




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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and Updating of PPMP and PR Details
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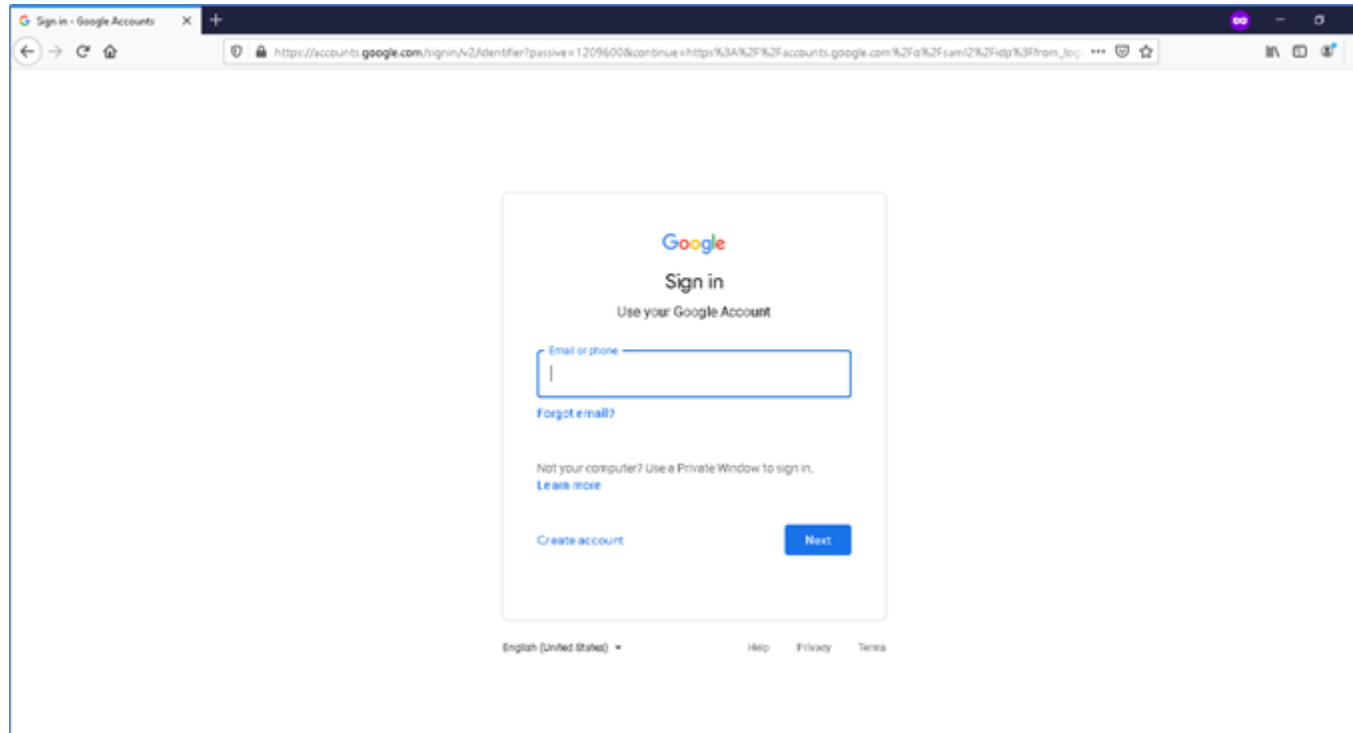
1. DOCUMENT CONTROL

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: <ul style="list-style-type: none">• Step 1. Go to UIS• Step 2. Log in• Step 8. Directed to iProcurement 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



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.

University of the Philippines

University Information System Home Page

Navigator

Personalize

iProcurement PPMP Requester, UPS

iProcurement PR Requester, UPS

Worklist

Full List (24)

From	Type	Subject	Sent
	UMX Proxy Notification	Proxy Access for [redacted] has been granted	27-May-2022
	UMX Proxy Notification	Proxy Access for [redacted] has been granted	29-Jun-2022
	Requisition	Purchase Requisition 10339 has been approved	01-Sep-2022
	Requisition	Purchase Request 10312 for [redacted] (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 [redacted] (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
	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 Information System Home Page >

Information

Nequias, Riza has requested information: TEST

More Information Requested: Purchase Requisition 10309 for [redacted] (181,500.00 PHP)

Approve Reject Reassign More Information Request

From [redacted]

To [redacted]

Sent 11-Jul-2022 13:39:24

ID 7232649

Description PPMP Office Laptops, Laptop Bag Non-Common Use Items (2022) UP ITDC

Total 181,500.00 PHP

Tax (Non Recoverable) 0.00 PHP

Attachments

Requisition Lines

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (PHP)	Amount (PHP)	Charge Account
1	Laptop i7, 11b storage, 12gb RAM		-	un	3	57000	171,000.00	01....19999040.....
2	Heavy duty Laptop bag		-	un	3	3500	10,500.00	01....19999040.....

Approval Sequence

UPS (A1 RC SA03013001) → UPS (A2 RC SA03013001) → UPS A20 PR Budget Office → UPS SPMO PPMP NCU → In Process

Related Applications

Edit Requisition

View Requisition Details

Open Document

Response

☒ Answer Request for More Information

☐ Transfer Request for More Information

Assignee

All Employees and Users

Question

TEST

Comments

Submit

Return to Worklist

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.

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

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

Edit and Submit Requisition 10309

Close Approver Cart

Refresh

Printable Page

Submit

Indicates required field

* Purpose

PPMP Office Laptops, Laptop Bag Non-Common Use Items (2022)

Justification

Total

181,500.00 PHP

☐ Notify me with status updates for my Purchase Order

Additional Information

* Requisition Type

Proj Proc Mgmt Plan

* Item Category

Non-Common Use Items

Mode of Procurement

* Source of Fund

101

* Responsibility Center

SA03013001

* 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 type="checkbox"/>	Laptop 17", 1tb storage, 12gb RAM	3	un	57000	PHP	171,000.00	10-Sep-2022 00:00:00	University of the B Enter one-time address			

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

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

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


Close Approver Cart

Refresh

Printable Page

Submit

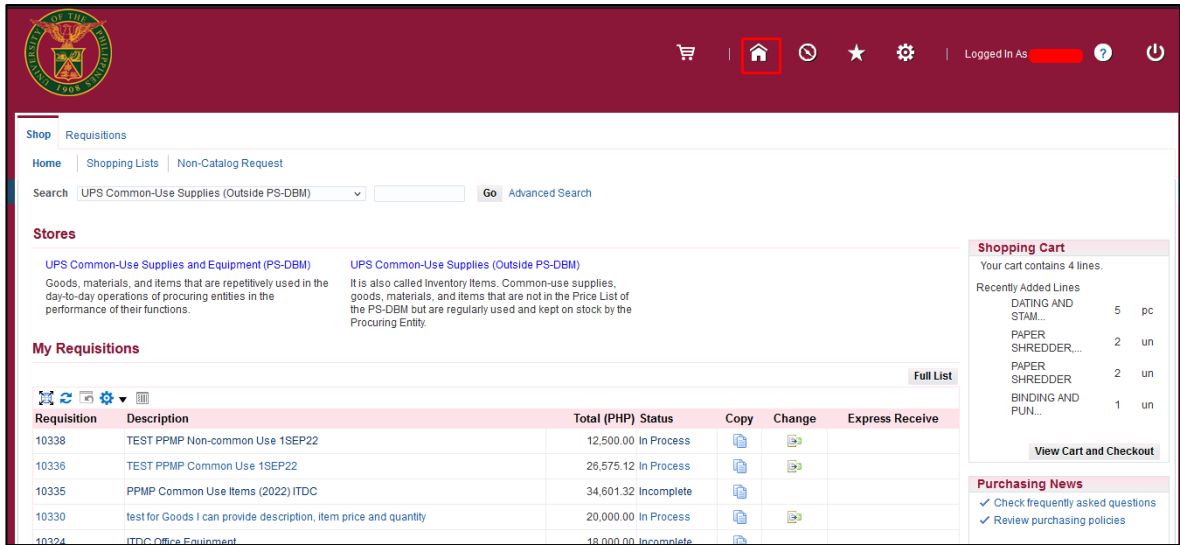
Step 7. A confirmation message will appear then click **Continue**.

 **Confirmation**

Your edits to Requisition 10309 have been saved.

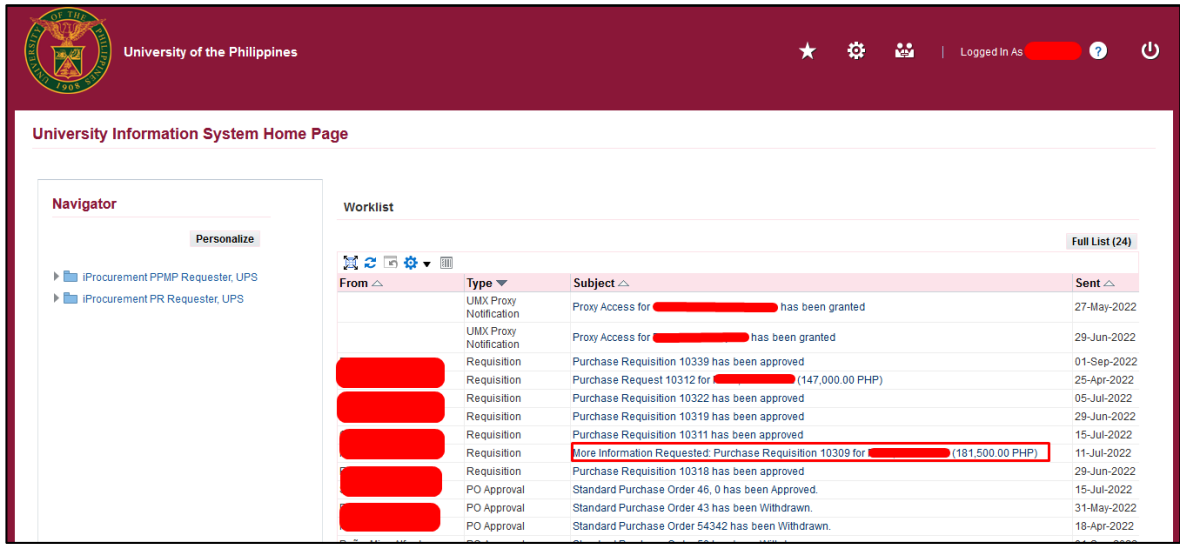
Now that you've updated the requisition, click on **Continue** to return to the notification and complete your approval response.

Continue



Step 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.

Response

☒ Answer Request for More Information
☐ Transfer Request for More Information

Assignee: All Employees and Users

Question: TEST

Comments:

[Return to Worklist](#)

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.

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