

Ordering Claim Forms via Oracle

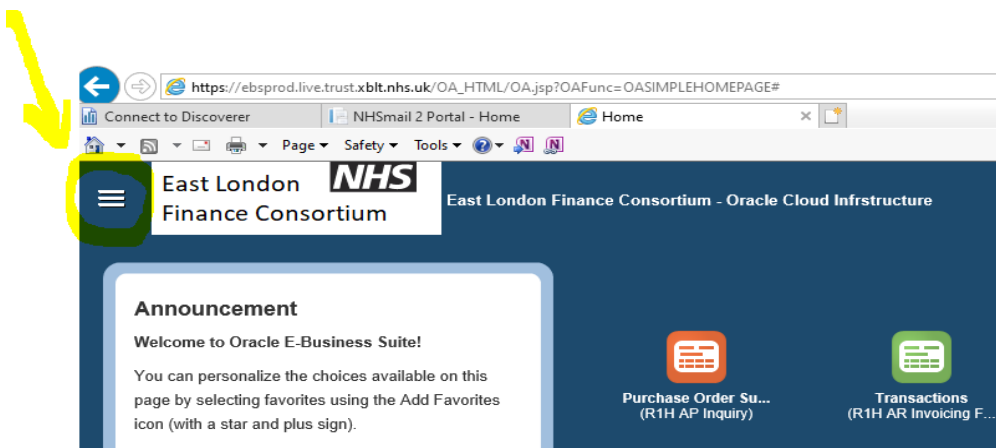
- Log-on to Oracle



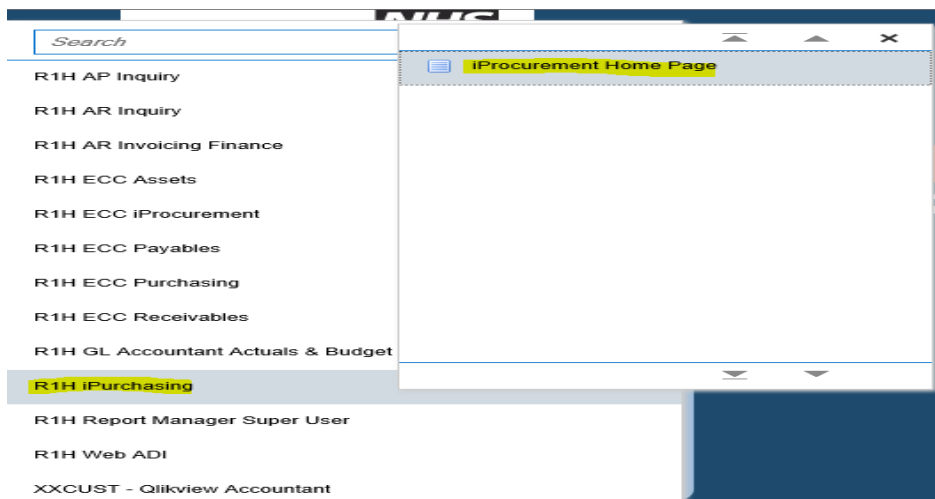
- Enter your user name and password

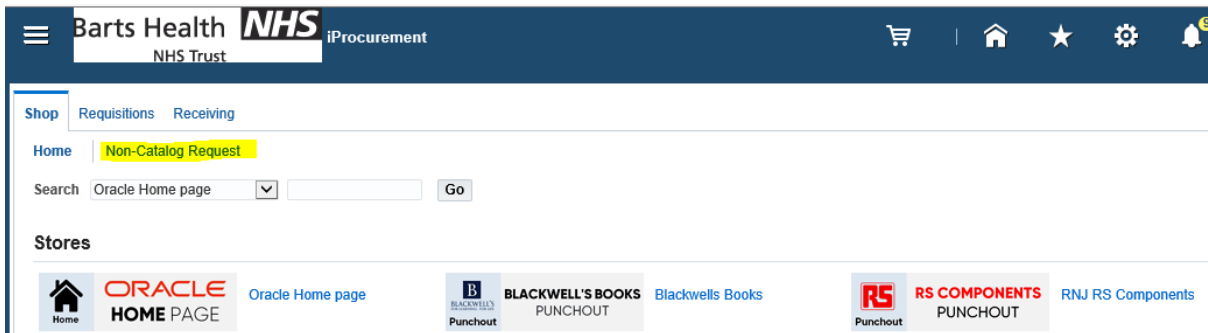


- Once Log-in, Must click on the three lines on the picture below this will take you to the next Search field or select under favourite Icon.

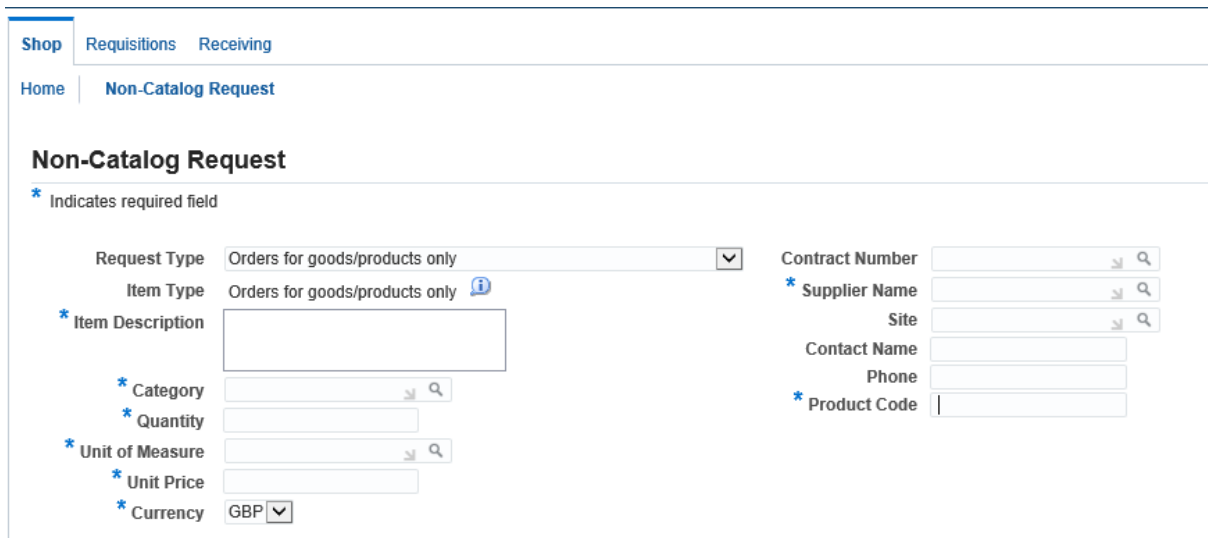


- Then click on R1H iPurchasing then iProcurement Home Page.





- 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 supplier** 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

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