

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

Author:	Mico Alfred Puño
Creation Date:	06 September 2019
Last Updated:	08 September 2022
Document Ref:	SPCMIS User Manual – Responding to a Request for Information and Updating of PPMP and PR Details
Version:	2.0

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Ver sion	Change Reference
06 September 2019	Reah Mae Supnet	1.0	Initial
08 September 2022	Mico Alfred Puño	2.0	Added new steps: Step 1. Go to UIS Step 2. Log in Step 8. Directed to iProcrurement Homepage 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

Doc Ref: SPCMIS User Manual – Responding to a Request for Information and Updating of PPMP and PR Details

	🤕 – 🖝 ×	Step 1. Go to uis.up.edu.ph
lentifer?passive=1209600&continue=https%3A%2F%2Faccounts.google.com%2Fa%2Fsami2%2Fidp%3Pfrom_jog: 🚥 🕻	∋☆ ⊪.⊡ ø' ≡	
		Step 2. Log-in your UP Mail credentials (e.g. <i>username</i> and <i>password</i>)
Coogle Sign in Degree Google Account Image prove Image prove Image prove Proget email? Not your computer? Use a Private Window to sign in. Learn coor Create account Not Reserve to the private Window to sign in. Learn coordination of the private Window to sign in. L		
	entder/passive in 12096008&continue in https://k3A%2F%2Faccounts.google.com/k3Fe%2FacH2%2Fidp%3Ffrom_joog *** (Ceogle Sign in Use your Google Account Emil or phone [Forgst email? Not your computer? Use a Private Window to sign in. Lean more Create account Not Create account Not	enter (passive = 12096008continue = https:%3.4%.25%.26 accounts.google.com %3.56%.25%sem/2%.25%ep/%3.87kem_jog •••

University of the Philippines	;		★ 🏟 🛛 Logged in As	• • • •
niversity Information System Hom	ne Page			
Navigator	Worklist			
Personalize				Full List (24)
	🗮 😂 🕞 🏟	▼		
IProcurement PPMP Requester, UPS	From 🛆	Туре 🔻	Subject 🛆	Sent 🛆
IProcurement PR Requester, UPS		UMX Proxy Notification	Proxy Access for	27-May-2022
		UMX Proxy Notification	Proxy Access for the second seco	29-Jun-2022
		Requisition	Purchase Requisition 10339 has been approved	01-Sep-2022
		Requisition	Purchase Request 10312 for (147,000.00 PHP)	25-Apr-2022
		Requisition	Purchase Requisition 10322 has been approved	05-Jul-2022
		Requisition	Purchase Requisition 10319 has been approved	29-Jun-2022
		Requisition	Purchase Requisition 10311 has been approved	15-Jul-2022
		Requisition	More Information Requested: Purchase Requisition 10309 for Example 10 (181,500.00 PHP)	11-Jul-2022
		Requisition	Purchase Requisition 10318 has been approved	29-Jun-2022
		PO Approval	Standard Purchase Order 46, 0 has been Approved.	15-Jul-2022
	r	PO Approval	Standard Purchase Order 43 has been Withdrawn.	31-May-2022
		PO Approval	Standard Purchase Order 54342 has been Withdrawn.	18-Apr-2022

University i Infor	Information System Home Page > mation								
Nequ	ias, Riza has requested information: TEST								
More I	nformation Requested: Purchase I	Requisition 10	1309 for		(181,500.00 F	PHP)	Approve Reject	Reassign Mo	re Information Request
From			Description PPMP Of	fice Laptops	s, Laptop Bag Non-Comn	non Use Items (2022) (UP ITDC		
То		T (11 1	Total 181,500.	00 PHP					
Sent	11-Jul-2022 13:39:24 7232649	Tax (Non H	tecoverable) 0.00 PHF Attachments	,					
Requis	ition Lines								
X 2	🖻 🔅 🔻 🏢					•			
Line	Description	Supplier	Cost Center	Unit	Quantity	Price (PHP)	Amount (PHP)	Charge Accoun	ıt
1	Laptop i7, 1tb storage, 12gb RAM		-	un	3	57000	171,000.00	0119999040.	
2	Heavy duty Laptop bag		-	un	3	3500	10,500.00	0119999040.	
Approv	Val Sequence UPS (A1 RC SA03013001) UPS (A2 RC SA03	013001) UPS	୍ୟୁ S A20 PR Budget Office	UPS	نفن SPMO PPMP NCU	→ In Process			

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.

Generation of UP RIS for Pickup Report

File Ref: ITDC – SPCMIS – UM – Responding to a Request for Information and Updating of PPMP and PR Details – 09082022 (ver.2.0)

Related A	quisition equisition Details				
Response	ucument				
	Answer Request for More Information Transfer Request for More Information Assignee All Employees and Users All Employees and Users				
Question Comments	TEST				
Return to Wor	Sub <u>m</u> it klist	Approve	Reject	Reassign	More Information Request

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.

Indicates required field								
* Purpose Justification	PPMP Office Laptops, Laptop Bag Non	-Common Use Items (2022)]	 Notify me with status updates for my Pu 	Irchase Order			
dditional Information	161,500.00 PHP							
* Requisition Type	Proj Proc Mgmt Plan, Q							
* item Category	Non-Common Use Items , Q	(PPMP)						
	Non-Common Use Items							
Mode of Procurement	- × ¢							
* source of Fund	101 🗤 🔍							
	General Fund							
* Responsibility Center	SA03013001_ Q							
* Special Code	UPS UP Information Technology Devel	opment Center						
	Unspecified							
Start of Bidding Process	_⊢ Q,							
Start Date of Bidding Process	Rø.							
Requires Review of Specs	N d'							
Earmark Number								
PPMP Number	2 Q							
elect Lines: Update Copy Delete 🔀								
Details Special Info Description	Quantity Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	t Delete	Item Number
Laptop I7, 1tb storage, 12ph RAM					University of the EQ			

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:
	- Proj Proc Mgmt Plan (PPMP)
	- Supplemental PPMP (SPPMP)
	- Purchase Request (PR)
Item Category	Item Category:
	- Common-use Items (PS-DBM)
	- 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

Generation of UP RIS for Pickup Report File Ref: ITDC - SPCMIS - UM - Responding to a Request for Information and Updating of PPMP and PR Details - 09082022 (ver.2.0)

Cancel Apply

Item Description

Item's unit price

Item's unit of measure

Item's need-by date

Item Quantity

Select Lines Update Copy Delete | 💢

PPA Information

PPA Information

Description

12gb RAM

RAM

*Quantity 3

* Unit Price 57000

*Currency PHP v

* Unit of Measure un

Additional Specifications

Item Line Details

Unit of Measure

Description

Quantity

Unit Price

Need-By date

Notes

Details Special Info

Item

		Not	te To Buyer		li.			
Add Attachment	nents							
Add Attachinent	Turne	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Title	Type	D D D D D D D D D D D D D D D D D D D			•	-		
Title No results found.	туре	Description						

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

Confirmation
Your edits to Requisition 10309 have been saved.
Now that you've updated the requisition, click on Continue to return to the notification and complete your approval response.
Continue

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

Doc Ref: SPCMIS User Manual - Responding to a Request for Information and Updating of PPMP and PR Details

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



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

Open the notification for More Information Requested again.

Stores Shopping Cart UPS Common-Use Supplies and Equipment (PS-DBM) UPS Common-Use Supplies (Outside PS-DBM Your cart contains 4 lines Goods, materials, and items that are repetitively used in the It is also called Inventory Items. Common-use supplies, Recently Added Lines day-to-day operations of procuring entities in the performance of their functions. 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 DATING AND 5 DC STAM Procuring Entity. PAPER 2 un My Requisitions SHREDDER PAPER 2 un Full List SHREDDER 💢 🎜 🖻 🍄 🔻 🖩 BINDING AND 1 un PUN.. Description Requisition Total (PHP) Status Сору Change Express Receive 10338 TEST PPMP Non-common Use 1SEP22 12,500.00 In Process h Đ3 View Cart and Checkout 10336 TEST PPMP Common Use 1SEP22 26,575.12 In Process Ð Ð Purchasing News 10335 h 34.601.32 Incomplete PPMP Common Lise Items (2022) ITDC Check frequently asked questions 10330 test for Goods I can provide description, item price and quantity 20,000.00 In Process Ð Ð Review purchasing policies

Go Advanced Search

~

Shop Requisitions

OFTHE

Home

Shopping Lists Non-Catalog Request

Search UPS Common-Use Supplies (Outside PS-DBM)

 \odot

â

Ä

* 🕸

Logged In As

? ሪ

University of the Philippines			★ 🍄 🏜 Logged in As	7
niversity Information System Hom	e Page			
Navigator	Worklist			
Personalize				Full List (2
	X 2 5 🕸			
IProcurement PPMP Requester, UPS	From	Type 🔻	Subject 🛆	Sent 🛆
IProcurement PR Requester, UPS		UMX Proxy Notification	Proxy Access for	27-May-2
		UMX Proxy Notification	Proxy Access for the set of the s	29-Jun-2
		Requisition	Purchase Requisition 10339 has been approved	01-Sep-2
		Requisition	Purchase Request 10312 for (147,000.00 PHP)	25-Apr-20
		Requisition	Purchase Requisition 10322 has been approved	05-Jul-20
		Requisition	Purchase Requisition 10319 has been approved	29-Jun-20
		Requisition	Purchase Requisition 10311 has been approved	15-Jul-20
		Requisition	More Information Requested: Purchase Requisition 10309 for (181,500.00 PHP)	11-Jul-203
		Requisition	Purchase Requisition 10318 has been approved	29-Jun-20
		PO Approval	Standard Purchase Order 46, 0 has been Approved.	15-Jul-20
		PO Approval	Standard Purchase Order 43 has been Withdrawn.	31-May-20
		PO Approval	Standard Purchase Order 54342 has been Withdrawn.	18-Apr-20

Doc Ref: SPCMIS User Manual – Responding to a Request for Information and Updating of PPMP and PR Details

Response				
Answer Request for More Information Transfer Request for More Information				
Assignee All Employees and Users				
Question TEST				
Comments				
Sub <u>m</u> it				
Return to Worklist	Approve	Reject	Reassign	More Information Request

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.