

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Vendor Section

Manage Vendor:

Create Vendor:

Step 1 Create Manage Vendor:

Here you will follow a 4-step process adding the necessary details to be able to create a new vendor. Step one Provide the “Company Contact Information” and click the “Next” button to move onto step two. (*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)

Create Vendor ⓘ
Please fill in the following details:

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

Company Name: erfvergv

Company Email: avfanvf@efwrt

Company Telephone: Company Telephone

Company Registered Address: Company Registered Address

☒ Add Company Website?

Company Website: Company Website

☒ Add Company Fax?

Company Fax: Company Fax

Contact Person Title: Contact Person Title

Contact Person Name: Contact Person Name

Contact Person Phone: Contact Person Phone

Contact Person Email: Contact Person Email

Cancel Next

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

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



- **“Company Website”**: Fill in the company website of the vendor company. (Compulsory)
6. **“Company Fax”**: Check the checkbox if the company has Fax. (Not Compulsory)
- **“Company Fax”**: Fill in the company Fax of the vendor company. (Compulsory)
7. **“Contact Person Title”**: Fill in the contact persons title of the vendor company. (Compulsory)
8. **“Contact Person Name”**: Fill in the contact person’s name of the vendor company. (Compulsory)
9. **“Contact Person Phone”**: Fill in the contact person’s phone number of the vendor company. (Compulsory)
10. **“Contact Person Email”**: Fill in the contact person’s email of the vendor company. (Compulsory)

Step two Provide the “Company Overview” and click the “Next” button to move onto step three. (*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)

The screenshot shows the 'Create Vendor' form at step 2, 'COMPANY OVERVIEW'. The form is divided into two main sections: 'Details of Service or Goods' and 'Details of Service or Goods'. The 'Details of Service or Goods' section contains fields for Company Registration Number, Company Registration Document, VAT Registration Number, VAT Registration Number Document, Income Tax Number, Income Tax Number Document, Signed Agreement Document, Insurance Cover, Payment Terms, License or Accreditation Number, and License or Accreditation Number Document. The 'Details of Service or Goods' section contains fields for Company Registration Number, Company Registration Document, VAT Registration Number, VAT Registration Number Document, Income Tax Number, Income Tax Number Document, Signed Agreement Document, Insurance Cover, Payment Terms, License or Accreditation Number, and License or Accreditation Number Document. The 'Next' button is highlighted with a red box.

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

1. **“Details of Service of Goods”**: Fill in the details of service of goods of the vendor company. (Compulsory)
2. **“Company Registration Number”**: Fill in the registration number of the vendor company. (Compulsory)



3. “Add Vat Registration details”: Check the checkbox if the company has vat registration details. (Not Compulsory)
 - “Vat Registration Number”: Fill in the vat registration number of the vendor company. (Compulsory)
 - “Vat Registration Document”: Provide the vat registration document of the vendor company. (Compulsory)
4. “Income tax Number”: Fill in the income tax number of the vendor company. (Compulsory)
5. “Income Tax Number Document”: Provide the income tax document of the vendor company. (Compulsory)
6. “Signed Agreement Document”: Check the checkbox if the company has signed agreement document. (Not Compulsory)
 - “Signed Agreement Document”: Provide the signed agreement document of the vendor company. (Compulsory)
7. “Insurance Cover”: Check the checkbox if the company has insurance cover. (Not Compulsory)
8. “Payment Terms”: Check the checkbox if the company has payment terms. (Not Compulsory)
 - “Payment Terms”: Fill in the payment terms of the vendor company. (Compulsory)
9. “License of Accreditation Number”: Check the checkbox if the company has license of accreditation number. (Not Compulsory)
 - “License of Accreditation Number”: Fill in the license of accreditation number of the vendor company. (Compulsory)
 - “License of Accreditation Number Document”: Provide the license of accreditation number document of the vendor company. (Compulsory)

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



Create Vendor ?
Please fill in the following details:

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

Bank Name: Bank Name
Bank name is required

Branch Code: Branch Code

Account Holder: Account Name

Account Type: Account Type

Account Number: Account Number

Bank Contact Name: Bank Contact Name

Bank Contact Phone Number: Bank Contact Phone Number

Bank Stamped Confirmation Letter: No file chosen

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

1. **“Bank Name”**: Fill in the bank name of the vendor company. (Compulsory)
2. **“Bank Code”**: Fill in the bank code of the vendor company. (Compulsory)
3. **“Account Holder”**: Fill in the account holder name of the vendor company. (Compulsory)
4. **“Account Type”**: Fill in the account type of the vendor company. (Compulsory)
5. **“Account Number”**: Fill in the account number of the vendor company. (Compulsory)
6. **“Bank Contact Name”**: Fill in the bank contact name of the vendor company. (Compulsory)
7. **“Bank Contact Phone Number”**: Fill in the bank contact phone number of the vendor company. (Compulsory)
8. **“Bank Stamped Confirmation Letter”**: Provide the bank stamped confirmation letter of the vendor company. (Compulsory)

Step four “Done” is where you are finished with process and all that is left to do is click the “Create” button. Once you clicked the create button a new vendor will be added to the system.

Create Vendor ?
Please fill in the following details:

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

Please ensure that all details are correct before submitting anything on the vendor

Figure 1 Create Vendor Done Step 4 Click Next button.

