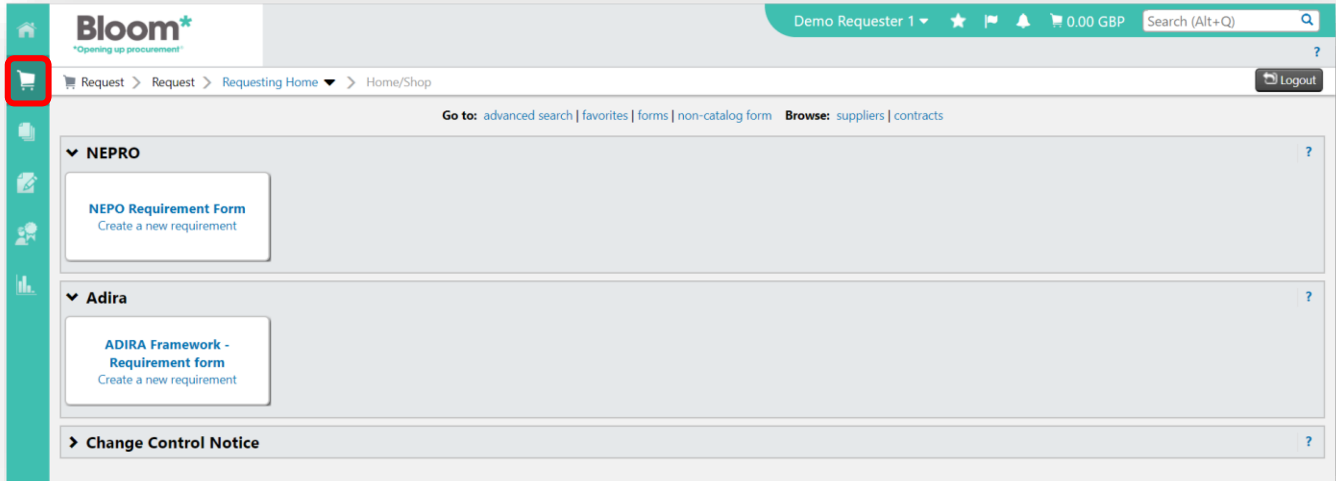
Creating a new requirement in Pro-vide 2.0.

Firstly, to log in, go to https://pro-vide.bravosolution.com/web/login.html and enter your username and password.

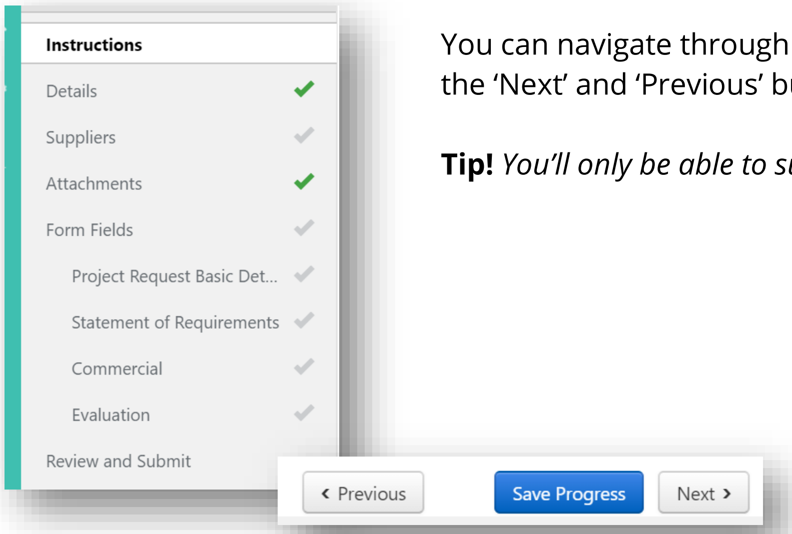
Once you've logged into your account, you'll need to access the Procurement dashboard by clicking on the  from the menu on the left.

From here, you'll be presented with the requesting dashboard, and the requirement form templates that are available for your organisation. Here's an example of what this will look like:



By clicking on the required tile, you'll create a new requisition and requirement form. You should navigate through the form, ensuring you provide as much information as possible and completing all of the mandatory questions.

You can navigate through the form by clicking on the page titled from the menu on the left, or by using the ‘Next’ and ‘Previous’ buttons at the bottom of the page.



Tip! *You’ll only be able to submit the requirement form once all the ticks on the left are green.*

Once you’ve submitted the requisition, it will be routed for approval as per your organisation’s approval workflow. If you want to see who the requirement is sitting with for approval you can click ‘View Approval Status’.

It’s important to remember the difference between a Requisition, Cart and the Form. You have one Cart, and forms that you create and press submit on will be added to the cart. Once you submit the Cart it then becomes a requisition. To ensure your forms are routed for approval correctly, make sure you only submit one form within your cart at a time – so each requisition is for one requirement.