



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
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Version: 2.1

Approvals:

Recommending Approval

Approved

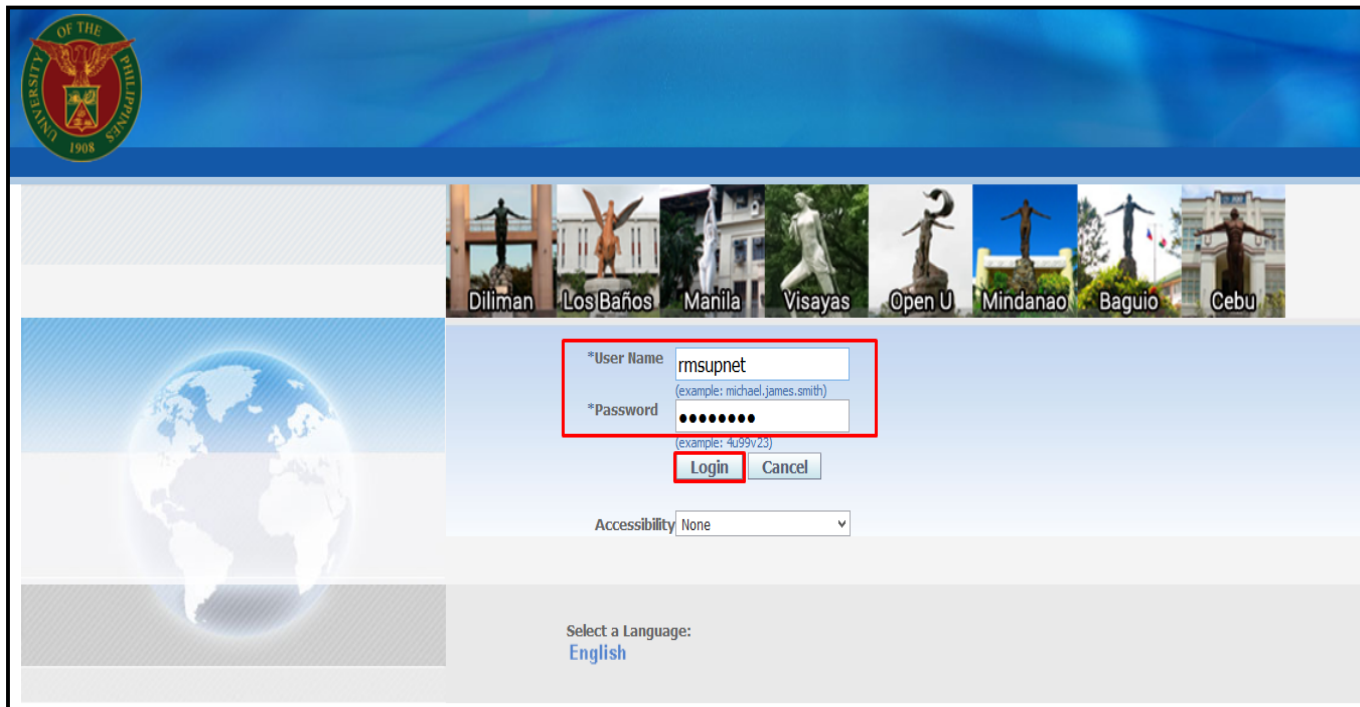
1. DOCUMENT CONTROL

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



The screenshot shows the login interface of the University of the Philippines (UP) System. At the top left is the UP seal. Below it is a row of eight small images representing different UP campuses: Diliman, Los Baños, Manila, Visayas, Open U, Mindanao, Baguio, and Cebu. The main login area has a light blue background. On the left is a large, faint image of a globe. On the right is a login form with the following fields and buttons:

- *User Name: (example: michael.james.smith)
- *Password: (example: 4099023)
-
- Accessibility:

At the bottom, there is a link to "Select a Language: English".

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**

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

Step 4. Select *Request*



University of the Philippines

Favorites

Logout Help

Enterprise Search

All

Go

Search Results Display Preference

Standard

Logged In As RMSUPNET

Main Menu

Personalize

+

iProcurement Approver, UPS

+

iProcurement PPMP Requester, UPS

-

iProcurement PR Requester, UPS

iProcurement Home Page

Request

Requisition and Issuance Slip

On-Hand Items

+

Reports

+

UP Employee Self Service

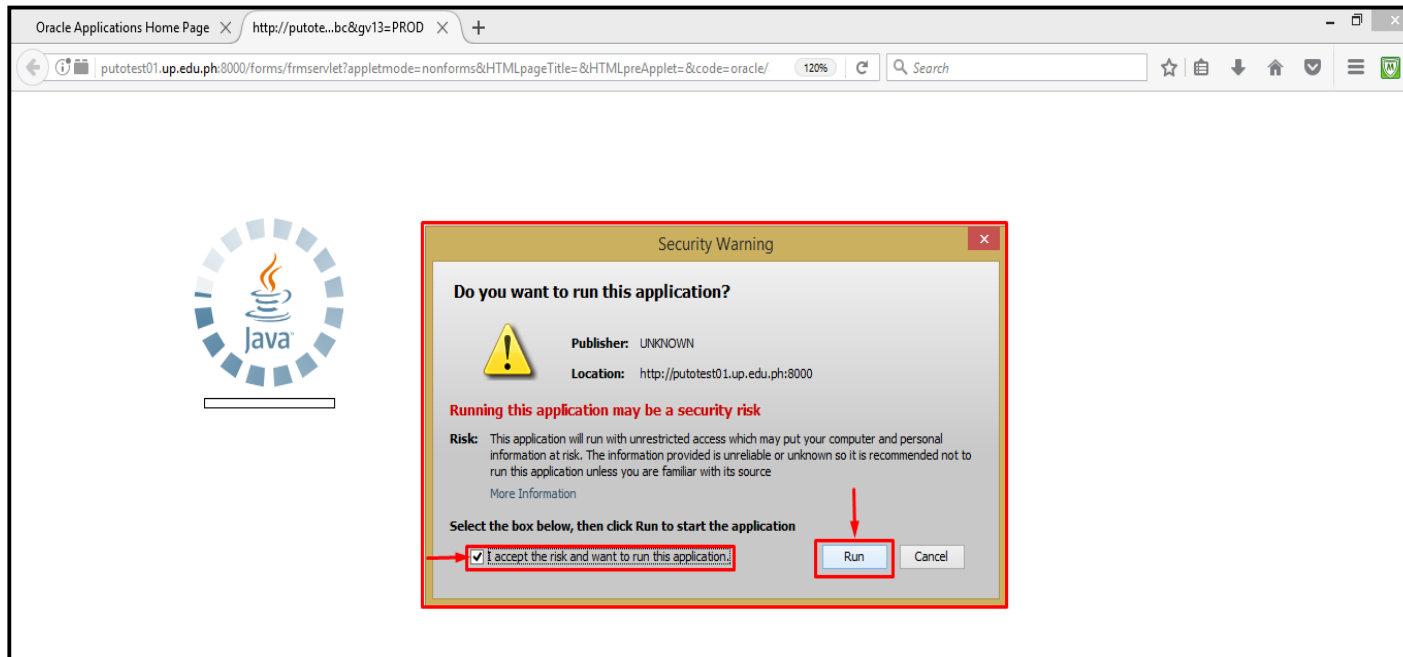
+

UP ICS Self Service

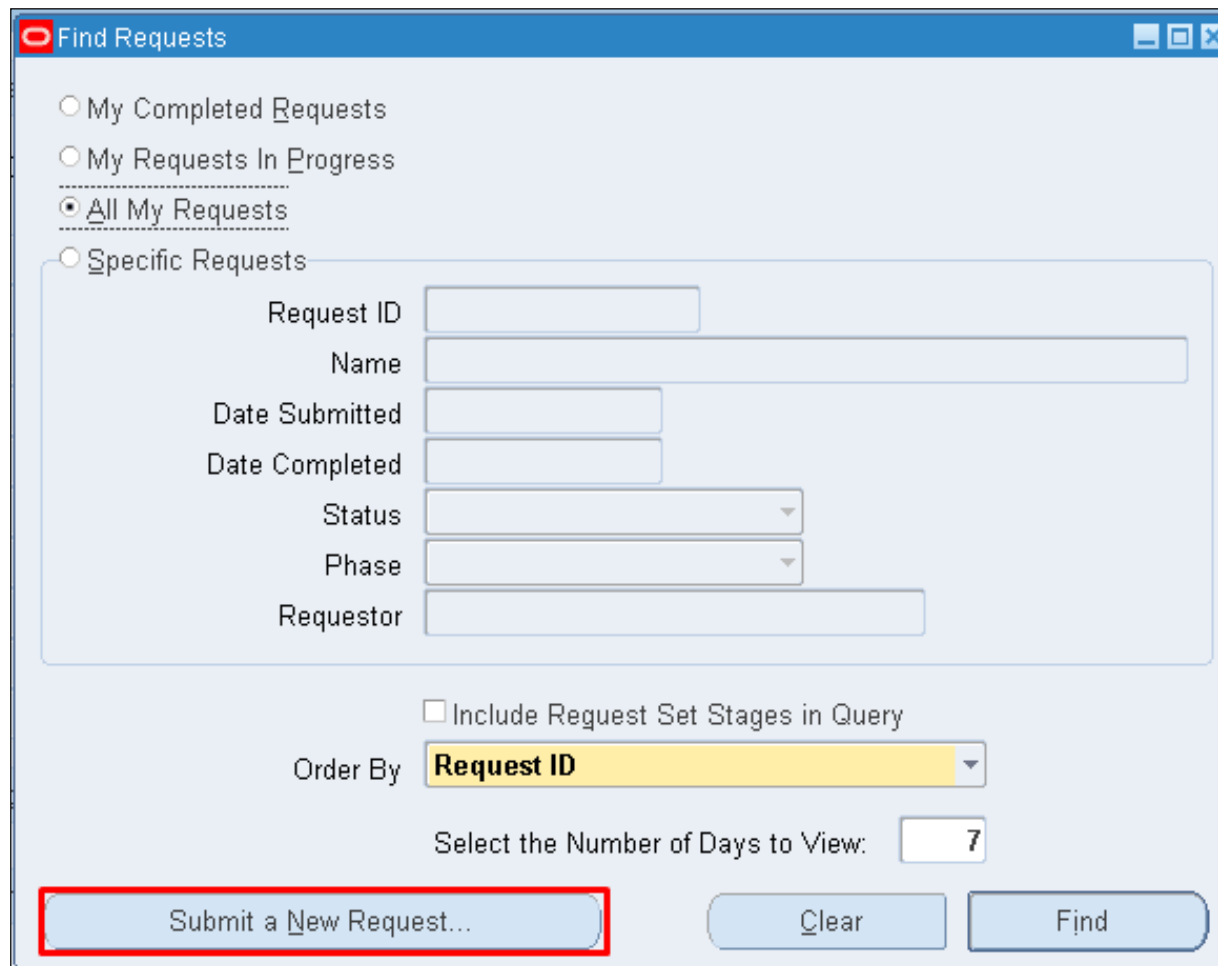
Worklist

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



The image shows a 'Find Requests' dialog box with a blue title bar. It contains several radio buttons for filtering requests: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these is a group box containing input fields for 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown), 'Phase' (a dropdown), and 'Requestor'. Below the group box is a checkbox 'Include Request Set Stages in Query' and an 'Order By' dropdown menu currently set to 'Request ID'. At the bottom, there is a text input for 'Select the Number of Days to View:' with the value '7'. At the very bottom are three buttons: 'Submit a New Request...' (highlighted with a red rectangle), 'Clear', and 'Find'.

Find Requests

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

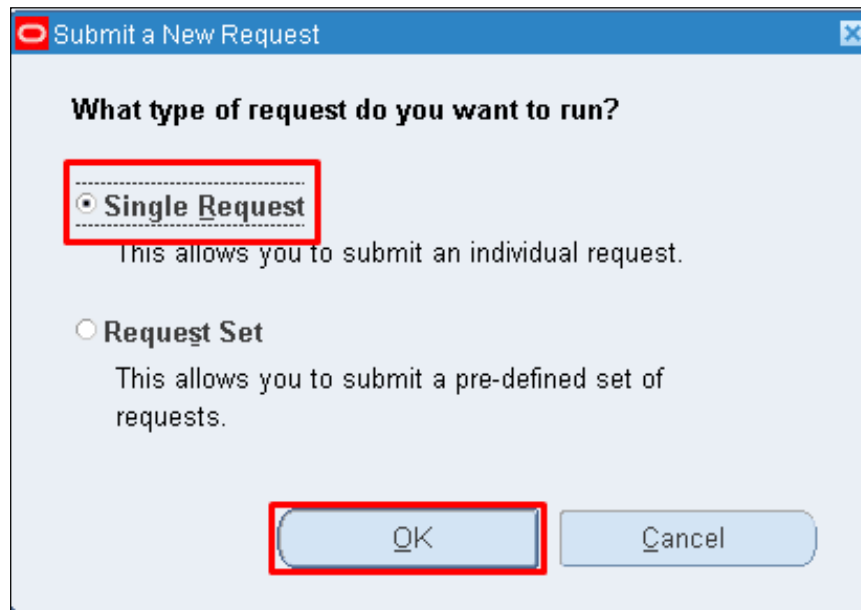
☐ Include Request Set Stages in Query

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***.

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

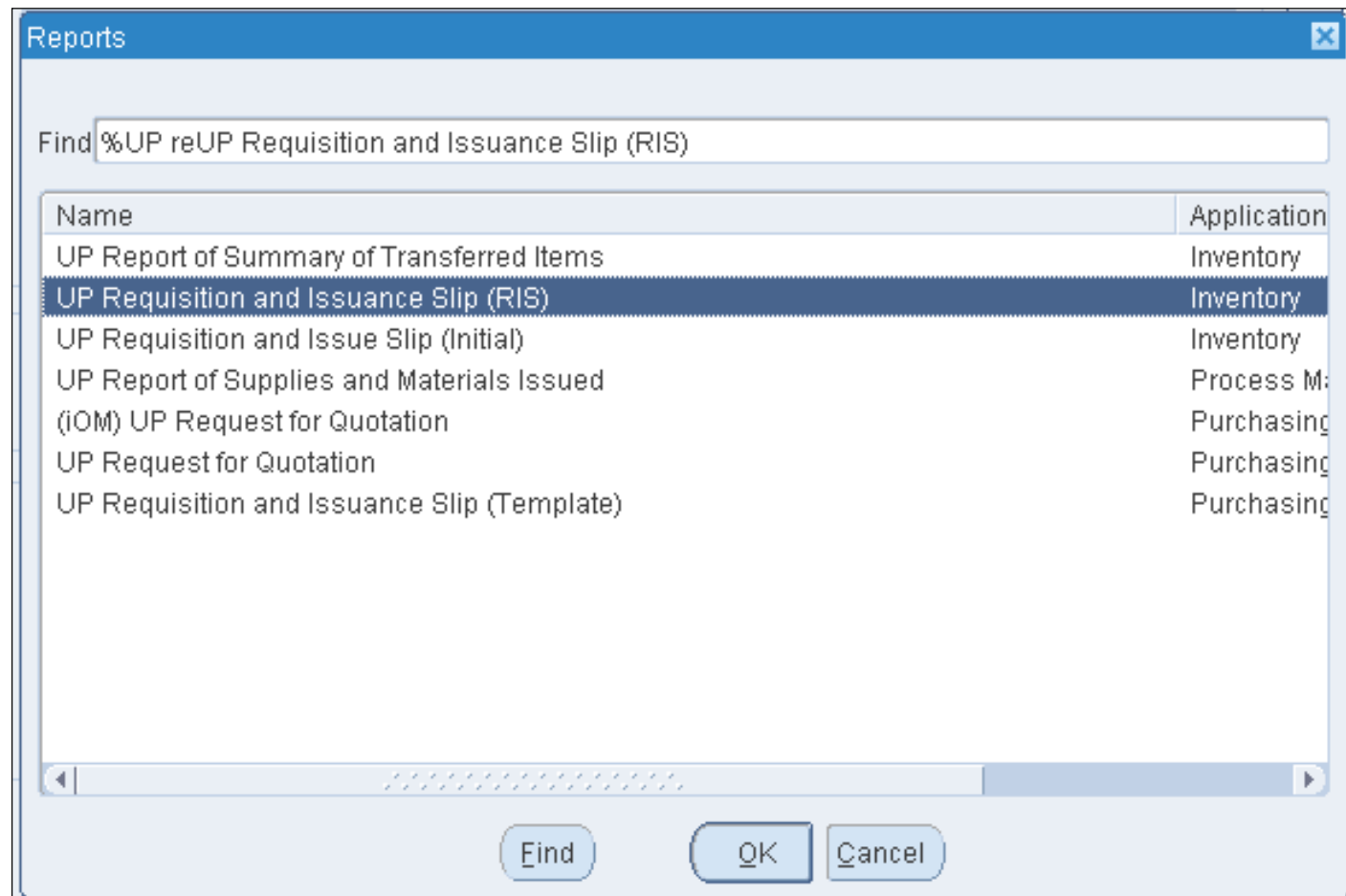
Layout Options...

Notify

Print to Delivery Opts

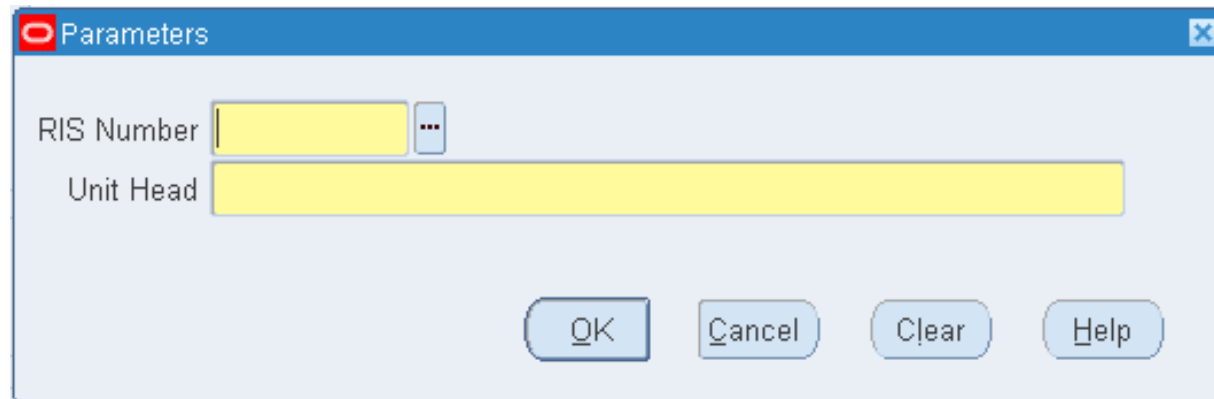
Help (C) Submit Cancel

Step 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**.



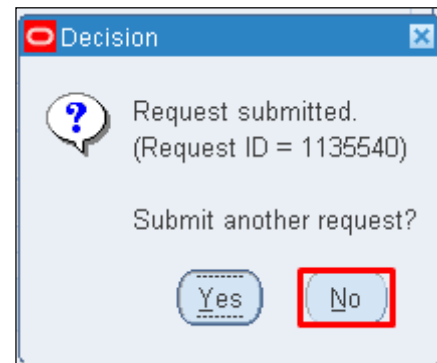
The image shows a 'Parameters' dialog box with a blue title bar. Inside, there are two input fields: 'RIS Number' and 'Unit Head'. The 'RIS Number' field is a small yellow box with a blue ellipsis button to its right. The 'Unit Head' field is a longer yellow box. At the bottom of the dialog, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help', each with a blue border and a small icon.

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

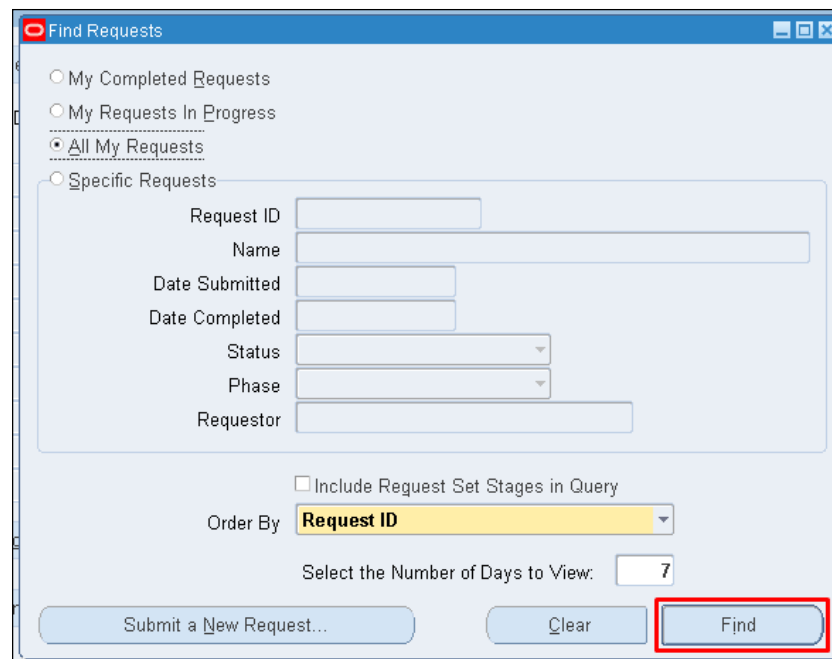
Step 11. Click **Submit** button

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

- Run this Request...**
 - Name:** UP Requisition and Issue Slip (Initial)
 - Operating Unit:** (empty)
 - Parameters:** 9019
 - 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_RISI
 - Notify:** (empty)
 - Print to:** noprint
 - Buttons:** Options..., Delivery Opts
- Bottom Buttons:** Help (C), **Submit** (highlighted with a red rectangle), Cancel



Step 12. Click **No** button.



Step 13. Click **Find** button.

Requests


Refresh Data Find Requests Submit a New Request...

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

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

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 Approved by: Alip, Ms. Alvie Issued by: _____ Received by: _____
Angelo Bernabe Simonette Quetulio
 University Researcher
 IV

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.