We are currently updating our site; thank you for your patience.

PROCUREMENT

INTRODUCTION TO PROCUREMENT CONFIGURATION

Procurement deals with all purchasing and receiving of stock, repair and service related requirements.

A **purchasing centre** is required in order to raise purchase orders on the system. **Procurement authorisation** must be set up, but can be configured according to your company requirements

PROCUREMENT SETUP

PURCHASING CENTRES SETUP

- **Add New Purchasing Centre** - required to use the Procurement module
- **Add Purchasing Centre Address** - address required for Purchase Orders

PROCUREMENT AUTHORISATION SETUP

- **Procurement Authorisation Configuration** - Requisition authorisation value levels
- **Security for Procurement Authorisation** - User group set up
- **Requisition Release for Approval Override** - Enable / Disable ability to Release Requisition for Approval

SUPPLIER STATIC DATA SETUP

- Supplier Type - required to set up a supplier
- Supplier Class - required to set up a supplier

Related Topics

- Service/Repair Requests
- Purchase Requisitions
- Purchase Orders
- Goods Received Notes
- Suppliers

BPO.MNU.051