

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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	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

User Name [Password [Login Cancel

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

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

University of the Philippines				*	¢	
niversity Information System Home	Page					
Navigator	Worklist					
Personalize	WORNISt					
		Fu	II List			
Application Diagnostics	夏 2 🖻 🌣 🔻 🎟					
IProcurement PPMP Requester, UPS	From	Type Subject	Sent			
iProcurement Home Page	There are no notifications in this v	iew.				
🔟 Request	TIP Vacation Rules - Redirect o	r suto-respond to notifi	cotione			
Requisition and Issuance Slip	The vacation rules - redirect o	auto-respond to notin	cauons.			
🔟 On-Hand Items						
Print PPMP Common Use						
Print PPMP Non-Common Use						
Print Supplemental PPMP Common						
Use						
Print Supplemental PPMP						
Non-Common Use						

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

iP	rocurement				ë.	â	‡
hop Requisitions							
Stores Shopping I Search UPS Commo	ists Non-Catalog Requirements Supplies (Outside F				Go Advanced	Search	
Stores							
UPS Common-Use (PS-DBM)	Supplies and Equipment	UPS Common-Use Si PS-DBM)	upplies (Out	side			
	nd items that are he day-to-day operations in the performance of	It is also called Invent Common-use supplies and items that are not PS-DBM but are regu stock by the Procurin	s, goods, ma in the Price arly used ar	e List of the			
My Requisitions	l]						
							Full
🔟 🎜 🖻 🍄 🗸 🛛	Description	Total (PHP)	Chatrie	Comu	Change	Even	ss Receive
Requisition		IOTAL (PHP)	Status	Copy	Change	Expre	SS RECEIVE

STEP 5. Select Non-Catalog Request

Requisitions ores Shopping Lists Non-Catalog Request				
Non-Catalog Request * Indicates required field		Clear All Add to Cart	Add to Favorites	Shopping Cart
Item Type * Item Description Category * Quantity * Unit of Measure * Unit Price * Currency	Goods billed by quantity 			Your cart is empty.

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

* Item Description	Desktop Compter 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18° display Wireless keyboard/mouse	а С С С С С С С С С С С С С С С С С С С
Category	NONE.NONE.NONE	
* Unit of Measure	≥ Q	
* Unit Price		
* Currency	PHP 🗸	
	RFQ Required	
	Negotiated	

Enter Item Description.

	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	A K	
* Unit Price		
* Currency	PHP 🗸	
	RFQ Required	
	Negotiated	

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 ai
Category	NONE.NONE.NONE
* Quantity	20
* Unit of Measure	ы Q.
* Unit Price	
* Currency	PHP 🗸
	RFQ Required
	Negotiated

Enter Quantity

For the Unit of Measure,



Searc	h and Select: Uni	t of Measure	Cance <u>l</u> Select
Searcl	h		
To find	l your item, select a filter iter	n in the pulldown list and enter a value in	the text field, then select the "Go" button.
Search	n By Unit of Measure 🗸	pc% Go	
Result	ts		
	Quick Select	Unit of Measure 📥	UOM Code 🛆
0		pc	pc
0		pch	pch
0		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 🔄 Q	
* Unit Price	35000	
* Currency	PHP 🗸	
	RFQ Required	
	Negotiated	

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 🔟 Q	
* Unit Price	35000	
* Currency	PHP 🗸	
	 RFQ Required Negotiated 	

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

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

Requisitions					
s Shopping Lists Non-Catalog Request					
on-Catalog Request		01 A#			
		Clear All	Add to Cart	Add to Favorites	Shopping Cart
dicates required field					Your cart is empty.
Item Type	Goods billed by quantity 🕕				
* Item Description	Desktop Computer 3.6GHz processor 4GB memory				
Category	NONE.NONE.NONE				
* Quantity	20				
	pc 🔄 🦉				
* Unit Price	35000				
* Currency	PHP V				
	RFQ Required				
	Negotiated				

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

Shop Requisitions						STEP 8. Fill out the Special
Stores Shopping Lists Non-Catalog R	equest					Information page.
Special Information					Continue	Fill in the Phil CEPS Cotogory
* Indicates required field						Fill in the <i>PhilGEPS Category.</i>
Selected Line						
Your selection requires special information.						
💢 🌫 🖻 🌣 ▼ 💷						
Description		Unit	Quantity	Price	Amount (PHP) Supplier	
Desktop Computer 3.6GHz processor 4GB r	nemory 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		PPA Descripti	on			
* PhilGEPS Category	V Avigation 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 Products Pest Control Services	* Mode of Procureme	nt		V	

Shop Requisitions							
Stores Shopping Lists Non-Catalo	J Request						
Special Information							<u>C</u> ontinue
* Indicates required field							
Selected Line							
Your selection requires special information	n.						
Description			Unit	Quantity	Price	Amount (PHP)	Supplier
	B memory 1TB HDD DVD RW USB 2.0/3.0 1	8° display Wireless keyboard/mouse	pc	-	35000 PHP	700.000.00	
PPA Information							
PPA Num * PhilGEPS Catego		V	PPA Description * Mode of Procurement			~	
PhiloEP's Calego	y Onice Equipment	v	mode of Procurement			~	
					nt or Contiguous	5	
				Comm	unity Participatio	n	
				Defens	titive Bidding e Cooperation A	Agreement	
				Emerge	Contracting ency Cases		
				Highly 1	ency Procureme Fechnical Consu	ultants	
					of Real Property Source of Biddi		
					articipation		

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	<u>C</u> ontinue
* Indicates required field	
Selected Line	
Your selection requires special information.	
夏25 5 ☆ ▼ ■	
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
PPA Information	
PPA Number	PPA Description
* PhilGEPS Category Office Equipment	* Mode of Procurement Agency to Agency

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

hop Requisitions					
tores Shopping Lists Non-Catalog Request					
Shop: Non-Catalog Request >					
Item added successfully to the Cart. Your shopping cart c	ontains 1 item(s).				
Non-Catalog Request		Clear All	Add to Cart	Add to Favorites	
* Indicates required field		Ciour Par	And to our	Add to Furchies	Shopping Cart
Indicates required lield					Your cart contains 1 line.
Item Type	Goods billed by quantity 🔟				Recently Added Lines Desktop Compute 20 pc
* Item Description	Desktop Computer 3.6GHz processor 4GB memory	· · ·			View Cart and Checkout
Category	NONE.NONE.NONE				
* Quantity	20				
* Unit of Measure	pc 🖂 🍕				
* Unit Price	35000				
* Currency	PHP 🗸				
	RFQ Required				
	 Negotiated 				

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 Re	quisitions							
Stores S	Shopping Lists Non-Catalog Request							
Non-C	atalog Request		Clear All	Add to Cart	Add to Favorites	Shanning Cast		
* Indicate	es required field					Shopping Cart Your cart contains 2 line	s	
	Item Type * Item Description	Goods billed by quantity				Recently Added Lines Computer Table Desktop Compute	20	pc pc
ĺ	Category	NONE.NONE.NONE				View Cart an	d Checko	out
	* Quantity							
	* Unit of Measure	∠ Q						
	* Unit Price * Currency							
	Currency	PHP V RFQ Required						
		Negotiated						

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	De	sktop Computer 3.6GHz processor 4GB n	nemory 1	TB HDD DVD	RW USB 2.0/3.0 18	37	
Justification							
		Jun-2021 00:00:00					
* Deliver-To Location	Dili	man 🔄 🤉					
Additional Header Informa	tion	1					
* Requisition T	уре	Proj Proc Mgmt Plan 🔄 🔍					
		Project Procurement Management Plan (PPMP)					
* Item Categ	ory	L L L L L L L L L L L L L L L L L L L	Q				
Mode of Procurem	ent	L L L L L L L L L L L L L L L L L L L	Q,				
* Source of Fi	und	J Q					
* Responsibility Cer	nter	Q					
* Special Co	ode	, ⊇ Q					
Start of Bidding Proc	ess	Q					
Start Date of Bidding Proc	ess	i 🕫					
Requires Review of Sp	ecs	Q					
Earmark Num	ber						
PPMP Num	ber	q					
Show Delivery and Billing							
Line Item Description			Unit	t Quantity	Price	Amount (PHP)	Delete
1 Desktop Computer 3.6GH: USB 2.0/3.0 18" display W		cessor 4GB memory 1TB HDD DVD RW ess keyboard/mouse	рс	20	35000 PHP	700,000.00	Î
2 Computer Table			рс	20	1500 PHP	30,000.00	Ì
					Total	730,000.00	
-)							
Continue Shopping		Edit	9	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

hop	ping Cart								
	* Purpose	Supplemental PPMP Non	-Common Us	e Items (2	021) –	UP ITDC			
	Justification								
	* Need-By Date	24-Jun-2021 00:00:00	Ċ						
	* Deliver-To Location	Diliman	N Q						
Addi	tional Header Informati	on							
	* Requisition Typ	e Proj Proc Mgmt Plan	s q						
		Project Procurement Mana	gement Plan (PP	MP)					
	* Item Catego	гу		_⊾ Q					
	Mode of Procureme	nt		_⊨ Q					
	* Source of Fur	nd 🔄 Q							
	* Responsibility Cent	er 🔄 🤉 Q							
	* Special Coo	le 🔄 🖌 Q							
	Start of Bidding Proce	SS	N Q						
S	tart Date of Bidding Proce	ss							
	Requires Review of Spe	cs 🛛 🔟 Q							
	Earmark Numb	er							
	PPMP Numb	er	_s ⊂						
▶ S	Show Delivery and Billing								
Line	Item Description				Unit	Quantity	Price	Amount (PHP)	Dele
1	Desktop Computer 3.6GHz 2.0/3.0 18" display Wireless		tb HDD DVD	RW USB	рс	20	35000 PHP	700,000.00	l
2	Computer Table				рс	20	1500 PHP	30,000.00	Ĩ
							Total	730,000.00	
					د	k.			
	- /								
	Continue Shopping	Edit			58	ave		Submit	

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

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

<u>Supplemental PPMP Non-</u> Common Use Items (Year) – <u>Office</u>

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

Shopping Cart				STEP 16. On Requisition
* Purpose	e Supplemental PPMP Nor	n-Common Use Items (2021) – UP ITDC		Type , click Search (🥄).
Justification	n			
* Need-By Date	e 24-Jun-2021 00:00:00	100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100		
* Deliver-To Location	n Diliman	3 Q		
Additional Header Inform	ation			
* Requisition	Type Proj Proc Mgmt Plan	م م.		
	Project Procurement Man	agement Plan (PPMP)		
Search and Select: Search	: Requisition Typ	e	Cance <u>l</u> Select	The Search and Select: Requisition Type window
	ilter item in the pulldown lis	st and enter a value in the text field, then select the	"Go" button.	will appear. Clear the text in the search
		st and enter a value in the text field, then select the Go	"Go" button.	
To find your item, select a fi Search By Requisition Typ Results			"Go" button.	Clear the text in the search

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

	Search and Select: Requisition Type Cancel Select									
Search										
To find your item, select	t 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								
requisition	1990									
Results										
Quick Select	Requisition Type	Description								
	Proj Proc Mgmt Plan	Droject Drocurement Management Dian (DD								
0 🖳	i toj i toč Mgrit i tan	Project Procurement Management Plan (PF	MP)							
0 <u></u>	Supplemental PPMP	Supplemental PPMP or Inclusion to PPMP	MP)							

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 Informat	tion
* Requisition Ty	pe Supplemental PPMP 🔄 🔍
	Supplemental PPMP or Inclusion to PPMP

		STEP 17 . On <i>Item Category</i> click <i>Search</i> (Q).
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 Informat	ion	
* Requisition Typ	Supplemental PPMP	
	Supplemental PPMP or Inclusion to PPMP	
* Item Catego	ry	
Mode of Procureme	nt 🔄 🔬 🔍	
* Source of Fur	nd 🔟 🔍	
* Responsibility Cent	er 🔟 🤘	
* Special Coo	ie 🔟 Q	
Start of Bidding Proce	ss 🛛 🔟 Q	
Start Date of Bidding Proce	ss 👘	
Requires Review of Spe	cs 🛛 🔟 Q	
Earmark Numb	er	
PPMP Numb	er 🔄 🔬 Q	

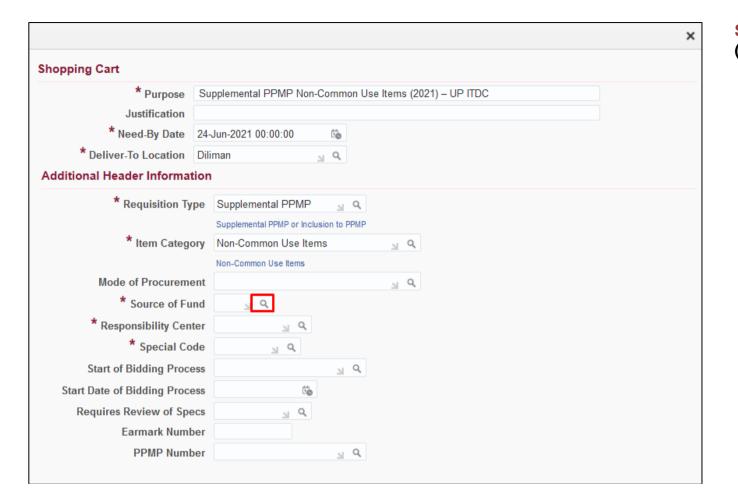
Seal	rch and Select	: Item Category		Cancel Select
ear	ch			
To fi	nd your item, select a fi	ilter item in the pulldown list and enter a value	in the text field, then select the "Go" but	ton.
Sear	ch By Item Category	▼ G	0	
Resu	ults			
	Quick Select	Item Category	Description	
0	Quick Select	Item Category Common-use Items (PS-DBM)	Description Common-use Items (PS-DBM)

On Search and Select: Item
Category

Click Go

Then quick select *Non Common Use items.*

Shopping Cart	
* Purpose Justification	Supplemental PPMP Non-Common Use Items (2021) – UP ITDC
* Need-By Date	24-Jun-2021 00:00:00
* Deliver-To Location	Diliman 🔟 🍳
Additional Header Informa	tion
* Requisition Ty	vpe Supplemental PPMP 🔄 🤉
	Supplemental PPMP or Inclusion to PPMP
* Item Catego	ory Non-Common Use Items 📓 🧣
	Non-Common Use Items



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

Search and Select: Source of	f Fund	Cancel Select
Search		
To find your item, select a filter item in the p	oulldown list and enter a value in the text fi	ield, then select the "Go" button.
Search By Source of Fund 🗸	Go	
Results		
Results Quick Select	Source of Fund	Description

On Search and Select: Source of Fund

Click Go

Search and Select: Source of Fund					Select
Search					
To find	your item, select a filter it	em in the pulldown list and enter a	a value in the text field, then select the '	'Go" button.	
Search	By Source of Fund		Go		
Result	ts				
	Quick Select	Source of Fund	Description		
0		-	Unspecified		
0		101	General Fund		
0		102	Foreign Assisted Projects		
0		16\$	Revolving Fund-Dollar		
0	=	164	Revolving Fund		
0		165	Reprogrammed Fund		
0		18\$	Trust Fund-Dollar		
0		184	Trust Fund		
0		т	Total		

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

(example: General Fund)

hopping Cart		Center click Search (^Q)
* 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 Informat	ion	
* Requisition Ty	pe Supplemental PPMP 📓 🤉	
	Supplemental PPMP or Inclusion to PPMP	
* Item Catego	ry Non-Common Use Items 📓 🤉	
	Non-Common Use Items	
Mode of Procureme	nt 🔟 🤉	
* Source of Fu	nd 101 🔟 🤉	
	General Fund	
* Responsibility Cent		
* Special Co	de 🚽 🦉	
Start of Bidding Proce	ss 🔟 🤉	
Start Date of Bidding Proce	ss tie	
Requires Review of Spe	cs 🛛 🔟 Q	
Earmark Numb	er	
PPMP Numb	er 🔟 🔍 🔍	

Search and Select: Respon	sibility Center	Cancel Select	To search for the <i>Responsibility</i> <i>Center (RC)</i> by its name, select
Search			Description on the Search By field.
	e pulldown list and enter a value in the text field, %UPS%Info%Tech% Go	then select the "Go" button.	Enter the responsibility center with (%) to view all possible results. Example: %UPS%Info%Tech%
Quick Select No search conducted.	Responsibility Center	Description	Then click <i>Go.</i>
About this Page			
Search and Select: Respon	sibility Center	Cance <u>l</u> Select	Quick Salact the Baspansibility
Search			Quick Select the Responsibility Center

Creation of Supplemental PPMP Non-Common Use
File Ref: ITDC-SPCMIS-UM-Creation of Supplemental PPMP for Non-Common Use Items-06212021-ver.4.(

 \mathbf{v}

Responsibility Center

SA03013001

Search By Description

Quick Select

About this Page

Results

Ο

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.

Go

UPS UP Information Technology Development Center

Description

%UPS%Info%Tech%

		STEP 20. On Special Code, click Search (^Q)
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 Informa	tion	
* Requisition T	ype Supplemental PPMP 🔄 Q	
	Supplemental PPMP or Inclusion to PPMP	
* Item Categ	ory Non-Common Use Items 📓 🤉	
	Non-Common Use Items	
Mode of Procurem	ent 🔟 🤉	
* Source of F	and 101 🔄 🔍	
	General Fund	
* Responsibility Cer	nter SA03013001 🔟 🔍	
	UPS UP Information Technology Development Center	
* Special C	ode 🔟 🖌	
Start of Bidding Proc	ess 🔟 Q	
Start Date of Bidding Proc	ess tie	
Requires Review of Sp	ecs 🛛 🖌 Q	
Earmark Num	ber	
PPMP Num	ber 🔄 🚽 Q	

Sea	arch an	d Select:	Special Co	de	Cancel	Select	On Search and Select: Special Code
	find your ite	em, select a fil		down list and enter a value in the text fie	ld, then select the "Go" button.		To search Special Code by its name, select Description on the Search By field.
	sults 🗖	pecial Code vector code secription	Computer%	Go			Enter a key word from your special code description with (%) to view all possible results.
		Quick No search	Select	Special Code	Description		Example: % Computer%
Sea To To	rch	m, select a filt		de lown list and enter a value in the text field Go	Cance <u>I</u>	Select	Then <i>Quick Select</i> the special code.
	Quick Select	Special Code	Description				
0		A0000033	UPS Library Cor	mputerization Project			
0		A0000117	UPS Computer	Center			
0		A0001161	UPS Reprogram	med for computer loan			
0		A0001459	UPS ITDC: Com Management Sy	puterization, Design, Development, Testi /stem for the UP College of Law, Office o	ng and Turn-over of an Online Informati f Legal Aid	on	
0		AA000015	UPS Computer	Center Trust Fund			

	:
hopping 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 Inform	ation
* Requisition 1	Type Supplemental PPMP 🔄 🤉
	Supplemental PPMP or Inclusion to PPMP
* Item Cate	gory Non-Common Use Items 📓 🧣
	Non-Common Use Items
Mode of Procuren	ment 🧧 🤤
* Source of F	Fund 101 📓 🔍
	General Fund
* Responsibility Ce	enter SA03013001 🔟 🔍
	UPS UP Information Technology Development Center
* Special C	
	Unspecified
Start of Bidding Pro	acess 🔟 Q
Start Date of Bidding Pro	cess 🖄
Requires Review of Sp	pecs 🛛 🔟 Q
Earmark Nun	nber
PPMP Nun	nber 🚽 Q

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

opping Cart							
* Purpose	Supp	lemental PPMP Non-Common U	se Items (2021) – UP	TDC		
Justification							
		in-2021 00:00:00 📸					
* Deliver-To Location	Dilim	an 🔟 Q					
dditional Header Infor	matio	n					
* Requisition	Туре	Supplemental PPMP 🚽 🔍					
		Supplemental PPMP or Inclusion to Pl	PMP				
* Item Cate	egory	Non-Common Use Items 🛛 🔊	Q,				
		Non-Common Use Items					
Mode of Procure	ment	ы	Q				
* Source of	Fund	101 🔟 Q					
		General Fund					
* Responsibility C	enter	SA0301300 <u>1</u> Q					
*		UPS UP Information Technology Deve	lopment Ce	nter			
* Special		- <u>1</u> Q					
Ctart of Didding Day		Unspecified					
Start of Bidding Pro		<u>s</u> Q					
Start Date of Bidding Pro		61					
Requires Review of S		<u>⊿</u> Q					
Earmark Nu							
PPMP Nu	mber	N Q					
Show Delivery and Billing							
ine Item Description			Unit	Quantity	Price	Amount (PHP)	Delet
		cessor 4GB memory 1TB HDD D ireless keyboard/mouse	VD pc	20	35000 PHP	700,000.00	Ì
Computer Table			рс	20	1500 PHP	30,000.00	Ì
					Total	730,000.00	
			•	Ł			
Continue Shopping		Edit		ave		Submit	

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

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.

Sher	Dent	, iliana												
Shop	Requis	sitions												
Stores	s Shop	pping Lists	Non-Catalog Request											
	Confirm	nation									New Ca	art Contin	ue with Cl	heckout
-														
Req	uisition 8	284 has beer	n saved.											
			out, or create a new shopping cart. Creating a n											
			dded approver will be moved to the end of the o n be accessed from requisitions page and com		1.									
hop	Requis	itions												
			Non-Catalog Request											
Store	s s	nopping Lists	Non-Catalog Request											
Edi	t and	Submit F	Requisition							Refresh	<u>S</u> ave	Printable	Page	Submit
* Ind	licates re	quired field												
Req	uisitio	n 8284												
			* Purpose	Supplemental PPM	IP Non-Con	nmon	Use Items (2021) – UP ITDC						
			Justification											
				760,000.00 PHP										
			* Requisition Type				_							
			* Item Category	Supplemental PPMP Non-Common Use		S PPMP								
			itom outogory	Non-Common Use Iter										
			Mode of Procurement		2	Q Q								
			* Source of Fund											
			* Responsibility Center	General Fund										
			Responsibility Center	UPS UP Information T	echnology De	evelopn	ment Center							
			* Special Code											
				Unspecified										
			Start of Bidding Process		⇒ Q									
			Start Date of Bidding Process Requires Review of Specs	تې ي و										
			Earmark Number	7 4										
			PPMP Number		SI Q									
Sele	ct Lines:	Update	Copy Delete 💢 🎜											
	Details	Special Info	Description		Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Loca	tion A	Attachment	Update Line	Delete
		PPA	Desktop Computer 3.6GHz processor 4GB r	nemory 1TB HDD	20		35000 PHP		24-Jun-2021 00:00:00 📸	Diliman	Q,	حف		Î
	F	Information	DVD RW USB 2.0/3.0 18" display Wireless k	eyboard/mouse	20	μc	33000 PHF	100,000.00	24-5011-2021-00.00.00	Enter one-time ad		43	6	
	•	PPA Information	Computer Table		20	рс	1500 PHP	30,000.00	24-Jun-2021 00:00:00 🐞		Q	+3	Ø	
										Enter one-time ad				
		PPA Information	Computer Table		20	рс	1500 PHP	30,000.00	24-Jun-2021 00:00:00 🐞	Diliman 2 Enter one-time ad	dress	45	Ì	
							Total	760,000.00						

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*

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

Edit and Submit Requisition						Refresh Sa	ve Printable	Page	Submit
* Indicates required field									
Requisition 8284									
* Purpose	Supplemental PPI	MP Non-Common	Use Items (2021) – UP ITDC					
Justification									
Tota	760,000.00 PHP								
* Requisition Type	Supplemental PPN	MP _N Q							
	Supplemental PPMP		P						
* Item Category	Non-Common Us								
	Non-Common Use Ite								
Mode of Procuremen		⇒ Q							
* Source of Fund	General Fund								
* Responsibility Cente									
Responsibility Center	UPS UP Information 1	Technology Develop	ment Center						
* Special Code									
	Unspecified								
Start of Bidding Process		N Q							
Start Date of Bidding Process	i i i i i i i i i i i i i i i i i i i								
Requires Review of Spece	Q								
Earmark Number									
PPMP Number		⇒ Q							
Select Lines: Update Copy Delete 💢 😂									
Details Special Description Info		Quantity Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
PPA Desktop Computer 3.6GHz processor 4GE DVD RW USB 2.0/3.0 18" display Wireless		20 pc	35000 PHP	700,000.00	24-Jun-2021 00:00:00 🐞	Diliman 🔄 Q Enter one-time address	4 5	1	Î
PPA Information Computer Table		20 pc	1500 PHP	30,000.00	24-Jun-2021 00:00:00 🐞	Diliman 🔄 Q Enter one-time address	40	1	Î
Dependence of the second secon		20 pc	1500 PHP	30,000.00	24-Jun-2021 00:00:00 📸	Diliman 🔄 🤉	4 5	Þ	Î
			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

 Information 				
2 Lines Selected For	Update.			
TIP You have selected m changed.	ultiple lines. Enter information and (click Apply to apply your changes.	Fields left blank will not be	
Delivery		Billing		
Urgent	No 🗸	Project	Q	
Need-By Date	24-Jun-2021 00:00:00 🐞	Task	Q	
Requester	<u>ા</u> વ	Expenditure Type	Q,	
Deliver-To Location	Diliman 📓 🤉	Expenditure Organization	<u> </u>	
	Enter one-time address	Expenditure Item Date	(22-Jun-2021)	ß

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

Requisition Informatio	on : Update Selected lines		Pic	k a Da	te - N	Aozilla	a Fire	fox	-		×
♂TIP You have selected m changed.	ultiple lines. Enter information and c	1	🔒 ht	ttps://ui	stest.u	p.edu.p	h/OA	_HTM	L/cabo/	jsps/a.jsp	»?_1
Delivery			<	July	~	202	21	~	· >		
Urgent	No 🗸		SUN	MON	TUE	WED	THU	FRI	SAT		
* Need-By Date	01-Jul-2021 09:34:20 👘		27	28	29	30	1	2	3		
Requester	α		4	5	6	7	8	9	10		
Deliver-To Location	Diliman 🔄 🤇		11	12	13	14	15	16	17		
	Enter one-time address		18	19	20	21	22	23	24		
			25	26	27	28	29	30	31		
<											
rt of Bidding Process	<u></u> ⊿ Q								Canc	e <u>l</u>	
te of Bidding Process	٢										
ires Review of Specs	⇒ Q										

Pick a Date window will appear

Select the month and year.

Select the date.

Requisition Information	on : Update Selected lines				×
changed. Delivery		Billing			^
Urgent	No 🗸	Project	L	Q,	
* Need-By Date	01-Jul-2021 09:35:07 📫	Task		Q,	
Requester	α	Expenditure Type	L	٩	
Deliver-To Location	Diliman 🔄 🤉	Expenditure Organization	L		
	Enter one-time address	Expenditure Item Date	(22-Jun-2021)		
	Cancel	Apply			*
<				3	>

Click Apply

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

Seleo	ct Lines:	Update	Copy Delete 💢 😂									
	Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
		PPA Information	Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18" display Wireless keyboard/mouse	20	рс	35000 PHP	700,000.00	01-Jul-2021 09:35:07 🐞	Diliman ⊴ Q Enter one-time address	43	1	Î
	•	PPA Information	Computer Table	20	pc	1500 PHP	30,000.00	01-Jul-2021 09:35:07 🐞	Diliman ₃ Q Enter one-time address	+3	Ø	Î
	•	PPA Information	Computer Table	20	pc	1500 PHP	30,000.00	01-Jul-2021 09:54:21 🐞	Diliman ⊾ Q Enter one-time address	43	1	Î
						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.

Selec	t Lines:	Update	Copy Delete 💢 🔁										
	Details	Special Info	Description	Quantity	Unit	Pric	e Amount (PHP)	Need By Date		Deliver-To Location	Attachment	Update Line	Delete
	▶	PPA Information	Desktop Computer 3.6GHz processor 4GB memory 1TB HDD DVD RW USB 2.0/3.0 18" display Wireless keyboard/mouse	20	рс	35000 PH	P 700,000.00	01-Jul-2021 09:35:07	Îô	Diliman 🔄 Q Enter one-time address	43	1	Î
	▶	PPA Information	Computer Table	20	рс	1500 PH	P 30,000.00	01-Jul-2021 09:35:07	Îô	Diliman 🔄 Q Enter one-time address	4 3	1	Î
	▶	PPA Information	Computer Table	20	pc	1500 PH	P 30,000.00	01-Jul-2021 09:54:21	Îô	Diliman 🔄 Q Enter one-time address	4 3	1	Î
						Tota	760,000.00						
	equisitio rovals		to the following list of approvers.										
-		S A20 PR Bud	Iget Office										

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			
🕱 2° 🖻 🌣 🕶 🎟			
Name	Title	Email	
	Director IV.UPS System Budget Office.UPSB-DIR4-3-1998		
	Administrative Officer V.UPS System Budget Office.UPSB-ADOF5-1000-2004		

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 <u>helpdesk@up.edu.ph.</u>

UPS A20 PR B		0 ⁰⁰ IPS SPMO PPMP NCU						
otes And Attachn	ients							
Notes								
			Note To Buyer					
equisition Attachme	ents							
Add Attachment	Turne	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Title	Туре							

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

Click Add Attachment

Add Attachment	t	×
Attachment Type Title Description	File	
Category File	Internal to Requisition V Browse No file selected.	
	Cancel Add Another Apply	1

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.

di	t and	Submit F	Requisition						Refresh Sa	ve Printable	Page	Submit
Ind	icates re	quired field										
eq	uisitio	n 8284										
			* Purpose	Supplemental PPI	MP Non-Commor	n Use Items (202	1) – UP ITDC					
			Justification									
			Total	760,000.00 PHP								
			* Requisition Type	Supplemental PPN	IP _≥ Q							
				Supplemental PPMP	or Inclusion to PPM	P						
			* Item Category		11 4							
				Non-Common Use Iter								
			Mode of Procurement		_∐ Q,							
			* Source of Fund	101 ⊾ Q General Fund								
			* Responsibility Center									
			Responsibility center	UPS UP Information 1	echnology Develop	ment Center						
			* Special Code									
				Unspecified								
			Start of Bidding Process		N Q							
			Start Date of Bidding Process	Ċô								
			Requires Review of Specs	Q								
			Earmark Number									
			PPMP Number		⇒ Q							
elec	ct Lines:	Update	Copy Delete 💢 🔁									
	Details	Special Info	Description		Quantity Unit	t Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	Update Line	Dele
	•	PPA Information	Desktop Computer 3.6GHz processor 4GB DVD RW USB 2.0/3.0 18* display Wireless H		20 pc	35000 PHP	700,000.00	01-Jul-2021 09:35:07	Diliman 🔄 Q Enter one-time address	+ 3	1	Î
	•	PPA Information	Computer Table		20 pc	1500 PHP	30,000.00	01-Jul-2021 09:35:07	Diliman 🔄 Q Enter one-time address	+0	Ø	Î
	•	PPA Information	Computer Table		20 pc	1500 PHP	30,000.00	01-Jul-2021 09:54:21	Diliman 🔄 Q Enter one-time address	+ 3	Ø	Î
_							760,000.00					

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

Confirmation	A <i>Confirmation</i> will appear. Take note of the Requisition
Requisition 8284 has been submitted to for approval.	number. Click Continue Shopping to go back to the <i>iProcurement</i> <i>Homepage</i>
To check on this requisition's status, click on the Requisitions tab or look in My Requisitions on the Shop page.	
Continue Shopping	

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