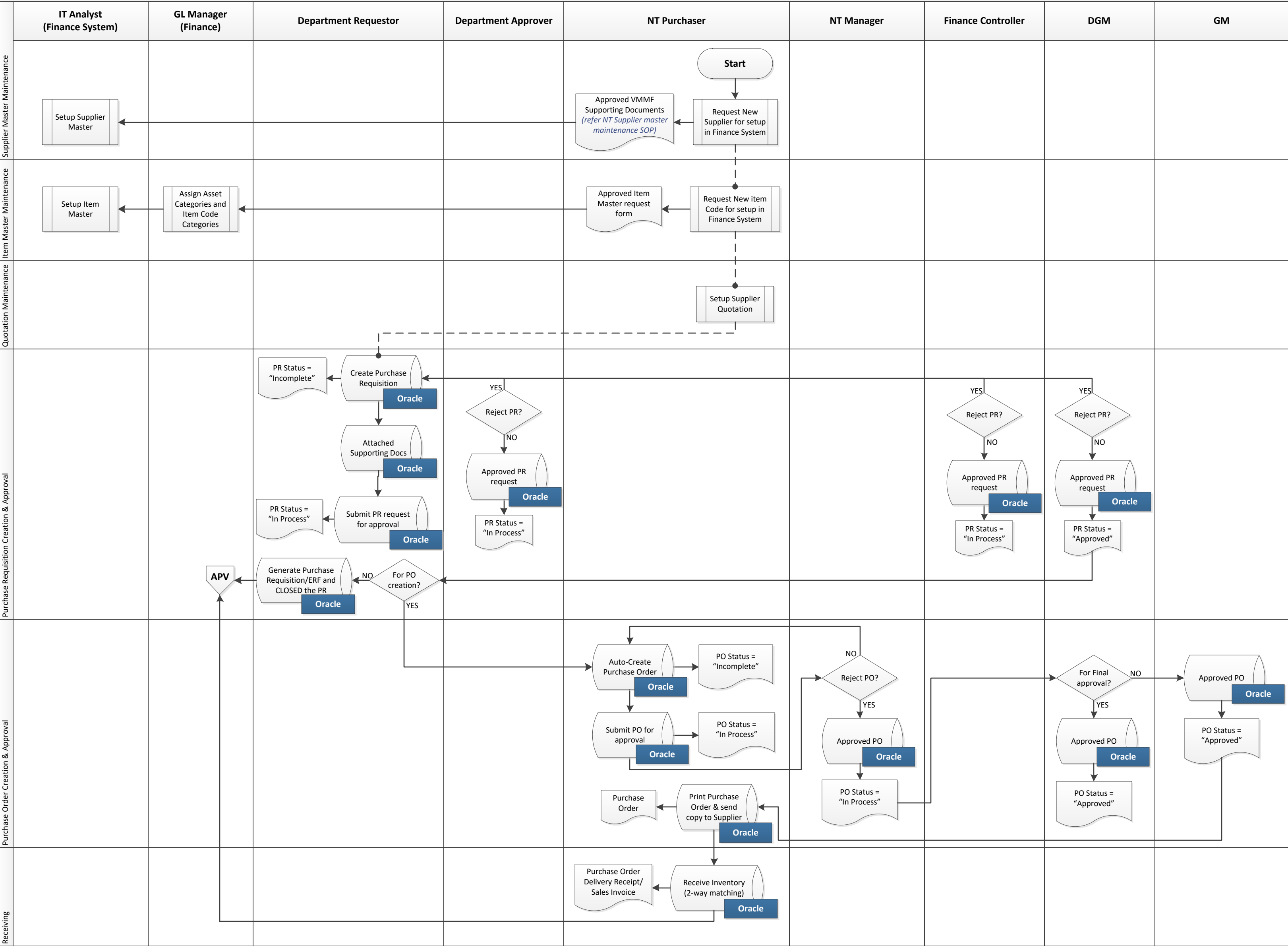
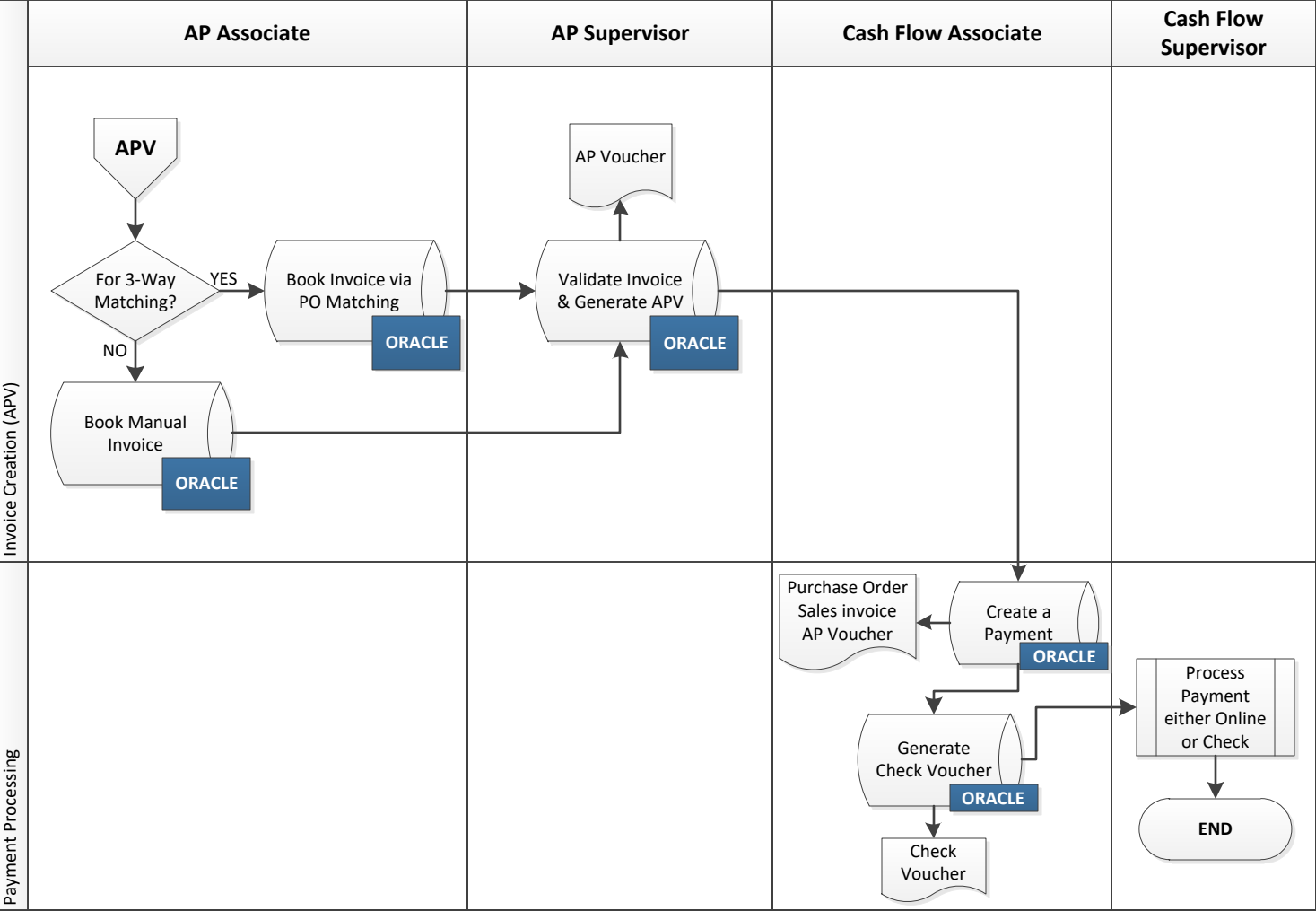


System Workflow – Nontrade Procure to Pay (P2P)



System Workflow – Nontrade Procure to Pay (P2P)



ORACLE NAVIGATION MANUAL

ORA-20-001: CREATING PURCHASE REQUEST (version 2)

Effectivity date: May 01, 2022

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 > Requisitions

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

ORACLE NAVIGATION MANUAL

ORA-20-001: CREATING PURCHASE REQUEST (version 2)

Effectivity date: May 01, 2022

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

Requisitions - (New)

Operating Unit: Rose Pharmacy, Inc.

Number: May-22 CEB-Ayala

Type: Purchase Request

Status: Incomplete

Preparer: OREJAS, Ms. MERRY ANN ESP

Total: PHP 0.00

Lines

Num	Type	Item	Rev	Category	Description	UOM
1	Goods			DFLT.DFLT		

Line Types

Line Type	Value Basis	Purchase Basis	Description
CIP	Quantity	Goods	Construction
Fixed Asset	Quantity	Goods	Fixed Asset It
Goods	Quantity	Goods	All goods that
Non Vat Items	Quantity	Goods	Non Vat Items
RPI Services	Quantity	Goods	RPI Services

Find %

Submit for Approval

Find OK Cancel

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

Requisitions - (New)

Operating Unit: Rose Pharmacy, Inc.

Number: May-22 CEB-Ayala

Type: Purchase Request

Status: Incomplete

Preparer: OREJAS, Ms. MERRY ANN ESP

Total: PHP 0.00

Lines

Num	Type	Item	Rev	Category	Description	UOM
1	Goods			DFLT.DFLT		

Destination Type: Expense

Requester: OREJAS, Ms. MERRY ANN ESP

Organization: RPI Inventory Organization

Location: Mandaue City

Subinventory:

Source: Supplier

Supplier: PRINCE WAREHOUSE

Site:

Due Date:

Line Type: Goods

UOM:

Deliver-To Organization:

Deliver-To Location:

Currency:

4.4 Catalog Distributions Submit for Approval

4.4.1 Supplier PRINCE WAREHOUSE Sourced Suppliers Only

4.4.2 Find

Order Pad Options

New Order Pad Lines

Default From Options

Default From Previous Line

Deliver-To Defaults

Need-By: 08 MAY 2022 00:00:00

Destination Type: Expense

Organization: RPI Inventory Organization

Location: Mandaue City

Requestor: OREJAS, Ms. MERRY ANN ESP

Subinventory:

Expense Charge Account: 88.710201.35353505.1100.00.00

OK

ORACLE NAVIGATION MANUAL

ORA-20-001: CREATING PURCHASE REQUEST (version 2)

Effectivity date: May 01, 2022

4.5. Highlight the item code you want to Purchase and select **ADD** button > Indicate the number of QUANTITY > If all items are selected then click the **SELECT** button

Supplier Item Catalog (Rose Pharmacy, Inc.)

Select Price Only

Negotiated Sources Prior Purchases Sourcing Rules Requisition Templates

Supplier	Item	Commodity	Description	Supplier Item	Unit of Measure	Quantity
PRINCE WAREHO	NTOS20220000	OpEx.Office St	Bondpaper Short		REM	2
PRINCE WAREHO	NTFA00000034	CapEx.New St	CONSTRUCTION NEW		UNT	2
PRINCE WAREHO	NTOS20220000	OpEx.Office St	Calculator Casio		UNT	1
PRINCE WAREHO	NTOS20220000	OpEx.Office St	Sticky Notes Post-it		PCK	5

4.5.A

4.5.B



Add Remove Order Pad

Currency Deliver-To

UOM	Quantity	Item Description	Supplier	Price	Amount	Need-By	Org	Loc
REM	1	Bondpaper Short	PRINCE WAREH	PHP 250		08-MAY-2022 00:00	RPO	Mar
UNT	1	Calculator Casio	PRINCE WAREH	PHP 100		08-MAY-2022 00:00	RPO	Mar

Order Total Options... Close Catalog Select

4.5.C

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

Requisitions - 15176

Operating Unit: Rose Pharmacy, Inc.

Number: 15176

Purpose: May-22 CEB-Ayala

Type: Purchase Requisition

Status: Incomplete

Preparer: OREJAS, Ms. MERRY ANN ESP/

Total: PHP 600.00

NE

Lines Source Details Details Currency

Num	Description	UOM	Quantity	Price	Need-By
1	LT Bondpaper Short	REM	1	250	08-MAY-2022 00:00
2	LT Calculator Casio	UNT	1	100	08-MAY-2022 00:00
3	LT Sticky Notes Post-it	PCK	5	50	08-MAY-2022 00:00

Destination Type: Expense

Requester: OREJAS, Ms. MERRY ANN ESP/

Organization: RPI Inventory Organization

Location: Mandaue City

Subinventory:

Source: Supplier

Supplier: PRINCE WAREHOUSE CLUI

Site: Head Office

Contact:

Phone:

Catalog... Distributions Submit for Approval

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

Attachment - 15176

Main Source

Seq	Category	Title	Description	Data Type	May Be Changed
10	To Approver	Request approved by AA		File	<input checked="" type="checkbox"/>

Entity Name: REQ Header

Open Document Decision

Has the file been uploaded successfully?

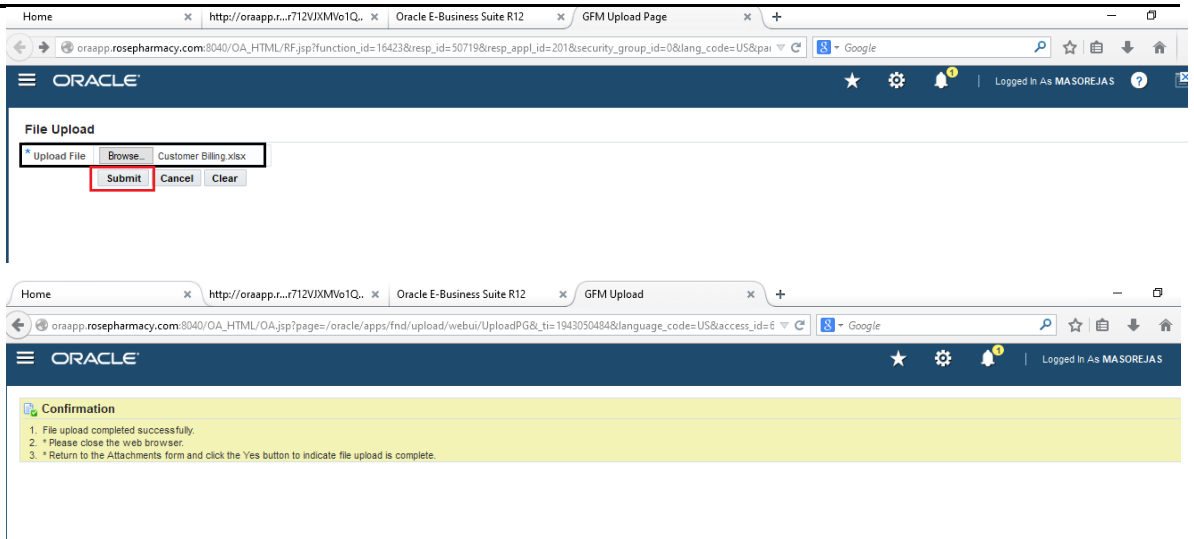
Yes No

Include Related Documents Publish to Catalog Document Catalog...

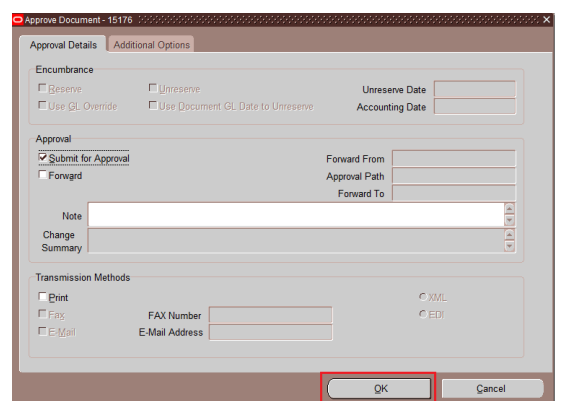
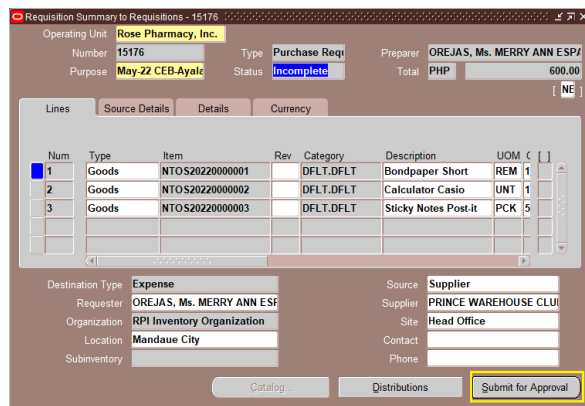
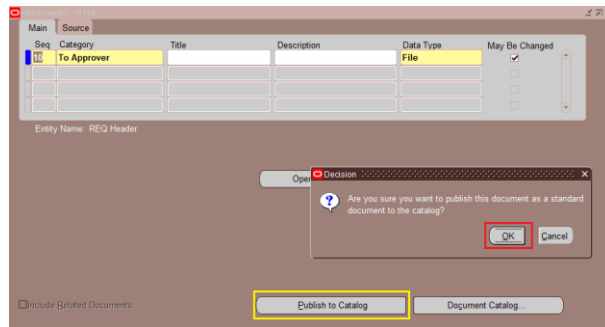
ORACLE NAVIGATION MANUAL

ORA-20-001: CREATING PURCHASE REQUEST (version 2)

Effectivity date: May 01, 2022



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



ORACLE NAVIGATION MANUAL

ORA-20-002: APPROVING PURCHASE REQUEST (version 2)

Effectivity date: May 01, 2022

1. Purpose:

1.1. To have a standard navigational instruction to Purchasing users of Oracle in approving 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 > Check Worklist Pending approval [homepage]

ORACLE RPI Production Instance

Enterprise Search | Contract Documents | Go | Search Results Display Preference | Standard

Home

Navigator

Personalize

RPI OPERATIONS OCI

Worklist

Full List (3)

From	Type	Subject	Sent	Due
OREJAS, MERRY ANN	Requisition	Purchase Requisition 15176 for OREJAS, MERRY ANN (600.00 PHP)	30-Apr-2022	
OREJAS, MERRY ANN	Requisition	Purchase Requisition 15172 for OREJAS, MERRY ANN (18,690.00 PHP)	28-Apr-2022	
GAUDIANO, MARICEL	Requisition	Purchase Requisition 12027 for GAUDIANO, MARICEL (2,600.00 PHP)	14-Apr-2021	

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

4.2. Select (click) the specific PR request number [PR15176] to approve > Click Approve or REJECT button whichever is applicable

ORACLE RPI Production Instance

Home >

Purchase Requisition 15176 for OREJAS, MERRY ANN (600.00 PHP)

From: OREJAS, MERRY ANN | To: NOTORIO, MERCY | Description: May-22 CEB-Ayala Office Supplier | Total: 600.00 PHP | Tax (Non Recoverable): 0.00 PHP

Attachments: Customer Billing.xlsx

Note: Select to OPEN the attachment

Approve | Reject | Reassign | Request Information

Requisition Lines

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (PHP)	Amount (PHP)	Charge Account
1	Bondpaper Short	PRINCE WAREHOUSE CLUB	1100	REM	1	250	250.00	88.710201.35353505.1100.00.0000
2	Calculator Casio	PRINCE WAREHOUSE CLUB	1100	UNT	1	100	100.00	88.710201.35353505.1100.00.0000
3	Sticky Notes Post-it	PRINCE WAREHOUSE CLUB	1100	PCK	5	50	250.00	88.710201.35353505.1100.00.0000

Approval Sequence

NOTORIO, Ms. MERCY ESTARES → ABARGOS, Ms. RACHELLE JOY DELA TORRE → SO, Mr. MICHAEL GO → In Process

Num	Name	Action	Action Date	Note
4	SO, Mr. MICHAEL GO			
3	ABARGOS, Ms. RACHELLE JOY DELA TORRE			
2	NOTORIO, Ms. MERCY ESTARES	Pending		
1	OREJAS, Ms. MERRY ANN ESPANOLA	Submitted	30-Apr-2022 16:14:47	

Related Applications

ORACLE NAVIGATION MANUAL

ORA-20-002: APPROVING PURCHASE REQUEST (version 2)

Effectivity date: May 01, 2022

4.3. Before selecting the APPROVE or REJECT button, you may add a NOTE under Response field as highlighted below.

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (PHP)	Amount (PHP)	Charge Account
1	Bondpaper Short	PRINCE WAREHOUSE CLUB	1100	REM	1	250	250.00	88.710201.35353505.1100.00.0000
2	Calculator Casio	PRINCE WAREHOUSE CLUB	1100	UNT	1	100	100.00	88.710201.35353505.1100.00.0000
3	Sticky Notes Post-it	PRINCE WAREHOUSE CLUB	1100	PCK	5	50	250.00	88.710201.35353505.1100.00.0000

Approval Sequence



Num	Name	Action	Action Date	Note
4	SO, Mr. MICHAEL GO			
3	ABARGOS, Ms. RACHELLE JOY DELA TORRE			
2	NOTORIO, Ms. MERCY ESTARES	Pending		
1	OREJAS, Ms. MERRY ANN ESPANOLA	Submitted	30-Apr-2022 16:14:47	

Related Applications

- Edit Requisition
- View Requisition Details
- Open Document

Response

Note

[Return to Worklist](#)

[Approve](#)
[Reject](#)
[Reassign](#)
[Request Information](#)

Notes:

- Before its approval, you may add note below in the response field.
- You may click "Open Document" to view details of charging or should you want to make any changes before approval.
- Close the form > Go back to the browser > Click refresh [F5] then select **APPROVE** [button]

Notifications to Requisitions - 15176

Operating Unit

Rose Pharmacy, Inc

Number

15176

Type

Purchase Req

Preparer

OREJAS, Ms. MERRY ANN ESP

Purpose

May-22 CEB-Ayala

Status

In Process

Total

PHP 600.00

Lines

Source Details

Details

Currency

Num	Type	Item	Rev	Category	Description	UOM	Q	U
1	Goods	NTOS20220000001		DFLT.DFLT	Bondpaper Short	REM	1	
2	Goods	NTOS20220000002		DFLT.DFLT	Calculator Casio	UNT	1	
3	Goods	NTOS20220000003		DFLT.DFLT	Sticky Notes Post-it	PCK	5	

Destination Type

Expense

Requester

OREJAS, Ms. MERRY ANN ESP

Organization

RPI Inventory Organization

Location

Mandaue City

Subinventory

Source

Supplier

Supplier

PRINCE WAREHOUSE CLUB

Site

Head Office

Contact

Phone

Distributions

Submit for Approval

1. Purpose:

1.1. To have a standard navigational instruction to Purchasing users of Oracle in **creating a Purchase Order through AutoCreate function.**

2. Scope:

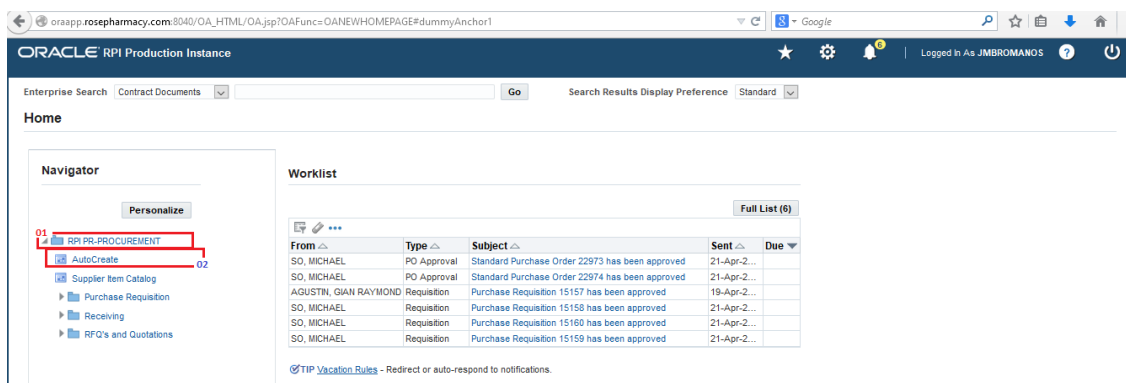
2.1. Purchasing Users of Oracle nationwide.

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 > AutoCreate



4.2. Run the JAVA > you will be directed to Find Requisition Lines [form] > Find the APPROVED Purchase Request Number for PO creation > select FIND [button]

Operating Unit: Rose Pharmacy, Inc.

Approved: [dropdown]

Requisition: 15036

Find button: [Find]

ORACLE NAVIGATION MANUAL

ORA-20-003: AUTOCREATE A PURCHASE ORDER

Effectivity date: May 01, 2022

4.3. Select the CHECKBOX > Click the Automatic button

Operating Unit: Rose Pharmacy, Inc.
Approved: [blank]
Requisition: 15036
Buyer: [blank]
Requester: [blank]

Requisition	Line	Item	Rev	Category	Item Description	UOM	Quantity	Unit Price	Need-By
15036	1			DFLT.DFLT	PAYMENT TO CHEVRON	LOT	1	90643.625	

Action: Create
Document Type: Standard PO
Grouping: Default
Group Shipments: ☒

Buttons: Manual, Automatic

4.4. Verify or Override the Supplier then Click the CREATE [button]

Operating Unit: Rose Pharmacy, Inc.
Approved: [blank]
Requisition: 15036
Buyer: [blank]
Requester: [blank]

Global Agreement: [blank]
Document: [blank]
Release: [blank]
Supplier: CHEVRON PHILIPPINES, INC.
Supplier Site: [blank]
Supplier List Name: [blank]

Purchasing Org: Rose Pharmacy, Inc.
RFQ Type: [blank]
Release Date: [blank]
Supplier Site: [blank]
Supplier List Name: [blank]

Currency: Source: Default
Requisition: [blank]
Currency: PHP
Rate Date: 04-MAY-2022
Line: [blank]
Rate Type: [blank]
Rate: [blank]

Buttons: Create, Cancel

4.5. Click SUBMIT FOR APPROVAL [button]

Operating Unit: Rose Pharmacy, Inc.
PO, Rev: 22975
Supplier: CHEVRON PHILIPPINES, INC.
Ship-To: Mandaue City
Buyer: ROMANOS, Ms. JOANNA MAR
Purpose: [blank]

Created: 04-MAY-2022 13:35:16
Type: Standard Purchase Order
Site: HEAD OFFICE
Bill-To: Mandaue City
Status: Incomplete

Contact: [blank]
Currency: PHP
Total: 90,643.63

Num	Type	Item	Rev	Category	Description	UOM	Quantity	Price	Promised
1	Goods			DFLT.DFLT	PAYMENT TO CHEVRON	LOT	1	90643.625	

Item: PAYMENT TO CHEVRON FOR THE MONTH FEB. 2022

Buttons: Currency..., Terms, Shipments, Submit for Approval

ORACLE NAVIGATION MANUAL

ORA-20-004: DELEGATING PR APPROVAL (version 2)

Effectivity date: May 01, 2022

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

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

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

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

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

ORACLE NAVIGATION MANUAL

ORA-20-004: DELEGATING PR APPROVAL (version 2)

Effectivity date: May 01, 2022

4.1c Check the **Select** checkbox > Click the Magnifying glass > Find and select PO_REQ_APPROVE_SIMPLE_JRAD > Select NEXT [button]

Oracle RPI Production Instance

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 pulldown list and enter a value in the text field, then select the "Go" button.

Advanced Search

Search By: Display Name %%

Go

Results

Select	Quick Select Name	Display Name	Subject
<input checked="" type="radio"/>	PO_REQ_APPROVE_SIMPLE_JRAD	Approve Requisition (Simplified) JRAD	ADOCUMENT_TYPE_DISP ADOCUMENT_NUMBER for &PREPARER_DISPLAY_NAME (&TOTAL_AMOUNT_DSP)

Cancel Select

Oracle RPI Production Instance

Vacation Rule: Notification

Indicate the notification format that will activate this rule

Item Type: Requisition

Notification: ☒ All ☒ Select Approve Requisition (Simplified) 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**.

Oracle RPI Production Instance

Vacation Rule: Response

* Indicates required field

Item Type: Requisition

Notification: Approve Requisition (Simplified) JRAD

Start Date: 03-Oct-2017 11:35:30

End Date: 04-Oct-2017 11:35:33

Message: I will be out on sick leave today.

Comments will display with each routed notification

Reassign: All Employees and Users

BOLOTAULO, SHIELA MARIE

Delegate your response

Transfer notification ownership

Respond Note

Action: Approve

Deliver notifications to me regardless of any general rules

Cancel Back Step 3 of 3 Apply

4.1d-03

Vacation Rules

Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: BOLOTAULO, SHIELA MARE	Requisition	ADOCUMENT_TYPE_DISP ADOCUMENT_NUMBER for &PREPARER_DISPLAY_NAME (&TOTAL_AMOUNT_DSP)			Active

Return to Worklist

ORACLE NAVIGATION MANUAL

ORA-20-005: RECEIVING PURCHASE REQUEST (version 2)

Effectivity date: May 01, 2022

1. Purpose:

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

2. Scope:

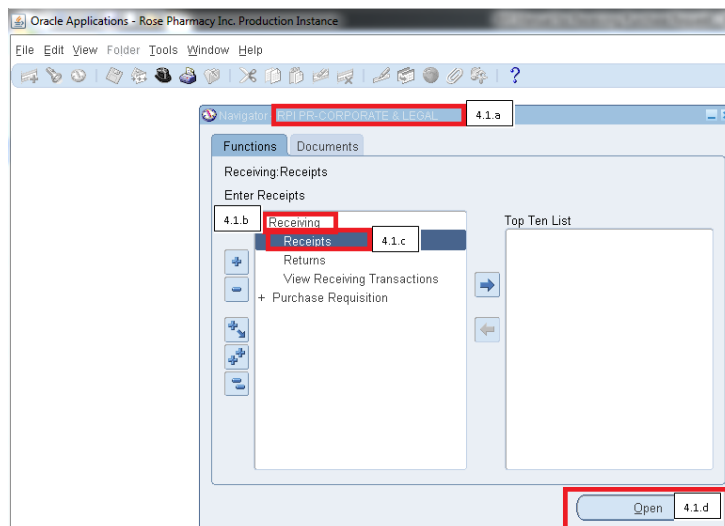
2.1. Purchasing Users of Oracle nationwide.

3. Implementing Guidelines

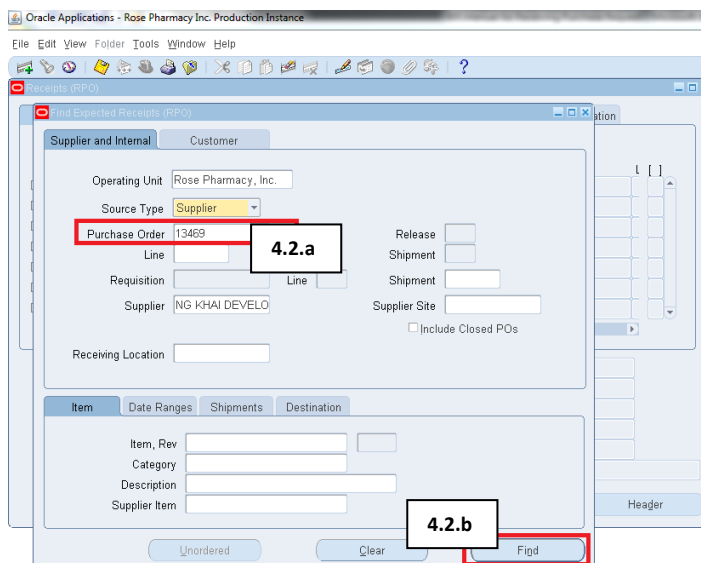
3.1. Refer Finance and Accounting SOP No. 06-014 version 03 for detailed policy in creating Purchase request.

4. Navigation Procedures

4.1. Navigate to RPI PR-Department > Receiving > Receipts > Open button



4.2. Provide the PO number under Purchase Order field > Click Find button



ORACLE NAVIGATION MANUAL

ORA-20-005: RECEIVING PURCHASE REQUEST (version 2)

Effectivity date: May 01, 2022

4.3. In Receipt Header (RPO) window, supply the following important fields:

- Comments – Indicate the Invoice No., Delivery Receipt No. if applicable, PO No. and PR/ERF No.
- Receipt Date – this is a system generated date, the date when it was actually received in the system or receiving is processed in the system.
- Delivery Date – use the actual date of delivery. The date you have actually received the items purchased.

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Window Help

Receipts (RPO)

Receipt Header (RPO)

New Receipt

Receipt Date: 16-MAY-2018 11:02 (b.)

Delivery Date: 03-MAY-2018 00:00 (c.)

Supplier: NG KHAI DEVELOPMENT COR

Comments: REFER SI#15368, PO#13469 (a.)

Operating Unit: Rose Pharmacy, Inc.

Supplier: NG KHAI DEVELOPMENT CORP.

Item Description: LENOVO THINKPAD T470-I5-7200, 8GB

Destination: ---

Header Receiver Note

Shipment Receiver Note

Order Type: Standard

Order: 13469

Due Date

Hazard

UN Number

Routing: Direct Delivery

Lot - Serial Cascade Express Header

Unordered Clear Find

4.4. Drag the Receipt Header (RPO) window to the right to see the Receipts (RPO) window > Under Lines tab, do the following:

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Window Help

Receipts (RPO)

Lines

Quantity	UOM	Secondary Quantity	UOM	Destination Type	Item	Rev	Des
4	UNT			Multiple			LEN

Operating Unit: Rose Pharmacy, Inc.

Supplier: NG KHAI DEVELOPMENT CORP.

Item Description: LENOVO THINKPAD T470-I5-7200, 8GB

Destination: ---

Header Receiver Note

Shipment Receiver Note

Order Type: Standard

Order: 13469

Due Date

Hazard

UN Number

Routing: Direct Delivery

Lot - Serial Cascade Express Header

Unordered Clear Find

Receipt Header (RPO)

New Receipt

Receipt Date: 16-MAY-2018 11:02

Delivery Date: 03-MAY-2018 00:00

Waybill/Airbill

Bill of Lading

Received By: BOLOTAULO, Ms. SHIELA M

Supplier: NG KHAI DEVELOPMENT COR

Comments: REFER SI#15368, PO#13469

- Checkbox – Check the box of the specific item that you have actually received.
- Quantity – supply the actual number that you have received. If you received a partial delivery, overwrite the number with the actual number of items delivered and received.
- Task Bar – Drag task bar highlighted to the right to see Field Location

ORACLE NAVIGATION MANUAL

ORA-20-005: RECEIVING PURCHASE REQUEST (version 2)

Effectivity date: May 01, 2022

d. Location – Indicate the location where the items are delivered and received.

Note: Drag task bar highlighted to the right to see Field Location.

4.5. Select  icon.

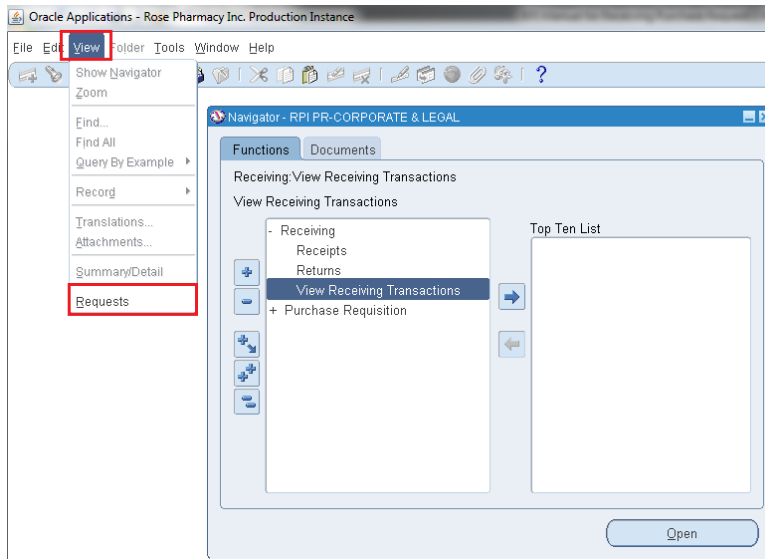
4.6. Receipt Number will be generated by the system > Take note of the Receipt number

ORACLE NAVIGATION MANUAL

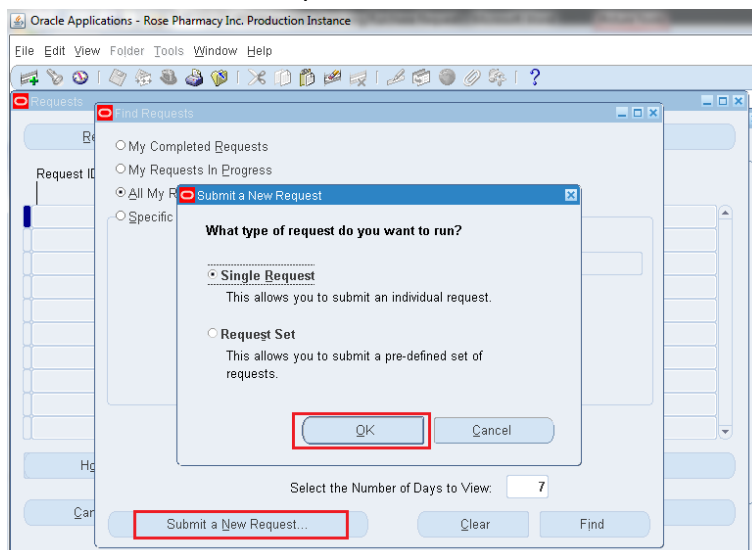
ORA-20-005: RECEIVING PURCHASE REQUEST (version 2)

Effectivity date: May 01, 2022

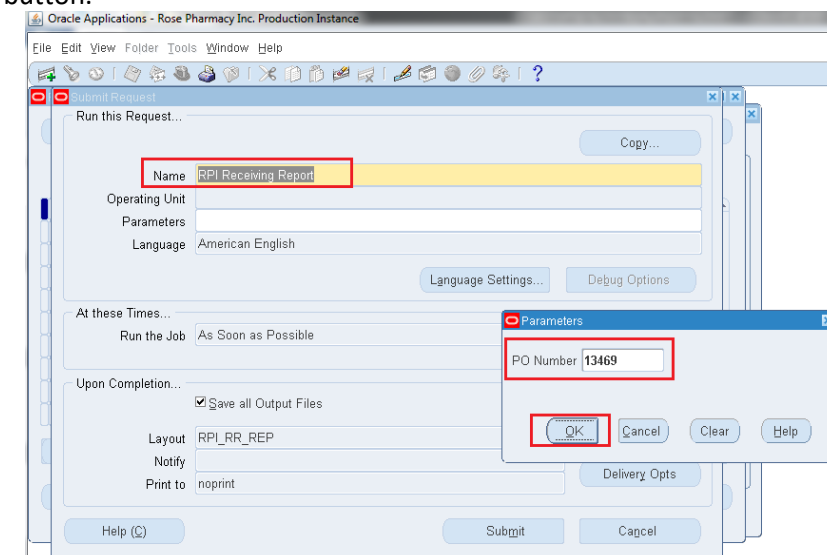
4.7. Select VIEW menu > Request



4.8. Click Submit a New Request button > OK



4.9. Write RPI Receiving Report under Name field in yellow > Supply PO Number > Click OK button.



ORACLE NAVIGATION MANUAL

ORA-20-005: RECEIVING PURCHASE REQUEST (version 2)

Effectivity date: May 01, 2022

4.10. Click SUBMIT button > NO button for Submit another request query

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Copy...

Name RPI Receiving Report

Operating Unit

Parameters 13469

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible

Upon Completion...

☒ Save all Output Files

Layout RPI_RR_REP

Notify

Print to noprint

Help (C) Submit Cancel

Decision

Request submitted.
(Request ID = 230603254)

Submit another request?

Yes No

4.11. Click FIND button > Select Refresh Button to update Phase and Status

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Window Help

Find Requests

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☐ Include Request Set Stages in Query

Order By Request ID

Select the Number of Days to View: 7

Submit a New Request... Clear Find

ORACLE NAVIGATION MANUAL

ORA-20-005: RECEIVING PURCHASE REQUEST (version 2)

Effectivity date: May 01, 2022

4.12. Click VIEW OUTPUT button – select this button ONLY if PHASE and STATUS are now COMPLETED and NORMAL.

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
230603266	RPI Receiving Report		Running	Normal	13469
230603254	RPI Receiving Report		Completed	Normal	13469
230603057	Posting: Single Ledger		Completed	Normal	2021, 1000, 101, 314849
230603056	Journal Import		Completed	Normal	102101, -602, N, , , N, N, Y
230603055	Accounting Program				
230603054	Transfer Journal Entries				
230603053	Create Accounting				
230603048	TB Worker 1 (Open Ac...				
230603047	Open Account Balances D:		Completed	Normal	, 2021, 111365, , , Payables,
230603046	Posting: Single Ledger		Completed	Normal	2021, 1000, 101, 314848

Hold Request View Details... View Output

Cancel Request Diagnostics

Phase and Status must be COMPLETED and NORMAL
- Click Refresh Data button to update the PHASE and STATUS.

Select View Output Button if Phase and Status are now COMPLETED and NORMAL.

4.13. Print Generated Receiving Report and attached to the Sales Invoice, Purchase Order and Expenditure Request Form.

Rose Pharmacy, Inc.
RECEIVING REPORT

Date: 16-MAY-18

Supplier Name: NG KHAI DEVELOPMENT CORP.	RR Number: 13501
Supplier Code: 9211	PO Number: 13469

No.	PO Items	Unit of Measure	Quantity Received
1	LENOVO THINKPAD T470-i5-7200, 8GB MEMORY 1TB	UNT	4.00

Received By: BOLOTAULO, Ms. SHIELA MARIE JUMAO-AS
Date: 16-MAY-18

Comments: (Explain damages, shortages, substitutions, etc.)

Action to be taken:

ORACLE NAVIGATION MANUAL

ORA-20-006: RETURNING RECEIVED PURCHASE (version 2)

Effectivity date: May 01, 2022

1. Purpose:

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

2. Scope:

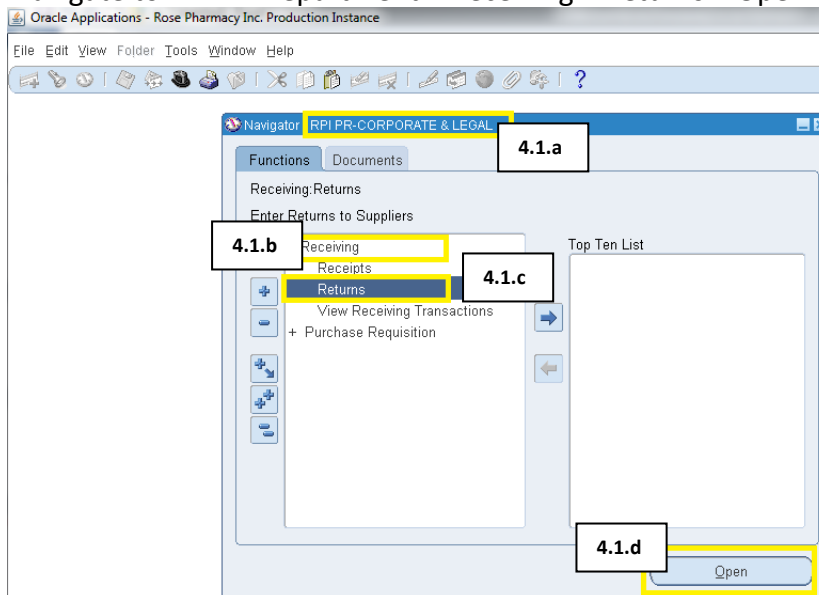
2.1. Purchasing Users of Oracle nationwide.

3. Implementing Guidelines

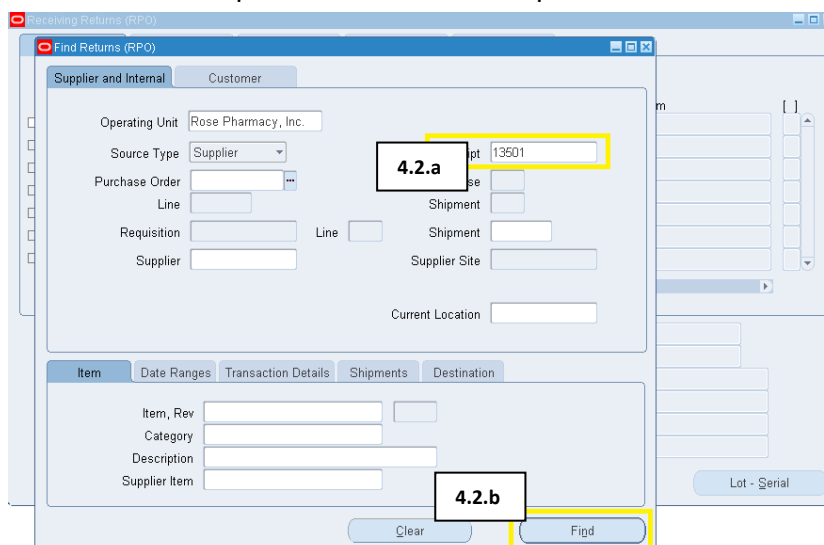
3.1. Refer Finance and Accounting SOP No. 06-014 version 03 for detailed policy in creating Purchase request.

4. Navigation Procedures

4.1. Navigate to RPI PR-Department > Receiving > Returns > Open button



4.2. Provide the Receipt number under Receipt field > Click Find button



ORACLE NAVIGATION MANUAL

ORA-20-006: RETURNING RECEIVED PURCHASE (version 2)

Effectivity date: May 01, 2022

4.3. In Receiving Returns (RPO) window, supply the following important fields:

- Checkbox – check the item that you would want to return.
- Quantity – indicate the total amount of quantity that is for return.
- Return To – select return to and choose where to return, either to SUPPLIER or to RECEIVING.

4.4. Drag the task bar highlighted below to see the Item description and items received.

ORACLE NAVIGATION MANUAL

ORA-20-006: RETURNING RECEIVED PURCHASE (version 2)

Effectivity date: May 01, 2022

4.5. Prepare and complete the return, click save icon when done.

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Window Help

Receiving Returns (RPO)

Transactions Details Return From Order Information Outside Services

Quantity	UOM	Secondary Quantity	UOM	Return To	Supplier/Customer/ Location	RMA Number	Item
<input type="checkbox"/>					NG KHAI DEVELOPMENT		
<input type="checkbox"/>	UNT				...		
<input checked="" type="checkbox"/>	1 UNT			Supplier	NG KHAI DEVELOPMENT		
<input type="checkbox"/>							
<input type="checkbox"/>							

Operating Unit: Rose Pharmacy, Inc.
 Supplier: NG KHAI DEVELOPMENT CORP.
 Description: LENOVO THINKPAD T470-I5-7200, 8GB
 Destination: -Mandaue City--
 Header Receiver Note:
 Shipment Receiver Note:

Receipt: 13501
 Order: 13469
 Parent Type: Deliver
 Routing: Direct Delivery
 Current Location: Mandaue City
 Hazard Class:

Lot - Serial

Clear Find

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Window Help

Receiving Returns (RPO)

Transactions Details Return From Order Information Outside Services

Quantity	UOM	Secondary Quantity	UOM	Return To	Supplier/Customer/ Location	RMA Number	Item
<input checked="" type="checkbox"/>	1 UNT				NG KHAI DEVELOPMENT		
<input type="checkbox"/>	UNT						
<input checked="" type="checkbox"/>	1 UNT			Supplier	NG KHAI DEVELOPMENT		
<input type="checkbox"/>							
<input type="checkbox"/>							

Operating Unit: Rose Pharmacy, Inc.
 Supplier: NG KHAI DEVELOPMENT CORP.
 Description: LENOVO THINKPAD T470-I5-7200, 8GB
 Destination: -Mandaue City--
 Header Receiver Note:
 Shipment Receiver Note:

Return To

Find %

Return To
 Supplier
 Receiving

Find OK Cancel

Clear Find

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Window Help

Receiving Returns (RPO)

Transactions Details Return From Order Information Outside Services

Quantity	UOM	Secondary Quantity	UOM	Parent Qty	Transaction Type	Rev	Item Description	Create Del Memo
<input checked="" type="checkbox"/>	1 UNT			1	Deliver		LENOVO THINKPAD T470-I	<input type="checkbox"/>
<input type="checkbox"/>	UNT			1	Deliver		LENOVO THINKPAD T470-I	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1 UNT			2	Deliver		LENOVO THINKPAD T470-I	<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>

Operating Unit: Rose Pharmacy, Inc.
 Supplier: NG KHAI DEVELOPMENT CORP.
 Description: LENOVO THINKPAD T470-I5-7200, 8GB
 Destination: -Mandaue City--
 Header Receiver Note:
 Shipment Receiver Note:

Receipt: 13501
 Order: 13469
 Parent Type: Deliver
 Routing: Direct Delivery
 Current Location: Mandaue City
 Hazard Class:

Lot - Serial

Clear Find

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

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 is a search bar with 'Enterprise Search' and 'Contract Documents' options. 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' folder is expanded, showing sub-items like 'AutoCreate', 'Supplier Item Catalog', 'Purchase Requisition', 'Receiving', 'RFQ's and Quotations', 'RFQ's', 'Quotations', and 'Quote Analysis'. The 'RFQ's and Quotations' folder is highlighted with a red box. In the 'Worklist' section, a table of notifications is displayed, including details about purchase requisitions and purchase orders.

- 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 'Quotations - [New]' form in the Oracle interface. The form is divided into several sections. The 'Operating Unit' is set to 'Rose Pharmacy, Inc.'. The 'Type' is set to 'Standard Quotation'. The 'Supplier' is set to 'NG KHAI DEVELO'. The 'Status' is set to 'Active'. The 'Effectivity' dates are set to '01-MAY-2022' and '30-SEP-2022'. The 'Response Date' is set to '01-MAY-2022'. The 'Buyer' is set to 'ROMANOS, Ms. JOA'. The 'Currency' is set to 'PHP'. The 'Items' section is currently empty, showing a table with columns for 'Num', 'Type', 'Item', 'Rev', 'Category', 'Description', and 'UOM'. At the bottom of the form, there are buttons for 'Currency...', 'Terms', 'Price Breaks', and 'Approve...'.

ORACLE NAVIGATION MANUAL

ORA-20-007: MAINTAINING A SUPPLIER QUOTATION

Effectivity date: May 01, 2022

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

SAVED 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	NTEQ20220000001		CapEx.IT Fixed A	Laptop Lenovo Think	UNT	75000
2	NTEQ20220000002		CapEx.IT Fixed A	Laptop HP Elitebook	UNT	50000
3	NTFA000000052		CAPEX.IT - HARD	LAPTOP LENOVO L14	UNT	80000
4	NTOS000000055		OPEX.SUPPLIES	KEYBOARD LENOVO T	UNT	2500
5	NTOS000000064		OPEX.SUPPLIES	MOUSE	UNT	1000

Item: **NTOS000000055** **KEYBOARD LENOVO THINK PAD**

Currency... Terms Price Breaks Approve...