



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
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Version: 3.0

Approvals:

Recommending Approval

Approved

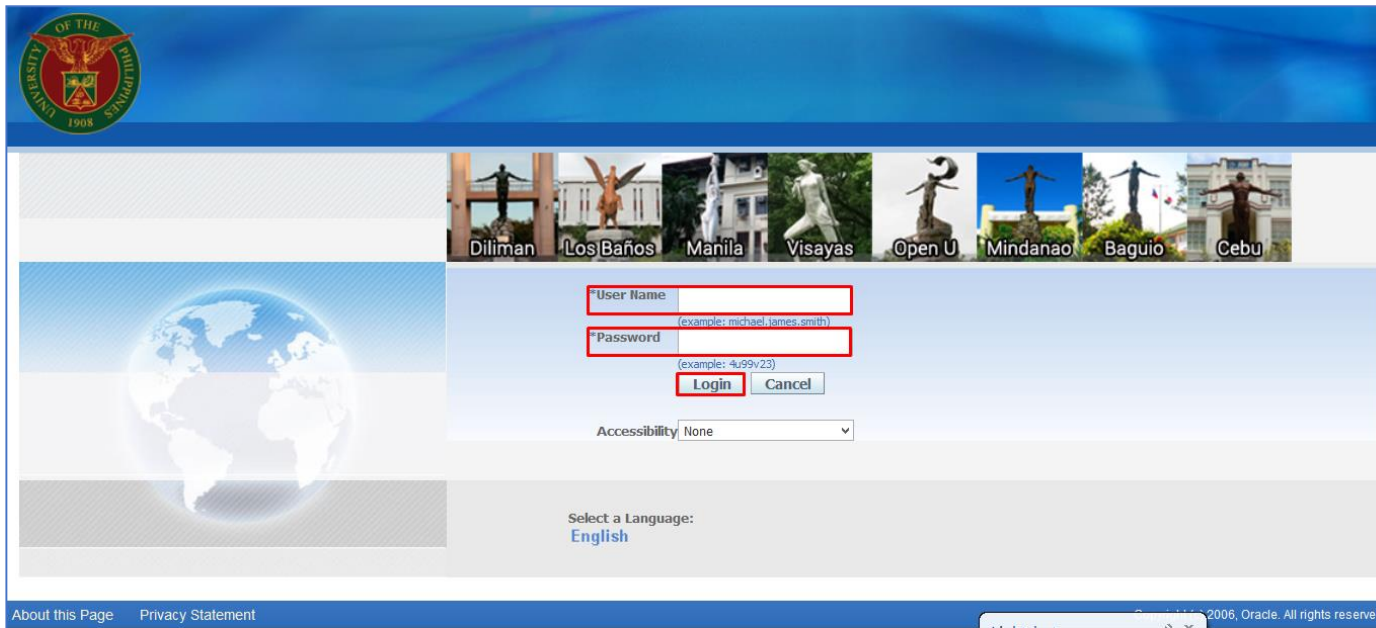
1. DOCUMENT CONTROL

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



The screenshot shows the login page of the University of the Philippines System (UIS UP). At the top left is the UIS UP logo. Below it is a navigation bar with images and labels for various campuses: Diliman, Los Baños, Manila, Visayas, Open U, Mindanao, Baguio, and Cebu. The main content area features a large globe on the left and a login form on the right. The login form includes fields for "User Name" and "Password", both with red borders. Below these fields are "Login" and "Cancel" buttons, also with red borders. An "Accessibility" dropdown menu is set to "None". At the bottom of the form, there is a "Select a Language:" section with "English" as the selected option. The footer contains links for "About this Page" and "Privacy Statement", and a copyright notice for 2006 Oracle.

User Name

(example: michael.james.smith)

Password

(example: A299v23)

Login **Cancel**

Accessibility: None

Select a Language:
[English](#)

[About this Page](#) [Privacy Statement](#)

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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



University of the Philippines

Enterprise Search Search Results Display Preference

Logged In As **RMSUPNET**

Oracle Applications Home Page

Main Menu

- [iProcurement PPMP Requester, UPS](#)
- [iProcurement PR Requester, UPS](#)
- [Purchasing Buyer, UPS](#)
- [System Administrator](#)
- [UP Employee Self Service](#)


Worklist

From	Type	Subject	Sent	Due
There are no notifications in this view.				
Total			0	

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

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

Step 4. Select *Requests*



University of the Philippines

Favorites

Logout Help

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

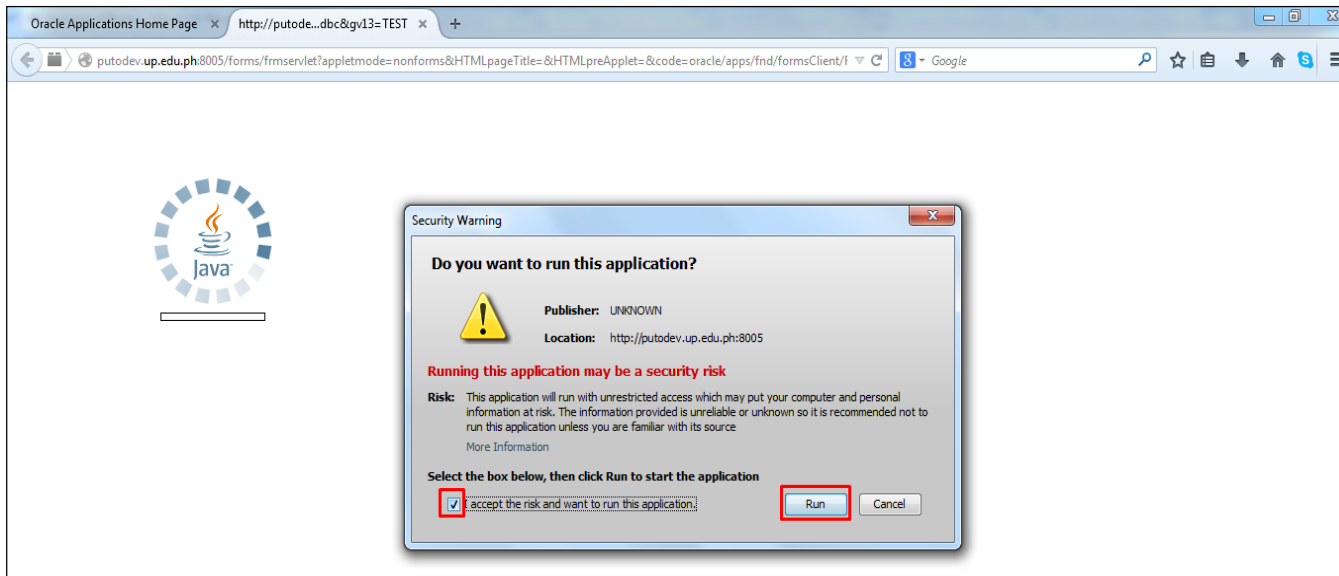
Purchase Order Summary

Requisitions

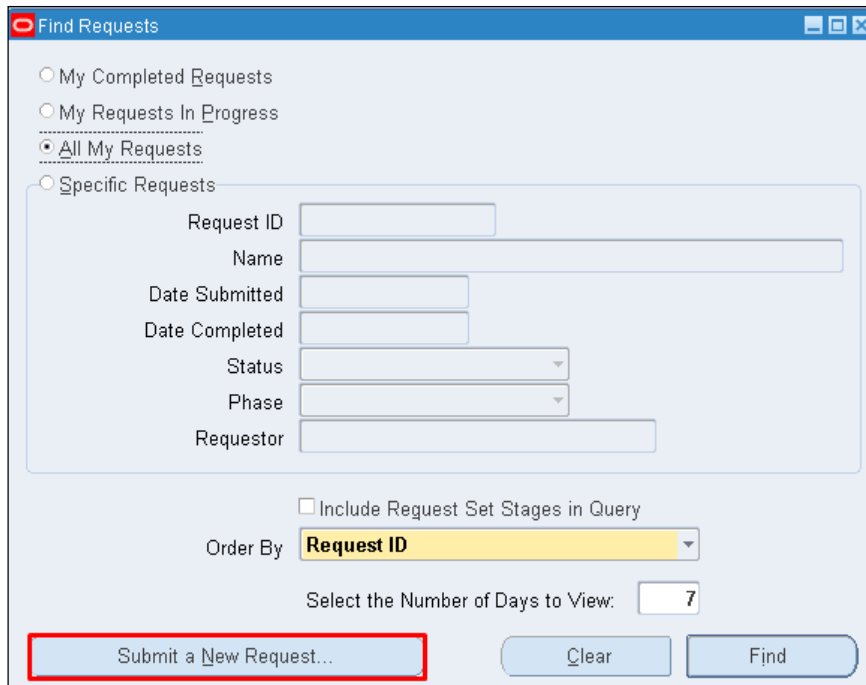
Worklist

Full List

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.			

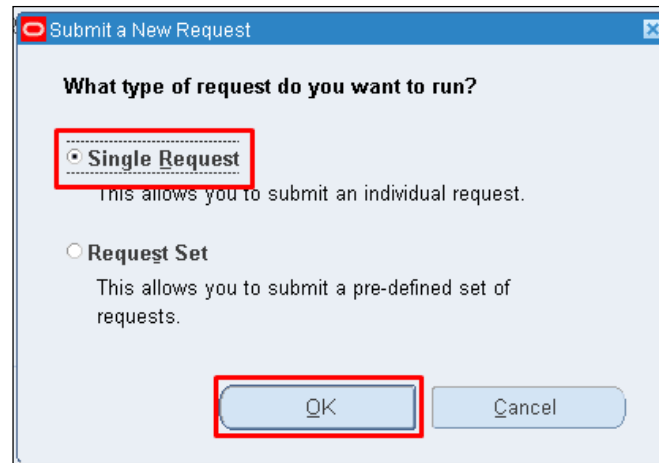


Step 5. Click the checkbox then click **Run**.

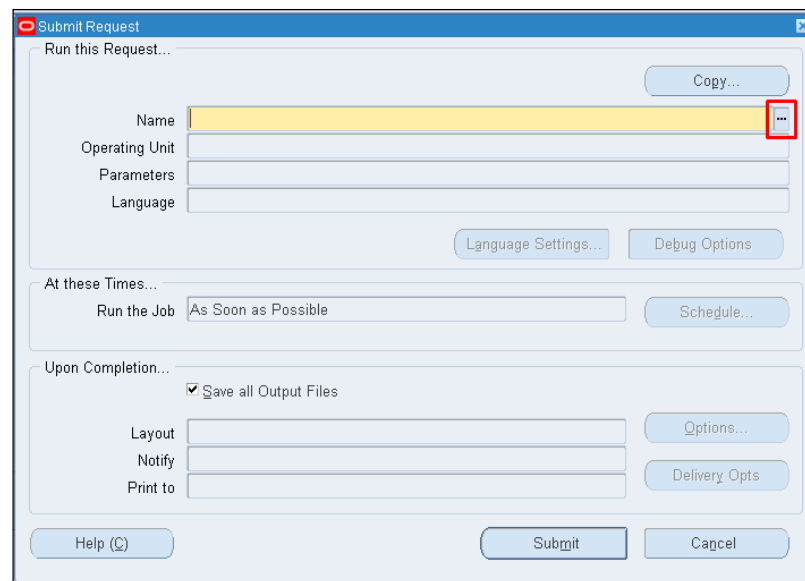


The image shows a 'Find Requests' dialog box with a blue title bar. It contains several radio buttons for filtering requests: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these, there is a group box for 'Specific Requests' containing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

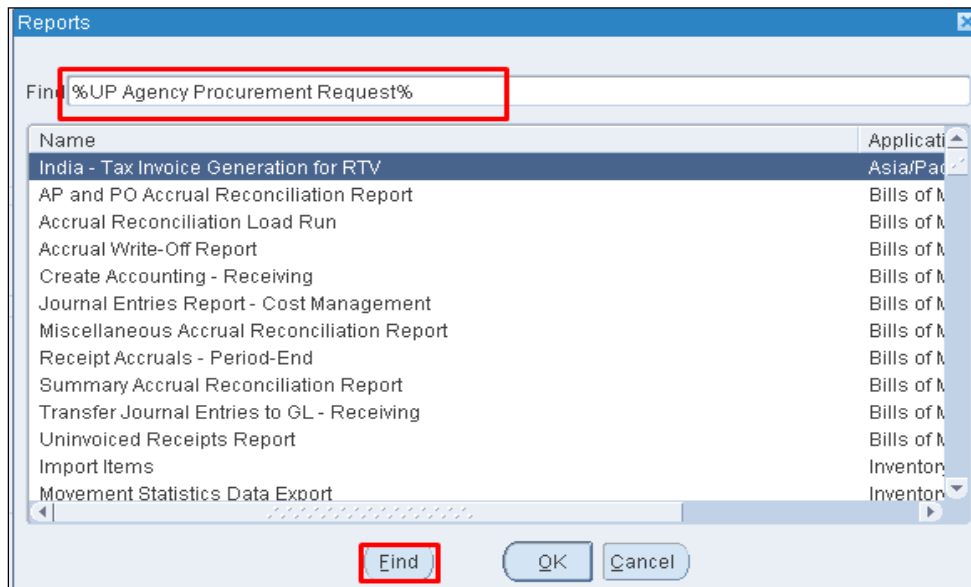
Step 6. Click **Submit a New Request** button



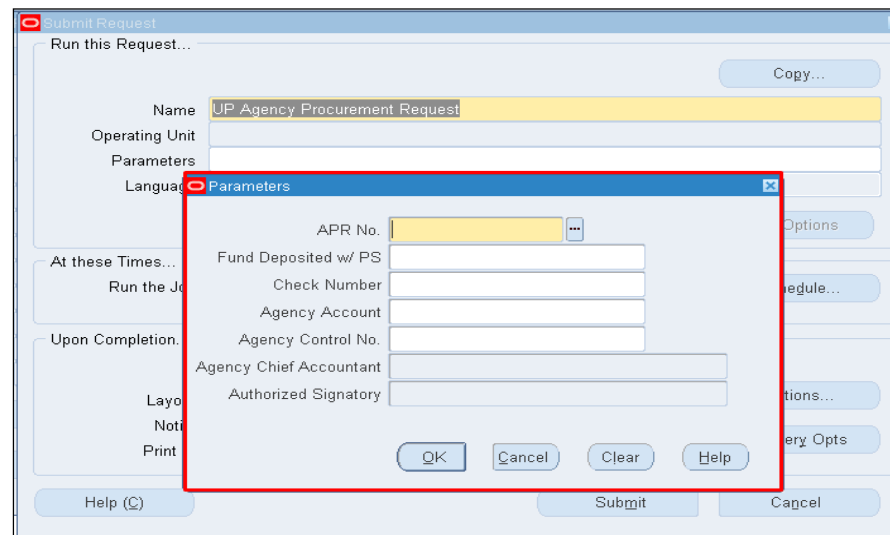
Step 7. Select **Submit Request** then click **Ok**.



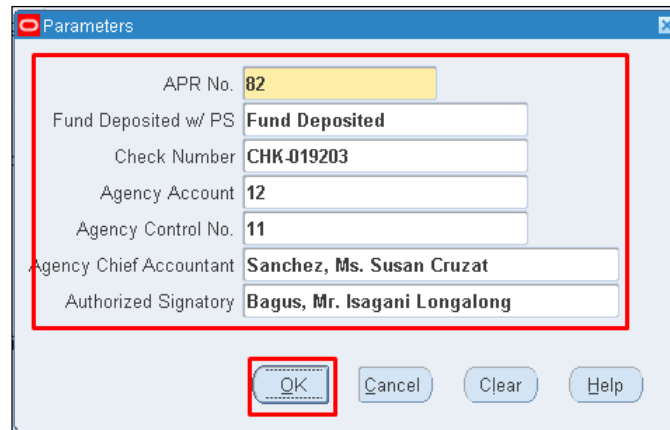
Step 8. Click ellipsis to search a report



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



Parameters window will appear.



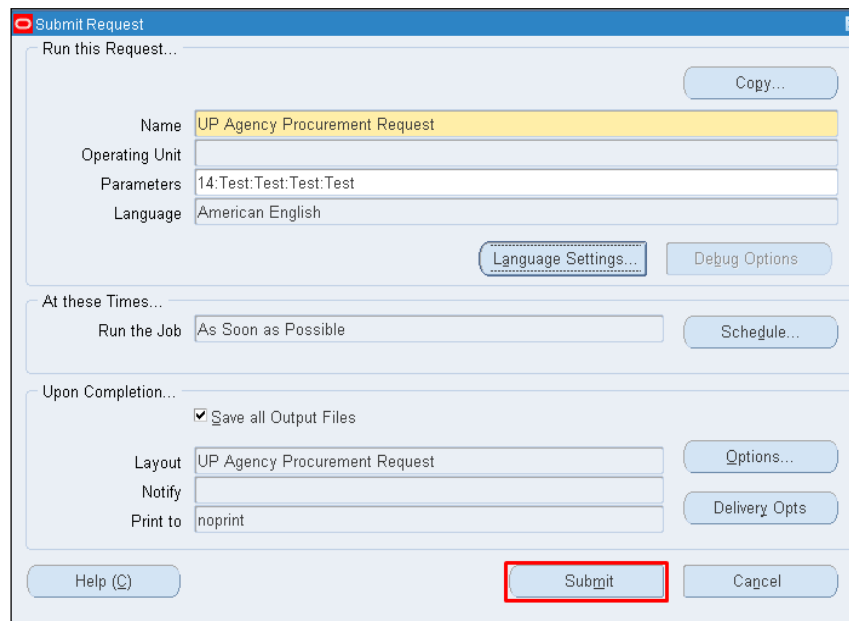
The Parameters dialog box contains the following fields and values:

Field	Value
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

The OK button is highlighted with a red rectangle.

Step 10. Enter the required parameters.

Then click **Ok** button



The Submit Request dialog box contains the following sections and fields:

Run this Request...

Field	Value
Name	UP Agency Procurement Request
Operating Unit	
Parameters	14:Test:Test:Test:Test
Language	American English

Buttons: Copy... (top right), Language Settings... (bottom right), Debug Options (bottom right).

At these Times...

Run the Job: As Soon as Possible

Buttons: Schedule... (right)

Upon Completion...

☒ Save all Output Files

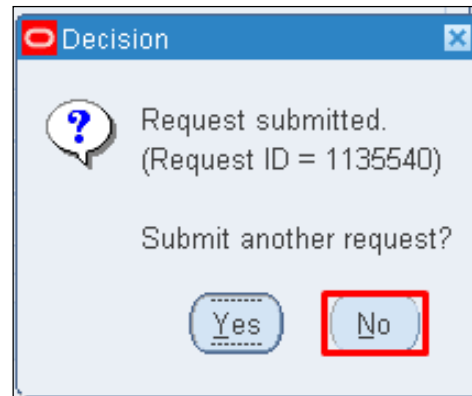
Layout: UP Agency Procurement Request

Notify:

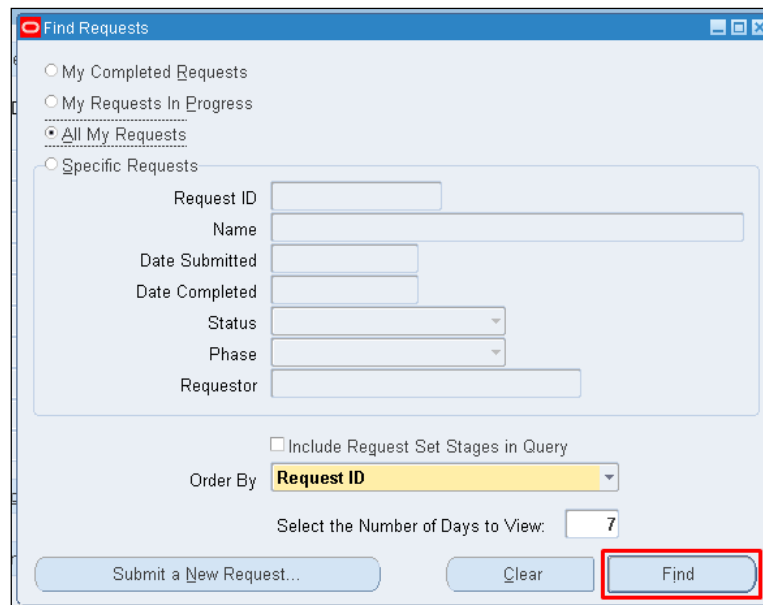
Print to: noprint

Buttons: Options... (right of Layout), Delivery Opts (right of Notify), Help (C) (bottom left), Submit (bottom center, highlighted with a red rectangle), Cancel (bottom right).

Step 11. Click **Submit** button



Step 12. Click **No** button.



Step 13. Click **Find** button.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
1141209	UP Agency Procurement R		Completed	Normal	101, 3787, 2004, Test, Test, T
1140290	UP Purchase Request		Completed	Normal	101, , 12
1139962	PO Output for Communicat		Completed	Normal	R, , , , N, , , , View
1139894	UP Purchase Request		Completed	Normal	101, 3787, , 23
1137463	UP Abstract of Quotation		Completed	Normal	101, 10, 15205, 17797, 3787
1135540	UP Request for Quotation		Completed	Normal	101, 3787, 10,

Hqld Request View Details... View Output

Cancel Request Diagnostics View Log...

Step 14. Reports Window will appear.

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

then click **View Output** button

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 HEREOF

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 _____

Go back to the browser and print the

Agency Procurement Request pdf file.

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.