

DELEGATING PR APPROVAL

1. Purpose

1.1. To have a standard navigational instruction to Purchasing users of Oracle in **delegating PR approval** while on leave.

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 your **worklist** ➤ **Vacation Rules**

ORACLE RPI Production Instance

Enterprise Search Contract Documents Go Search Results Display Preference Standard

Home

Navigator

Personalize

RPI OPERATIONS OD

Worklist

Full List (2)

From	Type	Subject	Sent	Due
OREJAS, MERRY ANN	Requestion	Purchase Requisition 15172 for OREJAS, MERRY ANN (10,893.00 PHP)	26-Apr-2022	
GAUDIANO, MARCEL	Requestion	Purchase Requisition 12827 for GAUDIANO, MARCEL (2,603.00 PHP)	14-Apr-2021	

TRP Vacation Rules - Redirect or auto-respond to notifications.

select the Vacation Rules to assign the person responsible to approve while on a vacation

➡ You'll be redirected to vacation rules home page

4.1a click **Create Rule** button

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Vacation Rules

Create Rule

Item Name

Item Type	Notification	Update	Delete	Status
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You have not set any notification routing rules. Please use the Create Rule button to create a new notification routing rule.

Return to Worklist

4.1b select **Item Type** **Requisition** as item type and click button **next**.

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Vacation Rule: Item Type

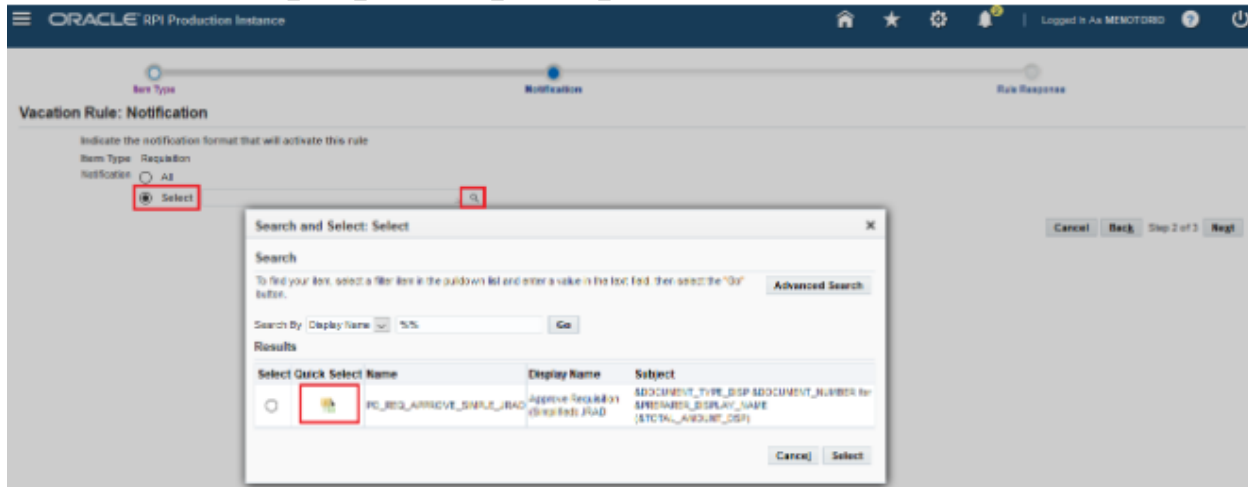
Select the type of notification that will activate this rule.

Item Type: Requisition

Return to Vacation Rules

Step 1 of 3 Next

4.1c. Check the ☒ Select checkbox ➤ Click the  Magnifying glass
 ➤ Find and select PO_REQ_APPROVE_SIMPLE_JRAD



Vacation Rule: Notification

Indicate the notification format that will activate this rule

Item Type: Requisition

Notification: ☒ All ☒ Select

Search and Select: Select

Search

To find your item, select a filter item in the dropdown list and enter a value in the text field, then select the "Go" button.

Advanced Search

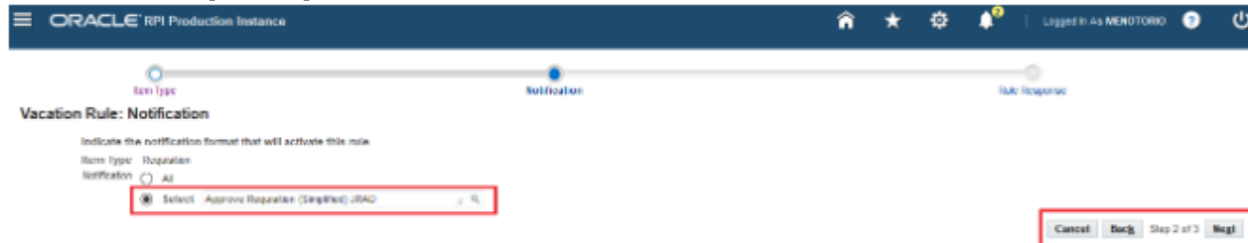
Search By: Display Name 5% Go

Results

Select	Quick Select Name	Display Name	Subject
<input checked="" type="radio"/>	PO_REQ_APPROVE_SIMPLE_JRAD	Approve Requisition (Simple) JRAD	DOCUMENT_TYPE_DSP DOCUMENT_NUMBER for APPROVER_DISPLAY_NAME (TOTAL_AMOUNT_DSP)

Cancel Select

➤ Select **NEXT** [button]



Vacation Rule: Notification

Indicate the notification format that will activate this rule

Item Type: Requisition

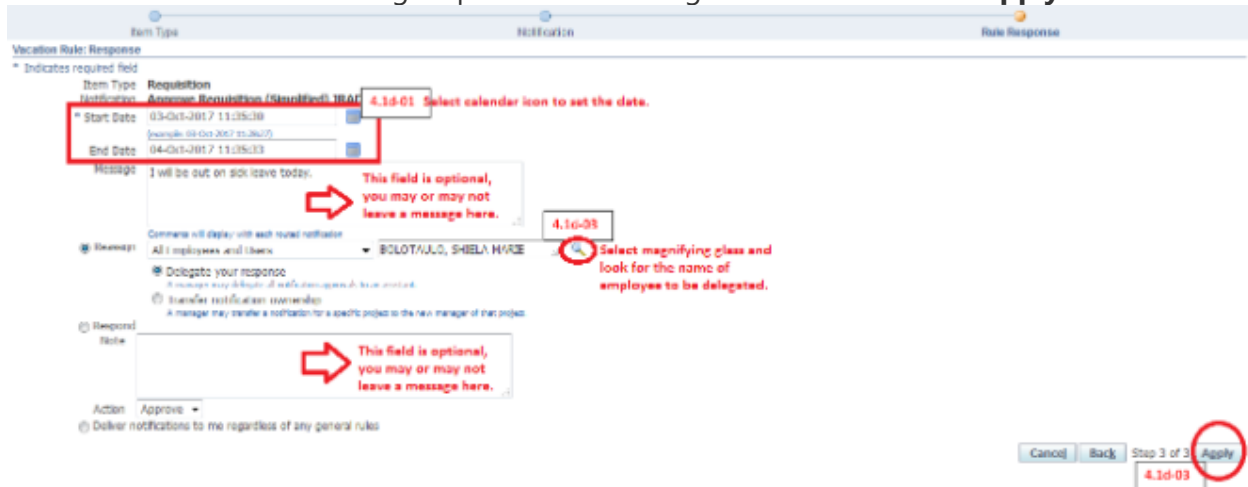
Notification: ☒ All ☒ Select Approve Requisition (Simple) JRAD

Cancel Back Step 2 of 3 Next

4.1d-01 set the **start date** and **end date** of delegation.

4.1d-02 leave a message; a respond note is optional.

4.1d-03 Find and assign a person to be delegated and click button **apply**.



Vacation Rule: Response

* Indicates required field

Item Type: Requisition

Notification: Approve Requisition (Simple) JRAD

Start Date: 03-Oct-2017 11:25:10

End Date: 04-Oct-2017 11:25:10

Message: I will be out on sick leave today.

Comments will display with each round notification

Delegate your response

Transfer notification responsibility

Respond Note

Action: Approve

Deliver notifications to me regardless of any general rules

Cancel Back Step 3 of 3 Apply

4.1d-03

➔

Home >

Vacation Rules

Create Rule +

Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: BOLOTAUJO, SHEILA MARE	Requisition	DOCUMENT_TYPE_DSP DOCUMENT_NUMBER for APPROVER_DISPLAY_NAME (TOTAL_AMOUNT_DSP)			Active

Return to Worklist