

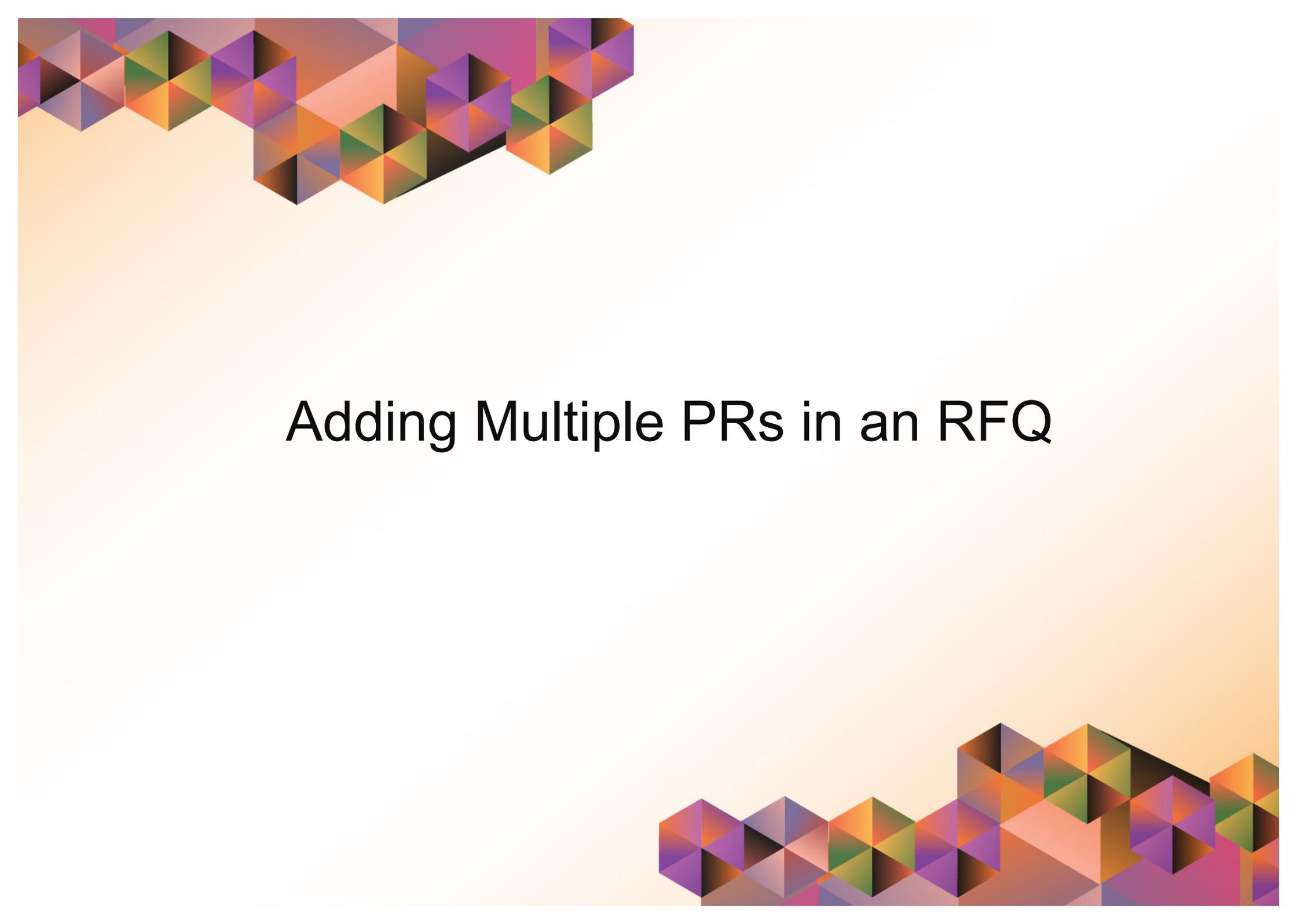


# University of the Philippines



## **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:

---

Approved by:

---

## 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

Number  Type  Created

Ship-To  Bill-To  Status

Due Date  Reply Via

Description  Close Date

Quote Approval Required Buyer

Quote Effectivity  -  Currency  [ . : ]

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

**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

Approved

**Requisition**

Emergency PO Number

Supplier Sourcing

Supplier

Document Type

Global

VMI Only

Shgw External Locations

Ship-To

Buyer

Requester

Preparer

Supplier List

Supplier Site

Document

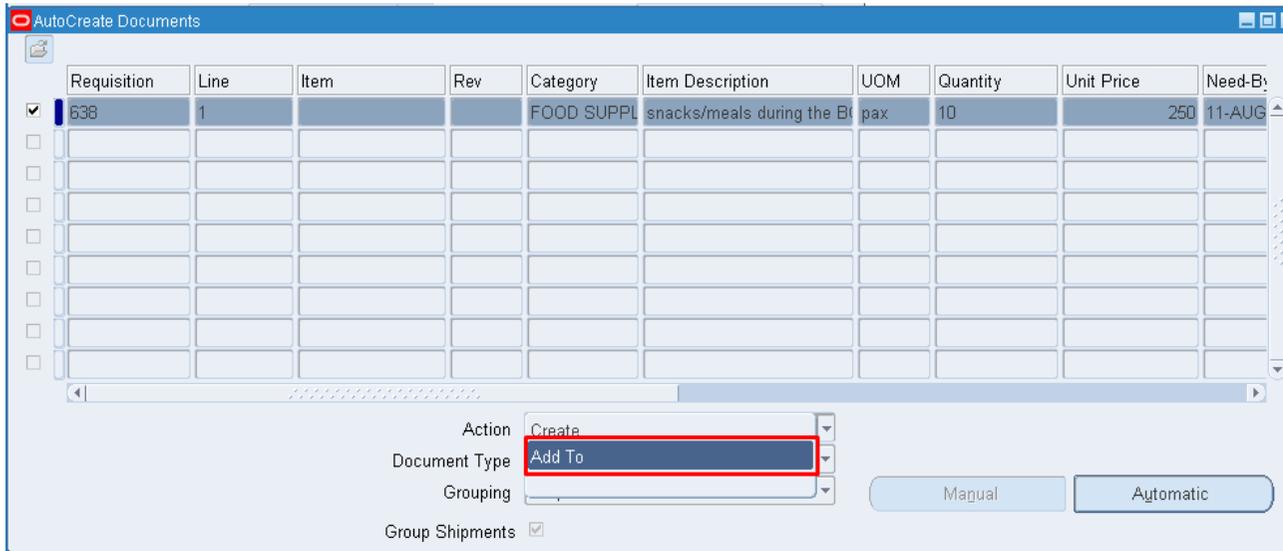
Minimum Amount

Currency

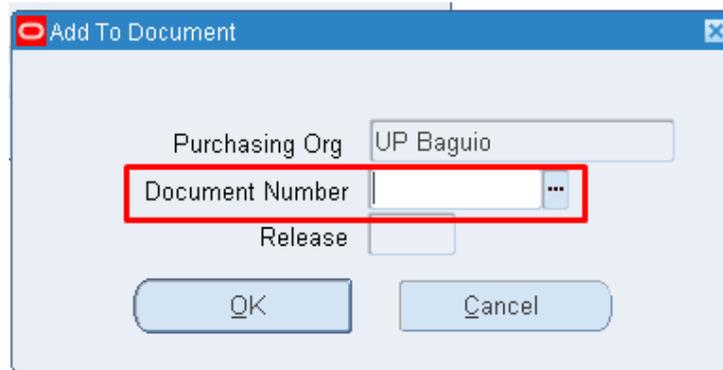
Rate Type

Line	Status
Item, Rev	<input type="text"/>
Job	<input type="text"/>
Category	<input type="text"/>
Description	<input type="text"/>
Line Type	<input type="text"/>

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



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



**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