



University of the Philippines



SPCMIS

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



Generation of UP Annual Procurement Plan for Services



SPCMIS User Manual

iProcurement

Author:	Riza Nequias
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Last Updated:	
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Version:	1.0

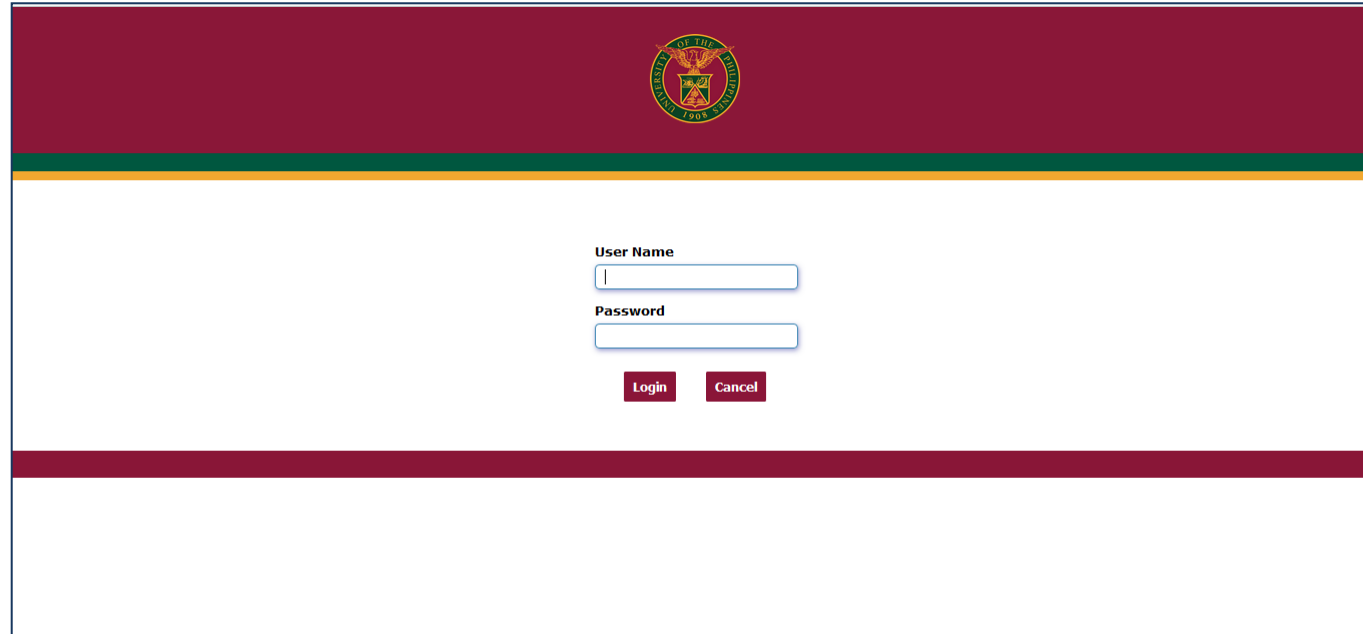
1. DOCUMENT CONTROL

1.1 Change Record

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

2. Description

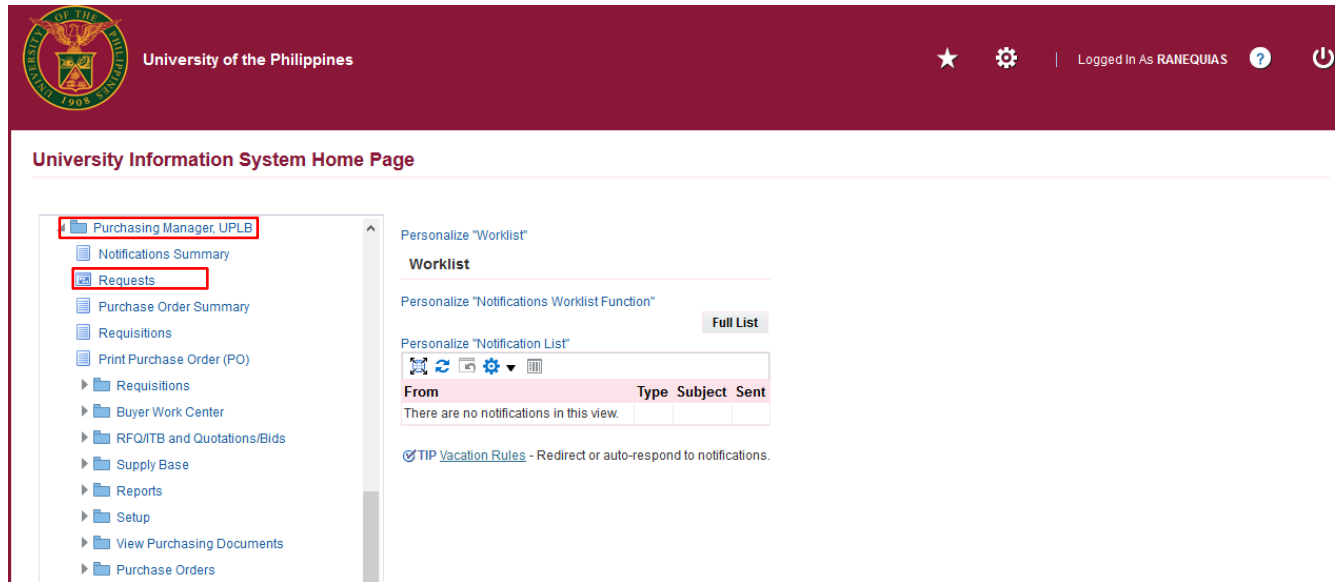
Manual ID	
Manual Name	UP Annual Procurement Plan for Services
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchasing Manager
Purpose	To generate a report that consolidates all approved PPMP line items with PhilGEPS categories under Services
Data 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 Non-Common Use (Services).
Author	Riza Nequias



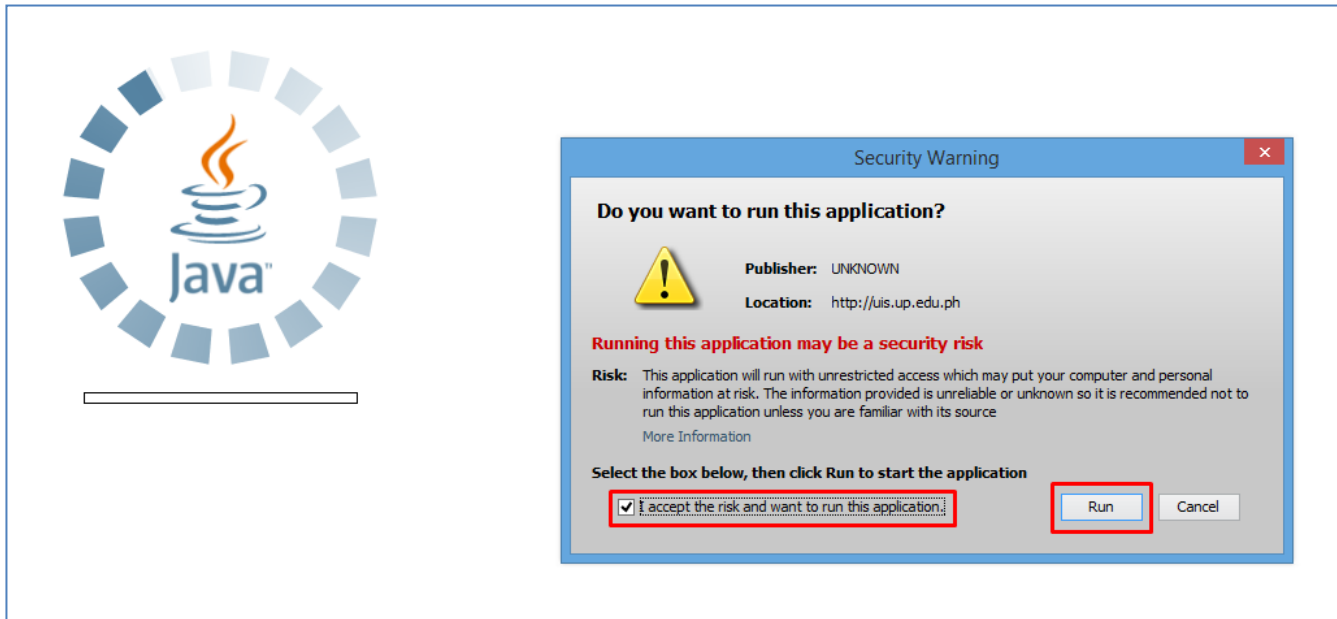
The screenshot shows a login interface for the SPCMIS system. At the top, there is a maroon header bar containing the University of the Philippines logo. Below the header, the main content area is white and contains a login form. The form consists of two text input fields: the first is labeled 'User Name' and the second is labeled 'Password'. Below these fields are two buttons: a maroon 'Login' button and a maroon 'Cancel' 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**

Submit Request

Run this Request...

Name Copy...

Operating Unit

Parameters

Language Language Settings... Debug Options

At these Times...

Run the Job Schedule...

Upon Completion...

Save all Output Files Burst Output

Layout Options...

Notify

Print to Delivery Opts

Help (C) Submit Cancel

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

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

Parameters

Creation Start Date

End Date

Need by Year

Submitted By

Position

Certify Funds Available

Position

Approved By

Position

OK Cancel Clear Help

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**.

Step 7. Parameter window will appear.

Submit Request

Run this Request...

Name: UP Annual Procurement Plan for Services

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 Byrst Output

Layout: UP Annual Procurement Plan for Non Common Use (Services)

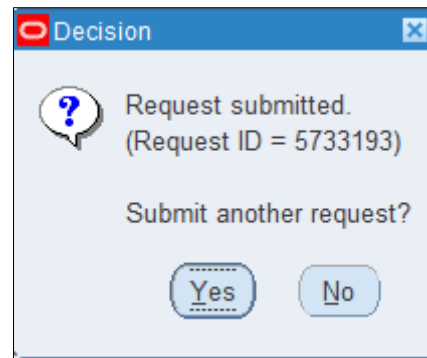
Notify:

Print to: noprint

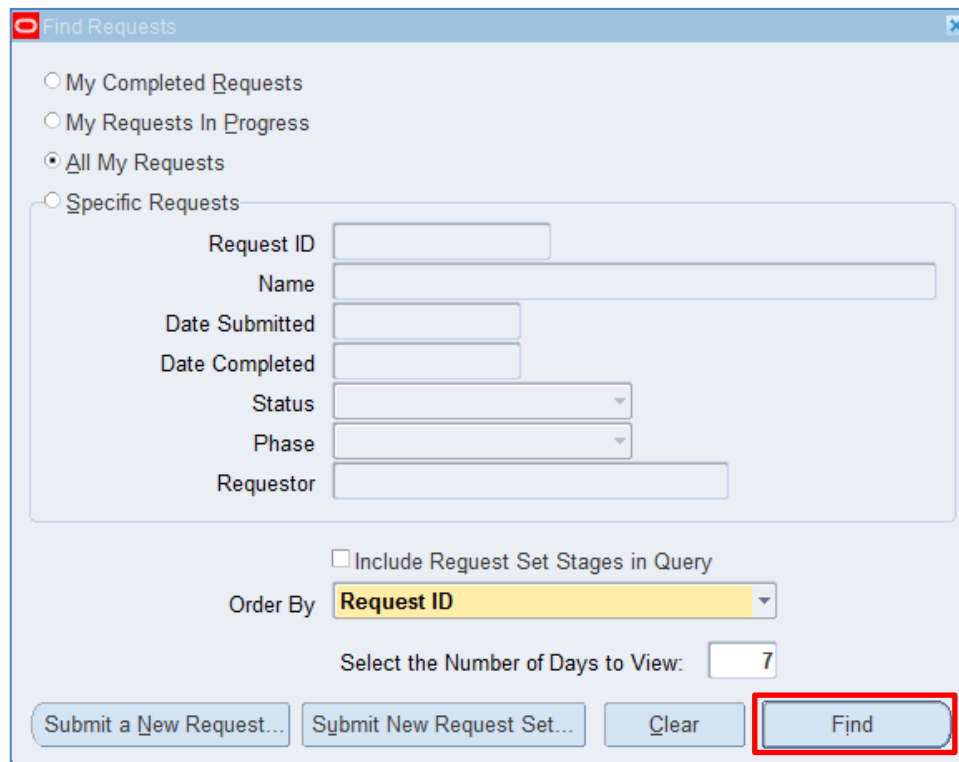
Options... Delivery Opts

Help (C) Submit Cancel

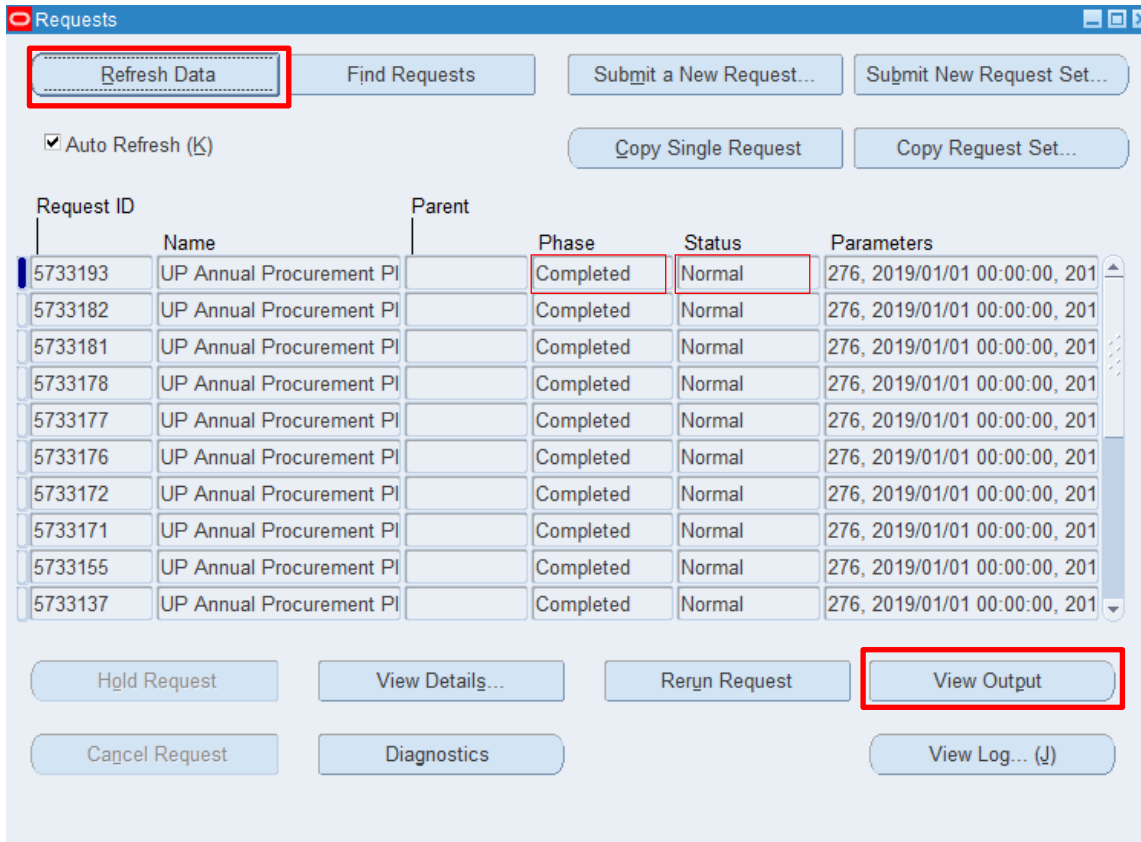
Step 8. You will be redirected back to the **Submit Request** window, click **Submit**.



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
SERVICES**


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	CATERING SERVICES- Commencement 2020- Lunch only packed		NP-53.5 Agency-to-Agency					101	18,000.00			
4994	Catering Services/FOOD (Lunch-Plated(chicken, pork, veggies fruits, juice)- Committee meeting		NP-53.5 Agency-to-Agency					101	5,000.00			
Total Amount									23,000.00			

Submitted by: _____

Certified Appropriate Funds Available: _____

Approved by: _____

278-21728-5733193
Report generated with UP eBusiness Suite Release 12.0 on October 4, 2019 14:26:59
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**UNIVERSITY OF THE PHILIPPINES
SYSTEM**
 Diliman, Quezon City, Metro Manila, NCR
 TIN: 000-864-006-00000
**Annual Procurement Plan 2020
SERVICES**

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

276-21728-5733193

Report generated with UP eBusiness Suite Release 12.0 on October 4, 2019 14:26:59

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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.