



University of the Philippines

SPCMIS

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





CREATION OF PPMP FOR COMMON USE ITEMS



SPCMIS User Manual

iProcurement

Author: Julius Ermitanio, Michael Angelo Soliven, Carlo Evangelista & Reah Mae Supnet

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Approvals:

Recommending Approval

Approved

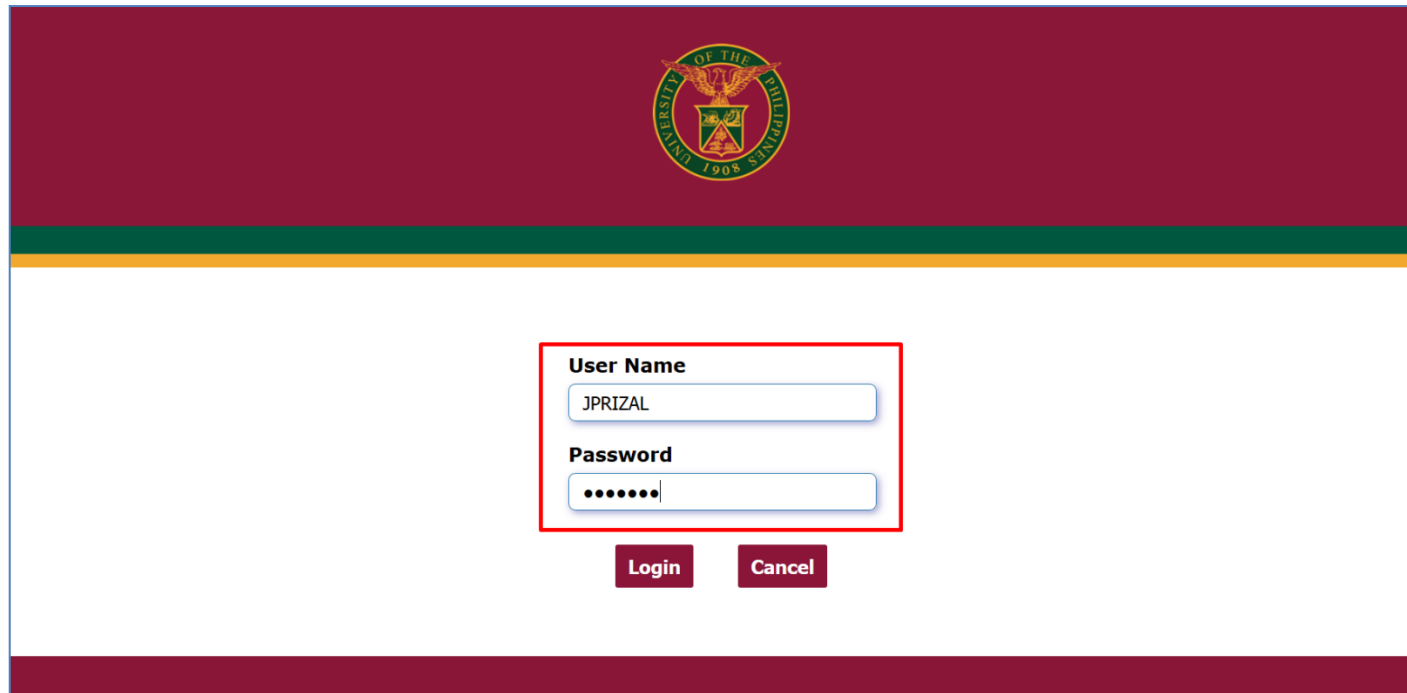
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
27 October 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial
28 November 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update
22 September 2016	Reah Mae Supnet & Carlo Martin Evangelista	3.0	Major Revision
28 February 2017	Reah Mae Supnet	3.1	Update
29 January 2019	Reah Mae Supnet	4.0	Major Revision

2. Description

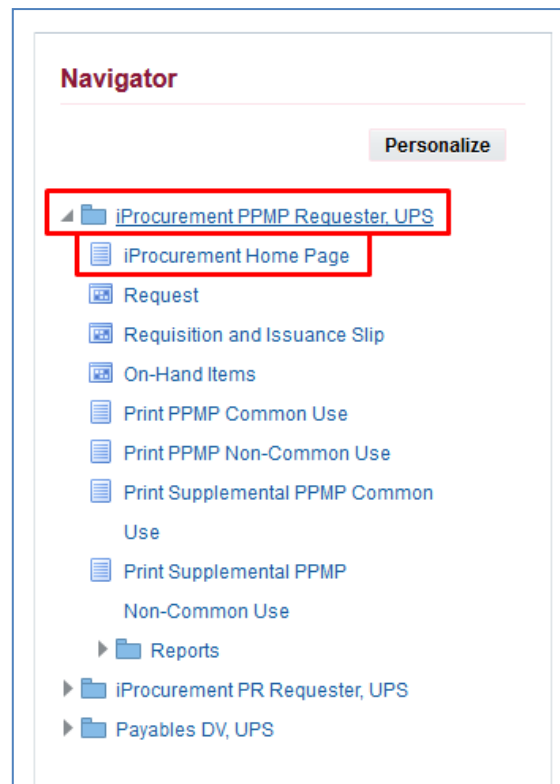
Script ID	UMSP010331
Script Name	Creation of PPMP for Common Use Items
Information System	Supplies, Procurement, and Campus Management Information System
Functional Domain	iProcurement PPMP Requester
Purpose	To create an annual PPMP for Common Use Items
Data Requirement	
Dependencies	Charge Account Setup Approval Path Setup Purchase Order Information
Scenario	Create an annual PPMP for Common Use Items
Author	Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet & Carlo Martin Evangelista



The screenshot shows a login interface for the University of the Philippines (UP) system. At the top, there is a maroon header bar featuring the UP seal. Below this is a horizontal bar with green and yellow stripes. The main body is white and contains a login form. The form is enclosed in a red rectangular border. It includes a 'User Name' label above a text input field containing 'JPRIZAL', and a 'Password' label above a password input field showing masked characters '.....'. Below the input fields are two buttons: 'Login' and 'Cancel'.

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

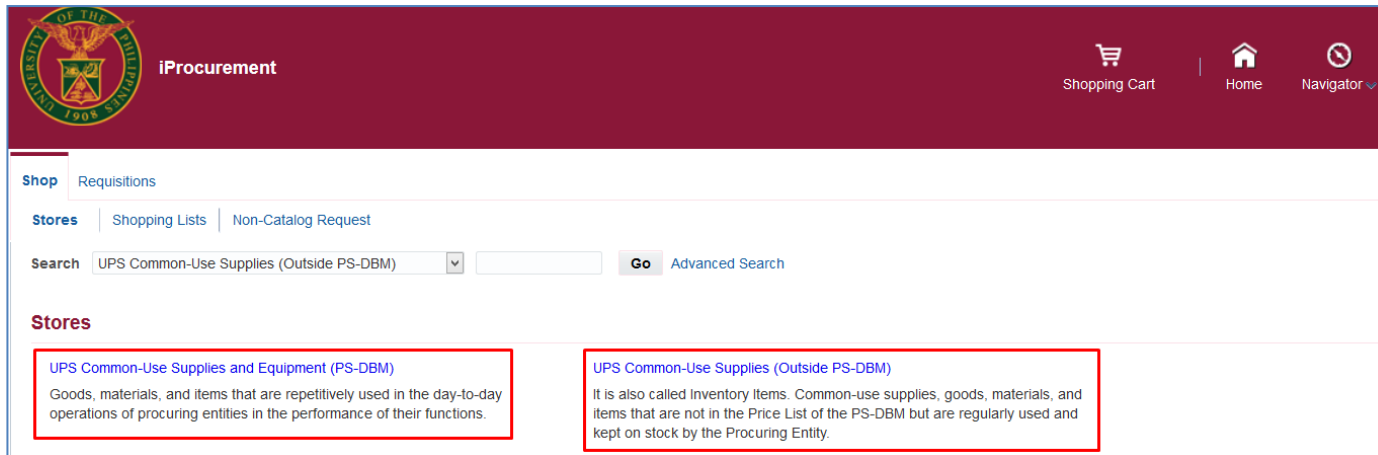
Step 2. Log-in your credentials
(e.g. ***username*** and ***password***)



Step 3. On the homepage, go to Main Menu and select

iProcurement PPMP Requester, UP

Step 4. Select ***iProcurement Home Page***



The screenshot shows the iProcurement system interface. At the top, there is a maroon header with the University of the Philippines logo and the text "iProcurement". To the right of the header are icons for "Shopping Cart", "Home", and "Navigator". Below the header, there is a navigation bar with "Shop" and "Requisitions". Under "Shop", there are links for "Stores", "Shopping Lists", and "Non-Catalog Request". A search bar is present with the text "UPS Common-Use Supplies (Outside PS-DBM)" and a "Go" button. Below the search bar, there is a section titled "Stores" with two options, each highlighted with a red box:

- UPS Common-Use Supplies and Equipment (PS-DBM)**
Goods, materials, and items that are repetitively used in the day-to-day operations of procuring entities in the performance of their functions.
- UPS Common-Use Supplies (Outside PS-DBM)**
It is also called Inventory Items. Common-use supplies, goods, materials, and items that are not in the Price List of the PS-DBM but are regularly used and kept on stock by the Procuring Entity.

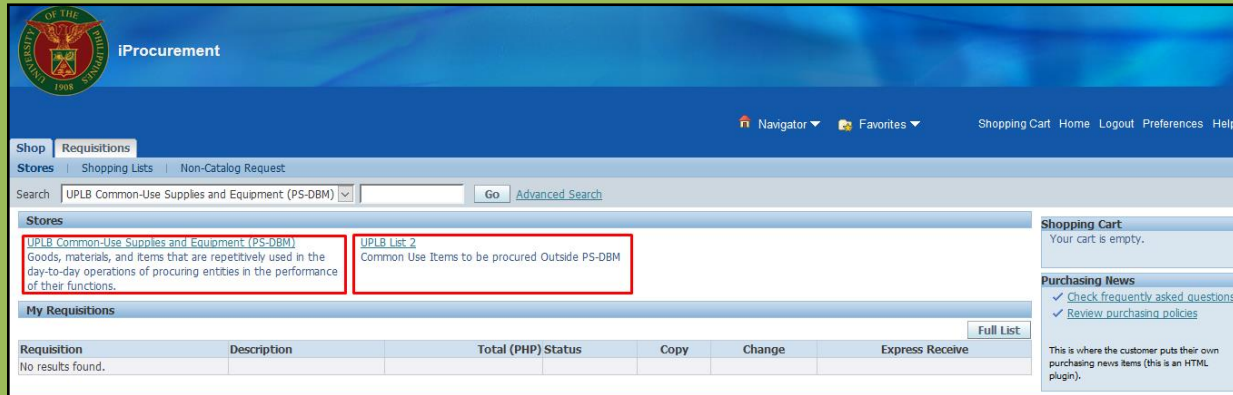
Step 5. In the *iProcurement Home Page*, select the store to be used:

UP Common-Use Supplies and Equipment (*Inside* PS-DBM)

OR

UP Common-Use Supplies and Equipment (*Outside* PS-DBM).

For UP Los Baños:

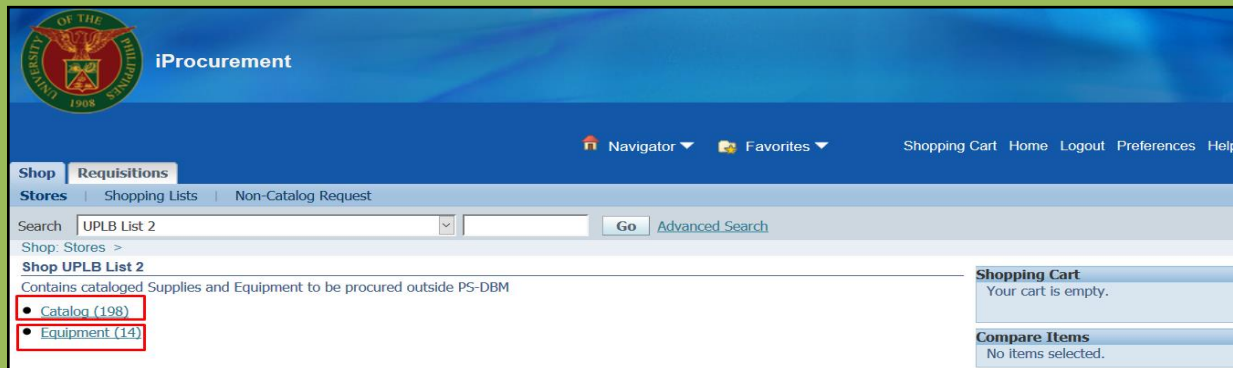


The screenshot shows the iProcurement website interface. The 'Stores' section is active, displaying a list of stores. Two stores are highlighted with red boxes: 'UPLB Common-Use Supplies and Equipment (PS-DBM)' and 'UPLB List 2'. The 'UPLB Common-Use Supplies and Equipment (PS-DBM)' store is described as 'Goods, materials, and items that are repetitively used in the day-to-day operations of procuring entities in the performance of their functions.' The 'UPLB List 2' store is described as 'Common Use Items to be procured Outside PS-DBM'. The 'My Requisitions' section shows 'No results found.' The 'Shopping Cart' section shows 'Your cart is empty.' The 'Purchasing News' section shows links to 'Check frequently asked questions' and 'Review purchasing policies'.

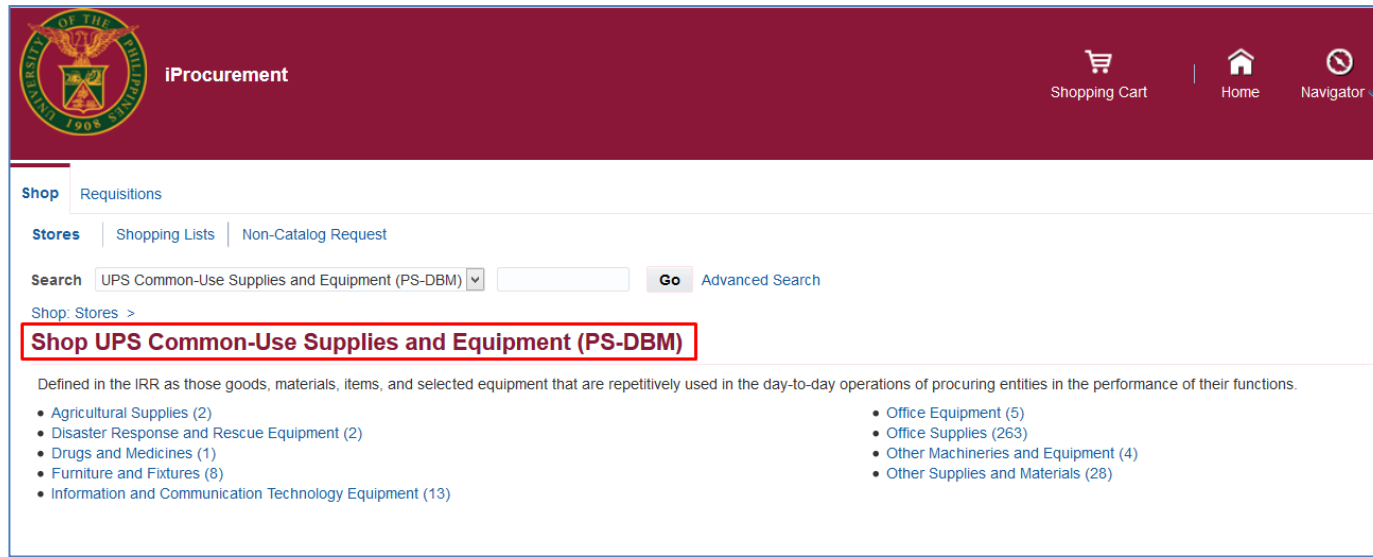
Select the store **UP Common-Use Supplies and Equipment (Inside PS-DBM)** or **UPLB List 2**

UPLB List 2 store contains 2 categories for **Common-Use Items Outside PS-DBM**:

- **Catalog** – for items costing **below 15,000**
- **Equipment** – for items costing **15,000 and above**



The screenshot shows the iProcurement website interface with the 'UPLB List 2' store selected. The 'Stores' section is active, displaying the details of the 'UPLB List 2' store. The store is described as 'Contains cataloged Supplies and Equipment to be procured outside PS-DBM'. Two categories are listed: 'Catalog (198)' and 'Equipment (14)', both highlighted with red boxes. The 'Shopping Cart' section shows 'Your cart is empty.' The 'Compare Items' section shows 'No items selected.'



After choosing a store, **Shop UP Common-Use Supplies and Equipment (PS-DBM) / Shop UP Common-Use Supplies (Outside PS-DBM)** window will appear.

It contains the item categories in the store.

Shop Requisitions

Stores Shopping Lists Non-Catalog Request

Search UPS Common-Use Supplies and Equipment (PS-DBM) Go Advanced Search

Shop: Stores >

Shop UPS Common-Use Supplies and Equipment (PS-DBM)

Defined in the IRR as those goods, materials, items, and selected equipment that are repetitively used in the day-to-day operations of procuring entities in the performance of their functions.

- Agricultural Supplies (2)
- Disaster Response and Rescue Equipment (2)
- Drugs and Medicines (1)
- Furniture and Fixtures (8)
- Information and Communication Technology Equipment (13)
- Office Equipment (5)
- Office Supplies (263)
- Other Machineries and Equipment (4)
- Other Supplies and Materials (28)

Step 6. Select a **category**.
(example: **Office Supplies**)

Shop Requisitions

Stores Shopping Lists Non-Catalog Request

Search UPS Common-Use Supplies and Equipment (PS-DBM) Go Advanced Search

Shop: Stores > Shop UPS Common-Use Supplies and Equipment (PS-DBM) >

Shop UPS Common-Use Supplies and Equipment (PS-DBM): Office Supplies

Defined in the IRR as those goods, materials, items, and selected equipment that are repetitively used in the day-to-day operations of procuring entities in the performance of their functions.

- Binder or bulldog clips (PS-DBM) (4)
- Binders (PS-DBM) (1)
- Calculators or accessories (PS-DBM) (1)
- Chalk boards or accessories (PS-DBM) (1)
- Computer printout paper (PS-DBM) (6)
- Correction film or tape (PS-DBM) (1)
- Cover paper (PS-DBM) (1)
- Document holder (PS-DBM) (2)
- Erasers (PS-DBM) (1)
- File storage boxes or organizers (PS-DBM) (6)
- Folders (PS-DBM) (7)
- Gift wrapping paper or bags or boxes (PS-DBM) (1)
- Glue (PS-DBM) (1)
- Hook and loop fastener (PS-DBM) (1)
- Ink cartridges (PS-DBM) (94)
- Paper or eyelet punches (PS-DBM) (1)
- Paper pads or notebooks (PS-DBM) (4)
- Parchment paper (PS-DBM) (1)
- Pen or pencil sets (PS-DBM) (1)
- Printer or facsimile toner (PS-DBM) (74)
- Printer ribbon (PS-DBM) (4)
- Rubber bands (PS-DBM) (1)
- Ruler (PS-DBM) (1)
- Scientific calculator (PS-DBM) (1)
- Scissors (PS-DBM) (1)
- Self adhesive note paper (PS-DBM) (3)
- Sign Pens (PS-DBM) (3)
- Specialty envelopes (PS-DBM) (1)
- Stamps (PS-DBM) (1)
- Standard envelopes (PS-DBM) (4)

Shopping Cart

Your cart is empty.

Compare Items

No items selected.

Step 7. Select a **subcategory**.
(example: **Paper pads or notebooks**)

Shop Requisitions

Stores | Shopping Lists | Non-Catalog Request

Search UPS Common-Use Supplies and Equipment (PS-DBM) Go Advanced Search

Shop: Stores > Shop UPS Common-Use Supplies and Equipment (PS-DBM) > Shop UPS Common-Use Supplies and Equipment (PS-DBM): Office Supplies >

Items in Category: Paper pads or notebooks (PS-DBM)

Sort by Ascending Go

Hide Images |

RECORD BOOK, 500 pages, size: 214mm x 278mm min	
Attachments None	
Shopping Category Paper pads or notebooks (PS-DBM)	Category OFFICE SUPPLIES.PRINTING WRITING.PADS NOTEBOOK_P
Supplier UP Warehouse	Supplier Site UP WAREHOUSE
Supplier Item	Internal Item Number PS-OE-0063
Source Quotation 1	Un Number
Price 93.6 PHP	Hazard Class
Quantity <input type="text" value="1"/> bk Add to Cart	Add to Favorites Add to Compare
RECORD BOOK, 300 pages, size: 214mm x 278mm min	
Attachments None	
Shopping Category Paper pads or notebooks (PS-DBM)	Category OFFICE SUPPLIES.PRINTING WRITING.PADS NOTEBOOK_P
Supplier UP Warehouse	Supplier Site UP WAREHOUSE
Supplier Item	Internal Item Number PS-OE-0062
Source Quotation 1	Un Number
Price 60.32 PHP	Hazard Class
Quantity <input type="text" value="1"/> bk Add to Cart	Add to Favorites Add to Compare

Shopping Cart
Your cart is empty.

Compare Items
No items selected.

Step 8. Select an item and enter the **Quantity**, then click **Add to Cart**.

NOTE: Unit must consider the items and quantity of items to be included for the entire year. Selection of items and entries of quantity will depend on the needs of the unit for each quarter. **Example:** If **NOTE BOOK, stenographer's, 40 leaves, spiral** will be needed for the four quarters, unit must add the said item **four times** with identified quantity for each quarter.

Shop Requisitions

Stores Shopping Lists Non-Catalog Request

Search UPS Common-Use Supplies and Equipment (PS-DBM) Go Advanced Search

Shop: Stores > Shop UPS Common-Use Supplies and Equipment (PS-DBM) > Shop UPS Common-Use Supplies and Equipment (PS-DBM): Office Supplies >

Confirmation
Item added successfully to the Cart. Your shopping cart contains 2 item(s).

Items in Category: Paper pads or notebooks (PS-DBM)

Sort by Ascending Go

Hide Images

RECORD BOOK, 500 pages, size: 214mm x 278mm min

Attachments None

Shopping Category Paper pads or notebooks (PS-DBM)

Supplier UP Warehouse

Supplier Item

Source Quotation 1

Price 93.6 PHP

Quantity 10 bk Add to Cart

Category OFFICE SUPPLIES.PRINTING
WRITING PADS NOTEBOOK_P

Supplier Site UP WAREHOUSE

Internal Item Number PS-OE-0063

Un Number

Hazard Class

Add to Favorites Add to Compare

Shopping Cart
Your cart contains 2 lines.

Recently Added Lines

RECORD BOOK, 50...	10	bk
RECORD BOOK, 50...	10	bk

View Cart and Checkout

Compare Items
No items selected.

Added items will reflect in the **Shopping Cart**

To add other item/s in the **Shopping Cart**, click the links in blue ink to go back to the categories or subcategories

Shop Requisitions

Stores Shopping Lists Non-Catalog Request

Search UPS Common-Use Supplies and Equipment (PS-DBM) Go Advanced Search

Shop: Stores > Shop UPS Common-Use Supplies and Equipment (PS-DBM) > Shop UPS Common-Use Supplies and Equipment (PS-DBM): Office Supplies >

Confirmation
Item added successfully to the Cart. Your shopping cart contains 2 item(s).

Items in Category: Paper pads or notebooks (PS-DBM)

Sort by Ascending Go

Hide Images

RECORD BOOK, 500 pages, size: 214mm x 278mm min

Attachments None

Shopping Category Paper pads or notebooks (PS-DBM)

Supplier UP Warehouse

Supplier Item

Source Quotation 1

Price 93.6 PHP

Quantity 10 bk Add to Cart

Category OFFICE SUPPLIES.PRINTING
WRITING PADS NOTEBOOK_P

Supplier Site UP WAREHOUSE

Internal Item Number PS-OE-0063

Un Number

Hazard Class

Add to Favorites Add to Compare

Shopping Cart
Your cart contains 2 lines.

Recently Added Lines

RECORD BOOK, 50...	10	bk
RECORD BOOK, 50...	10	bk

View Cart and Checkout

Compare Items
No items selected.

To use the search field to look for other items in the store. Select **Common-use Supplies and Equipment (PS-DBM)** or **UPD Common-Use Supplies (Outside PS-DBM)** and enter item on **Search** field.

Click **Go** button.

Shop Requisitions

Stores | Shopping Lists | Non-Catalog Request

Search: UPS Common-Use Supplies and Equipment (PS-DBM) [Advanced Search](#)

Shop: Stores > Shop UPS Common-Use Supplies and Equipment (PS-DBM) > Shop UPS Common-Use Supplies and Equipment (PS-DBM): Office Supplies >

Confirmation

Item added successfully to the Cart. Your shopping cart contains 2 item(s).

Items in Category: Paper pads or notebooks (PS-DBM)

Sort by Ascending

Hide Images |

RECORD BOOK, 500 pages, size: 214mm x 278mm min	
Attachments	None
Shopping Category	Paper pads or notebooks (PS-DBM)
Supplier	UP Warehouse
Supplier Item	
Source	Quotation 1
Price	93.6 PHP
Category	OFFICE SUPPLIES.PRINTING WRITING.PADS NOTEBOOK_P
Supplier Site	UP WAREHOUSE
Internal Item Number	PS-OE-0063
Un Number	
Hazard Class	

Quantity

Shopping Cart

Your cart contains 2 lines.

Recently Added Lines

RECORD BOOK, 50...	10	bk
RECORD BOOK, 50...	10	bk

Compare Items

No items selected.

Step 9. After adding all the items in your cart, click ***View Cart and Checkout.***

For Unavailable Common-use item/s in the stores.

- The end-user will submit an online request for additional items not listed in the Item Master List. To submit the request, follow **Tip II - Requesting for New Common-use Items** located in the **Tips** folder.
- Item Master Administrator will enter the requested item from the Unit.

Shopping Cart

* Purpose

Justification

* Need-By Date 03-Jan-2019 00:00:00

* Deliver-To Location University of the Philippines

Additional Header Information

* Requisition Type

* Item Category

Mode of Procurement

* Source of Fund

* Responsibility Center

* Special Code

Earmark Number

[Show Delivery and Billing](#)

Line	Item Description	Unit	Quantity	Price	Amount (PHP)	Delete
1	RECORD BOOK, 500 pages, size: 214mm x 278mm min	bk	10	93.6 PHP	936.00	
2	RECORD BOOK, 500 pages, size: 214mm x 278mm min	bk	20	93.6 PHP	1,872.00	
3	RECORD BOOK, 500 pages, size: 214mm x 278mm min	bk	30	93.6 PHP	2,808.00	
4	RECORD BOOK, 500 pages, size: 214mm x 278mm min	bk	5	93.6 PHP	468.00	
5	PENCIL, lead, w/eraser, One(1) dozen per box	box	5	85.36 PHP	426.80	
6	PENCIL, lead, w/eraser, One(1) dozen per box	box	5	85.36 PHP	426.80	
7	PENCIL, lead, w/eraser, One(1) dozen per box	box	5	85.36 PHP	426.80	
8	PENCIL, lead, w/eraser, One(1) dozen per box	box	5	85.36 PHP	426.80	
9	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	rm	10	196.54 PHP	1,965.40	
10	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	rm	15	196.54 PHP	2,948.10	
11	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	rm	20	196.54 PHP	3,930.80	
12	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	rm	15	196.54 PHP	2,948.10	
Total					19,583.60	

Continue Shopping
 Edit
 Save
 Submit

The **Shopping Cart page**, contains the headers of the report and the summary of items in your shopping cart. Here you can:

- **edit** the **quantity** of the items, place the cursor in the quantity field and type the amount

- **delete** a line, by clicking on the trash icon () found on the right most column

- **save** your cart, by clicking **save** icon then fill in the **requisition description** field using this naming convention:

PPMP Common Use Items (Year)
- office - project

(Example: **PPMP Common Use Items (2019) – Cash Office**)

Then click **Save**.

- proceed to **checkout** by clicking **Edit** icon or,

- Click **Continue Shopping**, to **return** to the **iProcurement homepage** to add more items

Shopping Cart

* Purpose

Justification

* Need-By Date

* Deliver-To Location

Additional Header Information

* Requisition Type
Project Procurement Management Plan (PPMP)

* Item Category
Common-use Items (PS-DBM)

Mode of Procurement

* Source of Fund
General Fund

* Responsibility Center
UPS UP Information Technology Development Center

* Special Code
Unspecified

Earmark Number

If you have previously saved the requisition, the **Purpose** field will be automatically filled

Step 10. Fill in the required details marked by an asterisk (*)

- **Purpose** following the naming convention below:

PPMP Common Use Items (Year)
- Office

Example:

PPMP Common Use Items 2019 – UP ITDC

- **Requisition Type** is automatically set to **Proj Proc Mgmt Plan**.

- **Item Category** click () **Search** button, Select **Common-use Items (PSDBM)**.

- **Source of Fund** click () **Search** button, **Select** fund to be used (example: **General Fund**)

Shopping Cart

* Purpose PPMP Common Use Items 2019 UP ITDC

Justification

* Need-By Date 21-Mar-2019 00:00:00

* Deliver-To Location University of the Philip

Additional Header Information

* Requisition Type Proj Proc Mgmt Plan
Project Procurement Management Plan (PPMP)

* Item Category Common-use Items (PS-DBM)
Common-use Items (PS-DBM)

Mode of Procurement

* Source of Fund 101
General Fund

* Responsibility Center SA03013001
UPS UP Information Technology Development Center

* Special Code -
Unspecified

Earmark Number

- **Responsibility Center** click () **Search** button.

then **Search By** select **Description**. Enter the a keyword from your responsibility center with (%) to view all possible results.

Example: %UPS%Cash%

Click **Go**.

Then select the **Responsibility Center**.

- **Special Code** click () **Search** button.

Search By select **Description**. Enter a key word with (%) to view all possible results.

Example: %Fee%

Click **Go**. Select the special code.

NOTE: For office/s without special code, Click **Go** then select **Unspecified** or just type (-) on the field.



Step 11. Click **Edit** icon to proceed to **Checkout**.

Edit and Submit Requisition page will appear here you may update the **need-by-dates** of the item lines

Step 12. To assign the **need-by date**, select the items that will be purchased in the same quarter. Then click **Update** button.

Edit and Submit Requisition

* Indicates required field

Requisition 3944

* Purpose: PPMP Common Use Items 2019 UP ITDC

Justification:

Total: 19,583.60 PHP

Select Lines **Update** Copy Delete

Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Destination Type	Deliver-To Location	Subinventory	Attachment	Update Line	Delete
<input checked="" type="checkbox"/>		RECORD BOOK, 500 pages, size: 214mm x 278mm min	10	bk	93.6 PHP	936.00	21-Mar-2019 00:00:00	Inventory	University of the P Enter one-time address	UPS-Invt			
<input type="checkbox"/>		RECORD BOOK, 500 pages, size: 214mm x 278mm min	20	bk	93.6 PHP	1,872.00	21-Mar-2019 00:00:00	Inventory	University of the P Enter one-time address	UPS-Invt			
<input type="checkbox"/>		RECORD BOOK, 500 pages, size: 214mm x 278mm min	30	bk	93.6 PHP	2,808.00	21-Mar-2019 00:00:00	Inventory	University of the P Enter one-time address	UPS-Invt			
<input type="checkbox"/>		RECORD BOOK, 500 pages, size: 214mm x 278mm min	5	bk	93.6 PHP	468.00	21-Mar-2019 00:00:00	Inventory	University of the P Enter one-time address	UPS-Invt			
<input checked="" type="checkbox"/>		PENCIL, lead, w/eraser, One(1) dozen per box	5	box	85.36 PHP	426.80	21-Mar-2019 00:00:00	Inventory	University of the P Enter one-time address	UPS-Invt			
<input type="checkbox"/>		PENCIL, lead, w/eraser, One(1) dozen per box	5	box	85.36 PHP	426.80	21-Mar-2019 00:00:00	Inventory	University of the P Enter one-time address	UPS-Invt			
<input type="checkbox"/>		PENCIL, lead, w/eraser, One(1) dozen per box	5	box	85.36 PHP	426.80	21-Mar-2019 00:00:00	Inventory	University of the P Enter one-time address	UPS-Invt			
<input type="checkbox"/>		PENCIL, lead, w/eraser, One(1) dozen per box	5	box	85.36 PHP	426.80	21-Mar-2019 00:00:00	Inventory	University of the P Enter one-time address	UPS-Invt			
<input checked="" type="checkbox"/>		PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	10	rm	196.54 PHP	1,965.40	21-Mar-2019 00:00:00	Inventory	University of the P Enter one-time address	UPS-Invt			
<input type="checkbox"/>		PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	15	rm	196.54 PHP	2,948.10	21-Mar-2019 00:00:00	Inventory	University of the P Enter one-time address	UPS-Invt			
Total (Rows 1 to 12)						19,583.60							

Rows 1 to 12

Requisition Information : Update Selected lines

TIP You have selected multiple lines. Enter information and click **Apply** to update the selected lines.

Delivery

Urgent: No

* Need-By Date: 01-Apr-2019 08:22:08

Requester: [Redacted]

Deliver-To Location: University of the Philippines

☐ Enter one-time address

Destination Type: Inventory

Subinventory: UPS-Invt

Calendar (April 2019):

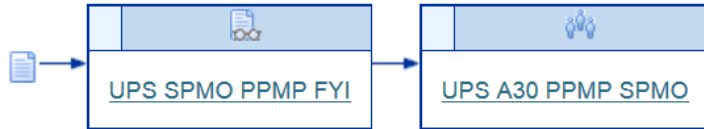
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Buttons: Cancel, Apply

Update **Need-By-Date** by selecting the first working day of the month for each quarter. Then click **Apply** button

Perform the same steps in updating the need-by-dates of the remaining items. Click **Apply** button .

Approvals



Step 13. Scroll down the **Edit and Submit Requisition** page to review the requisition's Approval path

To view the Approvers, click on an approval group (blue link).

Approval Group

[Return](#)

UPS SPMO PPMP FYI

Name	Title	Email
[Redacted]	Senior ICT Associate,UPS Supply and Property Management Office.	[Redacted]@up.edu.ph

Approval Group window will appear. Check the approver's details. To return from previous page, click **Return**

NOTE: Review the approval path. For **incorrect** approval paths check and verify the details entered in the requisition header. These details are: **Responsibility Code, Special Project Code, Item Category and Requisition Type.**

You may also email our helpdesk@up.edu.ph or call **376-3100 (loc 3)**

Edit and Submit Requisition

* Indicates required field

Requisition 3944

* Purpose PPMP Common Use Items 2019 UP ITDC
 Justification
 Total 19,583.00 PHP

Refresh Save Printable Page **Submit**

Step 14. After reviewing the items, click **Submit** button.

Select Lines: Update Copy Delete 														Rows 1 to 12
<input type="checkbox"/>	Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Destination Type	Deliver-To Location	Subinventory	Attachment	Update Line	Delete
<input type="checkbox"/>			RECORD BOOK, 500 pages, size: 214mm x 278mm min	10	bk	93.6 PHP	936.00	01-Apr-2019 08:22:08	Inventory	University of the E Enter one-time address	UPS-Inv			
<input type="checkbox"/>			RECORD BOOK, 500 pages, size: 214mm x 278mm min	20	bk	93.6 PHP	1,872.00	21-Mar-2019 00:00:00	Inventory	University of the E Enter one-time address	UPS-Inv			
<input type="checkbox"/>			RECORD BOOK, 500 pages, size: 214mm x 278mm min	30	bk	93.6 PHP	2,808.00	21-Mar-2019 00:00:00	Inventory	University of the E Enter one-time address	UPS-Inv			
<input type="checkbox"/>			RECORD BOOK, 500 pages, size: 214mm x 278mm min	5	bk	93.6 PHP	468.00	21-Mar-2019 00:00:00	Inventory	University of the E Enter one-time address	UPS-Inv			
<input type="checkbox"/>			PENCIL, lead, w/eraser, One(1) dozen per box	5	box	85.36 PHP	426.80	01-Apr-2019 08:22:08	Inventory	University of the E Enter one-time address	UPS-Inv			
<input type="checkbox"/>			PENCIL, lead, w/eraser, One(1) dozen per box	5	box	85.36 PHP	426.80	21-Mar-2019 00:00:00	Inventory	University of the E Enter one-time address	UPS-Inv			
<input type="checkbox"/>			PENCIL, lead, w/eraser, One(1) dozen per box	5	box	85.36 PHP	426.80	21-Mar-2019 00:00:00	Inventory	University of the E Enter one-time address	UPS-Inv			
<input type="checkbox"/>			PENCIL, lead, w/eraser, One(1) dozen per box	5	box	85.36 PHP	426.80	21-Mar-2019 00:00:00	Inventory	University of the E Enter one-time address	UPS-Inv			
<input type="checkbox"/>			PAPER, MULTICOPY 80gsm, size: 216mm x 330mm	10	rm	196.54 PHP	1,965.40	01-Apr-2019 08:22:08	Inventory	University of the E Enter one-time address	UPS-Inv			
<input type="checkbox"/>			PAPER, MULTICOPY 80gsm, size: 216mm x 330mm	15	rm	196.54 PHP	2,948.10	21-Mar-2019 00:00:00	Inventory	University of the E Enter one-time address	UPS-Inv			
<input type="checkbox"/>			PAPER, MULTICOPY 80gsm, size: 216mm x 330mm	20	rm	196.54 PHP	3,930.80	21-Mar-2019 00:00:00	Inventory	University of the E Enter one-time address	UPS-Inv			
<input type="checkbox"/>			PAPER, MULTICOPY 80gsm, size: 216mm x 330mm	15	rm	196.54 PHP	2,948.10	21-Mar-2019 00:00:00	Inventory	University of the E Enter one-time address	UPS-Inv			
Total (Rows 1 to 12)				19,583.60										

Your requisition will be sent to the following list of approvers.

Approvals

Confirmation

Requisition 3944 has been submitted to [REDACTED] for approval.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

Continue Shopping

A **Confirmation** will appear. Take note of the **Requisition number**.

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