

Procurement Requisition System User Manual

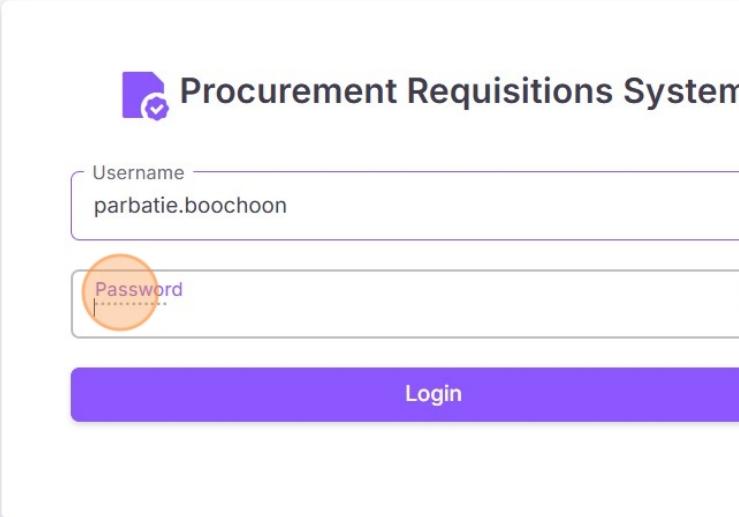
Scribe

Procurement Requisition System User Manual

Navigating the Procurement Application (Procurement Unit)

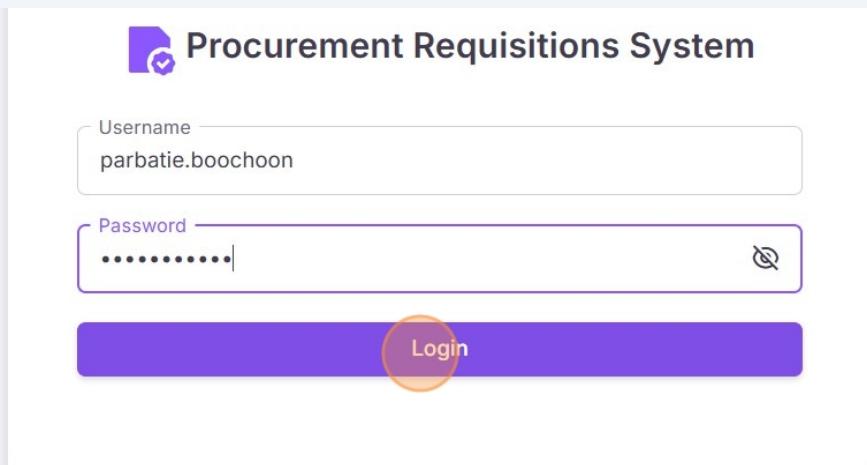
1 Type the following link on a new Tab in your Browser "<https://pra.moh.gov.tt/>"

2 Type your PC user login name e.g."parbatie.boochoon" and your PC login password

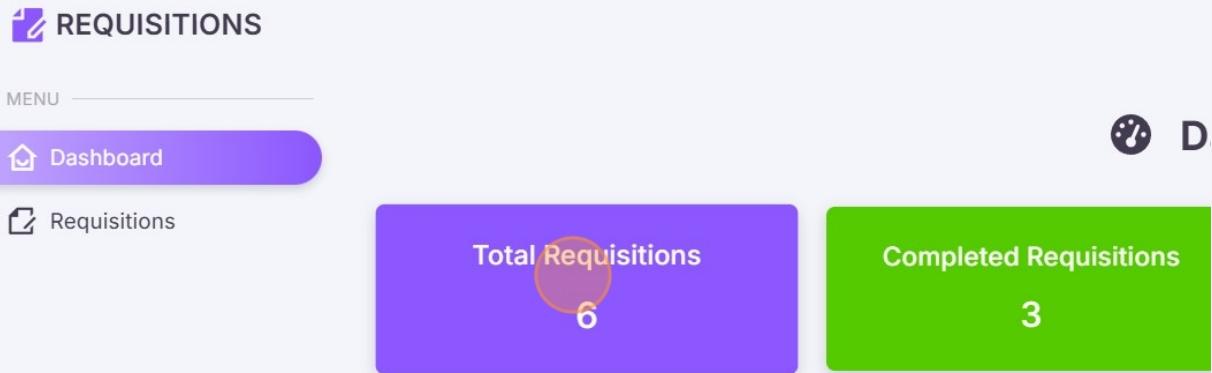


The image shows a login interface for the "Procurement Requisitions System". At the top, there is a purple header bar with the system's name. Below it, there are two input fields: one for "Username" containing the value "parbatie.boochoon" and one for "Password" which is obscured by a series of dots. At the bottom of the form is a large, prominent purple "Login" button.

3 Click on "Login"



4 User taken to the Procurement Dashboard. This dashboard shows the following:
Total Requisitions, Completed Requisition, In Progress Requisitions and Average Completion Time in days



- 5 Click "In Progress" to view a listing of all Requisitions in progress

The screenshot shows a user interface for managing requisitions. At the top right is a profile picture of Parbatie Boochoon. Below the header is a purple button labeled "+ Create Requisition". Underneath is a navigation bar with three tabs: "All", "In Progress" (which is highlighted with a red oval), and "Completed". A search bar labeled "Search:" is positioned below the tabs. The main area displays a table with two rows of requisition data. The columns are "ASSIGNED TO", "STATUS", and "ACTIONS". The first row shows "Kevin Badal" assigned to "To Be Sent to MoF" and has a "View" button. The second row shows "Aviann Boodoo" assigned to "Approved by PS" and also has a "View" button.

ASSIGNED TO	STATUS	ACTIONS
Kevin Badal	To Be Sent to MoF	<button>View</button>
Aviann Boodoo	Approved by PS	<button>View</button>

- 6 Click on "Completed" to view a listing of all completed Requisitions

This screenshot is identical to the previous one, showing the same user interface and data. The "Completed" tab is now highlighted with a red oval. The table below shows the same two rows of requisition data: Kevin Badal (status: To Be Sent to MoF) and Aviann Boodoo (status: Approved by PS), each with a "View" button.

ASSIGNED TO	STATUS	ACTIONS
Kevin Badal	To Be Sent to MoF	<button>View</button>
Aviann Boodoo	Approved by PS	<button>View</button>

- 7 Click "All" to return to listing with all Requisitions

The screenshot shows a user interface for managing requisitions. At the top right is a user profile for 'Parbatie Boochoon'. Below the header is a purple button labeled '+ Create Requisition'. To the right of the button is a status filter bar with three options: 'All' (highlighted in orange), 'In Progress', and 'Completed'. A search bar labeled 'Search:' is positioned below the filter bar. The main area displays a table with columns: 'ASSIGNED TO', 'STATUS', and 'ACTIONS'. The table contains two rows of data:

ASSIGNED TO	STATUS	ACTIONS
Ministry of Finance	Completed	<button>View</button>
Training Facility	Completed	<button>View</button>

- 8 To search for a record use the "Search" field. User can search by any of the following: Requisition #, Requesting Unit, Assigned To, Status OR Vote #

The screenshot shows the same user interface as the previous one, but with a different set of data. The 'Search:' field is highlighted with a red oval. The table now has three rows of data:

ASSIGNED TO	STATUS	ACTIONS
Kevin Badal	To Be Sent to MoF	<button>View</button>
Aviann Boodoo	Approved by PS	<button>View</button>
Ministry of Finance	Completed	<button>View</button>

- 9** Example of a search using Requisition # in this instance the requisition # "978" typed in the search field

- 10** Click "View" next to the record which needs to be viewed

The screenshot shows a web-based application for managing requisitions. At the top left is a purple button labeled "+ Create Requisition". To its right are three filter buttons: "All", "In Progress", and "Completed". Below these is a search bar containing the number "978". The main area displays a table with the following columns: "ASSIGNED TO", "STATUS", and "ACTIONS". There is one visible row for "Parbatie Boochoon" with a status of "To be sent to Procurement". The "ACTIONS" column contains a blue button labeled "View", which is circled in orange to indicate it is the target of the click. At the bottom of the table are navigation icons: double arrows, single arrows, and a page number "1".

- 11** Clicking on "Back" returns the User to the previous page

The screenshot shows a user interface for managing requisitions. At the top left is a purple header with the text 'REQUISITIONS'. Below it is a navigation bar with 'MENU' and two items: 'Dashboard' and 'Requisitions'. The 'Requisitions' item is highlighted with a purple background. In the center, there's a large button labeled 'Back' with a circular arrow icon. To the right of the 'Back' button are two menu items: '① Procurement' and '② Cost & Budgeting', separated by a horizontal line. Below these are three text fields: 'Date Request Sent to Ministry of Finance: May 11th, 2022', 'Release Number: 480', and 'Change of Vote Number: 767'. The entire interface is set against a light gray background.

- 12** Clicking on "Create Requisition" will take you to the to create a new Requisition page

The screenshot shows a list of requisitions. At the top center is a title '→ Requisitions'. Below it is a purple button with a plus sign and the text 'Create Requisition', which is highlighted with a circular orange overlay. To the right of the button are two filter buttons: 'All' and 'In Progress'. Below these are search and sort options: 'Search:' and a dropdown menu with an upward arrow icon. The main area displays a table with three rows. The first row has columns for 'REQUESTING UNIT' (Legal Services), 'ASSIGNED TO' (Kevin Badal), and 'STATUS' (To Be Sent to MoF). The second row has columns for REQUESTING UNIT (CT) and ASSIGNED TO (Aviann Boodoo), with STATUS (Approved by PS) being partially visible. The third row is mostly cut off. The table has a light gray background with white borders between rows and columns.

13 Create New Requisition page return to User

REQUISITIONS

MENU

Dashboard

Requisitions

+ Back

Requisition Number

File Number / Form

Source of Funds

Date Assigned to Officer
dd/mm/yyyy

PS Approval

Create

14 Click "Logout" to exit the application

Parbatie Boochoon

Logout

All In Progress Completed

Search:

ASSIGNED TO	STATUS	ACTIONS
Kevin Badal	To Be Sent to MoF	View
Aviann Boodoo	Approved by PS	View

Creating a New Requisition (Procurement Unit)



This is completed only when the Procurement Unit has received a Requisition from MoH Departments for the purchase of goods & services from a vendor

- 15** Click on "Create Requisition"

Parba

The screenshot shows a user interface for managing requisitions. At the top center is a title 'Requisitions' with a document icon. Below it is a purple button labeled '+ Create Requisition' with a white circle containing a plus sign. To the right of the button are two filter tabs: 'All' and 'In Progress', with 'All' being selected. Below the button is a search bar labeled 'Search:' with a placeholder 'Search'. The main area displays a table with three rows of data. The columns are labeled 'QUESTING UNIT', 'ASSIGNED TO', and 'STATUS'. The first row shows 'gal Services' under 'QUESTING UNIT' and 'Kevin Badal' under 'ASSIGNED TO'. The 'STATUS' cell contains a yellow button with the text 'To Be Sent to MoF'. The second and third rows are partially visible, showing 'Aviann Boodoo' assigned to both and a status of 'Approved by PS' in yellow buttons. Each row has a small purple circular icon with a white checkmark at the far right.

QUESTING UNIT	ASSIGNED TO	STATUS	AC
gal Services	Kevin Badal	To Be Sent to MoF	
	Aviann Boodoo	Approved by PS	

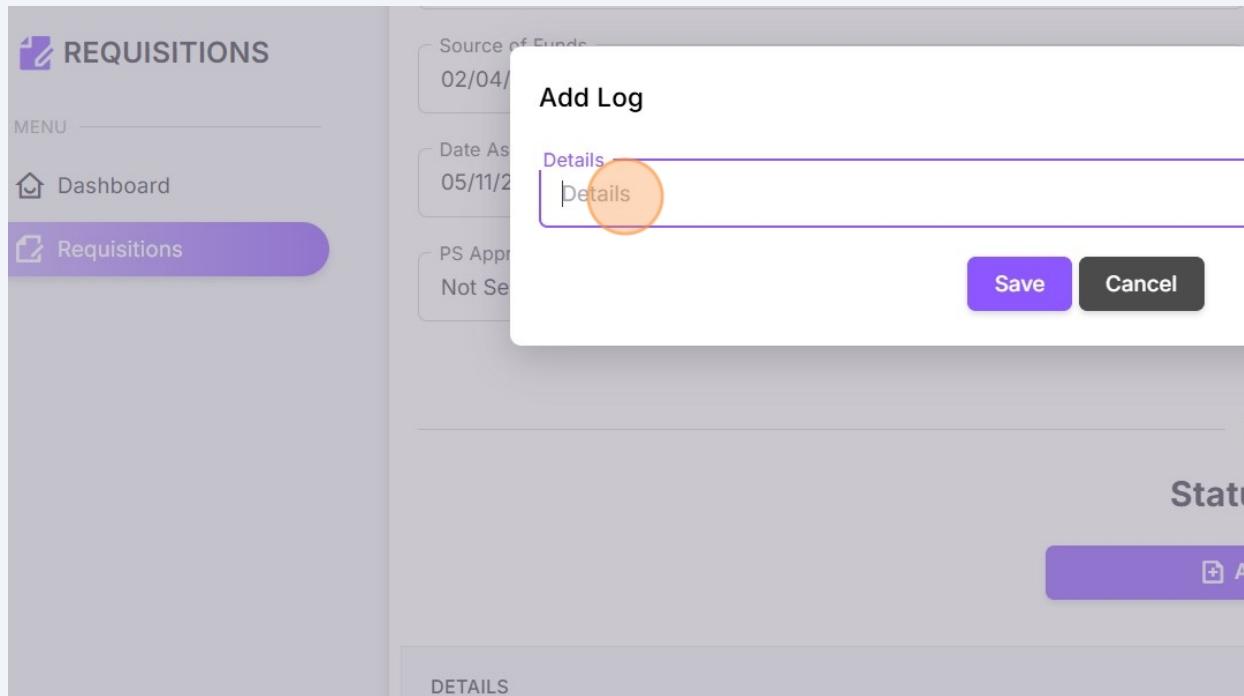
- 16** Complete the fields with the relevant data

The screenshot shows a mobile application interface for creating requisitions. At the top, there's a purple header bar with a back arrow and the text "REQUISITIONS". Below this is a white navigation bar with "MENU" and two items: "Dashboard" and "Requisitions", where "Requisitions" is highlighted with a purple background. The main content area has a light gray background. It includes a "Back" button at the top left, a "Create" button at the top right, and several input fields: "Requisition Number" (which is circled in orange), "File Number / Form", "Source of Funds", "Date Assigned to Officer" (with a date input field "dd/mm/yyyy"), and "PS Approval".

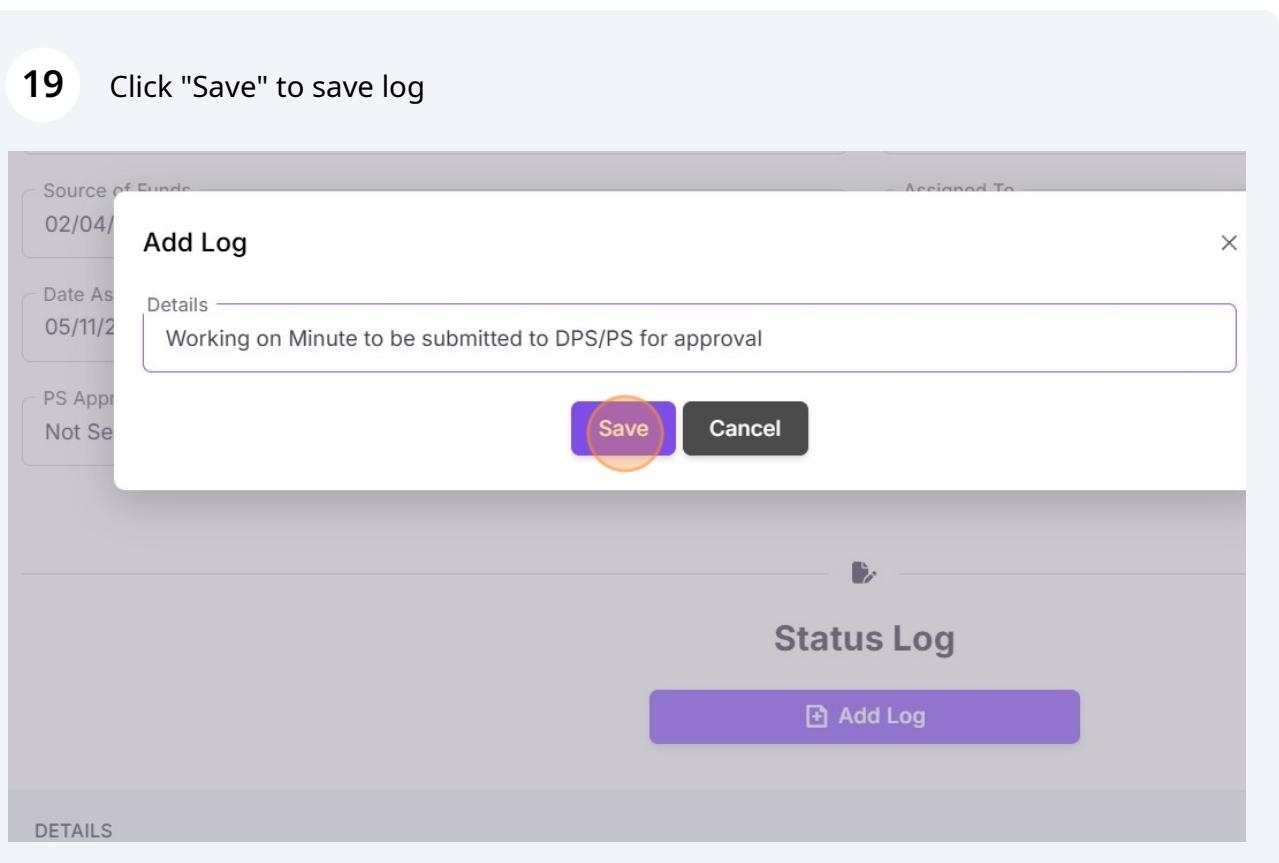
- 17** Click on "Add Log" in the Status Log section if a log required to be entered

The screenshot shows a "Status Log" section. At the top, there's a dropdown menu with a downward arrow icon. Below it is a small camera icon. The main title is "Status Log". A prominent purple button with a plus sign and the text "Add Log" is centered. Below this, a message says "No logs added". At the bottom, there's another camera icon.

- 18** Type the log "Details" e.g. "Working on Minute to be submitted to DPS/PS for approval"



- 19** Click "Save" to save log



- 20** Click "Choose files" in the File Uploads section if a file needs to be uploaded to the record

The screenshot shows a software interface with a purple header bar containing a 'Add Log' button. Below the header is a text input field with placeholder text 'AILS'. Underneath the text input is a section titled 'File Uploads'. This section includes a 'Choose Files' button, which is highlighted with an orange circle, and a text field showing 'No file chosen'. At the bottom of the 'File Uploads' section is a 'Save' button.

- 21** Select file for upload and Click "Save"

The screenshot shows the same software interface as the previous step. The 'Choose Files' button has been clicked, and a file named '28_10_2024_Pur...ss_Mapping.pdf' is selected. The 'Save' button is highlighted with an orange circle.

Editing a Record (Procurement Unit)

- 22** To search for a record use the "Search" field. User can search by any of the following: Requisition #, Requesting Unit, Assigned To, Status OR Vote #

The screenshot shows a user interface for managing requisitions. At the top left is a logo with a square icon containing a stylized arrow and the word "Requisitions". Below it is a purple button labeled "+ Create Requisition". To the right are three filter buttons: "All", "In Progress", and "Completed". A search bar is positioned below these filters, with the placeholder text "Search:" and a red circle highlighting the input field. The main area contains a table with four columns: "ASSIGNED TO", "STATUS", and "ACTIONS". The first row shows "Aviann Boodoo" assigned to "To be Sent to DPS" with a "View" button. The second row shows "Kevin Badal" assigned to "To Be Sent to MoF" with a "View" button. The third row shows "Aviann Boodoo" assigned to "Approved by PS" with a "View" button.

ASSIGNED TO	STATUS	ACTIONS
Aviann Boodoo	To be Sent to DPS	<button>View</button>
Kevin Badal	To Be Sent to MoF	<button>View</button>
Aviann Boodoo	Approved by PS	<button>View</button>

- 23** Click "View" located next to the record which requires editing

This screenshot shows the same "Requisitions" page after a search. The search bar now contains the number "777", and a red circle highlights the "View" button for the row where "Kevin Badal" is assigned to "To Be Sent to MoF". The rest of the interface remains the same, including the "Create Requisition" button, filters, and other table rows.

ASSIGNED TO	STATUS	ACTIONS
Aviann Boodoo	To be Sent to DPS	<button>View</button>
Kevin Badal	To Be Sent to MoF	<button>View</button>

24 Click "Edit" to edit the record

Pai

777

ement ② Cost & Budgeting ③ Procurement ④ Vot

Edit

Number: 777 Requesting Unit: ICT

Date: 52/04/01 Item: Digital Signature Pads

Due Date: 02/04/23 Assigned To: Aviann Boodoo

Entered By Officer: November 5th, 2024 Date sent to DPS:

25 Edit the relevant field(s) and Click "Save". If you do not want to save the edited record Click "Cancel"

Requesting Unit: ICT

Item: Digital Signature Pads

Assigned To: Aviann Boodoo

Date sent to DPS: dd/mm/yyyy Save

Save Cancel

26 Add a Status Log if required and Click "Save"

The screenshot shows a software interface for managing requisitions. At the top, there is a form with fields for 'Funds' (containing a dropdown menu), 'Assigned to' (containing 'Aviann Boodoo'), 'Entered' (containing '24' and a date picker icon), and 'Date sent to DPS' (containing '05/11/2024'). Below this is a dropdown menu with a single option. In the center, there are two buttons: a purple 'Save' button with a white outline and a black 'Cancel' button with a white outline. A large orange circle highlights the 'Save' button. At the bottom, there is a section titled 'Status Log' with a purple 'Add Log' button.

Funds

Assigned to

Entered

Date sent to DPS

Save

Cancel

Status Log

Add Log



Step 27 below is completed by the Procurement Unit only when all data has been captured for the Requisition including PS approval.

27 Click "Send to Cost & Budgeting".

Request ID / Form: 52/04/01 Item: Digital Signature Pads

Funding: 02/04/23 Assigned To: Aviann Boodoo

Entered to Officer: November 5th, 2024 Date sent to DPS: November 5th, 2024

Status: Approved

Send To Cost & Budgeting

Status Log

Add Log

28 A system generated email is sent to Costing & Budgeting notifying that a request for funding will need to be made from Ministry of Finance for the Requisition

777

Back

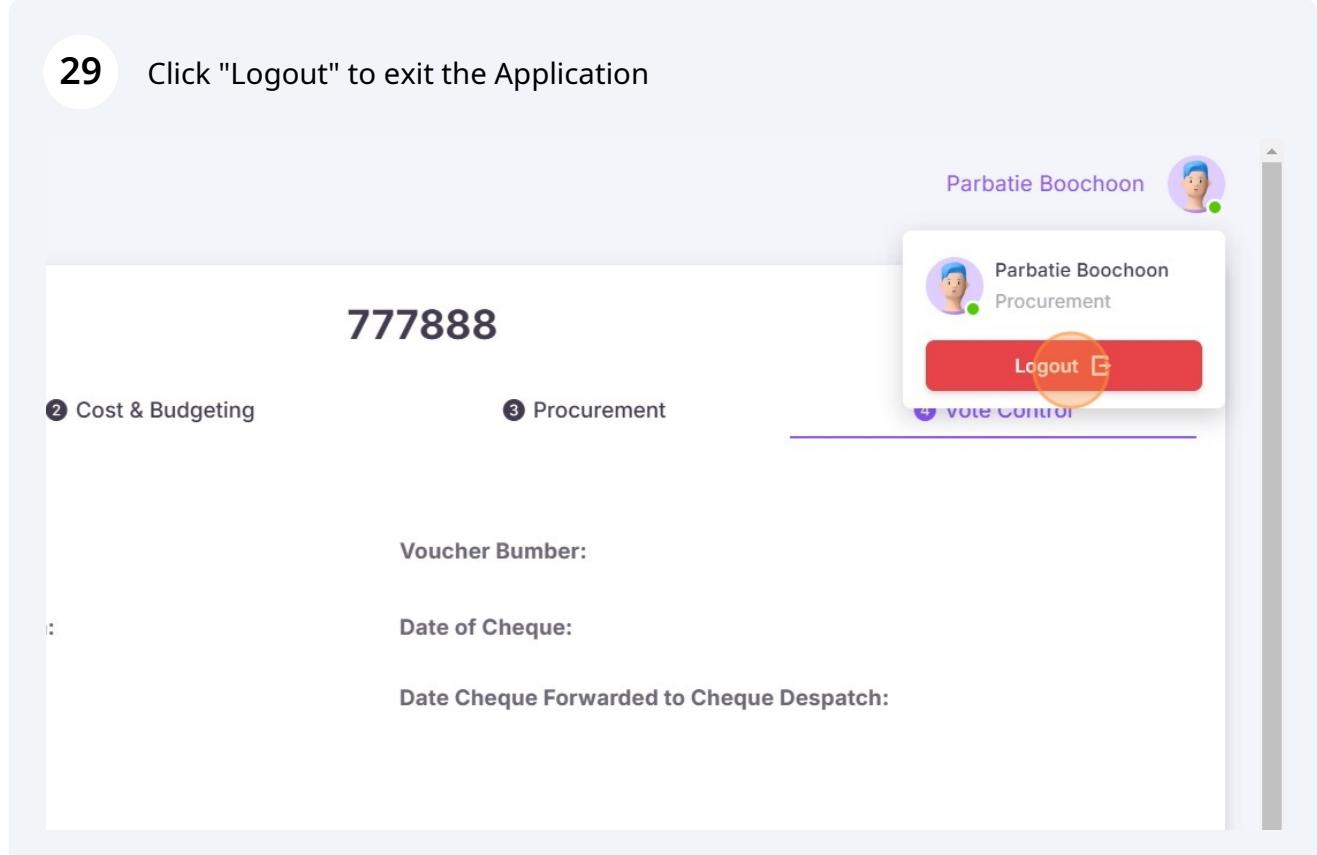
① Procurement ② Cost & Budgeting ③ Procurement

Date Request Sent to Ministry of Finance: Request Number:

Release Number: Release Date:

Change of Vote Number: Date Sent to Procurement:

29 Click "Logout" to exit the Application



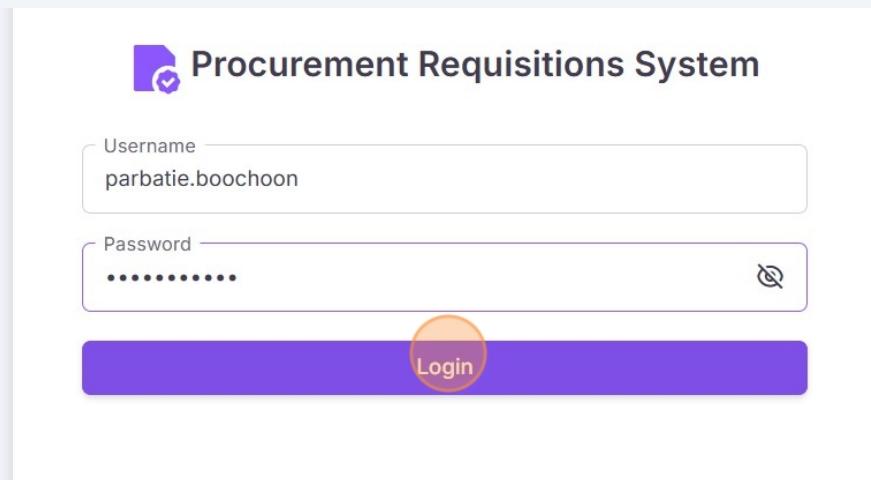
Data Capture Purchase Order Details (Procurement Unit)

(i) This is completed after the Procurement Unit has received a system generated email from Costing & Budgeting with the completed Release data received from Ministry of Finance

30 Type the following link on a new Tab in your Browser "
<http://10.123.10.112:7575/login>

31

Type your PC user name e.g."parbatie.boochoon" and your PC login password in the "Password" field.



32

Click "Requisitions" seen under the Menu section

33

To search for a record use the "Search" field. User can search by any of the following: Requisition #, Requesting Unit, Assigned To, Status OR Vote #

The screenshot shows a user interface for managing requisitions. At the top left is a purple button labeled "+ Create Requisition". Above the main table are three filter buttons: "All", "In Progress", and "Completed". Below them is a search bar with the placeholder "Search:" and a magnifying glass icon, which is circled in red. The main area contains a table with columns: "ASSIGNED TO", "STATUS", and "ACTIONS". The table has three rows:

ASSIGNED TO	STATUS	ACTIONS
Aviann Boodoo	To Be Sent to MoF	<button>View</button>
Aviann Boodoo	Sent to Vote Control	<button>View</button>
Kevin Badal	Received from Cost & Budgeting	<button>View</button>

34

Click "View" located next to the the record to be edited with the Status **Received from Cost & Budgeting** as seen below to open the record

This screenshot shows the same interface as the previous one, but with a different focus. The "View" button for the Kevin Badal record, which has the status "Received from Cost & Budgeting", is circled in red. The rest of the interface is identical to the first screenshot.

35 Click on "Edit"

The screenshot shows a purchase order detail page with the number 777888 at the top. Below it, there are four tabs: 1. Department, 2. Cost & Budgeting, 3. Procurement (which is selected and highlighted in purple), and 4. Vote. In the center, there is a large orange 'Edit' button. To its left, there are fields for 'Number:' (containing 777888) and 'Commit:' (containing 123456789). To its right, there are fields for 'ETA:' (containing 2024-01-15) and 'Invoice Number:' (containing 123456789). At the bottom, there is a green button labeled 'Send To Vote Control'.

36 Enter the relevant Purchase Order details.

The screenshot shows a purchase order creation form. On the left, there is a navigation menu with 'Dashboard' and 'Requisitions' (which is highlighted in purple). The main form has a 'Back' button at the top. Below it, there are two tabs: 1. Procurement (selected) and 2. Cost & Budgeting. The form contains several input fields: 'Purchase Order Number' (containing 777888), 'Date Sent to Commit' (containing dd/mm/yyyy), and 'Date of Invoice Received in the Department' (containing dd/mm/yyyy). At the bottom right, there is a purple 'Save' button.

37

Click "Save" to save the edited record. If you do not want to save the edited record Click "Cancel"

The screenshot shows a mobile application interface. At the top right, the date '04/11/2024' is displayed. Below it, there are several input fields and buttons. On the left, there are fields for 'Commit Date' (with value 'yy') and 'Invoice Number'. On the right, there are fields for 'Date Sent to AP' (with placeholder 'dd/mm/yyyy') and 'Invoice Number'. At the bottom center, there are two buttons: a purple 'Save' button with a white icon and a black 'Cancel' button with a white icon. A red circle highlights the 'Save' button.

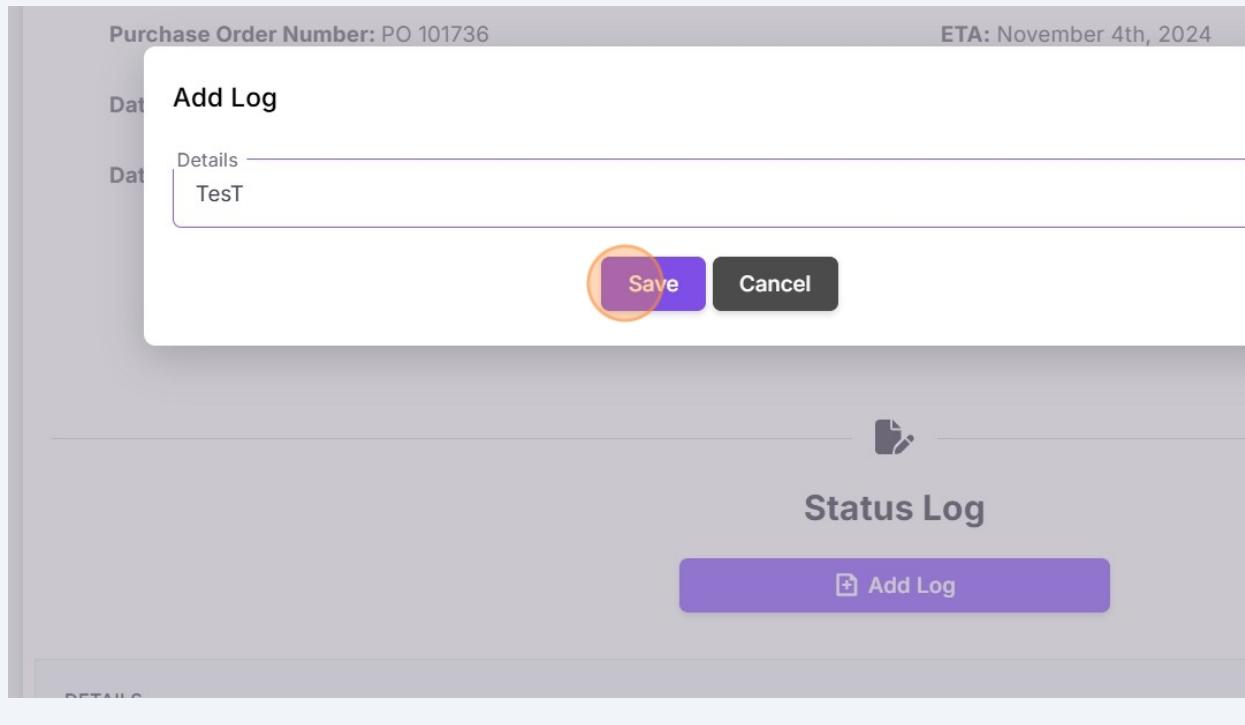
38

Add a log in the "Status Log" section if required

The screenshot shows a mobile application interface. At the top, there is a green button labeled 'Send To Vote Control'. Below it, there is a section titled 'Status Log' with a purple 'Add Log' button. A red circle highlights the 'Add Log' button. Below this, there are two rows of text entries: 'S approval' and 'for request of funding from Min.of Finance', each with a red edit icon to its right.

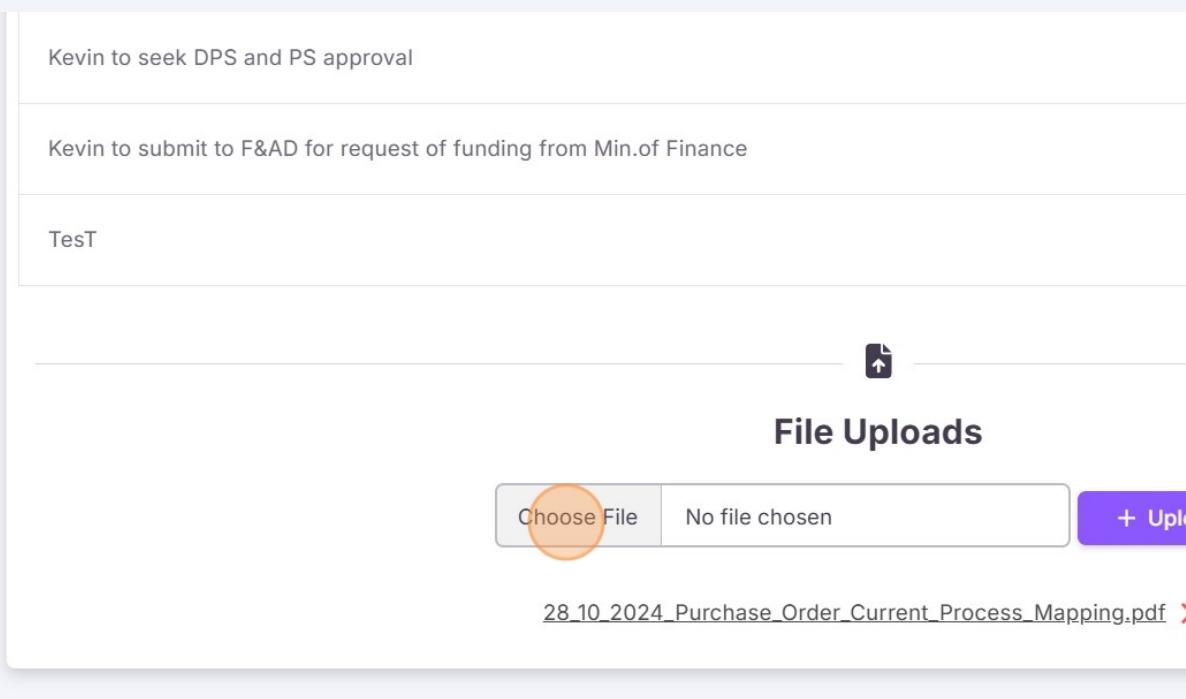
39

Click "Save" to save log for the edited record. If you do not want to save the edited record Click "Cancel"



40

Select "Choose File" in the "File Upload" section if a file has to be uploaded



Edit an Invoice Record data and Submit to Vote Control for Payment (Procurement Unit)



Editing of this record is done similar to those edited above

41

User Login to system

42

To search for a record use the "Search" field. User can search by any of the following: Requisition #, Requesting Unit, Assigned To, Status OR Vote #

43

Click "View" located next to the record to be edited

44

Click "Edit"

777888

② Cost & Budgeting ③ Procurement ④ Vote Control

Edit

Number: PO 101736 **ETA:** November 4th, 2024

Commit: November 3rd, 2024 **Invoice Number:**

Received in the Department: **Date Sent to AP:**

Send To Vote Control

45 Enter the relevant details and Click "Save" to save the edited record. If you do not want to save the edited record Click "Cancel"

The screenshot shows a mobile application interface for a procurement task. At the top, there are three tabs: ② Cost & Budgeting, ③ Procurement (which is selected and highlighted with a purple underline), and ④ Vote Control. Below the tabs are several input fields and buttons. On the left, there is a large empty text input field. In the center, there is a field labeled "ETA" containing the date "04/11/2024". To the right of the ETA field is a field labeled "Invoice Number" with the placeholder "Invoice Number" and a small orange circle highlighting it. Further down, there is a "Department" field with a date picker icon and a "Date Sent to AP" field with a date input field showing "dd/mm/yyyy". At the bottom of the screen are two buttons: a purple "Save" button and a black "Cancel" button.

46 Add a "Status Log" if required and Click "Save". If you do not want to save the edited record Click "Cancel"

The screenshot shows a mobile application interface for adding a status log. At the top, there are two buttons: a purple "Save" button (highlighted with an orange circle) and a black "Cancel" button. Below these buttons is a small icon of a clipboard with a pen. Underneath the icon is the heading "Status Log". Below the heading is a purple button with the text "Add Log". The main area of the screen contains two text input fields. The first field has the placeholder "PS and PS approval". The second field has the placeholder "to F&AD for request of funding from Min.of Finance".



Step 47 below is completed by the Procurement Unit only when all the Purchase Order and Invoice data has been recorded into the system

47

Click "Send to Vote Control" once all Invoice information has been recorded

Edit

umber: PO 101736

ETA: November 4th, 2024

nit: November 3rd, 2024

Invoice Number: 10968

ceived in the Department: November 4th, 2024

Date Sent to AP: November 4th, 2024

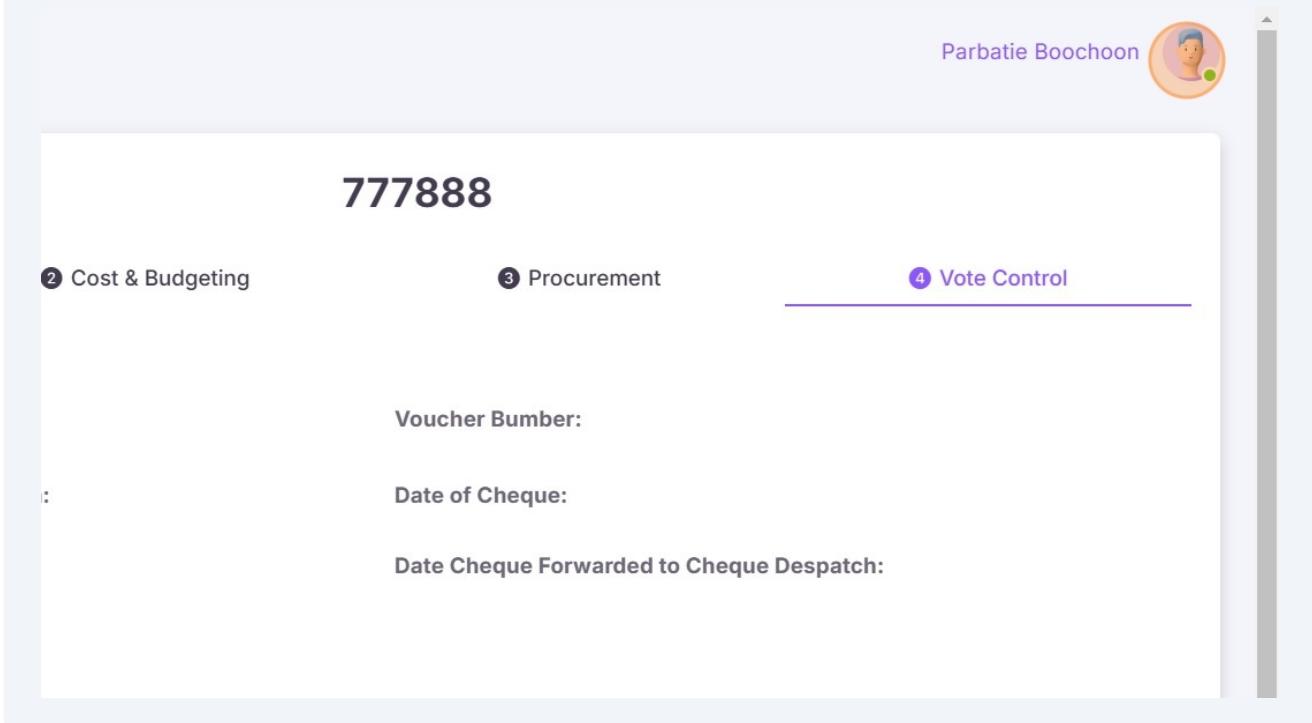
Send To Vote Control



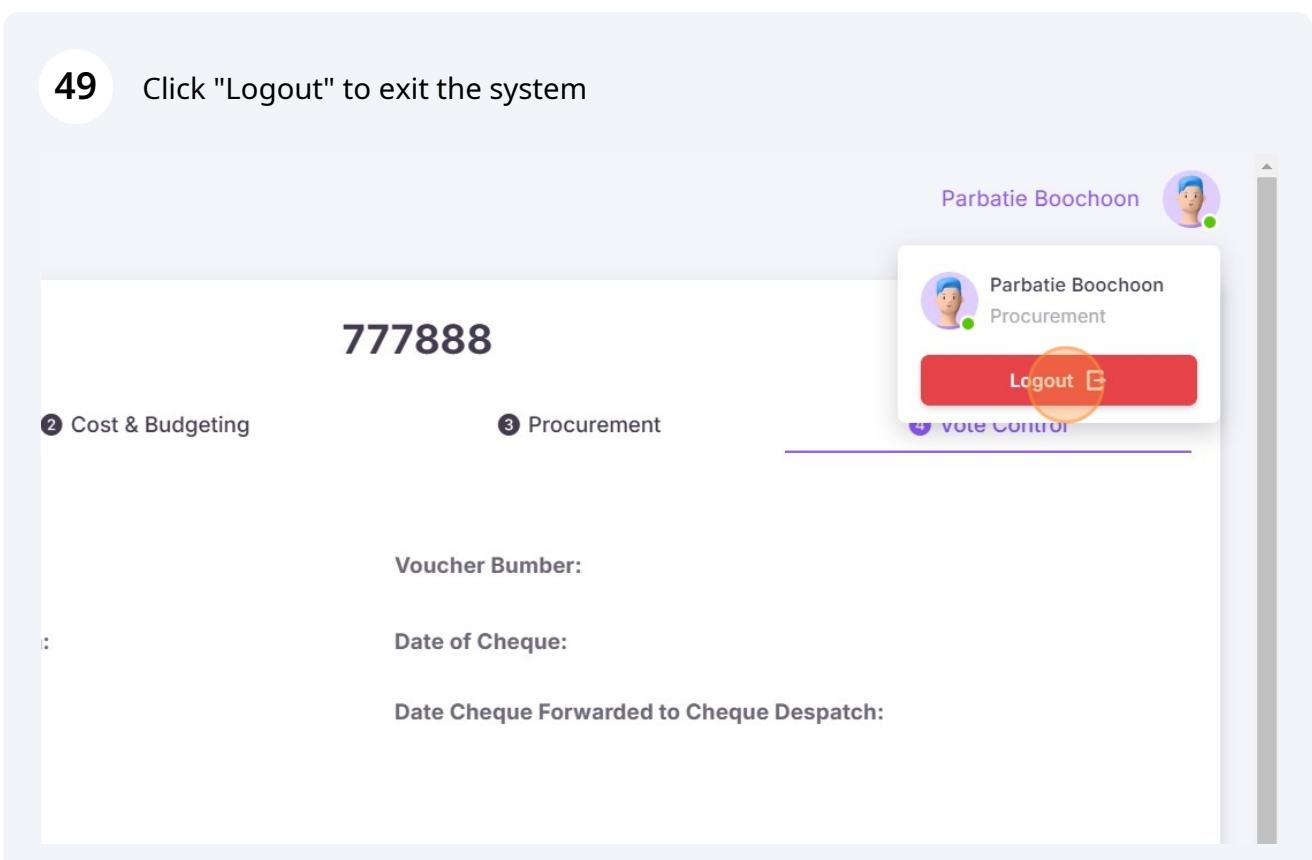
Status Log

Add Log

- 48** A system generated email is sent to Vote Control notifying of Invoice for payment



- 49** Click "Logout" to exit the system

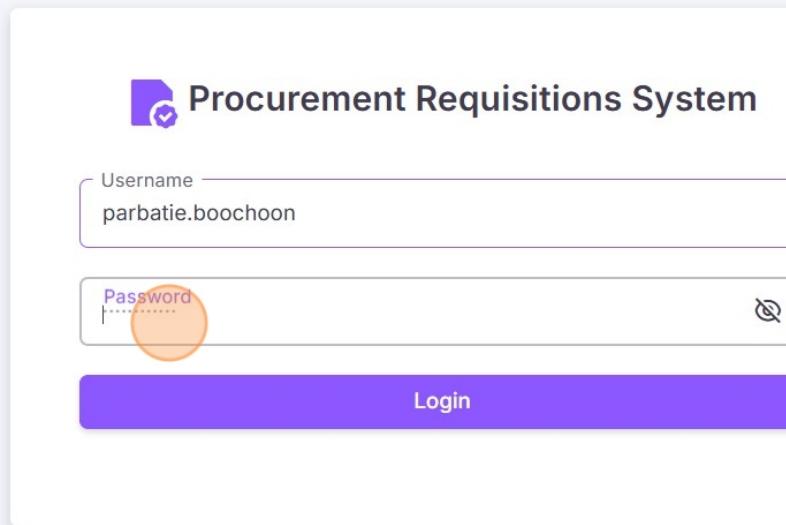


Procurement Requisition System User Manual (Costing & Budgeting)

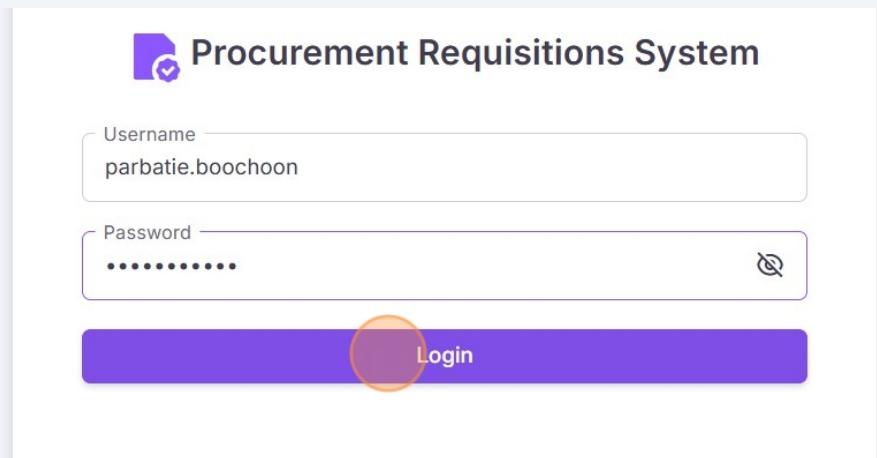
Navigating the Procurement Application (Costing & Budgeting)

- 50 [[Type the following link on a new Tab in your Browser
"[http://10.123.10.112:7575/]"]]

- 51 Type your PC user name e.g."parbatie.boochoon" and your PC login password in the "Password" field.



52 Click "Login"



53 Click "In Progress" to view all Requisition in Progress for Costing and Budgeting

ITEM	DATE RECEIVED	STATUS	ACTIONS
Digital Signature Pads	05/11/2024	To Be Sent to MoF	<button>View</button>
Law Books	04/11/2024	To Be Sent to MoF	<button>View</button>
iat 343	30/10/2024	Completed	<button>View</button>

54

Click on "Completed" to view all completed Requisitions requested for funding

Parbatie Boochoon



➡️ Requisitions

All In Progress Completed

Search:

ITEM	DATE RECEIVED	STATUS	ACTIONS
Digital Signature Pads	05/11/2024	To Be Sent to MoF	<button>View</button>
Law Books	04/11/2024	To Be Sent to MoF	<button>View</button>
283	30/10/2024	To be sent to Procurement	<button>View</button>

55

Click "In Progress" to view all Requisition request for funding that are in progress

Parbatie Boochoon



➡️ Requisitions

All In Progress Completed

Search:

ITEM	DATE RECEIVED	STATUS	ACTIONS
343	30/10/2024	Completed	<button>View</button>
377	30/10/2024	Completed	<button>View</button>
Laptops	30/10/2024	Completed	<button>View</button>

56

To search for a record use the "Search" field. User can search by any of the following: Requisition #, Requesting Unit, Assigned To, Status or Vote #

Parbatie Boochoon



- Requisitions

All In Progress Completed

Search:



ITEM	DATE RECEIVED	STATUS	ACTIONS
Digital Signature Pads	05/11/2024	To Be Sent to MoF	<button>View</button>
Law Books	04/11/2024	To Be Sent to MoF	<button>View</button>
283	30/10/2024	To be sent to Procurement	<button>View</button>

57

Click "All" to view all records submitted for funding

Parbatie Boochoon



- Requisitions

All In Progress Completed

Search:

ITEM	DATE RECEIVED	STATUS	ACTIONS
Digital Signature Pads	05/11/2024	To Be Sent to MoF	<button>View</button>
Law Books	04/11/2024	To Be Sent to MoF	<button>View</button>
283	30/10/2024	To be sent to Procurement	<button>View</button>

- 58** Click "View" located next to the record to view record details

The screenshot shows a table titled "Requisitions" with columns: ITEM, DATE RECEIVED, STATUS, and ACTIONS. There are two rows of data:

ITEM	DATE RECEIVED	STATUS	ACTIONS
Digital Signature Pads	05/11/2024	To Be Sent to MoF	<button>View</button>
Law Books	04/11/2024	To Be Sent to MoF	<button>View</button>

A purple circle highlights the "View" button in the first row. Below the table, there is a page navigation bar with icons for back, forward, and search.

- 59** Clicking on "Back" returns the User to the previous page.

The screenshot shows a "REQUISITIONS" page with a left sidebar menu. The "Requisitions" item is selected and highlighted with a purple background. A modal window is open, showing a "Back" button with a purple circle around it. The modal contains the following information:

- Date Received: November 5th 2024, 05:42 PM
- Date Request Sent to Ministry of Finance: dd/mm/yyyy
- Release Number
- Change of Vote Number

60 Clicking on "Dashboard" will return the User to the Dashboard

The screenshot shows a mobile application interface for managing requisitions. On the left, there's a navigation menu with 'Dashboard' (highlighted with an orange circle), 'Requisitions' (highlighted with a purple bar), and other options like 'Cost & Budgeting'. The main content area displays a requisition detail screen. It includes a back button, a date received (November 4th 2024, 10:20 PM), a date sent to MoF (November 3rd, 2024), a release number (36 of 2024), and a change of vote number section. There are 'Edit' and 'Green' buttons at the bottom right. The top right corner shows a user profile picture.

61 Click "Logout" to log out from system

The screenshot shows the same mobile application interface as the previous one. At the top, it shows a user profile for 'Parbatie Boochoon' with a 'Logout' button highlighted with an orange circle. Below the profile, there's a navigation bar with tabs for 'All', 'In Progress', and 'Completed'. A search bar is also present. The main content area is a table listing requisitions. The columns are 'IT', 'ITEM', 'DATE RECEIVED', 'STATUS', and 'ACTIONS'. The table contains three rows:

IT	ITEM	DATE RECEIVED	STATUS	ACTIONS
ol Unit	Tobacco Signs	05/11/2024	To Be Sent to MoF	<button>View</button>
	Digital Signature Pads	05/11/2024	Completed	<button>View</button>
	Law Books	04/11/2024	To Be Sent to MoF	<button>View</button>

Data Input Requisition Funding (Costing and Budgeting)



These steps are completed by Costing & Budgeting only when a system generated email is received from Procurement notifying that a request for funding needs to be made to Ministry of Finance and upon receipt of the physical request

62

User login to system

63

To search for a record use the "Search" field. User can search by any of the following: Requisition #, Requesting Unit, Assigned To, Status OR Vote #

64

Click "View" located next to the record to be edited

Requisitions

All In Progress Completed

Search:

	ITEM	DATE RECEIVED	STATUS	ACTIONS
	Digital Signature Pads	05/11/2024	To Be Sent to MoF	<button>View</button>
	Law Books	04/11/2024	To Be Sent to MoF	<button>View</button>
iat	343	30/10/2024	Completed	<button>View</button>
ing	377	30/10/2024	Completed	<button>View</button>
	283	30/10/2024	To be sent to Procurement	<button>View</button>

65

Enter the relevant details of the funding request submitted to Ministry of Finance" and Click "Save"

The screenshot shows a digital form interface. At the top right is a circular icon with a file symbol and the number '777'. Below it is a timestamp: 'Created: November 5th 2024, 05:42 PM'. The form has several input fields: 'Request Number' (with a small orange circular icon containing a file symbol), 'Release Date' (with a placeholder 'dd/mm/yyyy'), and a large empty text area. At the bottom is a purple 'Save' button with a file icon.

Editing a Requisition Record with Funding details and Submitting to Procurement for the preparation of a Purchase Order (Costing & Budgeting)

66

To search for a record use the "Search" field. User can search by any of the following: Requisition #, Requesting Unit, Assigned To or Status

Parbatie Boochoon



Requisitions

All In Progress Completed

Search:

	ITEM	DATE RECEIVED	STATUS	ACTIONS
	Digital Signature Pads	05/11/2024	Awaiting Release	<button>View</button>
	Law Books	04/11/2024	To Be Sent to MoF	<button>View</button>
iat	343	30/10/2024	Completed	<button>View</button>

67

Click "View" located next to the record to be edited

Requisitions

All In Progress Completed

Search: x

	ITEM	DATE RECEIVED	STATUS	ACTIONS
	Digital Signature Pads	05/11/2024	Awaiting Release	<button>View</button>
	Law Books	04/11/2024	To Be Sent to MoF	<button>View</button>

ies)

« < 1 > »

68 Click "Edit" to edit record

Back **777**

Date Received: November 5th 2024, 05:42 PM

Date Request Sent to Ministry of Finance: November 5th, 2024

Request Number: 10 of 2024

Release Number: 20 of 2024

Release Date: November 5th, 2024

Change of Vote Number:

Edit **Send To Procurement**

69 Edit the relevant field(s) and Click "Save"

Date Received: November 5th 2024, 05:42 PM

Date Request Sent to Ministry of Finance
05/11/2024

Request Num
10 of 2024

Release Number
20 of 2024

Release Date
05/11/2024

Change of Vote Number
 Change of Vote Number

Save



Step 21 below is completed by Costing & Budgeting only when all the data for the Requisition funding has been recorded into the system

70

Click "Send" to send to Procurement upon updating system with Ministry of Finance Release of funding

The screenshot shows a software interface for managing requisitions. At the top, there is a header with a logo and the number '777'. Below the header, the date 'November 5th 2024, 05:42 PM' is displayed. The main area contains several fields: 'Ministry of Finance: November 5th, 2024', 'Request Number: 10 of 2024', '024', 'Release Date: November 5th, 2024', and '03/04/01'. At the bottom of the form, there are two buttons: a dark grey 'Edit' button and a green 'Send To Procurement' button, which is circled in red to indicate it is the target of Step 21.

71

An Automated system generated email is sent to Procurement notifying of MoH receipt of funding from Ministry of Finance. User is returned to Home page

The screenshot shows a user profile at the top right with the name "Parbatie Boochoon". Below it is a section titled "Requisitions" with a subtitle "→ Requisitions". There are three tabs at the top: "All", "In Progress", and "Completed". A search bar is present. The main area is a table with columns: ITEM, DATE RECEIVED, STATUS, and ACTIONS. The data in the table is as follows:

ITEM	DATE RECEIVED	STATUS	ACTIONS
Digital Signature Pads	05/11/2024	Completed	<button>View</button>
Law Books	04/11/2024	To Be Sent to MoF	<button>View</button>
iat 343	30/10/2024	Completed	<button>View</button>

72

Click "Logout" to exit system

The screenshot shows the same user profile and "Requisitions" section as the previous one. A red circle highlights the "Logout" button in the top right corner of the user menu. The rest of the interface is identical to the first screenshot.

Procurement Requisition System User Manual (Vote Control)

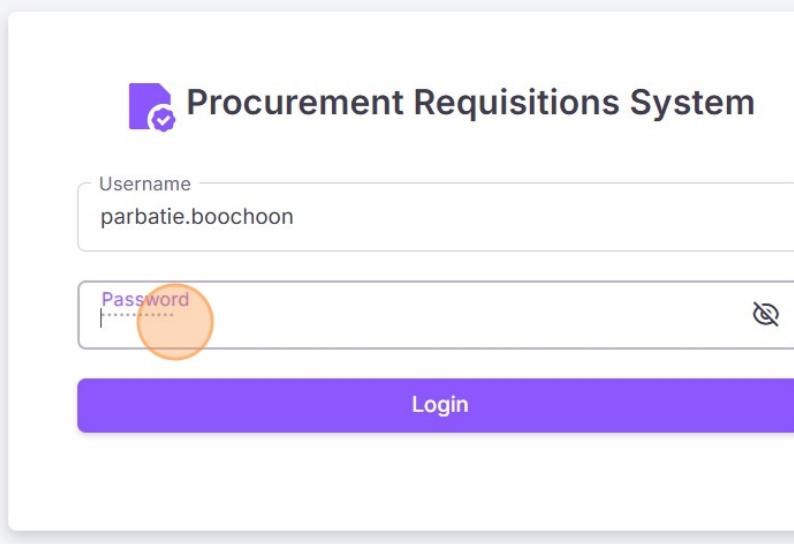
Navigating the Procurement Application (Vote Control)

73

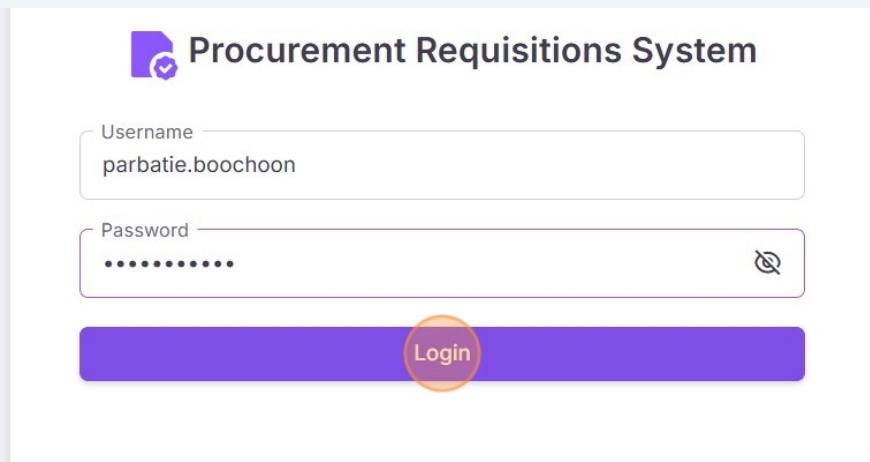
Type the following link on a new Tab in your Browser
<http://10.123.10.112:7575/login>

74

Type your PC user name e.g."parbatie.boochoon" and your PC login password in the "Password" field.

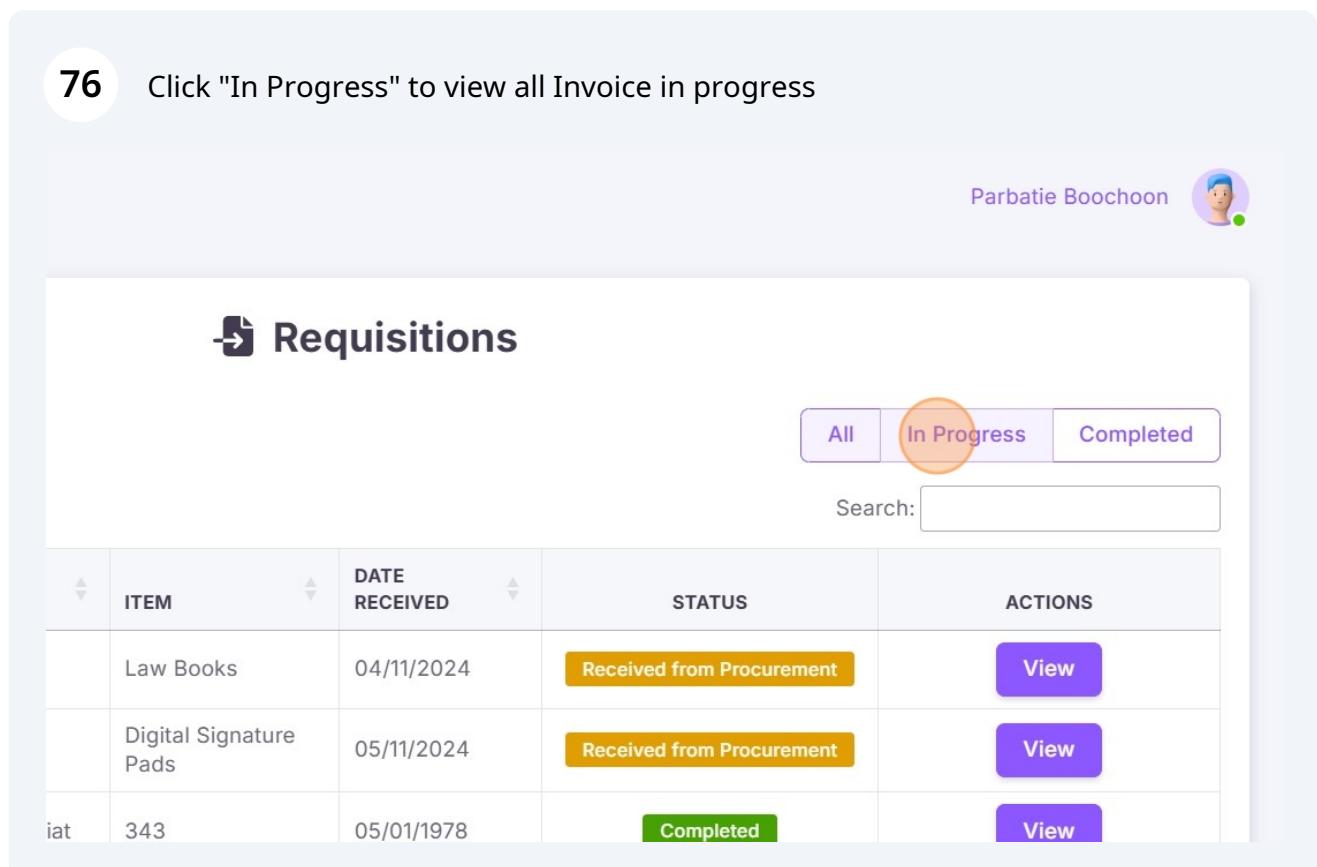


75 Click "Login"



The screenshot shows the Procurement Requisitions System login interface. It features a logo with a blue square containing a white checkmark and the text "Procurement Requisitions System". Below the logo are two input fields: "Username" with the value "parbatie.boochoon" and "Password" with several dots indicating the password. A large purple "Login" button is centered below the fields, with a yellow circular highlight around it.

76 Click "In Progress" to view all Invoice in progress



The screenshot shows the "Requisitions" screen. At the top, there is a navigation bar with three tabs: "All", "In Progress" (which is highlighted with a pink circle), and "Completed". Below the tabs is a search bar labeled "Search:" with an empty input field. The main area contains a table with the following data:

ITEM	DATE RECEIVED	STATUS	ACTIONS
Law Books	04/11/2024	Received from Procurement	<button>View</button>
Digital Signature Pads	05/11/2024	Received from Procurement	<button>View</button>
iat 343	05/01/1978	Completed	<button>View</button>

77 Click "Completed" to view all Invoices Completed

Parbatie Boochoon



→ Requisitions

All In Progress **Completed**

Search:

ITEM	DATE RECEIVED	STATUS	ACTIONS
Law Books	04/11/2024	Received from Procurement	View
Digital Signature Pads	05/11/2024	Received from Procurement	View

« < 1 > »

78 Click "All" to Return to Home Page

Parbatie Boochoon



→ Requisitions

All In Progress Completed

Search:

ITEM	DATE RECEIVED	STATUS	ACTIONS
343	05/01/1978	Completed	View
377	04/07/2004	Completed	View
Laptops	13/11/2024	Completed	View

79

To search for a record use the "Search" field. User can search by any of the following: Requisition #, Requesting Unit, Assigned To, Status OR Vote #

Parbatie Boochoon



Requisitions

All In Progress Completed

Search:

ITEM	DATE RECEIVED	STATUS	ACTIONS
Law Books	04/11/2024	Received from Procurement	<button>View</button>
Digital Signature Pads	05/11/2024	Received from Procurement	<button>View</button>
iat 343	05/01/1978	Completed	<button>View</button>

80

Click "View" located next to the record to be edited

All In Progress Completed

Search: 777

ITEM	DATE RECEIVED	STATUS	ACTIONS
Law Books	04/11/2024	Received from Procurement	<button>View</button>
Digital Signature Pads	05/11/2024	Received from Procurement	<button>View</button>

(ies)

< < 1 > >>

81 Clicking "Back" will return the User to the Dashboard

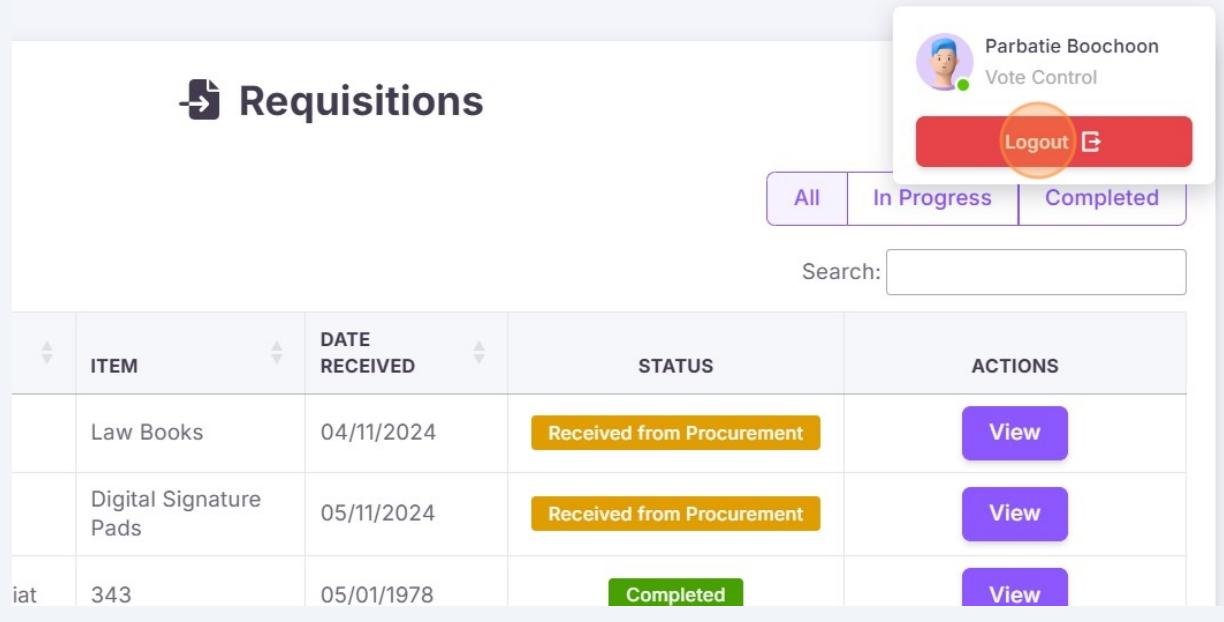
The screenshot shows a mobile application interface. At the top left is a purple circular icon with a white minus sign. To its right is the word "REQUISITIONS". Below this is a navigation bar with "MENU" and two items: "Dashboard" and "Requisitions". Under "MENU" is "VOTE CONTROL" with the same "Requisitions" item. A large central modal window is open. It has a purple header bar with a white "Back" button containing a circular arrow icon. Below the header are three input fields: "Batch Number", "Date Payment Voucher sent to Check Room dd/mm/yyyy", and "Cheque Number". The background of the app shows a light gray header with "Parbatie Boochoon" and a profile picture.

82 Dashboard

The screenshot shows a dashboard titled "Requisitions". At the top right is a user profile picture of a person with the name "Parbatie Boochoon" next to it. Below the title is a search bar labeled "Search:" followed by three filter buttons: "All", "In Progress", and "Completed". A table below lists items with their details and status. The columns are "ITEM", "DATE RECEIVED", "STATUS", and "ACTIONS". The first row shows "Law Books" received on "04/11/2024" with status "Received from Procurement" and a "View" button. The second row shows "Digital Signature Pads" received on "05/11/2024" with status "Received from Procurement" and a "View" button. The third row shows "iat 343" received on "05/01/1978" with status "Completed" and a "View" button.

ITEM	DATE RECEIVED	STATUS	ACTIONS
Law Books	04/11/2024	Received from Procurement	<button>View</button>
Digital Signature Pads	05/11/2024	Received from Procurement	<button>View</button>
iat 343	05/01/1978	Completed	<button>View</button>

83 Clicking "Logout" will exit the application



The screenshot shows a user interface for a requisitions application. At the top right, there is a user profile for "Parbatie Boochoon" with a small profile picture. Below the profile, the text "Parbatie Boochoon" and "Vote Control" is displayed. A prominent red button labeled "Logout" is highlighted with a yellow circle, indicating it is the target for step 83. Below the profile, there are three tabs: "All", "In Progress", and "Completed". A search bar labeled "Search:" is present. The main area displays a table with three rows of requisition data:

ITEM	DATE RECEIVED	STATUS	ACTIONS
Law Books	04/11/2024	Received from Procurement	<button>View</button>
Digital Signature Pads	05/11/2024	Received from Procurement	<button>View</button>
iat 343	05/01/1978	Completed	<button>View</button>

Data Capture Purchase Order/Invoice (Vote Control)

(i) These steps are to be completed only upon the receipt of a system generated email from Procurement with the completed Purchase Order/Invoice data and receipt of the physical Invoice

84 User login to system

85

To search for a record use the "Search" field. User can search by any of the following: Requisition #, Requesting Unit, Assigned To, Status OR Vote #

Parbatie Boochoon



↳ Requisitions

All In Progress Completed

Search:

IT	ITEM	DATE RECEIVED	STATUS	ACTIONS
	Law Books	04/11/2024	Received from Procurement	<button>View</button>
	Digital Signature Pads	05/11/2024	Received from Procurement	<button>View</button>
Secretary	343	05/01/1978	Completed	<button>View</button>

86

Click "View" located next to the record to be edited

All In Progress Completed

Search: 777

IT	ITEM	DATE RECEIVED	STATUS	ACTIONS
	Law Books	04/11/2024	Received from Procurement	<button>View</button>
	Digital Signature Pads	05/11/2024	Received from Procurement	<button>View</button>

from 5 total entries)

« < 1 > »

Editing an Invoice Record data (Vote Control)

87 User login to system

88 To search for a record use the "Search" field. User can search by any of the following: Requisition #, Requesting Unit, Assigned To, Status OR Vote #

89 Click "View" located next to the record to be edited