Book Agreements Guidelines

How to order from the system

30th October 2025

Agenda

A

Overview

2 main steps to order from the system

B

Steps

How to create a PR

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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	Qnty

- **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”

Department sends BOQ to procurement → **Procurement gets quotation from partner** → **Submit PR & it will be auto approved to PO**

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

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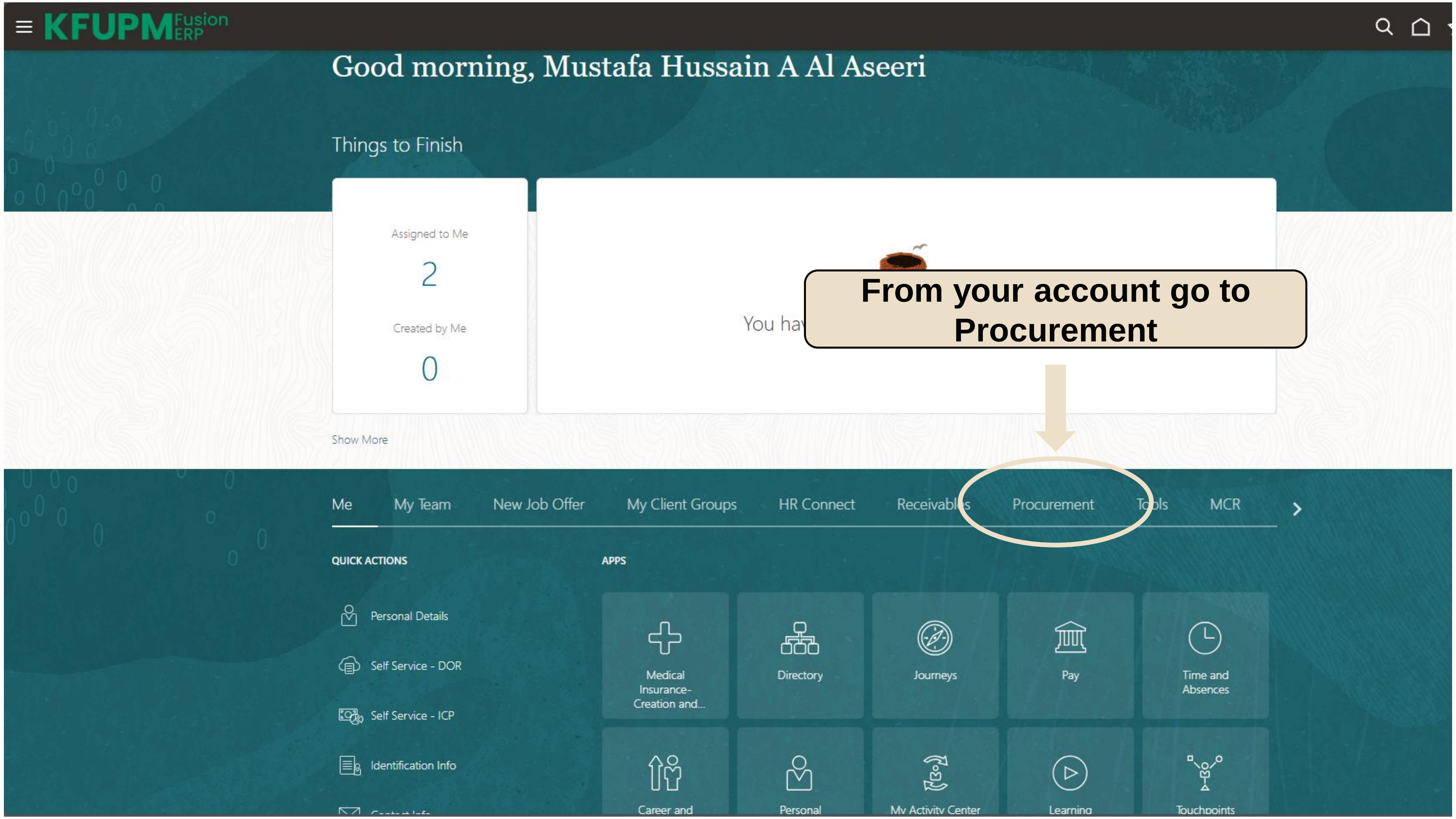
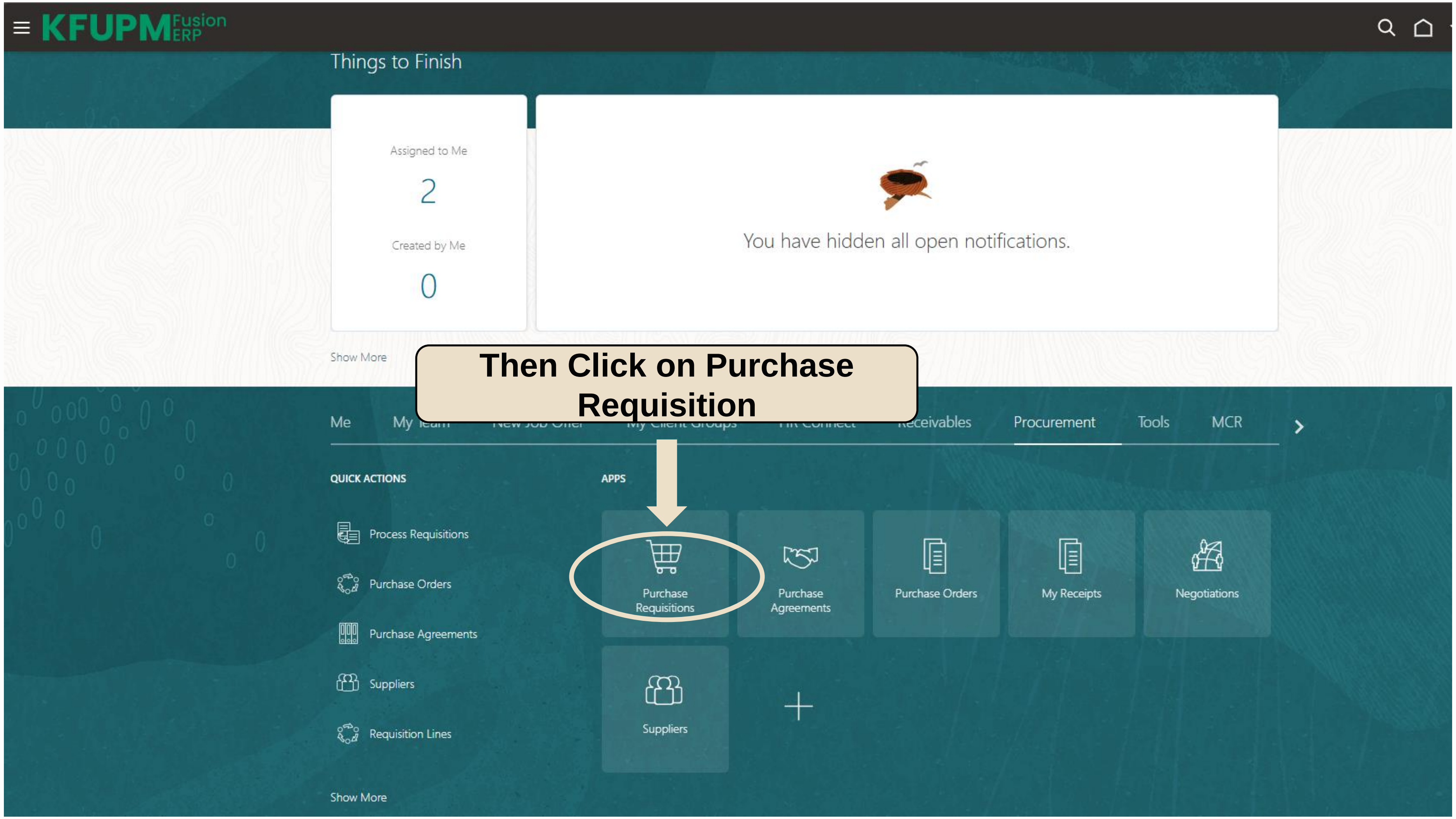
1. Log in to the system and go to Procurement



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



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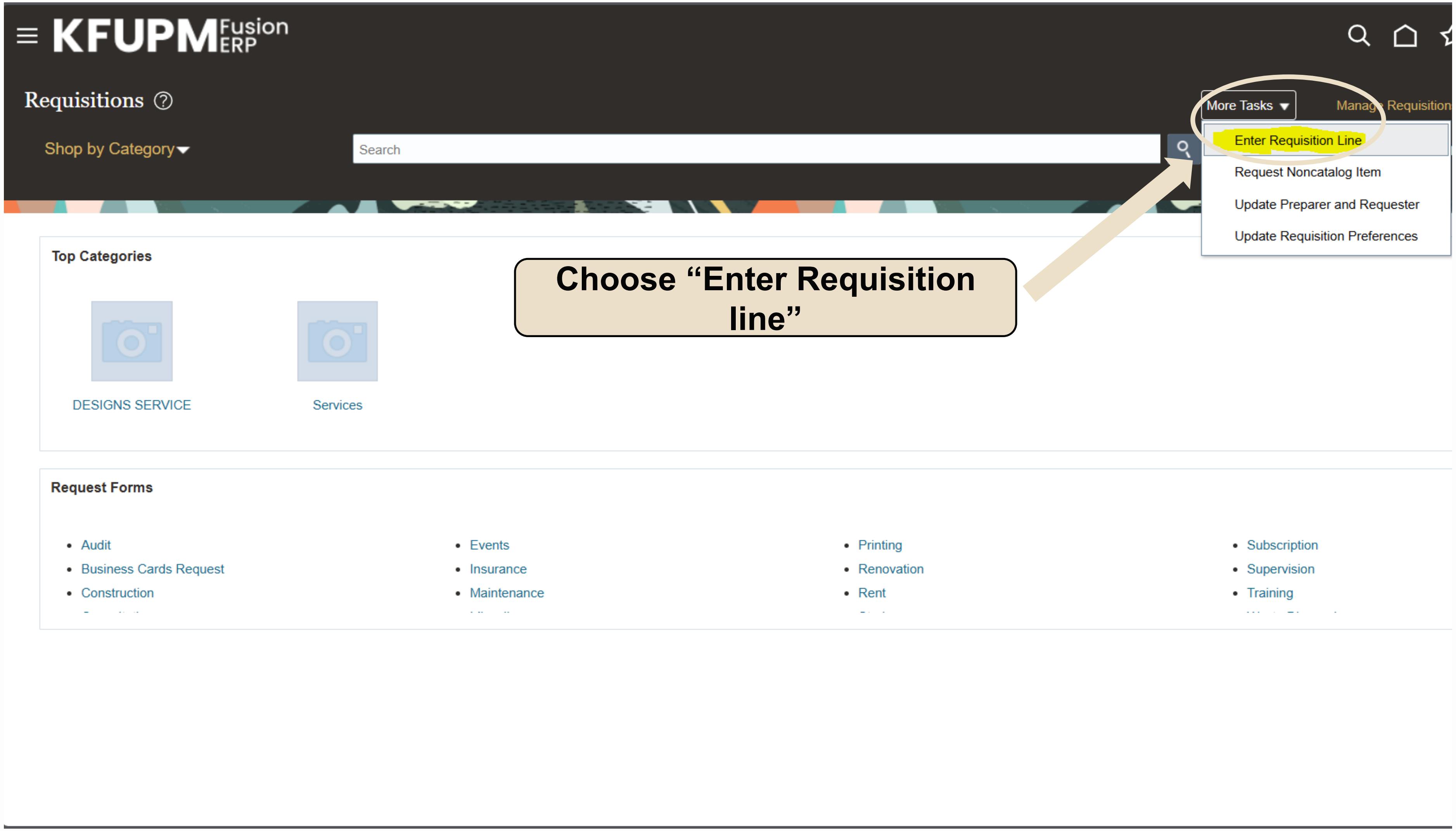
3. Click More Tasks, and from the drop-down list, select Enter Requisition Line



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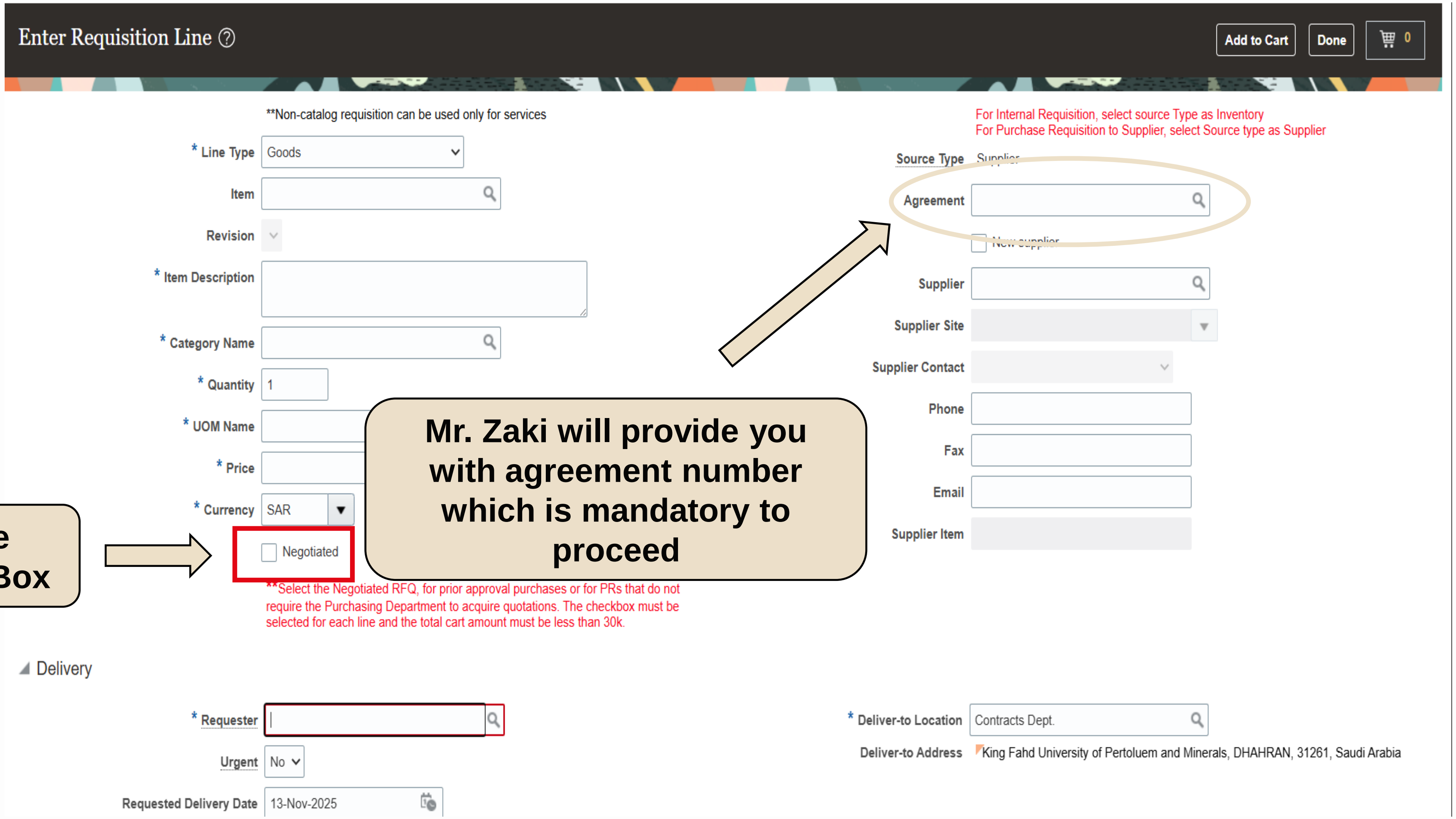
4. Under “Agreement,” enter the agreement number provided by Mr. Zaki



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

Check the negotiated Box

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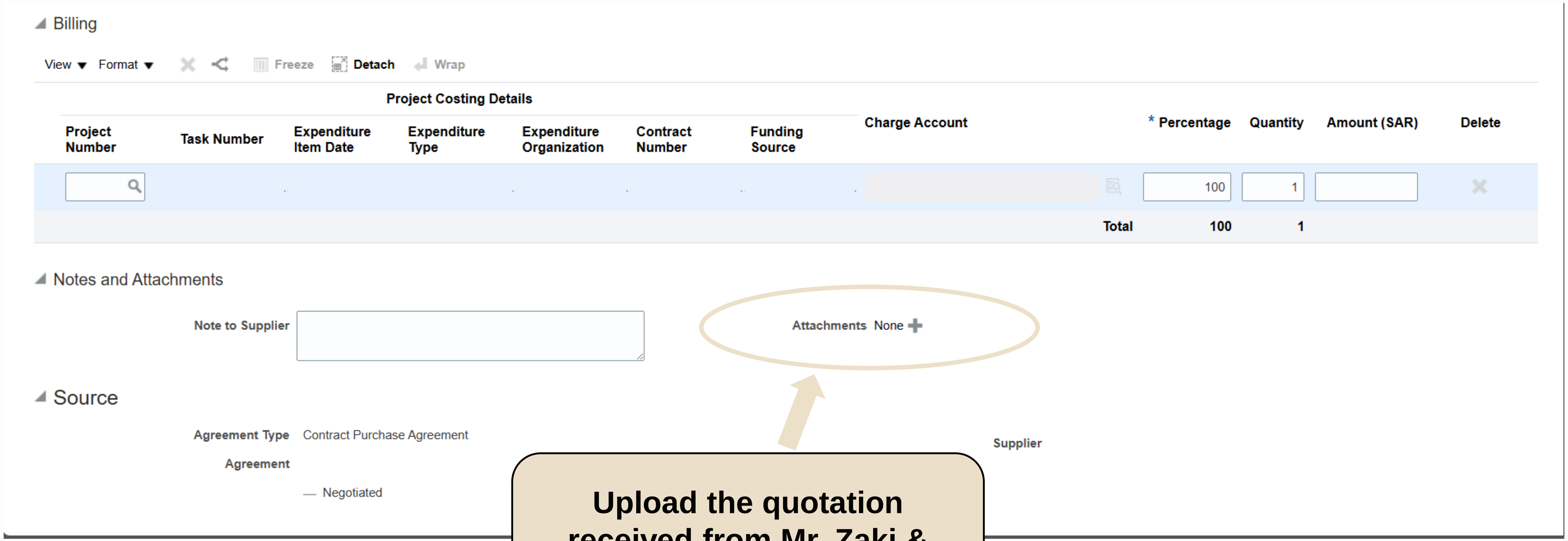
5. In the Attachments section, attach the quotation sent by Mr. Zaki, then proceed with the regular PR process



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

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Thank You