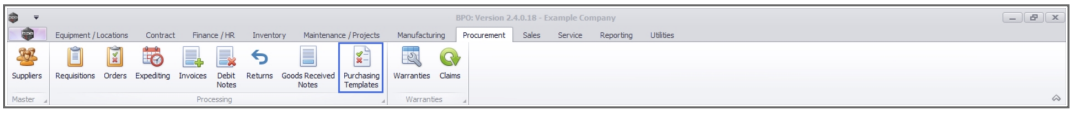
PROCUREMENT

PURCHASING TEMPLATES - DELETE

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

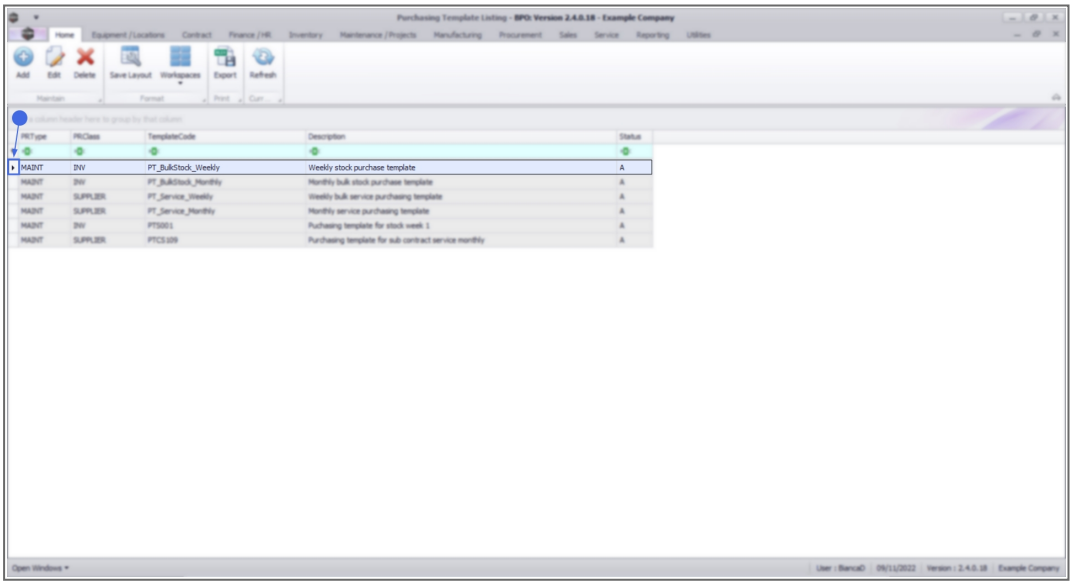
Ribbon Select ***Procurement > Purchasing Templates***



The ***Purchasing Templates Listing*** screen will be displayed.

DELETE A PURCHASING TEMPLATE

- Select the ***row*** of the ***Purchasing Template*** that you wish to process.



- Click on the ***Delete*** button.

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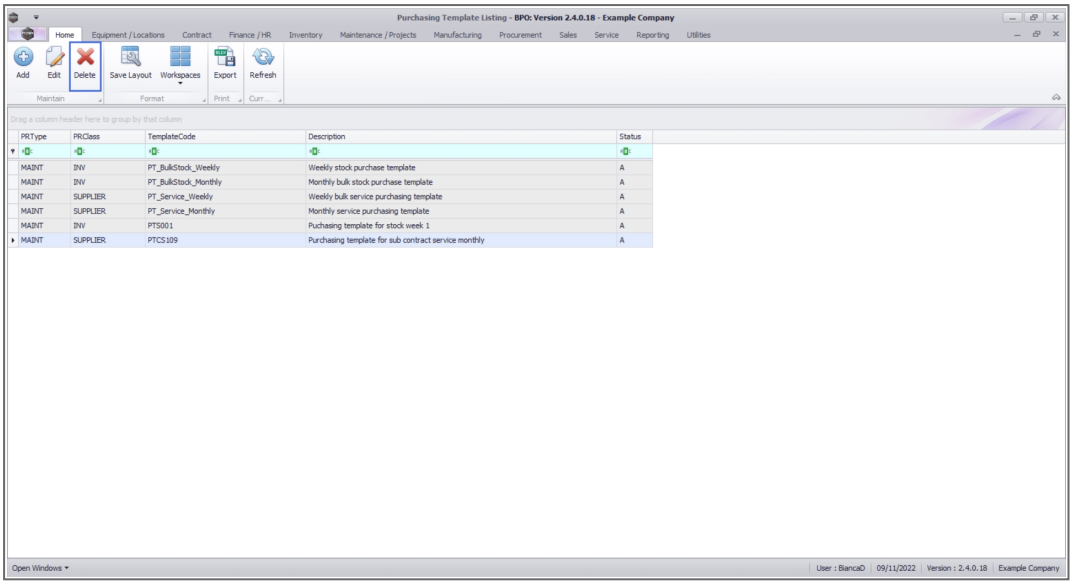
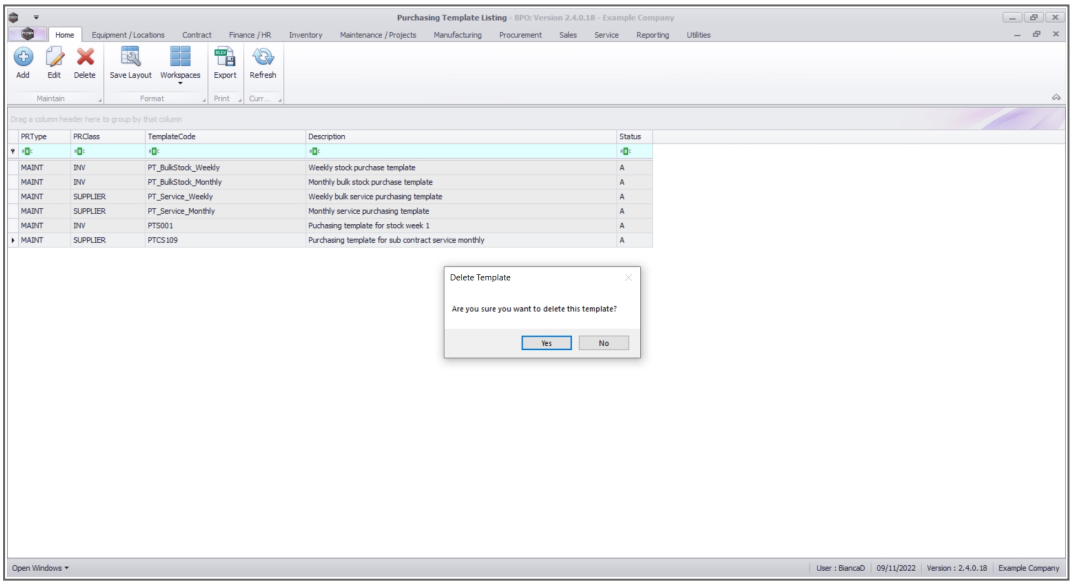


A message box will come up asking: ***Are you sure you want to delete this template?***

- Click on the ***Yes*** button.



A message box will come up noting: ***Template Deleted.***

- Click on the ***Ok*** button.

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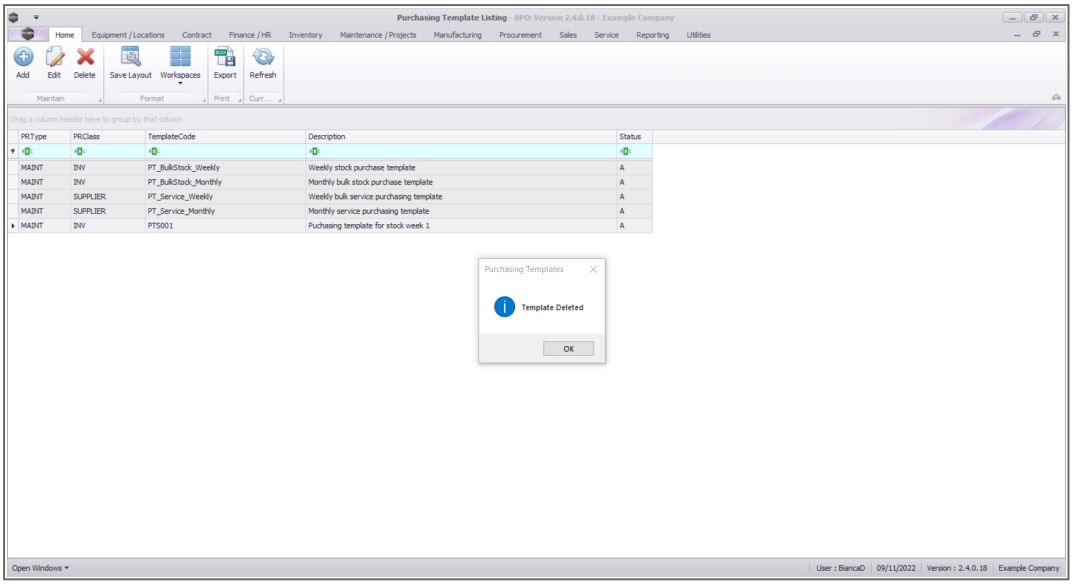

The template will no longer be available in the Purchasing Templates Listing screen, and is set to status (I) Inactive in the database.

Related Topics

- Add Purchasing Template
- Edit Purchasing Template
- Delete Purchasing Template
- Create New Purchase Requisition from Template

MNU.057.004

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