



B-FORMS SYSTEM

USER MANUAL

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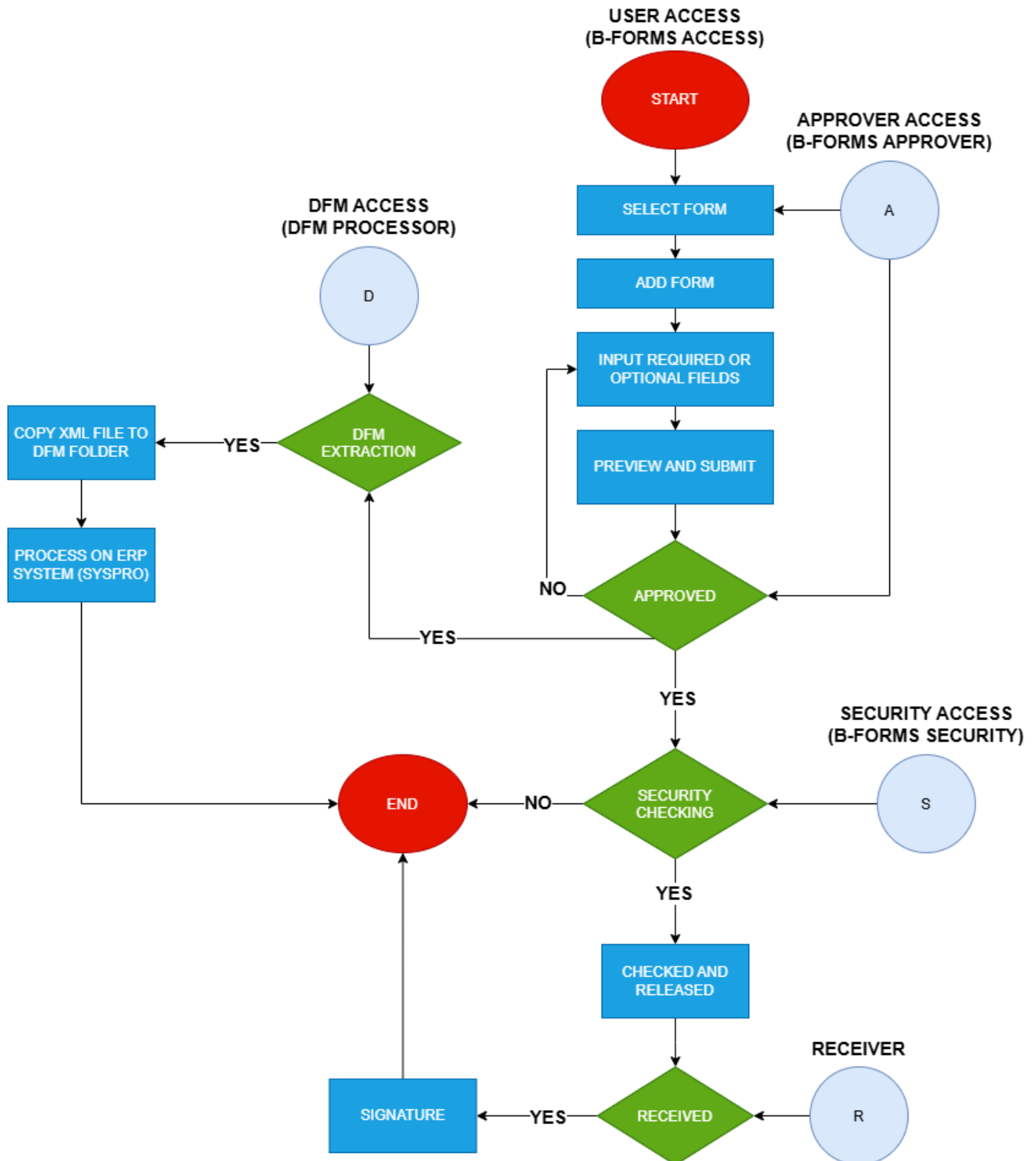
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Accessing The System

- Go and open your preferred browser (recommend google chrome).

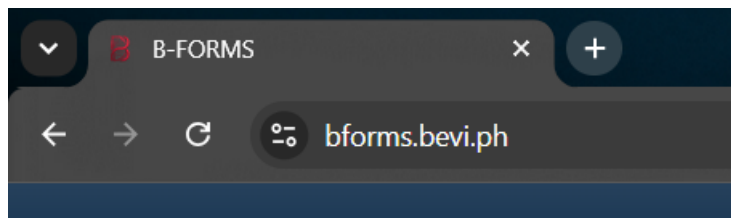


1A Process Flow



1.B Url of the System

- Click and type the URL **https://bforms.bevi.ph/** to access the system.



1.C Login Page

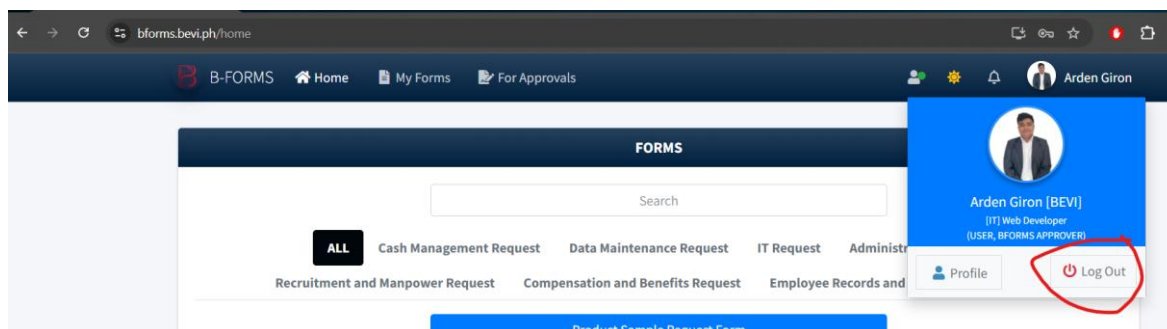
- Enter your credentials or login your company GMAIL ACCOUNT on Login with Google button.

Login Form

A screenshot of the B-FORMS login page. On the left, there is a dark blue sidebar with a large red 'B' logo containing a checklist. Below the logo, the text reads 'B-FORMS' and 'BEVI Beauty Elements Ventures Inc. Streamlining documentation, Online forms approval, and Authorization tasks securely in one central operational hub.' On the right, the main white area has a 'Welcome!' heading, followed by instructions to sign in with credentials or use a company Gmail account. There are input fields for 'EMAIL' and 'PASSWORD', a 'Remember Me' checkbox, and two buttons: a red 'Sign In' button and a blue 'Login with Google' button.

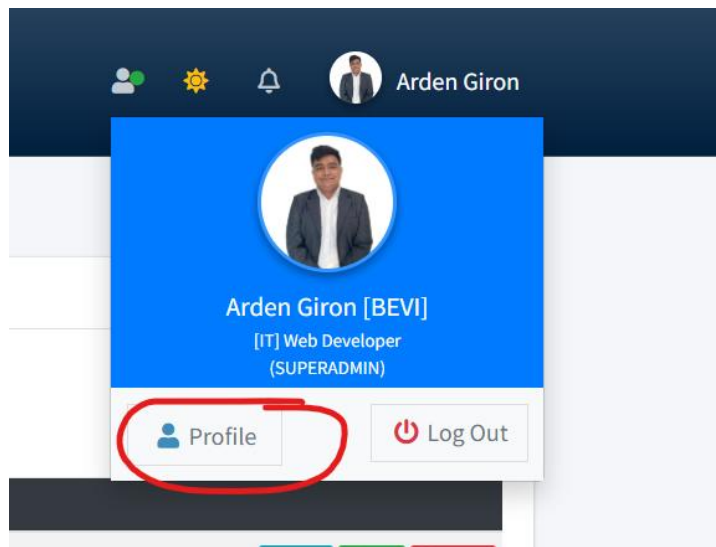
1.D Logging Out

- Click the LOG OUT button under your profile link (see the picture below).

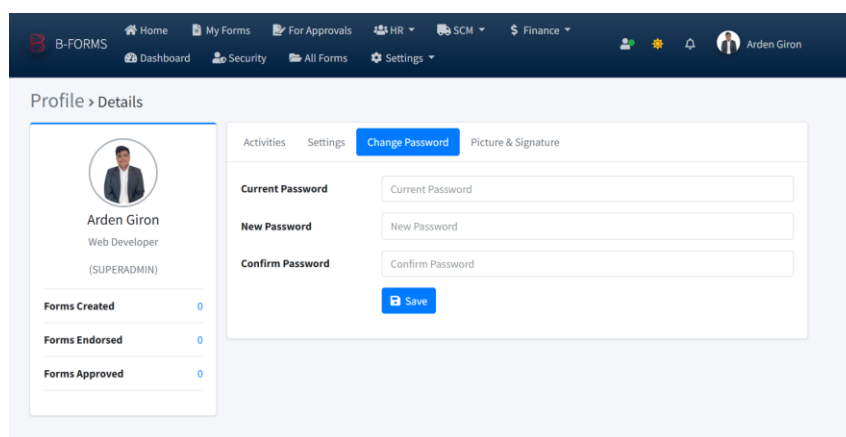


1.E Changing account details

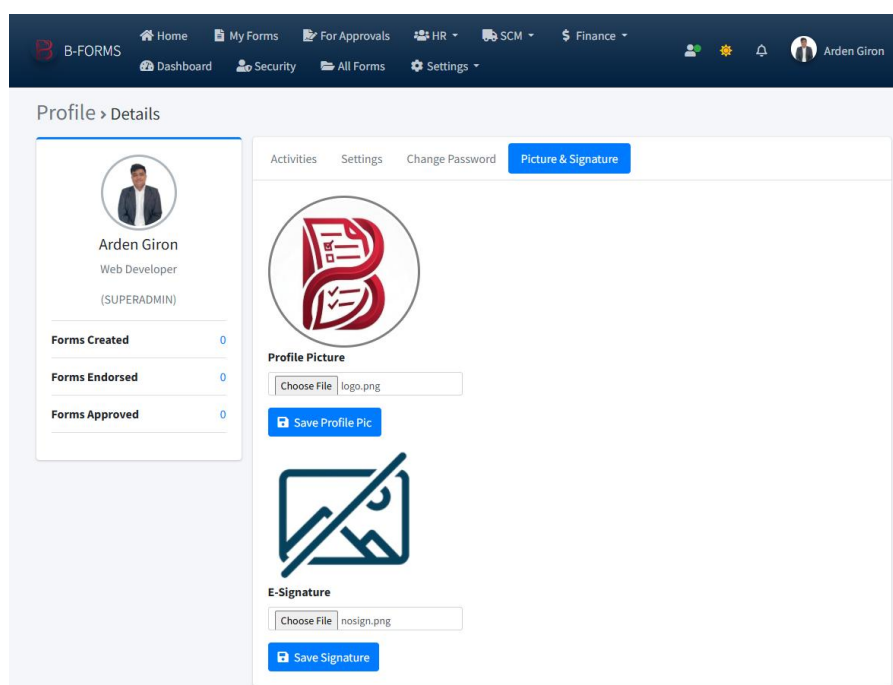
- Click the **PROFILE** button (see the picture below).



- Update your profile or change your password then click **SAVE**.



- Update your picture and e-signature.



Document Module

2.A Fill up Forms

- Click **forms** you need to fill up.

The screenshot shows the B-FORMS application interface. The top navigation bar includes links for Home, My Forms, For Approvals, HR, SCM, Finance, and a user profile for Arden Giron. Below the navigation bar, the 'FORMS' section is displayed with a search bar and a list of form categories: ALL, Cash Management Request, Data Maintenance Request, IT Request, Administrative Request, Recruitment and Manpower Request, Compensation and Benefits Request, Employee Records and ID Request, and Others. Under the 'ALL' category, three forms are listed: Product Sample Request Form, Product Sample Stock Transfer, and Gate Pass. The 'Gate Pass' form is highlighted with a red circle.

- Click the **ADD FORM** button.

The screenshot shows the B-FORMS application interface for the 'Gate Pass' form. The top navigation bar is the same as the previous screenshot. Below the navigation bar, the 'Gate Pass' form details are displayed. A red circle highlights the '+ Add Form' button in the top right corner. Below the button, there is a search bar, a filter dropdown set to 'ALL', and a category dropdown set to 'NON-STOCKED'. A green button labeled 'Download Refreshable File' is also visible. Below these elements is a table with the following columns: Reference No., Form Name, Category, Created By, Date Submitted, Status, Next Approver, and Actions.

- Enter **required fields** or optional fields.

The screenshot shows the B-FORMS application interface for the 'Gate Pass' form. The top navigation bar is the same as the previous screenshot. Below the navigation bar, the 'Gate Pass' form details are displayed. The form includes the following fields: Company (required) with a dropdown menu showing 'BEVI'; Category (required) with a dropdown menu showing 'IT Equipment'; Receive By (required) with a text input field showing 'test'; Release Date (required) with a date input field showing '07/28/2026'; Purpose (required) with a text input field showing 'test'; and Note (optional) with a text input field. Below these fields is a table with the following columns: No., Release Item, UOM, Qty, Remarks, and a green '+' button. The table contains one row with the following data: No. 1, Release Item Laptop, UOM PCS, Qty 1, Remarks Enter Remarks, and a red 'x' button. Below the table is a section for Upload Attachment (optional) with a Choose File button and a No file chosen message. To the right of this section is an Attachment Preview area.

- Preview then Submit.

GATE PASS SUMMARY

BEVI BEAUTY ELEMENTS VENTURES INC. Ref. No.: GP-01-2026-028

Purpose: test Category: IT Equipment
 No. of Receiver/s: 1 Date Submitted: July 29, 2026
 Received By: ARDEN TEST Release Date: July 29, 2026
 Note: test

#	Release Item	UOM	Qty	Remarks
1	Laptop	PCS	1	-

Requestor: Arden Giron Endorser: IT Department Approvers Approver: HR Department

Save as Draft Submit Close

Save as Draft Preview

2.B Access by Role

- User and Approver Access

My Forms – This tab contains all your submitted forms.

Success!
Gate Pass [] was created

MY FORMS

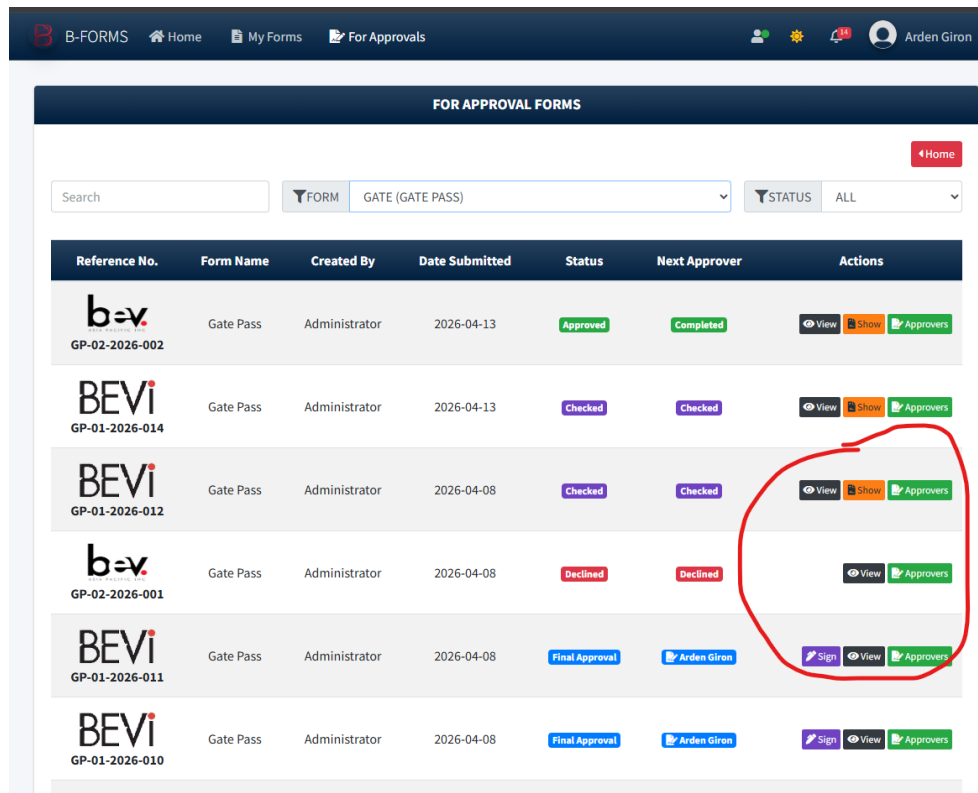
Search FORM ALL STATUS ALL

Reference No.	Form Name	Created By	Date Submitted	Status	Next Approver	Actions
BEVI	Gate Pass	Arden Giron		DRAFT		Edit View Approvers
BIGI GP-03-2026-003	Gate Pass	Arden Giron	2026-06-16	Approved	Completed	View Show Approvers
BEVI GP-01-2026-018	Gate Pass (stocked)	Arden Giron	2026-06-16	Checked	For Receiving	View Show Approvers
BEVI PSRF-01-018	Product Sample Request Form	Arden Giron	2026-06-16	Approved	Completed	View Show Approvers

My Forms Action Buttons

- View** – this button will quickly show your submitted form.
- Edit** - this button indicates that your submitted form has been declined or in drafts it also uses to edit the form so you can submit again.
- Show** – this button will fully show your submitted form.
- Approvers** - this button will show the approvers info of your submitted form.

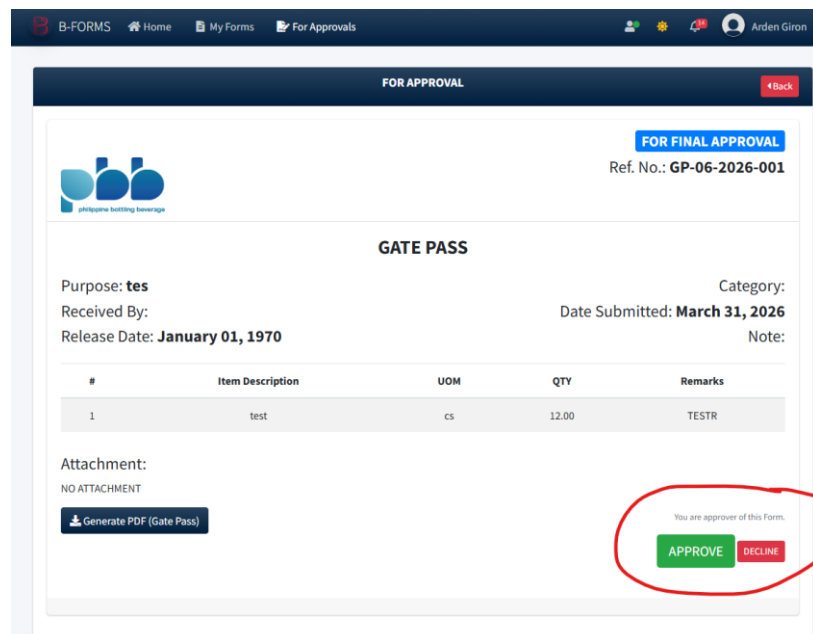
For Approvals – This tab contains all submitted forms that requires your signature.



Reference No.	Form Name	Created By	Date Submitted	Status	Next Approver	Actions
GP-02-2026-002	Gate Pass	Administrator	2026-04-13	Approved	Completed	View Show Approvers
GP-01-2026-014	Gate Pass	Administrator	2026-04-13	Checked	Checked	View Show Approvers
GP-01-2026-012	Gate Pass	Administrator	2026-04-08	Checked	Checked	View Show Approvers
GP-02-2026-001	Gate Pass	Administrator	2026-04-08	Declined	Declined	View Approvers
GP-01-2026-011	Gate Pass	Administrator	2026-04-08	Final Approval	Arden Giron	Sign View Approvers
GP-01-2026-010	Gate Pass	Administrator	2026-04-08	Final Approval	Arden Giron	Sign View Approvers

For Approvals Action Buttons

- **Sign** – this button indicates that you are the current approver of the submitted form and it will fully show the submitted form so you can approve (see the attached image below).



FOR APPROVAL

FOR FINAL APPROVAL
Ref. No.: GP-06-2026-001

GATE PASS

Purpose: tes
Received By:
Release Date: January 01, 1970

Category:
Date Submitted: March 31, 2026
Note:

#	Item Description	UOM	QTY	Remarks
1	test	cs	12.00	TESTR

Attachment:
NO ATTACHMENT

Generate PDF (Gate Pass)

You are approver of this Form.

APPROVE **DECLINE**

- **View** – this button will quickly show the submitted form.
- **Show** – this button will fully show the submitted form.
- **Approvers** - this button will show the approvers info of the submitted form.

3. Rules and Notes

Product Sample Request Form (PSRF)

- Cost Centers will be based on selected Company.
- Available stocks also will be based on Office Warehouse of selected Company.
- Requestor is required to submit **Gate Pass** after the approvals of **PSRF**.
- To fill up needed SKU quantity for your request, requestor must request **Product Sample Stock Transfer (PSST)** first and coordinate with SCM Department.

Product Sample Request Form

Company (required): BEVI

Requested By (required): 1100301 - (ROLANDO CAGA)

Customer (required): 0008 - (SUPPLIER)

Recipient (required):

Activity Name (required):

Program Date (required): 07/29/2026

Objective (required):

Special Instructions (optional):

Items (required):

No.	Item Code	Item Description	UOM	Qty	Amount	Remarks	
1	KS01027	KOJIE.SAN LIGHTENING CLASSIC SOA	PCS	1	29.00	Remarks	
				Available:	SRP /pc:		
				19	29.00000		
TOTAL					29.00		

Product Sample Stock Transfer (PSST)

- Available stocks will be based on selected warehouse.

Product Sample Stock Transfer

Company (required): BEVI

Objective (required):

Delivery Date (required): 07/29/2026

Delivery Instructions (optional):

Point of Origin (required): Maersk Calamba Warehouse (CAL)

Items (required):

No.	Item Code	Item Description	UOM	Qty	Remarks	
1	KS04014	KOJIESAN + GLYCOLIC ACID LOTION 150G 150	PCS	1	Enter Remarks	
				Available:		
				12516		

GATE PASS

- There are 2 types of Gate Pass.
 1. Gate Pass – this gate pass is for non-stock items (Equipment's, Materials, Documents etc.).
 2. Gate Pass (stocked) – this gate pass will only appear after **PSRF** approvals.
- Both Gate Pass will have a generated QR Code after the approval of HR Department. QR Code must be shown to assign security to check and release the items.

