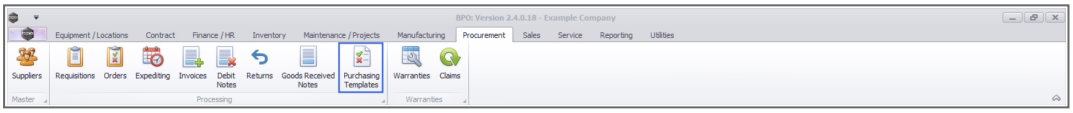
We are currently updating our site; thank you for your patience.

PROCUREMENT

PURCHASING TEMPLATES - DELETE

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

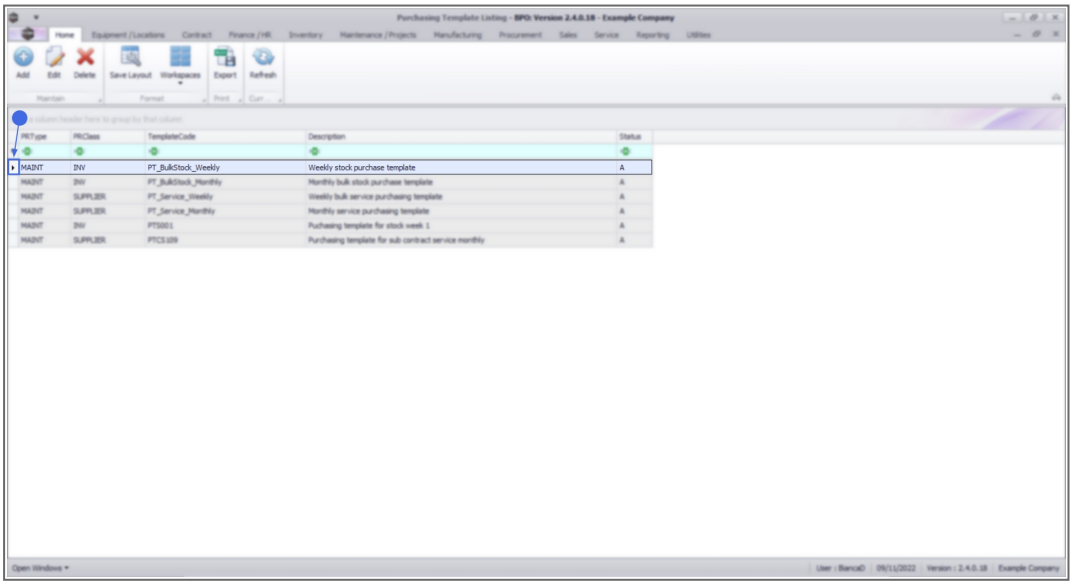
Ribbon Select **Procurement > Purchasing Templates**



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

DELETE A PURCHASING TEMPLATE

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



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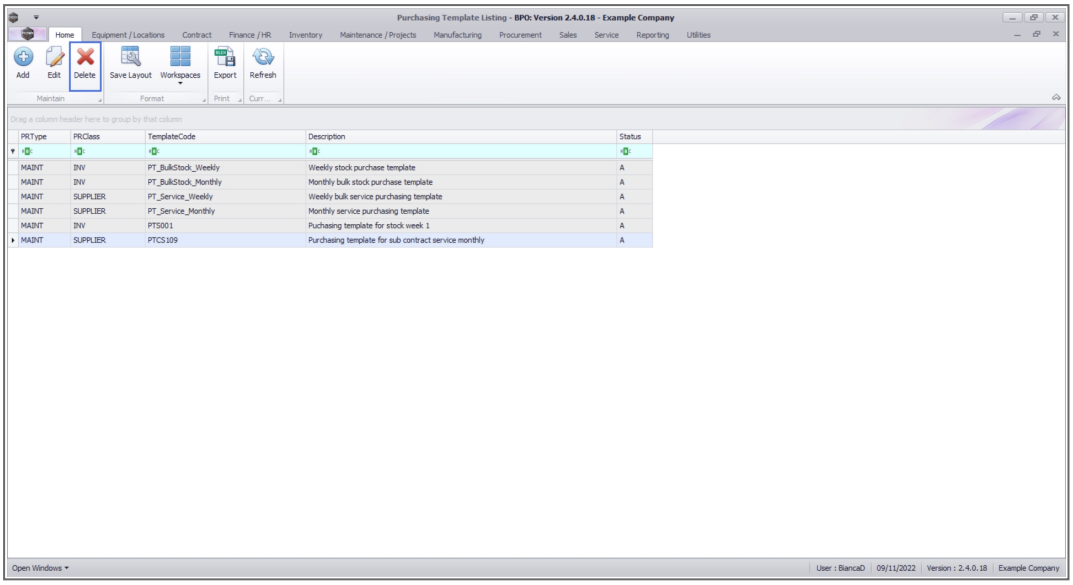
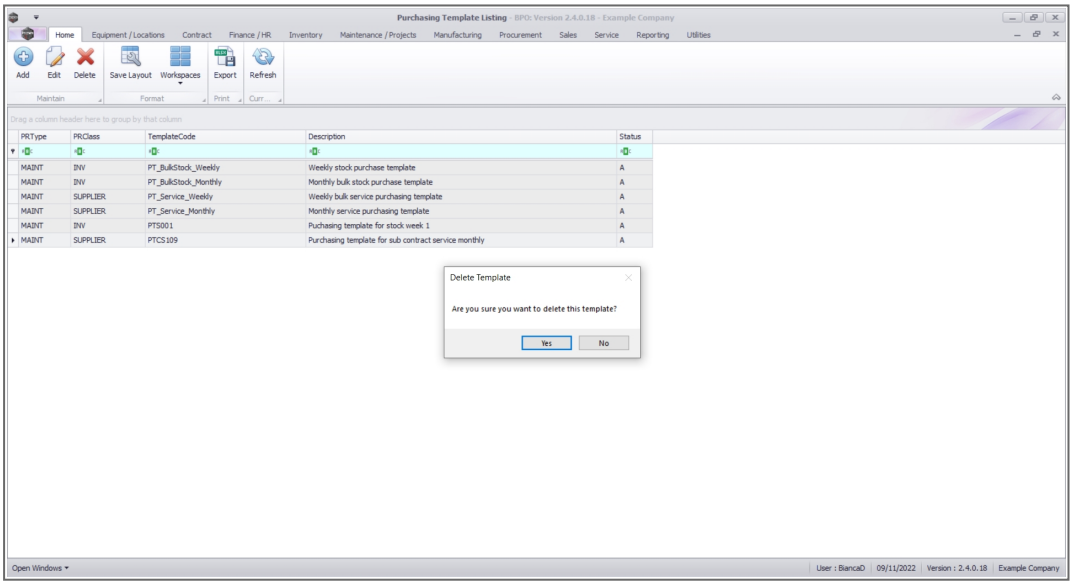
- Click on the **Delete** button.



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.**

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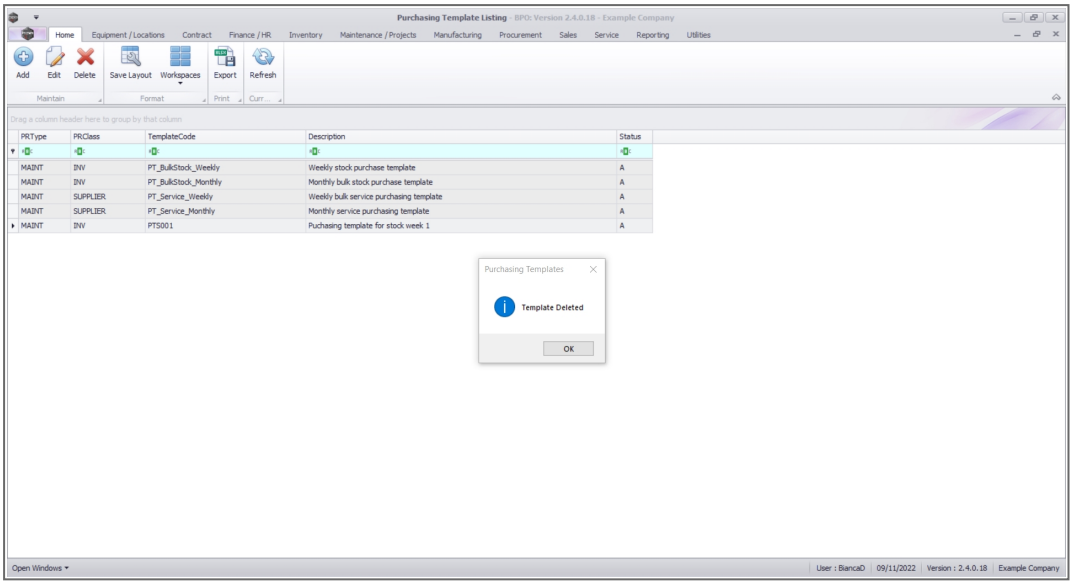
- Click on the **Ok** button.



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

MNU.057.004

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