



University of the Philippines



SPCMIS

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



Generate APR

SPCMIS User Manual

iProcurement

Author: Julius Ermitanio, Michael Angelo Soliven & Reah Mae Supnet
Creation Date: 31 January 2014
Last Updated: 19 April 2017
Document Ref: SPCMIS User Manual – Generation of APR
Version: 3.0

Approvals:

Recommending Approval

Approved

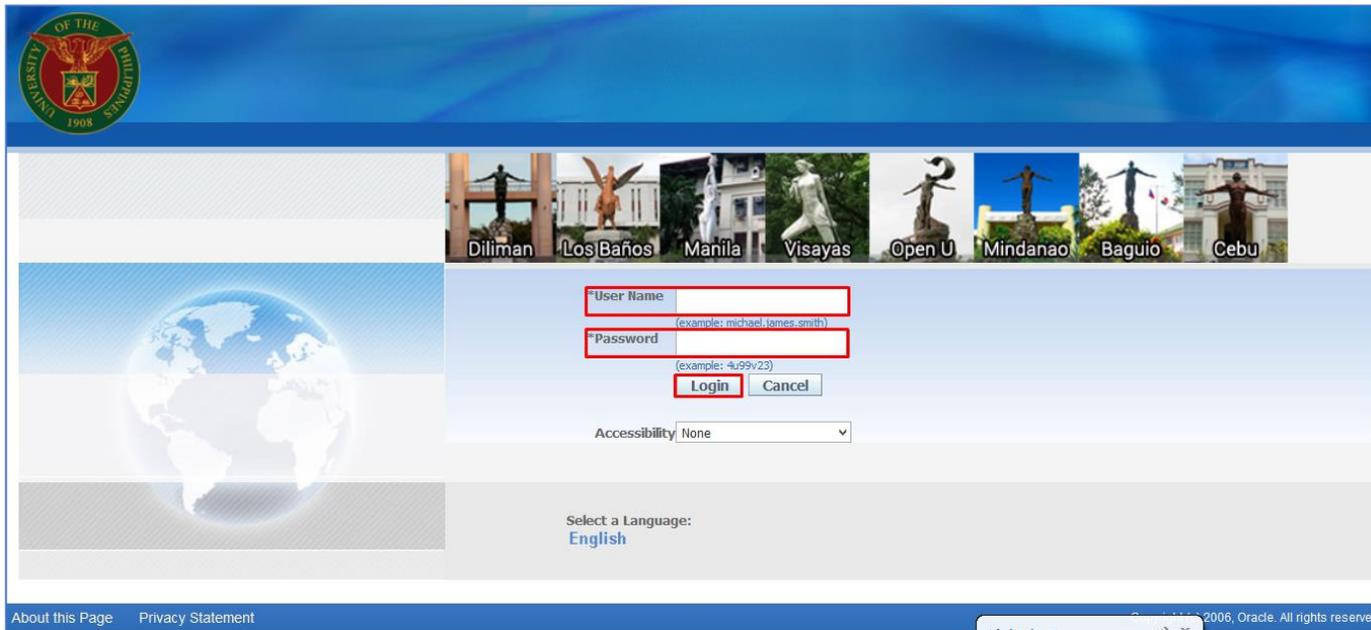
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
31 January 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial Issue and review
28 October 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update
19 April 2017	Reah Mae Supnet	3.0	Update

2. Description

Script ID	
Script Name	Generate APR
Information System	Supplies, Property and Campus Management Information System
Functional Domain	Purchasing
Purpose	
Data Requirement	
Dependencies	
Scenario	
Author	Julius Ermitanio, Michael Angelo Soliven & Reah Mae Supnet



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

Step 2. Log-in your credentials
(Username and Password)

Oracle Applications Home Page

Main Menu

[Personalize](#)

- [Inventory Manager, UPS](#)
- [Procurement Requester, UPS](#)
- [Purchasing Buyer, UPS](#)
- [Purchasing Manager, UPS](#)

Worklist

[Full List](#)

From	Type ^	Subject	Sent	Due
Sanchez, Susan	PO Approval	Agency Procurement Request 28 has been approved...	10-Nov-2014	
Sanchez, Susan	PO Approval	Agency Procurement Request 6 has been approved...	19-Nov-2014	
Martillo, Wilfredo	PO Approval	Standard Purchase Order 15 has been approved...	29-Oct-2014	
Martillo, Wilfredo	PO Approval	Agency Procurement Request 14 has been approved...	29-Oct-2014	
Martillo, Wilfredo	PO Approval	Agency Procurement Request 7 has been approved...	29-Oct-2014	
	PO Approval	No approver was found for Agency Procurement Request 5...	28-Oct-2014	
Martillo, Wilfredo	PO Approval	Agency Procurement Request 10 has been approved...	28-Oct-2014	
	PO Approval	No approver was found for Agency Procurement Request 2...	28-Oct-2014	
	PO Approval	No approver was found for Standard Purchase Order 4...	28-Oct-2014	
Sanchez, Susan	PO Approval	Standard Purchase Order 33 has been approved...	19-Nov-2014	
Sanchez, Susan	PO Approval	Standard Purchase Order 26 has been approved...	10-Nov-2014	
Bagus, Isagani	Requisition	Purchase Requisition 24 has been approved...	28-Oct-2014	
Bagus, Isagani	Requisition	Purchase Requisition 25 has been approved...	28-Oct-2014	
Bagus, Isagani	Requisition	Purchase Requisition 26 has been approved...	28-Oct-2014	
Bagus, Isagani	Requisition	Purchase Requisition 37 has been approved...	07-Nov-2014	
Bagus, Isagani	Requisition	Purchase Requisition 12 has been approved...	28-Oct-2014	
Bagus, Isagani	Requisition	Purchase Requisition 16 has been approved...	28-Oct-2014	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

NOTE: After receiving the notification of the approved APR, take note of the APR No

Step 3. In the *Main Menu*, select *Purchasing Buyer, UP*

Step 4. Select *Requests*

University of the Philippines

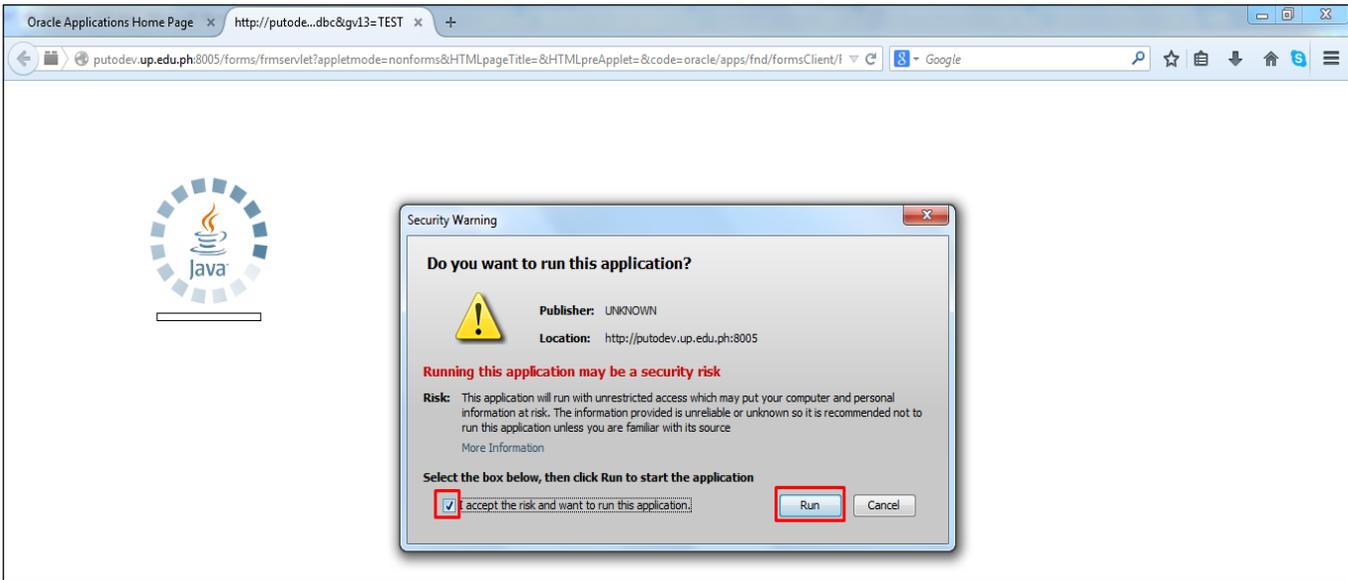
Enterprise Search All Go Search Results Display Preference Standard Logged In As RMSUPNET

Oracle Applications Home Page

- Purchasing Approver, UPB
- Purchasing Approver, UPPGH
- Purchasing Buyer, UPLB
 - Supplier Item Catalog
 - Item Search
 - AutoCreate
 - Notifications Summary
 - Change Organization
 - Requests**
 - Personal Profiles
 - PO Online Error Report Text Page
 - Purchase Order Summary
 - Requisitions

Worklist

From	Type	Subject	Sent
Caro, Jaime	HR	Travel Order for Supnet, Reah Mae is Returned for Correction	16-Dec-2016
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			



Step 5. Click the checkbox then click **Run**.

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

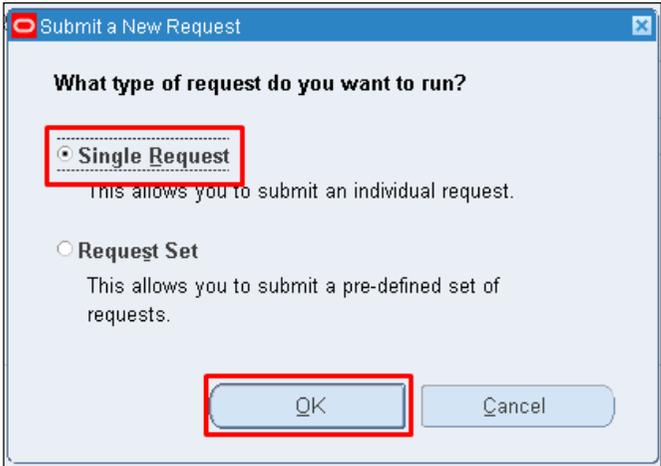
Include Request Set Stages in Query

Order By **Request ID**

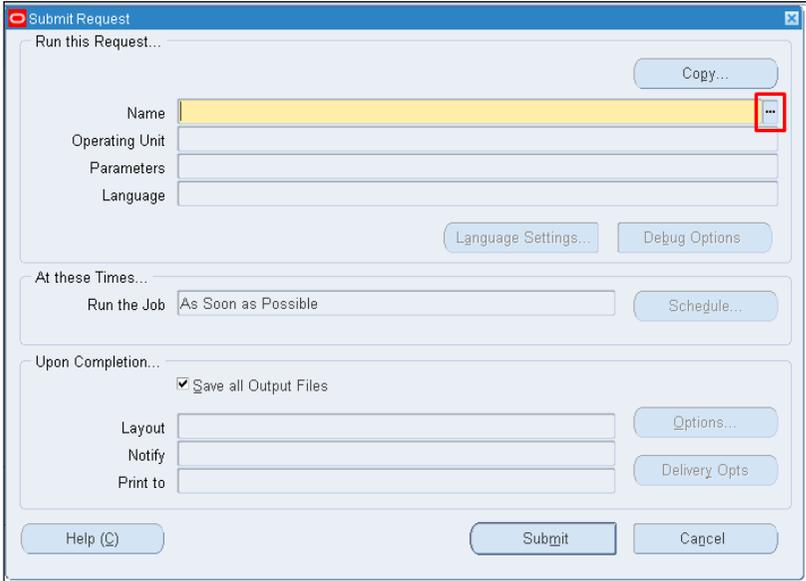
Select the Number of Days to View:

Submit a New Request...

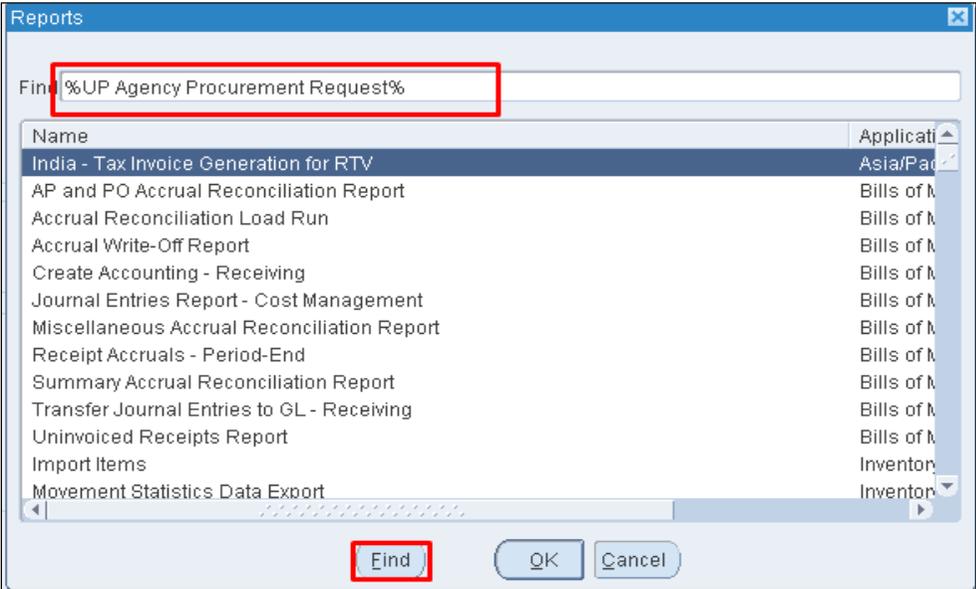
Step 6. Click **Submit a New Request** button



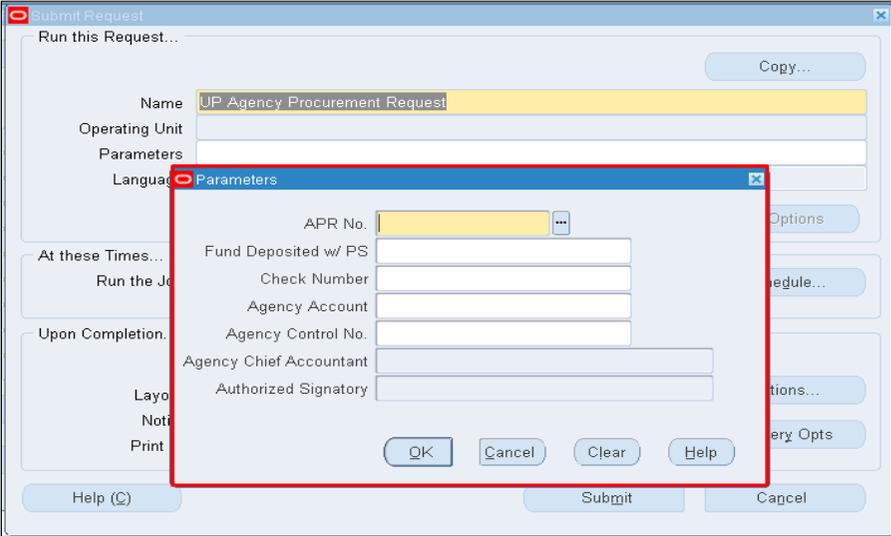
Step 7. Select *Submit Request* then click **Ok**.



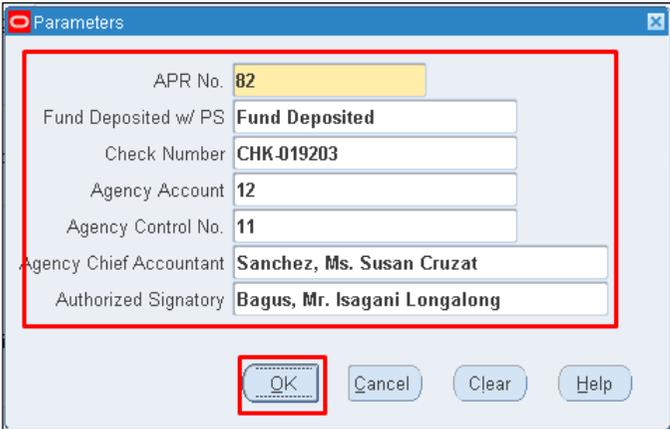
Step 8. Click ellipsis to search a report



Step 9. Enter **%UP Agency Procurement Request%** on **Name** field then click **Find**.



Parameters window will appear.



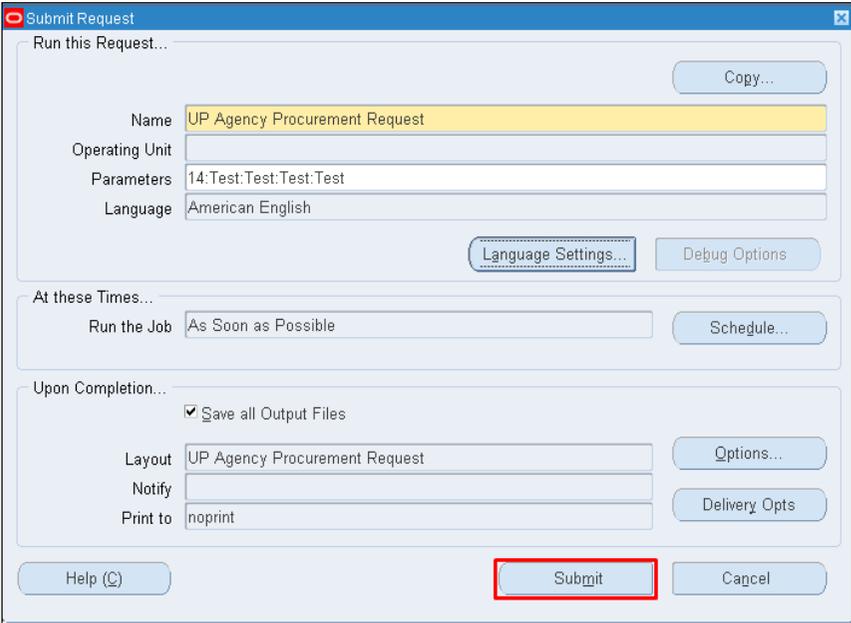
The Parameters dialog box contains the following fields:

APR No.	82
Fund Deposited w/ PS	Fund Deposited
Check Number	CHK-019203
Agency Account	12
Agency Control No.	11
Agency Chief Accountant	Sanchez, Ms. Susan Cruzat
Authorized Signatory	Bagus, Mr. Isagani Longalong

Buttons: OK, Cancel, Clear, Help

Step 10. Enter the required parameters.

Then click **Ok** button

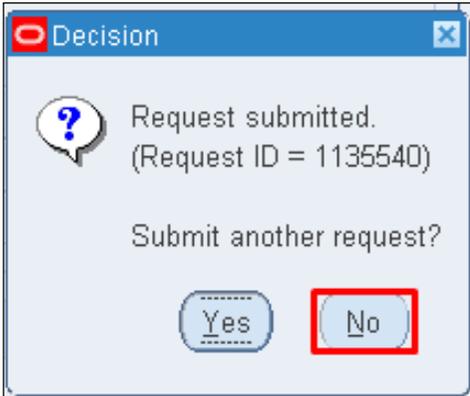


The Submit Request dialog box contains the following sections:

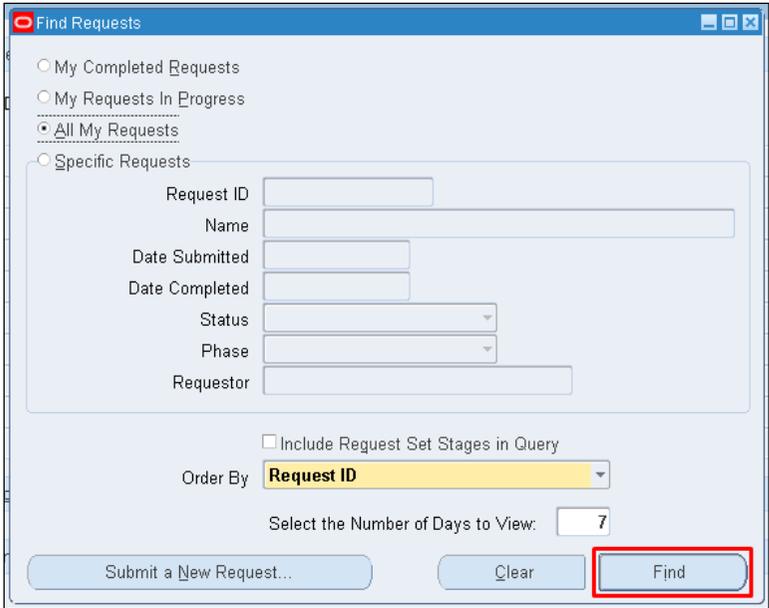
- Run this Request...**
 - Name: UP Agency Procurement Request
 - Operating Unit: [Empty]
 - Parameters: 14:Test:Test:Test:Test
 - Language: American English
 - Buttons: Copy...
- At these Times...**
 - Run the Job: As Soon as Possible
 - Buttons: Schedule...
- Upon Completion...**
 - Save all Output Files
 - Layout: UP Agency Procurement Request
 - Notify: [Empty]
 - Print to: noprint
 - Buttons: Options..., Delivery Opts

Buttons: Help (H), Submit, Cancel

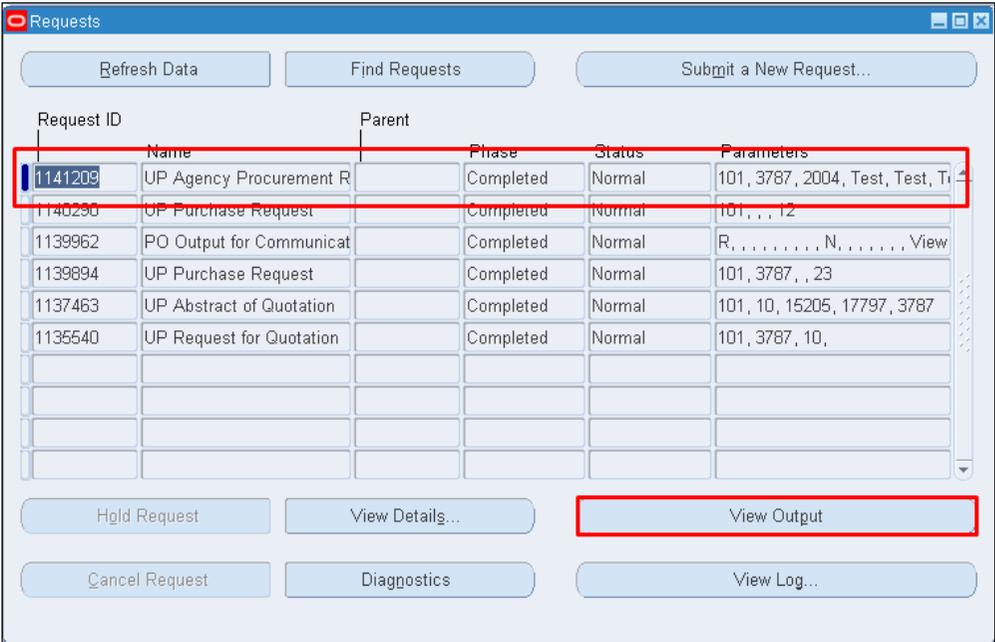
Step 11. Click **Submit** button



Step 12. Click **No** button.



Step 13. Click **Find** button.



Step 14. *Reports Window* will appear.

Click **Refresh Data** until **Phase** and **Status** becomes **Completed** and **Normal**, respectively.

then click **View Output** button

Go back to the browser and print the

Agency Procurement Request pdf file.

Standard Form No. SPC-0004
Revised on: August 12, 2014



UNIVERSITY OF THE PHILIPPINES
UP System
Diliman, Quezon City, PH
UP System Supply and Property Management Office

Name and Address of Requesting Agency: UP System
UPS Office of the Secretary of the University and the Board of Regents

Agency Account Code: Test
Agency Control No.: Test
PS APR No.: 14

AGENCY PROCUREMENT REQUEST

To: THE PROCUREMENT SERVICE
DBM Compound, RR Road
Cristobal St. Paco Manila

Date: October 29, 2014

PLEASE CHECK (✓) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEMS LISTED BELOW

Please issue common supplies/materials per Price List No. _____ dated _____

Mode of Delivery: Pick-Up (Fast Lane) Pick-Up (Schedule) Delivery (Door to Door)
In case of sufficient: Reduce Quantity Bill Us Charge to Unutilized Deposit
APR No.: _____ dated _____

Please purchase for our agency non common items. Attached herewith:
 Complete Specification Obligation Request (ObR) Other pls. specify
 Certificate of Budget Allocation Payment

IMPORTANT! PLEASE SEE THE INSTRUCTION/CONDITIONS AT THE BACK HERE OF

CODE	ITEM NO.	UOM	GENERAL DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
56101504-CM-B01	FF-CM-000-001	pc	Chair, Monobloc, Beige, With Backrest, W/O Armrest, Plain Finish	200	280.80	56,160.00
14111525-CA-W01	OF-CA-000-008	shd	Cartolina, White, 99Gsm Min, 572Mm X 724Mm, Bristol Board, Thickness: 0.12Mm Min, Non-Blot, Suitable For Marking Pen And Ink Drawing, 20 Sheets Per Bundle	10	52.00	520.00
TOTAL AMOUNT						Php 56,680.00

STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM. FUND CERTIFIED AVAILABLE. APPROVED:

AGENCY PROPERTY SUPPLY OFFICER AGENCY CHIEF ACCOUNT AUTHORIZED SIGNATORY

Result Information:

Expected Results:
Agency Procurement Request Report generated.

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