University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System

Requesting for Information

SPCMIS User Manual

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## 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.

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**

Notification Details >
Worklist

View | Open Notifications | Go

Select Notifications: | Open | Reassign | Respond | Close | Rows 1 to 30

☐	From △	Type ▽	Subject △	Sent △
☐	Cruz, Juan	Requisition	Purchase Request 3934 for Rizal, Jose (15,500.00 PHP)	21-Dec-2018

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....
To	Cruz, Juan	Total	15,500.00 PHP
Sent	21-Dec-2018 13:22:10	Tax (Non Recoverable)	0.00 PHP
ID	3891685	Attachments	

Requisition Lines

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (PHP)	Amount (PHP)
1	DISCUSSION PAPER 1 32 PAGES, FULL COLOR COVER, OFFSET PRINTING....		-	lot	1	15500	15,500.00

Approval Sequence

UPS G1-10 SA03001001 → UPS A20 PR Budget Office → UPS A30 SPMO → In Process

Notification Details >
Request Information: Purchase Request 3934 for Rizal, Jose (15,500.00 PHP)   Cancel | Submit
* Indicates required field

More Information Request

Request More Information From ◉ Workflow Participant Cruz, Juan
○ Any User All Employees and Users

* Information Requested [   ]

Return to Worklist

Step 2. Select the transaction to be reviewed by clicking on the transaction's *subject/description*

The details of the transaction will then be shown.

There are 4 actions available for approval:
- Approve
- Reject
- Reassign
- Request Information

Step 3. To Request for Information, Click on the *Request Information* button

Requesting Information From:

A) *Workflow Participant:*
Tick the radio button for *Workflow Participant* then

- Choose participant's name from the drop down list,

Then type the request message in the *Information Requested* (*required*) field, then click *Submit*.

Notification Details >

Request Information: Purchase Request 3934 for Rizal, Jose   (15,500.00 PHP)

Cancel   Submit

* Indicates required field

More Information Request

Request More Information From   ○ Workflow Participant   [▾]

　　　　　　　　　　　　　　 ● Any User　　　 [All Employees and Users ▾]　 [Bonifacio, Andres　 ↘ 🔍]

　* Information Requested   [   ]

Return to Worklist

* **Information Requested**   [Please change Source of fund and Mode of procurement   ]

B) *Any User (not a workflow participant):*

Tick the radio button for *Any User* then

Search for the employee to whom additional information will be requested, click the *search* icon (🔍)

Then type the request message in the *Information Requested* (*required*) field, then click *Submit*.

EXPECTED RESULT: Requestee's Notification list

The notification is then forwarded to the requestee for response.