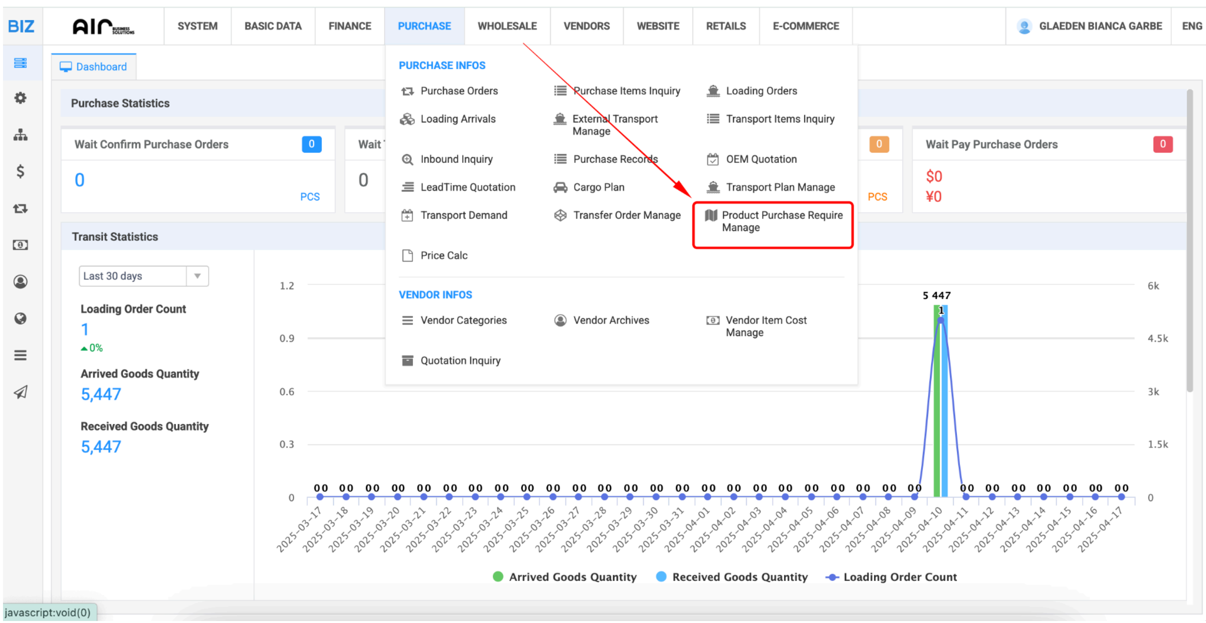
Purchase - Product Purchase Require Manage

The **Product Purchase Require Manage** tab enables purchase teams to **track, manage, and fulfill product purchase requests efficiently**. It provides a detailed view of all product purchase requirements, including quantities, responsible teams, stock levels, and expected delivery timelines. Use this tab to streamline communication between sales, purchasing, and logistics.

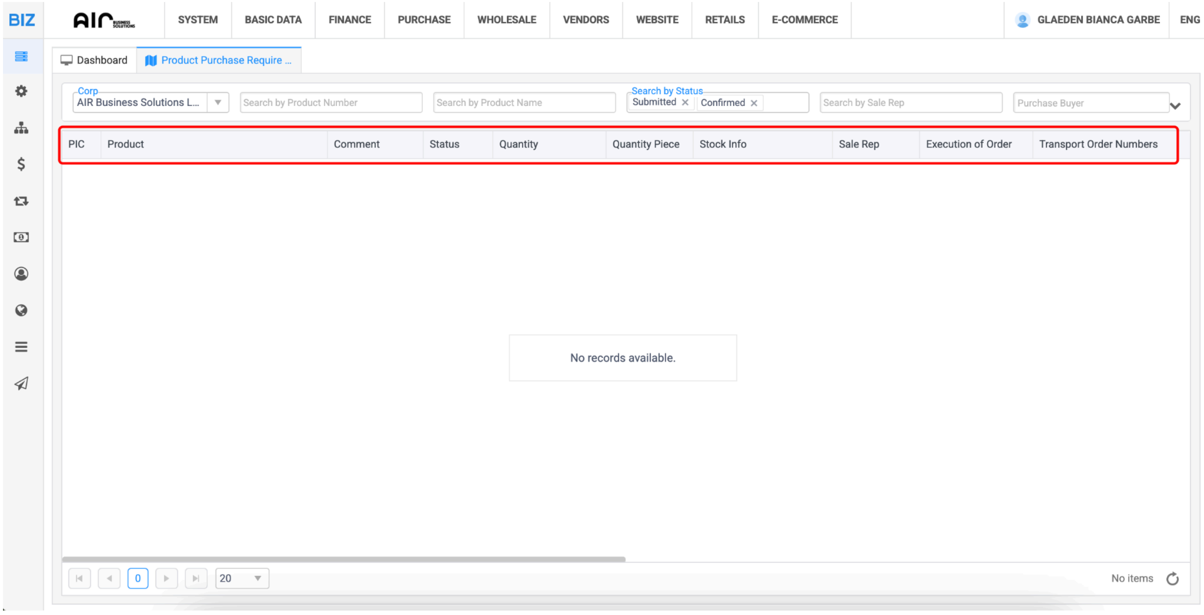
Navigation: How to Access the Product Purchase Require Manage Tab

Follow these steps to navigate to the **Product Purchase Require Manage** tab in your ERP system:



1. **Login** to the ERP system with your credentials.
2. From the main dashboard, click on the **"Purchase"** module located in the side or top navigation menu.
3. In the dropdown or submenu, select **"Product Purchase Require Manage"**.
4. The system will redirect you to the **Product Purchase Require Manage interface**, where you can view and manage all product purchase requests.

You're now in the right place to start managing purchase requirements.



Core Features & Fields

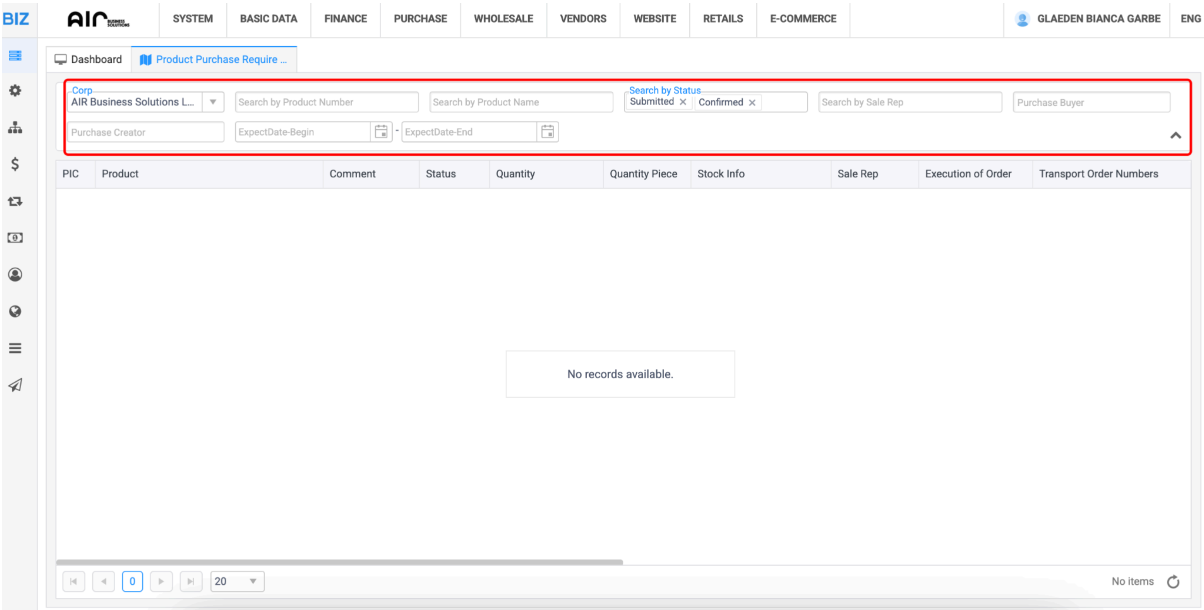
Here are the key data columns you'll find under this tab:

1. **Picture** – Displays a visual of the product for quick identification.
2. **Product** – Name or code of the product requested.
3. **Comment** – Any additional notes or requirements.
4. **Status** – Shows the current stage (e.g., Pending, Approved, Ordered).
5. **Quantity** – Total units requested.
6. **Quantity Piece** – Quantity expressed in individual units or pieces.
7. **Stock Info** – Existing stock levels in inventory.
8. **Sale Rep** – Sales representative linked to the request.
9. **Execution of Order** – Indicates if the order is in execution.
10. **Transport Order Numbers** – Related transport or logistics identifiers.
11. **Creator** – Person who created the purchase request.

12. **Expected Date** – Expected arrival or completion date.
13. **Bak** – Notes or backup details for reference.
14. **L/W/H** – Dimensions (Length/Width/Height) of the product.
15. **Weight/Volume** – Shipping weight and volume for logistics planning.
16. **Pallet/Layer Rate** – Palletization details for warehouse and shipping.
17. **Latest Purchase Creators** – Recently active request creators.
18. **Latest Purchase Buyers** – Recently active purchase buyers.

Searching & Filtering Options

Use the filtering bar to quickly narrow down purchase requests:



- **Corp** – Filter by corporation or branch.
- **Search by Product Number** – Locate specific products via SKU/code.
- **Search by Product Name** – Use keywords to find a product.
- **Search by Status** – Filter requests by status (Pending, Approved, etc.).
- **Search by Sale Rep** – Find requests by associated sales rep.

- **Purchase Buyer** – Narrow by the person assigned to buy.
- **Purchase Creator** – Filter by the individual who made the request.
- **Expect Date - Begin/End** – Set a date range to find timely purchase needs.

For a detailed walkthrough, please refer to the video guide.

The **Product Purchase Require Manage** tab is a **central hub** for tracking purchase requirements from multiple departments. By keeping all relevant data—**product info, status, stock, reps, and dates**—in one place, your team can work more efficiently, reduce miscommunication, and ensure timely procurement.

Make sure to use the **filtering options** to find exactly what you need fast and accurately.