



University of the Philippines



SPCMIS

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



Generating a Supplemental PPMP Report for Common Use Items



SPCMIS User Manual

iProcurement

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for Common Use Items

Version: 3.1

Approvals:

Recommending Approval:

Approved by:

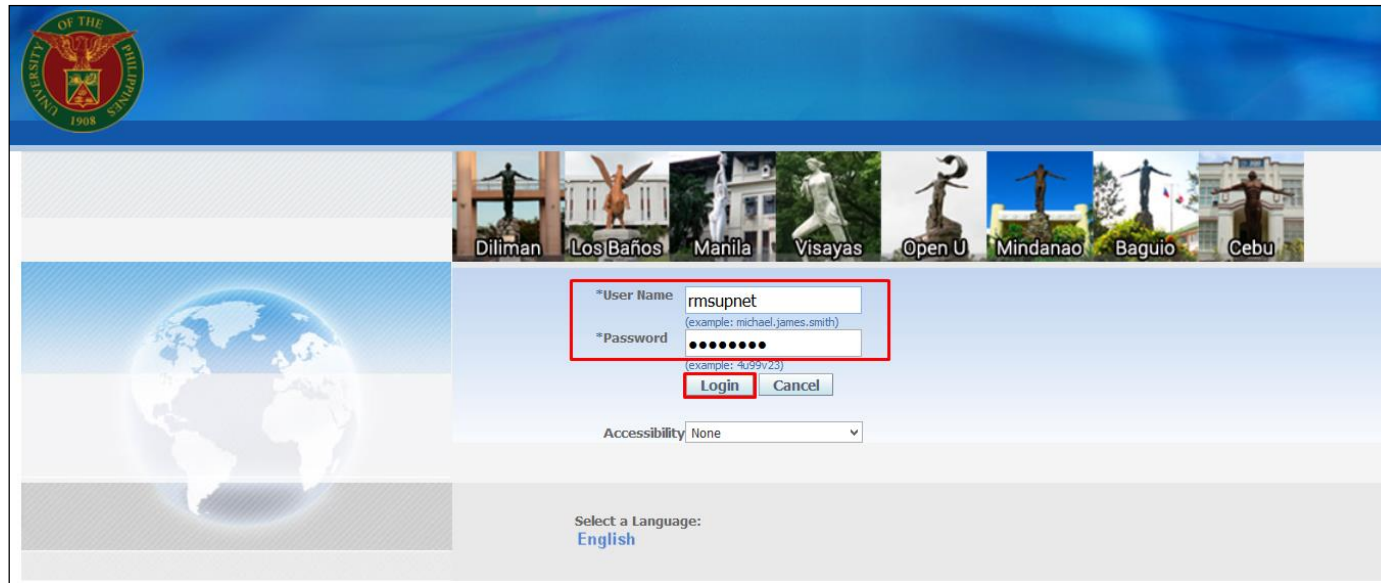
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
27 October 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial
28 November 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update
22 September 2016	Reah Mae Supnet & Carlo Martin Evangelista	3.0	Major Revision
28 February 2017	Reah Mae Supnet	3.1	Update

2. Description

Script ID	UMSP010731
Script Name	Generate Supplemental PPMP report (Common Use Items)
Information System	Supplies, Procurement, and Campus Management Information System
Functional Domain	iProcurement PPMP Requester
Purpose	To generate a Supplemental PPMP report for Common Use Items
Data Requirement	Submitted Supplemental PPMP for Common Use Items
Dependencies	
Scenario	Additional items are added/included to the PPMP due to additional funds or reallocation of funds
Author	Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet & Carlo Martin Evangelista



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

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

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Enterprise Search All Go Search Results Display Preference

Oracle Applications Home Page

Main Menu Personalize

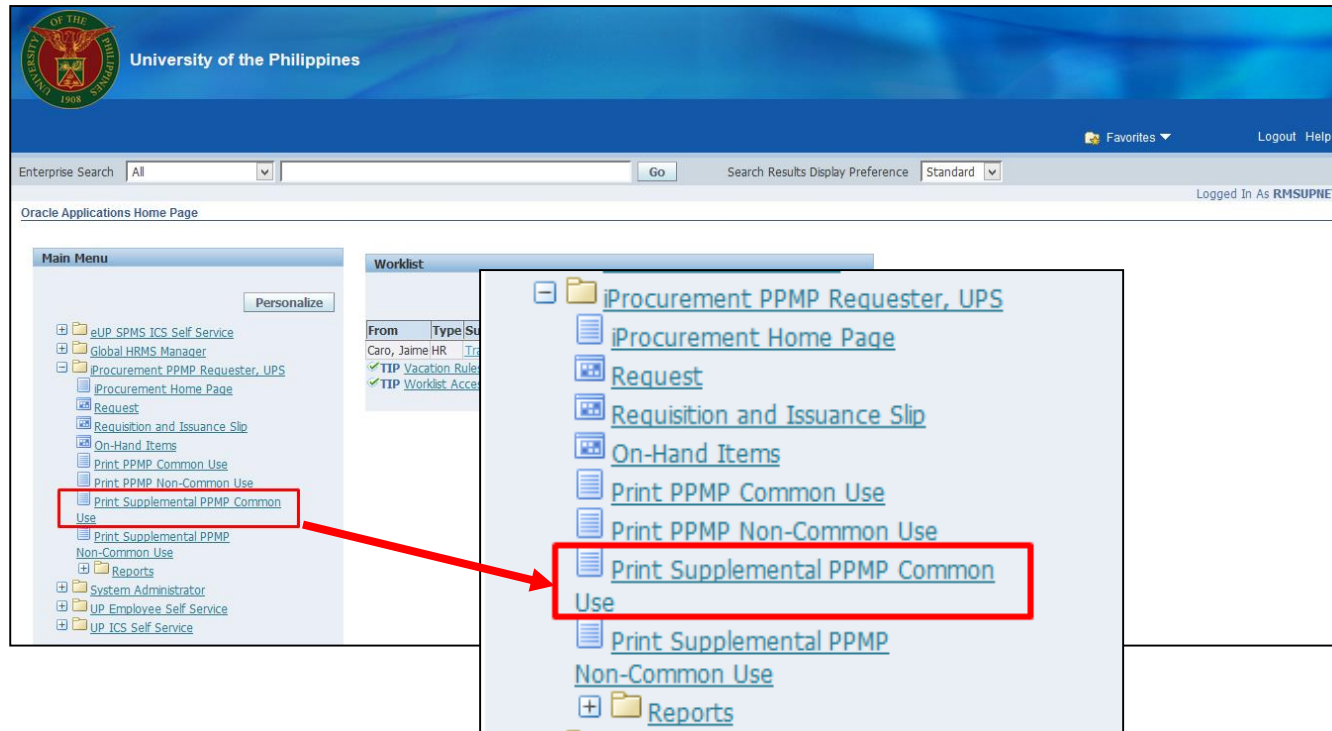
- + Application Diagnostics
- + General Ledger Budget Analyst, UPLB
- + General Ledger Super User, UPLB
- + iProcurement PPMP Requester, UPS**
- + iProcurement PR Requester, UPLB
- + iProcurement PR Requester, UPV
- + iProcurement Super User, UPLB
- + Payables Accountant, UPLB
- + Payables Approver, UPLB

Worklist Full List

From	Type	Subject	Sent	Due
Evangelista, Carlo Martin	Requisition	Purchase Requisition 6 has been rejected	02-Sep-2016	
Evangelista, Carlo Martin	Requisition	Purchase Requisition 16 has been rejected	02-Sep-2016	
Total 0				

✓ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
✓ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Step 3. On the Main Menu, select ***iProcurement PPMP Requester***



Step 4. Select *Print Supplemental PPMP Common Use*

iProcurement PPMP Requester, UPS

Home Logout Preferences Help

Layout Review

Schedule Request: Parameters

* Indicates required field

Program Name **UP Supplemental PPMP (Common Use)**

Request Name

* Year

Submitted By

Certified Fund Availability

Approved By

Cancel Submit Step 1 of 3 **Next**

Cancel Submit Step 1 of 3 **Next**

Step 5. Schedule Request: Parameters window will appear.

Enter the **Year**

then click **Next**.

iProcurement PPMP Requester, UPS

Home Logout Preferences Help

Parameters Layout Review

Schedule Request: Layout

Program Name **UP Supplemental PPMP (Common Use)**

Request Name

Layout Setting

*For Language	*Template Name	*Template Language	*Format
American English	RTF_SUPP_PPMP	English	PDF

Cancel Submit Back Step 2 of 3 **Next**

Cancel Submit Back Step 2 of 3 **Next**

Step 6. Schedule Request: Layout window will appear

then click **Next**

Schedule Request: Review

Cancel Back Step 3 of 3 **Submit**

Name

Concurrent Program Name **UP Project Procurement Management Plan (Common Use)**
Request Name
Operating Unit

Language Settings

Language	Territory	Numeric Character
American English	Philippines	

Parameters

Year **2017**
Submitted By
Certified Fund Availability
Approved By

Layout

Layout Settings

For Language	Template Name	Language	Output Format
American English	RTF_PPMP	English	PDF

Step 7. In the **Schedule Request: Review** window

then click **Submit**

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iProcurement PPMP Requester, UPS

Navigator Favorites Home Logout Preferences

Information

Your request for UP Supplemental PPMP (Common Use) has been scheduled. The **Request ID** is **2839558**

OK

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Step 8. A **Confirmation** will appear that shows the **Request ID**

then click **OK**

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Requests

View Last 24 hours Go Search Submit Request

Requests Summary Table

Refresh

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
2839558	UP Supplemental PPMP (Common Use)	Completed	Normal	25-Jan-2017 11:43:29			

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Step 9. *Request* window will appear.

Click **Refresh** button until the **Phase** becomes **Completed** and the **Status** becomes **Normal**.

Click () **Output** icon to view the report.

Result Information:

Expected Results:
Generate Supplemental PPMP report (Common Use Items)

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