University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System

CREATION OF SUPPLEMENTAL PPMP FOR NON-COMMON-USE ITEMS

SPCMIS User Manual

iProcurement

Author: Riza Nequias
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Last Updated: 21 June 2021
Document Ref: SPCMIS User Manual - Creation of Supplemental PPMP for Non-Common Use Items
Version: 4.0

Approvals:

Recommending Approval:

_____

Approved by:

_____

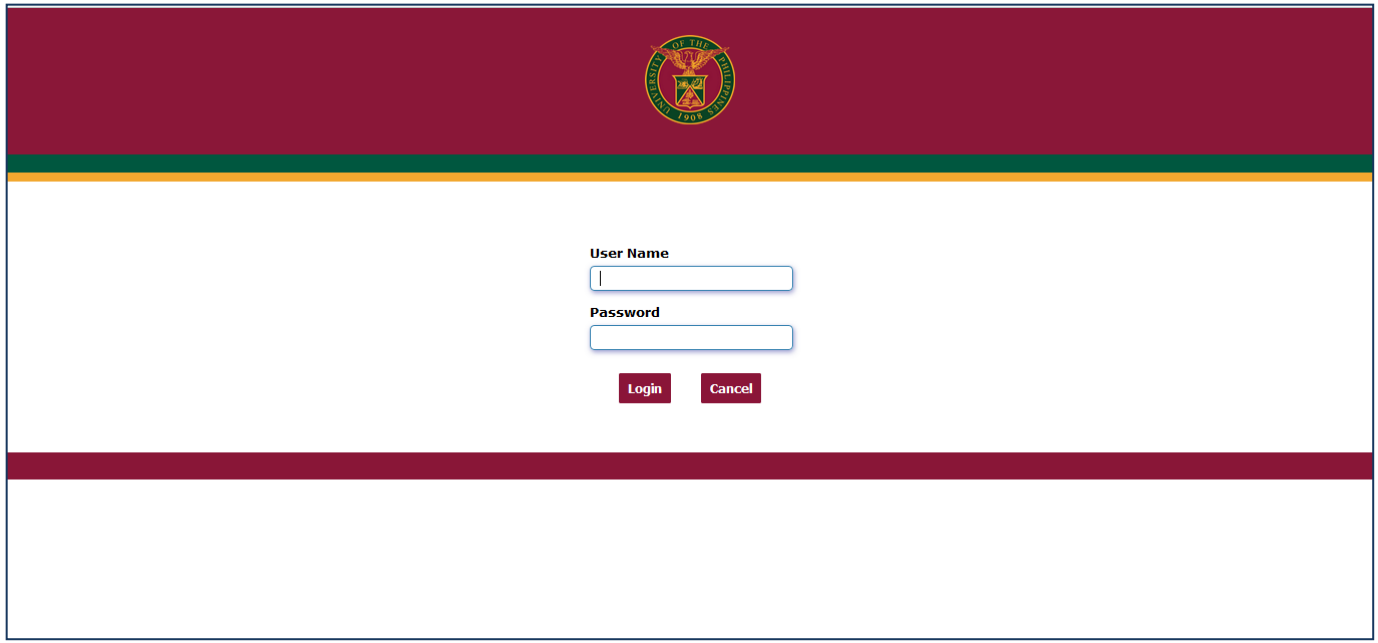
1. DOCUMENT CONTROL

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
21 June 2021	Riza Nequias	4.0	Major Revision - Updated screenshots and steps

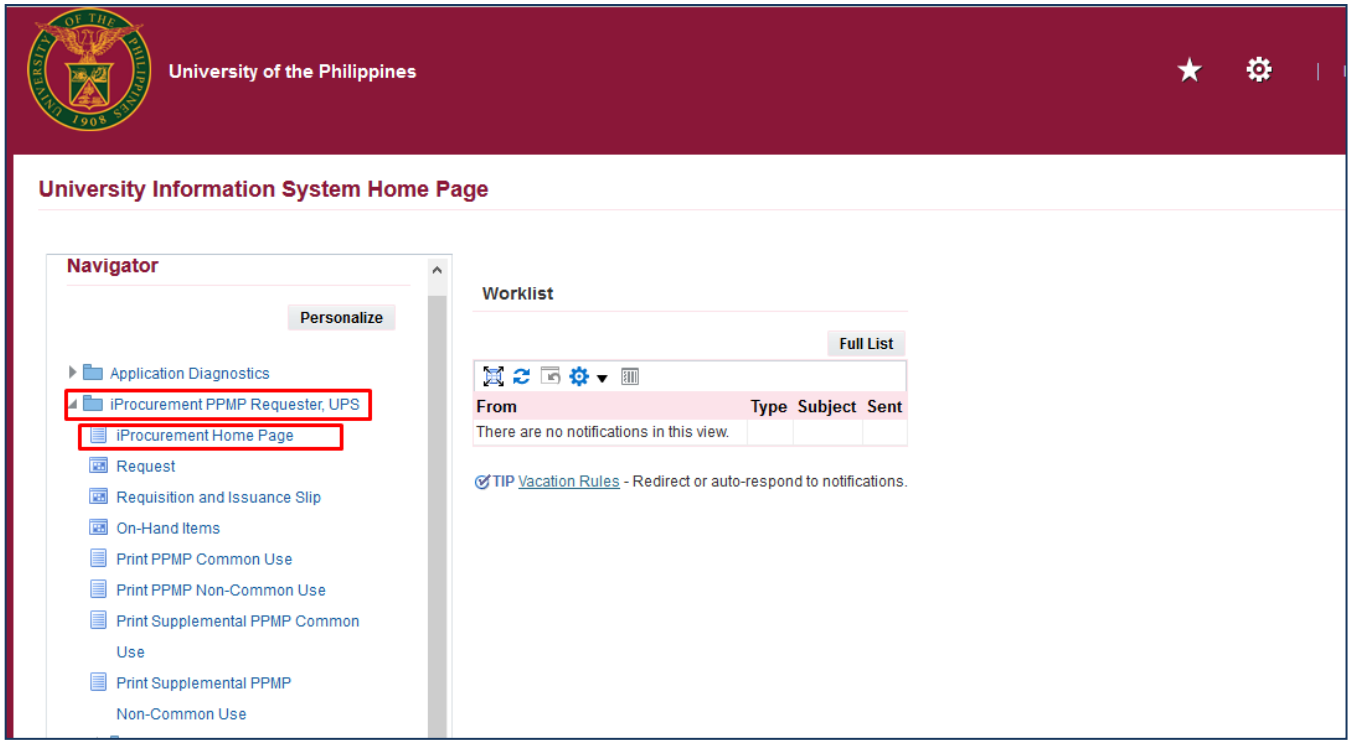
2. Description

Script ID	UMSP010831
Script Name	Creation of Supplemental PPMP for Non-Common Use Items
Information System	Supplies, Procurement, and Campus Management Information System
Functional Domain	iProcurement PPMP Requester
Purpose	To create a Supplemental PPMP for Non-Common Use Items to augment the approved PPMP previously created for the year
Data Requirement	None
Dependencies	Charge Account Setup Approval Path Setup Purchase Order Information
Scenario	An additional or reallocation of budget have been approved, the user will create a Supplemental PPMP for Non-Common use items
Author	Riza A. Nequias

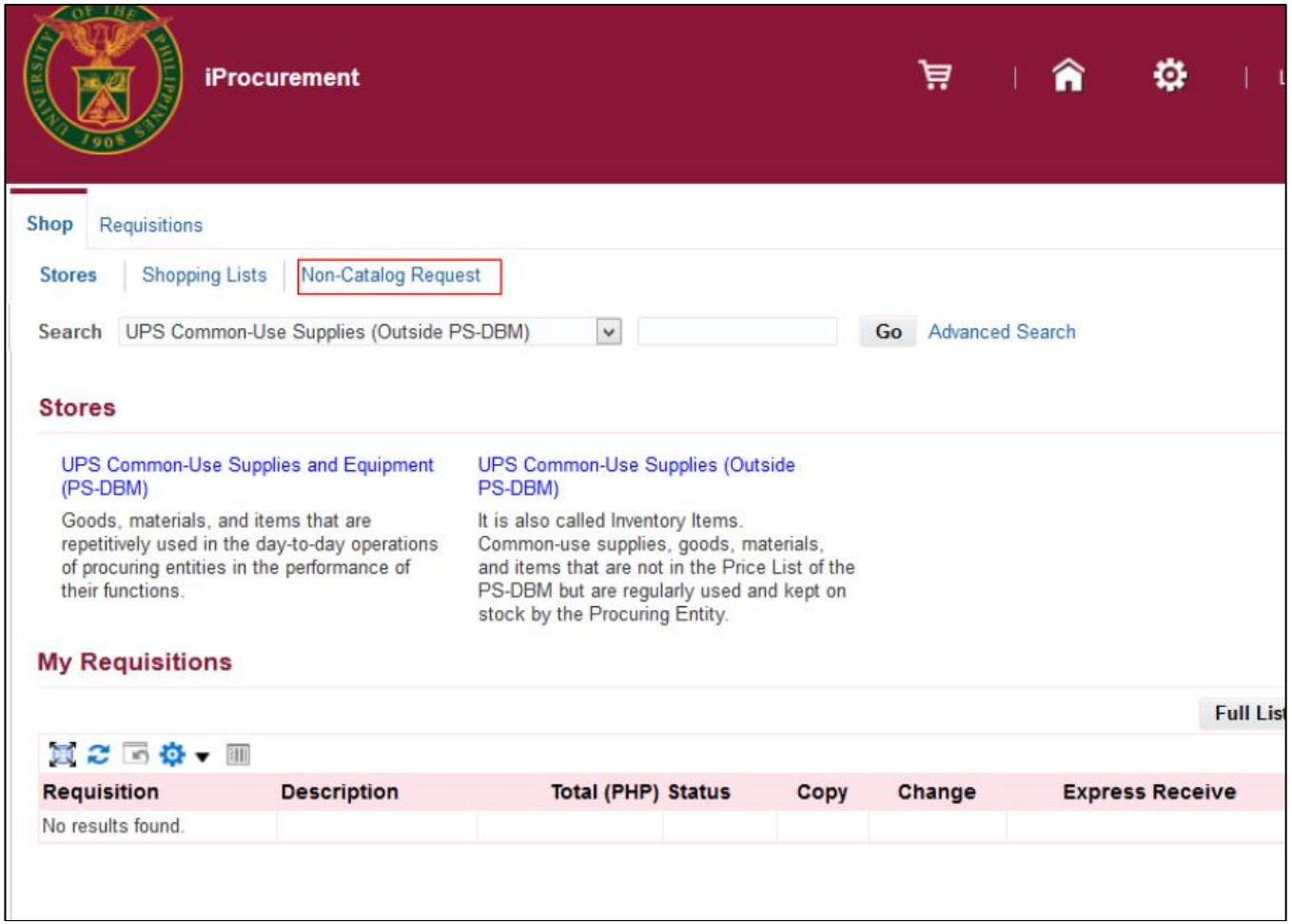


Step 1. Go to ***uis.up.edu.ph***

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

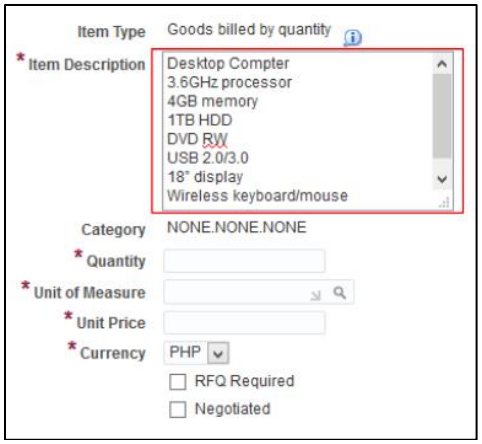


STEP 4. Navigate to the **iProcurement PPMP Requester, <CU>** responsibility and select ***iProcurement Home Page***.

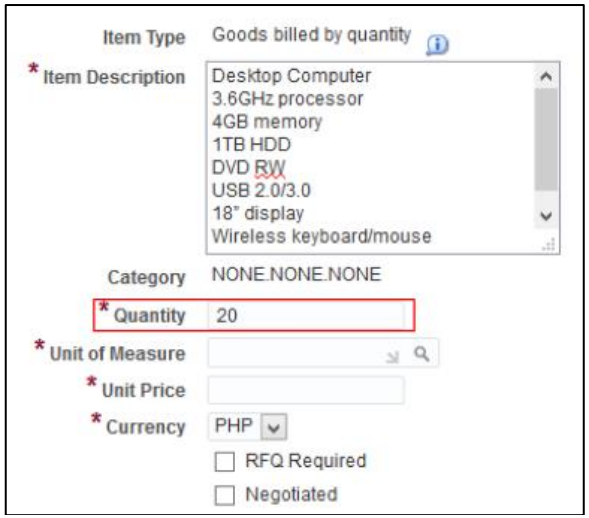


STEP 5. Select ***Non-Catalog Request***

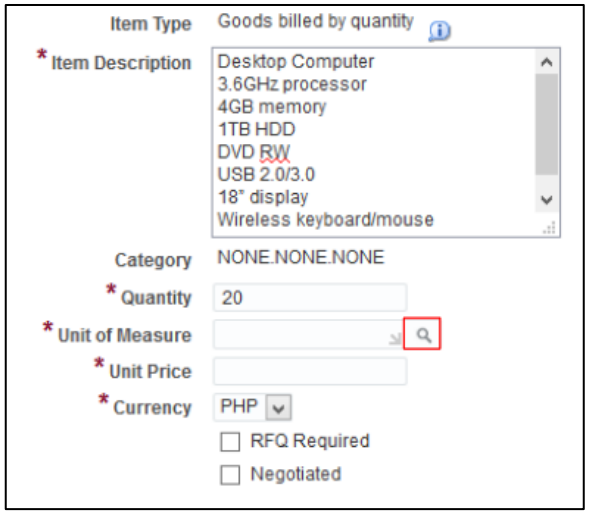
STEP 6. On the ***Non-Catalog Request*** window, enter the required fields



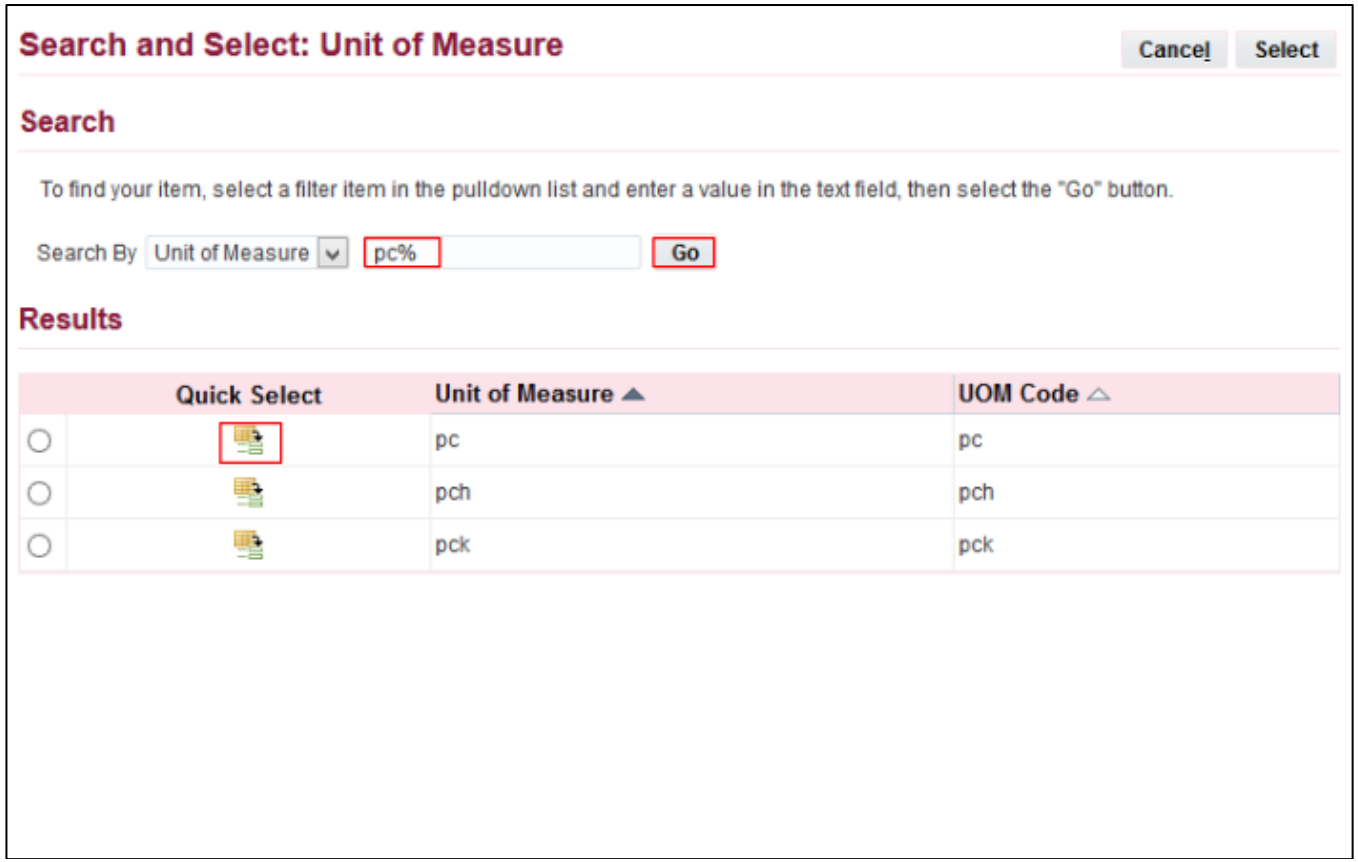
Enter ***Item Description***.



Enter ***Quantity***



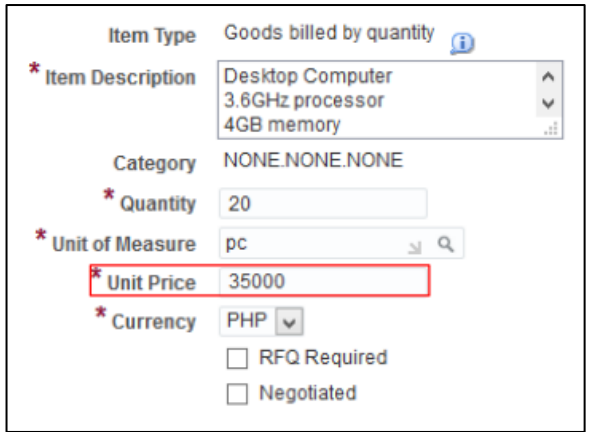
For the ***Unit of Measure***, click ***Search*** ( )



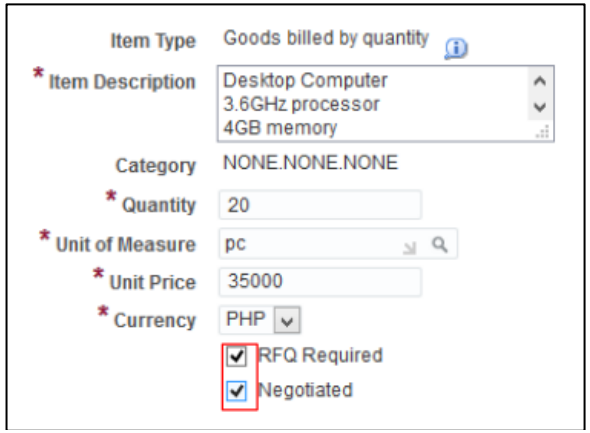
To search ***Unit of Measure***, enter a key word with ***(%)*** to view all possible results. **Example**: pc%.

Click ***Go***

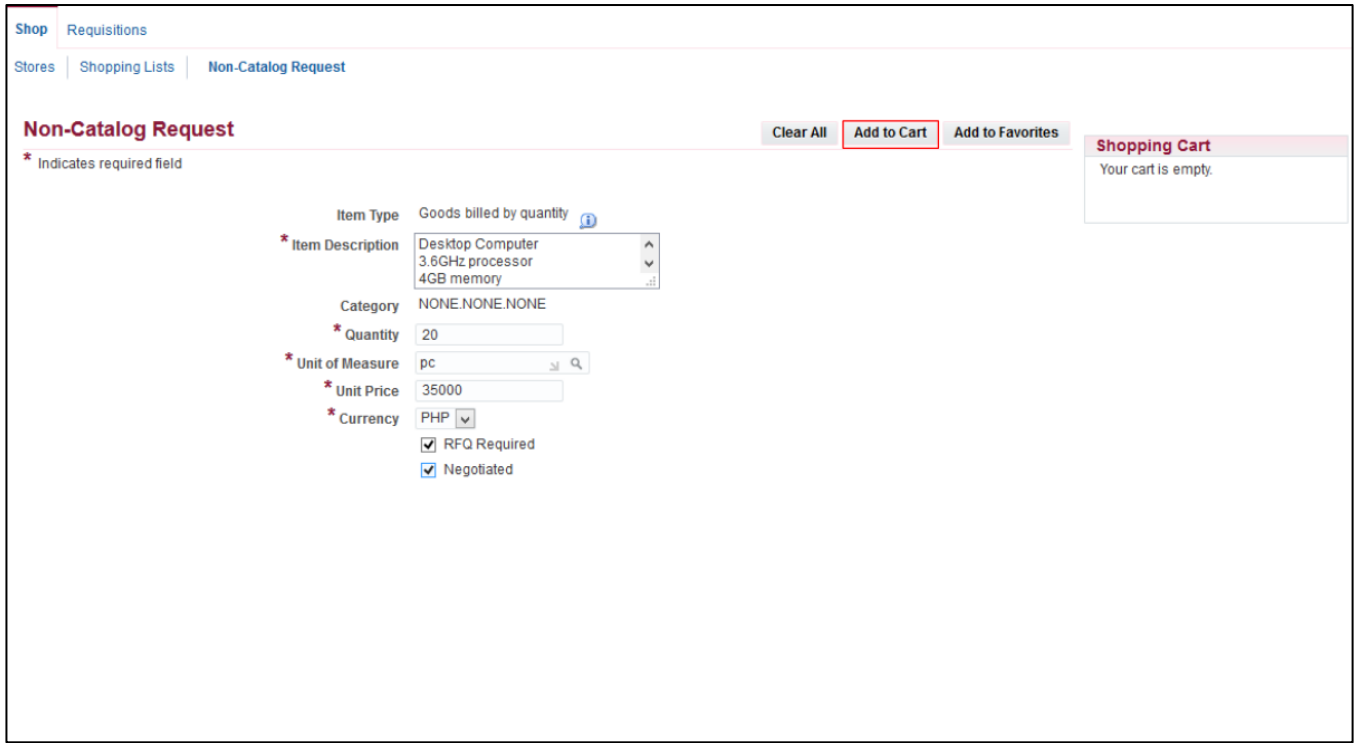
Quick Select the unit of measure



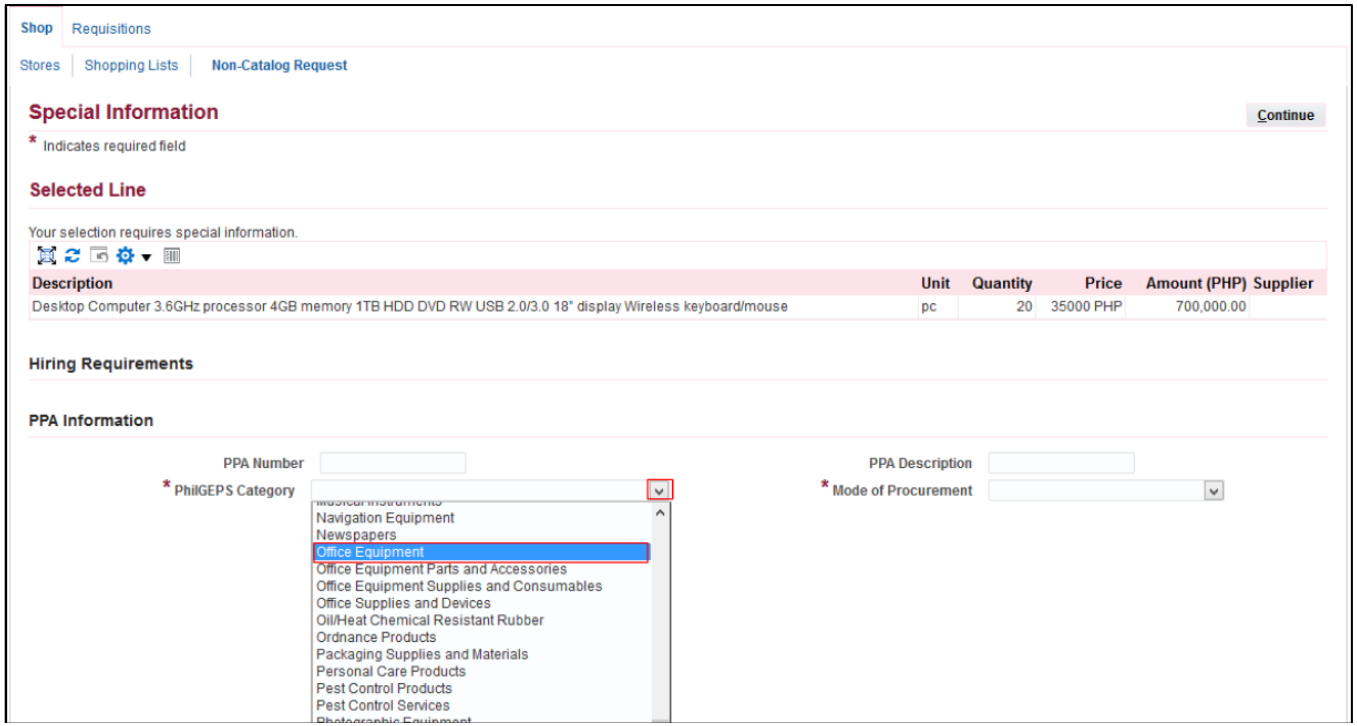
Enter ***Unit Price***. The default currency is **PHP**.



Tick the ***RFQ Required*** and ***Negotiated*** checkboxes.

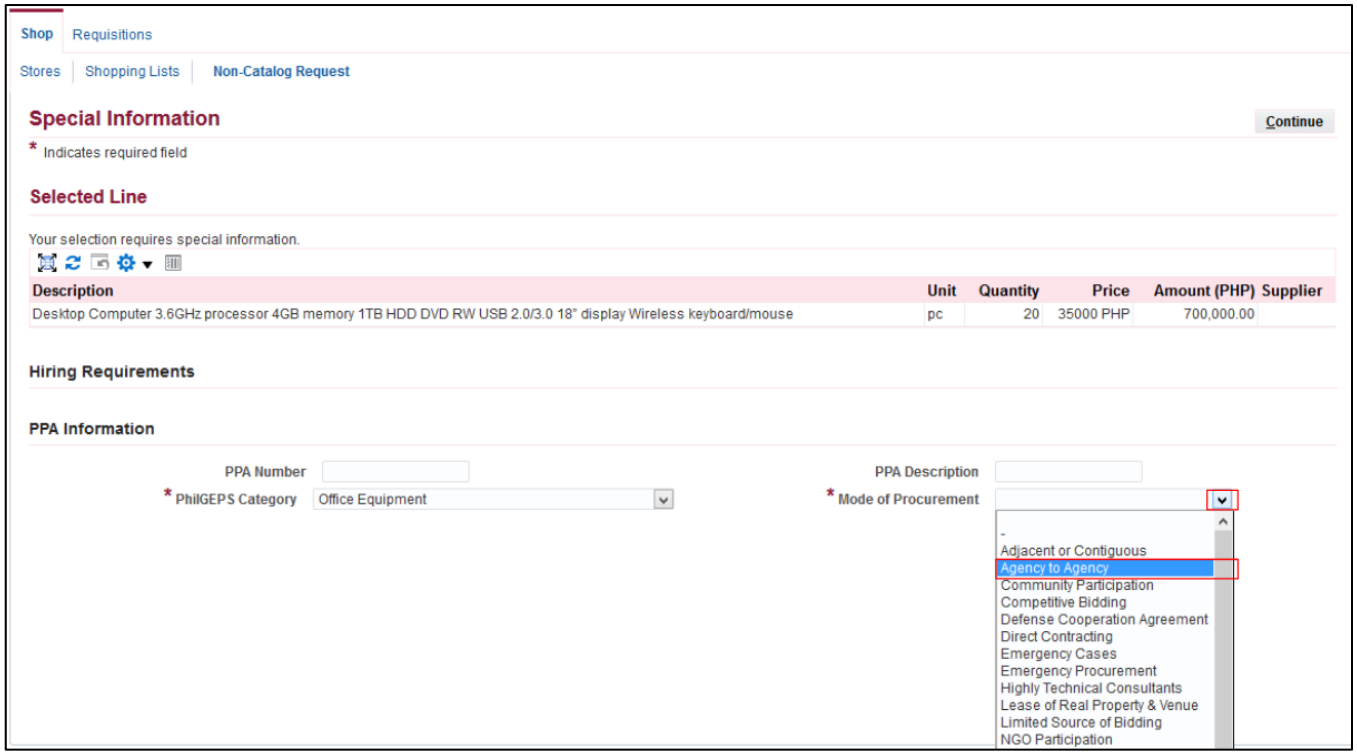


STEP 7. After entering data on the required fields, click ***Add to Cart***.



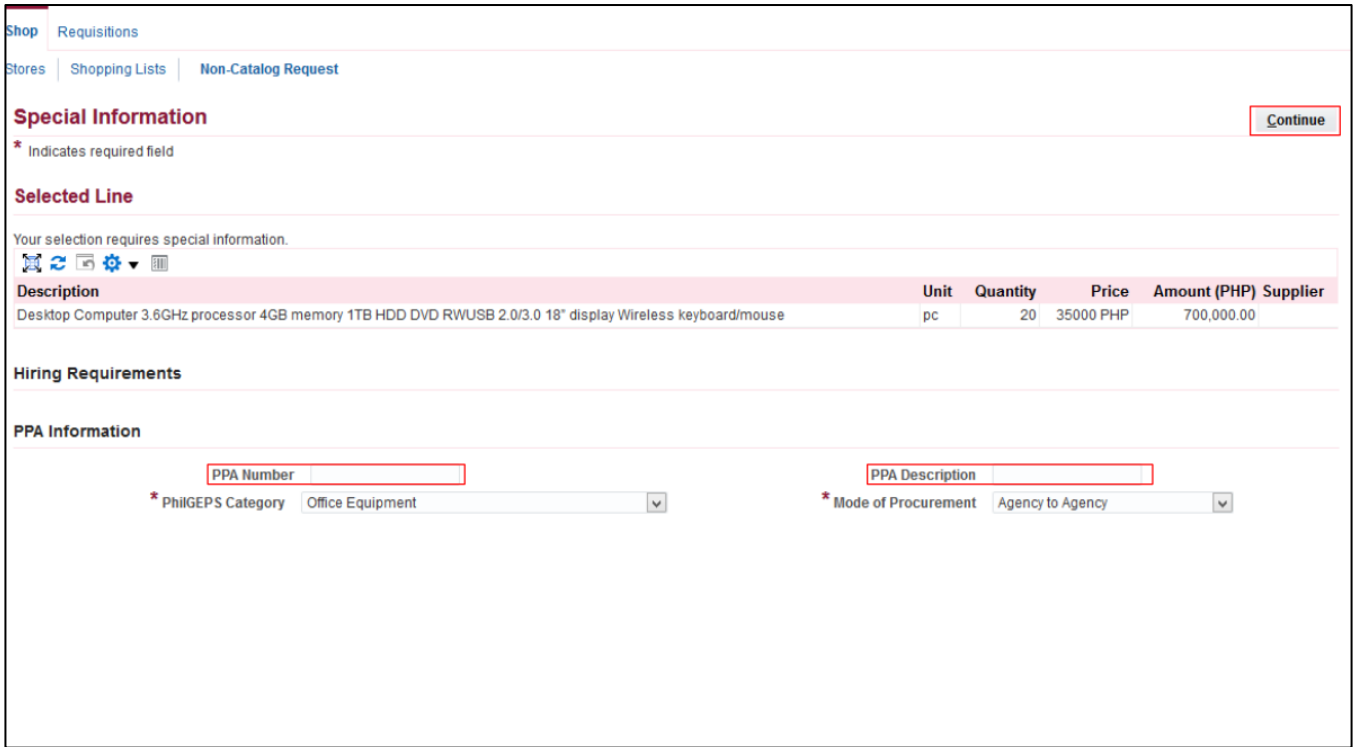
STEP 8. Fill out the ***Special Information*** page.

Fill in the ***PhilGEPS Category.***



Fill in the ***Mode of Procurement.***

Note: For those who do not know the Philgeps category or Mode of Procurement, you may consult with your SPMO or Procurement Office

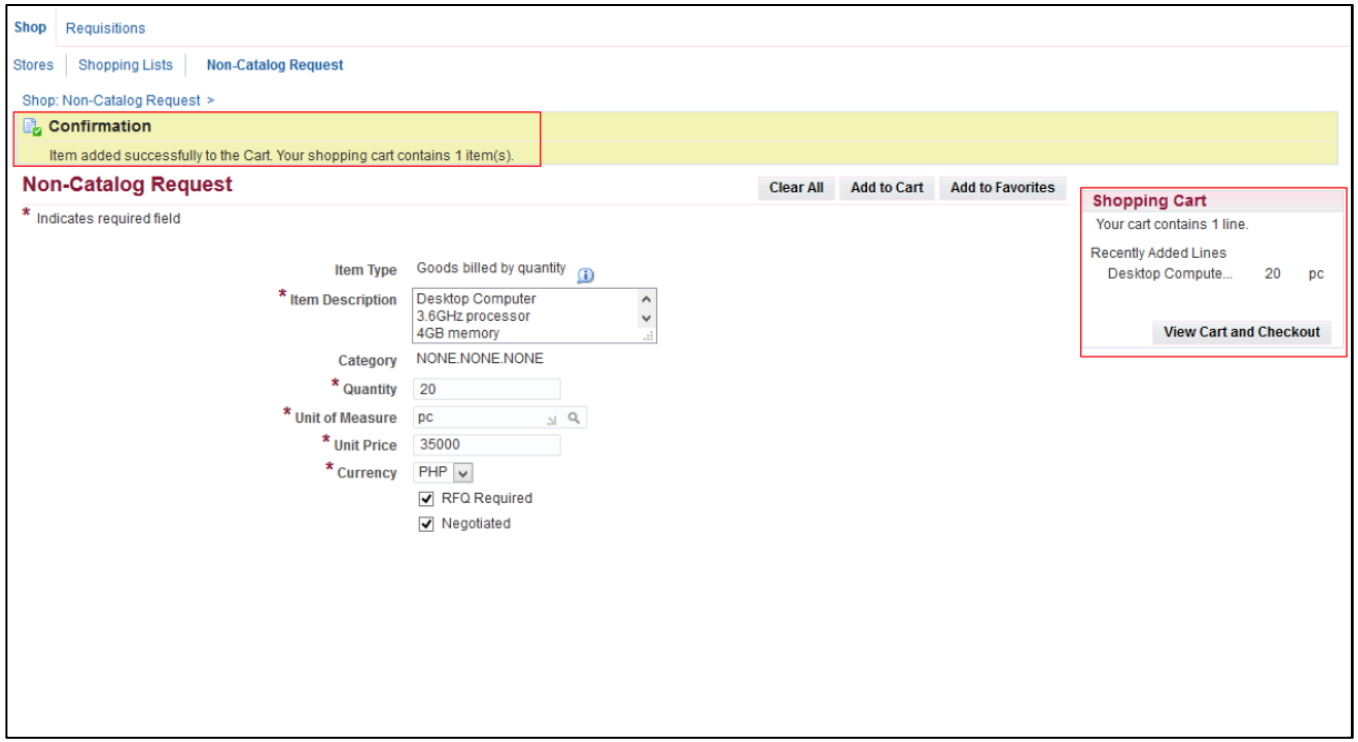


If applicable, fill in the ***PPA number*** and ***PPA Description.***

Then, click ***Continue.***

Program/Project/Activity (PPA) number. This number is set by the originator. This is not system generated. This number will help the approver to easily identify the grouping of items.

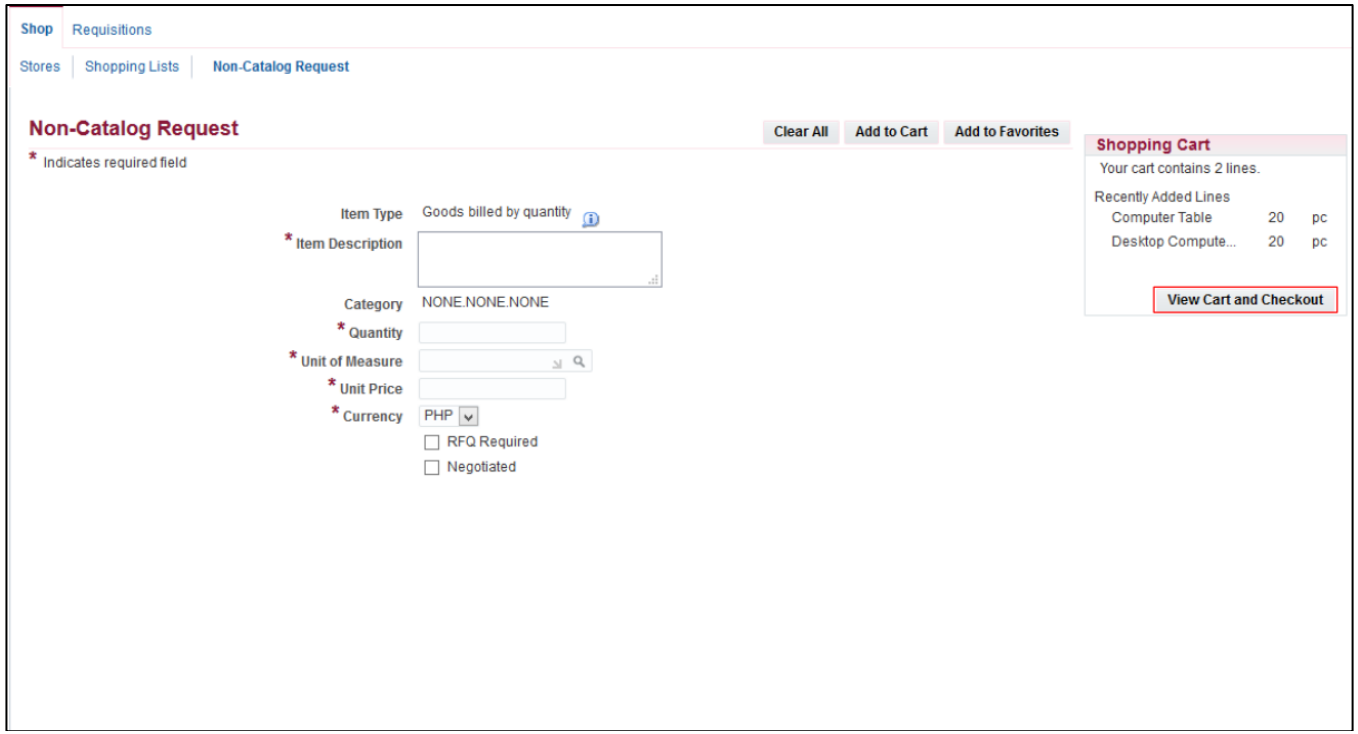
Program/Project/Activity (PPA) Description. Here you may add the Title of the activity/program/project



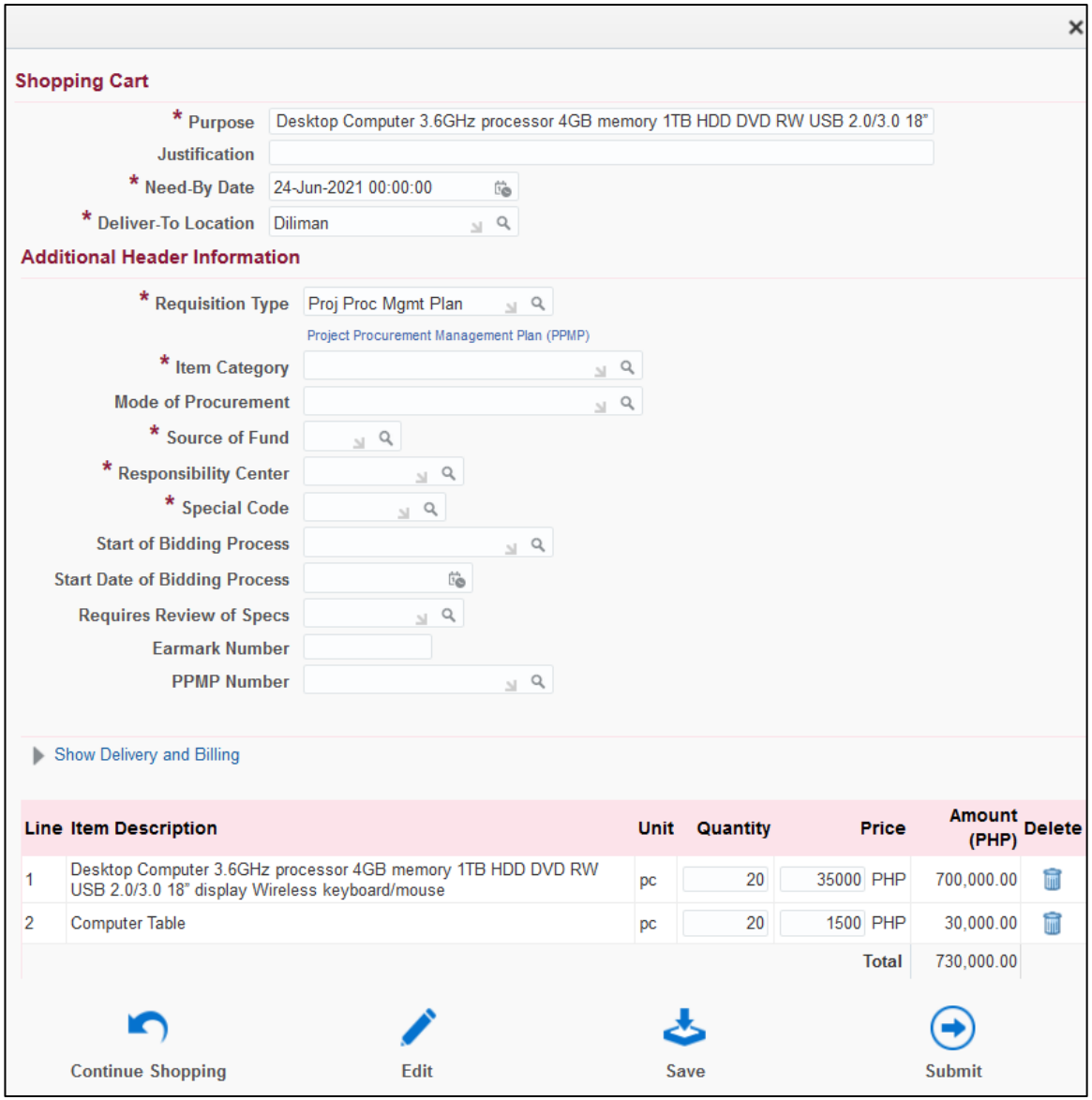
A confirmation will appear and

Added items will reflect in the Shopping Cart

To ***add* item/s** in the ***Shopping Cart***, click ***Clear All*** to empty the fields then repeat ***STEPS 6*** *to* ***8.***

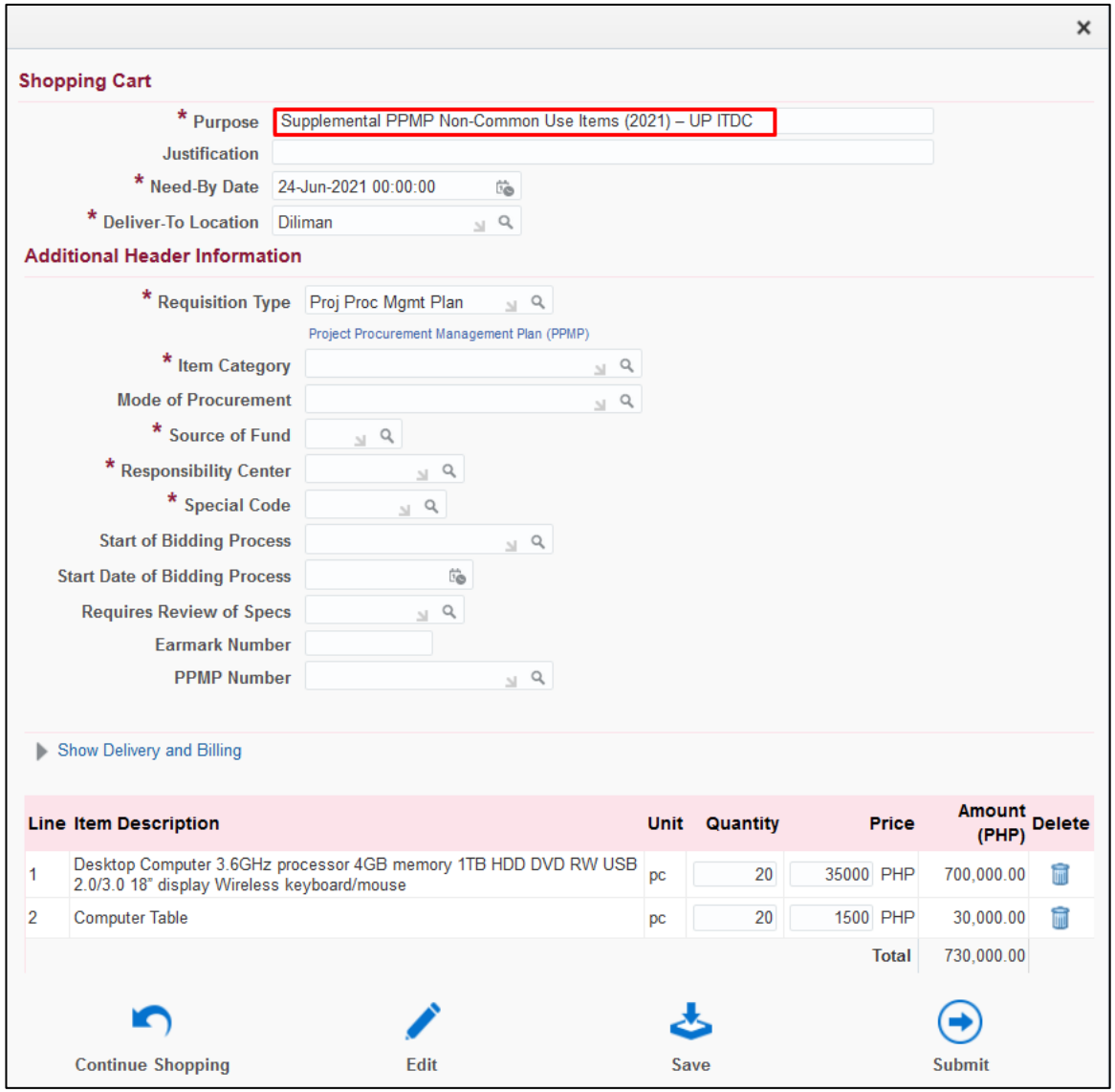


STEP 9. Items will then be reflected on the ***Shopping Cart*****.** When done adding items you may now proceed with checking-out by clicking ***View Cart and Checkout***



The ***Shopping Cart*** page, contains the headers of the report and the summary of items in your shopping cart. Here you can:

- **EDIT** the quantity of the items,
  just place the cursor in the quantity field and type the amount
- **DELETE** a line, by clicking on the trash icon found on the right most column
- Click **Continue Shopping** to return to the ***iProcurement Homepage*** if you still need to add more item
- Click ***Save*** to save your requisition and proceed to **checkout**
- Click ***Edit*** after filling in the required details marked by an asterisk (*) then proceed to **checkout**
- Click ***Submit*** if you are done in adding items and add or update the details of your requisition.
- Click **Continue Shopping**, to return to the iProcurement homepage to add more items

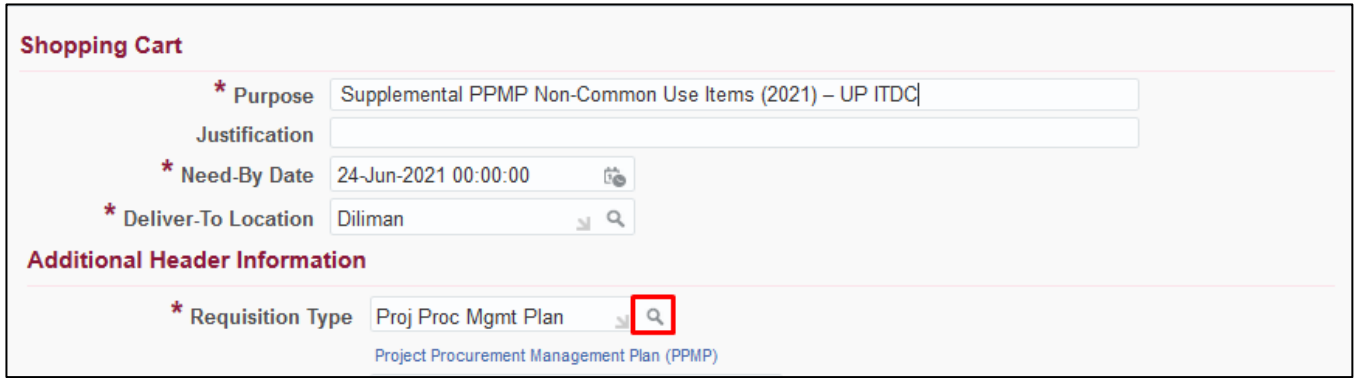


STEP 10. Fill-out the **Shopping Cart** headers.

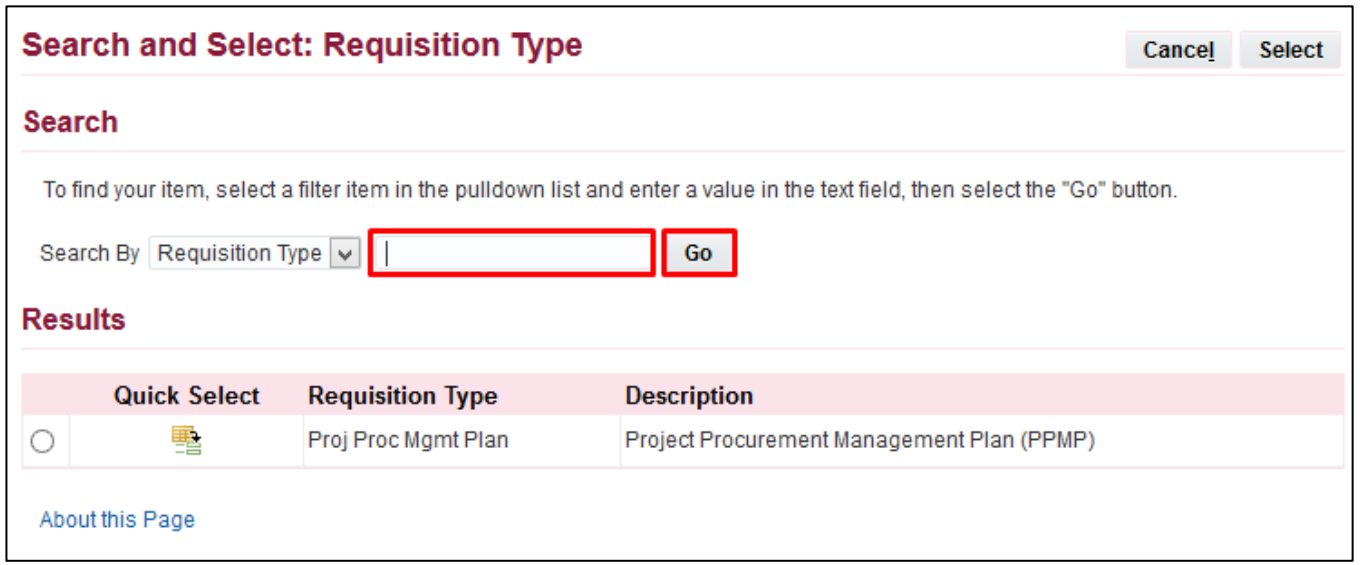
Fill-in the ***Purpose*** following the naming convention below:

Supplemental PPMP Non-Common Use Items (Year) – Office

Example: **Supplemental PPMP Common Use Items (2021) – UP ITDC**

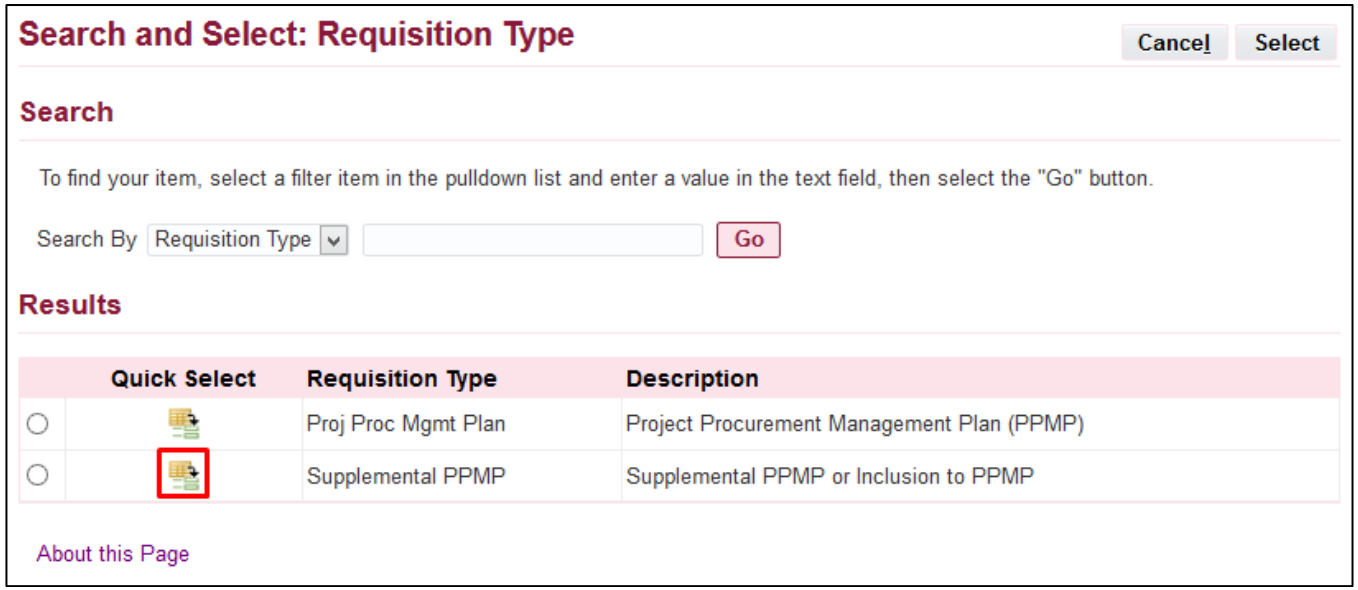


STEP 16. On ***Requisition Type***, click ***Search*** ( ).

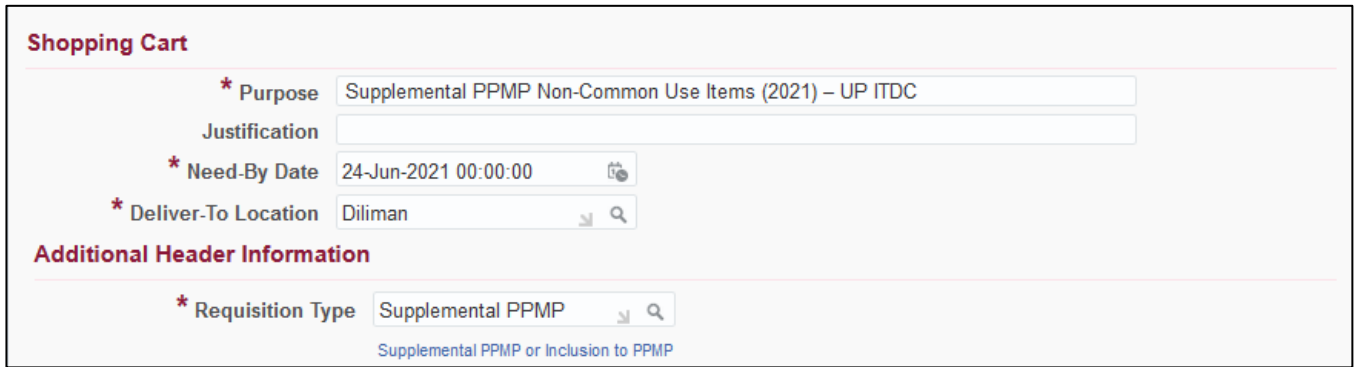


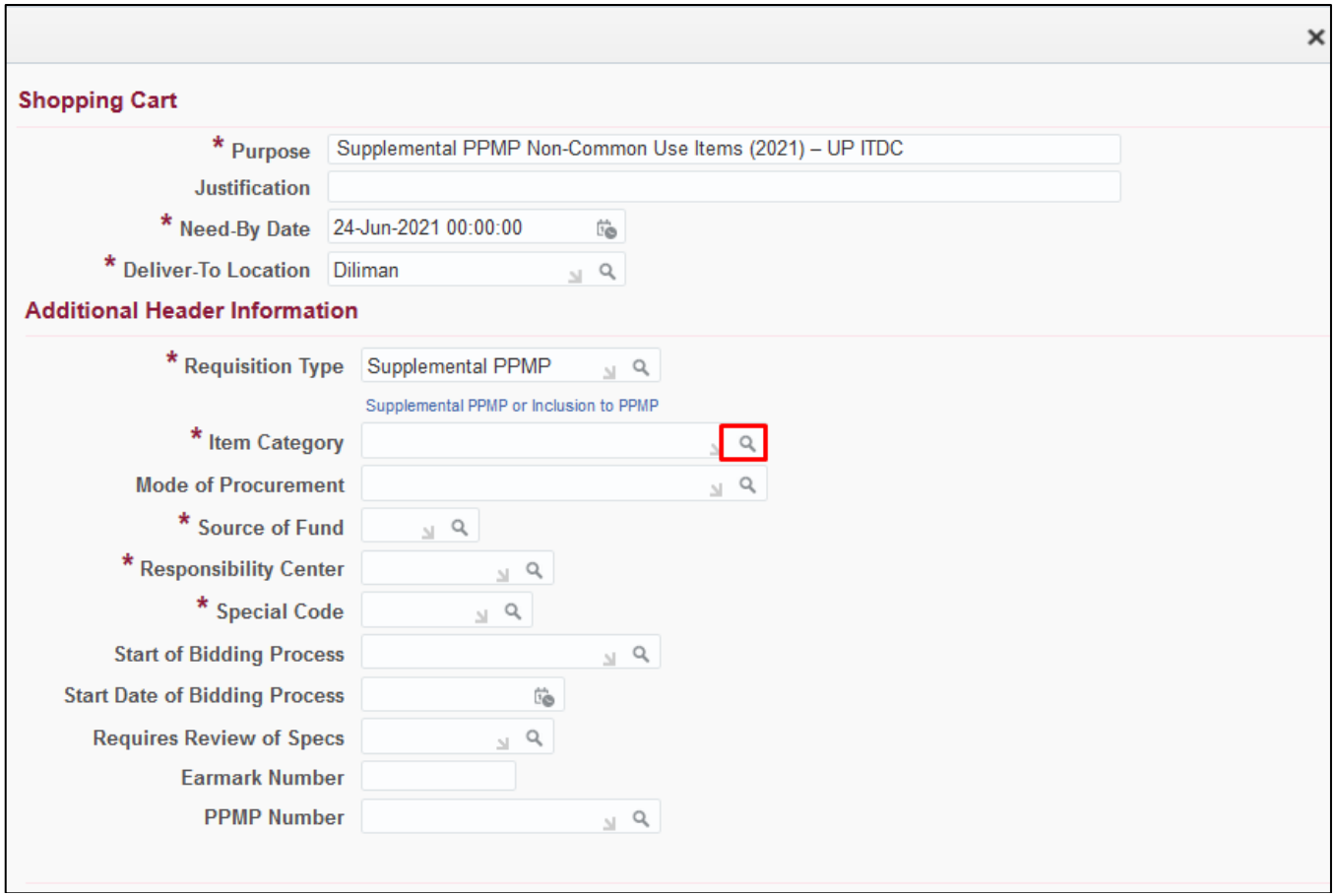
The ***Search and Select: Requisition Type*** window will appear.

Clear the text in the search field then click ***Go***

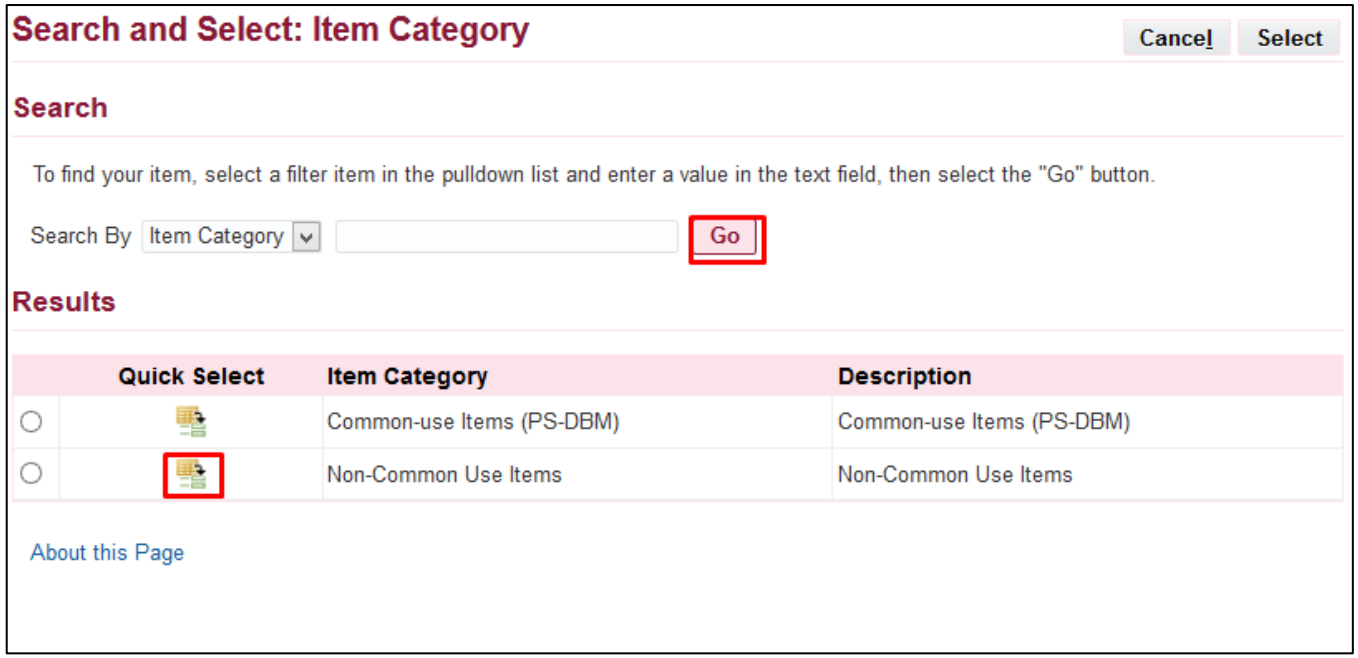


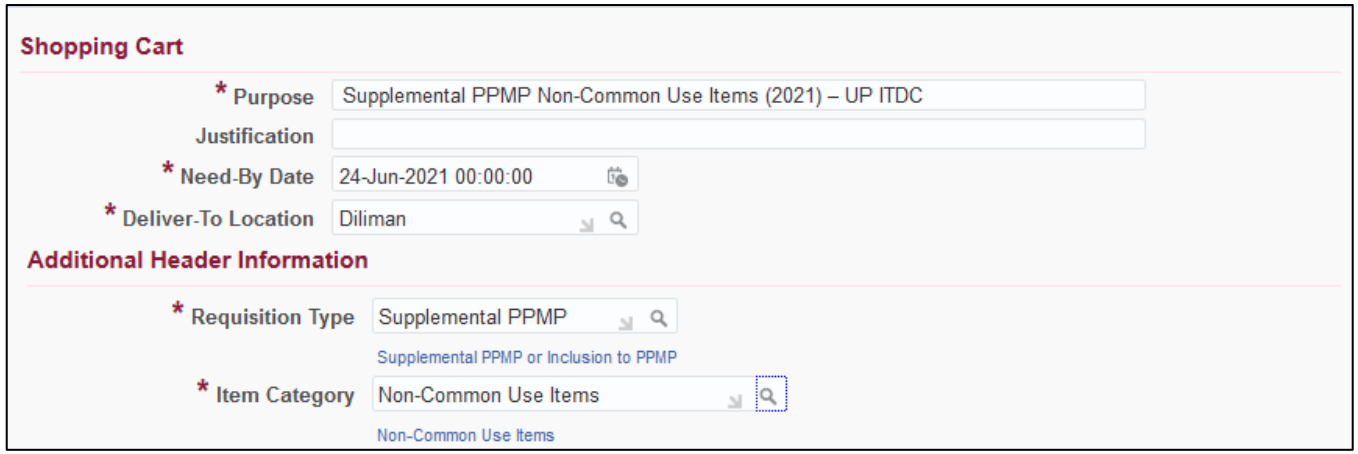
Click ***Quick Select*** on ***Supplemental PPMP***





STEP 17. On ***Item Category*** click ***Search*** (🔍).

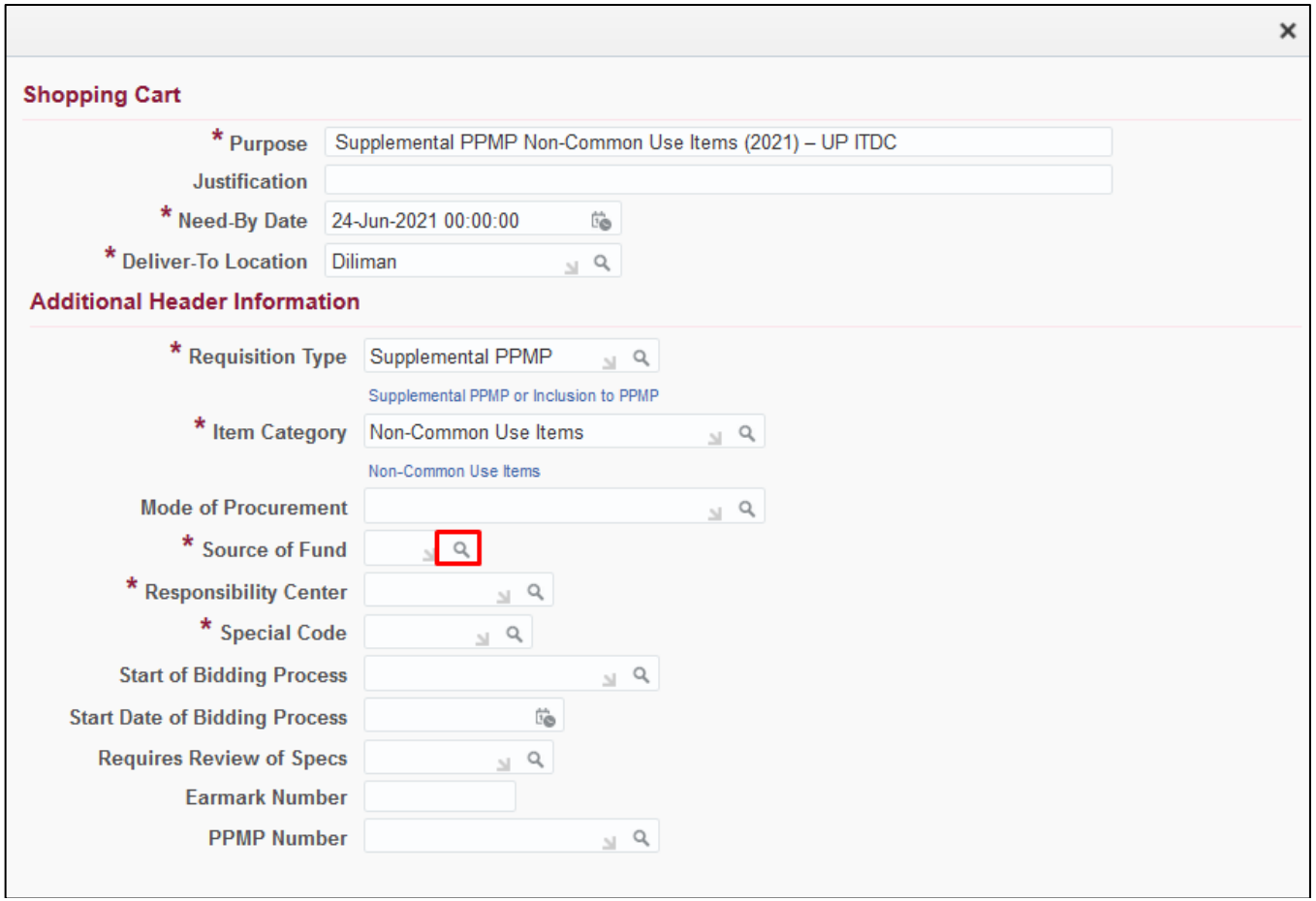




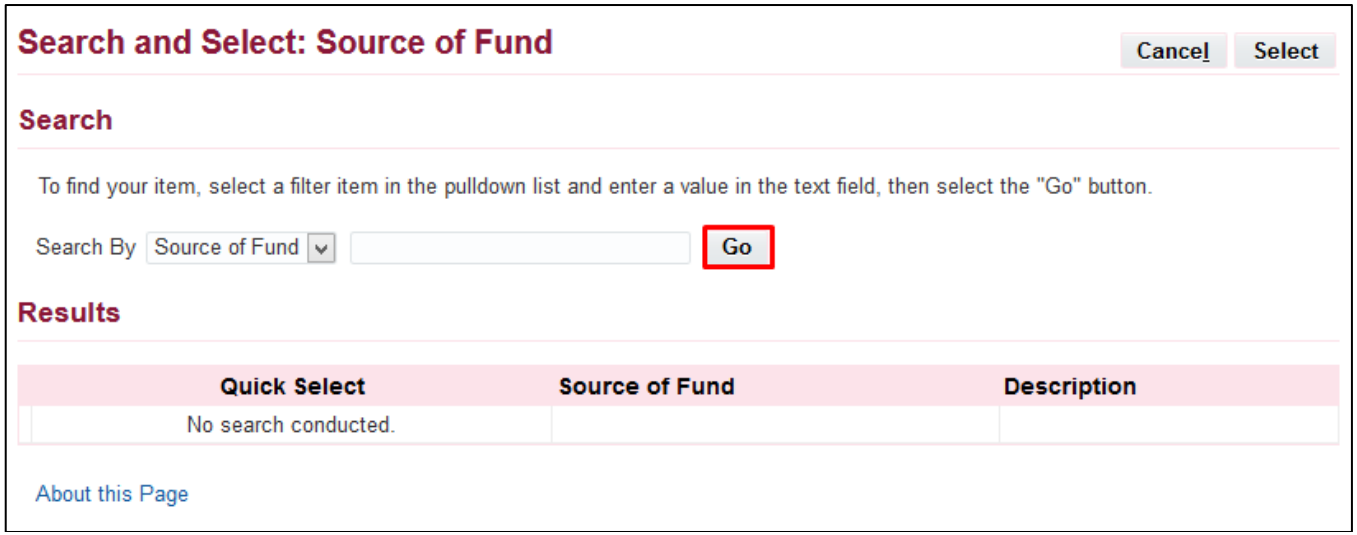
On ***Search and Select: Item Category***

Click ***Go***

Then quick select ***Non Common Use items.***

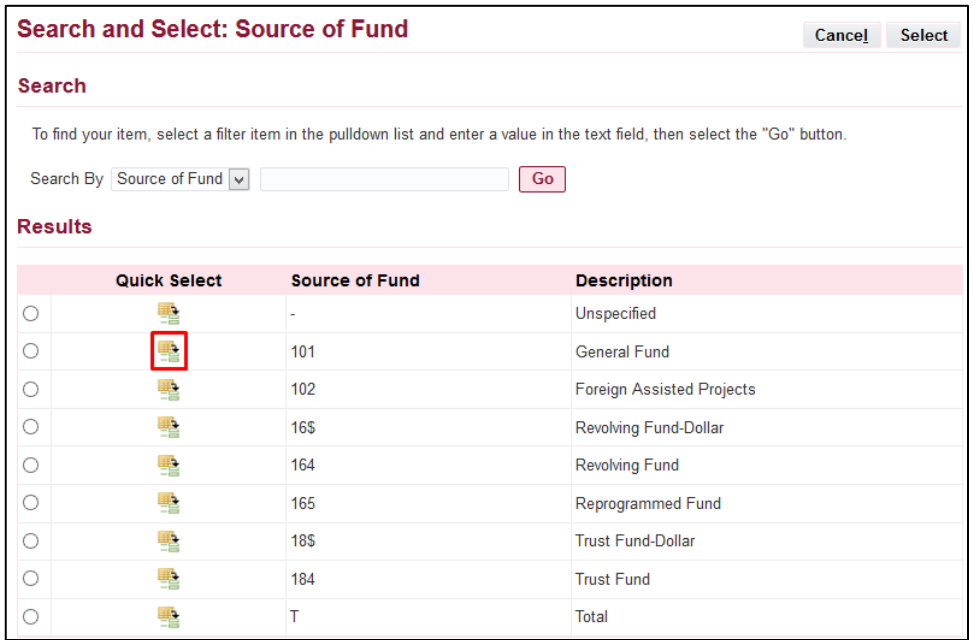


Step 18. On ***Source of Fund*** click (🔍) ***Search*** button.



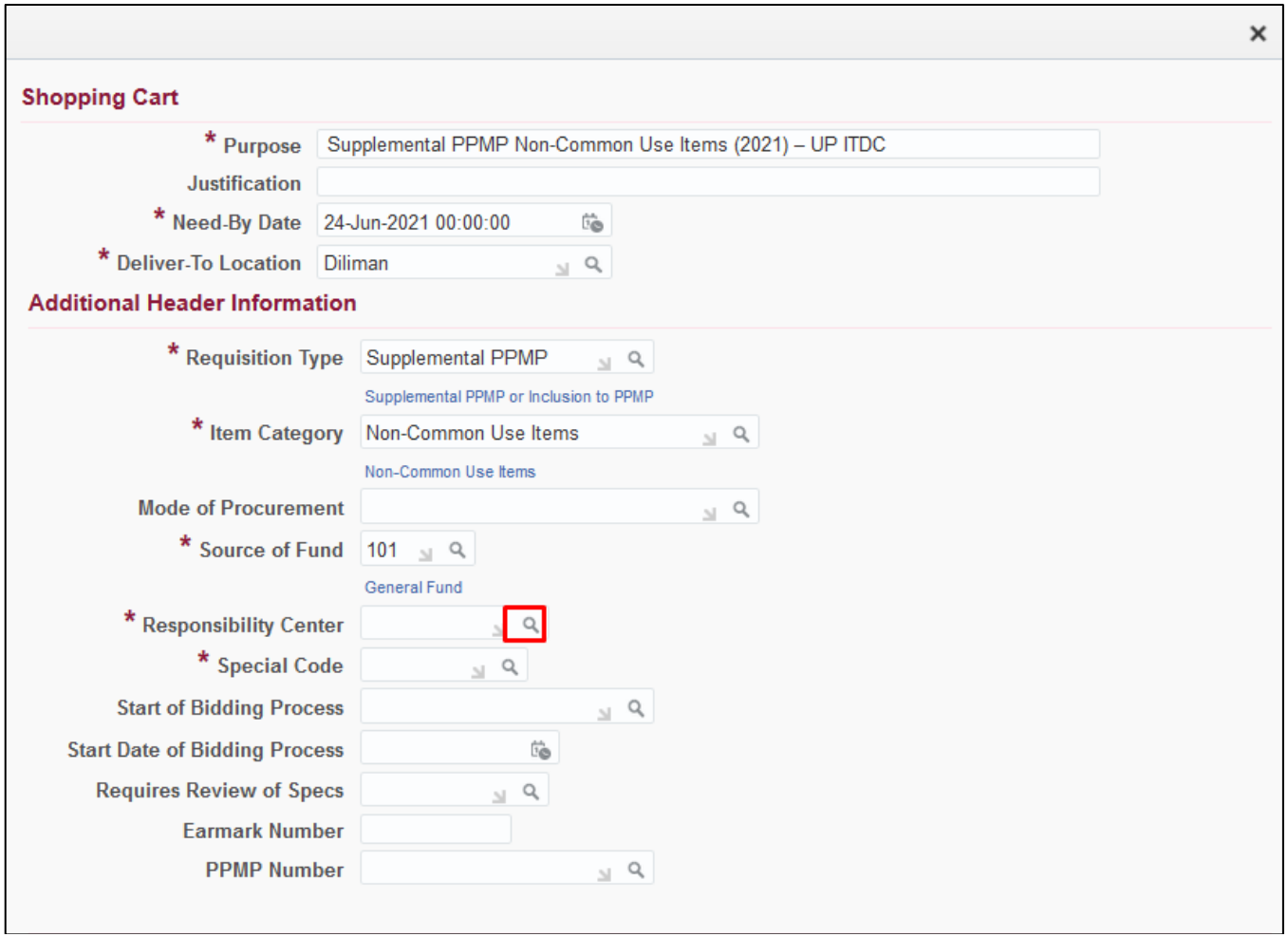
On ***Search and Select: Source of Fund***

Click ***Go***

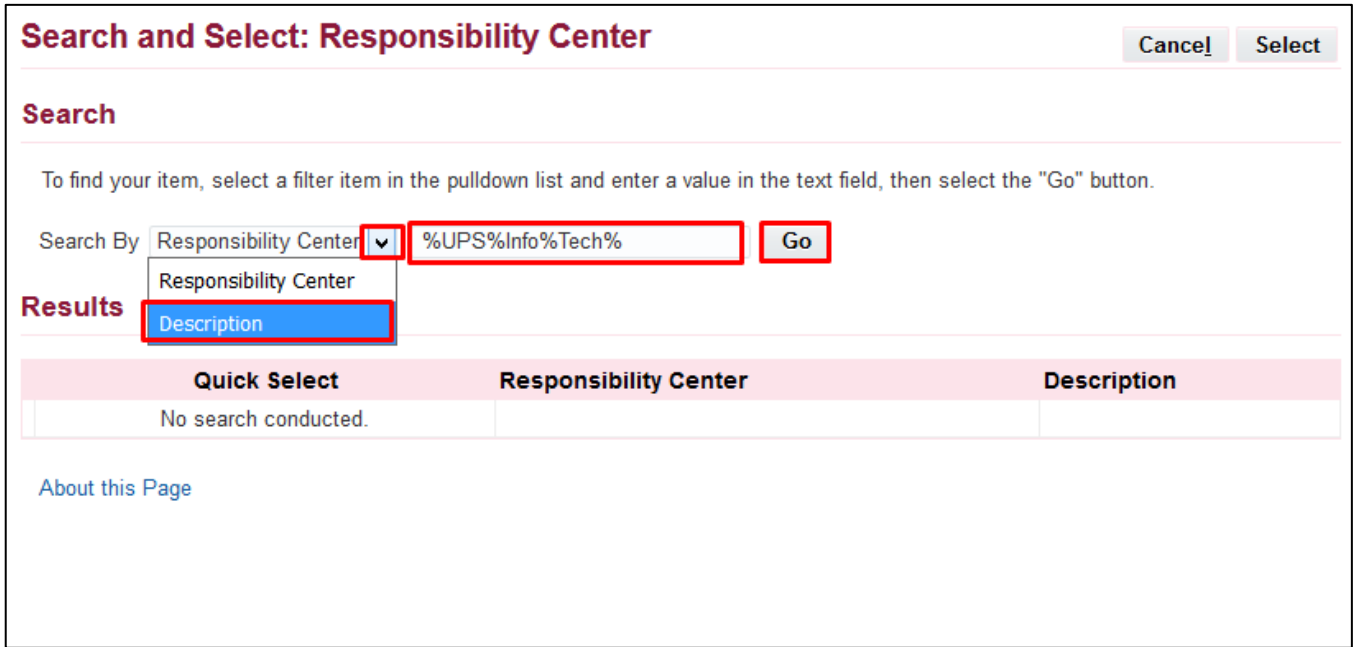


Then quick select the ***Source of Fund*** to use

(example: ***General Fund***)



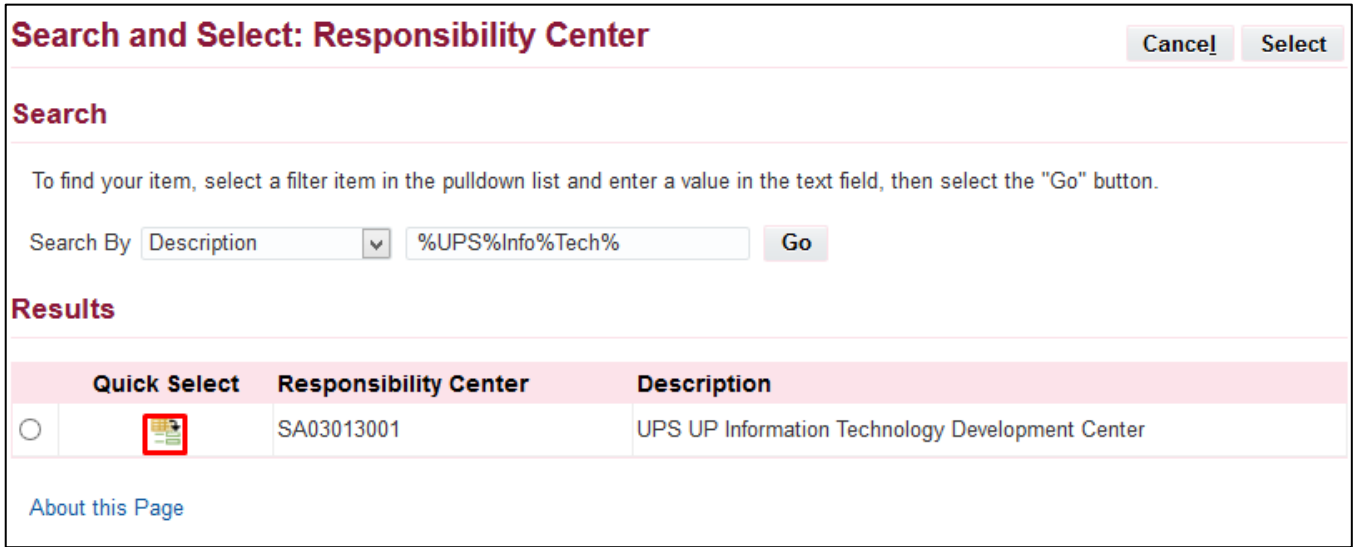
STEP 19. On ***Responsibility Center*** click ***Search*** (🔍)



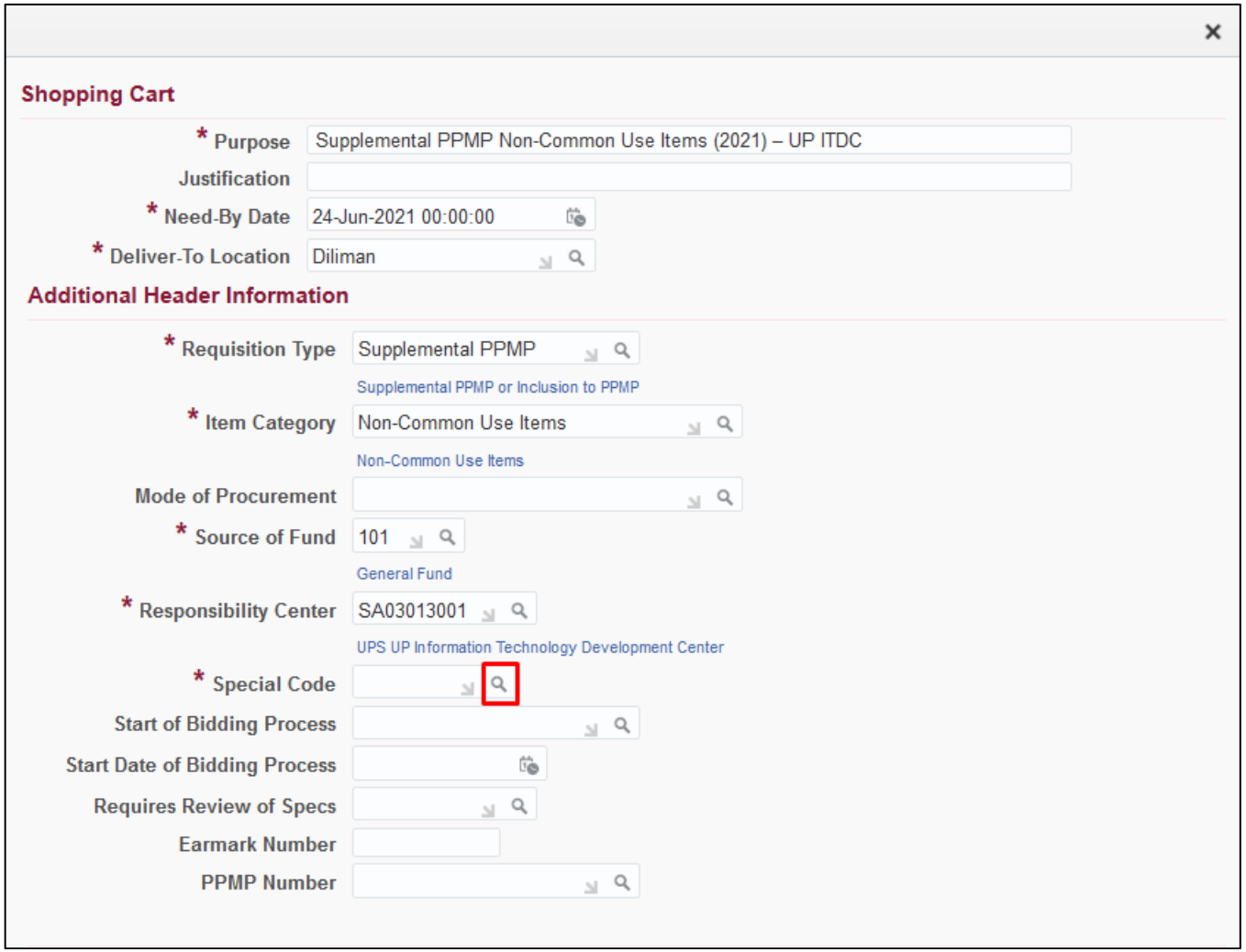
To search for the ***Responsibility Center (RC)*** by its name, select ***Description*** on the ***Search By*** field.

Enter the responsibility center with ***(%)*** to view all possible results. Example: ***%UPS%Info%Tech%***

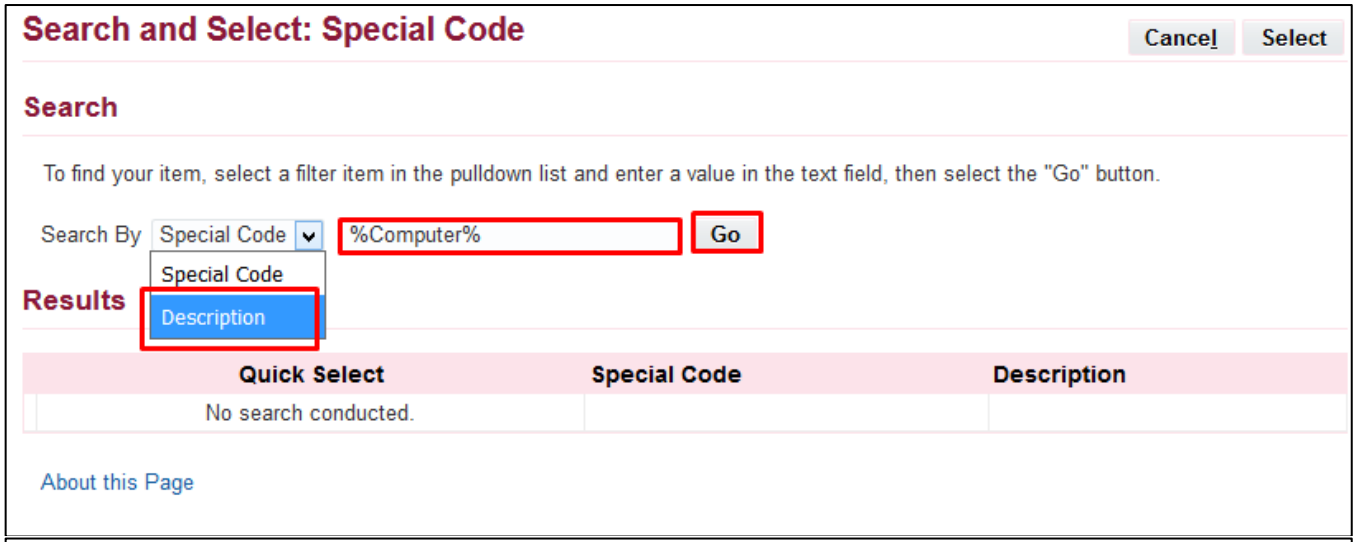
Then click ***Go***.



Quick Select the ***Responsibility Center***



STEP 20. On ***Special Code***, click ***Search*** (🔍)

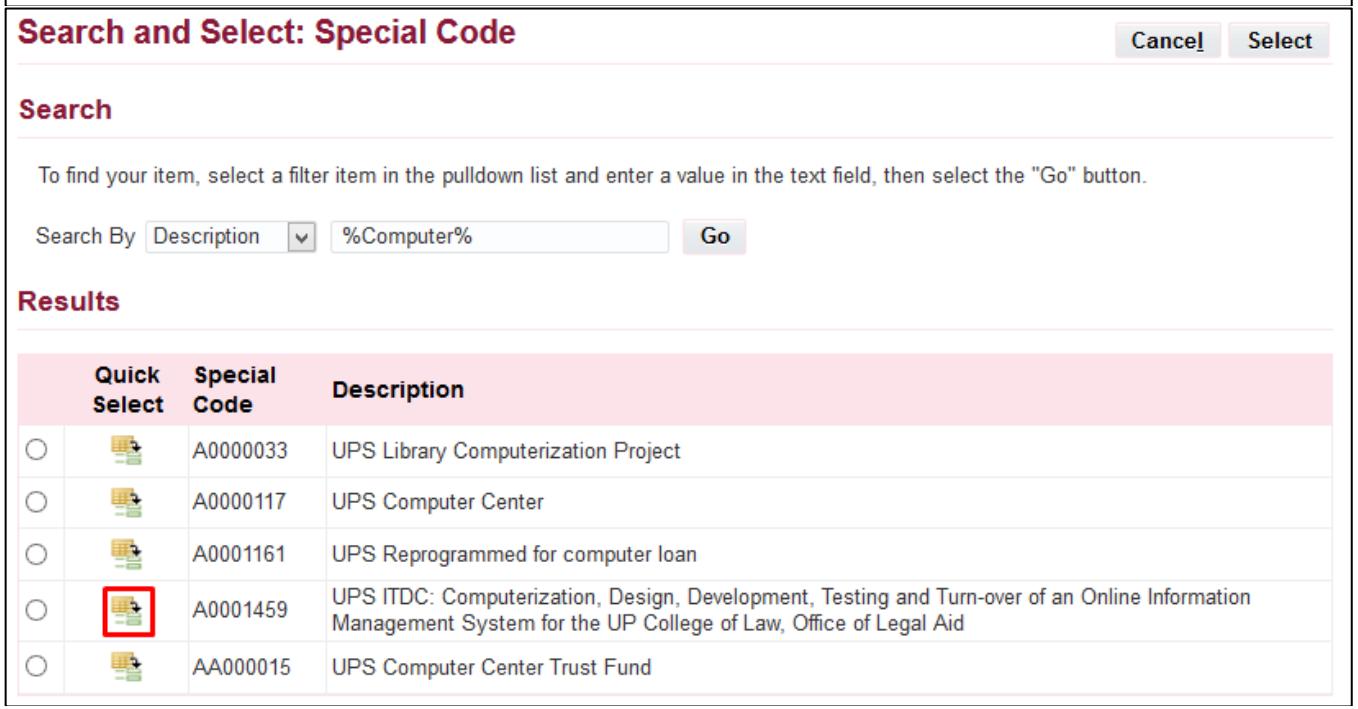


On ***Search and Select: Special Code***

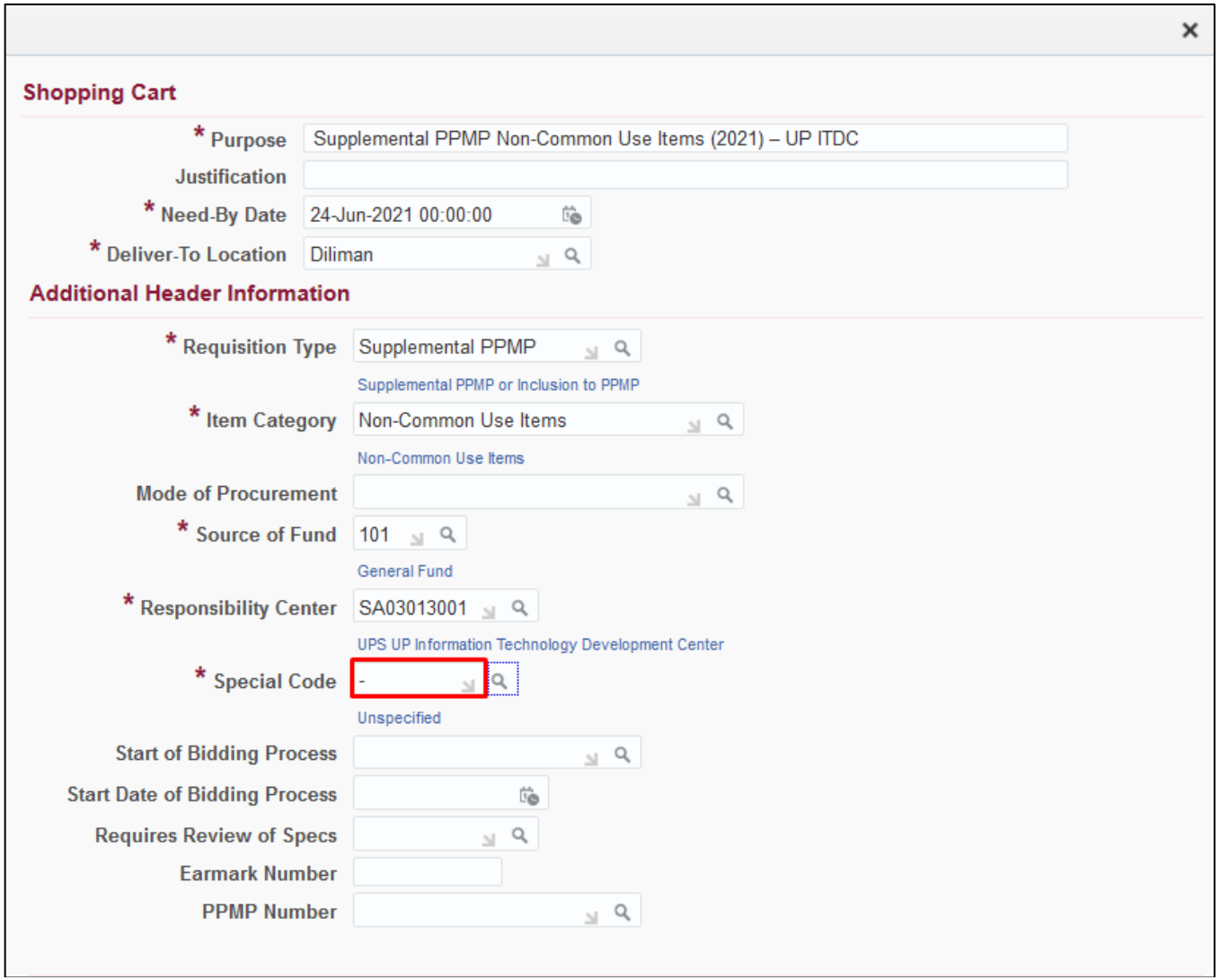
To search ***Special Code*** by its name, select ***Description*** on the ***Search By*** field.

Enter a key word from your special code description with ***(%)*** to view all possible results.
Example: ***% Computer%***

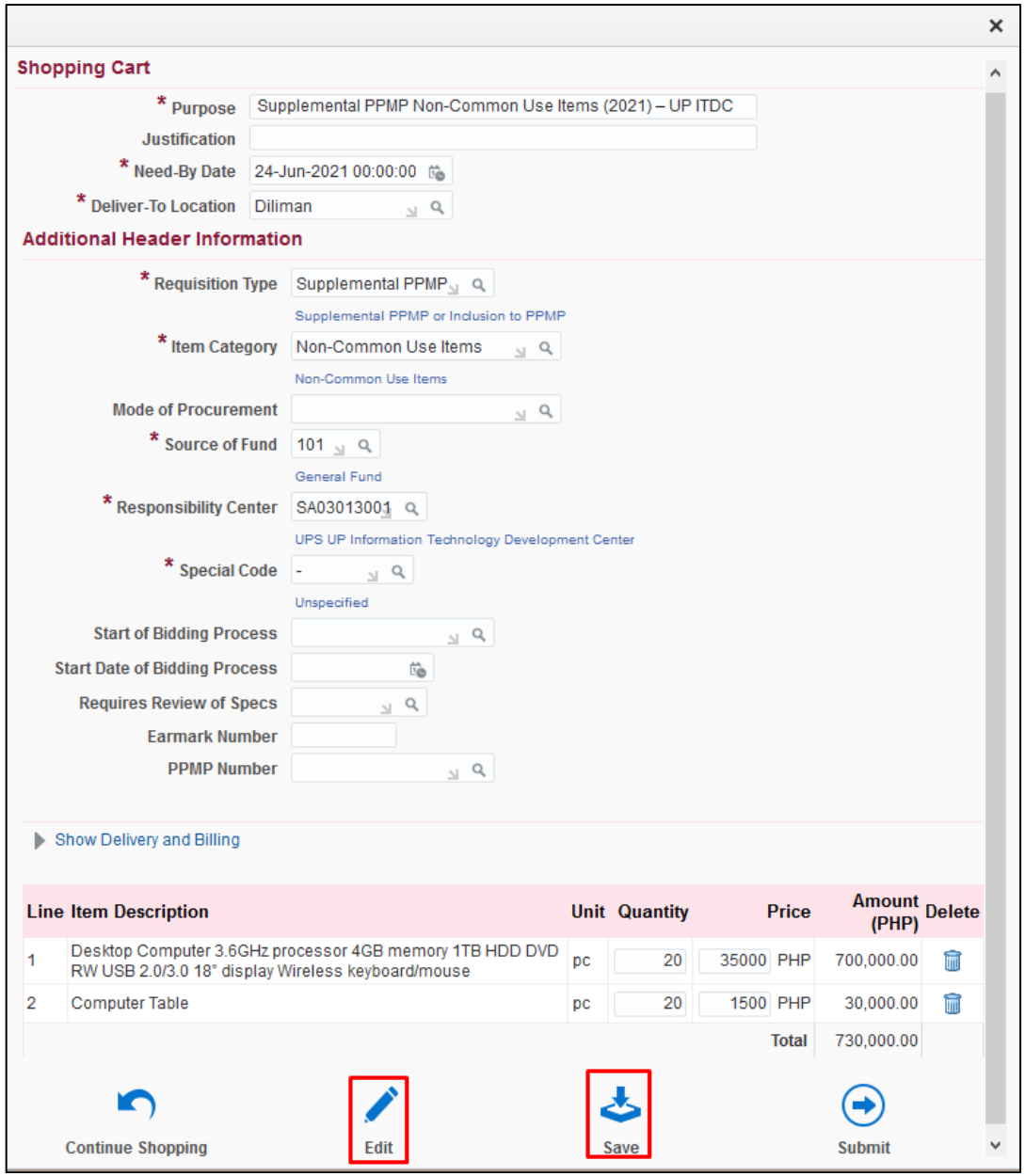
Click ***Go***.



Then ***Quick Select*** the special code.



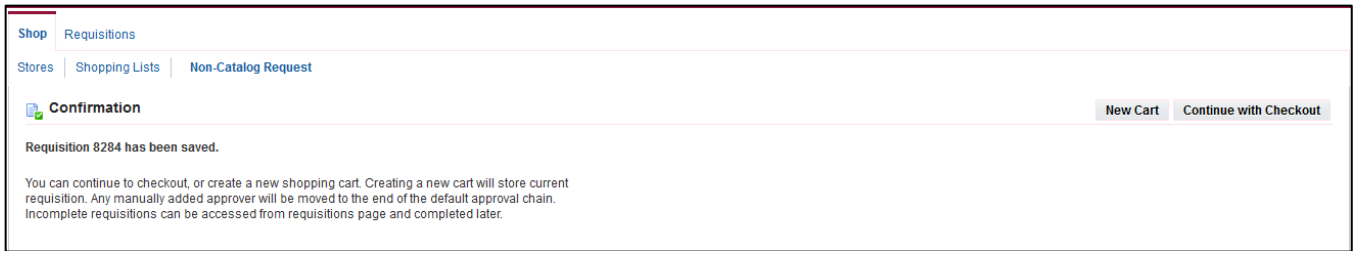
If the transaction is not under a specific ***Special Code***, just enter ***dash (-)*** on the field or select ***Unspecified***.

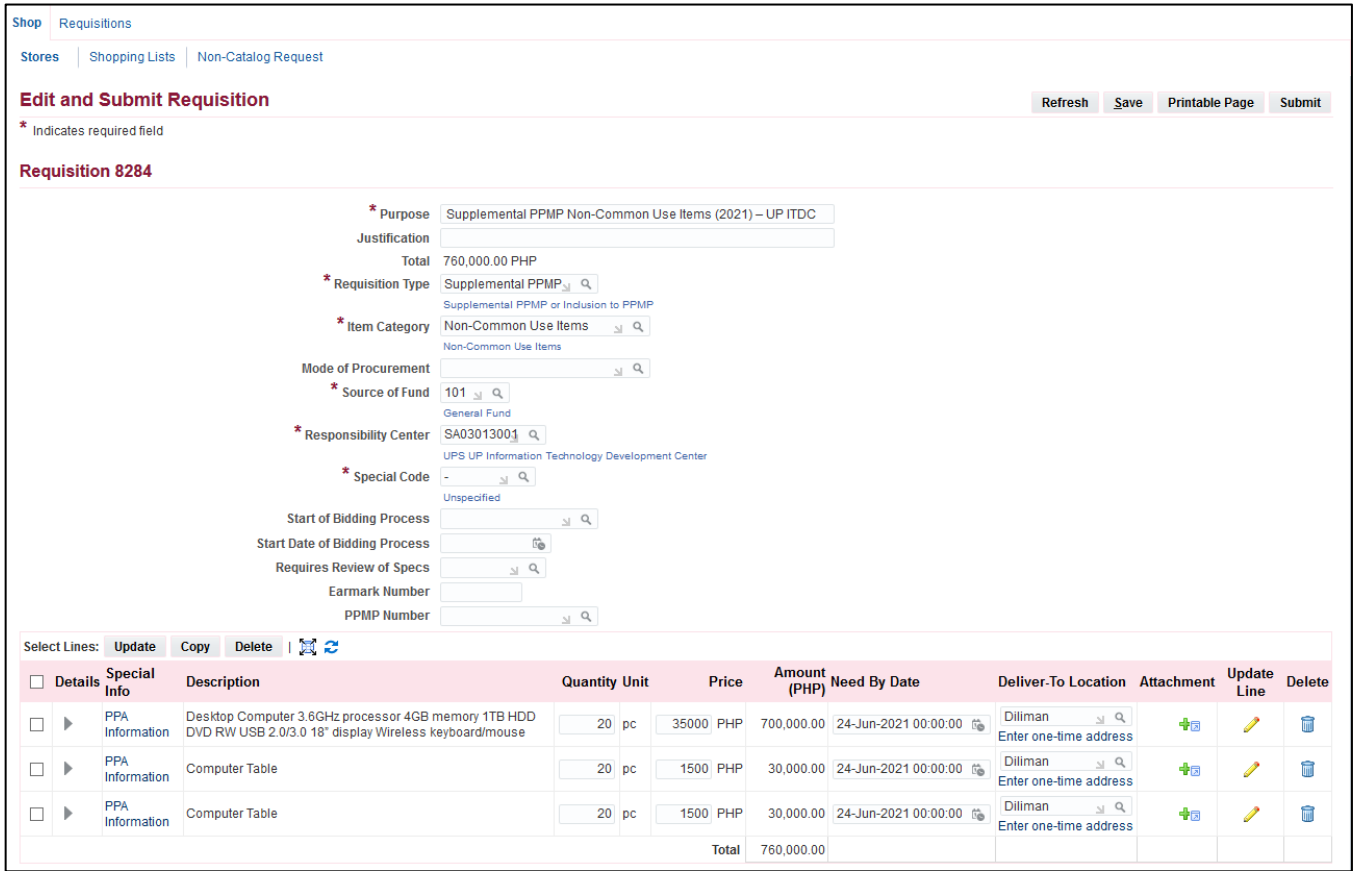


STEP 21. Click ***Edit*** or ***Save*** to proceed to ***Checkout.***

If there are no more changes to be made, click **Save**.

If there are details to update, click **Edit**.

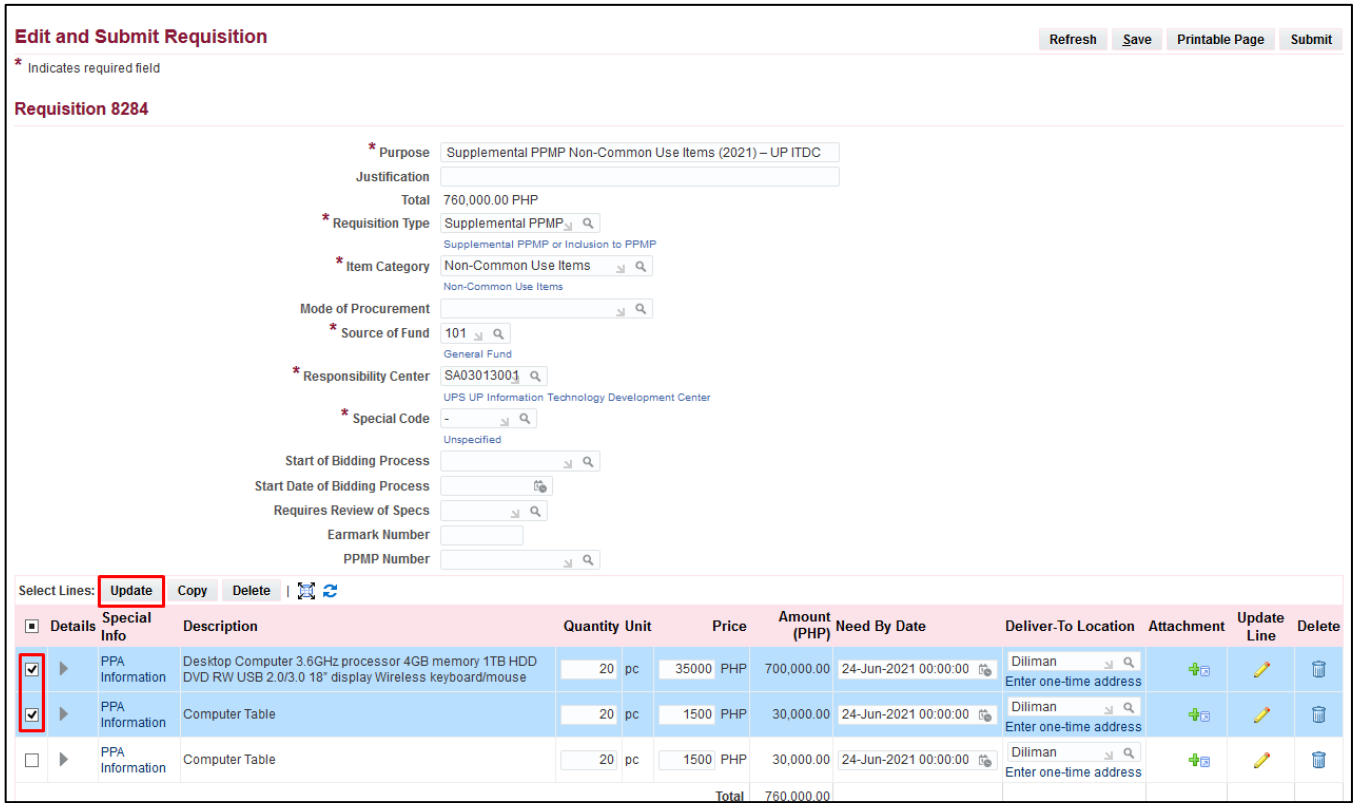




STEP 21a. After clicking ***Save*** a confirmation will appear that the requisition has been saved

To create a new requisition, click ***New Cart***.

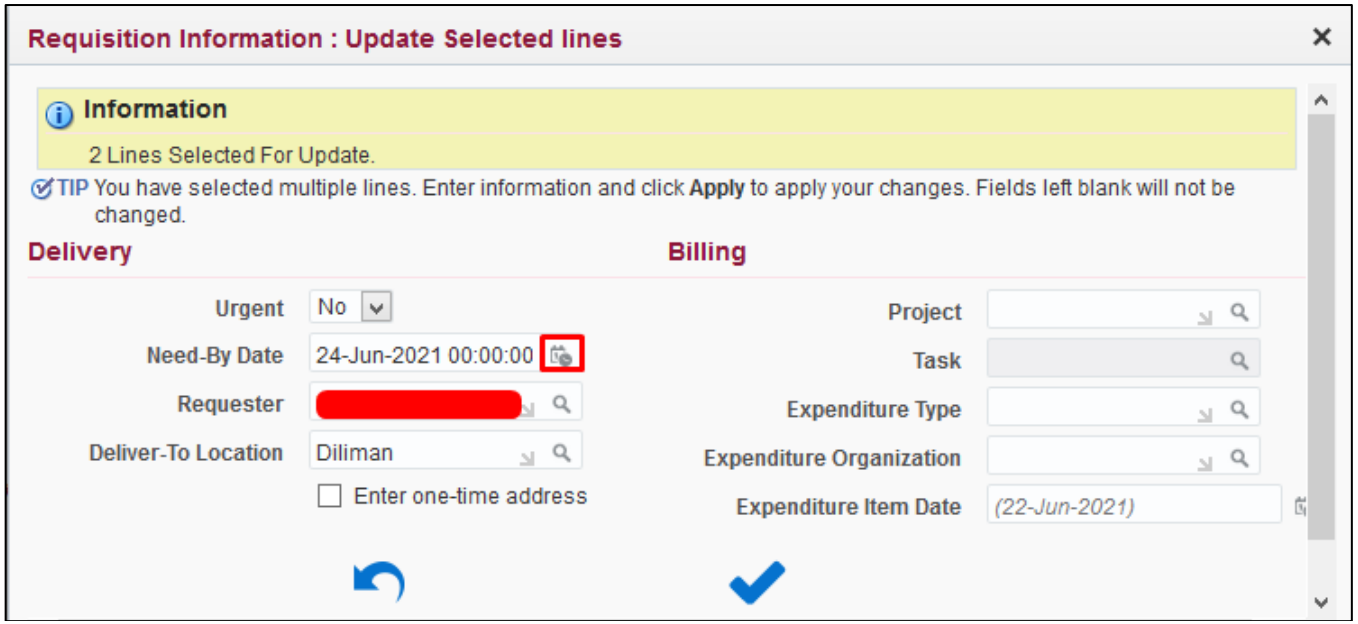
To proceed with checkout, click ***Continue with Checkout***



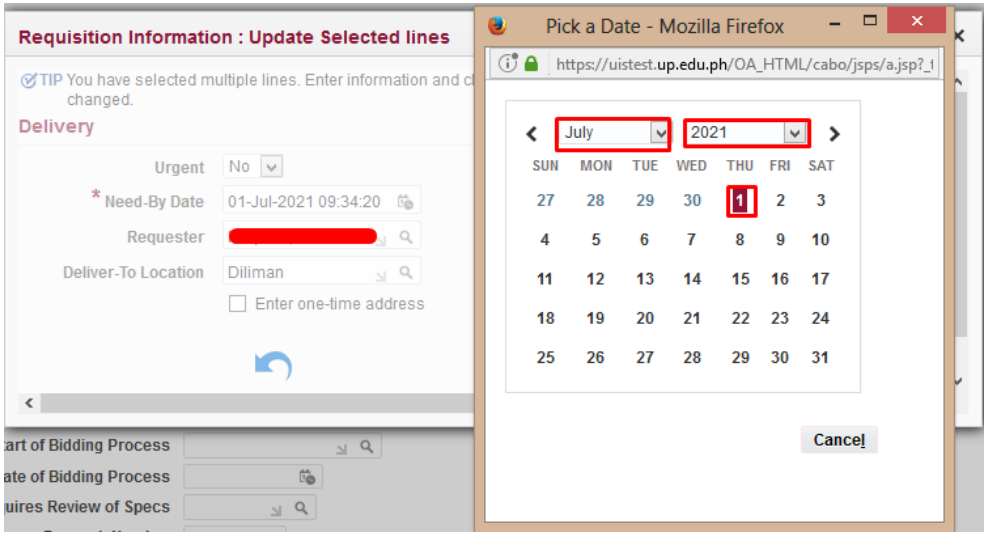
STEP 21b. After clicking ***Edit,*** the ***Edit and Submit Requisition*** page will appear.

To change the ***need-by date***, select the items that will be purchased in the same quarter.

Then, click the ***Update*** button



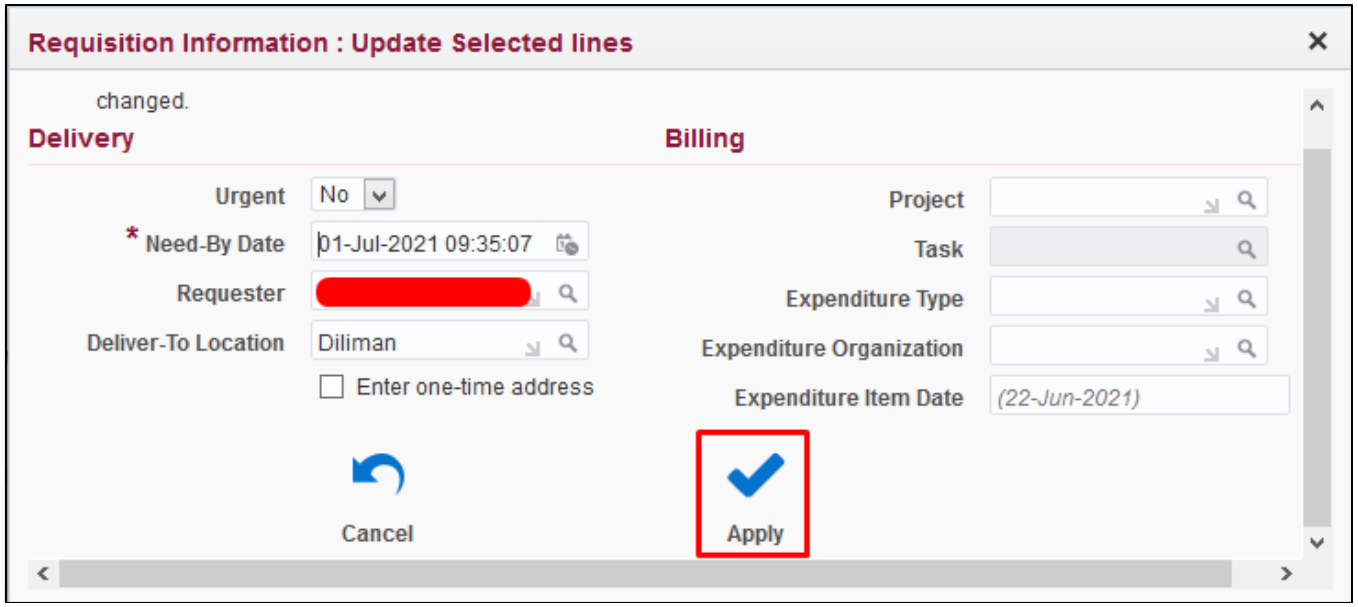
Click the calendar icon on the ***Need-by*** **Date** field.



Pick a Date window will appear

Select the month and year.

Select the date.



Click ***Apply***

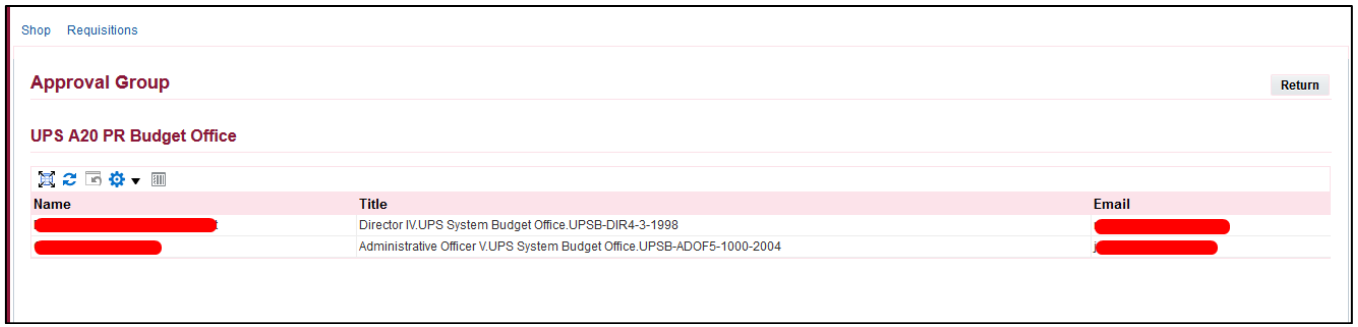
Perform the same steps in updating the need-by dates of the remaining items. Click the ***Apply*** icon.

For a single item, you may Update ***Need-By Date*** on the item line ***Need By Date*** field.

Other fields on the table may also be updated.

STEP 22. Scroll down the ***Edit and Submit Requisition*** page to review the approval path

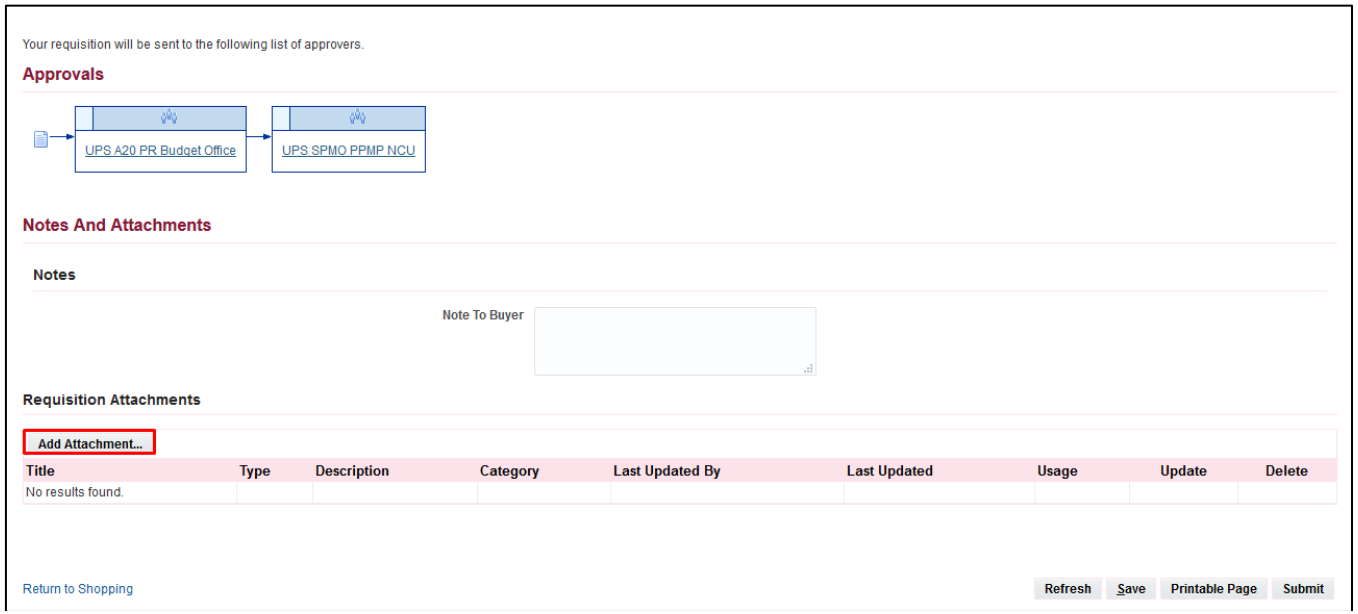
To view the Approvers, click on an approval group (blue link).



Approval Group window will appear. Review the details and return to the previous page by clicking ***Return.***

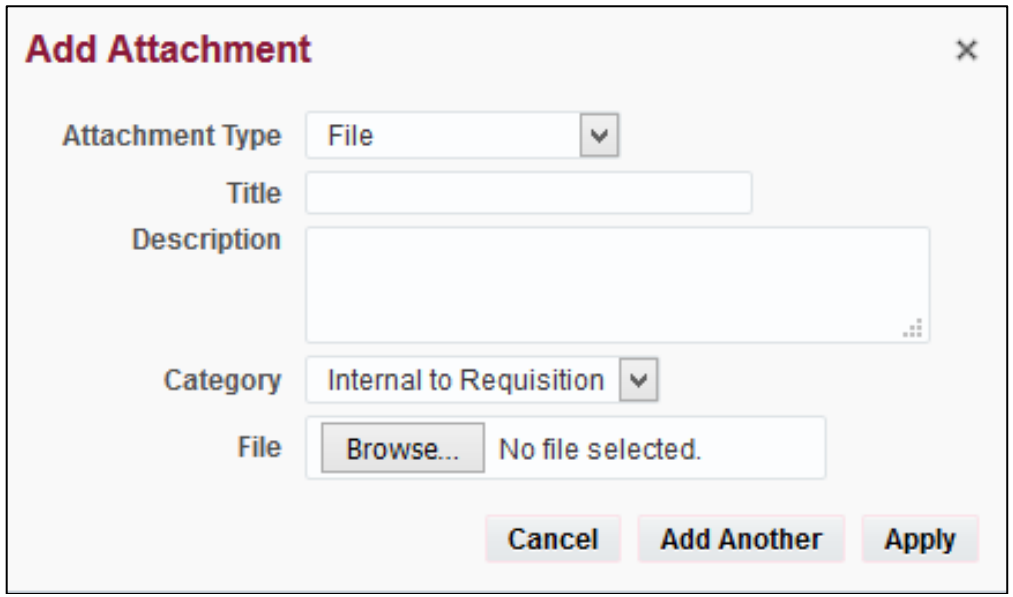
NOTE: Review the approval path and verify the details entered in the requisition header. These details are: **Responsibility Code, Special Project Code, Item Category and Requisition Type**.

For **incorrect** approval paths, email ***helpdesk@up.edu.ph.***



STEP 23. To add attachments, scroll down the ***Edit and Submit Requisition*** page to view the ***Notes and Attachments*** region.

Click ***Add Attachment***



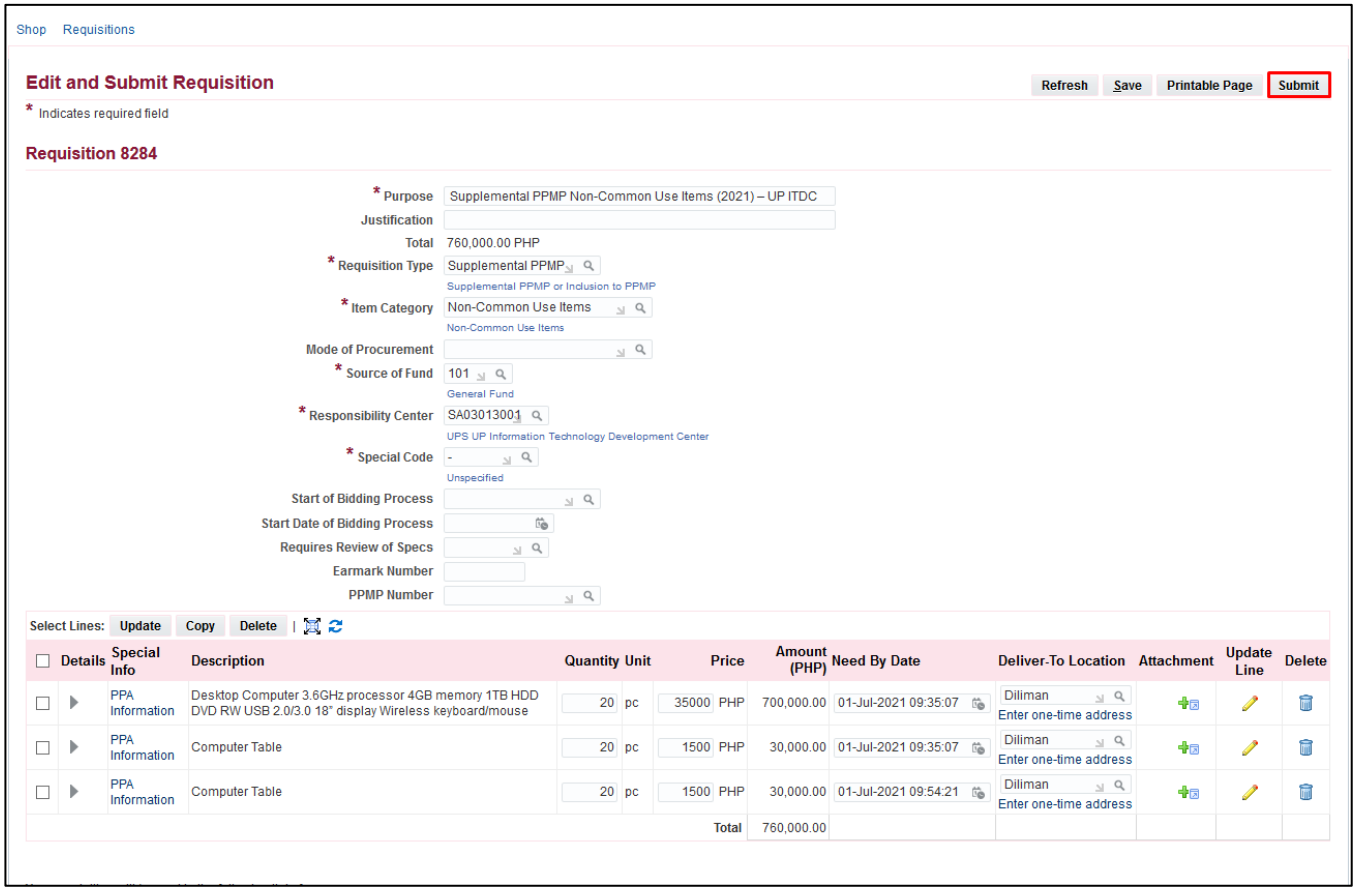
STEP 24. Enter a ***Title/Subject*** and ***Description*** to provide more details to your PPMP.

To attach a file, click on the ***Browse*** button. ***JPG, PNG,*** and ***PDF*** are the only file types accepted. File size must be ***8MB or smaller*** and the ***maximum file size*** for all attachments is ***25MB***.

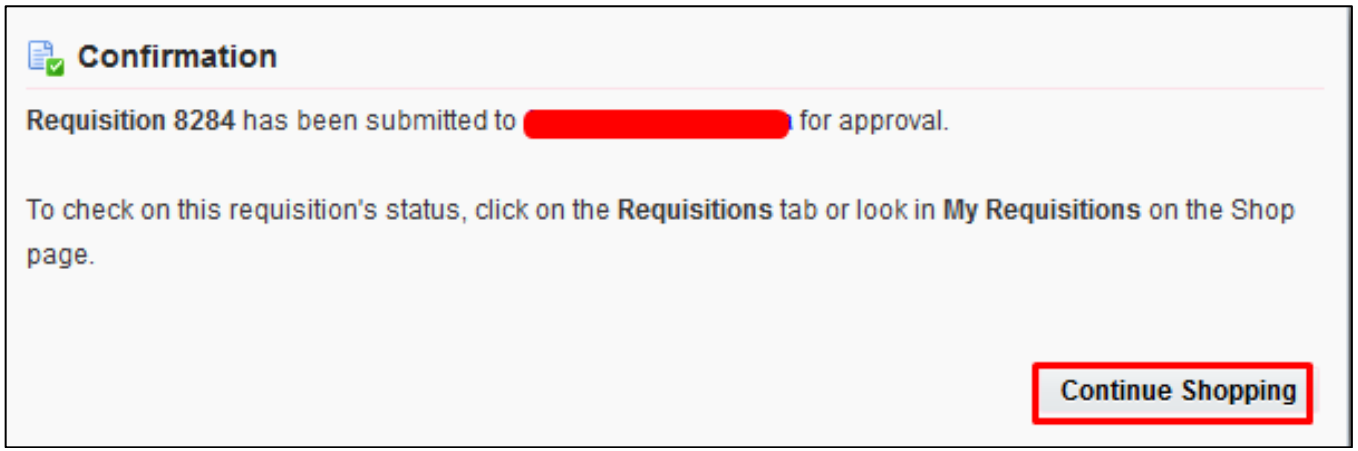
You can add more attachments by clicking ***Add Another***.

Click ***Apply*** once finished.

The attachment/s will appear in the Attachment section***.***



STEP 25. After reviewing the items and verifying that there are no more changes to be made, click ***Submit***.



A ***Confirmation*** will appear. Take note of the Requisition number.

Click ***Continue Shopping*** to go back to the ***iProcurement Homepage***

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.