



University of the Philippines



SPCMIS

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



Final Receiving (Non-Common use)

SPCMIS User Manual

iProcurement

Author:

Creation Date:

Last Updated:

Document Ref:

Version:

Approvals:

Recommending Approval

Approved

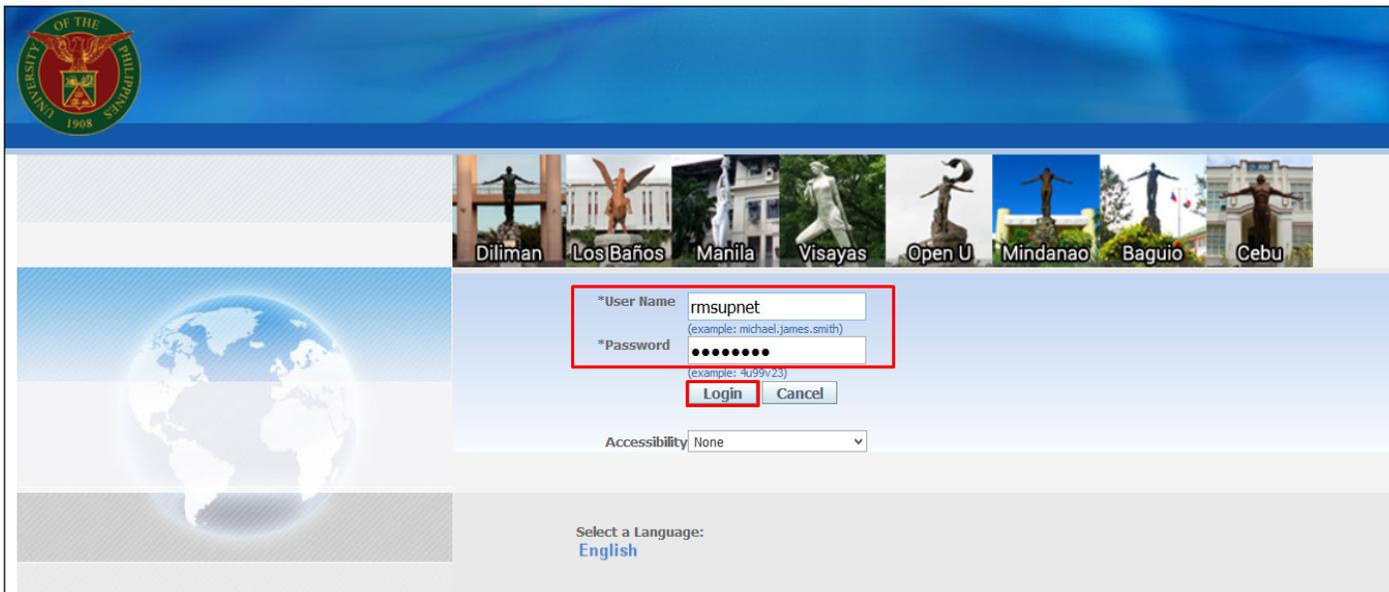
1. DOCUMENT CONTROL

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 |
| 16 March 2017 | Reah Mae Supnet, Carlo Evangelista & Emmanuel Lim | 3.0 | Update |

2. Description

| | |
|---------------------------|--|
| Script ID | UGSP100330 |
| Script Name | Final Receiving (Non-Common use) |
| Information System | Supplies, Property and Campus Management Information System |
| Functional Domain | Inventory |
| Purpose | |
| Data Requirement | |
| Dependencies | |
| Scenario | |
| Author | Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet, Carlo Evangelista & Emmanuel Lim |



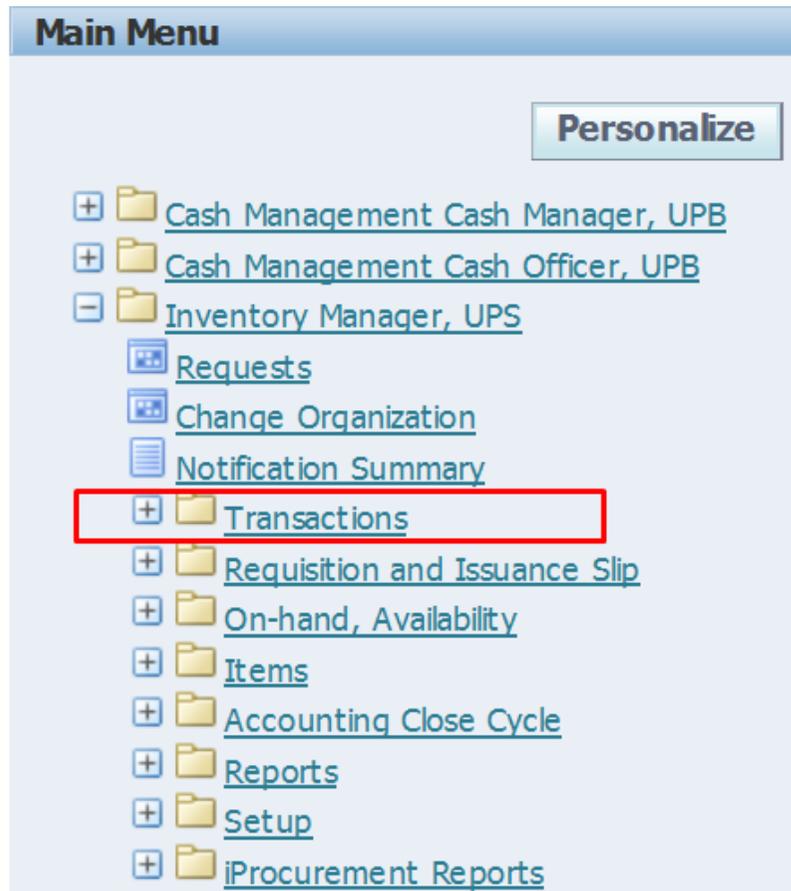
NOTE: After signing the IAR, buyer will issue final receipt in the system.

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

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

The screenshot displays the Oracle Applications Home Page for the University of the Philippines. The page features a blue header with the university's logo and name. Below the header, there is a navigation bar with links for Favorites, Diagnostics, Logout, and Help. A search bar is present with the text 'Enterprise Search' and a dropdown menu set to 'All'. The main content area is titled 'Oracle Applications Home Page' and includes a 'Main Menu' section. This section contains a list of application roles, with 'Inventory Manager, UPS' highlighted by a red box. A red arrow points from this box to a larger 'Main Menu' panel on the right, which also has 'Inventory Manager, UPS' highlighted. The 'Worklist' section on the left shows a table with columns 'From' and 'Type', and a 'Personalize' button. The 'UP Employee Self Service' role is also visible in the list.

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



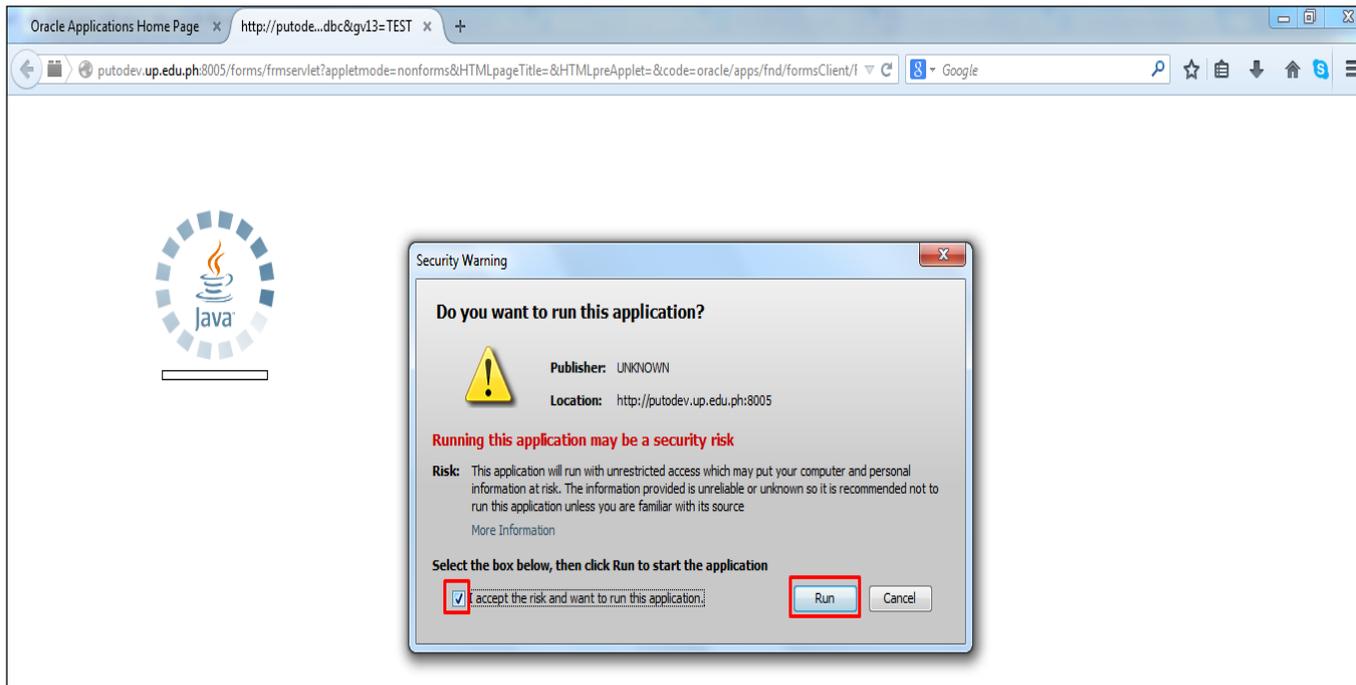
Step 4. Select *Transactions*.



Step 5. Select *Receiving*.

Step 6. Select *Final Receipts*.



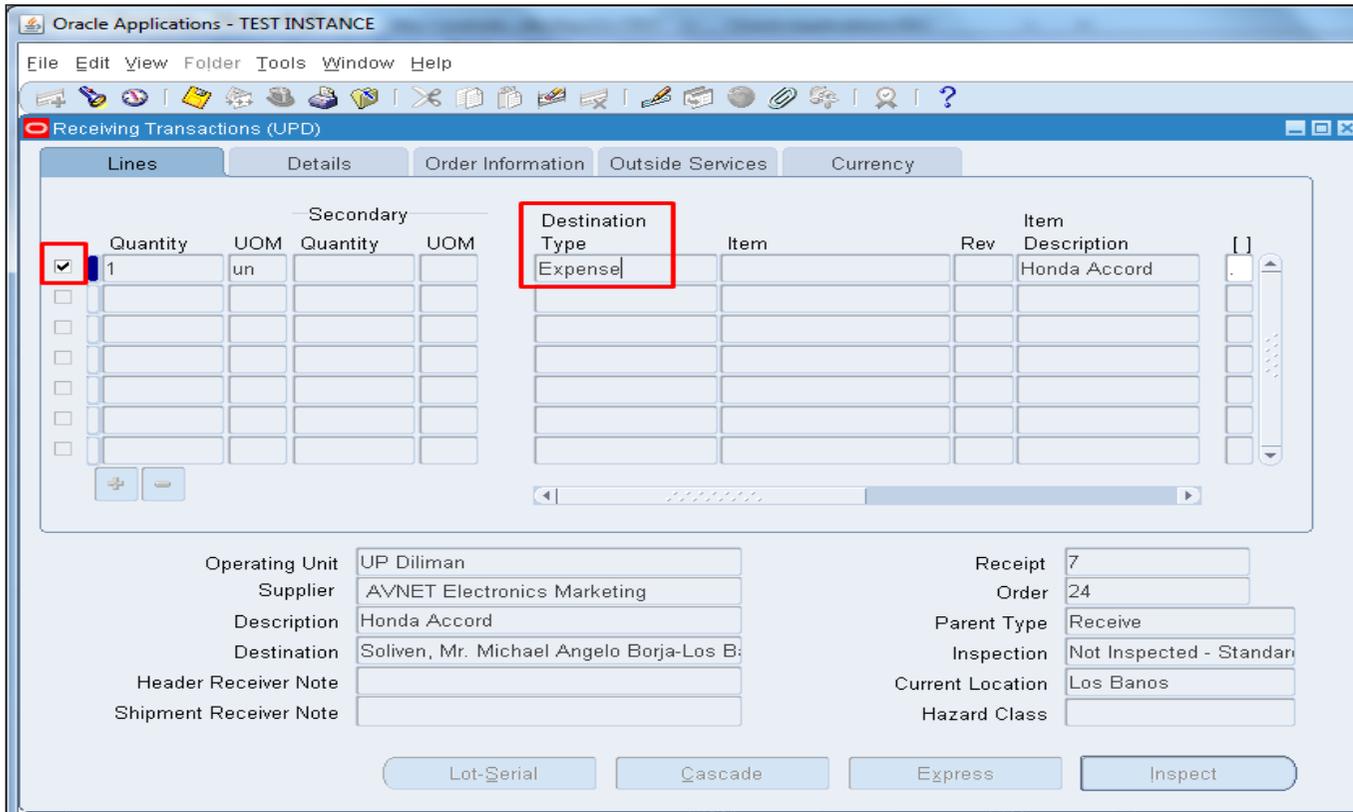


Step 7. Click the checkbox then click **Run**.

Step 8. Final Receiving Transactions page will appear.

To search for your initial receipt you may enter the:

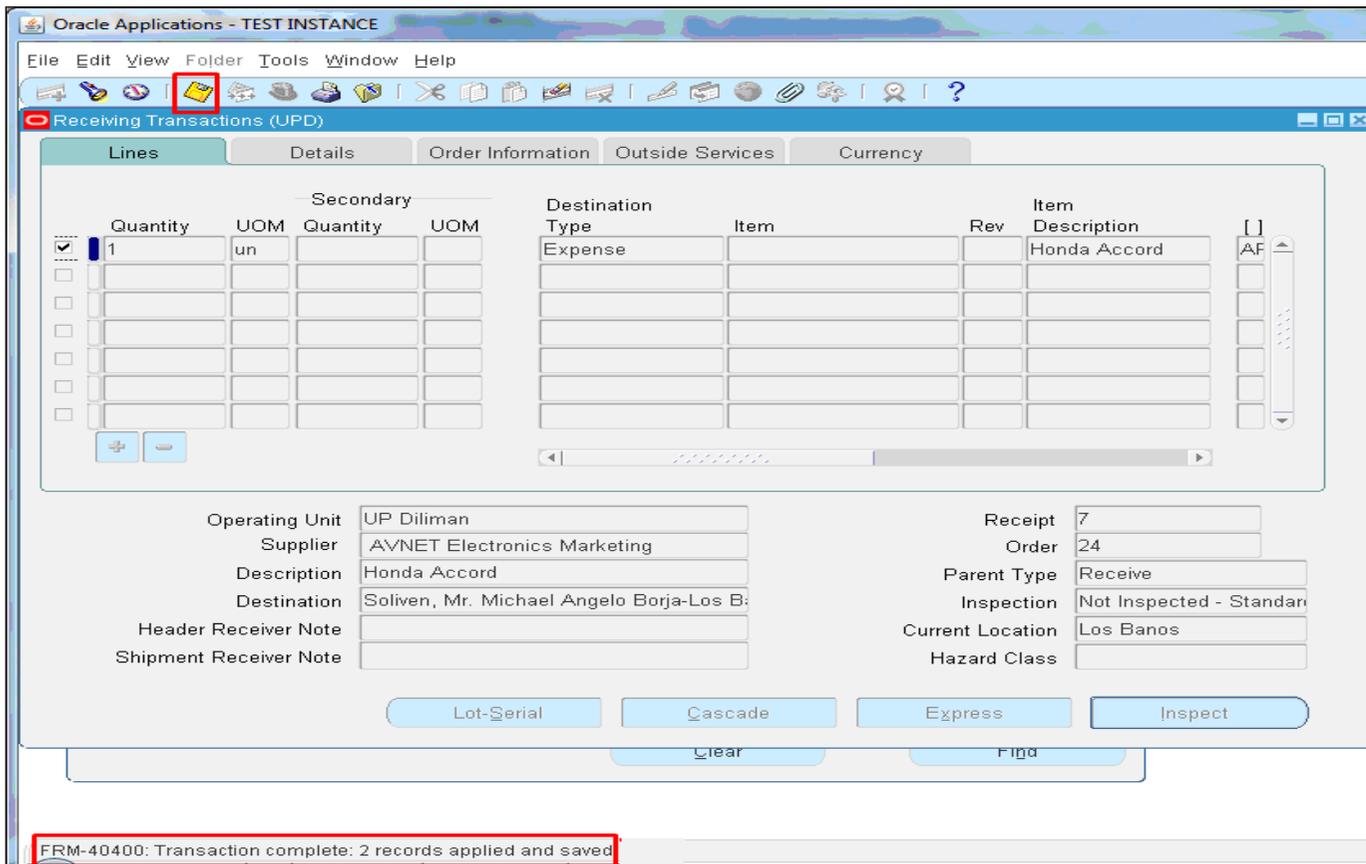
- **Receipt no. (Receipt field),**
- the **PO no. (Purchase Order field)**
- or the **DR no. (Shipment field)**



Step 9. Select a line to be received.

On **Destination Type** it should be **Expense**

Repeat this step for the succeeding line of items.



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

Confirmation of saved transaction below.

Result Information:

| |
|---------------------------------|
| Expected Results: |
| 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.