Purchase Module Overview

CuteOffice purchase module is designed to streamline the business process of purchasing starting from material request. When a material request(**MR**) is raised, cuteOffice system will check available stock of requested material: if there are available stock, system will recommend to issuance from store; if there is no available stock, system will recommend to purchase or petty cash option. The material request will be reviewed/approved, and requests for quotation (**RFQ**s) can be created and sent to suppliers from system. System will record and compare quotations from multiple suppliers and highlight lowest cost combination for user's reference. Purchase manager need to review and approve RFQ. Then relevant purchase order(s) (**PO**s) will be generated from system automatically, and user can email **PO** to suppliers from system or download **PO** to send to suppliers separately. User can record item receive entries and inspections against each **PO**.

The workflow of purchase module in cuteOffice is as below:

Note: all master data must be entered/imported before the workflow starts-please refer to the Master Data section for more details.

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