



eProcure

DIGITAL PROCUREMENT SOLUTION



User Manual for RAKMHSU

Frontline Information Technology L.L.C.

P. O. Box No. 51742, Dubai, U.A.E. | Tel: + 971 – 4 – 3533 727 | Whats App us at : +971 56 372 9367

Email: info@fit.ae ; sales@fit.ae | Website : www.fit.ae

Horizon – eProcure for Departments

Horizon - eProcure is an online procurement system designed to help you save time by digitizing the process of your Purchase Request, Quotation Approval, and other procurement and inventory processes.

All the related approvals such as Purchase Indent Request, Quotation Approval, etc. can be done electronically based on the hierarchical setup and level of approval set under your department.

You will receive a notification by email for the request and approval and disapproval. Approval can be done through email or the system using your login credentials.

The system will help to streamline and digitize the complete workflow and expedite the procurement process.



Login – Sign in to Start



A screenshot of a web browser window showing the login page for Horizon EBS. The browser address bar displays 'procure.rakmhsu.ac.ae'. The page is split into two main sections. The left section has a dark blue background with the text 'WELCOME TO HORIZON' and a sub-headline: 'Horizon EBS, FMS and HRMS is uniquely designed to streamline your business processes. Now you can easily access anywhere anytime from any devices.' The right section is white and contains the university's logo and name in Arabic and English: 'جامعة رأس الخيمة للطب والعلوم الصحية RAK Medical & Health Sciences University Ras Al Khaimah, United Arab Emirates'. Below this is the heading 'Let's get on with work!' and 'Sign in to Start'. There are three input fields: 'User Code *' with the value 'frontline', 'Password *' with masked characters, and 'Select Year *' with the value '2022'. A red 'Sign In' button is positioned below these fields. A 'Forgot Password?' link is located to the right of the button. At the bottom, there is a CAPTCHA area with the number '547729' and a refresh icon.

Please open the browser and type the URL:

<http://procure.rakmhsu.ac.ae>

Please Enter your user id and password to log in and also enter the Captcha before login.

If you do not have your login credential, please check with your IT administrator.

Password Change



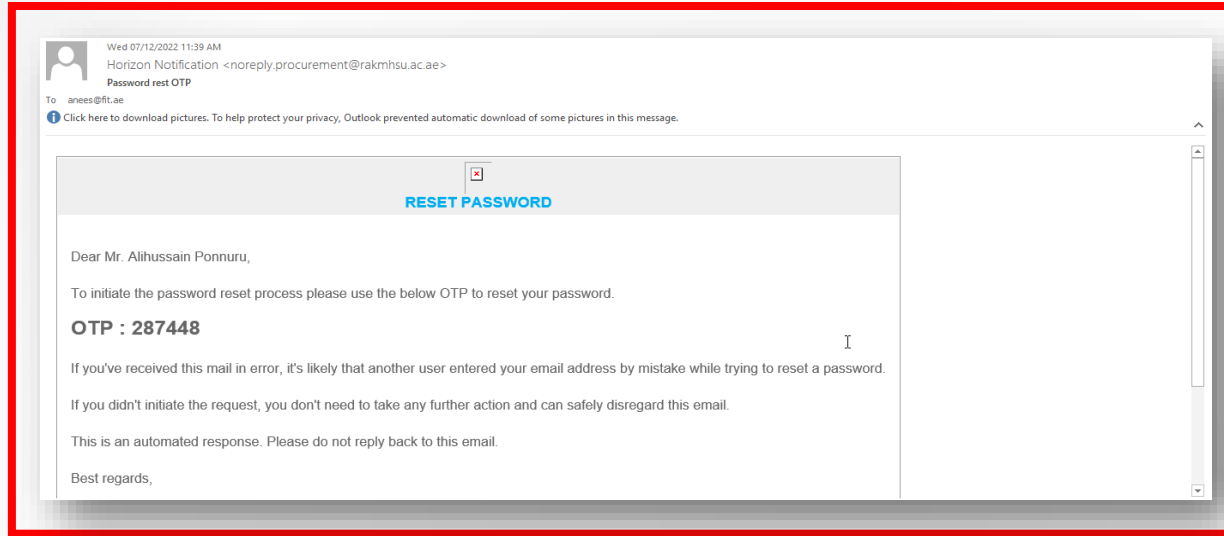
A screenshot of a web browser displaying the HORIZON EBS dashboard. The browser address bar shows 'localhost/dashboard'. The dashboard header includes the RAK Medical & Health Sciences University logo and the name 'Mr. Allhussain Ponnuru'. A user menu is open on the right, showing options for 'Change Password' and 'Logout'. A 'Change Password' modal window is centered on the screen, containing a form with the following fields: 'User Name' (ALI.HUSSAIN), 'New Password *', 'Confirm Password *', and a 'captcha...' field with the value '808624'. There are 'Send OTP' and 'Cancel' buttons at the bottom of the modal. The dashboard background shows various icons for 'Procurement & In...', 'Setup', and 'Approval Management'. The footer of the browser shows '© 2022 Frontline Information Technology' and the system tray with the date '12/7/2022' and time '11:31 AM'.

You can change the password after logging in by clicking on the right-hand side user detail.

Please click on the Change password link and provide the Old Password and New Password and captcha.

It will send OTP to your registered email id.

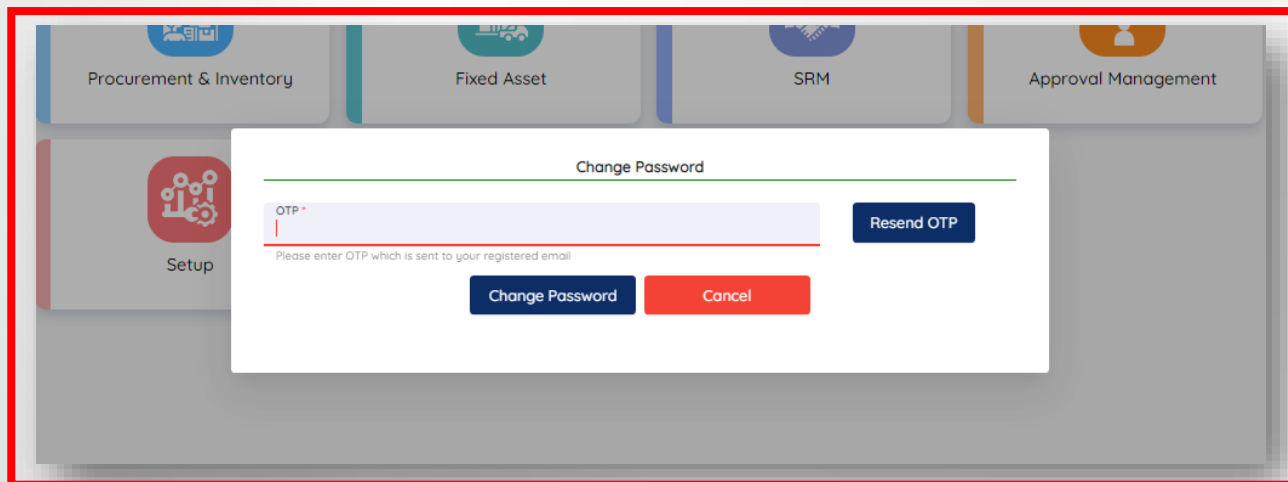
OTP Email and Authentication



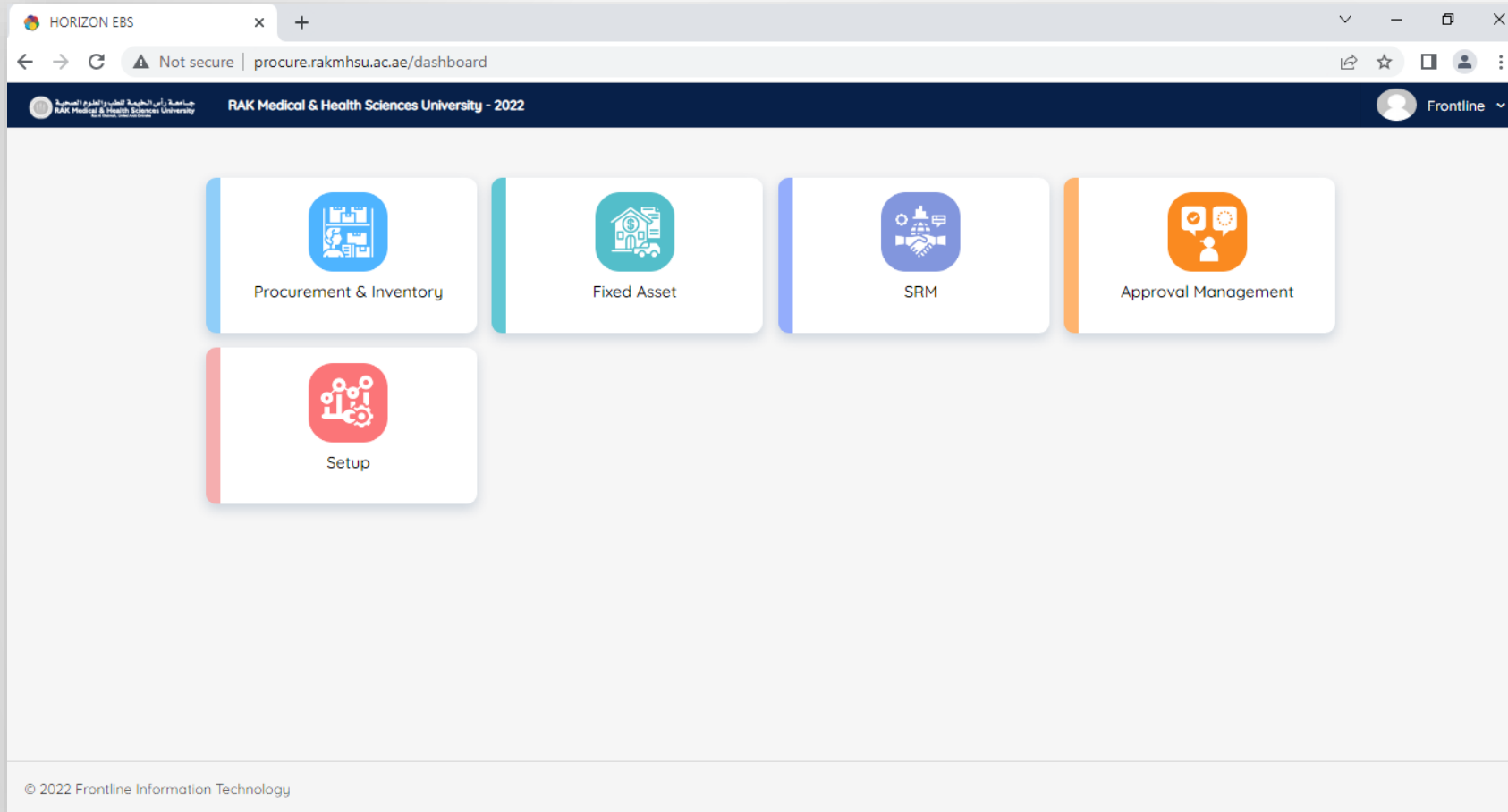
You will receive an email notification with OTP – One-time Password on your registered email address. In case not received, please click on the resend OTP link.

Once received, kindly enter the OTP in the change password screen.

This process will help you to change the password.



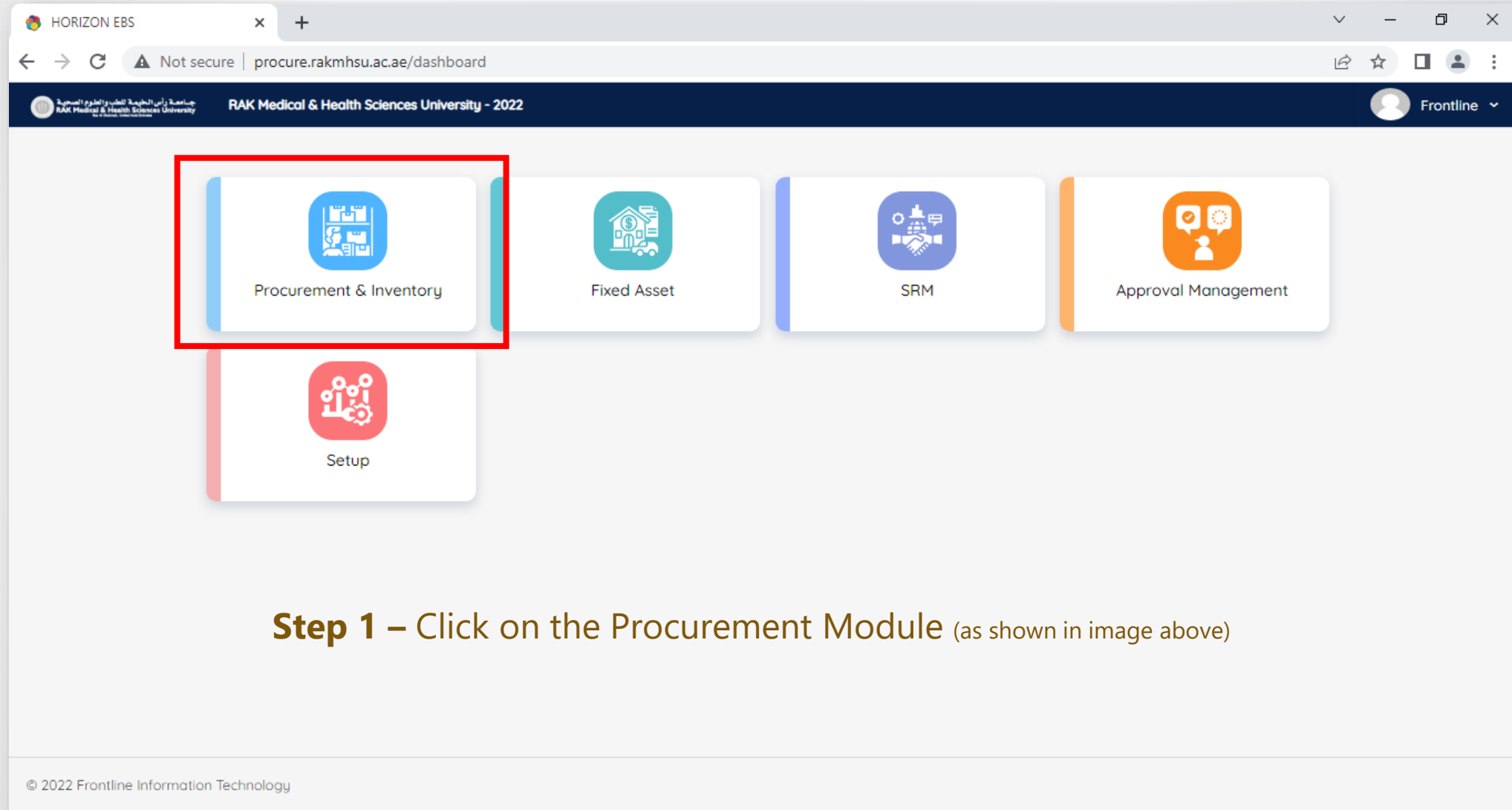
Landing Screen



Once you log in successfully, you will first see this landing screen where all the available modules in the system will be visible.

You may be able to access only the module to which you have access or the respective rights given.

How to raise a Purchase Indent ?



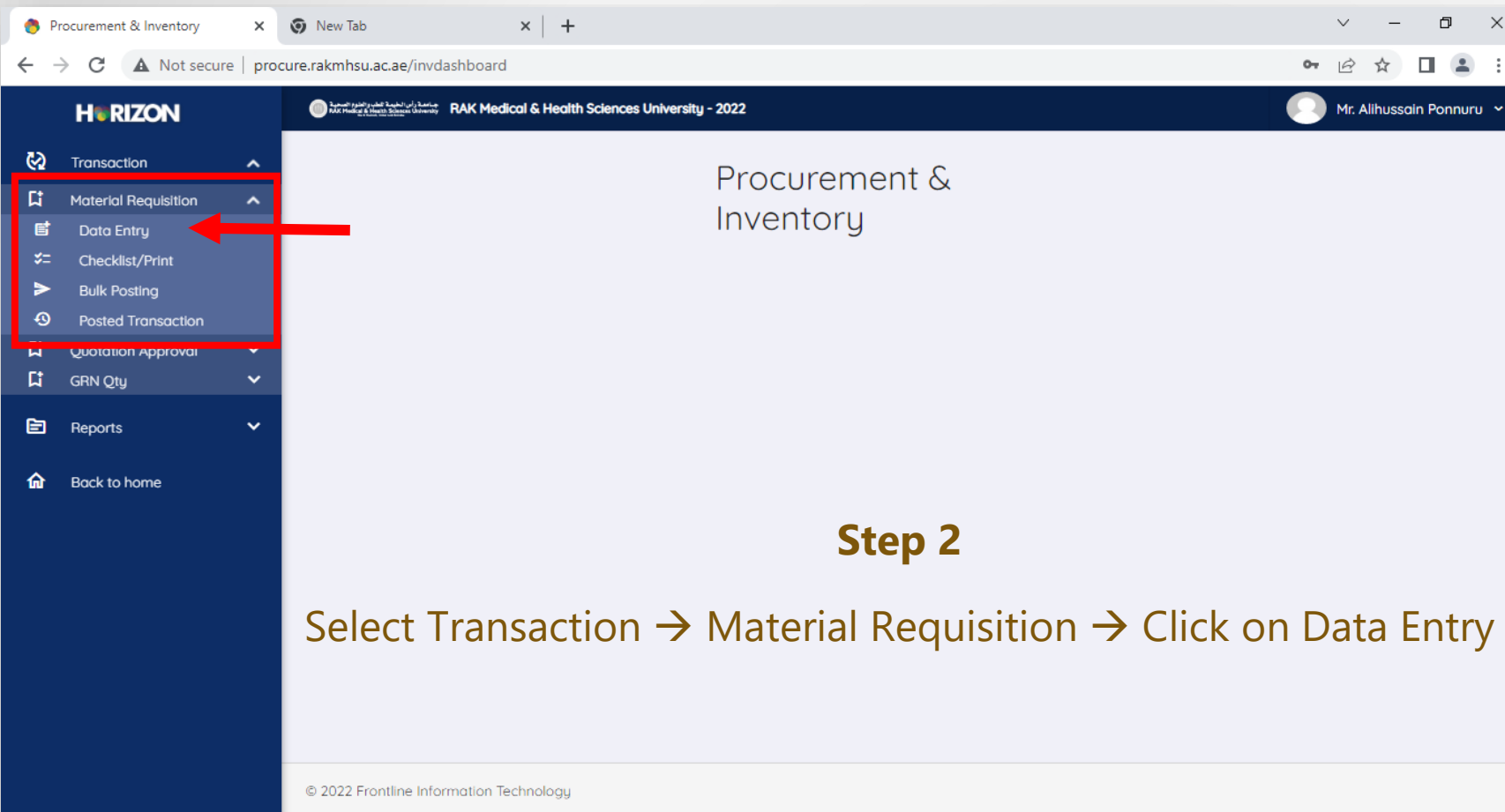
Step 1 – Click on the Procurement Module (as shown in image above)

How to raise a Purchase Indent ?

Once you click on the Module link, it will lead you to this page which will have Main Menu and Sub Menu to which you have been provided access.

For instance, here the Main Menu has

- Transaction
- Reports



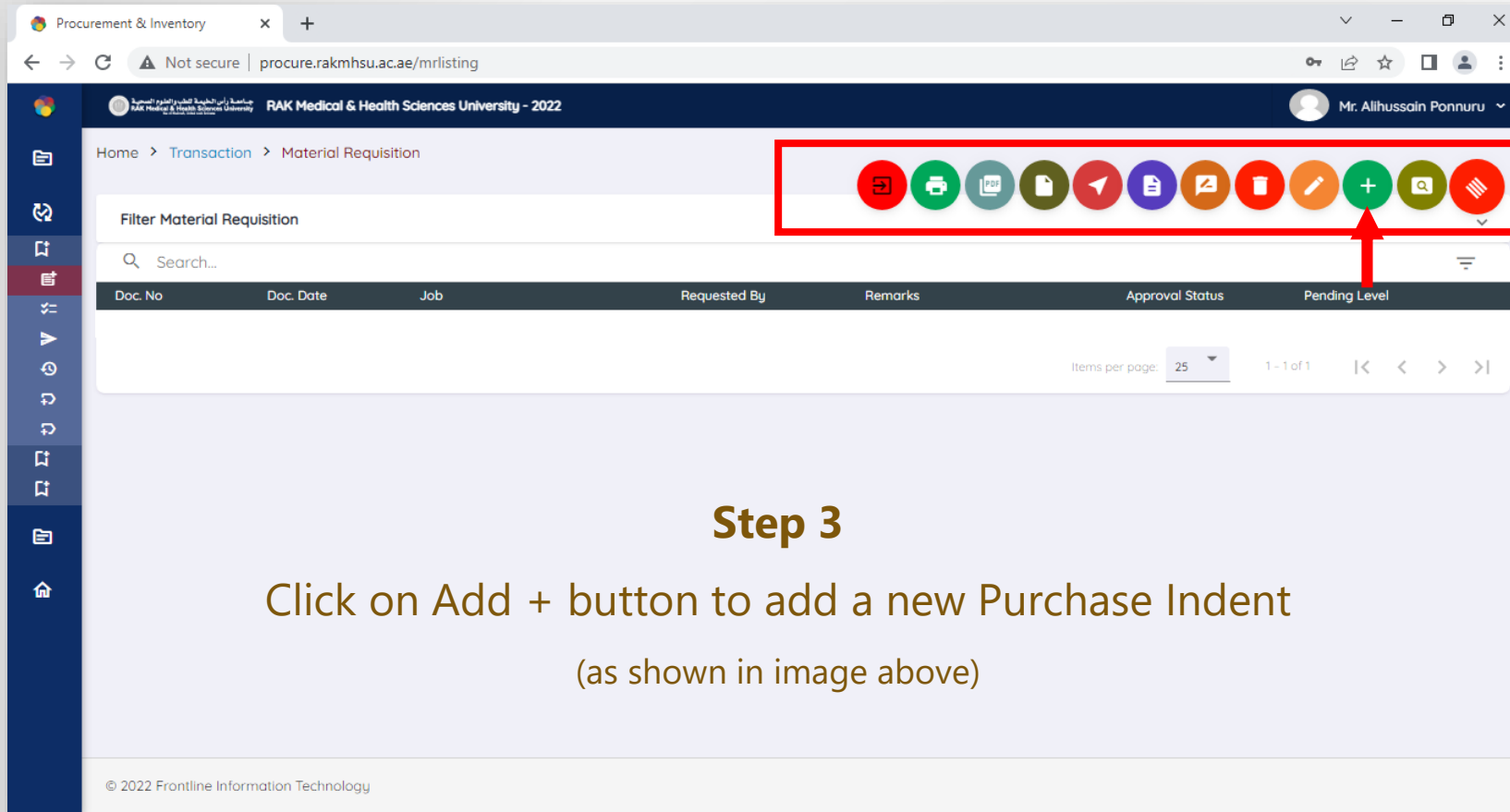
The screenshot shows a web browser window with the URL procure.rakmhsu.ac.ae/invdashboard. The page title is "Procurement & Inventory". The user is logged in as "Mr. Allhussain Ponnuru". The left sidebar menu is expanded, showing the following items: Transaction, Material Requisition, Data Entry, Checklist/Print, Bulk Posting, Posted Transaction, Quotation Approval, GRN Qty, Reports, and Back to home. A red box highlights the "Material Requisition" and "Data Entry" items, with a red arrow pointing to "Data Entry". The main content area displays "Procurement & Inventory".

Step 2

Select Transaction → Material Requisition → Click on Data Entry

© 2022 Frontline Information Technology

How to raise a Purchase Indent ?



Procurement & Inventory

Not secure | procure.rakmhsu.ac.ae/mrlisting

RAK Medical & Health Sciences University - 2022

Mr. Allhussain Ponnuru

Home > Transaction > Material Requisition

Filter Material Requisition

Search..

Doc. No	Doc. Date	Job	Requested By	Remarks	Approval Status	Pending Level
---------	-----------	-----	--------------	---------	-----------------	---------------

Items per page: 25 1 - 1 of 1

© 2022 Frontline Information Technology

Step 3

Click on Add + button to add a new Purchase Indent
(as shown in image above)

Once click on the Data Entry, you will lead to the listing page where you may see the already raised Purchase Indent with the Pending Approval status.

You can see the Red Icon on the right-hand top side which will display all the buttons available with the respective rights provided to you.

Buttons are as follows

- **Add**
- **Edit**
- **Delete**
- **Submit**
- **Status Log**
- **Post**
- **Excel Report**
- **Print**
- **Exit**

How to raise a Purchase Indent ?



Step 4

After clicking on the add button, the Purchase Indent form will be visible as displayed in the image.

Your contact details such as department, name, phone no., mobile no., extension no., and email id will be visible automatically from your user profile.

Sub Steps to follow here

- Select the priority for the indent
- Put the remarks if any
- Please attach the document along with Purchase Indent if any.
- Click on the 'Add New Record' to enter the items required for purchase

The screenshot shows a web browser window with the URL `procure.rakmhsu.ac.ae/mrdataentry`. The page title is "RAK Medical & Health Sciences University - 2022". The user is logged in as "Mr. Alihussain Ponnuru". The breadcrumb navigation is "Home > Transaction > Material Requisition > Add Material Requisition".

The form contains the following fields:

- Doc. No: [Empty]
- Doc. Date: 05/12/2022
- Contact Person: Mr. Alihussain Ponnuru
- Job: 1000000029/IT
- Priority: [Dropdown menu, highlighted with a red box]
- Requested By: Mr. Alihussain Ponnuru
- Phone No: 558573308
- Mobile No: 558573308
- Ext. No: 128
- Email ID: all@rakmhsu.ac.ae
- Remarks: [Text area]

The "Details" section at the bottom contains a table with columns: LNo., Prod.Type, Prod.Code, Description, Job, Job Cat, UOM, Qty, QHD, Remarks. The "Add New Record" button is highlighted with a red box.

© 2022 Frontline Information Technology

How to raise a Purchase Indent ?

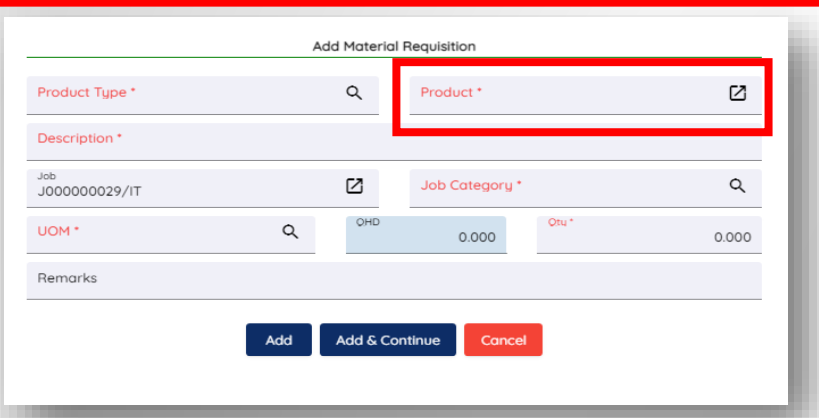
After clicking Add New Product, the pop-up will appear like this to add items to the purchase indent.

How to add items to indent request?

- After clicking on the product as displayed, an item list will appear as shown on the screen
- Search the items by name or code by typing on the search bar right on top
- Select the items and press OK to add
- Please select the quantity required and press add to indent request

If you wish to request multiple items, press add and continue

If any item required is not available in the display, you may contact the procurement department



Add Material Requisition

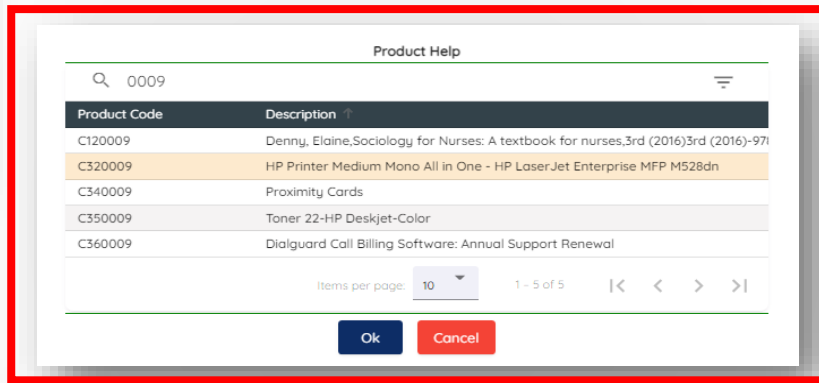
Product Type *

Description *

Job J000000029/IT

UOM * 0.000 0.000

Remarks

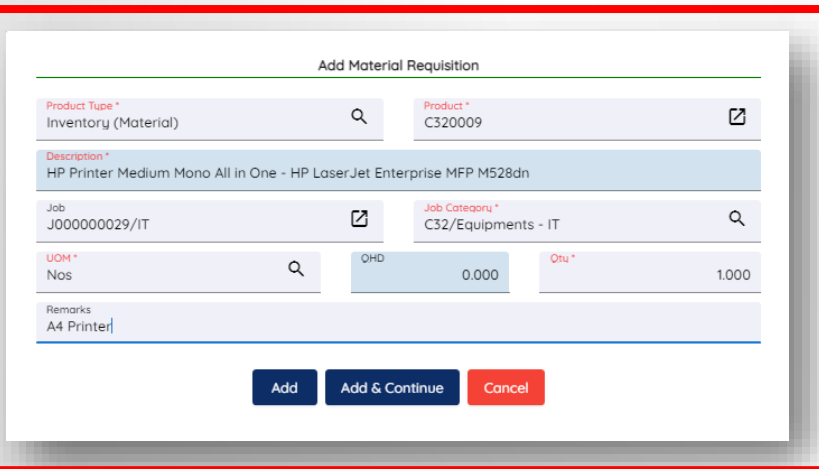


Product Help

0009

Product Code	Description
C120009	Denny, Elaine, Sociology for Nurses: A textbook for nurses, 3rd (2016) 3rd (2016)-978
C320009	HP Printer Medium Mono All in One - HP LaserJet Enterprise MFP M528dn
C340009	Proximity Cards
C350009	Toner 22-HP Deskjet-Color
C360009	Dialguard Call Billing Software: Annual Support Renewal

Items per page: 10 1 - 5 of 5



Add Material Requisition

Product Type * Product *

Description *

Job J000000029/IT C32/Equipments - IT

UOM * 0.000 1.000

Remarks

How to raise a Purchase Indent ?



After adding the items to the purchase indent, it will be visible in the grid as below.

If you wish to add more items to the same indent, you can do so by following the same process.

If you want to delete or edit the items selected, you can click on the three dots on the line items in the grid which will show you the related buttons.

You can see the Red Icon on the right-hand top side which will display the save and cancel buttons

Once you are through with adding items to the indent, you can save the document by clicking on the save button

The screenshot displays the 'Edit Material Requisition' page in the RAK Medical & Health Sciences University procurement system. The page includes a header with the university name and user 'Mr. Alihussain Ponnuru'. The main form contains fields for Document Number (MR38000002), Date (05/12/2022), Job (J000000029/IT), Priority (E/Emergency), and Remarks (IT Requirement). A red box highlights three icons in the top right corner: a green save icon, a red cancel icon, and a red three-dot menu icon. Below the form is a 'Details' section with buttons for 'Add New Record', download, upload, refresh, 'Stock In Progress', and 'Est.'. A table at the bottom lists three items, with a red box highlighting the table and its controls. The footer shows '© 2022 Frontline Information Technology'.

LN.	Prod.Type	Prod.Code	Description	Job	Job Cat	UOM	Qty	QHD	Remarks
1	INV	C320009	HP Printer Medium Mo	J000000029/IT	C32/Equipments - IT	Nos	1.000	0.000	A4 Printer
2	INV	C320023	HP ProDesk - Desktop	J000000029/IT	C32/Equipments - IT	Nos	2.000	0.000	HP ProDesk - Desktop- 400 G7 St
3	INV	C350160	DATO RAM DDR3 4GB	J000000029/IT	C35/Spares & Hardwa	Nos	1.000	0.000	DATO RAM DDR3 4GB PC1600 LA

How to raise a Purchase Indent ?



Once you save the transaction, it will lead you to the listing page where all the saved and submitted documents for approval with status will be visible.

To submit the saved Purchase Indent document for approval, please select the saved document line and click on the submit button on the top.

Once you click on the submit button a display pop with approval level selection will be available. This selection will be based on the approval setup done for your respective department user.

The approver will get an email notification as soon as you submit the document for approval.

This completes the purchase indent creation process. You will be notified once your indent is approved and processed

The screenshot shows a web browser window with the URL `procure.rakmhsu.ac.ae/mrlisting`. The page title is "Procurement & Inventory". The user is logged in as "Mr. Alihussain Ponnuru". The breadcrumb navigation is "Home > Transaction > Material Requisition".

A table titled "Filter Material Requisition" displays the following data:

Doc. No	Doc. Date	Job	Requested By	Remarks	Approval Status	Pending Level
MR38000002	05/12/2022	J000000029/IT	Mr. Alihussain Ponnuru	IT Requirement	Submitted	Sr. Manager - IT Services

Below the table, there is a "Document Submitted From [MR38/MR38000002]" pop-up window. It contains a search bar, a "Role" dropdown menu with "Sr. Manager - IT Services" selected, a "Remarks" text area with "Kindly Approve" entered, and "Submit" and "Exit" buttons.



How to Check the Status of Request ?

The screenshot shows a web browser window with the URL `localhost/mrprint`. The page title is "RAK Medical & Health Sciences University - 2022". The user is logged in as "Mr. Alihussain Ponnuru". The navigation menu on the left includes: Transaction, Material Requisition, Data Entry, Checklist/Print (highlighted), Bulk Posting, Posted Transaction, Quotation Approval, GRN Qty, Reports, and Back to home. The main content area shows a breadcrumb trail: Home > Transaction > Material Requisition > Checklist/Print. Below the breadcrumb is a "Filter Material Requisition" section with a search bar. A table displays the following data:

<input type="checkbox"/>	Doc. No	Doc. Date	Job	Requested By	Remarks	Approval Status	Pending Level	PO Status	PO No
<input type="checkbox"/>	MR38000002	05/12/2022	J000000029/IT	Mr. Alihussain Ponnuru	IT Requirement	Submitted	Sr. Manager - IT		
<input type="checkbox"/>	MR38000001	05/12/2022	J000000029/IT	Mr. Alihussain Ponnuru	IT Requirements	Quotation Appr			

At the bottom of the table, it shows "Items per page: 25" and "1 - 2 of 2".

Transaction → Material Requisition → Checklist/Print

You can check the status of the request in the Checklist where you can see the status of the document and which level the approval is pending if any.

It will also show you if the supplier quotation analysis is approved or PO is raised already etc.



How to Check the Status of Request ?

The screenshot shows the 'Material Requisition' screen with a table of requisitions. Below it, an 'AMS LOG PRINT' window is open, displaying document details and an approval log.

Doc. No	Doc. Date	Job	Requested By	Remarks	Approval Status	Pending Level
MR38000015	07/12/2022	J000000029/IT	Mr. Alihussain Ponnuru	It Requirement	Submitted	Sr. Manager - IT Services ...
MR38000014	07/12/2022	J000000029/IT	Mr. Alihussain Ponnuru	It Requirement	Submitted	Sr. Manager - IT Services ...

AL	ACTION	MU	ROLE	ACTION BY	VER. DATE	L. LIMIT	U. LIMIT	RESULT	REMARKS
1	Approver 1	1	Sr. Manager - IT Services						
2	Approver 2	1	Chairperson In-Charge - Gen Edu, Associate Professor - Compu						

You can also check the status in the Data Entry screen by selecting the respective row in the grid.

Click on the button right on top with the status log as displayed on the screen.

This will generate a report of the complete log of the document where you can check the status of the document if it is not approved.

The status of the document can be checked here only if the document is not fully approved. Once the document is approved for further status, the Checklist/Print screen to be utilized.

How to Approve the Purchase Indent?

Once the Purchase Indent is submitted, the respective approver will get a notification on his email address.

This email will have all the details about the request in a brief and the actual document as an attachment and a supportive document attached if any.

You can approve the document either through email or through the system.

How to approve the document through email ?

- View the related document before approving
- Click on the Approve / Reject the Button as shown in the image.

The screenshot shows the Horizon Approval Management System interface. On the left, a document titled 'MR3800002.pdf' (74 KB) is displayed. The main content area shows a 'PURCHASE INDENT' for RAK Medical & Health Sciences University. The document details are as follows:

Doc. No	: MR38000012	Priority	: Emergency
Doc. Date	: 07/12/2022	Contact Person	: Mr. Alihussain Ponnuru
Department	: J000000029/IT	Phone No	: 558573308
Req. By	: Mr. Alihussain Ponnuru	Ext. No	: 128
Remarks	: IT Requirements		

Below the details is a table of items:

Sr. No	Product Code	Product Desc.	Category	UOM	Qty	Remarks
1	C320009	HP Printer Medium Mono All in One - HP LaserJet Enterprise MFP M528dn	Equipments - IT	Nos	1.00	C320009 A4 Printer
2	C320023	HP ProDesk - Desktop- 400 G7 Standard	Equipments - IT	Nos	2.00	HP ProDesk - Desktop- 400 G7 Standard
3	C350160	DATO RAM DDR3 4GB PC1600 LAPTOP	Spares & Hardwares - IT	Nos	1.00	DATO RAM DDR3 4GB PC1600 LAPTOP 256 SSD

At the bottom of the interface, there is a button labeled 'Approve / Reject the Document' which is highlighted with a red arrow.

How to Approve the Purchase Indent?

Doc. No	MR38000002
Date	05/12/2022
Department	IT
Requested By	Mr. Alihussain Ponnuru
Priority	Emergency
Remarks	IT Requirement
Submitted By	ALI.HUSSAIN
Submitted Date	07/12/2022
Submission Remarks	Kindly Approve

Remarks

Approve Reject

TT Group	Material Requisition (ALI.HUSSAIN)
Doc. No	MR38000002
Date	05/12/2022
Job	IT

Verify Password

Password *

.....

🗕

Verify
Cancel

Remarks

Approve Reject

How to approve the document through email ?

- Once you click on the Approve or Reject Button, it will take you to a web pop up as displayed in the image.
- Put Remarks for Approving or Rejecting the document and click the respective button for your decision.
- Once you click either of the buttons, it will ask you to verify with your password.
- If the document is approved, it will go for next level of approval if any or if it is rejected, it will go as a notification to the requester with your rejection remark.

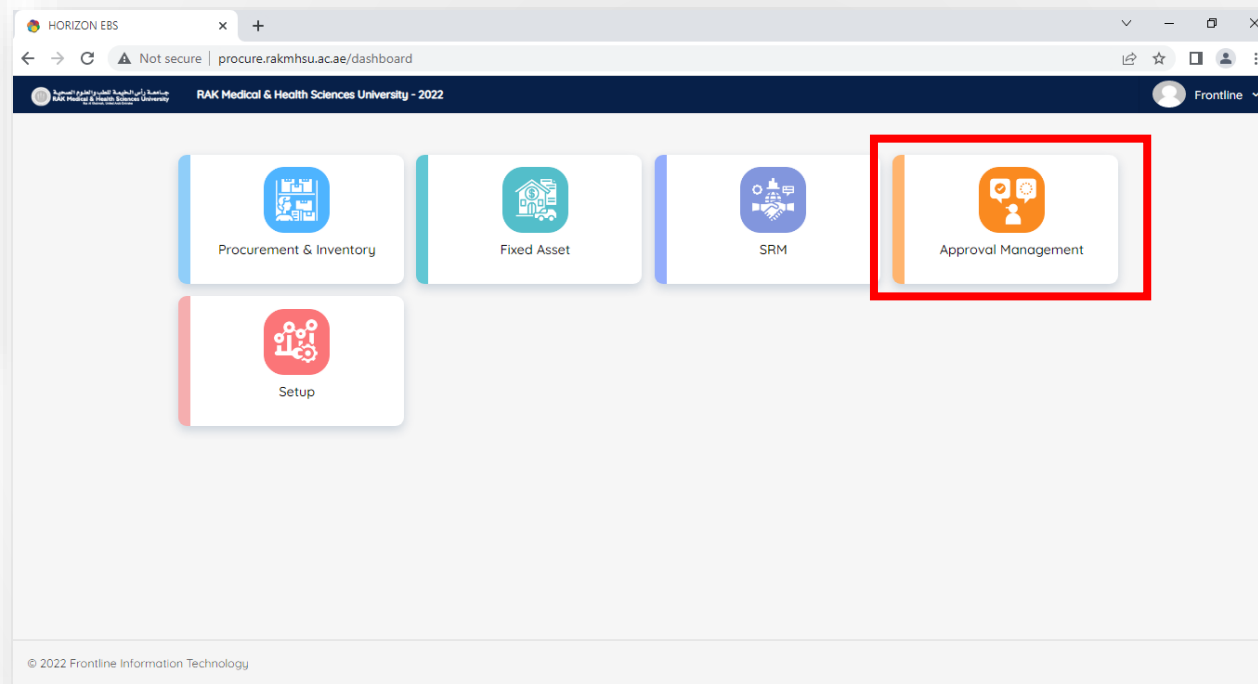
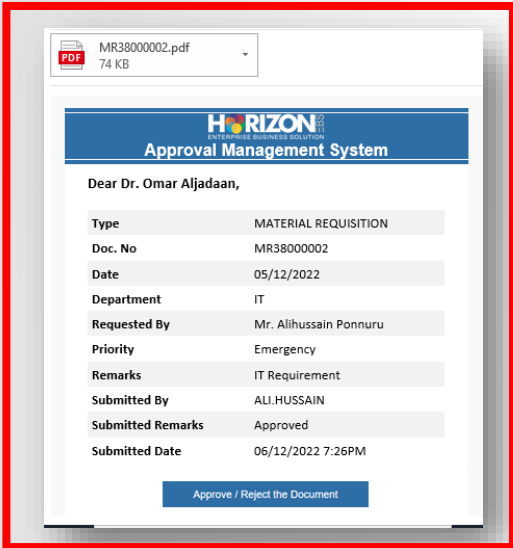
How to Approve the Purchase Indent?

In a scenario where multiple level approvals are there, the document will go for the next level of approval.

The next level approver will get an email notification as shown in the image.

How to approve the document through the system?

- Once you receive the notification for approval, login into the system and click on the Approval Management Module as displayed in the image.



How to Approve the Purchase Indent?



How to approve the document through system?

- Once the module is open, you will see the menu on the left side.
- Click on the approval process, it will show all the pending documents for approval in your list
- You can review every document one by one and approve/reject else it can be approved in bulk together by accepting/rejecting all the documents.
- The supporting documents and actual document print will be available while doing the approval
- After selecting the document for approval or rejection, click on the save button right on top to complete the process.
- If the document is approved, it will go for the next level of approval if any. If there is no next level of approval, it will notify the requester about the approval completion.
- If it is rejected, it will go as a notification to the requester with your rejection remark

Approval Management

localhost/actionprocess

HORIZON

جامعة رأس الخيمة الطبية والعلوم الصحية RAK Medical & Health Sciences University - 2022

Mr. Naseeruddin

Approval Process

Reports

Back to home

Filter Approval Process

Submitted By

Action

Action Level

Doc Date From 01/01/2022

Doc Date To 31/12/2022

Sub Date From 01/01/2022

Sub Date To 31/12/2022

Find

Supporting Doc

Supporting Doc

Transaction Group

- ALL (3)
- MATERIAL REQUISITION (2)
- QUOTATION APPROVAL (1)

TT GROUP : MATERIAL REQUISITION

Accept	Reject	Accept/Reject Remarks	Doc. No	Date	Job No	Job Type	Req By	Details	Submitted By	Submitted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	MR38000002	05/12/2022	J000000029					
<input type="checkbox"/>	<input type="checkbox"/>		MR38000003	06/12/2022	J000000029					

Items per page: 25 1 - 2 of 2

Approval History

Notification – Indent and Procurement Team



MR38000001.pdf
63 KB

HORIZON
ENTERPRISE BUSINESS SOLUTION
Approval Management System


Dear Mr. Alihussain Ponnuru,

Document Approved

Type	MATERIAL REQUISITION
Doc. No	MR38000001
Date	05/12/2022
Department	IT
Requested By	Mr. Alihussain Ponnuru
Priority	Emergency
Remarks	IT Requirements

This is an autogenerated mail. Please do not reply to this mail.

MR38000002.pdf
63 KB



Dear Procurement Team ,

Good day!

Please find the attached Material Requisition (MR38000002) raised by College/IT for your reference.

Thanks & Regards

This is an autogenerated mail. Please do not reply to this mail.

HORIZON
ENTERPRISE BUSINESS SOLUTION
Powered By : ENTERPRISE BUSINESS SOLUTION

The requester/user will get a notification once the document is approved fully as displayed in the image

The procurement team will also be notified as displayed in the image for continuing the further process of procurement.

How to view and approve the quotation comparison ?



Dear Indent Raiser(Mr. Alihussain Ponnuru) ,


Good day!

Comparision for MR No.: MR38000001 is posted along with Quotations and related documents for your kind review and further action.

This is an autogenerated mail. Please do not reply to it

Disclaimer: This Email is intended only for recipients named above and may contain confi and/or publication of this Email message is strictly prohibited. Any views or opinions pres +971 7 2269997.

Warning: Computer viruses can be transmitted via Email. The recipient should check this

RAK Medical & Health Sciences University										
		Ref. No. :		RQ01000001		Date :		05/12/2022		
		Document Name :		Quotation Comparison Sheet						
		Project Name :		IT						
Sl. No.	Item description	M/s. Algenome International Scientific & Laboratory Products - SQ01000001 - 05/12/2022			M/s. AIS Apparel FZE - SQ01000002 - 05/12/2022		M/s. Ajax Medical Supplies Trading - SQ01000003 - 06/12/2022			
		Qty	Unit	App.Qty	Rate	Total	Rate	Total	Rate	Total
1	DATO RAM DDR3 4GB PC1600 LAPTOP	1.00	NOS		3,500.00	3,500.00	3,400.00	3,400.00	3,500.00	3,500.00
2	HP Desktop - HP 290 MTG2	1.00	Nos		0.00	0.00	2,500.00	2,500.00	2,500.00	2,500.00
3	HP LaserJet Pro MFP M428fdw W1A30A Printer	1.00	Nos		600.00	600.00	0.00	0.00	0.00	0.00
Total					4,100.00		5,900.00		6,000.00	
Discount					0.00		0.00		0.00	
Additional Charges					0.00		0.00		0.00	
Tax amount					346.50		0.00		0.00	
Total					4,446.50		5,900.00		6,000.00	
Delivery Terms				Same Day						
Delivery Period										
Payment Terms										
Validity				3 MONTHS						
Terms 1				OT1						
Terms 2				OT2						
Remarks				OT3						
Justification :										

Notification to Indent User

- After receiving the approved purchase indent, the procurement department may complete its process of requesting and receiving RFQ from various suppliers.
- Once they receive the appropriate quotations, they will submit and send these analyses for your approval to choose the best suitable supplier.
- You will receive the notification and comparison sheet and further request to proceed with the approval of the quotation and supplier as visible in the screen.
- The comparison sheet will show the highest prices in Red and Lowest in Green for a better review.

How to view and approve the quotation comparison ?



The screenshot shows a web browser window with the URL `procure.rakmhsu.ac.ae/dashboard`. The page header includes the university name in Arabic and English, and the user is logged in as 'Frontline'. The main content area displays five modules: 'Procurement & Inventory' (highlighted with a red border), 'Fixed Asset', 'SRM', 'Approval Management', and 'Setup'.

Step 1 – Click on the Procurement Module (as shown in image above)

© 2022 Frontline Information Technology

How to view and approve the quotation comparison ?



Step 2

Select Transaction → Quotation Approval → Click on Data Entry

Click on Add + button to add a new quotation approval

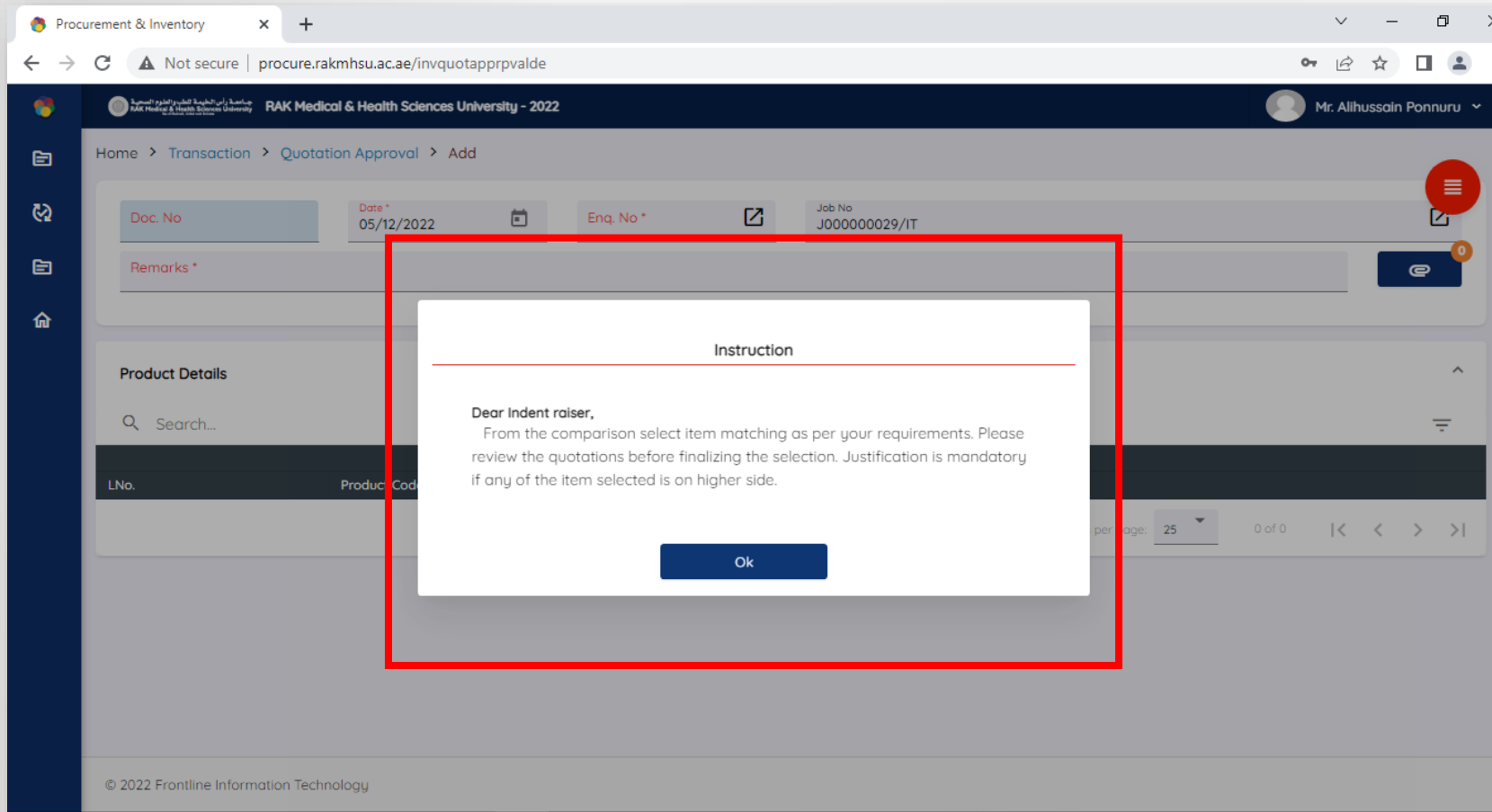
Once click on the Data Entry, you will lead to the listing page where you may see the already Submitted Quotation Approval with the Approval status.

You can see the Red Icon on the right-hand top side which will display all the buttons available with the respective rights provided to you.

Buttons are as follows

- **Add**
- **Edit**
- **Delete**
- **Submit**
- **Status Log**
- **Post**
- **Excel Report**
- **Print**
- **Exit**

How to view and approve the quotation comparison ?



Step 3

- After clicking on the add button, the Quotation Approval form will be visible as displayed in the image.
- It will display certain instruction given by the procurement department before you actually proceed with the quotation approval process.
- Please press OK to process further.

How to view and approve the quotation comparison ?



Enquiry No. Help

Enq No.	MR No.	Job	Remarks
RQ01000001	MR38000001	J000000029/IT	

Items per page: 10 1 - 1 of 1

Ok Cancel

Step 3 (Cont.)

- After you press OK, the form will be displayed in add mode.
- Please select the Purchase Ident from the pop up as displayed for which you are making a comparison

How to view and approve the quotation comparison ?



Step 3 (Cont.)

- Once the Purchase Ident is selected from the popup, it will display supplier wise quotation received by procurement department with prices.
- You can choose the supplier by checking the prices as visible in the screen and by providing justification for the selection you made.
- After selecting the supplier/suppliers, you may save the document by clicking on the save button right on top.

Procurement & Inventory

localhost/invquotapprvalde

HORIZON

RAK Medical & Health Sciences University - 2022

Mr. Alihussain Ponnuru

Home > Transaction > Quotation Approval > Edit

Doc. No: [] Date: 06/12/2022 Enq. No: RQ01000001 Job No: J000000029/IT

Remarks: J000000029/IT

Product Details

LNo.	Product Cod	Description	Unit	Enq. Qty	Justification	Rate	<input type="checkbox"/>	Rate	<input type="checkbox"/>	Rate	<input type="checkbox"/>
1	C350160	DATO RAM DDR3 4GB I	NOS	1.000	Fast Delivery	3,500.000	<input checked="" type="checkbox"/>	3,400.000	<input type="checkbox"/>	3,500.000	<input type="checkbox"/>
2	C320035	HP Desktop - HP 290 M	Nos	1.000	Good configuration	0.000	<input type="checkbox"/>	2,500.000	<input checked="" type="checkbox"/>	2,500.000	<input type="checkbox"/>
3	C320006	HP LaserJet Pro MFP M	Nos	1.000	Quality	600.000	<input type="checkbox"/>	500.000	<input type="checkbox"/>	700.000	<input checked="" type="checkbox"/>

Items per page: 25

© 2022 Frontline Information Technology

How to view and approve the quotation comparison ?



Step - 4

Once you save the transaction, it will lead you to the listing page where all the saved and submitted documents for approval with status will be visible.

To submit the saved quotation approval document for approval, please select the saved document line and click on the submit button on the top.

Once you click on the submit button a display pop with approval level selection will be available. This selection will be based on the approval setup done for your respective department user.

The approver will get an email notification as soon as you submit the document for approval.

This completes the quotation approval You will be notified once your selection is approved and processed

The screenshot displays the 'Procurement & Inventory' system interface. At the top, the browser address bar shows 'procure.rakmhsu.ac.ae/mrlisting'. The page header includes the university name and the user 'Mr. Alihussain Ponnuru'. The main content area shows a 'Material Requisition' listing with columns for Doc. No, Doc. Date, Job, Requested By, Remarks, Approval Status, and Pending Level. A table entry is visible for Doc. No MR38000002, Doc. Date 05/12/2022, Job J000000029/IT, Requested By Mr. Alihussain Ponnuru, Remarks IT Requirement, Approval Status Submitted, and Pending Level Sr. Manager - IT Services. A toolbar at the top of the listing area contains various icons, with a red box highlighting the 'Submit' icon (a document with a checkmark). A red arrow points from this icon to a pop-up window titled 'Document Submitted From [MR38/MR38000002]'. The pop-up window contains a search bar, a 'Role' dropdown menu with 'Sr. Manager - IT Services' selected, a 'Remarks' text area with 'Kindly Approve', and 'Submit' and 'Exit' buttons at the bottom. A red arrow points to the 'Submit' button.

Doc. No	Doc. Date	Job	Requested By	Remarks	Approval Status	Pending Level
MR38000002	05/12/2022	J000000029/IT	Mr. Alihussain Ponnuru	IT Requirement	Submitted	Sr. Manager - IT Services

How to approve the quotation selection ?



QA38000002.pdf
36 KB

HORIZON
ENTERPRISE BUSINESS SOLUTION

Approval Management System

Dear Mr. Naseeroddin,

Type	Quotation Approval
Doc. No	QA38000002
Date	06/12/2022
Job	J00000029/IT
Remarks	J00000029/IT
Submitted By	ALI.HUSSAIN
Submitted Remarks	Kindly Approve
Submitted Date	06/12/2022 6:36PM

Approve / Reject the Document

RAK Medical & Health Sciences University										
		Ref. No. :		RQ01000001			Date :		05/12/2022	
		Document Name :		Quotation Comparison Sheet						
		Project Name :		IT						
Sl. No.	Item description	M/s. Algenome International Scientific & Laboratory Products - SQ01000001 - 05/12/2022			M/s. AIS Apparel FZE - SQ01000002 - 05/12/2022			M/s. Ajax Medical Supplies Trading - SQ01000003 - 06/12/2022		
		Qty	Unit	App.Qty	Rate	Total	Rate	Total	Rate	Total
1	DATA RAM DDR3 4GB PC3600 LAPTOP	1.00	NOS	1	3,500.00	3,500.00	3,400.00	3,400.00	3,500.00	3,500.00
2	HP Desktop - HP 290 MTG2	1.00	Nos		0.00	0.00	2,500.00	2,500.00	2,500.00	2,500.00
3	HP LaserJet Pro MFP M4288fw W1A30A Printer	1.00	Nos		600.00	600.00	0.00	0.00	0.00	0.00
Total				4,100.00			5,900.00			6,000.00
Discount				0.00			0.00			0.00
Additional Charges				0.00			0.00			0.00
Tax amount				346.50			0.00			0.00
Total				4,446.50			5,900.00			6,000.00
Delivery Terms				Same Day						
Delivery Period										
Payment Terms										
Validity				3 MONTHS						
Terms 1				OT1						
Terms 2				OT2						
Remarks				OT3						
Justification :										

* Y - Specified Make; N - Non Specified Make
 * Green - Less Amount
 * Red - Approved Greater amount Compare with least amount quotation
 * Yellow - Approved Supplier by Indent

Once the Quotation Approval is submitted, the respective approver will get a notification on his email address.

This email will have all the details about the quotation in a brief and the actual document as an attachment and a supportive document attached if any.

The comparison document will show the overall prices with green as lowest and red as an highest and selection of user will be highlighted as yellow as displayed in the screen.

You can approve the document either through email or through the system.

How to approve the document through email ?

- View the related document before approving
- Click on the Approve / Reject the Button as shown in the image.

How to approve the quotation selection ?

Doc. No	MR38000002
Date	05/12/2022
Department	IT
Requested By	Mr. Alihussain Ponnuru
Priority	Emergency
Remarks	IT Requirement
Submitted By	ALI.HUSSAIN
Submitted Date	07/12/2022
Submission Remarks	Kindly Approve

Remarks

Approve Reject

TT Group	Material Requisition (ALI.HUSSAIN)
Doc. No	MR38000002
Date	05/12/2022
Job	IT

Verify Password

Password *

.....

Verify Cancel

Remarks

Approve Reject

How to approve the document through email ?

- Once you click on the Approve or Reject Button, it will take you to a web pop up as displayed in the image.
- Put Remarks for Approving or Rejecting the document and click the respective button for your decision.
- Once you click either of the buttons, it will ask you to verify with your password.
- If the document is approved, it will go for next level of approval if any or if it is rejected, it will go as a notification to the requester with your rejection remark.

Notification – Indent and Procurement Team



SUPPLIER QUOTATION COMPARISON.pdf
69 KB

HORIZON
ENTERPRISE BUSINESS SOLUTION
Approval Management System

Dear Mr. Alihussain Ponnuru,

Document Approved

Type	Quotation Approval
Doc. No	QA38000002
Date	06/12/2022
Job	J000000029/IT
Remarks	J000000029/IT

This is an autogenerated mail. Please do not reply to this mail.

Copyrights 2021 Frontline Information Technology. All rights reserved

SUPPLIER QUOTATION COMPARISON.pdf
69 KB

Dear Procurement Team ,

Good day!

Comparison MR No.: MR38000001 Approved

Kindly start your purchase order process.

Thanks & Regards

This is an autogenerated mail. Please do not reply to this mail.

HORIZON
ENTERPRISE BUSINESS SOLUTION
Powered By :

The requester/user will get a notification once the document is approved fully as displayed in the image

The procurement team will also be notified as displayed in the image for continuing the further process of procurement.

About Us



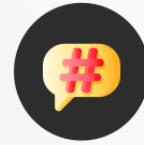
30+

**Years of
Excellence**



1000+

**Successful
Implementation**



#1

**Best Customer
Support**



95%

**Client
Retention Rate**



Contact us Now

For more information, scheduling a call, meeting or demo



Frontline Information Technology L.L.C.

P. O. Box No. 51742, Dubai, U.A.E.

Tel: + 971 – 4 – 3533 727 | Whats App us at : +971 56 372 9367

Email: info@fit.ae ; sales@fit.ae