



# University of the Philippines

## SPCMIS

**Supplies, Procurement, and Campus Management  
Information System**





# CREATION OF PPMP FOR NON-COMMON USE ITEMS



# **SPCMIS User Manual**

## *iProcurement*

Author: Mico Alfred Puño  
Creation Date: 27 October 2014  
Last Updated: 21 September 2022  
Document Ref: SPCMIS User Manual – Creation of PPMP  
for Non-Common Use Items  
Version: 4.2

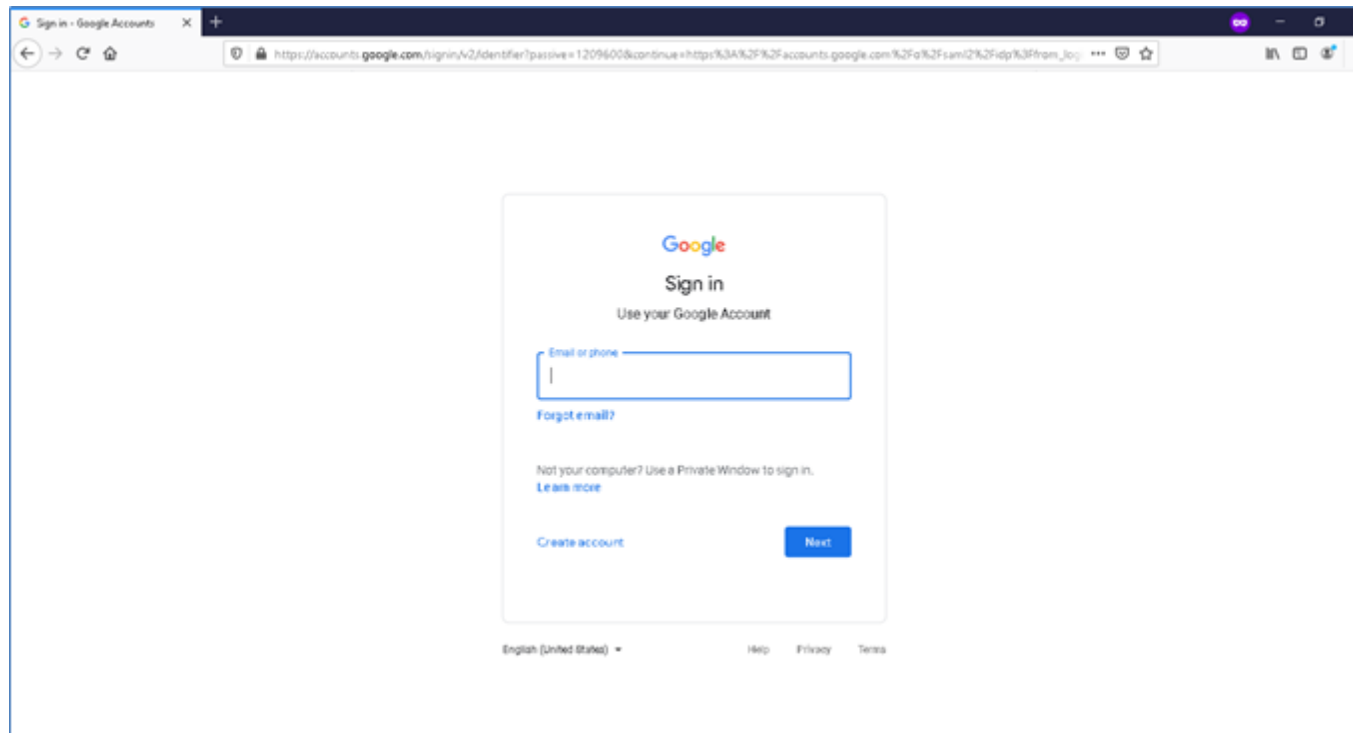
# 1. DOCUMENT CONTROL

## 1.1 Change Record

Date	Author	Version	Change Reference
27 October 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial
28 November 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update
22 September 2016	Reah Mae Supnet & Carlo Martin Evangelista	3.0	Major Revision
28 February 2017	Reah Mae Supnet	3.1	Update
06 June 2019	Reah Mae Supnet	4.0	Major Update
20 August 2019	Reah Mae Supnet	4.1	Minor Revision
21 September 2022	Mico Alfred Puño	4.2	Minor Update: <b>Step 11</b> - Updated Screenshots and added new step on how to select a Budget Estimation Option

## 2. Description

<b>Manual ID</b>	UMSP010531
<b>Manual Name</b>	Creation of PPMP for Non-Common Use Items
<b>Information System</b>	Supplies, Procurement, and Campus Management Information System
<b>Functional Domain</b>	iProcurement PPMP Requester
<b>Purpose</b>	To create an annual PPMP for Non-Common Use Items
<b>Data Requirement</b>	Items for inclusion in the plan
<b>Dependencies</b>	Charge Account Setup Approval Path Setup Purchase Order Information
<b>Scenario</b>	Unit staff needs to submit the annual PPMP for their office or unit
<b>Author</b>	Mico Alfred Puño



**Step 1.** Go to [uis.up.edu.ph](https://uis.up.edu.ph)

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



**Step 3.** On the homepage, go to Main Menu and select

***iProcurement PPMP Requester, UP.***

**Step 4.** Select ***iProcurement Home Page.***

The screenshot shows the iProcurement system interface. At the top, there is a header bar with the University of the Philippines logo and the text 'iProcurement'. Navigation links include Shopping Cart, Home, Navigator, Favorites, Settings, and a Login button. Below the header, there are tabs for Shop, Requisitions, Stores, Shopping Lists, and Non-Catalog Request. The 'Non-Catalog Request' tab is highlighted with a red box and an arrow. Below the tabs, there is a search bar with the text 'UPS Common-Use Supplies (Outside PS-DBM)' and a 'Go' button. Below the search bar, there are two sections: 'Stores' and 'My Requisitions'. The 'Stores' section contains two items: 'UPS Common-Use Supplies and Equipment (PS-DBM)' and 'UPS Common-Use Supplies (Outside PS-DBM)'. The 'My Requisitions' section contains a table with one row of data.

**Stores**

UPS Common-Use Supplies and Equipment (PS-DBM)  
Goods, materials, and items that are repetitively used in the day-to-day operations of procuring entities in the performance of their functions.

UPS Common-Use Supplies (Outside PS-DBM)  
It is also called Inventory Items. Common-use supplies, goods, materials, and items that are not in the Price List of the PS-DBM but are regularly used and kept on stock by the Procuring Entity.

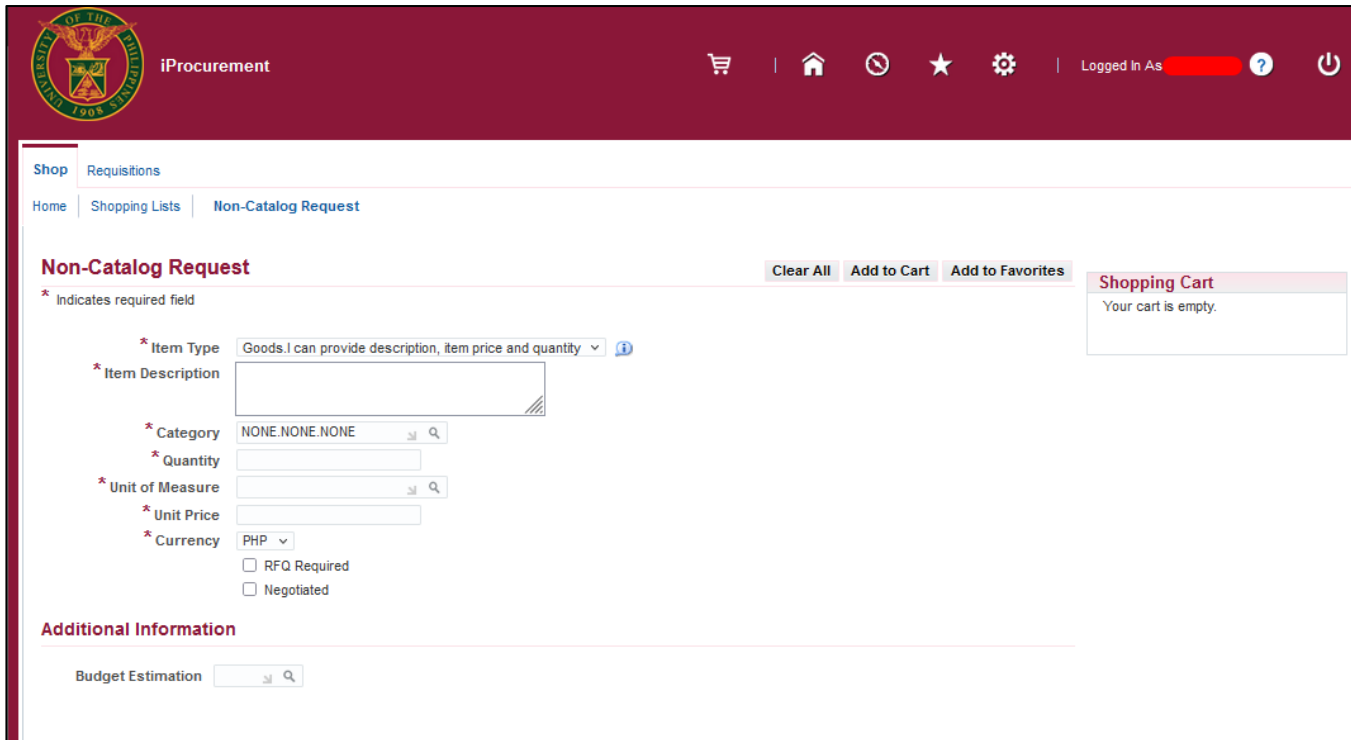
**My Requisitions**

Full List

Requisition	Description	Total (PHP)	Status	Copy	Change	Express Receive
[Redacted]	[Redacted]	1,010,000.00	In Process	[Icon]	[Icon]	[Icon]

**Step 5.** Select **Non-Catalog Request**.





**iProcurement**

Shop | Requisitions

Home | Shopping Lists | **Non-Catalog Request**

**Non-Catalog Request** Clear All Add to Cart Add to Favorites

\* Indicates required field

\* Item Type: Goods.I can provide description, item price and quantity

\* Item Description:

\* Category: NONE.NONE.NONE

\* Quantity:

\* Unit of Measure:

\* Unit Price:

\* Currency: PHP

☐ RFQ Required

☐ Negotiated

**Additional Information**

Budget Estimation:

**Shopping Cart**  
Your cart is empty.

***Non-Catalog Request*** window will appear.

**Step 6.** Enter *Item Description*.

**Non-Catalog Request**

\* Indicates required field

\* Item Type: Goods.I can provide description, item price and quantity

\* Item Description: WIFI Router Maximum Upload Speed 250-499 Mbps, Maximum Download Speed 100-499 Mbps

\* Category: NONE.NONE.NONE

\* Quantity:

\* Unit of Measure:

\* Unit Price:

\* Currency: PHP

☐ RFQ Required

☐ Negotiated

**Additional Information**

Budget Estimation:

### Non-Catalog Request

\* Indicates required field

\* Item Type  ⓘ

\* Item Description

\* Category  ⓘ

\* Quantity

\* Unit of Measure  ⓘ

\* Unit Price

\* Currency

☐ RFQ Required

☐ Negotiated

### Additional Information

Budget Estimation  ⓘ

**Step 7.** Enter the **Quantity** of the item.

**Non-Catalog Request**

\* Indicates required field

\* Item Type: Goods.I can provide description, item price and quantity

\* Item Description: WIFI Router Maximum Upload Speed 250-499 Mbps, Maximum Download Speed 100-499 Mbps

\* Category: NONE.NONE.NONE

\* Quantity: 3

\* Unit of Measure:   🔍 →

\* Unit Price:

\* Currency: PHP

☐ RFQ Required  
☐ Negotiated

**Additional Information**

Budget Estimation:

**Step 8.** For the **Unit of Measure**, click ( 🔍 ) **Search** button.

To search **Unit of Measure**, enter a key word with (%) to view all possible results.

Example: pc%.

Click **Go**.

Click the **Quick Select** ( 📋 ) icon beside the unit of measure.

**Search and Select: Unit of Measure** Cancel Select

**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: Unit of Measure pc% Go

**Results**

	Quick Select	Unit of Measure ▲	UOM Code ▲
<input type="radio"/>	📋	pc	pc
<input type="radio"/>	📋	pch	pch
<input type="radio"/>	📋	pck	pck

### Non-Catalog Request

\* Indicates required field

\* Item Type  ⓘ

\* Item Description

\* Category  ⓘ

\* Quantity

\* Unit of Measure  ⓘ

\* Unit Price

\* Currency

☐ RFQ Required

☐ Negotiated

### Additional Information

Budget Estimation

**Step 9.** Enter **Unit Price**. The currency is automatically set to **PHP**.

### Non-Catalog Request

\* Indicates required field

* Item Type	Goods.I can provide description, item price and quantity ▾ ⓘ
* Item Description	WIFI Router Maximum Upload Speed 250-499 Mbps, Maximum Download Speed 100-499 Mbps
* Category	NONE.NONE.NONE ▾ 🔍
* Quantity	3
* Unit of Measure	pc ▾ 🔍
* Unit Price	4500
* Currency	PHP ▾
	<input checked="" type="checkbox"/> RFQ Required
	<input checked="" type="checkbox"/> Negotiated

### Additional Information

Budget Estimation ▾ 🔍

**Step 10.** Check **RFQ Required** and **Negotiated** boxes.

**Non-Catalog Request**

\* Indicates required field

\* Item Type: Goods.I can provide description, item price and quantity

\* Item Description: WIFI Router Maximum Upload Speed 250-499 Mbps, Maximum Download Speed 100-499 Mbps

\* Category: NONE.NONE.NONE

\* Quantity: 3



\* Unit of Measure: pc


\* Unit Price: 4500

\* Currency: PHP


☒ RFQ Required  
☒ Negotiated

**Additional Information**

Budget Estimation   

**Step 11.** For **Budget Estimation**, click (  ) **Search** button.

To select **Budget Estimation**, click go to view all possible results.

Click the **Quick Select** (  ) icon beside the unit budget estimation.



**Search and Select: Budget Estimation** Cancel Select

**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: Budget Estimation  Go

**Results**

	Quick Select	Budget Estimation	Description
<input type="radio"/>		CO	CO
<input type="radio"/>		MOOE	MOOE

[About this Page](#)

**Shop** Requisitions

Home Shopping Lists **Non-Catalog Request**

---

**Non-Catalog Request** Clear All **Add to Cart** Add to Favorites

\* Indicates required field

\* Item Type Goods.I can provide description, item price and quantity ⓘ

\* Item Description WIFI Router Maximum Upload Speed 250-499 Mbps, Maximum Download Speed 100-499 Mbps

\* Category NONE.NONE.NONE ⌵ Q

\* Quantity 3

\* Unit of Measure pc ⌵ Q

\* Unit Price 4500

\* Currency PHP ⌵

☒ RFQ Required

☒ Negotiated

**Additional Information**

Budget Estimation CO ⌵ Q

CO

**Shopping Cart**

Your cart is empty.

**Step 12.** After entering data on the required fields, click **Add to Cart**.



**Step 13.** The **Special Information** page will appear.

Fill in the special information:

- **PhilGEPS Category**  
(**required**)

- **Mode of Procurement**  
(**required**)

- **PPA number**  
Project Program Activity Number  
this is a user entered detail;  
Numbering according to activity,  
project or program.

- **PPA Description**  
Project Program Activity  
Description this is a user entered  
detail; Description/Name of an  
activity, project or program

Then, click **Continue**.

The screenshot shows the 'Special Information' page with a dropdown menu for 'PhilGEPS Category' and another for 'Mode of Procurement'. The 'Continue' button is in the top right corner.

The screenshot shows the 'Special Information' page with a table containing one row of data. The 'PPA Number' and 'PPA Description' fields are highlighted with red boxes. The 'Continue' button is in the top right corner.

Description	Unit	Quantity	Price	Amount (PHP)	Supplier
WIFI Router Maximum Upload Speed 250-499 Mbps, Maximum Download Speed 100-499 Mbps	pc	3	4500 PHP	13,500.00	

**Non-Catalog Request** Clear All Add to Cart Add to Favorites

\* Indicates required field

\* Item Type: Goods.I can provide description, item price and quantity

\* Item Description: WIFI Router Maximum Upload Speed 250-499 Mbps, Maximum Download Speed 100-499 Mbps

\* Category: NONE.NONE.NONE

\* Quantity: 3

\* Unit of Measure: pc

\* Unit Price: 4500

\* Currency: PHP

☒ RFQ Required  
☒ Negotiated

**Additional Information**

Budget Estimation: CO

**Shopping Cart**  
Your cart contains 1 line.  
Recently Added Lines  
WIFI Router Max... 3 pc  
View Cart and Checkout

**Step 14.** To **add** item/s in the **Shopping Cart**, click **Clear All** to empty the fields then repeat **STEP 5** to **STEP 11**.

Items will then be reflected on the **Shopping Cart**.

**Shop** Requisitions

Home Shopping Lists **Non-Catalog Request**

**Non-Catalog Request** Clear All Add to Cart Add to Favorites

\* Indicates required field

\* Item Type: Goods.I can provide description, item price and quantity

\* Item Description:

\* Category: NONE.NONE.NONE

\* Quantity:

\* Unit of Measure:

\* Unit Price:

\* Currency: PHP

☐ RFQ Required  
☐ Negotiated

**Additional Information**

Budget Estimation:

**Shopping Cart**  
Your cart contains 1 line.  
Recently Added Lines  
WIFI Router Max... 3 pc  
View Cart and Checkout

**Step 15.** Once done adding items, you may proceed in checking out by clicking **View Cart and Checkout**.

**Shopping Cart**

\* Purpose

Justification

\* When do you need these items?

\* Where do they need to be delivered?

**Additional Header Information**

\* Requisition Type    
 Project Procurement Management Plan (PPMP)

\* Item Category

Mode of Procurement

\* Source of Fund

\* Responsibility Center

\* Special Code

Earmark Number

► Show Delivery and Billing

Line	Item Description	Unit	Quantity	Price	Amount (PHP)	Delete
1	WIFI Router Maximum Upload Speed 250-499 Mbps,	pc	<input type="text" value="3"/>	<input type="text" value="4500"/> PHP	13,500.00	
<b>Total</b>					13,500.00	

Continue Shopping Edit Save Submit

The **Shopping Cart** page, contains the headers of the report and the summary of items in your shopping cart. Here you can:

- **edit** the **quantity** and **price** of the items, place the cursor in the quantity field and type the amount

- **delete** a line, by clicking on the trash icon ( ) found on the right most column

- **save** your cart, by clicking **save** button then fill in the **requisition description** field using this naming convention:

**PPMP Non-Common Use Items (Year) – office – project**  
(Example: **PPMP Non-Common Use Items 2022 – UP ITDC**)

Then click **Save**.

- proceed to **checkout** by clicking **Edit** icon or,

- Click **Continue Shopping**, to **return** to the **iProcurement homepage** to add more items

**Shopping Cart**

\* Purpose PPMP Non-Common Use 2022 - UP ITDC

Justification

\* When do you need these items? 25-Sep-2022 00:00:00

\* Where do they need to be delivered? University of the Philip

**Additional Header Information**

\* Requisition Type Proj Proc Mgmt Plan  
Project Procurement Management Plan (PPMP)

\* Item Category Non-Common Use Items  
Non-Common Use Items

Mode of Procurement

\* Source of Fund 101  
General Fund

\* Responsibility Center SA03013001  
UPS UP Information Technology Development Center

\* Special Code -  
Unspecified

Earmark Number

If you have previously saved the requisition, the **Purpose** field will be automatically filled

**Step 16.** Fill in the required details marked by an asterisk (\*)

- **Purpose** following the naming convention below:  
**PPMP Non-Common Use Items (Year) – Office**

Example:

**PPMP Non-Common Use Items 2022 – UP ITDC**

- **Requisition Type** is automatically set to **Proj Proc Mgmt Plan**.

- **Item Category** click ( )  
**Search** button and select **Non Common-use Items**

- **Source of Fund** click ( )  
**Search** button and **select** fund to be used (example: **General Fund**)

### Shopping Cart

\* Purpose

PPMP Non-Common Use 2022 - UP ITDC

Justification

\* When do you need these items?

25-Sep-2022 00:00:00

\* Where do they need to be delivered?

University of the Philip

### Additional Header Information

\* Requisition Type

Proj Proc Mgmt Plan

Project Procurement Management Plan (PPMP)

\* Item Category

Non-Common Use Items

Non-Common Use Items

Mode of Procurement

\* Source of Fund

101

General Fund

\* Responsibility Center

SA03013001

UPS UP Information Technology Development Center

\* Special Code

-

Unspecified

Earmark Number

**Responsibility Center** click (  ) **Search.**

Then, **Search By Description.**  
Enter a keyword from your responsibility center with (%) to view all possible results.

Example: **%UPS%Cash%**  
Click **Go.**

Then, select the **Responsibility Center.**

- **Special Code** click (  ) **Search.**

**Search By Description.**  
Enter a key word with (%) to view all possible results.

Example: **%Fee%**

Click **Go.** Select the special code.

**NOTE:** For office/s without special code, Click **Go** then select **Unspecified** or just type (-) on the field.

Continue Shopping **Edit** Save Submit

**Step 17.** Click **Edit** to proceed to **Checkout**.

**Additional Information**

\* Requisition Type Proj Proc Mgmt Plan  
Project Procurement Management Plan (PPMP)

\* Item Category Non-Common Use Items  
Non-Common Use Items

Mode of Procurement

\* Source of Fund 101  
General Fund

\* Responsibility Center SA03013001  
UPS UP Information Technology Development Center

\* Special Code -  
Unspecified

Start of Bidding Process

Start Date of Bidding Process

Requires Review of Specs

Earmark Number

PPMP Number

Select Lines: **Update** Copy Delete

Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	Delete	Item Number
<input checked="" type="checkbox"/>	PPA Information	WiFi Router Maximum Upload Speed 250-499 Mbps, Maximum Download Speed 500-999 Mbps	3	pc	4500 PHP	13,500.00	25-Sep-2022 00:00:00	University of the Philippines Enter one-time address			
<b>Total</b>						13,500.00					

**Step 18.** The **Edit and Submit Requisition** page will appear. Here you may update the **need-by-dates** of the item lines.

To assign the **need-by date**, select the item/s that will be purchased in the same quarter by ticking the **check box**.

Then, click **Update**.

**Requisition Information : Update Selected line**

**Item**

\* Description: WIFI Router Maximum Upload Speed 250-499 Mbps, Maximum Download Speed 100-499 Mbps

\* Category: NONE.NONE.NONE

\* Quantity: 3

\* Unit of Measure: pc

\* Unit Price: 4500

Amount: 13,500.00

\* Currency: PHP

**Delivery**

☐ Urgent

\* Need-By Date: 25-Sep-2022 00:00:00

Requester: [Redacted]

Deliver-To Location: University of the Philippines

☐ Enter one-time address

**Notes**

Additional Specifications: [Empty text area]

Buttons: Cancel, Apply

**Pick a Date — Mozilla Fire...**

https://ebssit.up.edu.ph

Month: September, Year: 2022

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Time: 08 : 00 : 00

Buttons: Select, Cancel

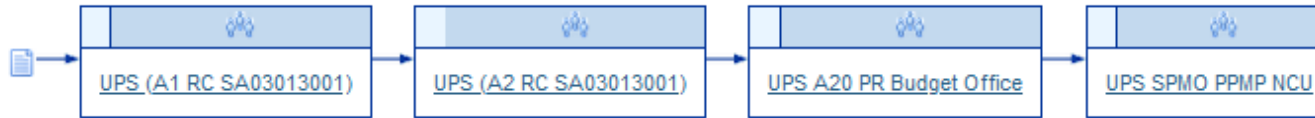
Update ***Need-By-Date*** by selecting the first working day of the month for each quarter.

Then, click ***Apply***.

Perform the same steps in updating the need-by-dates of the remaining items.

Click ***Apply***.

### Approvals



**Step 19.** Scroll down the **Edit and Submit Requisition** page to review the requisition's Approval path.

To view the Approvers, click on an approval group (blue link).

**Approval Group** window will appear. Check the approver's details. To return from previous page, click **Return**

Approval Group			Return
UPS A20 PR Budget Office			
<div> </div>			
Name	Title	Email	
[Redacted]	Director IV,UPS System Budget Office,UPSB-DIR4-3-1998	[Redacted]@up.edu.ph	
[Redacted]	Administrative Officer V,UPS System Budget Office,UPSB-ADOF5-1000-2004	[Redacted]@up.edu.ph	

**NOTE:** Review the approval path. For **incorrect** approval paths, check and verify the details entered in the requisition header. These details are: **Responsibility Code, Special Project Code, Item Category and Requisition Type.**



**Notes And Attachments**

Notes

Note To Buyer 

Requisition Attachments

**Add Attachment...**

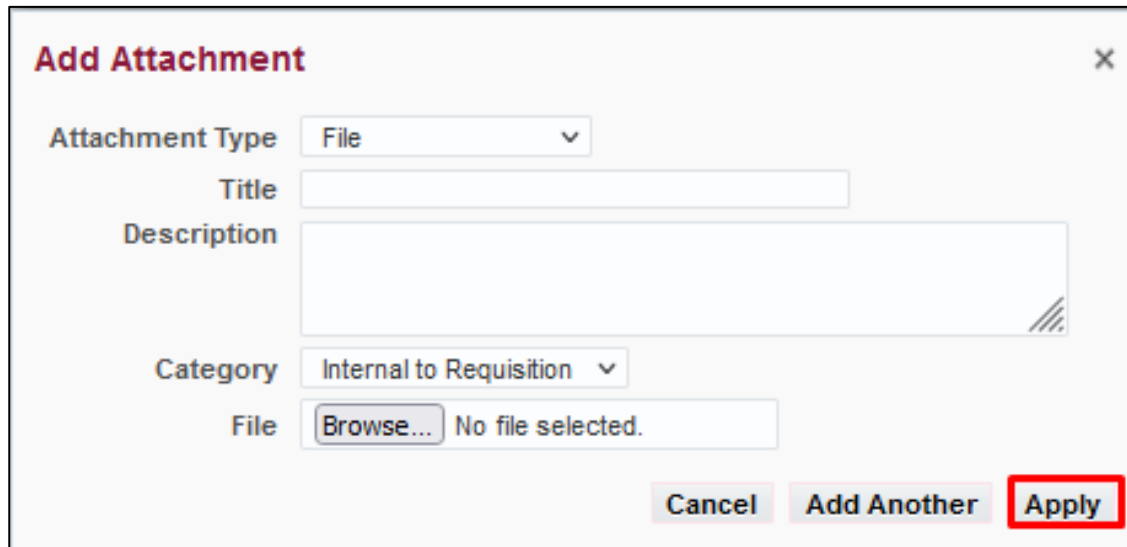
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

[Return to Shopping](#)

[Refresh](#) [Save](#) [Printable Page](#) [Submit](#)

**Step 20.** To add attachments, scroll down the **Edit and Submit Requisition** page to view the **Notes and Attachments**

Click **Add Attachment** button on the lower left.



**Step 20.** Enter a **Title/Subject** and **Description** to provide more details to your PR.

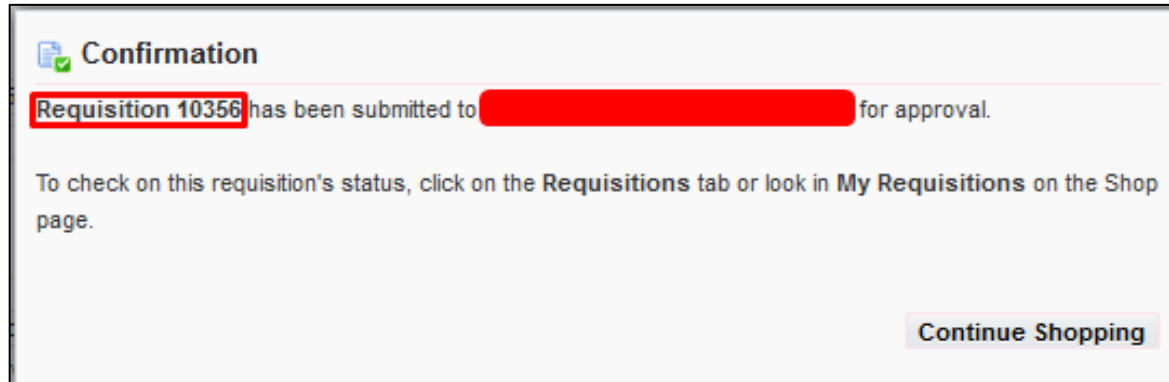
To attach a file, click on the **Browse** button. **JPG, PNG,** and **PDF** are the only file types accepted. File size must be **8MB or smaller** and the **maximum file size** for all attachments is **25MB**.

You can add more attachments by clicking **Add Another**. Click **Apply** once finished.

The attachment/s will appear in the **Attachment** section.

Click **Submit**.





Expected Result:

A **Confirmation** will appear.  
Take note of the **Requisition number**.

Click **Continue Shopping** to go back to the **iProcurement Homepage**

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