



University of the Philippines



SPCMIS

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



GENERATION OF UP REQUEST FOR QUOTATION



SPCMIS User Manual

iProcurement

Author: Riza Nequias
Creation Date: 18 October 2019
Last Updated:
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Version: 4.0

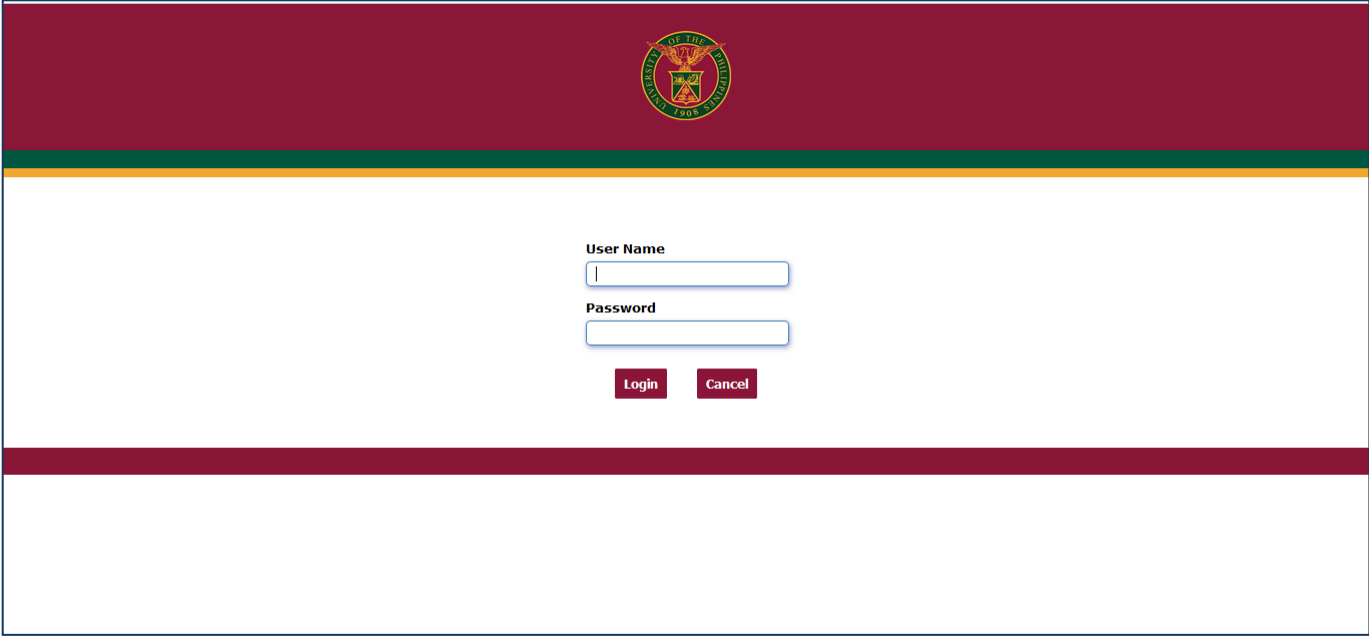
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
27 October 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial
28 November 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update
22 September 2016	Reah Mae Supnet & Carlo Martin Evangelista	3.0	Major Revision
28 February 2017	Reah Mae Supnet	3.1	Update
18 October 2019	Riza Nequias	4.0	Major Revision -Changed screenshots -Changed manual name

2. Description

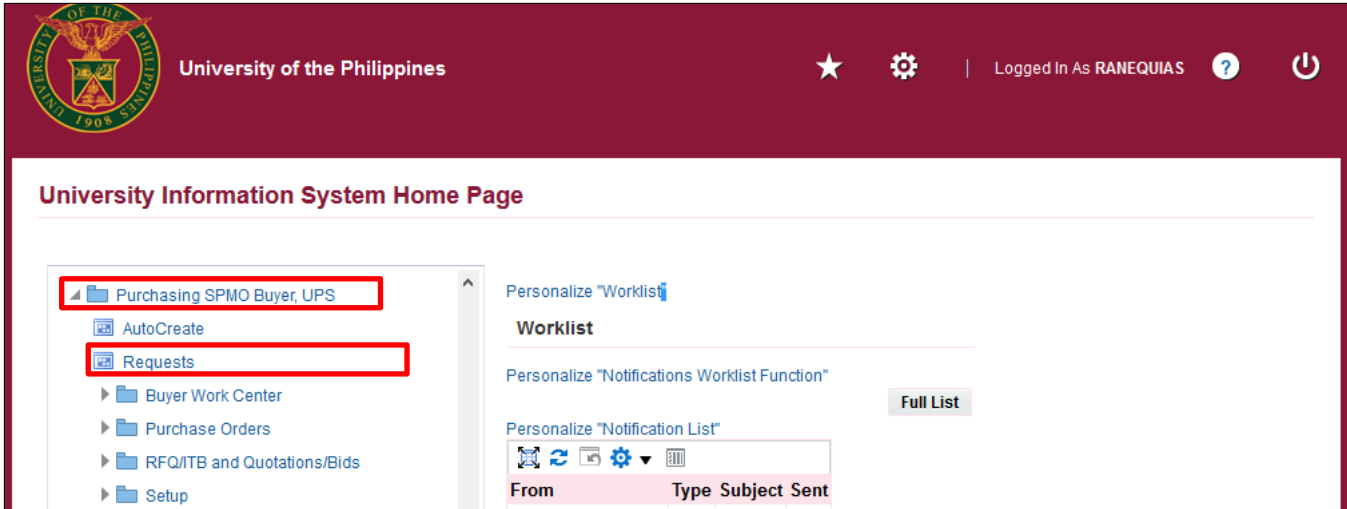
Manual ID	
Manual Name	Generation of UP Request for Quotation
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchase Buyer
Purpose	To generate a Request for Quotation form
Data Requirement	RFQ Number
Dependencies	Approved Purchase Request
Scenario	A buyer will generate a Request for Quotation form to be given to prospective suppliers.
Author	Riza Nequias



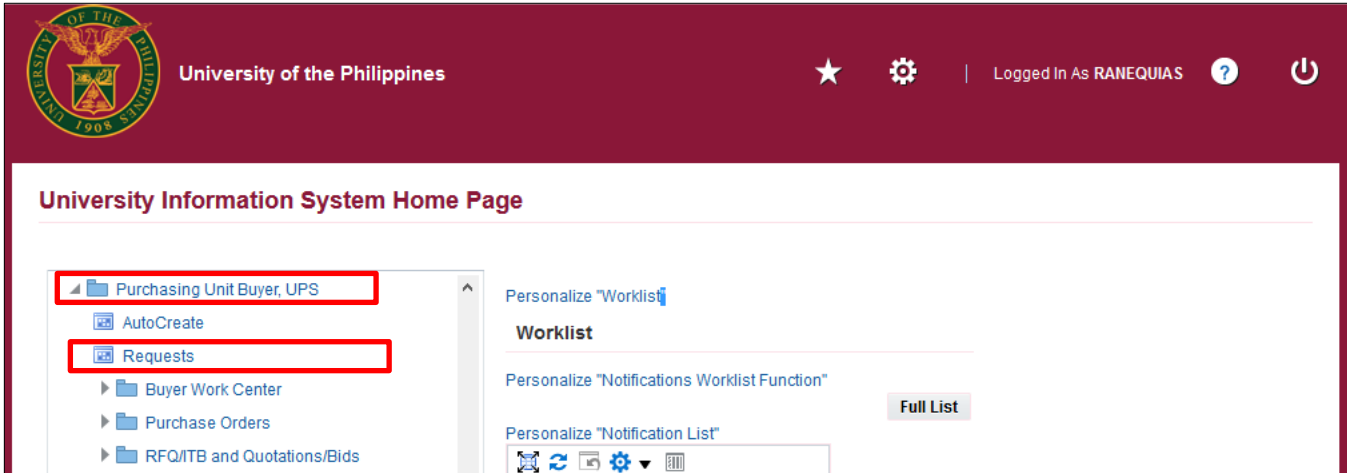
The screenshot shows a login interface. At the top, there is a maroon header bar containing the University of the Philippines logo. Below this is a white area with two input fields: 'User Name' and 'Password'. Below the input fields are two buttons: 'Login' and 'Cancel'.

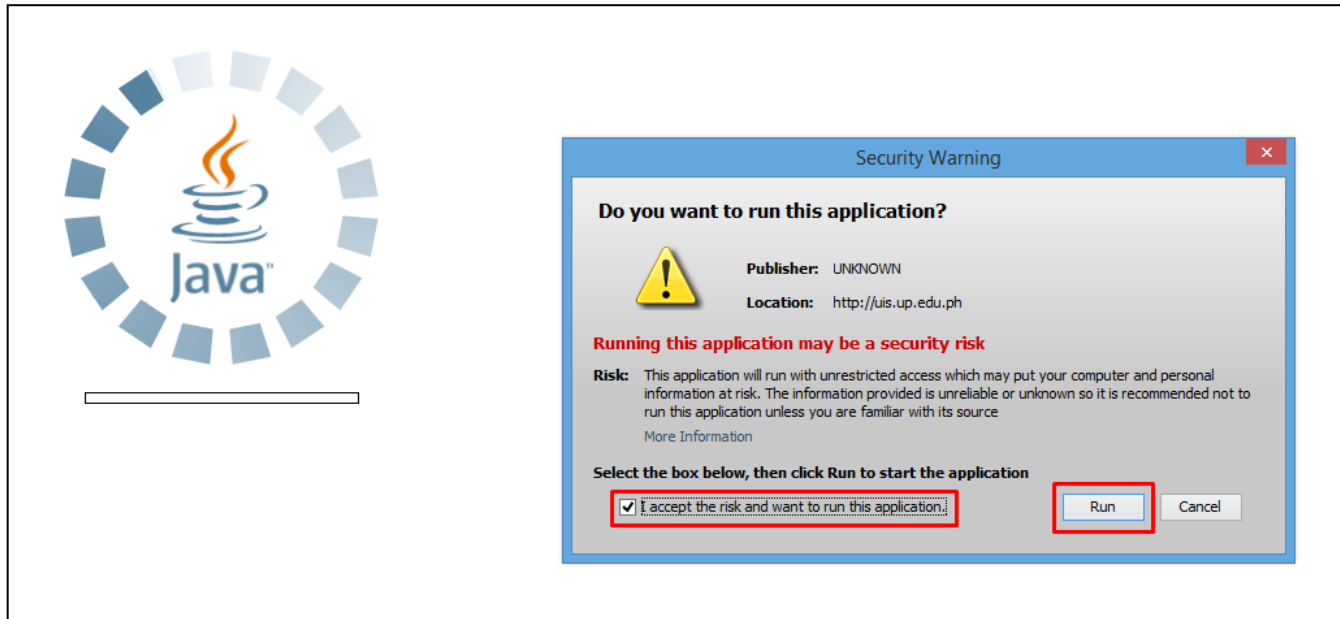
Step 1. Go to uis.up.edu.ph

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



Step 3. On the homepage, select **Purchasing SPMO Buyer, <CU>** Or **Purchasing Unit Buyer, <CU>**
Select **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** button

The screenshot shows a 'Submit Request' dialog box with the following fields and buttons:

- Run this Request...:** A 'Copy...' button and a 'Name' field containing 'UP Request for Quotation' (highlighted with a red box). Below it are 'Operating Unit', 'Parameters', and 'Language' fields. 'Language Settings...' and 'Debug Options' buttons are at the bottom right of this section.
- At these Times...:** A 'Run the Job' dropdown set to 'As Soon as Possible' and a 'Schedule...' button.
- Upon Completion...:** Checkboxes for 'Save all Output Files' (checked) and 'Byrst Output'. Below are 'Layout', 'Notify', and 'Print to' fields. 'Options...' and 'Delivery Opts' buttons are to the right.
- Bottom:** 'Help (C)', 'Submit', and 'Cancel' buttons.

Step 6. On the **Name** Field, click the **ellipsis (...)** to search the **UP Request for Quotation**

You may type **UP%Req%for%Quo** then press **Tab** button from the keyboard

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

- RFQ Number:** A text input field with a dropdown arrow on the right.
- RFQ Signatory:** A text input field.
- Delivery Period:** A date picker field.
- Buttons:** 'OK', 'Cancel', 'Clear', and 'Help' buttons are located at the bottom right. The 'OK' button is highlighted with a red rectangle.

Step 7. Parameter window will appear.

Fill out

- ***RFQ Number***
- ***RFQ Signatory***
- ***Delivery Period***

then click **OK**.

Submit Request

Run this Request...

Copy...

Name UP Request for Quotation

Operating Unit

Parameters 5:30

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

Save all Output Files Burst Output

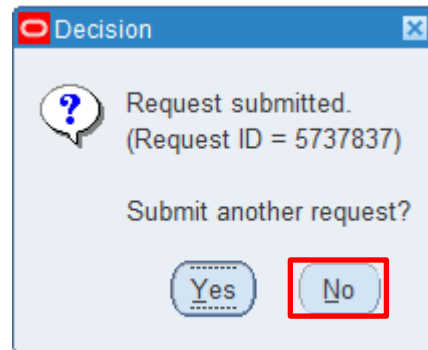
Layout UP Request for Quotation Options...

Notify

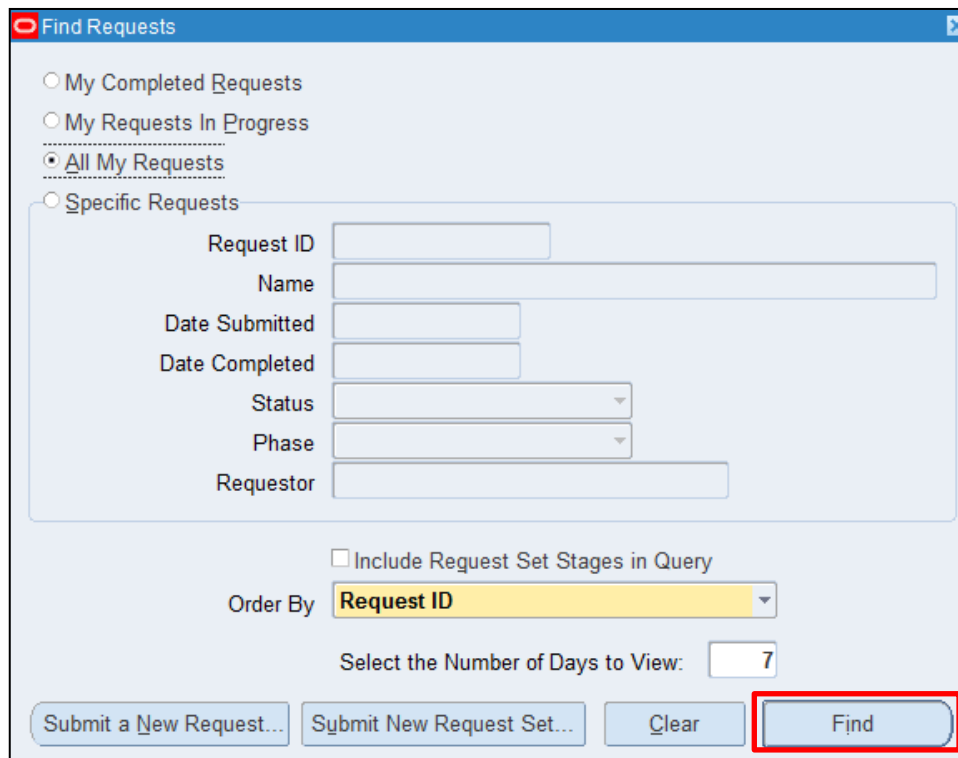
Print to noprint Delivery Opts

Help (C) Submit Cancel

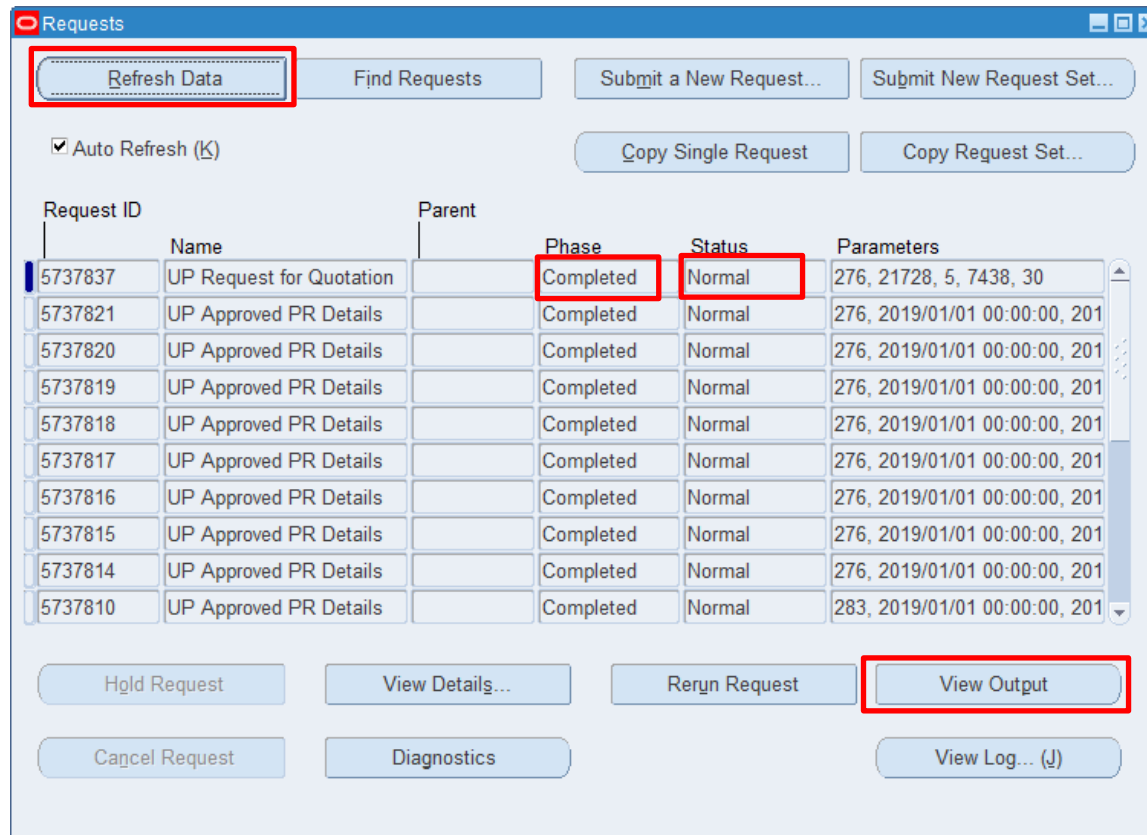
You will be redirected back to the **Submit Request** window, click **Submit**



Step 8. On the decision to submit another request, click **No**.




Step 9. On the **Find Requests** window, click **Find**.



Step 10. 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**
Diliman, Quezon City, Metro Manila, NCR
VAT Reg. TIN: **000-864-006-0000**

REQUEST FOR QUOTATION
UPS UP Information Technology Development Center

Date: MAY 08 2019
RFQ No.: 7
MOP: Small Value Procurement

Please quote your lowest price on the item/s listed below, subject to the General Conditions below, stating the shortest time of delivery and submit your Quotation duly signed by your representative not later than (MAY 31 2019) in the return envelope attached herewith.

Note:


- All entries must be typewritten or in print.
- Delivery for a minimum period of 30 calendar days.
- Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
- Price validity shall be for a period of 90 calendar days.
- PhigEPS Registration Certificate shall be attached upon submission of the quotation (if applicable).
- Bidders shall submit original brochures showing certifications of the product being offered.
- Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.

Others: REQ for PR 3658

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
	T5 LED fluorescent tube, LED, 28V+~, Standard Size 4ft, Must be branded and genuine	pc	500			PHP 550.00	PHP 275,000.00		
TOTAL							PHP 275,000.00		

TOTAL QUOTED AMOUNT IN WORDS: Two Hundred Seventy-Five Thousand pesos and Zero cents

Please quote at your government price (including VAT) and state the time within which you can make delivery, it will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated herein.



After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above.

Name of the Company: _____ **Tel. No.:** _____
Address: _____ **Fax No.:** _____
Name of Representative: _____ **Email Address:** _____
Position: _____ **Date:** _____
Signature: _____

Report generated with UP eBusiness Suite Release 12 on October 21, 2019 14:38:45

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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.