

Getting Started with Procurement

August 8, 2026

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Applications > Procurement

The screenshot shows the PAMS V2 Material Requisition (MRQ) form. The form is titled "Material Requisition > MRQs > New" and includes a "Save" button and a "Save and Close" button. The form fields include:

- Branch: Shotec S.A.E
- MRQ title: (empty)
- Required Receiving Date: 07 Aug 2026
- Drop shipping: ☐
- Short Vendors List: (empty)
- Limited VL: ☐

The form also includes a table for "Products" and a table for "Additional Requirements". Both tables are currently empty and display "No data".

#	Product	Unit	Qty	Purchasing	Forecasted Receiving Date
No data					

Product	Unit	Qty
No data		

Getting Started with Procurement

Use Procurement to access procurement records and begin working with purchasing-related transactions.

First task: Open a procurement record

1. Navigate to **Applications > Procurement**.
2. Open **Procurement**.
3. Select a procurement record to open the **Procurement record** screen.

Expected result

The selected procurement record opens and is ready for you to review or continue processing.

Next step

To begin a requirement from internal demand, open **Material Requisition**.

Related pages

- [Procurement — Overview](#)
- [Material Requisition](#)
- [Procurement — Learning Path](#)
- [For Internal](#)
- [List](#)