

APPROVING PURCHASE REQUEST

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 CO

Worklist

From	Type	Subject	Sent	Due
OREJAS, MERRY ANN	Requestion	Purchase Requisition 15176 for OREJAS, MERRY ANN (800.00 PHP)	30-Apr-2022	
OREJAS, MERRY ANN	Requestion	Purchase Requisition 15172 for OREJAS, MERRY ANN (10,690.00 PHP)	28-Apr-2022	
GAUDIANO, MARICEL	Requestion	Purchase Requisition 12327 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)

Approve | Reject | Reassign | Request Information

From: OREJAS, MERRY ANN
To: NOTORGO, MERCY
Sent: 30-Apr-2022 16:14:47
ID: 1117936

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

Requisition Lines

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (PHP)	Amount (PHP)	Charge Account
1	Blankpaper Sheet	PRINCE WAREHOUSE CLUB	1100	HEM	1	250	250.00	88 713201 39355505,1100.00.0000
2	Calculator Casio	PRINCE WAREHOUSE CLUB	1100	UNT	1	100	100.00	88 713201 39355505,1100.00.0000
3	Sticky Notes Post-it	PRINCE WAREHOUSE CLUB	1100	PKC	5	50	250.00	88 713201 39355505,1100.00.0000

Approval Sequence

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

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

Related Applications

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	88.710201.35355505.1100.00.0030
2	Calculator Casio	PRINCE WAREHOUSE CLUB	1100	UNT	1	100	100.00	88.710201.35355505.1100.00.0030
3	Sticky Notes Post-It	PRINCE WAREHOUSE CLUB	1100	PCK	5	50	250.00	88.710201.35355505.1100.00.0030

Approval Sequence



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

Related Applications

- [Full 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 Requi

Preparer

OREJAS, Ms. MERRY ANN ESP

Purpose

May-22 CFB-Ayala

Status

In Process

Total

PHP 600.00

[NE]

Lines

Source Details

Details

Currency

Num	Type	Item	Rev	Category	Description	UOM	C
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 CLU

Site

Head Office

Contact

Phone

Distributions

Submit for Approval