



University of the Philippines

SPCMIS

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





LINKING PURCHASE REQUEST TO APPROVED PPMP

SPCMIS User Manual

iProcurement

Author: Julius Ermitanio
Creation Date: February 5, 2018
Last Updated: February 5, 2018
Document Ref: SPCMIS User Manual - Link Purchase Request to PPMP
Version: 1.0

Approvals:

Recommending Approval:

Approved by:

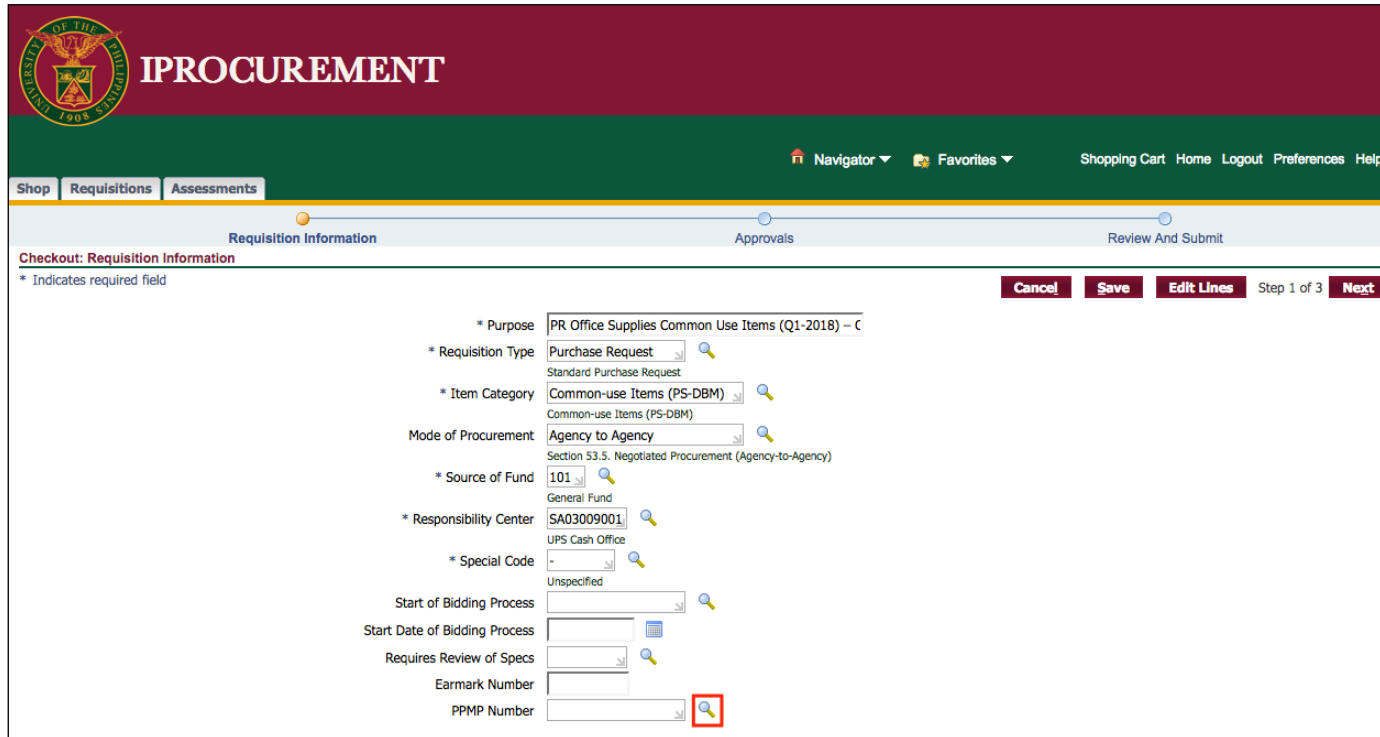
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
05 February 2018	Julius Ermitanio	1.0	Initial Issue and review

2. Description

Script ID	
Script Name	Link Purchase Request to PPMP
Information System	Supplies, Property and Campus Management Information System
Functional Domain	iProcurement
Purpose	To link an approved PPMP/ Supplemental PPMP to a Purchase Request. This will assist PR originators and approvers in determining if the amount of the PR is still within their approved PPMP/ Supplemental PPMP budget.
Data Requirement	PPMP/ Supplemental Number
Dependencies	PPMP or a Supplemental PPMP has been approved prior to the creation of PR
Scenario	An approved PPMP will be linked to a Purchase Request
Author	Julius Ermitanio



IPROCUREMENT

Shop Requisitions Assessments

Navigator Favorites Shopping Cart Home Logout Preferences Help

Requisition Information Approvals Review And Submit

Checkout: Requisition Information

* Indicates required field

* Purpose PR Office Supplies Common Use Items (Q1-2018) – C

* Requisition Type Purchase Request
Standard Purchase Request

* Item Category Common-use Items (PS-DBM)
Common-use Items (PS-DBM)

Mode of Procurement Agency to Agency
Section 53.5, Negotiated Procurement (Agency-to-Agency)

* Source of Fund 101
General Fund

* Responsibility Center SA03009001
UPS Cash Office

* Special Code -
Unspecified

Start of Bidding Process

Start Date of Bidding Process

Requires Review of Specs

Earmark Number

PPMP Number

Cancel Save Edit Lines Step 1 of 3 Next

STEP 1. After the Purchase Request details have been entered, click the **Search** icon beside **PPMP Number** field.

Link Purchase Request to PPMP

File Ref: ITDC–SPCMIS–UM Link Purchase Request to PPMP –20170205-v.1

Search and Select: PPMP Number

Cancel **Select**

Search

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

Search By PPMP Number 1820 **Go**

Results

Select	Quick Select	PPMP Number	Description
	No search conducted.		

STEP 2. Enter the PPMP Number then click **Go**.

Note: If the PPMP number does not appear, kindly check the approval status. Only the approved PPMPs/ Supplemental PPMPs will appear in the **Search Results**.

Search and Select: PPMP Number


Cancel **Select**

Search

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

Search By PPMP Number 1820 **Go**

Results

Select	Quick Select	PPMP Number	Description
<input type="radio"/>		1820	PPMP Common Use Items (2018) – Cash Office

STEP 3. Click the **Quick Select** icon.

Shop Requisitions Assessments

Requisition Information Approvals Review And Submit

Checkout: Approvals and Notes

Your requisition will be sent to the following list of approvers.

Save Back Step 2 of 3 Next

Approvals

UPS A20 PR Budget Office → UPS A30 SPMO

Notes

Justification

Note To Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

STEP 4. After entering other information in the available fields, click the **Next** button.

Checkout: Approvals and Notes window will appear.

Shop Requisitions Assessments

Requisition Information Approvals Review And Submit

Checkout: Review and Submit Requisition

Save Printable Page Back Step 3 of 3 Submit

Requisition 1821: Total 10,164.00 PHP

Created By Ermitanio, Mr. Julius Abanilla
 Creation Date 02-Feb-2018 06:24:50
 Description PR Office Supplies Common Use Items (Q1-2018)
 – Cash Office
 Justification

Requisition Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Lines

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (PHP)	Attachments
Show	1	PENCIL, lead, w/eraser, One(1) dozen per box	-	box	200	19.62 PHP	3,924.00	
Show	2	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	-	pd	100	31.2 PHP	3,120.00	
Show	3	NOTE BOOK, stenographer's, 40 leaves, spiral	-	pc	300	10.4 PHP	3,120.00	
Total							10,164.00	

STEP 5. After reviewing the approvals, click **Next**.

Checkout: Review and Submit Requisition page will appear. Review your items then click **Submit**.

Shop Requisitions Assessments

Confirmation

Requisition 1821 has been submitted to Escultura, Noreen for approval.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

Continue Shopping

A confirmation that your requisition has been processed and requisition number will appear only if the amount of the Purchase Request is still within their approved PPMP/ Supplemental PPMP budget.

Shop Requisitions Assessments

Requisition Information Approvals Review And Submit

Error
The current requisition total amount (3,735.75) exceeds the available amount (0.00) in the linked PPMP #1820

Checkout: Review and Submit Requisition

Save Printable Page Back Step 3 of 3 Submit

Requisition 1822: Total 3,735.75 PHP

Created By Ermitanio, Mr. Julius Abanilla
Creation Date 05-Feb-2018 01:55:35
Description PR Office Supplies Common Use Items (Q1-2018)
– Cash Office
Justification

Requisition Attachments

Otherwise, an error message will appear if the amount of the Purchase Request exceeds the approved amount of the linked PPMP/ Supplemental PPMP.

Result Information:

Expected Result:

An approved PPMP/ Supplemental PPMP has been linked to a Purchase Request.

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