



# University of the Philippines

## SPCMIS

Supplies, Procurement, and Campus Management  
Information System





# Generate Inspection and Acceptance Receipt (IAR)

# SPCMIS User Manual

## *iProcurement*

Author: Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet,  
Carlo Evangelista & Emmanuel Lim

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Last Updated: 15 March 2017

Document Ref: SPCMIS User Manual – Generate Inspection and Acceptance Receipt

Version: 3.0

### Approvals:

Recommending Approval

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Approved

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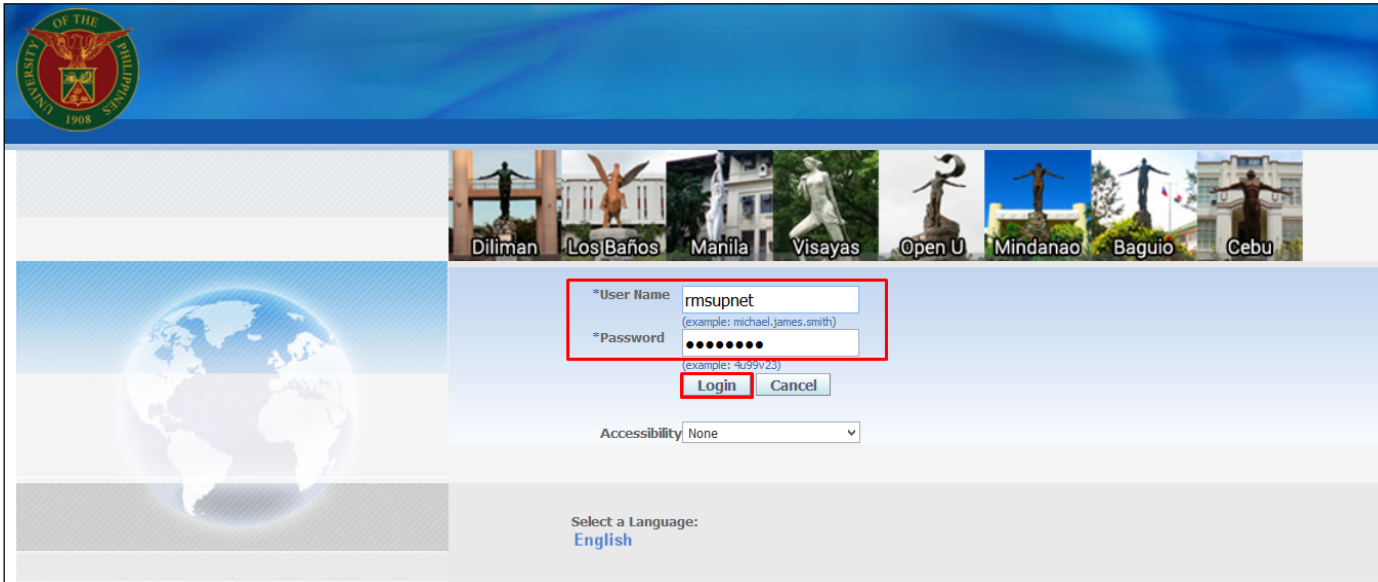
## 1. DOCUMENT CONTROL

### 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>	UGSP100630
<b>Script Name</b>	Final Receiving (Non-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



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

**\*Password** \*\*\*\*\*  
(example: 4u99v23)

**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](http://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
Maranan, Kervin	Requisition
Total: 1	
✓ TIP Vacation Rules - Redir	
✓ TIP Worklist Access - Spec	

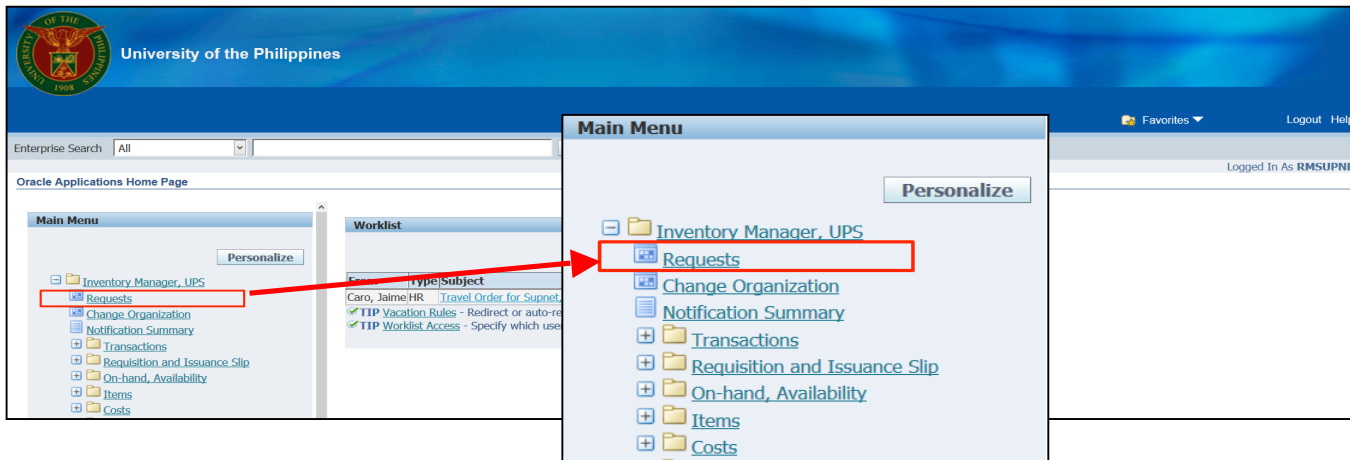
**Main Menu**

Personalize

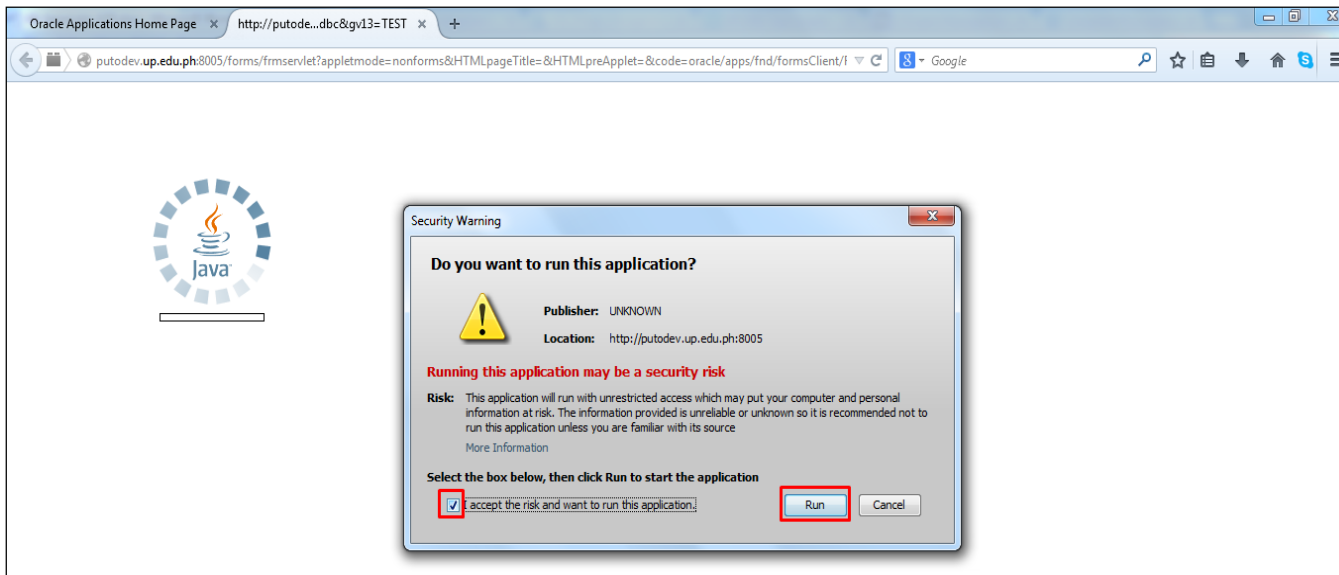
- Cash Management Cash Manager, UPB
- Cash Management Cash Manager, UPC
- Cash Management Cash Manager, UPD
- Cash Management Cash Officer, UPB
- Inventory Manager, UPLB
- Inventory Manager, UPS**
- iProcurement PPMP Requester, UPS
- iProcurement PR Requester, UPS
- Purchasing Buyer, UPS
- System Administrator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

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



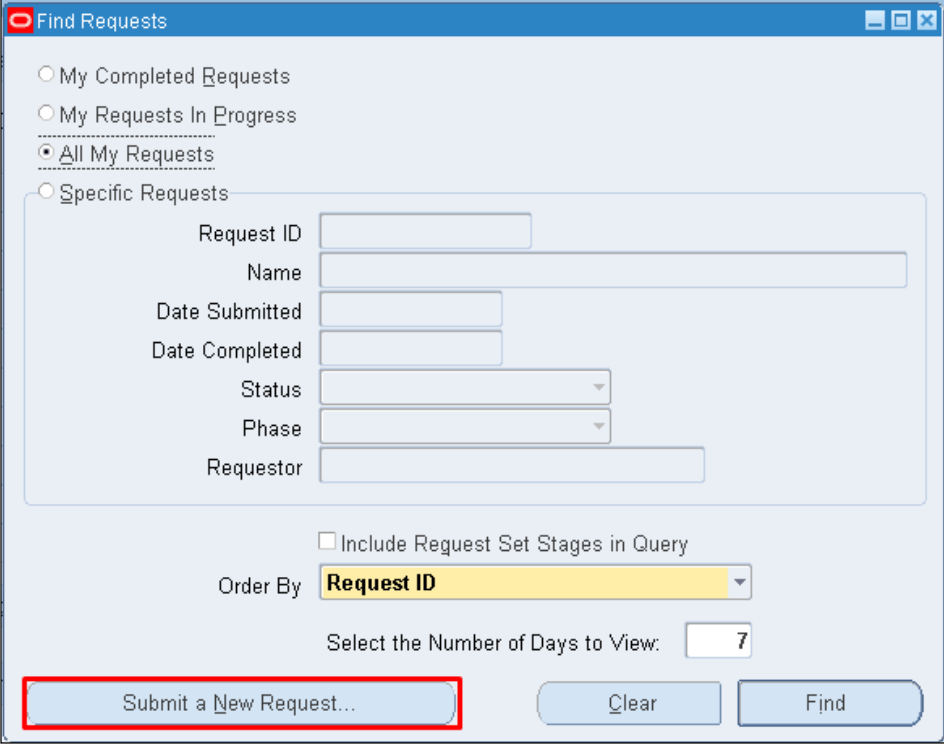


**Step 4.** Select *Request*.



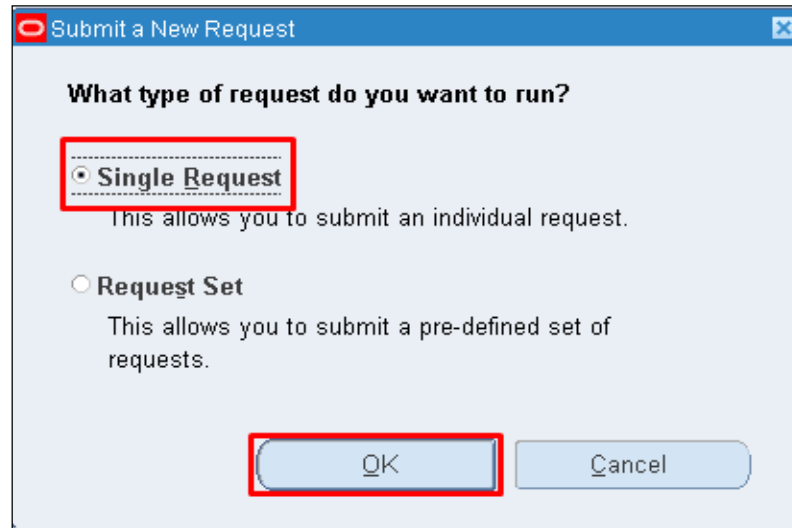
**Step 5.** Click the checkbox then click *Run*.



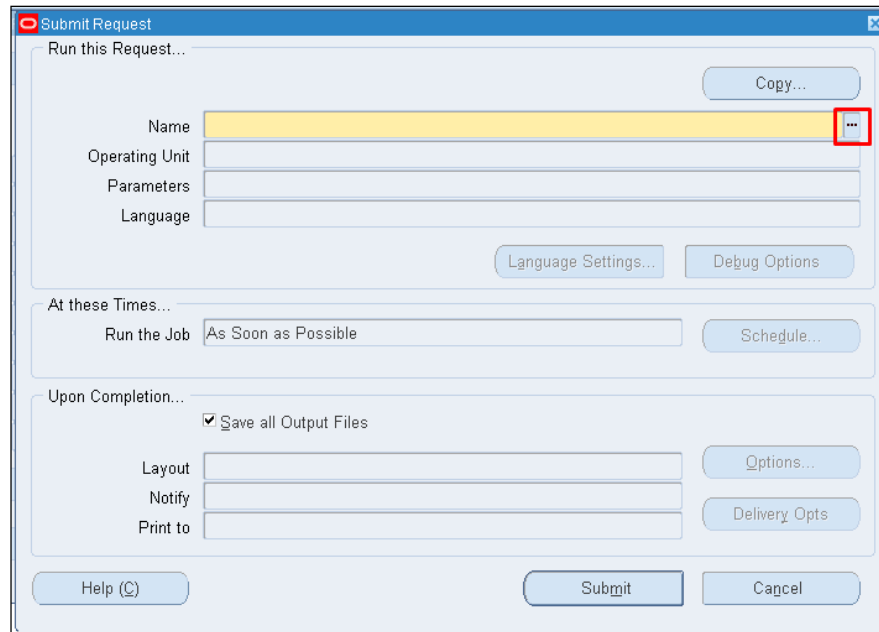


The image shows a 'Find Requests' dialog box with a blue title bar. It contains four radio buttons for filtering requests: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these are several input fields: 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown menu), 'Phase' (a dropdown menu), and 'Requestor'. There is a checkbox labeled 'Include Request Set Stages in Query' and an 'Order By' dropdown menu currently set to 'Request ID'. A text field labeled 'Select the Number of Days to View:' contains the number '7'. At the bottom, there are three buttons: 'Submit a New Request...' (highlighted with a red rectangle), 'Clear', and 'Find'.

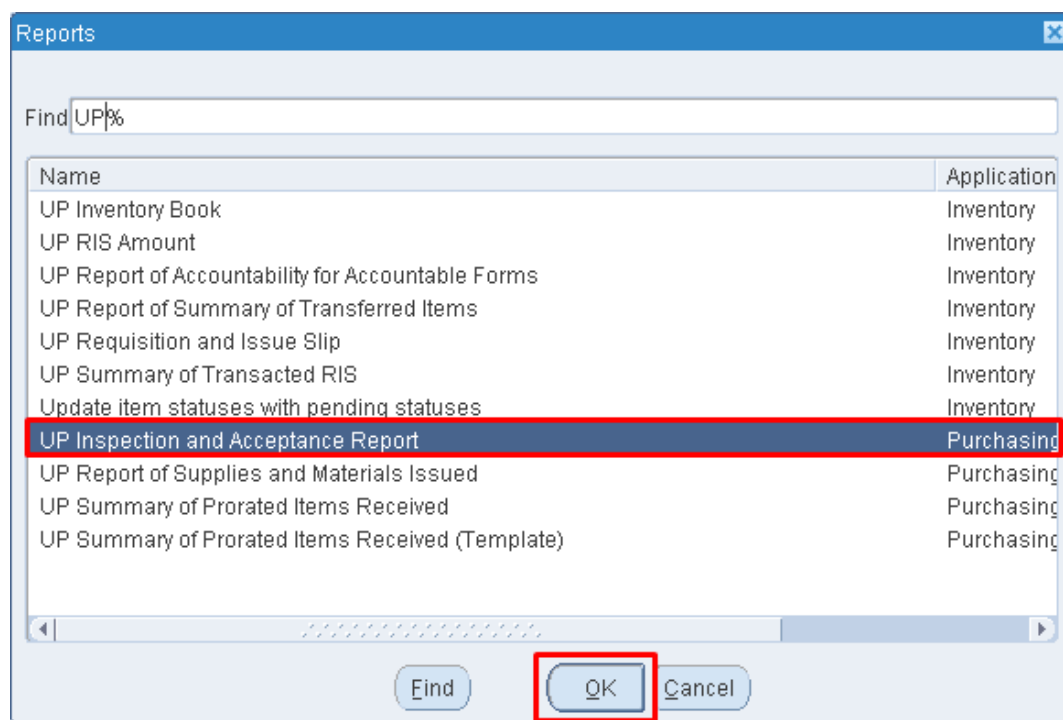
**Step 6.** Select **Submit a New Request**.

**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**.

The screenshot shows the 'Submit Request' dialog box in a software application. The 'Parameters' sub-dialog is open, and the 'OK' button is highlighted with a red rectangle. The 'Parameters' dialog contains the following fields:

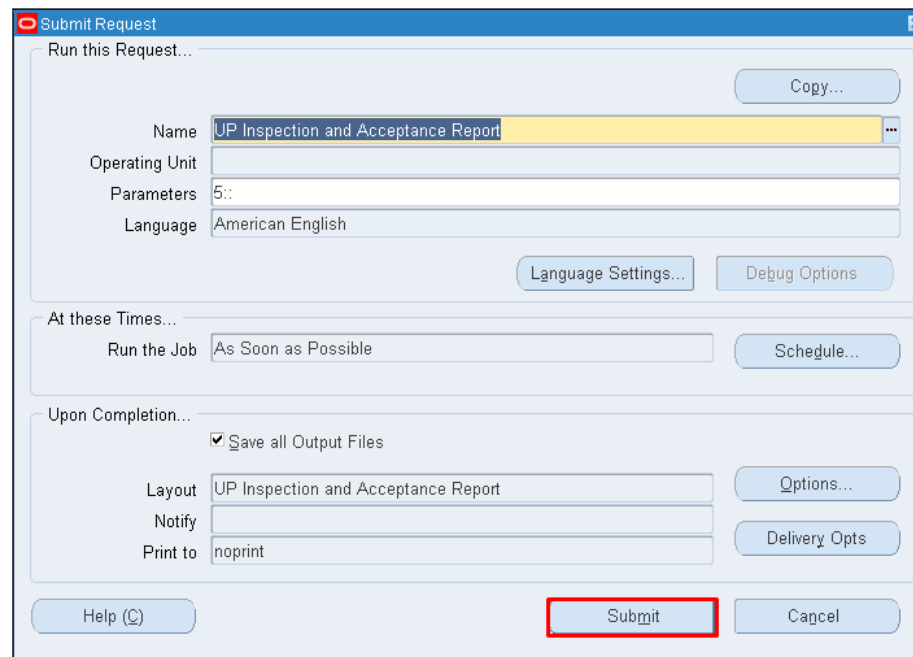
- IAR Number (highlighted with a yellow background)
- Inspected By
- Accepted By

The 'Submit Request' dialog box has the following fields and buttons:

- Run this Request... (Copy... button)
- Name: UP Inspection and Acceptance Report v2
- Operating Unit
- Parameter
- Language
- At these Times...
- Run the
- Upon Completion
- Layout: RTF\_IAR
- Notify
- Print to: noprint
- Buttons: Help (C), Submit, Cancel

**Step 10. Enter *parameters***

then click **Ok**.



**Submit Request**

Run this Request...

Copy...

Name: UP Inspection and Acceptance Report

Operating Unit:

Parameters: 5::

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Layout: UP Inspection and Acceptance Report

Options...

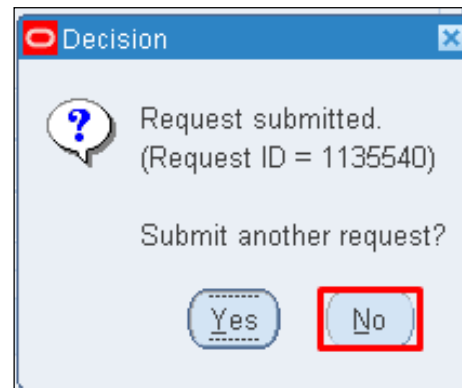
Notify:

Print to: noprint

Delivery Opts

Help (C) Submit Cancel

**Step 11.** Click **Submit** button.



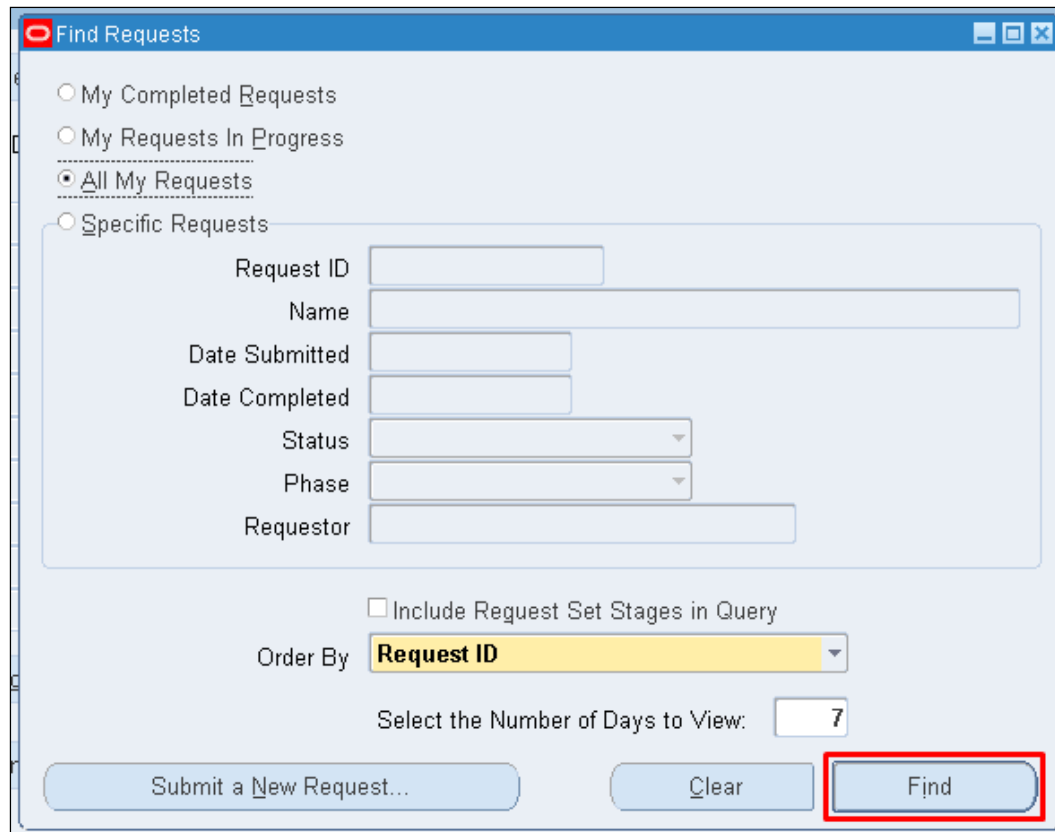
**Decision**

Request submitted.  
(Request ID = 1135540)

Submit another request?

Yes No

**Step 12.** Click **No** button.



The image shows a 'Find Requests' dialog box with a blue title bar. It contains several radio buttons for filtering requests: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these, there is a group box for 'Specific Requests' containing input fields for 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown menu), 'Phase' (a dropdown menu), and 'Requestor'. Below the group box, there is a checkbox for 'Include Request Set Stages in Query' and an 'Order By' dropdown menu currently set to 'Request ID'. At the bottom, there is a text input for 'Select the Number of Days to View:' with the value '7'. At the very bottom, there are three buttons: 'Submit a New Request...', 'Clear', and 'Find'. The 'Find' button is highlighted with a red rectangular border.

**Step 13.** Click **Find** button.

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-0008  
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	QUM	QUANTITY	UNIT PRICE	TOTAL PRICE
OF-PE-000 319	44121706- PE-U01	Pencil, Lead, W/ Eraser, Wood Cased, Hardness: Hb	box	800	19.62	15,696.00
<b>TOTAL AMOUNT</b>						<b>Php 15,696.00</b>

**INSPECTION**

**Findings/Recommendation**

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

**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.