

Book Agreements Guidelines

How to order from the system

30th October 2025



Agenda

A large, bold, teal-colored letter 'A' with a subtle drop shadow, positioned behind the 'Overview' section.

Overview

2 main steps
to order from
the system

A large, bold, teal-colored letter 'B' with a subtle drop shadow, positioned behind the 'Steps' section.

Steps

How to create
a PR



There are two main steps to follow when using the new agreement, as explained below

Step 1:

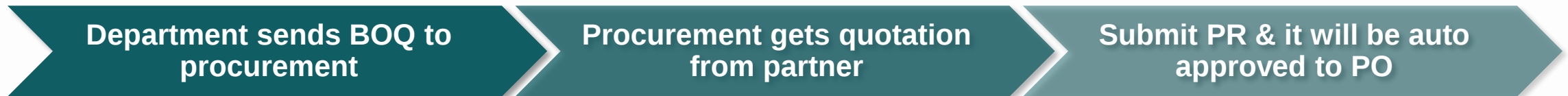
- **Prepare BOQ** in the below format

N	Book Title	ISBAN	Author	Edition	Qty

- **Send the BOQ** to :
akzaki@kfupm.edu.sa Tel: 3432
- Wait until Mr. Zaki provide you with **the quotation**

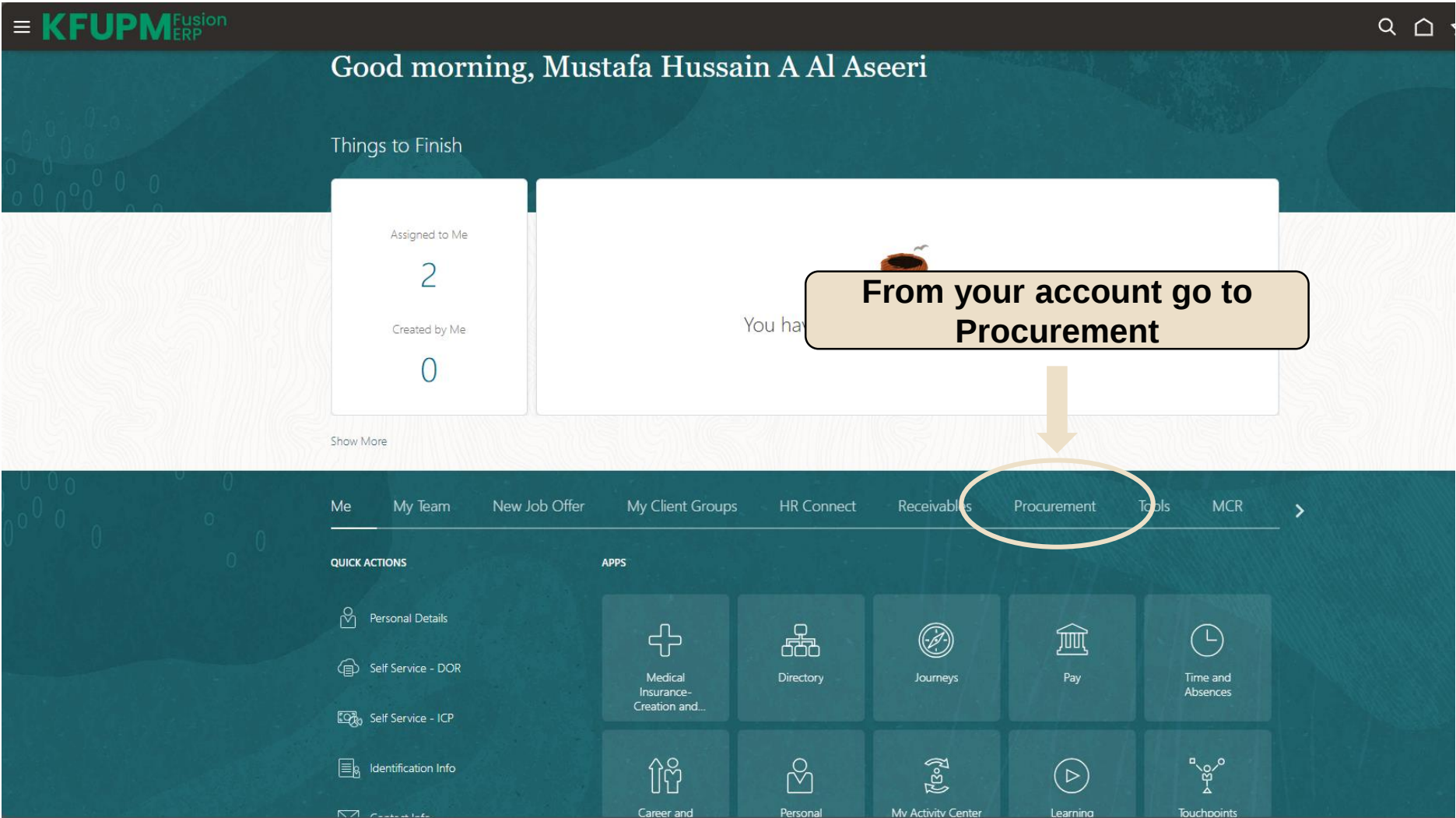
Step 2:

- **Follow the steps** in the next slides for PR creation
- **Make sure** to insert the Agreement number “**Provided by Mr. Zaki**” in **all lines** & upload the quotation
- **Check on the negotiated box.**
- **Complete the PR** as usual and submit for approval
- PR will be directly converted to PO “Auto approve”

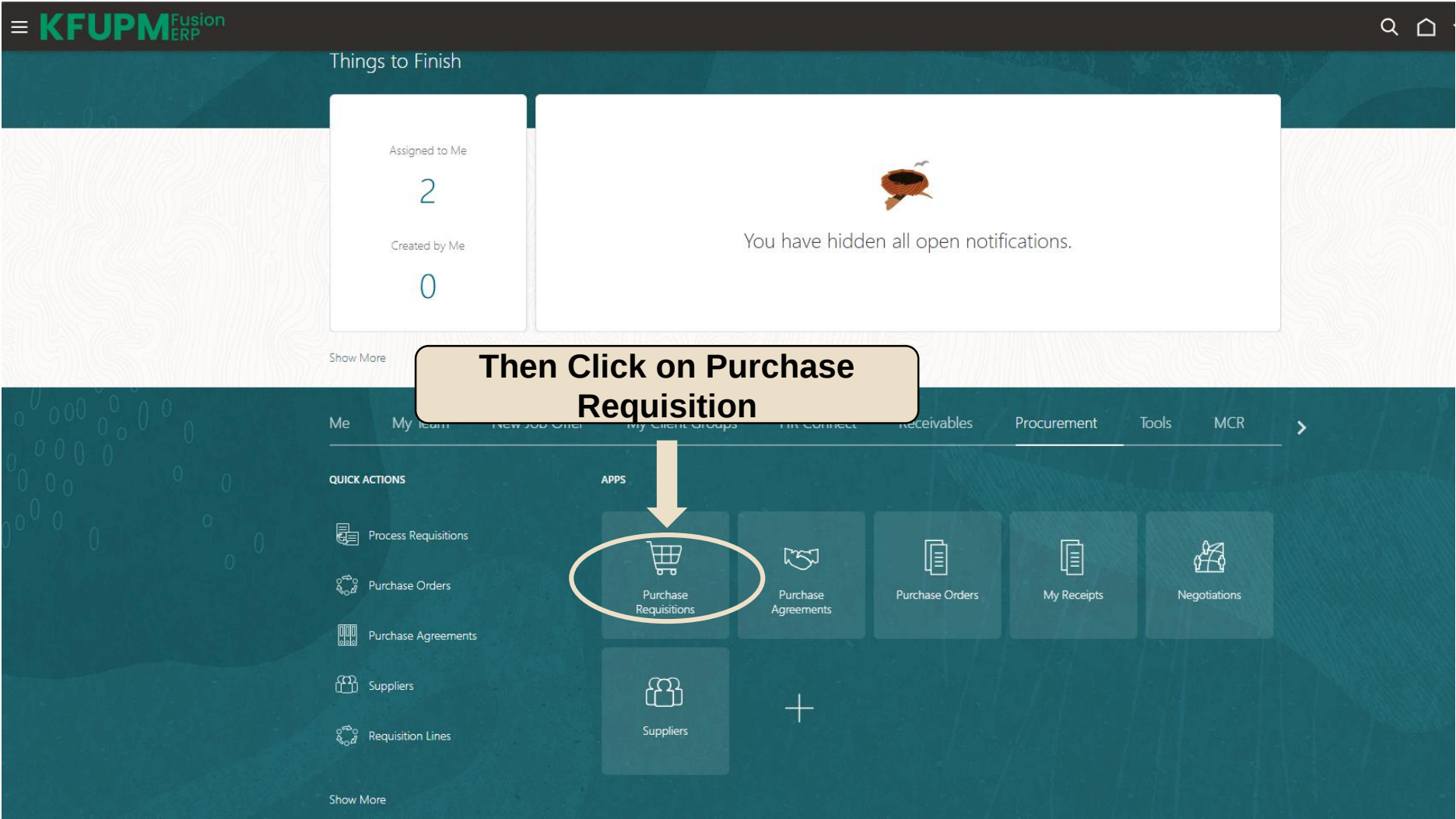


*Note: Any PR submitted **without available funds** the PO will be rejected within 3 days

1. Log in to the system and go to Procurement



2. Find the Purchase Requisition button under Apps and click it



3. Click More Tasks, and from the drop-down list, select Enter Requisition Line

⌵

KFUPM

Fusion ERP

Requisitions ?

Shop by Category ▾

Search

More Tasks ▾

Manage Requisition

Enter Requisition Line

Request Noncatalog Item

Update Preparer and Requester

Update Requisition Preferences

Choose "Enter Requisition line"

Top Categories

DESIGNS SERVICE

Services

Request Forms

• Audit

• Business Cards Request

• Construction

• Events

• Insurance

• Maintenance

• Printing

• Renovation

• Rent

• Subscription

• Supervision

• Training

6

Confidential

4. Under “Agreement,” enter the agreement number provided by Mr. Zaki

Enter Requisition Line ?

Add to Cart Done  0

**Non-catalog requisition can be used only for services

* Line Type

Goods

Item

Revision

* Item Description

* Category Name

* Quantity

1

* UOM Name

* Price

* Currency

SAR

☐ Negotiated

Check the negotiated Box

Mr. Zaki will provide you with agreement number which is mandatory to proceed

Source Type

Supplier

Agreement

☐ New supplier

Supplier

Supplier Site

Supplier Contact

Phone

Fax

Email

Supplier Item

**Select the Negotiated RFQ, for prior approval purchases or for PRs that do not require the Purchasing Department to acquire quotations. The checkbox must be selected for each line and the total cart amount must be less than 30k.

Delivery

* Requester

Urgent

No

Requested Delivery Date

13-Nov-2025

* Deliver-to Location

Contracts Dept.

Deliver-to Address

King Fahd University of Pertoluem and Minerals, DHAHRAN, 31261, Saudi Arabia

5. In the Attachments section, attach the quotation sent by Mr. Zaki, then proceed with the regular PR process

Billing

View Format X Undo Freeze Detach Wrap

Project Costing Details

Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source	Charge Account	* Percentage	Quantity	Amount (SAR)	Delete
								100	1		X
Total								100	1		

Notes and Attachments

Note to Supplier

Attachments None +

Source

Agreement Type Contract Purchase Agreement

Agreement — Negotiated

Supplier

Upload the quotation received from Mr. Zaki & process the PR as usual

Thank You