

Process Purchasing Job

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Purchasing job

Process flow

flowchart LR

```
n0["Potential"] --> n1["Offer"] --> n2["Order"] --> n3["Delivered"]
n0 -.-> x0["MissedPotential"]
n0 -.-> x1["RegrettedPotential"]
n0 -.-> x2["CancelledPotential"]
n1 -.-> x3["RegrettedOffer"]
n1 -.-> x4["CancelledOffer"]
n1 -.-> x5["RejectedOffer"]
```

Purchasing Job Lifecycle

Purchasing users run this process to take a purchasing job from an initial potential through offer and order handling to delivery. A purchasing job follows the stage sequence Potential, Offer, Order, and Delivered.

Stage Progression

Potential

At this point, the record is a potential purchasing job. Use **After get purchasing job** to move it to Offer, only while the job has no inquiries yet.

The following actions are also declared to move a purchasing job to Potential:

- **After get purchasing job**: available only while the job is Potential and has no inquiries yet.
- **Create single inquiry**: available only when a particular inquiry position is selected.
- **Request new inquiry**: available only while the job has no inquiries yet. **** Offer****
The record is now a purchasing job in the Offer stage. Before it can progress to

Order, its offer must move through:

Draft → AwaitingApproval → Approved → Valid → Ordered

Once the offer is Ordered, the purchasing job proceeds to Order.

Order

The record is a purchasing job in the Order stage. Its order must progress through the following sequence before the job reaches Delivered:

Draft → AwaitingApproval → Approved → AwaitingActivation → Valid → ReadyForShipment → Delivered

When the order is Delivered, the purchasing job proceeds to Delivered.

Delivered

The record is a delivered purchasing job. It has completed the purchasing-job path.

Leaving the Purchasing Job Path

A purchasing job remains on the main path while it is in its current stage. When it moves to one of the following outcomes, it leaves that path.

From Potential

While the job is still Potential, it remains at the Potential point in the path. The following outcomes leave the path from there:

- **MissedPotential
- RegrettedPotential
- CancelledPotential**

After any of these outcomes, the record is outside the Potential → Offer → Order → Delivered path.

From Offer

While the job is still Offer, it remains at the Offer point in the path. The following outcomes leave the path from there:

- **RegrettedOffer
- CancelledOffer
- RejectedOffer**

After any of these outcomes, the record is outside the main purchasing-job path.

From Order

While the job is still Order, it remains at the Order point in the path. The following outcomes leave the path from there:

- ****RejectedOrder**
- **CancelledOrder****

After either outcome, the record is outside the main purchasing-job path.

Deleted

A record that is **Deleted** leaves the purchasing-job path from the point it occupied before deletion.

Related Purchasing Pages

For related purchasing and order work, see [Purchasing — Overview](#), [Getting Started with Purchasing](#), and [View the Purchasing List](#).

For offer setup, see [Configure Offer Status](#).

For order records and lists, see [Orders](#), [Project Orders List](#), [New Direct Order](#), [Direct Order](#), and [Direct Order](#).

For related fulfillment records, see [Transfer Order](#), [Transfer Order](#), [Production Order](#), [Shipping Order](#), and [Delivered Orders](#).