

Hesabu ERP Procurement Manual

Buying and procurement

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Documentation version 1.0, published 17 November 2026. The screens in your own workspace may differ slightly depending on your plan and settings.

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Buying and procurement

- **Creating and managing suppliers**
- **The procurement cycle**
- **Purchase returns and debit notes**

Buying and procurement

Suppliers, requests, purchase orders, receiving goods and paying bills.

Buying and procurement

Creating and managing suppliers

Add suppliers with their terms and contacts, and see what you owe each one.

Beginner · About 10 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Kuza** and **Enterprise** plans. It is not part of **Biashara**. Contact us if you want to upgrade.

Overview

A **Supplier** record stores the vendor's name, tax ID, address, contacts and payment terms. Select it on purchase orders and bills.

Steps

1. Search for **New Supplier**.
2. Enter the **Supplier Name**, the **Supplier Group** (for example *Raw Material* or *Services*) and **Supplier Type** (*Company* or *Individual*).
3. Enter the **Tax ID** (KRA PIN) if applicable.
4. Save. Use the **Connections** panel to add an **Address** and **Contact**.
5. In the **Accounting** tab, set the default **Payment Terms** and the **Default Payable Account** if it differs from the company's.
6. Optionally, tick **On Hold** to stop new purchases from this supplier.

Practical example

Lakeview Cement Depot is created in the *Raw Material* group with 30-day terms. When the accountant records their bill, the due date is set 30 days ahead automatically.

Important notes

- Open a supplier and use **Connections** to see their orders, receipts and bills, or run the **Accounts Payable** report for what you owe.
- Use **Supplier Group** to compare spending by category.

Common mistakes

- Creating a supplier twice with slightly different names.

- Not setting payment terms, so due dates are the posting date.

Next steps

Read The procurement cycle.

Related documentation

- The procurement cycle
- Recording supplier bills

Buying and procurement

The procurement cycle

From a material request to a supplier payment: ordering, receiving goods and paying.

Beginner · About 25 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Kuza** and **Enterprise** plans. It is not part of **Biashara**. Contact us if you want to upgrade.

Overview

Buying follows a chain, like selling. Each document is created from the one before.

1. **Material Request**: an internal request for something you need.
2. **Request for Quotation (RFQ)** and **Supplier Quotation**: price comparison.
3. **Purchase Order**: your confirmed order.
4. **Purchase Receipt**: goods arrive and stock increases.
5. **Purchase Invoice**: the supplier's bill.
6. **Payment Entry**: you pay.

Small purchases often begin at the Purchase Order or even the Purchase Invoice.

Steps

1. Material Request

1. Search for **New Material Request**. Choose the **Purpose**: *Purchase*.
2. Add the items, quantities and **Required By** date. Submit.

2. Compare prices (optional)

1. In the material request, click **Create**, then **Request for Quotation**. Choose the suppliers and send it to them.
2. Record each reply as a **Supplier Quotation**.
3. Use **Quotation Comparison** to see them side by side.

3. Purchase Order

1. From the material request or the winning quotation, click **Create**, then **Purchase Order**.
2. Confirm the **Supplier**, **Required By** date, rates and taxes. Submit.
3. Print or email it to the supplier.

4. Purchase Receipt

1. When goods arrive, open the purchase order and click **Create**, then **Purchase Receipt**.
2. Enter the quantity **actually received** and the warehouse. Submit. Stock increases.

5. Purchase Invoice and payment

1. From the receipt, click **Create**, then **Purchase Invoice**. Enter the supplier's **Supplier Invoice No**. Submit. See Recording supplier bills.
2. Pay it with a **Payment Entry**. See Recording payments.

Practical example

The storekeeper raises a material request for 500 bags of cement. The buyer sends an RFQ to two suppliers and orders from Lakeview Cement Depot at the lower price. When the truck arrives with only 480 bags, the storekeeper receives 480, and the invoice is created for 480. The remaining 20 stay open on the purchase order.

Important notes

- Receiving on a **Purchase Receipt** before the invoice lets stock and accounts agree with what really arrived.
- Use **Per Received** and **Per Billed** on the order to see what is outstanding.

Common mistakes

- Skipping the receipt, then having stock and payables out of step.
- Receiving the full order quantity when part was short-delivered.

Next steps

Read Purchase returns.

Related documentation

- Recording supplier bills
- Recording customer and supplier payments
- Creating items

Buying and procurement

Purchase returns and debit notes

Send goods back to a supplier and reduce what you owe them.

Intermediate · About 10 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

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Overview

When you return goods to a supplier, record both the **goods leaving your stock** and the **reduction in what you owe**.

Steps

1. Open the submitted **Purchase Receipt**.
2. Click **Create**, then **Return**.
3. Set the quantities being returned, and save and submit. Stock decreases.
4. Open the **Purchase Invoice** for those goods and click **Create**, then **Return / Debit Note**. Submit it.
5. If the supplier refunds you, record the money with a **Payment Entry** of type *Receive* against the debit note.

If the invoice itself updated stock, a single **Return / Debit Note** does both.

Practical example

Lakeview Cement Depot delivers 20 bags that arrived wet. The storekeeper returns them, and the accountant issues a debit note for KES 17,000. The amount owed to Lakeview falls by that sum.

Important notes

- Returns link to the original document, which keeps the audit trail.
- Return only what was on the original.

Common mistakes

- Returning goods but not the invoice, so you still owe the money.

Next steps

Move on to Stock and inventory.

Related documentation

- Credit notes and debit notes
- The procurement cycle

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When you contact us, please give your workspace address and a short description of what you were doing. A screenshot helps.