

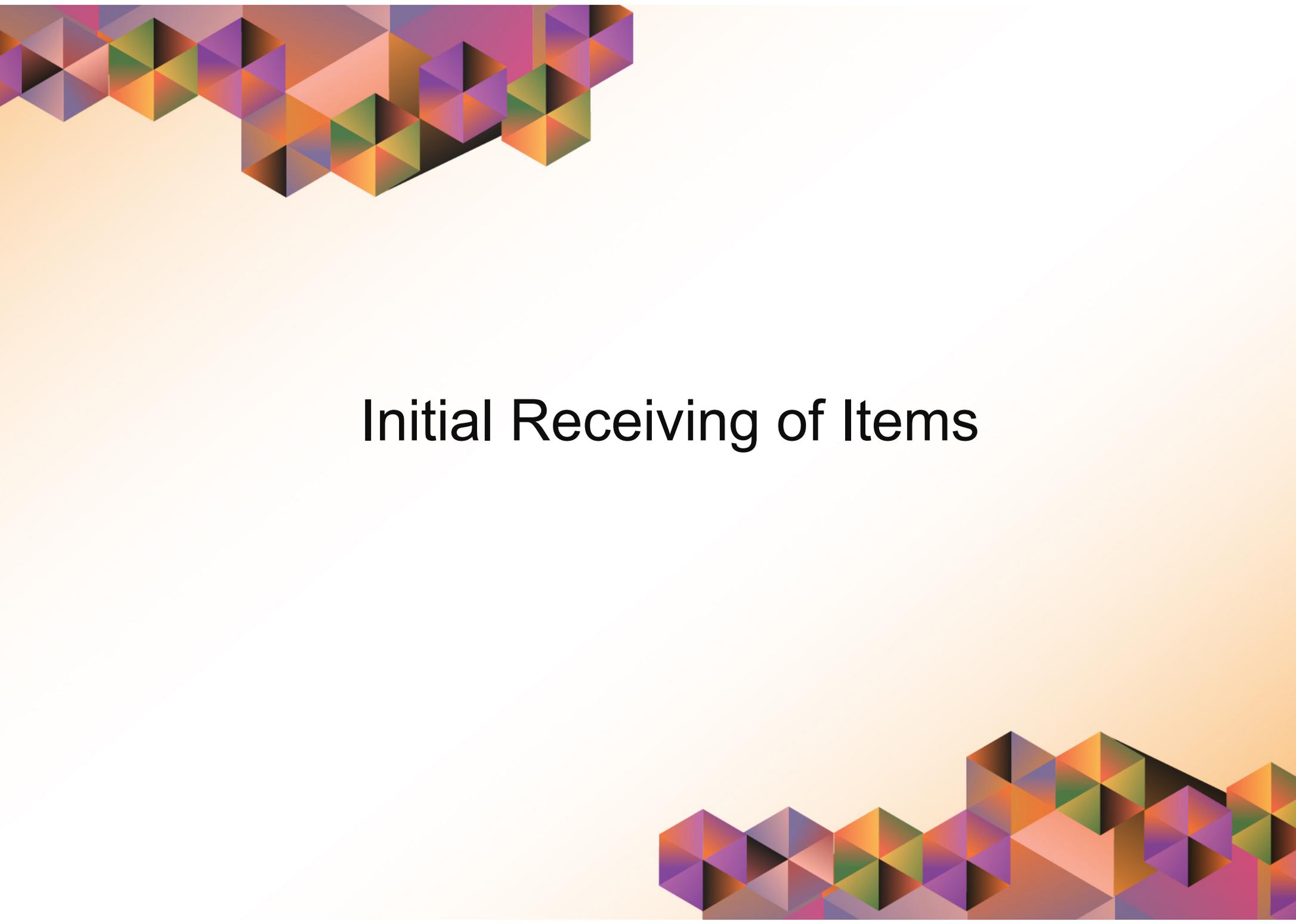


University of the Philippines



SPCMIS

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



Initial Receiving of Items

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
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

OF THE PHILIPPINES
UNIVERSITY
1908

Diliman Los Baños Manila Visayas Open U Mindanao Baguio Cebu

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

*Password ●●●●●●●●
(example: 4099VZ3)

Login Cancel

Accessibility None

Select a Language:
English

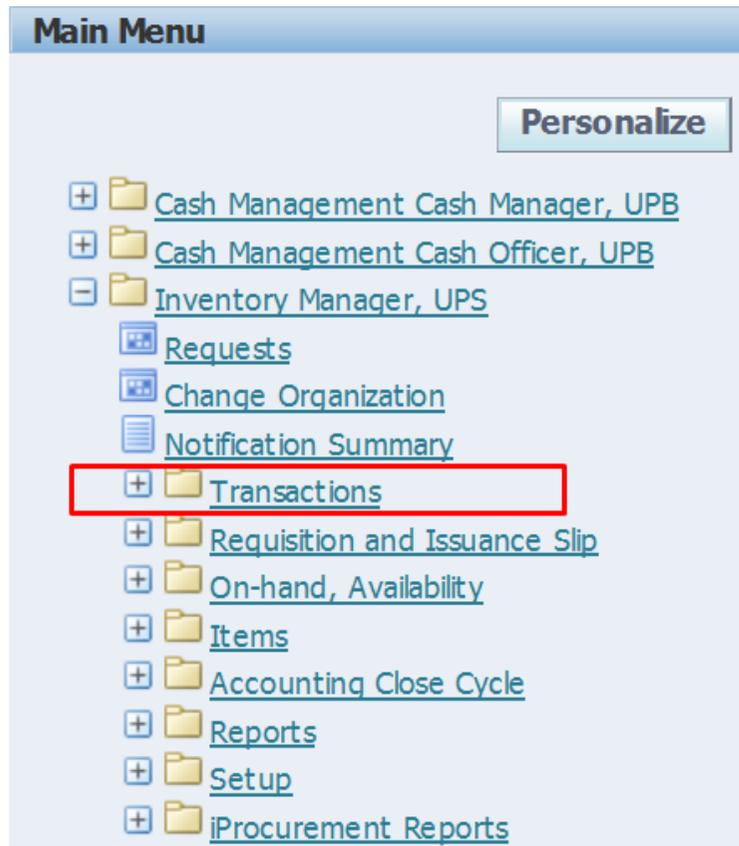
NOTE: After signing the IAR, buyer will issue final receipt in the system.

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

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 'Favorites', 'Diagnostics', 'Logout', and 'Help' links. A search bar is present with 'Enterprise Search' and 'All' as a dropdown menu. The main content area is titled 'Oracle Applications Home Page' and contains a 'Main Menu' section. This section is divided into two columns: a left column with a 'Personalize' button and a right column with a 'Personalize' button. The left column lists various menu items, including 'Inventory Manager, UPS', which is highlighted with a red box. A red arrow points from this box to the 'Inventory Manager, UPS' item in the right column, which is also highlighted with a red box. The right column lists several other menu items, including 'Cash Management Cash Manager, UPB', 'Cash Management Cash Manager, UPC', 'Cash Management Cash Manager, UPD', 'Cash Management Cash Officer, UPB', 'Inventory Manager, UPLB', 'iProcurement PPMP Requester, UPS', 'iProcurement PR Requester, UPS', 'Purchasing Buyer, UPS', 'System Administrator', and 'UP Employee Self Service'. A 'Worklist' section is visible in the background, showing a table with columns for 'From', 'Type', and 'Total'. The user is logged in as 'RMSUPNET'.

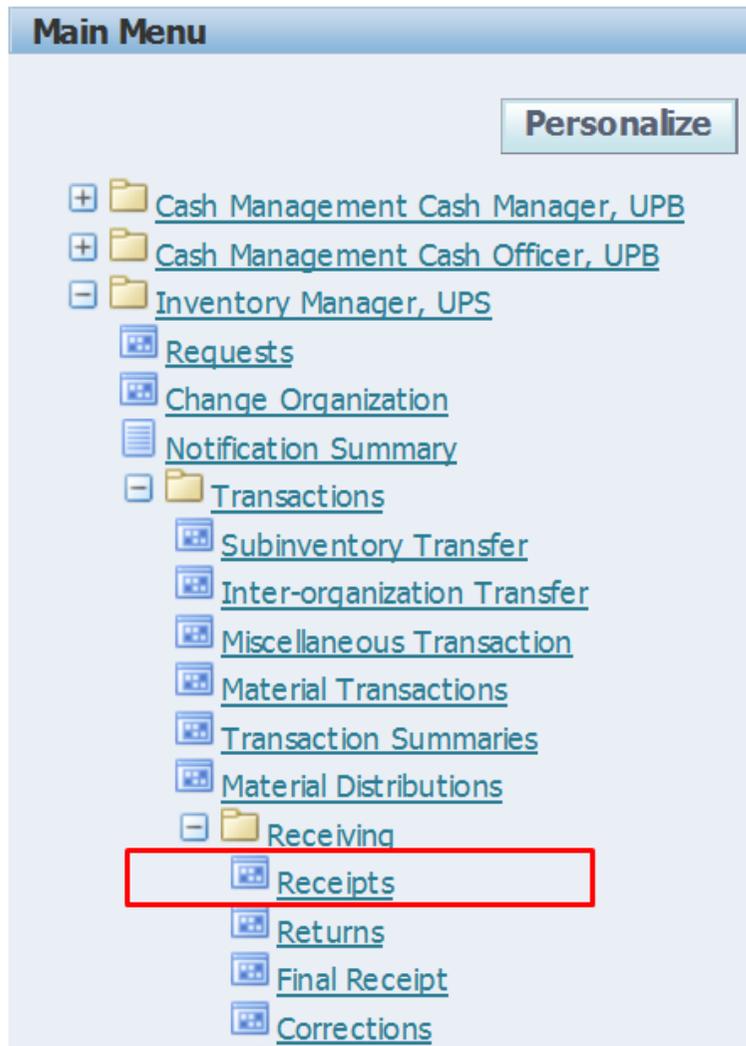
Step 3. On Main Menu, select ***Inventory Manager, UPD.***



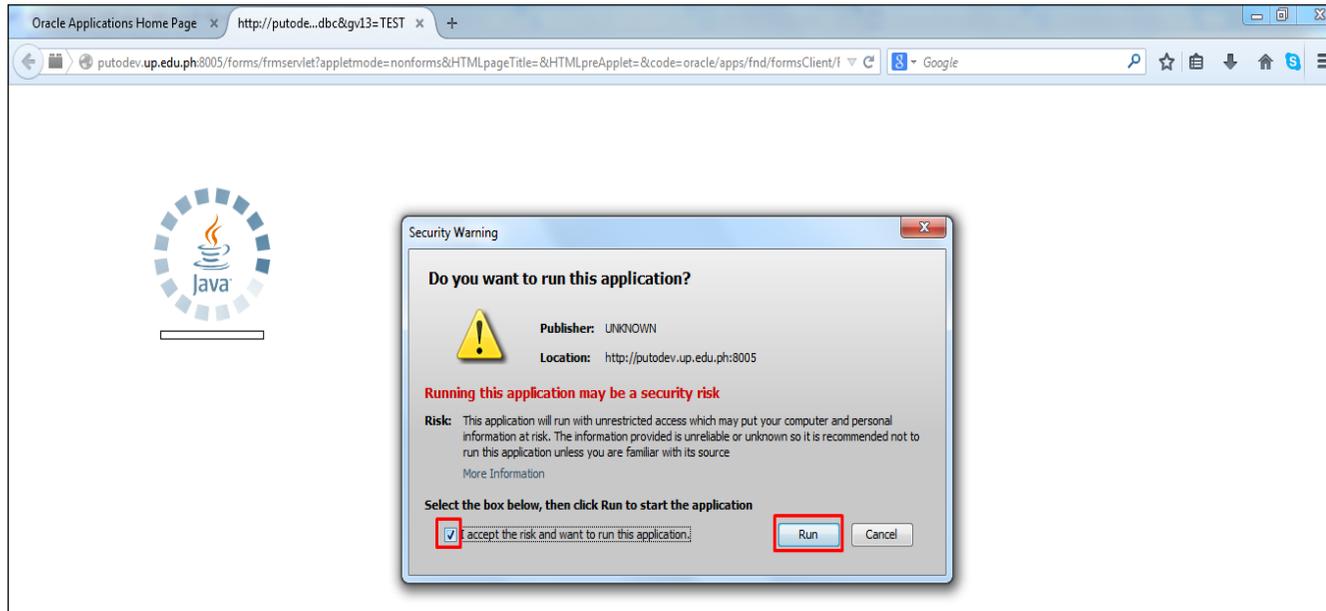
Step 4. Select *Transactions*.



Step 5. Select *Receiving*.



Step 6. Select *Receipts*.



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

Find Expected Receipts (JPB)

Supplier and Internal Customer

Operating Unit UP Baguio

Source Type All

Purchase Order ...

Line

Requisition Line

Supplier

Supplier Site

Release

Shipment

Shipment

Supplier Site

Include Closed POs

Receiving Location

Item Date Ranges Shipments Destination

Item, Rev

Category

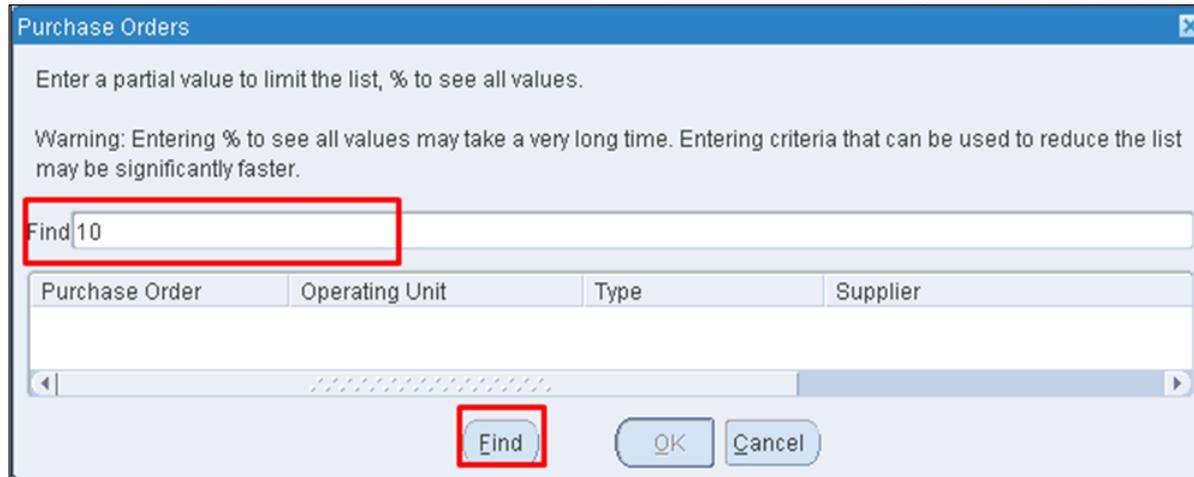
Description

Supplier Item

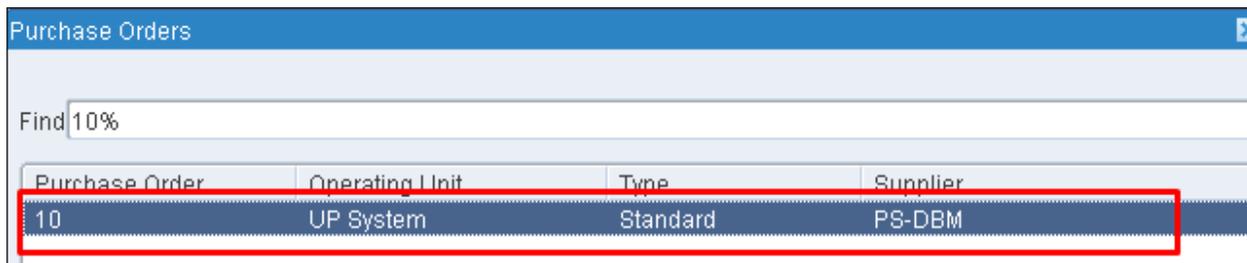
Unordered Clear Find

Step 8. Find Expected Receipts window will appear.

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



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



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

Find Expected Receipts (UPD)

Supplier and Internal Customer

Operating Unit UP Diliman

Source Type All

Purchase Order 17

Line

Requisition Line

Supplier

Supplier Site

Release

Shipment

Shipment

Receiving Location

Include Closed POs

Item Date Ranges Shipments Destination

Item, Rev

Category

Description

Supplier Item

Unordered Clear Find

then click **Find**

Step 9. Receipt Header window will appear.

Fill in the required fields:

Enter **Supplier DR/Inter-Org No.**

Delivery Date

Enter **Delivery Date**.

Calendar

December 2014

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

04-DEC-2014

12:00 AM

OK Cancel

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

Comments

Enter **Comments**.

Oracle Applications - TEST INSTANCE

File Edit View Folder Tools Window Help

Receipts (UPD)

Receipt Header (UPD)

New Receipt Add 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	Ileto, Mr. Roy Illavera
Supplier	AVNET Electronics 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.

Step 11. Close Receipt Header window.

Quantity	UOM	Secondary Quantity	UOM	Destination Type	Item	Rev	Description
200	pc			Receiving	FF-CM-000001		Chair, Monobloc, Beige, With Backrest
10	sht	.5	bun	Receiving	OF-CA-000008		Cartolina, White, 9x12

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

Receipts (UPS)

Lines Details Currency Order Information Outside Services Shipment Information

	Quantity	UOM	Secondary	Quantity	UOM
<input checked="" type="checkbox"/>	200	pc			
<input checked="" type="checkbox"/>	10	sht		.5	bun
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Destination Type	Item	Rev	Description	L	[]
Receiving	FF-CM-000001		Chair, Monobloc, B	E	.
Receiving	OF-CA-000008		Cartolina, White, 9	E	.

Operating Unit	UP System	Order Type	Standard
Supplier	PS-DBM	Order	11
Item Description	Cartolina, White, 99Gsm Min	Due Date	30-OCT-2014 00:00
Destination	Baguio-Suyat, Mr. Rodolfo Tabajonda Jr.	Hazard	
Header Receiver Note		UN Number	
Shipment Receiver Note		Routing	Standard Receipt

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

Receipts (UPS)

Quantity UOM Secondary Quantity UOM Destination Type Item Rev Description

50	pc			Receiving	FF-CM-000001		Chair, Mensblac, B E
1	shrt	1	bun	Receiving	CF-CA-000008		Cantolna, White, 9 E

Operating Unit: UP System
 Supplier: PS-DBM
 Item Description: Cantolna, White, 99Gcm Min
 Destination: Baggio-Suyat, Mr. Rodolfo Tabajanda Jr.
 Order Type: Standard
 Order: 11
 Due Date: 30-OCT-2014 00:00
 Routing: Standard Receipt

Lot - Serial Cascade Egress Header

Unordered Clear F10d

PMS43433 Transaction complete: 3 records applied and saved

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:

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.