




# University of the Philippines


## SPCMIS

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





Final Receiving (Common use)



# SPCMIS User Manual

## *iProcurement*

Author:

Creation Date:

Last Updated:

Document Ref:

Version:

### **Approvals:**

Recommending Approval

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Approved

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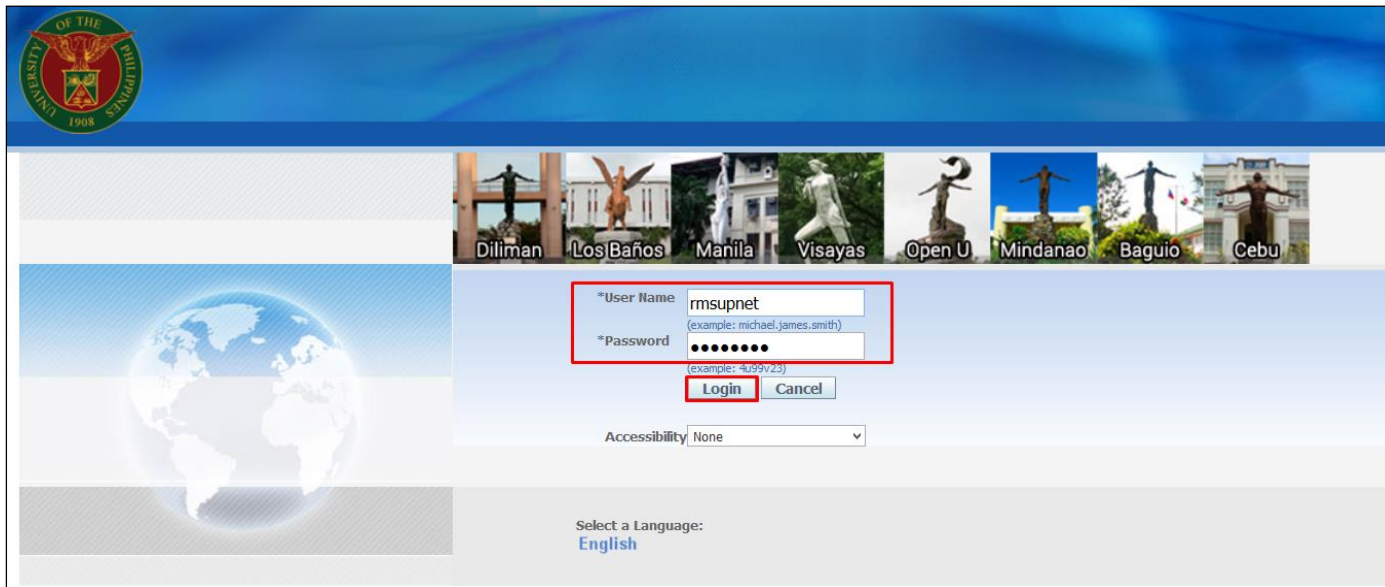
## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
11 February 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial Issue and review
29 October 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update
15 March 2017	Reah Mae Supnet, Carlo Evangelista & Emmanuel Lim	3.0	Update

## 2. Description

<b>Script ID</b>	UGSP100230
<b>Script Name</b>	Final Receiving (Common use)
<b>Information System</b>	Supplies, Property and Campus Management Information System
<b>Functional Domain</b>	Inventory
<b>Purpose</b>	
<b>Data Requirement</b>	
<b>Dependencies</b>	
<b>Scenario</b>	
<b>Author</b>	Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet, Carlo Evangelista & Emmanuel Lim



OF THE PHILIPPINES  
1908

Diliman Los Baños Manila Visayas Open U Mindanao Baguio Cebu

\*User Name rmsupnet  
(example: michael.james.smith)

\*Password .....  
(example: %u293vZ3)

Login Cancel

Accessibility: None

Select a Language:  
English

**NOTE:** After signing the IAR, buyer will issue final receipt in the system.

**Step 1.** Go to [uis.up.edu.ph](https://uis.up.edu.ph)

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

The screenshot shows the Oracle Applications Home Page for the University of the Philippines. The top navigation bar includes the university logo, name, and links for Favorites, Diagnostics, Logout, and Help. Below this is an Enterprise Search bar and a Search Results Display Preference dropdown. The main content area is titled 'Oracle Applications Home Page' and contains a 'Main Menu' section with a 'Personalize' button. A list of menu items is displayed, with 'Inventory Manager, UPS' highlighted by a red box. An arrow points from this box to a larger, detailed view of the 'Main Menu' on the right, which also has a 'Personalize' button. In this detailed view, 'Inventory Manager, UPS' is again highlighted with a red box. The 'Worklist' section on the left shows a table with columns 'From' and 'Type', and a 'Total' column. It lists 'Maranan, Kervin Requisition' and two tips: 'TIP Vacation Rules - Redir' and 'TIP Worklist Access - Spe'.

University of the Philippines

Enterprise Search All Go Search Results Display Preference Standard

Logged In As RMSUPNET

Oracle Applications Home Page

Main Menu

Personalize

- Cash Management Cash Manager, UPB
- Cash Management Cash Manager, UPC
- Cash Management Cash Manager, UPD
- Cash Management Cash Officer, UPB
- Inventory Manager, UPLB
- Inventory Manager, UPS**
- iProcurement PPMP Requester, UPS
- iProcurement PR Requester, UPS
- Purchasing Buyer, UPS
- System Administrator
- UP Employee Self Service

Worklist

From	Type
Maranan, Kervin Requisition	
Total	

TIP Vacation Rules - Redir

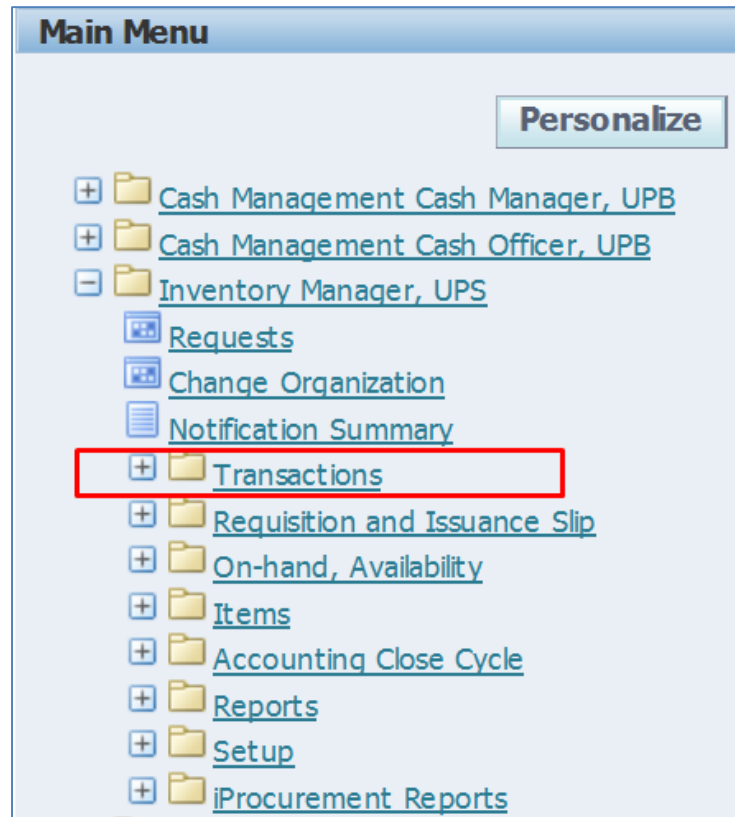
TIP Worklist Access - Spe

Main Menu

Personalize

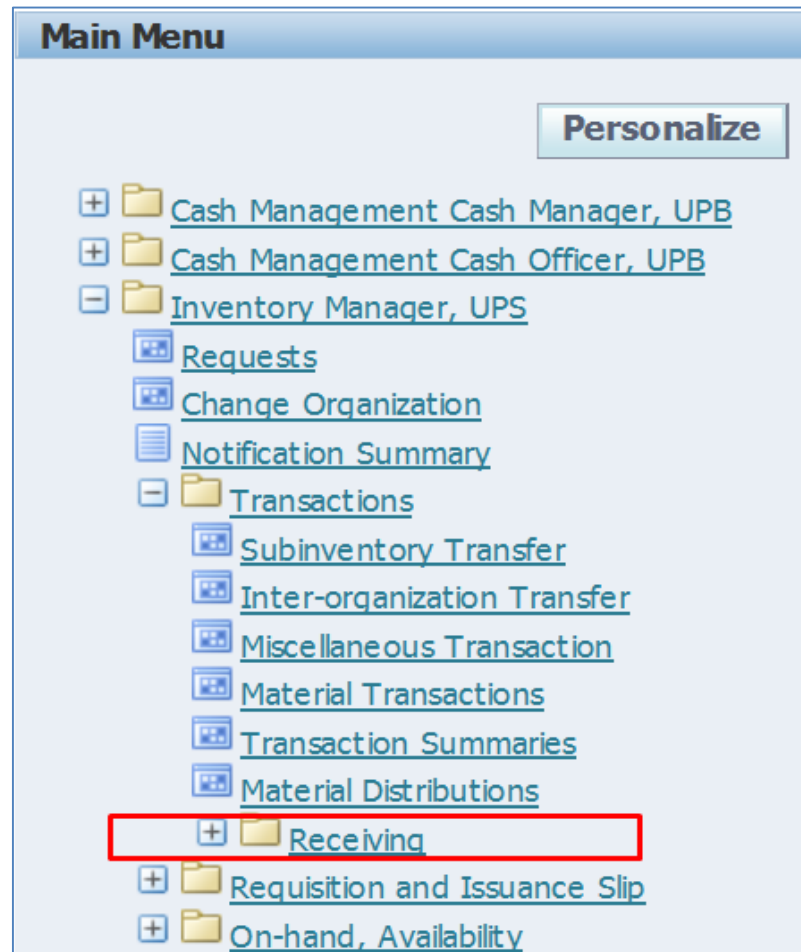
- Cash Management Cash Manager, UPB
- Cash Management Cash Manager, UPC
- Cash Management Cash Manager, UPD
- Cash Management Cash Officer, UPB
- Inventory Manager, UPLB
- Inventory Manager, UPS**
- iProcurement PPMP Requester, UPS
- iProcurement PR Requester, UPS
- Purchasing Buyer, UPS
- System Administrator
- UP Employee Self Service

**Step 3.** On Main Menu, select *Inventory Manager, UPD*.



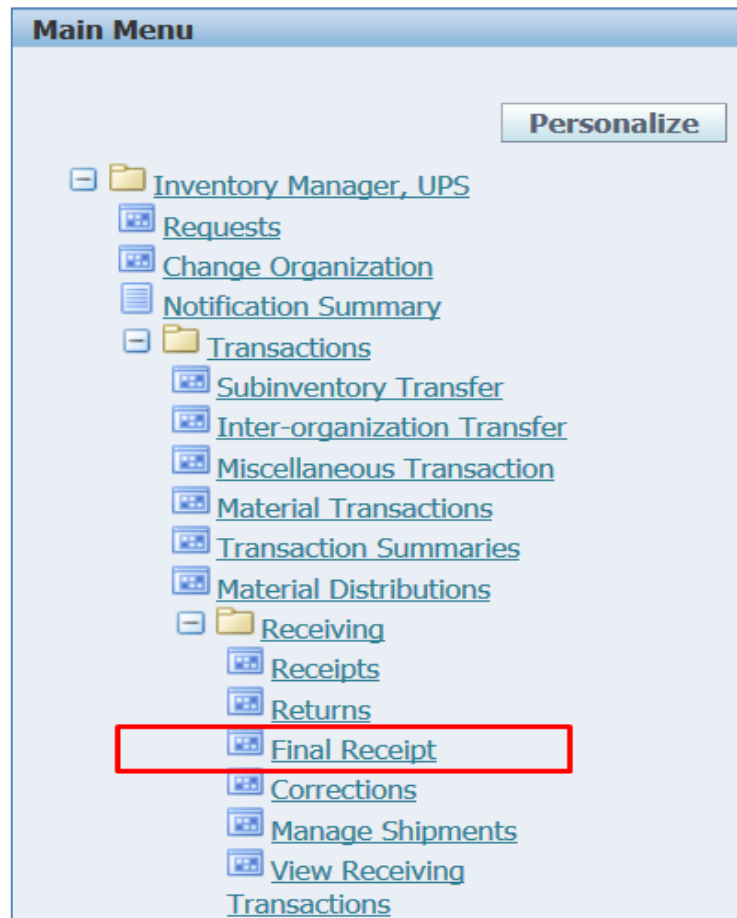
**Step 4.** Select *Transactions*.



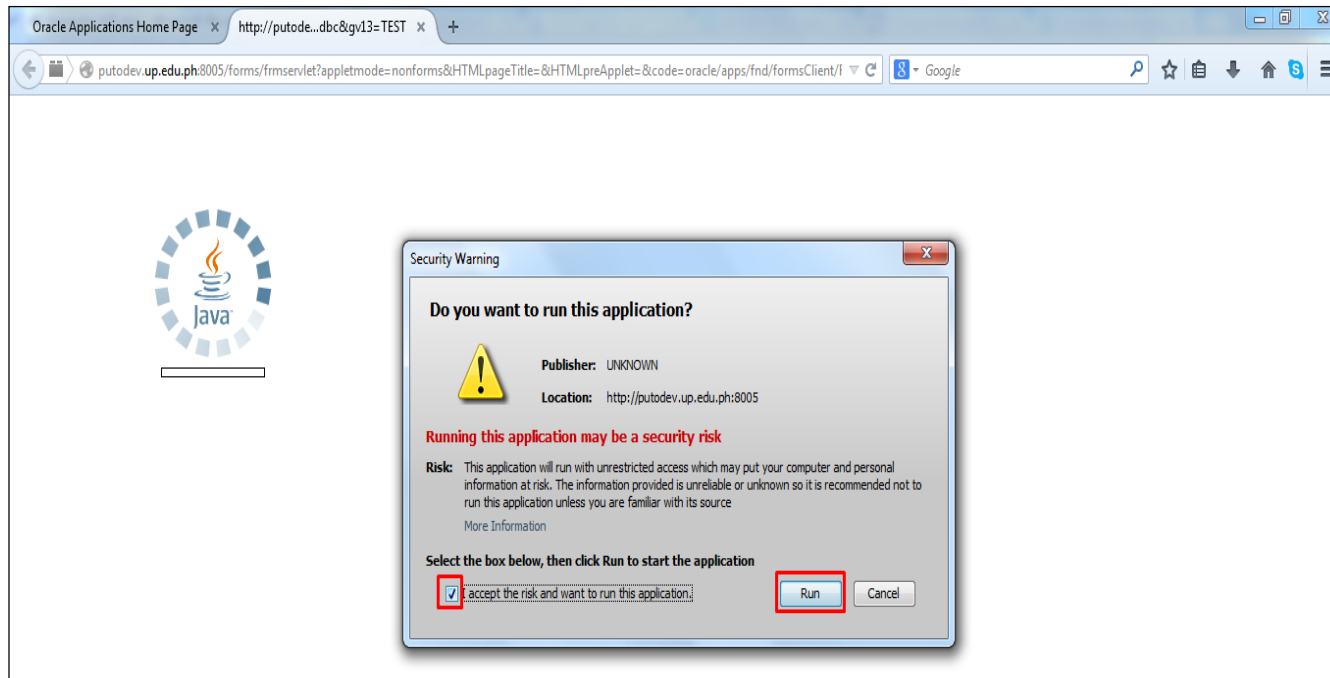


**Step 5.** Select **Receiving**.

**Step 6.** Select ***Final Receipts***.



**Step 7.** Click the checkbox then click **Run**.



**Find Receiving Transactions (UPD)**

**Supplier and Internal** | Customer

Operating Unit: UP Diliman

Source Type: All

Purchase Order:

Line:

Requisition:

Supplier:

Receipt: 5

Release:

Shipment:

Shipment:

Supplier Site:

Current Location:

**Item** | Receipt Details | Transaction Details | Shipments | Destination

Item, Rev:

Category:

Description:

Supplier Item:

Clear Find

**Step 8. Final Receiving Transactions** page will appear.

To search for your initial receipt you may enter the:

**Receipt no.** (*Receipt* field),  
the **PO no.** (*Purchase Order* field) or  
the **DR no.** (*Shipment* field)

Receiving Transactions (UPD)

Lines   Details   Order Information   Outside Services   Currency

	Quantity	UOM	Secondary Quantity	UOM	Destination Type	Item	Rev	Item Description
<input checked="" type="checkbox"/>	13	pc			Inventory	DR-FE-000002		Fire Extinguisher, F
<input type="checkbox"/>	12	pc			Inventory	DR-FE-000001		Fire Extinguisher, F
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Operating Unit: UP Diliman  
 Supplier: AVNET Electronics Marketing  
 Description: Fire Extinguisher, Pure Hcfc 123, 4.5Kgs  
 Destination: —  
 Header Receiver Note:  
 Shipment Receiver Note:

Receipt: 5  
 Order: 17  
 Parent Type: Receive  
 Inspection: Not Inspected - Standan  
 Current Location: Diliman  
 Hazard Class:

Lot-Serial   Cascade   Express   Inspect

**Step 9.** Select a line to be received.

On **Destination Type** select **Inventory**

Receiving Transactions (UPD)

Lines Details Order Information Outside Services Currency

Secondary

Quantity	UOM	Quantity	UOM	Location	Person	Subinventory	Locator
13	pc					UPD-SPMO	
12	pc						

Operating Unit: UP Diliman  
 Supplier: AVNET Electronics Marketing  
 Description: Fire Extinguisher, Pure Hcfc 123, 4.5Kgs  
 Destination: ---  
 Header Receiver Note:   
 Shipment Receiver Note:

Receipt: 5  
 Order: 17  
 Parent Type: Receive  
 Inspection: Not Inspected - Standan  
 Current Location: Diliman  
 Hazard Class:

Lot-Serial Cascade Express Inspect

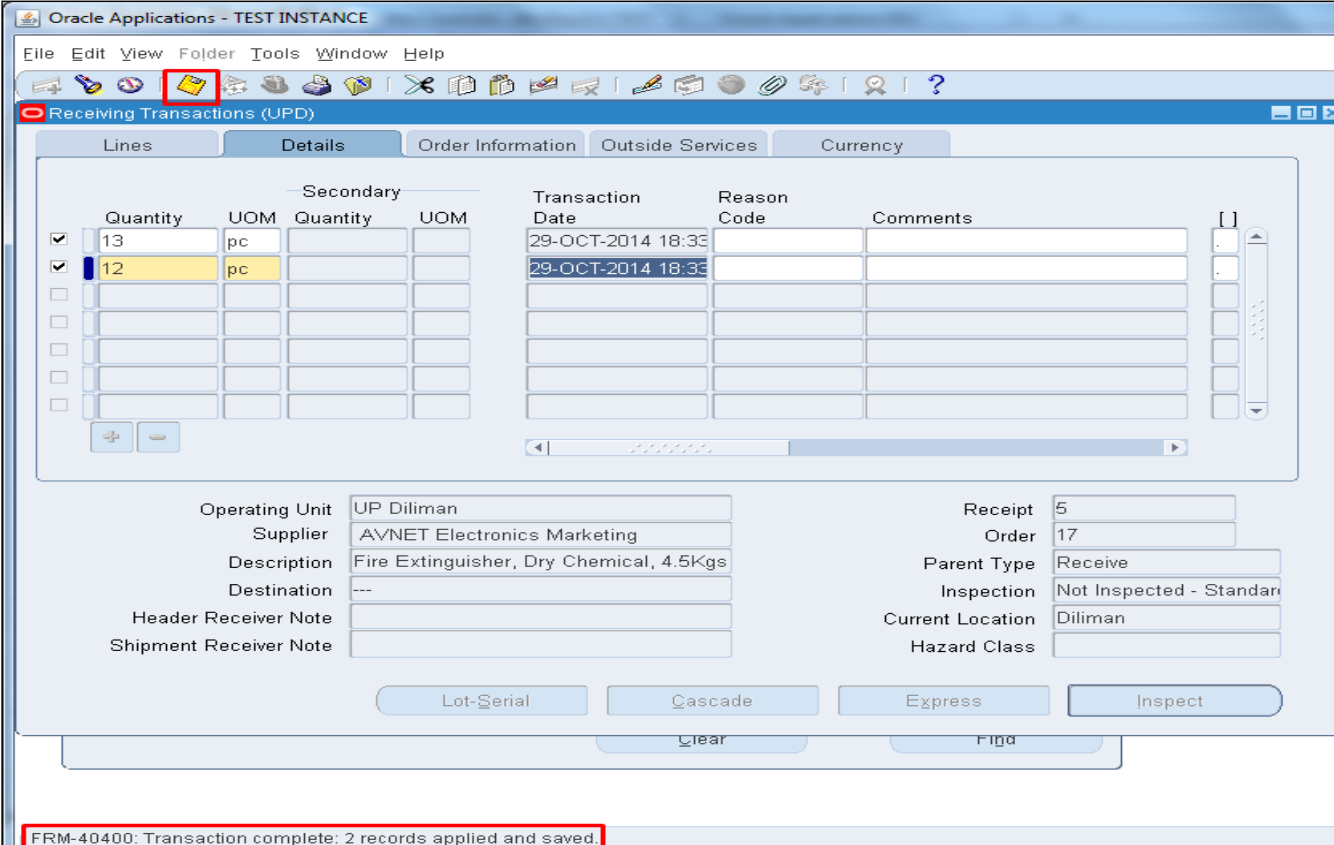
Then scroll right, under **Subinventory**, enter the sub-inventory location of your respective CU.

(Example: **UPS-INVT**)

Repeat **STEP 9** for the succeeding line of items.

**Step 10.** Click **Save** button (  ) on the toolbar.

Confirmation of saved transaction below.



Oracle Applications - TEST INSTANCE

File Edit View Folder Tools Window Help

Receiving Transactions (UPD)

Lines Details Order Information Outside Services Currency

Quantity		UOM	Secondary		Transaction Date	Reason Code	Comments
			Quantity	UOM			
<input checked="" type="checkbox"/>	13	pc			29-OCT-2014 18:33		
<input checked="" type="checkbox"/>	12	pc			29-OCT-2014 18:33		
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Operating Unit: UP Diliman  
 Supplier: AVNET Electronics Marketing  
 Description: Fire Extinguisher, Dry Chemical, 4.5Kgs  
 Destination: ---  
 Header Receiver Note:  
 Shipment Receiver Note:

Receipt: 5  
 Order: 17  
 Parent Type: Receive  
 Inspection: Not Inspected - Standard  
 Current Location: Diliman  
 Hazard Class:

Lot-Serial Cascade Express Inspect

Clear Find

FRM-40400: Transaction complete: 2 records applied and saved.

## Result Information:

<b>Expected Results:</b>
Full / partial item/s received.

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