



University of the Philippines



SPCMIS

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



Generate IAR

SPCMISUser Manual

iProcurement

Author:

Creation Date:

Last Updated:

Document Ref:

Version:

Approvals:

Recommending Approval

Approved

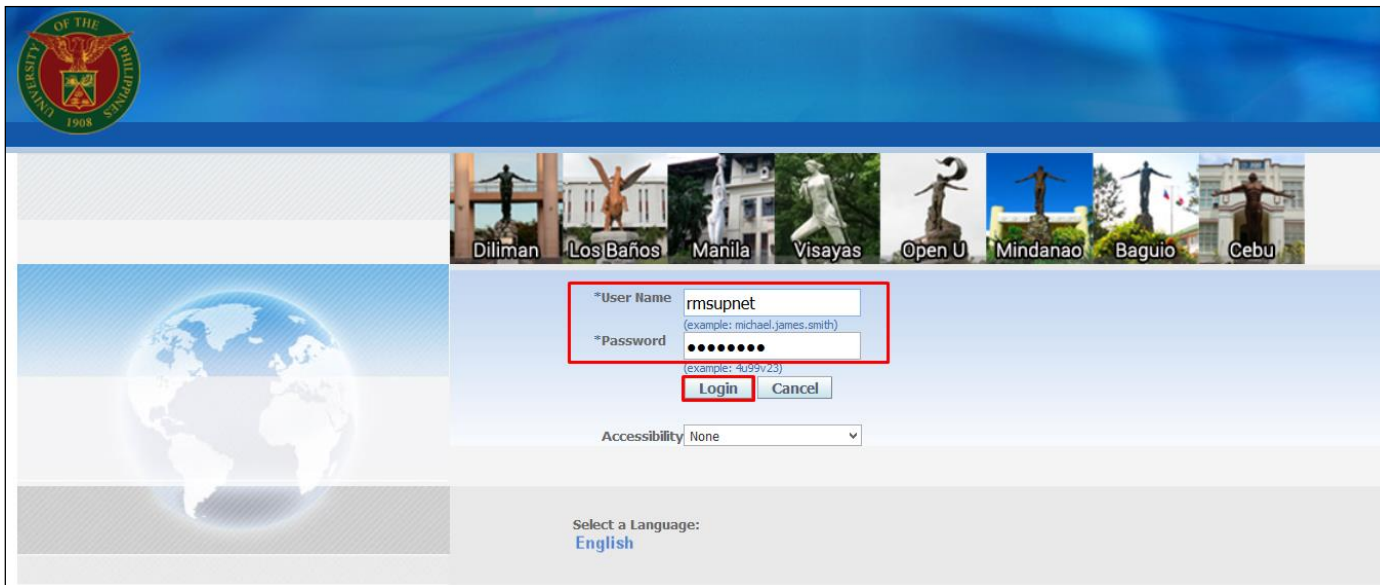
1. DOCUMENT CONTROL

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	UGSP100630
Script Name	Final Receiving (Non-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



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*)

University of the Philippines

Enterprise Search All [Go] Search Results Display Preference Standard [Go] Logged In As RMSUPNET

Oracle Applications Home Page

Main Menu

Personalize

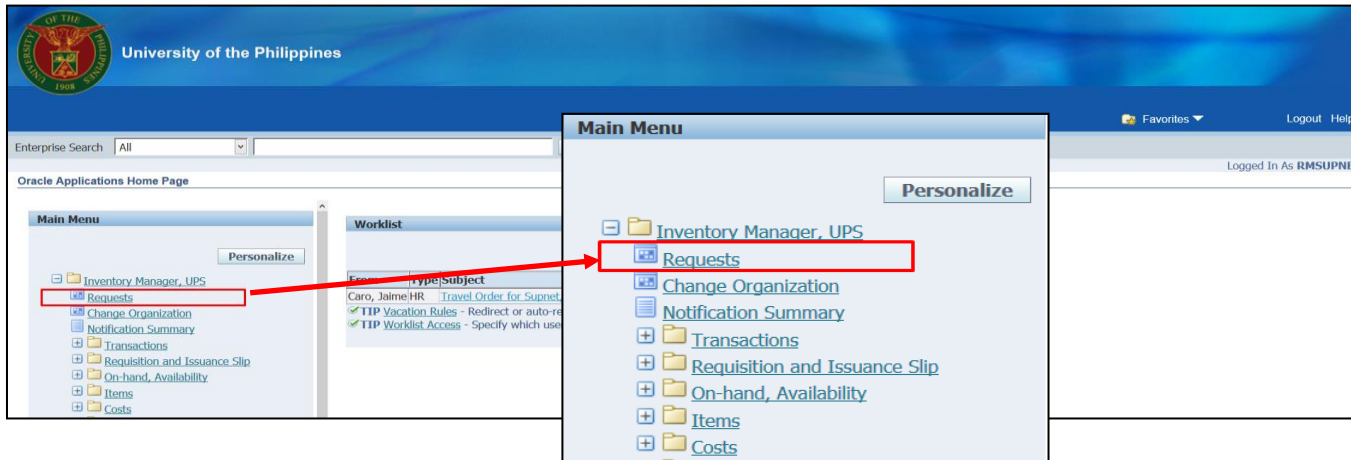
- Cash Management Cash Manager, UPB
- Cash Management Cash Manager, UPC
- Cash Management Cash Manager, UPD
- Cash Management Cash Officer, UPB
- Inventory Manager, UPLB
- Inventory Manager, UPS**
- iProcurement PPMP Requester, UPS
- iProcurement PR Requester, UPS
- Purchasing Buyer, UPS
- System Administrator
- UP Employee Self Service

From	Type
Maranan, Kervin Requisition E	
Total	
<input checked="" type="checkbox"/>	TIP Vacation Rules - Redin
<input checked="" type="checkbox"/>	TIP Worklist Access - Spec

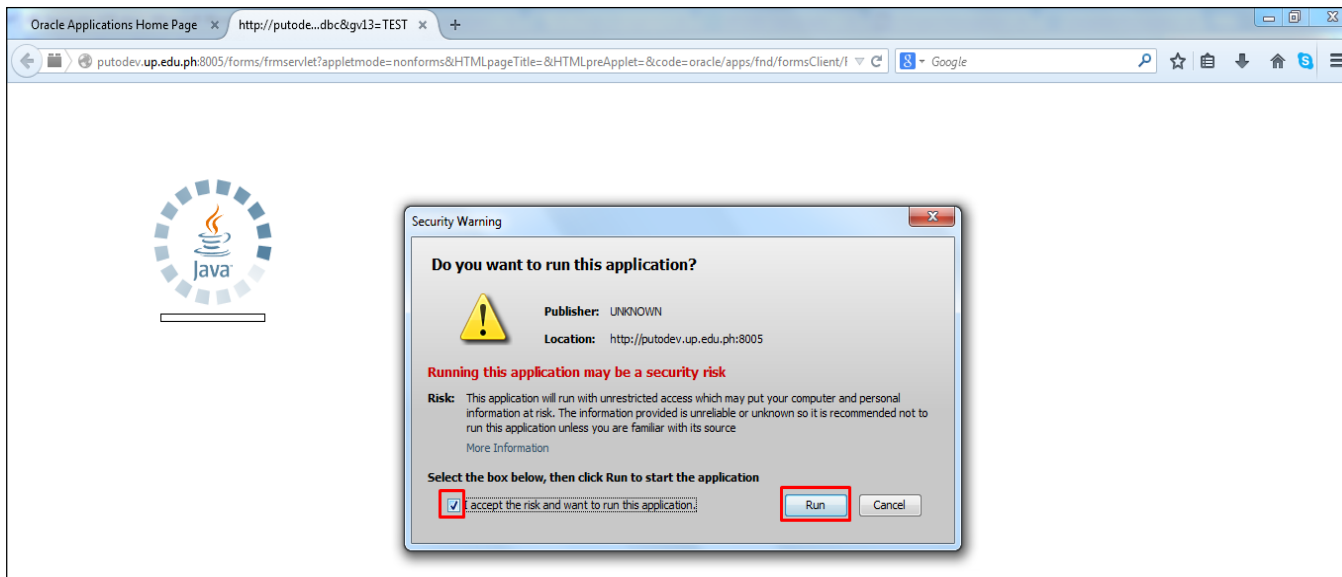
Personalize

- Cash Management Cash Manager, UPB
- Cash Management Cash Manager, UPC
- Cash Management Cash Manager, UPD
- Cash Management Cash Officer, UPB
- Inventory Manager, UPLB
- Inventory Manager, UPS**
- iProcurement PPMP Requester, UPS
- iProcurement PR Requester, UPS
- Purchasing Buyer, UPS
- System Administrator
- UP Employee Self Service

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



Step 4. Select *Request*.



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

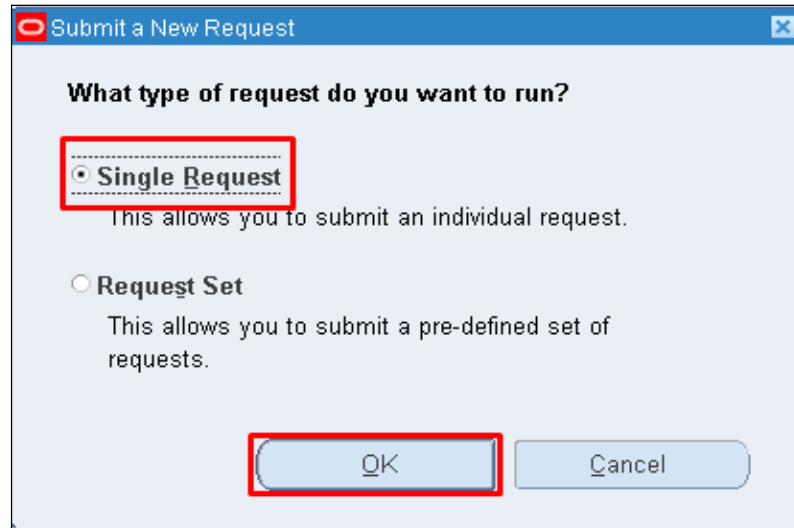
Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

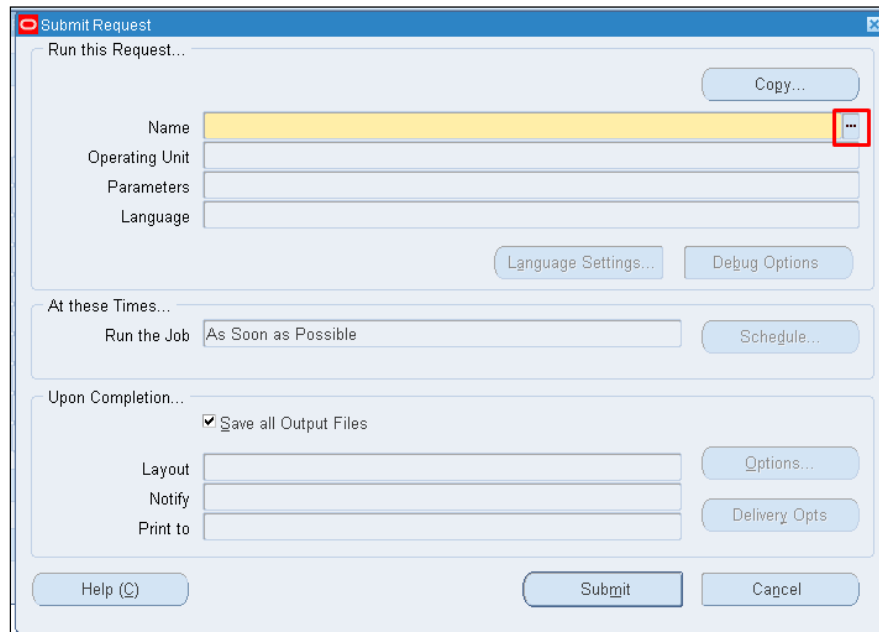
Submit a New Request...

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



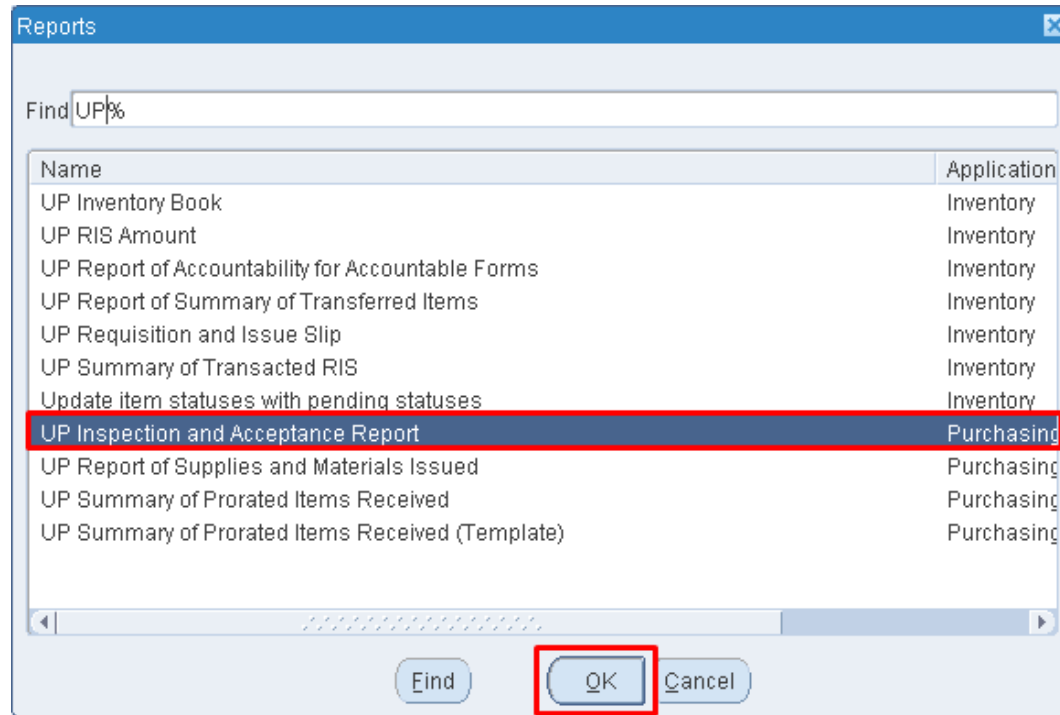
Step 7. Select *Single Request*

then click **Ok**.



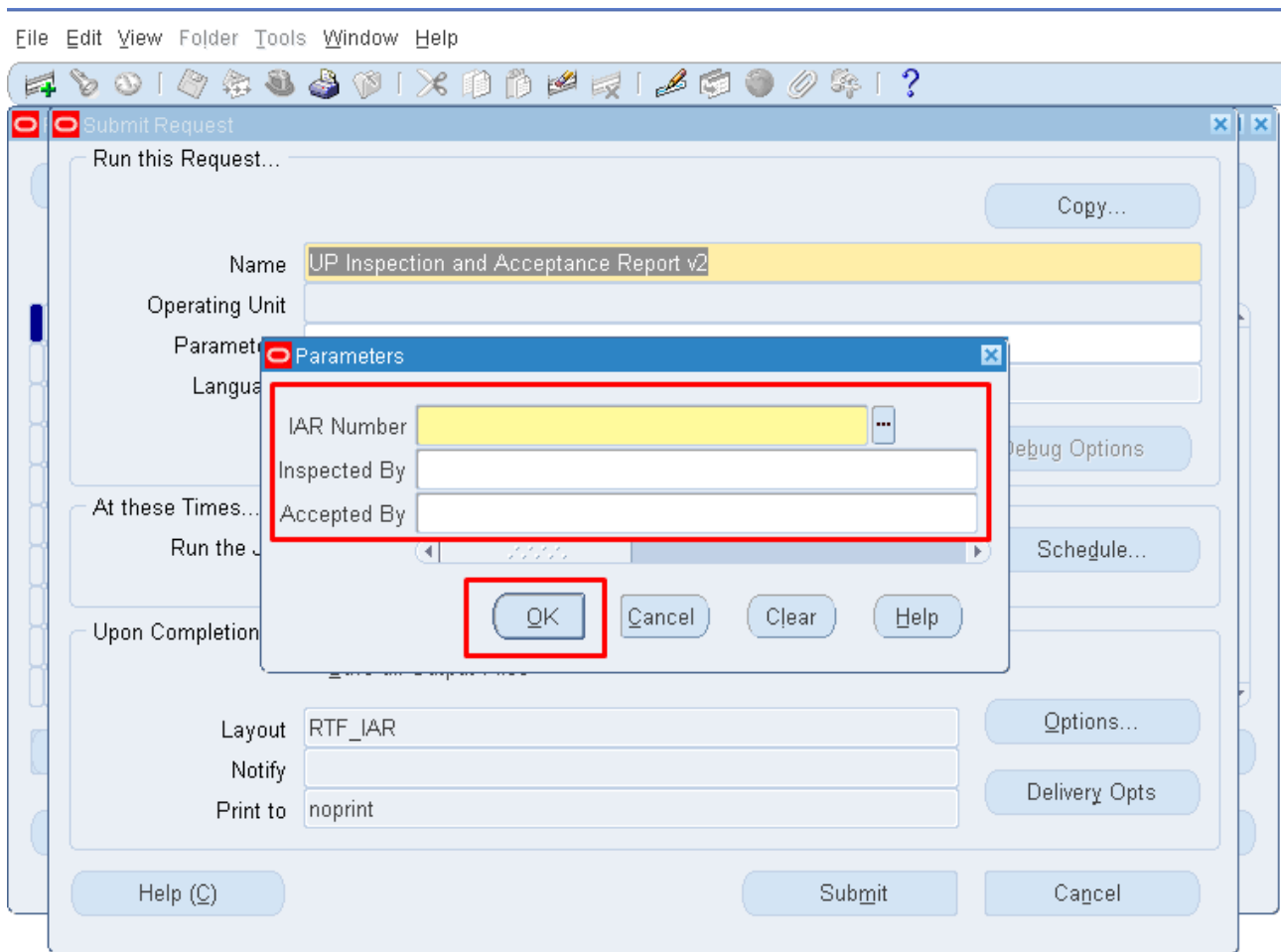
Step 8 *Submit Request* window will appear.

In **Name** field, click the ***ellipsis(...)***



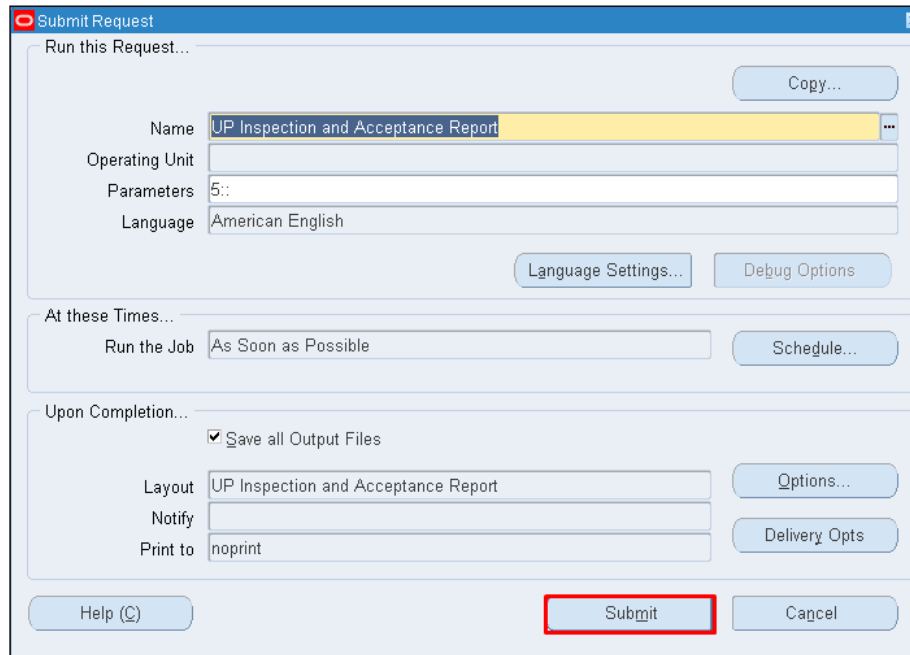
Step 9. Enter **UP%**, select **UP Inspection and Acceptance Report v2**

then click **Find**.

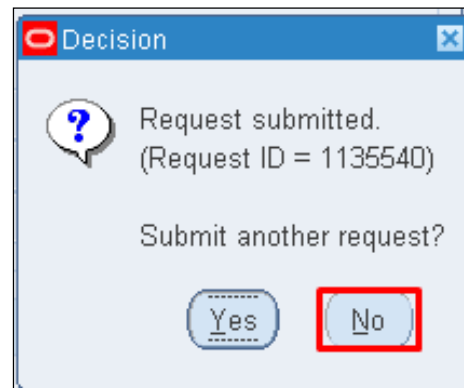


Step 10. Enter *parameters*

then click **Ok**.



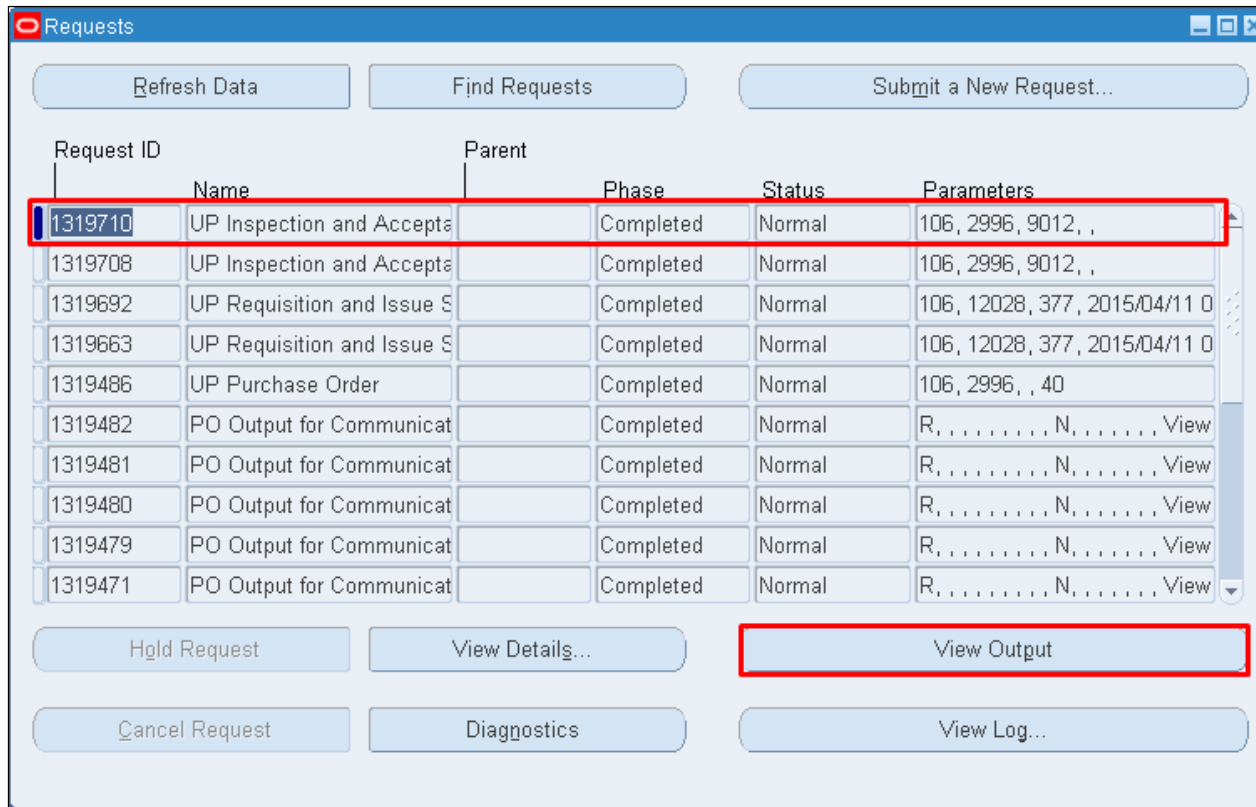
Step 11. Click **Submit** button.



Step 12. Click **No** button.

Step 13. Click **Find** button.

The screenshot shows a window titled "Find Requests" with a blue header bar. Inside the window, there are four radio button options: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Below these options is a search criteria section with several input fields: "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown menu), "Phase" (a dropdown menu), and "Requestor". Below the search criteria is a checkbox labeled "Include Request Set Stages in Query" which is unchecked. Below that is an "Order By" dropdown menu currently set to "Request ID". Below the dropdown is a text input field labeled "Select the Number of Days to View:" with the number "7" entered. At the bottom of the window, there are three buttons: "Submit a New Request...", "Clear", and "Find". The "Find" button is highlighted with a red rectangular border.




Step 14. *Reports Window* will appear.

Click **Refresh Data** until **Phase** and **Status** becomes **Completed** and **Normal**, respectively.

then click **View Output** button.

Page: 1 of 1 Automatic Zoom

Standard Form No. SPC-0008
Revised on: August 12, 2014



UNIVERSITY OF THE PHILIPPINES
UP Baguio
General Center Road, Baguio City, PH

Inspection and Acceptance Report

Supplier: Northlander

PO No.: 36 IAR No.: 5 Date: April 11, 2015

Requesting Unit: UPB Supply and Property Management Office DR No.: 05-000 Date: April 11, 2015

ITEM NO.	CODE	GENERAL DESCRIPTION	UOM	QUANTITY	UNIT PRICE	TOTAL PRICE
OF-PE-000 319	44121706- PE-L01	Pencil, Lead, W/ Eraser, Wood Cased, Hardness: Hb	box	800	19.62	15,696.00
TOTAL AMOUNT						Php 15,696.00

INSPECTION

Findings/Recommendation

Download and print the **Inspection and Acceptance Report (IAR)**

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.