



# University of the Philippines

## SPCMIS

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





# CREATION OF REQUISITION AND ISSUANCE SLIP (RIS)



# SPCMIS User Manual

## *iProcurement*

Author: Julius Ermitanio, Michael Angelo Soliven & Reah Mae Supnet  
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### 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
21 April 2017	Reah Mae Supnet	3.0	Update

## 2. Description

<b>Script ID</b>	UMSP120330
<b>Script Name</b>	Requisition and Issuance Slip
<b>Information System</b>	Supplies, Property and Campus Management Information System
<b>Functional Domain</b>	Inventory
<b>Purpose</b>	To create RIS for Centralized Procured Items
<b>Data Requirement</b>	
<b>Dependencies</b>	
<b>Scenario</b>	
<b>Author</b>	Julius Ermitanio , Michael Angelo Soliven & Reah Mae Supnet

UNIVERSITY OF THE PHILIPPINES  
1908

Diliman Los Baños Manila Visayas Open U Mindanao Baguio Cebu

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

\*Password .....  
(example: 4099v23)

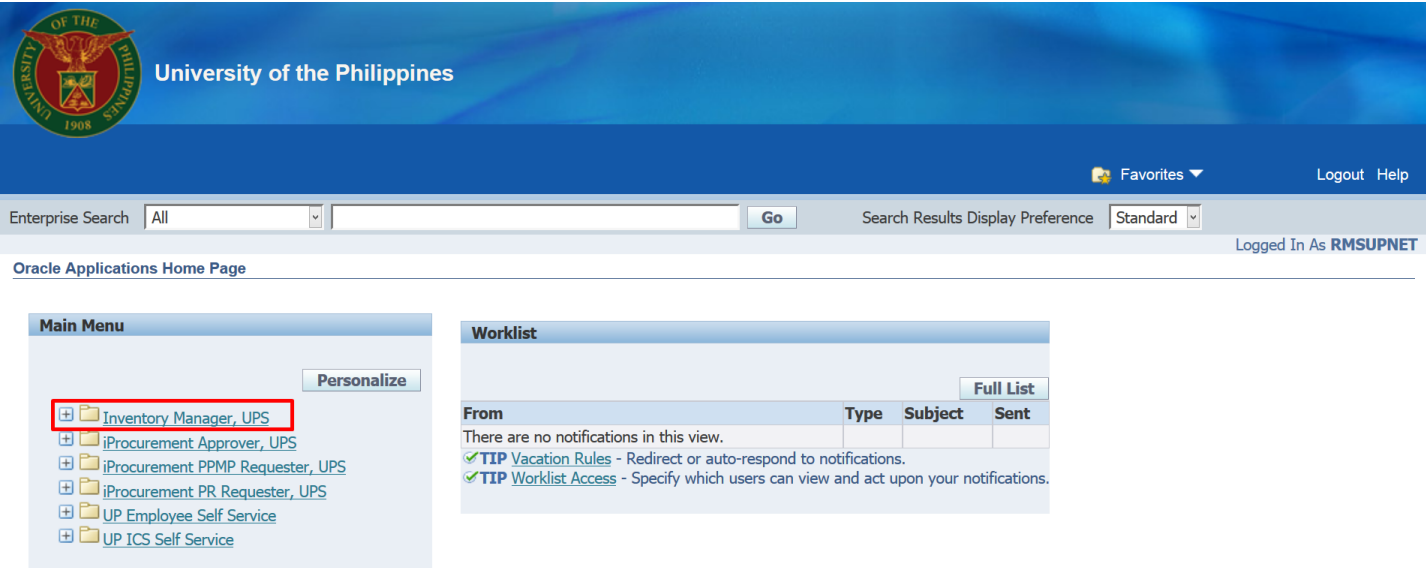
Login Cancel

Accessibility None

Select a Language:  
English

**Step 1.** Go to [uis.up.edu.ph](http://uis.up.edu.ph)


**Step 2.** Log-in your credentials (e.g. *username* and *password*)



**PRE-REQUISITE:** DataLoad Classic (Windows) must be installed.

**NOTE:** After Subinventory Transfer, SPMO will create the RIS for each Requesting Unit.

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



University of the Philippines

Favorites

Logout Help

Enterprise Search

All

Go

Search Results Display Preference

Standard

Logged In As RMSUPNET

Oracle Applications Home Page

Main Menu

Personalize

Inventory Manager, UPS

Requests

Change Organization

Notification Summary

Transactions

Requisition and Issuance Slip

On-hand, Availability

Items

Costs

Accounting Close Cycle

Reports

Setup

Worklist

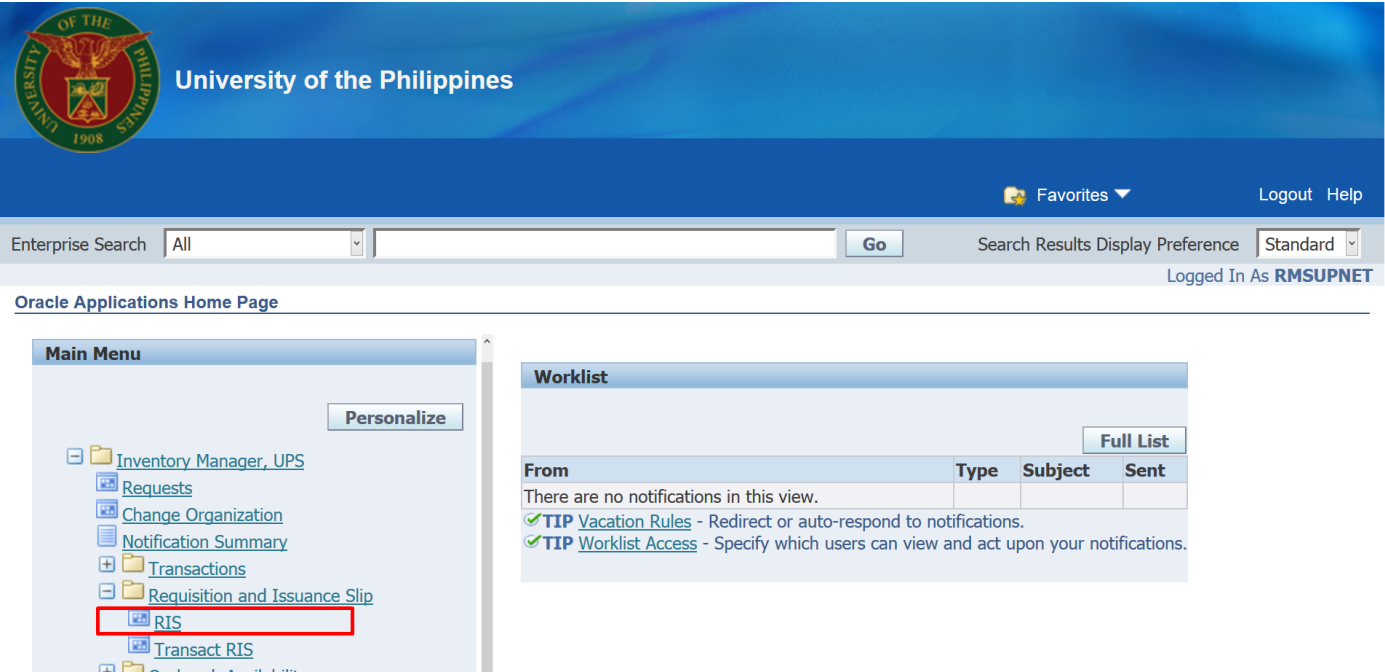
Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓TIP Worklist Access - Specify which users can view and act upon your notifications.			

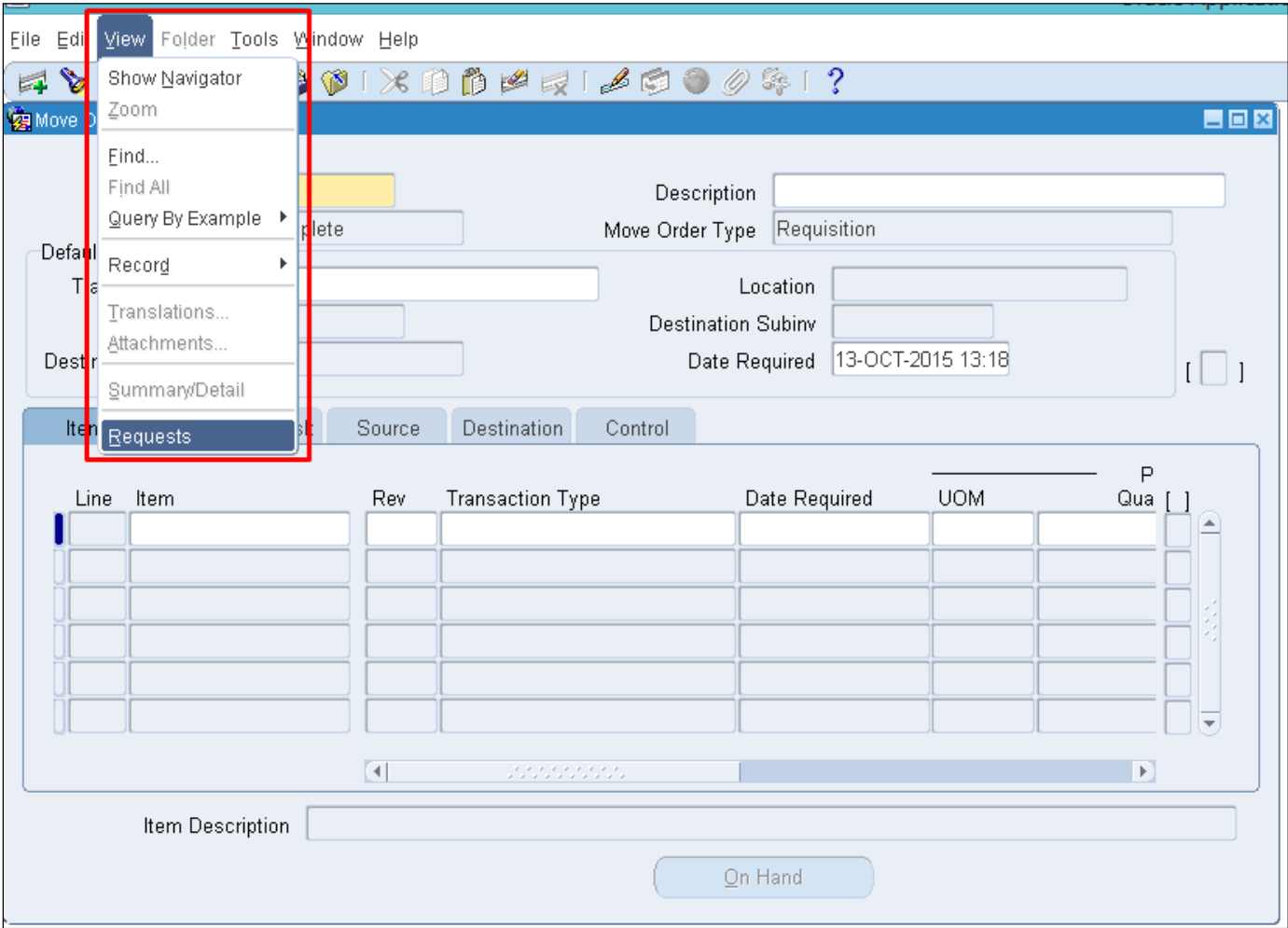
**Step 4.** Select *Requisition and Issuance Slip*.

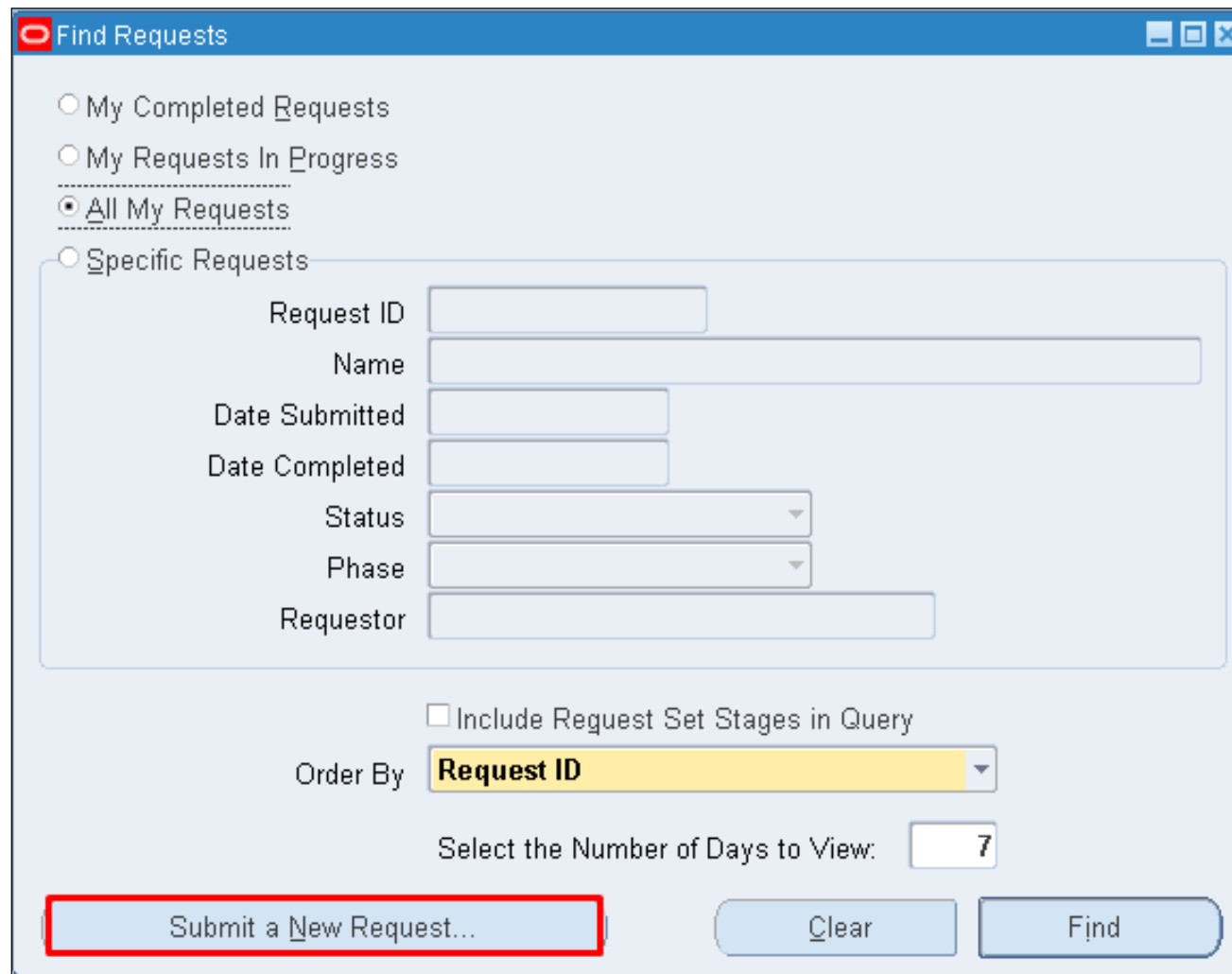


Step 5. Select *RIS*



**Step 6.** Click **View** in the menu bar and select **Requests**..

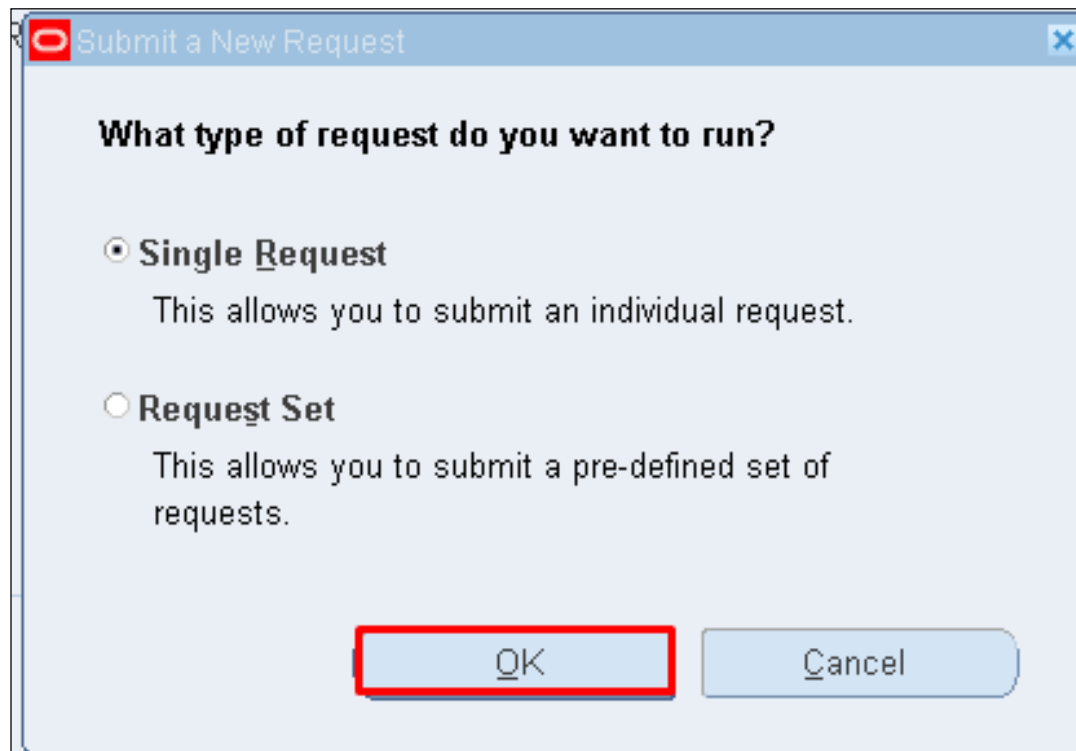




The 'Find Requests' window contains the following elements:

- Radio Buttons:**
  - ☐ My Completed Requests
  - ☐ My Requests In Progress
  - ☒ All My Requests
  - ☐ Specific Requests
- Search Fields (under 'Specific Requests'):**
  - Request ID:
  - Name:
  - Date Submitted:
  - Date Completed:
  - Status:
  - Phase:
  - Requestor:
- Checkbox:** ☐ Include Request Set Stages in Query
- Order By:**
- Days to View:** Select the Number of Days to View:
- Buttons:**
  - Submit a New Request...** (highlighted with a red border)
  - Clear
  - Find

Click **Submit a New Request button**.



Click **Ok** button.

**Submit Request**

Run this Request...

Copy...

Name  ...

Operating Unit

Parameters

Language

Language Settings... Debug Options

At these Times...

Run the Job  Schedule...

Upon Completion...

☒ Save all Output Files

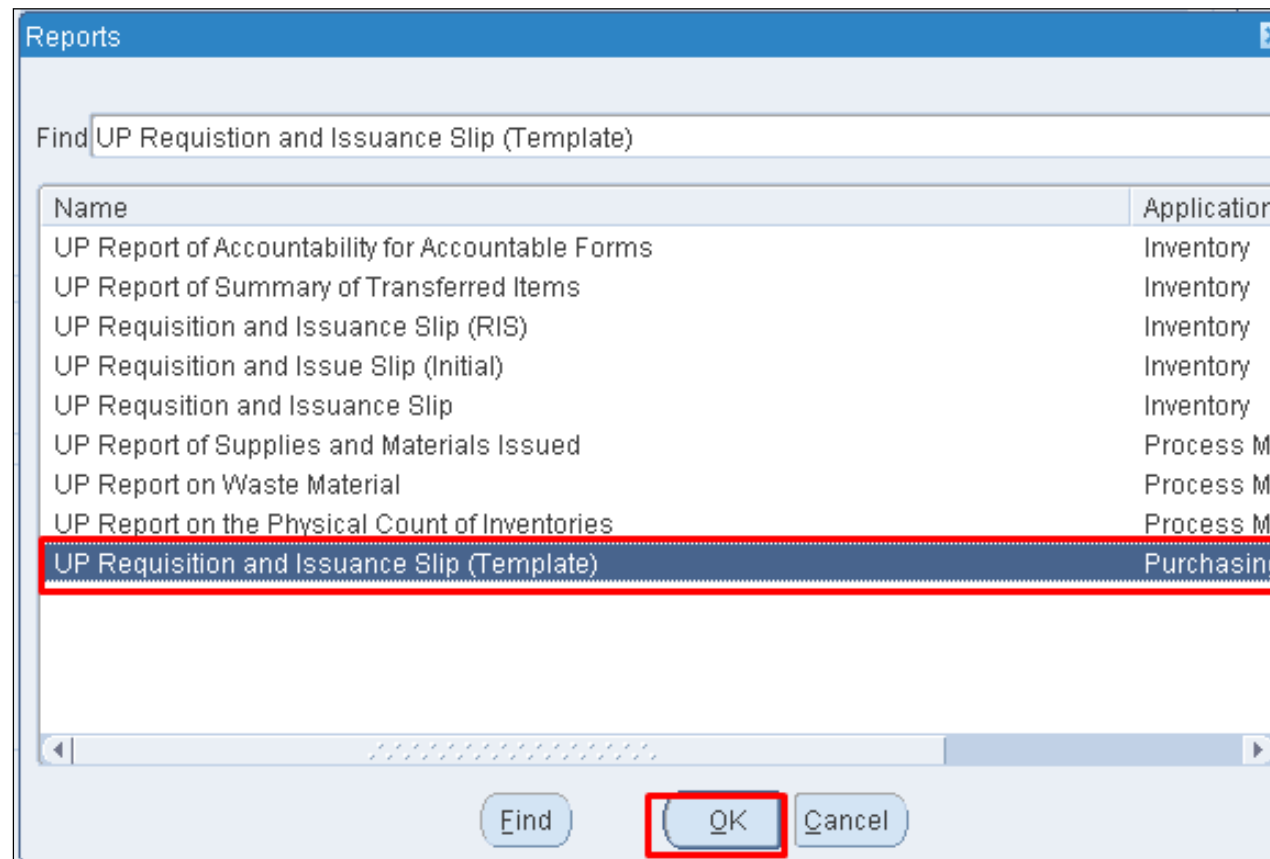
Layout  Options...

Notify

Print to  Delivery Opts

Help (C) Submit Cancel

**Step 7. Submit Request**  
window will appear.  
In **Name** field, click the ellipsis



**Step 8.** Enter **UP Requisition and Issuance Slip (Template)**, then click **Find**.

Select from the list and click **OK**.

**Submit Request**

Run this Request... Copy...

Name

Operating Unit

**Parameters**

APP Date From

APP Date To

Receiving of Items Date

Inventory Organization

OK Cancel Clear Help

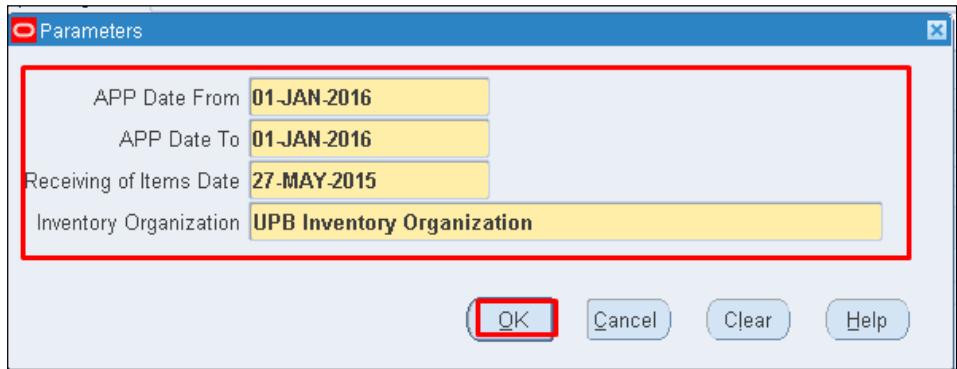
Layout  Options...

Notify

Print to  Delivery Opts

Help (Q) Submit Cancel

**Parameters** window will appear.

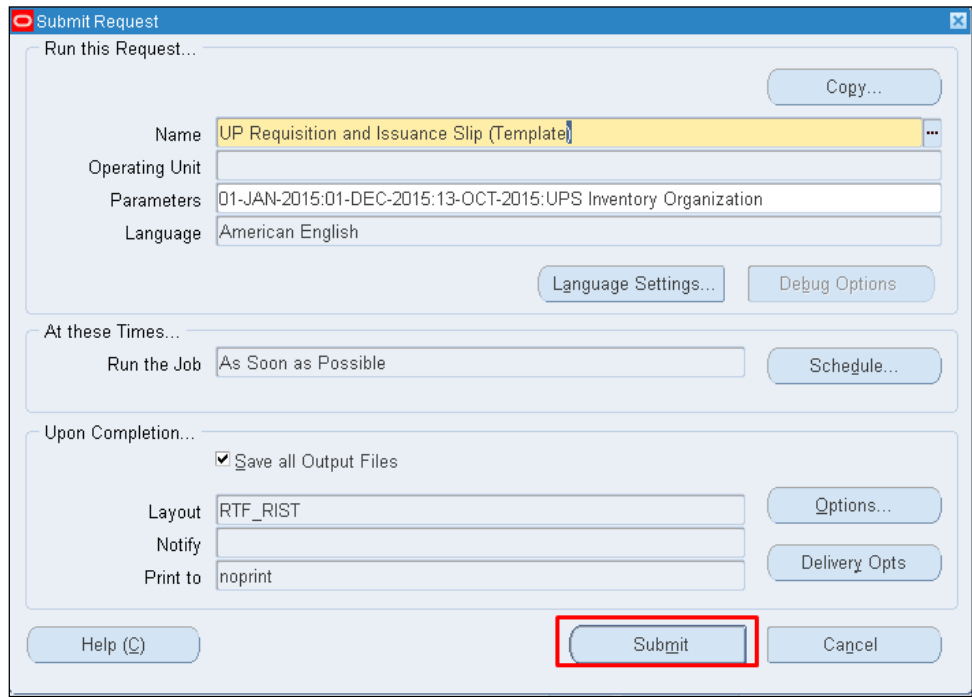


The Parameters dialog box contains the following fields and values:

Field	Value
APP Date From	01-JAN-2016
APP Date To	01-JAN-2016
Receiving of Items Date	27-MAY-2015
Inventory Organization	UPB Inventory Organization

Buttons at the bottom: OK, Cancel, Clear, Help. The OK button is highlighted with a red rectangle.

**Step 9.** Enter the required parameters and click **Ok**.



The Submit Request dialog box contains the following sections and fields:

**Run this Request...**

- Name: UP Requisition and Issuance Slip (Template)
- Operating Unit: [Empty]
- Parameters: 01-JAN-2015:01-DEC-2015:13-OCT-2015:UPS Inventory Organization
- Language: American English

Buttons: Copy..., Language Settings..., Debug Options

**At these Times...**

- Run the Job: As Soon as Possible

Button: Schedule...

**Upon Completion...**

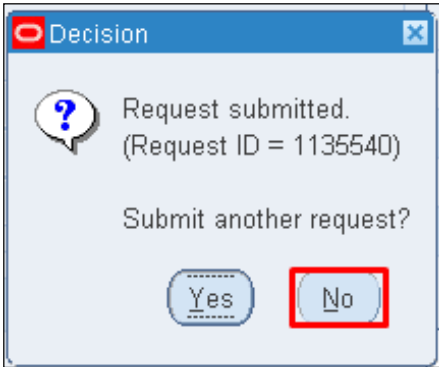
- ☒ Save all Output Files
- Layout: RTF\_RIST
- Notify: [Empty]
- Print to: noprint

Buttons: Options..., Delivery Opts

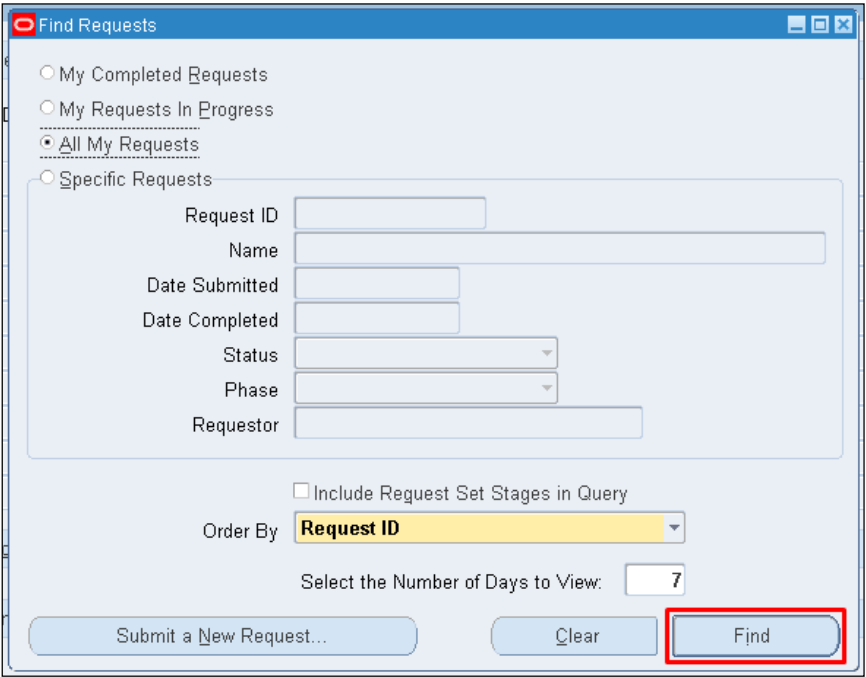
Buttons at the bottom: Help (C), Submit, Cancel. The Submit button is highlighted with a red rectangle.

**Step 10.** Click **Submit** button.





**Step 11.** Click **No** button.



**Step 12.** Click **Find** button.

**Step 13. Reports Window**  
will appear.

Click **View Output** button.

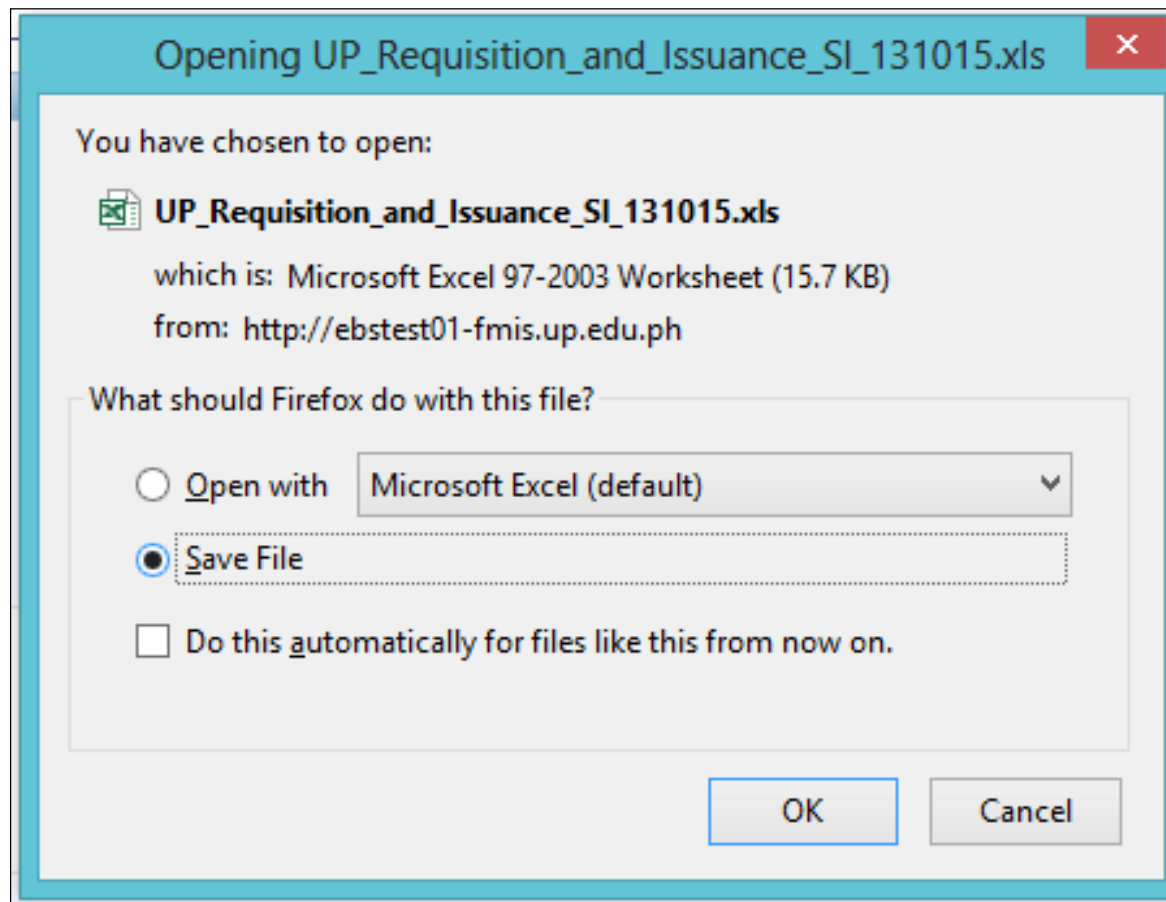
Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
1427751	UP Summary of Prorated It		Completed	Normal	106, 2016/01/01 00:00:00, 201
1427698	Diagnostics: Apps Check		Completed	Normal	201, ...
1427683	Diagnostics: Apps Check		Completed	Normal	...
1427681	Diagnostics: Apps Check		Completed	Normal	...
1427671	UP Acknowledgement Rec		Completed	Normal	107, 2029, 14009, 35693
1427403	UP Acknowledgement Rec		Completed	Normal	107, 2029, 14009,
1427315	PO Output for Communicat		Completed	Normal	R, ..., N, ..., View
1426427	UP Abstract of Bids		Completed	Normal	101, 19, 35733, 36353, 38326,
1426406	UP Invitation to Bid		Completed	Normal	101, Photoconductor Kit for Ju
1426173	UP 2307		Completed	Normal	101, 2114, 36285

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

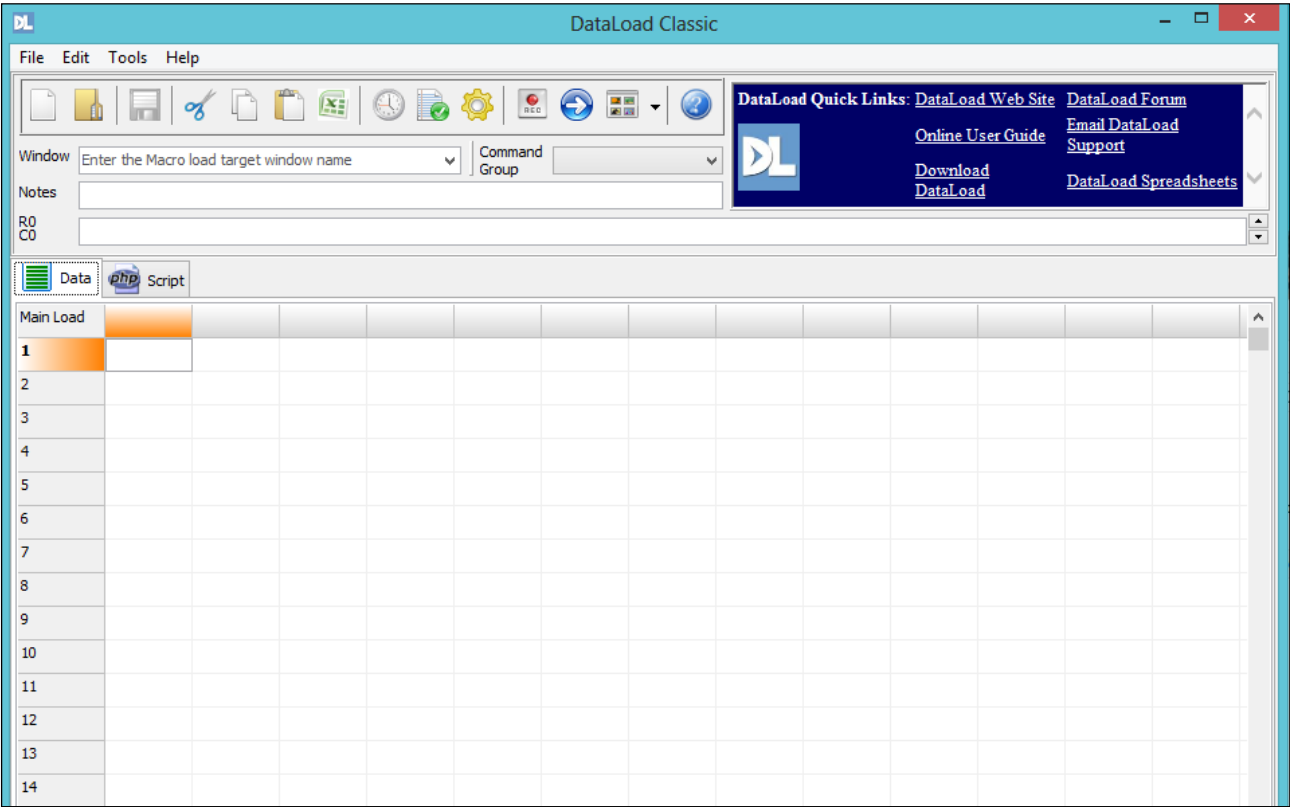


**Save** and **open** the downloaded report.

TAB	UPS Office of the President - AGRICULTURAL SUPPLIES	TAB	Req	TAB	TAB	UPS-OP	TAB		TAB	TAB
AS-IN-000001	TAB	TAB	TAB	3	*DN					
TAB	UPS Office of the President - OFFICE SUPPLIES	TAB	Req	TAB	TAB	UPS-OP	TAB		TAB	TAB
OF-MW-000283	TAB	TAB	TAB	3	*DN					
OF-PG-000303	TAB	TAB	TAB	4	*DN					
OF-SW-000361	TAB	TAB	TAB	3	*DN					
TAB	UPS Supply and Property Management Office - OTHER	TAB	Req	TAB	TAB	UPS-SPMO	TAB		TAB	TAB
OT-AF-000002	TAB	TAB	TAB	7	*DN					
TAB	UPS Supply and Property Management Office -	TAB	Req	TAB	TAB	UPS-SPMO	TAB		TAB	TAB
AS-IN-000001	TAB	TAB	TAB	5	*DN					
TAB	UPS Supply and Property Management Office - OFFICE	TAB	Req	TAB	TAB	UPS-SPMO	TAB		TAB	TAB
OF-PG-000303	TAB	TAB	TAB	7	*DN					
OF-PG-000304	TAB	TAB	TAB	14	*DN					
OF-SW-000361	TAB	TAB	TAB	8	*DN					

***Generated Requisition and Issuance Slip*** (Template)

Open the  DataLoad Classic application.



On the **Window** field, select a particular option where to load the data.

On the **Command Group** field, select **EBS-R12**.

Go back to the downloaded **Copy the Requisition and Issuance Slip** (Template).  
**Copy** the data and paste it in the **DataLoad Classic**.

Window

01 eUP SPCMIS Test Script - Transferring Items to Subinve

Notes

12 Subinventory Transfer

R0

CO

Data

Script

Command Group

Welcome to DataLoad V5: V5 contains many new features, please take time to look at the [User Guide](#) to find out which can help your work. Major new features include Browser Control (for Self Service loads), direct database loads, PHP scripting & data validation. Also look out for

Window

Enter the Macro load target window name

Command Group

EBS - R12

Notes

R0

CO

Data

Script

Main Load

www.dataload.net

www.dataload.com

File Edit Tools Help

DataLoad Quick Links: [DataLoad Web Site](#) [DataLoad Forum](#)  
[Online User Guide](#) [Email DataLoad Support](#)  
[Download DataLoad](#) [DataLoad Spreadsheets](#)

Window

Oracle Applications - Parallel Instance (Clone from UAT)

Command Group

EBS - R12

Notes

R1

C1

TAB

Data

Script

Main Load	TAB	Data	TAB	Data	TAB	TAB	Data	TAB	Data	TAB	TAB	Data	Data
1	TAB	UPS Office of TAB	Req	TAB	TAB	UPS-OP	TAB	01.....	TAB	TAB			
2	OF-MW-0002	TAB	TAB	TAB	3	TAB	*DN						
3	OF-PG-0003	TAB	TAB	TAB	4	TAB	*DN						
4	OF-SW-0003	TAB	TAB	TAB	3	TAB	*DN						
5													
6													

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
1459884	UP Summary of Prorated It		Completed	Normal	101, 2017/07/01 00:00:00, 201
1457830	UP Summary of Prorated It		Completed	Normal	101, 2017/07/01 00:00:00, 201
1457797	UP Summary of Prorated It		Completed	Normal	101, 2017/07/01 00:00:00, 201
1457780	UP Summary of Prorated It		Completed	Normal	101, 2017/07/01 00:00:00, 201
1457775	UP Summary of Prorated It		Completed	Normal	101, 2017/07/01 00:00:00, 201
1457771	UP Summary of Prorated It		Completed	Normal	101, 2017/07/01 00:00:00, 201
1457168	UP Summary of Prorated It		Completed	Normal	101, 2017/07/01 00:00:00, 201
1457160	UP Acknowledgement Rec		Completed	Normal	101, 10983, 9058,
1457100	UP Inspection and Accepts		Completed	Normal	101, 10983, 15009, 36276, 363
1457099	UP Inspection and Accepts		Completed	Normal	101, 10983, 15009, ,

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

**Step 14.** Go back to the Oracle application and click **Close** button.

Enter ***Subinventory Transfer***  
and click ***Transaction Lines***.

Subinventory Transfers (UPD)

Transaction

Date 30-OCT-2014 10:56:59

Type Subinventory Transfer ...

Source

☐ Serial-Triggered

Transaction Lines



**Step 15.** Click the **Number** field and go back to the **DataLoad Classic**.

Move Orders (UPS)

Number

StatusIncomplete

Description

Move Order TypeRequisition

Default

Transaction Type

Source Subinv

Destination Account

Location

Destination Subinv

Date Required13-OCT-2015 13:56

Item

Project and Task

Source

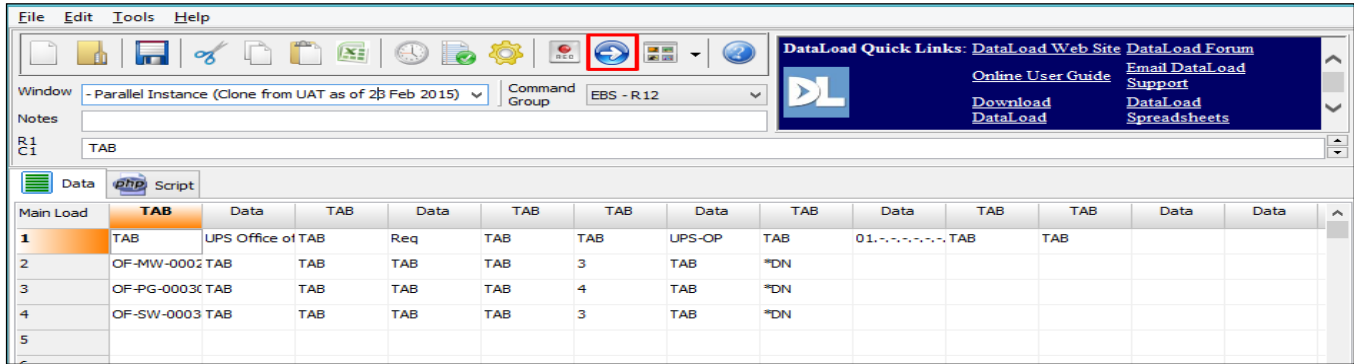
Destination

Control

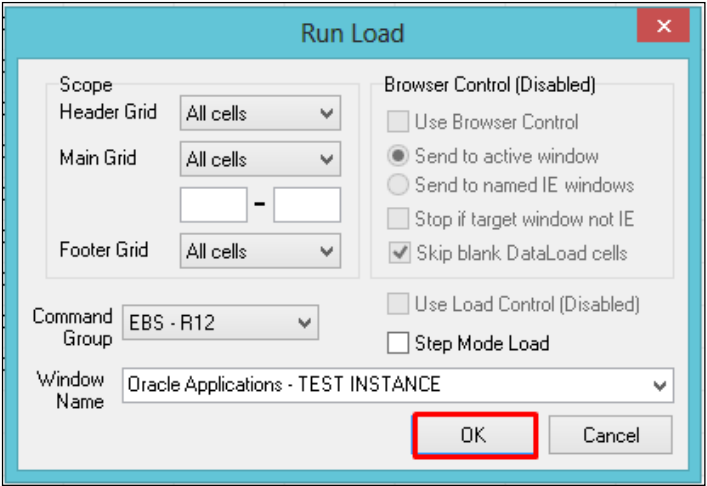
Line	Item	Rev	Transaction Type	Date Required	UOM	P Qua

Item Description

On Hand



**Step 16.** Click the **Start Load** button.



Click **Ok**

Once **Start Load** is clicked, the loading of data will begin.

Move Orders (UPS)

Number4016

StatusIncomplete

DescriptionUPS Supply and Property Management Office - O

Move Order TypeRequisition

Default

Transaction TypeRequisition and Issuance

Location

Source SubinvUPS-SPMO

Destination Subinv

Destination Account01.....

Date Required13-OCT-2015 13:56

Item

Project and Task

Source

Destination

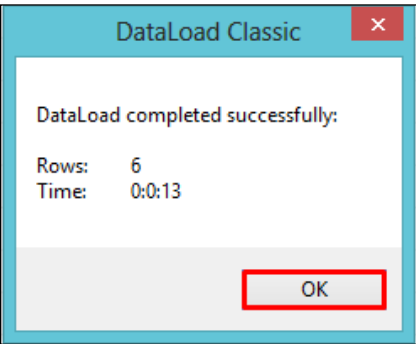
Control

Line	Item	Transaction Type	Date Required	UOM	Primar Quantity	
1	OF-PG-000303	Requisition and Issuance	13-OCT-2015 13:56:5	rm	7	
2	OF-SW-000361	Requisition and Issuance	13-OCT-2015 13:56:5	box		

Item Description

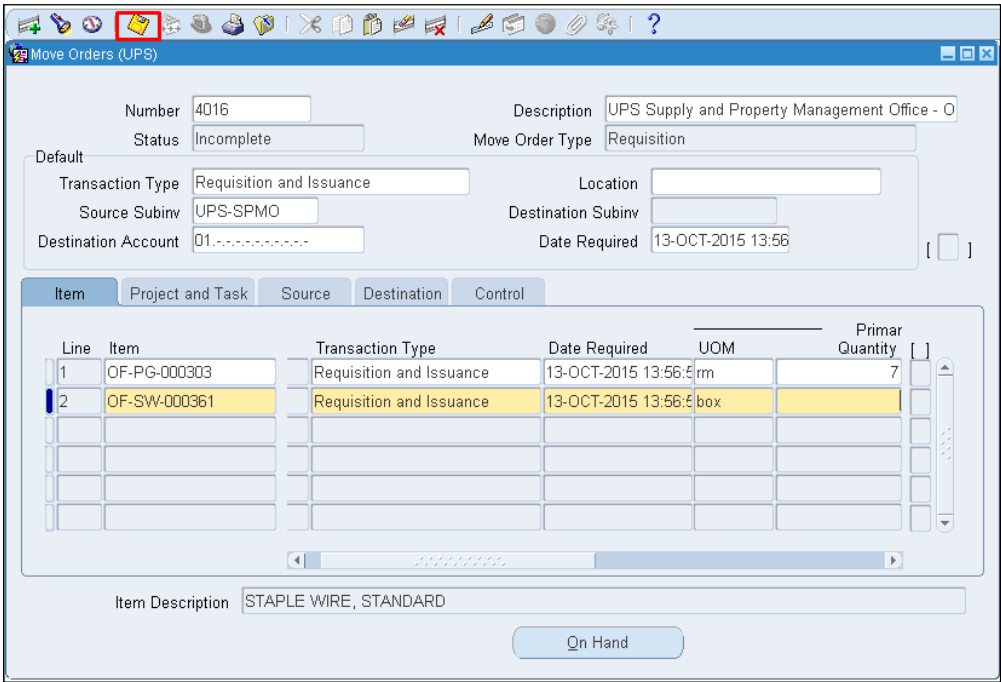
STAPLE WIRE, STANDARD

On Hand



After the completion of loading, message box will appear. Click **Ok**.

Click **Save** button to record the loaded data.



Announce the RIS to all Requesting Unit by sending email or posting to the website.

**Result Information:**

<b>Expected Results:</b>
RIS Created.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.