DECANATO DE ADMINISTRACIÓN UIPR - PONCE MÓDULO DE BANNER: *Certificaciones - FPARCVD*



varmstro/2010

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Acceder la página del Recinto en el área de INTER WEB.





BANNER WEB

Acceder dentro de Inter Web al área de BANNER WEB.



BANNER WEB

Acceder a Banner Web con su nombre y contraseña de usuario. Oprimir *Connect*.

BANNER WEB

Acceder a la pantalla de certificar facturas, colocando FPARCVD en el área de GoTo... Luego oprimir Enter.

PANTALLA DE NOTIFICACIONES

 En esta pantalla le aparece un registro de notificaciones. Favor oprimir X = EXIT, para poder llegar a la pantalla de certificaciones.

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 En el área de RECEIVER DOCUMENT CODE, colocar la palabra NEXT. Luego oprimir NEXT BLOCK. El curso pasará al área de RECEIVING HEADER y el sistema le asignará el número de certificación para esa transacción. Este es el número que debe anotar en la factura, e informar a la oficina de finanzas para el pago correspondiente.

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Packing Slip Packing Slip: Text Exists Bill of Lading:	Receiving Method: Carrier: Date Received: Received By: Packing Slip
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	Buyer: Vendor: More Inter a Receiver Document Code or NEXIT:

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En el área de RECEIVING HEADER, RECEIVING METHOD, colocar OTTR y oprimir NEXT BLOCK nuevamente hasta llegar a PACKING SLIP.

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Receiver Document Code: 110/617 *	OTTR	Receiver Document Code: 1/2102627 *
Receiving Header		Receiving Header
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Date Received: 03 SEP 2010		Date Received: 03-SEP-2010
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Aquí colocaremos el número de factura, comenzando con *INV-____*. Oprimir *NEXT BLOCK* nuevamente hasta llegar a *PURCHASE ORDER*.

Receiving Header				
Receiving Method: OTT Carrier: Date Received: 03-5 Received By: ARM	Contracting Service	Text Exists		
Packing Slip Packing Slip: Bill of Lading:	183425	Text Exists		
Purchase Order Purchase Order: Buyer:	Receive Items	○ Adjust Items		INV-18342
Vendor:	1			

 Colocar el número de la Orden de Compra en el área de PURCHASE ORDER y oprimir ENTER. El sistema le facilitará la información sobre esa Orden de Compra: Nombre del oficial Comprador, Número de Seguro Social Patronal y Nombre del Suplidor o Compañía.

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Receiver Document Code: 11101617 *	
Receiving Header	
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Received By: ARMSTRON	
Packing Slip	
Packing Slip: INV-183425	
Bill of Lading:	
Purchase Order	
Purchase Order: PP110001 🗨 Reveive Items Adjust Items	
Buyer: Wanda Rosado	
Vendor: 510290518 THE GLIDDEN,CO.	
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	More
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Record: 1/1	
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 Escoger la alternativa de OPTIONS y SELECT PURCHASE ORDER ITEMS en la barra de alternativas, para pasar a la pantalla de ARTÍCULOS disponibles en la Orden de Compra.

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	Buyer: Wanda Rosado	
	Vendor: 510290518 THE GLIDDEN,CO.	
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 Escoger el ARTÍCULO a certificar, oprimiendo ADD ITEM dos veces. De la ORDEN DE COMPRA tener varios ARTÍCULOS, todos aparecerán en esta pantalla y usted escogerá los que vaya a certificar y/o aparezcan en la factura.

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Next block

 Nos encontramos en la pantalla principal nuevamente. Oprimir NEXT BLOCK para pasar a la próxima pantalla.

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Buyer:	Wanda Rosado		
Vendor:	510290518 THE GLIDDEN,CO.		
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 Colocar en *RECEIVED: CURRENT* la cantidad a certificar, ya sea en dólares (ej. 566.79) o en artículos (ej. 1, 2, 3). Oprimir "*ENTER*" hasta completar toda la pantalla y nuevamente "*NEXT BLOCK*".

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Purchase Order: PP110001 Vendor: THE GLIDDEN.CO.	
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Item: 1 Commodity Record Count: 1	CEDTIEICAD
Commodity Code Description U/M FOB Code	CERTIFICAR
C730150000 Building Maintenance Stock Item EA Final Received	
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Quantity To Date Current	
Received: 2021.07 566.79 U/M:	
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lecord: 1/1 <0SC>	

FINALIZAR CERTIFICACIÓN

Finalizamos la certificación, oprimiendo "COMPLETE". Al salir una pantalla nueva, nos indica que el proceso se ha completado.

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:em:		1 Commodit	Record Count: 1					
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C73015000	10 Buildir	ng Maintenance	Stock Item	EA		Final Received	1	
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Receiving Goods FPARCVD 8.3 (PROD) 000000000000000000000000000000000000
Receiver Document Code:
Receiving Header
Receiving Method:
Carrier:
Date Received: Text Exists
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Packing Slip: Text Exists
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More
Receiver Document Y1101617 has been completed.
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