



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

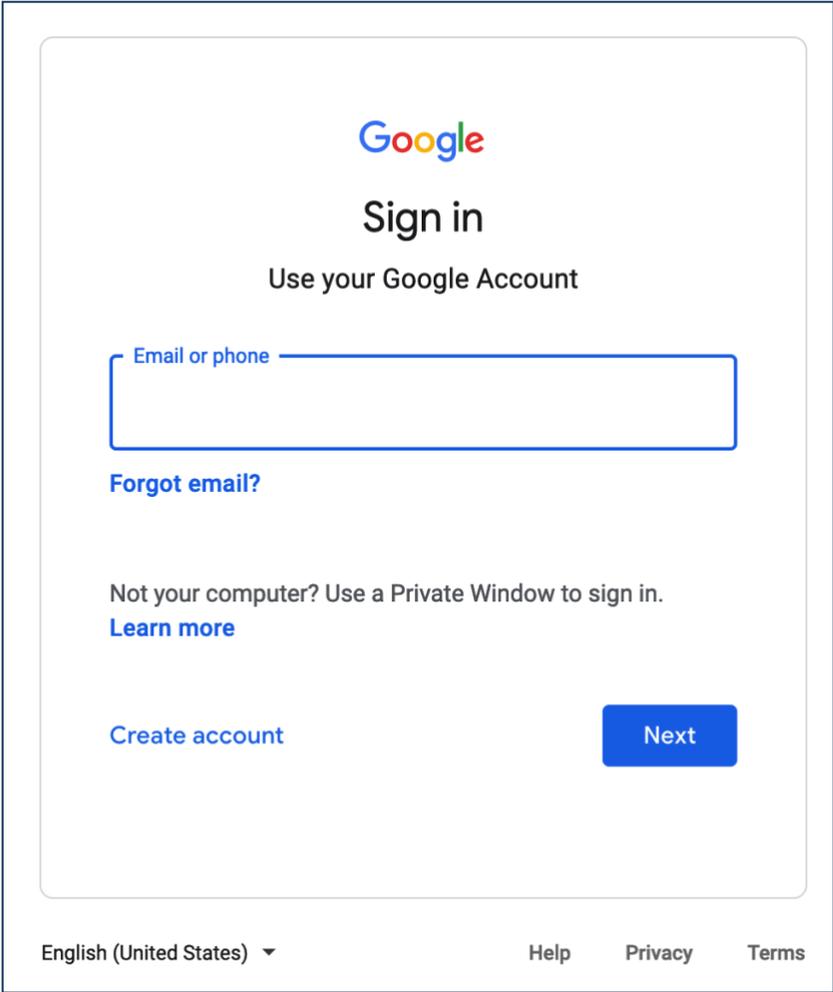
1. DOCUMENT CONTROL

1.1 Change Record

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

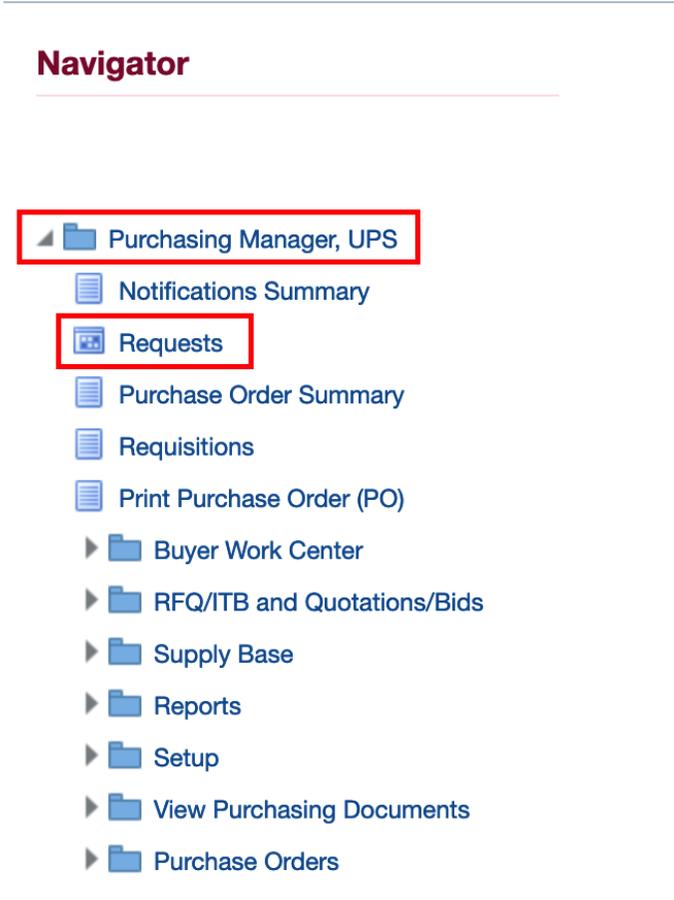
2. Description

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



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

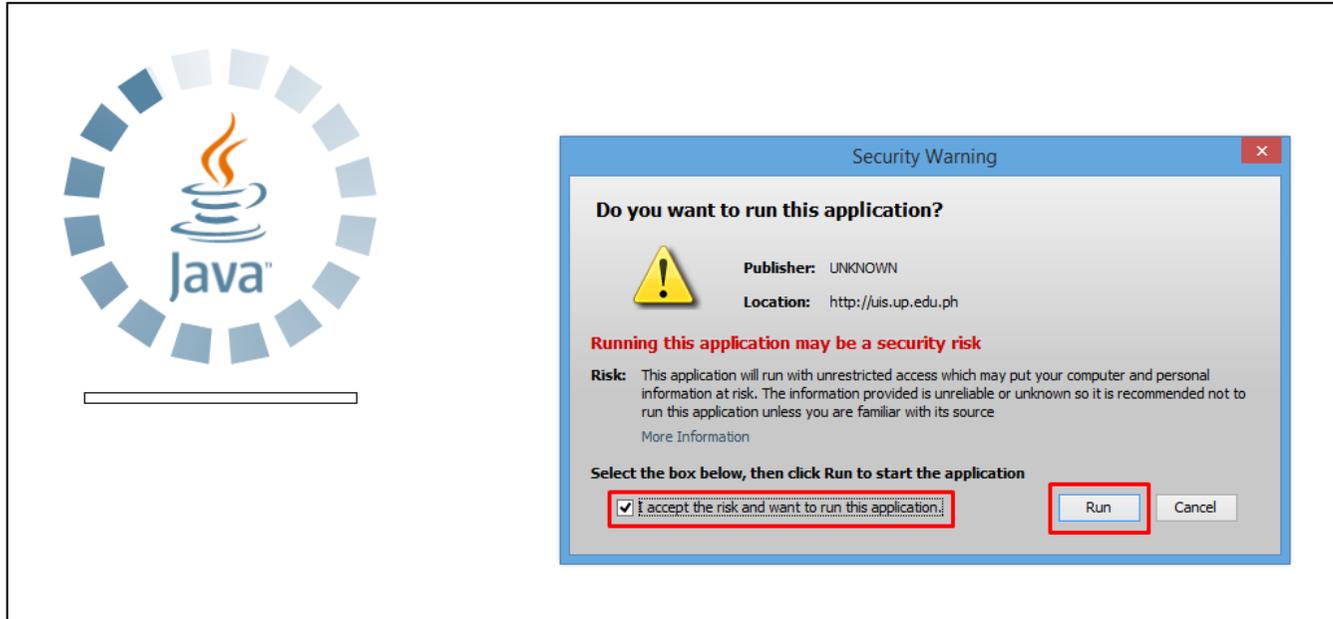
Step 2. Log-in your **UP Mail** credentials (e.g. *username* and *password*)



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**

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

Select the Number of Days to View:

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

Click **Submit a New Request**.

Submit Request

Run this Request

Name

Operating Unit

Parameters

Language

At these Times

Run the Job

Upon Completion

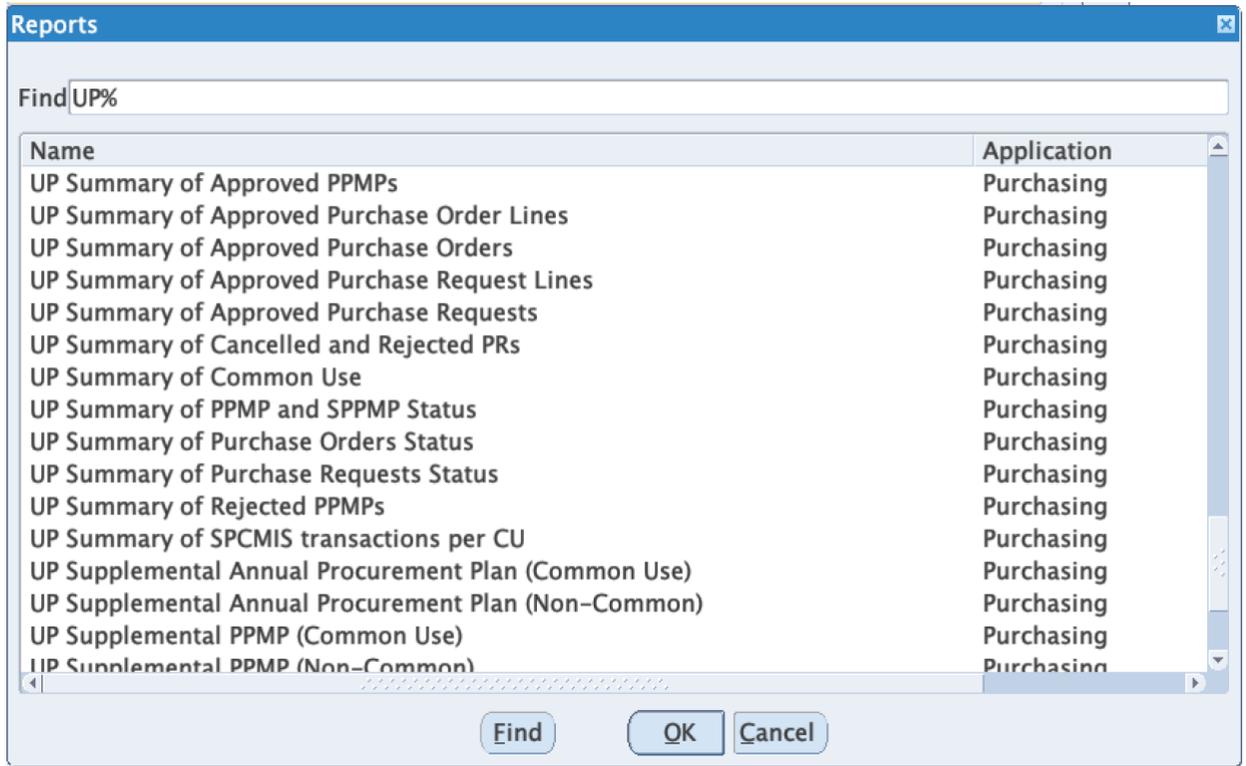
Save all Output Files Burst Output

Layout

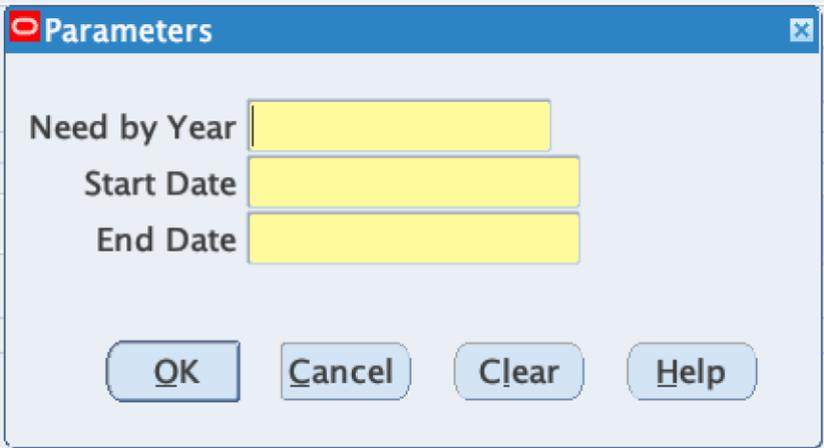
Notify

Print to

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**.



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

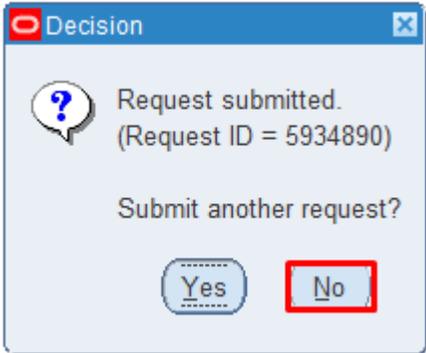
Notify

Print to noprint Delivery Opts

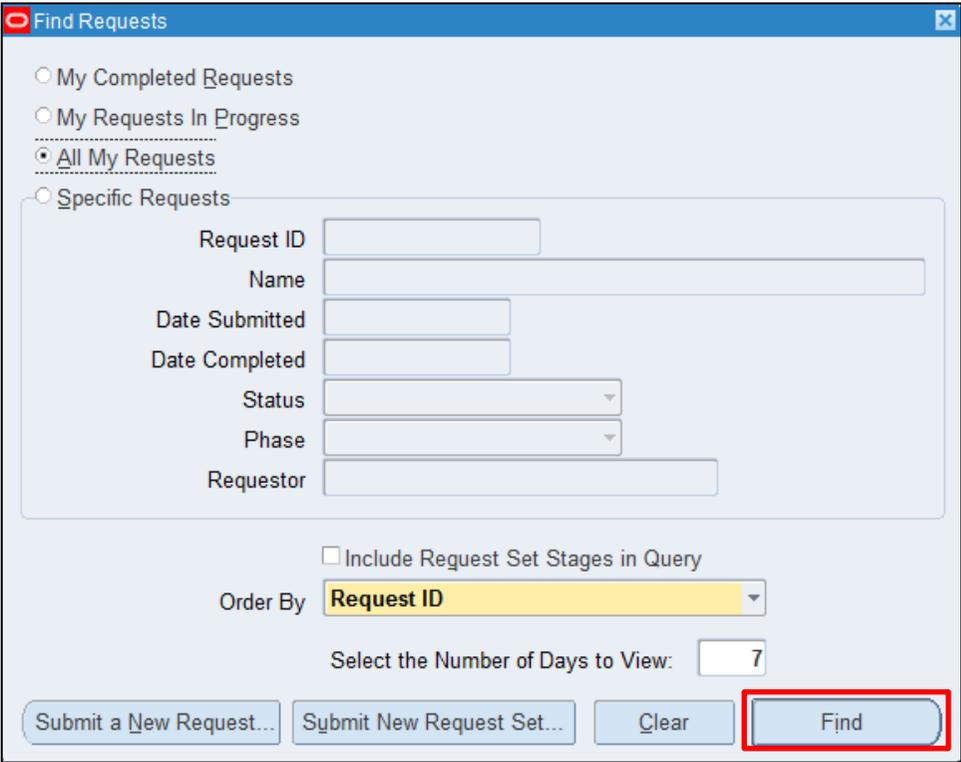
Help (C) Submit Cancel

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

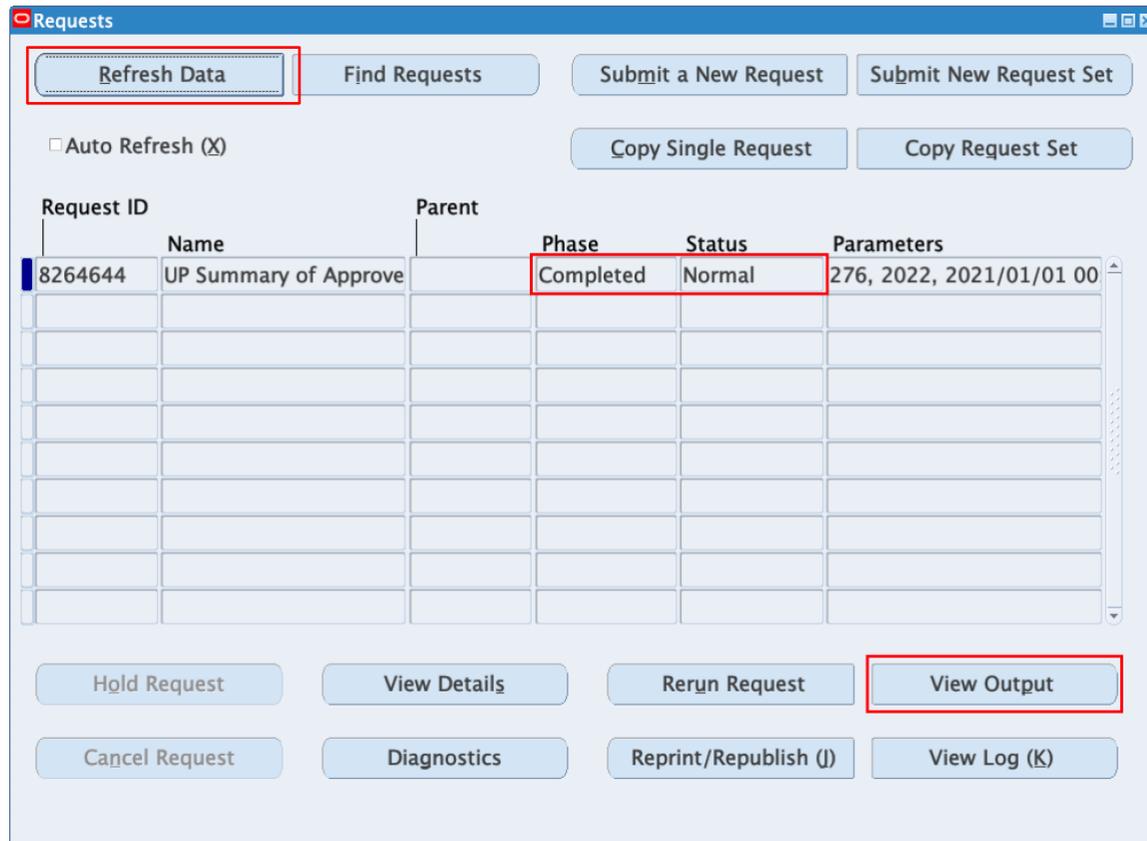
Click **Submit**.



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



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



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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