

Purchasing — Overview

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User Guide › Purchasing

Purchasing overview

The Purchasing area supports the procurement lifecycle for goods and services required by the business. Purchasing officers use this area to review and manage purchasing records, from initial requests through supplier ordering and follow-up.

The area contains Purchase records and Purchasing records. These records provide a central view of procurement activity and its current status, such as Draft, Awaiting Approval, Approved, Ordered, Upcoming, and Due.

Warehouse managers, project managers, and finance officers may also use purchasing information to coordinate stock availability, project requirements, supplier commitments, and payment obligations.

Related pages

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