

User Guide

Procurement System



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Introduction

Purpose

The purpose of our procurement system is to allow users to obtain goods and services conveniently. In a few clicks, the procurement system can provide a detailed breakdown of the cost on a particular supply within a given time. This provides a good overview for cost comparisons when visualising opportunities for cost savings, or making other strategic decisions.

Scope

The system includes an order from a client as well as the end receipt and approval of the order from the supplier. It helps to manage the procurement processes including:

- Sending purchase requisition
- Generating purchase orders
- Product Approval
- Invoices

Instructions for using the System

1. The Main Page

The page has a navigation bar from where you can go to:

- Home
- Market
- Account
- Log in
- Sign up

The Register Now takes the user to the Sign up page and The Sign in takes the user to the Log in page

2. Sign up

Client

If you are a client, you create your account by filling up with your

- First Name
- Last Name
- Email
- Password

After filling up the fields, you click the sign up button and the account will be created. You can then login using your email and password.

Supplier

If you are a supplier, you create your account by filling up with your

- First Name
- Last Name
- Email
- Password
- Check the 'Are you a supplier' box

After filling up the fields, you click the sign up button and the account will be created. You can then login using your email and password.

3. Log in

Fill up the fields with your:

- Email
- Password

After filling up the fields, you click the login button, it will take you to the client/supplier page.

4. Supplier

To add a listing click on the "Create New Listing"

Then fill in the following information:

- Listing title
- Product description
- Product price
- Quantity willing to ship

Once that form is completed press the "Submit" button

In the case of a problem read what is written and see what change is required

Make sure the price and quantity are purely numerical.

In order to view and edit a listing click on the "edit" link under the listing body.

Once in that page rewrite the information you wish to change such as:

- Listing title
- Product description
- Product price
- Quantity willing to ship

Once that change is chosen press the "Update" button

In the case of a problem read what is written and see what change is required

Make sure the price and quantity are purely numerical.

To navigate to another listing from the edit page simply press the button "next" or "previous" to move to the next listing or previous listing respectively. The "previous" button will not work if you are viewing the first listing and "next" button will not work if you are viewing the last.

5. Client

To add an item to the cart, make your way to the market place and click on "View"

When you found the desired item click on "Add to Cart"

To place an order click on the "Main Page" where you can view your cart and click on "Place Order"

The following possibility will happen:

- The order is above \$5000 and will be pending for approval
- The order is below the stated amount and will be placed

To navigate to another listing from the edit page simply press the button “next” or “previous” to move to the next listing or previous listing respectively. The “previous” button will not work if you are viewing the first listing and “next” button will not work if you are viewing the last.

6. Supervising

On the “account” tab it is possible to find other users on the website, by typing in their name and pressing “search” a list of matching users will be displayed, they can be added as supervisor or employees

Once a user becomes a supervisor they can check the “inbox” tab to see if they have any incoming request, where they can approve or deny it.

7. Credential Editing

In the “account” page it is possible to edit the users first name and last name alongside their password by pressing on the respective buttons