


School Role:

STEP 1:

1> Procurement Selection



KWAZULU-NATAL PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Please carefully choose from the **2023** procurement outlined in **Section 21 C** for either textbook, stationery, or both, as per your specific requirements

☐ Textbook Only

☐ Stationary Only

☐ Textbook & Stationary

☐ No declaration for this year Only


Circular

Choose File

No file chosen

Proceed

STEP 2: VIEW ALLOCATED FUNDS



KWAZULU-NATAL PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Manage Funding

Home / Funds Procurement / **Allocated Funds** / History

Procurement Process

+

Allocate Funds

→

📄

Generate Quotation

→

1

Upload Quotation

→

🚚

Deliver Items

[Download Circular](#)

2023 Allocated Funds For Textbook

School Name

School EMIS Number

Textbook Amount

BLACKBANK PRIMARY SCHOOL

500110445

R 84,345.60

OK

STEP 3 : VIEW INBOX PAGE:

On inbox page: The school tracks their status for the request and the next activity to perform

Manage Funding

Home / [Inbox](#) / Allocated Funds

Reference Number	Request Type	Allocation	Status	Activity
Ref_500110445_515957	Textbook	R 84,345.60	Allocated Funds	Create Quote

STEP 4: When Create quote is clicked on Inbox page, The user will be redirected to this Textbook Catalogue page. This will the user create quote for textbook request.

Manage Funding

Home / [Textbook Catalogue](#) / [Inbox](#)

Textbook Catalogue		View Items					
ALL Grades		ALL Subjects		ALL Publishers		Clear	Filter
ISBN	Grade	Title	Publisher	Subject	Price	Quantity	
<input checked="" type="checkbox"/>	9781431008650	1	Almal Verstaan Afrikaans Huistaal Graad...	Macmillan Sa	Language	R72.45	<input type="text" value="8"/>
<input type="checkbox"/>	9781431008612	1	Almal Verstaan Afrikaans Huistaal Graad...	Macmillan Sa	Language	R72.45	<input type="text"/>
<input type="checkbox"/>	9781431007745	1	almal verstaan Afrikaans Huistaal Graad...	Macmillan Sa	Language	R98.38	<input type="text"/>
<input type="checkbox"/>	9781431008629	1	Almal Verstaan Afrikaans Huistaal Graad...	Macmillan Sa	Language	R72.45	<input type="text"/>
<input type="checkbox"/>	9781431008636	1	Almal Verstaan Afrikaans Huistaal Graad...	Macmillan Sa	Language	R72.45	<input type="text"/>

<input type="checkbox"/>	9780853203193	1	Lesers Is Leiers Grade 1 Beginner: Kan J...	Macmillan Sa	Language	R91.91	<input type="checkbox"/>
<input type="checkbox"/>	9780853203292	1	Lesers Is Leiers Grade 1 Intermediate: B...	Macmillan Sa	Language	R91.91	<input type="checkbox"/>
<input type="checkbox"/>	9780853203261	1	Lesers Is Leiers Grade 1 Intermediate: G...	Macmillan Sa	Language	R91.91	<input type="checkbox"/>
<input type="checkbox"/>	9780636131842	1	Platinum Afrikaans Huistaal Graad 1 Groo...	Maskew Miller Longman	Language	R721.00	<input type="checkbox"/>
<input type="checkbox"/>	9780636128620	1	Platinum Afrikaans Huistaal Graad 1 Leer...	Maskew Miller Longman	Language	R109.90	<input type="checkbox"/>

< Previous

Next >

Save & Continue

Navigation links and the save and continue will allow the user to save their selection as they check on the item they want.

STEP 5 : View saved Items to generate quote. Once submit is clicked. The quote will be generated



Manage Funding

Home / Textbook Catalogue / Inbox

Textbook Catalogue

View Items

ISBN	Title	Price	Quantity	Total Price	Action
9781431008650	Almal Verstaan Afrikaans Huistaal Graad 1 Advanced: Goggas	R72.45	8	R 579.60	

SUMBIT

STEP 6: The user will be redirected to the inbox page.

Manage Funding

Home / [Inbox](#) / Allocated Funds

Reference Number	Request Type	Allocation	Status	Activity
Ref_500110445_515957	Textbook	R 84,345.60	Quote Created	Choose Suppliers

The status will change and the next activity to perform can be selected.