



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

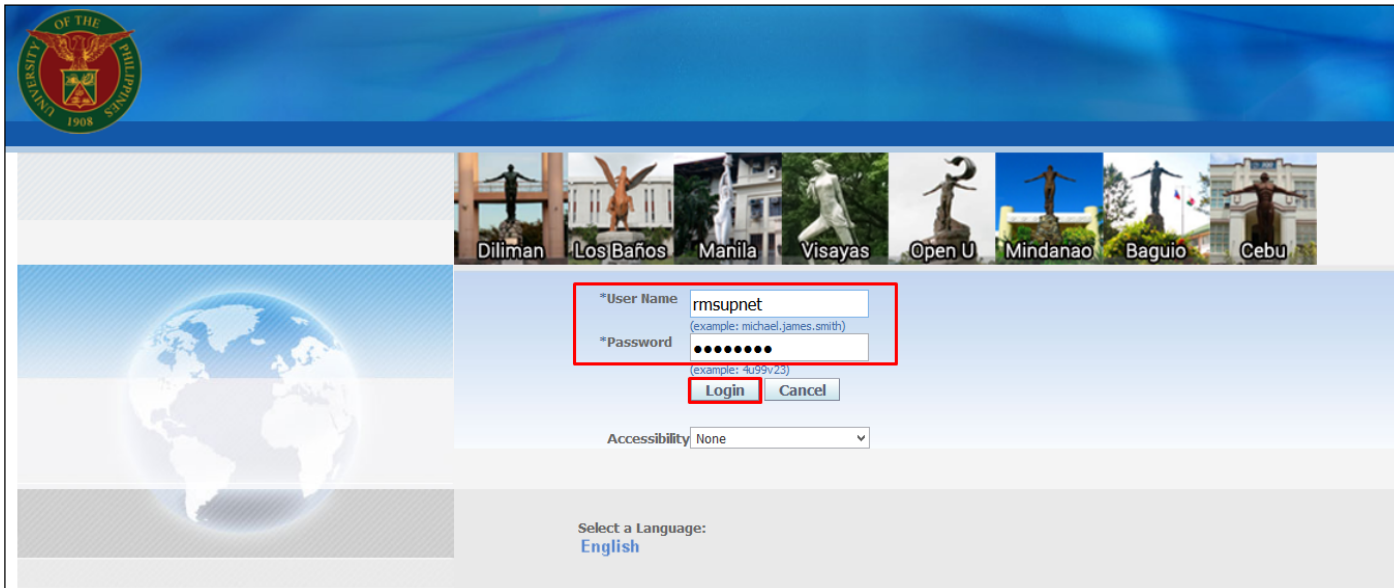
1. DOCUMENT CONTROL

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



The screenshot shows the login interface of the University of the Philippines System (UIS UP). At the top left is the UIS UP logo. Below it, a row of eight small images represents different campuses: Diliman, Los Baños, Manila, Visayas, Open U, Mindanao, Baguio, and Cebu. The main login area has a light blue background with a globe on the left. The login form is centered and includes fields for "User Name" (containing "rmsupnet") and "Password" (masked with dots). Below these fields are "Login" and "Cancel" buttons. An "Accessibility" dropdown menu is set to "None". At the bottom, there is a "Select a Language:" section with "English" as the selected option.

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*)

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

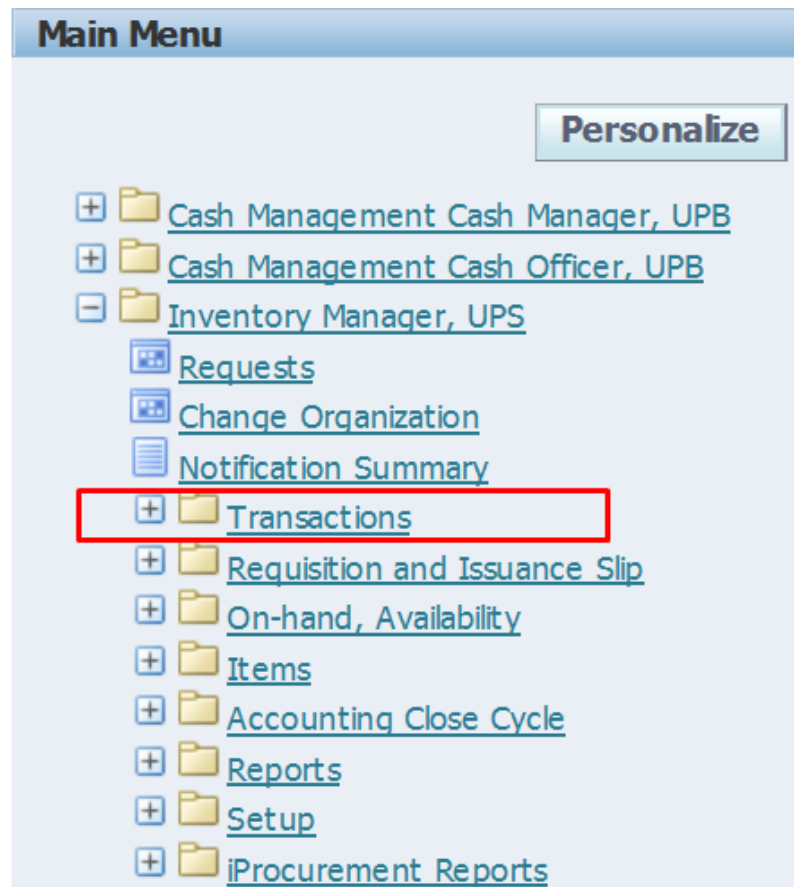
From	Type	Status
Maranan, Kervin	Requisition	Pending
Total		
✓ TIP Vacation Rules - Redin		
✓ TIP Worklist Access - Spec		

Main Menu

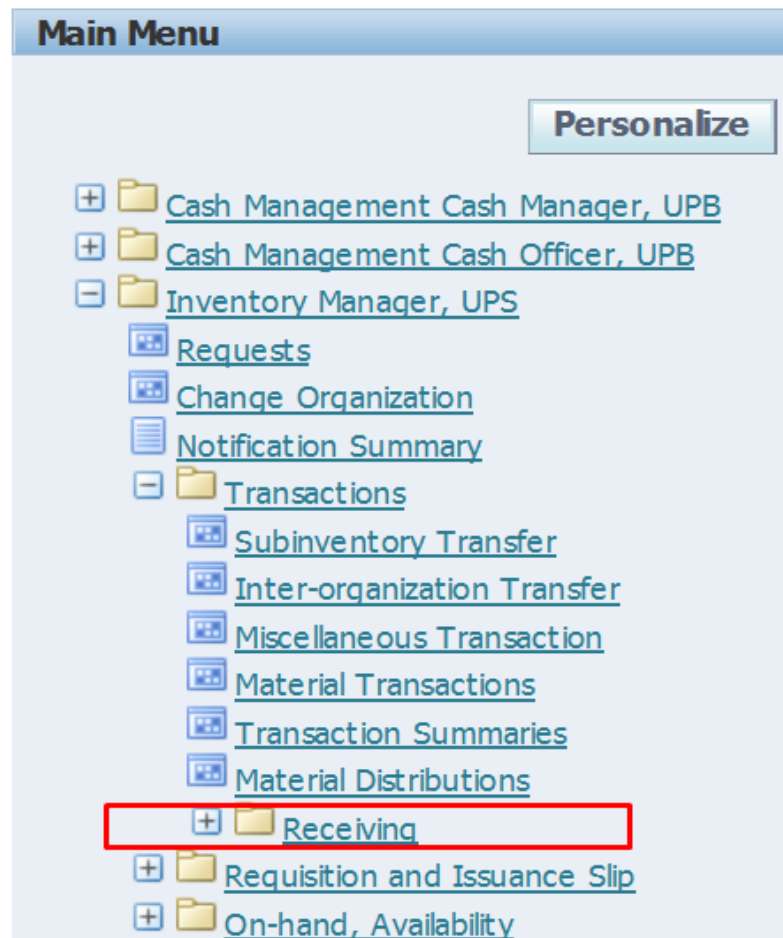
Personalize

- + 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**.



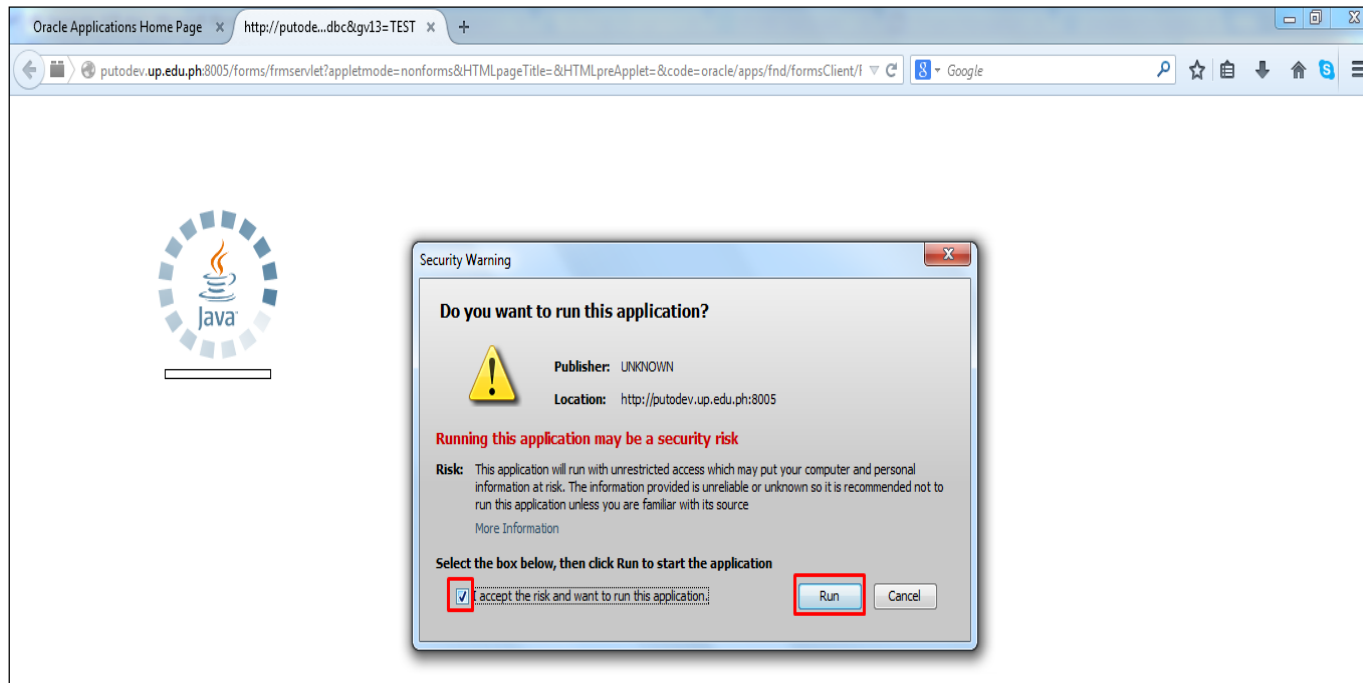
Step 4. Select *Transactions*.



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

Source Type

Purchase Order

Line

Requisition Line

Supplier

Receipt

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)

Oracle Applications - TEST INSTANCE

File Edit View Folder Tools Window Help

Receiving Transactions (UPD)

Lines Details Order Information Outside Services Currency

Quantity	UOM	Quantity	UOM	Destination Type	Item	Rev	Item Description
1	un			Expense	Honda Accord		

Operating Unit: UP Diliman
 Supplier: AVNET Electronics Marketing
 Description: Honda Accord
 Destination: Soliven, Mr. Michael Angelo Borja-Los B
 Header Receiver Note:
 Shipment Receiver Note:

Receipt: 7
 Order: 24
 Parent Type: Receive
 Inspection: Not Inspected - Standard
 Current Location: Los Banos
 Hazard Class:

Lot-Serial Cascade Express Inspect

Step 9. Select a line to be received.

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

Repeat this step for the succeeding line of items.

Oracle Applications - TEST INSTANCE

File Edit View Folder Tools Window Help

Receiving Transactions (UPD)

Lines Details Order Information Outside Services Currency


Quantity	UOM	Secondary Quantity	Secondary UOM	Destination Type	Item	Rev	Item Description
1	un			Expense			Honda Accord

Operating Unit: UP Diliman
 Supplier: AVNET Electronics Marketing
 Description: Honda Accord
 Destination: Soliven, Mr. Michael Angelo Borja-Los B:
 Header Receiver Note:
 Shipment Receiver Note:

Receipt: 7
 Order: 24
 Parent Type: Receive
 Inspection: Not Inspected - Standard
 Current Location: Los Banos
 Hazard Class:

Lot-Serial Cascade Express Inspect Clear Find

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

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.