

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

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Vendor Section

Manage Vendor:

Edit Vendor:

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:

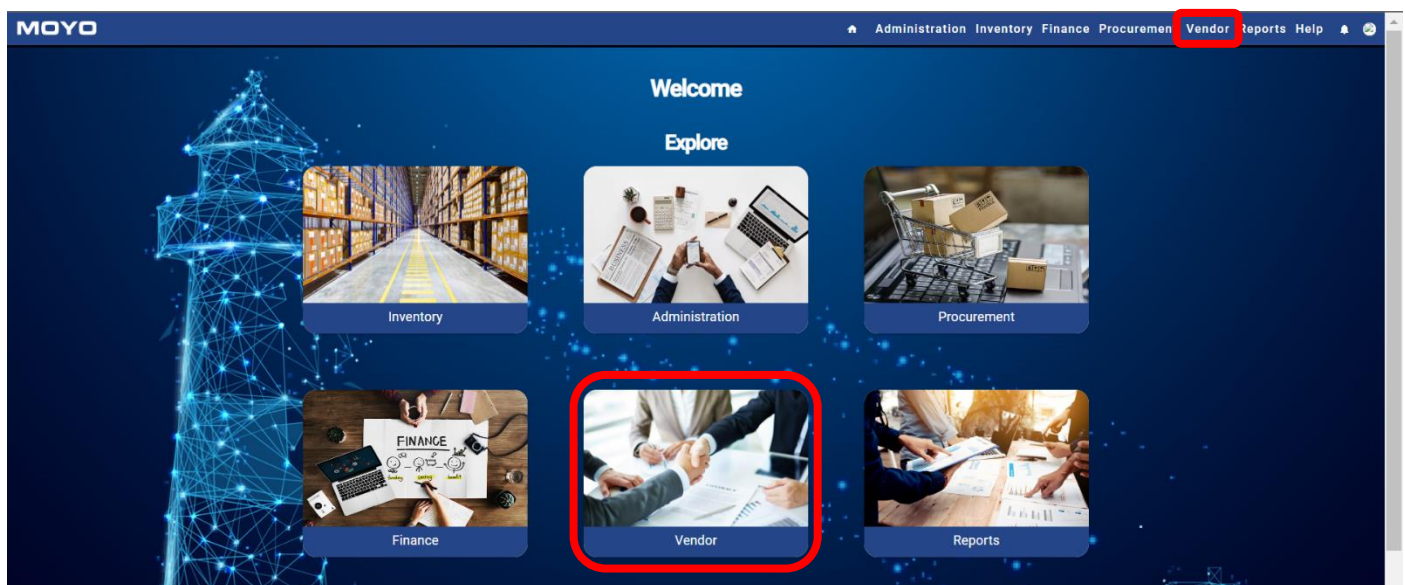


Figure 1 Home Screen to Manage Vendor Screen

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

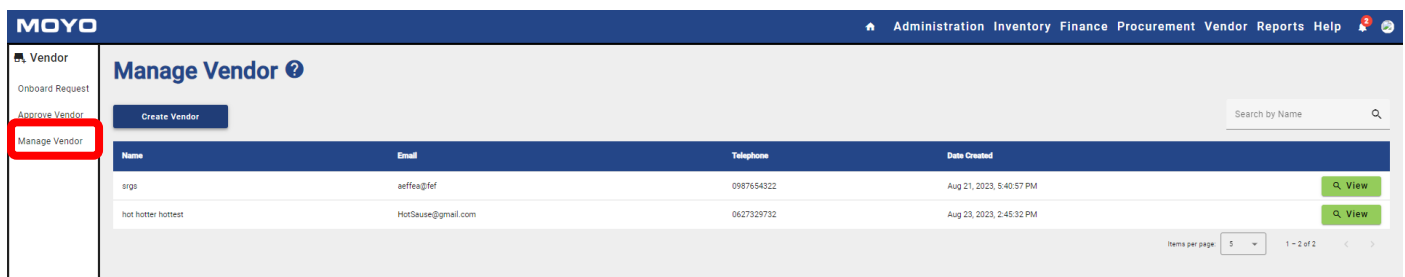
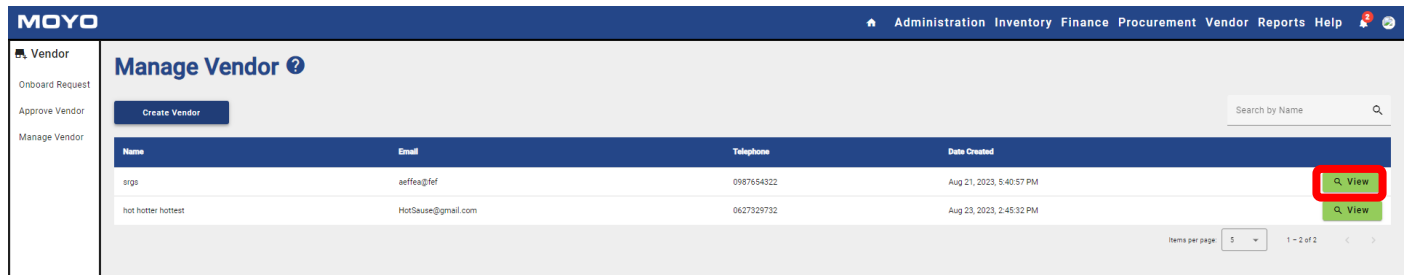


Figure 1 Vendor side nav to Manage Vendor Screen



Step 2 Edit Vendor:

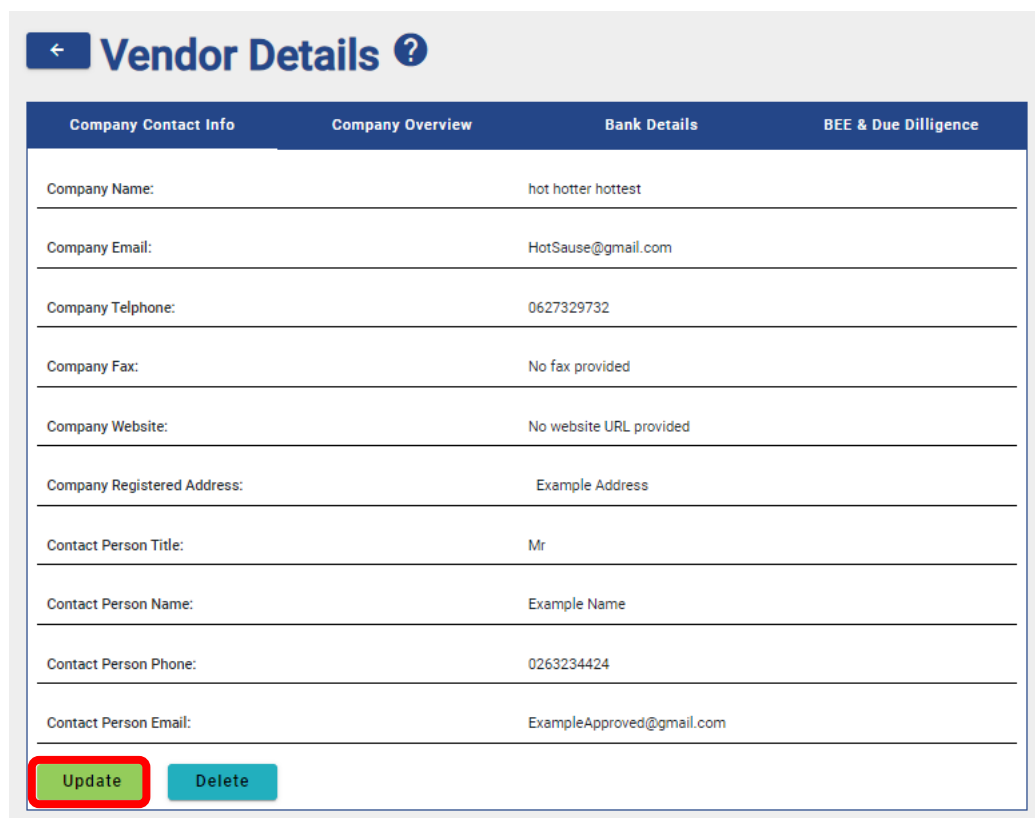
Edit a Vendor by clicking on the “View” button on the Manage Vendor screen within the Manage Vendor table: (The row you chose is the Vendor you will be editing)



| Name | Email | Telephone | Date Created | |
|--------------------|--------------------|------------|--------------------------|----------------------|
| orgs | eeffea@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 Edit 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

This will navigate you to the “Update Vendor” screen. There you will follow a 4-step process editing the necessary details to be able to edit the vendor. Step one edit the “Company Contact Information” and click the “Next” button to move onto step two. (All fields are prefilled)(*Note only the fillable field are required while unchecked checkboxes are not required but if check opens up more fields that are required until the checkbox is unchecked again)

Update Vendor

Please fill in the following details:

1 COMPANY CONTACT INFORMATION 2 COMPANY OVERVIEW 3 BANKING INFORMATION 4 Done

Company Name: hot hotter hottest

Company Email: HotSause@gmail.com

Company Telephone: 0627329732

Company Registered Address: Example Address

Company Website: ☒ Added Company Website
Company Website

Company Fax: ☒ Added Company Fax
Company Fax

Contact Person Title: Mr

Contact Person Name: Example Name

Contact Person Phone: 0217384826

Contact Person Email: ExampleApproved@gmail.com

[Cancel](#) [Next](#)

Figure 1 Edit Vendor Company Contact Information Step 1 Click Next button.

1. “Company Name”: Prefilled with the vendor company name you chose to edit.
2. “Company Email”: Prefilled with the vendor company email you chose to edit.
3. “Company Telephone”: Change the telephone number of the vendor company. (Not Compulsory)
4. “Company Register Address”: Change the registered address of the vendor company. (Not Compulsory)
5. “Company Website”: Check the checkbox if the company has a website. (Not Compulsory)
 - “Company Website”: Change the company website of the vendor company. (Not Compulsory)
6. “Company Fax”: Check the checkbox if the company has Fax. (Not Compulsory)
 - “Company Fax”: Change the company Fax of the vendor company. (Not Compulsory)



7. **“Contact Person Title”**: Change the contact persons title of the vendor company. (Not Compulsory)
8. **“Contact Person Name”**: Change the contact person’s name of the vendor company. (Not Compulsory)
9. **“Contact Person Phone”**: Change in the contact person’s phone number of the vendor company. (Not Compulsory)
10. **“Contact Person Email”**: Change the contact person’s email of the vendor company. (Not Compulsory)

Step two edit the “Company Overview” and click the “Next” button to move onto step three. (All fields are prefilled)(*Note only the fillable field are required while unchecked checkboxes are not required but if check opens up more fields that are required until the checkbox is unchecked again)

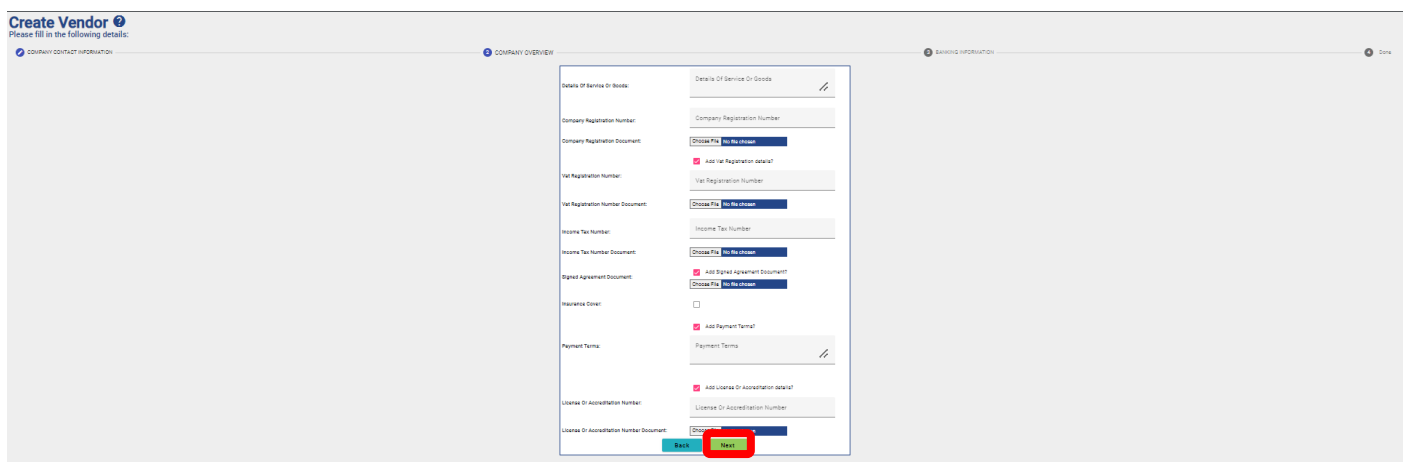


Figure 1 Edit Vendor Company Overview Step 2 Click Next button.

1. **“Details of Service of Goods”**: Change the details of service of goods of the vendor company. (Not Compulsory)
2. **“Company Registration Number”**: Change the registration number of the vendor company. (Not Compulsory)
3. **“Add Vat Registration details”**: Check the checkbox if the company has vat registration details. (Not Compulsory)
 - **“Vat Registration Number”**: Change the vat registration number of the vendor company. (Not Compulsory)
 - **“Vat Registration Document”**: Change the vat registration document of the vendor company. (Not Compulsory)



4. **“Income tax Number”**: Change the income tax number of the vendor company. (Not Compulsory)
5. **“Income Tax Number Document”**: Change the income tax document of the vendor company. (Not Compulsory)

Step three edit the “Banking Information” and click the “Next” button to move onto step four.

Update Vendor ⓘ
Please fill in the following details:

COMPANY CONTACT INFORMATION COMPANY OVERVIEW **BANKING INFORMATION** Done

Bank Name: Example Bank

Branch Code: 463287

Account Holder: Example account name

Account Type: Example Account Type

Account Number: 54325

Bank Contact Name: Example Contact Name

Bank Contact Phone Number: 0217384826

Current Bank Stamped Confirmation Letter: [Team11_Work Allocation.pdf](#)

New Bank Stamped Confirmation Letter: Choose File No file chosen

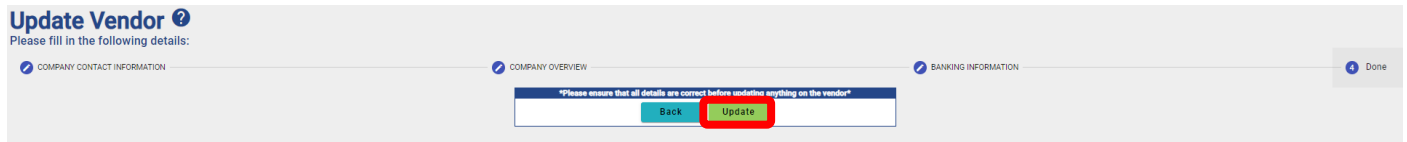
Back Next

Figure 1 Edit Vendor Banking Information Step 3 Click Next button.

1. **“Bank Name”**: Change the bank name of the vendor company. (Not Compulsory)
2. **“Bank Code”**: Change the bank code of the vendor company. (Not Compulsory)
3. **“Account Holder”**: Change the account holder name of the vendor company. (Not Compulsory)
4. **“Account Type”**: Change the account type of the vendor company. (Not Compulsory)
5. **“Account Number”**: Change the account number of the vendor company. (Not Compulsory)
6. **“Bank Contact Name”**: Change the bank contact name of the vendor company. (Not Compulsory)
7. **“Bank Contact Phone Number”**: Change the bank contact phone number of the vendor company. (Not Compulsory)
8. **“Bank Stamped Confirmation Letter”**: Change the bank stamped confirmation letter of the vendor company. (Not Compulsory)



Step four “Done” is where you are finished with process and all that is left to do is click the “Update” button. Once you clicked the update button the vendor will be updated on the system.



The screenshot shows a multi-step form titled "Update Vendor" with a subtitle "Please fill in the following details:". The form has four steps: "COMPANY CONTACT INFORMATION", "COMPANY OVERVIEW", "BANKING INFORMATION", and "Done". The "Done" step is currently selected and highlighted. Below the steps, there is a message: "Please ensure that all details are correct before updating anything on the vendor". At the bottom of this section, there are two buttons: "Back" and "Update". The "Update" button is highlighted with a red box.

Figure 1 Edit Vendor Done Step 4 Click Next button.

