



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
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SUPPLY AND PROPERTY MANAGEMENT OFFICE

SPMO, UPLB ADVISORY No. 2024-003

DATE: November 11, 2024

TO: **ALL CONCERNED**

SUBJECT: **SUPPLIERS REGISTRATION IN BULSA and PAVE**

Please be advised that starting November 11, 2024 the University of the Philippines Los Baños (UPLB) will be using a new Information System called BULSA or the Budget Utilization and Liquidation System Analytics.

In line with this, registration of suppliers are required in order to generate Purchase Order (PO) and/ or Disbursement Vouchers (DVs). Thus may we request suppliers or UPLB units to fill out the necessary information through this link: [supplier database](#), as well as to provide the copies of the following documents:

1. *BIR Certificate of Registration of the supplier*
2. *DTI/SEC/CDA Certificate of Registration of the supplier*
3. *Mayor's/Business Permit of the supplier*
4. *PhilGEPS Certificate of Registration of the supplier*
5. *Contact person and details of supplier: telephone number; mobile number/s; and email address*
6. *If available, any proof of Landbank Account with details (Name, Number, and Branch).*
7. *AOQ / Summary of Awards / NOA / RFQ (for end user)*

For clarification kindly email us at spmo.uplb@up.edu.ph or look for Ms. Angel Belgar or Ms. Abegaile Valenzuela at contact nos. 0947-898-5494 / 0918-985-2293. Likewise for more information please visit us on our website at www.spmo.uplb.edu.ph.