

Process Procurement Offer

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Procurement offer

Process flow

flowchart LR

```
n0["Draft"] --> n1["AwaitingApproval"] --> n2["Approved"] --> n3["Valid"] --> n4["Ordered"]  
n3 -. -> x1["ConsederAsValid"]
```

Procurement Offer Flow

This process tracks a procurement offer from its initial Draft state through approval, validity, and ordering. Procurement users manage the offer as it progresses through the stages below.

Offer Stages

Draft

The record is a procurement offer in Draft. The next main-path stage is AwaitingApproval.

Another offer moves the offer to Draft.

AwaitingApproval

The record is a procurement offer awaiting approval. The next main-path stage is Approved.

Approved

The record is an approved procurement offer. It proceeds next to Valid.

Valid

The record is a valid procurement offer. The next main-path stage is Ordered.

The following actions can move an offer to Valid:

- **Alternative offer** moves the offer to Valid, only when alternative offers are included in the subscription.
- **Consider offer as sent to client** moves the offer to Valid.
- **Revision offer** moves the offer to Valid, only when the offer has a client.
- **Update single offer** moves the offer to Valid, only after the validation date has passed.** Consider offer as sent to client** can also move the offer to ConsederAsValid.

Ordered

The record is a procurement offer in Ordered, the final listed stage of the main path.

Leaving the Main Offer Path

Draft is the declared return point for the process: **Another offer** moves the offer back to Draft.

The following outcomes take an offer off the main path:

- **RejectedApproval** leaves the path from Rejected.
- **ConsederAsValid** leaves the path from Valid. **Consider offer as sent to client** moves the offer to this outcome.
- **ExtensionRejected** leaves the path from Rejected. **Denied extension single offer** moves the offer to this outcome.
- **Expired** leaves the path. **Update single offer** moves the offer to Expired only after the validation date has passed.
- **Regretted** leaves the path.
- **Cancelled** leaves the path. **Cancel single offer** moves the offer to Cancelled.
- **Rejected** leaves the path. **Reject single offer** moves the offer to Rejected.

Related Procurement Pages

For broader procurement guidance, see [Getting Started with Procurement](#), [Procurement — Overview](#), [Procurement](#), and [Procurement List](#).

For offer and process work, see [Configure Offer Status](#), [Create Offer from Inquiry](#), [Process an inquiry into an offer and submit the offer for approval](#), [Convert Offer to Purchase Order](#), and [Complete Procurement](#).

For additional guidance, use [Help & Troubleshooting — Procurement](#) and [Procurement — Learning Path](#).