

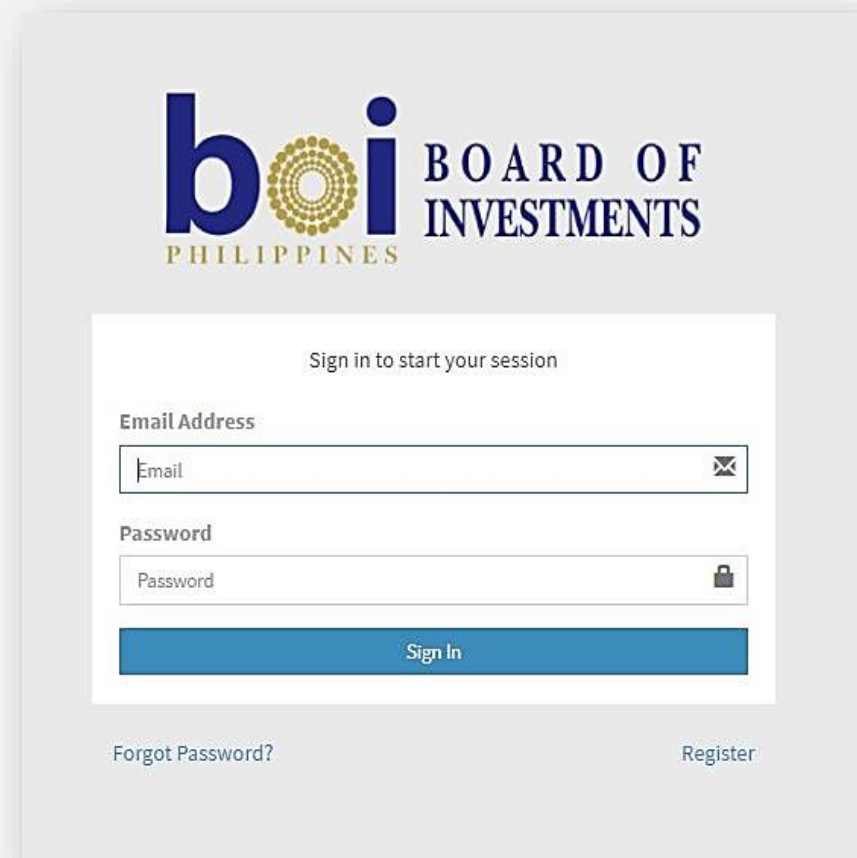
CLIENT - INQUIRY CREATION

User's Manual

Lodging Application

Step 1

Log in using the email and password you have registered with.



The image shows a login form for the Board of Investments Philippines. At the top is the logo with 'boi' in blue and gold, and 'BOARD OF INVESTMENTS PHILIPPINES' in blue. Below the logo is the text 'Sign in to start your session'. The form contains two input fields: 'Email Address' with a placeholder 'Email' and an envelope icon, and 'Password' with a placeholder 'Password' and a lock icon. A blue 'Sign In' button is positioned below the password field. At the bottom left is a link for 'Forgot Password?' and at the bottom right is a link for 'Register'.

boi BOARD OF INVESTMENTS
PHILIPPINES

Sign in to start your session

Email Address
Email

Password
Password

Sign In

[Forgot Password?](#) [Register](#)

Step 2

Click on the **My Inquiries** link on the navigation on the left.

The screenshot shows the BOI Online dashboard interface. The left navigation menu is dark blue and contains several sections: 'MAIN NAVIGATION' with a 'Dashboard' link; 'MY ACCOUNT' with a 'My Inquiries' link highlighted by a red rectangle; 'My Applications'; and 'APPLICATION FORMS' with 'Registration Forms' and 'Incentives Forms' links. The main content area is titled 'My Dashboard' and features six colored tiles: 'INQUIRY' (blue), 'REGISTRATION Forms' (green), 'INCENTIVE Forms' (dark blue), 'COMPLIANCE Forms' (orange), 'ACCREDITATION Forms' (teal), and 'ENDORSEMENT Forms' (purple). Below the tiles is an 'Applications' table with columns: App No., Received, App Type, Applicant, Forwarded by, Action Taken, Remarks, Preview, and Action. The table is currently empty, with a message 'Your worklist is empty.' below it. To the right of the table is a 'Pending Confirmation' section with columns for Title and Date, also showing 'There are no events on record.'

Step 3

Click on the **New Inquiry** button.

The screenshot displays the 'My Inquiries' page. On the left is a dark sidebar with a search bar and navigation links: 'Dashboard', 'My Inquiries', 'My Applications', 'Registration Forms', and 'Incentives Forms'. The main content area has a title 'My Inquiries' and a breadcrumb 'Home / My Inquiries'. Below this are filters for 'Worklist 1', 'Open 2', 'Closed 0', and 'Unsubmitted 3'. A list item is shown with the text '[369] Created on: June 25, 2018, 11:44 a.m.' and buttons for 'View' and 'Reply'. A red box highlights the '+ New inquiry' button in the top right corner of the main content area.

Step 4

Click on the button to appear the **Type of Inquiry** and **Industry Classification**. Click on the desire type of inquiry and industry classification to inquire for. Fill in the application form's fields. Then click on proceed.

NOTE: All Type of Inquiries provided shall be visible under this menu. Fields with asterisks (*) are required fields.

Search...

Home / Inquiry / New

Previous Step 1 Inquiry Information Step 2 Additional Info and Attachments

INQUIRY DETAILS

Is this inquiry related to a potential or future project?

Type of inquiry *

- Business Requirements
- Facilitation of Pending Permits, Licenses and Other Government Issues
- Inbound Business Mission
- Inclusive Business
- Inquiries - Industry Roadmap
- Inquiries - Other Industry Development Concern
- Inquiries - Policies and IPP
- Inquiries - Project Registration
- Investment Locations
- Joint Venture - Investor
- Joint Venture - Project Owner
- Request for Information

Industry Classification

Click here to select from list. You may leave this blank when not applicable.

Content *

Step 5

This section contains the fields for **Additional and Attachments**. Please take note that the following fields that appear are the Types of Inquiry that you've been chosen in Step 4.

The screenshot shows a web application interface for 'Additional Info and Attachments'. The page title is 'Additional Info and Attachments'. The breadcrumb trail is 'Home / Inquiry / Additional Info and Attachments'. The page is divided into two steps: 'Step 1 Inquiry Information' (highlighted) and 'Step 2 Additional Info and Attachments'. The 'Next' button is visible in the top right corner.

The main content area is titled 'JOINT VENTURE DETAILS' and contains the following fields:

- Percent Owned - Filipino**: Input field with value '10' and a '%' symbol.
- Percent Owned - Foreign**: Input field with value '10' and a '%' symbol.
- Cooperation Sought**: Input field with placeholder text 'Click here to select from list'.
- Cooperation Offered**: Input field with placeholder text 'Click here to select from list'.

At the bottom of the page, there is a section titled 'ATTACHMENTS' and a button labeled '+ Add attachment'.

Step 6

For attaching file, click the “**+Add attachment**” button to pop up the add attachment prompt, then click on the “**Choose File**” to add a file to be submitted a necessary requirement. Also indicate a description based on your attached file. Then click **Save**.

The screenshot displays the BOI Online interface. A modal dialog titled "Add attachment" is open, featuring a "Description" text input field containing the placeholder "(e.g.) Company Registration in DTI, SEC or equivalent (leave blank to...)", a "File" field with a "Choose File" button and the text "No file chosen", and "Cancel" and "Save" buttons. The background shows the "JOINT VENTURE DETAILS" form with fields for "Percent Owned - Filipino" (50%), "Percent Owned - Foreign" (50%), "Cooperation Sought" (Market Access, Subcontracting / Outsourcing), and "Cooperation Offered" (Technology Transfer / R&D, Financing). The "+Add attachment" button is highlighted in the background.

Step 7

Click **Submit**.

The screenshot shows a web application interface for 'Additional Info and Attachments'. The page is divided into several sections:

- Navigation:** A dark sidebar on the left contains a search bar and menu items: 'Dashboard', 'My Inquiries', 'My Applications', 'Registration Forms', and 'Incentives Forms'.
- Breadcrumbs:** 'Home / Inquiry / Additional Info and Attachments'.
- Progress:** A horizontal bar shows 'Step 1 Inquiry Information' as the active step and 'Step 2 Additional Info and Attachments' as the current step. 'Previous' and 'Next' buttons are also present.
- JOINT VENTURE DETAILS:**
 - Percent Owned - Filipino:** A green progress bar is set to 50.00 %.
 - Percent Owned - Foreign:** A green progress bar is set to 50.00 %.
 - Cooperation Sought:** Includes tags for 'Market Access' and 'Production Facility'.
 - Cooperation Offered:** Includes tags for 'Technology Transfer / R&D' and 'Financing'.
- ATTACHMENTS:** A table with columns 'Description' and 'File'. It lists two files: 'S1_Revised.pdf' and 'Annex_E.pdf', each with a red 'x' icon for removal. An '+ Add attachment' button is in the top right.
- Buttons:** A 'Go back' button is at the bottom left, and a green 'Submit' button is at the bottom right, highlighted with a red rounded rectangle.

Step 8

View Inquiry. For **Responses.**

The screenshot displays the 'View Inquiry' page in the BOI Online system. The page features a blue header with the 'BOI Online' logo, a navigation menu on the left, and a user profile 'Sample Applicant (Investor)' in the top right. The main content area is titled 'View Inquiry' and includes a breadcrumb trail 'Home / View Inquiry'. A prominent orange banner at the top of the content area states 'This inquiry is open'. Below this, a tabbed interface allows navigation between 'Responses', 'Satisfaction Survey', 'Inquiry Details', 'Inquiry Attachments', 'Company Profile', 'Project Information', and 'User Details'. The 'Responses' tab is active, showing a table with columns for 'Timestamp', 'Response', and 'Attachment/s'. The table contains one row with the text 'There is no response yet'. A 'Go Back' button is located at the bottom left of the table area.

BOI Online | Sample Applicant (Investor)

View Inquiry

Home / View Inquiry

This inquiry is open

Responses | Satisfaction Survey | Inquiry Details | Inquiry Attachments | Company Profile | Project Information | User Details

Timestamp	Response	Attachment/s
	There is no response yet	

[← Go Back](#)

Step 9

View Inquiry for **Satisfaction Survey**.

The screenshot shows the BOI Online interface. The top navigation bar includes the BOI Online logo, a menu icon, and the user profile 'Sample Applicant (Investor)'. The left sidebar contains navigation categories: MAIN NAVIGATION (Dashboard), MY ACCOUNT (My Calendar, My Inquiries, My Applications, My Compliances), and APPLICATION FORMS (Registration Forms, Accreditation Forms, Incentives Forms). The main content area is titled 'View Inquiry' and shows a breadcrumb 'Home / View Inquiry'. A prominent orange banner states 'This inquiry is open'. Below this is a tabbed interface with tabs for Responses, Satisfaction Survey (selected), Inquiry Details, Inquiry Attachments, Company Profile, Project Information, and User Details. The 'Satisfaction Survey' tab is active, displaying the text 'No satisfaction survey on record'. A 'Go Back' button is located at the bottom left of the content area.

Step 10

View Inquiry for **Inquiry Details**.

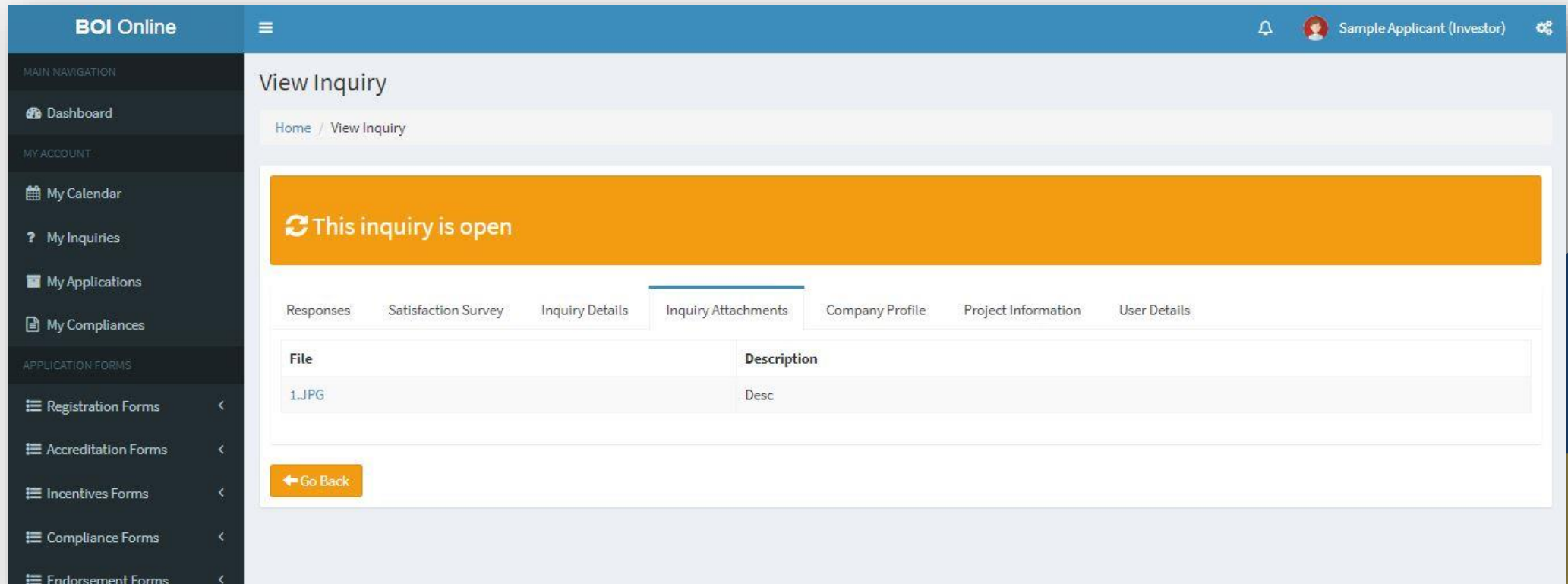
The screenshot displays the 'BOI Online' interface. The top navigation bar includes the logo, a menu icon, a notification bell, and the user profile 'Sample Applicant (Investor)'. The left sidebar contains navigation categories: 'MAIN NAVIGATION' (Dashboard), 'MY ACCOUNT' (My Calendar, My Inquiries, My Applications, My Compliances), and 'APPLICATION FORMS' (Registration Forms, Accreditation Forms, Incentives Forms, Compliance Forms, Endorsement Forms). The main content area is titled 'View Inquiry' and shows a breadcrumb 'Home / View Inquiry'. A prominent orange banner states 'This inquiry is open'. Below this are tabs for 'Responses', 'Satisfaction Survey', 'Inquiry Details' (selected), 'Inquiry Attachments', 'Company Profile', 'Project Information', and 'User Details'. The 'Primary Inquiry Details' section contains the following information:

Received from	NorthPoint Food Inc
Type of Inquiry	Business Requirements
Reference Code	YLAJX52
Source	ILMS
Content	Project details

A 'Go Back' button is located at the bottom left of the main content area.

Step 11

View Inquiry for **Inquiry Attachments**.



The screenshot displays the 'BOI Online' interface. The top navigation bar includes the logo, a menu icon, a notification bell, and the user profile 'Sample Applicant (Investor)'. The left sidebar contains navigation categories: 'MAIN NAVIGATION' (Dashboard), 'MY ACCOUNT' (My Calendar, My Inquiries, My Applications, My Compliances), and 'APPLICATION FORMS' (Registration Forms, Accreditation Forms, Incentives Forms, Compliance Forms, Endorsement Forms). The main content area is titled 'View Inquiry' and shows a breadcrumb 'Home / View Inquiry'. A prominent orange banner states 'This inquiry is open'. Below this, a tabbed interface is shown with 'Inquiry Attachments' selected. The table below lists the attachments:

File	Description
1.JPG	Desc

A 'Go Back' button is located at the bottom left of the main content area.

Step 12

View Inquiry for **Company Profile**.

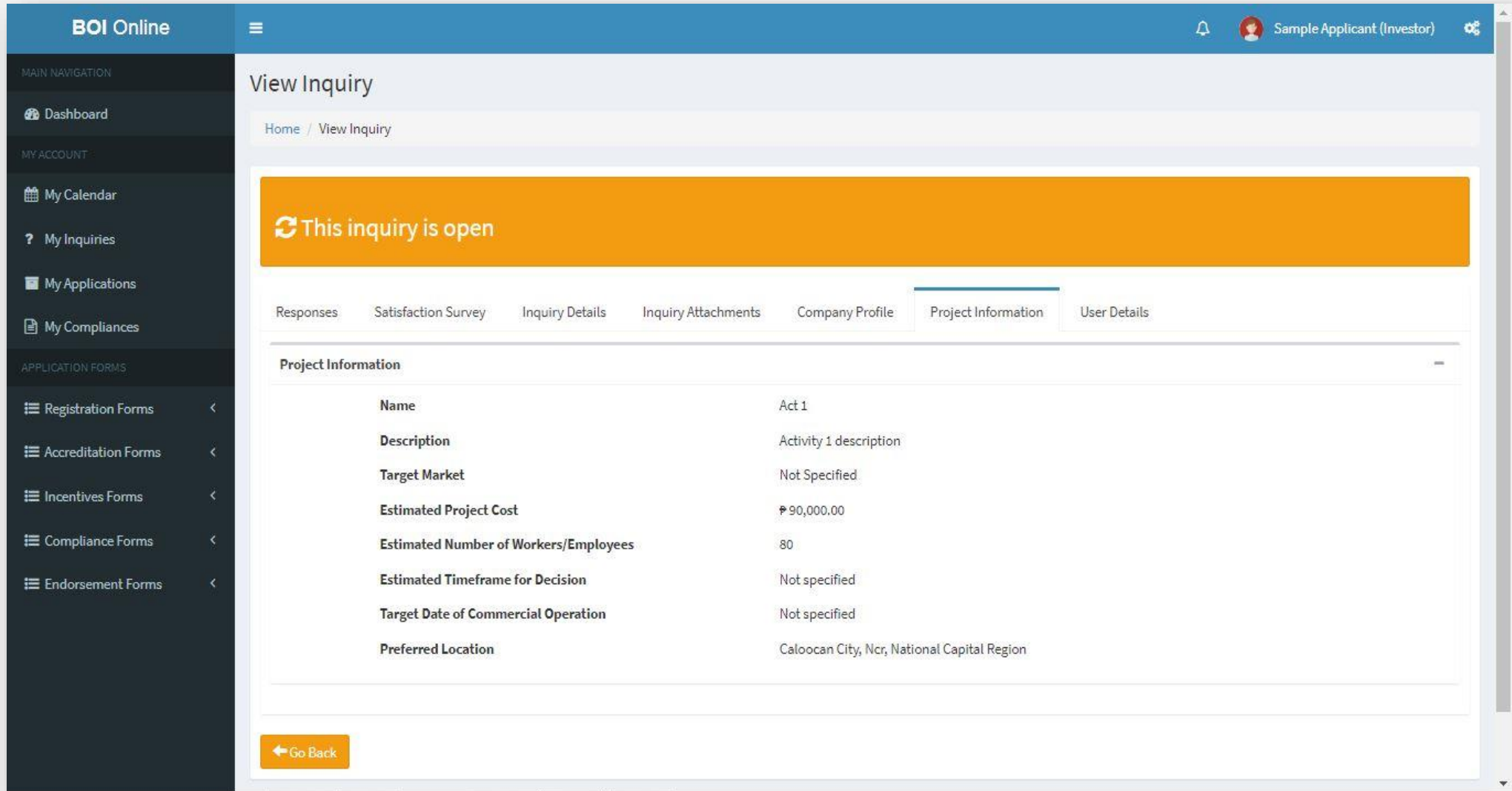
The screenshot displays the BOI Online interface. The top navigation bar includes the BOI Online logo, a menu icon, a notification bell, a user profile for 'Sample Applicant (Investor)', and a settings gear. The left sidebar contains navigation options: MAIN NAVIGATION (Dashboard), MY ACCOUNT (My Calendar, My Inquiries, My Applications, My Compliances), and APPLICATION FORMS (Registration Forms, Accreditation Forms, Incentives Forms, Compliance Forms, Endorsement Forms). The main content area is titled 'View Inquiry' and shows a breadcrumb 'Home / View Inquiry'. A prominent orange banner states 'This inquiry is open'. Below this, a tabbed interface is shown with the 'Company Profile' tab selected. The 'Primary Company Information' section contains the following data:

Field	Value
Name	NorthPoint Food Inc
Business Address	123, Sample, Makati City, Ncr, National Capital Region, Philippines
Nationality	American
URL	www.northpointfood.com
Year Established	Not specified
Name of President/CEO	Julian Protacio Filipe
Number of Employees	120

Below the primary information, there is a section for 'Additional Company Information' which is currently collapsed.

Step 13

View Inquiry for **Project Information.**



The screenshot displays the 'View Inquiry' page in the BOI Online system. The page features a blue header with the 'BOI Online' logo and a user profile for 'Sample Applicant (Investor)'. A dark sidebar on the left contains navigation options under 'MAIN NAVIGATION', 'MY ACCOUNT', and 'APPLICATION FORMS'. The main content area shows a breadcrumb trail 'Home / View Inquiry' and a prominent orange banner stating 'This inquiry is open'. Below this, a series of tabs allows navigation between different sections: Responses, Satisfaction Survey, Inquiry Details, Inquiry Attachments, Company Profile, Project Information (which is currently selected), and User Details. The 'Project Information' section is expanded to show a table of details.

Project Information	
Name	Act 1
Description	Activity 1 description
Target Market	Not Specified
Estimated Project Cost	₱ 90,000.00
Estimated Number of Workers/Employees	80
Estimated Timeframe for Decision	Not specified
Target Date of Commercial Operation	Not specified
Preferred Location	Caloocan City, Ncr, National Capital Region

At the bottom left of the main content area, there is a 'Go Back' button with a left-pointing arrow.

Step 14

View Inquiry for **User Details**.

The screenshot displays the 'View Inquiry' page in the BOI Online system. The page features a dark blue sidebar with navigation options and a main content area with a light blue header and a white body. The user is logged in as 'Sample Applicant (Investor)'. The main content area shows a breadcrumb trail 'Home / View Inquiry' and a prominent orange banner stating 'This inquiry is open'. Below this, there are several tabs: 'Responses', 'Satisfaction Survey', 'Inquiry Details', 'Inquiry Attachments', 'Company Profile', 'Project Information', and 'User Details'. The 'User Details' tab is active, displaying a table of user information.

Field	Value
Name	Sample Applicant (Investor)
Email	inv@test.only
Gender	Male
Birth Date	Not specified
Tel. No.	12345
Fax No.	43564
Mobile	2345
Office	123, Sample, Makati City, Ncr, National Capital Region, Philippines
Position	ceo
Company ID or valid ID	Not provided
Government Issued ID	Not provided
Authorization Letter	Not provided

Thank you

