

University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System



GENERATION OF UP NOTICE OF AWARD



SPCMIS User Manual *Purchasing*

Author:Riza NequiasCreation Date:22 September 2021Last Updated:22 September 2021Document Ref:SPCMIS User Manual – Generation of UP Notice of AwardVersion:1.0

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Ver sion	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
	To generate a Notice of Award for release to the winning
Purpose	bidder
Data Requirement	Approved Bid Number
	Created Invitation to Bid
	Approved Bid
	Entered Notice of Award Date in the Bid
Dependencies	Complete supplier contact details
	After Bid approval the SPMO Buyer or Purchasing Manager
	will enter the Notice of Award date in Bid PO Header and
Scenario	generate the UP Notice of Award report
Author	Riza Nequias

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	Google Sign in Use your Google Account	
	Forgot email? Not your computer? Use a Private Window to sign in. Learn more	
	Create account Next English (United States) - Help Privacy Terms	

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

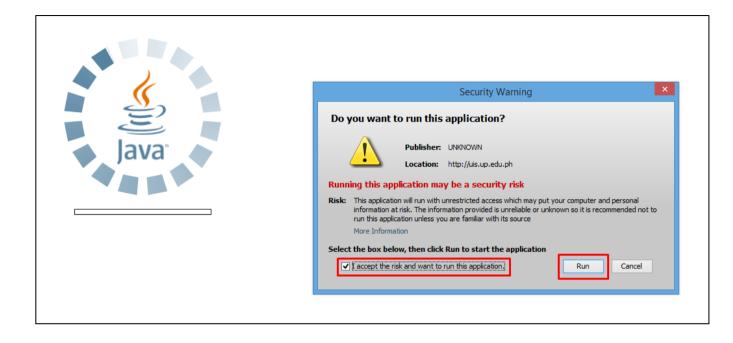
Step 2. Log-in your UP Mail credentials (e.g. *username* and *password*)

University of the Philippines		*	¢	Logged In A	s RANEQUIAS	?	ሳ
University Information System Home F	Page						
Navigator	Worklist						
Personalize				Full List			
	🗮 😂 🗔 🌞 🔻 🖩						
Purchasing Manager UPS	From There are no notifications	Type Subjec	ct Sent				
Purchasing SPMO Buyer, UPS AutoCreate	in this view.	5					
	TIP Vacation Rules - F	Redirect or auto-re	espond to	notifications.			
Print Purchase Order (PO)	<u> </u>						
▶ 🛅 Buyer Work Center							
Purchase Orders							
RFQ/ITB and Quotations/Bids							
🗾 Quotations/Bids							
Setup							

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*

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Quotations - [Ne						
Operating Unit	-					
Number			Туре		RFQ	
Supplier	-		Site		Contact	
Ship-To	University of	the Pr	Bill-To Univer	sity of the Pr	Status	In Process
Description					Supplier Quote	
	App <u>r</u> oval Re	equired			Response Date	22-SEP-2021
Effectivity		-			Buyer	Nequias, Riza Abuzo
					Currency	PHP []
						· · · · · · · · · · · · · · · · · · ·
Items More						
Items More						
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Step 5. On the *Quotations* window,

click *Find*.

Quotations - [New]			_ = ×			
Operating Unit UP Sys	tem					
Number	-	Туре	RFQ			
Supplier		Site	Contact			
Ship-To Univers	ity of the Pr Bi	ill-To University of the Pr	Status In Process			
Description			Supplier Quote			
Appro	val Required		Response Date 22-SEP-2021			
Effectivity	-		Buyer Nequias, Riza Abuzo			
			Currency PHP []			
Items More						
			Find Quotations		×	
Num Type	Item	Rev Category				
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			Quotation Number Operating Unit	Туре	Status (
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•						
Item						
Item						
	Currency	Ter <u>m</u> s	Ship			
			Eind	(<u>O</u> K <u>C</u> ancel)		

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

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

Then, click *Find* and

select the Bid number.

Click OK.

Quotations - 49	199 🗢 🥥 🔶 1990 1		~ • •					
Operating Unit	UP System							
Number	49	Туре	Bid			RFQ	11	
Supplier	Allied Appliances	Site	LAGUN	IA		Contact		
Ship-To	University of the Pl			sity of the Pr		Status	Active	
Description	Invitation to BID PF	J — — — — — — — — — — — — — — — — — — —	Control			upplier Quote		
Bosonpaon	Approval Require					sponse Date	16-AUG-	2021
Effectivity	16-SEP-2021	- 16-OCT-2021			100	Buyer		r. Mico Alfred G
Chectivity						Currency	PHP	r 13 1
Items More						Currency		
	vpe Item bods		Rev	Category OTH MACH	INERY	Description Refrigerator,	Two Door,	
Item		Refrigerator,	Two Doc	r, nearly 6.5	5 cu ft to	7.5 cu ft, built-	-in stand,	semi auto de
	Currer	псу	Ter <u>m</u> s		Price	e Breaks		Approve

Step 7. On the Quotations Header,

click on the **Others** field.

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Quotations - 49								_ = ×			
Operating Unit	UP System										
Number	49	Туре	Bid			RF	ຊ 11				
Supplier	Allied Appliances	Site	LAGU	NA		Conta	ot				
Ship-To	University of the Ph	Bill-To	Univer	rsity of the Ph		Statu	is Active				
Description	Invitation to BID PR	#137			Sup	plier Quol	e				
	Approval Required	ł		PO Headers							×
Effectivity	16-SEP-2021	- 16-OCT-202	1		r			_			
				Purchase Re							
Items More					RNumber						
				Mode of Pro				-		Competitive I	Bidding
Num Ty	pe Item		Rev		f Fund (1)		General Fu				
	ods			Responsibilit				UPS Office of the	e President		
					cial Code	-		Jnspecified	_		
				Pre-Bid Co							
				-	lity Check			_			
					ng of Bids			_			
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					alification			_			
Item		Refrigerator,	Two Do		of Award	01-OCT-2	2021				
	Curren		Terms		Proceed			_			
	Currer	сұ	reims	Contract	t Signing						
				ltern	Category	4					
						<u> </u>					
										QK Cano	cel Clear Help
				l							

Step 8. *PO Headers* window will appear.

Enter the *Notice of Award* date.

Then, click **OK**

Number Supplier Ship-To Description			Туре	Bid			RFQ	11	
Ship-To	r an our applica	inces	Site	LAGUN	Δ		Contact		
	University of		Bill-To		ty of the Ph			Active	
			Dii io			Suc	plier Quote		
	Approval R						ponse Date	16-AUG-	2021
Effectivity		·	CT-2021					L	r. Mico Alfred G
								PHP	[13]
ms More									
Num T	ype	Item		Rev	Category	C	Description		UOM []
1 G	oods					INERY R	efrigerator, T	wo Door,	un
•									
Item		Refric	jerator, "	Two Door	, nearly 6.5	cu ft to 7.	5 cu ft, built-i	in stand, s	semi auto de
								· •	
		Currency		Ter <u>m</u> s		Price	Breaks		Approve

Step 9. Click Save.

A confirmation message that transaction has been saved will appear.

ti <u>Z</u> oom						
t Eind						
Find All		/pe Bid		RFQ	11	_
·		Site LAGUNA		Contact		_
	f the Pr Bill-	-To University	y of the Pł	Status	Active	
s Translations	BID PR#137			Supplier Quote		
Attachments	Required			Response Date	16-AUG-2021	
f Summary/Detail	21 - 16-OCT-2	2021		Buyer	Puño, Mr. Mico Alfr	red C
Requests				Currency	PHP	[13]
More						
Num Type	Item		Category	Description		
	Item		Category <mark>OTH MACHIN</mark>			
Num Type	Item					
Num Type	Item					
Num Type	Item					
Num Type Goods					Image: Non-State Image: Non-State Image: Non-State Image: Non-State	
Num Type						

Step 10. Click View.

Then, click *Request.*

	Folder <u>T</u> ools <u>W</u> indow <u>H</u> elp		
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Requests			
Refre	sh Data Find Reguests	Josts Submit a New Request Submit New Requ	lest Set
□Auto Ret	○My Completed <u>R</u> equests		Set
	☉My Requests In <u>P</u> rogress		
Request ID	⊙All My Requests		
	<u>○Specific Requests</u>		
-	Request ID		
	Name		
	Date Submitted		
	Date Completed		
	Status	· · · · · · · · · · · · · · · · · · ·	
	Phase	· · · · · · · · · · · · · · · · · · ·	
	Requestor		
		□Include Reguest Set Stages in Query	
	Order By	Request ID	
Hold		Select the Number of Days to View: 7	ut
Ca <u>n</u> c€	Submit a <u>N</u> ew Request	ubmit New Request Set Clear Find	(J)

Step 11. *Find Requests* window will pop up.

Click Submit a New Request button

Run this Request			Copy
			Сору
Name	UP Notice of Award		
Operating Unit			
Parameters			
Language			
		Language Settings	Debug Options
At these Times			
Run the Job	As Soon as Possible		Sche <u>d</u> ule
Upon Completion			
	Save all Output Files	□ Burst Output	
Layout			Options
Notify			
Print to			Delivery Opts
Help (<u>C</u>)		Submit	Cancel

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

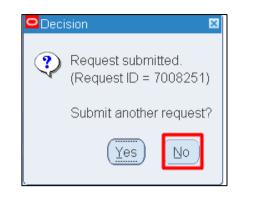
You may type **UP%** then press **Tab** button on your keyboard and select **UP Notice of Award** from the list.

Requests		Step 13. Parameters window wil
⊂ Run this Request	Cogy	appear.
Name UP Notice of Award Operating Unit		Fill out - Bid no.
Parameters		
Language American English		 Authorized Signatory Position
	Language Settings Debug Options	
At these Times		then click OK .
Run the Job As Soon as Possible		
	Bid No. 49 Invitation to BID PR#137	
Upon Completion	Authorized Signatory	
Save all Output Files	Position	
Layout UP Notice of Award	I	
Notify	Clear Help	
Print to noprint		
Help (<u>C</u>)	Submit Cancel	
]

	Requests			>
	Submit Request			×
	Run this Request			ר ר
			(Сору)	
	Name	UP Notice of Award		
	P Operating Unit			
_	Parameters	49:		
	Language			
	Language			
		Language Settings	De <u>b</u> ug Options	
	At these Times			21
		As Soon as Possible	Schedule	
	Upon Completion			
		Save all Output Files		
	Layout	UP Notice of Award		
	Notify		Delivery Opts	
	Print to	noprint		
	Help (<u>C</u>)	Sub <u>m</u> it	Cancel	
	l			

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

Click Submit.



Find Requests	×
⊖ My Completed <u>R</u> equests	
⊖My Requests In <u>P</u> rogress	
● <u>All My Requests</u>	
○ 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 <u>N</u> ew Request	ubmit New Request Set Clear Find

Step 15. On the decision to submit another request, click *No*.

Step 16. On the *Find Requests* window, click *Find*.

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

Refr	resh Data Fir	id Requests	Sub <u>m</u> i	t a New Request	t Submit New Request Set
✓ Auto Re	fresh (<u>K)</u>		Cop	y Single Reques	copy Reguest Set
equest ID	,	Parent			
	Name		Phase	Status	Parameters
008251	UP Notice of Award		Completed	Normal	276, 21728, 49,
007416	UP Notice of Award		Completed	Normal	276, 21728, 49,
007410	UP Notice of Award		Completed	Normal	276, 21728, 49,
007407	UP Notice of Award		Completed	Normal	276, 21728, 49, 🦛 📕
007394	UP Notice of Award		Completed	Normal	276, 21728, 49, 2021/09/21 00
007283	UP Notice of Award		Completed	Normal	276, 21728, 49, 2021/09/21 00
007259	UP Notice of Award		Completed	Normal	276, 21728, 49, 2021/09/21 00
007243	UP Notice of Award		Completed	Normal	276, 21728, 49, 2021/09/21 00
007241	UP Notice of Award		Completed	Normal	276, 21728, 49, 2021/09/21 00
007235	UP Notice of Award		Completed	Normal	276, 21728, 49, 2021/09/21 00
Hold	Request	View Details		Rer <u>u</u> n Requesi	t View Output

Step 17. The *Requests* window will appear. Click *Refresh Data* until the *Phase* becomes *Completed* and Status, *Normal*

Then, click View Output.

Expected Result

Authorized Represer Peter D. Ramos doi Brgy. Batong Malak abc@gmail.com	
	ng business under the name & style of ABC Company (e, Los Baños, Laguna, PH
Resolution No. 035 Quotation via Negoti under the name & st	roval of the UP System Bids and Awards Committee (UP System -BAC 9-21 dated and for submitting the Single Calculated and Responsiv lated Procurement Competitive Bidding , Peter D. Ramos doing busines syle of ABC Company is hereby awarded the contract under 53.9 of th menting Rules and Regulations of Republic Act No. 9184, viz,
Description	BID NO.49
	Invitation to BID PR#137
Requesting Unit Approved Budget for	UPS Office of the President
Approved Budget for the Contract	Fourteen Thousand Nine Hundred Ninety-Nine Pesos (14,999.00)
Contract Amount	Thirteen Thousand Nine Hundred Ninety-Nine Pesos (13,999.00)
Section 37.1 in relat the Republic Act Ni Section 37.2.1 unde	the said contract and/or to submit the additional documents required under ion to Section 40.1 of the Revised Implementing Rules and Regulations of 0.9184 (Rules) within the period of ten (10) days as prescribed under in the same Rules, shall constitute sufficient ground for cancellation of thin nos doing business under the name & style of ABC Company is no performance bond.
Very truly yours,	
	-

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