# MOYO

## Driving Significance Together

# User Manual

## PROCION SYSTEM ONLINE

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# Vendor Section

## Manage Vendor:

Available Vendor:

### Step 1 Navigate to Manage Vendor screen:

**Navigate to the Manage Vendor Screen by clicking on the "Vendor" button on the top navbar or on the "Vendor" button on the home screen:**
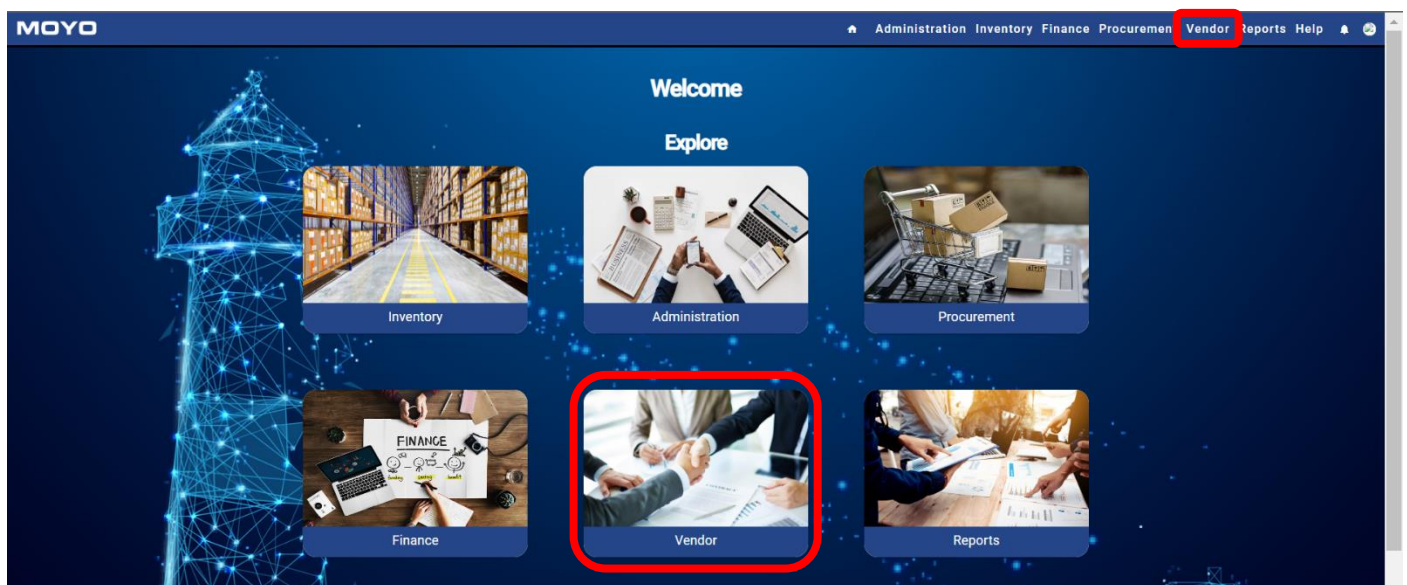


Figure 1 Home Screen to Manage Vendor Screen

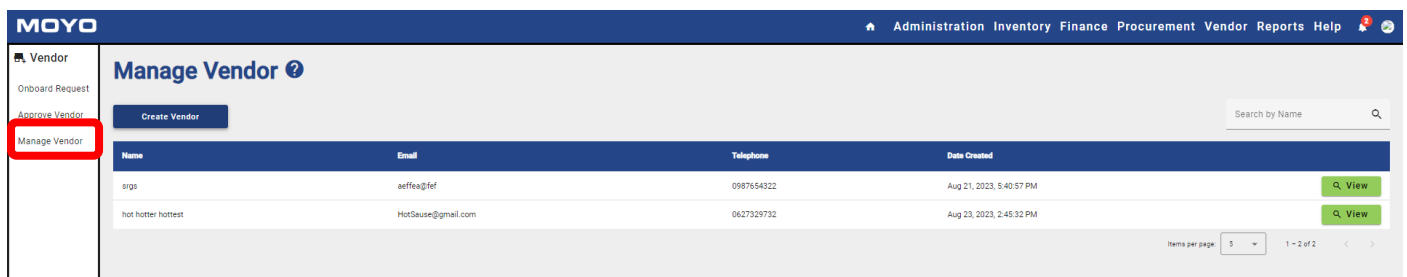**Then Click on the "Manage Vendor" button on the Vendor side navbar:**



Figure 1 Vendor side nav to Manage Vendor Screen

## Step 2 Create Vendor:

**Create a new Vendor by clicking on the "Create Vendor" button on the Manage Vendor screen:**
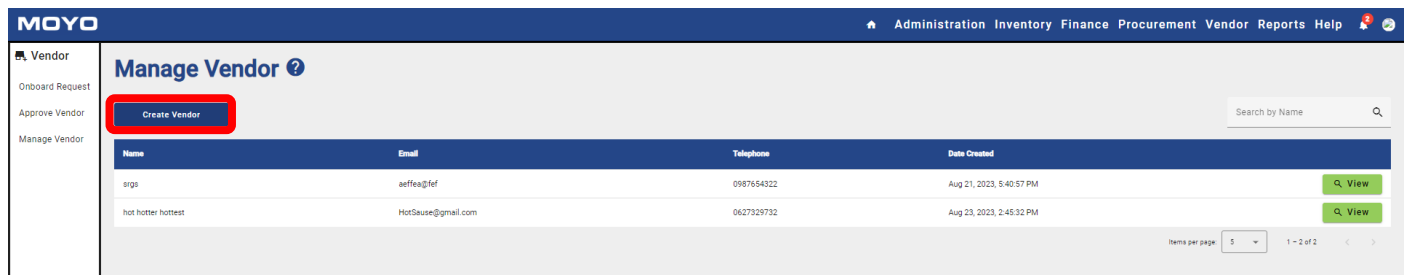


Figure 1 Click Create Vendor Button

**This will navigate you to the "Create Vendor" screen where you will be able to choose the approved vendor that you want to add as a new vendor on the system. Click The "Confirm" button to navigate to the create vendor details screen.**
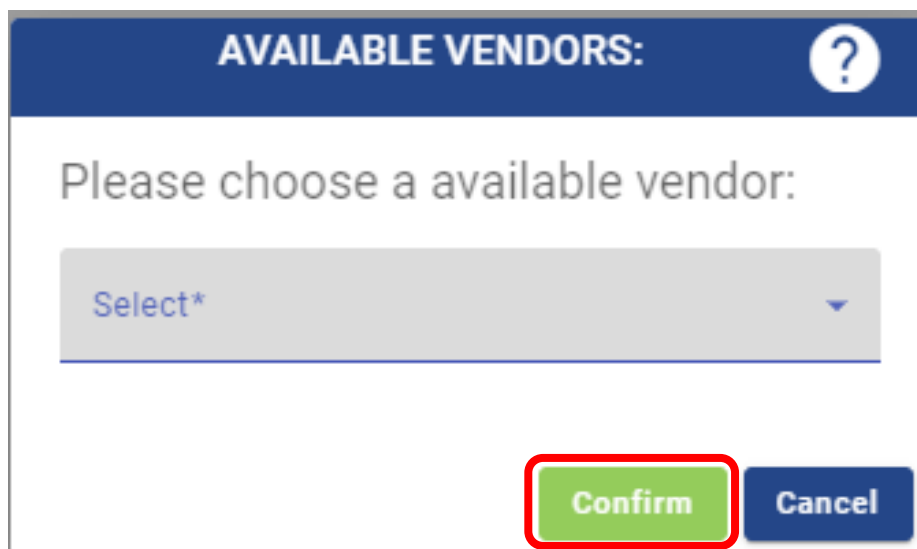


Figure 1 Click Confirm Create Vendor Button

1. "Select Vendor": Choose the name of the approved vendors you want to create. (Compulsory)

**This will navigate you to the "Create Vendor Details" screen. There 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)**



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. <u>"Contact Person Email":</u> 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)**
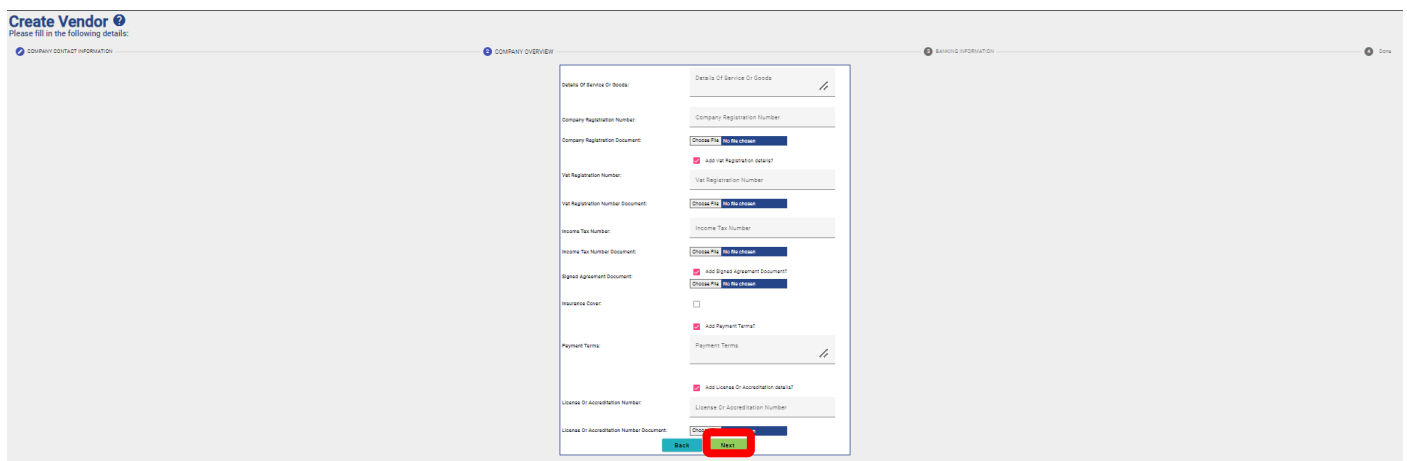


Figure 1 Create Vendor Company Overview Step 2 Click Next button.

1. <u>"Details of Service of Goods":</u> Fill in the details of service of goods of the vendor company. (Compulsory)
2. <u>"Company Registration Number":</u> Fill in the registration number of the vendor company. (Compulsory)
3. <u>"Add Vat Registration details":</u> Check the checkbox if the company has vat registration details. (Not Compulsory)
   - <u>"Vat Registration Number":</u> Fill in the vat registration number of the vendor company. (Compulsory)
   - <u>"Vat Registration Document":</u> Provide the vat registration document of the vendor company. (Compulsory)
4. <u>"Income tax Number":</u> Fill in the income tax number of the vendor company. (Compulsory)
5. <u>"Income Tax Number Document":</u> Provide the income tax document of the vendor company. (Compulsory)

6. <u>"Signed Agreement Document":</u> Check the checkbox if the company has signed agreement document. (Not Compulsory)

- <u>"Signed Agreement Document":</u> Provide the signed agreement document of the vendor company. (Compulsory)

7. <u>"Insurance Cover":</u> Check the checkbox if the company has insurance cover. (Not Compulsory)

8. <u>"Payment Terms":</u> Check the checkbox if the company has payment terms. (Not Compulsory)

- <u>"Payment Terms":</u> Fill in the payment terms of the vendor company. (Compulsory)

9. <u>"License of Accreditation Number":</u> Check the checkbox if the company has license of accreditation number. (Not Compulsory)

- <u>"License of Accreditation Number":</u> Fill in the license of accreditation number of the vendor company. (Compulsory)

- <u>"License of Accreditation Number Document":</u> 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.**
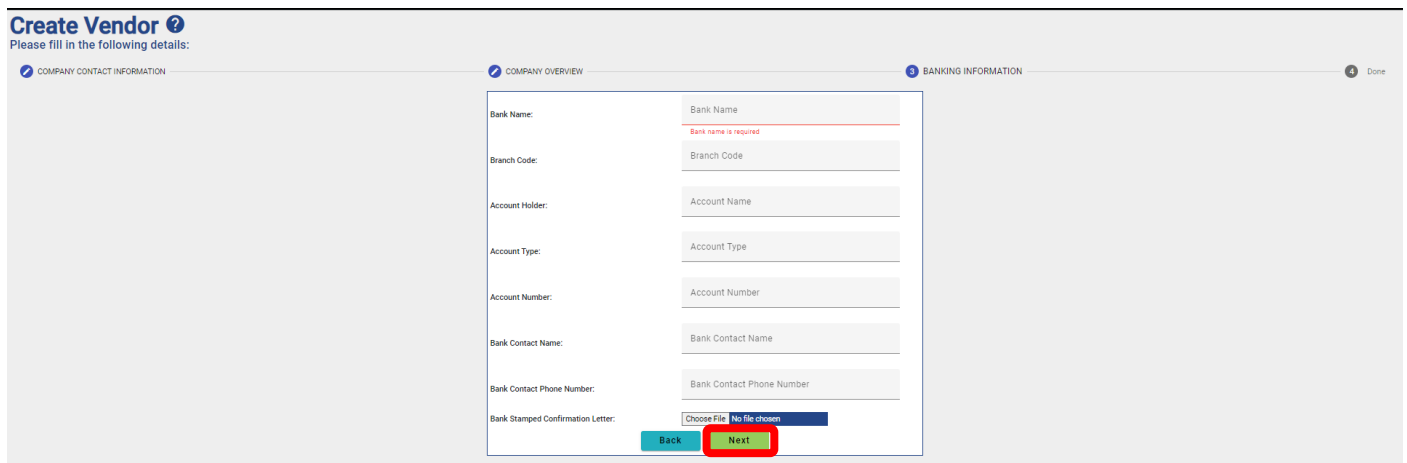


Figure 1 Create Vendor Banking Information Step 3 Click Next button.

1. <u>"Bank Name":</u>  Fill in the bank name of the vendor company. (Compulsory)
2. <u>"Bank Code":</u> Fill in the bank code of the vendor company. (Compulsory)
3. <u>"Account Holder":</u> Fill in the account holder name of the vendor company. (Compulsory)
4. <u>"Account Type":</u> 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 Contant 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.**



Figure 1 Create Vendor Done Step 4 Click Next button.