

Process Procurement Order

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Procurement order

Process flow

```
flowchart LR
    n0["Draft"] --> n1["AwaitingApproval"]
    n1 --> n2["Approved"]
    n2 --> n3["AwaitingActivation"]
    n3 --> x1["ConsiderAsAwaitingActivation"]
```

Procurement order flow

Procurement users manage a procurement order from Draft through delivery. At each stage, the order represents its current position in the approval, activation, shipment, and delivery flow.

Order stages

Draft

A Draft order is the starting form of the procurement order.

Approve order advances the order to AwaitingApproval, only when the order is eligible for approval.

The following actions place an order in Draft:

- **Cancel order request**, only when the approval process applies.
- **Consider order as not approved**, only when the approval process applies.
- **Consider order as not sent**, only when the approval process applies.
- **Create p os regarding to short vendor list**, only when a single order is selected.

AwaitingApproval

An AwaitingApproval order is waiting for approval to be completed.

Approve order advances the order to Approved, only when the order is eligible for approval.

Approved

An Approved order has completed approval and is ready to proceed toward activation.

The following actions can advance an order to AwaitingActivation:

- **Change stage single purchasing order**, only when the order is eligible for AwaitingActivation.
- **Consider order as sent to client**, only when the order is eligible for AwaitingActivation.
- **Update single order**, only when the order is eligible for AwaitingActivation.**
Apply order editing** returns the order to AwaitingApproval, only while the order is Approved.** Consider order as not sent** can place the order in Approved, only when the approval process applies.

AwaitingActivation

An AwaitingActivation order is ready to be activated before becoming Valid.

The next stage is Valid.

Valid

A Valid order is active in the procurement flow and proceeds toward shipment readiness.

The next stage is ReadyForShipment.

ReadyForShipment

A ReadyForShipment order is prepared for shipment.

The next stage is Delivered.

Delivered

A Delivered order has reached the delivery stage of the main procurement order flow.

Leaving or returning to the flow

An order can return to an earlier point through the declared actions that place it in Draft, Approved, or AwaitingApproval. In particular, **Apply order editing** returns an

Approved order to AwaitingApproval, while the approval-process actions can place an order in Draft or Approved.

The following outcomes leave the main path:

- **ConsiderAsAwaitingActivation** leaves from AwaitingActivation.
- **RejectedApproval** leaves from Rejected.
- **Rejected** is an exit outcome.
- **Cancelled** is an exit outcome. **Cancel single order** moves an order to Cancelled.

These exit outcomes do not continue through the remaining main stages toward Delivered.

Related pages

For procurement setup and order management, see [Getting Started with Procurement](#), [Procurement — Overview](#), [Procurement](#), and [Orders](#).

For related order records and delivered orders, see [Direct Order](#), [Project Orders List](#), and [Delivered Orders](#).