

ORACLE NAVIGATION MANUAL

ORA-20-007: MAINTAINING A SUPPLIER QUOTATION

Effectivity date: May 01, 2022

1. Purpose:

- 1.1. To have a standard navigational instruction to Purchasing users of Oracle in maintaining a **Supplier Quotation**.

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 > RFQ's and Quotations > Quotation

The screenshot shows the Oracle RPI Production Instance interface. The top navigation bar includes the Oracle logo, the instance name 'RPI Production Instance', and user information 'Logged In As JMBROMANOS'. Below the navigation bar is a search bar with 'Enterprise Search' and 'Contract Documents' options. The main content area is divided into two sections: 'Navigator' on the left and 'Worklist' on the right. In the 'Navigator' section, the 'RPI PR-PROCUREMENT' folder is expanded, showing sub-items like 'AutoCreate', 'Supplier Item Catalog', 'Purchase Requisition', 'Receiving', 'RFQ's and Quotations', 'RFQ's', 'Quotations', and 'Quote Analysis'. The 'RFQ's and Quotations' item is highlighted with a red box. In the 'Worklist' section, a table of notifications is displayed, including details about purchase requisitions and purchase orders.

- 4.2. Fill in required fields in Quotations Header

- 4.2.1. **"Supplier"** – choose the specific supplier on the list
- 4.2.2. **"Type"** – Standard Quotation
- 4.2.3. **"Status"** – Active
- 4.2.4. **"Effectivity"** – Quotation effective date from and to

The screenshot shows the 'Quotations - [New]' form in the Oracle interface. The form is for creating a new quotation for 'Rose Pharmacy, Inc.'. The 'Type' field is set to 'Standard Quotation'. The 'Supplier' field is set to 'NG KHAI DEVELO'. The 'Status' field is set to 'Active'. The 'Effectivity' field is set to '01-MAY-2022' to '30-SEP-2022'. The 'Response Date' is set to '01-MAY-2022'. The 'Buyer' is 'ROMANOS, Ms. JOA'. The 'Currency' is 'PHP'. The form also includes a table for items with columns for 'Num', 'Type', 'Item', 'Rev', 'Category', 'Description', and 'UOM'. At the bottom, there are buttons for 'Currency...', 'Terms', 'Price Breaks', and 'Approve...'.

ORACLE NAVIGATION MANUAL

ORA-20-007: MAINTAINING A SUPPLIER QUOTATION

Effectivity date: May 01, 2022

4.3. In Line under Items [tab], setup items and price of the approved supplier quotation and click

SAVED icon



Quotations - [New]

Operating Unit: **Rose Pharmacy, Inc.**

Number: Type: **Standard Quotation** RFQ:

Supplier: **NG KHAI DEVELO** Site: **Head Office** Contact:

Ship-To: **Mandaue City** Bill-To: **Mandaue City** Status: **Active**

Description: Supplier Quote:

☐ Approval Required Response Date: **01-MAY-2022**

Effectivity: **01-MAY-2022** - **30-SEP-2022** Buyer: **ROMANOS, Ms. JOAN**

Currency: **PHP**

Items **More**

Num	Item	Rev	Category	Description	UOM	Price
1	NTEQ20220000001		CapEx.IT Fixed A	Laptop Lenovo Think	UNT	75000
2	NTEQ20220000002		CapEx.IT Fixed A	Laptop HP Elitebook	UNT	50000
3	NTFA000000052		CAPEX.IT - HARD	LAPTOP LENOVO L14	UNT	80000
4	NTOS000000055		OPEX.SUPPLIES	KEYBOARD LENOVO T	UNT	2500
5	NTOS000000064		OPEX.SUPPLIES	MOUSE	UNT	1000

Item: **NTOS000000055** **KEYBOARD LENOVO THINK PAD**

Currency... Terms Price Breaks Approve...