

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Vendor Section

Approve Vendor:

View Approved Vendor Details :

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:

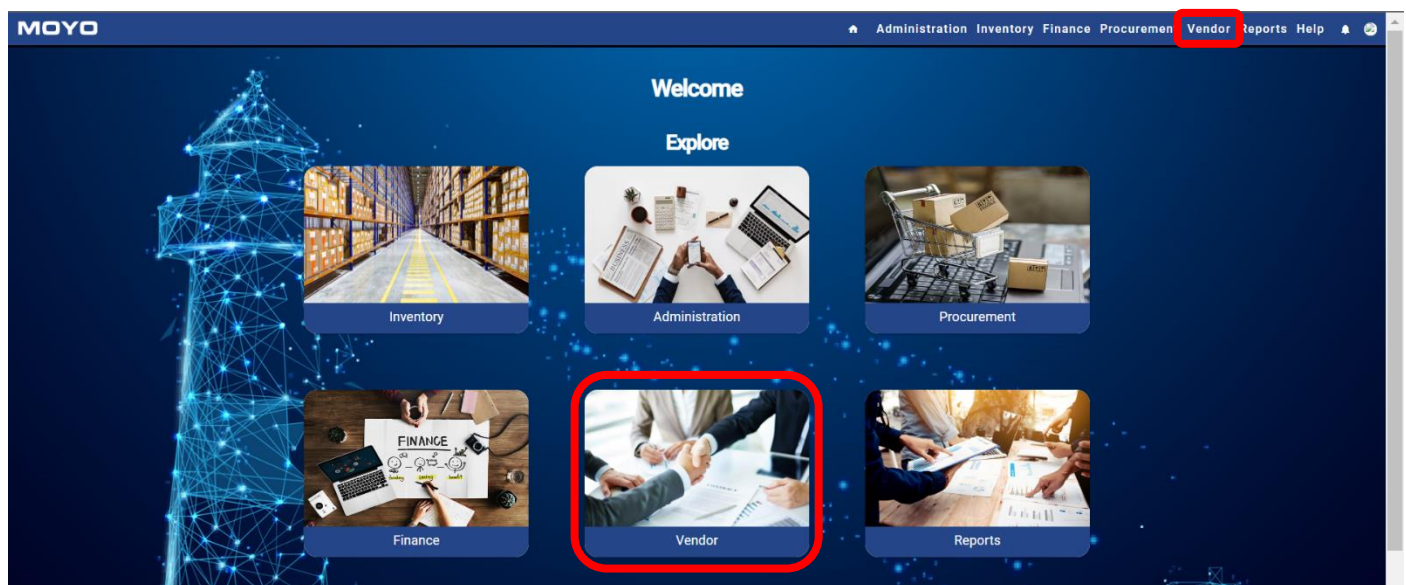


Figure 1 Home Screen to Approve Vendor Screen

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

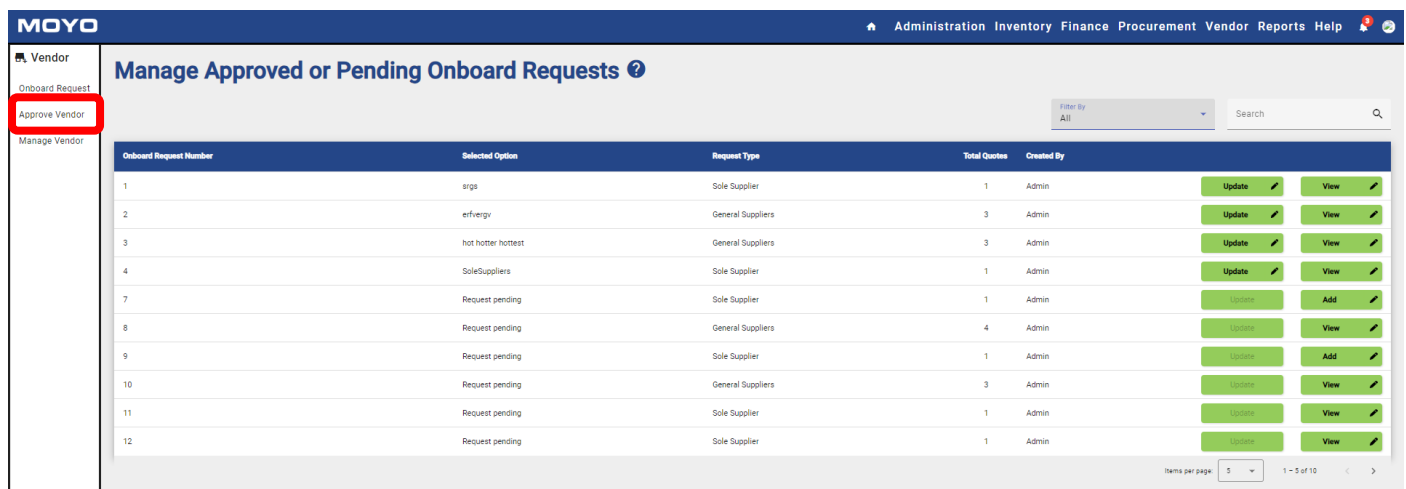
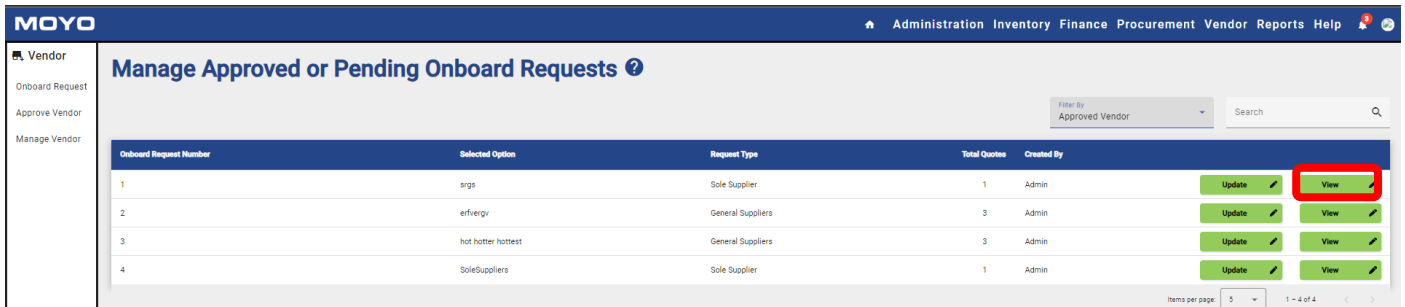


Figure 1 Vendor side nav to Approve Vendor Screen



Step 7 View Approve Vendor:

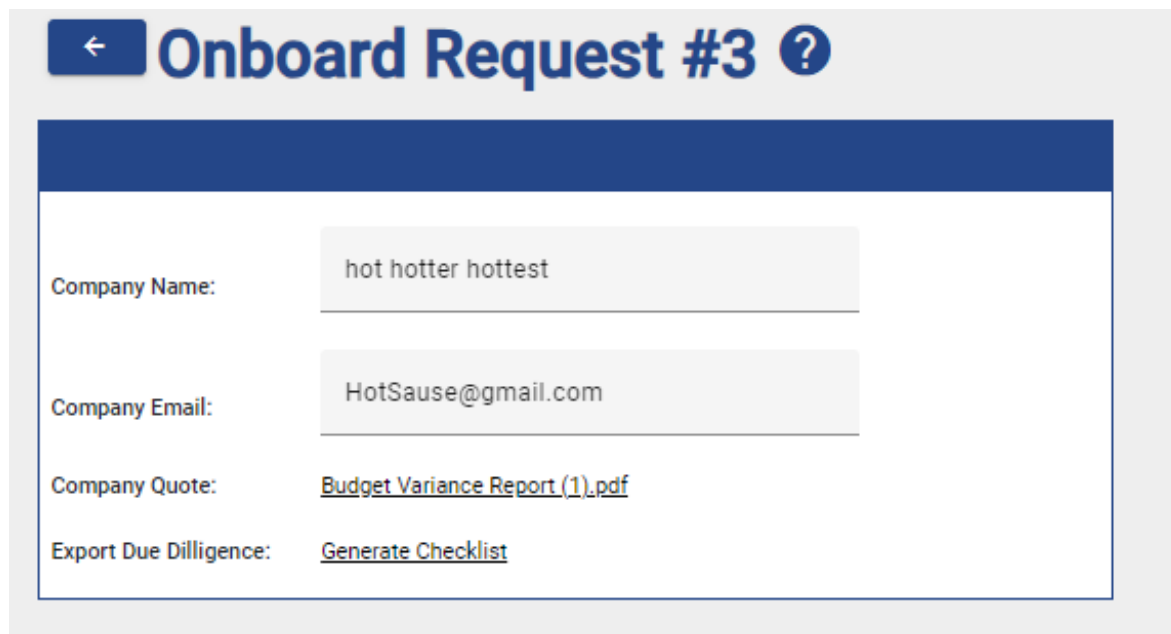
View the Sole Supplier and General Supplier vendor by clicking on the “View” button on the approve vendor table on the approve vendor screen. (*Note filter by Approved Vendor to make it easier to find)



Onboard Request Number	Selected Option	Request Type	Total Quotes	Created By	Update	View
1	sggs	Sole Supplier	1	Admin	Update	View
2	erfvergv	General Suppliers	3	Admin	Update	View
3	hot hotter hottest	General Suppliers	3	Admin	Update	View
4	SoleSuppliers	Sole Supplier	1	Admin	Update	View

Figure 1 Click View Approve Vendor Button

This will navigate you to the “Onboard Request” screen. There you will be able to view the vendor details of the sole supplier and/or General Supplier on the system.



← Onboard Request #3 ?

Company Name: hot hotter hottest

Company Email: HotSause@gmail.com

Company Quote: [Budget Variance Report \(1\).pdf](#)

Export Due Dilligence: [Generate Checklist](#)

Figure 1 view Approved Vendor Details

