Ordering Claim Forms via Oracle

- Log-on to Oracle



- 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.

Search				×
R1H AP Inquiry	iProcurement Home Page	ge		
R1H AR Inquiry				
R1H AR Invoicing Finance				
R1H ECC Assets				
R1H ECC iProcurement				
R1H ECC Payables				
R1H ECC Purchasing				
R1H ECC Receivables				
R1H GL Accountant Actuals & Budget				
R1H iPurchasing		-	-	
R1H Report Manager Super User				
R1H Web ADI				
XXCUST - Qlikview Accountant				

Barts Health NHS iProcurement	Ä		^	*	٥	¢
Shop Requisitions Receiving Home Non-Catalog Request Search Oracle Home page Image: Content of the second sec						
Stores Stores ORACLE Oracle Home page BLACKWELL'S BOOKS Blackwell's Books Home HOME PAGE Oracle Home page PUNCHOUT PUNCHOUT PUNCHOUT	RS Punchout	RS CC PU	DMPONENTS NCHOUT	RNJ	RS Compo	nents

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

Indicates required field	1					
Request Type	Orders for goods/products only		~	Contract Number	2	Q
Item Type	Orders for goods/products only	<u>i</u>		* Supplier Name	Ы	Q
* Item Description				Site Contact Name	Ы	Q
* Catogory				Phone		
* Quantity	3 7			* Product Code		
* Unit of Measure	Q K					
* Unit Price						
* Currency	GBP 🗸					

Note: before you begin you MUST save any backing documents ie; quotation from the Supplier to your **Document folder** on <u>PDF copy only</u> 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: VApply 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

<u>Andy</u> Estimator, Rollmark

> Rollmark (Dieletiit) Limited, 22 Howlet Way, Fison Way Industrial Estate, Thetford, Norfolk IP24 1HZ Tel: 01842 754984 Email: <u>sales@rollmark.co.uk</u>



This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail and by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omisions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version. Rollmark (Dieletiit) Limited, 22 Howlett Way, Fison Way Industrial Estate, Thetford, Norfolk IP24 1HZ www.collmark.co.uk