



Xrero Purchase

RFQs, Purchase Orders & Vendor Bills — User Manual

For procurement teams & administrators

United Arab Emirates edition

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Every screen in this manual reproduces the live Xrero Purchase module. All names and content shown are demonstration data.

1. Introduction & how it works

Xrero Purchase manages buying from your vendors. You raise a **Request for Quotation (RFQ)**, send it to suppliers, and when you agree on price it becomes a **Purchase Order (PO)**. The goods arrive as a **receipt** into Inventory, and the supplier's **vendor bill** is checked against the order and receipt before you pay — all in AED with 5% VAT.



Figure 1.1 — The full procurement flow: RFQ → PO → receipt → bill → payment.

This manual is for **buyers** who raise orders and receive goods, and **administrators** who set up vendors, products and approval rules.

Good to know

Purchase, Inventory and Accounting work together — a confirmed PO can create a receipt and pre-fill the vendor bill, so the same numbers are never typed twice.

2. Getting Started & the menu

Open **Purchase** from the apps menu. The top menu groups everything by job.

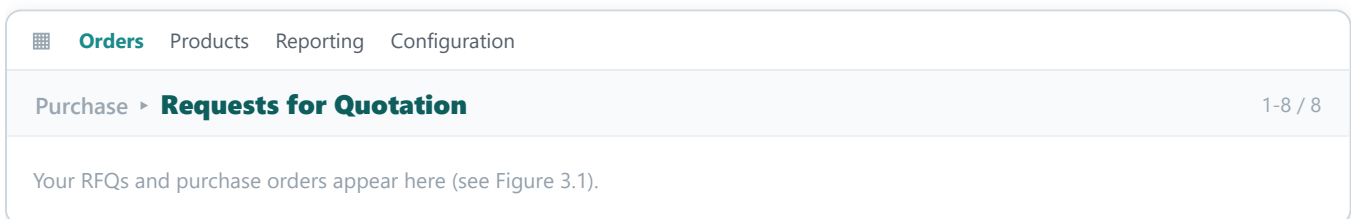


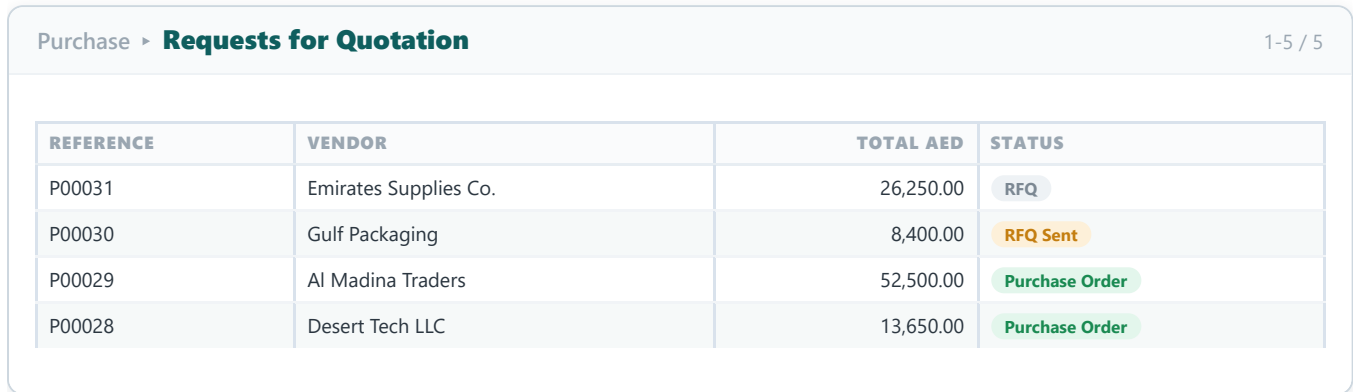
Figure 2.1 — The Purchase menu.

Menu	What you'll find there
Orders	RFQs, Purchase Orders and Vendors.
Products	Products you buy and their vendor info.
Reporting	Purchase analysis dashboards.
Configuration	Settings, agreements and approval rules.

3. The RFQ list

Menu path: Purchase ▶ Orders ▶ Requests for Quotation

Every purchase document lives here with its reference, vendor, total and status. It moves from **RFQ** → **RFQ Sent** → **Purchase Order** when confirmed.



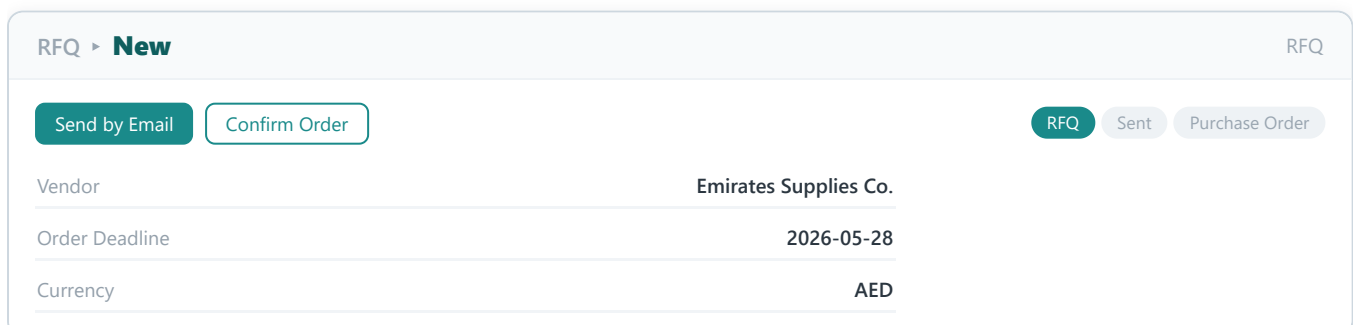
REFERENCE	VENDOR	TOTAL AED	STATUS
P00031	Emirates Supplies Co.	26,250.00	RFQ
P00030	Gulf Packaging	8,400.00	RFQ Sent
P00029	Al Madina Traders	52,500.00	Purchase Order
P00028	Desert Tech LLC	13,650.00	Purchase Order

Figure 3.1 — The RFQ list: reference, vendor, total and status.

4. Creating a Request for Quotation

Click **New**. Choose the **Vendor**, set an **Order Deadline**, and add the products you want to buy. The RFQ is your request asking "what's your price for these?"

- 1 Click **New**; a draft RFQ opens.
- 2 Pick the **Vendor**.
- 3 Add products on the **Products** tab (Chapter 5).
- 4 Click **Send by Email** or, once agreed, **Confirm Order**.



RFQ ▶ **New** RFQ

Send by Email **Confirm Order** RFQ Sent Purchase Order

Vendor Emirates Supplies Co.

Order Deadline 2026-05-28

Currency AED

Figure 4.1 — A new RFQ with vendor and deadline.

5. Adding products

On the **Products** tab, add what you want to buy. Pick the product (its purchase description and last price fill in), set the **quantity**, and the totals update — including **5% VAT** in the footer.

PRODUCT	QTY	UNIT AED	SUBTOTAL
A4 Paper (box)	50	35.00	1,750.00
Toner Cartridge	100	235.00	23,500.00
VAT 5%			1,262.50
Total			AED 26,512.50

Figure 5.1 — RFQ products with quantities and the 5% VAT total in AED.

6. Vendors

A **vendor** is a supplier you buy from — with their address, payment terms, TRN and contacts. Each PO is tied to one vendor; their record shows all your orders and bills with them, plus the products they supply.

Vendors > Emirates Supplies Co.		1 / 1
Purchases 12 Bills 10		
TRN	100456789100003	
Payment Terms	45 Days	
City	Sharjah	

Figure 6.1 — A vendor with TRN, terms and links to all dealings.

7. Sending the RFQ

Click [Send by Email](#) to ask the vendor for their price. Xrero attaches the RFQ as a PDF and sets the status to **RFQ Sent**. When the vendor replies, you update the prices and confirm.

Send RFQ

To sales@emiratessupplies.ae

Subject Request for Quotation P00031

Attachment 📎 P00031.pdf

[Send](#)

Figure 7.1 — Emailing the RFQ to the vendor for pricing.

8. Comparing vendor prices

For an important purchase, raise RFQs to several vendors for the same products, then compare the quoted prices side by side and confirm the best one. Good procurement always shops around.

Price comparison — Toner Cartridge × 100			3 vendors
VENDOR	UNIT AED	TOTAL AED	LEAD TIME
Emirates Supplies Co.	235.00	23,500	5 days
Al Madina Traders	228.00	22,800	7 days
Desert Tech LLC	240.00	24,000	3 days

Figure 8.1 — Comparing the same line across vendors to pick the best deal.

9. Confirming the Purchase Order

Once you agree on price, click [Confirm Order](#). The RFQ becomes a **Purchase Order**, the date is stamped, and a **receipt** is created in Inventory ready for the goods to arrive.

P00029 ▸ **Al Madina Traders** Purchase Order

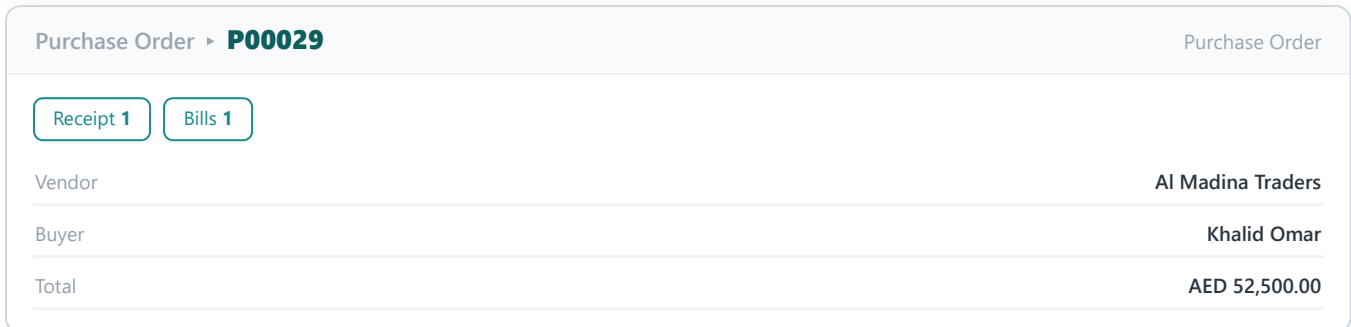
[Receive Products](#)
[Create Bill](#)

RFQ
Sent
Purchase Order

Figure 9.1 — A confirmed PO, with Receive Products and Create Bill available.

10. The Purchase Order

The PO is the commitment to buy. Smart buttons link to its **Receipt** and **Bill**; the **Other Information** tab holds the buyer, payment terms and the receiving warehouse. Everything about the purchase is reachable from here.



Purchase Order ▸ **P00029** Purchase Order

[Receipt 1](#) [Bills 1](#)

Vendor	Al Madina Traders
Buyer	Khalid Omar
Total	AED 52,500.00

Figure 10.1 — The PO with smart buttons to its receipt and bills.

11. Receiving goods

When the goods arrive, open the **Receipt** (or click [Receive Products](#)), check the quantities and [Validate](#). Stock is added to Inventory and the PO records what's been received — the basis for billing.



Receipt ▸ **WH/IN/0067** Ready

PRODUCT	DEMAND	RECEIVED
Toner Cartridge	100	100

[Validate](#)

Figure 11.1 — Receiving and validating goods into Inventory.

12. Vendor bills & 3-way matching

When the supplier's invoice arrives, click [Create Bill](#). Xrero pre-fills it from the PO. **3-way matching** compares three numbers — what you **ordered**, what you **received**, and what the vendor **billed** — so you only pay for goods you actually got at the agreed price.



Figure 12.1 — 3-way matching: ordered = received = billed before you pay.

13. Bill control policy

Each product's **bill control** says when to create the bill: on **ordered quantities** (bill the whole PO) or on **received quantities** (bill only what arrived). Use **received** for goods that may ship partially, so you never over-pay.

On ordered quantities	bill the full PO up front
On received quantities	bill only what arrived

Figure 13.1 — Bill control: ordered vs received quantities.

14. Paying the vendor

Confirm the vendor bill to post it to Accounting, then register the payment when you pay — by bank transfer, cheque or a UAE bank payment file for several bills at once. The PO's billing status moves to **Fully Billed** and the bill's payment status to **Paid**, so you can see at a glance what's still outstanding. UAE bank payment files and follow-up are handled in Accounting (see that manual).

Vendor Bill > BILL/2026/0091		Posted
Register Payment		Draft Posted Paid
Vendor	AI Madina Traders	
Amount Due	AED 52,500.00	
Payment Status	✓ Paid	

Figure 14.1 — Registering payment on a posted vendor bill; status moves to Paid.

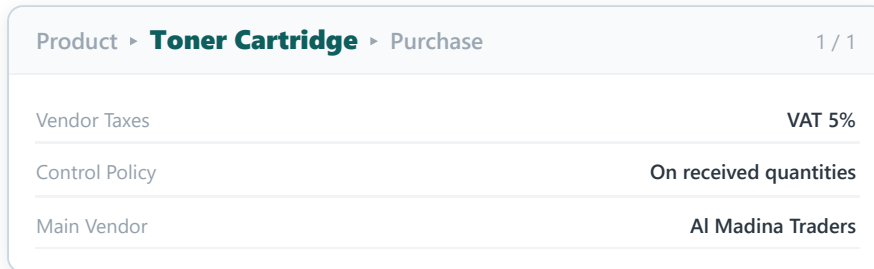
Cross-module

Purchase hands the bill to Accounting; payments, bank files and the GL all flow from there automatically.

15. Products & purchase settings

Menu path: Purchase ▶ Products ▶ Products

On a product's **Purchase** tab you set the vendors who supply it, the **vendor taxes**, the **bill control** policy and a purchase description. This is what pre-fills RFQs and bills accurately.

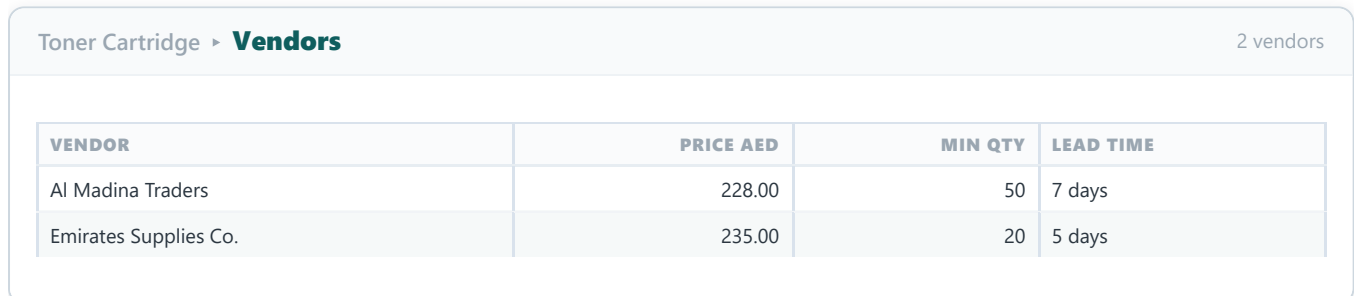


Product ▶ Toner Cartridge ▶ Purchase		1 / 1
Vendor Taxes		VAT 5%
Control Policy		On received quantities
Main Vendor		Al Madina Traders

Figure 15.1 — A product's purchase settings: tax, control policy and vendor.

16. Vendor pricelists

Each product can list several **vendors** with their price, minimum quantity and lead time. Xrero uses this to pick the right price on an RFQ and to suggest the best supplier when reordering.



Toner Cartridge ▶ Vendors		2 vendors	
VENDOR	PRICE AED	MIN QTY	LEAD TIME
Al Madina Traders	228.00	50	7 days
Emirates Supplies Co.	235.00	20	5 days

Figure 16.1 — A product's vendor list with prices, minimums and lead times.

17. Reordering & replenishment

When stock runs low, Inventory's **reordering rules** can generate RFQs automatically to the preferred vendor — or you trigger **Replenish** on a product. Purchase then drafts the order so you never run out. (Stock levels live in the Inventory module.)

Reordering rule — Toner Cartridge	
Min / Max	20 / 120
On hand	14 (below min)
Action	Auto-RFQ to Al Madina Traders

Figure 17.1 — A reordering rule auto-creating an RFQ when stock is low.

18. Purchase agreements & tenders

Menu path: Purchase ▶ Orders ▶ Purchase Agreements

For repeat buying, use a **blanket order** — an agreed price with a vendor over a period that you draw down with quick orders. For big spends, run a **call for tender**: invite several vendors to bid on one requirement, then award the best.

Agreements ▶ 2026 Stationery Blanket		Ongoing
Type	Blanket Order	
Vendor	Emirates Supplies Co.	
Valid until	2026-12-31	

Figure 18.1 — A blanket order locks a price with a vendor for the year.

19. The vendor directory

Menu path: Purchase ▶ Orders ▶ Vendors

The vendor directory is your supplier address book — searchable by name, city or product supplied. Each entry links to all purchases, bills and the products that vendor provides, with totals for quick supplier review.

Purchase ▶ Vendors			1-3 / 3
VENDOR	CITY	PURCHASED AED	
Emirates Supplies Co.	Sharjah	312,000	
Al Madina Traders	Dubai	540,500	
Desert Tech LLC	Abu Dhabi	98,300	

Figure 19.1 — The vendor directory with total purchased per supplier.

20. Reporting

Menu path: Purchase ▶ Reporting

Purchase Analysis shows your spend by vendor, product or month, plus average delivery delays and price trends. Use it to negotiate better, spot late suppliers and control cost.

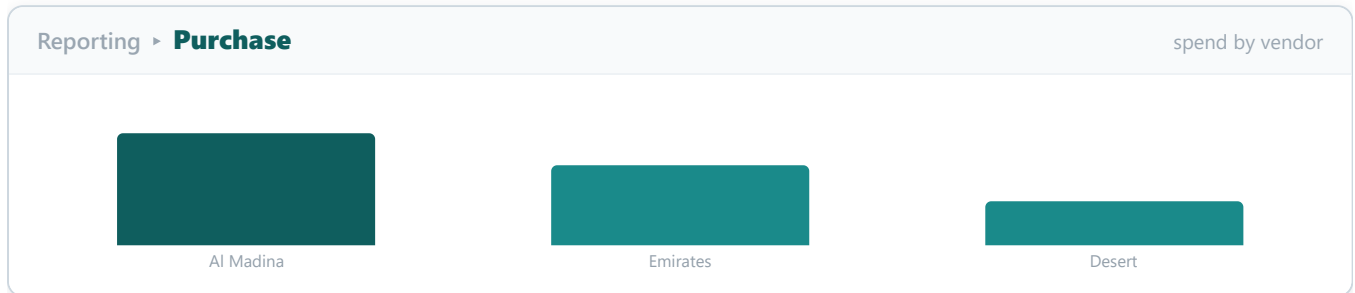


Figure 20.1 — Purchase Analysis: spend by vendor.

21. The Purchase dashboard

The dashboard gives buyers the headline numbers — RFQs to send, orders to receive, bills to create and average lead time — so the day's procurement work is clear at a glance.

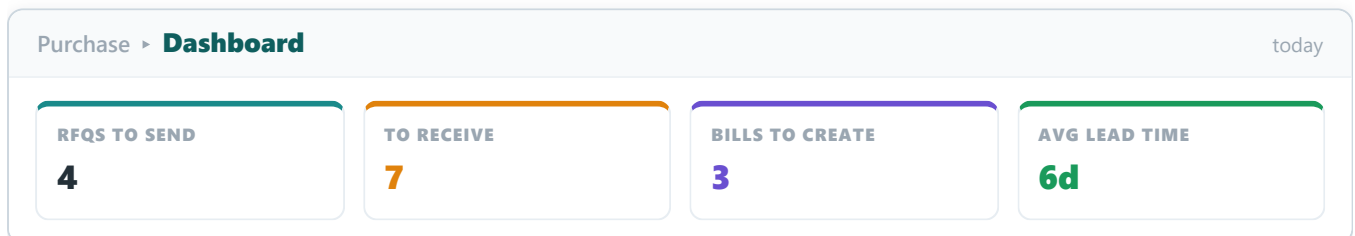


Figure 21.1 — The Purchase dashboard: today's procurement at a glance.

22. Configuration

Menu path: Purchase ▶ Configuration

Admins set buying rules here: default **bill control**, **purchase agreements** (blanket orders & tenders), **approval** thresholds (orders above an amount need a manager's OK), and warnings for vendors. Sensible defaults ship out of the box; the Settings screen below is where each rule is switched.

Purchase ▸ Settings		Configuration
Default Bill Control	On received quantities	
Purchase Agreements	✓ Enabled	
Purchase Approvals	Above AED 20,000	
Vendor Price Lists	✓ Enabled	

Figure 22.1 — The Purchase Settings screen for the rules below.

Setting	Controls
Bill Control	Default: bill ordered or received quantities.
Purchase Agreements	Enable blanket orders and tenders.
Purchase Approvals	Require approval above a set amount.
Lead Times	Default vendor and internal lead times.

23. Tips & best practices

Good procurement controls cost and avoids over-paying. The card sums up how; the points explain.

Purchase — quick reference cheat sheet

🔢 **COMPARE VENDORS**
on big buys

📦 **RECEIVED-QTY BILLING**
never over-pay

✅ **VALIDATE RECEIPTS**
promptly

🔒 **APPROVAL LIMITS**
control spend

📄 **BLANKET ORDERS**
for repeats

Figure 23.1 — The procurement cheat sheet at a glance.

- **Compare vendors on big buys** — RFQ several and pick on price, lead time and reliability.
- **Use received-quantity bill control** — never pay for goods that didn't arrive.
- **Keep vendor pricelists current** — accurate prices mean accurate RFQs and reorders.
- **Validate receipts promptly** — stock and matching depend on it.
- **Set approval thresholds** — control spend without slowing small orders.
- **Use blanket orders for repeats** — lock a price and order faster.

24. Glossary

The flow in four words: an **RFQ** becomes a **purchase order**, goods arrive as a **receipt**, and the **vendor bill** is matched and paid.



Figure 24.1 — How the glossary terms connect across procurement.

Term	Meaning
RFQ	Request for Quotation — your price enquiry to a vendor.
Purchase Order	A confirmed RFQ — your commitment to buy.
Vendor	A supplier you buy from.
Receipt	The incoming shipment recorded into Inventory.
Vendor Bill	The supplier's invoice to you.
3-way matching	Checking ordered = received = billed.
Bill Control	Whether to bill ordered or received quantities.
Blanket Order	An agreed price with a vendor over a period.
Call for Tender	Inviting vendors to bid on a requirement.
Lead Time	Days from order to delivery.

25. FAQ & troubleshooting

The questions buyers ask most, with the quick answer:

Troubleshooting		common fixes
QUESTION	QUICK ANSWER	
Can't create the bill?	Validate the receipt first	
Billed > received?	Bill received qty; query vendor	
Buy cheapest?	RFQ several & compare	
Need approval?	Set a spend threshold	

Figure 25.1 — The most common purchase questions and their quick fix.

What's the difference between an RFQ and a PO?

An **RFQ** is your price enquiry; once you confirm it, it becomes a **Purchase Order** — a commitment that creates a receipt and lets you bill.

Why can't I create the bill yet?

If bill control is **on received quantities**, you must validate the receipt first; the bill then matches what arrived.

The vendor billed more than we received.

3-way matching flags the mismatch. Bill only the received quantity and query the difference with the vendor.

How do I buy from the cheapest supplier?

RFQ several vendors for the same products and compare (Chapter 8), or rely on the product's vendor pricelist.

Can orders need approval?

Yes — set a purchase-approval threshold; orders above it wait for a manager to approve.

Where does received stock go?

Into Inventory, at the receiving warehouse on the PO. Stock levels are managed in the Inventory module.

Need help?

Contact your Xrero administrator or visit xrero.com.