



University of the Philippines

SPCMIS

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





GENERATION OF UP RIS FOR PICKUP REPORT

SPCMIS User Manual

Purchasing

Author: Mico Alfred Puño
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Last Updated: 22 November 2021
Document Ref: SPCMIS User Manual – Generation of UP RIS for Pickup Report
Version: 1.0

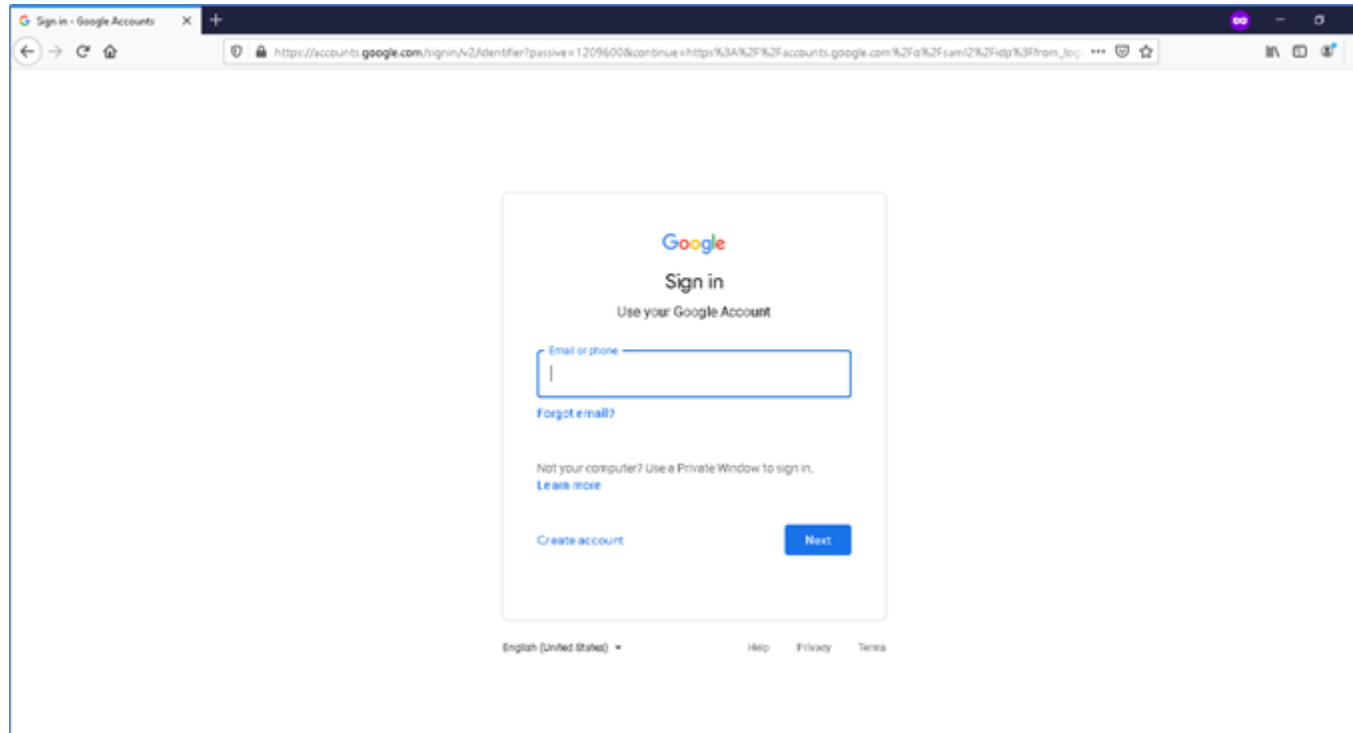
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
22 November 2021	Mico Alfred Puño	1.0	Initial

2. Description

Manual ID	
Manual Name	Generation of UP RIS for Pickup Report
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Inventory Manager
Purpose	To generate a report to notify the requesting unit buyer that the requested item/s in their approved Requisition and Issuance Slip (RIS) is/are ready for pick up
Data Requirement	RIS Number
Dependencies	Approved and transacted RIS or move order
Scenario	After the RIS is approved and transacted the SPMO will prepare the items for pickup and generate the report to notify the unit buyer to claim the items.
Author	Mico Alfred Puño



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

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

University of the Philippines

University Information System Home Page

Navigator

Personalize

- Inventory Manager. UPS
- Requests
- Change Organization
- Notification Summary
- Print RIS for Pickup
- Inbound
- Requisition and Issuance Slip
- On-hand, Availability
- Items
- Costs
- Accounting Close Cycle
- Reports
- Setup
- Transactions

Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			

☒ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Step 3. On the homepage, select **Inventory Manager, <CU>**

and click on **Print RIS for Pickup.**

Inventory Manager, UPS

Define Review

Schedule Request: Define

Manage Schedule Cancel Continue


* Indicates required field

Program Name UP RIS for Pickup

Request Name

The name can later be used to search for this request

NLS Settings **Parameters** Layout Notification Print Options Delivery Options ScheduleOptions

* RIS Number 

UP Privacy Notice

Step 4. On the **Schedule Request: Define** window,

click **Parameters**.

Then, click the **Search Icon**.

Search and Select: RIS Number






Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By RIS Number ▾ % **Go**

Results

	Quick Select	RIS Number
<input type="radio"/>		7236
<input type="radio"/>		79510
<input type="radio"/>		79511
<input type="radio"/>		79515
<input type="radio"/>		79519

Step 5. On the **Search and Select: RIS Number** window, enter the RIS number or “%” (wildcard character).

Then, click **Go** and **Quick Select** the appropriate **RIS number** from the list.

Inventory Manager, UPS

Schedule Request: Define

* Indicates required field

Program Name UP RIS for Pickup

Request Name

The name can later be used to search for this request

NLS Settings Parameters Layout **Notification** Print Options Delivery Options ScheduleOptions

Select Recipients: Delete

Recipients	Normal	Warning	Error
<input type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

UP Privacy Notice

Step 6. You will be redirected to the **Schedule Request: Define** window.

To send a worklist and email notification to the unit buyer,

click **Notification**.

Then, click the **Search Icon**.

Search and Select: Recipients

Cancel>Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.



Search By

User Name

Dela Cruz%Juan

Go

Results

	Quick Select	User Name	User Id	Originating System Name	Description
<input type="radio"/>		Dela Cruz, Juan	JRDELACRUZ	Employee	Dela Cruz, Mr. Juan R
<input type="radio"/>				Employee	

Results: Recipients

Step 7. On the **Search and Select: Recipients** window, enter the name of the Recipient or '%' (wildcard character).

Then, click **Go** and **Quick Select** the name from the list.

Step 8. Click **Continue**.

Inventory Manager, UPS

Define Review

Schedule Request: Define Manage Schedule Cancel **Continue**

* Indicates required field

Program Name UP RIS for Pickup

Request Name

The name can later be used to search for this request

NLS Settings Parameters Layout **Notification** Print Options Delivery Options ScheduleOptions

Select Recipients: Delete

<input type="checkbox"/> Recipients	Normal	Warning	Error
<input type="checkbox"/> Dela Cruz, Juan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

UP Privacy Notice

Inventory Manager, UPS

Define Review

Schedule Request: Review

Manage Schedule Cancel Back **Submit**

Name

Concurrent Program Name UP RIS for Pickup

Request Name

Operating Unit

Language Settings

Language	Territory	Numeric Character Sort
American English	United States	Binary Sort

Parameters

RIS Number

Schedule

Scheduled to Run As Soon As Possible

Recurrence Never Repeats

Step 9. Review the request details.

Click **Submit** to proceed.

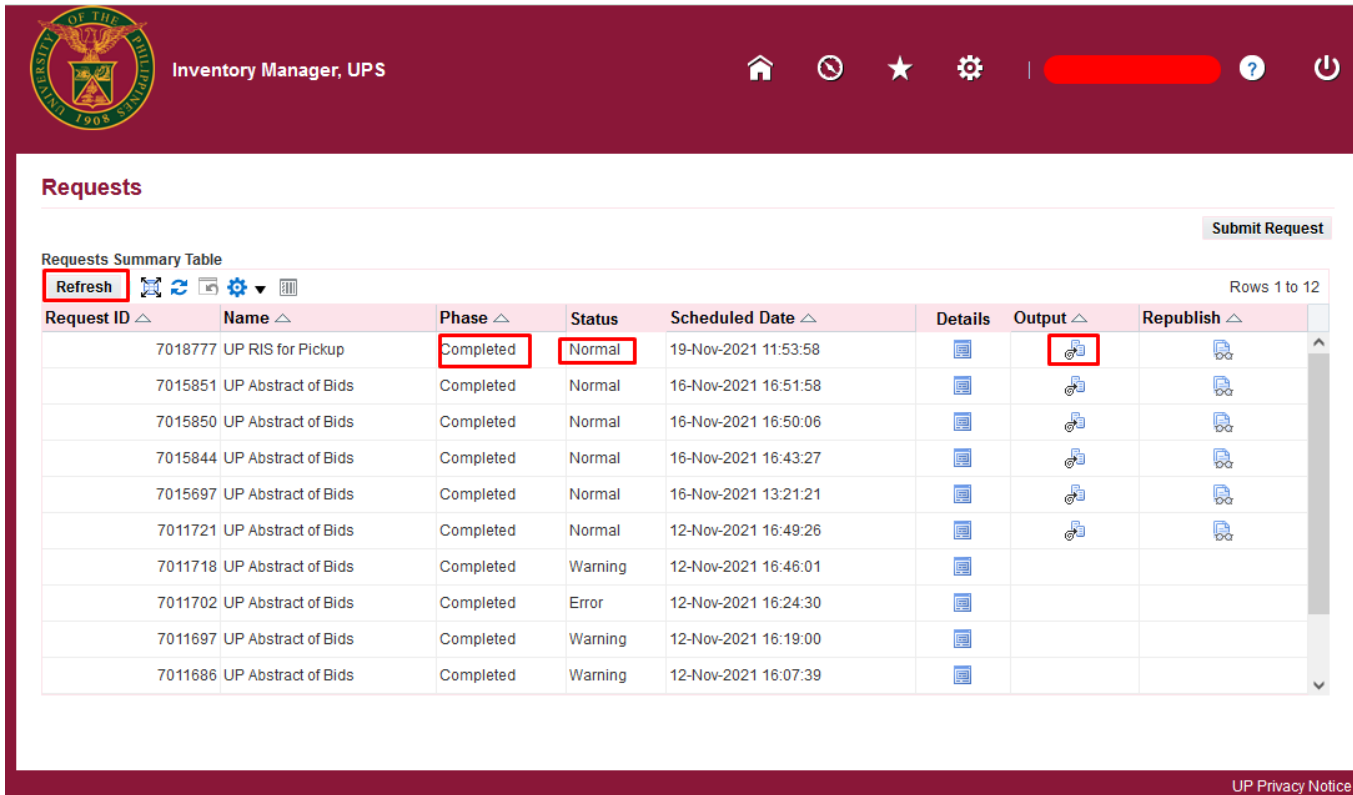
Information

Your request for UP RIS for Pickup has been scheduled. The Request ID is 7018777

OK

A confirmation message will appear that your request has been scheduled.

Click **OK**.



Requests

Submit Request

Requests Summary Table

Refresh

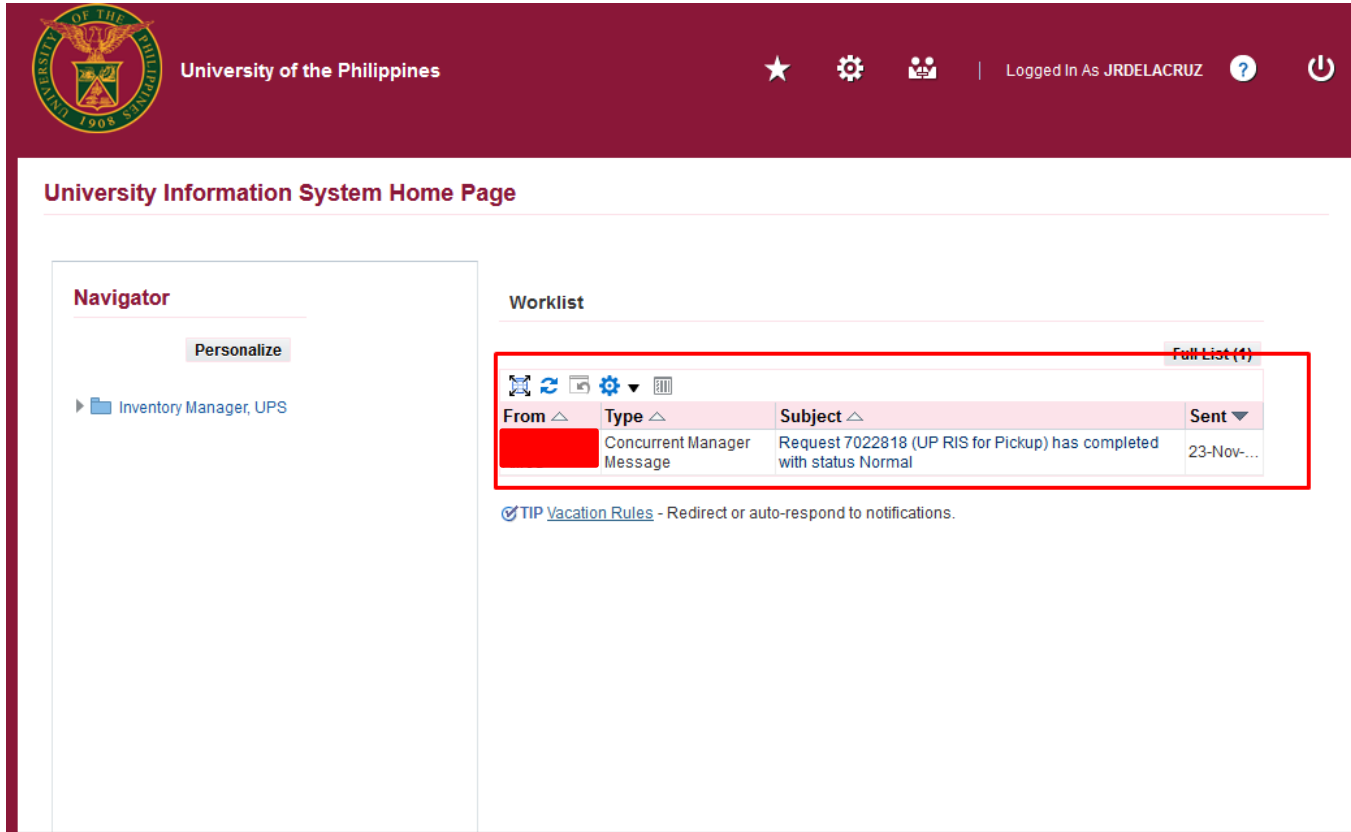
Rows 1 to 12

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
7018777	UP RIS for Pickup	Completed	Normal	19-Nov-2021 11:53:58			
7015851	UP Abstract of Bids	Completed	Normal	16-Nov-2021 16:51:58			
7015850	UP Abstract of Bids	Completed	Normal	16-Nov-2021 16:50:06			
7015844	UP Abstract of Bids	Completed	Normal	16-Nov-2021 16:43:27			
7015697	UP Abstract of Bids	Completed	Normal	16-Nov-2021 13:21:21			
7011721	UP Abstract of Bids	Completed	Normal	12-Nov-2021 16:49:26			
7011718	UP Abstract of Bids	Completed	Warning	12-Nov-2021 16:46:01			
7011702	UP Abstract of Bids	Completed	Error	12-Nov-2021 16:24:30			
7011697	UP Abstract of Bids	Completed	Warning	12-Nov-2021 16:19:00			
7011686	UP Abstract of Bids	Completed	Warning	12-Nov-2021 16:07:39			

UP Privacy Notice

Step 10. The **Requests** window will appear. Click **Refresh Data** until the **Phase** becomes **Completed** and Status, **Normal**.

Then, click the **Output Icon**.

Expected Result:


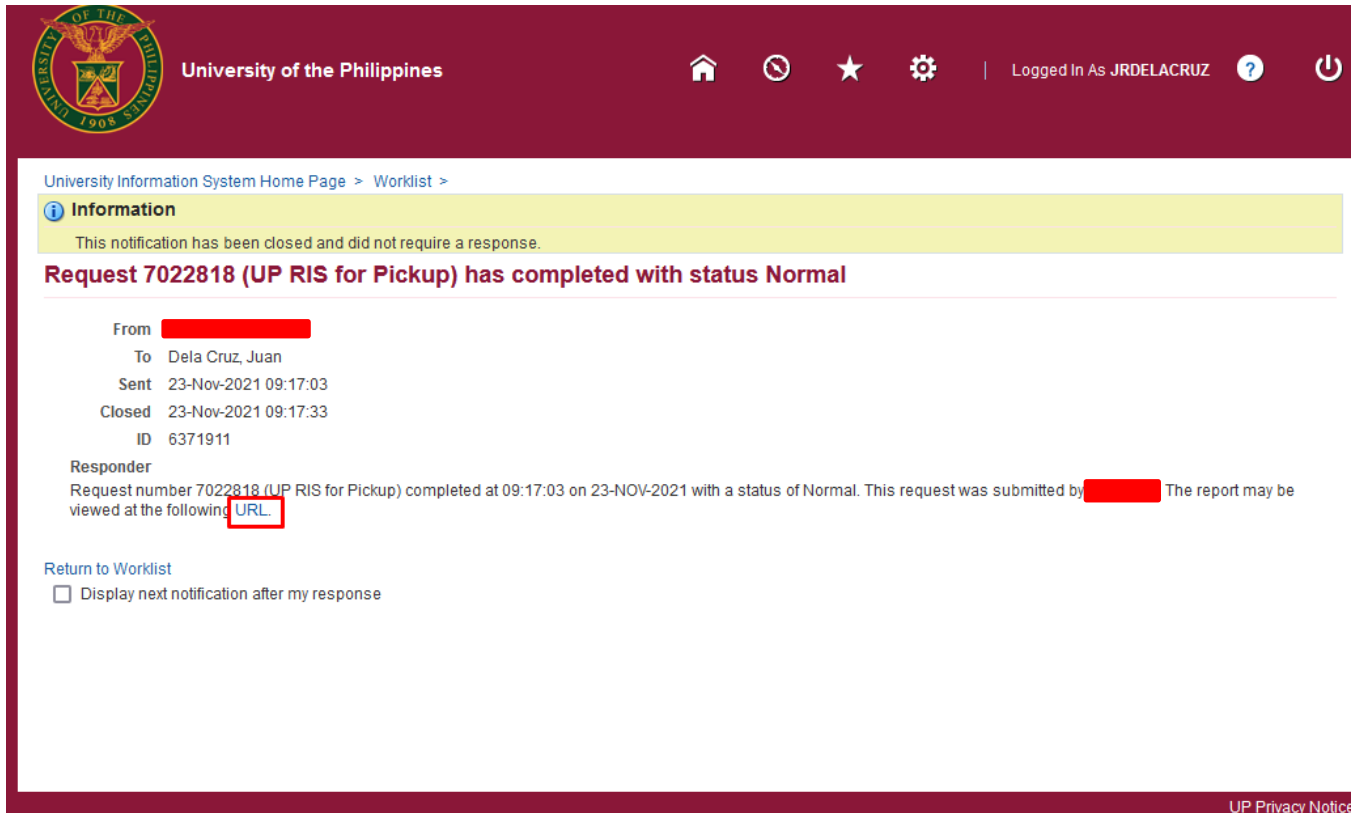
The screenshot shows the University Information System Home Page. The header includes the University of the Philippines logo and the text "University of the Philippines". The user is logged in as JRDELACRUZ. The main content area is titled "University Information System Home Page". On the left is a "Navigator" panel with a "Personalize" button and a link to "Inventory Manager, UPS". The main area displays a "Worklist" table with one notification. The notification is highlighted with a red box. Below the table is a tip about vacation rules.

From	Type	Subject	Sent
[Redacted]	Concurrent Manager Message	Request 7022818 (UP RIS for Pickup) has completed with status Normal	23-Nov-...

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.


The recipient will receive a **Worklist Notification** in UIS and via email.

Once the recipient clicks on the notification **Subject**, the **Request Notification Page** will open.



The screenshot displays the University of the Philippines SPCMIS interface. At the top, the university's logo and name are on the left, and navigation icons (home, clock, star, gear) and user information (Logged In As JRDELACRUZ) are on the right. Below the header, a breadcrumb trail shows 'University Information System Home Page > Worklist >'. A yellow information banner states: 'This notification has been closed and did not require a response.' The main heading reads 'Request 7022818 (UP RIS for Pickup) has completed with status Normal'. The notification details include: 'From' (redacted), 'To' Dela Cruz, Juan, 'Sent' 23-Nov-2021 09:17:03, 'Closed' 23-Nov-2021 09:17:33, and 'ID' 6371911. The 'Responder' section states: 'Request number 7022818 (UP RIS for Pickup) completed at 09:17:03 on 23-NOV-2021 with a status of Normal. This request was submitted by [redacted]. The report may be viewed at the following [URL](#).' Below this, there is a 'Return to Worklist' link and a checkbox labeled 'Display next notification after my response' which is currently unchecked. A 'UP Privacy Notice' link is located at the bottom right of the page.

On the **Notification** page, the report will open once the recipient clicks the **URL link**.



UNIVERSITY OF THE PHILIPPINES
SYSTEM
Diliman, Quezon City, Metro Manila, NCR
TIN: 000-864-006-00000

UP RIS for Pickup

RIS Number: 79519

Created By: [REDACTED]

RC code / Office: SA03013001, UPS UP Information Technology Development Center

Date Transacted: November 9, 2021

Item No	QTY	UOM	Item Description
PS-OE-0062	15	bk	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min

Report generated with UTM Business Suite Release 1.0 on November 10, 2021 11:54:2
Page 1 of 1

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