



University of the Philippines

SPCMIS

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





GENERATION OF SPCMIS REPORTS FOR PURCHASING MANAGERS



SPCMIS User Manual

Purchasing

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for Purchasing Managers
Version: 1.0

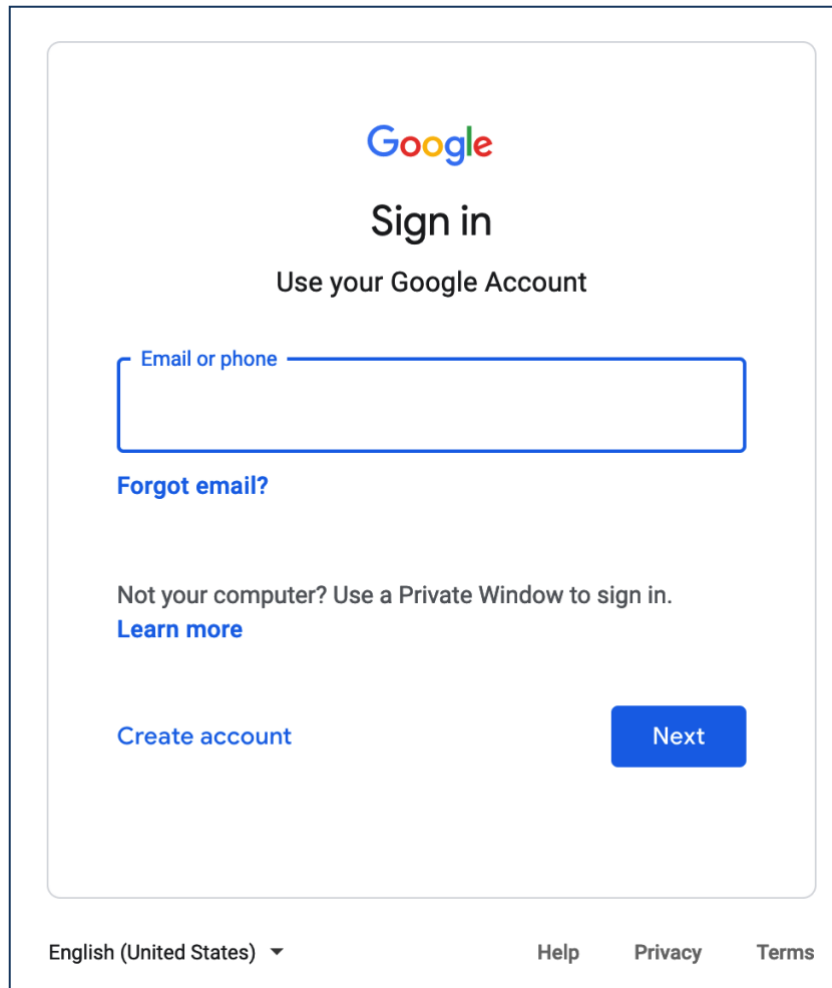
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
11 October 2022	Cherie Anne R. Pasco	1.0	Initial

2. Description

Manual ID	
Manual Name	Generation of SPCMIS Reports
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchasing Manager
Purpose	To generate reports on SPCMIS Purchasing transactions such as PPMPs, SPPMPs, PRs and POs
Data Requirement	Transaction Type and Date Ranges
Dependencies	Transactions are created in UIS SPCMIS
Scenario	A procurement officer would like to generate a report showing the status of SPCMIS Purchasing transactions for decision making.
Author	Cherie Anne R. Pasco

A screenshot of the Google Sign-in page. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large font, followed by "Use your Google Account" in a smaller font. There is a text input field with the placeholder "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use a Private Window to sign in." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a footer with "English (United States)" followed by a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

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

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

Navigator

- ▾ Purchasing Manager, UPS
 - ☰ Notifications Summary
 - ☑ Requests
 - ☰ Purchase Order Summary
 - ☰ Requisitions
 - ☰ Print Purchase Order (PO)
 - Purchasing Manager
 - Buyer Work Center
 - RFQ/ITB and Quotations/Bids
 - Supply Base
 - Reports
 - Setup
 - View Purchasing Documents
 - Purchase Orders

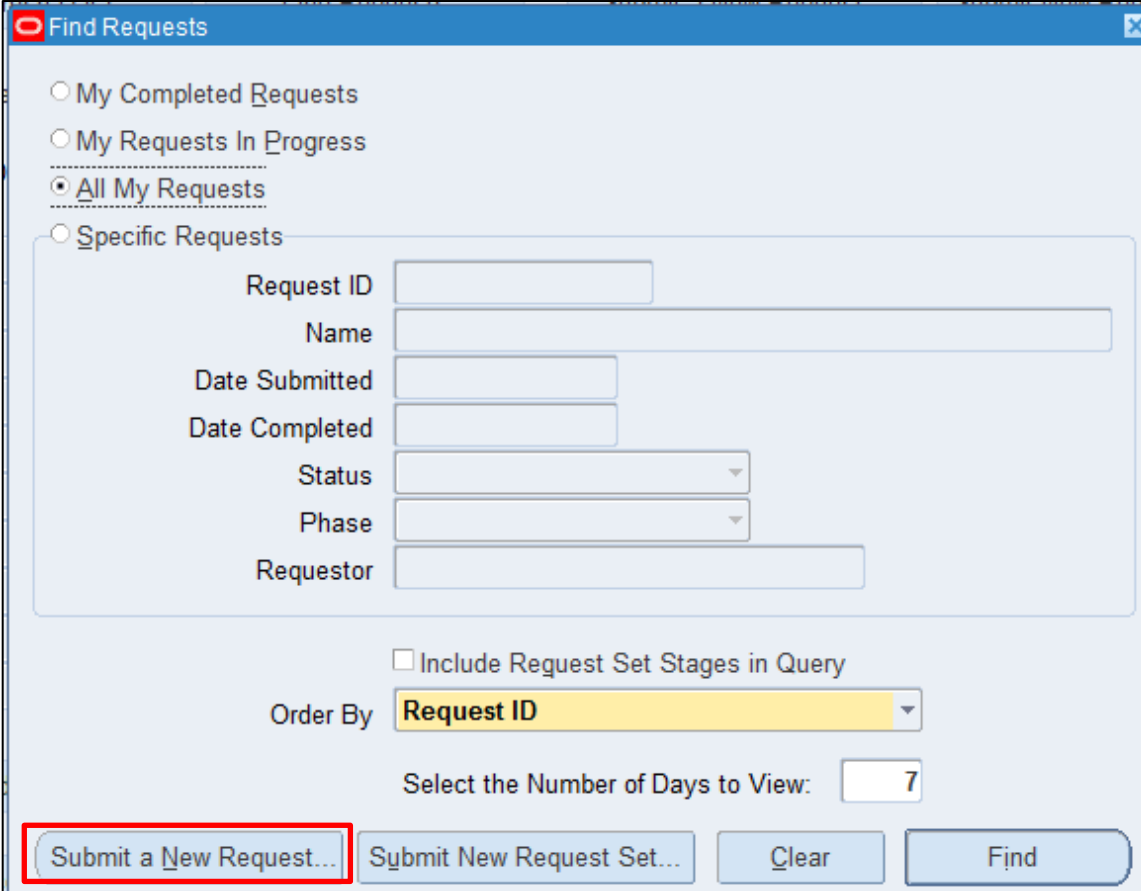
Step 3. On the homepage,
navigate to

Purchasing Manager, <CU>

> Requests



Step 4. Java application will launch with **Security Warning**, tick the checkbox and click **Run**

The image shows a software window titled "Find Requests" with a blue header bar. Inside the window, there are four radio button options: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Below these options is a light blue bordered box containing several input fields: "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown menu), "Phase" (a dropdown menu), and "Requestor". Below this box is a checkbox labeled "Include Request Set Stages in Query". Below the checkbox is an "Order By" dropdown menu currently showing "Request ID". Below that is a label "Select the Number of Days to View:" followed by a text input field containing the number "7". At the bottom of the window, there are four buttons: "Submit a New Request..." (highlighted with a red rectangle), "Submit New Request Set...", "Clear", and "Find".

Step 5. The **Find Request** window will pop up.

Click **Submit a New Request**.

Submit Request

Run this Request

Name **UP%** Copy

Operating Unit

Parameters

Language

Language Settings Debug Options

At these Times

Run the Job **As Soon as Possible** Schedule

Upon Completion

☒ Save all Output Files ☐ Burst Output

Layout

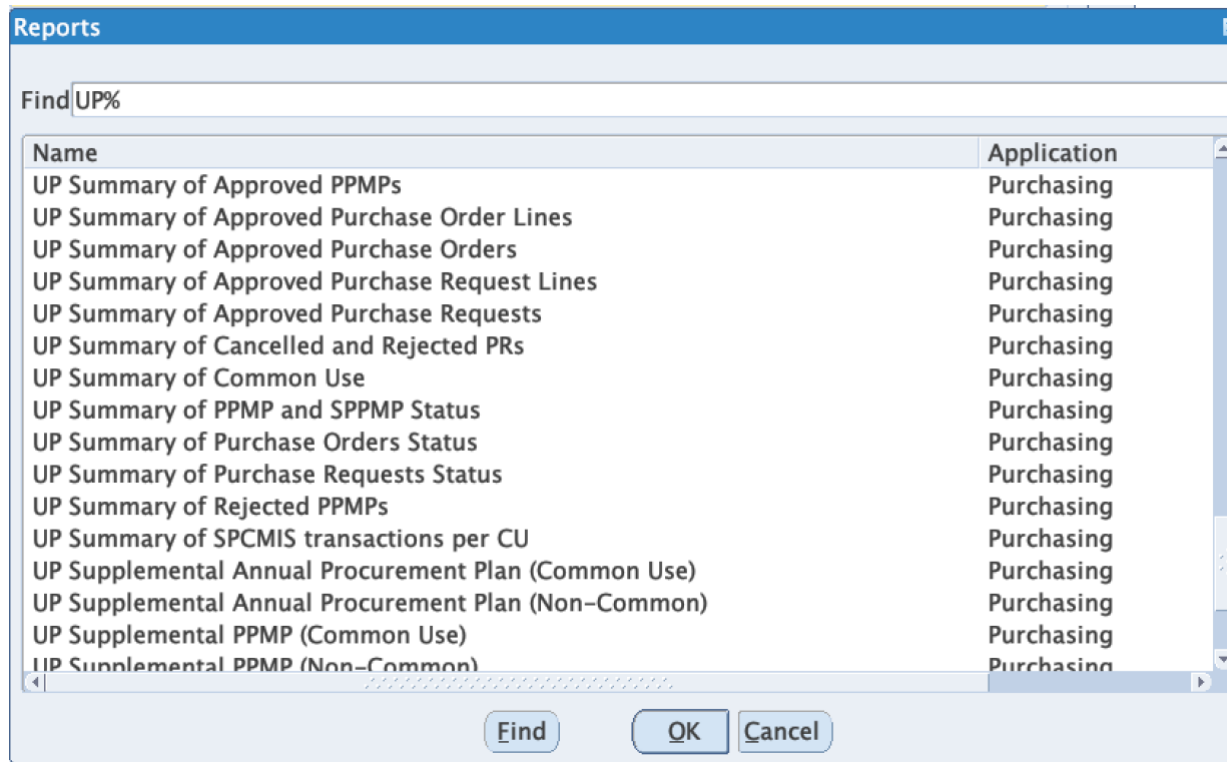
Notify

Print to

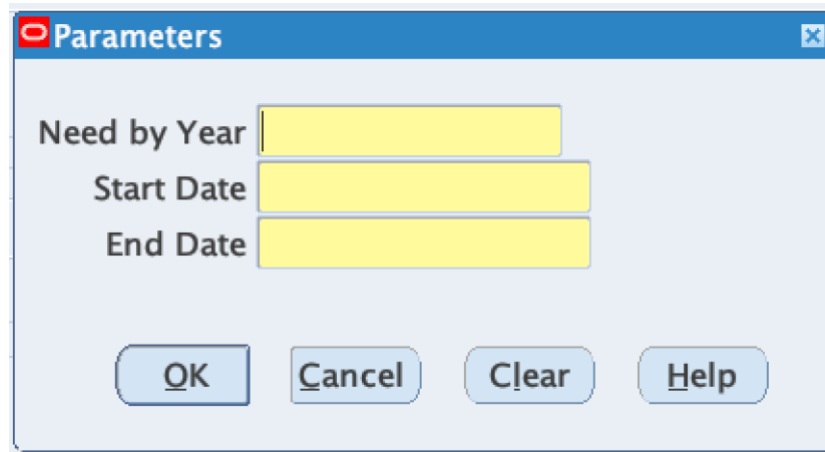
Options Delivery Opts

Help (C) Submit Cancel

Step 6. On the **Name** Field, enter **UP%** and click the **ellipsis (...)** or press **Tab** on your keyboard to get the list of all UP customized reports for Purchasing Managers.



Then, select the UP customized report that you would like to generate and click **OK**.



The image shows a 'Parameters' dialog box with a blue title bar. Inside, there are three input fields: 'Need by Year', 'Start Date', and 'End Date', each with a yellow highlight. At the bottom, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

Step 7. Parameters window will appear. The parameters will vary depending on the report chosen.

Fill out the required parameters.

Then, click **OK**.

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

Submit Request

Run this Request

Copy

Name UP Summary of Approved PPMPs

Operating Unit

Parameters 2022:01-JAN-2021:31-DEC-2021

Language American English

Language Settings Debug Options

At these Times

Run the Job As Soon as Possible Schedule

Upon Completion

☒ Save all Output Files ☐ Burst Output

Layout UP Summary of Approved PPMPs Options

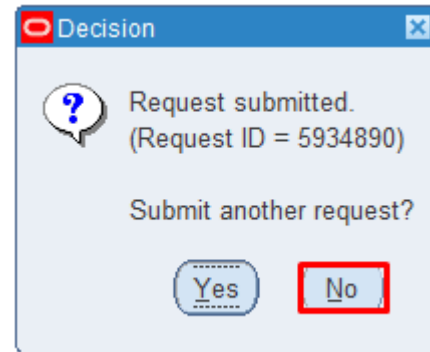
Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

You will be redirected back to the **Submit Request** window.

Click **Submit**.



Step 8. On the decision to submit another request, click **No**.

A "Find Requests" window with a blue header. It contains several radio buttons for filtering: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Below these are input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown), "Phase" (a dropdown), and "Requestor". There is a checkbox "Include Request Set Stages in Query" and a dropdown "Order By" set to "Request ID". Below that is a text input "Select the Number of Days to View:" with the value "7". At the bottom are four buttons: "Submit a New Request...", "Submit New Request Set...", "Clear", and "Find". The "Find" button is highlighted with a red rectangular box.

Step 9. On the **Find Requests** window, click **Find**.

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
8264644	UP Summary of Approve		Completed	Normal	276, 2022, 2021/01/01 00

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

Step 10. The **Requests** window will appear. Click **Refresh Data** until the **Phase** becomes **Completed** and **Status, Normal**

Then, click **View Output**.

Expected Result:

The generated report will appear and may be downloaded

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