



Business Form





Name	Please Select	*Purpose	Please Select	*Statement number	Please Select
Company	Please Se	*Position	Please Select		

Purchase order request

Edit data : 2021/08/09

Order	DEPARTURE
1	Please Selec
2	Please Selec

Name	Please Select	Department	Please Select
Phone	Please Select	Email	Please Select
*Req.No	Please Select	*Purchase order No.	Please Select
Account No.	Please Select	Account Name	Please Select
Professor's name	Please Select		

Special instruction				
Order	Description	Quantity	Unit	Total Price
1	Please Select	Please Select	Please Select	Please Select
2	Please Select	Please Select	Please Select	Please Select

Total
Please Selec
Please Selec

*Purpose
Name
Department

+
2
-

+
2
-

Order	Data
1	

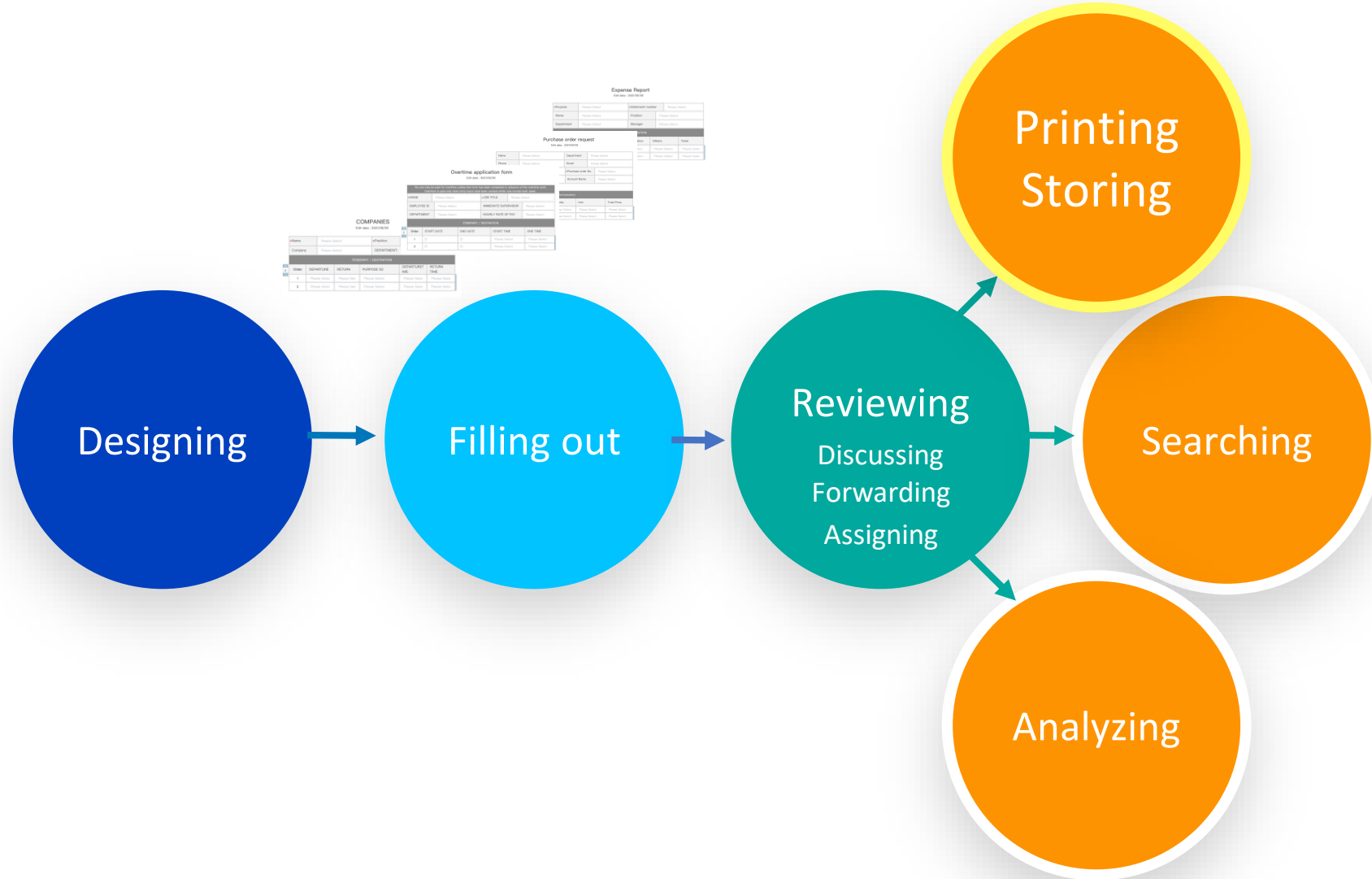
+
2
-

Order	START DATE	END DATE	START TIME	END TIME
1	Please Select	Please Select	Please Select	Please Select
2	Please Select	Please Select	Please Select	Please Select

overtime work. week.
Please Select
Please Select

With all kinds of forms, we need a proper system.
Purchase order request

- Résumés
- HR documents
- Leave applications
- Purchase requisitions
- Business trip applications
- Acceptance certificates
- Worklogs
- Meeting minutes
- Different kinds of applications
- Quotations
- Repair requests
- And more...





Template
Leave

Basic

Registration Forms

Event registration Forms

Booking Form

Feedback Form

Membership Form

Payment Form

Appointment Forms

Content Forms

Others

Registration Forms

Purchase order request
SRM No. 20210102

Name		Phone No.	Department	Phone No.
Address		Email	Phone No.	
City/State		Zip Code	Phone No.	
Account No.		Purchase order No.	Phone No.	
Product's name		Account Name	Phone No.	

Order	Description	Quantity	Unit	Total Price
1				
2				

Overtime application form
SRM No. 20210102

Name		Phone No.	Department	Phone No.
Address		Email	Phone No.	
City/State		Zip Code	Phone No.	
Account No.		Purchase order No.	Phone No.	
Product's name		Account Name	Phone No.	

Order	START DATE	END DATE	START TIME	END TIME
1				
2				

Expense Report
SRM No. 20210102

Name		Phone No.	Department	Phone No.
Address		Email	Phone No.	
City/State		Zip Code	Phone No.	
Account No.		Purchase order No.	Phone No.	
Product's name		Account Name	Phone No.	

Order	Date	Description	Expense Category	Amount	Total
1					
2					

Notice Form
SRM No. 20210102

Name		Phone No.	Department	Phone No.
Address		Email	Phone No.	
City/State		Zip Code	Phone No.	
Account No.		Purchase order No.	Phone No.	
Product's name		Account Name	Phone No.	

Order	Description	Quantity	Unit	Total Price
1				
2				

Order Form
SRM No. 20210102

Name		Phone No.	Department	Phone No.
Address		Email	Phone No.	
City/State		Zip Code	Phone No.	
Account No.		Purchase order No.	Phone No.	
Product's name		Account Name	Phone No.	

Order	Description	Quantity	Unit	Total Price
1				
2				

Information Form
SRM No. 20210102

Name		Phone No.	Department	Phone No.
Address		Email	Phone No.	
City/State		Zip Code	Phone No.	
Account No.		Purchase order No.	Phone No.	
Product's name		Account Name	Phone No.	

Order	Description	Quantity	Unit	Total Price
1				
2				

Business Form
SRM No. 20210102

Name		Phone No.	Department	Phone No.
Address		Email	Phone No.	
City/State		Zip Code	Phone No.	
Account No.		Purchase order No.	Phone No.	
Product's name		Account Name	Phone No.	

Order	Description	Quantity	Unit	Total Price
1				
2				

Connection Form
SRM No. 20210102

Name		Phone No.	Department	Phone No.
Address		Email	Phone No.	
City/State		Zip Code	Phone No.	
Account No.		Purchase order No.	Phone No.	
Product's name		Account Name	Phone No.	

Order	Description	Quantity	Unit	Total Price
1				
2				

We Providing over 60 built-in templates

5

The screenshot displays the VITAL BizForm dashboard interface. On the left is a sidebar with navigation options: '+ Add new form', 'ToDo and data' (Draft: 1, On Hand: 1, Signed, My Work, My Documents), and 'Manage and settings' (Team management, Authority, Company, Account). The main area is titled 'Dashboard' and contains four panels: 'On hand' (1 item, Running), 'Signed' (3 items: Approved, Rejected, Canceled), 'My work flow' (3 items: Running, Approved, Rejected), and 'Draft' (1 item). A right-hand filter sidebar shows search and filter options for categories, filters, and tags, all currently empty. The top right includes 'Need Help?', a notification bell, and a user profile icon.

Simple process of filling out a form

🏷️ 👤 Add tag...

Purchase order request · adasd

created by Ayden Tiao at 2021/8/09 17:46 , edited by Ayden Tiao at 2021/8/09 17:46 (ver.1)

Purchase order request

Edit data : 2021/08/09

See the sign-off workflow at a glance

Name		Department	
Phone		Email	
Req.No	adasd	Purchase order No.	adasd
Account No.		Account Name	
Professor's name			
Special instruction			

✔️ Step 1

 Ayden Tiao Agreed
2021/08/09 17:53



✔️ Step 2

 Ayden Tiao Agreed
2021/08/09 17:54

Great Job



📄 Done

Stamp



Comment

Please write down your comment...

Review

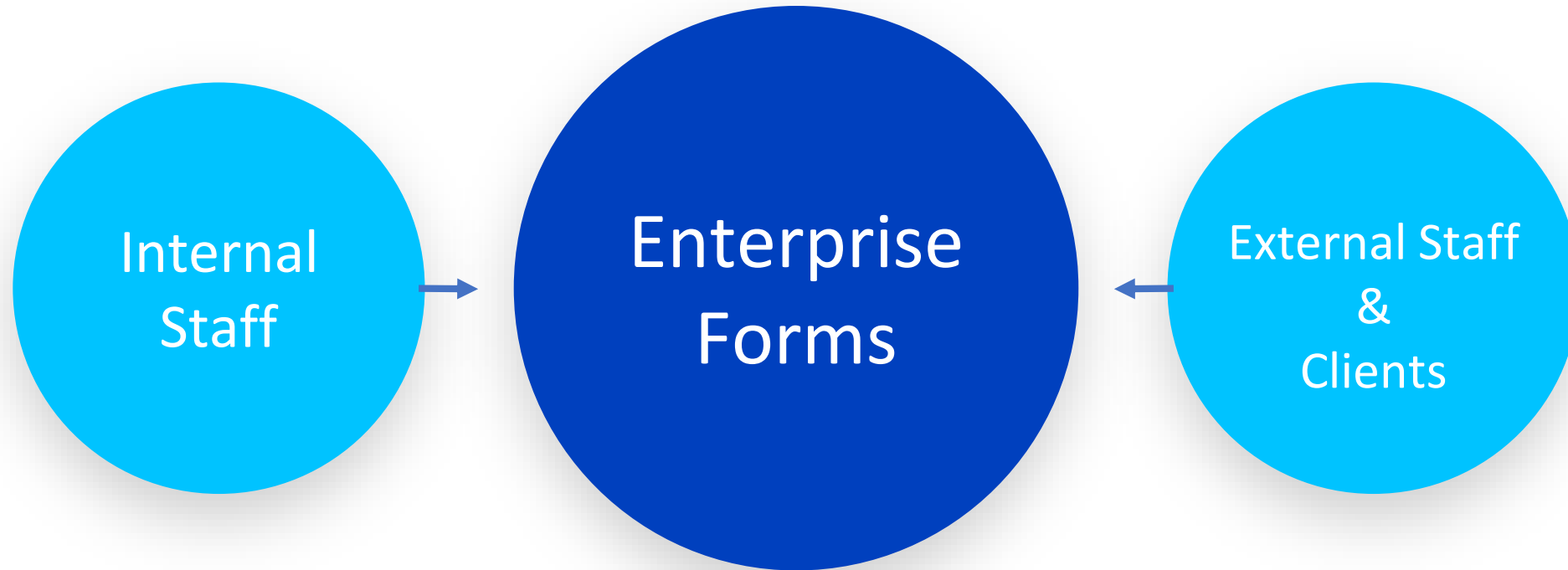
Agree

Disagree

Return



Forms are not only used internally



They're also used in **external communications**

Filling out a form externally

Advanced

External Link

Form Link

<https://bizform.vitalyun.com/v2/#/survey/ZGVwb3RjZD0wZGRmZjcTE4MDM0NjgwODFiZjdmNmYyM2ViMWY4MSZpZD0y>

copy open QRcode

Share Link

LINE f

Cancel Sub

VITAL BizForm

+ Add new form

ToDo and data

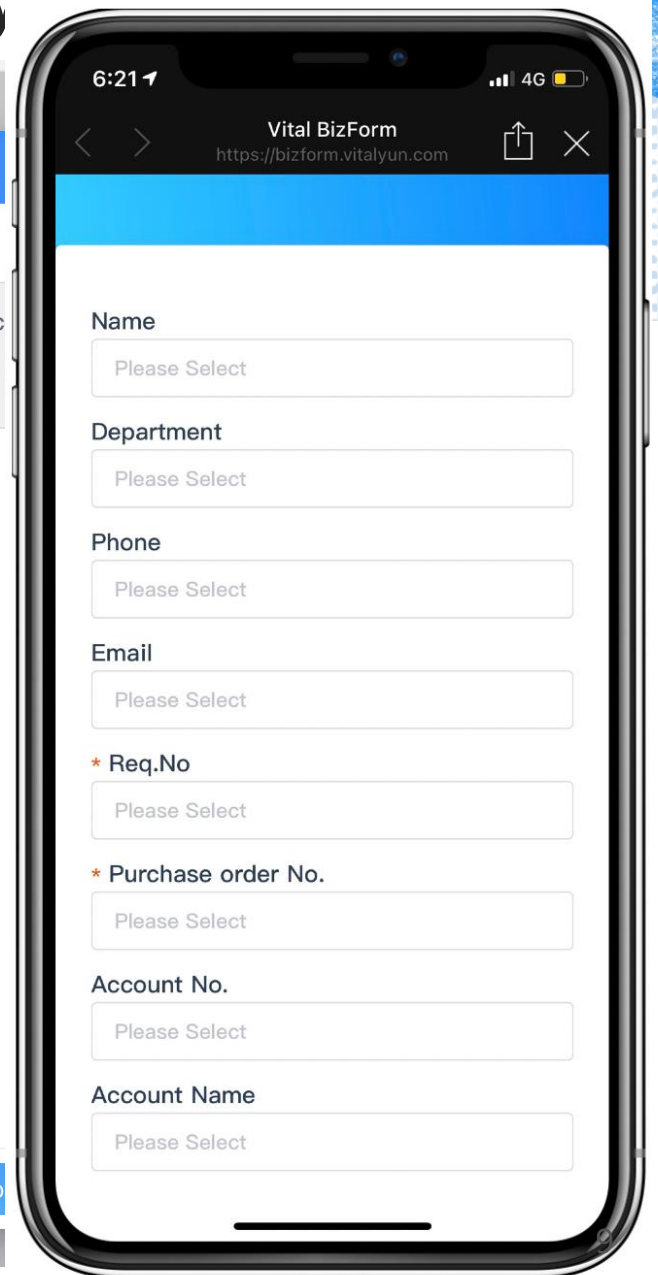
- Draft 1
- On Hand 1
- Signed
- My Work
- My Documents

Manage and settings

- Team management
- Authority
- Company
- Account

Form

- + Add form template
- Overtime application for
- COMPANIES
- Automotive Repair Order
- Online Order
- Purchase order request
Public Link



Via Mobile Devices

08:34

Empty Form Cancel submit

form

No one may be paid for overtime unless this form has been completed in advance of the overtime work. Overtime is paid only when forty hours have been worked within one normal work week.

* NAME
Please Select

* JOB TITLE
Please Select

EMPLOYEE ID
Please Select

IMMEDIATE SUPERVISOR
Please Select

DEPARTMENT
Please Select

HOURLY RATE OF PAY
Please Select

08:34

← Back + 📄 ⋮

🔍 👤 Add tag...

Purchase order request · asdasd
created by Ayden Tiao at 2021/8/09 18:19 , edited by Ayden Tiao at 2021/8/09 18:19 (ver.1)

Name

Department

Phone

Email

* Req.No
asdasd

* Purchase order No.
asdasd

Account No.

ACCOUNT NAME

Review

Agree Disagree Return

08:34

☰ 🔍 Search... + 🔔 👤

Form ☰ ☰

- 📄 Empty Form
- 📄 Overtime application form
- 📄 Expense Report
- 📄 COMPANIES
- 📄 Change Request
- 📄 Automotive Repair Order
- 📄 Accident Report
- 📄 Online Order
- 📄 New Registration Form
- 📄 Purchase order request [Public Link](#)

08:34

☰ 🔍 Search... + 🔔 👤

Dashboard ☰ Sidebar

On hand 1 More

- 👤 Ayden Tiao Aug. 9
Purchase order request asdasd Running

Signed More

- 👤 Ayden Tiao Aug. 9
Purchase order request asdasd Approved
- 👤 Ayden Tiao Aug. 9
Overtime application form asdasd Rejected
- 👤 Ayden Tiao Aug. 9
Purchase order request asdasd Canceled

My work flow More

- 👤 Ayden Tiao Aug. 9
Purchase order request Running



Categorizing your documents

Search... Advanced

- Empty Form
- Overtime application form
- Expense Report
- COMPANIES
- Change Request
- Automotive Repair Order
- Accident Report
- Online Order
- New Registration Form
- Purchase order request
- Business Referral Form

Search all items below...

Category

- Design
- Business
- Money
- Accounting

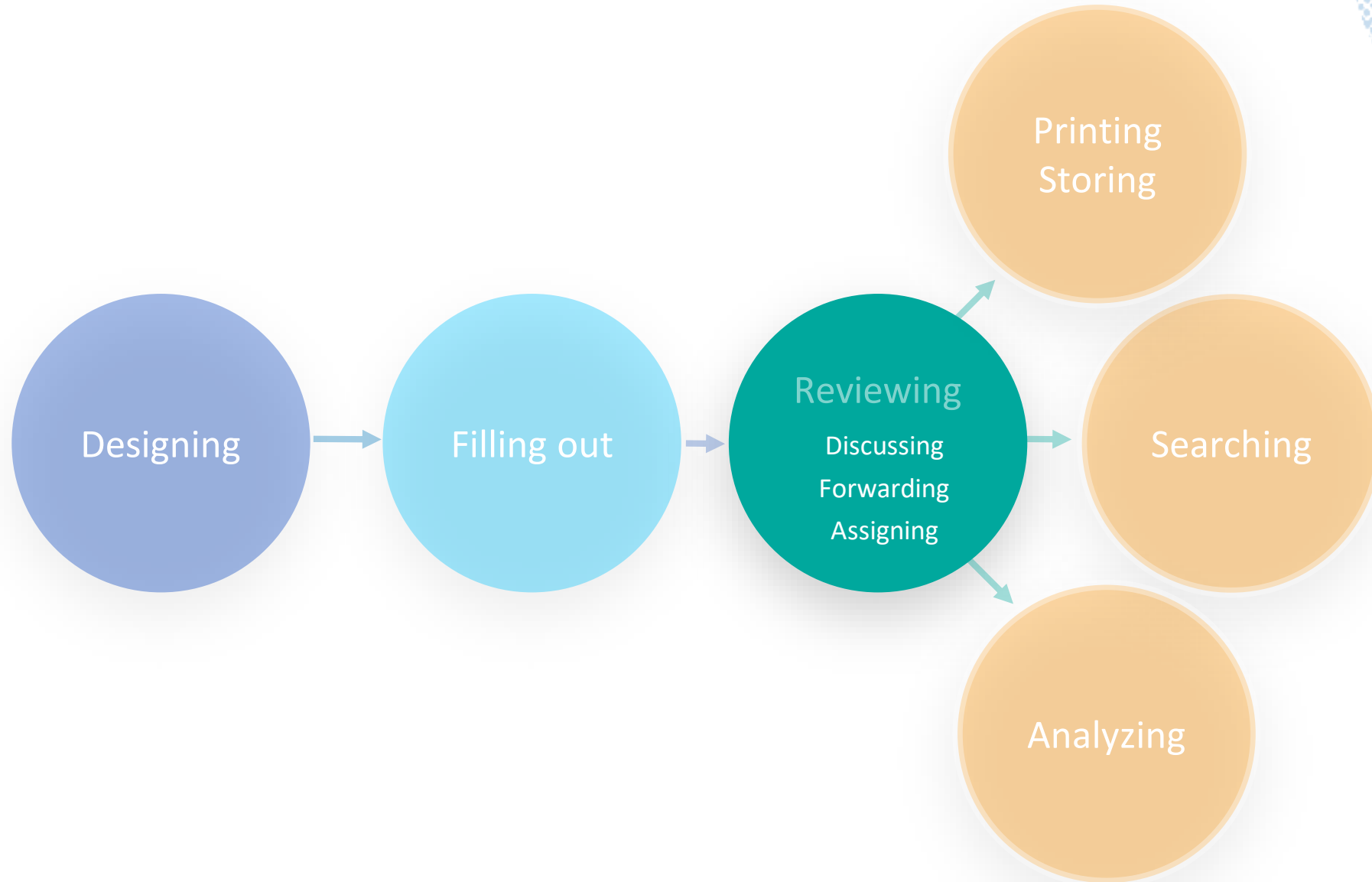
My filters + Add

No filters.

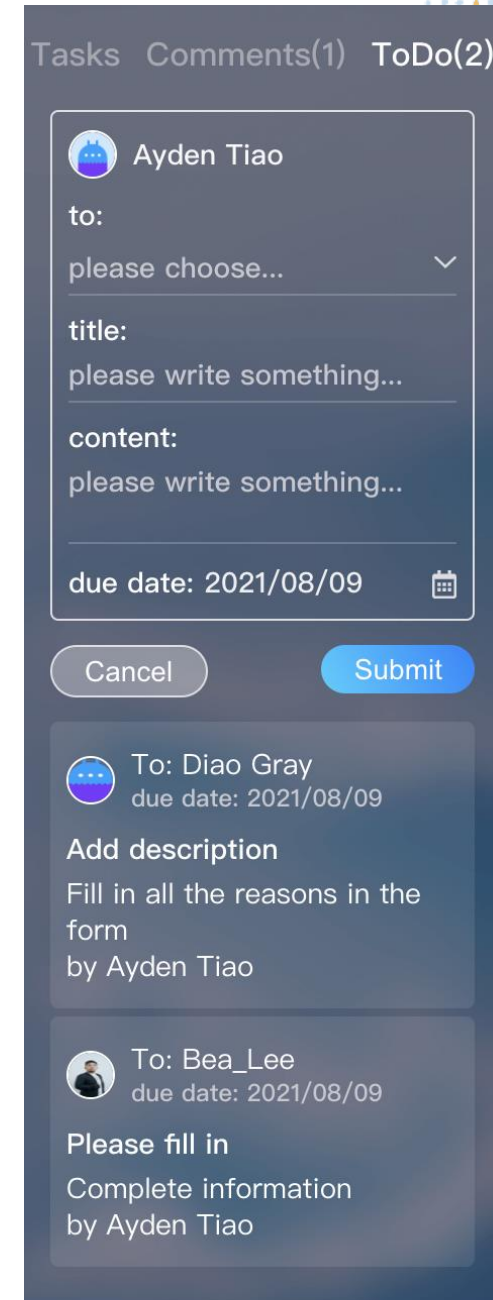
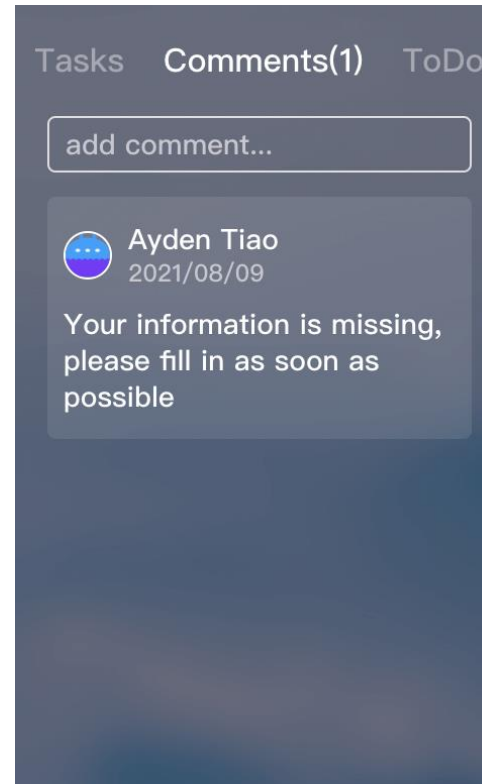
Tag

- Design
- Purchaser
- Order
- Request





It's not just a form, but also a collaborating platform, allowing users to assign work to others and share ideas with each other.





Need Help?



Search...

Advanced

VITAL BizForm

+ Add new form

ToDo and data

- Draft 1
- On Hand 1
- Signed
- My Work
- My Documents

Manage and settings

- Team management**
- Authority
- Company
- Account

Team Management

Organization

Group

+ Invite

Member

All Member(3)

Unallocated Member(2)

Organization [+Add](#)

- Business Office
- Sales Department
- International Department
- Public Relations Department
- Advertising Department
- Planning Department
- Product Development Department
- Purchasing Department

All Member

Member	OU	Permis...
to be confirmed... bear_lee@mail.gss.com.tw		user ▾ ...
Ayden Tiao gary_tiao@gss.com.tw		admin ...
Diao Gray tv349621@hotmail.com		admin ▾ ...



- Built-In Templates
- Create Forms Fast
- Mobile-Friendly
- Sign-Off Workflow
- Collaborating
- Version Control & Permissions
- Categories & Searching



VITAL BizForm

Q&A

Thanks for your listening!