

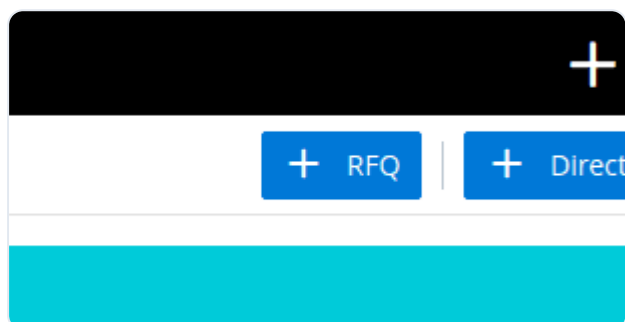
August 18, 2026

Purchase

User Guide › *Purchasing*

Purchasing : RFQs							
☒ All ☒ RFQs ☐ Offers ☐ POs ☐ Archived							
Purchasing no.	MRQ no.	Purchaser	Job stage	Package title	Required receiving date	Supplier	
Q	Q	Q	Q	Q	Q	Q	
P26.1036	M26.1050	Fatma2 Mohamed	Inquiry	test1	29 Jun 2026	6th October PP	
P26.1066	M26.1087	Fatma2 Mohamed	Inquiry	test	10 Jul 2026	6th October PP	
P26.1069	M26.1091	Fatma2 Mohamed	Inquiry	test	15 Jul 2026	6th October PP	
P26.1084	M26.1107	Fatma2 Mohamed	Inquiry	test	03 Aug 2026	abc	
P26.1086	M26.1108	Fatma2 Mohamed	Inquiry	test5	03 Aug 2026	6th October PP	
P26.1091	M26.1113	Fatma2 Mohamed	Inquiry	jllkjhjkhj	06 Aug 2026	APEC pumps Europe BN	
P26.1091	M26.1113	Fatma2 Mohamed	Inquiry	jllkjhjkhj	06 Aug 2026	abc	
P26.1091	M26.1113	Fatma2 Mohamed	Inquiry	jllkjhjkhj	06 Aug 2026	APEC pumps Europe BN	

Purchasing — Purchasing



Overview

Use **Purchasing** to review and progress purchasing records for jobs and packages. Purchasing officers use this workspace to identify the purchasing record, associated MRQ number, purchaser, job stage, package title, and required receipt date.

The purchase process can begin from an **RFQ** or a direct purchase order. Offers progress through **Draft**, **Awaiting Approval**, **Approved**, **Valid**, and **Ordered**. Use the available offer actions only when the record meets the applicable status and approval conditions.

Before you start

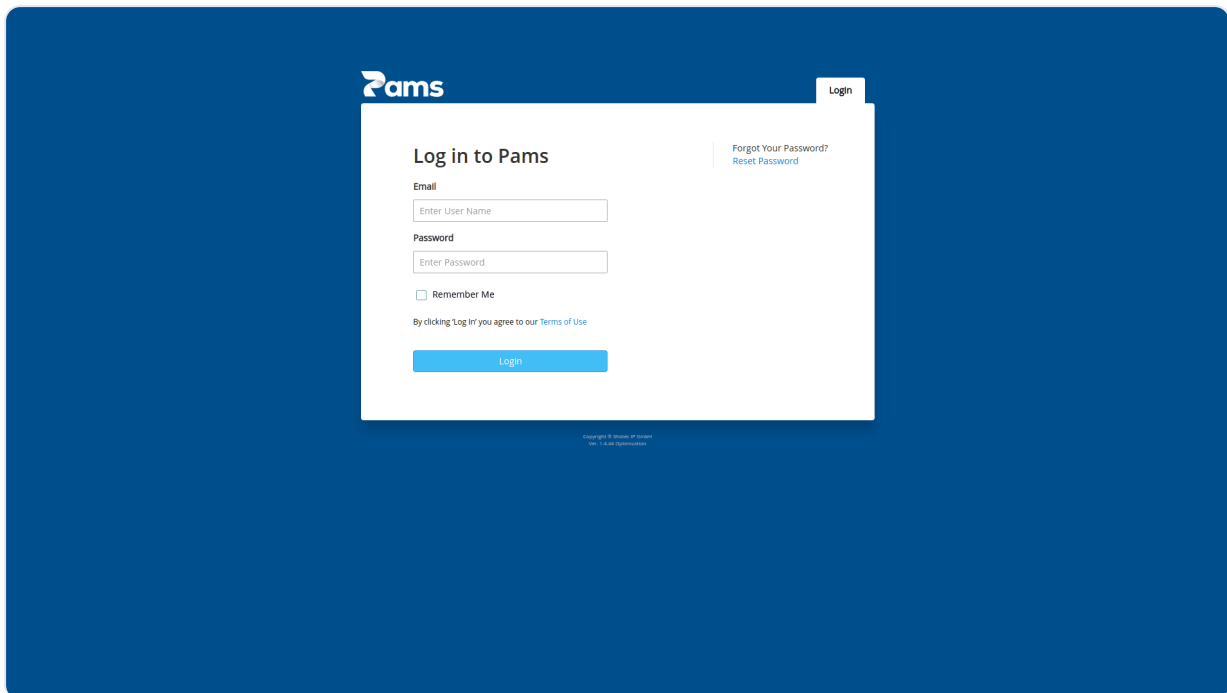
- Ensure that you have access to the **Purchasing** workspace.
- Prepare at least one RFQ before progressing an RFQ-based purchase, or at least one purchase order before progressing a direct purchase.
- An Offer must contain at least one item.
- A manager acts on Offers in **Awaiting Approval**.

Steps

1. On the navigation bar, select **Purchasing**.
2. Select **All** to view the purchasing records currently available to you.
3. Review the purchasing list and identify the record using the available information, including **Purchasing no.**, **MRQ no.**, **Purchaser**, **Job stage**, **Package title**, and the required receipt date.
4. Select **RFQ** when you need to work from a request for quotation, or select **Direct P.O.** when you are proceeding with a direct purchase order.
5. For an Offer that is still being prepared, keep the Offer in **Draft** until its items and purchasing information are complete. An Offer requires at least one item.
6. When the Offer is ready for approval, select **Apply Approval For Booking**. The Offer then follows the approval path through **Awaiting Approval** and **Approved** before it can become **Valid** and then **Ordered**.
7. Where applicable, use the following Offer actions:
 - Select **Alternative Offer** to create another Offer in **Draft**.
 - Select **Consider Offer As Sent To Client** to consider a Valid Offer as sent to the client.

- Select **Extend Offer Validity** when the Offer validity requires extension.
 - Select **Consider as not approved** when an Offer must no longer be treated as approved.
 - Select **Go to offer** to open the related Offer.
8. Continue the purchasing process from Offer to **Order**, and then to **Delivered** when the supply has been completed. Do not attempt to reverse a Delivered Order when a due invoice already exists.

All



Purchasing — Purchasing

The **All** view contains purchasing records across the purchasing workspace. Use the list to locate the correct record by its purchasing number, MRQ number, assigned purchaser, job stage, package title, and required receipt information. This view supports day-to-day monitoring of purchasing work, including records that require quotation activity, direct purchase order activity, approval, or follow-up before receipt.

Tips & cautions

Note: An Offer awaiting approval from a manager remains in **Awaiting Approval** until the manager acts on it.

Warning: All Offers must be in **Draft** status before they can be reverted to an inquiry. All Orders must be in **Draft** status before they can be reverted to an Offer.

Warning: Items labelled Ready for Shipment or Delivered cannot be deleted. A Delivered Order cannot be un-delivered when a due invoice already exists.

Troubleshooting

- You cannot progress an RFQ-based purchase → No RFQ has been entered → Insert at least one RFQ.
- You cannot progress a direct purchase order → No purchase order has been entered → Insert at least one PO.
- An Offer cannot be submitted or progressed as expected → The Offer has no items → Add at least one item to the Offer.
- An Order cannot be reverted → The Order has binding invoices → Continue processing the existing Order because it cannot be reverted.

Result

You have reviewed purchasing records and progressed the appropriate RFQ, Offer, or direct purchase order activity through the purchasing lifecycle.

Related pages

- [Getting Started with Purchasing](#)
- [Purchase](#)
- [Purchasing — Learning Path](#)
- [Purchasing — Overview](#)
- [Purchase](#)
- [List](#)
- [View the Purchasing List](#)