

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Procurement Section

Procurement Request:

Edit Procurement Request:

Step 1 Navigate to Procurement Request screen:

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

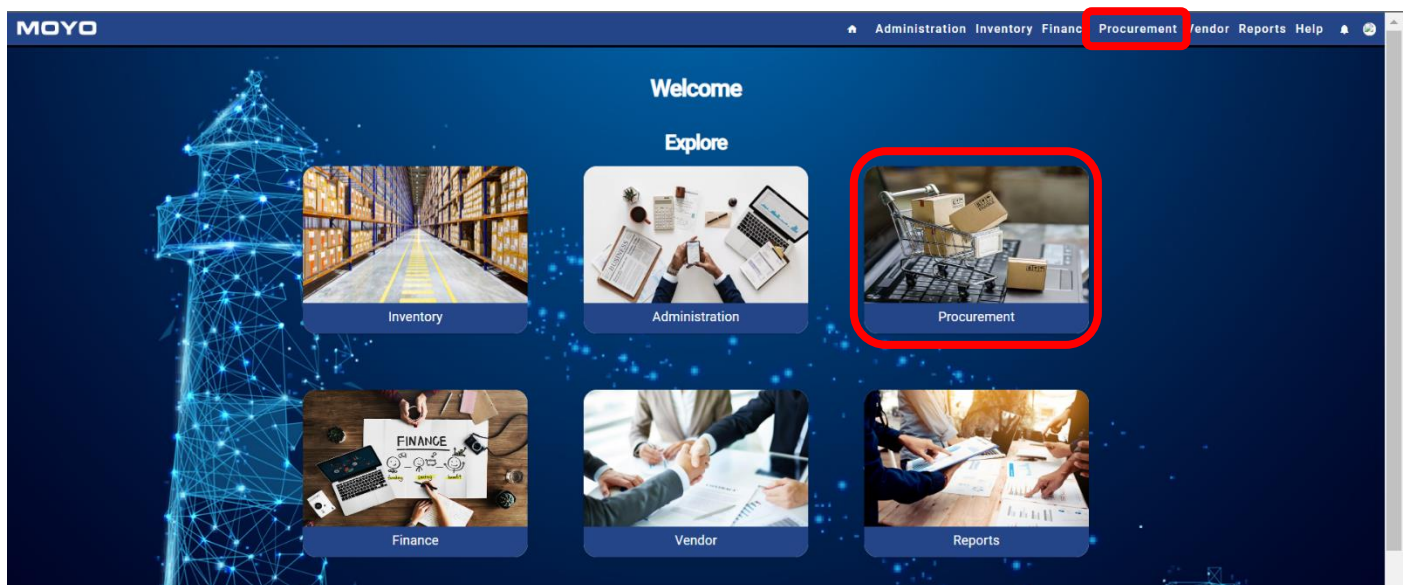


Figure 1 Home Screen to Procurement Request Screen

Then Click on the “View Procurement Request” button on the Procurement side navbar:
(*Note you will only be able to see your own procurement requests)

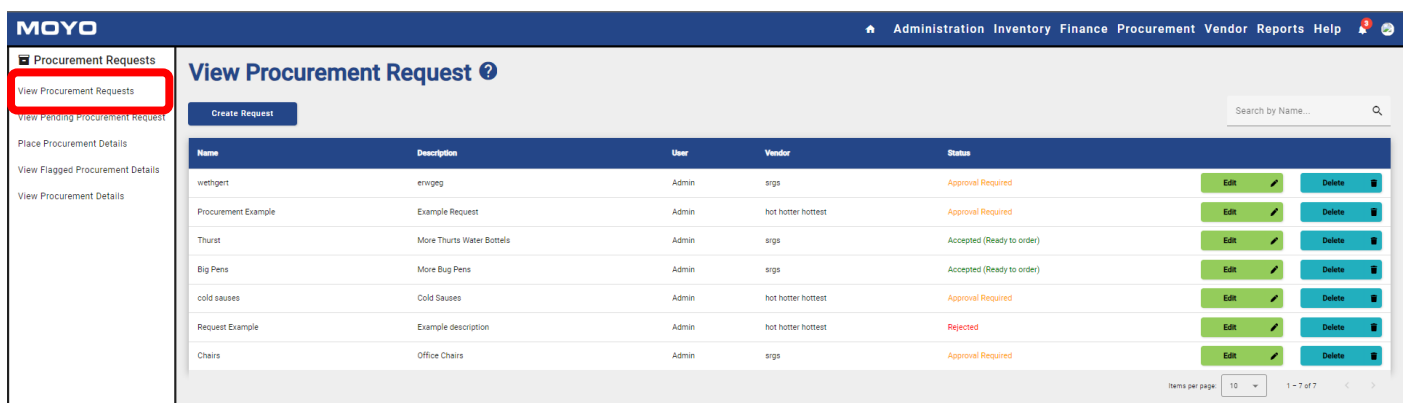
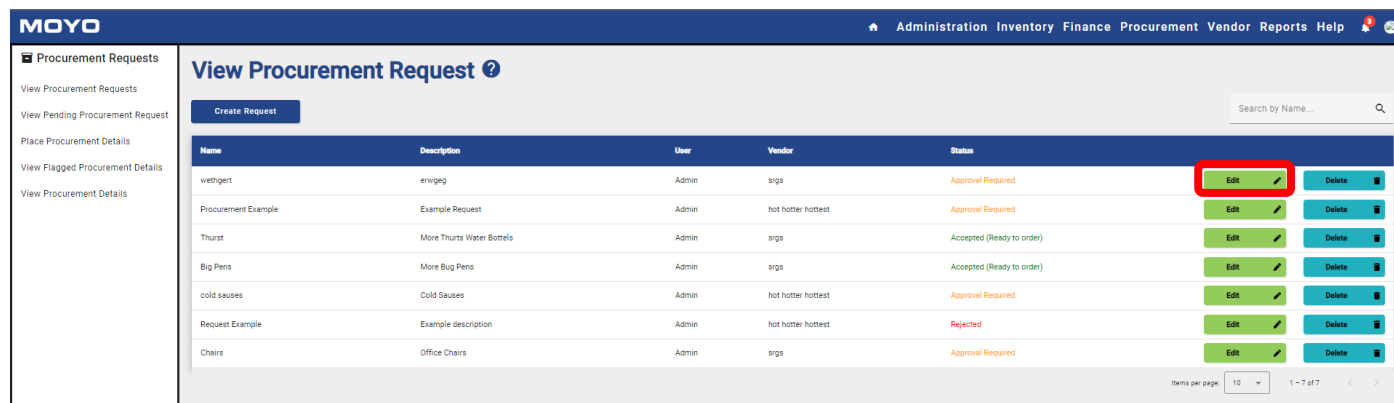


Figure 1 Procurement side nav to Procurement Request Screen



Step 3 Edit Procurement Request:

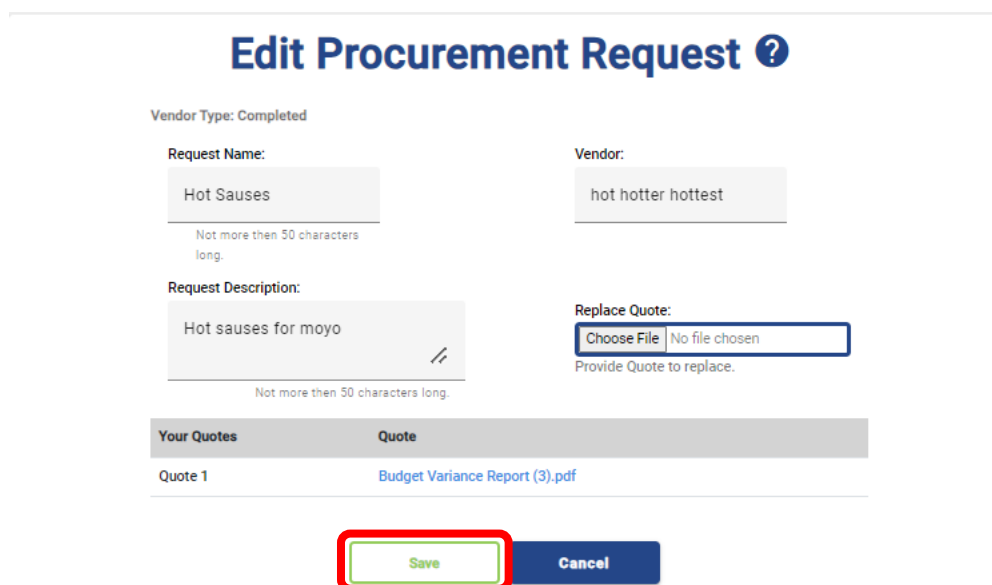
Edit a Procurement Request by clicking on the “Edit” button on the Procurement Request screen within the Procurement Request table: (The row you chose is the Procurement Request you will be editing)



Name	Description	User	Vendor	Status	Edit	Delete
wethert	enweg	Admin	sgs	Approval Required	Edit	Delete
Procurement Example	Example Request	Admin	hot hotter hottest	Approval Required	Edit	Delete
Thurst	More Thursts Water Botels	Admin	sgs	Accepted (Ready to order)	Edit	Delete
Big Pens	More Bug Pens	Admin	sgs	Accepted (Ready to order)	Edit	Delete
cold sauses	Cold Sausages	Admin	hot hotter hottest	Approval Required	Edit	Delete
Request Example	Example description	Admin	hot hotter hottest	Rejected	Edit	Delete
Chairs	Office Chairs	Admin	sgs	Approval Required	Edit	Delete

Figure 1 Click Edit Procurement Request Button.

If the Procurement Request was of type Approve Vendor, this will navigate you to the “Edit Procurement Request” screen where you will be able to Edit the Procurement Request. Click on the “Save” button to edit the Procurement Request.



Edit Procurement Request ?

Vendor Type: Completed

Request Name: Not more than 50 characters long.

Vendor:

Request Description: Not more than 50 characters long.

Replace Quote: No file chosen
Provide Quote to replace.

Your Quotes	Quote
Quote 1	Budget Variance Report (3).pdf

Save **Cancel**

Figure 1 Click Save Edit Procurement Request Button Approved Vendor

1. “Request Name”: Change the name of the procurement request. (Not Compulsory)



2. **“Vendor”**: Change the vendor for the list of approved/added vendors. (Not Compulsory)
3. **“Request Description”**: Change the description of the procurement request. (Not Compulsory)
4. **“The Procurement Quote”**: Change the procurement quote for the procurement request. (not Compulsory)

If the Procurement Request was of type Other, this will navigate you to the “Edit Procurement Request” screen where you will be able to Edit the Procurement Request. Click on the “Save” button to edit the Procurement Request.

Edit Procurement Request ?

Vendor Type: Completed

Request Name:
Office Upgrades
Not more than 50 characters long.

Vendor:
AllInAll

Request Description:
Chairs pens and keyboards for the office
Not more than 50 characters long.

Replace Quote:
Choose File | No file chosen
Provide Quote to replace.

Your Quotes	Quote
Quote 1	Business Unit Allocation Report (1).pdf
Quote 2	Vendor Spent Report (5).pdf
Quote 3	Budget Variance Report (4).pdf

Save **Cancel**

Figure 1 Click Update Edit Onboard Request Button Sole Supplier

1. **“Request Name”**: Change the name of the procurement request. (Not Compulsory)
2. **“Vendor Name”**: Change the name of the vendor for the procurement request. (Not Compulsory)
3. **“Request Description”**: Change the description of the procurement request. (Not Compulsory)
4. **“Replace Quote”**: Change the preferred procurement quote for the procurement request. (Not Compulsory)



Explanation of the Procurement Request statuses:

Name	Description	User	Vendor	Status	Edit	Delete
wethert	enweg	Admin	sig	Approval Required		
Procurement Example	Example Request	Admin	hot hotter hottest	Approval Required		
Thurst	More Thursts Water Bottels	Admin	sig	Accepted (Ready to order)		
Big Pens	More Bug Pens	Admin	sig	Accepted (Ready to order)		
cold sauses	Cold Sauses	Admin	hot hotter hottest	Approval Required		
Request Example	Example description	Admin	hot hotter hottest	Rejected		
Chairs	Office Chairs	Admin	sig	Approval Required		

Figure 1 Procurement Request Status

- **Approved (Ready to order):** If the status is Approved that means that the procurement request has been approved and that you are now allowed to place the procurement request.
- **Rejected:** If the status is Rejected that means that the procurement request has been rejected and you will not be able to place the procurement request.
- **Approval Required:** If the status is Approval Required that means that the Procurement request is still waiting approval.

