



SUPPLIER MANAGEMENT

FMIS User Manual

Supplier Management

| | |
|----------------|--|
| Author: | Julius Ermitanio |
| Creation Date: | 08 August 2018 |
| Last Updated: | 15 November 2019 |
| Document Ref: | FMIS User Manual – Supplier Management |
| Version: | 2.1 |

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 |

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 UP internal supplier
- Verification and Creation of Additional Supplier site
- Updating of supplier information
- Running the Employee Update Program
- Merging standard suppliers
- Tagging a supplier as inactive
- Generation of reports



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. |



UNIVERSITY OF THE PHILIPPINES

*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your credentials
(e.g. **username** and **password**)

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. | | | |

Full List

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

then click the **Entry**



PAYABLES

Suppliers

Navigator Favorites 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

%ACE%

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, %ACE%.

Then, click **Go**.

PAYABLES

Suppliers | Create Supplier | New Supplier Requests

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](#)

Search Results

| 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 | | | |

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**.



Registration of a New Standard Supplier


1. DOCUMENT CONTROL

1.1 Change Record

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|----------------|---|---------|--|
| 11 August 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. |



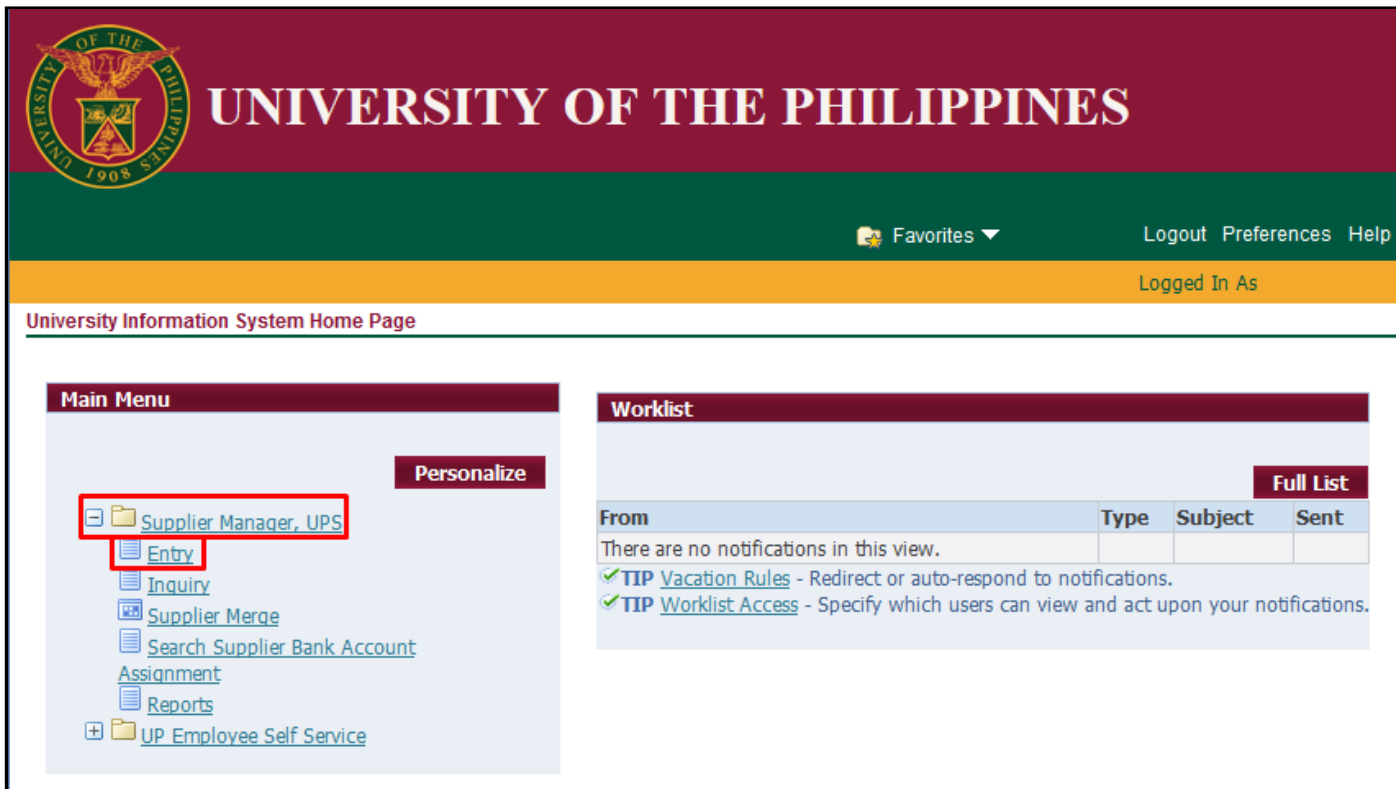
UNIVERSITY OF THE PHILIPPINES

*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

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(e.g. **username** and **password**)



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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

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|--|-----------------|---|------|
| There are no notifications in this view. | | | |
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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](#)

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 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

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. | | | | | | | | | | | | | |

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)

Additional Information

Cancel Notify Save

PAYABLES

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

Invoice Currency: **PHP**
 Invoice Amount Limit:
 Invoice Match Option: Receipt

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

Invoice Payment Terms

Payment Currency: **PHP**
 Payment Priority: 99
 Terms: **Immediate**
 Terms Date Basis: Goods Received
 Pay Date Basis: Discount

Pay Group: Supplier
☐ Always Take Discount
☐ Exclude Freight From Discount
☐ Create Interest Invoice

Supplier Sites

Site Status: Active Site Name: Operating Unit: Go

Invoicing | Payment | Terms | Supplier 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. | | | | | | | | | | |

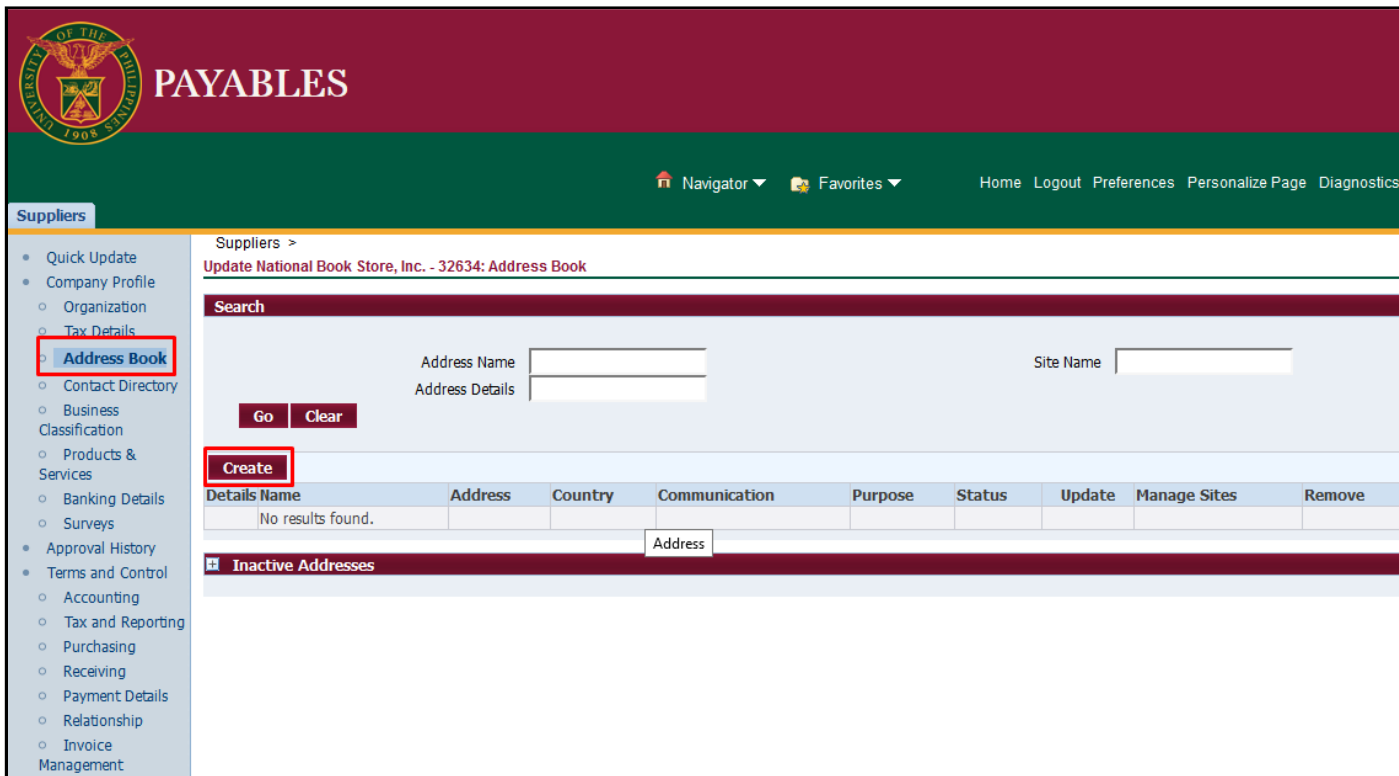
Step 7. Click **Invoice Management** on the left sidebar of the **Suppliers** tab.

Fill in necessary details.

Select **Philippine Peso** as **Invoice Currency**.

Set **Terms** at **Immediate**.

Then, click **Save**.



The screenshot shows the PAYABLES system interface. The top header is maroon with the University of the Philippines logo and the word "PAYABLES". Below this is a green navigation bar with links: Home, Logout, Preferences, Personalize Page, and Diagnostics. The main content area is titled "Suppliers" and shows a breadcrumb "Suppliers > Update National Book Store, Inc. - 32634: Address Book". On the left sidebar, the "Address Book" link is highlighted with a red box. The main content area has a search section with fields for "Address Name", "Address Details", and "Site Name", and buttons for "Go" and "Clear". Below the search section is a "Create" button, also highlighted with a red box. A table with columns: Details Name, Address, Country, Communication, Purpose, Status, Update, Manage Sites, and Remove is shown. The table contains one row with the text "No results found." Below the table is a section titled "Inactive Addresses" with a sub-section "Address".

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

Address

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** Cancel Continue

| Address Details | | Contact Details and Purpose | |
|------------------|---|-----------------------------|---|
| * Country | Philippines | Communication Details | <input type="checkbox"/> Update to all new sites created for this address |
| * Address Line 1 | Ali Mall Ground Floor, Ali Mall Phase II, | Phone Area Code | |
| Address Line 2 | P. Tuazon Boulevard, Araneta Center | Phone Number | |
| Address Line 3 | | Fax Area Code | |
| Address Line 4 | | Fax Number | |
| City | Quezon City | Email Address | |
| County | Philippines | Address Purpose | <input checked="" type="checkbox"/> Purchasing |
| State | | | <input checked="" type="checkbox"/> Payment |
| Province | | | <input type="checkbox"/> RFQ Only |
| Postal Code | | | |
| * Address Name | UP System | | |
| Addressee | | | |
| Language | | | |
| Context Value | | | |

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

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

Create Address: Site Creation

Address Name: UP System
 Address Details: Ali Mall Ground Floor, Ali Mall Phase II,, P. Tuazon Boulevard, Araneta Center, Quezon City, Philippines, PH
 Purpose: Payment, Purchasing

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

Buttons: 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

- 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 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**

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

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 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

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.

The screenshot displays the PAYABLES system interface. The top header is maroon with the University of the Philippines seal and the word "PAYABLES". Below this is a green navigation bar with links: Home, Logout, Preferences, Help, Personalize Page, and Diagnostics. A sidebar on the left lists various options, with "Banking Details" highlighted in a red box. The main content area shows the "Suppliers > Update National Book Store, Inc. - 32634: Banking Details" page. It includes a "Cancel" and "Save" button at the top right. The "Bank Account and Assignment Details" section has a dropdown for "Select Account Assignment Level" set to "Supplier" and a "Go" button. Below this is the "Payment Details" section, which includes a "Bank Accounts" subsection. In this subsection, the "Add" and "Create" buttons are highlighted with red boxes. A table below these buttons shows "No results found." with columns for Details, Number, IBAN, Currency, Bank Name, Start Date, End Date, Priority, Increase, Priority, Decrease, Priority, Update, and Additional Details. "Cancel" and "Save" buttons are also present at the bottom right of the table area.

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

Then, click **Create**.

PAYABLES

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

Create Bank Account

* Indicates required field

Payee Name **National Book Store, Inc.** Internal Organization
Payee Site Supplier Site Name

* 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 **Quezon City**

Bank Number Branch Number
Tax Payer ID BIC
Branch Type ABA

[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 |
|---------------------------|------------------------------|-------------------------------------|----------|
| 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

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)
[Personalize Page](#)
[Diagnostics](#)

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

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: 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 |
|----------------------|-----------|------|----------|------------------------------|-------------|----------|----------|-------------------|-------------------|---|
| Show | XXXXX6789 | | | Land Bank of the Philippines | 07-Aug-2018 | | 1 | ⬆ | ⬇ | Edit Delete |

[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.



Registration of a UP Internal Supplier

1. DOCUMENT CONTROL

1.1 Change Record

| Date | Author | Version | Change Reference: |
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| - | - | 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 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 | <p>Supplier information. Minimum requirements are as follows:</p> <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> |



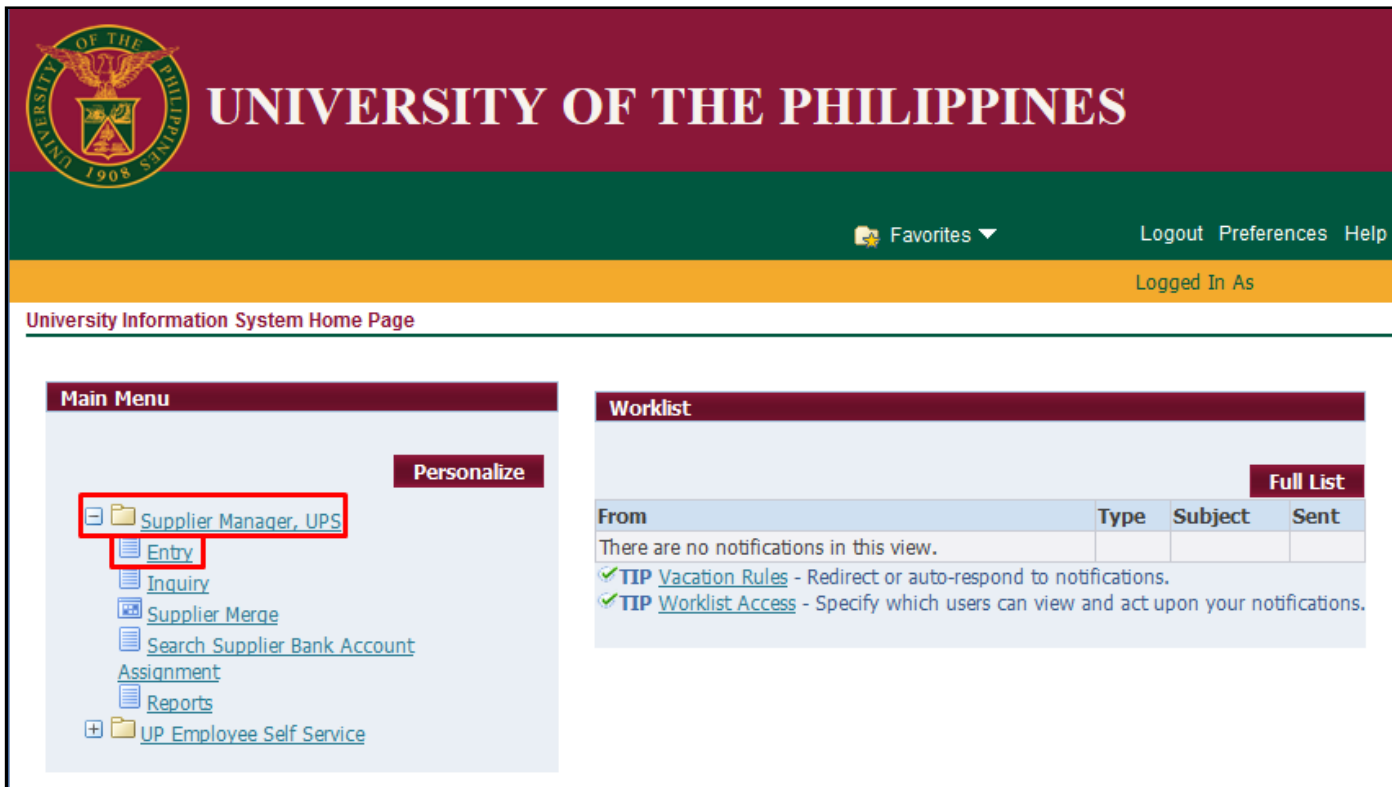
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*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

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(e.g. **username** and **password**)



UNIVERSITY OF THE PHILIPPINES

Favorites Logout Preferences Help

Logged In As

University Information System Home Page

Main Menu

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 - 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](#)

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. | | | | | | | |

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

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 | <input type="text"/> |
| LDDAP-ADA | <input type="checkbox"/> Default | <input type="text"/> |
| RDA | <input checked="" 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

| 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
 Payee Site Supplier Site Name

* 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

[Home](#)
[Logout](#)
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[Personalize Page](#)
[Diagnostics](#)

[Suppliers](#)

- Quick Update
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 - Tax Details
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 - 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

[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 | 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.



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. |



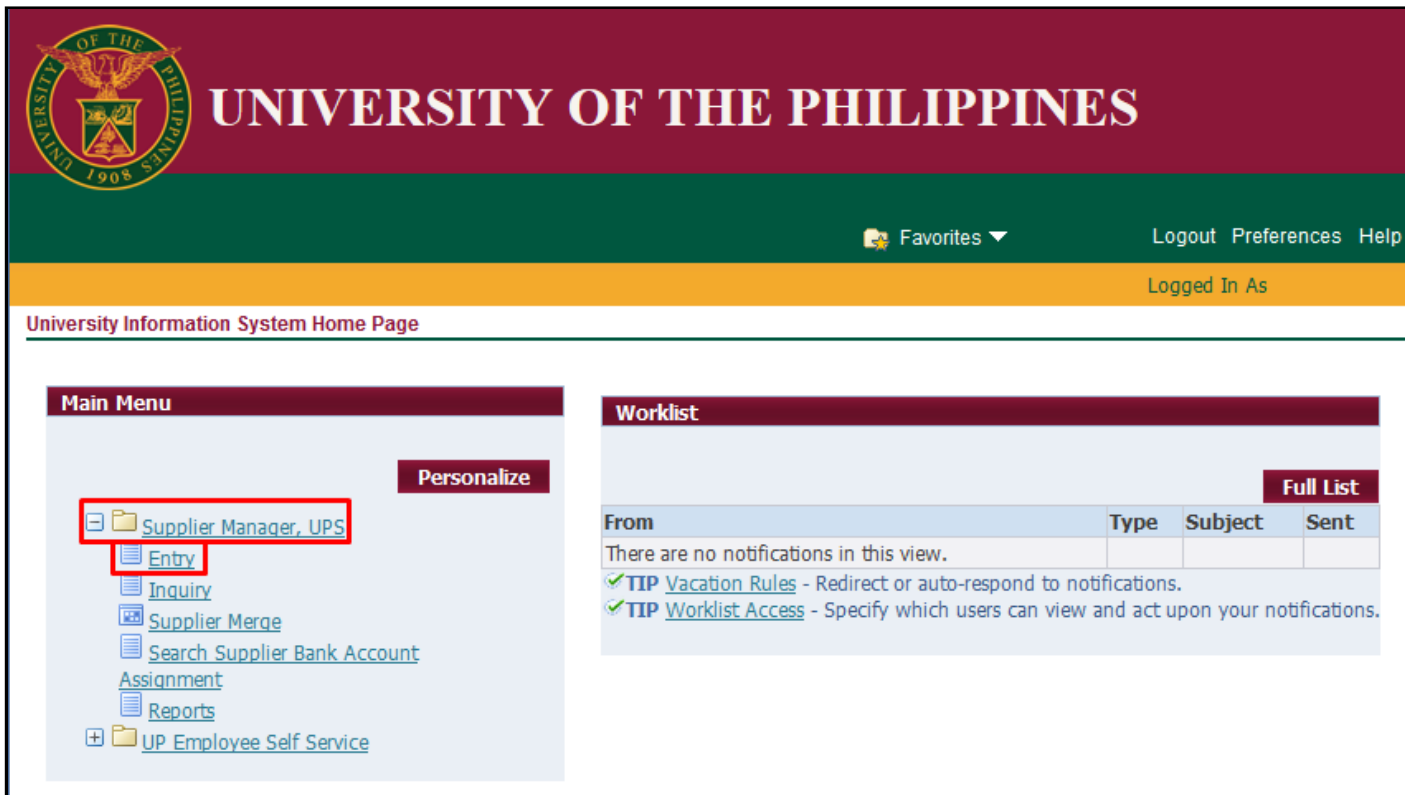
UNIVERSITY OF THE PHILIPPINES

*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your credentials
(e.g. **username** and **password**)



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

Suppliers Navigator Favorites Home Logout Preferences Help

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](#)

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. | | | | | | | |

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\(0/0\)](#)

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

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[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 Name
 Supplier Number
 Alternate Supplier Name
 Registry ID
 Inactive Date
 Alias

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

[Cancel](#)
[Save](#)

Supplier Sites

Site Status
 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

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



PAYABLES

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[Preferences](#)
[Personalize Page](#)
[Diagnostics](#)

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

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

Address Details

Site Name

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

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

Address Name **UP Diliman** Supplier Name **National Book Store, Inc.**
 Address Details **Ayala Trinoma Level M1, Trinoma,, EDSA** Supplier Number **32634**
 cor. North Avenue,, Brgy. Bagong Pag-asa,
 Quezon City, PH
 Purpose **Payment, Purchasing**

[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 **Apply**.

Expected 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.



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 |



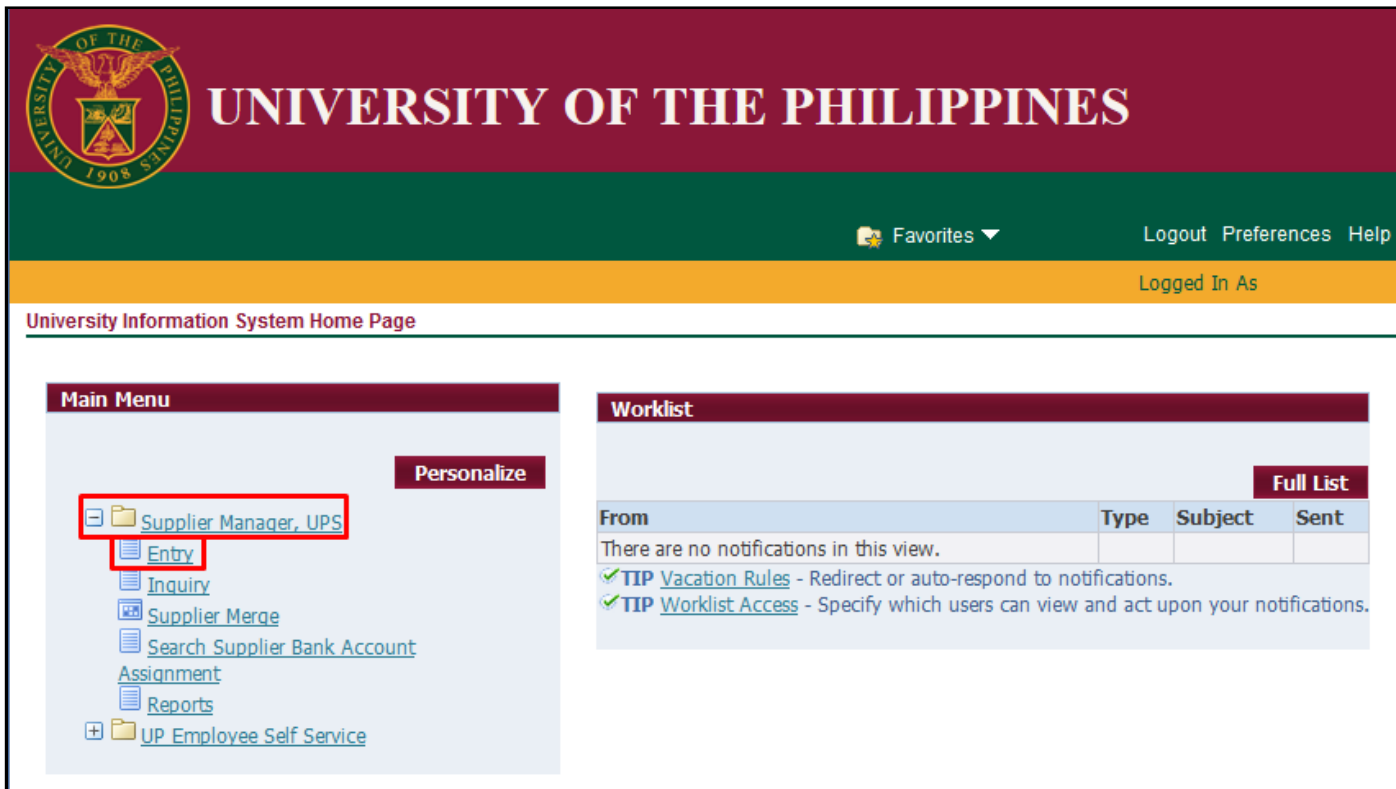
UNIVERSITY OF THE PHILIPPINES

*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your credentials
(e.g. **username** and **password**)



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

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[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 |
|----------------------|-----------------|----------------------|-------------|-------------------------|----------------|-----------------|--------|
| No search conducted. | | | | | | | |

[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 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 | %National Bookstore% | D-U-N-S Number | |
| Supplier Number | | Employee Number | |
| Taxpayer ID | | | |
| Tax Registration Number | | | |

[+ Show More Options](#)

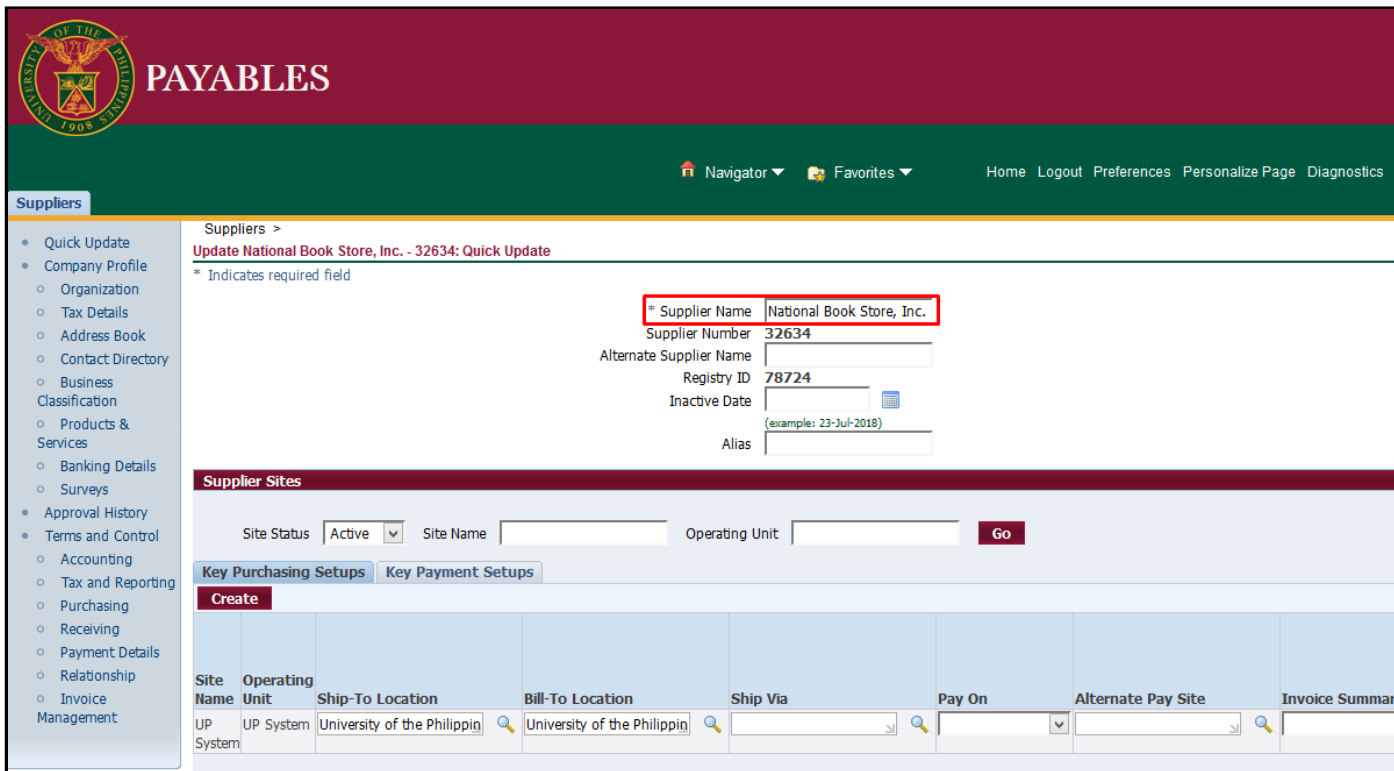
[Go](#)
[Clear](#)

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 >
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: 23-Jul-2018)
Alias

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 |
|-----------|----------------|-------------------------------|-------------------------------|----------|--------|--------------------|-----------------|
| 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"/> RFQ 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**

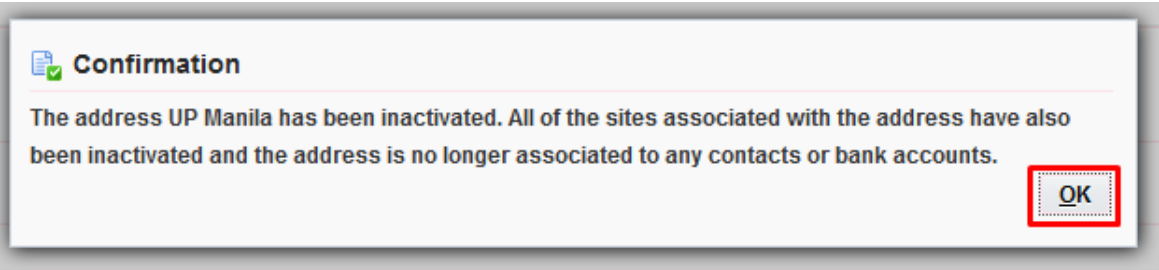
Site Details

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

Bank Account Details

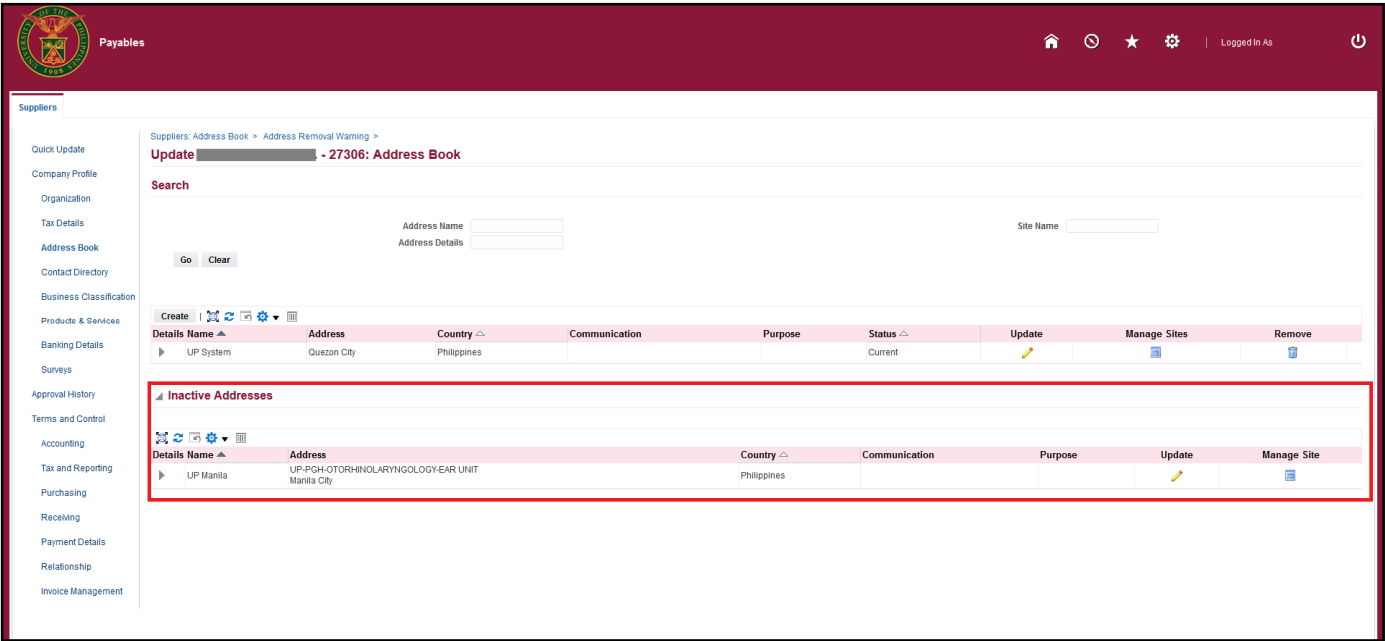
| Bank Account Number | Currency | IBAN | Bank Account Name | Bank Name |
|---------------------|----------|------|-------------------|-----------|
| No results found. | | | | |

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

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 Name: National Book Store, Inc.
Supplier Number: 32634
Alternate Supplier Name:
Registry ID: 78724
Inactive Date: (example: 23-Jul-2018)
Alias:

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 |
|-----------|----------------|-------------------------------|-------------------------------|----------------------|----------------------|----------------------|----------------------|
| UP System | UP System | University of the Philippines | University of the Philippines | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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.



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. |



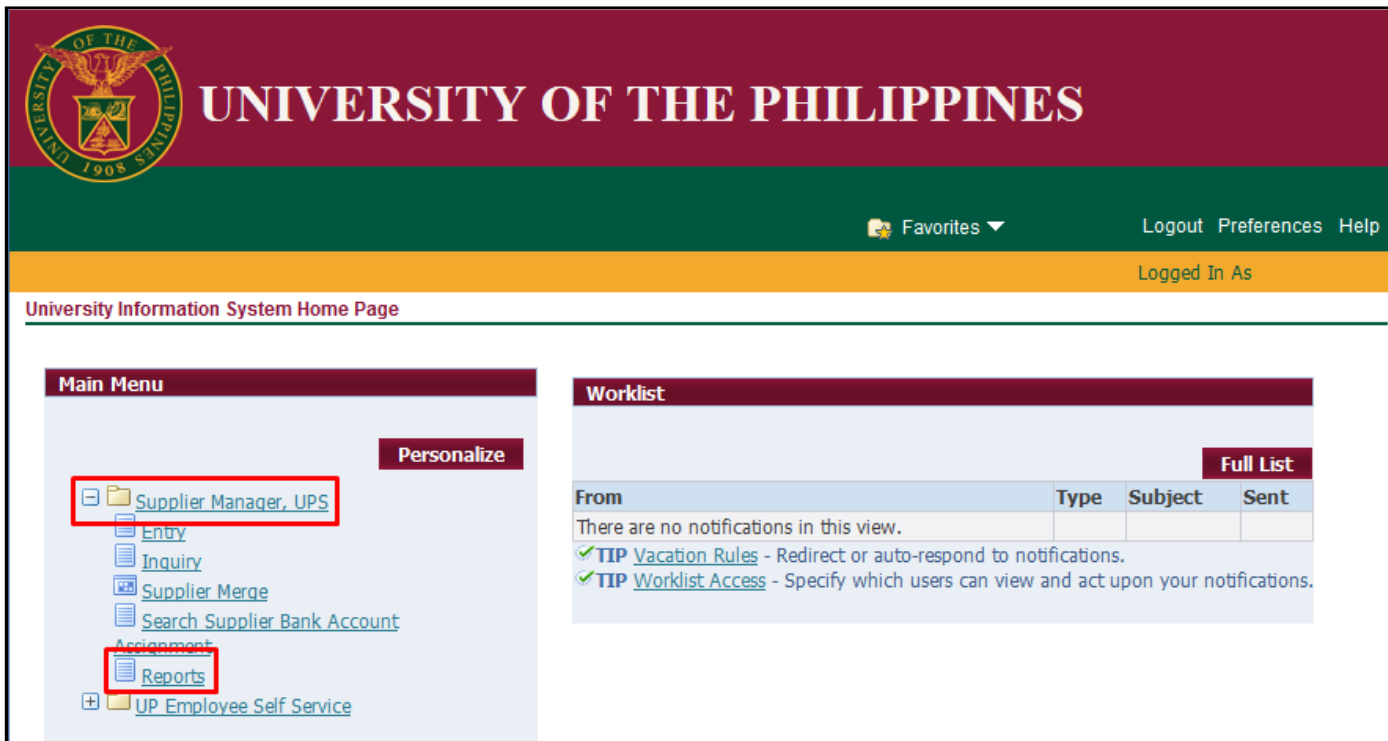
UNIVERSITY OF THE PHILIPPINES

*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your credentials
(e.g. **username** and **password**)



The screenshot displays the University of the Philippines FMIS Home Page. The header features the university's logo and name. Below the header, there is a navigation bar with links for Favorites, Logout, Preferences, and Help. The main content area is divided into two sections: Main Menu and Worklist.

Main Menu: This section contains a list of links. The link "Supplier Manager, UPS" is highlighted with a red box. Below it, there are links for "Entry", "Inquiry", "Supplier Merge", "Search Supplier Bank Account", "Assignment", "Reports" (also highlighted with a red box), and "UP Employee Self Service". A "Personalize" button is located to the right of the links.

Worklist: This section displays a table with columns "From", "Type", "Subject", and "Sent". The table is currently empty, showing a message: "There are no notifications in this view." Below the message, there are two tips: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications." A "Full List" button is located to the right of the table.

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

Now 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 | <input type="text" value="United States"/> | <input type="text" value="v"/> |

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

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 Step 7 of 7 **Submit**

Name

Concurrent Program Name Employee Update Program

Request Name

Operating Unit

Language Settings

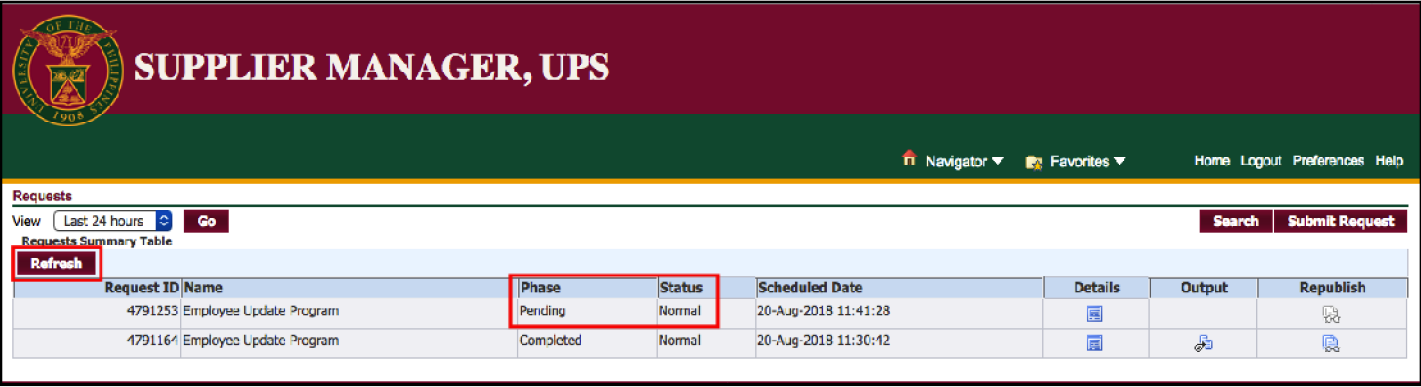
| Language | Territory | Numeric Character |
|------------------|---------------|-------------------|
| American English | United States | v |

Parameters

Schedule

Schedule As Soon As Possible

Recurrence Never Repeats




The screenshot shows the 'SUPPLIER MANAGER, UPS' web application. The header includes the UPS logo and navigation links: Navigator, Favorites, Home, Logout, Preferences, and Help. Below the header, there is a 'Requests' section with a 'View' dropdown set to 'Last 24 hours' and a 'Go' button. To the right of the 'Go' button are 'Search' and 'Submit Request' buttons. Below this is the 'Requests Summary Table' with a 'Refresh' button on the left. The table has the following columns: Request ID, Name, Phase, Status, Scheduled Date, Details, Output, and Republish. Two rows are visible: one with 'Pending' phase and 'Normal' status, and another with 'Completed' phase and 'Normal' status. The 'Phase' and 'Status' columns for the first row are highlighted with a red box.

| Request ID | Name | Phase | Status | Scheduled Date | Details | Output | Republish |
|------------|-------------------------|-----------|--------|----------------------|---------|--------|-----------|
| 4791253 | Employee Update Program | Pending | Normal | 20-Aug-2013 11:41:23 | | | |
| 4791164 | Employee Update Program | Completed | Normal | 20-Aug-2013 11:30:12 | | | |

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

Click **Refresh** to update the status.



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 |
|------------|-------------------------|-----------|--------|----------------------|---------|--------|-----------|
| 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.

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 |

Expected Result:

The information of an existing UP Internal 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.



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. |



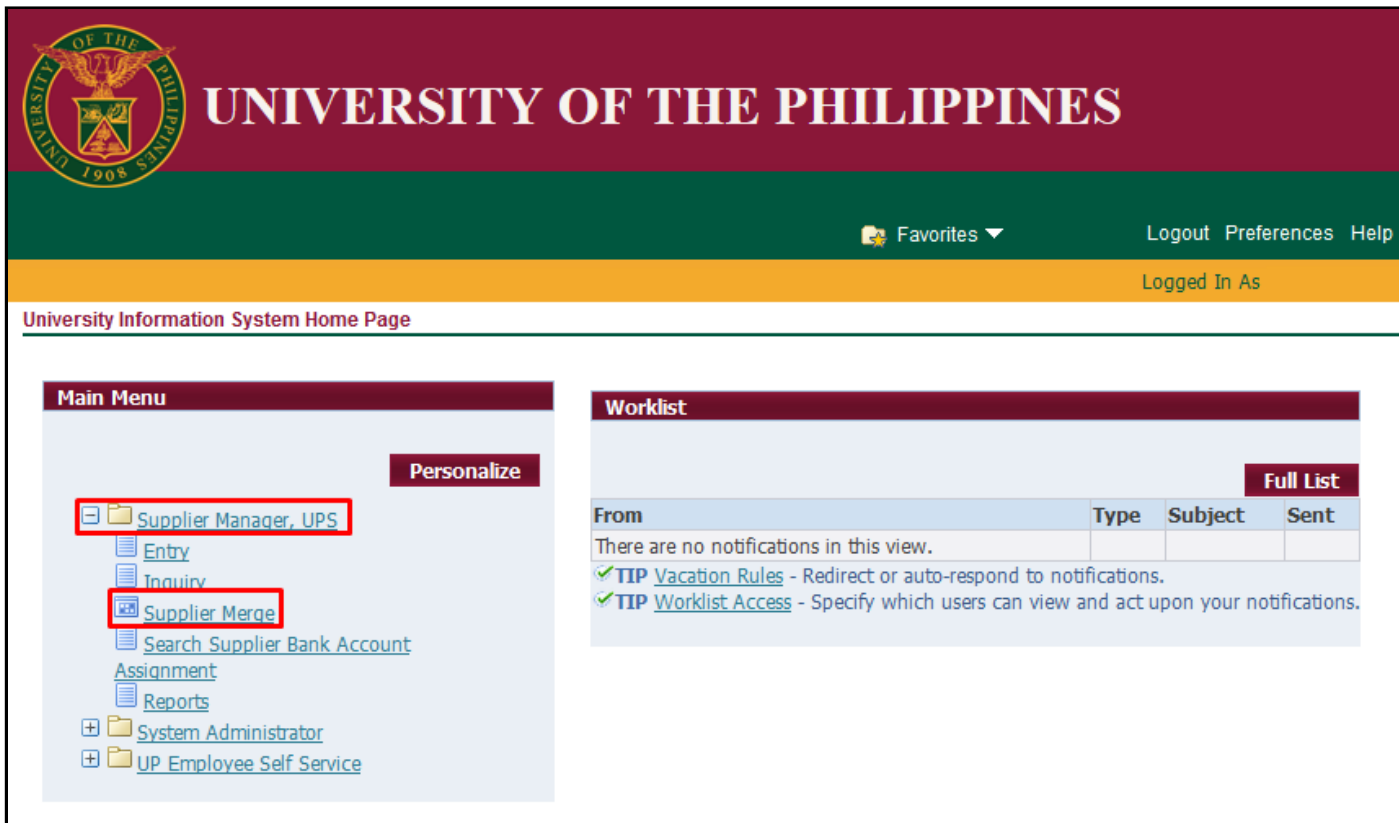
UNIVERSITY OF THE PHILIPPINES

*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your credentials
(e.g. ***username*** and ***password***)



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
- System Administrator
- UP Employee Self Service

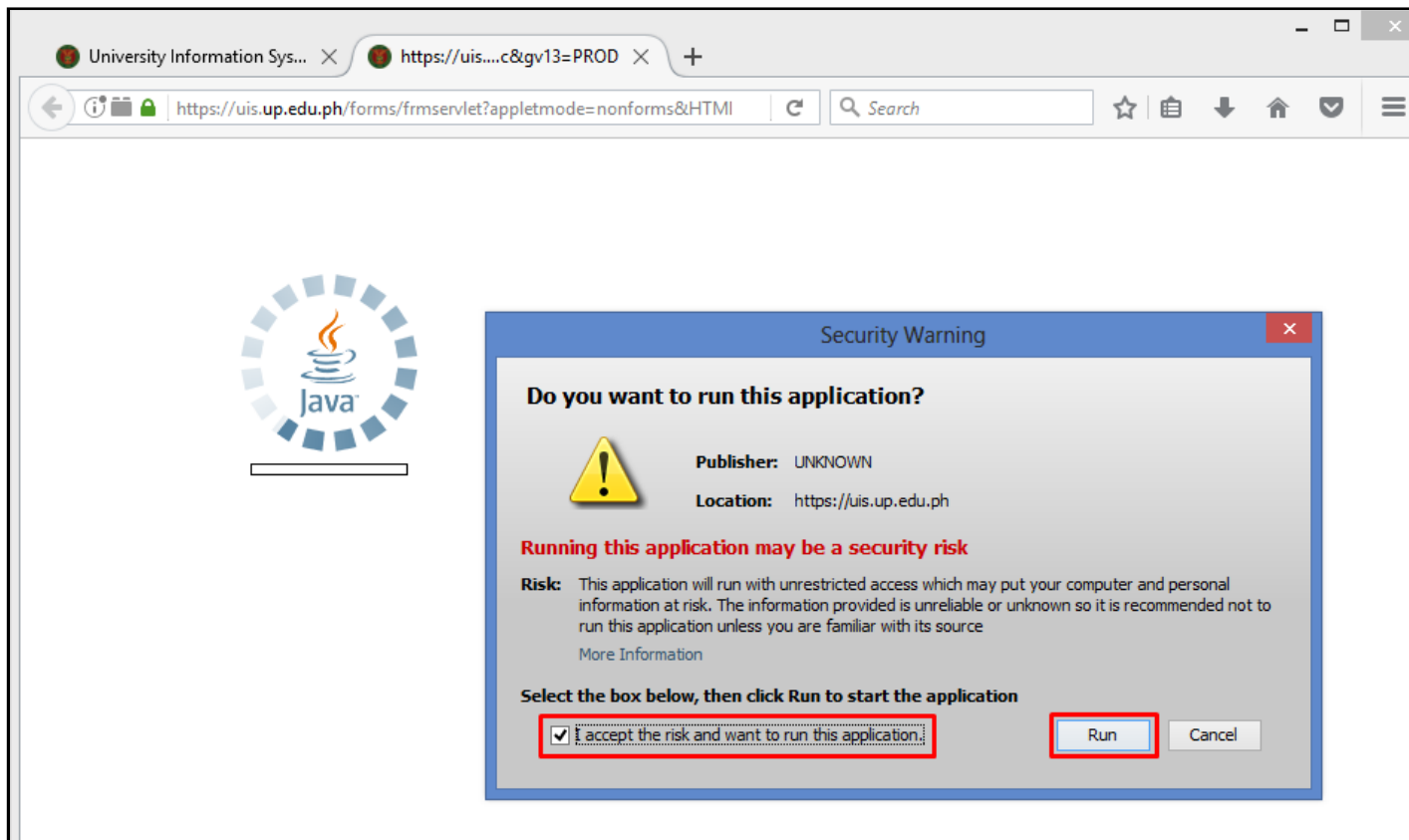
Worklist

Full List

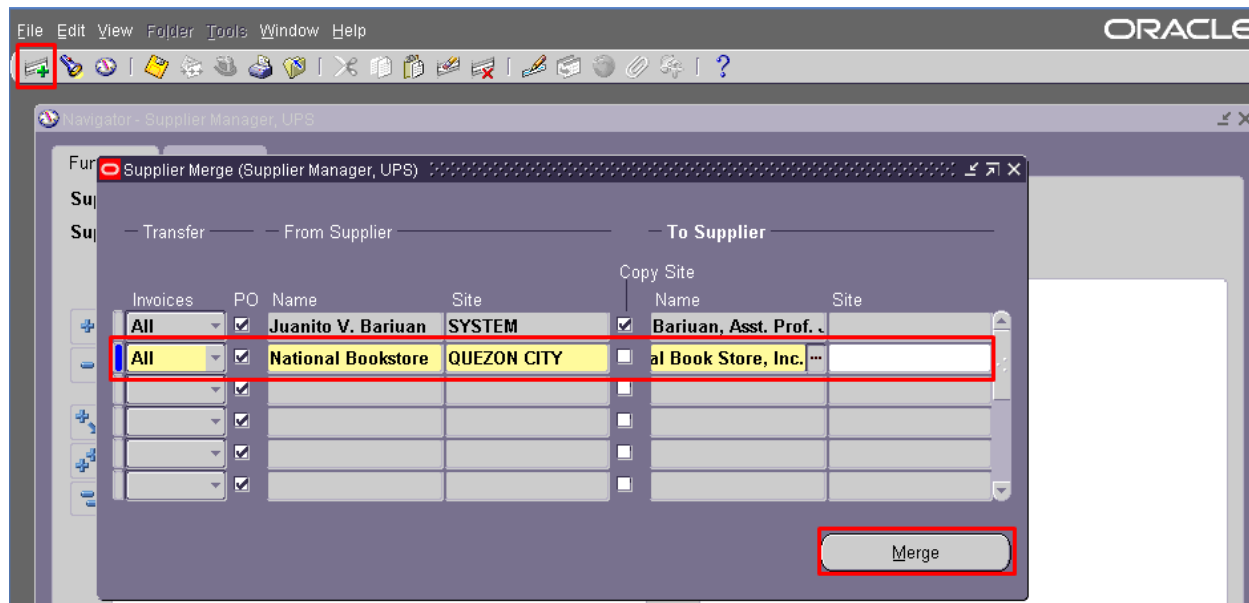
| From | Type | Subject | Sent |
|--|------|---------|------|
| There are no notifications in this view. | | | |
| ✓ TIP Vacation Rules - Redirect or auto-respond to notifications. | | | |
| ✓ TIP Worklist Access - Specify which users can view and act upon your notifications. | | | |

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**.

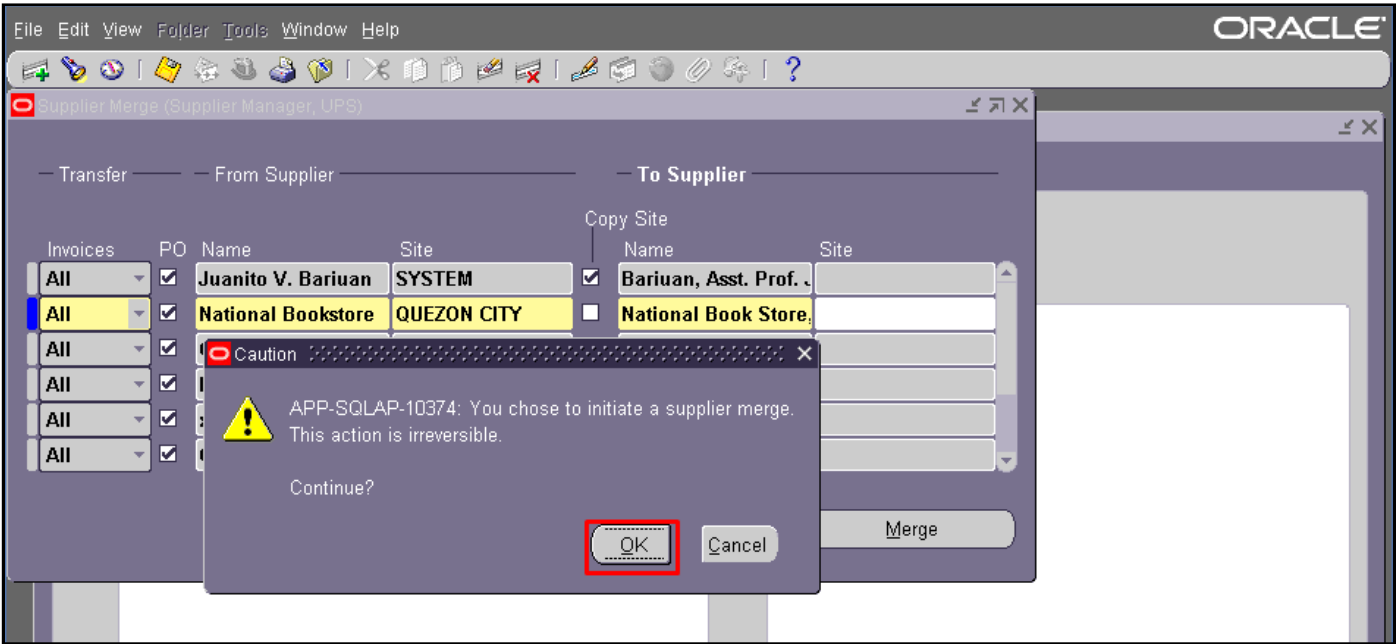


Step 5. The **Supplier Merge** window will open.

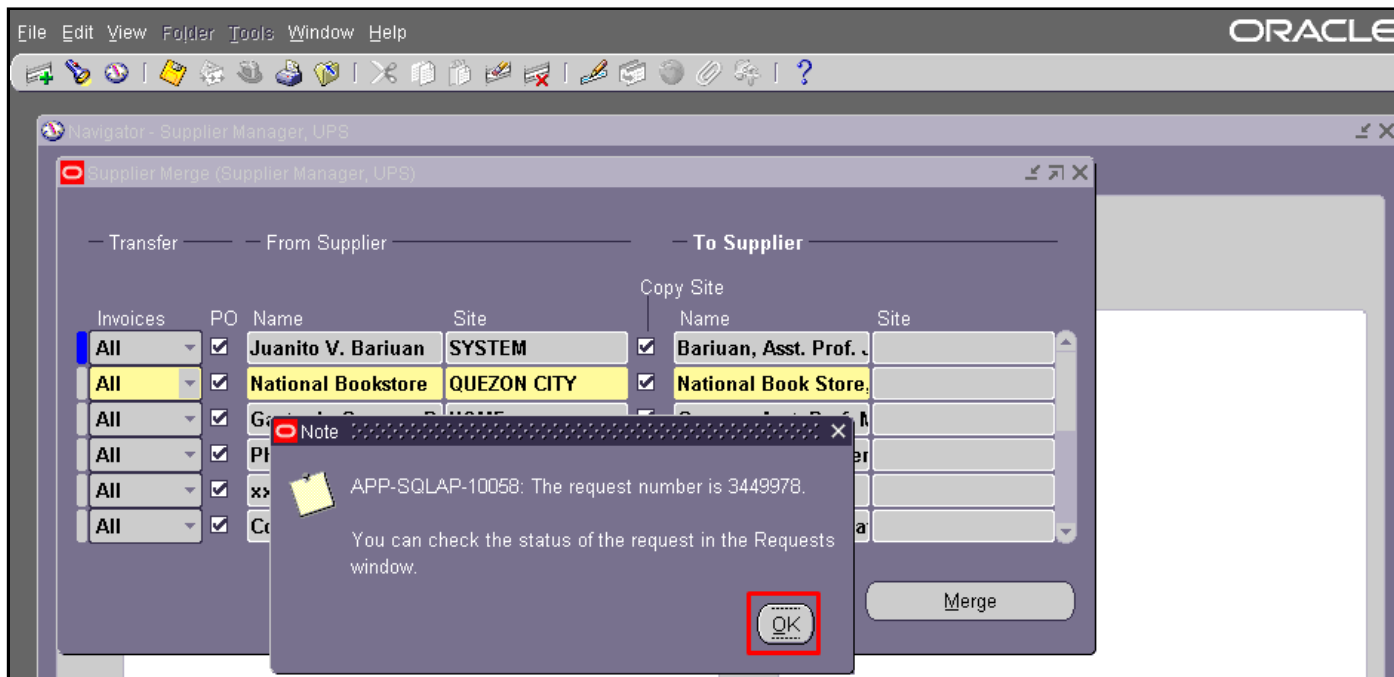
Click **New** and fill-in the necessary details.

Then, click **Merge**.

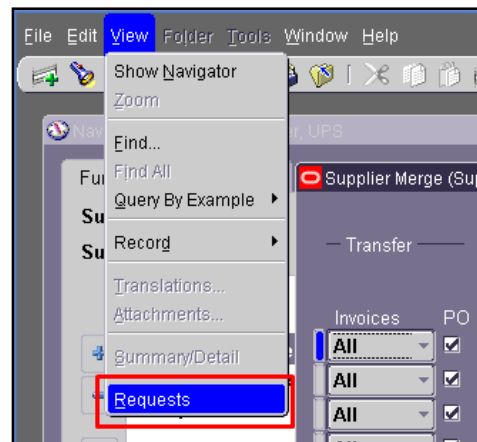
| Field Name | Description | Remarks |
|---------------------|---|---|
| Invoices | Transactions which will be updated upon merging of suppliers | Select All to update all DVs using the same supplier List of Values (LOV) |
| From Supplier: Name | Registered business name of the supplier to be eliminated 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) |



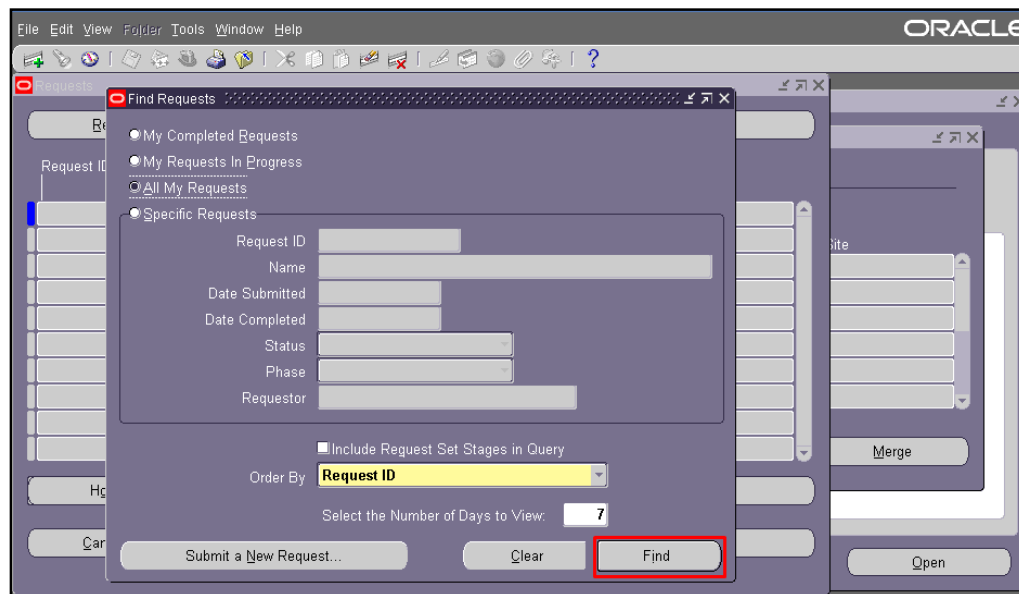
Step 6. A **Caution** window will appear. Click **Ok**.



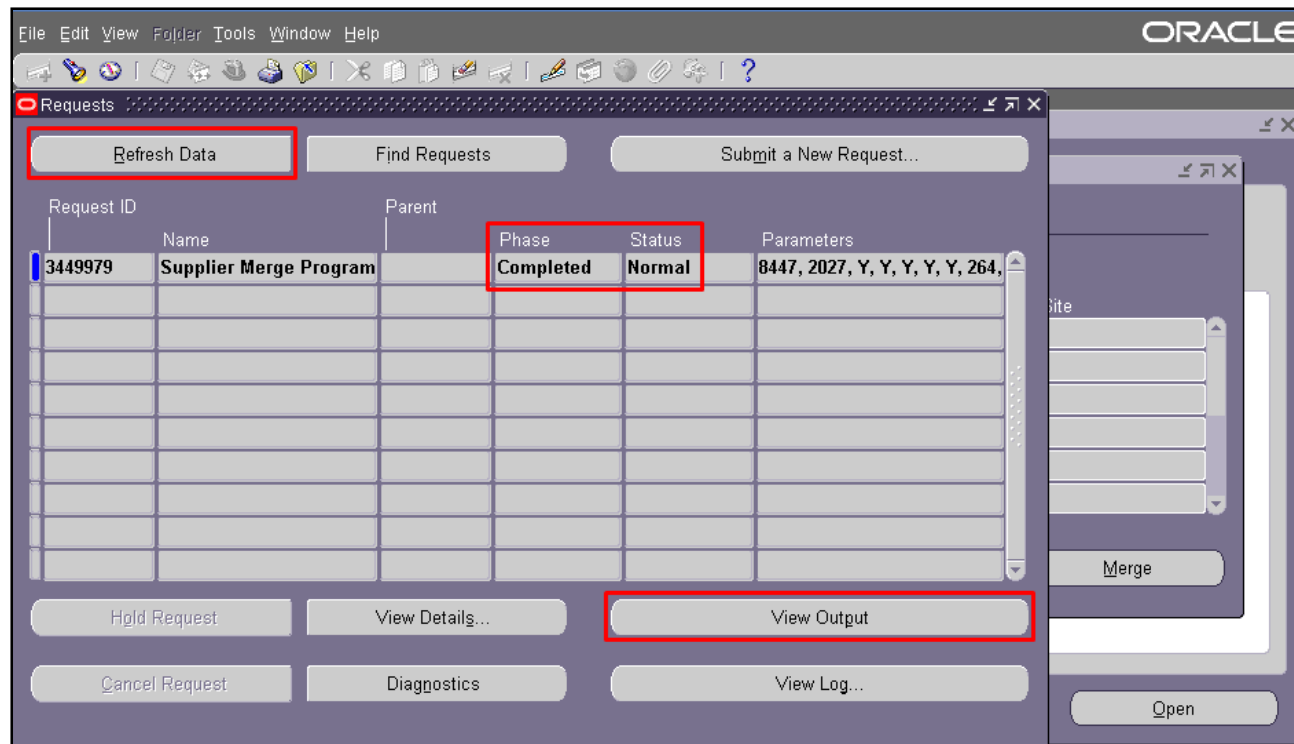
Step 7. A **Note** window will appear stating the request number. Take note of the request number and then click **Ok**.



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.



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 |



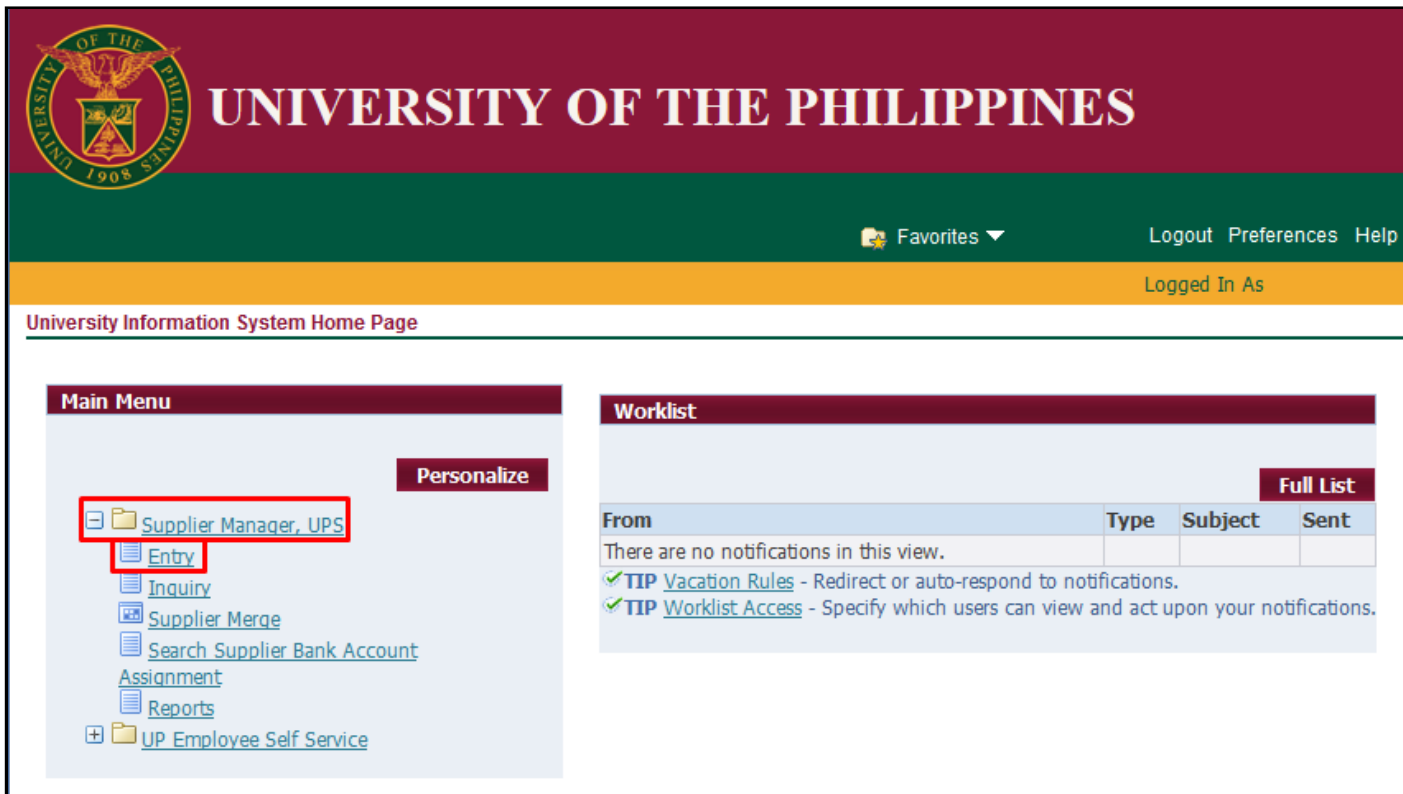
UNIVERSITY OF THE PHILIPPINES

*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your credentials
(e.g. **username** and **password**)



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

Suppliers

Navigator Favorites Home Logout Preferences Help

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**

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

[Home](#)
[Logout](#)
[Preferences](#)
[Personalize Page](#)
[Diagnostics](#)

[Suppliers](#)

Suppliers >

Update National Bookstore - 264: Quick Update

* Indicates required field

* Supplier Name
 Purchase Order Hold ☐ All New Orders

Supplier Number
 Hold from Payment ☐ All Invoices

Alternate Supplier Name
☐ Unmatched Invoices

Registry ID
☐ Unvalidated Invoices

Inactive Date
 (example: 23-Jul-2018)

Alias

Supplier Sites

Site Status
 Site Name
 Operating Unit

| 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**.

PAYABLES

Suppliers

Suppliers >

Warning
Inactivation of this supplier may affect other applications that are using the supplier for non-purchasing related activities. Are you sure you want to inactivate the supplier?

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

Confirm **Cancel**

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 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.



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. |



UNIVERSITY OF THE PHILIPPINES

*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

Login Cancel

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your credentials
(e.g. **username** and **password**)

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

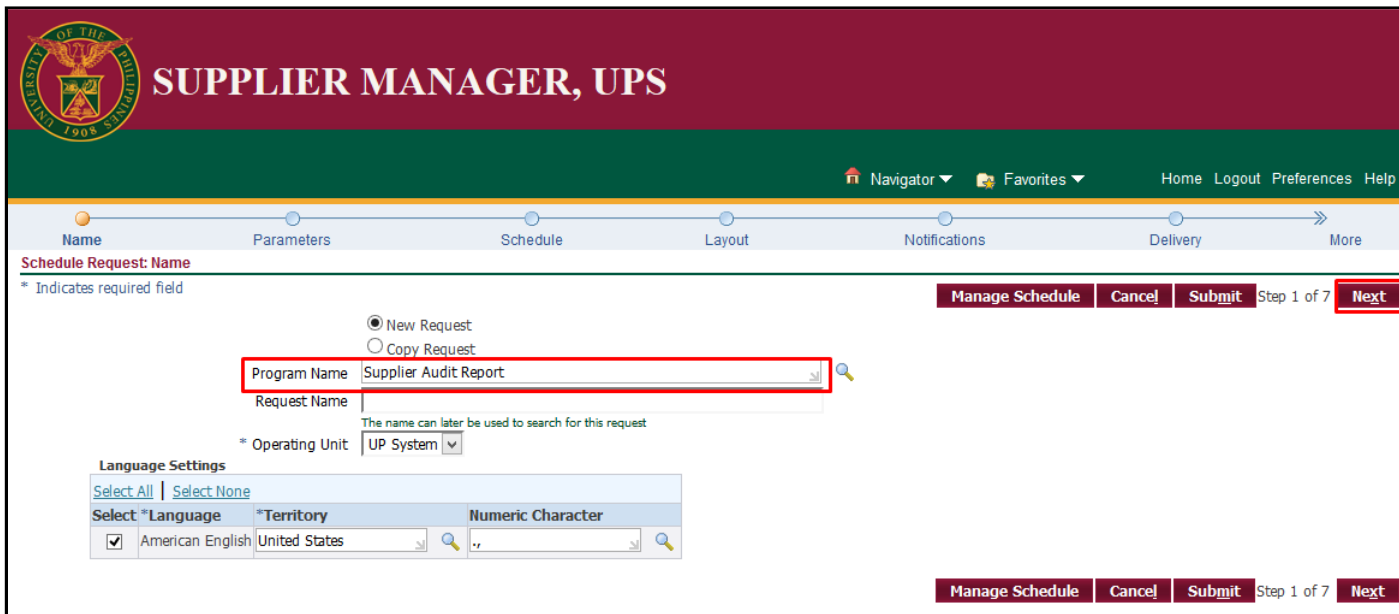
Worklist

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 *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

Request Name

The name can later be used to search for this request

* Operating Unit

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**

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**.

The screenshot displays the 'SUPPLIER MANAGER, UPS' web application. The header features the university's seal and navigation links: Navigator, Favorites, Home, Logout, Preferences, and Help. A progress bar indicates the current step is 'Parameters' within a 'Schedule Request' process. The form includes a legend for required fields and pre-filled information for 'Program Name' and 'Request Name'. A red box highlights the 'Matching Supplier Name Length' field, which contains the value '50'. Navigation buttons (Cancel, Submit, Back, Next) are visible at the bottom of the form section.

SUPPLIER MANAGER, UPS

Navigator Favorites Home Logout Preferences Help

Name Parameters Schedule Layout Notifications Delivery More

Schedule Request: Parameters

* Indicates required field

Program Name Supplier Audit Report

Request Name

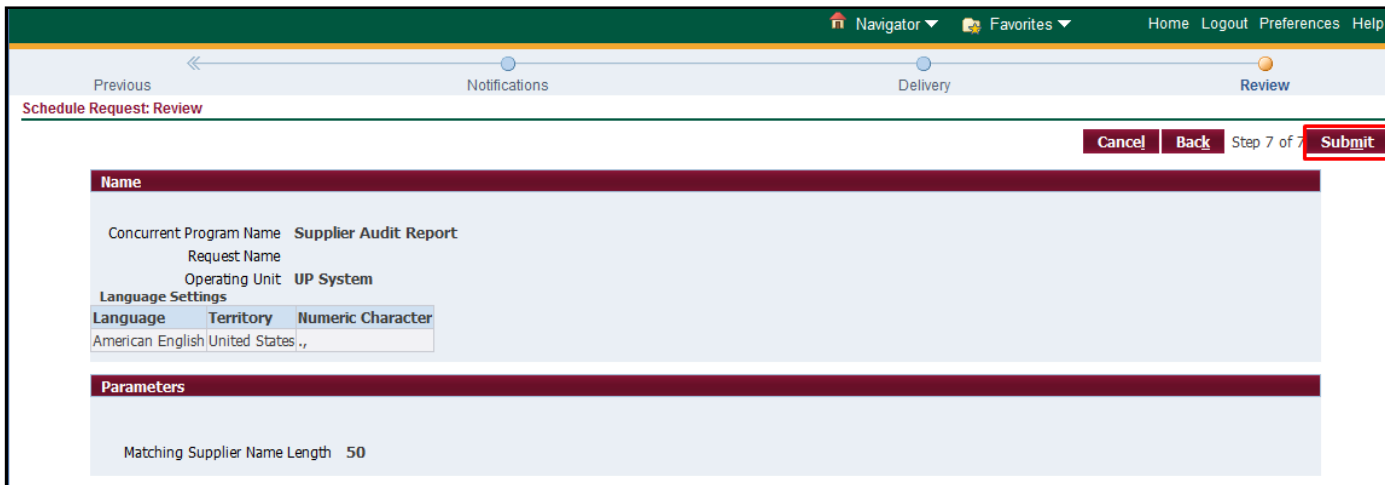
* Matching Supplier Name Length 50

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**.



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 | , |

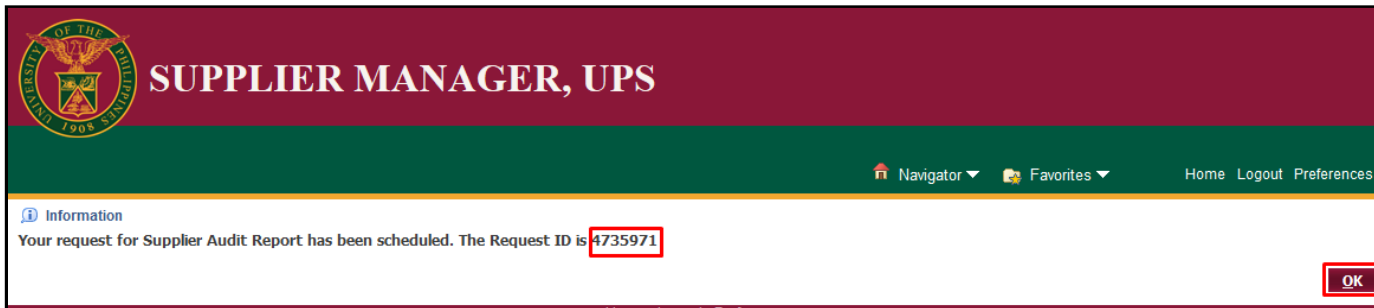
Parameters


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**.



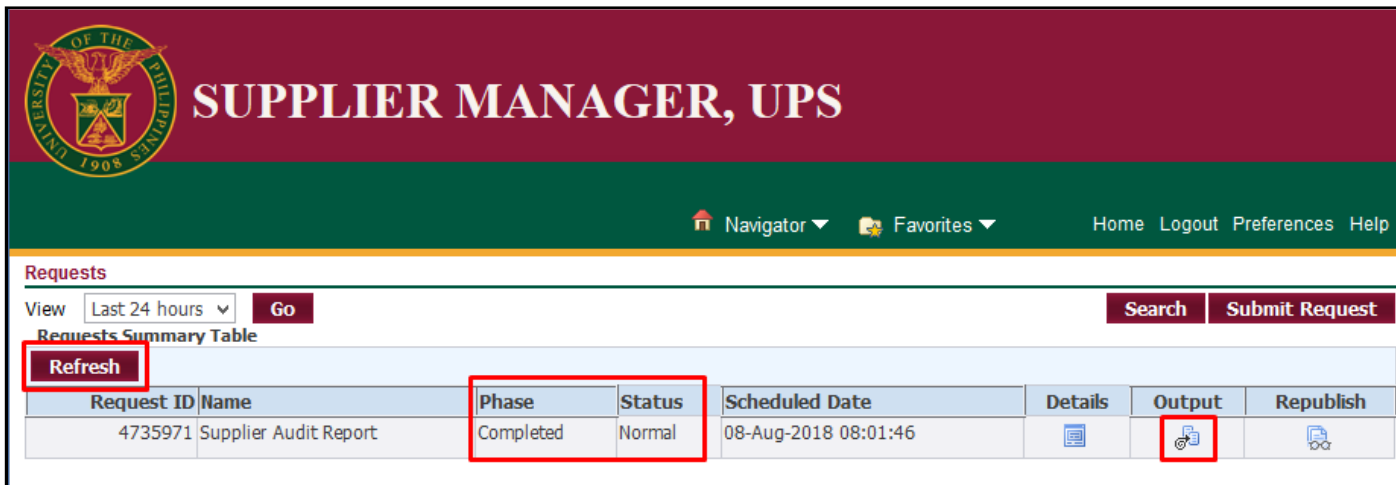
 **SUPPLIER MANAGER, UPS**

Navigator Favorites Home Logout Preferences




Information

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

OK



The screenshot shows the 'SUPPLIER MANAGER, UPS' web application. The header includes the University of the Philippines logo and navigation links: Home, Logout, Preferences, Help. Below the header, there's a 'Requests' section with a 'View' dropdown set to 'Last 24 hours' and a 'Go' button. A 'Refresh' button is highlighted with a red box. The 'Requests Summary Table' contains one entry with the following data:

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

The 'Refresh' button and the 'Phase' and 'Status' columns of the table are highlighted with red boxes. The 'Output' icon in the table row is also highlighted with a red box.

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.

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. |



UNIVERSITY OF THE PHILIPPINES

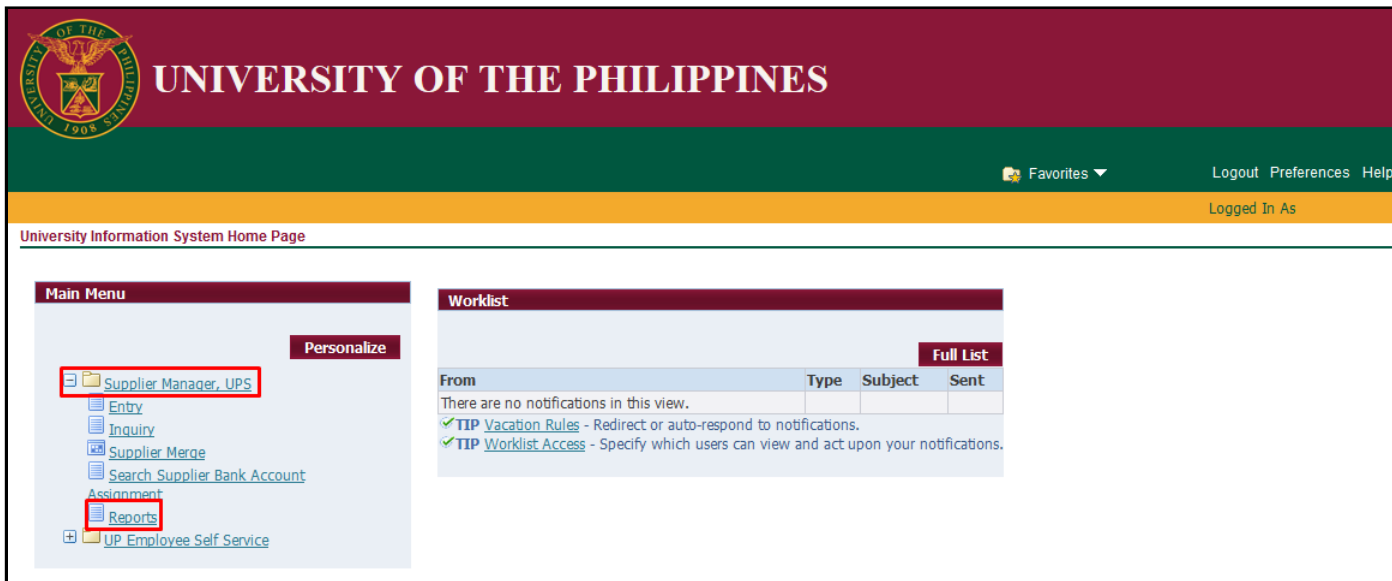
*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

Login Cancel

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your credentials
(e.g. **username** and **password**)



UNIVERSITY OF THE PHILIPPINES

University Information System Home Page

Favorites Logout Preferences Help

Logged In As

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

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](#)

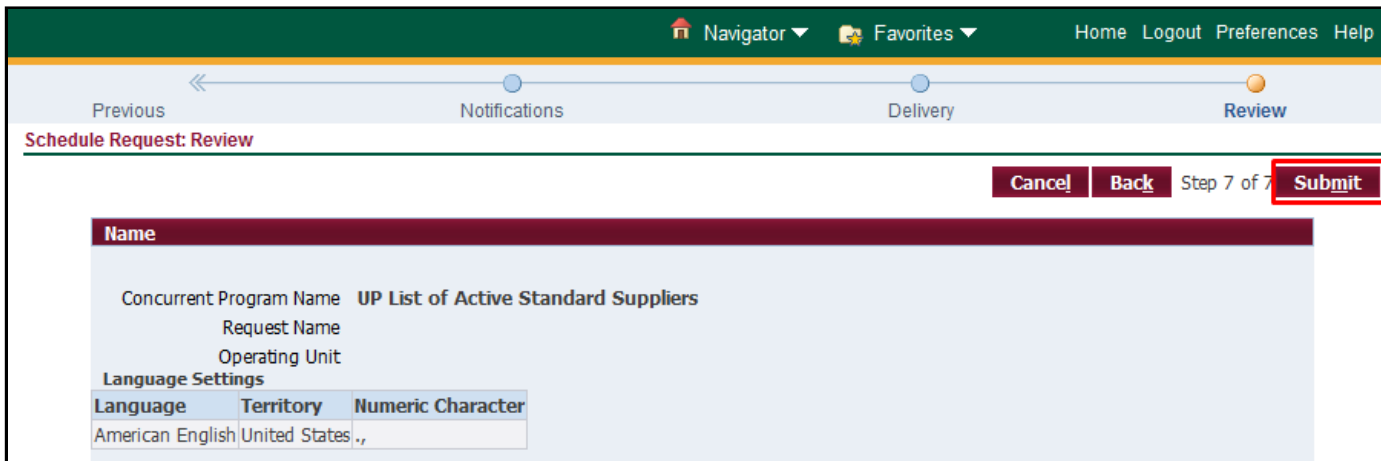
| Select | *Language | *Territory | Numeric Character |
|-------------------------------------|------------------|---------------|-------------------|
| <input checked="" type="checkbox"/> | American English | United States | ., |

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**.



Previous Notifications Delivery Review

Schedule Request: Review

Cancel Back Step 7 of 7 **Submit**

Name

Concurrent Program Name **UP 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




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Information

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

OK









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 Navigator ▼
  Favorites ▼
 Home Logout Preferences Help

Requests

View

Requests Summary Table

| 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.