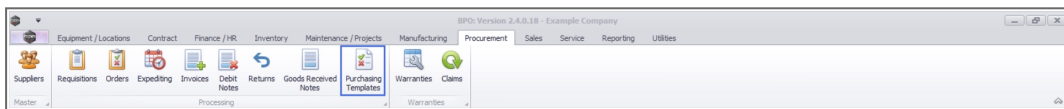


PROCUREMENT

PURCHASING TEMPLATES - DELETE

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

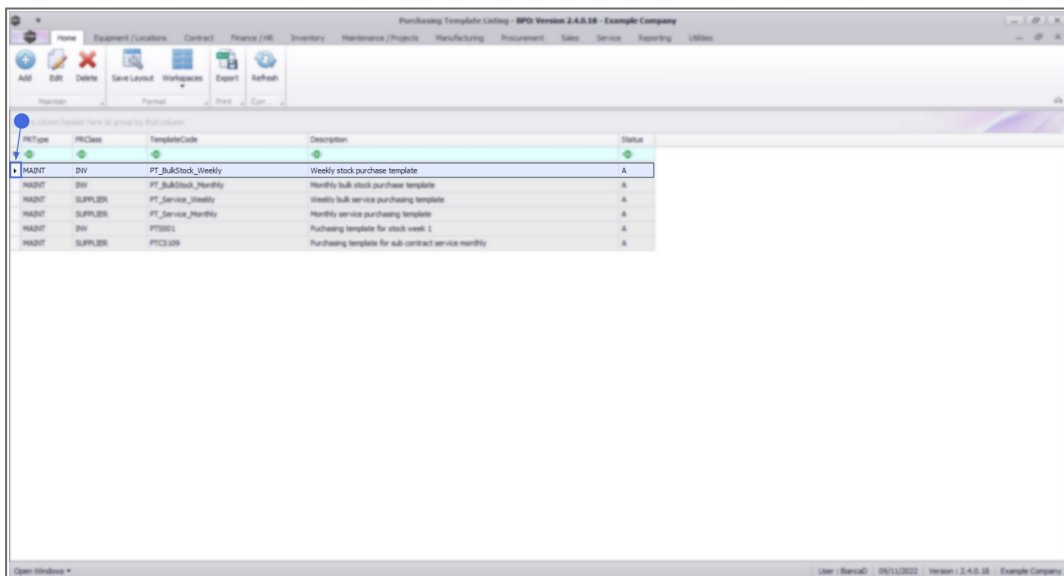
Ribbon Select *Procurement* > *Purchasing Templates*



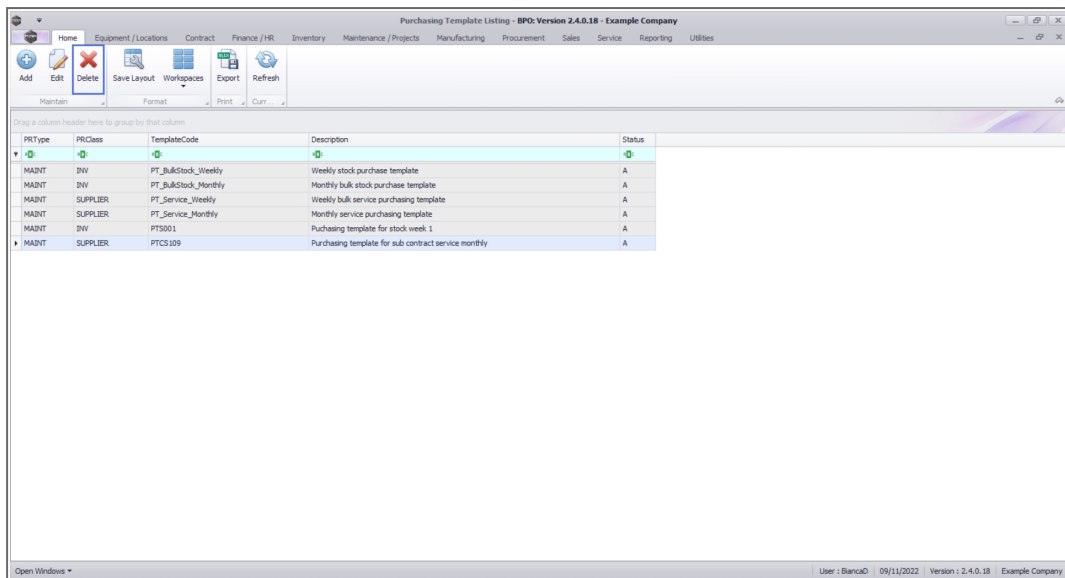
The *Purchasing Templates Listing* screen will be displayed.

DELETE A PURCHASING TEMPLATE

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

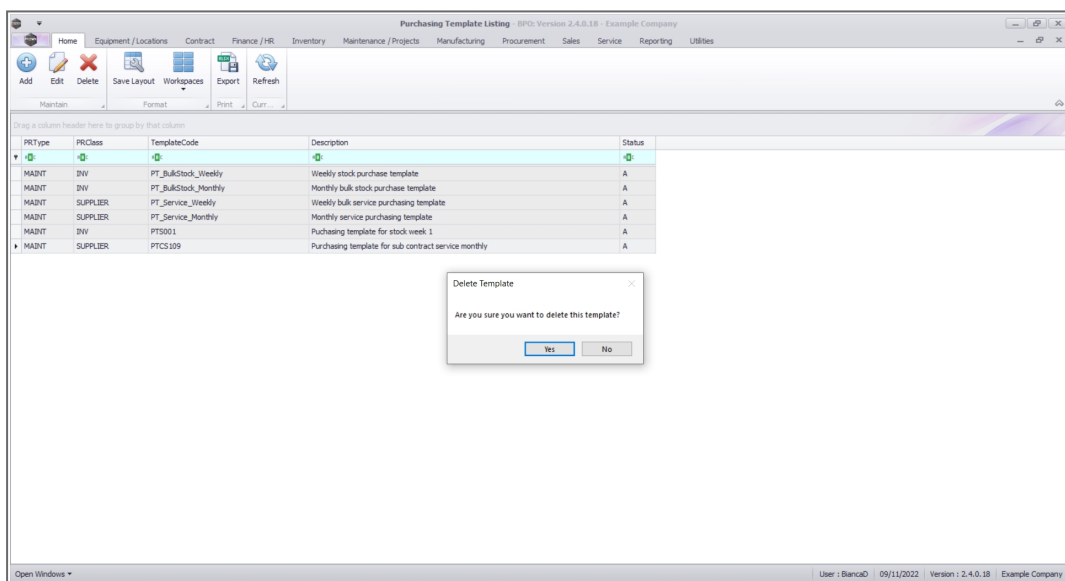


- Click on the **Delete** button.



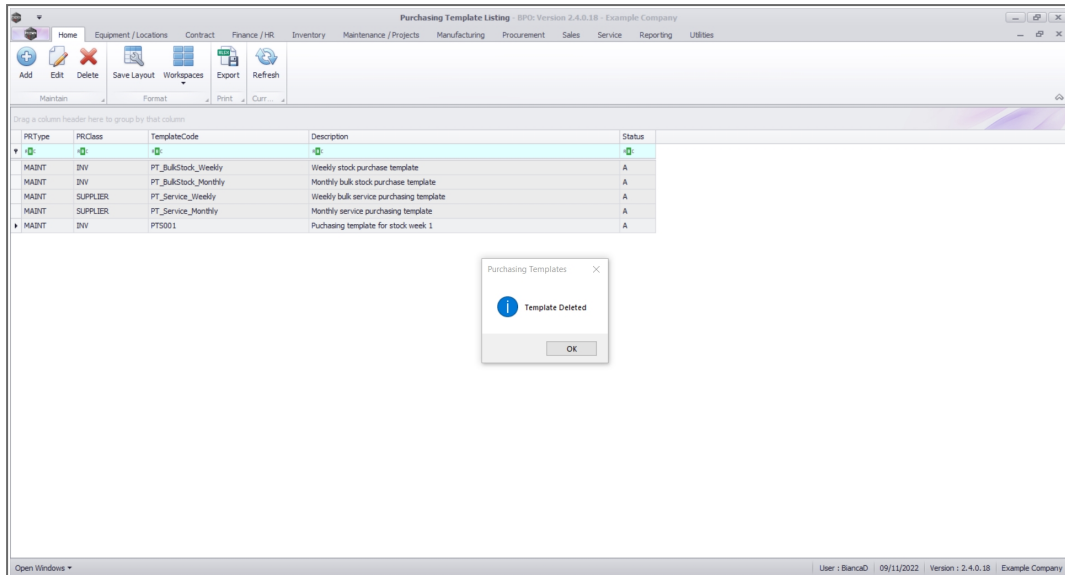
A message box will come up asking: **Are you sure you want to delete this template?**

- Click on the **Yes** button.



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

- Click on the **Ok** button.



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](#)

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