

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

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## Procurement Section

### Pending Procurement Request:

Approve Procurement Request, and Reject Procurement Request:

Step 1 Navigate to Pending Procurement Request screen:

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

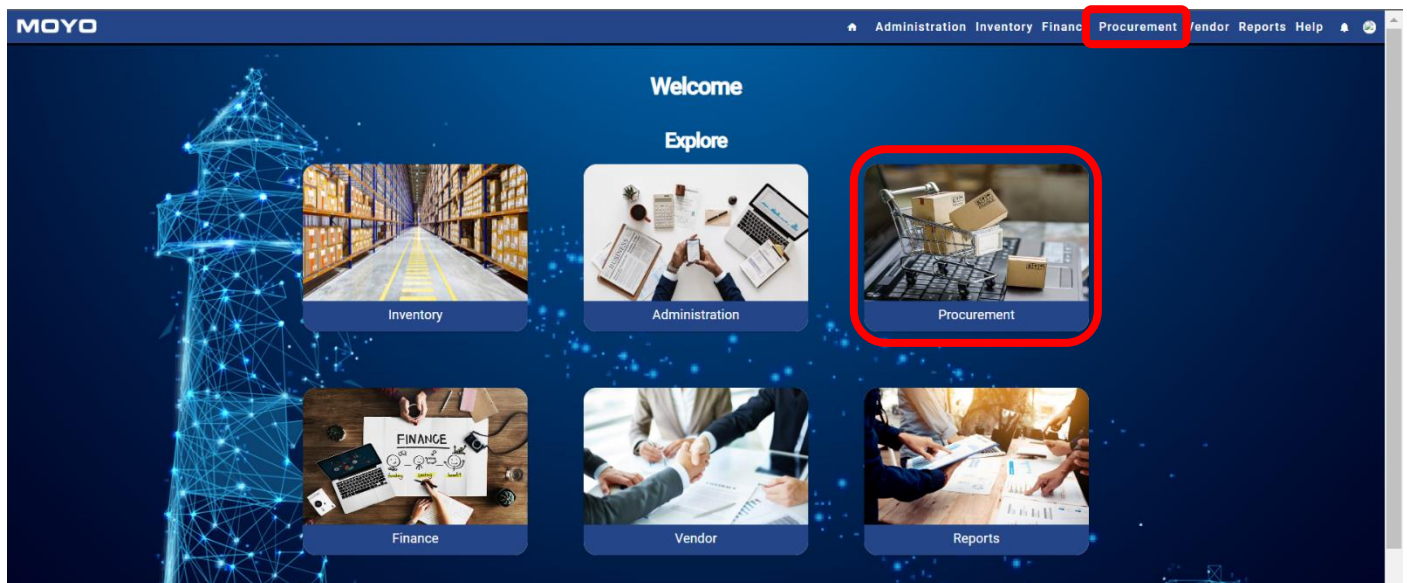


Figure 1 Home Screen to Pending Procurement Request Screen

Then Click on the “View Pending Procurement Request” button on the Procurement side navbar(\*Note Only the Budget Owner of a specific Department will be able to view Pending Procurement Requestes of there allocated Department, thus also being the only ones able to approve or reject a procurement request.)

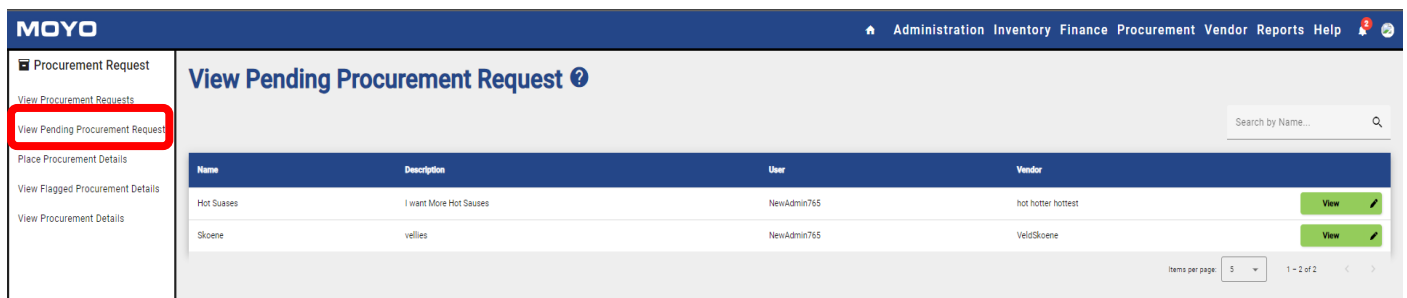


Figure 1 Procurement side nav to Pending Procurement Request Screen



## Step 2 Approve Pending Procurement Request:

Approve the Pending Procurement Request by clicking on the “View” button on the Pending Procurement Request screen:

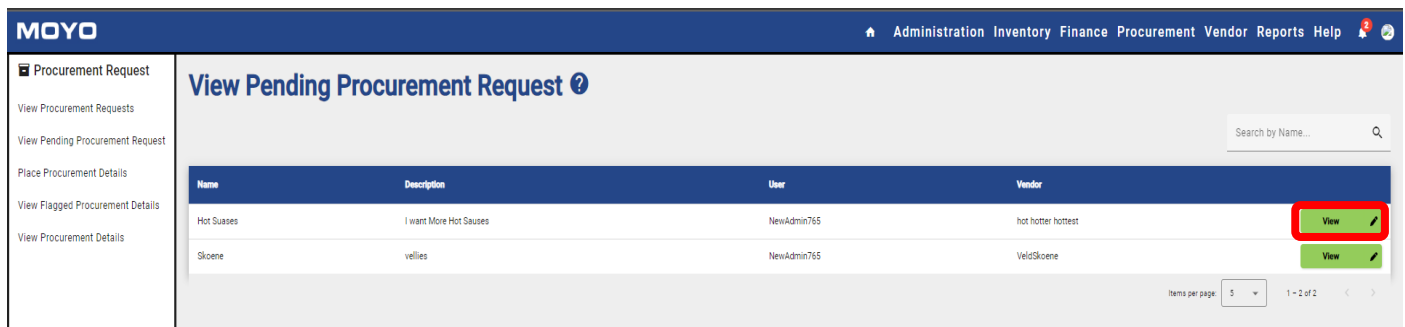


Figure 1 Click View Pending Procurement Request Button

This will navigate you to the Approve/Reject Pending procurement Request screen where you will be able to Approve the Pending Procurement Request. Click the “Approve” button to approve the procurement request. (\*Note If the Pending Procurement Request that you are viewing is an Approved Vendor Procurement Request)

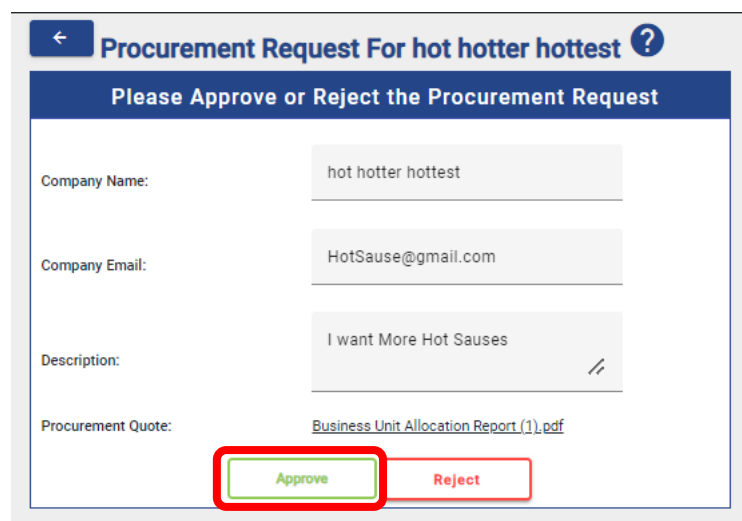


Figure 1 Click Approve Procurement Request Button Approved Vendor

(\*Note If the Pending Procurement Request that you are viewing is an Other Vendor Procurement Request)



**Procurement Request For VeldSkoene**

Please Approve or Reject the Procurement Request

Company Name: VeldSkoene

Company Email: VeldSkoene@gmail.com

Description: vellies

Preferred Quote: [Budget Variance Report \(4\).pdf](#)

Comparative Quote 1: [Vendor Spent Report \(2\).pdf](#)

Comparative Quote 2: [BEE Spent Report \(2\).pdf](#)

**Approve** **Reject**

Figure 1 Click Approve Procurement Request Button Other Vendor

### Step 3 Reject Pending Procurement Request:

Reject the Pending Procurement Request by clicking on the “View” button on the Pending Procurement Request screen:

**MOYO** Administration Inventory Finance Procurement Vendor Reports Help

**View Pending Procurement Request**

Search by Name...

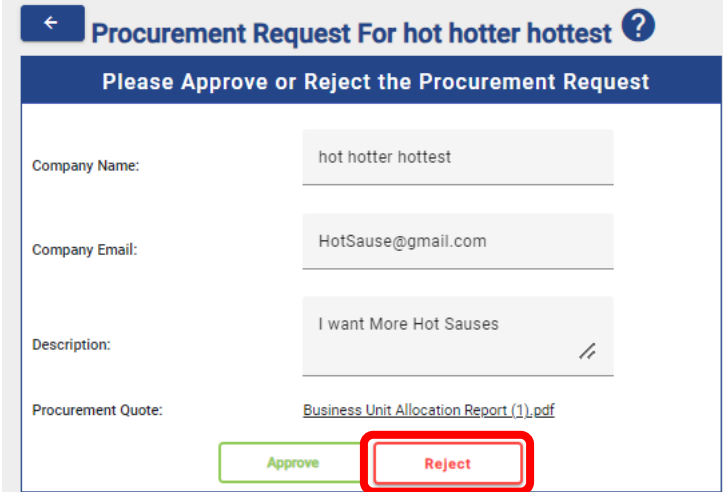
Name	Description	User	Vendor	
Hot Sauces	I want More Hot Sauces	NewAdmin765	hot hotter hottest	<b>View</b>
Skoene	vellies	NewAdmin765	VeldSkoene	<b>View</b>

Items per page: 5 1 - 2 of 2

Figure 1 Click View Pending Procurement Request Button

This will navigate you to the Approve/Reject Pending Procurement Request screen where you will be able to Reject the Pending Procurement Request. Click the “Reject” button to reject the procurement request. (\*Note If the Pending Procurement Request that you are viewing is an Approve Vendor Procurement Request)





The screenshot shows a web interface for a procurement request. At the top, there is a back arrow and a title "Procurement Request For hot hotter hottest" with a help icon. Below this is a header "Please Approve or Reject the Procurement Request". The form contains the following fields: "Company Name" with the value "hot hotter hottest", "Company Email" with "HotSause@gmail.com", "Description" with "I want More Hot Sauces", and "Procurement Quote" with a link to "Business Unit Allocation Report (1).pdf". At the bottom, there are two buttons: "Approve" (green) and "Reject" (red, highlighted with a red rectangle).

Figure 1 Click Reject Procurement Request Button Approved Vendor

(\*Note If the Pending Procurement Request that you are viewing is an Other Vendor Procurement Request)



The screenshot shows a web interface for a procurement request. At the top, there is a back arrow and a title "Procurement Request For VeldSkoene" with a help icon. Below this is a header "Please Approve or Reject the Procurement Request". The form contains the following fields: "Company Name" with the value "VeldSkoene", "Company Email" with "VeldSkoene@gmail.com", "Description" with "vellies", "Preffered Quote" with a link to "Budget Variance Report (4).pdf", "Comparative Quote 1" with a link to "Vendor Spent Report (2).pdf", and "Comparative Quote 2" with a link to "BEESpentReport (2).pdf". At the bottom, there are two buttons: "Approve" (green) and "Reject" (red, highlighted with a red rectangle).

Figure 1 Click Reject Procurement Request Button Other Vendor

