University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System

Generation of
UP Annual Procurement Plan for Infrastructures

SPCMIS User Manual
iProcurement

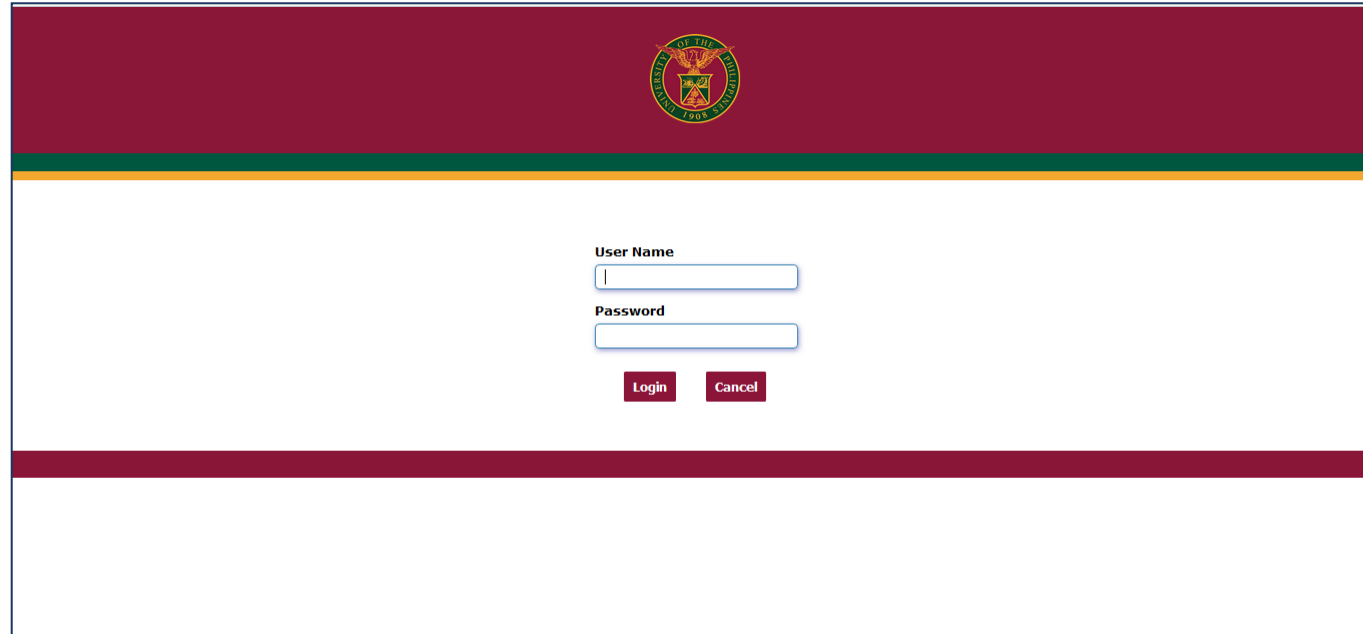| Author:	Riza Nequias
Creation Date:	03 October 2019
Last Updated:	
Document Ref:	SPCMIS User Manual – Generation of UP Annual Procurement Plan for Infrastructures
Version:	1.0

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

3

1. DOCUMENT CONTROL

1.1 Change Record

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

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

4

2. Description

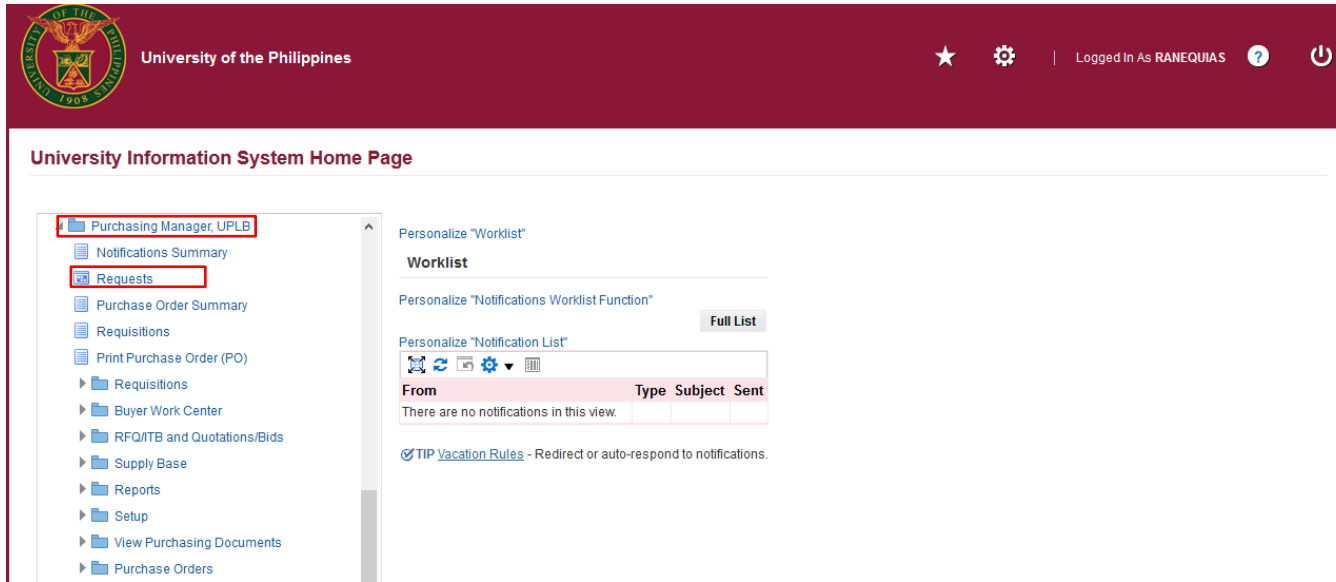| Manual ID	
Manual Name	UP Annual Procurement Plan for Infrastructures
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	iProcurement Approver
Purpose	To generate a report containing a consolidated approve PPMPs and Source of Fund & Trust Fund Summary
Data Requirement	Approved PPMP
Dependencies	All PPMP for this period should be approved
Scenario	After end-users submit and have their PPMPs approved, the SPMO will generate an UP Annual Procurement Plan for Infrastructures for the CU.
Author	Riza Nequias

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

5

Step 1. Go to **_uis.up.edu.ph_**

Step 2. Log-in your credentials
(e.g. **_username_** and **_password_**)

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

6

Step 3. On the homepage, select

Purchasing Manager, <CU>

Select *Request*

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

7
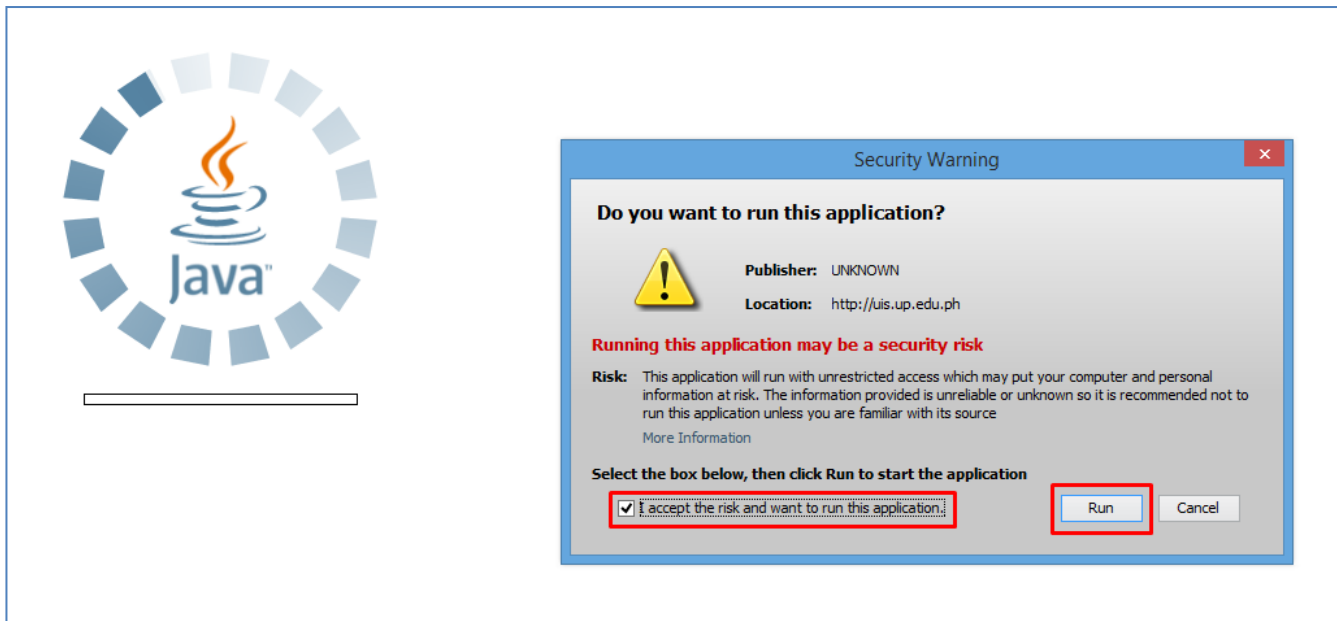
Step 4. Java application will launch with *Security Warning*, Tick the checkbox and click *Run*.

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

8

Step 5. *Find Requests* window will appear, click *Submit a New Request*

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

9

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

You may type *UP Annual Procurement Plan for Infrastructures* then press *Tab* on the keyboard.

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

10

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*.

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

11

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

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

12
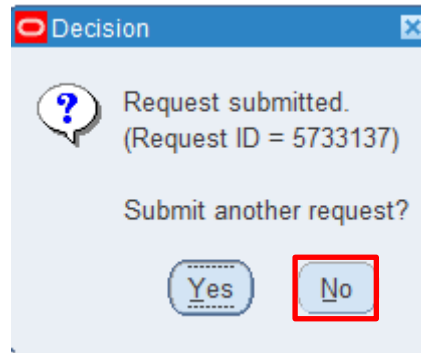
Step 9. On the decision to submit another request, click **No**
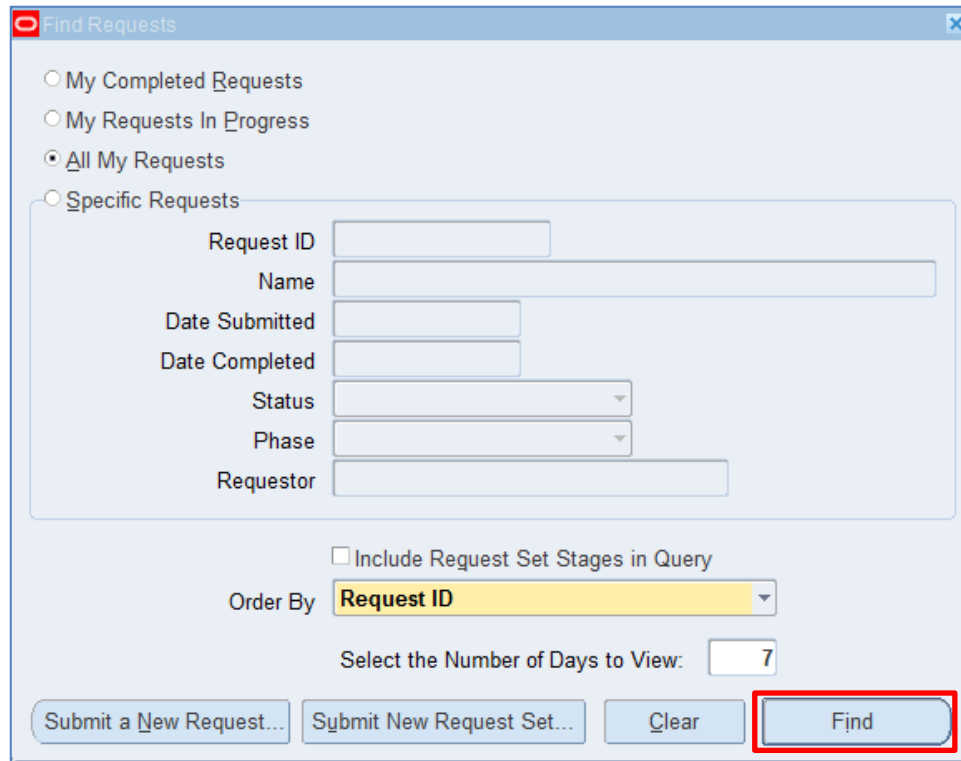
Step 10. On the **Find Requests** window, click **Find.**

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

13
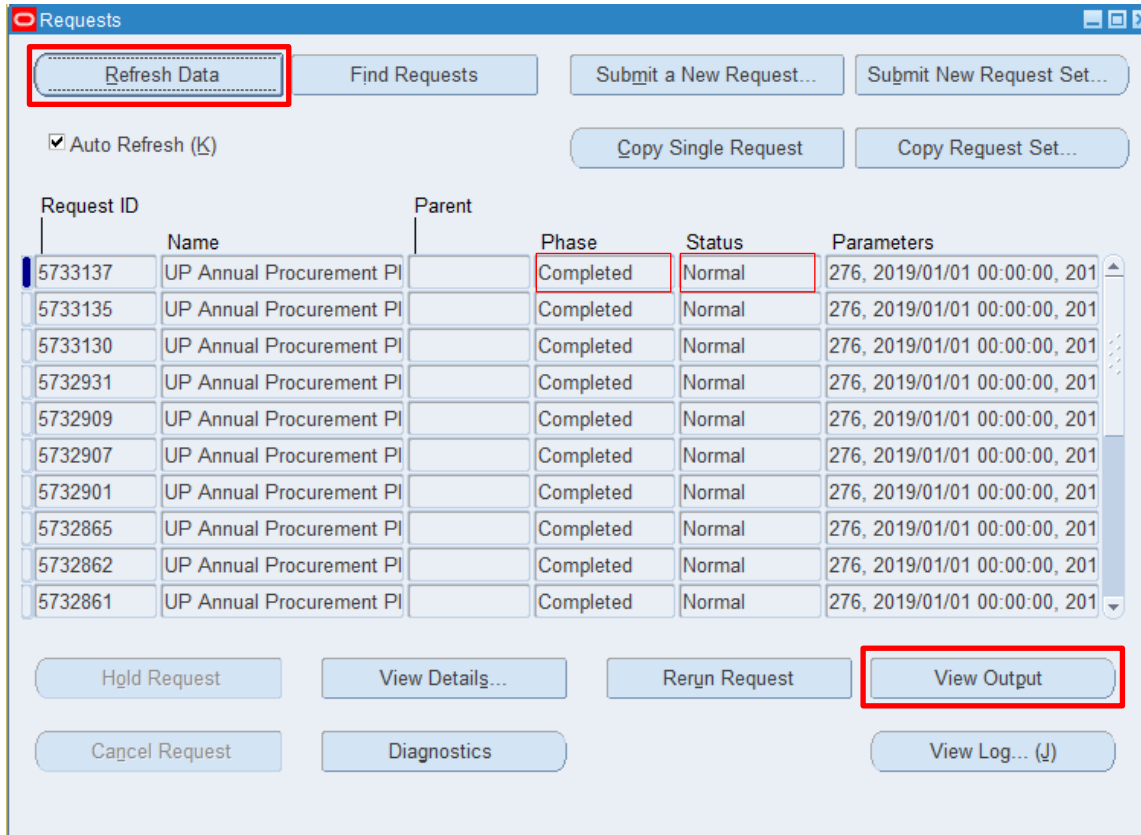
Step 8. The *Requests* window will appear*.* Click *Refresh Data* until the *Phase* becomes *Completed* and *Status, Normal*

then click *View Output*.

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

14

Expected Result:

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

Annual Procurement Plan 2020
INFRASTRUCTURES

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	
4994-01	Elevator Emergency Supplies and Materials		Competitive Bidding					01	60,000.00			
4994-01	Fabrication/installation of per building signages/logos		Competitive Bidding					01	200,000.00			
4994-02	Preventive maintenance of elevator		Competitive Bidding					01	60,000.00			
								Total Amount	320,000.00			

Submitted by: **Certified Appropriate Funds Available:**   **Approved by:**

276-21728-5734110

Report generated with UP eBusiness Suite Release 12.0 on October 7, 2019 16:41:17

Page 1 of 2

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

Annual Procurement Plan 2020
INFRASTRUCTURES

Summary

	1Q	2Q	3Q	4Q	Total
Fund - 101	18,000.00	0.00	0.00	5,000.00	23,000.00
Total	18,000.00	0.00	0.00	5,000.00	23,000.00

Trust Fund Summary

	1Q	2Q	3Q	4Q	Total
	18,000.00	0.00	0.00	5,000.00	23,000.00
Total	18,000.00	0.00	0.00	5,000.00	23,000.00

276-21728-5734110

Report generated with **UP eBusiness Suite Release 12.0 on October 7, 2019 16:41:17**

Page 2 of 2

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

UP Annual Procurement Plan for Infrastructures
File Ref: ITDC-SPCMIS- UP Annual Procurement Plan for Infrastructures—03 October 2019 (ver.1.0)

16