

# APPROVING PURCHASE REQUEST

1. Navigate to RPI PR-Department > Check Worklist Pending approval

Oracle RPI Production Instance

Enterprise Search: All Go Search Results Display Preference: Standard

Logged In As: LAJARANAS

Main Menu: Personalize

Worklist

From	Type	Subject	Sent	Due
CABILUNA, PEARL MARIE	Request	Purchase Requisition 292 for CABILUNA, PEARL MARIE (100.00 PHP)	16-Jun-2017	16-Jun-2017

TIP: [View User Access](#) - Specify which users can view and act upon your notifications.

2. Open (click) PR to approve > Click Approve button

Oracle Applications Home Page >  
Purchase Requisition 292 for CABILUNA, PEARL MARIE (100.00 PHP)

From: CABILUNA, PEARL MARIE  
To: ARANAS, LINDSAY ANNE  
Sent: 19-Jun-2017 11:13:39  
ID: 451767

Description: TEST01-061917  
Requisition Total: 100.00 PHP  
Non-Recoverable Tax: 0.00 PHP

Approve Reject Reassign Request Information

Requisition Lines

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (PHP)	Amount (PHP)
1	TEST ONLY		1400	PCS	1	100	100.00

Approval Sequence

ARANAS, Ms. LINDSAY ANNE LIM → CLEMENT, Ms. EVELYN BARDILAS → CHOW, Mr. WAI LIT → In Process

Num	Name	Action	Action Date	Note
1	CABILUNA, Ms. PEARL MARIE GELLANA	Submitted	19-Jun-2017 11:13:39	
2	ARANAS, Ms. LINDSAY ANNE LIM	Pending		
3	CLEMENT, Ms. EVELYN BARDILAS			
4	CHOW, Mr. WAI LIT			

Related Applications

[Edit Requisition](#)  
[View Requisition Details](#)  
[Open Document](#)

Response

Note: Test

## Notes:

- Before its approval, you may add note below in the response field.
- Click "Open Document" to view details of charging.