



University of the Philippines



SPCMIS

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



Generation of Created RIS (Common Use)



SPCMIS User Manual

iProcurement

Author: Julius Ermitanio & Michael Angelo Soliven
Creation Date: 14 February 2014
Last Updated: 12 December 2014
Document Ref: SPCMIS User Manual – Generation of Created RIS (Common Use)
Version: 2.1

Approvals:

Recommending Approval

Approved

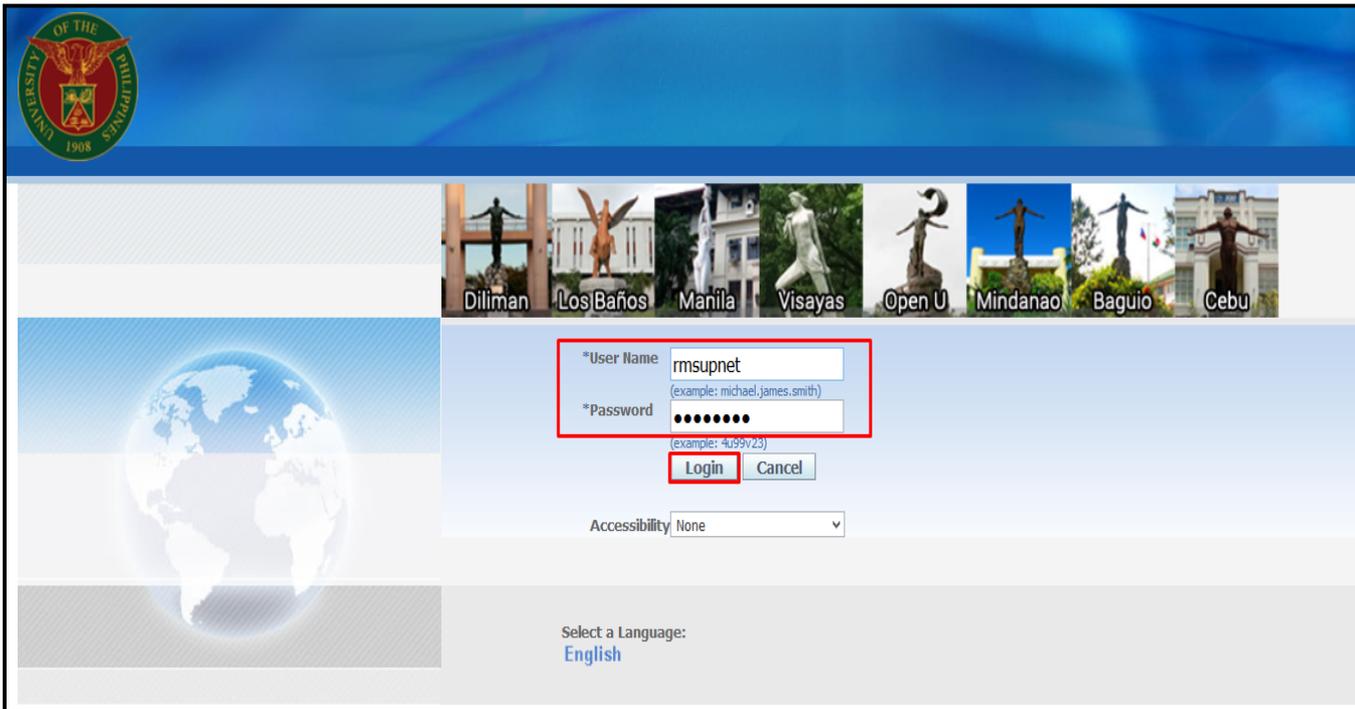
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
14 February 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial Issue and review
29 October 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update
12 December 2014	Michael Angelo Soliven	2.1	Update

2. Description

Script ID	UMSP120221
Script Name	Generation of Created RIS (Common Use)
Information System	Supplies, Property and Campus Management Information System
Functional Domain	Inventory
Purpose	
Data Requirement	
Dependencies	
Scenario	
Author	Julius Ermitanio & Michael Angelo Soliven



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

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



University of the Philippines

Favorites Logout Help

Enterprise Search All Go Search Results Display Preference Standard

Logged In As RMSUPNET

Oracle Applications Home Page

Step 3. On Main Menu, select *iProcurement Requester, UP*

Main Menu Personalize

- + iProcurement Approver, UPS
- + iProcurement PMP Requester, UPS
- + **iProcurement PR Requester, UPS**
- + UP Employee Self Service
- + UP ICS Self Service

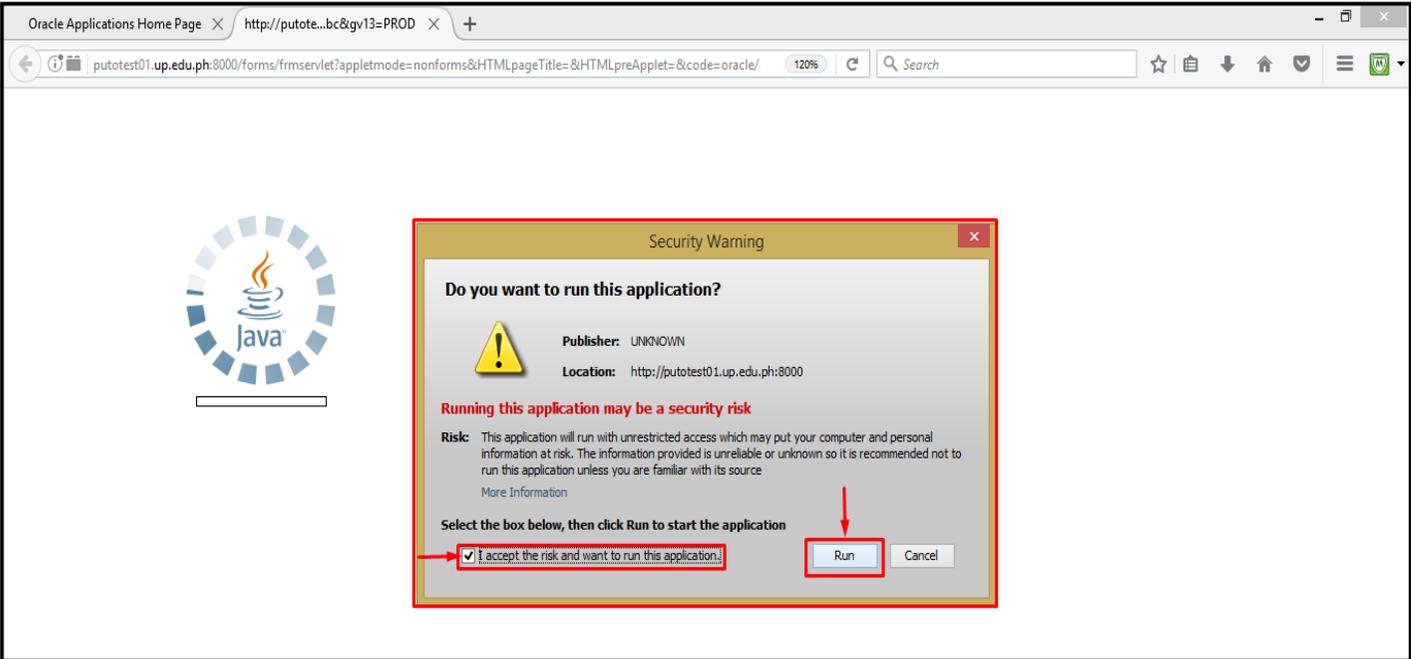
Worklist Full List

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 *Request*

The screenshot displays the Oracle Applications Home Page for the University of the Philippines. The top navigation bar includes the university logo, search fields, and user information. The 'Main Menu' on the left contains several options, with 'Request' highlighted in a red box. The 'Worklist' section on the right shows a table with columns 'From', 'Type', 'Subject', and 'Sent'. Below the table, there is a message: 'There are no notifications in this view.' and two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

Step 5. Click the checkbox then click **Run**.



Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

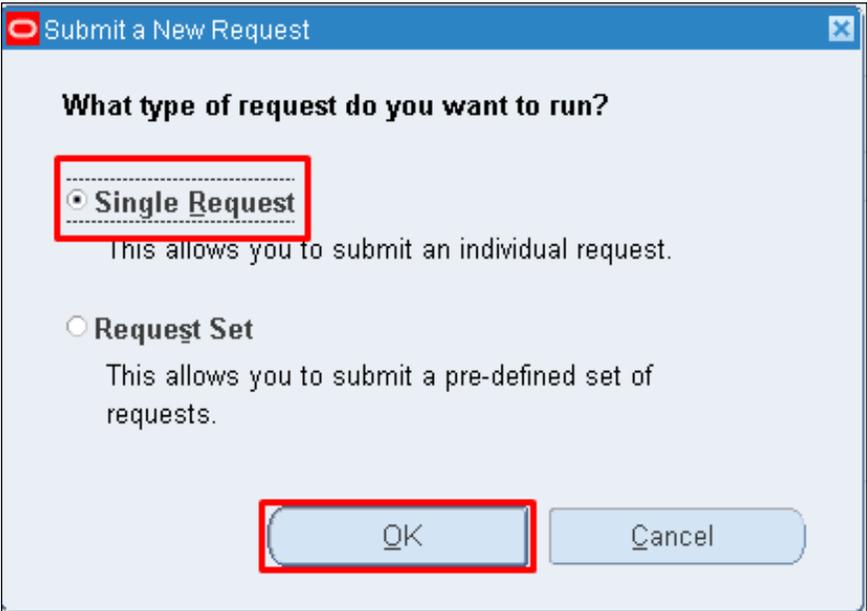
Include Request Set Stages in Query

Order By **Request ID**

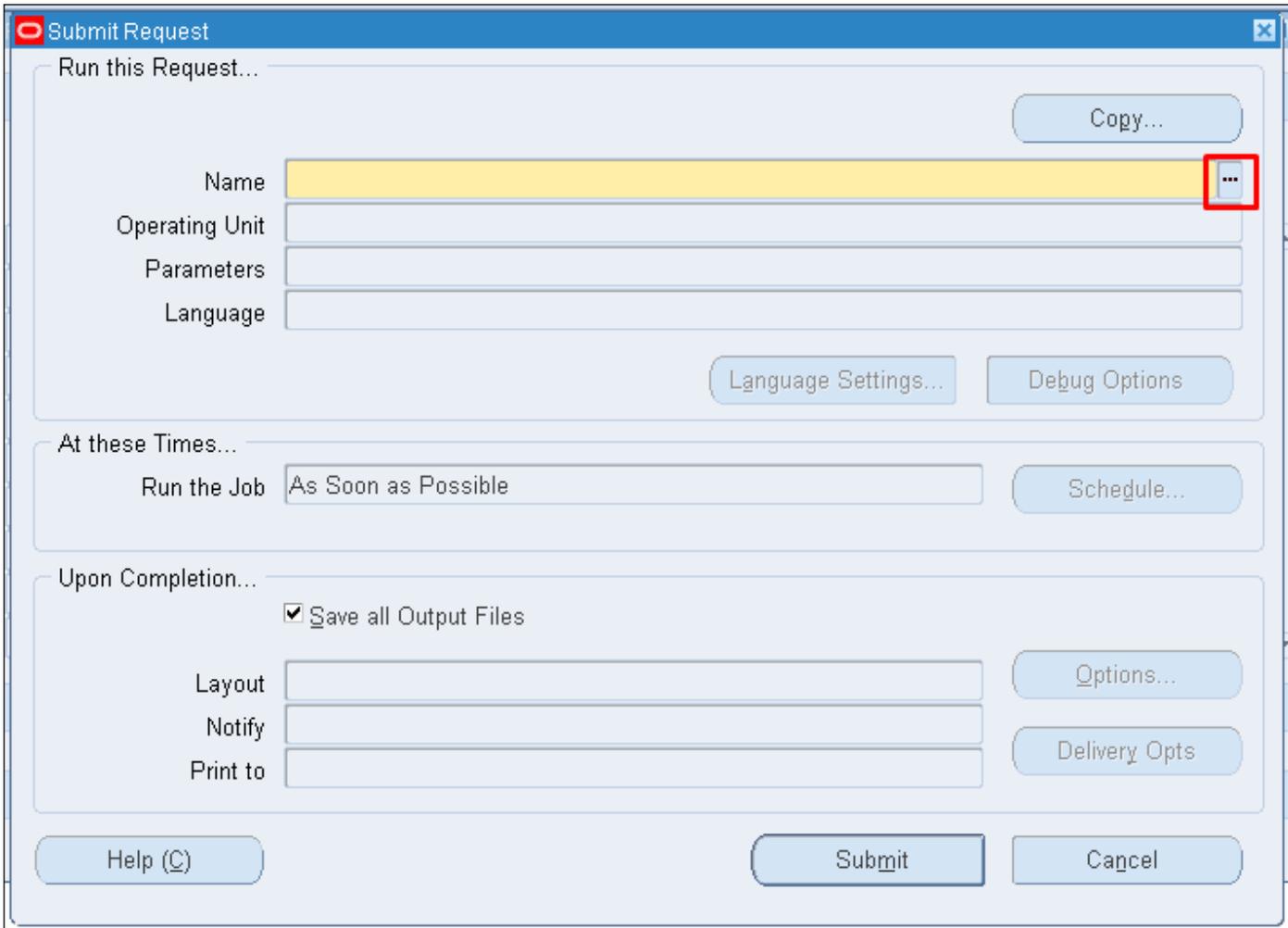
Select the Number of Days to View:

Submit a New Request...

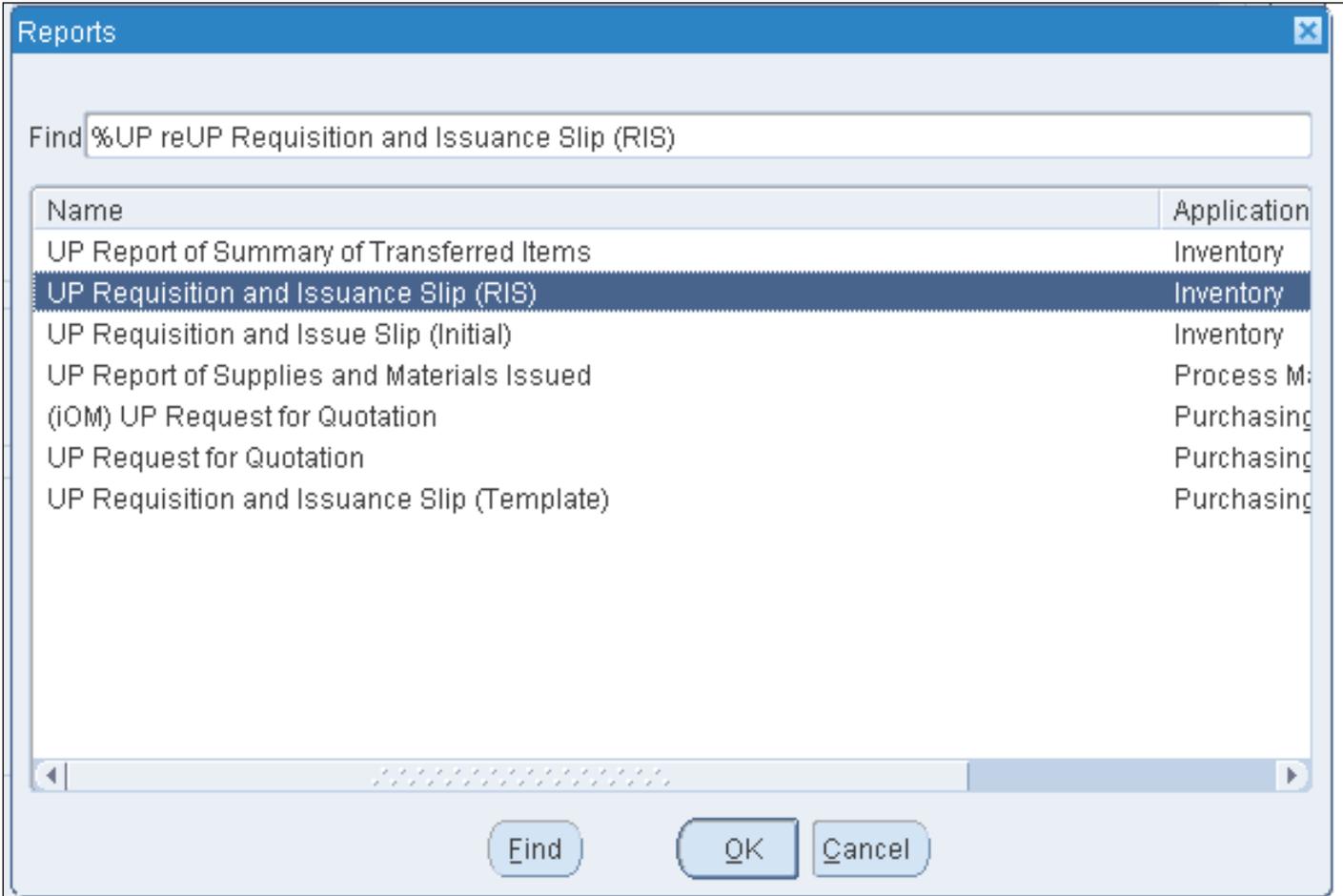
Step 6. Click **Submit a New Request.**



Step 7. Select *Single Request* then click *Ok*.

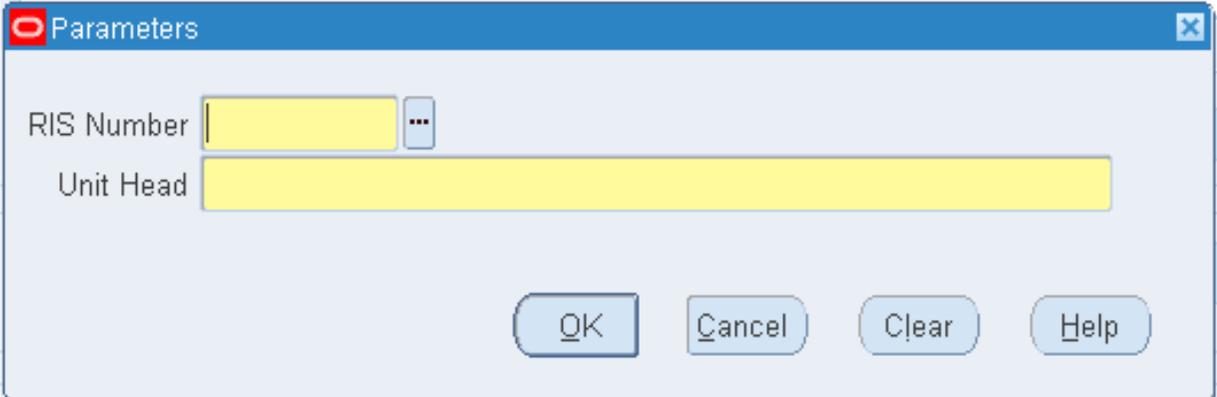


Step 8. Submit Request window will appear. In **Name** field, click the ellipsis



Step 9. Enter **UP Requisition and Issuance Slip (RIS)**.

Click **Find** then **OK**.

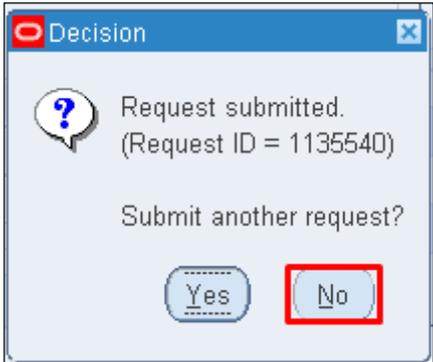


Step 10. Enter Parameters and click **OK** button.

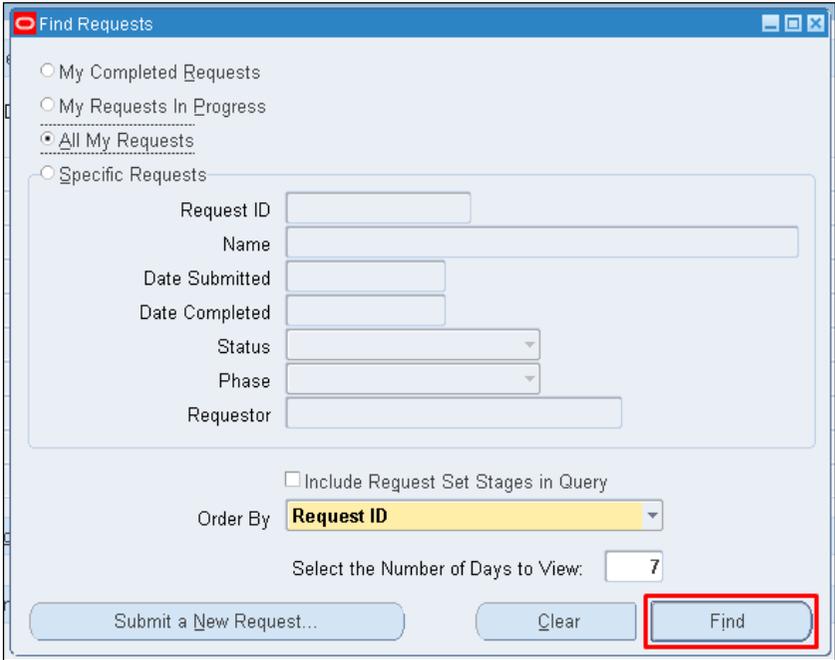
Step 11. Click **Submit** button

The screenshot shows a 'Submit Request' dialog box with the following fields and buttons:

- Run this Request...**
 - Copy...
 - Name: UP Requisition and Issue Slip (Initial)
 - Operating Unit: [Empty]
 - Parameters: 9019
 - Language: American English
 - Language Settings... (highlighted with a dashed border)
 - Debug Options
- At these Times...**
 - Run the Job: As Soon as Possible
 - Schedule...
- Upon Completion...**
 - Save all Output Files
 - Layout: RTF_RISI
 - Options...
 - Notify: [Empty]
 - Delivery Opts
 - Print to: noprint
- Buttons: Help (C), Submit (highlighted with a red rectangle), Cancel



Step 12. Click **No** button.



Step 13. Click **Find** button.

The screenshot shows a software window titled "Requests" with a blue header bar. Below the header are three buttons: "Refresh Data", "Find Requests", and "Submit a New Request...". The main area contains a table with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted with a red box. Below the table are two rows of buttons: "Hold Request", "View Details...", "View Output" (highlighted with a red box), "Cancel Request", "Diagnostics", and "View Log...".

Request ID	Name	Parent	Phase	Status	Parameters
1415930	UP Requisition and Issue S		Completed	Normal	106, 2029, 9019
1415894	UP Report of Summary of T		Completed	Normal	106, 2014/01/01 00:00:00, 201
1415417	UP Summary of Common L		Completed	Normal	106, 2016/01/01 00:00:00, 201
1415400	UP Project Procurement M		Completed	Normal	106, 2029, , 36276, , , 36307, :
1415373	UP Project Procurement M		Completed	Warning	106, 2029, 2016, BA01001001
1415354	UP Project Procurement M		Completed	Normal	106, 2029, 100
1415324	UP Project Procurement M		Completed	Normal	106, 2029, 100
1413407	UP Requisition and Issue S		Completed	Normal	107, 14027, 378, 2029
1413139	UP Project Procurement M		Completed	Normal	106, 2029, , 36276, , , 36307, :
1413137	UP Annual Procurement PI		Completed	Normal	106, 2029, 2016, Proj Proc Mg

Step 14. Reports Window will appear. Click **View Output** button.



Requisition and Issuance Slip
University of the Philippines

College/Unit: UP System RIS No. 4015 Date: October 13, 2015
 Department/Institution: UPS Office of the President SAI No: _____ Date: _____

REQUISITION					ISSUANCE	
CODE	ITEM	UOM	DESCRIPTION	QTY.	QTY.	REMARKS
4412170 8-MW-B 01	OF-MW-000 283	pc	MARKER, WHITEBOARD, black	3		
1411150 7-PG-B0 1	OF-PG-0003 03	rm	Paper, Bond, Pg, 70Gsm (-5%), Size: 210Mm X 297Mm	4		
3115180 4-SW-S0 1	OF-SW-0003 61	box	STAPLE WIRE, STANDARD	3		

Purpose: UPS Office of the President - OFFICE SUPPLIES

Requested by:
Soliven, Mr. Michael
Angelo Bernabe

Approved by:
Alip, Ms. Alvie
Simonette Quetulio
University Researcher
IV

Issued by: _____

Received by: _____

Result Information:

Expected Results:

Requisition and Issuance slip (Initial) created.

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