

University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System



Requesting for Information



SPCMIS User Manual

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Version:	1.0

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
05 September 2019	Reah Mae Supnet	1.0	Initial

2. Description

Manual ID	
Manual Name	Requesting for Information
Information System	Supplies, Procurement, and Campus Management Information System
Functional Domain	iProcurement
Responsibility	iProcurement Approver
Purpose	To request for more information from any UIS end user regarding a particular transaction. In the case of PPMPs / PRs, this feature will allow a recipient end user to enter additional information / update existing information.
Data Requirement	Details of necessary updates, instructions or inquiries from the approver
Dependencies	Transaction submitted for approval
Scenario	The approver would like to ask for additional information from and provide instructions to an end-user.



Notification Details >

Worklist

University of the Philippines

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University Information System Home Page

Navigator	Worklist	Worklist		
Personalize			Full List (78)	
	🐹 22 🖬 🔅 🔻 💷 🕇		Rows 1 to 75	
iProcurement Approver, UPS	From $ riangleq$	Туре 🛆	Subject 🛆 5	
Payables Approver, UPS	Clara, Maria	Requisition	Purchase Request 4985 for Clara, Maria (520.79 PHP) C	
 Purchasing Approver, UPS UP Employee Self Service 	Rizal, Jose Protacio	UP Public Service Workflow	Public Service - New Added submitted by Rizal, Jose Protacio needs 2	
UP Supervisor Self Service	Accounts Pavable	AP Invoice	Invoice 2019-08-08817 from PRONET Systems Integrated Network Solution	

Approvers may request for additional information from any workflow participant or any user. When an approver requests for information the transaction is pending for clarification or additional details.

Step 1. On your worklist, click the *Full List* button to view all workflow notifications

Transactions may be searched by their status.

- All Notifications
- FYI Notifications

-

- Notifications from Me
- Open Notifications
 - To Do Notifications

Select **Open Notifications** then click **Go**

View	Open Notifications	Go		
Selec	All Notifications FYI Notifications	Reassign Respon	1 Close 🔀 😂 🖬 🏟 🔻 🎟 🗸	Rows 1 to 30
	Notifications From Me Open Notifications	Туре 🔻	Subject $ riangle$	Sent 🛆
	To Do Notifications	Requisition	Purchase Request 3934 for Rizal, Jose (15,500.00 PHP) 21-Dec-2018	
	Cruz, Juan	Requisition	Purchase Request 3915 for Rizal, Jose (34,220.00 PHP)	21-Dec-2018

Notification Details > WorkList View Open Notifications ♥ Go Select Notifications: Open Reassign Respond Close 2 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	 Step 2. Select the transaction to be reviewed by clicking on the transaction's <i>subject/description</i> The details of the transaction will then be shown.
Purchase Request 3934 for Punay, Rosie (15,500.00 PHP) Approve Reject Reassign Request Information From Rizal, Jose Description DISCUSSION PAPER 132 PAGES, FULL COLOR COVER, OFFSET PRINTING V	There are 4 actions available for approval: - Approve - Reject - Reassign - Request Information
1 DISCUSSION PAPER 1 32 PAGES, FULL COLOR COVER, OFFSET PRINTING - lot 1 15500 15,500.00 Approval Sequence Im Process UPS G1-10 SA03001001 UPS A20 PR Budget Office UPS A30 SPMO Im Process	Step 3. To Request for Information Click on the <i>Request Information</i> button Requesting Information From:
Notification Details > Request Information: Purchase Request 3934 for Rizal, Jose (15,500.00 PHP) Cancej Submit * Indicates required field More Information Request Request More Information From * Workflow Participant Cruz, Juan *	 A) Workflow Participant: Tick the radio button for Workflow Participant then Choose participant's name from the drop down list,
Any User All Employees and Users All Employees All Employees and Users All Employees All Employ	Then type the request message in the <i>Information Requested</i> (<i>required</i>) field, then click <i>Submit</i> .

Notification Details > Request Information: Purchase Request 3934 for Rizal, Jose (15,500.00 PHP) Can	ce <u>l</u> Sub <u>m</u> it	B) Any User (not a workflow participant):
* Indicates required field		participanty.
More Information Request		Tick the radio button for Any User
		then
Request More information From O Workliow Participant All Employees and Users Bonifacio, Andres Q Return to Worklist		Search for the employee to whom additional information will be requested, click the <i>search</i> icon
* Information Requested Please change Source of fund and Mode of procurement		Then type the request message in the <i>Information Requested</i> (<i>required</i>) field, then click <i>Submit</i> .

EXPECTED RESULT: Requestee's Notification list



The notification is then forwarded to the requestee for response.

Navigator	Worklist		
Personalize			Full List (102)
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Internet Expenses Auditor, UPS	From 🛆	Туре 🛆	Subject △
Internet Expenses, UPS	Dela Cruz, Juan	Requisition	More Information Requested: Purchase Request 4938 for Rizal, Jose Protacio (12,810.00 PHP
iProcurement PPMP Requester, UPS	Accounts Payable	AP Invoice Approval	Invoice 2019-08-08871 from Carlos N. Forteza (1,981.98 PHP) requires your approval
iProcurement PR Requester, UPS	Accounts	AP Invoice	