1. **Purpose:**

    1.1. To have a standard navigational instruction to Purchasing users of Oracle in **approving a Purchase Request**.
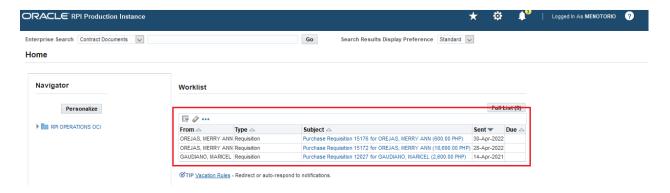
2. **Scope:**

    2.1. Purchasing Users of Oracle nationwide.

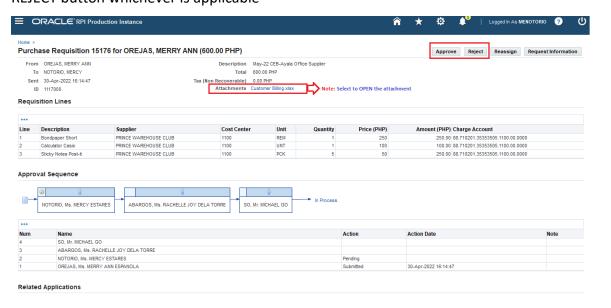3. **Implementing Guidelines**

    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]



    4.2. Select (click) the specific PR request number [PR15176] to approve > Click Approve or REJECT button whichever is applicable
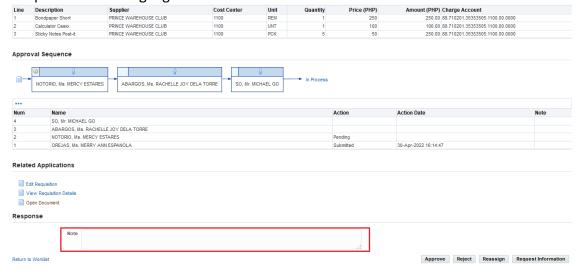
4.3. Before selecting the APPROVE or REJECT button, you may add a NOTE under Response field as highlighted below.



**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]