

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

Submitted by: MOYO

Prepared by Leon Combrinck



Vendor Section

Onboard Request:

Delete Onboard Request:

Step 1 Navigate to Onboard Request screen:

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

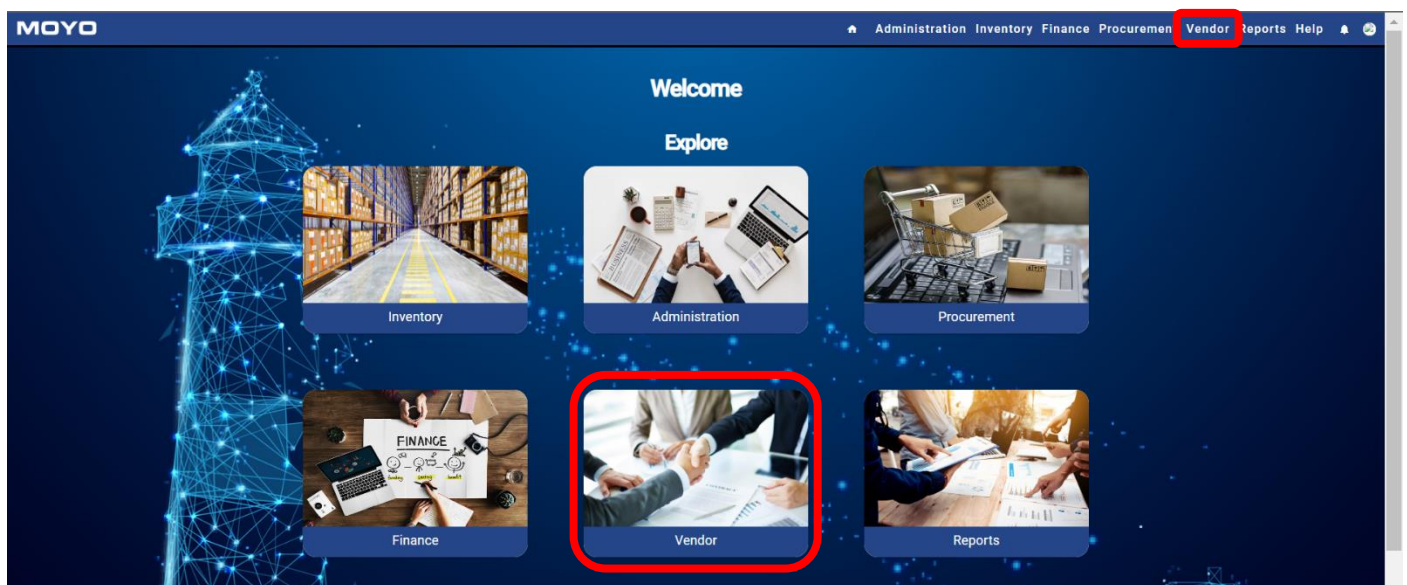


Figure 1 Home Screen to Onboard Request Screen

Then Click on the “Onboard Request” button on the Vendor side navbar:

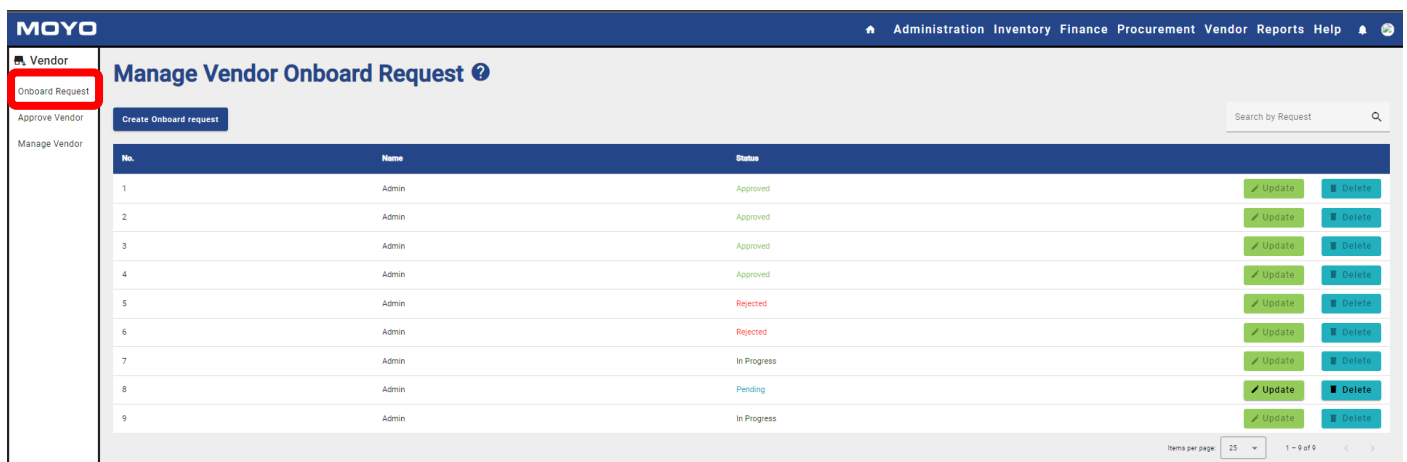
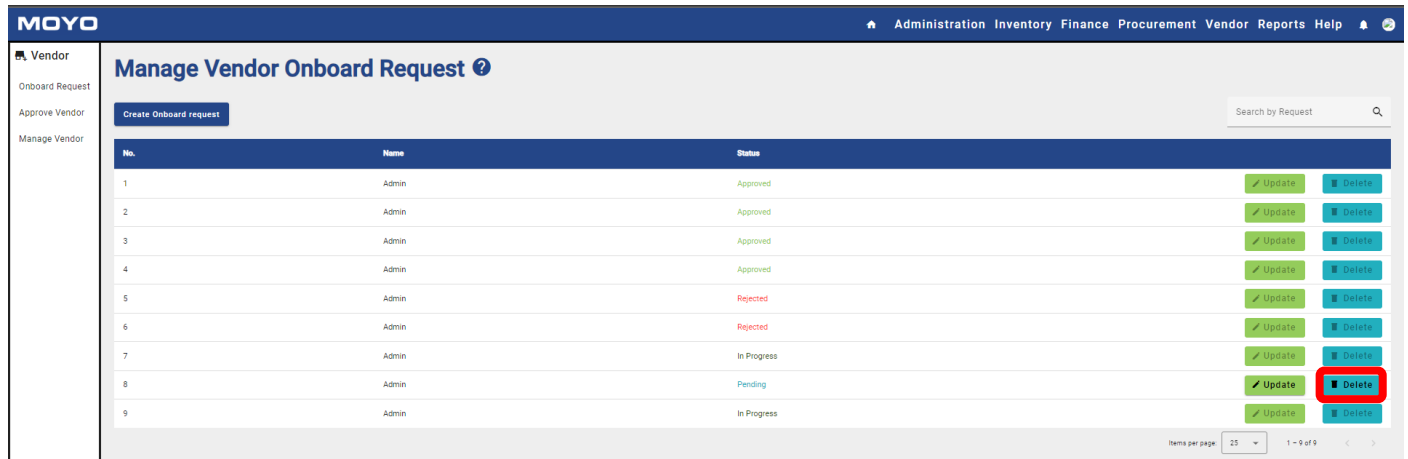


Figure 1 Vendor side nav to Onboard Request Screen



Step 2 Delete Onboard Request:

Delete an Onboard Request by clicking on the “Delete” button on the Onboard Request screen within the Onboard Request table: (The row you chose is the Onboard Request you will be deleting)



No.	Name	Status	Update	Delete
1	Admin	Approved	Update	Delete
2	Admin	Approved	Update	Delete
3	Admin	Approved	Update	Delete
4	Admin	Approved	Update	Delete
5	Admin	Rejected	Update	Delete
6	Admin	Rejected	Update	Delete
7	Admin	In Progress	Update	Delete
8	Admin	Pending	Update	Delete
9	Admin	In Progress	Update	Delete

Figure 1 Click Delete Onboard Request Button

This will navigate you to the “Delete Onboard Request” screen where you will be able to delete the Onboard Request. Click on the “Yes” button to delete the Onboard Request. (*Note General Suppliers will list all the quotes being deleted, while Sole Supplier List the one quote being deleted)



DELETE ONBOARD REQUEST ?

You are about to delete the request no: **10**

Containing The following company's:

- NewWorld
- AllInAll
- OneStop

Are you sure you want to continue?

Yes **Cancel**

Figure 1 Click Yes Delete Onboard Request Button General Supplier

DELETE ONBOARD REQUEST ?

You are about to delete the request no: **11**

Containing The following company's:

- SoleWorld

Are you sure you want to continue?

Yes **Cancel**

Figure 1 Click Yes Delete Onboard Request Button Sole Supplier



Explanation of the Onboard Request statuses:

The screenshot shows the 'Manage Vendor Onboard Request' page in the MOYO system. It features a sidebar with navigation options: Vendor, Onboard Request, Approve Vendor, and Manage Vendor. The main content area has a 'Create Onboard request' button and a search bar. Below is a table with 9 rows, each representing an onboard request. The table columns are No., Name, Status, and Action (Update/Delete). The statuses are: 1-4 Approved, 5-6 Rejected, 7 In Progress, 8 Pending, and 9 In Progress. Each row has a green 'Update' button and a blue 'Delete' button.

No.	Name	Status	Action
1	Admin	Approved	[Update] [Delete]
2	Admin	Approved	[Update] [Delete]
3	Admin	Approved	[Update] [Delete]
4	Admin	Approved	[Update] [Delete]
5	Admin	Rejected	[Update] [Delete]
6	Admin	Rejected	[Update] [Delete]
7	Admin	In Progress	[Update] [Delete]
8	Admin	Pending	[Update] [Delete]
9	Admin	In Progress	[Update] [Delete]

Figure 1 Delegation Status

- **Approved:** If the status is Approved that means that the vendor onboarding request has been approved and onboarded onto the system. The now approved vendor can be added to the system.
- **Rejected:** If the status is Rejected that means that the vendor onboarding request has been rejected and the vendor will not be onboarded on the system.
- **In Progress:** If the status is In Progress that means that the vendor onboarding request has been approved but is still being onboarded onto the system.
- **“Pending”:** If the status is Pending that means that the vendor onboarding request is still waiting to be approved or rejected.

