

July 30, 2026

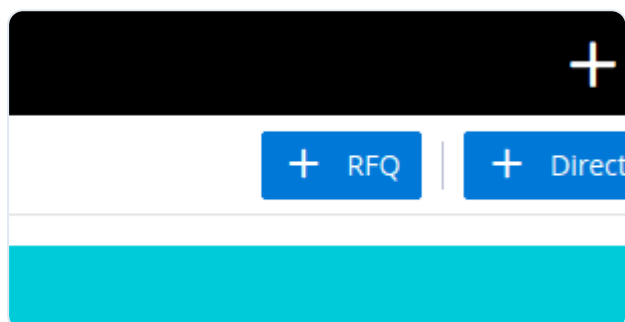
Purchasing

Applications › Purchasing

Purchasing no.	MRQ no.	Purchaser	Job stage	Package title	Required receiving date	Supplier
P26-1029	M26-1043	Ragy Zaky	Inquiry	fddf	26 Jun 2026	CRANE
P26-1029	M26-1043	Ragy Zaky	Inquiry	fddf	26 Jun 2026	CRONITEC
P26-1029	M26-1043	Ragy Zaky	Inquiry	fddf	26 Jun 2026	abc
P26-1029	M26-1043	Ragy Zaky	Inquiry	fddf	26 Jun 2026	6th October PP
P26-1035	M26-1049	Ragy Zaky	Inquiry	Ragy test	29 Jun 2026	abc
P26-1036	M26-1050	Fatma2 Mohamed	Inquiry	test	29 Jun 2026	6th October PP
P26-1049	M26-1063	Fatma2 Mohamed	Inquiry	test	06 Jul 2026	Ahmed Daoud
P26-1049	M26-1063	Fatma2 Mohamed	Inquiry	test	06 Jul 2026	6th October PP
P26-1051	M26-1067	Fatma2 Mohamed	Inquiry	test	08 Jul 2026	6th October PP
P26-1063	M26-1084	Fatma2 Mohamed	Inquiry	test5	10 Jul 2026	6th October PP
P26-1066	M26-1087	Fatma2 Mohamed	Inquiry	test	10 Jul 2026	6th October PP
P26-1067	M26-1088	Fatma2 Mohamed	Inquiry	test	10 Jul 2026	6th October PP
P26-1069	M26-1091	Fatma2 Mohamed	Inquiry	test	15 Jul 2026	6th October PP

Count: 13

Purchasing — Purchasing



Overview

The Purchasing application provides a central workspace for reviewing purchasing records and starting new procurement activity. Purchasing officers, project managers, account managers, warehouse managers, and finance users can use it to locate RFQs, direct purchase orders, offers, and purchase orders associated with jobs and packages. Use this workspace when you need to begin a purchasing request, review purchasing activity, or adjust the list layout used to monitor records.

Settings

Before working with purchasing records, select or create a list layout that displays the information relevant to your role. The available layout controls affect how the Purchasing list is displayed; they do not change the purchasing records themselves.

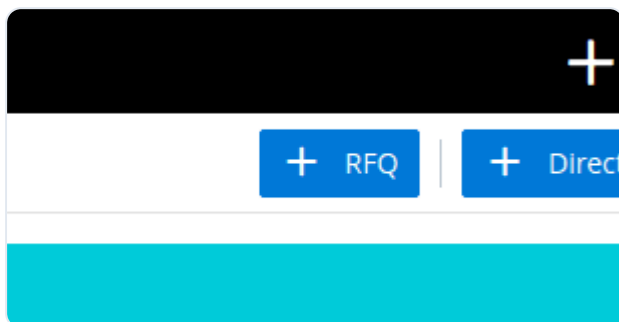
Setting or control	Use
Layout name	Identifies the layout you are creating or editing.
Standard Layout	Selects the standard list layout.
Add Layout	Starts a new layout.
Columns Chooser	Opens the column selection control for the list layout.
Save	Saves a new layout or saved changes.
Update Current	Updates the layout currently in use.
Delete Current	Deletes the layout currently in use.
Delete	Deletes the selected layout.
Cancel	Cancels the current layout action.
Refresh (icn-update)	Refreshes the displayed Purchasing list.
Layout (icn icn-layoout)	Opens the layout-related control.

Note: Use a clear and role-specific **Layout name** so that purchasing users can identify the correct list view before reviewing RFQs, offers, or POs.

1. Open **Purchasing** from the application navigation.

Purchasing no.	MRQ no.	Purchaser	Job stage	Package title	Required receiving date	Supplier	Sub-supplier order no.
M23.1002	M23.1001	A.Assem	Received	HAYAT Spiders (PO 10-002-20...	30 Apr 2023	KTR GmbH	
M23.1002	M23.1001	A.Assem	Received	SeaGas (ELNG) Motors	09 Apr 2023	Brook Crompton	
M23.1002	M23.1000	A.Assem	Received	HAYAT Spiders	30 Apr 2023	KTR GmbH	
M23.1002	M23.1000	A.Assem	Received	Flow Transmitter for Fayum G...	01 Dec 2023	LEWA GmbH	
M23.1001	M23.1001	A.Assem	Received	Spare parts for LEWA pump	15 Jan 2024	LEWA GmbH	
M23.1002	M23.1002	A.Assem	Received	sper partes viking PO (24-002...	13 Sep 2023	Viking	
M23.1003	M23.1003	A.Assem	Received	Spare parts (PO 21-002-2023)	07 Sep 2023	verder international BV	
M23.1004	M23.1004	Mosallam	Received	sper parts PO (26-002-2023)	06 Oct 2023	NETZSCH Pumpen Systeme G...	
M23.1003	M23.1003	A.Assem	Received	AQF J23.1435	09 Oct 2023	FOX	Nr: 230620_2
M23.1004	M23.1004	A.Assem	Received	PO 29-002-2023	16 Oct 2023	KTR GmbH	20410709
M23.1005	M23.1005	A.Assem	Received	PO 30-002-2023	04 Dec 2023	FOX	230207_6 Rev.0
M23.1006	M23.1006	A.Assem	Received	PO 27-002-2023	27 Oct 2023	Brook Crompton	12919000
M23.1007	M23.1007	A.Assem	Received	PO 24-002-2023	17 Oct 2023	Viking	
M23.1008	M23.1008	A.Assem	Received	PO 18-002-2023 Burullus	05 Sep 2023	KTR GmbH	20376840
M23.1009	M23.1009	A.Assem	Received	PO 16-002-2023 SCA	05 Sep 2023	KTR GmbH	20385395
M23.1010	M23.1010	A.Assem	Received	PO 07-002-2023 WDPC	08 Sep 2023	KTR GmbH	20347699 / 2
M23.1011	M23.1011	A.Assem	Received	PO 16-002-2023 MOPCO	06 Sep 2023	KTR GmbH	20390092
M23.1012	M23.1012	A.Assem	Received	PO 23.1012	27 Sep 2023	KTR GmbH	20382059 / 5
M23.1013	M23.1013	A.Assem	Received	Mechanical seal GPC	27 Sep 2023	CHETRA	207260

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2. Decide whether the standard view is sufficient.

- To use the default list presentation, select **Standard Layout**.
- To work with an existing or alternative layout, use **Layout (icon icon-layoutout)** and select the required layout.

3. When you need a different set of list columns, select **Columns Chooser**. Enter a descriptive **Layout name**, then select **Save** to retain the new layout.

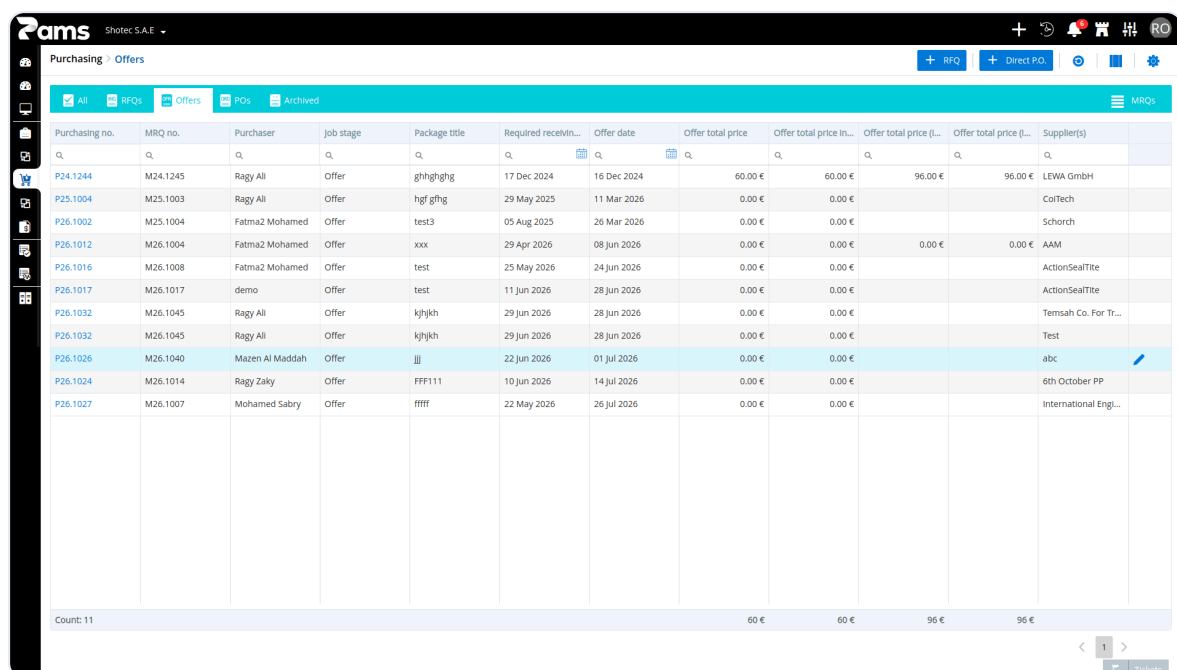
- To change an existing layout, select **Update Current**.
- To abandon unsaved changes, select **Cancel**.
- To remove an obsolete layout, select **Delete Current** or **Delete**, as appropriate.

Warning: Deleting a layout removes that saved layout choice. Confirm that the layout is no longer needed before selecting **Delete Current** or **Delete**.

Workflow

Use the Purchasing workspace to choose the appropriate purchasing starting point, then review records in the relevant tab. The available screen provides separate entry actions for an RFQ and a direct purchase order, as well as tabs for all records, archived records, offers, and POs.

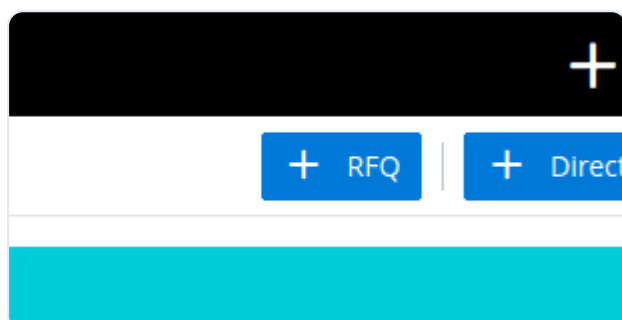
1. Review the current Purchasing list before creating or opening a purchasing item. Use **Search** to find records by the information displayed in the list, such as purchasing number, RFQ number, purchaser, job, stage, package title, or required receipt date.



The screenshot shows the 'Purchasing > Offers' screen in the Pams application. The interface includes a top navigation bar with a search icon, a '+ RFQ' button, and a '+ Direct PO' button. Below the navigation bar, there are tabs for 'All', 'RFQs', 'Offers' (selected), 'POs', and 'Archived'. The main area displays a table with the following columns: Purchasing no., MRQ no., Purchaser, Job stage, Package title, Required receipt date, Offer date, Offer total price, Offer total price in..., Offer total price (L..., Offer total price (L..., and Supplier(s). The table contains 11 records, with the first row highlighted in blue. The bottom of the screen shows a 'Count: 11' and a summary of the total prices: 60 €, 60 €, 96 €, and 96 €.

Purchasing no.	MRQ no.	Purchaser	Job stage	Package title	Required receipt date	Offer date	Offer total price	Offer total price in...	Offer total price (L...	Offer total price (L...	Supplier(s)
P24.1244	M24.1245	Ragy Ali	Offer	ghhghghg	17 Dec 2024	16 Dec 2024	60.00 €	60.00 €	96.00 €	96.00 €	LEWA GmbH
P25.1004	M25.1003	Ragy Ali	Offer	hgf ghg	29 May 2025	11 Mar 2026	0.00 €	0.00 €			ColTech
P26.1002	M25.1004	Fatma2 Mohamed	Offer	test3	05 Aug 2025	26 Mar 2026	0.00 €	0.00 €			Schorch
P26.1012	M26.1004	Fatma2 Mohamed	Offer	xxx	29 Apr 2026	08 Jun 2026	0.00 €	0.00 €	0.00 €	0.00 €	AAM
P26.1016	M26.1008	Fatma2 Mohamed	Offer	test	25 May 2026	24 Jun 2026	0.00 €	0.00 €			ActionSealTite
P26.1017	M26.1017	demo	Offer	test	11 Jun 2026	28 Jun 2026	0.00 €	0.00 €			ActionSealTite
P26.1032	M26.1045	Ragy Ali	Offer	kjhkh	29 Jun 2026	28 Jun 2026	0.00 €	0.00 €			Temsah Co. For Tr...
P26.1032	M26.1045	Ragy Ali	Offer	kjhkh	29 Jun 2026	28 Jun 2026	0.00 €	0.00 €			Test
P26.1026	M26.1040	Mazen Al Maddah	Offer	FF111	22 Jun 2026	01 Jul 2026	0.00 €	0.00 €			abc
P26.1024	M26.1014	Ragy Zaky	Offer	FFF111	10 Jun 2026	14 Jul 2026	0.00 €	0.00 €			6th October PP
P26.1027	M26.1007	Mohamed Sabry	Offer	fffff	22 May 2026	26 Jul 2026	0.00 €	0.00 €			International Engl...

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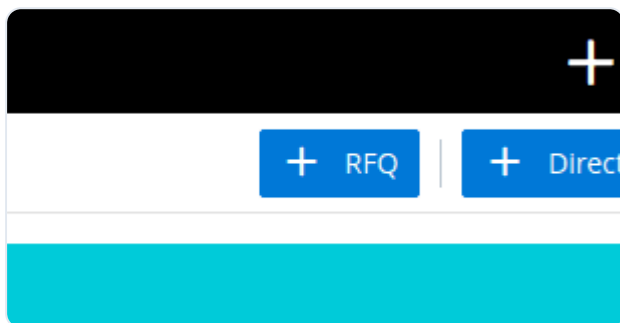


2. Decide how to start the purchasing activity.

- Select **RFQ** when you need to begin a Request for Quotation process for supplier pricing or commercial offers.
- Select **Direct P.O.** when you need to begin a purchase order directly, without first using the RFQ workflow.

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Purchasing — Purchasing



3. Decide which record group you need to review. Select the appropriate tab:

- **All** for the complete visible Purchasing record list.
- **Archived** for archived records.
- **Offers** for offer records.
- **POs** for purchase order records.

Pams Shotec S.A.E. + 🔍 🔔 🏠 🔧 👤

Purchasing Received + RFQ + Direct PO 🔍 ⚙️

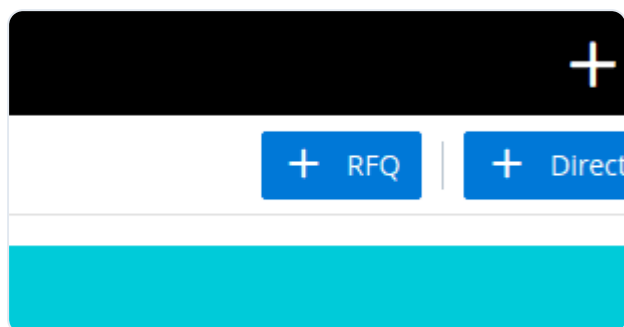
📋 All 📋 RFQs 📋 Offers 📋 POs 📋 Archived 📋 MRQs

Received Cancelled Requests Rejected offers Cancelled Orders Regretted To Offer Rejected offers extension Rejected orders

Purchasing no.	MRQ no.	P.O. no.	Purchaser	Package title	Forecasted receiving...	Order total price (inc...	Order total price (inc...	Supplier	Sub-supplier order n...	Received on
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
	M23.1002	PO23.1001	A.Assem	HAYAT Spiders (PO 1...	26 Jul 2023	250.99 €	250.99 €	KTR GmbH		20 Sep 2023
	M23.1001	PO23.1002	A.Assem	SeaGas (ELNG) Moto...	28 May 2023	1,597.40 €	1,597.40 €	Brook Crompton		18 May 2023
	M23.1002	PO23.1004	A.Assem	HAYAT Spiders	28 Aug 2023	962.30 €	962.30 €	KTR GmbH		20 Sep 2023
	sM23.1000	sPO23.1000	Ahmed Assem	Flow Transmitter for...	07 Nov 2023	6,739.80 €	6,739.80 €	LEWA GmbH		27 Nov 2023
	sM23.1001	sPO23.1001	Ahmed Assem	Spare parts for LEW...	08 Nov 2023	3,177.90 €	3,177.90 €	LEWA GmbH		15 Nov 2023
	sM23.1002	sPO23.1002	A.Assem	sper partes viking P...	30 Oct 2023	8,337.12 €	8,337.12 €	Viking		21 Dec 2023
	sM23.1003	sPO23.1003	A.Assem	Spare parts (PO 21-0...	04 Dec 2023	1,237.62 €	1,237.62 €	verder International ...		04 Dec 2023
	sM23.1004	sPO23.1005	Mosallam	sper parts PO (26-00...	04 Dec 2023	17,970.84 €	17,970.84 €	NETZSCH Pumpen S...		28 Feb 2024
	M23.1003	PO23.1006	A.Assem	AQF j23.1435	18 Jul 2023	672.00 €	672.00 €	FOX	Nr: 2306020_2	16 Oct 2023
	M23.1004	PO23.1007	A.Assem	PO 29-002-2023	19 Dec 2023	1,247.55 €	1,247.55 €	KTR GmbH	20410709	11 Oct 2023
	M23.1005	PO23.1008	A.Assem	PO 30-002-2023	16 Oct 2023	10,533.00 €	10,533.00 €	FOX	230207_6 Rev.0	28 Feb 2024
	M23.1006	PO23.1009	A.Assem	PO 27-002-2023	11 Oct 2023	3,087.00 €	3,087.00 €	Brook Crompton	12919000	18 Jan 2024
	M23.1007	PO23.1010	A.Assem	PO 24-002-2023	05 Oct 2023	40,759.20 €	40,759.20 €	Viking		21 Dec 2023
	M23.1008	PO23.1011	A.Assem	PO 18-002-2023 Bur...	21 Jun 2023	455.00 €	455.00 €	KTR GmbH	20376840	21 Jun 2023
	M23.1009	PO23.1012	A.Assem	PO 16-002-2023 SCA	13 Jun 2023	426.58 €	426.58 €	KTR GmbH	20385395	14 Aug 2023
	M23.1010	PO23.1013	A.Assem	PO 07-002-2023 WD...	15 May 2023	9,986.52 €	9,986.52 €	KTR GmbH	20347699 / 2	16 May 2023
	M23.1011	PO23.1014	A.Assem	PO 16-002-2023 MO...	13 Jun 2023	1,146.52 €	1,146.52 €	KTR GmbH	20390092	03 Sep 2023
	M23.1012	PO23.1015	A.Assem	PO 23.1012	15 Feb 2024	5,260.44 €	5,260.44 €	KTR GmbH	20382059 / 5	03 Apr 2024
	M23.1013	PO23.1016	A.Assem	Mechanical seal GPC	03 Apr 2024	16,452.56 €	16,452.56 €	CHETRA	207260	31 Jul 2024
	M23.1005	PO23.1004	A.Assem	LEWA ELNG	30 Oct 2023	706.00 €	706.00 €	LEWA GmbH	07.73101781	05 Nov 2023
Count: 0.00						0.00 €	0.00 €			

Count: 0.00 1 2 3 4 5 ... 14 Tickets

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- Refresh the list when you need to review the latest displayed information. Select **Refresh (icn-update)**, then use **Search** again if necessary to narrow the refreshed results.

Tip: Search before starting a new RFQ or direct purchase order to reduce the risk of creating duplicate purchasing activity for the same job, package, or required receipt date.

All

The **All** tab contains the general Purchasing list. It displays purchasing records with information such as purchasing number, RFQ number, purchaser, job, stage, package title, and required receipt date. Use this tab as the primary review point when you

need to locate purchasing activity across the available records rather than within a single record group.

Select **All** to return to this complete list view. The available screen does not identify a separate action that moves records into or out of this tab.

Archived

The **Archived** tab contains archived Purchasing records. Use it when a purchasing item is no longer being reviewed in the active list but must still be located or checked by its purchasing reference, purchaser, job, package title, or required receipt date.

Select **Archived** to review these records. The available controls do not specify an archive or restore action, so record movement into or out of this tab is not documented from this screen.

Offers

The **Offers** tab contains purchasing offer records. Use it to review supplier offer-related purchasing activity and identify records using the list information, including the RFQ number, purchaser, job, stage, package title, and required receipt date.

Select **Offers** to view this record group. The available screen does not provide a control that identifies how an RFQ becomes an offer or how an offer moves to another tab.

Purchase Orders

The **POs** tab contains purchase order records. Use it when you need to review purchase orders that are already represented in the Purchasing workspace, including their purchasing number, purchaser, related job, stage, package title, and required receipt date.

Select **POs** to review purchase order records. You can start a direct purchase order by selecting **Direct P.O.**, but the available screen does not provide a specific control that moves an existing record into or out of the **POs** tab.

Examples

A project manager needs supplier pricing for a crane package required for a job in late June.

1. Open **Purchasing** and select **All** to check whether purchasing activity already exists for the job and package.
2. Enter the job reference or package title in **Search**. Review the displayed purchasing number, RFQ number, purchaser, job, stage, package title, and required receipt date to identify any related records.
3. If no appropriate RFQ is found, select **RFQ** to start the Request for Quotation process for the crane package.
4. Return to the Purchasing list and select **Offers** when you need to review offer-related records for the request.
5. When the purchasing activity is represented as a purchase order, select **POs** to review it with the other purchase order records. Use **Refresh (icn-update)** if the list does not show the latest available information.

Tips

Tip: Use **Standard Layout** when you need a predictable list presentation for daily review.

Note: The Purchasing list can include both RFQ-related and purchase-order-related references. Check the purchasing number and RFQ number together when identifying the correct record.

Warning: The available Purchasing screen does not show approval, confirmation, receipt, or invoicing controls. Do not assume that selecting a tab changes a record's purchasing status.

Troubleshooting

Symptom	Likely cause	Fix
The required purchasing record is not visible.	The record may be in a different tab or the list may need refreshing.	Check All , Archived , Offers , and POs , then select Refresh (icn-update) .

Symptom	Likely cause	Fix
The list contains too many records to review efficiently.	No search criteria have been applied.	Enter a relevant purchasing number, RFQ number, purchaser, job, package title, or date-related value in Search .
The list does not show the information needed for review.	The current layout may not include the required columns.	Select Columns Chooser , adjust the layout as required, enter a Layout name , and select Save or Update Current .
A layout change should not be retained.	The layout action is still in progress.	Select Cancel before saving or updating the layout.

Related pages

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