




# University of the Philippines


## SPCMIS

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





# Generation of Annual Procurement Plan (APP)



# SPCMIS User Manual

## *iProcurement*

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Document Ref: SPCMIS User Manual – Generate APP Report  
Version: 1.0

### **Approvals:**

Recommending Approval

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Approved

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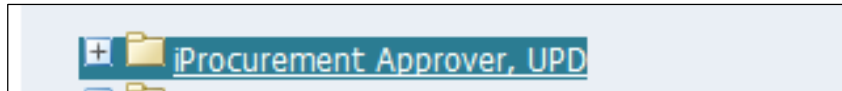
## 1. DOCUMENT CONTROL

### 1.1 Change Record

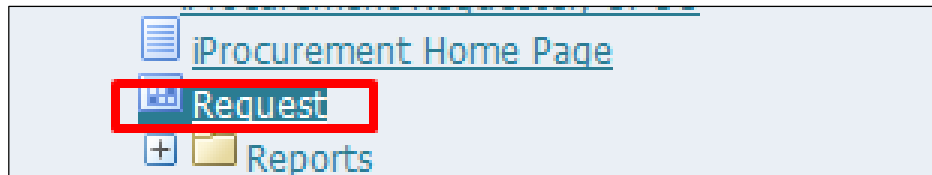
Date	Author	Version	Change Reference:
27 October 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial

## 2. Description

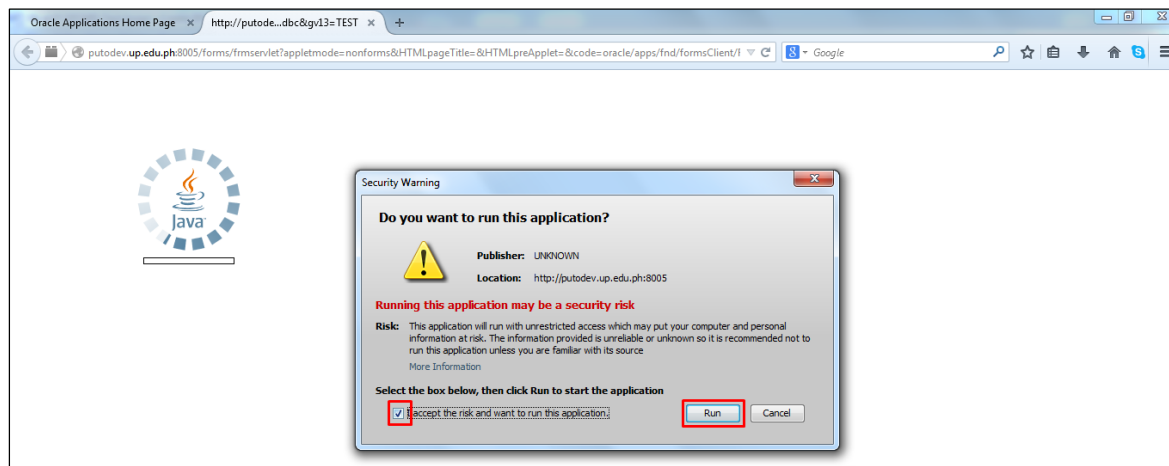
<b>Script ID</b>	UMSP030110
<b>Script Name</b>	Generate APP Report
<b>Information System</b>	Supplies, Property and Campus Management Information System
<b>Functional Domain</b>	iProcurement
<b>Purpose</b>	Generate an Annual Procurement Plan Report
<b>Data Requirement</b>	Approved PPMPs
<b>Dependencies</b>	
<b>Scenario</b>	After end-users submit and have their PPMPs approved, the SPMO will generate an Annual Procurement Plan (APP) for the CU.
<b>Author</b>	Julius Ermitanio & Michael Angelo Soliven



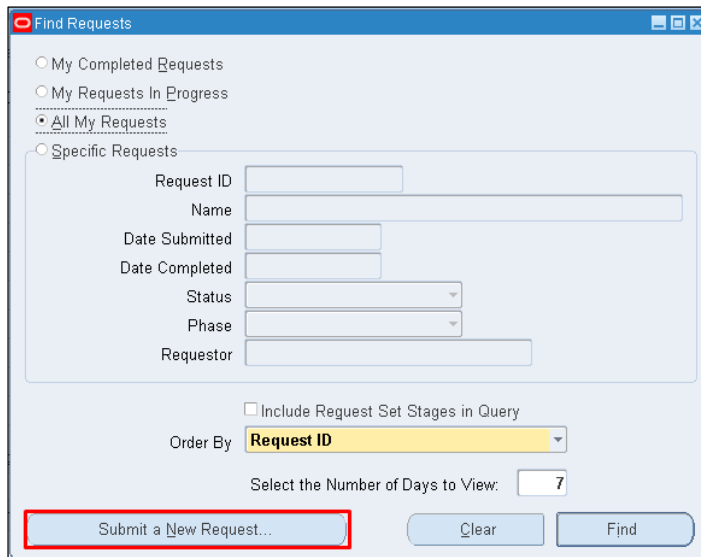
**Step 1.** On Main Menu, select **iProcurement Approver, <CU>**.



**Step 2.** Select **Request**.

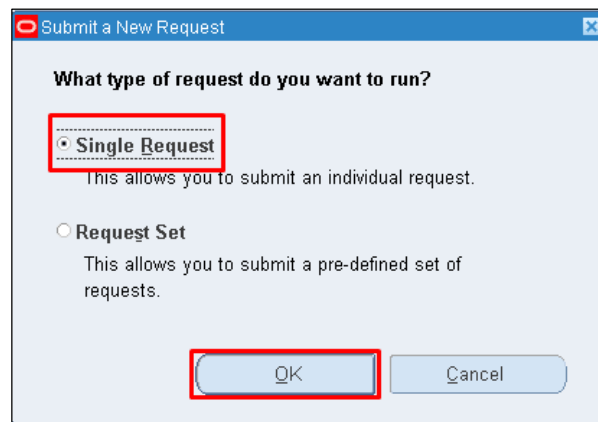


**Step 3.** Java Application form will prompt, click checkbox then click **Run**.



The 'Find Requests' dialog box contains several sections. At the top, there are four radio buttons: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these, the 'Specific Requests' section is expanded, showing input fields for 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown menu), 'Phase' (a dropdown menu), and 'Requestor'. Below these fields is a checkbox labeled 'Include Request Set Stages in Query'. Further down is an 'Order By' dropdown menu currently set to 'Request ID'. Below that is a label 'Select the Number of Days to View:' followed by a text box containing the number '7'. At the bottom, there are three buttons: 'Submit a New Request...' (highlighted with a red rectangle), 'Clear', and 'Find'.

**Step 4.** Select **Submit a New Request**.



The 'Submit a New Request' dialog box has a title bar and a main area. The main area starts with the question 'What type of request do you want to run?'. Below this are two radio buttons. The first is 'Single Request', which is selected and highlighted with a red rectangle; below it is the text 'This allows you to submit an individual request.' The second is 'Request Set', with the text 'This allows you to submit a pre-defined set of requests.' below it. At the bottom of the dialog, there are two buttons: 'OK' (highlighted with a red rectangle) and 'Cancel'.

**Step 5.** Select **Single Request** then click **Ok**.

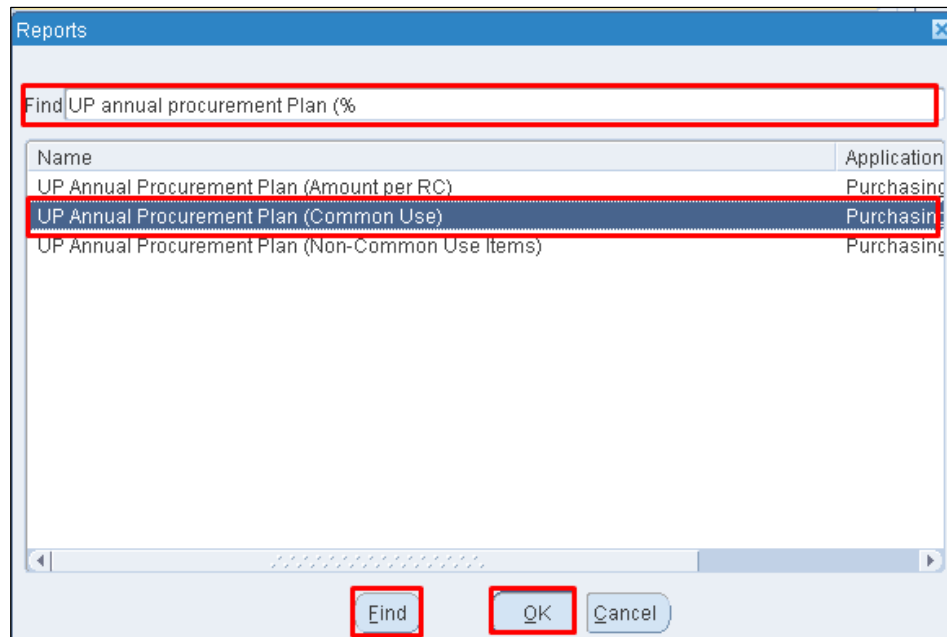
The screenshot shows the 'Submit Request' dialog box with the following elements:

- Run this Request...** section:
  - Name**: A text field with a yellow highlight and an ellipsis button (...) highlighted with a red box.
  - Operating Unit**: A text field.
  - Parameters**: A text field.
  - Language**: A text field.
  - Buttons: **Copy...**, **Language Settings...**, **Debug Options**.
- At these Times...** section:
  - Run the Job**: A dropdown menu set to 'As Soon as Possible'.
  - Button: **Schedule...**
- Upon Completion...** section:
  - ☒ **Save all Output Files**
  - Layout**: A text field.
  - Notify**: A text field.
  - Print to**: A text field.
  - Buttons: **Options...**, **Delivery Opts**.
- Bottom Buttons**: **Help (L)**, **Submit**, **Cancel**.

**Step 6. *Submit Request***  
window will appear.

In **Name** field, click the ellipsis





**Step 7.** Enter **UP Annual Procurement Plan (Common Use)** then click **Find**.

Select the report and click **Ok** button

The image shows a software interface for submitting a request. The main window is titled "Submit Request" and contains several input fields and buttons. A smaller "Parameters" dialog box is open in front of it. The "Parameters" dialog has the following fields: "Year", "Submitted By", "Chief Accountant", "Approved By", "Buyer", and "Remarks". The "Year" field is currently empty. The "Submitted By", "Chief Accountant", and "Approved By" fields are highlighted in yellow. The "Buyer" field is also highlighted in yellow. The "Remarks" field is empty. At the bottom of the "Parameters" dialog are buttons for "OK", "Cancel", "Clear", and "Help". The main "Submit Request" window has a "Name" field with the text "UP Annual Procurement Plan (Common Use)", an "Operating Unit" field, a "Copy..." button, a "Print to" dropdown menu set to "noprint", a "Delivery Opts" button, and "Help (C)", "Submit", and "Cancel" buttons at the bottom.

**Step 8.** Enter required parameters. Then click **Ok** button.

**Submit Request**

Run this Request...

Copy...

Name: UP Annual Procurement Plan (Common Use)

Operating Unit:

Parameters: 2016:Bagsic, Mr. James Benedict Esguerra:Dangawen, Ms. Cecile Gawiden:Soliven, Mr. M

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Layout: UP Annual Procurement Plan (Common Use)

Options...

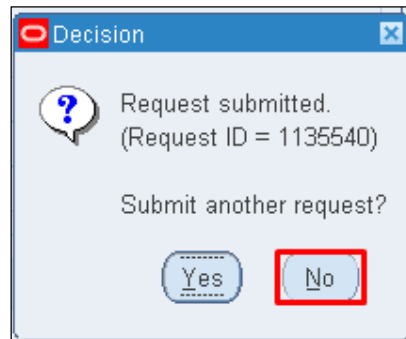
Notify:

Print to: noprint

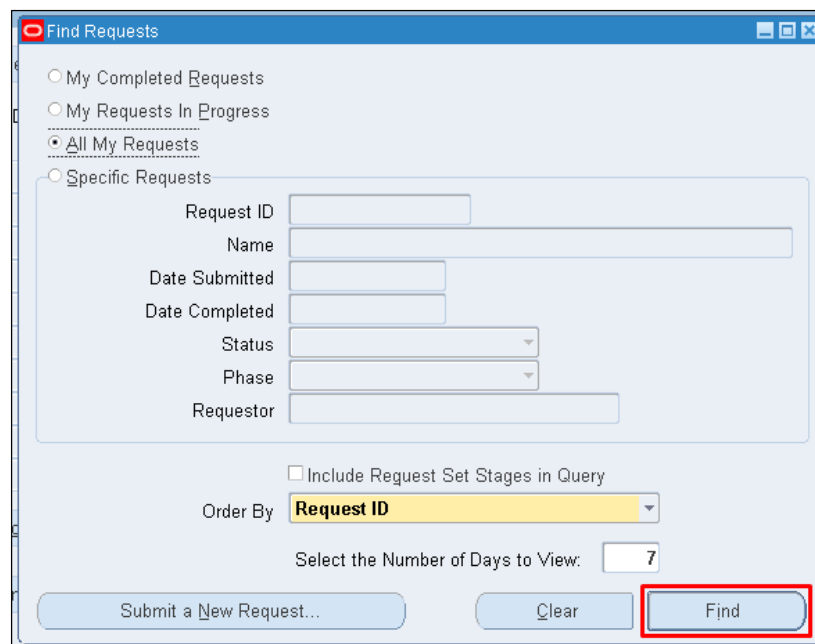
Delivery Opts

Help (C) Submit Cancel

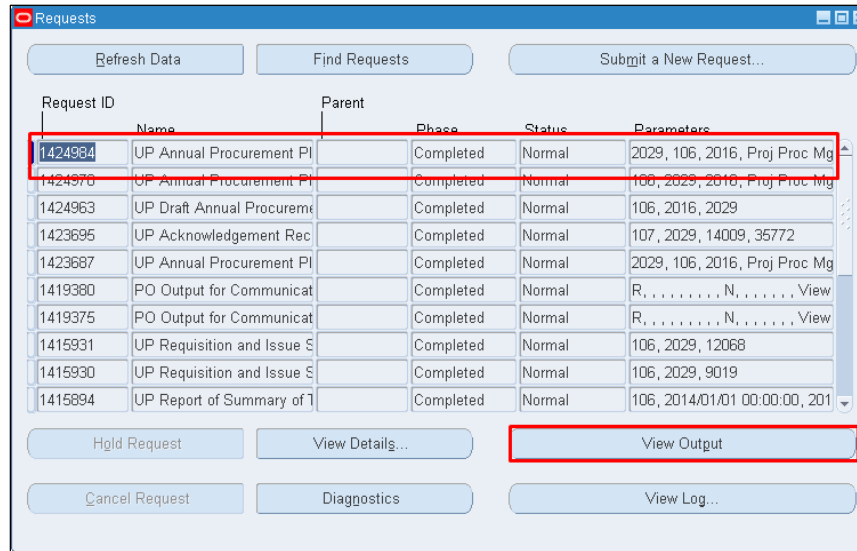
Click **Submit** button



**Step 9.** Click **No** button.



**Step 10.** Click **Find** button.



**Step 11. Reports Window** will appear. Click **View Output** button.

Download and print the document for manual approval.

**NOTE:** Keep all the downloaded files. These will serve as future references. Copy or transfer the downloaded UP Annual Procurement Plan in a separate and personalized folder to keep your files organized.

### Result Information:

#### Expected Results:

Generated UP Annual Procurement Plan for Common Use Items

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