

# University of the Philippines

# SPCMIS

Supplies, Procurement, and Campus Management Information System



# Initial Receiving of Items



## SPCMISUser Manual iProcurement

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## 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
05 December 2014	Michael Angelo Soliven	2.0	Update
13 March 2017	Reah Mae Supnet, Carlo Evangelista & Emmanuel Lim	3.0	Update

### 2. Description

Script ID	UGSP100130
Script Name	Initial Receiving Items
Information System	Supplies, Property and Campus Management Information System
Functional Domain	Inventory
Purpose	To initially receive items in the inventory
Data Requirement	Approved PR
	Approved PO
Dependencies	
Scenario	After having the PO approved items are initially received
	in the inventory for inspection and acceptance
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*)



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



#### Step 4. Select Transactions.



#### Step 5. Select Receiving.



#### Step 6. Select Receipts.



**Step 7.** Click the check box then click *Run*.

Find Expected Receipts (UPB)	
Supplier and Internal Customer	
Operating Unit UP Baguio	
Source Type All	
Purchase Order Release	
Line Shipment	
Requisition Line Shipment	
Supplier Supplier Site	
□ Include Closed POs	
Receiving Location	
Item Date Ranges Shipments Destination	
Item, Rev	
Category	
Description	
Supplier Item	
Unordered Clear Fig.	1

**Step 8. Find Expected Receipts** window will appear.

On the *Purchase Order* field click the *ellipsis (...)*.

Purchase Orders				×
Enter a partial value to	limit the list, % to see all val	lues.		
Warning: Entering % t may be significantly fa	o see all values may take a v ster.	very long time. Enter	ing criteria that can be used to re	educe the list
Find 10				
Purchase Order	Operating Unit	Туре	Supplier	
•		', ·		Þ
	Eind		Cancel	

Enter the **PO Number** and click **Find** button

Purchase Orders				×
Find 10%				
Purchase Order	Operating Unit	Type	Supplier	
10	UP System	Standard	PS-DBM	

Select the *PO Number* and click *OK* button.

C	Find Expected Receipts (UPD)	
	Supplier and Internal Customer	
[	Operating Unit UP Diliman	
[	Source Type All	
0	Purchase Order 17 Release Shipment	
L F	Supplier Supplier Ste	
-	Receiving Location	
	Item Date Ranges Shipments Destination	
	Item, Rev     Item       Category     Item       Description     Item       Supplier Item     Item	
	Unordered Clear Find	$\square$

then click Find

			- · · ·	
	• New Receipt		O Add To Rece	ipt
Receipt	t	Receipt Date	05-DEC-2014 0	19:43
Supplier DR/Inter-Org No.		Delivery Date		412 ·
Packing Slip	,	Waybill/Airbill		11 E .
Freight Carrie	r 🗌	Bill of Lading		Νε.
Containers	3	Received By	Martillo, Mr. W	ilfredo Dizon
Supplier	PS-DBM		-	ΝS.
Comments	3			
* •				Þ
Operating Unit	UP System		Order Type	Standard
Operating Unit Supplier	UP System PS-DBM		Order Type Order	Standard 10
Operating Unit Supplier Item Description	UP System PS-DBM Paper Shredder, Cutting Width: 3	Mm-4M	Order Type Order Due Date	Standard 10 30-OCT-2014 00:00
Operating Unit Supplier Item Description Destination	UP System PS-DBM Paper Shredder, Cutting Width: 3 System-Martillo, Mr. Wilfredo Diz	Mm-4M on	Order Type Order Due Date Hazard	Standard 10 30-OCT-2014 00:00
Operating Unit Supplier Item Description Destination Header Receiver Note	UP System PS-DBM Paper Shredder, Cutting Width: 3 System-Martillo, Mr. Wilfredo Diz	Mm-4M on	Order Type Order Due Date Hazard UN Number	Standard 10 30-OCT-2014 00:00

**Step 9.** *Receipt Header* window will appear.

Fill in the required fields:

Supplier DR/Inter-Org No.	I	
	Supplier DR/Inter-Org No.	

Enter Supplier DR/Inter-Org No.

1	
Delivery Date	···

Enter **Delivery Date**.

Select the *Date* and click *OK* button.

Comments		
•	Comments	]

Enter Comments.

Solutions - TEST INSTAN	NCE	-			
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Receipts (UPD)					
Receipt Header (UPD)					
				_	
	New Receipt			○ A <u>d</u> d To Receipt	
Receipt	4	]	Receipt Date	29-OCT-2014 17:37	
Supplier DR/Inter-Org No.	DR-001		Delivery Date	20-OCT-2014 00:00	F
Packing Slip			Waybill/Airbill		L
Freight Carrier			Bill of Lading		
Containers		]	Received By	lleto, Mr. Roy Illavera	
Supplier	AVNET Electronic	s Marketing			
Comments	Late Delivery				[]]

Step 10. Click Save button

Receipt number will appear.

**Note:** Take note of the generated *Receipt number* in the delivery receipt.

OReceipt Header (UPD)				
	⊙ <u>N</u> ew Receipt		○ A <u>d</u> d To Receipt	
Receipt	4	Receipt Date	29-OCT-2014 17:37	
Supplier DR/Inter-Org No.	DR-001	Delivery Date	20-OCT-2014 00:00	
Packing Slip		Waybill/Airbill		
Freight Carrier		Bill of Lading		
Containers		Received By	lleto, Mr. Roy Illavera	
Supplier	AVNET Electronics Marketing			
Comments	Late Delivery			[ ] ]

Step 11.	<b>Close Receipt Header</b>
window.	

	Lines	Det	ails	Curr	ency	Order Inforn	nation	Outside Service	s Ship	oment Information	
	Quantity	UOM	Secondary Quantity	UOM	Desti Type	nation	ltem		Rev	Description L	[]
	200	pc			Rece	iving	FF-CN	/1-000001		Chair, Monobloc, B E	
	10	sht	.5	bun	Rece	iving	OF-C	4-000008		Cartolina, White, 9(E	
							Î				$\square$
	+	·			•		[			Þ	
	Oper	ating Uni	UP Syst	tem			]	Ord	er Type	Standard	
		Supplier	PS-DBN	4			]		Order	11	
	ltem D	escriptior	Chair, M	lonobloc,	Beige, W	ith Backrest,	]	Du	ie Date	30-OCT-2014 00:00	
	D	estinatior	Baguio-	Suyat, Mr	. Rodolfo	Tabajonda Jr.	]		Hazard		
	Header Rec	eiver Note					]	UNI	Number		
S	hipment Rec	eiver Note							Routing	Standard Receipt	

*Receipts* window will appear. Quantities stated in each line are based from the Purchase Order.

Recei	ipts (	(UPS)											E
	Line	es 🛛	De	tails	C	urrency	Order Inform	ation	Outside S	Services	Ship	ment Information	
				Secondary	,	Desti	nation						
_	_	Quantity	UOM	Quantity	UOM	Туре		ltem			Rev	Description L	
<		200	рс			Rece	iving	FF-CN	VI-000001			Chair, Monobloc, B E	. 🗎
•		10	sht	.5	bun	Rece	iving	OF-C,	A-000008			Cartolina, White, 9	
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	4					•	000000			Д.		Ď	
		Oper	ating Uni	t UP Syst	tem					Order	Туре	Standard	
			Supplier	r PS-DBN	1					I	Order	11	
		ltem De	escriptior	n Cartolina	a, Whit	te, 99Gsm N	fin			Due	Date	30-OCT-2014 00:00	
		De	estinatior	n Baguio-S	Suyat,	Mr. Rodolfo	Tabajonda Jr			H	azard		
	He	ader Rece	eiver Note							UN Nu	ımber		
S	Shipi	ment Rece	eiver Note	e 🗌						Ro	outing	Standard Receipt	
						Lot - Serial		<u>C</u> asca	de	[	Expres	is He	ader

**Step 12.** Check items to be received and enter the delivered quantity.

Stope       Precedenting       Precedenting       Precedenting         Stope       Precedenting       CP-CA-000008       Catalons, White, 92         Operating       UP System       Order Type         Supplier       PS-CEM       Order Type         New Date       Order Type         Deatination       Bagsio-Suyat, Mr. Rodolfs Tabajanda Jr.         Header       Roceiver Nate         Interceiver Nate       Eprece         Lot - Setial       Cascade       Eprece	So pt       Precenting       Precenting       Precenting         So pt       I ban       Recenting       CP-CA00000B       Catolins, White, 9 to         Precenting Unit       UP System       Criter Type       Standard         Operating Unit       UP System       Order Type       Standard         Supplier       PS-DEM       Order Type       Standard         Description       Catolins, White, 99Gern Min       Dise Date       30-OCT-2014 00 00         Destination       Bagato-Suyet, Mr. Rodolfs Tabajanda Jr.       Hazard       UNI Namber         Header Receiver Nate       Let - Secial       Quecode       Express       Header         Uning       Standard Receipt       Header       Figd       Header	Bit       1 bit       Receiving       PP-Reduction       Cratoless, White, 20 E         Bit       1 bit       Receiving       CP-CA000008       Catoless, White, 20 E         Coperating Unit       UP System       Order Type       Standard         Coperating Unit       UP System       Order Type       Standard         Nom Description       Catoless, White, 30 Germ Min       Date Date       30-OCT-2014 00.00         Header Receiver Nate       Ltd - Statal       Catoless       Header         Line Shipmeet Receiver Nate       Ltd - Statal       Catoless       Header         Line Statal       Catoless       Figd       Figd	Cuartity UOM	Secondary Guantity UOM	Destination Type	Ben	Rev	Description I [		
Operating Unit       UP System         Supplier       PS-0EM         Description       Cafolana, White, 1995erm Min         Description       Cafolana, 1997erm         Cafolana, White, 1995erm       Header         Lot - Seription       Egenese	Operating Unit       UP System         Supplier       PS-DBM         Description       Catolina, White, 99Gern Min         Description       Basic Basic Supplier         Header Receiver Nate       UN Number         Routing       Standard Receipt         Let - Senial       Cascade         Express       Header	Operating Unit       UP System         Suppler       PS-DEM         Num Description       Coder Type         Destination       Bagilo Suyat, Mr. Rodolfs Tabajanda Jr.         Header Roceiver Nate       Express         Express       Header         Suppler       Express         Header Roceiver Nate       Express         Lot - Sexial       Quecade         Express       Header	50 pc	.1 bun	Receiving	OF-CA-000008		Catolina, White, 91 E		
Operating Unit       UP System         Operating Unit       UP System         Supplier       PS-DEM         Description       Catolina, White, 199Gern Min         Description       Bagsito-Suyat, Mr. Rodolfis Tabagerda Jr.         UNI Namber       Routing         Routing       Standard Receigt         Lot - Serial       Cascade       Egness         Header       Header	Operating Unit       UP System         Operating Unit       UP System         Supplier       PS.0EM         Description       Catolins, White, 99Gern Min         Description       Bagelo-Buyat, Mr. Rodolfs Tabajanda Jr.         Header       Namber         Routing       Standard Receipt         Lot - Secial       Cascada         Unit Receiver Nate       Epress	Cperating Unit UP System Supplier PS-DEM Destination Bagiolo Suyor, Mr. Rodolfs Tabajanda Jr. Header Receiver Nate Shipment Receiver Nate Lot - Setal Quecade Egoess Header Lot - Setal Quecade Egoess Header								
Operating Unit     UP System       Suppler     PS-DBM       Description     Catolina, White, 990Gern Min       Description     Bagsio-Suyat, Mr. Rodoffi Tabajanda Jr.       Vin Namber     Routing       smeet Roceiver Nate     Egness       Lot - Serial     Casecade       Egness     Header	Ciperating Unit UP System Supplier PS-DEM Description	Operating Unit       UP System         Supplier       PS-DEM         Description       Catolina, White, 99Gern Min         Description       Catolina, White, 99Gern Min         Description       Basic Suyet, Mr. Rodolfs Tabajasda Jr.         Header Receiver Nate       UN Namber         Express       Header         Unit Catolina       Clear         Prod							-8	
Operating Unit     UP System       Supplier     PS-DEM       Item Description     Catolina, White, 99Gern Min       Destination     Bagsio-Suyst, Mr. Rodoffs Tabajanda Jr.       Hazard     UN Namber       ment Roceiver Nate     UN Namber       Lot - Setial     Suscade	Operating Unit     UP System       Supplier     PS-DBM       Supplier     PS-DBM       Description     Catolina, White, 99Germ Min       Description     Catolina, White, 99Germ Min       Description     Catolina, White, 99Germ Min       Description     Basical Basic Survet, Mr. Rodoff's Tabajanda Jr.       Header Receiver Nate     UN Number       Routing     Standard Receipt       Lot - Setial     Express       Uncreased     Figd	Operating Unit Supplier PS-DEM Description							- 1	
Coperating Unit UP System     Operating Unit UP System     PS-DBM     Order Type Standard     Order 11     Description     Description	Operating Unit     UP System       Suppler     PS-DBM       Suppler     PS-DBM       Description     Catolina, White, 99Gern Min       Description     Catolina, White, 99Gern Min       Description     Bagelo-Suyat, Mr. Rodolfs Tabajanda Jr.       Header Receiver Nate     UN Namber       Shipment Receiver Nate     Epress       Lot - Setial     Eaccade       Epress     Heager	Operating Unit     UP System     Order Type     Standard       Supplier     PS-DBM     Order Type     Standard       Description     Cartolina, White, 99Gem Min     Dae Date     30-OCT-2014 00.00       Description     Bagaio-Suyat, Mr. Rodolfs Tabajanda Jr.     Hazard       Header Receiver Nate     UN Namber       Shipment Receiver Nate     Eptress     Heager       Lot - Sexial     Quecade     Eptress				i		i i	-	
Operating Unit     UP System       Supplier     PS-DBM       Item Description     Catolina, White, Wider, Wide	Operating Unit     UP System     Order Type     Standard       Suppler     PS-DEM     Order Type     Standard       Item Description     Catolins, White, 39Gern Min     Dise Date     30-OCT-2014 00.00       Destination     Bagelo-Suyat, Mr. Rodolfs Tabajanda Jr.     Hazard       Header Receiver Nate     UN Namber       Stipment Receiver Nate     Epress       Lot - Sexial     Cascade       Unordered     Figd	Operating Unit UP System Criter Type Standard Suppler PS-DBM Oxfor 11 Nem Description Catolina, White, 99Gorn Min Die Date 30-OCT-2014 00:00 Destination Bagsio Suyat, Mr. Rodoffs Tabajanda Jr. Header Receiver Nate Routing Standard Receipt Lot - Secial Quecade Eptress Header	+ -		[4]			E.		
Cuperating Conic Or System     Order Type (Standard)       Supplier     PS-CBM       New Description     Catolina, White, 99Gern Min       Description     Bagsio-Suyst, Mr. Rodolfs Tablejanda Jr.       Matter Receiver Nate     UN Namber       Immet Receiver Nate     Egresse       Lot - Setial     Cascade	Supplier     PS-CBM     Oxfor     11       Nom Description     Catolina, White, 99/Gem Min     Dive Date     30-OCT-2014 00.00       Destination     Bagaio-Supat, Mr. Rodolfs Tabajanda Jr.     Header Receiver Nate       Shipment Receiver Nate     Catolina     UN Number       Lot - Sexial     Catolina     Express       Uncrtained     Clear     Figd	Creating one of System Supplier PS-DEM Destination Destination Bagelo-Suyat, Mr. Rodoffs Tabajanda Jr. Header Receiver Nate Shipment Receiver Nate Lot - Setial Cascade Eptress Header Figd	Overfact 1	UB Custom		-	Color T	Quantum		
Item Description     Cartolins, White, 99Germ Min       Destination     Bagelo-Suyat, Mr. Rodolfs Tablajanda Jr.       Item Receiver Nate     UN Number       Immert Roceiver Nate     Express       Lot - Setial     Quecade	Item Description Destination Begin Description Begin Description Begin Description Begin Divertified Begin Divertified B	bern Description Destination Destination Beguio-Suyat, Mr. Rodoffs Tabajanda Jr. Header Receiver Nate Shipment Receiver Nate Lot - Secal Lot - Secal Clear Figd	Operating Unit Supplier	PS-DEM		1	Order Type	11		
Destination     Beginto-Suryat, Mr. Rodolfs Tabajanda Jr.     Hazard       leader Receiver Nate     UN Namber       xment Roceiver Nate     Routing       Lot - Setial     Quecade       Eggress     Header	Destination Begelo-Suyat, Mr. Rodolfs Tabajanda Jr. Header Roceiver Nate Shipment Roceiver Nate Lot - Sexial Cascade Egonese Header Un Namber Routing Standard Receipt	Destinution Bagsio-Suyat, Mr. Rodolfs Tabajanda Jr. Header Receiver Nate Shipment Receiver Nate Lot - Satial Quecade Egress Header Lot - Satial Quecade Figures	Item Description	Cartolina, White, S	99Gsm Min	1	Due Date	30-OCT-2014 00:00		
leader Receiver Nate Oment Roceiver Nate Lot - Setial Cascade Eggress Header	Header Receiver Nate  Shipment Receiver Nate  Let - Sexial  UN Namber  Routing Standard Receipt  Header  Unordened  Epress Header  Figd	Header Receiver Nate Shipment Roceiver Nate Lot - Setial Quandad Receipt UN Number Routing Standard Receipt Lot - Setial Quandad Express Header Unordered Qlear Flod	Destination	Bagaio-Suyat, Mr	Rodolfe Tabajanda J		Hazard			
Description         Routing         Standard Receipt           Lot - Serial         Quescade         Eggress         Header	Initial Content         Routing         Standard Receipt           Lot - Setial         Cancade         Eggmens         Header           Unordened         Clear         Flod         Flod	Shipment Roceiver Nate Lot - Satial Cancade Express Header Unordered Clear Figd	Header Receiver Nate				UN Number			
Lot - Sedial Gascade Eggenese Header	Lot - Setial Sancade Egpress Header	Lot - Setal Cancade Egpress Header	ipment Receiver Nate				Routing	Standard Receipt		
	Unordexed Glear Figd	Linordesed Clear Find			ot - Secial	Gaucade	Epper	Head		
Unordexed Clear Figd				Unordered		ear	Fig			

Step 13. Click Save button.

Confirmation of saved transaction will appear on the lower part of the page.

• For Partial Deliveries, follow the **STEPS 1 to 13** until the completion of the received items.

**Step 14.** After completing the Initial Receiving of items, generate the

UP Inspection and Acceptance Report (click the link to view guide) **Result Information:** 

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**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.