

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Vendor Section

Onboard Request:

Create Onboard Request:

Step 1 Navigate to Onboard Request screen:

Navigate to the Onboard Request Screen by clicking on the “Vendor” button on the top navbar or on the “Vendor” button on the home screen:

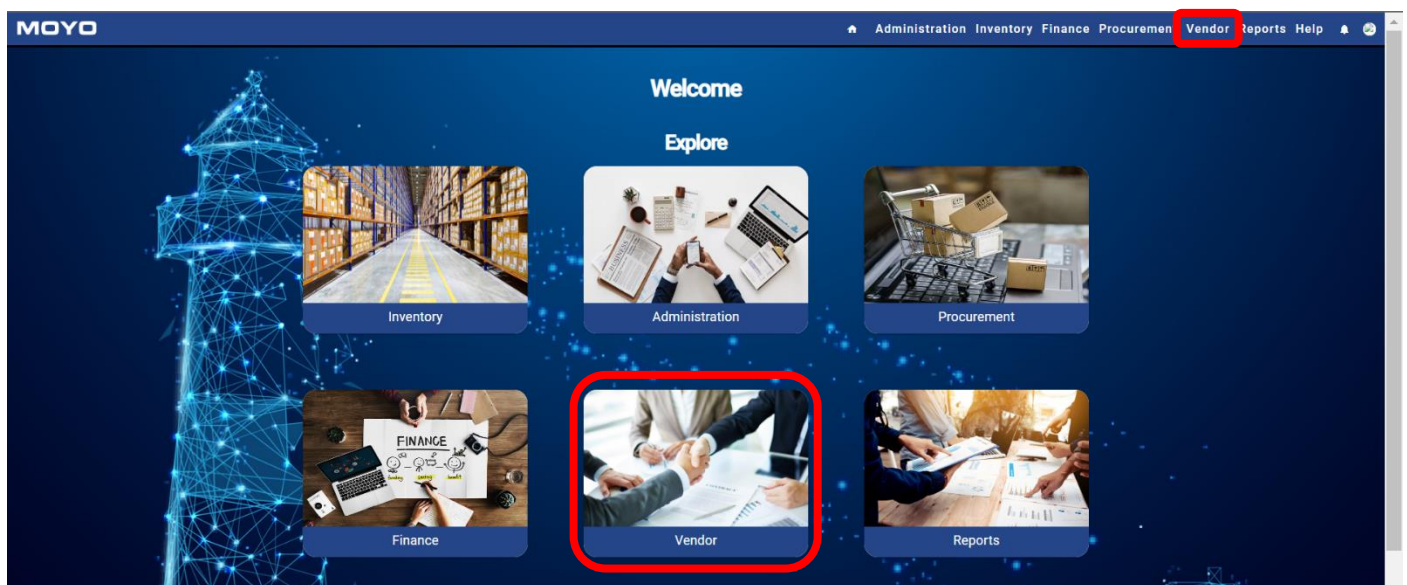


Figure 1 Home Screen to Onboard Request Screen

Then Click on the “Onboard Request” button on the Vendor side navbar:

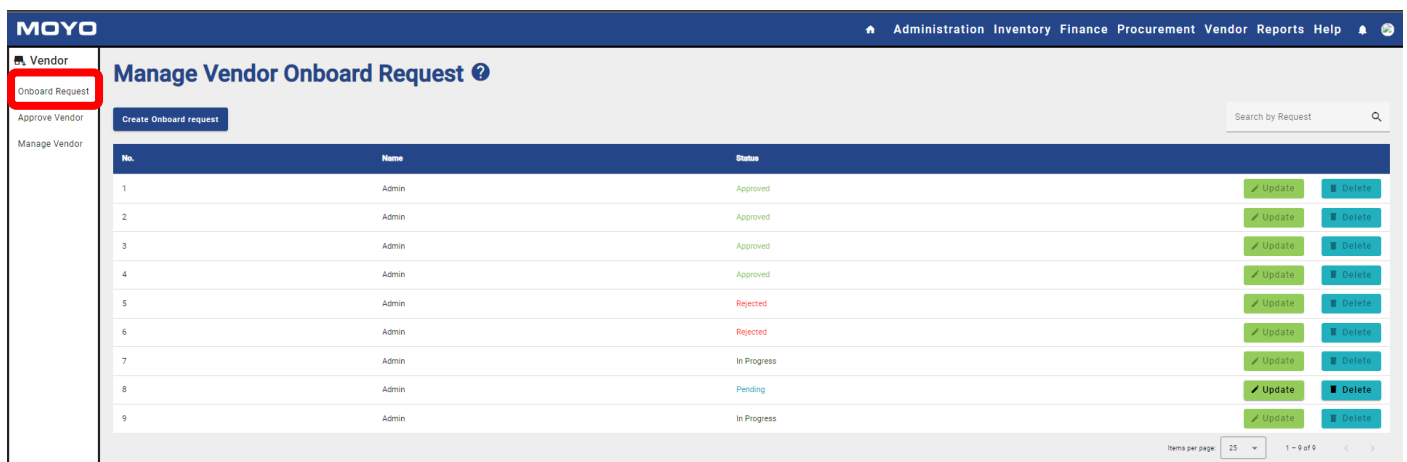


Figure 1 Vendor side nav to Onboard Request Screen



Step 2 Create Onboard Request:

Create a new Onboard Request by clicking on the “Create Onboard Request” button on the Onboard Request screen:

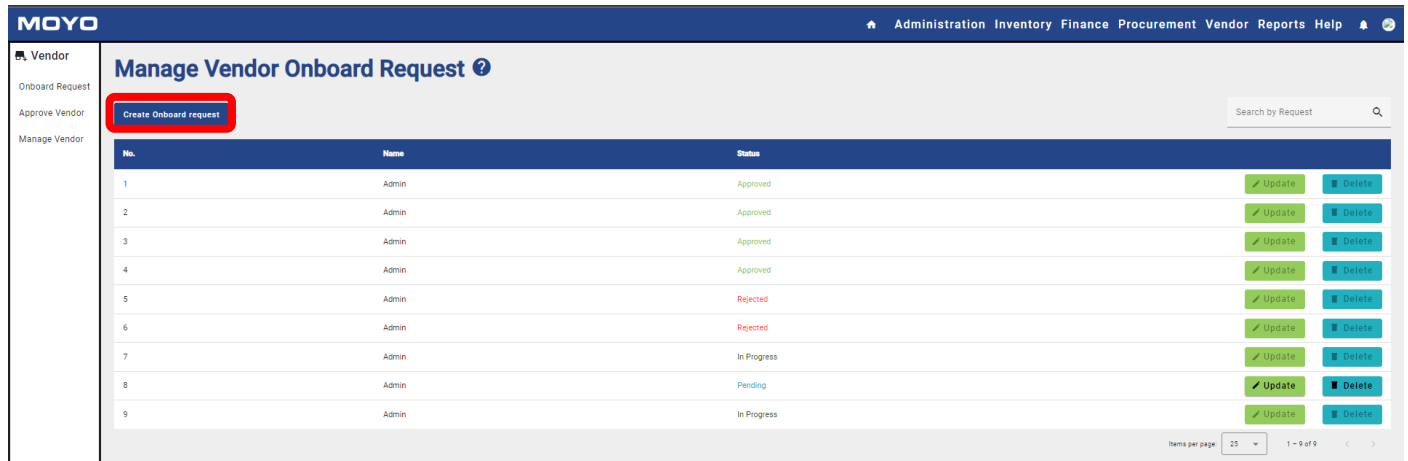


Figure 1 Click Create Onboard Request Button

This will navigate you to the “Create Onboard Request” screen where you will be able to create the new Onboard Request. If you want to create a general supplier, click on the General Supplier radio button. Once done click the “Create” button create the onboard request. (*Note General supplier requires minimum of 3 Quotes with one being the preferred vendor. You can add more quote by clicking on the + icon button if needed)

Create Vendor Onboard Request ?

Please select one of the two options:

☒ General suppliers ☐ Sole suppliers

Quotation 1 Quotation 2 Quotation 3 +

Company Name:

Company Email:

Company Quote: No file chosen

Select as preferred vendor: ☐

Figure 1 Click Create Onboard Request Button General Supplier



1. **“Company Name”**: Fill in the name of all the onboard companies. (Compulsory. Must be one for all quotes)
2. **“Company Email”**: Fill in the email of all the onboard companies. (Compulsory. Must be one for all quotes)
3. **“Company Quote”**: Provide the quotes of all the onboard companies. (Compulsory. Must be one for all quotes) (This is done for comparisons)
4. **“Select as a preferred vendor”**: Check the checkbox for your preferred vendor. (Compulsory. Only one quote can be your preferred vendor)

If you want to create a Sole Supplier, click on the Sole Supplier radio button. Once done click the “Create” button create the onboard request. (*Note Sole Supplier can only be one quote. Sole Suppliers can only be used up to 3 times before requiring permission to continue using)

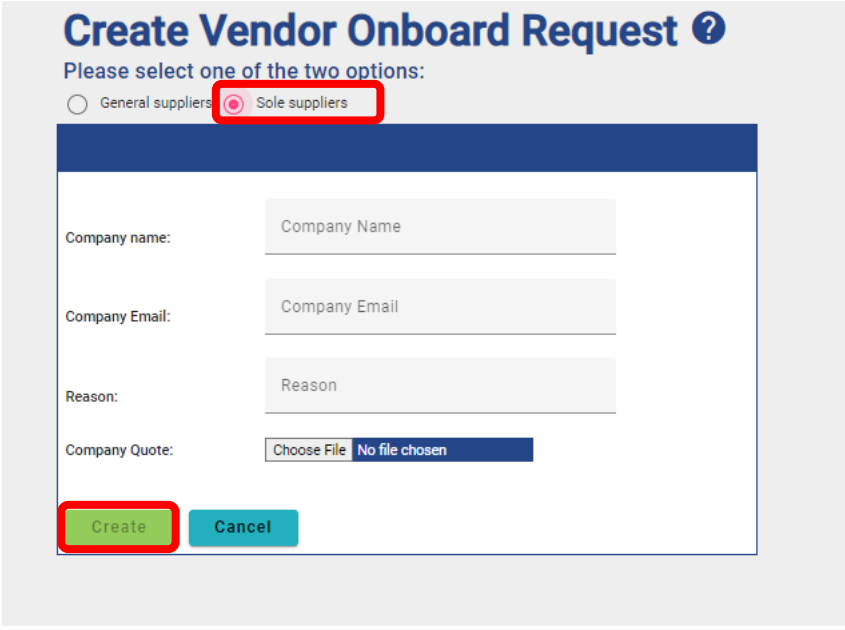
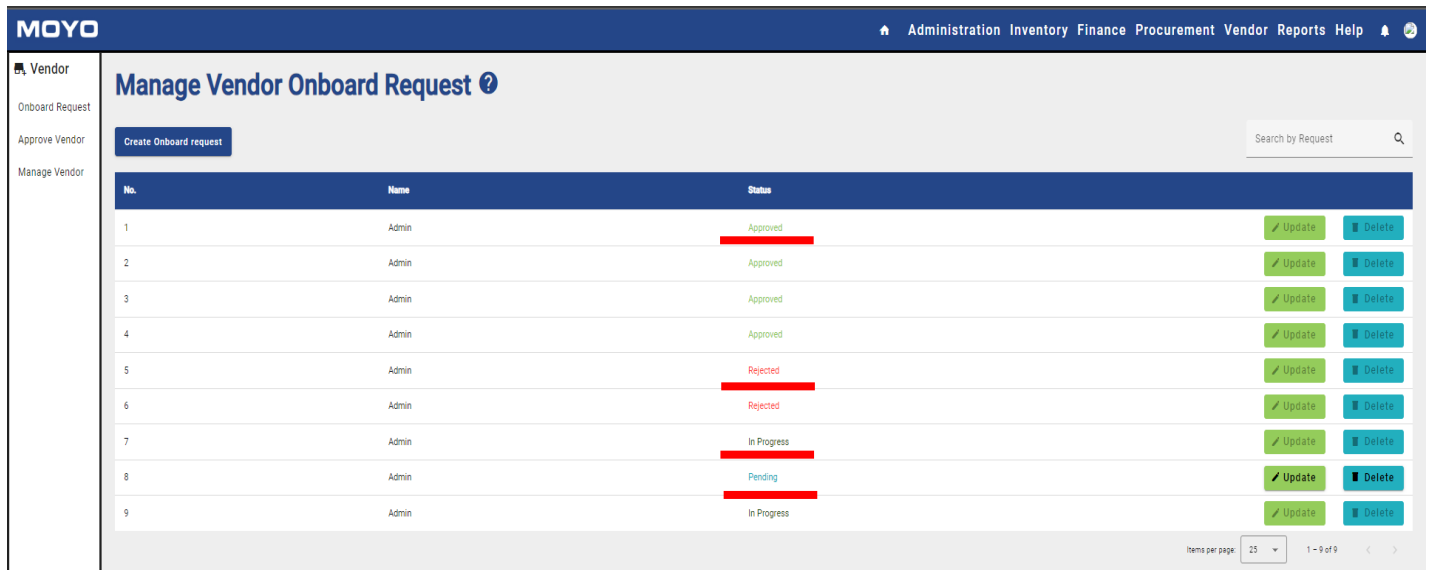


Figure 1 Click Create Onboard Request Button Sole Supplier

1. **“Company Name”**: Fill in the name of the onboard company. (Compulsory)
2. **“Company Email”**: Fill in the email of the onboard company. (Compulsory)
3. **“Company Quote”**: Provide the quote of the onboard company. (Compulsory)



Explanation of the Onboard Request statuses:



No.	Name	Status	Update	Delete
1	Admin	Approved	✓ Update	Delete
2	Admin	Approved	✓ Update	Delete
3	Admin	Approved	✓ Update	Delete
4	Admin	Approved	✓ Update	Delete
5	Admin	Rejected	✓ Update	Delete
6	Admin	Rejected	✓ Update	Delete
7	Admin	In Progress	✓ Update	Delete
8	Admin	Pending	✓ Update	Delete
9	Admin	In Progress	✓ Update	Delete

Figure 1 Delegation Status

- **Approved:** If the status is Approved that means that the vendor onboarding request has been approved and onboarded onto the system. The now approved vendor can be added to the system.
- **Rejected:** If the status is Rejected that means that the vendor onboarding request has been rejected and the vendor will not be onboarded on the system.
- **In Progress:** If the status is In Progress that means that the vendor onboarding request has been approved but is still being onboarded onto the system.
- **“Pending”:** If the status is Pending that means that the vendor onboarding request is still waiting to be approved or rejected.

