

Procurement & stores

Operations / Core workflow guide

Approve purchases and receive inventory.

BUILD STATUS

Development preview 0.1.0. These diagrams describe the shipped core records and state actions. They are not interface screenshots. Full UI walkthrough and live Hostinger acceptance are pending.

The record sequence

1

Suppliers

Create this reference data first.

2

Stock items

Create this reference data first.

3

Purchase orders

References: suppliers, items

Follow the workflow

Create a supplier and stock item, approve a purchase and receive it once into stock.

BEFORE YOU BEGIN

Sign in, select your workspace and open this system. Create referenced records first. Use fictional data for testing and protect any personal or confidential information.

Know your records

Data reference / Inputs and computed values

Suppliers

Field	Input type	How to use it
Name	text	Plain text, up to 200 characters.
Email	email	A valid email address; demo examples are fictional.
Phone	text	Plain text, up to 200 characters.

Stock items

Field	Input type	How to use it
Name	text	Plain text, up to 200 characters.
Sku	text	Plain text, up to 200 characters.
Stock	quantity	Non-negative; at most three decimals. Transaction quantities must exceed zero.

Purchase orders

Field	Input type	How to use it
Supplier id	ref	Select a workspace record from suppliers.
Item id	ref	Select a workspace record from items.
Quantity	quantity	Non-negative; at most three decimals. Transaction quantities must exceed zero.
Unit price	money	Non-negative amount; at most two decimal places.
Total	computed money	Calculated by the server; not a user input.

Every record also has a workspace identifier, state, version and timestamps. Reference selection and server checks prevent a record from linking to another workspace.

Operate with confidence

Actions, permissions and safe recovery

Available state actions

Record	States	Actions
Suppliers	active	Reference data; no state action.
Stock items	active	Reference data; no state action.
Purchase orders	draft > approved > received	approve to approved, receive to received

Receiving inventory

- Purchase totals equal quantity multiplied by the entered unit price.
- Approve requires a manager or owner. Receive adds the quantity to the stock item once.
- Supplier payments, multi-stage approvals and integration with another module's stock are outside this core workflow.

Roles and subscription access

Owners, managers and staff can create records while the subscription is active. Viewers can read. Approval, verification, publishing, payroll settlement and journal posting require an owner or manager. Entitlements and record quotas are enforced on the server. Expired subscriptions become read only.

Documents and recovery

- Use the record PDF action for a private document. CSV export requires an eligible plan. Attachments accept PDF/JPG/PNG up to 5 MB per file; demos cannot upload.
- A stale version or repeated action is rejected. Refresh, inspect the saved state and retry only when appropriate. Processed records cannot be edited as drafts.
- A PDF is a snapshot of recorded information. Ordinary business records do not receive the CEO signature, stamp or company seal automatically.