# Creating Purchase Orders

August 18, 2026

## Checking Approved Requirements Before Creating a Purchase Order

Create a Purchase Order only after the related purchasing or project requirement has been approved. Starting from an approved requirement keeps the ordered products, quantities, and commercial details aligned with the demand already accepted by your team.

Before opening the Purchase Order form, review the approved requirement carefully. Focus on the products or services that must be purchased, the required quantities, and any required delivery or receiving dates. If the requirement includes several items, check every line rather than relying only on the overall requirement title or number.

When the requirement came from a supplier Offers process, use the selected Offers as your reference. The Offers review and selection process is covered in Managing Supplier Offers. Confirm that the chosen Sub-supplier can provide the required items under the agreed commercial terms before you create the Purchase Order.

Use the following checks before proceeding:

- Confirm that the requirement shows as **Approved** rather than **Draft**, **Awaiting Approval**, or another pending status.
- Review the required **Product** or service lines and their **Quantity** values.
- Check the required receiving, delivery, or purchasing dates shown on the requirement.
- Identify the **Vendor** or **Sub-supplier** that will fulfill the order.
- Make sure the requirement is the correct one for the purchasing need; compare its project, job, or related purchasing details where shown.
- Confirm that you can open **Purchasing** and access **Purchase Orders** in Pams.

[SCREENSHOT: An approved purchasing requirement showing product lines, quantities, required dates, and the selected Sub-supplier]

Do not use a Purchase Order to add unapproved demand. If the required product, quantity, or date has changed, return to the source requirement and have the change reviewed before placing the order. This prevents a Purchase Order from showing demand that differs from the approved purchasing or project record.

## Creating a Purchase Order from an Approved Purchasing Requirement

Create the Purchase Order from the approved purchasing requirement whenever the order should remain connected to that specific demand. This link makes it easier to see which requirement the order fulfills and to follow its progress from purchasing through receipt.

1. Open the approved purchasing requirement in Pams.
2. Review the requirement status and confirm it is **Approved**. Check the listed products or services, quantities, and requested purchasing details one more time before creating the order.
3. Select the available action that creates a **Purchase Order** from the requirement. Pams opens a new Purchase Order connected to the source requirement.
4. On the new Purchase Order, review the carried-over order lines. Confirm that each **Product**, **Quantity**, and related purchasing detail matches the approved requirement. If the requirement includes multiple items, compare every line.
5. Check the linked requirement information on the Purchase Order and the Purchase Order information on the source requirement, where shown. This connection is important when your team needs to trace an order back to the original demand.
6. Review the **Vendor** or **Sub-supplier** before saving. Make sure the selected party is the one intended to supply this requirement.
7. Click **Save** to keep the Purchase Order in **Draft** while you complete the remaining details. Use **Save and Close** when you have finished your review and want to return to the Purchase Orders list.

[SCREENSHOT: A Draft Purchase Order created from an approved purchasing requirement, with the source requirement link and carried-over order lines visible]

Use **Draft** as the review stage. You can make permitted corrections before the order is sent or submitted for approval. If the approved requirement itself is wrong, correct the source record first rather than changing the Purchase Order in a way that no longer reflects the approved demand.

## Creating a Purchase Order for an Approved Project Requirement

When a project needs materials, products, or external services, create the Purchase Order from the approved project requirement. Keeping the project requirement attached to the Purchase Order helps the purchasing team, project team, and warehouse team see why the order was raised and what project demand it supports.

1. Open the approved project requirement that needs external purchasing.
2. Check that the requirement is **Approved** and review its project-related demand. Confirm the listed **Product** or service, **Quantity**, and required receiving or delivery dates.
3. Select the action that creates a **Purchase Order** from the approved project requirement. Pams opens a new Purchase Order that is associated with that project demand.
4. Review the order lines that are brought into the Purchase Order. Compare the **Product**, **Quantity**, and purchasing details against the approved project requirement. Ensure that materials, services, and any separate line items remain clearly represented.
5. Select or verify the **Vendor** or **Sub-supplier** that will supply the project requirement. Confirm that this is the correct supplier for the approved requirement.
6. Review the project and source-requirement information shown on the Purchase Order. Keep this connection in place so the order can be traced to the project when purchasing, receiving, and job costing are reviewed.
7. Click **Save** to retain the order as **Draft** while you review prices, taxes, and other purchasing details.

[SCREENSHOT: A Draft Purchase Order linked to an approved project requirement, showing project-related order lines]

Create a separate Purchase Order when the approved project requirement must be supplied by a different Vendor or Sub-supplier. Also keep orders separate when items have different delivery schedules, even if they belong to the same project. Separate orders make it easier to monitor the status of each supplier commitment and to distinguish delayed items from items that are ready for receipt.

## Completing Purchase Order Details and Order Lines

After creating the Purchase Order, complete and verify the information that will be used for purchasing and approval. Work through the header details first, then review every order line. The order should match the approved purchasing or project requirement before it moves beyond **Draft**.

1. Open the Draft **Purchase Order** and verify the **Vendor** or **Sub-supplier**. Use the supplier selected for the approved requirement, unless an approved change requires a different supplier.
2. Review the order lines one at a time. Confirm the following details:

| Detail | What to check |
|---|---|
| **Product** | The item or service matches the approved requirement. |
| **Quantity** | The ordered amount matches the approved demand. |
| **Unit Price** | The price reflects the selected supplier Offers or agreed purchasing terms. |
| **Tax (%)** | The applicable tax is shown correctly for the order line. |

3. Check that all required products and services are present. If an expected line is missing, compare the Purchase Order with the approved source requirement before adding anything.
4. Add or adjust an order line only when the change remains consistent with the approved requirement. If the change affects what was approved, return to the source requirement for review rather than using the Purchase Order to introduce a new demand.
5. Review the full order value and the line details together. A correct total is not enough if the product, quantity, unit price, or **Tax (%)** on an individual line is incorrect.
6. Click **Save** after each significant update. Use **Save and Close** once the Draft Purchase Order has been fully reviewed.

[SCREENSHOT: Purchase Order order lines showing Product, Quantity, Unit Price, and Tax (%)]

Before the Purchase Order leaves **Draft**, check the vendor-facing details carefully. The Vendor or Sub-supplier should receive an order that clearly states what is required and reflects the approved purchasing or project demand.

## Submitting and Monitoring the Purchase Order

Use the Purchase Order status to understand where each order is in the purchasing process. Review the status from the Purchase Orders list and from the individual Purchase Order screen so you can identify orders that need action.

1. Keep the Purchase Order in **Draft** while you are checking the Vendor, **Product**, **Quantity**, **Unit Price**, and **Tax (%)**. Use this stage to correct permitted details before the order is issued or submitted for approval.

2. Move the order forward according to your team's purchasing process when the Draft details are complete. After it has been issued to the Vendor or Sub-supplier, use the **Sent** status to identify that the order has left your team and is awaiting the next purchasing action.

3. Review orders marked **To Approve**. This status identifies Purchase Orders that are awaiting approval. Check that the information on the order is complete and consistent with the approved source requirement before the approval decision is made.

4. Monitor Purchase Orders that show **Purchase Order** status as confirmed orders. These are the orders that can be followed against the original purchasing or project requirement.

5. Open the confirmed order when you need to verify the source requirement, Vendor or Sub-supplier, ordered products, quantities, and commercial details. Use the associated source record to understand the demand the order is intended to fulfill.

[SCREENSHOT: Purchase Orders list grouped or filtered by Draft, Sent, To Approve, and Purchase Order status]

The normal status flow is:

**Draft → Sent → To Approve → Purchase Order**

Use the status as an operational signal, not merely as a label. For example, a **Draft** needs review, a **Sent** order needs follow-up with the Vendor or Sub-supplier, **To Approve** needs an approval decision, and a confirmed **Purchase Order** should be monitored against its source requirement and expected receipt.

## Fixing Common Purchase Order Creation Issues

Most Purchase Order issues can be resolved by comparing the order with the approved purchasing or project requirement before the order is sent or approved. Start with the source requirement, then check the Purchase Order header and order lines.

- **You cannot create a Purchase Order from a requirement.**
  Open the purchasing or project requirement and confirm that it is **Approved**. A requirement that is still **Draft** or **Awaiting Approval** must be completed and approved before it can be used for purchasing.
- **Products or quantities are missing from the Purchase Order.**
  Compare each Purchase Order line with the approved source requirement. Check the **Product** and **Quantity** values line by line. Do not submit the order until the difference is understood and corrected.
- **The Purchase Order remains in Draft.**
  Review the **Vendor**, **Product**, **Quantity**, **Unit Price**, and **Tax (%)** fields. Complete any missing purchasing details, then save the order and follow your team's process for sending or submitting it.
- **The Purchase Order remains To Approve.**
  Confirm that the order details still match the approved requirement and that the Vendor or Sub-supplier is correct. If the commercial details changed after the requirement was approved, resolve the change with the source requirement before approval.
- **The wrong purchasing or project demand is linked to the order.**
  Open both the Purchase Order and the source requirement. Check the related requirement, project, products, and quantities. If the order was created from the wrong approved requirement, do not continue using it as though it represents the correct demand.

[SCREENSHOT: A Purchase Order showing its related approved requirement and order lines for comparison]

Correct issues before the Purchase Order is confirmed. A clear connection between the approved requirement and the confirmed Purchase Order supports accurate receiving, stock handling, project follow-up, and purchasing records.

## Overview

In Pams, a Purchase Order records the products, materials, services, quantities, prices, and taxes that you intend to purchase from a Vendor or Sub-supplier. It is created from an approved purchasing requirement or approved project requirement so the order remains connected to the demand it is meant to fulfill.

The Purchase Order workflow begins with an approved requirement. You create a Purchase Order from that record, check the carried-over order lines, select or confirm the Vendor, and review the commercial details while the order is in **Draft**. The order then moves through the purchasing status flow:

**Draft → Sent → To Approve → Purchase Order**

Each status helps your team identify the next action. **Draft** means the order is still being checked. **Sent** identifies an order issued to the Vendor or Sub-supplier. **To Approve** identifies an order waiting for approval. **Purchase Order** identifies a confirmed order that can be monitored against the related purchasing or project requirement.

Purchase Orders are part of the wider procurement workflow in Pams. They follow the requirement and Offers work completed before purchasing, then support the next steps of receiving purchased goods and managing inventory. The source link is especially useful for projects because it shows which approved project demand led to each supplier commitment.

[SCREENSHOT: The procurement flow from approved requirement to Purchase Order, then receiving]

Use Purchase Orders to keep purchasing information clear and traceable. When the source requirement, Vendor or Sub-supplier, products, quantities, prices, and status are correct, your team can follow the order without relying on separate spreadsheets or disconnected supplier messages.

## Prerequisites

Before creating a Purchase Order in Pams, make sure the purchasing information is ready and the related requirement has completed its approval process. The Purchase Order should represent an approved need, not an early estimate or an unreviewed supplier response.

Prepare the following before you begin:

- An approved purchasing requirement or approved project requirement.
- The correct **Vendor** or **Sub-supplier** for the order.
- Confirmed **Product** or service lines.
- Approved **Quantity** values for every line.
- The expected **Unit Price** for each product or service.
- The applicable **Tax (%)** for each order line.

- Required delivery, receiving, or purchasing dates shown on the source requirement.
- Access to **Purchasing** and **Purchase Orders** in Pams.

Where the Purchase Order is based on supplier Offers, ensure that the Offers review has been completed first. Use Managing Supplier Offers for the process of reviewing supplier Offers before using their commercial details in a Purchase Order.

Also check whether the requirement needs one order or several. Use separate Purchase Orders when different Vendors or Sub-suppliers will fulfill different items, or when items need separate delivery schedules. This keeps each confirmed **Purchase Order** focused on one supplier commitment and makes later follow-up clearer.

[SCREENSHOT: A completed approved requirement with Vendor, Product, Quantity, Unit Price, Tax (%), and required dates ready for Purchase Order creation]

After the Purchase Order is confirmed, continue with Managing Buyout Decisions to manage the next procurement decision workflow.