University of the Philippines

# SPCMIS

## Supplies, Procurement, and Campus Management Information System

# Responding to a Request for Information and Updating of PPMP and PR Details

# SPCMIS User Manual

*iProcurement*

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Last Updated: 08 September 2022
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Version: 2.0

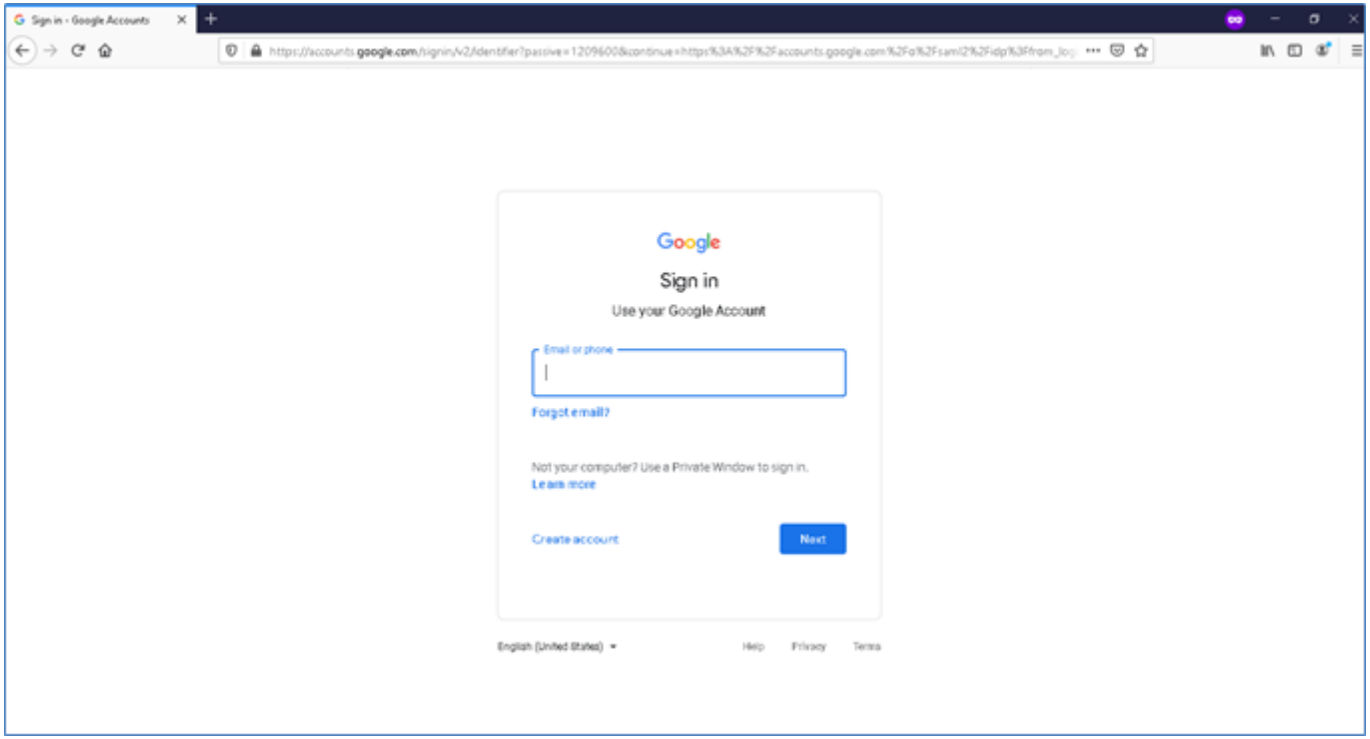
# 1. DOCUMENT CONTROL

## 1.1 Change Record

| Date | Author | Version | Change Reference |
|---|---|---|---|
| 06 September 2019 | Reah Mae Supnet | 1.0 | Initial |
| 08 September 2022 | Mico Alfred Puño | 2.0 | Added new steps:<br>• **Step 1.** Go to UIS<br>• **Step 2.** Log in<br>• **Step 8.** Directed to iProcrurement Homepage<br>• **Step 9.** Redirected to UIS Homepage |

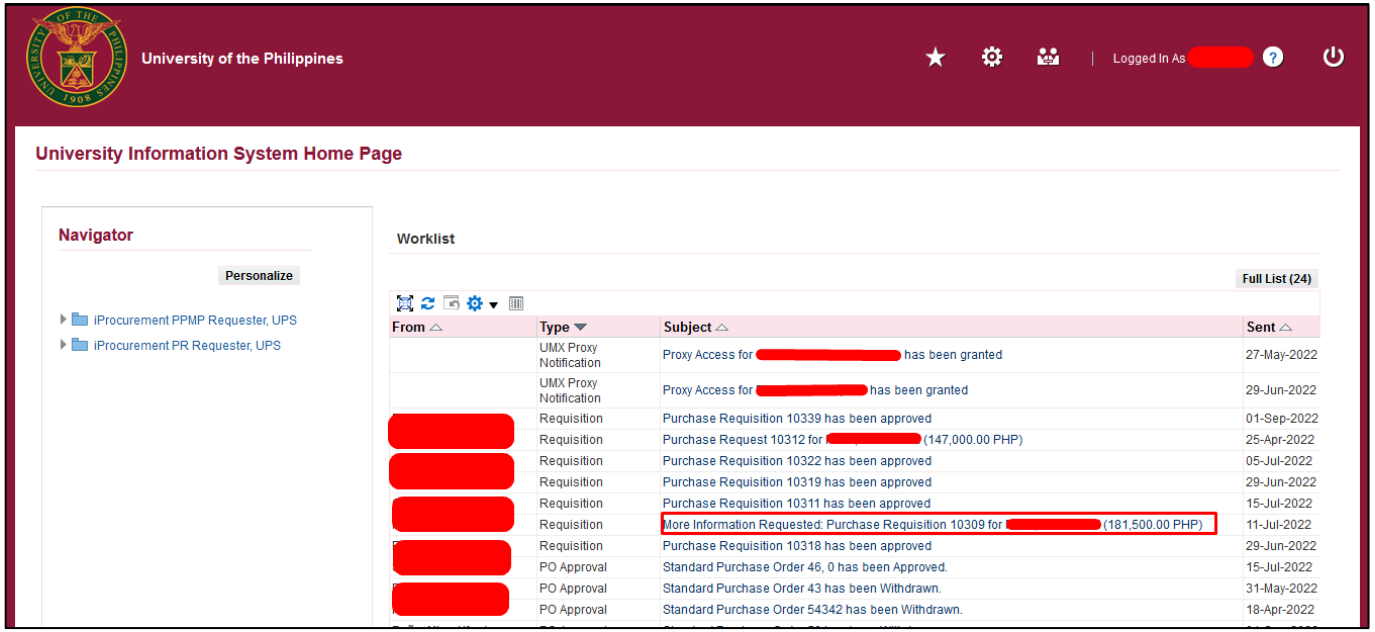
# 2. Description

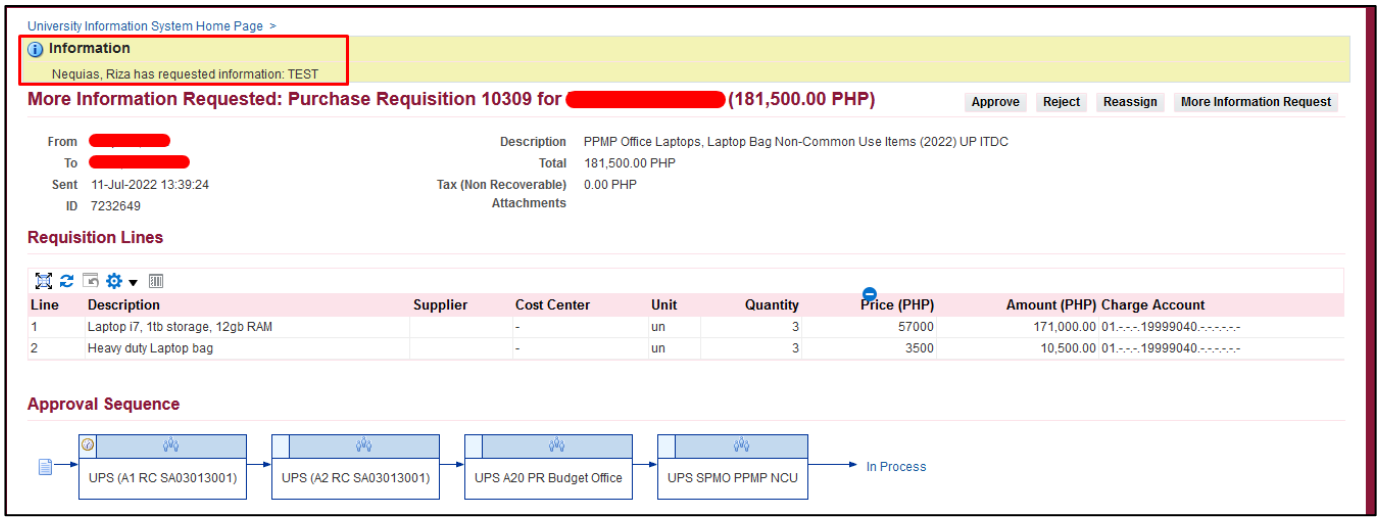
| | |
|---|---|
| **Manual ID** | |
| **Manual Name** | Responding to a Requesting for Information and Updating of PPMP and PR Details |
| **Information System** | Supplies, Procurement, and Campus Management Information System |
| **Functional Domain** | iProcurement and Purchasing Modules |
| **Purpose** | To respond to a request for more information and update necessary details in the transaction |
| **Data Requirement** | Details of necessary updates, changes made or response the approver |
| **Dependencies** | Request for information by an approver. |
| **Scenario** | The end user receives a request for additional information by an approver. The end user needs to respond to the request for it to proceed in the approval path. |
| **Author** | Mico Alfred Puño |




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

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



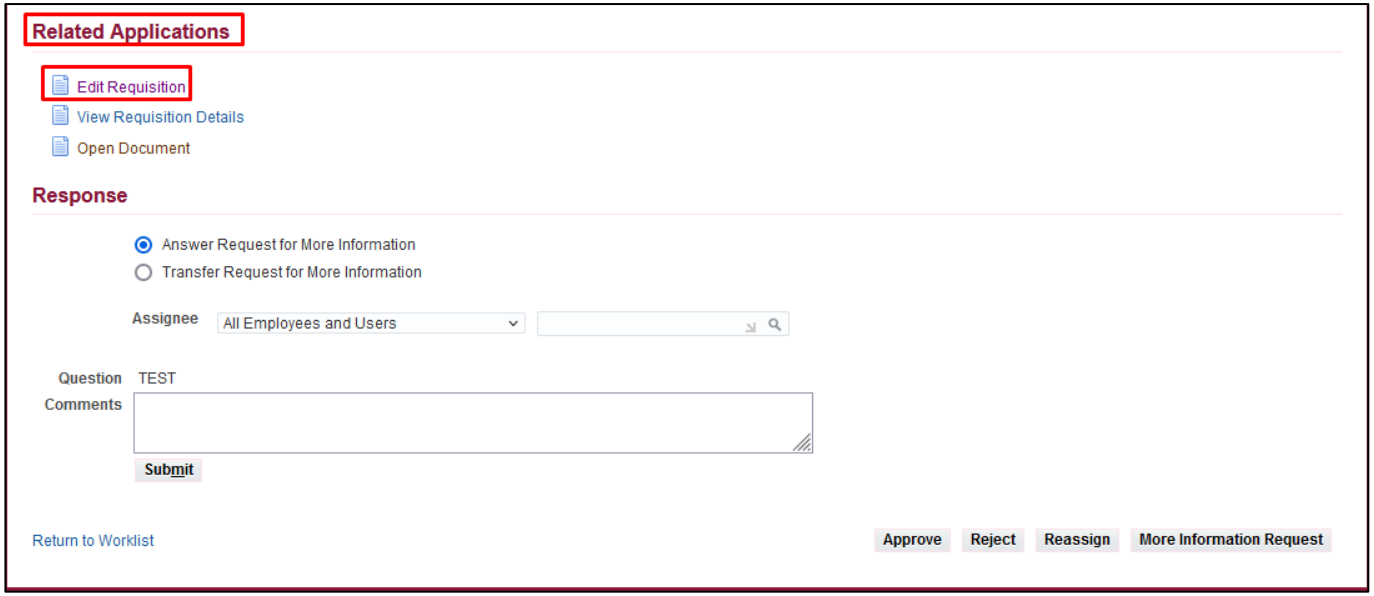

Approvers may Request for additional information from any workflow participant or any user.

If a notification appears on your worklist with Subject indicating More Information Request, then an approver is expecting your response.

An Information Request should have a response for the approval to proceed to its usual path.

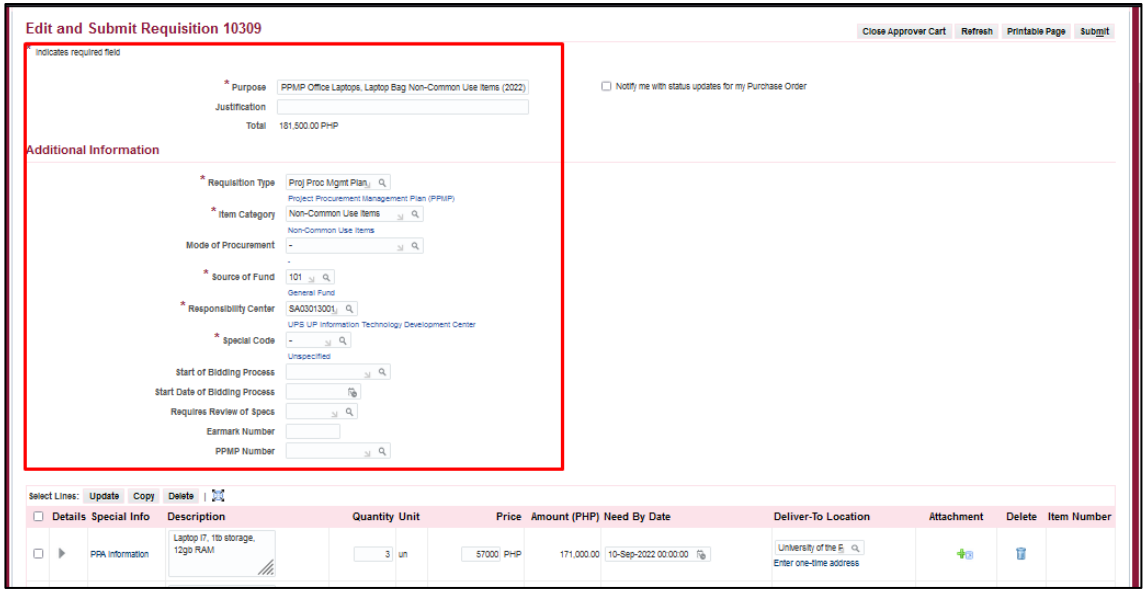
**Step 3.** On your notification list, click on the ***Subject*** of the notification in need of your response.

The requested information will appear on the top of the page highlighted in yellow.




**Step 4.** Purchasing transactions may be reviewed and updated by scrolling to the ***Related Applications*** section of your notification's page.

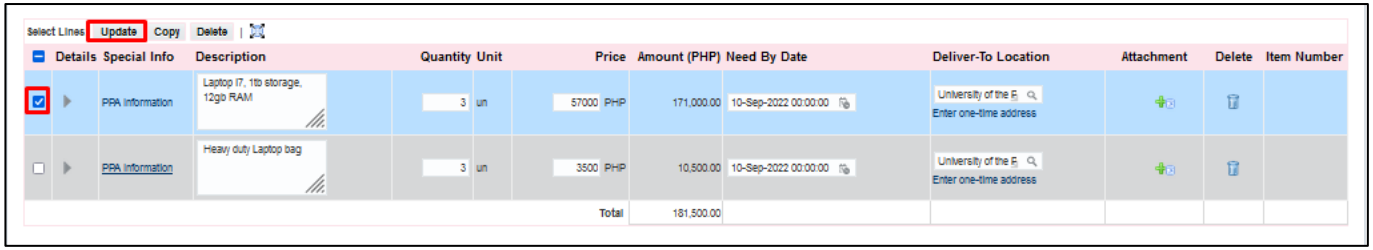
**Step 5.** Click the Edit Requisition link to access the requisition details.



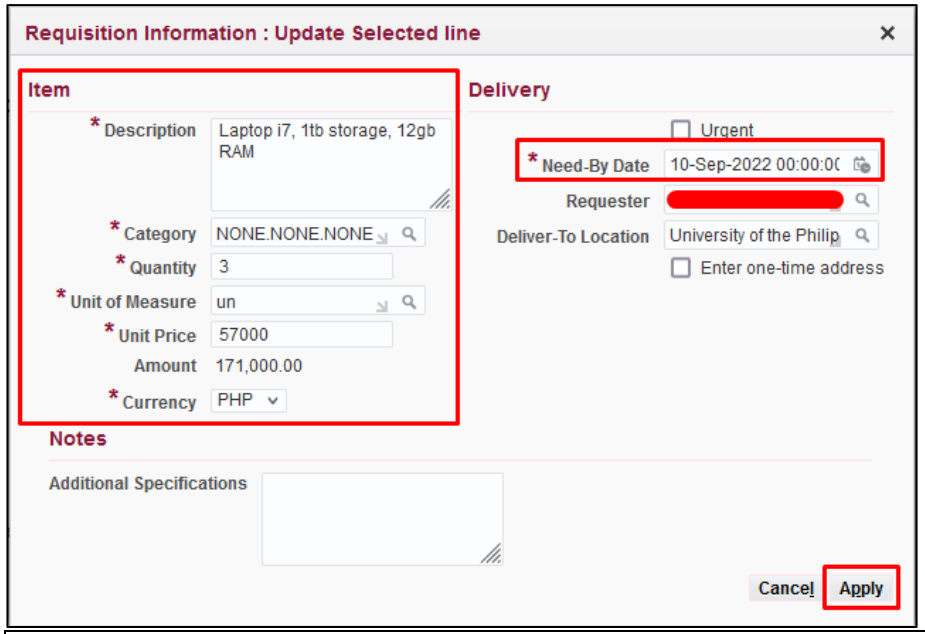

**Step 6.** The ***Edit and Requisition*** page will appear.

Here you may review and update the header and line details of the requisition.

| **Header Details** | |
|---|---|
| Purpose | |
| Requisition Type | Type of requisition:<br>- Proj Proc Mgmt Plan (PPMP)<br>- Supplemental PPMP (SPPMP)<br>- Purchase Request (PR) |
| Item Category | Item Category:<br>- Common-use Items (PS-DBM)<br>- Non common use Items |
| Mode of Procurement | Mode of Procurement |
| Source of Fund | Fund source (e.g. 101, 164, 165, 184, etc.) |
| Responsibility Center | Unit or Office |
| Special Code | Special Code for Trust funds or Projects |

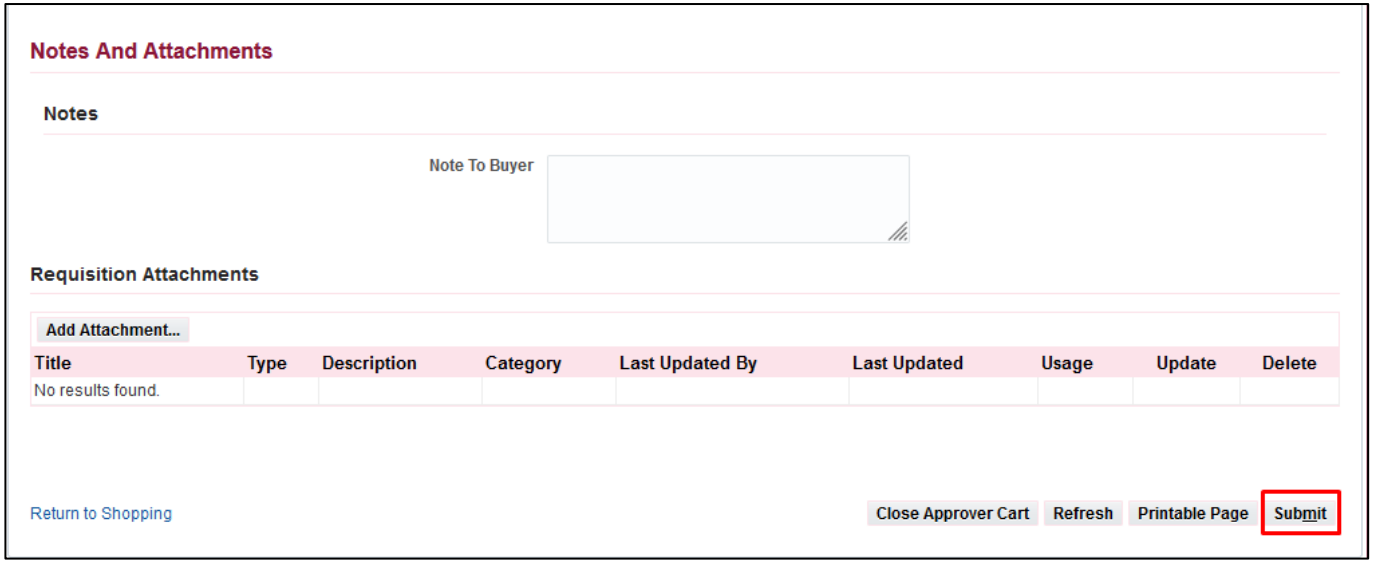



Item line details can also be updated by ticking the ***check box*** and clicking ***Update.***

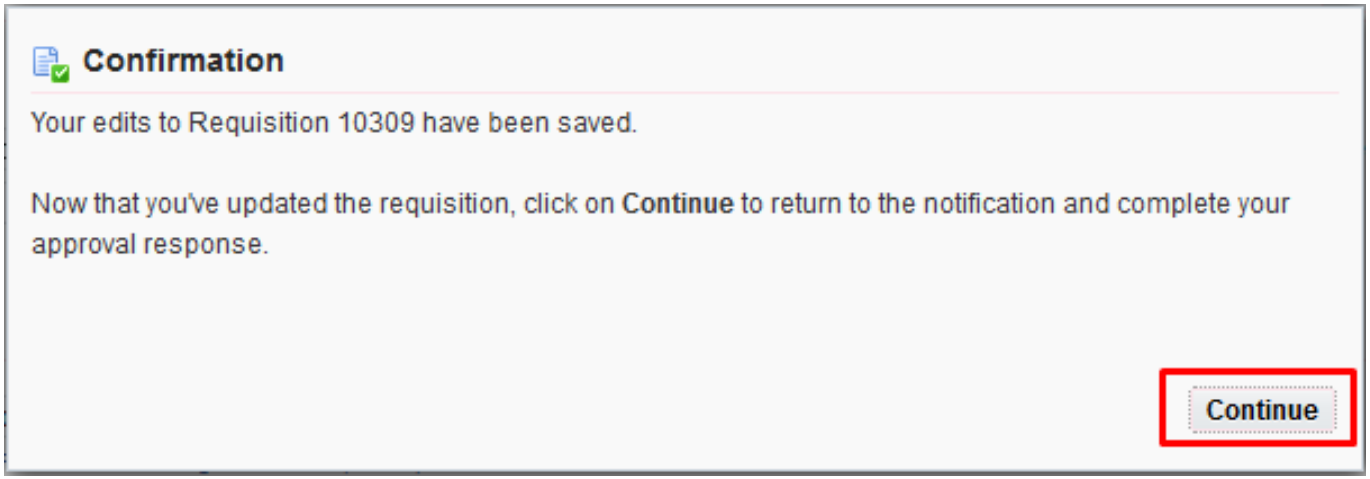



Then click ***Apply.***

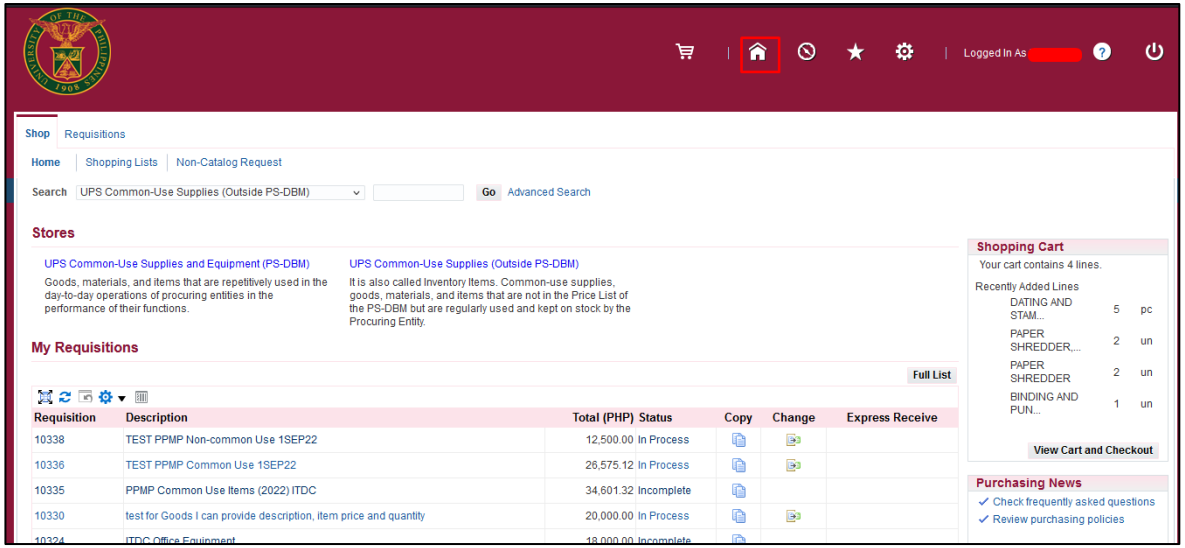
| **Item Line Details** | |
|---|---|
| Description | Item Description |
| Quantity | Item Quantity |
| Unit of Measure | Item's unit of measure |
| Unit Price | Item's unit price |
| Need-By date | Item's need-by date |




After making the necessary modifications click ***Submit.***

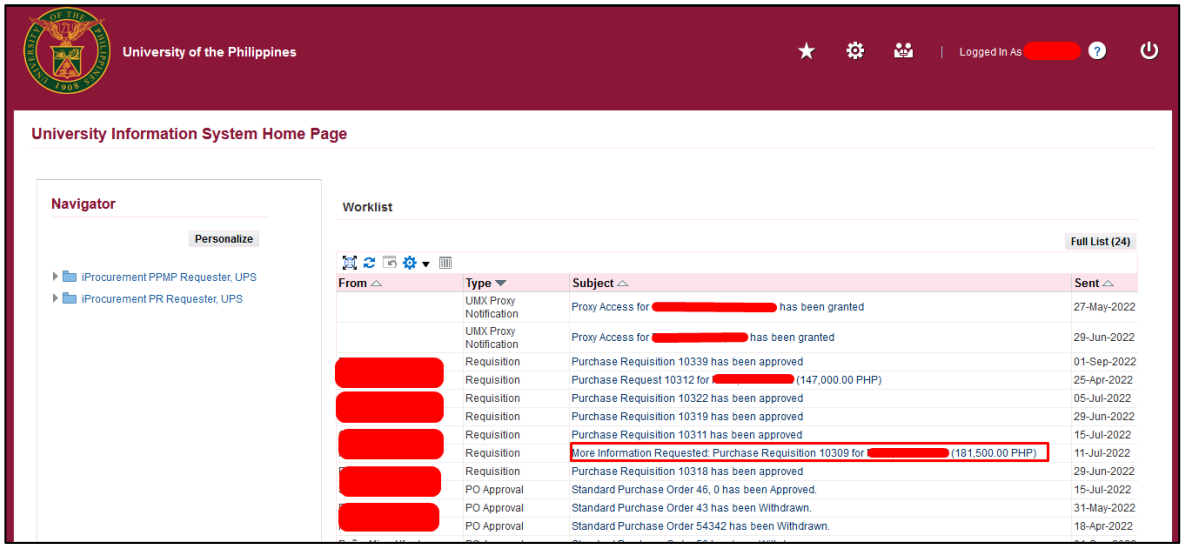



**Step 7.** A confirmation message will appear then click ***Continue.***




**Step 8.** You will be directed to ***iProcurement Home page.***

Then click the ***Home***( ) button.




**Step 9.** You will be redirected to UIS Home page.

Open the notification for ***More Information Requested*** again.

**Step 10.** On the notification page, scroll down to the ***Response*** section.

Enter your response in the ***Comments*** field

Then click ***Submit***.

**Expected Outcome:**
A notification will be sent to the requester together with your response.

You will then be redirected to the UIS homepage and find that the notification has already been closed.

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