



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
Creation Date: 21 June 2021
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:

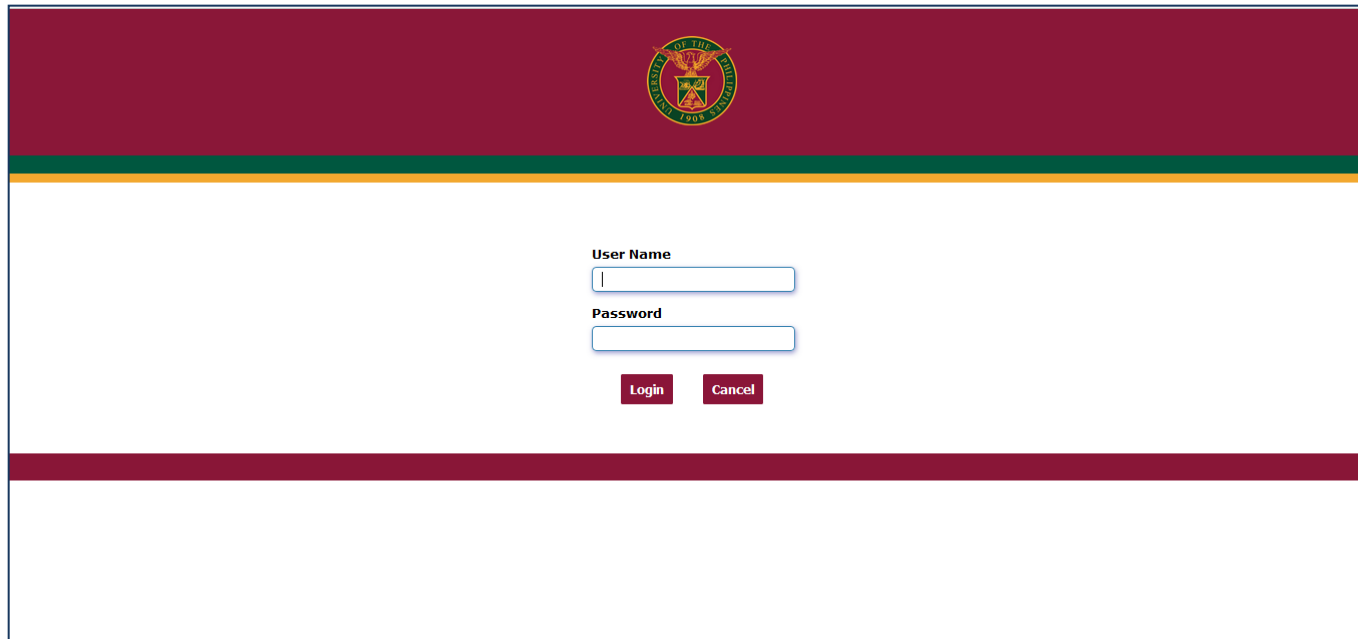
1. DOCUMENT CONTROL

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 Dependencies	None
	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



University of the Philippines

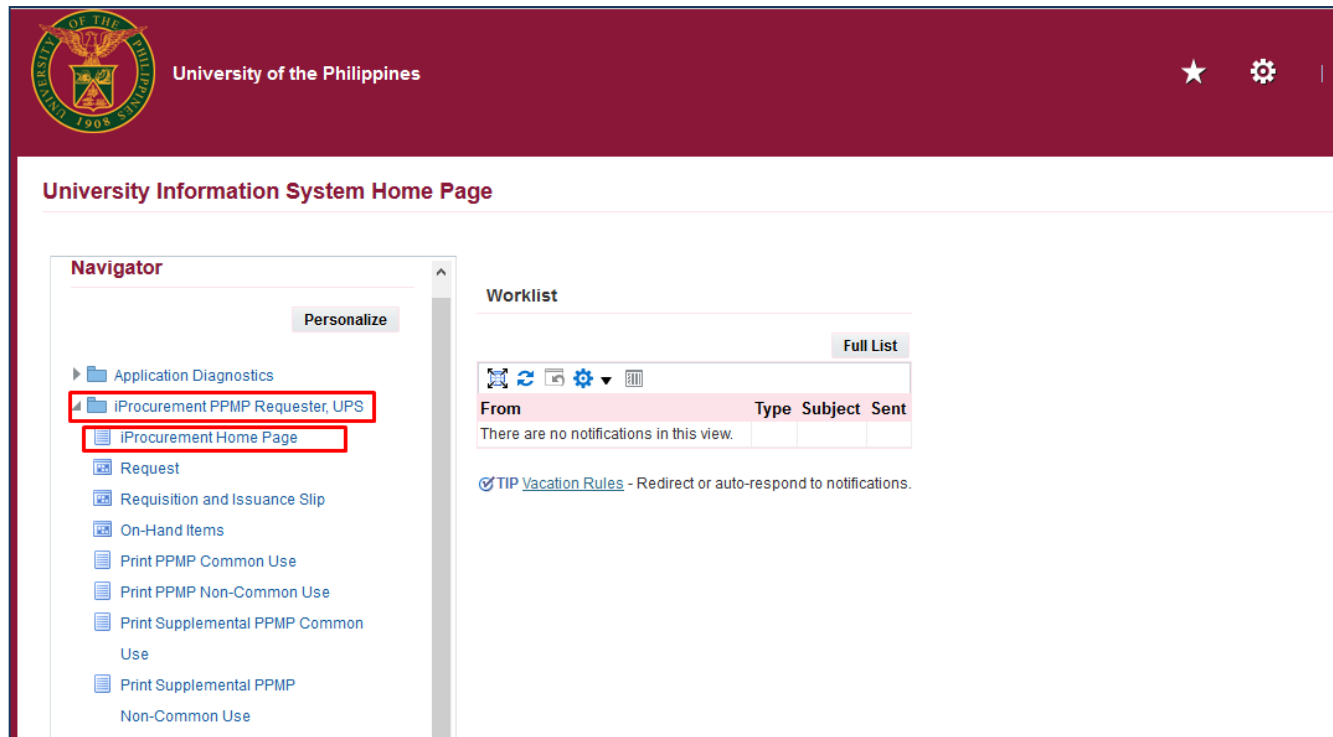
User Name

Password

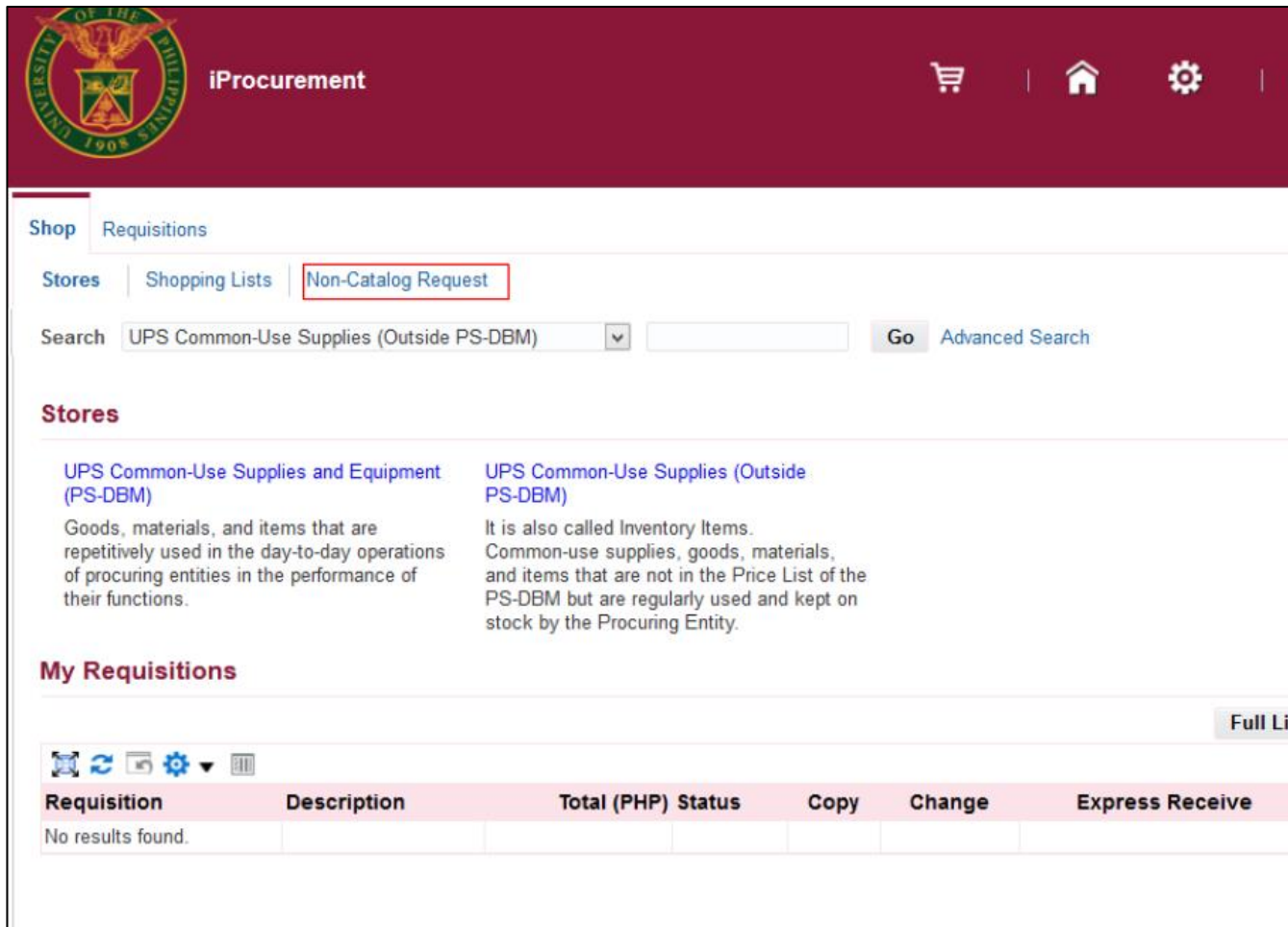
Login Cancel

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***.



The screenshot shows the iProcurement system interface. At the top, there is a maroon header with the University of the Philippines logo and the text "iProcurement". To the right of the header are icons for a shopping cart, a home page, and a settings gear. Below the header, there are two tabs: "Shop" and "Requisitions". Under the "Shop" tab, there are three sub-tabs: "Stores", "Shopping Lists", and "Non-Catalog Request", which is currently selected and highlighted with a red border. Below the sub-tabs is a search bar with the text "UPS Common-Use Supplies (Outside PS-DBM)" and a dropdown arrow. To the right of the search bar are "Go" and "Advanced Search" buttons. Below the search bar, there is a section titled "Stores" with two columns. The left column is titled "UPS Common-Use Supplies and Equipment (PS-DBM)" and describes goods, materials, and items used in day-to-day operations. The right column is titled "UPS Common-Use Supplies (Outside PS-DBM)" and describes inventory items not in the PS-DBM Price List. Below the "Stores" section is a section titled "My Requisitions" with a "Full List" button. At the bottom, there is a table with columns: "Requisition", "Description", "Total (PHP)", "Status", "Copy", "Change", and "Express Receive". The table shows "No results found."

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

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

Shop

Requisitions

Stores

Shopping Lists

Non-Catalog Request

Non-Catalog Request

Clear All

Add to Cart

Add to Favorites

Shopping Cart

Your cart is empty.

* Indicates required field

Item Type

Goods billed by quantity

* Item Description

Category

NONE.NONE.NONE

* Quantity

* Unit of Measure

* Unit Price

* Currency

PHP

☐ RFQ Required

☐ Negotiated

Item Type

Goods billed by quantity

* Item Description

Desktop Compter
3.6GHz processor
4GB memory
1TB HDD
DVD R/W
USB 2.0/3.0
18" display
Wireless keyboard/mouse

Category

NONE.NONE.NONE

* Quantity

* Unit of Measure

* Unit Price

* Currency

PHP

☐ RFQ Required

☐ Negotiated

Enter **Item Description**.

Item Type: Goods billed by quantity ⓘ

* Item Description: Desktop Computer
3.6GHz processor
4GB memory
1TB HDD
DVD RW
USB 2.0/3.0
18" display
Wireless keyboard/mouse

Category: NONE.NONE.NONE

* Quantity: 20

* Unit of Measure: ⓘ ⓘ

* Unit Price: ⓘ

* Currency: PHP ⓘ

☐ RFQ Required

☐ Negotiated

Enter **Quantity**

Item Type: Goods billed by quantity ⓘ

* Item Description: Desktop Computer
3.6GHz processor
4GB memory
1TB HDD
DVD RW
USB 2.0/3.0
18" display
Wireless keyboard/mouse

Category: NONE.NONE.NONE

* Quantity: 20

* Unit of Measure: ⓘ ⓘ

* Unit Price: ⓘ

* Currency: PHP ⓘ

☐ RFQ Required

☐ Negotiated

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

Search and Select: Unit of Measure




CancelSelect

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search ByUnit of Measure▼pc%Go

Results

	Quick Select	Unit of Measure ▲	UOM Code ▲
<input type="radio"/>		pc	pc
<input type="radio"/>		pch	pch
<input type="radio"/>		pck	pck

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

Item Type Goods billed by quantity ⓘ

* Item Description Desktop Computer
3.6GHz processor
4GB memory

Category NONE.NONE.NONE

* Quantity 20

* Unit of Measure pc

* Unit Price 35000

* Currency PHP

☐ RFQ Required

☐ Negotiated

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

Item Type Goods billed by quantity ⓘ

* Item Description Desktop Computer
3.6GHz processor
4GB memory

Category NONE.NONE.NONE

* Quantity 20

* Unit of Measure pc

* Unit Price 35000

* Currency PHP

☒ RFQ Required

☒ Negotiated

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

Shop

Requisitions

Stores

Shopping Lists

Non-Catalog Request

Non-Catalog Request

Clear All

Add to Cart

Add to Favorites

* Indicates required field

Item Type

Goods billed by quantity

* Item Description

Desktop Computer
3.6GHz processor
4GB memory

Category

NONE.NONE.NONE

* Quantity

20

* Unit of Measure

pc

* Unit Price

35000

* Currency

PHP

☒ RFQ Required

☒ Negotiated

Shopping Cart

Your cart is empty.

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

Shop

Requisitions

Stores

Shopping Lists

Non-Catalog Request

Special Information

Continue

* Indicates required field

Selected Line

Your selection requires special information.

Description

Unit

Quantity

Price

Amount (PHP)

Supplier

Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18" display Wireless keyboard/mouse

pc

20

35000 PHP

700,000.00

Hiring Requirements

PPA Information

PPA Number

* PhilGEPS Category

Navigation Equipment

Newspapers

Office Equipment

Office Equipment Parts and Accessories

Office Equipment Supplies and Consumables

Office Supplies and Devices

Oil/Heat Chemical Resistant Rubber

Ordnance Products

Packaging Supplies and Materials

Personal Care Products

Pest Control Products

Pest Control Services

Photographic Equipment

PPA Description

* Mode of Procurement

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

Fill in the **PhilGEPS Category**.

Shop Requisitions






Stores Shopping Lists Non-Catalog Request

Special Information Continue

* Indicates required field

Selected Line

Your selection requires special information.

Description	Unit	Quantity	Price	Amount (PHP)	Supplier
Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18" display Wireless keyboard/mouse	pc	20	35000 PHP	700,000.00	

Hiring Requirements

PPA Information

PPA Number

* PhilGEPS Category

PPA Description

* Mode of Procurement

-
- Adjacent or Contiguous
- Agency to Agency
- Community Participation
- Competitive Bidding
- Defense Cooperation Agreement
- Direct Contracting
- Emergency Cases
- Emergency Procurement
- Highly Technical Consultants
- Lease of Real Property & Venue
- Limited Source of Bidding
- NGO Participation

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

Shop Requisitions

Stores Shopping Lists Non-Catalog Request

Special Information Continue

* Indicates required field

Selected Line

Your selection requires special information.

⏮ ⏪ ⏩ ⏭ ⚙ ⏮ ⏪ ⏩ ⏭ ⚙

Description	Unit	Quantity	Price	Amount (PHP)	Supplier
Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RWUSB 2.0/3.0 18" display Wireless keyboard/mouse	pc	20	35000 PHP	700,000.00	

Hiring Requirements

PPA Information

PPA Number

* PhilGEPS Category

PPA Description

* Mode of Procurement

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

Shop Requisitions

Stores | Shopping Lists | Non-Catalog Request

Shop: Non-Catalog Request >

Confirmation
 Item added successfully to the Cart. Your shopping cart contains 1 item(s).

Non-Catalog Request Clear All Add to Cart Add to Favorites

* Indicates required field

Item Type: Goods billed by quantity

* Item Description: Desktop Computer
3.6GHz processor
4GB memory

Category: NONE.NONE.NONE

* Quantity: 20

* Unit of Measure: pc

* Unit Price: 35000

* Currency: PHP

☒ RFQ Required

☒ Negotiated

Shopping Cart
 Your cart contains 1 line.
 Recently Added Lines
 Desktop Compute... 20 pc
View Cart and Checkout

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**.

Shop

Requisitions

Stores

Shopping Lists

Non-Catalog Request

Non-Catalog Request

Clear All

Add to Cart

Add to Favorites

* Indicates required field

Item Type

Goods billed by quantity

* Item Description

Category

NONE.NONE.NONE

* Quantity

* Unit of Measure

* Unit Price

* Currency

PHP

☐ RFQ Required

☐ Negotiated

Shopping Cart

Your cart contains 2 lines.

Recently Added Lines

Computer Table	20	pc
Desktop Compute...	20	pc

View Cart and Checkout

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**

Shopping Cart

* Purpose Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18"

Justification

* Need-By Date 24-Jun-2021 00:00:00

* Deliver-To Location Diliman

Additional Header Information

* Requisition Type Proj Proc Mgmt Plan
Project Procurement Management Plan (PPMP)

* Item Category

Mode of Procurement

* Source of Fund

* Responsibility Center

* Special Code

Start of Bidding Process

Start Date of Bidding Process

Requires Review of Specs

Earmark Number

PPMP Number

Show Delivery and Billing

Line	Item Description	Unit	Quantity	Price	Amount (PHP)	Delete
1	Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18" display Wireless keyboard/mouse	pc	20	35000 PHP	700,000.00	
2	Computer Table	pc	20	1500 PHP	30,000.00	
Total					730,000.00	

Continue Shopping Edit Save Submit

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

X

Shopping Cart

* Purpose Supplemental PPMP Non-Common Use Items (2021) – UP ITDC

Justification

* Need-By Date 24-Jun-2021 00:00:00

* Deliver-To Location Diliman

Additional Header Information

* Requisition Type Proj Proc Mgmt Plan
Project Procurement Management Plan (PPMP)

* Item Category

Mode of Procurement

* Source of Fund

* Responsibility Center

* Special Code

Start of Bidding Process

Start Date of Bidding Process

Requires Review of Specs

Earmark Number

PPMP Number

[Show Delivery and Billing](#)

Line	Item Description	Unit	Quantity	Price	Amount (PHP)	Delete
1	Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18" display Wireless keyboard/mouse	pc	<input type="text" value="20"/>	<input type="text" value="35000"/> PHP	700,000.00	
2	Computer Table	pc	<input type="text" value="20"/>	<input type="text" value="1500"/> PHP	30,000.00	
Total					730,000.00	

Continue Shopping

Edit

Save

Submit

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**

Shopping Cart


* Purpose Supplemental PPMP Non-Common Use Items (2021) – UP ITDC

Justification

* Need-By Date 24-Jun-2021 00:00:00

* Deliver-To Location Diliman

Additional Header Information

* Requisition Type Proj Proc Mgmt Plan 

Project Procurement Management Plan (PPMP)

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


Search and Select: Requisition Type Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Requisition Type Go

Results

Quick Select	Requisition Type	Description
<input type="radio"/> 	Proj Proc Mgmt Plan	Project Procurement Management Plan (PPMP)

[About this Page](#)

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

Search and Select: Requisition Type



Cancel
Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Requisition Type

Results

	Quick Select	Requisition Type	Description
<input type="radio"/>		Proj Proc Mgmt Plan	Project Procurement Management Plan (PPMP)
<input type="radio"/>		Supplemental PPMP	Supplemental PPMP or Inclusion to PPMP

[About this Page](#)


Shopping Cart

* Purpose



Supplemental PPMP Non-Common Use Items (2021) – UP ITDC

Justification

* Need-By Date



24-Jun-2021 00:00:00 

* Deliver-To Location

Diliman  

Additional Header Information

* Requisition Type

Supplemental PPMP  

Supplemental PPMP or Inclusion to PPMP

Shopping Cart

* Purpose: Supplemental PPMP Non-Common Use Items (2021) – UP ITDC

Justification:

* Need-By Date: 24-Jun-2021 00:00:00

* Deliver-To Location: Diliman

Additional Header Information

* Requisition Type: Supplemental PPMP
Supplemental PPMP or Inclusion to PPMP

* Item Category: 🔍

Mode of Procurement:

* Source of Fund:

* Responsibility Center:

* Special Code:

Start of Bidding Process:

Start Date of Bidding Process:

Requires Review of Specs:

Earmark Number:

PPMP Number:

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



Search and Select: Item Category Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Item Category Go

Results

Quick Select	Item Category	Description
<input type="radio"/> 	Common-use Items (PS-DBM)	Common-use Items (PS-DBM)
<input type="radio"/> 	Non-Common Use Items	Non-Common Use Items

[About this Page](#)

On **Search and Select: Item Category**


Click **Go**


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

Shopping Cart


* Purpose


Justification

* Need-By Date 

* Deliver-To Location 

Additional Header Information

* Requisition Type 
 Supplemental PPMP or Inclusion to PPMP

* Item Category 
 Non-Common Use Items

×

Shopping Cart

* Purpose

Supplemental PPMP Non-Common Use Items (2021) – UP ITDC

Justification

* Need-By Date

24-Jun-2021 00:00:00

* Deliver-To Location

Diliman

Additional Header Information

* Requisition Type

Supplemental PPMP

Supplemental PPMP or Inclusion to PPMP

* Item Category

Non-Common Use Items

Non-Common Use Items

Mode of Procurement

* Source of Fund

* Responsibility Center

* Special Code

Start of Bidding Process

Start Date of Bidding Process

Requires Review of Specs

Earmark Number

PPMP Number

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

Search and Select: Source of Fund Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Source of Fund Go

Results

Quick Select	Source of Fund	Description
No search conducted.		

[About this Page](#)

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

Click **Go**










Search and Select: Source of Fund Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Source of Fund Go

Results

	Quick Select	Source of Fund	Description
<input type="radio"/>		-	Unspecified
<input type="radio"/>		101	General Fund
<input type="radio"/>		102	Foreign Assisted Projects
<input type="radio"/>		16\$	Revolving Fund-Dollar
<input type="radio"/>		164	Revolving Fund
<input type="radio"/>		165	Reprogrammed Fund
<input type="radio"/>		18\$	Trust Fund-Dollar
<input type="radio"/>		184	Trust Fund
<input type="radio"/>		T	Total

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

(example: **General Fund**)

Shopping Cart

* Purpose

Supplemental PPMP Non-Common Use Items (2021) – UP ITDC

Justification

* Need-By Date

24-Jun-2021 00:00:00

* Deliver-To Location

Diliman

Additional Header Information

* Requisition Type

Supplemental PPMP

Supplemental PPMP or Inclusion to PPMP

* Item Category

Non-Common Use Items

Non-Common Use Items

Mode of Procurement

* Source of Fund

101

General Fund

* Responsibility Center

* Special Code

Start of Bidding Process

Start Date of Bidding Process

Requires Review of Specs

Earmark Number

PPMP Number

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

Search and Select: Responsibility Center Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Responsibility Center %UPS%Info%Tech% Go

Results

Responsibility Center
Description

Quick Select	Responsibility Center	Description
No search conducted.		

[About this Page](#)

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**.

Search and Select: Responsibility Center Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Description %UPS%Info%Tech% Go

Results

Quick Select	Responsibility Center	Description
<input type="radio"/>	SA03013001	UPS UP Information Technology Development Center

[About this Page](#)

Quick Select the **Responsibility Center**

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

Shopping Cart

* Purpose

Supplemental PPMP Non-Common Use Items (2021) – UP ITDC

Justification

* Need-By Date

24-Jun-2021 00:00:00

* Deliver-To Location

Diliman

Additional Header Information

* Requisition Type

Supplemental PPMP

Supplemental PPMP or Inclusion to PPMP

* Item Category

Non-Common Use Items

Non-Common Use Items

Mode of Procurement

* Source of Fund

101

General Fund

* Responsibility Center

SA03013001

UPS UP Information Technology Development Center

* Special Code

Start of Bidding Process

Start Date of Bidding Process

Requires Review of Specs

Earmark Number

PPMP Number

Search and Select: Special Code Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Special Code %Computer% Go

Results

Special Code
Description

Quick Select	Special Code	Description
No search conducted.		

[About this Page](#)

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**.

Search and Select: Special Code Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Description %Computer% Go

Results

Quick Select	Special Code	Description
<input type="radio"/>	A0000033	UPS Library Computerization Project
<input type="radio"/>	A0000117	UPS Computer Center
<input type="radio"/>	A0001161	UPS Reprogrammed for computer loan
<input type="radio"/>	A0001459	UPS ITDC: Computerization, Design, Development, Testing and Turn-over of an Online Information Management System for the UP College of Law, Office of Legal Aid
<input type="radio"/>	AA000015	UPS Computer Center Trust Fund

Then **Quick Select** the special code.

Shopping Cart

* Purpose

Supplemental PPMP Non-Common Use Items (2021) – UP ITDC

Justification

* Need-By Date

24-Jun-2021 00:00:00

* Deliver-To Location

Diliman

Additional Header Information

* Requisition Type

Supplemental PPMP

Supplemental PPMP or Inclusion to PPMP

* Item Category

Non-Common Use Items

Non-Common Use Items

Mode of Procurement

* Source of Fund

101

General Fund

* Responsibility Center

SA03013001

UPS UP Information Technology Development Center

* Special Code

-

Unspecified

Start of Bidding Process

Start Date of Bidding Process

Requires Review of Specs

Earmark Number

PPMP Number

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

Creation of Supplemental PPMP Non-Common Use
File Ref: ITDC-SPCMIS-UM-Creation of Supplemental PPMP for Non-Common Use Items-06212021-ver.4.0

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Shopping Cart

* Purpose: Supplemental PPMP Non-Common Use Items (2021) – UP ITDC
 Justification:
 * Need-By Date: 24-Jun-2021 00:00:00
 * Deliver-To Location: Diliman

Additional Header Information

* Requisition Type: Supplemental PPMP
Supplemental PPMP or Inclusion to PPMP
 * Item Category: Non-Common Use Items
Non-Common Use Items
 Mode of Procurement:
 * Source of Fund: 101
General Fund
 * Responsibility Center: SA03013001
UPS UP Information Technology Development Center
 * Special Code: -
Unspecified
 Start of Bidding Process:
 Start Date of Bidding Process:
 Requires Review of Specs:
 Earmark Number:
 PPMP Number:

► Show Delivery and Billing

Line	Item Description	Unit	Quantity	Price	Amount (PHP)	Delete
1	Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18" display Wireless keyboard/mouse	pc	20	35000 PHP	700,000.00	
2	Computer Table	pc	20	1500 PHP	30,000.00	
Total					730,000.00	

Continue Shopping **Edit** **Save** Submit

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**.

Shop Requisitions

Stores | Shopping Lists | **Non-Catalog Request**

Confirmation New Cart Continue with Checkout

Requisition 8284 has been saved.

You can continue to checkout, or create a new shopping cart. Creating a new cart will store current requisition. Any manually added approver will be moved to the end of the default approval chain. Incomplete requisitions can be accessed from requisitions page and completed later.

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**

Shop Requisitions

Stores | Shopping Lists | **Non-Catalog Request**

Edit and Submit Requisition Refresh Save Printable Page Submit

* Indicates required field

Requisition 8284

* Purpose: Supplemental PPMP Non-Common Use Items (2021) – UP ITDC

Justification:

Total: 760,000.00 PHP

* Requisition Type: Supplemental PPMP Supplemental PPMP or Inclusion to PPMP

* Item Category: Non-Common Use Items Non-Common Use Items

Mode of Procurement:

* Source of Fund: 101 General Fund

* Responsibility Center: SA03013001 UPS UP Information Technology Development Center

* Special Code: - Unspecified

Start of Bidding Process:

Start Date of Bidding Process:

Requires Review of Specs:

Earmark Number:

PPMP Number:

Select Lines: Update Copy Delete

<input type="checkbox"/> Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
<input type="checkbox"/>	PPA Information	Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18" display Wireless keyboard/mouse	20	pc	35000 PHP	700,000.00	24-Jun-2021 00:00:00	Diliman <small>Enter one-time address</small>			
<input type="checkbox"/>	PPA Information	Computer Table	20	pc	1500 PHP	30,000.00	24-Jun-2021 00:00:00	Diliman <small>Enter one-time address</small>			
<input type="checkbox"/>	PPA Information	Computer Table	20	pc	1500 PHP	30,000.00	24-Jun-2021 00:00:00	Diliman <small>Enter one-time address</small>			
Total						760,000.00					

Edit and Submit Requisition Refresh Save Printable Page Submit

* Indicates required field

Requisition 8284

* Purpose: Supplemental PPMP Non-Common Use Items (2021) – UP ITDC

Justification:

Total: 760,000.00 PHP

* Requisition Type: Supplemental PPMP

Supplemental PPMP or Inclusion to PPMP

* Item Category: Non-Common Use Items

Non-Common Use Items

Mode of Procurement:

* Source of Fund: 101

General Fund

* Responsibility Center: SA03013001

UPS UP Information Technology Development Center

* Special Code: -

Unspecified

Start of Bidding Process:

Start Date of Bidding Process:

Requires Review of Specs:

Earmark Number:

PPMP Number:

Select Lines: **Update** Copy Delete |

<input type="checkbox"/> Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
<input checked="" type="checkbox"/>	PPA Information	Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18" display Wireless keyboard/mouse	20	pc	35000 PHP	700,000.00	24-Jun-2021 00:00:00	Dilliman Enter one-time address			
<input checked="" type="checkbox"/>	PPA Information	Computer Table	20	pc	1500 PHP	30,000.00	24-Jun-2021 00:00:00	Dilliman Enter one-time address			
<input type="checkbox"/>	PPA Information	Computer Table	20	pc	1500 PHP	30,000.00	24-Jun-2021 00:00:00	Dilliman Enter one-time address			
Total						760,000.00					

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


Requisition Information : Update Selected lines


Information
2 Lines Selected For Update.

TIP You have selected multiple lines. Enter information and click **Apply** to apply your changes. Fields left blank will not be changed.

Delivery

Urgent: No


Need-By Date: 24-Jun-2021 00:00:00 


Requester: 


Deliver-To Location: Diliman


☐ Enter one-time address

Billing



Project: 

Task: 

Expenditure Type: 

Expenditure Organization: 

Expenditure Item Date: (22-Jun-2021)


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

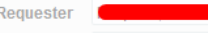
Requisition Information : Update Selected lines

TIP You have selected multiple lines. Enter information and click **Apply** to apply your changes. Fields left blank will not be changed.

Delivery


Urgent: No

* Need-By Date: 01-Jul-2021 09:34:20 

Requester: 

Deliver-To Location: Diliman

☐ Enter one-time address



Pick a Date - Mozilla Firefox

https://uistest.up.edu.ph/OA_HTML/cabo/jsps/a.jsp?_t

< July 2021 >

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Cancel

Pick a Date window will appear

Select the month and year.

Select the date.

Requisition Information : Update Selected lines

changed.

Delivery

Billing

Urgent

* Need-By Date

Requester

Deliver-To Location

☐ Enter one-time address

Project

Task

Expenditure Type

Expenditure Organization

Expenditure Item Date

Click **Apply**

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

Select Lines:

<input type="checkbox"/>	Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
<input type="checkbox"/>	▶	PPA Information	Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18" display Wireless keyboard/mouse	20	pc	35000 PHP	700,000.00	01-Jul-2021 09:35:07	Diliman <input type="button" value="Enter one-time address"/>	<input type="button" value="+"/>	<input type="button" value="Pencil"/>	<input type="button" value="Trash"/>
<input type="checkbox"/>	▶	PPA Information	Computer Table	20	pc	1500 PHP	30,000.00	01-Jul-2021 09:35:07	Diliman <input type="button" value="Enter one-time address"/>	<input type="button" value="+"/>	<input type="button" value="Pencil"/>	<input type="button" value="Trash"/>
<input type="checkbox"/>	▶	PPA Information	Computer Table	20	pc	1500 PHP	30,000.00	01-Jul-2021 09:54:21	Diliman <input type="button" value="Enter one-time address"/>	<input type="button" value="+"/>	<input type="button" value="Pencil"/>	<input type="button" value="Trash"/>
Total							760,000.00					

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.

Select Lines: [Update](#) [Copy](#) [Delete](#) [Refresh](#)

<input type="checkbox"/>	Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
<input type="checkbox"/>		PPA Information	Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18" display Wireless keyboard/mouse	20	pc	35000 PHP	700,000.00	01-Jul-2021 09:35:07	Diliman Enter one-time address	+	Pencil	Trash
<input type="checkbox"/>		PPA Information	Computer Table	20	pc	1500 PHP	30,000.00	01-Jul-2021 09:35:07	Diliman Enter one-time address	+	Pencil	Trash
<input type="checkbox"/>		PPA Information	Computer Table	20	pc	1500 PHP	30,000.00	01-Jul-2021 09:54:21	Diliman Enter one-time address	+	Pencil	Trash
							Total	760,000.00				

Your requisition will be sent to the following list of approvers.

Approvals

```

graph LR
    A[UPS A20 PR Budget Office] --> B[UPS SPMO PPMP NCU]
  
```

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).

[Shop](#) [Requisitions](#)

Approval Group [Return](#)

UPS A20 PR Budget Office

Name	Title	Email
[Redacted]	Director IV,UPS System Budget Office,UPSB-DIR4-3-1998	[Redacted]
[Redacted]	Administrative Officer V,UPS System Budget Office,UPSB-ADOF5-1000-2004	[Redacted]

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***


Your requisition will be sent to the following list of approvers.


Approvals





UPS A20 PR Budget Office





UPS SPMO PPMP NCU

Notes And Attachments

Notes

Note To Buyer

Requisition Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

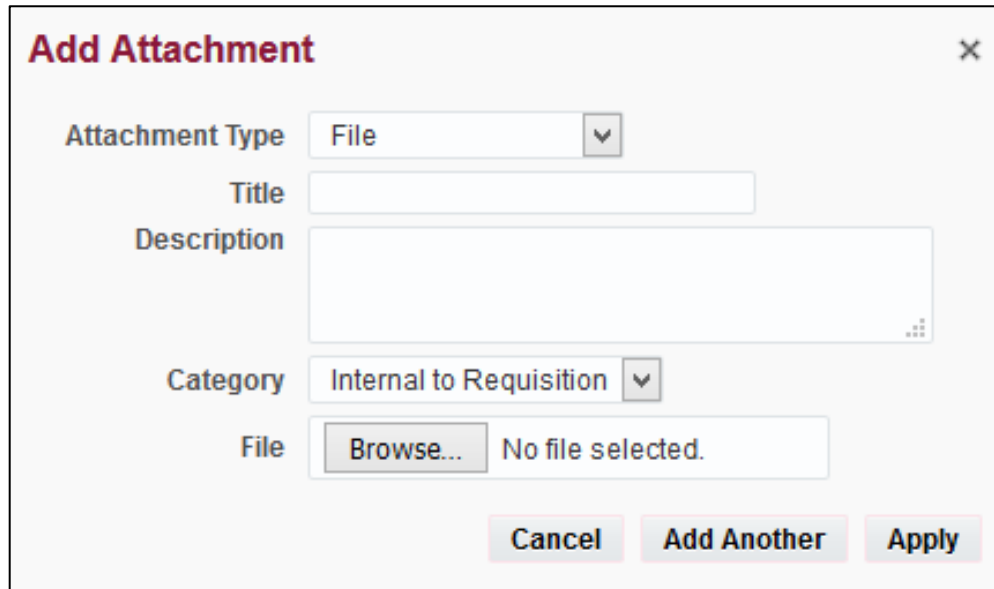
[Return to Shopping](#)

Refresh

Save

Printable Page

Submit



Add Attachment [X]

Attachment Type: File [v]

Title: [Text Field]

Description: [Text Area]

Category: Internal to Requisition [v]

File: [Browse...] No file selected.

[Cancel] [Add Another] [Apply]

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.

Shop Requisitions

Edit and Submit Requisition

* Indicates required field

Requisition 8284

* Purpose: Supplemental PPMP Non-Common Use Items (2021) – UP ITDC

Justification:

Total: 760,000.00 PHP

* Requisition Type: Supplemental PPMP

Supplemental PPMP or Inclusion to PPMP

* Item Category: Non-Common Use Items

Non-Common Use Items

Mode of Procurement:

* Source of Fund: 101

General Fund

* Responsibility Center: SA03013001

UPS UP Information Technology Development Center

* Special Code: -

Unspecified


Start of Bidding Process:



















Start Date of Bidding Process:

Requires Review of Specs:

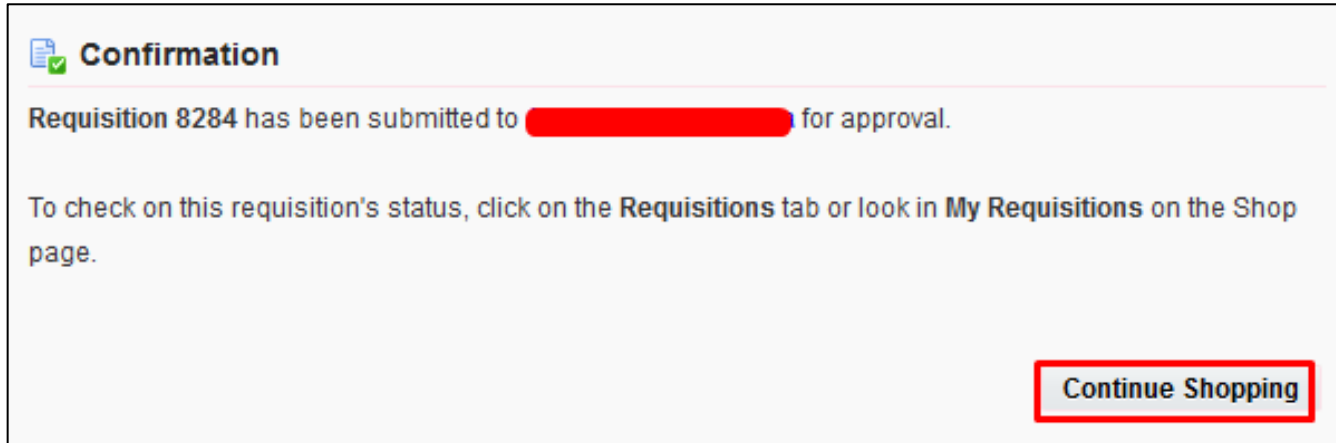
Earmark Number:

PPMP Number:

Select Lines: Update Copy Delete | 

<input type="checkbox"/>	Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
<input type="checkbox"/>		PPA Information	Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18" display Wireless keyboard/mouse	20	pc	35000 PHP	700,000.00	01-Jul-2021 09:35:07 	Diliman  Enter one-time address			
<input type="checkbox"/>		PPA Information	Computer Table	20	pc	1500 PHP	30,000.00	01-Jul-2021 09:35:07 	Diliman  Enter one-time address			
<input type="checkbox"/>		PPA Information	Computer Table	20	pc	1500 PHP	30,000.00	01-Jul-2021 09:54:21 	Diliman  Enter one-time address			
Total							760,000.00					

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.