Getting Started with Purchasing

August 8, 2026

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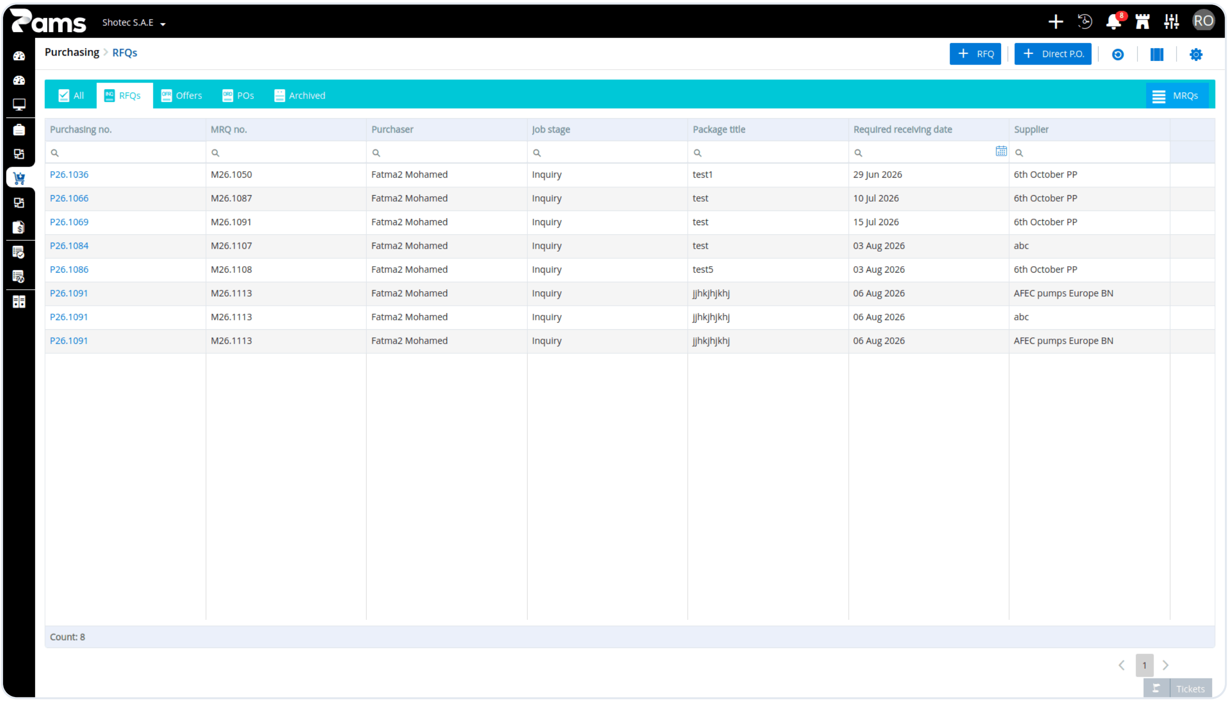
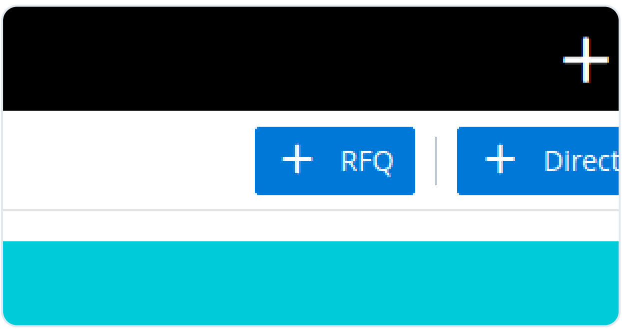
Applications › Purchasing



Purchasing — Purchasing



Use Purchasing to create and manage RFQs (Requests for quotation) and direct purchase orders.

What you can do here

- **RFQ** creates a request for quotation to obtain supplier pricing or commercial terms.
- **Direct P.O.** creates a direct order without first creating an RFQ.
- **RFQs** opens the list of RFQ records.
- **Save** stores the current purchasing record.

Create your first RFQ

1. Open **Applications > Purchasing**.
2. In the Purchasing workspace, select **RFQ**.
3. Enter the required purchase request details in the purchasing record.
4. Select **Save**.

Confirm the result

After saving, the RFQ is stored as a purchasing record and is available from **RFQs**.

Next steps

- Select **RFQs** to review existing requests for quotation.
- Select **Direct P.O.** when you need to enter a direct order rather than begin with an RFQ.

Related pages

- Purchasing — Overview
- Purchasing
- Purchasing — Learning Path
- Purchasing
- List