# **SUPPLIER QUOTATION MAINTENANCE**

## 1. Purpose

**1.1.** To have a standard navigational instruction to Purchasing users of Oracle in maintaining a **Supplier Quotation**.

#### 2. Scope

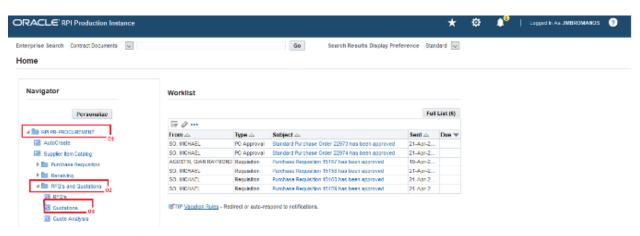
**2.1.** Purchasing Users of Oracle nationwide.

## 3. Implementing Guidelines

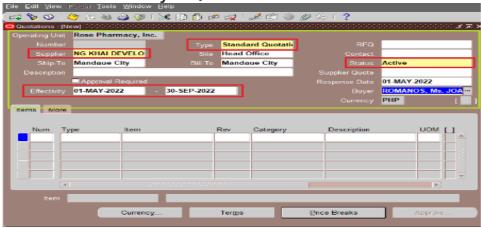
**3.1.** Refer Finance and Accounting SOP No. 06-014 version 03 for detailed policy in creating Purchase request.

### 4. Navigation Procedures

**4.1.** Navigate to **RPI PR-PROCUREMENT** ➤ **RFQ's and Quotations** ➤ **Quotation** 



- 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



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

