



University of the Philippines



SPCMIS

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



CREATION OF PR FOR NON COMMON USE ITEMS

SPCMIS User Manual

iProcurement

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Non Common Use Items
Version: 3.1

Approvals:

Recommending Approval

Approved

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
27October 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial
06 November 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Update
20May 2016	Kenneth Peter D. Molave	2.0	Update
02 February 2017	Reah Mae Supnet & Emmanuel John Lim	3.0	Update
28 February 2017	Reah Mae Supnet	3.1	Update
26 July 2017	Reah Mae Supnet	3.2	Minor Revision
21 May 2019	Reah Mae Supnet	4.0	Major Update

2. Description

Script ID	UMSP040231
Script Name	Creation of PR Non-Catalog/Non-common use items
Information System	Supplies, Property and Campus Management Information System
Functional Domain	iProcurement PR Requester
Purpose	To create a PR for Non Common Use Items
Data Requirement	Approved PPMP for Non Common Use Items
Dependencies	iProcurement PR Requester Charge Account Setup Approval Path Setup Purchase Order Information
Scenario	After passing and having their PPMPs approved the users may now create a purchase request (PR) to submit to their procuring offices
Author	Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet & Emmanuel John Lim



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

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

User Name

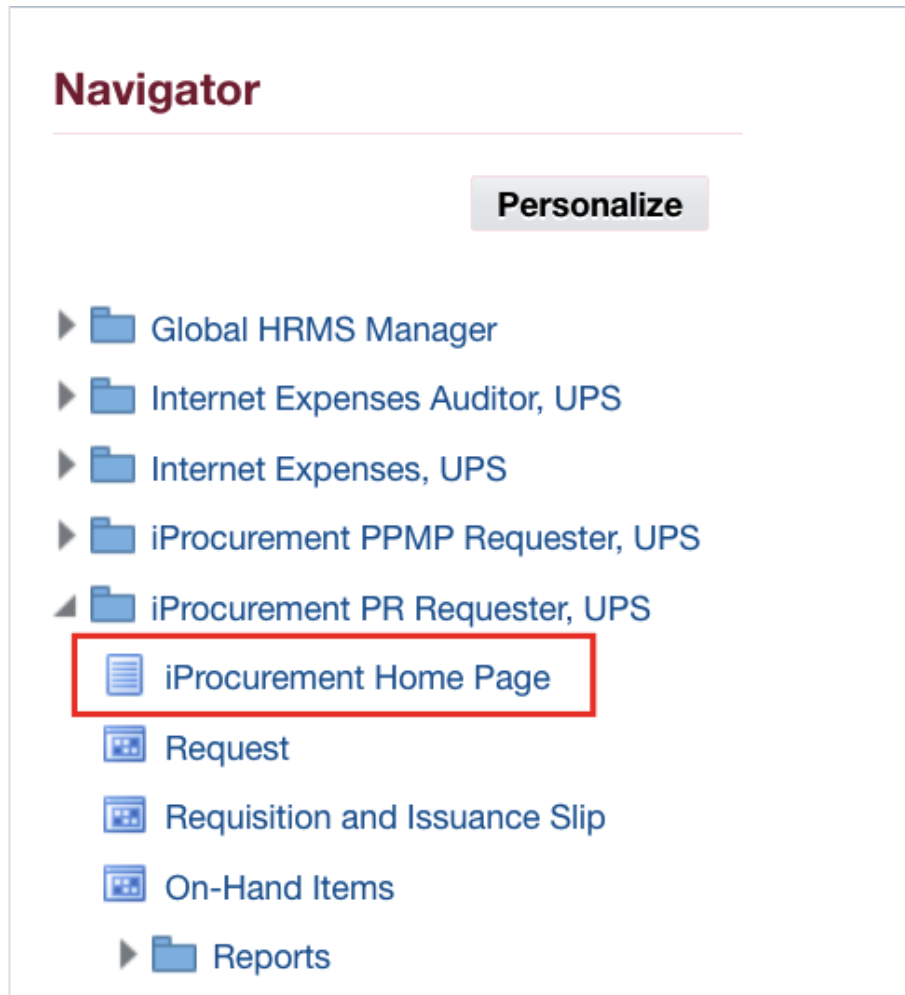
Password

NOTE:

- Submission of PR will depend on the ***Need-by date***.
- Buyer/Requester must submit a separate PR for each category (PhilGEPS category, supplier or PPA depending on the instructions to be given by the CUs SPMO) (Example: 1 PR for Medical supplies and another separate PR for Office Supplies, etc.)
- Incorrect Purchase Requests **WILL BE REJECTED** by the SPMO/Purchasing Chief.
- You may use the approved PPMP as template for creating a PR



Step 3. On the Main Menu, select ***iProcurement PR Requester, <CU>***



Step 4. Select *iProcurement Home Page*

You will be directed to the *iProcurement Homepage*

Step 5. Select *Non-Catalog Request*

Shop Requisitions

Stores Shopping Lists **Non-Catalog Request**

Search UPS Common-Use Supplies (Outside PS-DBM) **Go** [Advanced Search](#)

Stores

UPS Common-Use Supplies and Equipment (PS-DBM)
Goods, materials, and items that are repetitively used in the day-to-day operations of procuring entities in the performance of their functions.

UPS Common-Use Supplies (Outside PS-DBM)
It is also called Inventory Items. Common-use supplies, 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 Procuring Entity.

My Requisitions [Full List](#)

Requisition	Description	Total (PHP)	Status	Copy	Change	Express Receive
3949	PR Common Supplies Q2-2020 - UP ITDC	1,170.00	In Process			

Shopping Cart

Your cart is empty.

Purchasing News

- ✓ [Check frequently asked questions](#)
- ✓ [Review purchasing policies](#)

This is where the customer puts their own purchasing news items (this is an HTML plugin).

Non-Catalog Request window will appear.

Shop Requisitions

Stores Shopping Lists **Non-Catalog Request**

Non-Catalog Request [Clear All](#) [Add to Cart](#) [Add to Favorites](#)

* Indicates required field

Item Type Goods billed by quantity

* **Item Description**

Category NONE.NONE.NONE

* **Quantity**

* **Unit of Measure**

* **Unit Price**

* **Currency** **PHP**

☐ RFQ Required

☐ Negotiated

Shopping Cart

Your cart is empty.

Step 6. Enter *Item Description*

Item Type Goods billed by quantity ⓘ

* Item Description Fiber Optic Cable
Cable: Loose tube, all-dielectric
Fiber count and type:12-dispersion
unshifted single mode and 24

Category NONE.NONE.NONE

* Quantity

* Unit of Measure ⓘ

* Unit Price

* Currency PHP ▾

☐ RFQ Required

☐ Negotiated

Step 7. Enter *Quantity*

Item Type Goods billed by quantity ⓘ

* Item Description Fiber Optic Cable
Cable: Loose tube, all-dielectric
Fiber count and type:12-dispersion
unshifted single mode and 24

Category NONE.NONE.NONE

* Quantity

* Unit of Measure ⓘ

* Unit Price

* Currency PHP ▾

☐ RFQ Required



☐ Negotiated

Item Type Goods billed by quantity ⓘ

* Item Description Fiber Optic Cable
Cable: Loose tube, all-dielectric
Fiber count and type:12-dispersion
unshifted single mode and 24

Category NONE.NONE.NONE

* Quantity 1


* Unit of Measure  

* Unit Price

* Currency PHP ▾

☐ RFQ Required

☐ Negotiated

Step 8. On **Unit of Measure**,
click **Search** () icon.

To search **Unit of Measure**,
enter a key word with (%) to view
all possible results.
(Example: **ft%**)


Then click **Go**.

Item Type Goods billed by quantity ⓘ

* Item Description Fiber Optic Cable
Cable: Loose tube, all-dielectric
Fiber count and type:12-dispersion
unshifted single mode and 24

Category NONE.NONE.NONE

* Quantity 1

* Unit of Measure ft 

* Unit Price

* Currency PHP ▾

☐ RFQ Required

☐ Negotiated

Step 9. Enter **Unit Price**. Do
not use commas when entering
the price.

Item Type Goods billed by quantity ⓘ

* Item Description Fiber Optic Cable
Cable: Loose tube, all-dielectric
Fiber count and type:12-dispersion
unshifted single mode and 24

Category NONE.NONE.NONE

* Quantity 1

* Unit of Measure ft ⓘ

* Unit Price 1000

* Currency PHP ▾

☒ RFQ Required

☒ Negotiated

Step 10. Check **RFQ Required** and **Negotiated**.

Non-Catalog Request

* Indicates required field

Clear All Add to Cart Add to Favorites

Item Type Goods billed by quantity ⓘ

* Item Description Fiber Optic Cable
Cable: Loose tube, all-dielectric
Fiber count and type:12-dispersion

Category NONE.NONE.NONE

* Quantity 1

* Unit of Measure ft ⓘ

* Unit Price 1000

* Currency PHP ▾

☒ RFQ Required

☒ Negotiated

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

Fiber Optic Cab...	1	ft
--------------------	---	----

[View Cart and Checkout](#)

Step 11. After entering required fields, click **Add to Cart**

Special Information[Continue](#)

* Indicates required field

Selected Line

Your selection requires special information.

Description

Test Item 1

Hiring Requirements**PPA Information**

PPA Number

* PhilGEPS Category

Price

100 PHP

PPA Description

* Mode of Procurement

Step 12. The **Special Information** page will appear.

Fill in the **required** fields:

- **PhilGEPS Category**
- **Mode of Procurement**

You may also fill in the other fields:
PPA number, PPA Description.

Then, click **Continue**.

Special Information[Continue](#)

* Indicates required field

Selected Line

Your selection requires special information.

Description

Test Item 1

Unit

lot

Quantity

1

Price

100 PHP

Amount (PHP) Supplier

100.00

Hiring Requirements**PPA Information**

PPA Number

* PhilGEPS Category

PPA Description

* Mode of Procurement

Shop Requisitions

Stores Shopping Lists Non-Catalog Request

Non-Catalog Request

Clear All Add to Cart Add to Favorites

* Indicates required field

Item Type Goods billed by quantity ⓘ

* Item Description

Category NONE.NONE.NONE

* Quantity

* Unit of Measure ⓘ

* Unit Price

* Currency PHP ▾

☐ RFQ Required

☐ Negotiated

Shopping Cart

Your cart contains 2 lines.

Recently Added Lines

Fiber Optic Cab...	1	ft
Fiber Optic Cab...	1	ft

View Cart and Checkout



Step 13. To add additional item/s in the **Shopping Cart**,

Click **Clear All** to empty the fields then repeat **STEP 6** to **STEP 12**.











Additional items will be reflected on the Shopping Cart.

Step 14. When done adding items you may now proceed in checking-out by clicking **View Cart and Checkout**


Shopping Cart





* Purpose PR Information Technology Q2-2020 - UP ITDC
Justification
* Need-By Date 02-Jul-2019 07:30:06 
* Deliver-To Location University of the Philippines 

Additional Header Information

* Requisition Type Purchase Request 
Standard Purchase Request
* Item Category Non-Common Use Items 
Non-Common Use Items
Mode of Procurement Small Value Procurement 
Section 53.9, Negotiated Procurement (Small Value Procurement)
* Source of Fund 101 
General Fund
* Responsibility Center SA03013001 
UPS UP Information Technology Development Center
* Special Code - 
Unspecified
Start of Bidding Process 
Start Date of Bidding Process 
Requires Review of Specs 
Earmark Number
PPMP Number 


[Show Delivery and Billing](#)

Line	Item Description	Unit	Quantity	Price	Amount (PHP)	Delete
1	Fiber Optic Cable Cable: Loose tube, all-dielectric Fiber count and type:12-dispersion unshifted single mode and 24	ft	1	1000 PHP	1,000.00	
Total					1,000.00	

 Continue Shopping
  Edit
  Save
  Submit

The **Shopping Cart page** will appear. It contains the headers of the report and the summary of items in your shopping cart.

Verify and/or update Delivery Information:

On the **Need-by-Date** click **Calendar** icon () then Select a date when the items are needed

While the **Deliver-to-Location** field will automatically be filled with the designated UP Campus entered during the setting up of preferences.

Shopping Cart

* **Purpose** PR Information Technology Q2-2020 - UP ITDC

Justification

* **Need-By Date** 02-Jul-2019 07:30:06

* **Deliver-To Location** University of the Philippines

Additional Header Information

* **Requisition Type** Purchase Request
Standard Purchase Request

* **Item Category** Non-Common Use Items
Non-Common Use Items

Mode of Procurement Small Value Procurement
Section 53.9. Negotiated Procurement (Small Value Procurement)

* **Source of Fund** 101
General Fund

* **Responsibility Center** SA03013001
UPS UP Information Technology Development Center

* **Special Code** -
Unspecified

Start of Bidding Process

Start Date of Bidding Process

Requires Review of Specs

Earmark Number

PPMP Number

Step 15. Fill-in the required Header information marked by an asterisk/star:

Fill-in **Purpose** following the naming convention below:

PR Item Category Non-Common Use Items (Quarter-Year) – Office – Project

For UPLB:
PR Item Category - Non-Common Use Items (Quarter-Year) – Office – Project - Fund Code – PhilGEPS Category(optional)

Example:
PR Office Supplies Non-Common Use Items (Q1-2017) - HRDO - 9318911 - Information Technology

Shopping Cart

* Purpose PR Information Technology Q2-2020 - UP ITDC

Justification

* Need-By Date 02-Jul-2019 07:30:06

* Deliver-To Location University of the Philippines

Additional Header Information

* Requisition Type Purchase Request 17
Standard Purchase Request

* Item Category Non-Common Use Items 18
Non-Common Use Items

Mode of Procurement Small Value Procurement 19
Section 53.9. Negotiated Procurement (Small Value Procurement)

* Source of Fund 101
General Fund

* Responsibility Center SA03013001
UPS UP Information Technology Development Center

* Special Code -
Unspecified

Start of Bidding Process

Start Date of Bidding Process

Requires Review of Specs

Earmark Number

PPMP Number

Step 16. *Requisition Type* is automatically set as **Purchase Request**. Otherwise, check if you are in the correct responsibility.

Step 17. On *Item Category*, click **Search** (🔍) icon.

Click **Go**

Click **Quick Select** on **Non-Common use Items**

Step 18. *Mode of Procurement* is not a required field.

If the SPMO requires the **MoP** field, click **Search** (🔍) icon.

Click **Go**, then **Quick Select** on which **MoP** to be used.

Shopping Cart

* Purpose	PR Information Technology Q2-2020 - UP ITDC
Justification	
* Need-By Date	02-Jul-2019 07:30:06
* Deliver-To Location	University of the Philippi

Additional Header Information

* Requisition Type	Purchase Request
	Standard Purchase Request
* Item Category	Non-Common Use Items
	Non-Common Use Items
Mode of Procurement	Small Value Procurement
	Section 53.9. Negotiated Procurement (Small Value Procurement)
* Source of Fund	101
	General Fund
* Responsibility Center	SA03013001
	UPS UP Information Technology Development Center
* Special Code	-
	Unspecified
Start of Bidding Process	
Start Date of Bidding Process	
Requires Review of Specs	
Earmark Number	
PPMP Number	

Step 19. On **Source of Fund**, click **Search**() icon.

Click **Go**, then **Quick Select** on which fund to be used (Example: **101 - General Fund**)

Step 20. On **Responsibility Center**, click **Search** () icon.

To search **Responsibility Center (RC)**, on **Search By** select **Description**.

Enter the responsibility center with (%) to view all possible results.

Example: **%UPS%Information%**

Then click **Go**.

Click **Quick Select** the appropriate **Responsibility Center**.

Shopping Cart

* **Purpose** PR Information Technology Q2-2020 - UP ITDC

Justification

* **Need-By Date** 02-Jul-2019 07:30:06

* **Deliver-To Location** University of the Philippi

Additional Header Information

* **Requisition Type** Purchase Request
Standard Purchase Request

* **Item Category** Non-Common Use Items
Non-Common Use Items

Mode of Procurement Small Value Procurement
Section 53.9. Negotiated Procurement (Small Value Procurement)

* **Source of Fund** 101
General Fund

* **Responsibility Center** SA03013001
UPS UP Information Technology Development Center

* **Special Code** -
Unspecified 22

Start of Bidding Process

Start Date of Bidding Process

Requires Review of Specs

Earmark Number

PPMP Number 23

Step 21. On **Special Code**, click **Search** (🔍) icon.

NOTE: For office/s without special code, type (-) for **Unspecified**

You may also consult your **accounting or budget office** for your **special code/special project code/fund code** inquiries.

NOTE: For office/s with special code, on **Search By Description**. Enter a key word from your project with (%) to view all possible results. Example: **%Fee%**

Click **Go**. Then **Quick Select** the special code.

Step 22. **PPMP Number** is not a required field. If the SPMO requires the field, type the **PPMP Number** where the PR will be based from.

Line	Item Description	Unit	Quantity	Price	Amount (PHP)	Delete
1	Fiber Optic Cable Cable: Loose tube, all-dielectric Fiber count and type:12-dispersion unshifted single mode and 24	ft	1	1000 PHP	1,000.00	
Total					1,000.00	

Continue Shopping
 Edit
 Save
 Submit

Scroll down to view the list of items added in the cart.

Here you can:

- **edit** the **quantity** of the items,
- **delete** a line,
- **save** your cart,
- proceed to **checkout** by clicking **EDIT** icon or,
- **return** to the store to **add more items** in your cart

Edit and Submit Requisition

Refresh Save Printable Page Submit

* Indicates required field

Requisition 3950

Total 1,000.00 PHP
 * Purpose PR Information Technology Q2-2020 - UP ITDC
 Justification

Select Lines: Update Copy Delete 												
<input type="checkbox"/>	Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
<input type="checkbox"/>		PPA Information	Fiber Optic Cable Cable: Loose tube, all-dielectric Fiber count and type:12-dispersion unshifted single mode and 24	<input type="text" value="1"/>	ft	<input type="text" value="1000"/> PHP	1,000.00	02-Jul-2019 08:33:50	<input type="text" value="University of the Ph"/> Enter one-time address			
Total							1,000.00					

Upon clicking the **EDIT** icon the **Edit and Submit Requisition** page will appear.

To add more information or specifications to the line items Click on the **UPDATE/Pencil** icon.

Update Line

Item	Delivery
<p>* Description: Fiber Optic Cable Cable: Loose tube, all-dielectric</p> <p>* Category: NONE.NONE.NONE</p> <p>* Quantity: 1</p> <p>* Unit of Measure: ft</p> <p>* Unit Price: 1000</p> <p>Amount: 1,000.00</p> <p>* Currency: PHP</p>	<p><input type="checkbox"/> Urgent</p> <p>* Need-By Date: 02-Jul-2019 08:33:50</p> <p>Requester: Supnet, Ms. Reah Mae</p> <p>Deliver-To Location: University of the Philippines</p> <p><input type="checkbox"/> Enter one-time address</p>
<p>Notes</p> <p>Note To Supplier: PMD (Polarization Mode Dispersion); Macro bending Loss (100 turns; Ø50 mm) @1550 nm; Cladding Diameter ; Core/clad concentricity error; Fiber No. per tube 12; Cable weight 144kg; Crush resistance 220N/10cm ; Transport and storage temperature range ; Loose tube diameter 2mm; Max. tensile load ; Operation temperature range; -60 deg C to + 70 deg C</p>	
<p>Close Apply</p>	

Update Line window will appear

The field allows 480 characters.

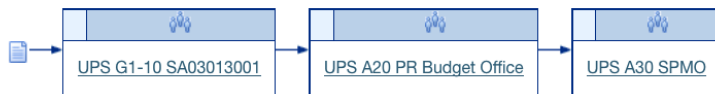
When adding details use a **semi-colon (;)** to indicate **next line/Enter**

After adding details click the **Apply** icon

Scroll down the **Edit and Submit Requisition** page to view the **Approvals list**

Your requisition will be sent to the following list of approvers.

Approvals



Manage Approvals

Step 23. To view, **Approvals list**, click an approval group

Approval Group window will appear. To return from previous page, click **Return**

Note:

For incorrect approval path, verify the details entered in the requisition header. These details are: **Responsibility Code, Special Project Code, Item Category** and **Requisition Type**.

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](#)

Refresh

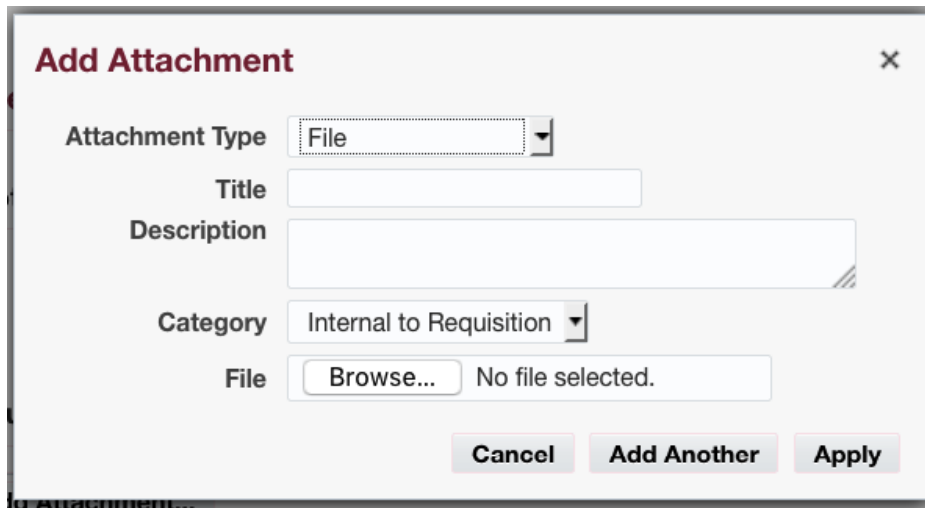
Save

Printable Page

Submit

Step 24. To add attachments, scroll down the **Edit and Submit Requisition** page to view the **Notes and Attachments**

Click **Add Attachment** button on the lower left.



Add Attachment

Attachment Type: File

Title:

Description:

Category: Internal to Requisition

File: Browse... No file selected.

Buttons: Cancel, Add Another, Apply

Step 25. Enter a **Title/Subject** and **Description** to provide more details to your PR.

To attach a file, click on the **Browse** button. **JPG, PNG**, and **PDF** are the only file types accepted. File size must be **8MB or smaller** and the **maximum file size** for all attachments is **25MB**.

You can add more attachments by clicking **Add Another**. Click **Apply** once finished.

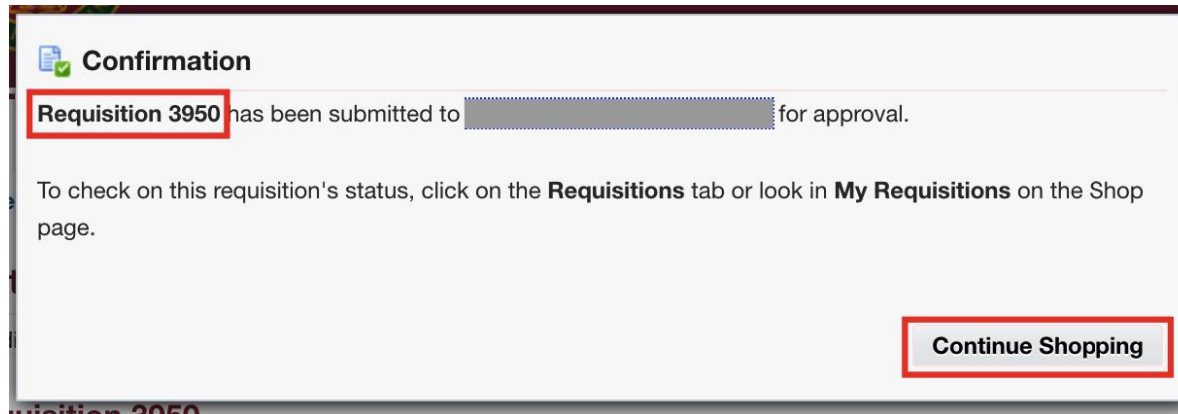
The attachment/s will appear in the **Attachment** section.



Buttons: Refresh, Save, Printable Page, **Submit**

Step 26. click **Submit button**

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



A **Confirmation** will appear.
Take note of the **Requisition number**.

Click **Continue Shopping** to go
back to the **iProcurement
Homepage**

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