

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Vendor Section

Approve Vendor:

Add Sole Supplier Due Diligence Checklist:

Step 1 Navigate to Approve Vendor screen:

Navigate to the Approve Vendor Screen by clicking on the “Vendor” button on the top navbar or on the “Vendor” button on the home screen:

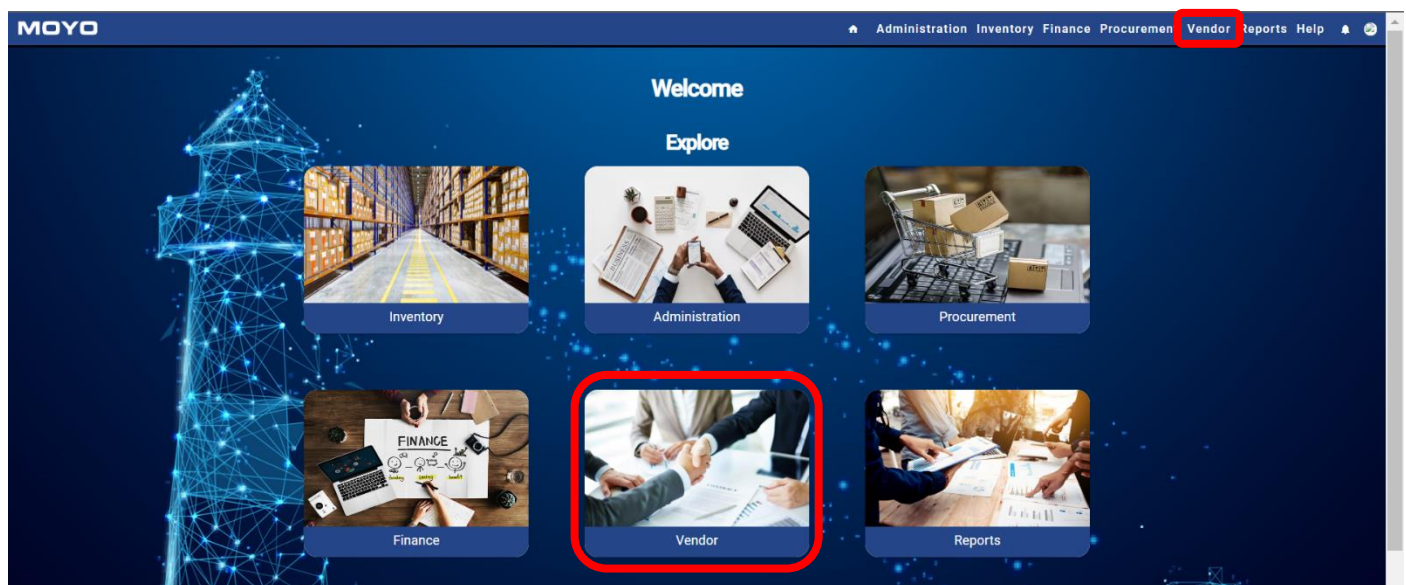


Figure 1 Home Screen to Approve Vendor Screen

Then Click on the “Approve Vendor” button on the Vendor side navbar:

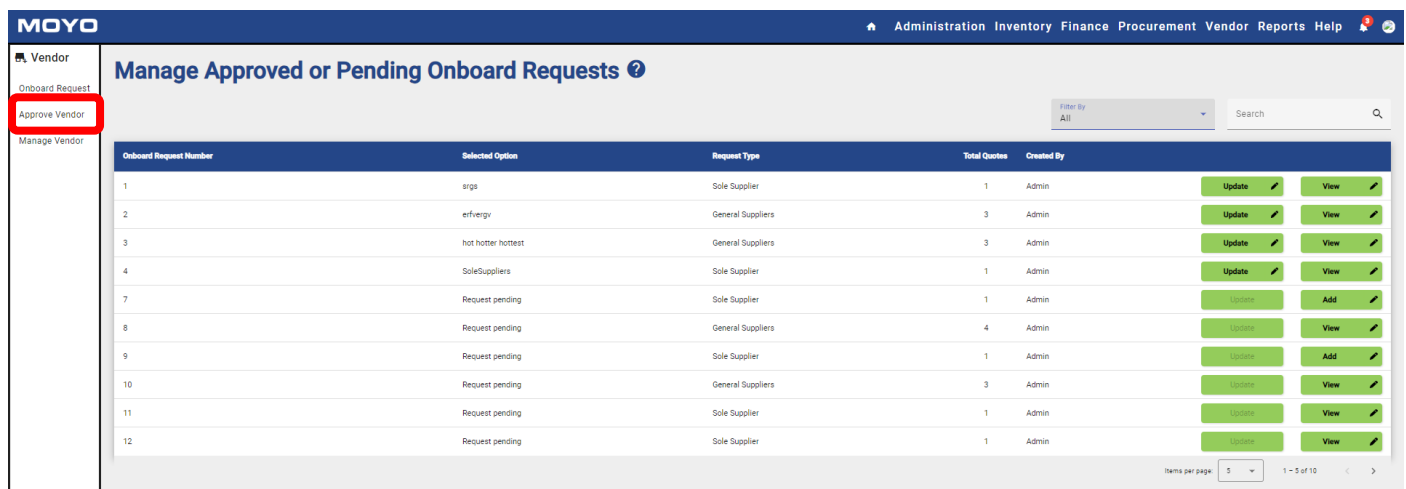
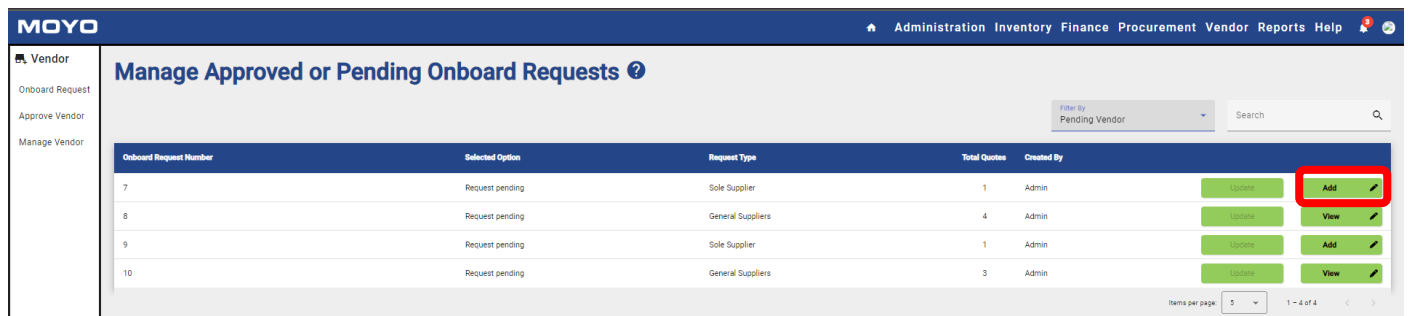


Figure 1 Vendor side nav to Approve Vendor Screen



Step 2 Add Sole Supplier Due Diligence Checklist:

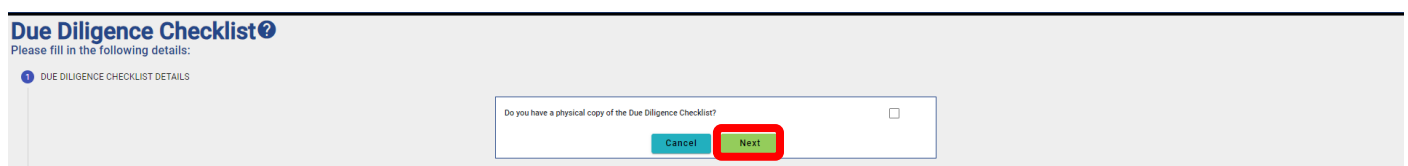
Add the Sole Supplier vendor by clicking on the “Add” button on the approve vendor table on the approve vendor screen. (*Note filter by Pending Approval to make it easier to find. You can only add the due diligence checklist to the sole supplier after the sole supplier has been approved)



Onboard Request Number	Selected Option	Request Type	Total Quotes	Created By	Actions
7	Request pending	Sole Supplier	1	Admin	Update Add
8	Request pending	General Suppliers	4	Admin	Update View
9	Request pending	Sole Supplier	1	Admin	Update Add
10	Request pending	General Suppliers	3	Admin	Update View

Figure 1 Click Add Sole Supplier Approve Vendor Button

This will navigate you to the “Due Diligence Checklist” screen. There you will be able to add the due diligence checklist of the sole supplier on the system. This is done by following a 10-step process to complete the due diligence checklist and add it to the sole supplier on the system. Step one you will complete the “Due Diligence Checklist Details” and click the “Next” button to move onto step two.



Due Diligence Checklist?
Please fill in the following details:

1 DUE DILIGENCE CHECKLIST DETAILS

Do you have a physical copy of the Due Diligence Checklist? ☐

Cancel Next

Figure 1 Click Next Due Diligence Checklist Details Approve Vendor Button Sole Supplier

1 “Do you have a physical copy of the due diligence checklist?”: Check the Checkbox if you have a physical copy of the due diligence checklist of the company. (Not Compulsory)

Step two edit the “Foundational Documents” and click the “Next” button to move onto step three. (Fields that are required will state so)



Due Diligence Checklist?

Please fill in the following details:

1 DUE DILIGENCE CHECKLIST DETAILS

2 FOUNDATIONAL DOCUMENTS

Mutual Non-Disclosure Agreement or Confidentiality Agreement:	<input type="checkbox"/>
Basic Company Information: (Required)	<input type="checkbox"/>
Ownership structure and affiliated entities:	<input type="checkbox"/>
Income tax number: (Required)	<input type="checkbox"/>
VAT number:	<input type="checkbox"/>
Company registration document:	<input type="checkbox"/>
Letters of good standing COID:	<input type="checkbox"/>
Has BEE?	<input checked="" type="checkbox"/>
BEE level:	<input type="text" value="1"/>
BEE Certificate:	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
Date of BEE validity:	<input type="button" value="Choose a date*"/> MM/DD/YYYY
Directors details and ID's:	<input type="checkbox"/>
Company Resolution Agreement:	<input type="checkbox"/>

Figure 1 Click Next Foundational Documents Approve Vendor Button Sole Supplier

1. **“Mutual Non-Disclosure Agreement or Confidentiality Agreement”**: Check the Checkbox if there is a mutual non-disclosure agreement of confidentiality agreement of the company. (Not Compulsory)
2. **“Basic Company Information”**: Check the Checkbox if you have the basic company information of the company. (Compulsory)
3. **“Ownership Structure and Affiliated Entities”**: Check the checkbox if you the company has ownership structure and affiliated entities details. (Not Compulsory)
4. **“Income tax Number”**: Check the Checkbox if you have the income tax number of the company. (Compulsory)
5. **“Company Registration Document”**: Check the Checkbox if you have the company registration document of the company. (Not Compulsory)
6. **“Letter of Good Standing COID”**: Check the Checkbox if you have the letter of co standing of the company. (Not Compulsory)
7. **“Has BEE?”**: Check the Checkbox if the company has BEE. (Compulsory)
 - **“BEE Level”**: Fill in the company’s BEE level. (Compulsory)
 - **“BEE Certificate”**: Provide the company’s BEE certificate. (Compulsory)
 - **“Date of BEE Validity”**: Choose the date of the company’s date of BEE validity using a date picker. (Compulsory)
8. **“Directors Details and ID’s”**: Check the Checkbox if you have the directors’ details and ID’s of the company. (Not Compulsory)



9. **“Company Resolution Agreement”**: Check the Checkbox if you have the resolution agreement of the company. (Not Compulsory)

Step three edit the “Financials” and click the “Next” button to move onto step four. (Fields that are required will state so)

Due Diligence Checklist?
Please fill in the following details:

- 1 DUE DILIGENCE CHECKLIST DETAILS
- 2 FOUNDATIONAL DOCUMENTS
- 3 FINANCIALS

VAT Registration Certificate: ☐

Tax Clearance Certificate: ☐

Bank Stamped confirmation letter: ☐

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Figure 1 Click Next Financials Approve Vendor Button Sole Supplier

1. **“Vat Registration Certificate”**: Check the Checkbox if you have the VAT registration certificate of the company. (Not Compulsory)
2. **“TAX Clearance Certificate”**: Check the Checkbox if you have the TAX clearance certificate of the company. (Not Compulsory)
3. **“Bank Stamped Confirmation Letter”**: Check the checkbox if you have the bank stamped confirmation letter of the company. (Not Compulsory)

Step four edit the “Sub-Contracting” and click the “Next” button to move onto step five. (Fields that are required will state so)

Due Diligence Checklist?
Please fill in the following details:

- 1 DUE DILIGENCE CHECKLIST DETAILS
- 2 FOUNDATIONAL DOCUMENTS
- 3 FINANCIALS
- 4 SUB-CONTRACTING

Name of sub-contractor: ☐

Provide similar documents as for main supplier (In case of company): ☐

Provide copy of ID, qualifications, accreditations and professional memberships (In case of individual): ☐

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Figure 1 Click Next Sub-Contracting Approve Vendor Button Sole Supplier



1. **“Name of Sub-Contractor”**: Check the Checkbox if you have the name of the sub-contractor of the company. (Not Compulsory)
2. **“Provide similar documents as for main supplier (In case of company)”**: Check the Checkbox if you have the similar documents of main supplier of the company. (Not Compulsory)
3. **“Provide copy of ID, qualifications, accreditations and professional memberships (In case of individual)”**: Check the checkbox if you have the copy of ID’s, qualifications, accreditations, and professional memberships of the individual. (Not Compulsory)

Step Five edit the “Insurance” and click the “Next” button to move onto step six. (Fields that are required will state so)

Due Diligence Checklist
Please fill in the following details:

- 1. DUE DILIGENCE CHECKLIST DETAILS
- 2. FOUNDATIONAL DOCUMENTS
- 3. FINANCIALS
- 4. SUB-CONTRACTING
- 5. **INSURANCE**

General liability insurance: ☒

Add new General liability Insurance Document? No file chosen

Cyber insurance: ☒

Add a new Cyber Insurance Document? No file chosen

Professional indemnity insurance (if applicable): ☒

Add a new Professional Indemnity Insurance Document? No file chosen

Other specific insurance required per service/industry: ☒

Add new Other specific Insurance Document? No file chosen

Figure 1 Click Next Insurance Approve Vendor Button Sole Supplier

1. **“General Liability Insurance”**: Check the Checkbox if you have the general liability insurance of the company. (Not Compulsory)
 - **“Add new General liability Insurance Document?”**: Provide the general liability insurance document of the company. (Compulsory)
2. **“Cyber insurance:”**: Check the Checkbox if you have the Cyber Insurance of the company. (Not Compulsory)



- “Add a new Cyber Insurance Document?”: Provide the cyber insurance document of the company. (Compulsory)
3. “Professional indemnity insurance (if applicable):”: Check the checkbox if you have the professional indemnity insurance of the company. (Not Compulsory)
- “Add a new Professional Indemnity Insurance Document?”: Provide the professional indemnity insurance document of the company. (Compulsory)
4. “Other specific insurance required per service/industry”: Check the checkbox if you have other specific insurance of the company. (Not Compulsory)
- “Add new Other specific insurance Document?”: Provide the other specific insurance document of the company. (Compulsory)

Step six edit the “License or Professional Accreditation” and click the “Next” button to move onto step seven. (Fields that are required will state so)

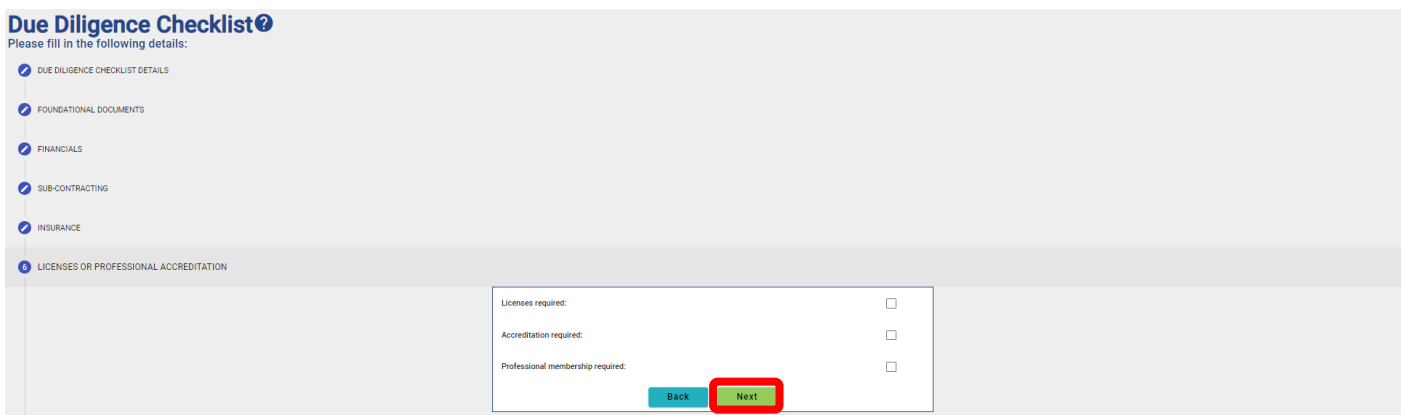


Figure 1 Click Next License or professional accreditation Approve Vendor Button Sole Supplier

1. “Licenses required:”: Check the Checkbox if the license is required of the company. (Not Compulsory)
2. “Accreditation required:”: Check the Checkbox if accreditation is required of the company. (Not Compulsory)
3. “Professional membership required:”: Check the checkbox if professional membership is required of the company. (Not Compulsory)

Step seven edit the “Information Security” and click the “Next” button to move onto step eight. (Fields that are required will state so)



INSURANCE

LICENCES OR PROFESSIONAL ACCREDITATION

INFORMATION SECURITY

Business continuity plan: ☐

Disaster recovery plan: ☐

Protection of personal information by design: ☒

Does the contract set out what personal data is used for what purpose? (Required) ☐

Is the contracted partner a controller (C), joint controller (JC), processor (P) or sub-processor (SP)?

Depending on the controller/processor relationship, do you have a Data Processing Agreement or a Joint Controller Agreement in place? (Required) ☐

Does the contract highlight the importance of confidentiality? (Required) ☐

Does the contract provide for audits and inspections? (Required) ☐

Is it clear who is accountable and liable for different activities? (Required) ☐

Is there a provision to cover third party processing of data? (Required) ☐

Does a process exist for managing data when the contract ends? (Required) ☐

Is the personal data that's being processed detailed in your and their 'Record of Processing Activities'? (Required) ☐

Does the supplier hold any form of certification for their processing activities? (Required) ☐

History of data breaches and security incidents: ☐

Site visits to assess security controls (if required): ☐

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Figure 1 Click Next Information Security Approve Vendor Button Sole Supplier

1. “Business continuity plan”: Check the Checkbox if you have the business community plan of the company. (Not Compulsory)
2. “Disaster recovery plan”: Check the Checkbox if you have the disasters recovery plan of the company. (Not Compulsory)
3. “Protection of personal information by design”: Check the checkbox if you have the protection of personal information by design of the company. (Not Compulsory)
 - “Does the contract set out what personal data is used for what purpose?”: Check the checkbox if the contract sets out what personal data is used of the company. (Compulsory)
 - “Is the contracted partner a controller (C), joint controller (JC), processor (P) or sub-processor (SP)?”: Choose one of the options of the company. (Compulsory)
 - “Depending on the controller/processor relationship, do you have a Data Processing Agreement or a Joint Controller Agreement in place?”: Check the checkbox if you have the data processing agreement or joint controller agreement in place with the company. (Compulsory)
 - “Does the contract highlight the importance of confidentiality?”: Check the checkbox if the contract highlights the importance of confidentiality. (Compulsory)
 - “Does the contract provide for audits and inspections?”: Check the checkbox if the contract provided audits and inspections. (Compulsory)



- “Is it clear who is accountable and liable for different activities?”: Check the checkbox if the contract is clear on who is accountable and liable for different activities. (Compulsory)
 - “Is there a provision to cover third party processing of data?”: Check the checkbox if there is a proven to cover third party processing of data efforts of the company. (Compulsory)
 - “Does a process exist for managing data when the contract ends?”: Check the checkbox if a processing does exist for managing date when the contract ends. (Compulsory)
 - “Is the personal data that's being processed detailed in your and their 'Record of Processing Activities'?”: Check the checkbox if the professional data that is being processed detailed in, you're and the company's 'Record of Processing Activities'. (Compulsory)
 - “Does the supplier hold any form of certification for their processing activities?”: Check the checkbox if the supplier holds any form of certification of their processing activities of the company. (Compulsory)
4. “History of data breaches and security incidents”: Check the checkbox if you have the History of data breaches and security incidents of the company. (Not Compulsory)
5. “Site visits to assess security controls (if required)”: Check the checkbox if you have site visits to assess security controls of the company. (Not Compulsory)

Step eight edit the “Policy Review” and click the “Next” button to move onto step nine. (Fields that are required will state so)

Information security or Data protection policy: ☐

Privacy policy: ☐

Data retention and destruction policy: ☒

Anti-bribery and anti-corruption policy: ☐

Ethics policy: ☐

Conflict of interest policy: ☐

Customer complaints policy: ☐

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Figure 1 Click Next Policy Review Approve Vendor Button Sole Supplier

1. **“Information security or Data protection policy”**: Check the Checkbox if you have the Information security or Date protection policy of the company. (Not Compulsory)
2. **“Privacy policy”**: Check the Checkbox if you have the privacy policy of the company. (Not Compulsory)
3. **“Data retention and destruction policy”**: Check the checkbox if you have the data retention and destruction policy of the company. (Not Compulsory)
4. **“Anti-bribery and anti-corruption policy”**: Check the checkbox if you have the anti-bribery and anti-corruption policy of the company. (Not Compulsory)
5. **“Ethics policy”**: Check the checkbox if you have the ethics policy of the company. (Not Compulsory)
6. **“Conflict of interest policy”**: Check the checkbox if you have the conflict-of-interest policy of the company. (Not Compulsory)
7. **“Customer complaints policy”**: Check the checkbox if you have the customer complaints policy of the company. (Not Compulsory)

Step nine edit the “Business References” and click the “Next” button to move onto step ten. (Fields that are required will state so)

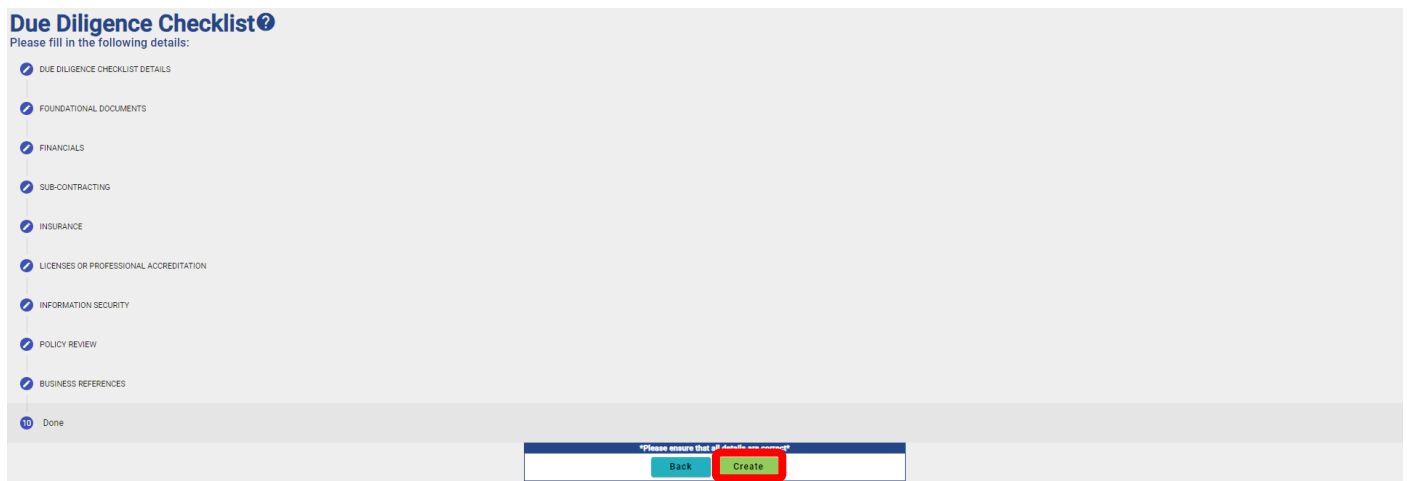
The screenshot shows the Moyo Due Diligence Checklist interface. The top navigation bar includes the Moyo logo and links for Administration, Inventory, Finance, Procurement, Vendor, Reports, and Help. The main heading is "Due Diligence Checklist?" with a sub-instruction "Please fill in the following details:". A vertical sidebar on the left lists the checklist sections: DUE DILIGENCE CHECKLIST DETAILS, FOUNDATIONAL DOCUMENTS, FINANCIALS, SUB-CONTRACTING, INSURANCE, LICENSES OR PROFESSIONAL ACCREDITATION, INFORMATION SECURITY, POLICY REVIEW, and BUSINESS REFERENCES. The "BUSINESS REFERENCES" section is currently active and highlighted. The main content area for this section contains the instruction "Details of at least two business references:" followed by a text input field. At the bottom of this section are two buttons: "Back" and "Next". The "Next" button is highlighted with a red rectangular box, indicating it is the intended action for the user.

Figure 1 Click Next Business References Approve Vendor Button Sole Supplier



1. “Details of at least two business references”: Check the Checkbox if you have at least two business references of the company. (Not Compulsory)

Step ten “Done” and click the “Create” button. Once you clicked the create button the Due Diligence checklist of the vendor will be create on the system and the sole supplier will be added to the list of approve onboard requests.



Due Diligence Checklist?
Please fill in the following details:

- 1 DUE DILIGENCE CHECKLIST DETAILS
- 2 FOUNDATIONAL DOCUMENTS
- 3 FINANCIALS
- 4 SUB-CONTRACTING
- 5 INSURANCE
- 6 LICENSES OR PROFESSIONAL ACCREDITATION
- 7 INFORMATION SECURITY
- 8 POLICY REVIEW
- 9 BUSINESS REFERENCES
- 10 Done

Please ensure that all details are correct

Back Create

Figure 1 Click Create Done Approve Vendor Button Sole Supplier

