University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System

Generation of PPMP Report for Non Common Use Items

SPCMIS User Manual
iProcurement

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Creation Date: 27 October 2014
Last Updated: 28 February 2017
Document Ref: SPCMIS User Manual – Generation of PPMP for Non Common Use Item
Version: 3.1

Approvals:

Recommending Approval:

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Approved by:

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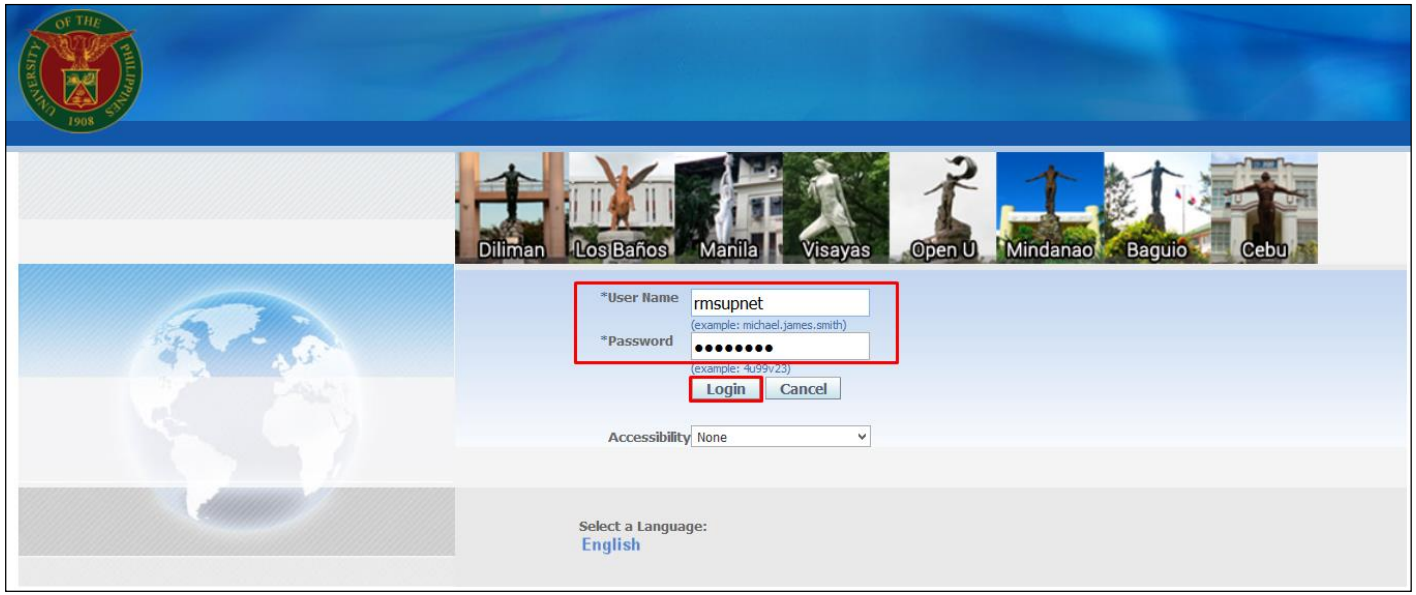
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
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

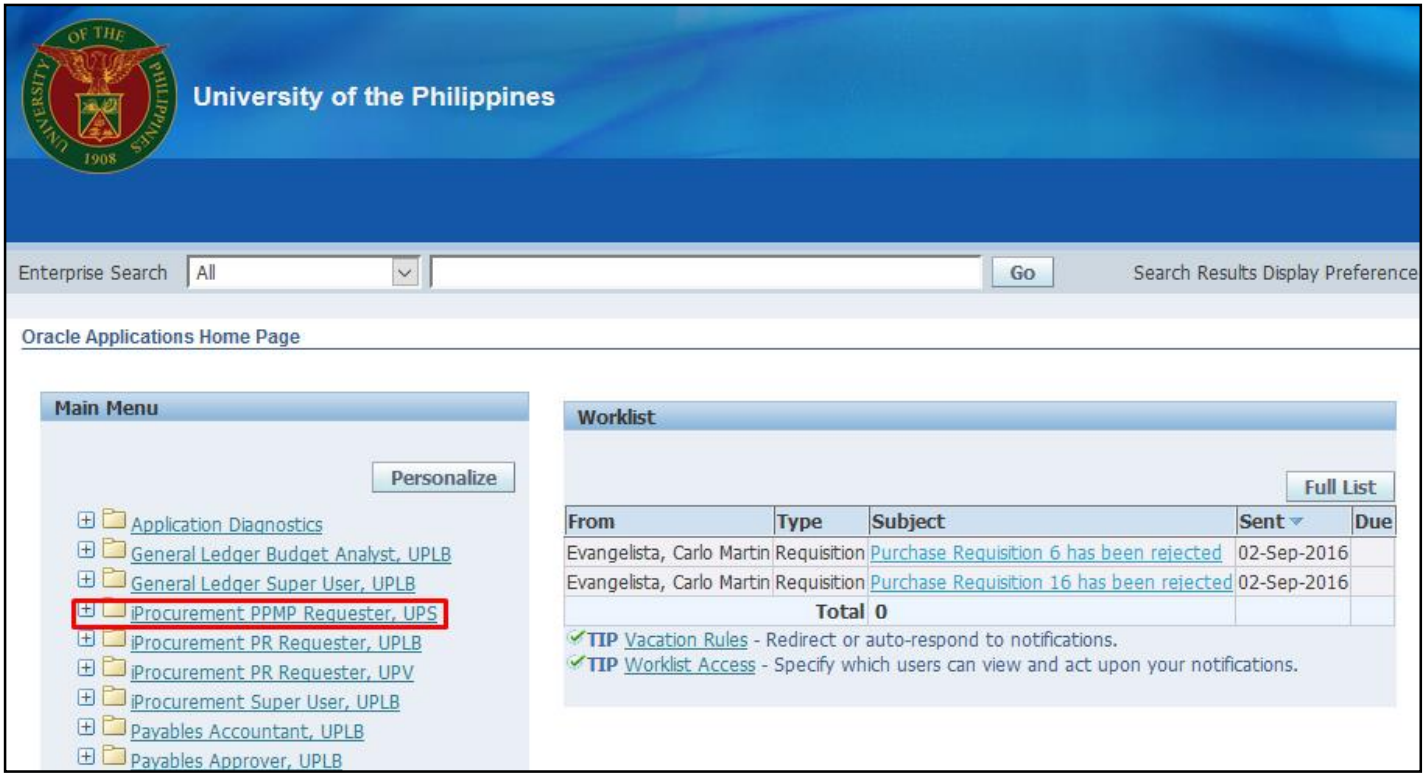
2. Description

Script ID	UMSP010531
Script Name	Generate a PPMP report for Non-Common Use Items
Information System	Supplies, Procurement, and Campus Management Information System
Functional Domain	iProcurement PPMP Requester
Purpose	To generate a PPMP report for Non-Common Use Items
Data Requirement	Submitted PPMP for Non Common Use Items
Dependencies	
Scenario	Generating a printed output/report of a created and submitted PPMP for Non Common Use Items
Author	Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet & Carlo Martin Evangelista

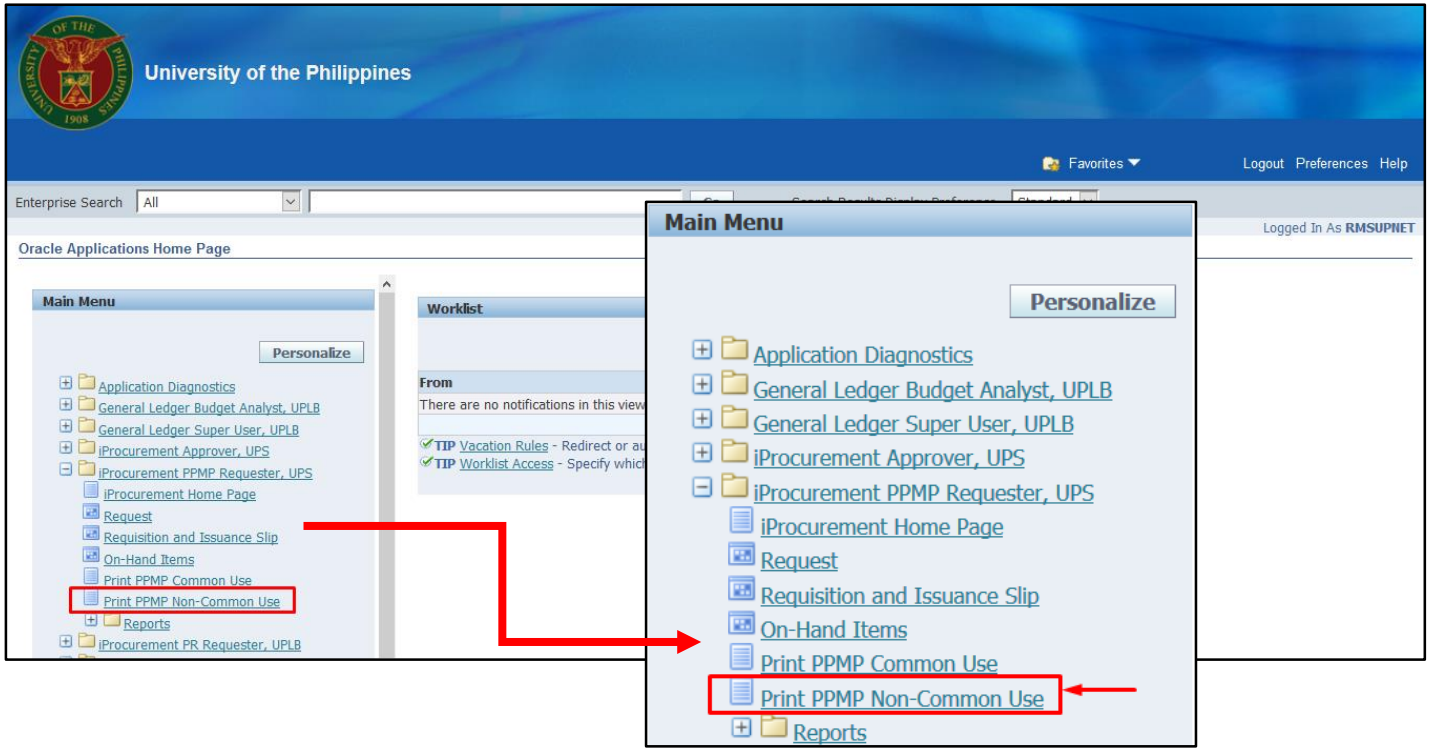


Step 1. Go to ***uis.up.edu.ph***

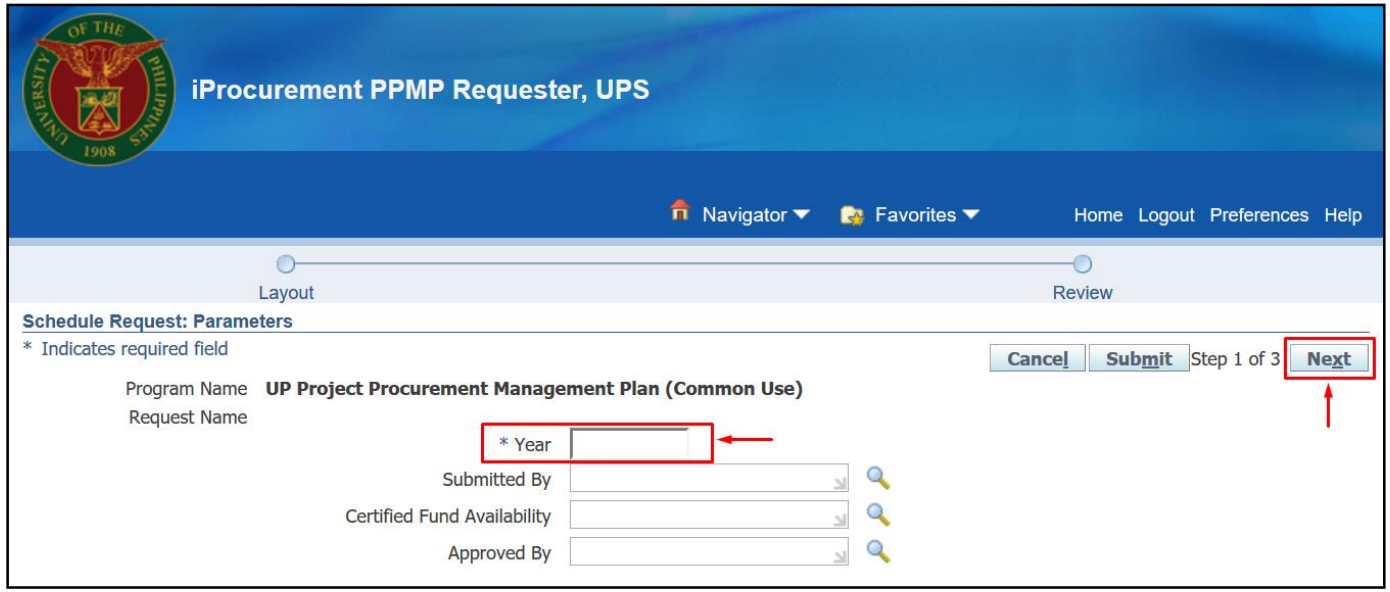
Step 2. Log-in your credentials (e.g. ***username*** and ***password***)



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

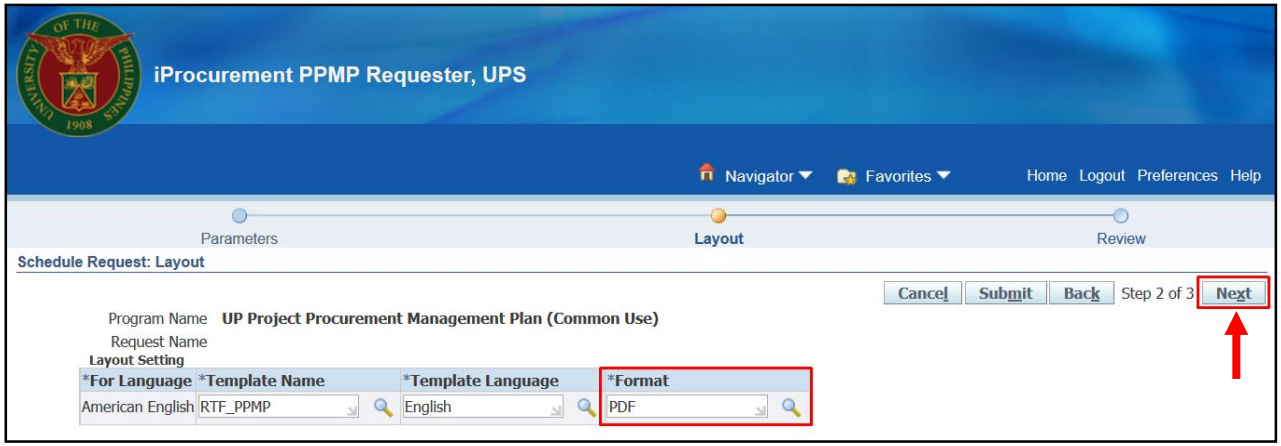


Step 4. Select ***Print PPMP Non-Common Use***



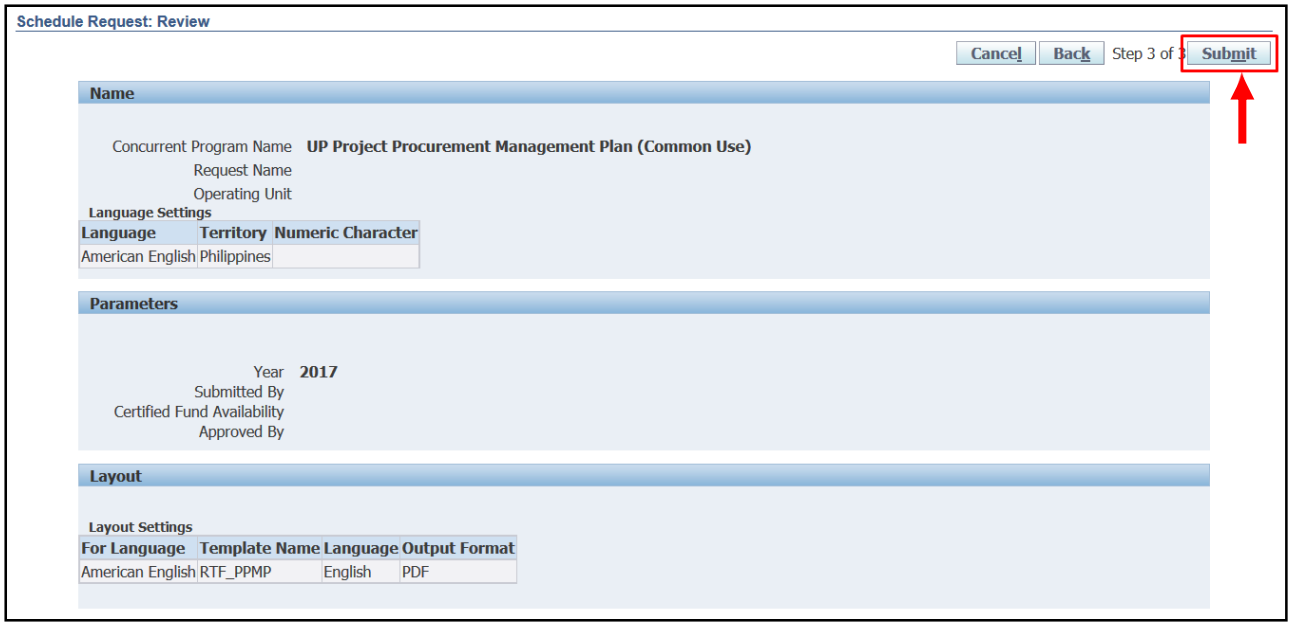
Step 5. ***Schedule Request: Parameters*** window will appear.

Enter the ***Year*** then click ***Next.***



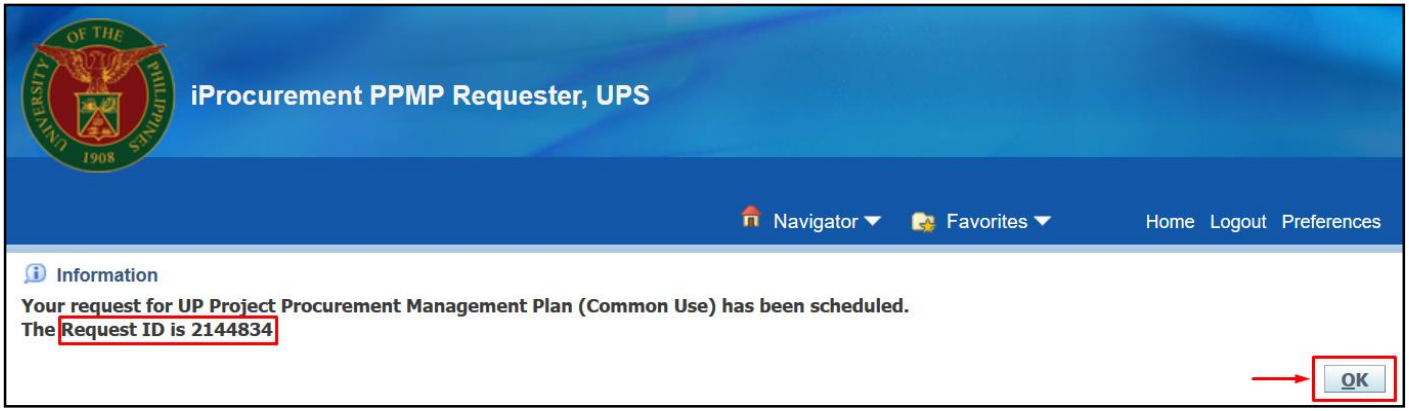
Step 6. ***Schedule Request: Layout*** window will appear

then click ***Next***



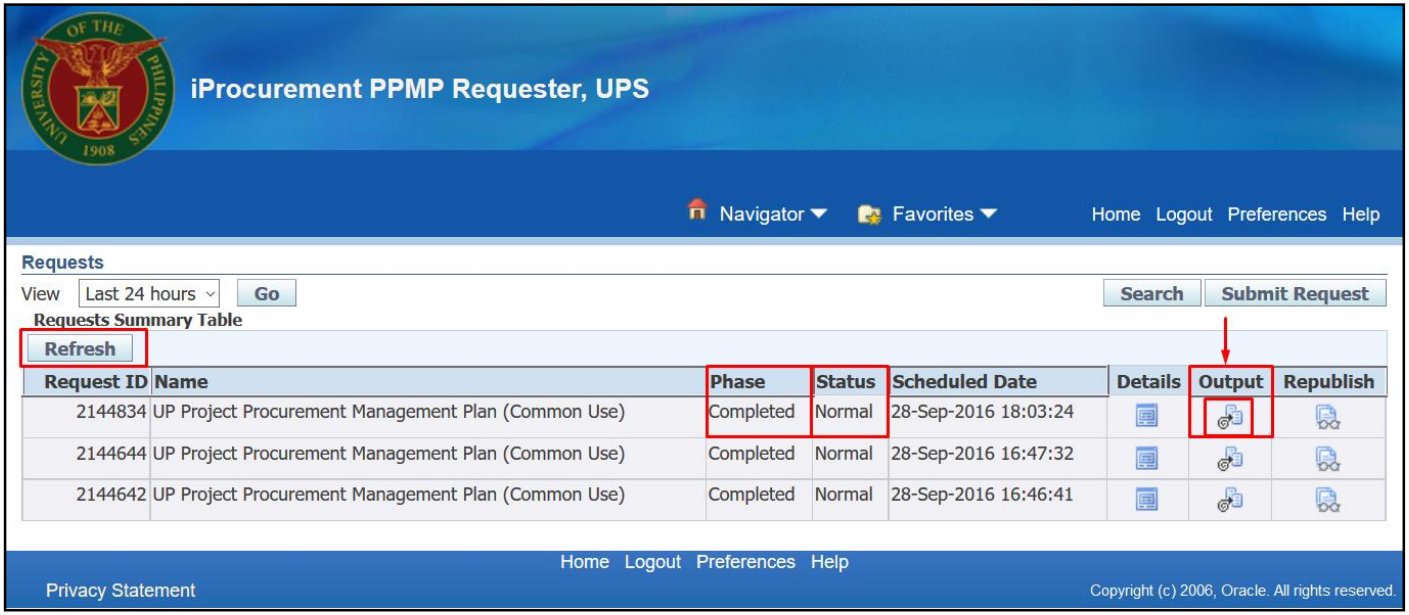
Step 7. ***Schedule Request: Review*** window will appear
review the information

then click ***Submit***



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

then click ***OK***



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.

Result Information:

Expected Results:
Generate PPMP report for Non-Common Use Items

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