



University of the Philippines

SPCMIS

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





CREATION OF SUPPLEMENTAL PPMP FOR COMMON-USE ITEMS

SPCMIS User Manual

iProcurement

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Common Use Items

Version: 4.0

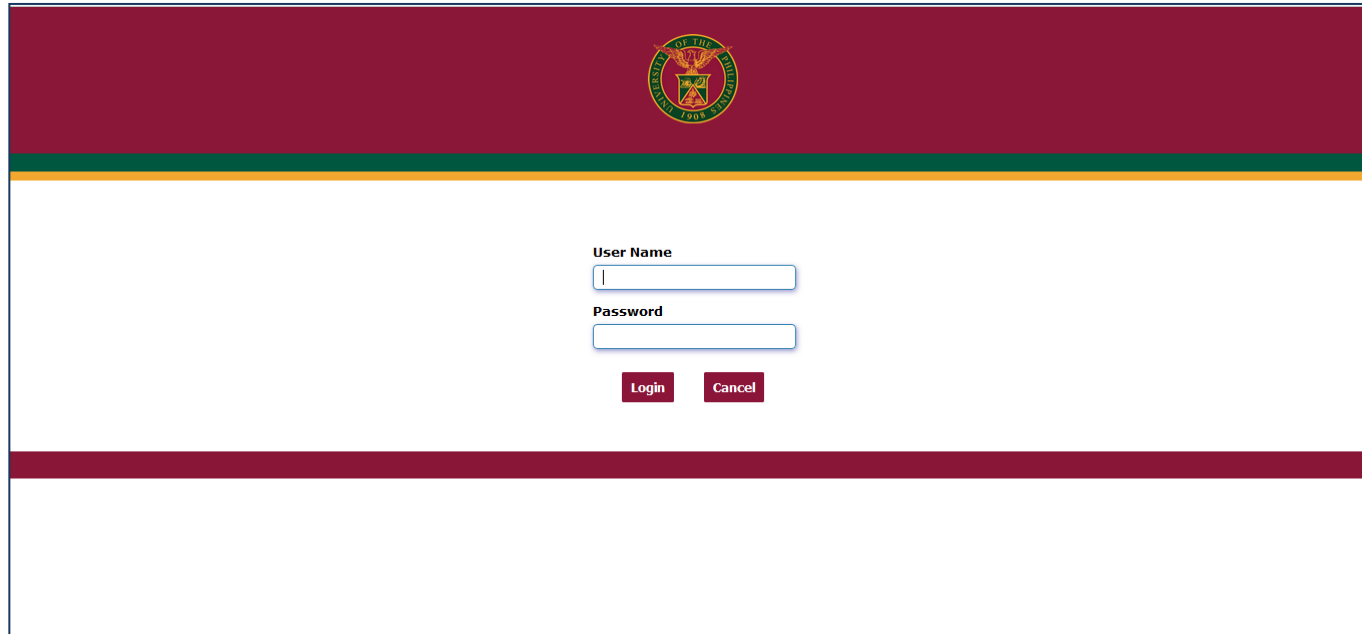
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
27 October, 2014	Juluis Ermitanio & Michael Angelo Soliven	1.0	Initial
28 November, 2014	Juluis Ermitanio & Michael Angelo Soliven	2.0	Update
22 September, 2016	Reah Mae Supnet & Carl Martin Evangelista	3.0	Major revision
28 February, 2017	Reah Mae Supnet	3.1	Update
10 September, 2019	Riza Nequias	4.0	Major revision due to upgrade from 12.1.3 to 12.2.6 – Changed Screenshots & Updated instructions

2. Description

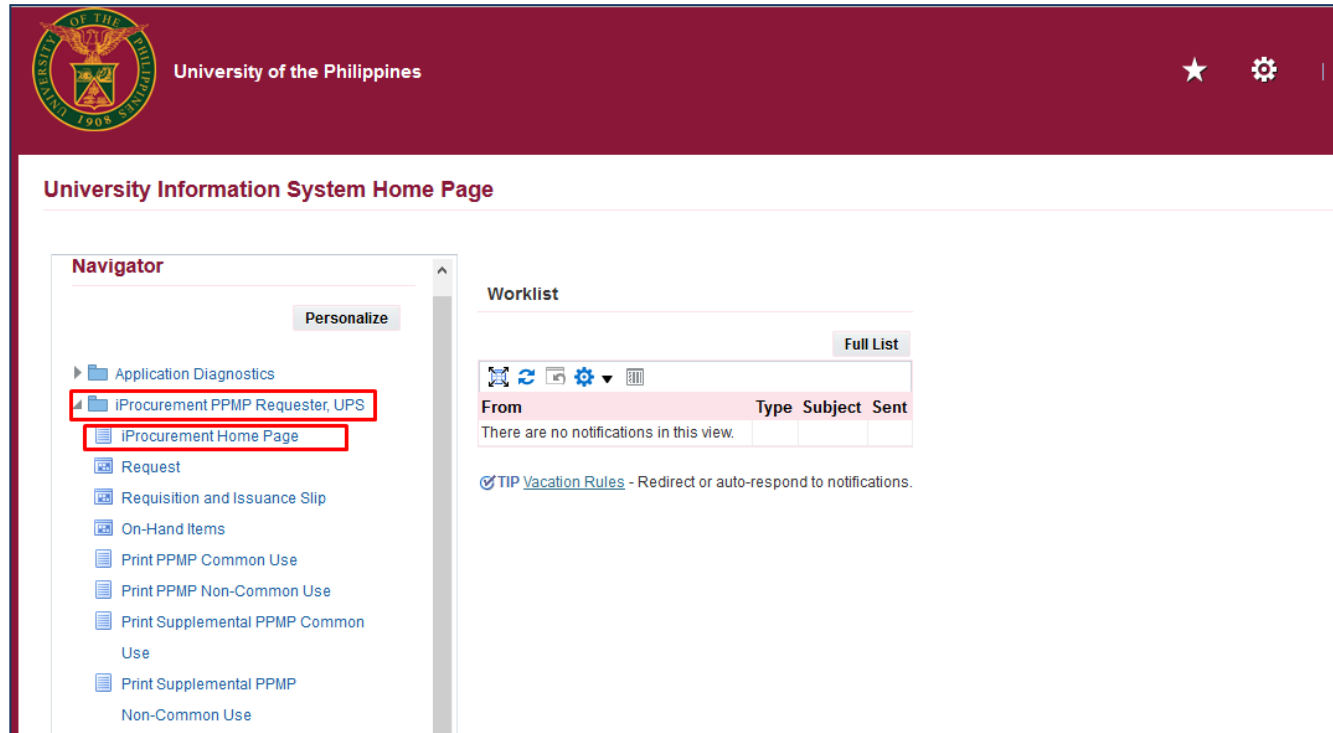
Manual ID	UMSP010631
Manual Name	Creation of Supplemental PPMP for Common Use Items
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	iProcurement PPMP Requester
Purpose	To create a supplemental PPMP for Common Use Items
Data Requirement	Approval Path Setup
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	Additional items are added after the PPMP is submitted and approved this may be due to additional budget or re-allocation of budget. There is a separate manual for the generation of the UP Supplemental Project Procurement Management Plan.
Author	Riza Nequias



The screenshot shows a web login interface. At the top is a maroon header bar containing the University of the Philippines seal on the left. Below the header is a white rectangular area for login. In the center of this area are two text input fields: the top one is labeled 'User Name' and the bottom one is labeled 'Password'. Below these fields are two buttons: 'Login' and 'Cancel'. The bottom of the page is a solid maroon bar.

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

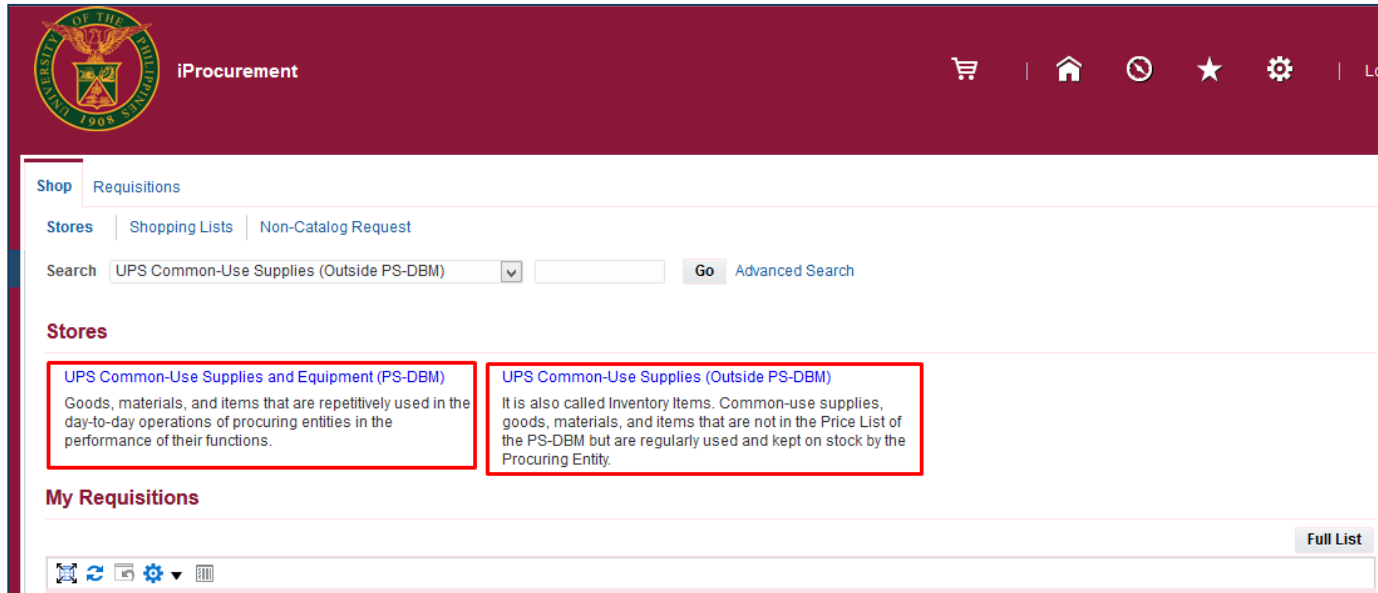
Step 2. Log-in your credentials
(e.g. ***username*** and ***password***)



Step 3. On the homepage, select

iProcurement PPMP Requester, UP

Select ***iProcurement Home Page***



iProcurement

Shop Requisitions

Stores Shopping Lists Non-Catalog Request

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

Stores

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.

My Requisitions

Full List

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*)

For UP Los Baños:

The screenshot shows the iProcurement website interface. The search bar contains 'UPLB Common-Use Supplies and Equipment (PS-DBM)'. Below the search bar, two results are displayed in red boxes:

- UPLB 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.
- UPLB List 2**: Common Use Items to be procured Outside PS-DBM

The 'My Requisitions' table shows 'No results found.'

Select the store **UP Common-Use Supplies and Equipment (Inside PS-DBM)** or **UPLB List 2**

UPLB List 2 store contains 2 categories for **Common-Use Items** Outside PS-DBM:

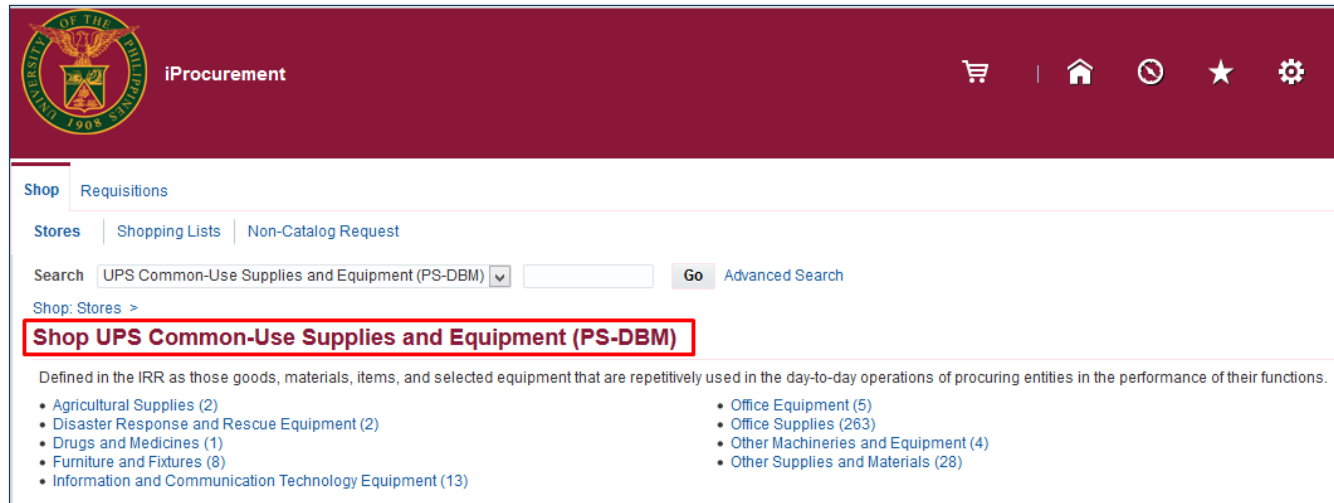
- **Catalog** – for items costing **below 15,000**
- **Equipment** – for items costing **15,000 and above**

The screenshot shows the iProcurement website interface. The search bar contains 'UPLB List 2'. Below the search bar, the results are displayed:

Shop: Stores >
Shop UPLB List 2
 Contains cataloged Supplies and Equipment to be procured outside PS-DBM

- **Catalog (198)**
- **Equipment (14)**

The 'Shopping Cart' section shows 'Your cart is empty.'



The screenshot shows the iProcurement system interface. At the top 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, home, clock, star, and settings. Below the header, there are tabs for "Shop" and "Requisitions". Under the "Shop" tab, there are sub-tabs for "Stores", "Shopping Lists", and "Non-Catalog Request". A search bar is present with the text "UPS Common-Use Supplies and Equipment (PS-DBM)" and a "Go" button. Below the search bar, there is a link "Shop: Stores >". A red box highlights the text "Shop UPS Common-Use Supplies and Equipment (PS-DBM)". Below this, there is a definition: "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." and a list of categories:

- 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)

After choosing a store, **Shop UP Common-Use Supplies and Equipment (PS-DBM) / Shop UP Common-Use Supplies (Outside PS-DBM)** window 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 envelope 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**)

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

Example: If the unit needs 25 "RECORD BOOK, 500 pages, size 214mm x 278mm min" for the first and third quarters of the year, end-user must enter "25" in the quantity field and add the item to cart twice.

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 WRITING.PADS NOTEBOOK_P

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 WRITING.PADS NOTEBOOK_P

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 **Common-Use Supplies and Equipment (PS-DBM)** or **UPD Common-Use Supplies (Outside PS-DBM)** and enter 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**.

For Unavailable Common-use Item/s in the stores

- Kindly contact your SPMO or Procurement office

Shopping Cart

* Purpose

Justification

* Need-By Date 08-Sep-2019 00:00:00

* Deliver-To Location Diliman

Additional Header Information

* Requisition Type

* Item Category

Mode of Procurement

* Source of Fund

* Responsibility Center

* Special Code

Earmark 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	<input type="text" value="1"/>	93.6 PHP	93.60	
2	RECORD BOOK, 500 pages, size: 214mm x 278mm min	bk	<input type="text" value="1"/>	93.6 PHP	93.60	
3	RECORD BOOK, 500 pages, size: 214mm x 278mm min	bk	<input type="text" value="1"/>	93.6 PHP	93.60	
4	RECORD BOOK, 500 pages, size: 214mm x 278mm min	bk	<input type="text" value="1"/>	93.6 PHP	93.60	
Total					374.40	

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, place the cursor in the quantity field and type the amount
- **Delete** a line by clicking () found on the right most column

Shopping Cart

* Purpose

Justification

* Need-By Date 08-Sep-2019 00:00:00

* Deliver-To Location Diliman

Additional Header Information

* Requisition Type

* Item Category

Mode of Procurement

* Source of Fund

* Responsibility Center

* Special Code

Earmark 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	<input type="text" value="1"/>	93.6 PHP	93.60	
2	RECORD BOOK, 500 pages, size: 214mm x 278mm min	bk	<input type="text" value="1"/>	93.6 PHP	93.60	
3	RECORD BOOK, 500 pages, size: 214mm x 278mm min	bk	<input type="text" value="1"/>	93.6 PHP	93.60	
4	RECORD BOOK, 500 pages, size: 214mm x 278mm min	bk	<input type="text" value="1"/>	93.6 PHP	93.60	
Total					374.40	

Continue Shopping
 Edit
 Save
 Submit

- **Save** your cart, by clicking save icon then fill **requisition description** field using this naming convention :

Supplemental PPMP
Common Use Items (Year)-
Office

(Example: **Supplemental PPMP Common Use Items (2019)- Cash Office**)

Then Click **Save**.

- Proceed to **checkout** by clicking **Edit** icon or,
- Click **Continue Shopping**, to return to the **iProcurement homepage** to add more items

Shopping Cart

* Purpose Supplemental PPMP Common Items (2020) - UP ITDC

Justification

* Need-By Date 19-Sep-2019 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

Earmark Number

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

**Supplemental PPMP
Common Use Items (Year)-
Office**

Example: **Supplemental
PPMP Common Use Items
(2019)- UP ITDC**

If you have previously saved the requisition, the **Purpose** field will be automatically filled

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

Shopping Cart

* Purpose

Supplemental PPMP Common Items (2020) - UP ITDC

Justification

* Need-By Date

19-Sep-2019 00:00:00

* Deliver-To Location

Diliman

Additional Header Information

* Requisition Type

Supplemental PPMP

Supplemental PPMP or Inclusion to PPMP

* 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

-

Unspecified

Earmark Number

- **Requisition Type** is automatically set to **Supplemental PPMP**.
- **Item Category** click () **Search** button, Select **Common-use Items (PSDBM)**.
- **Source of Fund** click () **Search** button, **Select** fund to be used (Example: **General Fund**)

Shopping Cart

* Purpose

Supplemental PPMP Common Items (2020) - UP ITDC

Justification

* Need-By Date

19-Sep-2019 00:00:00

* Deliver-To Location

Diliman

Additional Header Information

* Requisition Type

Supplemental PPMP

Supplemental PPMP or inclusion to PPMP

* 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

Earmark Number

- **Responsibility Center** click () **Search**

Then **Search By** select **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 Supplemental PPMP Common Items (2020) - UP ITDC

Justification

* Need-By Date 19-Sep-2019 00:00:00

* Deliver-To Location Diliman

Additional Header Information

* Requisition Type Supplemental PPMP
Supplemental PPMP or Inclusion to PPMP

* 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

Earmark Number

- **Special Code** click () **Search.**

Search By select **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 selec **Unspecified** or just type **(-)** on the field.



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

Edit and Submit Requisition page will appear here you may update the **need-by-dates** of the item lines

Select Lines	Update	Copy	Delete									
Details		Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
<input checked="" type="checkbox"/>			RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1	bk	101.92 PHP	101.92	19-Sep-2019 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	19-Sep-2019 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	19-Sep-2019 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	19-Sep-2019 00:00:00	Diliman Enter one-time address			
<input checked="" type="checkbox"/>			SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	1	pc	34.61 PHP	34.61	19-Sep-2019 00:00:00	Diliman Enter one-time address			
<input type="checkbox"/>			SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	1	pc	34.61 PHP	34.61	19-Sep-2019 00:00:00	Diliman Enter one-time address			
<input checked="" type="checkbox"/>			SCISSORS, symmetrical, blade length: 65mm min	1	pr	15.6 PHP	15.60	19-Sep-2019 00:00:00	Diliman Enter one-time address			
<input type="checkbox"/>			SCISSORS, symmetrical, blade length: 65mm min	1	pr	15.6 PHP	15.60	19-Sep-2019 00:00:00	Diliman Enter one-time address			
Total							508.10					

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

TIP You have selected multiple lines. Enter information and click changed.

Delivery

Urgent

* Need-By Date 01-Apr-2020 22:31:30

Requester

Deliver-To Location Diliman

☐ Enter one-time address

Pick a Date - Mozilla Fi...

uistest.up.edu.ph:8030/OA_HTML/ca 80%

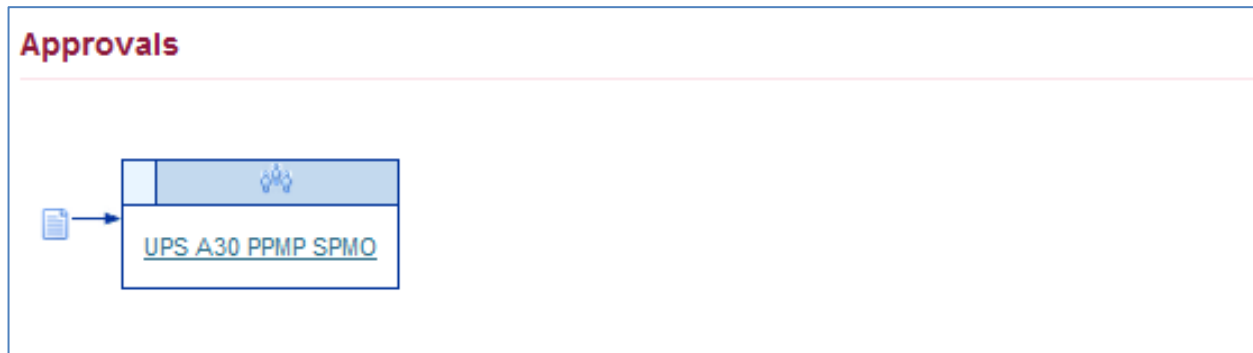
< April 2020 >

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	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	1	2

Cancel

Update ***Need-By-Date*** by selecting the first working day of the quarter. Then click ***Apply***

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



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

To view the Approvers, click on an approval group (blue link)

Approval Group			Return
UPS A30 PPMP SPMP			
<div> </div>			
Name	Title	Email	
[REDACTED]	Associate Professor 7.UPD College of Architecture.UPSB-PROFS-10-2001	[REDACTED]@up.edu.ph	

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

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.**

Edit and Submit Requisition Refresh Save Printable Page **Submit**

* Indicates required field

Requisition 4971

* Purpose: Supplemental PPMP Common Items (2020) - UP ITDC

Justification: 508.10 PHP

* Requisition Type: Supplemental PPMP

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

Mode of Procurement: Common-use Items (PS-DBM)

* Source of Fund: 101

* Responsibility Center: SA03013001

* 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

Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
<input type="checkbox"/>		RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1	bk	101.92 PHP	101.92	01-Apr-2020 22:31:30	Diliman Enter one-time address			
<input type="checkbox"/>		RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1	bk	101.92 PHP	101.92	19-Sep-2019 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	19-Sep-2019 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	19-Sep-2019 00:00:00	Diliman Enter one-time address			
<input type="checkbox"/>		SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	1	pc	34.61 PHP	34.61	01-Apr-2020 22:31:30	Diliman Enter one-time address			
<input type="checkbox"/>		SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	1	pc	34.61 PHP	34.61	19-Sep-2019 00:00:00	Diliman Enter one-time address			
<input type="checkbox"/>		SCISSORS, symmetrical, blade length: 65mm min	1	pr	15.6 PHP	15.60	01-Apr-2020 22:31:30	Diliman Enter one-time address			
<input type="checkbox"/>		SCISSORS, symmetrical, blade length: 65mm min	1	pr	15.6 PHP	15.60	19-Sep-2019 00:00:00	Diliman Enter one-time address			
Total						508.10					

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

Confirmation

Requisition 4971 has been submitted to [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**

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