

SUPPLIER QUOTATION MAINTENANCE

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, there is a search bar and a 'Go' button. 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' menu item is highlighted, and the 'RFQ's and Quotations' sub-menu item is also highlighted. In the 'Worklist' section, a table of worklist items is displayed, including columns for 'From', 'Type', 'Subject', 'Sent', and 'Due'. The table contains several rows of data, including entries for 'PO Approval' and 'Purchase Request'.

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 Oracle Quotations Header form. The form is titled 'Quotations: (New)' and contains several fields for entering quotation information. The 'Operating Unit' is set to 'Rose Pharmacy, Inc.'. The 'Supplier' field is populated with 'NG KHAI DEVELO'. The 'Type' field is set to 'Standard Quotation'. 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'. Below the header fields, there is a table for 'Items' with columns for 'Num', 'Type', 'Item', 'Rev', 'Category', 'Description', and 'UOM'. The table is currently empty. At the bottom of the form, there are buttons for 'Currency...', 'Terms', 'Price Breaks', and 'Approve...'.

4.3. In Line under **Items [tab]**, setup items and price of the approved supplier quotation and click **SAVE** 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	NTEQ2022000001		CapEx.IT Fixed A	Laptop Lenovo Thinkp	UNT	75000
2	NTEQ2022000002		CapEx.IT Fixed A	Laptop HP Elitebook	UNT	50000
3	NTFA00000052		CAPEX.IT - HARD	LAPTOP LENOVO L14	UNT	80000
4	NTOS00000055		OPEX.SUPPLIES	KEYBOARD LENOVO T	UNT	2500
5	NTOS00000064		OPEX.SUPPLIES	MOUSE	UNT	1000

Item: **NTOS00000055** **KEYBOARD LENOVO THINK PAD**

Currency... Terms Price Breaks Approve...