MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

Submitted by: MOYO

Prepared by Leon Combrinck

Procurement Section

Procurement Request:

Edit 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:

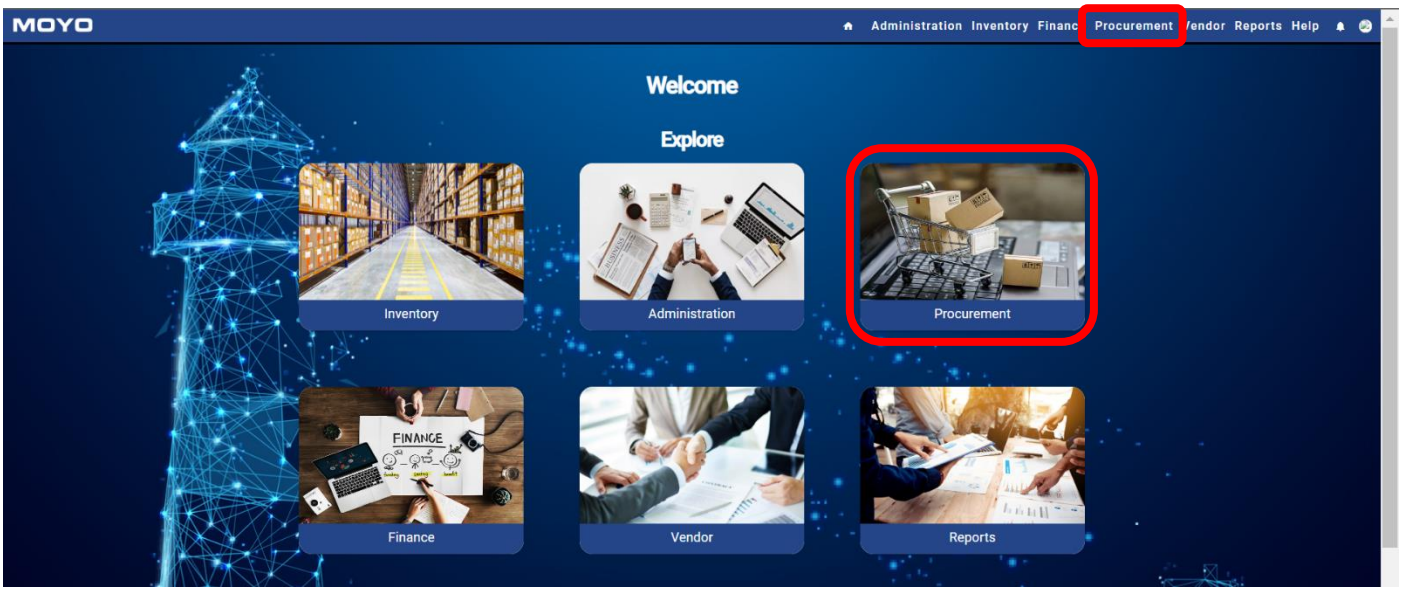

Figure 1 Home Screen to Procurement Request Screen

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)

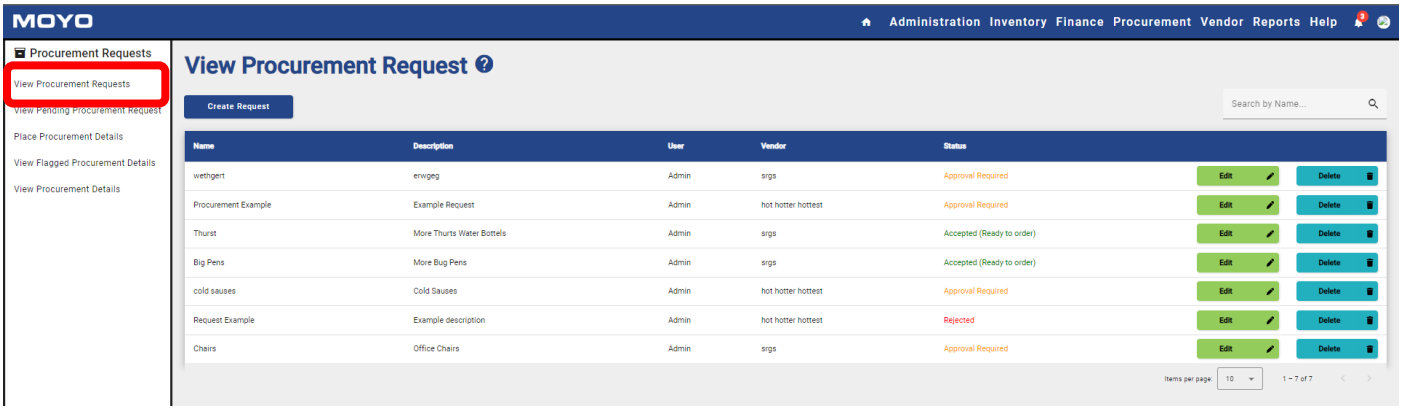

Figure 1 Procurement side nav to Procurement Request Screen

Step 3 Edit Procurement Request:

Edit a Procurement Request by clicking on the "Edit" button on the Procurement Request screen within the Procurement Request table: (The row you chose is the Procurement Request you will be editing)

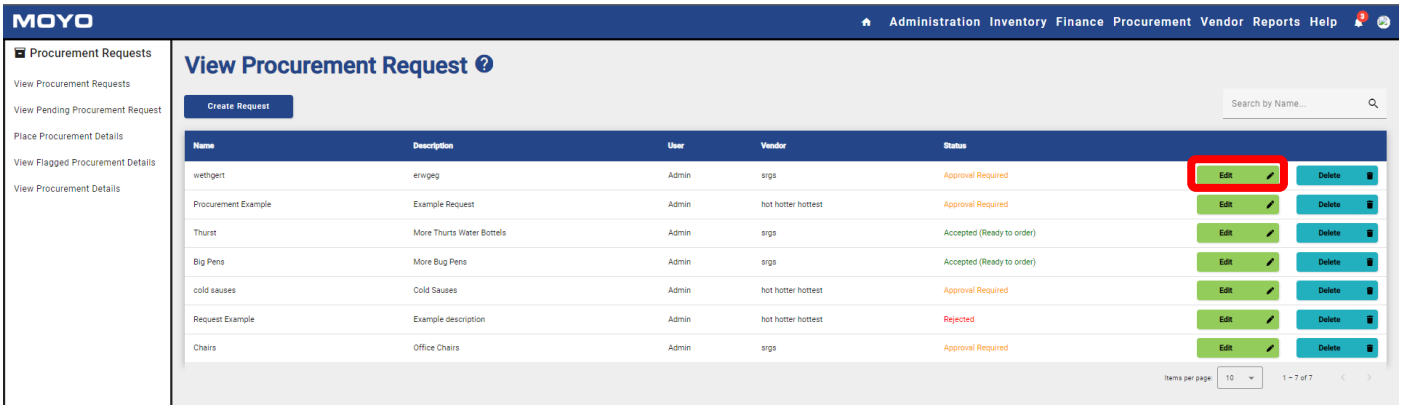

Figure 1 Click Edit Procurement Request Button.

If the Procurement Request was of type Approve Vendor, this will navigate you to the "Edit Procurement Request" screen where you will be able to Edit the Procurement Request. Click on the "Save" button to edit the Procurement Request.

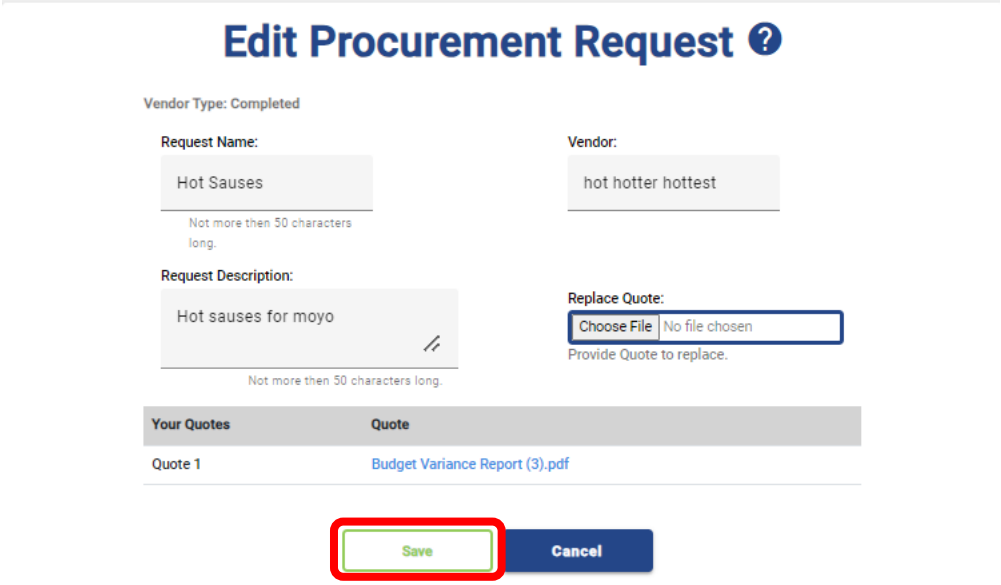

Figure 1 Click Save Edit Procurement Request Button Approved Vendor

1. "Request Name": Change the name of the procurement request. (Not Compulsory)

2. "Vendor": Change the vendor for the list of approved/added vendors. (Not Compulsory)
3. "Request Description": Change the description of the procurement request. (Not Compulsory)
4. "The Procurement Quote": Change the procurement quote for the procurement request. (not Compulsory)

If the Procurement Request was of type Other, this will navigate you to the "Edit Procurement Request" screen where you will be able to Edit the Procurement Request. Click on the "Save" button to edit the Procurement Request.

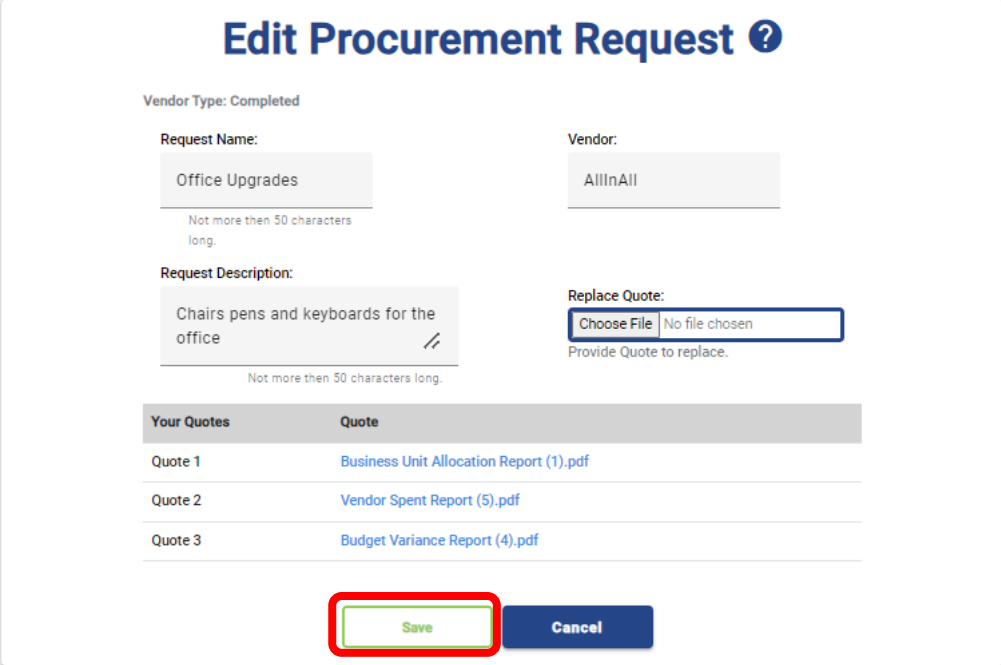

Figure 1 Click Update Edit Onboard Request Button Sole Supplier

1. "Request Name": Change the name of the procurement request. (Not Compulsory)
2. "Vendor Name": Change the name of the vendor for the procurement request. (Not Compulsory)
3. "Request Description": Change the description of the procurement request. (Not Compulsory)
4. "Replace Quote": Change the preferred procurement quote for the procurement request. (Not Compulsory)

Explanation of the Procurement Request statuses:

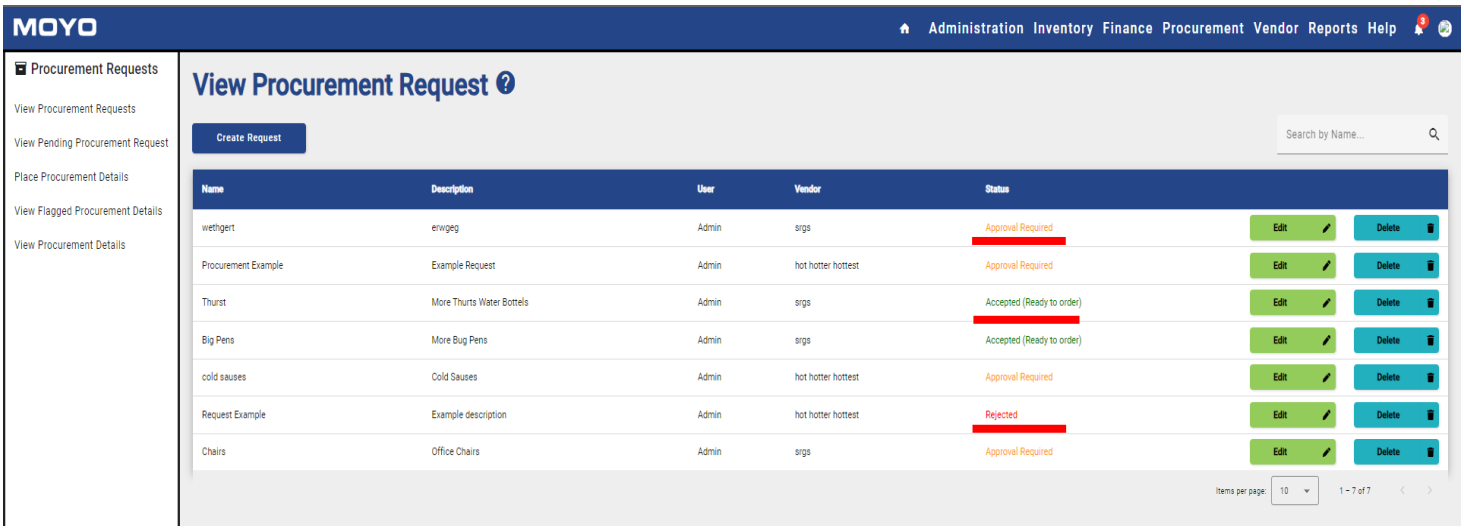

Figure 1 Procurement Request Status

- 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.