Configure suppliers, contracts, and purchase workflows

Validate vendor scope, review a purchase, and reconcile provider receipts.

https://docs.qintoravacloud.com/guides/suppliers/

Register or update a supplier

Open Vendor & contract management. Confirm that the vendor, coverage, associated contacts and contract terms are current. Use only authorized scope for vendor contacts, including the facilities or work they cover.

Process an order

1. Open the purchase record generated by the approved request or use the approved procurement entry point. Verify model, quantity, cost, currency, and approval evidence.
2. For an external ERP integration, test a protected read-only endpoint and validate the request mapping and returned reference in a test environment. Check the expected provider order reference before using a retry action.
3. When receipt is verified, record the accepted quantity and reconcile new assets or stock. Reopen the purchase and downstream requests to confirm the final status.

Troubleshoot

A missing ERP reference requires checking integration activation, endpoint, authentication, mapping and submission receipt. Keep the existing order number and provider status when following up. If a vendor cannot see field work, check active membership and assignment coverage. See Purchase order fields.