



University of the Philippines

SPCMIS

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





Initial Receiving of Items

SPCMIS User Manual

iProcurement

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

Creation Date: 11 February 2014

Last Updated: 13 March 2017

Document Ref: SPCMIS User Manual – Initial Receiving of Items

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 |

UNIVERSITY OF THE PHILIPPINES
1908

Diliman Los Baños Manila Visayas Open U Mindanao Baguio Cebu

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

*Password
(example: A099V23)

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**)

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**
- + Procurement PPMP Requester, UPS
- + Procurement PR Requester, UPS
- + Purchasing Buyer, UPS
- + System Administrator
- + UP Employee Self Service

Worklist

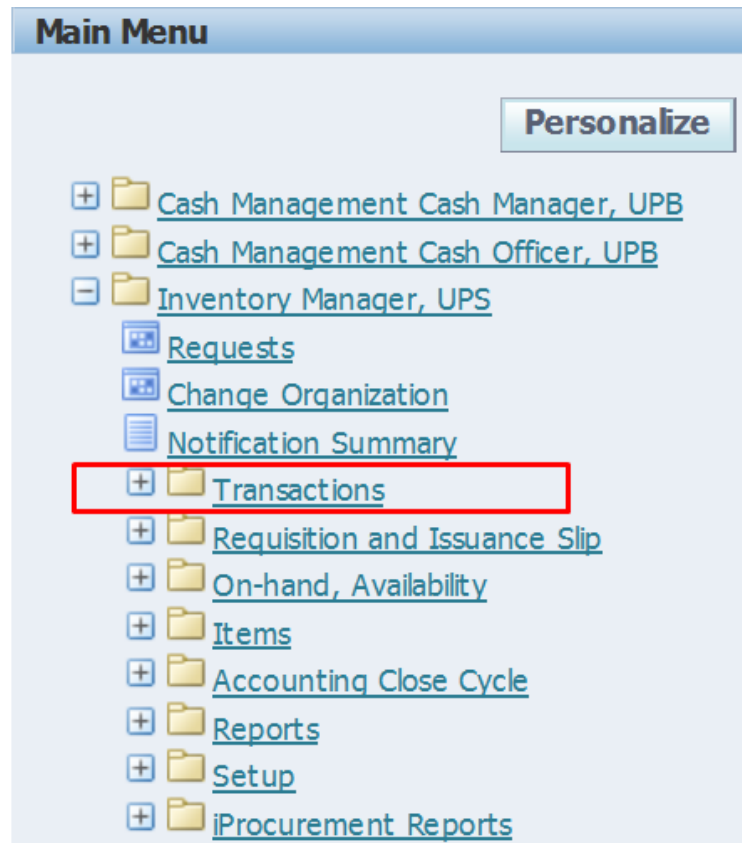
| From | Type | s |
|------------------------------|-------------|---|
| Maranan, Kervin | Requisition | F |
| Total 1 | | |
| ✓ TIP Vacation Rules - Redir | | |
| ✓ TIP Worklist Access - Spec | | |

Main Menu

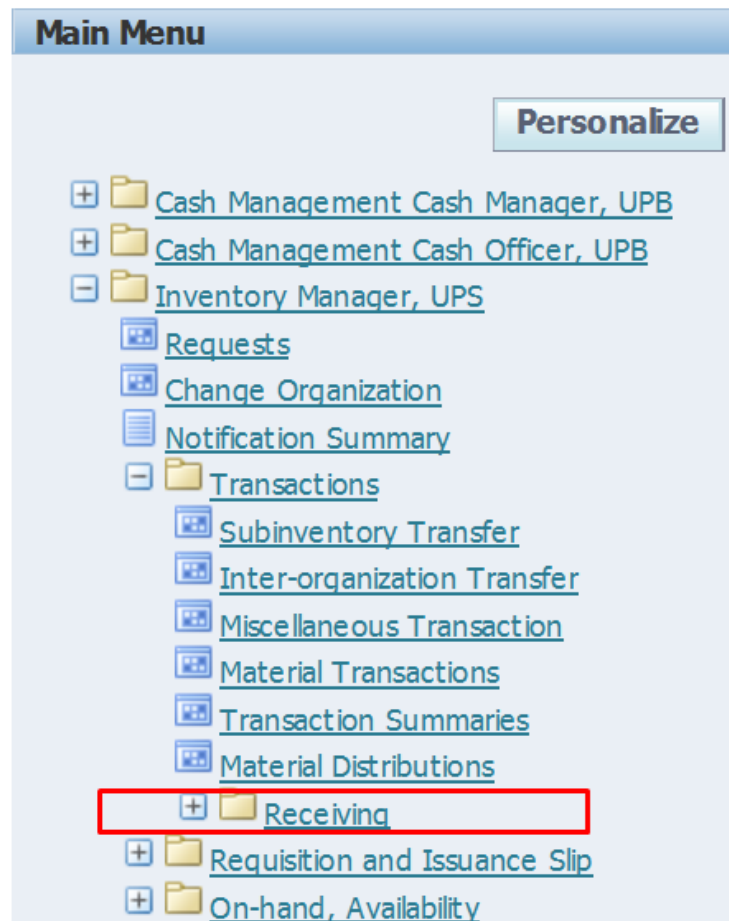
Personalize

- + 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**
- + Procurement PPMP Requester, UPS
- + Procurement PR Requester, UPS
- + Purchasing Buyer, UPS
- + System Administrator
- + UP Employee Self Service

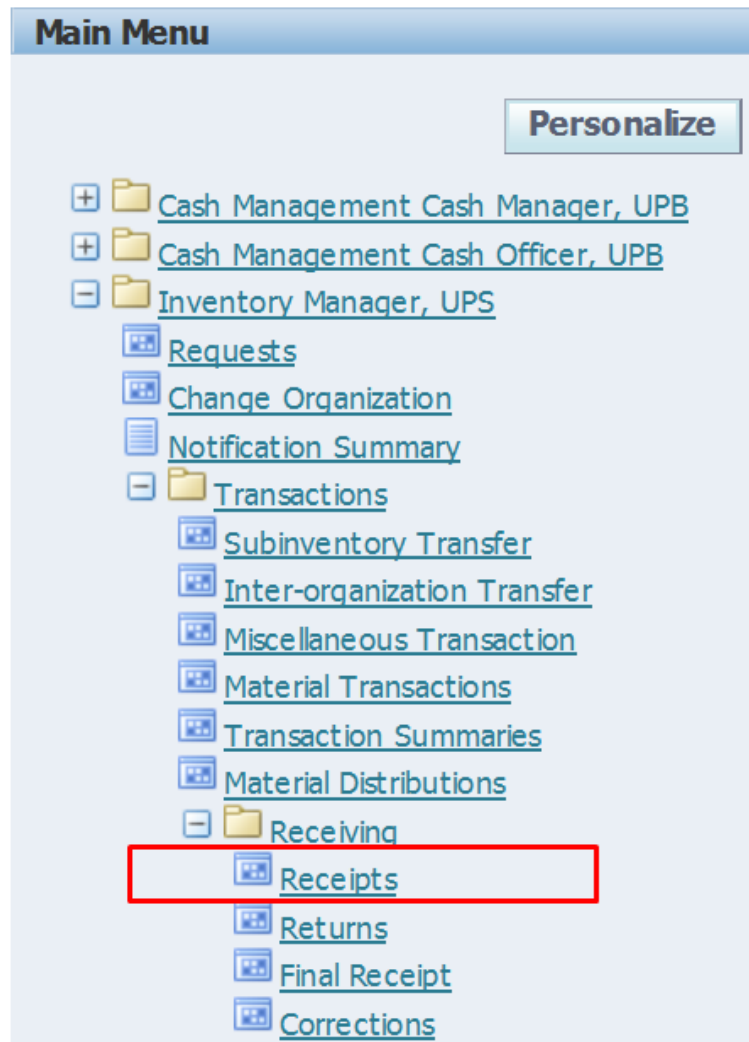
Step 3. On Main Menu, select ***Inventory Manager, UPD.***



Step 4. Select *Transactions*.



Step 5. Select *Receiving*.



Step 6. Select *Receipts*.



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

Find Expected Receipts (UPB)

Supplier and Internal Customer

Operating Unit

Source Type

Purchase Order

Line

Requisition Line

Supplier

Receiving Location

Release

Shipment

Shipment

Supplier Site

☐ Include Closed POs

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 (...)**.

Purchase Orders

Enter a partial value to limit the list, % to see all values.

Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

Find 10

| Purchase Order | Operating Unit | Type | Supplier |
|----------------|----------------|------|----------|
|----------------|----------------|------|----------|

Find OK 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.

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:

☐ Include Closed POs

Receiving Location:

Item | Date Ranges | Shipments | Destination

Item, Rev:

Category:

Description:

Supplier Item:

then click **Find**

Receipts (UPS)

Receipt Header (UPS)

☒ New Receipt ☐ Add To Receipt

Receipt

Supplier DR/Inter-Org No.

Packing Slip

Freight Carrier

Containers

Supplier

Comments []

Receipt Date

Delivery Date

Waybill/Airbill

Bill of Lading

Received By

Operating Unit

Supplier

Item Description

Destination

Header Receiver Note

Shipment Receiver Note

Order Type

Order

Due Date

Hazard

UN Number

Routing

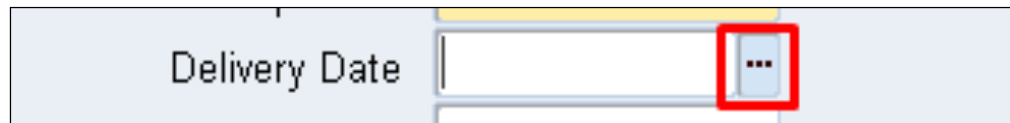
Lot - Serial Cascade Express Header

Step 9. Receipt Header
window will appear.

Fill in the required fields:

Supplier DR/Inter-Org No.

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



Delivery Date

Enter ***Delivery Date***.



Calendar

December 2014

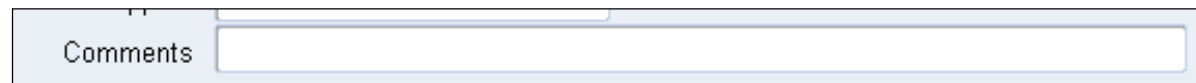
| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

04-DEC-2014

12: 00 AM PM

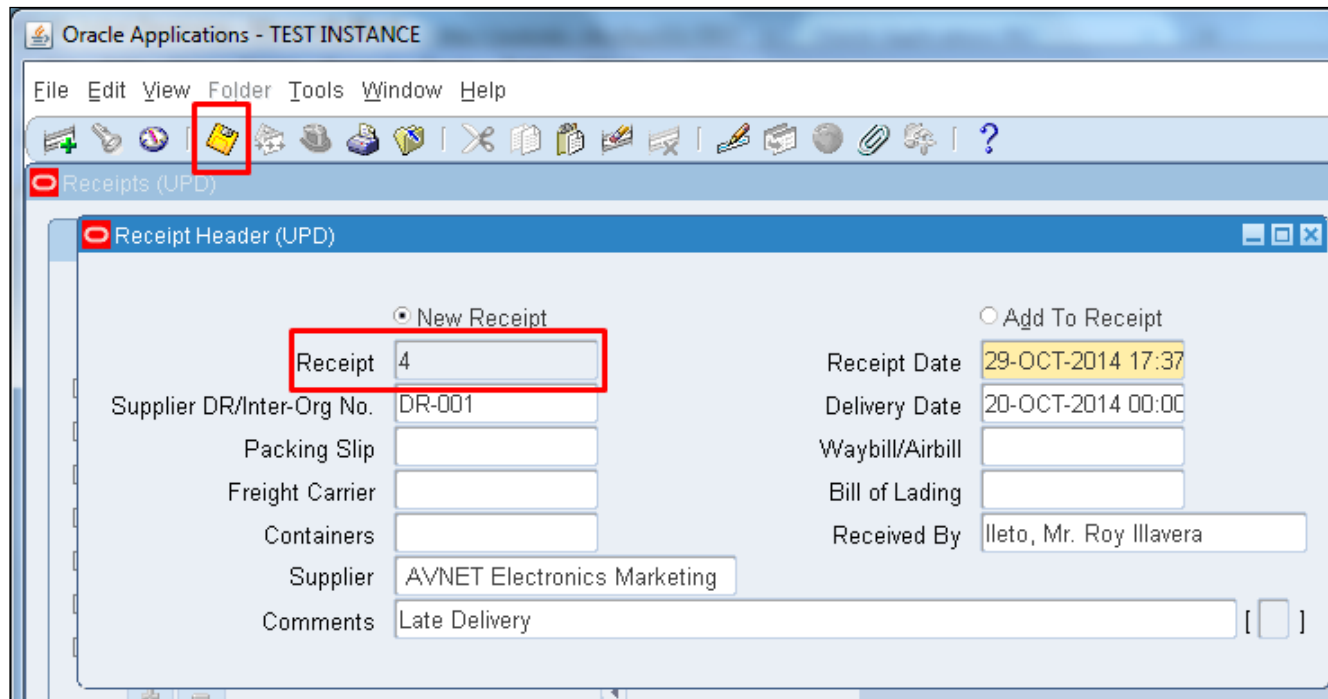
OK Cancel

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

Supplier DR/Inter-Org No. DR-001

Packing Slip

Freight Carrier

Containers

Supplier AVNET Electronics Marketing

Comments Late Delivery []

Receipt Date 29-OCT-2014 17:37

Delivery Date 20-OCT-2014 00:00

Waybill/Airbill

Bill of Lading

Received By Ileto, Mr. Roy Illavera

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.

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 | Destination | Type | Item | Rev | Description | L | [] |
|-------------------------------------|----------|-----|-----------|----------|-----|-------------|------|--------------|-----|---------------------|---|-----|
| <input checked="" type="checkbox"/> | 200 | pc | | | | Receiving | | FF-CM-000001 | | Chair, Monobloc, B | E | . |
| <input checked="" type="checkbox"/> | 10 | sht | | .5 | bun | Receiving | | OF-CA-000008 | | Cartolina, White, 9 | E | . |
| <input type="checkbox"/> | | | | | | | | | | | | |
| <input type="checkbox"/> | | | | | | | | | | | | |
| <input type="checkbox"/> | | | | | | | | | | | | |
| <input type="checkbox"/> | | | | | | | | | | | | |
| <input type="checkbox"/> | | | | | | | | | | | | |

Operating Unit: UP System
 Supplier: PS-DBM
 Item Description: Cartolina, White, 99Gsm Min
 Destination: Baguio-Suyat, Mr. Rodolfo Tabajonda Jr.
 Header Receiver Note:
 Shipment Receiver Note:

Order Type: Standard
 Order: 11
 Due Date: 30-OCT-2014 00:00
 Hazard:
 UN Number:
 Routing: Standard Receipt

Lot - Serial Cascade Express Header

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

Receivables (UPSI)

Lines Details Currency Order Information Outside Services Shipment Information

| Quantity | UOM | Secondary Quantity | UOM | Destination | Item | Rev | Description |
|----------|------|--------------------|-----|-------------|--------------|-----|-----------------------|
| 50 | pc | | | Receiving | FF-CH-000001 | | Chair, Monobloc, B E |
| 5 | ctrl | 1 | bun | Receiving | CF-CA-000008 | | Cartolina, White, 9 E |

Operating Unit: UP System
 Supplier: PS-CEM
 Item Description: Cartolina, White, 99Gsm Min
 Destination: Bagisio-Suyat, Mr. Rodolfo Tabajanda Jr.
 Header Receiver Note:
 Shipment Receiver Note:

Order Type: Standard
 Order: 11
 Due Date: 30-OCT-2014 00:00
 Hazard:
 UN Number:
 Routing: Standard Receipt

Lot - Serial Cascade Express Header

Unordered Clear Find

PM648403: 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.