

The procurement cycle

Buying and procurement

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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