

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

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## Vendor Section

### Approve Vendor:

Approve or Reject Sole Supplier :

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:

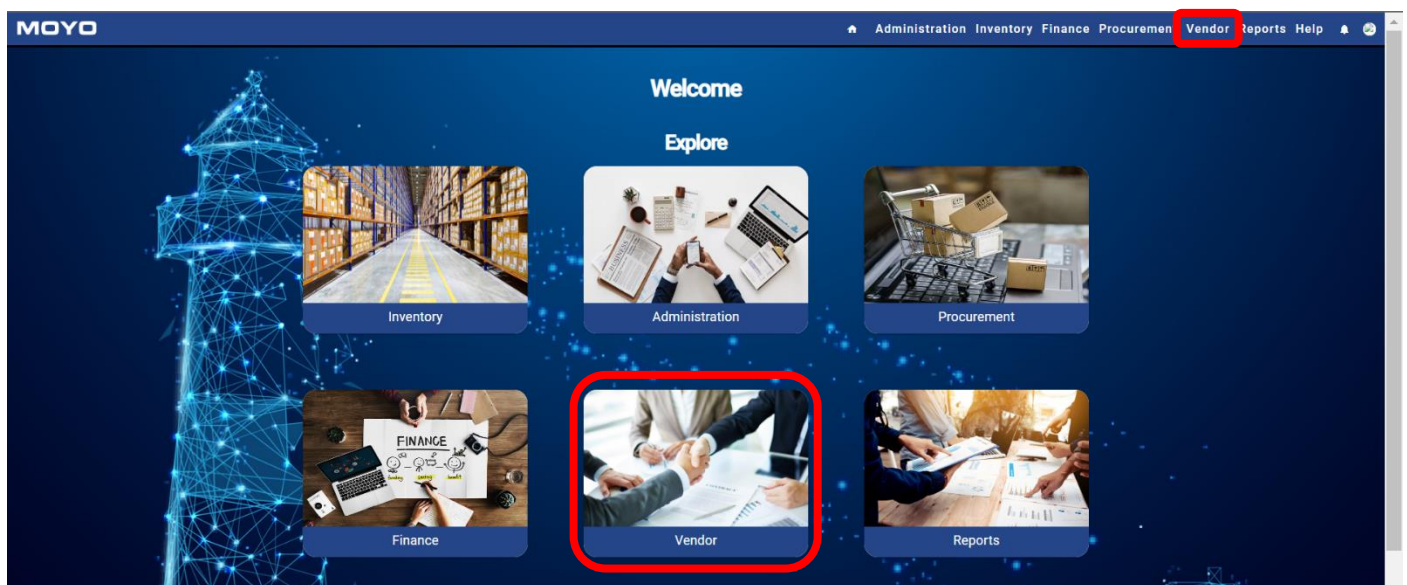


Figure 1 Home Screen to Approve Vendor Screen

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

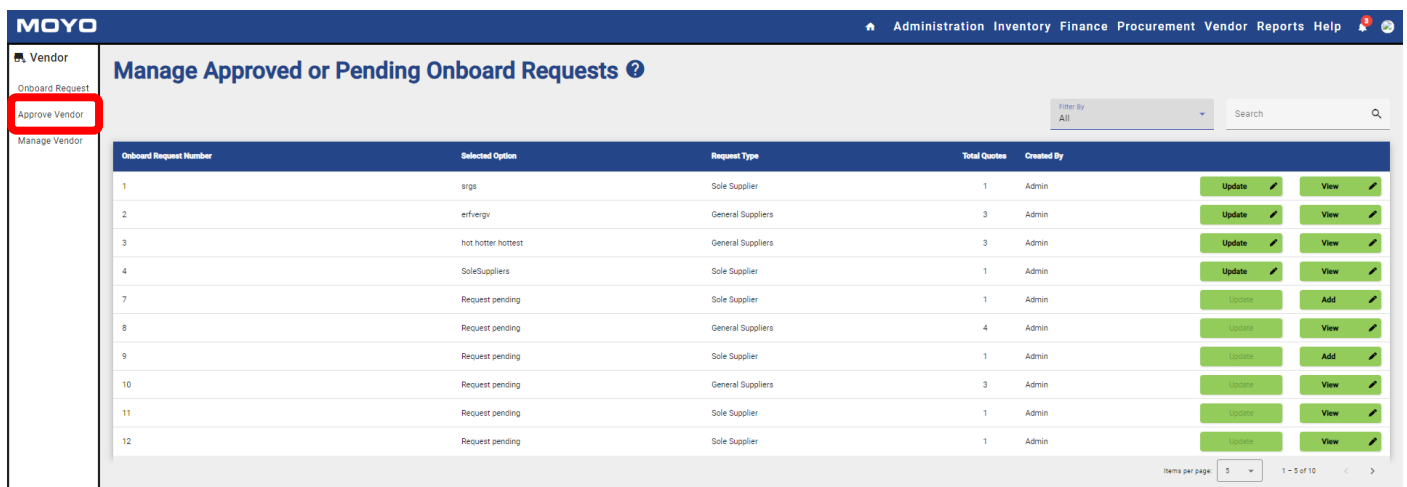
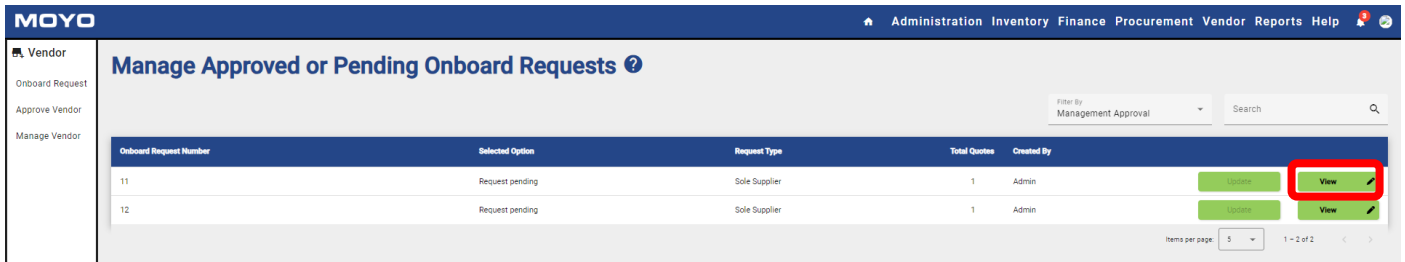


Figure 1 Vendor side nav to Approve Vendor Screen

## Step 2 Approve or Reject Sole Supplier:

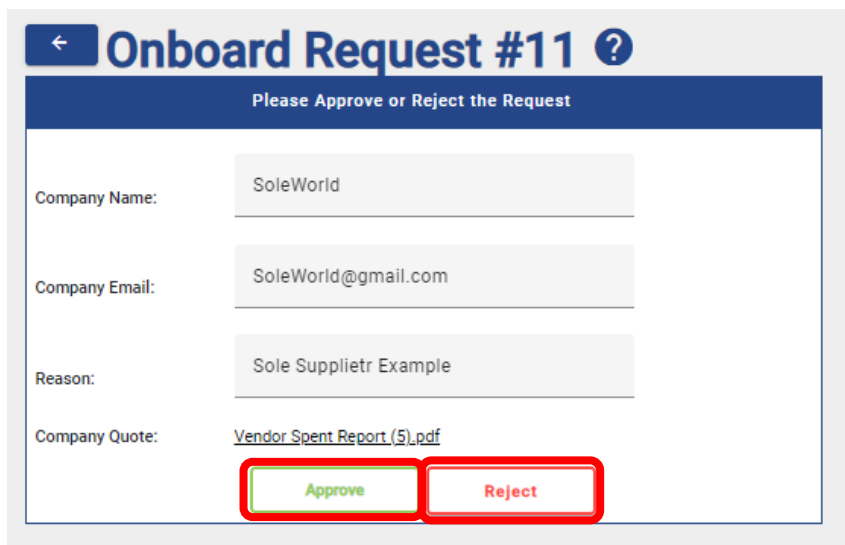
Approve or Reject the Sole Supplier vendor by clicking on the “View” button on the approve vendor table on the approve vendor screen. (\*Note filter by Management Approval to make it easier to find)



Onboard Request Number	Selected Option	Request Type	Total Quotes	Created By	Actions
11	Request pending	Sole Supplier	1	Admin	<a href="#">Update</a> <a href="#">View</a>
12	Request pending	Sole Supplier	1	Admin	<a href="#">Update</a> <a href="#">View</a>

Figure 1 Click View Sole Supplier Approve Vendor Button

This will navigate you to the “Onboard Request Approval” screen. There you will be able to approve or reject the sole supplier onboard request. Click on the “Approve” button to approve the sole supplier or click on the “Reject” button to reject to sole supplier.



### Onboard Request #11

Please Approve or Reject the Request

Company Name: SoleWorld

Company Email: SoleWorld@gmail.com

Reason: Sole Supplier Example

Company Quote: [Vendor Spent Report \(5\).pdf](#)

[Approve](#)
[Reject](#)

Figure 1 Approve/Reject Sole Supplier

