

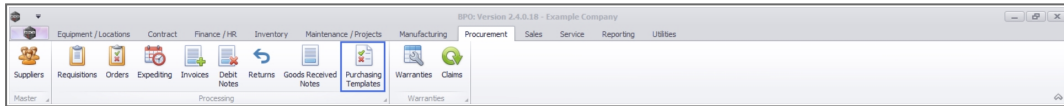
We are currently updating our site; thank you for your patience.

PROCUREMENT

INTRODUCTION TO PURCHASING TEMPLATES

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

Ribbon Select Procurement > Purchasing Templates



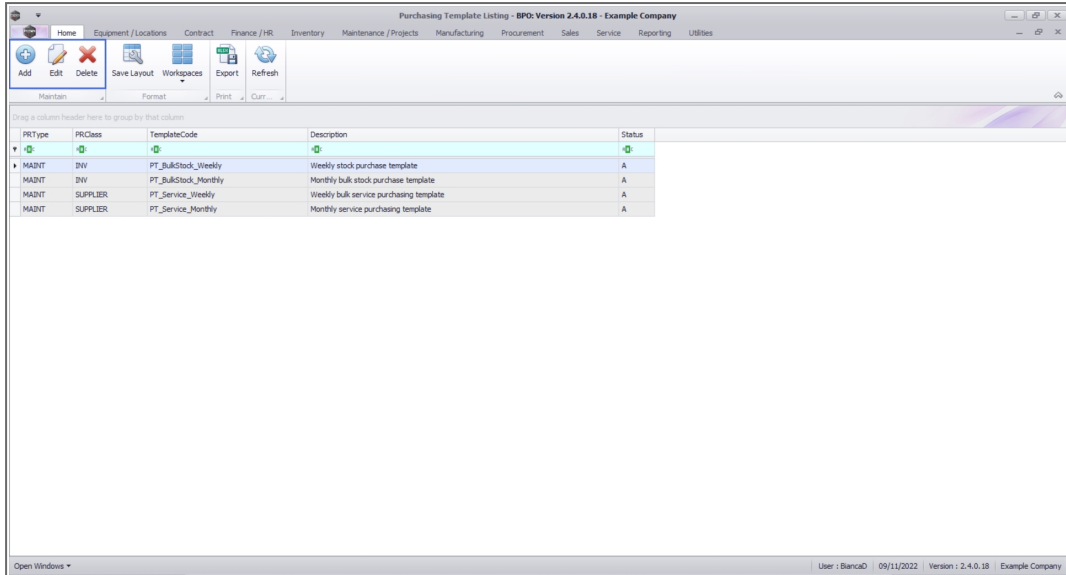
The **Purchasing Templates Listing** screen will be displayed.

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:

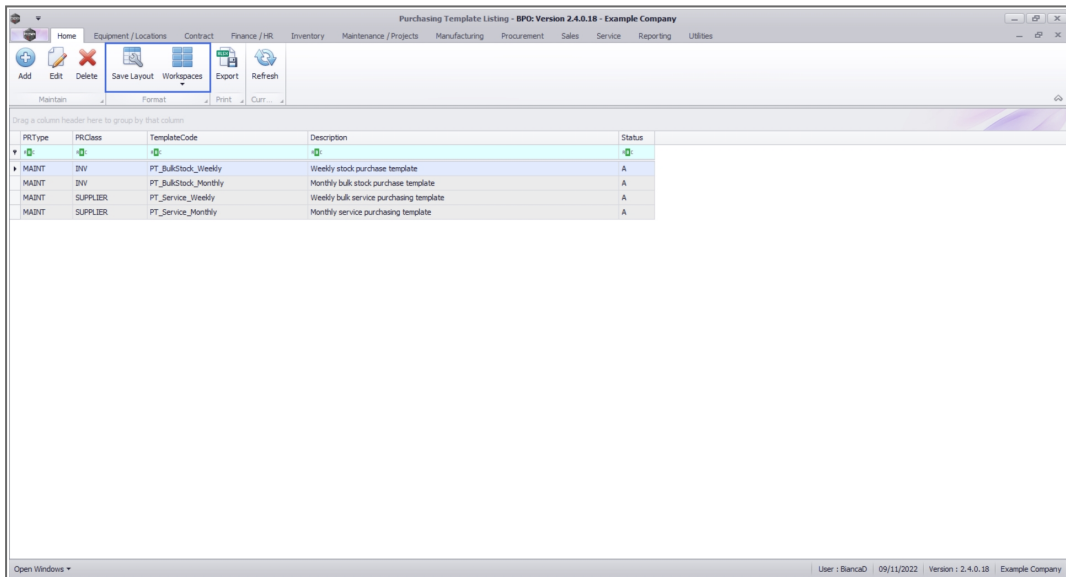
MAINTAIN BUTTONS

- Add, Edit, Delete



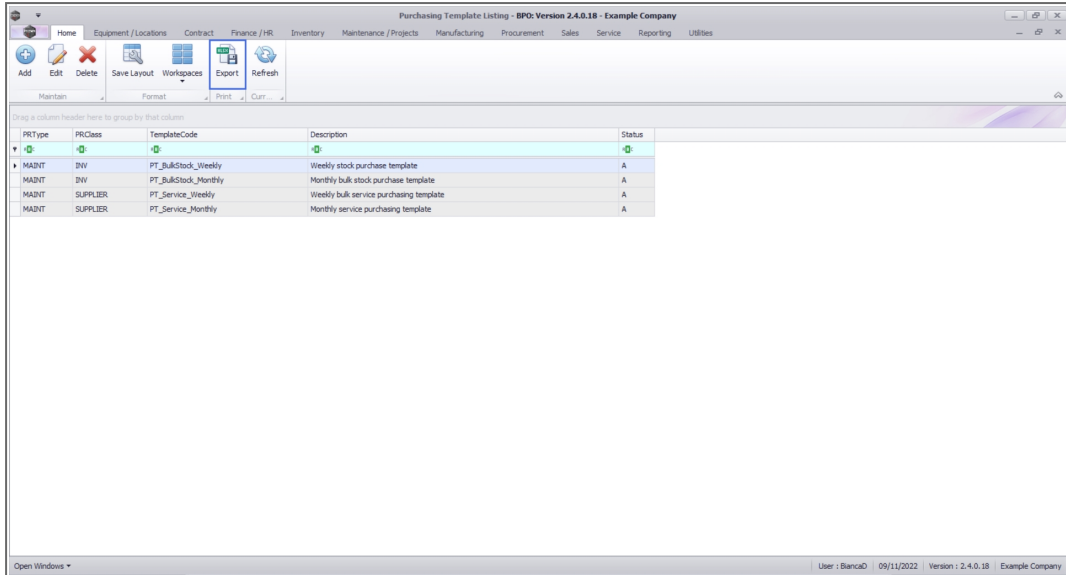
FORMAT BUTTONS

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



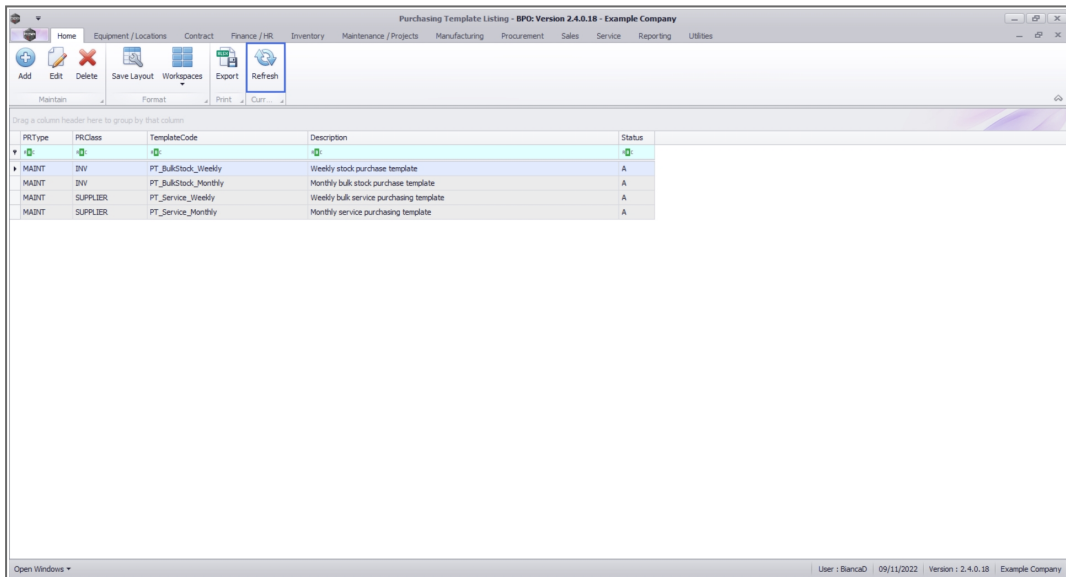
PRINT BUTTONS

- [Export](#) listing to Excel.



CURRENT BUTTONS

- Refresh.



Related Topics

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



Buy Back Request Intro

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

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