



HOW-TO TASKS

Complete Procurement

How-to Tasks

VERSION
118

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DOCUMENT
workflow-tasks/task-complete-procurement

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How-to Tasks

The screenshot displays the Pams application interface for a 'Goods Receipt Note' (RN25.1001). The interface includes a sidebar with navigation icons and a top header with the Pams logo and user information. The main form area contains the following elements:

- Related order no.:** TO25.1002
- Received by:** Said Hamza
- Received on:** 20 Feb 2025
- Received transfer order:** A table with columns: Product, Transferred Qty., Unit, Received Qty., Returned Qty., Position, and Comment.
- Last Modifications:** A section titled 'Last Modifications' with a description: 'The audit log provides you with a chronological sequence of actions performed by the users'. It includes a filter by user and field.

receiving shipment

1 Overview

Use this task to close a **ReceivingShipment** after ordered goods have been received and inspected. Complete procurement only when the record is at **Goods Receiving & Inspection** and no further receiving or inspection work is required. The completion action moves the ReceivingShipment to **Procurement Closure**, which finishes this procurement workflow step.

2 Before you start

- Sign in to the application.
- Ensure that you have the `procurement.complete` permission.
- Ensure that the ReceivingShipment is at **Goods Receiving & Inspection**.
- Open the ReceivingShipment for the received transfer order.

3 Order Number : T025.1002 Received transfer order

This tab contains the receiving shipment associated with the received transfer order. Use it to review the ReceivingShipment that is ready to be completed after goods receiving and inspection have been completed.

4 Steps

- 1 Open the ReceivingShipment that is at **Goods Receiving & Inspection**.
- 2 Select the **Order Number : T025.1002 Received transfer order** tab to display the received transfer order.
- 3 Confirm that the ReceivingShipment is ready for procurement closure.
- 4 Select **Complete Procurement**.
- 5 Allow the completion action to finish. The ReceivingShipment is moved to **Procurement Closure**.

5 Tips & cautions

Warning: Complete procurement only after goods receiving and inspection are complete. This action finishes the procurement workflow for the ReceivingShipment.

Note: An Order with binding invoices cannot be reverted.

Note: Items labelled **Ready for Shipment** or **Delivered** cannot be deleted.

6 Troubleshooting

Symptom	Likely cause	Fix
The Complete Procurement action is unavailable.	You do not have the required permission, or the ReceivingShipment is not at Goods Receiving & Inspection .	Sign in with access that includes <code>procurement.complete</code> and open a ReceivingShipment at the required stage.
The ReceivingShipment cannot be reverted after completion.	The Order has binding invoices.	Review the related Order and its invoices before completing procurement.

A received item cannot be deleted.	The item is labelled Ready for Shipment or Delivered .	Do not attempt to delete the item; continue processing the applicable receiving record.
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7 Result

The ReceivingShipment is at **Procurement Closure**, and procurement for that record is complete.

8 Related pages

- [Convert Offer to Purchase Order](#)
- [Initiate Goods Receiving](#)
- **How-to Tasks — Learning Path**
- [Receiving Shipment](#)
- [Send Inquiry to Suppliers](#)
- **Update Offer Status
- Complete Order
- Convert Offer to Order**
- [Create Offer from Inquiry](#)
- [Progress Order Status](#)
- **Close Invoice
- Setup Payment Milestones**
- [Process Payment](#)
- **Apply Deductions
- Close Fully Paid Invoice**