

Find archived and exception purchase job work

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A purchase-job exception list gathers work that left the normal purchase-job path at a cancelled, regretted, rejected, or deleted outcome. Use it when you need to find the work

after that exit and identify the purchase-job record to review.

The purchase-job lifecycle moves through Potential, Offer, Order, Delivered, and Deleted.

Its exits include missed, regretted, and cancelled Potential work; regretted, cancelled, and rejected Offer work; and rejected and cancelled Order work.

If you need to...	Go to...
Open an archived or exception list	Find the matching exception list
Read the available row information	Understand the list and its rows
Open the purchase-job record	Open the matching purchase job
Diagnose a list problem	When the list action goes wrong
Continue active purchase-job work	Purchase job work lists
Continue through the wider procurement flow	Purchase jobs procurement chain

Before you look for a row, confirm the access and branch conditions in the next section.

Before you start

Prerequisites

- Your account includes the Buyout Job module.

- You know which purchase-job exit you are investigating.
- You know enough about the saved purchase job to identify its row, such as its package, sub-supplier, or regret information.
- You belong to the branch associated with the row you want to open.

The list you open determines which purchase-job exception results you see. Opening a row requires that you belong to the same branch.

With those conditions in place, find the list that matches the exit you are investigating.

Find the matching exception list

An archived list is the place to choose between purchase-job work grouped by its exit. Start with the exit you are investigating rather than scanning every row.

Find a list

Prerequisites

- You have the access and identifying information listed in [Before you start](#).

Steps

1. Open the purchase-job exception list.
2. Select **Archived**.
3. Select the list that matches the work you are investigating.

If you are looking for...	Select...
RFQs that were not quoted	Unquoted RFQs
Cancelled RFQs	Cancelled RFQs
Rejected quotations	Rejected Quotations
Deleted purchase jobs	Deleted

Package no.	Sales job No.	Purchaser	Sub-supplier	Client	Package title	Offer price	Offer price in €	Regret reason	Regret date
19.1240	19.1240	Hassan Badr	CDC Groth	ACOD-MASAFEE	Pressure Regulator	6,657.20 €	6,657.20 €	Others	20 Sep 2020
520.1287	20.0221	Passant Badry	Wolong		1X 45 kW LV EX mo...	0.00 null	0.00 €	Others	14 Jul 2020
520.1290	19.0677	Mohamed Okashaa	Wolong		13x LV EX motors	0.00 null	0.00 €	Others	17 Mar 2020
520.1291	20.0143	Mohamed Okashaa	Wolong		2x LV safe area m...	0.00 null	0.00 €	Others	26 Feb 2020
520.1349	J20.1545	Hassan Badr	NETZSCH Pumpen ...	ECMI	progressive cavity ...	2,574.00 null	2,574.00 €		
521.1614	J21.1351	Passant Badry	Wolong	GPC	supply of 25xLV m...	0.00 null	0.00 €	Others	31 May 2021
524.1001	J23.1686	Ibrahim Muhamm...	NETZSCH NOTOS	GPC	Screw pumps for ...	22,950.00 €	22,950.00 €	Out of range	28 Nov 2023

Count: 7 32,181 € 32,181 €

Result: The list matching the purchase-job exit is on screen.

Understand the list and its rows

Each row represents purchase-job work in the selected exception list. Use the visible headers

to distinguish the job and the reason it appears in that list.

The saved list layout determines which columns appear. On the regretted list, the headers were:

Header	What it helps you identify
Package no.	The package number
Sales job No.	The related sales job number
Purchaser	The person responsible for purchasing
Sub-supplier	The supplier connected to the purchase work
Client	The client connected to the work
Package title	The package description
Offer price	The offer amount
Offer price in €	The offer amount expressed in euros

Header	What it helps you identify
Regret reason	The reason shown for regretted work
Regret date	The date shown for the regret

The list also provides the titled controls **Refresh** and **Table Layout**.

The list has no form fields; work from the headers and controls that appear in your list.

When you can identify the row from these headers, open the matching purchase job.

Open the matching purchase job

Open a row

Prerequisites

- The matching exception list is on screen.
- You have identified the row using its visible fields.

Steps

1. Select the matching row outside the edit column.

Result: The purchase-job record opens.

The purchase-job record page contains the recovery controls **Reactivate Job**, **Back to RFQ**,

and **Back to Offer**. Continue there when the record itself needs review or recovery: [Purchase job record](#).

Use the next section when you need to distinguish one exception outcome from another.

Handle exit-list variations

The exception lists group each corresponding exception outcome by the stage where the work

left the normal purchase-job path.

Prerequisites

- An exception list is open.
- You know which purchase-job exit you are investigating.

Steps

1. Identify the exception outcome shown by the selected list label.

List label	Work shown	Stage it leaves
Unquoted RFQs	Regretted offer work	Offer
Cancelled RFQs	Cancelled offer work	Offer
Rejected Quotations	Rejected offer work	Offer
Deleted	Deleted purchase-job work	The lifecycle includes Deleted

2. If the selected list does not match the exit you are investigating, select the matching list label in [Find the matching exception list](#).

For order outcomes, use the corresponding list:

Work you are tracing	Stage it leaves	List used
Rejected order work	Order	A separate rejected-order list
Cancelled order work	Order	A separate cancelled-order list

The archived sub-navigation includes **Cancelled RFQs**, **Rejected Quotations**, and **Deleted**. The **Cancelled Orders** and **Rejected orders** links are not available in that sub-navigation. Each list shows the corresponding exception work. Other exception lists cover regretted, rejected-offer, cancelled-offer, and deleted work.

If the Buyout Job module is not included, the list area shows the subscription-upgrade surface instead of the list. When the module is available, the columns still follow the saved list layout, so different lists can show different headers. Treat the headers on the list in front of you as the fields to use.

Result: The selected list shows the corresponding exception work, and you can tell which stage it leaves.

If an action stops while you use the list, use the next section to identify the symptom.

When the list action goes wrong

Use the exact text below to identify what stopped the list action.

Prerequisites

- The purchase-job exception list is open.

Steps

1. Select the row in the table that matches what you see.

What you see	What it means	What to do
Forbidden characters detected. Please remove them and try again.	The filter contains a forbidden character.	Remove the forbidden character and apply the filter again.
Data Importing completed	The imported data is ready for use.	Continue working with the list.
NO Data to Export	There are no rows available for export.	Select a list that contains the work you need before exporting.
Load data failed:	The list request returned an error message.	Read the text after Load data failed: and use it to diagnose the failed load.
The sign-in page appears instead of the list	Your session needs authentication.	Sign in, then open the purchase-job exception list again.
The list disappears	The list view has been replaced, so select a row only after the exception list is open again.	Return to the home page, then open the purchase-job exception list again.

Result: You either return to the purchase-job exception list or have the exact message that identifies the list problem.

After the list works again, continue with the purchase-job record, active work lists, or the procurement chain.

Continue the purchase-job work

After you identify the exception row, choose the page that owns the next action.

Prerequisites

- You have identified the exception row.

Steps

1. Open the page that matches your next need.

Your next need	Open
Review the purchase-job record or use its recovery controls	Purchase job record
Find active RFQ, quotation, order, or received work	Purchase job work lists
Follow the wider MRQ-to-purchase-order route	Purchase jobs procurement chain

Result: The page for your next purchase-job action is on screen.