

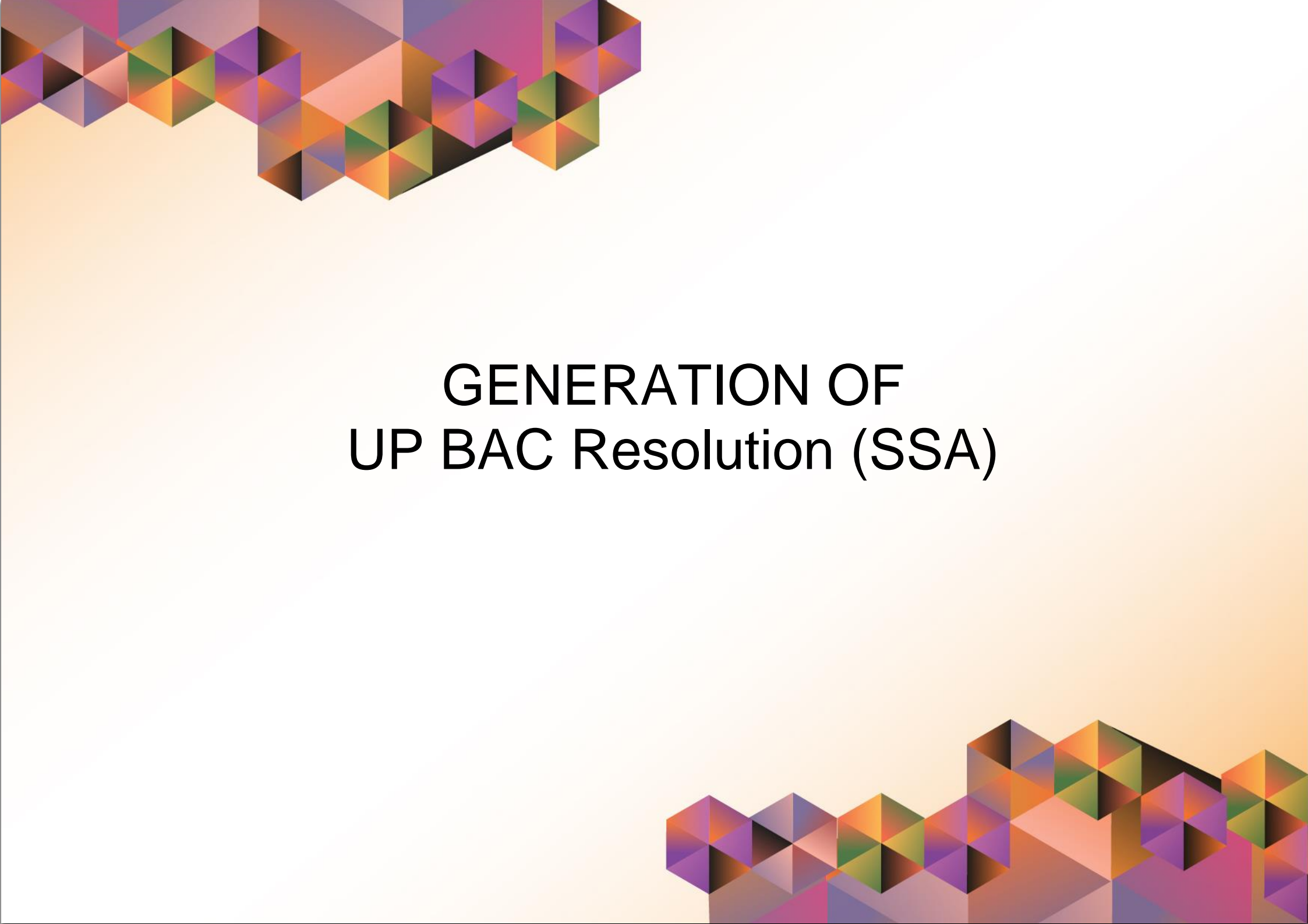


University of the Philippines



SPCMIS

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



GENERATION OF UP BAC Resolution (SSA)

SPCMIS User Manual

Purchasing

Author: Mico Alfred Puño
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Version: 1.0

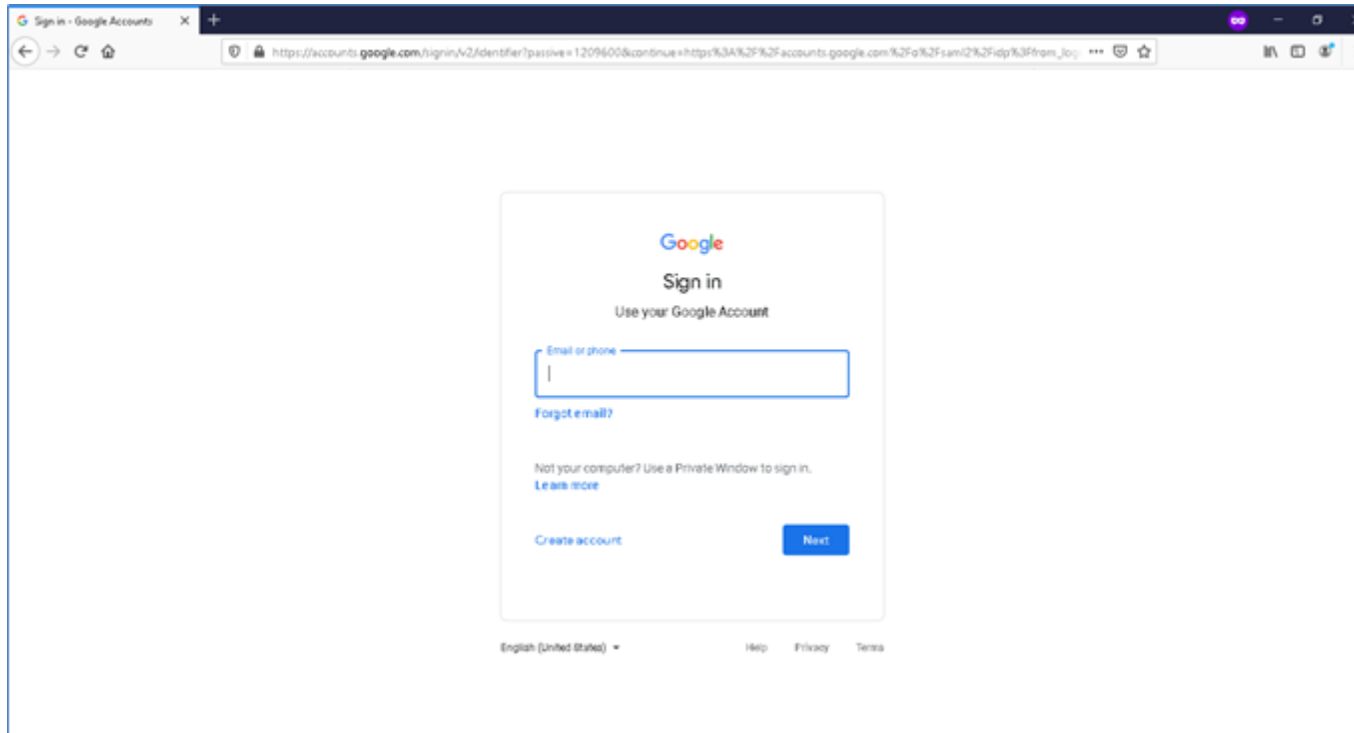
1. DOCUMENT CONTROL

1.1 Change Record

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

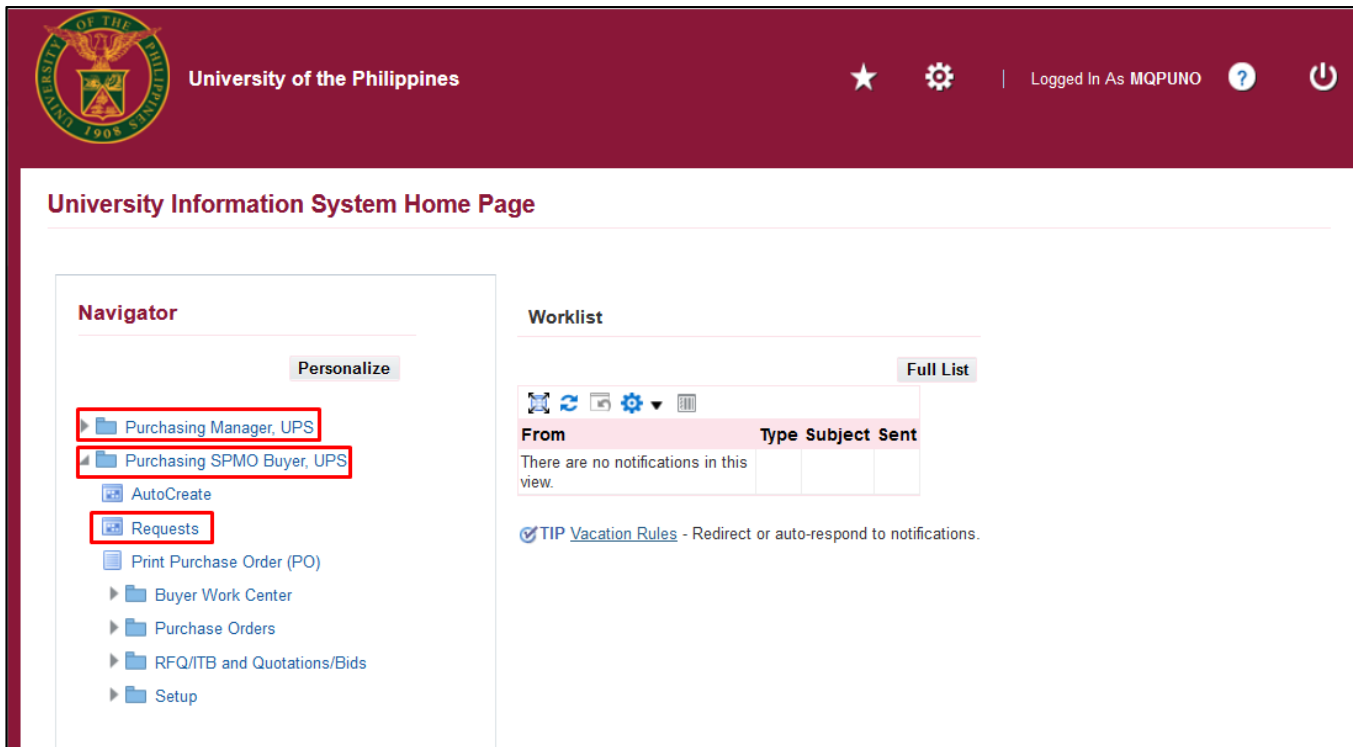
2. Description

Manual ID	
Manual Name	Generation of UP BAC Resolution (SSA)
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 Quotation Number
Dependencies	Created Request for Quotation Approved Quotation Complete Supplier details
Scenario	After the approval of Quotation and recommendation of the Bids and Awards Committee the SPMO Buyer or Purchasing Manager will generate the UP BAC Resolution (SSA) report.
Author	Mico Alfred Puño



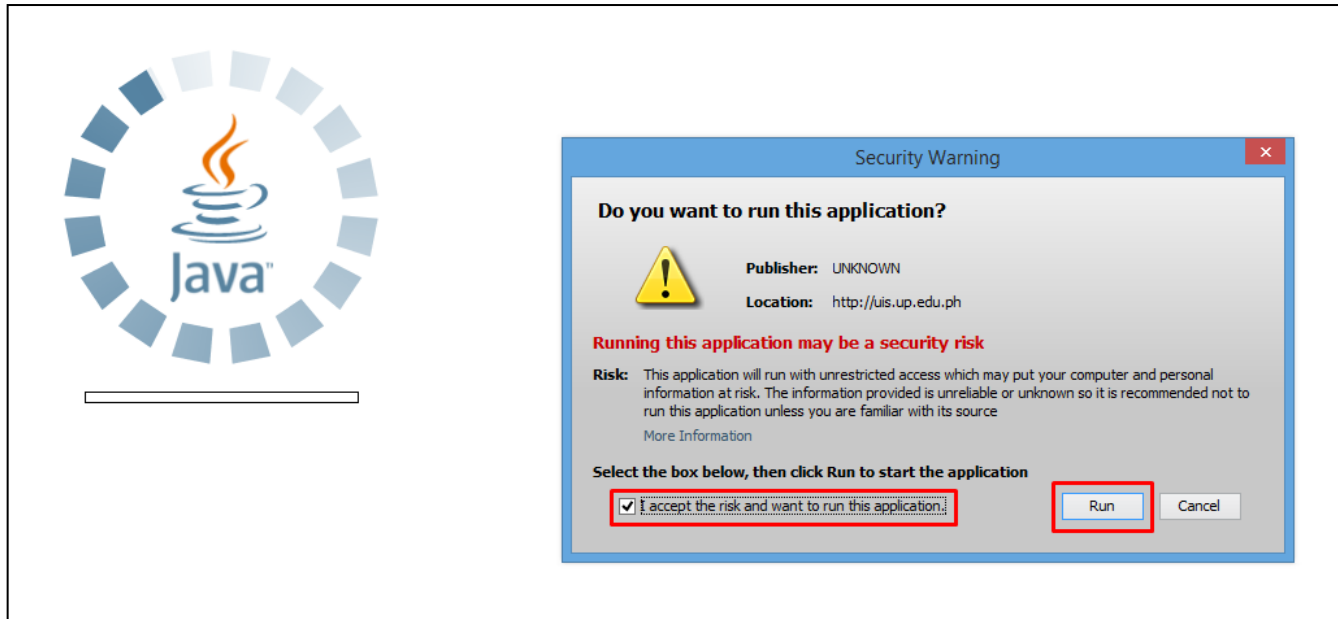
Step 1. Go to uis.up.edu.ph

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:

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

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

Click **Submit a New Request.**

Submit Request

Run this Request...

Name UP BAC Resolution (SSA) ...

Operating Unit

Parameters

Language

Copy...

Language Settings...

Debug Options

At these Times...

Run the Job As Soon as Possible

Schedule...

Upon Completion...

Save all Output Files Byrst Output

Layout

Notify

Print to

Options...

Delivery Opts

Help (C)

Submit

Cancel

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

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

Parameters

BAC Resolution No.

Quotation 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.**
- **Quotation Number**
- **Approved Date of BAC Meeting**
- **Chairperson**
- **Vice Chairperson**
- **Member**
- **Member**
- **Member**
- **Alternate Member**
- **Alternate Member**
- **Approved By**

then click **OK**.

Submit Request

Run this Request...

Copy...

Name UP BAC Resolution (SSA)

Operating Unit

Parameters 1-2021:66:27-SEP-2021

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

Save all Output Files Byrst Output

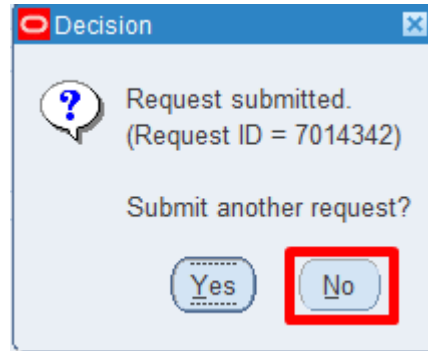
Layout UP BAC Resolution (SSA) Options...

Notify

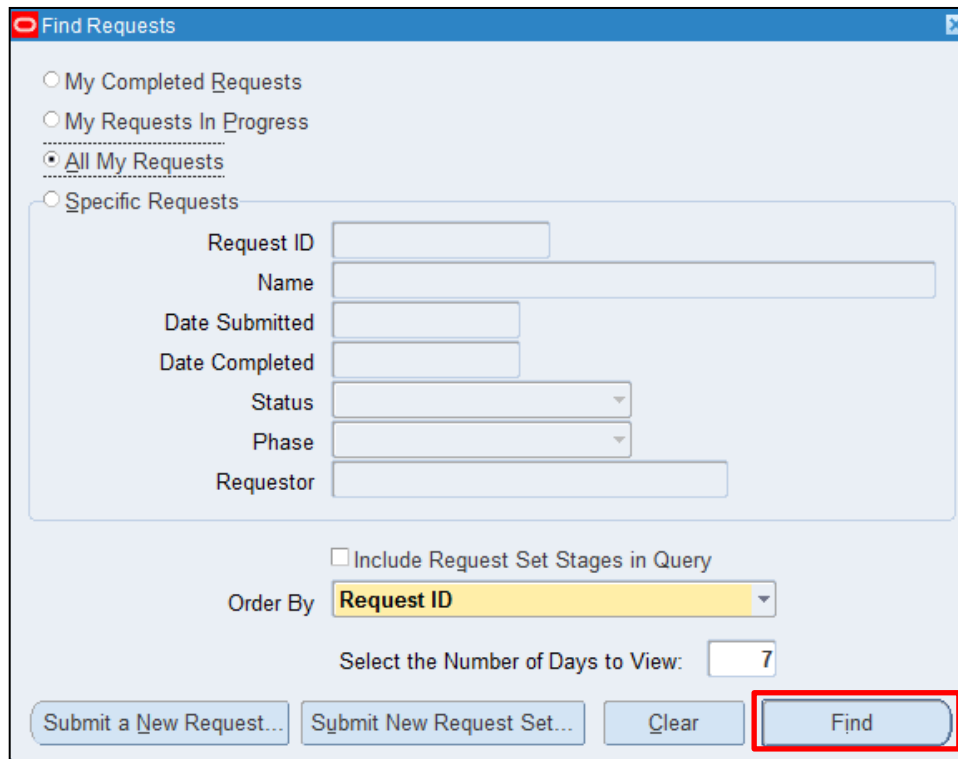
Print to noprint Delivery Opts

Help (C) Submit Cancel

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**.

Requests

Refresh Data Find Requests Submit a New Request... Submit New Request Set...

Auto Refresh (K) Copy Single Request Copy Request Set...

Request ID	Name	Parent	Phase	Status	Parameters
7014342	UP BAC Resolution (SSA)		Completed	Normal	276, 24471, 1-2021, 66, 2021/...
7014314	UP BAC Resolution (SVP)		Completed	Normal	276, 24471, 01-2021, 44, 2021
7014192	UP BAC Resolution Public		Completed	Normal	276, 24471, 02-2021, 64, 2021
7014156	UP BAC Resolution Public		Completed	Normal	276, 24471, 01-2021, 48, 2021
7014136	UP BAC Resolution Public		Completed	Normal	276, 24471, 1-2021, 48, 2021/...
7014039	UP Invitation to Bid		Completed	Normal	276, 123, 11, qwe, 2021/09/27
7014033	UP BAC Resolution Public		Completed	Normal	276, 24471, 1-2021, 64, 2021/...
7010942	UP BAC Resolution Direct		Completed	Normal	276, 24471, 11-2021, 67, 2021
7010941	UP BAC Resolution Direct		Completed	Normal	276, 24471, 11-2021, 67, 2021
7010934	UP BAC Resolution Direct		Completed	Normal	276, 24471, 11-2021, 67, 2021

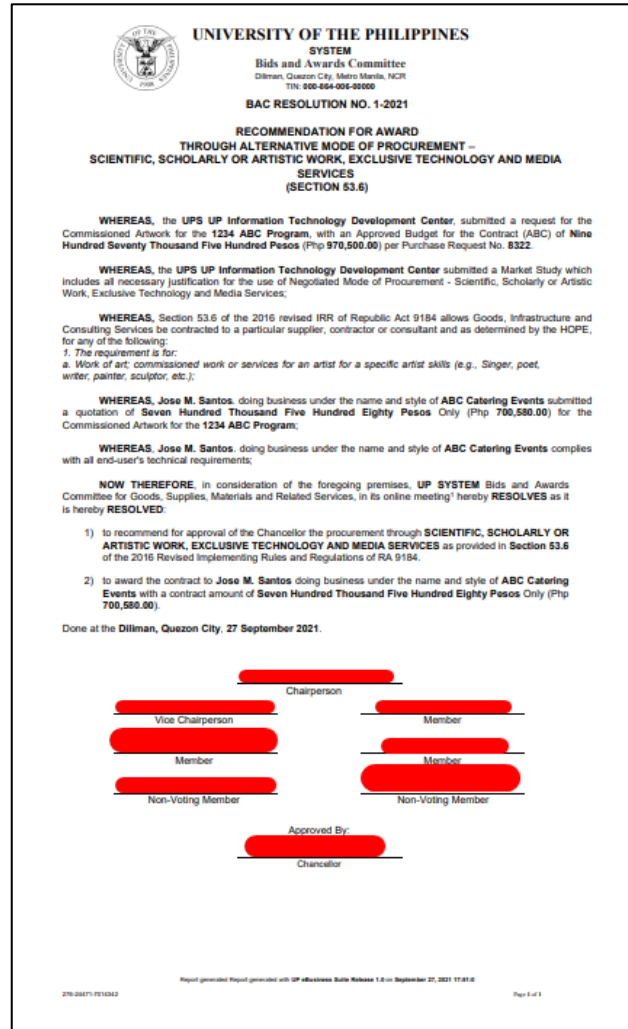
Hold Request View Details... Rerun Request View Output

Cancel Request Diagnostics View Log... (J)

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

Then, click **View Output**.

Expected Result:



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