



University of the Philippines



SPCMIS

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



GENERATION OF UP PPMP DETAILS

SPCMIS User Manual

iProcurement

Author: Riza Nequias
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Version: 1.0

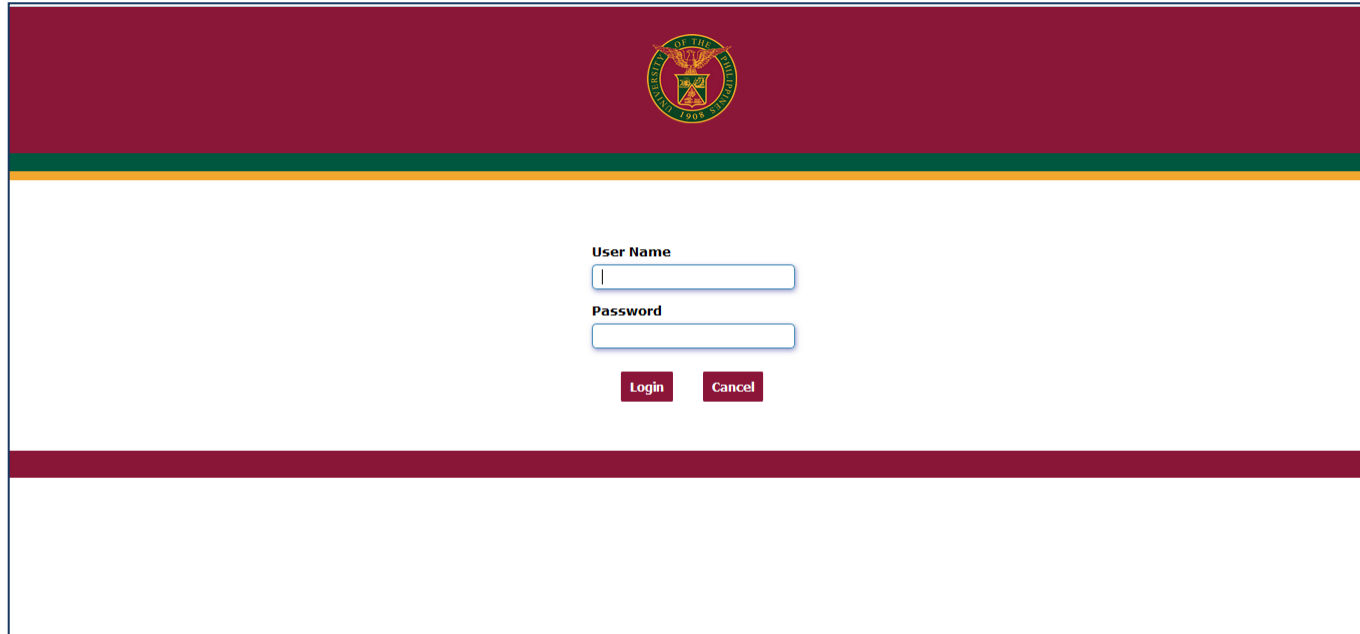
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Ver sion	Change Reference
12 September 2019	Riza Nequias	1.0	Initial

2. Description

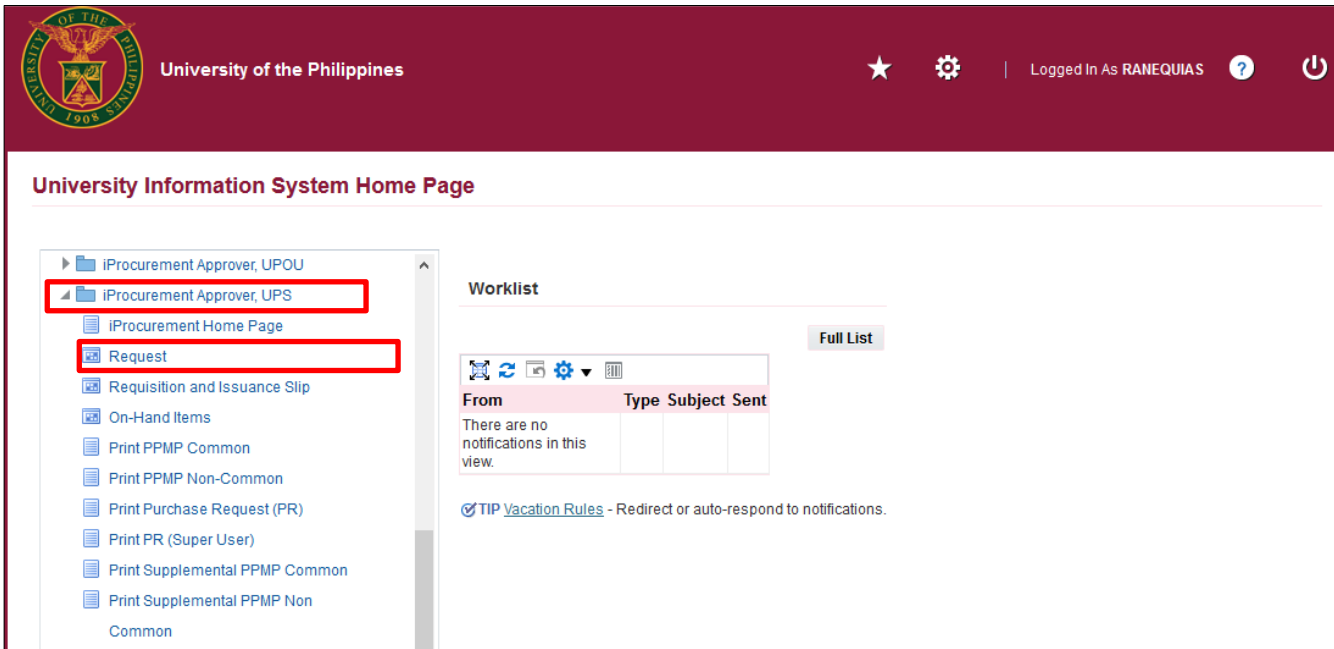
Manual ID	
Manual Name	Generation of UP PPMP Details
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	iProcurement Approver
Purpose	To generate a report that will serve as reference for PPMP approvers and originators in determining item lines in need of updating or correction
Data Requirement	Approved or In Process PPMP
Dependencies	PPMP should be submitted for approval
Scenario	<ul style="list-style-type: none"> (1) There is an error in submission of PPMP and originator needs to identify item line with issue or missing information (2) An approver would like to review and/or update item details prior to approval
Author	Riza Nequias



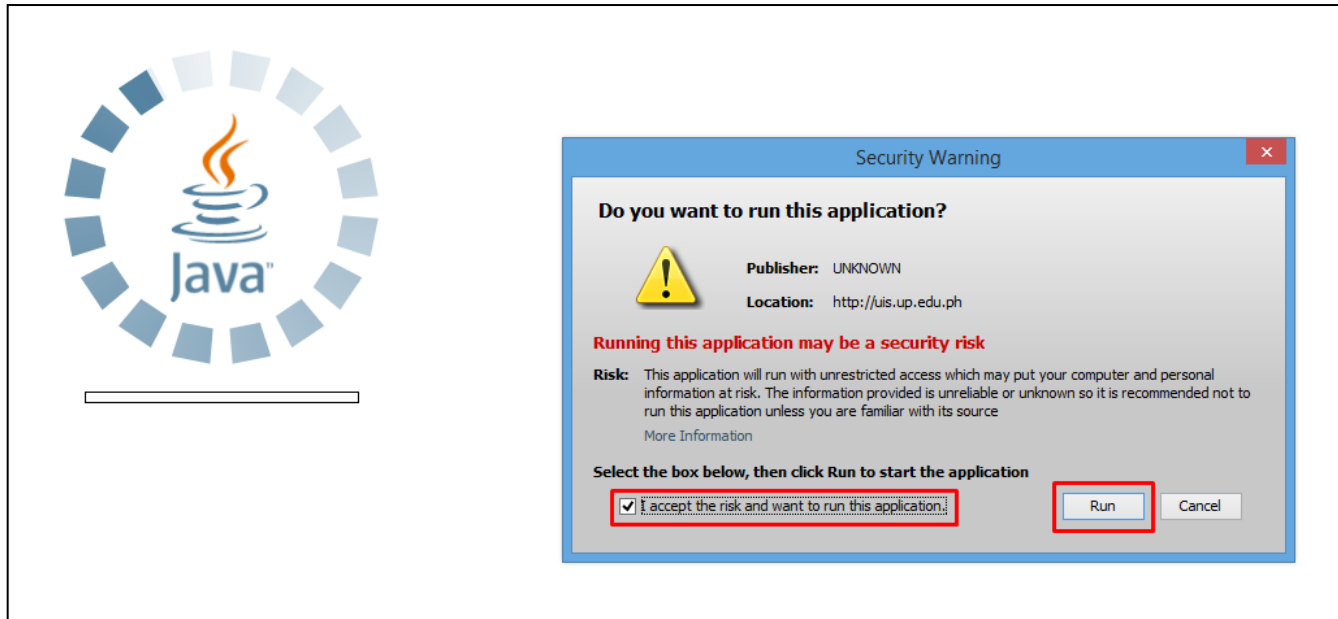
The screenshot shows a login interface with a maroon header containing the University of the Philippines seal. Below the header, there are two input fields: 'User Name' and 'Password'. Below the input fields, there are two buttons: 'Login' and 'Cancel'.

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 ***iProcurement Approver, <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 Request* window will pop up

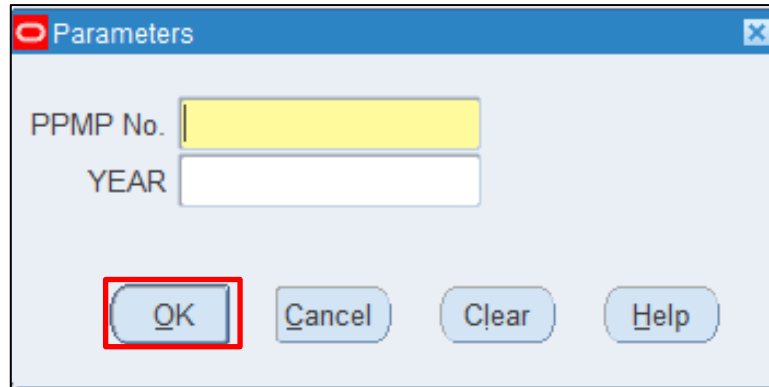
Click **Submit a New Request** button

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

- Run this Request...:** A 'Copy...' button and a 'Name' field containing 'UP PPMP Details' (highlighted with a red box). Below it are 'Operating Unit', 'Parameters', and 'Language' fields. 'Language Settings...' and 'Debug Options' buttons are at the bottom right of this section.
- At these Times...:** A 'Run the Job' field with 'As Soon as Possible' and a 'Schedule...' button.
- Upon Completion...:** Checkboxes for 'Save all Output Files' (checked) and 'Byrst Output'. Below are 'Layout', 'Notify', and 'Print to' fields. 'Options...' and 'Delivery Opts' buttons are to the right.
- Bottom:** 'Help (C)', 'Submit', and 'Cancel' buttons.

Step 6. On the **Name** Field, click the **ellipsis (...)** to search the UP PPMP Details report

You may type **UP PPMP Details** then press **Tab** button from the keyboard



Step 7. Parameter window will appear.

Fill out **PPMP No.** and **Year** then click OK.

Submit Request

Run this Request...

Name

Operating Unit

Parameters

Language

At these Times...

Run the Job

Upon Completion...

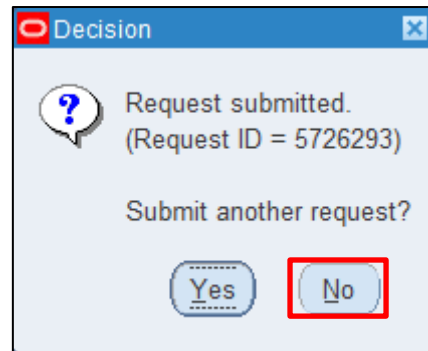
Save all Output Files Burst Output

Layout

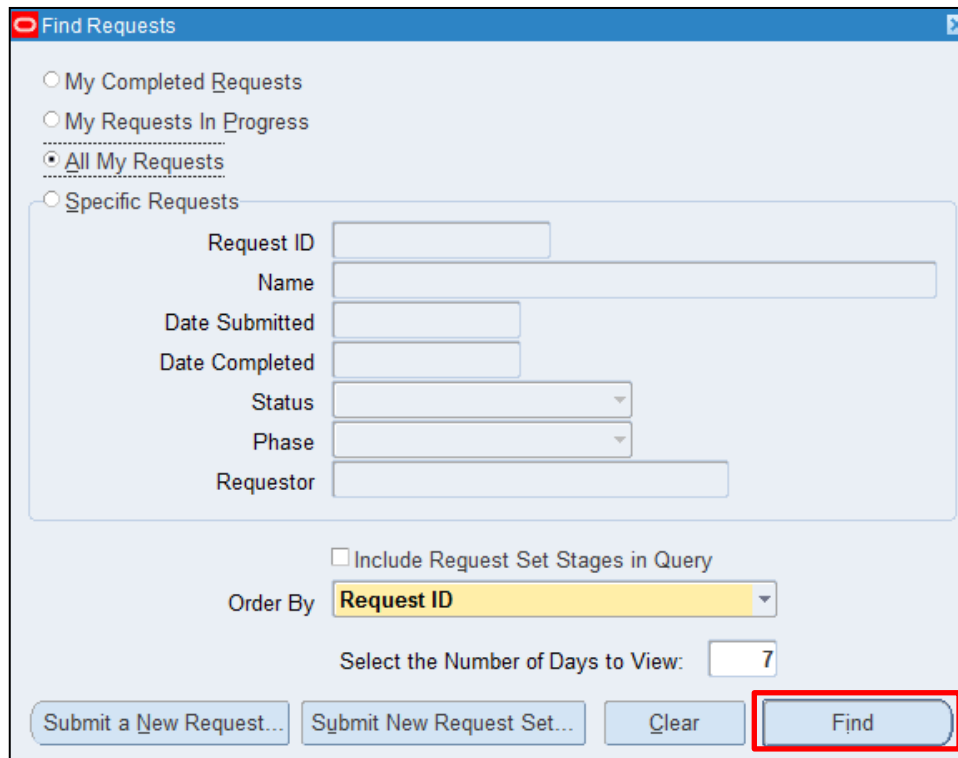
Notify

Print to

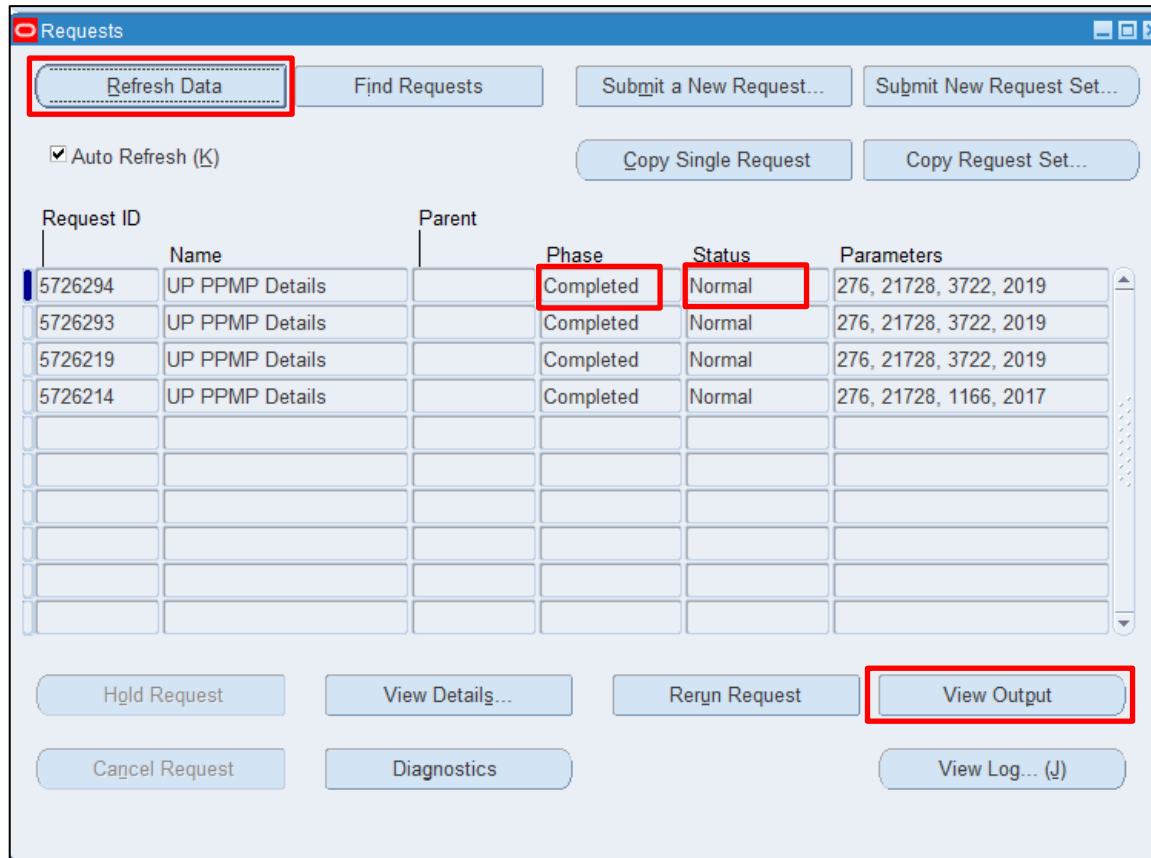
You will be redirected back to the **Submitted Request window**, click **Submit**



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




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



Step 10. The *Request* 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

PPMP 3722 Details

PPMP No. : 3722	SOF : 101	Date Submitted : 27-Jun-19	
PPMP Title : PPMP Non-Common Use Supplies- Students Accident Insurance	Category type : Non-Common Use Items	Prepared By : XXXXXXXXXX	
Unit : UPMin Office of the Student Affairs - MI02001001	SP Code : -	PPMP Total Amount : PHP 90,000.00	

Line #	Item Description	PhilGEPS	MOP	Need by Date	Amount (PHP)
1	Accident Insurance For Up Mindanao Students For Ay 2019-20	Financial and Insurance Services	Small Value Procurement	29-Jun-2019	90,000.00

Report generated with UP eBusiness Suite Release 1.0 on September 12, 2019 15:21:5
276-21726-5726294

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