



University of the Philippines

SPCMIS

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





Create Buyer for PO



SPCMIS User Manual

iProcurement

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Approvals:

Recommending Approval:

Approved by:

Create Buyer for PO

File Ref: ITDC – [SPCMIS] – UG [Create Buyer for PO] – [20170207] (v.1)

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
07 February 2017	Reah Mae Supnet, Carlo Evangelista & Emmanuel Lim	1.0	Initial Issue

Create Buyer for PO

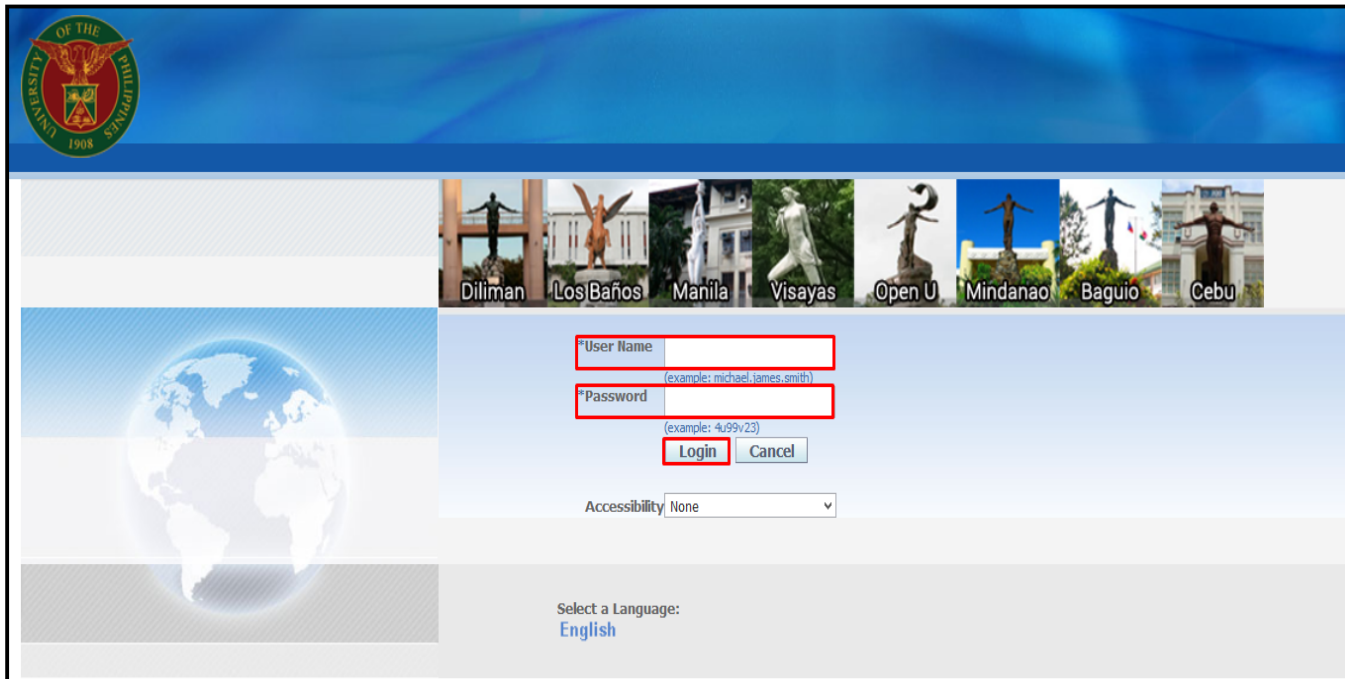
File Ref: ITDC – [SPCMIS] – UG [Create Buyer for PO] – [20170207] (v.1)

2. Description

Script ID	UGSP070510
Script Name	Create Buyer for PO
Information System	Supplies, Property and Campus Management Information System
Functional Domain	Purchasing
Purpose	To create Buyer
Data Requirement	
Dependencies	
Scenario	
Author	Reah Mae Supnet, Carlo Evangelista & Emmanuel Lim

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The screenshot shows the login page of the University of the Philippines (UIS) system. At the top left is the UIS logo. Below it is a navigation bar with images and labels for various campuses: Diliman, Los Baños, Manila, Visayas, Open U, Mindanao, Baguio, and Cebu. The main content area features a large globe on the left and a login form on the right. The login form includes fields for 'User Name' and 'Password', both highlighted with red boxes. Below these fields are 'Login' and 'Cancel' buttons, with the 'Login' button also highlighted with a red box. An 'Accessibility' dropdown menu is set to 'None'. At the bottom, there is a 'Select a Language:' section with 'English' as the selected option.

UNIVERSITY OF THE PHILIPPINES 1908

Diliman Los Baños Manila Visayas Open U Mindanao Baguio Cebu

*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

Login Cancel

Accessibility: None


Select a Language:
English

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

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

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University of the Philippines

Enterprise Search Search Results Display Preference

Oracle Applications Home Page

Main Menu

Personalize

iProcurement Approver, UPM

iProcurement PPMP Requester, UPM

iProcurement PR Requester, UPM

Payables Approver, UPM

Purchasing Manager, UPM

UP Authority to Hire/Hire

UP Employee Self Service

UP Supervisor Self Service

Worklist

From	Type	Subject
	PO Approval	UP Manila - Standard Purchase Order 110, 0 for 9,600.00 PHP requires your
	PO Approval	UP Manila - Standard Purchase Order 109, 0 for 5,000.00 PHP requires your
	PO Approval	UP Manila - Standard Purchase Order 107, 0 for 2,900.00 PHP requires your
	PO Approval	UP Manila - Standard Purchase Order 98, 0 for 4,649.90 PHP requires your
	PO Approval	UP Manila - Standard Purchase Order 99, 0 for 2,900.00 PHP requires your
	PO Approval	Standard Purchase Order 99 has been Withdrawn.
	PO Approval	Standard Purchase Order 98 has been Withdrawn.
	PO Approval	UP Manila - Standard Purchase Order 96, 0 for 2,900.00 PHP requires your
	PO Approval	UP Manila - Standard Purchase Order 97, 0 for 2,900.00 PHP requires your
	PO Approval	UP Manila - Standard Purchase Order 90, 0 for 2,900.00 PHP requires your

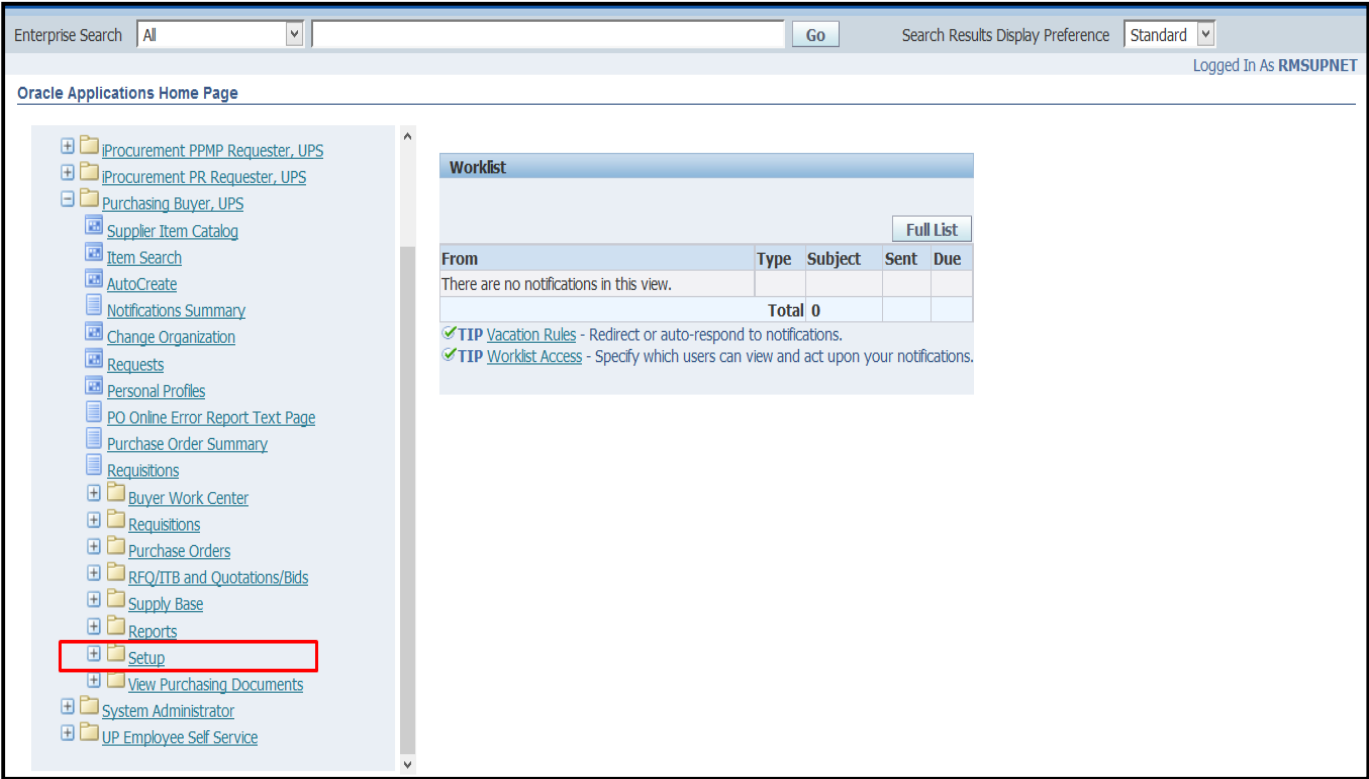
STEP 3. In the *Main Menu*, select **Purchasing Manager, <CU>**

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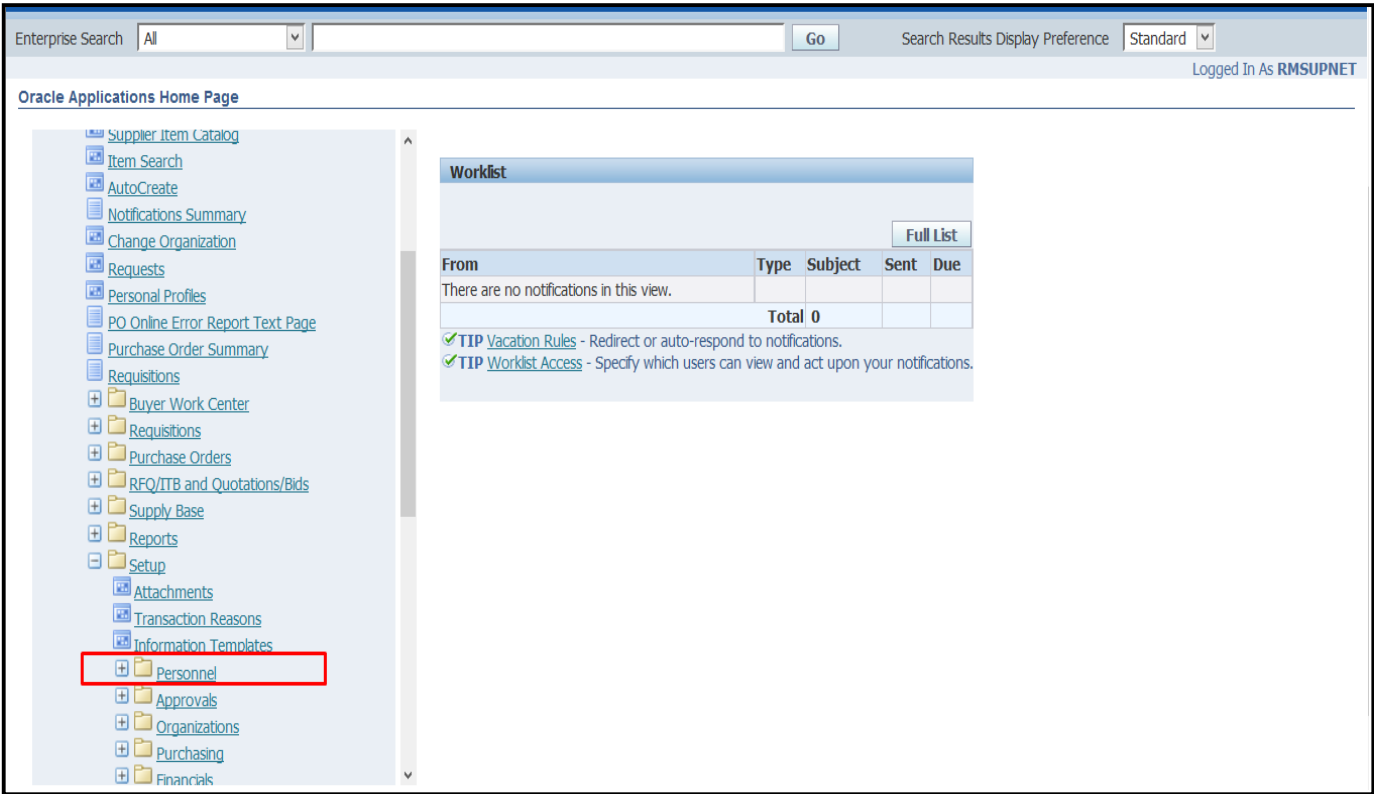
7

STEP 4. Choose *Setup* folder



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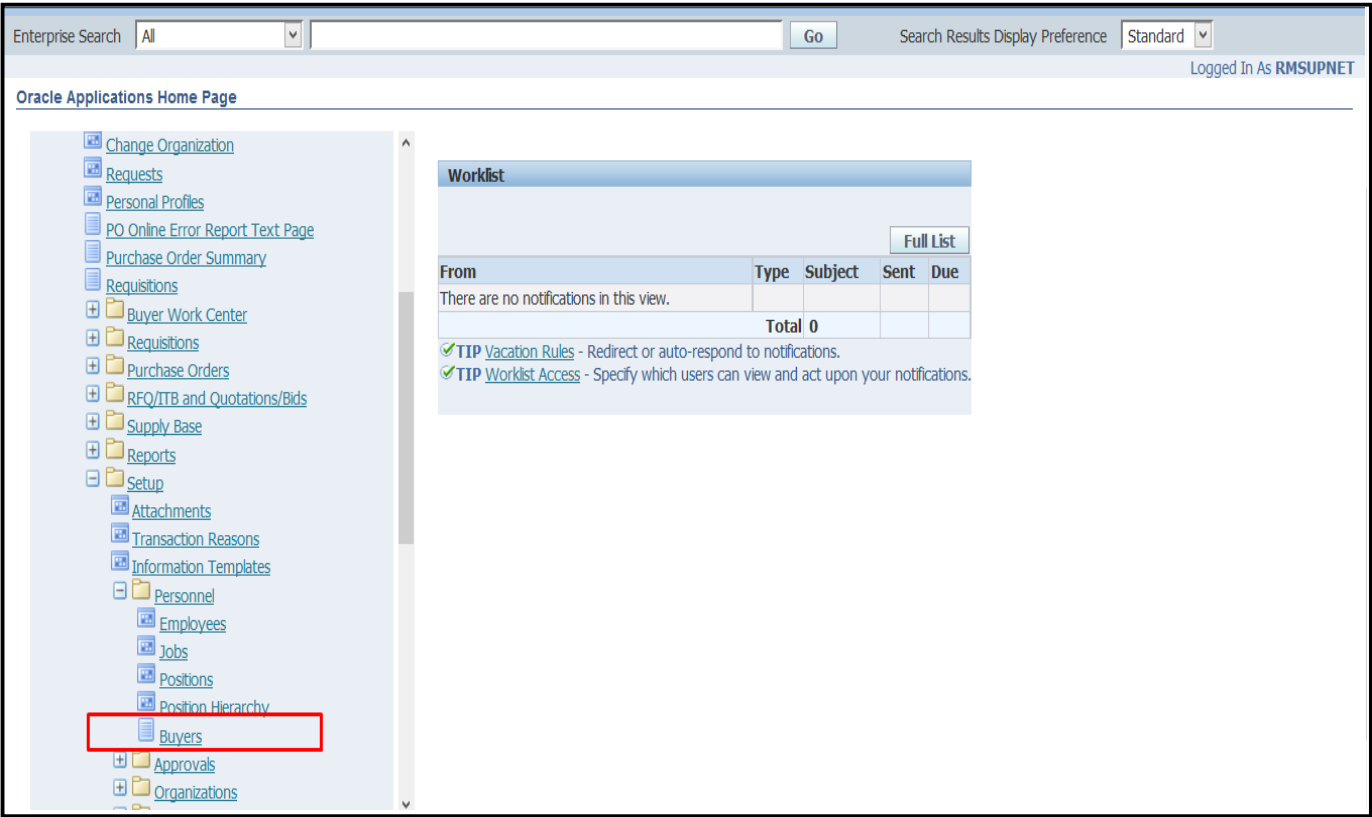


STEP 5. Select *Personnel* folder

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STEP 6. Select *Buyers*



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STEP 7. Click *Add Buyer*

Navigator Favorites Diagnostics Home Logout Preferences Help

Buyers

* Indicates required field

Cancel Save

Search

Buyer

Category


Ship To

Go Clear

*Buyer	Category	Ship-To	Begin Date	End Date	Employee Number
No search conducted.					
Add Buyer					

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Purchasing

Navigator

Favorites

Diagnostics Home Logout Preferences Help

Buyers

* Indicates required field

Cancel

Save

Search

Buyer

Category


Ship To

Go

Clear

Previous1-10Next 10

*Buyer	Category	Ship-To	Begin Date	End Date	Employee Number
<div></div>	<div>Category 1.Category 2.Category 3</div>	<div></div>	<div>07-Feb-2017</div>	<div></div>	
Abad, Ms. Raquel Mangalan	<div>Category 1.Category 2.Category 3</div>	<div></div>	<div>15-Jun-2016</div>	<div></div>	100003580
Abalos, Ms. Maria Isabel Lacsina	<div>Category 1.Category 2.Category 3</div>	<div></div>	<div>15-Jun-2016</div>	<div></div>	100003590
Aguanta, Judith M.	<div></div>	<div></div>	<div>31-May-2016</div>	<div></div>	100018149

STEP 8. Under the Buyer column, click the Search button () beside the empty field.

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Search and Select: Buyer

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

Results

Select	Quick Select	Name	Employee Number
	No search conducted.		

[About this Page](#)

Search and Select Buyer
page will appear

In the Search field type the last name of the Buyer followed by a percentage sign (%)
(Exmample: **Supnet%**), then click **Go**.



Search and Select: Buyer

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

Results

Select	Quick Select	Name ▲	Employee Number
<input type="radio"/>		Supnet, Mr. Richer King Ramos	100018121
<input type="radio"/>		Supnet, Ms. Reah Mae Matubis	100019220

[About this Page](#)

Select the buyer by clicking the **Quick Select** icon () beside the name.

STEP 9. Click *Save*

Navigator Favorites Diagnostics Home Logout Preferences Help

Buyers

* Indicates required field

Cancel Save

Search

Buyer

Category

Ship To

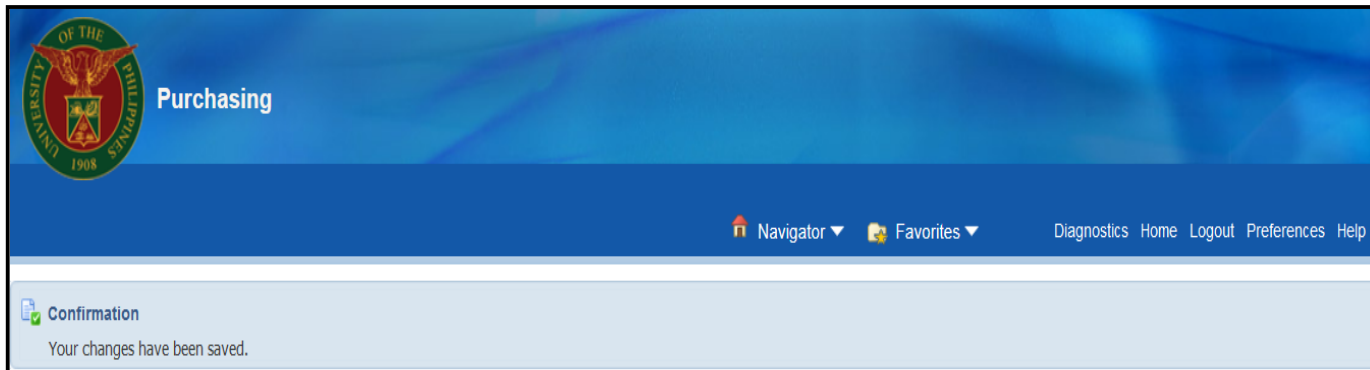
Go Clear

Previous 1-10 Next 10

*Buyer	Category	Ship-To	Begin Date	End Date	Employee Number
Supnet, Ms. Reah Mae Matubis	Category 1.Category 2.Category 3		01-Mar-2017		100019220
Abad, Ms. Raquel Manglalan	Category 1.Category 2.Category 3		15-Jun-2016		100003580
Abalos, Ms. Maria Isabel Lacsina	Category 1.Category 2.Category 3		15-Jun-2016		100003590
Aguanta, Judith M.			31-May-2016		100018149

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A Confirmation will appear

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