
KNOTICAL

**S
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**PROCUREMENT
MODULE**

User Manual



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1. Getting Started

1.1 Procurement Module Overview

The Procurement Module in Knotical is designed to streamline the entire purchasing process for maritime operations. From requisition creation to supplier management and final purchase order generation, the module helps ensure transparency, efficiency, and compliance.

It provides an easy-to-use dashboard where users can view active purchase requests, supplier invitations, and pending approvals at a glance.

This introduction will help new users understand the purpose of the module and how it fits into daily fleet management tasks.

1.2 System Requirements

To use the Procurement Module effectively, ensure that your system meets the following requirements:

- **Browser:** Google Chrome (latest version recommended)
- **Internet:** Stable broadband connection
- **Resolution:** 1366 × 768 or higher
- **User Role Access:** Procurement/Manager role enabled in Knotical

1.3 Logging into Knotical

Users can log in through the official Knotical web portal using their assigned credentials. Once logged in, they can navigate to the **Procurement** tab from the left-side menu. New users are advised to reset their password during the first login for security reasons.

1.4 Contact Information

If you require assistance with login or initial setup, please reach out to our support team:

Contact Information:	
Telephone	
Support email	
Sales email	
Website	

1.5 Starting Knotical

Knotical opens with a login window:

Select your username or email address and enter your password.
The system will then take you to your personalized dashboard.

1.6 Procurement Dashboard Overview

The Procurement Dashboard in *Knotical* is the central workspace for managing procurement operations. It gives users a clear, real-time overview of all ongoing activities.

When first opened, the dashboard may appear empty. Users can then customize it by adding **widgets** or configuring views to track purchase requests, supplier responses, and pending approvals. This flexibility allows each user to tailor the dashboard to their specific role and responsibilities.

The dashboard ensures:

- **Transparency** – all procurement tasks are visible in one place.
- **Efficiency** – quick access to active requests and status updates.
- **Control** – managers can monitor progress and identify pending actions at a glance.

By centralizing procurement information, the dashboard helps streamline workflows and supports faster decision-making across the fleet.

2. Supplier Management

The Supplier Management module in *Knotical* allows users to maintain all vendor and supplier information in one centralized system. This ensures that requisitions, enquiries, and purchase orders are always linked to verified suppliers. Users can add new suppliers, update their details, send invitations, and filter supplier lists for easy access.

2.1 Adding New Suppliers

The **Supplier Details** page in *Knotical* allows users to register new suppliers with all the necessary information for procurement and compliance.

To add a new supplier:

1. Navigate to **Procurement** → **Supplier Management** → **Add New Supplier**.
2. Fill in the supplier information across the following sections:

General Information

- **Address** → Street or office location.
- **City** → City of supplier (*mandatory*).
- **Country** → Select the country from the dropdown (*mandatory*).
- **Postal Code** → Postal/ZIP code.

Contact Details

- **Contact Person Name** → Primary person of contact.
 - **Mobile Number / Telephone** → Contact numbers.
 - **Login Email** → Email used for system login (*mandatory*).
3. After entering the details, click **Save Supplier Details** to register the supplier.
 4. If you wish to discard the entry, click **Cancel**.

2.2 Managing Supplier Information

After a supplier is added, *Knotical* allows you to maintain and update supplier information through multiple tabs. This ensures all records remain accurate and complete for procurement workflows.

Supplier Details

- Update the **General Information** (name, registration, currency).
- Modify **Address** (city, country, postal code).
- Edit **Contact Details** such as email, phone number, or contact person.

Services Offered

- List the goods or services provided by the supplier.
- Classify them into categories such as *Stores*, *Spares*, *Bunkering*, *Service Jobs*.
- Makes it easier to filter suppliers during requisition and quotation stages.

Bank Account Details

- Add supplier's bank details for payment processing.
- Include information such as account number, bank name, SWIFT/IBAN codes.
- Reduces errors and speeds up vendor payment cycles.

Supplier Documents

- Upload and manage essential documents like trade licenses, certifications, contracts.
- Track expiry dates of documents to ensure supplier compliance.
- Documents can be viewed/updated by authorized users only.

2.3 Sending Invitations to Suppliers

Knotical allows you to send digital invitations to suppliers so they can directly access the platform, respond to enquiries, and submit quotations. This improves collaboration and reduces dependency on email communication.

Steps to Send an Invitation

1. Navigate to **Procurement** → **Supplier Management**.
2. Open the **Supplier List** and select the supplier you wish to invite.
3. Click on the **Send Invitation** option.
4. The supplier will receive an email containing:
 - A **login link** to the Knotical platform.
 - A **temporary password** (if configured).
 - Instructions to set up their account.
5. Once the supplier accepts the invitation, their status changes to **Active**.

Key Notes:

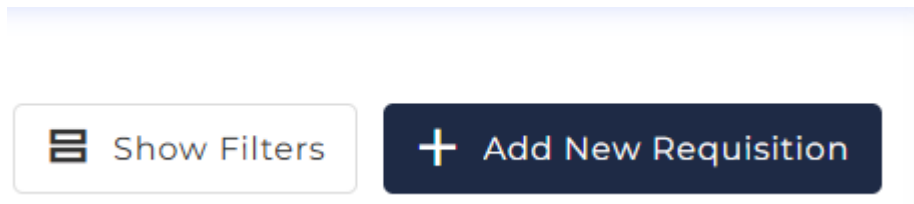
- Invitations can only be sent to suppliers with a valid **Login Email** saved under contact details.
- Pending invitations can be tracked in the supplier dashboard.
- Admins can **resend invitations** if the supplier fails to activate their account.
- Activated suppliers can start receiving purchase enquiries and submitting bids.

3. Purchase Requests

The *Purchase Requests* module in Knotical helps users raise and manage requisitions in a structured way. It allows crew and office staff to initiate purchase needs, capture details, and submit them for approval.

3.1 Creating a Requisition Request

1. Navigate to **Procurement** → **All Purchase Requests**.
2. Click on **Add New Requisition**.
3. A blank requisition form will appear where you can enter request details.



3.2 Filling Requisition Details

1. Enter a **Subject/Title** describing the requisition.
2. Select **Requisition Priority** (Immediate, High, Normal, Low).
3. Choose the **Frequency Type** if applicable (e.g., recurring items).
4. Select the **Vessel** and provide the **Voyage Number**.

5. Enter the **Expected Delivery Date** and **Delivery Port**.

The screenshot shows a web-based form titled "Requisition Details". At the top right, there are navigation icons: a refresh button, a language selector set to "EN", a notification bell, and a user profile icon labeled "MVA13E".

Requisition Details

Subject / Title: *

Requisition Priority: *

Frequency Type:

Vessel Details

Select Vessel: *

Vessel Voyage Number:

Expected Delivery Date: *

Delivery Port: *

Select Catalogue

Catalogue Type: *

Catalogue Type will be enabled after you have selected the vessel or the department

(requisition details form)

⚠ Note:

All fields marked with a red asterisk (*) are mandatory. This includes **Subject/Title**, **Requisition Priority**, **Frequency Type**, **Vessel**, **Vessel Voyage Number**, **Expected Delivery Date**, **Delivery Port**, and **Catalogue Type**.

Ensure these details are entered before proceeding with the requisition.

3.3 Catalogue

The **Catalogue** section lists all types of products and services that can be requested in a purchase requisition.

Each catalogue type ensures that requisitions are categorized correctly for approval and procurement.

3.3.1 Stores Catalogue

The **Stores Catalogue** in *Knotical* provides a structured list of consumables, tools, and spare parts that vessels may require during operations. These items are categorized under **Engine Stores** and **Deck Stores**, ensuring easy identification and requisition.

Key Features:

- Products are standardized using **IMPA codes** (International Marine Purchasing Association), ensuring uniformity across suppliers and vessels.
- Each product entry includes:
 - **Product Name** (e.g., Hammer Head, Wall Bracket, Microscope Probe Tube).
 - **Unit of Measure** (Pieces, Pairs, Sets).
 - **Category** (Engine Spare Parts, Beddings & Mattresses, Inspection Tools).
 - **Catalogue Type** (Engine Stores or Deck Stores).
- Users can quickly search and filter items by name, category, or catalogue.

Example Items in Stores Catalogue:

- *Engine Stores*: Hammer Heads, Cutter Heads, Flanges.
- *Deck Stores*: Wall Brackets, Bedding Materials, Inspection Tools.

Workflow:

1. Browse Existing Catalogue

- First, navigate to **Inventory** → **Catalogue Products**.
- Use the search and filter options (as shown in the product-list screenshot) to **view and check existing products**.
- This step ensures the item is not already listed and helps avoid duplicate entries.

2. Open the Add-New Form

- After confirming the product is not in the catalogue, click the **+ Add New** button to open a fresh product entry form.

3. Fill in General Details

- **Product Name & Description:** Enter a clear product name and detailed description.
- **Product Code & Measurement Unit:** Provide a unique product code and select the correct measurement unit.
- **Internal Remarks (Optional):** Add internal notes that stay within the system.
- **Catalogue & Product Category:** Choose the appropriate catalogue (e.g., Engine Stores, Deck Stores) and product category.

4. Set Pricing & Stock Parameters

- Specify **Price, Currency, and Standard Price**.
- Define **Minimum and Maximum Stock** thresholds if required for inventory planning.

5. Item Marking

- Tick the relevant boxes to indicate if the item has a certificate, requires expiry tracking, location tracking, or is a dangerous good.

6. Review Current Stock & Ledger

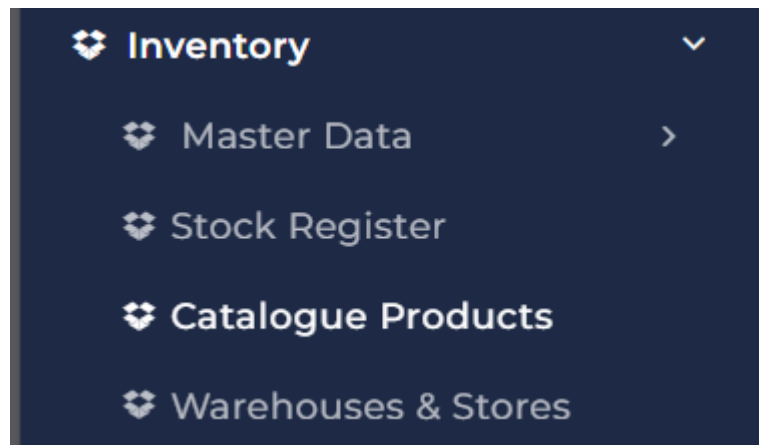
- Check the **Current Stock** tab for live stock information and the **Ledger Entries** tab for any transaction history (these may initially show zero).

7. Save the Product

- Once all mandatory fields (marked with *) are complete, click **Save Product** to finalize and add the item to the catalogue.

⚠ Note:

The use of **IMPA codes** ensures suppliers worldwide recognize the product specifications, reducing errors and improving procurement efficiency.



(Inventory Catalogue Menu)

#	Product Name	Unit	Category	Catalogue
1	12 HAMMER HEAD #2000-1M FOR ICO CHIPPING HAMMER	Pieces	Engine Spare Parts	ENGINE STORES
2	2 WALL BRACKET ALUM ANODIZED, 200X45X8MM 2'S	Pairs	Beddings & Mattresses	DECK STORES
3	20-MICROSCOPE PROBE TUBE, 4.8MM DIAMX140MM LENGTH	Set	Measuring & Inspection Tools	DECK STORES
4	20-MICROSCOPE PROBE TUBE, 4.8MM DIAMX80MM LENGTH	Set	Measuring & Inspection Tools	DECK STORES
5	3 CUTTER HEAD #2000-5F FOR ICO CHIPPING HAMMER	Pieces	Engine Spare Parts	ENGINE STORES
6	3 HOLE FLANGE #2000-23 FOR ICO CHIPPING HAMMER	Pieces	Engine Spare Parts	ENGINE STORES
7	6 CUTTER HEAD #2000-4F FOR ICO CHIPPING HAMMER	Pieces	Engine Spare Parts	ENGINE STORES

Total records: 51550 | Page 1 of 3437 < 1 2 3 4 5 ... 3437 >

(Catalogue Products List)

3.3.2 Spares / Items Catalogue

The **Spares / Items Catalogue** in *Knotical* allows users to manage spare parts and critical ship items efficiently. These items are essential for vessel maintenance, safety, and operations, ensuring the ship remains compliant and functional during voyages.

Key Features:

- Items are listed with detailed specifications including:
 - **Item Name** (e.g., Gauge, Manila Rope, Polyethylene Tiger Rope).
 - **Code** – Unique system-generated reference (e.g., *SUN.09.0013*).
 - **Critical Flag** – Highlights whether the item is marked as *critical* for vessel operation and safety.
 - **Item Group Name** (e.g., Consumables & Tools, Mooring Ropes).
 - **Maker/Manufacturer** – Identifies the original supplier or manufacturer.
 - **Description** – Provides additional details about the item.
- Items can be quickly searched and filtered by **name, code, group, or maker**.

- Supports **inventory tracking** to ensure critical spare parts are always available onboard.

Example Items in Spares / Items Catalogue:

- *Consumables & Tools*: Pressure gauges, measuring instruments.
- *Mooring Ropes*: Manila rope, Nylon rope, Polyethylene Tiger Rope in various diameters.

Workflow:

Step 1: Navigate to the Module

- Go to PMS → Spares / Items from the main sidebar menu.
- The system displays the **Line Items** interface showing existing records of spares, oils, chemicals, and consumables currently maintained onboard.
- Each item entry includes key details such as *Item Name*, *Item Code*, *Quantity*, *Unit*, *Maker*, and *Type Number*.

Step 2: Viewing Existing Items

- Review the displayed list of existing items (e.g., *Heavy Fuel Oil*, *Light Fuel Oil*, *Marine Diesel Oil*, *Bio Active Toilet Cleaner*).
- Columns like **ROB (Remaining Onboard)** and **In Transit** indicate the current inventory and shipped items.
- This view helps determine which spares are low in quantity or due for replenishment.

Step 3: Adding New Items

- Click on the “Add Items by Searching” button located above the Line Items table.
- A pop-up window titled “**Add Item**” appears with two tabs — **Search** and **Tree**.
- Use the **Search** tab for keyword-based search or the **Tree** tab for hierarchical browsing by item group

Step 4: Searching for Items

- In the Search bar, type part of the item name
- The system filters and lists all matching items with columns for:
 - Item No. (unique system-generated identifier)
 - Item Name
 - Critical (checkbox if item is essential for operations)
 - Item Group (e.g., Additional Oil, Cleaning and Maintenance)
 - Maker
 - Type Number (specific technical reference)
- Select one or multiple items by checking the corresponding boxes.

Step 5: Adding Items to the List

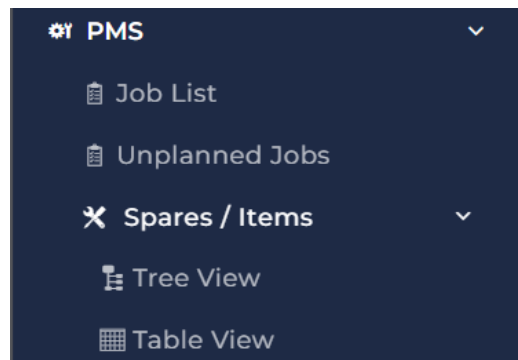
- Once the required items are selected, click “Add Items”.
- The selected items now appear in the **Line Items** list under your requisition.

Step 6: Reviewing and Attaching Documents

- Use the Attachments button to upload any supporting documents, specifications, or datasheets related to the selected items.
- The estimated cost (in AED) is displayed on the top-right corner once item details are validated

⚠ Note:

Always ensure that **critical spare parts** are updated and marked correctly in the system. This helps avoid downtime or operational delays during inspections and voyages.



(Spares Items Menu)

Line Items

Attachments

EST COST. 00 AED - ∞ AED

Fuel Name	Max Sulphur (m/m)	Fuel Type	Quantity	ROB	Unit
Heavy Fuel Oil (HFO)	2.7	Primary Fuel	0	83	Litres
Light Fuel Oil (LFO)	0.2	Secondary Fuel	0	27	Litres
Marine Diesel Oil (MDO)	1.5	Alternative Fuel	0	7	Litres
Liquefied Natural Gas (LNG)	0	Alternative Fuel	0	51	Litres
Liquefied Petroleum Gas (LPG)	0	Alternative Fuel	0	28	Litres
Chemical Fuel - Ammonia (NH3)	0	Alternative Fuel	0	3.5	Litres

Total records: 6 | Page 1 of 1

(Selecting spare parts from Spares/Items catalogue)

Line Items

+ Add Items By Searching Attachments EST COST. AED: NaN AED

Item Name	Item Code	ROB	In Transit	Quantity	Unit	Critical	Maker	Type Number	Drawing Number	Drawing Position Number	
PETROGULF MARINE PE COOL OIL 68	04.001-7.0005	25	5		Litres	<input type="checkbox"/>					
BIO ACTIVE TOILET CLEANER	04.006-1.0004	5	24		Litres	<input type="checkbox"/>					

Total records: 0 | Page 1 of 1

(Spares/Items requisition line items)

Add Item
✕

Search
Tree

🔍 Search

<input type="checkbox"/>	Item No.	↑ Item Name	Critical	Item Group	Maker	Type Nurr
<input type="checkbox"/>	04.001-7.0004	BIONEPTAN-100	<input type="checkbox"/>	Additional Oil		
<input type="checkbox"/>	04.001-7.0006	BIOSTAT- 100	<input type="checkbox"/>	Additional Oil		
<input type="checkbox"/>	04.006-1.0004	BIO ACTIIVE TOILET CLEANER	<input type="checkbox"/>	CLEANING AND M...		
<input type="checkbox"/>	04.006-1.0033	BIO ACTIVE POWDER	<input type="checkbox"/>	CLEANING AND M...		

Total records: 4 | Page 1 of 1
< 1 >

Add Items
Close Window

(Adding spare items by searching in the Spares/Items module)

3.3.3 Service Jobs Catalogue

The **Service Jobs Catalogue** in *Knotical* is designed to manage third-party services or specialized maintenance jobs required for vessels. Instead of physical goods, this catalogue records **service-based requirements** that are essential for keeping the ship operational and compliant.

Key Features:

- Maintains a structured list of **service requirements**, such as:

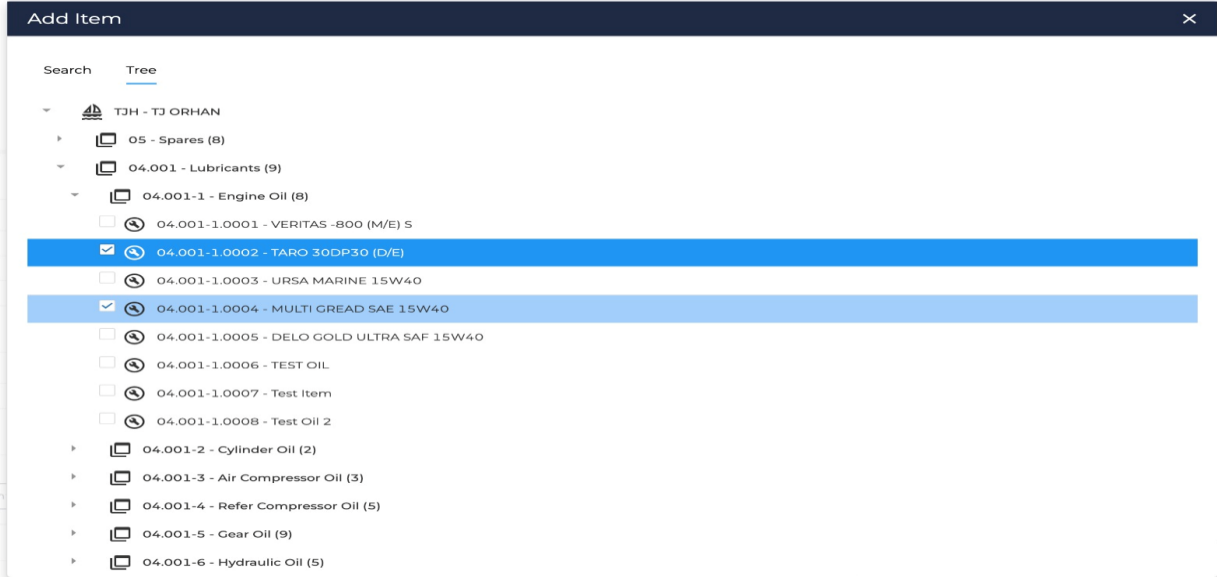
- Calibration services (navigation equipment, gauges).
- Inspections (safety gear, fire-fighting systems, lifeboats).
- Repairs and Overhauls (engines, pumps, electrical systems).
- Certifications (class survey jobs, statutory compliance checks).
- Each entry typically includes:
 - **Service Name** – The type of job required (e.g., Fire Extinguisher Servicing).
 - **Code/Reference Number** – A unique identifier for the service.
 - **Frequency** – Defines whether the service is *one-time*, *monthly*, *quarterly*, or *annually*.
 - **Vendor/Service Provider** – The third-party company responsible for performing the job.
 - **Remarks/Description** – Additional notes about scope or special instructions.

Workflow:

1. Navigate to **Procurement** → **Service Jobs**.
2. Select the required service from the catalogue.
3. Add it to a requisition request, specifying **date, vessel, and frequency**.
4. The system generates a service order and sends it to the chosen vendor.
5. Track the completion status and update records for compliance audits.

Note:

Ensure that **service frequencies** (e.g., safety inspections every 3 months) are accurately updated in the catalogue. Missing a scheduled service can lead to **non-compliance penalties** during inspections.



(Selecting lubricants and engine-oil items through the Tree View when adding Service Job details)

Line Items

+ Add Products By Searching Attachments

EST COST. **113.56** AED - **138.80** AED

Product Name	Product Code	Product Category	ROB	In Transit	Quantity	Unit
BAMBOO SHOOT FRESH	000103	PROVISIONS	0	1	12	Kilograms
FLOUR ATTA 25KG	004823	PROVISIONS	0	0	10	Kilograms

Total records: 2 | Page 1 of 1

(Job detail successfully added and displayed in the Service Jobs Line Items list)

3.3.4 Bunkering

Bunkering is the process of supplying the correct grade and quantity of fuel to a vessel so that it can operate safely and efficiently. In Knotical, bunkering is fully integrated with each vessel's Technical → Vessel Particulars → Technical Details module.

This ensures that every requisition automatically links to the specific vessel's engine type, power, and fuel compatibility.

Vessel-Specific Fuel Requirements

Different vessels require different combinations of fuels and lubricants depending on their engine configuration and trading pattern.

For example, the vessel **Apex Gas** shows its operational fuel types and engine specifications directly in the system.

All Vessels							
#	Vessel Name	Vessel Type	Flag	Vessel Status	Port Of Registry	Managing Company	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="+ Add New"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
1	Apex Gas	OIL / CHEM	St. Kitts & Nevis	In Management	Basseterre, Saint Kitts	LMJ Ship Managemen...	
2	MT SUN RISE I	TANKER	PANAMA MARITIME A...	In Management	PANAMA	Xinhua Shipping LLC	

Total records: 2 | Page 1 of 1 < 1 >

(shows the complete fleet and allows selection of a particular vessel)

EN 🔔 100 x 100


Apex Gas

Vessel Details
Technical Details
Emission Critical Equipments
Previous Management
Communication
Contacts
Tanks

General Information

Vessel Name:	<input type="text" value="Apex Gas"/>	Code:	<input type="text" value="TJH"/>
Call Sign:	<input type="text" value="V4XD4"/>	Vessel Type: *	<input type="text" value="OIL / CHEM"/>
Vessel Sub Type: *	<input type="text" value="Ultra-Large Crude Carriers"/>	Vessel Class: *	<input type="text" value="Det Norske Veritas"/>
Vessel Status: *	<input type="text" value="In Management"/>	Port Of Registry: *	<input type="text" value="Basseterre, Saint Kitts"/>
Managing Company: *	<input type="text" value="LMJ Ship Management L..."/>	Owner: *	<input type="text" value="Seaborne Shipping Ltd"/>
Fleet: *	<input type="text" value="CHEMICAL CARRIER"/>	Flag:	<input type="text" value="St. Kitts & Nevis"/>
IMO Number:	<input type="text" value="93099239"/>	Hull Number:	<input type="text"/>
MMSI Number:	<input type="text" value="341729000"/>	Official Number:	<input type="text" value="SKN1004300"/>
Gross Tonnage:	<input type="text" value="17757"/>	Dead Weight:	<input type="text" value="24,853"/> MT
Year Built:	<input type="text" value="2007"/>	Yard:	<input type="text" value="Shanghei Edward Shipbuilding"/>
P & I Club:	<input type="text" value="Maritime Mutual"/>		

Image Gallery



(provides general particulars such as vessel type, class, and port of registry)

Technical Details

Engine Type: *	<input type="text" value="4-Stroke"/>	Hull Type: *	<input type="text" value="Single..."/>	Pitch Type: *	<input type="text" value="Cont..."/>
Main Engine Marker:	<input type="text" value="Wartsila"/>	Main Engine Model:	<input type="text" value="6LS0DF"/>	Main Engine Power: *	<input type="text" value="5,700"/>
Speed:	<input type="text" value="11"/> knots	Mean Pitch:	<input type="text"/>	Oil Measurement Type: *	<input type="text" value="Metr..."/>

Operational Fuel Types

Primary Fuel Type: *	<input type="text" value="Heavy F..."/>	Secondary Fuel Type: *	<input type="text" value="Light ..."/>	Alternate Fuel Types: *
----------------------	---	------------------------	--	-------------------------

- Marine Diesel Oil (MDO) ✕
- Liquefied Natural Gas (LNG) ✕
- Liquefied Petroleum Gas (LPG) ✕
- Chemical Fuel - ✕

*(displays engine data and the selectable **Operational Fuel Types** (e.g., HFO, LFO, MDO, LNG, LPG, chemical fuels))*

Operational Fuel Types in Knotical

1. Heavy Fuel Oil (HFO):

- Primary fuel type for large ocean-going vessels.
 - Provides cost efficiency but requires specialized equipment for treatment before use.
2. Light Fuel Oil (LFO):
- A cleaner fuel option used when vessels operate in *Emission Control Areas (ECAs)* where sulfur limits are strictly regulated.
3. Marine Diesel Oil (MDO):
- Widely used for auxiliary engines and smaller vessels.
 - Ensures reliable performance and quick start/stop operations.
4. Liquefied Natural Gas (LNG):
- An environmentally friendly alternative that reduces sulfur oxides (SO_x), nitrogen oxides (NO_x), and CO₂ emissions.
 - Increasingly adopted as a sustainable fuel choice in modern fleets.
5. Liquefied Petroleum Gas (LPG):
- Used in dual-fuel engines where vessels are designed for flexible fuel switching.
6. Other Alternative Fuels (e.g., Chemical Fuel, Hybrid Options):
- Provided for vessels experimenting with hybrid or low-emission fuel solutions.

How it works in the system

- When creating a requisition for bunkering, the system allows users to select the **Primary, Secondary, or Alternate Fuel Types** depending on the vessel's requirement.
- The selected fuel type automatically links to the **Technical Details** of the vessel (engine type, model, and fuel compatibility).

- Different vessels may require entirely different oil sets—for example, *Apex Gas uses the oils shown above, while another tanker would display its own list.*
- The workflow ensures that only fuels supported by the vessel's configuration are requested, preventing errors in supply.
- The module helps maintain **fuel compliance records**, which are essential during audits and inspections.

⚠ Note:

Always ensure that the selected fuel type complies with international maritime regulations (such as IMO 2020 sulfur cap) and the vessel's technical specifications. Supplying an incompatible or non-compliant fuel may cause engine damage or regulatory penalties.

3.4 Saving & Editing Requisitions

- After entering requisition and line item details, click **Save Requisition Details**.
- Draft requisitions can be edited before submission.
- Saved requests will appear in the **All Purchase Requests** list with status indicators.
- Editing allows updating requisition details, modifying line items, or cancelling requests.

Line Items

Add Products By Searching
 Attachments
 EST COST. **113.56** AED - **138.80** AED

Product Name	Product Code	Product Category	ROB	In Transit	Quantity	Unit	
BAMBOO SHOOT FRESH	000103	PROVISIONS	0	1	12	Kilograms	<input type="button" value=""/>
FLOUR ATTA 25KG	004823	PROVISIONS	0	0	10	Kilograms	<input type="button" value=""/>

Total records: 2 | Page 1 of 1

(Searching and selecting products for requisition)

CHARTS & PUBLIC Mr. Jijithkumar Ashok Kumar Submission By Mr. Jijithkumar Ashok Kumar
●●●●●

FLOUR MAIDA (Code - 004833)

FLOUR RYE (Code - 004835)

FLOUR CORN (Code - 004825)

FLOUR RICE (Code - 004811)

FLOUR BREAD (Code - 004829)

FLOUR WHEAT (Code - 004839)

FLOUR POTATO (Code - 004828)

FLOUR WHOLE MEAL (Code - 004843)

FLOUR SEMOLINA (Code - 004838)

FLOUR ATTA 25KG (Code - 004823)

FLOUR BAKWHEAT (Code - 004820)

FLOUR SUNFLOWER SEEDS (Code - 004846)

MANCO FRESH (Code - 000542)

FLOUR SIFTER CALV TIL DAM 130MM (Code - 172281)

FLOOR SWEEPER MANUAL, FLAP BRUSH 1650H2/HOUR (Code - \$10836)

INK CARTRIDGE FOR COPY MACHINE, COLOUR (Code - 472180)

FLOUNDER WHOLE FROZEN (Code - 000713)

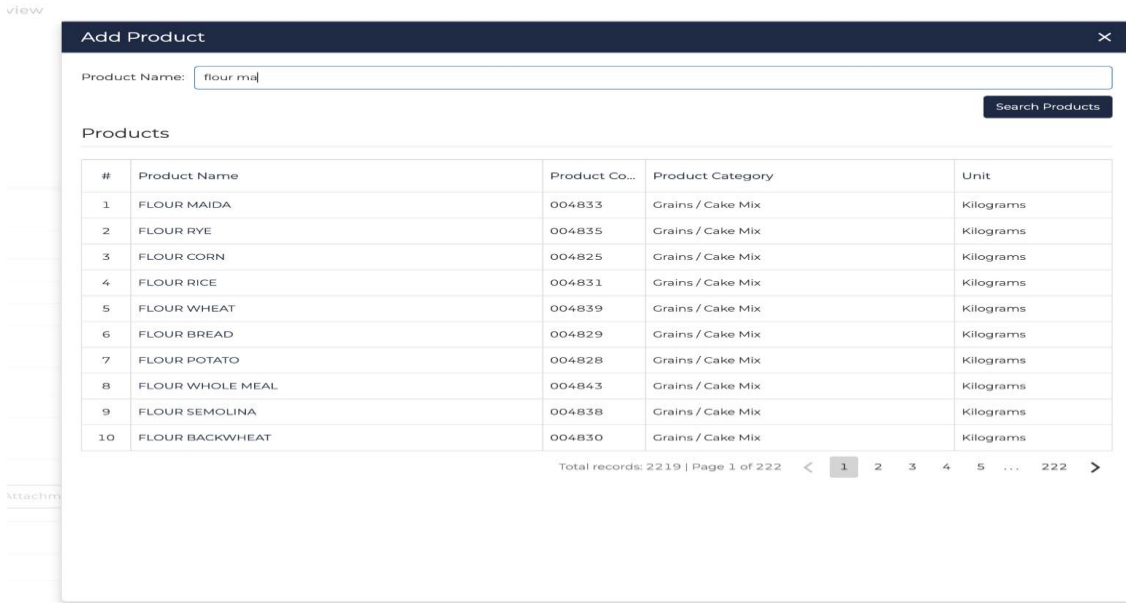
FLOUNDER FILLET FROZEN (Code - 000714)

FLOOR SWEEPER MANUAL, ROUND BRUSH 1650H2/HOUR (Code - \$10839)

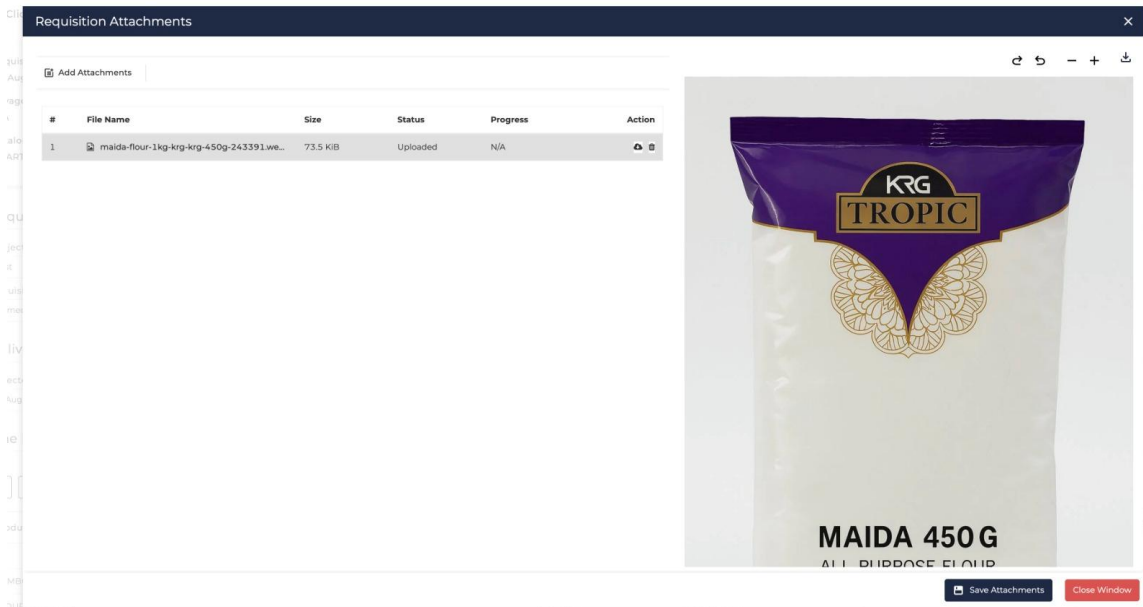
Product Name	Product Code	Product Category	ROB	In Transit	Quantity	Unit	
BAMBOO SHOOT FRESH	000103	PROVISIONS	0	1	12	Kilograms	<input type="button" value=""/>
FLOUR ATTA 25KG	004823	PROVISIONS	0	0	10	Kilograms	<input type="button" value=""/>

EST COST. **113.56** AED - **138.80** AED
Total records: 2 | Page 1 of 1

(Added products displayed in requisition line items)



(Add Product – Product Search and Selection Window)



(Uploading and viewing product images as requisition attachments)


The *Purchase Workflow* in **Knotical** ensures that all purchase requests follow a structured process — from enquiry creation to purchase order generation. This helps improve transparency, control costs, and maintain supplier accountability.

In addition to streamlining approvals, the workflow captures detailed product information, supplier quotations, and supporting attachments, providing a single source of truth for every requisition.

By integrating automated notifications and audit logs, **Knotical** reduces manual follow-ups and minimizes delays. The system also preserves a complete history of each purchase request, enabling easy tracking of status, quick reference during inspections, and accurate reporting for future planning.

3.5 Adding Line Items to Requests

1. Once the requisition details are saved, navigate to the **Line Items** section.
2. Click **Add Item** to enter product/service details.
 - ◆ Select the item from the catalogue (Stores, Spares, Bunkering, Service Jobs).
 - ◆ Enter quantity, unit, and any remarks.
3. Multiple line items can be added under the same requisition.

 **Tip:**

Use the predefined catalogue to avoid errors in item descriptions.

Delivery Port: *

Stores

Spares / Items

Service Jobs

Bunkering

Select...

Catalogue Type will be enabled after you have selected the vessel or the department

(Line Items)

3.6 Approval Workflow

The procurement approval process in Knotical ensures that every requisition is properly reviewed and authorized before an enquiry or purchase order is created.

This step safeguards compliance, budget control, and operational efficiency.

- Flexible Structure

The workflow is fully customizable. Each organization may configure different approval hierarchies based on its own policies, vessel types, or department structures.

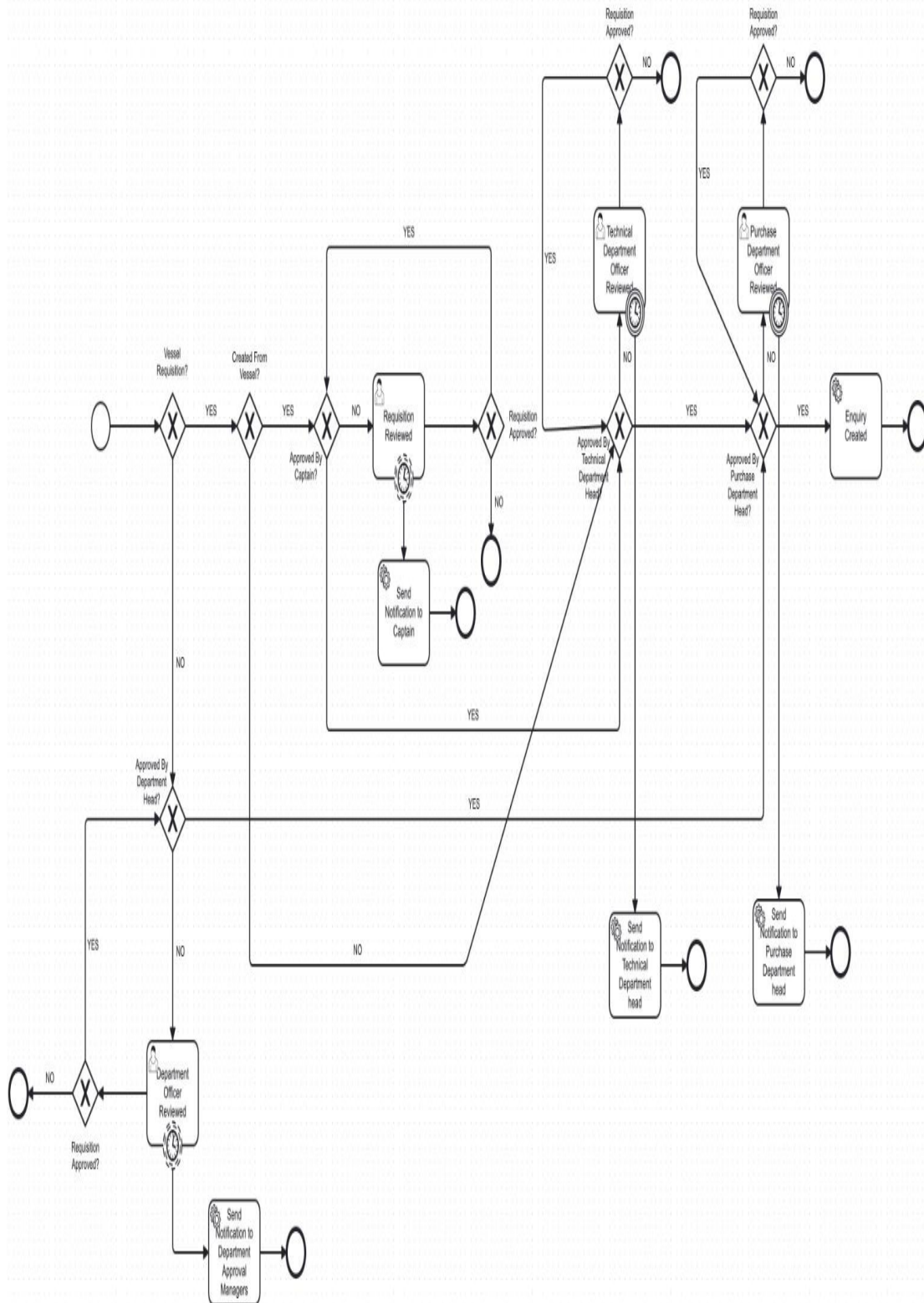
- Typical Stages

1. Requisition Creation – A request is raised from a vessel or department.
2. Department Review – Initial screening and verification of details.

3. Captain / Department Head Approval – Depending on the source of the request.
4. Technical Department Approval – Checks technical feasibility and spare/fuel compatibility.
5. Purchase Department Approval – Final commercial review before creating an enquiry or purchase order.
6. Enquiry Creation – Approved requests are converted into purchase enquiries for suppliers.

Note:

The diagram below illustrates a sample approval workflow. Actual steps may vary between organizations depending on internal policies and management preferences.



3.7 Inventory

The Inventory module in *Knotical* helps manage and track all on-board and on-shore stock efficiently—from consumables to critical spare parts—ensuring that the right items are always available when needed. It allows users to define Store Categories, create Store Types, group products, and map each warehouse to its respective vessel.

3.7.1 Master Data

Master Data is the foundation of Inventory management and defines all key records that other inventory functions depend on:

- **Store Categories** – High-level groupings such as *Consumables* or *Spare Parts*.
- **Catalogue Product Groups** – Logical product families (e.g., *Adhesives & Tapes*, *Air & Exhaust System*).
- **Inventory Store Types** – Physical or functional store locations like *Deck Store*, *Battery Store*, *Chemical Store*.
- **Warehouses & Stores** – Actual warehouse records linked to vessels and store types.

3.7.2 Store Categories

- **Filter Funnel** – Opens a filter/search panel to quickly locate specific store categories by name or description.
- **Refresh (Circular Arrow)** – Reloads the list to display the latest data or updates made by other users.
- **+ Add New** – Opens the *Add Inventory Store Category* form to create a new category (requires Name and Description).
- **Edit (Pencil)** – Allows you to edit the selected category's details such as Name or Description.
- **Delete (Trash Bin)** – Deletes the selected category after a confirmation prompt.

3.7.3 All Inventory Store Types

This screen displays every store type maintained in the system, such as *Battery Store*, *Chemical Store*, or *Deck Store*.

Each row contains important columns:

- **Name** – The specific store type (e.g., Battery Store, Cleaning Store).
- **Description** – A short explanation of the purpose of the store type.
- **Created At** – Date and time when the store type was first added to the system.
- **Updated At** – The most recent date and time when any changes were made to that store type's details.

Icon Functions

The action icons on the right side of each row perform the following functions:

- **Filter (funnel)** – Narrow the list to quickly find a specific store type.
- **Refresh (circular arrow)** – Reload the list to reflect any recent changes.
- **Add New (+)** – Create a brand-new store type by entering its name and description.
- **Edit (pencil)** – Update the details of an existing store type.
- **Delete (trash)** – Permanently remove a store type that is no longer needed.

3.7.4 All Catalogue Product Groups

This screen displays every product group defined in the system. Each row provides key details to help manage and organize catalogue products efficiently.

Column Details

- # – Serial number for quick reference.
- **Product Group Name** – The name of the group (e.g., *Adhesives & Tapes, Batteries & Power Storage*).
- **Description** – A short summary of the types of products included in the group.
- **Total Inventory** – The count of items currently assigned to this product group.
- **Created At** – Date and time when the product group was first added.
- **Updated At** – Last date and time when the product group information was edited.

Icon Functions

- **Filter (funnel)** – Narrow the list by searching for a particular group or description.
- **Refresh (circular arrow)** – Reload the page to display the latest product group data.
- **Add New (+)** – Create a new product group by entering its name and description.
- **Edit (pencil)** – Update or correct details of an existing product group.
- **Delete (trash)** – Permanently remove a product group that is no longer needed.

3.7.5 Stock Register

The **Stock Register** module helps track and manage the inventory across vessels and warehouses. Below is an overview of the functions visible in the provided screens:

1. Choose Vessel/Office

- **Dropdown Selector:** Lets you pick where to view or update stock.
- Options include:
 - **All Warehouses** – View combined data for all company warehouses.

-
- **Company and All Vessels** – Consolidated stock details across the organization.
 - **Individual Vessels** – e.g., *Apex Gas* or *MT SUN RISE I* for specific vessel-level stock.
2. Tabs: Spare Items & Store Items
 - **Spare Items:** Manage critical spares and technical equipment.
 - **Store Items:** Manage consumables or regular inventory.
 3. Stock Register Table
 - **Columns:**
 - **Product Name** – Item being tracked.
 - **Vessel Name** – Vessel linked to the item.
 - **Warehouse Name** – Location where stock is stored.
 - **Quantity, Unit** – Current available stock and measurement unit.
 - **Minimum & Maximum Stock** – Thresholds to trigger reorder or indicate overstock.
 4. Filter & Refresh
 - **Filter Icon:** Apply search filters to quickly find specific products or locations.
 - **Refresh Icon:** Updates the view to show the latest stock data.
 5. Add Opening Stock
 - **Select Vessel:** Choose the vessel for which the opening stock is to be added.
 - **Spare Item Search:** Search and select the spare item by code or name.
 - **Store:** Assign the item to a specific store type or warehouse.

- **Opening Stock Field:** Input the initial quantity to be registered.
- **Save/Close Buttons:** Save the details or exit without changes.

4. Purchase Workflow

4.1 Choosing Enquiry Type (RFQ vs Direct Purchase Order)

After a requisition has been created and approved, the next step in the Purchase Workflow is to decide how the procurement should proceed. Knotical provides two options for enquiry creation:

1. Request for Quotation (RFQ)
2. Direct Purchase Order (Direct PO)

This choice is important because it determines the workflow that follows.

4.1.1 Request for Quotation (RFQ)

- Used when multiple vendor quotations are required before finalizing a purchase.
- Suitable for competitive bidding, cost comparison, or large/critical orders.
- Workflow:
 - Identify / Shortlist Vendors.
 - Send RFQ to shortlisted vendors.
 - Receive quotations from vendors (or enter them on their behalf).
 - Shortlist and compare quotations.
 - Send for approval.
 - Generate a Purchase Order.

4.1.2 Direct Purchase Order (Direct PO)

- Used when a vendor has already been identified, and a quotation is available beforehand.
- Suitable for urgent requirements or standardized purchases from known suppliers.
- Workflow:
 - Obtain quotation from the selected vendor in advance.
 - Enter quotation details directly into the system.
 - Send for approval.
 - Generate a Purchase Order immediately.

4.2 Collecting Vendor Quotations

Once enquiries are sent out, the system enables suppliers to respond by submitting their quotations through Knotical. This ensures a standardized, transparent, and traceable process for both buyer and supplier.

Supplier Workflow

1. Login to Supplier Portal

- Suppliers receive the enquiry notification (via email or system).
- They log in to Knotical with their supplier credentials and navigate to the Request For Quotations section from the left-hand menu.

2. Quotation Reference Creation

- The system displays the requisition details including *Requisition Number, Buyer Name, Delivery Port, Delivery Date, and Catalogue Type*.
- Suppliers are required to enter a unique Supplier Quotation Reference Number (e.g., *ABC-QTN-001*) for internal tracking.
- Supplier currency is automatically populated based on their registration, but can be verified or updated if needed.

3. Line Item Quotation Entry

- Each requested item appears in a structured table showing:
 - ◆ Product Name
 - ◆ Product Code / Category
 - ◆ Quantity Requested
 - ◆ Unit of Measure
- Suppliers must input the following details for each line item:
 - ◆ Unit Price (per quantity)
 - ◆ Discounts (if applicable)
 - ◆ Tax / Duties (if applicable)
 - ◆ Lead Time (expected time to deliver the item)
 - ◆ Reason / Remarks

4. Supporting Information

- Suppliers can attach supporting documents (catalogues, compliance certificates, product specifications, etc.) using the Attachments option.
- They can also download a PDF of their quotation for records before submission.

5. System-Generated Totals

- Once line items are filled, the system automatically calculates:
 - ◆ Net Amount (item-wise total)
 - ◆ Logistics Cost (if entered)
 - ◆ Grand Total (final quotation value).

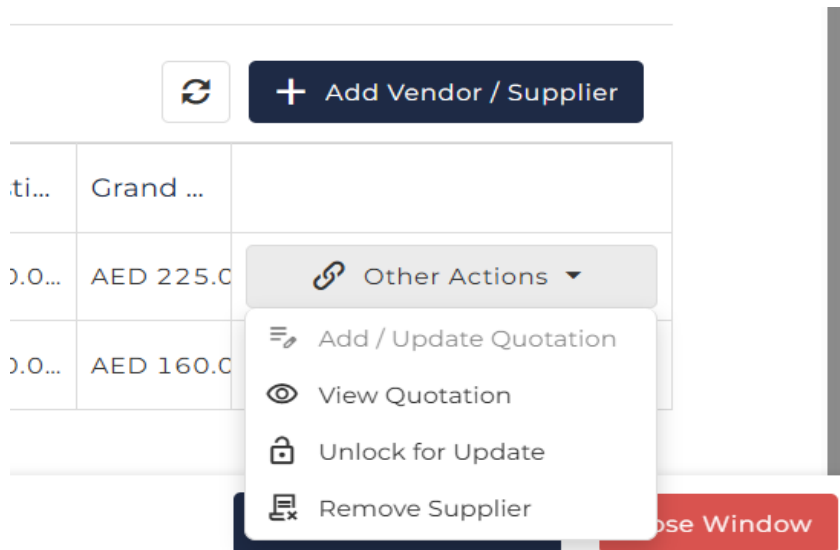
6. Final Submission

- After verifying all details, suppliers click Submit Quotation.
- The quotation status changes to “*Quotation Forwarded*” and becomes visible to the buyer.
- The buyer can then compare multiple supplier responses within the same requisition.

4.3 Comparing Quotations

- i. Navigate to the Enquiry Details tab. Under each supplier listed, click on Other Actions → View Quotation.
- ii. The system will display the quotation details provided by the supplier, including:
 - Supplier name and quotation reference number
 - Item description and category
 - Quantity, unit price, discount, and total amount
 - Delivery terms, taxes, and logistics cost (if applicable)
- iii. Open and review quotations from multiple suppliers to perform a manual comparison. Key metrics to evaluate include:
 - Price comparison – compare unit price and total cost per item.
 - Delivery timelines – check lead times or promised delivery dates.

- Supplier reliability – consider past performance, if applicable.
- iv. After reviewing, select the quotation(s) that best meet your procurement needs.
 - v. Once a supplier is finalized, click Create Purchase Order (Start) at the bottom of the Enquiry Details page.



View Quotation

Supplier Name	Country	C
XYZ Marine Supplies FZE	UNITED AR...	P
ABC Trading LLC	UNITED AR...	P

 Create Purchase Order (Start)

Create Purchase Order Button

4.4 Creating a Purchase Order (PO)

Once supplier quotations are collected and finalised, the buyer can proceed to create a Purchase Order (PO). The process ensures that only finalised quotations are considered, and the system provides flexibility to select suppliers item-wise.

Step 1: Selecting Finalised Quotations

- The system displays all suppliers who have submitted Finalised Quotations.
- Each supplier's quotation shows **status, net amount, logistics charges, and grand total**.
- Buyers can select one or more suppliers depending on procurement needs.
 - If multiple suppliers are selected, the system generates **separate POs** for each.

Select Quotations For Purchase Order



<input checked="" type="checkbox"/>	Supplier Name	Status	Net Amount	Logistics Charges	Discount (-)	Grand Total
<input checked="" type="checkbox"/>	XYZ Marine Supplies FZE	Received Quotation	AED 225.00	AED 0.00	AED 0.00	AED 225.00
<input checked="" type="checkbox"/>	ABC Trading LLC	Received Quotation	AED 160.00	AED 0.00	AED 0.00	AED 160.00

[Next](#) [Cancel](#)

Select Quotations for Purchase Order

Step 2: Finalizing Items for PO

- On the Finalize Purchase Order page, item-level comparisons are displayed.
- Each product line (e.g., *Bamboo Shoot Fresh*, *Cucumber Fresh*) shows prices from different suppliers side by side.
- The buyer can:
 - Select the most competitive supplier for each line item.
 - Review **discounts, taxes, and net totals**.
 - Use the **Auto Select** option for system-based selection.
- This allows **split POs** — e.g., one supplier for Product A and another supplier for Product B.

Step 3: Reviewing Totals and Logistics

- The system auto-calculates:
 - Net total (including taxes if applicable)
 - Logistics costs
 - Grand total for the PO
- Buyers can verify the financial impact before proceeding.

Step 4: Saving and Finalizing the PO

- After confirming selections, click on “Save & Finalize Purchase Order”.
- The system generates the PO(s) and sends them to the selected suppliers automatically.
- Each PO includes:
 - Supplier name
 - Item details
 - Finalized prices and quantities
 - Delivery port and delivery terms
 - Payment instructions

Finalize Purchase Order

✓ Auto Select

Add / Remove Quotations

Product Name	Qty	Last Price	Unit	XYZ Marine Supplies FZE					ABC Trading LLC					Discard	Status
				Price	Dis(%)	Tax(%)	Ov. Dis(%)	Net Total	Price	Dis(%)	Tax(%)	Ov. Dis(%)	Net Total		
CUCUMBER FRESH	5	AED 7.05	KGS	25.00 +22.22% ↑	-	-	-	125.00 +22.22% ↑	20.00 ↓	-	-	-	<input type="checkbox"/>	✓	
BAMBOO SHOOT FRESH	5	AED 5.99	KGS	20.00 +50.00% ↑	-	-	-	100.00 +50.00% ↑	12.00 ↓	-	-	-	<input type="checkbox"/>	✓	
Net Total (including tax):													AED 160.00		
Logistics Cost:													AED 0.00		
Grand Total:													AED 160.00		

Save & Finalize Purchase Order

Save Progress

Close Window

Finalize Purchase Order page with "Save & Finalize Purchase Order" button

4.5 Purchase Order Approval Workflow

- Once a Comparative Purchase Order (CPO) is created, it appears in the Purchase Order(s) tab.
- The PO will show supplier details, product lines, and net totals. Status at this stage is **"Awaiting Approval."**
- The system also updates the **Requisition Overview**, displaying the PO approval flow and current approver (e.g., Technical Manager or Superintendent).
- Only after all necessary approvals are obtained, the Purchase Order will move to the **Approved** stage and can then be processed for delivery and payment.

Requisition Details
Enquiry Details
Purchase Order(s)
Payment Approvals
All Payments

PURCHASE ORDER(s)

Table View
Detailed View

Product Name	Co...	R...	In ...	Qty	Un...	De...	Un...	Di...	Ta...	Le...	Total Amount
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 0.9em;"> <p>ABC Trading LLC</p> <p>DUBAI</p> <p>UNITED ARAB EMIRATES</p> <p>View Supplier Quotation</p> <p>●●●○○○</p> </div> <div style="border: 2px solid #0070c0; border-radius: 50%; padding: 10px; text-align: center; color: white; font-weight: bold;"> Awaiting Approval </div> </div>											
CUCUMBER FRESH	00...	0		5	KGS	0	AE...	0	0	0	AED 100.00
BAMBOO SHOOT FRESH	00...	0		5	KGS	0	AE...	0	0	0	AED 60.00
Net Total											
AED 160.00											
Logistics Cost											
AED 0.00											
Grand Total											
AED 160.00											

Close Window






Generated Purchase Order showing supplier details and status as "Awaiting Approval"


Once the Comparative Purchase Order (CPO) has been created, it moves to the **Purchase Order(s)** tab where the approver (e.g., Technical Superintendent or Manager) can review the details.

The screen displays:



- Supplier name and location.
- Line items with product description, quantity, and pricing.
- Net total, logistics cost, and grand total.





At this stage, the approver has three options:


-  **Approve Purchase Order** – Confirms and finalizes the PO so it can proceed for delivery and payment.
-  **Reject Purchase Order** – Sends the PO back for corrections or cancellation.
-  **Save Purchase Order** – Saves the PO details without final approval, allowing further review later.
-  **Edit Line Item** – Use the **pencil icon** to correct a line before approving.
Depending on permissions, you can update fields such as **quantity and unit price**
-  **Delete Line Item** – Use the **bin icon** to remove a line that should not be ordered.


Click here to toggle Requisition Overview
▶ 

PURCHASE ORDER(s)

 Table View
 Detailed View

Product Name	Co...	R...	In ...	Qty	Un...	De...	Un...	Di...	Ta...	Le...	Total Amount	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 0.9em;"> ABC Trading LLC DUBAI UNITED ARAB EMIRATES View Supplier Quotation ● ● ● ● ● </div> <div style="border: 2px solid #3498db; border-radius: 50%; padding: 10px; background-color: #3498db; color: white; text-align: center; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> Awaiting Approval </div> </div>												
CUCUMBER FRESH	00...	0	5	5	KGS	0	AE...	0	0	0	AED 100.00	 
BAMBOO SHOOT FRESH	00...	0	5	5	KGS	0	AE...	0	0	0	AED 60.00	 
Net Total											AED 160.00	
Logistics Cost											AED 0.00	
Grand Total											AED 160.00	

 Approve Purchase Order

 Reject Purchase Order

Save Purchase Orders

Close Window

Technical Superintendent reviewing the Purchase Order

4.6 Vendor Acknowledgement

Once the Purchase Order is approved, it is sent to the vendor for confirmation. The vendor must log in and click on the “Acknowledge Purchase Order” button (see screenshot below). This acknowledgement confirms that the supplier has received the PO, agreed to the listed items, quantities, and prices, and is ready to proceed with delivery.

The screenshot displays a web interface for vendor acknowledgement. At the top, there are three tabs: "Purchase Order Details" (selected), "Delivery & Dispatches", and "Invoices & Payment Requests". Below the tabs is the "ITEM LIST" section, which contains a table with the following data:

SI #	Item Name	Item Code	Qty	Measurement Unit	Unit Price	Discount(%)	Tax / VAT(%)	Total Amount
1	CUCUMBER FRESH	000124	5	KGS	AED 20.00	0		AED 100.00
2	BAMBOO SHOOT FRESH	000103	5	KGS	AED 12.00	0		AED 60.00
Net Total (including tax):								AED 160.00
Logistics Cost								AED 0.00

At the bottom left of the screen is a dark blue button with a checkmark icon and the text "Acknowledge Purchase Order". At the bottom right is a red button with the text "Close Window".

Vendor Acknowledgement Screen

5. Delivery & Dispatch Details

Once the Purchase Order (PO) is approved, the delivery process can be tracked and managed through the **Delivery & Dispatches** tab. This section enables the **Purchase Manager** to record, monitor, and finalize the movement of goods from the supplier to the vessel or port.

I. All Deliveries

The **All Deliveries** section displays all confirmed deliveries for the selected PO. If there are no existing records, the page will initially show “*No Data.*” New delivery entries can be added by selecting the **+ Add Delivery Confirmation** button.

The **Add Delivery Confirmation** window allows the Purchase Manager to:

- Enter **Delivery Date**, **Port of Delivery**, and **Vessel Name**.
- View **Line Items**, including product details, quantity, and pending or received quantities.
- Attach supporting documents such as delivery notes under **Delivery Note Attachment**.
- Save the confirmation once all details are verified.

This ensures transparency in tracking what items have been received and at which port or vessel they were delivered.

Note:

When adding a delivery confirmation, users must enter the number of items delivered in the **Received On Board** field.

The system does not allow saving the delivery note unless at least one item is marked as received.

Partial deliveries can be entered by specifying the received quantity (e.g., entering "4" if 4 out of 5 items are delivered).

Add Delivery Confirmation

Delivery Details

Delivery Date: * 04 Oct 2025  Port Of Delivery: * Sharjah  Vessel Name: * KNOTICAL 

Line Items

Product Name	Product Categ...	Quantity	Unit	Received before	Pending Deliv...	Received now	Store	Expiry Date
CUCUMBER FRESH	Fresh Vegetables	5	KGS	0	5	0		
BAMBOO SHOOT FRESH	Fresh Vegetables	5	KGS	0	5	0		

Total records: 2 | Page 1 of 1

Delivery Note Attachment

#	File Name	Size	Added By	Action
-- No Attachments				

 Add Attachments

 Save Delivery Confirmation

 Cancel

Add Delivery Confirmation Page

II. All Dispatches

The All Dispatches section records details of items that are being shipped or transferred toward the vessel. If no dispatch records are available, this section will display “No Data.” The **+ Add Dispatch Note** option allows the user to input:

- **Dispatch Date, Dispatch To, Port of Delivery, and Vessel Name.**
- **Line Items** such as product name, code, category, quantity, and dispatched quantity.

Once saved, these entries help maintain real-time tracking of all outgoing items to ensure accurate delivery and receipt at the destination.

Add Dispatch Note

Dispatch Details

Dispatched Date: * 04 Oct 2025

Dispatch To: * Vessel

Port Of Delivery: * Select... Vessel Name: * Select...

Line Items

Product Name	Product Code	Product Category	Quantity	Unit	Quantity Dispatched
CUCUMBER FRESH	000124	Fresh Vegetables	5	KGS	
BAMBOO SHOOT FRESH	000103	Fresh Vegetables	5	KGS	

Total records: 2 | Page 1 of 1

Add Dispatch Note Page


III. Pending Items (Delivery)

This table displays all items from the Purchase Order that are yet to be delivered.

Each row in the table contains the following information:

- Product Name & Code
- Product Category
- Quantity and Unit
- **Received On Board** – shows the delivered quantity.
- **Pending Delivery** – indicates the remaining undelivered quantity.

The section helps the Purchase Manager track which products are still awaiting delivery confirmation or are partially received.

PENDING ITEMS (DELIVERY) 

Product Name	Product Code	Product Category	Quantity	Unit	Received On Board	Pending Delivery
CUCUMBER FRESH	000124	Fresh Vegetables	5	KGS	0	5
BAMBOO SHOOT FRESH	000103	Fresh Vegetables	5	KGS	0	5

Finalize Delivery Confirmation Close Window

Pending Items (Delivery)

[Purchase Order] - 101/REQ/0062-2025/PUR-001

Purchase Order Details | **Delivery & Dispatches** | Invoices & Payment Requests

ALL DELIVERIES + Add Delivery Confirmation

Delivery Date	Delivery Port	Created By
---------------	---------------	------------

ALL DISPATCHES + Add Dispatch Note

Dispatch File #	Dispatch Date	Dispatched To Vessel	Dispatched To Port	Dispatched To Department	Acted By
-----------------	---------------	----------------------	--------------------	--------------------------	----------

PENDING ITEMS (DELIVERY)

Product Name	Product Code	Product Category	Quantity	Unit	Received On Board	Pending Delivery
CUCUMBER FRESH	000124	Fresh Vegetables	5	KGS	0	5
BAMBOO SHOOT FRESH	000103	Fresh Vegetables	5	KGS	0	5

Finalize Delivery Confirmation Close Window

Overall View of the Delivery & Dispatch Module

5.1 Delivery Confirmation Email Notification

Once the delivery confirmation is finalized in the system, an **automated email notification** is sent to the respective supplier. This email serves as an official acknowledgment that the goods have been successfully delivered and received on board.

The email includes key details such as:

- **Supplier Name** – The recipient of the notification (e.g., *ABC Trading LLC*).
- **Purchase Order Number** – Reference to the related PO for tracking
- **Confirmation Message** – Indicates that delivery has been received and the supplier may now proceed to raise the invoice for the delivered items.

This feature ensures **seamless communication** between the vessel and supplier, improving **transparency, traceability, and timely invoicing**.

6. Invoices & Payment Requests

Once the delivery is confirmed, the payment cycle begins. The **Invoices & Payment Requests** tab enables users to manage, track, and process payments related to the approved purchase orders.

I. Payment Overview

This section displays a summary of all financial transactions related to the purchase order:

- **Total Invoice Amount** – The overall value of the approved invoices.
- **Total Payment Requested** – The cumulative value of all payment requests raised.
- **Total Paid** – The total amount already settled by the finance team.
- **Pending Amount** – The remaining amount yet to be paid.

If no payment requests have been raised yet, this section will display zero under *Total Payment Requested* and *Total Paid* fields.

Purchase Order Details	Delivery & Dispatches	Invoices & Payment Requests	
Total Invoice Amount	Total Payment Requested	Total Paid	Pending Amount
AED 128.00	AED 0.00	AED 0.00	AED 128.00

Payment Overview Section

II. All Payments

This table lists all payment requests raised against the purchase order, including:

- Payment File
- Request Type
- Amount Requested
- Approval Status
- Payment Date & Paid By

Users can create a new request by clicking “+ Add Payment Request.”

ALL PAYMENTS 0 + Add Payment Request

Payment File #	Payment Requ...	Request Type	Requested By	Amount	Approved / Rej...	Paid	Payment Date	Paid By	

All Payments Table

III. Add Payment Request

The Add Payment Request form allows the user to submit a new payment request by entering:

- **Title** – A descriptive name for the request
- **Reference Number** – Any internal or invoice-related reference.

- **Payment Request Date** – The date the request is made.
- **Request Type** – Choose from options such as *Retainer Advance Request* or *Final Payment*.
- **Currency and Amount** – Specify the currency (AED) and the amount to request (up to the total pending amount).
- **Attachments** – Supporting documents like invoices can be uploaded under *Add Attachments*.

Once all details are entered, click **“Add Payment Request”** to submit for approval.

Add Payment Request

Payment Request Details

Title: *
Eg: 30% Advance against Proforma Invoice

Reference Number:
Internal Reference Number

Payment Request Date: *

Payment Request Type: ▼

Currency: ▼

Amount: *
Maximum amount you can request is AED 128.00

Invoices

#	File Name	Size	Added By	Action
-- No Attachments				

[+ Add Attachments](#)

Add Payment Request
Cancel

Add Payment Request Form

6.1 Payment Approvals

The **Payment Approvals** section displays all pending payment requests that are awaiting review and confirmation. After a payment request has been created by the Purchase Manager and the related invoice is uploaded by the supplier, it appears here for verification

This page lists key payment details such as:

- **Purchase Order File #** – Reference number of the related purchase order.
- **Supplier/Vendor** – The name of the supplier associated with the payment.
- **Payment Request Type** – Indicates whether it is a full or partial payment.
- **Grand Total** – Total payment amount requested.
- **Requested By** – The user who initiated the payment request.

The section “**Payment Requests for Review (Waiting)**” currently shows *no pending requests*, meaning all invoices have already been reviewed or no new requests have been submitted.

Once a payment request is available, the finance team will:

- Review the invoice and payment details.
- Approve or reject the request.
- Upon approval, the payment will be reflected under the “**All Payments**” tab, and the overall **6 Point Status** will update accordingly.

Requisition Details Enquiry Details Purchase Order(s) **Payment Approvals** All Payments

Payment Requests For Review (Waiting)

Purchase Order File #	Supplier / Vendor	Payment Reque...	Request Type	Requested ...	Grand Total	Requested ...
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Close Window

Payment Approvals page

6.2 All Payments

The **All Payments** section provides a summary of every payment transaction linked to the purchase order, categorized into two main parts — **Unpaid Invoices** and **Paid Invoices**.

- **All Unpaid Invoices:**

This table lists invoices for which payment has been requested but not yet processed.

It includes essential details such as:

- ❖ **Purchase Order File #** – The related purchase order reference number.
- ❖ **Supplier/Vendor** – The supplier to whom payment is due.
- ❖ **Payment Requested Date** – The date when the payment request was created.
- ❖ **Grand Total / Requested Amount** – The total amount to be paid as per the invoice.

- **All Paid Invoices:**

Once the payment is processed and approved by the finance or payment admin, the invoice will automatically move to this section. It will then display details like:

- ❖ Payment Date
- ❖ Paid Amount
- ❖ **Paid By** (Name of the approver or finance user)

This section ensures transparency in tracking payment progress — from the request stage to the final disbursement.

Requisition Details	Enquiry Details	Purchase Order(s)	Payment Approvals	All Payments				
All Unpaid Invoices								
Purchase Order File #	Supplier / Vendor	Payment Requested	Request Type	Requested By	Grand Total	Requested Amount		
101/REQ/0062-2025/PUR-001	ABC Trading LLC	05 Oct 2025	Full Payment Request	Mr. Purchase Manager	AED 128.00	AED 128.00		
All Paid Invoices								
Purchase Order File #	Supplier / Vendor	Payment R...	Request Ty...	Requested ...	Grand Total	Payment D...	Paid Amou...	Paid By

[Close Window](#)

All Payments page

8. Conclusion

The Knotical Procurement Module provides a **comprehensive, structured, and transparent approach** to managing all aspects of maritime procurement. From creating requisitions and managing suppliers to handling enquiries, quotations, and purchase orders, each stage is designed to ensure efficiency, accuracy, and compliance. The inclusion of catalogue types such as **Stores, Spares, Service Jobs, and Bunkering** ensures that every operational requirement of a vessel is covered within a single integrated system.

The module not only streamlines day-to-day procurement tasks but also provides **powerful tools for tracking, monitoring, and reporting**. With real-time status updates, budget vs. actual analysis, and clear audit trails, users and management can make informed decisions while maintaining cost control. The **administration features** further enhance security and governance by defining clear roles, approval workflows, and timely notifications.

Overall, Knotical empowers organizations to achieve a **seamless procurement cycle**, reduce delays, improve supplier collaboration, and strengthen compliance with international standards. By adopting this system, maritime companies can confidently move toward a more **efficient, data-driven, and future-ready procurement process**.