

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Procurement Section

Place Procurement Details:

Place Procurement Details:

Step 1 Navigate to Place Procurement Details screen:

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

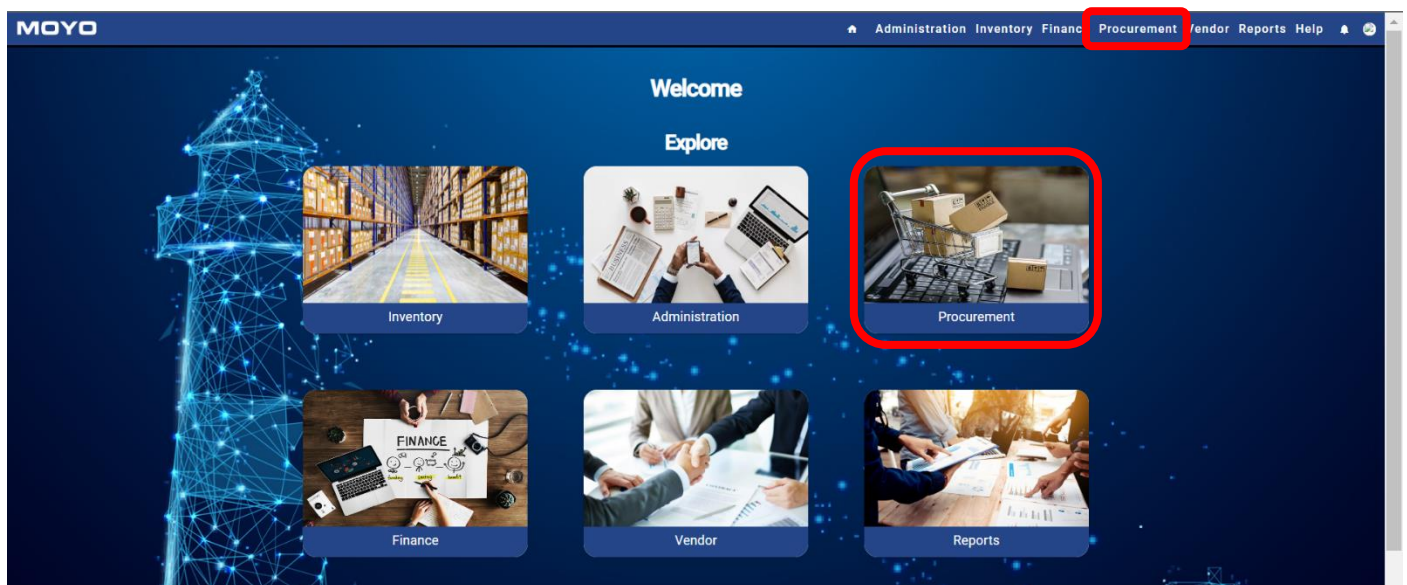


Figure 1 Home Screen to Place Procurement Details Screen

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

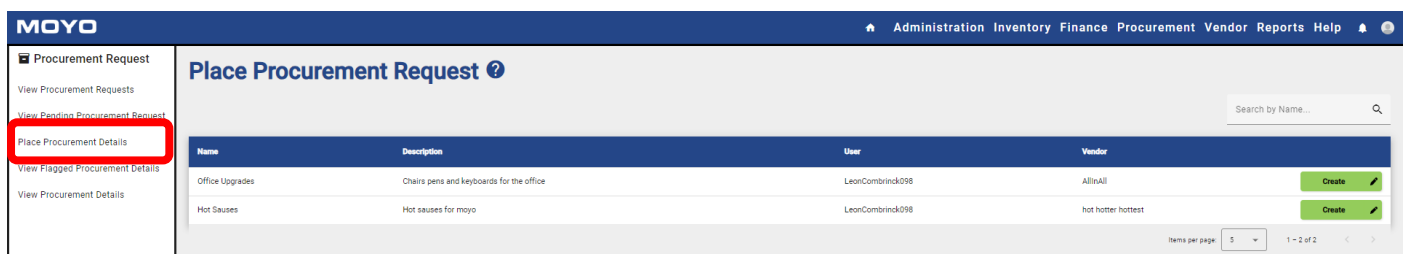


Figure 1 Procurement side nav to Place Procurement Details Screen



Step 2 Place Procurement Details:

Place a new Procurement Details request by clicking on the “Create” button on the Place Procurement Details screen:

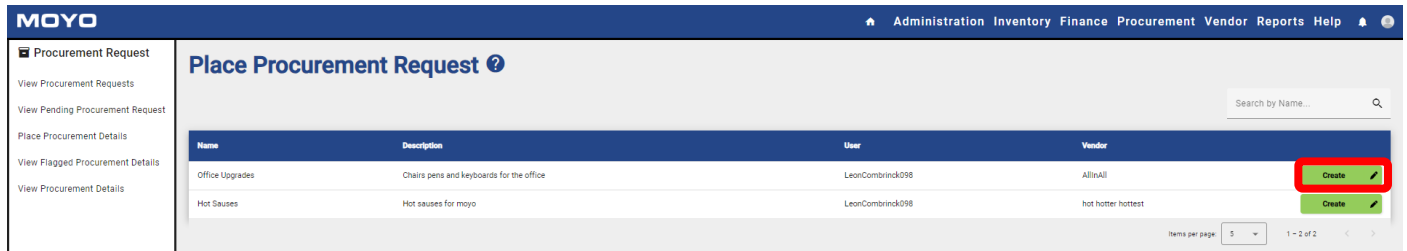


Figure 1 Click Create Place Procurement Details Button

This will navigate you to the “Place Procurement Request Details” screen where you will be able to place a new Procurement Request detail. Click on the “Place” button to place the procurement request details. If you want to place a Consumable procurement request detail. (*Note checking the checkboxes will request more information)



Place Procurement Requests Details ?

Please fill in the following details:

Buyer Name:	Leon
Buyer Email:	leon.rigel324@gmail.com
Item Type:	Consumable
Select Consumable Item:	Please Select a Consumable
Quantity:	
Account Code:	Please Select an Account Code
Payment Type:	Please select a payment method
Has Deposit?	<input checked="" type="checkbox"/>
Deposit Amount:	
Deposit Due Date:	Choose a date*
Full Payment Made?	<input checked="" type="checkbox"/>
Paid On Date:	Choose a date*
Upload Receipt:	<input type="button" value="Choose File"/> No file chosen
Proof of payment?	<input checked="" type="checkbox"/>
Upload Proof of payment document:	<input type="button" value="Choose File"/> No file chosen
Total Amount:	
Total Amount Due Date:	Choose a date*
Comments:	Comments for Procurement Details

Figure 1 Click Place Procurement Request Button Consumable

1. "Buyer Name": Prefilled with your name and cannot be changed.



2. “Buyer Email”: Prefilled with your email and cannot be changed.
3. “Item Type”: Choose from the dropdown list Consumable. (Compulsory for placing consumable procurement request)
 - “Select Consumable Item”: Choose from the dropdown list of consumables on the system. (Compulsory)
 - “Quantity”: Fill in the quantity of the consumable you want to buy. (Compulsory)
4. “Account Code”: Choose from the dropdown list the account code on the system. (Compulsory)
5. “Payment Type”: Choose from the dropdown list the payment type that you will pay with. (Compulsory)
6. “Has Deposit?”: Check the checkbox if you already deposited an amount. (Not Compulsory)
 - “Deposited Amount”: Fill in the amount that you deposited. (Compulsory)
 - “Deposit Due Date”: Choose the date of deposit using a date picker. (Compulsory)
7. “Full Payment Made?”: Check the checkbox if you already made the full payment. (Not Compulsory)
 - “Paid On Date”: Choose the date of full payment using a date picker. (Compulsory)
 - “Upload Receipt”: Provide the receipt of the full payment. (Compulsory)
8. “Proof of payment?”: Check the checkbox if you have the proof of payment. (Not Compulsory)
 - “Upload Proof of payment document”: Provide the proof of payment document. (Compulsory)
9. “Total Amount”: Fill in the total amount of the procurement. (Compulsory. Amounts over 80 000 or amount over your mandate limit will automatically be flagged)
10. “Total Amount Due Date”: Choose the date the total amount should be paid using a date picker. (Compulsory)
11. “Comments”: Fill in a comment about the procurement request details. (Compulsory)

Click on the “Place” button to place the procurement request details. If you want to place a Asset procurement request detail. (*Note checking the checkboxes will request more information)



Place Procurement Requests Details ?

Please fill in the following details:

Buyer Name:	Leon
Buyer Email:	leon.rigel324@gmail.com
Item Type:	Assets
Asset Name:	
Description of Asset:	Description of assets
Account Code:	Please Select an Account Code
Payment Type:	Please select a payment method
Has Deposit?	<input checked="" type="checkbox"/>
Deposit Amount:	
Deposit Due Date:	Choose a date*
Full Payment Made?	<input checked="" type="checkbox"/>
Paid On Date:	Choose a date*
Upload Receipt:	<input type="button" value="Choose File"/> No file chosen
Proof of payment?	<input checked="" type="checkbox"/>
Upload Proof of payment document:	<input type="button" value="Choose File"/> No file chosen
Total Amount:	
Total Amount Due Date:	Choose a date*
Comments:	Comments for Procurement Details

Figure 1 Click Place Procurement Request Button Asset



1. “Buyer Name”: Prefilled with your name and cannot be changed.
2. “Buyer Email”: Prefilled with your email and cannot be changed.
3. “Item Type”: Choose from the dropdown list Asset. (Compulsory for placing asset procurement request)
 - “Asset Name”: Fill in the name of the asset you want to buy. (Compulsory)
 - “Description of Asset”: Fill in the Description of the asset you want to buy. (Compulsory)
4. “Account Code”: Choose from the dropdown list the account code on the system. (Compulsory)
5. “Payment Type”: Choose from the dropdown list the payment type that you will pay with. (Compulsory)
6. “Has Deposit?”: Check the checkbox if you already deposited an amount. (Not Compulsory)
 - “Deposited Amount”: Fill in the amount that you deposited. (Compulsory)
 - “Deposit Due Date”: Choose the date of deposit using a date picker. (Compulsory)
7. “Full Payment Made?”: Check the checkbox if you already made the full payment. (Not Compulsory)
 - “Paid On Date”: Choose the date of full payment using a date picker. (Compulsory)
 - “Upload Receipt”: Provide the receipt of the full payment. (Compulsory)
8. “Proof of payment?”: Check the checkbox if you have the proof of payment. (Not Compulsory)
 - “Upload Proof of payment document”: Provide the proof of payment document. (Compulsory)
9. “Total Amount”: Fill in the total amount of the procurement. (Compulsory. Amounts over 80 000 or amount over your mandate limit will automatically be flagged)
10. “Total Amount Due Date”: Choose the date the total amount should be paid using a date picker. (Compulsory)
11. “Comments”: Fill in a comment about the procurement request details. (Compulsory)

