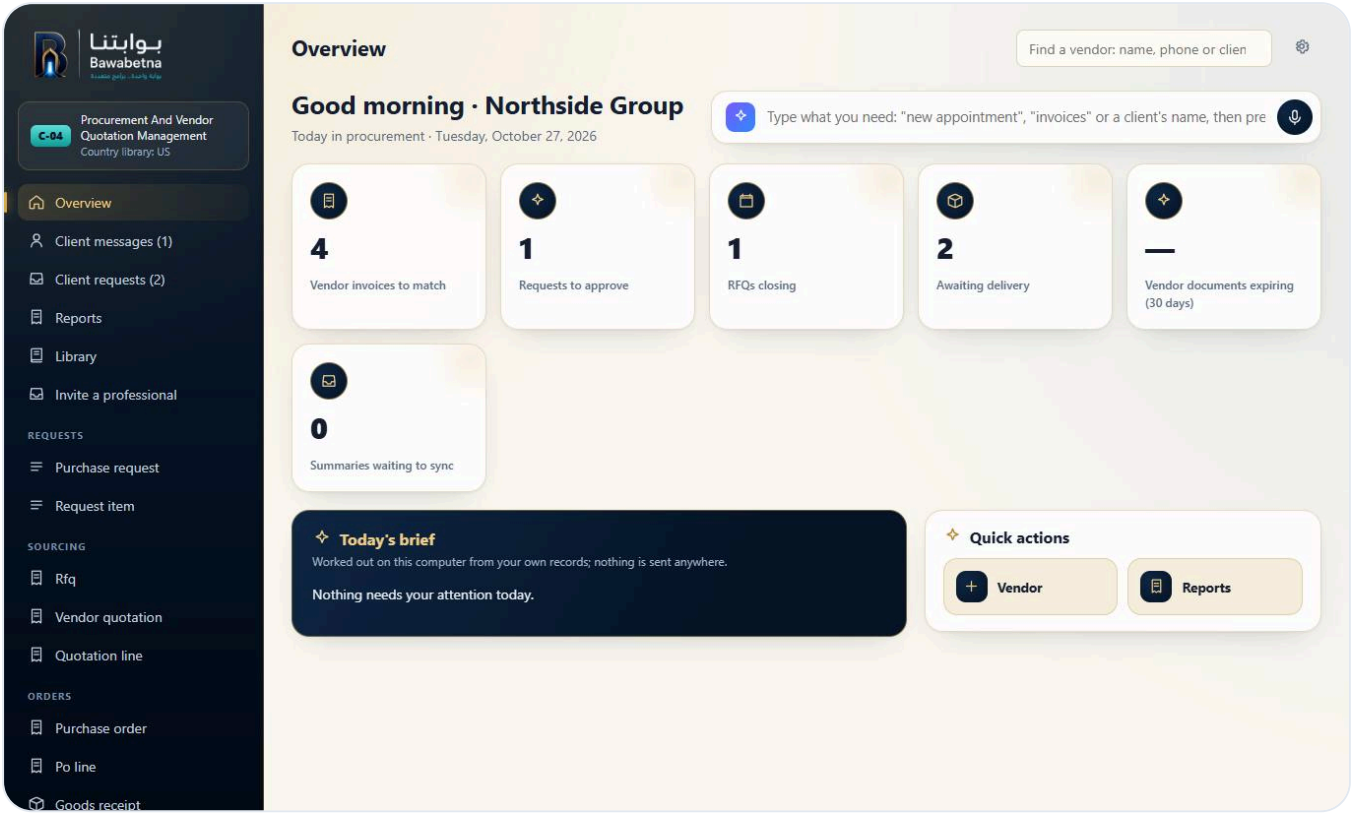
**Bawabetna · User guide**

# Procurement And Vendor Quotation Management

## Every screen and every button, with real screens from the program.

Guide version 2026-10-27



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# Getting started

Download the program from bawabetna.com or the Microsoft Store and install it. On first opening, sign in with your Bawabetna account. The first month is free with every feature.

The first-run assistant asks for a few details, then the program is ready:

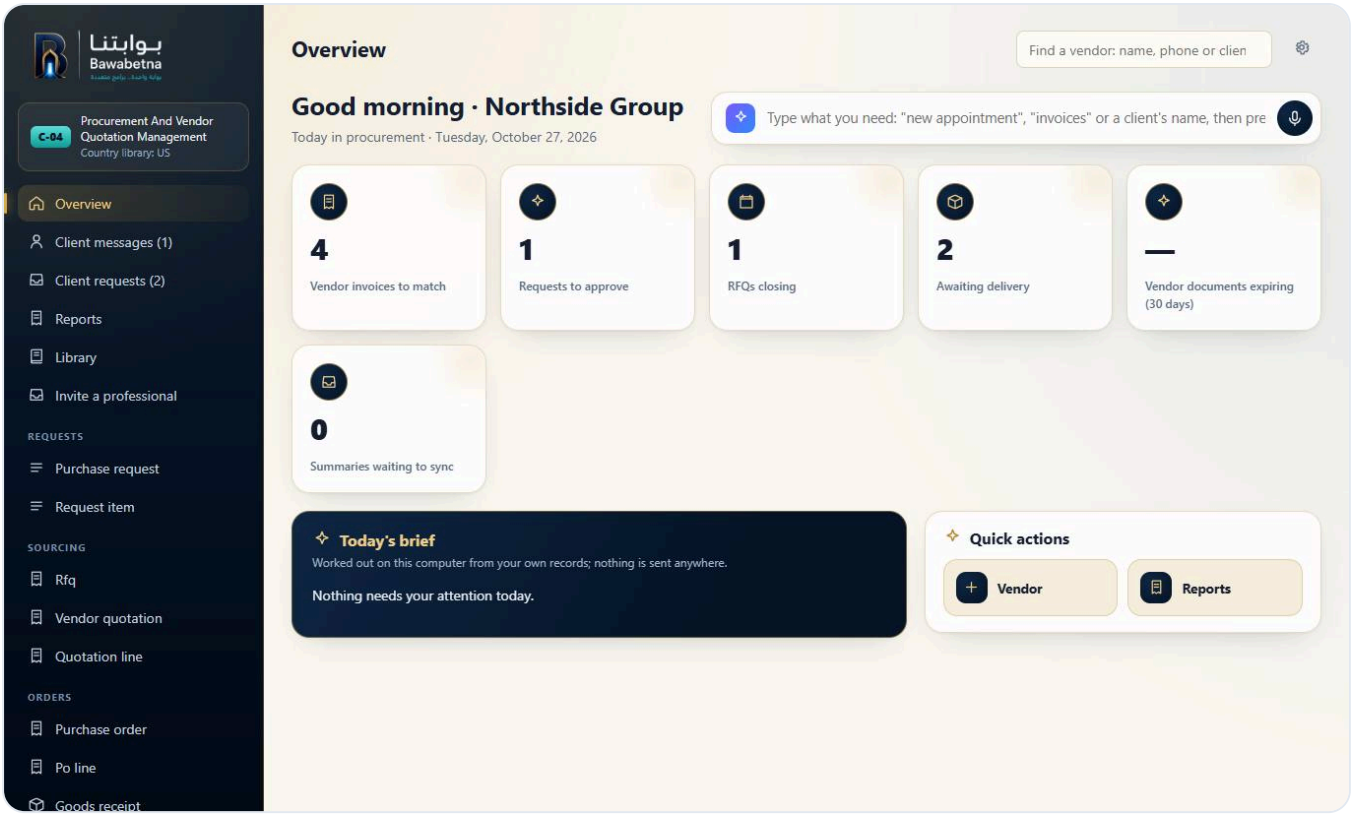
1. **Organization**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Buyer**: Full name, Department

Each person signs in with their own role and sees only the screens of that role:

- Budget holder
- Buyer
- Manager
- Procurement head
- Requester
- Storekeeper

# The home screen

The home screen shows today's work at a glance: counts, today's schedule, what is waiting and requests from clients. The command bar at the top opens any screen from a short sentence, such as a client's name or "new appointment".

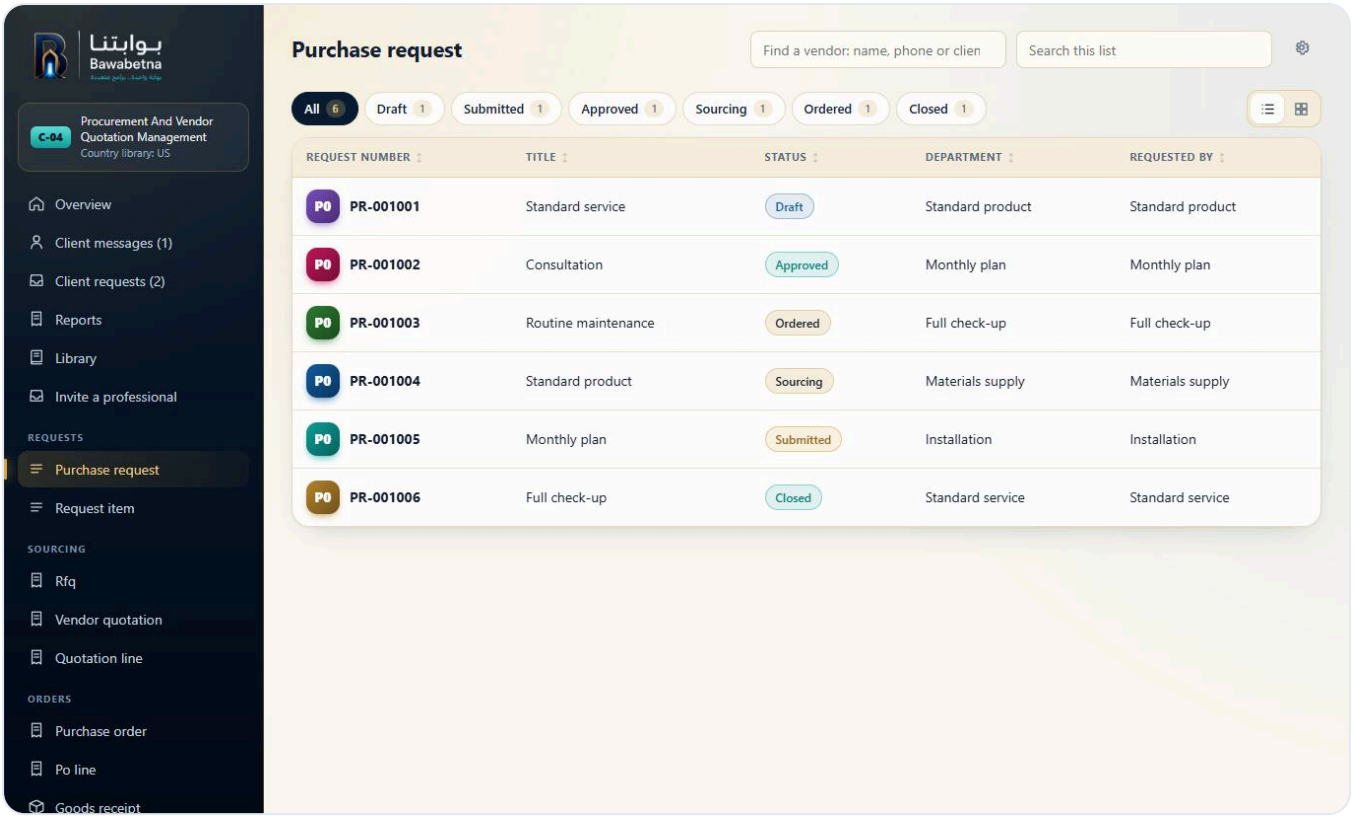



The home screen

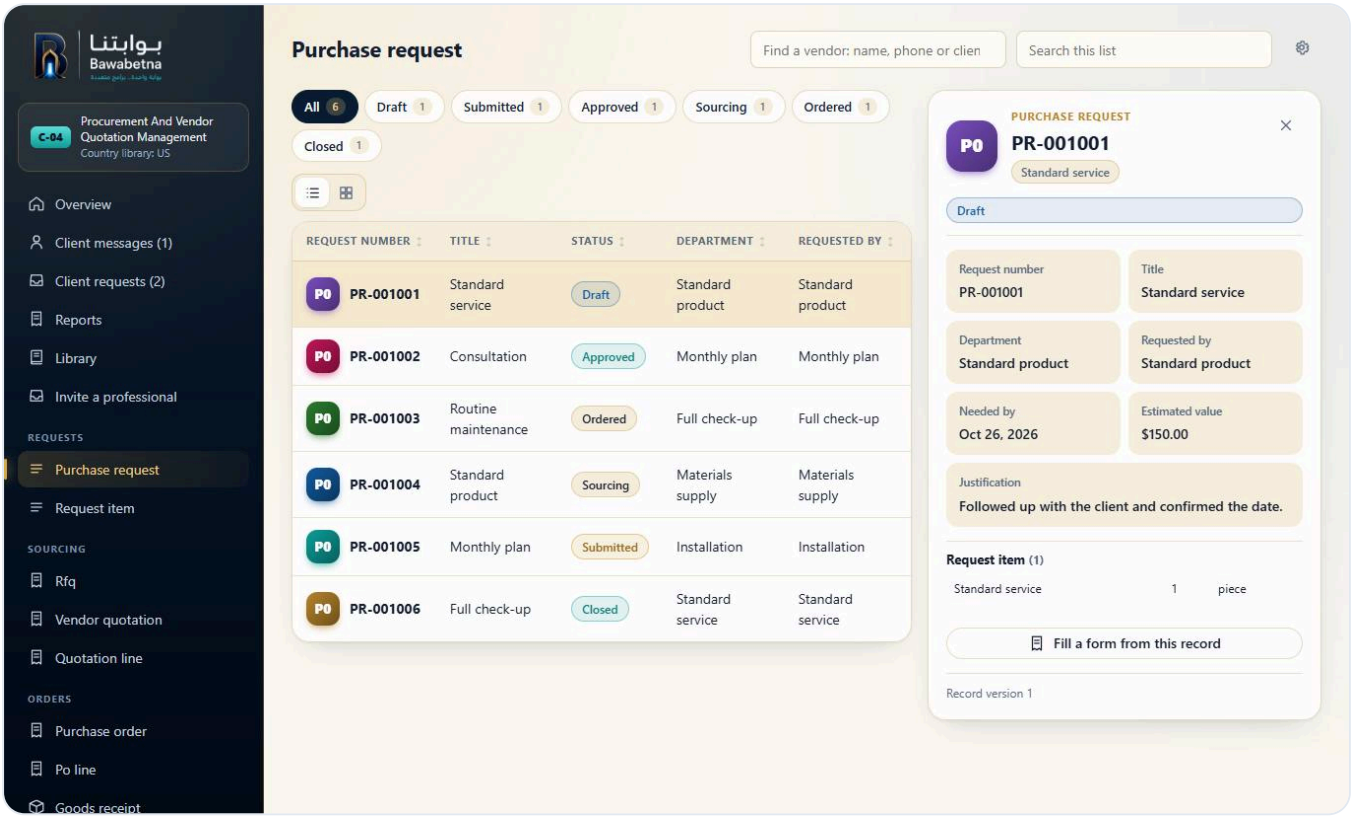
## Screens and what you record in them

The side menu groups the screens by kind of work. Each screen lists its records: New adds one, a click opens it, and the buttons at the bottom of a record move it to its next stage.

# Requests




Purchase request




A record open for editing

### Purchase request

**What you record:** Request number (worked out by the program), Title (required), Department (required), Requested by (required), Needed by, Estimated value, Justification, Status (required)

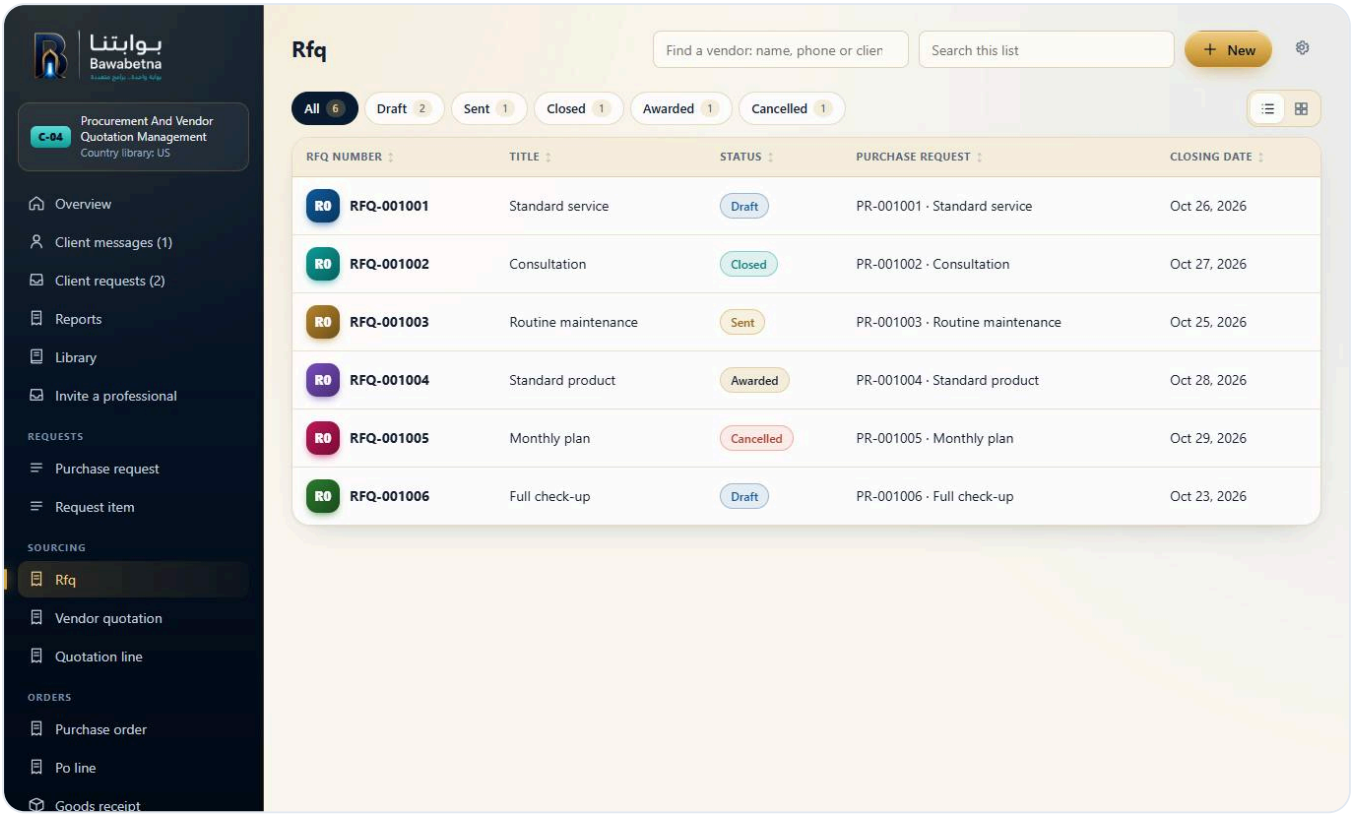
**Stages:** A new record starts as "Draft".

Approved → Sourcing | Approved → Ordered | Draft → Submitted | Ordered → Closed | Sourcing → Ordered | Submitted → Approved | Submitted → Rejected

### Request item

**What you record:** Purchase request (required), Description (required), Specification, Quantity (required), Unit

## Sourcing




Rfq

### Rfq

**What you record:** Rfq number (worked out by the program), Purchase request, Title (required), Closing date (required), Terms, Currency (required), Status (required), Technical weight percent, Price weight percent (worked out by the program)

**Stages:** A new record starts as "Draft".

Closed → Awarded | Draft → Sent | Sent → Closed | Sent → Cancelled

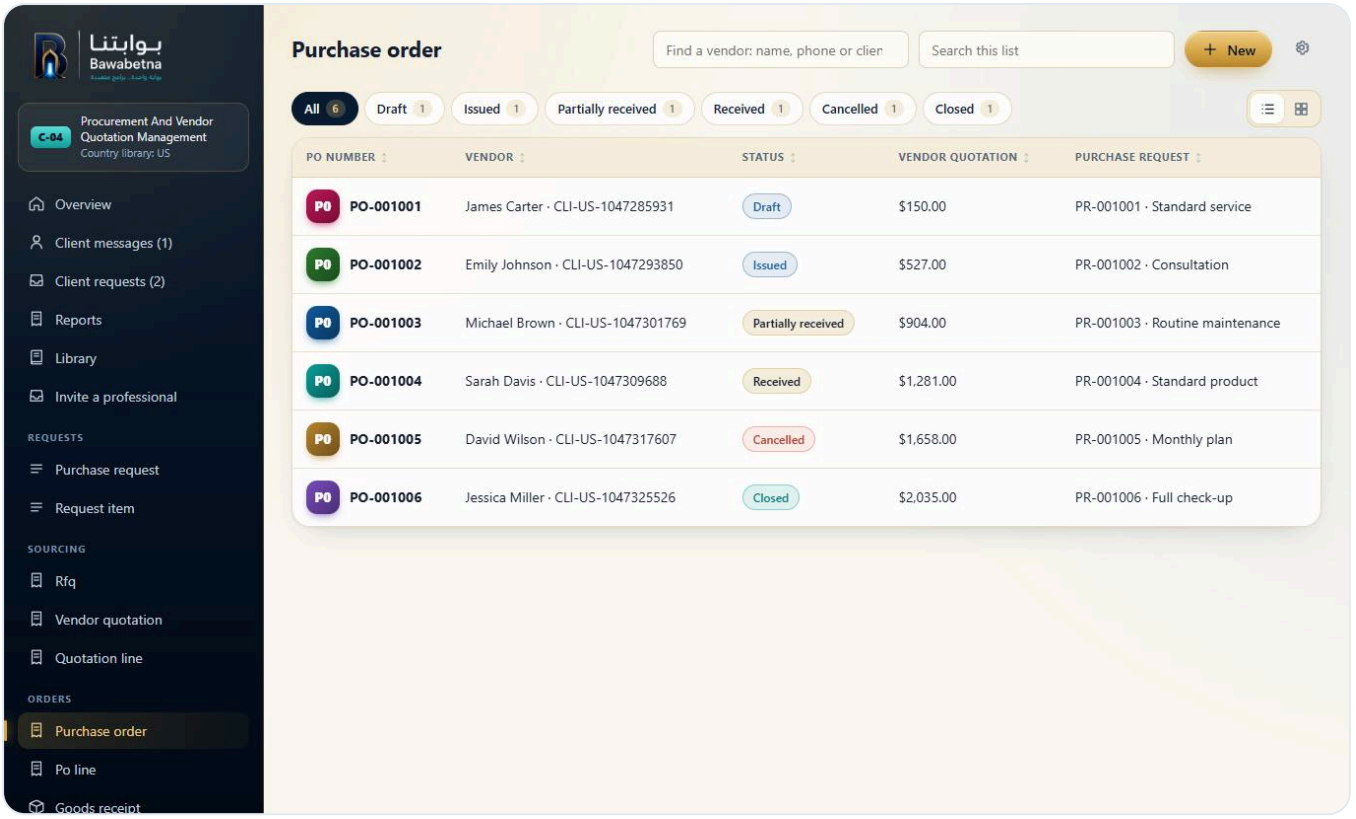
### Vendor quotation

**What you record:** Rfq (required), Vendor (required), Quotation reference, Received on (required), Currency (required), Subtotal (worked out by the program), Tax total (worked out by the program), Total (worked out by the program), Delivery days, Payment terms, Validity days, Technical score, Decision (required), Files, Price score, Technical weight percent (worked out by the program), Weighted score (worked out by the program)

### Quotation line

**What you record:** Vendor quotation (required), Description (required), Quantity (required), Unit price (required), Discount, Vat rate (required), Line net (worked out by the program), Line tax (worked out by the program), Line total (worked out by the program)

## Orders




Purchase order

### Purchase order

**What you record:** Po number (worked out by the program), Vendor (required), Vendor quotation, Purchase request, Currency (required), Delivery date, Delivery location, Payment terms, Subtotal (worked out by the program), Tax total (worked out by the program), Total (worked out by the program), Status (required), Issued at (worked out by the program), Title

**Stages:** A new record starts as "Draft".

Draft → Issued | Draft → Cancelled | Issued → Partially received | Issued → Received | Issued → Cancelled | Partially received → Received | Received → Closed

### Po line

**What you record:** Purchase order (required), Description (required), Quantity (required), Unit, Unit price (required), Discount, Vat rate (required), Line net (worked out by the program), Line tax (worked out by the program), Line total (worked out by the program)

### Goods receipt

**What you record:** Purchase order (required), Received on (required), Received by (required), Delivery note number, Condition (required), Notes, Files

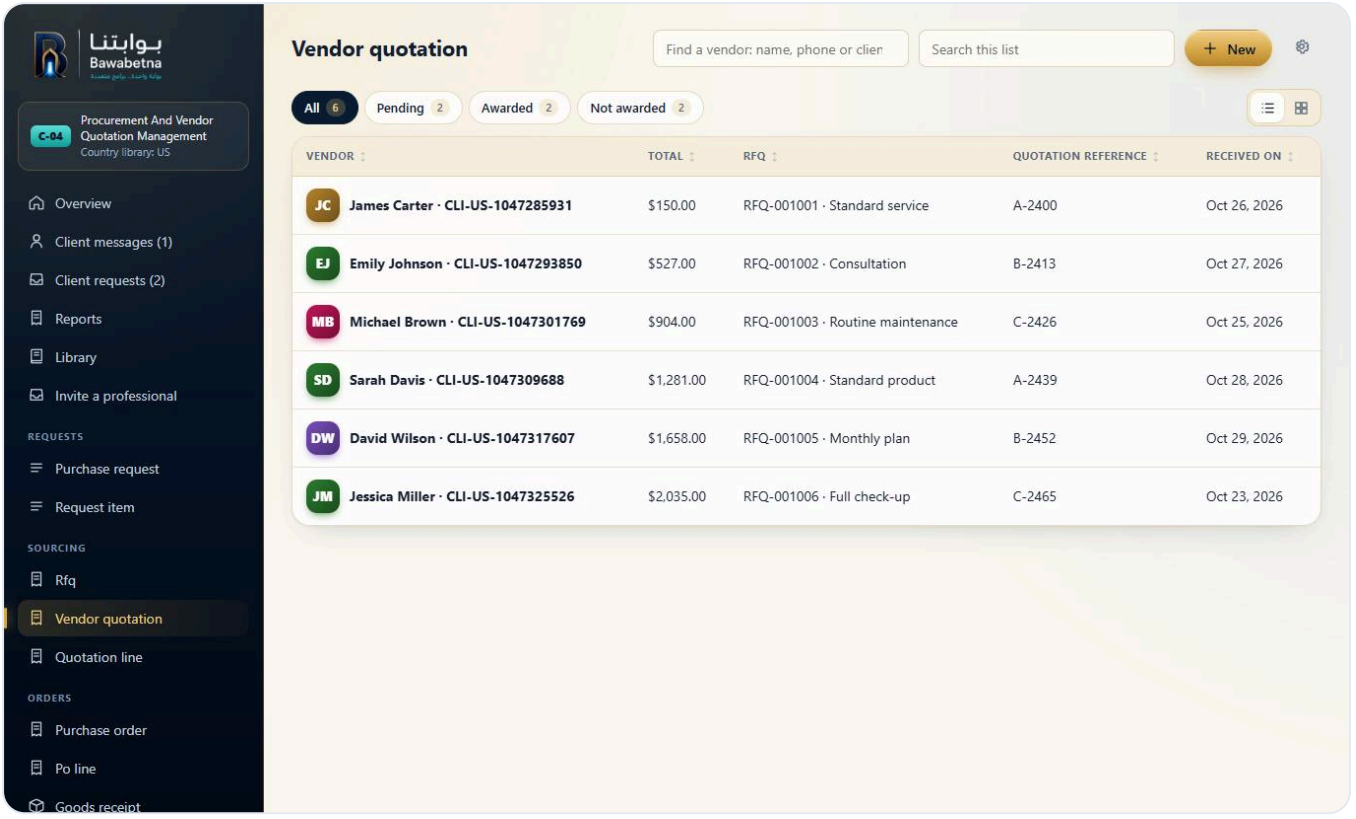
### Vendor invoice

**What you record:** Purchase order (required), Vendor (worked out by the program), Invoice number (required), Invoice date (required), Amount (required), Po total (worked out by the program), Goods receipt, Match result, Difference note, Files, Status (required), Approved at (worked out by the program)

**Stages:** A new record starts as "Received".

Disputed → Approved | Received → Approved | Received → Disputed

## Vendors




Vendor

### Vendor

**What you record:** Full name (required), Commercial registration, Tax number, Categories, Email, Vendor status, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

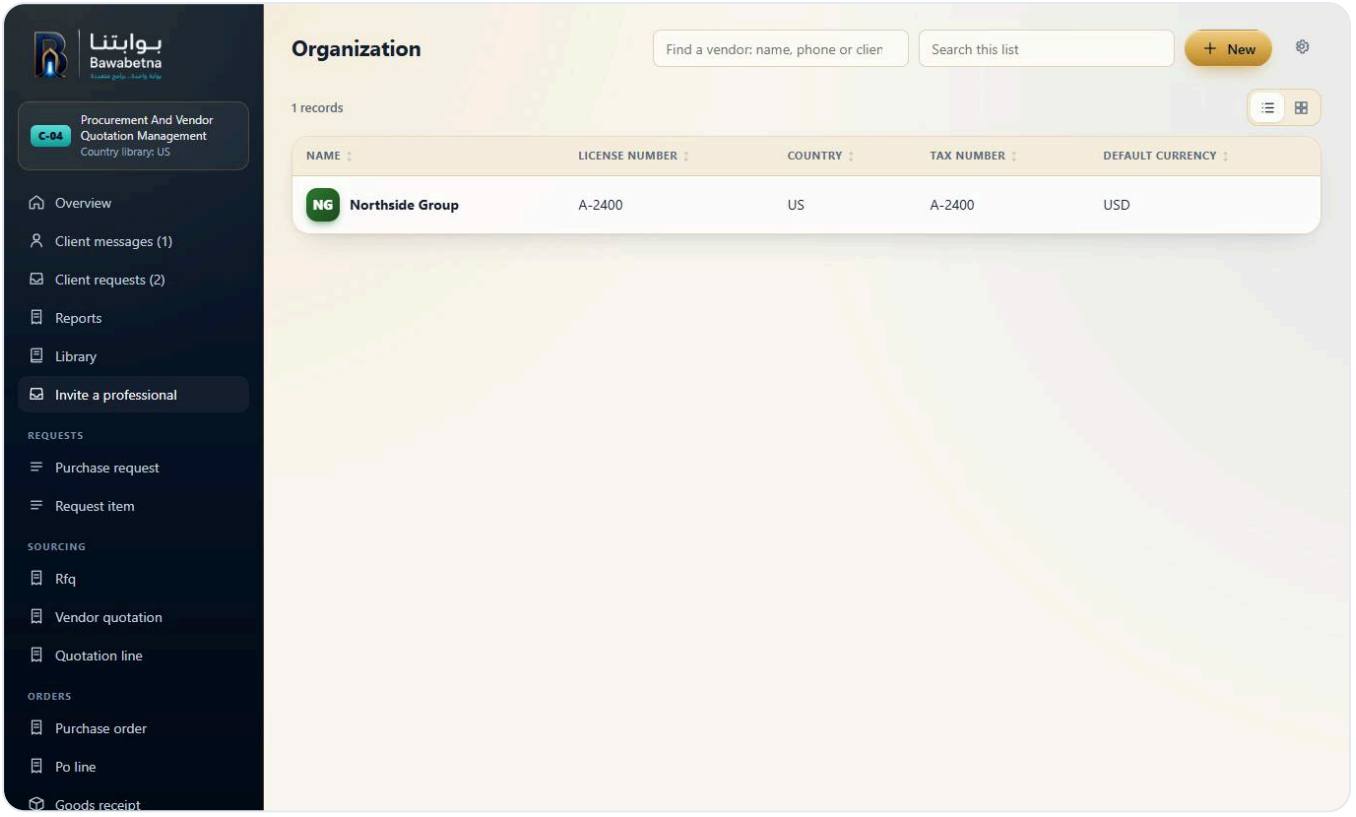
### Vendor evaluation

**What you record:** Vendor (required), Purchase order, Evaluated on (required), Quality (required), Delivery (required), Price (required), Service (required), Score (worked out by the program), Acceptable from, Rating (worked out by the program), Comments

### Document

**What you record:** Vendor (required), Category (required), Title (required), Reference number, Issued on, Expires on, Files

## Setup




Organization

**Organization**

**What you record:** Name (required), License number, Country (required), Tax number, Default currency, Whatsapp enabled, Online meeting link, Payment link, Review link, Ai assistant enabled, Ai model, Ai endpoint

**Branch**

**What you record:** Organization (required), Name (required), Address, Phone

**Buyer**

**What you record:** Branch (required), Full name (required), License number, Department, Active

## Reports

Reports are worked out on your computer from your records. Choose a period, see the chart and the table, then print or export them. The reports of this program:

- Vendor invoices by match result
- Requests by status
- Spend by vendor
- Vendor ratings

## Working with your clients

A client with a Bawabetna Client Code can, from the free client app: book an appointment, write to you, send requests and documents, sign documents, see what they owe and pay you directly, tell you they have arrived, ask for an earlier time and see their points. Everything reaches this program with its next sync.

## Your data

Your records are kept encrypted on your own computer; only a short summary of each transaction is sent to Bawabetna. Make a backup from Settings; it is encrypted with your recovery key.

# Help

Write to info@bawabetna.com or use the contact page at bawabetna.com/contact.