



HOW-TO TASKS

Convert Offer to Purchase Order

How-to Tasks

VERSION
118

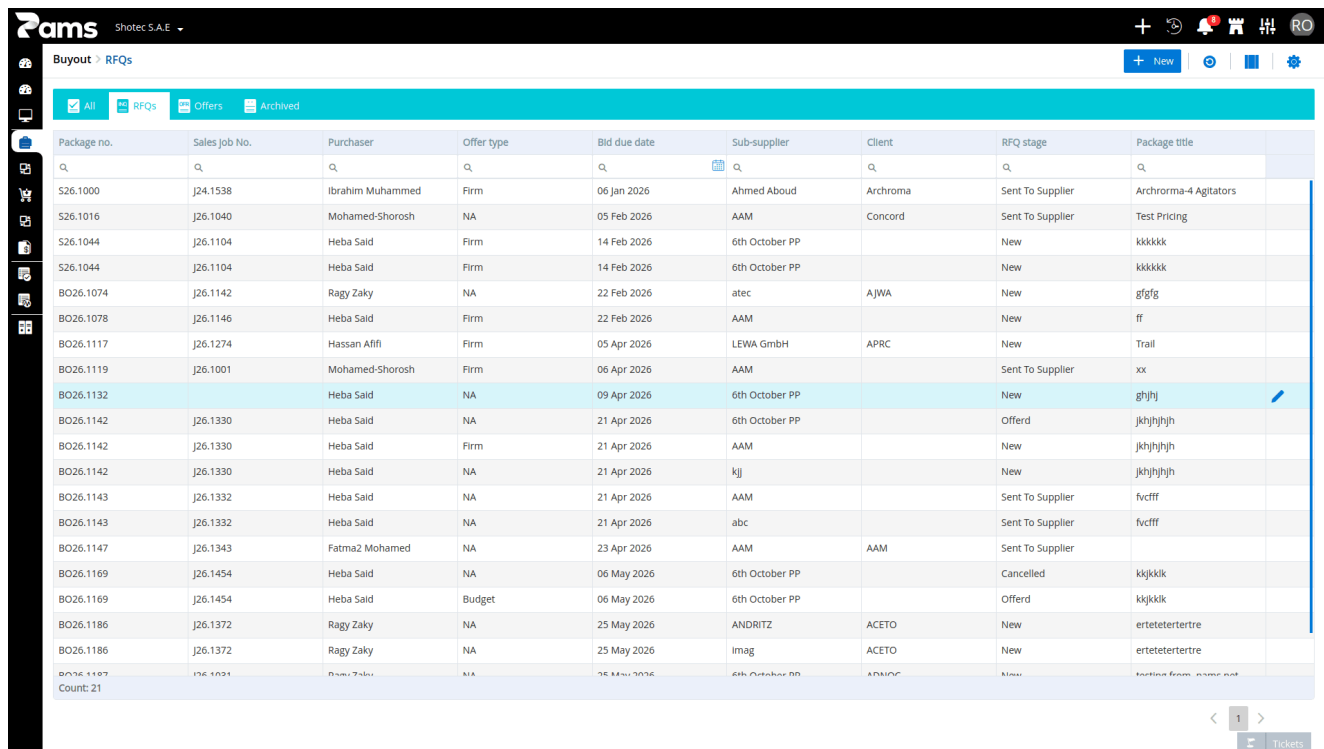
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How-to Tasks



Package no.	Sales Job No.	Purchaser	Offer type	Bid due date	Sub-supplier	Client	RFQ stage	Package title
S26.1000	J24.1538	Ibrahim Muhammed	Firm	06 Jan 2026	Ahmed Aboud	Archroma	Sent To Supplier	Archroma-4 Agitators
S26.1016	J26.1040	Mohamed-Shorosh	NA	05 Feb 2026	AAM	Concord	Sent To Supplier	Test Pricing
S26.1044	J26.1104	Heba Said	Firm	14 Feb 2026	6th October PP		New	kkkkkk
S26.1044	J26.1104	Heba Said	Firm	14 Feb 2026	6th October PP		New	kkkkkk
BO26.1074	J26.1142	Ragy Zaky	NA	22 Feb 2026	atec	AJWA	New	gfgfg
BO26.1078	J26.1146	Heba Said	Firm	22 Feb 2026	AAM		New	ff
BO26.1117	J26.1274	Hassan Affli	Firm	05 Apr 2026	LEWA GmbH	APRC	New	Trail
BO26.1119	J26.1001	Mohamed-Shorosh	Firm	06 Apr 2026	AAM		Sent To Supplier	xx
BO26.1132	J26.1330	Heba Said	NA	09 Apr 2026	6th October PP		New	ghjhj
BO26.1142	J26.1330	Heba Said	NA	21 Apr 2026	6th October PP		Offerd	jkjhjhjh
BO26.1142	J26.1330	Heba Said	Firm	21 Apr 2026	AAM		New	jkjhjhjh
BO26.1142	J26.1330	Heba Said	NA	21 Apr 2026	kij		New	jkjhjhjh
BO26.1143	J26.1332	Heba Said	NA	21 Apr 2026	AAM		Sent To Supplier	fvccff
BO26.1143	J26.1332	Heba Said	NA	21 Apr 2026	abc		Sent To Supplier	fvccff
BO26.1147	J26.1343	Fatma2 Mohamed	NA	23 Apr 2026	AAM	AAM	Sent To Supplier	
BO26.1169	J26.1454	Heba Said	NA	06 May 2026	6th October PP		Cancelled	kkjkik
BO26.1169	J26.1454	Heba Said	Budget	06 May 2026	6th October PP		Offerd	kkjkik
BO26.1186	J26.1372	Ragy Zaky	NA	25 May 2026	ANDRITZ	ACETO	New	ertetertertre
BO26.1186	J26.1372	Ragy Zaky	NA	25 May 2026	Imag	ACETO	New	ertetertertre
BO26.1187	J26.1021	Ragy Zaky	NA	25 May 2026	6th October PP	ADMOC	New	ertetertertre

Buyouts — Sales > Pricing Quotation

1 Overview

Use this task to convert a selected supplier offer into a purchase order. Purchasing officers perform this action after receiving and evaluating supplier offers and selecting the preferred pricing and terms. The ProcurementOffer must be at **Supplier Offer Evaluation** before you create the purchase order.

This action moves the procurement process from supplier offer evaluation to **Purchase Order Creation**, where the selected offer becomes the basis for the next procurement activity.

2 Before you start

- Ensure that the ProcurementOffer is at **Supplier Offer Evaluation**.
- Ensure that you have selected the supplier offer that will be used for the purchase order.
- You must have the `procurement.order.create` permission.
- Ensure that the offer contains at least one item.

Note: A procurement record progresses through Offer, Order, and Delivered. This task creates the purchase order from the selected offer; it does not complete delivery.

3 Steps

- 1 Open the ProcurementOffer that you have evaluated and selected for purchasing.

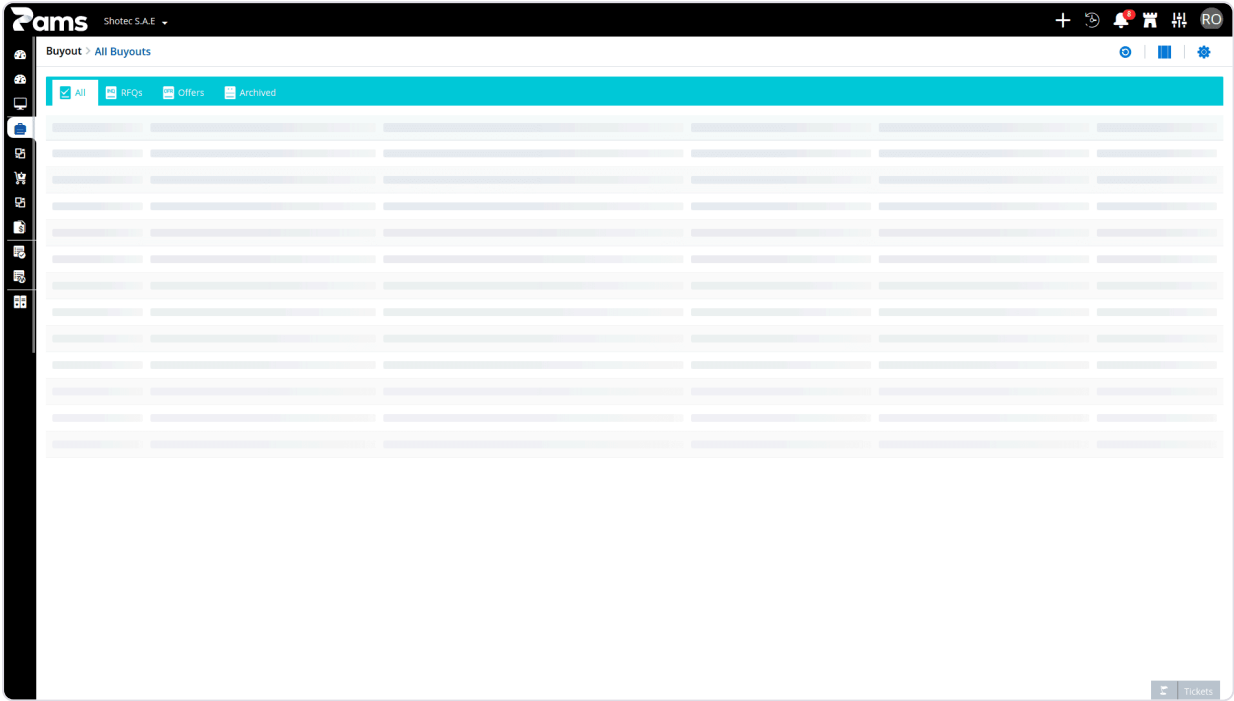


Figure 1
Buyouts

Buyouts — Sales › Pricing Quotation

- 2 Review the supplier offer information, including the package number, sales job number, purchaser, offer type, bid due date, and supplier details, to confirm that you are converting the intended offer.
- 3 Confirm that the ProcurementOffer is at **Supplier Offer Evaluation** and that the selected offer is ready to be converted.

4 Select **Create PO**.

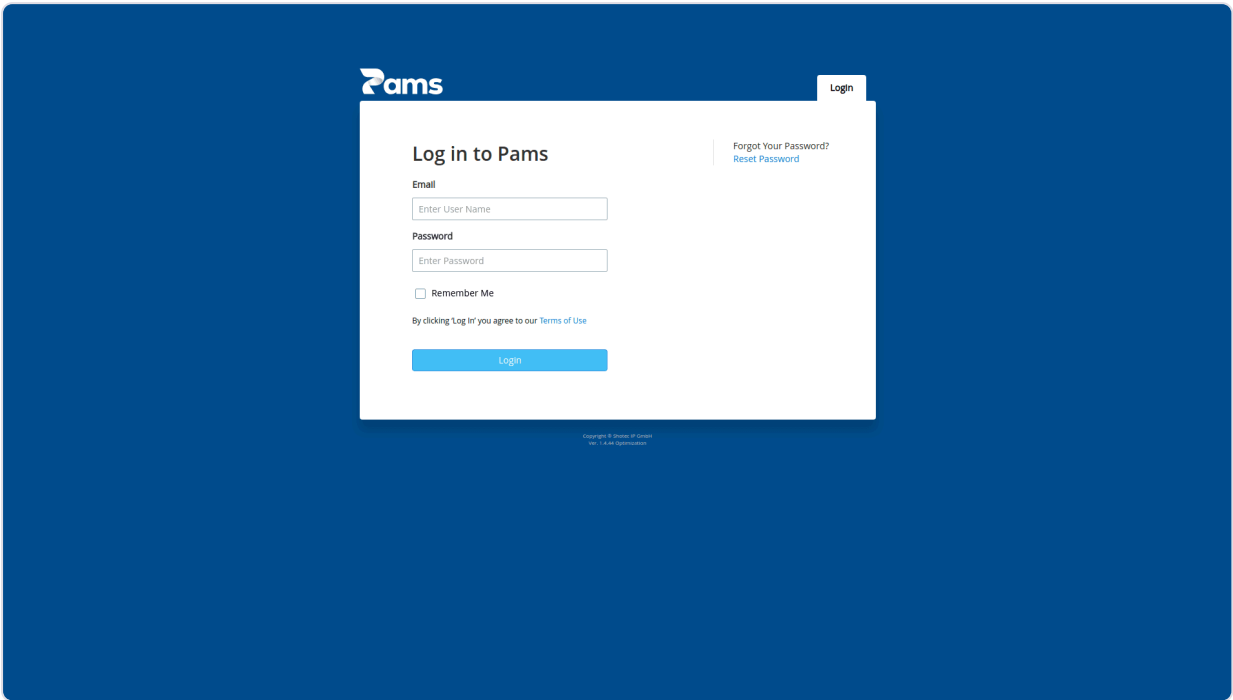


Figure 2
Procurement record

Procurement record

5 Continue in **Purchase Order Creation** to create the purchase order from the selected supplier offer.

Warning: Create the purchase order only for the supplier offer selected during the evaluation. The conversion begins the procurement Order process.

4 **Tips & cautions**

Tip: Use the **All** view to locate supplier offer records and review their offer-related details before starting the conversion.

Note: An offer must contain at least one item before it can be used in the procurement process.

Warning: A procurement Order with binding invoices cannot be reverted.

5 Troubleshooting

- **The Create PO action is unavailable** → Your account may not have the required purchasing permission → Obtain the `procurement.order.create` permission.
- **The offer cannot be converted** → The ProcurementOffer is not at Supplier Offer Evaluation → Complete supplier offer evaluation before selecting **Create PO**.
- **The purchase order cannot be created from the offer** → The offer has no items → Add at least one item to the offer before converting it.
- **You need to return an Order to an earlier process stage** → The Order may have binding invoices → Resolve the binding invoice condition before attempting any reversal.

6 Result

The selected ProcurementOffer moves from Supplier Offer Evaluation to Purchase Order Creation.

7 Related pages

- [Send Inquiry to Suppliers](#)
- [Complete Procurement](#)
- [How-to Tasks — Learning Path](#)
- [Procurement — Overview](#)
- [Getting Started with Procurement](#)
- [Procurement](#)
- [Initiate Goods Receiving](#)
- [**Update Offer Status](#)
- [Complete Order](#)
- [Convert Offer to Order**](#)
- [Create Offer from Inquiry](#)
- [Progress Order Status](#)
- [**Close Invoice](#)
- [Setup Payment Milestones**](#)
- [Process Payment](#)