

Purchase Orders & Procurement

Create and manage purchase orders with real-time visibility into procurement execution, vendors, and financial impact.

Specification

SKU	BUS-PRC-PO
Solution area	Business Operations
Works with	Procurement Requests & Intake, Sourcing & Supplier Selection, Vendor & Supplier Management, Contract Lifecycle Management (CLM), Finance & Administration
Updated	Sep 26, 2026
Datasheet	v1.0

What it is

Purchase Orders & Procurement is the process of executing approved purchasing activities, including creating purchase orders, managing vendor fulfillment, and tracking procurement outcomes. It ensures that purchases are controlled, traceable, and aligned with organizational policies.

SmartSuite's Purchase Orders & Procurement solution provides a structured, scalable system to execute procurement activities from approved request through purchase order creation, fulfillment, and tracking.

It enables organizations to move from manual, disconnected purchasing processes to a controlled and transparent procurement execution system.

Core capabilities

Purchase Order Creation & Management

Generate and manage POs linked to approved requests.

Vendor Fulfillment Tracking

Monitor order status, delivery, and completion.

Procurement Workflow Automation

Automate PO approvals and execution processes.

Budget & Financial Alignment

Ensure purchases align with budgets and financial controls.

Contract & Vendor Integration

Link POs to contracts and vendor profiles.

Order Status & Lifecycle Tracking

Track procurement from initiation to completion.

Audit Trails & Documentation

Maintain full traceability for compliance and reporting.

Notifications & Escalations

Ensure timely execution and follow-up.

Real-Time Dashboards & Reporting

Monitor procurement activity and performance.

Procurement Execution Lifecycle

Step 1 Approve Request Receive approved procurement request from intake.	Step 2 Create Purchase Order Generate PO linked to vendor and contract.	Step 3 Execute Purchase & Vendor Fulfillment Send order and track vendor delivery.	Step 4 Monitor Status & Progress Track fulfillment and resolve issues.	Step 5 Complete & Reconcile Finalize transaction and align with financial records.
--	---	--	--	--

Who it is for

Procurement Teams Manage purchase orders and vendor interactions.	Finance Teams Track financial commitments and reconciliation.	Department Administrators Coordinate purchases and track status.
Vendor Manager Oversee vendor fulfillment and performance.	Senior Approvers Review high-value procurement decisions.	Operations Leader Monitor procurement performance and outcomes.

Works with

Procurement Requests & Intake Provides approved requests for execution.	Sourcing & Supplier Selection Identifies selected vendors.
Vendor & Supplier Management Provides supplier data and relationships.	Contract Lifecycle Management (CLM) Ensures compliance with agreements.
Finance & Administration Tracks budgets, expenses, and reconciliation.	

Built differently. Purchase Orders & Procurement runs on the same relational platform as every other SmartSuite product, so its records link to the risks, controls, issues and evidence they affect, and every report reflects the current state rather than a copy.

See it working with your data

Ask your SmartSuite account team for a demo of Purchase Orders & Procurement configured for your organization, or read the full product entry at smartsuite.com/products/purchase-orders-procurement.

Schedule a demo