

University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System



GENERATING A PURCHASE REQUEST



SPCMIS User Manual

iProcurement

Author:Mico Alfred PuñoCreation Date:31 January 2014Last Updated:14 March 2022Document Ref:SPCMIS User Manual – Generating a Purchase RequestVersion:4.0

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Ver sion	Change Reference
31 January 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial Issue and review
28 October 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update
02 March 2017	Reah Mae Supnet, Emmanuel Lim & Carlo Evangelista	3.0	Major Revision
14 March 2022	Mico Alfred Puño	4.0	Major Revision: - Updated Screenshots - Updated Steps

2. Description

Manual ID	UGSP040330
Manual Name	Generating a Purchase Request
	Supplies, Procurement and Campus Management
Information System	Information System
Functional Domain	iProcurement PR Requester
Purpose	To generate a Purchase Request form
Data Requirement	Submitted Purchase Request in the system
Dependencies	Created Purchase Request
Scenario	Generating a printed output/report of an approved PR
Author	Mico Alfred Puño

G Sign in - Google Accounts X +	🥺 – Ø	Step 1. Go to uis.up.edu.ph
← → ♂ ☆ ∅ ▲ https	ss://eccounts google.com/signin/v2/dentifier?pessive=12096008continue=https:%3A%2F%2Feccounts.google.com%2Fa%2Fsami2%2Fidp%3Ffram_joy 🚥 🗟 🏠 🖹 🖉	=
		Step 2. Log-in your UP Mail credentials (e.g. <i>username</i> and <i>password</i>)
	Google Sign in Use your Google Account Ensat or phone 1 Forget email? Not your compute? Use a Private Window to sign in. Learn more Crease account Next	



Step 3. On the homepage, select

iProcurement PR Requester, <CU>.

Navigate to **Print Purchase Request (PR).**

iProce	urement PR Requester,	UPS		Â	0	* ‡	Logged in As MQPUNO 🕜 🔱
Schedule Reques	Define						Review Manage Schedule Cancel Continue
* Indicates required field Program Name Request Name Parameters	UP Purchase Request The name can later be used to see Layout Delivery Options	irch for this request					
		* PR No.: * Requested By Position * Approved By Position	ス マ マ ス イ イ イ				
							About this Page UP Privacy Notice

Step 4. The **Schedule Request: Define** window will appear.

Fill in the required parameters:

- PR no.
- Requested by
- Approved by

then click Continue.

iProcurement PR Requester, UPS	î ◎ ★ 🌣 Logged In As MQPUNO ? 🕐
Define Schedule Request: Review	Review Manage Schedule Cancel Back Submit
Concurrent Program Name UP Purchase Request Request Name Operating Unit Language Settings	
Language Territory Numeric Character Sort American English United States Binary Sort Parameters Image: State Sta	

Step 5. The **Schedule Request: Review** window will appear.

Review the *Parameters*.

Then click Submit.

iProcurement PR Reque	ster, UPS	â O	* ¢	Logged in As MQPUNC	9 U
Define Schedule Request: Review				Review Manage Schedule Cancel	Bac <u>k</u> Submit
Name Concurrent Program Name Request Name Operating Unit Language Settings) Information ur request for UP Purchase Request has been sch	heduled <mark>.</mark> The Request ID is 7	373718	QK	
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Step 6. The *Information* box will pop up, Take note of the *Request ID Number.*

Then click OK.

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Refresh	mary rable II 2 IS ☆ ▼ III						Rows 1	to
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Step 7. On the *Requests* window, click *Refresh* until the *Phase* becomes *Completed* and Status, *Normal.*

Then, click *Output* icon.

Expected Result:

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Generating a Purchase Request File Ref: ITDC-SPCMIS-UM-Generating a Purchase Request-03142022-ver. 4.0 DISCLAMER: The screenshots in this document are for illustration purpose only and may not be the same as the final user interface.