



Pending Actions

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(requisitions awaiting vendor invitations)
(Vendor Response Pending)
(PO approval Pending)

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Approved Requisition

Search Orders by #, status, date, etc.

Filter

Date	Requisition ID #	Employee Name	Status	Amount	Action
2024-06-01	SO1001	Acme Corporation	Shipped	\$2500.00	Invite Vendor
2024-06-02	SO1002	Bravo Solutions	Pending	\$1200.00	Invite Vendor
2024-06-02	SO1003	Charlie's Workshop	Cancelled	\$500.00	Invite Vendor
2024-06-03	SO1004	Delta Retail	Processing	\$750.00	Invite Vendor
2024-06-04	SO1005	Echo Enterprises	Shipped	\$3000.00	Invite Vendor
2024-06-05	SO1006	Foxtrot Media	Pending	\$1150.00	Invite Vendor
2024-06-06	SO1007	Golf Goods Inc.	Shipped	\$2300.00	Invite Vendor
2024-06-07	SO1008	Hotel Harmony	Processing	\$900.00	Invite Vendor
2024-06-08	SO1009	India IT Solutions	Cancelled	\$600.00	Invite Vendor
2024-06-09	SO1010	Juliett Services	Shipped	\$1850.00	Invite Vendor
2024-06-10	SO1011	Kilo Retail Group	Pending	\$2750.00	Invite Vendor
2024-06-11	SO1012	Lima Landscaping	Shipped	\$980.00	
2024-06-12	SO1013	Mike's Mechanics	Processing	\$450.00	
2024-06-13	SO1014	November Nightlife	Shipped	\$3250.00	
2024-06-14	SO1015	Oscar Outdoors	Cancelled	\$1300.00	
2024-06-15	SO1016	Papa Pharmaceuticals	Pending	\$4800.00	
2024-06-16	SO1017	Quebec Quilts	Processing	\$1200.00	
2024-06-17	SO1018	Romeo Restaurants	Shipped	\$2100.00	
2024-06-18	SO1019	Sierra Studios	Pending	\$3360.00	
2024-06-19	SO1020	Tango Tech	Shipped	\$5500.00	

«	<	1	2	3	4	5	6	7	8	9	10	>	»
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Invite Vendors For Selected



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Request for quotation

Select Vendors

For Office Equipment
Carrot
Eggplant
Pumpkin
Potato
For IT Asset
Apples
Oranges
Pears
For Other

[View All Vendors](#)

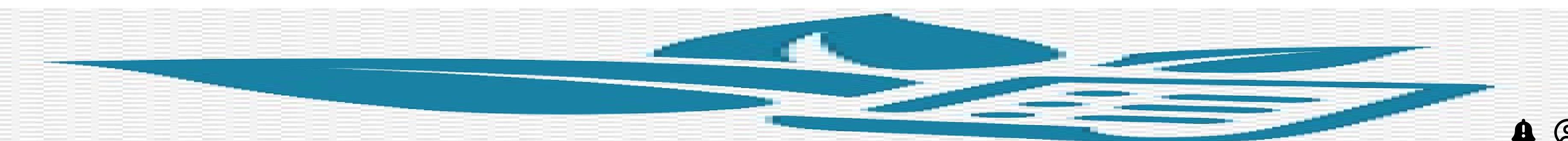
Requisition ID: (e.g., #REQ12345)

Item-Name	◆ File	◆ Description	◆ Quantity	◆ Unit Price
Project_Vision	PDF	Planning	3	10k

Total Items-- 5

Estimated-Budget- \$10k

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[Dashboard](#)>[Requisition](#)>[Invite Vendor](#)

Request for quotation

- 1st Vendor
- 2nd Vendor
- 3rd Vendor

[Request For Quotation](#)[Cancel](#)

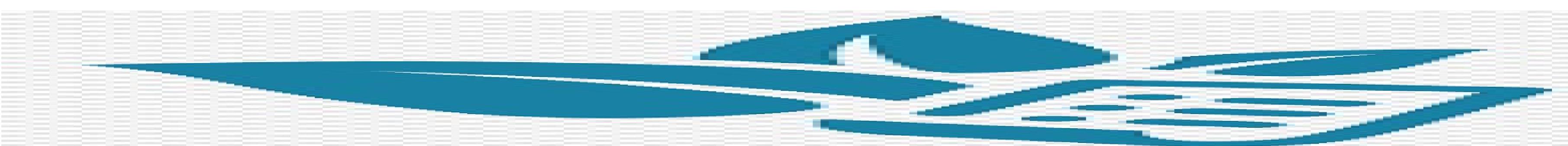
Requisition ID: (e.g., #REQ12345)

Item-Name	File	Description	Quantity	Unit Price
Project_Vision	PDF	Planning	3	10k

Total Items-- 5

Estimated-Budget- \$10k

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Vendor Quotation

Vendor Name	♦ Price	♦ Qaulity Score	♦ Time line	♦ Notes	♦ Action
Project_Vision	PDF	Planning	3	10k	Approve Or Request Revision
Project_Vision	PDF	Planning	3	10k	Approve Or Request Revision
Project_Vision	PDF	Planning	3	10k	Approve Or Request Revision
Project_Vision	PDF	Planning	3	10k	Approve Or Request Revision
Project_Vision	PDF	Planning	3	10k	Approve Or Request Revision

[Create Purchase Order](#)



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Create Purchase Order

Name

Vendor Name

Required

Item Details

Required

Delivery Address

Required

Payment Terms

Required

Additional notes

Issue PO

Save As Draft



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[Dashboard](#)> [Track PO](#)

Vendor Quotation

Vendor Name	PO Number	Status	Expected Delivery Date	Notes
Project_Vision	89281	In Progress	21/12/2024	-
Project_Vision	89281	Confirmed	21/12/2024	-
Project_Vision	89281	Sent	21/12/2024	-



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