# Rose Pharmacy

#### **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:

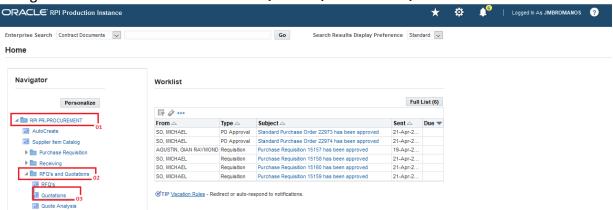
2.1. Purchasing Users of Oracle nationwide.

## 3. Implementing Guidelines

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

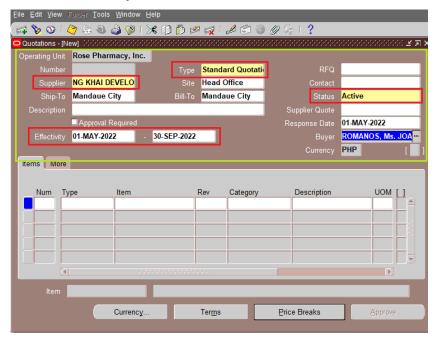
## 4. Navigation Procedures

4.1. Navigate to RPI PR-PROCUREMENT > RFQ's and Quotations > Quotation



### 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













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



