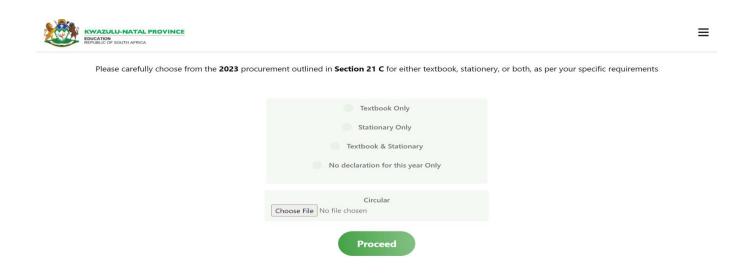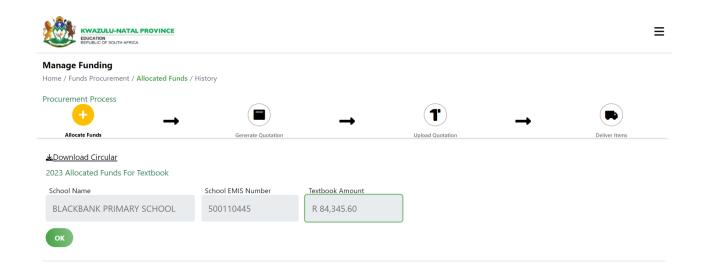School Role:

STEP 1:

1> Procurement Selection
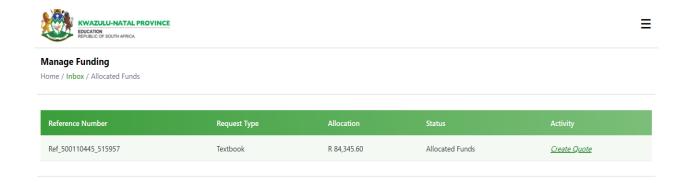

STEP 2: VIEW ALLOCATED FUNDS
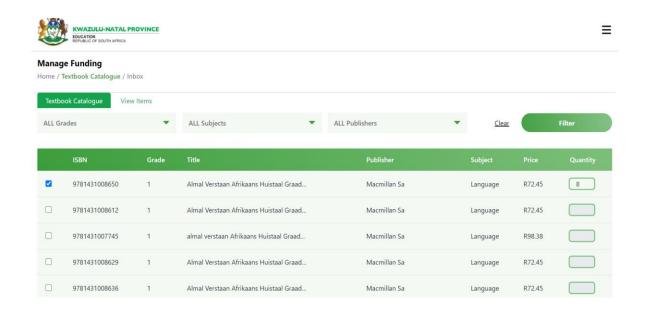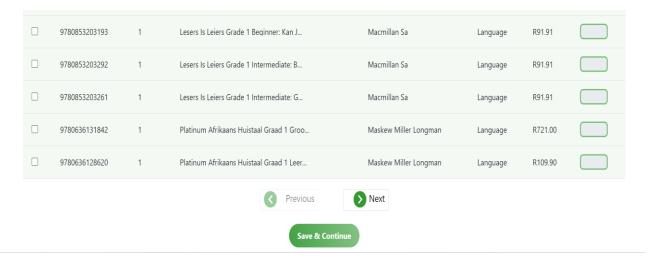

STEP 3 : VIEW INBOX PAGE:

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
☑	9781431008650	1	Almal Verstaan Afrikaans Huistaal Graad...	Macmillan Sa	Language	R72.45	8
☐	9781431008612	1	Almal Verstaan Afrikaans Huistaal Graad...	Macmillan Sa	Language	R72.45	
☐	9781431007745	1	almal verstaan Afrikaans Huistaal Graad...	Macmillan Sa	Language	R98.38	
☐	9781431008629	1	Almal Verstaan Afrikaans Huistaal Graad...	Macmillan Sa	Language	R72.45	
☐	9781431008636	1	Almal Verstaan Afrikaans Huistaal Graad...	Macmillan Sa	Language	R72.45	

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

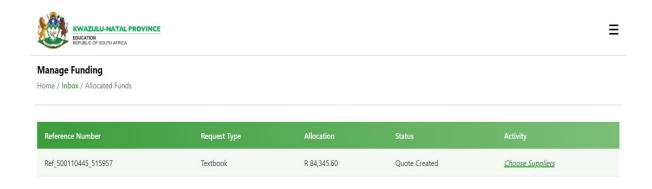< Previous   > Next

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 qenerated

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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.