

# AUTOCREATE PURCHASE ORDER

## 1. Purpose

1.1. To have a standard navigational instruction to Purchasing users of Oracle in **creating a Purchase Order through AutoCreate function.**

## 2. Scope

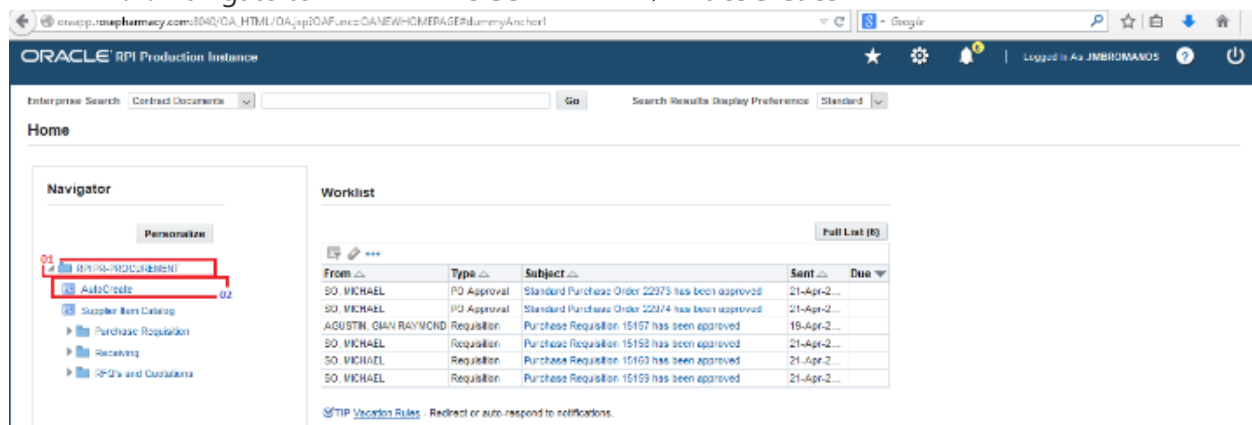
2.1. Purchasing Users of Oracle nationwide.

## 3. Implementing Guidelines

3.1. Refer Finance and Accounting SOP No. 06-014 version 03 for detailed policy in creating Purchase request.

## 4. Navigation Procedures

4.1. Navigate to **RPI PR-PROCUREMENT > AutoCreate**



4.2. **Run the JAVA** > you will be directed to Find Requisition Lines [form] > Find the APPROVED Purchase Request Number for PO creation  
> select **FIND** [button]

Operating Unit: Rose Pharmacy, Inc.

Approved Requisition: 15036

Emergency PO Number: [blank]

Supplier Sourcing: [blank]

Supplier: [blank]

Document Type: [blank]

Global [checked]

VMI Only [unchecked]

Show External Locations [unchecked]

Ship-To: [blank]

Minimum Amount: [blank]

Currency: [blank]

Rate Type: [blank]

Item, Rev: [blank]

Job: [blank]

Category: [blank]

Description: [blank]

Line Type: [blank]

Clear Find

4.3. Select the **CHECKBOX** ► Click the **Automatic** button.

Operating Unit: Rose Pharmacy, Inc.  
Approved: 15036  
Buyer: Requestor

AutoCreate Documents

Requestion	Line	Item	Rev	Category	Item Description	UOM	Quantity	Unit Price	Need D
<input checked="" type="checkbox"/>	15036	1		DHL.DHL	PAYMENT TO CHEVRON	LOT	1	90643.625	

Action: Create  
Document Type: Standard PO  
Grouping: Default  
Group Shipments: ☒

Buttons: Manual, Automatic

Click this CHECKBOX and select AUTOMATIC (purple)

4.4. Verify or Override the Supplier then Click the **CREATE** [button]

Operating Unit: Rose Pharmacy, Inc.  
Approved: 15036  
Buyer: Requestor

New Document

Global Agreement: Purchasing Org: Rose Pharmacy, Inc.  
Document: RFQ Type:  
Release: Release Date:  
Supplier: CHEVRON PHILIPPINES, INC. Supplier Site:  
Supplier List Name:  
Currency: Source: Default  
Requestion: Line:  
Currency: PHP Rate Type:  
Rate Date: 04-MAY-2022 Rate:

Buttons: Create, Cancel

4.5. Click **SUBMIT FOR APPROVAL** [button]

Operating Unit: Rose Pharmacy, Inc.  
PO, Rev: 22975  
Supplier: CHEVRON PHILIPPINES, INC.  
Ship-To: Mandalay City  
Buyer: ROMANOS, Ms. JOANNA MAR  
Purpose:

Created: 04-MAY-2022 13:35:16  
Type: Standard Purchase Order  
Size: HEAD OFFICE  
Bill-To: Mandalay City  
Status: Incomplete  
Contact: Currency: PHP  
Total: 90,643.63

Lines

Item	Type	Item	Rev	Category	Description	UOM	Quantity	Price	Premised
1	Goods			DHL.DHL	PAYMENT TO CHEVRON	LOT	1	90643.625	

Item: PAYMENT TO CHEVRON FOR THE MONTH FEB. 2022

Buttons: Currency..., Terms, Shipments, Submit for Approval