1. Purpose:

1.1. To have a standard navigational instruction to Purchasing users of Oracle in **creating a Purchase Order through AutoCreate function**.
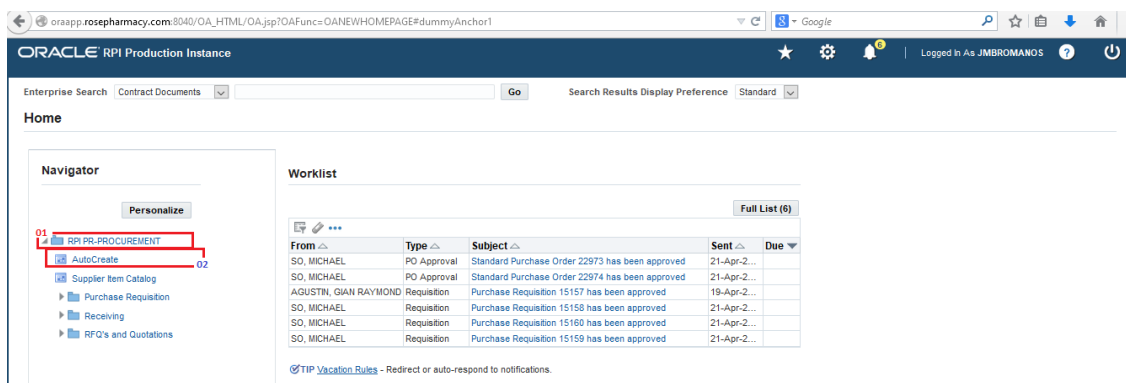
2. Scope:

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 > AutoCreate

4.2. Run the JAVA > you will be directed to Find Requisition Lines [form] > Find the APPROVED Purchase Request Number for PO creation > select FIND [button]

![Rose Pharmacy]

4.3. Select the CHECKBOX > Click the Automatic button

4.4. Verify or Override the Supplier then Click the CREATE [button]

4.5. Click SUBMIT FOR APPROVAL [button]