

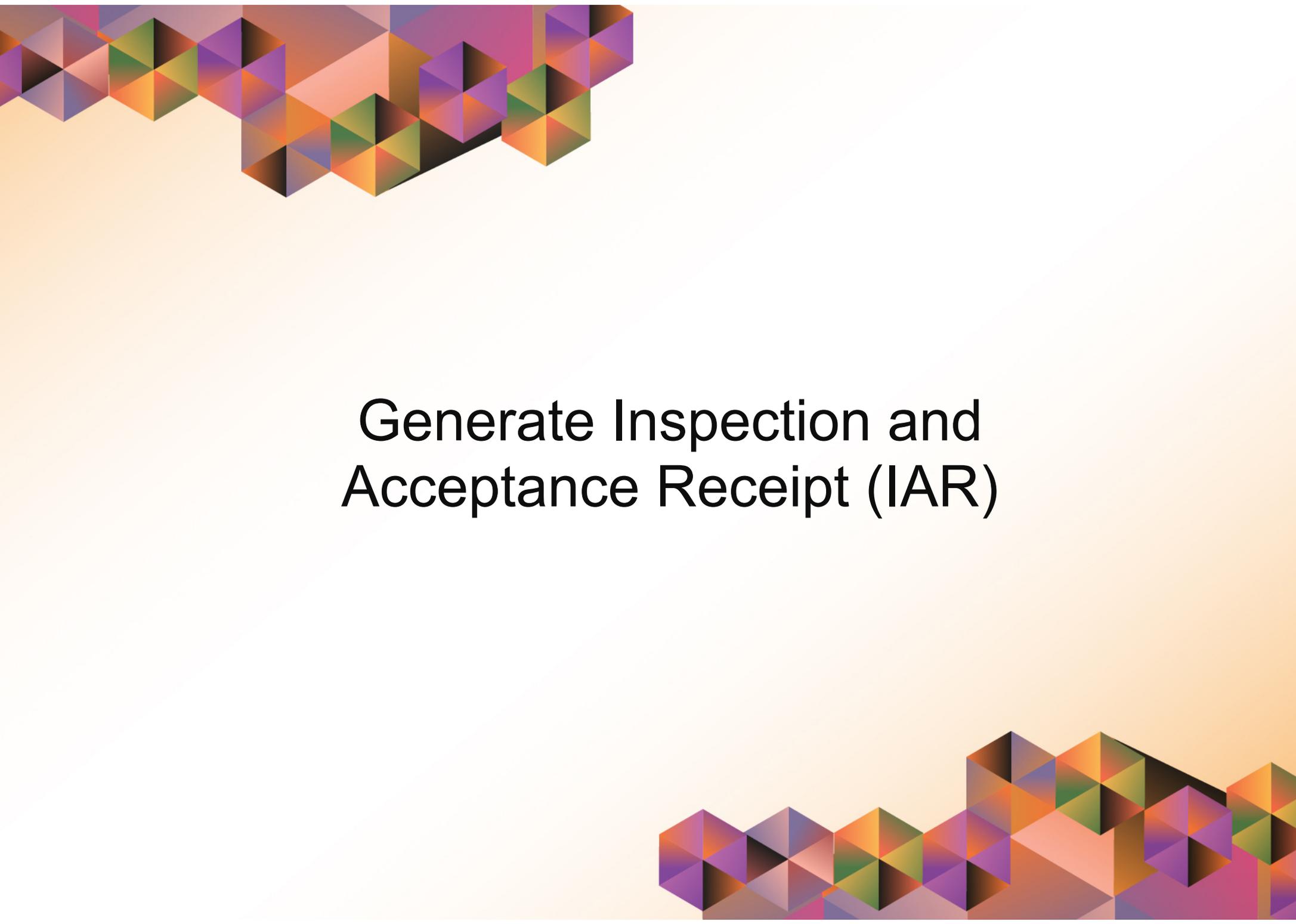


University of the Philippines



SPCMIS

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



Generate Inspection and Acceptance Receipt (IAR)

SPCMIS User Manual

iProcurement

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Version: 3.0

Approvals:

Recommending Approval

Approved

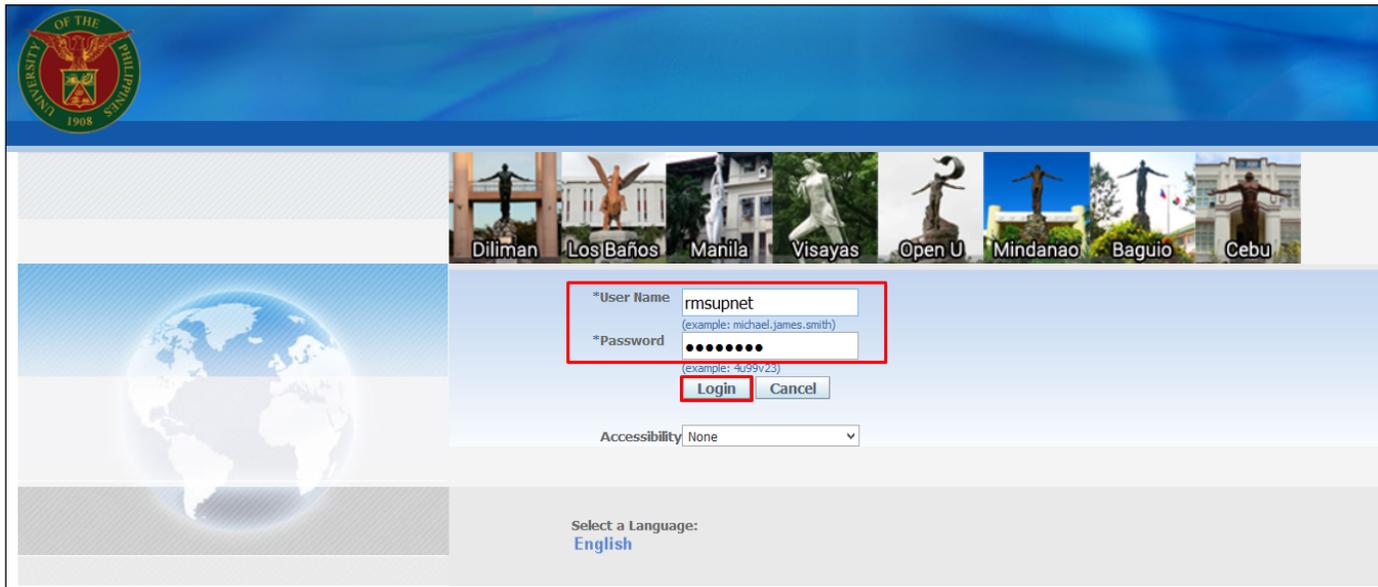
1. DOCUMENT CONTROL

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

2. Description

Script ID	UGSP100630
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*)

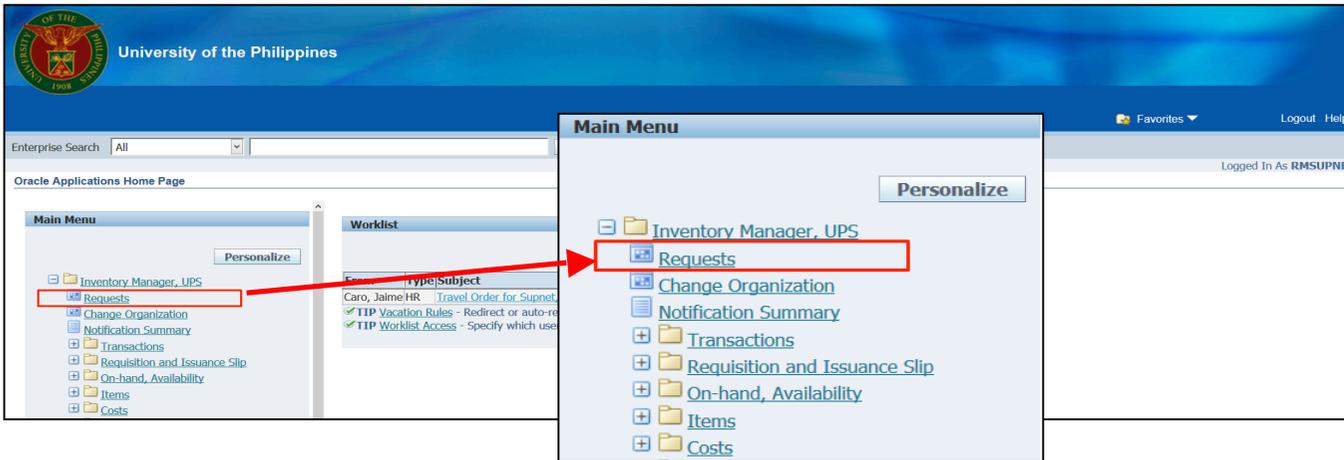
The screenshot displays the Oracle Applications Home Page for the University of the Philippines. The main menu is expanded, showing a list of applications. A red box highlights the 'Inventory Manager, UPS' link in the left sidebar, and a red arrow points to the same link in the main menu area.

Main Menu

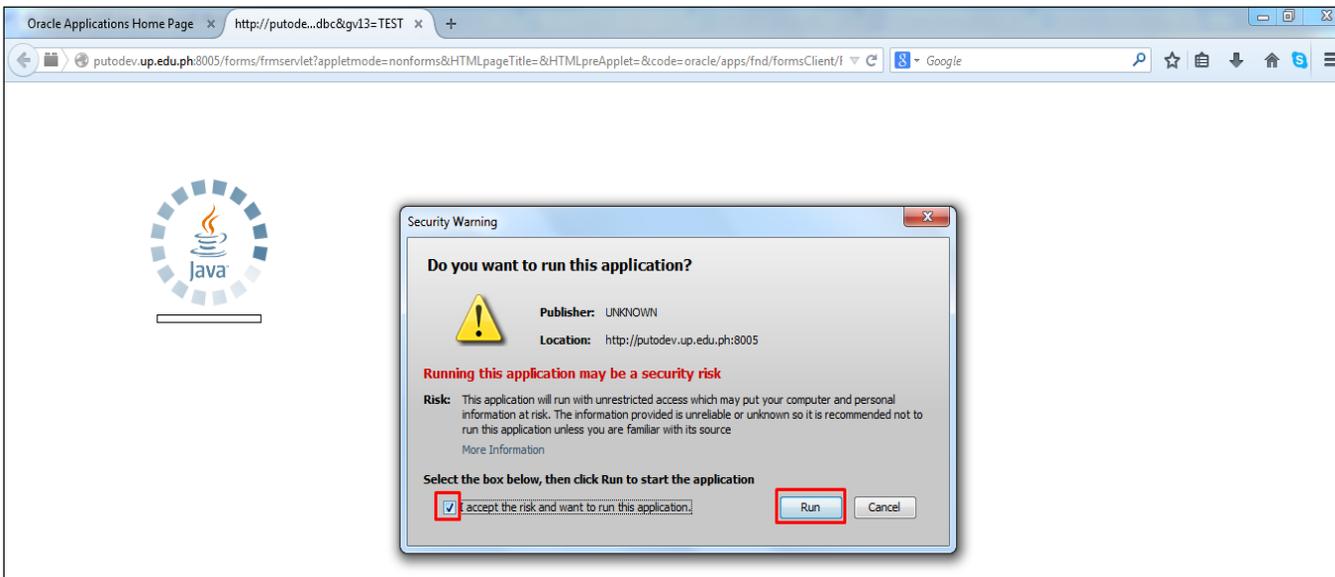
- + Cash Management Cash Manager, UPB
- + Cash Management Cash Manager, UPC
- + Cash Management Cash Manager, UPD
- + Cash Management Cash Officer, UPB
- + Inventory Manager, UPLB
- + **Inventory Manager, UPS**
- + iProcurement PPMP Requester, UPS
- + iProcurement PR Requester, UPS
- + Purchasing Buyer,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

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

Step 4. Select *Request*.



Step 5. Click the checkbox then click *Run*.



Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

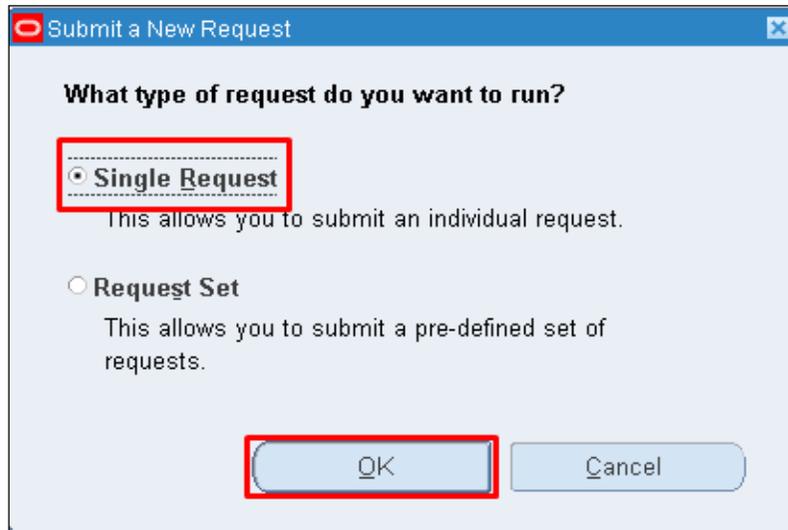
Requestor

Include Request Set Stages in Query

Order By

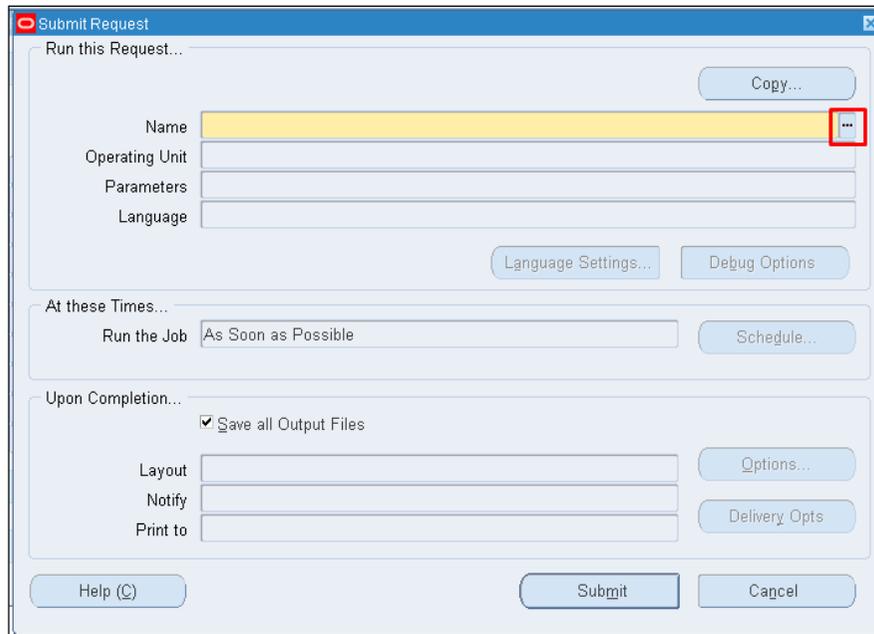
Select the Number of Days to View:

Step 6. Select **Submit a New Request.**



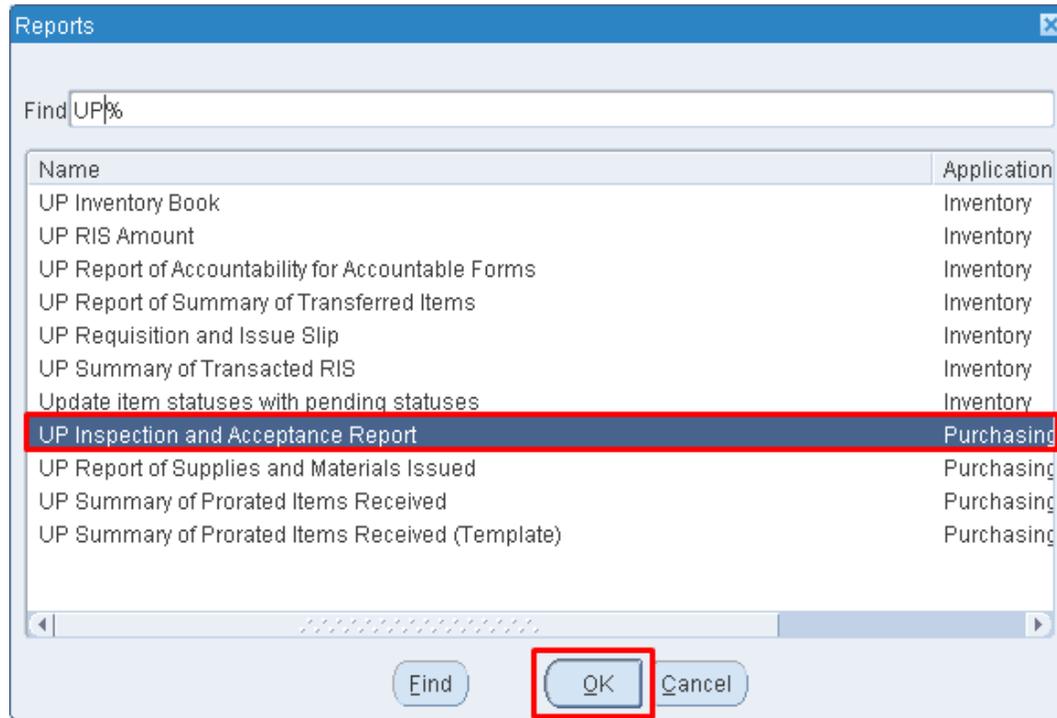
Step 7. Select *Single Request*

then click **Ok**.



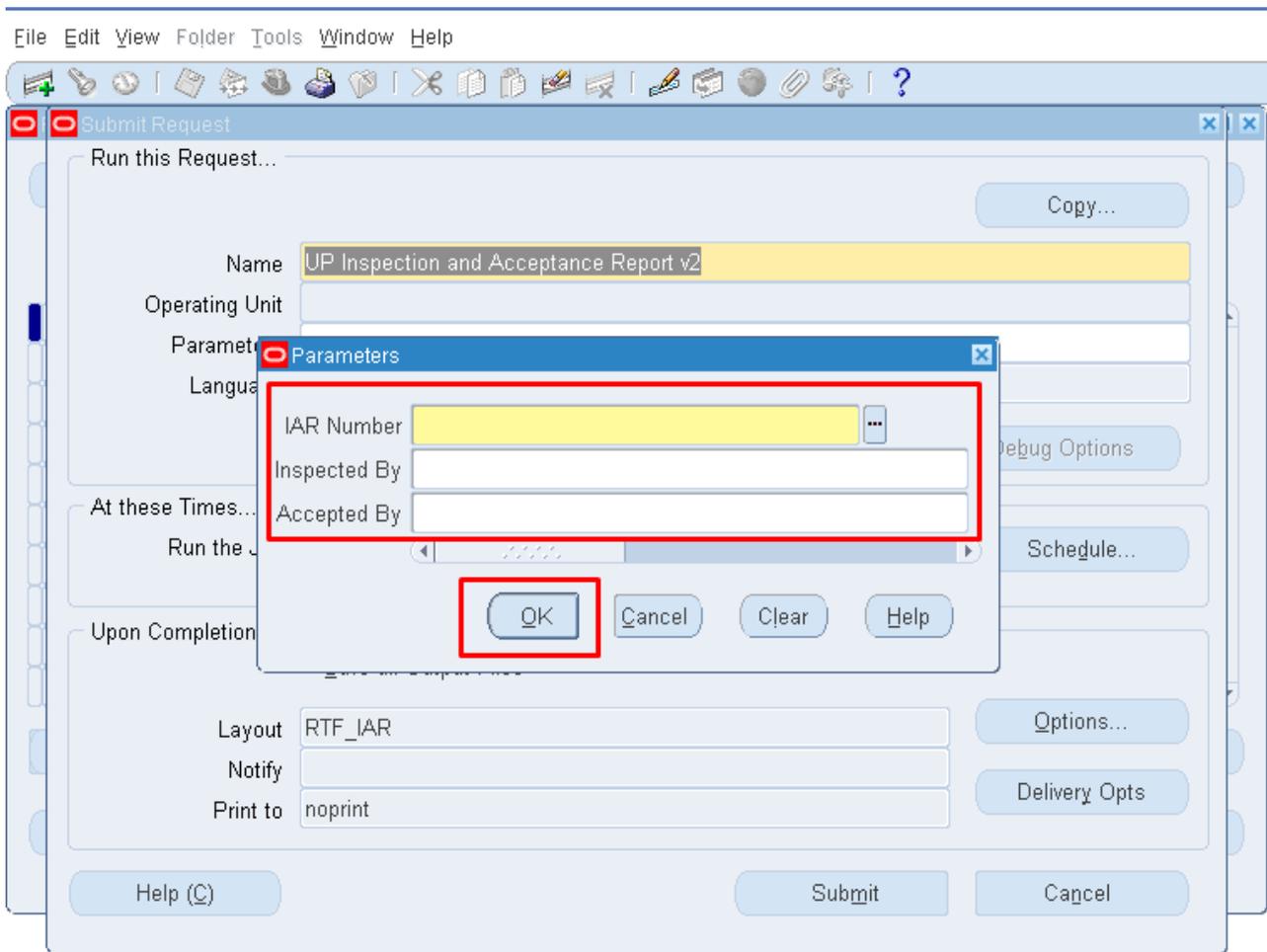
Step 8 *Submit Request* window will appear.

In **Name** field, click the *ellipsis(...)*



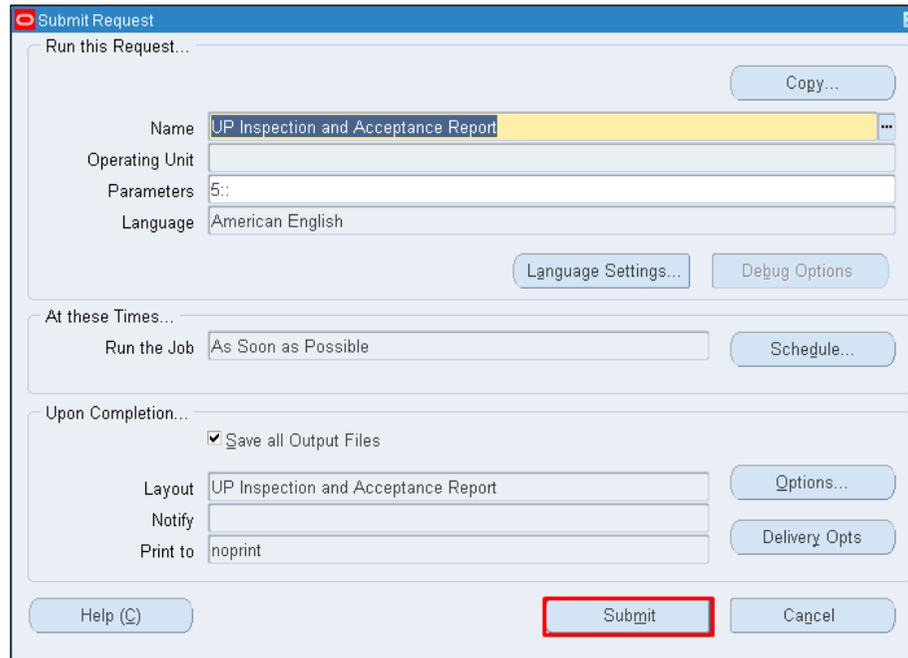
Step 9. Enter **UP%**, select **UP Inspection and Acceptance Report v2**

then click **Find**.

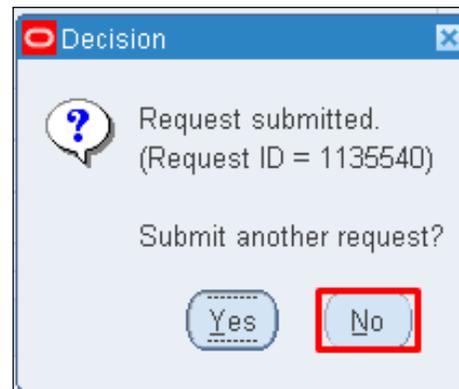


Step 10. Enter *parameters*

then click **Ok**.



Step 11. Click **Submit** button.



Step 12. Click **No** button.

Step 13. Click **Find** button.

The screenshot shows a window titled "Find Requests" with the following elements:

- Radio buttons for selection: My Completed Requests, My Requests In Progress, All My Requests, Specific Requests.
- Input fields for search criteria: Request ID, Name, Date Submitted, Date Completed, Status (dropdown), Phase (dropdown), and Requestor.
- Checkbox: Include Request Set Stages in Query.
- Order By dropdown: **Request ID**.
- Text input: Select the Number of Days to View: .
- Buttons: Submit a New Request..., Clear, and Find (highlighted with a red box).

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
1319710	UP Inspection and Accepta		Completed	Normal	106, 2996, 9012, ,
1319708	UP Inspection and Accepta		Completed	Normal	106, 2996, 9012, ,
1319692	UP Requisition and Issue S		Completed	Normal	106, 12028, 377, 2015/04/11 0
1319663	UP Requisition and Issue S		Completed	Normal	106, 12028, 377, 2015/04/11 0
1319486	UP Purchase Order		Completed	Normal	106, 2996, , 40
1319482	PO Output for Communicat		Completed	Normal	R, , , , , , N, , , , , View
1319481	PO Output for Communicat		Completed	Normal	R, , , , , , N, , , , , View
1319480	PO Output for Communicat		Completed	Normal	R, , , , , , N, , , , , View
1319479	PO Output for Communicat		Completed	Normal	R, , , , , , N, , , , , View
1319471	PO Output for Communicat		Completed	Normal	R, , , , , , N, , , , , View

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

Step 14. *Reports Window* will appear.

Click **Refresh Data** until **Phase** and **Status** becomes **Completed** and **Normal**, respectively.

then click **View Output** button.

Page: 1 of 1 Automatic Zoom

Standard Form No. SPC-0000
Revised on: August 12, 2014



UNIVERSITY OF THE PHILIPPINES
UP Baguio
General Center Road, Baguio City, PH

Inspection and Acceptance Report

Supplier: Northlander

PO No.: 36 IAR No.: 5 Date: April 11, 2015

Requesting Unit: UPB Supply and Property Management Office DR No.: 05-000 Date: April 11, 2015

ITEM NO.	CODE	GENERAL DESCRIPTION	UOM	QUANTITY	UNIT PRICE	TOTAL PRICE
OF-PE-000 319	44121706- PE-L01	Pencil, Lead, W/ Eraser, Wood Cased, Hardness: Hb	box	800	19.62	15,696.00
TOTAL AMOUNT						Php 15,696.00

INSPECTION

Findings/Recommendation

Download and print the **Inspection and Acceptance Report (IAR)**

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.