



PRODUCT BROCHURE

RequisitionPro: Procurement, connected.

Requisitions, approvals, budgets, vendor quotes and purchase orders in one workspace, built for African businesses.

requisitionpro.com

A product of FinTraTech Ltd

THE PROBLEM

Purchasing shouldn't run on chat threads.

For many businesses, buying still means a WhatsApp request, a photo of a quote and a verbal "go ahead".

- **Approvals and quotes scattered** across WhatsApp, email and paper.
 - **Budget overruns** discovered after the money has gone.
 - **No audit trail** when someone asks who approved what, and when.
-

THE SOLUTION

One place to request, approve, quote, order and report.

Every request follows your approval route, checks against budget, and leaves a complete record.

- **Approvals that follow your rules,** not a chat group.
 - **Budgets checked** before money is spent.
 - **Approved requests become purchase orders** without re-typing.
-

GETTING STARTED

How to get on board

1

Sign up free at requisitionpro.com

Enter your company details, choose your subdomain (it's permanent) and create your admin account. Free plan, no credit card.

2

Set up your company

Add your profile, currency, timezone and tax rates in Company Settings.

GETTING STARTED

Then you're live

3

Invite your team

Add departments, invite staff as Company Admin, Department Head or User, and activate an approval workflow.

4

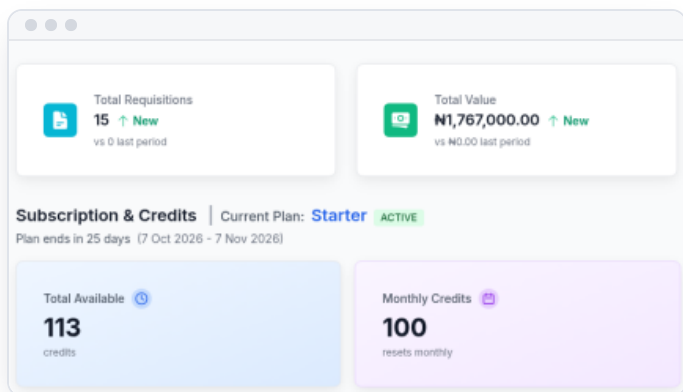
Start requesting

Raise your first requisition. Once approved, it becomes a purchase order in one click.

DASHBOARD

Your procurement at a glance

Summary cards and charts show requisitions, value, approvals and spending by department.

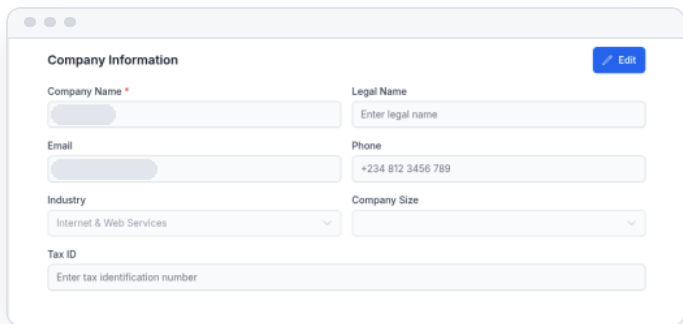


- **Pending approvals** up front.
- **Spending by department**, charted live.
- **Plan and credits** on one screen.

COMPANY SETUP

Set up your company once

Profile, currency, timezone and tax rates apply across requisitions, reports and POs.



The screenshot shows a web form titled "Company Information" with an "Edit" button in the top right corner. The form contains several input fields and dropdown menus:

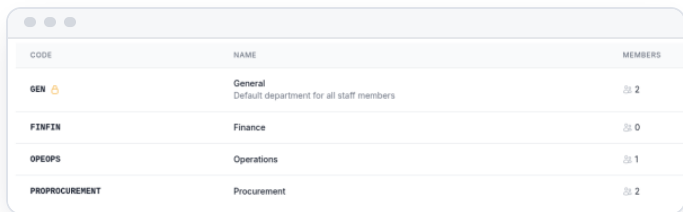
- Company Name ***: A text input field.
- Legal Name**: A text input field with the placeholder "Enter legal name".
- Email**: A text input field.
- Phone**: A text input field with the placeholder "+234 812 3456 789".
- Industry**: A dropdown menu with "Internet & Web Services" selected.
- Company Size**: A dropdown menu.
- Tax ID**: A text input field with the placeholder "Enter tax identification number".

- **Regional settings** applied company-wide.
- **VAT and tax rates** flow into POs.
- **Your own address:**
yourcompany.requisitionpro.com

DEPARTMENTS & STAFF

Mirror how you're organised

Add departments or cost centres, then invite your team with clear roles.



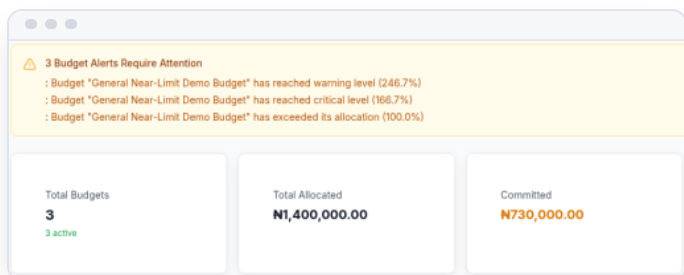
CODE	NAME	MEMBERS
GEN 	General Default department for all staff members	 2
FINFIN	Finance	 0
OPEOPS	Operations	 1
PROPROCUREMENT	Procurement	 2

- **Departments** with their own members.
- **Three roles:** Company Admin, Department Head, User.
- **Invite** one by one or in bulk.

BUDGET MANAGEMENT

Control spend before it happens

See allocated, committed and available budget per department in real time.

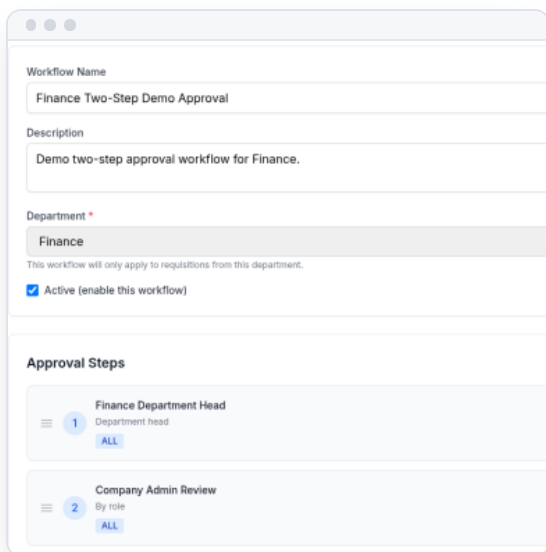


- **Alerts** at 75% and 90% of a budget.
- **Hard limits** to stop overruns.
- **Filter** by year, department and status.

APPROVAL WORKFLOWS

Approvals that follow your rules

Each department has its own workflow, with steps assigned to a named person or a role.



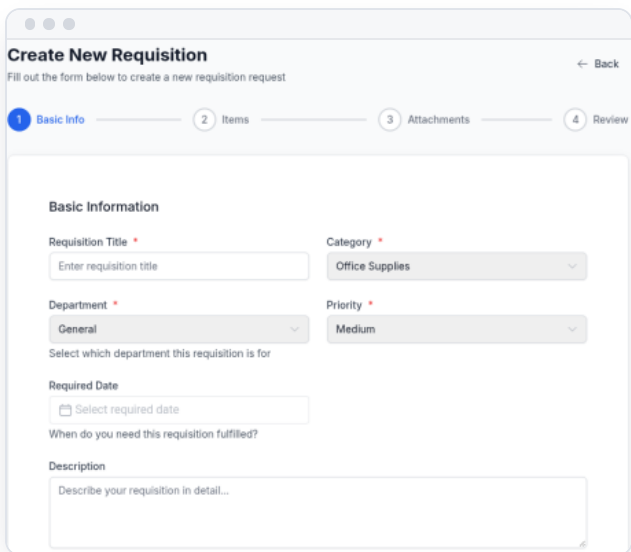
The screenshot shows a web-based configuration form for an approval workflow. It includes fields for 'Workflow Name' (Finance Two-Step Demo Approval), 'Description' (Demo two-step approval workflow for Finance), and 'Department' (Finance). There is a checkbox for 'Active (enable this workflow)' which is checked. Below these fields is a section titled 'Approval Steps' containing two steps: 'Finance Department Head' (Department head) and 'Company Admin Review' (By role). Each step has a menu icon, a number in a circle, and an 'ALL' button.

- **Per-department workflows:** each step is assigned to a named person or a role.
- **Multi-step chains,** as many steps as you need.
- **Active** as soon as you switch it on.

CREATING A REQUISITION

Raise a request in minutes

A four-step form: details, items, attachments, review. Totals calculate automatically.



Create New Requisition ← Back

Fill out the form below to create a new requisition request

1 Basic Info 2 Items 3 Attachments 4 Review

Basic Information

Requisition Title *

Category *

Department *

Priority *

Select which department this requisition is for

Required Date

When do you need this requisition fulfilled?

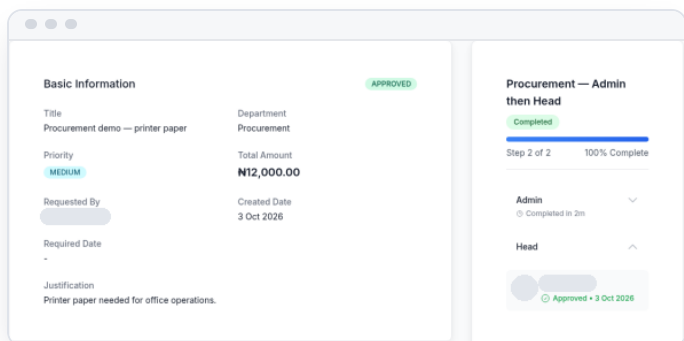
Description

- **Auto-save** as you go.
- **Attach quotes** and specs, up to 10MB each.
- **Save as draft** or submit for approval.

TRACKING & APPROVALS

Know where every request stands

Approvers can approve, reject or request changes, and every step is recorded.



- **Full trail:** who approved, at which step, when.
- **Send Reminder** to a slow approver.
- **Export** any requisition to PDF.

REQUEST FOR QUOTATION **PAID PLANS**

Get competing quotes before you buy

1 Describe

Items, closing date, department, delivery.

2 Invite

Up to 25 vendors by private email link, no login.

3 Quote

Vendors price each line and can revise until the deadline.

4 Compare

Side by side, lowest highlighted, currencies converted.

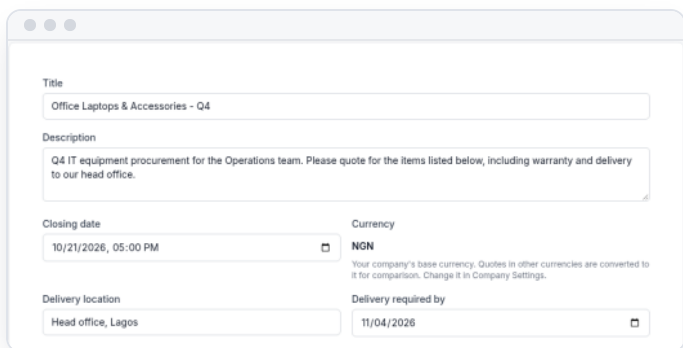
5 Award

The winner becomes a draft requisition.

REQUEST FOR QUOTATION PAID PLANS

Describe it once, invite vendors

List what you need and invite vendors. Each gets a private link; no account needed.



The screenshot shows a web browser window with a form for creating a Request for Quotation (RFQ). The form includes the following fields:

- Title:** Office Laptops & Accessories - Q4
- Description:** Q4 IT equipment procurement for the Operations team. Please quote for the items listed below, including warranty and delivery to our head office.
- Closing date:** 10/21/2026, 05:00 PM
- Currency:** NGN (Nigerian Naira). A note below states: "Your company's base currency. Quotes in other currencies are converted to it for comparison. Change it in Company Settings."
- Delivery location:** Head office, Lagos
- Delivery required by:** 11/04/2026

- **Up to 25 vendors** per RFQ.
- **Items lock** once sent, so all quote the same.
- **Track responses** and resend links.

REQUEST FOR QUOTATION PAID PLANS

Compare quotes side by side

Every quote lined up, with the best offer flagged automatically.

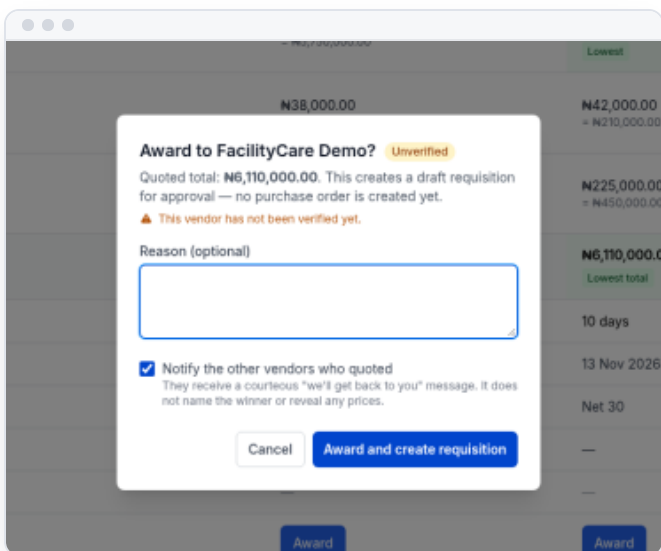
FacilityCare Demo	OfficeMart Demo Ltd
N1,090,000.00 = N5,450,000.00 Lowest	N1,120,000.00 = N5,600,000.00
N42,000.00 = N210,000.00	N35,000.00 = N175,000.00 Lowest
N225,000.00 = N450,000.00	N198,000.00 = N396,000.00 Lowest
N6,110,000.00 Lowest total	N6,171,000.00
10 days	5 days Fastest

- **Lowest price** per line and in total.
- **Fastest lead time** highlighted.
- **Currencies converted** for a fair comparison.

REQUEST FOR QUOTATION PAID PLANS

Award, then approve

Pick one vendor. The award creates a pre-filled draft requisition for your normal approvals.



Award to FacilityCare Demo? Unverified

Quoted total: **N6,110,000.00**. This creates a draft requisition for approval — no purchase order is created yet.

⚠ This vendor has not been verified yet.

Reason (optional)

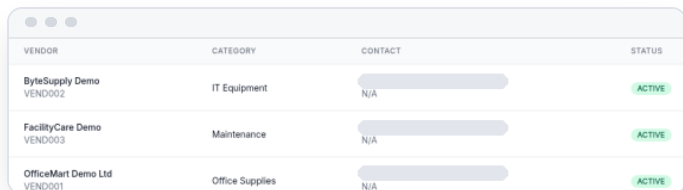
☒ **Notify the other vendors who quoted**
They receive a courteous "we'll get back to you" message. It does not name the winner or reveal any prices.

- **Reason required** if not the lowest bidder.
- **Other vendors** can be notified politely.
- **A permanent record** of the decision.

VENDORS

One register for every supplier

Categories, contacts and payment terms in one list, linked to requests and orders.



VENDOR	CATEGORY	CONTACT	STATUS
ByteSupply Demo VEND002	IT Equipment	N/A	ACTIVE
FacilityCare Demo VEND003	Maintenance	N/A	ACTIVE
OfficeMart Demo Ltd VEND001	Office Supplies	N/A	ACTIVE

- **Active and Verified** status.
- **Categories and payment terms** for every supplier.
- **Select vendors** on requisitions, RFQs and POs.

PURCHASE ORDERS

Approval to PO in one step

Line items, quantities and vendor details carry over from the approved requisition.

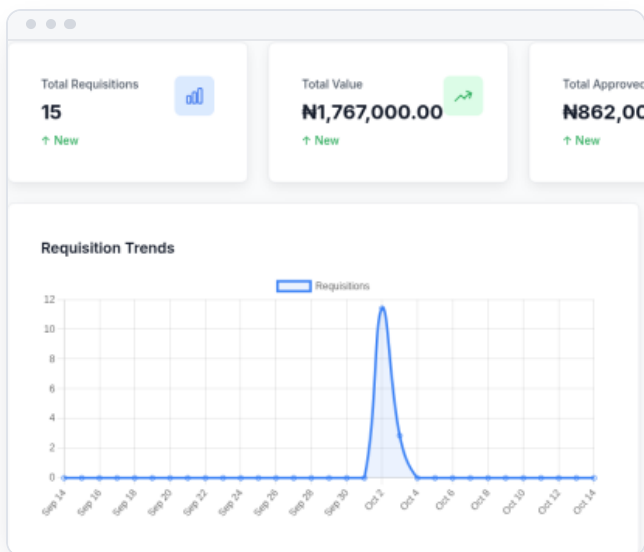
PO NUMBER	VENDOR	REQUISITION	STATUS	TOTAL
PO-2026-000003	FacilityCare Demo	REQ-2026-013	APPROVED	N100,000.00
PO-2026-000002	OfficeMart Demo Ltd	REQ-2026-011	APPROVED	N50,000.00
PO-2026-000001	OfficeMart Demo Ltd	REQ-2026-007	APPROVED	N120,000.00

- **Automatic** sequential numbering.
- **Track status** from Draft to Completed.
- **Download as PDF** or send to the vendor.

ANALYTICS

See where the money goes

Spending trends, approval rates and department breakdowns for any period.

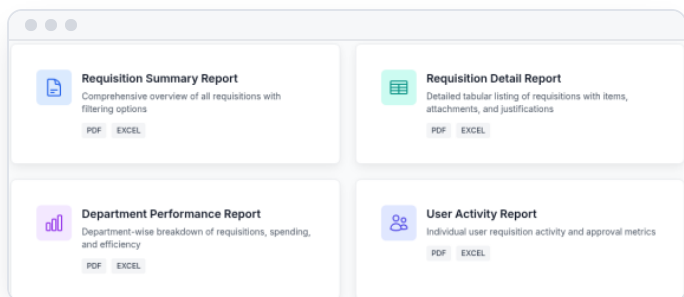


- **Filter** by period, department and user.
- **Compare** with the previous period.
- **Export** in one click.

REPORTS & EXPORTS

Reports, on schedule

Ready-made reports in PDF or Excel, emailed to stakeholders automatically.

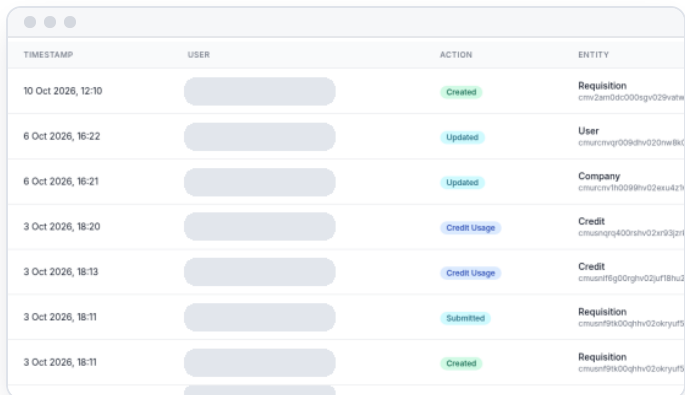


- **Seven report types**, from summaries to finance.
- **Scheduled** daily, weekly, monthly or quarterly.
- **Audit trail report** for reviews.

AUDIT LOGS

A record of everything

Every material action is logged with who did it and when.



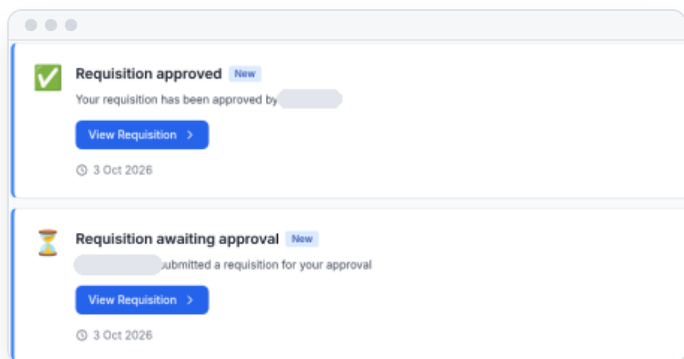
TIMESTAMP	USER	ACTION	ENTITY
10 Oct 2026, 12:10		Created	Requisition cmv2am0dc000sgv029vatw
6 Oct 2026, 16:22		Updated	User cmurcmvgr009dhv020me8kC
6 Oct 2026, 16:21		Updated	Company cmurcmv1n0099hvv02exu4z7v
3 Oct 2026, 18:20		Credit Usage	Credit cmusnqrg400rshv02xr93prf
3 Oct 2026, 18:13		Credit Usage	Credit cmusanf6g00rghv02juf18hu2
3 Oct 2026, 18:11		Submitted	Requisition cmusanf9tx00ghvv02okryuf5
3 Oct 2026, 18:11		Created	Requisition cmusanf9tx00ghvv02okryuf5

- **A record** of who did what and when.
- **Filter** by entity, action and date.
- **Export** for auditors.

NOTIFICATIONS

Nobody left waiting

Requesters and approvers are told the moment something needs them.

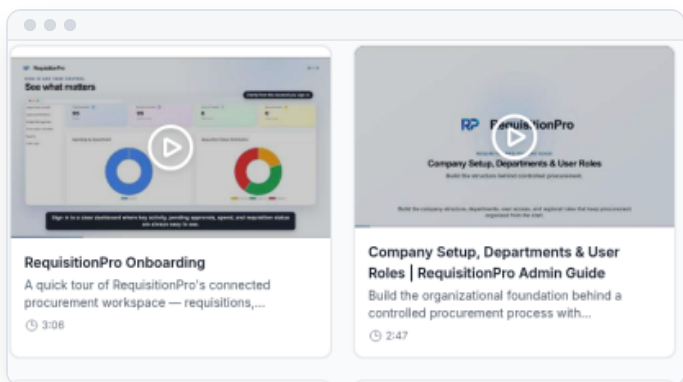


- **Approvals** and rejections.
- **New submissions** awaiting you.
- **Status changes** as they happen.

SUPPORT

Help when you need it

Short video tutorials in the app cover every part of RequisitionPro.



- **Video tutorials** inside the app.
- **Onboarding guide** at requisitionpro.com/onboarding
- **Email** support@requisitionpro.com

WHY REQUISITIONPRO

Control without the paperwork

- **Built for African businesses:** Naira pricing and multi-currency support.
 - **Approvals you can prove,** with a full trail behind every decision.
 - **Better prices** from competing quotes, and secure two-factor sign-in.
-



GET STARTED

Start free at requisitionpro.com

Free plan · No credit card
Set up in minutes

requisitionpro.com

Questions? support@requisitionpro.com

RequisitionPro is a product of FinTraTech Ltd.