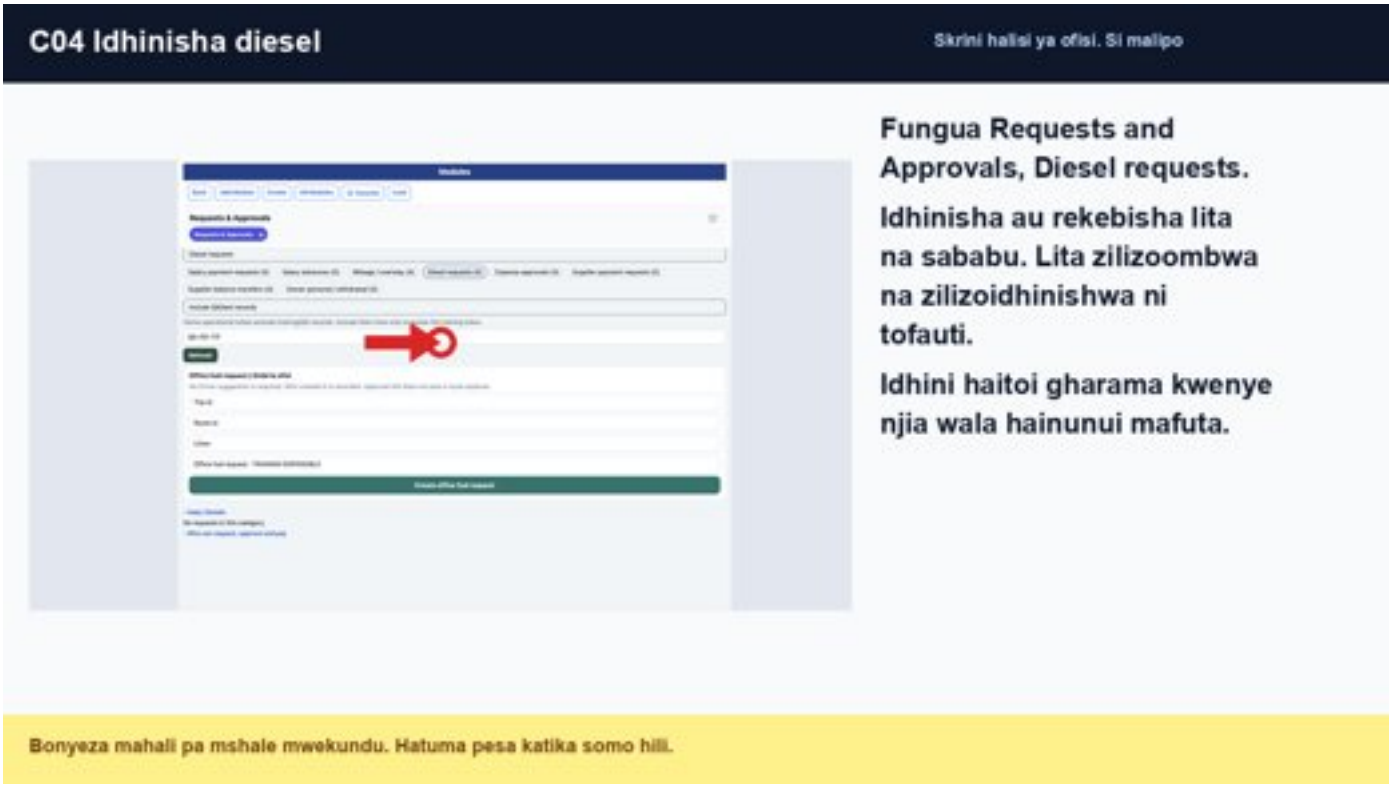
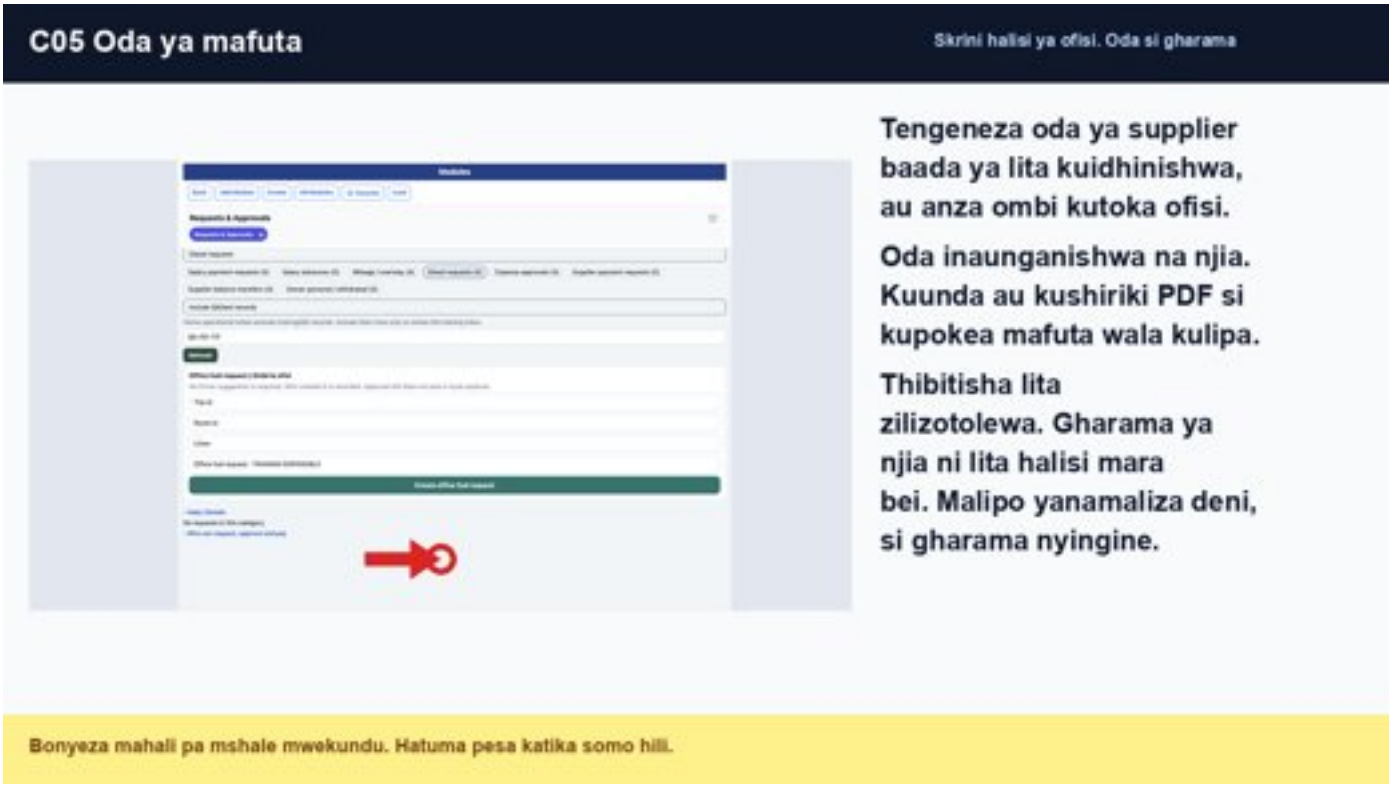
C04 Idhinisha diesel · Karani



→ **Fungua Requests and Approvals, Diesel requests.**

→ **Idhinisha au rekebisha lita na sababu. Lita zilizoombwa na zilizoidhinish**

→ **Idhini haitoi gharama kwenye njia wala hainunui mafuta.**



→ **Tengeneza oda ya supplier baada ya lita kuidhinishwa, au anza ombi ku**

→ **Oda inaunganishwa na njia. Kuunda au kushiriki PDF si kupokea mafuta**

→ **Thibitisha lita zilizotolewa. Gharama ya njia ni lita halisi mara bei. Malipo**

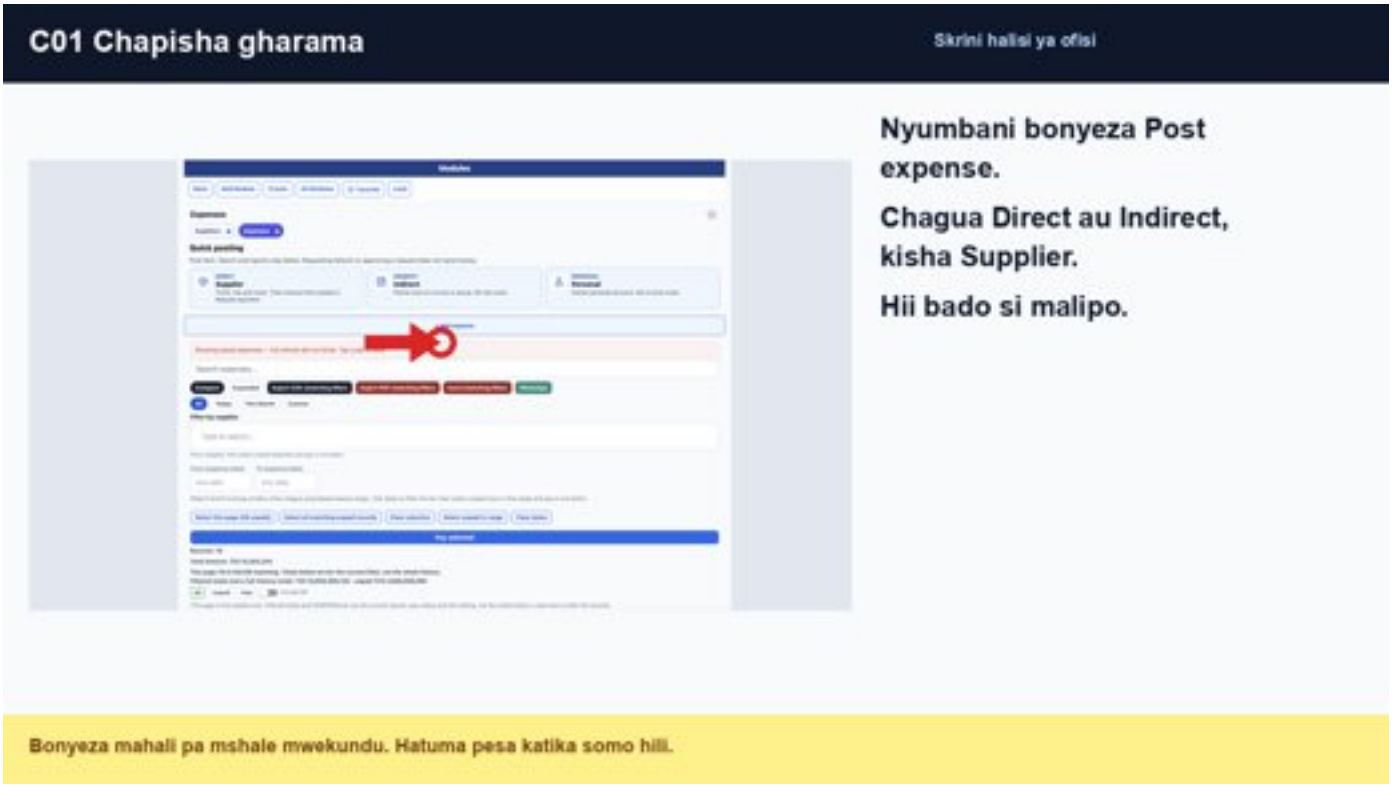


→ **Weka sehemu, kiwango cha siku, na tarehe ya kuanza.**

→ **Hii si overstay wala mileage. Dari au Lubumbashi hazitungwi.**

→ **Idhinisha ombi bila kulipa. Tarehe mbili kwenye sehemu moja haziruhus**

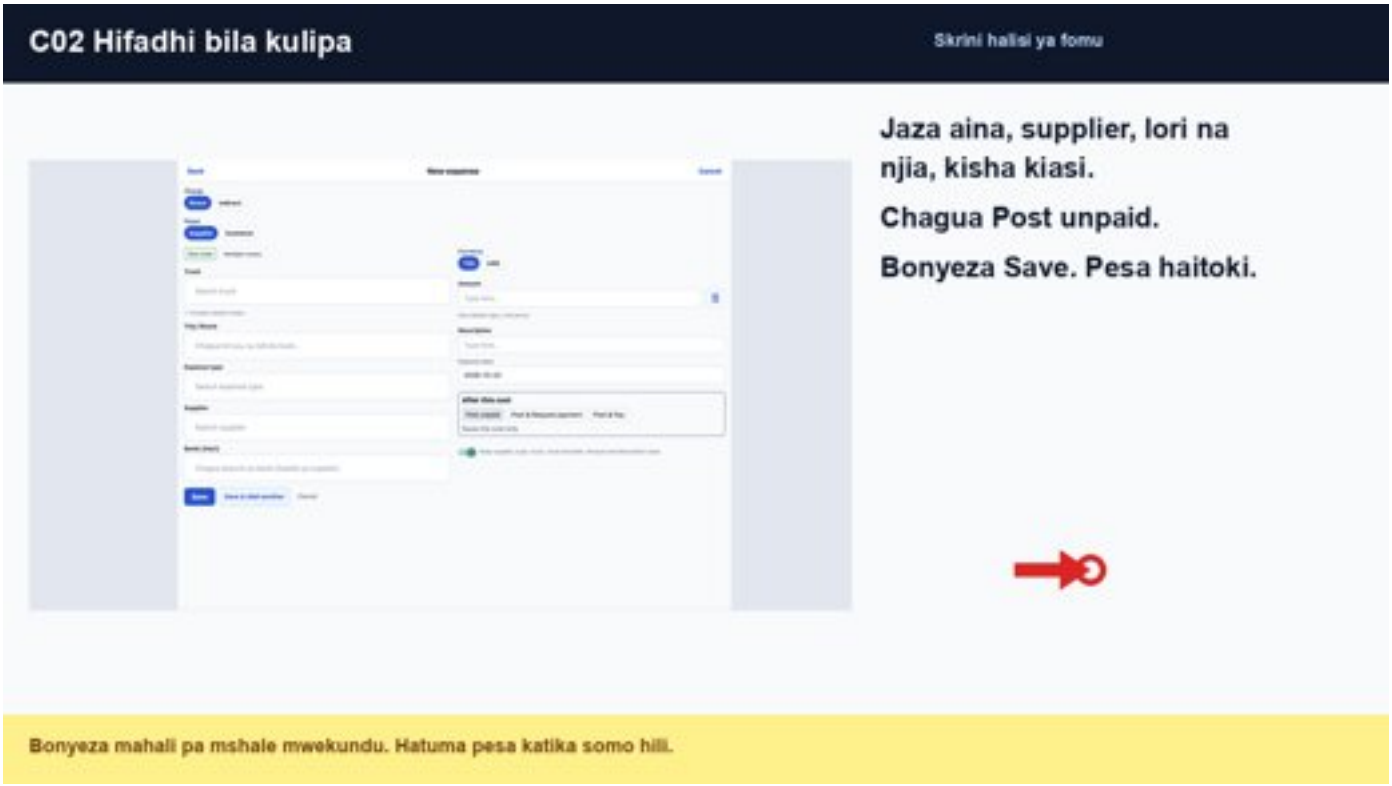
C01 Chapisha gharama · Karani



→ **Nyumbani bonyeza Post expense.**

→ **Chagua Direct au Indirect, kisha Supplier.**

→ **Hii bado si malipo.**

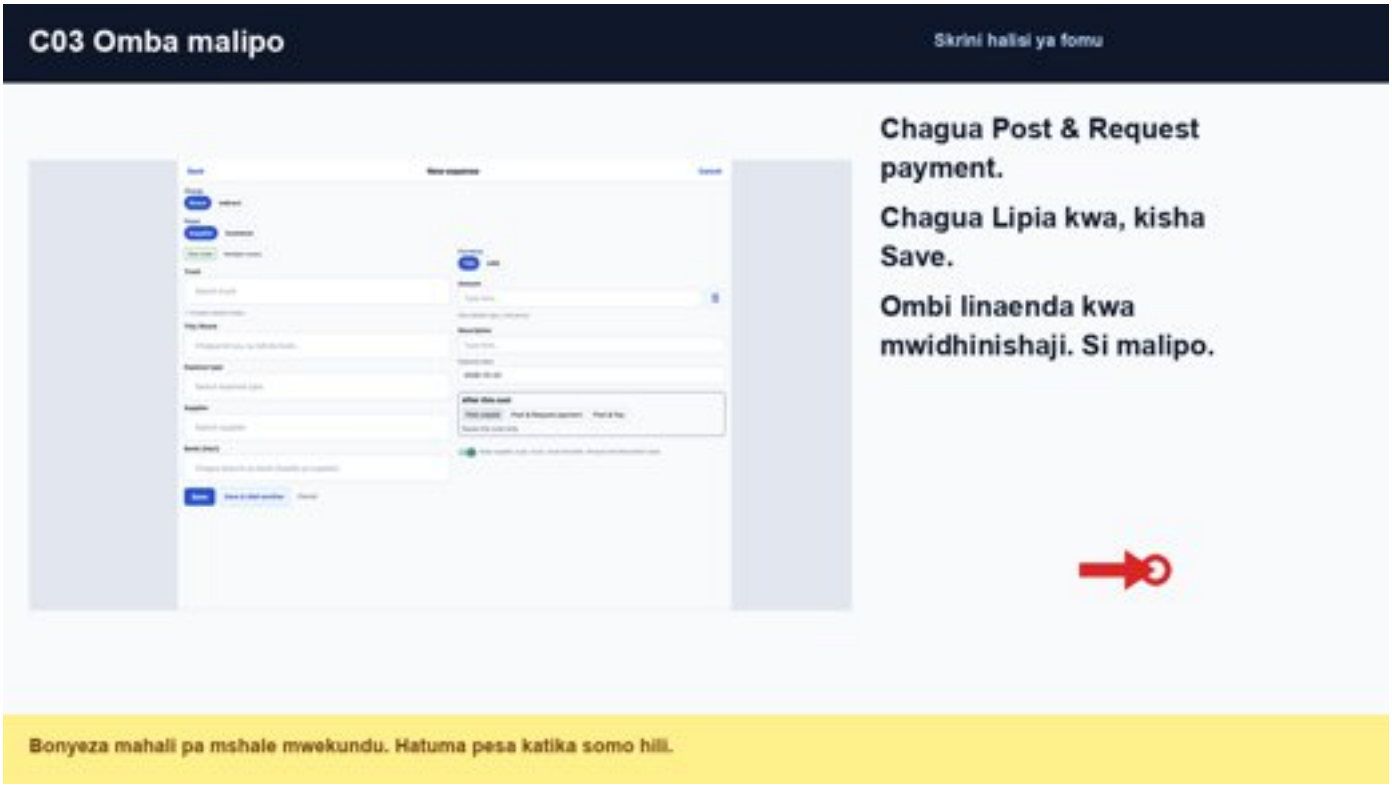


→ **Jaza aina, supplier, lori na njia, kisha kiasi.**

→ **Chagua Post unpaid.**

→ **Bonyeza Save. Pesa haitoki.**

C03 Omba malipo · Karani



→ **Chagua Post & Request payment.**

→ **Chagua Lipia kwa, kisha Save.**

→ **Ombi linaenda kwa mwidhinishaji. Si malipo.**