Quick Purchase Agreement Guidelines

How to order from the system

January 2026

Agenda

A

Overview

2 main steps to order from the system

B

Steps

How to create a PR

KFUPM

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:

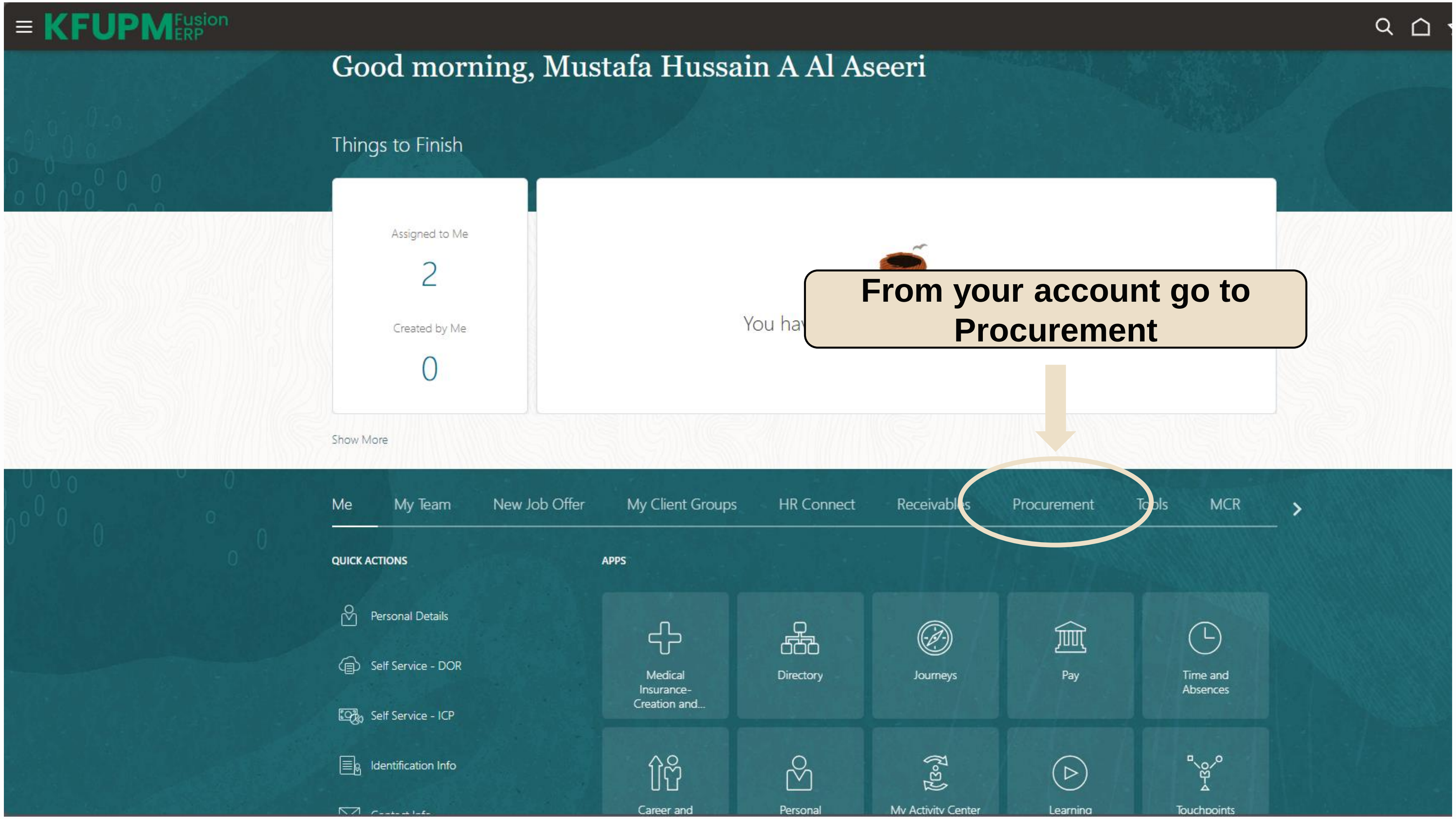
- **Follow the steps** in the next slides for PR creation
- **Make sure** to insert the Agreement number "**KFUPM-2025-AGR138" in the PR request**
- **Complete the PR** and submit for approval
- **PR** will be directly converted to **PO**

خشيم KHUSHEIM

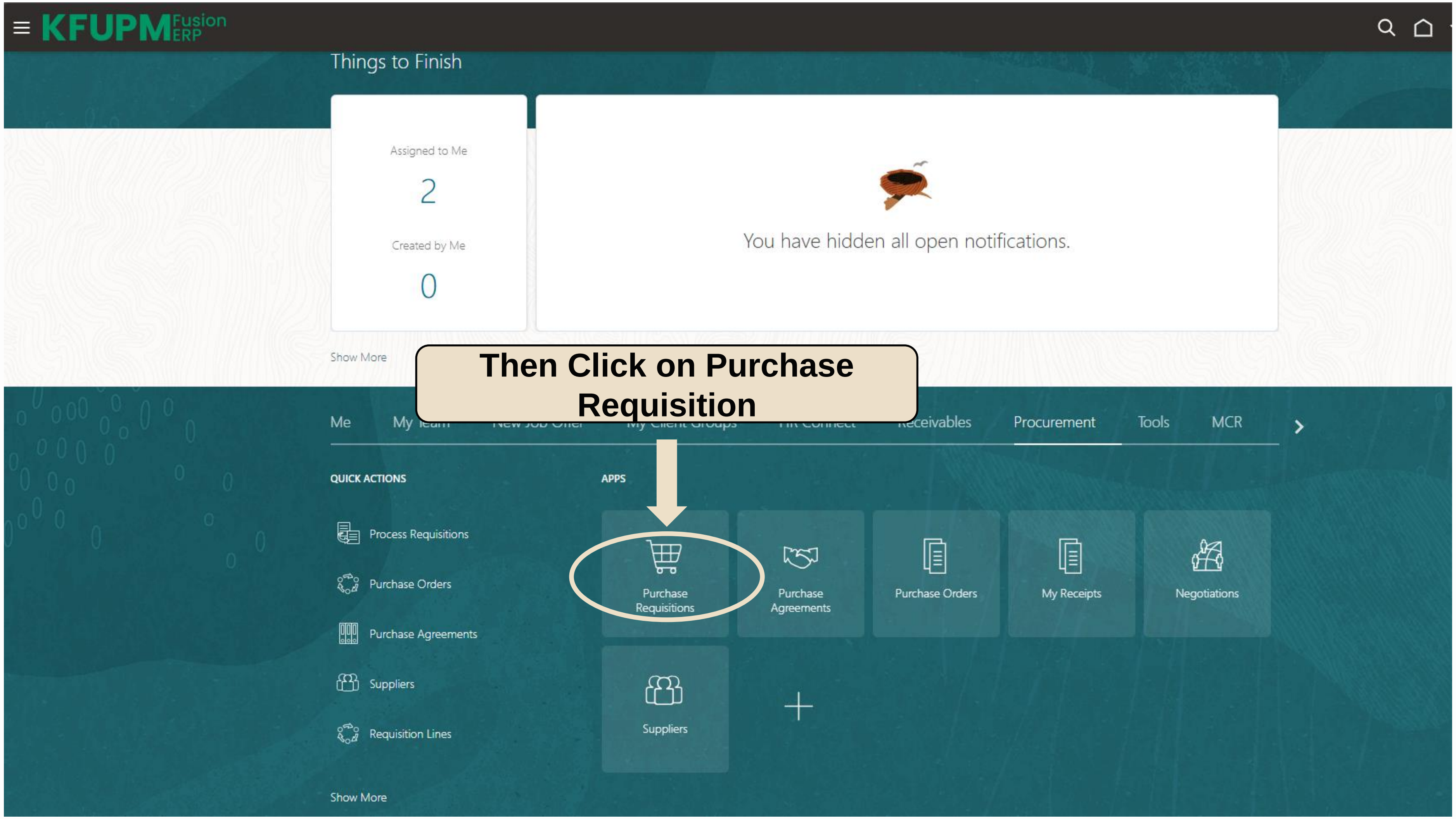
Prepare the IRF → Approve IRF (Per Delegation of Authority) → Send Approved IRF to Supplier for Quotation → Review & Approve Quotation → Create PR

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

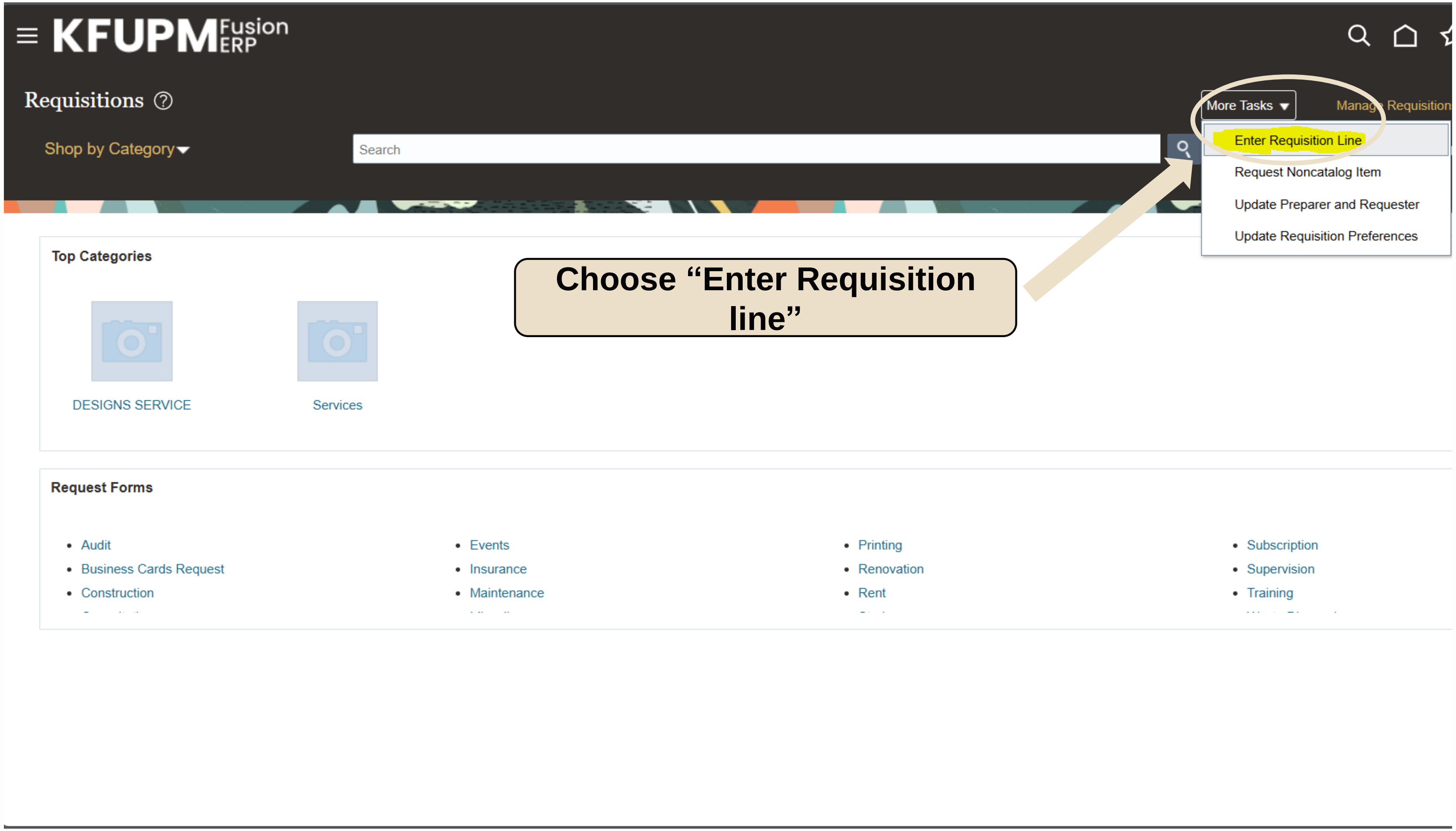
1. Log in to the system and go to Procurement



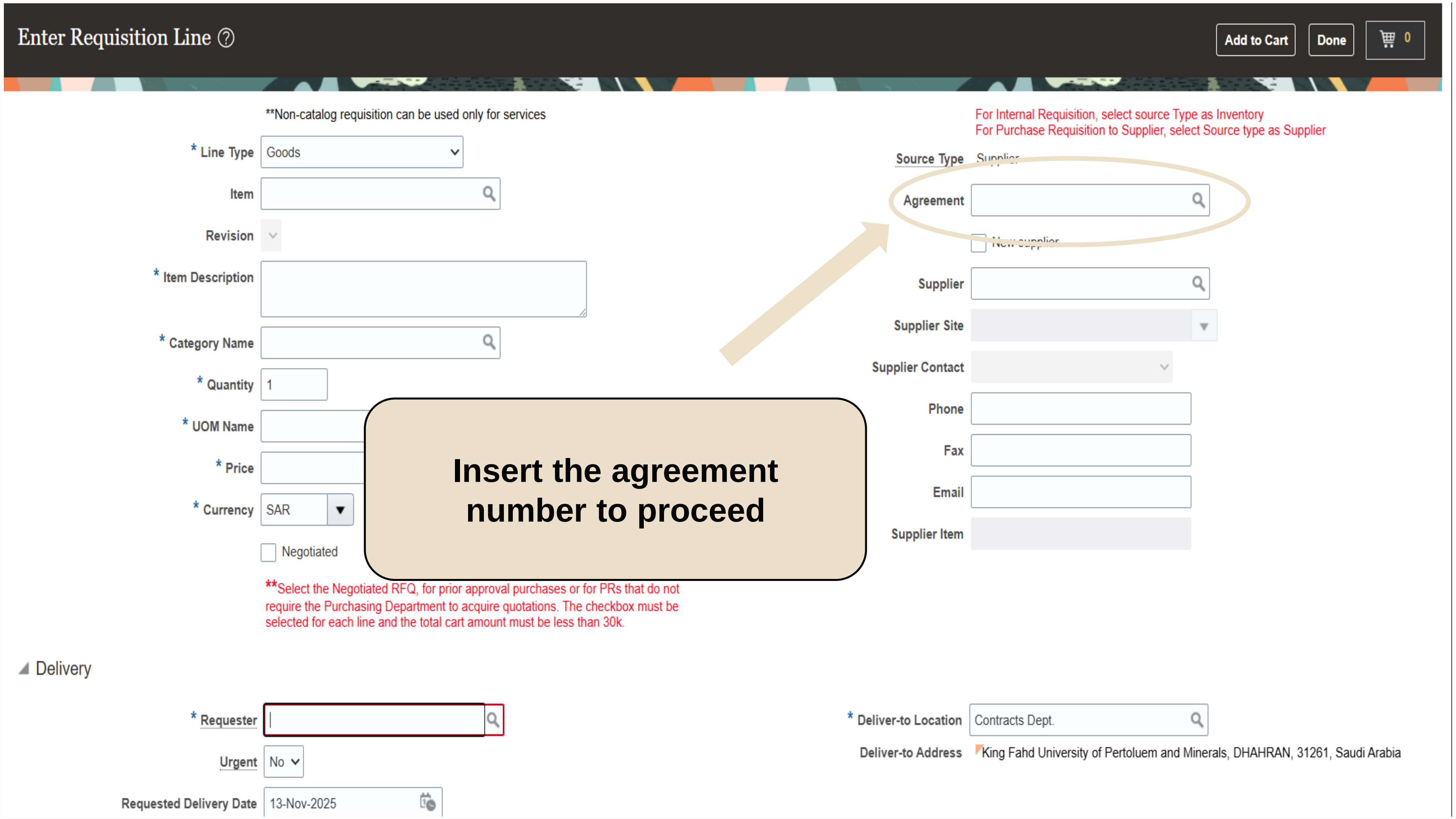
2. Find the Purchase Requisition button under Apps and click it



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



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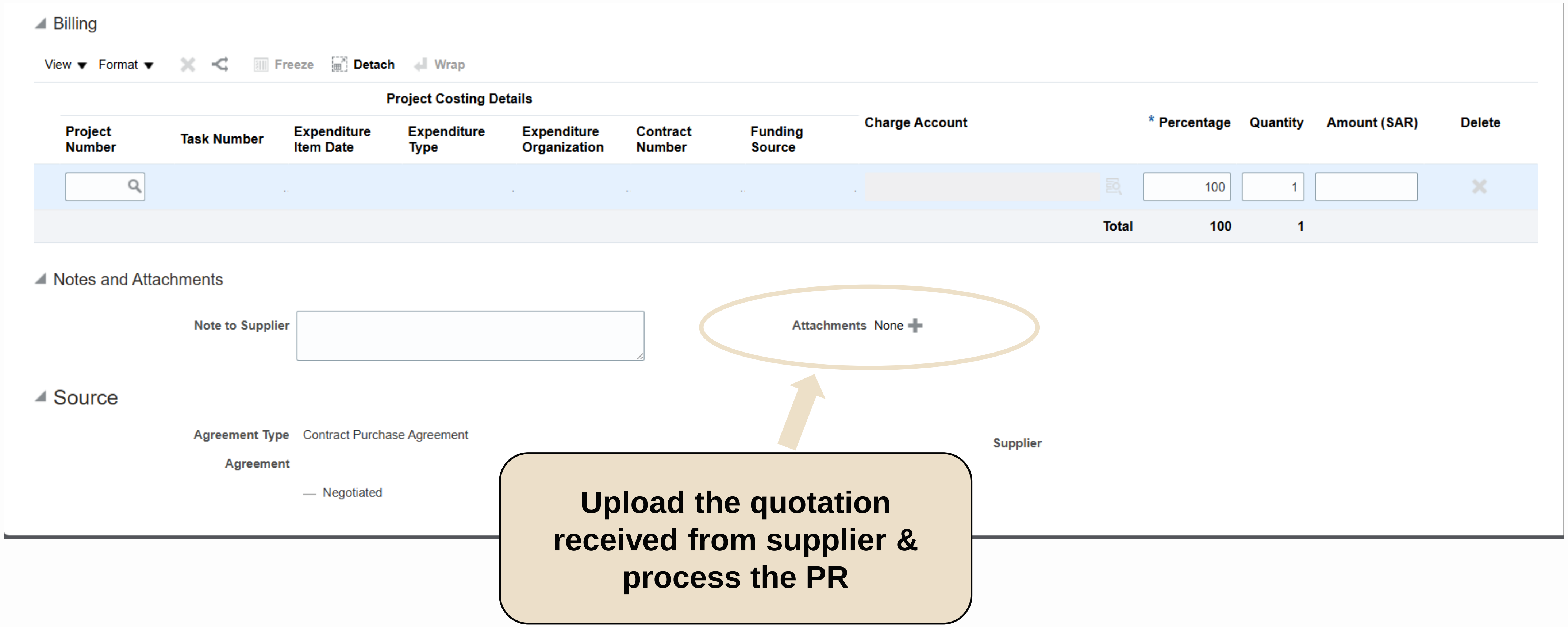
5. In the Attachments section, attach the quotation received from the supplier and supported documents, then proceed with the regular PR process



Thank You