

Exploring Purchasing Features and Buyer Considerations

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Reviewing What the Purchasing App Handles Day to Day

In Sherkety ERP & Website Platform, the Purchasing app is built around a clear buying flow that starts with a **Request for Quotation (RFQ)** and ends with receiving goods and preparing the supplier's bill. On a typical day, buyers move between the main Purchasing entries such as **Requests for Quotation**, **Purchase Orders**, **Products**, **Vendors**, and **Reporting**. These screens let you review what needs to be bought, who you are buying from, what has already been ordered, and whether the order has been received and billed.

The usual sequence looks like this:

- Create an **RFQ** for one supplier
- Send or review the quotation request
- Compare supplier responses if you created more than one RFQ
- Confirm the chosen RFQ into a **Purchase Order**
- Receive the items through the related receipt or incoming shipment
- Create or review the related **Vendor Bill**

[SCREENSHOT: Purchasing menu showing Requests for Quotation, Purchase Orders, Products, Vendors, and Reporting]

Status labels are especially important when you review lists or card-based views. An RFQ usually starts as a draft purchasing document, then moves forward once the supplier is selected and the order is confirmed. After confirmation, the record becomes a **Purchase Order**, which gives your team a firmer commitment to buy. From there, warehouse and finance teams can follow the same order through receiving and billing.

This is where Purchasing becomes more than a buying list. A confirmed order affects downstream work. The warehouse team can see what is expected to arrive, and the finance team can use the order as the basis for a **Vendor Bill**. If you already reviewed how Purchasing fits into the wider ERP suite, see [Understanding Purchasing Module Positioning Within the ERP Suite](#). Here, the focus is on what buyers should inspect

directly on the Purchasing screens before deciding whether the module fits their day-to-day process.

Comparing Vendors and Building Purchase Orders

When you evaluate Purchasing in Sherkety ERP & Website Platform, start with the **Requests for Quotation** screen because this is where supplier comparison usually begins. An RFQ form should let buyers capture the commercial details needed before committing to an order. The most important header fields to review are:

Field	What to check
Vendor	Whether you can quickly select the supplier and keep supplier-specific terms organized
Order Deadline	Whether your team can track the date by which the quotation should be confirmed
Expected Arrival	Whether buyers can set a realistic delivery expectation
Purchase Representative	Whether responsibility is clearly assigned to one buyer
Company	Whether the correct business entity can place the order

Below the header, the purchase lines are where the real comparison happens. Each line should support the details buyers use every day:

Line detail	Why it matters
Product	Identifies exactly what is being purchased
Description	Lets you confirm the item details shown to the supplier
Quantity	Shows how much you are asking for
Unit Price	Supports price comparison between suppliers
Taxes	Helps finance review the expected cost correctly
Planned delivery date	Helps compare lead times line by line

[SCREENSHOT: RFQ form with vendor details at the top and order lines below]

A practical buying test is to create multiple RFQs for the same need and assign each one to a different supplier. Then compare the **Unit Price**, delivery timing, and any visible commercial terms before choosing one. This is often the fastest way to see

whether Sherkety ERP & Website Platform supports real purchasing decisions instead of simple order entry.

Once you confirm the selected RFQ, it becomes a **Purchase Order**. That change matters because the order is no longer just a request. It becomes the record used by receiving teams to expect incoming goods and by finance teams to prepare supplier billing. During evaluation, check that this handoff feels clear and that the confirmed order keeps all the information your warehouse and finance teams need.

Checking How Approvals, Deliveries, and Billing Fit Together

A purchasing tool is only useful if it matches the way your company approves spending, receives goods, and pays suppliers. In Sherkety ERP & Website Platform, one of the first things buyers should test is how a draft RFQ moves into a confirmed **Purchase Order**. If your company uses approval thresholds, manager review, or different rules for small and large purchases, verify whether the order flow supports that before you shortlist the module.

Start by reviewing what happens between a newly created RFQ and a confirmed order. Ask whether buyers can clearly see when an order is still waiting for review and when it has become an approved commitment. If your process includes extra checks before confirmation, this is the point where you need to confirm the workflow is practical for your team.

After confirmation, the next key step is delivery handling. A confirmed purchase order should create a related incoming receipt for the warehouse team. That connection is important because buyers, receivers, and finance staff all need to work from the same order trail. When you open a purchase order, make sure you can follow it to the related receipt document and confirm what has actually arrived.

[SCREENSHOT: Purchase Order with links or smart buttons to related receipt and vendor bill]

Billing is the next area to test carefully. Some companies want supplier bills based on what was ordered, while others only want billing based on what was actually received. During evaluation, check which approach fits your finance process. Then confirm that the quantities on the **Vendor Bill** can be traced back to the purchase order and the receipt.

Before making a decision, verify these links in one complete scenario:

1. Create and confirm a purchase order.

2. Open the related receipt and record what was delivered.
3. Open or create the related vendor bill.
4. Compare quantities, dates, and supplier details across all three records.

If that chain is easy to follow, Sherkety ERP & Website Platform is more likely to support accurate purchasing control across buyers, warehouse staff, and finance teams.

Evaluating Product, Pricing, and Supplier Data Management

Strong purchasing depends on clean product and supplier data. In Sherkety ERP & Website Platform, buyers should inspect both the **Products** and **Vendors** areas to see whether everyday purchasing information can be maintained without workarounds. This matters because RFQs and purchase orders are only as accurate as the product and supplier details behind them.

On the product side, check whether each item can store supplier-specific purchasing information. Buyers often need to know which supplier usually provides the item, what price that supplier offers, the minimum quantity expected, and the lead time before delivery. If that information is available on the product record, the purchasing team can create RFQs faster and with fewer manual corrections.

You should also review whether the product catalog supports the details that appear on purchase lines. Common items to inspect include:

- **Units of Measure**
- **Variants**
- **Taxes**
- **Internal Reference**
- Product descriptions used during purchasing

These details affect how clearly buyers can identify products and how accurately costs appear on the order. If your team buys the same item in different sizes, packaging options, or units, this is especially important to test.

Replenishment-related settings also influence what buyers see when stock needs to be refilled. If your company plans to trigger purchasing from low stock or planned replenishment, check whether product setup supports that workflow cleanly. This helps you judge whether purchasing can work as part of a broader stock planning process, not just as a manual ordering tool.

On the supplier side, inspect the vendor record carefully. Buyers should confirm that the vendor profile can hold:

- **Payment Terms**
- **Currency**
- Contact details
- Company-specific purchasing information

[SCREENSHOT: Product record with supplier purchasing details and vendor record with payment and currency information]

This review is one of the best ways to spot future maintenance problems early. If product and vendor records are easy to keep accurate, buyers can trust the RFQs, purchase orders, receipts, and bills created from them.

Using Reporting to Judge Cost Control and Purchasing Performance

The **Reporting** area in Purchasing is where buyers move from transaction entry to decision-making. In Sherkety ERP & Website Platform, this is the place to test whether the module can answer practical questions about spend, supplier performance, and buying trends. A useful evaluation should go beyond “Can we place orders?” and ask “Can we understand what our purchasing team is doing over time?”

Start by checking the main measures available in reporting. Buyers typically want to compare:

- **Total spend**
- **Order count**
- **Average unit price**
- Supplier performance over time

These figures help you see whether one supplier is becoming too expensive, whether a product’s price is rising, and whether purchasing activity is concentrated with the right vendors.

Filters and grouping options are just as important as the numbers themselves. During evaluation, test whether you can narrow and organize results by:

- **Vendor**
- **Product**
- **Purchase Representative**

- **Company**
- **Order Date**

[SCREENSHOT: Purchasing reporting screen with filters, group options, and chart or pivot controls]

Different views support different decisions. A **list view** is useful when you want to inspect individual orders and compare exact values. A **pivot view** helps when you want totals by supplier, product, or month. A **graph view** is often the fastest way to spot seasonal buying patterns, top suppliers, and changes in pricing over time.

When you test reporting, use buyer-focused questions instead of generic browsing. For example:

- Can you quickly see total spend by supplier?
- Can you compare average unit price for the same product across vendors?
- Can you identify delayed deliveries by supplier or date range?
- Can you review purchasing activity by buyer or company?

If the Reporting area in Sherkety ERP & Website Platform answers those questions without heavy manual export work, it is much more likely to support cost control and supplier review in real operations. This is where many purchasing evaluations are won or lost, because reporting reveals whether the module helps you improve buying decisions after the order is placed.

Asking the Right Questions Before Choosing the Module

Before choosing Purchasing in Sherkety ERP & Website Platform, run a short evaluation based on your real buying process rather than a generic demo. The goal is to confirm that the screens, fields, and handoffs match how your team actually works. If you already reviewed feature positioning in [Understanding Purchasing Module Positioning and Use Cases](#) and [Exploring Purchasing Features From the App Page](#), this final check helps turn feature interest into a practical decision.

Focus first on workflow fit. Review whether the **RFQ** and **Purchase Order** flow matches your internal process, especially if your team uses approval steps, blanket ordering, or multi-step receiving. A module can look complete on paper but still fail if buyers cannot move orders through the right checkpoints.

Then verify the master data side. Buyers should confirm that the following can be maintained cleanly and repeatedly:

- Vendor price lists
- Lead times
- Taxes
- Currencies
- Payment terms

If these details are difficult to maintain, your team will spend too much time correcting orders manually.

Next, test the operational links. Confirm that Purchasing connects properly with:

- Inventory receipts
- Replenishment rules
- Vendor bill creation for finance

This is especially important if different teams handle ordering, receiving, and billing. The handoff should be visible and easy to trace from one document to the next.

Finally, test reporting with sample data that reflects your business. Do not rely only on a clean demo database. Buyers should be able to answer questions such as supplier comparison, spend by vendor, price movement, and delivery reliability quickly from the Reporting area.

A good shortlist question is simple: can your buyers open the Purchasing menus, create realistic RFQs, compare suppliers, confirm orders, follow receipts, review bills, and analyze spend without needing side spreadsheets for every step? If the answer is yes, Sherkety ERP & Website Platform is likely a strong fit for structured purchasing work.

Overview

This document focuses on how to evaluate Purchasing in Sherkety ERP & Website Platform from a buyer's point of view. Instead of repeating where the module sits in the ERP suite, it concentrates on the screens and records that matter during day-to-day procurement work: **Requests for Quotation, Purchase Orders, Products, Vendors**, receipts, **Vendor Bills**, and **Reporting**.

The main idea is to help you judge whether Purchasing supports a complete buying cycle. That includes creating RFQs, comparing suppliers, confirming orders, tracking incoming deliveries, and checking how supplier billing connects back to what was

ordered and received. It also covers the supporting data behind those actions, such as supplier pricing, lead times, taxes, currencies, and payment terms.

You will also see the buyer questions that matter most during evaluation. For example, can your team compare vendors easily? Can warehouse staff receive against confirmed purchase orders? Can finance trace a vendor bill back to the related order and receipt? Can managers use reporting to review spend and supplier performance without extra manual work?

This guide is most useful when read after:

- [Understanding Purchasing Module Positioning Within the ERP Suite](#)
- [Exploring Purchasing Features From the App Page](#)
- [Deciding When to Add Purchasing to an ERP Rollout](#)

[SCREENSHOT: Purchasing workspace showing menu entries for RFQs, Purchase Orders, Products, Vendors, and Reporting]

Use this page as a practical evaluation checklist in narrative form: open each Purchasing area in Sherkety ERP & Website Platform, test the flow with sample orders, and confirm whether the module supports your company's approval, receiving, billing, and reporting needs.

Prerequisites

Before working through the evaluation points in this guide, make sure you can access the Purchasing areas you need in Sherkety ERP & Website Platform. You do not need technical setup knowledge, but you do need enough access and sample data to test a realistic buying scenario from start to finish.

Prepare the following before you begin:

- Access to the **Purchasing** menus, including **Requests for Quotation, Purchase Orders, Products, Vendors, and Reporting**
- At least one sample **Vendor** record with usable purchasing details
- At least one sample **Product** that can be added to purchase order lines
- Enough sample data to test a full flow from RFQ to receipt and vendor bill
- Permission to view related receiving and billing records if those are handled by other teams

It also helps to have a few realistic business questions ready, such as:

- Which supplier gives the best price for a specific item?

- How long does a supplier usually take to deliver?
- Can finance bill based on what was received instead of what was ordered?
- Can managers review spend by supplier or by buyer?

If you are still getting familiar with how Sherkety ERP & Website Platform presents ERP modules, review these first:

- [Discovering the Purchasing Module From Inventory and App Pages](#)
- [Understanding Purchasing Benefits and Buyer Actions](#)
- [Using ERP System Landing Pages to Evaluate Offerings](#)

For the best results, test with your own sample products, suppliers, and expected buying rules rather than relying only on generic examples. That makes it much easier to decide whether the Purchasing workflow fits your real approval, receiving, and supplier management process.