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Purchase Request Form

Person Requesting

Email

Department Head Email *

Date of Request

Date Required *

Item ID	Item Description	Quantity	Unit Price	Total Price



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Purchase Request Form

Person Requesting

First Name

Last Name

Email

Department Head Email *

Please enter the department head email id.

Date of Request

Day ▼Month ▼Year ▼

Date Required *

Day ▼Month ▼Year ▼

Please enter the date required.

Item ID	Item Description	Quantity	Unit Price	Total Price

Submit

Please enter all the mandatory fields.

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Purchase Request Summary

Person Requesting

Luke

Wright

Email

wrightluke@procAct.com

Department Head Email

johnpanicker@procAct.com

Date of Request

04 ▾

Dec ▾

2022 ▾

Date Required

31 ▾

Jan ▾

2023 ▾

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Approved by:

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Purchase Request Summary

Person Requesting

Luke

Wright

Email

wrightluke@procAct.com

Department Head Email

johnpanicker@procAct.com

Date of Request

04 ▾

De

Date Required

31 ▾

Ja

Request form Approval

Request form is sent successfully

OK

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Approved by:

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All requests

Request ID : AA001



Request ID : AA002



Request ID : AA003



Request ID : AA004



Request ID : AA005





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Purchase Request Summary

Person Requesting

Luke

Wright

Email

wrightluke@procAct.com

Department Head Email

johnpanicker@procAct.com

Date of Request

04 ▾

Dec ▾

2022 ▾

Date Required

31 ▾

Jan ▾

2023 ▾

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Approved by:

Alexis

Reject

Approve



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Purchase Request Summary

Person Requesting

Luke

Wright

Email

wrightluke@procAct.com

Department Head Email

johnpanicker@procAct.com

Date of Request

04 ▾

De

Date Required

31 ▾

Ja

Request form Approval

Request approved

OK

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Approved by:

Alexis

Reject

Approve



Purchase Request Summary

Person Requesting

Luke

Wright

Email

wrightluke@procAct.com

Department Head Email

johnpanicker@procAct.com

Date of Request

04 ▾

De

Date Required

31 ▾

Ja

Request form Approval

Request rejected

OK

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Approved by:

Alexis

Reject

Approve



Request for quote

Quotation

Quote Date

04 Dec 2022

Quote#

Validity Period

Vendor Name

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5		
ZID	Item Name2	2		

Subtotal:

Tax rate:

Sale tax:

Other:

Total:

Choose vendors

Send

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All vendors

☐ Select All☐ Vendor ID : AA001☐ Vendor ID : AA002☐ Vendor ID : AA003☐ Vendor ID : AA004☐ Vendor ID : AA005[Back](#)[Send](#)



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All vendors

☐ Select All

☐ Vendor ID : AA001

☐ Vendor☐ Vendor

☐ Vendor ID : AA004

☐ Vendor ID : AA005

Request for Quote

Request for Quote is sent

OK

Back

Send

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Purchase Order

* All the fields are mandatory

Purchase Order

Order No.

Date

Vendor

Ship to

Client Company name

Client Company name

Address

Address

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total:

9000

Submit

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Invoice



Products



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Purchase Order

* All the fields are mandatory

Purchase Order

Order No.

Date

Vendor

Ship to

Client Company name

Client Company name

Address

Address

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total:

9000

[Submit](#)

Please enter all the fields



Purchase Order Summary

Purchase Order

Order No.

12

Date

04

Dec

2022

Vendor

HI limited

Ship to

BX limited

Client Company name

x2z technologies

Client Company name

pacific builders

Address

3M Center, 3300 Bloor St. W. 7th Floor,

West Tower Toronto, ON M8X 2X2 CANADA

Address

Pacific builders,

4615 Fifth Ave. Pittsburgh, PA

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total:

9000

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Purchase Order Summary

Purchase Order

Order No.

12

Date

04

Dec

2022

Vendor

HI limited

Client Company name

x2z technologies

Address

3M Center, 3300 Bloor St. W

West Tower Toronto, ON M8X

Purchase Order Approval

Purchase Order is sent successfully

OK

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total: 9000

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POs for approval

PO ID : AA001

● Waiting for approval

PO ID : AA002

● Approved

PO ID : AA003

● Approved

PO ID : AA004

● Waiting for approval

PO ID : AA005

● Waiting for approval



Purchase Order Summary

Purchase Order

Order No.

12

Date

04 ▾

Dec ▾

2022 ▾

Vendor

HI limited

Ship to

BX limited

Client Company name

x2z technologies

Client Company name

pacific builders

Address

3M Center, 3300 Bloor St. W. 7th Floor,

West Tower Toronto, ON M8X 2X2 CANADA

Address

Pacific builders,

4615 Fifth Ave. Pittsburgh, PA

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total:

9000

Reject

Approve



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Purchase Order Summary

Purchase Order

Order No.

12

Date

04

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2022

Vendor

HI limited

Ship to

BX limited

Client Company name

x2z technologies

Address

3M Center, 3300 Bloor St. W. 7

West Tower Toronto, ON M8X 2

Purchase Order approval

Purchase order approved

OK

Item ID	Item Desc			total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total:

9000

Reject

Approve



Purchase Order Summary

Purchase Order

Order No.

12

Date

04

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2022

Vendor

HI limited

Ship to

BX limited

Client Company name

x2z technologies

Address

3M Center, 3300 Bloor St. W. 7

West Tower Toronto, ON M8X 2

Purchase Order approval

Purchase order rejected

OK

Item ID	Item Desc			total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total: 9000

Reject

Approve

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All POs

PO ID : AA001

Waiting for approval

PO ID : AA002



Approved

PO ID : AA003

Approved

PO ID : AA004

Waiting for approval

PO ID : AA005

Waiting for approval



Purchase Order Summary

Purchase Order

Order No.

12

Date

04

Dec

2022

Vendor

HI limited

Ship to

BX limited

Client Company name

x2z technologies

Client Company name

pacific builders

Address

3M Center, 3300 Bloor St. W. 7th Floor,

West Tower Toronto, ON M8X 2X2 CANADA

Address

Pacific builders,

4615 Fifth Ave. Pittsburgh, PA

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total:

9000

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Choose Vendors



Quotation

Quotation

Quote Date

04 ▾ Dec ▾ 2022 ▾

Quote#

Validity Period

Vendor Name

Item ID	Item Description	Quantity	Unit Price	Total Price

Subtotal:

Tax rate:

Sale tax:

Other:

Total:

Submit

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Quotation

Quotation

Quote Date

04 ▾ Dec ▾ 2022 ▾

Quote#

14567

Validity Period

1 year

Vendor Name

HI limited

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total: 9000

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Send



Quotation

Quotation

Quote Date

04 Dec 2022

Quote#

14567

Validity Period

1 year

Vendor Name

HI limited

Quotation

Quotation is sent successfully

OK

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total:

9000

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All POs

PO ID : AA001

PO ID : AA002



PO ID : AA003

PO ID : AA004

PO ID : AA005



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Purchase Order Summary

Purchase Order

Order No.

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Date

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Vendor

HI limited

Ship to

BX limited

Client Company name

x2z technologies

Client Company name

pacific builders

Address

3M Center, 3300 Bloor St. W. 7th Floor,
West Tower Toronto, ON M8X 2X2 CANADA

Address

Pacific builders,
4615 Fifth Ave. Pittsburgh, PA

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total:

9000

Reject

Approve



Purchase Order Summary

Purchase Order

Order No.

12

Date

04

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2022

Vendor

HI limited

Ship to

BX limited

Client Company name

x2z technologies

Address

3M Center, 3300 Bloor St. W. 7

West Tower Toronto, ON M8X 2

Purchase Order approval

Purchase order approved

OK

Item ID	Item Desc			total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total: 9000

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Purchase Order Summary

Purchase Order

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Date

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Vendor

HI limited

Ship to

BX limited

Client Company name

x2z technologies

Address

3M Center, 3300 Bloor St. W. 7

West Tower Toronto, ON M8X 2

Purchase Order approval

Purchase order rejected

OK

Item ID	Item Desc			total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total: 9000

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Invoice

HL Limited

3M Center, 3300 Bloor St. W. 7th Floor,
West Tower Toronto, ON M8X 2X2 CANADA

Invoice

Invoice Date

04 Dec 2022

Invoice#

Terms

Due Date

25 Dec 2022

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5		
ZID	Item Name2	2		

Subtotal:

Tax rate:

Sale tax:

Other:

Total:

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Invoice

HL Limited

3M Center, 3300 Bloor St. W. 7th Floor,
West Tower Toronto, ON M8X 2X2 CANADA

Invoice

Invoice Date

04 ▾ Dec ▾ 2022 ▾

Invoice#

INV-1245

Terms

Due on receipt

Due Date

25 ▾ Dec ▾ 2022 ▾

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total: 9000

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Invoice

HL Limited

3M Center, 3300 Bloor St. W. 7th Floor,
West Tower Toronto, ON M8X 2X2 CANADA

Invoice

Invoice Date

04 ▾ Dec ▾ 2022 ▾

Invoice#

INV-1245

Terms

Due on receipt

Due Date

25 ▾ Dec ▾

Invoice

Invoice is sent successfully

OK

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5		
ZID	Item Name2	2		

Subtotal:

Tax rate:

Sale tax:

Other:

Total:

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Send

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All Defects

Defect ID : AA001

Open

Defect ID : AA002

Closed

Defect ID : AA003

Closed

Defect ID : AA004

Open

Defect ID : AA005

Open

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Defect

Defect

Defect type

Damage in products

Summary

The products with item ID XID and ZID are damaged

Priority

Major

Due Date

04

Dec

2022

Item ID	Item Description	Details
XID	Item Name1	Edge Broken
ZID	Item Name2	Wrong product

Assignee

Sanchez

Closing Remarks

The products with item ID XID and ZID are replaced.

[Close defect](#)

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Defect

Defect

Defect type

Damage in products

Summary

The products with item ID XI

Priority

Major

Due Date

04

Dec

Defect

Defect is closed successfully

OK

Item ID	Item Description	Details
XID	Item Name1	Edge Broken
ZID	Item Name2	Wrong product

Assignee

Sanchez

Closing Remarks

The products with item ID XID and ZID are replaced.

Close defect

Privacy & Terms



Payments received

Invoice ID : AA001

Invoice ID : AA002



Invoice ID : AA003

Invoice ID : AA004

Invoice ID : AA005



Payments received

Invoice ID : AA001

Invoice ID : AA002



Invoice ID : AA003

Invoice ID : AA004

Invoice ID : AA005

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Invoice

HL Limited

3M Center, 3300 Bloor St. W. 7th Floor,
West Tower Toronto, ON M8X 2X2 CANADA

Invoice

Invoice Date

04 ▾ Dec ▾ 2022 ▾

Invoice#

INV-1245

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Due on receipt

Due Date

25 ▾ Dec ▾ 2022 ▾

Item ID	Item Description	Quantity	Unit Price	Total Price
XID	Item Name1	5	1000	5000
ZID	Item Name2	2	2000	4000

Subtotal: 9000

Tax rate:

Sale tax:

Other:

Total:

9000

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Defect

Defect

Defect type *

Summary

Priority *

Due Date

 ▾ ▾ ▾

Item ID	Item Description	Details
XID	Item Name1	Edge Broken
ZID	Item Name2	Wrong product

Assignee

Closing Remarks

Submit

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Defect

Defect

Defect type *

Please enter the defect type

Summary

Priority *

Please enter the priority

Due Date

Item ID	Item Description	Details
XID	Item Name1	Edge Broken
ZID	Item Name2	Wrong product

Assignee

Closing Remarks

[Submit](#)

Please enter all the mandatory fields

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Defect

Defect

Defect type *

Summary

Priority *

Due Date

 ▾ ▾ ▾

Item ID	Item Description	Details
XID	Item Name1	Edge Broken
ZID	Item Name2	Wrong product

Assignee

Closing Remarks

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Defect

Defect

Defect type *

Summary

Priority *

Due Date

Dec

Defect

Defect is created successfully

Item ID

XID

ZID

Assignee

Sanchez

Closing Remarks

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Goods received note

Goods Received Note

Vendor Name

Delivered by

Signature

Date

Item ID	Item Description	Details
XID	Item Name1	Edge Broken
ZID	Item Name2	Wrong product

Received by

Checked by

[Submit](#)

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Goods received note

Goods Received Note

Vendor Name

Delivered by

Signature

Date

Item ID	Item Description	Details
XID	Item Name1	Edge Broken
ZID	Item Name2	Wrong product

Received by

Checked by

[Modify](#)[Send](#)



Goods received note

Goods Received Note

Vendor Name

Delivered by

Signature

Date

04

Dec

Item ID	Item
XID	Item
ZID	Item

Goods Received Note

Goods Received Note is sent successfully

OK

Received by

Sanchez

Checked by

Samuel

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username@procAct.com

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Make Payment

Invoice ID : AA001

Invoice ID : AA002



Invoice ID : AA003

Invoice ID : AA004

Invoice ID : AA005

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Payment Form

Payment Form

Vendor Name

Vendor Account Details

Account Number

IFSC Code

Branch Name

Account Holder's Name

Pay through

Card Number

Expiration Date

CVV

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Payment Form

Payment Form

Vendor Name

Vendor Account Details

Account Number

IFSC Code

Branch Name

Account Holder's Name

Pay through

Card Number

Expiration Date

CVV

Payment

Payment done

OK

[Confirm](#)