



University of the Philippines



SPCMIS

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



Generation of Annual Procurement Plan (Non-Common Use)



SPCMIS User Manual

Purchasing

Author: Mico Alfred Puño
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Plan (Non-Common-Use)
Version: 1.2

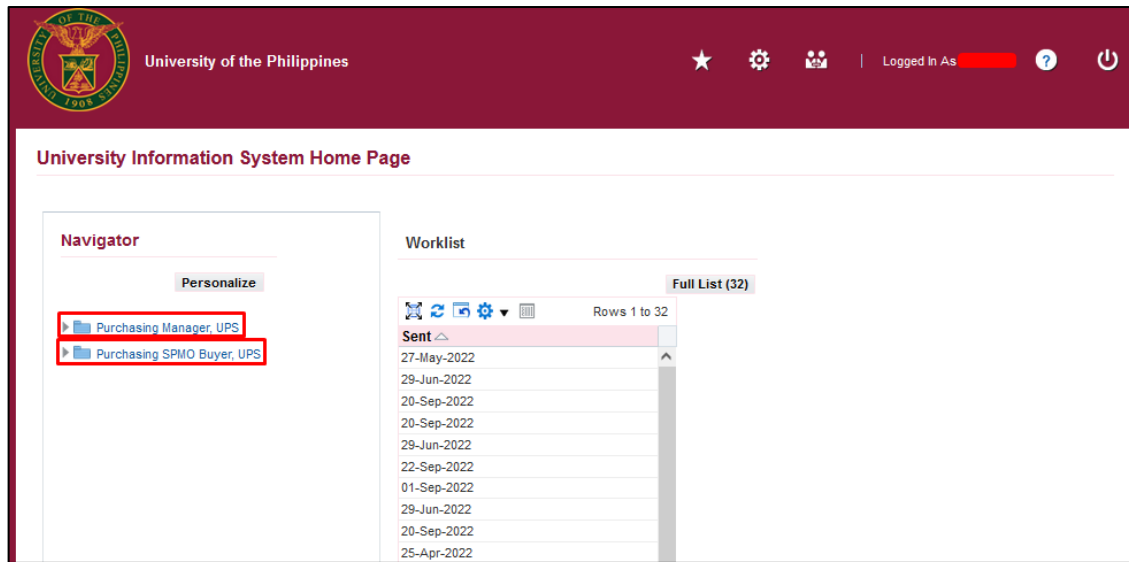
1. DOCUMENT CONTROL

1.1 Change Record

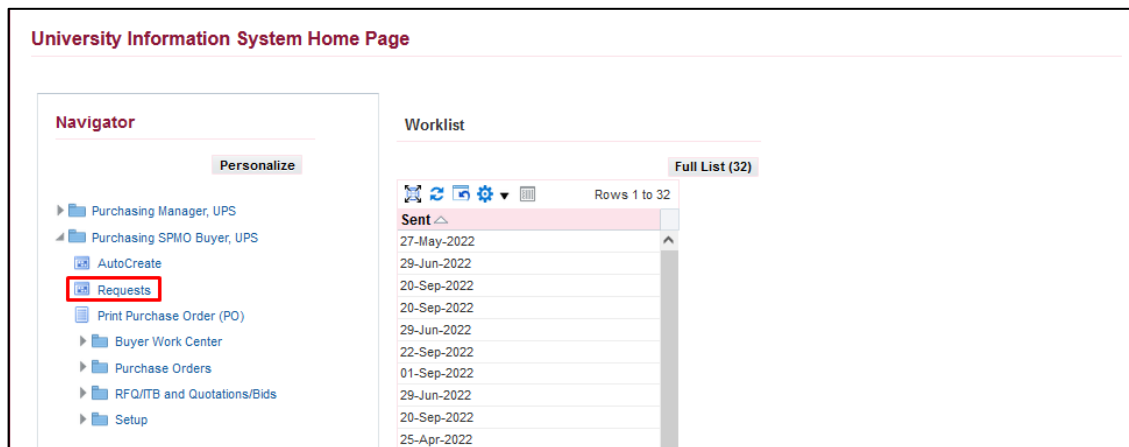
Date	Author	Version	Change Reference
27 October 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial
17 July 2020	Riza Nequias	1.1	Updated Screenshots and Steps
23 September 2022	Mico Alfred Puño	1.2	Updated screenshots and included new parameters in Step 8

2. Description

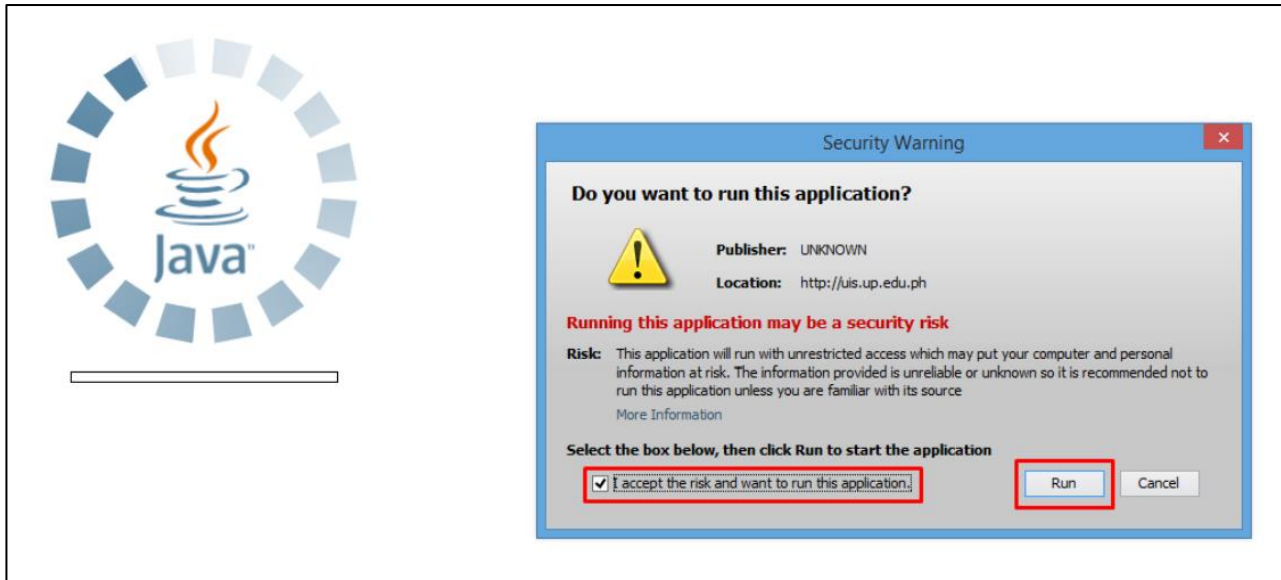
Manual ID	
Manual Name	Generation of Annual Procurement Plan (Non-Common Use)
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchasing
Purpose	To generate a report that consolidates all approved PPMPs
Data Requirement	Need by Year
Dependencies	Fully approved PPMPs in the system
Scenario	After end-users submit and have their PPMPs approved in UIS, the SPMO or Procurement Office will generate a UP Annual Procurement Plan (Non-Common Use) for the CU.
Author	Mico Alfred Puño



Step 3. On Main Menu, select **Purchasing Manager, <CU>** or **Purchasing SPMO Buyer, <CU>**.



Step 4. Click **Request**.



Step 5. Java application will launch with **Security Warning**, Tick the checkbox and click **Run**.

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request Submit New Request Set Clear Find

Step 6. *Find Requests* window will appear, click **Submit a New Request**.

The screenshot shows a 'Submit Request' dialog box with the following fields and buttons:

- Run this Request:** Name (highlighted in yellow, with an ellipsis button circled in red and a red arrow pointing to it), Operating Unit, Parameters, Language, Copy button, Language Settings button, Debug Options button.
- At these Times:** Run the Job (set to 'As Soon as Possible'), Schedule button.
- Upon Completion:** Save all Output Files, Byrst Output, Layout, Notify, Print to, Options button, Delivery Opts button.
- Bottom:** Help (C) button, Submit button, Cancel button.

Step 7. On the Name Field, click the ellipsis (...) to search for **UP Annual Procurement Plan (Non-Common Use)**

You may type **UP%Annual%(Non%Common** then press **Tab** on the keyboard.

Step 8. Enter report **parameters**.

Parameters

Creation Start Date

Creation End Date

Need by Year

Source of fund

Mode of Procurement

Submitted by

Position

Certified Funds Availability

Position

Approved By

Position

Is this an Early Procurement Activity?

Sort by

Ascending or Descending?

OK Cancel Clear Help

You may refer to the table on this page for the parameter descriptions.

Parameter / Field Name	Description	Remarks
Creation Start and End Date	Creation start and end date of PPMP	Date format: (DD-MMM-YYYY)
Need by Year	Year for which the plan is being prepared	Date format: (DD-MMM-YYYY) Any day within the year
Source of Fund	Filters the content of the report based on the selected source of fund	List of Values
Mode of Procurement	Filters the content of the report based on the selected mode of procurement	List of Values
Submitted By	Full name of the originator	List of Values
Position	Position of the originator	List of Values
Certify Funds Availability	Full Name of Accounting / Budget Office Head	List of Values
Position	Signatory's Position	List of Values
Approved By	Approver's Full Name	List of Values
Position	Approver's Position	List of Values
Is this an Early Procurement Activity?	Filters the contents of the report based EPA response	List of Values
Sort by	Sorting key to be used	List of Values
Ascending or Descending?	Sorting order based on selected sorting key	List of Values

Parameters

Creation Start Date 01-JAN-2022

Creation End Date 23-SEP-2022

Need by Year 2022

Source of fund

Mode of Procurement

Submitted by

Position Junior ICT Assistant

Certified Funds Availability

Position Director II

Approved By

Position Director II

Is this an Early Procurement Activity? YES

Sort by "PMO/End-User" Sort by PMO/End-User

Ascending or Descending? ASC Ascending

OK Cancel Clear Help

Step 9. After filling-out the form, click **OK**.

Submit Request

Run this Request

Copy

Name UP Annual Procurement Plan (Non-Common Use)

Operating Unit

Parameters 01-JAN-2022:23-SEP-2022:2022::

Language American English

Language Settings Debug Options

At these Times

Run the Job As Soon as Possible Schedule

Upon Completion

Save all Output Files Byrst Output

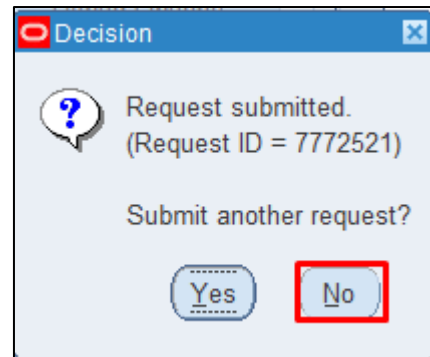
Layout RTF_APP_NCT Options

Notify

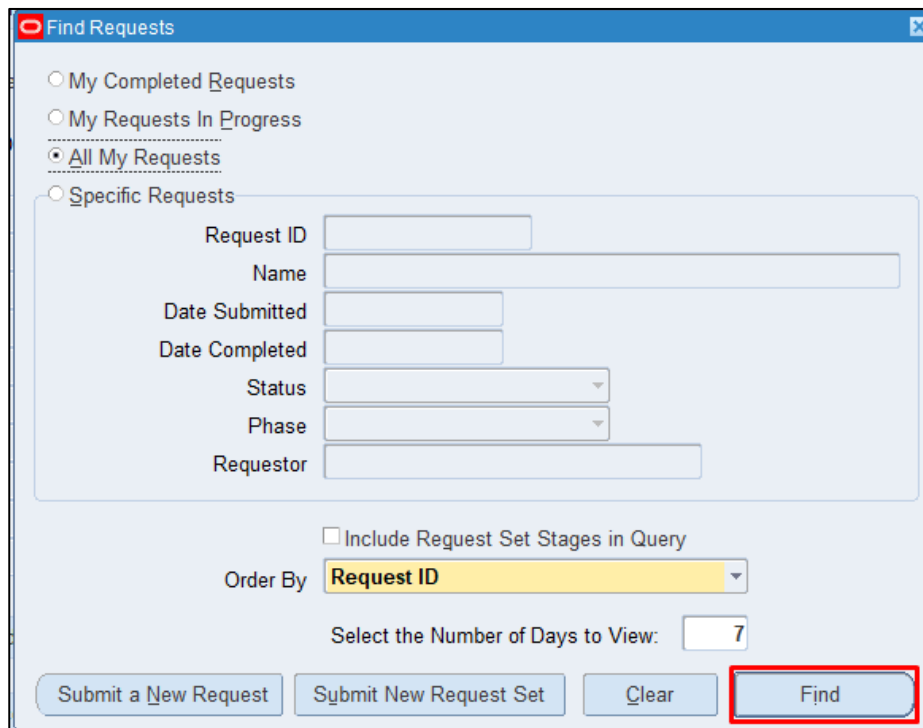
Print to noprint Delivery Opts

Help (C) Submit Cancel

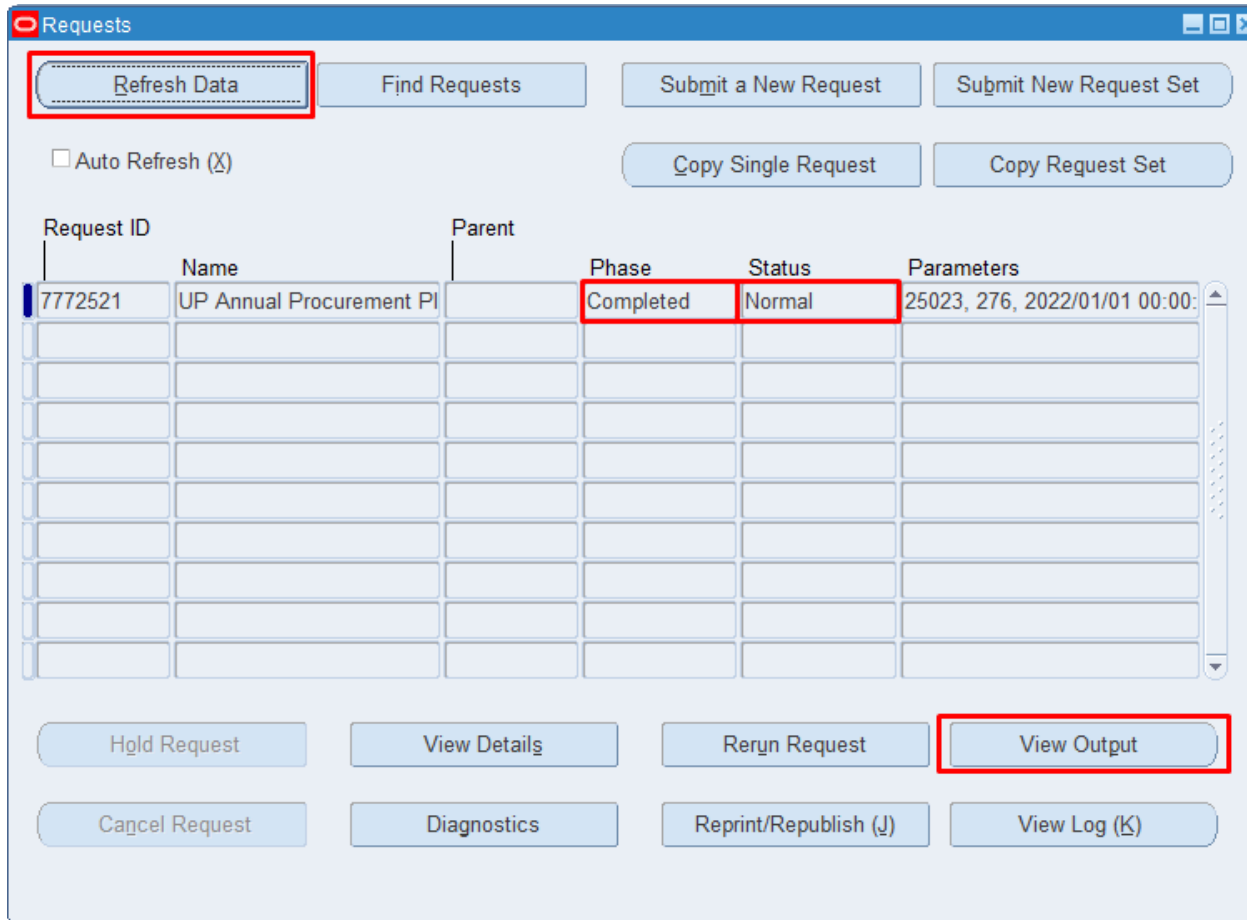
Step 10. You will be redirected back to the **Submit Request** window, click **Submit**.



Step 11. On the decision to submit another request, click **No**.




Step 12. On the **Find Requests** window, click **Find**.



Step 13. 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: [REDACTED]
ANNUAL PROCUREMENT PLAN 2022

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
					Advs/Post of IB/RE	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10347-2468	Item3	[REDACTED]	YES	Competitive Bidding					01 - General Fund	20,000.00	0.00	20,000.00	TEST description 3
10347-1234	Item1	[REDACTED]	YES	Competitive Bidding					01 - General Fund	4,000.00	4,000.00	0.00	TEST information 1
10347-13679	Item2	[REDACTED]	YES	Direct Contracting					01 - General Fund	2,700.00	2,700.00	0.00	TEST Description 2
Total Amount										29,700.00	6,700.00	20,000.00	

Submitted by:

[REDACTED]

Junior ICT Assistant

Certified Appropriate Funds Available:

[REDACTED]


Director II

Approved by:

[REDACTED]

Director II

2/8-25/23-1772539
Report generated with U* eBusiness Suite Release 12.0.0 on September 23, 2022 14:48:25
Page 1 of 2



**UNIVERSITY OF THE PHILIPPINES
SYSTEM**
Diliman, Quezon City, Metro Manila, NCR
TIN: [REDACTED]

Summary

	1Q	2Q	3Q	4Q	Total
Fund - 101	0.00	0.00	26,700.00	0.00	26,700.00
Fund - 184	0.00	0.00	75,500.00	0.00	75,500.00
Total	0.00	0.00	102,200.00	0.00	102,200.00

276-25025-7772539 Report generated with U*Business Suite Release 12.0 on September 23, 2022 14:48:26 Page 2 of 2

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