

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

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Procurement Section

View Flagged Procurement Details:

Accept Flagged Procurement Detail, and Reject Flagged Procurement Details:

Step 1 Navigate to Flagged Procurement Details screen:

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

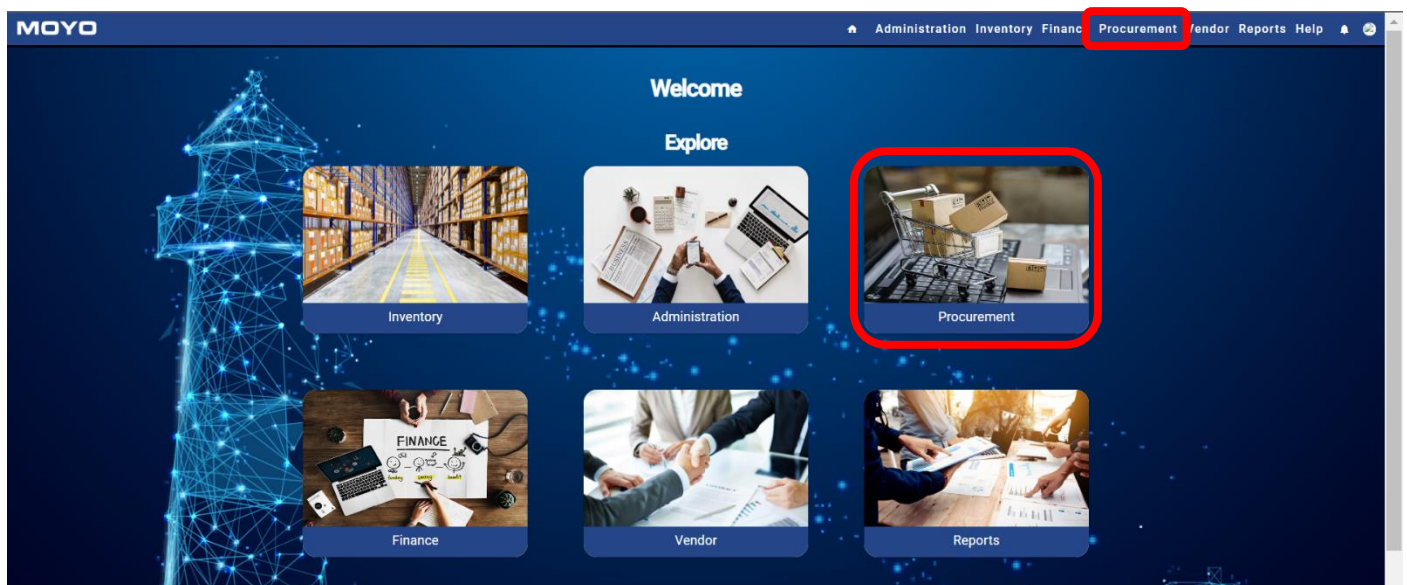


Figure 1 Home Screen to Flagged Procurement Details Screen

Then Click on the “View Flagged Procurement Details” button on the Procurement side navbar: (*Note Placed Procurement Details will only be flagged if the amount is over the users mandate limit or 80 000-150 000[Can only be viewed by FD-Financial Director] or over 150 000[can only be viewed by MD-Managing Director])

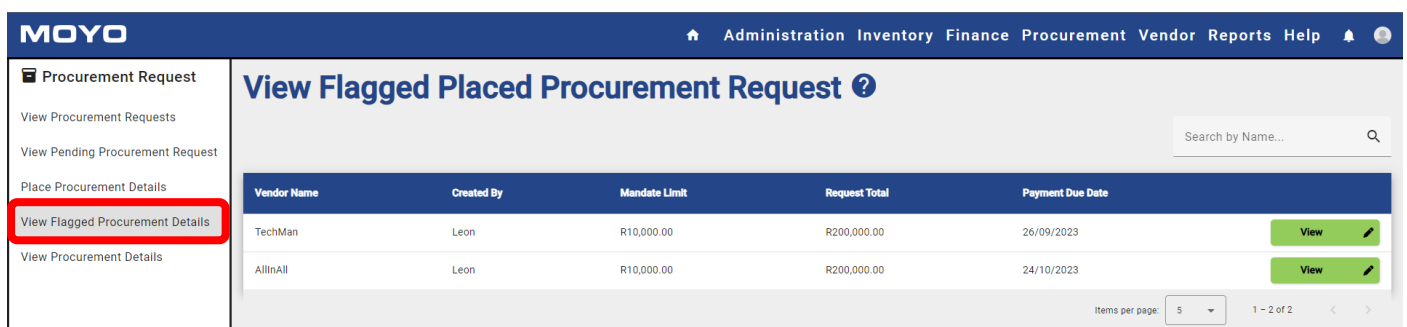


Figure 1 Procurement side nav to Flagged Procurement Details Screen

Step 2 Accept Flagged Procurement Details:

Accept a Flagged Procurement Details request by clicking on the “View” button on the Flagged Procurement Details screen:

| Vendor Name | Created By | Mandate Limit | Request Total | Payment Due Date | |
|-------------|------------|---------------|---------------|------------------|----------------------|
| TechMan | Leon | R10,000.00 | R200,000.00 | 26/09/2023 | View |
| AllInAll | Leon | R10,000.00 | R200,000.00 | 24/10/2023 | View |

Figure 1 Click View Flagged Procurement Details Button Accept

This will navigate you to the Accept/Reject Flagged Procurement Details screen where you will be able to Accept the Flagged Procurement Details Request. Click on the “Accept” button to accept the flagged procurement request details. If the Flagged procurement details is of a Consumable.



←

Procurement Details for AllInAll ?

Please Accept Or Reject the following request:

| | |
|-------------------------|--------------------------|
| Buyer Name: | Leon |
| Buyer Email: | leon.rigel324@gmail.com |
| Item Type: | Consumable |
| Select Consumable Item: | Pens |
| Quantity: | 250 |
| Account Code: | Technology |
| Payment Type: | Credit |
| Has Reposit? | <input type="checkbox"/> |
| Full Payment Made? | <input type="checkbox"/> |
| Proof of payment? | <input type="checkbox"/> |
| Total Amount: | R200,000.00 |
| Total Amount Due Date: | 09/26/2023 |
| Comments: | E Pens |



Accept

Reject



Figure 1 Click Accept Flagged Procurement Request Button Consumable

Click on the “Accept” button to accept the flagged procurement request details. If the Flagged procurement details is of a Asset.



 **Procurement Details for TechMan** 

Please Accept Or Reject the following request:

| | |
|------------------------|---|
| Buyer Name: | Leon |
| Buyer Email: | leon.rigel324@gmail.com |
| Item Type: | Assets |
| Asset Name: | PC |
| Description of Asset: | new Computers  |
| Account Code: | Technology |
| Payment Type: | Credit |
| Has Reposit? | <input type="checkbox"/> |
| Full Payment Made? | <input type="checkbox"/> |
| Proof of payment? | <input type="checkbox"/> |
| Total Amount: | R200,000.00 |
| Total Amount Due Date: | 09/26/2023 |
| Comments: | new pc for office  |

Accept

Reject

Figure 1 Click Accept Flagged Procurement Request Button Asset



Step 3 Reject Flagged Procurement Details:

Reject a Flagged Procurement Details request by clicking on the “View” button on the Flagged 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 Flagged Placed Procurement Request ?

Search by Name...

| Vendor Name | Created By | Mandate Limit | Request Total | Payment Due Date | |
|-------------|------------|---------------|---------------|------------------|-------------|
| TechMan | Leon | R10,000.00 | R200,000.00 | 26/09/2023 | View |
| AllinAll | Leon | R10,000.00 | R200,000.00 | 24/10/2023 | View |

Items per page: 5 1 - 2 of 2


Figure 1 Click View Flagged Procurement Details Button Reject

This will navigate you to the Accept/Reject Flagged Procurement Details screen where you will be able to Reject the Flagged Procurement Details Request. Click on the “Reject” button to reject the flagged procurement request details. If the Flagged procurement details is of a Consumable.



[←](#) **Procurement Details for AllInAll** [?](#)

Please Accept Or Reject the following request:

| | |
|-------------------------|--|
| Buyer Name: | Leon |
| Buyer Email: | leon.rigel324@gmail.com |
| Item Type: | Consumable |
| Select Consumable Item: | Pens |
| Quantity: | 250 |
| Account Code: | Technology |
| Payment Type: | Credit |
| Has Reposit? | <input type="checkbox"/> |
| Full Payment Made? | <input type="checkbox"/> |
| Proof of payment? | <input type="checkbox"/> |
| Total Amount: | R200,000.00 |
| Total Amount Due Date: | 09/26/2023 |
| Comments: | E Pens  |

[Accept](#) [Reject](#)



Figure 1 Click Reject Flagged Procurement Request Button Consumable

Click on the “Reject” button to reject the flagged procurement request details. If the Flagged procurement details is of a Asset.



[←](#) **Procurement Details for TechMan** [?](#)

Please Accept Or Reject the following request:

| | |
|------------------------|---|
| Buyer Name: | Leon |
| Buyer Email: | leon.rigel324@gmail.com |
| Item Type: | Assets |
| Asset Name: | PC |
| Description of Asset: | new Computers  |
| Account Code: | Technology |
| Payment Type: | Credit |
| Has Reposit? | <input type="checkbox"/> |
| Full Payment Made? | <input type="checkbox"/> |
| Proof of payment? | <input type="checkbox"/> |
| Total Amount: | R200,000.00 |
| Total Amount Due Date: | 09/26/2023 |
| Comments: | new pc for office  |

[Accept](#) [Reject](#)

Figure 1 Click Reject Flagged Procurement Request Button Asset

