

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Procurement Section

View Procurement Details:

Receive Consumable Item:

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:

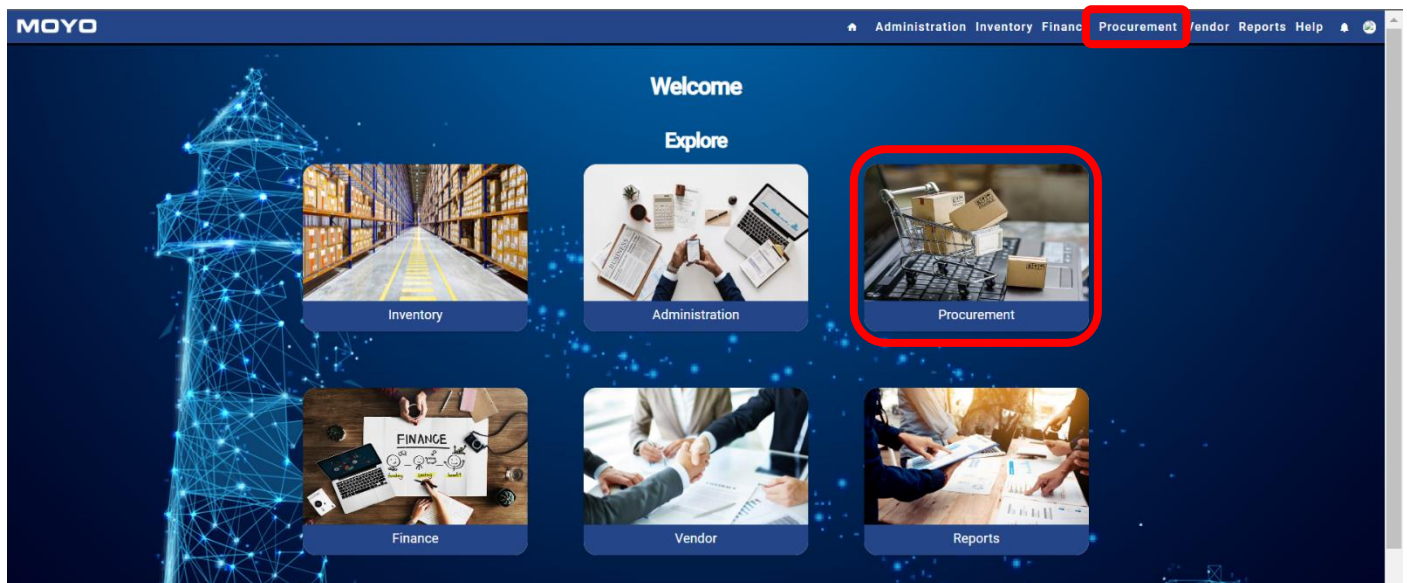


Figure 1 Home Screen to View Procurement Details Screen

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

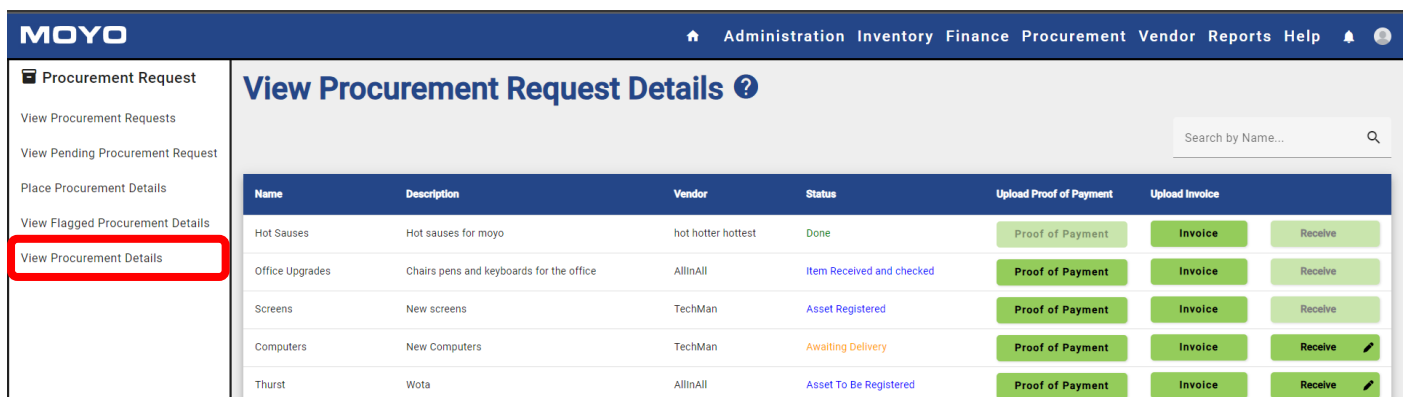
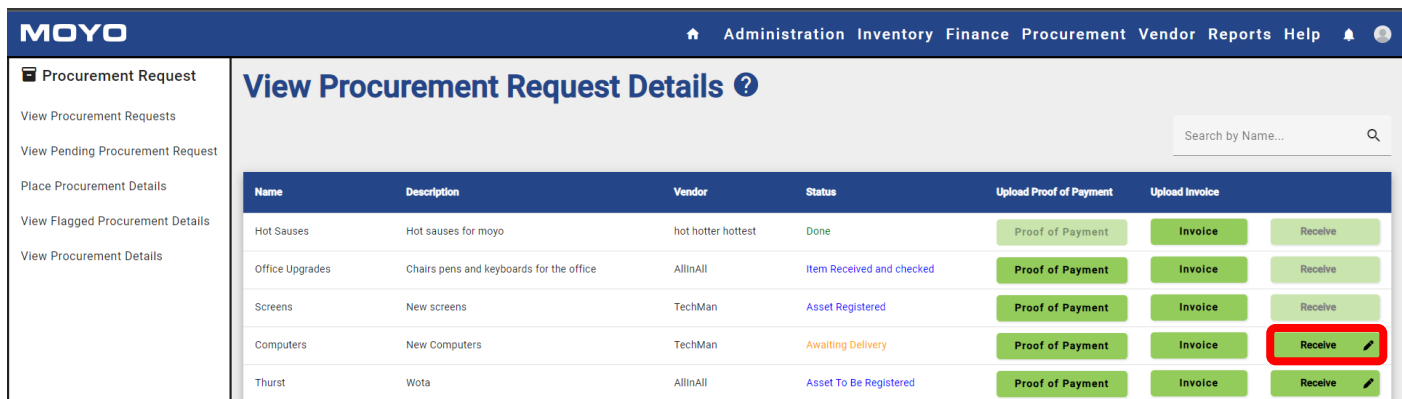


Figure 1 Procurement side nav to View Procurement Details Screen



Step 2 Receive Consumable:

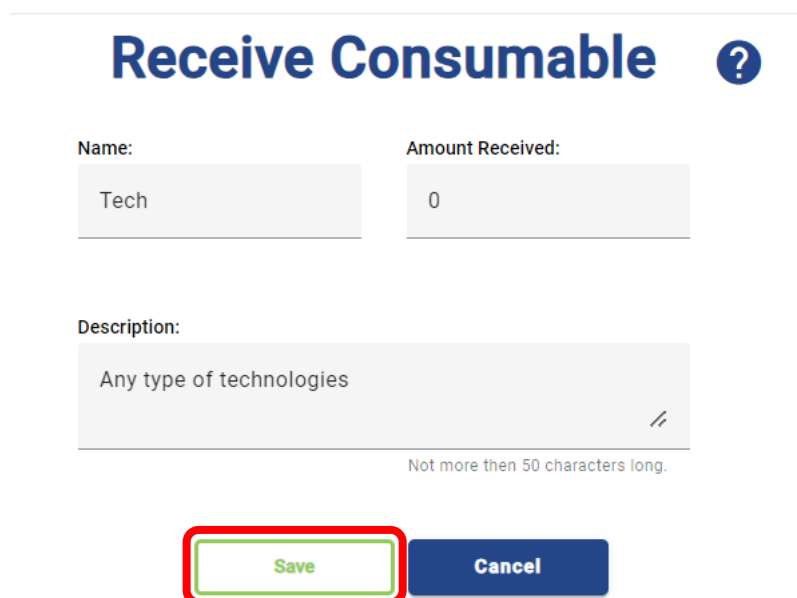
Create the received item by clicking on the “Receive” button on the View Procurement Details screen:



Name	Description	Vendor	Status	Upload Proof of Payment	Upload Invoice	
Hot Sauses	Hot sauses 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 Click Receive View Procurement Details Button Consumable

This will navigate you to the “Receive Consumable” screen. There you will be able to create the item received. Click on the “Save” button to Create the received item. If The Procurement Item is a consumable.



Receive Consumable ?

Name: Tech

Amount Received: 0

Description: Any type of technologies

Not more then 50 characters long.

Save Cancel

Figure 1 Click Upload File Upload Invoice

1. “Name”: Prefilled with item name and cannot be changed.



2. **“Amount Received”**: Fill in the amount of the item you received. (Compulsory)
3. **“Description”**: Prefilled with item description and cannot be changed.

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 Sauses	Hot sauses 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.

