

Dear Suppliers/Subcon:

We are pleased to inform you that the DMCI AP Tracking website is now available to keep you informed about the status of your billings. Using an internet browser (Internet Explorer, Chrome, Firefox, Safari) type in the URL: http://www.dmcinet.com/DMC_APTrack/Login.aspx to access the system.

How to secure a Username and Password

1. Secure a Vendor/Customer Authorization Form from the DMCI Purchasing or Contracts department, or download the form at http://www.dmcinet.com/Sup_Accreditation.asp
2. Fill up and sign the required fields by your company's Accounting/Finance Head / General Manager / President / Proprietor.
3. Submit back the accomplished form together with official **Calling Card** of the person signing the form to: DMCI MIS Department, 2nd floor DMCI Plaza Building, Contact No. 888-3825.
4. The confirmed username and password will be sent by DMCI MIS via the registered email address.

Upon logging in using the username and password, you can now do Online Invoice Registration and/or Invoice Status Inquiry via the following steps.

Online Invoice Registration

1. Select Trade/Direct Charges from the menu bar
2. Input the correct Purchase Order Number/SC Number (sample SC16193804), Invoice Number, Invoice Amount and Delivery Receipt Number. Input one invoice at a time only.
3. Click Save and write the respective system generated Control Number on the invoice/s.
4. **Submit/Drop Original Invoice/s with the control number, PO, DR and other required docs at DMCI Counter 2nd floor Dacon Building 2281 Chino Roces Avenue, Makati City - Mondays to Fridays, 8:00am-4:00pm.**

Note: Control Number serves as your reference or invoice receipt number once the status is accepted. For first time user please call AP Tracker at 888-3312.

A screenshot of the online invoice registration form. It features a 'CONTROL NO:' section with radio buttons for 'Trade' (selected) and 'Direct Charges'. Below are input fields for 'Purchase Order #' (4500000123), 'Date' (02/08/2017), 'Sales Invoice #' (456), and 'Sales Invoice Amount' (10000). There are also fields for 'Project' and 'Received from:'. A 'DELIVERY NOTES' section includes an 'Enter Delivery Note:' field with the value '234', an 'ADD' button, and a 'Save' button at the bottom.

Invoice Status Inquiry (see screenshots)

- For various control number inquiry: go to “Trade Status” and select any of the status – system will display various control number



CONTROL NO (ORIGINAL)	CONTROL NO (REVISED)	SALES INVOICE	DATE RECEIVED	INVOICE AMOUNT	PO NUMBER	CLEARING DOCUMENT
560878		0534	02/03/2017	7999.04	4500058950	2000023914
560876		0531	02/03/2017	59992.8	4500058950	2000023944
553271		0467	11/25/2016	15099.98	4500054175	2000040238
553270		0465	11/25/2016	0	4500053836	2000040238
553269		0464	11/25/2016	13098.32	4500056106	2000040237
553268		0463	11/25/2016	11998.5	4500056106	2000040237
553267		0462	11/25/2016	59992.8	4500056106	2000040237
553266		0461	11/25/2016	9750.16	4500053836	2000040238
553265		0460	11/25/2016	19997.6	4500056106	2000040237
553264		0459	11/25/2016	29250.48	4500053836	2000040239
553263		0458	11/25/2016	19500.32	4500053836	2000040238
553262		0457	11/25/2016	7499.86	4500057470	2000040238

- For specific control number inquiry: go to “Trade Status” and select any of the status, type control number below the Control No Original header and press enter – system will display specific control number.

CONTROL NO (ORIGINAL)	CONTROL NO (REVISED)	SALES INVOICE	DATE RECEIVED	INVOICE AMOUNT	PO NUMBER	CLEARING DOCUMENT
560878						
560878		0534	02/03/2017	7999.04	4500058950	2000023914

Invoice Status Types and Meaning:

- Unaccepted Document – submitted docs is incomplete, read notification or call AP Tracker
- Accepted Document – submitted doc/s has discrepancy, read notification or call AP Supervisor
- Cancelled/Voided Documents - invalid invoice/double billing
- Processed Documents - for posting and transmittal to treasury
- Transmitted to Treasury – awaits scheduling of releases.
- With checks – released or for release on designated banks.

For any concern contact AP Tracker at 888-3312 or AP Supervisor at 888-3347

Thank you.

Finance Department