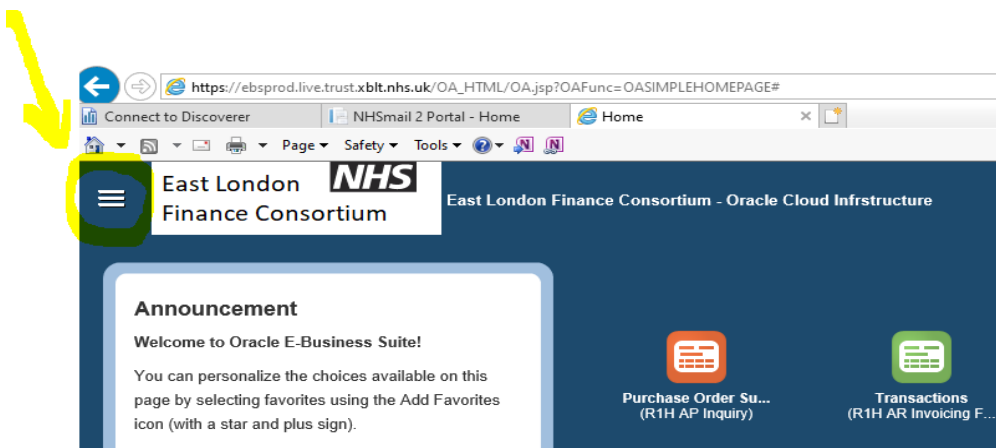Ordering Claim Forms via Oracle

- Log-on to Oracle
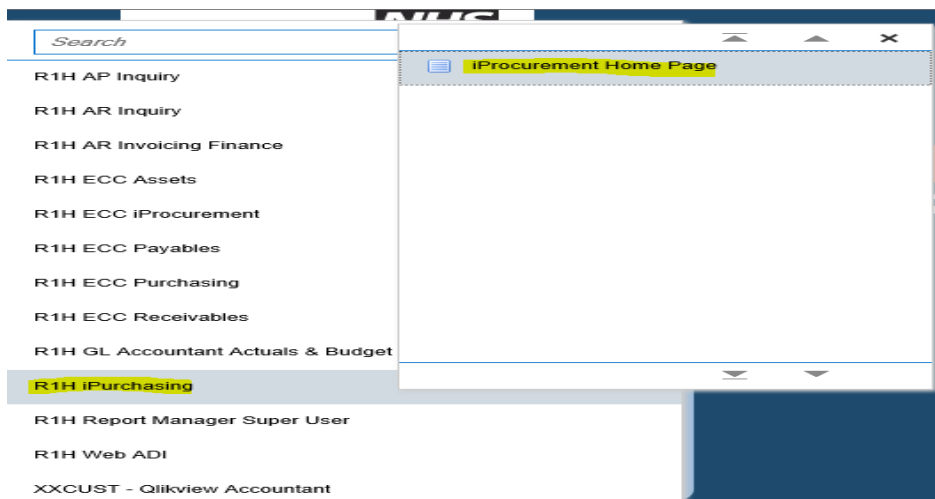

- Enter your user name and password
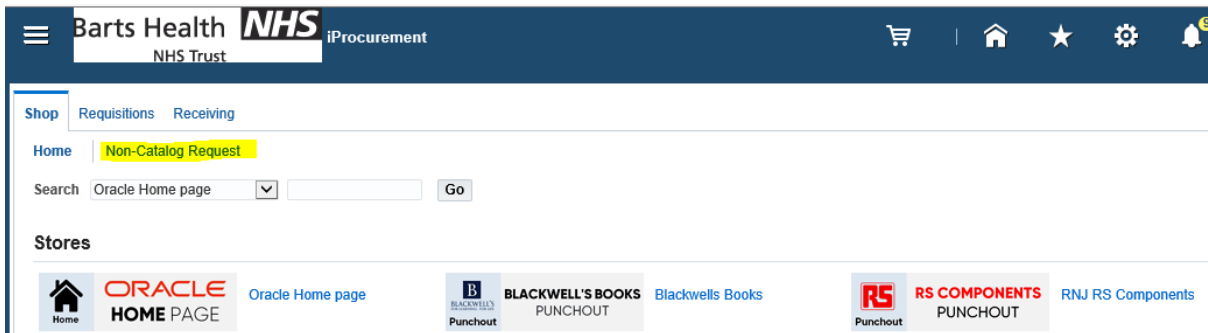

- Once Log-in, Must click on the three lines on the picture below this will take you to the next Search field **or select under favourite Icon.**
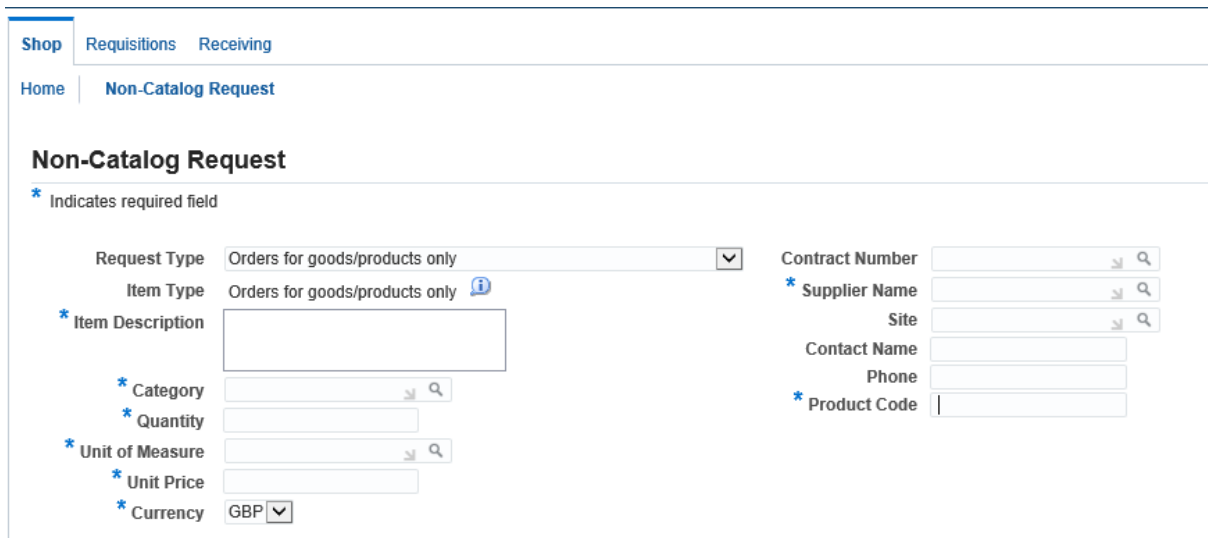

- Then click on **R1H iPurchasing** then **iProcurement Home Page.**

- Click on Non-Catalog Request to open up the shopping cart and you are ready to order your first goods.

#>>>>>> >>>>>> >>>>>> >>>>>> >>>>>> >>>>>> >>>>>>#

Note: before you begin you MUST save any backing documents ie; quotation from the Supplier to your **Document folder** on **PDF copy only** as you will have to attach this into your requisition as backing for your orders.

(1) Request Type – Select **Orders for goods/products only**
(2) Item Descriptions - **Including Cost Centre ********
(3) Category – (**W.WP.WPH**)
(4) Quantity – 1
(5) Unit Measure – A Pack or use search icon
(6) Unit Price - £

(7) Amount - **GBP** only. **Do Not change this**.

(8) To find the correct Supplier Rollmark (Dieletlit) Limited, or if you have other Supplier to order goods, click on the magnifying glass and simply enter the supplier name onto the blank search field.

(9) Once you find the correct Supplier – you have two options either **click on the circle tab** or **click on the supplie**r then **Select tab** to populate the information into the supplier name –

(10)   Product Code: SUPP01496P

(11)   Click on - Go

(12)   Click on - **Add to Cart tab to take you to the next page.**

(13)   **Click on** - View Cart and Checkout

(14)   Click on - **Show Delivery and Billing**

(15)   Click on - **Charge Account**

Charge Budget Code

- Select Line
- Click on - **Update Tab**: Note: The Category (W.WP.WPH) is mapped to this Account Code (560200) automatically unless this account code needs amending. Same goes for Cost Centre/Budget Code**.** This cost centre will be already assigned to the requestor to raise PO.
- **Tick on**: ☑ **Apply this cost allocation information**
- Click on : **Apply Tab**

Attachment

➕

- Attached your backing by clicking on the green tab.

Need to complete the details of this attachment and attach quotation

- Apply Tab
- Click Ok
- And **Submit - Oracle will automatically create a requisition for your record; once the PO is created and approved email this to the Supplier.**

Dear Edward

We thank you for your valued enquiry and have pleasure in quoting as follows:

Quote no: 19507

Patient Claim Form
Ref: THA2274
500 = £129.00

Subject to VAT

I trust our price meets with your approval and look forward to receiving your further instructions.

Many thanks

Andy
Estimator, Rollmark