



# 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*

Author: Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet & Carlo Martin Evangelista  
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Version: 3.1

### **Approvals:**

Recommending Approval:

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Approved by:

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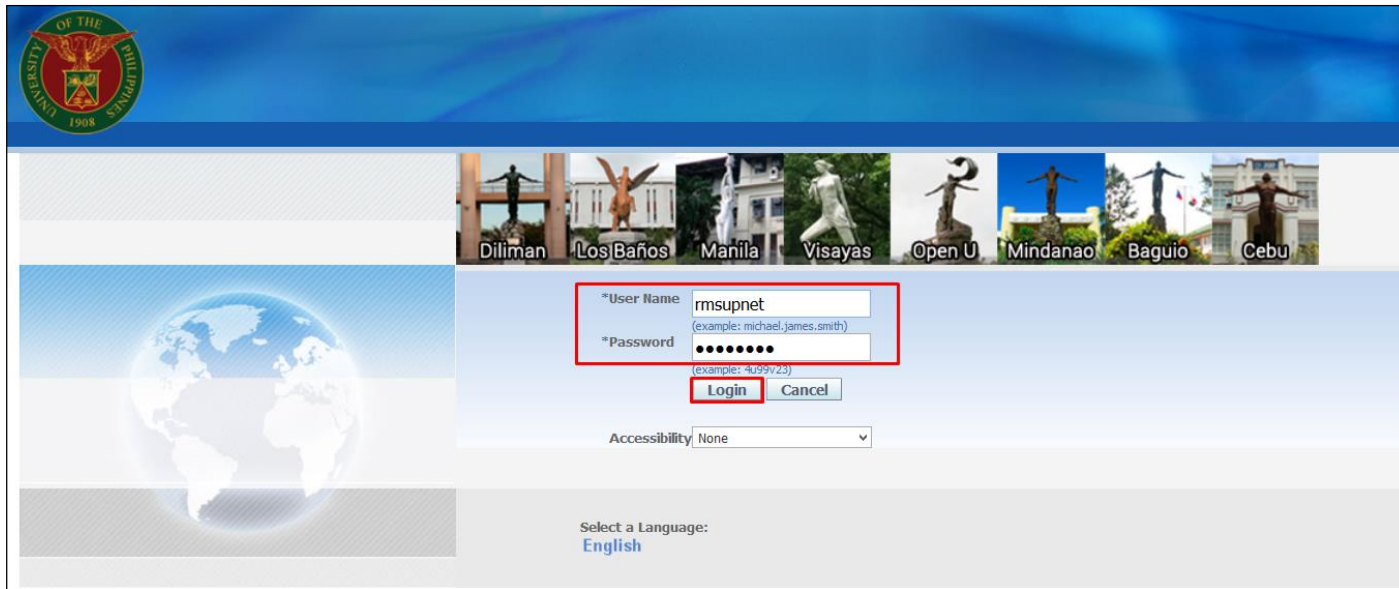
## 1. DOCUMENT CONTROL

### 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

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

University of the Philippines

Enterprise Search All  Search Results Display Preference

Oracle Applications Home Page

**Main Menu**

- 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

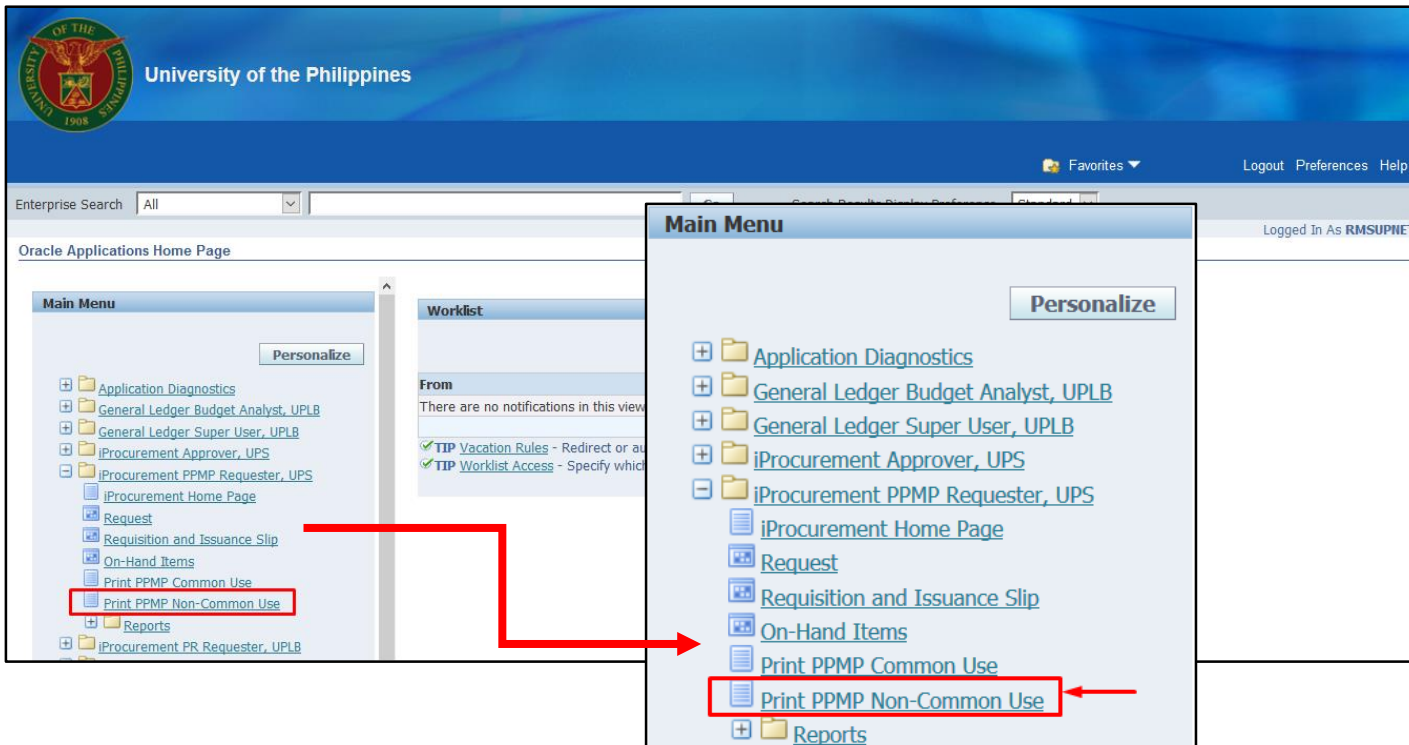
**Worklist**

From	Type	Subject	Sent	Due
Evangelista, Carlo Martin	Requisition	<a href="#">Purchase Requisition 6 has been rejected</a>	02-Sep-2016	
Evangelista, Carlo Martin	Requisition	<a href="#">Purchase Requisition 16 has been rejected</a>	02-Sep-2016	
<b>Total</b>		<b>0</b>		

**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, UP***

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





The screenshot shows the 'iProcurement PPMP Requester, UPS' interface. At the top left is the University of the Philippines logo. The main header contains navigation links: 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. Below this is a progress bar with 'Layout' and 'Review' tabs. The main content area is titled 'Schedule Request: Parameters' and includes a note: '\* Indicates required field'. The form contains the following fields and buttons:

- Program Name: **UP Project Procurement Management Plan (Common Use)**
- Request Name: [Empty field]
- \* Year: [Empty field] (highlighted with a red box and an arrow pointing to it)
- Submitted By: [Dropdown menu]
- Certified Fund Availability: [Dropdown menu]
- Approved By: [Dropdown menu]
- Buttons: 'Cancel', 'Submit', 'Step 1 of 3', and 'Next' (highlighted with a red box and an arrow pointing to it)

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

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

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

**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**

**iProcurement PPMP Requester, UPS**

Home Logout Preferences

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 **OK**

**iProcurement PPMP Requester, UPS**

Home Logout Preferences Help

Requests

View Last 24 hours Go

Search Submit Request

Refresh

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

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**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:**

<b>Expected Results:</b>
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