



University of the Philippines

SPCMIS

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





Generation of the UP RFQ Status Report



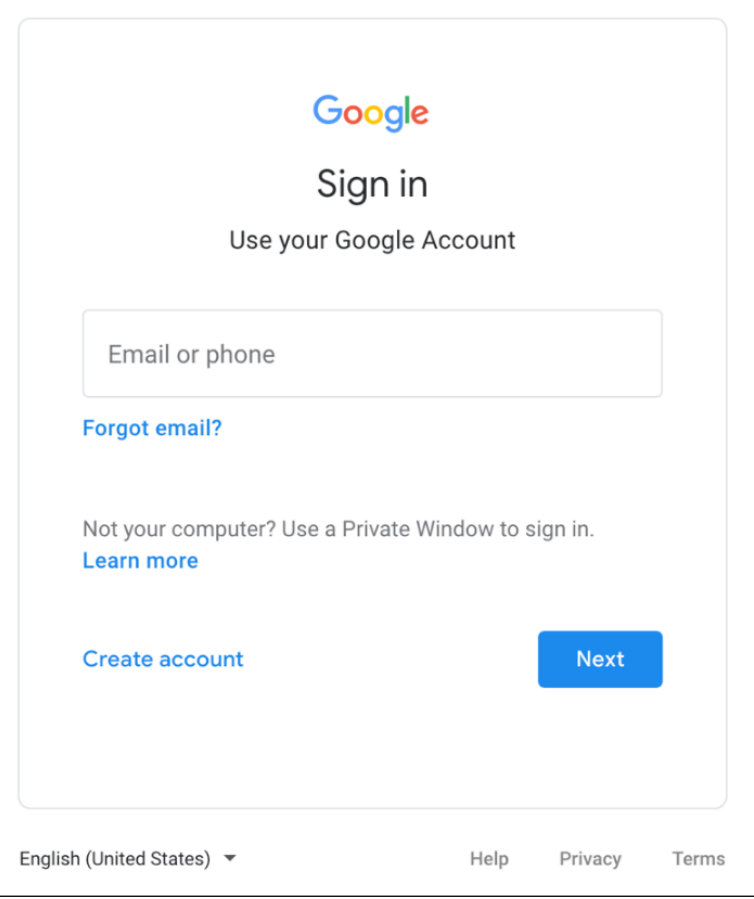
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
07 March 2024	Mico Alfred Q. Puño	1.0	Initial

2. Description

Manual ID	
Manual Name	Generation of UP RFQ Status Report
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchasing
Responsibility	Purchasing SPMO Buyer and Purchasing Manager
Purpose	To review all or specific RFQ statuses and details
Data Requirement	None
Dependencies	Created RFQ
Scenario	The SPMO/PMO will generate the UP RFQ Status Report to review all created RFQ statuses

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

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

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

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

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

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

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

Step 3. On the **UIS Home Page**, navigate to

**Purchasing SPMO Buyer <CU> or
Purchasing Manager, <CU> > Request.**

University of the Philippines

University Information System Home Page

Purchasing Manager, UPS

Notifications Summary

Requests

Purchase Order Summary

Requisitions

Buyer Work Center

RFQ/ITB and Quotations/Bids

Supply Base

Reports

Setup

View Purchasing Documents

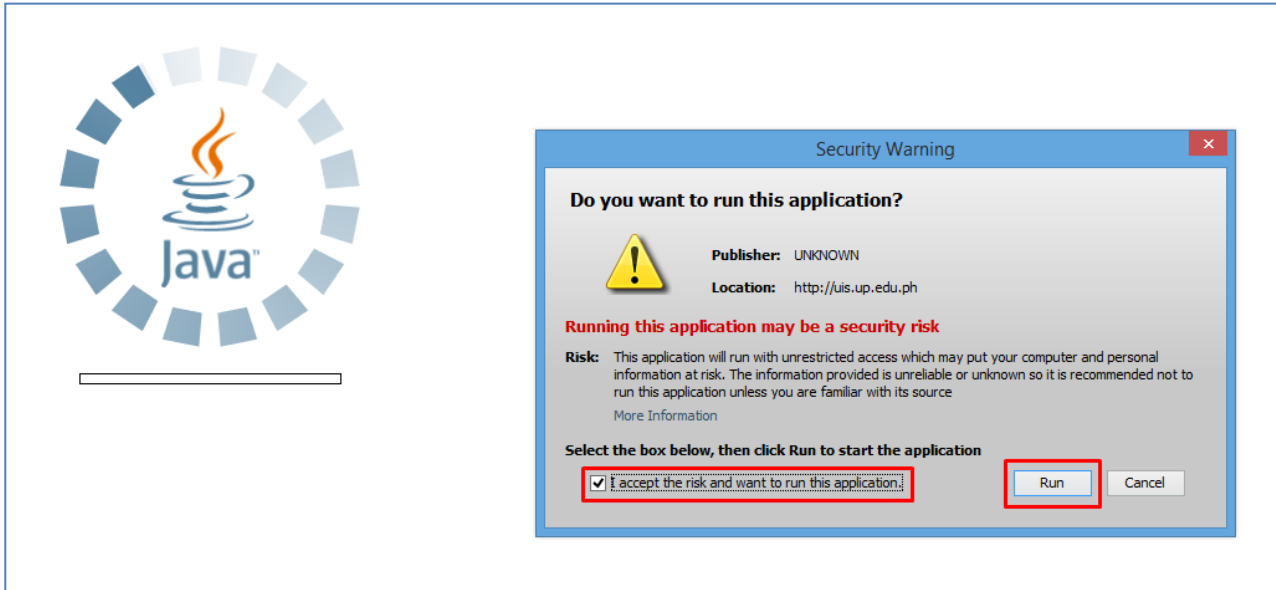
Purchase Orders

Worklist

Full List

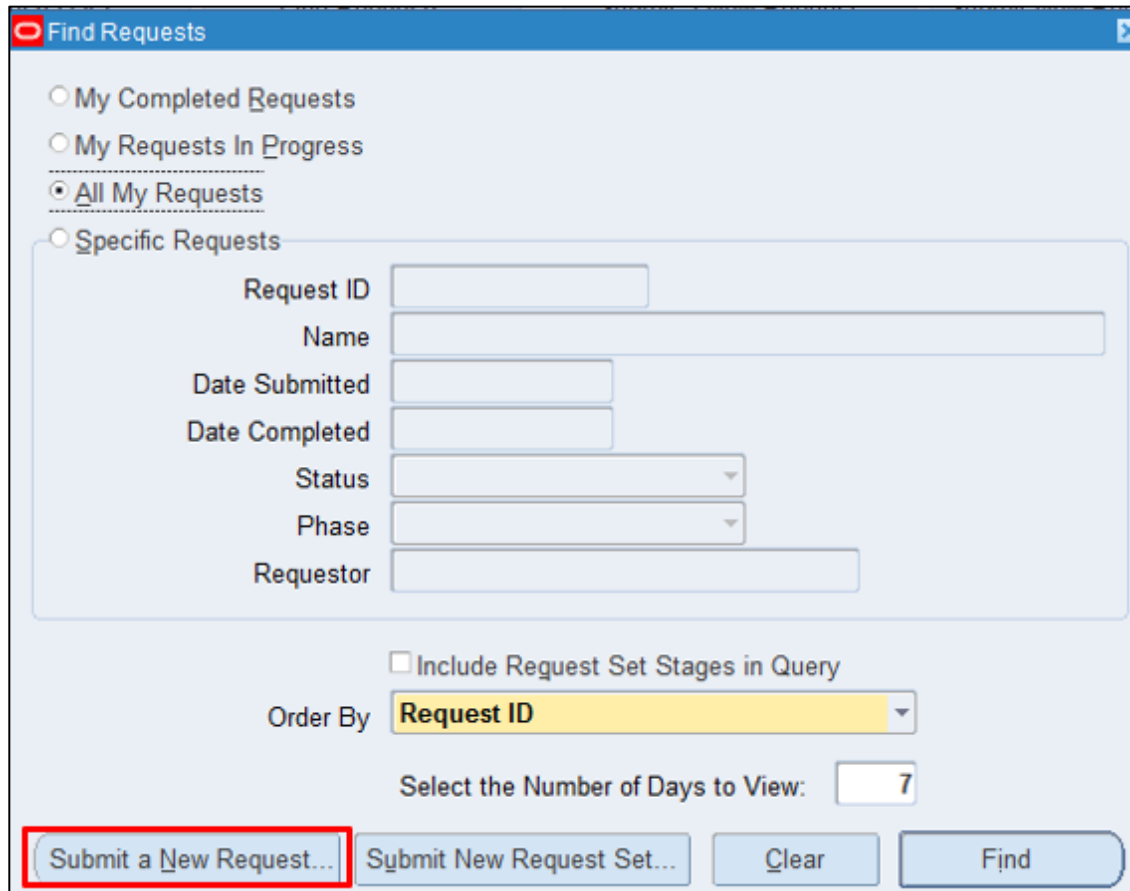
From	Type	Subject	Sent
There are no notifications in this view.			

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



Step 4. Java application will launch with **Security Warning.**

Tick the checkbox and click **Run.**



The screenshot shows a 'Find Requests' window with a blue title bar. It contains four radio button options: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these is a group box for 'Specific Requests' containing input fields for 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown), 'Phase' (a dropdown), and 'Requestor'. Below the group box is a checkbox 'Include Request Set Stages in Query' and an 'Order By' dropdown menu currently set to 'Request ID'. At the bottom, there is a text input 'Select the Number of Days to View:' with the value '7'. The bottom of the window features four buttons: 'Submit a New Request...' (highlighted with a red rectangle), 'Submit New Request Set...', 'Clear', and 'Find'.

Step 5. On the **Find Requests** window, click **Submit a New Request**.

Submit Request

Run this Request

Name UP RFQ Status Report ...

Operating Unit

Parameters

Language

Copy

Language Settings

Debug Options

At these Times

Schedule Description As Soon as Possible Schedule

Upon Completion

☒ Save all Output Files ☐ Byrst Output

Layout

Notify

Print to

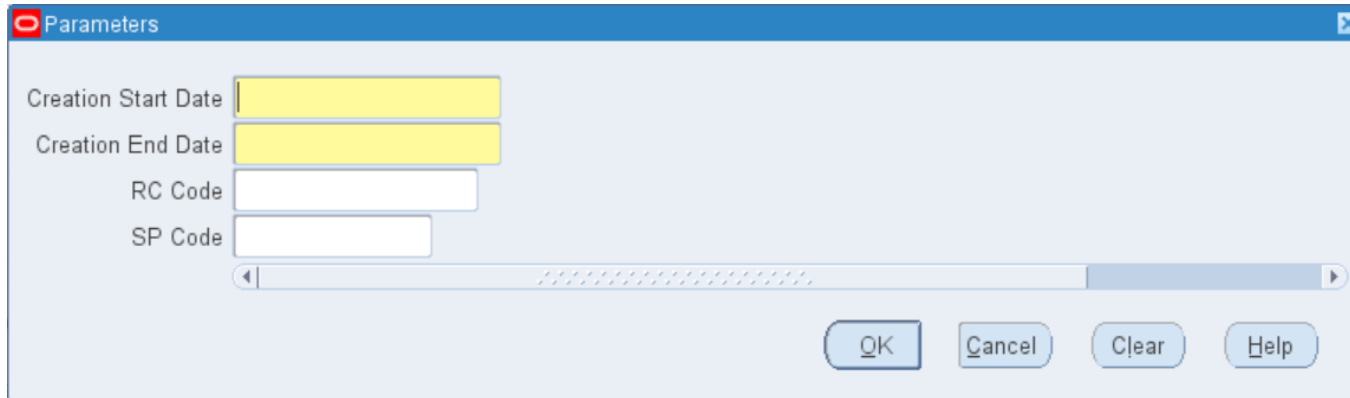
Options

Delivery Opts

Help (C) Submit Cancel

Step 6. On the **Name** Field, click the **ellipsis (...)** to search for **UP RFQ Status Report**.

You may type **%UP%RFQ%** then press **Tab** on the keyboard or select the report name from among the options shown.



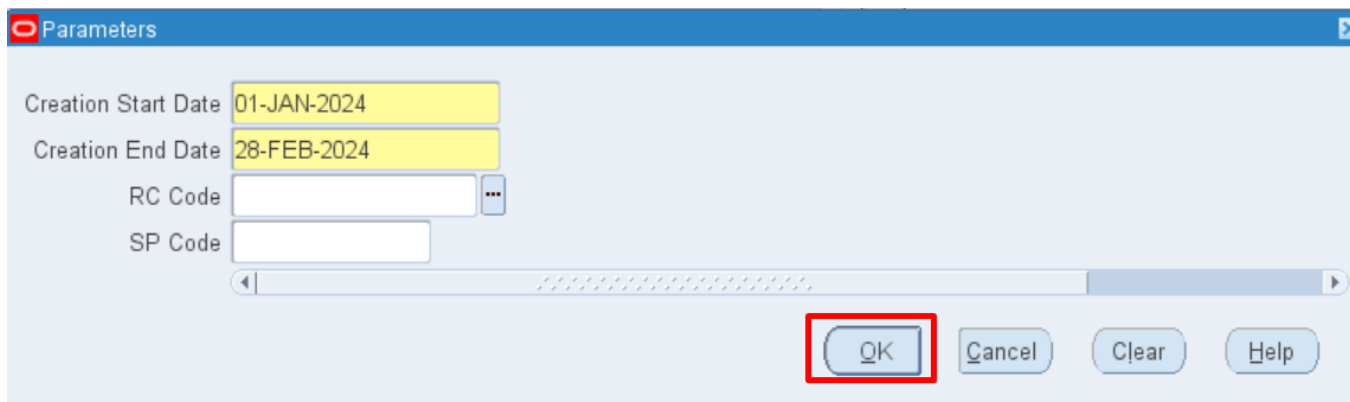
The screenshot shows the 'Parameters' window with the following fields:

- Creation Start Date: [Empty text box]
- Creation End Date: [Empty text box]
- RC Code: [Empty text box]
- SP Code: [Empty text box]

At the bottom, there are four buttons: OK, Cancel, Clear, and Help.

Step 7. Parameters window will open. On the **Parameters** window, enter the parameter values by referring to the table below.

Field Name	Description	Remarks
Creation Start Date	RFQ Creation Date	Required Format: DD-MON-YYYY
Creation End Date	RFQ Creation Date	Required Format: DD-MON-YYYY
RC Code	Responsibility Center Code	Optional List of values
SP Code	Special Code	Optional List of values

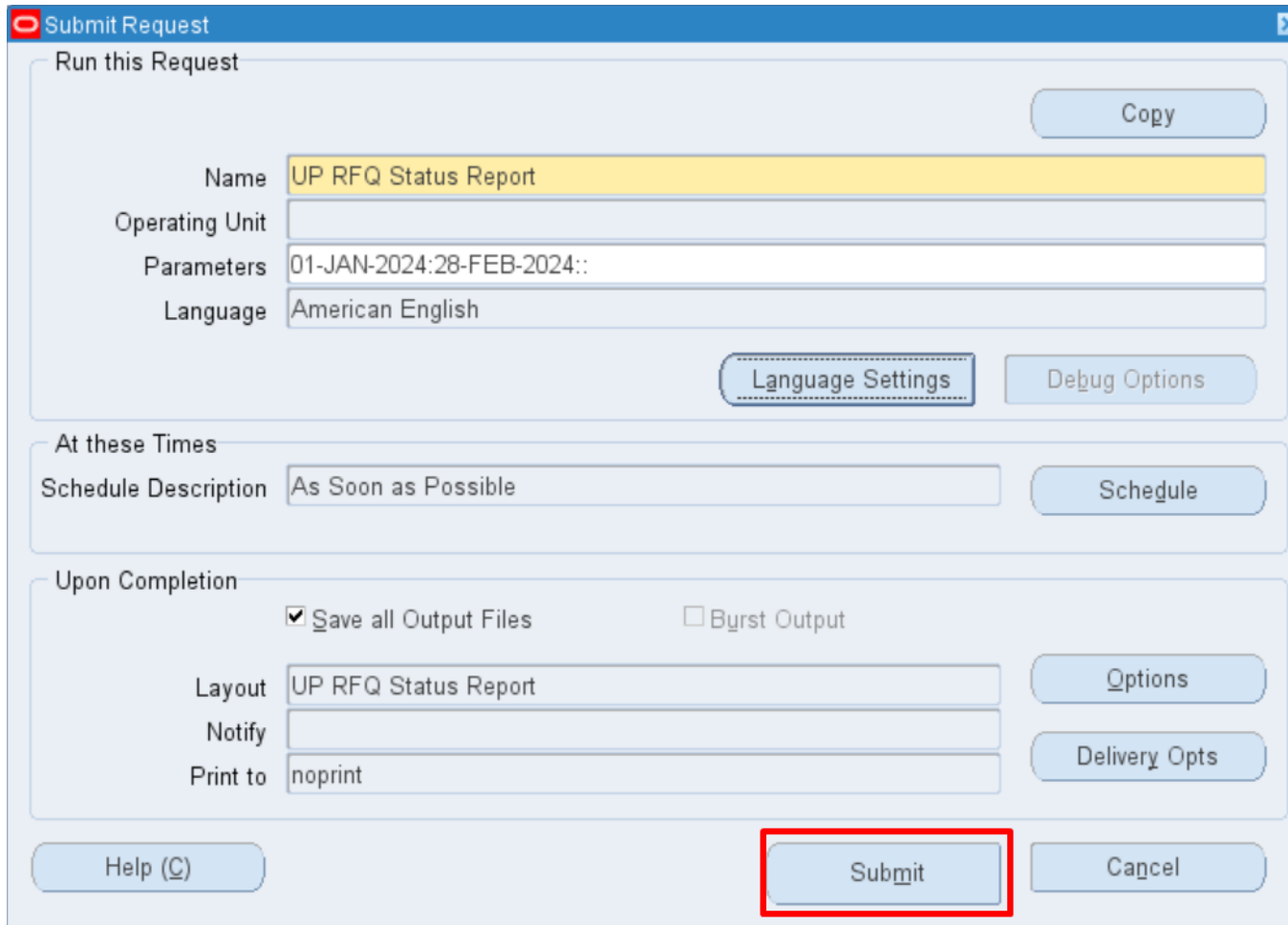


The screenshot shows the 'Parameters' window with the following fields filled:

- Creation Start Date: 01-JAN-2024
- Creation End Date: 28-FEB-2024
- RC Code: [Empty text box with a dropdown arrow]
- SP Code: [Empty text box]

The OK button at the bottom is highlighted with a red box.

After filling-out the form, click **OK**.



The image shows a 'Submit Request' dialog box with a blue title bar. It contains three main sections: 'Run this Request', 'At these Times', and 'Upon Completion'. The 'Run this Request' section has fields for Name, Operating Unit, Parameters, and Language, along with buttons for Copy, Language Settings, and Debug Options. The 'At these Times' section has a Schedule Description field and a Schedule button. The 'Upon Completion' section has checkboxes for Save all Output Files and Burst Output, and fields for Layout, Notify, and Print to, along with buttons for Options and Delivery Opts. At the bottom are buttons for Help (C), Submit (highlighted with a red box), and Cancel.

Submit Request

Run this Request

Copy

Name UP RFQ Status Report

Operating Unit

Parameters 01-JAN-2024:28-FEB-2024::

Language American English

Language Settings Debug Options

At these Times

Schedule Description As Soon as Possible Schedule

Upon Completion

☒ Save all Output Files ☐ Burst Output

Layout UP RFQ Status Report Options

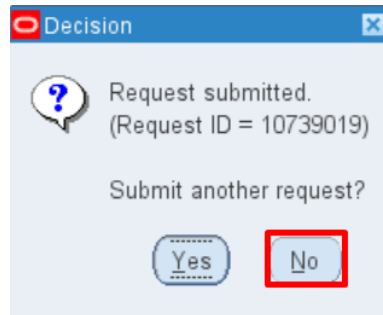
Notify

Print to noprint Delivery Opts

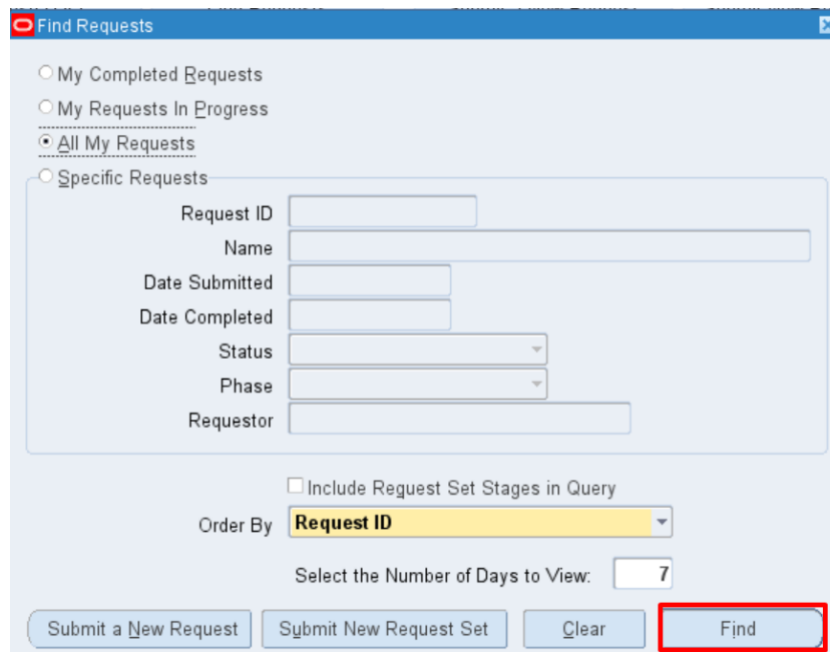
Help (C) Submit Cancel

You will be redirected back to the **Submit Request** window.

Click **Submit**.



Step 8. On the decision to submit another request, click **No**.




Step 9. On the **Find Requests** window, click **Find**.

[illegible]

Step 10. Click **Refresh Data** until the **Phase** becomes **Completed** and **Status, Normal**.

Then, click **View Output**.

Expected Output:



UNIVERSITY OF THE PHILIPPINES

SYSTEM

Diliman, Quezon City, Metro Manila, NCR

TIN: 000-864-006-00000

UP RFQ Status Report

January 1, 2024 to February 28, 2024


RFQ No.:	312
Creation Date:	January 12, 2024
Last Date Updated:	February 26, 2024
Description:	TEST
Source of Fund:	-
SP Code and Description:	- Unspecified
RC Code and Description:	SA03013001 UPS UP Information Technology Development Center
Mode of Procurement:	Direct Contracting
Total RFQ Amount:	37,500.00
Total Approved Quotation Amount:	37,500.00
Status:	CLOSED
Approved Quotation No.:	77
Created by:	Puño, Mr. Mico Alfred Guides
Buyer:	Puño, Mr. Mico Alfred Guides

RFQ No.:	313
Creation Date:	January 31, 2024
Last Date Updated:	January 31, 2024
Description:	TEST FOR RFQ STATUS REPORT
Source of Fund:	101
SP Code and Description:	- Unspecified
RC Code and Description:	SA03013001 UPS UP Information Technology Development Center
Mode of Procurement:	Direct Contracting
Total RFQ Amount:	186,000.00
Total Approved Quotation Amount:	
Status:	IN PROCESS
Approved Quotation No.:	
Created by:	Puño, Mr. Mico Alfred Guides
Buyer:	Puño, Mr. Mico Alfred Guides

276-25023-0000000

Report generated with UP eBusiness Suite Release 1.0 on March 8, 2024 9:20:3

Page 1 of 2

 UNIVERSITY OF THE PHILIPPINES SYSTEM Diliman, Quezon City, Metro Manila, NCR TIN: 000-864-006-00000	
RFQ No.:	314
Creation Date:	February 16, 2024
Last Date Updated:	February 16, 2024
Description:	TEST RFQ STATUS REPORT FINAL na SANA
Source of Fund:	101
SP Code and Description:	A0000004 UPS SPMO-Supplies
RC Code and Description:	SA03013001 UPS UP Information Technology Development Center
Mode of Procurement:	Direct Contracting
Total RFQ Amount:	186,000.00
Total Approved Quotation Amount:	
Status:	ACTIVE
Approved Quotation No.:	
Created by:	Puño, Mr. Mico Alfred Quides
Buyer:	Nequias, Riza Abuzo

Report generated with UP eGuernex Suite Release 1.0 on March 8, 2024 9:20:3

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