

PRODUCT BROCHURE

RequisitionPro: Procurement, connected.

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

01

Request

02

Approve

03

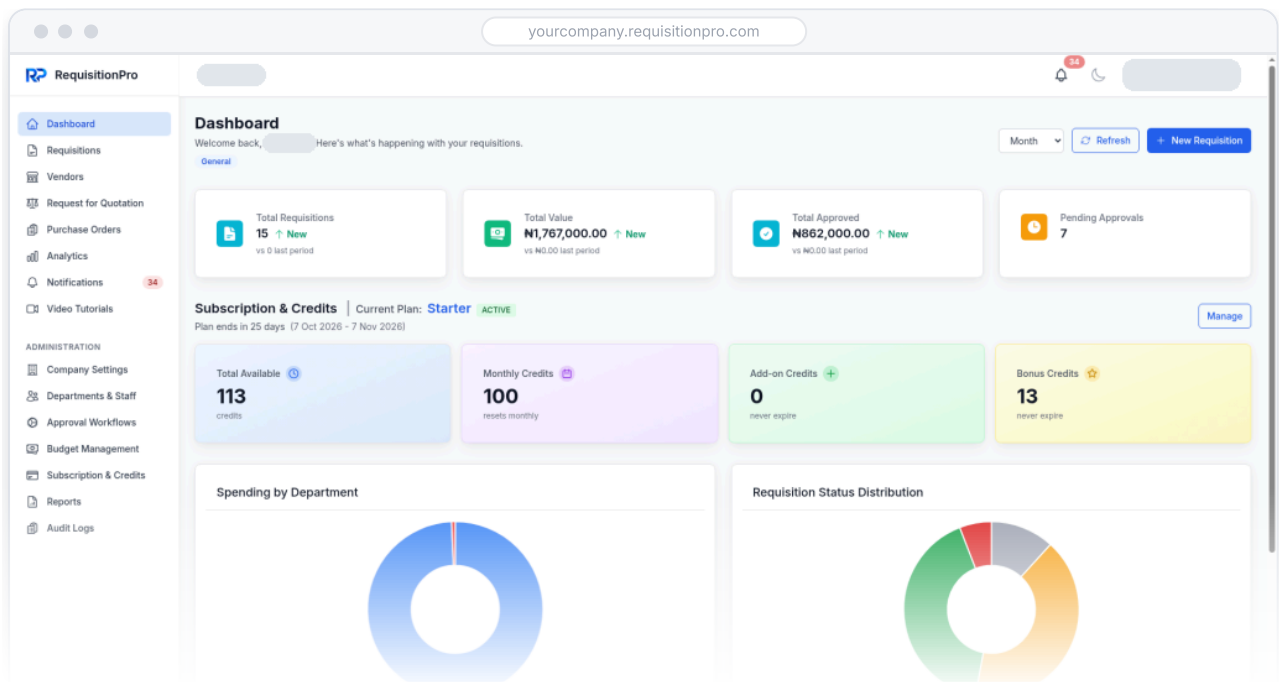
Quote

04

Order

05

Report



INTRODUCTION

Purchasing shouldn't run on chat threads and paper.

In many growing businesses, buying anything follows the same pattern: a request in a WhatsApp group, a photo of a quote, a verbal "go ahead", and a scramble at month-end to work out who approved what. It works until it doesn't.

Approvals on WhatsApp Requests and sign-offs get buried in chats and email chains. Nobody can say what is still waiting, or for whom.	Scattered quotes Vendor prices arrive by phone, email and paper. Comparing them fairly takes time, so it often doesn't happen.
Budget overruns Departments find out they have overspent after the money has gone, because nothing tracks spend against budget as it happens.	No audit trail When finance or an auditor asks who approved a purchase and when, the answer is a search through old messages.

What RequisitionPro does

RequisitionPro gives your whole company one place to request, approve, quote, order and report. Every request follows the approval route you define, checks against the department's budget, and leaves a complete record of who did what and when. Approved requests become purchase orders without re-typing a thing.

Requisitions

Approval workflows

Budgets

Request for Quotation

Vendors

Purchase orders

Analytics & reports

Audit logs

GETTING STARTED

How to get on board

Setup takes about 10–15 minutes. You can start on the Free plan with no credit card, and add your team as you go.

1 Sign up free at requisitionpro.com

Complete a short three-part form: company information, your admin account, then review and confirm. Choose your company subdomain (for example *yourcompany.requisitionpro.com*) carefully, as it is permanent once set. You are logged in as Company Administrator and a default “General” department is created for you.

2 Set up your company

In Company Settings, add your company profile and address, then set your currency, timezone, date format and tax rates. Do this first: these settings apply company-wide and are harder to change once requisitions are underway.

3 Invite your team

Add your departments, invite staff and give each person a role: Company Admin, Department Head or User. Then create at least one active approval workflow so requests know where to go. Adding your regular vendors now will save time later.

4 Start requesting

Raise your first requisition from the Dashboard. It moves through your approval workflow and, once approved, becomes a purchase order in one click.

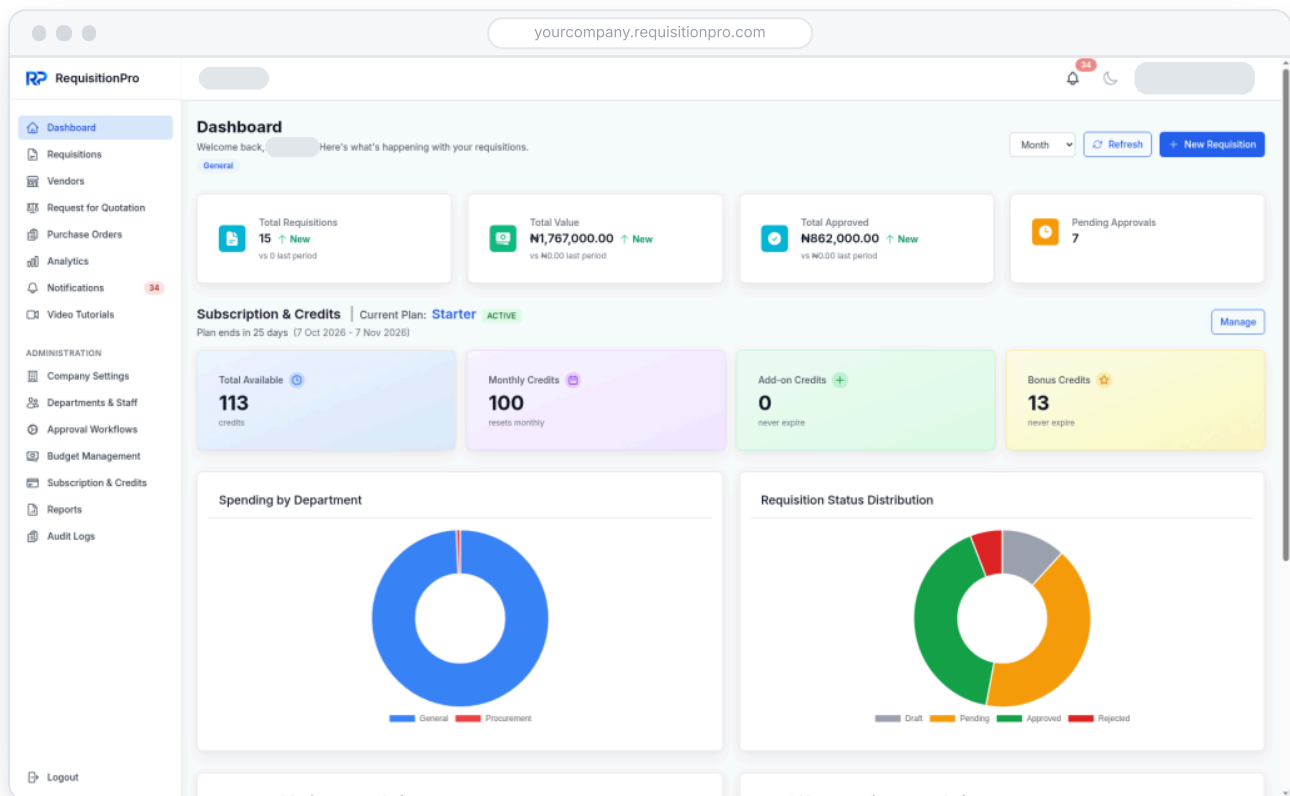
BEFORE YOU BEGIN, HAVE TO HAND

- ✓ Your company name and preferred subdomain
- ✓ An administrator email address
- ✓ A list of your departments or cost centres
- ✓ Your team’s names and work emails

01 · DASHBOARD

Your procurement at a glance

After signing in you land on the Dashboard, your home base for what is happening across the organisation. Summary cards show total requisitions, value, approvals and pending items, and charts break spending down by department and by status.



- **Pending approvals, up front.** See what is waiting the moment you sign in.
- **Plan and credits.** Your current plan and credit balance on the same screen.
- **Spending by department.** Charted live, alongside requisition status.
- **New Requisition, anywhere.** One button starts a request from any page.

02 · COMPANY SETUP

Set up your company once

Start in Company Settings. Add your company profile and address, then the regional settings (timezone, currency and date format) used across requisitions, KPIs and reports. Set VAT and tax rates once and they carry through to purchase orders.

The screenshot displays the 'Company Settings' interface in RequisitionPro. The left sidebar lists various navigation options, with 'Company Settings' highlighted under the 'ADMINISTRATION' section. The main content area is titled 'Company Settings' and includes a sub-header 'Manage your company information and configuration'. It features three main sections: 'Company Logo' with an upload button and format specifications; 'Company Information' with fields for Company Name, Legal Name, Email, Phone, Industry, Company Size, and Tax ID; and 'Address' with a Street Address field. The interface is clean and modern, with a light blue color scheme.

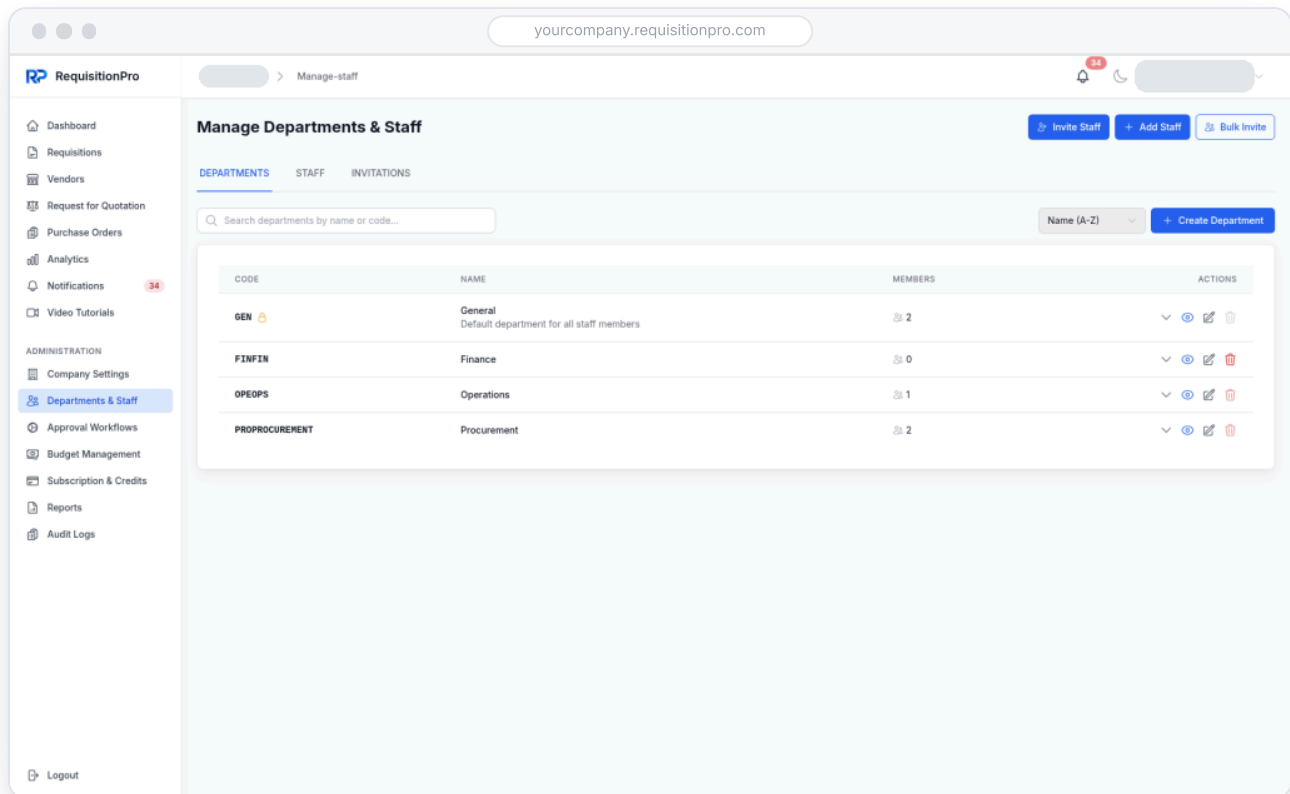
- **One company profile.** Legal name, contact details, industry and tax ID.
- **Regional settings.** Currency, timezone and date format applied company-wide.
- **Tax configuration.** VAT and tax rates flow into requisitions and POs.
- **Your own web address.** A dedicated *yourcompany.requisitionpro.com* workspace.

Tip: set your currency and tax rates first. They apply company-wide and are harder to change once requisitions are underway.

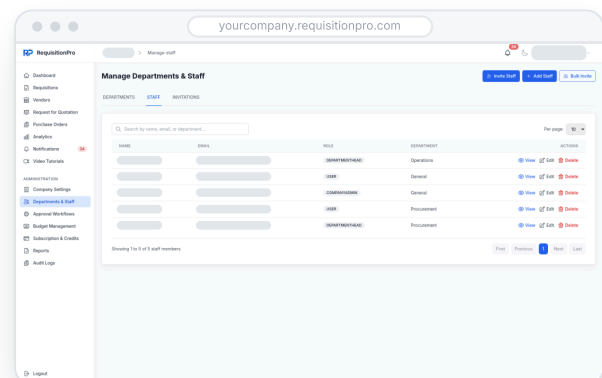
03 · DEPARTMENTS & STAFF

Mirror how your company is organised

Your workspace starts with a General department. Add the teams or cost centres that submit and approve requests, then invite staff and give each person one of three roles. Approvers are simply the people you name on a workflow step.



- **Departments and cost centres.** Each with its own code, members, budget and workflow.
- **Three clear roles.** Company Admin, Department Head and User.
- **Invite individually or in bulk.** Bring your whole team in at once.
- **Everyone's access in one place.** Role, status, department and activity per person.

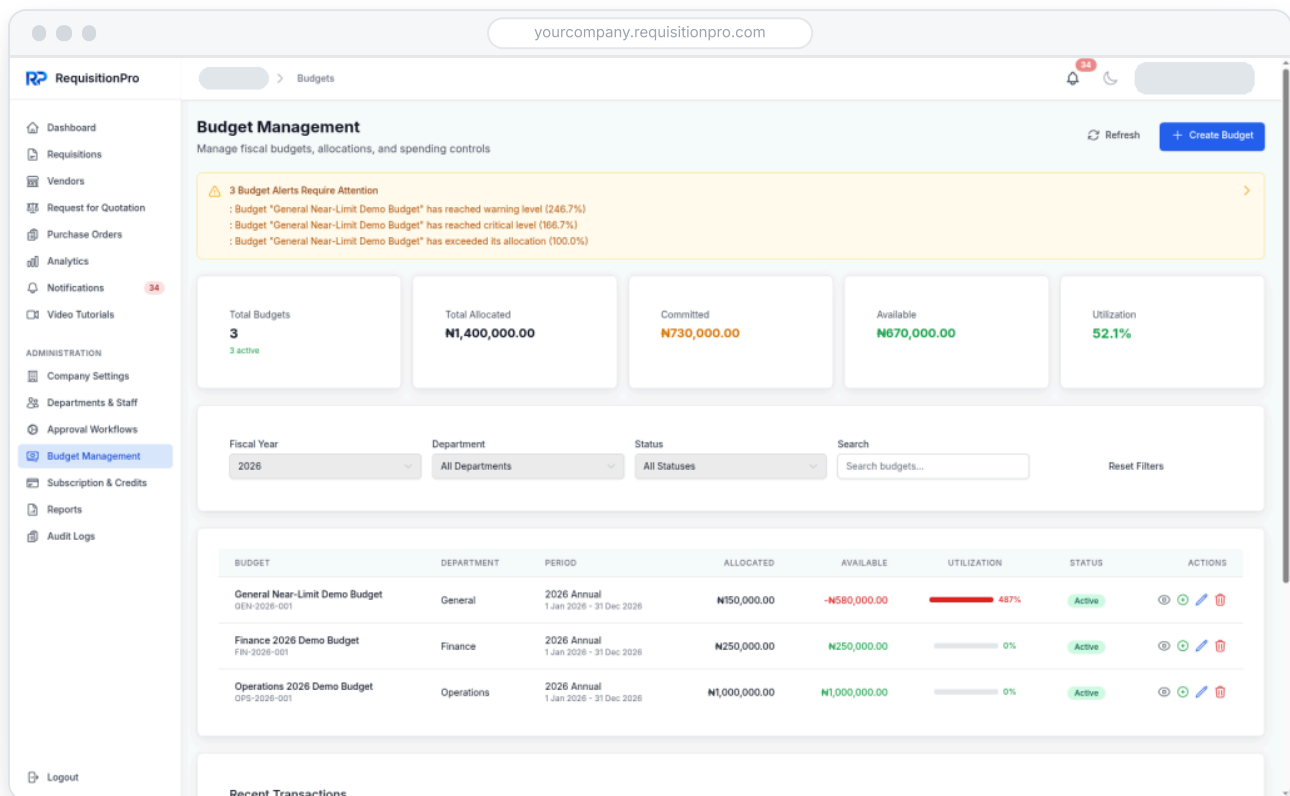


Staff list with roles and departments

04 · BUDGET MANAGEMENT

Control spend before it happens

Give each department a budget for the fiscal year and see what has been allocated, committed and is still available, in real time. Alerts warn you as spending approaches the limit, so overruns are caught before the money is gone.

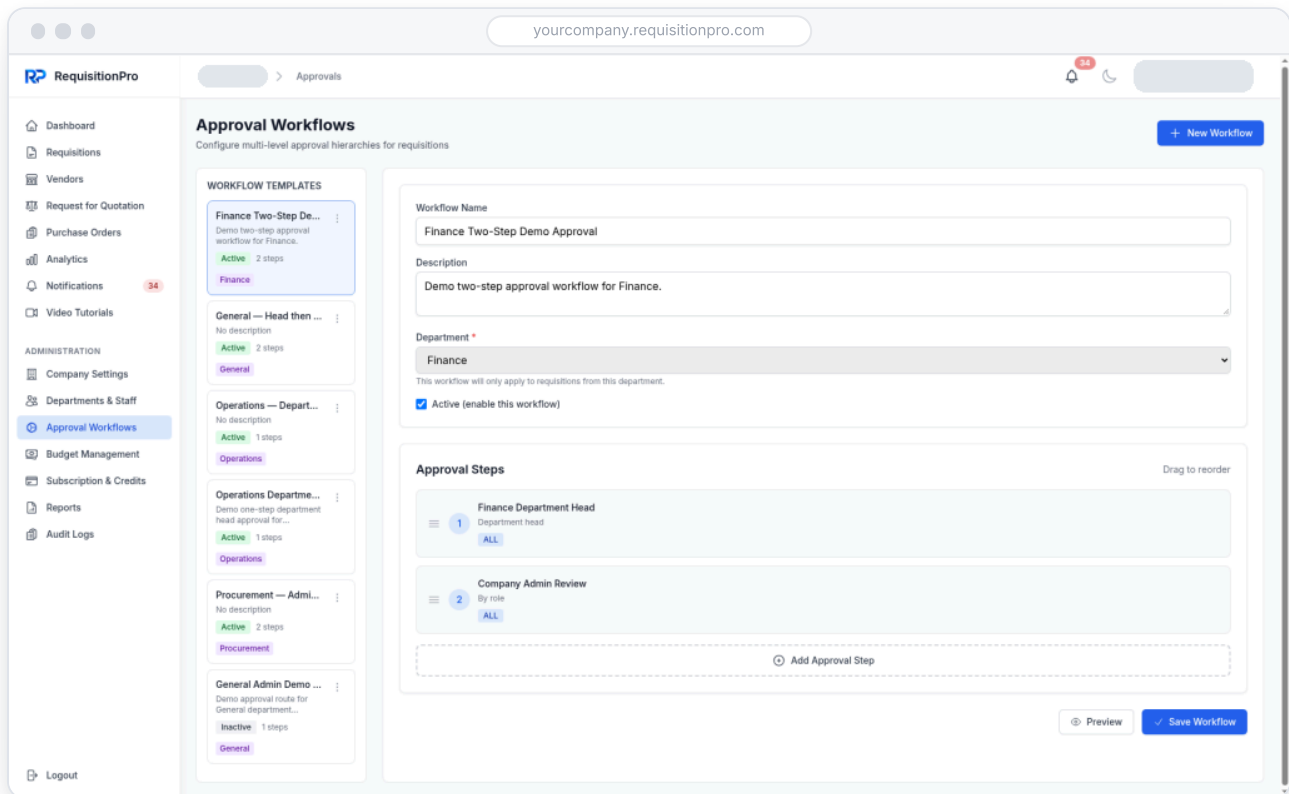


- **Budget versus actual.** Allocated, committed and available amounts per budget.
- **Automatic alerts.** Warnings at 75% and 90% of a budget.
- **Hard spending limits.** Stop requests that would exceed the allocation.
- **Clear filters.** View by fiscal year, department and status.

05 · APPROVAL WORKFLOWS

Approvals that follow your rules

Decide who signs off. Each department has its own workflow: build one or more approval steps and assign each step to a named person or a role. A workflow applies as soon as it is marked Active.



- **Multi-level chains.** One template per department, as many steps as you need.
- **Per-department workflows.** Each step is assigned to a named person or a role.
- **Clear ownership.** Approvers can Approve, Reject or Request Amendment at their step.
- **Easy to maintain.** Drag to reorder steps and preview before saving.

06 · CREATING A REQUISITION

Raise a request in minutes

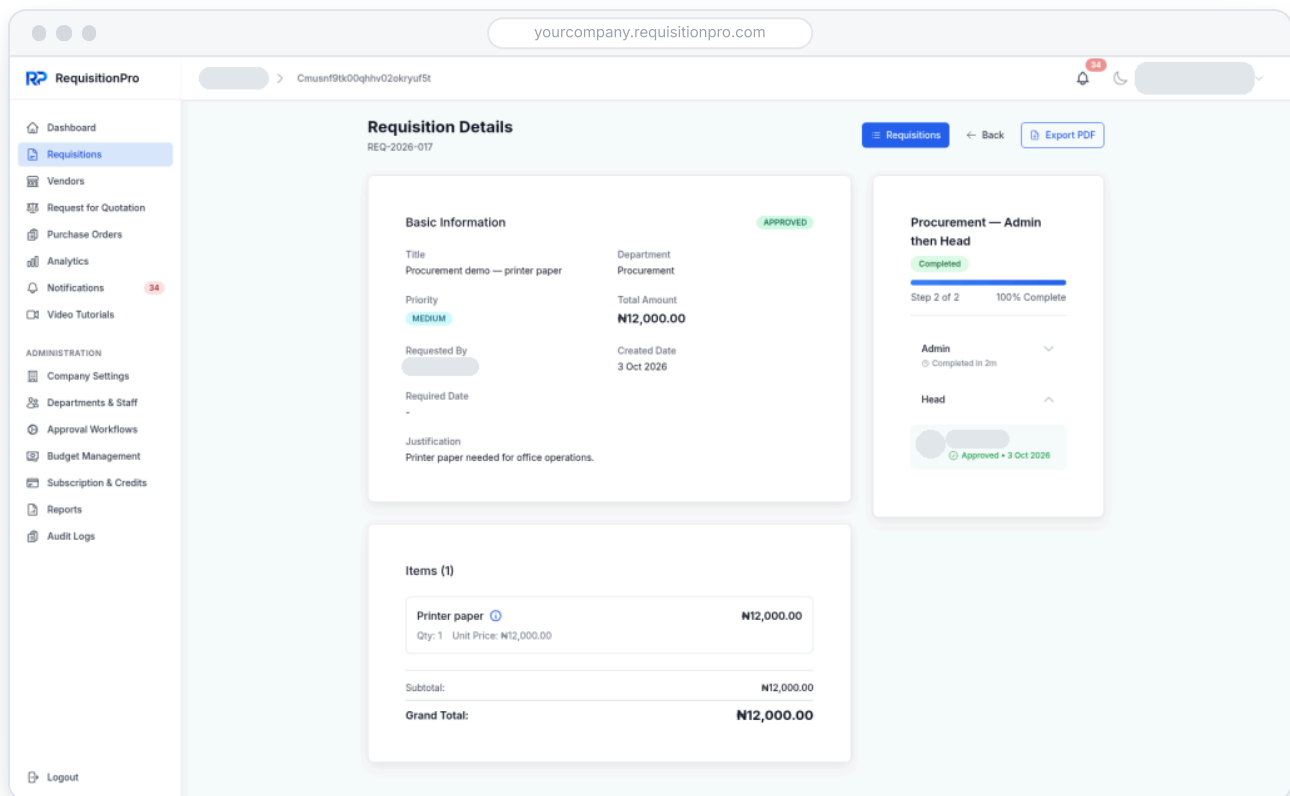
New Requisition opens a four-step form: Basic Info, Items, Attachments, and Review & Submit. Progress saves automatically, line totals calculate as you go, and supporting quotes or specifications travel with the request.

- **The essentials.** Title, category, department, priority and required date.
- **Line items with automatic totals.** Quantity and unit price per item.
- **Attachments.** PDF, Word, Excel and PowerPoint files up to 10MB each.
- **Draft or submit.** Finish later, or send straight into the approval workflow.

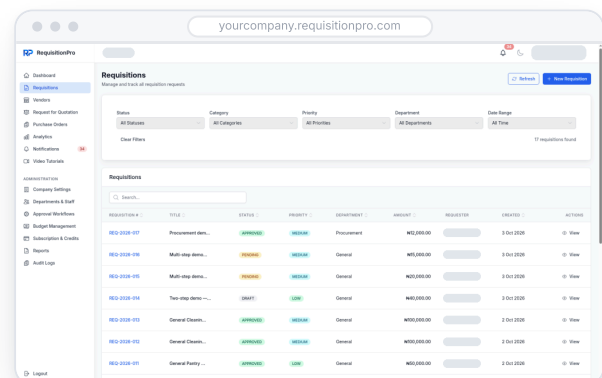
07 · TRACKING & APPROVAL TRAIL

Know where every request stands

Once submitted, a requisition moves through each step of its department's workflow. Approvers can Approve, Reject or Request Amendment with a comment, and anyone involved can see exactly where a request is and who acted on it.



- **Complete approval trail.** Who approved, at which step, and when.
- **Clear statuses.** Draft, Pending, Approved or Rejected, then Completed.
- **Gentle nudges.** Send Reminder to an approver who hasn't acted yet.
- **Export to PDF.** A clean record of any requisition for your files.



All requisitions, filterable by status, department and date

Get competing quotes before you buy

Not sure who to buy from? Ask several vendors to quote before you raise a requisition. Describe what you need once, invite your vendors, and let them respond through a private link.

STEP 1

Describe

Items, closing date, department, delivery.

STEP 2

Invite

Up to 25 vendors by private email link.

STEP 3

Quote

Vendors price each line; revise until the deadline.

STEP 4

Compare

Side by side, lowest highlighted, currency converted.

STEP 5

Award

Winning quote becomes a draft requisition.

- **Describe your needs.** Title, closing date, department, delivery location and date, then each item with quantity, unit and specification.
- **Invite up to 25 vendors.** Pick from your vendor list or add a new one on the spot.
- **Private links, no vendor login.** Each vendor gets their own email link; no account needed.
- **Everyone quotes the same thing.** Items lock once the RFQ is sent.

Inviting vendors to quote

Compare side by side, then award

Vendors submit unit prices, currency, validity, lead time, payment terms and a PDF quotation, and can revise until the deadline. Compare & award lines every quote up so the best offer is obvious.

Item	ByteSupply Demo	FacilityCare Demo	OfficeMart Demo Ltd
Laptop, 14-inch, 16GB RAM, 512GB SSD Qty 5 pcs	N1,150,000.00 = N5,750,000.00	N1,090,000.00 = N5,450,000.00 Lowest	N1,120,000.00 = N5,600,000.00
Wireless mouse and keyboard set Qty 5 pcs	N38,000.00 = N190,000.00	N42,000.00 = N210,000.00	N35,000.00 = N175,000.00 Lowest
24-inch monitor Qty 2 pcs	N210,000.00 = N420,000.00	N225,000.00 = N450,000.00	N198,000.00 = N396,000.00 Lowest
Total	N6,360,000.00	N6,110,000.00 Lowest total	N6,171,000.00
Lead time	7 days	10 days	5 days Fastest
Valid until	13 Nov 2026	13 Nov 2026	13 Nov 2026
Payment terms	Net 30	Net 30	Net 30
Notes	—	—	—
Attachments	—	—	—

- **Best offer highlighted.** Lowest price per line, lowest total and fastest lead time are flagged.
- **Like with like.** Quotes in different currencies are converted for comparison.
- **Honest awards.** A reason is required when you don't pick the lowest bidder.
- **Straight into approvals.** The award creates a pre-filled draft requisition that follows your normal workflow.

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)

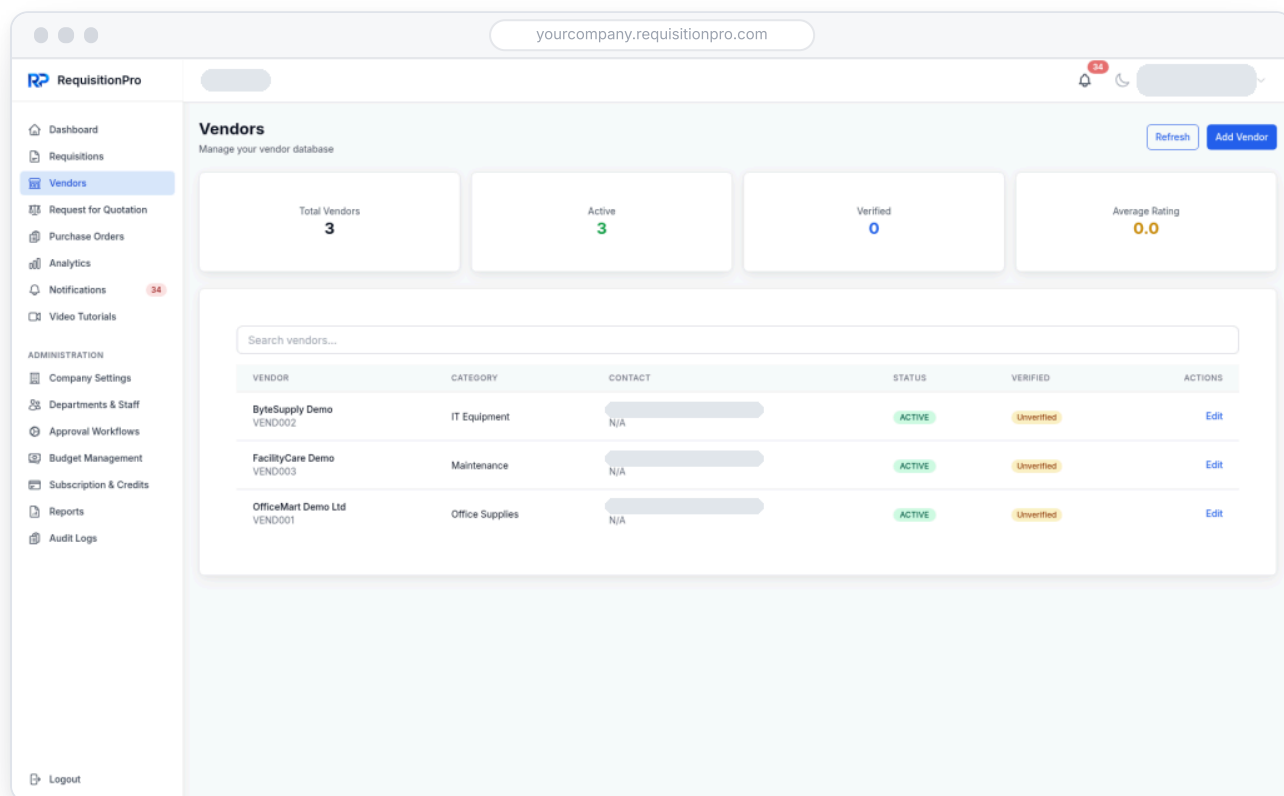
☒ Notify the other vendors who quoted
They receive a courteous "we'll get back to you" message. It does not name the winner or reveal any prices.

Cancel **Award and create requisition**

Awarding a vendor creates a draft requisition

One register for every supplier

Keep your suppliers in one place instead of in phone contacts and old invoices. Record each vendor's category, contact details and payment terms, mark them Active and Verified as you confirm details, and pick them directly on requests, quotes and orders.

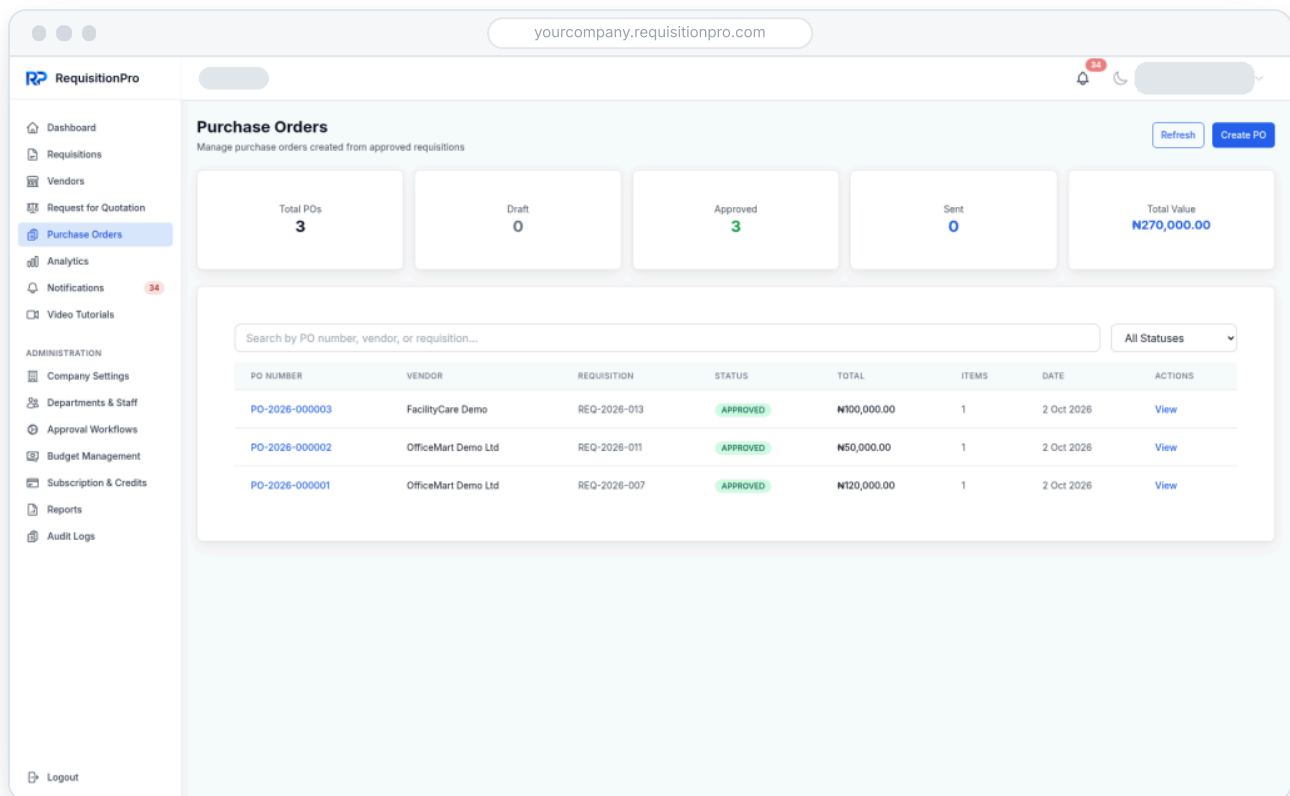


- **Central vendor database.** Categories, contacts and payment terms in one list.
- **Active and Verified status.** Know which suppliers have been checked.
- **Add on the spot.** Create a new vendor while raising an RFQ.
- **Linked throughout.** Select vendors on requisitions, RFQs and purchase orders.

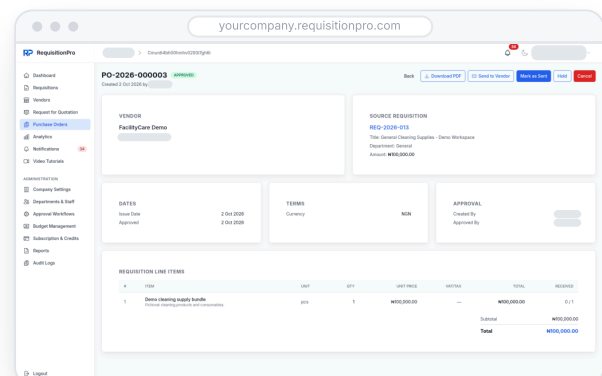
10 · PURCHASE ORDERS

From approval to purchase order in one step

Once a requisition is approved, create its purchase order directly from it. Line items, quantities and vendor details carry over automatically, so nothing is re-typed and nothing is missed.



- **Automatic numbering.** Sequential PO numbers by company and year.
- **Status tracking.** Draft, Approved, Sent, Acknowledged, Completed.
- **No duplicates.** One PO per requisition unless the earlier one was cancelled.
- **Ready for your vendor.** Download as PDF or send to the vendor.

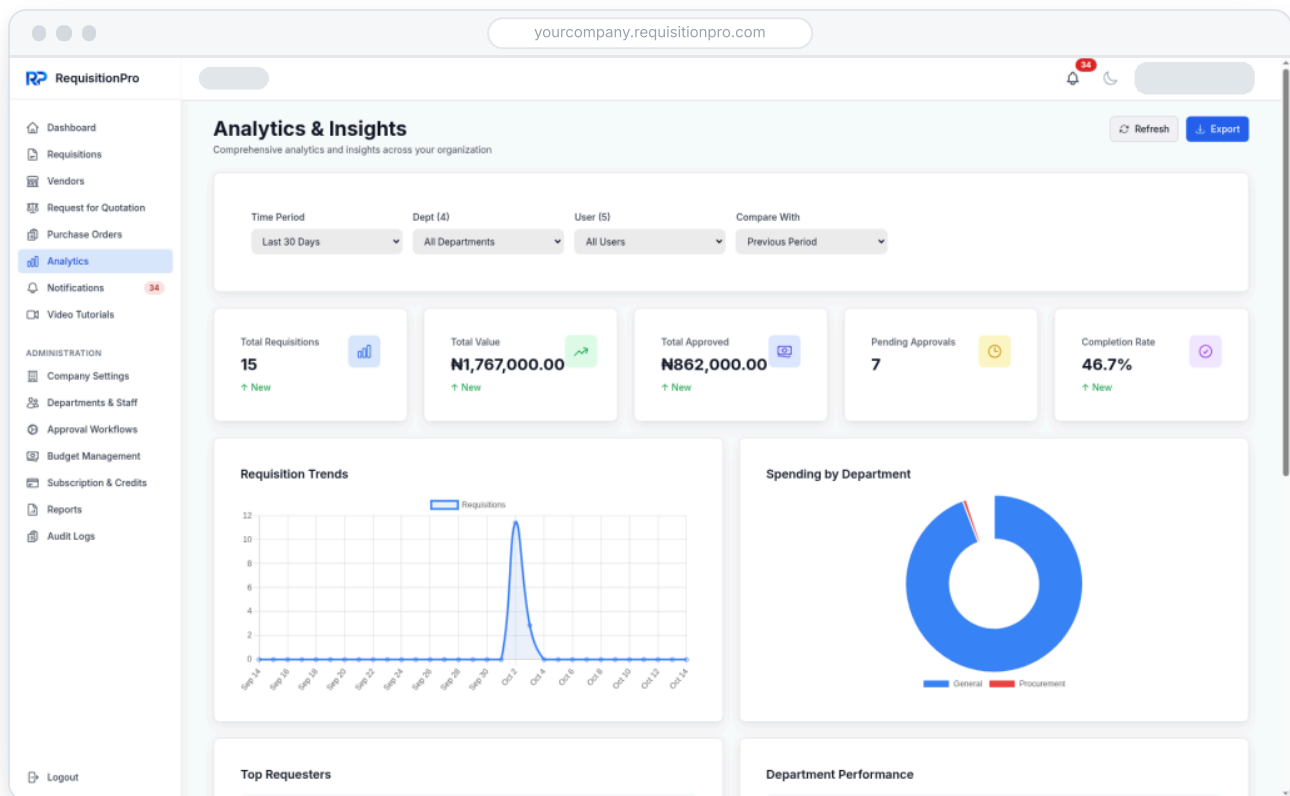


Purchase order detail with source requisition

11 · ANALYTICS

See where the money goes

Analytics & Insights shows spending trends, approval rates and department breakdowns for any period. Filter by department or user and compare with the previous period to spot bottlenecks and patterns early.

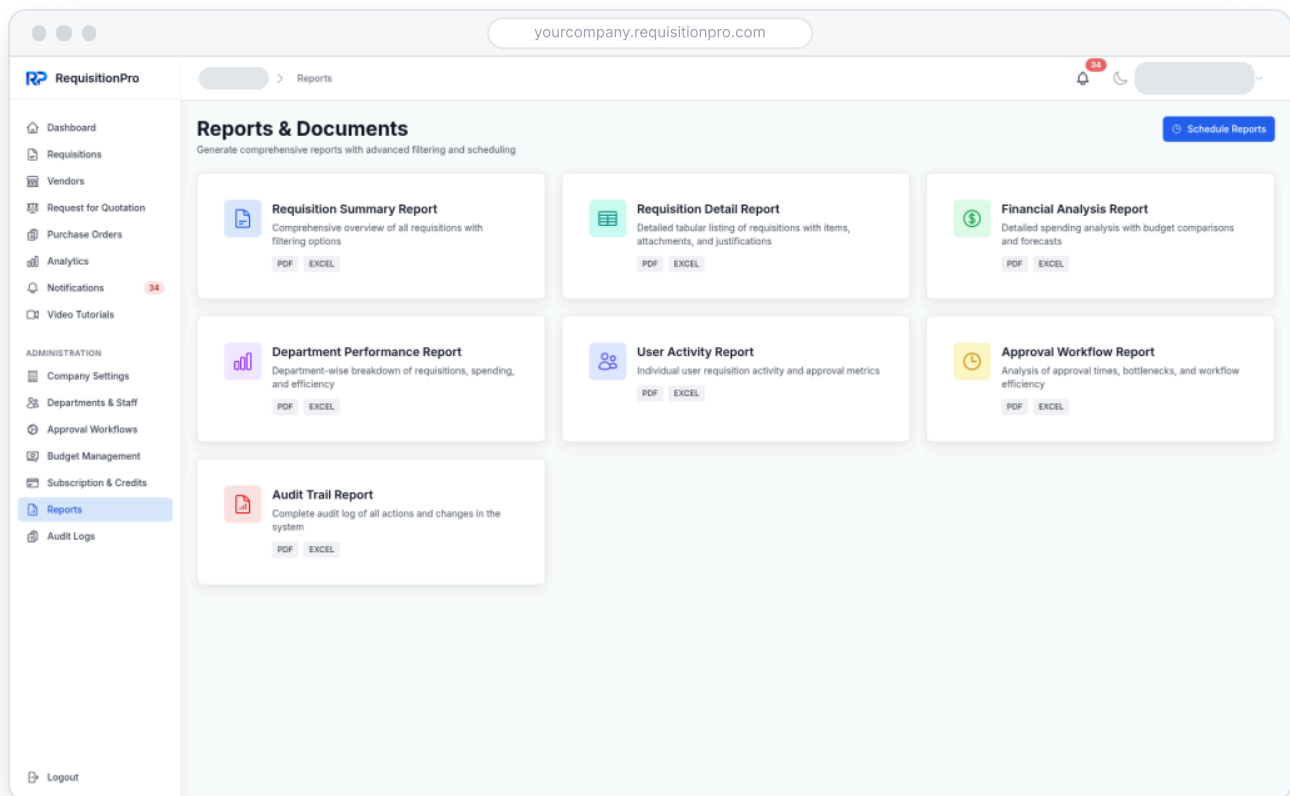


- **Headline numbers.** Requisitions, total value, approved value and completion rate.
- **Trends over time.** Requisition volumes and spending by department.
- **Focused views.** Filter by time period, department and user.
- **Period comparison.** Measure this period against the last, then export.

12 · REPORTS & EXPORTS

Board-ready reports, on schedule

Generate ready-made reports on requisitions, spending, departments, users, approvals and audit activity, in PDF or Excel. Schedule them to run daily, weekly, monthly or quarterly and arrive in stakeholders' inboxes automatically.

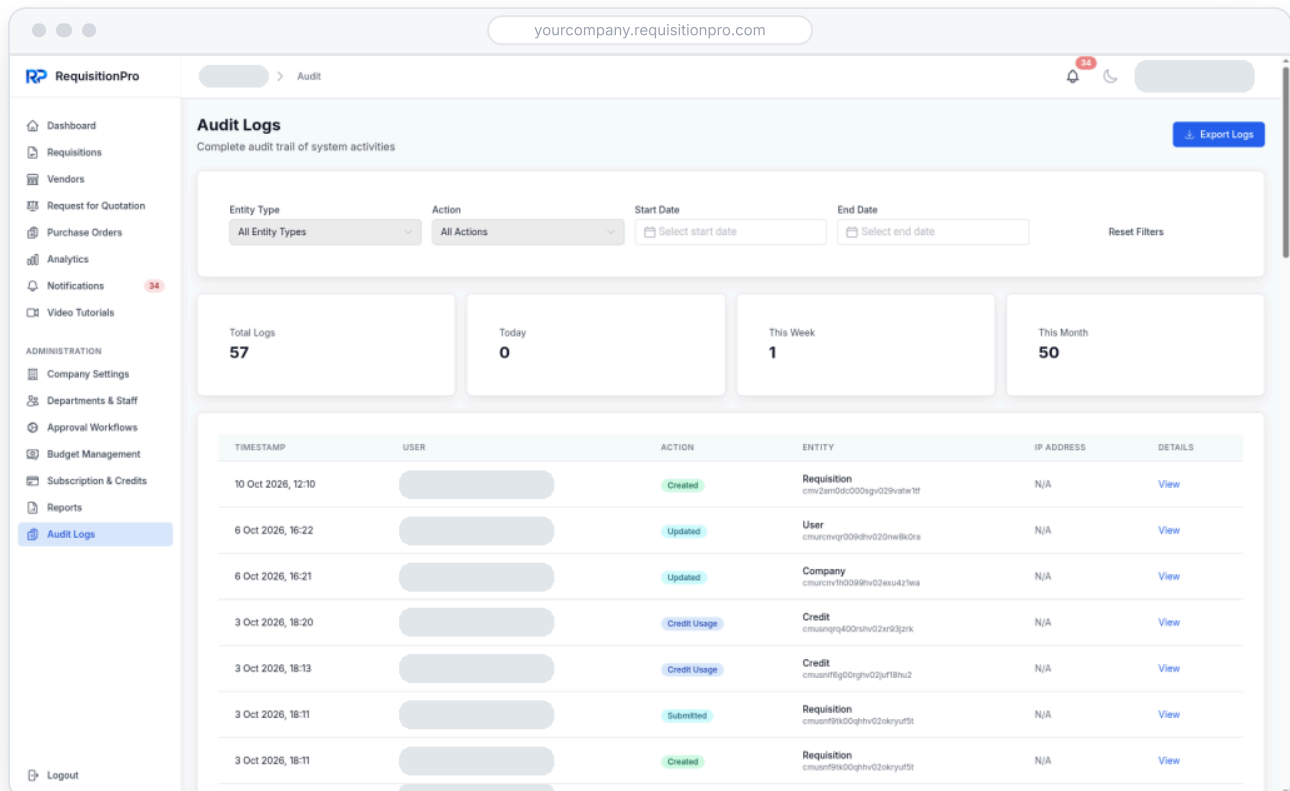


- **Seven report types.** From requisition summaries to financial analysis.
- **Scheduled delivery.** Daily, weekly, monthly or quarterly, by email.
- **PDF and Excel.** Share a clean document or work with the data.
- **Audit trail report.** A complete log of actions and changes for review.

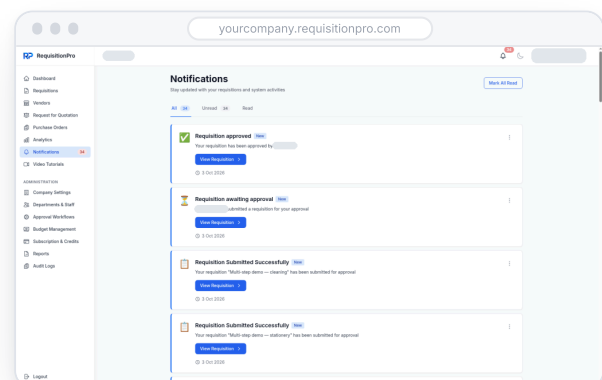
13 · AUDIT LOGS & NOTIFICATIONS

A record of everything, and nobody left waiting

Every material action is logged with who did it and when, so the question “who approved this?” always has an answer. Notifications tell requesters and approvers the moment something needs their attention.



- **A record of who did what and when.** Every material action, logged with the user and time.
- **Search and filter.** By entity type, action and date range; export the log.
- **Timely notifications.** Submissions, approvals and status changes.
- **Ready for audit.** Compliance evidence without digging through messages.

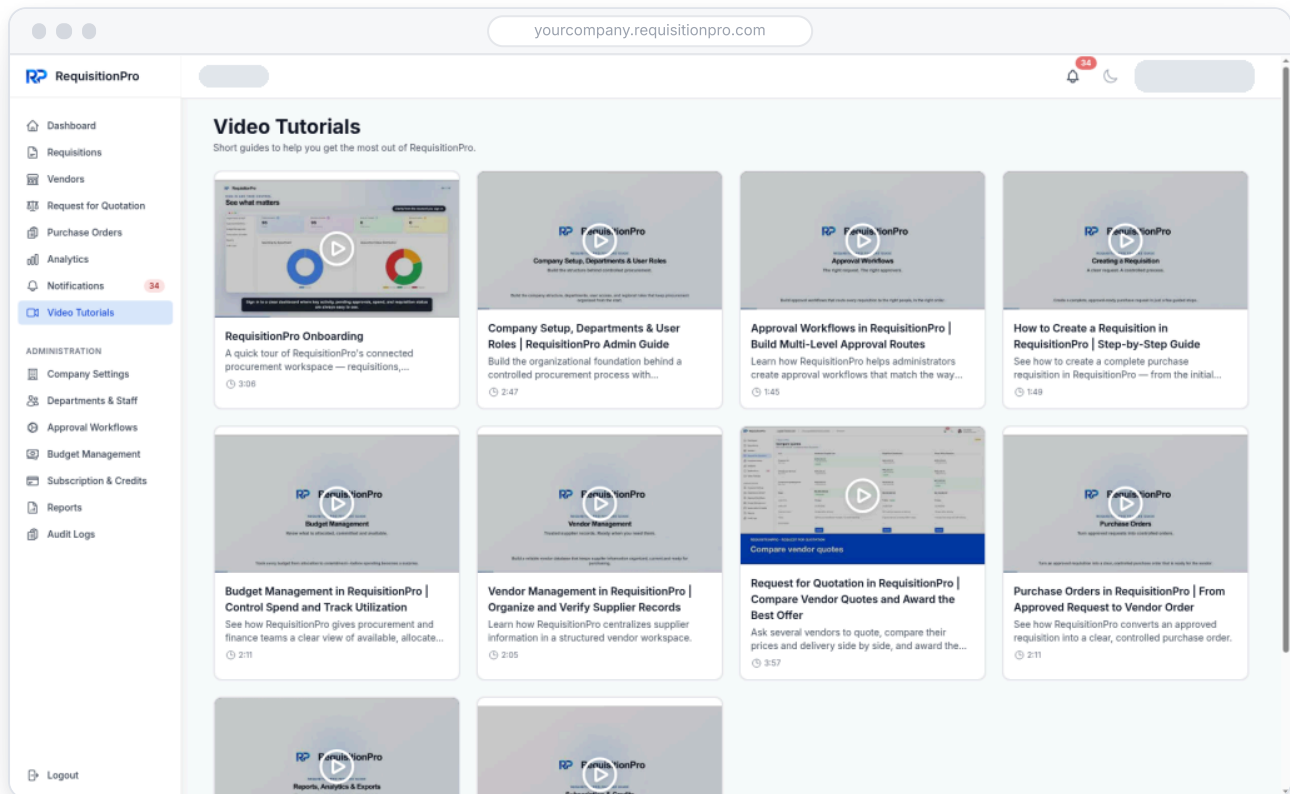


Notifications for approvals and submissions

SUPPORT

Help when you need it

Short video tutorials inside the app walk you and your team through each part of RequisitionPro, from company setup and approval workflows to RFQs and purchase orders.



Video tutorials

Step-by-step guides in the app, under Video Tutorials.

Onboarding guide

A guided ten-step walkthrough at requisitionpro.com/onboarding.

Talk to us

Questions while setting up? Write to support@requisitionpro.com

WHY REQUISITIONPRO

Control without the paperwork

RequisitionPro brings every step of buying, from the first request to the final report, into one connected workspace your whole company can use.

Built for African businesses Naira pricing, multi-currency support and regional settings that fit how you work.	Approvals you can prove Requests leave WhatsApp and follow your rules, with a full trail behind every decision.
Budgets that hold Spend is checked against budget before money goes out, not after.	Better prices Competing quotes, compared side by side, awarded on the record.
Request to PO, no re-typing Approved requisitions become purchase orders in one step.	Secure by design Two-factor authentication and audit logs of who did what and when.

GET STARTED

Start free at requisitionpro.com

Free plan · No credit card · Set up in minutes

requisitionpro.com
support@requisitionpro.com