



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
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Last Updated:	
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Version:	1.0

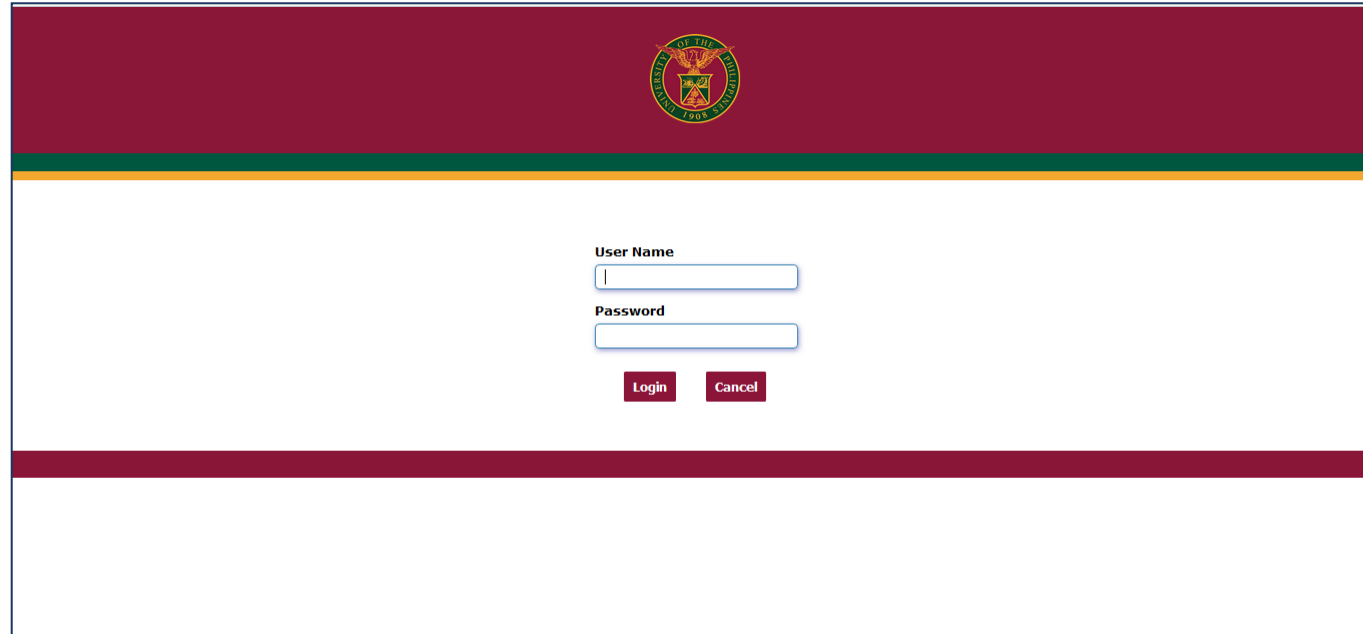
1. DOCUMENT CONTROL

1.1 Change Record

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

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

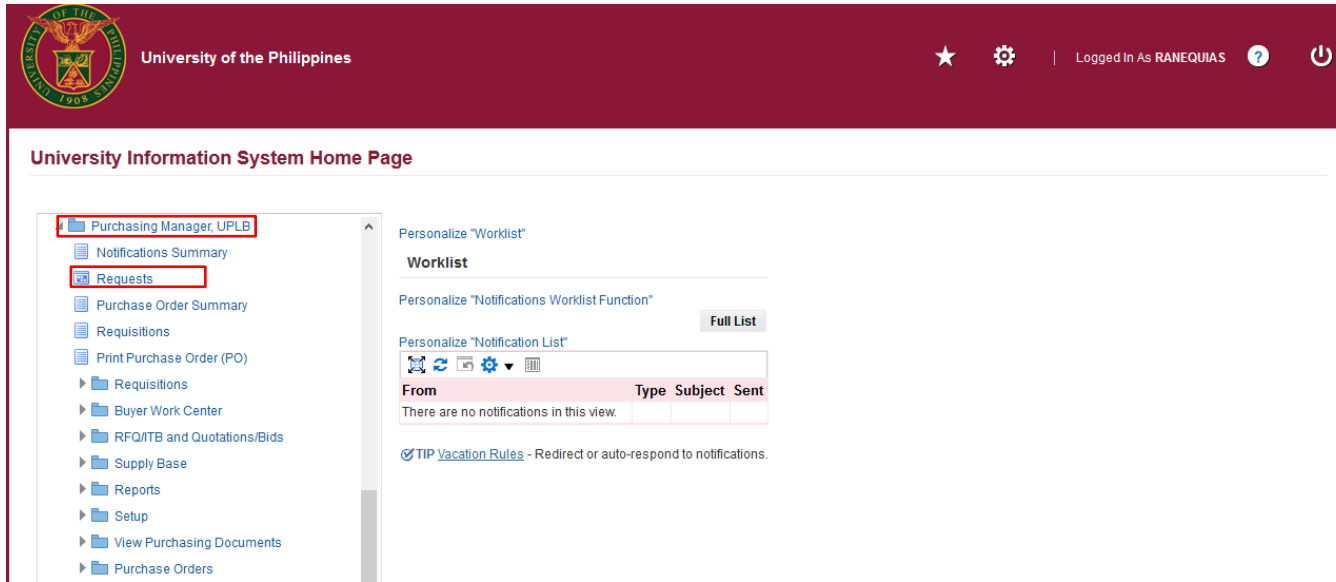


The screenshot shows a login interface for the SPCMIS system. At the top, there is a maroon header containing the University of the Philippines seal. Below this is a thin green and yellow horizontal bar. The main body of the page is white and contains a login form with the following elements:

- User Name**: A text input field.
- Password**: A text input field.
- Login**: A maroon button.
- Cancel**: A maroon button.

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

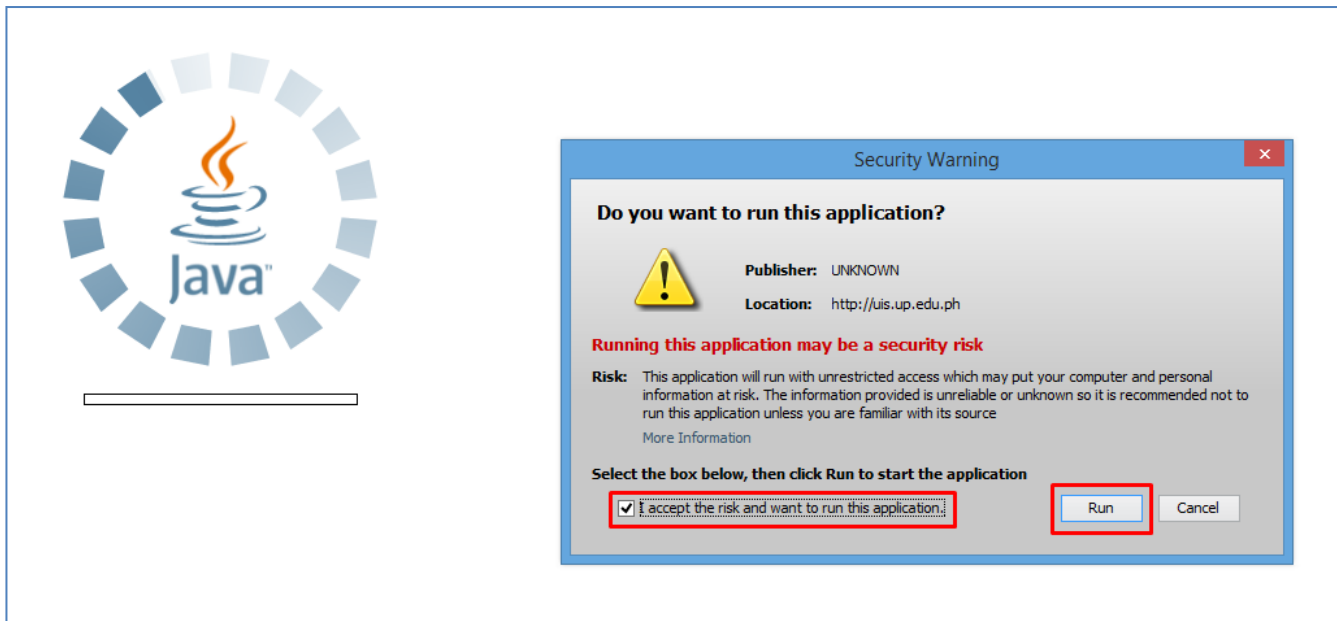
Step 2. Log-in your credentials (e.g. *username* and *password*)



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 **Request ID**

Select the Number of Days to View:

Submit a New Request... Submit New Request Set... Clear Find

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

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

- Run this Request...**
 - Name: UP Annual Procurement Plan for Infrastructures (highlighted in yellow)
 - Operating Unit: [Empty]
 - Parameters: [Empty]
 - Language: [Empty]
 - Buttons: Copy..., Language Settings..., Debug Options
- At these Times...**
 - Run the Job: As Soon as Possible
 - Button: Schedule...
- Upon Completion...**
 - Save all Output Files:
 - Burst Output:
 - Layout: [Empty]
 - Notify: [Empty]
 - Print to: [Empty]
 - Buttons: Options..., Delivery Opts
- Bottom Buttons:** Help (C), Submit, Cancel

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.

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 Infrastructures

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 Infrastructures

Options...

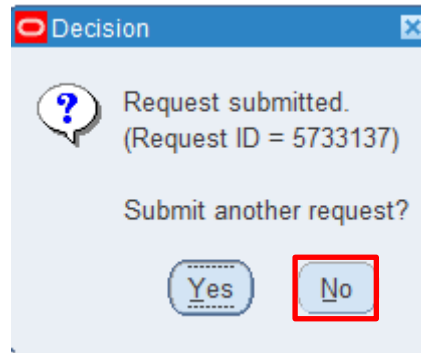
Notify:

Print to:

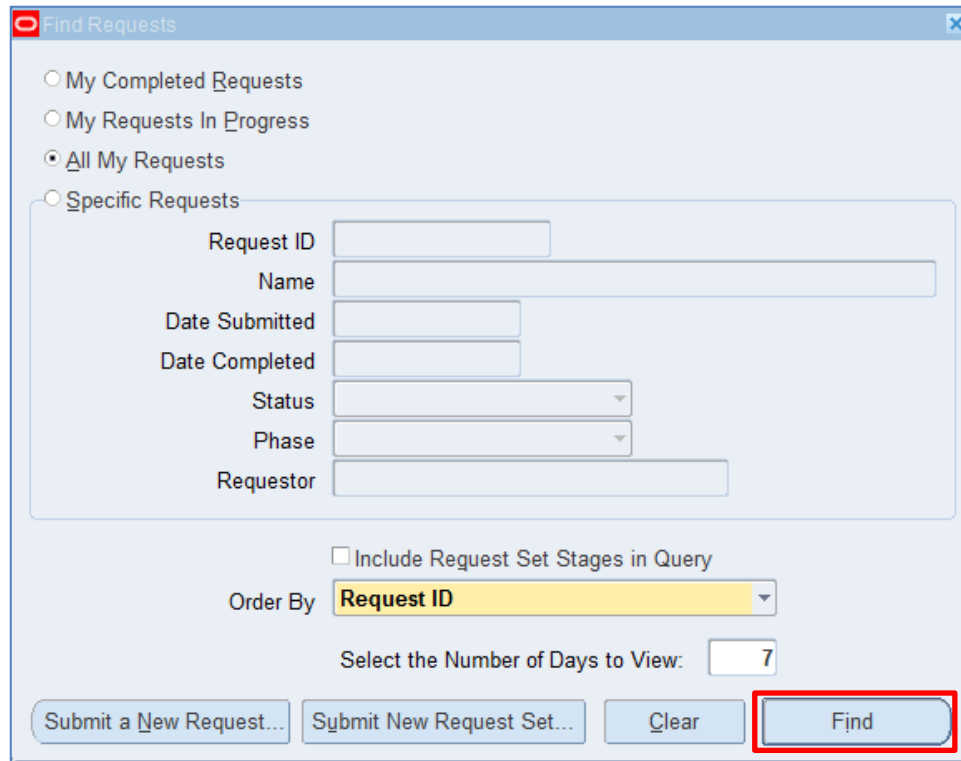
Delivery Opts

Help (C) Submit Cancel

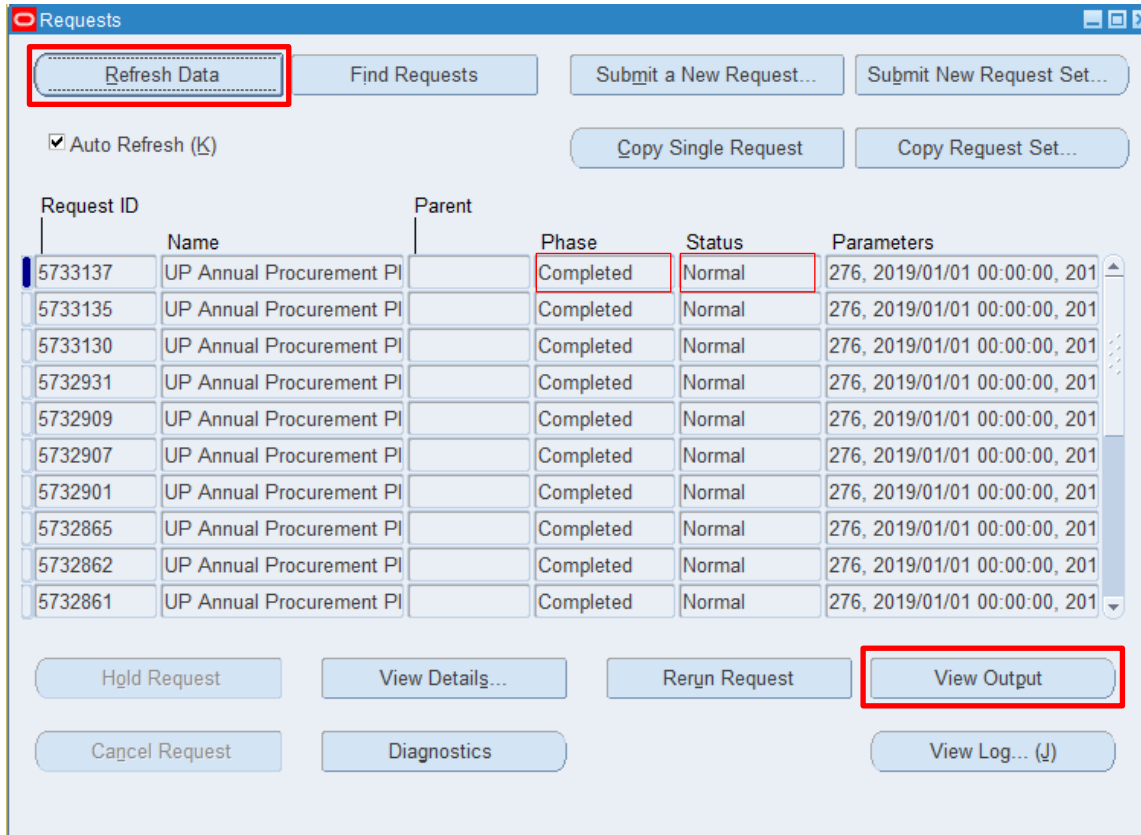
You will be redirected back to the **Submit Request** window, click **Submit**.



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




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



Step 8. 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
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: _____

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

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