

### University of the Philippines

## SPCMIS

Supplies, Procurement, and Campus Management Information System



## CREATION OF APR FOR PSDBM



#### **SPCMIS User Manual**

#### *iProcurement*

Author:	Julius Ermitanio, Michael Angelo Soliven & Reah Mae Supnet
Creation Date:	14 January 2014
Last Updated:	19 April 2017
Document Ref:	SPCMIS User Manual – Creation of APR for (PS-DBM)
Version:	4.0

#### **Approvals:**

Recommending A	Approval
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Approved

Creation of APR for (PS-DBM)

#### 1. DOCUMENT CONTROL

#### 1.1 Change Record

Date	Author	Version	Change Reference:
14 January 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial Issue
30 January 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Minor Revision
28 October 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update
01 December 2014	Julius Ermitanio & Michael Angelo Soliven	3.0	Update
19 April 2017	Reah Mae Supnet	4.0	Update

Creation of APR for (PS-DBM)

#### 2. Description

Script ID	UMSP060140
Script Name	Creation of APR for (PS-DBM)
Information System	Supplies, Property and Campus Management Information System
Functional Domain	Purchasing
Purpose	
Data Requirement	
Dependencies	
Scenario	
Author	Julius Ermitanio, Michael Angelo Soliven & Reah Mae Supnet

Creation of APR for (PS-DBM)



Step 1. Go to <u>uis.up.edu.ph</u>

**Step 2.** Log-in your credentials (Username and Password)

**NOTE:** After receiving notification of approved PR (PS-DBM), Buyer will create APR for the common-use item to be purchased in PS-DBM

To create an Agency Purchase Request (APR) the user should be a Buyer first.

To create a buyer follow Create Buyer User Guide.

Creation of APR for (PS-DBM)

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Main Menu	Worklist						
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Step 3. In the *Main Menu*, select *Purchasing Buyer, UP* 

Creation of APR for (PS-DBM)



Step 4. Choose the *Buyer Work Center* folder

Creation of APR for (PS-DBM)



Creation of APR for (PS-DBM)

Requisitions Orders Agreements Deliverables Negotiations Suppliers		Step 6. Select Requisitions
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About this Page Privacy Statement	Copyright (c) 2006, Oracle. All rights reserved.	

Creation of APR for (PS-DBM)

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Creation of APR for (PS-DBM)

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Creation of APR for (PS-DBM)

Requisitions Orders Suppliers	Step 9. then click Add
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Creation of APR for (PS-DBM)

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Requisitions Orders Suppliers Home Logout Preferences Help Diagnostics	orear opune oreare

**Step 10.** Added items will be reflected in the *Document Builder* found on the right side of the page

Creation of APR for (PS-DBM)

Document Builder Type New Order OU UP System	Search			Cancel Select	<b>Step 11.</b> On <b>Supplier</b> field, click <b>Search</b> button.
Agreement Q Supplier UP Warehous Q	Search By Supplier 💌	a filter item in the pulldown list and enter a val	ue in the text field, then select the	"Go" button.	Enter <b>Procurement%Service%</b>
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Number of Lines 1 Total 1,872.00 PH					Quick Select <b>Procurement Service</b> (PS-DBM).
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Creation of APR for (PS-DBM)



Creation of APR for (PS-DBM)

Step 13. Click Create button

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Step 14. Click Yes.

Creation of APR for (PS-DBM)

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*Update Agency Procurement* Request window will appear.

Creation of APR for (PS-DBM)

Header Lines Schedules Distribu	ions		
Status	UP Philippine General Hospital Incomplete Procurement Service (PS-DBM)		287,784.17 PHP 🔍 🔍 Sinarao, Ms. Fenie Andres 🔬 🔍
Supplier Site		Description	APR UP PGH Computer Software (1Q 2016)
Supplier Contact Communication Method	None I	Confirming Order	NO T

Search		
Header Lines Schedules Distribut	tions	
	Incomplete Procurement Service (PS-DBM)	Total       120,432.00       PHP           * Buyer       Bagsic, Mr. James Benedict Esg          Description       APR UP Baguio (2Q 2015)
Terms		
Bill-To Location Payment Terms Pay On Receipt Acknowledge By Required Acknowledgment	No 💌	Default Ship-To Location     University of the Philippines Bag     Ship Va     Freight Terms     FOB     Subscripts

**Step 15.** Enter the **Description** of the APR.

In entering the description, follow this naming convention:

APR UP [Constituent Unit] [Item Category] Office (Quarter-Year)

Example: APR UP Diliman Office Equipment - Cash Office (1Q-2017)

Update **the Default Ship-To Location** field.

Creation of APR for (PS-DBM)

😻 Search and Sele	👂 Search and Select List of Values - Mozilla Firefox							
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Search and Sele	Search and Select: Default Ship-To Location							
	Cance <u>l</u> 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 Ship-To UPB%Supply Go							
Quick Select Select	Ship-To	Org Description	Address					
•	UPB Supply and Property Management Office	UPB UPB Supply and Proper Management Office	ty General Central Road, Baguio City, CAR 2600, Philippines					
About this Page								

Enter **CU%Keyword** in the Search field

then click Go button.

Example: UPV%Property or UPB%Supply or UPPGH%Property

Quick select the office.

Creation of APR for (PS-DBM)

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	Mariaa Oroador	

Details          Requisition No.         ObR/BUR Number         * Mode of Procurement         * Source of Fund (1)		Step 16. On Mode of Procurement, click Search button
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Creation of APR for (PS-DBM)

Details  Requisition No.  ObR/BUR Number  * Mode of Procurement  * Source of Fund (1)  Source of Fund (2)	Step 17. On Mode of Procurement, click Search button On Source of Fund, click Search button.
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Search By Source of Fund 🔻 🕜 Go	
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Creation of APR for (PS-DBM)

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* Source of Fund (1)	Section 53.5. Negotiated Procurement (Agency-to-Agency) 101  General Fund
Responsibility Center	PG03044001 Q UPM PGH Purchasing Office
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Step 18. On *Responsibility Center* click ( )*Search* button.

On Search By select Description

Enter the responsibility center with (%) to view all possible results.

Example: %UPS%Cash%

Then click Go.

If necessary, enter the **Special Project Code.** 

Creation of APR for (PS-DBM)

Requisitions Orders			^		
Requisitions: Demand Workbench >					
Update Agency Procurement Request 39					
* Indicates required field	* Indicates required field Cancel Actions Delete  Go Save Approval Options Submit				
Search					
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Supplier Site Supplier Contact	UP WAREHOUSE S	Description	APR UP DUCTER (1Q-2014)		
Communication Method	None 🔻	Confirming Order	No 🔻		
Terms					
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Pay On Receipt	No 🔻	Freight Terms	<u> </u>		
Acknowledge By		FOB			
Required Acknowledgment	None -				

**Step 19.** On *Mode of Procurement*, click *Search* button Click *Submit*.

Creation of APR for (PS-DBM)

Requisitions	Orders			
Demand Work	cbench   Summary			
Confirmation Agency Procurement Request 39 has been submitted for approval.				
Demand Work	bench			
* Indicates req	uired field			
Search				

Confirmation of submitted APR

#### **Result Information:**

#### **Expected Results:**

Agency Procurement Request created.

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

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Creation of APR for (PS-DBM)