

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Submitted by: MOYO

Prepared by Leon Combrinck



Vendor Section

Approve Vendor:

Approve or Reject General Supplier:

Step 1 Navigate to Approve Vendor screen:

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

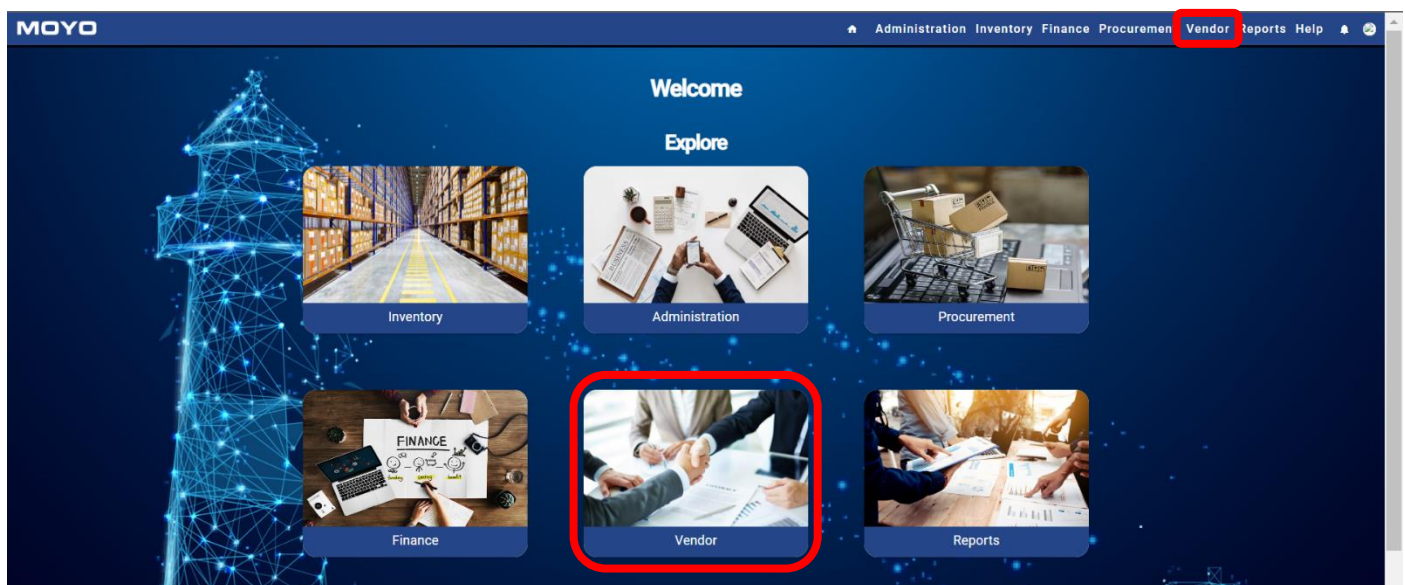


Figure 1 Home Screen to Approve Vendor Screen

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

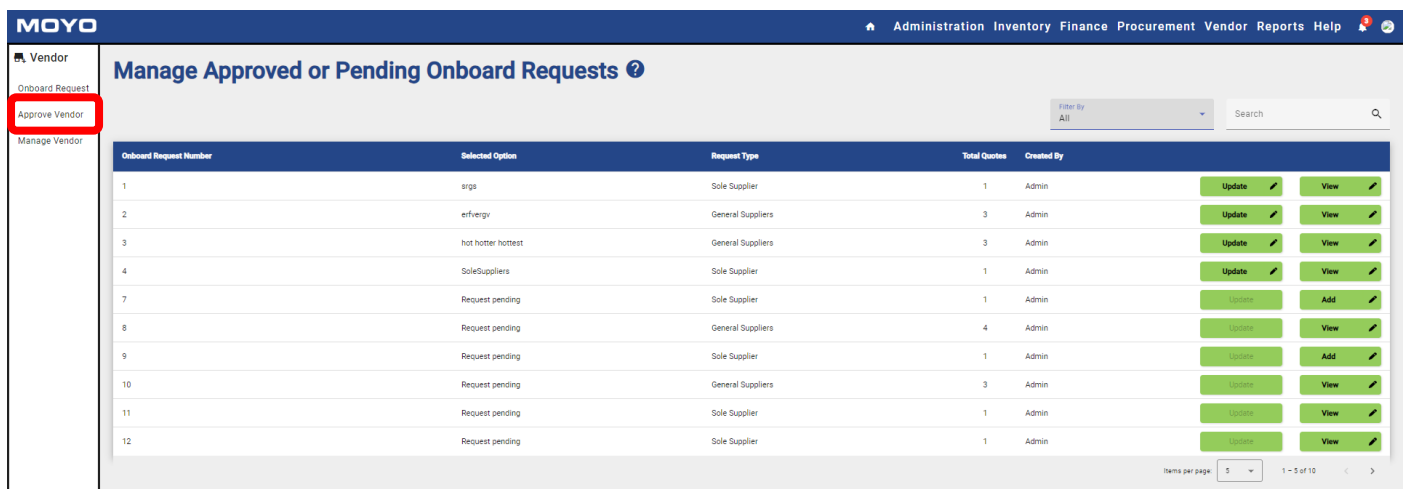
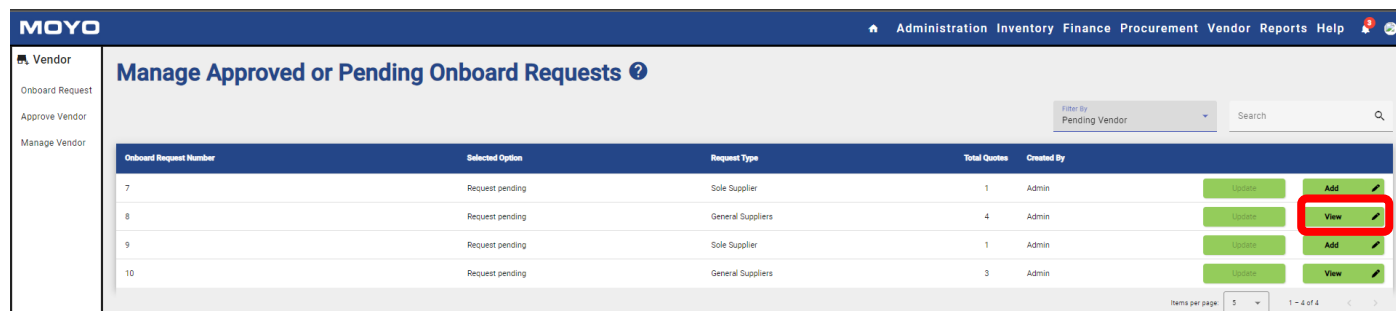


Figure 1 Vendor side nav to Approve Vendor Screen

Step 2 Approve or Reject General Supplier:

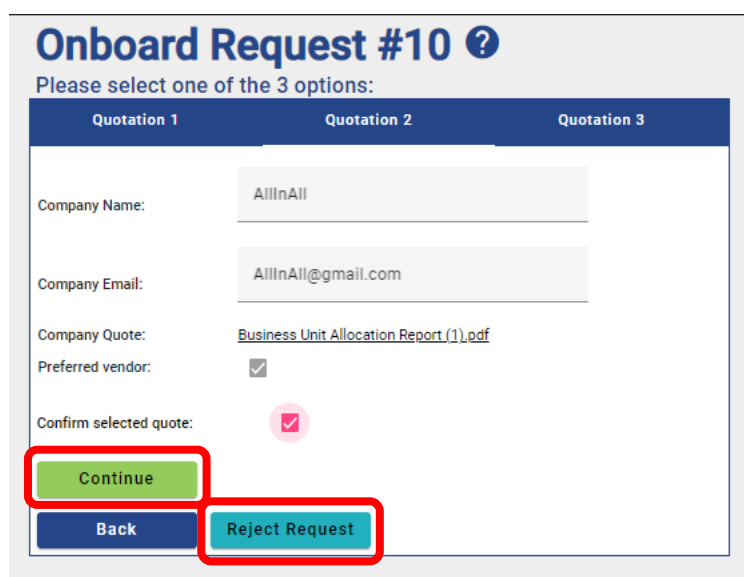
Approve or Reject the General Supplier vendor by clicking on the “View” button on the approve vendor table on the approve vendor screen. (*Note filter by Pending Approval to make it easier to find)



Onboard Request Number	Selected Option	Request Type	Total Quotes	Created By	Actions
7	Request pending	Sole Supplier	1	Admin	Quotation Add
8	Request pending	General Suppliers	4	Admin	Quotation View
9	Request pending	Sole Supplier	1	Admin	Quotation Add
10	Request pending	General Suppliers	3	Admin	Quotation View

Figure 1 Click View General Supplier Approve Vendor Button

This will navigate you to the “Onboard Request Approval” screen. There you will be able to approve or reject the general supplier onboard request. Click on the confirm select quote of the quote you want to approve then click the “Continue” button to approve the general supplier or click on the “Reject Request” button to reject to general supplier (it does not matter what quote you reject if one is rejected all will be rejected). (*Note to navigate through the quote click on the “Quote _” [_being number] tab)



Onboard Request #10

Please select one of the 3 options:

Quotation 1	Quotation 2	Quotation 3
<p>Company Name: AllInAll</p> <p>Company Email: AllInAll@gmail.com</p> <p>Company Quote: Business Unit Allocation Report (1).pdf</p> <p>Preferred vendor: <input checked="" type="checkbox"/></p> <p>Confirm selected quote: <input checked="" type="checkbox"/></p> <p>Continue Back Reject Request</p>		

Figure 1 Approve/Reject General Supplier



1. **“Confirm selected quote”**: check the checkbox if you want to approve the general supplier and be able to click the continue button. (Compulsory if you want to approve the vendor)

If you clicked the “Continue” button the system will navigate you to the “Due Diligence Checklist” screen. There you will follow a 10-step process to complete the due diligence checklist and approve the general supplier vendor. Step one you will complete the “Due Diligence Checklist Details” and click the “Next” button to move onto step two. (*Note if you clicked on the “Reject Quote” button you have successfully rejected the general supplier vendor)

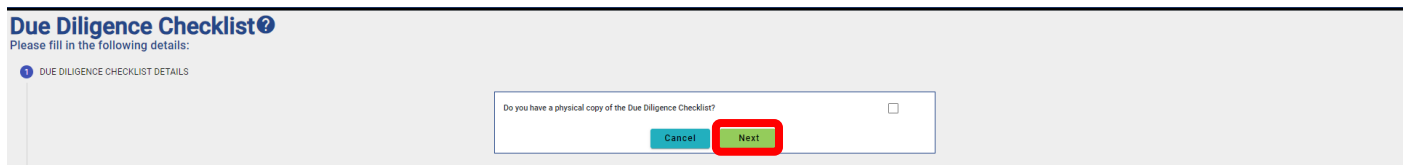


Figure 1 Click Next Due Diligence Checklist Details Approve Vendor Button

- 1 **“Do you have a physical copy of the due diligence checklist?”**: Check the Checkbox if you have a physical copy of the due diligence checklist of the company. (Not Compulsory)

Step two edit the “Foundational Documents” and click the “Next” button to move onto step three. (Fields that are required will state so)

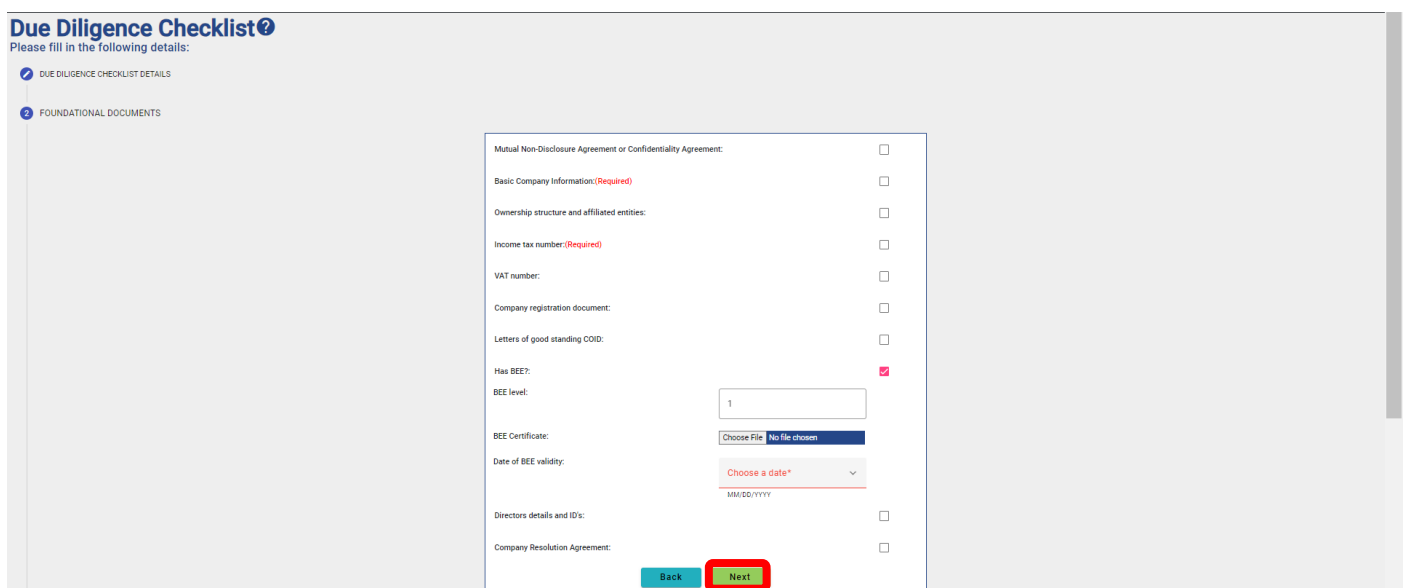


Figure 1 Click Next Foundational Documents Approve Vendor Button.

1. “Mutual Non-Disclosure Agreement or Confidentiality Agreement”: Check the Checkbox if there is a mutual non-disclosure agreement of confidentiality agreement of the company. (Not Compulsory)
2. “Basic Company Information”: Check the Checkbox if you have the basic company information of the company. (Compulsory)
3. “Ownership Structure and Affiliated Entities”: Check the checkbox if you the company has ownership structure and affiliated entities details. (Not Compulsory)
4. “Income tax Number”: Check the Checkbox if you have the income tax number of the company. (Compulsory)
5. “Company Registration Document”: Check the Checkbox if you have the company registration document of the company. (Not Compulsory)
6. “Letter of Good Standing COID”: Check the Checkbox if you have the letter of co standing of the company. (Not Compulsory)
7. “Has BEE?”: Check the Checkbox if the company has BEE. (Compulsory)
 - “BEE Level”: Fill in the company’s BEE level. (Compulsory)
 - “BEE Certificate”: Provide the company’s BEE certificate. (Compulsory)
 - “Date of BEE Validity”: Choose the date of the company’s date of BEE validity using a date picker. (Compulsory)
8. “Directors Details and ID’s”: Check the Checkbox if you have the directors’ details and ID’s of the company. (Not Compulsory)
9. “Company Resolution Agreement”: Check the Checkbox if you have the resolution agreement of the company. (Not Compulsory)

Step three edit the “Financials” and click the “Next” button to move onto step four. (Fields that are required will state so)

The screenshot shows a web form titled "Due Diligence Checklist" with a sub-header "Please fill in the following details:". On the left, there is a vertical navigation menu with three items: "DUE DILIGENCE CHECKLIST DETAILS", "FOUNDATIONAL DOCUMENTS", and "FINANCIALS". The "FOUNDATIONAL DOCUMENTS" item is currently selected and highlighted. The main content area displays three checkboxes for documentation: "VAT Registration Certificate:", "Tax Clearance Certificate:", and "Bank Stamped confirmation letter:". At the bottom of this section are two buttons: a blue "Back" button and a red "Next" button.



Figure 1 Click Next Financials Approve Vendor Button.

1. **“Vat Registration Certificate”**: Check the Checkbox if you have the VAT registration certificate of the company. (Not Compulsory)
2. **“TAX Clearance Certificate”**: Check the Checkbox if you have the TAX clearance certificate of the company. (Not Compulsory)
3. **“Bank Stamped Confirmation Letter”**: Check the checkbox if you have the bank stamped confirmation letter of the company. (Not Compulsory)

Step four edit the “Sub-Contraction” and click the “Next” button to move onto step five. (Fields that are required will state so)

Due Diligence Checklist?
Please fill in the following details:

- ✓ DUE DILIGENCE CHECKLIST DETAILS
- ✓ FOUNDATIONAL DOCUMENTS
- ✓ FINANCIALS
- 4 SUB-CONTRACTING

Name of sub-contractor: ☐

Provide similar documents as for main supplier (In case of company): ☐

Provide copy of ID, qualifications, accreditations and professional memberships (In case of individual): ☐

[Back](#) [Next](#)

Figure 1 Click Next Sub-Contracting Approve Vendor Button.

1. **“Name of Sub-Contractor”**: Check the Checkbox if you have the name of the sub-contractor of the company. (Not Compulsory)
2. **“Provide similar documents as for main supplier (In case of company)”**: Check the Checkbox if you have the similar documents of main supplier of the company. (Not Compulsory)
3. **“Provide copy of ID, qualifications, accreditations and professional memberships (In case of individual)”**: Check the checkbox if you have the copy of ID’s, qualifications, accreditations, and professional memberships of the individual. (Not Compulsory)

Step Five edit the “Insurance” and click the “Next” button to move onto step six. (Fields that are required will state so)



Due Diligence Checklist?
Please fill in the following details:

- 1 DUE DILIGENCE CHECKLIST DETAILS
- 2 FOUNDATIONAL DOCUMENTS
- 3 FINANCIALS
- 4 SUB-CONTRACTING
- 5 INSURANCE

General liability insurance: ☒

Add new General liability Insurance Document? No file chosen

Cyber insurance: ☒

Add a new Cyber Insurance Document? No file chosen

Professional indemnity insurance (if applicable): ☒

Add a new Professional Indemnity Insurance Document? No file chosen

Other specific insurance required per service/industry: ☒

Add new Other specific Insurance Document? No file chosen

Figure 1 Click Next Insurance Approve Vendor Button.

1. **“General Liability Insurance”**: Check the Checkbox if you have the general liability insurance of the company. (Not Compulsory)
 - **“Add new General liability Insurance Document?”**: Provide the general liability insurance document of the company. (Compulsory)
2. **“Cyber insurance:”**: Check the Checkbox if you have the Cyber Insurance of the company. (Not Compulsory)
 - **“Add a new Cyber Insurance Document?”**: Provide the cyber insurance document of the company. (Compulsory)
3. **“Professional indemnity insurance (if applicable):”**: Check the checkbox if you have the professional indemnity insurance of the company. (Not Compulsory)
 - **“Add a new Professional Indemnity Insurance Document?”**: Provide the professional indemnity insurance document of the company. (Compulsory)
4. **“Other specific insurance required per service/industry”**: Check the checkbox if you have other specific insurance of the company. (Not Compulsory)
 - **“Add new Other specific insurance Document?”**: Provide the other specific insurance document of the company. (Compulsory)

Step six edit the “License or Professional Accreditation” and click the “Next” button to move onto step seven. (Fields that are required will state so)



Due Diligence Checklist?

Please fill in the following details:

- 1 DUE DILIGENCE CHECKLIST DETAILS
- 2 FOUNDATIONAL DOCUMENTS
- 3 FINANCIALS
- 4 SUB-CONTRACTING
- 5 INSURANCE
- 6 LICENSES OR PROFESSIONAL ACCREDITATION

Licenses required: ☐

Accreditation required: ☐

Professional membership required: ☐

Back Next

Figure 1 Click Next License or professional accreditation Approve Vendor Button.

1. “Licenses required:”: Check the Checkbox if the license is required of the company. (Not Compulsory)
2. “Accreditation required:”: Check the Checkbox if accreditation is required of the company. (Not Compulsory)
3. “Professional membership required:”: Check the checkbox if professional membership is required of the company. (Not Compulsory)

Step seven edit the “Information Security” and click the “Next” button to move onto step eight. (Fields that are required will state so)

- 5 INSURANCE
- 6 LICENSES OR PROFESSIONAL ACCREDITATION
- 7 INFORMATION SECURITY

Business continuity plan: ☐

Disaster recovery plan: ☐

Protection of personal information by design: ☒

Does the contract set out what personal data is used for what purpose? (Required) ☐

Is the contracted partner a controller (C), joint controller (JC), processor (P) or sub-processor (SP)?

Depending on the controller/processor relationship, do you have a Data Processing Agreement or a Joint Controller Agreement in place? (Required) ☐

Does the contract highlight the importance of confidentiality? (Required) ☐

Does the contract provide for audits and inspections? (Required) ☐

Is it clear who is accountable and liable for different activities? (Required) ☐

Is there a provision to cover third party processing of data? (Required) ☐

Does a process exist for managing data when the contract ends? (Required) ☐

Is the personal data that's being processed detailed in your and their 'Record of Processing Activities'? (Required) ☐

Does the supplier hold any form of certification for their processing activities? (Required) ☐

History of data breaches and security incidents: ☐

Site visits to assess security controls (if required): ☐

Back Next

Figure 1 Click Next Information Security Approve Vendor Button.



1. “Business continuity plan”: Check the Checkbox if you have the business community plan of the company. (Not Compulsory)
2. “Disaster recovery plan”: Check the Checkbox if you have the disasters recovery plan of the company. (Not Compulsory)
3. “Protection of personal information by design”: Check the checkbox if you have the protection of personal information by design of the company. (Not Compulsory)
 - “Does the contract set out what personal data is used for what purpose?”: Check the checkbox if the contract sets out what personal data is used of the company. (Compulsory)
 - “Is the contracted partner a controller (C), joint controller (JC), processor (P) or sub-processor (SP)?”: Choose one of the options of the company. (Compulsory)
 - “Depending on the controller/processor relationship, do you have a Data Processing Agreement or a Joint Controller Agreement in place?”: Check the checkbox if you have the data processing agreement or joint controller agreement in place with the company. (Compulsory)
 - “Does the contract highlight the importance of confidentiality?”: Check the checkbox if the contract highlights the importance of confidentiality. (Compulsory)
 - “Does the contract provide for audits and inspections?”: Check the checkbox if the contract provided audits and inspections. (Compulsory)
 - “Is it clear who is accountable and liable for different activities?”: Check the checkbox if the contract is clear on who is accountable and liable for different activities. (Compulsory)
 - “Is there a provision to cover third party processing of data?”: Check the checkbox if there is a proven to cover third party processing of data efforts of the company. (Compulsory)
 - “Does a process exist for managing data when the contract ends?”: Check the checkbox if a processing does exist for managing date when the contract ends. (Compulsory)
 - “Is the personal data that's being processed detailed in your and their 'Record of Processing Activities'?”: Check the checkbox if the professional data that is being processed detailed in, you're and the company's 'Record of Processing Activities'. (Compulsory)



- “Does the supplier hold any form of certification for their processing activities?”: Check the checkbox if the supplier holds any form of certification of their processing activities of the company. (Compulsory)
4. “History of data breaches and security incidents”: Check the checkbox if you have the History of data breaches and security incidents of the company. (Not Compulsory)
 5. “Site visits to assess security controls (if required)”: Check the checkbox if you have site visits to assess security controls of the company. (Not Compulsory)

Step eight edit the “Policy Review” and click the “Next” button to move onto step nine. (Fields that are required will state so)

The screenshot shows a web interface for a due diligence checklist. On the left, a sidebar lists the checklist items: DUE DILIGENCE CHECKLIST DETAILS, FOUNDATIONAL DOCUMENTS, FINANCIALS, SUB-CONTRACTING, INSURANCE, LICENSES OR PROFESSIONAL ACCREDITATION, INFORMATION SECURITY, and POLICY REVIEW. The main area displays the 'POLICY REVIEW' section with a list of policies and checkboxes. The policies are: Information security or Data protection policy, Privacy policy, Data retention and destruction policy, Anti-bribery and anti-corruption policy, Ethics policy, Conflict of interest policy, and Customer complaints policy. The 'Data retention and destruction policy' checkbox is checked. At the bottom of the form, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red box.

Figure 1 Click Next Policy Review Approve Vendor Button.

1. “Information security or Data protection policy”: Check the Checkbox if you have the Information security or Date protection policy of the company. (Not Compulsory)
2. “Privacy policy”: Check the Checkbox if you have the privacy policy of the company. (Not Compulsory)
3. “Data retention and destruction policy”: Check the checkbox if you have the data retention and destruction policy of the company. (Not Compulsory)
4. “Anti-bribery and anti-corruption policy”: Check the checkbox if you have the anti-bribery and anti-corruption policy of the company. (Not Compulsory)



5. **“Ethics policy”**: Check the checkbox if you have the ethics policy of the company. (Not Compulsory)
6. **“Conflict of interest policy”**: Check the checkbox if you have the conflict-of-interest policy of the company. (Not Compulsory)
7. **“Customer complaints policy”**: Check the checkbox if you have the customer complaints policy of the company. (Not Compulsory)

Step nine edit the “Business References” and click the “Next” button to move onto step ten. (Fields that are required will state so)

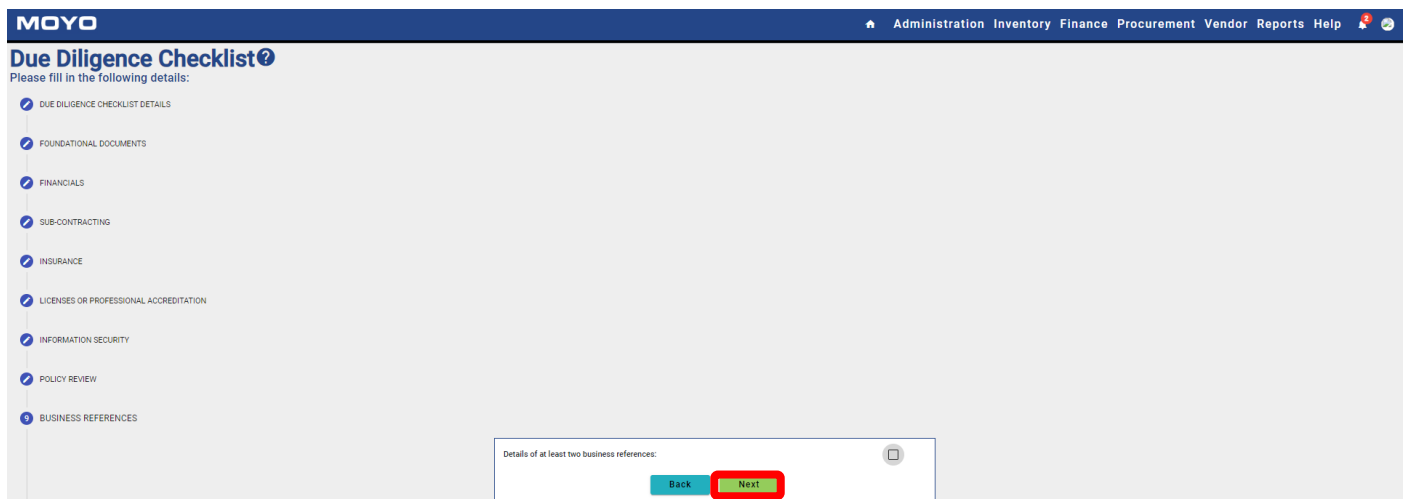


Figure 1 Click Next Business References Approve Vendor Button.

1. **“Details of at least two business references”**: Check the Checkbox if you have at least two business references of the company. (Not Compulsory)

Step ten “Done” and click the “Create” button. Once you clicked the create button the Due Diligence checklist of the vendor will be create on the system and the general supplier will be approved on the system.





Due Diligence Checklist?

Please fill in the following details:

- 1 DUE DILIGENCE CHECKLIST DETAILS
- 2 FOUNDATIONAL DOCUMENTS
- 3 FINANCIALS
- 4 SUB-CONTRACTING
- 5 INSURANCE
- 6 LICENSES OR PROFESSIONAL ACCREDITATION
- 7 INFORMATION SECURITY
- 8 POLICY REVIEW
- 9 BUSINESS REFERENCES
- 10 Done

Please ensure that all details are correct

Back Create

Figure 1 Click Create Done Approve Vendor Button.