



SUPPLIER MANAGEMENT



FMIS User Manual

Supplier Management

Author:	Julius Ermitanio Kim Carlo A. De Leon
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Last Updated:	02 February 2024
Document Ref:	FMIS User Manual – Supplier Management
Version:	3.0

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial
28 August 2018	Cherie Anne R. Pasco	2.0	Added the process for running the Employee Update Program
15 November 2019	Julius Ermitanio	2.1	Added steps on how to remove supplier site
02 February 2024	Kim Carlo A. De Leon	3.0	Added guides on how to register a new standard supplier with similar TIN as existing supplier and a supplier branch
08 March	Riza Nequias	3.1	Added guide on how to register Supplier Email for Separate Remittance Advices

INTRODUCTION

Supplier Management, in the context of the University Information System, covers supplier registration, recording and maintenance of supplier information such as company profile including tax information, and tagging of inactive or delinquent suppliers.

Designated supplier managers of the University of the Philippines are provided with the Supplier Manager responsibility in the University Information System (UIS).

This manual includes the following topics:

- [Searching for an existing supplier](#)
- [Registration of a new standard supplier](#)
- [Registration of a new standard supplier with similar TIN as an existing supplier](#)
- [Registration of a UP branch supplier](#)
- [Registration of a UP internal supplier](#)
- [Verification and Creation of Additional Supplier site](#)
- [Updating of supplier information](#)
- [Registration of Supplier Email for Separate Remittance Advices](#)
- [Running the Employee Update Program](#)
- [Merging standard suppliers](#)
- [Tagging a supplier as inactive](#)
- [Generation of reports](#)
- [Generation of UP List of Active Suppliers](#)



Searching for Existing Suppliers

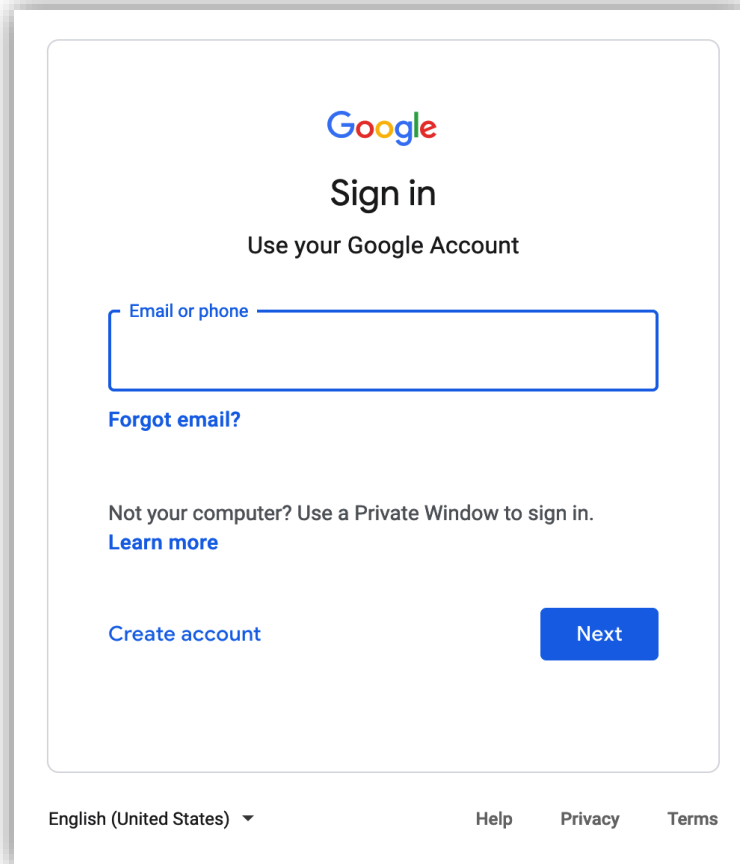
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial

1.2 Description

Process ID	
Process Name	Searching for existing suppliers
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To search for existing suppliers as a prerequisite to the registration a new supplier and updating supplier details
Data Requirement	Supplier information such as <ul style="list-style-type: none"> • Organization name – registered business name or • Name of individual payee (self-employed, UP employee, contractual or job order)
Dependencies	None
Scenario	Originating unit submits a request through the Supplier Registration Form for the registration of a supplier or for updating of supplier information.

A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

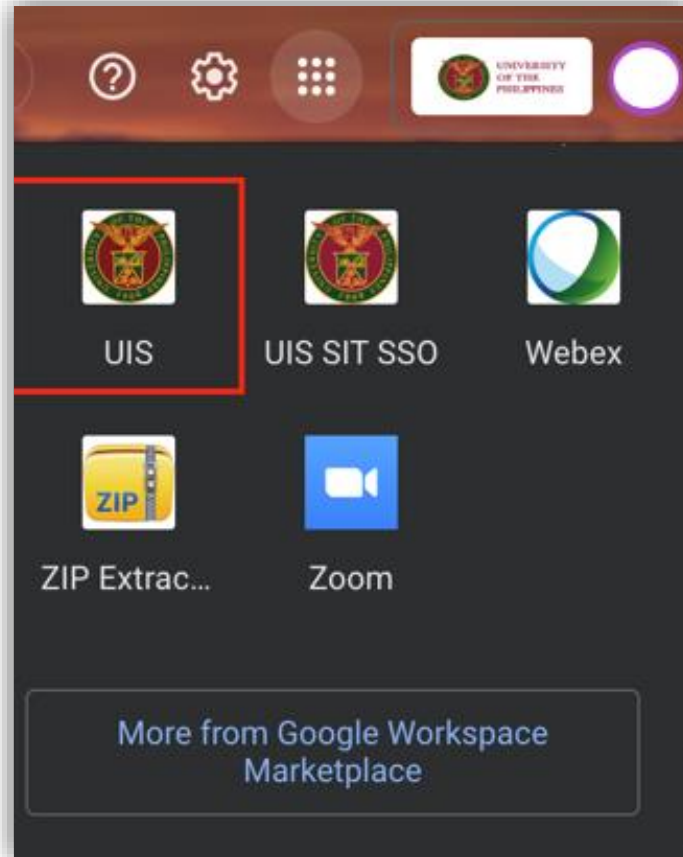
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

Step 1. Go to
<https://uis.up.edu.ph>

Step 2. Log-in your UP Mail
credentials (e.g. ***email*** and
password)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**

University of the Philippines

University Information System Home Page

Logged In As

Main Menu

Personalize


- Supplier Manager, UPS
 - Entry**
 - Inquiry
 - Supplier Merge
 - Search Supplier Bank Account
 - Assignment
 - Reports
 - UP Employee Self Service

Worklist

From	Type	Subject	Sent
There are no notifications in this view.			
✓TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓TIP Worklist Access - Specify which users can view and act upon your notifications.			

Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Entry**



PAYABLES

Suppliers

Home Logout Preferences Help

Create Supplier

New Supplier Requests

Supplier Search

New Supplier Requests(0)

Prospective Supplier Registrations(0)

Simple Search

Supplier Profile Update Requests

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name

%ACE%

D-U-N-S Number

Supplier Number

Employee Number

Taxpayer ID

Tax Registration Number

Show More Options

Go Clear

Supplier Address Requests (0)

Supplier Contact Requests (0)

Supplier Business Classification Requests (0)

Supplier Product and Services Requests (0)

Supplier Bank Account Requests(0/0)

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Step 4. Supplier Home Page will appear.

Search for the supplier using any of the available fields. You may use % as a wildcard character.

When searching for a **Supplier Name**, you may enter the name in between wildcard characters. For example, %ACE%.

Then, click **Go**.

PAYABLES

Home Logout Preferences Help

Suppliers

Create Supplier

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name: %ACE%
 Supplier Number:
 Taxpayer ID:
 Tax Registration Number:
 D-U-N-S Number:
 Employee Number:

Show More Options

Go Clear

Search Results

Previous 1-15 Next 15

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
3D Face 4 U, Inc.	39064						
ACE Builders	29809						
ACE HARDWARE	38380						
ACE HARDWARE PHILIPPINES INCORPORATION	4747			200-035-311-016			
ACE Hardware Philippines, Inc.	516			200-035-311-085			

New Supplier Requests

New Supplier Requests(0)
 Prospective Supplier Registrations(0)

Supplier Profile Update Requests

Supplier Address Requests (0)
 Supplier Contact Requests (0)
 Supplier Business Classification Requests (0)
 Supplier Product and Services Requests (0)
 Supplier Bank Account Requests(0/0)

Step 5. View the **Search Results** to determine if supplier is already registered in the system.

If supplier is not yet registered, proceed to **Registration of a New Standard Supplier** for external suppliers and organizations or proceed to **Registration of a UP Internal Supplier** for UP employees, contractual or job orders.

If a UP employee, contractual or job order is registered as a standard supplier, proceed to **tagging the supplier as inactive**. Then, proceed to **Registration of a UP Internal Supplier**.

If the supplier is already registered but supplier site indicates another constituent university or level 1 unit, proceed to **Verification and Creation of Additional Supplier Site**.

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Registration of a New Standard Supplier

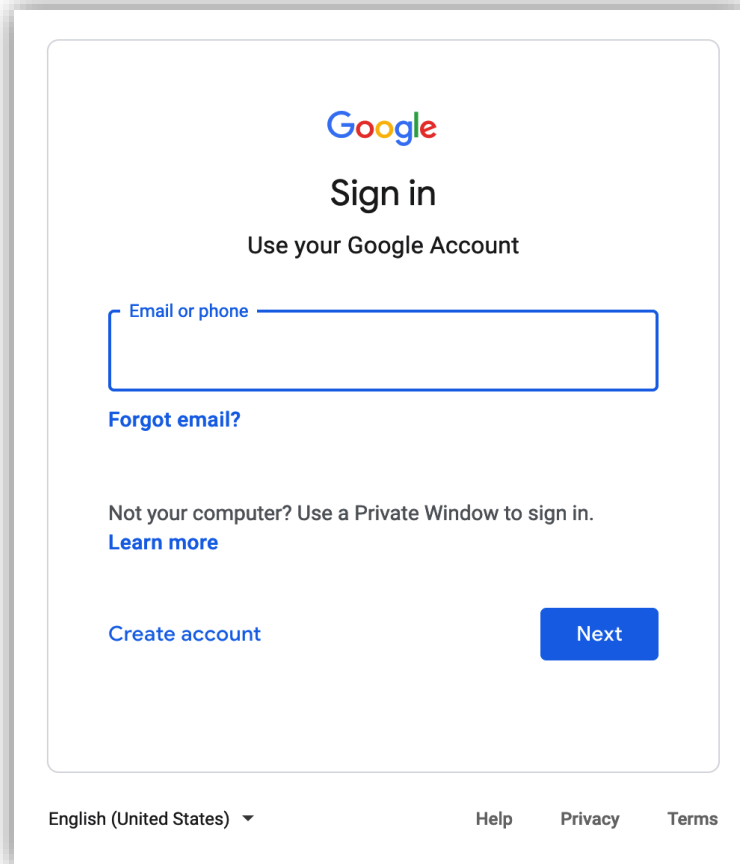
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Date	Author	Version	Change Reference:
11August 2014	Michael Angelo B. Soliven	1.0	Initial
08 August 2018	Cherie Anne R. Pasco Julius A. Ermitanio	2.0	Updated field descriptions and modified instructions Updated screenshots

1.2 Description

Process ID	
Process Name	Registration of a new standard supplier
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To register a new external supplier in the system
Data Requirement	Supplier information. Minimum requirements are as follows: <ul style="list-style-type: none"> • Organization name – registered business name • Tax Identification Number (TIN) – BIR issued
Dependencies	None
Scenario	Originating unit submits a request through the Supplier Registration Form for the registration of an external supplier.

A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

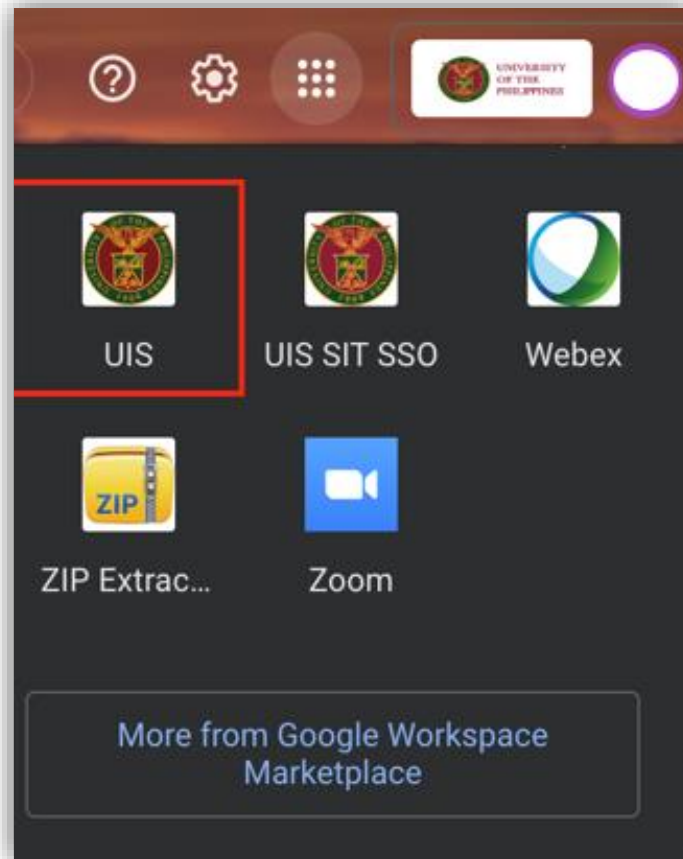
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

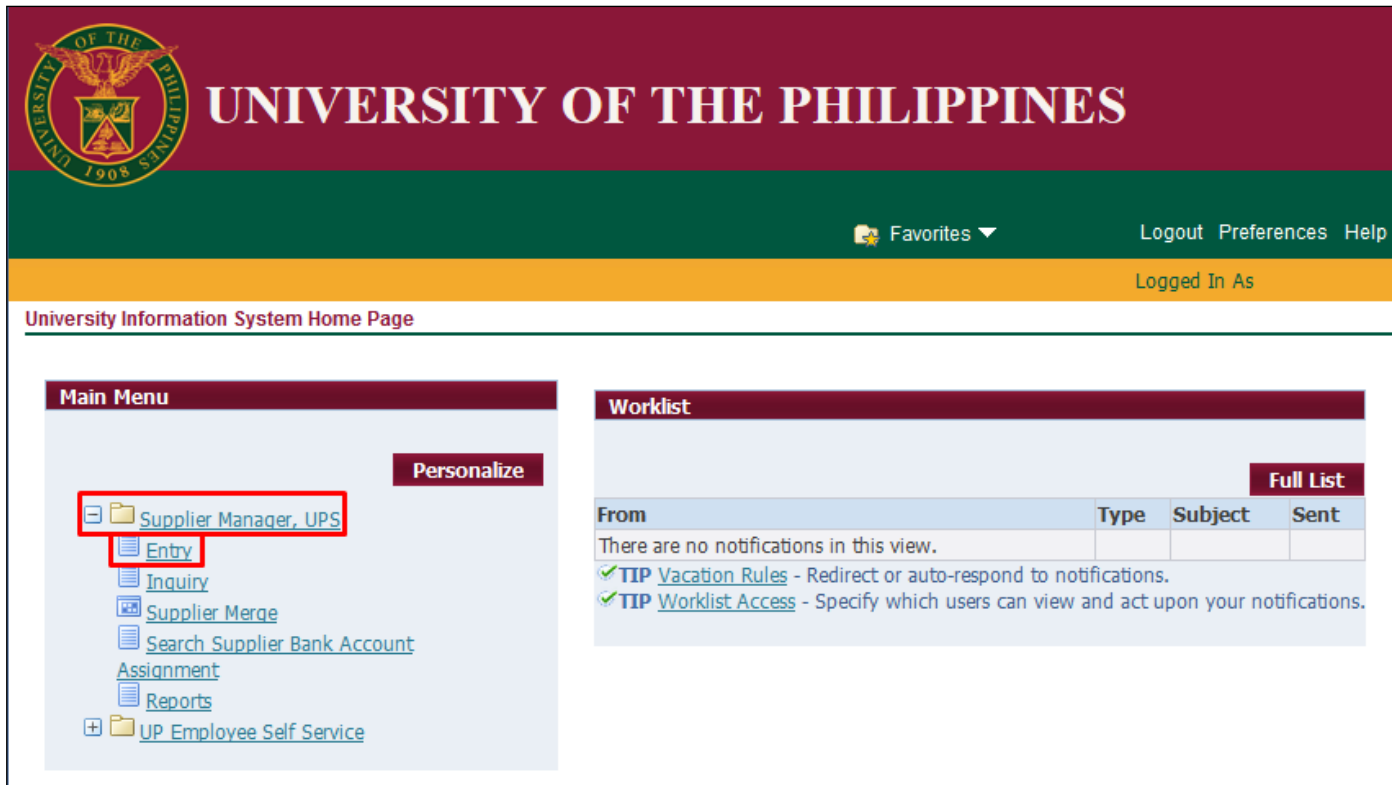
English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

Step 1. Go to
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Or you may open your UP Mail and go to the Google Workspace and select **UIS**



University of the Philippines

Logout Preferences Help

Logged In As

University Information System Home Page

Main Menu Personalize


- Supplier Manager, UPS
 - Entry**
 - Inquiry
 - Supplier Merge
 - Search Supplier Bank Account
 - Assignment
 - Reports
 - UP Employee Self Service

Worklist Full List

From	Type	Subject	Sent
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✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
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then click the **Entry**



PAYABLES

Suppliers

Home Logout Preferences Help

Create Supplier

New Supplier Requests

[New Supplier Requests\(0\)](#)
[Prospective Supplier Registrations\(0\)](#)

Supplier Profile Update Requests

[Supplier Address Requests \(0\)](#)
[Supplier Contact Requests \(0\)](#)
[Supplier Business Classification Requests \(0\)](#)
[Supplier Product and Services Requests \(0\)](#)
[Supplier Bank Account Requests\(0/0\)](#)

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name

Supplier Number

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Employee Number

[Show More Options](#)

Go

Clear

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Step 4. Supplier Home Page
will appear the click **Create Supplier**

Step 5. Create Supplier Window will appear

Fill out the necessary details

Then click **Apply**

Field Name	Description	Remarks
Supplier Type	Standard Supplier	List of Values (LOV)
Organization Name	Registered business name of the supplier Example: <ul style="list-style-type: none"> National Book Store, Inc. Juan S. Dela Cruz SM Supermall 	Alphanumeric Standard
Tax Country	Philippines	List of Values (LOV)
Tax Registration Number	Tax Identification Number of the supplier	Alphanumeric
Tax Payer ID	Tax Identification Number of the supplier	Alphanumeric

PAYABLES

Suppliers

Quick Update
Company Profile
Organization
Tax Details
Address Book
Contact Directory
Business Classification
Products & Services
Banking Details
Surveys
Approval History
Terms and Control
Accounting
Tax and Reporting
Purchasing
Receiving
Payment Details
Relationship
Invoice Management

Update National Book Store, Inc. - 32634: Quick Update

* Indicates required field

* Supplier Name National Book Store, Inc.
Supplier Number 32634
Alternate Supplier Name
Registry ID 78724
Inactive Date
(example: 22-Jul-2018)
Alias

Purchase Order Hold ☐ All New Orders
Hold from Payment ☐ All Invoices
☐ Unmatched Invoices
☐ Unvalidated Invoices

Cancel Save

Supplier Sites

Site Status Active Site Name Operating Unit Go

Key Purchasing Setups Key Payment Setups

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Pay On	Alternate Pay Site	Invoice Summary Level	Create Debit Memo from RTS Transaction	Gapless Invoice Numbering	*Selling Company Identifier	FOB Terms	Freight Transportation Arranged	Country of Origin
No results found.													

Cancel Save

Step 6. Click **Organization** on the left sidebar of the **Suppliers** tab.

Fill in necessary details.

Select the appropriate **Type** to classify the supplier.

Then, click **Save**.

Note: Standard suppliers are usually tagged as **Supplier** but supplier managers are not limited to this option.

Suppliers >

Update National Book Store, Inc. - 32634: Organization


* Indicates required field

* Supplier Name National Book Store, Inc.
Supplier Number 32634
Alternate Supplier Name
SIC
National Insurance Number
Type Supplier

Parent Supplier Name
Parent Supplier Number
Customer Number
☐ One Time
Inactive Date
(example: 23-Jul-2018)

Cancel Notify Save

Additional Information



PAYABLES

Suppliers

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Business Classification

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Invoice Management

Suppliers >

Update National Book Store, Inc. - 32634: Invoice Management

Invoice CurrencyPHP

Invoice Amount Limit

Invoice Match OptionReceipt

Hold from Payment

☐ All Invoices

☐ Unmatched Invoices

☐ Unvalidated Invoices

CancelSave

Invoice Payment Terms

Payment CurrencyPHP

Payment Priority99

TermsImmediate

Terms Date BasisGoods Received

Pay Date BasisDiscount

Pay GroupSupplier

☐ Always Take Discount

☐ Exclude Freight From Discount

☐ Create Interest Invoice

Supplier Sites

Site StatusActive

Site Name

Operating Unit

Go

InvoicingPaymentTermsSupplier Preferences

Create

Site Name	Operating Unit	Invoice Amount Limit	Invoice Tolerance	Invoice Match Option	Invoice Currency	Hold from Payment			Payment Hold Reason	Services Tolerance
						All Invoices	Unmatched Invoices	Unvalidated Invoices		
No results found.										

Step 7. Click *Invoice Management* on the left sidebar of the *Suppliers* tab.

Fill in necessary details.

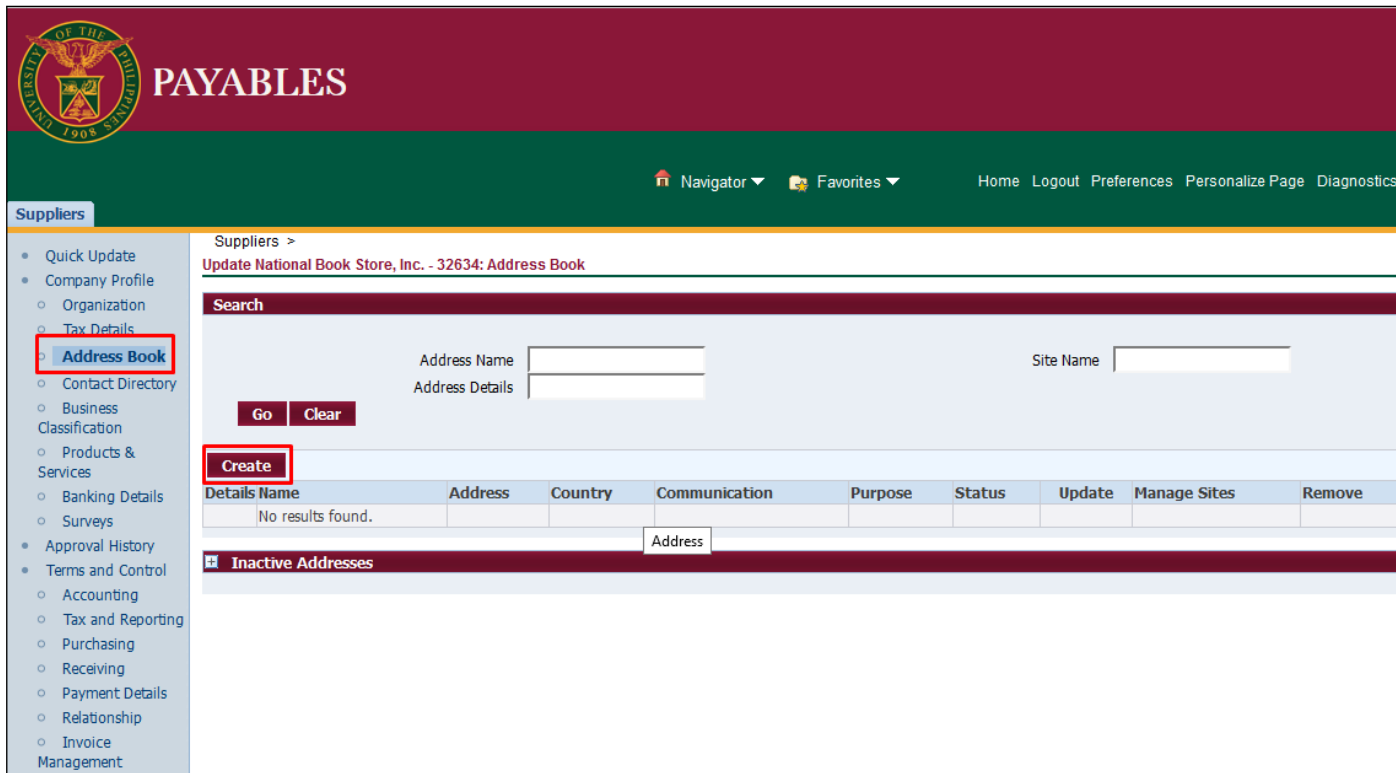
Select *Philippine Peso* as *Invoice Currency*.

Set *Terms* at *Immediate*.

Then, click *Save*.

Supplier Management
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Suppliers

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 - Tax and Reporting
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 - Payment Details
 - Relationship
 - Invoice Management

Suppliers >

Update National Book Store, Inc. - 32634: Address Book

Search

Address Name Site Name

Address Details

Go **Clear**

Create

Details Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
No results found.								

Inactive Addresses

Step 8. Click **Address Book** on the left sidebar of the **Suppliers** tab

then click **Create**.

PAYABLES

Suppliers > Update National Book Store, Inc. - 32634: Address Book >
Create Address: Confirm Details

* Indicates required field

Supplier Name **National Book Store, Inc.** Supplier Number **32634**

Address Details | **Contact Details and Purpose**

* Country **Philippines**

* Address Line 1 **Ali Mall Ground Floor, Ali Mall Phase II,**

Address Line 2 **P. Tuazon Boulevard, Araneta Center**

Address Line 3

Address Line 4

City **Quezon City**

County **Philippines**

State

Province

Postal Code

* Address Name **UP System**

Addressee

Language

Context Value

Communication Details ☐ Update to all new sites created for this address

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Address Purpose ☒ Purchasing ☒ Payment ☐ RFQ Only

Cancel **Continue**

Step 9. The **Create Address: Confirm Details** page will appear

Fill-in required details.

For the **Address Name**, enter the constituent university or level 1 unit such as UP System, UP Diliman, etc.

For the **Address Purpose**, make sure that the checkboxes for **Purchasing** and **Payment** are ticked.

Then, click **Continue**.

PAYABLES

Navigator

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Home Logout Preferences Personalize Page Diagnostics

Suppliers > Update National Book Store, Inc. - 32634: Address Book > Create Address: Confirm Details >
Create Address: Site Creation

Address NameUP System

Address DetailsAli Mall Ground Floor, Ali Mall Phase II,, P.
Tuazon Boulevard, Araneta Center,
Quezon City, Philippines, PH

PurposePayment, Purchasing

Supplier NameNational Book Store, Inc.

Supplier Number32634

Cancel

Back

Apply

Operating Units

Select All | Select None

Select Site Name	Operating Unit	Tax Reportable
<input checked="" type="checkbox"/> UP System	UP System	<input type="checkbox"/>

Site Attributes

Communication Details

☐ Update to all new sites created for this address

☐ Override default site attributes

Step 10. The **Create Address: Site Creation** page will appear.

Select the appropriate **Site Name** by ticking the checkbox beside it.

Then, click **Apply**.

Suppliers

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 - Relationship
 - Invoice Management

Confirmation
Changes to Tax Details have been saved
Update National Book Store, Inc. - 32634: Tax Details

Cancel Save

Income Tax

Taxpayer ID: 434-968-778-000
Reportable: ☐ Federal ☐ State

Allow Withholding Tax: ☒
Invoice Withholding Tax Group:
Payment Withholding Tax Group:

Transaction Tax

Default Controls
Update the values that default to all invoices and tax registration records of this party or party site.

Rounding Level: Header ☐ Set Invoice Values as Tax Inclusive
Rounding Rule: Up

Tax Registrations

Default Reporting Country Name: Philippines
Default Reporting Registration Number: 434-968-778-000
Default Reporting Tax Registration Type:

Create

Regime Code	Tax	Tax Jurisdiction Code	Registration Number	Issuing Tax Authority	Active	Update	Remove
No results found.							

Associated Fiscal Classifications

* Indicates required field
TIP

Fiscal Classification Type Code	Fiscal Classification Code	Fiscal Classification Name	Effective From	Effective To	Remove
No results found.					

Add Another Row

Supplier Sites

Site Status: Active Site Name: Operating Unit: Go

TIP The Allow Withholding Tax option is enabled only when the Withholding Tax option is enabled in both the supplier and payables options for the operating unit.

Create


Site Name	Operating Unit	Allow Tax Withholding	Invoice Withholding Tax Group	Payment Withholding Tax Group	Update Transaction Tax
UP System	UP System	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Save

Step 11. Click **Tax Details** on the left sidebar of the **Suppliers** tab.

Please tick the **Allow Withholding Tax** and **Allow Tax Withholding** checkboxes at the top and bottom regions of the page.

Then, click **Save**



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Suppliers

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 - Accounting
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 - Purchasing
 - Receiving
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 - Relationship
 - Invoice Management

Update National Book Store, Inc. - 32634: Payment Details [Cancel](#) [Save](#)

Payment Details

☐ Payment Methods

TIP You can choose one payment method to default on documents for the payee. A default payment method is optional.

[Add](#)

Payment Method	Default	End Date
Check	<input checked="" type="checkbox"/> Default	<input type="text"/>
LDDAP-ADA	<input type="checkbox"/> Default	<input type="text"/>
RDA	<input type="checkbox"/> Default	<input type="text"/>

Payment Attributes

[Payment Delivery Attributes](#)
[Payment Specifications](#)
[Separate Remittance Advice Delivery](#)

Delivery Channel
 Bank Instruction 1
 Bank Instruction 2
 Bank Instruction Details

Settlement Priority
 Payment Text Message 1
 Payment Text Message 2
 Payment Text Message 3

Supplier Sites

Site Status Active Site Name Operating Unit [Go](#)

[Create](#)


Site Name	Operating Unit	Update Payment Details
UP System	UP System	

Step 12. Click **Payment Details** on the left sidebar of the **Suppliers** tab.

Choose a default **Payment Method** by ticking the checkbox beside it.

Then, click **Save**.

Note: For Standard Suppliers, the **Check** payment method is usually set as default.



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- Receiving
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- Invoice Management

Suppliers >

Update National Book Store, Inc. - 32634: Banking Details

Cancel Save

Bank Account and Assignment Details

Select Account Assignment Level Supplier Go

Payment Details

Bank Accounts


Add Create Create Factor Account

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase	Priority	Decrease	Priority	Update	Additional Details
No results found.													

Cancel Save

Step 13. Click **Banking Details** on the left sidebar of the **Suppliers** tab.

Then, click **Create**.



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[Company Profile](#)

- [Organization](#)
- [Tax Details](#)
- [Address Book](#)
- [Contact Directory](#)
- [Business Classification](#)
- [Products & Services](#)
- [Banking Details](#)**
 - [Surveys](#)
- [Approval History](#)
- [Terms and Control](#)
 - [Accounting](#)
 - [Tax and Reporting](#)
 - [Purchasing](#)
 - [Receiving](#)
 - [Payment Details](#)
 - [Relationship](#)
 - [Invoice Management](#)

[Suppliers](#) > [Update National Book Store, Inc. - 32634: Banking Details](#) >

Create Bank Account

* Indicates required field

Payee Name
Payee Site

National Book Store, Inc.

* Country

Philippines

☐ Allow International Payments

Internal Organization
Supplier Site Name

Cancel

Apply

Bank

☒ Select Existing Bank
☐ Create New Bank

Bank Name

Land Bank of the Philippij

Bank Number

Tax Payer ID

[Show Bank Details](#)

Branch

☒ Select Existing Branch
☐ Create New Branch

Branch Name

Quezon City

Branch Number

BIC

Branch Type

ABA

[Show Branch Details](#)

Bank Account

* Account Number

123456789

Check Digits

IBAN

Account Name

Currency

Account Owners

Account Owner Name	Alternate Account Owner Name	Primary	End Date
National Book Store, Inc.		<input checked="" type="checkbox"/>	


Add Another Row

[Show Bank Account Details](#)

Step 14.The **Create Bank Account** page will appear.

Fill-in the necessary details including Country, Bank Name, Branch Name and Account Number.

Then, click **Apply**.



PAYABLES

Navigator

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Suppliers

Quick Update

Company Profile

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- Products & Services

Banking Details

Surveys

Approval History

Terms and Control

- Accounting
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- Payment Details
- Relationship
- Invoice Management

Update National Book Store, Inc. - 32634: Banking Details

Cancel

Save

Bank Account and Assignment Details

Select Account Assignment Level

Supplier

Go

Payment Details

Bank Accounts

Add

Create

Create Factor Account

Show All Details

Hide All Details

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Additional Update Details
<div>Show</div>	XXXXX6789			Land Bank of the Philippines	07-Aug-2018		1	⬆	⬆	<div></div> <div></div>

Cancel

Save

Step 15.On the **Banking Details** page click **Save**.

Expected Result:

A new Standard Supplier has been registered in the system.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

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Supplier Management
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Registration of a New Standard Supplier with Similar TIN as an Existing Supplier

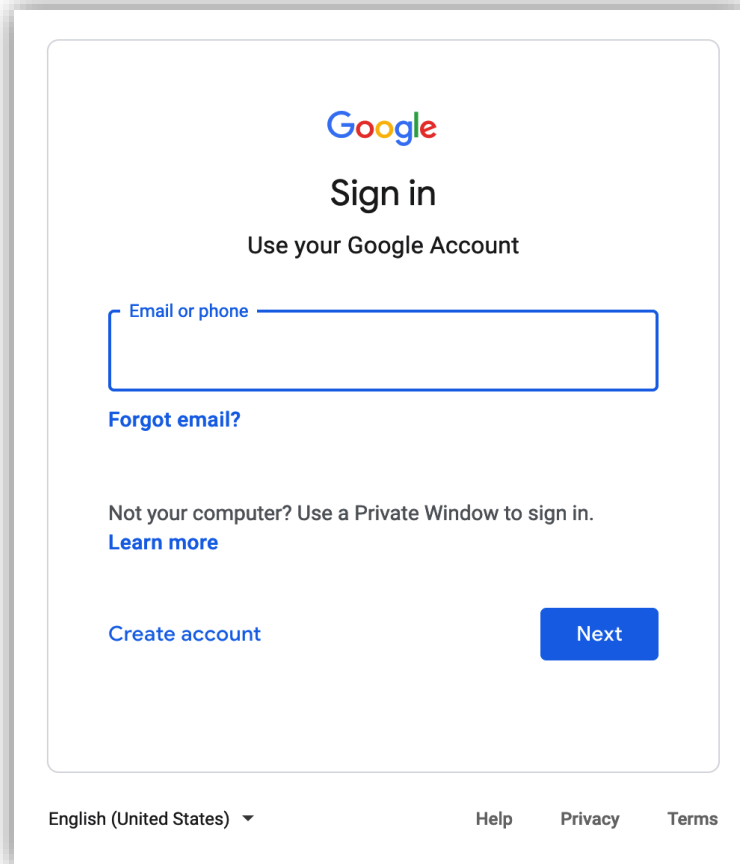
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1.1 Change Record

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1.2 Description

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Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To register a new standard supplier with similar TIN as an existing supplier in the system
Data Requirement	Supplier information minimum requirements are as follows: <ul style="list-style-type: none"> • Organization Name • Parent Supplier
Dependencies	Parent Supplier
Scenario	The originating unit submits a request through a supplier registration form. Upon checking by the Supplier Manager, there is an existing standard supplier that has the same TIN. The Supplier Manager will register a new standard supplier that will carry the same TIN as the existing supplier.

A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

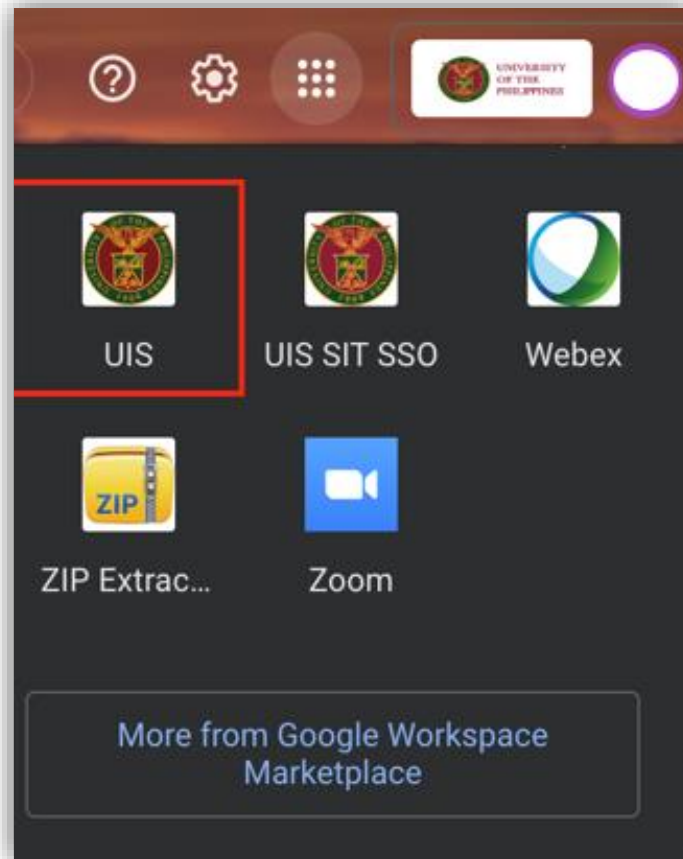
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

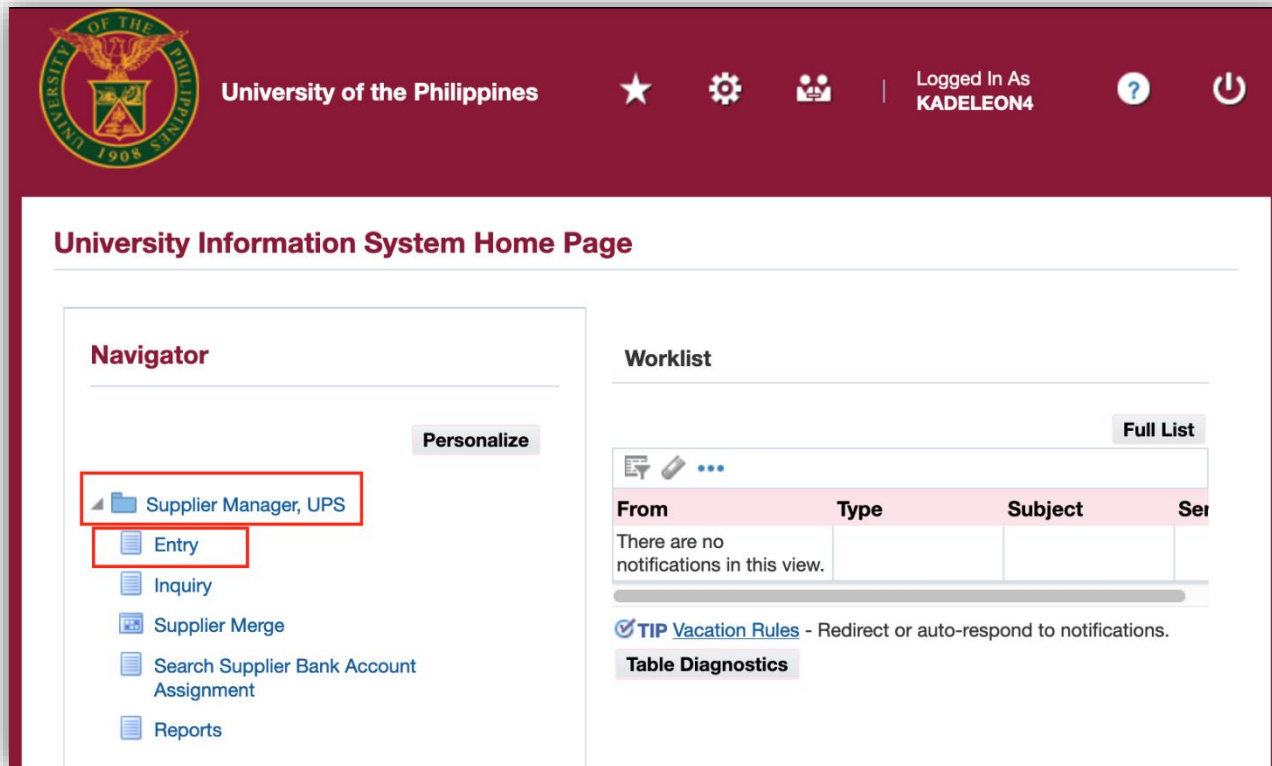
English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

Step 1. Go to
<https://uis.up.edu.ph>

Step 2. Log-in your UP Mail
credentials (e.g. ***email*** and
password)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



University of the Philippines

Logged In As **KADELEON4**

University Information System Home Page

Navigator

Personalize

- Supplier Manager, UPS
 - Entry
 - Inquiry
 - Supplier Merge
 - Search Supplier Bank Account Assignment
 - Reports

Worklist

Full List

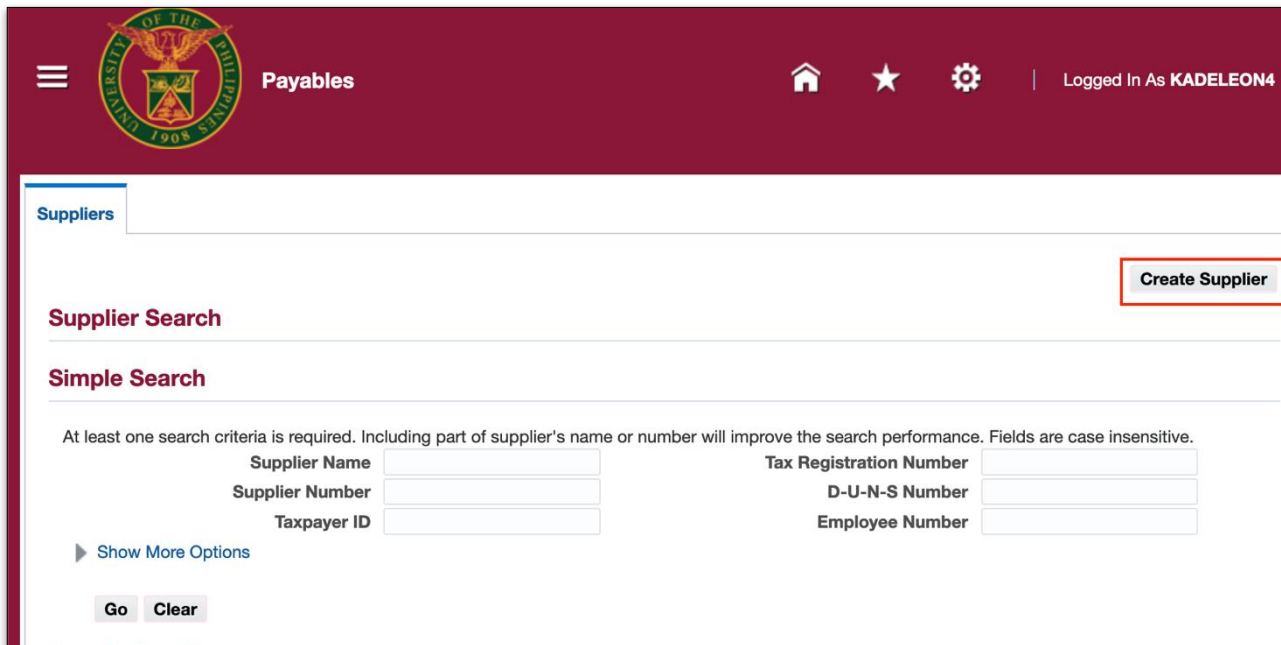
From	Type	Subject	Ser
There are no notifications in this view.			

☒ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Table Diagnostics

Step 3. From the *Navigator*, select the **Supplier Manager** responsibility.

Click **Entry**.



The screenshot shows the 'Suppliers' page in the FMIS system. The header is maroon with the University of the Philippines logo on the left, the word 'Payables' in the center, and navigation icons (home, star, gear) on the right. The user is logged in as 'KADELEON4'. Below the header, there is a 'Suppliers' tab and a 'Create Supplier' button. The main section is titled 'Supplier Search' and contains a 'Simple Search' form. The form includes a note: 'At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.' The search fields are: Supplier Name, Supplier Number, Taxpayer ID, Tax Registration Number, D-U-N-S Number, and Employee Number. There is a 'Show More Options' link and 'Go' and 'Clear' buttons at the bottom.

Suppliers

Create Supplier

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name

Supplier Number

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Employee Number

[Show More Options](#)

Step 4. The **Suppliers** page will appear.

Click **Create Supplier**.

Suppliers >

Create Supplier

* Indicates required field

Supplier Type: Standard supplier

* Organization Name: NBS

Alias:

Alternate Supplier Name:

D-U-N-S Number:

URL:

Context Value: Must include: http/

Tax Country: Philippines

Tax Registration Number:

Taxpayer ID:


Context:

Cancel Apply

Diagnostic Console

Step 5. Fill out the necessary details on the **Create Supplier** window.

Click **Apply**.



Payables

Home

Star

Settings

Logged In As K/

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Update NBS - 62960: Organization

* Indicates required field

* Supplier Name

NBS

Supplier Number

62960

Alternate Supplier Name

SIC

National Insurance Number

Type

Supplier

Parent Supplier Name

national%book%

Parent Supplier Number

Customer Number

One Time

Inactive Date

(17-Jan-2024)

Search and Select: Parent Supplier Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Supplier Name national%book% Go

Results

Select	Quick Select	Supplier Name	Supplier Number
<input type="radio"/>		National Book Store	28560
<input type="radio"/>		NATIONAL BOOK STORE INC.	60727
<input type="radio"/>		National Bookstore	264
<input type="radio"/>		National StoreBook	62970

About this Page

Cancel Select


Supplier Management
File Ref: ITDC – FMIS – UM 20002 Supplier Manager - 02022024 – ver. 3.0

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STEP 6. Click **Organization** on the left sidebar of the **Suppliers** tab.

Search for the name of the existing supplier with the same TIN under the **Parent Supplier Name**. For example, National%book%.


A new window will open, select the correct parent supplier then Click the quick select button.



Payables



Logged In As **KADELEON4**



Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Update NBS - 62960: Organization

Cancel Save

* Indicates required field

* Supplier Name

NBS

Supplier Number

62960

Alternate Supplier Name

SIC

National Insurance Number

Type

Supplier

Parent Supplier Name

National Bookstore

Parent Supplier Number

264

Customer Number

☐ One Time

Inactive Date

(17-Jan-2024)

STEP 7: Click the **Save** button.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)



Registration of a UP Supplier Branch

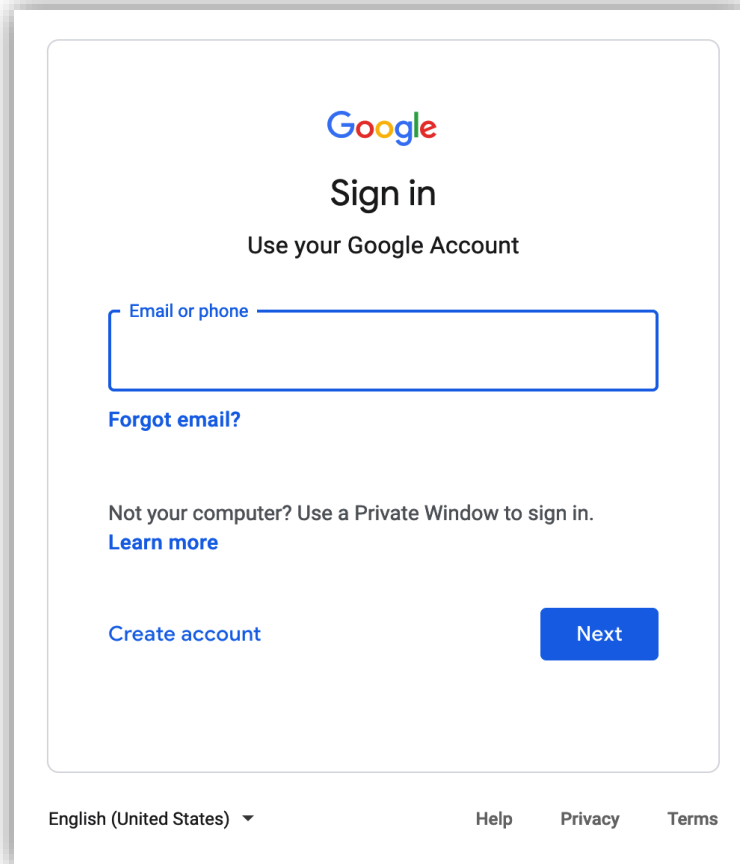
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
02 February 2024	Kim Carlo A. De Leon	1.0	Initial document

1.2 Description

Process ID	
Process Name	Registration of UP Supplier Branch
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To register a supplier branch
Data Requirement	Supplier information. Minimum requirements are as follows: <ul style="list-style-type: none"> • Organization Name • Address details • TIN of the Branch supplier
Dependencies	Registered supplier in the system under the same organization
Scenario	The originating unit submits a request through a supplier registration form. Upon checking by the Supplier Manager, there is an existing standard supplier under the same organization. The Supplier Manager will register a new branch under the existing supplier.

A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

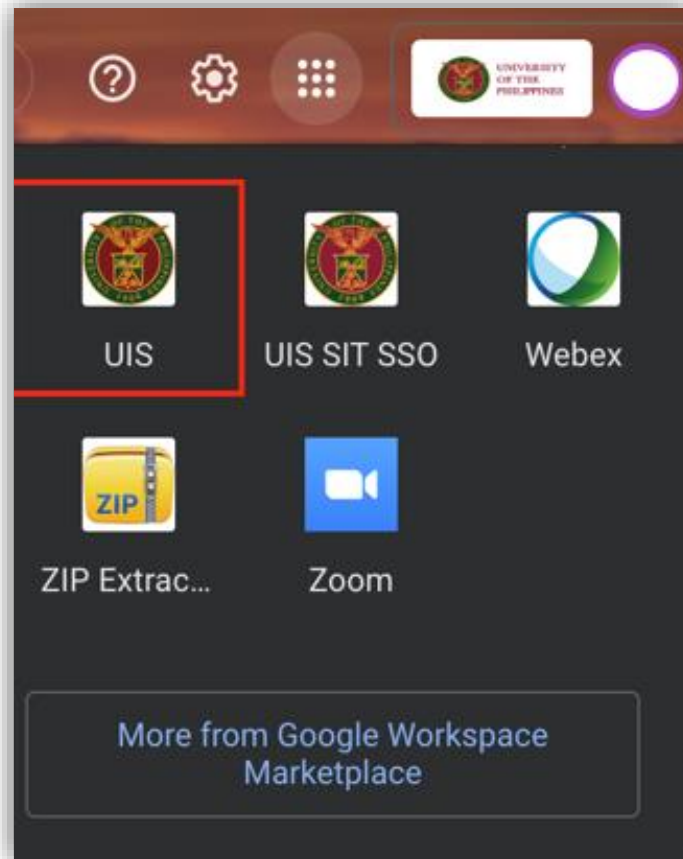
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

Step 1. Go to
<https://uis.up.edu.ph>

Step 2. Log-in your UP Mail
credentials (e.g. ***email*** and
password)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**

University of the Philippines

Logged In As **KADELEON4**

University Information System Home Page

Navigator

Personalize

- Supplier Manager, UPS
- Entry
- Inquiry
- Supplier Merge
- Search Supplier Bank Account Assignment
- Reports

Worklist

Full List

From	Type	Subject	Ser
There are no notifications in this view.			

☒ **TIP Vacation Rules** - Redirect or auto-respond to notifications.

Table Diagnostics

Step 3. From *UIS Home Page*, choose the *Supplier Manager* responsibility.

Click *Entry*.

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name

National%Bo%

Supplier Number

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Employee Number

Show More Options

Go

Clear

Search Results

Supplier Name ▲

Supplier Number ▲

Parent Supplier Name ▲

Taxpayer ID ▲

Tax Registration Number ▲

D-U-N-S Number ▲


Employee Number ▲

Update

NATIONAL BOOK STORE INC.

60727


000-325-972-00000



NATIONAL WATER RESOURCES BOARD


25712

000-795-636-006



National Book Store


28560



National Bookstore

264


000-123-456-789



National StoreBook

62970


National Bookstore



Step 4. On the *Supplier Search* page, search for the existing supplier then click the *Update* icon.

Supplier Management
File Ref: ITDC – FMIS – UM 20002 Supplier Manager - 02022024 – ver. 3.0

48



Payables

Home

Star

Settings

Logged In As KADELEON4

Power

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Update National Bookstore - 264: Address Book

Search

Address Name

Address Details

Site Name

Go

Clear

Create

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
▶	Cubao	Gen. Roxas, Cubao	Philippines		Payment, Purchasing	Current			
▶	Iloilo	Iloilo	Philippines		Payment, Purchasing	Current			
▶	Los Banos	Los Banos	Philippines	Phone: -	Payment, Purchasing	Current			
▶	Quezon City	Quezon Avenue Extn. cor. Scout Boromeo, Quezon City	Philippines		Payment, Purchasing	Current			
▶	Tacloban City	Level 1 Robinsons Place Tacloban, National Highway, Tabuan Marasbaras Tacloban, Leyte	Philippines		Payment, Purchasing	Current			
▶	UP Diliman	Katipunan Road Quezon City	Philippines		Payment, Purchasing	Current			

Step 5. Go to the **Address Book** tab.

Then, click the **Create** button.

Suppliers: Address Book >

Create Address: Confirm Details Cancel Continue

* Indicates required field

Supplier Name National Bookstore Supplier Number 264

Address Details

* Country Philippines

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

County

State

Province

Postal Code

* Address Name

Addressee

Language

Context Value

Contact Details and Purpose

Communication Details ☐ Update to all new sites created for this address

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Address Purpose ☒ Purchasing ☒ Payment ☐ RFQ Only

Diagnostic Console

Step 5. Fill out the necessary details such as:

- Address Line 1
- Address Name
- Address Purpose tick the checkboxes for:
 - Purchasing
 - Payment

Once done, click **Continue**.

Payables

Suppliers: Address Book > Create Address: Confirm Details >

Create Address: Site Creation

Address Name: Manila City
Address Details: Pedro Gil St., PH
Purpose: Payment, Purchasing

Supplier Name: National Bookstore
Supplier Number: 264

Cancel Back **Apply**

Operating Units

<input checked="" type="checkbox"/> Site Name	Operating Unit	Tax Reportable
<input checked="" type="checkbox"/> Manila City	UP System	<input type="checkbox"/>

Operating Units for which sites should be created.

Table Diagnostics

Step 6. Tick the box on the left side of the **Site Name** then click **Apply**.

Payables

Suppliers

Quick Update
Company Profile
Organization
Tax Details
Address Book
Contact Directory
Business Classification

Confirmation
Manila City has been added to the Address Book for National Bookstore.



Update National Bookstore - 264: Address Book

Search

Address Name:
Address Details:
Site Name:

Go Clear

You will notice a confirmation note stating that you are done adding a new address in the supplier address book.

 Payables Home Star Settings | Logged In As **KADELEON4** 

Suppliers


Suppliers > **Update National Bookstore - 264: Tax Details** Cancel Save


Income Tax

Taxpayer ID

Reportable ☐ Federal ☐ State

Allow Withholding Tax ☒

Invoice Withholding Tax Group 

Payment Withholding Tax Group 


Transaction Tax

Default Controls









Step 7. Next, go to **Tax Details**.

Supplier Sites

Site Status Active Site Name Operating Unit Go


 **TIP** The Allow Withholding Tax option is enabled only when the Withholding Tax option is enabled in both the supplier and payables options for the operating unit.

Create | ...

Site Name	Operating Unit	Allow Tax Withholding	Invoice Withholding Tax Group	Payment Withholding Tax Group	Update Transaction Tax
Cubao	UP System	<input checked="" type="checkbox"/>	<input type="text"/> 		
Iloilo	UP System	<input checked="" type="checkbox"/>	<input type="text"/> 		
Manila City	UP System	<input checked="" type="checkbox"/>	<input type="text"/> 		
QUEZON CITY	UP System	<input checked="" type="checkbox"/>	<input type="text"/> 		

Step 8. Scroll down until you see the **Supplier Sites**.

Click **Update**  .



Payables

Suppliers: Tax Details >

Transaction Tax Details: Manila City (UP System)

Transaction Tax

Default Controls

Update the values that default to all invoices and tax registration records of this party or party site.

Rounding Level

Header

☐ Set Invoice Values as Tax Inclusive

Rounding Rule

Up

Tax Registrations

Default Reporting Country Name

Philippines

Default Reporting Registration Number


200-320-212-00000

Default Reporting Tax Registration Type

Create

Regime Code	Tax	Tax Jurisdiction Code	Registration Number	Issuing Tax Authority	Active	Update	Remove
No results found.							

Table Diagnostics



Payables

Home

Star

Settings

Logged In As KADELEON4

Logout

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Confirmation

Changes to Tax Details have been saved

Update National Bookstore - 264: Tax Details

Cancel

Save

Income Tax

Taxpayer ID

Reportable

☐ Federal

☐ State

Allow Withholding Tax

☒

Invoice Withholding Tax Group

Payment Withholding Tax Group

Step 9. Enter the branch TIN in the **Default Reporting Registration Number** field.

Click **Save**.

A Confirmation note will appear that means you are done saving the branch supplier.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)



Registration of a UP Internal Supplier

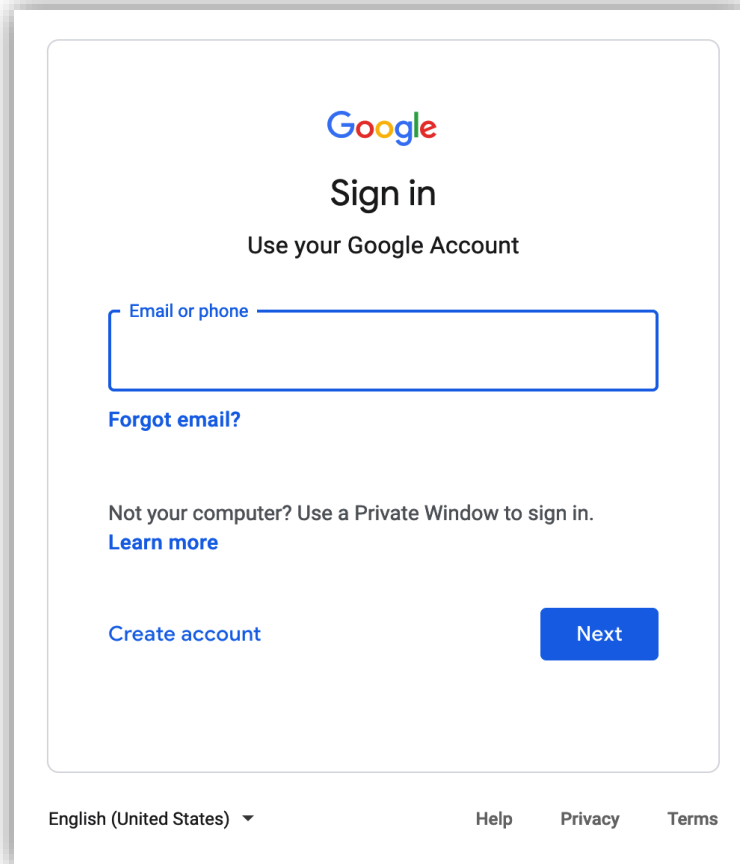
1. DOCUMENT CONTROL

1.3 Change Record

Date	Author	Version	Change Reference:
-	-	1.0	Initial
08 August 2018	Cherie Anne R. Pasco Julius A. Ermitanio	2.0	Updated field descriptions and modified instructions Updated screenshots

1.4 Description

Process ID	
Process Name	Registration of UP Internal Suppliers
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To register a new UP employee, contractual, or job order as a supplier in the system
Data Requirement	Supplier information. Minimum requirements are as follows: <ul style="list-style-type: none"> • Full name • Tax Identification Number (TIN) – BIR issued • Bank Account
Dependencies	The UP internal supplier should have a Person Record in HRIS
Scenario	<p>A UP employee, contractual or job order will be registered as an internal supplier if they are payees of DVs, entitled to cash advance, liquidations and reimbursements.</p> <p>Warning: Registering UP internal suppliers as standard suppliers will affect closing of cash advances since the DV for cash advance (prepayment DV) could not be applied to the liquidation (expense report).</p>

A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

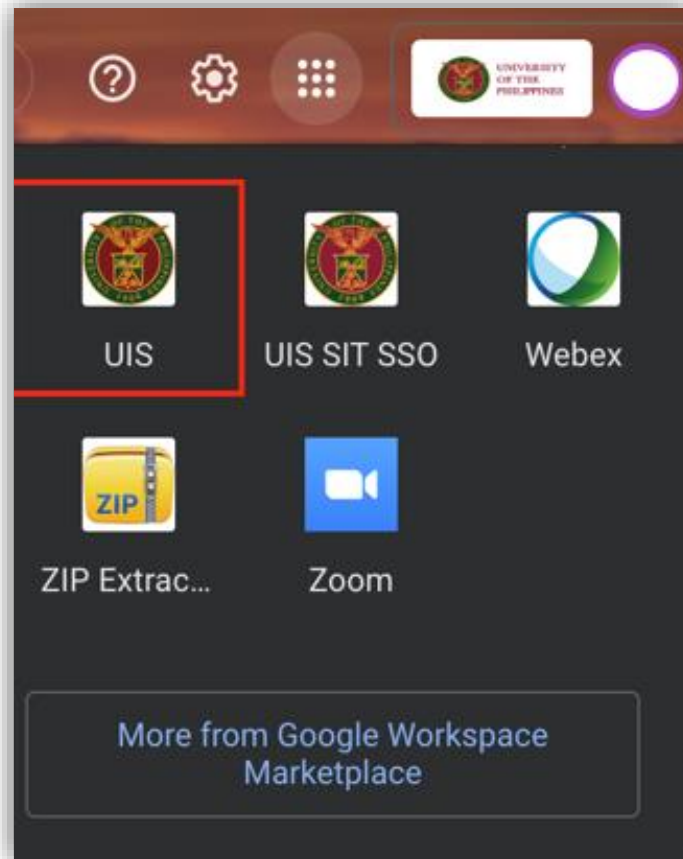
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

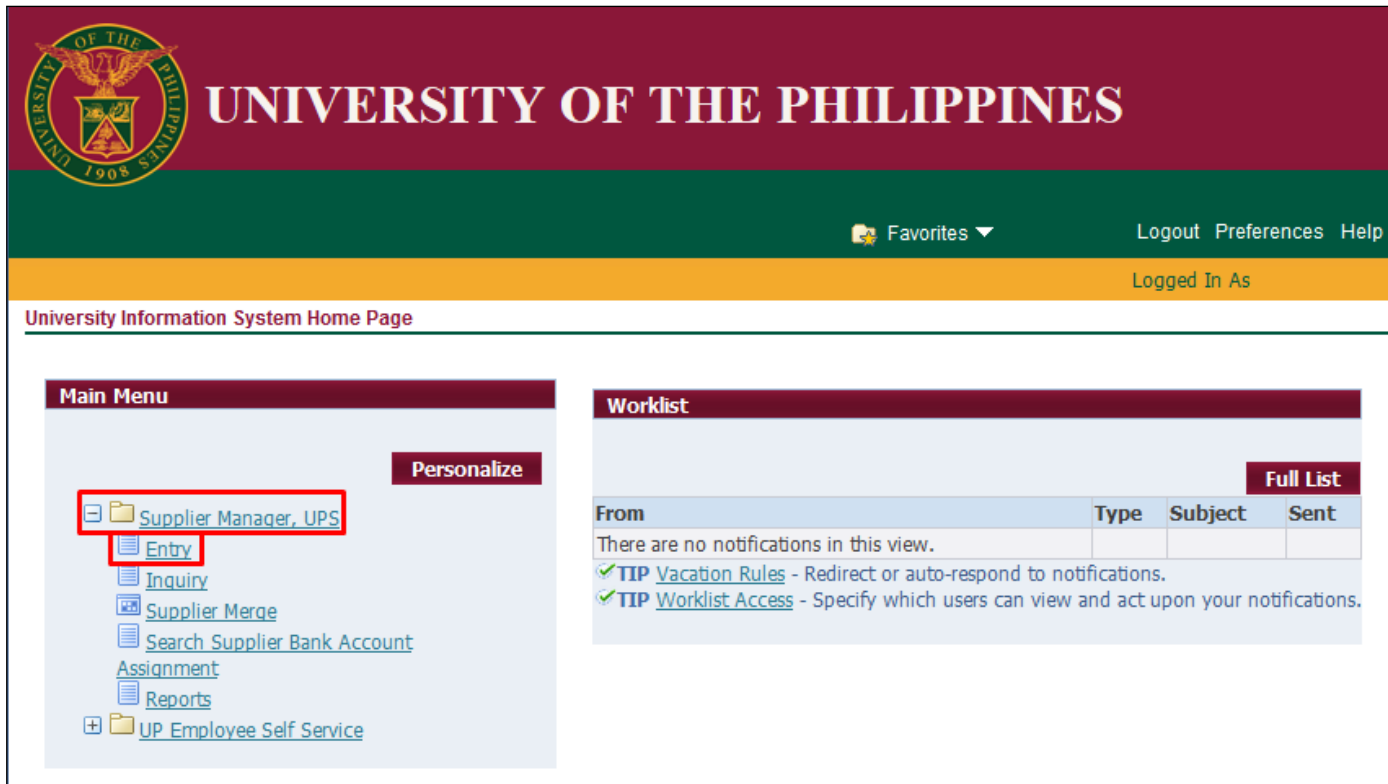
English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

Step 1. Go to
<https://uis.up.edu.ph>

Step 2. Log-in your UP Mail
credentials (e.g. ***email*** and
password)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



UNIVERSITY OF THE PHILIPPINES

Favorites Logout Preferences Help

Logged In As

University Information System Home Page

Main Menu

Personalize

Supplier Manager, UPS

Entry

Inquiry

Supplier Merge

Search Supplier Bank Account

Assignment

Reports

UP Employee Self Service


Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Entry**



PAYABLES

Suppliers

Home Logout Preferences Help

Create Supplier

New Supplier Requests

[New Supplier Requests\(0\)](#)
[Prospective Supplier Registrations\(0\)](#)

Supplier Profile Update Requests

[Supplier Address Requests \(0\)](#)
[Supplier Contact Requests \(0\)](#)
[Supplier Business Classification Requests \(0\)](#)
[Supplier Product and Services Requests \(0\)](#)
[Supplier Bank Account Requests\(0/0\)](#)

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name

Supplier Number

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Employee Number

Show More Options

Go Clear

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Step 4. Supplier Home Page
will appear the click **Create Supplier**

Suppliers >
Create Supplier

* Indicates required field

Supplier Type: Supplier used to process expense payments to internal employees

* Employee Name: Dela Cruz, Mr. Juanito Fag

Employee Number: 100020660

* Operating Unit: UP System

Create Payment Site: ☐ Home ☒ Office ☐ Provisional

Cancel Apply

Step 5. Create Supplier Window will appear

Change the **Supplier Type** to “Supplier used to process expense payments to internal employees.”

Fill out the necessary details

Then click **Apply**

Note: The UP employee, contractual or job order is now registered as an internal supplier in UIS.

Field Name	Description	Remarks
Supplier Type	Must be set to “ Supplier used to process expense payments to internal employees”	List of Values (LOV)
Employee Name	Registered name in HRIS	List of Values (LOV)
Operating Unit	Constituent University or Level 1 Unit	List of Values (LOV)
Create Payment Site	Office	Checkbox

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details**
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Confirmation
Changes to Tax Details have been saved
Update Dela Cruz, Juan - 32595: Tax Details

Cancel Save

Income Tax

Taxpayer ID Details stored in HR system
Reportable ☐ Federal ☐ State

Allow Withholding Tax ☒

Invoice Withholding Tax Group
Payment Withholding Tax Group

Transaction Tax

Default Controls

Update the values that default to all invoices and tax registration records of this party or party site.

Rounding Level Header ☐ Set Invoice Values as Tax Inclusive
Rounding Rule Up

Tax Registrations

Default Reporting Country Name
Default Reporting Registration Number

Default Reporting Tax Registration Type

Create

Regime Code	Tax	Tax Jurisdiction Code	Registration Number	Issuing Tax Authority	Active	Update	Remove
No results found.							

Associated Fiscal Classifications

* Indicates required field
✓ TIP

Fiscal Classification Type Code	Fiscal Classification Code	Fiscal Classification Name	Effective From	Effective To	Remove
No results found.					

Add Another Row

Supplier Sites

Site Status Active Site Name Operating Unit Go

✓ TIP The Allow Withholding Tax option is enabled only when the Withholding Tax option is enabled in both the supplier and payables options for the operating unit.

Site Name	Operating Unit	Allow Tax Withholding	Invoice Withholding Tax Group	Payment Withholding Tax Group	Update Transaction Tax
Office	UP System	<input checked="" type="checkbox"/>			

Cancel Save

Step 6. Click **Tax Details** on the left sidebar of the **Suppliers** tab.

Please tick the **Allow Withholding Tax** and **Allow Tax Withholding** checkboxes at the top and bottom regions of the page.

Then, click **Save**

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details**
 - Relationship
 - Invoice Management

Confirmation
The payment methods and payment attributes have been saved.

Update Dela Cruz, Juan - 32595: Payment Details Cancel Save

Payment Details

Payment Methods

TIP You can choose one payment method to default on documents for the payee. A default payment method is optional.

Add

Payment Method	Default	End Date
Check	<input type="checkbox"/> Default	
LDDAP-ADA	<input type="checkbox"/> Default	
RDA	<input checked="" type="checkbox"/> Default	

Payment Attributes

Payment Delivery Attributes **Payment Specifications** **Separate Remittance Advice Delivery**

Delivery Channel Settlement Priority

Bank Instruction 1 Payment Text Message 1

Bank Instruction 2 Payment Text Message 2

Bank Instruction Details Payment Text Message 3

Supplier Sites

Site Status Site Name Operating Unit Go

Site Name	Operating Unit	Update Payment Details
Office	UP System	

Step 7. Click **Payment Details** on the left sidebar of the **Suppliers** tab.

Choose a default **Payment Method** by ticking the checkbox beside it.

Then, click **Save**.

Note: For Internal Suppliers, either the **Check** payment method or **RDA** payment method is set as default.

Suppliers

• Quick Update

• Company Profile

- Organization
- Tax Details
- Address Book
- Contact Directory
- Business Classification
- Products & Services
- Banking Details**
- Surveys

• Approval History

• Terms and Control

- Accounting
- Tax and Reporting
- Purchasing
- Receiving
- Payment Details
- Relationship
- Invoice Management

Update Dela Cruz, Juan - 32595: Banking Details

Cancel

Save

Bank Account and Assignment Details

Select Account Assignment Level

Supplier

Go

Payment Details

Bank Accounts

Add

Create

Create Factor Account

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority Increase	Priority Decrease	Priority Update	Additional Details
No results found.										

Cancel

Save

Step 8. Click **Banking Details** on the left sidebar of the **Suppliers** tab.

Then, click **Create**.

PAYABLES

Suppliers: Banking Details >
Create Bank Account
 * Indicates required field

Payee Name **Juan Dela Cruz** Internal Organization Supplier Site Name
 Payee Site

* Country **Philippines** ☐ Allow International Payments ⓘ

Bank **Branch**

☒ Select Existing Bank ☒ Select Existing Branch
☐ Create New Bank ☐ Create New Branch

Bank Name **Land Bank of the Philippines** Branch Name **Katipunan**
 Bank Number Branch Number 001
 Tax Payer ID BIC
 Branch Type OTHER

[Show Bank Details](#) [Show Branch Details](#)

Bank Account

* Account Number **123456789** Account Name
 Check Digits Currency
 IBAN

Account Owners


Account Owner Name	Alternate Account Owner Name	Primary	End Date
Juan Dela Cruz		<input checked="" type="checkbox"/>	

Add Another Row
[Show Bank Account Details](#)

Step 9. The **Create Bank Account** page will appear.

Fill-in the necessary details including **Country**, **Bank Name**, **Branch Name** and **Account Number**.

Then, click **Apply**.



PAYABLES

Navigator

Favorites

Home Logout Preferences Help Personalize Page Diagnostics

Suppliers

Quick Update

Company Profile

- Organization
- Tax Details
- Address Book
- Contact Directory
- Business Classification
- Products & Services

Banking Details

Surveys

Approval History

Terms and Control

- Accounting
- Tax and Reporting
- Purchasing
- Receiving
- Payment Details
- Relationship
- Invoice Management

Confirmation

The changes to the Banking Details have been saved.

Update Dela Cruz, Juan - 32595: Banking Details

CancelSave

Bank Account and Assignment Details

Select Account Assignment Level

Supplier

Go

Payment Details

Bank Accounts

AddCreateCreate Factor Account

Show All DetailsHide All Details

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Update Details	Additional
Show	XXXXX6789			Land Bank of the Philippines	07-Aug-2018		1	⬆	⬇		

Step 10.On the **Banking Details** page click **Save**.
Expected Result:

A UP employee, Contractual, or Job Order has been registered as a supplier in the system.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)



Verification and Creation of Additional Supplier Site

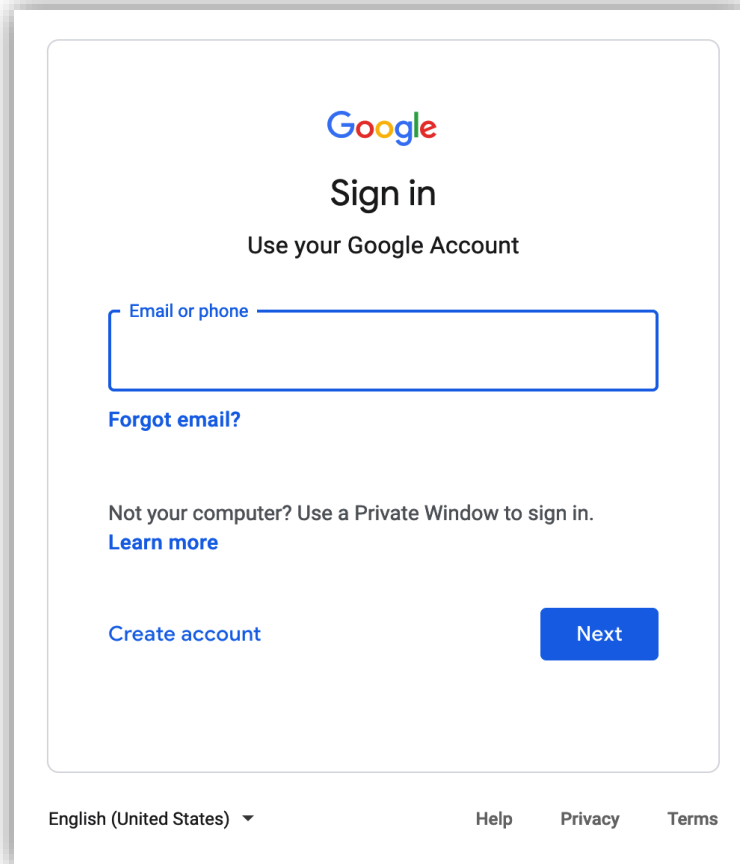
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial

1.2 Description

Process ID	
Process Name	Verification and Creation of Additional Supplier Site
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	For the supplier to appear in multiple supplier sites. This will allow DV and PO originators from different CUs to view and select a supplier already registered by in CU.
Data Requirement	Supplier information such as <ul style="list-style-type: none"> • Supplier ID • Organization name – registered business name or • Name of individual payee (UP employee, contractual or job order)
Dependencies	Supplier is already registered in UIS
Scenario	Originating unit submits a request through the Supplier Registration Form for the registration of a supplier.

A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

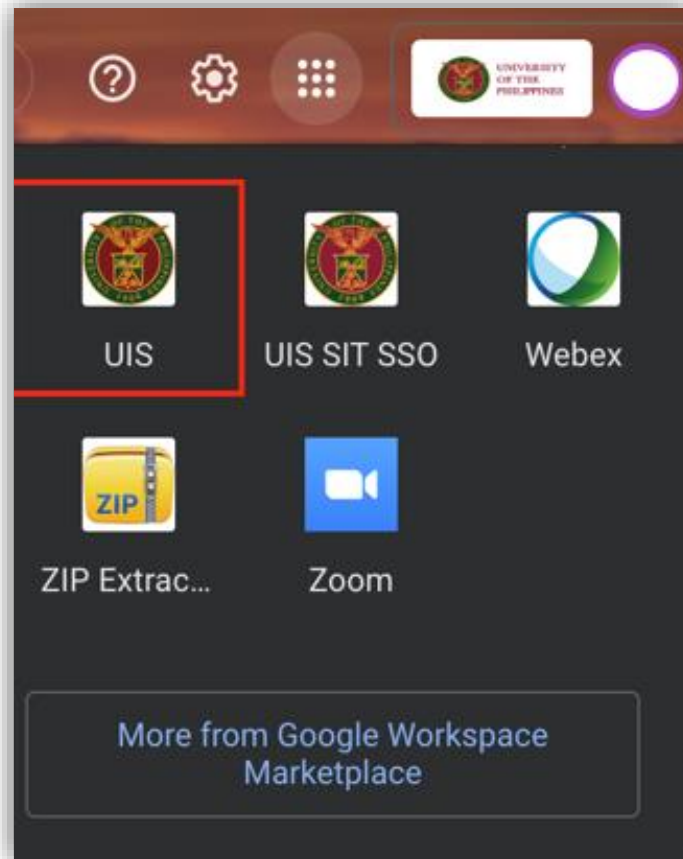
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

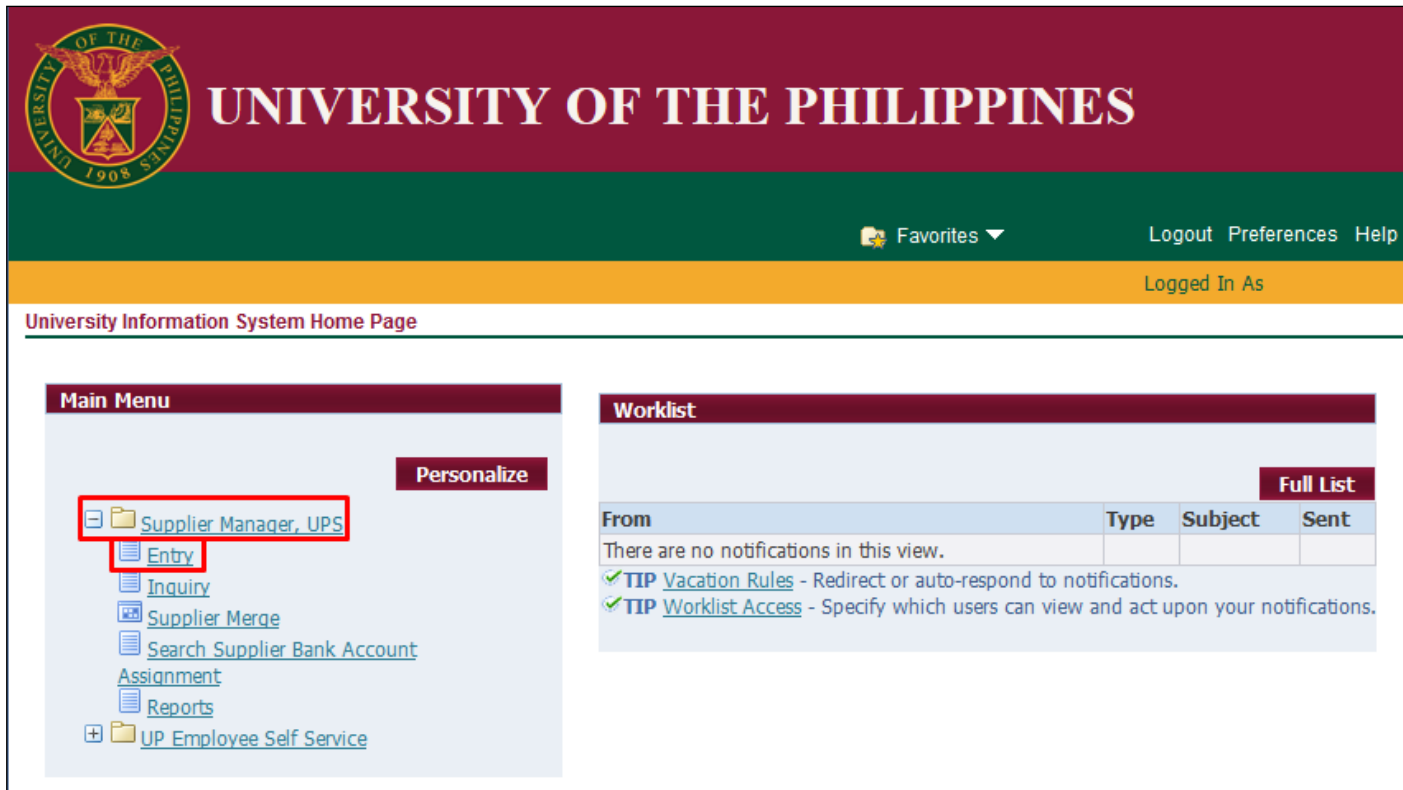
English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

Step 1. Go to
<https://uis.up.edu.ph>

Step 2. Log-in your UP Mail
credentials (e.g. ***email*** and
password)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



UNIVERSITY OF THE PHILIPPINES

Logout Preferences Help

Logged In As

University Information System Home Page

Main Menu

Personalize

Supplier Manager, UPS

Entry

Inquiry

Supplier Merge

Search Supplier Bank Account

Assignment

Reports

UP Employee Self Service


Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Entry**



PAYABLES

Navigator

Favorites

Home Logout Preferences Help

Suppliers

Create Supplier

New Supplier Requests

[New Supplier Requests\(0\)](#)
[Prospective Supplier Registrations\(0\)](#)

Supplier Profile Update Requests

[Supplier Address Requests \(0\)](#)
[Supplier Contact Requests \(0\)](#)
[Supplier Business Classification Requests \(0\)](#)
[Supplier Product and Services Requests \(0\)](#)
[Supplier Bank Account Requests\(0/0\)](#)

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name

%National Bookstore%

Supplier Number

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Employee Number

Show More Options

Go

Clear

Search Results


Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Step 4. Supplier Home Page will appear.

Search for the supplier using any of the available fields. You may use % as a wildcard character.

When searching for a **Supplier Name**, you may enter the name in between wildcard characters. For example, %National Bookstore%.

Then, click **Go**.



PAYABLES

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

[Suppliers](#)

[Create Supplier](#)

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name:
 D-U-N-S Number:

Supplier Number:
 Employee Number:



Taxpayer ID:

Tax Registration Number:

[+ Show More Options](#)


[Go](#)
[Clear](#)

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
International Bookstore	10633			500-003-508-834			
National Bookstore	264		000-299-299-143	000-299-299-143			

Step 5. Identify the supplier from the **Search Results**

Then click on the **Update** icon.



PAYABLES

Navigator Favorites Home Logout Preferences Personalize Page Diagnostics

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book**
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Suppliers >
Update National Book Store, Inc. - 32634: Quick Update
* Indicates required field

* Supplier NameNational Book Store, Inc.

Supplier Number32634

Alternate Supplier Name

Registry ID78724

Inactive Date

(example: 23-Jul-2018)

Alias

Purchase Order Hold☐ All New Orders

Hold from Payment☐ All Invoices☐ Unmatched Invoices☐ Unvalidated Invoices

CancelSave

Supplier Sites

Site StatusActiveSite NameOperating UnitGo


Key Purchasing SetupsKey Payment Setups

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Pay On	Alternate Pay Site	Invoice Summary Level	Create Debit Memo from RTS Transaction	Gapless Invoice Numbering	*Selling Company Identifier	Freight FOB Terms	Transportation Arranged	Country of Origin
No results found.													

Step 6. The **Quick Update** page will appear

then check the **Supplier Sites** region. If there is no entry, proceed to the **Address Book**.



PAYABLES

Navigator

Favorites

Home Logout Preferences Personalize Page Diagnostics

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Payment Details

Relationship

Invoice Management

Suppliers >

Update National Book Store, Inc. - 32634: Address Book

Search

Address Name

Site Name

Address Details

Go

Clear

Create

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
Show	UP System	Ali Mall Ground Floor, Ali Mall Phase II, P. Tuazon Boulevard, Araneta Center Quezon City, Philippines	Philippines		Payment, Purchasing	Current			

Inactive Addresses

Step 7. On the **Address Book** page click on **Create**.

PAYABLES

Suppliers > Update National Book Store, Inc. - 32634: Address Book >
Create Address: Confirm Details

* Indicates required field

Supplier Name **National Book Store, Inc.** Supplier Number **32634**

Address Details

* Country: Philippines

* Address Line 1: Ayala Trinoma Level M1, Trinoma,

Address Line 2: EDSA cor. North Avenue,

Address Line 3: Brgy. Bagong Pag-asa

Address Line 4:

City: Quezon City

County:

State:

Province:

Postal Code:

* Address Name: UP Diliman

Addressee:

Language:

Context Value:

Contact Details and Purpose

Communication Details ☐ Update to all new sites created for this address

Phone Area Code:

Phone Number:

Fax Area Code:

Fax Number:

Email Address:

Address Purpose: ☒ Purchasing ☒ Payment ☐ RFQ Only

Cancel **Continue**

Step 8. The **Create Address: Confirm Details** page will appear

Fill-in required details.

For the **Address Name**, enter the constituent university or level 1 unit such as UP System, UP Diliman, etc.

For the **Address Purpose**, make sure that the checkboxes for **Purchasing** and **Payment** are ticked.

Then, click **Continue**.

PAYABLES

Navigator

Favorites

Home Logout Preferences Personalize Page Diagnostics

Suppliers > Update National Book Store, Inc. - 32634: Address Book > Create Address: Confirm Details >

Create Address: Site Creation

Address NameUP Diliman

Address DetailsAyala Trinoma Level M1, Trinoma,, EDSA
cor. North Avenue,, Brgy. Bagong Pag-asa,
Quezon City, PH

PurposePayment, Purchasing

Supplier NameNational Book Store, Inc.

Supplier Number32634

Cancel

Back

Apply

Operating Units

Select All | Select None

Select Site Name	Operating Unit	Tax Reportable
<input checked="" type="checkbox"/> UP Diliman	UP Diliman	<input type="checkbox"/>

Site Attributes

Communication Details

☐ Update to all new sites created for this address

☐ Override default site attributes

Step 9. The **Create Address: Site Creation** page will appear

For *Standard Suppliers*, select the appropriate **Site Name** by ticking the checkbox beside it.

Then, click **Apply**.

For *UP Internal Suppliers*, select **Office** as the **Expense Payment Site Name** then click **Go**.

Select the appropriate **Site Name** by ticking the checkbox beside it.

Then, click **ApplyExpected Result:**

A new Supplier Site has been added to an existing Supplier.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)



Updating Supplier Information

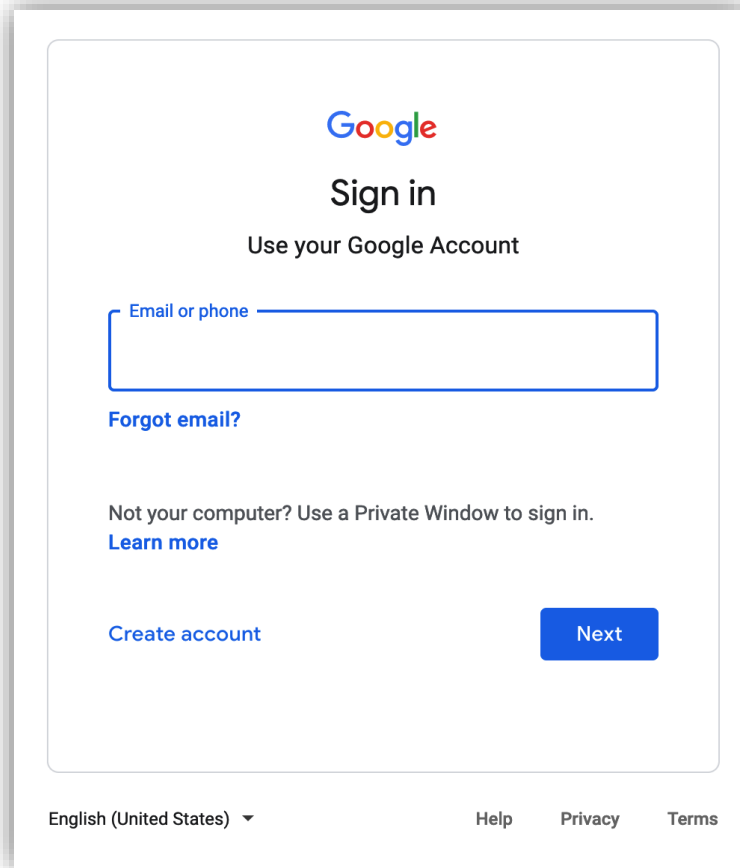
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial
15 November 2019	Julius Ermitanio	1.1	Added steps on how to remove supplier site

1.2 Description

Process ID	
Process Name	Updating Supplier Information
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To keep supplier records up-to-date, supplier manager may change, remove or add details to a registered supplier.
Data Requirement	Supplier information such as <ul style="list-style-type: none"> • Supplier ID • Organization name – registered business name or • Name of individual payee (UP employee, contractual or job order)
Dependencies	Changes in the name of UP Internal Suppliers will only reflect if changes are made to the HRIS Person Record
Scenario	Originating unit, SPMO, Accounting Office or Cash Office submits a request through the Supplier Registration Form for the updating of supplier information

A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

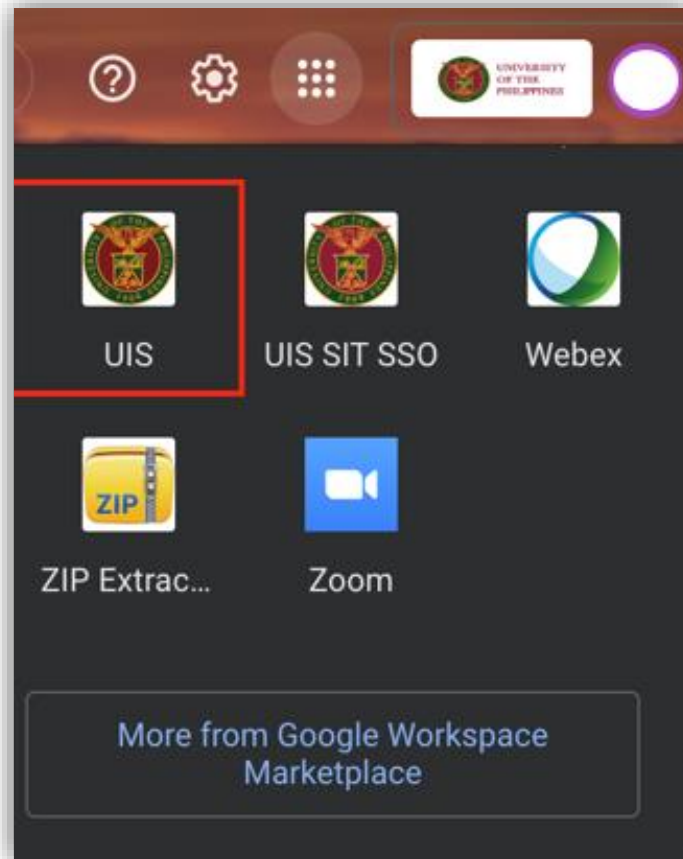
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

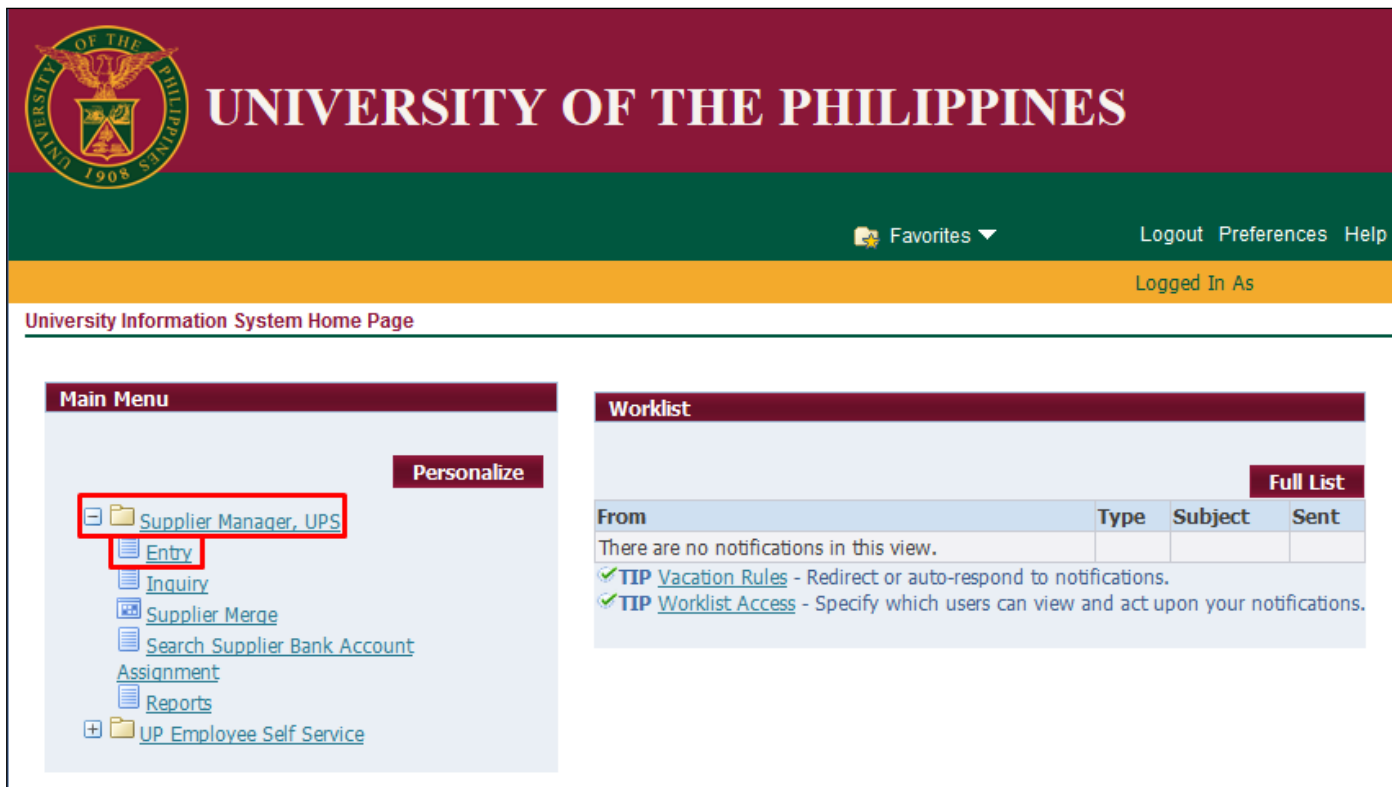
English (United States) [Help](#) [Privacy](#) [Terms](#)

Step 1. Go to
<https://uis.up.edu.ph>

Step 2. Log-in your UP Mail
credentials (e.g. ***email*** and
password)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



University of the Philippines

Logout Preferences Help

Logged In As

University Information System Home Page

Main Menu Personalize


- Supplier Manager, UPS
 - Entry**
 - Inquiry
 - Supplier Merge
 - Search Supplier Bank Account
 - Assignment
 - Reports
 - UP Employee Self Service

Worklist Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Entry**



PAYABLES

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Suppliers

Create Supplier

New Supplier Requests
[New Supplier Requests\(0\)](#)
[Prospective Supplier Registrations\(0\)](#)

Supplier Profile Update Requests
[Supplier Address Requests \(0\)](#)
[Supplier Contact Requests \(0\)](#)
[Supplier Business Classification Requests \(0\)](#)
[Supplier Product and Services Requests \(0\)](#)
[Supplier Bank Account Requests\(0/0\)](#)

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name

D-U-N-S Number

Supplier Number

Employee Number

Taxpayer ID

Tax Registration Number

[+ Show More Options](#)

Go

Clear

Search Results


Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Step 4. Supplier Home Page will appear.



Search for the supplier using any of the available fields. You may use % as a wildcard character.

When searching for a **Supplier Name**, you may enter the name in between wildcard characters. For example, %National Bookstore%.

Then, click **Go**.



PAYABLES

 Navigator ▼
  Favorites ▼
 Home Logout Preferences Help

Suppliers

Create Supplier

Supplier Search

Simple Search



At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name	<input type="text" value="%National Bookstore%"/>	D-U-N-S Number	<input type="text"/>
Supplier Number	<input type="text"/>	Employee Number	<input type="text"/>
Taxpayer ID	<input type="text"/>		
Tax Registration Number	<input type="text"/>		

[+ Show More Options](#)

Go Clear

Search Results

Supplier Name ▲	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
International Bookstore	10633			500-003-508-834			
National Bookstore	264		000-299-299-143	000-299-299-143			

New Supplier Requests


[New Supplier Requests\(0\)](#)
[Prospective Supplier Registrations\(0\)](#)

Supplier Profile Update Requests

[Supplier Address Requests \(0\)](#)
[Supplier Contact Requests \(0\)](#)
[Supplier Business Classification Requests \(0\)](#)
[Supplier Product and Services Requests \(0\)](#)
[Supplier Bank Account Requests\(0/0\)](#)

Step 5. Identify the supplier from the **Search Results**

Then click on the **Update** icon.



PAYABLES

Home

Logout

Preferences

Personalize Page

Diagnostics

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Payment Details

Relationship

Invoice Management

Suppliers >
Update National Book Store, Inc. - 32634: Quick Update
* Indicates required field

* Supplier NameNational Book Store, Inc.

Supplier Number32634

Alternate Supplier Name

Registry ID78724

Inactive Date
(example: 23-Jul-2018)

Alias

Supplier Sites

Site StatusActiveSite NameOperating UnitGo

Key Purchasing SetupsKey Payment Setups

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Pay On	Alternate Pay Site	Invoice Summary
UP System	UP System	University of the Philippines	University of the Philippines				

Step 6. The **Quick Update** page will appear

For standard suppliers, the **Supplier Name** and **Alternate Supplier Name** may be updated. Any changes made will reflect on existing FMIS transactions.

Payables

Suppliers

Quick Update
Company Profile
Organization
Tax Details
Address Book
Contact Directory
Business Classification
Products & Services
Banking Details
Surveys
Approval History
Terms and Control
Accounting
Tax and Reporting
Purchasing
Receiving
Payment Details
Relationship
Invoice Management

Update **27306: Address Book**

Search

Address Name
Address Details
Site Name

Go Clear

Create

Details Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
UP Manila	UP-PGH-OTORHINOLARYNGOLOGY-EAR UNIT Manila City	Philippines		Payment, Purchasing	Current			

Sites Using the Address

Site Name	Operating Unit	Communication	Purpose
UP Manila	UP Manila		<input checked="" type="checkbox"/> Purchasing <input checked="" type="checkbox"/> Payment <input type="checkbox"/> RFD Only

UP System Quezon City Philippines Payment, Purchasing Current

Inactive Addresses

Details Name	Address	Country	Communication	Purpose	Update	Manage Site
No results found.						

Step 7.
Remove Supplier Site.

Go to **Address Book** tab.

Select the supplier site you want to remove.

Verify the Operating unit by clicking the expand button below Details.

Then click **Remove** button.

Payables

Suppliers: Address Book >

Address Removal Warning

You have selected to remove the address. This will set the address status to inactive and inactivate every site that is associated with the address, regardless of operating unit (the affected sites are listed in the table below). If you only want to set the Inactive Date for sites within your own MOAC profile then you will have to use the Manage Sites page to manually update the Inactive Date for each site. Also, the address will no longer be associated to any contacts and any bank account assignments to the address will be inactivated. The affected Contacts and Bank Accounts are listed below as well. Are you sure you want to remove the address?

Cancel **Apply**

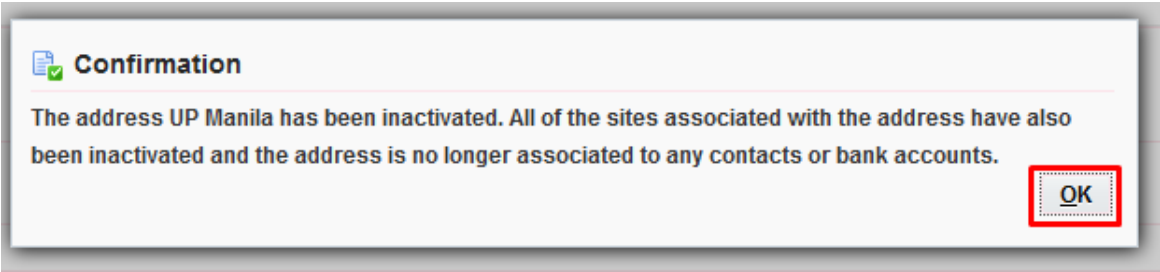
Site Details

Site Name	Operating Unit	Email	Phone	Fax
UP Manila	UP Philippine General Hospital			
UP Manila	UP Manila			

Bank Account Details

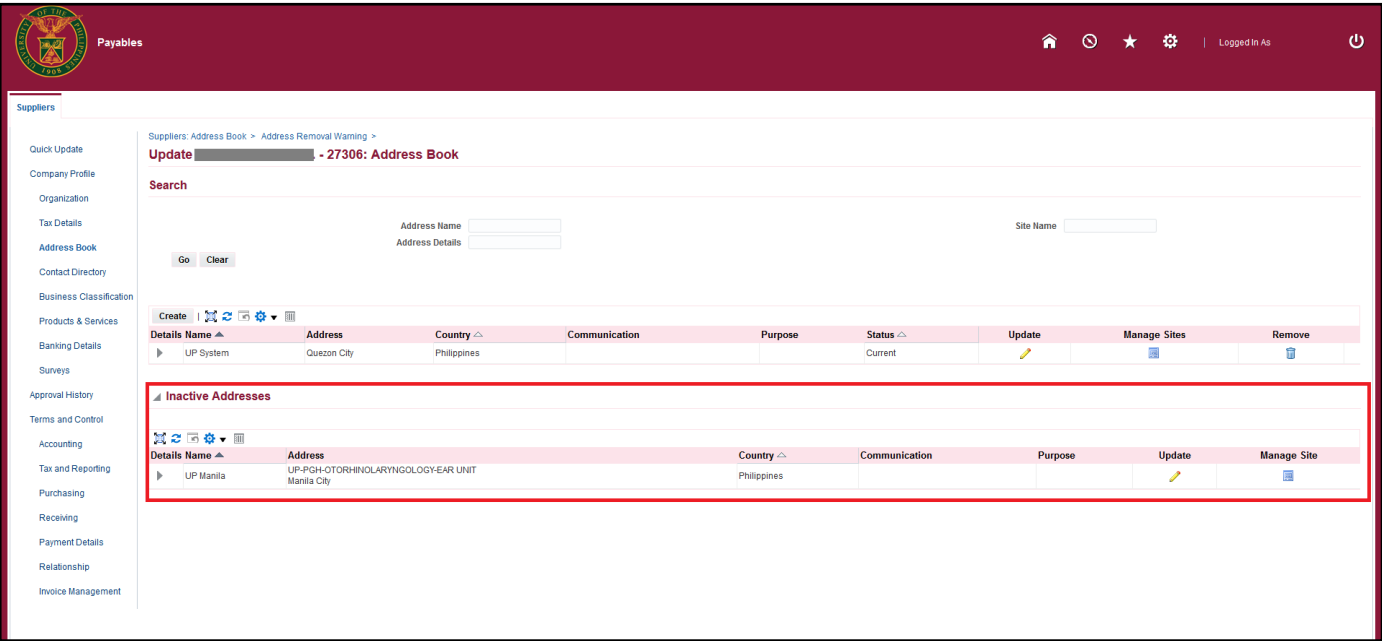
Bank Account Number	Currency	IBAN	Bank Account Name	Bank Name
No results found.				


Step 8. Click **Apply**.



Step 9. Confirmation that the Supplier site was deactivated will appear. Click **Ok**.

The deactivated supplier site will be listed under **Inactive Addresses**.





PAYABLES

Navigator

Favorites

Home Logout Preferences Personalize Page Diagnostics

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Payment Details

Relationship

Invoice Management

Suppliers >

Update National Book Store, Inc. - 32634: Quick Update

* Indicates required field

* Supplier NameNational Book Store, Inc.

Supplier Number32634

Alternate Supplier Name

Registry ID78724

Inactive Date

Alias

Supplier Sites

Site StatusActiveSite NameOperating UnitGo

Key Purchasing SetupsKey Payment Setups

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Pay On	Alternate Pay Site	Invoice Summary
UP System	UP System	University of the Philippin	University of the Philippin				

Step 10. Select the appropriate menu from the left side bar to update other supplier details.

After making necessary changes, click on **Apply** or **Save** for the changes to take effect.

Expected Result:

The information of an existing Supplier has been updated.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)



Registration of Supplier Email for Separate Remittance Advices



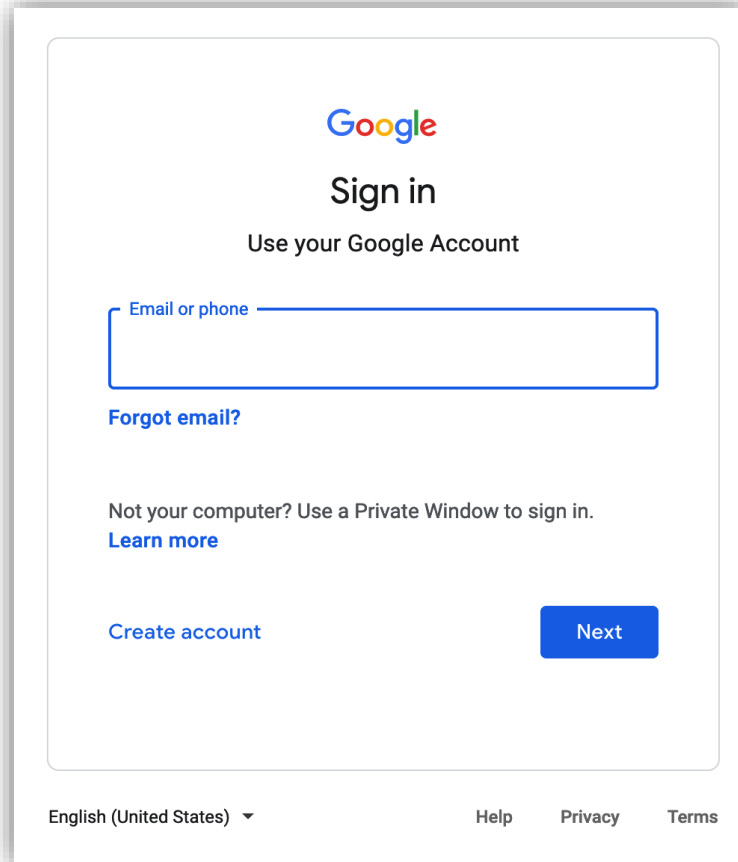
1. DOCUMENT CONTROL

1.3 Change Record

Date	Author	Version	Change Reference:
08 March 2024	Riza Nequias	1.0	Initial

1.4 Description

Process ID	
Process Name	Registration of Supplier Email for Separate Remittance Advices
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To register a supplier email account for receiving Separate Remittance Advices
Data Requirement	Supplier email account
Dependencies	Registered supplier in the system
Scenario	The supplier manager will add an email account to an existing supplier record in the system to receive email notices regarding DV payments.

A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

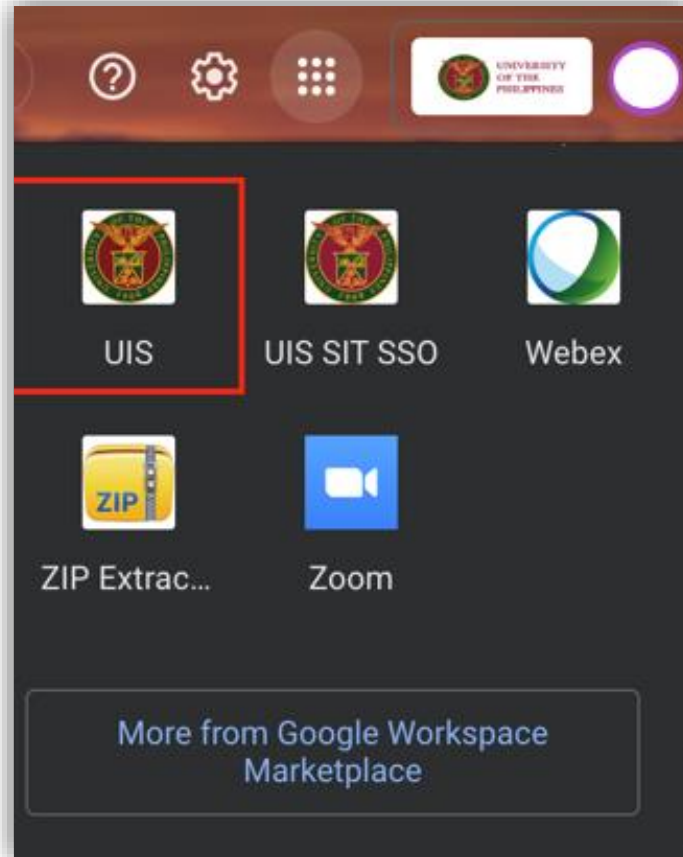
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

English (United States) [Help](#) [Privacy](#) [Terms](#)

Step 1. Go to
<https://uis.up.edu.ph>

Step 2. Log-in your UP Mail
credentials (e.g. ***email*** and
password)



Or you may open your UP Mail and go to the Google Workspace and select ***UIS***.

The screenshot displays the FMIS Home Page for the University of the Philippines. The header includes the university logo, name, and user login information. The main content area is divided into a 'Navigator' sidebar and a 'Worklist' main panel. In the 'Navigator', the 'Supplier Manager, UPS' menu item is highlighted with a red box, and its sub-item 'Entry' is also highlighted with a red box. The 'Worklist' panel shows a table with columns 'From', 'Type', and 'Subject', and a 'Full List (19)' button.

University of the Philippines

Logged In As [redacted]

Home

Navigator

Personalize

- Supplier Manager, UPS**
 - Entry**
 - Inquiry
 - Supplier Merge
 - Search Supplier Bank Account Assignment
 - Reports

Worklist

Full List (19)

From	Type	Subject

Step 3. On the **UIS Home Page**, navigate to **Supplier Manager > Entry**.

Suppliers

Create Supplier

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name

NBS

Tax Registration Number

Supplier Number

D-U-N-S Number

Taxpayer ID

Employee Number

Show More Options

Go


Clear

Search Results




Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number
No search conducted.						

Step 4. Search for the supplier by entering the name in the **Supplier Name** field.

Then, click **Go**.



Payables



Logged In As **RANEQUIAS**

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Suppliers >

Update NBS - 59786: Quick Update

Cancel! Save

* Indicates required field

* Supplier Name

Supplier Number

Alternate Supplier Name

Registry ID

Inactive Date

Alias

NBS

59786

121274

(20-Feb-2024)

National Book Store

Purchase Order Hold

Hold from Payment

☐ All New Orders

☐ All Invoices

☐ Unmatched Invoices

☐ Unvalidated Invoices

Supplier Sites

Site Status

Active

Site Name

Operating Unit

Go

Key Purchasing Setups

Key Payment Setups

You will be directed to the **Quick Update** page.

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Payment Details

Relationship

Invoice Management

Inactive Date (20-Feb-2024)

Alias National Book Store

Unvalidated Invoices ☐

Supplier Sites

Site Status Active Site Name Operating Unit

Key Purchasing Setups

Key Payment Setups

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via
UP System	UP System	University of the Philippine	University of the Philippine	<input type="text"/>

Table Diagnostics

Cancel

Save

Step 5. Scroll down, select **Payment Details**.

Then, go to the **Separate Remittance Advice Delivery** tab under the **Payment Attributes** region.

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Payment Details

Relationship

Invoice Management

Suppliers >

Update NBS - 59786: Payment Details

Cancel Save

Payment Details

Payment Methods

TIP You can choose one payment method to default on documents for the payee. A default payment method is optional.

Add

Payment Method	Default	End Date
Check	<input checked="" type="checkbox"/> Default	<input type="text"/>
Electronic	<input type="checkbox"/> Default	<input type="text"/>
LDDAP-ADA	<input type="checkbox"/> Default	<input type="text"/>
Outsourced Check	<input type="checkbox"/> Default	<input type="text"/>
RDA	<input type="checkbox"/> Default	<input type="text"/>
Wire	<input type="checkbox"/> Default	<input type="text"/>

Table Diagnostics

Payment Attributes

Payment Delivery Attributes

Payment Specifications

Separate Remittance Advice Delivery

Service Level

Delivery Channel

Bank Instruction 1

Bank Instruction 2

Bank Instruction Details

Settlement Priority

Payment Text Message 1

Payment Text Message 2

Payment Text Message 3

Supplier Management
File Ref: ITDC – FMIS – UM 20002 Supplier Manager - 02022024 – ver. 3.0

102

Payment Details

Relationship

Invoice Management

Payment Attributes

Payment Delivery Attributes

Payment Specifications

Separate Remittance Advice Delivery

Delivery Method

E-mail

E-Mail

Fax

Site Status

Active

Site Name

Operating Unit

Go

Create

...

Site Name

Operating Unit

Update Payment Details

UP System

UP System

Table Diagnostics

Cancel

Save

Step 6. Set the ***Delivery Method*** to ***E-mail***.

Enter the ***E-mail*** of the supplier, then ***Save***.

Payables

HomeStarSettings

Logged In As

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Payment Details

Suppliers >

Confirmation

The payment methods and payment attributes have been saved.

Update NBS - 59786: Payment Details

CancelSave

Payment Details

Payment Methods

TIP You can choose one payment method to default on documents for the payee. A default payment method is optional.

Add

Payment Method	Default	End Date
Check	<input checked="" type="checkbox"/> Default	
Electronic	<input type="checkbox"/> Default	
LDDAP-ADA	<input type="checkbox"/> Default	
Outsourced Check	<input type="checkbox"/> Default	
RDA	<input type="checkbox"/> Default	
Wire	<input type="checkbox"/> Default	

Table Diagnostics

Expected Result:

A confirmation will appear that the payment methods and payment attributes have been saved.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

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Running the Employee Update Program



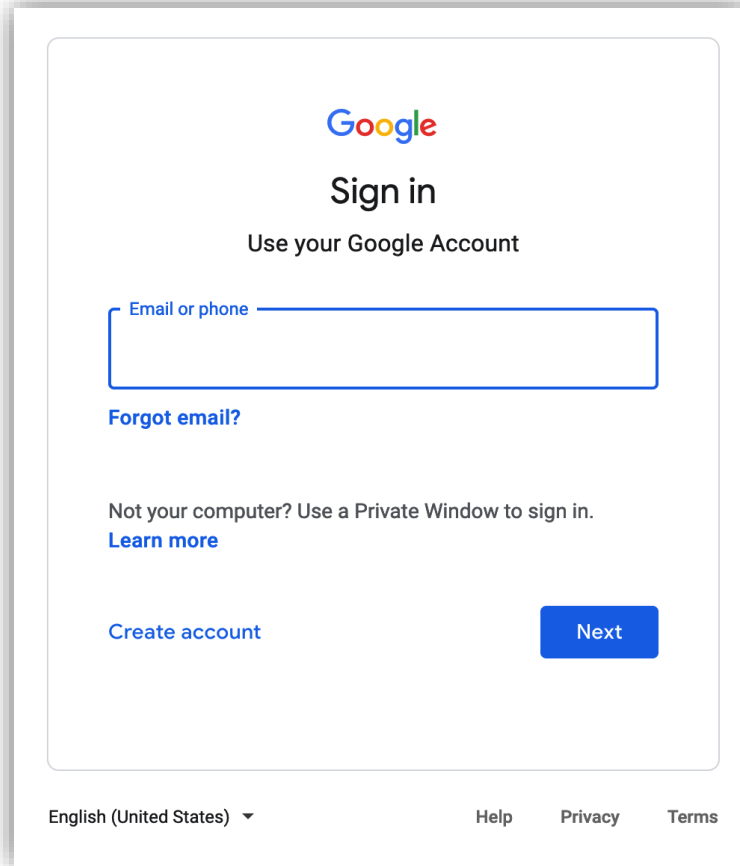
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
28 August 2018	Cherie Anne R. Pasco	1.0	Initial

1.2 Description

Process ID	
Process Name	Running the Employee Update Program
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To keep UP internal supplier records up-to-date based on changes made to the HRIS Person Record
Data Requirement	Supplier information such as <ul style="list-style-type: none"> • Supplier ID • Name of individual payee (UP employee, contractual or job order)
Dependencies	Changes in the name of UP Internal Suppliers will only reflect if changes are made to the HRIS Person Record
Scenario	Originating unit submits a request to HRDO for updating or correction of employee name and applies changes to the HRIS Person Record. For the changes to appear in the Payables Supplier list, the Employee Update Program must be run by the Supplier Manager. This may be done regularly by the Supplier Manager.

A screenshot of the Google Sign in page. At the top is the Google logo. Below it is the text "Sign in" and "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down is the text "Not your computer? Use a Private Window to sign in." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

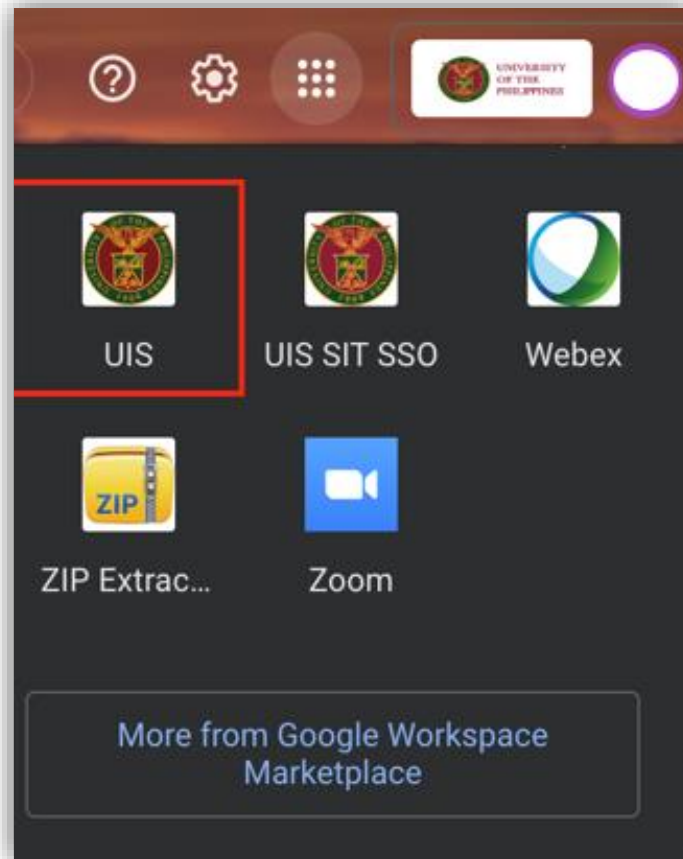
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

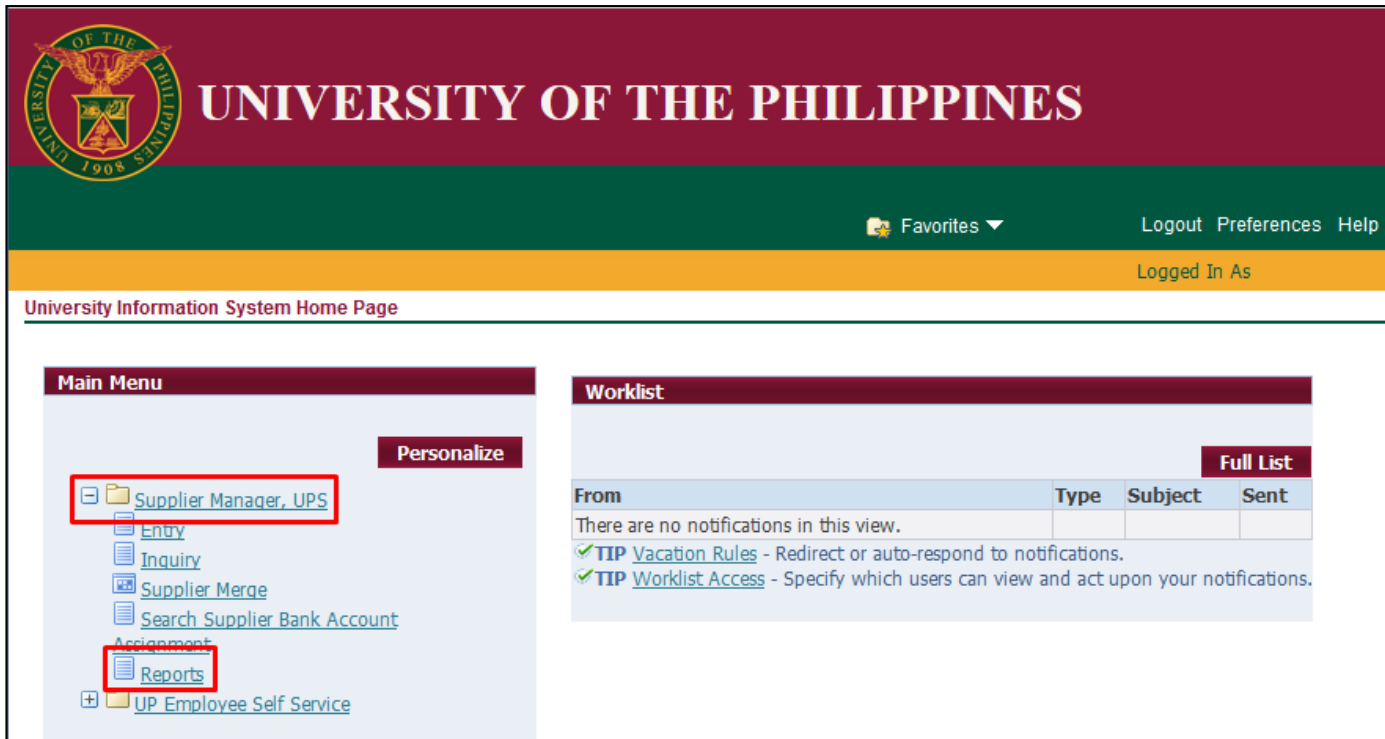
English (United States) [Help](#) [Privacy](#) [Terms](#)

Step 1. Go to
<https://uis.up.edu.ph>

Step 2. Log-in your UP Mail
credentials (e.g. ***email*** and
password)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



UNIVERSITY OF THE PHILIPPINES

Favorites Logout Preferences Help

Logged In As

University Information System Home Page

Main Menu

Personalize

Supplier Manager, UPS

Entry

Inquiry

Supplier Merge

Search Supplier Bank Account

Assignment

Reports

UP Employee Self Service


Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Reports**



SUPPLIER MANAGER, UPS

Navigator

Favorites

Home

Logout

Preferences

Help

Name

Parameters

Schedule

Layout

Notifications

Delivery

More

Schedule Request: Name

* Indicates required field

New Request

Copy Request

Program Name

Employee Update Program

Request Name

The name can later be used to search for this request

Language Settings

Select All

Select None

Select *Language

*Territory

Numeric Character

☒

American English

☐

United States

☐

Manage Schedule

Cancel

Submit


Step 1 of 7

Next

Step 4. The *Schedule Request Page* will appear.

On the *Program Name*, search and select *Employee Update Program*.

Then, click *Submit*.



SUPPLIER MANAGER, UPS

Navigator

Favorites

Home

Logout

Preferences

Help

Previous

Notifications

Delivery

Review

Schedule Request: Review

Cancel

Back

Submit

Step 7 of 7

Name

Concurrent Program Name

Employee Update Program

Request Name

Operating Unit

Language Settings

Language

Territory

Numeric Character

American English

United States

Parameters


Schedule

Schedule

As Soon As Possible

Recurrence

Never Repeats



SUPPLIER MANAGER, UPS

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

[Navigator](#)
[Favorites](#)

Requests

View: Last 24 hours [Go](#) [Search](#) [Submit Request](#)


Requests Summary Table

[Refresh](#)

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
4791253	Employee Update Program	Pending	Normal	20-Aug-2018 11:41:28			
4791164	Employee Update Program	Completed	Normal	20-Aug-2018 11:30:42			

Step 5. On the **Requests Summary Table**, the **Phase Status** should be **Completed Normal**.

Click **Refresh** to update the status.



SUPPLIER MANAGER, UPS

Navigator

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Help

Requests

View

Last 24 hours







Go

Search

Submit Request

Requests Summary Table

Refresh

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
4791253	Employee Update Program	Completed	Normal	20-Aug-2018 11:41:28			
4791164	Employee Update Program	Completed	Normal	20-Aug-2018 11:30:42			

Step 6. Once the program has completed running, click the **Output** icon to view the updated Employee Supplier.

Expected Result:

The information of an existing UP Internal Supplier has been updated.

Sample Output

UP Los Banos

Report Date: 17-AUG-2018 10:27

Page: 1

Employee Update Program

Supplier Name	Updated Value	Updated From	Updated To
Reynaldo Pareja	Name	Reynaldo Pareja	Pareja, Mr. Reynaldo Bonaobra Jr

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)



Merging Standard Suppliers

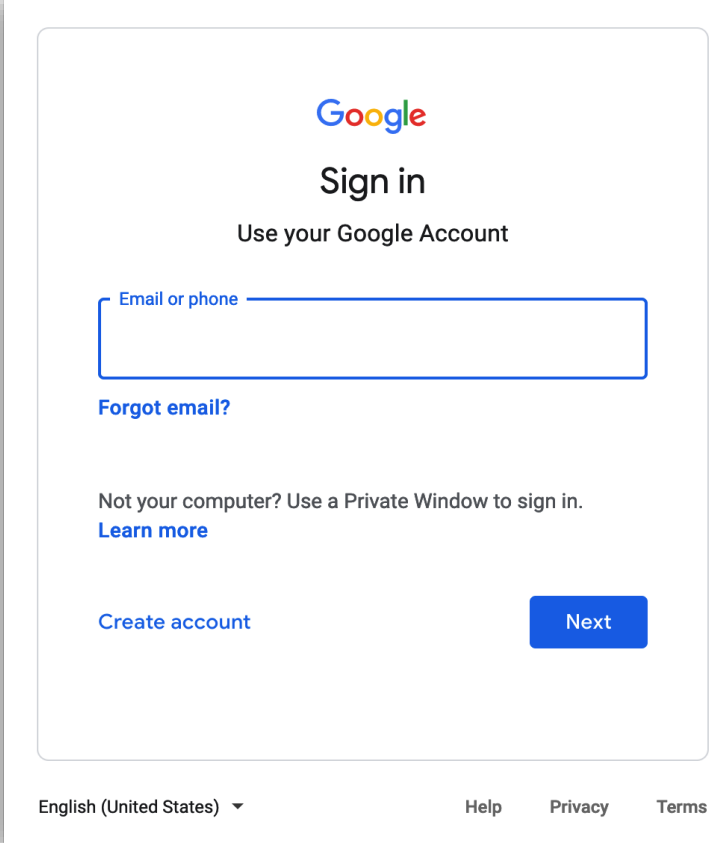
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
-	-	1.0	Initial
08 August 2018	Cherie Anne R. Pasco Julius A. Ermitanio	2.0	Updated field descriptions and modified instructions Updated screenshots

1.2 Description

Process ID	
Process Name	Merging Suppliers
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To keep supplier records up-to-date and eliminate duplications.
Data Requirement	Supplier information such as <ul style="list-style-type: none"> • Supplier ID • Organization name – registered business name
Dependencies	Supplier was registered multiple times in the system using different names
Scenario	During supplier registration, the Supplier Manager must first check if the supplier being registered is already on the list of suppliers. If this step was overlooked, it is possible that there will be duplications as shown in the figures below.

A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

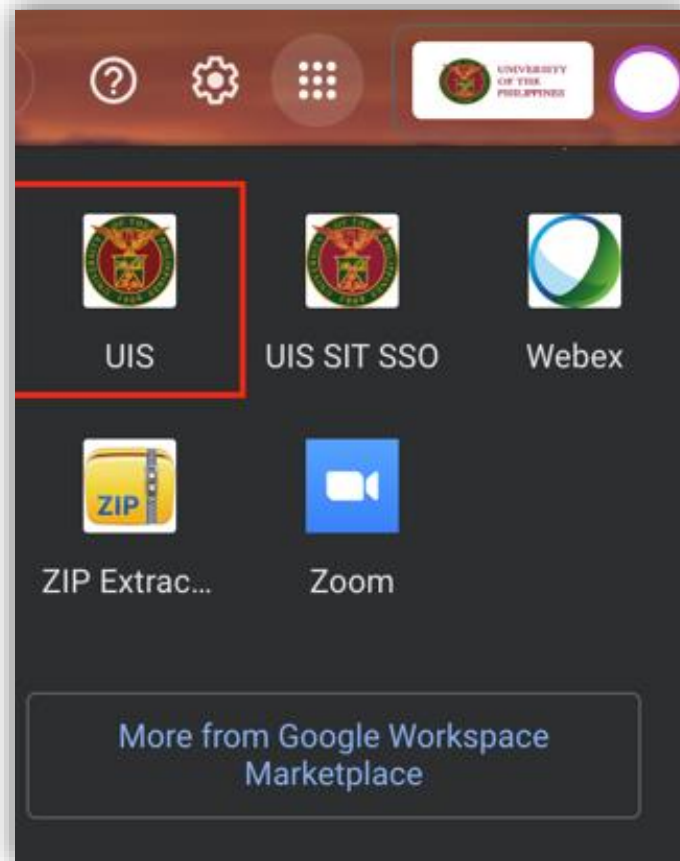
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

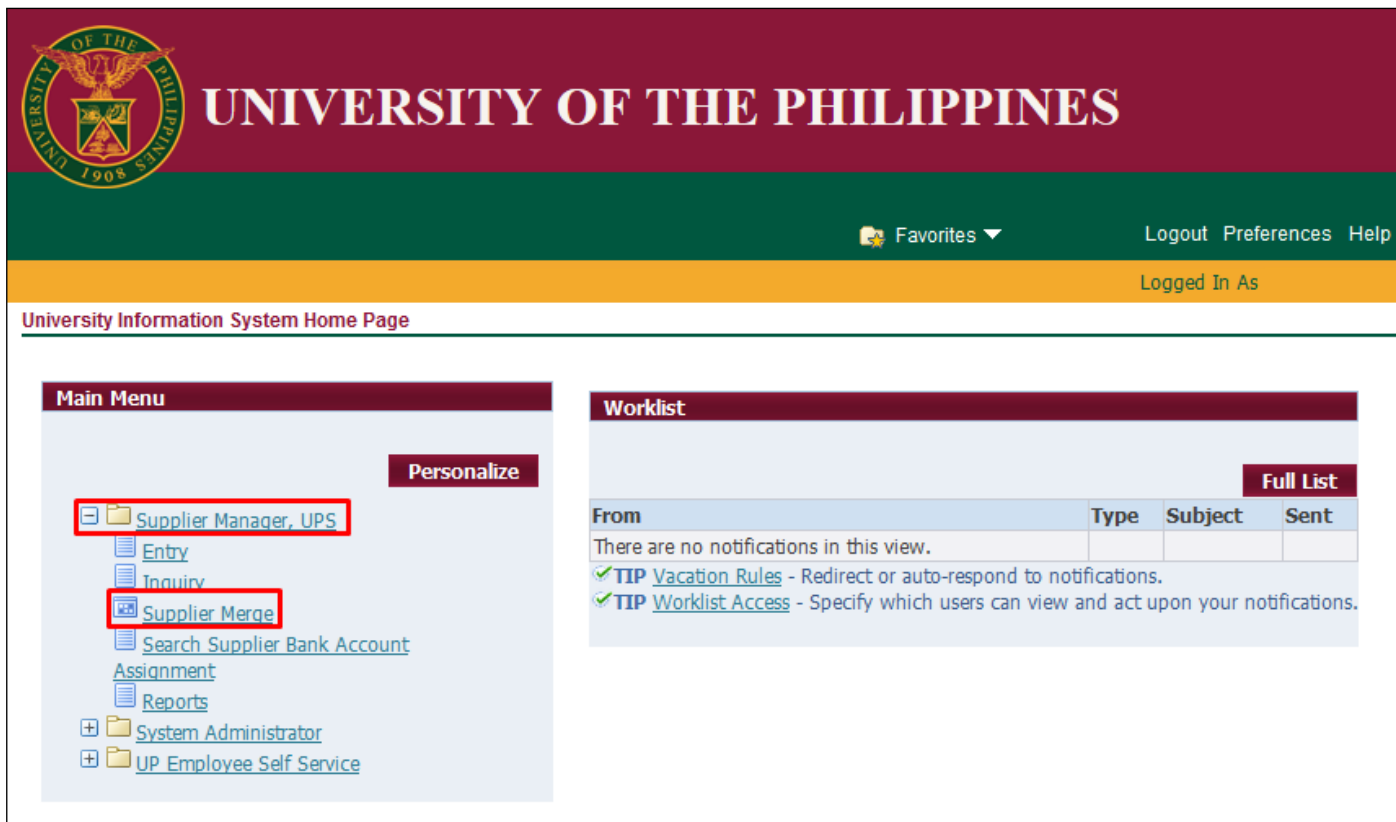
English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

Step 1. Go to
<https://uis.up.edu.ph>

Step 2. Log-in your UP Mail
credentials (e.g. ***email*** and
password)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



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Logout Preferences Help

Logged In As

University Information System Home Page

Main Menu

Personalize

- Supplier Manager, UPS
 - Entry
 - Inquiry
 - Supplier Merge
 - Search Supplier Bank Account
 - Assignment
 - Reports
- System Administrator
- UP Employee Self Service

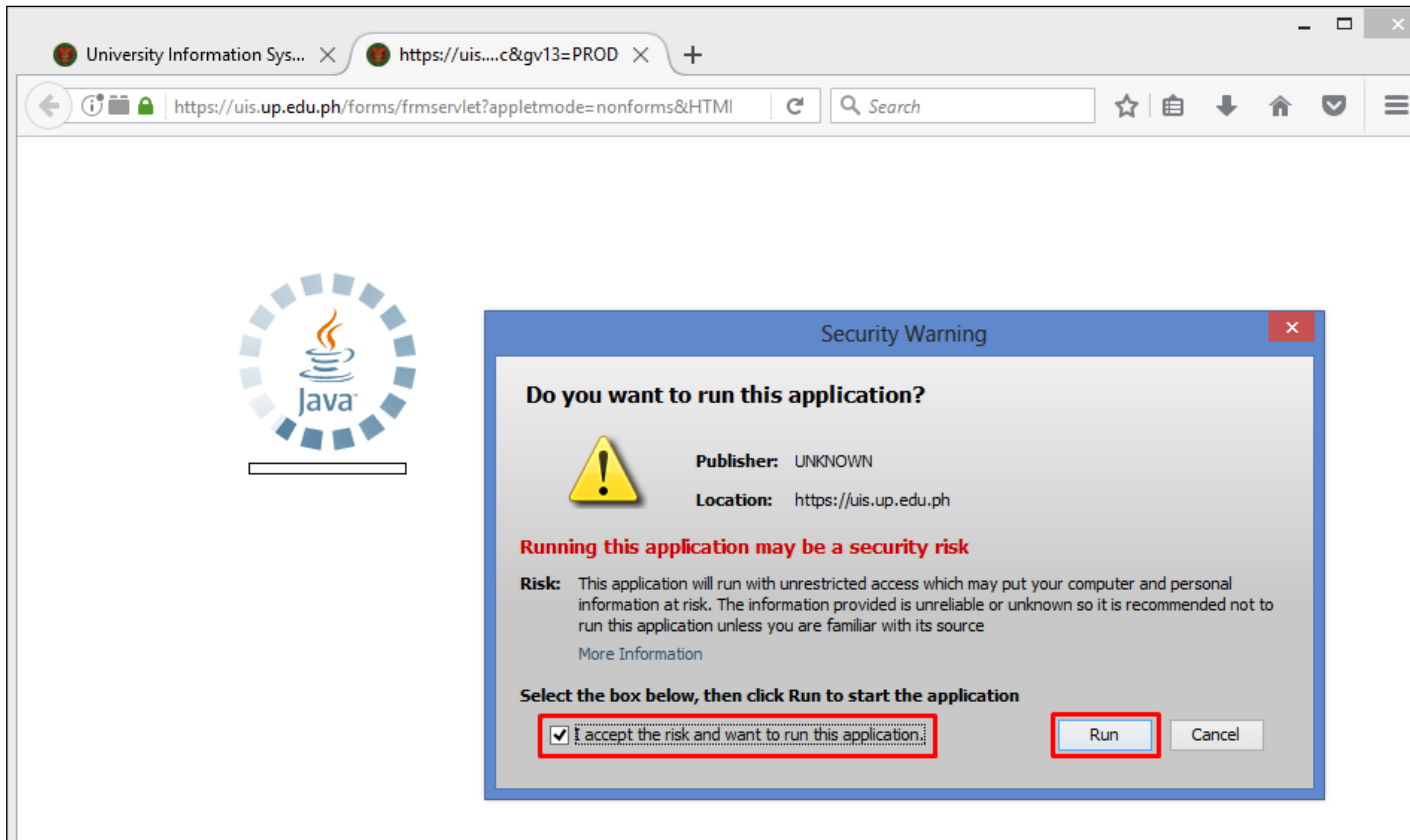
Worklist

Full List

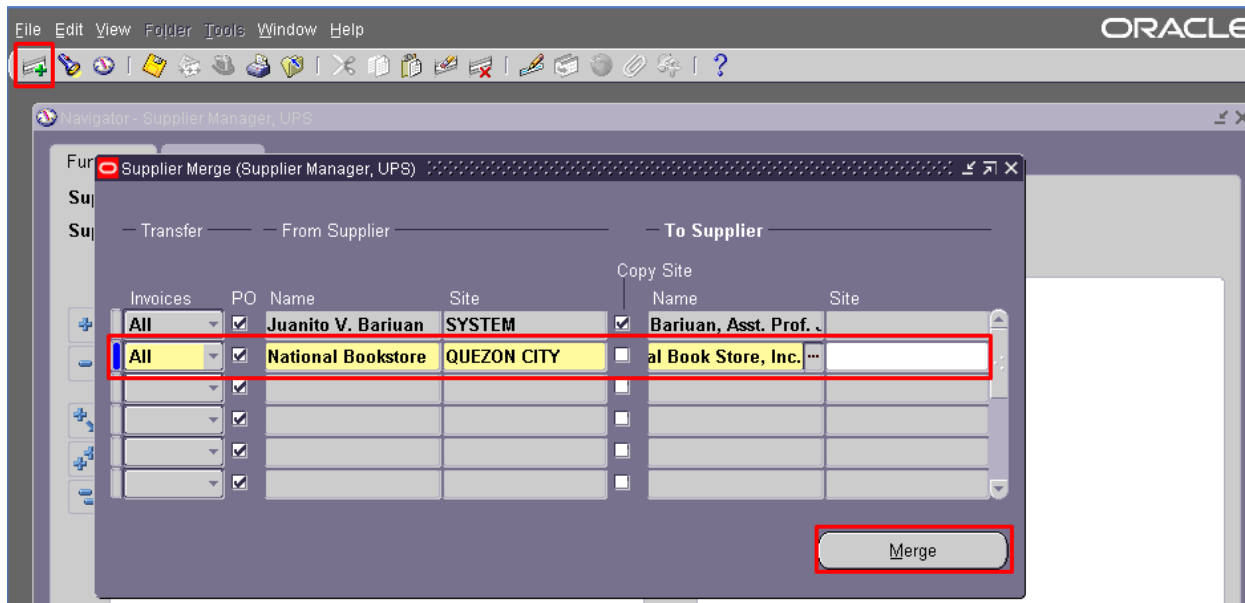
From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

Step 3. From *UIS Home Page* proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Supplier Merge**



Step 4. Java application will launch with **Security Warning**. Tick the checkbox and click **Run**.

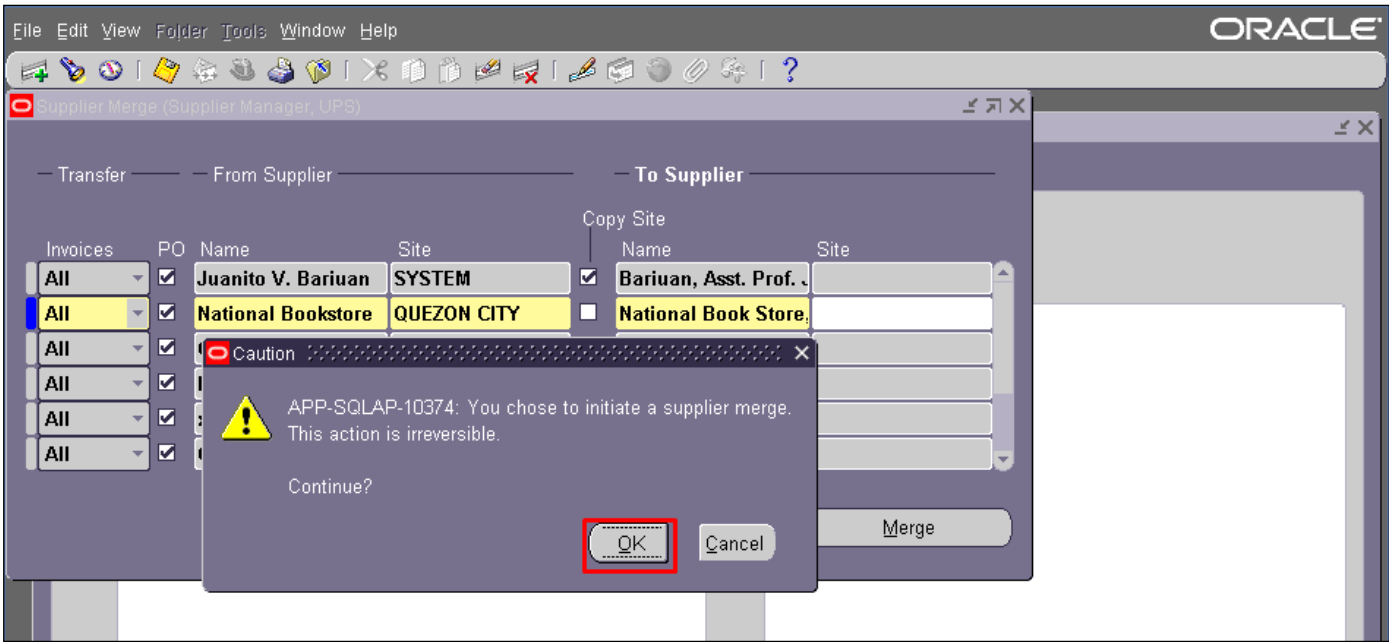


Step 5. The **Supplier Merge** window will open.

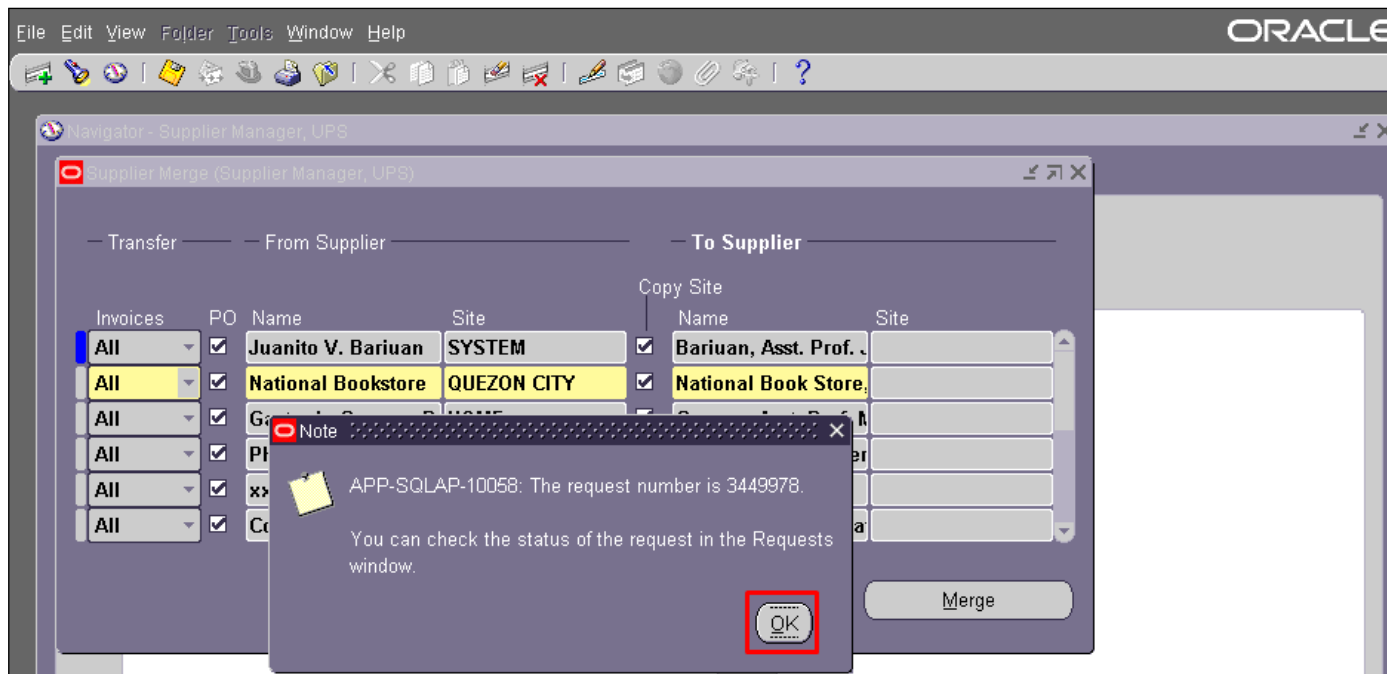
Click **New** and fill-in the necessary details.

Then, click **Merge**.

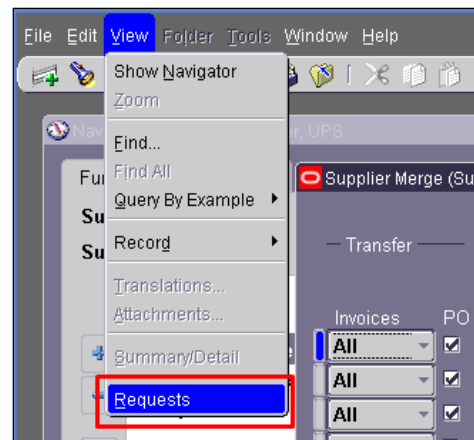
Field Name	Description	Remarks
Invoices	Transactions which will be updated upon merging of suppliers	Select All to update all DVs using the same supplier List of Values (LOV)
From Supplier: Name	Registered business name of the supplier to be eliminated Example: National Book Store	List of Values (LOV)
From Supplier: Site	Site of the supplier to be eliminated	List of Values (LOV)
To Supplier: Name	Registered business name of the supplier to be retained Example: National Book Store, Inc.	List of Values (LOV)
To Supplier: Site	Site of the supplier to be retained	List of Values (LOV)



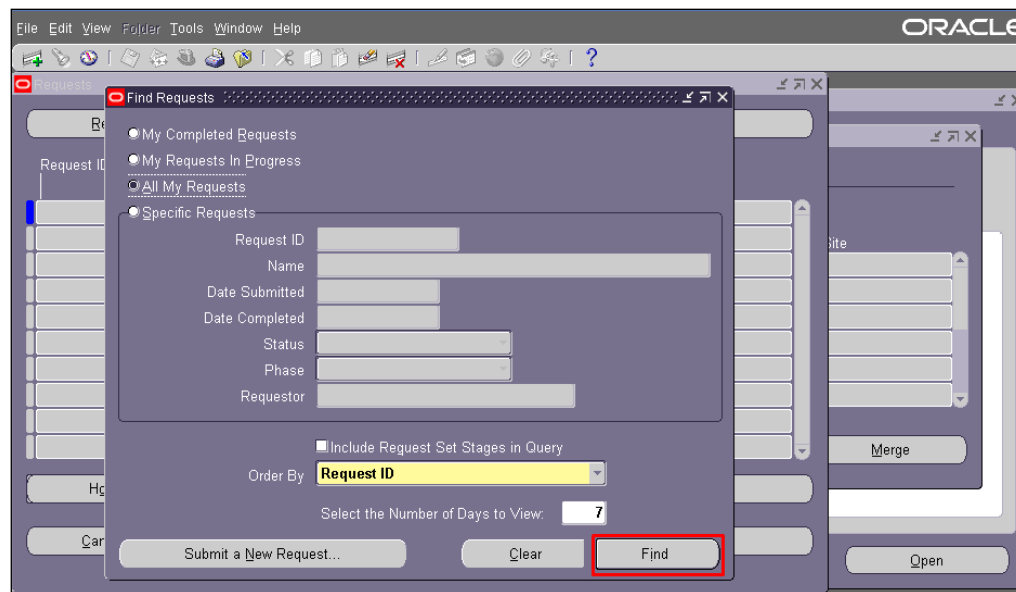
Step 6. A **Caution** window will appear. Click **Ok**.



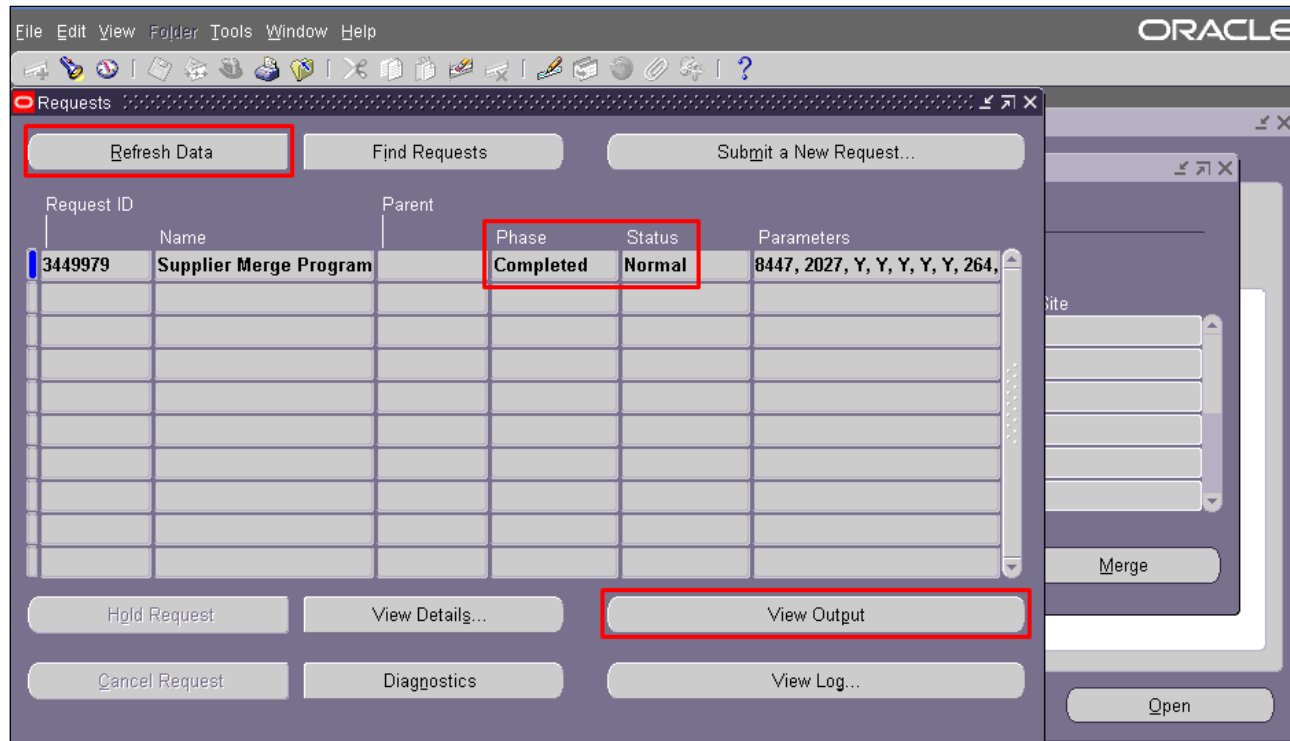
Step 7. A **Note** window will appear stating the request number. Take note of the request number and then click **Ok**.



Step 8. Click **View** on the toolbar. Then, select **Requests**.



Step 9. **Find Requests** page will appear. Click **Find**.



Step 8. The **Requests** window will appear.

Click the **Refresh Data** button on the upper left side of the window until the **Phase** becomes **Completed** and **Status, Normal**.

Then click **View Output** button.

Once the request is completed, verify that the suppliers have been merged by searching for the supplier.

Expected Result:

Duplicate Suppliers has been merged into one.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

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Tagging a Supplier as Inactive

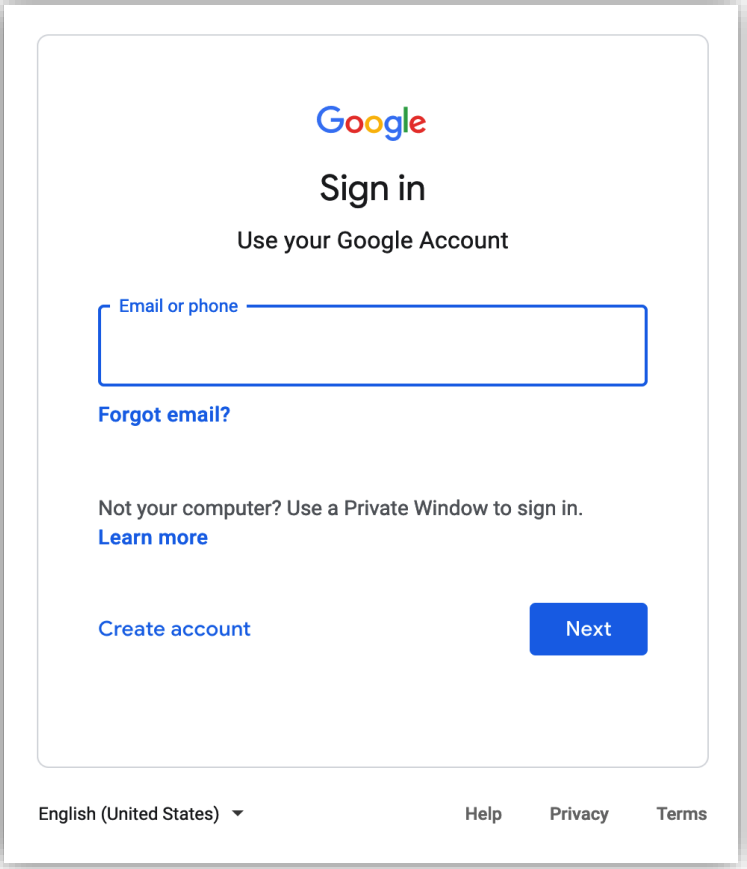
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial

1.2 Description

Process ID	
Process Name	Tagging a Supplier as Inactive
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To keep supplier records up-to-date, supplier manager may tag suppliers as inactive.
Data Requirement	Supplier information such as <ul style="list-style-type: none"> • Supplier ID • Organization name – registered business name or • Name of individual payee (UP employee, contractual or job order)
Dependencies	Supplier is registered in the system
Scenario	SPMO or HRDO identifies supplier, standard or internal, to be removed from the list of active suppliers

A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

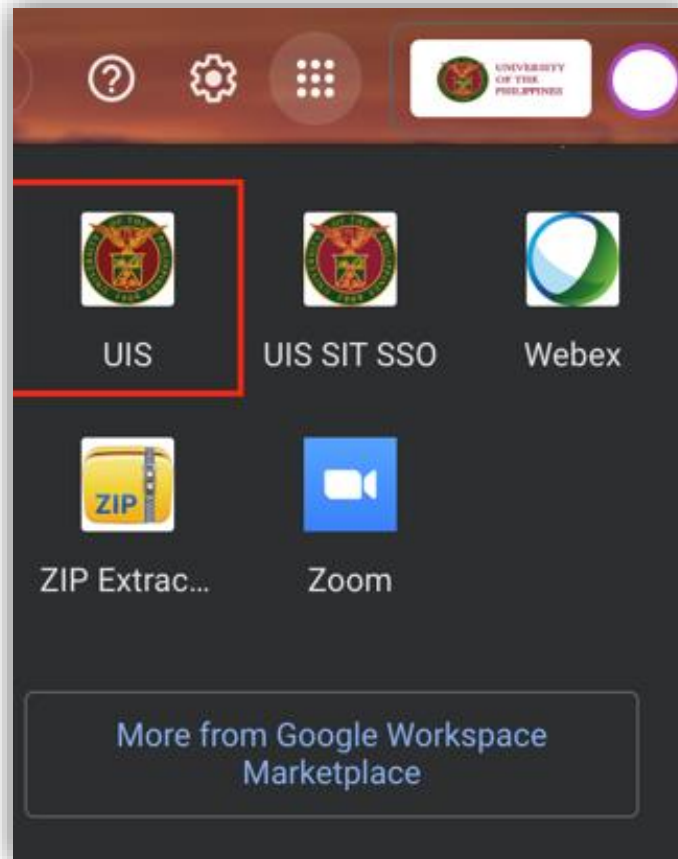
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

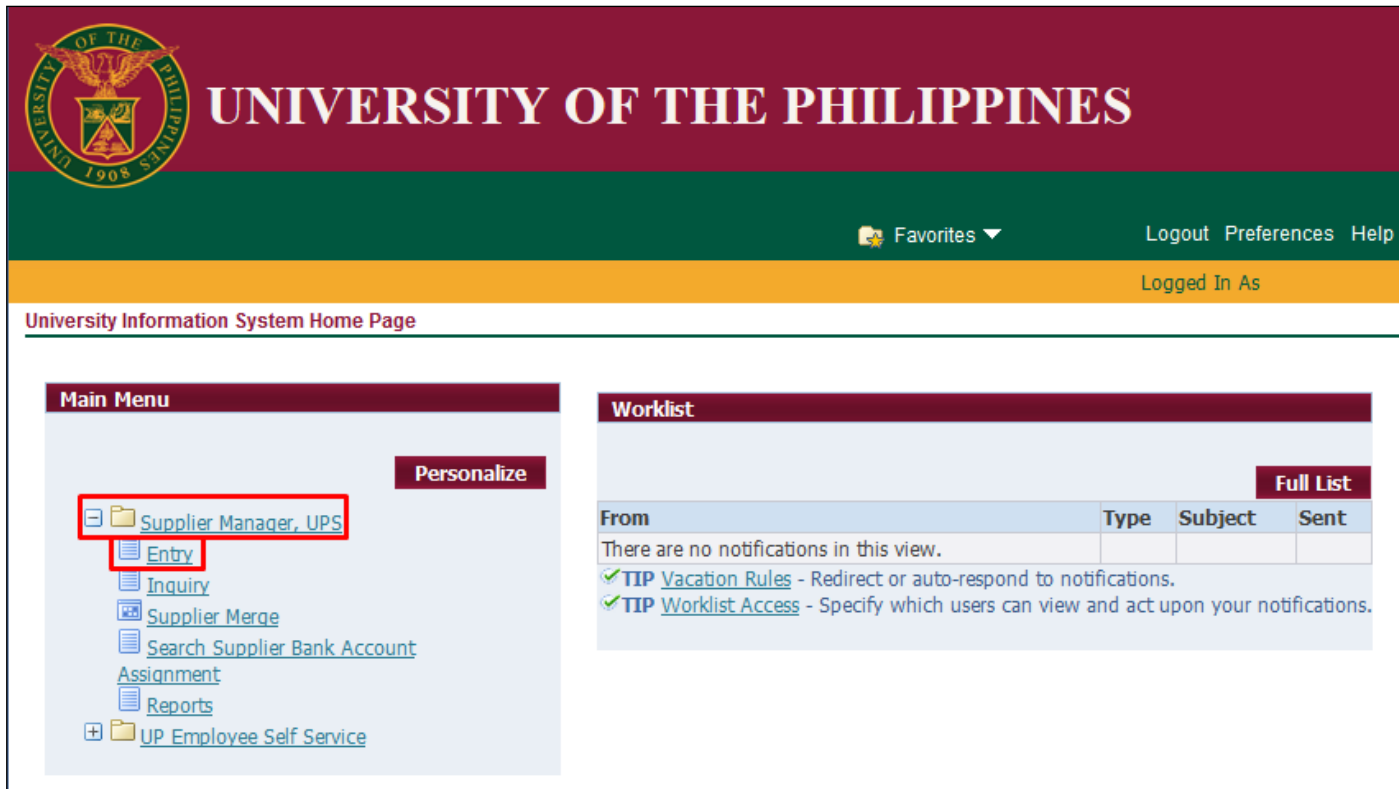
English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

Step 1. Go to
<https://uis.up.edu.ph>

Step 2. Log-in your UP Mail
credentials (e.g. ***email*** and
password)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



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Logout Preferences Help

Logged In As

University Information System Home Page

Main Menu

Personalize

- Supplier Manager, UPS
 - Entry
 - Inquiry
 - Supplier Merge
 - Search Supplier Bank Account
 - Assignment
 - Reports
- UP Employee Self Service


Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Entry**



PAYABLES

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Suppliers

Create Supplier

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name

%National Bookstore%

Supplier Number

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Employee Number

Show More Options

Go

Clear

New Supplier Requests

[New Supplier Requests\(0\)](#)

[Prospective Supplier Registrations\(0\)](#)

Supplier Profile Update Requests

[Supplier Address Requests \(0\)](#)

[Supplier Contact Requests \(0\)](#)

[Supplier Business Classification Requests \(0\)](#)

[Supplier Product and Services Requests \(0\)](#)

[Supplier Bank Account Requests\(0/0\)](#)

Search Results


Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Step 4. Supplier Home Page will appear.

Search for the supplier using any of the available fields. You may use % as a wildcard character.

When searching for a **Supplier Name**, you may enter the name in between wildcard characters. For example, %National Bookstore%.

Then, click **Go**.



PAYABLES

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

[Suppliers](#)

[Create Supplier](#)

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name:
 D-U-N-S Number:

Supplier Number:
 Employee Number:



Taxpayer ID:

Tax Registration Number:

[Show More Options](#)


[Go](#)
[Clear](#)

Search Results

Supplier Name ▲	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
International Bookstore	10633			500-003-508-834			
National Bookstore	264		000-299-299-143	000-299-299-143			

Step 5. Identify the supplier from the **Search Results**

Then click on the **Update** icon.



PAYABLES

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Suppliers >

Update National Bookstore - 264: Quick Update

* Indicates required field

* Supplier Name

National Bookstore

Supplier Number

264

Alternate Supplier Name

Registry ID

20721

Inactive Date

07-Aug-2018

(example: 23-Jul-2018)

Alias

Purchase Order Hold

☐ All New Orders

Hold from Payment

☐ All Invoices

☐ Unmatched Invoices

☐ Unvalidated Invoices

Cancel

Save

Supplier Sites

Site Status

Active

Site Name

Operating Unit

Go

Key Purchasing Setups

Key Payment Setups

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Pay On	Alternate Pay Site	Invoice Summary Level	Create Debit Memo from RTS Transaction	Gapless Invoice Numbering	*Selling Company Identifier	Freight FOB Terms	Transportation Arranged	Country of Origin
No results found.													

Step 6. The **Quick Update** page will appear.

Enter **Inactive Date**.

Then, click **Save**.

[illegible]

Step 7. A *Warning Message* will appear.

Click **Confirm**.

The supplier is now inactive and will no longer appear in the list of suppliers available to transaction originators.

To reverse this process, simply remove the **Inactive Date** and click **Save**.

Note: Initiated DVs will not be affected by the change in supplier status.**Expected Result:**

An existing Supplier has been deactivated.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

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Generation of Reports

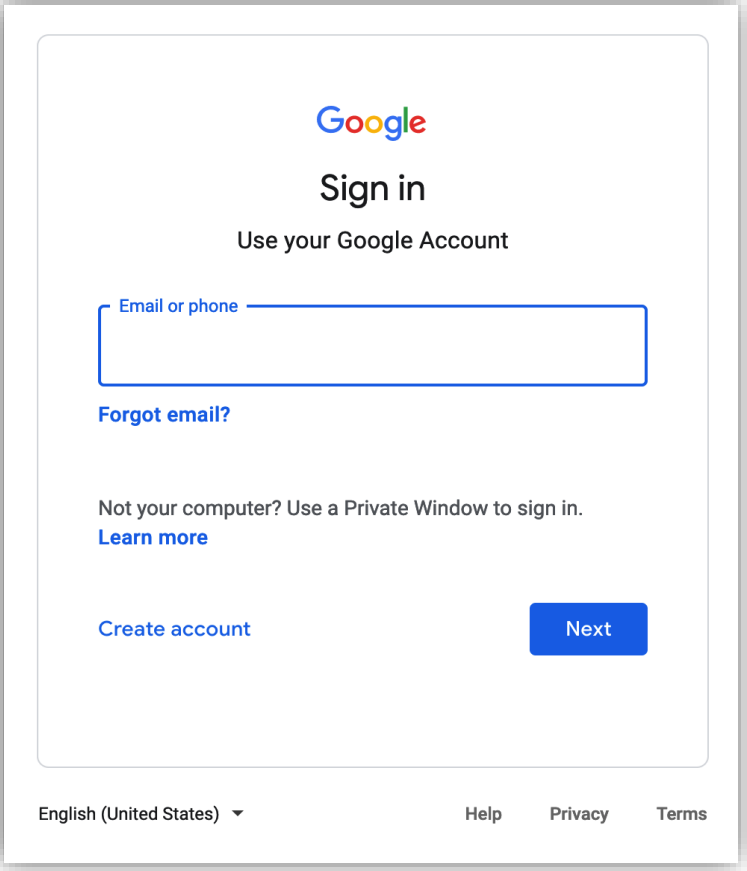
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial

1.2 Description

Process ID	
Process Name	Generation of Supplier Audit Report
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To aid in supplier records management and in identifying duplications in supplier registration
Data Requirement	None
Dependencies	None
Scenario	Supplier will facilitate regular maintenance of supplier records and eliminate identified duplications by merging suppliers.

A screenshot of the Google Sign in page. At the top is the Google logo. Below it is the text "Sign in" and "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down is the text "Not your computer? Use a Private Window to sign in." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

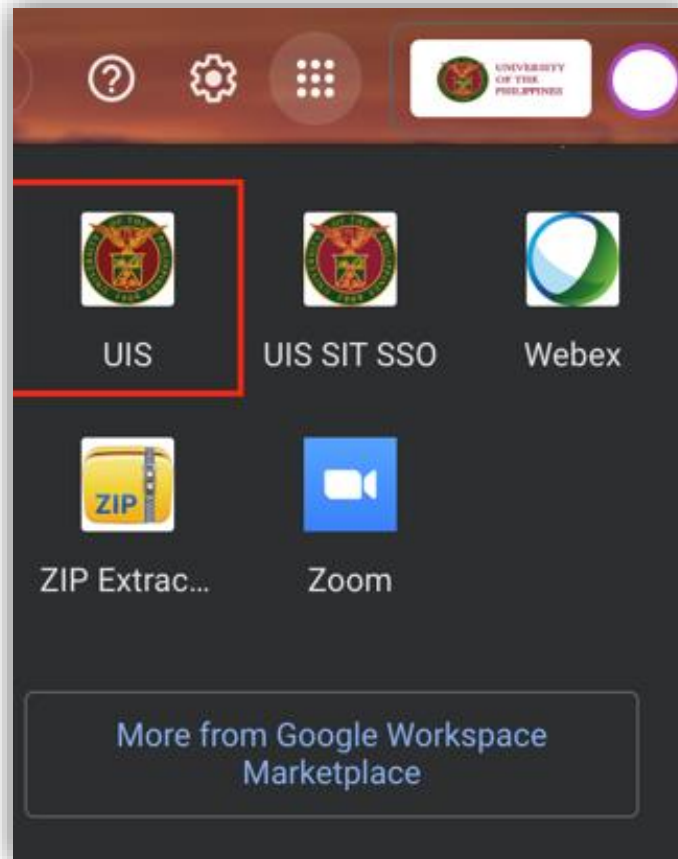
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

Step 1. Go to
<https://uis.up.edu.ph>

Step 2. Log-in your UP Mail
credentials (e.g. ***email*** and
password)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



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Logout Preferences Help

Logged In As

University Information System Home Page

Main Menu

Personalize

- Supplier Manager, UPS
- Entry
- Inquiry
- Supplier Merge
- Search Supplier Bank Account
- Assignment
- Reports
- UP Employee Self Service


Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *Supplier Manager* responsibility

then click the *Reports*.



SUPPLIER MANAGER, UPS

Navigator

Favorites

Home

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Name

Parameters

Schedule

Layout

Notifications

Delivery

More

Schedule Request: Name

* Indicates required field

New Request

Copy Request

Program Name

Supplier Audit Report

Request Name

* Operating Unit

UP System

The name can later be used to search for this request

Language Settings

Select All

Select None

Select	*Language	*Territory	Numeric Character
<input checked="" type="checkbox"/>	American English	United States	

Manage Schedule

Cancel

Submit


Step 1 of 7

Next

Step 4. The **Schedule Request: Name** page will appear.

Search for the **Program Name, Supplier Audit Report.**

Then, click **Next.**



SUPPLIER MANAGER, UPS

Navigator

Favorites

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Logout

Preferences

Help

Name

Parameters

Schedule

Layout

Notifications

Delivery

More

Schedule Request: Parameters

* Indicates required field

Program Name

Supplier Audit Report

Request Name

* Matching Supplier Name Length

50

Cancel

Submit

Back

Step 2 of 7

Next

Cancel

Submit

Back

Step 2 of 7

Next

Step 5. Enter a value for the **Matching Supplier Name Length**. This is the number of characters in the supplier name that you want the system to compare to identify potential duplicate suppliers

Then, click **Submit**.

Navigator Favorites Home Logout Preferences Help

Previous Notifications Delivery Review

Schedule Request: Review

Cancel Back Step 7 of 7 Submit

Name

Concurrent Program Name Supplier Audit Report
Request Name
Operating Unit UP System
Language Settings
Language Territory Numeric Character
American English United States.,


Parameters

Matching Supplier Name Length 50

Step 6. Click Submit.

A message will appear with the corresponding **Request ID**. Take note of this number.

Then, click **Ok**.

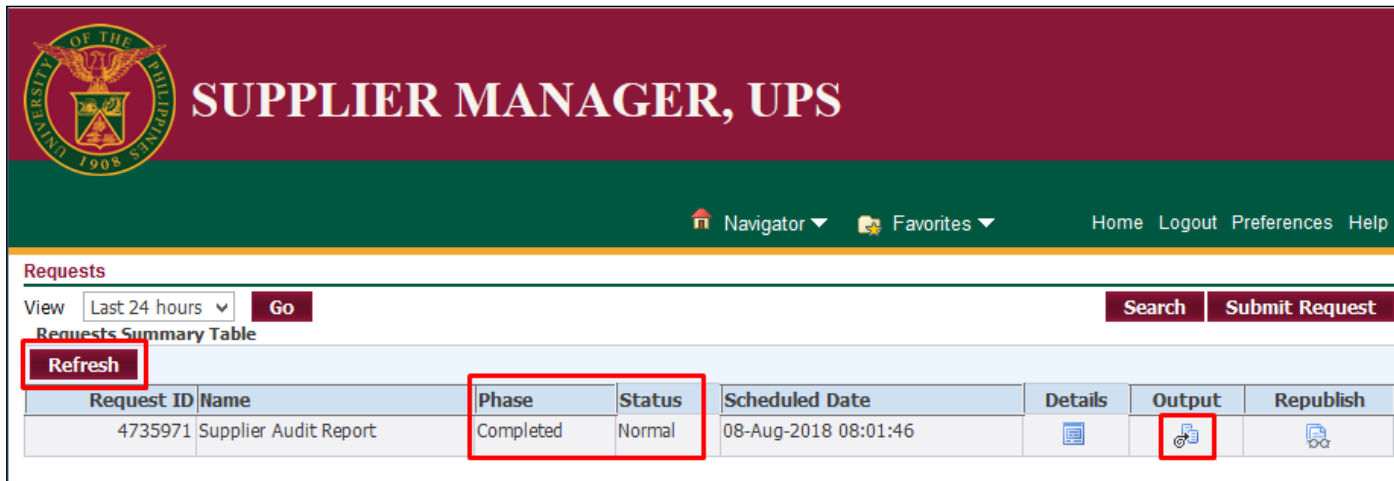
 **SUPPLIER MANAGER, UPS**

Navigator Favorites Home Logout Preferences

Information

Your request for Supplier Audit Report has been scheduled. The Request ID is 4735971

OK



Supplier Manager, UPS

Navigator Favorites Home Logout Preferences Help

Requests

View Last 24 hours Go Search Submit Request

Requests Summary Table

Refresh

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
4735971	Supplier Audit Report	Completed	Normal	08-Aug-2018 08:01:46			

Step 8. The **Requests Summary Table** will appear.

Click the **Refresh** button on the upper left side of the table until the **Phase** becomes **Completed** and **Status, Normal**.

Then click **Output** icon.

Expected Result:

Supplier Audit Report has been generated.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.



Generation of UP List of Active Suppliers



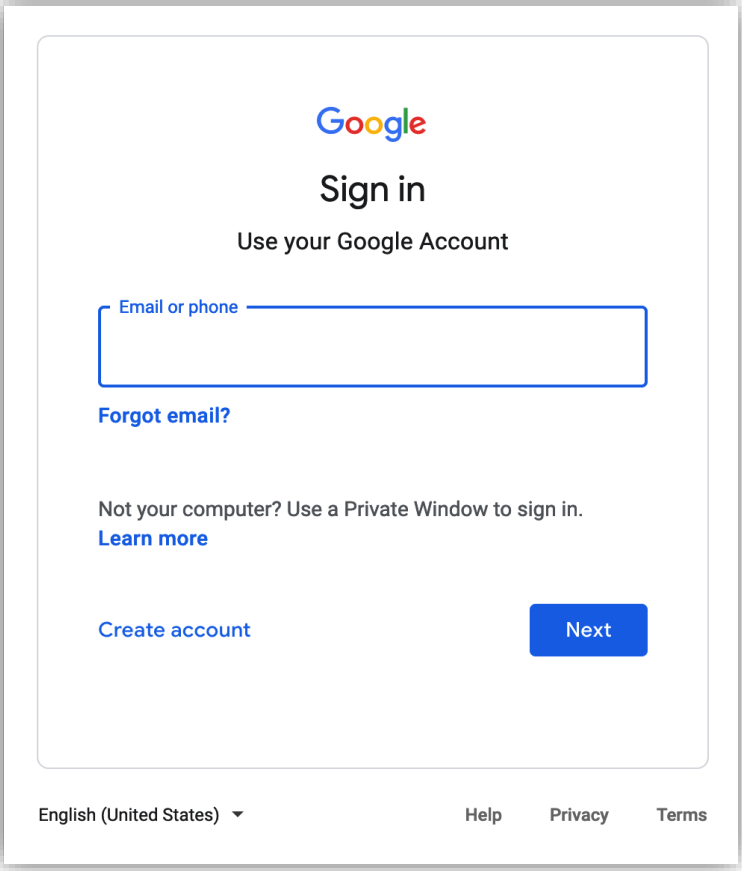
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial

1.2 Description

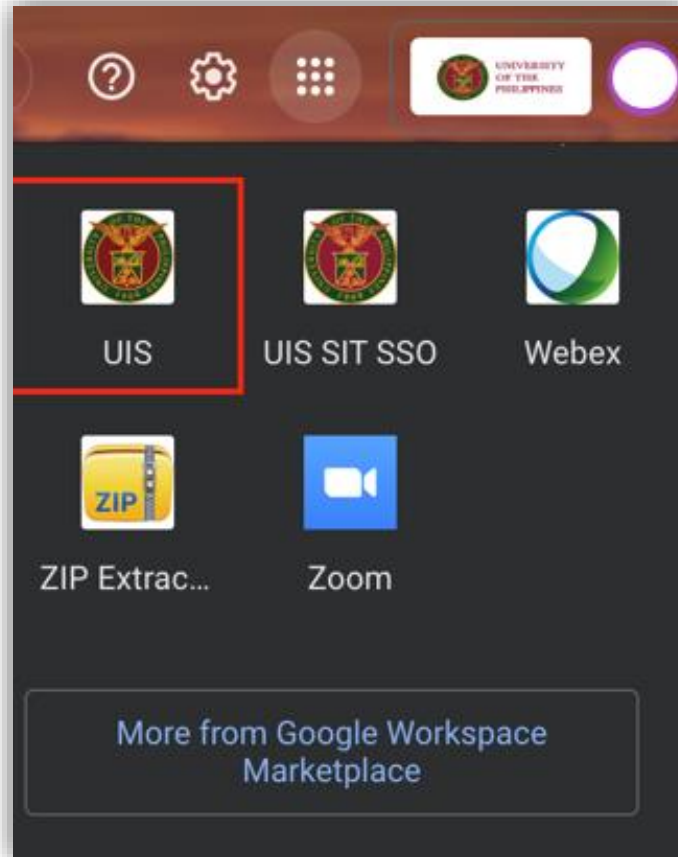
Process ID	
Process Name	Generation of UP List of Active Suppliers
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To aid in supplier records management and in identifying duplications in supplier registration
Data Requirement	None
Dependencies	None
Scenario	Supplier will facilitate regular maintenance of supplier records and eliminate identified duplications by merging suppliers.



The image shows a Google Sign in interface. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large font, followed by "Use your Google Account" in a smaller font. There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down, there is a message "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account", and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Step 1. Go to
<https://uis.up.edu.ph>

Step 2. Log-in your UP Mail
credentials (e.g. ***email*** and
password)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



UNIVERSITY OF THE PHILIPPINES

University Information System Home Page

Main Menu

[Supplier Manager, UPS](#)

[Entry](#)

[Inquiry](#)

[Supplier Merge](#)

[Search Supplier Bank Account](#)

[Assignment](#)

[Reports](#)

[UP Employee Self Service](#)

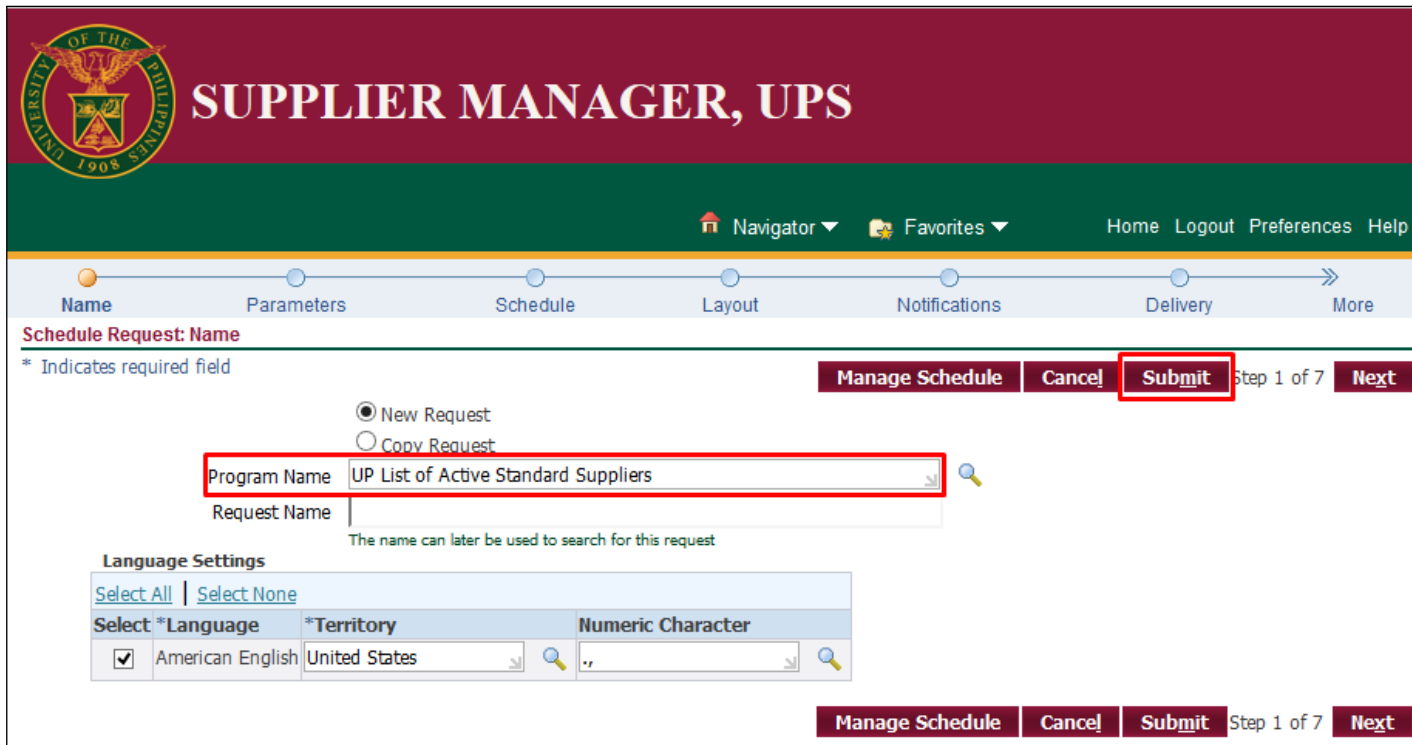
Worklist

[Full List](#)

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

Step 3. From *UIS Home Page* proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Reports**.



SUPPLIER MANAGER, UPS

Navigator Favorites Home Logout Preferences Help


Name Parameters Schedule Layout Notifications Delivery More

Schedule Request: Name

* Indicates required field

Manage Schedule Cancel **Submit** Step 1 of 7 Next

☒ New Request
☐ Copy Request



Program Name 

Request Name

The name can later be used to search for this request

Language Settings

Select All | Select None

Select	*Language	*Territory	Numeric Character
<input checked="" type="checkbox"/>	American English	United States 	., 

Manage Schedule Cancel **Submit** Step 1 of 7 Next

Step 4. The **Schedule Request: Name** page will appear.

Search for the **Program Name**, **UP List of Active Standard Suppliers**.

Then, click **Submit**.

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Review

Schedule Request: Review

Cancel

Back

Step 7 of 7

Submit

Name

Concurrent Program NameUP List of Active Standard Suppliers

Request Name

Operating Unit

Language Settings

Language	Territory	Numeric Character
American English	United States	,

Step 5. Click **Submit**.

A message will appear with the corresponding **Request ID**. Take note of this number.

Then, click Ok



SUPPLIER MANAGER, UPS

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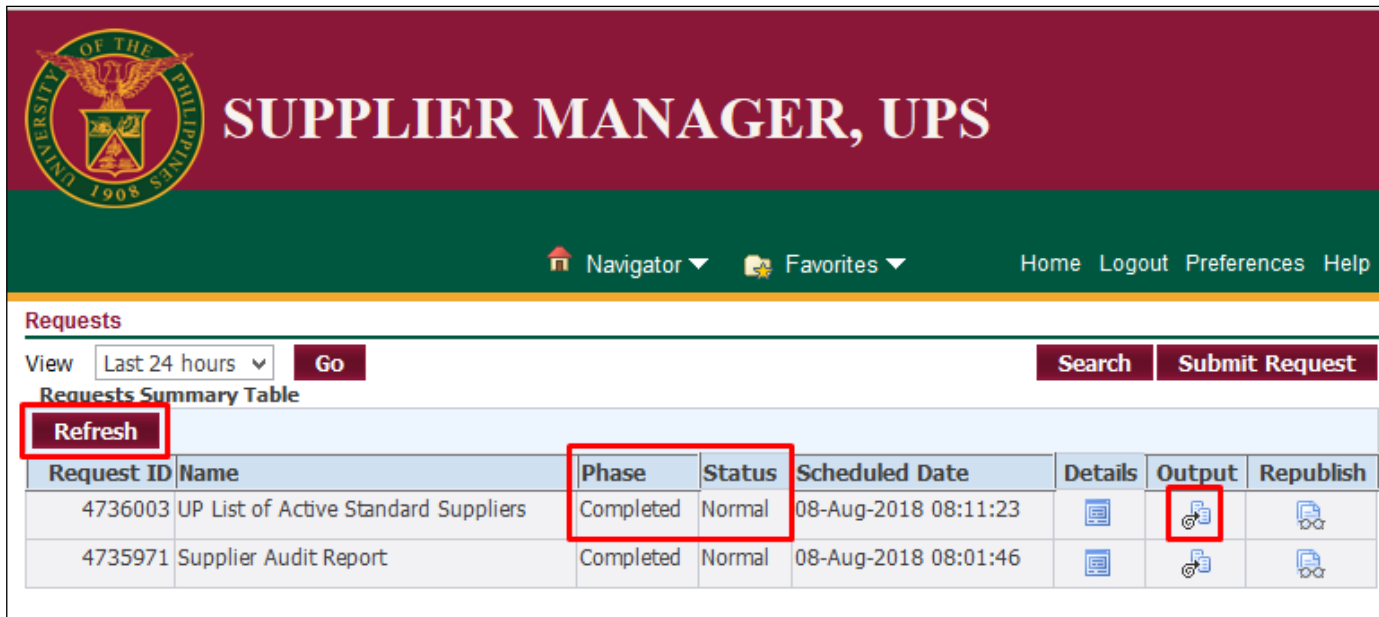
Logout

Preferences

Information

Your request for UP List of Active Standard Suppliers has been scheduled. The Request ID is 4736003

OK



Supplier Manager, UPS

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Requests

View: Last 24 hours ▼ Go Search Submit Request

Requests Summary Table

Refresh

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
4736003	UP List of Active Standard Suppliers	Completed	Normal	08-Aug-2018 08:11:23			
4735971	Supplier Audit Report	Completed	Normal	08-Aug-2018 08:01:46			

Step 7. The **Requests Summary Table** will appear.

Click the **Refresh** button on the upper left side of the table until the **Phase** becomes **Completed** and **Status, Normal**.

Then click **Output** icon.

Expected Result:

UP List of Active Suppliers report has been generated.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

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