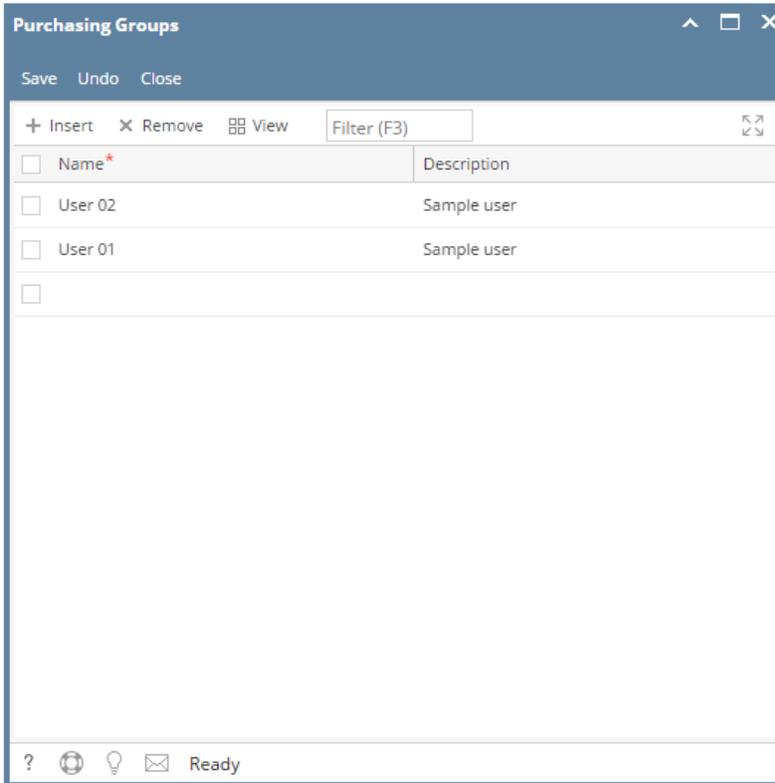


# How to Add a Purchasing Group

1. On the user's menu panel go to **Common Info** folder then click **Purchasing Groups**
2. Click the **Insert** button to add a new blank row
3. Enter the **Name** and **Description** of the group



4. Click the **Save** button once done