

User Guide

v.2.0

1. Procuman Software

Procuman Software is based on open source EspoCRM no-code platform and it has been configured to support wide range of procurement management processes. EspoCRM provides a flexible platform with possibility for unlimited customisations. Customers are able to add new fields or even create completely new forms and reports without the need for programming.

Translations are provided by the Chrome browser:

1. On your computer, open Chrome.
2. Logon to your Procuman instance.
3. Click on the three dots on the right of the Chrome menu bar, select Translate.
4. Select your preferred language on the popup field on the right.
5. Chrome will translate the Procuman webapp for you from english to your preferred language.

2. Modules Overview

Supplier Portal:

Supplier management portal is seamlessly integrated with Procuman e-procurement and it allows suppliers to register, maintain their contact information, submit quotations and documents. Suppliers can register at Supplier Portal registration page (see Supplier Portal User Guide document).

“Requisitions” menu:

Module to submit and approve purchase requisition for end users and approving managers.

“Purchasing” menu:

All purchasing data. It includes “Purchase Orders”, “Goods Receipts”, “Invoices Received”, “Inventory” modules.

Purchase Orders:

Module where Purchase Orders are created, maintained and send to suppliers.

Goods Receipts:

Module allows to acknowledge the receipt of goods and linking the GR with Purchase Orders.

Invoices Received:

Contains records for received invoices and tracking for payment status and goods receipts.

Inventory:

Contains the on-hand quantity of products at the warehouses and allows pick, add and transfer of goods.

“Suppliers” menu:

All supplier data including all contact records and products. It includes “Suppliers”, “Products”, “Portal Contacts”, and “Suppliers Registrations”.

“Tenders” menu:

RFX Requests:

Create and maintain tenders that are open for bidding by the suppliers and visible in supplier portal.

RFQ BIDs:

All bids that have been submitted by suppliers to RFXs in Supplier Portal.

Supplier Questions:

During RFX, supplier may ask questions and these are managed at Supplier Questions module.

“Master data” menu:

Includes modules for “Reports”, “Branches”, “Cost Centers”, “GL Accounts”, “Product Category”, “Projects” and “Budgets”.

System Setup (Administration-module):

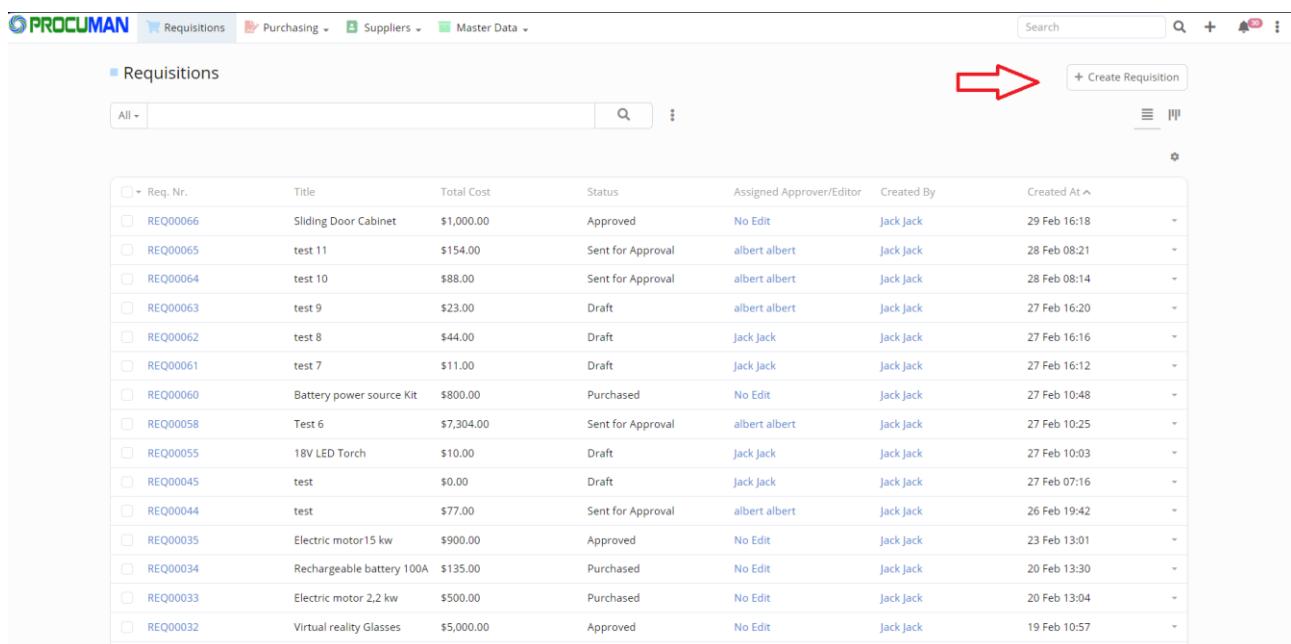
Before starting to use a new system, following system configurations are needed:

- . Enter the company default currency and exchange rates for other purchasing currencies against your company default currency: Administration → Currency.
- . Upload your company logo: Administration → User Interface.

- . Update the Branches module for company's delivery locations and bill-to addresses: Master Data → Branches.
- . Create new users and user groups. Assign each user to a group and to a role: Administration → Users.

3. Purchase Requisition Process

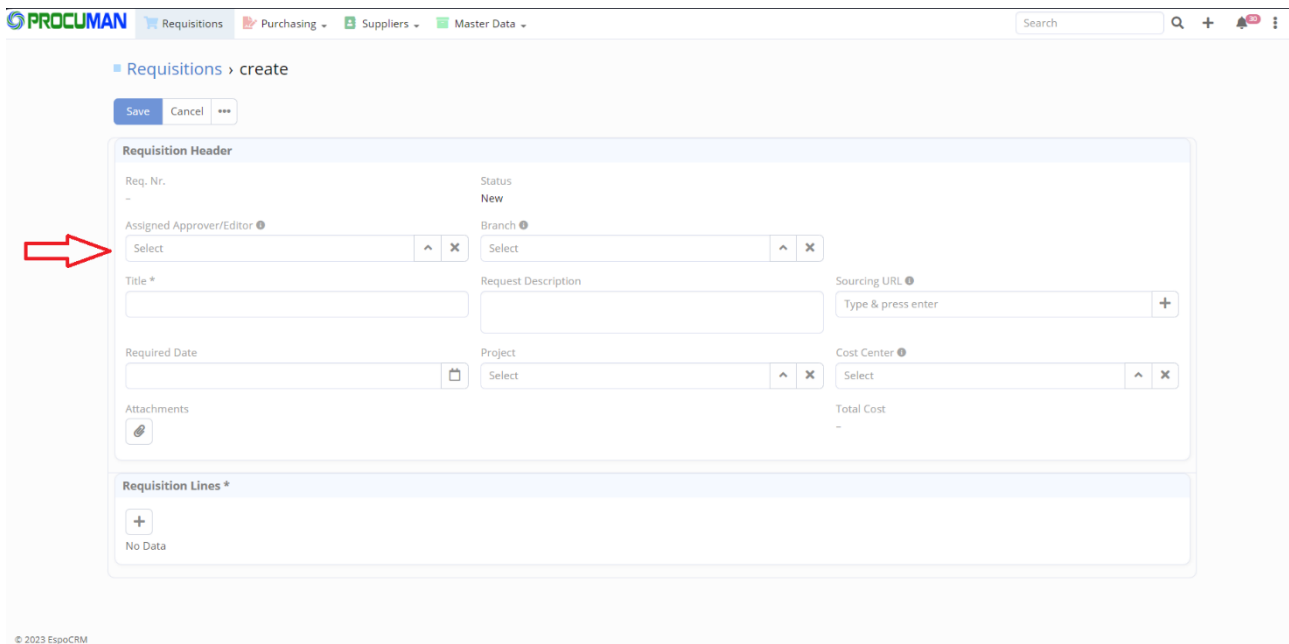
Purchase Requests can be created by end users who require their requisition to go through an approval process (“Requisitions” menu).



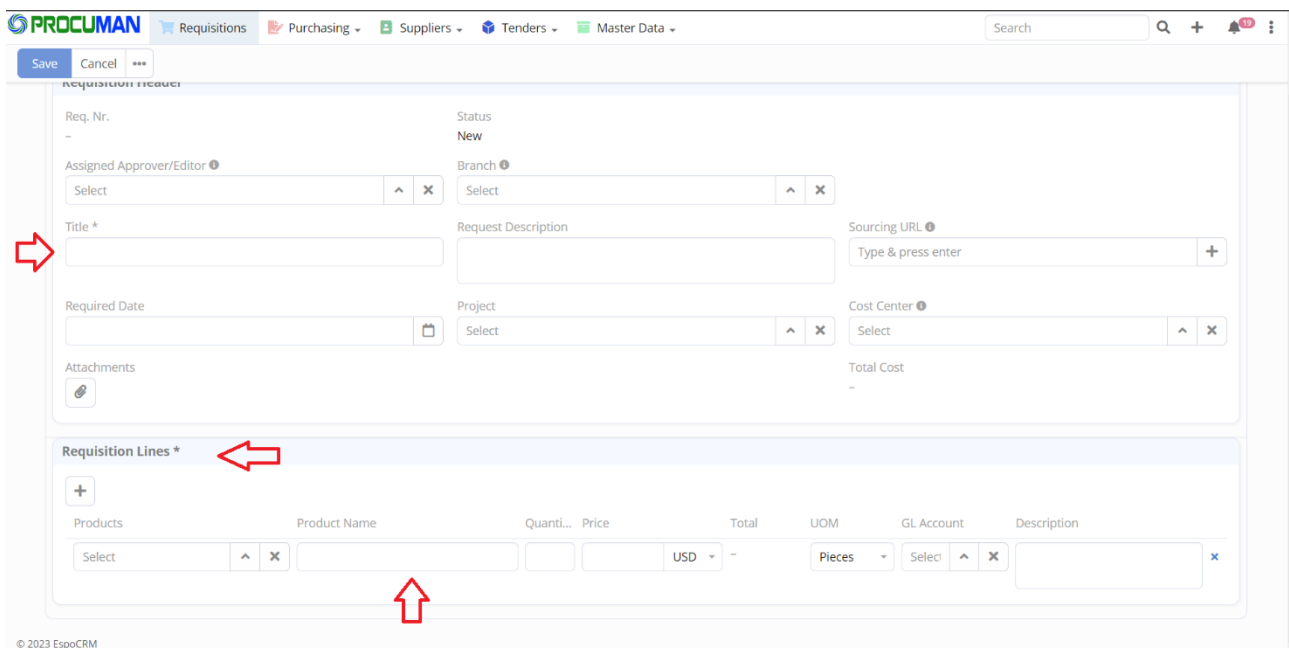
The screenshot shows the Procuman web application interface. At the top, there are navigation tabs for 'Requisitions', 'Purchasing', 'Suppliers', and 'Master Data'. A search bar is located on the right. Below the navigation, the 'Requisitions' section is active, displaying a table of requisitions. A red arrow points to a '+ Create Requisition' button in the top right corner of the requisitions list area.

Req. Nr.	Title	Total Cost	Status	Assigned Approver/Editor	Created By	Created At
REQ00066	Sliding Door Cabinet	\$1,000.00	Approved	No Edit	Jack Jack	29 Feb 16:18
REQ00065	test 11	\$154.00	Sent for Approval	albert albert	Jack Jack	28 Feb 08:21
REQ00064	test 10	\$88.00	Sent for Approval	albert albert	Jack Jack	28 Feb 08:14
REQ00063	test 9	\$23.00	Draft	albert albert	Jack Jack	27 Feb 16:20
REQ00062	test 8	\$44.00	Draft	Jack Jack	Jack Jack	27 Feb 16:16
REQ00061	test 7	\$11.00	Draft	Jack Jack	Jack Jack	27 Feb 16:12
REQ00060	Battery power source Kit	\$800.00	Purchased	No Edit	Jack Jack	27 Feb 10:48
REQ00058	Test 6	\$7,304.00	Sent for Approval	albert albert	Jack Jack	27 Feb 10:25
REQ00055	18V LED Torch	\$10.00	Draft	Jack Jack	Jack Jack	27 Feb 10:03
REQ00045	test	\$0.00	Draft	Jack Jack	Jack Jack	27 Feb 07:16
REQ00044	test	\$77.00	Sent for Approval	albert albert	Jack Jack	26 Feb 19:42
REQ00035	Electric motor15 kw	\$900.00	Approved	No Edit	Jack Jack	23 Feb 13:01
REQ00034	Rechargeable battery 100A	\$135.00	Purchased	No Edit	Jack Jack	20 Feb 13:30
REQ00033	Electric motor 2,2 kw	\$500.00	Purchased	No Edit	Jack Jack	20 Feb 13:04
REQ00032	Virtual reality Glasses	\$5,000.00	Approved	No Edit	Jack Jack	19 Feb 10:57

Requestor user needs to select the approving manager for the “Assigned Approver/Editor”-field, create “Title”, “Required Date”, etc., and add “Requisition Lines”. Mandatory fields are marked as “* “.



Requestor adds “Product Name” by selecting product from the database or creating a new one in the “Requisitions Lines”.



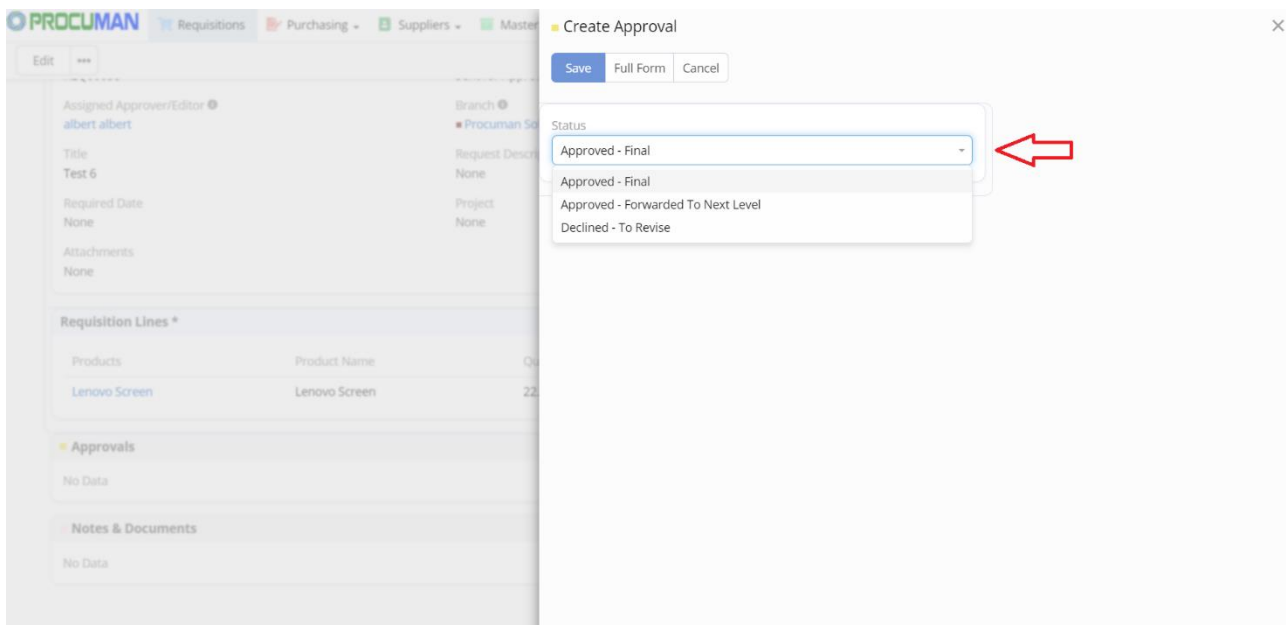
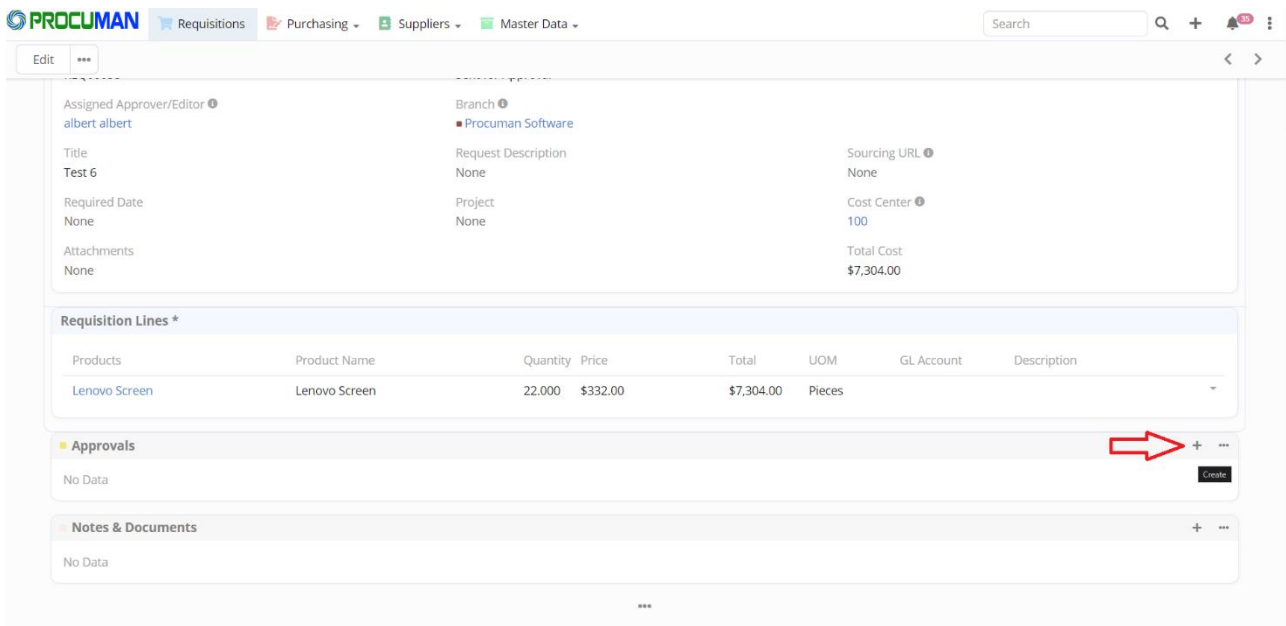
Approvals:

Approving Manager sees the his pending approval requests in the “Requisitions”-list with status “Sent for Approval”.

Req. Nr.	Title	Total Cost	Status	Assigned Approver/Editor	Created By	Created At
REQ00066	Sliding Door Cabinet	\$1,000.00	Approved	No Edit	Jack Jack	29 Feb 16:18
REQ00065	test 11	\$154.00	Sent for Approval	albert albert	Jack Jack	28 Feb 08:21
REQ00064	test 10	\$88.00	Sent for Approval	albert albert	Jack Jack	28 Feb 08:14
REQ00063	test 9	\$23.00	Draft	albert albert	Jack Jack	27 Feb 16:20
REQ00060	Battery power source Kit	\$800.00	Purchased	No Edit	Jack Jack	27 Feb 10:48
REQ00058	Test 6	\$7,304.00	Sent for Approval	albert albert	Jack Jack	27 Feb 10:25
REQ00057	Test 4	\$332.00	Sent for Approval	albert albert	Admin	27 Feb 10:24
REQ00044	test	\$77.00	Sent for Approval	albert albert	Jack Jack	26 Feb 19:42
REQ00035	Electric motor15 kw	\$900.00	Approved	No Edit	Jack Jack	23 Feb 13:01
REQ00034	Rechargeable battery 100A	\$135.00	Purchased	No Edit	Jack Jack	20 Feb 13:30
REQ00033	Electric motor 2.2 kw	\$500.00	Purchased	No Edit	Jack Jack	20 Feb 13:04
REQ00032	Virtual reality Glasses	\$5,000.00	Approved	No Edit	Jack Jack	19 Feb 10:57
REQ00030	Office Coffee	\$396.00	Approved	No Edit	Jack Jack	22 Jan 12:34

Approving manager can approve a requisition by clicking the Req.Nr. link and creating approval record by pressing “+” icon in the “Approvals” subpanel and selecting the approval action from list. Options are:

- Approved - Final
 - This is final approval and requisition can no longer be updated thereafter. Final Approval is subject to approver’s approval limit that may block user from approving the requisition.
- Approved – Forward to Next Level
 - Approver may need to forward the requisition for final approval for a higher level manager
- Declined – To Revise
 - Requisition is declined and assigned back to the creator. Creator can revise the requisition and assign back to approval manager for approval



Approving manager can control the budget spending before approval by checking the budget values in the Cost Center Budget Control Panel.

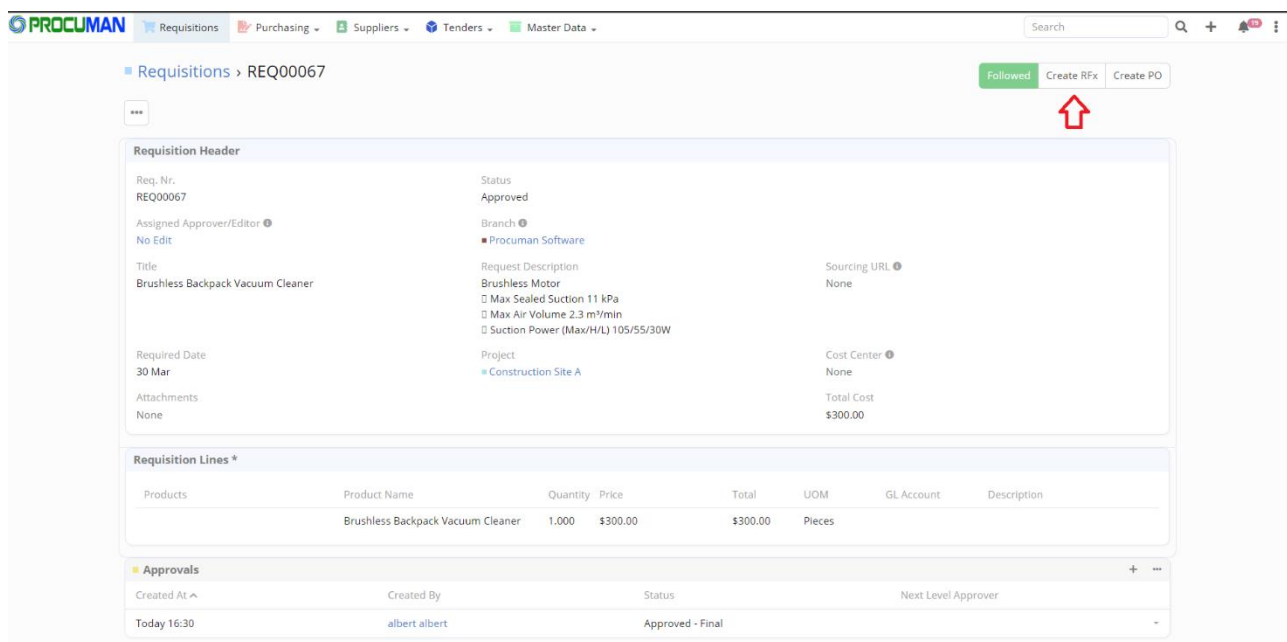
Cost Center Budget Control		
Period Budget	Period Spend	Remaining Budget
10,000	3,638.00	6,362

Approvals			
Created At	Created By	Status	Next L
02 May 08:33	Gordon Gordon	Approved - Final	

After requisition “Status” is changed to “Approved”, Purchase Agent can either “Create RFX” or “Create PO”.

E-Tendering

In Requisitions the “Create RFX” action button triggers the e-Tendering process by creating a new RFX record. Tenders can also be opened manually in “RFX Request” list view.

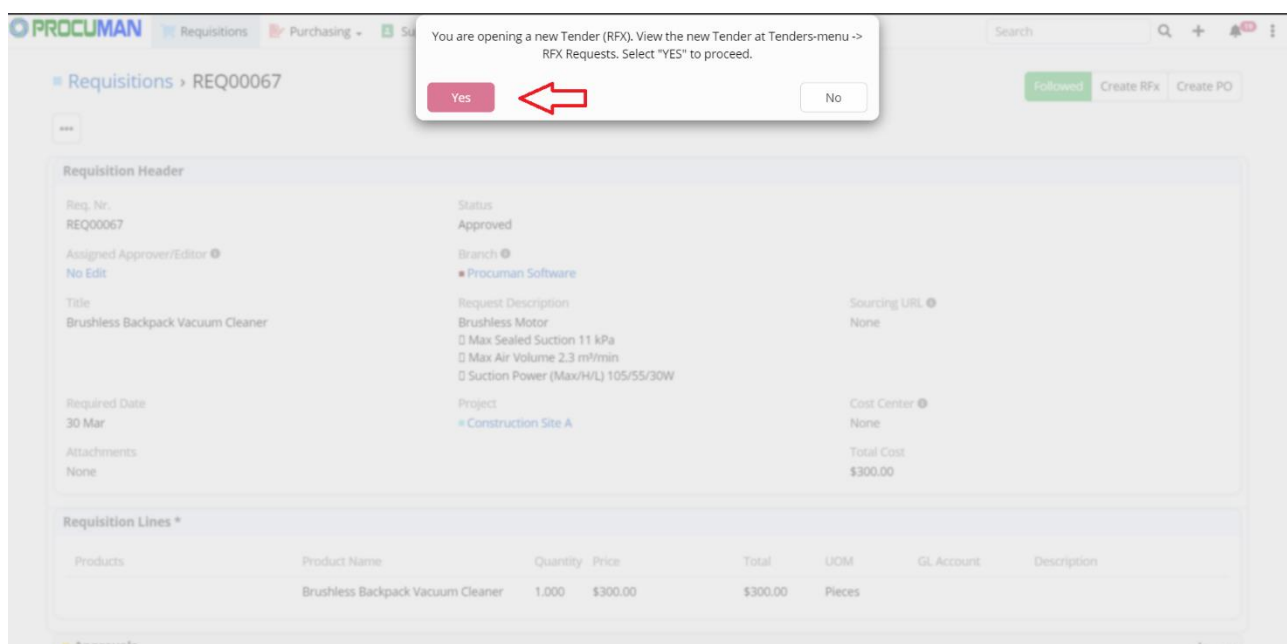


The screenshot shows the Procuman Requisition Detail page for REQ00067. The status is 'Approved'. The 'Create RFX' button is highlighted with a red arrow. The requisition details are as follows:

Requisition Header	
Req. Nr. REQ00067	Status Approved
Assigned Approver/Editor No Edit	Branch Procuman Software
Title Brushless Backpack Vacuum Cleaner	Request Description Brushless Motor Max Sealed Suction 11 kPa Max Air Volume 2.3 m³/min Suction Power (Max/H/L) 105/55/30W
Required Date 30 Mar	Project Construction Site A
Attachments None	Sourcing URL None
	Cost Center None
	Total Cost \$300.00

Requisition Lines *							
Products	Product Name	Quantity	Price	Total	UOM	GL Account	Description
	Brushless Backpack Vacuum Cleaner	1,000	\$300.00	\$300.00	Pieces		

Approvals			
Created At	Created By	Status	Next Level Approver
Today 16:30	albert albert	Approved - Final	



The screenshot shows the Procuman Requisition Detail page for REQ00067 with a confirmation dialog box. The dialog asks "You are opening a new Tender (RFX). View the new Tender at Tenders-menu -> RFX Requests. Select "YES" to proceed." The "Yes" button is highlighted with a red arrow.

Afterwards Purchase Agent can visit the “RFx Requests”-submenu, edit the newly created request and invite the Suppliers in the “Invited Suppliers” subpanel. Note that RFX can only be edited when it’s status is “Draft, Not Published”.

RFX ID	Title	Bidding Starts	Bidding Ends	Rfx Status	Rfx Type	Created At
RF00015	Brushless Backpack Vacu...			Draft, Not Published	RFQ	Today 16:32
RF00014	Sliding Door Cabinet			Bidding Open	RFQ	29 Feb 16:37
RF00013	Battery power source Kit			Closed Completed	RFQ	27 Feb 11:12
RF00012	Battery power source Kit			Bidding Open	RFQ	27 Feb 11:04
RF00011	Electric motor15 kw			Bidding Open	RFQ	23 Feb 13:27
RF00010	Electric motor15 kw			Bidding Open	RFQ	23 Feb 13:25
RF00009	Electric motor 2.2 kw			Bidding Open	RFQ	23 Feb 12:24
RF00008	Rechargeable battery 100A	23 Feb 00:00	31 Mar 00:00	Bidding Open	RFQ	22 Feb 08:23
RF00007	Rechargeable battery 100A			In Evaluation	RFQ	21 Feb 16:46
RF00006	Office Coffee			Bidding Open	RFQ	13 Feb 14:40
RF00005	Office Coffee			Bidding Open	RFQ	13 Feb 14:37
RF00004	Office Coffee			Draft, Not Published	RFQ	13 Feb 14:29
RF00003	Office Coffee			Draft, Not Published	RFQ	13 Feb 13:53

RFx Lines

Line	Product Name	Requested Qua...	UOM
1	Brushless Backpack Vacuum Cleaner	1.000	Pieces

Requirements Questions

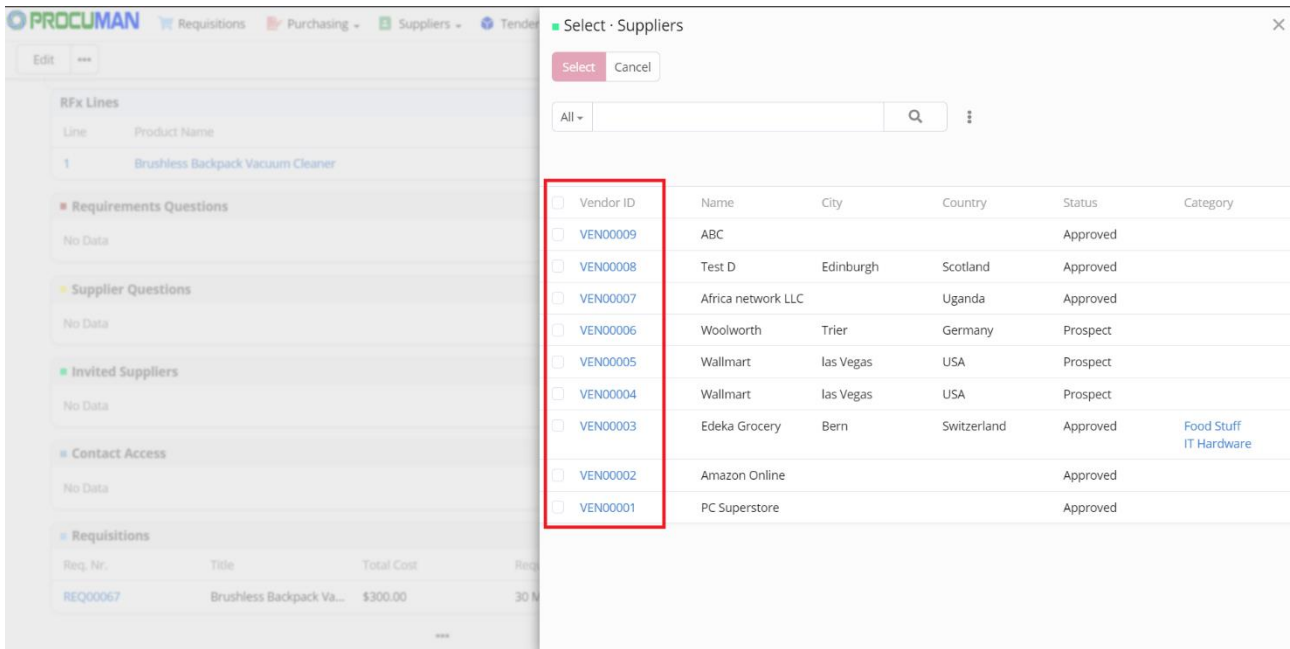
Supplier Questions

Invited Suppliers

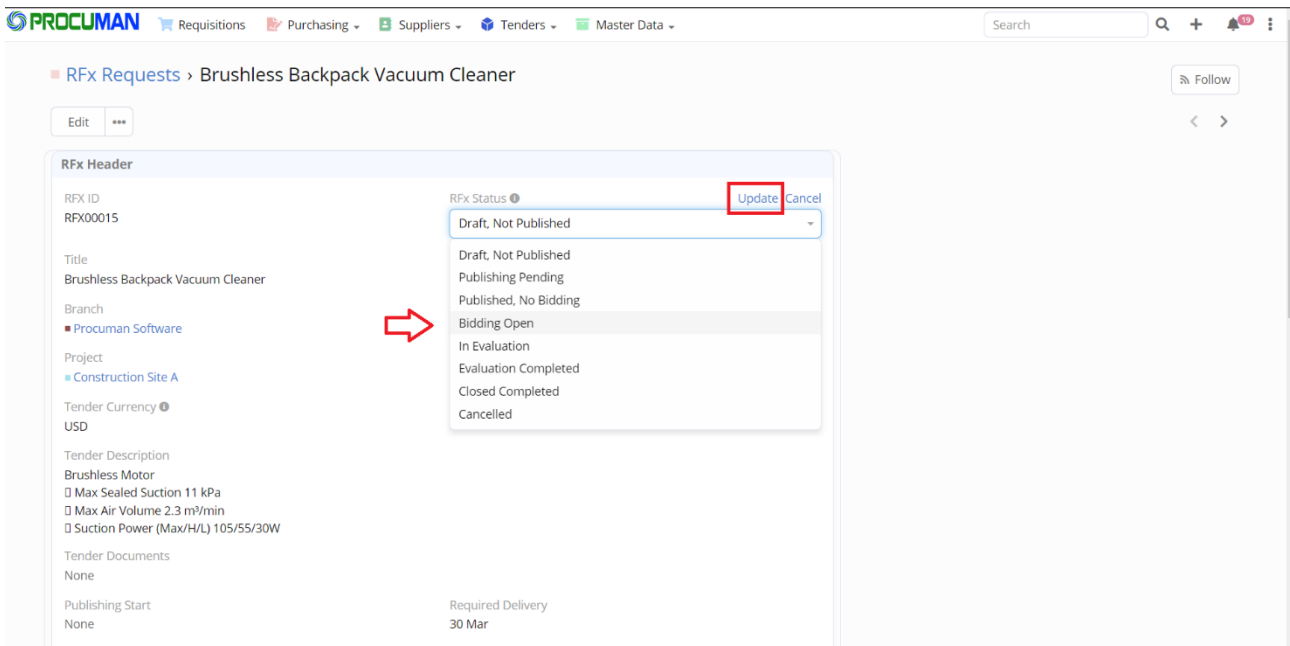
Contact Access

Requisitions

Req. Nr.	Title	Total Cost	Required Date	Created By
REQ00067	Brushless Backpack Va...	\$300.00	30 Mar	William William



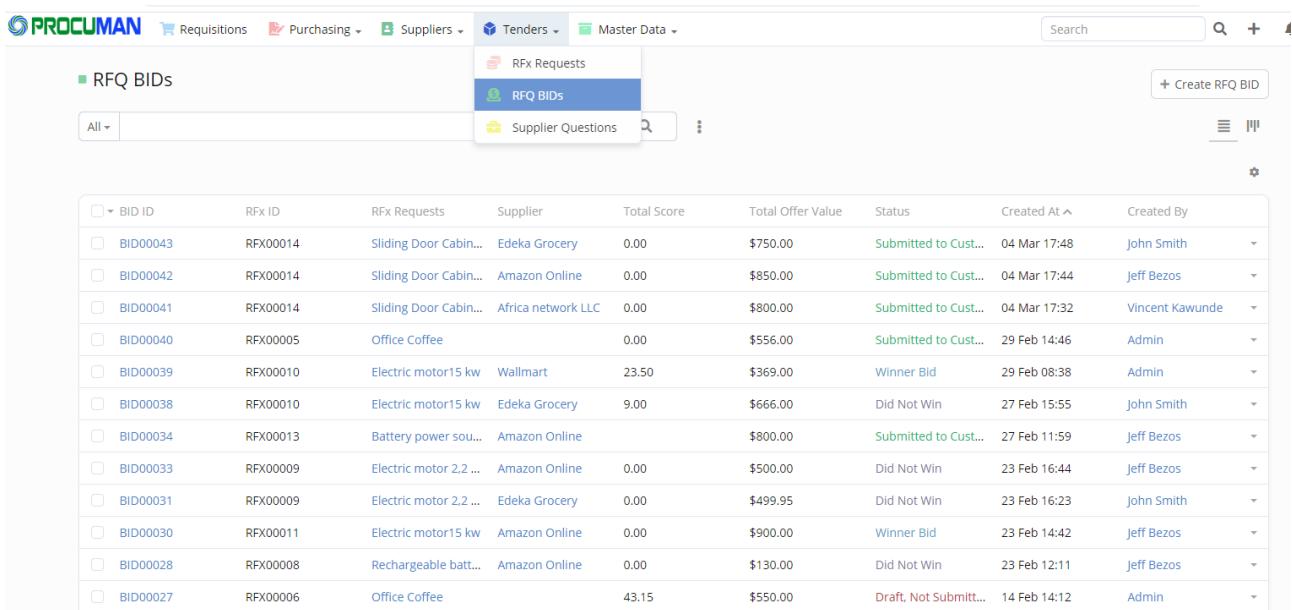
The tender can be published manually by selecting the “Published, No Bidding” status. Invited Suppliers will now see the tender in Supplier Portal but bids cannot be submitted yet. A scheduled workflow will automatically publish the tender when the “Publishing Start” date is reached. Tender status will be set as “Bidding Open” when the “Bidding Starts” date is reached and status will be set as “In Evaluation” when Bidding End date is reached.



Bid Evaluation

New bids can be viewed in the RFQ BIDS module under the Tenders-menu. Vendor Bids can be

filtered for the particular RFX ID that is being evaluated.

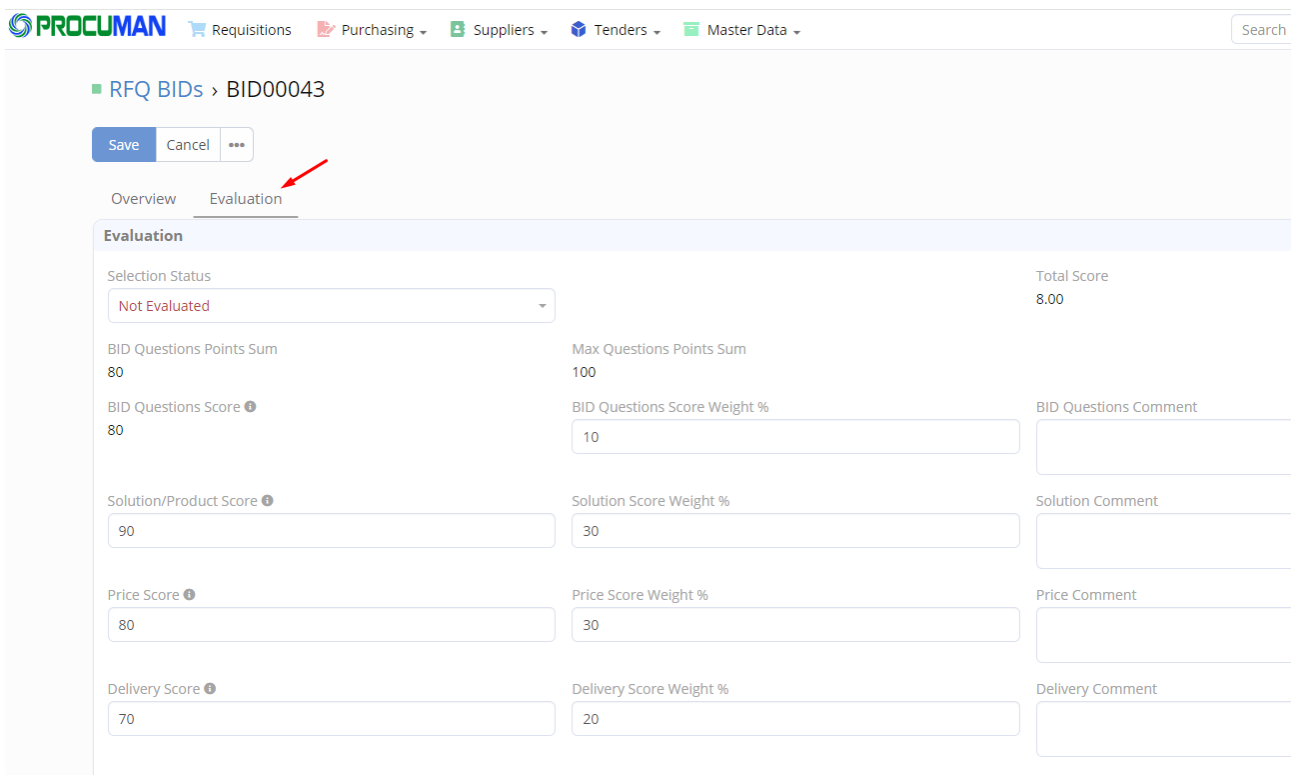


The screenshot shows the Procuman interface with the 'RFQ Bids' subpanel selected. A table lists various bids with columns for BID ID, RFX ID, RFX Requests, Supplier, Total Score, Total Offer Value, Status, Created At, and Created By. A dropdown menu is open over the 'RFQ Bids' header, showing options for 'RFX Requests', 'RFQ Bids', and 'Supplier Questions'.

BID ID	RFX ID	RFX Requests	Supplier	Total Score	Total Offer Value	Status	Created At	Created By
BID00043	RFX00014	Sliding Door Cabin...	Edeka Grocery	0.00	\$750.00	Submitted to Cust...	04 Mar 17:48	John Smith
BID00042	RFX00014	Sliding Door Cabin...	Amazon Online	0.00	\$850.00	Submitted to Cust...	04 Mar 17:44	Jeff Bezos
BID00041	RFX00014	Sliding Door Cabin...	Africa network LLC	0.00	\$800.00	Submitted to Cust...	04 Mar 17:32	Vincent Kawunde
BID00040	RFX00005	Office Coffee		0.00	\$556.00	Submitted to Cust...	29 Feb 14:46	Admin
BID00039	RFX00010	Electric motor15 kw	Walmart	23.50	\$369.00	Winner Bid	29 Feb 08:38	Admin
BID00038	RFX00010	Electric motor15 kw	Edeka Grocery	9.00	\$666.00	Did Not Win	27 Feb 15:55	John Smith
BID00034	RFX00013	Battery power sou...	Amazon Online		\$800.00	Submitted to Cust...	27 Feb 11:59	Jeff Bezos
BID00033	RFX00009	Electric motor 2.2 ...	Amazon Online	0.00	\$500.00	Did Not Win	23 Feb 16:44	Jeff Bezos
BID00031	RFX00009	Electric motor 2.2 ...	Edeka Grocery	0.00	\$499.95	Did Not Win	23 Feb 16:23	John Smith
BID00030	RFX00011	Electric motor15 kw	Amazon Online	0.00	\$900.00	Winner Bid	23 Feb 14:42	Jeff Bezos
BID00028	RFX00008	Rechargeable batt...	Amazon Online	0.00	\$130.00	Did Not Win	23 Feb 12:11	Jeff Bezos
BID00027	RFX00006	Office Coffee		43.15	\$550.00	Draft, Not Submitt...	14 Feb 14:12	Admin

BID scoring is done under the “Evaluation” tab in the BID details view. Total score is calculated based on the individual scores and their weight %. The sum of all weight % should be 100.

BID Questions are evaluated at the subpanel “Requirements Q&A” and their total average score is saved in field “BID Questions Score”. The winner bid is defined by selecting a value from the drop-down list “Selection Status”.



The screenshot shows the 'Evaluation' tab for BID00043. It features a 'Selection Status' dropdown set to 'Not Evaluated' and a 'Total Score' of 8.00. Below are input fields for various scores and weights, each with a comment field. A red arrow points to the 'Evaluation' tab.

Field	Value	Weight %	Comment
BID Questions Points Sum	80		
BID Questions Score	80		
Solution/Product Score	90	30	
Price Score	80	30	
Delivery Score	70	20	

Purchase order for the winner supplier and bid can be created by pressing the “Create

PO” button in bid detail view.

The screenshot shows the Procuman.com interface for bid detail view. The breadcrumb navigation is "RFQ BIDs > BID00043". In the top right corner, there are buttons for "Follow" and "Create PO", with the "Create PO" button highlighted by a red box. Below the breadcrumb, there are "Save", "Cancel", and a menu icon. The main content area has tabs for "Overview" and "Evaluation". The "Overview" tab is active, showing a "BID Header" section with the following details:

BID ID	Submit Action	Status
BID00043	Submit to Customer	Under Evaluation
Supplier	Supplier Reference	Rfx Requests
Edeka Grocery	Sliding door	Sliding Door Cabinet
Offer Valid Until	Payment Terms	Description
11 May	EXW	None
Total Offer Value	Bid Currency	Created By
\$750.00	USD	John Smith
Bid Documents	Created At	
None	04 Mar 17:48	

4. Purchase Order Process

“Create PO” action button allows to create new Purchase Order directly out of the purchase requisition record.

The screenshot shows the Procuman.com interface for requisition detail view. The breadcrumb navigation is "Requisitions > REQ00066". In the top right corner, there are buttons for "Create Rfx" and "Create PO", with the "Create PO" button highlighted by a red arrow. Below the breadcrumb, there are three menu icons. The main content area has a "Requisition Header" section with the following details:

Req. Nr.	Status	
REQ00066	Purchased	
Assigned Approver/Editor	Branch	
No Edit	Procuman Software	
Title	Request Description	Sourcing URL
Sliding Door Cabinet	Sliding Door Cabinet, ideal for robust and secure storage in various professional environments such as workshops, offices, and warehouses. This cabinet is versatile with adjustable features for organizing a wide range of items.	None
Required Date	Project	Cost Center
09 Mar	Construction Site A	100
Attachments	Total Cost	
None	\$1,000.00	

Below the header is a "Requisition Lines" table:

Products	Product Name	Quantity	Price	Total	UOM	GL Account	Description
	Sliding Door Cabinet	1,000	\$1,000.00	\$1,000.00	Pieces		Specifically: External Dimensions: (W x D x H) 1,000 x 500 x 1,000 mm

System will automatically add the PO Number in the “Purchase Orders” subpanel and flags the PO Status as “Draft”.

The screenshot shows the Procuman interface with the following data:

Products	Product Name	Quantity	Price	Total	UOM	GL Account	Description
	Sliding Door Cabinet	1,000	\$1,000.00	\$1,000.00	Pieces		Specifically: <input type="checkbox"/> External Dimensions: (W x D x H) - 1000 x 500 x 1950 mm <input type="checkbox"/> Design: Features 4 shelves <input type="checkbox"/> Cabinet Color: Light grey <input type="checkbox"/> Door Color: Blue <input type="checkbox"/> Construction: Robust sheet- See more

Approvals

Created At	Created By	Status	Next Level Approver
29 Feb 16:35	albert albert	Approved - Final	

Notes & Documents

No Data

Purchase Orders

PO Number	Title	PO Status	Supplier
PO000040	Sliding Door Cabinet	Draft	

After PO is created you can access the PO under Purchasing -> Purchase Orders menu item.

The screenshot shows the Procuman interface with the following data:

Purchase Orders

- Purchase Orders
- Goods Receipts
- Invoices Received

[+ Create Purchase Orders](#)

PO Number	Supplier	Title	PO Status	Financial Status	Grand Total	Created By	Created At
PO000040		Sliding Door Cabinet	Draft	No Commitment	\$0.00	William William	Today 14:54
PO000039	Edeka Grocery	Electric motor 2.2 kw	Draft	No Commitment	\$499.95	Admin	29 Feb 15:27
PO000038	Edeka Grocery	Electric motor 2.2 kw	Draft	No Commitment	\$499.95	Admin	29 Feb 15:25
PO000037	Edeka Grocery	Electric motor 2.2 kw	Draft	No Commitment	\$499.95	Admin	29 Feb 15:24
PO000036	Edeka Grocery	Electric motor 2.2 kw	Draft	No Commitment	\$499.95	Admin	29 Feb 15:20
PO000035		Office Coffee	Draft	No Commitment	\$556.00	Admin	29 Feb 15:07
PO000034	Edeka Grocery	Office Coffee	Draft	No Commitment	\$556.00	Admin	29 Feb 14:52
PO000033	Amazon Online	Battery power source...	Draft	No Commitment	\$0.00	Admin	29 Feb 13:52
PO000032	Amazon Online	Battery power source...	Draft	No Commitment	\$0.00	Admin	29 Feb 13:47
PO000031	Amazon Online	Rechargeable battery...	Draft	No Commitment	\$0.00	Admin	29 Feb 13:43
PO000030	Edeka Grocery	Electric motor 2.2 kw	Draft	No Commitment	\$0.00	Admin	29 Feb 13:40
PO000029	Edeka Grocery	Electric motor15 kw	Draft	No Commitment	\$0.00	Admin	29 Feb 13:36
PO000028	Edeka Grocery	Electric motor15 kw	Draft	No Commitment	\$0.00	Admin	29 Feb 13:31

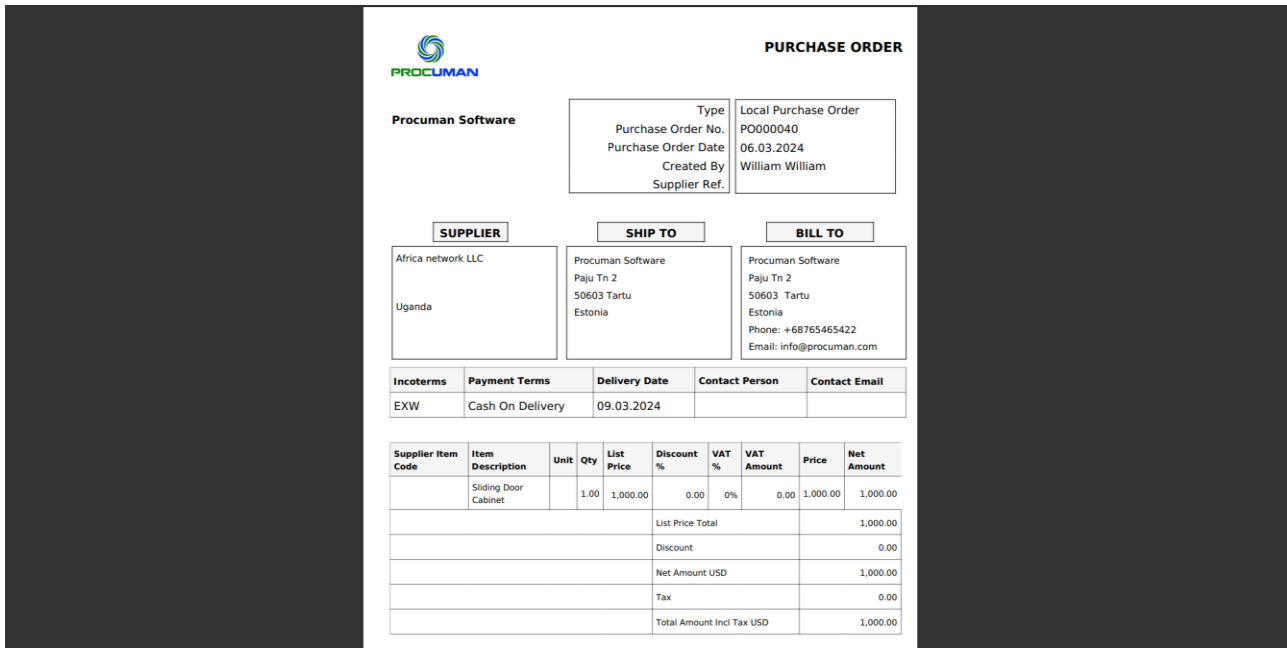
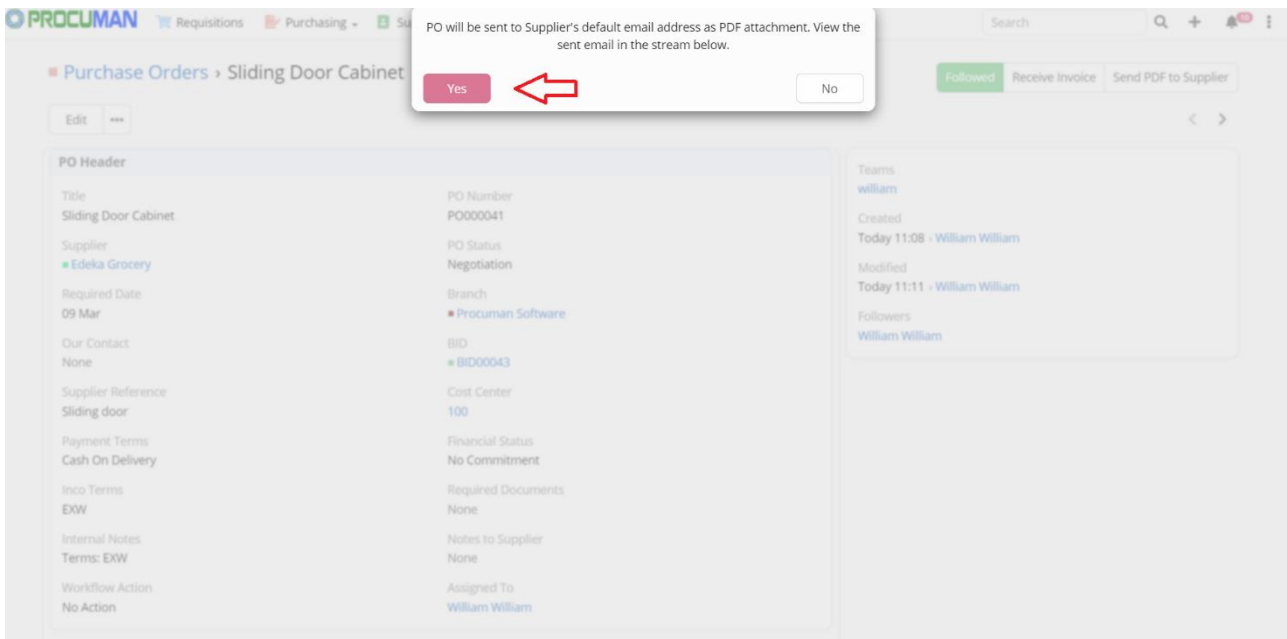
Supplier needs to be selected for the newly created PO. You may need to remove some of the line items that may be provided by another supplier. You can create several POs out of a single Requisition.

The screenshot shows the Procuman.com interface for a Purchase Order (PO) titled "Sliding Door Cabinet". The PO Number is PO000040 and the PO Status is "Draft". A dropdown menu for the "Supplier" field is open, showing a date "09 Mar" and a "Create Supplier ..." option. Red arrows point to the "Draft" status and the "Create Supplier ..." option. The interface also shows a "Followed" button and a "Teams" section with the name "william".

After “Supplier” is selected “Receive Invoice” button and “Send PDF to Supplier” buttons appear in Purchase Order detail view.

The screenshot shows the Procuman.com interface for the same Purchase Order (PO) titled "Sliding Door Cabinet". The PO Number is PO000041 and the PO Status is "Negotiation". The "Supplier" field is now "Edeka Grocery". The "Required Date" is "09 Mar". The "Branch" is "Procuman Software" and the "Cost Center" is "100". The "Payment Terms" are "Cash On Delivery" and the "Financial Status" is "No Commitment". The "Required Documents" are "None". The "Notes to Supplier" are "None". The "Assigned To" is "William William". The interface also shows a "Followed" button and two new buttons: "Receive Invoice" and "Send PDF to Supplier". Red arrows point to the "Edeka Grocery" supplier and the "Negotiation" status.

After “Send PDF to Supplier” button is pressed, the supplier will get email notification with PDF file of the PO attached, including Purchase Order No., Purchase Order Date, Item Description, List Price, Payment Terms, Delivery Date, etc.



After “Receive Invoice” button is pressed, a new invoice record is created. View it in the main “Purchasing”- menu, “Invoices Received”-submenu.

You are creating a new Invoice record. View the new Invoice at Purchasing-menu. Select "YES" to proceed.

Yes No

PO Header

Title	Sliding Door Cabinet	PO Number	PO00041
Supplier	Edeka Grocery	PO Status	Negotiation
Required Date	09 Mar	Branch	Procuman Software
Our Contact	None	BID	BID00043
Supplier Reference	Sliding door	Cost Center	100
Payment Terms	Cash On Delivery	Financial Status	No Commitment
Inco Terms	EXW	Required Documents	None
Internal Notes	Terms: EXW	Notes to Supplier	None
Workflow Action	No Action	Assigned To	William William

Teams: [william](#)

Created: Today 11:08 - William William

Modified: Today 11:11 - William William

Followers: [William William](#)

Invoices Received

All - Invoices Received

Invoice ID	PO Number	Purchase Orders	Suppliers	Invoice Total	Invoice Status	Assigned To	Created At
INV00014	PO000024	Rechargeable battery...	Amazon Online		Received		07 Mar 12:46
INV00013	PO000041	Sliding Door Cabinet	Edeka Grocery		Received		07 Mar 11:14
INV00012	PO000040	Sliding Door Cabinet	Africa network LLC	\$1,000.00	Payment Requested	Gordon Gordon	07 Mar 08:12
INV00011	PO000040	Sliding Door Cabinet	Africa network LLC	\$1,000.00	Payment Requested	Gordon Gordon	05 Mar 15:57
INV00010	PO000040	Sliding Door Cabinet	Africa network LLC		Received		05 Mar 15:54
INV00009	PO000025	Electric motor 2,2 kw	Amazon Online		Received		23 Feb 12:28
INV00008	PO000023	Rechargeable battery...	Amazon Online		Received		22 Feb 08:44
INV00007	PO000022	Office Coffee	Edeka Grocery	\$1,768.00	Fully Paid	john Smith	22 Jan 14:48
INV00005	PO000015	Test 9	PC Superstore	\$44.00	Fully Paid		17 Jan 15:20
INV00004	PO000021	Test 9	PC Superstore	\$10,887.00	Received		17 Jan 15:15
INV00003	PO000019	Test 9E	PC Superstore	\$10,612.00	Received		17 Jan 15:09
INV00002	PO000020	Test 9F		\$10,782.00	Received		17 Jan 15:05
INV00001					Received		17 Jan 14:56

After selecting and opening the invoice in the “Invoices Received”-submenu, Purchase Agent can confirm that the actual invoiced amount per line item is same as the ordered amount in the original PO. Also the actual invoiced quantity can be compared with the quantity of delivered items.

Payments can be requested from the finance team by selecting the Workflow action “Request Payment” and selecting the responsible person from the finance team. The person responsible for the payment will receive an email notification.

PROCUMAN
Requisitions
Purchasing
Suppliers
Tenders
Master Data
Search
+
12

Edit
...
<
>

INV00012 **PO000040**
 Purchase Orders
 Sliding Door Cabinet
 Suppliers
 Africa network LLC
 PO Total
\$1,000.00
 Cost Center
 100
 Description
 None

Invoice Status
Payment Requested
 Supplier Invoice Number
 None
 Invoice Total
\$1,000.00
 Invoice File
 None

Created
 Today 08:12 - William William
 Modified
 Today 08:14 - System
 Followers
 Gordon Gordon

Workflow

Workflow Action ↓ Update Cancel Assigned To Gordon Gordon

Request Payment

No Action

Request Payment

Purchase Order Lines

Row	Product Name	Order QTY	Delivered QTY	Invoiced QTY	Total
PO000040-1	Sliding Door Cabinet	1.000			\$1,000.00
Total:					\$1,000.00

PROCUMAN
Requisitions
Purchasing
Suppliers
Tenders
Master Data
Search
+
12

Edit
...
<
>

INV00012 **PO000040**
 Purchase Orders
 Sliding Door Cabinet
 Suppliers
 Africa network LLC
 PO Total
\$1,000.00
 Cost Center
 100
 Description
 None

Invoice Status
Payment Requested
 Supplier Invoice Number
 None
 Invoice Total
\$1,000.00
 Invoice File
 None

Created
 Today 08:12 - William William
 Modified
 Today 08:14 - System
 Followers
 Gordon Gordon

Workflow

Workflow Action Request Payment Assigned To * ↓ Update Cancel

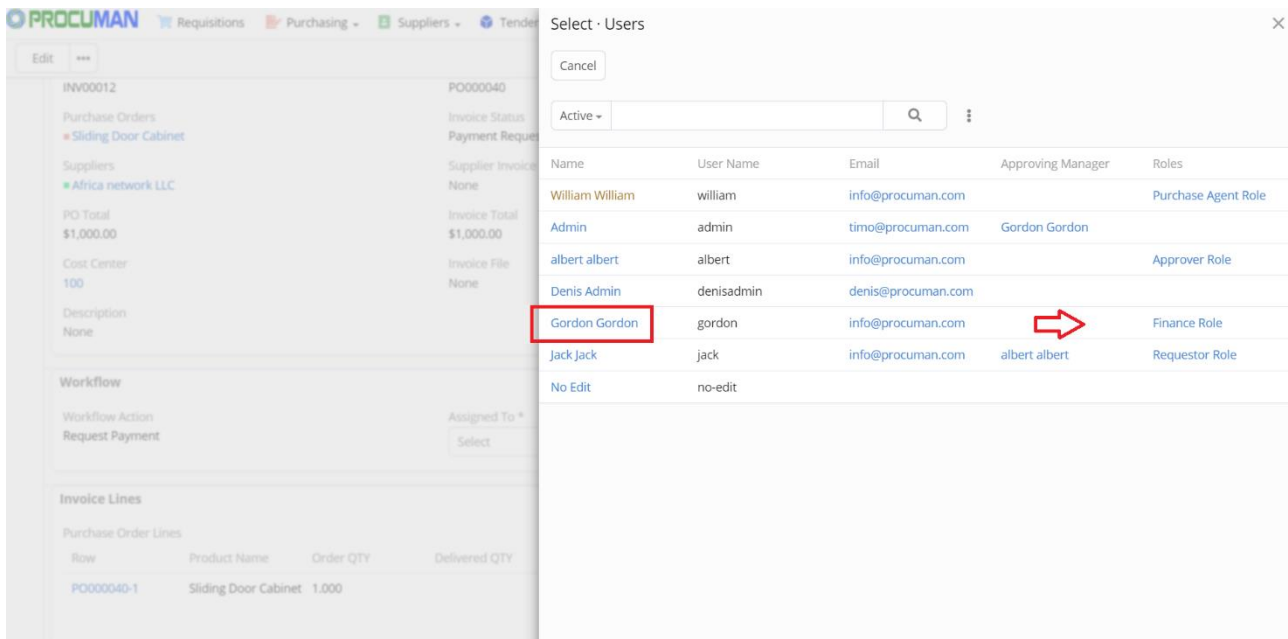
Select

William William

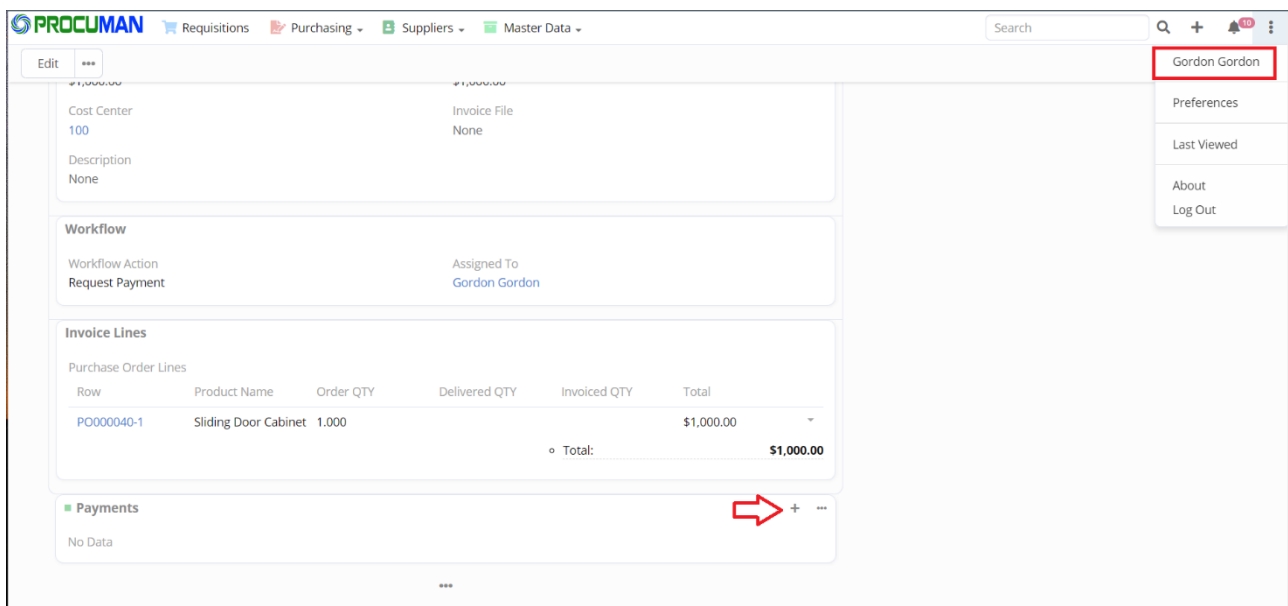
Invoice Lines

Purchase Order Lines

Row	Product Name	Order QTY	Delivered QTY	Invoiced QTY	Total
PO000040-1	Sliding Door Cabinet	1.000			\$1,000.00
Total:					\$1,000.00



Payment processor user will open the invoice in the “Invoices Received”-submenu and selects “+” sign in the “Payments” subpanel and creates payment record in the pop-up window.



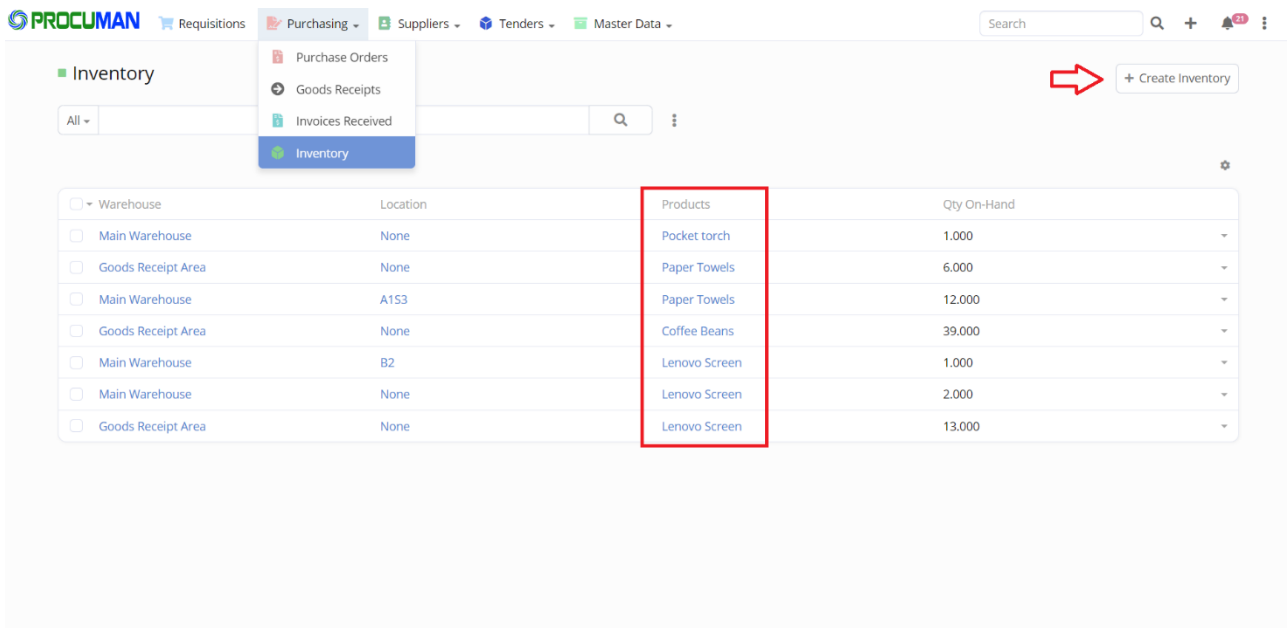
Goods Receipt

Goods can be received by each PO line item separately. Edit the PO record and enter the quantity of received goods in the GR QTY field. This will change the PO status as Delivered or Partially Delivered and increases the Delivered count on the line item. Also Inventory record will be created and the goods will be placed at the “Received Goods Area” warehouse.

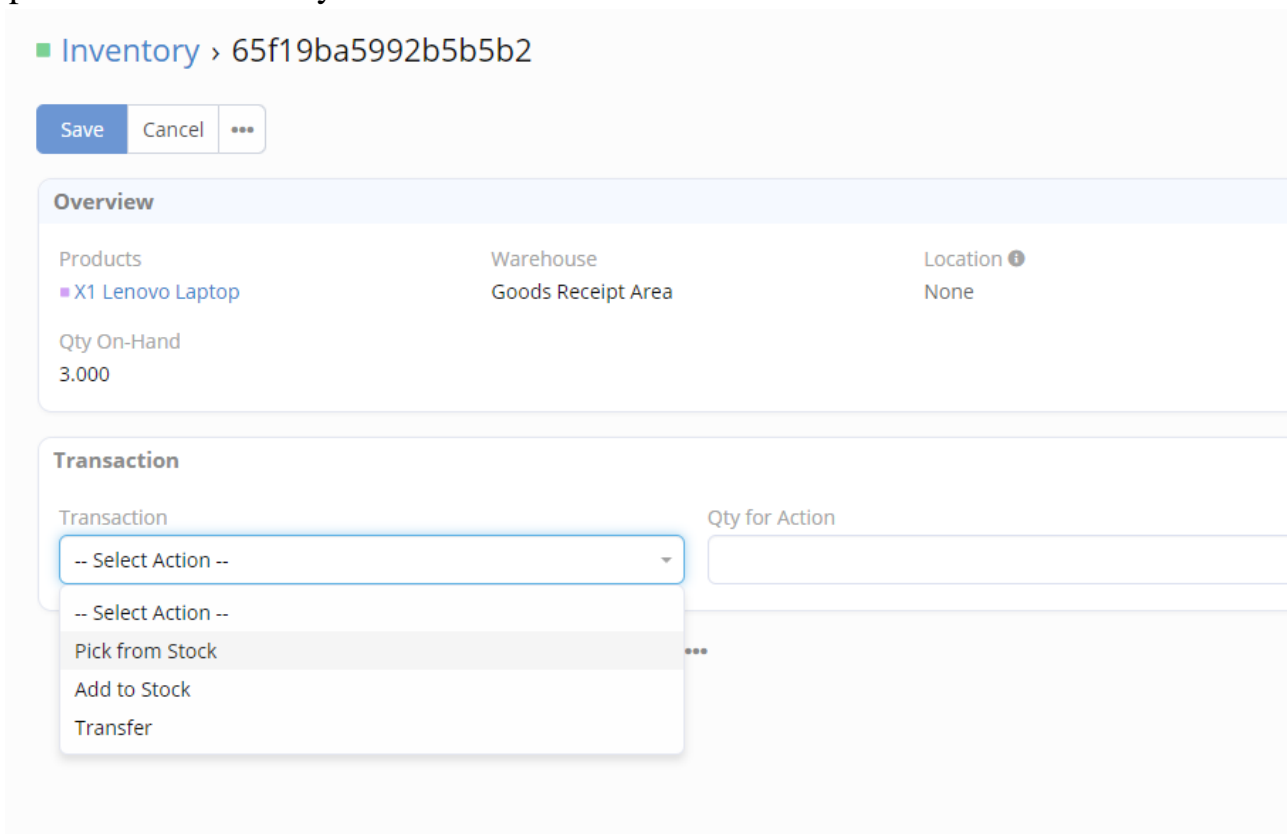
Line Items					
Purchase Order Lines					
Product Name	Order QT...	Purchase Price	Total	Delivered ..	GR QTY
Sliding Door Cabinet	1	\$750.00	\$750.00	1.000	<input type="text"/>

5. Inventory

In the “Inventory” module products’ quantity on-hand can be seen in their warehouse locations. Product can be excluded from inventory tracking in Products module.



Products can be picked, added or transferred to another location in the “Transactions” panel in the inventory record detail view.



Products

In the Products module each Product will display the Total Quantity On-Hand and Quantity On Orders. On Orders count is calculated by scheduled workflow where PO line status is Submitted or Partially Delivered.

Products > Lenovo Screen



Overview

Name	Lenovo Screen	Internal Item Code	None
Supplier Part Number	LS678	Expiry Date ⓘ	None
Description	None	Product Documents	None
GL Account	None	UOM	Pieces
Best Price	\$332.00	Preferred Suppliers	■ PC Superstore
Product Type	Goods	Category Products	IT Hardware
Inventory Active ⓘ	<input checked="" type="checkbox"/>	Total Qty On-Hand	16.000
Qty On Orders	8.000	Min. Stock Qty ⓘ	None

6. Budget

Spend management is done under Master data -> Budget. Each cost center budget can be defined with a monthly period and with a budgeted amount. All submitted POs for a cost center will calculate towards the Period Spend amount (calculation runs a scheduled workflow). A cost center can be defined in each user profile which is then copied to the Requisition and PO.

■ Budgets > 100 2-2024

Edit



Overview

Name

100 2-2024

Period Month

02

Period Year

2024

Cost Center

100

Budgeted Amount

1,000.00

Period Spend

875.00

Remaining

125.00

Remarks

None

Period Start Date

01 Feb

Period End Date

29 Feb



7. Administration

7.1. Roles and Teams Explanations

Roles define which modules are visible for the user and what record level access rights user have for module's records. When user is created, also a new Team is created with the same name as the username. This is set as user's default team and all records created by the user will get user's default team. "Team" level access in Role read right means that user will retain read-only rights for the records he has created and his default team is added to the record's list of Teams automatically. Record owner is the user to whom the record has been assigned to. Usually the record owner has edit rights for the record.

Each user should be given only one role (exception if Bid Evaluator also needs to be approver for requisitions, then he can be assigned also the PR Approver Role). Each role contains the basic rights to create Requisitions.

BID Evaluator Role

This role can be given to users that evaluate the incoming supplier bids. Bid evaluator will only see the bids when the RFQ status has changed to “In Evaluation” and after the bidding deadline is due.

Finance Role

For users who need to create payment records. This role can also approve requisitions.

PR Approver Role – PR + PO Approver Role

These users can approve Purchase Requisitions or/and Purchase Orders. The approval limit (in default currency) is set in the user profile. You can set the approval limit to -1 if user should only review Requisitions and then forward to next level approver.

Requestor Role

Requestor can only create requisitions and send them for approval.

Purchase Agent Role

This role will give access rights to all modules except the System Administration.

Special Purpose Teams

Workflows that are executed using the action buttons (Create PO, Create RFX, ...) require that the user also belongs to a specific team. These are:

- BID Evaluators
- Team PR Approvers
- Team Purchase Agents

For Supplier Portal, it's users, roles and teams are maintained in a separate module in system administration.

8. Supplier Portal Registration

Suppliers can register at Supplier Portal registration page URL:

[https://\[site.domain.com\]/registration/](https://[site.domain.com]/registration/)

where [site.domain.com] is your hosted Procuman system’s domain name.



Supplier Registration Form

Company Name*	<input type="text" value="Company Name"/>
First Name*	<input type="text" value="Firstname"/>
Last Name*	<input type="text" value="Lastname"/>
Email Address*	<input type="text" value="my-name@my-email.com"/>
Website	<input type="text" value="http://mycompany.com"/>
Street	<input type="text"/>
City	<input type="text"/>

After registration “Team Purchase Agents” members will receive a notification email. New registrations can be seen in Suppliers-menu under “Supplier Registrations”.

The screenshot shows the Procuman system interface. The top navigation bar includes the Procuman logo and several menu items: Requisitions, Purchasing, Suppliers, Tenders, and Master Data. A search bar is located on the right. The main content area is titled "Supplier Registrations" and features a dropdown menu with options: Suppliers, Products, Portal Contacts, and Supplier Registrations (which is highlighted). Below the menu is a table with the following data:

<input type="checkbox"/>	Name	Company Name	Email	Created At	Status
<input type="checkbox"/>	Reynold King	Woolworth	timo@procuman.com	21 Feb 15:36	Contact Created
<input type="checkbox"/>	Richard Wooler	Woolworth	info@procuman.com	21 Feb 15:16	Contact Created
<input type="checkbox"/>	John Smith	Wallmart	john@wallmart.com	03 Feb 10:03	Contact Created
<input type="checkbox"/>	John Smith	Wallmart	john@wallmart.com	03 Feb 09:59	New
<input type="checkbox"/>	test5 test6	testco	t@t.com	02 Feb 16:45	New
<input type="checkbox"/>	test5 test6	testco	t@t.com	02 Feb 16:39	New

If Supplier record already exists in the system, it can be selected in “Link to Supplier” field.

To create a new supplier record, press the button “Create Supplier”. New Supplier record will be created and automatically linked with the registration record. Note that

there is no check for duplicate Supplier records.

Supplier Registrations > John Smith

Follow Convert **Create Supplier**

Edit ...

Overview

Company Name	Link to Supplier
Walmart	None
Name	
John Smith	
Email	Phone
john@wallmart.com	+87964726521 Mobile
Title	Website
None	walmart.com
Address	Status
oxfordstreet 1 las Vegas, NV 12356 USA	New

After linking of the supplier, you will see a new button “Create Contact and Send Portal User”. This will create a Contact-record and link it with the linked Supplier. Also a new portal user account will be created and logon credentials will be emailed to the Supplier email address. Portal users can be maintained in System Administration section. Portal user is linked with the Supplier’s contact record and this defines the row level access in Supplier Portal.

Supplier Registrations > John Smith

Follow Convert **Create Contact and Send Portal User**

Edit ...

Overview

Company Name	Link to Supplier
Walmart	Walmart
Name	
John Smith	
Email	Phone
john@wallmart.com	+87964726521 Mobile
Title	Website
None	walmart.com
Address	Status
oxfordstreet 1 las Vegas, NV 12356 USA	New