



University of the Philippines

SPCMIS

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





Generation of PO



SPCMIS User Manual

iProcurement

Author:

Creation Date:

Last Updated:

Document Ref:

Version:

Approvals:

Recommending Approval:

Approved by:

Generation of PO

File Ref: ITDC – [SPCMIS] – UG [Generation of PO] – [20170208] (v.3)

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
31 January 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial Issue and review
28 October 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update
08 February 2017	Reah Mae Supnet, Carlo Evangelista & Emmanuel Lim	3.0	Update

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2. Description

Script ID	UGSP070330
Script Name	Generate PO
Information System	Supplies, Property and Campus Management Information System
Functional Domain	Purchasing
Purpose	
Data Requirement	
Dependencies	
Scenario	
Author	Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet, Carlo Evangelista & Emmanuel Lim

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Oracle Applications Home Page

Main Menu

[Inventory Manager, UPS](#)

[Procurement Requester, UPS](#)

[Purchasing Buyer, UPS](#)

[Purchasing Manager, UPS](#)

Worklist

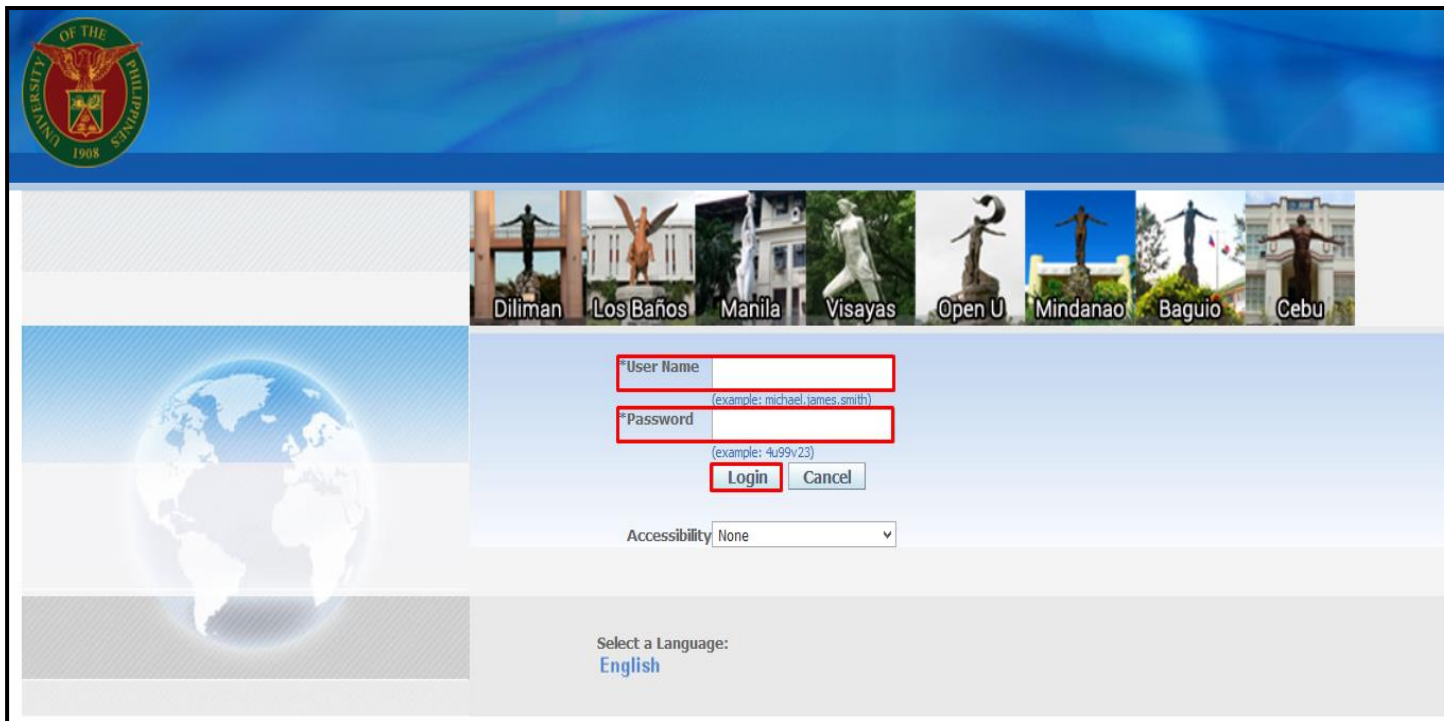
From	Type	Subject	Sent	Due
Sanchez, Susan	PO Approval	Agency Procurement Request 28 has been approved...	10-Nov-2014	
Sanchez, Susan	PO Approval	Agency Procurement Request 6 has been approved...	19-Nov-2014	
Martillo, Wilfredo	PO Approval	Standard Purchase Order 15 has been approved...	29-Oct-2014	
Martillo, Wilfredo	PO Approval	Agency Procurement Request 14 has been approved...	29-Oct-2014	
Martillo, Wilfredo	PO Approval	Agency Procurement Request 7 has been approved...	29-Oct-2014	
	PO Approval	No approver was found for Agency Procurement Request 5...	28-Oct-2014	
Martillo, Wilfredo	PO Approval	Agency Procurement Request 10 has been approved...	28-Oct-2014	
	PO Approval	No approver was found for Agency Procurement Request 2...	28-Oct-2014	
	PO Approval	No approver was found for Standard Purchase Order 4...	28-Oct-2014	
Sanchez, Susan	PO Approval	Standard Purchase Order 33 has been approved...	19-Nov-2014	
Sanchez, Susan	PO Approval	Standard Purchase Order 26 has been approved...	10-Nov-2014	
Bagus, Isagani	Requisition	Purchase Requisition 24 has been approved...	28-Oct-2014	
Bagus, Isagani	Requisition	Purchase Requisition 25 has been approved...	28-Oct-2014	
Bagus, Isagani	Requisition	Purchase Requisition 26 has been approved...	28-Oct-2014	
Bagus, Isagani	Requisition	Purchase Requisition 37 has been approved...	07-Nov-2014	
Bagus, Isagani	Requisition	Purchase Requisition 12 has been approved...	28-Oct-2014	
Bagus, Isagani	Requisition	Purchase Requisition 16 has been approved...	28-Oct-2014	

☒ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
☒ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

NOTE: After receiving the notification of the approved PO, take note of the PO No.

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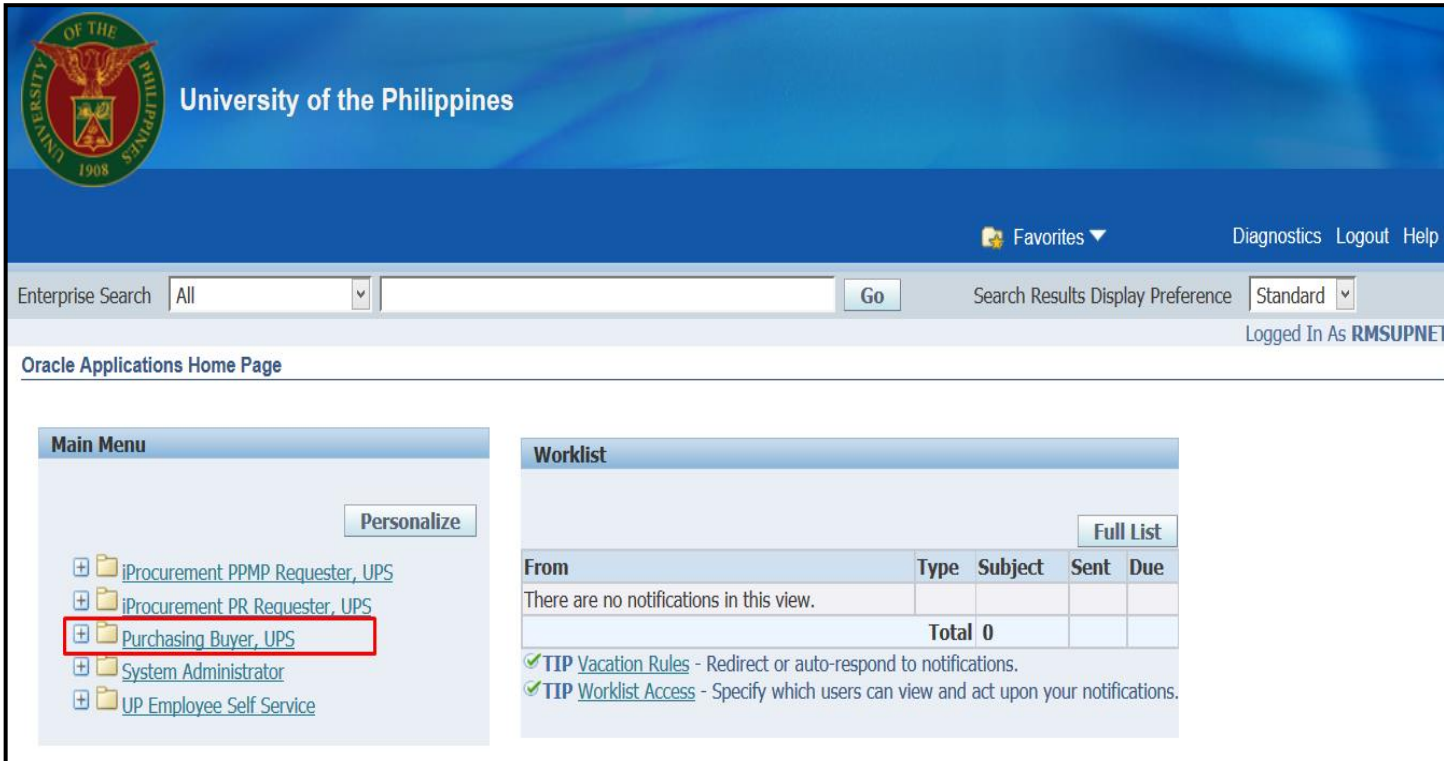


STEP 1. Go to uis.up.edu.ph

STEP 2. Log-in your credentials (Username and Password)

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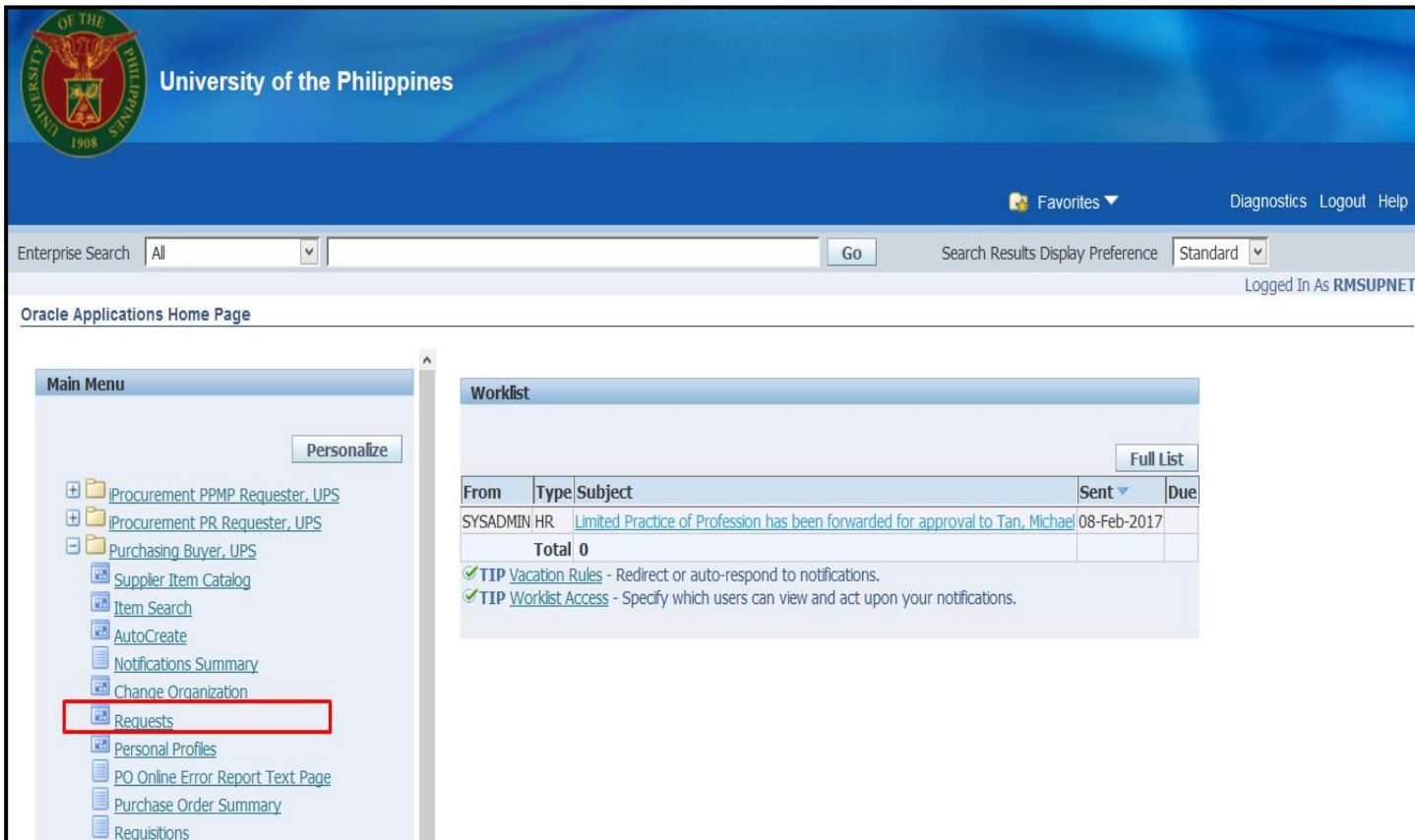


The screenshot shows the Oracle Applications Home Page for the University of the Philippines. The header includes the university logo and name. The navigation bar contains links for Favorites, Diagnostics, Logout, and Help. Below the header is an Enterprise Search bar with a dropdown menu set to 'All' and a 'Go' button. To the right of the search bar is a 'Search Results Display Preference' dropdown set to 'Standard'. The user is logged in as 'RMSUPNET'. The main content area is divided into two sections: 'Main Menu' and 'Worklist'. The 'Main Menu' section has a 'Personalize' button and a list of menu items: 'iProcurement PPMP Requester, UPS', 'iProcurement PR Requester, UPS', 'Purchasing Buyer, UPS' (highlighted with a red box), 'System Administrator', and 'UP Employee Self Service'. The 'Worklist' section has a 'Full List' button and a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. The table is currently empty, showing 'There are no notifications in this view.' and a 'Total 0'.

STEP 3. In the **Main Menu**, select **Purchasing Buyer, UP**

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STEP 4. Select *Requests*


The screenshot displays the Oracle Applications Home Page for the University of the Philippines. The interface includes a top navigation bar with the university logo, search functionality, and user status. The 'Main Menu' on the left lists various system functions, with 'Requests' highlighted by a red rectangle. The 'Worklist' section on the right shows a table of notifications and tips.

Enterprise Search: All [Go] Search Results Display Preference: Standard [v]

Logged In As **RMSUPNET**

Oracle Applications Home Page

Main Menu

- Personalize
- Procurement PPMP Requester, UPS
- Procurement PR Requester, UPS
- Purchasing Buyer, UPS
- Supplier Item Catalog
- Item Search
- AutoCreate
- Notifications Summary
- Change Organization
- Requests**
- Personal Profiles
- PO Online Error Report Text Page
- Purchase Order Summary
- Requisitions

Worklist

Full List

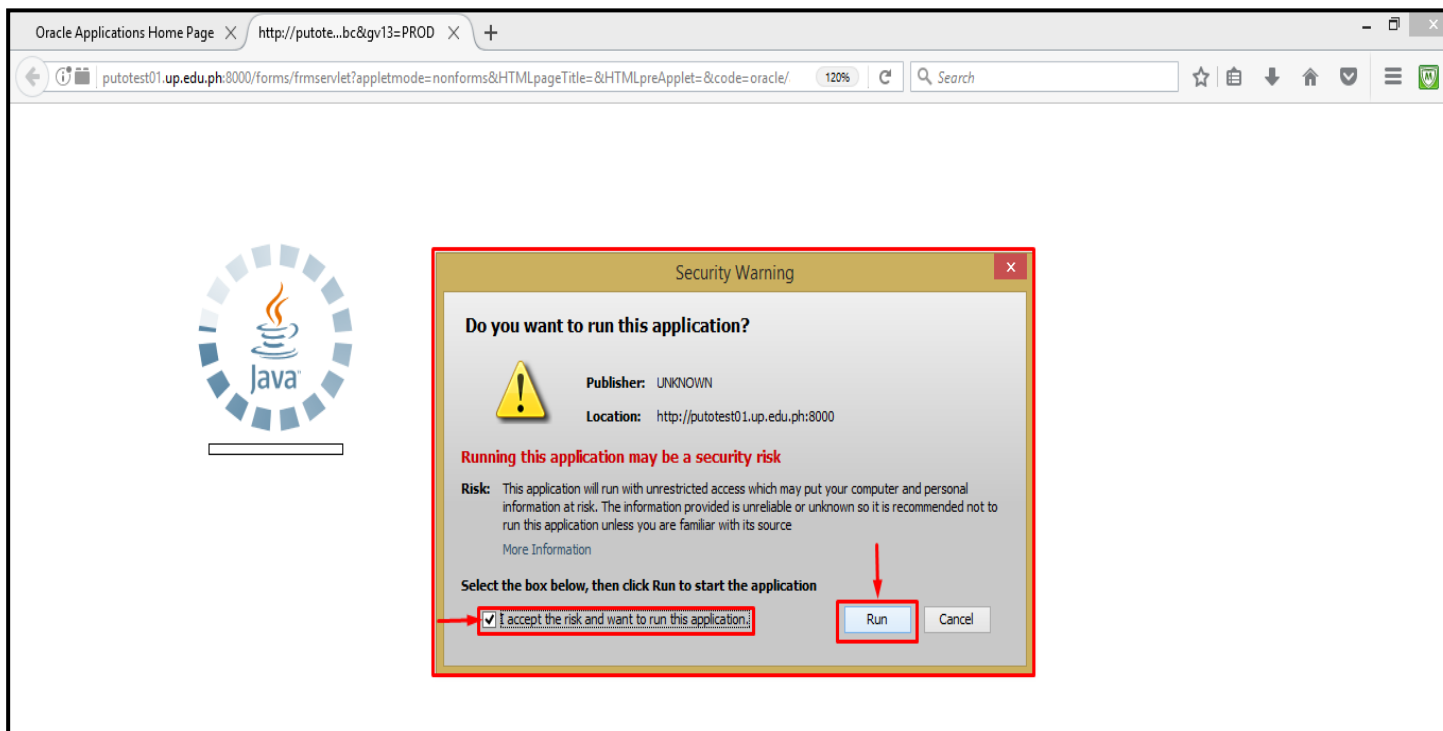
From	Type	Subject	Sent	Due
SYSADMIN HR		Limited Practice of Profession has been forwarded for approval to Tan, Michael	08-Feb-2017	
Total		0		

✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.
 ✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

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STEP 5. Click the checkbox then click **Run**



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STEP 6. Find Requests page will appear. Click **Submit a New Request**

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**

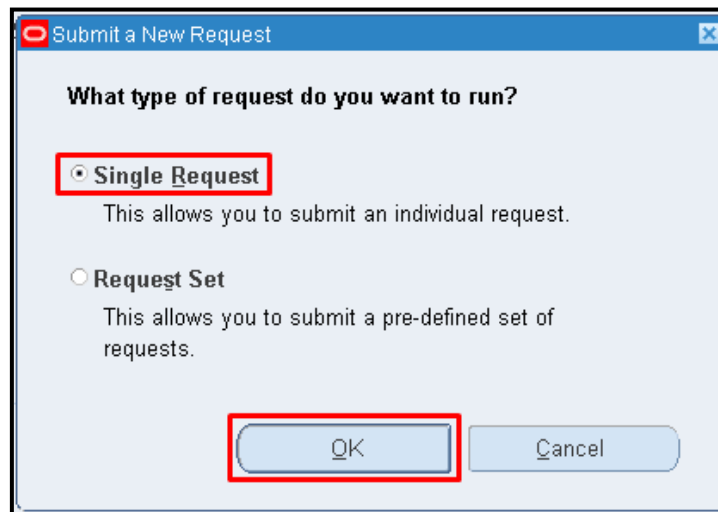
Select the Number of Days to View:

Submit a New Request...

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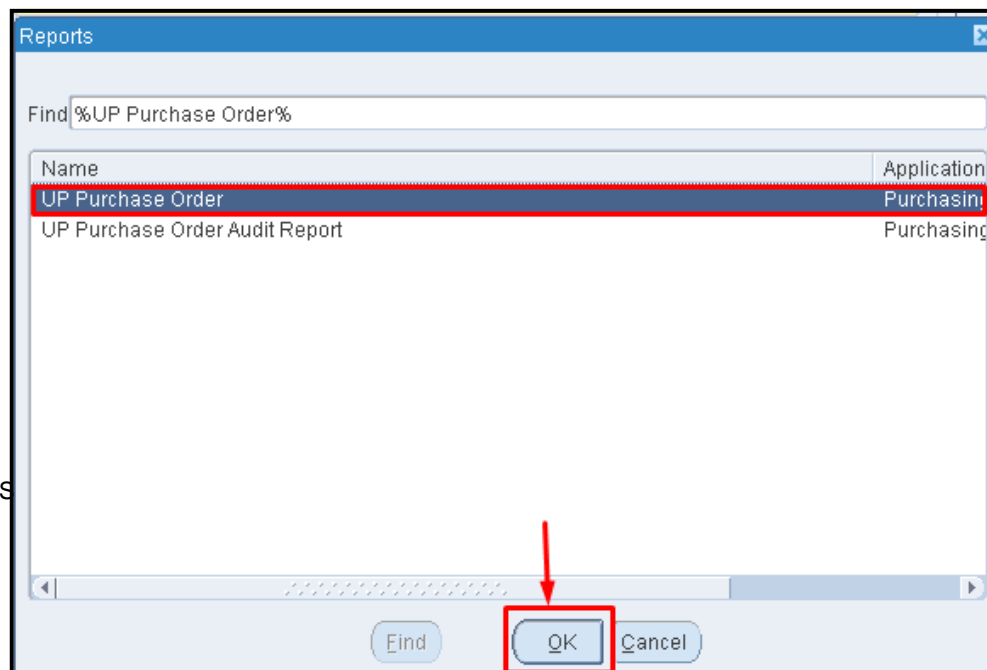
STEP 7. Submit a New Request
page will appear. Click **Single Request** then click **OK**



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STEP 9. Enter **%UP Purchase Order%** on **Name** field then click **Find**



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STEP 10. Parameters window will appear. Fill in the required fields.

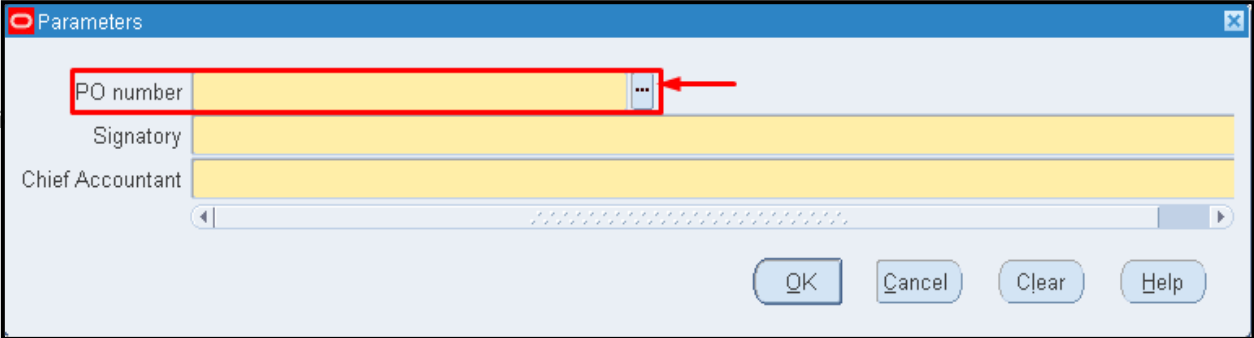
Generati
File Ref:

The image shows two overlapping windows from a software application. The top window, titled 'Submit Request', contains a section 'Run this Request...' with a 'Copy...' button. Below this are four input fields: 'Name' (containing 'UP Purchase Order'), 'Operating Unit' (empty), 'Parameters' (empty), and 'Language' (containing 'American English'). The bottom window, titled 'Parameters', is partially visible and contains three input fields: 'PO number' (empty), 'Signatory' (empty), and 'Chief Accountant' (empty). The 'Parameters' window is highlighted with a red border.

To enter **PO Number** click ellipsis.

Enter the **PO no.** then click **Find**,
Click on the number then click **OK**

Generat
File Ref:



Parameters

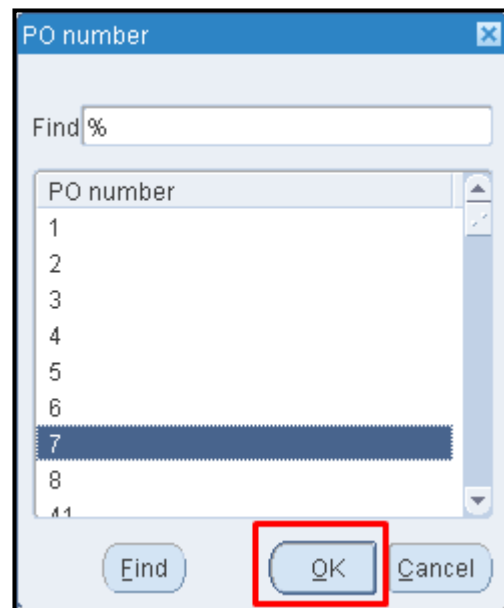
PO number

Signatory

Chief Accountant

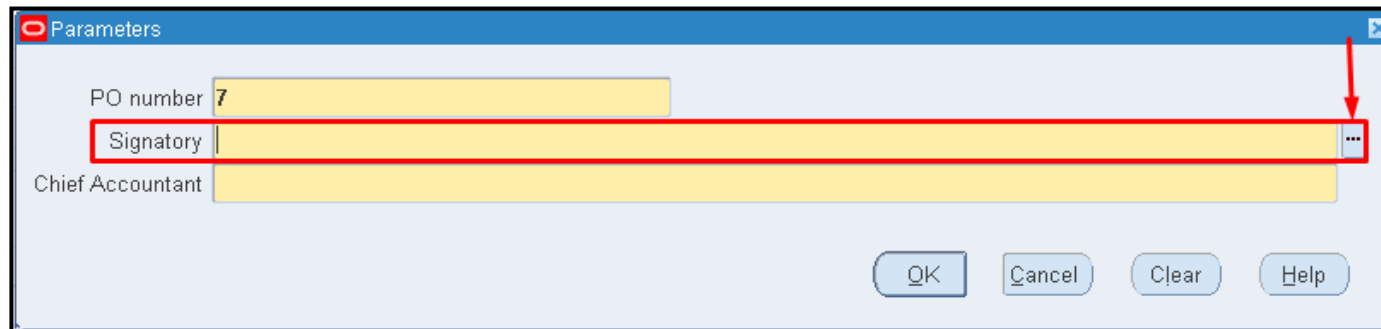
OK Cancel Clear Help

To enter the **Signatory**, click ellipsis



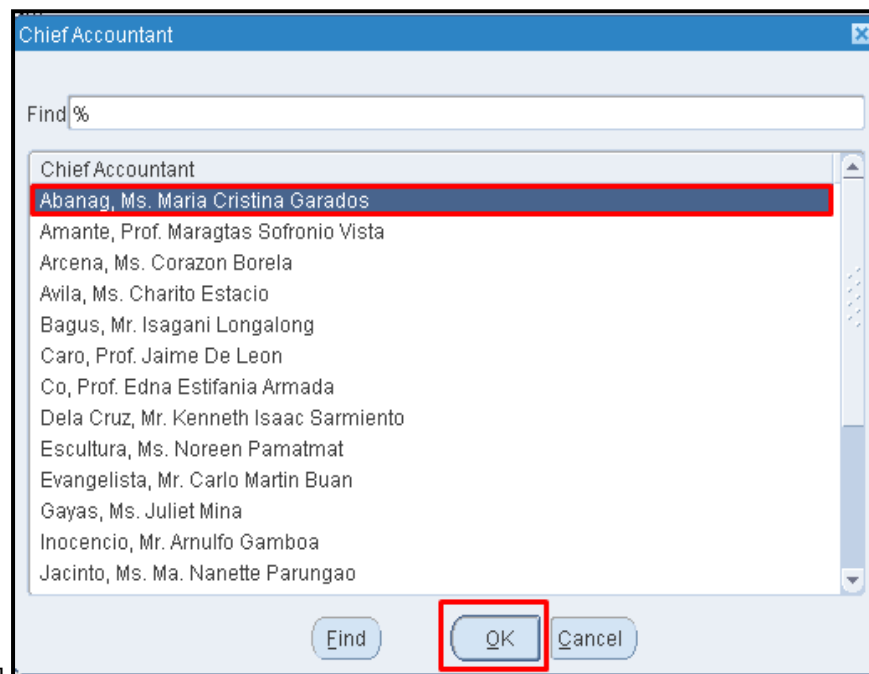
Select Name from the list and click **OK** button

To enter **Chief Accountant**,
click **ellipsis (...)**



The 'Parameters' dialog box contains three input fields: 'PO number' with the value '7', 'Signatory', and 'Chief Accountant'. The 'Signatory' field is highlighted with a red rectangle, and a red arrow points to the ellipsis (...) button at the end of this field. At the bottom of the dialog are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

Select Name from the list and
click **Ok** button

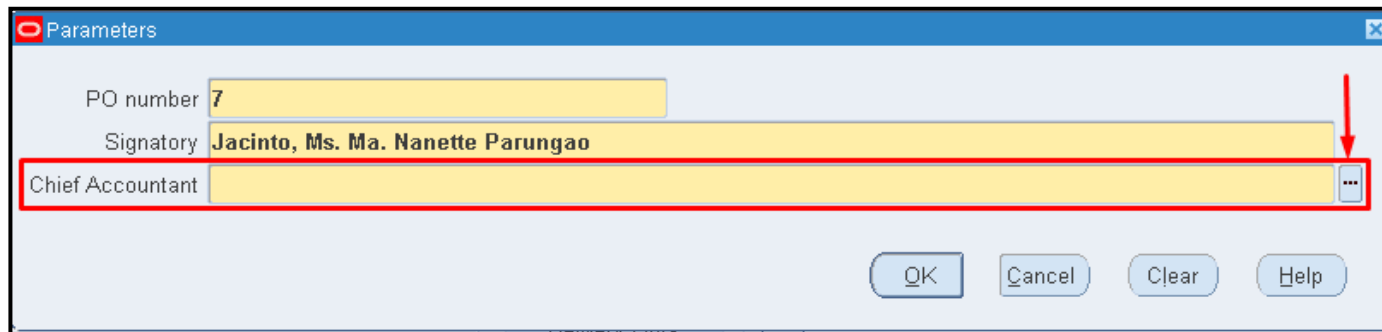


The 'Chief Accountant' selection dialog box features a 'Find %' search bar at the top. Below it is a list of names, with 'Abanag, Ms. Maria Cristina Garados' selected and highlighted by a red rectangle. The list includes: Amante, Prof. Maragtas Sofronio Vista; Arcena, Ms. Corazon Borela; Avila, Ms. Charito Estacio; Bagus, Mr. Isagani Longalong; Caro, Prof. Jaime De Leon; Co, Prof. Edna Estifania Armada; Dela Cruz, Mr. Kenneth Isaac Sarmiento; Escultura, Ms. Noreen Pamatmat; Evangelista, Mr. Carlo Martin Buan; Gayas, Ms. Juliet Mina; Inocencio, Mr. Arnulfo Gamboa; and Jacinto, Ms. Ma. Nanette Parungao. At the bottom are three buttons: 'Find', 'OK' (highlighted with a red rectangle), and 'Cancel'.

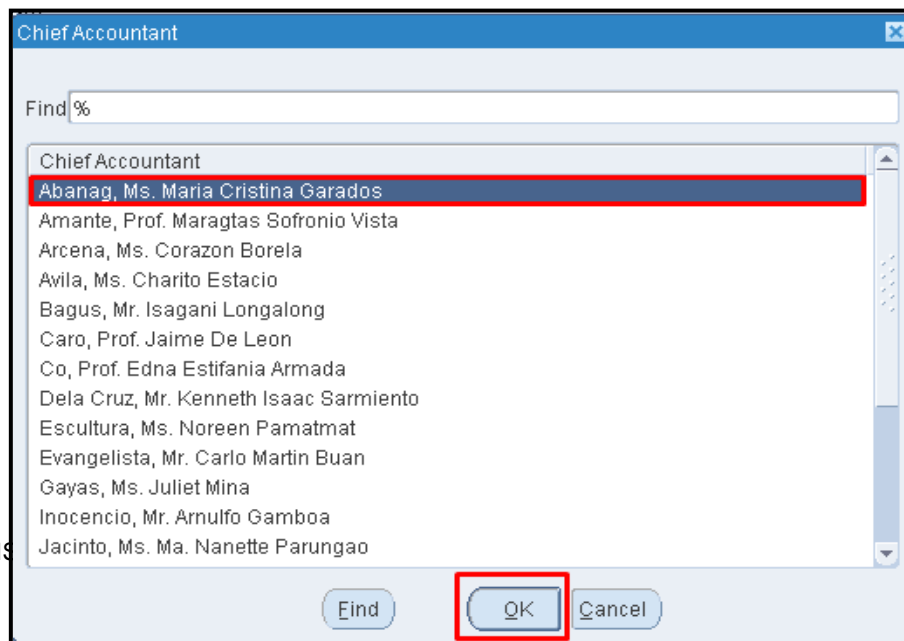
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STEP 11. Click **Submit** button



The 'Parameters' dialog box contains three input fields: 'PO number' with the value '7', 'Signatory' with the value 'Jacinto, Ms. Ma. Nanette Parungao', and 'Chief Accountant' which is currently empty. A red rectangle highlights the 'Chief Accountant' field, and a red arrow points to a small button with three dots at the right end of this field. At the bottom of the dialog are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.



The 'Chief Accountant' selection dialog box features a search bar at the top labeled 'Find %'. Below it is a list of names. The first item, 'Abanag, Ms. Maria Cristina Garados', is highlighted with a red background. Other names in the list include Amante, Prof. Maragtas Sofronio Vista; Arcena, Ms. Corazon Borela; Avila, Ms. Charito Estacio; Bagus, Mr. Isagani Longalong; Caro, Prof. Jaime De Leon; Co, Prof. Edna Estifania Armada; Dela Cruz, Mr. Kenneth Isaac Sarmiento; Escultura, Ms. Noreen Pamatmat; Evangelista, Mr. Carlo Martin Buan; Gayas, Ms. Juliet Mina; Inocencio, Mr. Arnulfo Gamboa; and Jacinto, Ms. Ma. Nanette Parungao. At the bottom are three buttons: 'Find', 'OK' (highlighted with a red rectangle), and 'Cancel'.

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STEP 12. Click **No**

STEP 13. Click **Find** button

Submit Request

Run this Request...

Copy...

Name UP Purchase Order

Operating Unit

Parameters 7:Jacinto, Ms. Ma. Nanette Parungao:Gayas, Ms. Juliet Mina

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

☒ Save all Output Files

Layout PO TEMPLATE Options...

Notify

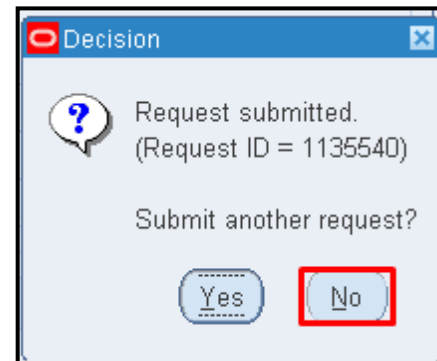
Print to noprint Delivery Opts

Help (C) Submit Cancel

Generatio

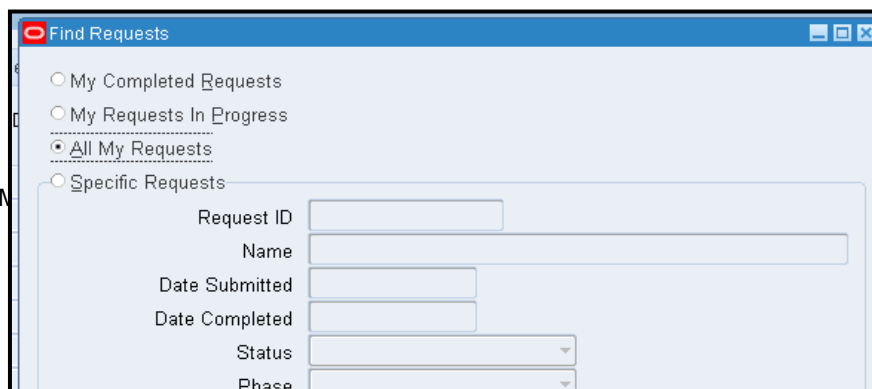
File Ref:

STEP 14. *Reports Window* will appear. Click **View Output** button



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Go back to the browser and print the **Purchase Order** pdf file

Result Information:

PO has been generated

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


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File Ref

The screenshot shows a window titled 'Requests' with a table of data. The table has columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted with a red box. Below the table, there are buttons for 'HOLD Request', 'View Details...', and 'View Output' (which is also highlighted with a red box).

Request ID	Name	Parent	Phase	Status	Parameters
1141233	UP Purchase Order		Completed	Normal	101, 3787, , 17
1141209	UP Agency Procurement R		Completed	Normal	101, 3787, 2004, Test, Test, T
1140290	UP Purchase Request		Completed	Normal	101, , , 12
1139962	PO Output for Communicat		Completed	Normal	R, , , , N, , , , View
1139894	UP Purchase Request		Completed	Normal	101, 3787, , 23
1137463	UP Abstract of Quotation		Completed	Normal	101, 10, 15205, 17797, 3787
1135540	UP Request for Quotation		Completed	Normal	101, 3787, 10,

HOLD Request View Details... View Output

Standard Form No. SPC-0005
Revised on: August 12, 2014

 **UNIVERSITY OF THE PHILIPPINES**
UP System
Diliman, Quezon City, PH
UP System Supply and Property Management Office

Supplier:	<u>PS-DBM</u>	PO No.	<u>33.0</u>	Date	<u>Nov. 12, 2014</u>
Address:	<u>Quezon City, Quezon City, PH</u>	PR No.	<u></u>	Date	<u></u>
Email Address:	<u></u>	MOP	<u></u>		
Telephone No:	<u></u>				
TIN:	<u></u>				

Gentlemen:

Please furnish this office the following articles subjects to the terms and conditions contained Herein:

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