University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System

GENERATION OF
UP BAC Resolution Public Bidding (GOODS)

SPCMIS User Manual
Purchasing

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Creation Date:	27 September 2021
Last Updated:	27 September 2021
Document Ref:	SPCMIS User Manual – Generation of UP BAC Resolution Public Bidding (GOODS)
Version:	1.0

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Generation of UP BAC Resolution Public Bidding (GOODS)
File Ref: ITDC – SPCMIS – UM – Generation of UP BAC Resolution Public Bidding (GOODS) – 20210927 (ver.1.0)

1. DOCUMENT CONTROL

1.1 Change Record

| Date	Author	Version	Change Reference
27 September 2021	Mico Alfred Puño	1.0	Initial

2. Description

Manual ID	
Manual Name	Generation of UP BAC Resolution Public Bidding (GOODS)
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchasing SPMO Buyer and Purchasing Manager
Purpose	To generate a BAC resolution document for approval of the Vice President for Administration
Data Requirement	Approved Bid Number
Dependencies	Created Invitation to Bid Approved Bid Complete Supplier details
Scenario	After the approval of Bid and the recommendation of the Bids and Awards Committee the SPMO Buyer or Purchasing Manager will generate the UP BAC Resolution Public Bidding (GOODS) report.
Author	Mico Alfred Puño
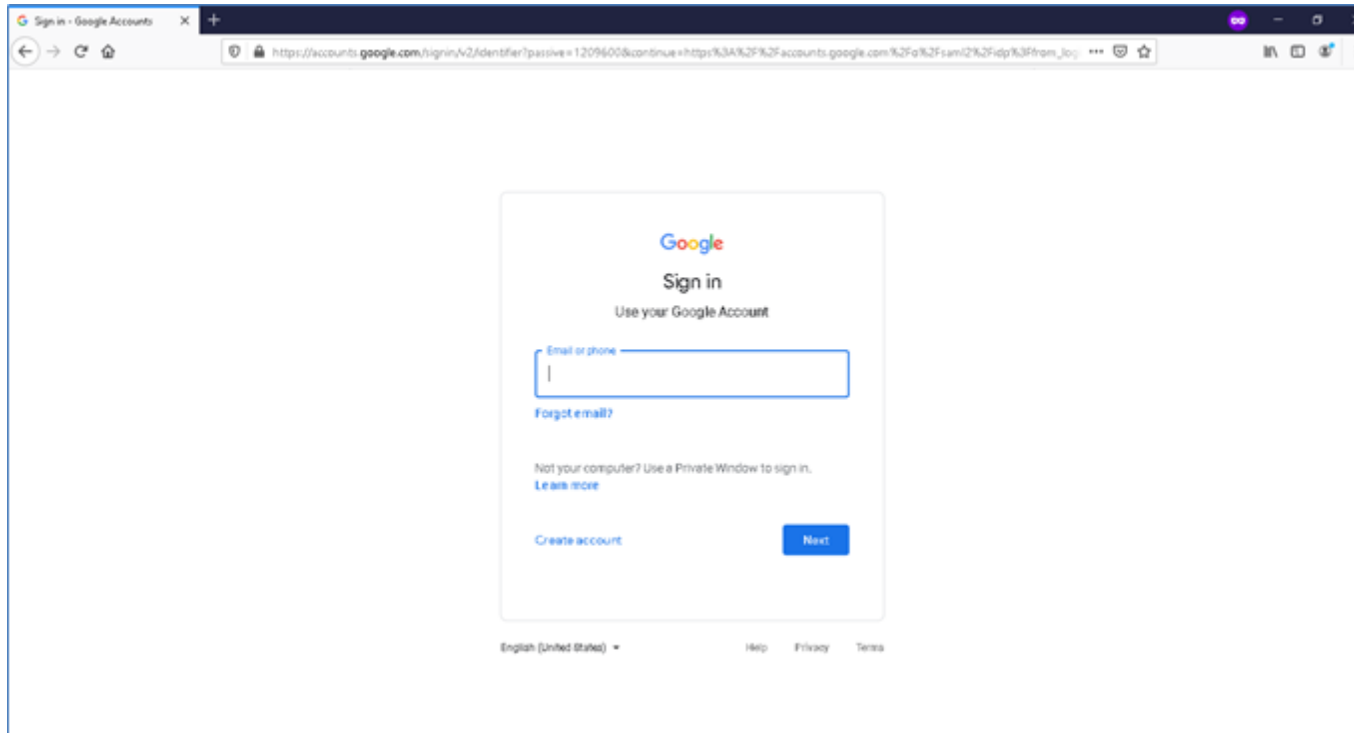
Step 1. Go to **_uis.up.edu.ph_**

Step 2. Log-in your UP Mail credentials
(e.g. **_username_** and **_password_**)
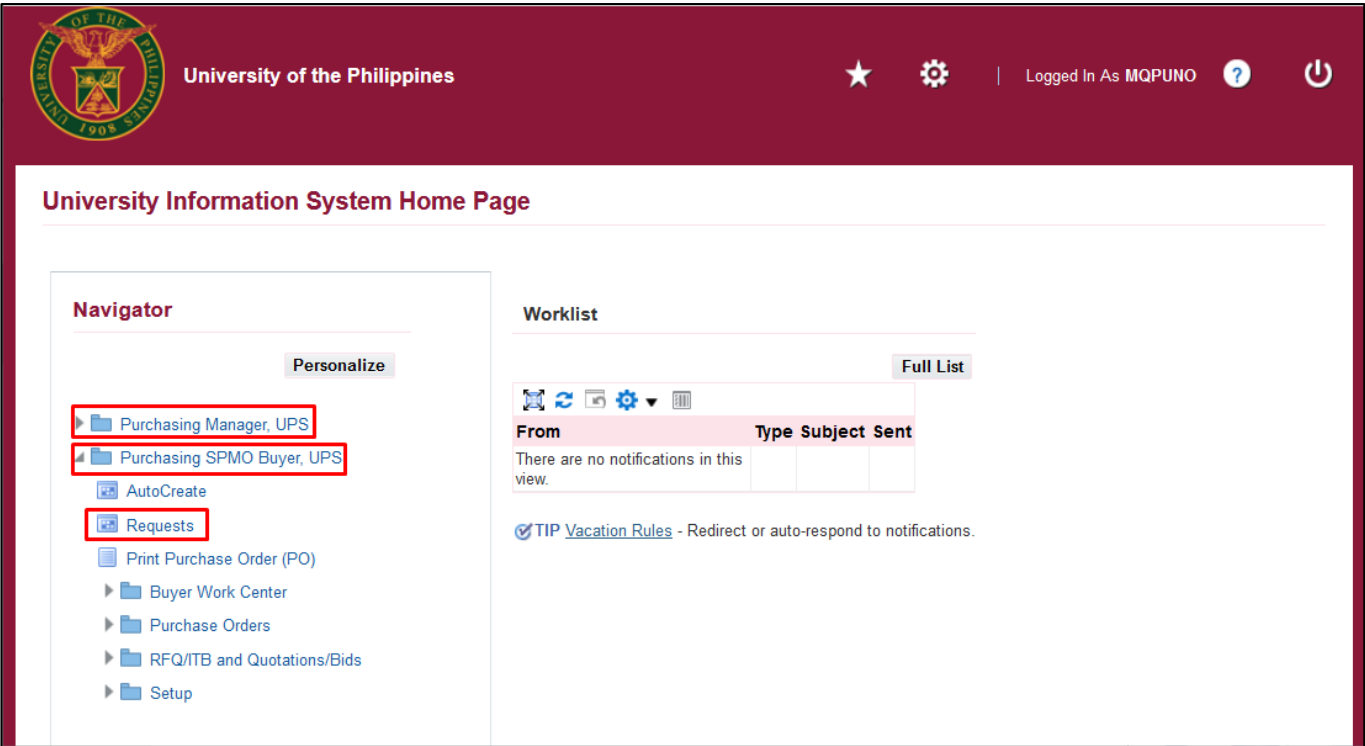
Step 3. On the homepage, select

Purchasing SPMO Buyer, <CU>
or
Purchasing Manager, <CU>.

Navigate to ***Requests.***
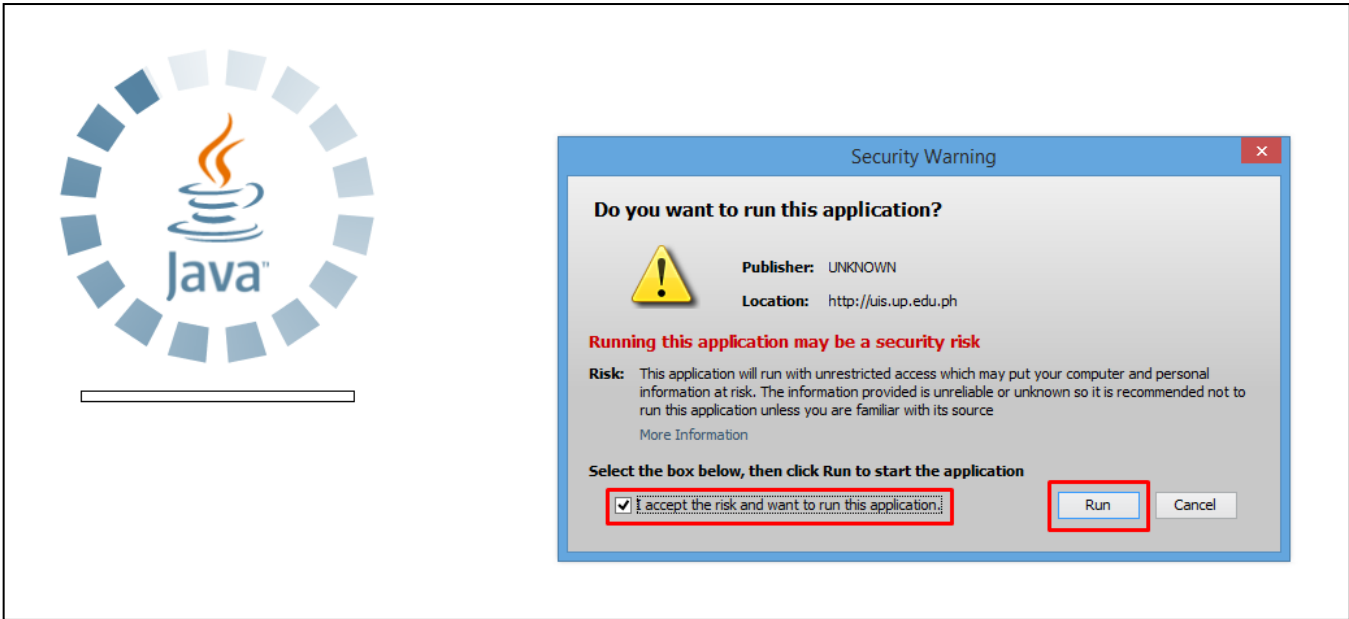
Step 4. Java application will launch with *Security Warning,* tick the checkbox and click *Run.*

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: 7

Submit a New Request... | Submit New Request Set... | Clear | Find

Step 5. *Find Requests* window will pop up.

Click *Submit a New Request.*

Step 6. On the *Name* Field, click the *ellipsis (...)* to search the *UP BAC Resolution Public Bidding (GOODS)*.

You may type *UP%* then press *Tab* button on your keyboard and select *UP BAC Resolution Public Bidding (GOODS)* from the list.

Parameters	
BAC Resolution No.	
Bid Number	
Approved Date of BAC Meeting	
Chairperson	
Vice Chairperson	
Member	
Member	
Member	
Alternate Member	
Alternate Member	
Approved By	

OK   Cancel   Clear   Help

Step 7. *Parameters* window will appear.

Fill out
- *BAC Resolution No.*
- *Bid Number*
- *Approved Date of BAC Meeting*
- *Chairperson*
- *Vice Chairperson*
- *Member*
- *Member*
- *Member*
- *Alternate Member*
- *Alternate Member*
- *Approved By*

then click *OK*.

Step 8. You will be redirected back to the *Submit Request* window, click *Submit.*
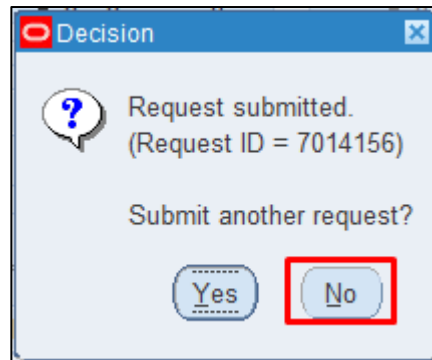
Step 9. On the decision to submit another request, click **No**.
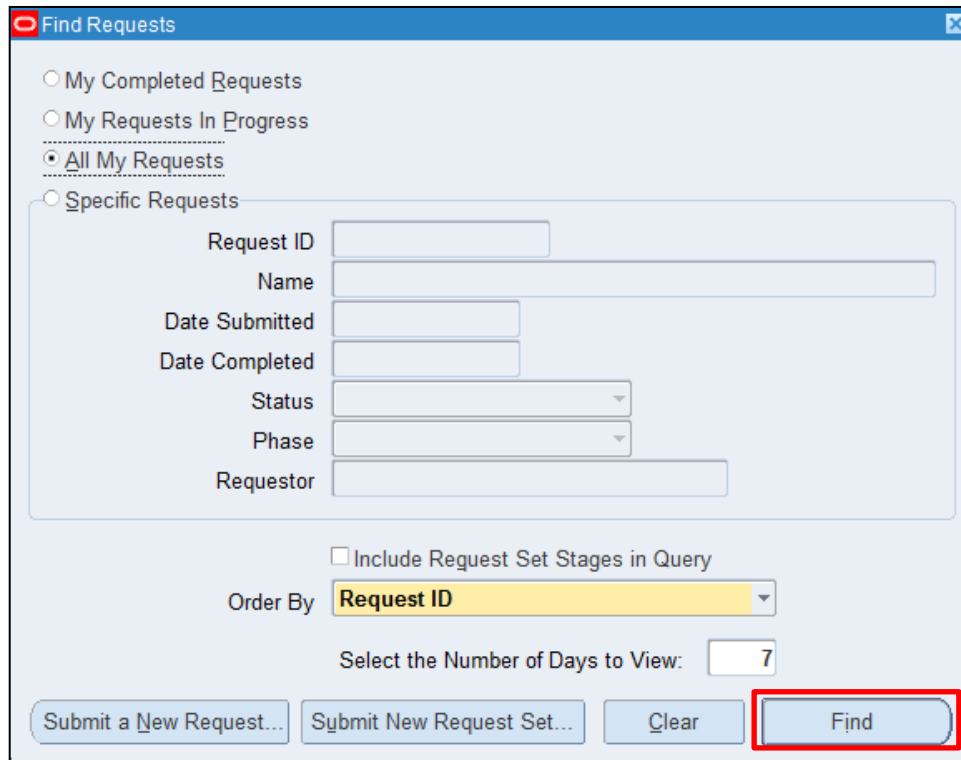
Step 10. On the *Find Requests* window, click *Find.*

Step 11. The *Requests* window will appear. Click *Refresh Data* until the *Phase* becomes *Completed* and Status, *Normal.*

Then, click *View Output*.

Expected Result: