CREATING PURCHASE REQUEST

1. Purpose

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

2. Scope

2.1. Purchasing Users of Oracle nationwide.

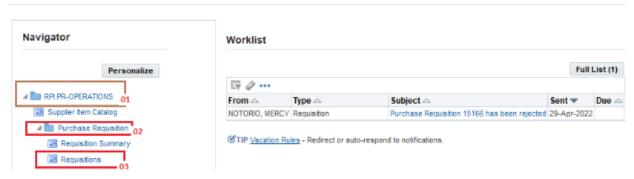
3. Implementing Guidelines

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

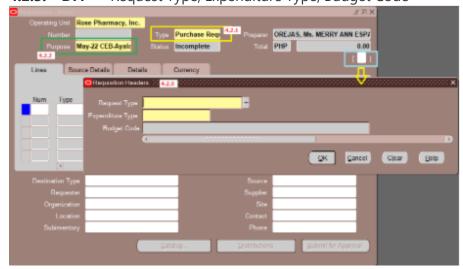
4. Navigation Procedures

4.1. Navigate to **RPI PR-Department** ➤ **Requisitions** ➤ **Requisition**

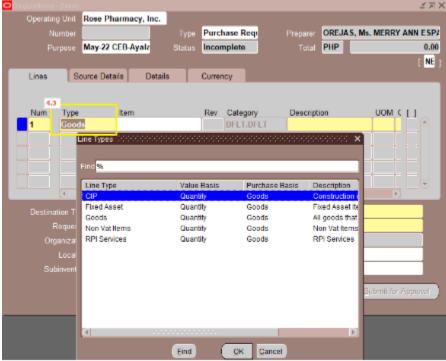
Home



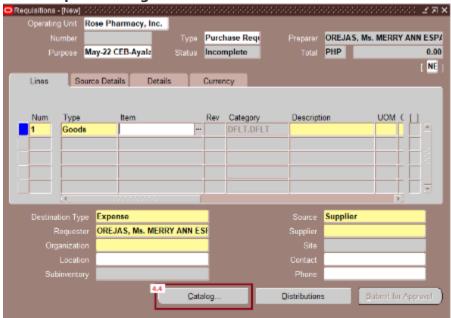
- 4.2. Fill in required fields in Requisition Header
 - **4.2.1.** "Type" Purchase Requisition
 - 4.2.2. "Purpose"
 - 4.2.3. "DFF" Request Type, Expenditure Type, Budget Code



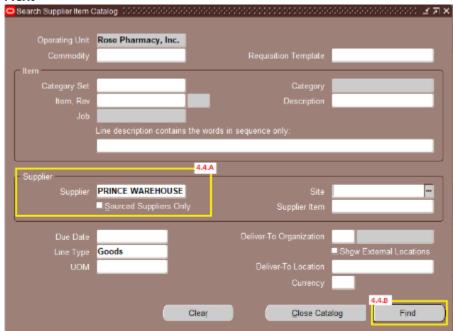
4.3. Fill in "Type" in requisition line – Goods, RPI Services, Fixed Asset, etc.



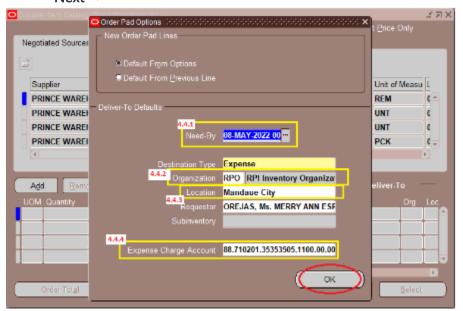
- **4.4.** Select **Catalog** button ➤ Find the Supplier ➤ Select **Options** button ➤ Add the following:
 - 4.4.1. Need-By
 - 4.4.2. Organization
 - 4.4.3. Location
 - 4.4.4. Expense Charge account



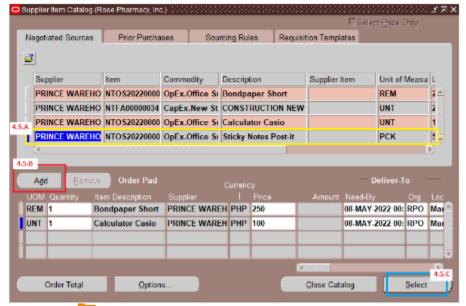
Next ⇒



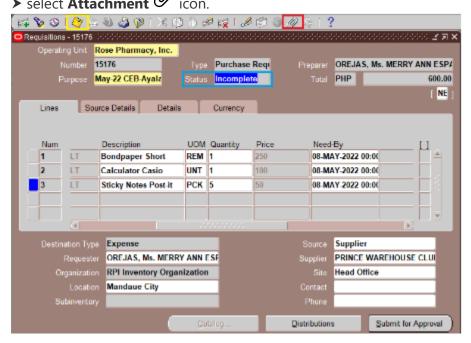
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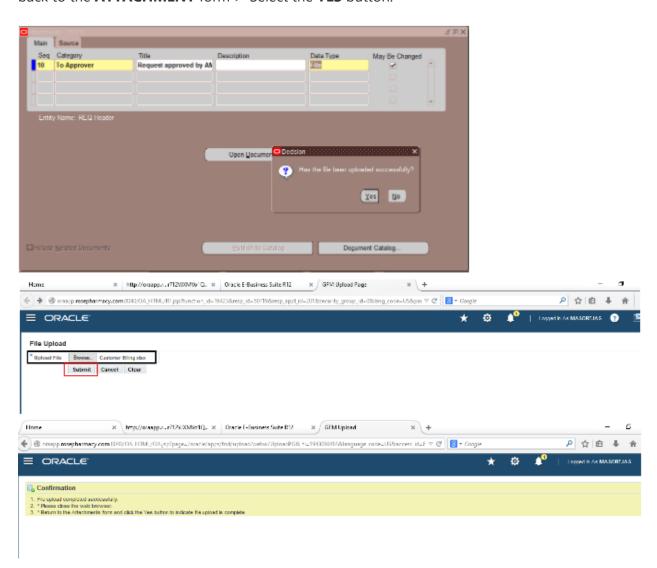
- 4.5.
- <4.5.A> Highlight the item code you want to Purchase >
- <4.5.B> Select ADD button > Indicate the number of QUANTITY >
- <4.5.C>. If all items are selected then click the **SELECT** button.



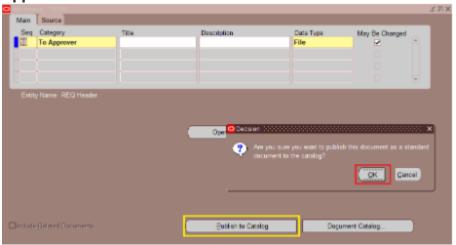
4.6. Save the form ➤ Highlight one of the fields in the requisition header ➤ select Attachment icon.



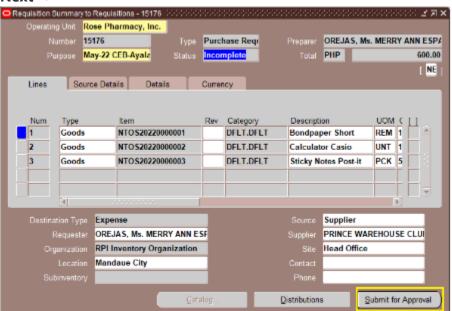
4.7. Fill-in value in the required fields (you may add info on other fields) – Category, Data type ➤ Go to the **BROWSER** and upload the file ➤ Click **SUBMIT** button ➤ **CLOSE** the Browser ➤ Go back to the **ATTACHMENT** form ➤ Select the **YES** button.



4.8. Select **Publish to Catalog** button ➤ Click **OK** button ➤ Close ➤ Select **Submit for Approval** & **OK**



Next ⇒



Next **⇒**

