



# University of the Philippines

## SPCMIS

Supplies, Procurement, and Campus Management  
Information System





# Adding Multiple PRs in an RFQ



# SPCMIS User Manual

## *iProcurement*

Author: Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet & Carlo Martin Evangelista  
Creation Date: 27 October 2014  
Last Updated: 28 February 2017  
Document Ref: SPCMIS User Manual – Create RFQ  
Version: 3.1

### Approvals:

Recommending Approval:

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Approved by:

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## 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

## 2. Description

<b>Script ID</b>	UGSP090141
<b>Script Name</b>	Create RFQ
<b>Information System</b>	Supplies, Procurement, and Campus Management Information System
<b>Functional Domain</b>	Purchasing Buyer
<b>Purpose</b>	
<b>Data Requirement</b>	
<b>Dependencies</b>	
<b>Scenario</b>	
<b>Author</b>	Reah Mae Supnet & Carlo Martin Evangelista

**AutoCreate to RFQs - 21**

Operating Unit **UP Baguio**

**Number** **21** Type **Request for Quotati** Created **07-MAR-2017**

Ship-To **University of the Ph** Bill-To **University of the Ph** Status **In Process**

Due Date  Reply Via

Description **Test** Close Date

☐ Quote Approval Required Buyer **Lim, Mr. Emmanuel Joh**

Quote Effectivity  -  Currency **PHP** [ . ]

**Items** **More**

Num	Rev	Category	Description	UOM	Target Price	[ ]
1		FOOD SUPPLIES.	SNACKS with drinks	pck	75	...
2		FOOD SUPPLIES.	snacks/meals during the	pax	250	...
						...
						...
						...

Item **SNACKS with drinks**

**Currency...** **Terms** **Price Breaks** **Suppliers**

**Note:** Before adding there should be an initial RFQ. Take note of its **document number** or **RFQ number**.

Minimize the **AutoCreate to RFQs** window and go back to the **Find Requisition Lines** window.

Find the PR number you would like to add to the RFQ by clicking on the **ellipsis(...)** in the Requisition field.

Quick select the PR number then click **Find**

Find Requisition Lines

Operating Unit: UP Baguio

Approved: Yes

Requisition: 638

Emergency PO Number:

Supplier Sourcing:

Supplier:

Document Type:

☐ Global

☐ VMI Only

☐ Shgw External Locations

Ship-To:

Buyer:

Requester:

Preparer:

Supplier List:

Supplier Site:

Document:

Minimum Amount:

Currency:

Rate Type:

Line Status

Item, Rev:

Job:

Category:

Description:

Line Type:

Clear Find

Quick select the PR number  
then click **Find**

Requisition	Line	Item	Rev	Category	Item Description	UOM	Quantity	Unit Price	Need-By
638	1			FOOD SUPPL	snacks/meals during the B	pax	10	250	11-AUG

Action: **Add To**  
Document Type:   
Grouping:   
Group Shipments: ☒

Manual Automatic

**AutoCreate Documents** window will appear. In the **Action** field choose **Add to** then click **Automatic**

Purchasing Org: UP Baguio  
**Document Number**:   
Release:   
OK Cancel

**Add to Document** window will appear. On the **Document number** enter the number of your previously created RFQ and click **OK**.

The additional items should now be added to the previous RFQ