

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

Submitted by: MOYO

Prepared by Leon Combrinck



## Procurement Section

### Procurement Request:

Delete 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:

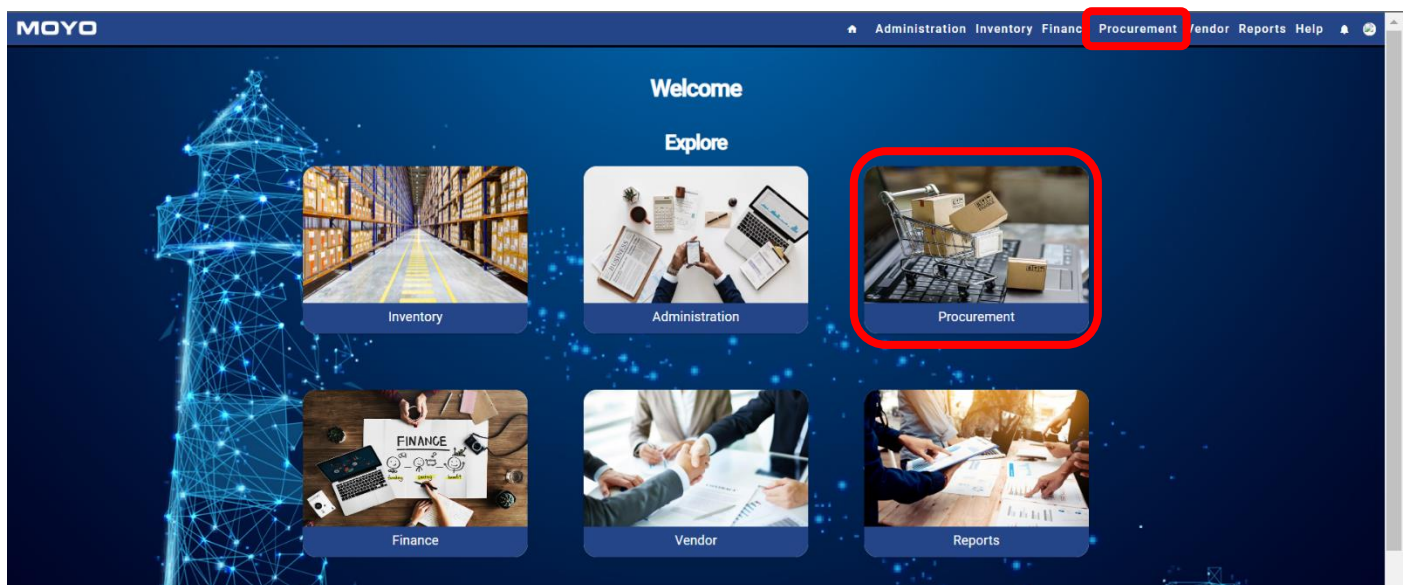


Figure 1 Home Screen to Procurement Request Screen

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)

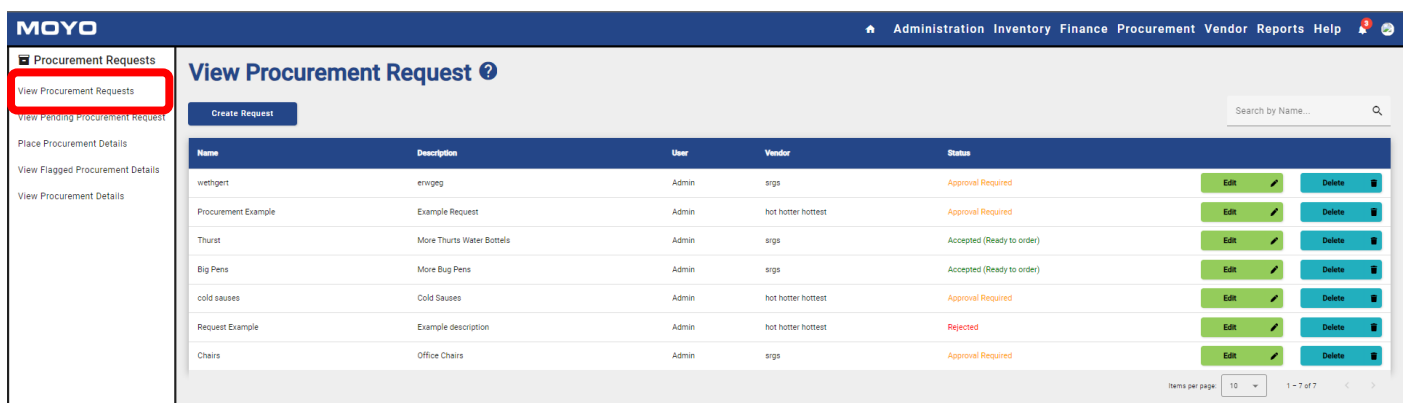
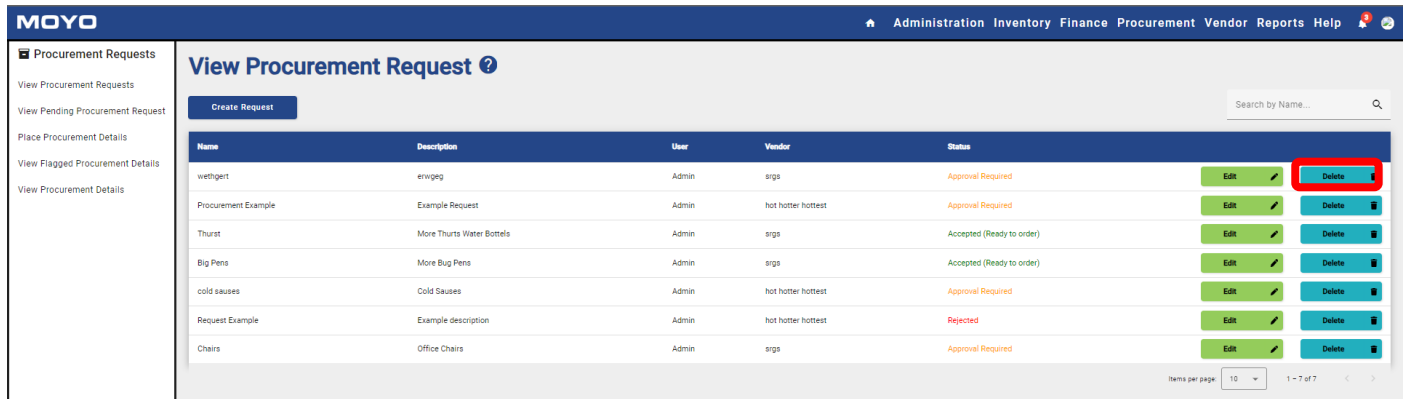


Figure 1 Procurement side nav to Procurement Request Screen



## Step 2 Delete Procurement Request:

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



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 Delete Procurement Request Button

This will navigate you to the “Delete Procurement Request” screen where you will be able to delete the Procurement Request. Click on the “Yes” button to delete the Procurement Request.

## DELETE PROCUREMENT REQUEST ?

You are about to delete the request for: **Procurement Example**  
Are you sure you want to continue?

**Yes** **Cancel**

Figure 1 Click Yes Delete Procurement Request Button



## 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.

