

PPE Agreements Guidelines

How to order from the system

Agenda

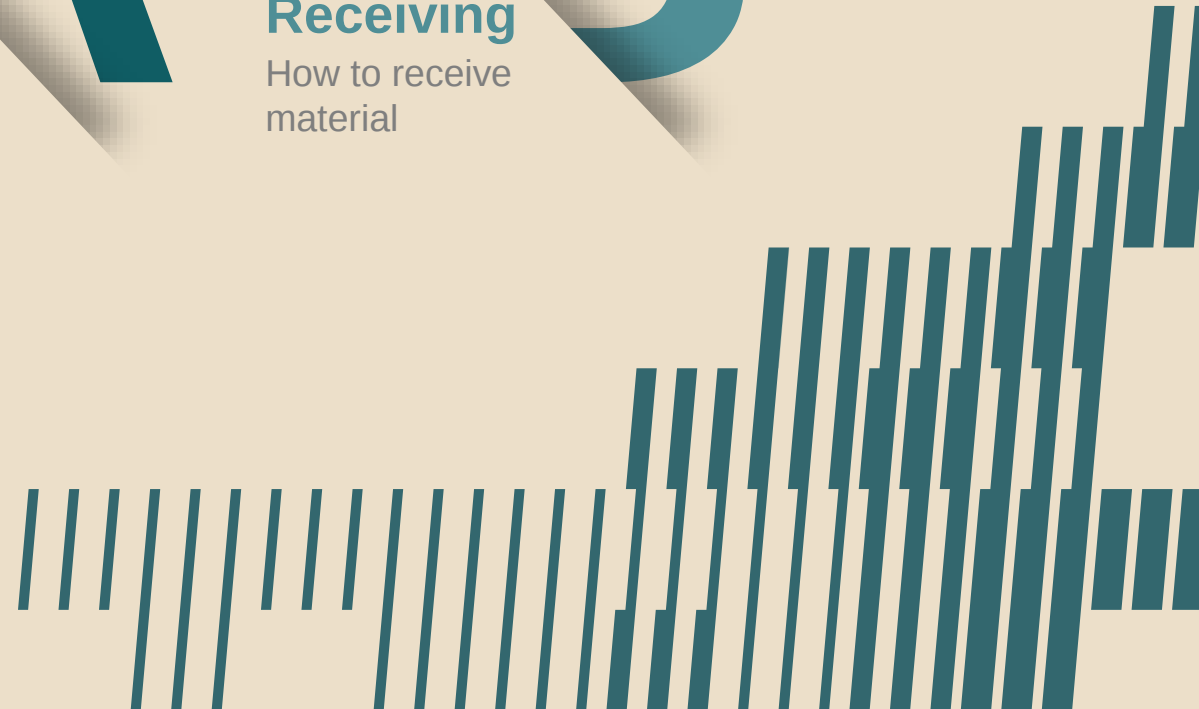
Create PR

A

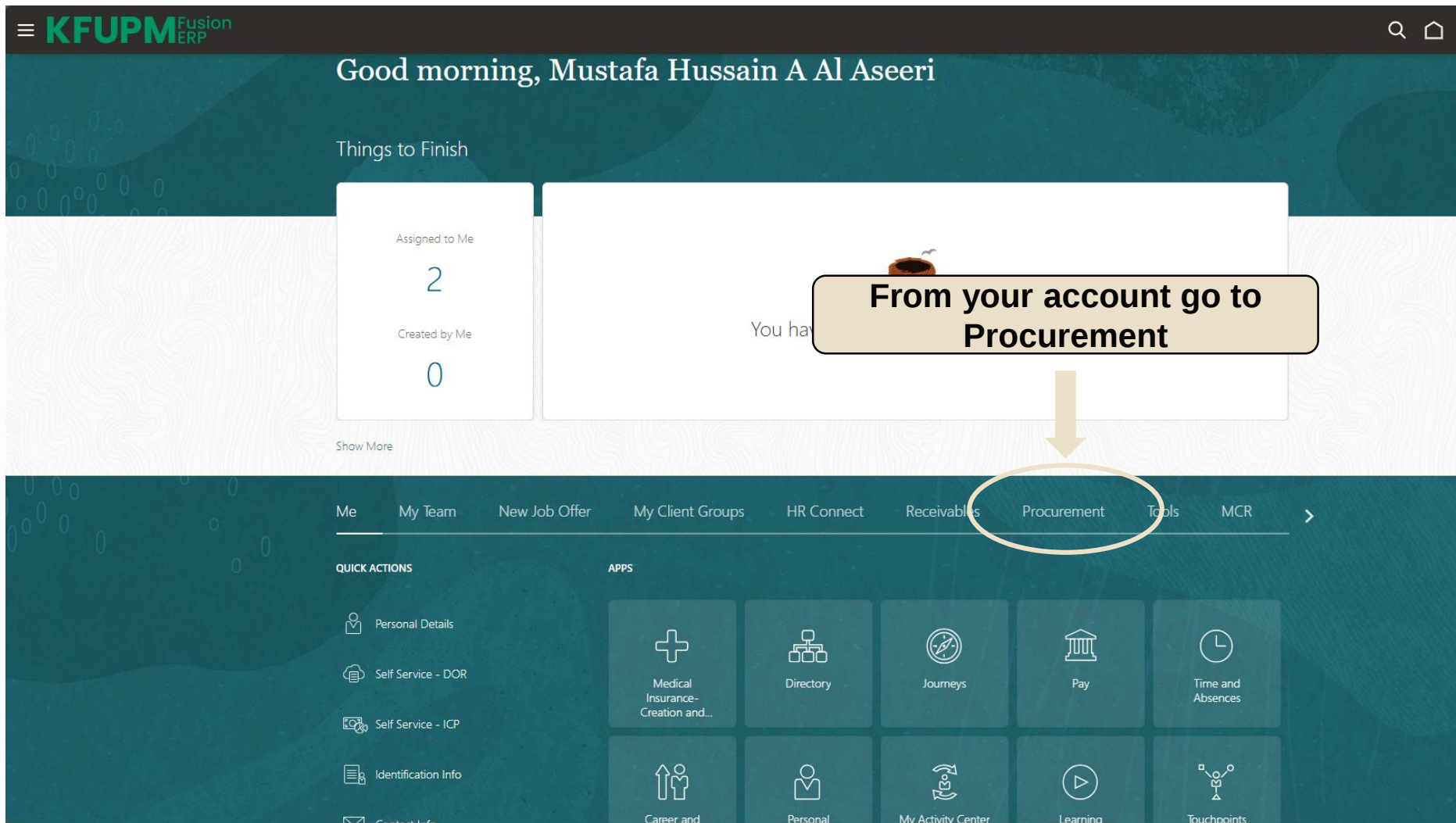
Receiving

How to receive
material

B

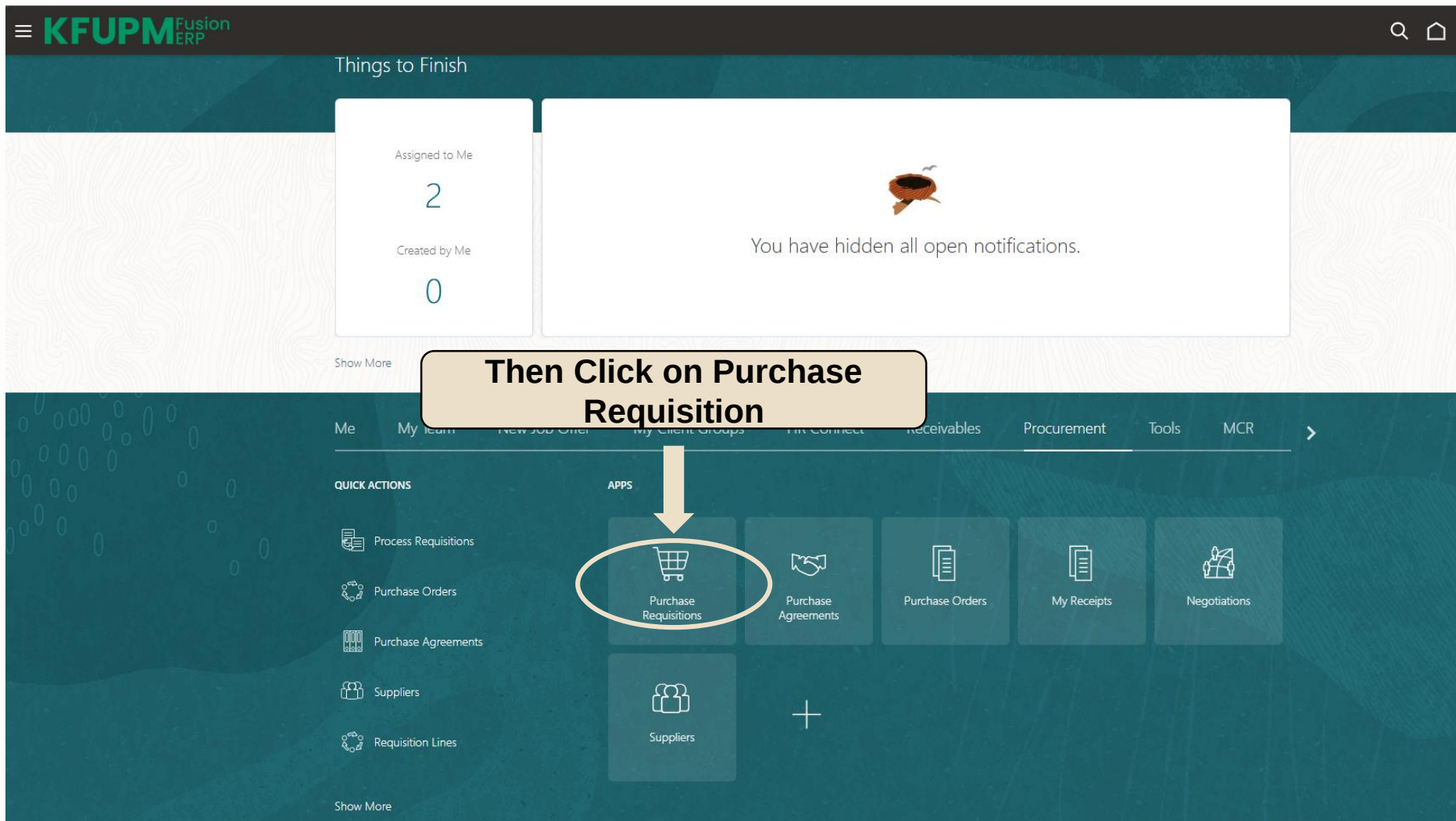


1. Log in to the system and go to Procurement



The screenshot displays the KFUPM Fusion ERP dashboard. At the top, a dark header bar contains the KFUPM logo, a search icon, and a home icon. Below the header, a teal banner greets the user with "Good morning, Mustafa Hussain A Al Aseeri". Underneath, a "Things to Finish" section shows two white cards: one for "Assigned to Me" with the number 2, and another for "Created by Me" with the number 0. A "Show More" link is positioned below these cards. A prominent callout box with a brown background and a black border contains the text "From your account go to Procurement" with a downward-pointing arrow. The arrow points to the "Procurement" menu item in the top navigation bar, which is circled in orange. The navigation bar also includes "Me", "My Team", "New Job Offer", "My Client Groups", "HR Connect", "Receivables", "Tools", and "MCR". Below the navigation bar, the dashboard is divided into "QUICK ACTIONS" and "APPS" sections. The "QUICK ACTIONS" section lists "Personal Details", "Self Service - DOR", "Self Service - ICP", "Identification Info", and "Contact Info". The "APPS" section features a grid of application tiles: "Medical Insurance-Creation and...", "Directory", "Journeys", "Pay", "Time and Absences", "Career and", "Personal", "My Activity Center", "Learning", and "Touchpoints".

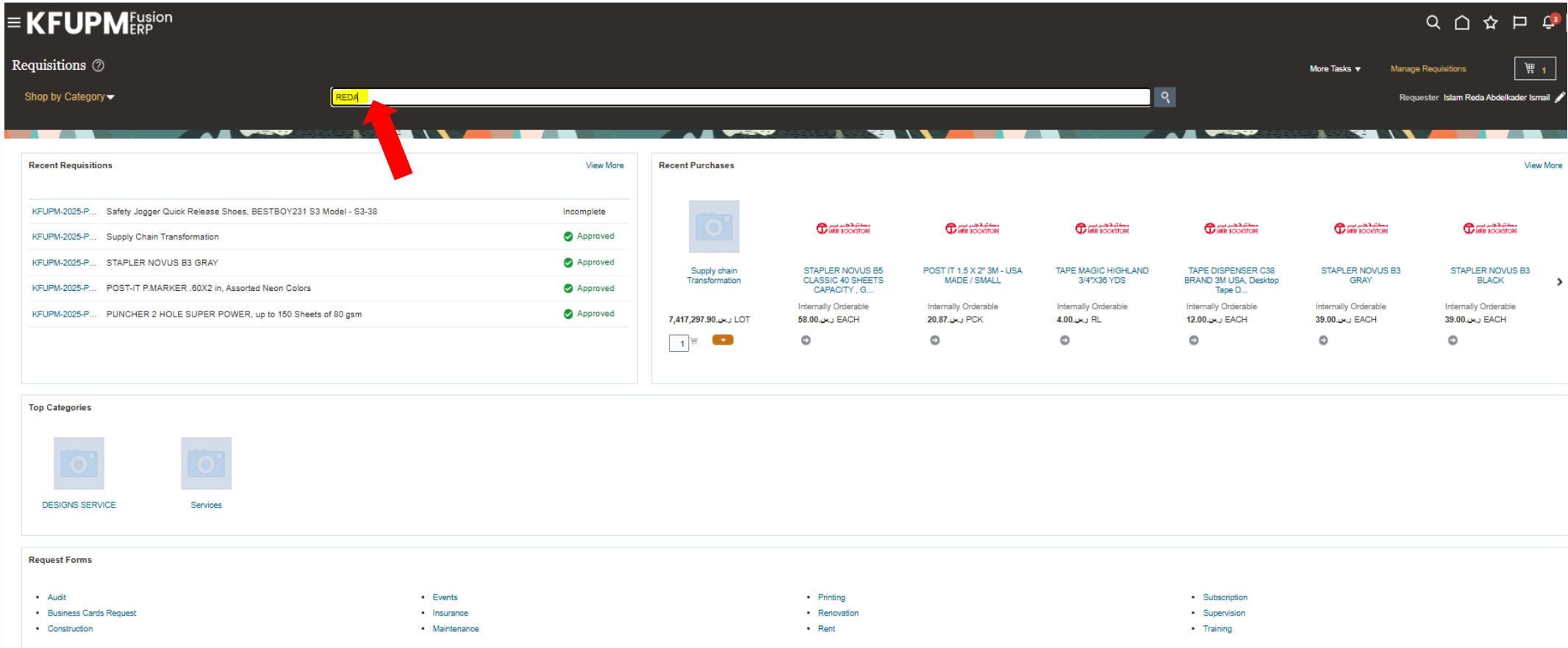
2. Find the Purchase Requisition button under Apps and click it



The screenshot displays the KFUPM Fusion ERP dashboard. At the top, the 'Things to Finish' section shows 'Assigned to Me' with a count of 2 and 'Created by Me' with a count of 0. A message states 'You have hidden all open notifications.' Below this, a navigation bar includes links for 'Me', 'My Team', 'New Job Offer', 'My Client Groups', 'Link Connect', 'Receivables', 'Procurement', 'Tools', and 'MCR'. The 'APPS' section is highlighted, and the 'Purchase Requisitions' button, represented by a shopping cart icon, is circled in orange. A yellow callout box with the text 'Then Click on Purchase Requisition' and a downward arrow points to this button. Other buttons in the 'APPS' section include 'Purchase Agreements', 'Purchase Orders', 'My Receipts', 'Negotiations', and 'Suppliers'. A 'QUICK ACTIONS' sidebar on the left lists 'Process Requisitions', 'Purchase Orders', 'Purchase Agreements', 'Suppliers', and 'Requisition Lines'.

Then Click on Purchase Requisition

3. In the search bar , write REDA and click Enter.



KFUPM Fusion ERP

Requisitions ?

Shop by Category ▼

REDA

More Tasks ▼ Manage Requisitions

Requester: Islam Reda Abdelkader Ismail

Recent Requisitions [View More](#)

Requisition ID	Description	Status
KFUPM-2025-P...	Safety Jogger Quick Release Shoes, BESTBOY231 S3 Model - S3-38	Incomplete
KFUPM-2025-P...	Supply Chain Transformation	Approved
KFUPM-2025-P...	STAPLER NOVUS B3 GRAY	Approved
KFUPM-2025-P...	POST-IT P.MARKER .60X2 in, Assorted Neon Colors	Approved
KFUPM-2025-P...	PUNCHER 2 HOLE SUPER POWER, up to 150 Sheets of 80 gsm	Approved

Recent Purchases [View More](#)

Item	Price	Quantity
Supply chain Transformation	7,417,297.90 EGP LOT	1
STAPLER NOVUS B5 CLASSIC 40 SHEETS CAPACITY, G...	58.00 EGP EACH	1
POST IT 1.5 X 2" 3M - USA MADE / SMALL	20.87 EGP PCK	1
TAPE MAGIC HIGHLAND 3/4X36 YDS	4.00 EGP RL	1
TAPE DISPENSER C38 BRAND 3M USA, Desktop Tape D...	12.00 EGP EACH	1
STAPLER NOVUS B3 GRAY	39.00 EGP EACH	1
STAPLER NOVUS B3 BLACK	39.00 EGP EACH	1

Top Categories

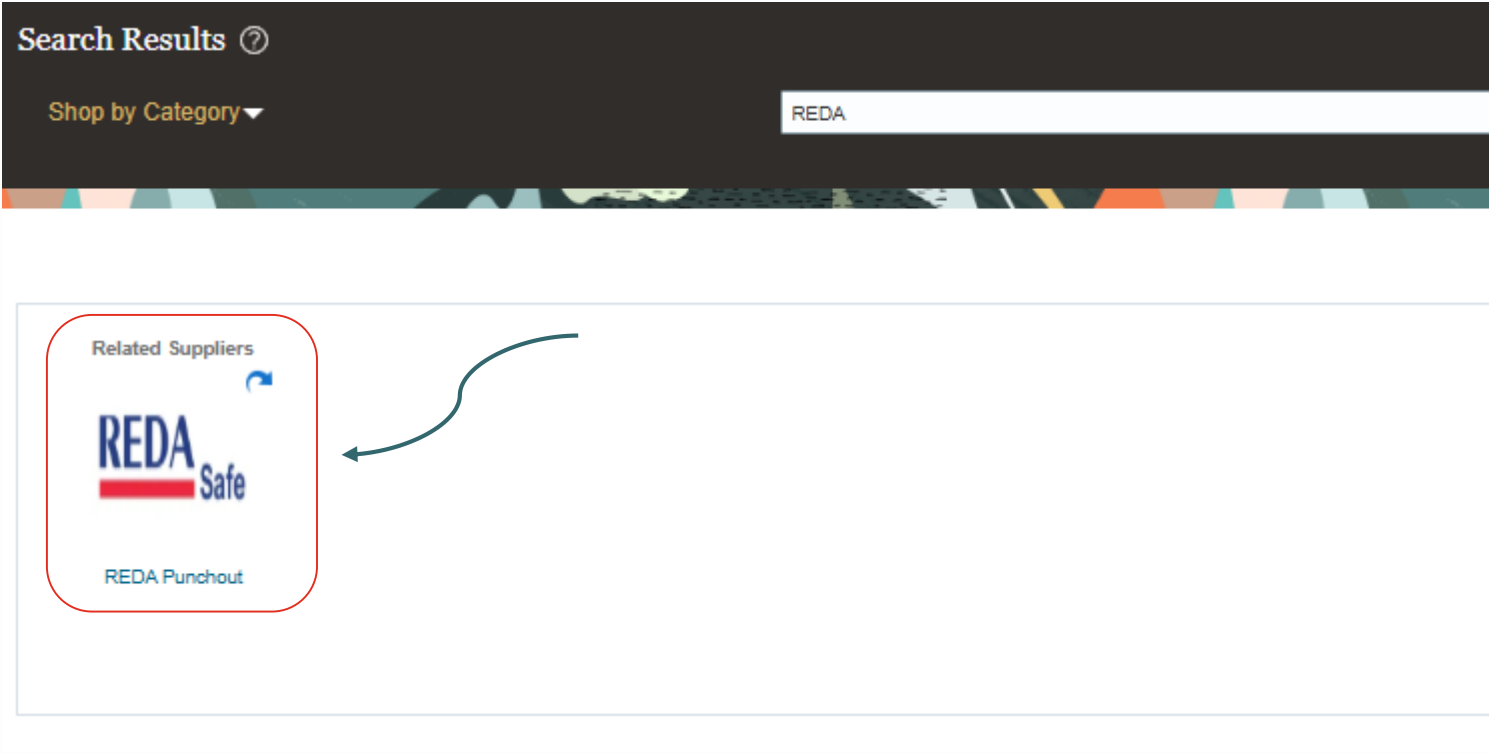
- DESIGNS SERVICE
- Services

Request Forms

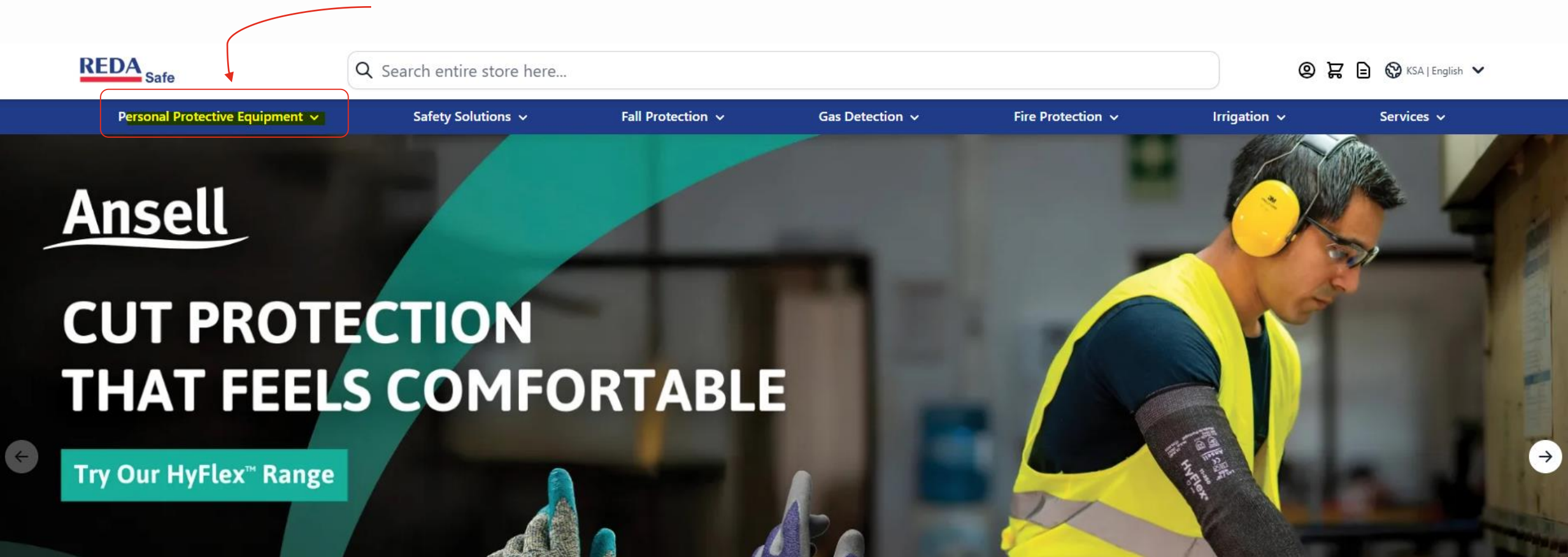
- Audit
- Business Cards Request
- Construction
- Events
- Insurance
- Maintenance
- Printing
- Renovation
- Rent
- Subscription
- Supervision
- Training



4. Click on REDA Punchout



5. REDA Safe website will open , then go to Personal Protective equipment



6. Shop your items & add to cart

REDA Safe

Search entire store here...

KSA | English



Portwest FW43 Steelite Kumo Shoe S3

★★★★★

Built for tough jobs, the Portwest FW43 Steelite Kumo S3 safety shoes offer all-day comfort and reliable protection. With a water-resistant upper, steel toecap, slip-resistant sole, and shock-absorbing heel, they're designed to keep you safe and steady in demanding environments. Lightweight yet durable, they're the ideal choice for anyone who needs dependable footwear on the job.

Source Availability

Select an option to update the sources list

Availability	In stock
SKU	FW43BKR
Price Unit	Pair
Usually ships in	2-3 Days

Options

Size

Choose an Option...

As low as: ~~97.75~~

Excl. Tax: ~~85.00~~

1

Add to Cart

Request Quote

REDA Safe

Search entire store here...

KSA | English

Personal Protective Equipment

Safety Solutions

Fall Protection

Gas Detection

Fire Protection

Irrigation

Services

Home / Personal Protective Equipment / Footwear Protection / Safety Shoes / Portwest FW43 Steelite Kumo Shoe S3



Portwest FW43 Steelite Kumo Shoe S3

★★★★★

Built for tough jobs, the Portwest FW43 Steelite Kumo S3 safety shoes offer all-day comfort and reliable protection. With a water-resistant upper, steel toecap, slip-resistant sole, and shock-absorbing heel, they're designed to keep you safe and steady in demanding environments. Lightweight yet durable, they're the ideal choice for anyone who needs dependable footwear on the job.

Source Availability

Select an option to update the sources list

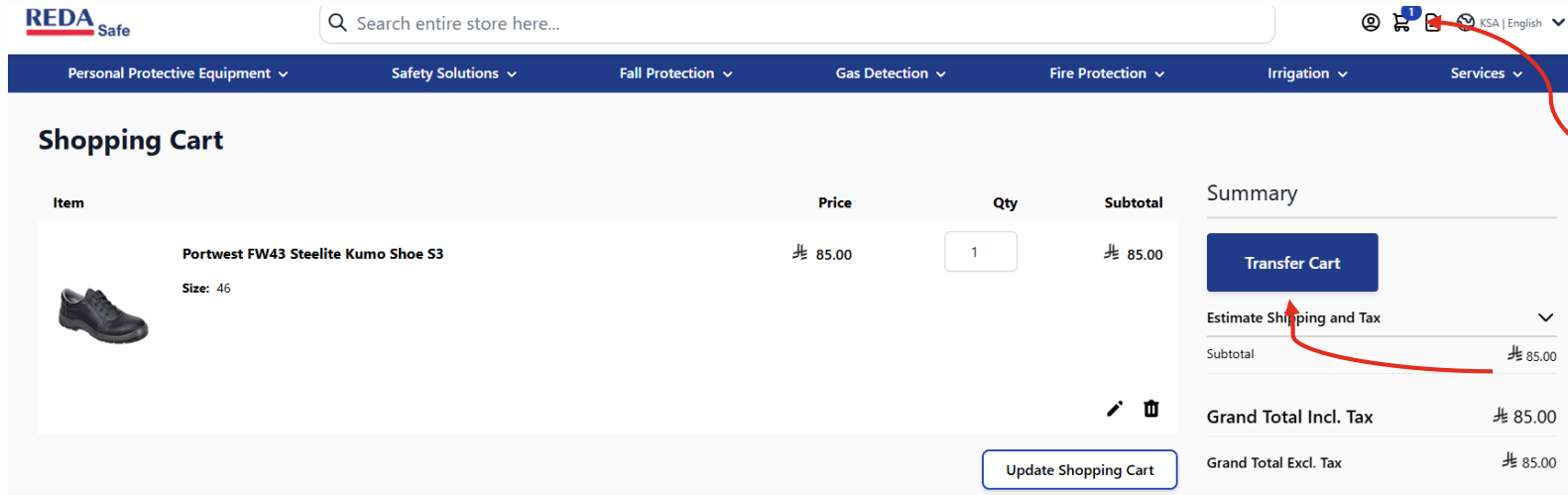
Availability	In stock
SKU	FW43BKR-46
Price Unit	Pair

Options

8

Confidential

7. Review your cart and the quantities and click “Transfer Cart”



REDA Safe Search entire store here...

Personal Protective Equipment ▾ Safety Solutions ▾ Fall Protection ▾ Gas Detection ▾ Fire Protection ▾ Irrigation ▾ Services ▾

Shopping Cart

Item	Price	Qty	Subtotal
 Portwest FW43 Steelite Kumo Shoe S3 Size: 46	85.00	1	85.00

[Update Shopping Cart](#)

Summary

[Transfer Cart](#)

Estimate Shipping and Tax ▾

Subtotal	85.00
Grand Total Incl. Tax	85.00
Grand Total Excl. Tax	85.00

8. Complete the PR as usual (Fill all information)

KFUPM

Fusion ERP

Edit Requisition: KFUPM-2025-PR14318

Shop

Manage Approvals

View PDF

Save

Submit

Requisitioning BU: KFUPM BU

* Description

Safety Jogger Quick Release Shoes, BESTBOY231 S3 Model - S3-38

* Cost Center

Activities

Bid Review Team Representative

* Delivery Contact Person Name

* Delivery Contact Person E-mail

Delivery Contact Person Phone

* Justification

* PR Type

Agreement Release

Agreement Release

Projects (Construction/Renovations)

Services

Single Source

Sole Source

Supply & Installation (Equipment/Materials/Goods)

Supply Only (Equipment/Materials/Goods)

Requisition Amount

170.67 SAR

Approval Amount

170.67 SAR

Attachments

None

Choose Agreement release

Finally click submit

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Actions

View

Format

Edit Multiple Lines

Freeze

Detach

Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (SAR)	Delete
1	Safety Jogger Quick Release Shoes, BESTBOY231 S3 Model - S3-38	SAFETY EQUIPMEN...	1	PR	85.67 SAR	85.67	
2	Portwest FW43 Suede Kumo Shoe S3-46	SAFETY EQUIPMEN...	1	PR	85.00 SAR	85.00	
Total						170.67	

Rows Selected: 1 Columns Hidden: 8

Line 1: Details

Delivery

* Requester

Islam Rada Abdelkader Ismail

Urgent

No

Requested Delivery Date

07-Jan-2026

* Deliver to Location

Purchasing Dept.

Deliver to Address

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

Billing

View

Format

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
							01-2020804-621103-00-000000-00-0	100	1	85.67	
Total									100	1	85.67

Notes and Attachments

Note to supplier

Attachments

None

Mention your location (Bldg/room/Mob) for delivery purpose

Agenda

Receiving

How to receive
material

B

1. From Procurement go to “My Receipt”

The screenshot displays the KFUPM Fusion ERP dashboard. At the top, the navigation bar includes a hamburger menu, the KFUPM Fusion ERP logo, and search and home icons. Below the navigation bar, a 'Things to Finish' section shows two cards: 'Assigned to Me' with a count of 2, and 'Created by Me' with a count of 0. A message box states 'You have hidden all open notifications.' Below this, a 'Show More' link is visible. A yellow callout box with a black border and text reads: 'From procurement click on “My Receipts”'. An arrow points from the 'Procurement' tab in the top navigation bar to the 'My Receipts' app icon in the 'APPS' section. The 'APPS' section also includes icons for 'Purchase Requisitions', 'Purchase Agreements', 'Purchase Orders', 'Negotiations', and 'Suppliers'. The 'QUICK ACTIONS' section on the left lists 'Process Requisitions', 'Purchase Orders', 'Purchase Agreements', 'Suppliers', and 'Requisition Lines'. A 'Show More' link is at the bottom of the dashboard.

8. Complete the PR as usual

Search

Advanced Saved Search Items Due in Last 7 Days ▼

** At least one is required

** Requester

** Entered By

Requisition

Items Due Last 7 days ▼

Requisitioning BU

Purchase Order

Transfer Order

Search Results

View ▼ Format ▼ Freeze Detach Wrap Receive

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Transfer Order
						Quantity	UOM Name	Currency		
No search conducted.										
Columns Hidden 13										

Insert the Po number and search

All items will appear at this area , select all items and click receive and finally click submit at the top right of the page

Thank You