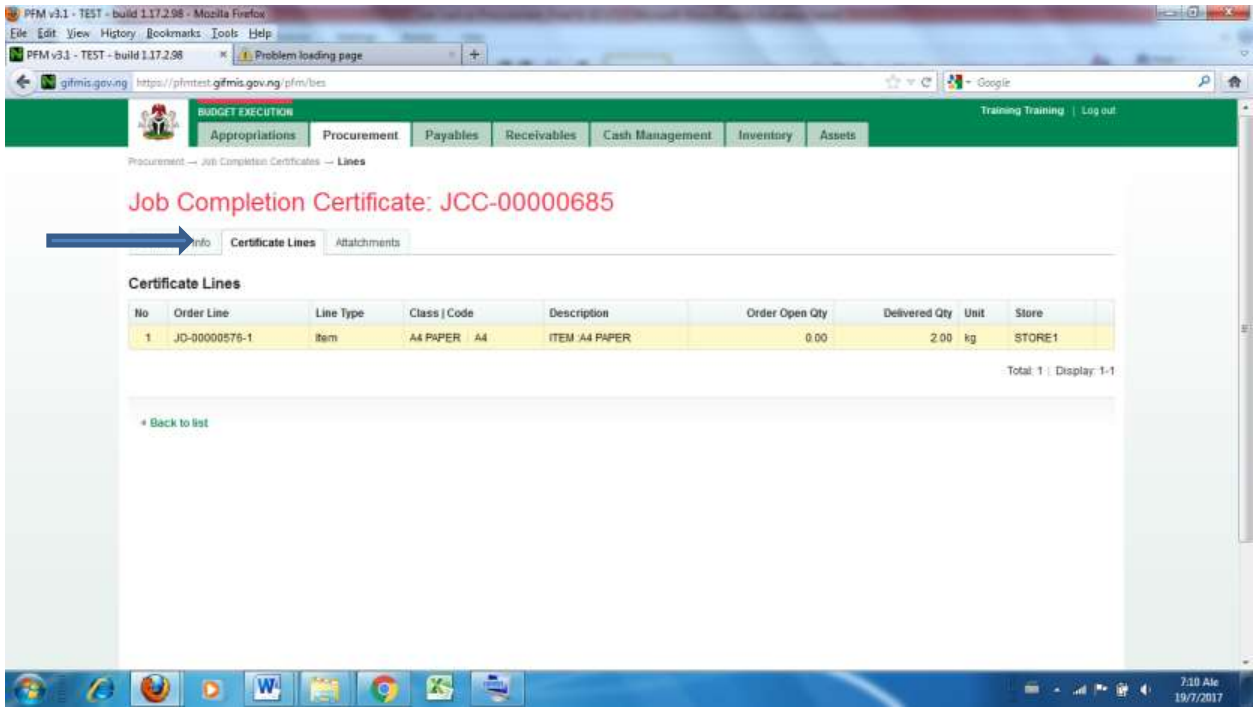
If the Reviewer is satisfied/not, he navigates back to JCC Info to Approve/Reject



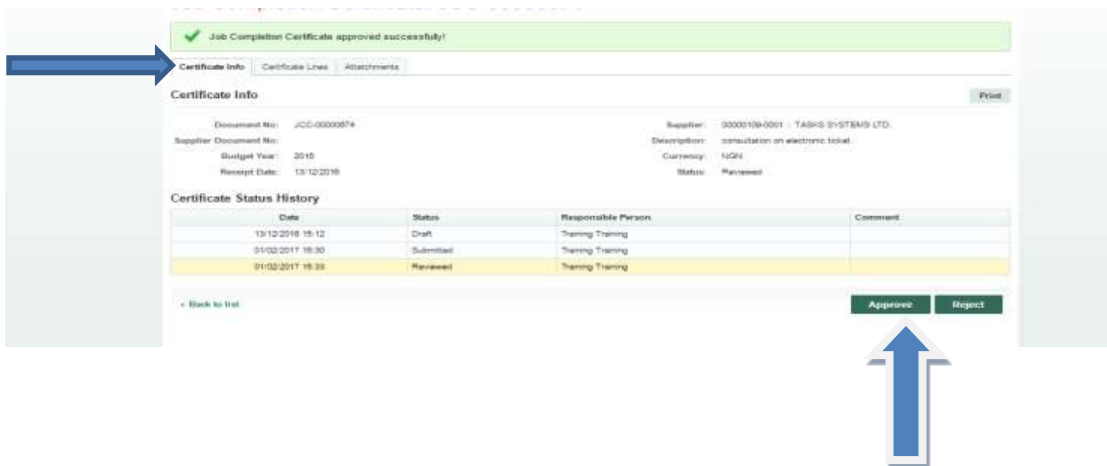
JCC 1st Approver follows the path Procurement > Job Completion Certificate to open Job Completion Certificate page and click on Review JCC document



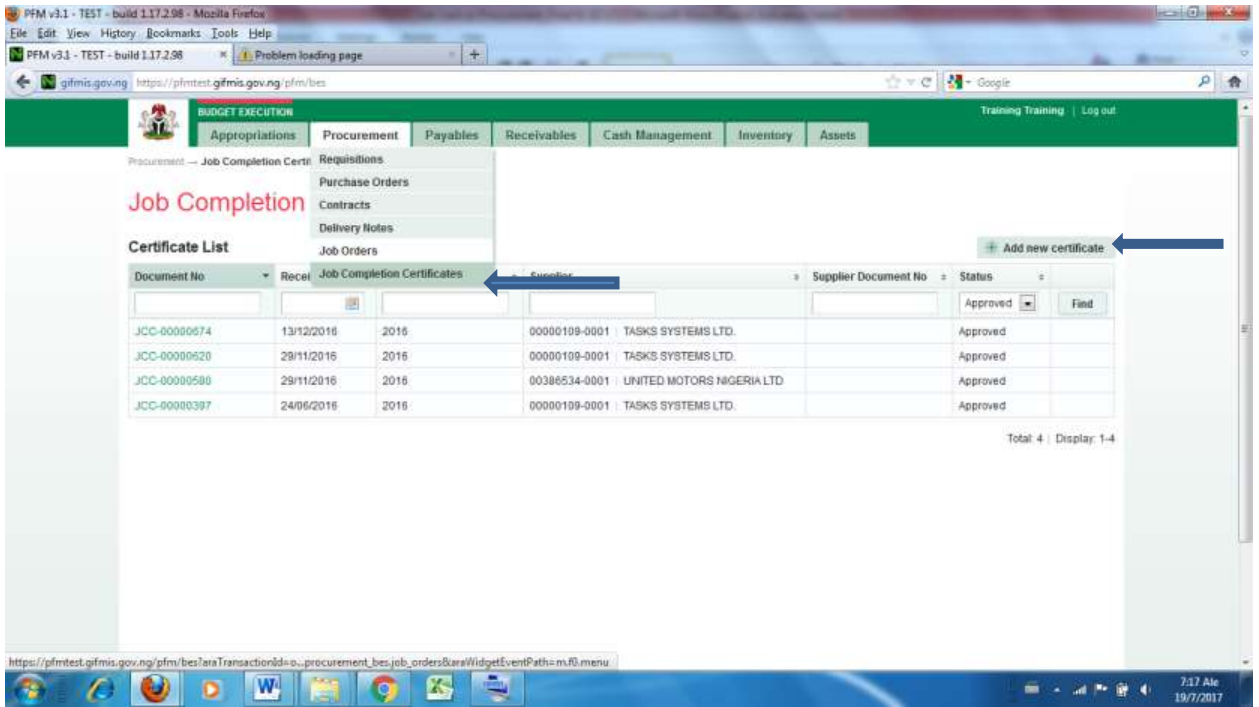
To review individual JCC item, the 1st Approver clicks on Certificate line



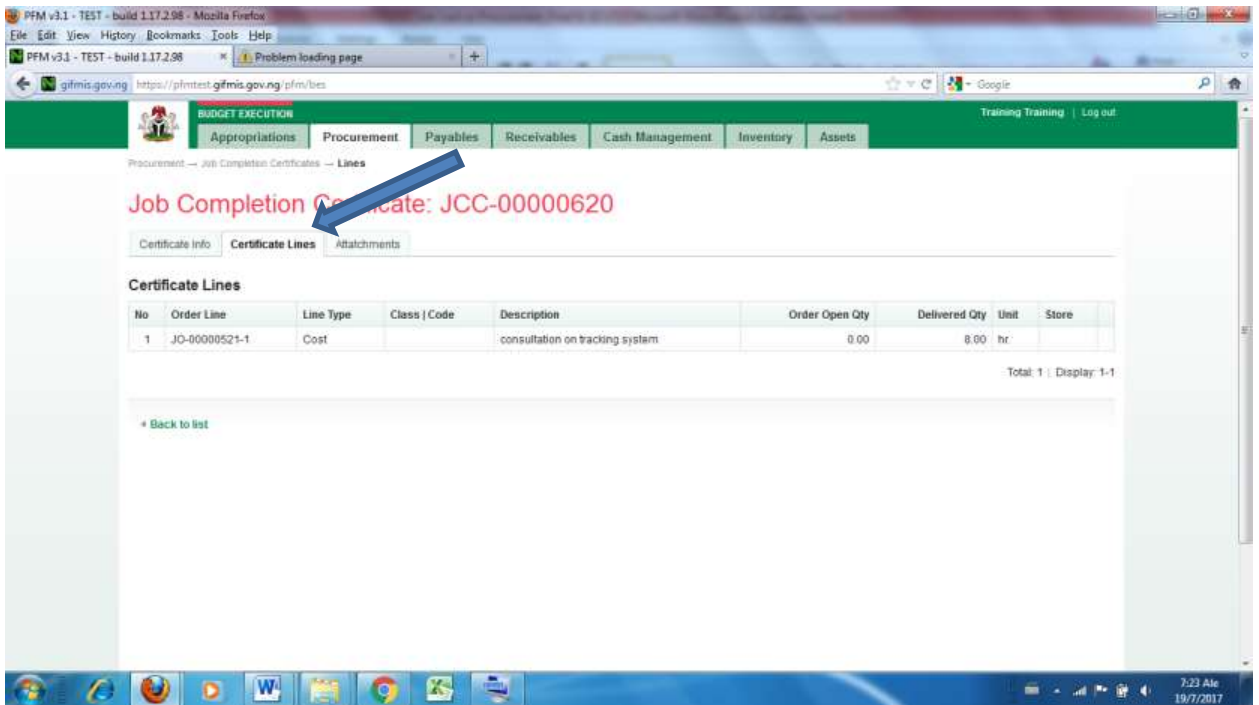
If satisfied, the 1st Approver navigates back to Certificate Info to Approve/Reject



JCC Final Approver follows the path Procurement > Job Completion Certificate to open Job Completion Certificate page and click on Approved JCC document



To review individual JJC item, the Final Approver clicks on Certificate line



If the Final Approver is satisfied, he navigates back to Certificate info to Finalize/Reject

Job Completion Certificate: JCC-00000429

✓ Job Completion Certificate approved successfully!

Certificate Info Certificate Lines Attachments

**Certificate Info** Print

Document No: JCC-00000429 Supplier: 00000109-0001 | TASKS SYSTEMS LTD.  
 Supplier Document No: Description: Consultation  
 Budget Year: 2016 Currency: NGN  
 Receipt Date: 04/10/2016 Status: Approved

**Certificate Status History**

Date	Status	Responsible Person	Comment
04/10/2016 11:56	Draft	Training Training	
04/10/2016 12:01	Submitted	Training Training	
04/10/2016 12:02	Reviewed	Training Training	
04/10/2016 12:02	Approved	Training Training	

◀ Back to list Finalize Reject

From the Finalized Job Completion Certificate, create Invoice



BUDGET EXECUTION Training Training | Log o

Appropriations Procurement Payables Receivables Cash Management Inventory Assets

Procurement → Job Completion Certificates → New

Job Completion Certificate: JCC-00000429

✓ Job Completion Certificate finalized successfully!

Certificate Info Certificate Lines Attachments

**Certificate Info** Create Invoice Print

Document No: JCC-00000429 Supplier: 00000109-0001 | TASKS SYSTEMS LTD.  
 Supplier Document No: Description: Consultation  
 Budget Year: 2016 Currency: NGN  
 Receipt Date: 04/10/2016 Status: Finalized

**Certificate Status History**

Date	Status	Responsible Person	Comment
04/10/2016 11:56	Draft	Training Training	
04/10/2016 12:01	Submitted	Training Training	
04/10/2016 12:02	Reviewed	Training Training	
04/10/2016 12:02	Approved	Training Training	
04/10/2016 12:02	Finalized	Training Training	

◀ Back to list