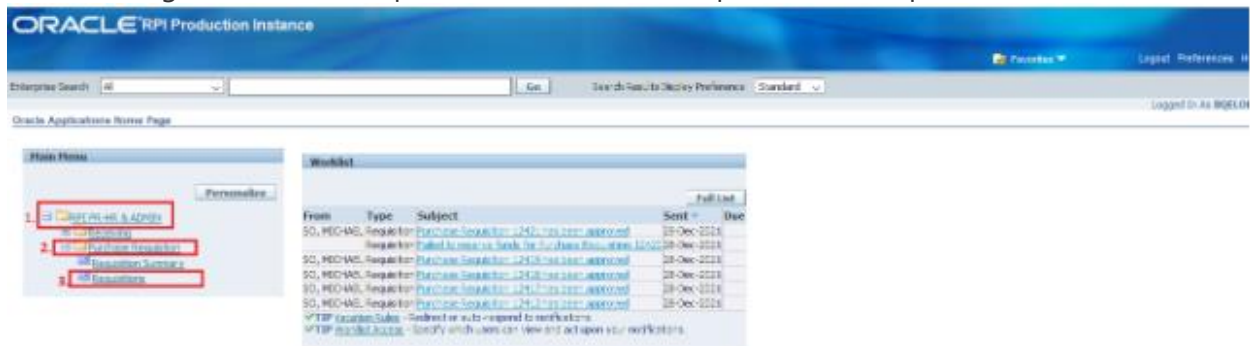
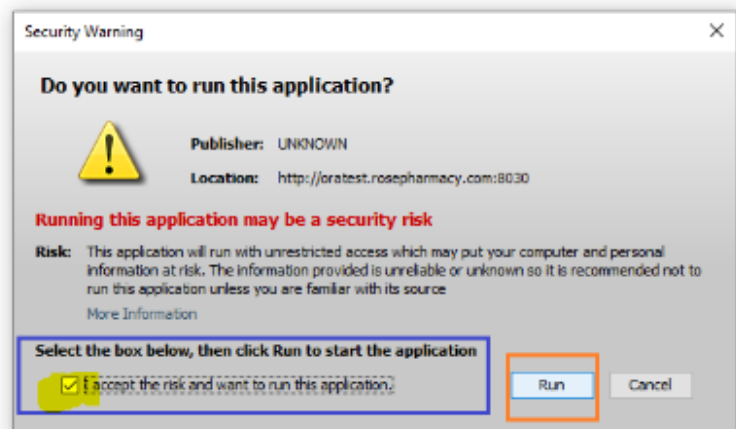
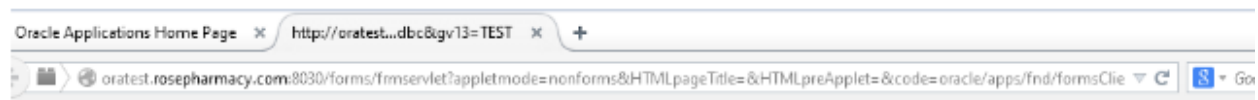


# CREATING PURCHASE REQUEST

1. Navigate to RPI PR-Department > Purchase Requisitions > Requisitions



**Note:** Allow the Java to run to open the Requisitions window



2. Fill in "**Type**" - Purchase Requisition
3. Fill in "**Purpose**" - State here your purpose or reason for your request
4. In the descriptive flexfield to the right which is bracketed– Fill in **Request Type** and necessary **notes** to add if there is.

5. Go to **Lines Tab** > Fill in the required fields which is highlighted in Yellow.

- **Num** – sequence of your request 1, 2, 3 and etc.
- **Type**
  - Fixed Asset – item type for all CAPEX request.
  - Goods – item type for OPEX request relating to goods.
  - RPI Services – item type for services request.
  - Non-vat item – item type related to Non-vat regardless of its source.
  - CIP – item type related to construction in progress
- **Item**
  - Choose specific item code applicable
- **Category, UOM & Description** – values for these fields are automatically populated once specific item code is selected.
- **Quantity**- total number of units or quantity
- **Price** – agreed and final price as indicated in the approved quotation or price provided by approved bidder.

6. In the descriptive flexfield to the right most most under two brackets – open "**Requisition Lines**" Form and provide vendor name 2 and/or vendor name 3 and the corresponding price offered.

Requisitions - (New)

Operating Unit: Rose Pharmacy, Inc.

Number: [ ] Type: Purchase Requi Preparer: BOLOTAULO, Ms. SHIELA MARII

Purpose: Office Supplies for t Status: Incomplete Total: PHP 46,500.00

Lines: Source Details Details Currency

4.5

Num	Type	Item	Rev	Category	Description	UOM	Q	U
1	Goods	NTFA00000181		CAPEX NONPRC	RPI LAPTOP HP	UNT	3	1

you may use this bar to move to the right to see more fields required

4.6

Requisition Lines

Vendor Name 2: HP PPS PHILIPPINES INC.

Vendor Price 2: 18000.00

Vendor Name 3: [ ]

Vendor Price 3: [ ]

OK Cancel Clear Help

Destination Type: Expense

Requester: BOLOTAULO, Ms. SHIELA MAF

Organization: [ ]

Location: [ ]

Subinventory: [ ]

Phone: [ ]

Catalog... Distributions Submit for Approval

7. Organization – Type "**RPI Inventory Organization**"

8. Location – Type "**Mandaue City**"

9. Supplier – click LOV (list of values) to open Suppliers Window > type %% in FIND field and select FIND [button] to search for the list of suppliers > find and select the approved Vendor.

Supplier

Site

Contact

Phone

Distributions

Suppliers

Find %%

Supplier	Number
1 MED PHARMA	631
1 TO 1 MARKETING INC.	3561
101 RESTAURANT CITY INC.	91941
119 DELI PROJECT INC	91943
168 HYPERMART INC.	91325
180 DEGREES FOOD CORPORATION	92093
201 LOGISTICS INC. [ 4154]	4154
23 ANDME PHARMACEUTICAL CORPORA...	5618

Requisitions - [New]

Operating Unit: Rose Pharmacy, Inc.

Number:  Type: Purchase Requi Preparer: BOLOTAULO, Ms. SHIELA MARII

Purpose: Office Supplies for 1 Status: Incomplete Total: PHP 46,500.00

[ NE ]

Lines Source Details Details Currency

Num	Type	Item	Rev	Category	Description	UOM	C	[ ]
1	Goods	NTFA00000181		CAPEX.NONPRC	RPI LAPTOP HP	UNT	3	HF

Destination Type: Expense Source: Supplier

Requester: BOLOTAULO, Ms. SHIELA MAP 4.9 Supplier: THINKING TOOLS INC

4.7 Organization: RPI Inventory Organization Site: Head Office

4.8 Location: Mandaue City Contact:

Subinventory:  Phone:

Catalog... Distributions Submit for Approval

10. Review and ensure that all necessary fields are completely filled up & provided. Click "Save" icon when confirmed.



1. Click "Distribution" button to assign specific location and department codes for accounts that begins with 5, 6, and 7.

Requisitions - [New]

Distributions - [New]

Accounts

Num	Quantity	Charge Account	Rate	GL Date	Budget Account
1	1	88 120110 00000000 0000 00 00		04 JAN 2022	88 120110 0000 0000 00

Charge Account

Company: 00 RPI

Account Code: 620506 DEPOSIT PICK UP CHARGES

Location: 35353505 RP CEBU C LAH AYALA

Department: 1100 STORE OPERATIONS

Employee ID: 00 NONE

Future2: 0000 NONE

OK Cancel Combinations Clear Help

4.13

Distributions Submit for Approval

assign specific location and department code if item is an expense or Account code begins either 5, 6, or 7

12. Click **"OK"** button when done.

13. Click **"Submit for Approval"** button

Requisitions - [New]

Operating Unit: Rose Pharmacy, Inc.

Number: 12432    Type: Purchase Requi    Preparer: ROMANOS, Ms. JOANNA MARIE

Purpose: TEST    Status: Incomplete    Total: PHP 15,500.00

[ NE ]

Lines    Source Details    Details    Currency

Num	Type	Item	Rev	Category	Description	UOM	C	
1	Goods	NTFA00000007		CAPEX.Store - E	CAPEX - STORE EQUIF	UNT	1	NA

Destination Type: Expense    Source: Supplier

Requester: ROMANOS, Ms. JOANNA MAR    Supplier: THINKING TOOLS INC

Organization: RPI Inventory Organization    Site: Head Office

Location: Mandaue City    Contact:    Phone:

Subinventory:

Distributions    Submit for Approval

4.15

14. Approve document window – validate and ensure that check box for submit for approval is checked. Then Click **"OK"** button.

Approve Document - 12432

Approval Details    Additional Options

Encumbrance

☒ Reserve    ☐ Unreserve    Unreserve Date:

☐ Use GL Override    ☐ Use Document GL Date to Unreserve    Accounting Date:

Approval

☒ Submit for Approval    Forward From:

☐ Forward    Approval Path:

Forward To:

Note:

Change:

Summary:

Transmission Methods

☐ Print    FAX Number:    XML

☐ Fax    E-Mail Address:    EDI

☐ E-Mail

OK    Cancel

4.16

**Note:** Approve Document generates Purchase Request number. This document number will automatically send to the approvers once "Submit for approval" and "OK" button is selected. The document will change to "approve" status once all approvers approves the document. A copy of Purchase request form can now then be generated.