

## 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:

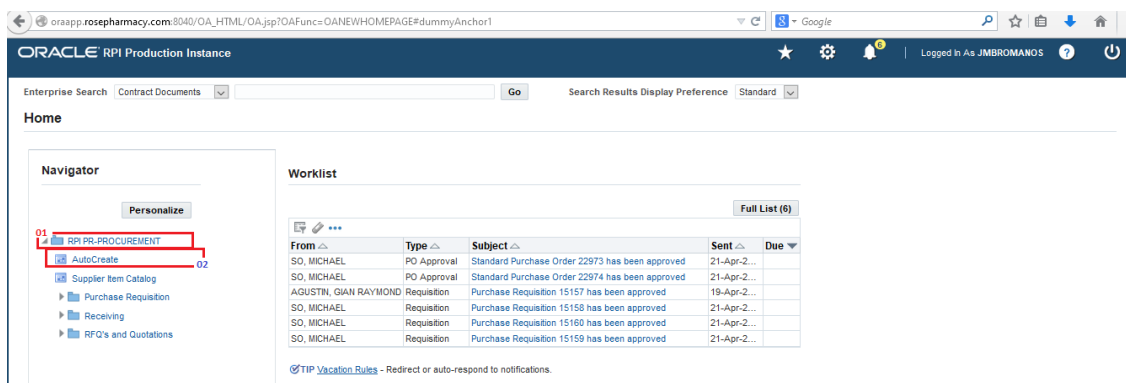
2.1. Purchasing Users of Oracle nationwide.

## 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]

Operating Unit: Rose Pharmacy, Inc.

Approved: [dropdown menu]

Requisition: 15036

Find: [button]

## ORACLE NAVIGATION MANUAL

ORA-20-003: AUTOCREATE A PURCHASE ORDER

Effectivity date: May 01, 2022

### 4.3. Select the CHECKBOX > Click the Automatic button

Operating Unit: Rose Pharmacy, Inc.  
Approved: [blank]  
Requisition: 15036  
Buyer: [blank]  
Requester: [blank]

Requisition	Line	Item	Rev	Category	Item Description	UOM	Quantity	Unit Price	Need-By
15036	1			DFLT.DFLT	PAYMENT TO CHEVRON	LOT	1	90643.625	

Action: Create  
Document Type: Standard PO  
Grouping: Default  
Group Shipments: ☒

Buttons: Manual, Automatic

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

Operating Unit: Rose Pharmacy, Inc.  
Approved: [blank]  
Requisition: 15036  
Buyer: [blank]  
Requester: [blank]

Requisition	Line	Item
15036	1	

Global Agreement: [blank]  
Document: [blank]  
Release: [blank]  
Supplier: CHEVRON PHILIPPINES, INC.  
Supplier Site: [blank]  
Supplier List Name: [blank]

Currency: Source: Default  
Requisition: [blank]  
Currency: PHP  
Rate Date: 04-MAY-2022  
Line: [blank]  
Rate Type: [blank]  
Rate: [blank]

Buttons: Create, Cancel

### 4.5. Click SUBMIT FOR APPROVAL [button]

Operating Unit: Rose Pharmacy, Inc.  
PO, Rev: 22975  
Supplier: CHEVRON PHILIPPINES, INC.  
Ship-To: Mandaue City  
Buyer: ROMANOS, Ms. JOANNA MAR  
Purpose: [blank]

Created: 04-MAY-2022 13:35:16  
Type: Standard Purchase Order  
Site: HEAD OFFICE  
Bill-To: Mandaue City  
Status: Incomplete

Contact: [blank]  
Currency: PHP  
Total: 90,643.63

Num	Type	Item	Rev	Category	Description	UOM	Quantity	Price	Promised
1	Goods			DFLT.DFLT	PAYMENT TO CHEVRON	LOT	1	90643.625	

Item: PAYMENT TO CHEVRON FOR THE MONTH FEB. 2022

Buttons: Currency..., Terms, Shipments, Submit for Approval