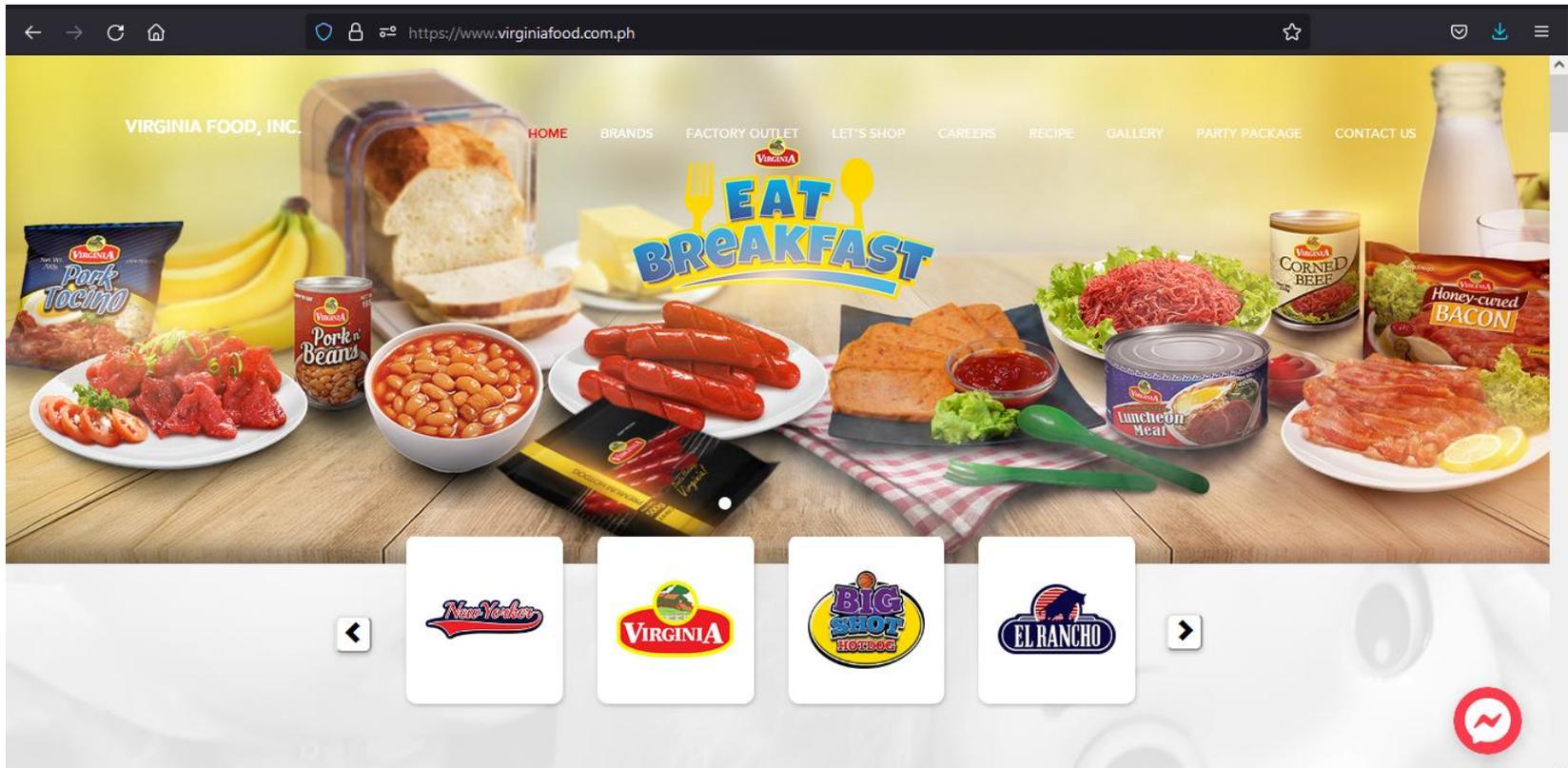
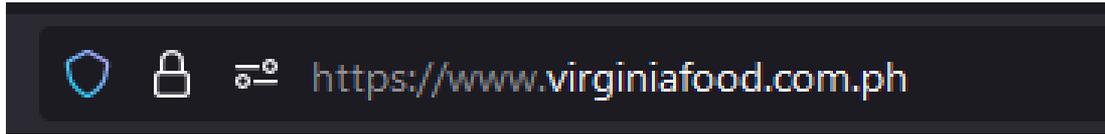




VENTERPRISE VENDOR ENROLLMENT



Go to the **Virginia Food, Inc. Website**



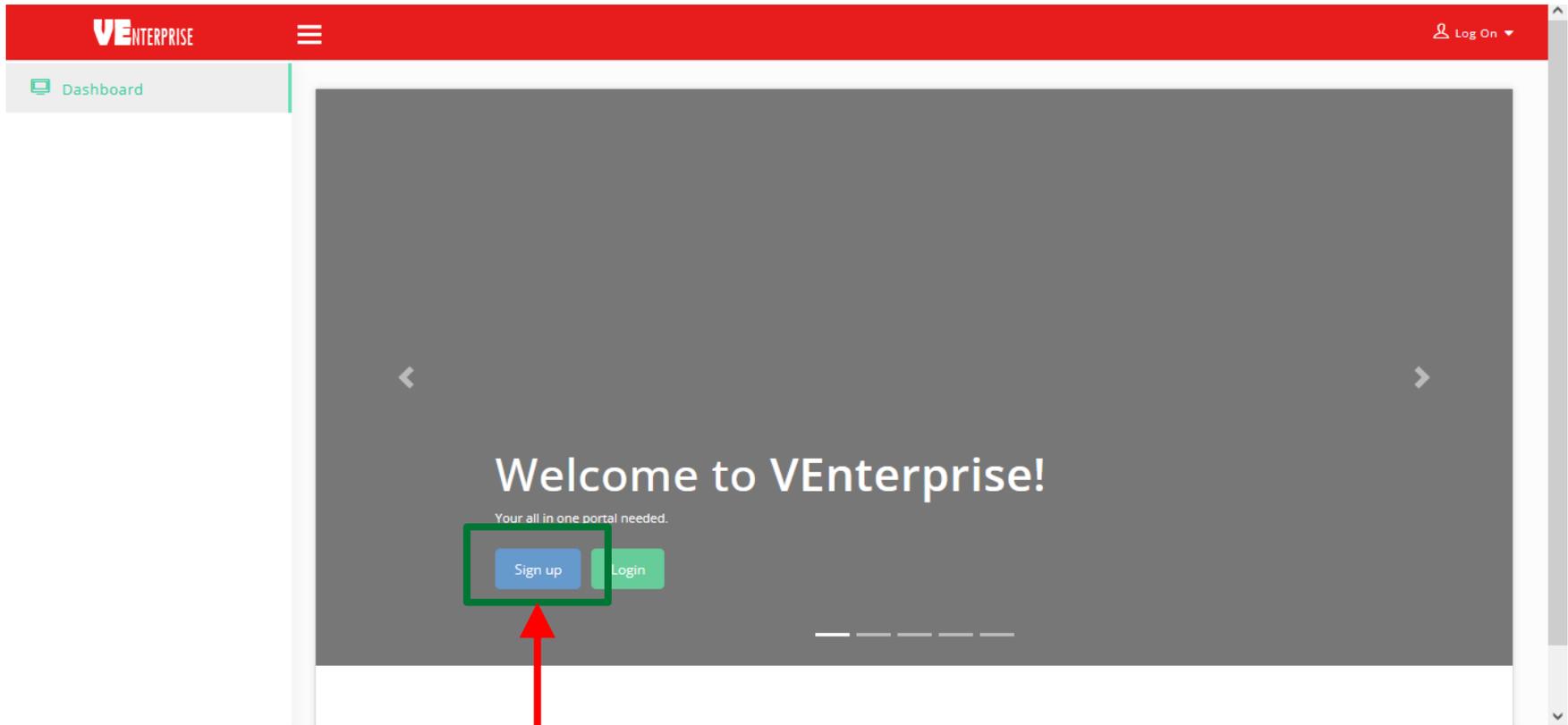


Scroll down to the bottom of the page and click on the Apply as Supplier button

The screenshot displays the Virginia Food, Inc. website interface. At the top left, the company name and address are listed: "VIRGINIA FOOD, INC. (Head Office) Corporate Building, Osmena Blvd, Barangay Sta. Cruz, Cebu City, Cebu 6000". Contact information includes "Tel. (032) 239-8800" and "FAX Tel : 239-1329". A navigation menu at the top includes "HOME", "BRANDS", "FACTORY OUTLET", "LET'S SHOP", "CAREERS", "RECIPE", "GALLERY", "PARTY PACKAGE", and "CONTACT US". A map of Sambag-i is visible in the center. On the right side, there is a contact form with fields for "Location", "Contact No.", "Email Address", "Subject", and "Message here", along with a "Send" button. At the bottom left, there are two buttons: "Apply as Customer" and "Apply as Supplier". The "Apply as Supplier" button is highlighted with a green box, and a red arrow points to it from the instruction above. The footer contains the text "Copyright 2021 All rights reserved" and "Powered by Virginia Food, Inc.", along with an upward arrow icon and a WhatsApp icon.



You will be redirected to the **VEnterprise Website**



Click on Sign Up



Input your Email Address, Password, First Name and Last Name

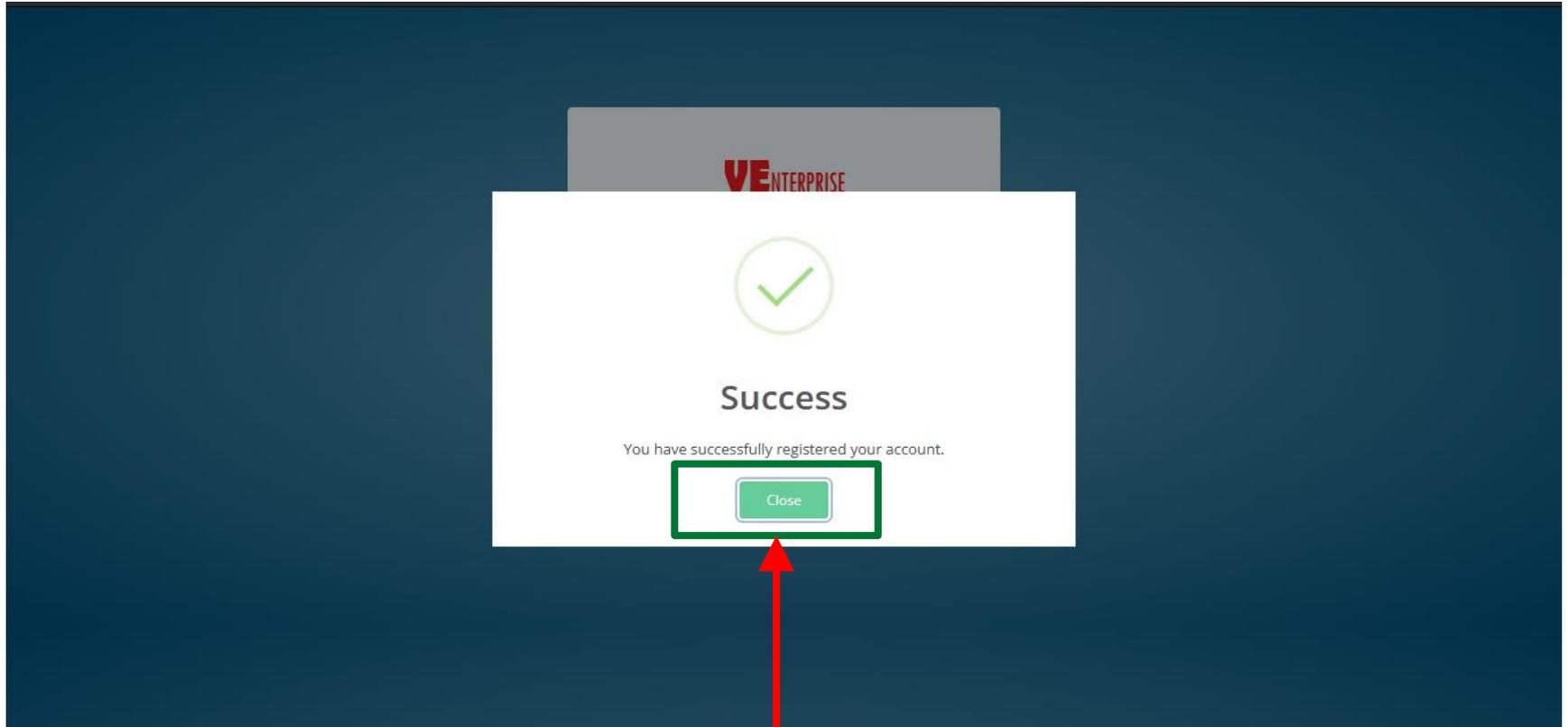
A registration form for VE ENTERPRISE. The form is white with a red logo at the top. It contains four input fields: "E-mail", "Password", "Confirm Password", and two side-by-side fields for "First name" and "Last name". Below these fields is a green "Register" button. At the bottom of the form, there is a link that says "Already a member? Sign in". A green border highlights the input fields and the Register button. A red arrow points from the text box above to the input fields, and another red arrow points from the text box below to the Register button.

Click on Register

Passwords have to be at least 5 characters long



Your registration is successful



Click on Close



Sign in with your newly registered account

VEENTERPRISE

E-mail or Username

Password

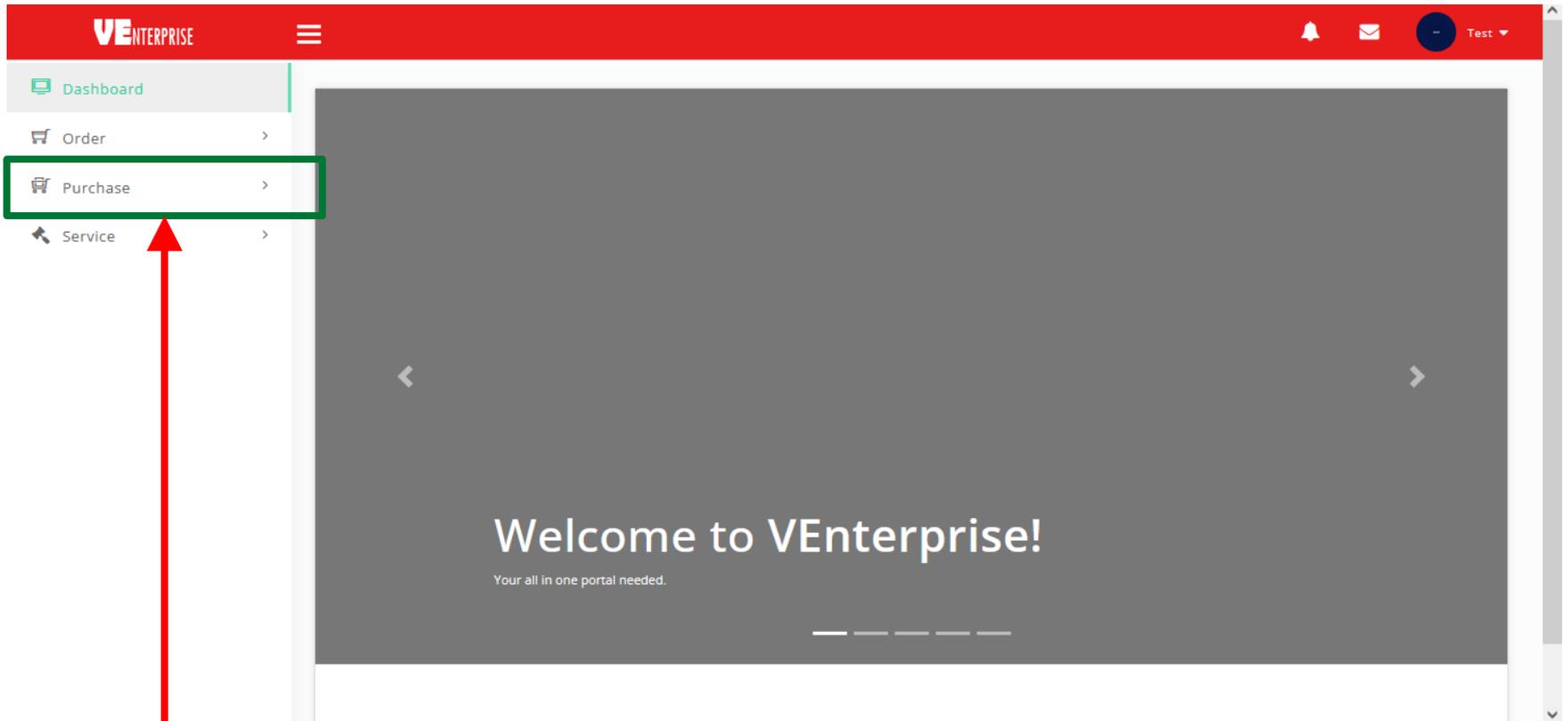
Sign In

[Forgot Password?](#)

[New? Sign Up](#)



Welcome to your Vendor Dashboard



Click on Purchase



Click on Request then click on Vendor Enrollment

VE ENTERPRISE

- Dashboard
- Order
- Purchase
- Request
- Vendor Enrollment
- Service

Welcome to VEnterprise!
Your all in one portal needed.

portal.virginiafood.com.ph/enterprise/ve



1

Click on New

VEENTERPRISE

Dashboard / Purchase Requests

New
Add new vendor

Open request: 0

Processed request: 0

Nov,21 request (count): 0

Vendor Enrollments

Request dated: 11/1/2021-11/5/2021

Export

Search:

TransNo	Type	Requestor	Business name	Form of Business	Requested
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next



Encode all necessary information

VENTERPRISE

Dashboard / Purchase / Requests

Vendor Enrollment

Business Name	<input type="text"/>
Affiliates/Parent Company	<input type="text"/>
Payee Name	<input type="checkbox"/> Name reflected upon payment <i>(check if same as business name else fill out)</i>
Registered Address	<input type="text"/>
Form of Business	Single Proprietorship
Year Established	2021
Contact Person	TEST SUPPLIER1
Tel Nos.	<input type="text"/>
Fax Nos.	<input type="text"/>



Continue to encode necessary information

VE ENTERPRISE ☰ 🔔 ✉ est ▾

Website	<input type="text"/>
Email address	<input type="text" value="testsupplier1@test.com.ph"/>
TIN	<input type="text"/>
	<input checked="" type="checkbox"/> VAT <input type="checkbox"/> Non-VAT
Accreditation	<input type="checkbox"/> HALAL <input type="checkbox"/> GMP <input type="checkbox"/> HACCP <input type="checkbox"/> ISO <input type="checkbox"/> Others <input type="text"/>

☰ Proprietors/Officers

Name	Designation	Contact No.
+		

☰ Trade References

Company	Contact Person	Tel Nos/Email Add
+		



For Proprietor/Officers, click on the Add Icon

The screenshot displays the VENTERPRISE web application interface. At the top, there is a red navigation bar with the VENTERPRISE logo, a menu icon, and notification icons. Below the navigation bar, the main content area is divided into three sections:

- Proprietors/Officers:** This section contains a table with columns for Name, Position, and Contact No. A green plus icon is located below the table, and a red arrow points to it from the text box above.
- Trade References:** This section contains a table with columns for Company, Contact Person, and Tel Nos/Email Add. A green plus icon is located below the table.
- Checklist of Requirements:** This section contains a table with columns for Description and Attachment. The Description column lists four items: 1. Business Permit, 2. SEC Registration & Articles of Incorporation / DTI Registration, 3. BIR Registration, and 4. Company Profile. The Attachment column contains a 'Browse...' button, a 'No fil...ected.' status, and a red trash icon for each item.



1

Encode necessary information

The screenshot shows the VE ENTERPRISE interface. A modal window titled "Add Proprietors/Officers" is open, containing three input fields: "Name", "Designation", and "Contact No.". Below the modal, there are two buttons: a red "Close" button and a green "Add" button with a plus icon. A red arrow points from the "1" callout to the modal form, and another red arrow points from the "2" callout to the "Add" button.

2

Click on Add



For Trade Preferences, click on the Add Icon

The screenshot displays the VE ENTERPRISE web application interface. The top navigation bar is red and contains the logo, a menu icon, and user information. The main content area is divided into three sections: Proprietors/Officers, Trade References, and Checklist of Requirements. The 'Trade References' section is highlighted with a green box around the 'Add' icon, and a red arrow points to it from the text box above.

Name	Designation	Contact No.
+		

Company	Contact Person	Tel Nos/Email Add
+		

Description	Attachment
1. Business Permit	<input type="button" value="Browse..."/> No fil...ected. <input type="button" value="Delete"/>
2. SEC Registration & Articles of Incorporation / DTI Registration	<input type="button" value="Browse..."/> No fil...ected. <input type="button" value="Delete"/>
3. BIR Registration	<input type="button" value="Browse..."/> No fil...ected. <input type="button" value="Delete"/>
4. Company Profile	<input type="button" value="Browse..."/> No fil...ected. <input type="button" value="Delete"/>



Encode necessary information

The screenshot displays the VE ENTERPRISE interface. A modal window titled "Add Trade References" is open, featuring three input fields: "Company", "Contact Person", and "Contact No". The "Company" field is highlighted with a green border and a red arrow pointing to it from the text "Encode necessary information". Below the input fields, there are two buttons: a red "Close" button and a green "Add" button. A red arrow points from the text "Click on Add" to the "Add" button. The background shows a table with columns for "Name" and "Contact No.", and a "Checklist of Requirements" section with items like "Business Permit", "SEC Registration & Articles of Incorporation / DTI Registration", and "BIR Registration".

Click on Add



For Checklist of Requirements, you may click on Browse on each item and select the file you want to upload.

Description	Attachment
1. Business Permit	Browse... No file...ected.
2. SEC Registration & Articles of Incorporation / DTI Registration	Browse... No file...ected.
3. BIR Registration	Browse... No file...ected.
4. Company Profile	Browse... No file...ected.
5. Audited Financial Statement of Latest Year (optional)	Browse... No file...ected.
6. Non Vat Certificate / Tax Exemption Certificate if applicable	Browse... No file...ected.
7. Licenses and Accreditation Certificates	Browse... No file...ected.
8. Certificate of Product Registration of Product Lines of interest to Virginia Food, Inc	Browse... No file...ected.
9. For Consulting Services, Civil Works and other Technical Services: Consultant's/Contractor's Statement on its technical competence, experience, staff capabilities supported by curriculum vitae, Professional Regulation Certificate and if applicable – Certificate of Good Standing issued by the Philippines Domestic Construction Board & Philippine Contractors Accreditations Board Certificate or other Regulatory Boards as the case may be.	Browse... No file...ected.



1

Input Notes (if any)

4. Company Profile	<input type="button" value="Browse..."/>	No fil...ected.	<input type="button" value="X"/>
5. Audited Financial Statement of Latest Year (optional)	<input type="button" value="Browse..."/>	No fil...ected.	<input type="button" value="X"/>
6. Non Vat Certificate / Tax Exemption Certificate if applicable	<input type="button" value="Browse..."/>	No fil...ected.	<input type="button" value="X"/>
7. Licenses and Accreditation Certificates	<input type="button" value="Browse..."/>	No fil...ected.	<input type="button" value="X"/>
8. Certificate of Product Registration of Product Lines of interest to Virginia Food, Inc	<input type="button" value="Browse..."/>	No fil...ected.	<input type="button" value="X"/>
9. For Consulting Services, Civil Works and other Technical Services: Consultant's/Contractor's Statement on its technical competence, experience, staff capabilities supported by curriculum vitae, Professional Regulation Certificate and if applicable – Certificate of Good Standing issued by the Philippines Domestic Construction Board & Philippine Contractors Accreditations Board Certificate or other Regulatory Boards as the case may be.	<input type="button" value="Browse..."/>	No fil...ected.	<input type="button" value="X"/>

Notes

hereby certify that the foregoing information are true and correct to the best of my knowledge and I understand that the above information are subject to VFF's verification procedure.

2

Click on the Check Box

3

Click on Save



Click on Yes

The screenshot shows a web application interface with a dark red header. The header contains the logo 'VE ENTERPRISE', a menu icon, and user information 'Test'. The main content area is a form with several sections, each with a 'Browse...' button and a 'No file...ected.' label. A white dialog box is centered on the screen, featuring a question mark icon and the text 'Save this request?'. Below the text, it says 'Press Yes to continue, otherwise Cancel.' There are two buttons: a green 'Yes' button and a red 'Cancel' button. A red arrow points from the text 'Click on Yes' to the 'Yes' button. At the bottom of the form, there is a checkbox with a checkmark and the text 'I hereby certify that the foregoing information are true and correct to the best of my knowledge and I understand that the above information are subject to VFI's verification procedure.' At the bottom right of the form, there are two buttons: a grey '← Back' button and a green 'Save' button.



If all required information is complete, your Vendor Registration will be successfully saved

A screenshot of the VENTERPRISE web application interface. The top navigation bar is dark red with the "V ENTERPRISE" logo on the left and a user profile "Test" on the right. The main content area is a form for vendor registration, with several sections: "4. Company Profile", "5. Audited Financial Statement of Latest Year (optional)", "6. Non Vat Certificate / Tax Exemption Certificate if applicable", "7. Licenses and", "8. Certificate of", and "9. For Consulting technical comp Certificate and Philippine Cont". Each section has a "Browse..." button and a red trash icon. A white modal dialog box is centered on the screen, displaying a green checkmark icon, the word "Success", and the text "Vendor enrollment/update has been saved successfully (refer to TransNo : 17)". A green "Close" button is at the bottom of the modal, highlighted with a green border. A red arrow points from the "Close" button to a red-bordered box at the bottom right of the image containing the text "Click on Close". At the bottom of the form, there is a checkbox with a blue checkmark and the text "I hereby certify that the foregoing information are true and correct to the best of my knowledge and I understand that the above information are subject to VFI's verification procedure." Below this are "Back" and "Save" buttons.

Click on Close



Your Dashboard will update to reflect your saved Vendor Registration request

VEENTERPRISE ☰ 🔔 ✉️ Test ▾

- Dashboard
- Order >
- Purchase >
- Service >

Purchase

Dashboard / Purchase / Requests

New
Add new vendor

1
Open request

0
Processed request

1
Nov,21 request (count)

Vendor Enrollments

Request dated:

TransNo	Type	Requestor	Business name	Form of Business	Requested	
17	Update	TEST SUPPLIER1	Test Business	Single Proprietorship	11/05/2021 4:41PM	<input type="button" value="Open"/>

Showing 1 to 1 of 1 entries Previous 1 Next



END