

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Submitted by: MOYO

Prepared by Leon Combrinck



Vendor Section

Manage Vendor:

View Vendor Details:

Step 1 Navigate to Manage Vendor screen:

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

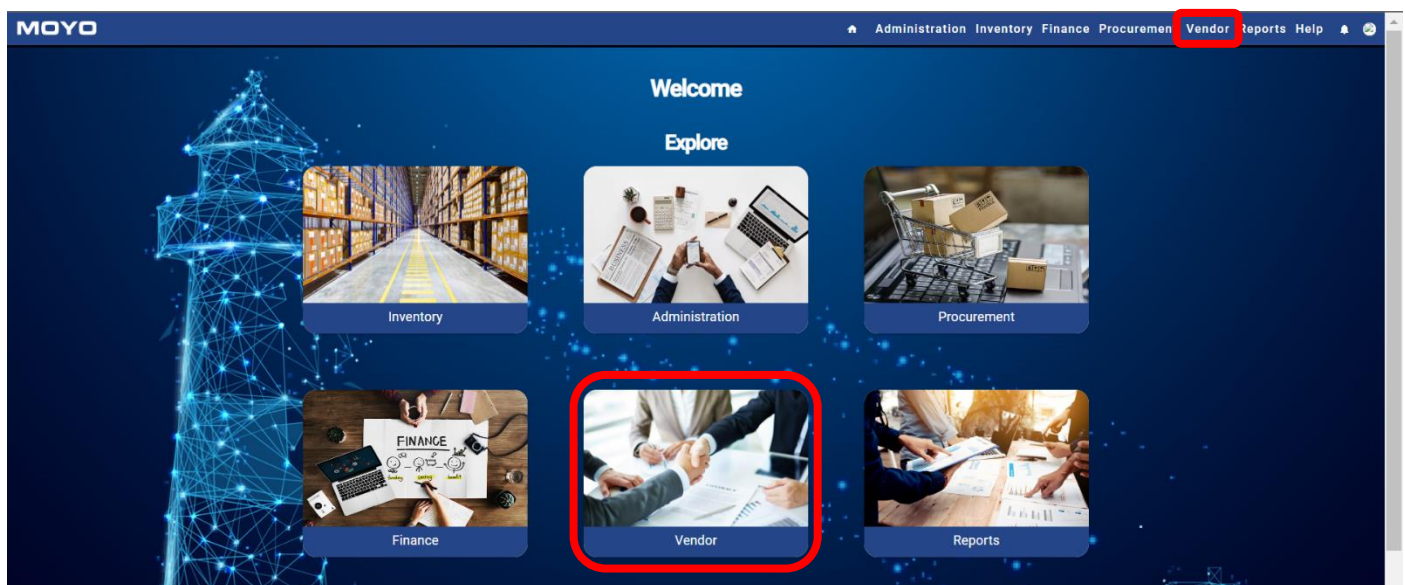


Figure 1 Home Screen to Manage Vendor Screen

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

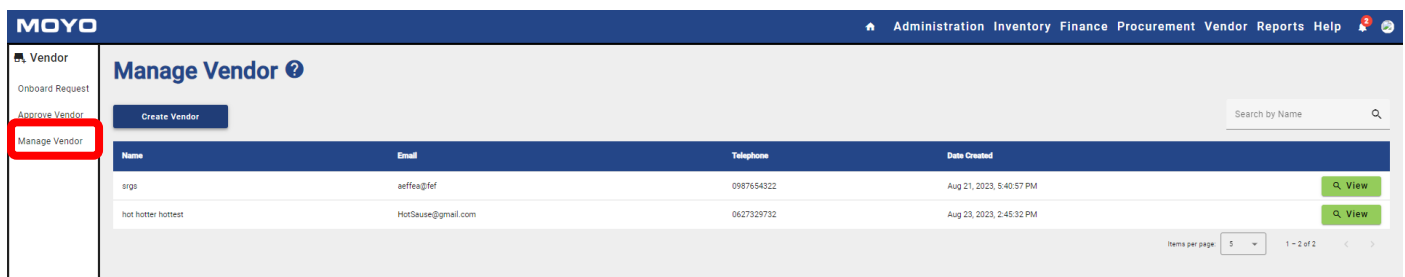
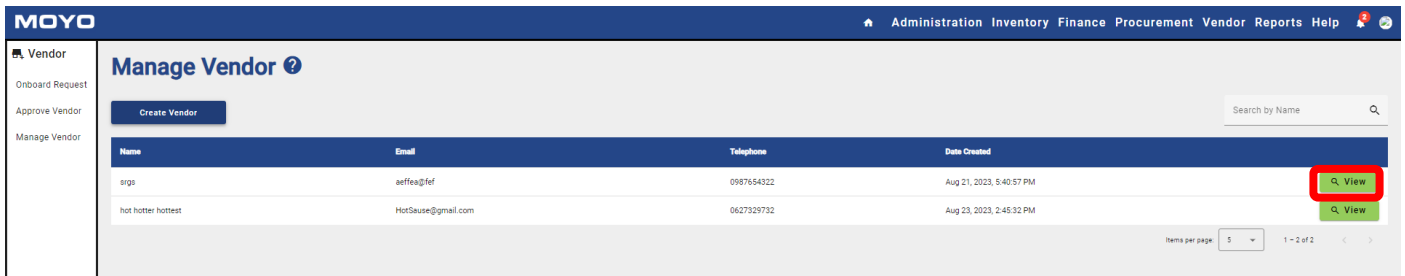


Figure 1 Vendor side nav to Manage Vendor Screen

Step 4 View Vendor:

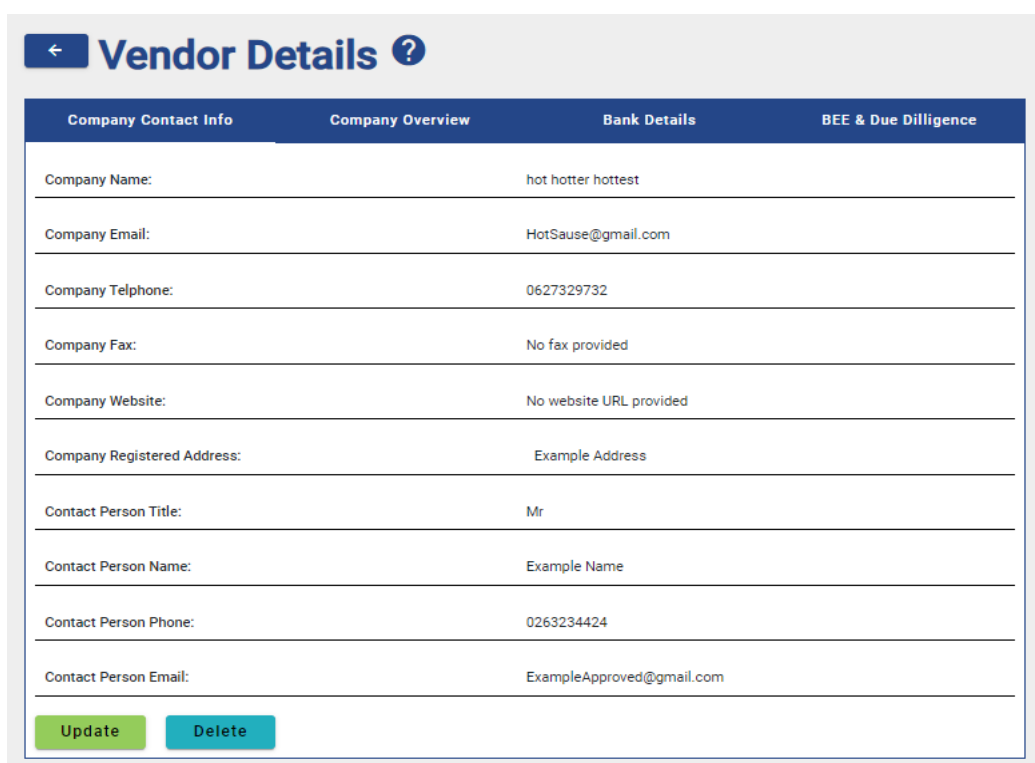
View a Vendor by clicking on the “View” button on the Manage Vendor screen within the Manage Vendor table: (The row you chose is the Vendor you will be View)



| Name | Email | Telephone | Date Created | |
|--------------------|--------------------|------------|--------------------------|----------------------|
| orga | aeffea@lef | 0987654322 | Aug 21, 2023, 5:40:57 PM | View |
| hot hotter hottest | HotSause@gmail.com | 0627329732 | Aug 23, 2023, 2:45:32 PM | View |

Figure 1 Click View Vendor Button.

This will navigate you to the “Vendor Details” screen where you will be able to view the Vendor Details. Click on the “Update” button to edit the Vendor. (All Details are prefilled) (*Note that the 4-step sections tabs are also show on this screen with an added BEE & Due Diligence tab)



←

Vendor Details ?

Company Contact Info

Company Overview

Bank Details

BEE & Due Dilligence

Company Name:

hot hotter hottest

Company Email:

HotSause@gmail.com

Company Telephone:

0627329732

Company Fax:

No fax provided

Company Website:

No website URL provided

Company Registered Address:

Example Address

Contact Person Title:

Mr

Contact Person Name:

Example Name

Contact Person Phone:

0263234424

Contact Person Email:

ExampleApproved@gmail.com

Update

Delete

Figure 1 Click Update Edit Vendor Details Button

