

Purchasing

Below is a list of links to pages related to purchasing in Alma. For an overview of working with acquisitions in Alma, including links to relevant sections such as Infrastructure, Invoicing Configuration, etc., see [Introduction to Acquisitions](#).

- [Purchasing in Alma](#)
 - [PO Line Types and Workflow Steps](#)
 - [Purchasing Workflow](#)
- [Creating and Reviewing PO Lines - Overview](#)
 - [Manually Creating a PO Line](#)
 - [Creating PO Lines with Real-Time Ordering](#)
 - [Creating Service Subscription PO Lines Without Inventory](#)
 - [Creating Legal Deposit PO Lines](#)
 - [Reviewing and Managing PO Lines](#)
 - [Searching for PO Lines and Using Facets to Refine Results](#)
 - [Managing EDI Order Report Tasks with PO Lines](#)
 - [Closing, Reopening, and Relinking PO Lines](#)
 - [Changing Currency in PO Lines](#)
- [Working with Vendors for PO Lines](#)
 - [Changing Vendors in PO Lines and POs](#)
 - [Ordering from Amazon with the Order It! Plugin](#)
 - [Checking Vendors for Availability and Pricing](#)
- [Deferrals](#)
 - [Deferring PO Line Workflow](#)
 - [Deferring PO Lines](#)
- [Renewals](#)
 - [Renewal Workflow](#)
 - [Processing Renewals](#)
- [Evaluations and Trials](#)
 - [Evaluation Workflow](#)
 - [Managing Trials](#)
- [Working with POs and PO Lines](#)
 - [Packaging PO Lines into a PO](#)
 - [Approving and Sending POs](#)
 - [Deleting POs](#)
- [Working with Purchase Requests](#)

- [Working with Open Access Agreements](#)
- [Receiving Material](#)
 - [Receiving Physical Material](#)
 - [Post-Receiving Processing](#)
 - [Processing Claims](#)