



Quick Purchase Agreement Guidelines

How to order from the system

January 2026

Agenda

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

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' text.

Steps

How to create
a PR



There are two main steps to follow for using Quick Purchase Agreement, as explained below

Step 1:

- **Prepare** Outline Agreement Item Request Form (**OA –IRF**)
- **Obtain** the necessary **approval** for the (**OA-IRF**)
- Once you receive the quotation, **Complete** the necessary **review** for the **quotation** from the supplier.

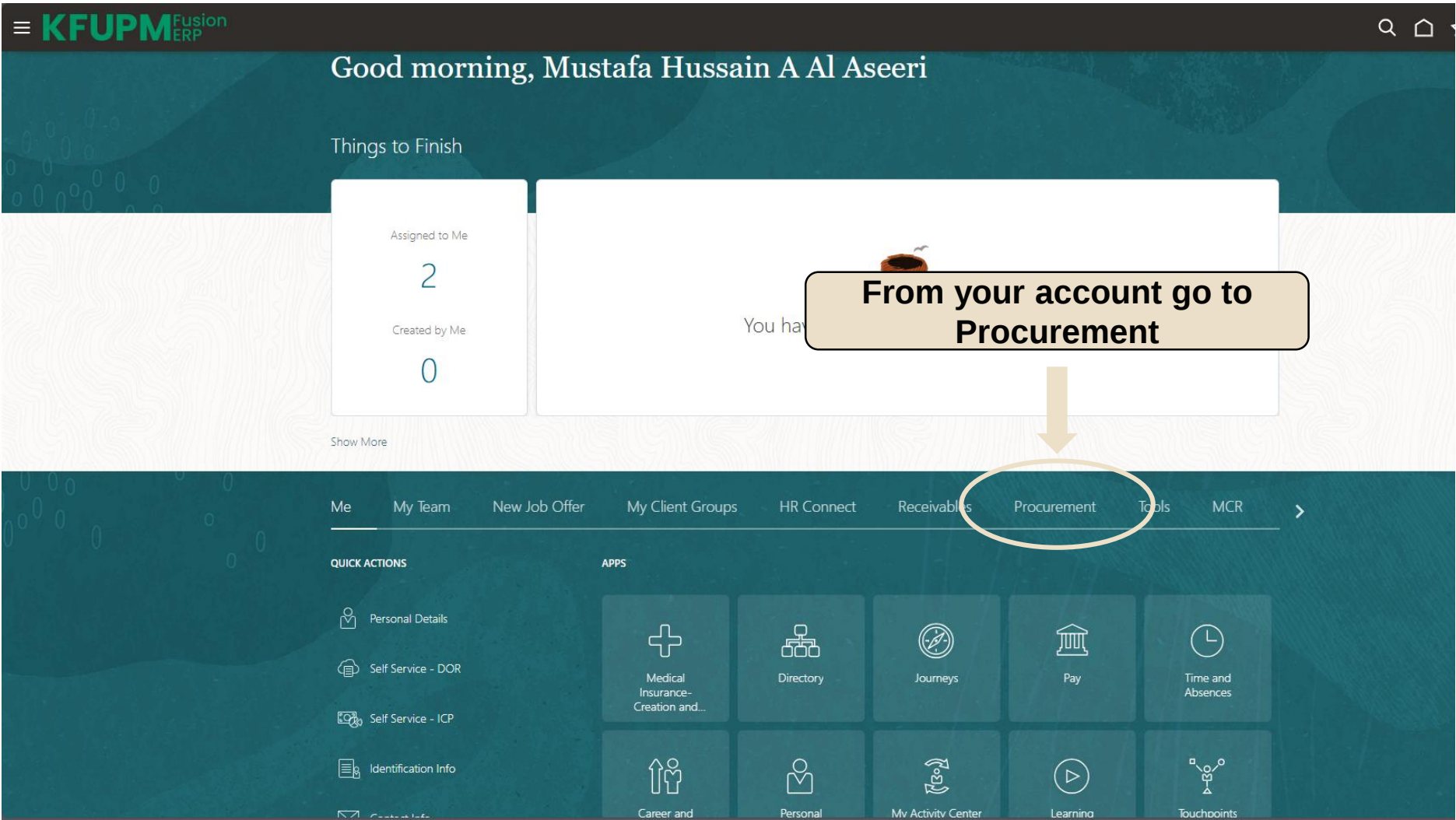
Step 2:

- **Follow the steps** in the next slides for PR creation
- **Make sure** to insert the Agreement number “**KFUPM-2025-AGR138**” in the **PR request**
- **Complete the PR** and submit for approval
- **PR** will be directly converted to **PO**

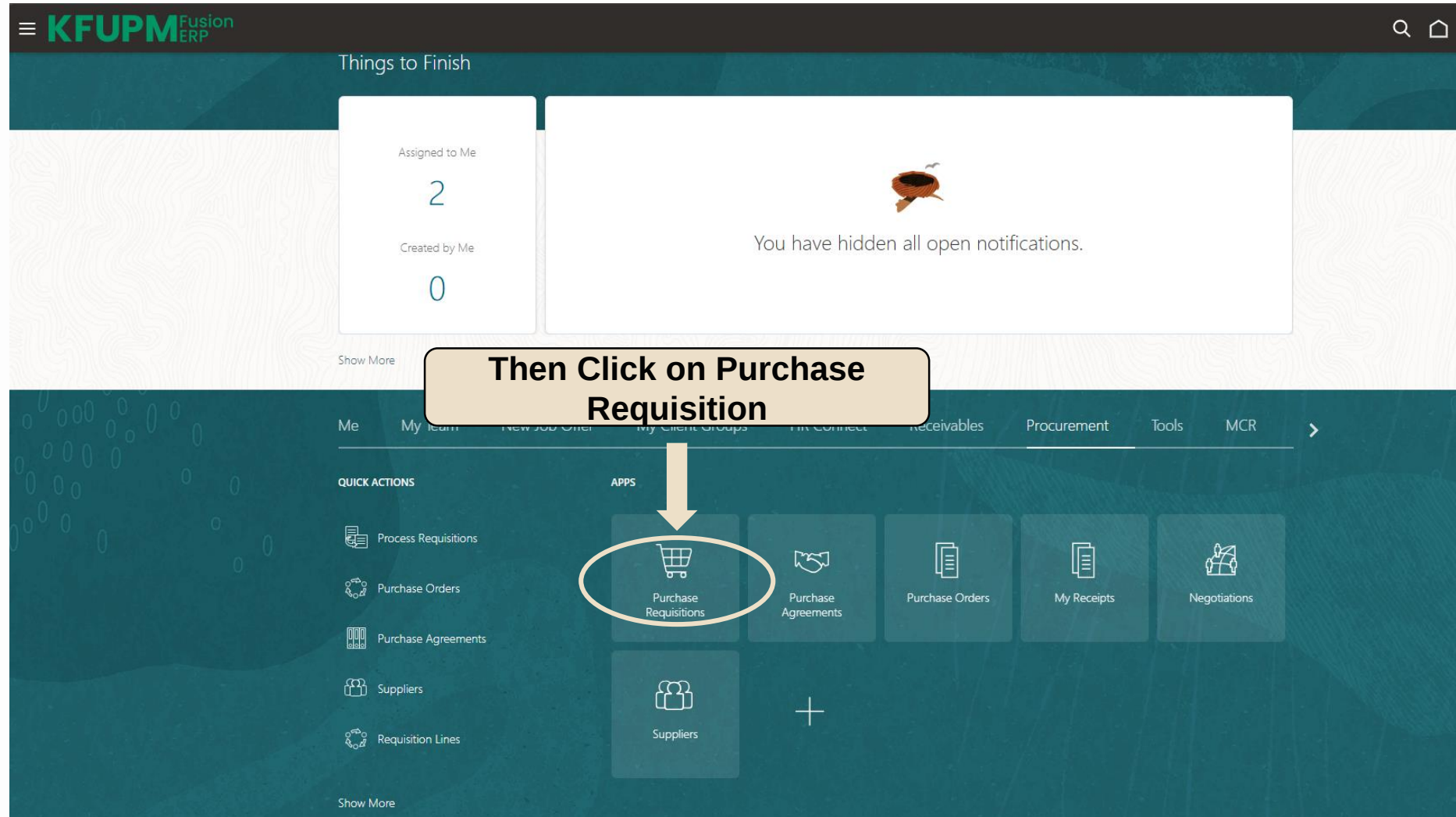


*Note: Any PR submitted **without available funds** the PO will be rejected within 3 days

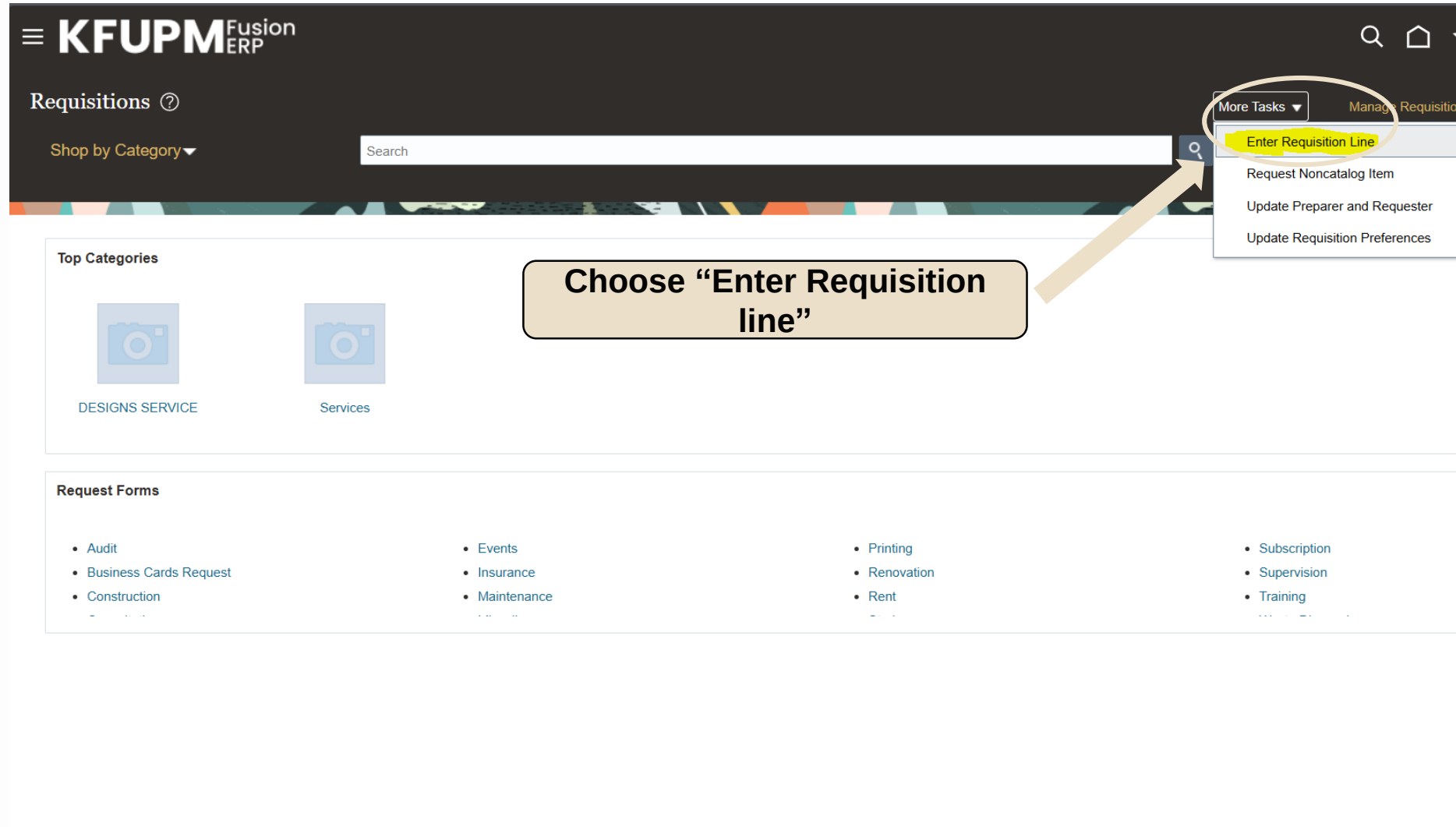
1. Log in to the system and go to Procurement



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



4. Under “Agreement,” enter the agreement number “KFUPM-2025-AGR138” in the OA-IRF

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

Insert the agreement number 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

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Confidential

5. In the Attachments section, attach the quotation received from the supplier and supported documents, 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

Supplier

Upload the quotation received from supplier & process the PR

Thank You