

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

Submitted by: MOYO

Prepared by Leon Combrinck



Procurement Section

Procurement Request:

Create Procurement Request:

Step 1 Navigate to Procurement Request screen:

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

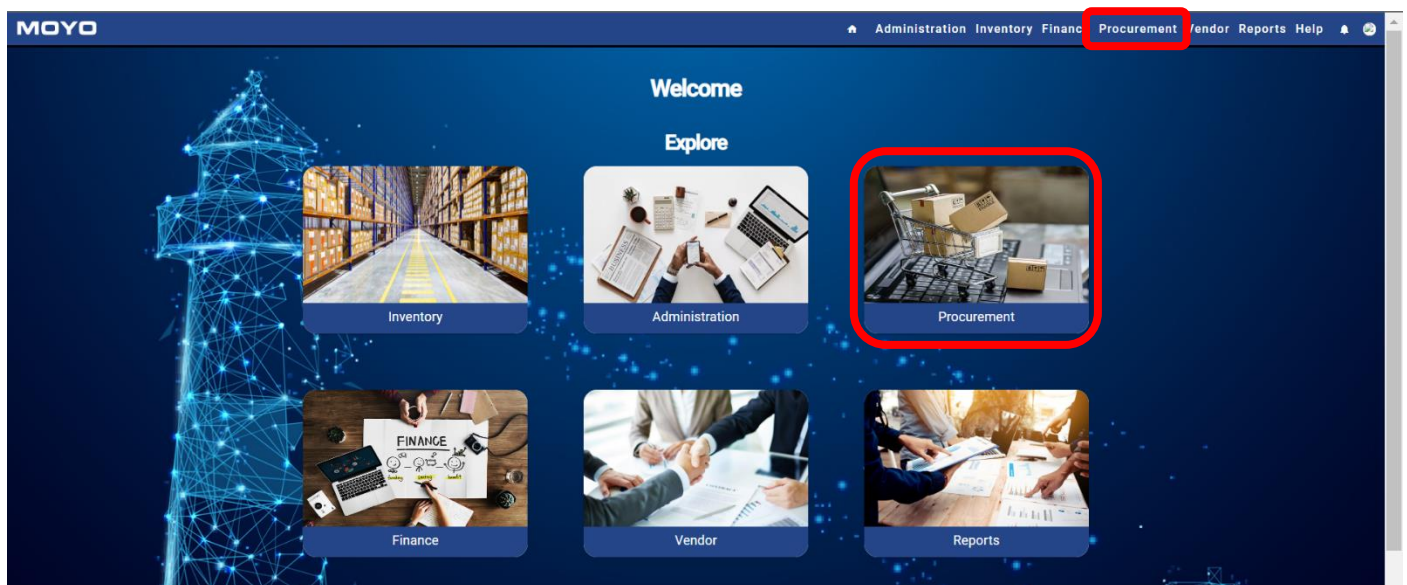


Figure 1 Home Screen to Procurement Request Screen

Then Click on the “View Procurement Request” button on the Procurement side navbar: (*Note you will only be able to see your own procurement requests)

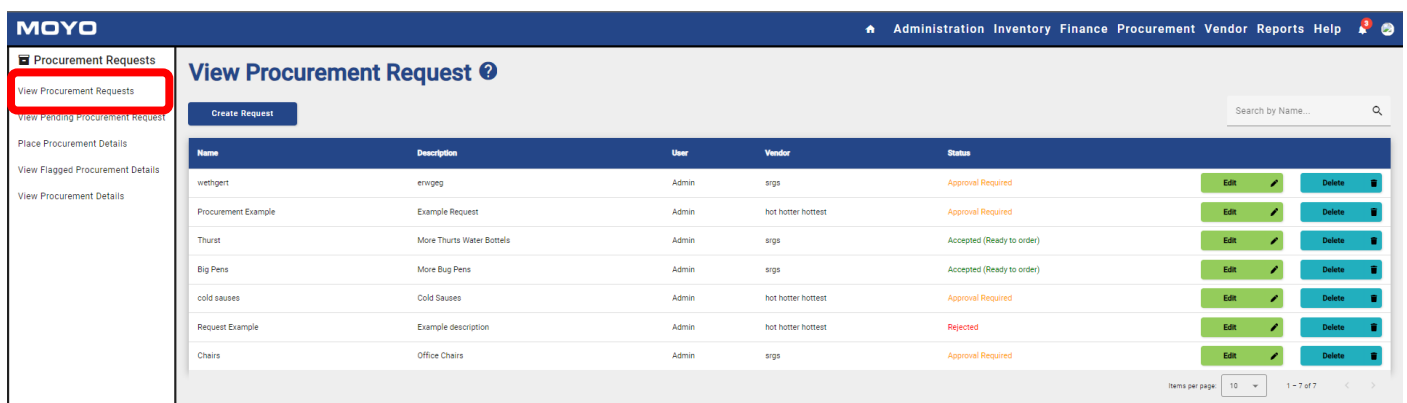


Figure 1 Procurement side nav to Procurement Request Screen



Step 2 Create Procurement Request:

Create a new Procurement Request by clicking on the “Create Request” button on the Procurement Request screen:

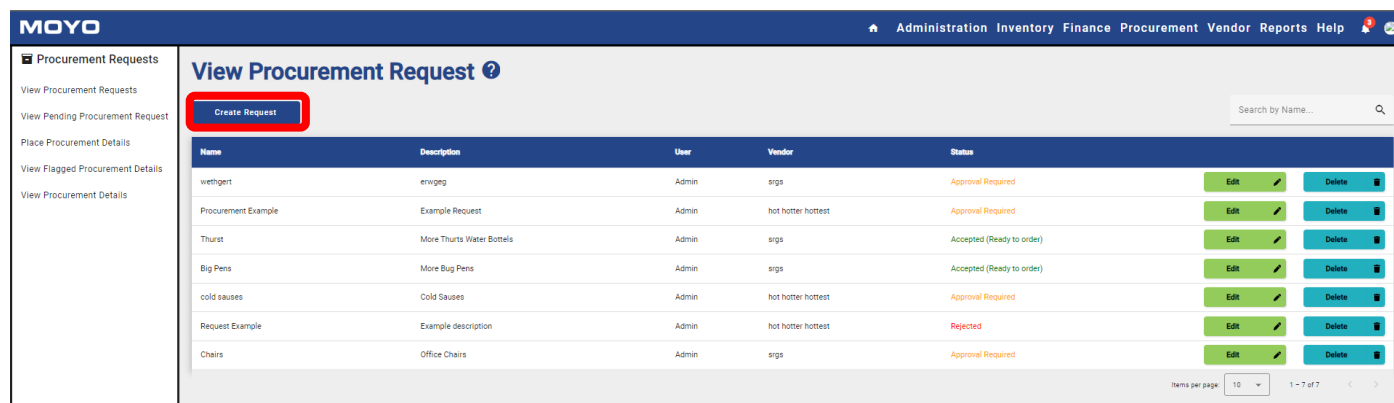


Figure 1 Click Create Procurement Request Button

This will navigate you to the “Create Procurement Request” screen where you will be able to create the new Procurement Request. If you want to create a Approved Vendor, click on the Approved Vendor radio button. Once done click the “Save” button create the procurement request.

Figure 1 Click Save Procurement Request Button Approved Vendor

1. **“Request Name”**: Fill in the name of the procurement request. (Compulsory)
2. **“Vendor”**: Choose a vendor for the list of approved/added vendors. (Compulsory)
3. **“Request Description”**: Fill in the description of the procurement request. (Compulsory)



4. **“The Procurement Quote”**: Provide the procurement quote for the procurement request. (Compulsory)

If you want to create a “Other”, click on the Other radio button. Once done click the “Save” button create the procurement request.

The screenshot shows a web form titled "Create Procurement Request". At the top, there are two radio buttons: "Approved Vendor" and "Other". The "Other" button is selected and highlighted with a red rectangular box. Below the radio buttons, there are several input fields: "Request Name:" (with a note "Not more than 50 characters long."), "Vendor Name:" (with a note "Not more than 32 characters long."), "Vendor Email:", "Preferred Quote:" (with a "Choose File" button and "No file chosen" text), "Comparative Quote 1:" (with a "Choose File" button and "No file chosen" text), and "Comparative Quote 2:" (with a "Choose File" button and "No file chosen" text). At the bottom, there is a "Request Description:" field (with a note "Not more than 50 characters long.") and two buttons: "Save" (highlighted with a red rectangular box) and "Cancel".

Figure 1 Click Create Procurement Request Button Other

1. **“Request Name”**: Fill in the name of the procurement request. (Compulsory)
2. **“Vendor Name”**: Fill in the name of the vendor for the procurement request. (Compulsory)
3. **“Vendor Email”**: Fill in the email of the vendor for the procurement request. (Compulsory)
4. **“Preferred Quote”**: Provide the preferred procurement quote for the procurement request. (Compulsory)
5. **“Comparative Quote 1”**: Provide the first comparative procurement quote for the procurement request. (Compulsory)
6. **“Comparative Quote 2”**: Provide the second comparative procurement quote for the procurement request. (Compulsory)
7. **“Request Description”**: Fill in the description of the procurement request. (Compulsory)



Explanation of the Procurement Request statuses:

Name	Description	User	Vendor	Status	Edit	Delete
wethert	enweg	Admin	sig	Approval Required		
Procurement Example	Example Request	Admin	hot hotter hottest	Approval Required		
Thurst	More Thursts Water Bottels	Admin	sig	Accepted (Ready to order)		
Big Pens	More Bug Pens	Admin	sig	Accepted (Ready to order)		
cold sauses	Cold Sauses	Admin	hot hotter hottest	Approval Required		
Request Example	Example description	Admin	hot hotter hottest	Rejected		
Chairs	Office Chairs	Admin	sig	Approval Required		

Figure 1 Procurement Request Status

- **Approved (Ready to order):** If the status is Approved that means that the procurement request has been approved and that you are now allowed to place the procurement request.
- **Rejected:** If the status is Rejected that means that the procurement request has been rejected and you will not be able to place the procurement request.
- **Approval Required:** If the status is Approval Required that means that the Procurement request is still waiting approval.

