



# 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  
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Document Ref: SPCMIS User Manual – Creation of APR for (PS-DBM)  
Version: 4.0

### **Approvals:**

Recommending Approval

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Approved

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## 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

## 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)

File Ref: ITDC – SPCMIS - UM Creation of APR for (PS-DBM) – 20170419 (v.3)

**Step 1.** Go to [uis.up.edu.ph](http://uis.up.edu.ph)

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

University of the Philippines

Diliman Los Baños Manila Visayas Open U Mindanao Baguio Cebu

User Name  
(example: michael.james.smith)

Password  
(example: 4u99v23)

Login Cancel

Accessibility: None

Select a Language:  
English

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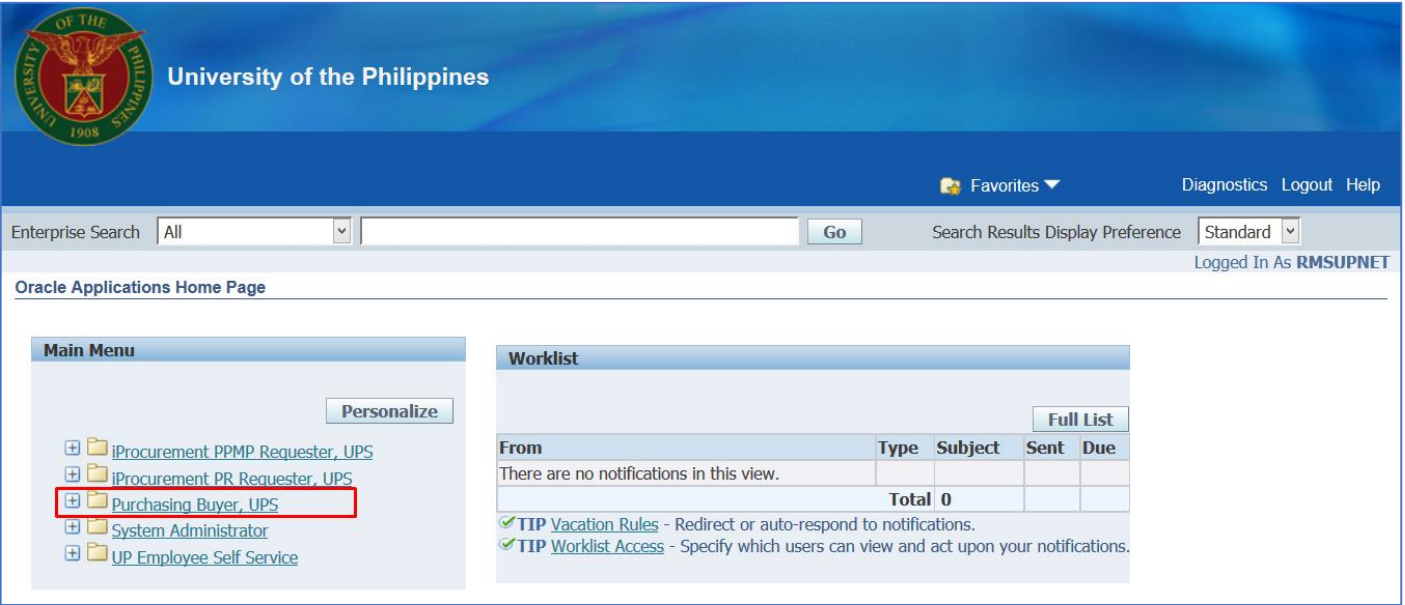
2006, Oracle. All rights reserved.

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

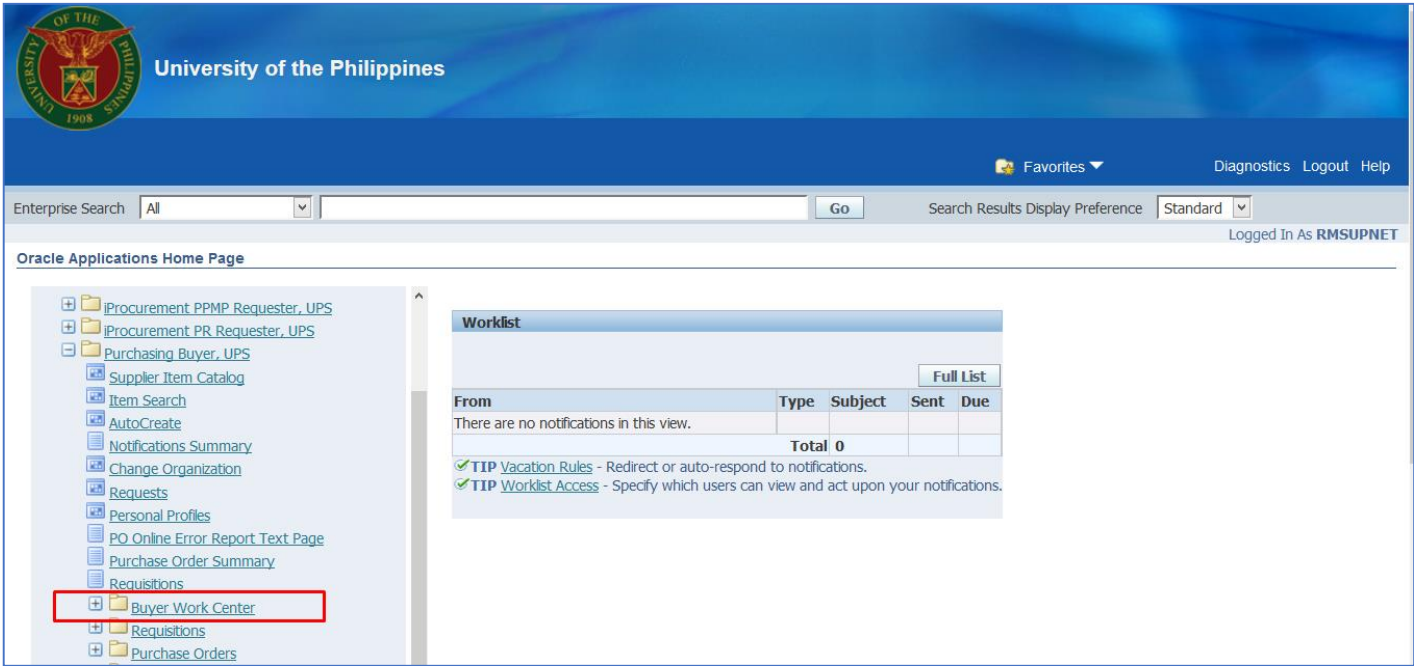
To create an **Agency Purchase Request (APR)** the user should be a **Buyer** first.

To create a buyer follow **Create Buyer User Guide**.

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

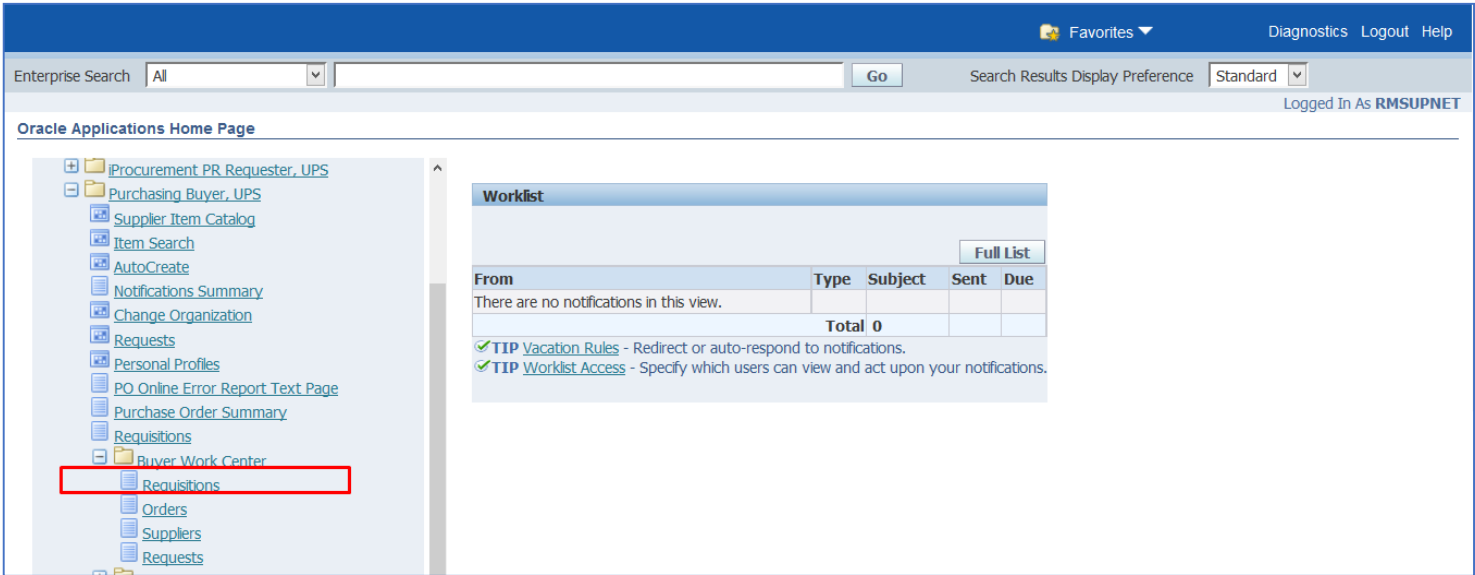


**Step 4.** Choose the **Buyer Work Center** folder





**Step 5. Select *Requisitions***



Creation of APR for (PS-DBM)

File Ref: ITDC – SPCMIS - UM Creation of APR for (PS-DBM) – 20170419 (v.3)

**Step 6.** Select **Requisitions** tab and select **Demand Workbench** subtab.

Requisitions Orders Agreements Deliverables Negotiations Suppliers

Demand Workbench Summary

Demand Workbench

\* Indicates required field

Views

View My Requisitions Go Personalize

Select Requests: Add Return Reassign Cancel Split Save Split

Select All Select None

Select	OU	Requisition	Line Item/Job	Qty	Unit	Price	Curr	Need-By	Source	Actions
<input type="checkbox"/>	UPD	23.2	2 Computer	100	pc	25000	PHP	30-Oct-2014 00:00:00		
<input type="checkbox"/>	UPD	23.1	1 Fiber optic 2	1	lb	1000000	PHP	30-Oct-2014 00:00:00		

Document Builder

Type New Order

\* OU UP Dillman

Number of Lines 0

Click **Search** button

University of the Philippines Purchasing

Navigator Favorites Home Logout Preferences Help Diagnostics

Requisitions Orders Suppliers

Demand Workbench Summary

Demand Workbench

\* Indicates required field

Views

View My Requisitions Go Personalize

Select OU Requisition Line Item/Job Qty Unit Price Curr Need-By Source On RFQ Actions

No results found.

Search

Document Builder

Type New Order

\* OU UP System

Number of Lines 0

Requisitions Orders Suppliers Home Logout Preferences Help Diagnostics

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**Step 7.** Type the **PR no.** in the **Requisition** field

Then click **Go**

Navigator Favorites Home Logout Preferences Help Diagnostics

Requisitions Orders Suppliers

Demand Workbench Summary

Requisitions: Demand Workbench >

Demand Workbench

\* Indicates required field

Save Search

Search

Views

Show table data when all conditions are met.

Show table data when any condition is met.

Buyer is

Requisition is

Category is

Supplier is

457

Go

Clear

Add Another

Buyer

Add

Select OUNumber of Lines 0

Requisition Item/Job Qty Unit Price Curr Need-By Source Actions

No results found.

**Step 8.** Click **Select All**

Requisitions Orders Suppliers

Demand Workbench Summary

Requisitions: Demand Workbench >

Demand Workbench

\* Indicates required field

Save Search

Search

Views

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

Buyer is

Requisition is

Category is

Supplier is

Go Clear Add Another Buyer  Add

Select Requests: Add Return Reassign Cancel Split Save Split

Select All Select None

Select	OU	Requisition	Item/Job	Qty	Unit	Price	Curr	Need-By	Source	Actions
<input checked="" type="checkbox"/>	UPS	<a href="#">457.3</a>	UPS OM-OM-000003	1	un	260000	PHP	07-Jun-2017 11:06:25	<a href="#">UP Warehouse, UP WAREHOUSE</a> <a href="#">32.3</a>	
<input checked="" type="checkbox"/>	UPS	<a href="#">457.2</a>	UPS OM-OM-000002	1	un	2500	PHP	07-Jun-2017 11:06:25	<a href="#">UP Warehouse, UP WAREHOUSE</a> <a href="#">32.2</a>	
<input checked="" type="checkbox"/>	UPS	<a href="#">457.1</a>	UPS OM-OM-000001	3	un	250000	PHP	07-Jun-2017 11:06:25	<a href="#">UP Warehouse, UP WAREHOUSE</a> <a href="#">32.1</a>	

**Step 9.** then click **Add**

Requisitions Orders Suppliers

Demand Workbench Summary

Requisitions: Demand Workbench >

Demand Workbench

\* Indicates required field

Save Search

Views

Document Builder

Type New Order

\* OU UP System

Number of Lines 0

Search

Show table data when all conditions are met.

Show table data when any condition is met.

Buyer is

Requisition is 457










Category is

Supplier is

Go Clear Add Another Buyer Add

Select Requests: Add Return Reassign Cancel Split Save Split

Select All Select None

Select	OU	Requisition	Item/Job	Qty	Unit	Price	Curr	Need-By	Source	Actions
<input checked="" type="checkbox"/>	UPS	457.3	UPS OM-OM-000003	1	un	260000	PHP	07-Jun-2017 11:06:25	UP Warehouse, UP WAREHOUSE 32.3	  
<input checked="" type="checkbox"/>	UPS	457.2	UPS OM-OM-000002	1	un	2500	PHP	07-Jun-2017 11:06:25	UP Warehouse, UP WAREHOUSE 32.2	  
<input checked="" type="checkbox"/>	UPS	457.1	UPS OM-OM-000001	3	un	250000	PHP	07-Jun-2017 11:06:25	UP Warehouse, UP WAREHOUSE 32.1	  

Creation of APR for (PS-DBM)

File Ref: ITDC – SPCMIS - UM Creation of APR for (PS-DBM) – 20170419 (v.3)

Requisitions Orders Suppliers

Demand Workbench | Summary

Demand Workbench

\* Indicates required field

Save Search

Search

Views

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

Buyer is

Requisition is

Category is

Supplier is

Go Clear Add Another Buyer  Add

Select OU Requisition Item/Job Qty Unit Price Curr Need-By Source Actions

No results found.

Save Search

Document Builder

Type New Order  
OU UP System

Agreement

Supplier UP Warehouse

Site UP WAREHOUSE

Currency PHP

\* Style Standard Purcha

☒ Group Shipments

Recently Added Items

Airconditioners	3 un
Automatic Emergency	1 un
Lights	1 un
Digital Duplicator	1 un

Number of Lines 3  
Total 1,012,500.00  
PHP

Clear Update Create

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

**Step 11.** On **Supplier** field, click **Search** button.






Enter **Procurement%Service%**

Then click **Go**.

Quick Select **Procurement Service (PS-DBM)**.

**Document Builder**

Type **New Order**  
OU **UP System**

Agreement    
Supplier **UP Warehouse**   
Site **UP WAREHO**   
Currency **PHP**   
\* Style **Standard Pur** 

**Recently Added Items**  
Toilet Deodorant Cake, 80 pck  
Deodorizer/Moth Proofer

Number of Lines **1**  
Total **1,872.00 PHP**


**Clear** **Update** **Create**

**Search** Cancel Select

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 **Supplier** **Procurement** **Go**

**Results**

Select	Quick Select	Supplier	Supplier Num	On Hold
<input type="radio"/>		Procurement Service (PS-DBM)	990	No


[About this Page](#)

**Search** Cancel Select

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 **Supplier** **Procurement** **Go**

**Results**

Select	Quick Select	Supplier	Supplier Num	On Hold
<input type="radio"/>		Procurement Service (PS-DBM)	990	No

**Document Builder**

Type **New Order**  
OU **UP System**

Agreement

Supplier **UP Warehouse**

Site **UP WAREHOL**

Currency **PHP**

\* Style **Standard Purc**

**Recently Added Items**  
Toilet Deodorant Cake, 80 pck  
Deodorizer/Moth Proofer

Number of Lines **1**  
Total **1,872.00 PHP**

Search and Select: Style

**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 **Style**

**Results**

Search and Select: Style

**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 **Style**

**Results**

Select	Quick Select	Style
<input type="radio"/>		Agency Procurement Request

**Step 12.** On **Style** field, click **Search** button.

Enter **Agency Procurement Request**.  
Then click **Go**.

**Quick Select Agency Procurement Request.**



Requisitions Orders

Demand Workbench Summary

Demand Workbench

\* Indicates required field

Save Search

Search

Views

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

Buyer is Bagsic, Mr. James Bened  
Requisition is 34  
Category is  
Supplier is

Go Clear Add Another Buyer Add

Select OU Requisition Item/Job Qty Unit Price Curr Need-By Source Actions

No results found.

Document Builder

Type New Order  
OU UP System

Agreement  
Supplier UP Warehouse  
Site UP WAREHOL  
Currency PHP  
\* Style Agency Procu

Recently Added Items

Toilet Deodorant Cake,  
Deodorizer/Moth Proofers 80 pck

Number of Lines 1  
Total 1,872.00 PHP

Clear Update Create

Step 13. Click **Create** button

Requisitions Orders

Demand Workbench Summary

**Warning**

The following warnings occurred when creating the document. Do you wish to ignore them and continue?

34, 1: Agreement or style referenced on this line is different than the agreement or style specified in the document builder region. The line agreement or style reference will not be applied to the resulting document.

No Yes

Step 14. Click **Yes**.

Requisitions | Orders

Requisitions: Demand Workbench >  
Update Agency Procurement Request 39

\* Indicates required field

Cancel Actions Delete Go Save Approval Options Submit

Search

Header | Lines | Schedules | Distributions

Operating Unit: UP System  
Status: **Incomplete**  
Supplier: UP Warehouse  
Supplier Site: UP WAREHOUSE  
Supplier Contact:  
Communication Method: None

Total: 1,872.00 PHP  
\* Buyer: Bagsic, Mr. James Benedict Esguerra  
Description:  
Confirming Order: No

Terms

Bill-To Location: System  
Payment Terms: Immediate  
Pay On Receipt: No  
Acknowledge By:  
Required Acknowledgment: None

\* Default Ship-To Location: System  
Ship Via:  
Freight Terms:  
FOB:

Details

Obr/BUR Number:  
UP Reference Number:  
Other Terms and Conditions:  
Note:  
\* Mode of Procurement:  
\* Source of Fund:

Attachments

Add Attachment...

Title	Type	Description	Category	Update	Delete	Publish to Catalog
No results found.						

Notes

Note to Supplier:  
Note to Receiver:

Cancel Actions Delete Go Save Approval Options Submit

**Update Agency  
Procurement Request**  
window will appear.

Creation of APR for (PS-DBM)

File Ref: ITDC – SPCMIS - UM Creation of APR for (PS-DBM) – 20170419 (v.3)

Header Lines Schedules Distributions

Operating Unit: UP Philippine General Hospital  
Status: **Incomplete**  
Supplier: Procurement Service (PS-DBM)  
Supplier Site: DBM-NCR  
Supplier Contact:  
Communication Method: None

Total: 287,784.17 PHP  
\* Buyer: Sinarao, Ms. Fenie Andres  
Description: APR UP PGH Computer Software (1Q 2016)  
Confirming Order: No

**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)**

Search

Header Lines Schedules Distributions

Operating Unit: UP Baguio  
Status: **Incomplete**  
Supplier: Procurement Service (PS-DBM)  
Supplier Site: DBM-CAR  
Supplier Contact:  
Communication Method: None

Total: 120,432.00 PHP  
\* Buyer: Bagsic, Mr. James Benedict Esg  
Description: APR UP Baguio (2Q 2015)  
Confirming Order: No

Terms

Bill-To Location: University of the Philippines Bag  
Payment Terms: Immediate  
Pay On Receipt: No  
Acknowledge By:  
Required Acknowledgment: None

\* Default Ship-To Location: University of the Philippines Bag  
Ship Via:  
Freight Terms:  
FOB:

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

Search and Select: Default Ship-To Location

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 Ship-To  Go

**Results**

Select	Quick Select	Ship-To	Org	Description	Address
<input type="radio"/>		UPB Supply and Property Management Office	UPB	UPB Supply and Property Management Office	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.

**Step 16.** On **Mode of Procurement**, click **Search** button


Enter **Agency to Agency**  
then click **Go**


**Quick Select Agency to Agency.**

**Details**

Requisition No.

ObR/BUR Number

\* Mode of Procurement  

\* Source of Fund (1)  

**Search and Select: Mode of Procurement**

**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 Mode of Procurement

**Results**


**Search and Select: Mode of Procurement**

**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 Mode of Procurement

**Results**

Select	Quick Select	Mode of Procurement	Description
<input type="radio"/>		Agency to Agency	Section 53.1. Negotiated Procurement (Agency-to-Agency)

**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.

**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**

Click **Go** to view all possible results.




**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**

Select	Quick Select	Source of Fund	Description
<input type="radio"/>		General Fund	
<input type="radio"/>		Revolving Fund	
<input type="radio"/>		Trust Fund	

**Quick Select** a source of fund

Requisition No.

\* Obr/BUR Number

\* Mode of Procurement    
Section 53.5. Negotiated Procurement (Agency-to-Agency)

\* Source of Fund (1)    
General Fund

**Responsibility Center**

Special Code

**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**.

Requisition No.

\* Obr/BUR Number

\* Mode of Procurement    
Section 53.5. Negotiated Procurement (Agency-to-Agency)

\* Source of Fund (1)    
General Fund

Responsibility Center    
UPM PGH Purchasing Office

**Special Code**

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

Requisitions Orders

Requisitions: Demand Workbench >

Update Agency Procurement Request 39

\* Indicates required field

Cancel Actions Delete Go Save Approval Options **Submit**

Search

Header Lines Schedules Distributions

Operating Unit: UP System  
Status: **Incomplete**  
Supplier: UP Warehouse  
Supplier Site: UP WAREHOUSE  
Supplier Contact:  
Communication Method: None

Total: 1,872.00 PHP  
\* Buyer: Bagic, Mr. James Benedict Esguerra  
Description: APR UP Demand (1Q-2014)  
Confirming Order: No

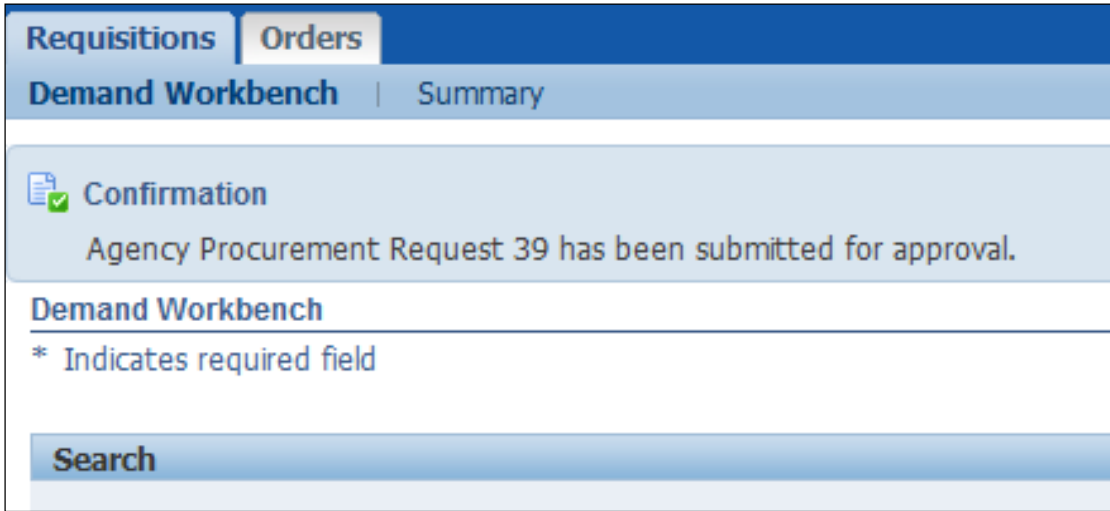
Terms

Bill-To Location: System  
Payment Terms: Immediate  
Pay On Receipt: No  
Acknowledge By:  
Required Acknowledgment: None

\* Default Ship-To Location: System  
Ship Via:  
Freight Terms:  
FOB:

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





Confirmation of submitted **APR**

**Result Information:**

<b>Expected Results:</b>
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.

