

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

Submitted by: MOYO

Prepared by Leon Combrinck



## View Procurement Details:

View Procurement Details:

Step 1 Navigate to View Procurement Details screen:

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

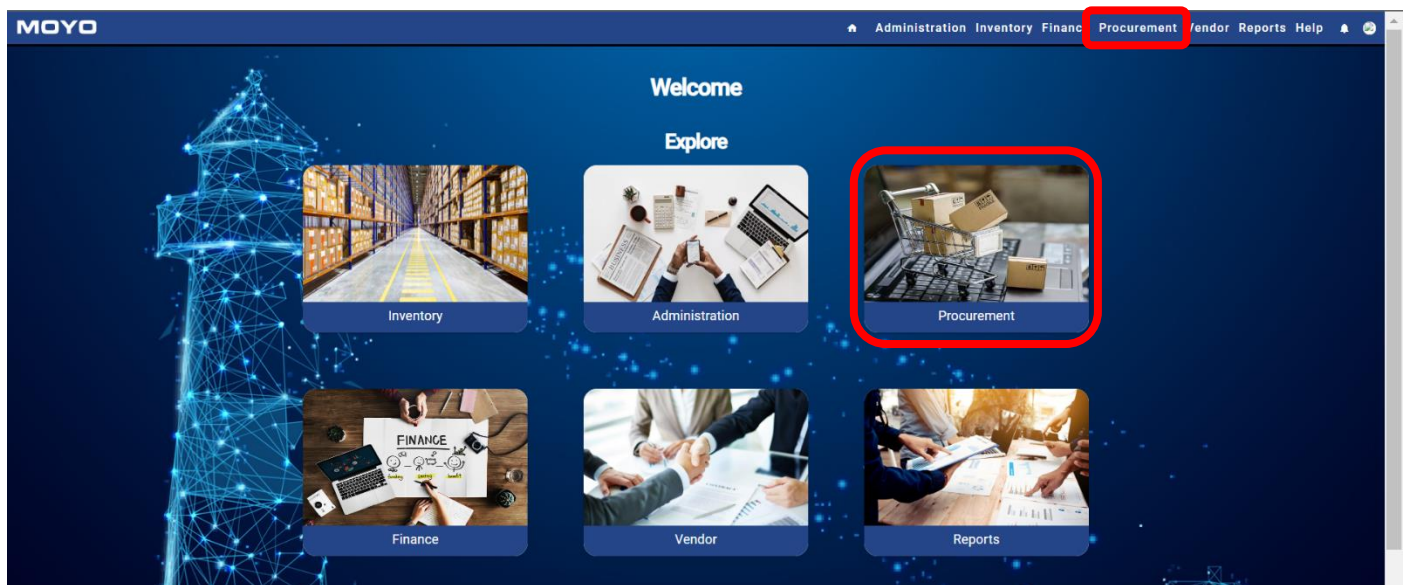


Figure 1 Home Screen to View Procurement Details Screen

Then Click on the “View Procurement Details” button on the Procurement side navbar:

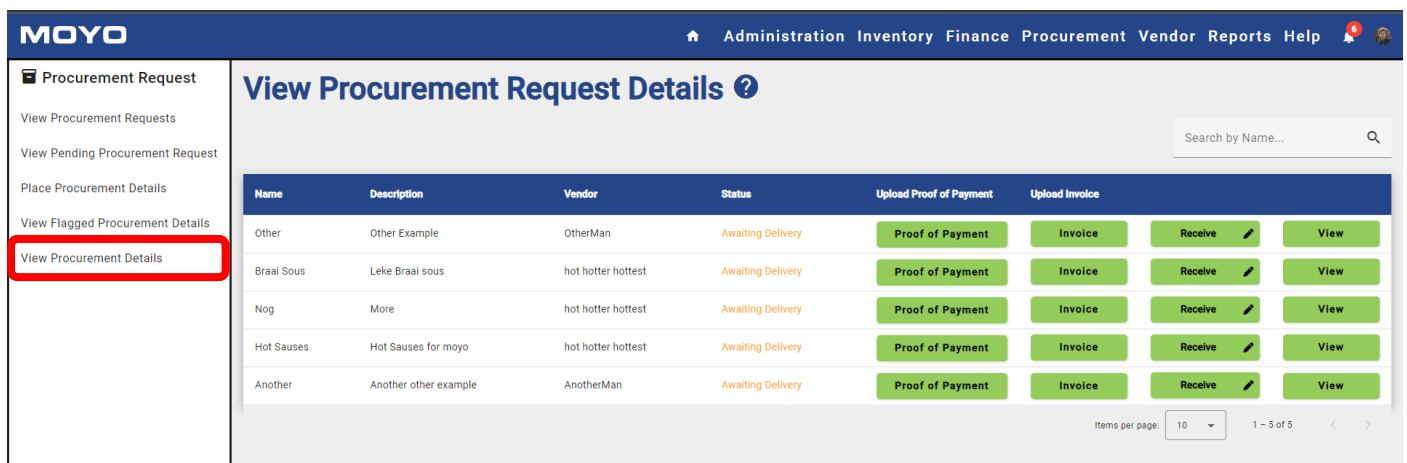


Figure 1 Procurement side nav to View Procurement Details Screen



## Step 5 View Procurement Details:

View the procurement details by clicking on the “View” button on the View Procurement Details screen:

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

**Procurement Request**

- View Procurement Requests
- View Pending Procurement Request
- Place Procurement Details
- View Flagged Procurement Details
- View Procurement Details

### View Procurement Request Details ?

Search by Name...

Name	Description	Vendor	Status	Upload Proof of Payment	Upload Invoice		
Other	Other Example	OtherMan	Awaiting Delivery	Proof of Payment	Invoice	Receive	View
Braal Sous	Leke Braal sous	hot hotter hottest	Awaiting Delivery	Proof of Payment	Invoice	Receive	View
Nog	More	hot hotter hottest	Awaiting Delivery	Proof of Payment	Invoice	Receive	View
Hot Sauces	Hot Sauces for moyo	hot hotter hottest	Awaiting Delivery	Proof of Payment	Invoice	Receive	View
Another	Another other example	AnotherMan	Awaiting Delivery	Proof of Payment	Invoice	Receive	View

Items per page: 10 1 - 5 of 5

Figure 1 Click View View Procurement Details Button Asset

This will navigate you to the “Procurement details” screen. There you will be able to view the procurement details. Click on the close button to exit. (\*Note this will indicate if you have uploaded a proof of payment and an invoice and you will also be able to view both files.)



## View Procurement Details?

### Procurement Details

Item Type:	Consumable
Buyer Name:	Leon
Buyer Email:	leon.rigel324@gmail.com
Vendor Name:	hot hotter hottest
Vendor Email:	hot.hotter.hottest@gmail.com
Full Payment Due Date:	2023/09/29
Total Amount:	R 1200
Payment Made:	true
Proof of Payment File:	<a href="#">Iteration 2 Final.pdf</a>
Comment:	Hot sauses for moyo
Procurement Status:	Awaiting Delivery



Procurement Status: **Awaiting Delivery**

Payment Status: **Paid**

### Invoices:

Date Uploaded	File
2023/09/29	<a href="#">DISCLOSUR.pdf</a>

### Consumable Details

Name: Sous

Description: Hot Sous

On Hand: 10

Minimum Reorder-Quantity: 20

Maximum Reorder-Quantity: 150

Close

Figure 1 View Procurement details

## Explanation of the View Procurement Details statuses:

MOYO						
Administration Inventory Finance Procurement Vendor Reports Help						
Procurement Request						
View Procurement Requests						
View Pending Procurement Request						
Place Procurement Details						
View Flagged Procurement Details						
View Procurement Details						
View Procurement Request Details ?						
Search by Name...						
Name	Description	Vendor	Status	Upload Proof of Payment	Upload Invoice	
Hot Sauces	Hot sauces for moyo	hot hotter hottest	Done	Proof of Payment	Invoice	Receive
Office Upgrades	Chairs pens and keyboards for the office	AllinAll	Item Received and checked	Proof of Payment	Invoice	Receive
Screens	New screens	TechMan	Asset Registered	Proof of Payment	Invoice	Receive
Computers	New Computers	TechMan	Awaiting Delivery	Proof of Payment	Invoice	Receive
Thurst	Wota	AllinAll	Asset To Be Registered	Proof of Payment	Invoice	Receive



Figure 1 View Procurement Details Status

- Done: If the status is Done that means that the procurement request is finished.
- Item Received and Checked: If the status is Item Received and Checked that means that the asset item from the procurement request is received and has been checked.
- Asset Registered: If the status is Asset Registered that means that the asset item from the procurement request has been receive and has been registered.
- Awaiting Delivery: If the status is Awaiting Delivery that means that the procurement item request has not yet been received.
- Asset to be Registered: If the status is Asset to be Registered that means that the asset item from the procurement request has been receive but not yet registered.

