



# University of the Philippines



## **SPCMIS**

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



# GENERATION OF UP BAC Resolution Small Value Procurement

# **SPCMIS User Manual**

## *Purchasing*

Author: Mico Alfred Puño  
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Last Updated: 27 September 2021  
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Version: 1.0

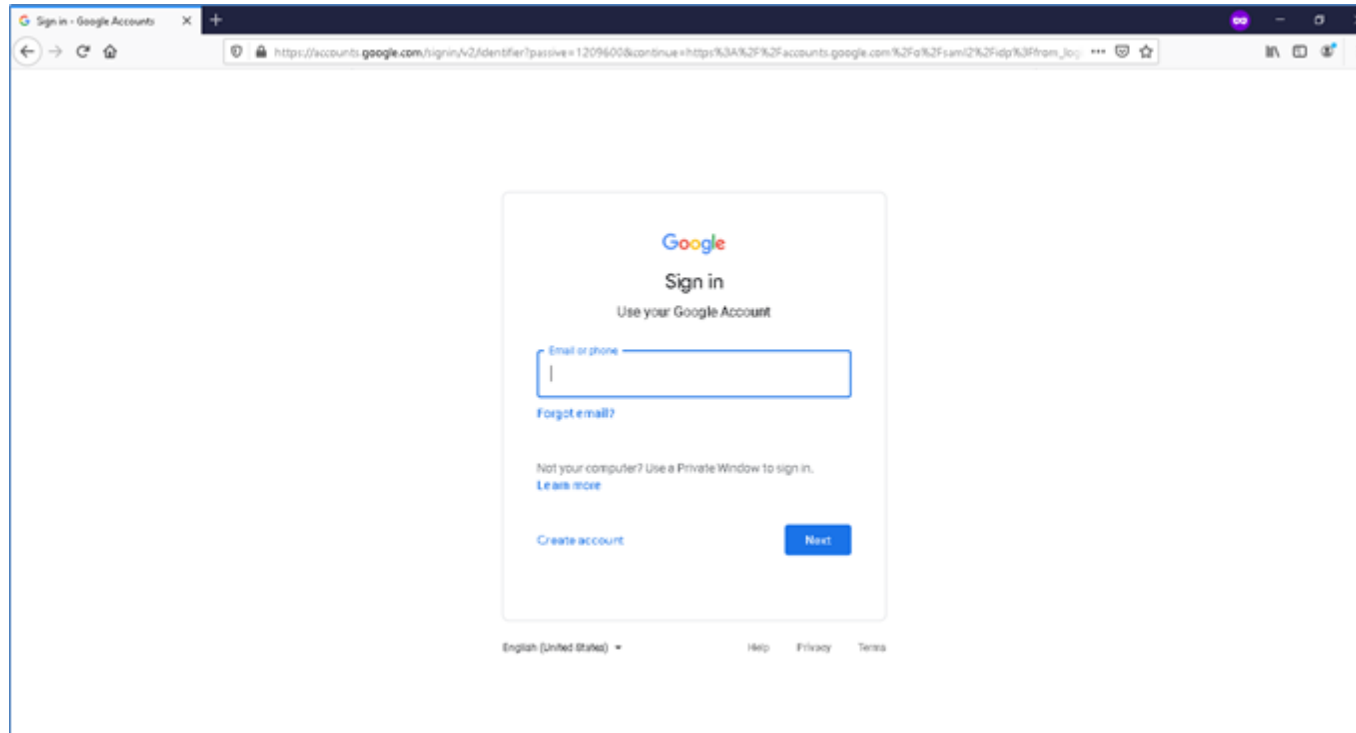
# 1. DOCUMENT CONTROL

## 1.1 Change Record

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

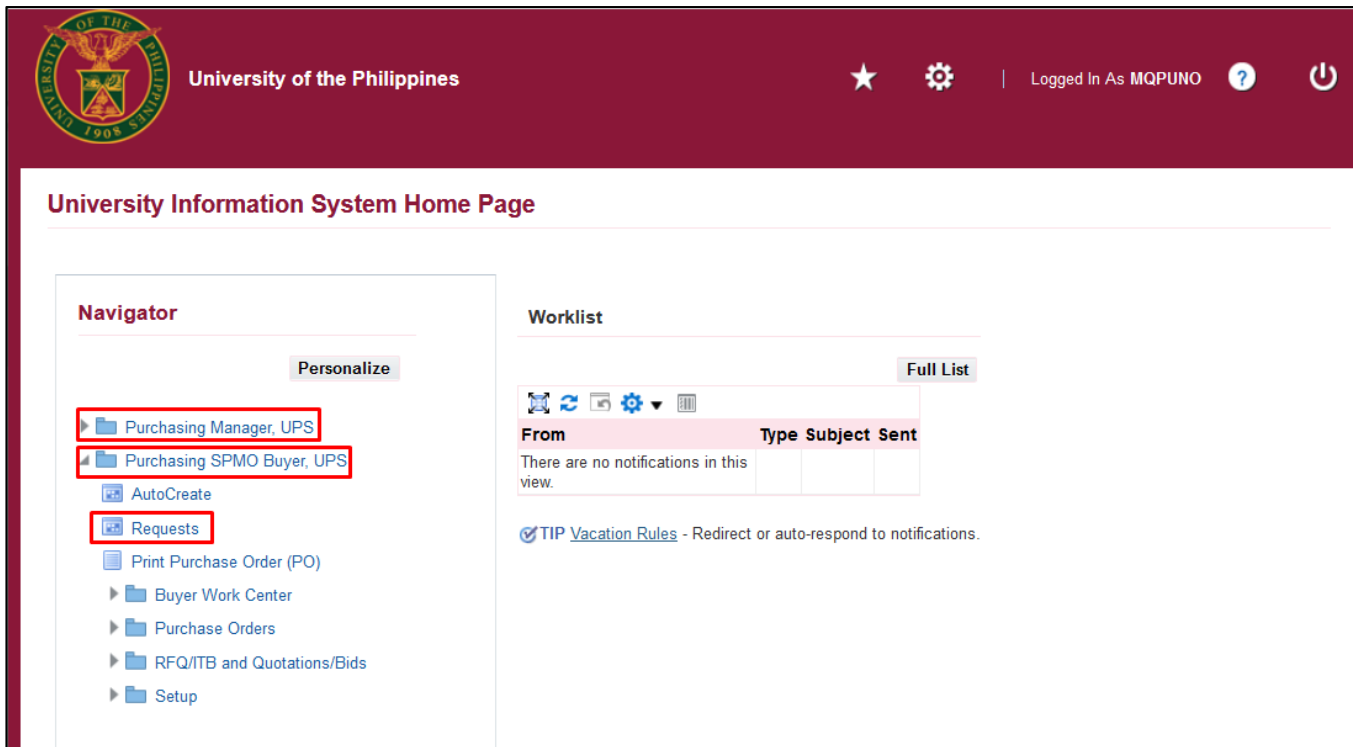
## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Generation of UP BAC Resolution Small Value Procurement
<b>Information System</b>	Supplies, Procurement and Campus Management Information System
<b>Functional Domain</b>	Purchasing SPMO Buyer and Purchasing Manager
<b>Purpose</b>	To generate a BAC resolution document for approval of the Vice President for Administration
<b>Data Requirement</b>	Approved Bid Number
<b>Dependencies</b>	Created Invitation to Bid Approved Bid Complete Supplier details
<b>Scenario</b>	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 Small Value Procurement report.
<b>Author</b>	Mico Alfred Puño



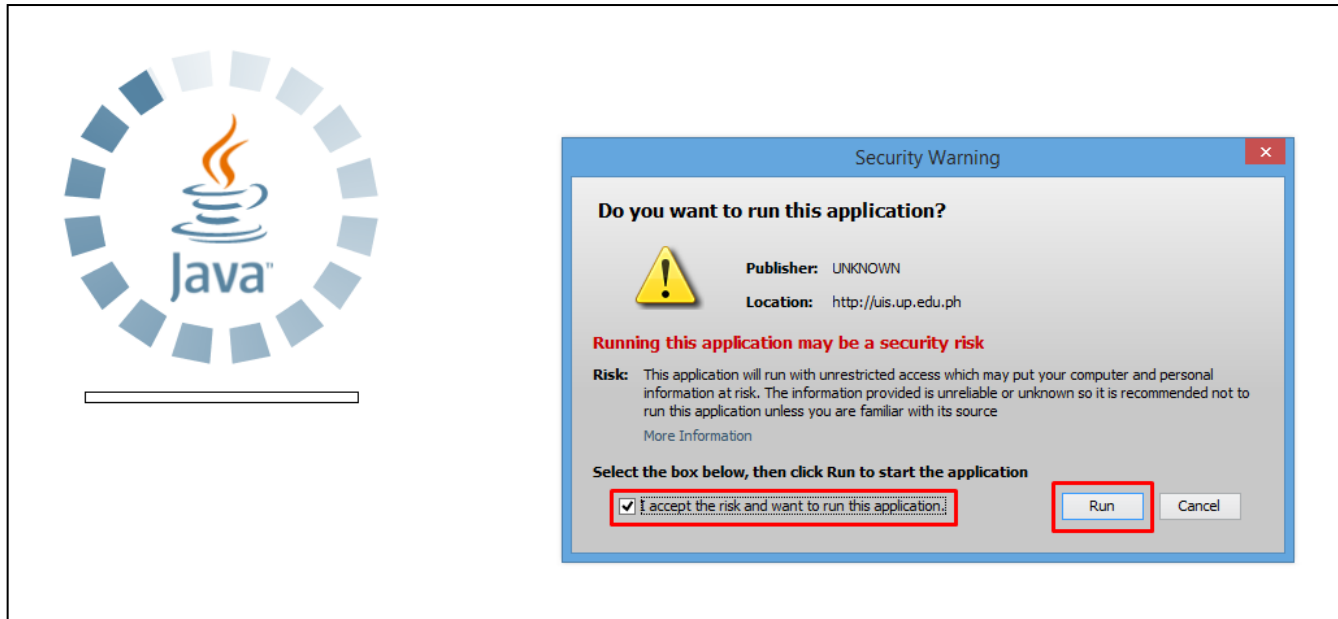
**Step 1.** Go to [uis.up.edu.ph](https://uis.up.edu.ph)

**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

Select the Number of Days to View:

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

Click **Submit a New Request.**

Submit Request

Run this Request...

Name UP BAC Resolution (SVP) ...

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 (SVP)**.

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

The screenshot shows a 'Parameters' dialog box with the following fields:

- BAC Resolution No. [ ]
- Bid Number [ ] (highlighted in yellow)
- Approved Date of BAC Meeting [ ]
- Chairperson [ ]
- Vice Chairperson [ ]
- Member [ ]
- Member [ ]
- Member [ ]
- Alternate Member [ ]
- Alternate Member [ ]
- Approved By [ ]

At the bottom, there are four buttons: **OK** (circled in red), **Cancel**, **Clear**, and **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**.

**Submit Request**

Run this Request...

Copy...

Name UP BAC Resolution (SVP)

Operating Unit

Parameters 01-2021:44:27-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

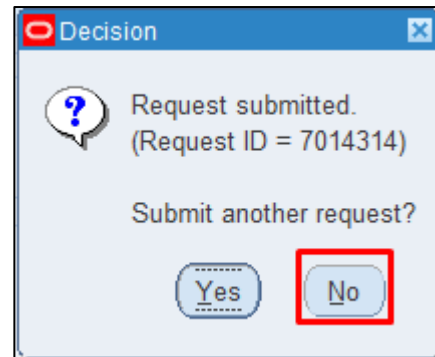
Layout UP BAC Resolution (SVP) Options...

Notify

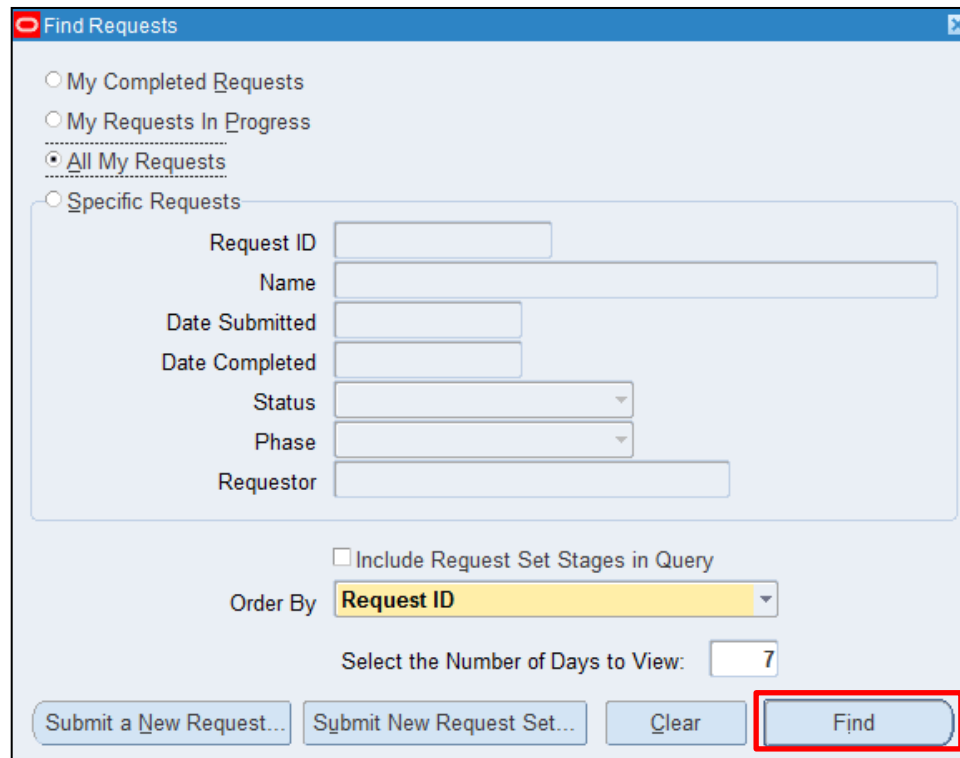
Print to noprint Delivery Opts

Help (C) Submit Cancel

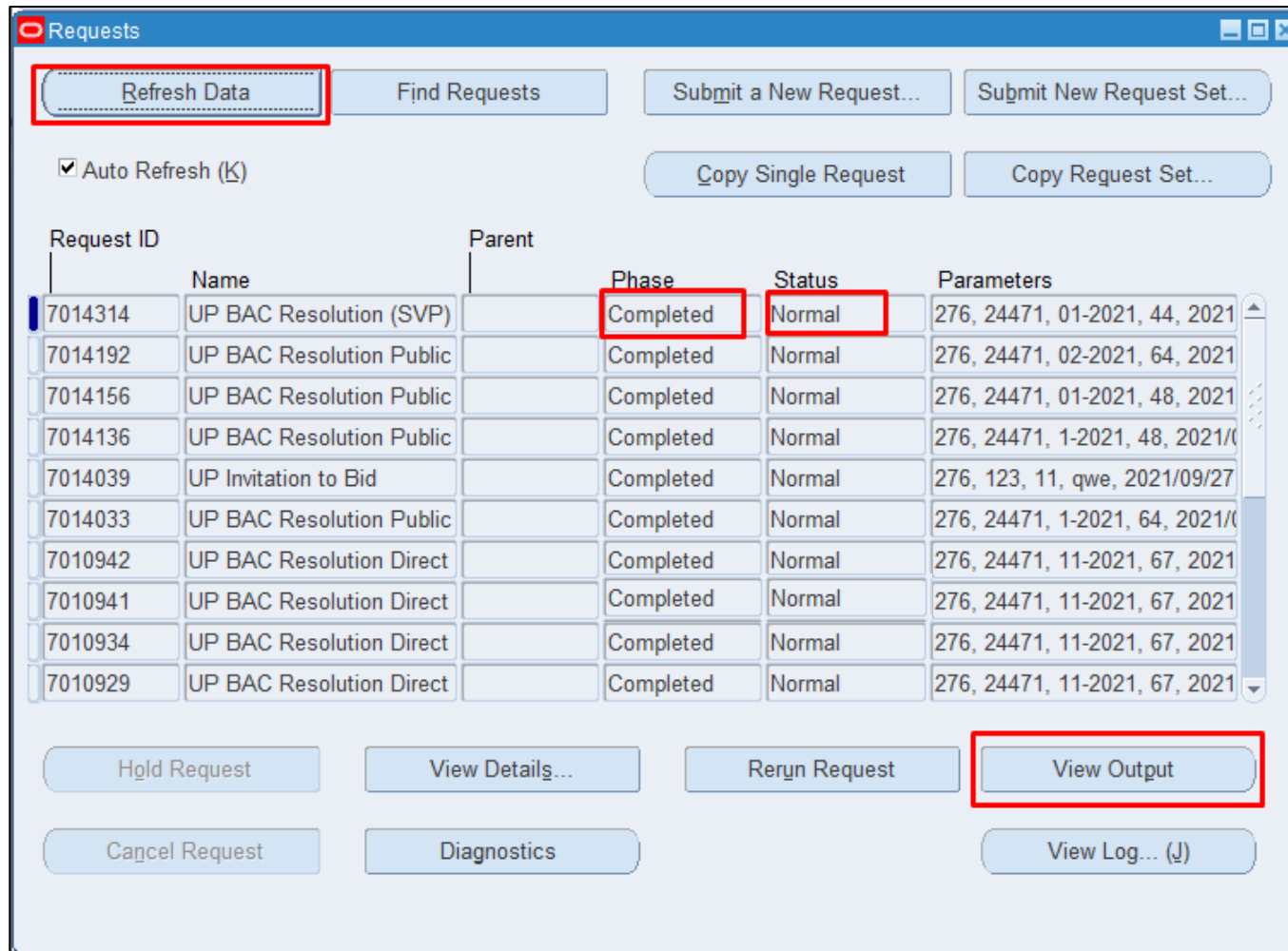
**Step 8.** You will be redirected back to the **Submit Request** window, click **Submit**.



**Step 9.** On the decision to submit another request, click **No**.




**Step 10.** On the **Find Requests** window, click **Find**.



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

Then, click **View Output**.

**Expected Result:**


 **UNIVERSITY OF THE PHILIPPINES**  
SYSTEM  
Bids and Awards Committee  
Diliman, Quezon City, Metro Manila, NCR  
TIN: 000-864-006-00000


**BAC RESOLUTION NO. 01-2021**  
**RECOMMENDATION FOR AWARD THROUGH**  
**ALTERNATIVE MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT**


The **Bids and Awards Committee (BAC)**, in its meeting on **September 27, 2021**, resolved to recommend for approval of the Vice President for Administration, the award of the contract for the procurement of **ITEMS A, ITEMS B to ABC Trading** with office address at **ABC Townhouse EFG Avenue, GIH City, PH** with a contract amount of **Five Thousand Pesos (Php 5,000.00)**, through Alternative Mode of Procurement in view of the following justifications.


- Compliance with all end-user's technical requirements.
- Compliance with legal requirements


Done this **27th** day of **September 2021** Diliman, Quezon City.


  
Chairperson


  
Vice Chairperson


  
Member

  
Member

  
Member

  
Alternate Member

  
Alternate Member

Approved By:  
  
Vice President for Administration

Report generated with UP eBusiness Suite Release 1.0 on September 27, 2021 17:12:12  
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DISCLAIMER: The screenshots in this document are for illustration purpose only and may not be the same as the final user interface.