



مستشفى الملك فيصل التخصصي ومركز الأبحاث  
King Faisal Specialist Hospital & Research Centre  
Gen. Org. مؤسسة عامة

## **GENERAL DISTRIBUTION**

**TO:** All Departments  
King Faisal Specialist Hospital & Research Centre  
(General Organization) - Riyadh  
King Faisal Specialist Hospital & Research Centre  
(General Organization) - Jeddah  
King Faisal Specialist Hospital & Research Centre  
(General Organization) - Madinah

**DATE:** 4 Dhu Al Qida 1441  
25 June 2020

**REF:** GD:773-41

**FROM:** Majid Alfayadh, MD, MMM  
Chief Executive Officer, Kfsh&RC  
Office Of The CEO

**SUBJECT: IMPLEMENTATION OF THE NEW PROCUREMENT AND APPROVAL PROCESS FOR PURCHASE REQUISITIONS RELATED TO COVID-19**

In compliance with the Government regulations, in line with the KFSH&RC (Gen. Org.) vision and strategy and Supply Chain Management (SCM)'s continuous efforts to apply the best practice across the Organization, SCM, in collaboration with Financial Affairs and Healthcare Information Technology Affairs (HITA), has conducted a business and technical assessment to analyze, design the appropriate operational and functional framework, and implement a technical solution to ensure the proper execution of COVID-19 Senior Management's decision with regard to P2P (Procure to Pay) cycle within the Enterprise Resource Planning (ERP).

Therefore, **effective immediately**, Oracle Application enabled an option to facilitate and categorize your respective department's Purchase Requisition as "COVID-19". Accordingly, Oracle Application will adopt and execute the pre-defined business rule concerning Supply Chain Management business process, and Financial Affairs by automating the process of generating the appropriate accounts for COVID-19, and to carry on your requisition throughout a customized approval hierarchy and/or path to ensure your request has been evaluated properly, and processed in a timely manner.

Your compliance with the above procedure will streamline the process of ordering and communication, and will confirm the delivery of department demand in a timely manner.

A copy of the "COVID-19 User Interface Document" is attached, for further clarification and reference.

For any further inquiry, please do not hesitate to contact the assigned resources.

Employee Name	Area	Tel. Ext. No.	MCD	Email
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Thank you.

MIF

Attachment: As Stated

CC:  Fahad Almelfareh, Executive Director, Supply Chain Management, SCM-R  
 Danah Alkadhib, MBA, Management Analyst, P&MD  
 Aseel Tarabzouni, Senior Policy Analyst, P&MD  
 Saleh Almofada, MD, Chief Of Staff, COS