

July 28, 2026

Buyouts

Applications › Sales › buyouts

Shotec S.A.E

Shotec S.A.E

Buyout > MRQ > New

Save

Save and Close

X

Buyout

RFQ

Offer

Branch

Purchaser

Product Type

Package Title

Shipment Time Frame

Shotec S.A.E

Ramy Othman

Select...

Display name

30 Days(s)

Client

Job Items

Item Description	Unit	Qty
1	Pieces	1.00

Buyouts

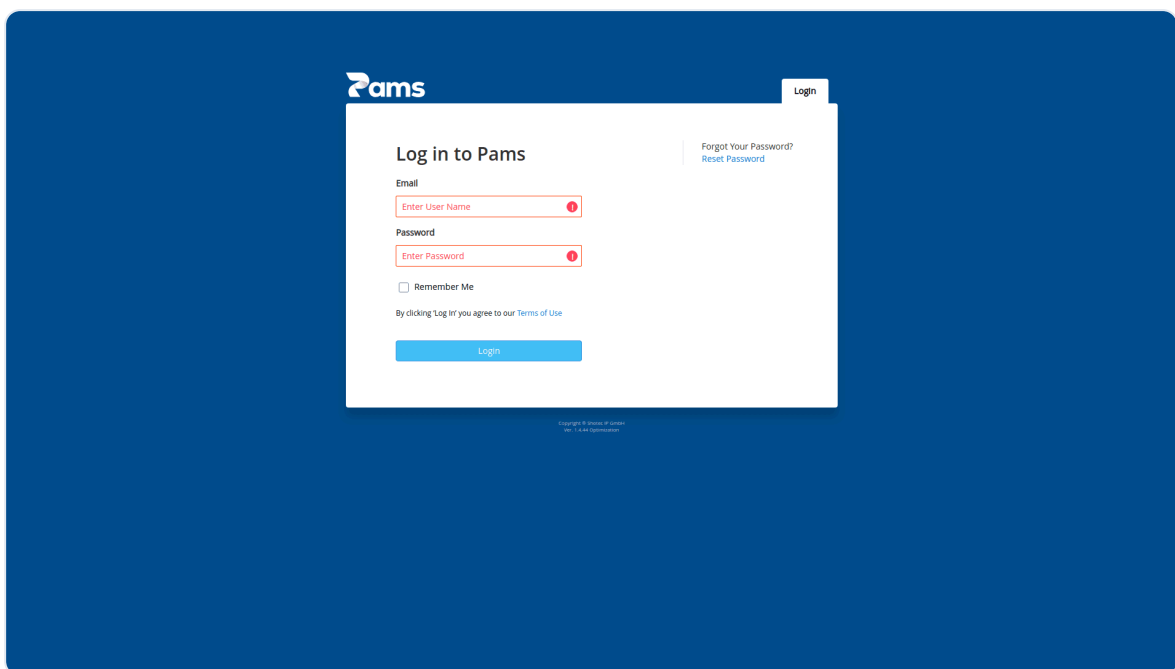
Overview

Buyouts are procurement commitments recorded for a sales job or project. Sales representatives, project managers, and purchasing officers use this area to keep buyout records available alongside commercial and project work. Use a buyout record when you need to identify a procurement item, retain supporting files, and save the record for later review.

Workflow

1. Open the **Sales** application area and select **Buyout**.

If the system displays a sign-in prompt, enter your credentials in **Enter User Name** and **Enter Password**, then select **Login**.



buyouts

Note: The available screen does not show buyout status values or approval actions. Save the record when its available information is correct, and revise it by reopening it if required.

2. Decide whether you are reviewing an existing buyout or recording information on a new buyout form.
 - To review the displayed buyout information, use the available list or record view.

- When a new buyout form is open, use **Select...** to choose an available value where selection is required.
- Enter a clear identifier in **Display name** so that users can recognize the buyout later.

The screenshot shows the 'Pams' software interface for creating a new buyout form. The top navigation bar includes a sidebar with icons and a main header with 'Buyout > MRQ > New'. The form is divided into several sections:

- Branch:** Shotec S.A.E
- Purchaser:** Ramy Othman
- Product Type:** Select... (with a red error indicator)
- Package Title:** Display name (with a red error indicator)
- Shipment Time Frame:** 30 Day(s)
- Client:** (empty field)
- Job Items:** A table with columns 'Item Description', 'Unit', and 'Qty'. It contains one row with '1' in the 'Qty' column and 'Pieces' in the 'Unit' column.

At the bottom right, there are buttons for 'Save' and 'Save and Close'.

Buyouts

This close-up shows the bottom navigation bar of the Pams software interface. It features a dark header with icons for a plus sign, a clock, a bell with a red notification badge showing '6', a castle icon, a gear icon, and a user profile icon labeled 'RO'. Below the header are three buttons: 'Save', 'Save and Close', and a close button 'X'.

3. Decide whether supporting documentation is required.

- To retain a file with the buyout, use **Attach** and add the required file through **files[]**.
- If no supporting document is required at this time, continue without adding a file.

Tip: Use a specific display name that identifies the commercial purpose of the buyout. This makes the record easier to distinguish from other project

procurement commitments.

4. Decide whether to keep working on the record or finish the current entry.
 - Select **Save** to store the current information and remain on the record.
 - Select **Save and Close** to store the current information and close the form.
 - Use **Ok** when the system requests confirmation.

Branch: Shotec S.A.E

Purchaser: Ramzy Othman

Product Type: Select...

Package Title: Display name

Shipment Time Frame: 30 Day(s)

Job Items	Item Description	Unit	Qty
1		Pieces	1.00

Buyouts

Save | Save and Close | X

5. After saving, use the available actions only when needed.
 - Select **Print** when you need to use the record's print action.
 - Select **Tickets** when you need to access the ticket action associated with the record.
 - Select **Attach** again if additional files must be retained with the buyout.

Examples

A project manager needs to record a procurement commitment for a sales job before the purchasing officer proceeds with supplier follow-up.

1. Open **Sales**, then select **Buyout**.

The screenshot shows the 'Buyout' form in the Pams system. The form is titled 'Buyout > MRQ > New'. It features a sidebar with navigation icons and a top navigation bar with 'Buyout', 'RFQ', and 'Offer' tabs. The main form area contains fields for 'Branch', 'Purchaser' (with a 'Select...' dropdown), 'Product Type' (with a 'Select...' dropdown), 'Package Title' (with a 'Display name' label), and 'Shipment Time Frame' (with a 'Select...' dropdown). Below these fields is a 'Client' field. A 'Job Items' table is visible, with columns for 'Item Description', 'Unit', and 'Qty'. The table contains one row with '1' in the 'Item Description' column, 'Pieces' in the 'Unit' column, and '1.00' in the 'Qty' column. At the bottom right, there is a 'Tickets' button.

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2. On the buyout form, use **Select...** to choose the applicable available value.
3. In **Display name**, enter `Office Fit-Out Materials Buyout` .
4. Select **Attach** and add the relevant supplier quotation or other supporting document through **files[]**.
5. Review the selected value, display name, and attached file. Because the record is complete, select **Save and Close**.

Buyout MRQ New

Branch: Shotec S.A.E Purchaser: Rammy Othman Product Type: Select... Package Title: Display name Shipment Time Frame: 30 Day(s)

Client:

Job Items:

Item Description	Unit	Qty
1	Pieces	1.00

Buyouts

Save | Save and Close | X

The buyout information is now saved with its identifying name and supporting document. If further information becomes available, reopen the record, update the available fields, and select **Save** or **Save and Close** again.

Tips

Tip: Select **Save** when you need to keep the form open for further checks or file attachment. Select **Save and Close** only when the current entry is complete.

Warning: Do not rely on an unclear **Display name**. A generic name can make it difficult for sales, PM, and purchasing users to identify the correct buyout record.

Note: Attach relevant supporting files at the time of entry where possible, so that the buyout record and its documentation remain together.

Troubleshooting

Symptom	Likely cause	Fix
You cannot enter the Buyout area.	A sign-in prompt is displayed.	Complete Enter User Name and Enter Password , then select Login .
The buyout cannot be identified easily after saving.	Display name was left unclear or was not entered.	Reopen the record, enter a specific Display name , and select Save .
A required document is not available with the buyout.	No file was added through the attachment area.	Select Attach , add the file through files[] , then select Save .
The form remains open after saving.	Save was used instead of Save and Close .	Select Save and Close when you have finished the current record.

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