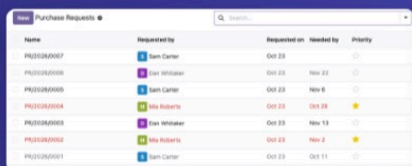


Purchase Requests

A guide to purchase requests: asking, approval, creating the RFQs, following what was ordered and received, the printout and access rights.

1. Start here

In plain words: Somebody needs paper, somebody else needs a laptop, and the buyer finds out from a message in a chat. **Purchase Requests** gives everyone one place to **ask** for what they need. A purchase manager **approves** it, and the buyers turn the approved lines into **RFQs** with a few clicks, one RFQ per vendor, while the request keeps track of what was ordered and what was received.



Name	Requested by	Requested on	Needed by	Priority
PR/2026/0007	Sam Carter	Oct 23		
PR/2026/0008	Sam Carter	Oct 23	Nov 22	
PR/2026/0009	Sam Carter	Oct 23	Nov 9	
PR/2026/0010	Sam Carter	Oct 23	Oct 28	
PR/2026/0011	Sam Carter	Oct 23	Nov 13	
PR/2026/0012	Sam Carter	Oct 23	Nov 2	
PR/2026/0013	Sam Carter	Oct 23	Oct 11	

Requests

Odoo

Purchase Request

PR/2026/0002

Create RFQ

Print

Drift

To approve

Approved

Partly ordered

Ordered

PR/2026/0002

Requested by: Mike Roberts

Approved by: Samira Ghadi

Requested on: Oct 03

Lines to order: 2

Needed by: Nov 01

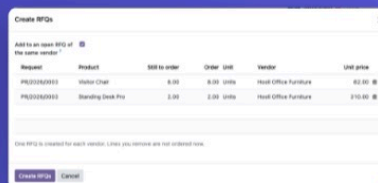
Priority:

Lines

Total 5 to 30

Product	Quantity	Unit	Est. price	Needed by	Vendor	Ordered	Received	To order
Laptop 14"	3.00	Units	\$45.00	Unlimited...	2.00	0.00	1.00	
USB C Da...	3.00	Units	\$0.00	Unlimited...	3.00	0.00	0.00	
Wireless...	3.00	Units	\$0.00	Unlimited...	0.00	0.00	0.00	

From request to RFQ



Request	Product	Add to order	Order	Unit	Vendor	Unit price
PR/2026/0011	Wireless Chair	0.00	0.00	Units	Head Office Furniture	\$10.00
PR/2026/0012	Standing Desk Pro	0.00	0.00	Units	Head Office Furniture	\$10.00

One RFQ per vendor

The requests, one request partly ordered, and the wizard that creates the RFQs.

Tip: Anyone with an Odoo user can ask. Only purchase managers approve, and only the purchasing team creates RFQs.

2. What you get

Feature	What it does
Requests	A request with lines: product, quantity, unit, estimated price, needed-by date and a suggested vendor.
Approval	The requester submits, the purchase managers get an activity, one of them approves or rejects with a reason.
Create RFQs	A wizard proposes what is still to order with the vendor of each line. It creates one RFQ per vendor, or adds the lines to an open RFQ of that vendor.
Follow-up	Each line shows what was ordered, what was received and what is still to order. The request becomes Partly ordered, then Ordered.
Linked to the RFQ	The purchase order lines remember their request. The order has a Requests button, the request has an RFQs and orders button.
Items to Order	All approved lines still to order, grouped by vendor.
Print	A request form with the lines and what was ordered.
Own requests only	Requesters see only their own requests.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Purchase (purchase)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_purchase_request.zip` ; unzip it to get the folder `taqnix_purchase_request` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Purchase Requests** and press **Install**.

or from the command line

```
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_purchase_request --stop-after-init
```

5. Ask for something

In plain words: Open **Purchase** → **Requests** → **Purchase Requests** and press **New**. Add the products with the quantity; the estimated price and the suggested vendor come from the product and can be changed. Say why it is needed and when, then press **Submit**.

Purchase

Orders

Products

Requests

Reporting

Configuration

4

3

My Company

A

New

Purchase Requests

Q Search...

1-7 / 7

<

>

☐	Name	Requested by	Requested on	Needed by	Priority	Lines	To order	State	
☐	PR/2026/0007	S Sam Carter	Oct 23		☆	1	1	Draft	
☐	PR/2026/0006	D Dan Whitaker	Oct 23	Nov 22	☆	1	1	Rejected	
☐	PR/2026/0005	S Sam Carter	Oct 23	Nov 6	☆	2	2	To approve	
☐	PR/2026/0004	M Mia Roberts	Oct 23	Oct 28	★	2	2	To approve	
☐	PR/2026/0003	D Dan Whitaker	Oct 23	Nov 13	☆	2	2	Approved	
☐	PR/2026/0002	M Mia Roberts	Oct 23	Nov 2	★	3	2	Partly ordered	
☐	PR/2026/0001	S Sam Carter	Oct 23	Oct 11	☆	3	0	Ordered	

The requests: draft, rejected, to approve, approved, partly ordered and ordered. The urgent ones have a star.

Purchase

Orders

Products

Requests

Reporting

Configuration

4

3

My Company

A

New

Purchase Requests

PR/2026/0007

Q Search...

1 / 1

<

>

Submit

Cancel

Print

Draft

To approve

Approved

Partly ordered

Ordered

Send message

Log note

Activity

Q

0

PR/2026/0007

Requested by

Sam Carter

Requested on

Oct 23

Needed by

Priority

☆

Lines

What it is for

Product	Quantity	Unit	Est. price	Needed by	Vendor	Ordered	Received	To order	
Wireless ...	2.00	Units	14.90		Umbrella ...	0.00	0.00	2.00	
Add a line									

The conversation is empty.

A draft request: the requester can still change it.

Tip: After the submission the requester can no longer change the request. Only the purchasing team can.

6. Approve or reject

In plain words: The purchase managers get an activity when a request is submitted. Open it and press **Approve**, or **Reject** and give the reason. The requester is told in the chatter. A rejected request goes back to draft with **Back to draft**.

Purchase Orders Products Requests Reporting Configuration

New

Purchase Requests

PR/2026/0004

1 / 1

Approve

Reject

Cancel

Print

Draft

To approve

Approved

Partly ordered

Ordered

Send message

Log note

Activity

Q

🔗

2

PR/2026/0004

Requested by

Mia Roberts

Requested on

Oct 23

Needed by

Oct 28

Priority

★

Lines

What it is for

Product	Quantity	Unit	Est. price	Needed by	Vendor	Ordered	Received	To order
Laptop 14...	1.00	Units	849.00		Umbrella ...	0.00	0.00	1.00
USB-C Do...	1.00	Units	89.00		Umbrella ...	0.00	0.00	1.00

Planned Activities

A

Today: "Approve PR/2026/0004 of Mia Roberts" for Administrator

✓ Mark Done

✎ Edit

✕ Cancel

S

Today: "Approve PR/2026/0004 of Mia Roberts" for Salma Khalid

✓ Mark Done

✎ Edit

✕ Cancel

🗨

The conversation is empty.

A request waiting for approval, with its activities.

Purchase

Orders

Products

Requests

Reporting

Configuration

4

3

My Company

A

New

Purchase Requests

PR/2026/0006

1 / 1

Back to draft

Print

Draft

To approve

Approved

Partly ordered

Ordered

Rejected

Send message

Log note

Activity

Q

2

PR/2026/0006

Requested by

Dan Whitaker

Requested on

Oct 23

Needed by

Nov 22

Priority

Rejected: Use the desk in the storage room first.

Lines

What it is for

Product	Quantity	Unit	Est. price	Needed by	Vendor	Ordered	Received	To order	
Standing ...	1.00	Units	310.00		Hooli Offic...	0.00	0.00	1.00	

Today

S

Salma Khalid

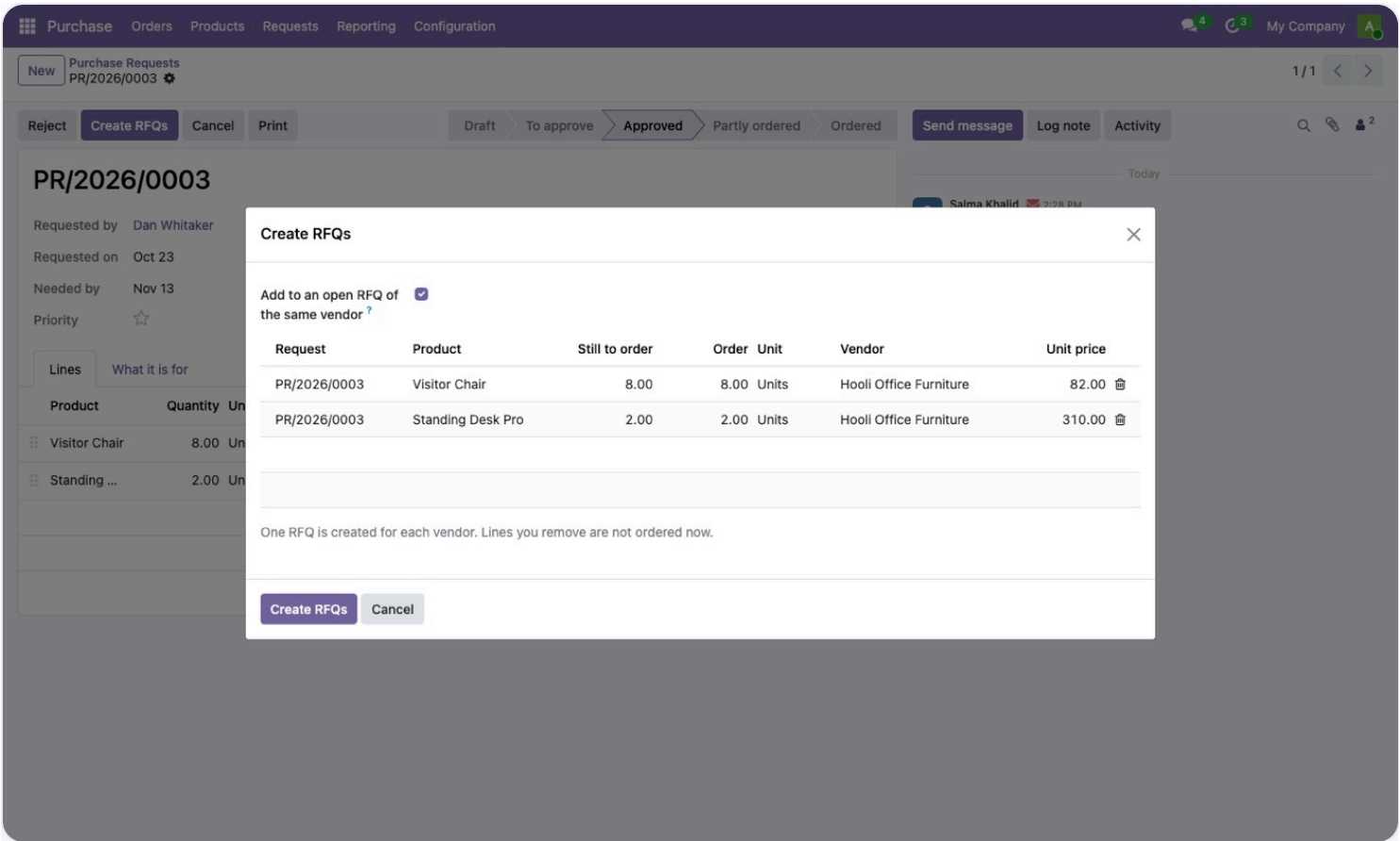
2:28 PM

Rejected by Salma Khalid. Use the desk in the storage room first.

A rejected request with its reason.

7. Create the RFQs

In plain words: On an approved request, a buyer presses **Create RFQs**. The wizard lists what is still to order. Change the quantity or the vendor, or remove a line you do not order now. One RFQ is created for each vendor.



The wizard: each line with its vendor and price.

Option	What it does
Add to an open RFQ of the same vendor	Checked: the lines go to the vendor's open RFQ if there is one. Unchecked: a new RFQ is created.
Quantity	A part of the quantity can be ordered now and the rest later; the request is then Partly ordered.
Vendor	Suggested from the request or the product. A line without a vendor cannot be ordered.

Purchase

Orders

Products

Requests

Reporting

Configuration

New

Requests for Quotation

P00087

Requests

1

1 / 1

Send RFQ

Confirm Order

Print

Cancel

RFQ

RFQ Sent

Purchase Order

Send message

Log note

Activity

Request for Quotation

☆ P00087

Vendor ?

Umbrella Tech Distribution

Order Deadline ?

Oct 23, 2:28 PM

Vendor Reference ?

Expected Arrival ?

Nov 2, 5:30 AM

0% On-Time Delivery

☐ Ask confirmation

Deliver To ?

My Company: الإنجازات

Products

Other Information

Product	Quantity	Unit Price	Taxes	Amount
Laptop 14" Business	2.00	849.00	15%	\$ 1,698.00
USB-C Docking Station	3.00	89.00	15%	\$ 267.00

Add a product

Add a section

Add a note

Catalog

Define your terms and conditions ...

Untaxed Amount:

\$ 1,965.00

Tax 15%:

\$ 294.75

Total:

\$ 2,259.75

The conversation is empty.

The RFQ with its Requests button.

8. Follow what happens

In plain words: The request counts the quantities of its lines that are in RFQs and orders (cancelled ones do not count), converted to the unit of the request, and what was received. It becomes **Ordered** when nothing is left to order. If an RFQ is cancelled, or its quantity is lowered, the quantity comes back and the request becomes Partly ordered or Approved again.

PurchaseOrdersProductsRequestsReportingConfiguration

NewPurchase RequestsPR/2026/0002

RFQs and orders1

1 / 1<>

Create RFQsPrint

DraftTo approveApprovedPartly orderedOrdered

Send messageLog noteActivity

Q🔗👤2

PR/2026/0002

Requested byMia Roberts

Approved bySalma Khalid

Requested onOct 23

Lines to order2

Needed byNov 2

Priority★

LinesWhat it is for

Product	Quantity	Unit	Est. price	Needed by	Vendor	Ordered	Received	To order	↕
Laptop 14...	3.00	Units	849.00		Umbrella ...	2.00	0.00	1.00	
USB-C Do...	3.00	Units	89.00		Umbrella ...	3.00	0.00	0.00	
Wireless ...	3.00	Units	14.90		Umbrella ...	0.00	0.00	3.00	

Today

AAdministrator2:28 PM

RFQs created: P00087

SSalma Khalid📧2:28 PM

Approved by Salma Khalid.

A request partly ordered: 2 of the 3 laptops, the docking stations, and nothing for the mice.

PurchaseOrdersProductsRequestsReportingConfiguration

Items to Order⚙️

Q⌵Still to order

📦Suggested vendor

Search...

1-2 / 2<>

☐ Request	Requested by	Product	Quantity	Ordered	Received	To order	Unit	Suggested vendor	Needed by	↕
▼ Hooli Office Furniture (2)			10.00	0.00	0.00	10.00				
☐ PR/2026/0003	D Dan Whitaker	Visitor Chair	8.00	0.00	0.00	8.00	Units	Hooli Office Furniture		
☐ PR/2026/0003	D Dan Whitaker	Standing Desk Pro	2.00	0.00	0.00	2.00	Units	Hooli Office Furniture		
▼ Umbrella Tech Distribution (2)			6.00	2.00	0.00	4.00				
☐ PR/2026/0002	M Mia Roberts	Laptop 14" Business	3.00	2.00	0.00	1.00	Units	Umbrella Tech Distribution		
☐ PR/2026/0002	M Mia Roberts	Wireless Mouse	3.00	0.00	0.00	3.00	Units	Umbrella Tech Distribution		

The items still to order, grouped by vendor.

9. Print

In plain words: **Print** on a request gives the form with the requester, the dates, the lines and what was ordered and received.



My Company
United States

Purchase request PR/2026/0002

Requested by: Mia Roberts
Requested on: 10/23/2026
Needed by: 11/02/2026

Status: Partly ordered
Approved by: Salma Khalid

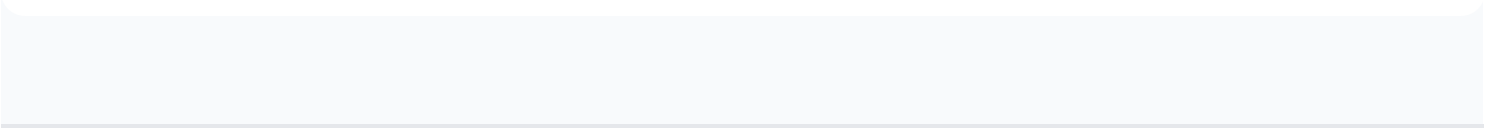
Equipment for the new hires

Product	Vendor	Quantity	Unit	Ordered	Received
Laptop 14" Business	Umbrella Tech Distribution	3.00	Units	2.00	0.00
USB-C Docking Station	Umbrella Tech Distribution	3.00	Units	3.00	0.00
Wireless Mouse	Umbrella Tech Distribution	3.00	Units	0.00	0.00

The printed request.

10. Who can do what

Who	Can
Every user	Create a request, change it while it is a draft, submit, cancel or reopen it. They see only their own requests.
Buyers (Purchase / User)	See all the requests, create the RFQs, see the Items to Order, edit a submitted request.
Purchase managers	Everything the buyers do, and approve or reject. The group <i>Purchase Requests: Approver</i> is added to them.



11. Arabic and right to left

S

My Company

3

12

التهينة

إعداد التقارير

طلبات

المنتجات

الطلبات

الشراء

<

>

7 / 1-7

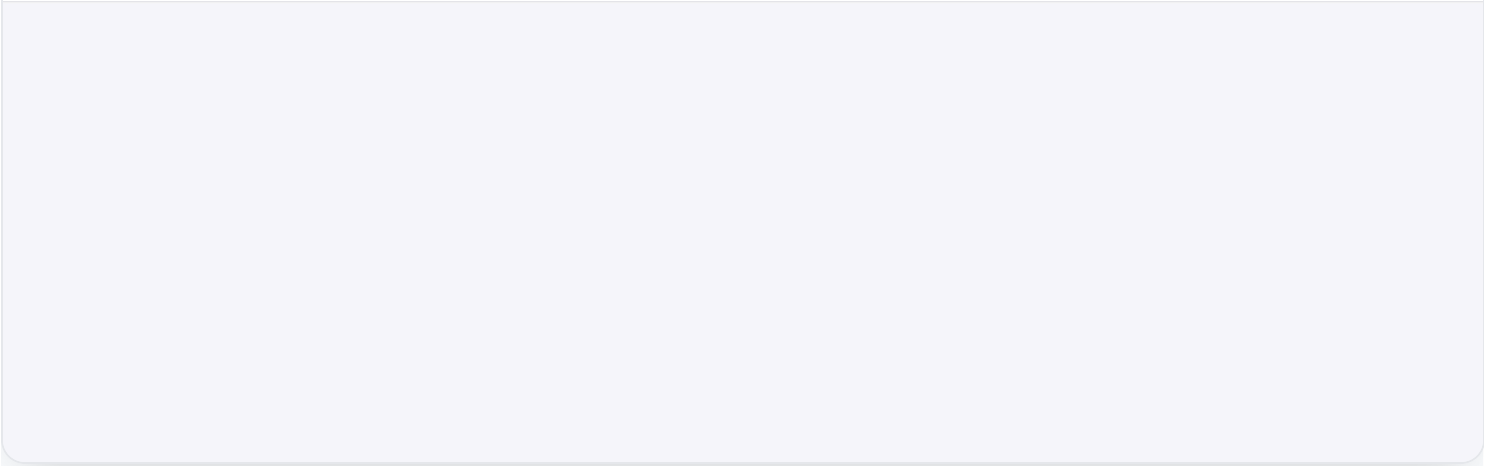
بحث...

Q

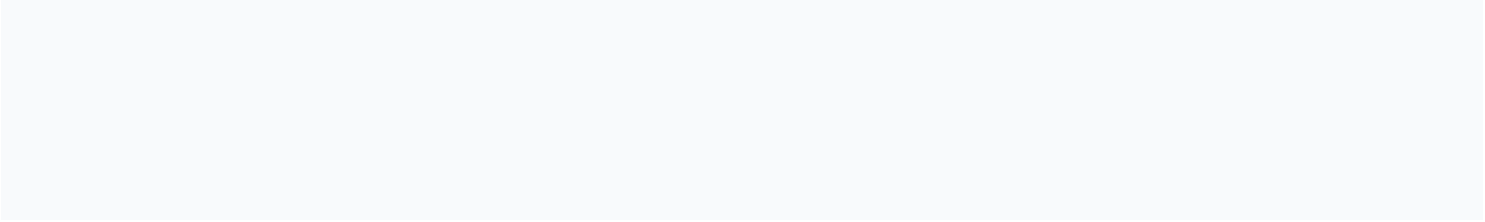
جديد

طلبات الشراء

الاسم	مقدم الطلب	تاريخ الطلب	مطلوب قبل	الأولوية	البند	للطلب	الحالة	
PR/2026/0007	Sam Carter	٢٣ أكتوبر		☆	1	1	مسودة	
PR/2026/0006	Dan Whitaker	٢٣ أكتوبر	٢٢ نوفمبر	☆	1	1	مرفوض	
PR/2026/0005	Sam Carter	٢٣ أكتوبر	٦ نوفمبر	☆	2	2	للموافقة	
PR/2026/0004	Mia Roberts	٢٣ أكتوبر	٢٨ أكتوبر	★	2	2	للموافقة	
PR/2026/0003	Dan Whitaker	٢٣ أكتوبر	١٣ نوفمبر	☆	2	2	موافق عليه	
PR/2026/0002	Mia Roberts	٢٣ أكتوبر	٢ نوفمبر	★	2	3	مطلوب جزئيا	
PR/2026/0001	Sam Carter	٢٣ أكتوبر	١١ أكتوبر	☆	0	3	مطلوب	



The requests in an Arabic interface.



12. Limits

Limit	Detail
One approval step	One manager approves. There are no levels by amount; use an approval module for that.
Products only	A line needs a product.
Delivery	What was received comes from the receipts of the purchase orders.
One company per request	Each request belongs to one company.

13. For developers

In plain words: Skip this chapter if you only use the module.

```
request = env['taqnix.purchase.request'].create({
    'line_ids': [(0, 0, {'product_id': product.id, 'product_qty': 10})],
})
request.action_submit(); request.action_approve()
request.line_ids.po_line_ids    # the purchase order lines created from it
```

14. Troubleshooting

Problem	What to do
"Choose a vendor on every line"	Choose the vendor in the wizard, or put a vendor on the product.
"RFQs were created from this request: cancel them first"	Cancel the RFQs; the request can then be cancelled.
"A request that has been submitted can only be changed by the purchasing team"	Ask the buyer, or press Back to draft after a rejection.
I cannot approve	You need to be a purchase manager.
I do not see Items to Order	It is for the purchasing team.

15. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_purchase_request` . Requests and their links to the RFQs are kept.

16. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Purchase requests with lines, priority and needed-by date

- Approval by purchase managers with activities and a rejection reason
- Create RFQs wizard: one RFQ per vendor, partial orders, merge into an open RFQ
- Ordered, received and to-order quantities on each line; Items to Order
- Requests button on the purchase order; printable request form
- Arabic translation, automated tests