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

Creation Date: 27 October 2014

Last Updated: 28 February 2017

Document Ref: SPCMIS User Manual - Creation of PPMP for Common Use Items

Version: 3.1
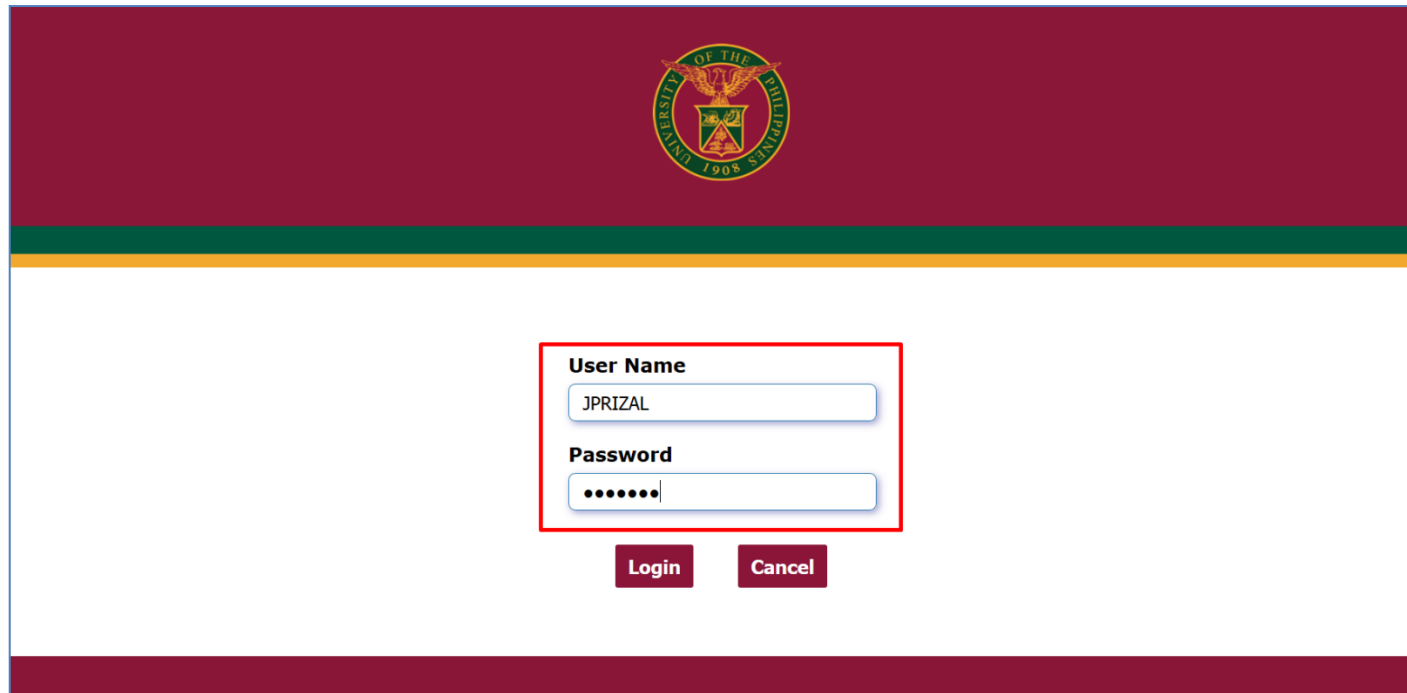

Approvals:

Recommending Approval

_____

Approved

_____

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

3

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

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

4

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

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

5

Step 1. Go to
uis.up.edu.ph
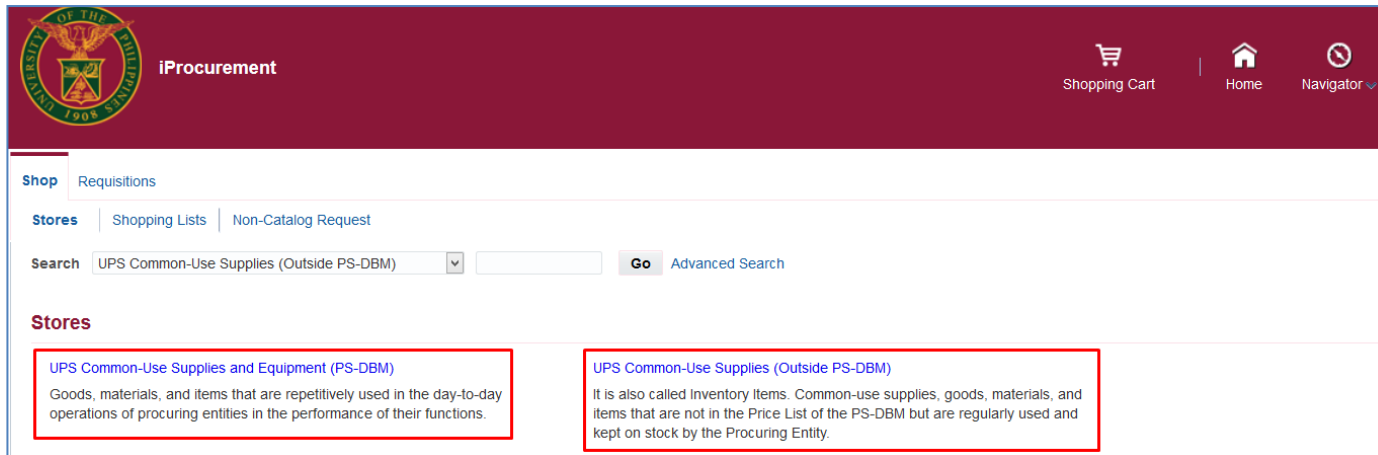
Step 2. Log-in your credentials
(e.g. ***username*** and ***password***)

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

6

Navigator

Personalize

▲ 📁 iProcurement PPMP Requester, UPS
   📄 iProcurement Home Page
   🔳 Request
   🔳 Requisition and Issuance Slip
   🔳 On-Hand Items
   📄 Print PPMP Common Use
   📄 Print PPMP Non-Common Use
   📄 Print Supplemental PPMP Common
      Use
   📄 Print Supplemental PPMP
      Non-Common Use
   ▶ 📁 Reports
▶ 📁 iProcurement PR Requester, UPS
▶ 📁 Payables DV, UPS

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

iProcurement PPMP Requester, UP

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

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)
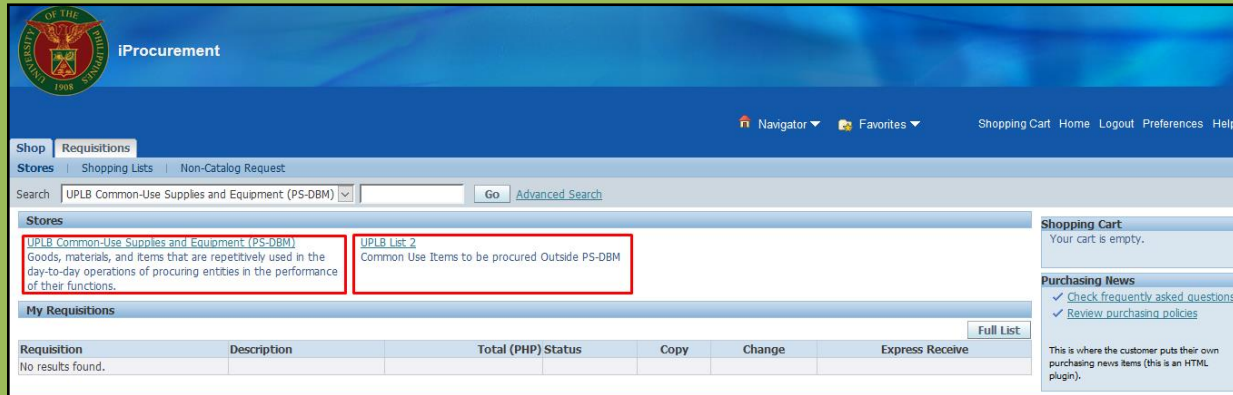
7

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

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

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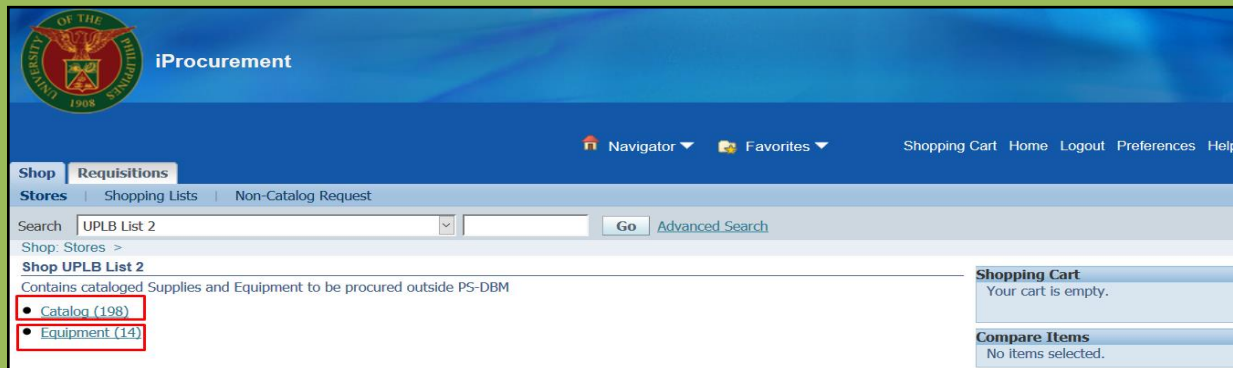
UP Common-Use Supplies and Equipment (Outside PS-DBM).

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

8

For UP Los Baños:
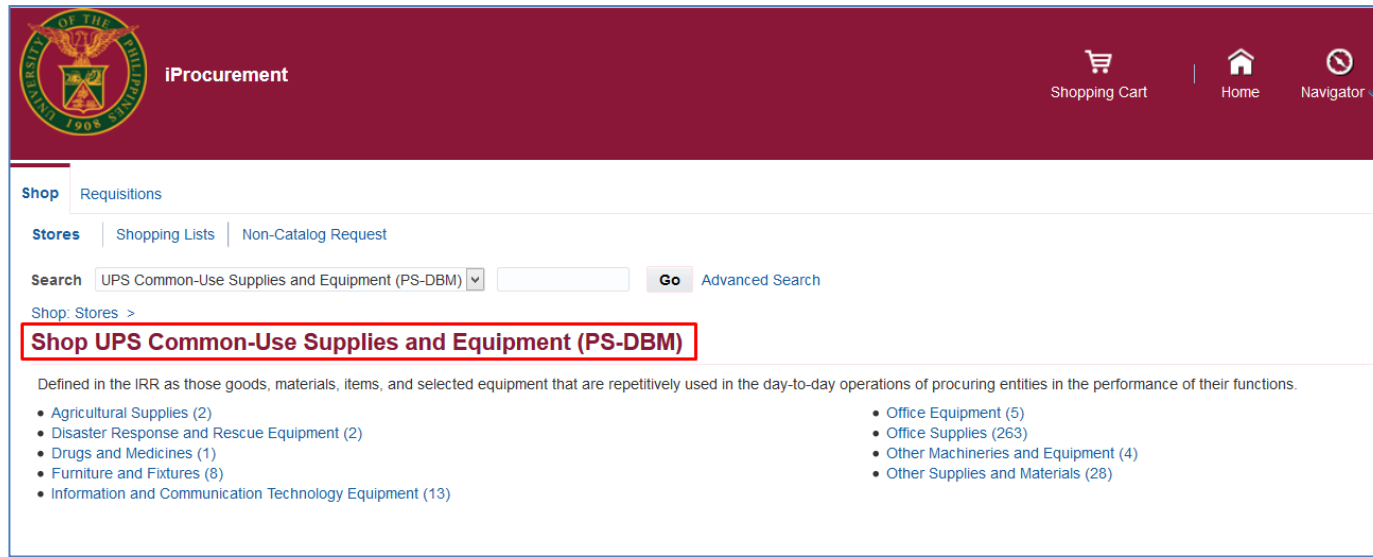

Select the store *UP Common-Use Supplies and Equipment (Inside PS-DBM)* or *UPLB List 2*

UPLB List 2 store contains 2 categories for *Common-Use Items Outside PS-DBM*:
- *Catalog* – for items costing *below 15,000*
- *Equiptment* – for items costing *15,000 and above*

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

9

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.

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

10

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

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

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

11

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.

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

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.

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.

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

14

Shopping Cart

* Purpose	
Justification	
* Need-By Date	03-Jan-2019 00:00:00
* Deliver-To Location	University of the Philipp

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, 0ne(1) dozen per box	box	5	85.36 PHP	426.80	🗑
6	PENCIL, lead, w/eraser, 0ne(1) dozen per box	box	5	85.36 PHP	426.80	🗑
7	PENCIL, lead, w/eraser, 0ne(1) dozen per box	box	5	85.36 PHP	426.80	🗑
8	PENCIL, lead, w/eraser, 0ne(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

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

15

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*)

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

Shopping Cart

Field	Value
* 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.

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

17

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

	Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Destination Type	Deliver-To Location	Subinventory	Attachment	Update Line	Delete
☑	▶		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			🗑
☐	▶		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			🗑
☐	▶		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			🗑
☐	▶		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			🗑
☑	▶		PENCIL, lead, w/eraser, 0ne(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			🗑
☐	▶		PENCIL, lead, w/eraser, 0ne(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			🗑
☐	▶		PENCIL, lead, w/eraser, 0ne(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			🗑
☐	▶		PENCIL, lead, w/eraser, 0ne(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			🗑
☑	▶		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			🗑
☐	▶		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

Select Lines | Update | Copy | Delete

Refresh | Save | Printable Page | Submit

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

18

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 .

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

19

Approvals

Approval Group   Return

UPS SPMO PPMP FYI

Name	Title	Email
████████████	Senior ICT Associate.UPS Supply and Property Management Office.	████████@up.edu.ph
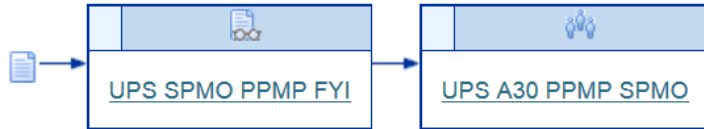
Step 13. Scroll down the *Edit and Submit Requisition* page to review the requisition's Approval path

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

Approval Group 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)*

Preparation of PPMP for Common Use Items
File Ref: ITDC – SPCMIS – UM010331 Creation of PPMP for Common Use Items – 20170228 (v.4.0)

20

Edit and Submit Requisition

Refresh   Save   Printable Page   Submit

* Indicates required field

Requisition 3944

* Purpose	PPMP Common Use Items 2019 UP ITDC
Justification	
Total	19,583.60 PHP

Select Lines: Update   Copy   Delete | Rows 1 to 12

Details	Special Info	Description	Quantity	Unit	Price	Amount (PHP)	Need By Date	Destination Type	Deliver-To Location	Subinventory	Attachment	Update Line	Delete
☐ ▶		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 P. Enter one-time address	UPS-Invt			
☐ ▶		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			
☐ ▶		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			
☐ ▶		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			
☐ ▶		PENCIL, lead, w/eraser, 0ne(1) dozen per box	5	box	85.36 PHP	426.80	01-Apr-2019 08:22:08	Inventory	University of the P. Enter one-time address	UPS-Invt			
☐ ▶		PENCIL, lead, w/eraser, 0ne(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			
☐ ▶		PENCIL, lead, w/eraser, 0ne(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			
☐ ▶		PENCIL, lead, w/eraser, 0ne(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			
☐ ▶		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 P. Enter one-time address	UPS-Invt			
☐ ▶		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			
☐ ▶		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 P. Enter one-time address	UPS-Invt			
☐ ▶		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										

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

Approvals

UPS SPMO PPMP FYI → UPS A30 PPMP SPMO

Confirmation

Requisition 3944 has been submitted to ▮▮▮▮▮▮▮▮▮▮ 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

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

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.