



University of the Philippines



SPCMIS

Supplies, Procurement, and Campus Management
Information System



IPROCUREMENT PREFERENCES SET-UP



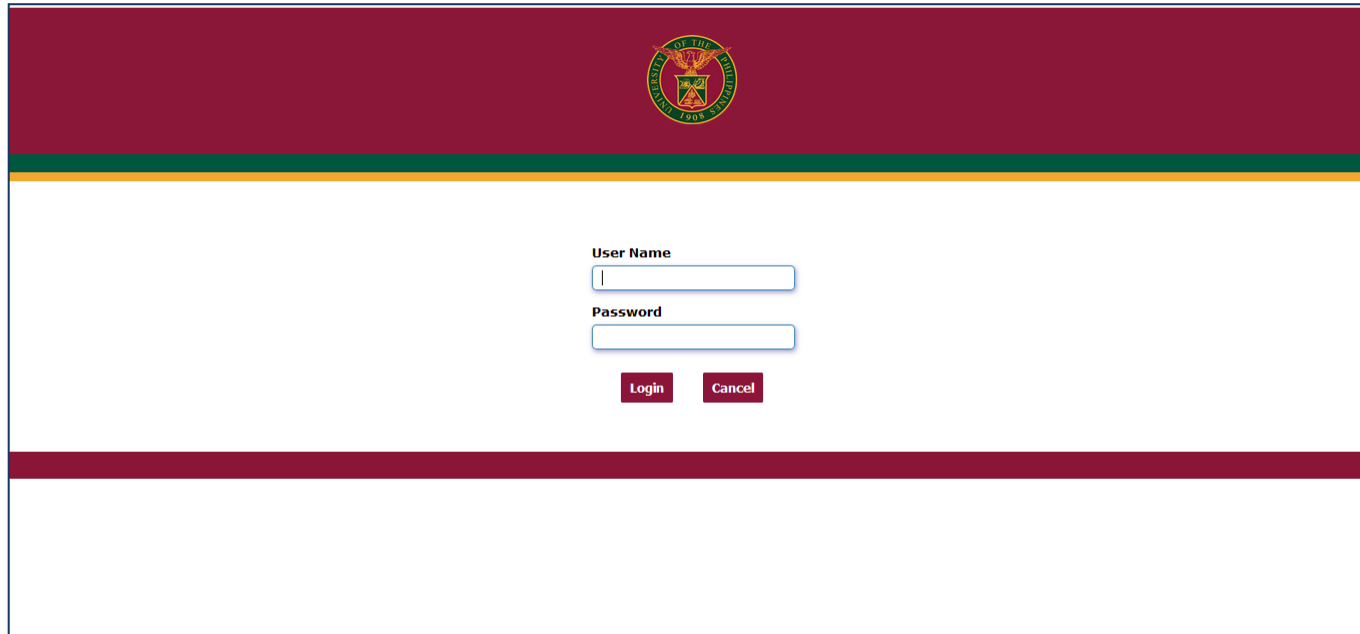
1. DOCUMENT CONTROL


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





User Name

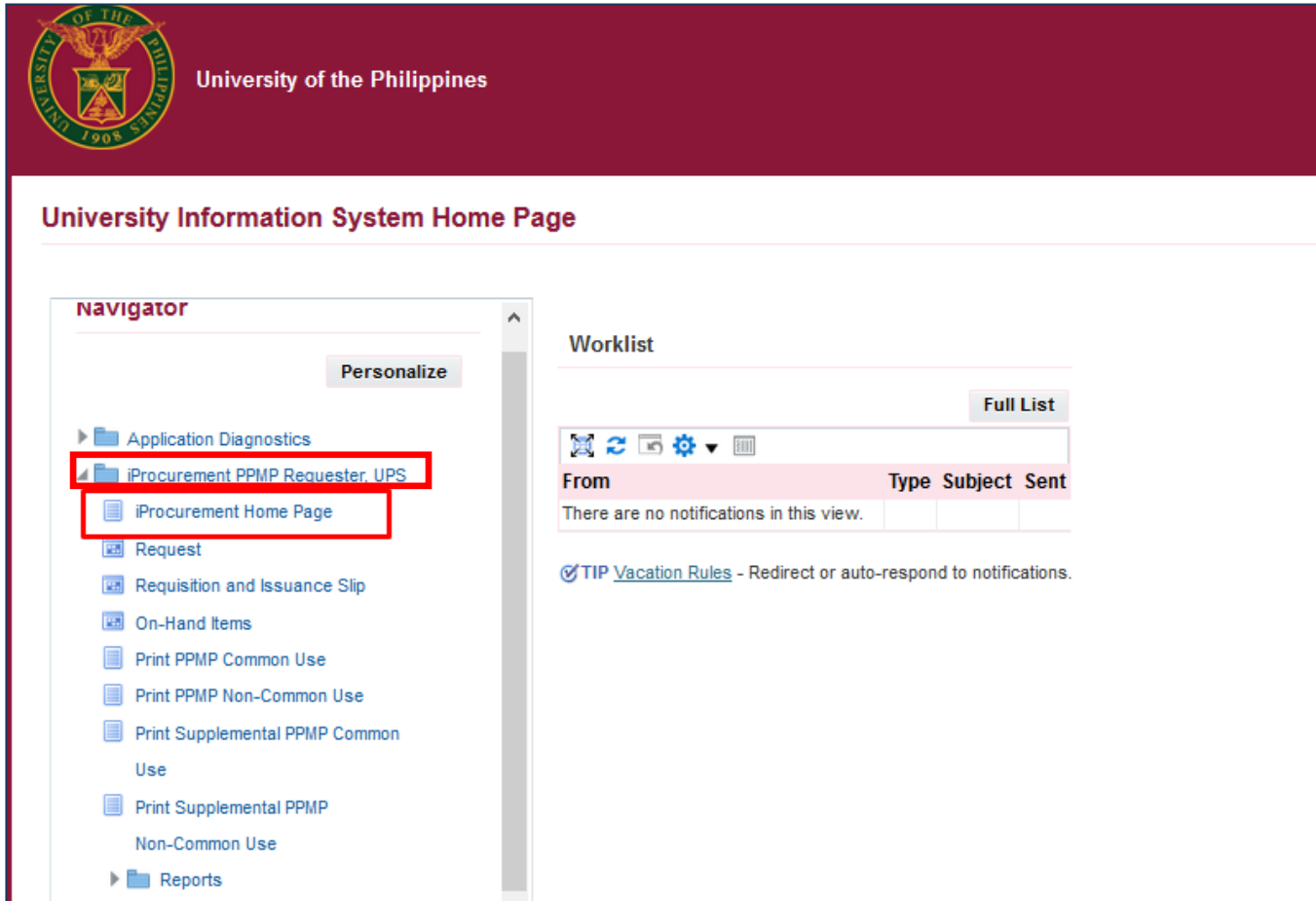
Password

NOTE: Updating *iProcurement Preferences* is a pre-requisite before performing Procurement Transactions.

This process is a **ONE-TIME SETUP**. Once the user updated his/her iProcurement Preferences, the user is now allowed to submit procurement transactions.

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

Step 2. Log-in your credentials (Username and Password)



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

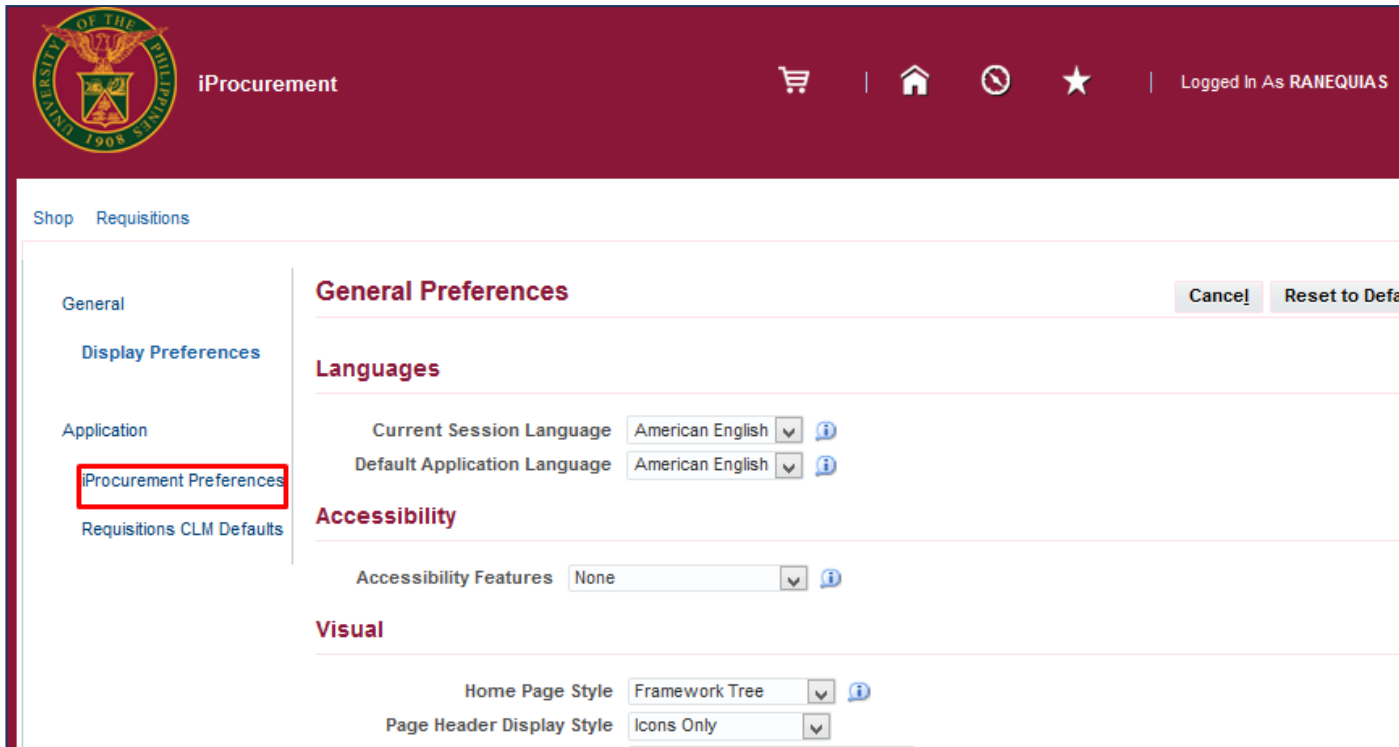
Then, Click ***iProcurement Home Page***

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

The screenshot shows the iProcurement web application interface. At the top left is the University of the Philippines logo and the text 'iProcurement'. The top right navigation bar contains icons for shopping cart, home, clock, star, and a gear icon labeled 'Preferences', which is highlighted with a red box. The user is logged in as 'RANEQUIAS'. Below the navigation bar, there are tabs for 'Shop' and 'Requisitions'. A search bar contains the text 'UPS Common-Use Supplies (Outside PS-DBM)'. The main content area is divided into 'Stores' and 'My Requisitions' sections. The 'My Requisitions' section contains a table with the following data:

Requisition	Description	Total (PHP)	Status	Copy	Change	Express Receive
3978	PPMP NON COMMON USE ITEMS	765.00	Incomplete			
3977	SCISSORS, (6")	78.00	In Process			
3976	PPMP NON Common Use Items	100.00	In Process			
3974	Cutter (small)	9,301.56	In Process			

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



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

The screenshot shows the 'iProcurement Preferences' configuration page. The 'Delivery' section is expanded, showing fields for 'Need By Date Offset', 'Need By Time', 'Requester', 'Deliver-To Location', and 'Subinventory'. The 'Deliver-To Location' field is highlighted with a red box and contains the text 'Diliman'. A red arrow points to the search icon next to this field. Another red arrow points to the search icon next to the 'Requester' field, which contains 'Nequias, Riza Abuzo'. The 'Requester' field is also highlighted with a blue box. The 'Delivery' section is also highlighted with a blue box. The 'Requester' field is also highlighted with a blue box.

Step 6. Update the *Deliver-To Location* field, click the *Search icon* to view the choices

Search and Select: Deliver-To Location

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Location

Results

	Quick Select	Location ▲	Organization ▲	Address
<input type="radio"/>		UPS Office of the Secretary of the University and the Board	UPS	Diliman, Quezon City, NCR 1101, Philippines
<input type="radio"/>		UPS University Center for Integrative Development Studies	UPS	Diliman, Quezon City, NCR 1101, Philippines
<input type="radio"/>		UPS University Center for Women's Studies	UPS	Diliman, Quezon City, NCR 1101, Philippines
<input type="radio"/>		University of the Philippines System Administration	UPS	Diliman, Quezon City, NCR 1101, Philippines

You will be directed to the **Search and Select: Deliver To Location** page

Type **%Univ%** in the search field and click **Go** button.

Quick Select “University of the Philippines <CU>”

The screenshot shows the 'iProcurement Preferences' configuration page. The 'Delivery' section is highlighted with a red box. Within this section, the 'Deliver to subinventory' checkbox is checked and highlighted with a red box. A red arrow points from this checkbox to the 'Deliver to subinventory' checkbox in a smaller, zoomed-in view of the 'Delivery' section below it. Other fields in the 'Delivery' section include 'Need By Date Offset' (2), 'Need By Time' (00:00), 'Requester' (Nequias, Riza Abuzo), and 'Deliver-To Location' (University of the Philippines). The 'Subinventory' field is also visible but empty.

Step 7. Tick the box *Deliver to sub-inventory*

The screenshot shows the 'iProcurement Preferences' configuration page. The 'Delivery' section is highlighted with a red box. A magnified view of this section is shown to the right, with a red arrow pointing to the search icon next to the 'Subinventory' field, which contains the text 'UPS-Inv'.

Delivery

- * Need By Date Offset: 2
- * Need By Time: 00:00 (Example: 17:30)
- * Requester: Nequias, Riza Abuzo
- * Deliver-To Location: University of the Philippi
- Deliver to subinventory
- Subinventory: UPS-Inv

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

Enter **%Inv%** then click **Find**

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

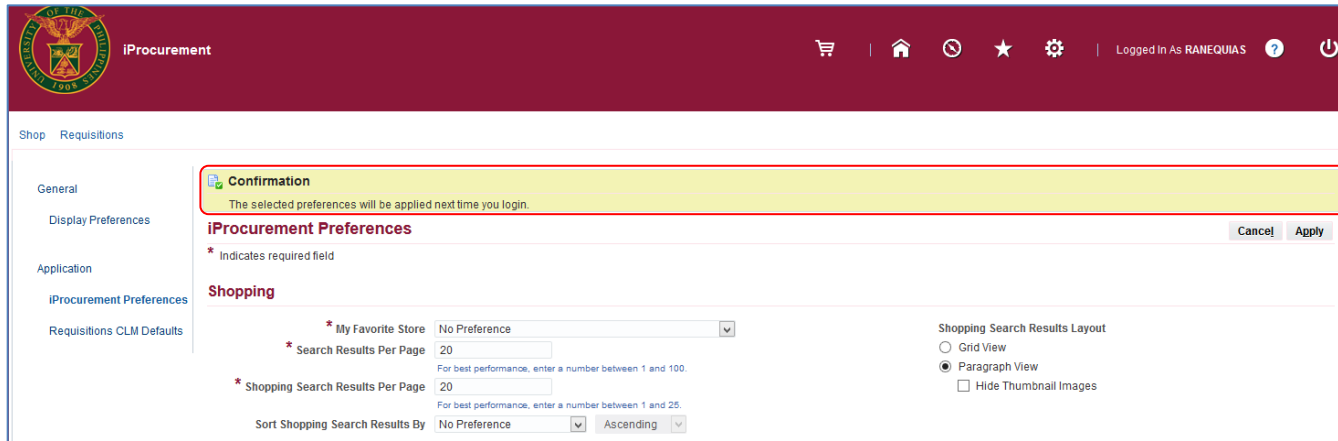
The screenshot shows the 'iProcurement Preferences' configuration page. The 'Shopping' section is active, with the following settings:

- * My Favorite Store:** No Preference
- * Search Results Per Page:** 20
- * Shopping Search Results Per Page:** 20
- Shopping Search Results Layout:** Paragraph View (selected)
- Sort Shopping Search Results By:** No Preference

The 'Apply' button in the top right corner is highlighted with a red box, and a red arrow points to it from the text on the right.

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.



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.