





# 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

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Approved

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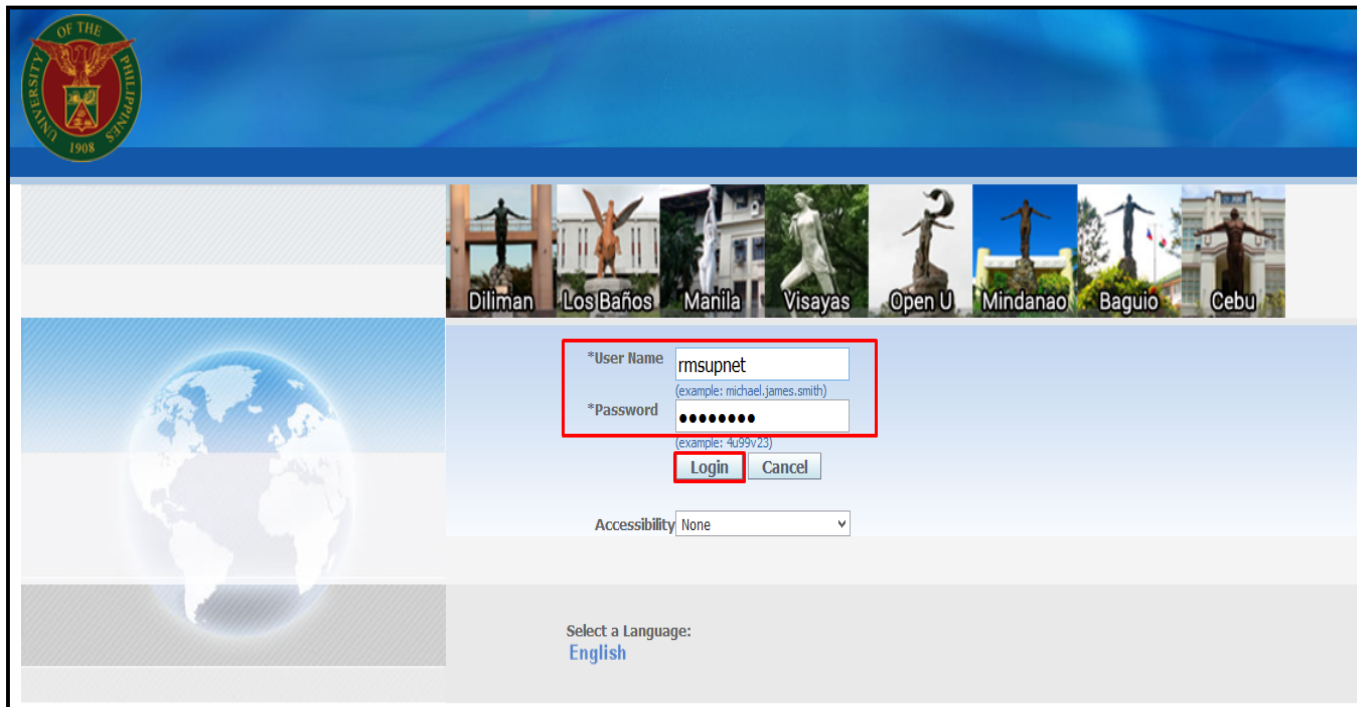
## 1. DOCUMENT CONTROL

### 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

<b>Script ID</b>	UMSP130521
<b>Script Name</b>	Generation of Created RIS (Common Use)
<b>Information System</b>	Supplies, Property and Campus Management Information System
<b>Functional Domain</b>	Inventory
<b>Purpose</b>	
<b>Data Requirement</b>	
<b>Dependencies</b>	
<b>Scenario</b>	
<b>Author</b>	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:
- 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**)



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

iProcurement Approver, UPS

iProcurement PPMP 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 *Inventory Manager, UP*.





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Favorites

Logout Help

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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 *Transact RIS*



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Favorites

Diagnostics Logout Help Personalize Page

Enterprise Search

All

Go

Search Results Display Preference

Standard

Logged In As RMSUPNET

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RIS

Transact RIS

On-hand, Availability

Items

Costs

Accounting Close Cycle

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Setup

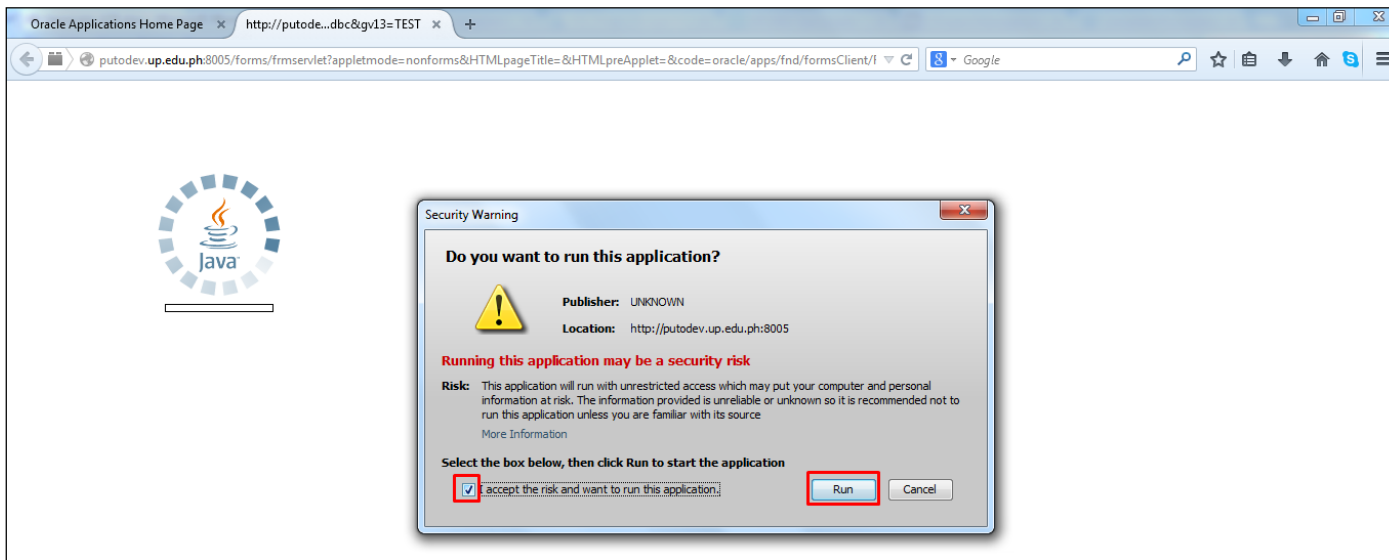
Procurement Reports

Payables Cashier, UPS

Worklist

Full List

From	Type	Subject	Sent
Caro, Jaime	HR	Travel Order for Supnet, Reah Mae Is Returned for Correction	16-Dec-2016
Cabrera, Shirley	Expenses	Expense SA-ER38998 (10,000.00 PHP) has been approved	29-May-2017
Cabrera, Shirley	Expenses	Expense SA-ER38005 (17,000.00 PHP) has been approved	09-May-2017
Cabrera, Shirley	Expenses	Expense SA-ER38004 (10,000.00 PHP) has been approved	09-May-2017
Cabrera, Shirley	Expenses	Expense SA-ER38000 (15,000.00 PHP) has been approved	08-May-2017
Cabrera, Shirley	Expenses	Expense SA-ER38994 (10,000.00 PHP) has been approved	26-May-2017
Bagus, Isagani	Requisition	Purchase Requisition 1481 has been approved	29-Mar-2017
Bagus, Isagani	Requisition	Purchase Requisition 1480 has been approved	29-Mar-2017
Bagus, Isagani	Requisition	Purchase Requisition 1479 has been approved	29-Mar-2017
Bagus, Isagani	Requisition	Purchase Requisition 1478 has been approved	29-Mar-2017
Bagus, Isagani	Requisition	Purchase Requisition 1475 has been approved	29-Mar-2017
Bagus, Isagani	Requisition	Purchase Requisition 1476 has been approved	29-Mar-2017
TIP Vacation Rules - Redirect or auto-respond to notifications.			
TIP Worklist Access - Specify which users can view and act upon your notifications.			



**Step 6.** Click the checkbox then click **Run**.

The screenshot shows a software window titled "Find Move Order Lines (UPD)". It has four tabs: "Headers", "Lines", "Source and Destination", and "Pick Wave". The "Headers" tab is selected. Inside the window, there are several input fields: "Numbers" (containing "2001"), "Description" (containing "RIS 2014 OCT College of Education"), "Type" (a dropdown menu), and "Created By" (an empty text box). The "Numbers" field and the "Find" button at the bottom right are highlighted with red rectangular boxes.

**Step 7.** On **Numbers** field, type the number of the approved RIS and click **Find**.

**Transact Move Orders (UPD)**

Transaction Date: 30-OCT-2014 10:19:48

Select

	Allocations	Number	Type	Line	Transaction Type	Item	Rev	Source Su
<input checked="" type="checkbox"/>		2001	Requisition	1	Requisition and Issue	DR-FE-000001		
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
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<input type="checkbox"/>								
<input type="checkbox"/>								

Description: Fire Extinguisher, Dry Chemical, 4.5Kgs

**Allocate** View/Update Allocations Transact

**Step 8.** Click the checkbox to select the line and click **Allocate**.

**To Select All the items:**

Click Edit > Select All

Transact Move Orders (UPD)

Transaction Date 30-OCT-2014 10:19:48

Select

	Allocations	Number	Type	Line	Transaction Type	Item	Rev	Source Su
<input type="checkbox"/>	Single	2001	Requisition	1	Requisition and Issue	DR-FE-000001		
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

**Step 9. Allocations will be updated**

Description Fire Extinguisher, Dry Chemical, 4.5Kgs

Allocate View/Update Allocations Transact

FRM-40400: Transaction complete: 1 records applied and saved.

Confirmation of completed transaction will prompt below.

**Transact Move Orders (UPD)**

Transaction Date: 30-OCT-2014 10:19:48

Select

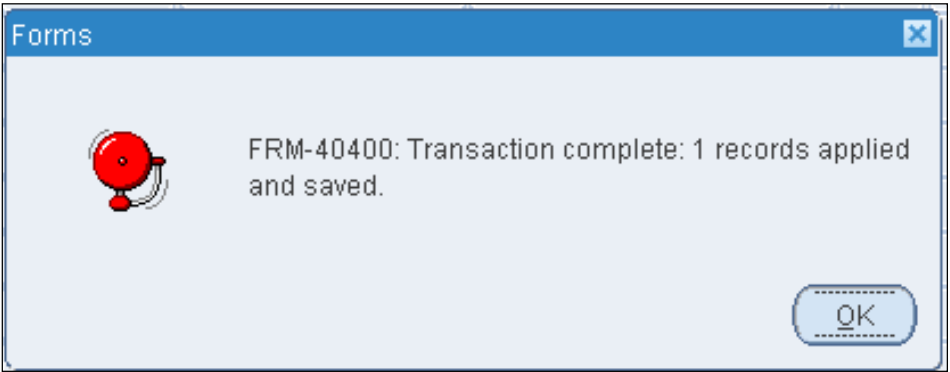
	Allocations	Number	Type	Line	Transaction Type	Item	Rev	Source Su
<input checked="" type="checkbox"/>	Single	2001	Requisition	1	Requisition and Issua	DR-FE-000001		
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
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<input type="checkbox"/>								

Description: Fire Extinguisher, Dry Chemical, 4.5Kgs

**Step 10.** Click the checkbox to select the line and click **Transact**.

**To Select All the items:**

Click Edit > Select All



Confirmation will prompt. Click **Ok**.

**Result Information:**

Expected Results:
Requisition and Issuance slip transaction completed

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