

PROCUREMENT

INTRODUCTION TO PURCHASING TEMPLATES

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

Ribbon Select Procurement > Purchasing Templates

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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



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Open Windows	•						User : BiancaD 09/11/2022	Version : 2.4.0.18	Example Company

FORMAT BUTTONS

• <u>Save Layout</u> and <u>Workspaces</u>.

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PRINT BUTTONS

• Export listing to Excel.



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CURRENT BUTTONS

• Refresh.

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Related Topics

- Add Purchasing Template
- Edit Purchasing Template



- Delete Purchasing Template
- <u>Create New Purchase Requisition from Template</u>

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