



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 Puño
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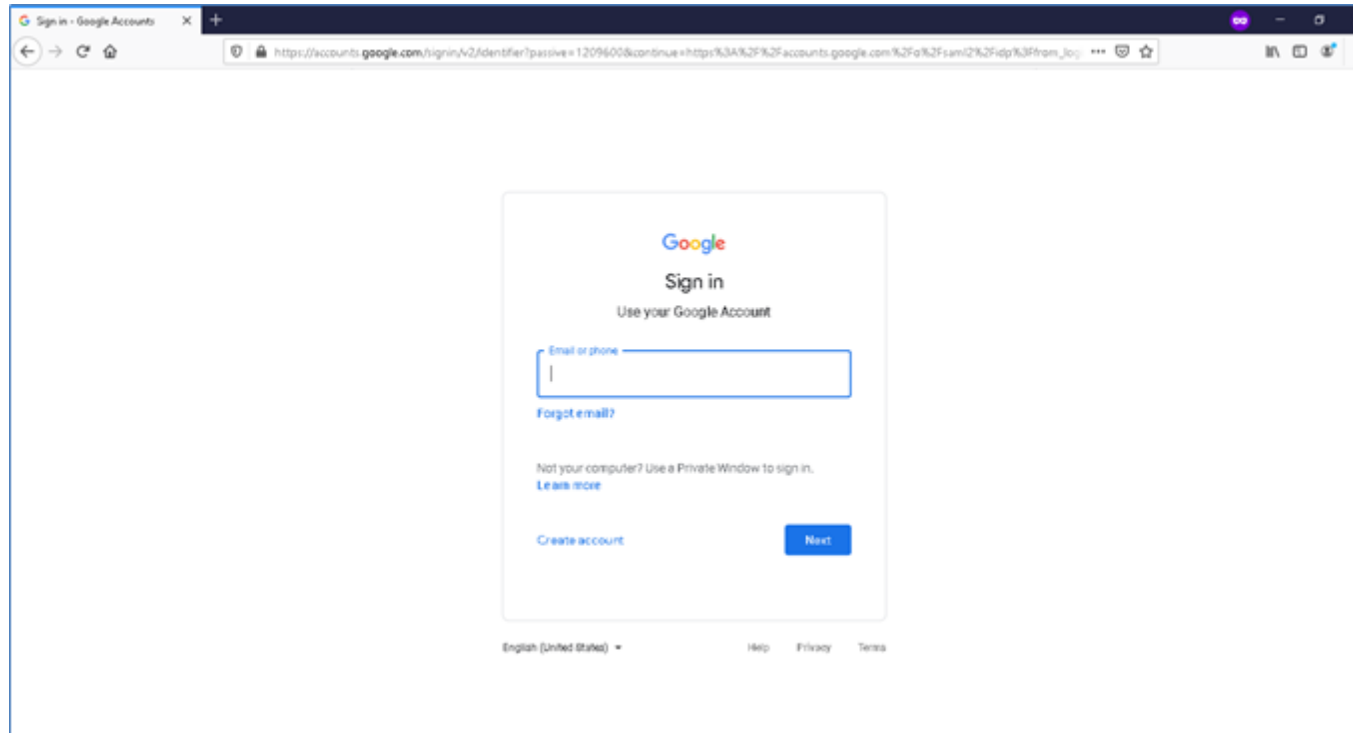
1. DOCUMENT CONTROL

1.1 Change Record

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

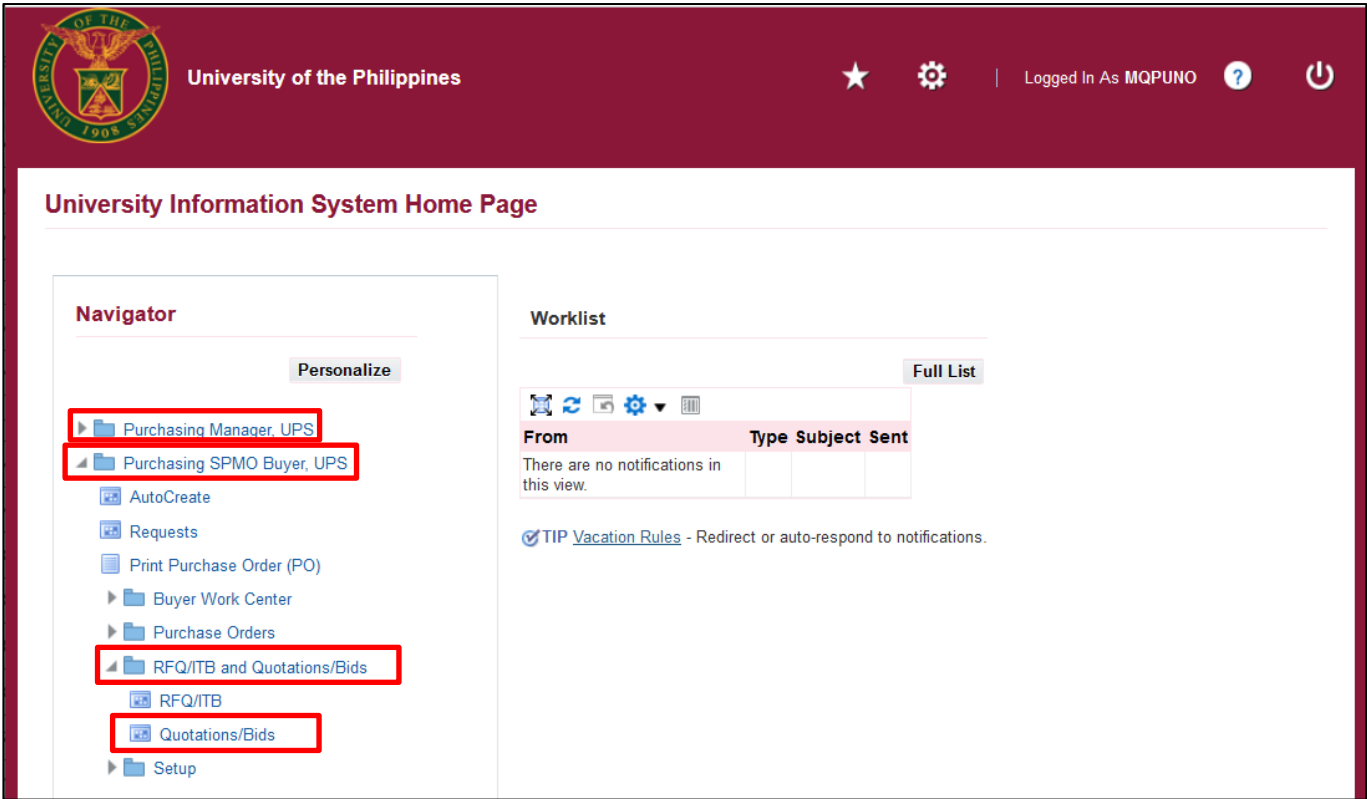
2. Description

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
Purpose	To generate a Notice to Proceed for release to winning bidder/supplier
Data Requirement	Approved Bid Number
Dependencies	Created Invitation to Bid Approved Bid Entered Notice to Proceed Date Complete Supplier details
Scenario	After Bid is approved the SPMO Buyer or Purchasing Manager will generate the UP Notice to Proceed that will be given to the Supplier.
Author	Mico Alfred Puño



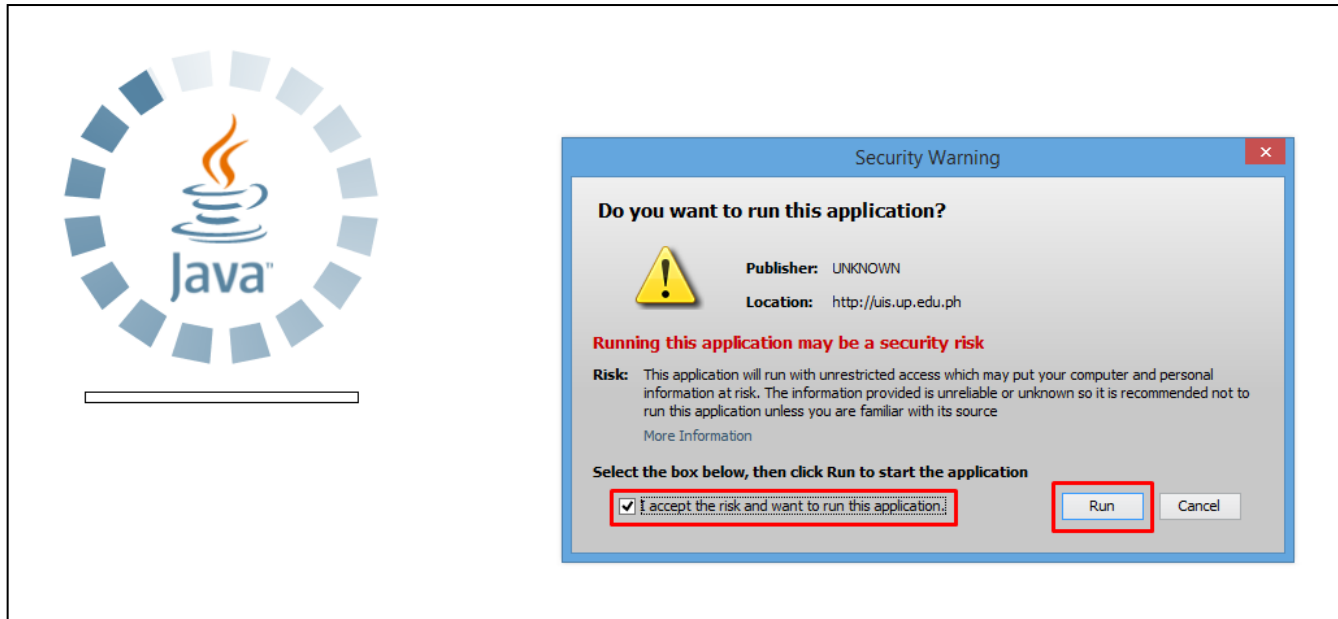
Step 1. Go to uis.up.edu.ph

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 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**.

Operating Unit

Number Type RFQ

Supplier Site Contact

Ship-To Bill-To Status

Description

Approval Required

Supplier Quote

Effectivity - Response Date

Buyer

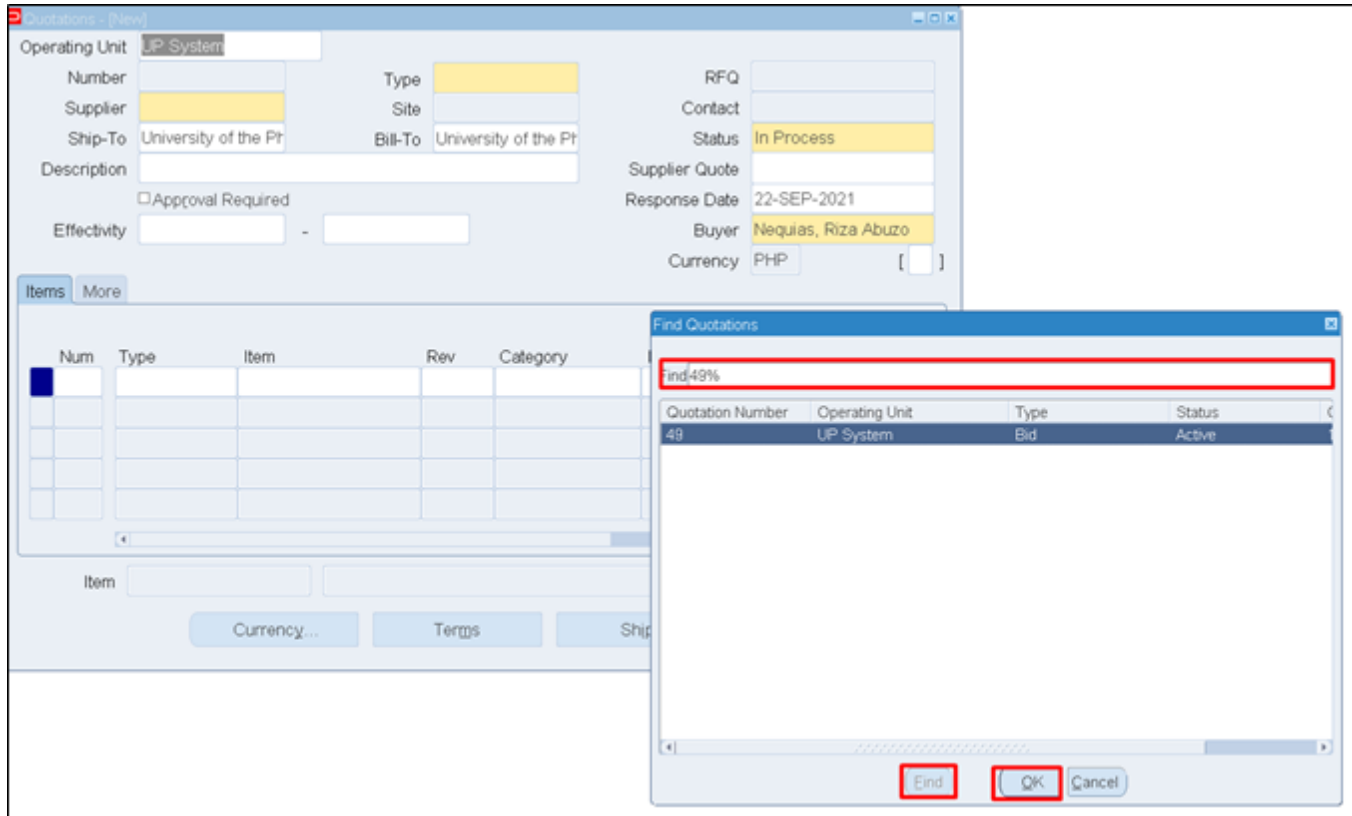
Currency []

Num	Type	Item	Rev	Category	Description	UOM	[]
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Item

Step 5. Quotations window will appear.

Click, **Find**.



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 Type: Bid RFQ: 11

Supplier: Allied Appliances Site: LAGUNA Contact:

Ship-To: University of the Pt Bill-To: University of the Pt Status: Active

Description: Invitation to BID PR#137

Approval Required

Effectivity: 16-SEP-2021 - 16-OCT-2021

Supplier Quote:

Response Date: 16-AUG-2021

Buyer: Puño, Mr. Mico Alfred C

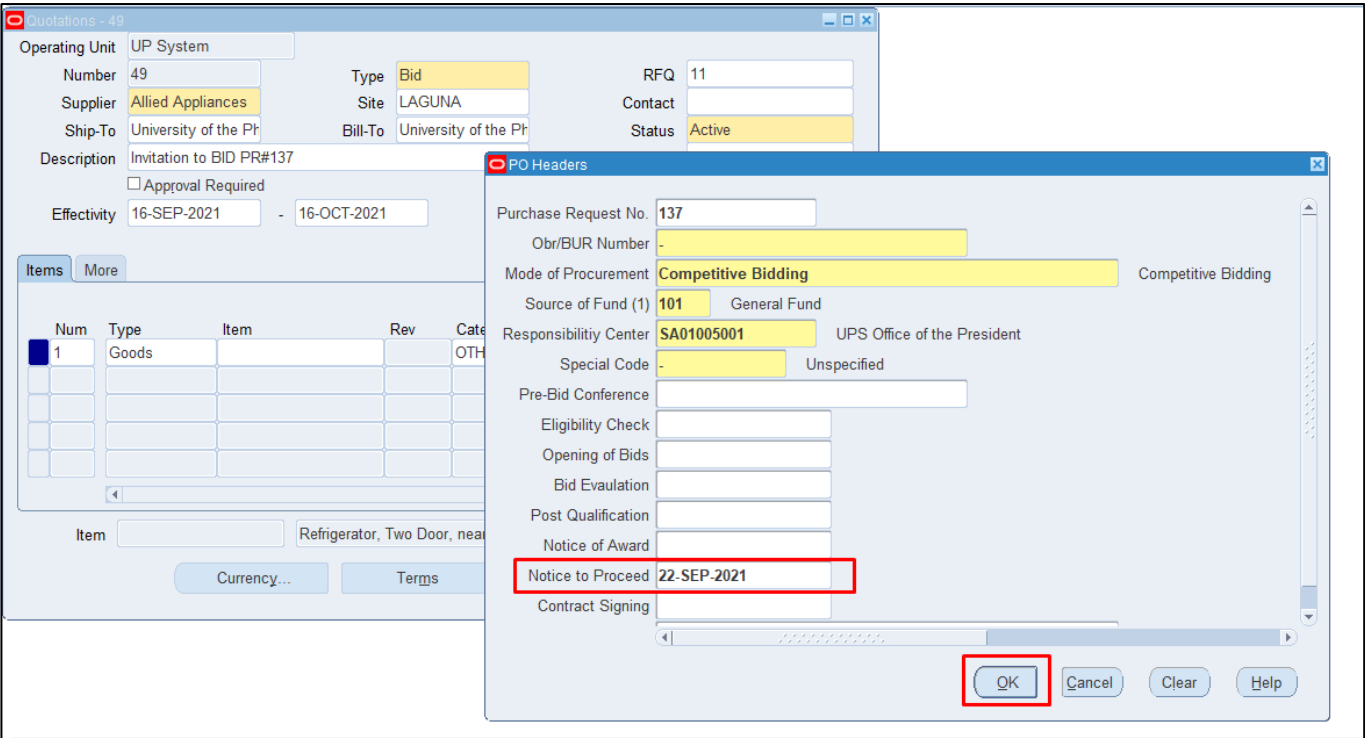
Currency: PHP **[13]**

Num	Type	Item	Rev	Category	Description	UOM	[]
1	Goods			OTH MACHINERY	Refrigerator, Two Door,	un	...

Item: Refrigerator, Two Door, nearly 6.5 cu ft to 7.5 cu ft, built-in stand, semi auto de

Buttons: Currency... Terms Price Breaks Approve...

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



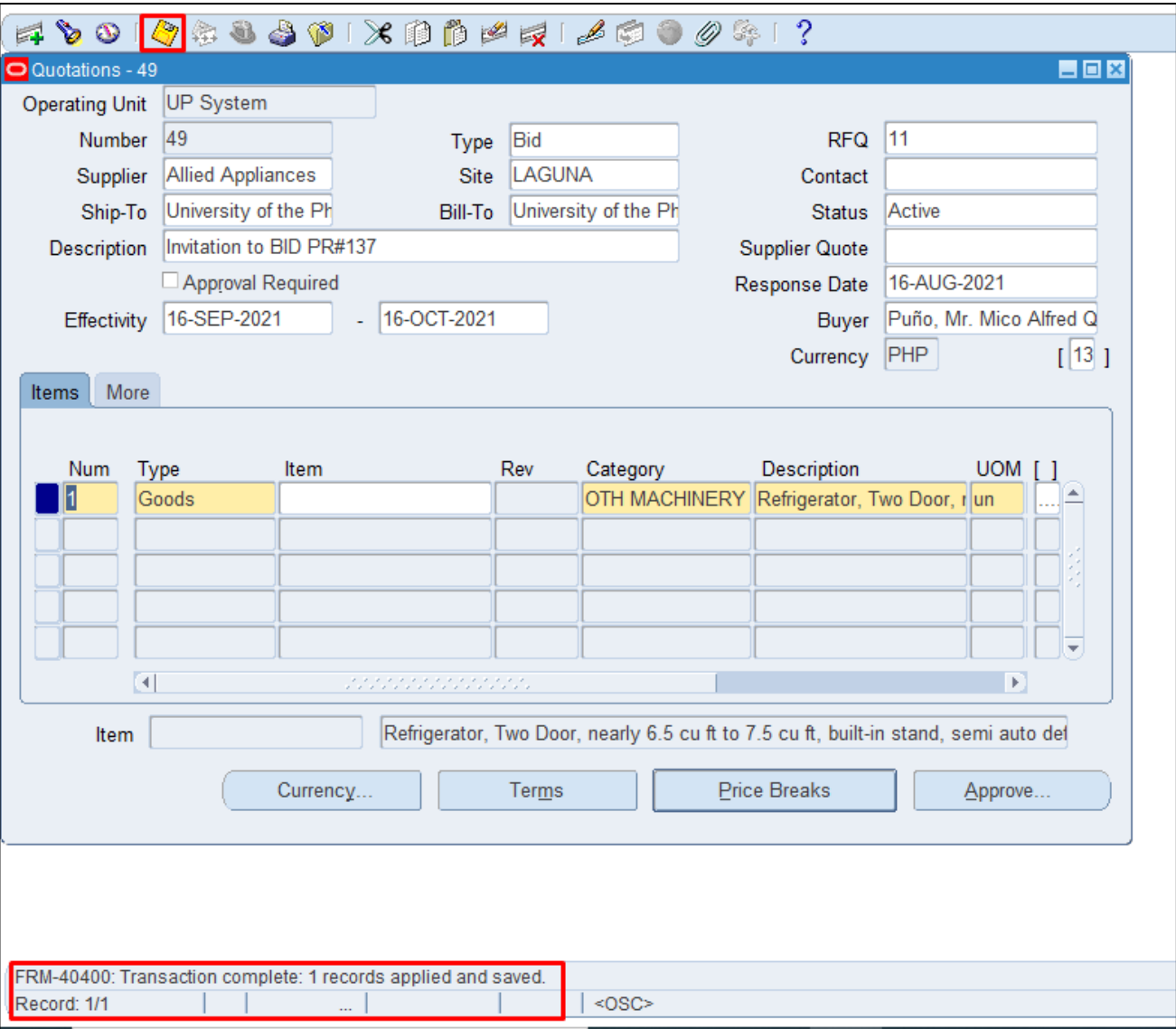
Step 8. *PO Headers* window will appear.

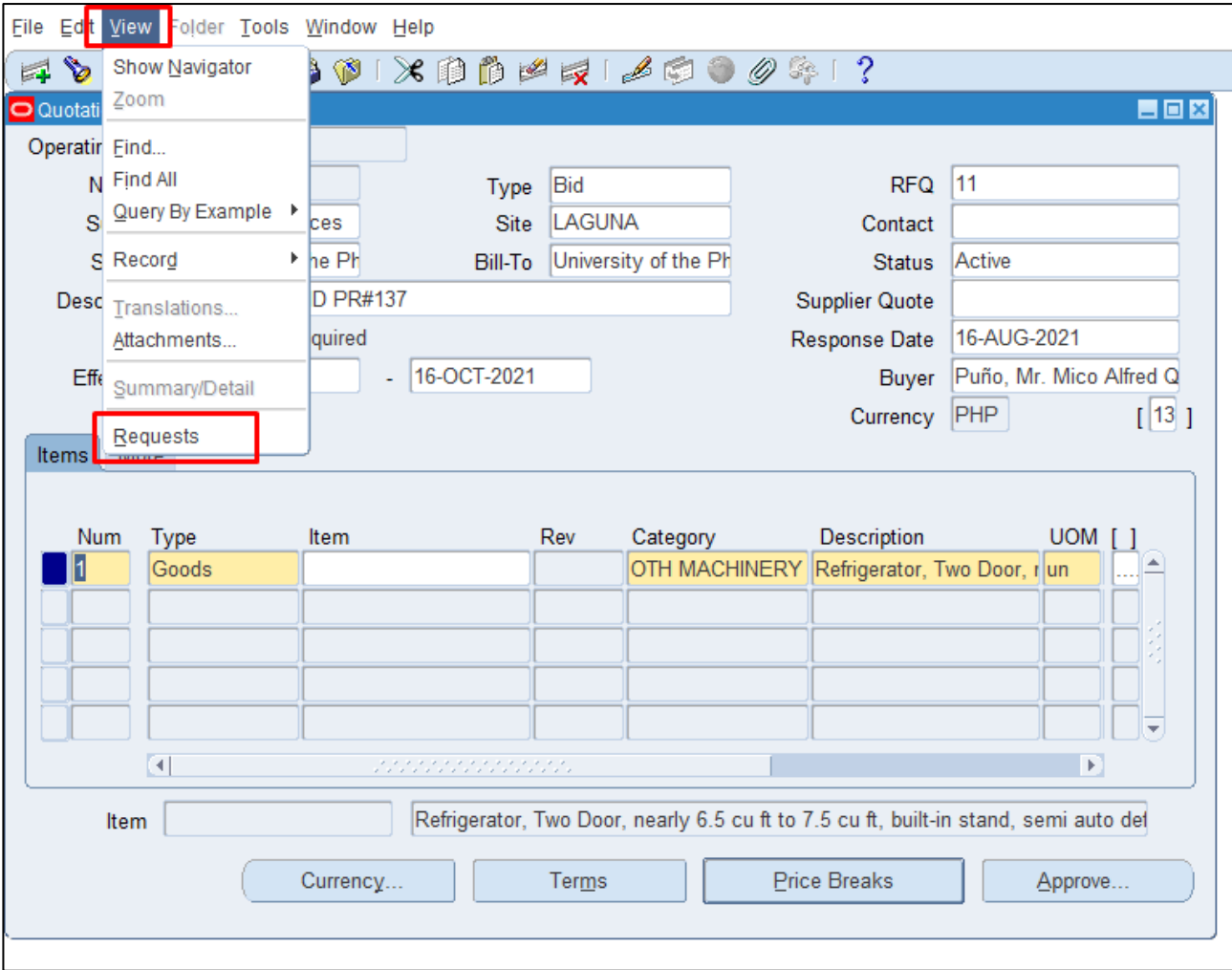
Enter the **Notice to Proceed** date.

Then, click **OK**.

Step 9. Click **Save**.

Confirmation will appear at the bottom of the window.





Step 10. Click **View**.

Then, click **Requests**.

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:

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

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

Click **Submit a New Request.**

Submit Request

Run this Request...

Copy...

Name **UP Notice to Proceed** ...

Operating Unit

Parameters

Language

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

Save all Output Files Burst Output

Layout Options...

Notify Delivery Opts

Print to

Help (H) 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

Approved Bid Number. 49 Invitation to BID PR#137

No. of Days to Comply 3

SPMO Head [Redacted]

Position [Redacted]

OK Cancel Clear Help

Step 13. Parameters window will appear.

- Fill out
- **Approved Bid Number**
 - **No. of Days to Comply**
 - **SPMO Head**
 - **Position**

then click **OK**.

Submit Request

Run this Request...

Name UP Notice to Proceed

Operating Unit

Parameters

Language American English

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 UP Notice to Proceed

Notify

Print to noprint

Options...

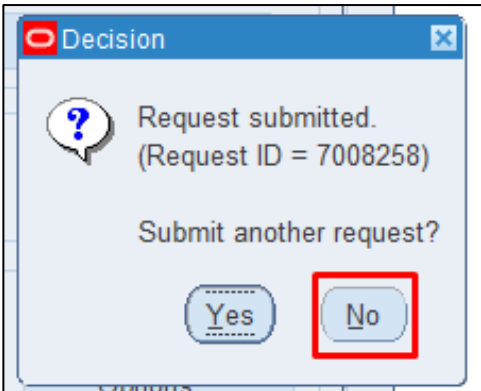
Delivery Opts

Help (C)

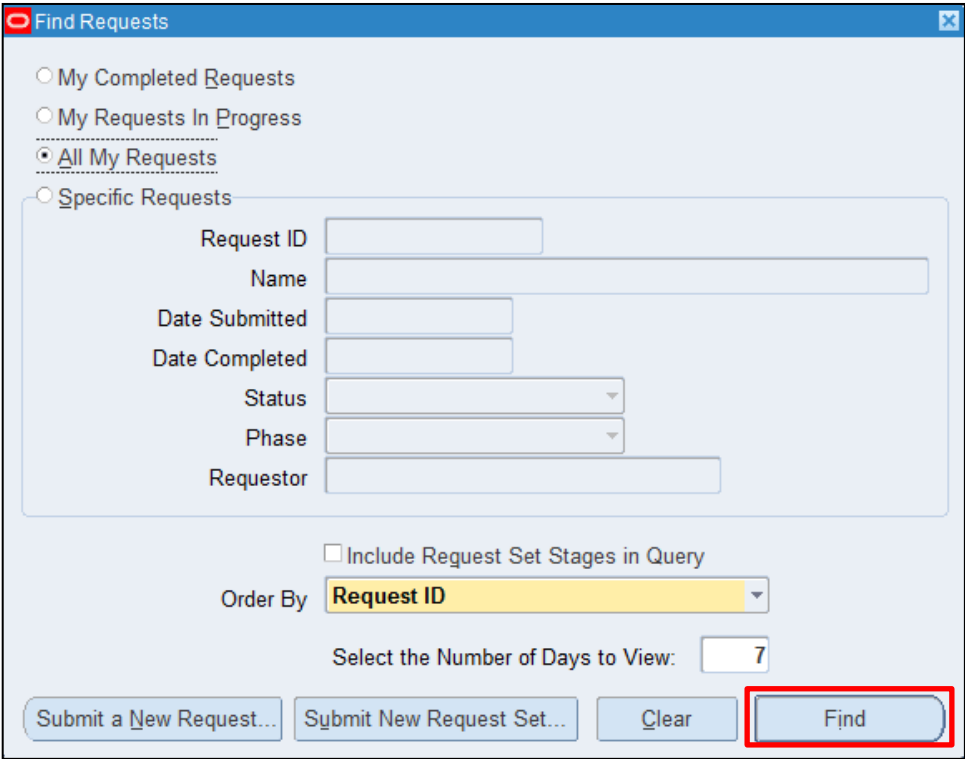
Submit

Cancel

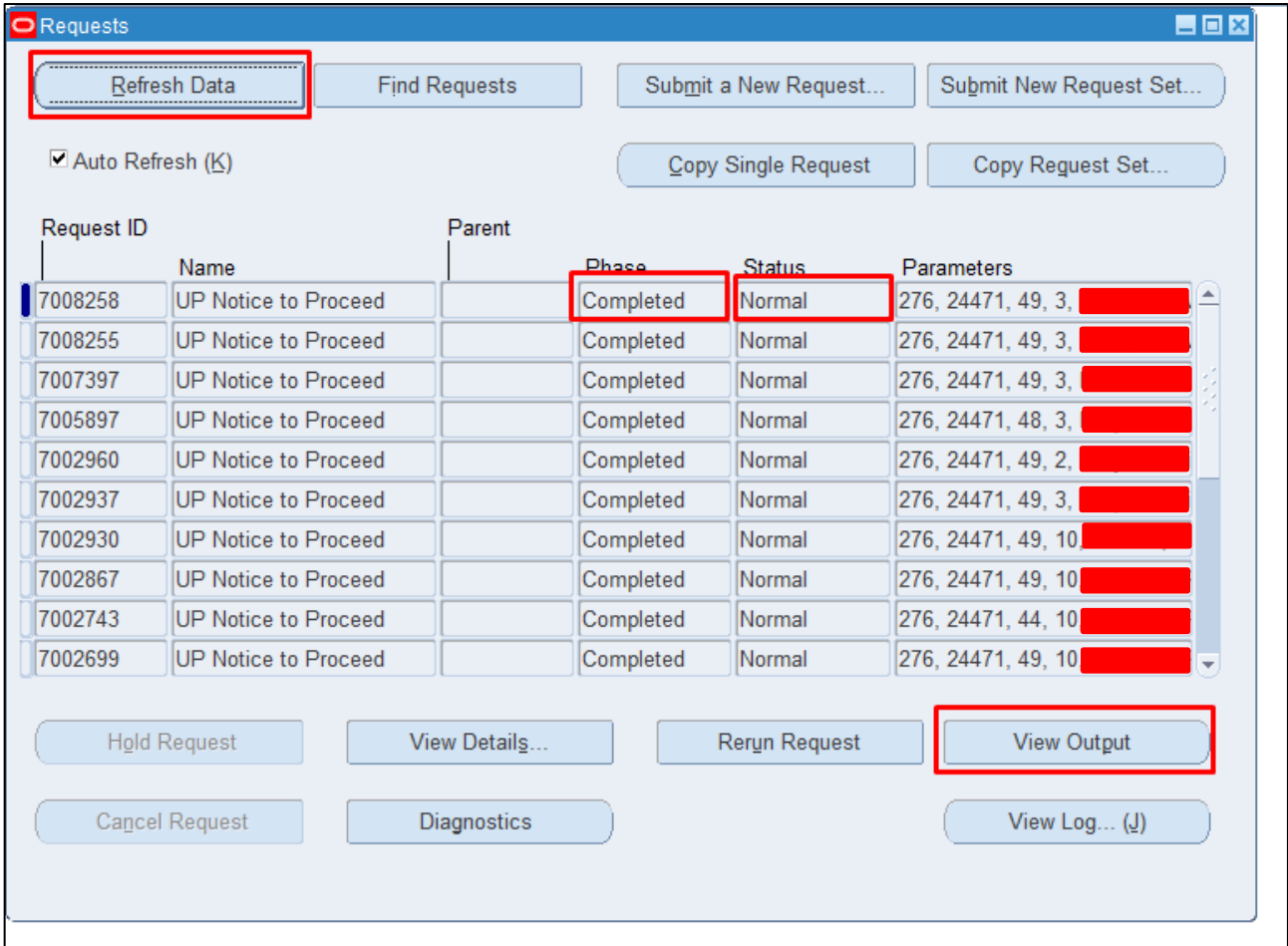
Step 13. You will be redirected back to the **Submit Request** window, click **Submit**.



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



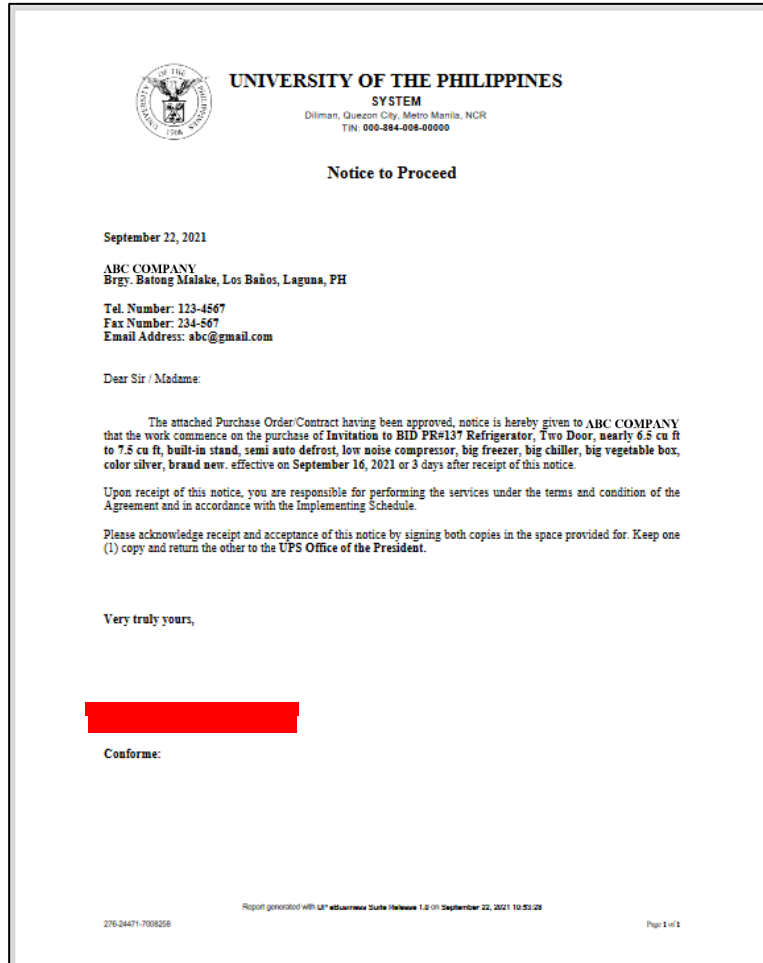
Step 15. On the **Find Requests** window, click **Find**.



Step 16. 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.