



# University of the Philippines



## **SPCMIS**

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



# Generating PR



# **SPCMIS User Manual**

## *iProcurement*

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**Version:** 3.0

### **Approvals:**

Recommending Approval:

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Approved by:

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## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
31 January 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial Issue and review
28 October 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update
02 March 2017	Reah Mae Supnet, Emmanuel Lim & Carlo Evangelista	3.0	Major Revision

## 2. Description

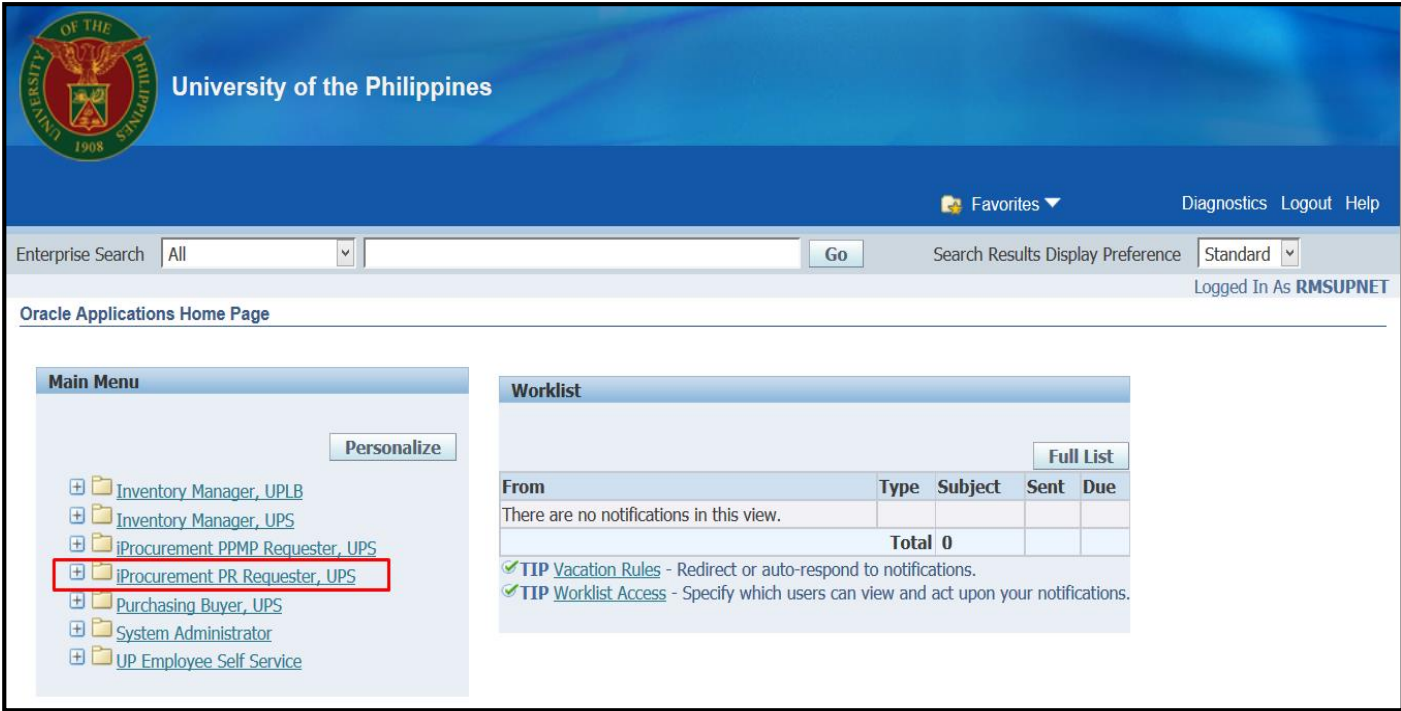
<b>Script ID</b>	UGSP040330
<b>Script Name</b>	Generate PR
<b>Information System</b>	Supplies, Property and Campus Management Information System
<b>Functional Domain</b>	iProcurement PR Requester
<b>Purpose</b>	To generate a PR report
<b>Data Requirement</b>	Submitted and approved PR
<b>Dependencies</b>	
<b>Scenario</b>	Generating a printed output/report of an approved PR
<b>Author</b>	Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet, Emmanuel Lim & Carlo Evangelista

**Step 1.** Go to [uis.up.edu.ph](http://uis.up.edu.ph)

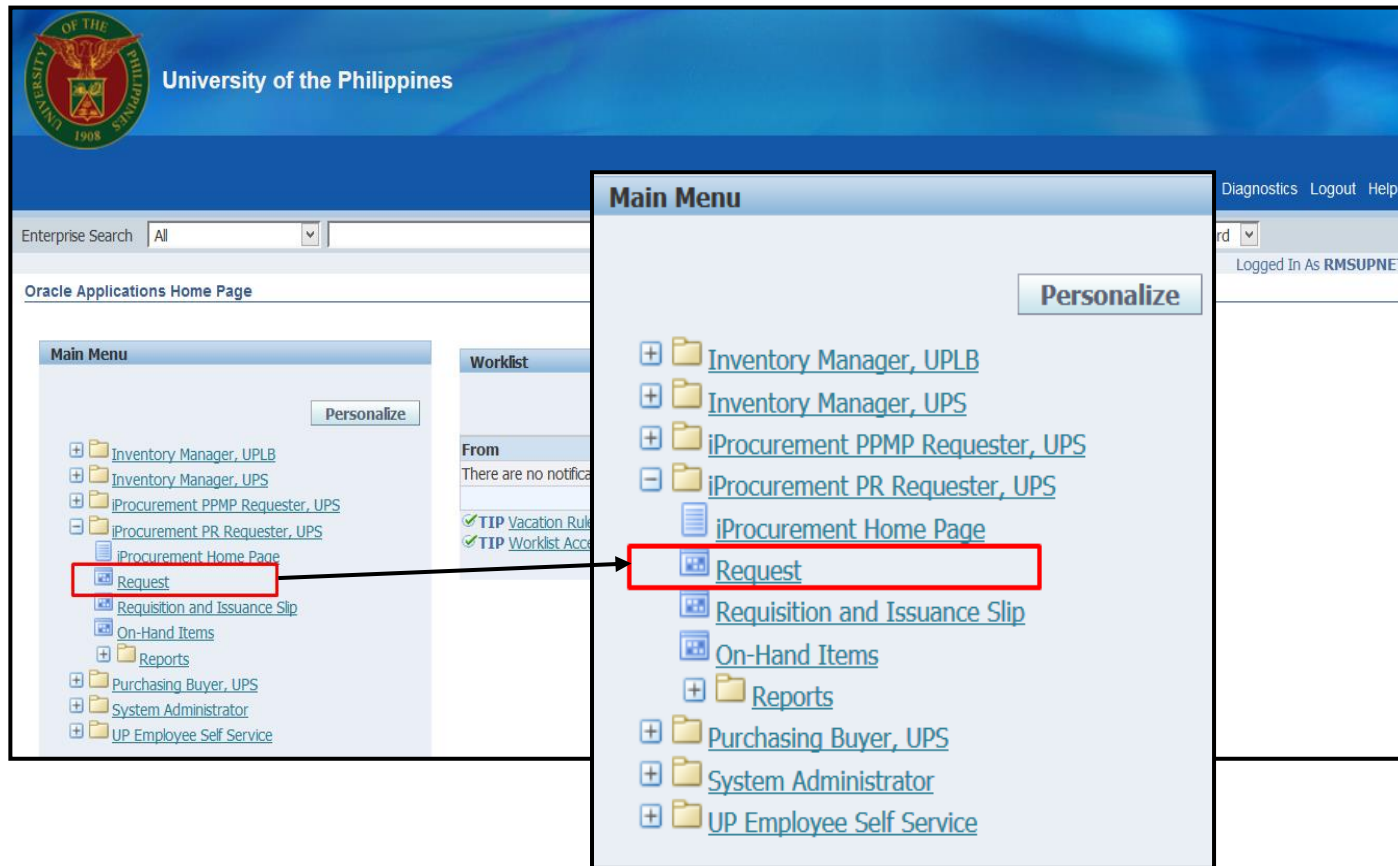
**Step 2.** Log-in your credentials (e.g. *username* and *password*)

The screenshot shows the login interface for the University of the Philippines. The header includes the UP logo and a row of campus images. The login form is centrally located and includes the following elements:

- User Name:** A text input field containing 'rmsupnet'. Below it is an example: '(example: michael.james.smith)'.
- Password:** A password input field with masked characters. Below it is an example: '(example: 40999723)'.
- Buttons:** 'Login' and 'Cancel' buttons are positioned below the password field.
- Accessibility:** A dropdown menu labeled 'Accessibility' with the value 'None' selected.
- Language:** A link labeled 'Select a Language: English' at the bottom of the page.



**Step 3.** On the homepage, go to Main Menu and select ***iProcurement PR Requester, UP***



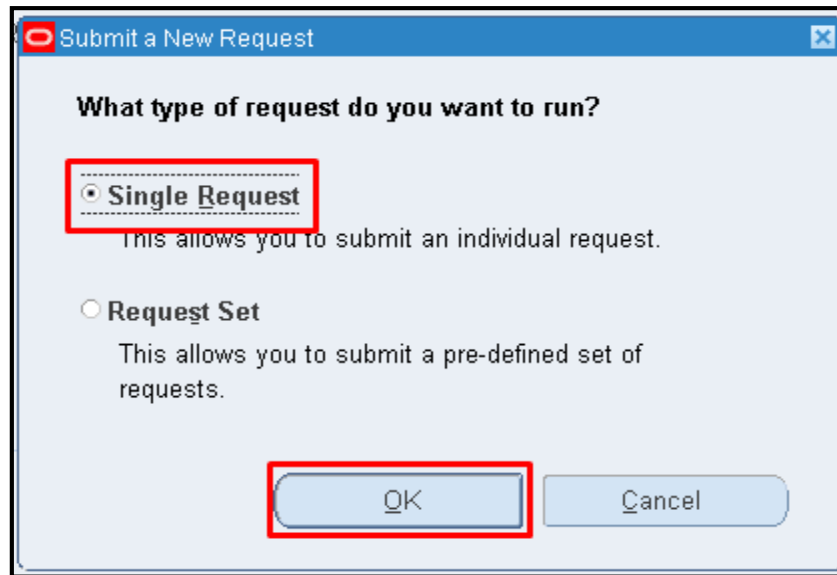
**Step 4. Select *Request***



The screenshot shows a 'Find Requests' dialog box with the following elements:

- Radio buttons for selection:  My Completed Requests,  My Requests In Progress,  All My Requests,  Specific Requests
- Input fields for search criteria: Request ID, Name, Date Submitted, Date Completed, Status (dropdown), Phase (dropdown), and Requestor.
- Checkbox:  Include Request Set Stages in Query
- Order By dropdown: Request ID
- Text input: Select the Number of Days to View: 7
- Buttons: Submit a New Request... (highlighted with a red rectangle), Clear, and Find.

**Step 5.** Click **Submit a New Request**



**Step 6.** Choose ***UP Purchase Request v.3*** then click ***OK***

Submit Request

Run this Request...

Copy...

Name ...

Operating Unit

Parameters

Language

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

Save all Output Files

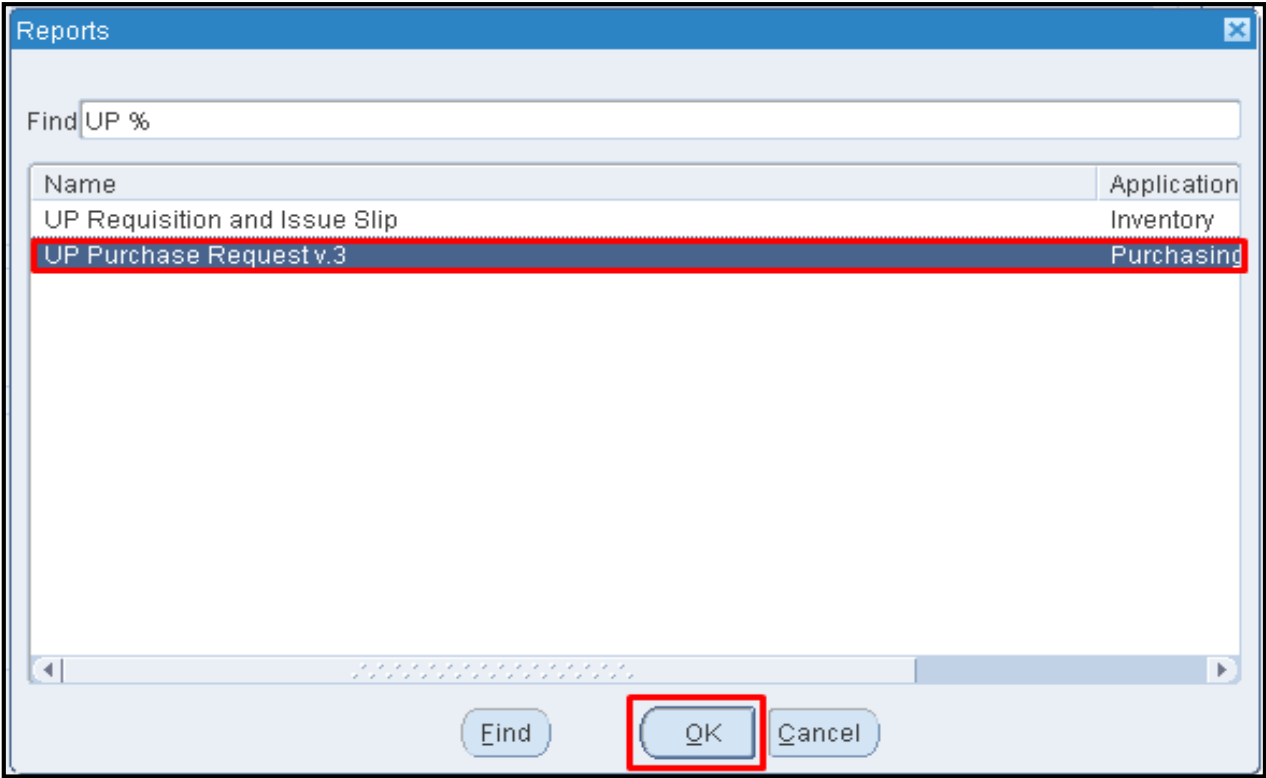
Layout Options...

Notify Delivery Opts

Print to

Help (C) Submit Cancel

**Step 7.** Click *ellipsis (...)* to search a report



**Step 8.** Choose **UP Purchase Request v.3** then click **OK**

The screenshot shows a 'Parameters' dialog box with the following fields and values:

- PR No.: 457
- Requested By: Supnet, Ms. Reah Mae Matubis
- Position: (empty)
- Approved By: Maranan, Mr. Kervin Catungal
- Position: (empty)

At the bottom of the dialog, there are four buttons: **OK** (highlighted with a red box), Cancel, Clear, and Help.

**Parameters** window will appear

**Step 9.** Fill in the required parameters:

- **PR no.**
- **Requested by**
- **Approved by**

then click **OK**

**Submit Request**

Run this Request...

Copy...

Name UP Purchase Request

Operating Unit

Parameters 161:Bagus, Mr. Isagani Longalong:Gayas, Ms. Juliet Mina

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

Save all Output Files

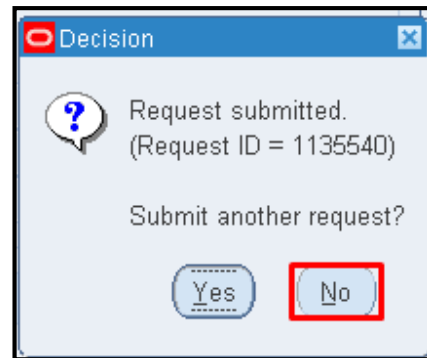
Layout Purchase Request Temp Options...

Notify

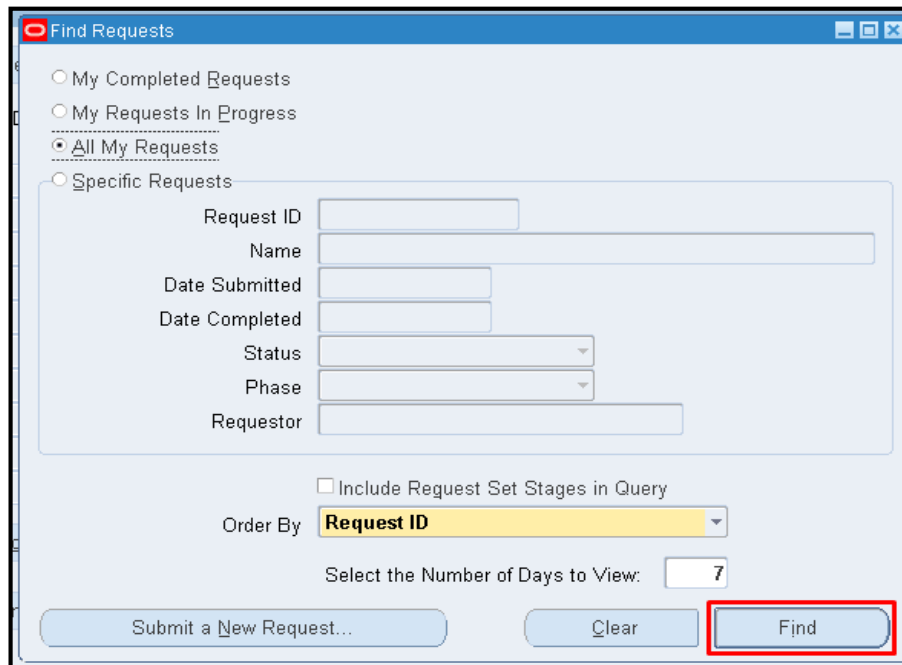
Print to noprint Delivery Opts

Help (C) Submit Cancel

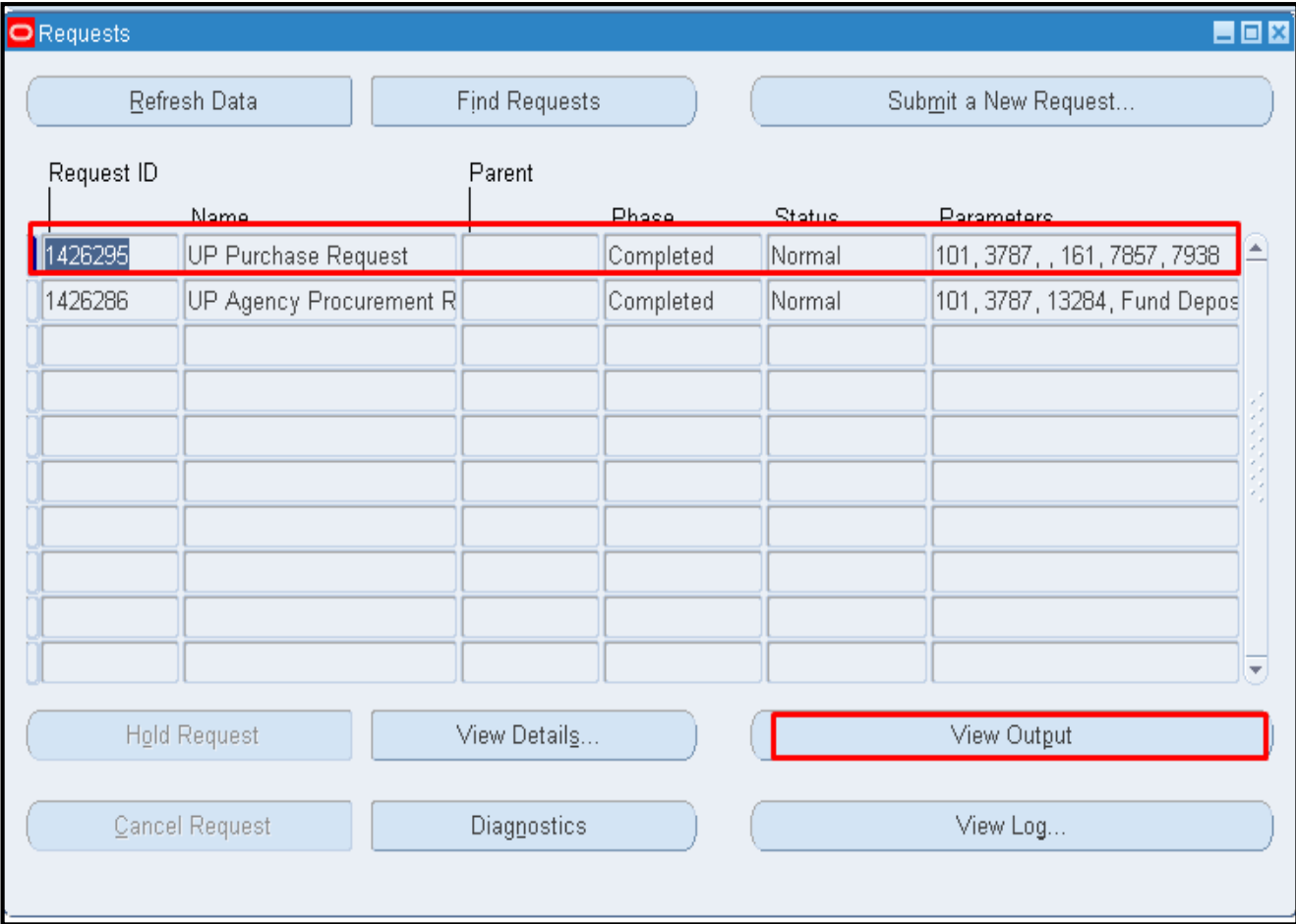
**Step 10.** Click **Submit** button



**Step 11.** Click **No** button



**Step 12.** Click **Find** button



**Step 13.** *Reports Window* will appear. Click **View Output** button



Standard Form No. SPC-0003  
Revised on: August 12, 2014



**UNIVERSITY OF THE PHILIPPINES**  
**UP System**  
**Diliman ,Quezon City**

**Purchase Request**

**College/Unit:** UP System      **PR No.:** 161      **Date:** 22-APR-2015  
**Department/Institution:** UPS Board of Regents      **SAI No.:** \_\_\_\_\_      **Date:** \_\_\_\_\_

CODE	ITEM NO.	GENERAL DESCRIPTION	UOM	QUANTITY	UNIT PRICE	TOTAL PRICE
56101519-TM-S02	FF-TM-00007	Table, Monobloc, Beige, 889 X 889Mm (35" X 35")Min	pc	9001	1,232.40	11,092,832.40
<b>TOTAL AMOUNT:</b>					<b>PHP 11,092,832.40</b>	

**NOTE:**  
**Purpose/Description:** PR Test Report for APR Version 2

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15-OCT-13

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15-OCT-13

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15-OCT-13

Go back to the browser and print the **Purchase Request** in *pdf* format.

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