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

Related Applications

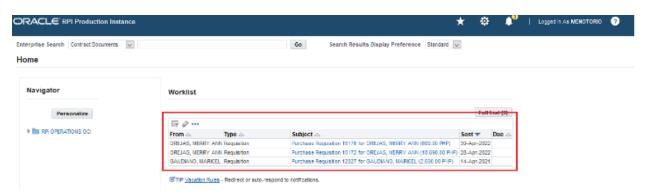
2.1. Purchasing Users of Oracle nationwide.

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]

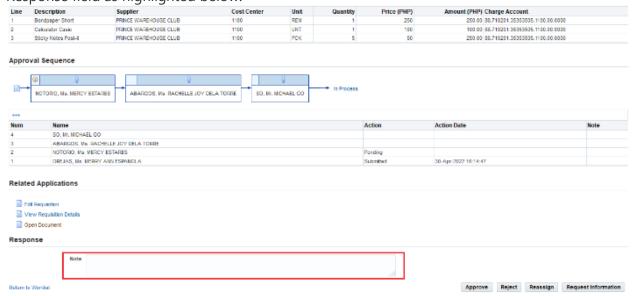


4.2. Select (click) the specific PR request number [PR15176] to approve ➤ Click Approve or Reject button whichever is applicable.

■ ORACLE RPI Production Instance

Purchase Requisition 15176 for OREJAS, MERRY ANN (600.00 PHP) Approve Reject Reassign Request Information From OREJAS, VERRY ANN Description May-22 CEB-Ayala Office Supplie To NOTORIO, MERCY Total 600.00 PHP Sent 30-Apr-2022 16:14:47 ID 1117000 Requisition Lines Line Description Supplier Amount (PHP) Charge Account Calculator Casio Sticky Notes Post-it 100.00 88.710201.35353505.1100.00.0000 PRINCE WAREHOUSE CLUB 1100 Approval Sequence NOTORIO, Na. HERCY ESTARES Name 50, Mr. MICHAEL GO ABARGOS, Ms. RACHELLE JOY DELA TORRE NOTORIO, Ms. NERCY ESTARES OREJAS, Ms. NERRY ANN ESPANOLA 30-Apr-2022 16:14:47

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



Notes:

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

