University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System

Generation of
UP Abstract of Quotation

SPCMIS User Manual
iProcurement

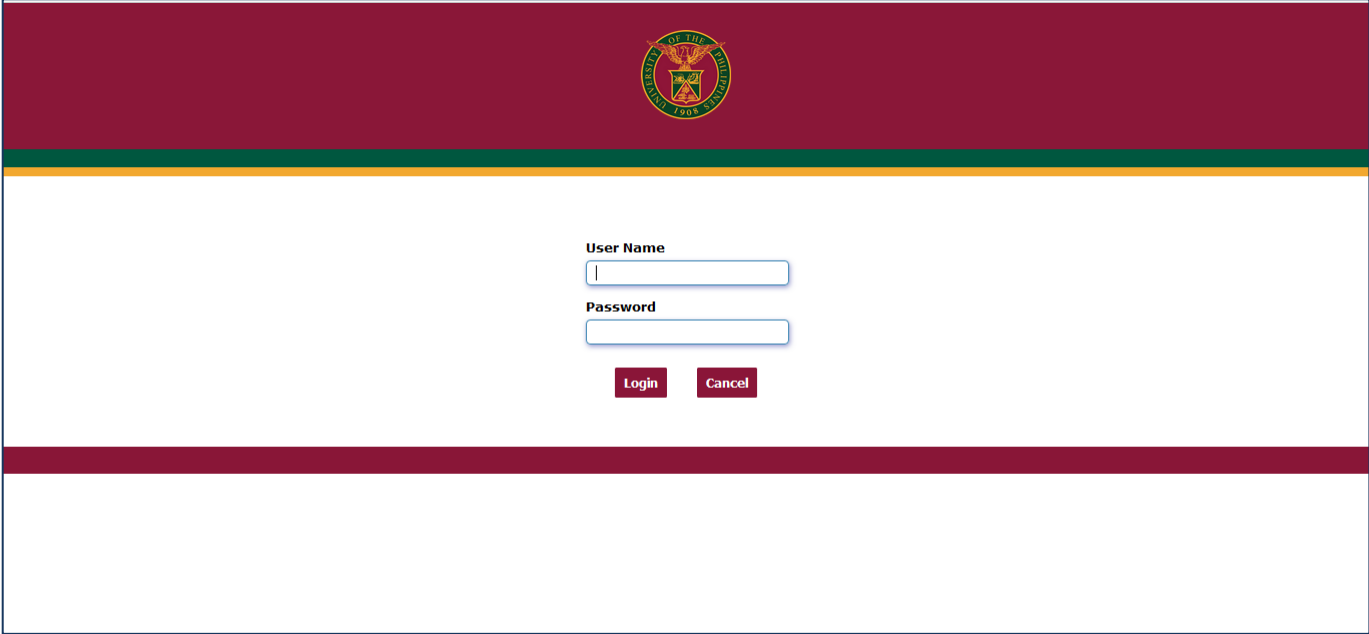|	
Author:	Riza Nequias
Creation Date:	04 February 2021
Last Updated:	04 February 2021
Document Ref:	SPCMIS User Manual – Generation of UP Abstract of Quotation
Version:	1.0

1. DOCUMENT CONTROL
1.1 Change Record

Date	Author	Version	Change Reference
04 February 2021	Riza Nequias	1.0	Initial

2. Description

Manual ID	
Manual Name	UP Abstract of Quotation
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchasing SPMO Buyer Purchasing Unit Buyer Purchasing Manager
Purpose	To generate a report that will serve as basis for selecting the winning quote by the Bids and Awards Committee or decision makers
Data Requirement	RFQ Number
Dependencies	Request for Quotation was created in the system RFQ status is "Active" Entered quotations in the system
Scenario	After entering all the quotations from suppliers, the buyer will generate the UP Abstract of Quotation
Author	Riza Nequias

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

Step 2. Log-in your credentials (e.g. ***username*** and ***password***)
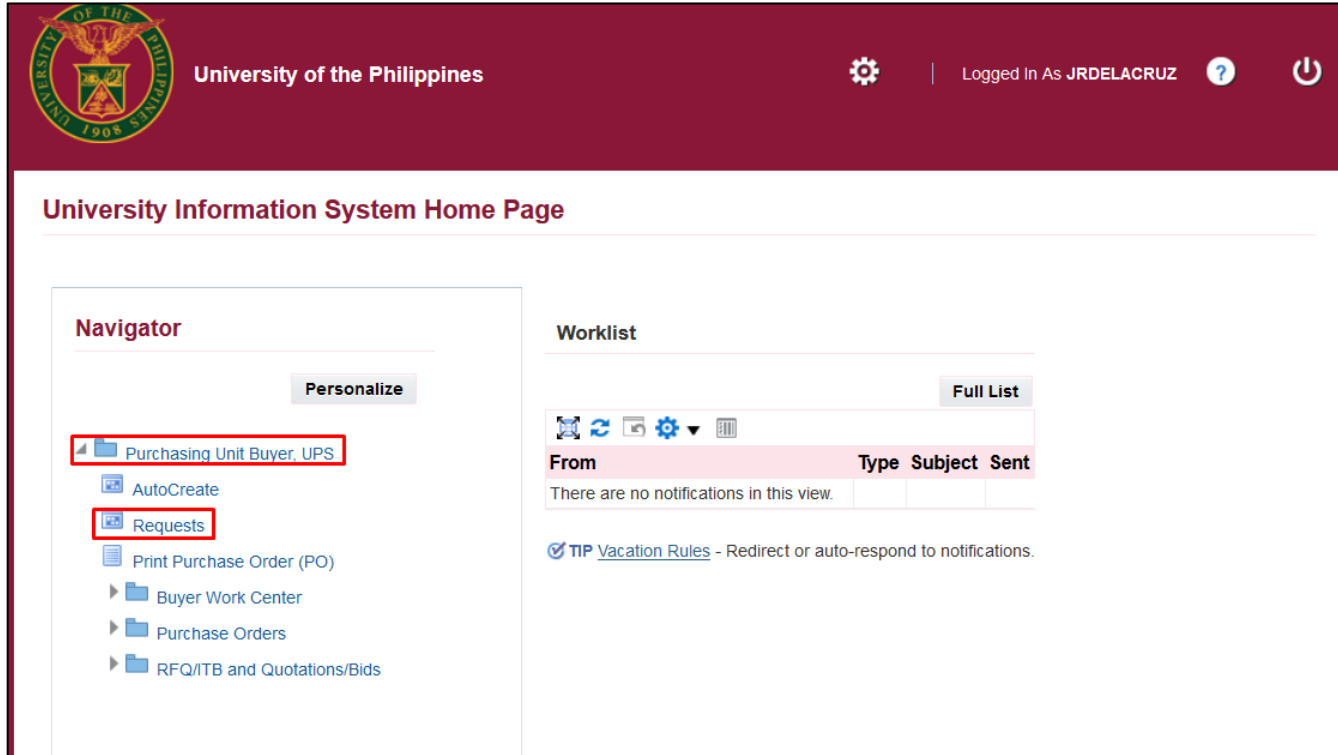
Step 3. On the homepage, select
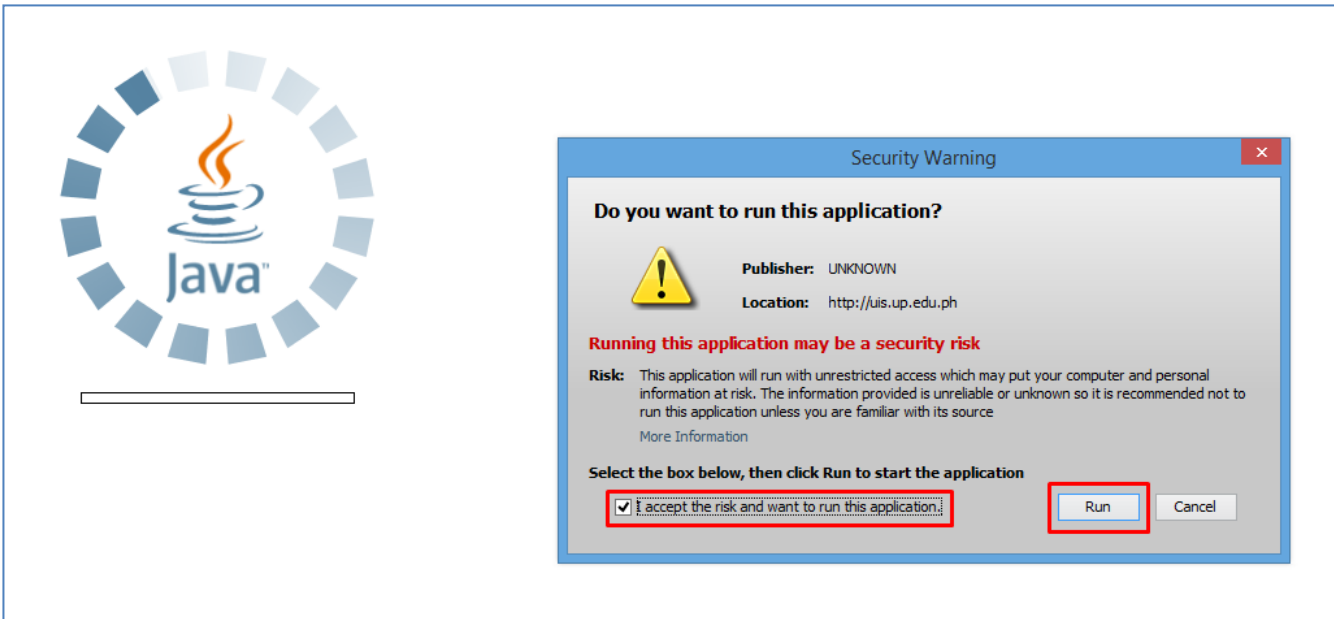
Purchasing Unit Buyer, <CU>
Or
Purchasing SPMO Buyer, <CU>
Or
Purchasing Manager, <CU>

Select ***Requests***

Step 4. The Java application will launch with a *Security Warning*.

Tick the checkbox and click *Run*.

Step 5. The *Find Requests* window will open.

Click *Submit a New Request*.

Step 6. On the *Name* field, click the *ellipsis (...)* to search for *UP Abstract of Quotation*

You may type *UP%Abs%Quo%* then press *Tab* on the keyboard.
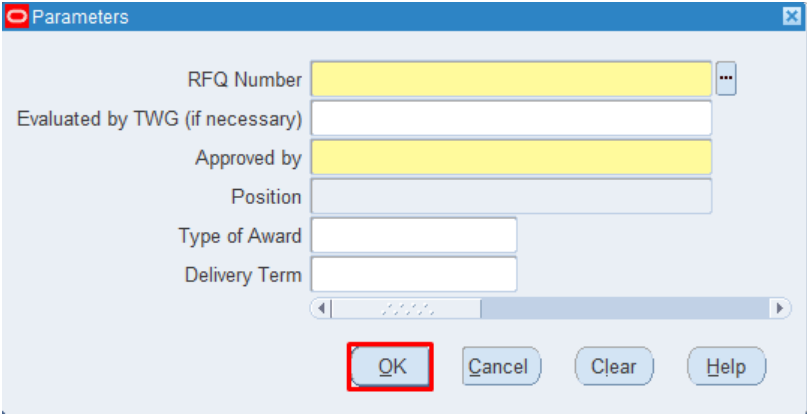
Step 7. The *Parameter* window will appear.

Fill out the necessary information.
- *RFQ Number*
- *Evaluated by TWG (if necessary)*
- *Approved by*
- *Position*
- *Type of Award*
- *Delivery Term*

Then click *OK.*

Field Name	Description	Remarks
RFQ Number	Requisition Number	- Required - List of Values - Buyer can choose their created RFQ
Evaluated by TWG (If necessary)	UP Abstract of Quotation Evaluator's Full Name	- List of Values
Approved by	Approver's Full Name/ Name of Authorized Signatory)	- Required - List of Values
Position	Position of the Approver	- List of Values

Type of Award	Type of Award	- List of Values include
		   o Lumpsum
		   o Itemized

Delivery Term	Delivery Term	- Free text

Submit Request				

Run this Request...

Copy...

Name	UP Abstract of Quotation
Operating Unit	
Parameters	17: r:Itemized:30
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

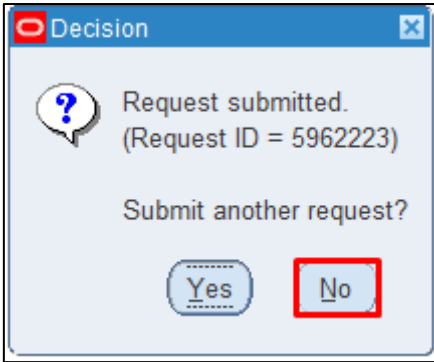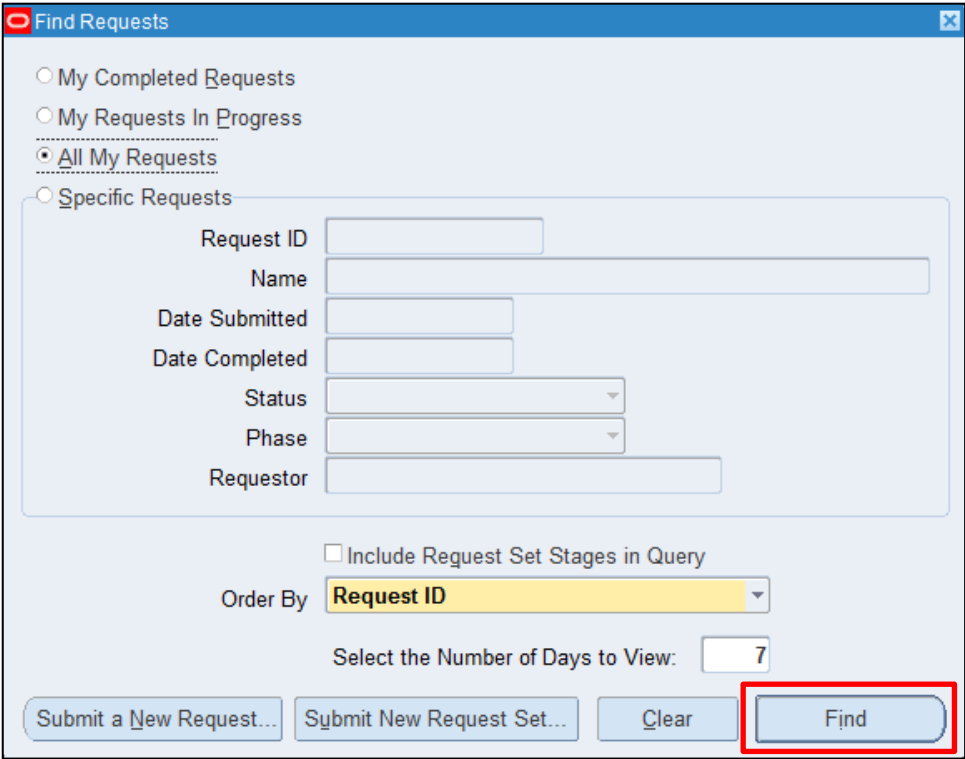| Layout	UP_ABSTRACT_QUOT
Notify	
Print to	noprint

Options...

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*.

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

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

☑ Auto Refresh (K)

Copy Single Request   Copy Request Set...

Request ID	Name	Parent	Phase	Status	Parameters
5962223	UP Abstract of Quotation		Completed	Normal	276, 17, ████████, h
5962104	UP Abstract of Quotation		Completed	Normal	276, 17, ████████
5962073	UP Request for Quotation		Completed	Normal	276, 22378, 17, 124203, , 30,
5962072	UP Request for Quotation		Completed	Normal	276, 22378, 17, 125204, , 30,

Hold Request	View Details...	Rerun Request	View Output
Cancel Request	Diagnostics		View Log... (J)

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

Then, click *View Output*.

Expected Result:

UNIVERSITY OF THE PHILIPPINES
SYSTEM
Diliman, Quezon City, Metro Manila, NCR
TIN: 000-864-006-00000

Abstract of Quotation

Description:	RFQ FOR PR 5254 NON-COMMON USE ITEMS(Q1-2021)- UP ITDC	
Unit:	UPS UP INFORMATION TECHNOLOGY DEVELOPMENT CENTER-SA03013001	
Date Opened:	03-FEB-2021	
Date Closed:	01-MAR-2021	

Total Approved Budget (ABC):	700000.00
PR No.:	5254
Approved Mode of Procurement:	Shopping
RFQ No.:	17
Fund Code:	01

ITEM NO.	QTY	UOM	ITEM DESCRIPTION	ABC PER ITEM	AMOUNT	OFFICE WAREHOUSE, INC. Unit Price	Total	Remarks	OFFICE WAREHOUSE, INC. BANAWE COMPUTER SQUARE Unit Price	Total	Remarks	C-E COMPUTER TRADING Unit Price	Total	Remarks
1	20	PC	COMPUTER TABLE	1500.00	30000.00	1400.00	28000.00		2600.00	52000.00		1300.00	26000.00	
2	20	PC	DESKTOP COMPUTER 3.6GHZ PROCESSOR 4GB MEMORY 1TB HDD DVD RWUSB 2.0/3.0 18" DISPLAY WIRELESS KEYBOARD/MOUSE	35000.00	700000.00	33500.00	670000.00		63500.00	1270000.00		32000.00	640000.00	
					730000.00		698000.00			1322000.00			666000.00	

Report generated with UP eBusiness Suite Release 1.0 on February 4, 2021 9:48:14

276-22378-5962223

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UNIVERSITY OF THE PHILIPPINES
SYSTEM
Diliman, Quezon City, Metro Manila, NCR
TIN: 000-864-006-00000

Abstract of Quotation

Prepared by:	JUAN R. DELA CRUZ	Type of Award:	ITEMIZED	Approved By:
		Delivery Term:	30	
Evaluated by TWG (if necessary):		Action		
	Signature over printed name	Awarded to:		
Bids and Award Committee:				

Report generated with **UP eBusiness Suite Release 1.0** on **February 4, 2021 9:48:14**

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