

DSG Procurement — Login & Purchase Request Guide

Step-by-step guide to logging in and creating a Purchase Request in the DSG Procurement system.

Section A — Login

Step 1 · Login Screen

Open the DSG Procurement system in your browser and click **Sign in**.

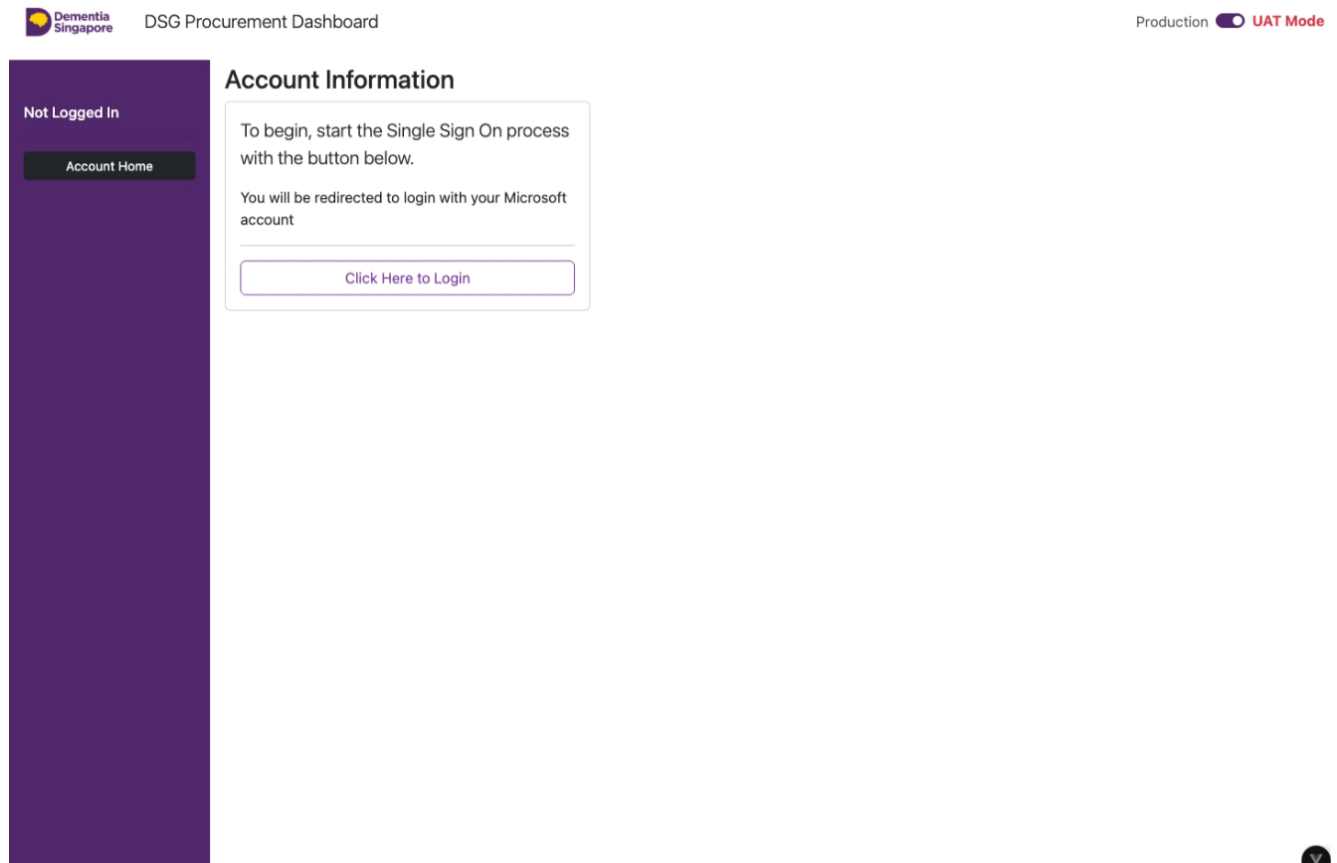


Figure 1: DSG Procurement - Microsoft sign-in screen

Step 2 · Choose Your Microsoft Account

Select your **DSG work account** from the picker. If it's not listed, click **Use another account** and enter your DSG email and password.

Section B — Create Purchase Request

Step 3 · Dashboard — Start a Purchase Request

Click **Purchase Requests** in the left navigation menu.

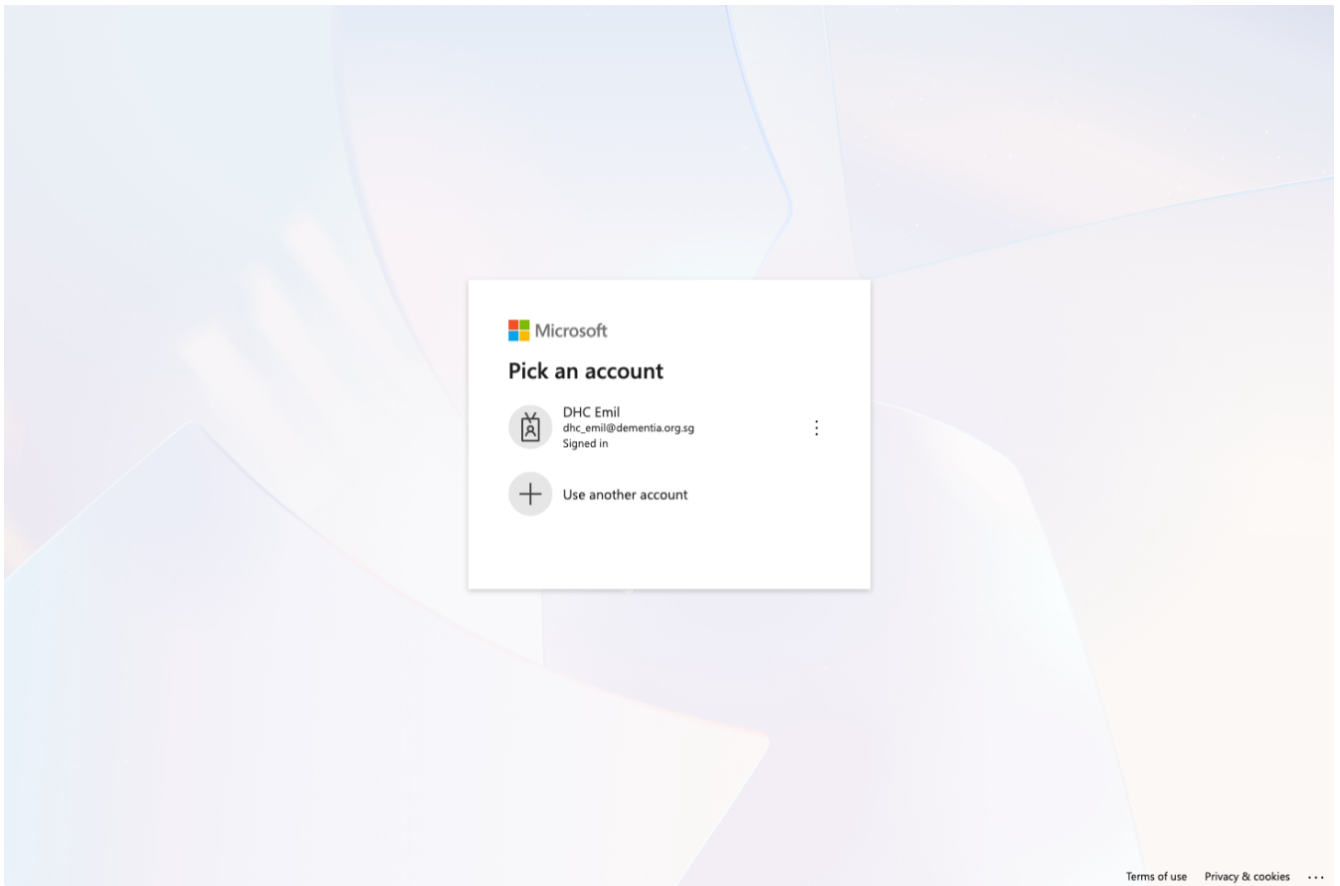


Figure 2: Microsoft account picker - choose your work account

- Home
- Purchase Requests
- RFQs & RFPs
- Purchase Orders
- Settings
- Migrations
- Vendor Mgmt (Test)

Logged in as:
DHC Emil
(dhc_emil@dementia.org)

Not you? Click here

Dashboard

0 Purchase Requests

0 RFQs / RFPs

0 Purchase Orders

OU Analysis

Select an Organizational Unit

No OUs selected. Add OUs to analyze procurement activity by department.

View Filter Mine SME Assignments Shared with Me Everything

All Procurement Documents

Number	Documents	Description	Status	RFQ Quotes	PR Budget (SGD)	PO Amount (SGD)	Owner	OU	Created	Actions
No procurement documents found										

Figure 3: DSG Procurement Dashboard - click Purchase Requests

Step 4 · Choose RFQ or RFP

Choose your procurement type and click **Create**.

- **RFQ (Request for Quotation)** — specs are defined, you need vendors to quote a price
- **RFP (Request for Proposal)** — you need vendors to propose how they'd deliver

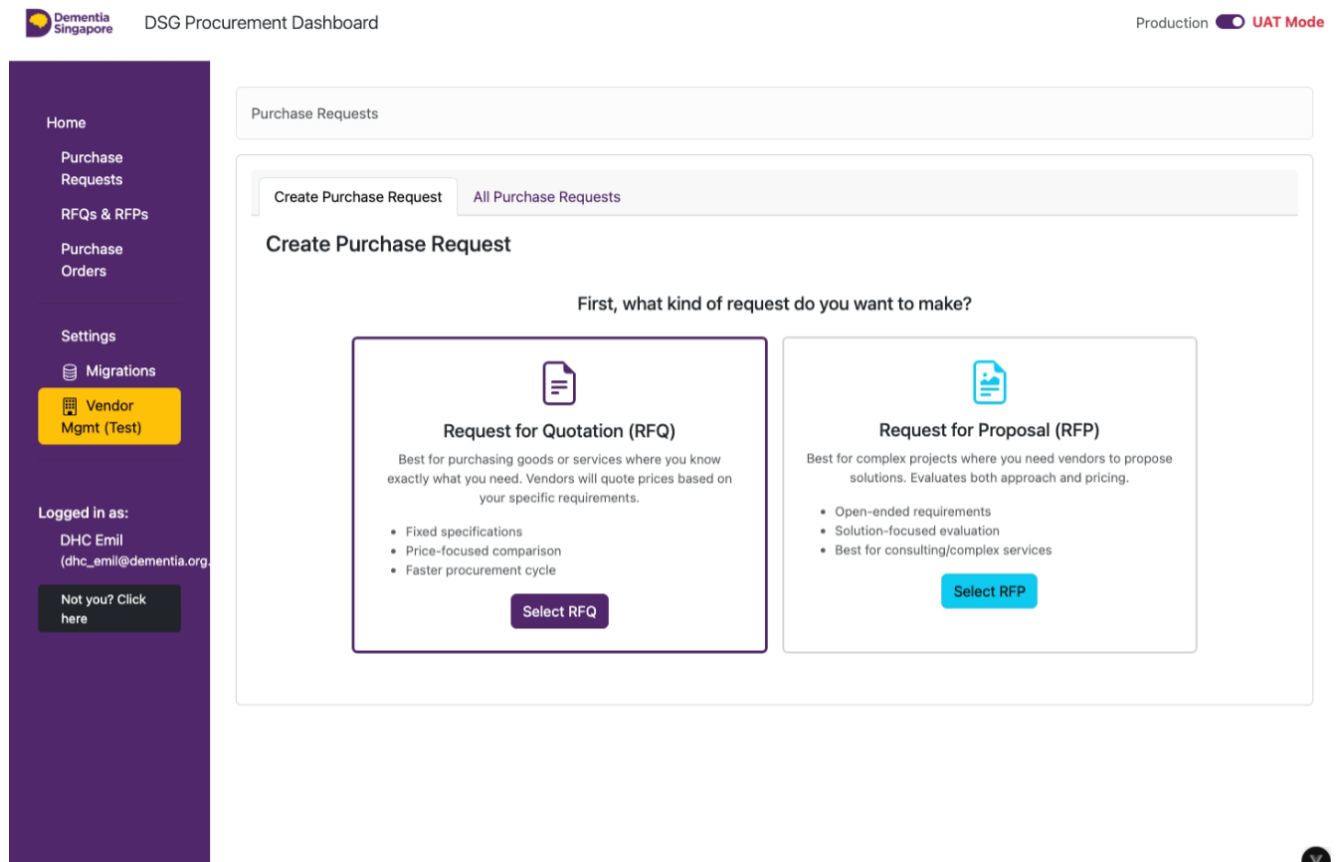


Figure 4: Purchase Request - choose RFQ or RFP type

Step 5 · Fill In the Purchase Request Details

Fill in all required fields:

- **Title** — a clear name for what you're procuring
- **Description** — the business need
- **Estimated Budget**
- **Required By Date**
- **Line Items** — items, quantities, and estimated unit prices

Step 6 · Choose a Purchase Category

Select the **Purchase Category** that best describes what you're buying.

Step 7 · IT Software & Hardware — Special Approval Flow

When **IT — Software & Hardware** is selected, a dedicated approval workflow applies:

- Home
- Purchase Requests
- RFQs & RFPs
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- Settings
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- Logged in as:
DHC Emil
(dhc_emil@dementia.org)
- Not you? Click here

Purchase Requests

Create Purchase Request
All Purchase Requests

Create Purchase Request

Request for Quotation (RFQ) - Price-focused, fixed specifications

[Change Type](#)

Organizational Unit*

Information Technology

Want to purchase on behalf of another OU? [Click here](#)

Purchase Category *

Select Category ▼

Department *

Select Department ▼

Programme

Select Programme ▼

Sponsor

Select Sponsor ▼

Request Date*

19/03/2026 📅

Required Date*

26/03/2026 📅

Description*	Quantity*
Item description	1

Add Line Item

Within Budget? *

Yes No

Additional Details / Remarks (optional)

Add any general details or remarks here

Attach Supporting Documents (optional)

Choose Files No file chosen

Only unencrypted PDF files are accepted.

Next: Select Approver

Figure 5: Purchase Request form - fill in details

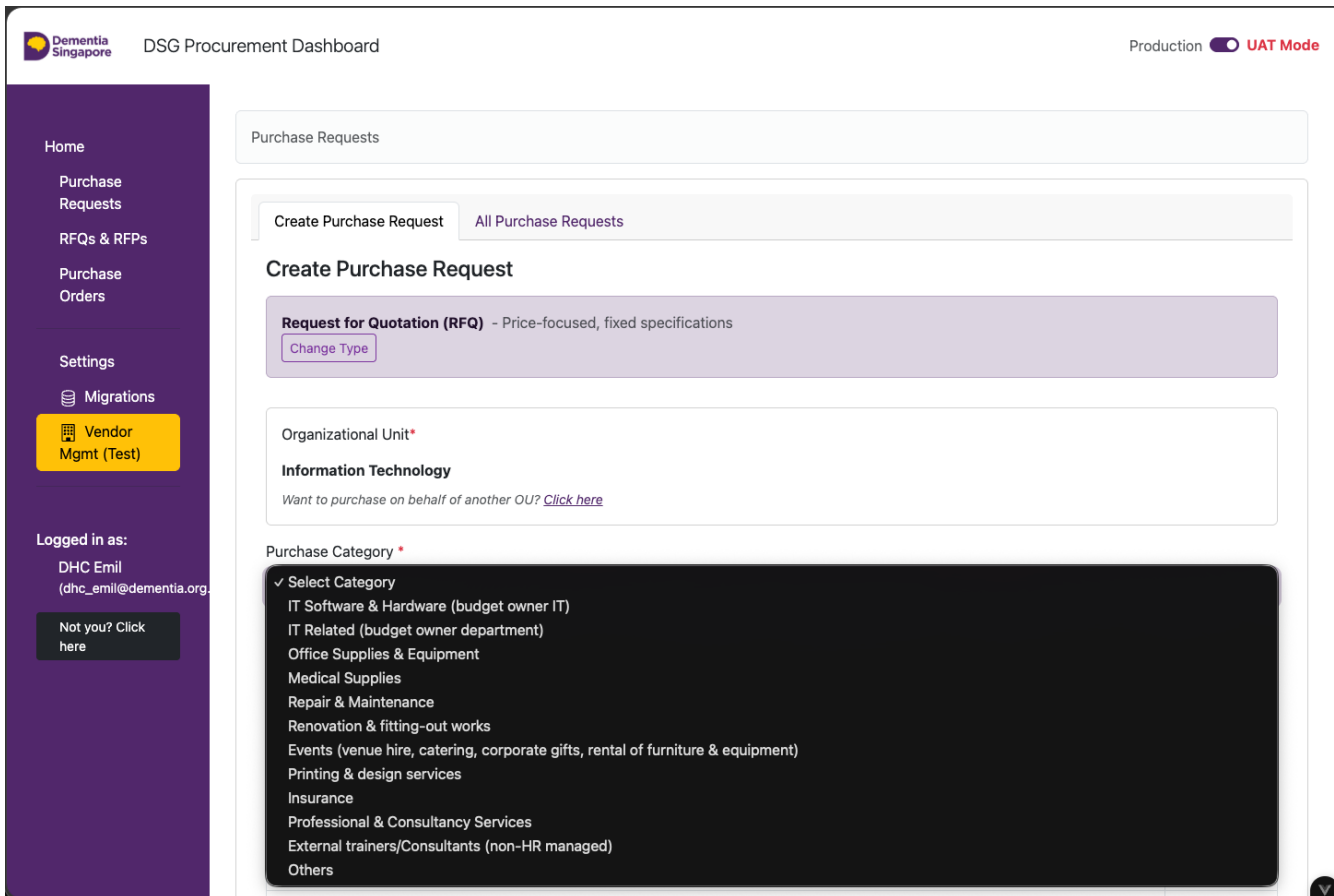


Figure 6: Purchase Request - select purchase category

- **IT Director approval** — auto-routed to IT Director instead of your line manager
- **IT SME appointed** — IT Director assigns a Subject Matter Expert to oversee the entire procurement

The screenshot shows the 'Create Purchase Request' form in the DSG Procurement Dashboard. The form is for a 'Request for Proposal (RFP)' and is categorized under 'IT Software & Hardware'. The organizational unit is 'Information Technology'. The purchase category is 'IT Software & Hardware (budget owner IT)'. The department is 'ACADEMY - Academy', the programme is 'ARTTPY - Art Therapy', and the sponsor is 'AIC - Agency Of Integrated Care Svs'. The request date is '19/03/2026' and the required date is '26/03/2026'. A single line item is added with the description 'Development of Gamification Modules – Coding and integration of game mechanics (points, levels, rewards) into the app' and a quantity of 1. The form also includes a 'Within Budget?' section with 'Yes' selected, and an 'Attach Supporting Documents' section with 'No file chosen'.

Figure 7: IT Software & Hardware category - special IT Director and SME approval flow

Section C — Approval Flow

Step 8 · Select Approver — Standard Flow

Select your **direct superior** as approver (pre-suggested by the system). Confirm or search for the correct person, then click **Submit for Approval**.

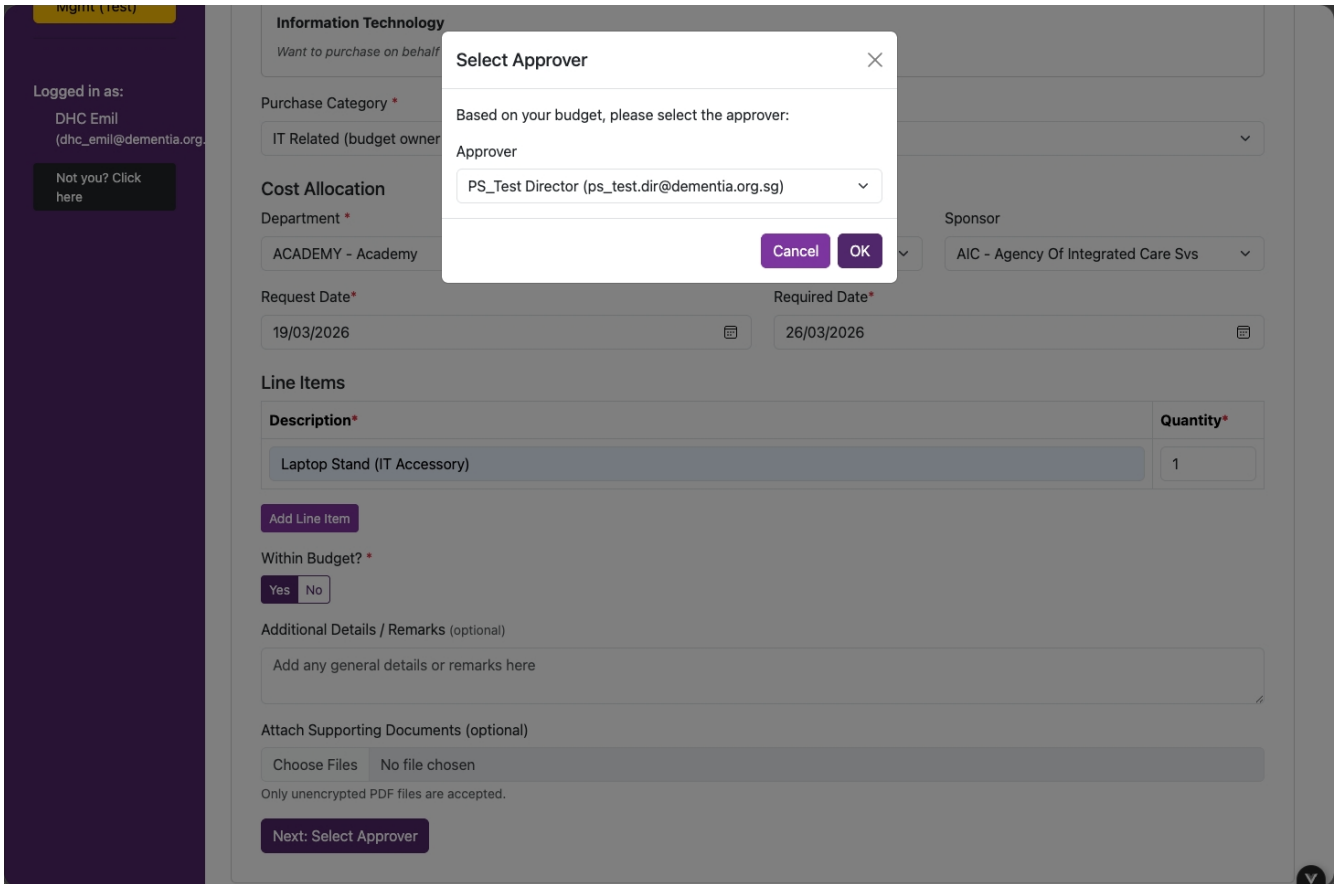


Figure 8: Select Approver - standard flow, choose your direct superior

Step 9 · Select Approver — IT Category Flow

For IT requests, the approver is automatically set to the **IT Director**. Click **Submit for Approval**.

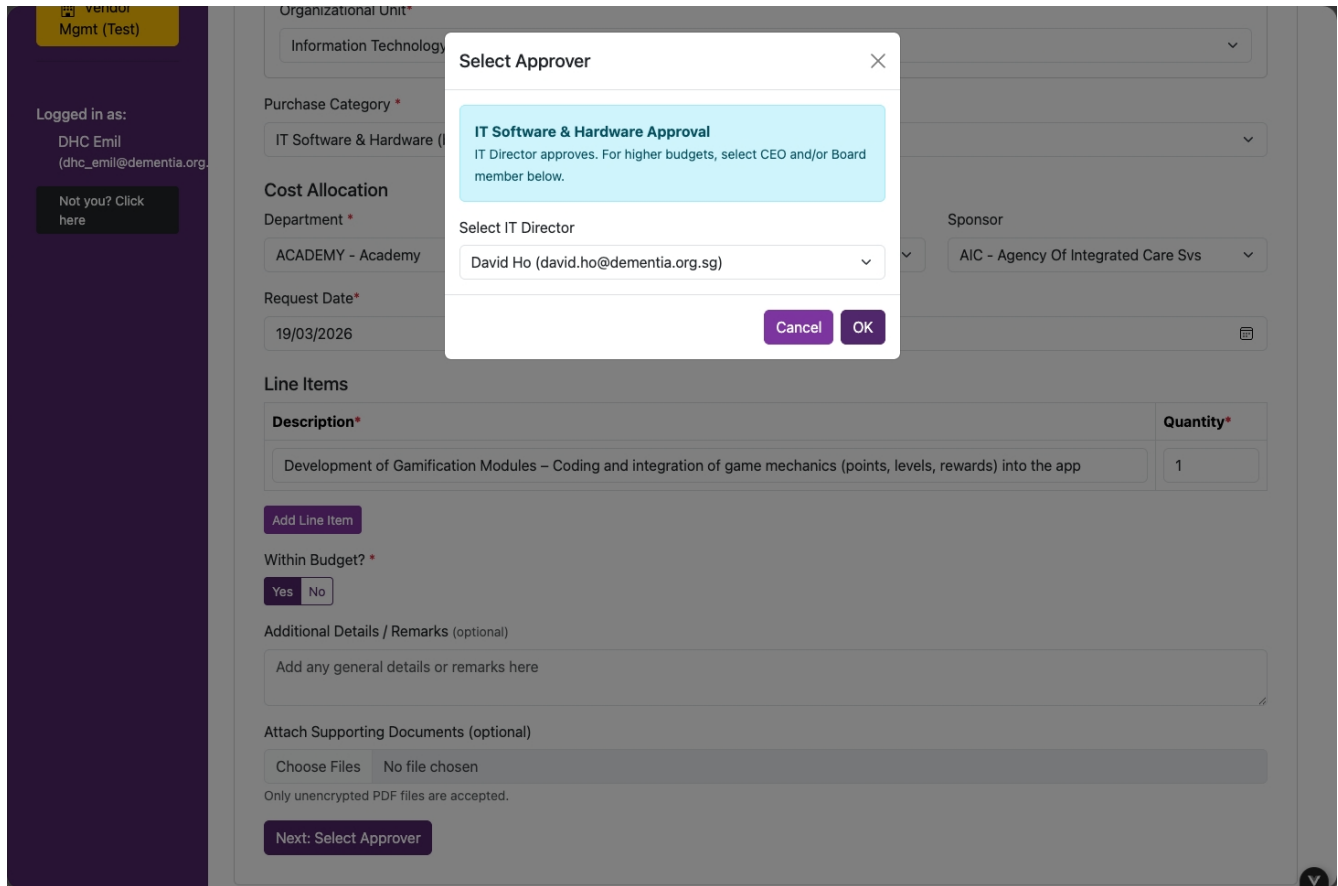


Figure 9: Select Approver - IT category, IT Director auto-assigned

Step 10 · Approver Receives Email Notification

The approver receives an **email notification** with a link to review the request.

Step 11 · Approver Reviews the Request

The approver reviews all submitted details, then clicks:

- **Approve** — moves forward to vendor invitation
- **Decline** — returned to requestor with feedback

Step 12 · Approver (Non-IT) — Add Remarks

The approver fills in their **Remarks**, then clicks **Approve** or **Decline**.

Step 13 · Approver (IT) — Remarks & Assign SME

The IT Director fills in **Remarks** and assigns an **IT Subject Matter Expert (SME)**.

Approval Required: Purchase Request PR-1076



DHC Emil

To: PS_Test Director

Cc: DHC Emil

☺ Reply ↶ Reply all ↷ Forward 📎 📅 ⋮

Thu 19/03/2026 10:39

Purchase Request Approval Required

Dear PS_Test Director (ps_test.dir@dementia.org.sg),

You have been assigned to review and approve a purchase request submitted by **DHC Emil**.

Purchase Request Details

PR Number:	PR-1076
Category:	IT Related
Type:	RFQ
Budget:	<i>Not specified</i>
Required By:	26/03/2026

Line Items:

- Laptop Stand (IT Accessory) (Quantity: 1)

[Review Purchase Request](#)

This is an automated notification from the DSG Procurement System. Please do not reply to this email.

Figure 10: Approver email notification - new Purchase Request awaiting review

Home

Purchase Requests

RFQs & RFPs

Purchase Orders

Settings

Migrations

Vendor Mgmt (Test)

Logged in as:
 Impersonating: ps_test.dir@dementia.org.sg
 (ps_test.dir@dementia.org.sg)

Not you? Click here

Purchase Requests / PR-1076

PR-1076 RFQ

Created March 19, 2026 at 10:39 AM · Category: IT Related (budget owner department)

Pending

Submitted Approver
PS_Test Director (ps_test.dir@dementia.org.sg)

Requestor: dhc_email@dementia.org.sg (PS_IT)
 Current Approver: ps_test.dir@dementia.org.sg

Request Details Pending

Details | Sharing & Access | Timeline | Approval History | Documents

Purchase Request Details

Request Type
 Request for Quotation (RFQ) Request for Proposal (RFP)

Organizational Unit*
Information Technology

Purchase Category *

Cost Allocation

Department * Programme Sponsor

Request Date* Required Date*

Description*	Quantity*
Laptop Stand (IT Accessory)	1

Within Budget? * Yes No

Additional Details / Remarks (optional)

This purchase request requires your approval
 Please review the details above and provide your decision.

Figure 11: Approver reviewing the Purchase Request - approve or decline

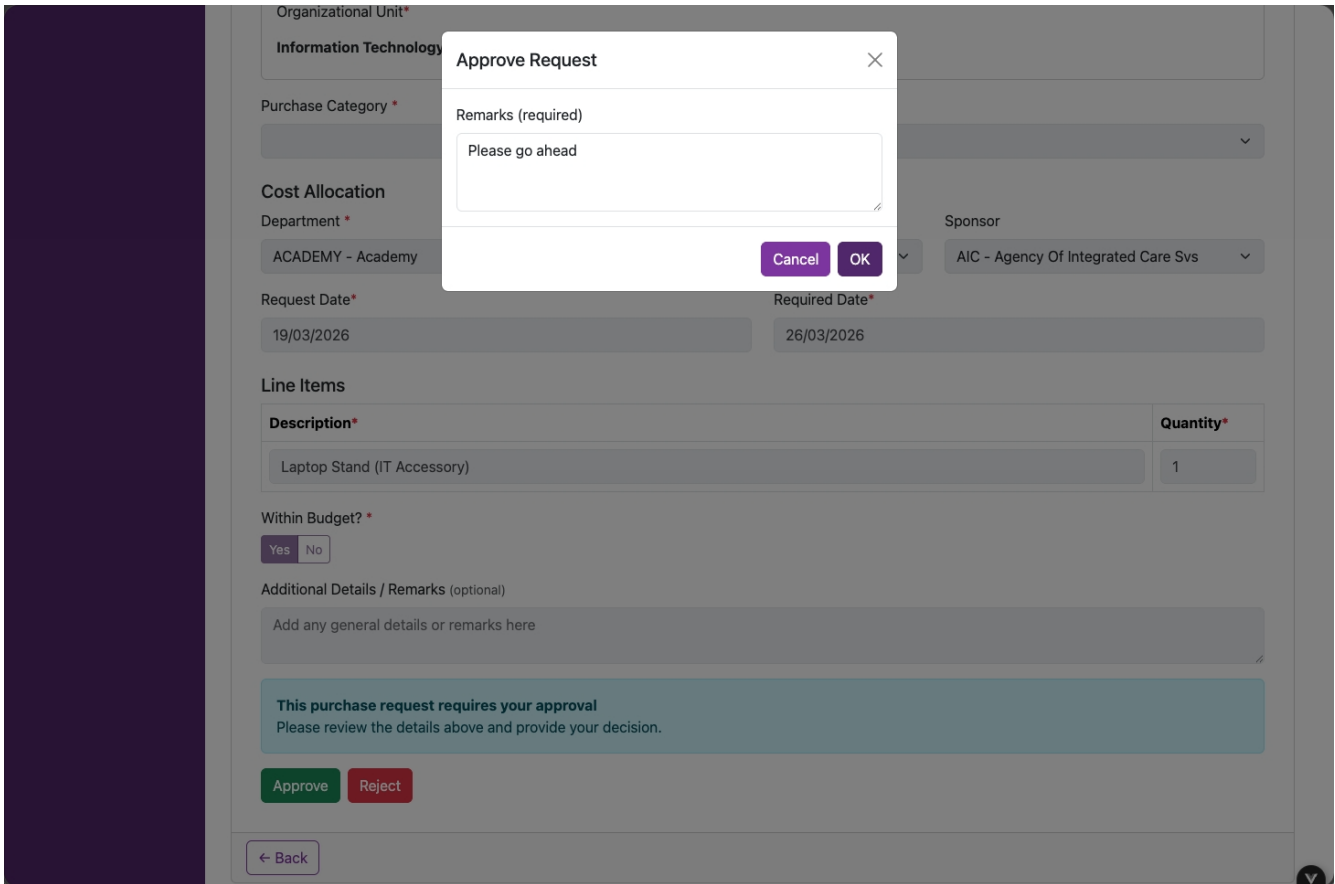


Figure 12: Non-IT Approver - fill in remarks before approving or declining

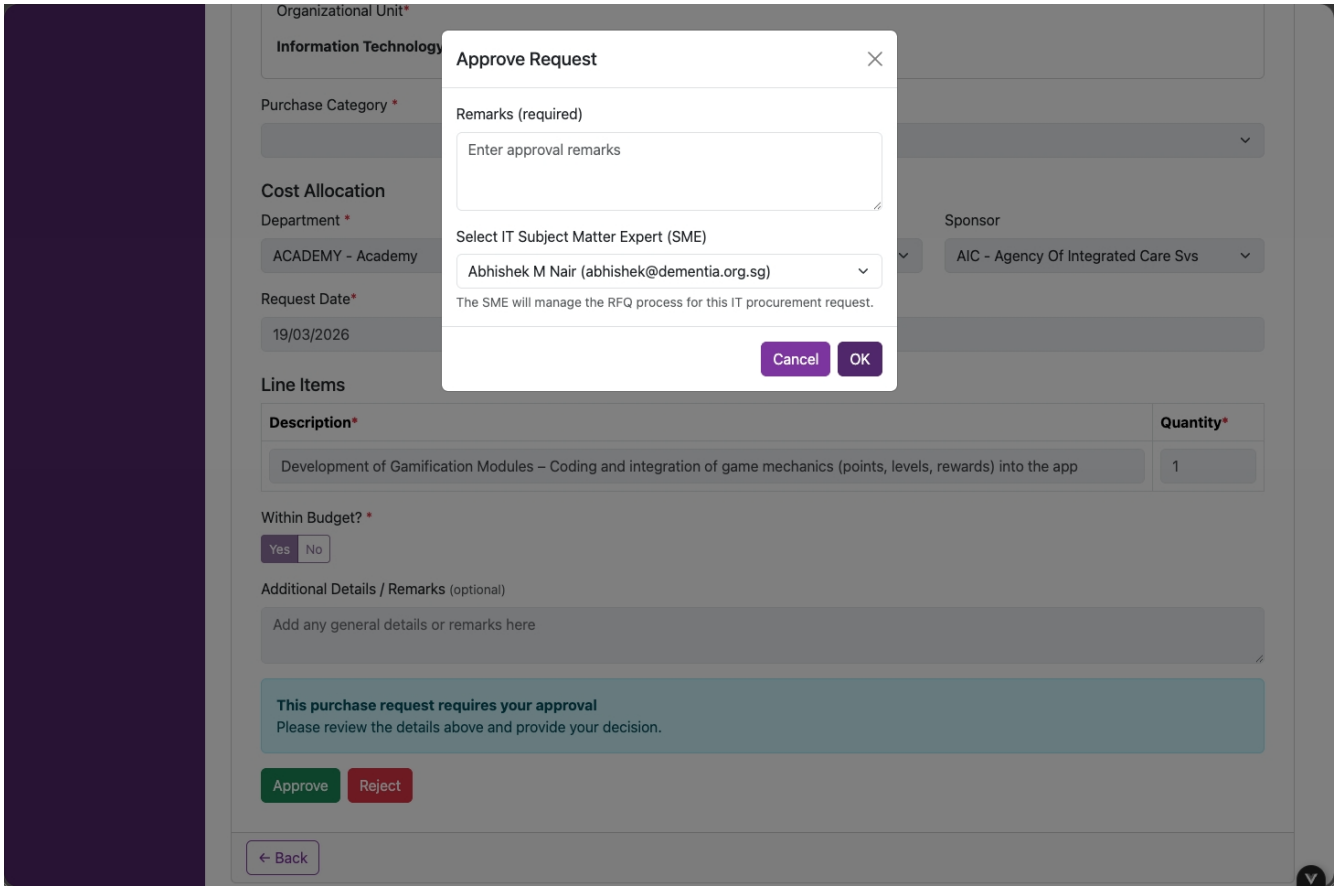
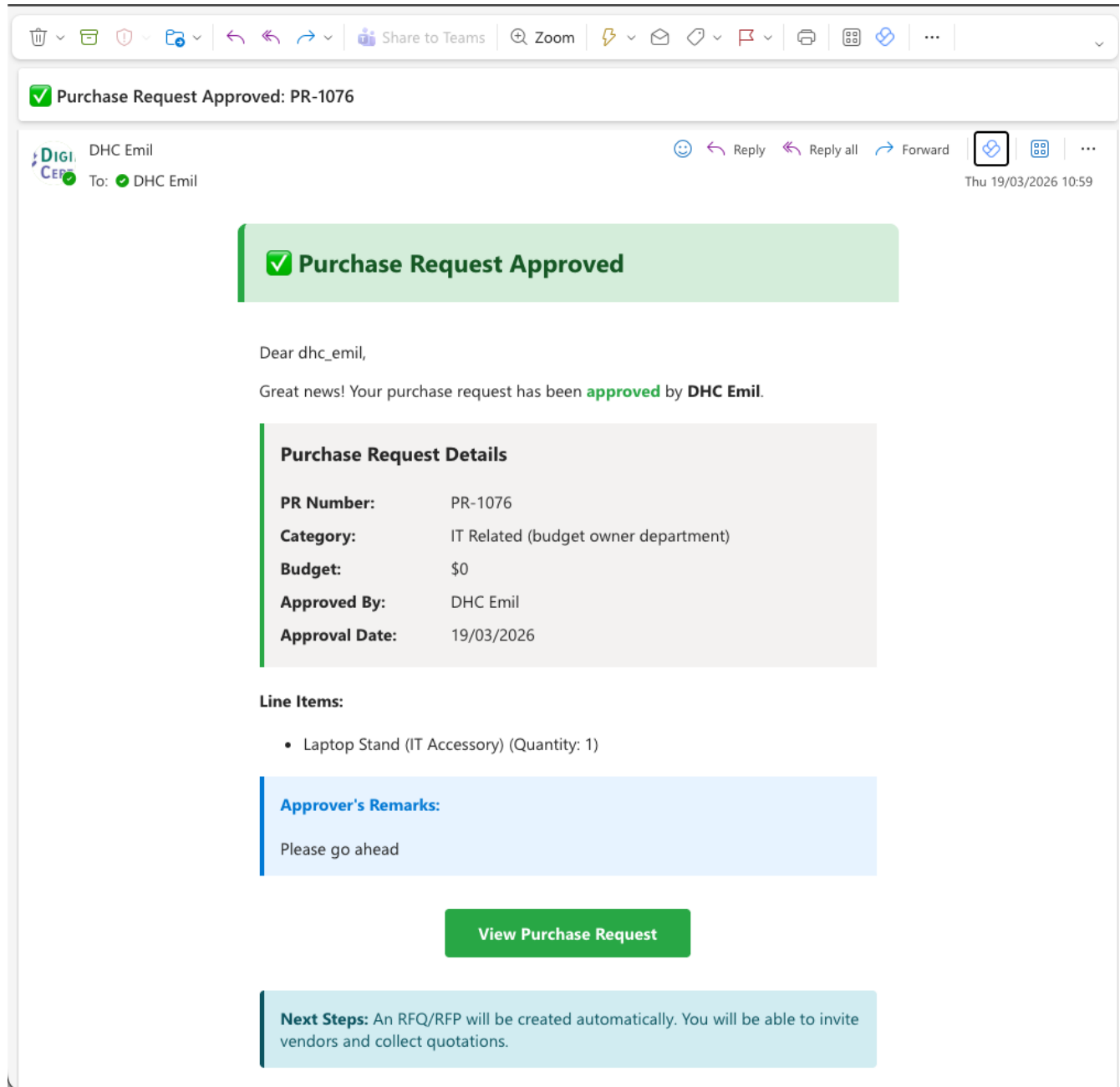


Figure 13: IT Approver - fill remarks and assign Subject Matter Expert (SME)

Step 14 · Approval Complete — Invite Vendors

Once approved, invite vendors to submit quotations:

- Add vendors from the directory
- Send invitation emails from the system
- Set a submission deadline



✓ Purchase Request Approved: PR-1076

DHC Emil
To: DHC Emil

Reply Reply all Forward

Thu 19/03/2026 10:59

✓ Purchase Request Approved

Dear dhc_emil,

Great news! Your purchase request has been **approved** by **DHC Emil**.

Purchase Request Details

PR Number:	PR-1076
Category:	IT Related (budget owner department)
Budget:	\$0
Approved By:	DHC Emil
Approval Date:	19/03/2026

Line Items:

- Laptop Stand (IT Accessory) (Quantity: 1)

Approver's Remarks:

Please go ahead

[View Purchase Request](#)

Next Steps: An RFQ/RFP will be created automatically. You will be able to invite vendors and collect quotations.

Figure 14: Approval complete - ready to invite vendors to the RFQ/RFP