

CLOSING OF PURCHASE REQUEST

1. Purpose

1.1. To have a standard navigational instruction to Purchasing users of Oracle in **closing a Purchase Request**.

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-Department > Requisitions > Requisitions**

Home

The screenshot shows the Oracle Navigator on the left and the Worklist on the right. In the Navigator, the path 'RPI PR-OPERATIONS' (01) is expanded, showing 'Supplier Item Catalog', 'Purchase Requisition' (02), 'Requisition Summary', and 'Requisitions' (03). The 'Requisitions' item is highlighted with a red box. The Worklist on the right shows a table with columns: From, Type, Subject, Sent, and Due. A single entry is visible: From: NOTORIO, MERCY; Type: Requisition; Subject: Purchase Requisition 15166 has been rejected; Sent: 29-Apr-2022. Below the table, there is a link for 'TIP Vacation Rules - Redirect or auto-respond to notifications.'

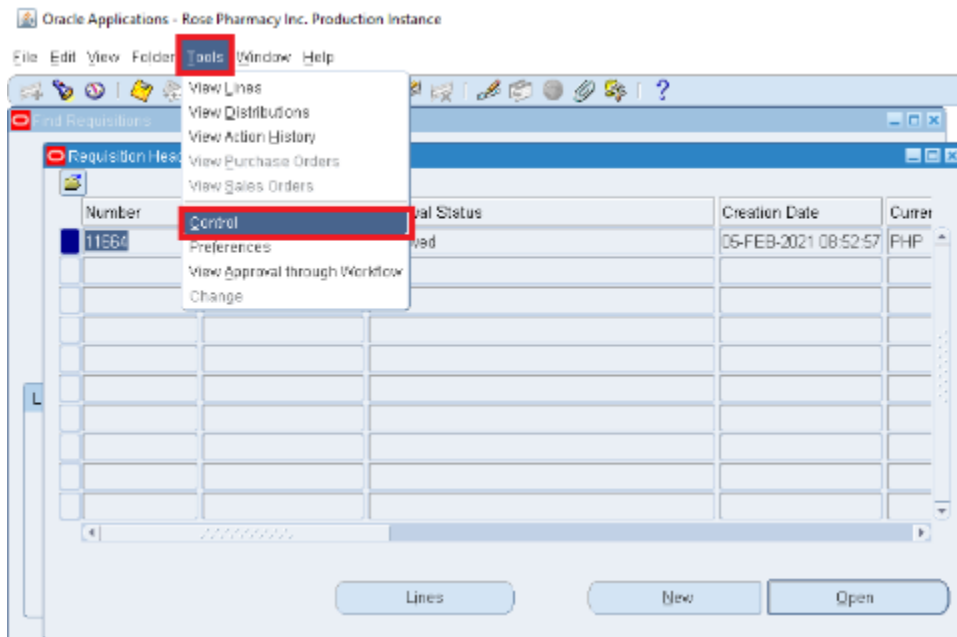
4.2. N > Requisition > Requisition Summary

4.2.1. "Requisition Number" – add the PR number

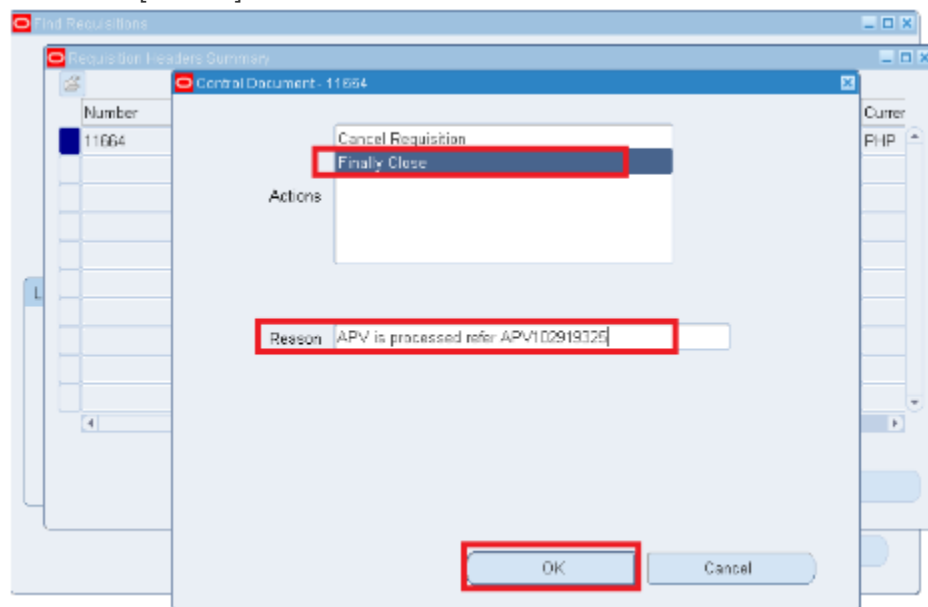
4.2.2. Select **FIND** button

The screenshot shows the 'Find Requisitions' window. The 'Operating Unit' is set to 'Rose Pharmacy, Incorpi'. The 'Requisition Number' field is highlighted in yellow and contains the value '11664'. Other fields include 'Preparer', 'Buyer', 'Reference Num', 'Type', 'Requester', 'Modified', 'Import Source', 'Line', and 'Line Type'. At the bottom, there are buttons for 'Clear', 'New', and 'Find (F)' (highlighted in yellow). The 'Results' section on the right shows options for 'Headers', 'Lines', and 'Distributions'.

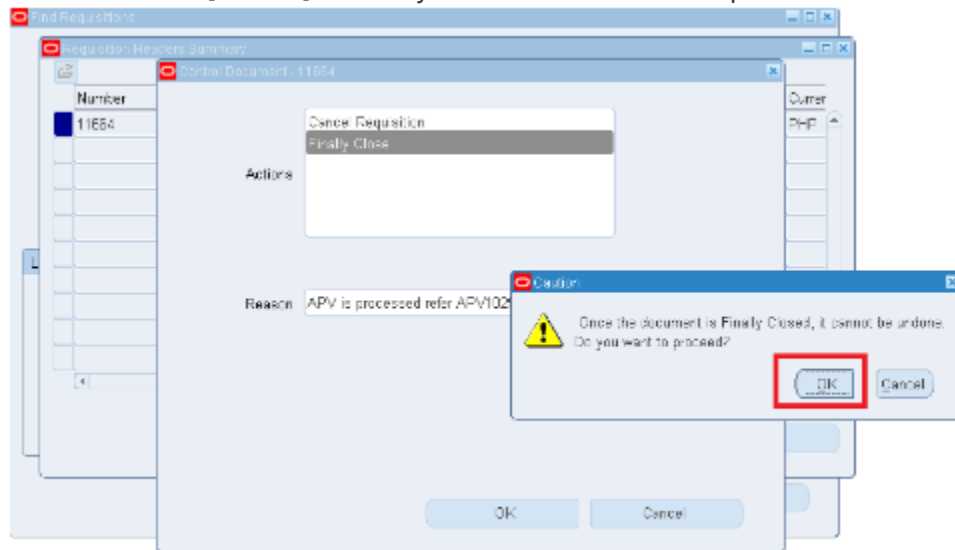
4.2.3. N > Tools [menu] > Control [menu]



4.2.4. Select **"Finally Close"** and **Add comment** specifying the APV Number then select **OK** [button]



4.3. Select **OK** [button] to finally close the Purchase Requisition.



4.4. Viola! Your purchase requisition is now finally closed.

	Total	Preparer	Cancelled	Closed	Type
y	1,785.71	ROMANOS, Ms. J	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchase Requisition
	0.00	ROMANOS, Ms. J	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchase Requisition
	13,382.66	ROMANOS, Ms. J	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchase Requisition