

University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System



GENERATION OF UP NOTICE TO PROCEED



SPCMIS User Manual *Purchasing*

Author:Mico Alfred PuñoCreation Date:22 September 2021Last Updated:22 September 2021Document Ref:SPCMIS User Manual – Generation of UP Notice to ProceedVersion:1.0

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Ver sion	Change Reference
22 September 2021	Mico Alfred Puño	1.0	Initial

2. Description

Manual ID	
Manual Name	Generation of UP Notice to Proceed
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchasing SPMO Buyer and Purchasing Manager
	To generate a Notice to Proceed for release to winning
Purpose	bidder/supplier
Data Requirement	Approved Bid Number
	Created Invitation to Bid
	Approved Bid
	Entered Notice to Proceed Date
Dependencies	Complete Supplier details
	After Bid is approved the SPMO Buyer or Purchasing
	Manager will generate the UP Notice to Proceed that will be
Scenario	given to the Supplier.
Author	Mico Alfred Puño

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		Step	1. Go to <u>uis.up.edu.ph</u>
	Google	Step cred	2. Log-in your UP Mail entials
	Sign in Use your Google Account	(e.g.	username and password)
	Email or phone		
	Not your computer? Use a Private Window to sign in. Leave more		
	Create account Next		
	English (United Blatkel) = Help Pricesy Terms		



Step 3. On the homepage, select

Purchasing SPMO Buyer, <CU> or Purchasing Unit Buyer, <CU>

Navigate to *RFQ/ITB and Quotations/Bids > Quotations/Bids.*



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

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Ouotations - [Ne	ew]							
Operating Unit	UP System							
Number			Туре			RFQ		
Supplier			Site			Contact		
Ship-To	University of	the Ph	Bill-To	Universi	ty of the Ph	Status	In Process	
Description						Supplier Quote		
Approval Required Response Date						22-SEP-202	1	
Effectivity		- [Buyer	Puño, Mr. N	lico Alfred Q
						Currency	PHP	[]]
Items More								
Num Ty	pe	ltem		Rev	Category	Description	U	ом []
			[
•		00000		<i></i>				
ltem								
		Currency		Ter <u>m</u> s		Shipments	<u>A</u> p	prove

Step 5. *Quotations* window will appear.

Click, *Find*.

Quotations - INev	ni.					-	O X			
Operating Unit	UP System									
Number		Туре		R	FQ					
Supplier		Site		Cont	act					
Ship-To	University of the P	Bill-To	University of the P	Pt Sta	tus In Pro	Cess				
Description				Supplier Qu	ote					
	Approval Require	ed		Response D	ate 22-SE	P-2021				
Effectivity		-		Bu	ver Nequia	as, Riza Abuzo				
				Currer	cy PHP	[1			
Items More							1			
				Find Quo	ations					Ø
Num Tv	roe Item		Rev Category							
	100		Concept y	Find 49%	,					
				Quotati	on Number	Operating Unit		Туре	Status	6
				49		UP System		Bid	Active	1
		5.7								
Item										
	0		Tarma	Chie						
	Curre	люх	(ALID)	ong						
						E	ind	QK Cancel		

Step 6. On the *Find Quotations window*, enter the *Bid number* or '%' (wildcard character).

Then, click *Find* and select the Bid Number from the list.

Click OK.

Quotations - 49										
Operating Unit	UP System									
Number	49		Туре	Bid			RFQ	11		
Supplier	Allied Applia	nces	Site	LAGUN	A.		Contact			
Ship-To	University of	the Ph	Bill-To	Univers	sity of the Pr		Status	Active		
Description	Invitation to 8	BID PR#137				Sup	plier Quote			
	□ Approval R	equired				Resp	ponse Date	16-AUG-:	2021	
Effectivity	ty 16-SEP-2021 - 16-OCT-2021 Buyer				Puño, Mr	. Mico Alfr	ed G			
							Currency	PHP	[[13]
Itome More										
Num T	una	Item		Rev	Category	D	escription			
	ype oods	Item		Rev	Category OTH MACH	D IINERY Re	escription efrigerator,	Two Door,	UOM []	
	ype oods			Rev	Category OTH MACH	D IINERY R	escription efrigerator,	Two Door,	UOM []	
Num T; 1 G	ype oods	Item	Refrigerator,	Rev 0000	Category OTH MACH	D IINERY Re cu ft to 7.5	escription efrigerator, 5 cu ft, built	Two Door,	UOM []	

Step 7. On the *Quotations* Header, click on the *Others* field.

Quotations - 49											
Operating Unit	UP System										
Number	49	Туре	Bid		RI	FQ 11					
Supplier	Allied Appliances	Site	LAGUNA		Conta	act					
Ship-To	University of the Ph	Bill-To	University	of the Pl	Stat	us Active					
Description	Invitation to BID PF	#137		O PC) Headers						×
	Approval Require	d									
Effectivity	16-SEP-2021	- 16-OCT-2021		Pure	chase Request No.	137]			^
					Obr/BUR Number	-					
Items More				Mo	de of Procurement	Competitiv	e Bidding			Competitive Bidding	
					Source of Fund (1)	101 C	eneral Fun	d			
Num Ty	pe Item		Rev C	Cate Res	sponsibilitiy Center	SA0100500	1	UPS Office	of the President		
1 Go	oods		,C	ЛН	Special Code	-	U	Inspecified			
				F	Pre-Bid Conference						
				_	Eligibility Check						
				_	Opening of Bids						
				_	Bid Evaulation						
		2.6		_	Post Qualification			-			
ltem		Refrigerator,	Two Door, r	ieai	Notice of Award			-			
	Currer	ICV	Terms	<u>г</u>	Notice to Proceed	22-SEP-202	1				
					Contract Signing						
·				_		<u>د</u> ا					
									QK Cancel) (Clear) (Help	
				L							

Step 8. *PO Headers* window will appear.

Enter the *Notice to Proceed* date.

Then, click OK.

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OQuotations - 49									
Operating Unit	UP System								
Number	49	Туре	Bid			RFQ	11		
Supplier	Allied Appliances	Site	LAGUN	A		Contact			
Ship-To	University of the Ph	Bill-To	Universi	ty of the Ph		Status	Active		
Description	Invitation to BID PR	\#137			S	upplier Quote			
	Approval Require	d			Re	esponse Date	16-AUG-20)21	
Effectivity	16-SEP-2021	- 16-OCT-2021				Buyer	Puño, Mr.	Mico Alfred (Q
						Currency	PHP	[1:	3]
Items More									
Num Ty	pe Item	, i i i i i i i i i i i i i i i i i i i	Rev	Category		Description	1	UOM []	
Ga Ga	oods			OTH MACH	HINERY	Refrigerator, T	ัwo Door, r เ	n	
•			111					Ð	
ltom [Pefrigerator T	wo Door	nearly 6.5	cu ft to 7	5 cu ft built-i	a stand sor	ni auto del	
item		Itelligerator, I	wo Door,	nearry 0.5	cu ii to i	.5 Cu it, built-ii		in auto dei	
	Curren	юу	Ter <u>m</u> s		Pric	e Breaks	A	pprove	
FRM-40400: Trans	saction complete: 1 r	ecords applied and s	aved.						
Record: 1/1				<osc></osc>					

Step 9. Click Save.

Confirmation will appear at the bottom of the window.

Tue Ear	<u>V</u> iew ^F older <u>T</u> ools	Window Help				
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N	Query By Example	Туре	Bid		RFQ	11
5_	Record	ces Site	e LAGUN	ity of the Dr	Contact	Activo
Desc	Tresslations	D PR#137			Supplier Quote	
Dese	Iransiations Attachments	quired			Response Date	16-AUG-2021
Effe	Summan/Datail	- 16-OCT-202	1		Buyer	Puño, Mr. Mico Alfred Q
- r	gunnary/Detail	-			Currency	PHP [13]
Items	Requests	J				
Nun	n Type	ltem	Rev	Category	Description	
1	Goods		<u> </u>	OTH MACH	INERY Refrigerator,	Two Door, r un
			<u> </u>	1		
			<u> </u>	1		
			<u> </u>	1		
				Л	1	
<u> </u>		Definentes	Tue Draw	and C.C.C.		in stand, somi suts def
I	tem	Remigerator,	Two Door	, nearly 6.5 (cuπ το 7.5 cuπ, built-	in stand, semi auto dei
		Currency	Ter <u>m</u> s		Price Breaks	Approve

Step 10. Click View.

Then, click Requests.

Find Requests	×
OMy Completed Requests	
OMy Requests In Progress	
⊙ <u>A</u> ll My Requests	
─ Specific Requests	
Request ID	
Name	
Date Submitted	
Date Completed	
Status	
Phase	▼
Requestor	
Order By	Include Reguest Set Stages in Query
Order By	Select the Number of Days to View: 7
Submit a <u>N</u> ew Request	ubmit New Request Set Clear Find

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

Click Submit a New Request.

O Submit Request		×
Run this Request		
		Сору
Name	UP Notice to Proceed	···
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	
Layout		Options
Notify		
Print to		
(Help (<u>C</u>)	Submit	Cancel

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

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

Parameters					×	Step 13. Parameters window v
Approved Bid Number. No. of Days to Comply	<mark>49</mark> 3	Invitation to BID PR#137				Fill out
SPMO Head						 Approved Bid Number No of Days to Comply
Position						- SPMO Head
]	•					- Position
			OK Cancel	Clear	Help	then click OK .

will

🖸 Submit Request		×
Run this Request		
		Сору
Name	UP Notice to Proceed	
Operating Unit		
Parameters	4	
Language	American English	
	Language Settings	Debug Options
At these Times		
Run the Job	As Soon as Possible	Schedule
	L	
- Upon Completion -		
Opon Completion	Save all Output Files	
Layout	UP Notice to Proceed	Options
Notify		
Print to	noprint	Delivery Opts
Help (C)	Submit	Cancel
	Sub <u>m</u> it	
L		

Step 13. You will be redirected back to the *Submit Request* window, click *Submit*.



Find Requests		×
OMy Completed Requests		
⊖ My Requests In <u>P</u> rogress		
⊙ <u>A</u> ll My Requests		
○ <u>S</u> pecific Requests		
Request ID		
Name		
Date Submitted		
Date Completed		
Status	<u></u>	
Phase	▼	
Requestor		
Order By	□ Include Reguest Set Stages in Query Request ID ▼ Select the Number of Days to View: 7	
	Select the Number of Days to View.	_
Submit a <u>N</u> ew Request	ubmit New Request Set <u>C</u> lear Find)

Step 14. On the decision to submit another request, click *No*.

Step 15. On the *Find Requests* window, click *Find.*

Generation of UP Notice to Proceed

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

Auto Ref	resh <u>(K)</u>				Сору	/ Single Request		Copy Reguest Set	
Request ID	Name		Parent	Dhao		Status	Pa	romotoro	
7008258	UP Notice to Pr	oceed		Com	leted	Normal	276	5. 24471, 49, 3.	
7008255	5 UP Notice to Proceed			Completed		Normal	276	276, 24471, 49, 3	
7007397	UP Notice to Proceed		1	Completed		Normal	276	276, 24471, 49, 3	
7005897	UP Notice to Proceed			Completed		Normal	276	6. 24471, 48, 3,	
7002960	UP Notice to Proceed			Completed		Normal	276	276, 24471, 49, 2,	
7002937	UP Notice to Proceed		- <u> </u>	Completed		Normal	276	276, 24471, 49, 3,	
7002930	UP Notice to Proceed		- <u> </u>	Completed		Normal	276	276, 24471, 49, 10	
7002867	67 UP Notice to Proceed		- <u> </u>	Completed		Normal	276	276 24471 49 10	
7002743	2743 UP Notice to Proceed		- <u> </u>	Completed		Normal	276	276, 24471, 44, 10	
7002699	UP Notice to Proceed			Completed Normal		Normal	276, 24471, 49, 10		
Hold	Request	V	iew Detail <u>s</u>			Rer <u>u</u> n Request		View Output	
Cance	l Request	ſ	Diagnostics					View Log (I)	

Step 16. The *Requests* window will appear. Click *Refresh Data* until the *Phase* becomes *Completed* and Status, *Normal.*

Then, click View Output.

Expected Result:

NIVERSITY OF THE PHILIPPINES SYSTEM Dilman, Quezon City, Metro Manila, NCR TEN. 000-344-00-0000 Notice to Proceed										
Baños, Laguna, PH										
l.com										
ase Order Contract having been approved, notice is hereby given to the purchase of Invitation to BID PR=137 Refrigerator, Two Do semi auto defrost, low noise compressor, big freezer, big chiller ective on September 16, 2021 or 3 days after receipt of this notice.	DABC COMPANY sor, nearly 6.5 cu ft , big vegetable box,									
you are responsible for performing the services under the terms e with the Implementing Schedule.	and condition of the									
and acceptance of this notice by signing both copies in the space pro to the UPS Office of the President.	ovided for. Keep one									
-										
lopot generated with LM educenses Suite Helease 1.8 of September 22, 2021 10:53 28	Page 1 of 1									
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DISCLAMER: The screenshots in this document are for illustration purpose only and may not be the same as the final user interface.