



University of the Philippines

SPCMIS

**Supplies, Procurement, and Campus Management
Information System**





CREATION OF PR FOR COMMON USE ITEMS



SPCMIS User Manual

iProcurement

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Document Ref: SPCMIS User Manual - Creation of PR for Common
Use Items

Version: 4.0

1. DOCUMENT CONTROL

1.1 Change Record

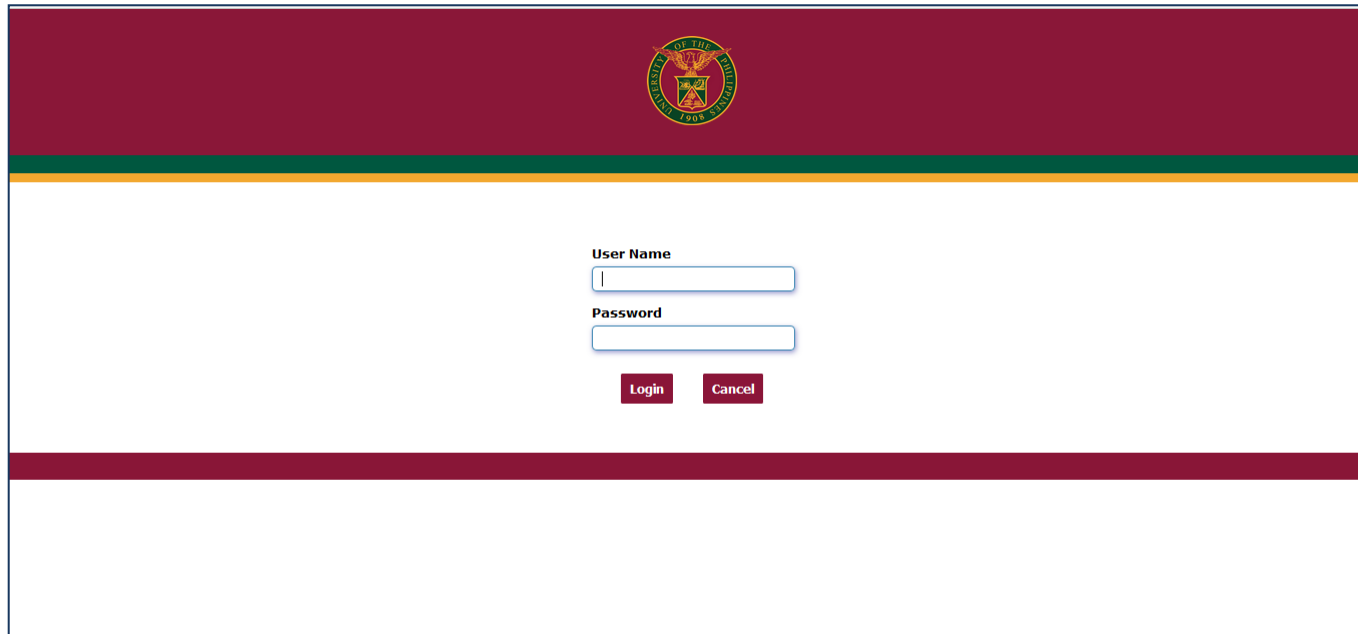
Date	Author	Version	Change Reference
04 October, 2013	Juluis Ermitanio & Michael Angelo Soliven	1.0	Initial
11 January, 2014	Juluis Ermitanio & Michael Angelo Soliven	1.0	Major revision
27 January, 2014	Juluis Ermitanio & Michael Angelo Soliven	1.0	Minor revision
26 October, 2014	Juluis Ermitanio & Michael Angelo Soliven	2.0	Update
22 September, 2016	Reah Mae Supnet & Carl Martin Evangelista	3.0	Major revision
24 February, 2017	Reah Mae Supnet	3.1	Minor revision
26 July, 2017	Reah Mae Supnet	3.2	Minor revision
20 January, 2021	Riza Nequias	4.0	Major revision Update Steps and Change Screenshots

2. Description

Manual ID	UMSP010631
Manual Name	Creation of PR for Common Use Items
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	iProcurement PPMP Requester
Purpose	To create Purchase Request for Common Use Items
Data Requirement	Approved PPMP
Dependencies	<ul style="list-style-type: none"> -Purchase Order Information set-up in HRIS Person -Assignment of the end-user -iProcurement Preference set-up -Previously approved PPMP
Scenario	After passing and having their PPMPs approved the user may now create a purchase request (PR) to submit to the procuring offices
Author	Riza Nequias

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

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



The screenshot shows a web-based login interface. At the top, there is a maroon header bar containing the University of the Philippines (UP) seal. Below this header is a thin horizontal bar with green and yellow segments. The main body of the page is white and features a centered login form. The form includes two labels, 'User Name' and 'Password', each followed by a text input field. Below the input fields are two buttons: 'Login' and 'Cancel'. A maroon horizontal bar is positioned at the bottom of the form area.



University Information System Home Page

Navigator

Personalize

- Internet Expenses, UPS
- iProcurement PPMP Requester, UPS
- iProcurement PR Requester, UPS**
 - iProcurement Home Page**
 - Request
 - Requisition and Issuance Slip
 - On-Hand Items
 - Print Purchase Request (PR)
 - Print PR Details
- Reports
- Payables Cashier, UPS
- Payables DV, UPS
- UP Employee Self Service

Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			

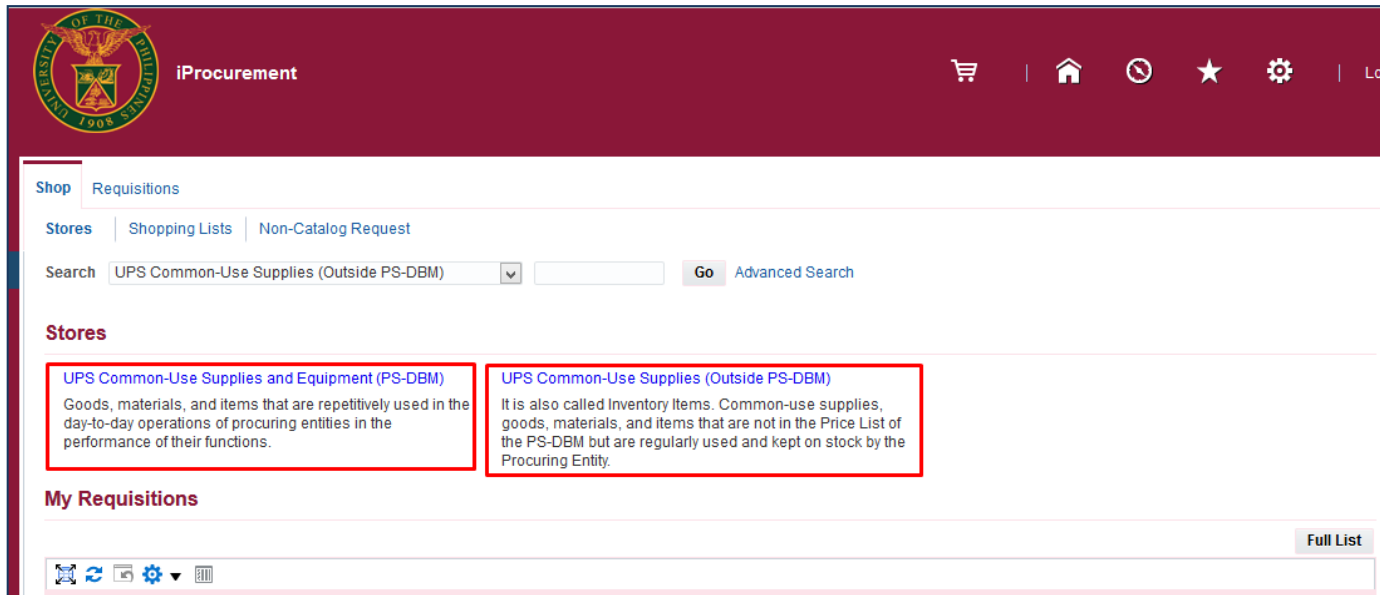
☒ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Favorites

Personalize

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

Step 3. On the homepage, select ***iProcurement PR Requester, UP***
Select ***iProcurement Home Page***



The screenshot shows the iProcurement system interface. The top navigation bar includes the University of the Philippines logo, the text 'iProcurement', and icons for shopping cart, home, clock, star, and settings, along with a 'Log' button. Below the navigation bar, the 'Shop' tab is active, and the 'Requisitions' sub-tab is selected. The 'Stores' section is displayed, showing a search bar with the text 'UPS Common-Use Supplies (Outside PS-DBM)' and a 'Go' button. Below the search bar, two store options are listed, each highlighted with a red box:

- UPS Common-Use Supplies and Equipment (PS-DBM)**: Goods, materials, and items that are repetitively used in the day-to-day operations of procuring entities in the performance of their functions.
- UPS Common-Use Supplies (Outside PS-DBM)**: It is also called Inventory Items. Common-use supplies, goods, materials, and items that are not in the Price List of the PS-DBM but are regularly used and kept on stock by the Procuring Entity.

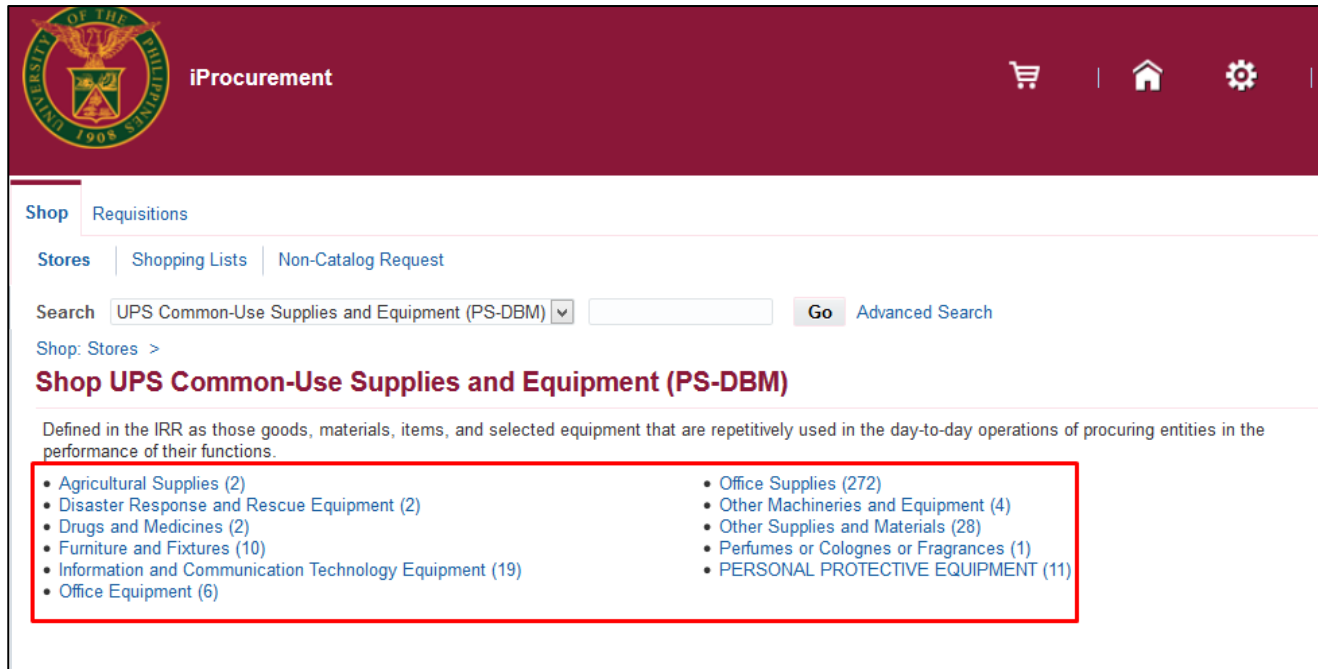
Below the store options, the 'My Requisitions' section is visible, featuring a 'Full List' button and a table with columns for requisition details.

Step 4. In the *iProcurement Home Page*, select the store to be used.

UP Common-Use Supplies and Equipment (Inside PS-DBM)

Or

UP Common-Use Supplies and Equipment (Outside PS-DBM)



The screenshot displays the iProcurement web application. At the top, there is a maroon header with the University of the Philippines logo and the text 'iProcurement'. Navigation icons for shopping cart, home, and settings are visible. Below the header, the 'Shop' tab is active, showing a breadcrumb trail: 'Shop > Requisitions > Stores > Shopping Lists > Non-Catalog Request'. A search bar contains the text 'UPS Common-Use Supplies and Equipment (PS-DBM)' with a dropdown arrow, a 'Go' button, and a link to 'Advanced Search'. Below the search bar, the page title is 'Shop UPS Common-Use Supplies and Equipment (PS-DBM)'. A definition is provided: 'Defined in the IRR as those goods, materials, items, and selected equipment that are repetitively used in the day-to-day operations of procuring entities in the performance of their functions.' A red rectangular box highlights a list of categories and their counts:

- Agricultural Supplies (2)
- Disaster Response and Rescue Equipment (2)
- Drugs and Medicines (2)
- Furniture and Fixtures (10)
- Information and Communication Technology Equipment (19)
- Office Equipment (6)
- Office Supplies (272)
- Other Machineries and Equipment (4)
- Other Supplies and Materials (28)
- Perfumes or Colognes or Fragrances (1)
- PERSONAL PROTECTIVE EQUIPMENT (11)

After choosing a store, the categories under the selected store will appear.

Shop Requisitions

Stores | Shopping Lists | Non-Catalog Request

Search [Advanced Search](#)

Shop: Stores >

Shop UPS Common-Use Supplies and Equipment (PS-DBM)

Defined in the IRR as those goods, materials, items, and selected equipment that are repetitively used in the day-to-day operations of procuring entities in the performance of their functions.

- Agricultural Supplies (2)
- Disaster Response and Rescue Equipment (2)
- Drugs and Medicines (1)
- Furniture and Fixtures (8)
- Information and Communication Technology Equipment (13)
- Office Equipment (5)
- **Office Supplies (263)**
- Other Machineries and Equipment (4)
- Other Supplies and Materials (28)

Step 5. Select a *category*

Example: **Office Supplies**

Shop Requisitions

Stores | Shopping Lists | Non-Catalog Request

Search [Advanced Search](#)

Shop: Stores > Shop UPS Common-Use Supplies and Equipment (PS-DBM) >

Shop UPS Common-Use Supplies and Equipment (PS-DBM): Office Supplies

Defined in the IRR as those goods, materials, items, and selected equipment that are repetitively used in the day-to-day operations of procuring entities in the performance of their functions.

- Binder or bulldog clips (PS-DBM) (4)
- Binders (PS-DBM) (1)
- Calculators or accessories (PS-DBM) (1)
- Chalk boards or accessories (PS-DBM) (1)
- Computer printout paper (PS-DBM) (6)
- Correction film or tape (PS-DBM) (1)
- Cover paper (PS-DBM) (1)
- Document holder (PS-DBM) (2)
- Erasers (PS-DBM) (1)
- File storage boxes or organizers (PS-DBM) (6)
- Folders (PS-DBM) (7)
- Gift wrapping paper or bags or boxes (PS-DBM) (1)
- Glue (PS-DBM) (1)
- **Hook and loop fastener (PS-DBM) (1)**
- Ink cartridges (PS-DBM) (9)
- Ink or stamp pads (PS-DBM) (1)
- Manual pencil sharpener (PS-DBM) (1)
- Markers (PS-DBM) (7)
- Masking Tape (PS-DBM) (2)
- Multipurpose paper (PS-DBM) (5)
- Order forms or order books (PS-DBM) (1)
- Packaging Tape (PS-DBM) (1)
- Paper clips (PS-DBM) (2)
- Paper cutters or refills (PS-DBM) (2)
- Paper or vinyl punches (PS-DBM) (1)
- **Paper pads or notebooks (PS-DBM) (4)**
- Parchment paper (PS-DBM) (1)
- Pen or pencil sets (PS-DBM) (1)
- Printer or facsimile toner (PS-DBM) (74)
- Printer ribbon (PS-DBM) (4)
- Rubber bands (PS-DBM) (1)
- Ruler (PS-DBM) (1)
- Scientific calculator (PS-DBM) (1)
- Scissors (PS-DBM) (1)
- Self adhesive note paper (PS-DBM) (3)
- Sign Pens (PS-DBM) (3)
- Specialty envelopes (PS-DBM) (1)
- Stamps (PS-DBM) (1)
- Standard envelopes (PS-DBM) (4)
- Staple removers (PS-DBM) (1)
- Staplers (PS-DBM) (2)
- Staples (PS-DBM) (2)
- Tab indexes (PS-DBM) (1)
- Tape dispensers (PS-DBM) (1)
- Thermal paper (PS-DBM) (1)
- Transparent Tape (PS-DBM) (2)
- Whiteboard eraser (PS-DBM) (1)
- Window envelopes (PS-DBM) (1)

Shopping Cart

Your cart is empty.

Compare Items

No items selected.

Step 6. Select a *subcategory*.

Example: **Paper pads or notebooks**

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

[Stores](#)
[Shopping Lists](#)
[Non-Catalog Request](#)

Search
UPS Common-Use Supplies and Equipment (PS-DBM)
Go
Advanced Search

Shop: Stores > Shop UPS Common-Use Supplies and Equipment (PS-DBM) > Shop UPS Common-Use Supplies and Equipment (PS-DBM): Office Supplies >
Items in Category: Paper pads or notebooks (PS-DBM)

Sort by
Ascending
Go

Hide Images

RECORD BOOK, 500 pages, size: 214mm x 278mm min

Attachments

None

Shopping Category

Paper pads or notebooks (PS-DBM)

Supplier

UP Warehouse

Supplier Item

Source

Quotation 1

Price

93.6 PHP

Quantity

1

bk

Add to Cart

Category

OFFICE SUPPLIES.PRINTING WRITING.PADS NOTEBOOK_P

Supplier Site

UP WAREHOUSE

Internal Item Number

PS-OE-0063

Un Number

Hazard Class

Add to Favorites

Add to Compare

RECORD BOOK, 300 pages, size: 214mm x 278mm min

Attachments

None

Shopping Category

Paper pads or notebooks (PS-DBM)

Supplier

UP Warehouse

Supplier Item

Source

Quotation 1

Price

60.32 PHP

Quantity

1

bk

Add to Cart

Category

OFFICE SUPPLIES.PRINTING WRITING.PADS NOTEBOOK_P

Supplier Site

UP WAREHOUSE

Internal Item Number

PS-OE-0062

Un Number

Hazard Class

Add to Favorites

Add to Compare

Shopping Cart

Your cart is empty.

Compare Items

No items selected.

Step 7. Select an item and enter the *Quantity*, then click **Add to Cart**.

Shop Requisitions

Stores Shopping Lists Non-Catalog Request

Search UPS Common-Use Supplies and Equipment (PS-DBM) Go Advanced Search

Shop: Stores > Shop UPS Common-Use Supplies and Equipment (PS-DBM) > Shop UPS Common-Use Supplies and Equipment (PS-DBM): Office Supplies >

Confirmation

Item added successfully to the Cart. Your shopping cart contains 4 item(s).

Items in Category: Paper pads or notebooks (PS-DBM)

Sort by Ascending Go

Hide Images

RECORD BOOK, 500 pages, size: 214mm x 278mm min

Attachments [None](#)

Shopping Category	Paper pads or notebooks (PS-DBM)	Category	OFFICE SUPPLIES.PRINTING
Supplier	UP Warehouse	Supplier Site	UP WAREHOUSE
Supplier Item		Internal Item Number	PS-OE-0063
Source	Quotation 1	Un Number	
Price	93.6 PHP	Hazard Class	

Quantity 1 bk **Add to Cart**

RECORD BOOK, 300 pages, size: 214mm x 278mm min

Attachments [None](#)

Shopping Cart

Your cart contains 4 lines.

Recently Added Lines

RECORD BOOK, 50...	1	bk
RECORD BOOK, 50...	1	bk
RECORD BOOK, 50...	1	bk
RECORD BOOK, 50...	1	bk

View Cart and Checkout

Compare Items

No items selected.

Added items will reflect in the **Shopping Cart**

To add other item/s in the **Shopping Cart**, click the links to the stores in blue to go back to the categories or subcategories.

Shop Requisitions

Stores Shopping Lists Non-Catalog Request

Search UPS Common-Use Supplies and Equipment (PS-DBM) Go Advanced Search

Shop: Stores > Shop UPS Common-Use Supplies and Equipment (PS-DBM) > Shop UPS Common-Use Supplies and Equipment (PS-DBM): Office Supplies >

Confirmation

Item added successfully to the Cart. Your shopping cart contains 4 item(s).

Items in Category: Paper pads or notebooks (PS-DBM)

Sort by Ascending Go

Hide Images

RECORD BOOK, 500 pages, size: 214mm x 278mm min

Attachments [None](#)

Shopping Category	Paper pads or notebooks (PS-DBM)	Category	OFFICE SUPPLIES.PRINTING
Supplier	UP Warehouse	Supplier Site	UP WAREHOUSE
Supplier Item		Internal Item Number	PS-OE-0063
Source	Quotation 1	Un Number	
Price	93.6 PHP	Hazard Class	

Quantity 1 bk **Add to Cart**

RECORD BOOK, 300 pages, size: 214mm x 278mm min

Attachments [None](#)

Shopping Cart

Your cart contains 4 lines.

Recently Added Lines

RECORD BOOK, 50...	1	bk
RECORD BOOK, 50...	1	bk
RECORD BOOK, 50...	1	bk
RECORD BOOK, 50...	1	bk

View Cart and Checkout

Compare Items

No items selected.

To use the search field to look for other items in the store. Select a store from the drop-down list and enter an item on **Search** field.

Click **Go**.

Shop Requisitions

Stores Shopping Lists Non-Catalog Request

Search UPS Common-Use Supplies and Equipment (PS-DBM) Go Advanced Search

Shop: Stores > Shop UPS Common-Use Supplies and Equipment (PS-DBM) > Shop UPS Common-Use Supplies and Equipment (PS-DBM): Office Equipment >

Confirmation

Item added successfully to the Cart. Your shopping cart contains 6 item(s).

Items in Category: Paper punching or binding machines (PS-DBM)

Sort by Ascending Go

Hide Images |

[BINDING AND PUNCHING MACHINE, two\(2\) hand lever system, 34cm or 13" \(24 holes\) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction](#)

Attachments [None](#)

Shopping Category	Paper punching or binding machines (PS-DBM)	Category	OFFICE EQUIPMENT,PAPER PROCESSING MACH AND ACC,PAPER PUNCHING OR BINDING MACH_P
Supplier	UP Warehouse	Supplier Site	UP WAREHOUSE
Supplier Item		Internal Item Number	PS-OEQ-0001
Source	Quotation 1	Un Number	
Price	10400 PHP	Hazard Class	

Quantity un

Shopping Cart

Your cart contains 6 lines.

Recently Added Lines

BINDING AND PUN...	1	un
BINDING AND PUN...	1	un
RECORD BOOK, 50...	1	bk
RECORD BOOK, 50...	1	bk
RECORD BOOK, 50...	1	bk
RECORD BOOK, 50...	1	bk

Step 8. After adding all the items in your cart, click **View Cart and Checkout**.

Shopping Cart

* Purpose: RECORD BOOK, 500 PAGES, size: 214mm x 278mm min

Justification:

* Need-By Date: 14-Jan-2021 00:00:00

* Deliver-To Location: Diliman

Additional Header Information

* Requisition Type: Purchase Request
Standard Purchase Request

* 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	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	bk	1	101.92 PHP	101.92	
Total					101.92	

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 with adding items and add or update the details of your requisition

Shopping Cart

* Purpose

Justification

* When do you need these items?

* Where do they need to be delivered?

Additional Header Information

* Requisition Type

Standard Purchase Request

* 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

PPMP Number for Amendment

Step 9. Fill in the required details marked by an asterisk (*)

- **Purpose** following the naming Convention below:

PR Common-Use Items
(Quarter-Year) - Office –
Project

Example:

PR Common-Use Items
(Q2-2021) - UP ITDC

Shopping Cart

* Purpose PR Common-Use Items (Q2-2021) - UP ITDC

Justification

* When do you need these items? 14-Jan-2021 00:00:00

* Where do they need to be delivered? University of the Philippines

Additional Header Information

* Requisition Type Purchase Request
Standard Purchase Request

* Item Category Common-use Items (PS-DBM)
Common-use Items (PS-DBM)

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


PPMP Number for Amendment

- **Requisition Type** is automatically set to **Purchase Request**.

- **Item Category**

Click , then select **Common-use Items (PSDBM)**.

- **Source of Fund**

Click , then, select the appropriate fund

Example: **General Fund**

Shopping Cart

* Purpose PR Common-Use Items (Q2-2021) - UP ITDC

Justification

* When do you need these items? 14-Jan-2021 00:00:00

* Where do they need to be delivered? University of the Philippines

Additional Header Information

* Requisition Type Purchase Request
Standard Purchase Request

* Item Category Common-use Items (PS-DBM)
Common-use Items (PS-DBM)

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

PPMP Number for Amendment

- **Responsibility Center**

Click 

Then search by **Description**.
Enter the a keyword from your responsibility center with (%) to view all possible results.

Example: **%UPS%Cash%**

Click **Go**.

Then select the
Responsibility Center.

Shopping Cart

* Purpose PR Common-Use Items (Q2-2021) - UP ITDC

Justification

* When do you need these items? 14-Jan-2021 00:00:00

* Where do they need to be delivered? University of the Philippines

Additional Header Information

* Requisition Type Purchase Request
Standard Purchase Request

* Item Category Common-use Items (PS-DBM)
Common-use Items (PS-DBM)

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

PPMP Number for Amendment

- **Special Code**

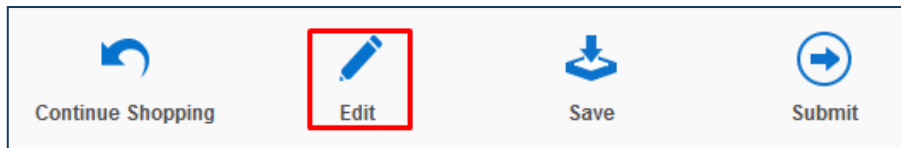
Click 

Search By **Description**. Enter a keyword with (%) to view all possible results.

Example: **%Fee%**

Click **Go**. Select the special code.

NOTE: For office/s without special code, Click **Go** then select **Unspecified** or just type (-) on the field.



Step 10. Click **Edit** icon to proceed to **Checkout**.

Edit and Submit Requisition Refresh Save Printable Page Submit

* Indicates required field

Requisition 5256

* Purpose: RECORD BOOK, 500 PAGES, size: 214mm x 278mm min

Justification:

Total: 407.68 PHP

* Requisition Type: Purchase Request Standard Purchase Request

* Item Category: Common-use Items (PS-DBM) Common-use Items (PS-DBM)

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:














PPMP Number for Amendment:

☐ Notify me When Purchase Order is created/approved

Select Lines: Update Copy Delete Refresh

	Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	PPMP Line Number	Attachment	Delete
<input type="checkbox"/>			RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1	bk	101.92 PHP	101.92	22-Jan-2021 00:00:00	Diliman Enter one-time address			
<input type="checkbox"/>			RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1	bk	101.92 PHP	101.92	22-Jan-2021 00:00:00	Diliman Enter one-time address			
<input type="checkbox"/>			RECORD BOOK, 500						Diliman			


The **Edit and Submit Requisition** page will appear. Here you may update the **Need-By dates** of the item lines.

Select Lines: Update Copy Delete 											
<input type="checkbox"/> Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	PPMP Line Number	Attachment	Delete
<input checked="" type="checkbox"/>		RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1	bk	101.92 PHP	101.92	22-Jan-2021 00:00:00 	Diliman Enter one-time address			
<input type="checkbox"/>		RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1	bk	101.92 PHP	101.92	22-Jan-2021 00:00:00 	Diliman Enter one-time address			
<input checked="" type="checkbox"/>		RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1	bk	101.92 PHP	101.92	22-Jan-2021 00:00:00 	Diliman Enter one-time address			
<input type="checkbox"/>		RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1	bk	101.92 PHP	101.92	22-Jan-2021 00:00:00 	Diliman Enter one-time address			
Total						407.68					

Step 11. To assign the **Need-By Dates**, select the item that will be purchased in the same quarter. Then click **Update**.





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

Billing

Urgent: No 
Need-By Date: 22-Jan-2021 00:00:00 
Requester: Nequias, Ms. Riza Abuzo 
Deliver-To Location: Diliman 
☐ Enter one-time address

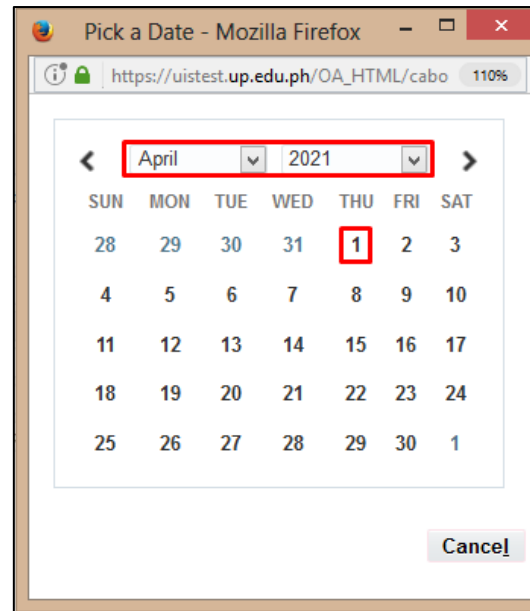
Project: 
Task: 
Expenditure Type: 
Expenditure Organization: 
Expenditure Item Date: (20-Jan-2021) 

 Cancel

 Apply

The **Requisition Information: Update Selected lines** window will appear

Update the **Need-By Date** by clicking the calendar icon on the **Need-By Date** field



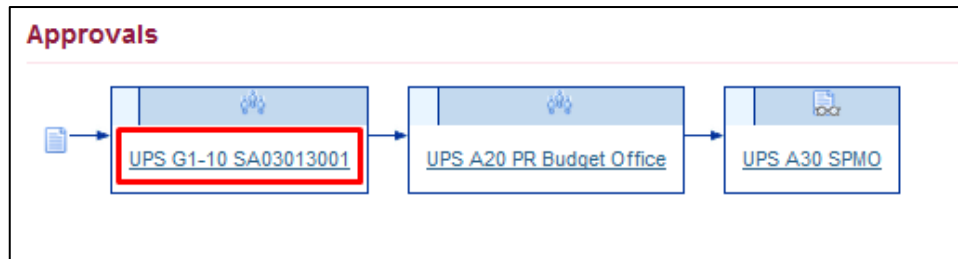
Select the new **date**.

Example: April 1, 2021

Then click the **Apply** button

Perform the same steps in updating the **Need-By Dates** of the remaining items.

Click the **Apply** button.



Step 12. Scroll down the **Edit and Submit Requisition** page to review the Approval path

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

Example: [UPS G1-10 SA03013001](#)

The **Approval Group** window will appear. Check the details of the approver. To return to the previous page, click **Return**

Shop Requisitions

Approval Group Return

UPS G1-10 SA03013001

Name	Title	Email
F. [Name]	[Title]	[Email]

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

Step 13. After reviewing the items, click **Submit**.

Shop Requisitions

Edit and Submit Requisition

* Indicates required field

Requisition 5256

* Purpose: RECORD BOOK, 500 PAGES, size: 214mm x 278mm min

Justification:

Total: 407.68 PHP

* Requisition Type: Purchase Request
Standard Purchase Request

* Item Category: Common-use Items (PS-DBM)
Common-use Items (PS-DBM)

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:

PPMP Number for Amendment:

☐ Notify me When Purchase Order is created/approved

Refresh Save Printable Page **Submit**

 **Confirmation**

Requisition 5256 has been submitted to F. [redacted] for approval.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

Continue Shopping

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

To generate the Purchase Request form, please refer to the user manual: **Generation of PR**.

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