

GENERATING PURCHASE REQUEST

1. Purpose

1.1. To have a standard navigational instruction to Purchasing users of Oracle in generating **Expenditure Request Form**.

2. Scope

2.1. Purchasing Users of Oracle nationwide.

3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy in generating expenditure request form.

4. Navigation Procedures

4.1. Navigate to **RPI PR-Department > Requisitions > Requisitions**

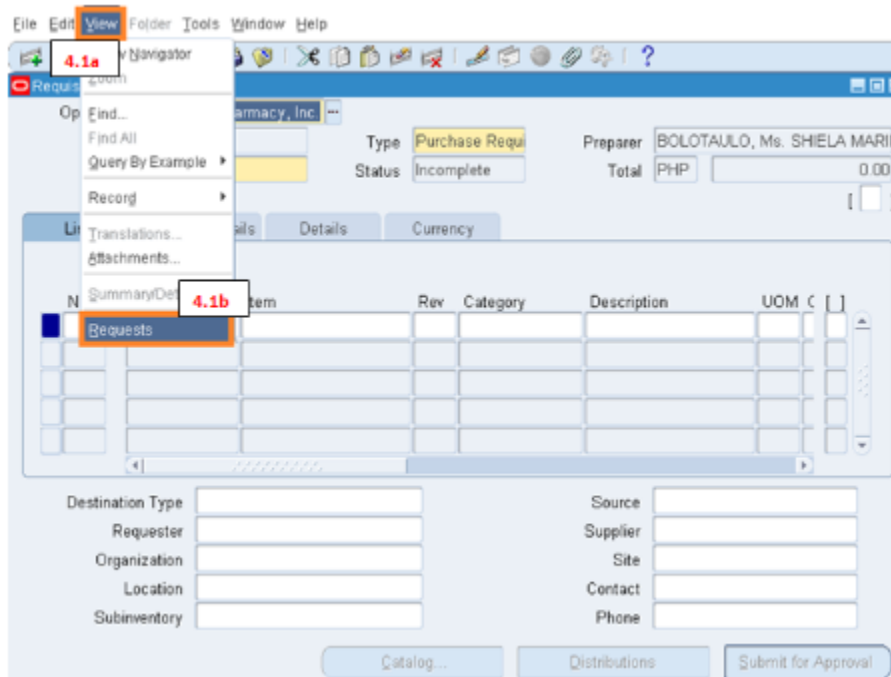
➡ In requisition window

4.1a click **View** (menu)

4.2b click **Requests** (menu)

4.3c click **Submit a New Request** (button)

4.4d click **Single Request > OK**



Next ➡

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ All My Requests
☐ Specific Requests

Request ID
Name
Date Submitted
Date Completed
Status
Phase
Requestor

☐ Include Request Set Stages in Query
Order By **Request ID**
Select the Number of Days to View:

4.1c

Next ➡

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ All My Requests
☐ Specific Requests

Submit a New Request

What type of request do you want to run?

☒ **Single Request**
This allows you to submit an individual request.

☐ **Request Set**
This allows you to submit a pre-defined set of requests.

4.1d

Select the Number of Days to View:

4.2. In the name field – type “RPI Expenditure Request Form v2” ➤ **Tab** ➤ Put the PR# ➤ **OK**

The 'Submit Request' dialog box is shown with the following fields and options:

- Run this Request...**
 - Name: RPI Expenditure Request Form v2
 - Operating Unit: (empty)
 - Parameters: (empty)
 - Language: American English
- At these Times...**
 - Run the Job: As Soon as Possible
- Upon Completion...**
 - ☒ Save all Output Files
 - Layout: RPI_ER_V2
 - Notify: (empty)
 - Print to: noprint

Buttons at the bottom: Help (H), Submit, Cancel.

The 'Parameters' sub-dialog box is open, showing:

- PR Number: 11664
- Buttons: OK, Cancel, Clear, Help.

4.3. Click **Submit** button ➤ (Select another request) ➤ click **NO**

The 'Submit Request' dialog box is shown with the following fields and options:

- Run this Request...**
 - Name: RPI Expenditure Request Form v2
 - Operating Unit: (empty)
 - Parameters: 11664
 - Language: American English
- At these Times...**
 - Run the Job: As Soon as Possible
- Upon Completion...**
 - ☒ Save all Output Files
 - Layout: RPI_ER_V2
 - Notify: (empty)
 - Print to: noprint

Buttons at the bottom: Help (H), Submit, Cancel.

The 'Decision' sub-dialog box is open, showing:

- Request submitted. (Request ID = 233404263)
- Submit another request?
- Buttons: Yes, No (highlighted in yellow).

4.4. Click **Find** (button) ► click **Refresh Data** (button) ► **check if** Phase and Status is **Completed** and **Normal** respectively. If so, click **View Output** (button).

4.4a

4.4b

4.4c

Note: Ensure that Phase and Status are Completed and Normal before clicking View Output button.

4.5. Print the Form and attached it to the Canvass Sheet and Quotation for PO request.

Rose Pharmacy, Inc.
3rd Floor FLC Center Herman Cortes St. Subangdaku Mandaue City, Cebu

Expenditure Request Form

Supplier: IOM PHILIPPINES, INC.		PR Number: 11664	
Request Type: NEW		Expenditure Type: OPEx	
Reason For Request: 5100 - ORACLE EBS R12 DBA & APPLICATION HELPDESK SUPPORT SERVICES (FEB.15.2021 TO MAY 14,2021)			
Requested By: ROMANOS, Ms. JOANNA MARIE BETACHE		Department: NT PROCUREMENT ASSOCIATE	Date: 05-FEB-21
		Currency: PHP	

No.	Item Description	Unit	U Price	Qty	Line Total	Line Type	Account	Location	Department	Vendor	V. Price
1	IS NOT 1660 ORACLE EBS R12 DBA SUPPORT SERVICES FOR THE PERIOD FEB.15.2021 TO MAY 14,2021	UNIT	90,000.00	1	90,000.00	RFPServices	SOFTWARE MAINTENANCE COSTS	RF ROSE PHARMACY INC	FINANCE AND ACCOUNTING	NA	0.00
2	IS NOT 1660 ORACLE EBS R12 APPLICATION HELPDESK SUPPORT SERVICES FOR THE PERIOD FEB.15.2021 TO MAY 14,2021	UNIT	90,000.00	1	90,000.00	RFPServices	SOFTWARE MAINTENANCE COSTS	RF ROSE PHARMACY INC	FINANCE AND ACCOUNTING	NA	0.00
Net Amount					180,000.00						
Add: 12% Vat					21,600.00						
Total Amount					201,600.00						

Notes:

Approval History:

Action Code	Action Date	Preparer/Approver
SUBMIT	05-FEB-21	ROMANOS, Ms. JOANNA MARIE BETACHE
APPROVE	05-FEB-21	EDMILAD, Mr. HENSLEY UY
APPROVE	05-FEB-21	EDMILAD, Mr. HENSLEY UY
APPROVE	05-FEB-21	GINGOYON, Ms. JESSICA GEOLIN
APPROVE	05-FEB-21	AGUSTIN, Mr. GIAN RAYMOND PUCUT