



University of the Philippines



SPCMIS

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



Generating a PPMP Report for Common Use Items



SPCMIS User Manual

iProcurement

Author: Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet,
Emmanuel Lim & Carlo Martin Evangelista

Creation Date: 27 October 2014

Last Updated: 28 February 2017

Document Ref: SPCMIS User Manual – Generation of PPMP Report
for Common Use Items

Version: 3.1

Approvals:

Recommending Approval:

Approved by:

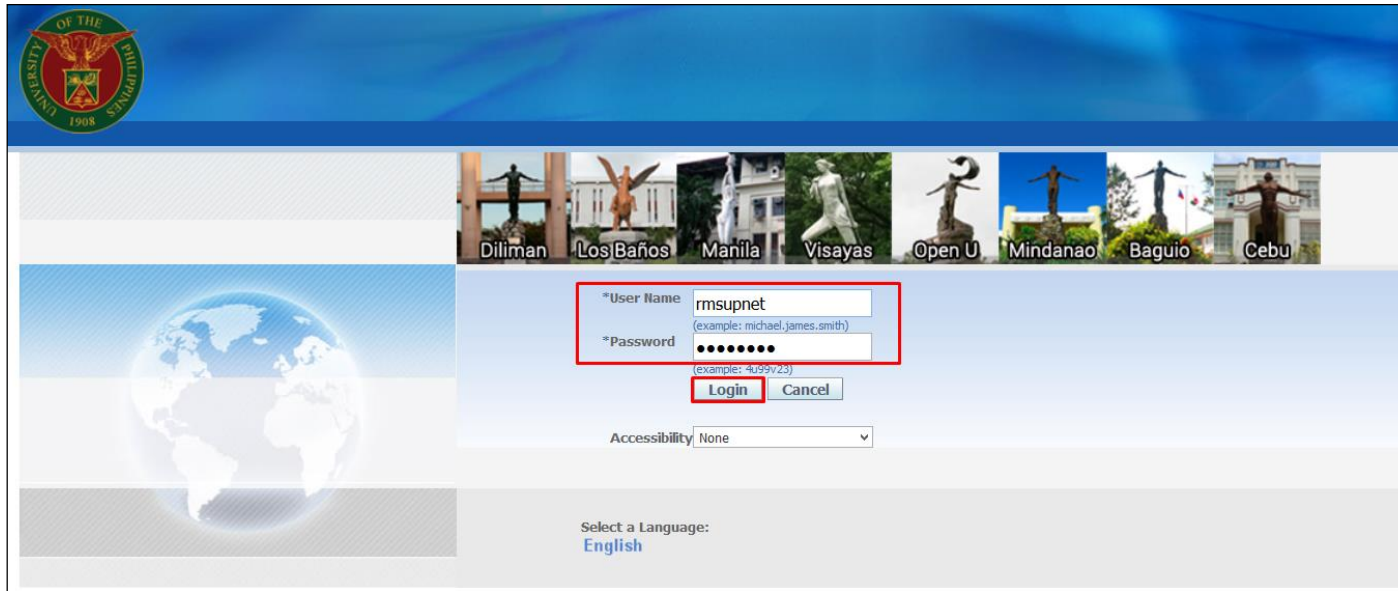
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
27 October 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial
28 November 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update
22 September 2016	Reah Mae Supnet & Carlo Martin Evangelista	3.0	Major Revision
28 February 2017	Reah Mae Supnet	3.1	Update

2. Description

Script ID	UMSP010331
Script Name	Generate a PPMP report for Common Use Items
Information System	Supplies, Procurement, and Campus Management Information System
Functional Domain	iProcurement PPMP Requester
Purpose	To generate a PPMP report for Common Use Items
Data Requirement	Submitted PPMP for Common Use Items
Dependencies	
Scenario	Generating a printed output/report of a created and submitted PPMP for Common Use Items
Author	Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet, Emmanuel Lim & Carlo Martin Evangelista



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

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

University of the Philippines

Enterprise Search All Go Search Results Display Preference

Oracle Applications Home Page

Main Menu Personalize

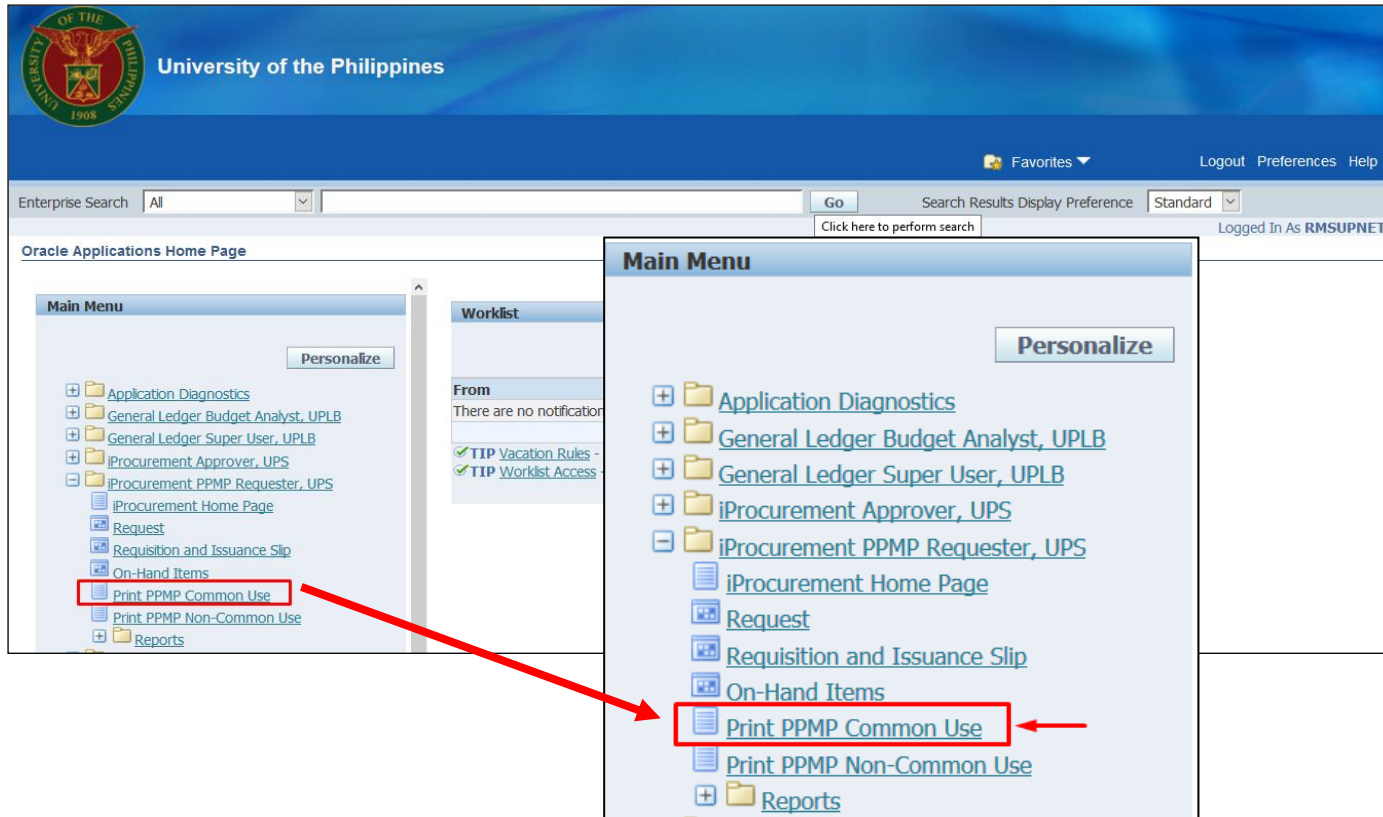
- Application Diagnostics
- General Ledger Budget Analyst, UPLB
- General Ledger Super User, UPLB
- iProcurement PPMP Requester, UPS**
- iProcurement PR Requester, UPLB
- iProcurement PR Requester, UPV
- iProcurement Super User, UPLB
- Payables Accountant, UPLB
- Payables Approver, UPLB

Worklist Full List

From	Type	Subject	Sent	Due
Evangelista, Carlo Martin	Requisition	Purchase Requisition 6 has been rejected	02-Sep-2016	
Evangelista, Carlo Martin	Requisition	Purchase Requisition 16 has been rejected	02-Sep-2016	
Total 0				

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Step 3. On the Main Menu, select ***iProcurement PPMP Requester***



Step 4. Select *Print PPMP Common Use*

Step 5. Schedule Request:
Parameters window will appear.

Enter the **Year**

then click **Next**.

Step 6. Schedule Request:
Layout window will appear then
click **Next**

Language	Territory	Numeric Character
American English	Philippines	

For Language	Template Name	Language	Output Format
American English	RTF_PPMP	English	PDF

Step 7. Schedule Request: Review window will appear review the information

then click **Submit**

Information

Your request for UP Project Procurement Management Plan (Common Use) has been scheduled.
The Request ID is 2144834

OK

Step 8. A Confirmation will appear that shows the **Request ID**

then click **Next**.

iProcurement PPMP Requester, UPS

View: Last 24 hours

Requests Summary Table

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
2144834	UP Project Procurement Management Plan (Common Use)	Completed	Normal	28-Sep-2016 18:03:24			
2144644	UP Project Procurement Management Plan (Common Use)	Completed	Normal	28-Sep-2016 16:47:32			
2144642	UP Project Procurement Management Plan (Common Use)	Completed	Normal	28-Sep-2016 16:46:41			

Home Logout Preferences Help

Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

Step 9. *Request* window will appear.

Click **Refresh** button until the **Phase** becomes **Completed** and the **Status** becomes **Normal**.

Click () **Output** icon to view the report.

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