



University of the Philippines



SPCMIS

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



GENERATING A PURCHASE REQUEST



SPCMIS User Manual

iProcurement

Author: Mico Alfred Puño
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Last Updated: 14 March 2022
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Version: 4.0

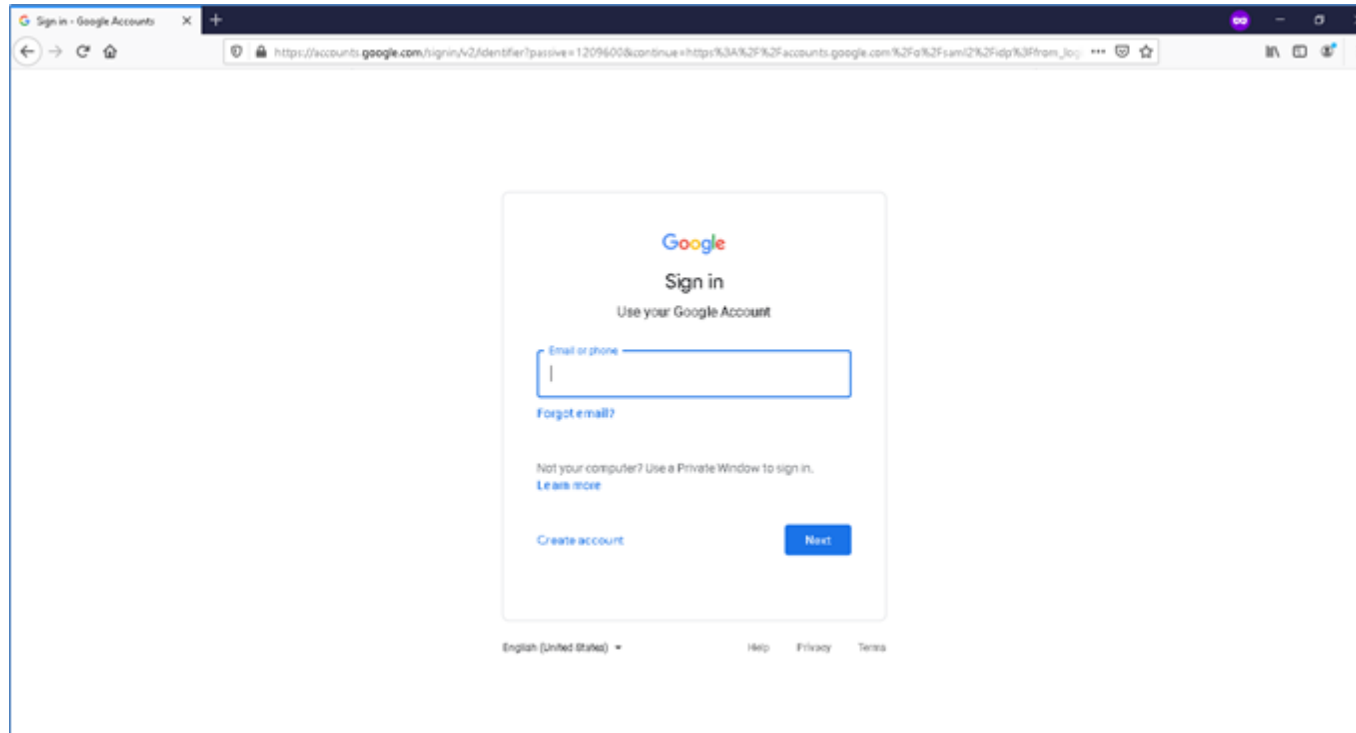
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	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: <ul style="list-style-type: none"> - Updated Screenshots - Updated Steps

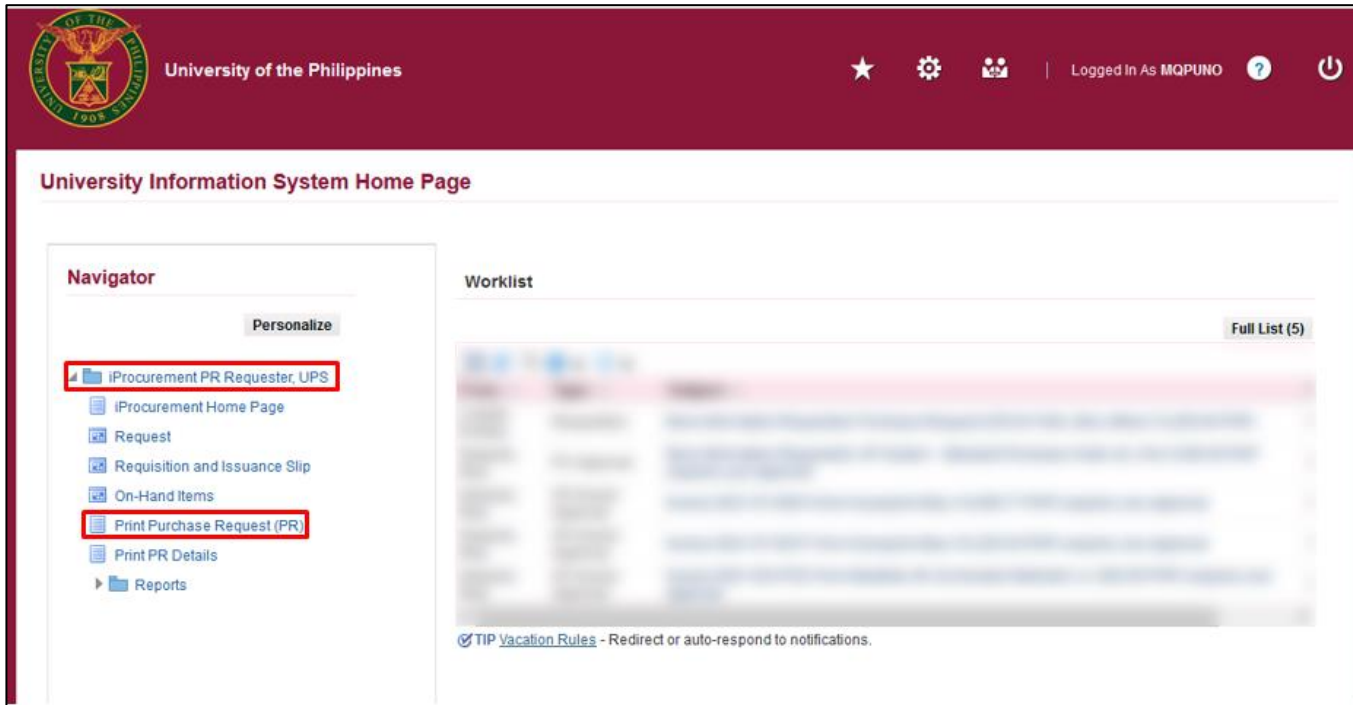
2. Description

Manual ID	UGSP040330
Manual Name	Generating a Purchase Request
Information System	Supplies, Procurement and Campus Management 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



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

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



Step 3. On the homepage, select ***iProcurement PR Requester, <CU>***.

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

Schedule Request: Define

* Indicates required field

Program Name UP Purchase Request

Request Name

The name can later be used to search for this request

Parameters | Layout | Delivery Options

* PR No.:

* Requested By

Position

* Approved By

Position

Manage Schedule Cancel **Continue**

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

Define Review

Schedule Request: Review

Manage Schedule Cancel Back Submit

Name

Concurrent Program Name UP Purchase Request

Request Name

Operating Unit

Language Settings

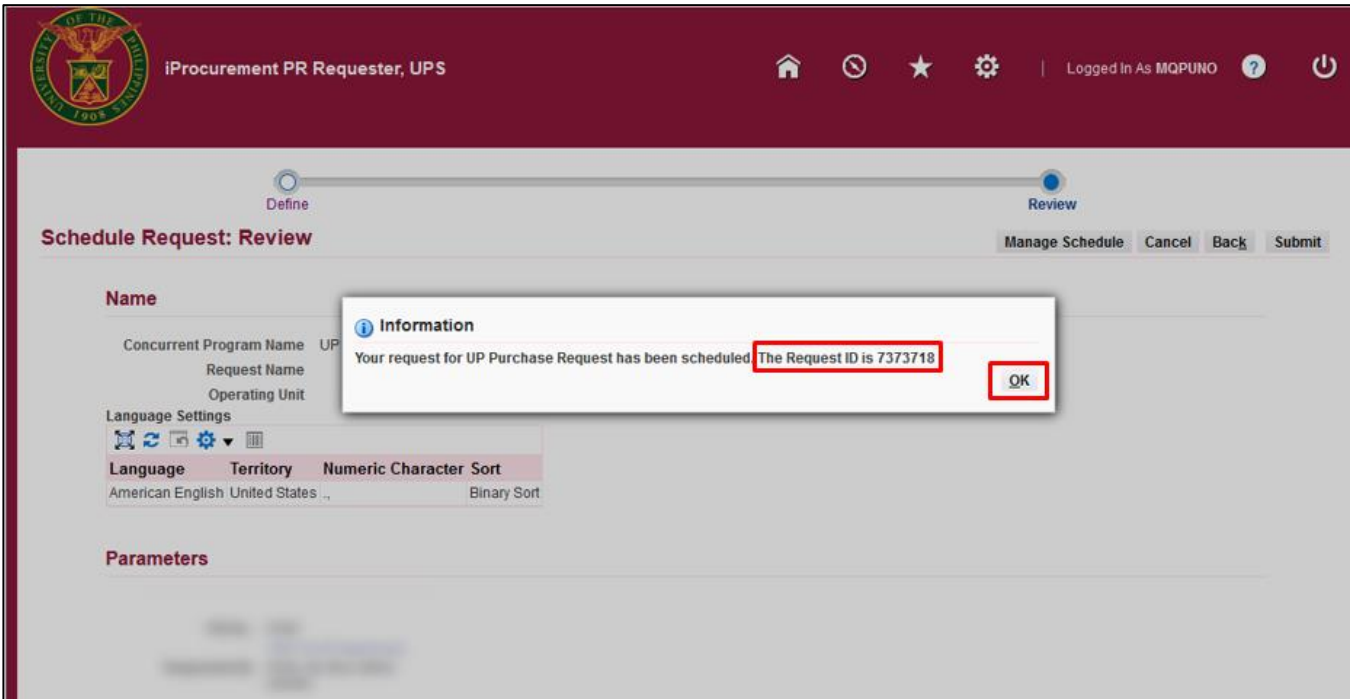
Language	Territory	Numeric Character Sort
American English	United States ..	Binary Sort

Parameters

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

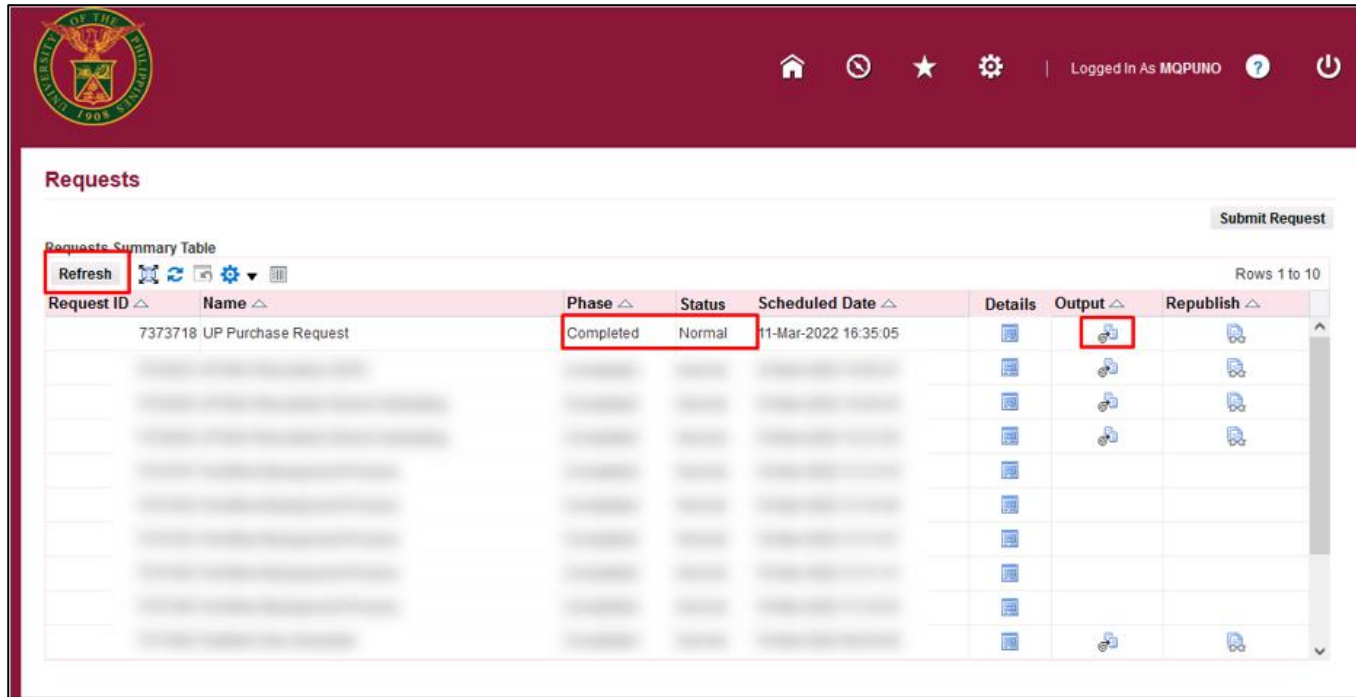
Review the **Parameters**.

Then click **Submit**.



Step 6. The **Information** box will pop up, Take note of the **Request ID Number**.


Then click **OK**.



Step 7. On the **Requests** window, click **Refresh** until the **Phase** becomes **Completed** and Status, **Normal**.

Then, click **Output** icon.

Expected Result:



**UNIVERSITY OF THE PHILIPPINES
SYSTEM**
Diliman, Quezon City, Metro Manila, NCR
VAT Reg. TIN: 000-884-008-00000

Purchase Request

Entity Name: UP System		Fund Cluster: 01		PPMP No.:	
Office/Section: UPS UP Information Technology Development Center		PR No.: 9182 Responsibility Center Code: SA03013001 - -		Date: Oct 28, 2021	
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
PS-OEQ-0001	un	BINDING AND PUNCHING MACHINE, 50mm binding capac	1	9,534.72	9,534.72
Grand Total					9,684.72
Purpose: TEST for PR Attachments					

Requested by:	Approved by:
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Designation: _____	Designation: _____

276-29023-7373716
Report generated with UP eBusiness Suite Release 12 on March 11, 2022 16:35:8
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DISCLAIMER: The screenshots in this document are for illustration purpose only and may not be the same as the final user interface.