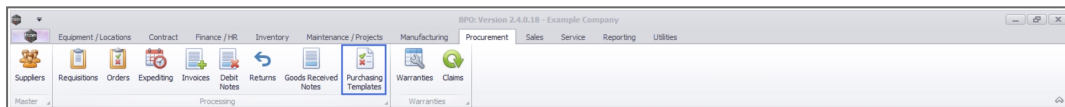


PROCUREMENT

INTRODUCTION TO PURCHASING TEMPLATES

Purchasing Templates can be created to preconfigure purchase requisitions to effectively generate bulk orders.

Ribbon Select *Procurement > Purchasing Templates*



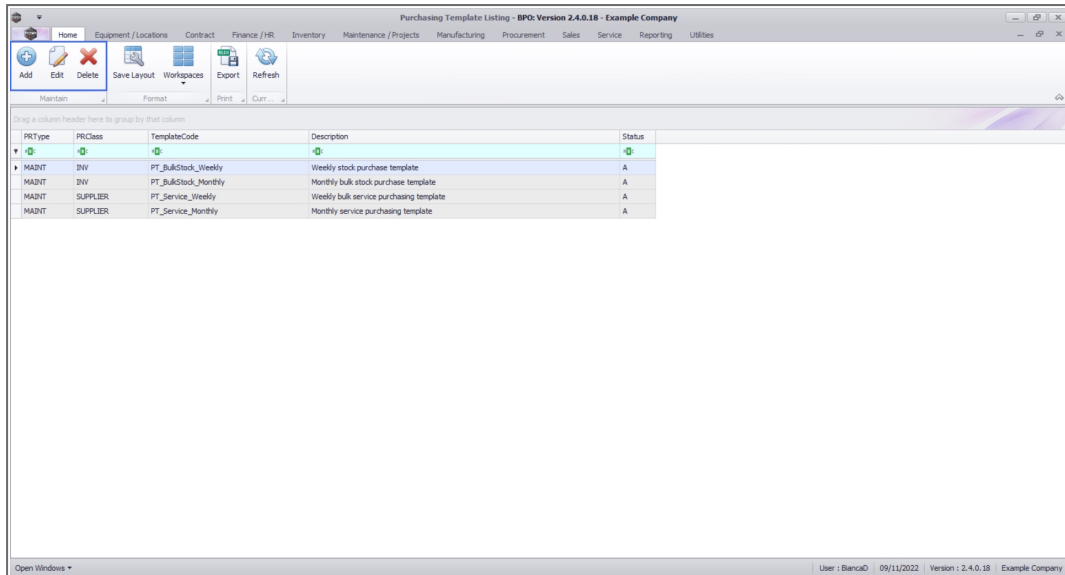
The *Purchasing Templates Listing* screen will be displayed.

PURCHASING TEMPLATE RIBBON ACTION BUTTONS

The ribbon **action** buttons will be available (bold) or unavailable (greyed out) depending on the status selection, and security right access level. The following functionality is available from this screen:

MAINTAIN BUTTONS

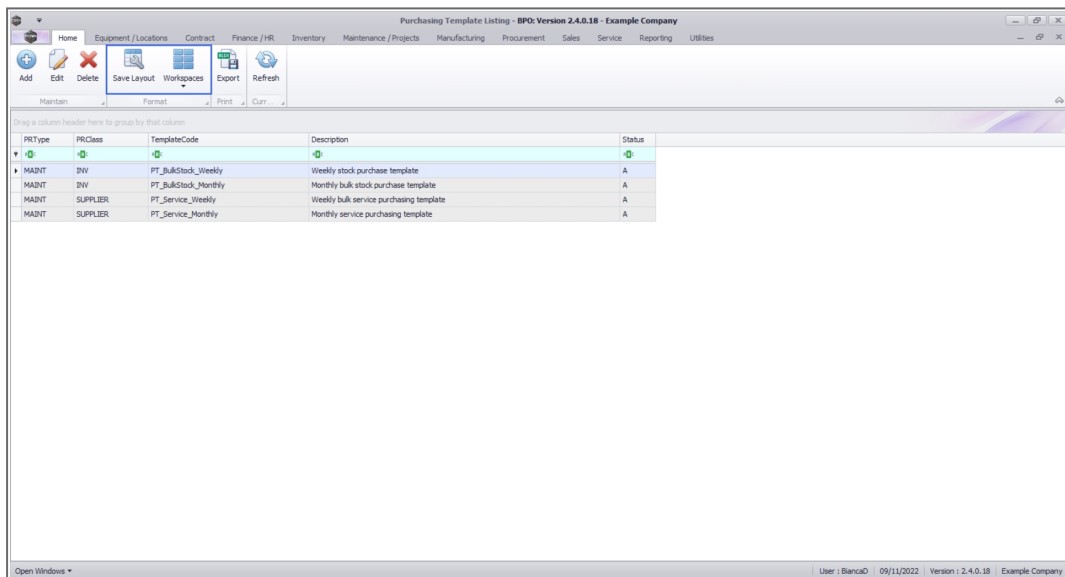
- Add, Edit, Delete



PRTType	PRClass	TemplateCode	Description	Status
MAINT	INV	PT_BulkStock_Weekly	Weekly stock purchase template	A
MAINT	INV	PT_BulkStock_Monthly	Monthly bulk stock purchase template	A
MAINT	SUPPLIER	PT_Service_Weekly	Weekly bulk service purchasing template	A
MAINT	SUPPLIER	PT_Service_Monthly	Monthly service purchasing template	A

FORMAT BUTTONS

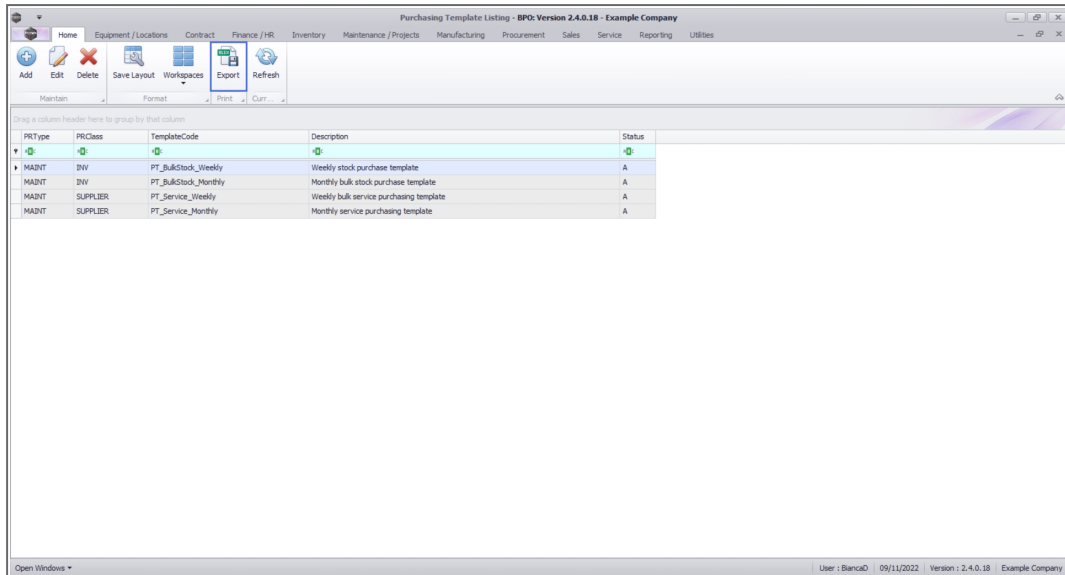
- [Save Layout](#) and [Workspaces](#).



PRTType	PRClass	TemplateCode	Description	Status
MAINT	INV	PT_BulkStock_Weekly	Weekly stock purchase template	A
MAINT	INV	PT_BulkStock_Monthly	Monthly bulk stock purchase template	A
MAINT	SUPPLIER	PT_Service_Weekly	Weekly bulk service purchasing template	A
MAINT	SUPPLIER	PT_Service_Monthly	Monthly service purchasing template	A

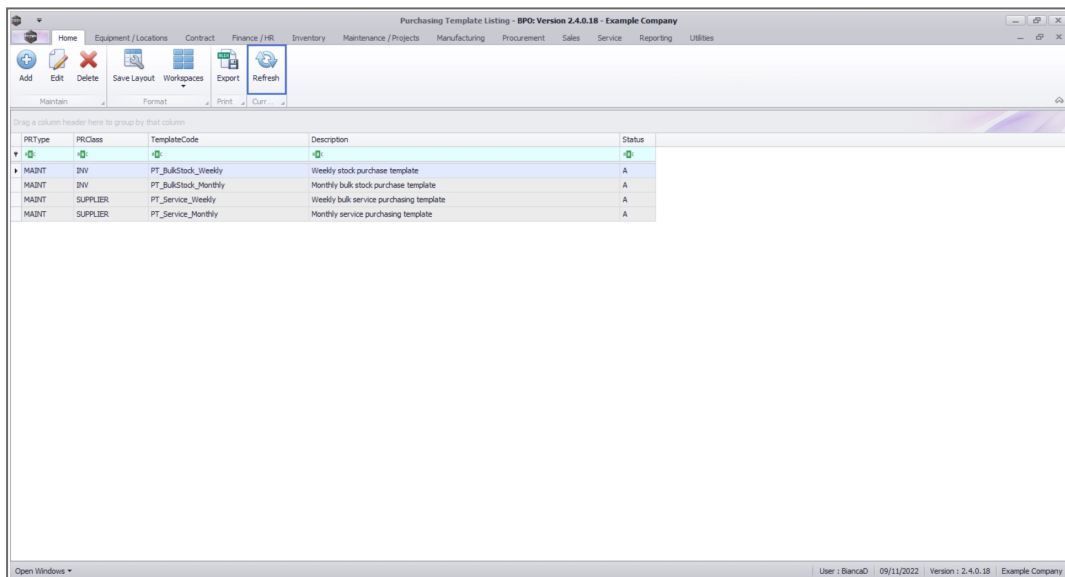
PRINT BUTTONS

- [Export](#) listing to Excel.



CURRENT BUTTONS

- Refresh.



Related Topics

- [Add Purchasing Template](#)
- [Edit Purchasing Template](#)

- [Delete Purchasing Template](#)
- [Create New Purchase Requisition from Template](#)

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