



University of the Philippines



SPCMIS

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



Generation of UP Annual Procurement Plan for Goods



SPCMIS User Manual

iProcurement

Author:	Riza Nequias
Creation Date:	04 October 2019
Last Updated:	
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Version:	1.0

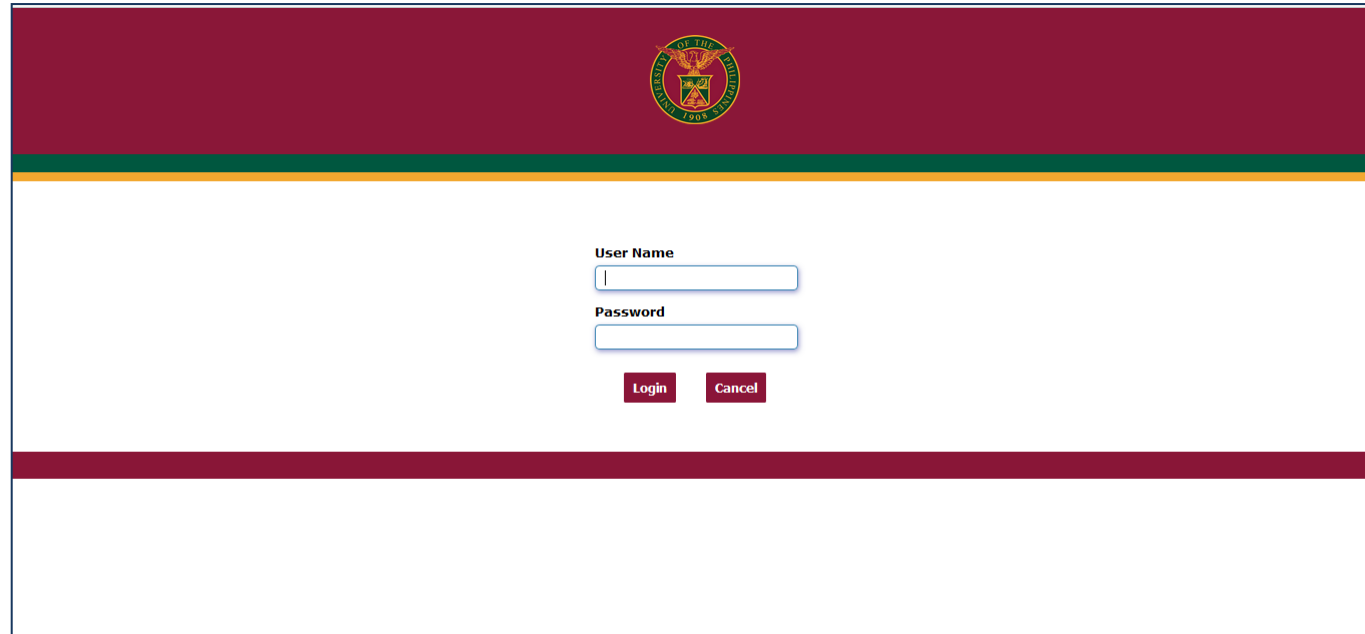
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
04 October, 2019	Riza Nequias	1.0	Initial

2. Description

Manual ID	
Manual Name	UP Annual Procurement Plan for Goods
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchasing Manager
Purpose	To generate a report that consolidates all approved PPMP line items with PhilGEPS categories under Goods
Data Requirement	Need-by-date of each PPMP line item
Dependencies	Fully approved PPMPs in the system Correct PhilGEPS categories identified with each PPMP line item
Scenario	After end-users submit and have their PPMPs approved in UIS, the SPMO or Procurement Office will generate a UP Annual Procurement Plan for Goods for the CU.
Author	Riza Nequias

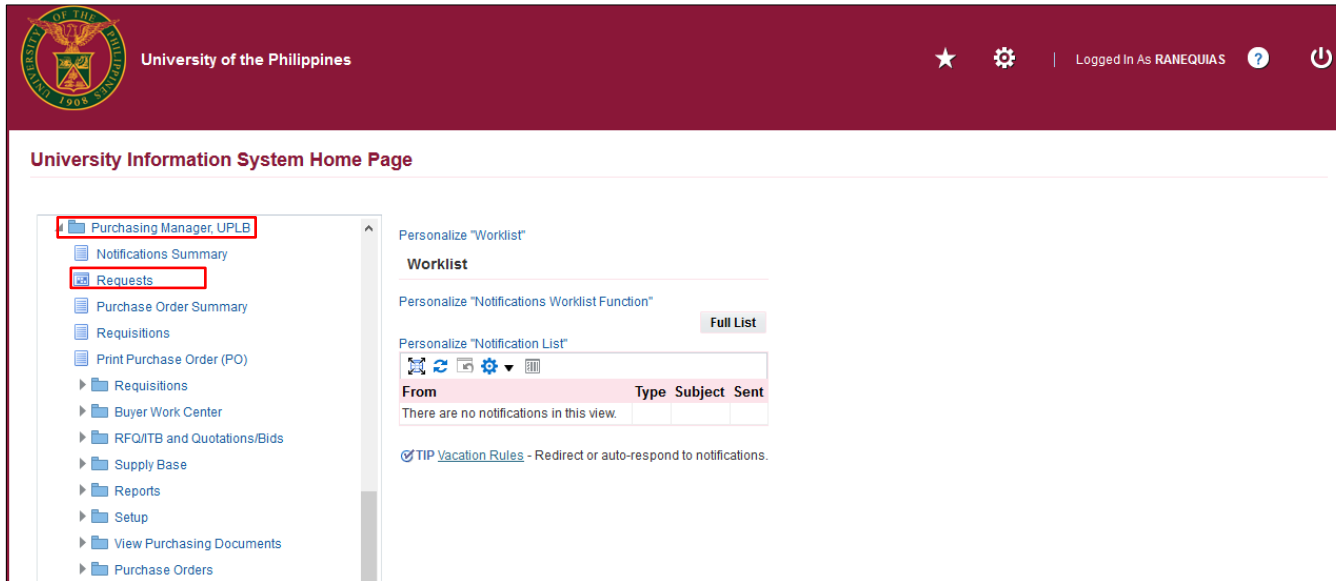


The screenshot shows a login interface with the following elements:

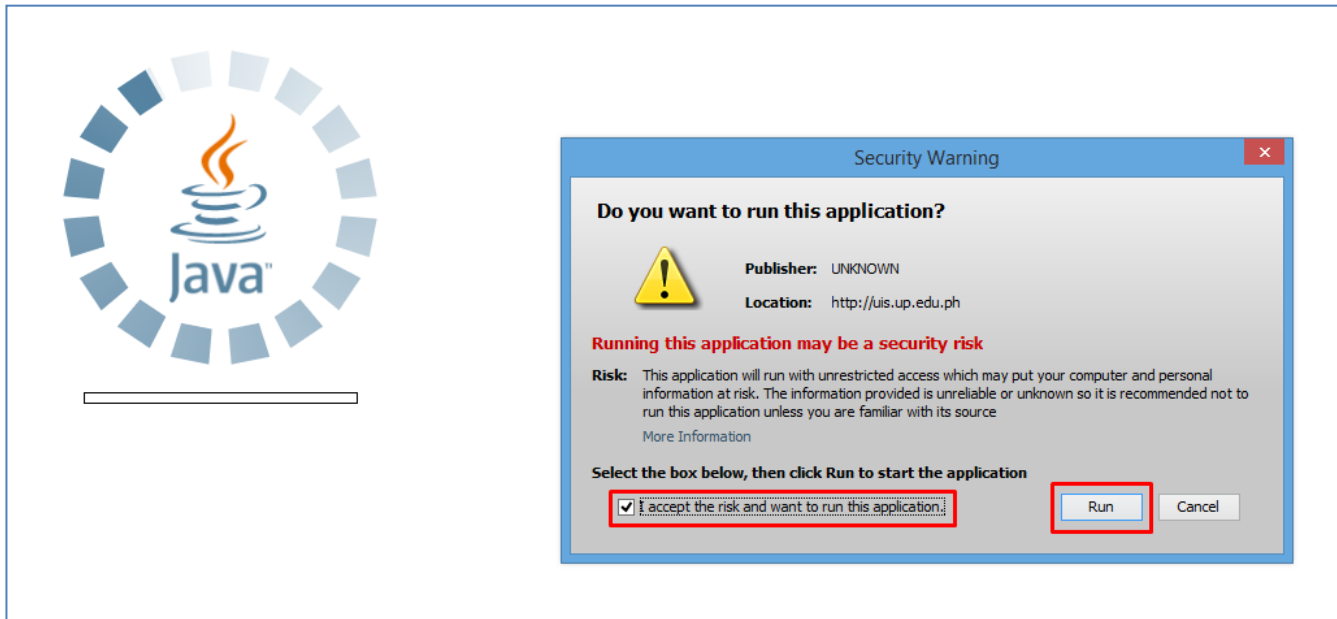
- Header: Maroon background with the University of the Philippines seal.
- Decorative bar: A thin green and yellow horizontal line.
- Form fields:
 - User Name**: A text input field.
 - Password**: A text input field.
- Buttons: **Login** and **Cancel** buttons.

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 Manager, <CU>***
Select ***Request***



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

Submit Request

Run this Request...

Name **UP Annual Procurement Plan for Goods** 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 Options...

Notify Delivery Opts

Print to

Help (C) Submit Cancel

Step 6. On the **Name** Field, click the **ellipsis (...)** to search for **UP Annual Procurement Plan for Goods**

You may type **UP%Annual %Goods** then press **Tab** on the keyboard.

The screenshot shows a 'Parameters' dialog box with the following fields:

- Creation Start Date (highlighted in yellow)
- End Date (highlighted in yellow)
- Need by Year (highlighted in yellow)
- Submitted By
- Position
- Certify Funds Available
- Position
- Approved By
- Position

At the bottom of the dialog, there are four buttons: **OK** (highlighted with a red box), **Cancel**, **Clear**, and **Help**.

Step 7. Parameter window will appear.

Fill out

- **Creation Start Date**
- **End Date**
- **Need by Year**

and select the

- **Submitted By**
- **Position**
- **Certify Funds Available**
- **Position**
- **Approved By**
- **Position**

then click **OK**.

Submit Request

Run this Request...

Copy...

Name UP Annual Procurement Plan for Goods

Operating Unit

Parameters 01-JAN-2019:31-DEC-2019:2020:.....

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

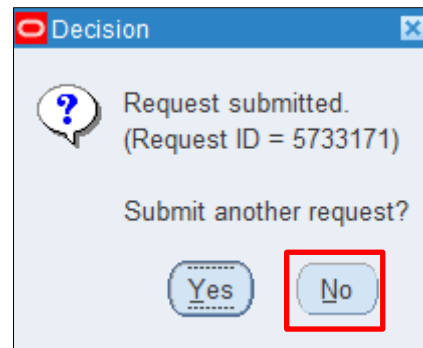
Layout UP Annual Procurement Plan for Goods Options...

Notify

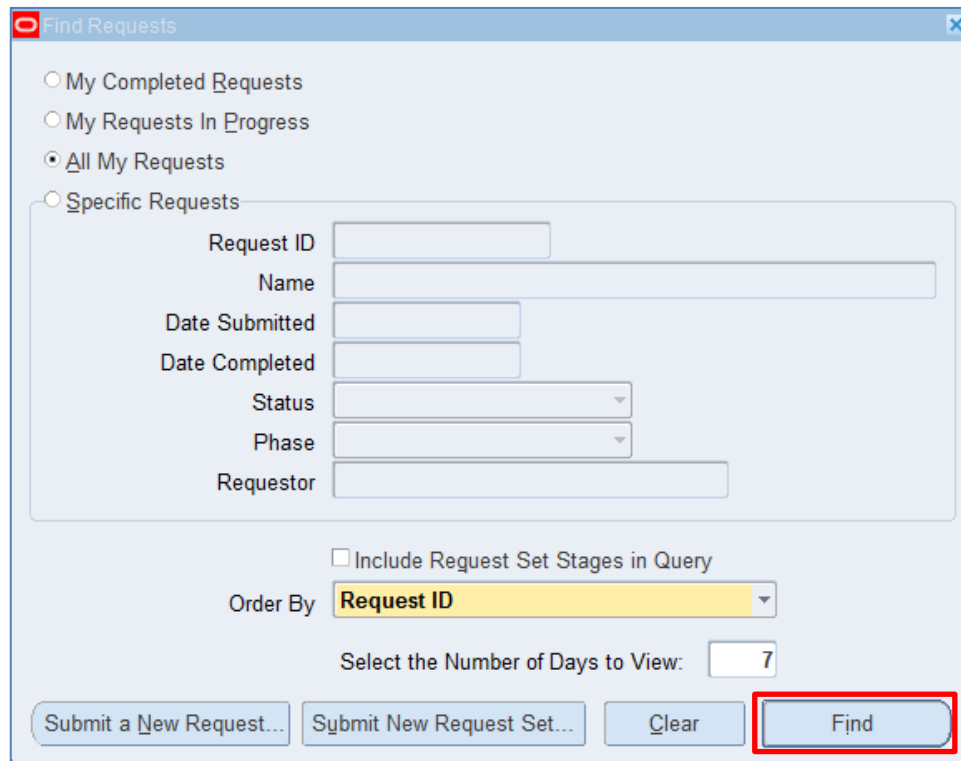
Print to Delivery Opts

Help (C) Submit Cancel

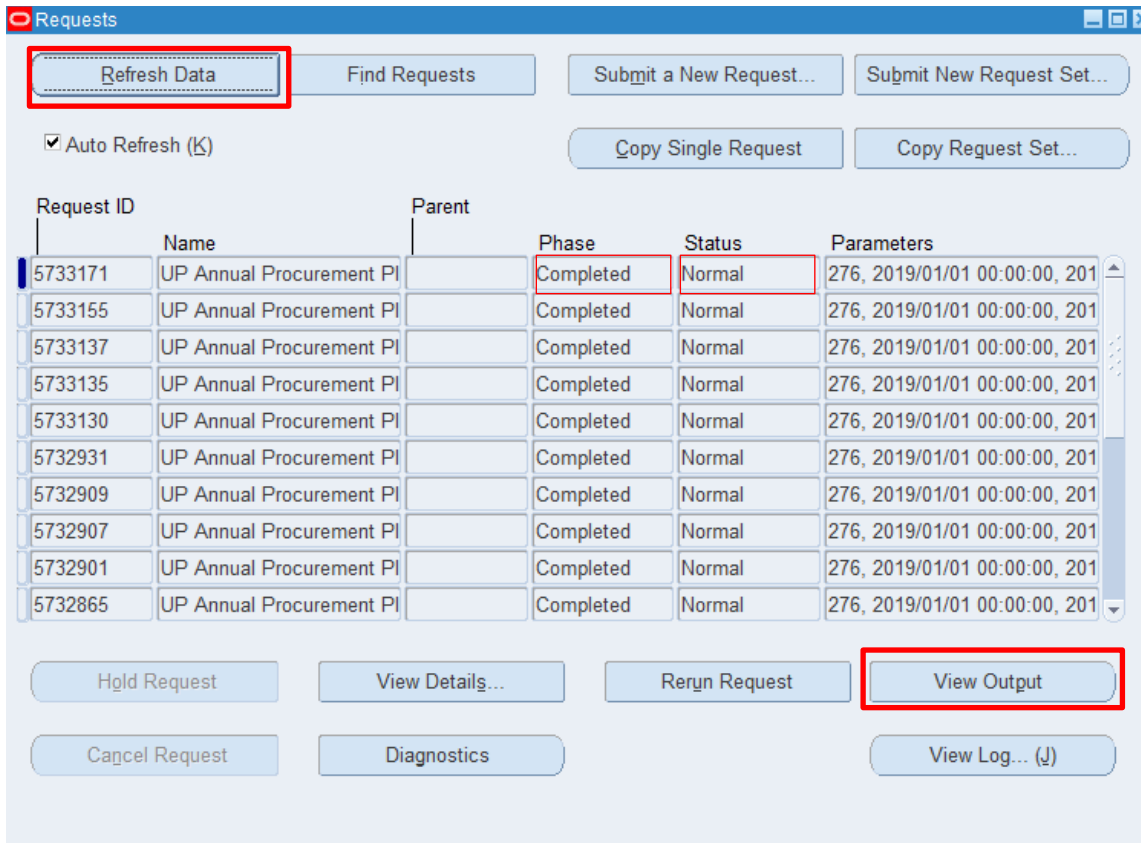
Step 8. You will be redirected back to the **Submit Request** window, click **Submit**.



Step 9. On the decision to submit another request, click **No**




Step 10. On the **Find Requests** window, click **Find**.



Step 11. 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
Annual Procurement Plan 2020
GOODS


Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
4994-03	Purified Drinking Water		NP-53.5 Agency-to-Agency					01	7,488.00			
4994-03	Furniture and Fixture-Cabinet		Shopping					01	36,000.00			
Total Amount									43,488.00			

Submitted by: _____

Certified Appropriate Funds Available: _____

Approved by: _____

276-21728-5733170
Report generated with UP eBusiness Suite Release 12.0 on October 4, 2019 13:24:16
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SYSTEM
 Diliman, Quezon City, Metro Manila, NCR
 TIN: 000-864-006-00000

Annual Procurement Plan 2020
GOODS

Summary					
	1Q	2Q	3Q	4Q	Total
Fund - 101	0.00	0.00	7,488.00	36,000.00	43,488.00
Total	0.00	0.00	7,488.00	36,000.00	43,488.00

Trust Fund Summary					
	1Q	2Q	3Q	4Q	Total
[REDACTED]	0.00	0.00	7,488.00	36,000.00	43,488.00
Total	0.00	0.00	7,488.00	36,000.00	43,488.00

276-21728-5733178
Report generated with UP eBusiness Suite Release 12.0 on October 4, 2019 13:24:16
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DISCLAIMER: The screenshots in this document are for illustration purpose only and may not be the same as the final user interface.