

## 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

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### 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

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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

Clear Close Catalog 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

Destination Type: Expense

Organization: RPO RPI Inventory Organization

Location: Mandaue City

Requestor: OREJAS, Ms. MERRY ANN ESP

Subinventory:

Expense Charge Account: 88.710201.35353505.1100.00.00

OK

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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	Man
UNT	1	Calculator Casio	PRINCE WAREH	PHP 100		08-MAY-2022 00:00	RPO	Man

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 Type: Purchase Requisition Preparer: OREJAS, Ms. MERRY ANN ESP/

Purpose: May-22 CEB-Ayala Status: Incomplete Total: PHP 600.00

Lines Source Details Details Currency

Num	Description	UOM	Quantity	Price	Need-By
1	BONDpaper Short	REM	1	250	08-MAY-2022 00:00
2	Calculator Casio	UNT	1	100	08-MAY-2022 00:00
3	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 CLU

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

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?

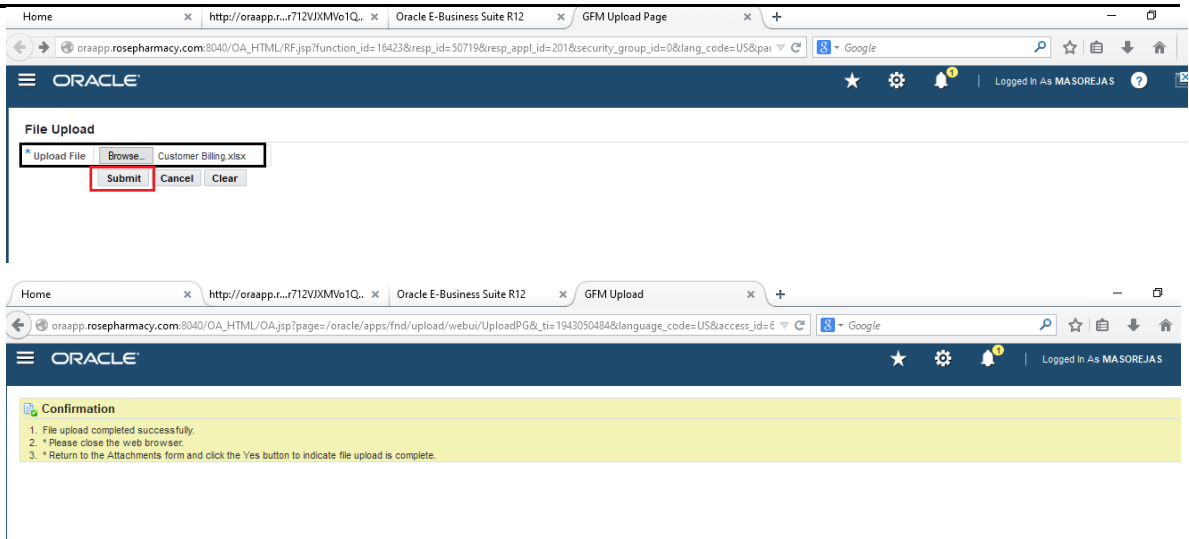
Yes No

Include Related Documents Publish to Catalog Document Catalog...

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

