

Outstanding Purchasing

The "Outstanding Purchasing" list shows all the Purchasing jobs that have not yet been completed that are associated to the User. The User can change the number of jobs shown on a single page at one time can be amended to suit their preference as well as being able to filter or export the list to Excel. If the initial list is too large, the User will be required to filter the list down before it is displayed. Clicking a job will display the Job Detail page for the selected job. Below is an example of an "Outstanding Purchasing" jobs list:

Jobs (Outstanding Purchasing) Refresh								Filter Edit Layout Export	
Total: 1								Show 10 , 15 , 25 , 50 , 75 , 100 per page	
Work Order N°	Building	Supplier	Description	Reason	Required By	ETA	Status Description	Authorisation Detail	
7620025	(00006) Tower Bridge Demo	Ostara Contractor Ltd	Shop Floor Equipment, Shop Floor Equipment	New Build	23/03/2022 00:00		Pending order submission		

Please Note: These views are customisable, and there are a number of columns that are not shown by default that can be added in should the User require them. A User can edit their views from the [Portal Settings](#) page.

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