University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System

CREATION OF PPMP FOR COMMON USE ITEMS

SPCMIS User Manual

iProcurement

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

Version: 3.1

Approvals:

Recommending Approval

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Approved

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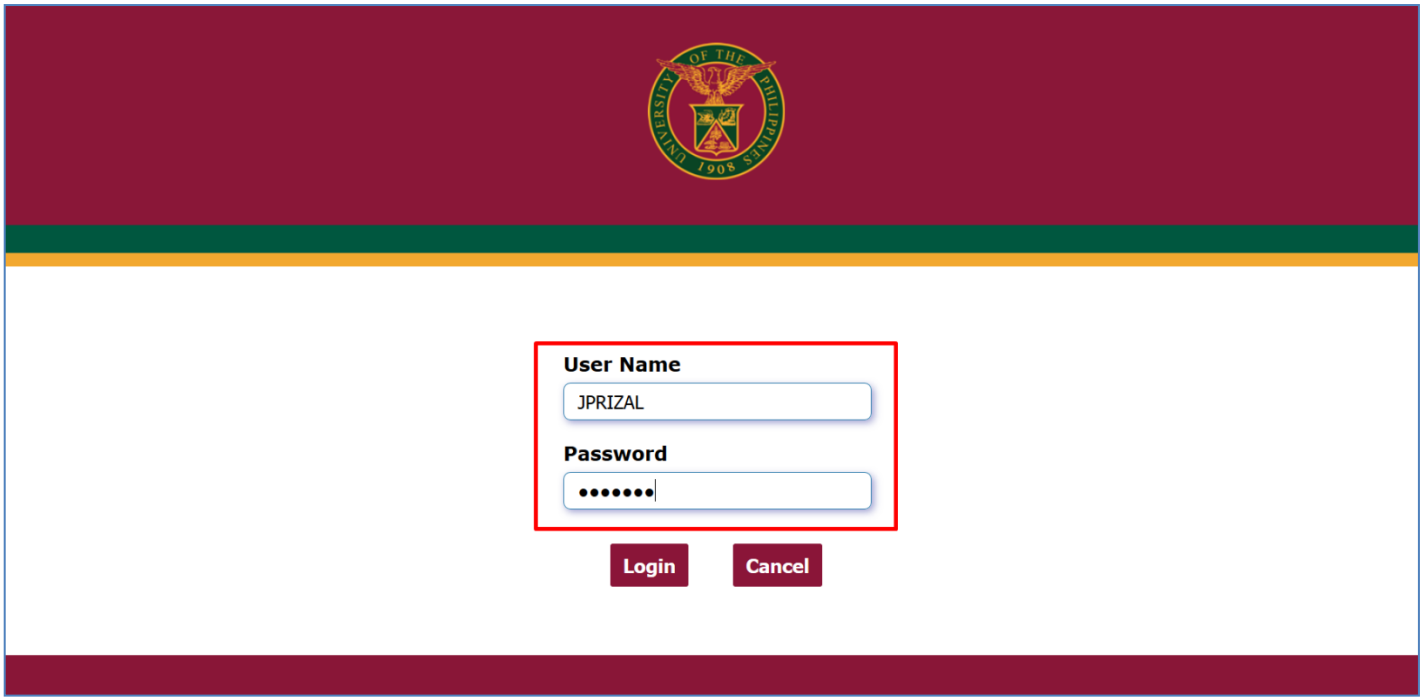
1. DOCUMENT CONTROL

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

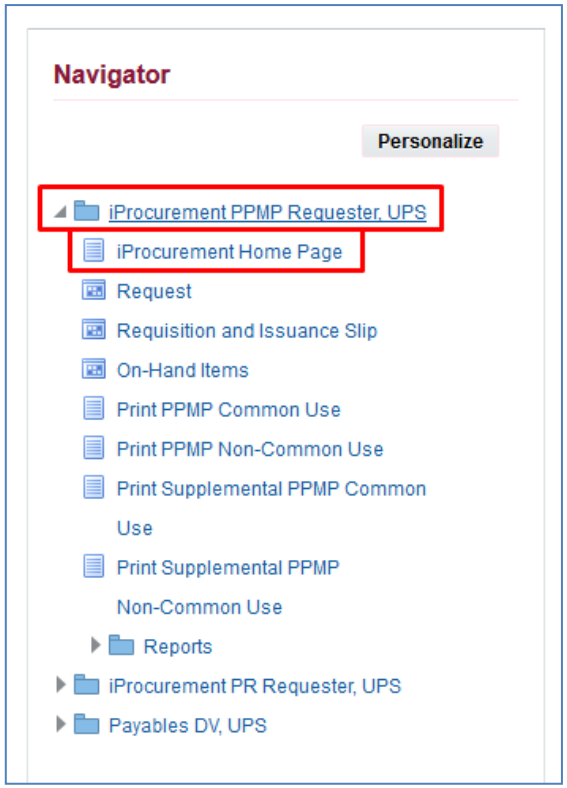
2. Description

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



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

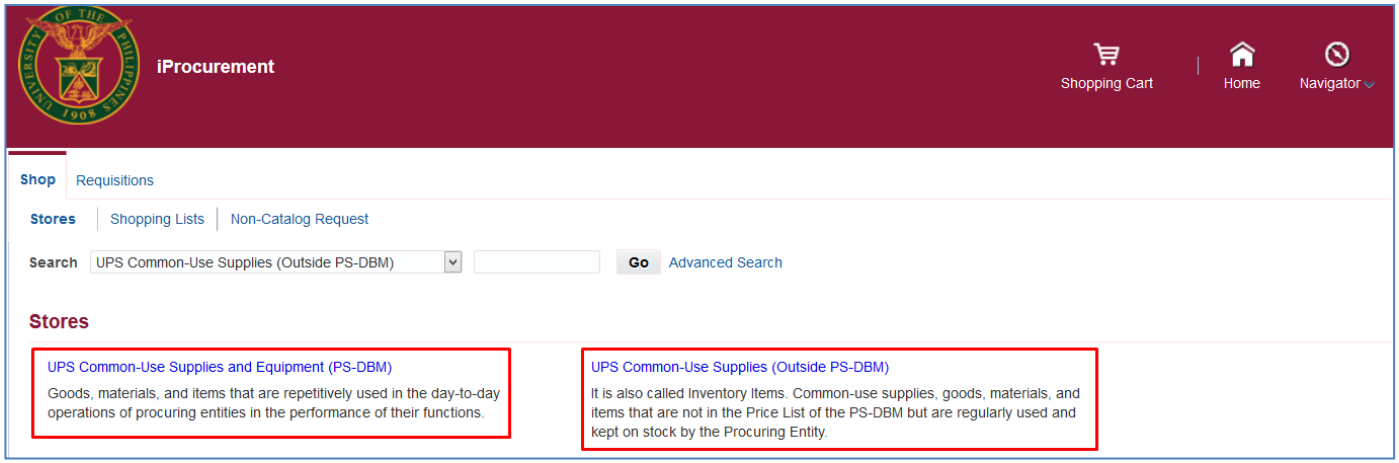
Step 2. Log-in your credentials (e.g. ***username*** and ***password***)



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

iProcurement PPMP Requester, UP

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



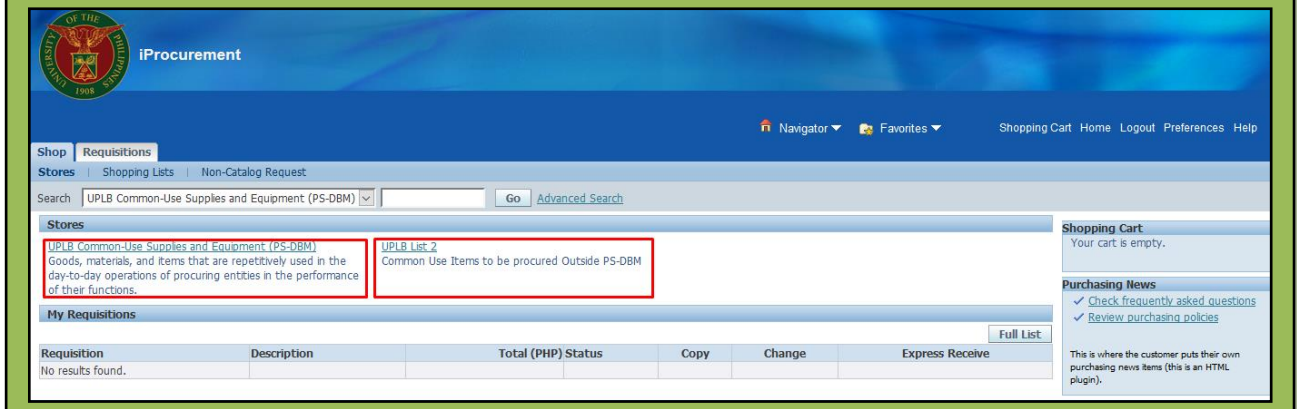
Step 5. In the ***iProcurement Home Page***, select the store to be used:

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

or

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

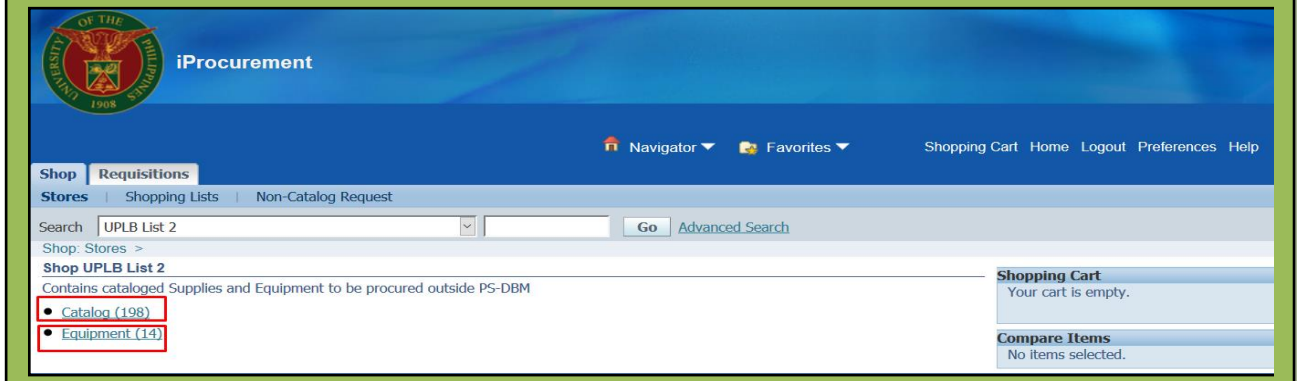
For UP Los Baños:

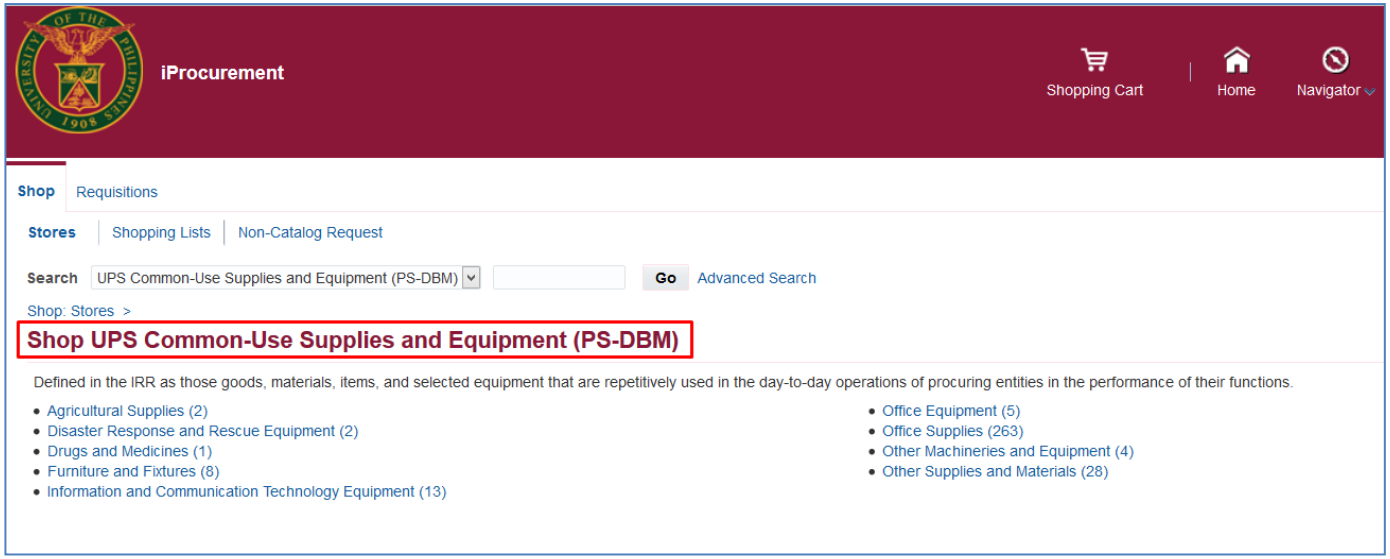


Select the store ***UP Common-Use Supplies and Equipment (Inside PS-DBM)*** or ***UPLB List 2***

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

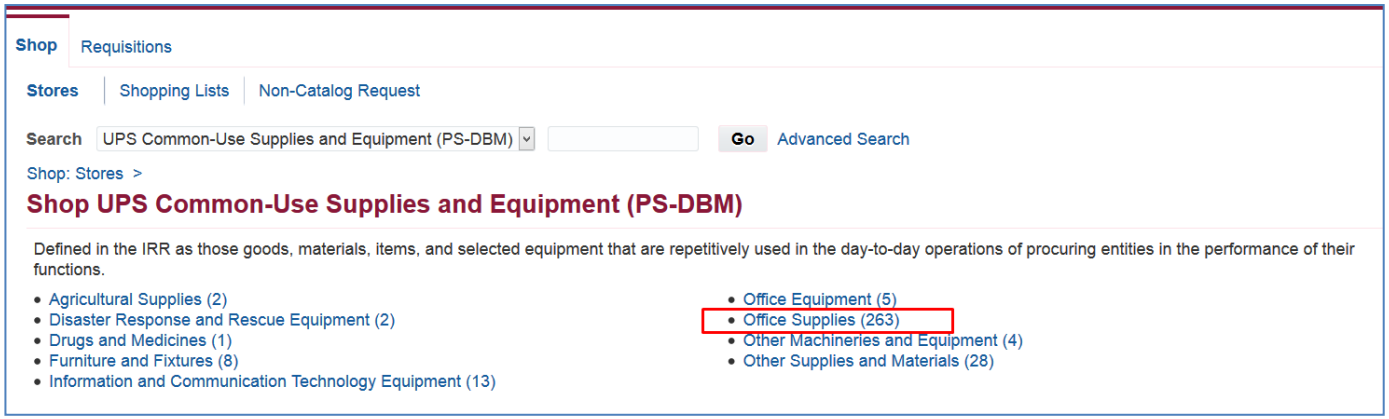
- ***Catalog*** – for items costing ***below 15,000***
- ***Equiptment*** – for items costing ***15,000 and above***



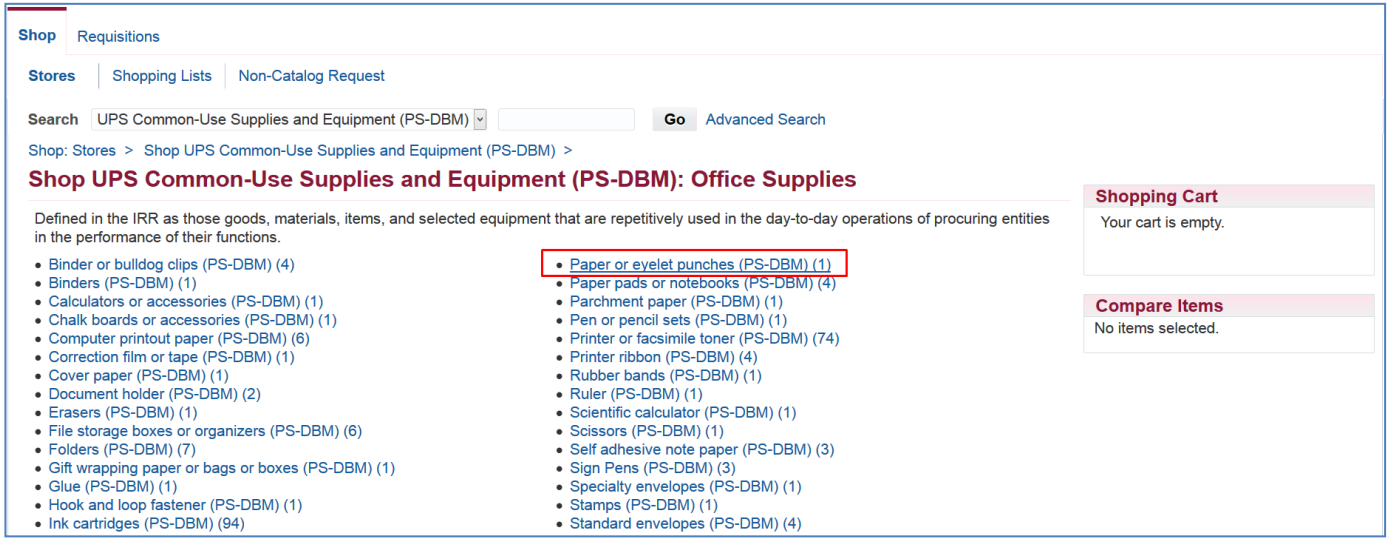


After choosing a store, ***Shop UP Common-Use Supplies and Equipment (PS-DBM) / Shop UP Common-Use Supplies (Outside PS-DBM)*** window will appear.

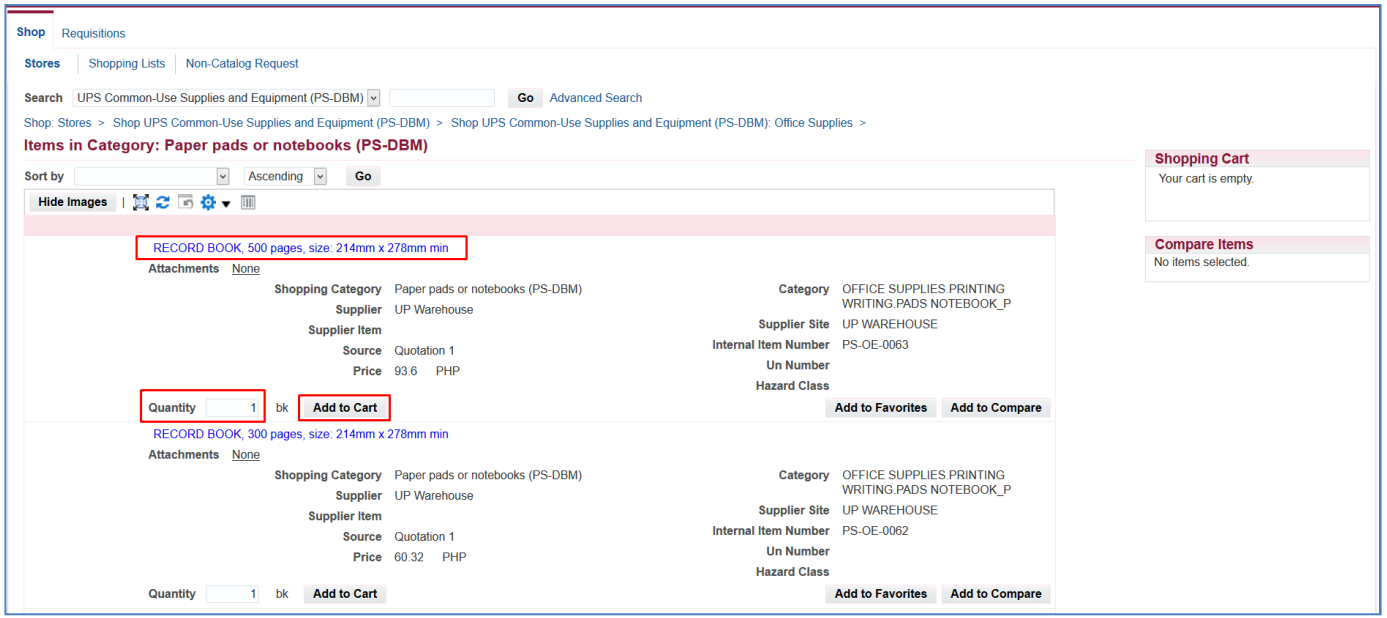
It contains the item categories in the store.



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

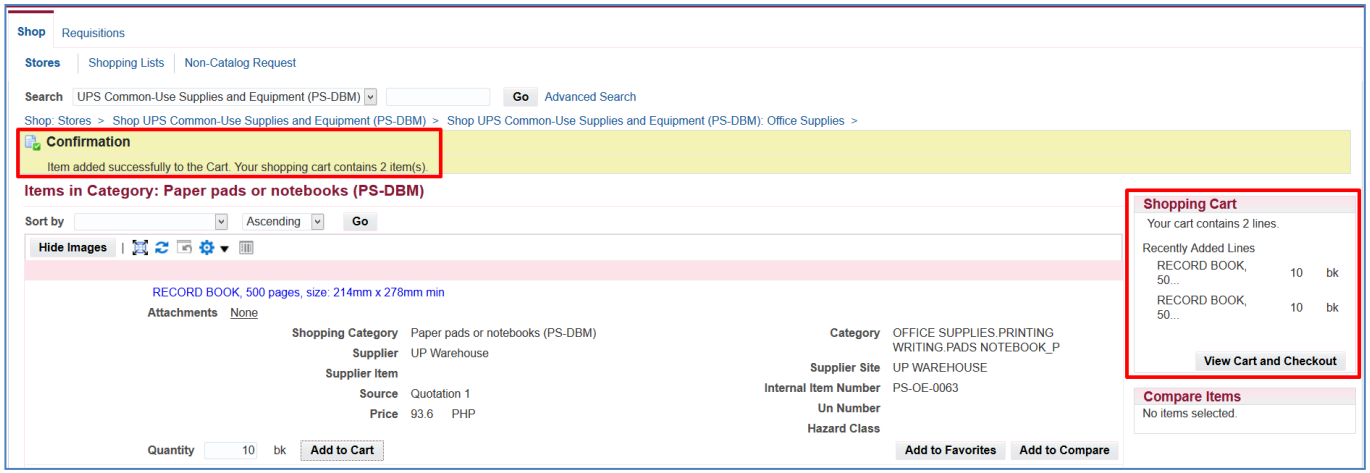


Step 7. Select a ***subcategory***. (example: ***Paper pads or notebooks***)



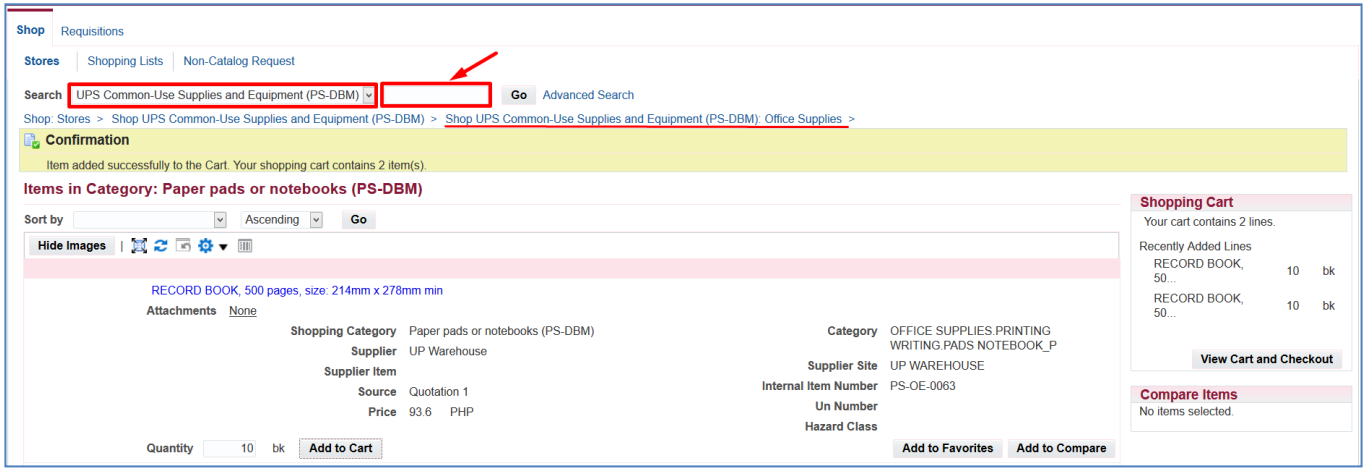
Step 8. Select an item and enter the ***Quantity***, then click ***Add to Cart***.

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.



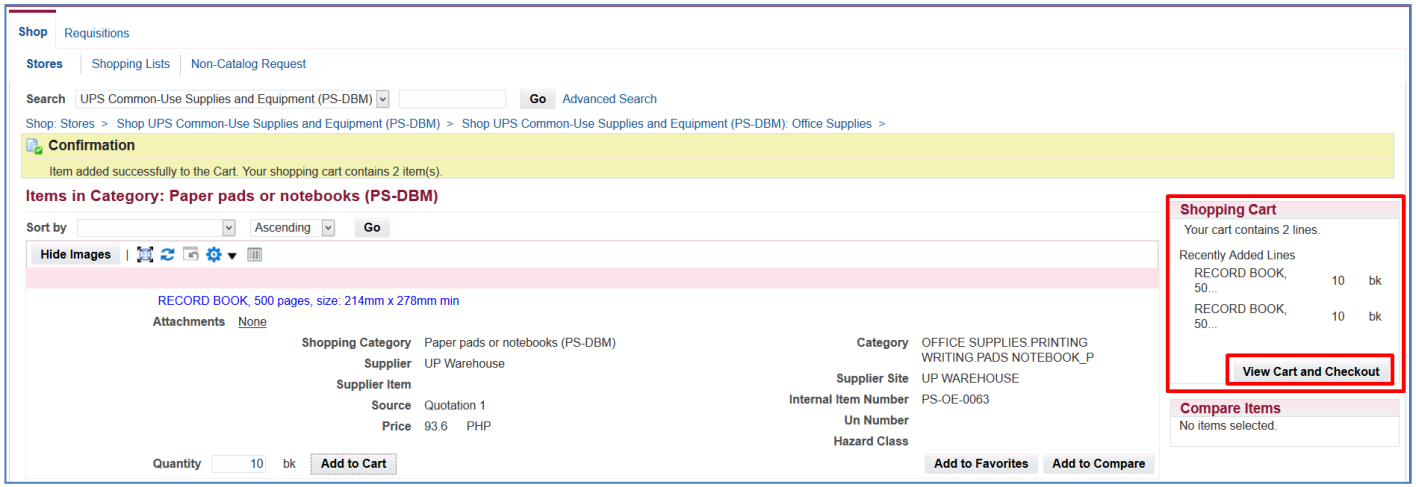
Added items will reflect in the ***Shopping Cart***

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.

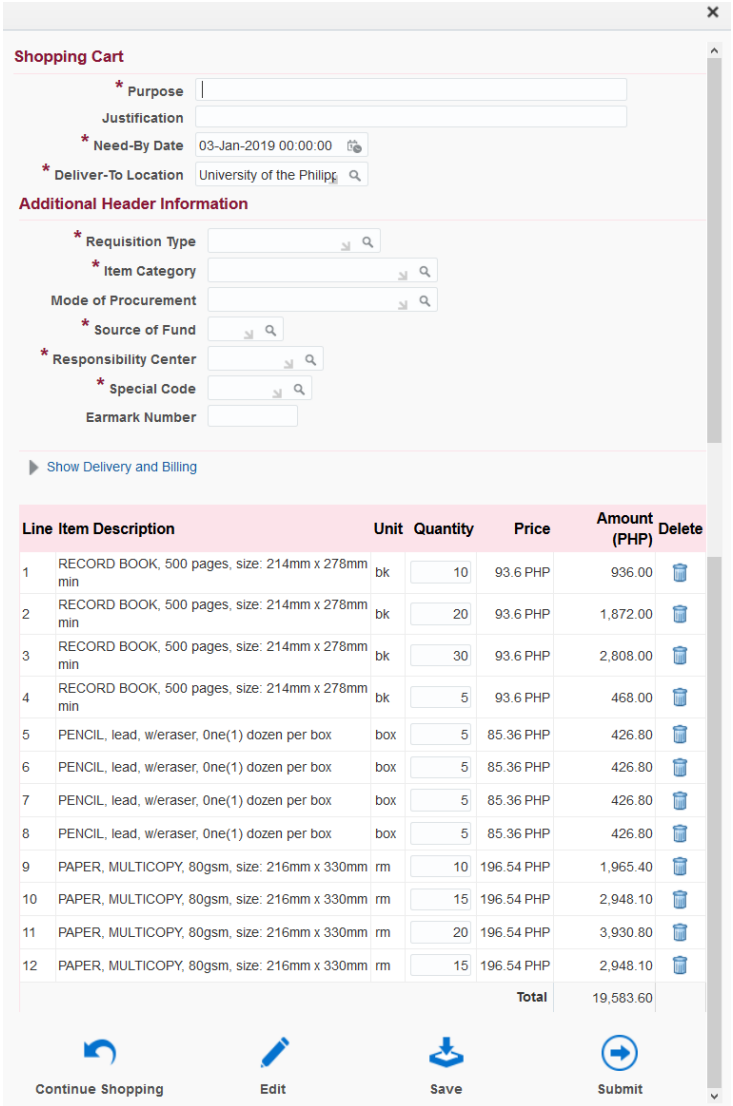


Step 9. After adding all the items in your cart, click ***View Cart and Checkout***.

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.



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:

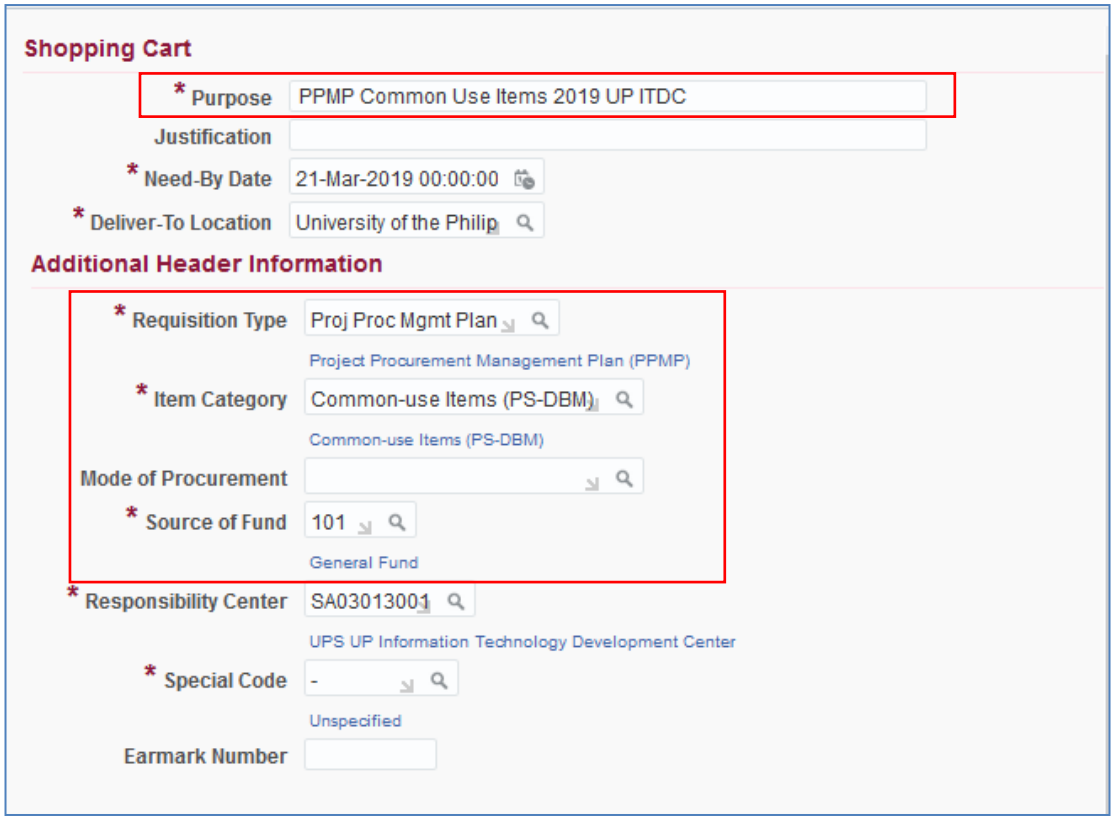
PPMP Common Use Items (Year) – office – project

(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



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:

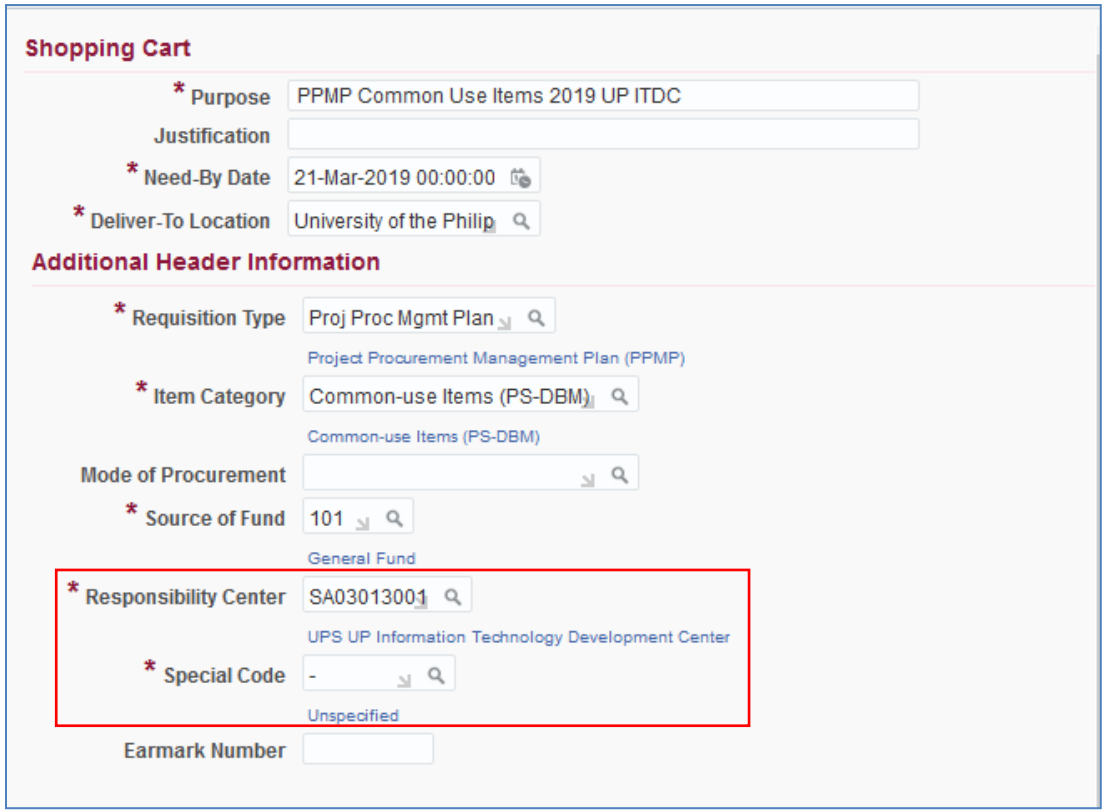
PPMP Common Use Items (Year) – Office

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***)



- *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.***

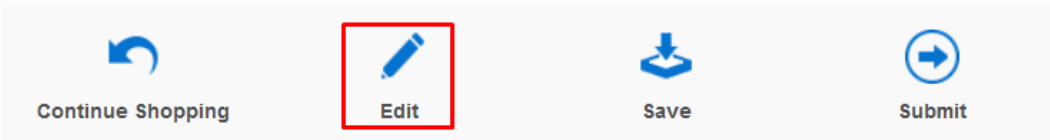
- ***Special Code*** click **( )** ***Search*** button.

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

Example: ***%Fee%***

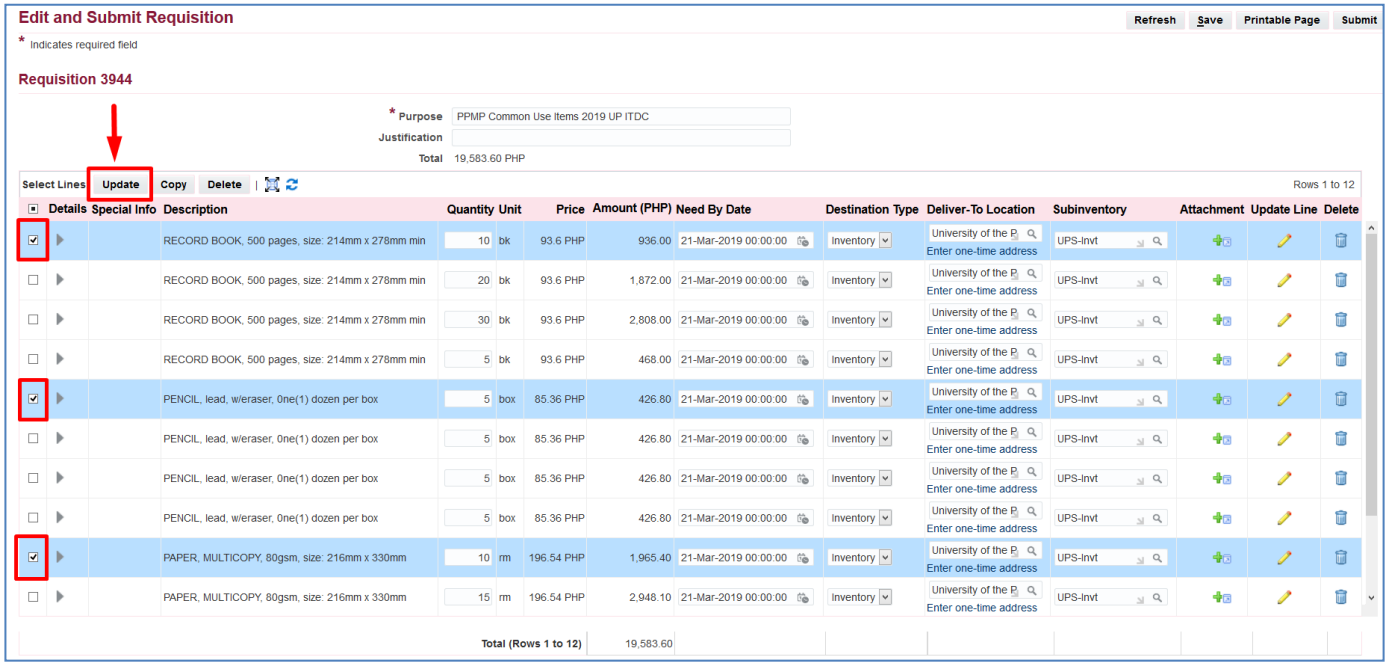
Click ***Go***. Select the special code.

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

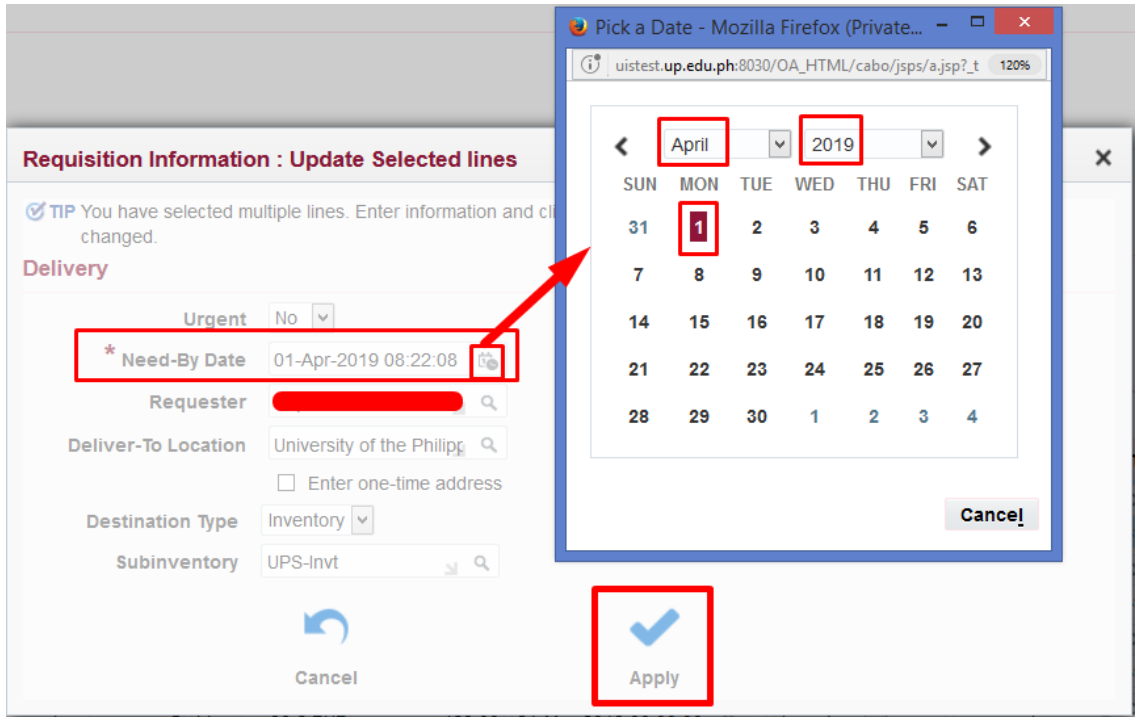


Step 11. Click ***Edit*** icon to proceed to ***Checkout.***

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.

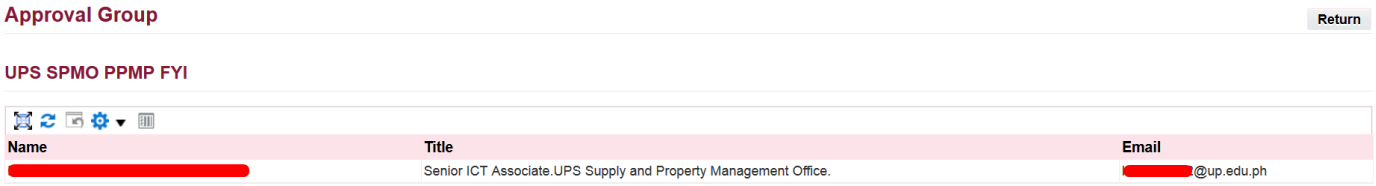


Update ***Need-By-Date*** by selecting the first working day of the month for each quarter. Then click ***Apply*** button

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

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

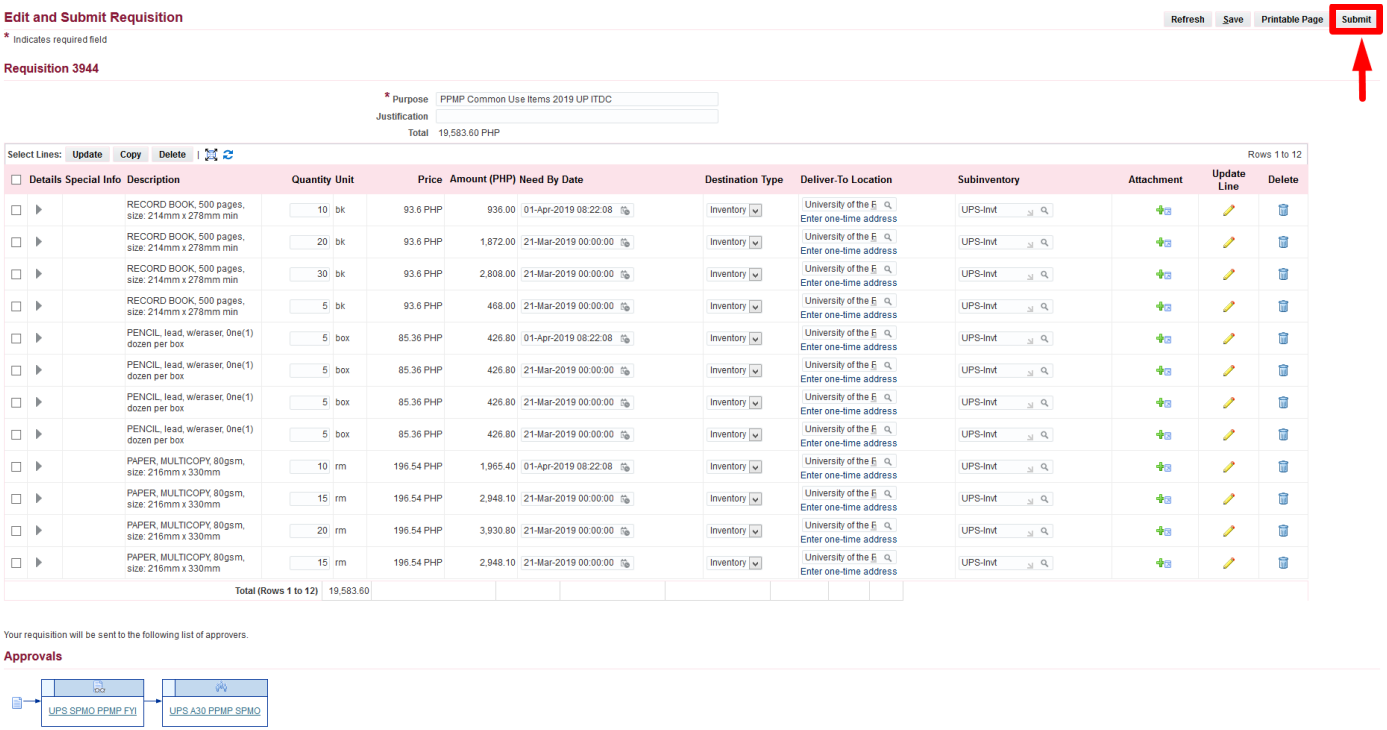
To view the Approvers, click on an approval group (blue link).



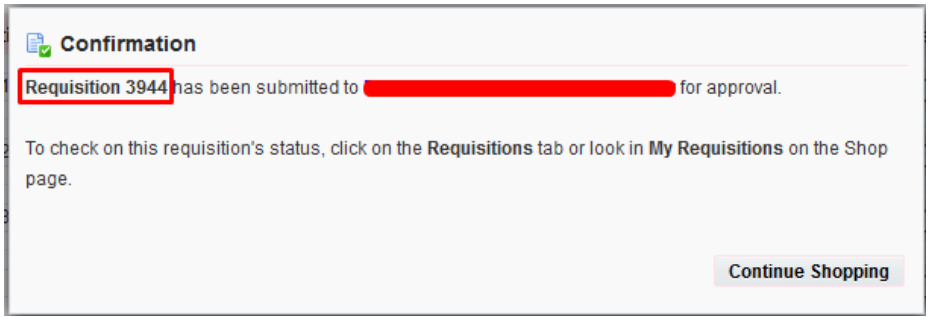
Approval Group window will appear. Check the approver's details. To return from previous page, click ***Return***

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)***



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.