

University of the Philippines

SPCMIS

Supplies, Procurement, and Campus Management Information System



CREATION OF REQUISITION AND ISSUANCE SLIP (RIS)



SPCMIS User 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
21 April 2017	Reah Mae Supnet	3.0	Update

2. Description

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

OF THE DESIGN OF	7	
	Diliman Los Baños Manila Visayas	Open U Mindanao Baguio Cebu
	*User Name (example: michael.james.smith) *Password (example: 4u99v23) Login Cancel	
	Accessibility None	
	English	

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

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

1908					
				🛃 Favorites 🔻	Logout Help
terprise Search All		Go	Search Results Display Prefere	nce Standard 🔽	
					Logged In As RMSUPNET
racle Applications Home Page					

Full List

Sent

Type Subject

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.

Personalize

From

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.

🛨 🛅 Inventory Manager, UPS

🛨 🛄 iProcurement Approver, UPS

🕀 🛅 iProcurement PPMP Requester, UPS



Step 4. Select *Requisition and Issuance Slip*.

University of	the Philippines	5					
				(🗼 Favorite	es 🔻	Logout Help
Enterprise Search All	·		Go	Sea	rch Results	Display Prefe	rence Standard ど
Oracle Applications Home Page	^ Personalize	Worklist				Full List	
Dequests		From		Туре	Subject	Sent	
Notification Summary Image: Change Organization Notification Summary Image: Change Organization Notification Summary Image: Change Organization Image: Change Organi	e Slip	There are no notifications in this view. TIP <u>Vacation Rules</u> - Redirect or auto-right TIP <u>Worklist Access</u> - Specify which us	respond to not ers can view a	tificatior	ns. upon your n	otifications.	

Step 5. Select RIS

wove 9	Eind Find All Query By Example			Description		
Defaul Ta Destr	Translations Attachments			ove Order Type Requis Location Destination Subinv Date Required	13-OCT-2015 13:18	
Lin	Requests	Rev	Destination Co Transaction Type	Date Requ	uired UOM	P Qua []

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

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Find Requests	
⊖ My Completed <u>R</u> equests	
⊖ My Requests In <u>P</u> rogress	
● <u>A</u> II My Requests	
○ Specific Requests	
Request ID	
Name	
Date Submitted	
Date Completed	
Status	
Phase	
Requestor	
	□ Include Dequest Set Sterres in Query
0. L. P.	Include Request Set Stages in Guery
Order By	request in
	Select the Number of Days to View: 7
Submit a <u>N</u> ew Reque	est <u>C</u> lear Find

Click Submit a New Request button.



Click Ok button.

🖸 Submit Request		×
Run this Request		
	Сору	
Name		1
Operating Unit		1
Parameters		
Language		
1	Language Settings Debug Options	
At these Times		
Run the Job	As Soon as Possible Schegule	
Upon Completion		
	✓ Save all Output Files	
Layout	Options	
Notify	Delivery Orte	
Print to	Delivery Opts	
Help (<u>C</u>)	Sub <u>m</u> it Cancel	
L		

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

.

Reports	×
Find UP Requistion and Issuance Slip (Template)	
Name	Application
UP Report of Accountability for Accountable Forms	Inventory
UP Report of Summary of Transferred Items	Inventory
UP Requisition and Issuance Slip (RIS)	Inventory
UP Requisition and Issue Slip (Initial)	Inventory
UP Requsition and Issuance Slip	Inventory
UP Report of Supplies and Materials Issued	Process M:
UP Report on Waste Material	Process M:
UP Report on the Physical Count of Inventories	Process M:
UP Requisition and Issuance Slip (Template)	Purchasin
<u> </u>	
Eind OK Cancel	

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

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

🖸 Submit I	Request		×
C Run th	is Request –	Сору	
	Name	UP Summary of Prorated Items Received (Template)	
	Operating Unit		
	Parameters		⊠
- At the	APP I AP Receiving of I Inventory Or	Date From P Date To P Date To terms Date Granization OK Cancel Clear Help	
	Layout Notify Print to	RTF_SPIRT Qptions.	 pts
H	elp (<u>C</u>)	Submit Cancel	

Parameters window will appear.

APP Date To	01-JAN-2016			
ceiving of Items Date	27-MAY-2015			
ventory Organization	UPB Inventory Organiza	ntion		

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

Submit Request	
- Run this Request	
	Сору
Name	UP Requisition and Issuance Slip (Template)
Operating Unit	
Parameters	01-JAN-2015:01-DEC-2015:13-OCT-2015:UPS Inventory Organization
Language	American English
	Language Settings Debug Options
At these Times	
Run the Job	As Soon as Possible Schedule
Upon Completion	
	☑ <u>S</u> ave all Output Files
Layout	RTF_RIST Qptions
Notify	
Print to	noprint Delivery Opts
Heln (C)	Submit Cancel

Step 10. Click Submit button.



Find Requests	
OMy Completed Requests	
• All My Requests	
Specific Requests	
Request ID	
Name	
Date Submitted	
Date Completed	
Status	
Phase	
Requestor	
	□Include Reguest Set Stages in Query
Order By	Request ID 🔻
	Select the Number of Days to View: 7
Submit a <u>N</u> ew Requ	est <u>C</u> lear Find

Step 11. Click No button.

Step 12. Click *Find* button.

Refr	esh Data F	Find Request	s		Sub <u>m</u> it a New Request
Request ID		Parent I		_	
4.407754	Name	1	Phase	Status	Parameters
1427751	OP Summary of Prorated It		Completed	INOrmai	
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	√iew Detail <u>s</u> .			View Output
Cance	el Request	Diagnostics			View Log

Step 13. *Reports Window* will appear.

Click View Output button.

Opening U	P_Requisition_and_Issuance_SI_131015.xls	×							
You have chosen to open:									
UP_Requisition_and_Issuance_SI_131015.xls									
which is: Microsoft Excel 97-2003 Worksheet (15.7 KB)									
from: http://e	from: http://ebstest01-fmis.up.edu.ph								
What should Firefo	x do with this file?								
○ <u>O</u> pen with	Microsoft Excel (default)								
Save File									
Do this <u>a</u> utomatically for files like this from now on.									
	OK Cancel								

Save and *open* the downloaded report.

TAB	UPS Office of the President - AGRICULTURAL SUPPLIES	TAB	Req	TAB	TAB	UPS-OP	TAB	Г	ГАВ	TAB
AS-IN-000001	ТАВ	TAB	TAB	3	*DN					
TAB	UPS Office of the President - OFFICE SUPPLIES	TAB	Req	TAB	TAB	UPS-OP	TAB	T	ГАВ	TAB
OF-MW-000283	ТАВ	TAB	TAB	3	*DN					
OF-PG-000303	TAB	TAB	TAB	4	*DN					
OF-SW-000361	ТАВ	TAB	TAB	3	*DN					
						-				
TAB	UPS Supply and Property Management Office - OTHER	TAB	Req	TAB	TAB	UPS-SPMO	TAB	T	TAB	TAB
OT-AF-000002	TAB	TAB	TAB	7	*DN					
TAB	UPS Supply and Property Management Office -	TAB	Req	TAB	TAB	UPS-SPMO	TAB	۲ <u>ا</u>	ГАВ	TAB
AS-IN-000001	TAB	TAB	TAB	5	*DN			Ī		
TAB	UPS Supply and Property Management Office - OFFICE	TAB	Req	TAB	TAB	UPS-SPMO	TAB	T	ГAB	TAB
OF-PG-000303	ТАВ	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)

DL			DataLoad Classic			- 🗆 🗙
File Edit Tools	Help					
	8 🗋 🖺 🕅	🕓 🝺 🔅 🖪	S 🔊 📰 - 🔇	DataLoad Quick Lin	ks: <u>DataLoad Web Site</u> Online User Guide	DataLoad Forum Email DataLoad
Window Enter the M	acro load target window nam	≘ ✓ Comman Group	d 🗸 🗸		Download DataLoad	Support DataLoad Spreadsheets
R0 C0					DataLoad	
Data 🐽 s	ript					
Main Load						<u>^</u>
1						
2						
4						
5						
6						
7						
8						
9						
10						
12						
13						
14						



		🔅 💽	-	Welcome to DataLoad V5: V5 contains many new features, please take time to look at the <u>User Guide</u> to find	^
Window	I 🗸	Command Group	~	out which can help your work. Major new features include	
Notes	01 eUP SPCMIS Test Script - Transferring Items to Subinve 12 Subinventory Transfer			loads. PHP scripting & data validation. Also look out for	~
R0 C0	Mozilla Firefox Start Page - Mozilla Firefox Program Manager				•
Da	ta 💼 Script				

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

🗋 🚹 🔜 🛷 🗅 🛍 🖾 🕓 🝺 🔅 🖭	Image: Second	www.dataload.net	^
Window Enter the Macro load target window name	FBS - R 12	www.dataload.com	~
R0 C0	EBS - 11 EBS - 10.7/11.0 NCA EBS - 10.7SC	٤	>
Data 🚳 Script	Siebel SAP Peoplesoft		
Main Load	Dynamics Other		^

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

<u>File</u> <u>E</u> dit	lools <u>H</u> el	р											
Window O	ade Applicatio	🖌 🗋	nstance (Clon	e from UAT		E S - R12	- 0	DataLoa	d Quick Linl	ks: <u>DataLoa</u> <u>Online U</u>	d Web Site Jser Guide	<u>DataLoad Fo</u> <u>Email DataLo</u> <u>Support</u>	rum ad
Notes					Group					<u>Downloa</u> DataLoa	<u>ad</u> . <u>d</u>	DataLoad Spreadsheets	5
R1 C1 T	AB												
Data	ebe Script												
Main Load	TAB	Data	TAB	Data	TAB	TAB	Data	TAB	Data	TAB	TAB	Data	Data
1	ТАВ	UPS Office o	TAB	Req	TAB	TAB	UPS-OP	ТАВ	01	ТАВ	ТАВ		
2	OF-MW-0002	TAB	TAB	TAB	TAB	3	TAB	*DN					
3	OF-PG-00030	TAB	TAB	TAB	TAB	4	TAB	*DN					
4	OF-SW-0003	TAB	TAB	TAB	TAB	3	TAB	*DN					
5													
6													

Go back to the downloaded **Copy** the **Requisition and Issuance Slip** (Template).

Copy the data and paste it in the **DataLoad Classic**.

Refresh Data F		ind Requests	nd Requests		Sub <u>m</u> it a New Request	
Request ID			Parent			
	Name		F	hase	Status	Parameters
1459884	UP Summary of P	rorated It	C	ompleted	Normal	101, 2017/07/01 00:00:00, 201
1457830	UP Summary of P	rorated It	C	ompleted	Normal	101, 2017/07/01 00:00:00, 201
1457797	UP Summary of Pi	rorated It	C	ompleted	Normal	101, 2017/07/01 00:00:00, 201
1457780	UP Summary of Pi	rorated It	C	ompleted	Normal	101, 2017/07/01 00:00:00, 201
457775	UP Summary of Pi	rorated It	C	ompleted	Normal	101, 2017/07/01 00:00:00, 201
457771	UP Summary of P	rorated It	C	ompleted	Normal	101, 2017/07/01 00:00:00, 201
457168	UP Summary of P	rorated It	C	ompleted	Normal	101, 2017/07/01 00:00:00, 201
457160	UP Acknowledgem	nent Rec	C	ompleted	Normal	101, 10983, 9058,
457100	UP Inspection and	Accepts	C	ompleted	Normal	101, 10983, 15009, 36276, 363
1457099	UP Inspection and	Accepts	C	ompleted	Normal	101, 10983, 15009, ,
Hold	Request	\ \	/iew Detail <u>s</u>			View Output
Cance	el Request		Diagnostics			View Log

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

OSubinventory Tra	nsfers (UPD)	
— Transaction		
Date	30-OCT-2014 10:56:59	
Туре	Subinventory Transfer	
Source		
	□ <u>S</u> erial-Triggered	
	Transaction Lines	

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

🙀 Move Orders (UPS)				_ = ×
Number		Descriptio	in	
Status	Incomplete	Move Order Typ	e Requisition	
Default Transaction Type			location	
Source Subinv		Destination	n Subinv	
Destination Account		Date F	Required 13-OCT-2015 13:56	
Item Project :	and Task Source	Destination Control		
Line Item	Rev	Transaction Type	Date Required UOM	—— Р Qua[]
	[4]			
ltem Desc	ription			
		01	n Hand	

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

<u>F</u> ile	Eile <u>E</u> dit <u>I</u> ools <u>H</u> elp														
	Image: Second state of the second s														
Window	ndow - Parallel Instance (Clone from UAT as of 2B Feb 2015) V Group EBS - R12 V Download DataLoad V														
Notes											DataLoa	<u>10</u>	Spreadsneets		
či	TA	в													-
	Data Data Script														
Main L	oad.	TAB	Data	TAB	Data	TAB	TAB	Data	TAB	Data	TAB	TAB	Data	Data	^
1		ТАВ	UPS Office o	TAB	Reg	ТАВ	ТАВ	UPS-OP	ТАВ	01	ТАВ	TAB			
2		OF-MW-0002	ТАВ	TAB	TAB	TAB	3	TAB	*DN						
3		OF-PG-00030	TAB	TAB	TAB	TAB	4	TAB	*DN						
4		OF-SW-0003	TAB	TAB	TAB	TAB	3	TAB	*DN						
5															
-															

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

	Run Load ×
Scope Header Grid All cells Main Grid All cells Footer Grid All cells	Browser Control (Disabled) Use Browser Control Send to active window Send to named IE windows Stop if target window not IE Stop kip blank DataLoad cells
Command EBS - R12 Group	Use Load Control (Disabled) Step Mode Load
Window Name	tions - TEST INSTANCE OK Cancel

Click Ok

Move Ordei	rs (UPS)											
	Number	4016				Des	cription UPS	Supply	and Prope	rty Man	agement O	ffice - O
Defeat	Status	Incomple	ete]	Move Ord	ler Type Requ	uisition				
Default	oction Tuno	Pequiciti	ion and b	eeuano	`0		Location					
nanso Cou	uraa Subinu			Jouand	,c	Deer	LUCALION					
Dentinatio	urce Subinv	01	IVIO			Des	Cination Subinv	12.00	T 1015 12	-50		
Destinatio	on Account	01					Date Required	13-00	/1-2015 13	.00		[[]]]
ltem	Project a	and Task	Sour	rce	Destination	Control						
Line	ltem			Transa	action Type		Date Require	d	UOM		Primar Quantity	
1	OF-PG-000	303		Requis	ition and Issu	Jance	13-OCT-2015	13:56:5	rm		7	
2	OF-SW-000	0361		Requis	sition and Issu	Jance	13-OCT-2015	13:56:5	box			
]				
]				
					3000	000000					Þ	
Item Description STAPLE WIRE, STANDARD												
							<u>O</u> n Hand					

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

	DataLoad Classic
DataLoa	d completed successfully:
Rows: Time:	6 0:0:13
	ОК

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.

Default	Number Status	4016 Incomplete			Des Move Ord	cription UPS ler Type Requ	Supply and F isition	Property Manageme	nt Office - O
Trans: Sol Destinati	action Type urce Subinv on Account	Requisition UPS-SPM 01	and Iss	uance	Des	Location tination Subinv Date Required	13-OCT-201	5 13:56) (🗆)
Line	Item OF-PG-0000	303 1361		ransaction Type equisition and I equisition and I	ssuance	Date Require 13-OCT-2015 13-OCT-2015	d UOM 13:56:€ rm 13:56:€ box	Pr Quar	mar tity
	Item Desc	ription ST4		IRE, STANDAR		On Hand			

Result Information:

Expected Results:	
RIS Created.	

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