

Getting Started

ADAM

Analyse . Digitalise . Automate . Manage



Signing Up





ADAM - Login Page : Signing Up

Page location: adam.supplycart.my		Ş Supplycart	
Page	purpose:		
1) 2)	Signup to create a new account Login into ADAM	Welcome back Email Procurement Made Easy Forgot Password?	
		Don't have an account ? Sign Up	







Ş Su	pplycart	
	Welcome back Email Password	
Procurement Made Easy	Forgot Password ? Login	
	Don't have an account ? Sign Up	Click on the Sign Up button to create an account





ADAM - Login Page : Signing Up



Supplycart.my

ADAM - Verification Email : Verify Email

To verify your account:

- 1. Go to your email that you signed up with
- 2. Look for 'Verify Email' from Supplycart
- 3. Click on **Verify Now**

Tip: Check your junk or spam folder as it may fall under those folders



Verify Your Account

Hi, Default Approver HK, thank you for signing up with Supplycart. Please verify your email address to start your journey.

Verify Now







Logging in & Dashboard







Ş Sup	plycart	
Procurement Made Easy	Welcome back Email Password Forgot Password ? Login Don't have an account ? Sign Up	Key in your Email & Password Click on Login to access your account









Dashboard

Page purpose:

Overview of your orders and scheduled deliveries

Features:

- 1. View orders and order status
- 2. View upcoming deliveries of orders

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۵ ۱	Dashboard		• 0.00		• 0		26.3	06								
	Quotations	>	My Orders P	Invoiced for the Mont	th (RM) My (Orders Invoiced for the Month	Products to	Procure								0 2 0
Ē	Requisition	>	My Orders)				My V	Veekly Scher	tule 🕕					7 Aug	2020
₽ Ŗ	Payment Service Procure	>	Order	Placed At	Branch	Total(MYR)	Status	<	Mon 3rd	Tue 4th	Wed 5th	Thu	Fri 7th	Sat 8th	Sun 9th	>
Ø	Orders	>		No orders y	vet! Browse your	assigned catalogue			0.0		No delive	eries on thi	s date.			
\$	Settings	>														
	ser Guide FAQ															
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My Profile







Side-menu: Settings > Company Profile	Settings : My Profile O O Lest CoVID19 O Lest CoVID19 O Lest Lesin : 16 Mar 2020 Lest Legin : 7 Aug 2020, 05:32 AM					
Page purpose: Set up Personal Details	My Personal Details * Required field First Name * User Email ringin@supplycart.my	Last Name *	My Assigned Addresses DEFAULT DELIVERY ADDRESS Test Branch Penang PG. 2, Menara Jin Mulara Kepale Batas, 78321 Penang, Malaysia	Lift Access Requires Permit Change		
Features: 1. Address Management 2. Change Password 3. Change Phone Number	Phone Number * 012345678 Department Sales Change Password	Job Function * Sales Role User	DEFAULT BILLING ADDRESS Please select a d Save	efault billing address elect		
	My Approval Flow : Sales Flow Up to RM300 → Above RM300 Approver for Flow	Active				



Settings - My Profile : Update Account Details

		Č ^{User}
User Supplycart (Freshcart Grocer Sdn Bhd) Created At: 16 Mar 2020 Last Login : 7 Aug 2020, 05:32 AM		Update your personal details
My Personal Details *Required field First Name * User Last Name * User Email ringin@supplycart.my Phone Number * 012345678 Department Sales User Change Password Up to RM300 → Above RM300	Wy Assigned Addresses DEFAULT DELIVERY ADDRESS Test Branch Penang PG, 2, Menara Jin Mutiara Kepala Bata, 73221 Penang, Malaysia DEFAULT BILLING ADDRESS Select	Assign addresses to your account or change your address Click on Save to ensure changes made are updated Approval Flow your user account is assigned to
Approver for Flow		If you are an Approver for a flow, it will reflect here

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Begin your procurement journey today with Supplycart

Procurement Made Easy

