

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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MAINT	SJPPLER	PTCS109	Purchasing template for sub contract service monthly	A	
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• 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.

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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
- <u>Create New Purchase Requisition from Template</u>

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