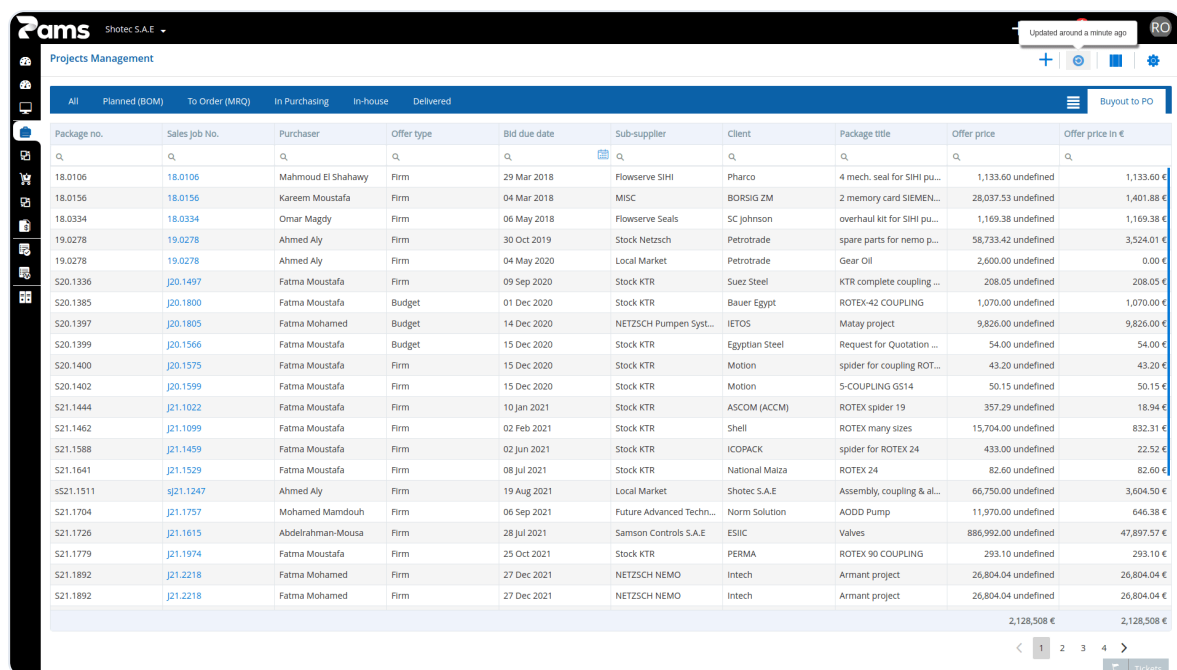


Settings

Before working with the list regularly, set up a layout that displays the columns most useful for your role. The available layout tools control how the list is presented; they do not create or change buyout records.

1. Decide whether to use the default column arrangement or a saved personal arrangement.
 - Select **Standard Layout** to return to the standard list presentation.
 - Select **Add Layout** when you need a new saved layout.
 - Enter a meaningful value in **Layout name** so that the layout can be identified later.
 - Select **Save** to retain the new layout.



The screenshot shows the 'Pams Projects Management' interface. At the top, there's a navigation bar with 'ams' logo and 'Shotec S.A.E.' dropdown. Below it, a 'Projects Management' header has tabs for 'All', 'Planned (BOM)', 'To Order (MRQ)', 'In Purchasing', 'In-house', and 'Delivered'. A 'Buyout to PO' button is on the right. The main table has columns: Package no., Sales job No., Purchaser, Offer type, Bid due date, Sub-supplier, Client, Package title, Offer price, and Offer price in €. The table contains 20 rows of data, including details like 'Mahmoud El Shahawy', 'Kareem Moustafa', 'Omar Magdy', 'Ahmed Aly', 'Fatma Moustafa', 'Fatma Mohamed', 'Fatma Moustafa', 'Fatma Moustafa', 'Fatma Moustafa', 'Fatma Moustafa', 'Fatma Moustafa', 'Fatma Moustafa', 'Fatma Moustafa', 'Fatma Moustafa', 'Fatma Moustafa', 'Fatma Moustafa', 'Fatma Moustafa', 'Fatma Moustafa', 'Fatma Moustafa', 'Fatma Moustafa'. The bottom of the table shows a total of 2,128,508 €.

Buyouts List

Tip: Use a descriptive layout name, such as “Purchasing Buyout Review” or “PM Due-Date Review”, so that its purpose is clear when multiple layouts exist.

2. Adjust the visible information for the layout.

Select **Columns Chooser** to choose the columns required for your review. The list can display buyout information including package number, sales job number, purchaser, offer type, bid due date, and sub-supplier.

3. Choose how to handle changes to an existing layout.

- Select **Update Current** to save changes to the currently selected layout.
- Select **Delete Current** when the current saved layout is no longer required.
- Select **Cancel** if you decide not to continue with the layout action.
- When a deletion confirmation is presented, select **Delete** to complete the deletion.

Warning: Deleting the current layout removes that saved layout. Select **Cancel** instead if you only want to stop the current action without deleting it.

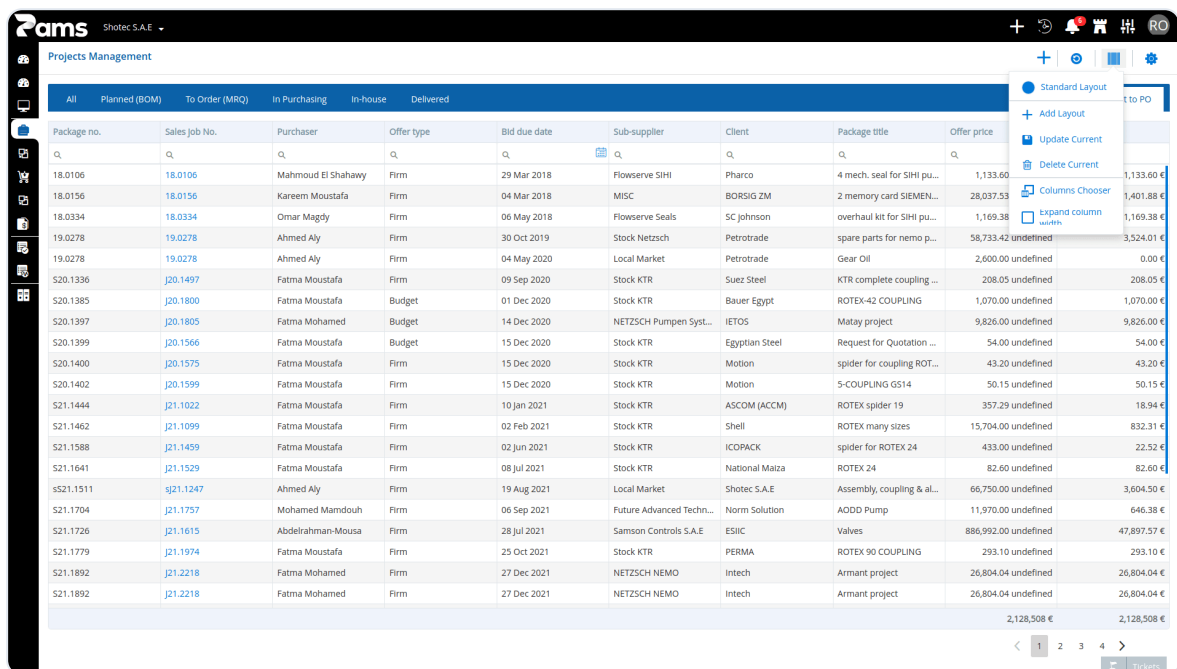
4. Use the list settings controls where available.

Select **icn icn-settings** to access the available list settings. Select **icn-update** when you need to refresh or update the list display.

Workflow

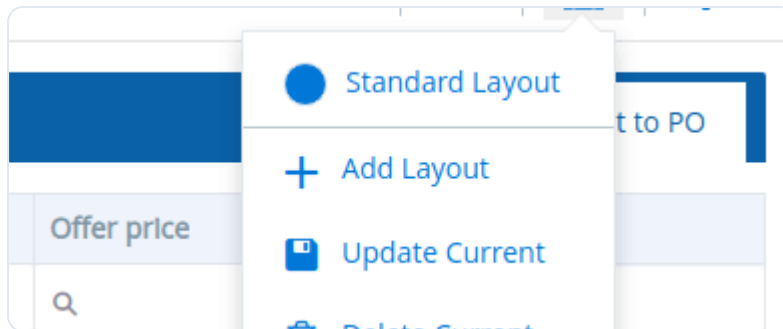
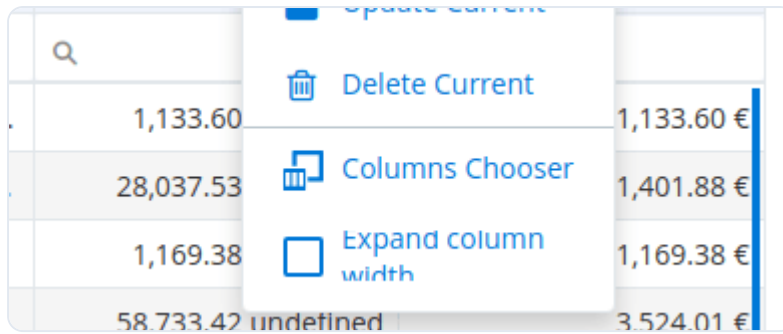
1. Open the Buyouts List and determine the scope of your review.

Review the available workspace controls, including **Sales**, **PM**, **Purchasing**, **Warehouse**, and **Finance**, then use the Buyouts List to review the buyout records currently displayed. The list presents buyouts as rows and provides key commercial and purchasing details for each record.



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

Buyouts List



Decision: review all visible buyouts or focus on a specific record?

- To review the current population, inspect the displayed columns, including package number, sales job number, purchaser, offer type, bid due date, and sub-supplier.
- To focus on a particular buyout, continue to the search decision.

2. Search for the buyout information you need.

Enter a relevant identifier or term in **Search**. Use information visible in the list, such as a package number, sales job number, purchaser name, offer type, or sub-supplier, to narrow your review.

Pams Shotec S.A.E. Projects Management

Buyout to PO

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	Flowservice 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	Flowservice 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 €

1 2 3 4 Tickets

Buyouts List

Decision: are the results suitable for your purpose?

- If the result set contains the buyout rows you need, review the displayed information and continue with the appropriate business follow-up outside this list.
- If the result set is too broad or does not show the expected row, revise the value in **Search** and search again.
- If you need a different list presentation rather than a different search, adjust the layout instead.

Note: The Buyouts List is intended for reviewing and locating buyout records. The available controls support searching, layout management, updating the list display, and export.

3. Decide whether the visible columns support your review.

Select **Columns Chooser** when the current list does not show the information needed for your task. Configure the displayed columns to support the decision you are making—for example, include sales job number and purchaser for purchasing review, or bid due date and offer type for a due-date review.

Decision: keep the column selection temporarily or save it for repeated use?

- For a one-time review, use the selected columns and continue reviewing the list.

- For a repeatable working view, select **Add Layout**, complete **Layout name**, and select **Save**.
- For changes to a layout that is already selected, select **Update Current**.

4. Maintain the current layout when business needs change.

When your job role or review requirements change, choose the appropriate layout action:

- Select **Standard Layout** to use the standard presentation.
- Select **Update Current** to retain revisions to the selected saved layout.
- Select **Add Layout** to preserve a separate arrangement without replacing the current layout.
- Select **Delete Current** only when the saved layout should no longer be available; then select **Delete** to confirm.

Decision: preserve or discard the layout change?

- Select **Save** or **Update Current** to preserve the configuration.
- Select **Cancel** to leave the action without saving the current layout change.

5. Export the reviewed list when it must be used outside the application.

After applying the appropriate search and layout, select **Export**. Export only after confirming that the visible list is the one you intend to share or analyze, because the layout and search determine the information you are reviewing at the time of export.

Decision: export now or refine the list first?

- Select **Export** when the list is ready for external use.
- Return to **Search**, **Columns Chooser**, or the layout controls when additional refinement is required before export.

Examples

A purchasing officer needs to review buyouts for a sales job before following up with suppliers.

1. In the Buyouts List, the purchasing officer enters the sales job number in **Search** to focus the list on the relevant job.
2. The officer reviews the resulting buyout rows, checking the package number, purchaser, offer type, bid due date, and sub-supplier columns. This provides a

concise view of the purchasing commitments associated with that sales job.

3. Because bid due dates are important for this review, the officer selects **Columns Chooser** and ensures that the required date and purchasing-related columns are visible.
4. The officer selects **Add Layout**, enters `Purchasing Due-Date Review` in **Layout name**, and selects **Save**. The layout can then be reused for future supplier and bid-date reviews.
5. After confirming the displayed results, the officer selects **Export** to produce an external copy of the reviewed list for follow-up activity.

Tips

Tip: Search using a value that is already visible in the list, such as a sales job number, package number, purchaser, offer type, or sub-supplier, to make the review more precise.

Note: Use separate saved layouts for different responsibilities. A project manager may need job and due-date information, while a purchasing officer may prioritize purchaser, offer type, and sub-supplier information.

Warning: Select **Update Current** only when you intend to change the currently selected saved layout. Use **Add Layout** if you need to preserve the existing layout and create a separate view.

Troubleshooting

Symptom	Likely cause	Fix
The required buyout is not visible in the list.	The current search value is too restrictive or does not match the information shown for the record.	Revise or clear Search , then search using another visible identifier such as the package number or sales job number.
Important buyout information is missing from the list.	The current layout does not include the required column.	Select Columns Chooser , adjust the visible columns, and select Update Current or create a new layout with Add Layout and Save .

Symptom	Likely cause	Fix
A layout change is no longer required.	The layout action has not yet been saved, or the selected saved layout is no longer useful.	Select Cancel to abandon an unsaved action. If a saved layout should be removed, select Delete Current and confirm with Delete .
The exported list is not suitable for the intended review.	The list was exported before the search or layout was finalized.	Refine Search and the column selection, then select Export again.

Related pages

- [buyouts](#)
- [Sales — Overview](#)
- [Sales — Learning Path](#)
- **sales**
- [Sales Jobs](#)
- [Stock](#)