

The logo for Supplycart.my features a stylized 'S' icon composed of three horizontal bars of varying lengths, followed by the text 'Supplycart.my' in a bold, sans-serif font.

**Supplycart.my**

A large, stylized letter 'A' is centered in the background. The left vertical stroke is grey, and the right vertical stroke is a vibrant lime green. The top horizontal bar is also lime green.

# Getting Started

**ADAM**

Analyse . Digitalise . Automate . Manage



# Company Profile & Features



# ADAM - Settings : Company Profile

## Side-menu:

Settings > Company Profile

## Page purpose:

1. Set up Company Details
2. Set up Features & Controls

## Features:

1. Department Setup
2. Address Management
3. ADAM Feature Setup
4. Blanket PO Controls
5. Approval Controls
6. ADAM-generated PO

Settings : Company Profile COVID19 Admin

Dashboard  
eSourcing  
Quotations  
Requisition  
Payment Service  
Procure  
Orders  
Analytics  
Vendors  
Catalogue  
Finance

Supplycart (Freshcart Grocer Sdn Bhd)

Details | Addresses | Features | Blanket PO | Approvals | Requisition PO | Punchout | Xero

Company Details

Company Name: Supplycart (Freshcart Grocer Sdn Bhd) | Company Size: 21-50

Phone Number: 03-7887 0110 | Industry: Computer Software | Country: Malaysia

Save

Settings > Company Profile

Users  
My Profile  
My List

User Guide | FAQ  
ADAM V2.0

Tech | Finance | Ops | Sales | Marketing



# Settings - Company Profile : Update Company Details

Settings : Company Profile ⓘ

COVID19 ⓘ

Supplycart (Freshcart Grocer Sdn Bhd)

Details | Addresses | Features | Blanket PO | Approvals | Requisition PO | Punchout | Xero

### Company Details

|              |                                       |              |                   |
|--------------|---------------------------------------|--------------|-------------------|
| Company Name | Supplycart (Freshcart Grocer Sdn Bhd) | Company Size | 21-50             |
| Phone Number | 03-7887 0110                          | Industry     | Computer Software |
|              |                                       | Country      | Malaysia          |

Departments ⓘ

Tech | Finance | Ops | Sales | Marketing

Users ⓘ

41 Registered Users

Update your company's **Phone Number** and **Industry**

Click on **Save** to ensure changes made are updated



# Settings - Company Profile : Adding Departments

Settings : Company Profile ⓘ

COVID19 ⓘ

Supplycart (Freshcart Grocer Sdn Bhd)

Details | Addresses | Features | Blanket PO | Approvals | Requisition PO | Punchout | Xero

### Company Details

Company Name: Supplycart (Freshcart Grocer Sdn Bhd) | Company Size: 21-50

Phone Number: 03-7887 0110 | Industry: Computer Software | Country: Malaysia

Save

### Departments ⓘ

Input field:  | Add

Tech | Finance | Ops | Sales | Marketing

### Users ⓘ

41 Registered Users

Key in department name to add departments

Click on **Add** to save departments

The added departments will be reflected here



# Settings - Company Profile : Maintaining Departments

Settings : Company Profile ⓘ

Supplycart (Freshcart Grocer Sdn Bhd)

Details | Addresses | Features | Blanket PO | Approvals | Requisition PO | Punchout | Xero

### Company Details

|              |                                       |              |                   |
|--------------|---------------------------------------|--------------|-------------------|
| Company Name | Supplycart (Freshcart Grocer Sdn Bhd) | Company Size | 21-50             |
| Phone Number | 03-7887 0110                          | Industry     | Computer Software |
|              |                                       | Country      | Malaysia          |

Save

### Departments ⓘ

Marketing | Cancel | Delete | Update

Tech | Finance | Ops | Sales | Marketing

### Users ⓘ

41 Registered Users

Amend the selected department name

Save any amendments by clicking **Update** or **Delete** the department

Click to select the department to be maintained



# ADAM - Company Profile : Addresses

## Side-menu:

Settings > Company Profile > Addresses

## Page purpose:

Add, delete, and update billing and delivery addresses

## Features:

1. Add address
2. Update address
3. Delete address

Settings : Company Profile ⓘ

COVID19 ⓘ

Supplycart (Freshcart Grocer Sdn Bhd)

Details Addresses Features Blanket PO Approvals Requisition PO Punchout Xero

**Delivery Address** [Add New Address](#)

**Supplycart (PG-02)**  
P-G-02, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang Mas  
Petaling Jaya, 47301  
Selangor, Malaysia [Lift Access](#)

**Supplycart (PG-06B)**  
PG06B, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang Emas  
Petaling Jaya, 47301  
Selangor, Malaysia [Lift Access](#)

**Test Branch Penang**  
P.G. 2, Menara  
Jln Mutiara  
Kepala Batas, 78321  
Penang, Malaysia [Lift Access](#) [Requires Permit](#)

**Billing Entity and Address** [Add New Address](#)

**Freshcart Grocer Sdn Bhd**  
Finance - 0378870011  
P-G-02, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang Emas  
Petaling Jaya, 47301  
Selangor, Malaysia

**Billing Penang**  
Finance Penang - 0123912312  
Menara  
Jln Mutiara  
Kepala Batas, 78921  
Penang, Malaysia  
E-Invoice Mailbox: SC@email.com



# Settings - Company Profile : Adding Addresses

Settings : Company Profile COVID19 ? Admin

Supplycart (Freshcart Grocer Sdn Bhd)

Details **Addresses** Features Blanket PO Approvals Requisition PO Punchout Xero

### Delivery Address

**Add New Address**

**Supplycart (PG-02)**  
P-G-02, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang Mas  
Petaling Jaya, 47301  
Selangor, Malaysia Lift Access

**Supplycart (PG-06B)**  
PG06B, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang Emas  
Petaling Jaya, 47301  
Selangor, Malaysia Lift Access

**Test Branch Penang**  
PG, 2, Menara  
Jln Mutiara  
Kepala Batas, 78321  
Penang, Malaysia Lift Access Requires Permit

### Billing Entity and Address

**Add New Address**

**Freshcart Grocer Sdn Bhd**  
Finance - 0378870011  
P-G-02, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang Emas  
Petaling Jaya, 47301  
Selangor, Malaysia

**Billing Penang**  
Finance Penang - 0123912312  
Menara  
Jln Mutiara  
Kepala Batas, 78921  
Penang, Malaysia  
E-Invoice Mailbox: SC@email.com

Click on **Add New Address** to add a new delivery or billing address



# Settings - Company Profile : Adding Delivery Address

Settings : Company Profile COVID19 Admin

Supplycart (Freshcart Grocer Sdn Bhd)

Details Addresses Features Blanket PO Approvals Requisition PO Punchout Xero

Delivery Address

**Supplycart (PG-02)**  
P-G-02, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang M  
Petaling Jaya, 47301  
Selangor, Malaysia

**Supplycart (PG-06B)**  
PG06B, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang E  
Petaling Jaya, 47301  
Selangor, Malaysia

**Test Branch Penang**  
PG, 2, Menara  
Jln Mutiara  
Kepala Batas, 78321  
Penang, Malaysia

Branch Name \*  
Branch Name

Unit Floor Building Name  
Unit Floor Building Name

Street \*  
Street Name

Postcode \* City \* State \* Country \*  
Postcode City State Malaysia

Require Delivery Permit  Lift Access Available

Cancel Save

Add New Address

Key in relevant delivery details

Click **Save** to add a new address

Tick the boxes if the delivery location **Requires a Delivery Permit** or has **Lift Access**



# Settings - Company Profile : Adding Billing Address

Settings : Company Profile COVID19 Admin

Supplycart (Freshcart Grocer Sdn Bhd)

Details Addresses Features

Delivery Address

**Supplycart (PG-02)**  
P-G-02, Mutiara Oriental Condominiur  
Jalan BM 1/8, Taman Bukit Mayang M  
Petaling Jaya, 47301  
Selangor, Malaysia

**Supplycart (PG-06B)**  
PG06B, Mutiara Oriental Condominiur  
Jalan BM 1/8, Taman Bukit Mayang Er  
Petaling Jaya, 47301  
Selangor, Malaysia

**Test Branch Penang**  
PG. 2, Menara  
Jln Mutiara  
Kepala Batas, 78321  
Penang, Malaysia

Finance PIC Name \*  
PIC Name

Finance PIC Phone No \*  
Phone

Billing Entity Name \*  
Entity Name

Registration No.  
Registration No

Unit  
Unit

Floor  
Floor

Building Name  
Building Name

Street \*  
Street Name

Postcode \*  
Postcode

City \*  
City

State \*  
▼

Country \*  
Malaysia

E-Invoice Mailbox  
Email Address

Cancel Save

Add New Address

Key in Finance PIC's **Name** and **Phone Number**

\*Finance PIC inputted should be the person in charge of handling the billing of orders

Key in relevant billing details

Click on **Save** to add a new address



# Settings - Company Profile : Maintaining & Deleting Addresses

Settings : Company Profile ⓘ

COVID19



Admin



Supplycart (Freshcart Grocer Sdn Bhd)

Details

Addresses

Features

Blanket PO

Approvals

Requisition PO

Punchout

Xero

## Delivery Address

Add New Address

### Supplycart (PG-02)

P-G-02, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang Mas  
Petaling Jaya, 47301  
Selangor, Malaysia

Lift Access

Delete

Edit

### Supplycart (PG-06B)

PG06B, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang Emas  
Petaling Jaya, 47301  
Selangor, Malaysia

Lift Access

### Test Branch Penang

PG, 2, Menara  
Jln Mutiara  
Kepala Batas, 78321  
Penang, Malaysia

Lift Access

Requires Permit

## Billing Entity and Address

Add New Address

### Freshcart Grocer Sdn Bhd

Finance - 0378870011  
P-G-02, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang Emas  
Petaling Jaya, 47301  
Selangor, Malaysia

### Billing Penang

Finance Penang - 0123912312  
Menara  
Jln Mutiara  
Kepala Batas, 78921  
Penang, Malaysia  
E-Invoice Mailbox: SC@email.com

Click on **Edit** to edit the address

Click on **Delete** to delete the address



# ADAM - Company Profile : Features

## Side-menu:

Settings > Company Profile > Features

## Page purpose:

Activate or deactivate User Features in ADAM

## Features:

1. Activate and set a Minimum & Maximum Order Value
2. Activate order remarks
3. Activate gift delivery
4. Activate Request for Products
5. Activate Contract Pricing Reminder
6. Control view of supplier prices

Settings : Company Profile COVID19 Admin

Supplycart (Freshcart Grocer Sdn Bhd)

Details | Addresses | **Features** | Blanket PO | Approvals | Requisition PO | Punchout | Xero

Minimum Order Value : RM 50.00

Activate  No  Yes This feature allows user to set minimum order value before they can place an order

Minimum Value ( RM )  Save Activated : User only able to place order where the total amount is more than RM 50.00

Maximum Order Value : RM 15,000.00

Activate  No  Yes This feature sets the maximum allowed value for placing an order through the PROCURE module

Maximum Value ( RM )  Save Activated : User not able to place order where the amount is more than RM 15,000.00

Order Remarks

Activate  No  Yes This feature allows user to include remarks as part of their order

Compulsory  No  Yes Activated : User must input remarks to place an order

Gift Delivery

Activate  No  Yes This feature allows user to customise delivery address when placing order

Request for Products

Activate  No  Yes The selected user will receive the request of products from the Procure page.

Contract Pricing Reminder

Activate  No  Yes This reminder will be emailed to selected Admin's email on the 1st of every month.

Email Receiver  Save

Procure

Roles  Contract Pricing  Preferred Suppliers  Other Suppliers

User    User group will be able to see Other Suppliers, Contract Pricing

Buyer    Buyer group will be able to see Contract Pricing, Preferred Suppliers



# Settings - Company Profile : Features

Settings : Company Profile ⓘ

COVID19



Admin



Supplycart (Freshcart Grocer Sdn Bhd)

Details

Addresses

Features

Blanket PO

Approvals

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Punchout

Xero

Minimum Order Value : RM 50.00

Activate

No  Yes

This feature allows user to set minimum order value before they can place an order

Minimum Value ( RM )

50.00

Save

Activated : User only able to place order where the total amount is more than RM 50.00

Maximum Order Value : RM 15,000.00

Activate

No  Yes

This feature sets the maximum allowed value for placing an order through the PROCURE module

Maximum Value ( RM )

15,000.00

Save

Activated : User not able to place order where the amount is more than RM 15,000.00

Set **Minimum Order Value** before users can place an order.

When **Activated**, users can only place orders when the total amount is more than amount set

Use the toggle to **Activate** or **Deactivate** the relevant feature

Set **Maximum Order Value** before users can place an order.

When **Activated**, users cannot place an order when the total amount is more than the amount set





# Settings - Company Profile : Features

Settings : Company Profile ⓘ

⚠ COVID19



Admin

## Order Remarks

Activate No  Yes

This feature allows user to include remarks as part of their order

Compulsory No  Yes

Activated : User must input remarks to place an order

Toggle to **Activate/Deactivate** order remarks

When Activated, users are able to input remarks when placing orders

## Gift Delivery

Activate No  Yes

This feature allows user to customise delivery address when placing order

Toggle to **Activate/Deactivate Compulsory** order remarks when placing orders

## Request for Products

Activate No  Yes

The selected user will receive the request of products from the Procure page.

**Gift Delivery** allows users to customise delivery address when placing an order

## Contract Pricing Reminder

Activate No  Yes

This reminder will be emailed to selected Admin's email on the 1st of every month.

Use toggle to **Activate/Deactivate** gift delivery



# Settings - Company Profile : Features

Settings : Company Profile ⓘ

**Request for Products**

Activate  No  Yes

The selected user will receive the request of products from the Procure page.

Request Receiver Benjamin Liew Save

**Contract Pricing Reminder**

Activate  No  Yes

This reminder will be emailed to Adibah Moslim's email on the 1st of every month.

Email Receiver Adibah Moslim Save

**Procure**

| Roles           | Contract Pricing ⓘ                  | Preferred Suppliers ⓘ               | Other Suppliers ⓘ        |   |
|-----------------|-------------------------------------|-------------------------------------|--------------------------|---|
| User            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | User group will be able to see Contract Pricing                       |
| Buyer           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Buyer group will be able to see Contract Pricing, Preferred Suppliers |
| Manager         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |   |
| Finance Manager | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |   |

The **Request for Products** feature allows the selected user to receive request of products from Procure page

Use toggle to **Activate/Deactivate** request for products

Choose selected **Request Receiver** and click on **Save**

When **Activated**, the selected Admin will be notified if there are contract prices that are expiring

Key in selected Admin's **Email Address** and click on **Save**



# Settings - Company Profile : Features

Settings : Company Profile ⓘ

**COVID19** ⓘ 👍 👤 Admin

**Request for Products**

Activate No  Yes The selected user will receive the request of products from the Procure page.

---

**Contract Pricing Reminder**

Activate No  Yes This reminder will be emailed to Adibah Moslim's email on the 1st of every month.

Email Receiver

---

**Procure**

| Roles           | Contract Pricing ⓘ                  | Preferred Suppliers ⓘ               | Other Suppliers ⓘ                   |  |
|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| User            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | User group will be able to see Contract Pricing  |
| Buyer           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Buyer group will be able to see Contract Pricing, Preferred Suppliers                  |
| Manager         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| Finance Manager | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| Admin           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Admin group will be able to see Other Suppliers, Contract Pricing, Preferred Suppliers |

This feature controls which supplier prices can be seen by each user type at the **Procure** page

Toggle to enable what prices each user group can/cannot see

This shows what each user group can see at the Procure page



# ADAM - Company Profile : Blanket PO

## Side-menu:

Settings > Company Profile >  
Blanket PO

## Page purpose:

Set up PO settings according to  
your company policy

## Features:

1. Enable PO controls

Settings : Company Profile ⓘ

COVID19 ⓘ

Supplycart (Freshcart Grocer Sdn Bhd)

Details Addresses Features **Blanket PO** Approvals Requisition PO Punchout Xero

### Blanket PO

Activate PO : No  Yes PO field will be shown during checkout and in your order history.

Compulsory upon checkout : No  Yes User can place order only if PO reference number is entered

Does your company have a minimum value threshold where purchases do NOT require a PO?

No  Yes All value of purchases will require a PO

Please select at least one type of PO that is allowed to be used :

Blanket PO \*

One Off PO \*

Attachment Compulsory upon Checkout

\* Before placing an order, users must input either an exact blanket PO or any one-off PO reference

Cancel Save Changes





# Settings - Company Profile : Blanket PO

Settings : Company Profile ⓘ

COVID19 ⓘ

Admin

Details | Addresses | Features | **Blanket PO** | Approvals | Requisition PO | Punchout | Xero

### Blanket PO

Activate PO : No  Yes PO field will be shown during checkout and in your order history.

Compulsory upon checkout : No  Yes User can place order only if PO reference number is entered

Does your company have a minimum value threshold where purchases do NOT require a PO?

No  Yes Please input the maximum value of purchases where PO is not required

MYR

Please select at least one type of PO that is allowed to be used :

Blanket PO \*

One Off PO \*

Attachment Compulsory upon Checkout

\* Before placing an order, users must input either an exact blanket PO or any one-off PO reference

Cancel

Toggle switches to set up the PO usage according to your company's policy

Input the **maximum value** of purchases where PO is not required

Tick or un-tick to specify the types of POs that can be accepted on ADAM

Click to **Save Changes**



# ADAM - Company Profile : Approvals

## Side-menu:

Settings > Company Profile > Approvals

## Page purpose:

Set up your company's approval policy

## Features:

1. Multi-tiers approval setup
2. Multiple approval flows

Settings : Company Profile ⓘ

COVID19 ⓘ

Supplycart (Freshcart Grocer Sdn Bhd)

Details Addresses Features Blanket PO Approvals Requisition PO Punchout Xero

### Approvals

Activate  No  Yes

This feature will require every company order to be approved by a manager

Default Approver  Save

Default Settings : If a user is not assigned to any Approval Flow, the order will be approved by this approver (at any order amount) .

[Advanced Settings](#) [Approval Logs](#)

PO Attachment  No  Yes

This feature will attach the PO PDF in all approver's emails.





# Settings - Company Profile : Approvals

Settings : Company Profile ⓘ

COVID19 ⓘ

Supplycart (Freshcart Grocer Sdn Bhd)

Details | Addresses | Features | **Blanket PO** | **Approvals** | Requisition PO | Punchout | Xero

### Approvals

Activate  No  Yes

Default Approver: Jonathan Oh  Save

PO Attachment  No  Yes

Advanced Settings | Approval Logs

This feature will require every company order to be approved by a manager

Default Settings : If a user is not assigned to any Approval Flow, the order will be approved by this approver (at any order amount) .

This feature will attach the PO PDF in all approver's emails.

Use the toggle to **activate/deactivate** approvals for every company order

The **Default Approver** will approve orders for users that are not assigned to any **Approval Flow**

Select a **Default Approver** and click on **Save**

Toggle to **Activate PO Attachment** to attach the PO PDF in all approver's emails



# Company Profile - Approvals : Approval Flows

Settings : Company Profile > Approval Flows

COVID19 ? 👍 👤 Admin

● 9 Approval Flows    ● 4 Unassigned Users

Settings    Create New    Back

**Finance Flow**    Active    Log    Manage

3 requestors    Up to RM300 → Above RM300

**Ops Flow**    Active    Log    Manage

6 requestors    Up to RM300 → Above RM300

**Sales Flow**    Active    Log    Manage

10 requestors    Up to RM300 → Above RM300

Click to see all users that are not assigned to an approval flow

Click on **Back** to return to main features page

**Create a new** approval flow

This shows if the approval flow is currently **Active**

Click on **Manage** to set step details



# Company Profile - Approvals : Approval Flows

Settings : Company Profile > Approval Flows

COVID19

9 Approval Flows | 4 Unassigned Users

Settings Create New Back

## Finance Flow

Update Name Active Log Delete Deactivate Close

Need to **deactivate** this flow first before editing steps or approvers.

3 requestors

Up to RM300 → Above RM300

SC AO CL

Add

Total 3 Assigned Users

|                   |        |
|-------------------|--------|
| Sharmila Chandran | Remove |
| Angeline Ong      | Remove |
| choon lin chai    | Remove |

Ops Flow Active Log Manage

Click on **Requestors** to see the list and add on users

Add users by entering user's name and click **Add**

**Remove** existing users



# Company Profile - Approvals : Approval Flows

Settings : Company Profile > Approval Flows

COVID19

Approval Flows | Unassigned Users

## Finance Flow

Update Name | Active | Log | Delete | Deactivate | Close

Need to **deactivate** this flow first before editing steps or approvers.

3 requestors

Up to RM300 → Above RM300

SC | AO | CL

STEP DETAILS

Step Name \*

Up to RM300

Value Operator \*

up to

Value ( MYR ) \*

300.00

STEP APPROVERS

William Jim

**FLOW SETTINGS LOG**

No log data for this flow.

Close Log

Amend the approval flow name and click on **Update Name**

**Deactivate** the approval flow if not in use or to edit steps or approvers

**Delete** the chosen approval flow

**Flow settings log** shows log data for the specific flow



# Settings - Company Profile : Approval Flows

Settings : Company Profile > Approval Flows

COVID19 ⓘ 👍 👤 Admin

9 Approval Flows 4 Unassigned Users

Settings Create New Back

**Finance Flow** Update Name Inactive Log Delete Activate Close

3 requestors Up to RM300 → Above RM300

SC AO CL

**STEP DETAILS**

Step Name \*

Up to RM300

Value Operator \*

up to

Value ( MYR ) \*

300.00

Delete Update Details

**STEP APPROVERS**

William Jim X

New Approver

Add

Amend the approval flow name and click on **Update Name**

Select the step to update

**Step Approvers** are shown here. Click on '**X**' to remove a specific approver

Input a new approver and click on **Add**

Input/Edit the **Name** and **Values** and click on **Update Details**



# Settings - Company Profile : Approval Logs

Settings : Company Profile ⓘ

COVID19



Admin



Supplycart (Freshcart Grocer Sdn Bhd)

Details

Addresses

Features

Blanket PO

Approvals

Requisition PO

Punchout

Xero

## Approvals

Activate

No  Yes

This feature will require every company order to be approved by a manager

Default Approver

Jonathan Oh

Save

Default Settings : If a user is not assigned to any Approval Flow, the order will be approved by this approver (at any order amount) .

Advanced Settings

Approval Logs

PO Attachment

No  Yes

This feature will attach the PO PDF in all approver's emails.

Click on **Approval Log** to access the list of Approval Log for:

- **Orders**
- **Purchase Requisitions**

# Company Profile - Approvals : Approval Log

Settings : Company Profile > Approval Logs

COVID19



Admin

Download CSV file of the Approval Log

Orders

Purchase Requisitions

## List of Approval Log - Orders

Search Ref No

Search User

Search by Order Ref No

Search by Name or Email

1 - 30 of 203

First

1

2

3

Last

Per Page 30



Search for **Ref No** or **User** using the search bar

| No | Usage Time            | Action           | Description   | Triggered By  |
|----|-----------------------|------------------|---|---------------|
| 1  | 3 Aug 2020, 12:08 PM  | ORDER REJECT     | Approver shangrong@supplycart.my rejected order #3007120 which is already processing. No action required.               | Shangrong Soh |
| 2  | 3 Aug 2020, 12:07 PM  | ORDER TRANSITION | Order #3007120 obtained final approval and is now ready for further processing  | Jonathan Oh   |
| 3  | 3 Aug 2020, 12:07 PM  | ORDER APPROVE    | Approver jonathan@supplycart.my has approved order #3007120 in approval step "Up to RM300"                              | Jonathan Oh   |
| 4  | 3 Aug 2020, 12:04 PM  | ORDER TRANSITION | nizli@supplycart.my has placed order #3007120 and requires for approval. Will now proceed to approval step Up to RM300  | Nizli Othman  |
| 5  | 30 Jul 2020, 12:40 PM | ORDER TRANSITION | eugene@supplycart.my has placed order #3007111 and requires for approval. Will now proceed to approval step Up to RM300 | Eugene Choi   |
| 6  | 29 Jul 2020, 03:38 PM | ORDER APPROVE    | Approver azri@supplycart.my has approved order #3007094 in approval step "over"   | Azri Ismail   |
| 7  | 29 Jul 2020, 03:38 PM | ORDER TRANSITION | Order #3007094 obtained final approval and is now ready for further processing  | Azri Ismail   |
| 8  | 29 Jul 2020, 03:38 PM | ORDER TRANSITION | Order #3007094 will now proceed to approval step "over" for next approval   | Syamil Harith |

Details of each approval

# ADAM - Company Profile : Requisition PO

## Side-menu:

Settings > Company Profile > Requisition PO

## Page purpose:

Enable users to generate customised PO when a Purchase Requisition is generated and approved

## Features:

1. Activate Requisition PO
2. Customise your company's Requisition PO

Settings : Company Profile COVID19 Admin

Supplycart (Freshcart Grocer Sdn Bhd)

Details Addresses Features Blanket PO Approvals **Requisition** Punchout Xero

Requisition for Supplycart (Freshcart Grocer Sdn Bhd)

|                           |   |            |
|---------------------------|---|------------|
| Skip Approval             | No <input type="checkbox"/> Yes <input type="checkbox"/>  |            |
| No Vendor Required        | No <input type="checkbox"/> Yes <input type="checkbox"/>  |            |
| No Prices Required        | No <input type="checkbox"/> Yes <input type="checkbox"/>  |            |
| No Delivery Date Required | No <input type="checkbox"/> Yes <input type="checkbox"/>  |            |
| Activate Download PO      | No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>   | PO Preview |
| Company Logo              | <input type="text" value="sc_logo.png"/>  |            |
| Terms & Conditions        | <p><b>B I U H1 H2 H3</b></p> <p>1.0 ASSIGNMENT<br/>1.1 Vendor cannot assign, transfer or subcontract all or part of its rights and/or obligations deriving from this Purchase Order, without the prior written consent of Supplycart. 1.2 Vendor's permitted assignment or subcontracting of this Agreement or any part thereof will not release Vendor of its obligations under this Agreement, and it will remain jointly and severally liable with the assignee or subcontractor for any obligations assigned or subcontracted.<br/>2.0 PRICE / PAYMENT TERMS<br/>2.1 Price increase or charges not expressly set out in the Purchase Order shall not be effective unless agreed to in advance in writing to Supplycart. Vendor will issue all invoices on a timely basis.<br/>2.2 Supplycart shall have the right to withhold payment of any invoiced amounts that are disputed in good faith until Supplycart and Vendor reach an agreement with respect to such disputed amounts and such withholding of disputed amounts shall not be deemed a breach of this Agreement nor shall any interest be charged on such amounts.<br/>3.0 DELIVERY OF GOODS AND SERVICES<br/>3.1 Time of delivery is the essence of this Order. If delivery or completion dates cannot be met, Vendor shall inform Supplycart immediately.<br/>4.0 OTHER TERMS AND CONDITIONS</p> |            |

Requisition skips approval process. Working status to manage & new email confirmation template

Vendor details hidden from the Purchase Requisition form

Price, amount and tax hidden from the Purchase Requisition form.

Delivery date field hidden from the Purchase Requisition form.

Users can download a customised PO's after their request has been approved.

Upload your company logo to customise your PO template

This terms & condition will be on 1 page with your PO.



# Settings - Company Profile : Requisition PO

Settings : Company Profile ⓘ

COVID19 ? 👍 👤 Admin

Details Addresses Features Blanket PO Approvals **Requisition** Punchout Xero

### Requisition for Supplycart (Freshcart Grocer Sdn Bhd)

Skip Approval No  Yes  Requisition skips approval process. Working status to manage & new email confirmation template

No Vendor Required No  Yes  Vendor details hidden from the Purchase Requisition form

No Prices Required No  Yes  Price, amount and tax hidden from the Purchase Requisition form.

No Delivery Date Required No  Yes  Delivery date field hidden from the Purchase Requisition form.

Activate Download PO No  Yes  **PO Preview** Users can download a customised PO's after their request has been approved.

Company Logo  × Upload your company logo to customise your PO template

Terms & Conditions **B I U H1 H2 H3** ☰ ☰ This terms & condition will be on 1 page with your PO.

1.0 ASSIGNMENT  
1.1 Vendor cannot assign, transfer or subcontract all or part of its rights and/or obligations deriving from this Purchase Order, without the prior written consent of Supplycart. 1.2 Vendor's permitted assignment or subcontracting of this Agreement or any part thereof will not release Vendor of its obligations under this Agreement, and it will remain jointly and severally liable with the assignee or subcontractor for any obligations assigned or subcontracted.  
2.0 PRICE / PAYMENT TERMS  
2.1 Price increase or charges not expressly set out in the

Toggle to **Activate/Deactivate** features according to your company's preference

Toggle to **Activate/Deactivate** Requisition PO for users

When activated, users are able to download POs upon approval of request

Click to preview the PO

Insert attachment **(Company's logo)** to customise your PO template

Include your company's **Terms & Conditions** for your PO

# Settings - Company Profile : Requisition PO Features

Requisition : My Request

COVID19

List of Request

Search by Request No

1 - 2 of 2 First 1 Last Per Page 30

| # | Requested At          | Request No. | Vendor   | Deliver To         | Amount (MYR) | Approval | Approver                   | Action |
|---|-----------------------|-------------|----------|--------------------|--------------|----------|----------------------------|--------|
| 1 | 19 Aug 2020, 17:16 PM | PR-000010   | Vendor 1 | Supplycart (PG-02) | 10,000.00    | New      | -                          | View   |
| 2 | 07 Aug 2020, 11:33 AM | PR-000006   | Vendor 1 | Test Branch Penang | 10,000.00    | Pending  | Jonathan Oh, Shangrong Soh | View   |

1 - 2 of 2 First 1 Last Per Page 30

1

Image 1 shows the Request Form when all requisition features are **disabled**

Image 2 shows an example of the List of Request when the 'Skip Approval' feature is **enabled**

\*Approval & Approver is not shown

Requisition : My Request

COVID19

List of Request

Search by Request No

1 - 2 of 2 First 1 Last Per Page 30

| # | Requested At          | Request No. | Vendor   | Deliver To         | Amount (MYR) | Status  | Action |
|---|-----------------------|-------------|----------|--------------------|--------------|---------|--------|
| 1 | 19 Aug 2020, 17:16 PM | PR-000010   | Vendor 1 | Supplycart (PG-02) | 10,000.00    | New     | View   |
| 2 | 07 Aug 2020, 11:33 AM | PR-000006   | Vendor 1 | Test Branch Penang | 10,000.00    | Pending | View   |

1 - 2 of 2 First 1 Last Per Page 30

2

The 'Skip Approval' feature can be enabled when your company does not require approval for Purchase Requisitions (PR)

Users can immediately submit a PR without needing an approval

# Settings - Company Profile : Requisition PO Features

Requisition : Request Form

COVID19 ⓘ 👍 👤 Admin

1 Vendor Information

2 Requestor Information

3 Items/Services Information

4 Summary

Vendor Information

\* Required field

Search Vendor Code/Name \*

Vendor Name Vendor Code

Vendor HQ Address

Attention of Vendor PIC \* Vendor PIC Email Address \*

1 Requestor Information

2 Items/Services Information

3 Summary

Requestor Information

\* Required field

Requestor Name Requestor Contact Number Requestor Email

Admin Abel 0193100599 ringin@supplycart.my

Delivery Address \* Invoice Address \*

Supplycart (PG-02) Freshcart Grocer Sdn Bhd

Supplycart (PG-02)  
0126650265  
P-G-02, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang Mas  
Petaling Jaya, 47301  
Selangor, Malaysia  
Lift Access: true  
Requires Permit: false

Freshcart Grocer Sdn Bhd  
William Jim - 0378870011  
P-G-02, Mutiara Oriental Condominium  
Jalan BM 1/8, Taman Bukit Mayang Emas  
Petaling Jaya, 47301  
Selangor, Malaysia

Back Next

Image 1 shows the Request Form when all requisition features are **disabled**

Image 2 shows an example of the Request Form when the 'No Vendor Required' feature is **enabled**

\*Vendor Information tab is not shown

1

2

The 'No Vendor Required' feature can be enabled when your company does not require vendor details for a PR

Users can skip the Vendor Information and proceed to the next step

# Settings - Company Profile : Requisition PO Features

Requisition : Request Form

COVID19

Vendor Information

Requestor Information

Items/Services Information

Summary

| # | Product / Service Name | UOM  | Quantity | Unit Price (MYR) | Amount (MYR) | Tax Rate % (SST) |
|---|------------------------|------|----------|------------------|--------------|------------------|
| 1 | Macbook                | Unit | 2        | 5,00             | 10,000.00    |                  |

Add Row

Total (Incl. Tax) 10,000.00  
Tax Amount

Delivery Date \* 23 Aug 2020

Attachments Click to Attach Document

Request Remarks I need the latest model of the Macbook Pro  
213 characters left

1

Image 1 shows the Request Form when 'No Prices Required' is **disabled**

Image 2 shows an example of the Request Form when the 'No Prices Required' feature is **enabled**

\*Unit Price, Amount & Tax Rate is not shown

Requisition : Request Form

COVID19

Vendor Information

Requestor Information

Items/Services Information

Summary

| # | Product / Service Name | UOM  | Quantity |
|---|------------------------|------|----------|
| 1 | Macbook                | Unit | 2        |

Add Row

Delivery Date \* 23 Oct 2020

Attachments Click to Attach Document

Request Remarks I need the latest model of the Macbook Pro  
213 characters left

Back Next

2

The 'No Prices Required' feature can be enabled when your company does not require price details for the PR

When enabled, users do not need to input price information for the PR

# Settings - Company Profile : Requisition PO Features

Requisition : Request Form

COVID19 ⓘ 📌 👤 Admin

- 1 Vendor Information
- 2 Requestor Information
- 3 Items/Services Information
- 4 Summary

Items/Services Information

| # | Product / Service Name | UOM  | Quantity | Unit Price (MYR) | Amount (MYR) | Tax Rate % (SST) |
|---|------------------------|------|----------|------------------|--------------|------------------|
| 1 | Macbook                | Unit | 2        | 5,00             | 10,000.00    |                  |

Add Row

Total (Incl. Tax) 10,000.00  
Tax Amount

Delivery Date \*  
23 Aug 2020

Attachments  
Click to Attach Document 📎

Request Remarks  
I need the latest model of the Macbook Pro  
213 characters left

1

Image 1 shows the Request Form when 'No Delivery Date' is **disabled**

Image 2 shows an example of the Request Form when the 'No Delivery Date' feature is **enabled**

\*Option to input Delivery Date is not shown

The 'No Delivery Date Required' feature can be enabled when the Delivery Date is not known

When enabled, users do not need to input the Delivery Date

Requisition : Request Form

COVID19 ⓘ 📌 👤 Admin

- 1 Vendor Information
- 2 Requestor Information
- 3 Items/Services Information
- 4 Summary

Items/Services Information

| # | Product / Service Name | UOM  | Quantity | Unit Price (MYR) | Amount (MYR) | Tax Rate % (SST) |
|---|------------------------|------|----------|------------------|--------------|------------------|
| 1 | Macbook                | Unit | 2        | 5,00             | 10,000.00    | 0% Zero          |

Add Row

Total (Incl. Tax) 10,000.00  
Tax Amount 0.00

Attachments  
Click to Attach Document 📎

Request Remarks  
I need the latest model of the Macbook Pro  
213 characters left

Back Next

2



# User Management



# ADAM - Settings : Users

## Side-menu:

Settings > Users

## Page purpose:

Update or maintain any relevant user information

## Features:

1. Invite users
2. Assign user roles
3. Activate/deactivate users
4. Assign user catalogues
5. Assign user departments

Settings : Users

COVID19

Admin

41 Total Users

19 Role: Admin

3 Role: Manager

0 Role: Finance Manager

0 Role: Buyer

20 Role: Users

List of Users

Search user based on name or email

1 - 41 of 41 First 1 Last Per Page 50

| # | Full Name           | User Email                       | Role            | Department  | Billing Address          | Delivery Address            | Catalogues                    | Approval Flow   | Activate User                       |      |
|---|---------------------|----------------------------------|-----------------|-------------|--------------------------|-----------------------------|-------------------------------|-----------------|-------------------------------------|------|
| 1 | Julian Soon         | julian@supplycart.my Verified    | Admin           | Tech        | Freshcart Grocer Sdn Bhd | Supplycart (PG-02) & 1 more | Pantry Catalogue              | Management Flow | <input checked="" type="checkbox"/> | View |
| 2 | William Jim         | finance@supplycart.my Verified   | Finance Manager | Sales       | Freshcart Grocer Sdn Bhd | Supplycart (PG-02)          | Pantry Catalogue & 3 more     | Manager Flow    | <input checked="" type="checkbox"/> | View |
| 3 | Jonathan Oh         | jonathan@supplycart.my Verified  | Admin           | Sales       | Freshcart Grocer Sdn Bhd | Supplycart (PG-06B)         | Supplycart Catalogue          | Management Flow | <input checked="" type="checkbox"/> | View |
|   | Company Profile Soh | shangrong@supplycart.my Verified | Admin           | Procurement | Freshcart Grocer Sdn Bhd | Supplycart (PG-02)          | Stationery Catalogue & 4 more | Management Flow | <input checked="" type="checkbox"/> | View |
|   | Users handran       | accounts@supplycart.my Verified  | User            | Finance     | Freshcart Grocer Sdn Bhd | Supplycart (PG-02)          | Pantry Catalogue & 3 more     | Finance Flow    | <input type="checkbox"/>            | View |
|   | My Profile Tan      | hello@supplycart.my Verified     | Admin           | Sales       | Freshcart Grocer Sdn Bhd | Supplycart (PG-06B)         | Supplycart Catalogue          | Sales Flow      | <input checked="" type="checkbox"/> | View |
| 7 | Mariah Jamil        | mariah@supplycart.my Verified    | User            | Marketing   | Freshcart Grocer Sdn Bhd | Supplycart (PG-02)          | Pantry Catalogue & 3 more     | Marketing Flow  | <input checked="" type="checkbox"/> | View |
| 8 | Putra Azian         | putra@supplycart.my Verified     | User            | Ops         | Freshcart Grocer Sdn Bhd | Supplycart (PG-02)          | Pantry Catalogue & 4 more     | Ops Flow        | <input checked="" type="checkbox"/> | View |

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# Settings - Users : Invite Users

Settings : Users ⓘ

COVID19



Admin

41

Total Users

19

Role: Admin

3

Role: Manager

0

Role: Finance Manager

0

Role: Buyer

20

Role: Users



Click on this icon to **Invite User**

## List of Users

Search user based on name or email

1 - 41 of 41

First

1

Last

Per Page 50

| # | Full Name                | User Email                              | Role            | Department  | Billing Address          | Delivery Address            | Catalogues                    | Approval Flow   | Activate User                       |                      |
|---|--------------------------|---|-----------------|-------------|--------------------------|-----------------------------|-------------------------------|-----------------|-------------------------------------|----------------------|
| 1 | <b>Julian Soon</b>       | julian@supplycart.my <i>Verified</i>    | Admin           | Tech        | Freshcart Grocer Sdn Bhd | Supplycart (PG-02) & 1 more | Pantry Catalogue              | Management Flow | <input checked="" type="checkbox"/> | <a href="#">View</a> |
| 2 | <b>William Jim</b>       | finance@supplycart.my <i>Verified</i>   | Finance Manager | Sales       | Freshcart Grocer Sdn Bhd | Supplycart (PG-02)          | Pantry Catalogue & 3 more     | Manager Flow    | <input checked="" type="checkbox"/> | <a href="#">View</a> |
| 3 | <b>Jonathan Oh</b>       | jonathan@supplycart.my <i>Verified</i>  | Admin           | Sales       | Freshcart Grocer Sdn Bhd | Supplycart (PG-06B)         | Supplycart Catalogue          | Management Flow | <input checked="" type="checkbox"/> | <a href="#">View</a> |
| 4 | <b>Shangrong Soh</b>     | shangrong@supplycart.my <i>Verified</i> | Admin           | Procurement | Freshcart Grocer Sdn Bhd | Supplycart (PG-02)          | Stationery Catalogue & 4 more | Management Flow | <input checked="" type="checkbox"/> | <a href="#">View</a> |
| 5 | <b>Sharmila Chandran</b> | accounts@supplycart.my <i>Verified</i>  | User            | Finance     | Freshcart Grocer Sdn Bhd | Supplycart (PG-02)          | Pantry Catalogue & 3 more     | Finance Flow    | <input type="checkbox"/>            | <a href="#">View</a> |



# Settings - Users : Invite Users

**Settings : Users**

41 Total Users    19 Role: Admin    3 Role: Manager    0 Role: Fin...

**List of Users**

Search user based on name or email

| # | Full Name         | User Email                              | Role            | Department  |
|---|-------------------|---|-----------------|-------------|
| 1 | Julian Soon       | julian@supplycart.my <i>Verified</i>    | Admin           | Tech        |
| 2 | William Jim       | finance@supplycart.my <i>Verified</i>   | Finance Manager | Sales       |
| 3 | Jonathan Oh       | jonathan@supplycart.my <i>Verified</i>  | Admin           | Sales       |
| 4 | Shangrong Soh     | shangrong@supplycart.my <i>Verified</i> | Admin           | Procurement |
| 5 | Sharmila Chandran | accounts@supplycart.my <i>Verified</i>  | User            | Finance     |

**Invite User**

Email:

Role:

Department:

**Invite User**

**Invited User List**

| # | Email                | Role    | Invited At  | Expired | Action |
|---|----------------------|---------|-------------|---------|--------|
| 1 | testInvite@email.com | Manager | 27 Jun 2020 | Yes     |        |
| 2 | testNew@email.com    | User    | 15 Jul 2020 | Yes     |        |

Click here to go back to user list

Input user's **email**

Assign user to a **Role** and **Department**

Click to **Invite User**

List of **invited users**

Manage **invitations**

**Status** of invitation

# Settings - Users : Manage Users

Settings : Users ⓘ

COVID19



Admin

41

Total Users

19

Role: Admin

3

Role: Manager

0

Role: Finance Manager

0

Role: Buyer

20

Role: Users



## List of Users

Search user based on name or email

1 - 41 of 41

First

1

Last

Per Page 50

| # | Full Name         | User Email                              | Role            | Department  | Billing Address          | Delivery Address            | Catalogues                    | Approval Flow   | Activate User                       |                      |
|---|-------------------|---|-----------------|-------------|--------------------------|-----------------------------|-------------------------------|-----------------|-------------------------------------|----------------------|
| 1 | Julian Soon       | julian@supplycart.my <i>Verified</i>    | Admin           | Tech        | Freshcart Grocer Sdn Bhd | Supplycart (PG-02) & 1 more | Pantry Catalogue              | Management Flow | <input checked="" type="checkbox"/> | <a href="#">View</a> |
| 2 | William Jim       | finance@supplycart.my <i>Verified</i>   | Finance Manager | Sales       | Freshcart Grocer Sdn Bhd | Supplycart (PG-02)          | Pantry Catalogue & 3 more     | Manager Flow    | <input checked="" type="checkbox"/> | <a href="#">View</a> |
| 3 | Jonathan Oh       | jonathan@supplycart.my <i>Verified</i>  | Admin           | Sales       | Freshcart Grocer Sdn Bhd | Supplycart (PG-06B)         | Supplycart Catalogue          | Management Flow | <input checked="" type="checkbox"/> | <a href="#">View</a> |
| 4 | Shangrong Soh     | shangrong@supplycart.my <i>Verified</i> | Admin           | Procurement | Freshcart Grocer Sdn Bhd | Supplycart (PG-02)          | Stationery Catalogue & 4 more | Management Flow | <input checked="" type="checkbox"/> | <a href="#">View</a> |
| 5 | Sharmila Chandran | accounts@supplycart.my <i>Verified</i>  | User            | Finance     | Freshcart Grocer Sdn Bhd | Supplycart (PG-02)          | Pantry Catalogue & 3 more     | Finance Flow    | <input type="checkbox"/>            | <a href="#">View</a> |

Current number of **Total Users** and users under **Specific Roles**

Search for a User using **Name** or **Email**

**Addresses, Catalogues & Approval Flow** user is assigned to

Toggle to **Activate** or **Deactivate** user

Click to **View** and manage user

# Settings - Users : Manage Users

Settings : Users > Details

**Admin Abel** Supplycart (Freshcart Grocer Sdn Bhd)  
Created At : 16 Mar 2020  
Last Updated At : 29 Jul 2020

**Details**

First Name: Admin  
Last Name: Abel  
Email: ringin@supplycart.my  
Phone Number: 0193100599  
Department: Sales  
Job Function: Sales  
Role: Admin

**Catalogues**  
Supplycart Catalogue **Active**

**Address Options**

DELIVERY ADDRESS: Test Branch Penang  
BILLING ADDRESS: Billing Penang

**User's Approval Flow** : Sales Flow **Active**  
Up to RM300 → Above RM300

Approver for Flow

Update user's **Job Function & Department**

Amend user **Roles**

Click on **Update** to save changes

Click to **Delete User**

Assign **Delivery & Billing Address** to user and manage existing addresses assigned to user

**Approval flow** user is assigned to when placing orders

If a user is an **approver** for a flow, it will be shown here



# Settings - Users : Manage Users

Settings : Users > Details COVID19 Admin

**Admin Abel** Supplycart (Freshcart Grocer Sdn Bhd)  
Created At : 16 Mar 2020  
Last Updated At : 29 Jul 2020 [Back to Users](#)

**Details**

First Name: Admin Last Name: Abel  
Email: ringin@supplycart.my  
Phone Number: 0193100599 Job Function: Sales  
Department: Sales Role: + Admin  
[Delete User](#) [Update](#)

**Catalogues**

Supplycart Catalogue Active [Add](#)

**Address Options**

DELIVERY ADDRESS [Assign](#) BILLING ADDRESS [Assign](#)

Test Branch Penang Billing Penang

User's Approval Flow : Sales Flow Active

Up to RM300 → Above RM300

Approver for Flow

Assign relevant **Catalogues** to designated user

**Remove** access to catalogues from the user



# Catalogue Setup



# ADAM - Catalogue : Company Catalogue

## Side-menu:

Catalogue > Company Catalogue

## Page purpose:

Manage products & user access in the catalogue

## Features:

1. Update catalogue settings
2. View/remove current catalogue products
3. Add products into current catalogue

Catalogue : Company Catalogue ⓘ

COVID19 ⓘ

Admin

12 Company Catalogue

26873 Total Products Available

### List of Company Catalogues

| Company Catalogue                               | Products In Catalogue | Users Attached | Status   | Action |
|---|-----------------------|----------------|----------|--------|
| <input type="text" value="New Catalogue Name"/> |                       |                |          |        |
| <b>Supplycart Catalogue</b>                     | <b>26,597</b>         | <b>17</b>      | Active   | View   |
| DUMC - CES                                      | 0                     | 0              | Inactive | View   |
| DUMC - IPOH                                     | 0                     | 0              | Inactive | View   |
| DUMC - Office                                   | 0                     | 0              | Inactive | View   |
| FashionValet                                    | 1                     | 0              | Inactive | View   |
| Furniture                                       | 3                     | 26             | Active   | View   |
| KL Branch                                       | 23                    | 3              | Inactive | View   |

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# ADAM - Company Catalogue : Creating a new catalogue

Catalogue : Company Catalogue ⓘ

COVID19 ⓘ

11 Company Catalogue

26831 Total Products Available

### List of Company Catalogues

| Catalogue Name  | Products In Catalogue | Users Attached | Activation Status |
|---|-----------------------|----------------|-------------------|
| <input type="text" value="New Catalogue Name"/><br><a href="#">Create Catalogue</a> |                       |                |                   |
| <b>Supplycart Catalogue</b>   | 26,578                | 16             | Active            |
| DUMC - CES  | 0                     | 0              | Inactive          |
| DUMC - IPOH   | 0                     | 0              | Inactive          |
| DUMC - Office   | 0                     | 0              | Inactive          |
| FashionValet  | 1                     | 0              | Inactive          |
| Furniture   | 3                     | 26             | Active            |
| munira  | 0                     | 0              | Inactive          |

View the total number of **products** and **catalogues** available to your company user

Input a **name** for the new catalogue

Click **Create Catalogue** button to create new catalogue

**Activation status** of the Catalogue

Total number of **products** and **users** assigned to this catalogue

# Catalogue - Catalogue Setup : Catalogue Details

Catalogue : Company Catalogue > Details

22 Products in Catalogue | 0 Assigned Users

KL Branch Inactive

A description for KL Branch catalogue

\* Required field

Name: KL Branch | Description: A description for KL Branch catalogue | Activation Status: No  Yes

Cancel Save

Products | Users

Search Product | Category (All)

1 - 22 of 22 | First 1 Last | Per Page 30

| Products In Catalogue  | UOM  |
|--|--|
| <input type="checkbox"/>  IK Yellow Copier Paper, A4, 80 gsm, 450 Sheets<br>IK Yellow     | Ream <input type="button" value="Remove"/> |
| <input type="checkbox"/>  PaperOne Green Copier Paper, A4, 80 gsm, 500 Sheets<br>PaperOne | Ream <input type="button" value="Remove"/> |
| <input type="checkbox"/>  Paper Index Divider, 10 Colours, 5 Packs<br>OEM                 | Pack <input type="button" value="Remove"/> |

Edit the **name** and **description** on each catalogue

**Activate/Deactivate** the catalogue

Choose between:  
**View List** - view accessible products in this catalogue

**Add Product** - view full range of products in Supplycart's database

**Remove** selected product from catalogue

Click to view more product **details**

Select **checkbox** to execute bulk action on selected products



# Catalogue - Catalogue Setup : Manage Products

Catalogue : Company Catalogue > Details COVID19 ⓘ 🗑️ 👤 Admin ⚙️

## KL Branch Inactive

A description for KL Branch catalogue

\* Required field

Name:  Description:  Activation Status:  No  Yes

[Delete Catalogue](#) [Cancel](#) [Save](#)

---

**Products** **Users**

[View List](#) [Add Product](#)

1 - 30 of 26,571 First 1 2 3 Last Per Page 30

| Products In Catalogue    |  | Price/UOM  |
|--------------------------|--|--|
| <input type="checkbox"/> |  UHU Glue Stic - 21g UHU                        | Unit <span style="float: right;"><a href="#">Add</a></span>    |
| <input type="checkbox"/> |  Canon LS-120HI III Calculator - 12 digit Canon | Unit <span style="float: right;"><a href="#">Add</a></span>    |
| <input type="checkbox"/> |  Red Globe Grape, with Seed, ~ 1 kg Freshcart   | 1 kg <span style="float: right;"><a href="#">Remove</a></span> |
| <input type="checkbox"/> |  Dragon Fruit, Red, ~ 1 kg Freshcart            | 1 kg <span style="float: right;"><a href="#">Add</a></span>    |
| <input type="checkbox"/> |  Strawberry, ~ 250 g Freshcart                  | Pack <span style="float: right;"><a href="#">Add</a></span>    |

**Search** or **Filter** the types of products you want to add to the catalogue

**Add** or **Remove** products into the current catalogue

**Note:** This product is already in the catalogue

# ADAM - Catalogue Setup : Overview of Users

## Side-menu:

Catalogue > Company Catalogue  
> Users tab

## Page purpose:

Add or remove users from a catalogue

## Features:

1. View/remove assigned users
2. Assign users to the catalogue

Catalogue : Company Catalogue > Details COVID19 ? 👍 👤 Admin

23 Products in Catalogue 3 Assigned Users [Company Catalogue](#)

### KL Branch Inactive

A description for KL Branch catalogue ⚙️

Products Users

Assigned Users All Users

31 - 41 of 41 First 1 2 Last Per Page 30

| Name                        | Email                   | Department |                         |
|-----------------------------|-------------------------|------------|-------------------------|
| Nizli Othman                | nizli@supplycart.my     | Sales      | <button>Add</button>    |
| Amir Safwan Edit Jamil Edit | amir@supplycart.my      | Tech       | <button>Add</button>    |
| annie kong                  | annie@supplycart.my     | Ops        | <button>Add</button>    |
| Carmen Tan                  | carmen@supplycart.my    | Sales      | <button>Add</button>    |
| Fatimatul Zaharah Ghazali   | fatimatul@supplycart.my | Tech       | <button>Add</button>    |
| Eugene Choi                 | eugene@supplycart.my    | Sales      | <button>Add</button>    |
| Admin Abel                  | ringin@supplycart.my    | Sales      | <button>Remove</button> |
| Munira Mohd                 | munira@supplycart.my    | Marketing  | <button>Remove</button> |





# Catalogue - Company Catalogue : Manage Users

Catalogue : Company Catalogue > Details

COVID19 ? 🏠 👤 Admin

23 Products in Catalogue 3 Assigned Users

[Company Catalogue](#)

## KL Branch

Inactive

A description for KL Branch catalogue

Products

Users

Assigned Users All Users

Search user based on name or email

1 - 3 of 3 First 1 Last Per Page 30

| Name         | Email                | Department |        |
|--------------|----------------------|------------|--------|
| Ariev Scalia | coder@supplycart.my  | Tech       | Remove |
| Admin Abel   | ringin@supplycart.my | Sales      | Remove |
| Munira Mohd  | munira@supplycart.my | Marketing  | Remove |

1 - 3 of 3 First 1 Last Per Page 30

Search for an individual user

Displays **current users** that are assigned to this catalogue

Remove users by clicking on the **Remove** button



# Catalogue - Company Catalogue : Manage Users

Catalogue : Company Catalogue > Details

COVID19

23 Products in Catalogue | 3 Assigned Users

< Company Catalogue

## KL Branch

Inactive

A description for KL Branch catalogue

Products | Users

Search user based on name or email

Assigned Users | All Users

31 - 41 of 41 | First | 1 | 2 | Last | Per Page 30

| Name                        | Email                   | Department |        |
|-----------------------------|-------------------------|------------|--------|
| Nizli Othman                | nizli@supplycart.my     | Sales      | Add    |
| Amir Safwan Edit Jamil Edit | amir@supplycart.my      | Tech       | Add    |
| annie kong                  | annie@supplycart.my     | Ops        | Add    |
| Carmen Tan                  | carmen@supplycart.my    | Sales      | Add    |
| Fatimatul Zaharah Ghazali   | fatimatul@supplycart.my | Tech       | Add    |
| Eugene Choi                 | eugene@supplycart.my    | Sales      | Add    |
| Admin Abel                  | ringin@supplycart.my    | Sales      | Remove |
| Munira Mohd                 | munira@supplycart.my    | Marketing  | Remove |

All Users displays all users available to be assigned to a catalogue

Add or Remove users



# Contract Pricing



# ADAM - Catalogue : Contract Pricing

## Side-menu:

Catalogue > Contract Pricing

## Page purpose:

View products with agreed contract pricing setup, current validity period and status

## Features:

1. List of products with agreed contract pricing

Catalogue : Contract Pricing

0 Pending   11 Live   204 Expired

### List of Contract Pricing

Branch Name   Product Name   Supplier   Status

Search By Branch   Search By Produ   All Supplier   All Statuses

1 - 100 of 215   First   1   2   3   Last   Per Page 100

| No | Preferred Supplier | Supplycart Product Name                             | UOM     | Location(s)                 | Tax | Contract Price incl. Tax ( MYR ) | Valid From  | Valid Until | Status  |
|----|--------------------|---|---------|-----------------------------|-----|----------------------------------|-------------|-------------|---------|
| 1  | Pacific Wise       | Pilot Marker V Board Master (Bullet Medium) - Blue  | 1 Piece | Supplycart (PG-02) & 1 more | -   | 2.51                             | 10 Feb 2020 | 30 Jun 2020 | Expired |
|    | Company Catalogue  | Marker V Board Master (Bullet Medium) -             | 1 Piece | Supplycart (PG-02) & 1 more | -   | 2.51                             | 10 Feb 2020 | 30 Jun 2020 | Expired |
|    | Contract Pricing   | Marker V Board Master (Bullet Medium) - Orange      | 1 Piece | Supplycart (PG-02) & 1 more | -   | 2.51                             | 10 Feb 2020 | 30 Jun 2020 | Expired |
| 4  | Pacific Wise       | Pilot Marker V Board Master (Bullet Medium) - Green | 1 Piece | Supplycart (PG-02) & 1 more | -   | 2.51                             | 10 Feb 2020 | 30 Jun 2020 | Expired |
| 5  | Pacific Wise       | Pilot Marker V Board Master, Bullet Medium, Violet  | 1 Piece | Supplycart (PG-02) & 1 more | -   | 2.51                             | 10 Feb 2020 | 30 Jun 2020 | Expired |
| 6  | Pacific Wise       | Pilot Marker V Board Master Refill - Red            | 1 Piece | Supplycart (PG-02) & 1 more | -   | 2.00                             | 10 Feb 2020 | 30 Jun 2020 | Expired |

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# Catalogue - Contract Pricing : List of agreed product prices

Catalogue : Contract Pricing ⓘ

COVID19 ⓘ

Admin

0 Pending    8 Live    204 Expired

### List of Contract Pricing

Branch Name:     Product Name:     Supplier:     Status:     1 - 8 of 8    First 1 Last    Per Page 100

| No | Preferred Supplier | Supplicart Product Name                              | UOM    | Location(s)                 | Tax                | Contract Price incl. Tax ( MYR ) | Valid From  | Valid Until | Status |
|----|--------------------|--|--------|-----------------------------|--------------------|----------------------------------|-------------|-------------|--------|
| 1  | Junandus           | Junandus Opera Cake, 1.0 kg                          | Unit   | Supplicart (PG-02) & 1 more | -                  | 87.00                            | 18 Jun 2020 | 31 Dec 2020 | Live   |
| 2  | Junandus           | Junandus Gianduja, 1.0 kg                            | Unit   | Supplicart (PG-02) & 1 more | -                  | 87.00                            | 18 Jun 2020 | 31 Dec 2020 | Live   |
| 3  | Junandus           | Junandus Raspberry Cake, 1.0 kg                      | Unit   | Supplicart (PG-02) & 1 more | -                  | 87.00                            | 18 Jun 2020 | 31 Dec 2020 | Live   |
| 4  | Junandus           | Junandus Oreo Cheesecake, 1.0 kg                     | Unit   | Supplicart (PG-02) & 1 more | -                  | 96.00                            | 18 Jun 2020 | 31 Dec 2020 | Live   |
| 5  | Junandus           | Junandus Blueberry & Peanut Mille Crepe, 1.0 kg      | Unit   | Supplicart (PG-02) & 1 more | -                  | 96.00                            | 18 Jun 2020 | 31 Dec 2020 | Live   |
| 6  | Junandus           | Junandus Chocolate Banana Mille Crepe, 1.0 kg        | Unit   | Supplicart (PG-02) & 1 more | -                  | 96.00                            | 18 Jun 2020 | 31 Dec 2020 | Live   |
| 7  | Supplier 221       | Milo Kosong, 18 x 30g                                | Pack   | Supplicart (PG-02)          | 10% Sales Standard | 12.00                            | 29 Jul 2020 | 31 Oct 2020 | Live   |
| 8  | Supplier 221       | Milo Stick Frozen Confection Multipack 6 x 60 ml, 12 | Carton | Supplicart (PG-02) & 2      | 6% Services        | 130.00                           | 1 Aug 2020  | 31 Aug 2020 | Live   |

Total number of products with **Live** and **Expired** agreed contract pricing

Total number of products with agreed contract pricing that are **not active yet/pending** (i.e. valid in the future)

Current agreement **status** of the item

**Validity period** of the Agreed Price



# Finance - PO Policy



# ADAM - Finance : PO Overview Settings

## Side-menu:

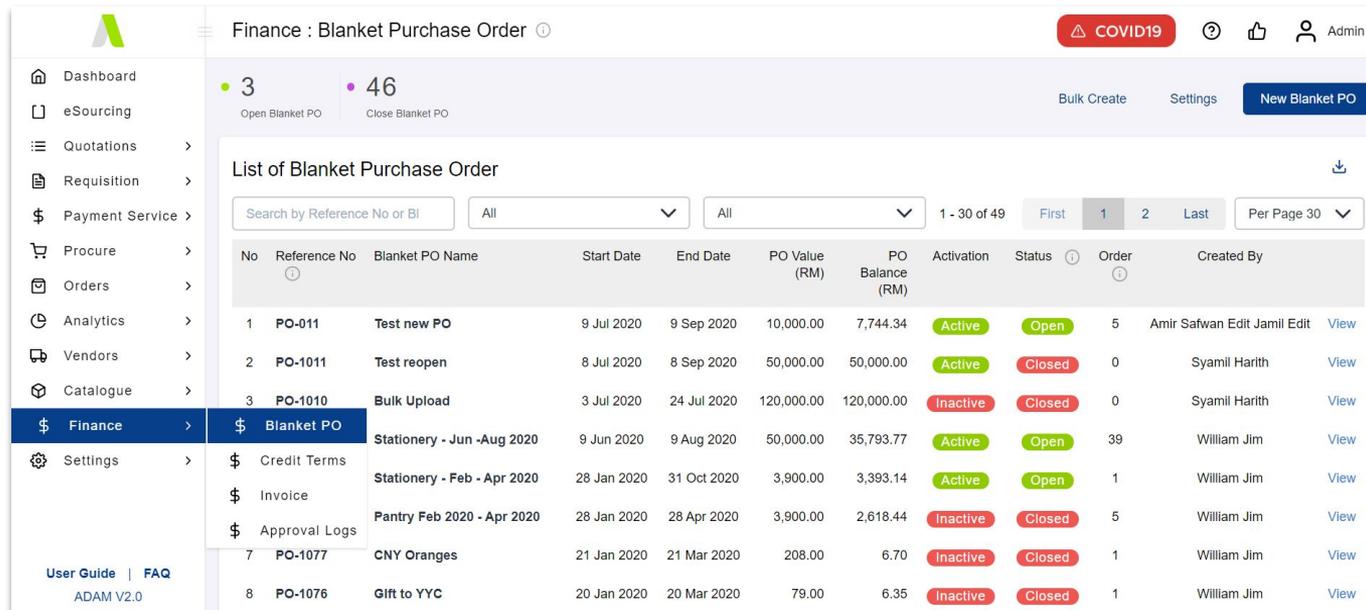
Finance > Blanket PO

## Page purpose:

Setting up the company's PO policy setting and monitor Blanket POs

## Features:

1. Setup your company's PO policy setting
2. Add new Blanket POs
3. Monitor Blanket POs



Finance : Blanket Purchase Order

3 Open Blanket PO 46 Close Blanket PO

Bulk Create Settings New Blanket PO

### List of Blanket Purchase Order

Search by Reference No or Bl All All 1 - 30 of 49 First 1 2 Last Per Page 30

| No | Reference No | Blanket PO Name             | Start Date  | End Date    | PO Value (RM) | PO Balance (RM) | Activation | Status | Order | Created By                  |      |
|----|--------------|-----------------------------|-------------|-------------|---------------|-----------------|------------|--------|-------|-----------------------------|------|
| 1  | PO-011       | Test new PO                 | 9 Jul 2020  | 9 Sep 2020  | 10,000.00     | 7,744.34        | Active     | Open   | 5     | Amir Safwan Edit Jamil Edit | View |
| 2  | PO-1011      | Test reopen                 | 8 Jul 2020  | 8 Sep 2020  | 50,000.00     | 50,000.00       | Active     | Closed | 0     | Syamil Harith               | View |
| 3  | PO-1010      | Bulk Upload                 | 3 Jul 2020  | 24 Jul 2020 | 120,000.00    | 120,000.00      | Inactive   | Closed | 0     | Syamil Harith               | View |
|    |              | Stationery - Jun -Aug 2020  | 9 Jun 2020  | 9 Aug 2020  | 50,000.00     | 35,793.77       | Active     | Open   | 39    | William Jim                 | View |
|    |              | Stationery - Feb - Apr 2020 | 28 Jan 2020 | 31 Oct 2020 | 3,900.00      | 3,393.14        | Active     | Open   | 1     | William Jim                 | View |
|    |              | Pantry Feb 2020 - Apr 2020  | 28 Jan 2020 | 28 Apr 2020 | 3,900.00      | 2,618.44        | Inactive   | Closed | 5     | William Jim                 | View |
| 7  | PO-1077      | CNY Oranges                 | 21 Jan 2020 | 21 Mar 2020 | 208.00        | 6.70            | Inactive   | Closed | 1     | William Jim                 | View |
| 8  | PO-1076      | Gift to YYC                 | 20 Jan 2020 | 20 Mar 2020 | 79.00         | 6.35            | Inactive   | Closed | 1     | William Jim                 | View |

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# Finance - PO Settings : Company PO Policy Setup

Finance : Blanket Purchase Order ⓘ

COVID19 ⓘ

3 Open Blanket PO | 46 Close Blanket PO

Bulk Create Settings **New Blanket PO**

### List of Blanket Purchase Order

Search by Reference No or Blanket Pt | All | All | 1 - 30 of 49 | First | 1 | 2 | Last | Per Page 30

| No | Reference No | Blanket PO Name             | Start Date  | End Date    | PO Value (RM) | PO Balance (RM) | Activation | Status | Order | Created By                  |                      |
|----|--------------|-----------------------------|-------------|-------------|---------------|-----------------|------------|--------|-------|-----------------------------|----------------------|
| 1  | PO-011       | Test new PO                 | 9 Jul 2020  | 9 Sep 2020  | 10,000.00     | 8,038.82        | Active     | Open   | 4     | Amir Safwan Edit Jamil Edit | <a href="#">View</a> |
| 2  | PO-1011      | Test reopen                 | 8 Jul 2020  | 8 Sep 2020  | 50,000.00     | 50,000.00       | Active     | Closed | 0     | Syamil Harith               | <a href="#">View</a> |
| 3  | PO-1010      | Bulk Upload                 | 3 Jul 2020  | 24 Jul 2020 | 120,000.00    | 120,000.00      | Inactive   | Closed | 0     | Syamil Harith               | <a href="#">View</a> |
| 4  | PO-1152      | Stationery - Jun -Aug 2020  | 9 Jun 2020  | 9 Aug 2020  | 50,000.00     | 35,793.77       | Active     | Open   | 39    | William Jim                 | <a href="#">View</a> |
| 5  | PO-1079      | Stationery - Feb - Apr 2020 | 28 Jan 2020 | 31 Oct 2020 | 3,900.00      | 3,393.14        | Active     | Open   | 1     | William Jim                 | <a href="#">View</a> |
| 6  | PO-1078      | Pantry Feb 2020 - Apr 2020  | 28 Jan 2020 | 28 Apr 2020 | 3,900.00      | 2,618.44        | Inactive   | Closed | 5     | William Jim                 | <a href="#">View</a> |
| 7  | PO-1077      | CNY Oranges                 | 21 Jan 2020 | 21 Mar 2020 | 208.00        | 6.70            | Inactive   | Closed | 1     | William Jim                 | <a href="#">View</a> |
| 8  | PO-1076      | Gift to YYC                 | 20 Jan 2020 | 20 Mar 2020 | 79.00         | 6.35            | Inactive   | Closed | 1     | William Jim                 | <a href="#">View</a> |
| 9  | PO-1075      | Kick Off Dinner             | 9 Jan 2020  | 9 Feb 2020  | 905.00        | 0.00            | Inactive   | Closed | 1     | William Jim                 | <a href="#">View</a> |
| 10 | PO-1072      | Xmas Party Catering         | 13 Dec 2019 | 13 Jan 2020 | 1,402.38      | 0.00            | Inactive   | Closed | 1     | William Jim                 | <a href="#">View</a> |
| 11 | PO-1066      | Microsoft Office            | 12 Dec 2019 | 12 Jan 2020 | 490.00        | 0.00            | Inactive   | Closed | 1     | William Jim                 | <a href="#">View</a> |

Click on **Settings** to begin setup based on your company's PO policy

# Finance - PO Settings : Create New Blanket PO (Overview)

Finance : Blanket Purchase Order ⓘ

COVID19 ⓘ

3 Open Blanket PO | 46 Close Blanket PO

Bulk Create Settings **New Blanket PO**

List of Blanket Purchase Order

Search by Reference No or Blanket Pt | All | All | 1 - 30 of 49 | First 1 2 Last | Per Page 30

| No | Reference No | Blanket PO Name             | Start Date  | End Date    | PO Value (RM) | PO Balance (RM) | Activation | Status | Order | Created By                  |                      |
|----|--------------|-----------------------------|-------------|-------------|---------------|-----------------|------------|--------|-------|-----------------------------|----------------------|
| 1  | PO-011       | Test new PO                 | 9 Jul 2020  | 9 Sep 2020  | 10,000.00     | 8,038.82        | Active     | Open   | 4     | Amir Safwan Edit Jamil Edit | <a href="#">View</a> |
| 2  | PO-1011      | Test reopen                 | 8 Jul 2020  | 8 Sep 2020  | 50,000.00     | 50,000.00       | Active     | Closed | 0     | Syamil Harith               | <a href="#">View</a> |
| 3  | PO-1010      | Bulk Upload                 | 3 Jul 2020  | 24 Jul 2020 | 120,000.00    | 120,000.00      | Inactive   | Closed | 0     | Syamil Harith               | <a href="#">View</a> |
| 4  | PO-1152      | Stationery - Jun -Aug 2020  | 9 Jun 2020  | 9 Aug 2020  | 50,000.00     | 35,793.77       | Active     | Open   | 39    | William Jim                 | <a href="#">View</a> |
| 5  | PO-1079      | Stationery - Feb - Apr 2020 | 28 Jan 2020 | 31 Oct 2020 | 3,900.00      | 3,393.14        | Active     | Open   | 1     | William Jim                 | <a href="#">View</a> |
| 6  | PO-1078      | Pantry Feb 2020 - Apr 2020  | 28 Jan 2020 | 28 Apr 2020 | 3,900.00      | 2,618.44        | Inactive   | Closed | 5     | William Jim                 | <a href="#">View</a> |
| 7  | PO-1077      | CNY Oranges                 | 21 Jan 2020 | 21 Mar 2020 | 208.00        | 6.70            | Inactive   | Closed | 1     | William Jim                 | <a href="#">View</a> |
| 8  | PO-1076      | Gift to YYC                 | 20 Jan 2020 | 20 Mar 2020 | 79.00         | 6.35            | Inactive   | Closed | 1     | William Jim                 | <a href="#">View</a> |
| 9  | PO-1075      | Kick Off Dinner             | 9 Jan 2020  | 9 Feb 2020  | 905.00        | 0.00            | Inactive   | Closed | 1     | William Jim                 | <a href="#">View</a> |
| 10 | PO-1072      | Xmas Party Catering         | 13 Dec 2019 | 13 Jan 2020 | 1,402.38      | 0.00            | Inactive   | Closed | 1     | William Jim                 | <a href="#">View</a> |
| 11 | PO-1066      | Microsoft Office            | 12 Dec 2019 | 12 Jan 2020 | 490.00        | 0.00            | Inactive   | Closed | 1     | William Jim                 | <a href="#">View</a> |

Click to create a **New Blanket PO**



# Finance - PO Settings : Create New Blanket PO (Overview)

Finance : Blanket Purchase Order > Details

COVID19 ? Like Admin

**Purchase Order - New Blanket PO**

**BLANKET PO DETAILS**

Blanket PO Name : PO Name

Reference Number : PO Number

PO Period : 5 Aug 2020 to 5 Oct 2020

PO Value (RM) :

Billing Entity : [Dropdown]

Activate : No  Yes

\*The creator of this PO will receive an automated email reminder once 80% of this blanket PO has been utilised.

**BLANKET PO ATTACHMENTS**

No attachment available. Add PDF Attachment

Cancel Create New PO

Input Blanket PO Name

Input **Reference Number** (this must be inputted in Blanket PO section during order placement)

Click to **Add PDF** of the PO

**Duration** of Blanket PO validity

Click to create a **New Blanket PO**

Blanket PO **amount** which can be spent

Toggle to **activate/deactivate PO**

Select **Billing Entity** for this Blanket PO

# Finance - PO Settings : Monitor Blanket POs

Finance : Blanket Purchase Order ⓘ

COVID19 ⓘ

3 Open Blanket PO | 46 Close Blanket PO

Bulk Create Settings **New Blanket PO**

List of Blanket Purchase Order

Search by Reference No or Blanket PO

All All 1 - 30 of 49 First 1 2 Last Per Page 30

| No | Reference No ⓘ | Blanket PO Name             | Start Date  | End Date    | PO Value (RM) | PO Balance (RM) | Activation | Status ⓘ | Order ⓘ | Created By                  | View |
|----|----------------|-----------------------------|-------------|-------------|---------------|-----------------|------------|----------|---------|-----------------------------|------|
| 1  | PO-011         | Test new PO                 | 9 Jul 2020  | 9 Sep 2020  | 10,000.00     | 8,038.82        | Active     | Open     | 4       | Amir Satwan Edit Jamil Edit | View |
| 2  | PO-1011        | Test reopen                 | 8 Jul 2020  | 8 Sep 2020  | 50,000.00     | 50,000.00       | Active     | Closed   | 0       | Syamil Harith               | View |
| 3  | PO-1010        | Bulk Upload                 | 3 Jul 2020  | 24 Jul 2020 | 120,000.00    | 120,000.00      | Inactive   | Closed   | 0       | Syamil Harith               | View |
| 4  | PO-1152        | Stationery - Jun -Aug 2020  | 9 Jun 2020  | 9 Aug 2020  | 50,000.00     | 35,793.77       | Active     | Open     | 39      | William Jim                 | View |
| 5  | PO-1079        | Stationery - Feb - Apr 2020 | 28 Jan 2020 | 31 Oct 2020 | 3,900.00      | 3,393.14        | Active     | Open     | 1       | William Jim                 | View |
| 6  | PO-1078        | Pantry Feb 2020 - Apr 2020  | 28 Jan 2020 | 28 Apr 2020 | 3,900.00      | 2,618.44        | Inactive   | Closed   | 5       | William Jim                 | View |
| 7  | PO-1077        | CNY Oranges                 | 21 Jan 2020 | 21 Mar 2020 | 208.00        | 6.70            | Inactive   | Closed   | 1       | William Jim                 | View |
| 8  | PO-1076        | Gift to YYC                 | 20 Jan 2020 | 20 Mar 2020 | 79.00         | 6.35            | Inactive   | Closed   | 1       | William Jim                 | View |
| 9  | PO-1075        | Kick Off Dinner             | 9 Jan 2020  | 9 Feb 2020  | 905.00        | 0.00            | Inactive   | Closed   | 1       | William Jim                 | View |
| 10 | PO-1072        | Xmas Party Catering         | 13 Dec 2019 | 13 Jan 2020 | 1,402.38      | 0.00            | Inactive   | Closed   | 1       | William Jim                 | View |
| 11 | PO-1066        | Microsoft Office            | 12 Dec 2019 | 12 Jan 2020 | 490.00        | 0.00            | Inactive   | Closed   | 1       | William Jim                 | View |

View the total number of **Open** and **Closed** Blanket PO

Click on this icon to **Download CSV** of entire Blanket PO table

**Status** of Blanket PO (Note: **Closed** POs have past the end date)

**Number of orders** using the selected Blanket PO

Click on **PO Name** to see details of the Blanket PO

This shows whether the selected Blanket PO is **Active/Inactive**

# Finance - PO Settings : Create New Blanket PO

Finance : Blanket Purchase Order > Details COVID19 Admin

**Purchase Order - PO-1010**

**BLANKET PO DETAILS**

Blanket PO Name : Bulk Upload

Reference Number : PO-1010

PO Period : 3 Jul 2020 to 24 Jul 2020

PO Value (RM) : 120,000.00

Billing Entity : Freshcart Grocer Sdn Bhd

Activate : No  Yes

Status : Closed

Total Orders : 0

PO Balance (RM) : 120,000.00

Created By : Syamil Harith

Created At : 03 Jul 2020, 14:09 PM

\*The creator of this PO will receive an automated email reminder once 80% of this blanket PO has been utilised.

**BLANKET PO ATTACHMENTS**

dummy.pdf  
By Amir Safwan Edit Jamil Edit 27 Jul 2020, 02:20 AM

[Reopen PO](#)

**CHANGE LOG**

**UPDATED**  
27 Jul 2020, 10:20 AM

**USAGE**

Update the **Name, Reference ID, or Validity Period**

View the attached PO document

Toggle to **Activate/Deactivate** PO

View the total number of orders that have used this PO, and the remaining amount

A reminder email will be sent to the creator of the Blanket PO when 80% of the amount is spent

Changes made to PO will be updated in **Change Log**



# Finance - Credit Terms



# ADAM - Finance : Credit Terms

## Side-menu:

Finance > Credit Terms

## Page purpose:

View your company's approved credit amount and payment term days

Finance : Credit Terms

COVID19

RM 100.25 credits  
30 days payment term

Thank you very much for your recent credit application. We have reviewed your application and are pleased to inform you that we will be providing your company with a credit amount of **RM 100.25 and 30 days payment terms**.

This should be sufficient to support you with 2 months of purchases. However, if you do require extra credit due to ad-hoc extra purchases (e.g. gifting, catering, etc.), please feel free to give us a call and we will be more than happy to discuss.

Many thanks for choosing Supplycart and we look forward to providing you with products & services that will support you in managing your office better!

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# Vendors





# ADAM - Vendors : Overview

## Side-menu:

Vendors > MyVendors

## Page purpose:

View and manage your company's vendors

## Features:

1. View and manage existing Vendors
2. Add new Vendors

Vendors : My Vendors

COVID19

1 Active Vendors 0 Inactive Vendors

New Vendor

### List of Vendors

Search by Vendor Code, Vendor Name, PIC Name, PI

1 - 1 of 1 First 1 Last Per Page 30

| # | Vendor Code | Vendor Name | PIC Name   | PIC Contact | Status | Actions |
|---|-------------|-------------|------------|-------------|--------|---------|
| 1 | 100001      | Vendor 1    | Vendor PIC | 01189897645 | Active | Edit    |

My Vendors





# Vendors - My Vendors : Create New Vendor

Vendors : My Vendors > Create New Vendors

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- 1 Vendor Information
- 2 Billing Information
- 3 Credit Information
- 4 Summary

## Vendor Information

\* Required field

Vendor Name \*

Vendor 2

Activate \*

No  Yes

## Vendor HQ Address Information

Unit

Floor

Building

Street \*

1 77A Jln Besar Taman Perumahan Jpn

Postcode \*

83700

City \*

Johor Bahru

State \*

Johor

Country \*

Malaysia

Phone Number \*

0123456789

## Vendor PIC Information

Name \*

Vendor A

Email \*

vendorjohor@gmail.com

Phone No \*

0123456789

Next

Input **Vendor Name**

Toggle to **Activate/Deactivate** vendor

Key in vendor's **Headquarter Address Information**

Key in the information for the vendor's **Person In-charge**

Click **Next** to move to the following section

# Vendors - Create New Vendor : Billing Information

Vendors : My Vendors > Create New Vendors

COVID19 ? Like Admin

1 Vendor Information

2 **Billing Information**

3 Credit Information

4 Summary

## Vendor Billing Information

\* Required field

Entity Name \*

Registration No

Vendor A Sdn Bhd

## Vendor Bank Information

Bank Name \*

Bank Account No \*

Bank Code

Swift Code

Maybank

001122334455

## Vendor Finance PIC Information

Name

Email

Phone No

Finance

financevendorjohor@gmail.com

0112345678

Back

Next

Input vendor's Billing **Entity Name** & Registration No (if relevant)

Input vendor's **Bank Information**

Input information for vendor's **Finance Person In-charge (PIC)**

\* PIC Information should be the person in-charge of billing and finance related matters



# Vendors - Create New Vendor : Credit Information

Vendors : My Vendors > Create New Vendors

COVID19



Admin

1 Vendor Information

2 Billing Information

3 **Credit Information**

4 Summary

## Vendor Credit Information

\* Required field

Credit Term Days \*

30

Credit Limit (MYR)

5,000.00

Back

Next

Key in the **Credit Term Days** for the vendor

Key in the set **Credit Limit** for the selected vendor



# Vendors - Create New Vendor : Summary

Vendors : My Vendors > Create New Vendors

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1 Vendor Information

2 Billing Information

3 Credit Information

4 **Summary**

## Summary

\* Required field

### Vendor Information

Vendor Name Vendor HQ Address  
Vendor 2 1 77A Jln Besar Taman Perumahan Jpn  
Johor Bahru, 83700  
Johor, Malaysia

Vendor PIC Name Vendor PIC Email Vendor PIC Phone Number  
Vendor A vendorjohor@gmail.com 0123456789

### Billing Information

Entity Name Registration No  
Vendor A Sdn Bhd N/A

Bank Name Bank Account No Bank Code  
Maybank 001122334455 N/A

Swift Code  
N/A

Finance PIC Name Finance PIC Email Finance PIC Phone Number  
Finance financevendorjohor@gmail.com 0112345678

### Credit Information

Credit Term Days Credit Limit (MYR)  
30 5,000.00

### Vendor Notes

Fill in any vendor notes

Back

Create

This section shows the **Summary** of your New Vendor

Once you have confirmed all the vendor details are accurate, click on **Create**



# Vendors - My Vendors : View and Manage Vendors

Vendors : My Vendors COVID19 ? 👍 👤 Admin

● 2 Actives Vendors    ● 0 Inactive Vendors New Vendor

List of Vendors

Search by Vendor Code, Vendor Name, PIC Name, PIC Cont

1 - 2 of 2 First 1 Last Per Page 30

| # | Vendor Code | Vendor Name | PIC Name   | PIC Contact | Status | Actions |
|---|-------------|-------------|------------|-------------|--------|---------|
| 1 | 100001      | Vendor 1    | Vendor PIC | 01189897645 | Active | Edit    |
| 2 | 100002      | Vendor 2    | Vendor A   | 0123456789  | Active | Edit    |

View the list of your company's existing vendors and newly created vendors

Click to **Edit** or view the details of the selected vendor

View the **Status** of selected vendor whether they are Active or Inactive

# Vendors - My Vendors : View and Manage Vendors

Vendors : My Vendors > Edit Details COVID19 🔔 🏠 👤 Admin

## Vendor 2 (100002)

### Vendor Information

\* Required field

Vendor Name  Activate  No  Yes

### Vendor HQ Address

Unit  Floor  Building Name

Street

Postcode  State  Country

### Vendor PIC

Name  Email  Phone Number

### Billing Information

Entity Name  Registration No.

Bank Name  Bank Account No.  Bank Code

Swift Code

Finance PIC Name  Finance PIC Email  Finance PIC Phone Number

### Credit Information

Credit Term Days  Credit Limit (MYR)

### Vendor Notes

### Activity Log

Created At: Friday, 7 Aug 2020, 01:58 PM  
Created By:   
Last Updated At: Friday, 7 Aug 2020, 01:58 PM  
Last Updated By:

[Update](#)

The **Activity Log** shows the data of actions done for this vendor

To update any information, simply input details in the relevant fields

Click on **Update** to save changes made to this vendor



# Requisition





# ADAM - Requisition : Overview

## Side-menu:

Requisition

## Page purpose:

Create and View Purchase Requisitions

## Features:

1. Generate a Purchase Requisition
2. View previous Purchase Requisitions

Requisition : My Request

COVID19

Admin

List of Request

Search by Request No

1 - 2 of 2 First 1 Last Per Page 30

| Request No. | Vendor   | Deliver To         | Amount (MYR) | Approval | Approver                   | Action |
|-------------|----------|--------------------|--------------|----------|----------------------------|--------|
| PR-000010   | Vendor 1 | Supplycart (PG-02) | 10,000.00    | New      | -                          | View   |
| PR-000006   | Vendor 1 | Test Branch Penang | 10,000.00    | Pending  | Jonathan Oh, Shangrong Soh | View   |

1 - 2 of 2 First 1 Last Per Page 30

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# Requisition - Request Form : Creating a Requisition

Requisition : Request Form

COVID19



Admin

1 Vendor Information

2 Requestor Information

3 Items/Services Information

4 Summary

Vendor Information

\* Required field

Search Vendor Code/Name \*

Vendor 1



Vendor Name

Vendor Code

Vendor 1

100001

Vendor HQ Address

Jalan BK 1/19, Bandar Kinrara Industrial Park  
Puchong, 47180  
Selangor, Malaysia

Credit Term Days

111

Attention of Vendor PIC \*

Vendor PIC

Vendor PIC Email Address \*

vendor@email.com

Vendor PIC Contact Number \*

01189897645

Next

Fill up all necessary information according to your company's policy

Click **Next** to move to the next section of the Request Form

# Requisition - Request Form : Vendor Information

Requisition : Request Form

COVID19 ? Like Admin

- 1 Vendor Information
- 2 Requestor Information
- 3 Items/Services Information
- 4 Summary

Vendor Information

\* Required field

Search Vendor Code/Name \*

Vendor 1 x

Vendor Name Vendor Code

Vendor 1 100001

Vendor HQ Address Credit Term Days

Jalan BK 1/19, Bandar Kinrara Industrial Park  
Puchong, 47180  
Selangor, Malaysia 111

Attention of Vendor PIC \* Vendor PIC Email Address \* Vendor PIC Contact Number \*

Vendor PIC vendor@email.com 01189897645

Next

Search/Select the **Vendor Name**

These sections are auto-filled based on the Vendor selected

Input details of preferred **Person In-charge** for the Vendor

Click **Next** to move to the next section of the Request Form

# Requisition - Request Form : Requestor Information

Requisition : Request Form COVID19 ? 👍 👤 Admin

- 1 Vendor Information
- 2 Requestor Information**
- 3 Items/Services Information
- 4 Summary

### Requestor Information

*\* Required field*

Requestor Name: Admin Abel  
Requestor Contact Number: 0193100599  
Requestor Email: ringln@supplycart.my

Delivery Address \*  
Test Branch Penang

Invoice Address \*  
Billing Penang

**Delivery Address:**  
Test Branch Penang  
PG, 2, Menara  
Jln Mutiara  
Kepala Batas, 78321  
Penang, Malaysia  
Lift Access: true  
Requires Permit: true

**Invoice Address:**  
Billing Penang  
Finance Penang - 0123912312  
Menara  
Jln Mutiara  
Kepala Batas, 78921  
Penang, Malaysia  
E-Invoice Mailbox: SC@email.com

[Back](#) [Next](#)

These sections are auto-filled based on the Requestor's account information

Select the **Delivery & Billing Address**

Click on **Next** to move on to the next section or **Back** to return to the previous section

# Requisition - Request Form : Items/Services Information

Requisition : Request Form

COVID19



Admin

1 Vendor Information

2 Requestor Information

3 Items/Services Information

4 Summary

Items/Services Information

| # | Product / Service Name | UOM  | Quantity | Unit Price (MYR) | Amount (MYR) | Tax Rate % (SST) |
|---|------------------------|------|----------|------------------|--------------|------------------|
| 1 | Macbook                | Unit | 2        | 5,000.00         | 10,000.00    | 0% Zero          |
| 2 |                        |      | 1        | 0.00             | 0.00         |                  |

Add Row

Total (Incl. Tax) 10,000.00  
Tax Amount 0.00

Delivery Date \*

23 Oct 2020

Attachments

Click to Attach Document

Request Remarks

I need the latest model of the Macbook Pro

213 characters left

Back

Next

Insert the **Product/Service Name** that you are requesting

Input the required information in all fields for the product/service being requested

Click on **Add Row** to add another item/service

Add any relevant **Attachment**

Input your expected **Delivery Date** for this request

Input any **Request Remarks** here

# Requisition - Request Form : Summary & Submission

Requisition : Request Form

COVID19 ⓘ 📌 👤 Admin

- 1 Vendor Information
- 2 Requestor Information
- 3 Items/Services Information
- 4 **Summary**

### Summary

**Vendor Information**

|   |                          |                           |
|---|--------------------------|---------------------------|
| Vendor Name   | Vendor Code              |                           |
| Vendor 1  | 100001                   |                           |
| Vendor HQ Address   | Credit Term Days         |                           |
| Jalan BK 1/19, Bandar Kinrara Industrial Park<br>Puchong, 47180<br>Selangor, Malaysia | 111 days                 |                           |
| Attention of Vendor PIC   | Vendor PIC Email Address | Vendor PIC Contact Number |
| Vendor PIC  | vendor@email.com         | 01189897645               |

**Requestor Information**

|   |  |                         |
|---|--|-------------------------|
| Requestor Name  | Requestor Contact Number   | Requestor Email Address |
| Admin Abel  | 0193100599   | ringin@supplycart.my    |
| Delivery Address  | Invoice Address  |                         |
| PG. 2, Menara<br>Jln Mutiara<br>Kepala Batas, 78321<br>Penang, Malaysia | Menara<br>Jln Mutiara<br>Kepala Batas, 78921<br>Penang, Malaysia |                         |

**Item/Service Information**

| #                 | Product / Service Name | UOM  | Quantity | Unit price (MYR) | Amount (MYR) | Tax Rate % (SST) |
|-------------------|------------------------|------|----------|------------------|--------------|------------------|
| 1                 | Macbook                | Unit | 2        | 5,000.00         | 10,000.00    | 0% Zero          |
| Total (Incl. Tax) |                        |      |          |                  | 10,000.00    |                  |
| Tax Amount        |                        |      |          |                  | 0.00         |                  |

|               |  |             |
|---------------|--|-------------|
| Delivery Date | Remarks                                    | Attachments |
| 2020-08-27    | I need the latest model of the Macbook Pro | NA          |

[Back](#) [Submit](#)

This section shows the **Summary** of your Purchase Request Form

Once you have confirmed all the details are accurate, click on **Submit**



# Requisition - My Requests

Requisition : My Request

COVID19 Admin

List of Request

Search by Request No

1 - 1 of 1

First

1

Last

Per Page 30

| # | Requested At | Request No.      | Vendor   | Deliver To         | Amount (MYR) | Approval       | Approver                   | Action               |
|---|--------------|------------------|----------|--------------------|--------------|----------------|----------------------------|----------------------|
| 1 | 7 Aug 2020   | <b>PR-000006</b> | Vendor 1 | Test Branch Penang | 10,000.00    | <b>Pending</b> | Jonathan Oh, Shangrong Soh | <a href="#">View</a> |

1 - 1 of 1

First

1

Last

Per Page 30

View the list of Purchase Requests made by you

Details of each Purchase Request

Click this icon to download a copy of the Purchase Request

Click to **View** the selected Purchase Request

The **Approval** status of the selected Purchase Request

# Requisition - My Request : Request Details

Requisition : My Request > Request Details

#PR-000006 Pending

COVID19

Remind Approver Cancel PR

Admin

### Vendor Information

|   |                          |
|---|--------------------------|
| Vendor Name   | Vendor Code              |
| Vendor 1  | 100001                   |
| Vendor HQ Address   | Credit Term Days         |
| Jalan BK 1/19, Bandar Kinrara Industrial Park<br>Fuchong, 47180<br>Selangor, Malaysia | 111 days                 |
| Attention of Vendor PIC   | Vendor PIC Email Address |
| Vendor PIC  | vendor@email.com         |
| Vendor PIC Contact Number   |                          |
| 01189897645   |                          |

### Items Information

|               |          |
|---------------|----------|
| Delivery Date | Currency |
| 27 Aug 2020   | RM       |

### Attachments

No attachments available

### Requestor Information

|   |  |
|---|--|
| Delivery Address  | Billing Address  |
| PG, 2, Menara<br>Jln Mutiara<br>Kepala Batas, 78321<br>Penang, Malaysia | Menara<br>Jln Mutiara<br>Kepala Batas, 78921<br>Penang, Malaysia |

### Items Information

| # | Product / Service Name | UOM  | Quantity | Unit Price (MYR)  | Amount (MYR) | Tax Rate % |
|---|------------------------|------|----------|-------------------|--------------|------------|
| 1 | Macbook                | Unit | 2        | 5,000.00          | 10,000.00    | 0% Zero    |
|   |                        |      |          | Total (Incl. Tax) | 10,000.00    |            |
|   |                        |      |          | Tax Amount        | 0.00         |            |

### Remarks

My team requires the latest model for Macbook Pro.

APPROVAL STATUS : SALES FLOW

Up to RM300 → Above RM300

Click to **Cancel** the Purchase Request

Click to send a **Reminder** to the Approver

The Approver will receive a reminder to approve the request

This section shows the **details** of your Purchase Request

Click on a flow to see the list of Approvers for the selected flow



# Requisition - Company Request

Requisition : Company Request

COVID19 ⓘ 👍 👤 Admin

AUG  
2020

## List of Company Request

Search by Request No

All Statuses

1 - 10 of 10

First

1

Last

Per Page 30

| # | Requested At          | Request No. | Vendor   | Deliver To         | PIC                                  | Amount (MYR) | Approval  | Approver                   | Status    | Action               |
|---|-----------------------|-------------|----------|--------------------|--------------------------------------|--------------|-----------|----------------------------|-----------|----------------------|
| 1 | 19 Aug 2020, 17:16 PM | PR-000010   | Vendor 1 | Suppycart (PG-02)  | Admin Abel                           | 10,000.00    | New       | -                          | New       | <a href="#">View</a> |
| 2 | 18 Aug 2020, 15:37 PM | PR-000009   | Vendor 1 | Suppycart (PG-02)  | Amir Safwan<br>Edit<br>Jamil<br>Edit | 100.00       | Pending   | -                          | Pending   | <a href="#">View</a> |
| 3 | 18 Aug 2020, 11:58 AM | PR-000008   | Vendor 1 | Suppycart (PG-02)  | Amir Safwan<br>Edit<br>Jamil<br>Edit | 50.00        | Pending   | -                          | Pending   | <a href="#">View</a> |
| 4 | 13 Aug 2020, 16:48 PM | PR-000007   |          | Suppycart (PG-02)  | Syamil Harith                        | 0.00         | Completed | -                          | Completed | <a href="#">View</a> |
| 5 | 07 Aug 2020, 11:33 AM | PR-000006   | Vendor 1 | Test Branch Penang | Admin Abel                           | 10,000.00    | Pending   | Jonathan Oh, Shangrong Soh | Pending   | <a href="#">View</a> |

- Select Status
- Select Status
- Work In Progress
- Reject

View the **List of Company Request**

Details of each Request

**Approval** status of selected Request

Change the **Status** of the request from the dropdown menu

Click to view selected Request

**Begin your  
procurement  
journey  
today with  
Supplycart**

**Procurement  
Made Easy**

