




University of the Philippines




SPCMIS

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



Final Receiving (Common use)



SPCMIS User Manual

iProcurement

Author:

Creation Date:

Last Updated:

Document Ref:

Version:

Approvals:

Recommending Approval

Approved

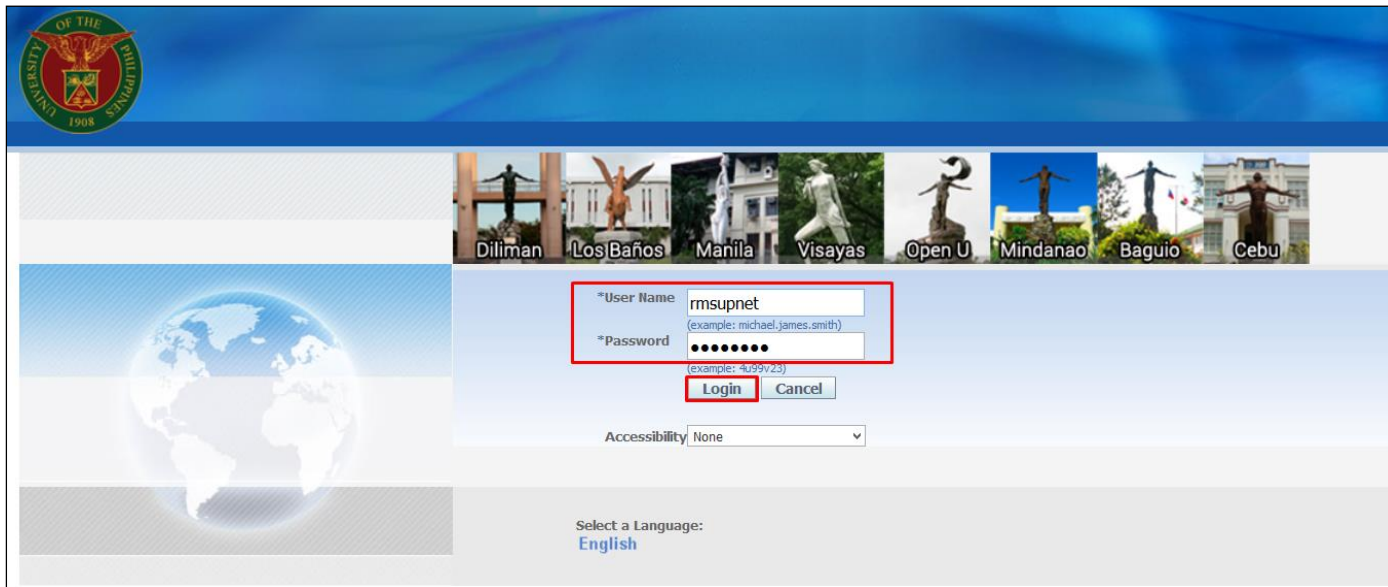
1. DOCUMENT CONTROL

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
15 March 2017	Reah Mae Supnet, Carlo Evangelista & Emmanuel Lim	3.0	Update

2. Description

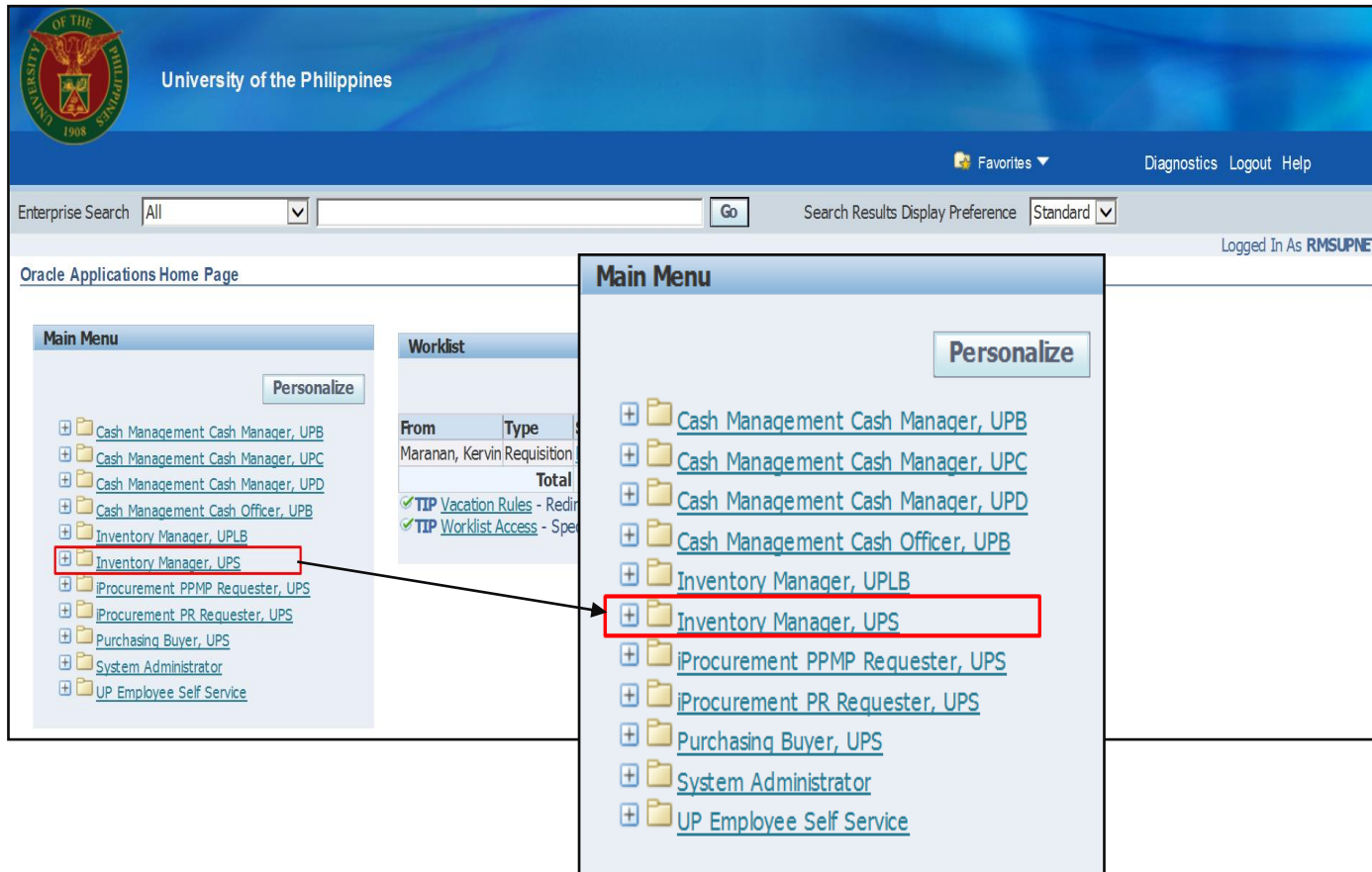
Script ID	UGSP100230
Script Name	Final Receiving (Common use)
Information System	Supplies, Property and Campus Management Information System
Functional Domain	Inventory
Purpose	
Data Requirement	
Dependencies	
Scenario	
Author	Julius Ermitanio, Michael Angelo Soliven, Reah Mae Supnet, Carlo Evangelista & Emmanuel Lim



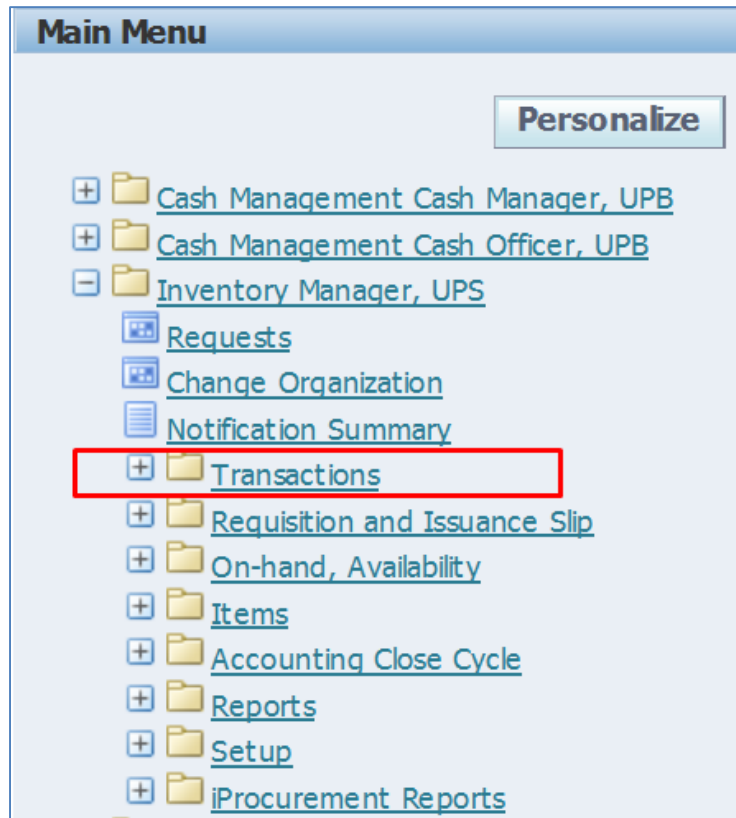
NOTE: After signing the IAR, buyer will issue final receipt in the system.

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

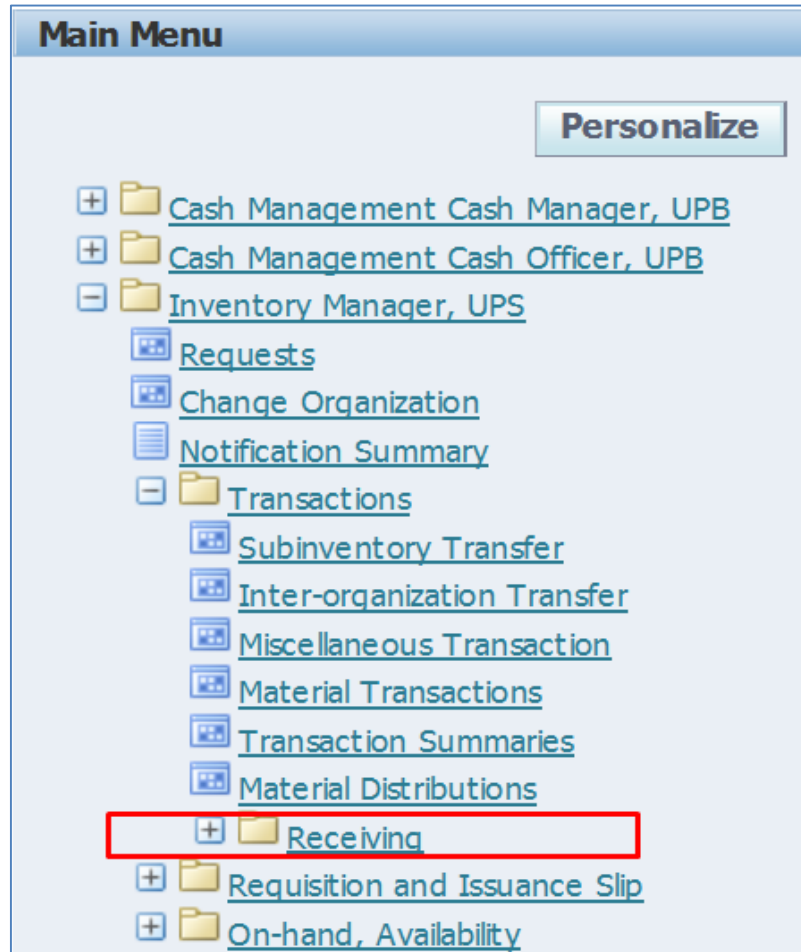
Step 2. Log-in your credentials (e.g. **username** and **password**)



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

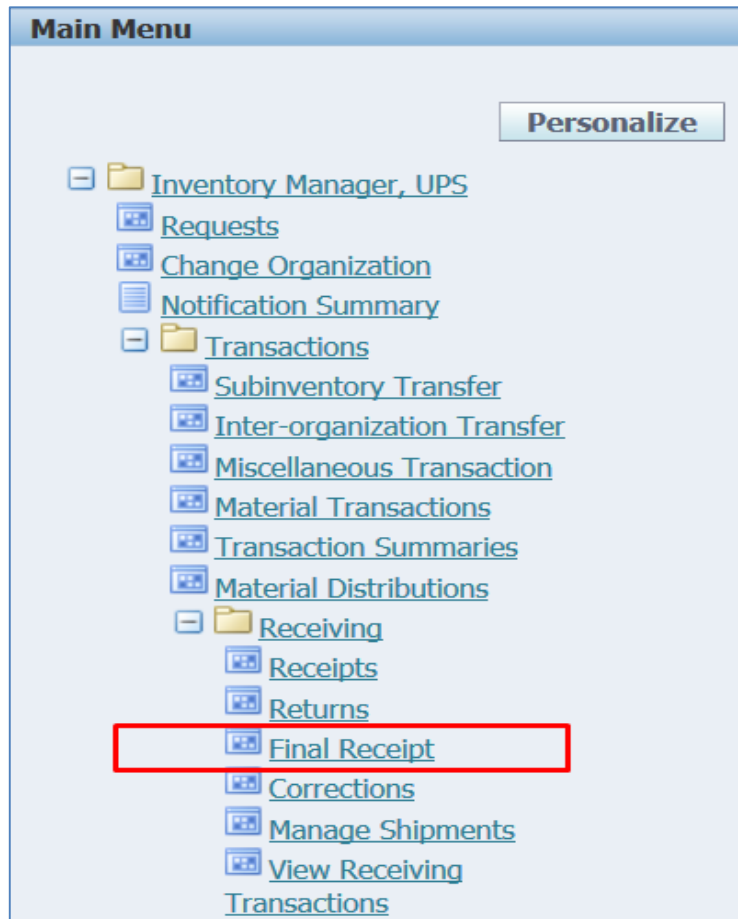


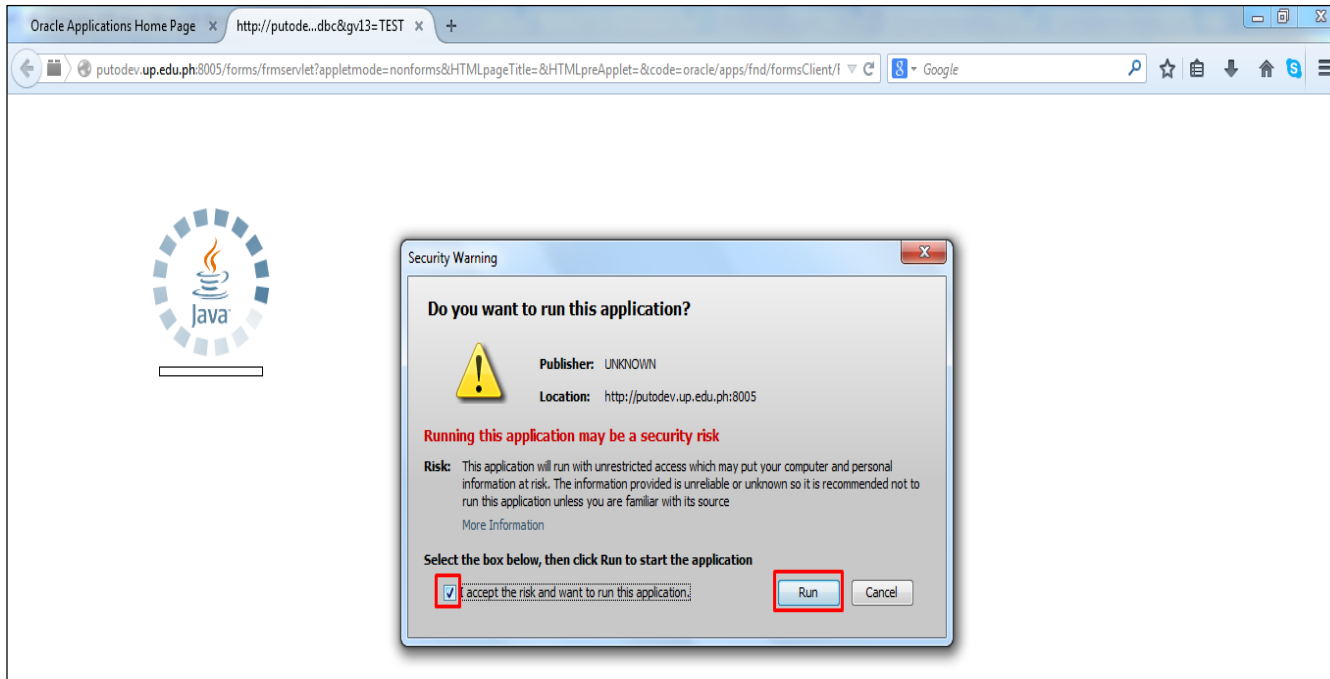
Step 4. Select *Transactions*.



Step 5. Select *Receiving*.

Step 6. Select *Final Receipts*.





Step 7. Click the checkbox then click **Run**.

Find Receiving Transactions (UPD)

Supplier and Internal Customer

Operating Unit UP Diliman

Source Type All

Purchase Order

Line

Requisition Line

Supplier

Receipt 5

Release

Shipment

Shipment

Supplier Site

Current Location

Item Receipt Details Transaction Details Shipments Destination

Item, Rev

Category

Description

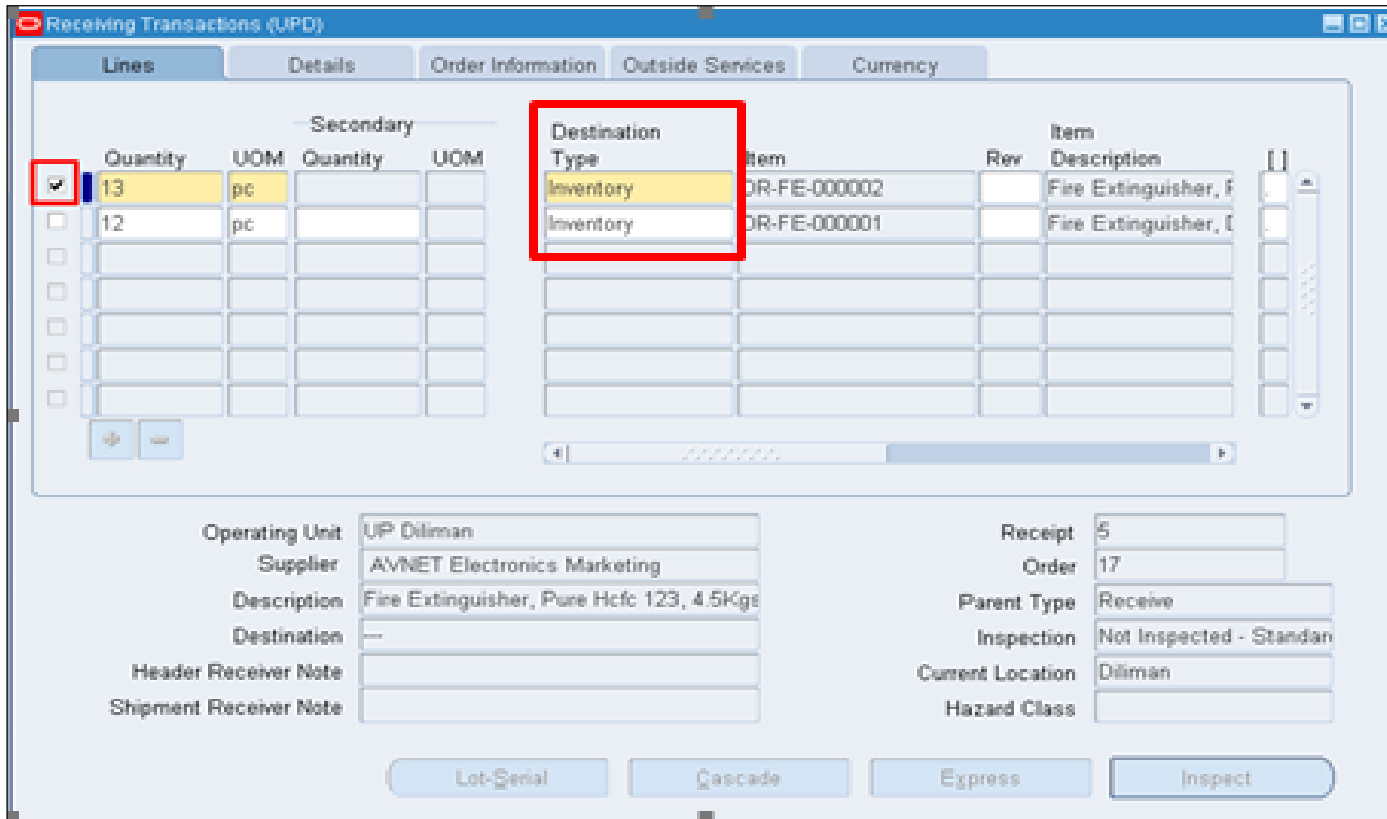
Supplier Item

Clear Find

Step 8. Final Receiving Transactions page will appear.

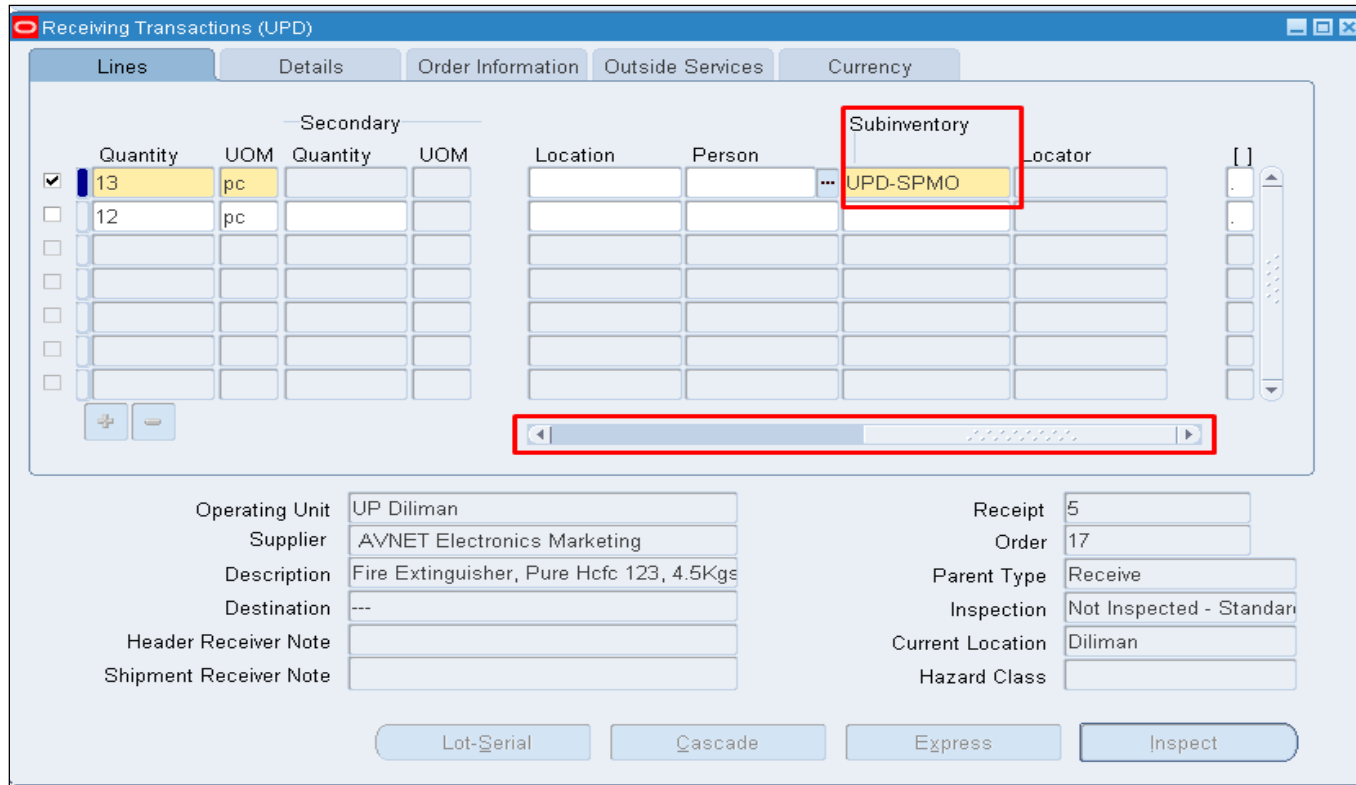
To search for your initial receipt you may enter the:

Receipt no. (**Receipt** field),
the **PO no.** (**Purchase Order** field) or
the **DR no.** (**Shipment** field)



Step 9. Select a line to be received.

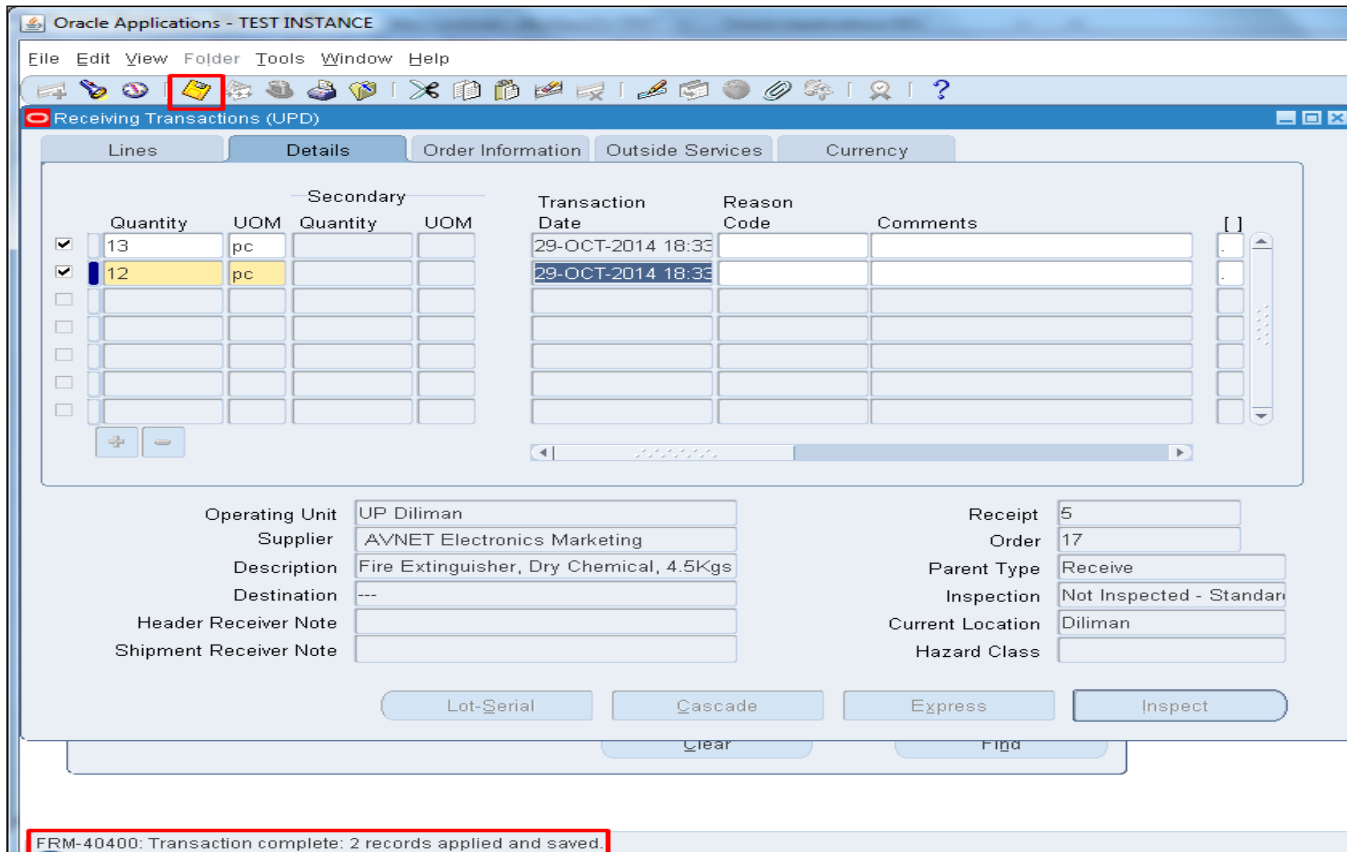
On **Destination Type** select **Inventory**



Then scroll right, under **Subinventory**, enter the sub-inventory location of your respective CU.

(Example: **UPS-INVT**)

Repeat **STEP 9** for the succeeding line of items.



Step 10. Click **Save** button () on the toolbar.

Confirmation of saved transaction below.

Result Information:

Expected Results:
Full / partial item/s received.

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