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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Version: 3.1

Approvals:

Recommending Approval:

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Approved by:

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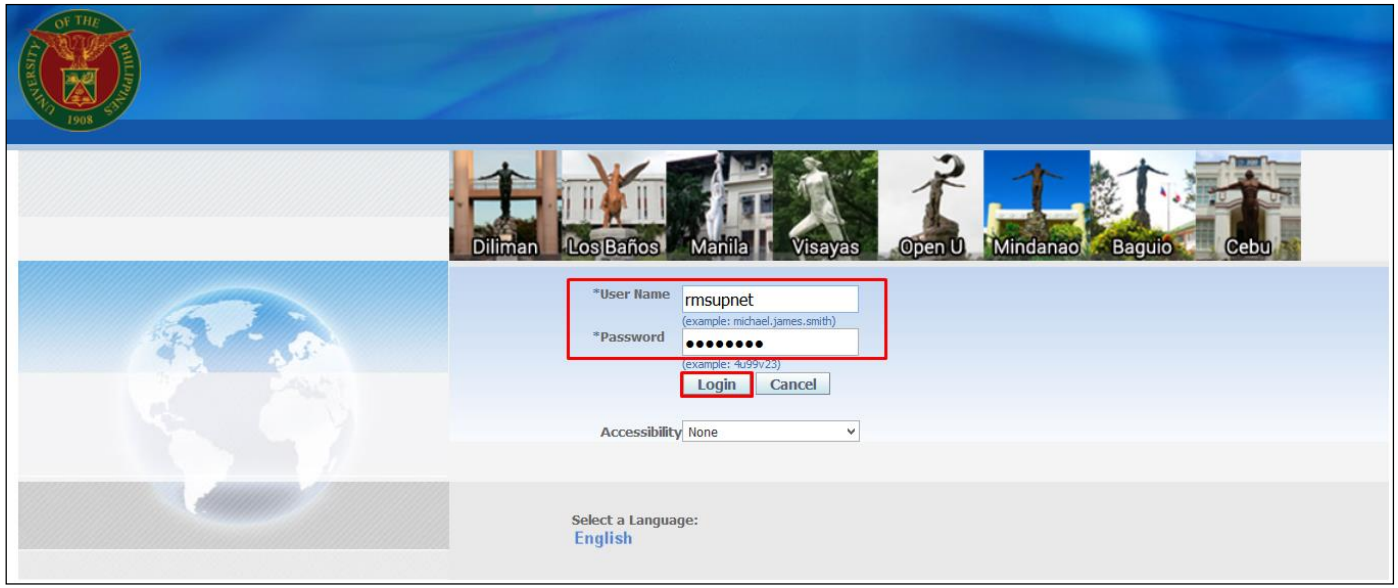
1. DOCUMENT CONTROL

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

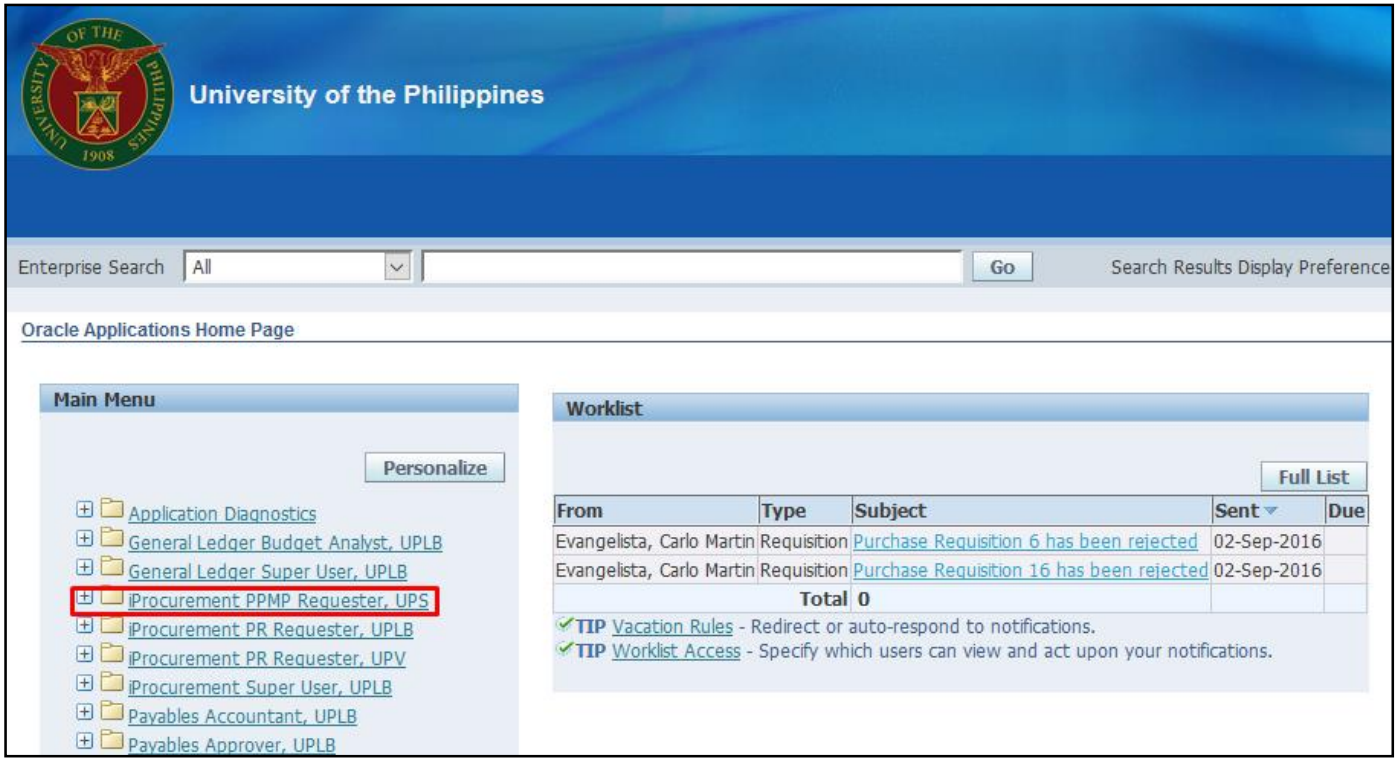
2. Description

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

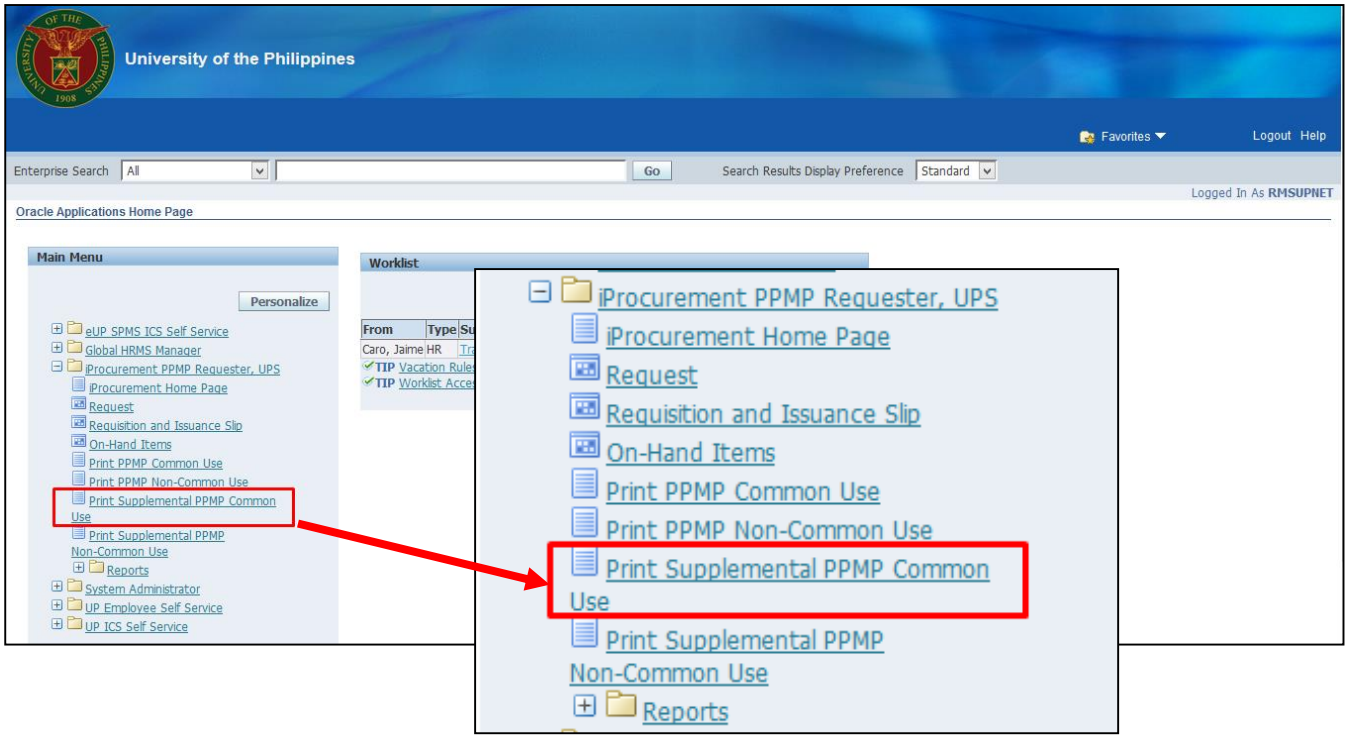


Step 1. Go to ***uis.up.edu.ph***

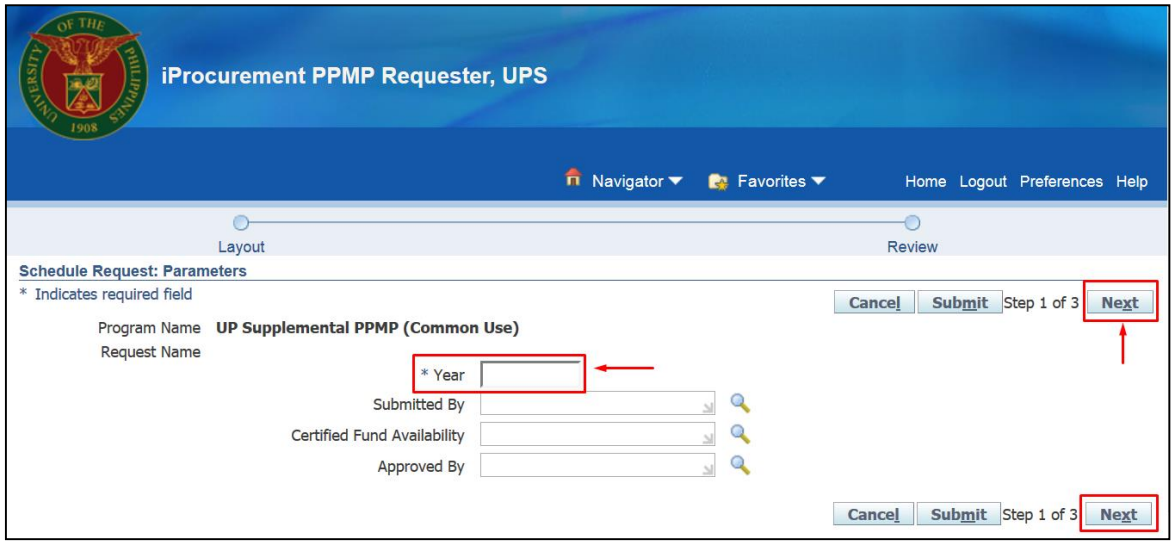
Step 2. Log-in your credentials (e.g. ***username*** and ***password***)



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



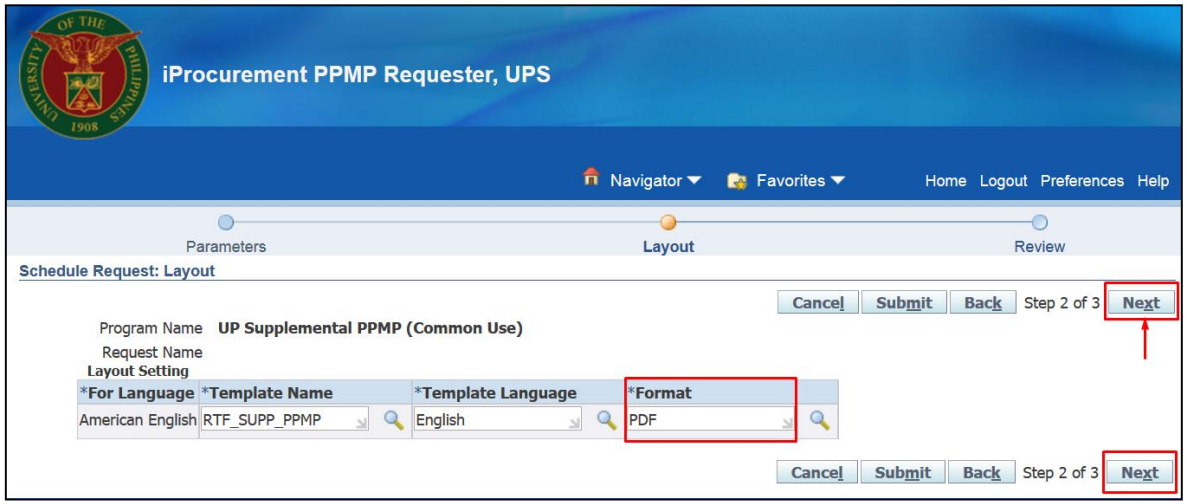
Step 4. Select ***Print Supplemental PPMP Common Use***



Step 5. ***Schedule Request: Parameters*** window will appear.

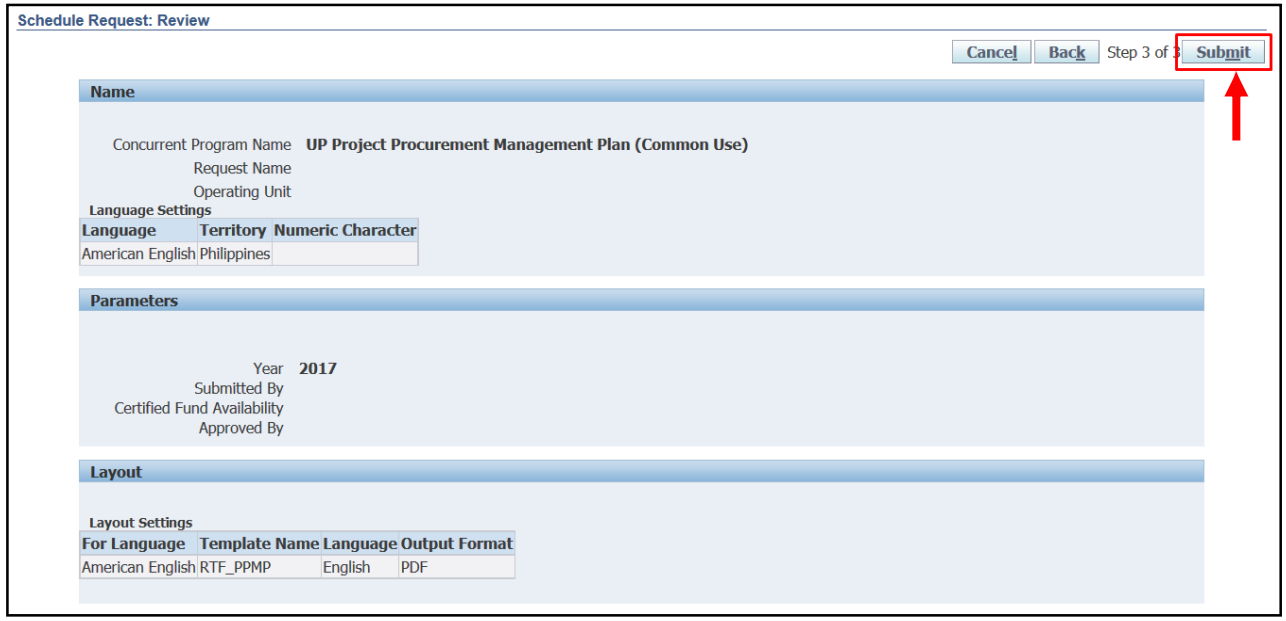
Enter the ***Year***

then click ***Next.***



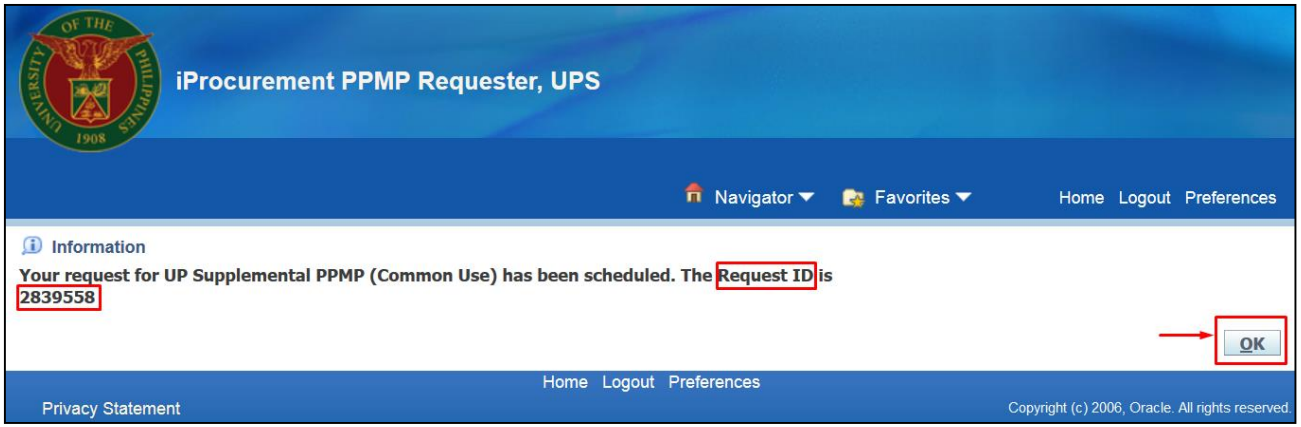
Step 6. ***Schedule Request: Layout*** window will appear

then click ***Next***



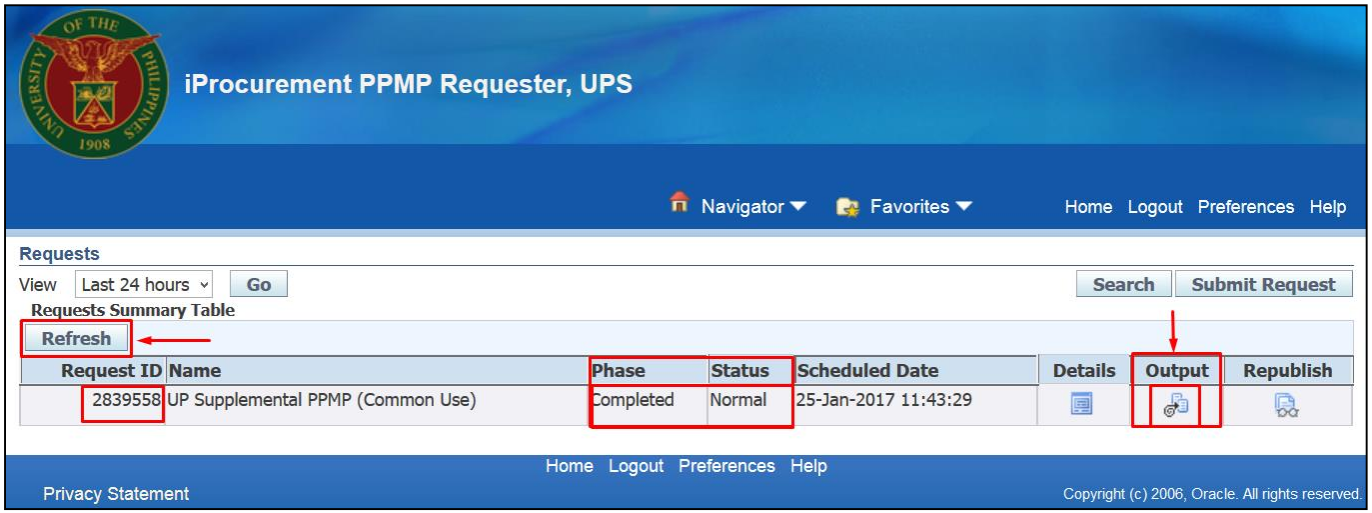
Step 7. In the ***Schedule Request: Review*** window

then click ***Submit***



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

then click ***OK***



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.