

### University of the Philippines

# SPCMIS

Supplies, Procurement, and Campus Management Information System



## IPROCUREMENT PREFERENCES SET-UP



#### 1. DOCUMENT CONTROL

#### 1.1 Change Record

Date	Author	Version	Change Reference
04 October, 2013	Juluis Ermitanio & Michael Angelo Soliven	1.0	Initial Issue and review
11 January, 2014	Juluis Ermitanio & Michael Angelo Soliven	1.0	Major revision
27 January, 2014	Juluis Ermitanio & Michael Angelo Soliven	1.0	Minor revision
26 October, 2014	Juluis Ermitanio & Michael Angelo Soliven	2.0	Updated
09 September 2019	Riza Nequias	3.0	Major revision due to upgrade from 12.1.3 to 12.2.6 – Changed Screenshots

#### 2. Description

Manual ID	UMSP010131				
Manual Name	iProcurement Preferences Set-up				
	Supplies, Procurement and Campus Management				
Information System	Information System				
Functional Domain	iProcurement				
	To set the iProcurement Preferences and delivery				
Purpose	details of the user				
	Procurement PPMP Requester or iProcurement PR				
Data Requirement	Requester responsibility				
Dependencies					
	The end user should set the iProcurement				
	preferences and delivery details before creating a				
Scenario	purchasing transaction				
Author	Riza Nequias				

	<b>NOTE:</b> Updating <i>iProcurement</i> <i>Preferences</i> is a pre-requisite before performing Procurement Transactions.
User Name     Login Cancel	This process is a <b>ONE-TIME</b> <b>SETUP</b> . Once the user updated his/her iProcurement Preferences, the user is now allowed to submit procurement transactions.
	<b>Step 1.</b> Go to <u><i>uis.up.edu.ph</i></u> <b>Step 2.</b> Log-in your credentials (Username and Password)

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	Navigator	^	Worklist			
	Personalize				Full	List
	Application Diagnostics		🐹 😂 📧 🌼 🔻 💷			
	🔺 🛅 iProcurement PPMP Requester, UPS		From	Туре	Subject	Sent
	iProcurement Home Page		There are no notifications in this view.			
	📧 Request					
	Requisition and Issuance Slip		TIP Vacation Rules - Redirect or auto	-respor	nd to notific	cations.
	On-Hand Items					
	Print PPMP Common Use					
	Print PPMP Non-Common Use					
	Print Supplemental PPMP Common					
	Use					
	Print Supplemental PPMP					
	Non-Common Use					
	🕨 🛅 Reports					

Step 3. On the Main Menu, select *iProcurement PPMP Requester, UP* 

Then, Click *iProcurement Home Page* 

You will be directed to the *iProcurement Home Page*.

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Stores										
stores										Shopping Cart
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Goods, materials the day-to-day o performance of t	, and items that are repetitively used in perations of procuring entities in the heir functions.	It is also called In goods, materials, the PS-DBM but a the Procuring Ent	ventory Items. Common , and items that are not i are regularly used and k ity.	-use supplies, in the Price List of ept on stock by						Recently Added Lines YARN YARN
My Requisitio	ns									Minus Cont.
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3976	PPMP NON Common Use Items		100.00	In Process	G	60				plugin).
3974	Cutter (small)		9,301.56	In Process	li i	<b>B</b> 3				

**Step 4.** On the upper right region of the page, click **Setting** lcon and select **Preferences** 

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Shop Requisitions		
General	General Preferences Cancel Reset to	o Defau
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	Accessibility Features None 😺 🗊	
	Home Page Style Framework Tree 🔽 🗊 Page Header Display Style Icons Only 👻	

**Step 5.** Then on the left side of the page, click *iProcurement Preferences* 

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	Select Favorite List: Set as Primary   🚟 🐹 🎜 🔄 🐼 🔻 🔟 * Favorite List Name		Primary Delete
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Step 6. Update the *Deliver-To Location* field, click the *Search icon* to view the choices

Sea	arch and	Select: Deliver-To Location	Cancel	Select	You will be directed to the	
Sea	arch					Search and Select: Deliver To Location page
To Se	find your item arch By Loca	n, select a filter item in the pulldown list and enter a val ation v %UniV% Go	ue in the text field, th	nen select the "Go" button.		Type <u>%<b>Univ%</b></u> in the search field and click <i>Go</i> button.
Res	sults					Quick Select "University of the Philippines <cu>"</cu>
	Quick Select	Location A	Organization $ riangle$	Address		
0		UPS Office of the Secretary of the University and the Board	UPS	Diliman, Quezon City, NCR 1 Philippines	101,	

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UPS University Center for Integrative Development

University of the Philippines System Administration UPS

UPS University Center for Women's Studies

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	Use the Select column to set your primary favorite list. Select Favorite List: Set as Primary   🔛 🔀 🖉 🕼 🔅 🕶 🗐 🗸	Delivery	
	*Favorite List Name	* Need By Date Offset * Need By Time	t 2 • 00:00
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Step 7. Tick the box *Deliver to sub-inventory* 

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	Use the Select column to set your primary favorite list.					
	Select Favorite List: Set as Primary   📑 💢 🥭 💿 🔯 🔻 💷 🔻	Dellaren				
	Favorite List Name	Delivery				
	<	* Need By Date Offset	2			
	One Time Address	* Need By Time	00:00			
	Add Address Delete Address   10 2 10 0 -		(Example: 17:30)			
	Alias *One Ti	* Requester	Neguias, Riza Abuzo			
	No results found.	* Deliver-To Location	University of the Philippi Q			
	Delivery		<ul> <li>Deliver to subinventory</li> </ul>			
	******	Subinventory	UPS-Invt Q			
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	(Example: 17:30)	Expenditure Type	<u> </u>			
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	Deliver-To Location     University of the Philippi Q     V     Deliver to subinventory	Expenditure Item Date Offset				

**Step 8.** On the **Sub-inventory field.** Click the **search icon** to view the choices

Enter <u>%Invt%</u> then click Find

Select "**<CU>-INVT**" (e.g. **UPS-INVT**, **UPLB-INVT**).

Shop Requisitions			
General	iProcurement Preferences		Cance! Apply
Display Preferences	* Indicates required field		<b>↑</b>
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	For best performance, enter a number between 1 and 25. Sort Shopping Search Results By No Preference V Ascending V		
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Step 9. You may change the Search Results Per Page and Shopping Search Results Per Page to 20 and 20.

When done, click the *Apply* button.

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Shop Requisitions													
General	Confirmation The selected preferences will be applied	next time you login.											
Display Preferences	iProcurement Preferences * Indicates required field										Canc	el	Apply
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	Sort Shopping Search Results By	No Preference   Ascending											

A confirmation message will appear.

Log-out then re-login for the changes to take effect.

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