

USER MANUAL
SOLICITEL APPLICATION

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1. INTRODUCTION

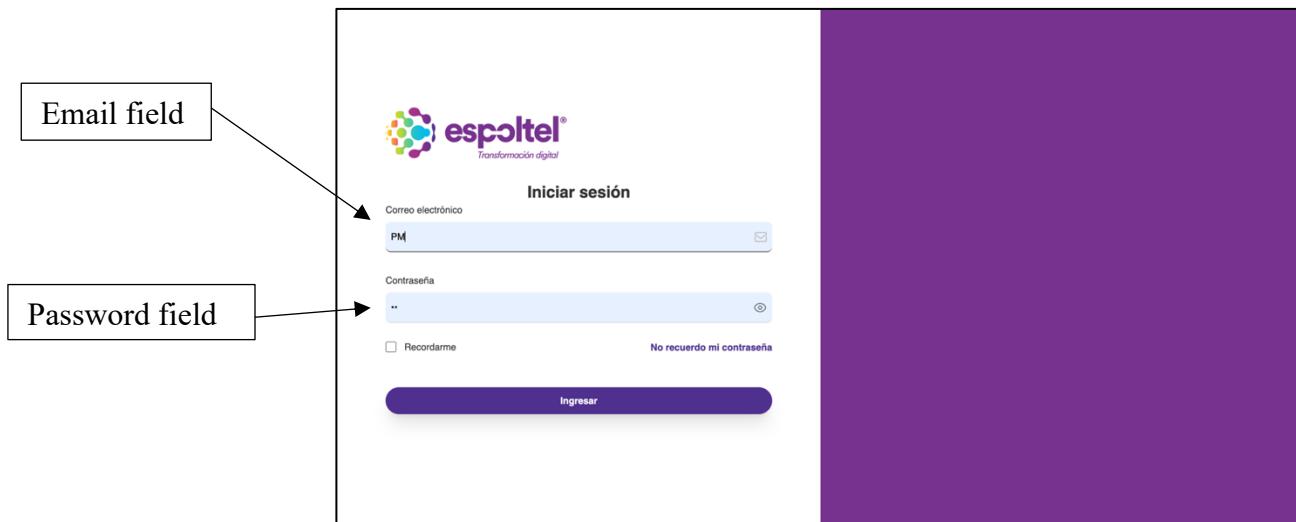
This document provides a user manual for Solicitel Application. To provide a comprehensive guide for each user view and its functionality. It is important that users have a brief understanding about the project.

2. APPLICATION

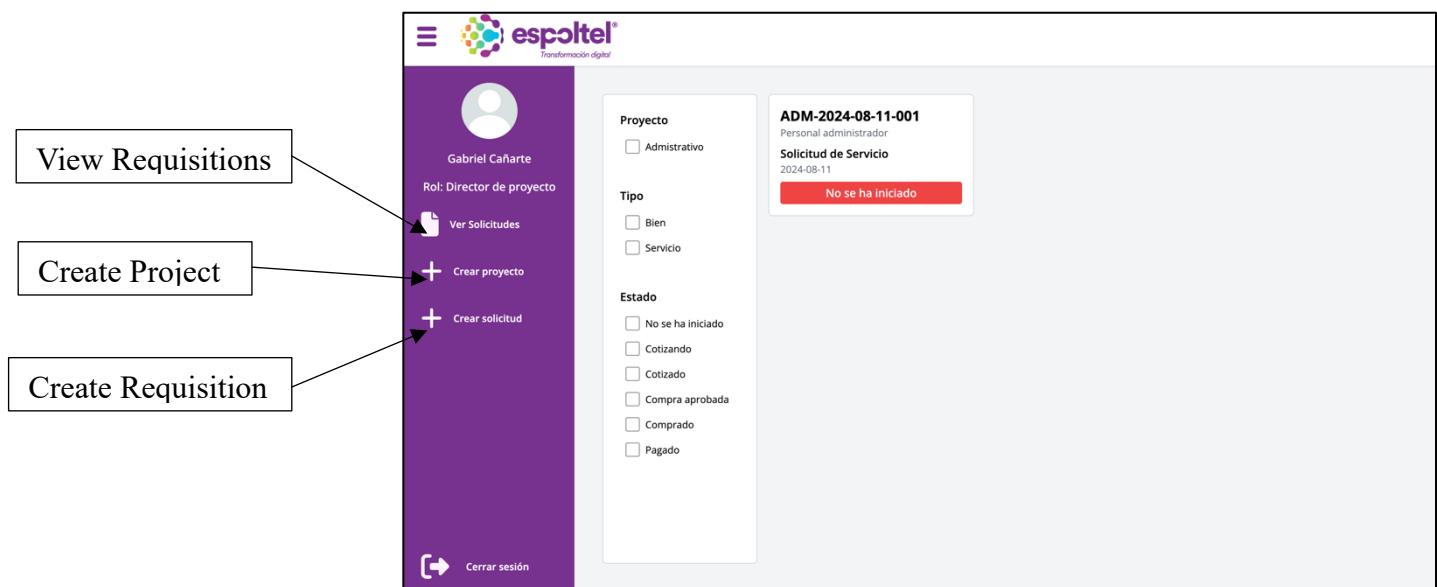
Project Manager

LOGIN

1. Open your web browser and go to the following URL: <https://espoltel-frontend.vercel.app/login>.
2. The project manager must enter his e-mail address in the “E-mail” field.
3. Enter the password in the “Password” field and click on “Enter”.



4. Afterwards, the user will be redirected to the main page where the purchase requisitions can be viewed. The project manager will be shown the options: View Requisitions, Create Project and Create Requisition.



CREATE PROJECT

1. Click on Create Project and this will redirect to the following page.

The screenshot shows the 'Project Budget' creation interface. On the left, there's a sidebar with a user profile (Gabriel Cañarte, Rol: Director de proyecto) and buttons for 'Ver Solicitudes', '+ Crear proyecto', and '+ Crear solicitud'. Below these is a 'Cerrar sesión' button. The main area has a header with the Espotel logo and a search bar. Below the search bar is a section for 'Recursos para el proyecto' with fields for 'Nombre del Proyecto' (Placeholder: Recurso) and 'Presupuesto total del Proyecto' (Placeholder: 0). A large modal window titled 'Recursos para el proyecto' contains fields for 'Recurso', 'Categoría', 'Unidades', 'Tasa/Valor', and 'Presupuesto', each with a placeholder value. At the bottom right of the modal is a purple 'Añadir' button. Labels on the left side of the interface map to the following elements:

- Name of the project: Points to the 'Nombre del Proyecto' input field.
- Name of the resource: Points to the 'Placeholder: Recurso' in the 'Recurso' input field.
- Category: Points to the 'Categoría' dropdown menu.
- Units: Points to the 'Unidades' input field.
- Value: Points to the 'Tasa/Valor' input field.
- Budget: Points to the 'Presupuesto' input field.
- Add: Points to the 'Añadir' button at the bottom right of the modal.
- Project Budget: Points to the 'Presupuesto total del Proyecto' input field.

2. Enter the Name of the Project. The Project Budget will be the sum of all resources you will add to this project.
3. To add resources to your project, fill in the Name of the Resource, select the appropriate Category, specify the Units (quantity), the Value (unit price), and the Budget (total cost for that resource). After entering each resource, click on "Add".

The screenshot shows the espoltel digital transformation platform interface. On the left, there is a sidebar with a user profile for 'Gabriel Cañarte' (Rol: Director de proyecto), and options to 'Ver Solicitudes', 'Crear proyecto', and 'Crear solicitud'. A 'Cerrar sesión' button is at the bottom. The main area is titled 'Nombre del Proyecto' (Administrativo) and 'Presupuesto total del Proyecto' (1300). Below this, there is a section for 'Recursos para el proyecto' with a table. A callout box labeled 'Create Category' points to the 'Crear Categoría' button in the top right of the 'Recursos para el proyecto' section.

4. If a necessary category does not exist, click on "Create Category", enter the Name of the New Category, and confirm by clicking "Add". The new category will then be available for use.

The screenshot shows the espoltel digital transformation platform interface. On the left, there is a sidebar with a user profile for 'Gabriel Cañarte' (Rol: Director de proyecto), and options to 'Ver Solicitudes', 'Crear proyecto', and 'Crear solicitud'. A 'Cerrar sesión' button is at the bottom. The main area is titled 'Nombre del Proyecto' and 'Presupuesto total del Proyecto' (0). Below this, there is a section for 'Recursos para el proyecto' with a table. A callout box labeled 'Name of new category' points to the input field in the 'Nueva Categoría' dialog box, which contains the placeholder text 'Ingresa el nombre de una categoría'.

- Once all resources have been added, click on "Create Project". You will receive a success alert confirming that the project has been created correctly.

The screenshot shows the espoltel Transformation digital web application interface. On the left, there is a sidebar with a user profile for Gabriel Cañarte (Role: Director de proyecto), menu options like 'Ver Solicitudes', 'Crear proyecto', and 'Crear solicitud', and a 'Cerrar sesión' button. The main content area displays a 'Create Project' form. The form includes fields for 'Nombre del Proyecto' (Auditorias) and 'Presupuesto total del Proyecto' (900). Below these, a table lists a resource: 'Recurso' (Consultor de contabilidad), 'Categoría' (Servicios), 'Cantidad' (1), 'Tasa' (800), and 'Presupuesto' (900). At the bottom right of the form is a 'Crear Proyecto' button. A black overlay window titled 'localhost:3000 says' appears, stating 'Proyecto creado exitosamente con ID: 6' with an 'OK' button. An arrow points from the 'Create project' label at the bottom to the 'Crear Proyecto' button on the form.

Recurso	Categoría	Cantidad	Tasa	Presupuesto
Consultor de contabilidad	Servicios	1	800	900

Crear Proyecto

Create project

CREATE REQUISITION

Before starting, please note that to create a requisition you must have created at least one project.

1. Click on Create Requisition and this will redirect to the following page.

The screenshot shows the 'Create Requisition' interface. On the left, a sidebar displays the user's profile (Gabriel Cañarte, Rol: Director de proyecto) and navigation options (Ver Solicitudes, Crear proyecto, Crear solicitud). A 'Cerrar sesión' button is at the bottom. On the right, a modal window is open, prompting for requisition details:

- Choose project:** Points to the 'Proyecto' dropdown menu.
- Topic of the requisition:** Points to the 'Tema de solicitud' input field.
- Type of the requisition:** Points to the 'Tipo de solicitud' dropdown menu.
- Justification:** Points to the 'Justificación de solicitud' input field.

The modal includes fields for 'Proyecto' (dropdown), 'Tema de solicitud' (input), 'Tipo de solicitud' (dropdown), 'Justificación de solicitud' (input), 'Detalle de la solicitud' (button), and two purple buttons: 'Llenar Detalle' and 'Crear Solicitud'.

2. Choose an existing project to which this requisition will belong. Then, fill in the Topic of the Requisition, select the Type of Requisition, and provide a Justification.

The screenshot shows the 'Create Requisition' interface with the following details filled in:

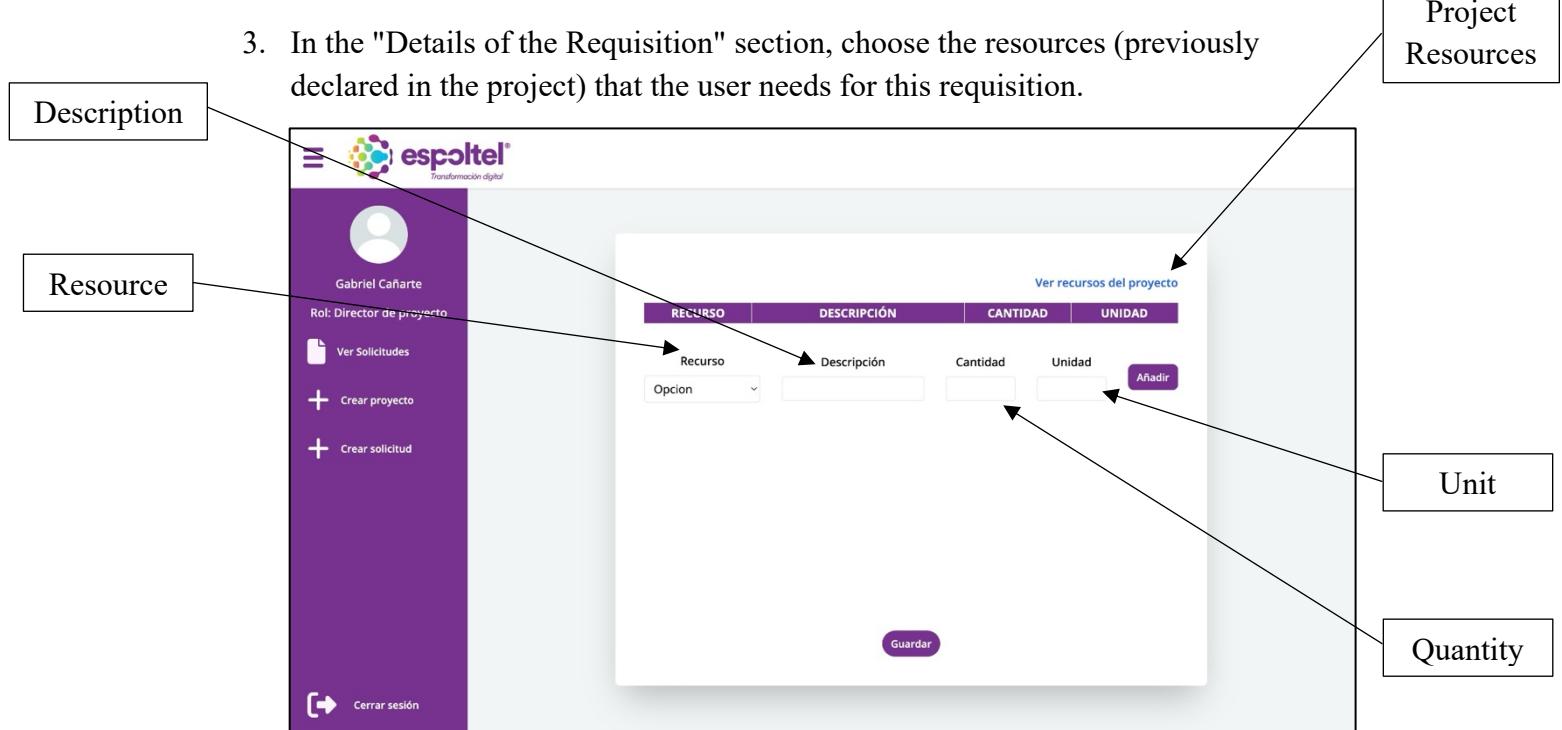
- Details of the requisition:** Points to the 'Justificación de solicitud' input field, which contains the text "Se necesita un consultor de contabilidad".

The modal window now displays the selected values:

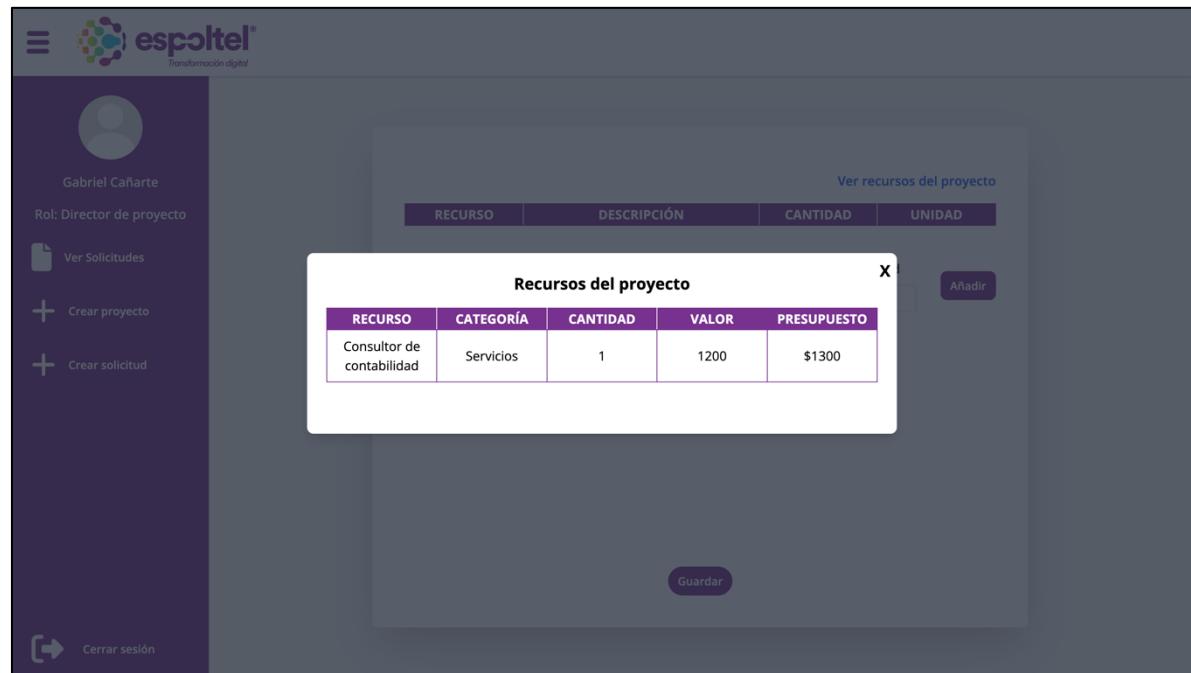
- Proyecto: Auditorías
- Tema de solicitud: Servicio de contabilidad
- Tipo de solicitud: Servicio
- Justificación de solicitud: Se necesita un consultor de contabilidad
- Detalle de la solicitud: Llenar Detalle
- Crear Solicitud

The sidebar and 'Cerrar sesión' button remain the same as in the first screenshot.

3. In the "Details of the Requisition" section, choose the resources (previously declared in the project) that the user needs for this requisition.



4. Additionally, the user can view the project resources by clicking on the Project Resources button.



5. Fill in the fields for Resource, Description, Quantity, and Unit. Ensure all required fields are completed.

RECURSO	DESCRIPCIÓN	CANTIDAD	UNIDAD
Consultor de contabilidad	Consultor con 2 años de experiencia en el área	1	persona

Recurso Descripción Cantidad Unidad Añadir

Opcion Descripción Cantidad Unidad Añadir

Guardar

Save button

6. Once you have entered all the data, click on the save button and the details will be saved. Then, click on create requisition and it will be saved.

localhost:3000 says
Solicitud creada exitosamente

OK

Proyecto
Auditorías

Tema de solicitud
Servicio de Contabilidad

Tipo de solicitud
Servicio

Justificación de solicitud
Se necesita un consultor de contabilidad

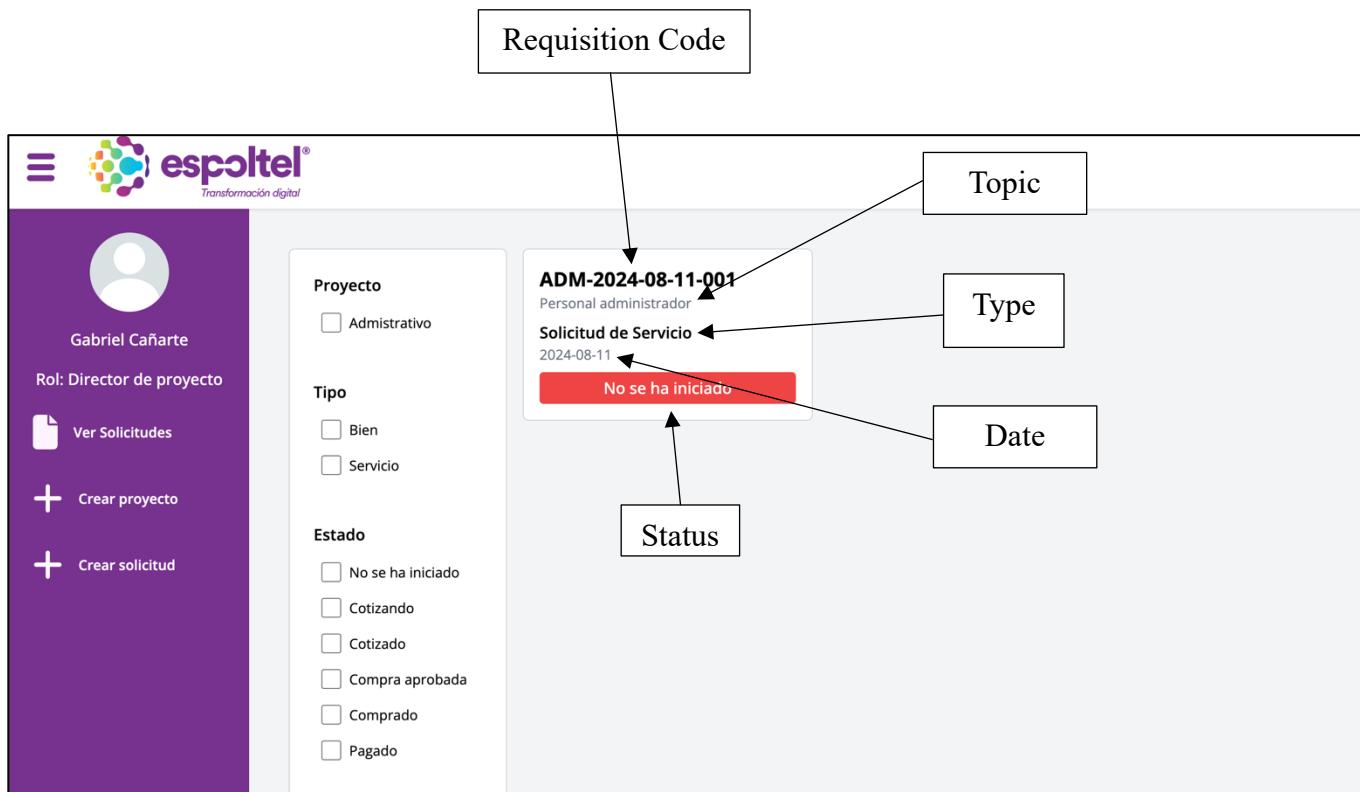
Detalle de la solicitud
Llenar Detalle

Crear Solicitud

Create requisition

VIEW REQUISITIONS

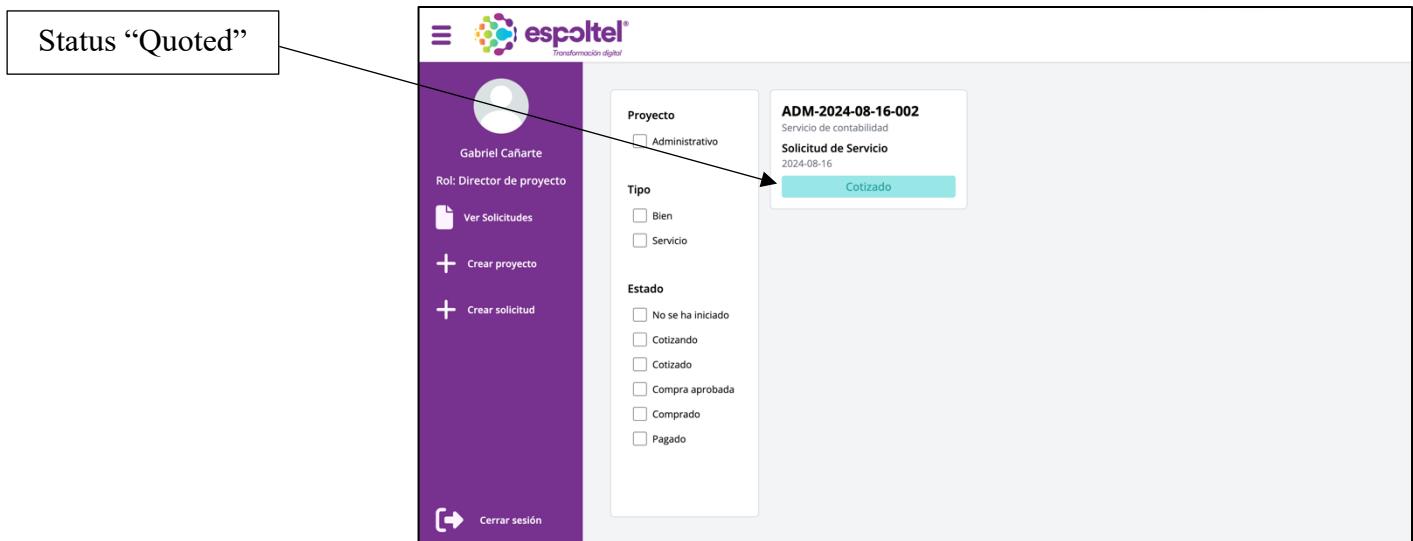
1. In the side menu, click on “View Applications”.
2. All requests that have been created by the logged-in project manager will be displayed on the main screen.
Each requisition will be presented on a card containing the following details:
 - Requisition Code
 - Topic
 - Type
 - Date
 - Status
3. Use the filters at the top of the screen to filter requests by Project, State and Type.



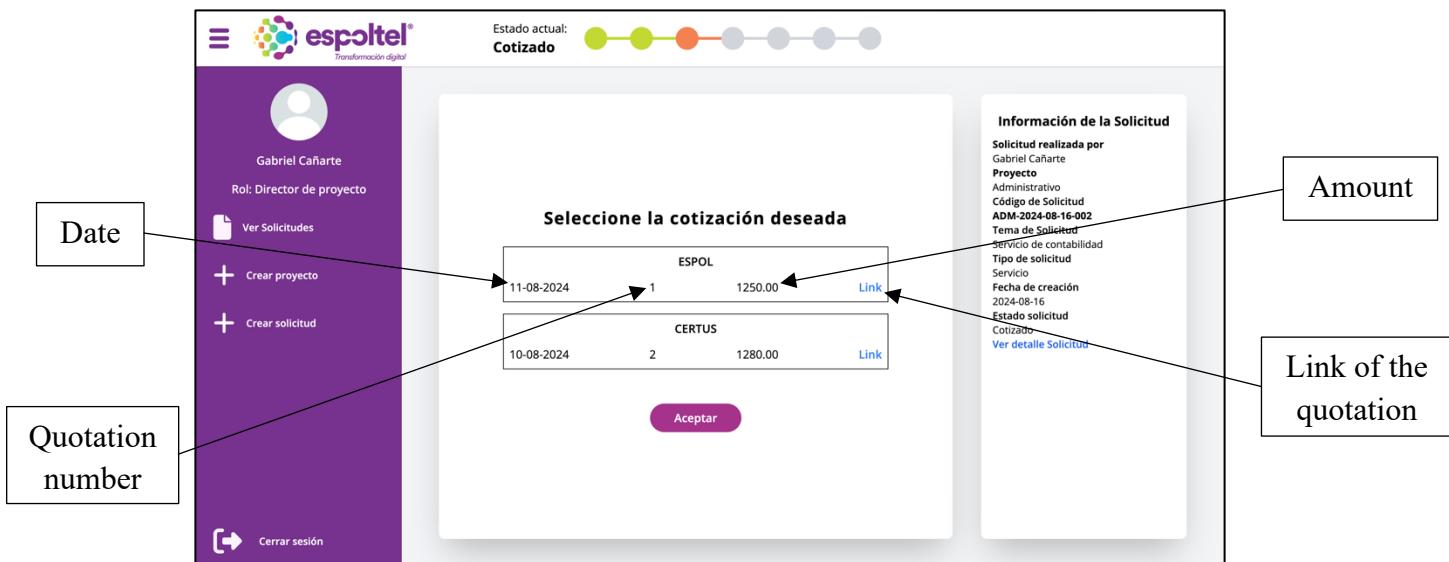
CHOOSE QUOTATION

Please note that, to select a quotation, it is necessary that the procurement team has submitted the quotations, and the status of the requisition is set to Quoted.

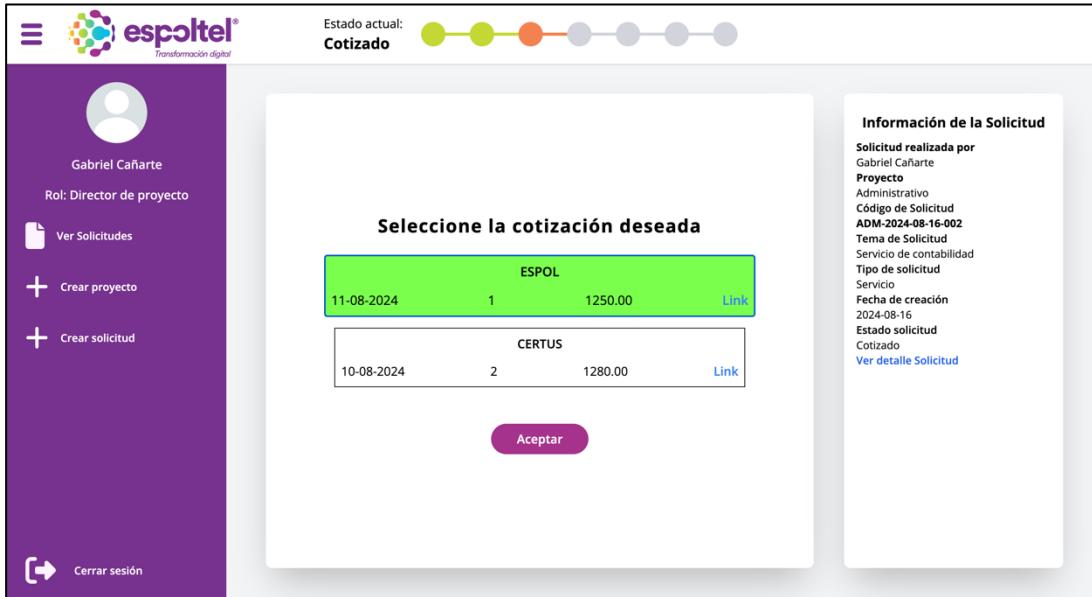
1. Select a requisition that has the status “Quoted”. This indicates that the procurement team has already sent the quotations for that requisition.



2. The system will display all quotations assigned for that requisition. Each quotation will display detailed information such as date, quotation number, amount, and a link to view the quotation.



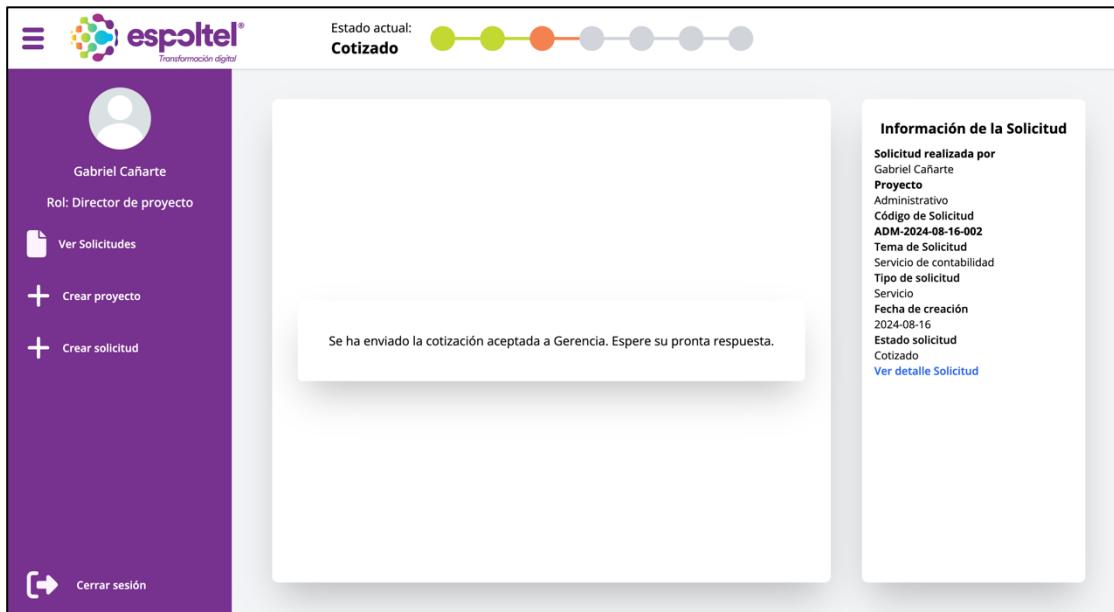
3. Review the list of quotes and choose the one that best suits your needs. Click on the quotation to select it.



4. After selecting the desired quotation, click the “Accept” button.



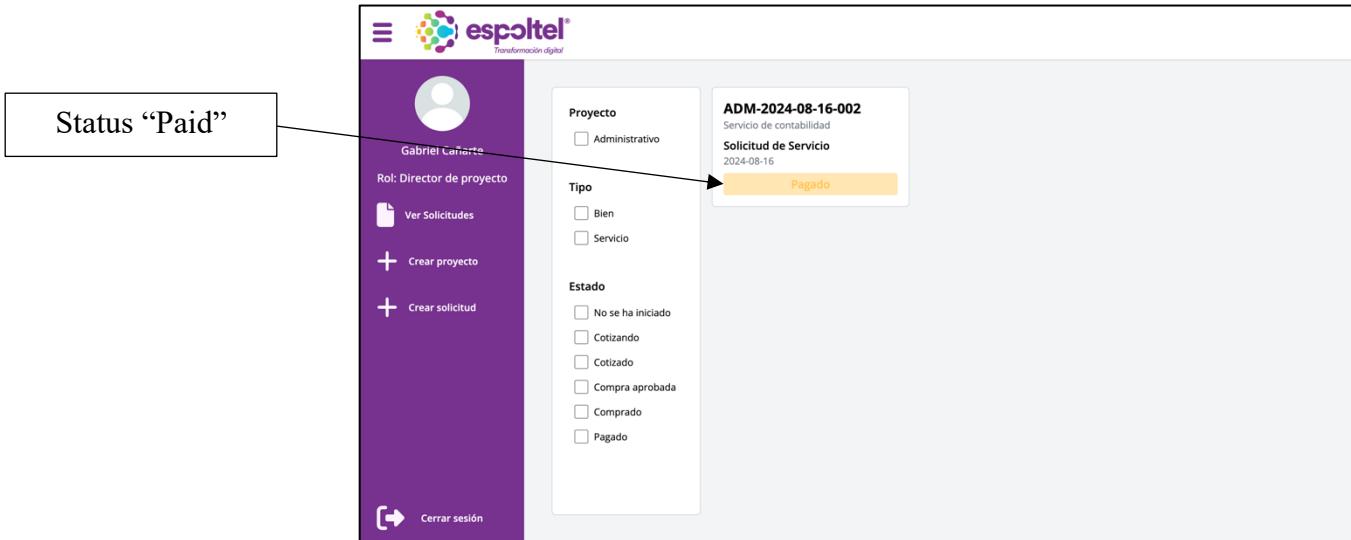
5. The selected quotation will be sent to the Management team for final approval. The management team will decide whether to accept or reject the selected quotation.



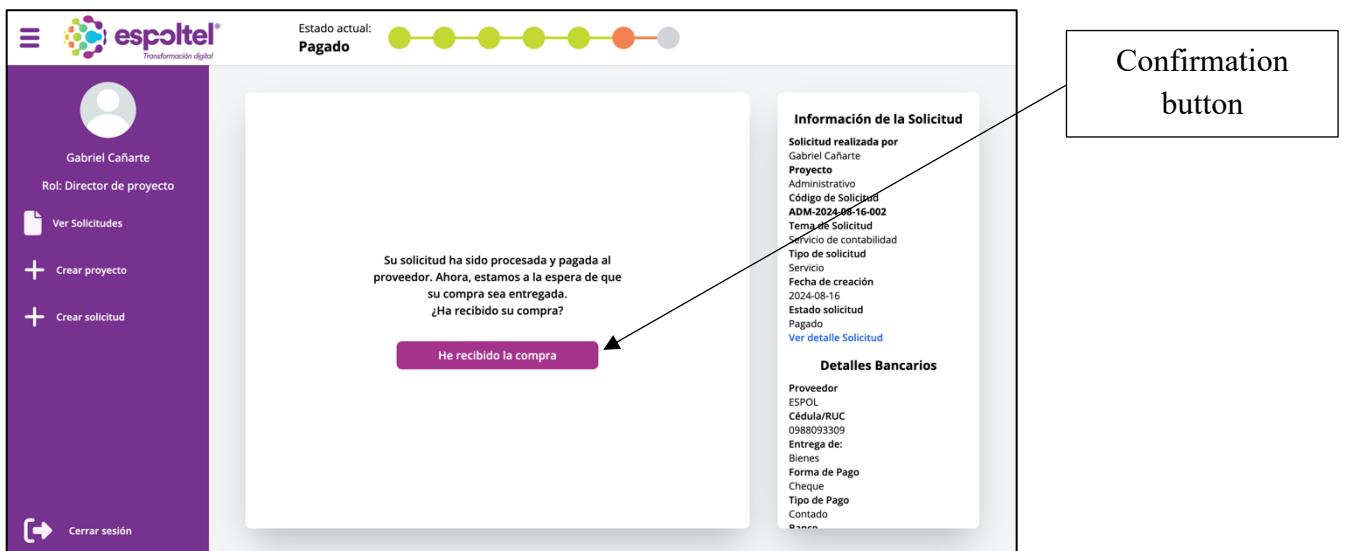
CONFIRM PURCHASE

Please note that, to confirm the purchase, the accounting team must have updated the invoice status of that requisition to Processed OK.

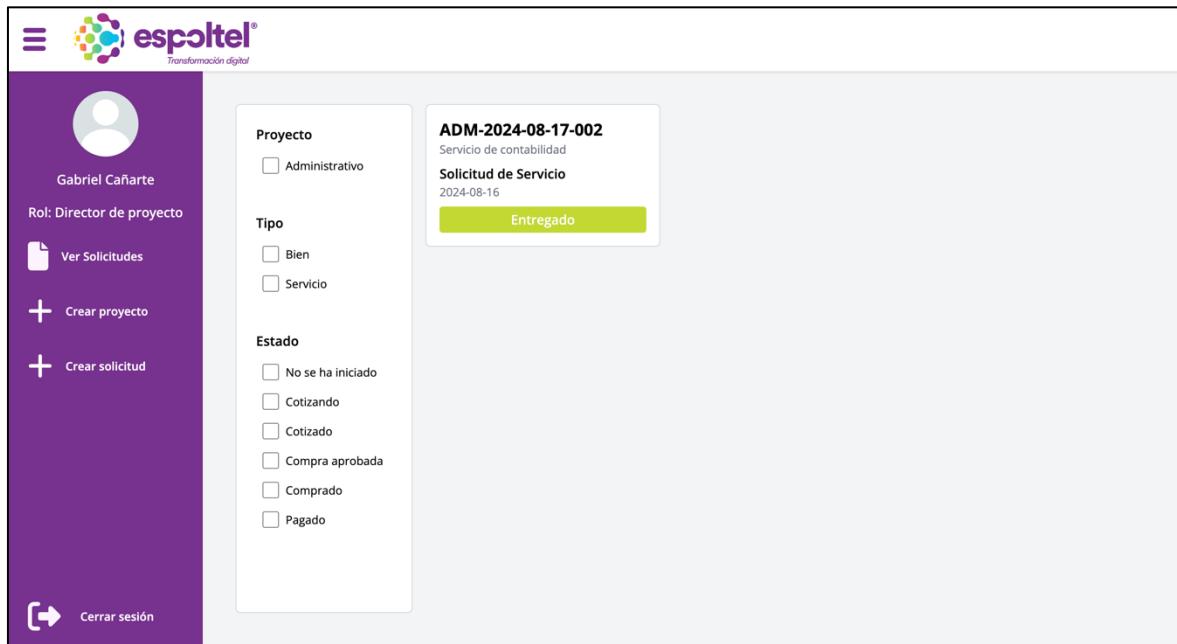
1. Begin by selecting a requisition that is marked with the status “Paid”. This status indicates that the invoice has been fully processed and paid.



2. After selecting the requisition, a new screen will appear confirming that the requisition has been paid. Below this confirmation, you will find a button labeled "I have received my purchase".



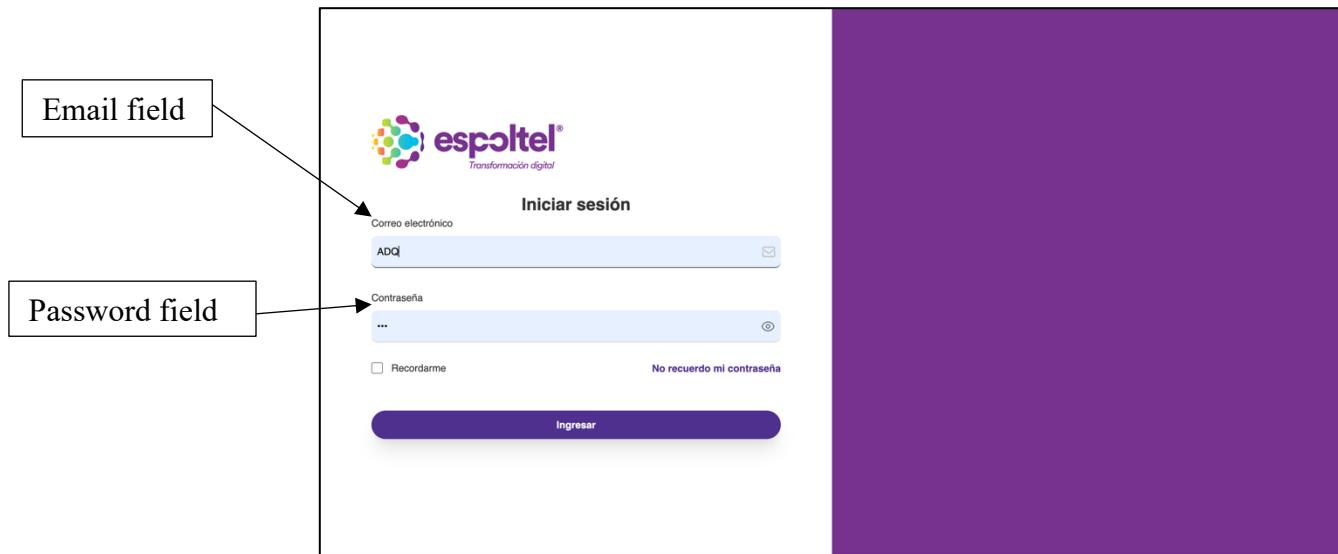
- Click the "I have received my purchase" button. This action will update the status of the requisition to "Delivered", indicating that the purchase has been received.
- Completing the requisition process.



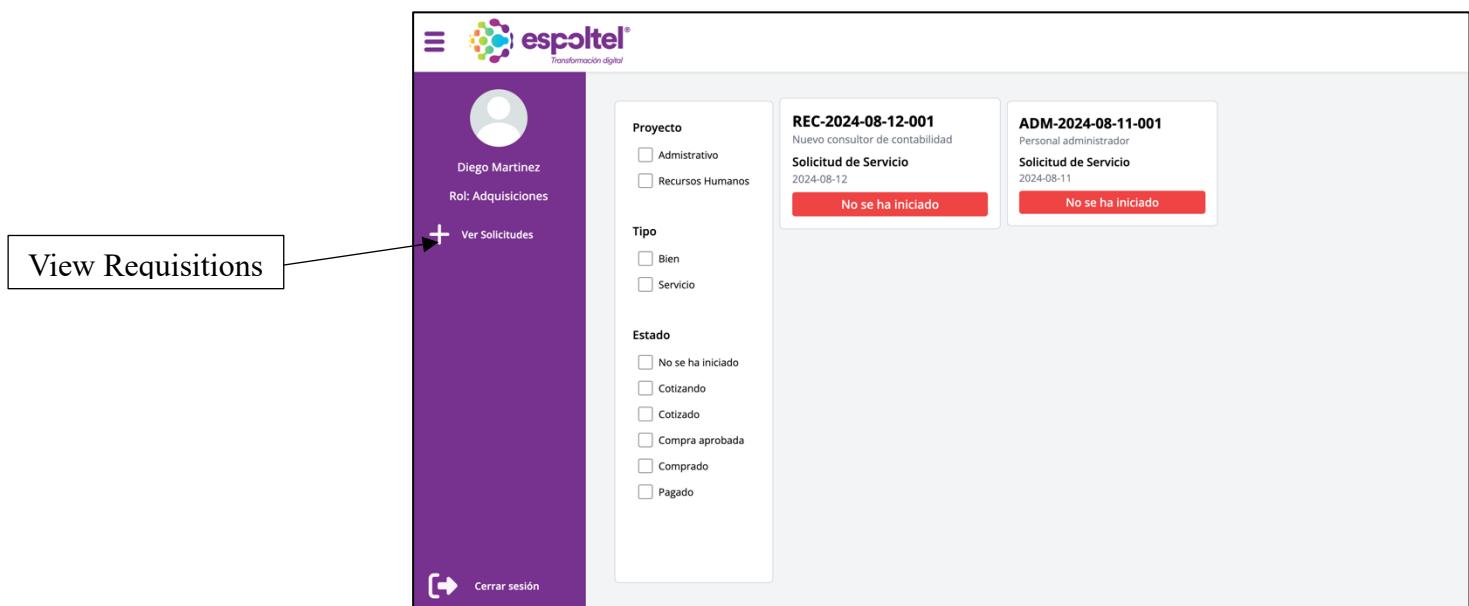
Procurement

LOGIN

1. Open your web browser and go to the following URL: <https://espoltel-frontend.vercel.app/login>.
2. The procurement member must enter his e-mail address in the “E-mail” field.
3. Enter the password in the “Password” field and click on “Enter”.



4. Afterwards, the user will be redirected to the main page where the requisitions can be viewed. The procurement member will be shown the option: View Requisitions.



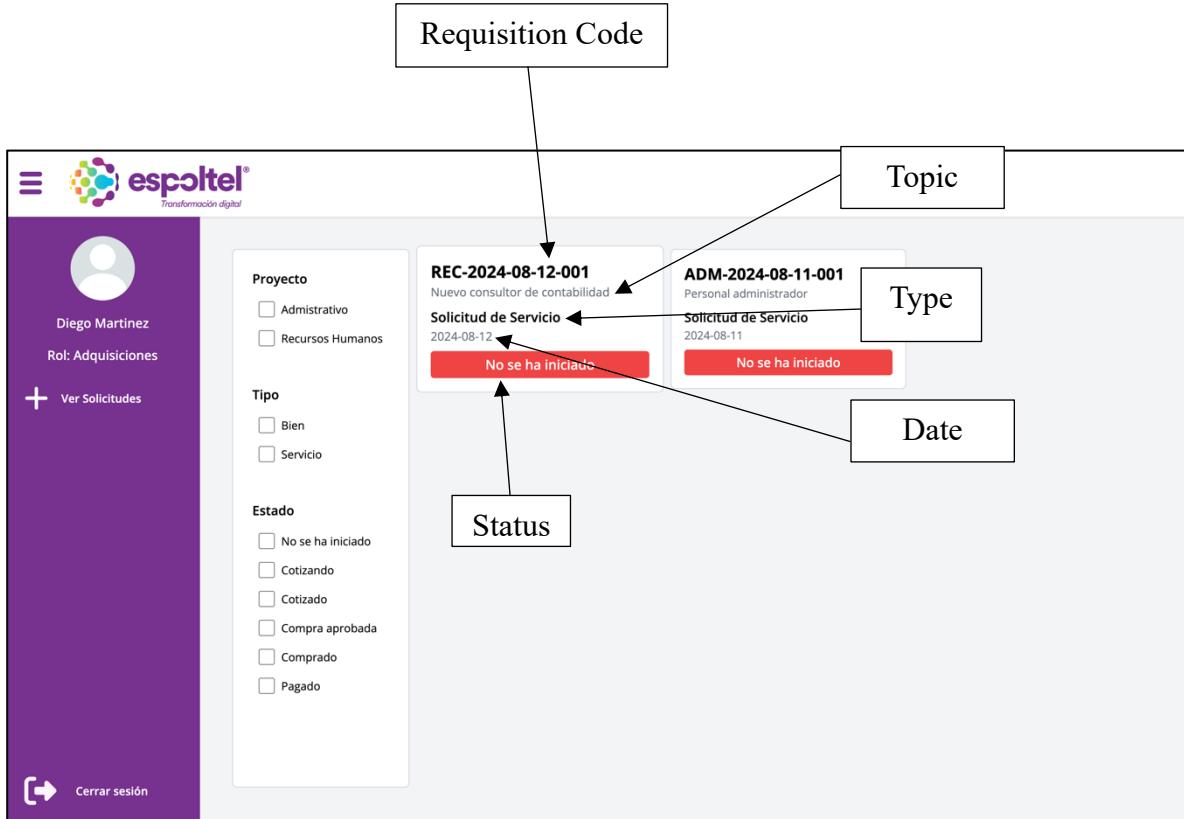
VIEW REQUISITIONS

1. In the side menu, click on “View Requisitions”.
2. Unlike the Project Manager, it will be possible to view all requisitions that are registered in the system.

Each requisition will be presented on a card containing the following details:

- Requisition Code
- Topic
- Type
- Date
- Status

3. Use the filters at the top of the screen to filter requests by Project, State and Type



CREATE QUOTATION

1. Begin by navigating to the "View Requisitions" section and select an existing requisition from the list displayed.

The screenshot shows the espoltel transformation digital platform. On the left, a purple sidebar displays the user profile of Diego Martinez (Role: Adquisiciones) and a 'Ver Solicitudes' button. The main content area shows a list of requisitions:

Código de Solicitud	Título	Estado
REC-2024-08-12-001	Nuevo consultor de contabilidad	No se ha iniciado
ADM-2024-08-11-001	Personal administrador	No se ha iniciado

A callout box labeled 'Select a requisition' points to the first row.

2. Once you have selected the requisition, the system will show you the list of quotations associated to the selected requisition. Here you can view the existing quotations or add a new one.

The screenshot shows the espoltel transformation digital platform. On the left, a purple sidebar displays the user profile of Diego Martinez (Role: Adquisiciones) and a 'Ver Solicitudes' button. The main content area shows a list of quotations for the selected requisition:

Presupuesto del proyecto: \$1300

Lista de Cotizaciones

Cotización	Proveedor	Monto

Buttons: Enviar, Agregar

A callout box labeled 'Add button' points to the 'Agregar' button.

Información de la Solicitud

Solicitud realizada por Gabriel Cañarte
Proyecto Recursos Humanos
Código de Solicitud REC-2024-08-12-001
Tema de Solicitud Nuevo consultor de contabilidad
Tipo de solicitud Servicio
Fecha de creación 2024-08-12
Estado solicitud No se ha iniciado
[Ver detalle Solicitud](#)

3. Click on the “Add” button to create a new quotation related to the selected requisition.

The screenshot shows the espoltel Transformation digital application interface. On the left, a sidebar displays a user profile for 'Diego Martinez' with the role 'Adquisiciones'. Below the profile is a '+ Ver Solicitudes' button. At the bottom of the sidebar is a 'Cerrar sesión' button. A modal window titled 'Nuevo' is open, containing fields for 'Proveedor' (Supplier), 'No. Cotización' (Quotation Number), 'Monto' (Amount), 'Link de Cotización' (Quotation Link), and 'Fecha de preforma' (Preform Date). A date picker icon is shown next to the 'Fecha de preforma' field. A purple 'Guardar' (Save) button is at the bottom of the modal. Labels on the right side map to the fields: 'Supplier' points to the 'Proveedor' field, 'Quotation Number' points to the 'No. Cotización' field, 'Amount' points to the 'Monto' field, 'Quotation Link' points to the 'Link de Cotización' field, and 'Preform Date' points to the 'Fecha de preforma' field.

4. A form will appear where you need to input the following details:
- Supplier:** Enter the name of the supplier.
 - Quotation Number:** Provide the unique quotation number.
 - Amount:** Specify the total amount for the quotation.
 - Quotation Link:** Input the URL where the quotation can be viewed.
 - Preform Date:** Select the preform date using the date picker.

The screenshot shows the same application interface as the previous one, but with the 'Guardar' (Save) button highlighted by a large black arrow. The modal window now contains the following data: 'Proveedor' (Supplier) is 'ESPOL', 'No. Cotización' (Quotation Number) is '1', 'Monto' (Amount) is '1250', 'Link de Cotización' (Quotation Link) is 'https://www.espol.edu.ec/', and 'Fecha de preforma' (Preform Date) is '11/08/2024'. The purple 'Guardar' button is at the bottom of the modal.

5. Complete all required details and click on the "Save" button. This will register the quotation in the system associated with the selected requisition.

The screenshot shows a user profile on the left with a purple sidebar containing a user icon, the name 'Diego Martínez', the role 'Rol: Adquisiciones', and a '+ Ver Solicitud' button. A modal window is open on the right with a black header bar displaying 'localhost:3000 says' and 'Cotización agregada correctamente' with an 'OK' button. The main body of the modal contains fields for 'Proveedor' (ESPOL), 'No. Cotización' (1), 'Monto' (750), 'Link de Cotización' (https://www.espol.edu.ec/), and 'Fecha de preforma' (15/08/2024). A 'Guardar' button is at the bottom.

6. After saving the quotation, the list of quotations for the selected application will be displayed and updated.

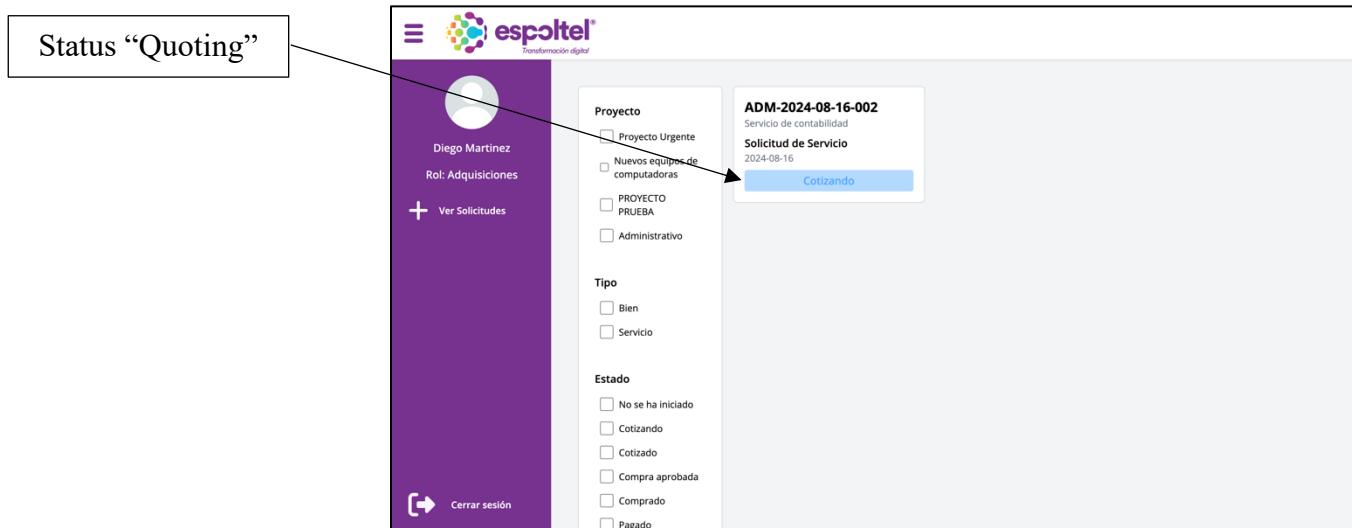
The screenshot shows the same user profile and sidebar as before. The main content area displays a summary 'Presupuesto del proyecto: \$1300' and a table titled 'Lista de Cotizaciones'. The table has columns 'Cotización', 'Proveedor', and 'Monto', showing one entry: '1 ESPOL 1250.00'. Below the table are 'Enviar' and 'Agregar' buttons. To the right of the table is a sidebar titled 'Información de la Solicitud' listing various details such as 'Solicitud realizada por Gabriel Cabalte', 'Proyecto Recursos Humanos', and 'Tema de Solicitud Nuevo consultor de contabilidad'. A callout arrow points from the text 'List of quotations' in the previous step's description to this sidebar.

List of quotations

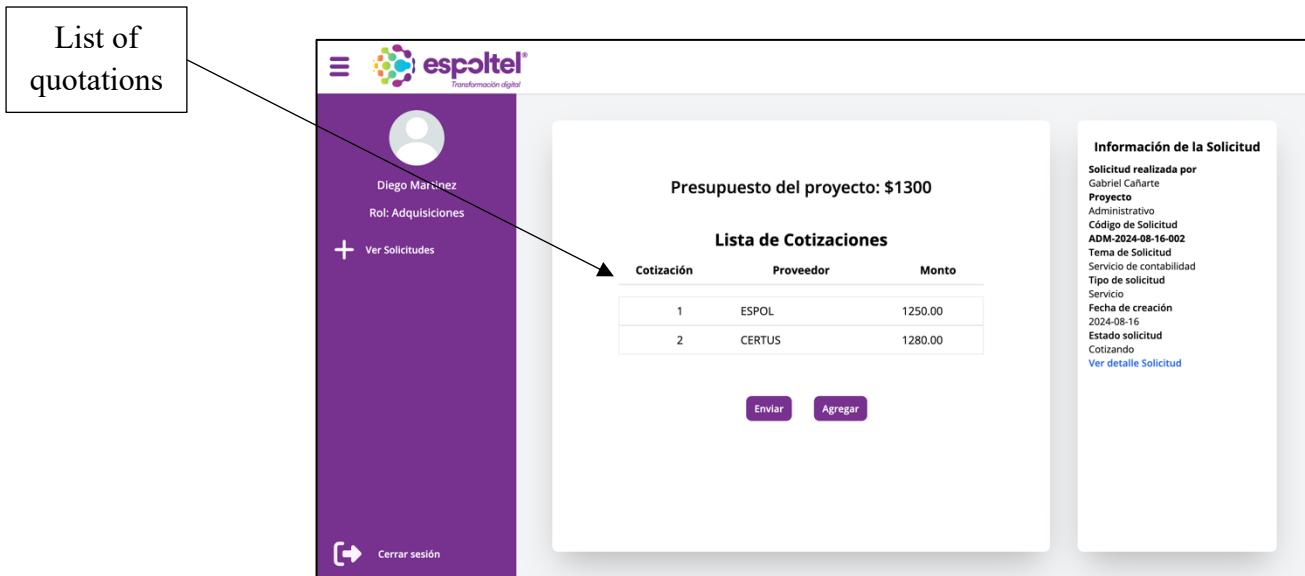
SEND QUOTATIONS

Please note that, to send quotations, at least one quotation must have been created.

1. Begin by navigating to the "View Requisitions" section and select an existing request from the list that has the status “Quoting”.



2. Once you have selected the requisition, the system will show you the list of quotations associated to the selected requisition.



- To send the quotations to the Project Manager, click on the “Submit” button located below the list of quotations.

The screenshot shows a user interface for managing quotations. On the left, a purple sidebar displays the user's profile (Diego Martinez, Rol: Adquisiciones) and a 'Ver Solicitudes' button. The main content area shows a message 'Estado de la solicitud actualizado correctamente' with an 'Aceptar' button. Below this, the 'Presupuesto del proyecto: \$1300' and a 'Lista de Cotizaciones' table are displayed. The table has columns: Cotización, Proveedor, and Monto. It contains two rows: 1 ESPOL 1250.00 and 2 CERTUS 1280.00. At the bottom of the table are 'Enviar' and 'Agregar' buttons. To the right, a sidebar titled 'Información de la Solicitud' lists various details: Solicitud realizada por Gabriel Caharte, Proyecto Administrativa, Código de Solicitud ADM-2024-08-16-002, Tema de Solicitud Servicio de contabilidad, Tipo de solicitud Servicio, Fecha de creación 2024-08-16, Estado solicitud Cotizando, and a link 'Ver detalle Solicitud'. At the bottom left is a 'Cerrar sesión' button.

Cotización	Proveedor	Monto
1	ESPOL	1250.00
2	CERTUS	1280.00

CREATE INVOICE

Please note that, to create an invoice, a quotation must have been previously accepted by the management team.

1. Select a requisition that has the status “Purchase Approved”. This indicates that the requisition has been accepted.
2. Upon selecting the requisition, the system will display a form that you need to fill out. The form includes the following fields, which may change depending on the selected options:
 - **ID / RUC**
 - **Type of Purchase (Goods/Service)**

The screenshot shows the espoltel Transformation digital application interface. On the left, there is a sidebar with a user profile for 'Diego Martinez' (Role: Adquisiciones) and a '+ Ver Solicitudes' button. Two boxes highlight specific fields: 'ID / RUC' points to the 'Cédula / RUC' input field, and 'Type of Purchase' points to the 'Tipo de Compra' dropdown menu. The main form contains fields for 'Cédula / RUC', 'Tipo de Compra' (with a dropdown menu), 'Factura' (with a dropdown menu), 'Tipo de Pago' (with a dropdown menu), and 'Forma de Pago' (with a dropdown menu). A 'Siguiente' (Next) button is at the bottom right. To the right, a sidebar titled 'Información de la Solicitud' displays various details about the request, such as 'Solicitud realizada por Gabriel Cañarte', 'Proyecto Administrativo', 'Código de Solicitud ADM-2024-08-16-002', and 'Tema de Solicitud Servicio de contabilidad'. It also shows the creation date '2024-08-16', approval status 'Estado solicitud Compra aprobada', and a link 'Ver detalle Solicitud'.

If "Service" is selected:

- **Type of Agreement**
- **Form of Payment**
- **Advance Payment**

The screenshot shows the espoltel digital transformation platform interface. On the left, there is a sidebar with a user profile for 'Diego Martinez' (Role: Adquisiciones) and a '+ Ver Solicitudes' button. Three boxes on the left side point to specific fields in the main form: 'Type of Agreement' points to the 'Tipo de Auerdo' dropdown, 'Form of Payment' points to the 'Forma de Pago' dropdown, and 'Advance Payment' points to the 'Anticipo' input field. The main form includes fields for 'Cédula / RUC', 'Tipo de Compra' (set to 'Servicio'), 'Tipo de Auerdo' (dropdown), 'Forma de Pago' (dropdown), 'Anticipo' (input field), and a 'Siguiente' (Next) button. To the right, there is a sidebar titled 'Información de la Solicitud' with detailed information about the request.

If "Goods" is selected:

- **Invoice**
- **Payment Type**
- **Payment Method**

The screenshot shows the espoltel digital transformation platform interface for goods selection. The sidebar remains the same, showing 'Diego Martinez' (Role: Adquisiciones) and '+ Ver Solicitudes'. Three boxes on the left side point to specific fields in the main form: 'Invoice' points to the 'Factura' dropdown, 'Payment Type' points to the 'Tipo de Pago' dropdown, and 'Payment Method' points to the 'Forma de Pago' dropdown. The main form includes fields for 'Cédula / RUC', 'Tipo de Compra' (set to 'Bienes'), 'Factura' (dropdown), 'Tipo de Pago' (dropdown), 'Forma de Pago' (dropdown), and a 'Siguiente' (Next) button. The sidebar on the right also displays 'Información de la Solicitud' with relevant details.

3. After entering all the required information, click on the "Next" button.

4. The system will then display another form where you need to fill in the bank details. This form includes the following fields:

- **Bank Name**
- **Account Type**
- **Account Number**
- **Account Name**
- **Email Address**

The screenshot shows the Espotel web interface. On the left, there's a sidebar with a user profile for 'Diego Martinez' (Rol: Adquisiciones) and a 'Ver Solicitudes' button. The main content area has a purple header bar with the Espotel logo and 'Transformación digital'. Below this is a white form titled 'Datos Bancarios' containing fields for 'Nombre del Banco', 'Tipo de Cuenta', 'Número de Cuenta', 'Nombre de Cuenta', and 'Correo Electrónico'. To the right is a sidebar titled 'Información de la Solicitud' listing various request details like 'Solicitud realizada por' (Gabriel Caharte), 'Código de Solicitud' (ADM-2024-08-16-002), and 'Tema de Solicitud' (Servicio de contabilidad). At the bottom right of the form is a blue 'Enviar' (Send) button.

Bank Name	Nombre del Banco
Account Type	Tipo de Cuenta
Account Number	Número de Cuenta
Account Name	Nombre de Cuenta
Email Address	Correo Electrónico

5. Once all the fields are completed, click on the "Send" button. This will send the form to the Accounting department.

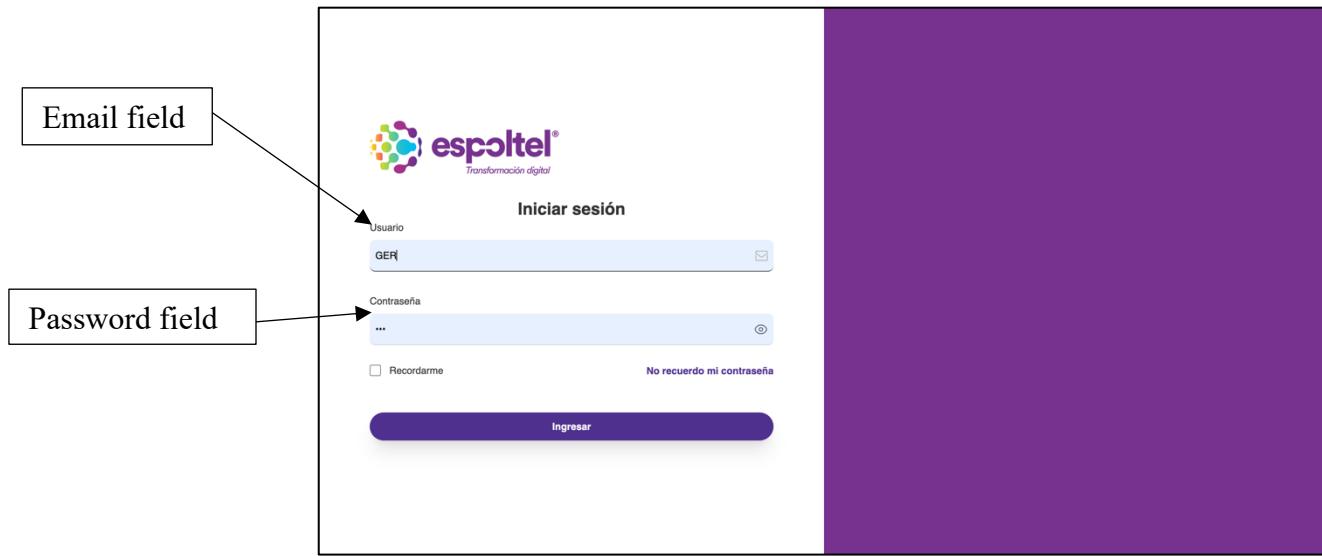
This screenshot shows the same web application after the form has been submitted. A black banner at the top right displays the message 'Formulario enviado correctamente' (Form submitted correctly) and a blue 'Aceptar' (Accept) button. The main form content remains the same as in the previous screenshot, with the 'Enviar' button now being greyed out.

Bank Name	Banco del pacífico
Account Type	Ahorros
Account Number	10245736252
Account Name	JOSE CABRERA
Email Address	jcabrera@gmail.com

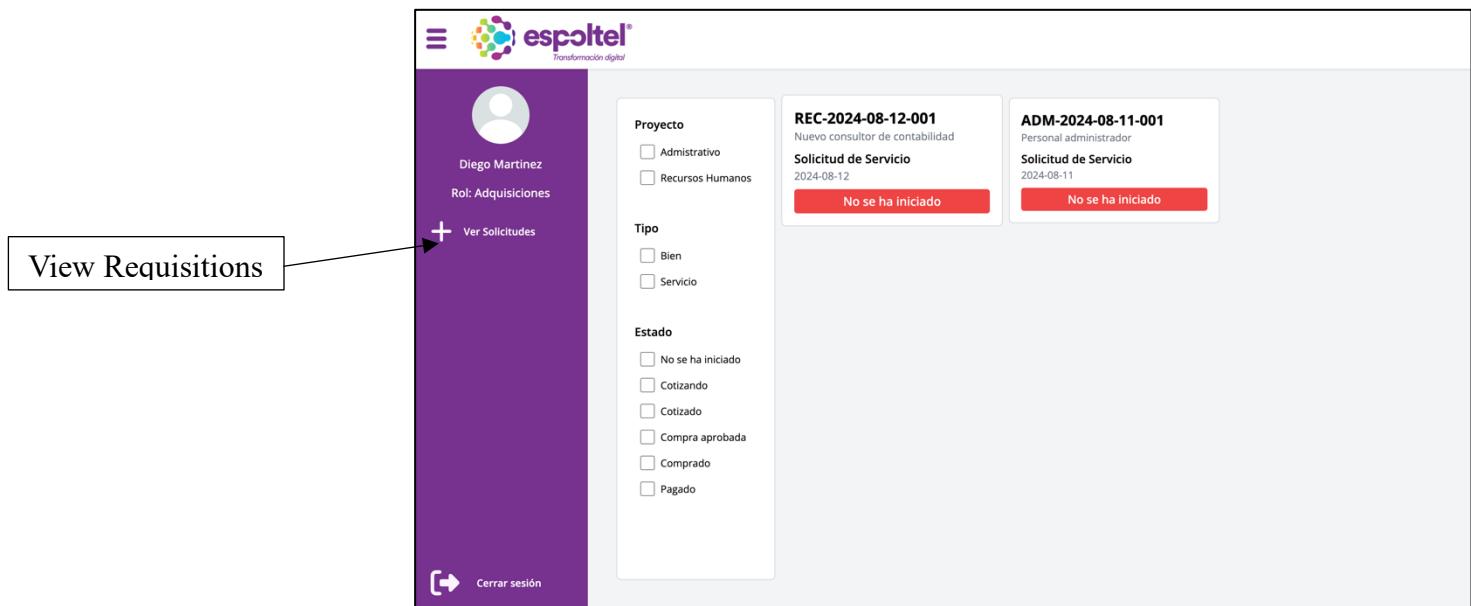
Management

LOGIN

1. Open your web browser and go to the following URL: <https://espoltel-frontend.vercel.app/login>.
2. The management member must enter his e-mail address in the “E-mail” field.
3. Enter the password in the “Password” field and click on “Enter”.



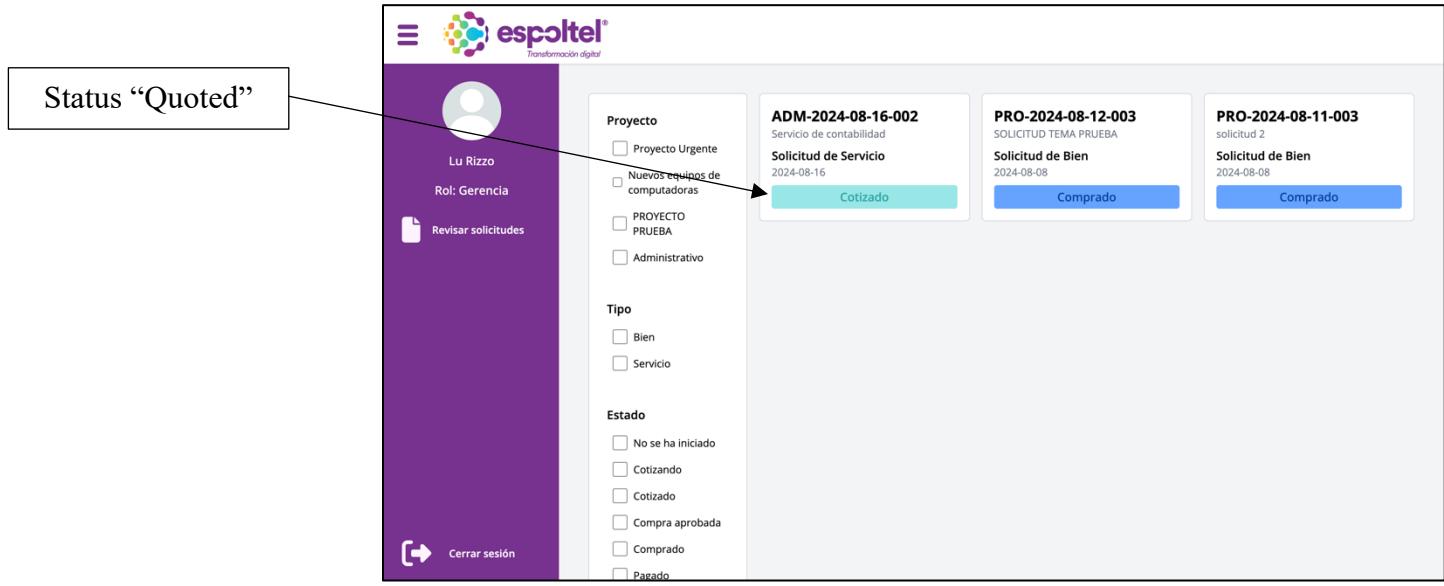
4. Afterwards, the user will be redirected to the main page where the requisitions can be viewed. The management member will be shown the option: View Requisitions.



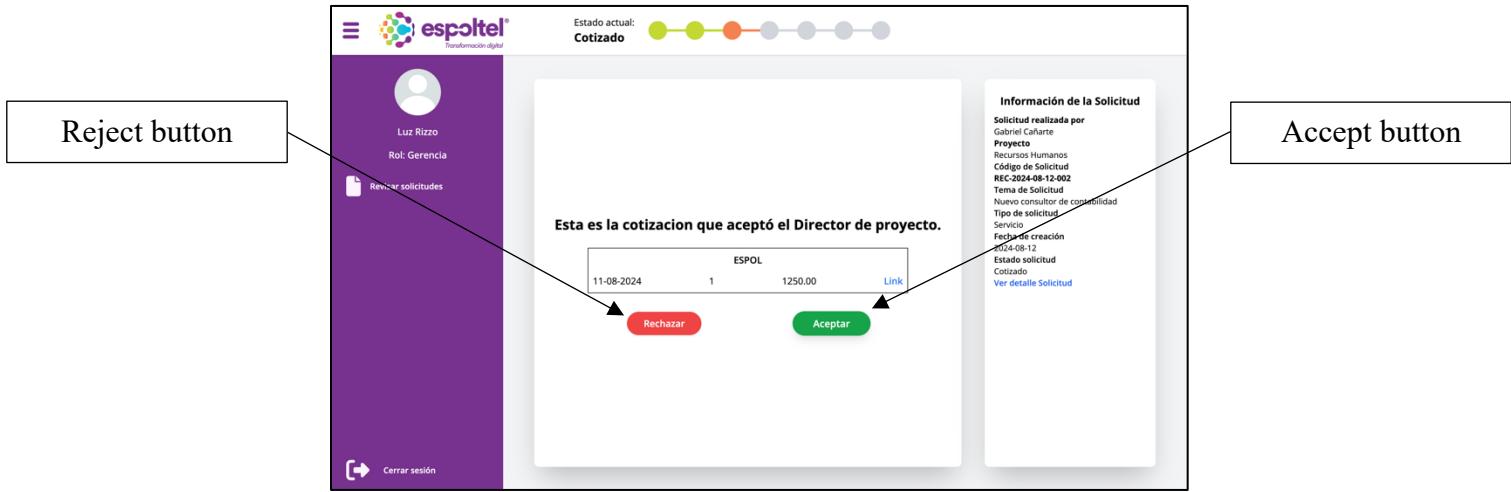
ACCEPT QUOTATION

Please note that, to accept a quotation, it is necessary that the Project Manager has previously chosen a quotation.

1. Select a requisition that has the status “Quoted”. This indicates that the procurement team has already sent the quotations for that requisition.

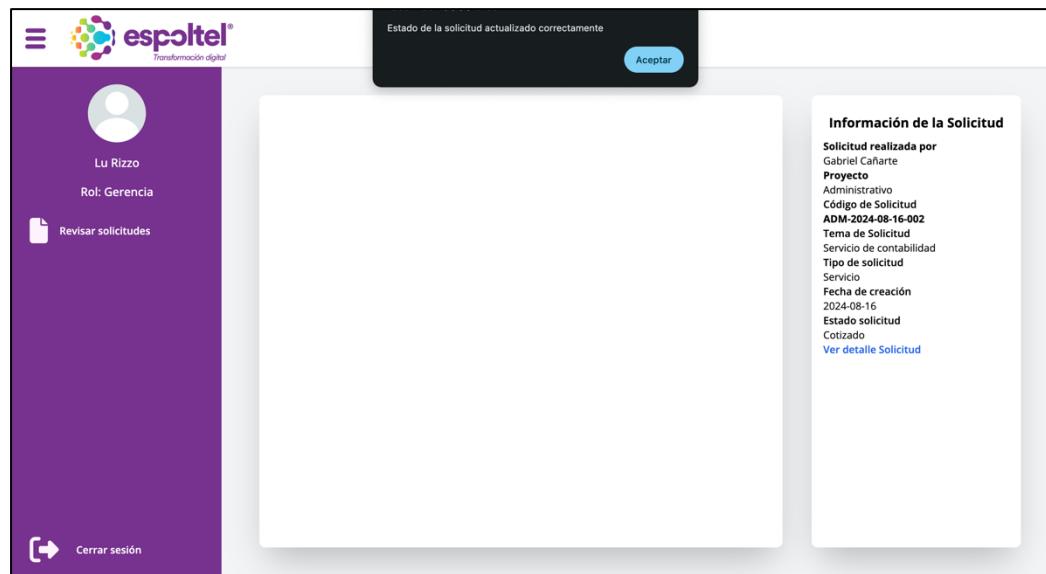


2. The system will display the quotation chosen by the Project Manager.



3. If the quotation is rejected, all quotations made for that requisition will be deleted, the status of the requisition will revert to “Not Started” and the process will start again

4. If the quotation is accepted, the status of the requisition will change to “Purchase Approved” and the invoice for that quotation can be created.



Accounting

LOGIN

1. Open your web browser and go to the following URL: <https://espoltel-frontend.vercel.app/login>.
2. The accounting member must enter his e-mail address in the “E-mail” field.
3. Enter the password in the “Password” field and click on “Enter”.

The screenshot shows the login interface for the espoltel website. At the top is the espoltel logo with the tagline "Transformación digital". Below it is the heading "Iniciar sesión". There are two input fields: "Usuario" (Email) and "Contraseña" (Password). Below these fields are two small checkboxes: "Recordarme" and "No recuerdo mi contraseña". A large purple "Ingresar" button is at the bottom. Two callout boxes point to the "Email field" and the "Password field".

Afterwards, the user will be redirected to the main page where the requisitions can be viewed. The accounting member will be shown the option: Pay Requisition.

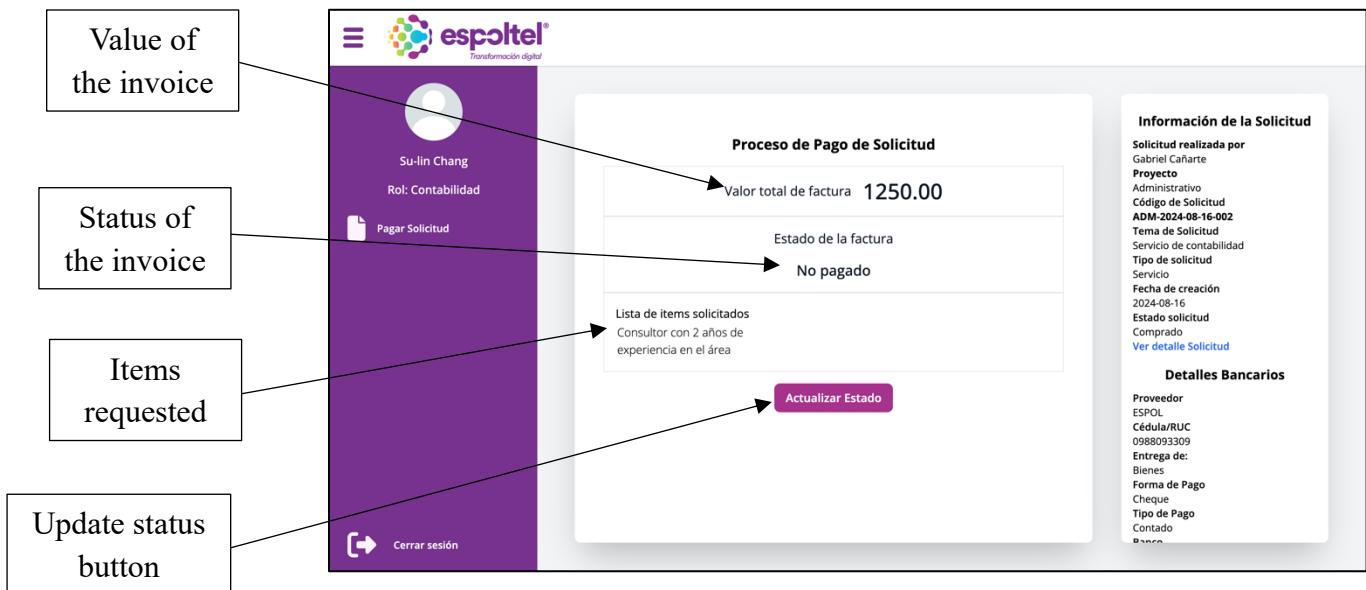
The screenshot shows the main dashboard for the accounting member. On the left, there's a sidebar with a profile picture of Su-lin Chang, her role "Rol: Contabilidad", and a "Pagar Solicitud" button. The main area displays a grid of requisitions. Each requisition card includes a reference number, description, status, and a "Comprado" button. The first requisition is for "ADM-2024-08-16-002" (Servicio de contabilidad), the second for "PRO-2024-08-12-003" (Solicitud de Bien), and the third for "PRO-2024-08-11-003" (Solicitud de Bien). A callout box points to the "Pay Requisition" button in the sidebar.

Requisition ID	Description	Status
ADM-2024-08-16-002	Servicio de contabilidad	Comprado
PRO-2024-08-12-003	Solicitud de Bien	Comprado
PRO-2024-08-11-003	Solicitud de Bien	Comprado

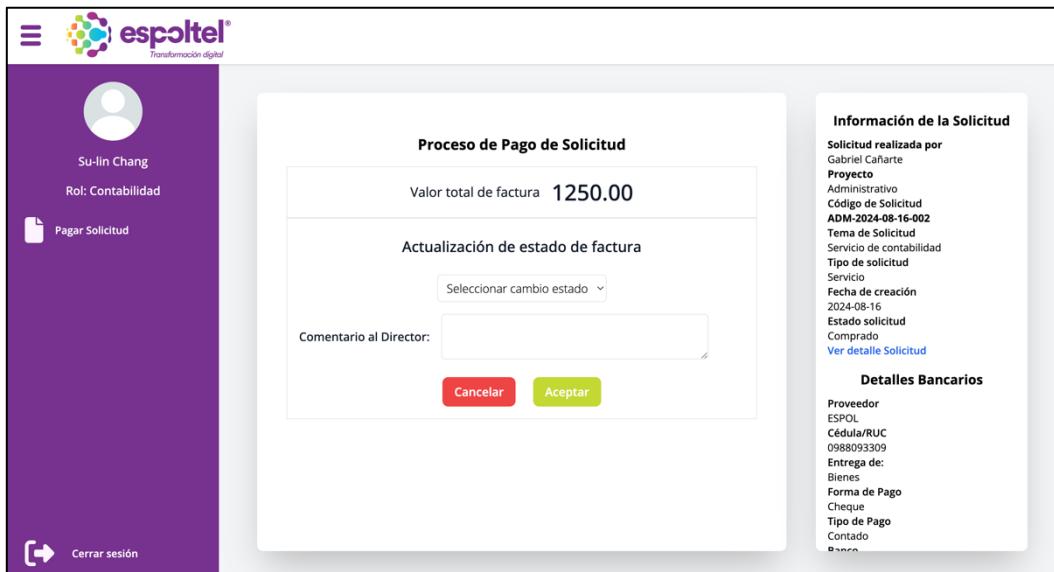
PAY REQUISITION

Please note that, to pay a requisition, the invoice form must have been sent by the procurement department.

1. On the left side of the screen, click on the “Pay Requisition” option. This will display a list of all requests available for processing.
2. Click on one of the requests listed. Upon selecting a request, you will be redirected to a screen where you will be able to view the value of the invoice, the status, and a list of the items requested.

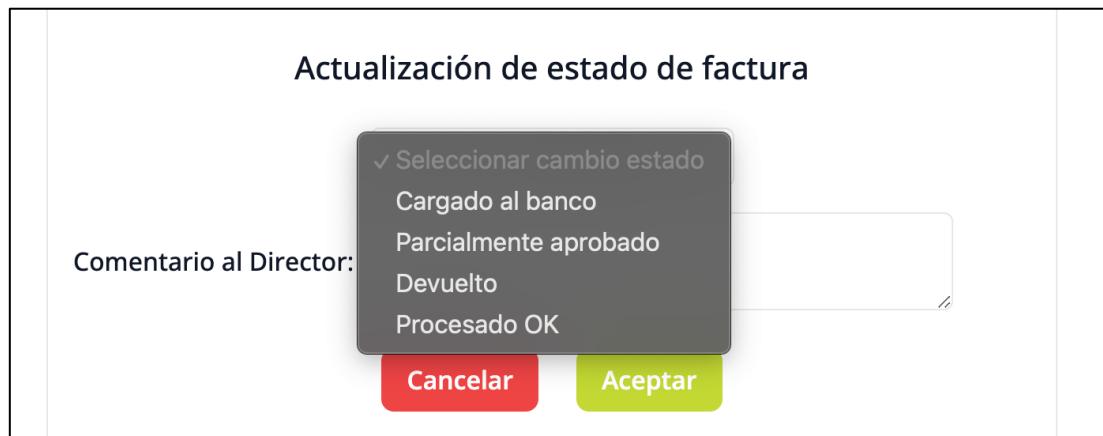


3. On this screen, you will see a button that says “Update Status”. By clicking this button, you will be given the option to change the invoice status and add a comment for the Project Manager to view.



4. The options available to change the invoice status are:

- Charged to Bank
- Partially approved
- Returned
- Processed OK



5. If you select the “Processed OK” status, the request will automatically change its status to “Paid”.

Estado de la solicitud actualizado correctamente

Aceptar

Proceso de Pago de Solicitud

Valor total de factura **1250.00**

Actualización de estado de factura

Procesado OK

Comentario al Director: Se ha pagado el 50% del monto solicitado

Cancelar Aceptar

Su-lin Chang
Rol: Contabilidad

Pagar Solicitud

Cerrar sesión

Información de la Solicitud

Solicitud realizada por Gabriel Cañate
Proyecto Administrativo
Código de Solicitud ADM-2024-08-16-002
Tema de Solicitud Servicio de contabilidad
Tipo de solicitud Servicio
Fecha de creación 2024-08-16
Estado solicitud Comprado
[Ver detalle Solicitud](#)

Detalles Bancarios

Proveedor ESPOL
Cédula/RUC 0988093309
Entrega de: Bienes
Forma de Pago Cheque
Tipo de Pago Contado
Paseo

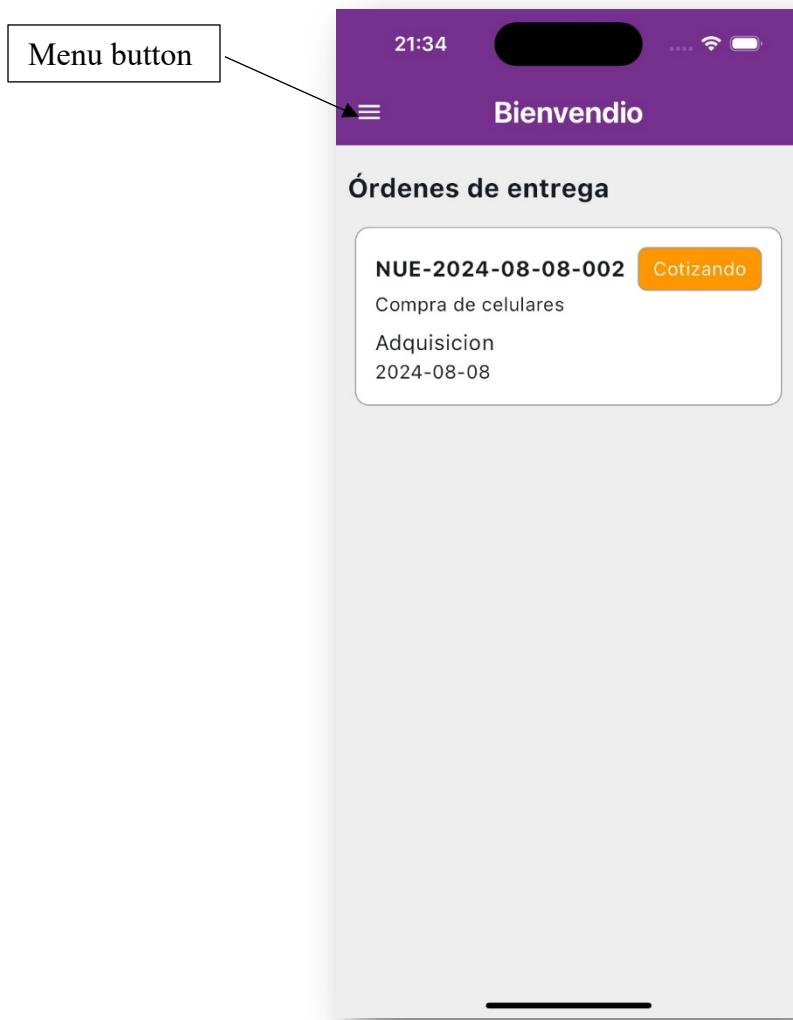
3. MOBILE APPLICATION

LOGIN

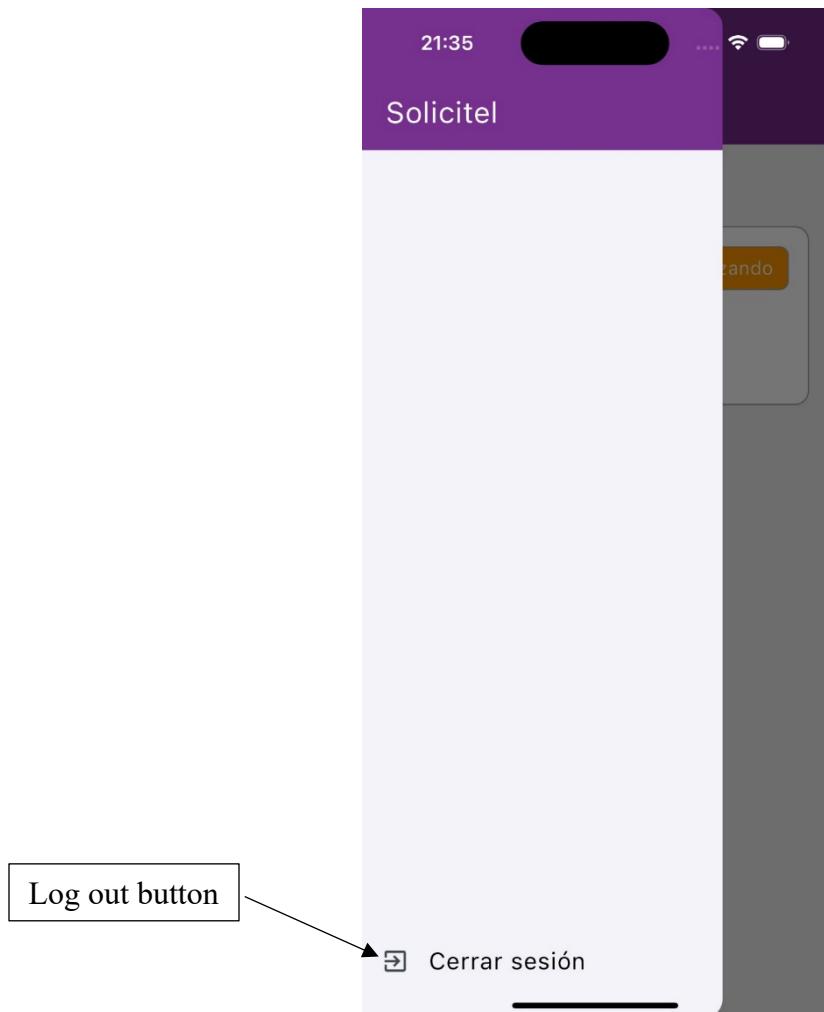
1. The user must enter his user address in the “E-mail” field.
2. Enter the password in the “Password” field and select “Iniciar Sesión” button.



3. Afterwards, the user will be redirected to the home screen where the purchase requisitions can be viewed. The user will also have access to a menu in the upper left corner.



4. Within the side menu, the user will find a button to log out.



PURCHASE REQUISITION CARD

On the home page, the user will find a list of cards representing the different purchase requisitions.



All cards can be clicked to enter the requisition detail screen.

