University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System

GENERATION OF
UP NOTICE OF AWARD

SPCMIS User Manual
Purchasing

Author: Riza Nequias

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Version: 1.0

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
22 September 2021	Nequias Riza	1.0	Initial

2. Description

Manual ID	
Manual Name	Generation of UP Notice of Award
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchasing SPMO Buyer and Purchasing Manager
Purpose	To generate a Notice of Award for release to the winning bidder
Data Requirement	Approved Bid Number
Dependencies	Created Invitation to Bid Approved Bid Entered Notice of Award Date in the Bid Complete supplier contact details
Scenario	After Bid approval the SPMO Buyer or Purchasing Manager will enter the Notice of Award date in Bid PO Header and generate the UP Notice of Award report
Author	Riza Nequias
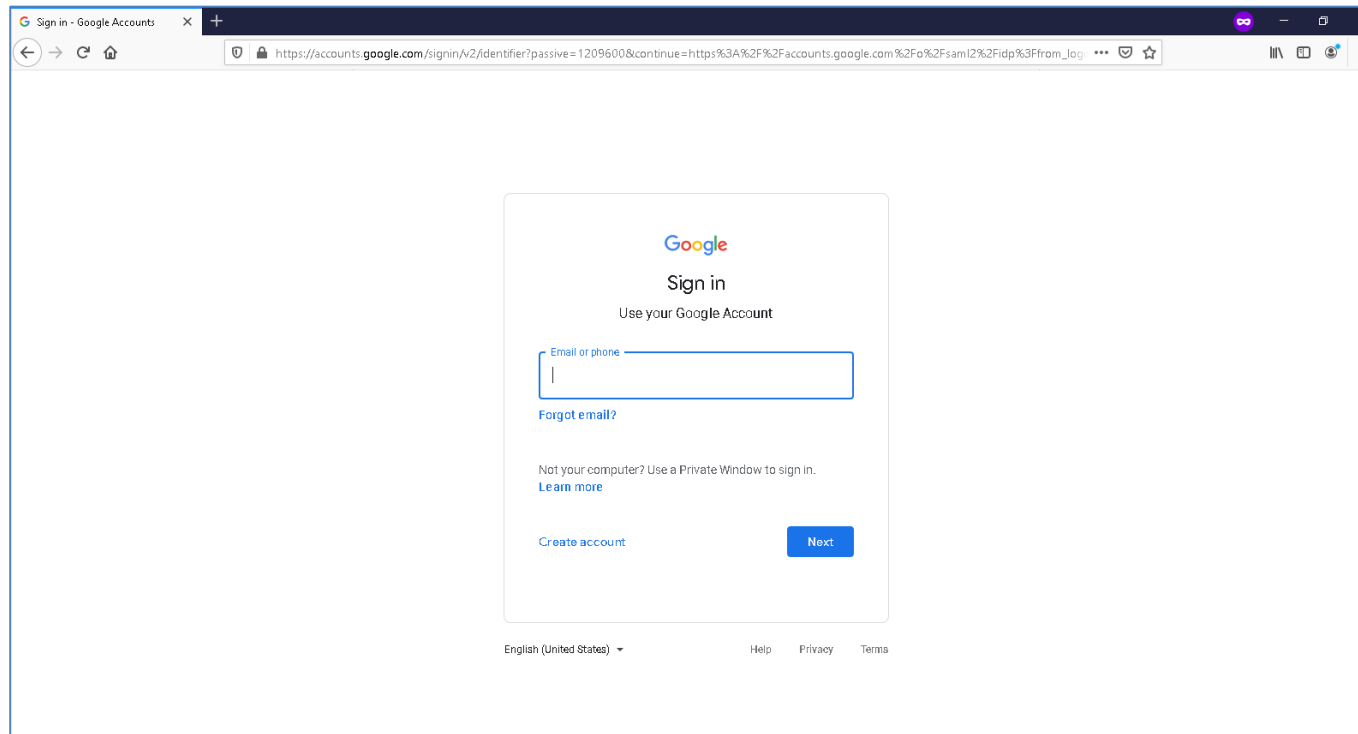
Step 1. Go to *uis.up.edu.ph*

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>.

The navigate to ***RFQ/ITB and Quotations/Bid > Quotations/Bids.***
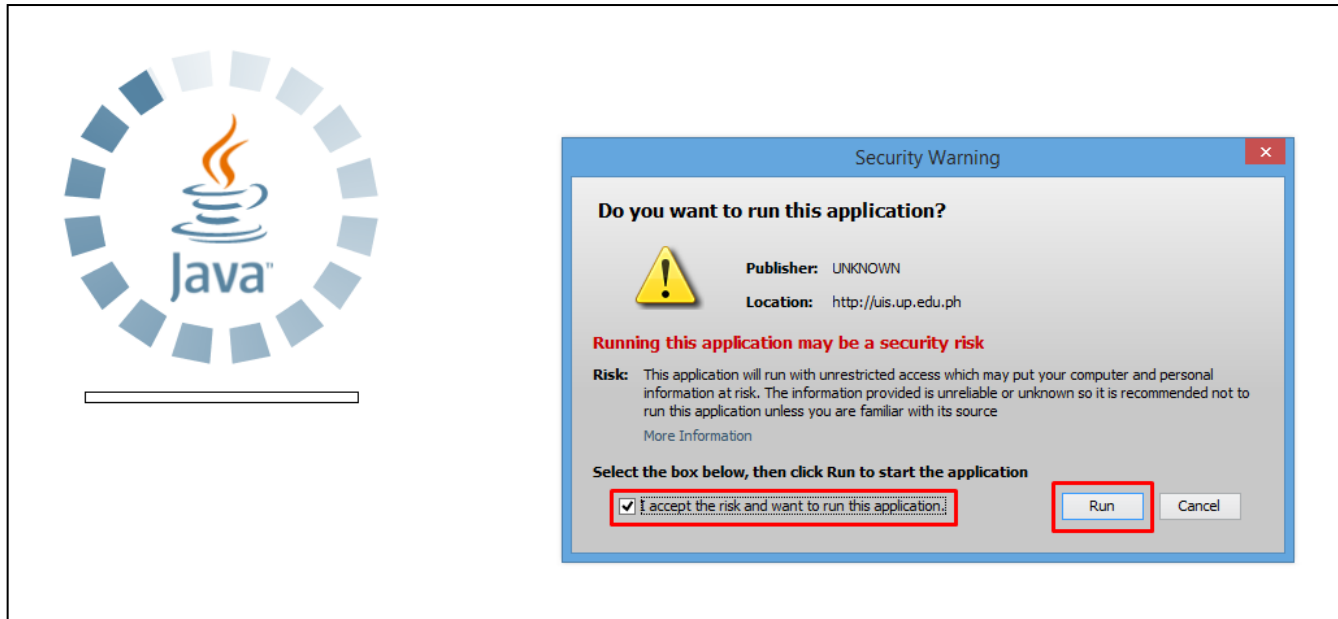
Step 4. Java application will launch with *Security Warning,* tick the checkbox and click *Run*

Step 5. On the *Quotations* window,

click *Find*.
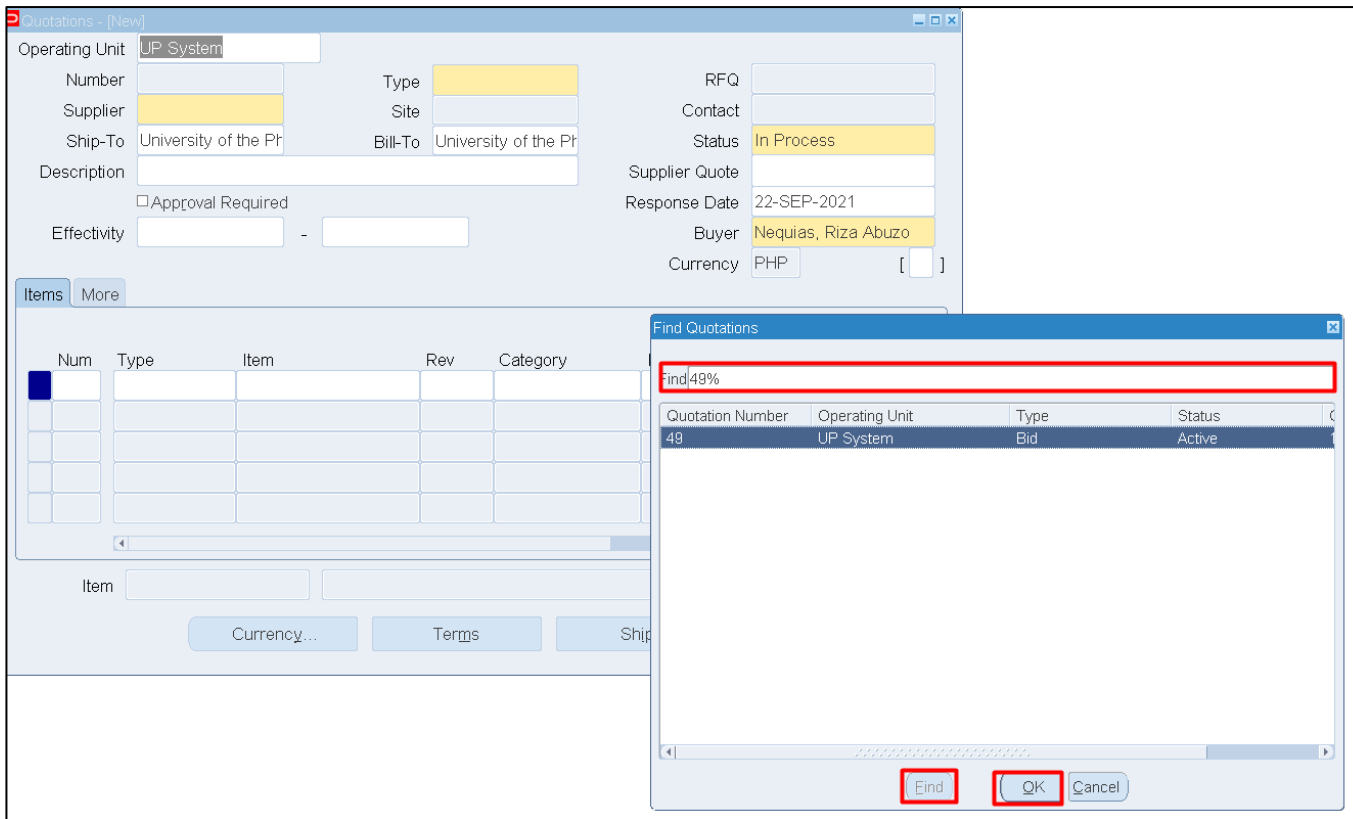
Step 6. On the Find **Quotations** window,

enter the *Bid* number or **'%'** (wildcard character).

Then, click *Find* and

select the *Bid* number.

Click *OK.*

Step 7. On the *Quotations* Header,

click on the *Others* field.
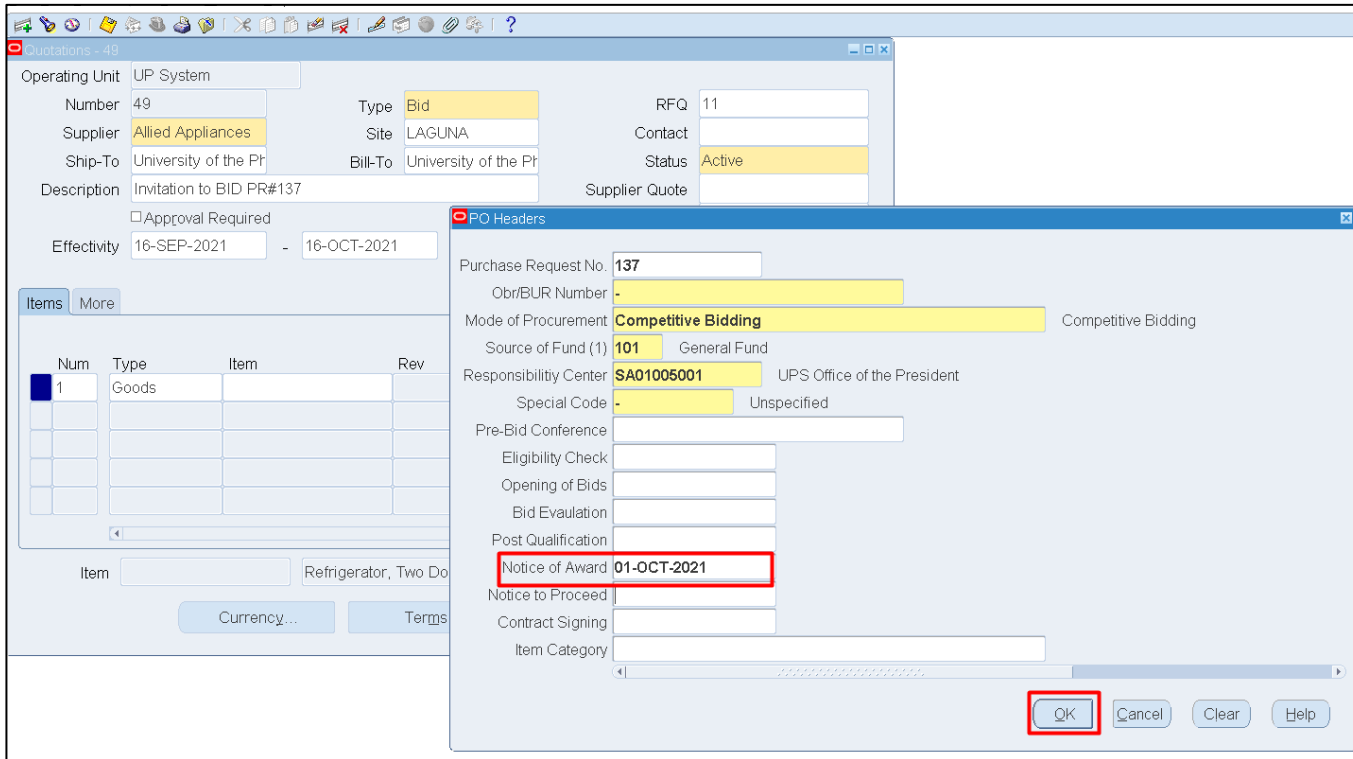
Step 8. *PO Headers* window will appear.

Enter the *Notice of Award* date.

Then, click *OK*

Step 9. Click *Save.*

A confirmation message that transaction has been saved will appear.

Generation of UP Notice of Award
File Ref: ITDC-SPCMIS-Generation-of-UP-Notice-of-Award–22 September 2021 (ver.1.0)

Step 10. Click *View.*

Then, click *Request.*
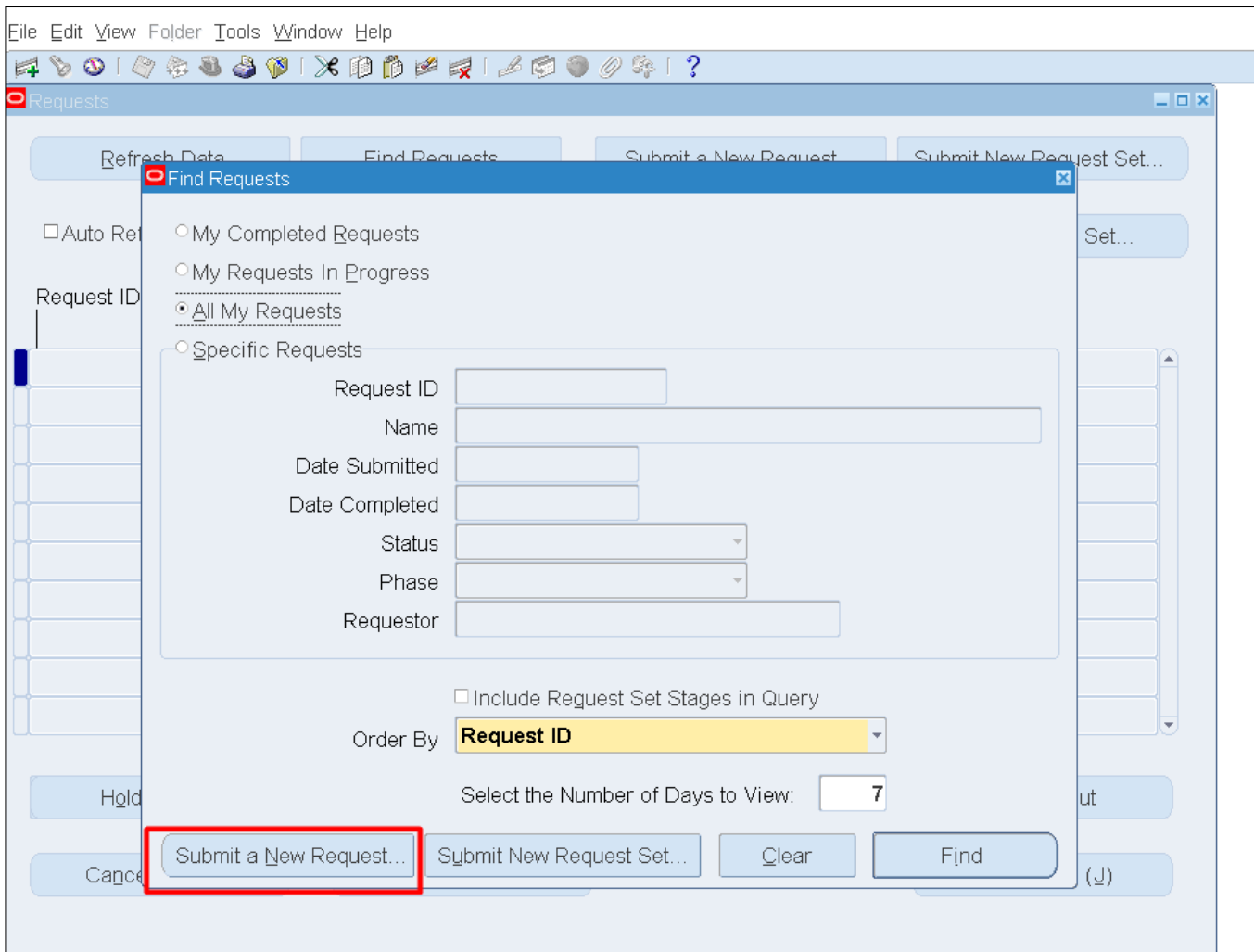
Step 11. *Find Requests* window will pop up.

Click *Submit a New Request* button

Step 12. On the *Name* Field, click the *ellipsis (...)* to search the *UP Notice of Award*

You may type *UP%*
then press *Tab* button on your keyboard and select *UP Notice of Award* from the list.
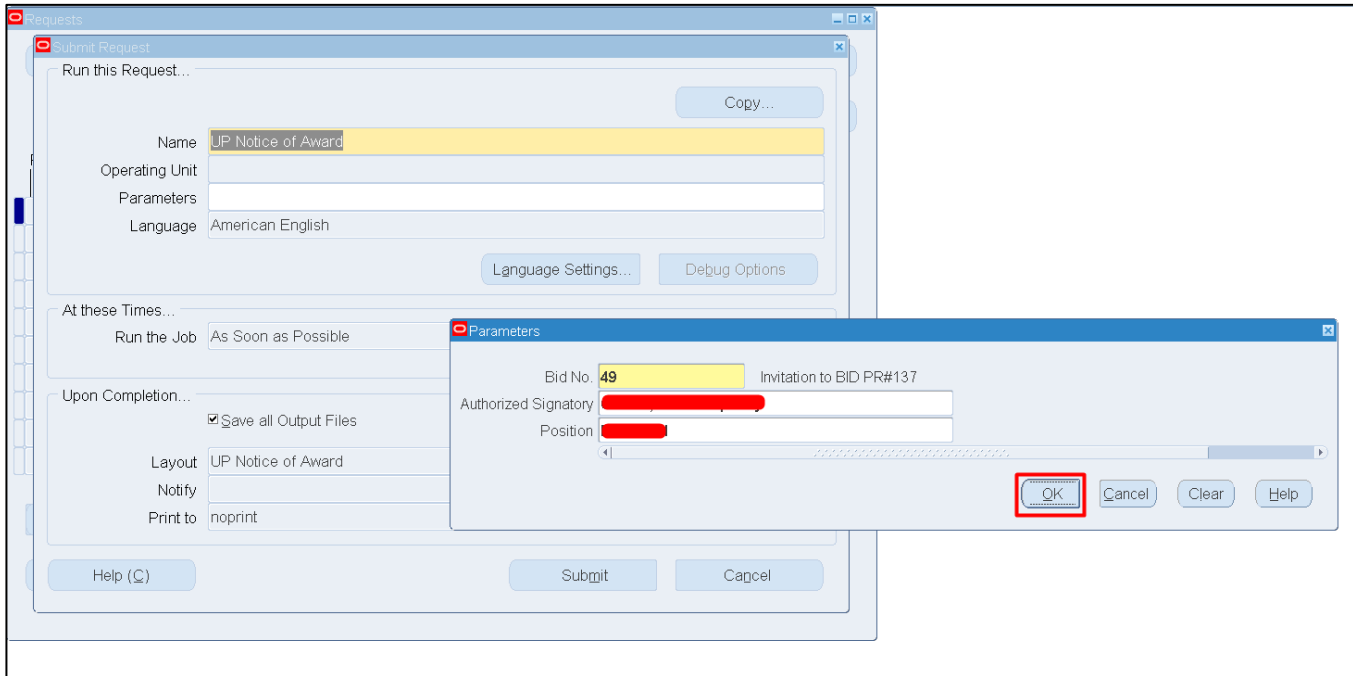
Step 13. *Parameters* window will appear.

Fill out
- *Bid no.*
- *Authorized Signatory*
- *Position*

then click *OK.*

Step 14. You will be redirected back to the *Submit Request* window*.*

Click *Submit.*
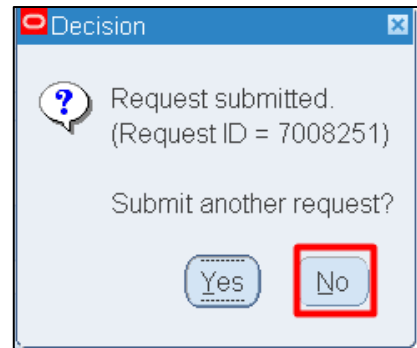
Step 15. On the decision to submit another request, click **No**.
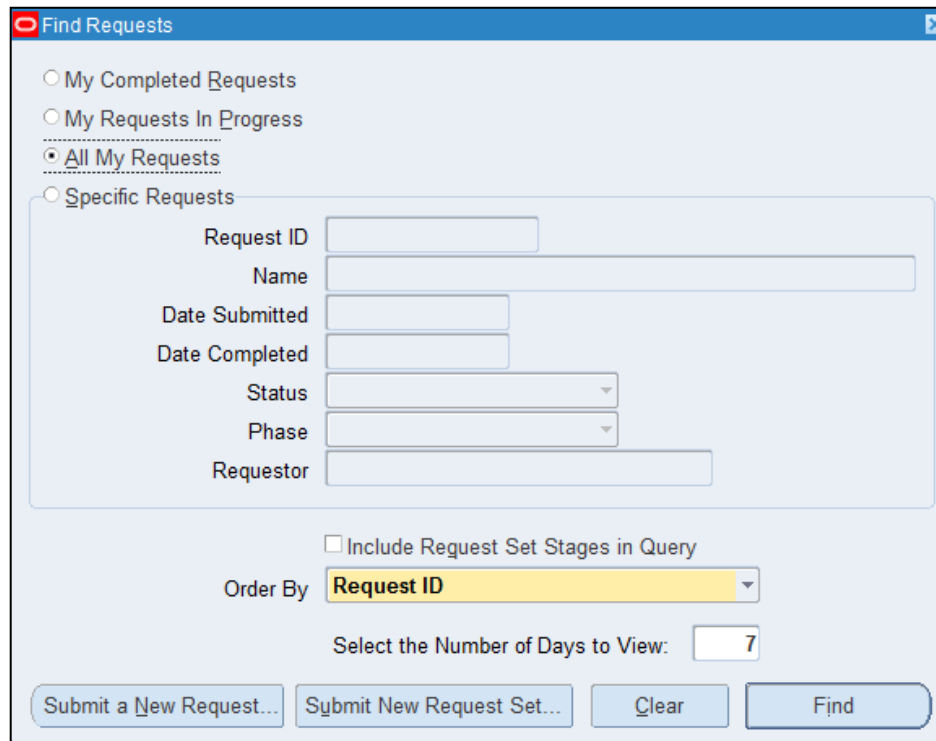
Step 16. On the **Find Requests** window, click **Find.**
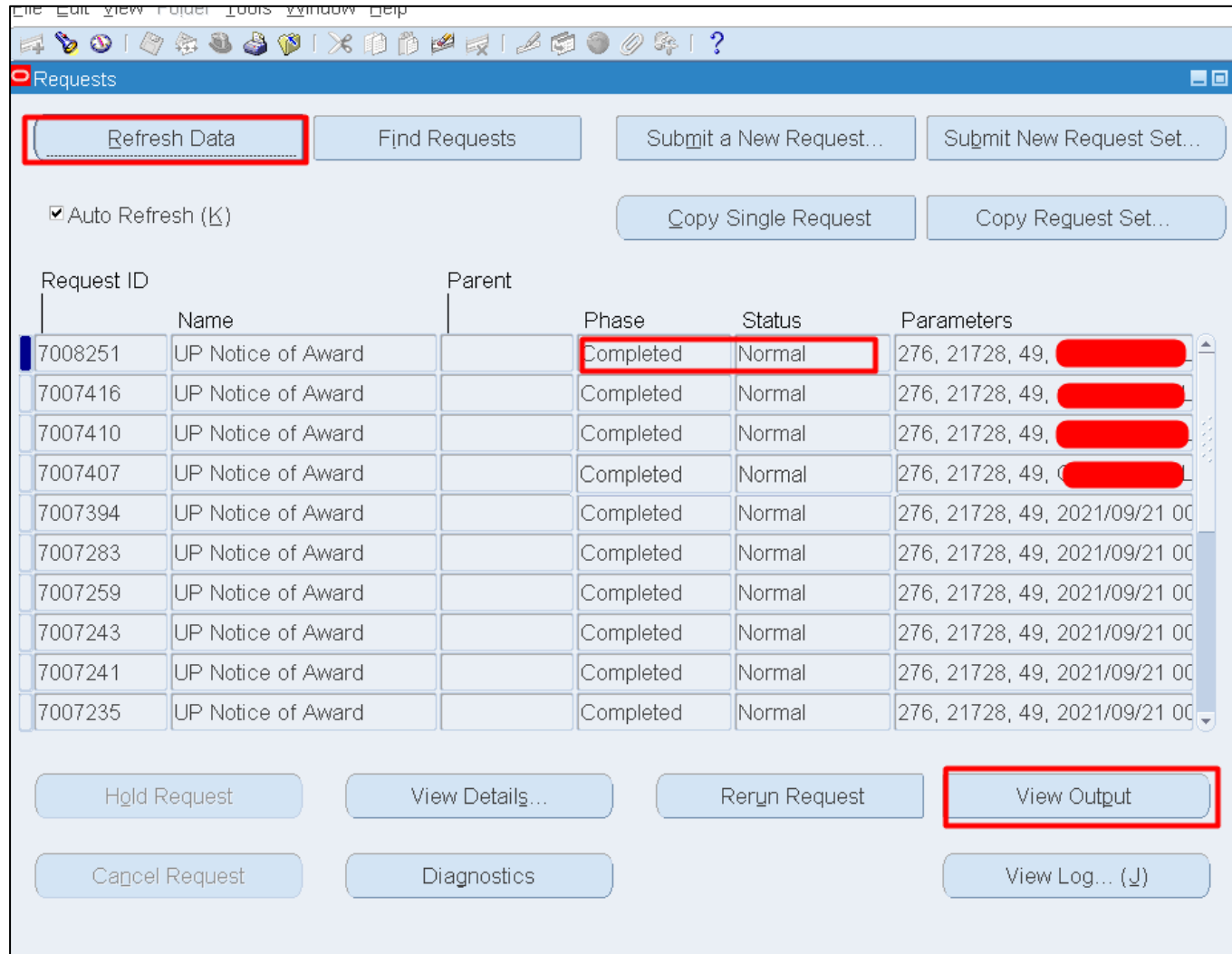
Step 17. The *Requests* window will appear. Click *Refresh Data* until the *Phase* becomes *Completed* and Status, *Normal*

Then, click *View Output*.

Expected Result

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