

Guide for the purchasing officer

Guides by job role

Documentation version 1.0
Published 17 November 2026
https://www.hesabuerp.co.ke/documentation/

Guides by job role

Guide for the purchasing officer

Order from suppliers, follow deliveries and make sure bills match what was received.

Beginner · About 15 minutes · Version 1.0 · Updated 17 November 2026

Your role

You make sure the business buys what it needs, at a fair price, and that what arrives is what was ordered.

Every day

1. Look at **Material Requests** from stores and departments, and at items below their **reorder level**. See Stock valuation and reorder levels.
2. Get prices from suppliers. See The procurement cycle.
3. Raise **Purchase Orders** for what you approve. See Creating and managing suppliers to keep supplier details right.
4. Follow up deliveries that are late. The **Purchase Order** list shows status.
5. Check that the **Purchase Receipt** matches the order, and the supplier's invoice matches both. See Recording supplier bills.

When there is a problem

- Wrong or damaged goods: reject them on the receipt and raise a return. See Purchase returns and debit notes.
- A price difference on the bill: ask the supplier for a credit note, and do not approve the bill until it is fixed.

Every month

- Review the *Accounts Payable* report with the accountant to plan payments.
- Check suppliers' tax details are complete, for withholding tax. See Withholding tax and turnover tax.

Common mistakes

- Ordering by phone with no purchase order.
- Approving a bill before the goods have arrived.

Who to ask

The storekeeper about stock, and the accountant about payment terms.

Related documentation

- The procurement cycle
- Creating and managing suppliers
- Stock valuation and reorder levels
- Recording supplier bills