



SUPPLIER MANAGEMENT

FMIS User Manual

Supplier Management

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Version: 3.0

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial
28 August 2018	Cherie Anne R. Pasco	2.0	Added the process for running the Employee Update Program
15 November 2019	Julius Ermitanio	2.1	Added steps on how to remove supplier site
02 February 2024	Kim Carlo A. De Leon	3.0	Added guides on how to register a new standard supplier with similar TIN as existing supplier and a supplier branch
08 March	Riza Nequias	3.1	Added guide on how to register Supplier Email for Separate Remittance Advices

INTRODUCTION

Supplier Management, in the context of the University Information System, covers supplier registration, recording and maintenance of supplier information such as company profile including tax information, and tagging of inactive or delinquent suppliers.

Designated supplier managers of the University of the Philippines are provided with the Supplier Manager responsibility in the University Information System (UIS).

This manual includes the following topics:

- [Searching for an existing supplier](#)
- [Registration of a new standard supplier](#)
- [Registration of a new standard supplier with similar TIN as an existing supplier](#)
- [Registration of a UP supplier branch](#)
- [Registration of a UP internal supplier](#)
- [Verification and Creation of Additional Supplier site](#)
- [Updating of supplier information](#)
- [Registration of Supplier Email for Separate Remittance Advices](#)
- [Running the Employee Update Program](#)
- [Merging standard suppliers](#)
- [Tagging a supplier as inactive](#)
- [Generation of reports](#)
- [Generation of UP List of Active Suppliers](#)



Searching for Existing Suppliers

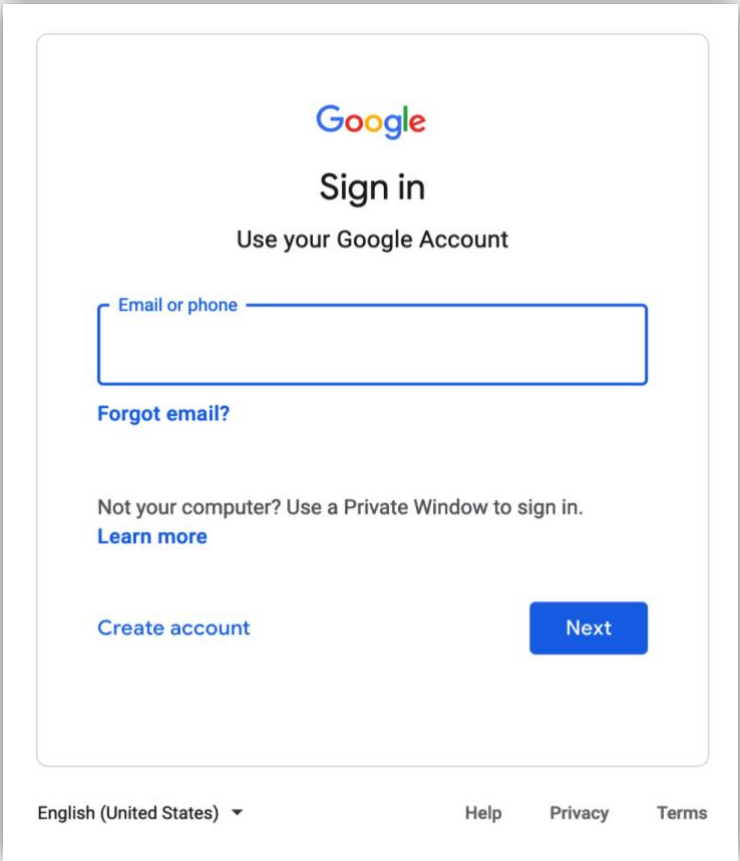
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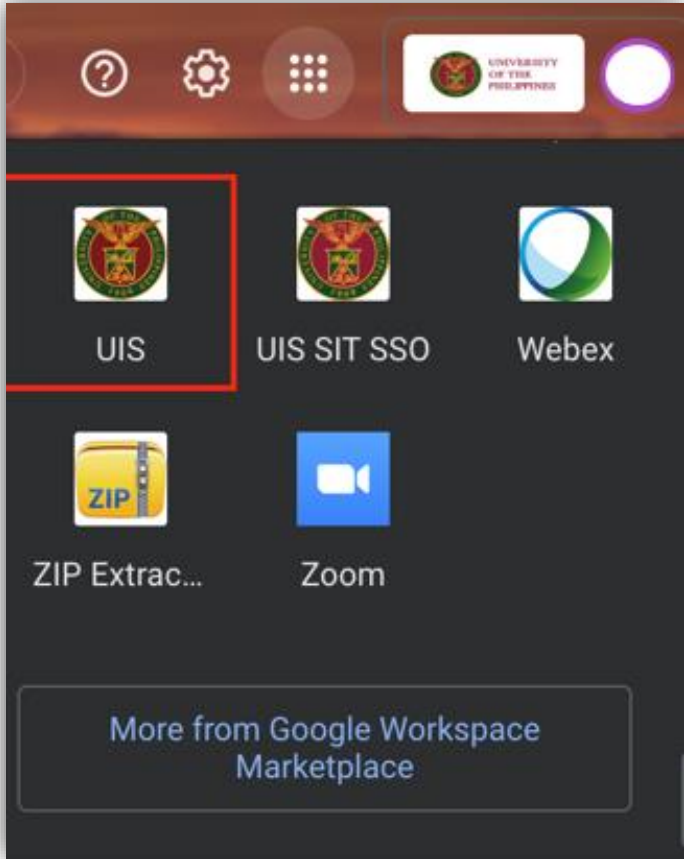
1.2 Description

Process ID	
Process Name	Searching for existing suppliers
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To search for existing suppliers as a prerequisite to the registration a new supplier and updating supplier details
Data Requirement	Supplier information such as <ul style="list-style-type: none">• Organization name – registered business name or• Name of individual payee (self-employed, UP employee, contractual or job order)
Dependencies	None
Scenario	Originating unit submits a request through the Supplier Registration Form for the registration of a supplier or for updating of supplier information.

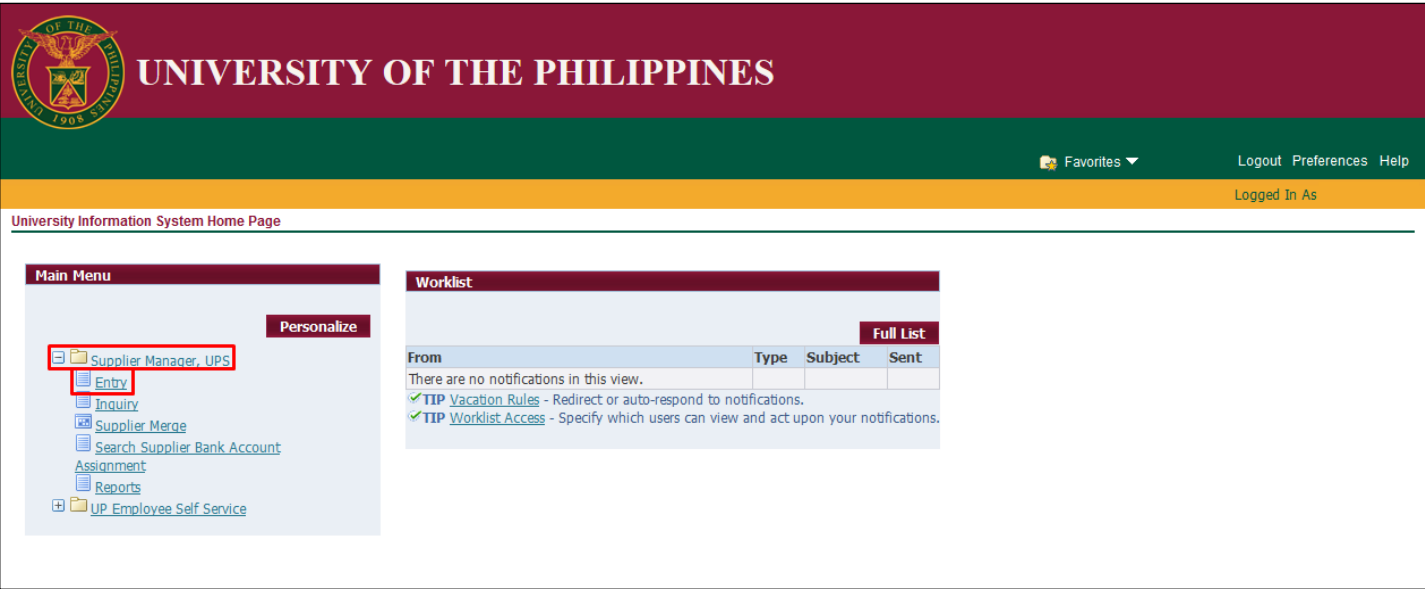


Step 1. Go to <https://uis.up.edu.ph>

Step 2. Log-in your UP Mail credentials (e.g. **email** and **password**)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Entry**

Step 4. Supplier Home Page will appear.

Search for the supplier using any of the available fields. You may use % as a wildcard character.

When searching for a **Supplier Name**, you may enter the name in between wildcard characters. For example, %ACE%.

Then, click **Go**.

PAYABLES

Suppliers

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name: %ACE%
 Supplier Number:
 Taxpayer ID:
 Tax Registration Number:
 D-U-N-S Number:
 Employee Number:

Show More Options

Go Clear

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
3D Face 4 U, Inc.	39064						
ACE Builders	29809						
ACE HARDWARE	38380						
ACE HARDWARE PHILIPPINES INCORPORATION	4747			200-035-311-016			
ACE Hardware Philippines, Inc.	516			200-035-311-085			

Step 5. View the **Search Results** to determine is supplier is already registered in the system.

If supplier is not yet registered, proceed to **Registration of a New Standard Supplier** for external suppliers and organizations or proceed to **Registration of a UP Internal Supplier** for UP employees, contractual or job orders.

If a UP employee, contractual or job order is registered as a standard supplier, proceed to **tagging the supplier as inactive**. Then, proceed to **Registration of a UP Internal Supplier**.

If the supplier is already registered but supplier site indicates another constituent university or level 1 unit, proceed to **Verification and Creation of Additional Supplier Site**.

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Registration of a New Standard Supplier

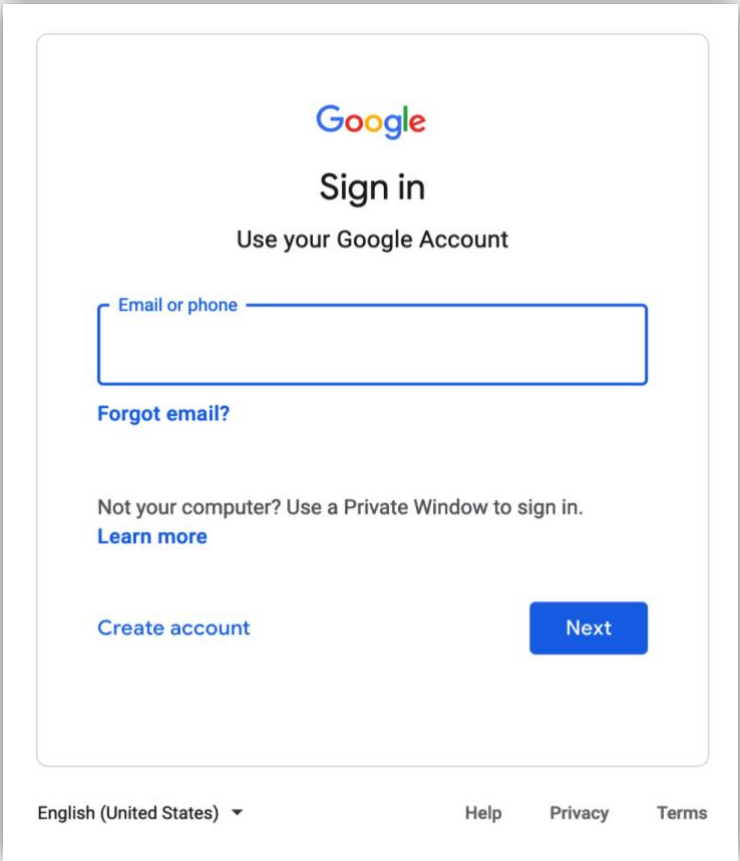
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08 August 2018	Cherie Anne R. Pasco Julius A. Ermitanio	2.0	Updated field descriptions and modified instructions Updated screenshots

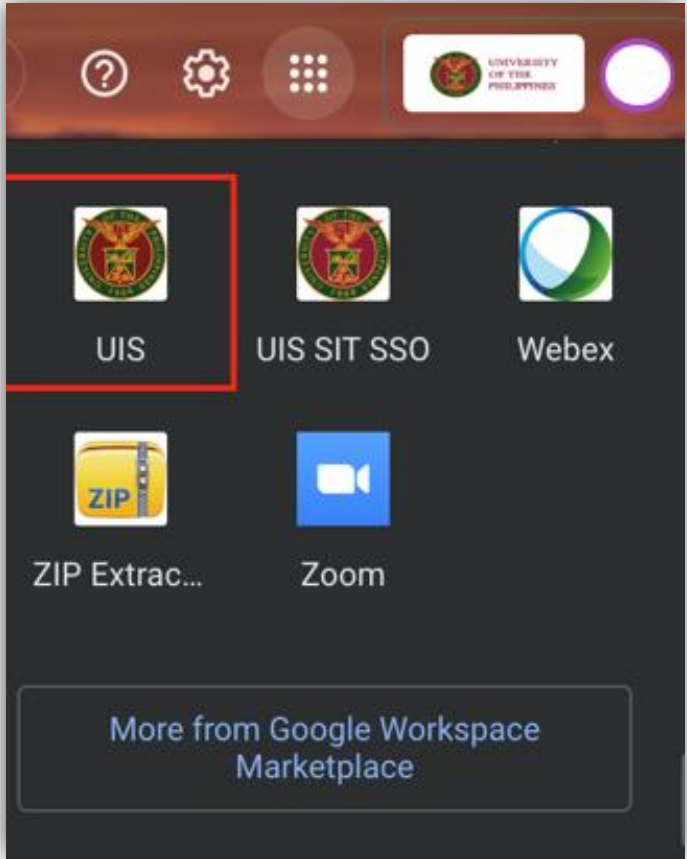
1.2 Description

Process ID	
Process Name	Registration of a new standard supplier
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To register a new external supplier in the system
Data Requirement	Supplier information. Minimum requirements are as follows: <ul style="list-style-type: none">• Organization name – registered business name• Tax Identification Number (TIN) – BIR issued
Dependencies	None
Scenario	Originating unit submits a request through the Supplier Registration Form for the registration of an external supplier.

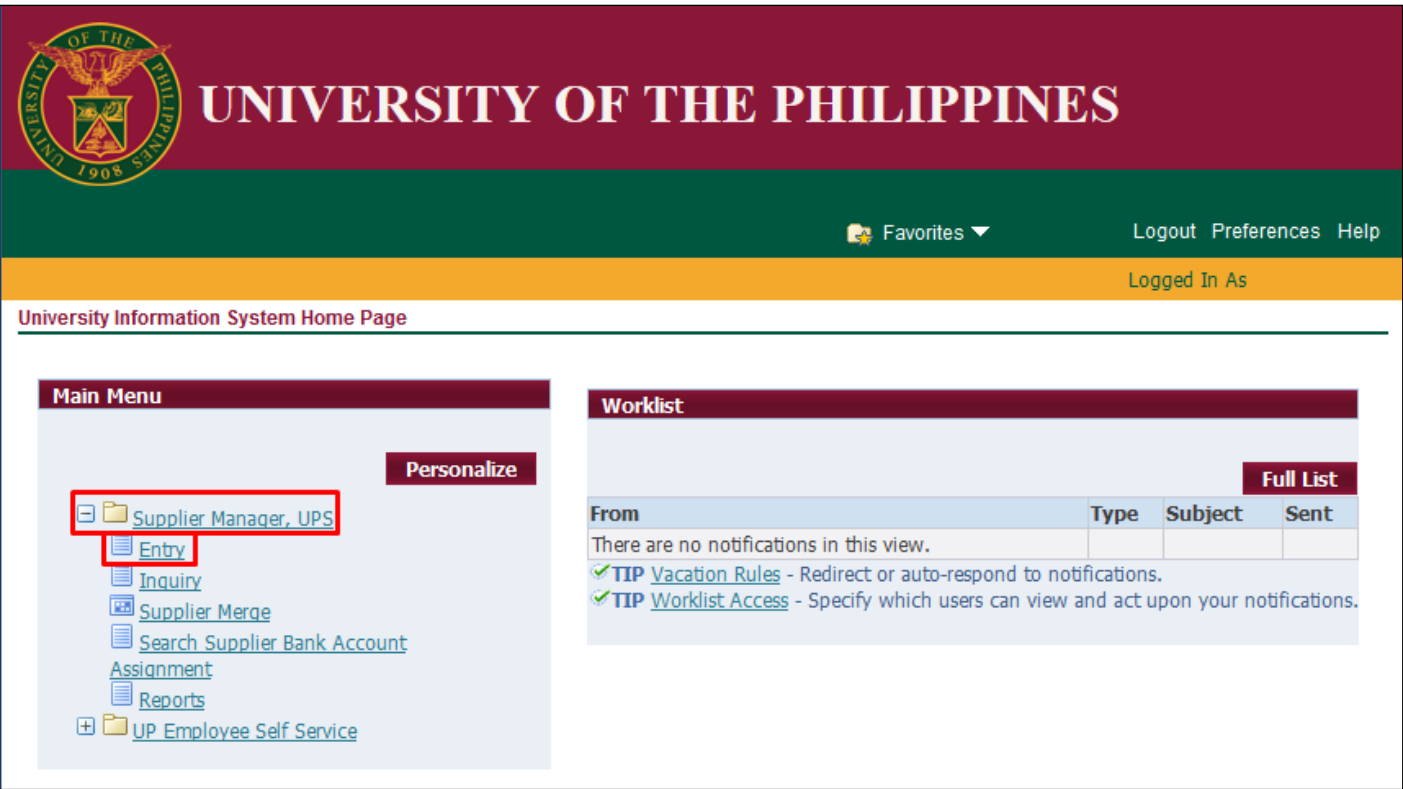


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Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Entry**

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name D-U-N-S Number

Supplier Number Employee Number

Taxpayer ID

Tax Registration Number

[Show More Options](#)

Go **Clear**

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Create Supplier

New Supplier Requests

- [New Supplier Requests\(0\)](#)
- [Prospective Supplier Registrations\(0\)](#)

Supplier Profile Update Requests

- [Supplier Address Requests \(0\)](#)
- [Supplier Contact Requests \(0\)](#)
- [Supplier Business Classification Requests \(0\)](#)
- [Supplier Product and Services Requests \(0\)](#)
- [Supplier Bank Account Requests\(0/0\)](#)

Step 4. Supplier Home Page will appear the click **Create Supplier**

The screenshot shows the 'PAYABLES' system interface. At the top left is the University of the Philippines logo. The main header is 'PAYABLES'. Below the header is a navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Personalize Page', and 'Diagnostics'. The current page is 'Suppliers > Create Supplier'. A note states '* Indicates required field'. The form contains the following fields:

- Supplier Type: Standard supplier (dropdown)
- * Organization Name: National Book Store, Inc. (text input)
- Alias: (text input)
- Alternate Supplier Name: (text input)
- D-U-N-S Number: (text input)
- URL: (text input)
- Context Value: (dropdown)
- Tax Country: Philippines (dropdown)
- Tax Registration Number: 434-968-778-000 (text input)
- Taxpayer ID: 434-968-778-000 (text input)
- Context: (dropdown)

 There are 'Cancel' and 'Apply' buttons at the top right and bottom right of the form area.

Step 5. Create Supplier Window will appear

Fill out the necessary details

Then click **Apply**

Field Name	Description	Remarks
Supplier Type	Standard Supplier	List of Values (LOV)
Organization Name	Registered business name of the supplier Example: <ul style="list-style-type: none"> National Book Store, Inc. Juan S. Dela Cruz SM Supermall 	Alphanumeric Standard
Tax Country	Philippines	List of Values (LOV)
Tax Registration Number	Tax Identification Number of the supplier	Alphanumeric
Tax Payer ID	Tax Identification Number of the supplier	Alphanumeric

Step 6. Click **Organization** on the left sidebar of the **Suppliers** tab.

Fill in necessary details.

Select the appropriate **Type** to classify the supplier.

Then, click **Save**.

Note: Standard suppliers are usually tagged as **Supplier** but supplier managers are not limited to this option.

The screenshot shows the 'PAYABLES' system interface. The top navigation bar includes 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Personalize Page', and 'Diagnostics'. The left sidebar lists various menu items, with 'Invoice Management' highlighted. The main content area is titled 'Suppliers > Update National Book Store, Inc. - 32634: Invoice Management'. It contains several sections: 'Invoice Management' with fields for 'Invoice Currency' (PHP), 'Invoice Amount Limit', and 'Invoice Match Option' (Receipt); 'Invoice Payment Terms' with fields for 'Payment Currency' (PHP), 'Payment Priority' (99), 'Terms' (Immediate), 'Terms Date Basis' (Goods Received), and 'Pay Date Basis' (Discount); and 'Supplier Sites' with fields for 'Site Status' (Active), 'Site Name', and 'Operating Unit'. A 'Create' button is visible. Below these sections is a table with columns for 'Site Name', 'Operating Unit', 'Invoice Amount Limit', 'Invoice Tolerance', 'Invoice Match Option', 'Invoice Currency', and 'Hold from Payment' (All Invoices, Unmatched Invoices, Unvalidated Invoices, Payment Hold Reason, Services Tolerance). The table currently shows 'No results found.'

Step 7. Click *Invoice Management* on the left sidebar of the *Suppliers* tab.

Fill in necessary details.

Select *Philippine Peso* as *Invoice Currency*.

Set *Terms* at *Immediate*.

Then, click *Save*.

The screenshot shows the 'PAYABLES' system interface. At the top left is the University of the Philippines logo. The main header is dark green with 'PAYABLES' in white. Below the header is a navigation bar with 'Home', 'Logout', 'Preferences', 'Personalize Page', and 'Diagnostics'. A 'Suppliers' sidebar is on the left, with 'Address Book' highlighted in a red box. The main content area shows 'Suppliers >' and 'Update National Book Store, Inc. - 32634: Address Book'. There is a search section with 'Address Name' and 'Site Name' input fields, and 'Go' and 'Clear' buttons. Below the search is a 'Create' button, also highlighted in a red box. A table with columns 'Details Name', 'Address', 'Country', 'Communication', 'Purpose', 'Status', 'Update', 'Manage Sites', and 'Remove' is shown, with a row containing 'No results found.'. Below the table is an 'Inactive Addresses' section with a search box containing the word 'Address'.

Step 8. Click **Address Book** on the left sidebar of the **Suppliers** tab

then click **Create**.

PAYABLES

Suppliers > Update National Book Store, Inc. - 32634: Address Book >
Create Address: Confirm Details

* Indicates required field

Supplier Name **National Book Store, Inc.** Supplier Number **32634** Cancel Continue

Address Details	Contact Details and Purpose
* Country: Philippines	Communication Details <input type="checkbox"/> Update to all new sites created for this address
* Address Line 1: Ali Mall Ground Floor, Ali Mall Phase II,	Phone Area Code: _____
Address Line 2: P. Tuazon Boulevard, Araneta Center	Phone Number: _____
Address Line 3: _____	Fax Area Code: _____
Address Line 4: _____	Fax Number: _____
City: Quezon City	Email Address: _____
County: Philippines	Address Purpose: <input checked="" type="checkbox"/> Purchasing
State: _____	<input checked="" type="checkbox"/> Payment
Province: _____	<input type="checkbox"/> RFQ Only
Postal Code: _____	
* Address Name: UP System	
Addressee: _____	
Language: _____	
Context Value: _____	

Step 9. The **Create Address: Confirm Details** page will appear

Fill-in required details.

For the **Address Name**, enter the constituent university or level 1 unit such as UP System, UP Diliman, etc.

For the **Address Purpose**, make sure that the checkboxes for **Purchasing** and **Payment** are ticked.

Then, click **Continue**.

PAYABLES

Navigator Favorites Home Logout Preferences Personalize Page Diagnostics

Suppliers > Update National Book Store, Inc. - 32634: Address Book > Create Address: Confirm Details >
Create Address: Site Creation

Cancel Back **Apply**

Address Name UP System Supplier Name National Book Store, Inc.
Address Details Ali Mall Ground Floor, Ali Mall Phase II,, P. Tuazon Boulevard, Araneta Center, Quezon City, Philippines, PH Supplier Number 32634
Purpose Payment, Purchasing

Operating Units

Select All | Select None

Select Site Name	Operating Unit	Tax Reportable
<input checked="" type="checkbox"/> UP System	UP System	<input type="checkbox"/>

Site Attributes

Communication Details Update to all new sites created for this address
 Override default site attributes

Step 10. The **Create Address: Site Creation** page will appear.

Select the appropriate **Site Name** by ticking the checkbox beside it.

Then, click **Apply**.

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details**
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Confirmation
Changes to Tax Details have been saved

Update National Book Store, Inc. - 32634: Tax Details

Cancel Save

Income Tax

Taxpayer ID: 434-968-778-000

Reportable: Federal State

Allow Withholding Tax:

Invoice Withholding Tax Group: [Search]

Payment Withholding Tax Group: [Search]

Transaction Tax

Default Controls

Update the values that default to all invoices and tax registration records of this party or party site.

Rounding Level: Header Set Invoice Values as Tax Inclusive

Rounding Rule: Up

Tax Registrations

Default Reporting Country Name: Philippines [Search]

Default Reporting Registration Number: 434-968-778-000

Default Reporting Tax Registration Type: [Search]

Create

Regime Code	Tax Jurisdiction Code	Registration Number	Issuing Tax Authority	Active	Update	Remove
No results found.						

Associated Fiscal Classifications

* Indicates required field

TIP

Fiscal Classification Type Code	Fiscal Classification Code	Fiscal Classification Name	Effective From	Effective To	Remove
No results found.					

Add Another Row

Supplier Sites

Site Status: Active [Go]

Site Name: [Go]

Operating Unit: [Go]

TIP The Allow Withholding Tax option is enabled only when the Withholding Tax option is enabled in both the supplier and payables options for the operating unit.

Create

Site Name	Operating Unit	Allow Tax Withholding	Invoice Withholding Tax Group	Payment Withholding Tax Group	Update Transaction Tax
UP System	UP System	<input checked="" type="checkbox"/>	[Search]	[Search]	[Edit]

Cancel Save

Step 11. Click **Tax Details** on the left sidebar of the **Suppliers** tab.

Please tick the **Allow Withholding Tax** and **Allow Tax Withholding** checkboxes at the top and bottom regions of the page.

Then, click **Save**

PAYABLES

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details**
 - Relationship Management
 - Invoice Management

Update National Book Store, Inc. - 32634: Payment Details [Cancel] [Save]

Payment Details

Payment Methods

TIP You can choose one payment method to default on documents for the payee. A default payment method is optional.

[Add]

Payment Method	Default	End Date
Check	<input checked="" type="checkbox"/> Default	<input type="text"/>
LDDAP-ADA	<input type="checkbox"/> Default	<input type="text"/>
RDA	<input type="checkbox"/> Default	<input type="text"/>

Payment Attributes

Payment Delivery Attributes | Payment Specifications | Separate Remittance Advice Delivery

Delivery Channel Settlement Priority

Bank Instruction 1 Payment Text Message 1

Bank Instruction 2 Payment Text Message 2

Bank Instruction Details Payment Text Message 3

Supplier Sites

Site Status: Active | Site Name: | Operating Unit: [Go]

[Create]

Site Name	Operating Unit	Update Payment Details
UP System	UP System	

Step 12. Click **Payment Details** on the left sidebar of the **Suppliers** tab.

Choose a default **Payment Method** by ticking the checkbox beside it.

Then, click **Save**.

Note: For Standard Suppliers, the **Check** payment method is usually set as default.

The screenshot shows the 'PAYABLES' system interface. At the top left is the University of the Philippines logo. The main header is 'PAYABLES'. Below the header is a navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Help', 'Personalize Page', and 'Diagnostics'. The left sidebar is titled 'Suppliers' and contains a list of menu items: Quick Update, Company Profile, Organization, Tax Details, Address Book, Contact Directory, Business Classification, Products & Services, **Banking Details** (highlighted with a red box), Surveys, Approval History, Terms and Control, Accounting, Tax and Reporting, Purchasing, Receiving, Payment Details, Relationship, Invoice Management. The main content area is titled 'Suppliers > Update National Book Store, Inc. - 32634: Banking Details'. It contains a 'Cancel' and 'Save' button. Below this is a section titled 'Bank Account and Assignment Details' with a 'Select Account Assignment Level' dropdown set to 'Supplier' and a 'Go' button. Underneath is a 'Payment Details' section with a 'Bank Accounts' checkbox. At the bottom of this section are 'Add', 'Create' (highlighted with a red box), and 'Create Factor Account' buttons. Below these buttons is a table with columns: Details, Number, IBAN, Currency, Bank Name, Start Date, End Date, Priority Increase, Priority Decrease, Priority Update, and Additional Details. The table contains one row with the text 'No results found.'. At the bottom right of the main content area are 'Cancel' and 'Save' buttons.

Step 13. Click **Banking Details** on the left sidebar of the **Suppliers** tab.

Then, click **Create**.

PAYABLES

Suppliers > Update National Book Store, Inc. - 32634: Banking Details >

Create Bank Account

* Indicates required field

Payee Name **National Book Store, Inc.** Internal Organization
Payee Site Supplier Site Name

* Country **Philippines** Allow International Payments

Bank **Branch**

Select Existing Bank Select Existing Branch
 Create New Bank Create New Branch

Bank Name **Land Bank of the Philippines** Branch Name **Quezon City**

Bank Number Branch Number
Tax Payer ID BIC
Branch Type ABA

[Show Bank Details](#) [Show Branch Details](#)

Bank Account

* Account Number **123456789** Account Name
Check Digits Currency
IBAN

Account Owners

Account Owner Name	Alternate Account Owner Name	Primary	End Date
National Book Store, Inc.		<input checked="" type="checkbox"/>	

Add Another Row

[Show Bank Account Details](#)

Step 14.The **Create Bank Account** page will appear.

Fill-in the necessary details including Country, Bank Name, Branch Name and Account Number.

Then, click **Apply**.

PAYABLES

Update National Book Store, Inc. - 32634: Banking Details

Cancel Save

Bank Account and Assignment Details

Select Account Assignment Level: Supplier Go

Payment Details

Bank Accounts

Add Create Create Factor Account

Show All Details Hide All Details

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Additional Update Details
Show	XXXXX6789			Land Bank of the Philippines	07-Aug-2018		1	▲	▼	

Cancel Save

Step 15. On the **Banking Details** page click **Save**.

Expected Result:

A new Standard Supplier has been registered in the system.

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

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**Registration of a
New Standard Supplier with Similar
TIN as an Existing Supplier**

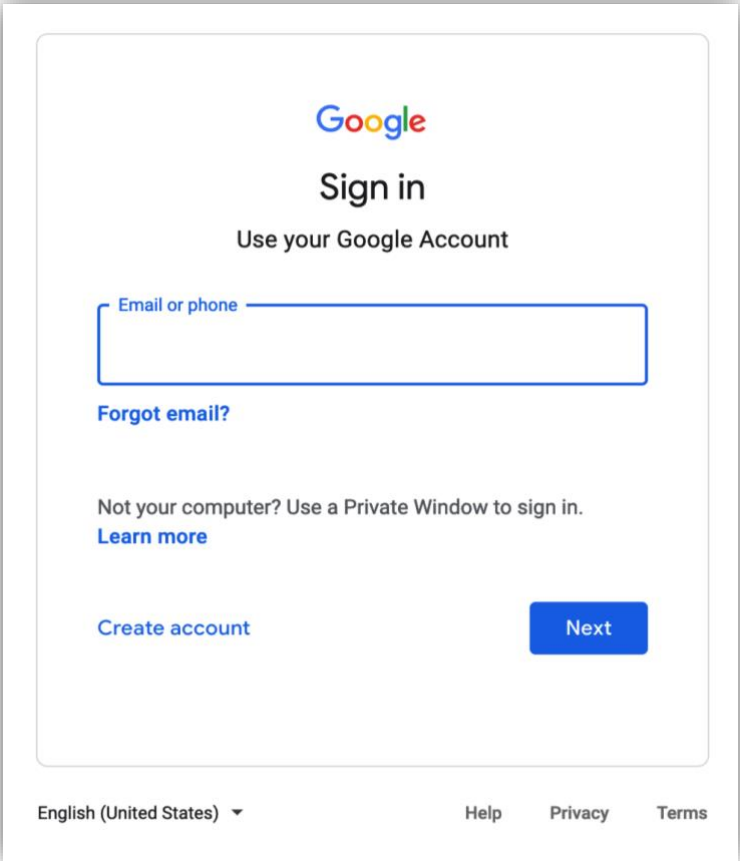
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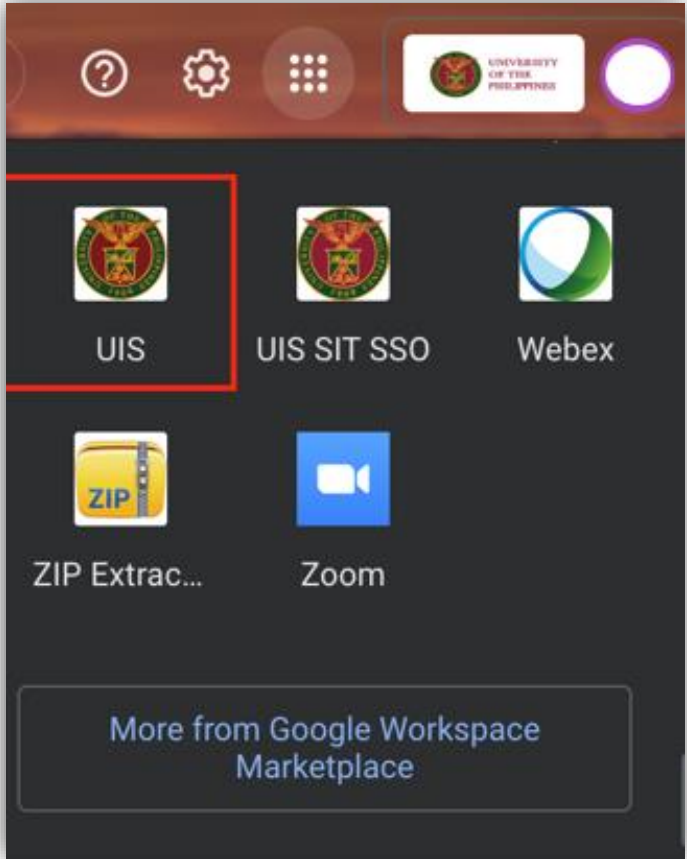
1.2 Description

Process ID	
Process Name	Registration of a new standard supplier with similar TIN as an existing supplier
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To register a new standard supplier with similar TIN as an existing supplier in the system
Data Requirement	Supplier information minimum requirements are as follows: <ul style="list-style-type: none">• Organization Name• Parent Supplier
Dependencies	Parent Supplier
Scenario	The originating unit submits a request through a supplier registration form. Upon checking by the Supplier Manager, there is an existing standard supplier that has the same TIN. The Supplier Manager will register a new standard supplier that will carry the same TIN as the existing supplier.

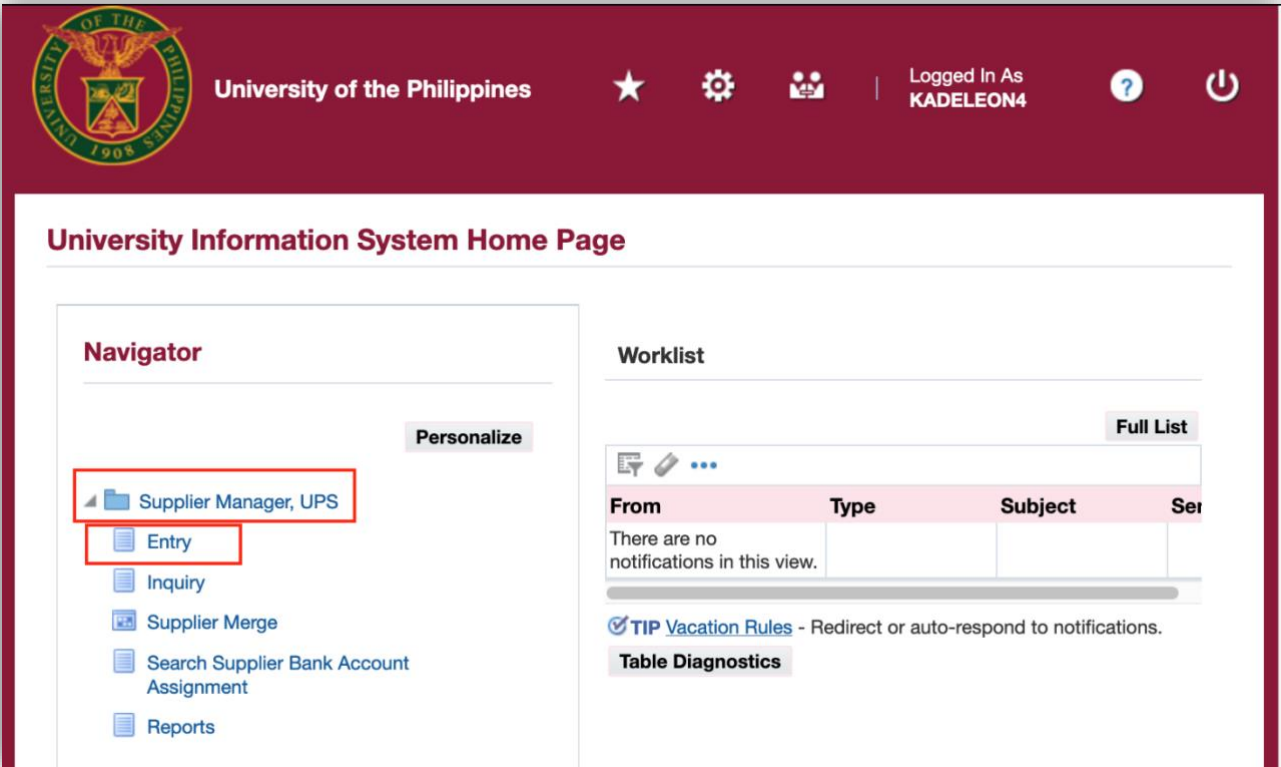


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Or you may open your UP Mail and go to the Google Workspace and select **UIS**



Step 3. From the *Navigator*, select the *Supplier Manager* responsibility.

Click *Entry*.

The screenshot shows the 'Suppliers' page within the 'Payables' system. At the top, there is a navigation bar with a hamburger menu, the University of the Philippines logo, the word 'Payables', and icons for home, star, and settings. The user is logged in as 'KADELEON4'. Below the navigation bar, the page title 'Suppliers' is displayed. A 'Create Supplier' button is highlighted with a red box. The 'Supplier Search' section is followed by a 'Simple Search' form. A note states: 'At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.' The search form includes the following fields: Supplier Name, Supplier Number, Taxpayer ID, Tax Registration Number, D-U-N-S Number, and Employee Number. There is a 'Show More Options' link and 'Go' and 'Clear' buttons at the bottom of the search form.

Step 4. The *Suppliers* page will appear.

Click *Create Supplier*.

The screenshot shows the 'Create Supplier' form in the Payables system. The form is titled 'Create Supplier' and includes a 'Cancel' button and an 'Apply' button. The 'Apply' button is highlighted with a red box. The form contains the following fields:

- Supplier Type: Standard supplier (dropdown)
- * Organization Name: NBS (text input, highlighted with a red box)
- Alias: (text input)
- Alternate Supplier Name: (text input)
- D-U-N-S Number: (text input)
- URL: (text input)
- Context Value: (dropdown)
- Tax Country: Philippines (dropdown, highlighted with a red box)
- Tax Registration Number: (text input)
- Taxpayer ID: (text input)
- Context: (dropdown)

A note indicates that an asterisk (*) denotes a required field. A 'Diagnostic Console' button is located at the bottom right of the form.

Step 5. Fill out the necessary details on the *Create Supplier* window.

Click *Apply*.

Payables

Home Star Settings | Logged In As KA

Suppliers

- Quick Update
- Company Profile
- Organization**
- Tax Details
- Address Book
- Contact Directory

Update NBS - 62960: Organization

* Indicates required field

* Supplier Name: NBS
Supplier Number: 62960
Alternate Supplier Name:
SIC:
National Insurance Number:
Type: Supplier

Parent Supplier Name: national%book%
Parent Supplier Number:
Customer Number:
 One Time
Inactive Date: (17-Jan-2024)

Search and Select: Parent Supplier Name

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: Supplier Name | national%book% | **Go**

Results

Select	Quick Select	Supplier Name ^	Supplier Number ^
<input type="radio"/>		National Book Store	28560
<input type="radio"/>		NATIONAL BOOK STORE INC.	60727
<input type="radio"/>		National Bookstore	264
<input type="radio"/>		National StoreBook	62970

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Cancel **Select**

STEP 6. Click **Organization** on the left sidebar of the **Suppliers** tab.

Search for the name of the existing supplier with the same TIN under the **Parent Supplier Name**. For example, National%book%.

A new window will open, select the correct parent supplier then Click the quick select button.

The screenshot shows a web interface for updating a supplier's organization. The header includes the University of the Philippines logo and the word 'Payables'. The user is logged in as 'KADELEON4'. The main content area is titled 'Update NBS - 62960: Organization' and contains several input fields. A red box highlights the 'Parent Supplier Name' field (containing 'National Bookstore') and the 'Parent Supplier Number' field (containing '264'). The 'Save' button is also highlighted with a red box. Other fields include 'Supplier Name' (NBS), 'Supplier Number' (62960), 'Alternate Supplier Name', 'SIC', 'National Insurance Number', 'Customer Number', 'One Time' checkbox, 'Inactive Date' (17-Jan-2024), and 'Type' (Supplier). A sidebar on the left lists navigation options: Quick Update, Company Profile, Organization (selected), Tax Details, Address Book, and Contact Directory.

STEP 7: Click the **Save** button.

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Registration of a UP Supplier Branch

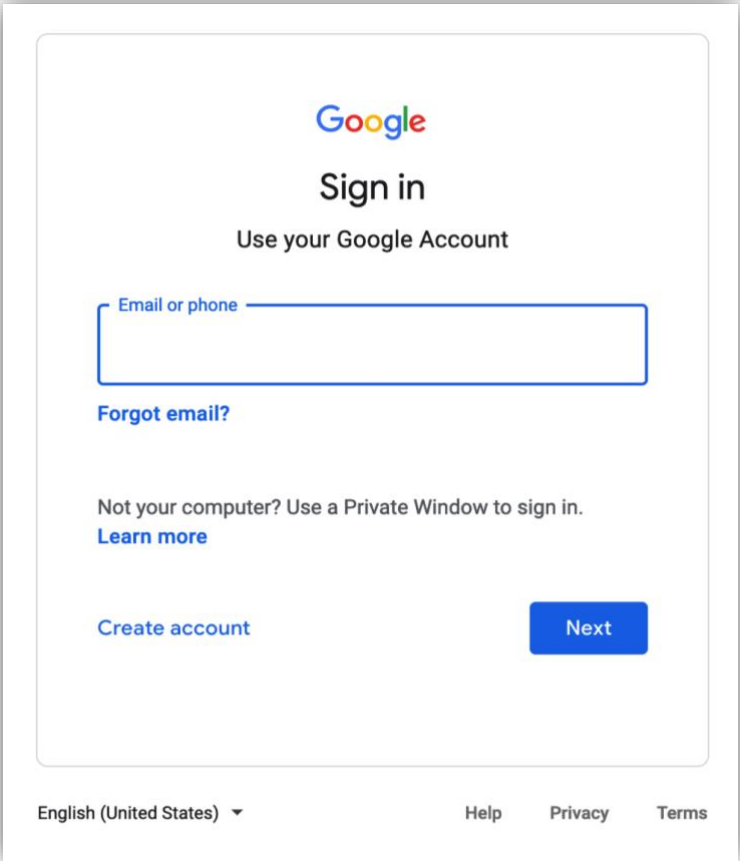
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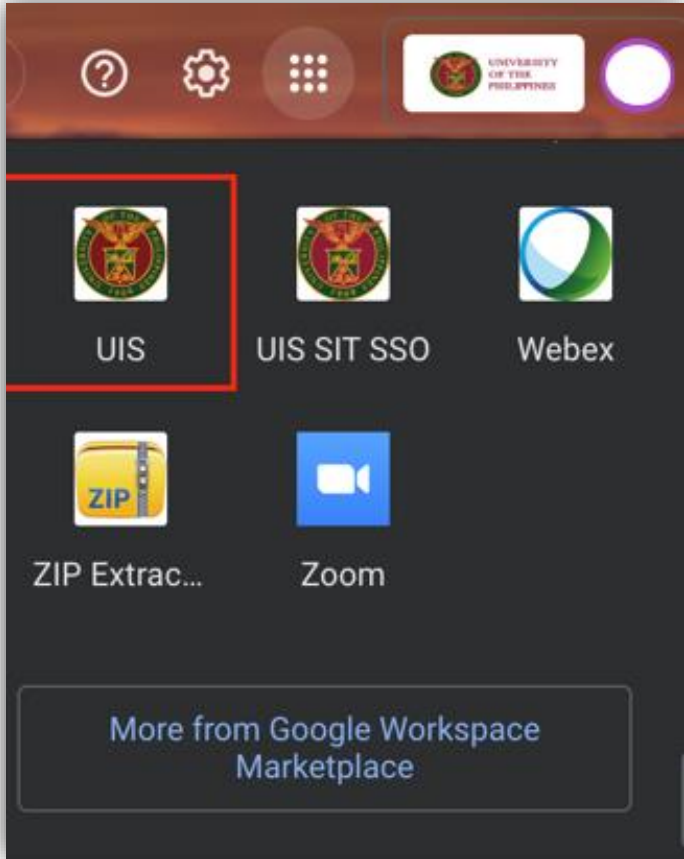
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Process ID	
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Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To register a supplier branch
Data Requirement	Supplier information. Minimum requirements are as follows: <ul style="list-style-type: none">• Organization Name• Address details• TIN of the Branch supplier
Dependencies	Registered supplier in the system under the same organization
Scenario	The originating unit submits a request through a supplier registration form. Upon checking by the Supplier Manager, there is an existing standard supplier under the same organization. The Supplier Manager will register a new branch under the existing supplier.

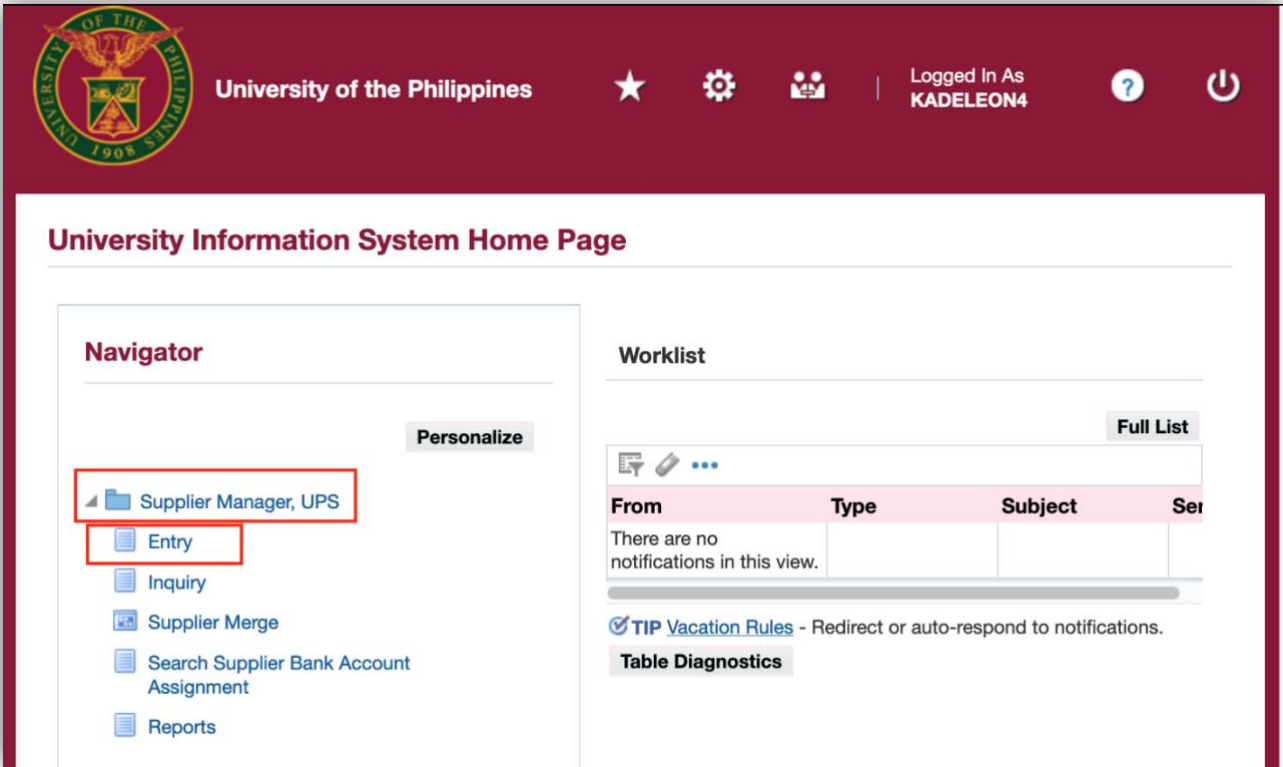


Step 1. Go to <https://uis.up.edu.ph>

Step 2. Log-in your UP Mail credentials (e.g. **email** and **password**)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



Step 3. From *UIS Home Page*, choose the *Supplier Manager* responsibility.

Click *Entry*.

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.






Supplier Name Tax Registration Number

Supplier Number D-U-N-S Number

Taxpayer ID Employee Number

[▶ Show More Options](#)

Search Results

Supplier Name ▲	Supplier Number ▲	Parent Supplier Name ▲	Taxpayer ID ▲	Tax Registration Number ▲	D-U-N-S Number ▲	Employee Number ▲	Update
NATIONAL BOOK STORE INC.	60727			000-325-972-00000			
NATIONAL WATER RESOURCES BOARD	25712			000-795-636-006			
National Book Store	28560						
National Bookstore	264			000-123-456-789			
National StoreBook	62970	National Bookstore					

Step 4. On the *Supplier Search* page, search for the existing supplier then click the *Update* icon.

The screenshot shows the 'Payables' system interface. The top navigation bar includes the system logo, the word 'Payables', and user information 'Logged In As KADELEON4'. The left sidebar lists various navigation options, with 'Address Book' highlighted. The main content area is titled 'Update National Bookstore - 264: Address Book' and features a search section with input fields for 'Address Name', 'Address Details', and 'Site Name'. Below the search section is a 'Create' button and a table of address entries.

Details	Name	Address	Country	Communication Purpose	Status	Update	Manage Sites	Remove	
▶	Cubao	Gen. Roxas, Cubao	Philippines		Payment, Purchasing	Current			
▶	Iloilo	Iloilo	Philippines		Payment, Purchasing	Current			
▶	Los Banos	Los Banos	Philippines	Phone: -	Payment, Purchasing	Current			
▶	Quezon City	Quezon Avenue Extn. cor. Scout Boromeo, Quezon City	Philippines		Payment, Purchasing	Current			
▶	Tacloban City	Level 1 Robinsons Place Tacloban, National Highway, Tabuan Marasbaras Tacloban, Leyte	Philippines		Payment, Purchasing	Current			
▶	UP Diliman	Katipunan Road Quezon City	Philippines		Payment, Purchasing	Current			

Step 5. Go to the **Address Book** tab.

Then, click the **Create** button.

Suppliers: Address Book >

Create Address: Confirm Details

Supplier Name National Bookstore Supplier Number 264

Address Details

Country Philippines

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

County

State

Province

Postal Code

* Address Name

Addressee

Language

Context Value

Contact Details and Purpose

Communication Details Update to all new sites created for this address

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Address Purpose Purchasing Payment RFQ Only

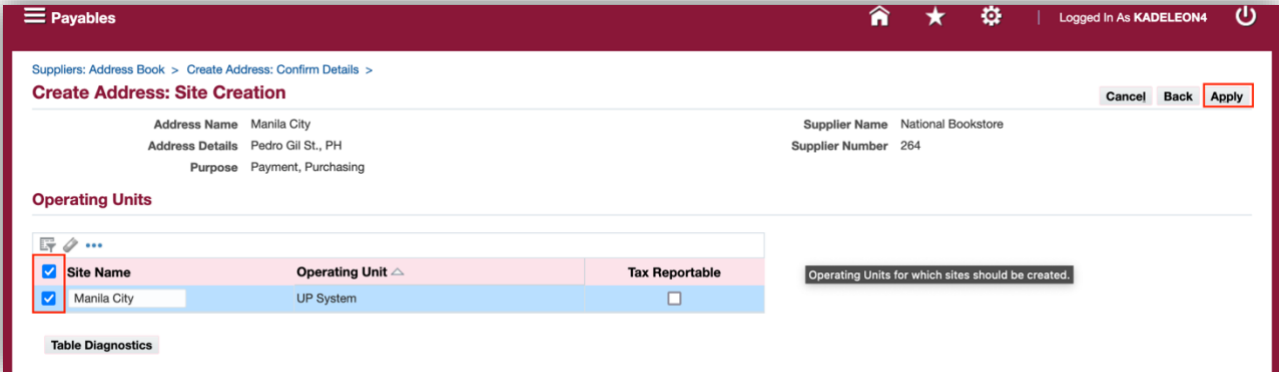
Cancel Continue

Diagnostic Console

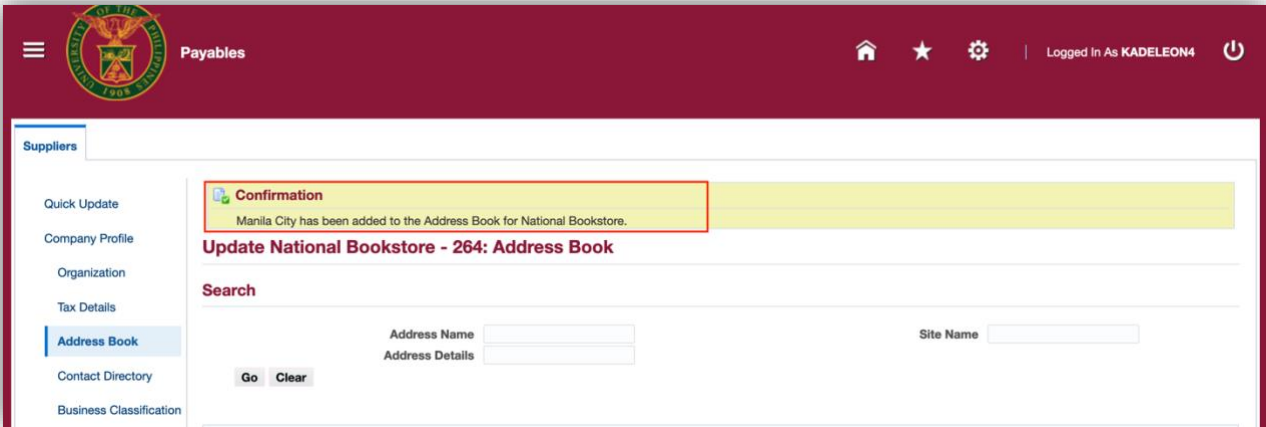
Step 5. Fill out the necessary details such as:

- Address Line 1
- Address Name
- Address Purpose tick the checkboxes for:
 - Purchasing
 - Payment

Once done, click **Continue**.



Step 6. Tick the box on the left side of the *Site Name* then click **Apply**.



You will notice a confirmation note stating that you are done adding a new address in the supplier address book.

Suppliers > Update National Bookstore - 264: Tax Details [Cancel] [Save]

Income Tax

Taxpayer ID

Reportable Federal State

Allow Withholding Tax

Invoice Withholding Tax Group

Payment Withholding Tax Group

Transaction Tax

Default Controls

Step 7. Next, go to **Tax Details**.

Supplier Sites

Site Status: Active | Site Name: | Operating Unit: | Go

TIP The Allow Withholding Tax option is enabled only when the Withholding Tax option is enabled in both the supplier and payables options for the operating unit.

Create | ...

Site Name	Operating Unit	Allow Tax Withholding	Invoice Withholding Tax Group	Payment Withholding Tax Group	Update Transaction Tax
Cubao	UP System	<input checked="" type="checkbox"/>	<input type="text"/>		
Iloilo	UP System	<input checked="" type="checkbox"/>	<input type="text"/>		
Manila City	UP System	<input checked="" type="checkbox"/>	<input type="text"/>		
QUEZON CITY	UP System	<input checked="" type="checkbox"/>	<input type="text"/>		

Step 8. Scroll down until you see the **Supplier Sites**.

Click **Update** .

Suppliers: Tax Details >
Transaction Tax Details: Manila City (UP System)

Transaction Tax

Default Controls
Update the values that default to all invoices and tax registration records of this party or party site.

Rounding Level: Header ▾ Set Invoice Values as Tax Inclusive
Rounding Rule: Up ▾

Tax Registrations

Default Reporting Country Name: Philippines
Default Reporting Registration Number: 200-320-212-00000
Default Reporting Tax Registration Type: [Empty]

Income Tax

Taxpayer ID: [Empty]
Reportable: Federal State
Allow Withholding Tax:
Invoice Withholding Tax Group: [Empty]
Payment Withholding Tax Group: [Empty]

Confirmation
Changes to Tax Details have been saved

Update National Bookstore - 264: Tax Details [Cancel] [Save]

Regime Code	Tax	Tax Jurisdiction Code	Registration Number	Issuing Tax Authority	Active	Update	Remove
No results found.							

Step 9. Enter the branch TIN in the **Default Reporting Registration Number** field.

Click **Save**.

A Confirmation note will appear that means you are done saving the branch supplier.

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

[Back to Top](#)



Registration of a UP Internal Supplier

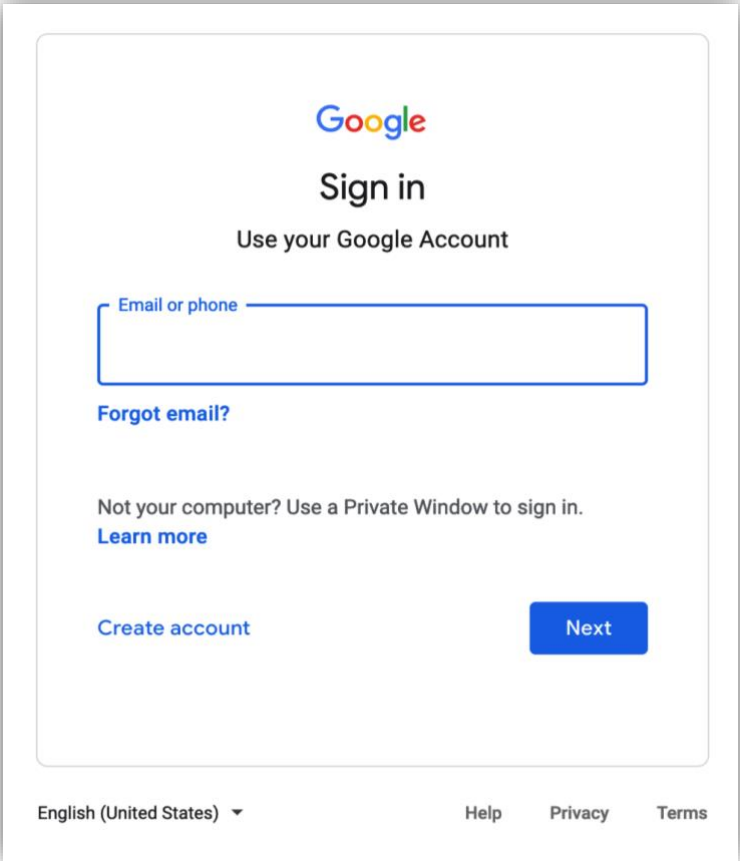
1. DOCUMENT CONTROL

1.3 Change Record

Date	Author	Version	Change Reference:
-	-	1.0	Initial
08 August 2018	Cherie Anne R. Pasco Julius A. Ermitanio	2.0	Updated field descriptions and modified instructions Updated screenshots

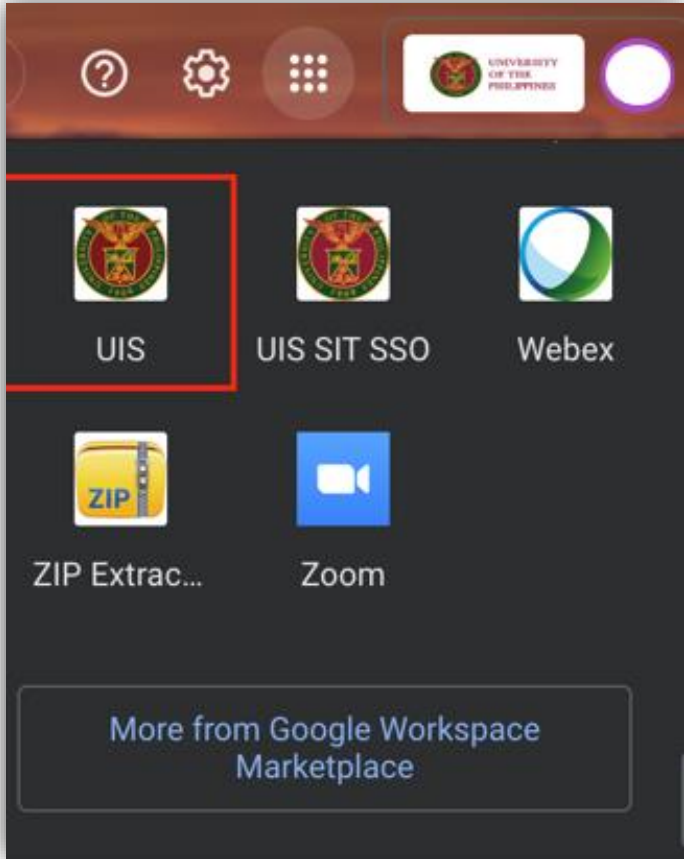
1.4 Description

Process ID	
Process Name	Registration of UP Internal Suppliers
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To register a new UP employee, contractual, or job order as a supplier in the system
Data Requirement	Supplier information. Minimum requirements are as follows: <ul style="list-style-type: none">• Full name• Tax Identification Number (TIN) – BIR issued• Bank Account
Dependencies	The UP internal supplier should have a Person Record in HRIS
Scenario	<p>A UP employee, contractual or job order will be registered as an internal supplier if they are payees of DVs, entitled to cash advance, liquidations and reimbursements.</p> <p>Warning: Registering UP internal suppliers as standard suppliers will affect closing of cash advances since the DV for cash advance (prepayment DV) could not be applied to the liquidation (expense report).</p>

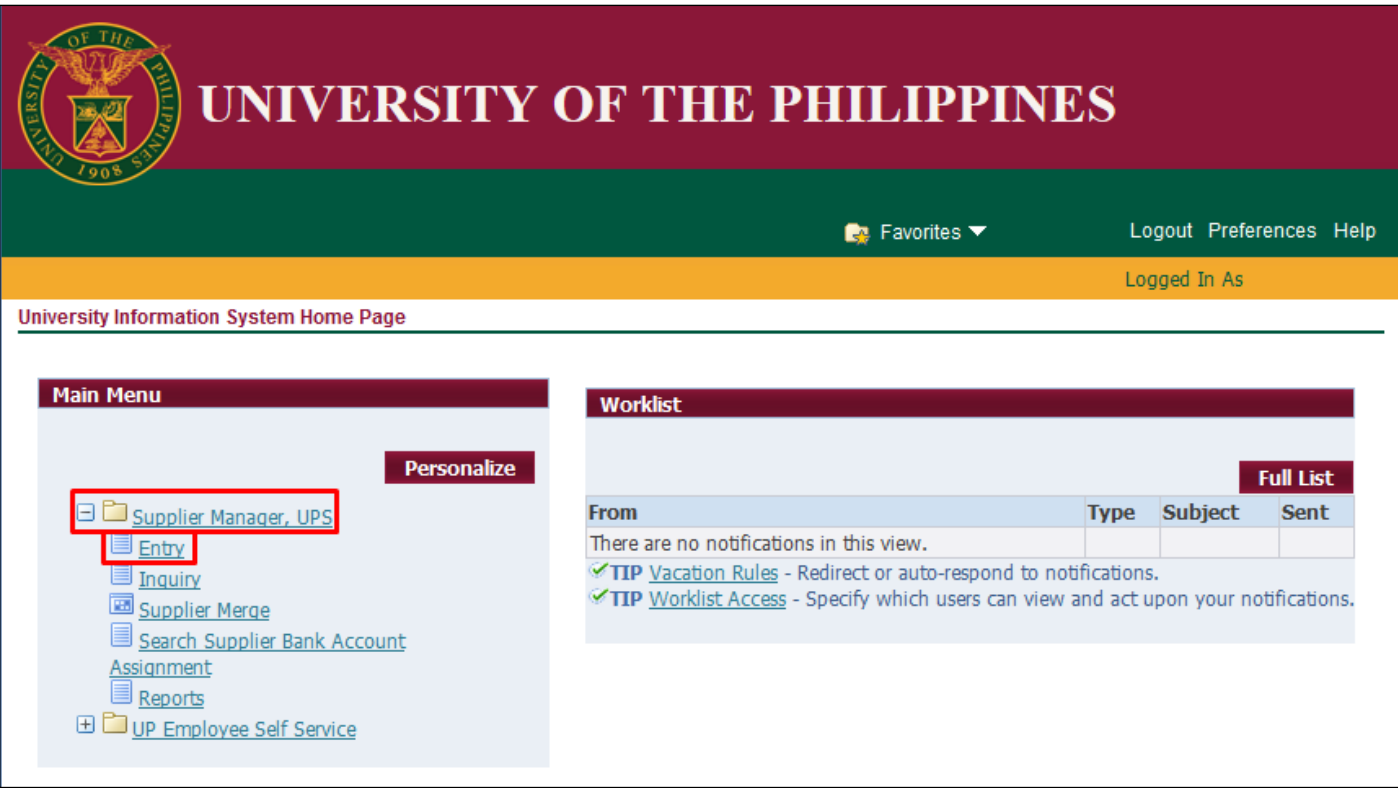


Step 1. Go to <https://uis.up.edu.ph>

Step 2. Log-in your UP Mail credentials (e.g. **email** and **password**)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Entry**

Supplier Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name D-U-N-S Number
Supplier Number Employee Number
Taxpayer ID
Tax Registration Number

[Show More Options](#)

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Create Supplier

New Supplier Requests

- [New Supplier Requests\(0\)](#)
- [Prospective Supplier Registrations\(0\)](#)

Supplier Profile Update Requests

- [Supplier Address Requests \(0\)](#)
- [Supplier Contact Requests \(0\)](#)
- [Supplier Business Classification Requests \(0\)](#)
- [Supplier Product and Services Requests \(0\)](#)
- [Supplier Bank Account Requests\(0/0\)](#)

Step 4. Supplier Home Page will appear the click **Create Supplier**

Step 5. Create Supplier Window will appear

Change the **Supplier Type** to “Supplier used to process expense payments to internal employees.”

Fill out the necessary details

Then click **Apply**

Note: The UP employee, contractual or job order is now registered as an internal supplier in UIS.

Field Name	Description	Remarks
Supplier Type	Must be set to “ Supplier used to process expense payments to internal employees”	List of Values (LOV)
Employee Name	Registered name in HRIS	List of Values (LOV)
Operating Unit	Constituent University or Level 1 Unit	List of Values (LOV)
Create Payment Site	Office	Checkbox

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details**
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Confirmation
Changes to Tax Details have been saved

Update Dela Cruz, Juan - 32595: Tax Details

Cancel Save

Income Tax

Taxpayer ID: _____ Details stored in HR system: Allow Withholding Tax

Reportable: Federal State Invoice Withholding Tax Group: _____ Payment Withholding Tax Group: _____

Transaction Tax

Default Controls

Update the values that default to all invoices and tax registration records of this party or party site.

Rounding Level: Header Set Invoice Values as Tax Inclusive
Rounding Rule: Up

Tax Registrations

Default Reporting Country Name: _____ Default Reporting Tax Registration Type: _____
Default Reporting Registration Number: _____

Create

Regime Code	Tax	Tax Jurisdiction Code	Registration Number	Issuing Tax Authority	Active	Update	Remove
No results found.							

Associated Fiscal Classifications

* Indicates required field
✓ TIP

Fiscal Classification Type Code	Fiscal Classification Code	Fiscal Classification Name	Effective From	Effective To	Remove
No results found.					

Add Another Row

Supplier Sites

Site Status: Active Site Name: _____ Operating Unit: _____ Go

✓ TIP The Allow Withholding Tax option is enabled only when the Withholding Tax option is enabled in both the supplier and payables options for the operating unit.

Site Name	Operating Unit	Allow Tax Withholding	Invoice Withholding Tax Group	Payment Withholding Tax Group	Update Transaction Tax
Office	UP System	<input checked="" type="checkbox"/>	_____	_____	_____

Cancel Save

Step 6. Click **Tax Details** on the left sidebar of the **Suppliers** tab.

Please tick the **Allow Withholding Tax** and **Allow Tax Withholding** checkboxes at the top and bottom regions of the page.

Then, click **Save**

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details**
 - Relationship
 - Invoice Management

Confirmation
The payment methods and payment attributes have been saved.

Update Dela Cruz, Juan - 32595: Payment Details

Cancel Save

Payment Details

Payment Methods

TIP You can choose one payment method to default on documents for the payee. A default payment method is optional.

Add

Payment Method	Default	End Date
Check	<input type="checkbox"/> Default	
LDDAP-ADA	<input type="checkbox"/> Default	
RDA	<input checked="" type="checkbox"/> Default	

Payment Attributes

Payment Delivery Attributes | Payment Specifications | Separate Remittance Advice Delivery

Delivery Channel [dropdown] Settlement Priority [dropdown]
Bank Instruction 1 [dropdown] Payment Text Message 1 [text]
Bank Instruction 2 [dropdown] Payment Text Message 2 [text]
Bank Instruction Details [text] Payment Text Message 3 [text]

Supplier Sites

Site Status: Active | Site Name: [text] | Operating Unit: [text] | Go

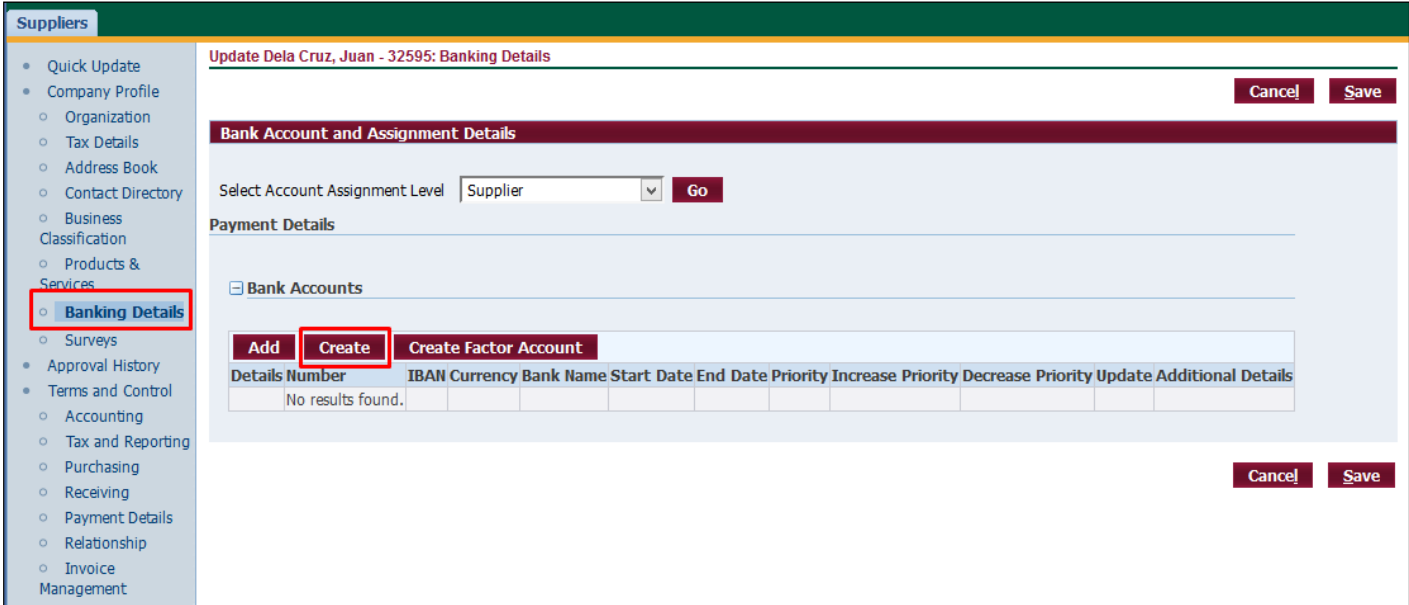
Site Name	Operating Unit	Update Payment Details
Office	UP System	[edit icon]

Step 7. Click **Payment Details** on the left sidebar of the **Suppliers** tab.

Choose a default **Payment Method** by ticking the checkbox beside it.

Then, click **Save**.

Note: For Internal Suppliers, either the **Check** payment method or **RDA** payment method is set as default.



Step 8. Click **Banking Details** on the left sidebar of the **Suppliers** tab.

Then, click **Create**.

PAYABLES

Suppliers: Banking Details >
Create Bank Account

* Indicates required field

Payee Name: Juan Dela Cruz
Payee Site: [Red Box]

* Country: Philippines [Red Box]

Internal Organization Supplier Site Name: [Red Box]

Allow International Payments

Bank | **Branch**

Select Existing Bank
 Create New Bank

Bank Name: Land Bank of the Philippines [Red Box]

Bank Number: [Red Box]

Tax Payer ID: [Red Box]

[Show Bank Details](#)

Select Existing Branch
 Create New Branch

Branch Name: Katipunan [Red Box]

Branch Number: 001

BIC: [Red Box]

Branch Type: OTHER

[Show Branch Details](#)

Bank Account

* Account Number: 123456789 [Red Box]

Account Name: [Red Box]

Check Digits: [Red Box]

IBAN: [Red Box]

Currency: [Red Box]

Account Owners

Account Owner Name	Alternate Account Owner Name	Primary	End Date
Juan Dela Cruz		<input checked="" type="checkbox"/>	[Red Box]

Add Another Row

[Show Bank Account Details](#)

Step 9. The **Create Bank Account** page will appear.

Fill-in the necessary details including **Country**, **Bank Name**, **Branch Name** and **Account Number**.

Then, click **Apply**.

PAYABLES

Home Logout Preferences Help Personalize Page Diagnostics

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details**
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Confirmation
The changes to the Banking Details have been saved.

Update Dela Cruz, Juan - 32595: Banking Details Cancel Save

Bank Account and Assignment Details

Select Account Assignment Level Go

Payment Details

Bank Accounts

Add Create Create Factor Account

[Show All Details](#) | [Hide All Details](#)

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Update Details	Additional Update Details
Show	XXXXX6789			Land Bank of the Philippines	07-Aug-2018		1	⬆	⬇		

Step 10. On the **Banking Details** page click **Save**.
Expected Result:

A UP employee, Contractual, or Job Order has been registered as a supplier in the system.

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

[Back to Top](#)



Verification and Creation of Additional Supplier Site

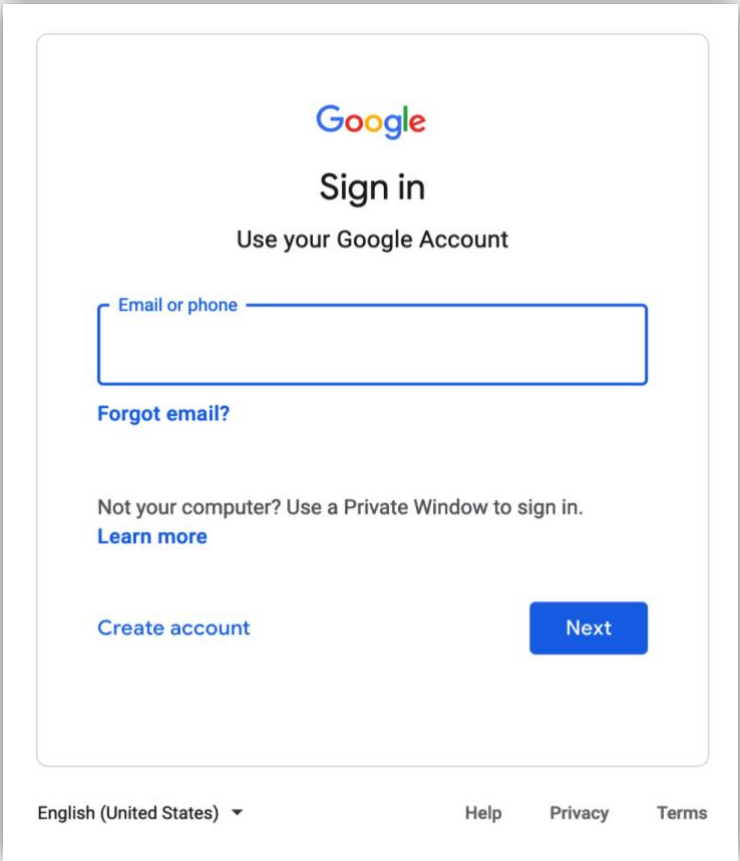
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial

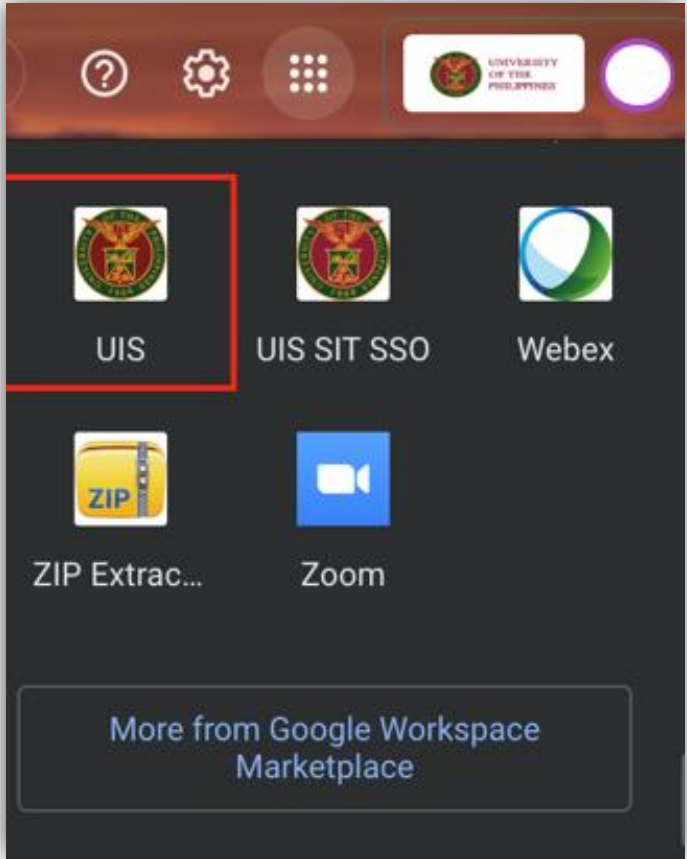
1.2 Description

Process ID	
Process Name	Verification and Creation of Additional Supplier Site
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	For the supplier to appear in multiple supplier sites. This will allow DV and PO originators from different CUs to view and select a supplier already registered by in CU.
Data Requirement	Supplier information such as <ul style="list-style-type: none">• Supplier ID• Organization name – registered business name or• Name of individual payee (UP employee, contractual or job order)
Dependencies	Supplier is already registered in UIS
Scenario	Originating unit submits a request through the Supplier Registration Form for the registration of a supplier.

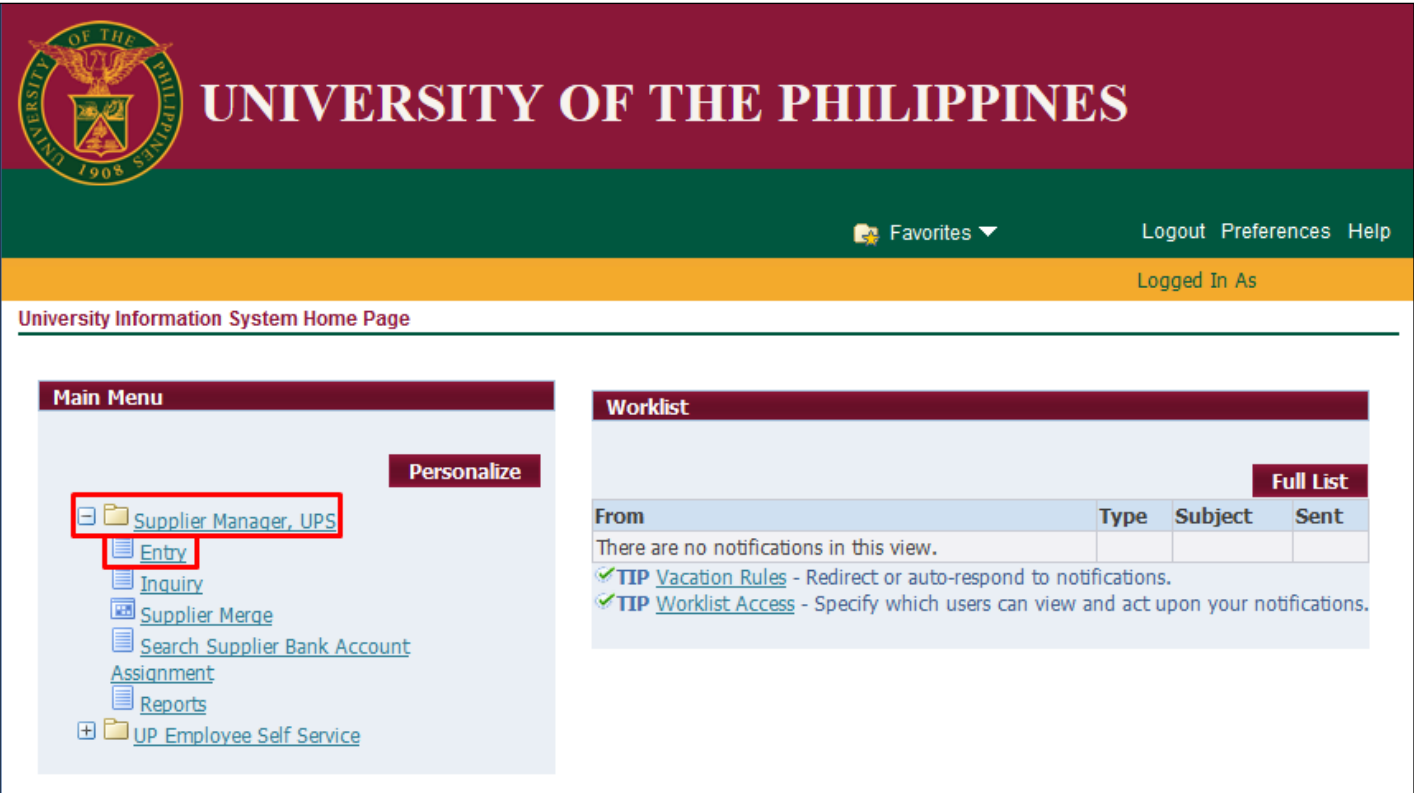


Step 1. Go to <https://uis.up.edu.ph>

Step 2. Log-in your UP Mail credentials (e.g. **email** and **password**)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Supplier Manager** responsibility


then click the **Entry**

Step 4. Supplier Home Page will appear.

Search for the supplier using any of the available fields. You may use % as a wildcard character.

When searching for a **Supplier Name**, you may enter the name in between wildcard characters. For example, *%National Bookstore%*.

Then, click **Go**.



PAYABLES

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Suppliers
Create Supplier
New Supplier Requests

Supplier Search

Simple Search



At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name	%National Bookstore%	D-U-N-S Number	
Supplier Number		Employee Number	
Taxpayer ID			
Tax Registration Number			

[+ Show More Options](#)

Go **Clear**

Search Results

Supplier Name ▲	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
International Bookstore	10633			500-003-508-834			
National Bookstore	264		000-299-299-143	000-299-299-143			

Supplier Profile Update Requests

- [Supplier Address Requests \(0\)](#)
- [Supplier Contact Requests \(0\)](#)
- [Supplier Business Classification Requests \(0\)](#)
- [Supplier Product and Services Requests \(0\)](#)
- [Supplier Bank Account Requests\(0/0\)](#)

Step 5. Identify the supplier from the **Search Results**

Then click on the **Update** icon.

PAYABLES

Suppliers >
Update National Book Store, Inc. - 32634: Quick Update

* Indicates required field

* Supplier Name: National Book Store, Inc.
 Supplier Number: 32634
 Alternate Supplier Name:
 Registry ID: 78724
 Inactive Date: (example: 23-Jul-2018)
 Alias:

Purchase Order Hold All New Orders
 Hold from Payment All Invoices
 Unmatched Invoices
 Unvalidated Invoices

Supplier Sites

Site Status: Active Site Name: Operating Unit: **Go**

Key Purchasing Setups | Key Payment Setups

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Pay On	Alternate Pay Site	Invoice Summary Level	Create Debit Memo from RTS Transaction	Gapless Invoice Numbering	*Selling Company Identifier	Freight FOB Terms	Transportation Arranged	Country of Origin
No results found.													

Step 6. The **Quick Update** page will appear

then check the **Supplier Sites** region. If there is no entry, proceed to the **Address Book**.

PAYABLES

Home Logout Preferences Personalize Page Diagnostics

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book**
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management

Suppliers > Update National Book Store, Inc. - 32634: Address Book

Search

Address Name Site Name

Address Details

Go **Clear**

Create

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
Show	UP System	Ali Mall Ground Floor, Ali Mall Phase II, P. Tuazon Boulevard, Araneta Center Quezon City, Philippines	Philippines		Payment, Purchasing	Current			

Inactive Addresses

Step 7. On the **Address Book** page click on **Create**.

PAYABLES

Suppliers > Update National Book Store, Inc. - 32634: Address Book >
 Create Address: Confirm Details

* Indicates required field

Supplier Name **National Book Store, Inc.** Supplier Number **32634** Cancel Continue

Address Details	Contact Details and Purpose
* Country <input type="text" value="Philippines"/>	Communication Details <input type="checkbox"/> Update to all new sites created for this address
* Address Line 1 <input type="text" value="Ayala Trinoma Level M1, Trinoma,"/>	Phone Area Code <input type="text"/>
Address Line 2 <input type="text" value="EDSA cor. North Avenue,"/>	Phone Number <input type="text"/>
Address Line 3 <input type="text" value="Brgy. Bagong Pag-asa"/>	Fax Area Code <input type="text"/>
Address Line 4 <input type="text"/>	Fax Number <input type="text"/>
City <input type="text" value="Quezon City"/>	Email Address <input type="text"/>
County <input type="text"/>	Address Purpose <input checked="" type="checkbox"/> Purchasing
State <input type="text"/>	<input checked="" type="checkbox"/> Payment
Province <input type="text"/>	<input type="checkbox"/> RFQ Only
Postal Code <input type="text"/>	
* Address Name <input type="text" value="UP Diliman"/>	
Addressee <input type="text"/>	
Language <input type="text"/>	
Context Value <input type="text"/>	

Step 8. The **Create Address: Confirm Details** page will appear

Fill-in required details.

For the **Address Name**, enter the constituent university or level 1 unit such as UP System, UP Diliman, etc.

For the **Address Purpose**, make sure that the checkboxes for **Purchasing** and **Payment** are ticked.

Then, click **Continue**.

PAYABLES

Suppliers > Update National Book Store, Inc. - 32634: Address Book > Create Address: Confirm Details >
 Create Address: Site Creation

Address Name: UP Diliman
 Address Details: Ayala Trinoma Level M1, Trinoma,, EDSA cor. North Avenue,, Brgy. Bagong Pag-asa, Quezon City, PH
 Purpose: Payment, Purchasing

Supplier Name: National Book Store, Inc.
 Supplier Number: 32634

Buttons: Cancel, Back, Apply

Operating Units

Select All | Select None

Select Site Name	Operating Unit	Tax Reportable
<input checked="" type="checkbox"/> UP Diliman	UP Diliman	<input type="checkbox"/>

Site Attributes

Communication Details Update to all new sites created for this address
 Override default site attributes

Step 9. The **Create Address: Site Creation** page will appear

For *Standard Suppliers*, select the appropriate **Site Name** by ticking the checkbox beside it.

Then, click **Apply**.

For *UP Internal Suppliers*, select **Office** as the **Expense Payment Site Name** then click **Go**.

Select the appropriate **Site Name** by ticking the checkbox beside it.

Then, click **ApplyExpected Result:**

A new Supplier Site has been added to an existing Supplier.

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

[Back to Top](#)



Updating Supplier Information

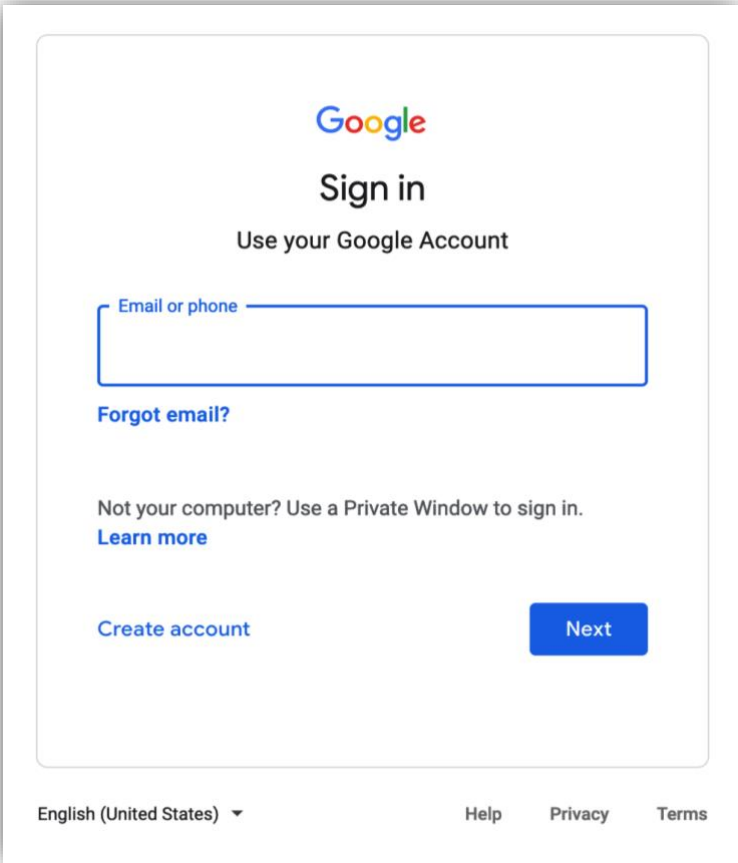
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial
15 November 2019	Julius Ermitanio	1.1	Added steps on how to remove supplier site

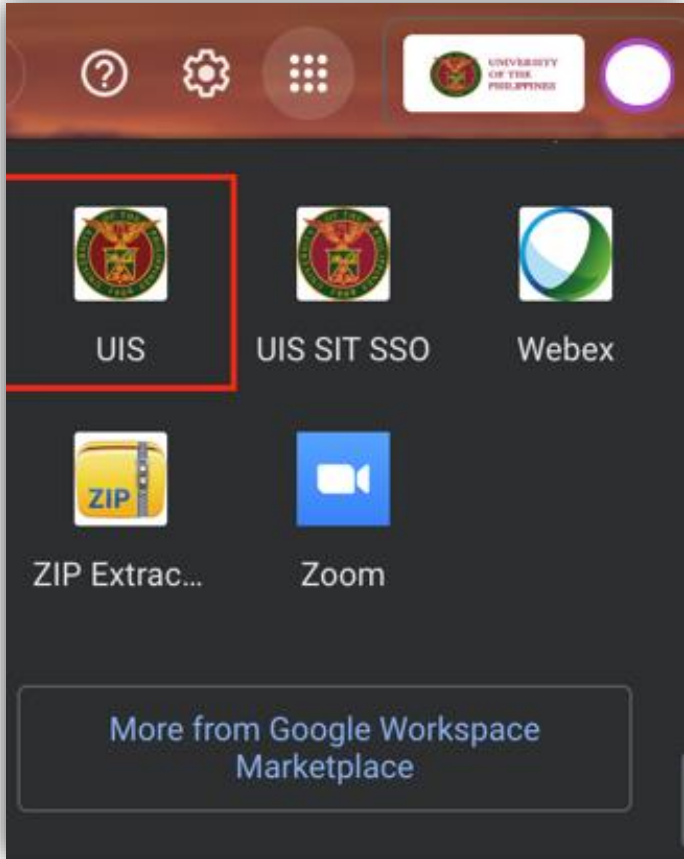
1.2 Description

Process ID	
Process Name	Updating Supplier Information
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To keep supplier records up-to-date, supplier manager may change, remove or add details to a registered supplier.
Data Requirement	Supplier information such as <ul style="list-style-type: none">• Supplier ID• Organization name – registered business name or• Name of individual payee (UP employee, contractual or job order)
Dependencies	Changes in the name of UP Internal Suppliers will only reflect if changes are made to the HRIS Person Record
Scenario	Originating unit, SPMO, Accounting Office or Cash Office submits a request through the Supplier Registration Form for the updating of supplier information

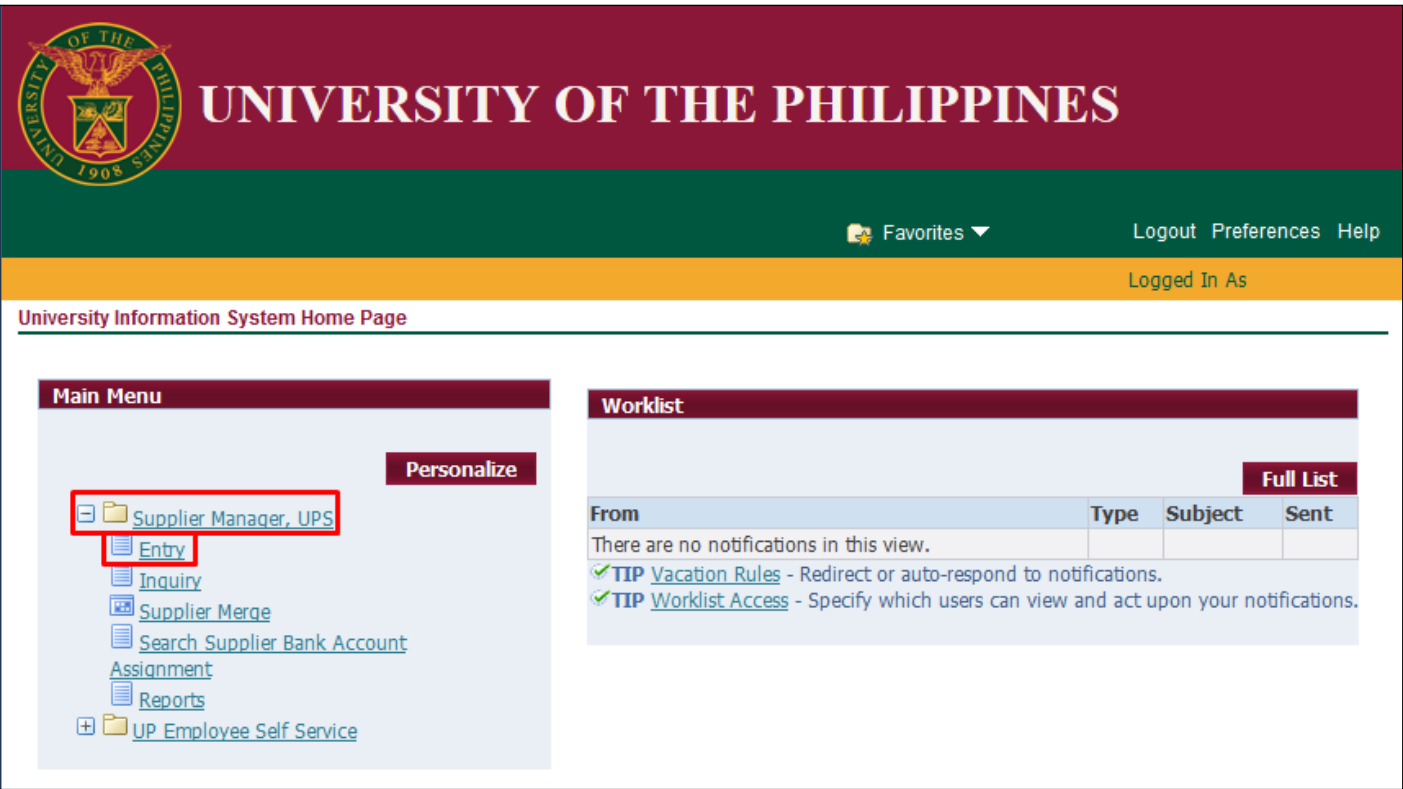


Step 1. Go to <https://uis.up.edu.ph>

Step 2. Log-in your UP Mail credentials (e.g. **email** and **password**)

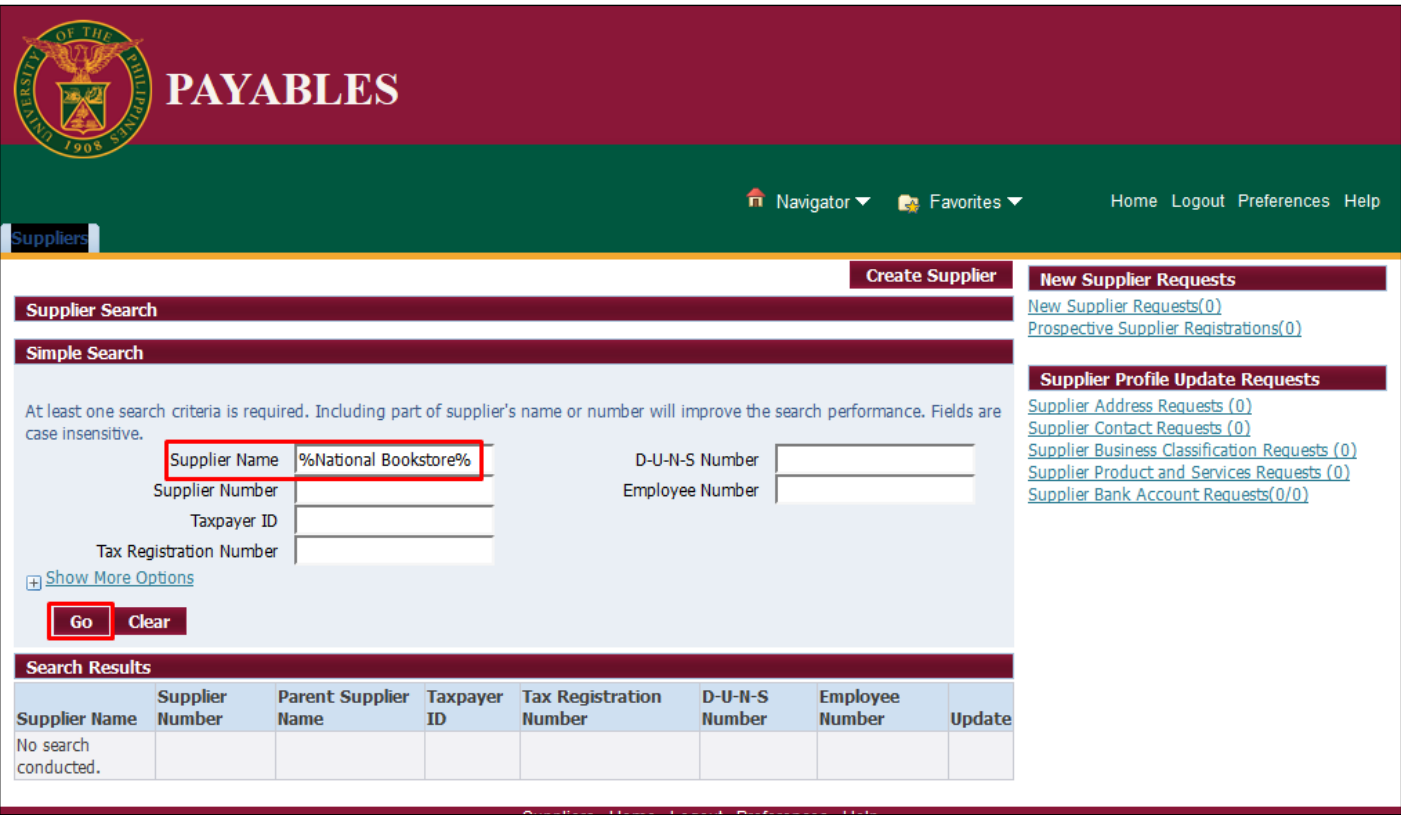


Or you may open your UP Mail and go to the Google Workspace and select **UIS**



Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Entry**



Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name: D-U-N-S Number:

Supplier Number: Employee Number:

Taxpayer ID:

Tax Registration Number:

[Show More Options](#)

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Step 4. Supplier Home Page will appear.

Search for the supplier using any of the available fields. You may use % as a wildcard character.

When searching for a **Supplier Name**, you may enter the name in between wildcard characters. For example, *%National Bookstore%*.

Then, click **Go**.

PAYABLES

NAVIGATOR Favorites Home Logout Preferences Help

Suppliers

Create Supplier

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name: %National Bookstore% D-U-N-S Number:

Supplier Number: Employee Number:

Taxpayer ID:

Tax Registration Number:

[+ Show More Options](#)

Go **Clear**

New Supplier Requests

[New Supplier Requests\(0\)](#)
[Prospective Supplier Registrations\(0\)](#)

Supplier Profile Update Requests

[Supplier Address Requests \(0\)](#)
[Supplier Contact Requests \(0\)](#)
[Supplier Business Classification Requests \(0\)](#)
[Supplier Product and Services Requests \(0\)](#)
[Supplier Bank Account Requests\(0/0\)](#)

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
International Bookstore	10633			500-003-508-834			
National Bookstore	264		000-299-299-143	000-299-299-143			

Step 5. Identify the supplier from the **Search Results**

Then click on the **Update** icon.

The screenshot shows the 'PAYABLES' system interface. The top navigation bar includes 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Personalize Page', and 'Diagnostics'. The left sidebar lists various menu items such as 'Quick Update', 'Company Profile', 'Organization', 'Tax Details', 'Address Book', 'Contact Directory', 'Business Classification', 'Products & Services', 'Banking Details', 'Surveys', 'Approval History', 'Terms and Control', 'Accounting', 'Tax and Reporting', 'Purchasing', 'Receiving', 'Payment Details', 'Relationship Management', and 'Invoice Management'.

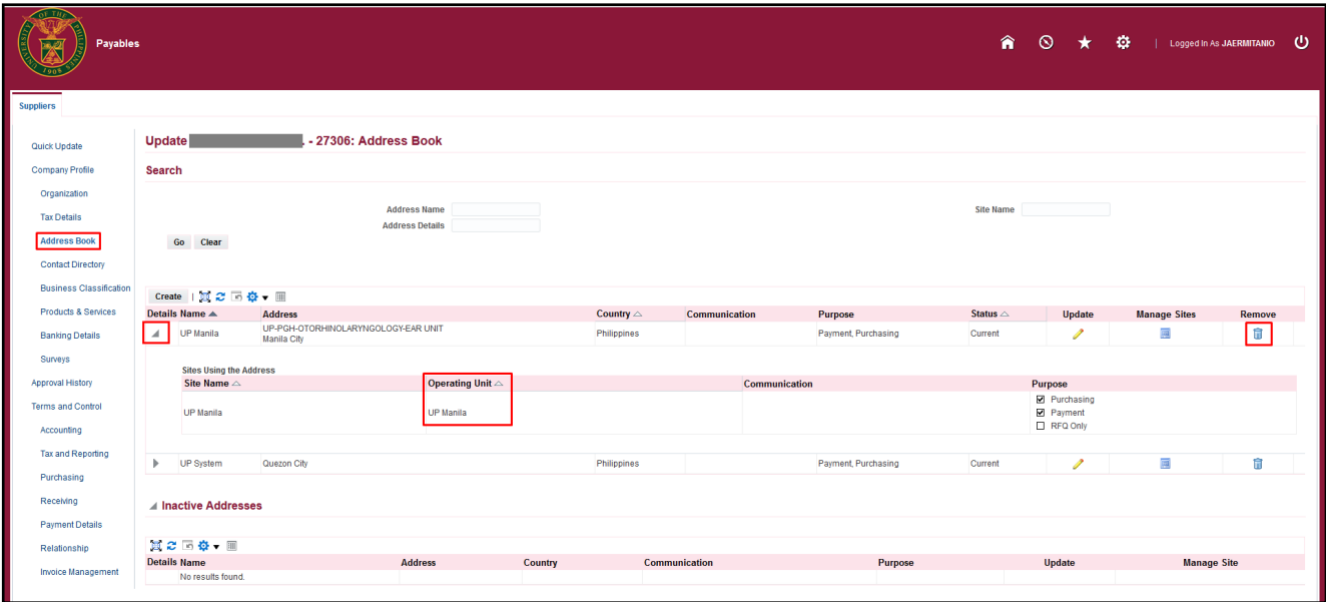
The main content area is titled 'Suppliers >' and shows the 'Quick Update' page for 'National Book Store, Inc. - 32634'. A red box highlights the 'Supplier Name' field, which contains the text 'National Book Store, Inc.'. Other fields include 'Supplier Number' (32634), 'Alternate Supplier Name', 'Registry ID' (78724), 'Inactive Date' (with a calendar icon and example '23-Jul-2018'), and 'Alias'.

Below the form is the 'Supplier Sites' section, which includes a 'Site Status' dropdown (set to 'Active'), 'Site Name', and 'Operating Unit' fields, along with a 'Go' button. There are also tabs for 'Key Purchasing Setups' and 'Key Payment Setups', and a 'Create' button.

At the bottom, there is a table with columns: 'Site Name', 'Operating Unit', 'Ship-To Location', 'Bill-To Location', 'Ship Via', 'Pay On', 'Alternate Pay Site', and 'Invoice Summary'. The first row shows 'UP System' for both Site Name and Operating Unit, and 'University of the Philippines' for both Ship-To and Bill-To locations.

Step 6. The **Quick Update** page will appear

For standard suppliers, the **Supplier Name** and **Alternate Supplier Name** may be updated. Any changes made will reflect on existing FMIS transactions.



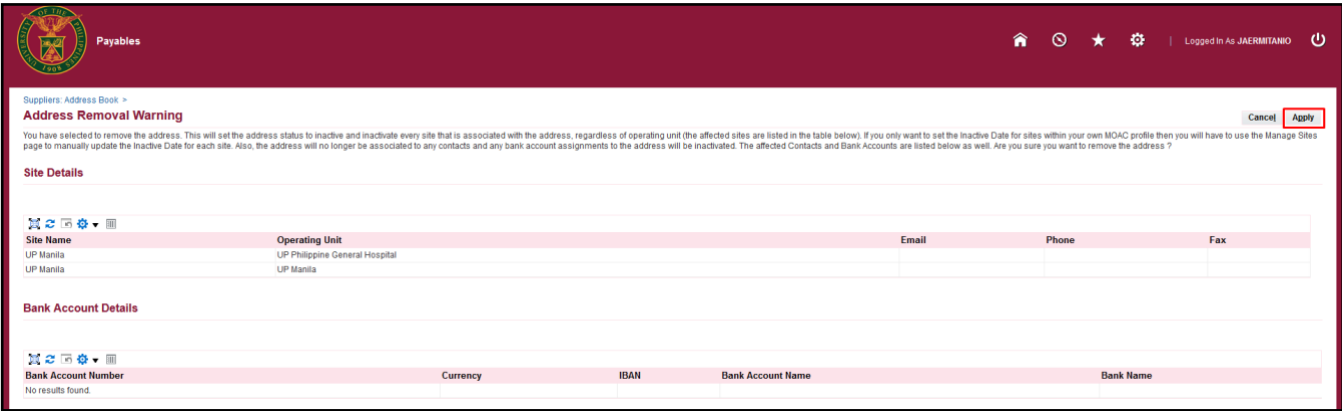
Step 7.
Remove Supplier Site.

Go to **Address Book** tab.

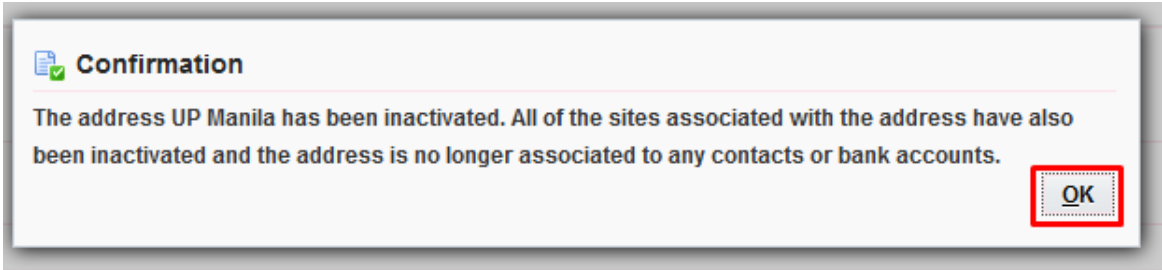
Select the supplier site you want to remove.

Verify the Operating unit by clicking the expand button below Details.

Then click **Remove** button.

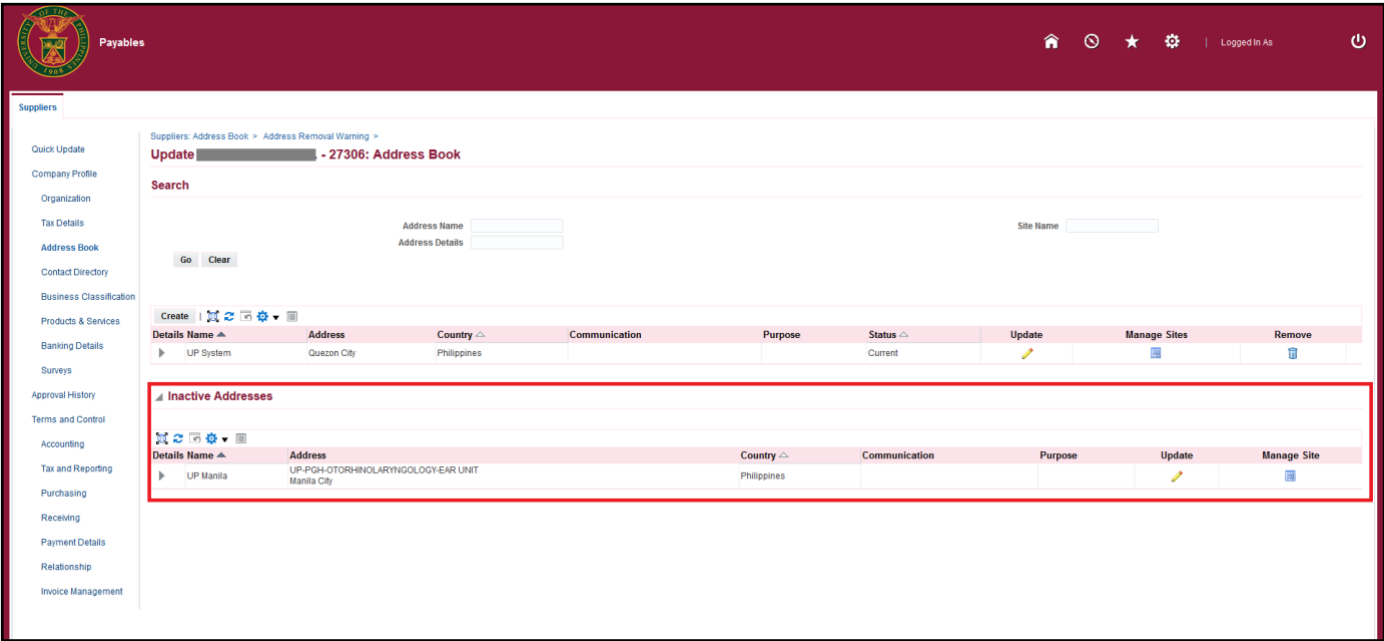


Step 8. Click **Apply**.



Step 9. Confirmation that the Supplier site was deactivated will appear. Click **Ok**.

The deactivated supplier site will be listed under **Inactive Addresses**.



PAYABLES

Suppliers >
Update National Book Store, Inc. - 32634: Quick Update

* Indicates required field

* Supplier Name National Book Store, Inc.
Supplier Number 32634
Alternate Supplier Name
Registry ID 78724
Inactive Date
(example: 23-Jul-2018)
Alias

Supplier Sites

Site Status Active Site Name Operating Unit Go

Key Purchasing Setups Key Payment Setups

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Pay On	Alternate Pay Site	Invoice Summary
UP System	UP System	University of the Philippin	University of the Philippin				

Step 10. Select the appropriate menu from the left side bar to update other supplier details.

After making necessary changes, click on **Apply** or **Save** for the changes to take effect.

Expected Result:

The information of an existing Supplier has been updated.

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

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Registration of Supplier Email for Separate Remittance Advices

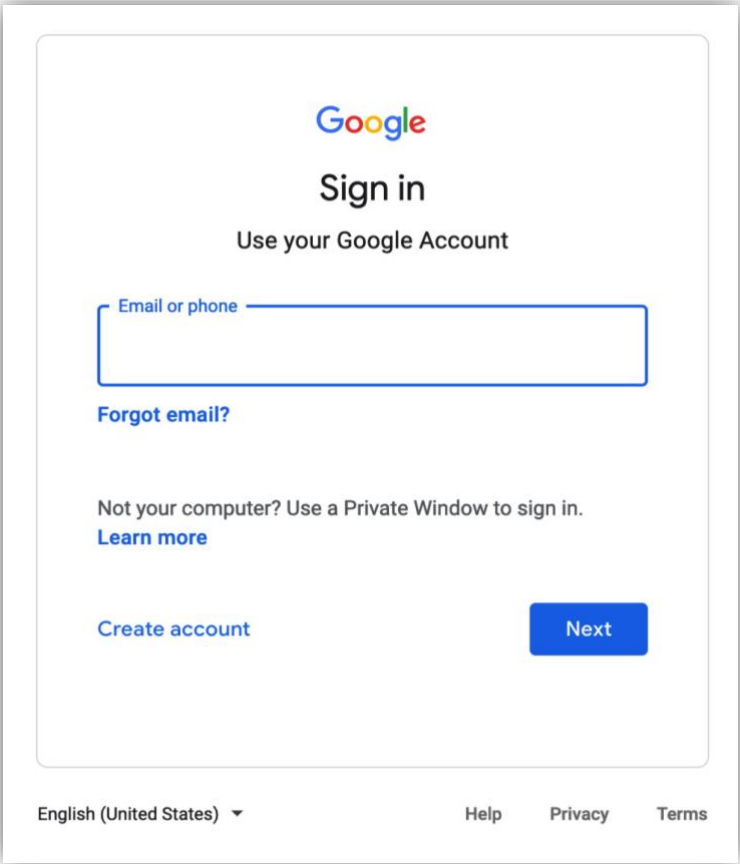
1. DOCUMENT CONTROL

1.3 Change Record

Date	Author	Version	Change Reference:
08 March 2024	Riza Nequias	1.0	Initial

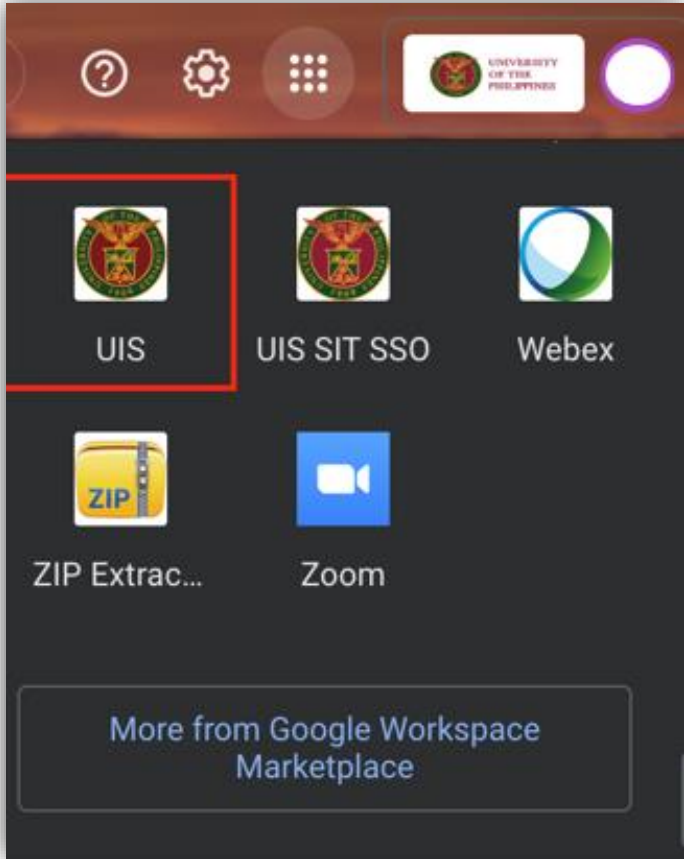
1.4 Description

Process ID	
Process Name	Registration of Supplier Email for Separate Remittance Advices
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To register a supplier email account for receiving Separate Remittance Advices
Data Requirement	Supplier email account
Dependencies	Registered supplier in the system
Scenario	The supplier manager will add an email account to an existing supplier record in the system to receive email notices regarding DV payments.

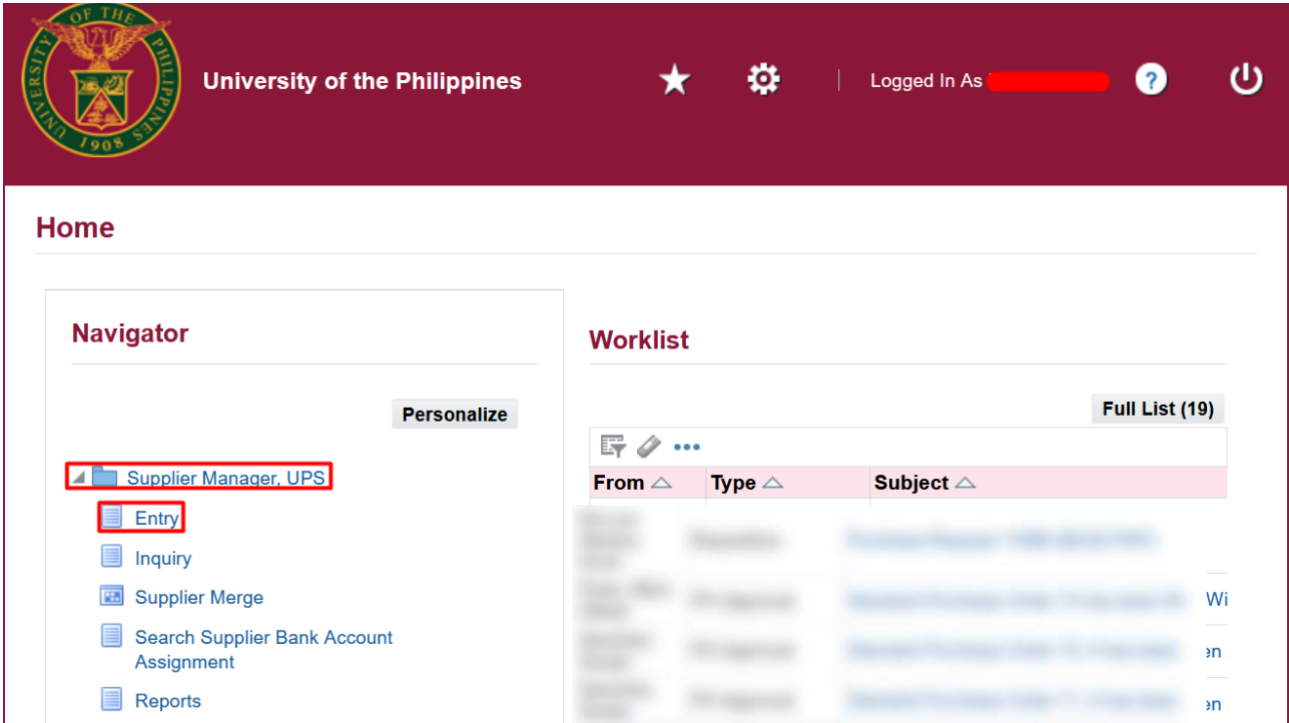


Step 1. Go to <https://uis.up.edu.ph>

Step 2. Log-in your UP Mail credentials (e.g. **email** and **password**)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**.



Step 3. On the *UIS Home Page*, navigate to *Supplier Manager > Entry*.

Suppliers Create Supplier

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name	<input type="text" value="NBS"/>	Tax Registration Number	<input type="text"/>
Supplier Number	<input type="text"/>	D-U-N-S Number	<input type="text"/>
Taxpayer ID	<input type="text"/>	Employee Number	<input type="text"/>

[Show More Options](#)

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number
No search conducted.						

Step 4. Search for the supplier by entering the name in the **Supplier Name** field.

Then, click **Go**.

Payables | Home | Star | Settings | Logged In As RANEQUIAS

Suppliers

Suppliers > **Update NBS - 59786: Quick Update** [Cancel] [Save]

* Indicates required field

* Supplier Name: NBS | Purchase Order Hold: All New Orders

Supplier Number: 59786

Alternate Supplier Name: | Hold from Payment: All Invoices

Registry ID: 121274 | Unmatched Invoices

Inactive Date: (20-Feb-2024) | Unvalidated Invoices

Alias: National Book Store

Supplier Sites

Site Status: Active | Site Name: | Operating Unit: | [Go]

Key Purchasing Setups | Key Payment Setups

You will be directed to the **Quick Update** page.

Address Book Inactive Date (20-Feb-2024) Unvalidated Invoices
Alias National Book Store

Supplier Sites

Site Status Active Site Name Operating Unit **Go**

Key Purchasing Setups Key Payment Setups

Create | ...

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via
UP System	UP System	University of the Philippine: Q	University of the Philippine: Q	

Table Diagnostics

Cancel **Save**

Step 5. Scroll down, select **Payment Details**.

Then, go to the **Separate Remittance Advice Delivery** tab under the **Payment Attributes** region.

Suppliers >
Update NBS - 59786: Payment Details Cancel Save

Payment Details

Payment Methods

TIP You can choose one payment method to default on documents for the payee. A default payment method is optional.

Payment Method	Default	End Date
Check	<input checked="" type="checkbox"/> Default	<input type="text"/>
Electronic	<input type="checkbox"/> Default	<input type="text"/>
LDDAP-ADA	<input type="checkbox"/> Default	<input type="text"/>
Outsourced Check	<input type="checkbox"/> Default	<input type="text"/>
RDA	<input type="checkbox"/> Default	<input type="text"/>
Wire	<input type="checkbox"/> Default	<input type="text"/>

Table Diagnostics

Payment Attributes

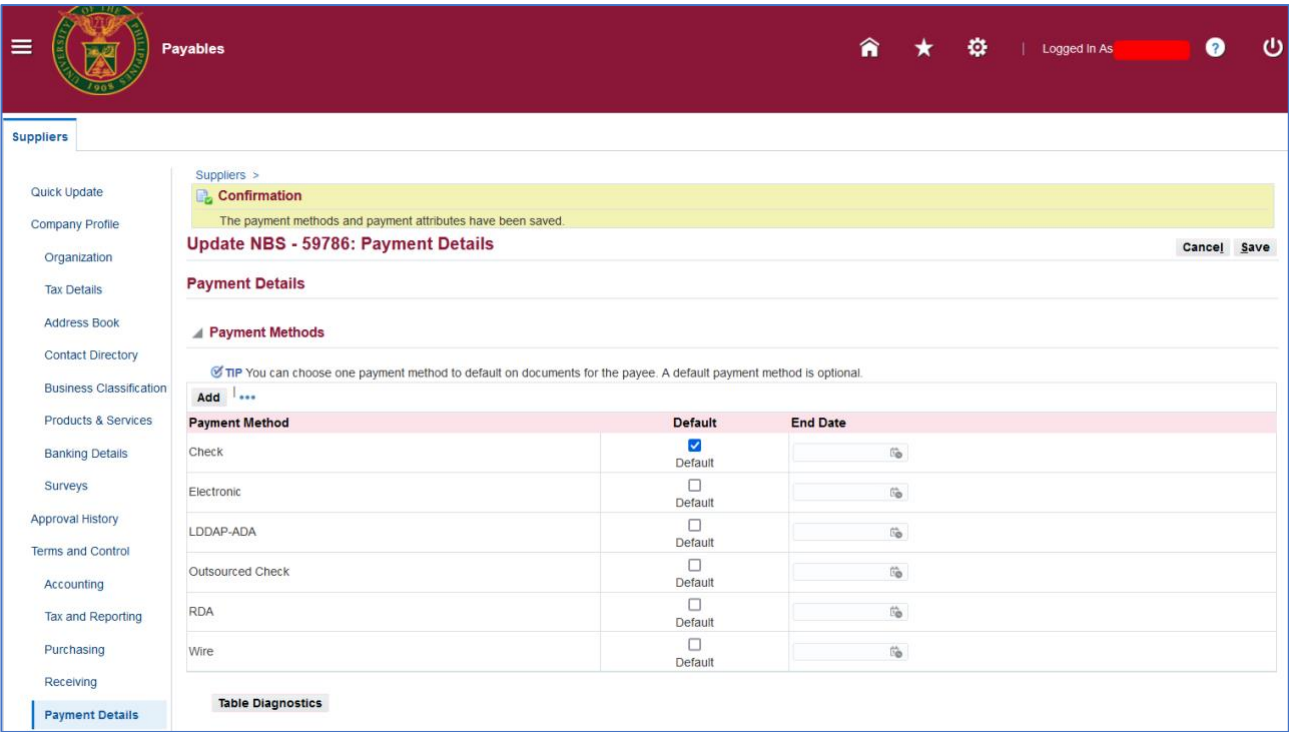
Payment Delivery Attributes | Payment Specifications | **Separate Remittance Advice Delivery**

Service Level	<input type="text"/>	Settlement Priority	<input type="text"/>
Delivery Channel	<input type="text"/>	Payment Text Message 1	<input type="text"/>
Bank Instruction 1	<input type="text"/>	Payment Text Message 2	<input type="text"/>
Bank Instruction 2	<input type="text"/>	Payment Text Message 3	<input type="text"/>
Bank Instruction Details	<input type="text"/>		

The screenshot displays the 'Payment Attributes' section of a web application. It includes a sidebar with 'Payment Details', 'Relationship', and 'Invoice Management'. The main area has tabs for 'Payment Delivery Attributes', 'Payment Specifications', and 'Separate Remittance Advice Delivery'. The 'Delivery Method' is set to 'E-mail' and the 'E-Mail' field contains 'nbs@gmail.com'. Below this is the 'Supplier Sites' section with a 'Site Status' dropdown set to 'Active', and fields for 'Site Name' and 'Operating Unit'. A table below shows one site: 'UP System' with 'UP System' as the operating unit. At the bottom right, there are 'Cancel' and 'Save' buttons.

Step 6. Set the *Delivery Method* to *E-mail*.

Enter the *E-mail* of the supplier, then **Save**.



Expected Result:

A confirmation will appear that the payment methods and payment attributes have been saved.

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

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Running the Employee Update Program



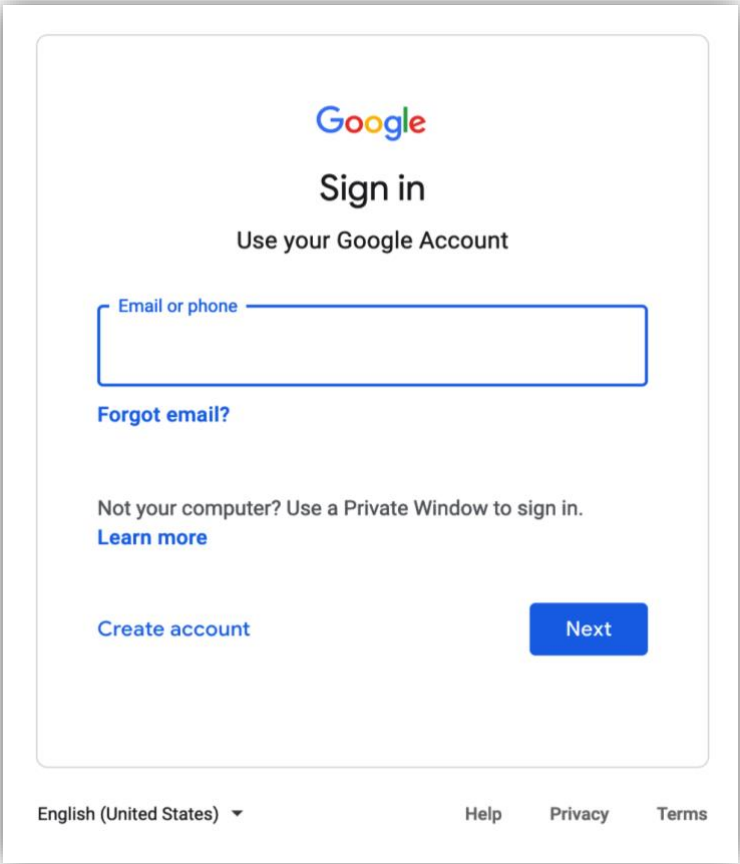
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
28 August 2018	Cherie Anne R. Pasco	1.0	Initial

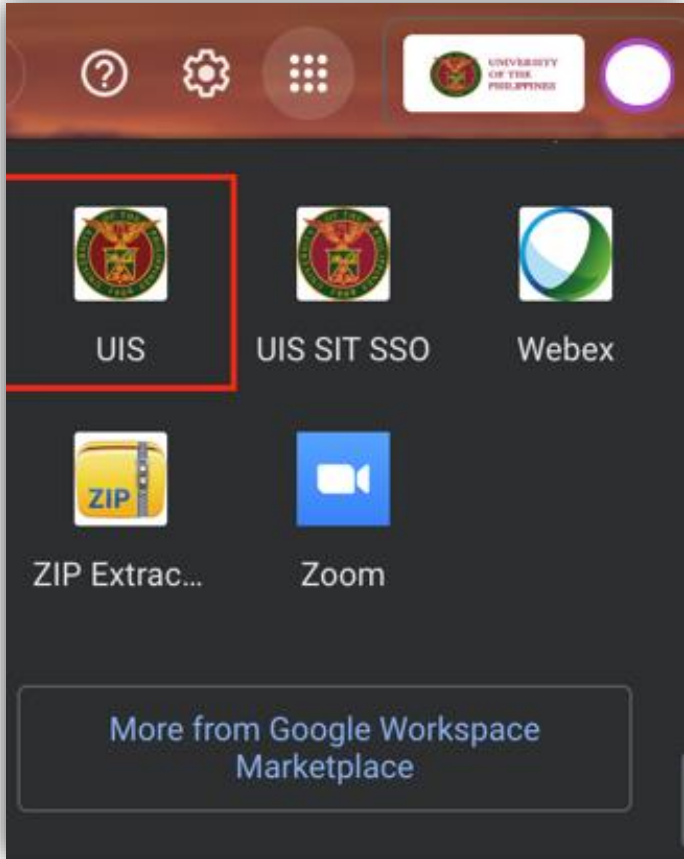
1.2 Description

Process ID	
Process Name	Running the Employee Update Program
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To keep UP internal supplier records up-to-date based on changes made to the HRIS Person Record
Data Requirement	Supplier information such as <ul style="list-style-type: none">• Supplier ID• Name of individual payee (UP employee, contractual or job order)
Dependencies	Changes in the name of UP Internal Suppliers will only reflect if changes are made to the HRIS Person Record
Scenario	Originating unit submits a request to HRDO for updating or correction of employee name and applies changes to the HRIS Person Record. For the changes to appear in the Payables Supplier list, the Employee Update Program must be run by the Supplier Manager. This may be done regularly by the Supplier Manager.

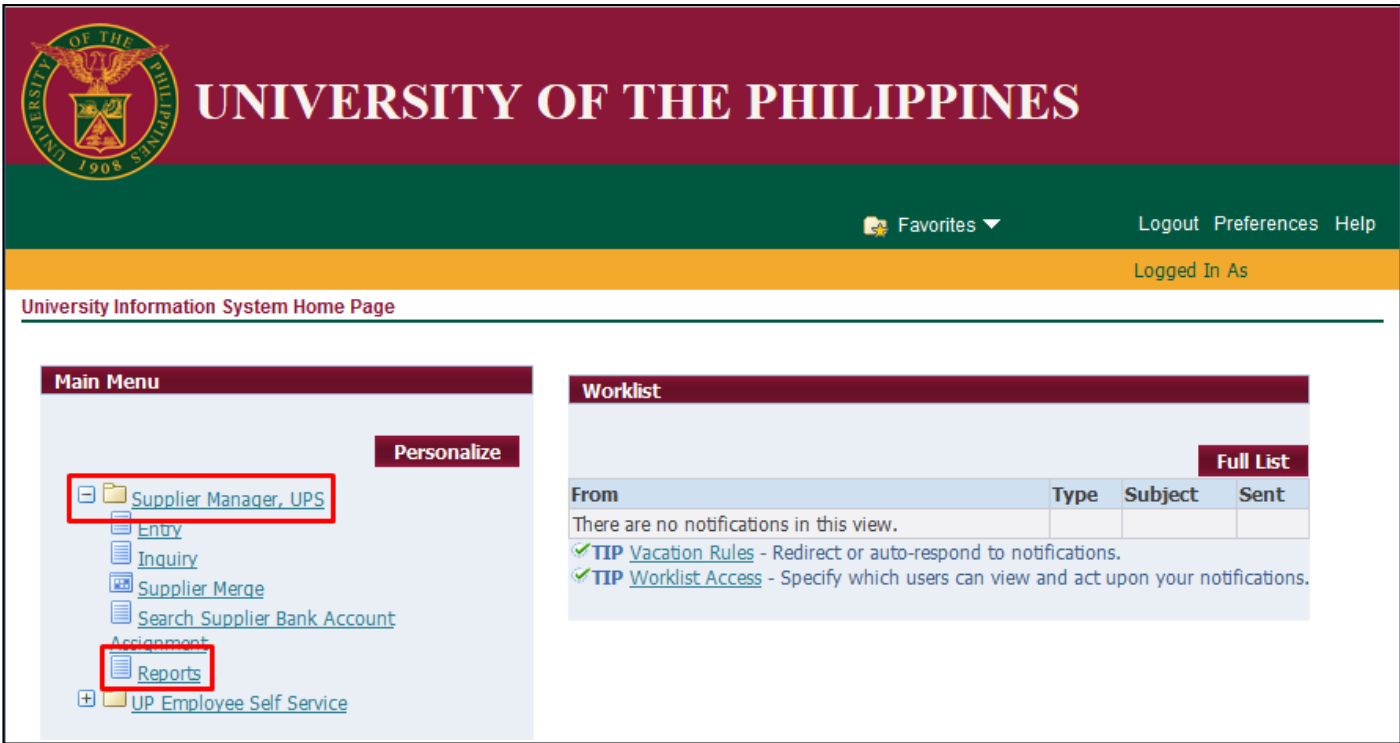


Step 1. Go to <https://uis.up.edu.ph>

Step 2. Log-in your UP Mail credentials (e.g. **email** and **password**)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Supplier Manager** responsibility

then click the **Reports**

SUPPLIER MANAGER, UPS

Navigator Favorites Home Logout Preferences Help

Name Parameters Schedule Layout Notifications Delivery More

Schedule Request: Name

* Indicates required field

New Request
 Copy Request

Program Name Employee Update Program

Request Name

The name can later be used to search for this request

Language Settings

Select All | Select None

Select	*Language	*Territory	Numeric Character
<input checked="" type="checkbox"/>	American English	United States	

Manage Schedule Cancel Submit Step 1 of 7 Next

Manage Schedule Cancel Submit Step 1 of 7 Next

Step 4. The *Schedule Request Page* will appear.

On the *Program Name*, search and select *Employee Update Program*.

Then, click *Submit*.

SUPPLIER MANAGER, UPS

Navigator Favorites Home Logout Preferences Help

Previous Notifications Delivery Review

Schedule Request: Review

Cancel Back Step 7 of 7 Submit

Name

Concurrent Program Name Employee Update Program
Request Name
Operating Unit

Language Settings

Language	Territory	Numeric Character
American English	United States	

Parameters

Schedule

Schedule As Soon As Possible
Recurrence Never Repeats

The screenshot shows the 'Supplier Manager, UPS' web application. At the top left is the logo of the University of the Philippines. The main header is dark red with the text 'SUPPLIER MANAGER, UPS'. Below the header is a navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. The main content area is titled 'Requests' and includes a 'View' dropdown set to 'Last 24 hours' and a 'Go' button. There are 'Search' and 'Submit Request' buttons. Below this is a 'Requests Summary Table' with a 'Refresh' button. The table has the following data:

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
4791253	Employee Update Program	Pending	Normal	20-Aug-2018 11:41:28			
4791164	Employee Update Program	Completed	Normal	20-Aug-2018 11:30:42			

Step 5. On the *Requests Summary Table*, the *Phase Status* should be **Completed Normal**.

Click **Refresh** to update the status.

SUPPLIER MANAGER, UPS

View: Last 24 hours [Go] Search Submit Request

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
4791253	Employee Update Program	Completed	Normal	20-Aug-2018 11:41:28	[Icon]	[Icon]	[Icon]
4791164	Employee Update Program	Completed	Normal	20-Aug-2018 11:30:42	[Icon]	[Icon]	[Icon]

Step 6. Once the program has completed running, click the **Output** icon to view the updated Employee Supplier.

Expected Result:

The information of an existing UP Internal Supplier has been updated.

Sample Output

UP Los Banos Report Date: 17-AUG-2018 10:27
Page: 1

Employee Update Program

Supplier Name	Updated Value	Updated From	Updated To
Reynaldo Pareja	Name	Reynaldo Pareja	Pareja, Mr. Reynaldo Bonaobra Jr

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

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Merging Standard Suppliers

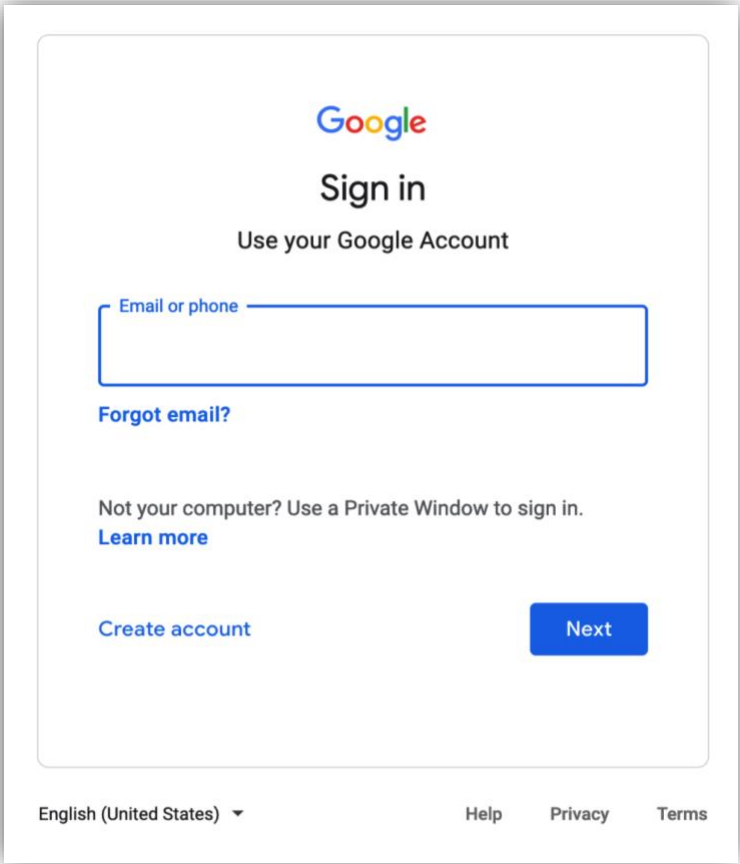
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
-	-	1.0	Initial
08 August 2018	Cherie Anne R. Pasco Julius A. Ermitanio	2.0	Updated field descriptions and modified instructions Updated screenshots

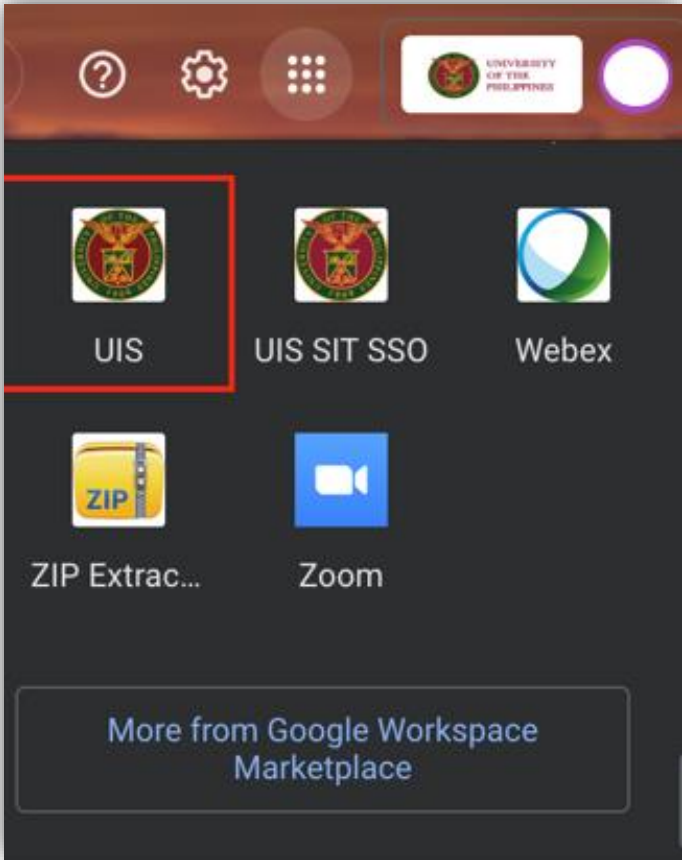
1.2 Description

Process ID	
Process Name	Merging Suppliers
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To keep supplier records up-to-date and eliminate duplications.
Data Requirement	Supplier information such as <ul style="list-style-type: none">• Supplier ID• Organization name – registered business name
Dependencies	Supplier was registered multiple times in the system using different names
Scenario	During supplier registration, the Supplier Manager must first check if the supplier being registered is already on the list of suppliers. If this step was overlooked, it is possible that there will be duplications as shown in the figures below.

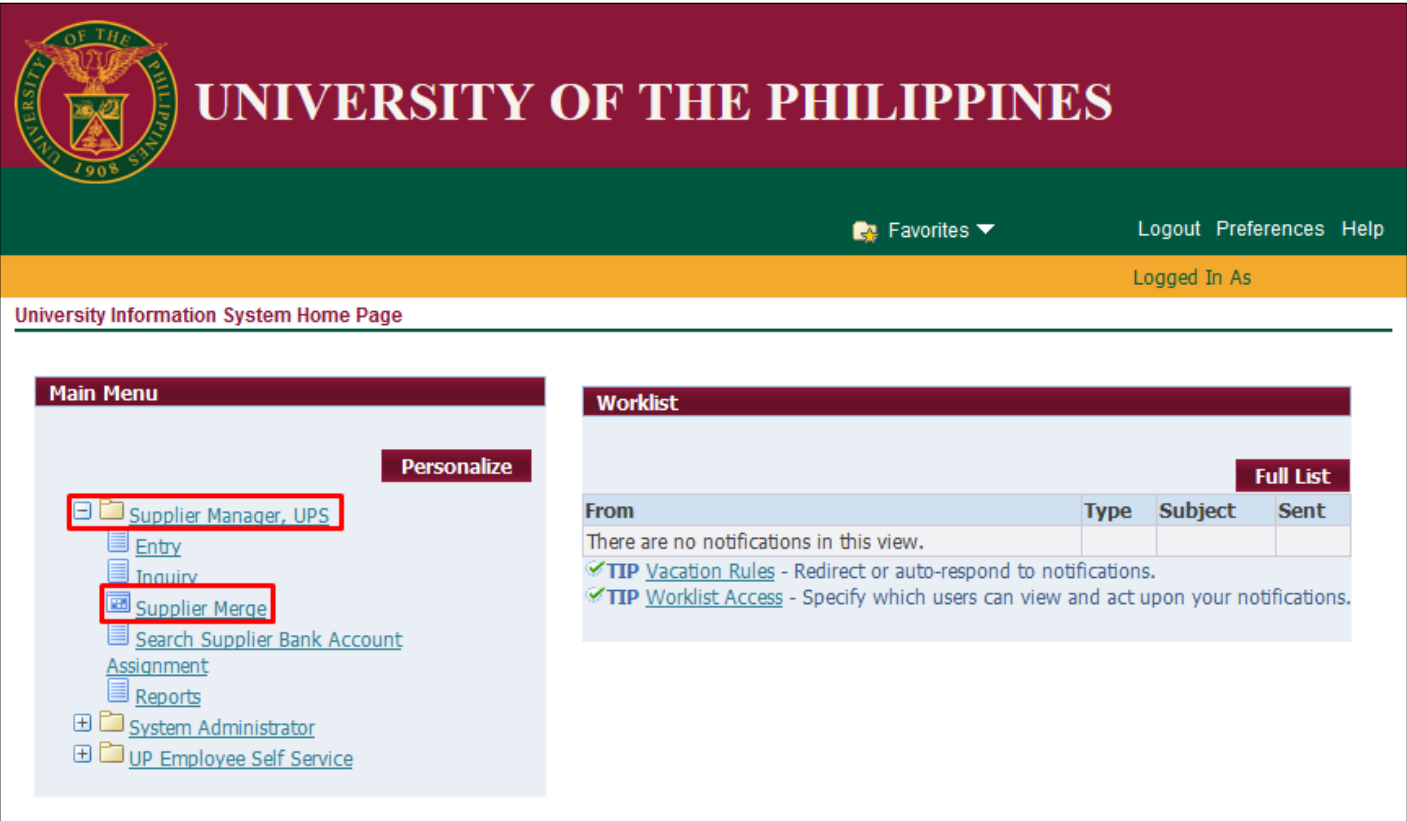


Step 1. Go to <https://uis.up.edu.ph>

Step 2. Log-in your UP Mail credentials (e.g. **email** and **password**)

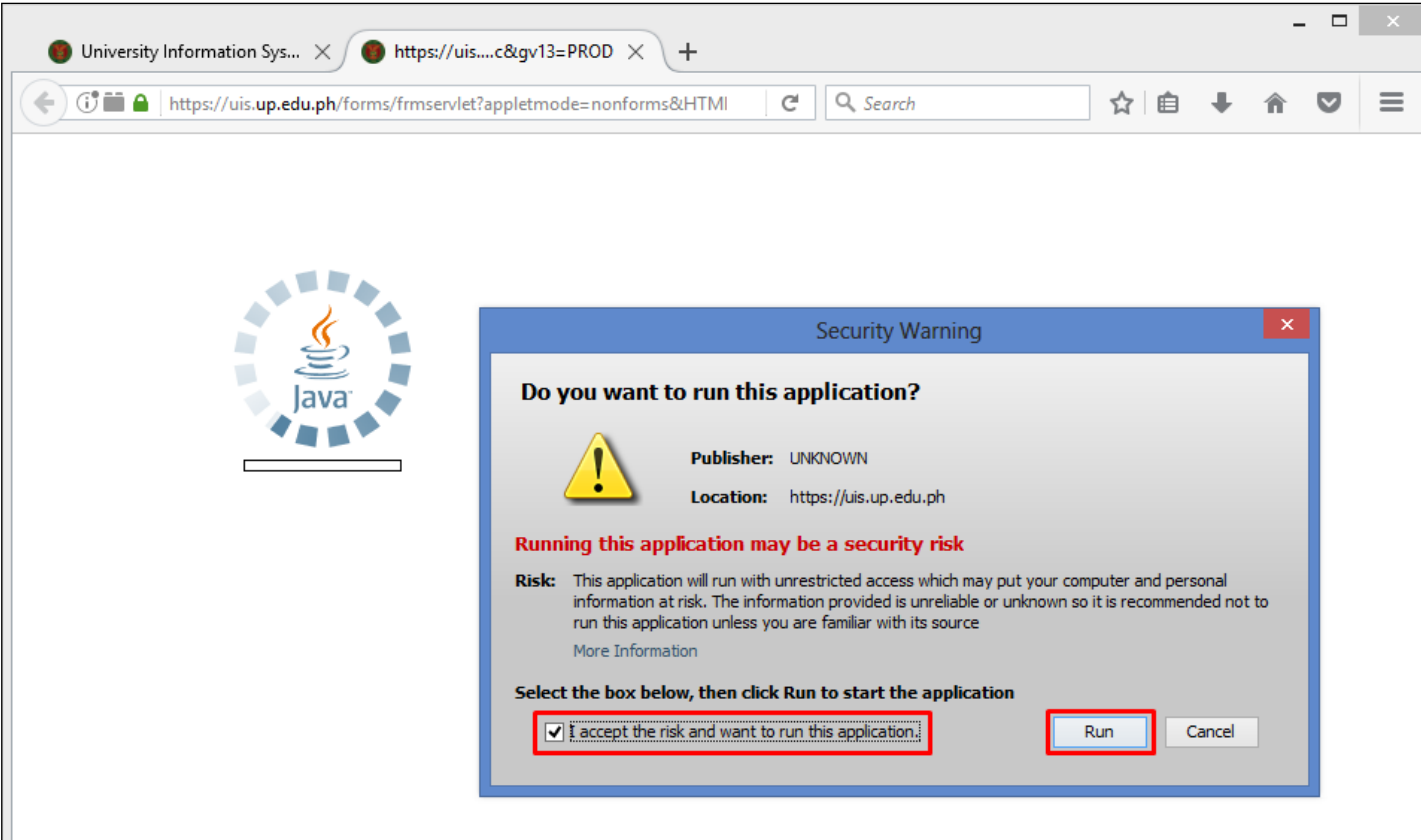


Or you may open your UP Mail and go to the Google Workspace and select **UIS**

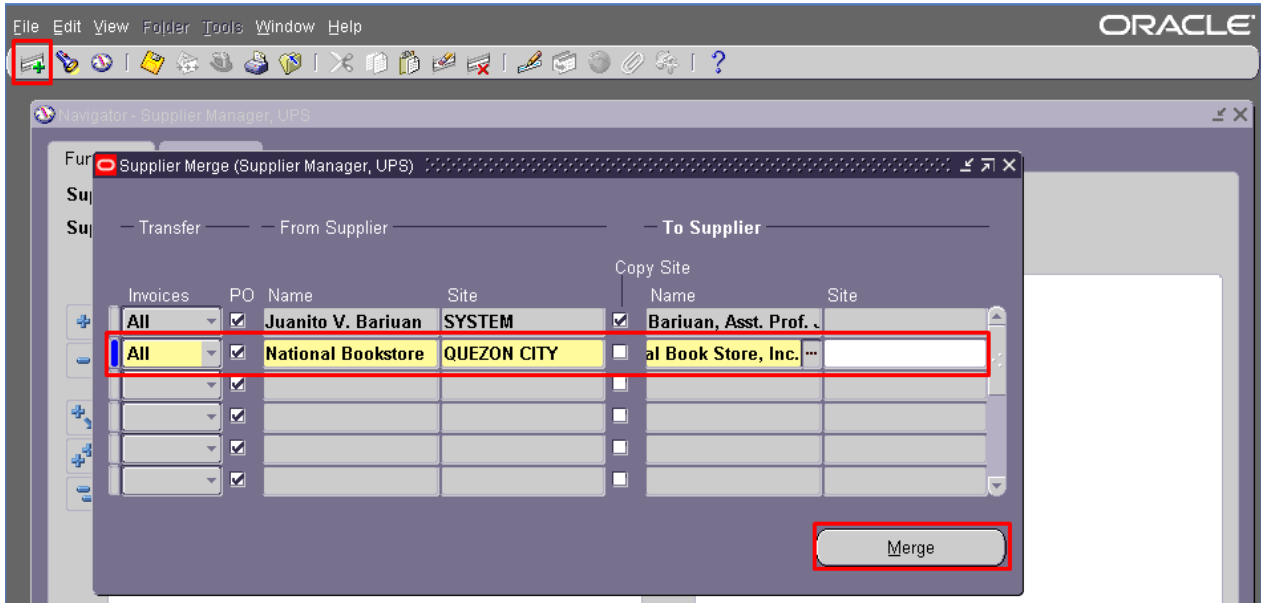


Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *Supplier Manager* responsibility

then click the *Supplier Merge*



Step 4. Java application will launch with **Security Warning**. Tick the checkbox and click **Run**.

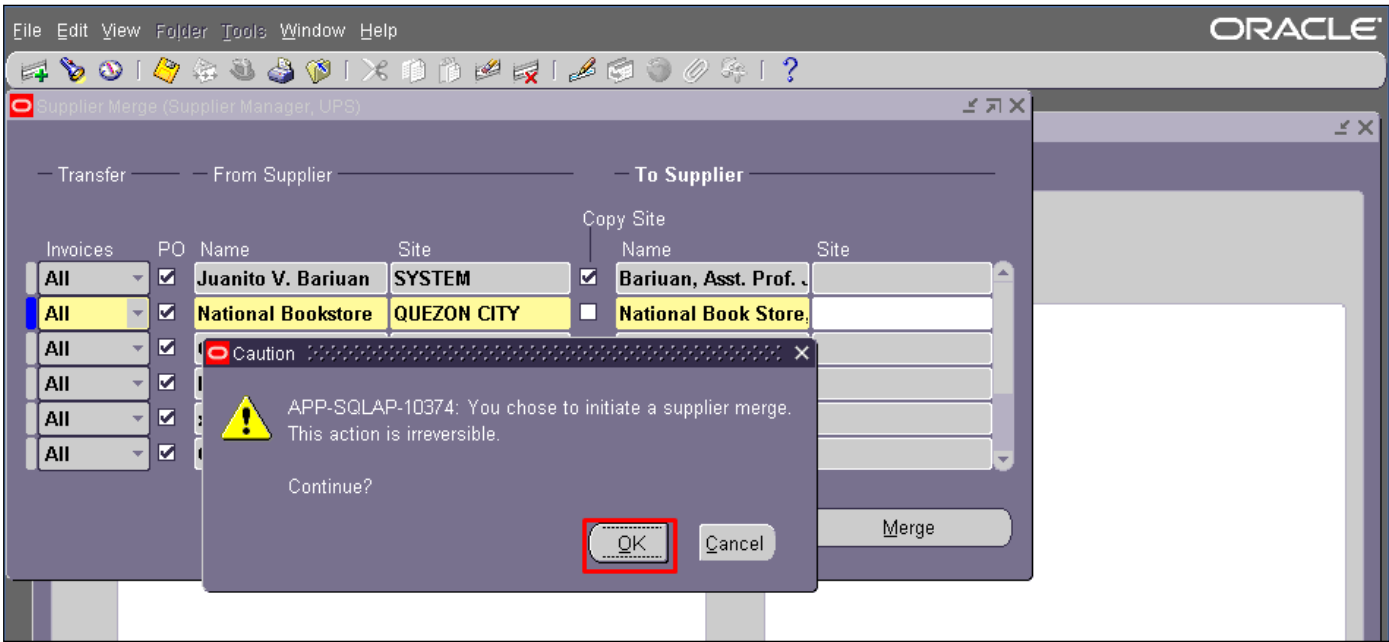


Step 5. The **Supplier Merge** window will open.

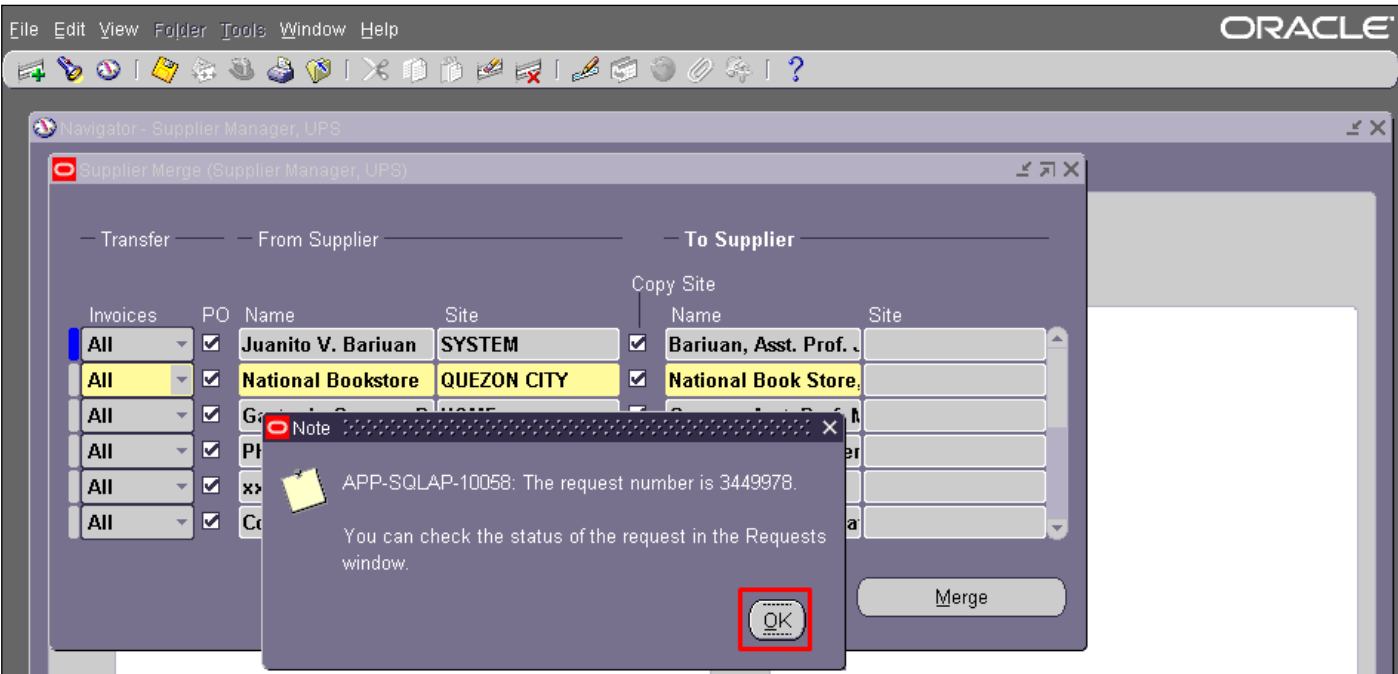
Click **New** and fill-in the necessary details.

Then, click **Merge**.

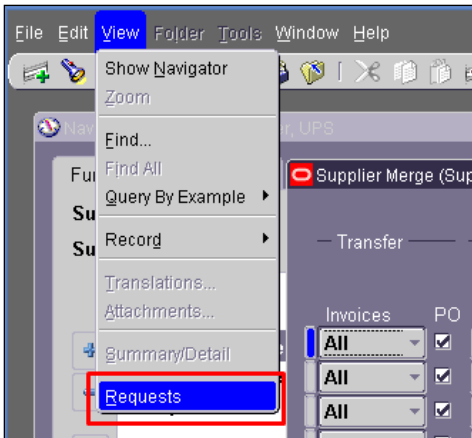
Field Name	Description	Remarks
Invoices	Transactions which will be updated upon merging of suppliers	Select All to update all DVs using the same supplier List of Values (LOV)
From Supplier: Name	Registered business name of the supplier to be eliminated Example: National Book Store	List of Values (LOV)
From Supplier: Site	Site of the supplier to be eliminated	List of Values (LOV)
To Supplier: Name	Registered business name of the supplier to be retained Example: National Book Store, Inc.	List of Values (LOV)
To Supplier: Site	Site of the supplier to be retained	List of Values (LOV)



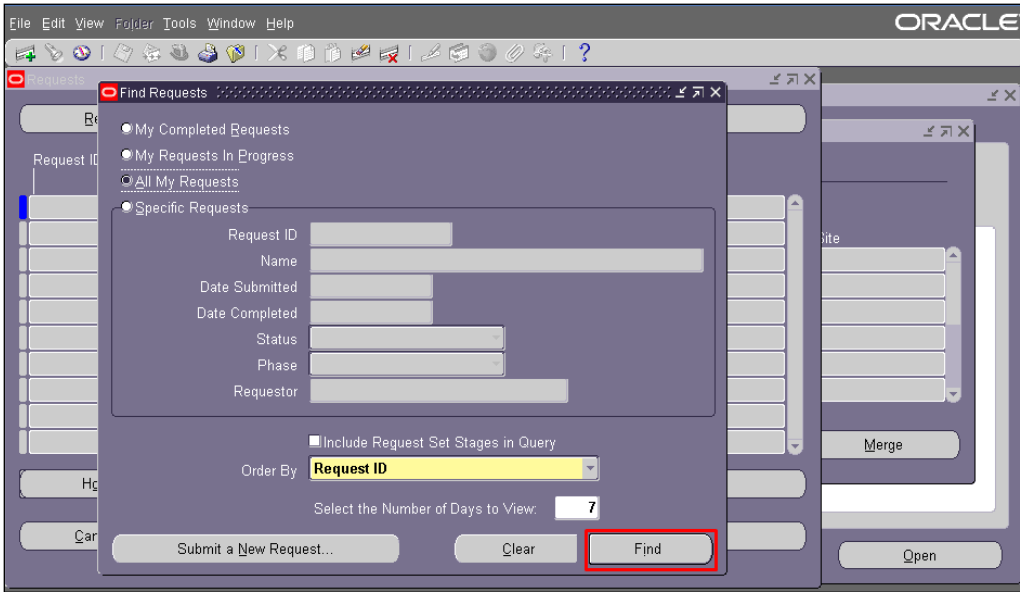
Step 6. A **Caution** window will appear. Click **Ok**.



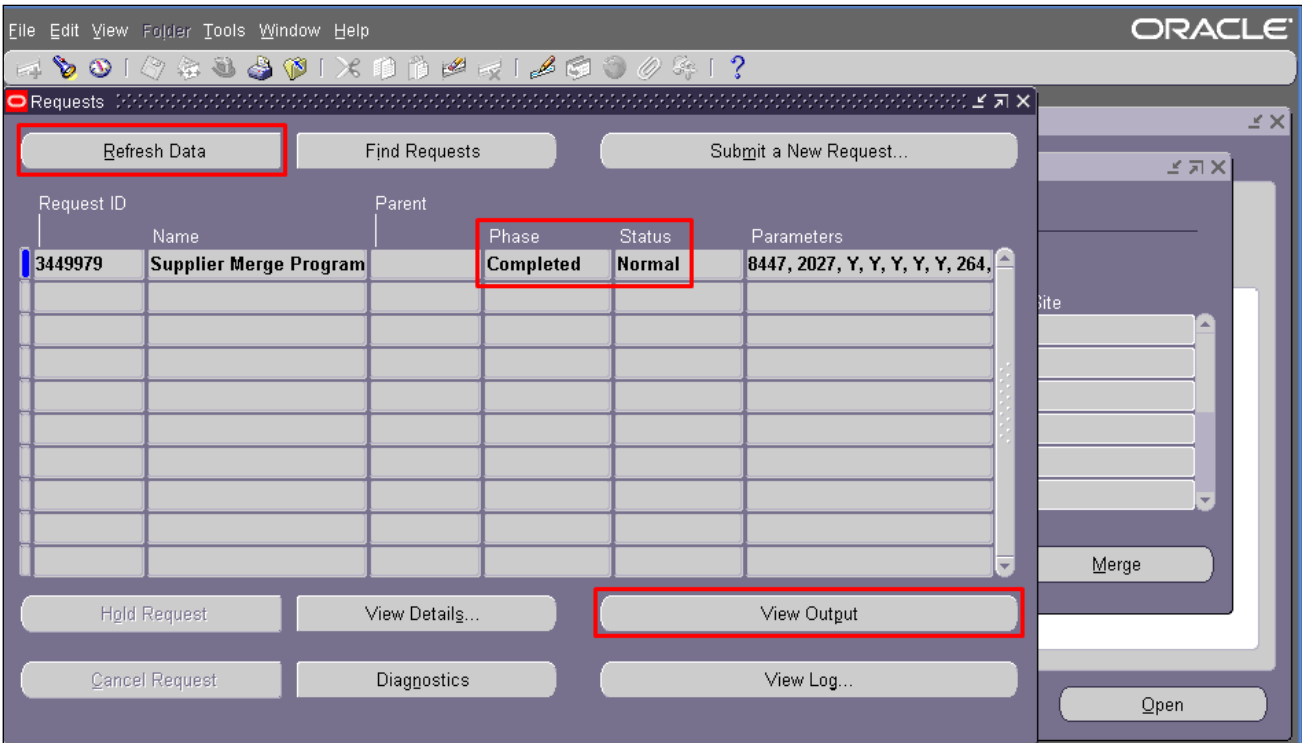
Step 7. A **Note** window will appear stating the request number. Take note of the request number and then click **Ok**.



Step 8. Click **View** on the toolbar. Then, select **Requests**.



Step 9. **Find Requests** page will appear. Click **Find**.



Step 8. The **Requests** window will appear.

Click the **Refresh Data** button on the upper left side of the window until the **Phase** becomes **Completed** and **Status, Normal**.

Then click **View Output** button.

Once the request is completed, verify that the suppliers have been merged by searching for the supplier.

Expected Result:

Duplicate Suppliers has been merged into one.

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

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Tagging a Supplier as Inactive

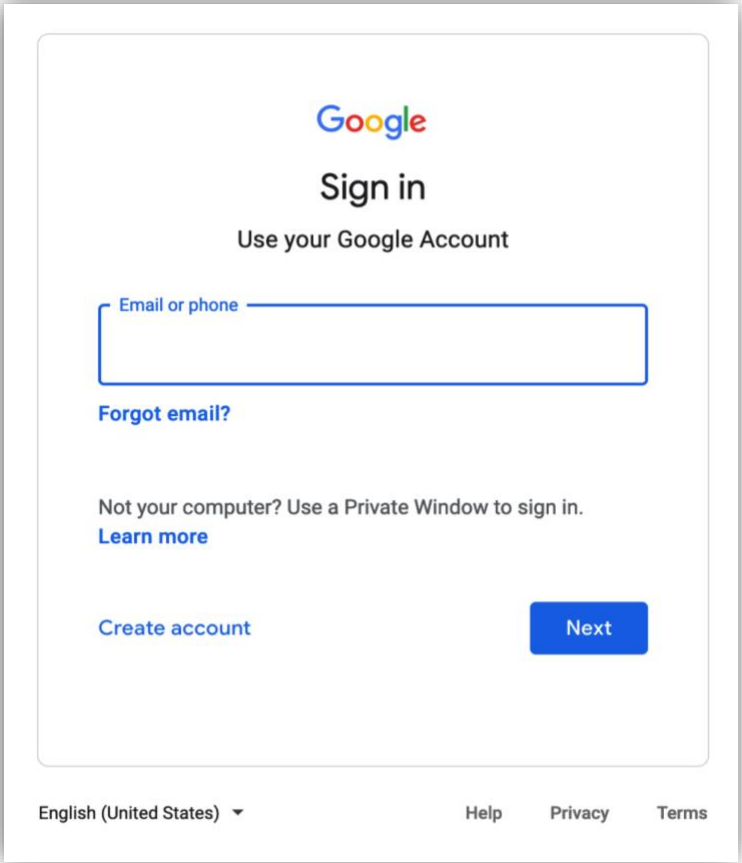
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial

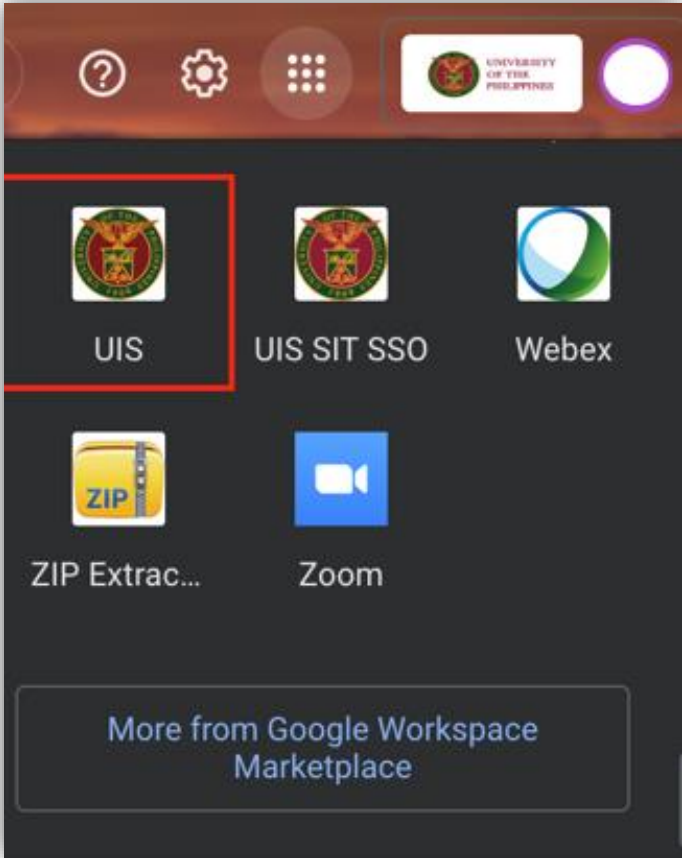
1.2 Description

Process ID	
Process Name	Tagging a Supplier as Inactive
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To keep supplier records up-to-date, supplier manager may tag suppliers as inactive.
Data Requirement	Supplier information such as <ul style="list-style-type: none">• Supplier ID• Organization name – registered business name or• Name of individual payee (UP employee, contractual or job order)
Dependencies	Supplier is registered in the system
Scenario	SPMO or HRDO identifies supplier, standard or internal, to be removed from the list of active suppliers

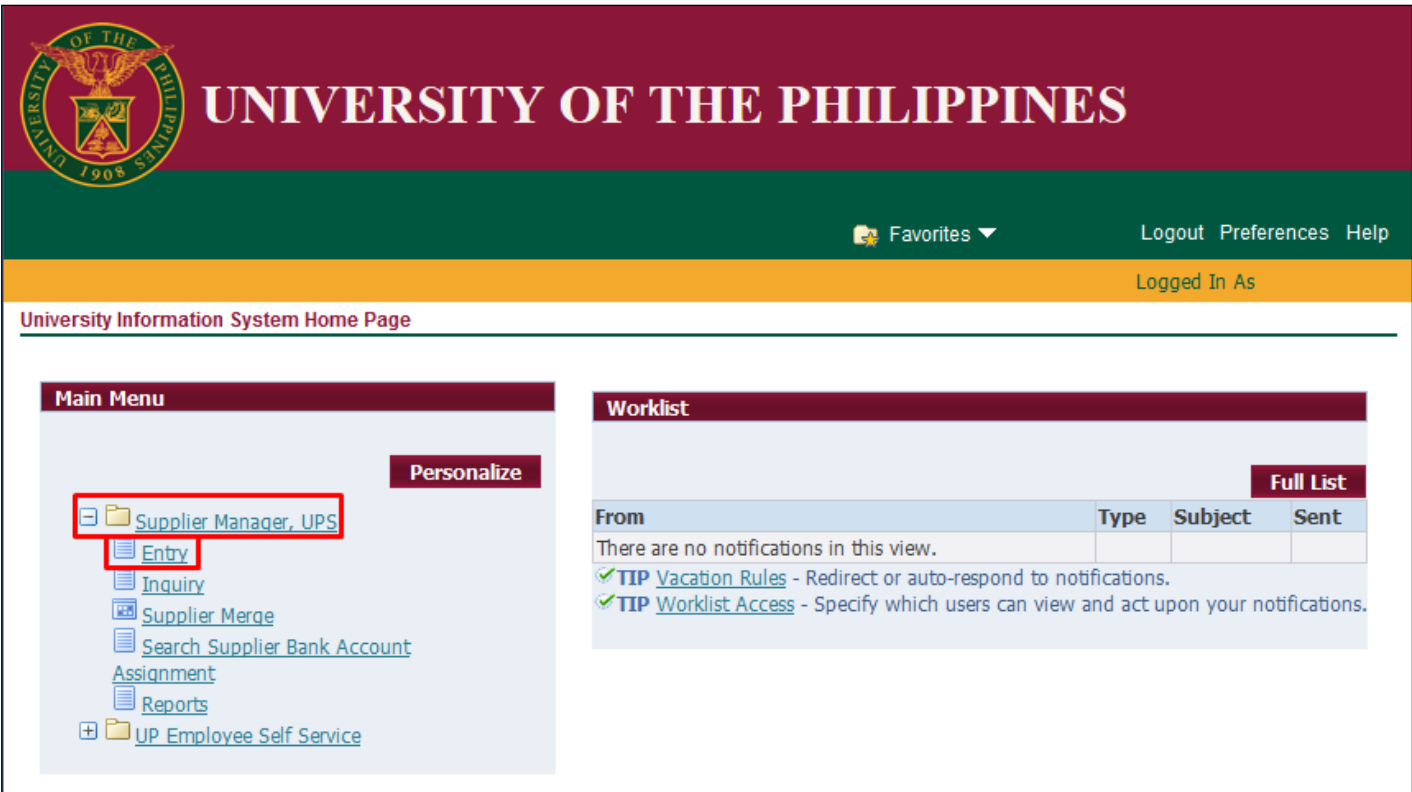


Step 1. Go to <https://uis.up.edu.ph>

Step 2. Log-in your UP Mail credentials (e.g. **email** and **password**)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *Supplier Manager* responsibility

then click the *Entry*

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name: D-U-N-S Number:

Supplier Number: Employee Number:

Taxpayer ID:

Tax Registration Number:

[Show More Options](#)

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Step 4. Supplier Home Page will appear.

Search for the supplier using any of the available fields. You may use % as a wildcard character.

When searching for a **Supplier Name**, you may enter the name in between wildcard characters. For example, *%National Bookstore%*.

Then, click **Go**.

The screenshot shows the 'PAYABLES' system interface. At the top left is the University of the Philippines logo. The main header is 'PAYABLES'. Below the header is a navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. The 'Suppliers' tab is active. On the right, there are sections for 'New Supplier Requests' and 'Supplier Profile Update Requests'. The main area contains a 'Supplier Search' form with fields for Supplier Name, Supplier Number, Taxpayer ID, Tax Registration Number, D-U-N-S Number, and Employee Number. Below the form is a 'Search Results' table with columns: Supplier Name, Supplier Number, Parent Supplier Name, Taxpayer ID, Tax Registration Number, D-U-N-S Number, Employee Number, and Update. The table contains two rows: 'International Bookstore' and 'National Bookstore'. The 'Update' icon for 'National Bookstore' is highlighted with a red box.

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
International Bookstore	10633			500-003-508-834			
National Bookstore	264		000-299-299-143	000-299-299-143			

Step 5. Identify the supplier from the **Search Results**

Then click on the **Update** icon.

PAYABLES

Suppliers >
Update National Bookstore - 264: Quick Update

* Indicates required field

* Supplier Name National Bookstore
 Supplier Number 264
 Alternate Supplier Name
 Registry ID 20721
 Inactive Date 07-Aug-2018
 Alias

Purchase Order Hold All New Orders
 Hold from Payment All Invoices
 Unmatched Invoices
 Unvalidated Invoices

Supplier Sites

Site Status Active Site Name Operating Unit Go

Key Purchasing Setups Key Payment Setups

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Pay On	Alternate Pay Site	Invoice Summary Level	Create Debit Memo from RTS Transaction	Gapless Invoice Numbering	*Selling Company Identifier	Freight FOB Terms	Transportation Arranged	Country of Origin
No results found.													

Step 6. The **Quick Update** page will appear.

Enter **Inactive Date**.

Then, click **Save**.

The screenshot shows the 'PAYABLES' system interface. At the top left is the University of the Philippines logo and the word 'PAYABLES'. A navigation bar includes 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Personalize Page', and 'Diagnostics'. The main content area is titled 'Suppliers' and shows a 'Warning' message: 'Inactivation of this supplier may affect other applications that are using the supplier for non-purchasing related activities. Are you sure you want to inactivate the supplier?'. Below the warning is a form for 'Update National Bookstore - 264: Quick Update'. The form includes fields for Supplier Name (National Bookstore), Supplier Number (264), Registry ID (20721), and Inactive Date (07-Aug-2018). There are also checkboxes for 'Purchase Order Hold' and 'Hold from Payment'. A 'Confirm' button is highlighted with a red box. Below the form is a 'Supplier Sites' section with a 'Go' button. At the bottom is a 'Key Purchasing Setups' section with a 'Create' button and a table with columns for Site Name, Operating Unit, Ship-To Location, Bill-To Location, Ship Via, Pay On, Alternate Pay Site, Invoice Summary Level, Create Debit Memo from RTS Transaction, Gapless Invoice Numbering, *Selling Company Identifier, Freight FOB Terms, Transportation Arranged, and Country of Origin. The table currently shows 'No results found.'

Step 7. A **Warning Message** will appear.

Click **Confirm**.

The supplier is now inactive and will no longer appear in the list of suppliers available to transaction originators.

To reverse this process, simply remove the **Inactive Date** and click **Save**.

Note: Initiated DVs will not be affected by the change in supplier status. **Expected Result:**

An existing Supplier has been deactivated.

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

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Generation of Reports

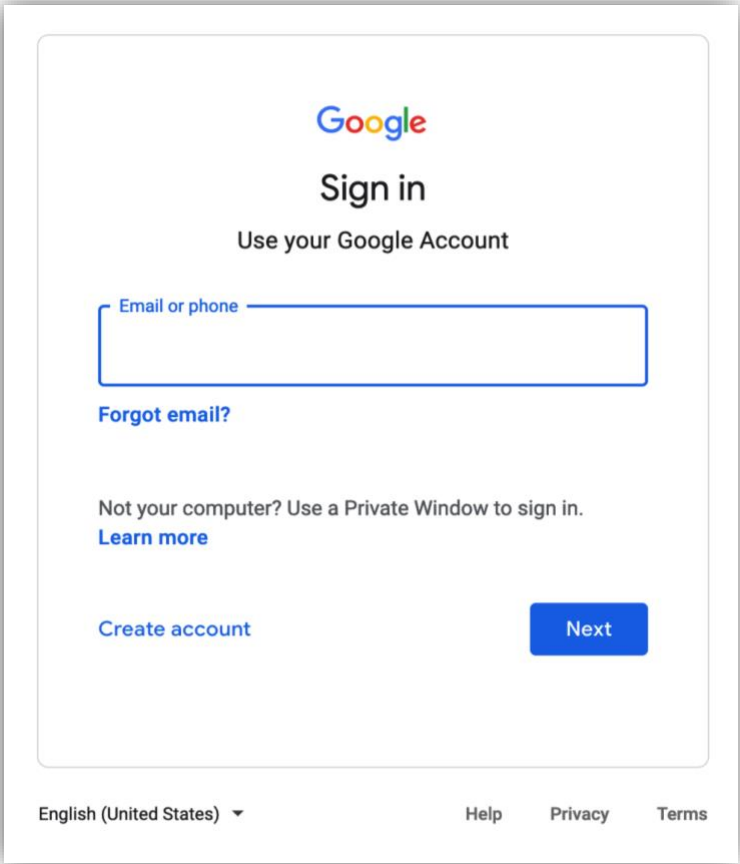
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial

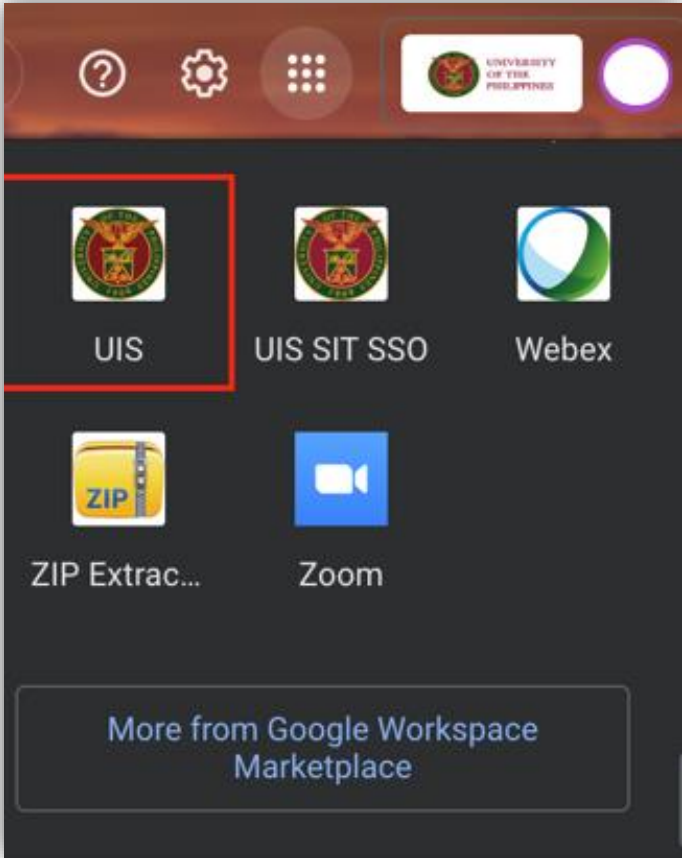
1.2 Description

Process ID	
Process Name	Generation of Supplier Audit Report
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To aid in supplier records management and in identifying duplications in supplier registration
Data Requirement	None
Dependencies	None
Scenario	Supplier will facilitate regular maintenance of supplier records and eliminate identified duplications by merging suppliers.



Step 1. Go to <https://uis.up.edu.ph>

Step 2. Log-in your UP Mail credentials (e.g. **email** and **password**)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *Supplier Manager* responsibility

then click the *Reports*.

SUPPLIER MANAGER, UPS

Home Logout Preferences Help

Navigator Favorites

Name Parameters Schedule Layout Notifications Delivery More

Schedule Request: Name

* Indicates required field

New Request
 Copy Request

Program Name

Request Name

The name can later be used to search for this request

* Operating Unit

Language Settings

Select All | Select None

Select	*Language	*Territory	Numeric Character
<input checked="" type="checkbox"/>	American English	United States	.

Manage Schedule Cancel Submit Step 1 of 7 **Next**

Manage Schedule Cancel Submit Step 1 of 7 **Next**

Step 4. The **Schedule Request: Name** page will appear.

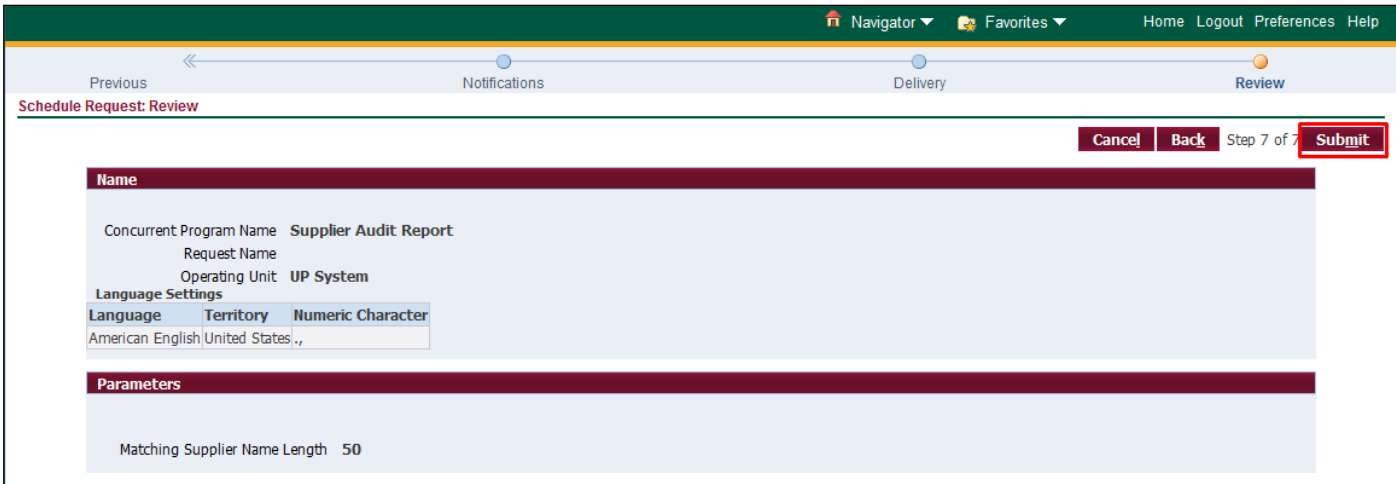
Search for the **Program Name, Supplier Audit Report.**

Then, click **Next.**

The screenshot shows the 'Supplier Manager, UPS' web application interface. At the top left is the University of the Philippines seal. The main header is dark red with the text 'SUPPLIER MANAGER, UPS'. Below the header is a navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. A progress bar below the navigation bar shows steps: Name, Parameters (highlighted), Schedule, Layout, Notifications, Delivery, and More. The main content area is titled 'Schedule Request: Parameters' and includes a legend '* Indicates required field'. The form contains the following fields: 'Program Name' with the value 'Supplier Audit Report', 'Request Name' (empty), and '* Matching Supplier Name Length' with the value '50'. The 'Matching Supplier Name Length' field is highlighted with a red box. At the bottom right of the form area are buttons for 'Cancel', 'Submit', 'Back', 'Step 2 of 7', and 'Next'.

Step 5. Enter a value for the **Matching Supplier Name Length**. This is the number of characters in the supplier name that you want the system to compare to identify potential duplicate suppliers

Then, click **Submit**.



Previous Notifications Delivery Review

Schedule Request: Review

Cancel Back Step 7 of 7 Submit

Name

Concurrent Program Name Supplier Audit Report
Request Name
Operating Unit UP System
Language Settings
Language Territory Numeric Character
American English United States ,

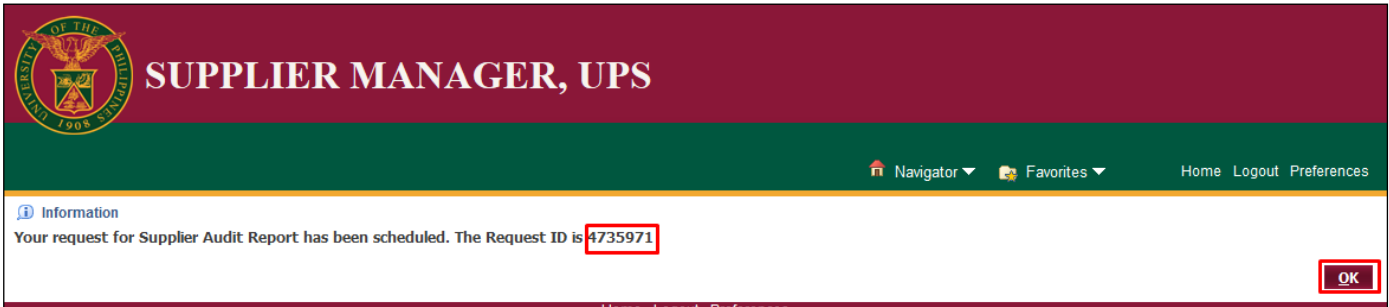
Parameters


Matching Supplier Name Length 50

Step 6. Click Submit.

A message will appear with the corresponding **Request ID**. Take note of this number.

Then, click **Ok**.



 SUPPLIER MANAGER, UPS

Navigator Favorites Home Logout Preferences

Information
Your request for Supplier Audit Report has been scheduled. The Request ID is 4735971

OK

The screenshot shows the 'Supplier Manager, UPS' interface. At the top left is the University of the Philippines logo. The main header is 'SUPPLIER MANAGER, UPS'. Below this is a navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. The 'Requests' section includes a 'View' dropdown set to 'Last 24 hours' and a 'Go' button. There are 'Search' and 'Submit Request' buttons. Below is the 'Requests Summary Table' with a 'Refresh' button highlighted in red. The table has columns for Request ID, Name, Phase, Status, Scheduled Date, Details, Output, and Republish. The first row shows a request with ID 4735971, Name 'Supplier Audit Report', Phase 'Completed', Status 'Normal', and Scheduled Date '08-Aug-2018 08:01:46'. The 'Output' icon in this row is also highlighted in red.

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
4735971	Supplier Audit Report	Completed	Normal	08-Aug-2018 08:01:46			

Step 8. The **Requests Summary Table** will appear.

Click the **Refresh** button on the upper left side of the table until the **Phase** becomes **Completed** and **Status, Normal**.

Then click **Output** icon.

Expected Result:

Supplier Audit Report has been generated.

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



Generation of UP List of Active Suppliers



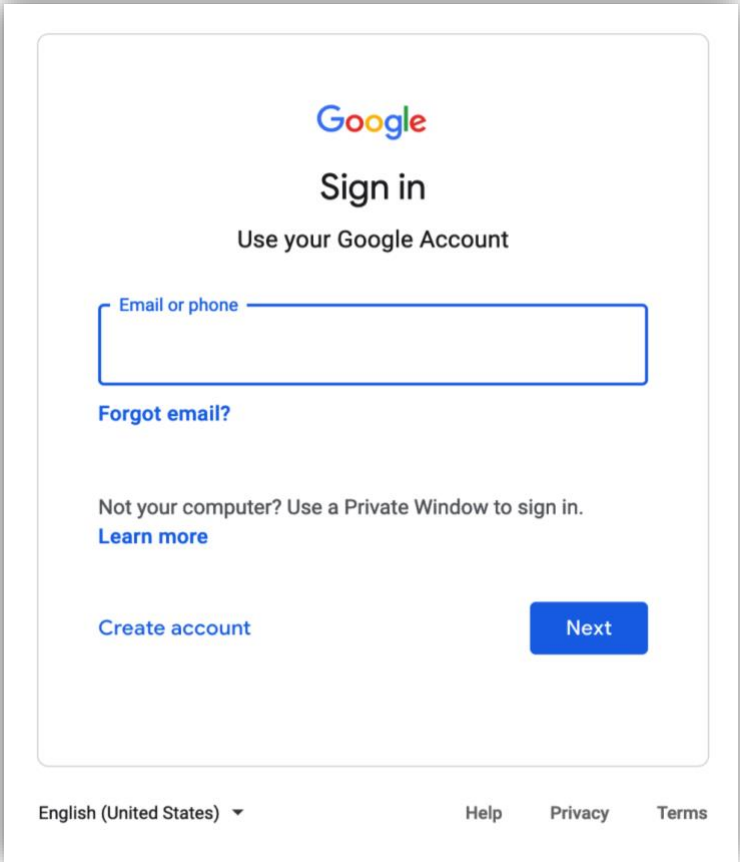
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
08 August 2018	Cherie Anne R. Pasco	1.0	Initial

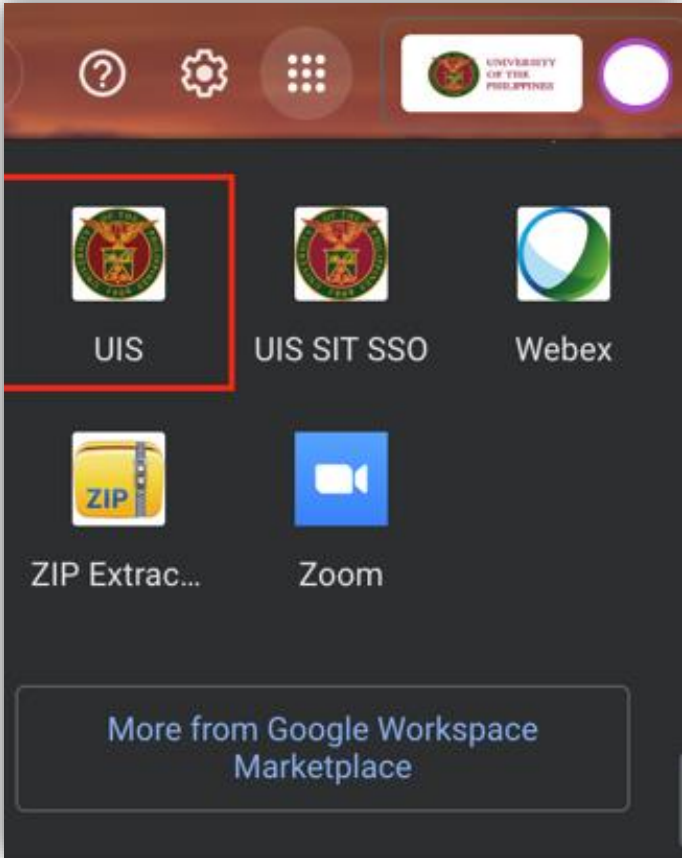
1.2 Description

Process ID	
Process Name	Generation of UP List of Active Suppliers
Functional Domain	Accounts Payables Module
Responsibility	Supplier Manager
Purpose	To aid in supplier records management and in identifying duplications in supplier registration
Data Requirement	None
Dependencies	None
Scenario	Supplier will facilitate regular maintenance of supplier records and eliminate identified duplications by merging suppliers.



Step 1. Go to <https://uis.up.edu.ph>

Step 2. Log-in your UP Mail credentials (e.g. **email** and **password**)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**



Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *Supplier Manager* responsibility

then click the *Reports*.

SUPPLIER MANAGER, UPS

Navigator Favorites Home Logout Preferences Help

Name Parameters Schedule Layout Notifications Delivery More

Schedule Request: Name

* Indicates required field

Manage Schedule Cancel **Submit** Step 1 of 7 Next

New Request
 Copy Request

Program Name

Request Name

The name can later be used to search for this request

Language Settings

Select All | Select None

Select	*Language	*Territory	Numeric Character
<input checked="" type="checkbox"/>	American English	United States	.

Manage Schedule Cancel **Submit** Step 1 of 7 Next

Step 4. The **Schedule Request: Name** page will appear.

Search for the **Program Name, UP List of Active Standard Suppliers.**

Then, click **Submit.**

Previous Notifications Delivery Review

Schedule Request: Review

Cancel Back Step 7 of 7 Submit

Name

Concurrent Program Name **UP List of Active Standard Suppliers**
Request Name
Operating Unit

Language Settings

Language	Territory	Numeric Character
American English	United States	,

Step 5. Click Submit.

A message will appear with the corresponding **Request ID**. Take note of this number.

Then, click Ok

 **SUPPLIER MANAGER, UPS**

Navigator Favorites Home Logout Preferences

Information

Your request for UP List of Active Standard Suppliers has been scheduled. The Request ID is **4736003**

OK

The screenshot shows the 'Supplier Manager, UPS' interface. At the top left is the University of the Philippines logo. The main header is 'SUPPLIER MANAGER, UPS'. Below this is a navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. The 'Requests' section includes a 'View' dropdown set to 'Last 24 hours' and a 'Go' button. There are 'Search' and 'Submit Request' buttons. The 'Requests Summary Table' has a 'Refresh' button in the top left corner. The table has columns: Request ID, Name, Phase, Status, Scheduled Date, Details, Output, and Republish. Two rows are visible: '4736003 UP List of Active Standard Suppliers' and '4735971 Supplier Audit Report'. In the first row, the 'Phase' and 'Status' cells are highlighted with a red box, and the 'Output' icon in the second row is also highlighted with a red box.

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
4736003	UP List of Active Standard Suppliers	Completed	Normal	08-Aug-2018 08:11:23			
4735971	Supplier Audit Report	Completed	Normal	08-Aug-2018 08:01:46			

Step 7. The **Requests Summary Table** will appear.

Click the **Refresh** button on the upper left side of the table until the **Phase** becomes **Completed** and **Status, Normal**.

Then click **Output** icon.

Expected Result:

UP List of Active Suppliers report has been generated.

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

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