



University of the Philippines



SPCMIS

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



Generation of UP Approved PR Details



SPCMIS User Manual

iProcurement

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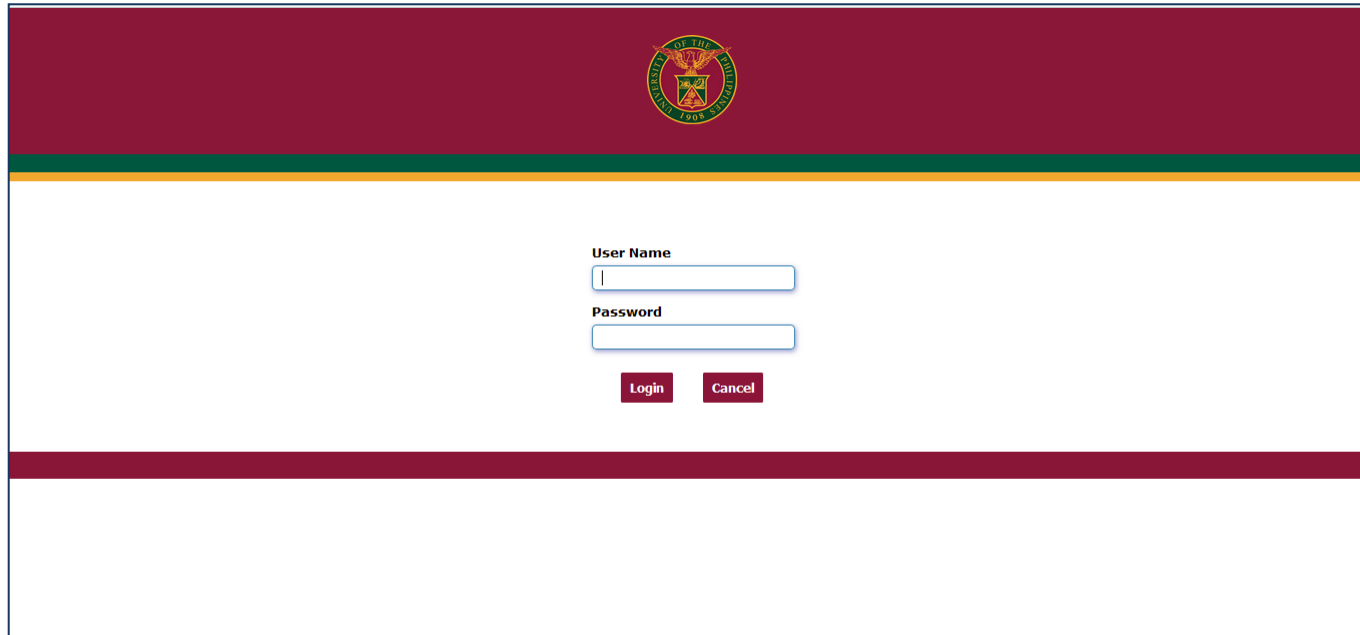
1. DOCUMENT CONTROL

1.1 Change Record

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

2. Description

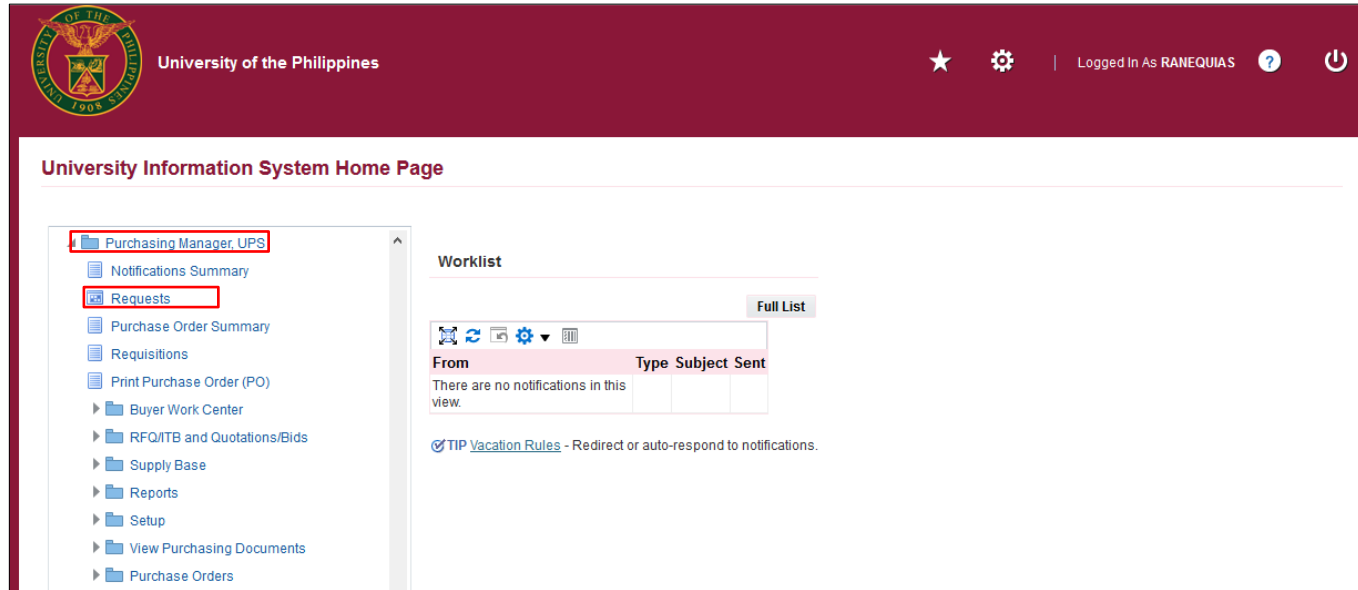
Manual ID	
Manual Name	UP Approved PR Details
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchasing Manager
Purpose	To generate a report that extracts data from approved purchase requisitions within a certain period
Data Requirement	Approved purchase requisitions Creation Date Approval Date
Dependencies	Fully approved purchase requests in the system
Scenario	Procurement Officer will generate the report for procurement monitoring activities
Author	Riza Nequias



The screenshot shows a login interface with a maroon header containing the University of the Philippines seal. Below the header, there are two input fields: one for 'User Name' and one for 'Password'. Below these fields are two buttons: 'Login' and 'Cancel'.

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

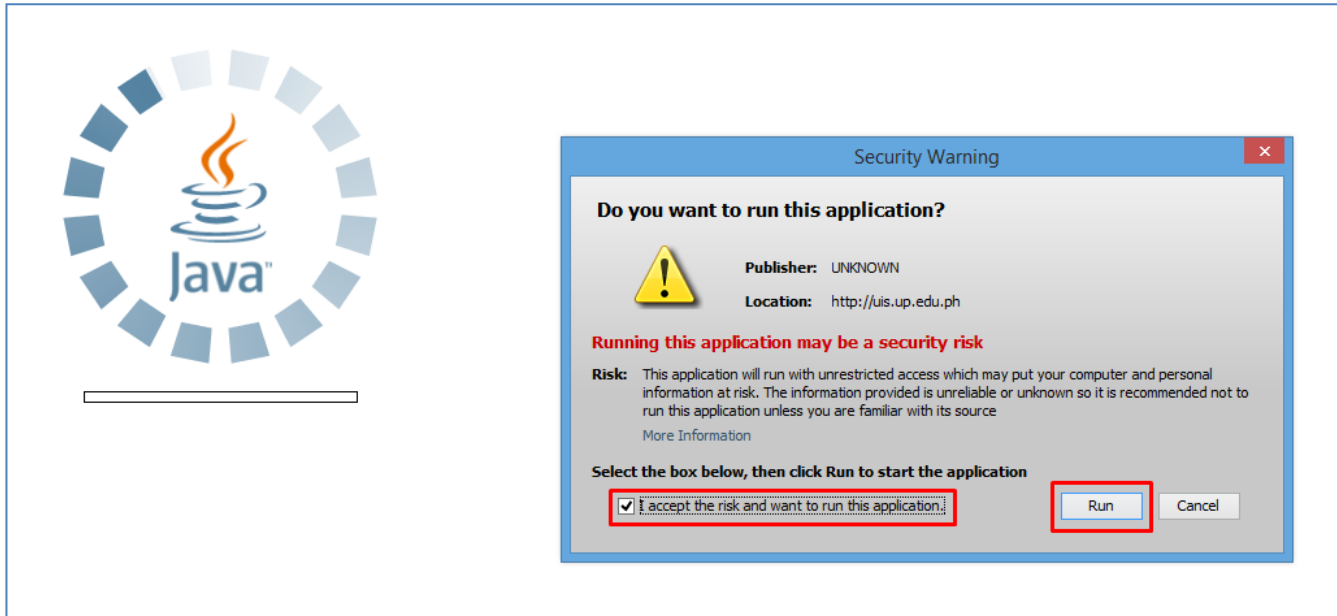
Step 2. Log-in your credentials (e.g. *username* and *password*)



Step 3. On the homepage, select

Purchasing Manager, <CU>

Select ***Requests***



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...

Copy...

Name UP Approved PR Details ...

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...

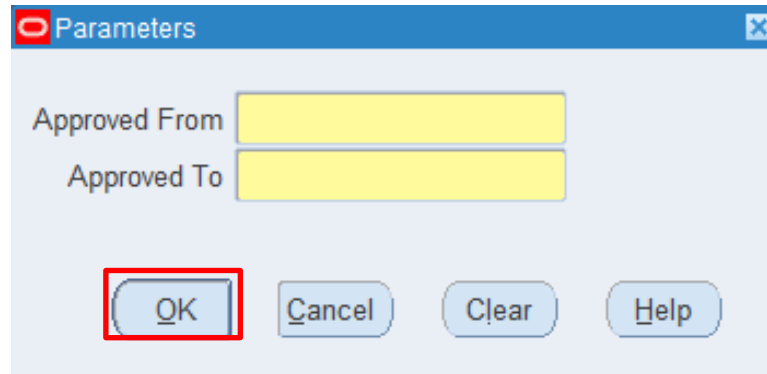
Notify Delivery Opts

Print to

Help (C) Submit Cancel

Step 6. On the **Name** Field, click the **ellipsis (...)** to search for **UP Approved PR Details**

You may type **UP%App%PR** then press **Tab** on the keyboard.



Step 7. Parameter window will appear.

Fill out

- **Approval From**
- **Approval To**

Then click **OK**

Submit Request

Run this Request...

Copy...

Name UP Approved PR Details ...

Operating Unit

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

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 Approved PR Details Options...

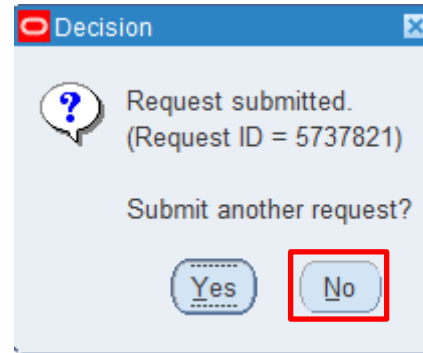
Notify

Print to

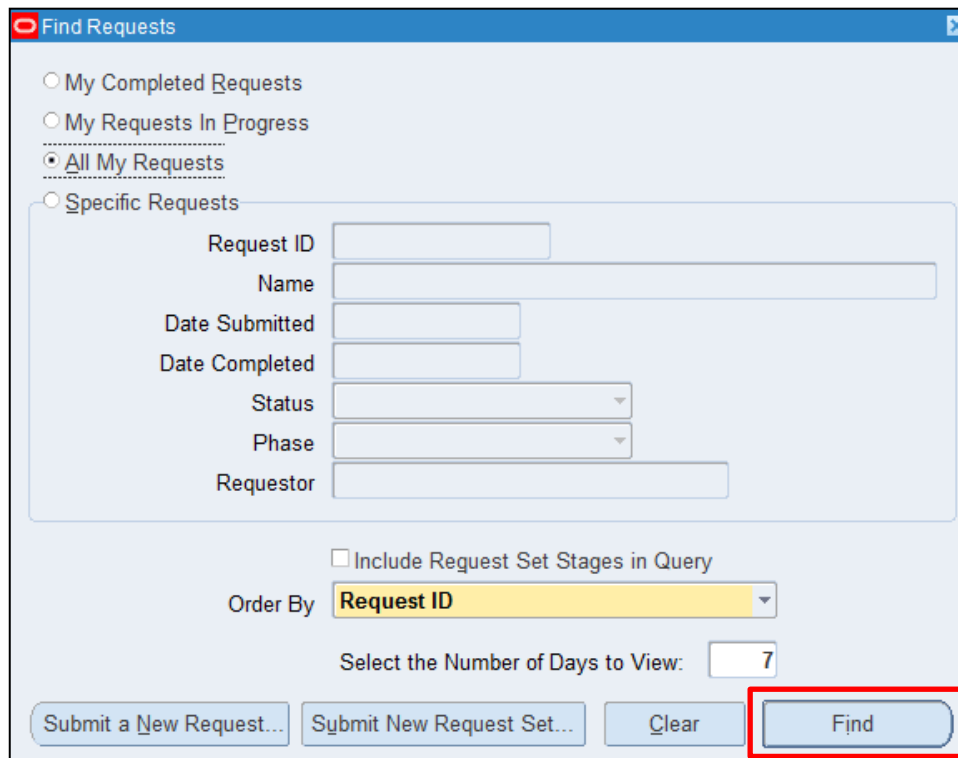
Delivery Opts

Help (C) Submit Cancel

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



Step 8. On the decision to submit another request, click **No**.



Step 9. On the **Find Requests** window, click **Find**.

Request ID	Name	Parent	Phase	Status	Parameters
5737821	UP Approved PR Details		Completed	Normal	276, 2019/01/01 00:00:00, 201
5737820	UP Approved PR Details		Completed	Normal	276, 2019/01/01 00:00:00, 201
5737819	UP Approved PR Details		Completed	Normal	276, 2019/01/01 00:00:00, 201
5737818	UP Approved PR Details		Completed	Normal	276, 2019/01/01 00:00:00, 201
5737817	UP Approved PR Details		Completed	Normal	276, 2019/01/01 00:00:00, 201
5737816	UP Approved PR Details		Completed	Normal	276, 2019/01/01 00:00:00, 201
5737815	UP Approved PR Details		Completed	Normal	276, 2019/01/01 00:00:00, 201
5737814	UP Approved PR Details		Completed	Normal	276, 2019/01/01 00:00:00, 201
5737810	UP Approved PR Details		Completed	Normal	283, 2019/01/01 00:00:00, 201
5737807	UP Approved PR Details		Completed	Normal	283, 2019/01/01 00:00:00, 201

Step 10. The *Requests* window will appear. Click **Refresh Data** until the **Phase** becomes **Completed** and Status, **Normal**

Then, click **View Output**.

Expected Result:

Transaction ID	PR No.	PR Purpose	Mode of Procurement	Source of Fund	Responsibility Center	Special Code	Item Description	QTY	UOM	Unit Price	Total	Need-by-Date	Submission date	Approved date
114355	4160	Fire fighting tools and equipment	Small Value Procurement	101		-	ABC Dry Chemical Fire Extinguisher, 10lbs	80	pc	5,500	440,000	19-Feb-2019	15-Feb-2019	26-Feb-2019
114355	4160	Fire fighting tools and equipment	Small Value Procurement	101		-	FE-36 Clean Agent Fire Extinguisher, 10lbs	20	pc	13,000	260,000	19-Feb-2019	15-Feb-2019	26-Feb-2019
114358	4161	Fire fighting tools and equipment	Small Value Procurement	101		-	Fire extinguisher, 20lbs, FE-36 Clean agent	9	pc	24,500	220,500	19-Feb-2019	15-Feb-2019	26-Feb-2019
114358	4161	Fire fighting tools and equipment	Small Value Procurement	101		-	Fire extinguisher, 50lbs, FE-36 Clean agent	1	pc	63,500	63,500	19-Feb-2019	15-Feb-2019	26-Feb-2019
115135	4201	Storeroom replenishment	Small Value Procurement	101		-	Paper, Multicopy A4 Size, 80gsm, substance 20, 500	1500	pck	200	300,000	27-Feb-2019	26-Feb-2019	1-Mar-2019
128770	4578	FOR OFFICE USE	Small Value Procurement	101		-	Executive Chair Grande Highback with Armrest, Leatherette Upholstered Adjustable Gaslift, Tilting Mechanism, Chrome Base	1	pc	13,000	13,000	8-Jun-2019	7-Jun-2019	17-Jun-2019
128770	4578	FOR OFFICE USE	Small Value Procurement	101		-	Executive Chair Tierra Lowback with Metal Armrest Padded with Foam, Tilting Upholstered with High Density Foam Leatherette,	25	pc	5,700	142,500	8-Jun-2019	7-Jun-2019	17-Jun-2019
133348	4781	Storeroom replenishment	Small Value Procurement	101		-	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad	200	pck	74	14,800	18-Jul-2019	17-Jul-2019	23-Jul-2019
133348	4781	Storeroom replenishment	Small Value Procurement	101		-	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	200	pck	94	18,800	18-Jul-2019	17-Jul-2019	23-Jul-2019

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