

Before working with the list regularly, set up a layout that displays the columns most useful for your role. You can select the standard view, create a personal layout, choose visible columns, and save changes to the current layout.

1. Open the Purchase List and select **Standard Layout** when you want to return to the standard list arrangement.

Package no.	Sales job No.	Purchaser	Offer type	Bid due date	Sub-supplier	Client	Package title	Offer price	Offer price in €
18.0106	18.0106	Mahmoud El Shahawy	Firm	29 Mar 2018	Flowserve SIHI	Pharco	4 mech. seal for SIHI pu...	1,133.60 undefined	1,133.60 €
18.0156	18.0156	Kareem Moustafa	Firm	04 Mar 2018	MISC	BORSIG ZM	2 memory card SIEMEN...	28,037.53 undefined	1,401.88 €
18.0334	18.0334	Omar Magdy	Firm	06 May 2018	Flowserve Seals	SC johnson	overhaul kit for SIHI pu...	1,169.38 undefined	1,169.38 €
19.0278	19.0278	Ahmed Aly	Firm	30 Oct 2019	Stock Netzsch	Petrotrade	spare parts for nemo p...	58,733.42 undefined	3,524.01 €
19.0278	19.0278	Ahmed Aly	Firm	04 May 2020	Local Market	Petrotrade	Gear Oil	2,600.00 undefined	0.00 €
S20.1336	j20.1497	Fatma Moustafa	Firm	09 Sep 2020	Stock KTR	Suez Steel	KTR complete coupling ...	208.05 undefined	208.05 €
S20.1385	j20.1800	Fatma Moustafa	Budget	01 Dec 2020	Stock KTR	Bauer Egypt	ROTEX-42 COUPLING	1,070.00 undefined	1,070.00 €
S20.1397	j20.1805	Fatma Mohamed	Budget	14 Dec 2020	NETZSCH Pumpen Syst...	IETOS	Matay project	9,826.00 undefined	9,826.00 €
S20.1399	j20.1566	Fatma Moustafa	Budget	15 Dec 2020	Stock KTR	Egyptian Steel	Request for Quotation ...	54.00 undefined	54.00 €
S20.1400	j20.1575	Fatma Moustafa	Firm	15 Dec 2020	Stock KTR	Motion	spider for coupling ROT...	43.20 undefined	43.20 €
S20.1402	j20.1599	Fatma Moustafa	Firm	15 Dec 2020	Stock KTR	Motion	5-COUPLING GS14	50.15 undefined	50.15 €
S21.1444	j21.1022	Fatma Moustafa	Firm	10 Jan 2021	Stock KTR	ASCOM (ACCM)	ROTEX spider 19	357.29 undefined	18.94 €
S21.1462	j21.1099	Fatma Moustafa	Firm	02 Feb 2021	Stock KTR	Shell	ROTEX many sizes	15,704.00 undefined	832.31 €
S21.1588	j21.1459	Fatma Moustafa	Firm	02 Jun 2021	Stock KTR	ICOPACK	spider for ROTEX 24	433.00 undefined	22.52 €
S21.1641	j21.1529	Fatma Moustafa	Firm	08 Jul 2021	Stock KTR	National Maiza	ROTEX 24	82.60 undefined	82.60 €
S21.1511	j21.1247	Ahmed Aly	Firm	19 Aug 2021	Local Market	Shotec S.A.E	Assembly, coupling & al...	66,750.00 undefined	3,604.50 €
S21.1704	j21.1757	Mohamed Mamdouh	Firm	06 Sep 2021	Future Advanced Techn...	Norm Solution	AODD Pump	11,970.00 undefined	646.38 €
S21.1726	j21.1615	Abdelrahman-Mousa	Firm	28 Jul 2021	Samson Controls S.A.E	ESIIC	Valves	886,992.00 undefined	47,897.57 €
S21.1779	j21.1974	Fatma Moustafa	Firm	25 Oct 2021	Stock KTR	PERMA	ROTEX 90 COUPLING	293.10 undefined	293.10 €
S21.1892	j21.2218	Fatma Mohamed	Firm	27 Dec 2021	NETZSCH NEMO	Intech	Armant project	26,804.04 undefined	26,804.04 €
S21.1892	j21.2218	Fatma Mohamed	Firm	27 Dec 2021	NETZSCH NEMO	Intech	Armant project	26,804.04 undefined	26,804.04 €
								2,128,508 €	2,128,508 €

Purchase List

2. To create a separate arrangement, select **Add Layout**. Enter a value in **Layout name**, then select **Save**.

Use a clear layout name that identifies its purpose, such as “Purchaser Bid Follow-up” or “Job Procurement Review”.

Tip: Create different layouts only when you need different sets of columns or a different list arrangement. A focused layout makes daily follow-up faster.

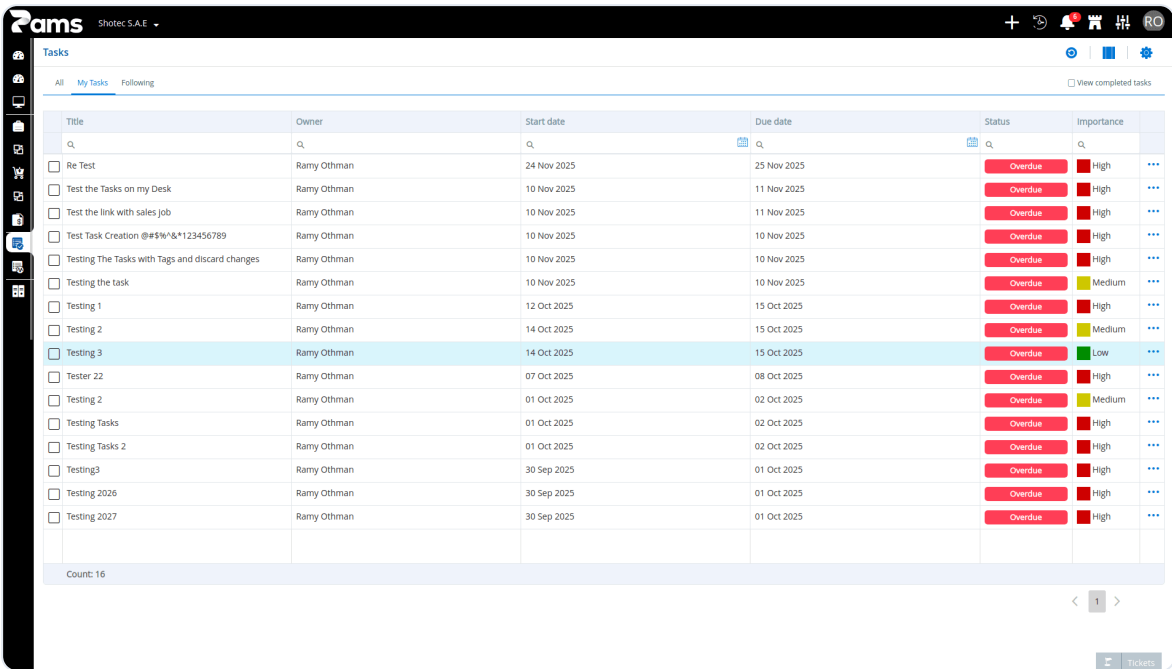
3. Select **Columns Chooser** to choose the columns to display in the list. Use the available column choices to focus the view on the information required for your review, such as package number, sales job number, purchaser, offer type, bid due date, or sub-supplier.
4. Select **Update Current** to save changes to the active layout. Select **Cancel** if you do not want to keep the pending changes.

5. When a saved layout is no longer required, select **Delete Current**, then confirm with **Delete**.

Warning: Deleting the current layout removes that saved layout. Confirm that you are deleting the correct layout before selecting **Delete**.

Workflow

1. Open the Purchase List from the purchasing workspace. Review the available list columns to identify the purchasing records relevant to your current work, including package number, sales job number, purchaser, offer type, bid due date, and sub-supplier.



The screenshot shows the Pams Tasks interface. The top bar includes the Pams logo, user name 'Shotec S.A.E.', and various icons. Below the top bar, there are tabs for 'All', 'My Tasks', and 'Following'. A search bar is present on the right. The main table has columns: Title, Owner, Start date, Due date, Status, and Importance. The table contains 16 tasks, all with 'Overdue' status and 'High' importance. The tasks are listed in descending order of due date. The bottom of the table shows a 'Count: 16' and a pagination control.

Title	Owner	Start date	Due date	Status	Importance
Re Test	Ramy Othman	24 Nov 2025	25 Nov 2025	Overdue	High
Test the Tasks on my Desk	Ramy Othman	10 Nov 2025	11 Nov 2025	Overdue	High
Test the link with sales job	Ramy Othman	10 Nov 2025	11 Nov 2025	Overdue	High
Test Task Creation @#%&*123456789	Ramy Othman	10 Nov 2025	10 Nov 2025	Overdue	High
Testing The Tasks with Tags and discard changes	Ramy Othman	10 Nov 2025	10 Nov 2025	Overdue	High
Testing the task	Ramy Othman	10 Nov 2025	10 Nov 2025	Overdue	Medium
Testing 1	Ramy Othman	12 Oct 2025	15 Oct 2025	Overdue	High
Testing 2	Ramy Othman	14 Oct 2025	15 Oct 2025	Overdue	Medium
Testing 3	Ramy Othman	14 Oct 2025	15 Oct 2025	Overdue	Low
Tester 22	Ramy Othman	07 Oct 2025	08 Oct 2025	Overdue	High
Testing 2	Ramy Othman	01 Oct 2025	02 Oct 2025	Overdue	Medium
Testing Tasks	Ramy Othman	01 Oct 2025	02 Oct 2025	Overdue	High
Testing Tasks 2	Ramy Othman	01 Oct 2025	02 Oct 2025	Overdue	High
Testing3	Ramy Othman	30 Sep 2025	01 Oct 2025	Overdue	High
Testing 2026	Ramy Othman	30 Sep 2025	01 Oct 2025	Overdue	High
Testing 2027	Ramy Othman	30 Sep 2025	01 Oct 2025	Overdue	High

Purchase List

2. Decide whether you need all available records or a subset for follow-up. Use **Search** to find records by the information visible in the list, such as a package number, job number, purchaser, or supplier.

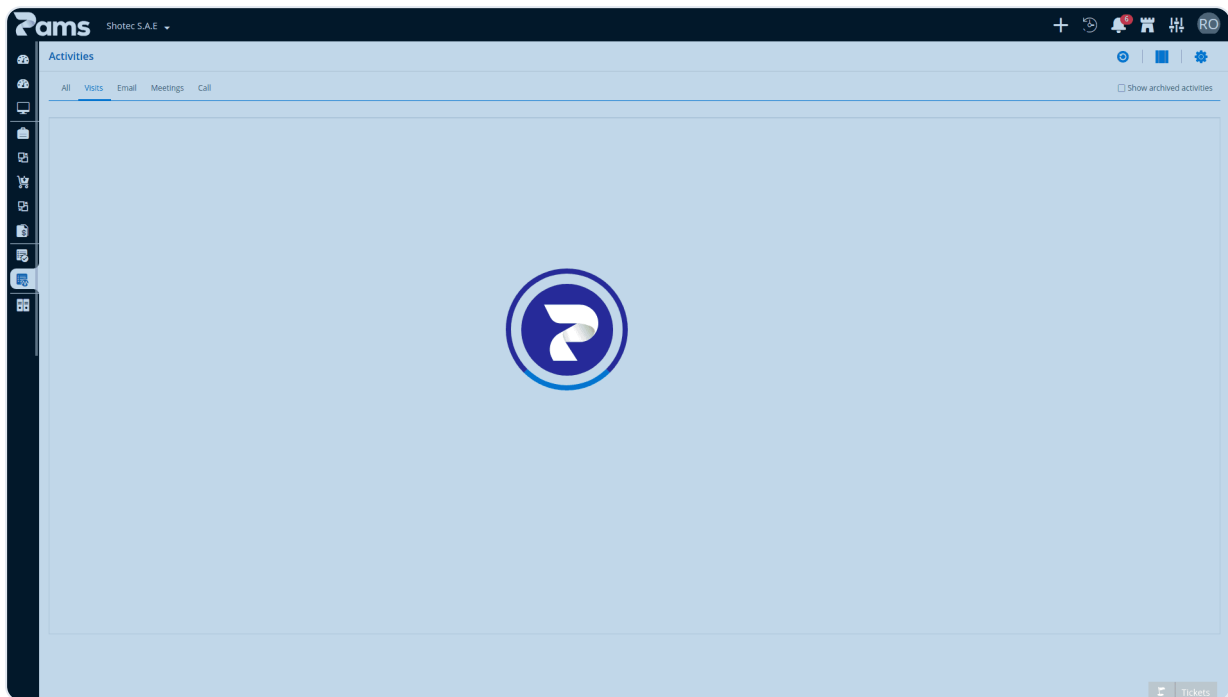
Use the list filters **All**, **Planned (BOM)**, and **To Order (MRQ)** when you need to focus on the corresponding purchasing work category.

3. Decide whether your review is related to tasks or activities. Select the appropriate tab:
- Select **tasks** to review purchasing-related task records.

- Select **activities** to review purchasing-related activity records.
4. Decide whether the current list layout supports the decision you need to make. If required, select **Columns Chooser** and adjust the displayed columns. Select **Update Current** to retain the updated layout, or select **Cancel** to discard the changes.
 5. When you need to use the list outside the platform, select **Export**. Export only the records and columns needed for the intended review or report.

Note: Search and select the relevant list category before exporting so that the exported information is limited to the purchasing records you intend to review.

Activities



Purchase List

The **activities** tab holds purchasing-related activity records. Use this tab when your work involves monitoring or reviewing activities associated with purchasing packages and sales jobs. The list can show identifying and commercial information, including package number, sales job number, purchaser, offer type, bid due date, and sub-supplier.

Use **Search** to locate the activity records relevant to a particular job, purchaser, or supplier. The available screen controls do not identify an action that moves records into or out of the Activities tab.

Tasks

The **tasks** tab holds purchasing-related task records. Use this tab to review task-oriented purchasing work and to compare records using the list information, including package number, sales job number, purchaser, offer type, bid due date, and sub-supplier.

Use **Search** and the available list categories to narrow the task records displayed. The available screen controls do not identify an action that moves records into or out of the Tasks tab.

Examples

A purchasing officer needs to review procurement work for a sales job before its bid due date.

1. Open the Purchase List and use **Search** to enter the sales job number for the job under review.
2. Select **Planned (BOM)** to focus on planned purchasing requirements, if the review concerns bill-of-material planning. If the requirement is ready for purchasing follow-up, select **To Order (MRQ)** instead.
3. Review the visible package number, purchaser, offer type, bid due date, and sub-supplier information. Confirm that the list includes the expected purchasing package and that the bid due date is visible.
4. Select **activities** when the review concerns activity follow-up, or select **tasks** when the review concerns task-oriented work.
5. If the bid due date is not visible in the active layout, select **Columns Chooser**, include the required column, and select **Update Current** to save the improvement for future reviews.
6. Select **Export** when you need to share the filtered list with the project team or retain it for offline review.

Tips

Tip: Use package number and sales job number as your primary search terms when following a specific procurement requirement.

Note: Review the purchaser and bid due date together when prioritising purchasing follow-up work.

Warning: Before selecting **Delete Current**, make sure that another saved layout is active if you still need the current column arrangement.

Troubleshooting

Symptom	Likely cause	Fix
The list contains too many records to review efficiently.	No search value or list category has been applied.	Use Search and select All , Planned (BOM) , or To Order (MRQ) as appropriate.
A required list column is not visible.	The active layout does not include that column.	Select Columns Chooser , update the displayed columns, and select Update Current .
Layout changes are not retained.	The changes were cancelled or not saved to the current layout.	Select Update Current after making the required layout changes.
The wrong saved layout is displayed.	A different layout is active.	Select Standard Layout or choose the required saved layout using the layout controls.

Related pages

- [Purchase — Overview](#)
- [Purchase — Learning Path](#)