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Getting Started

ADAM

Analyse . Digitalise . Automate . Manage

Procure

ADAM - Procure : Overview

Side-menu:

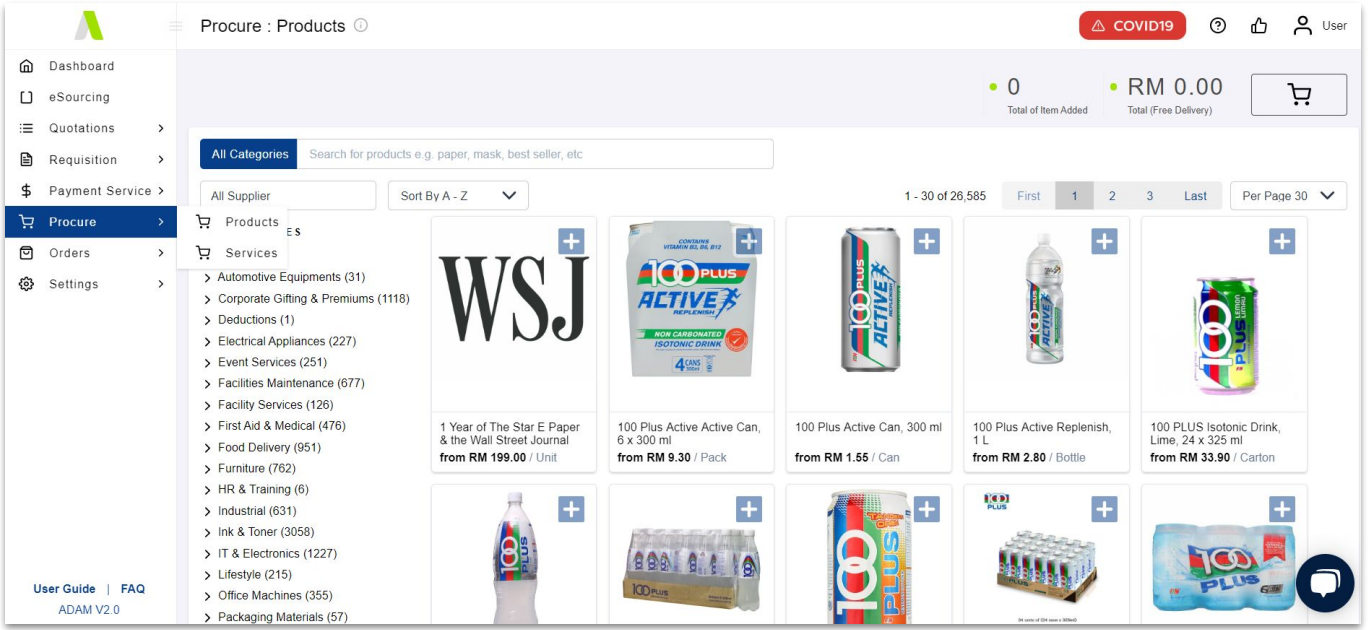
Procure

Page purpose:

Browse catalogue assigned to you to view products & services available

Features:

1) Search for products
2) Filter by category/supplier
3) Add to cart



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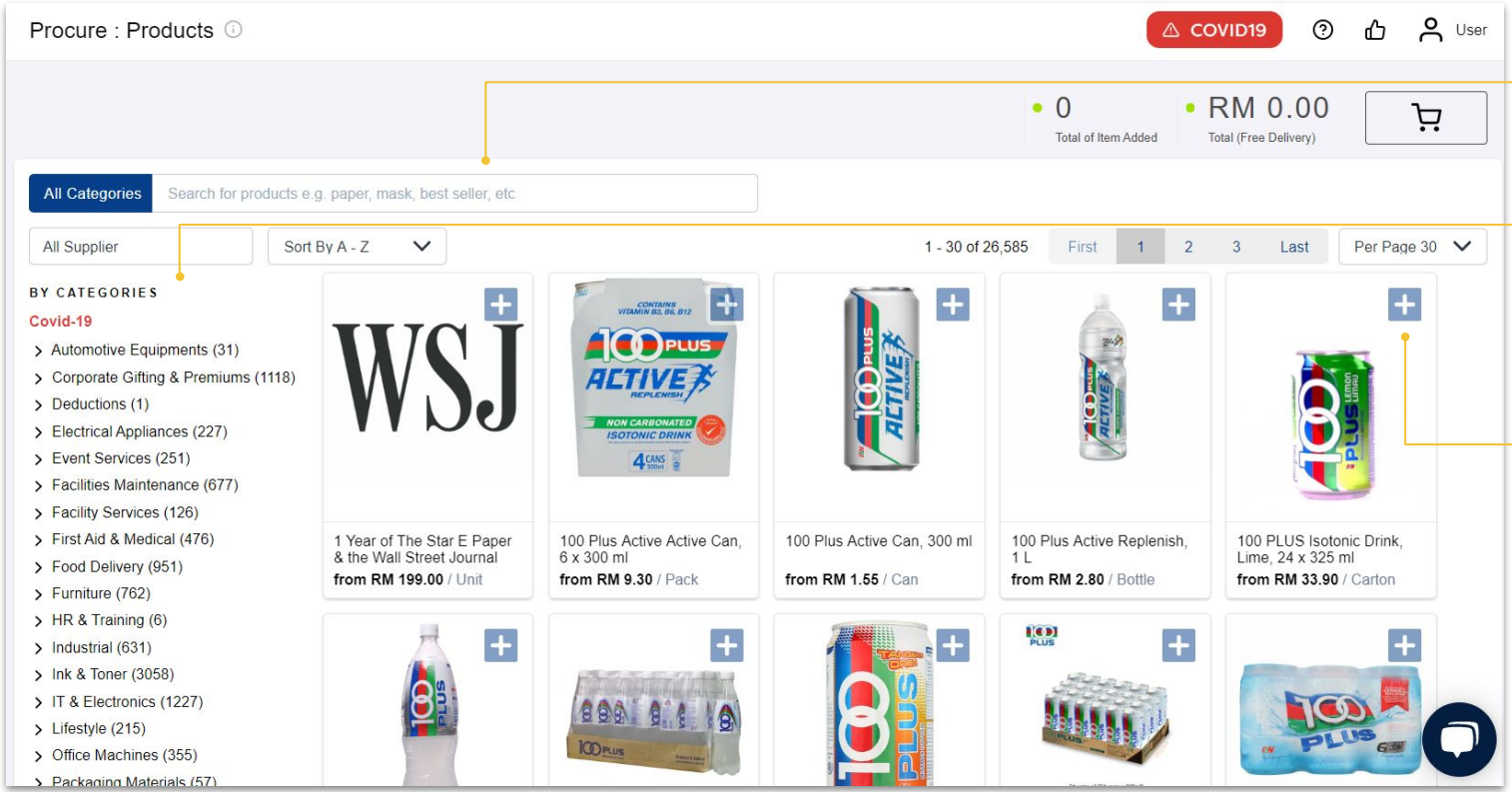
ADAM - Procure : Products



Search for products using the search bar

Browse products by categories

Click on this icon to view more details on selected product

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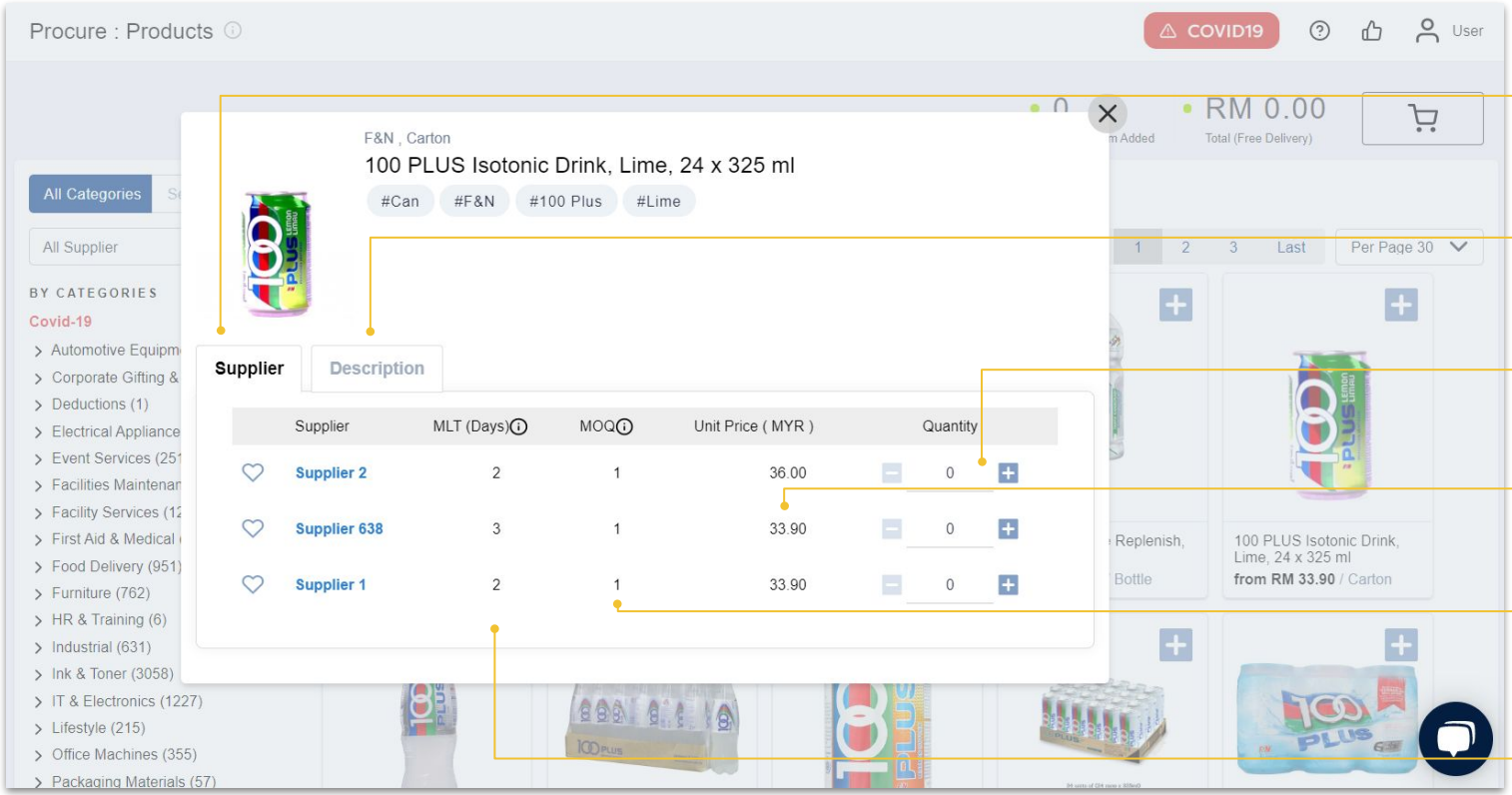
ADAM - Procure : Products



View the list of different suppliers for the selected product

View full **Description** of product

Add **Quantity** to be added to cart

Supplier pricing of selected product

Minimum Order Quantity for the product

Minimum Lead Time is the estimated delivery time frame of the product

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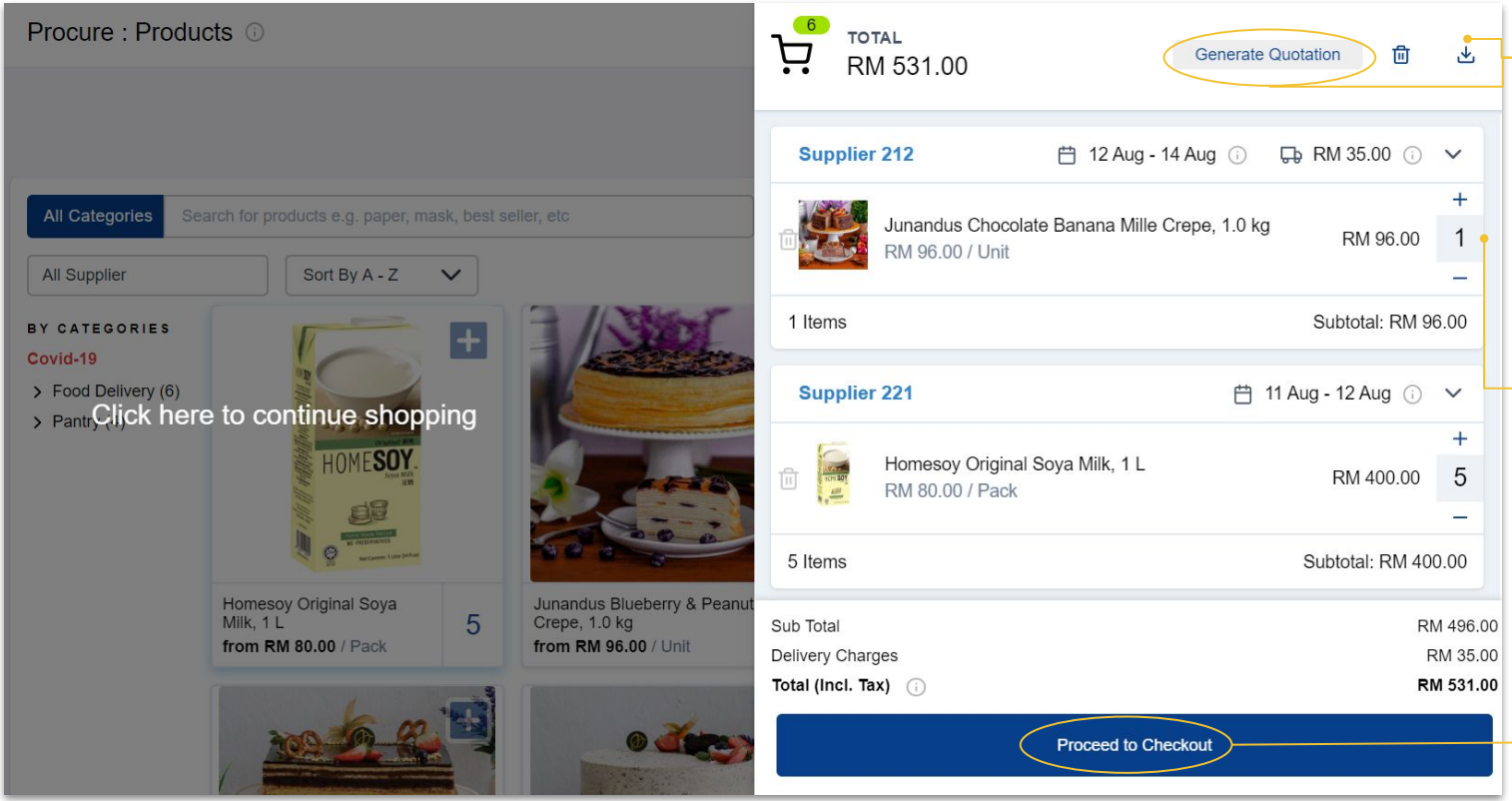
ADAM - Procure : Cart



Click if you would like to **Generate & Download Quotation**

Update the quantity if required

Click to **Proceed to Checkout**

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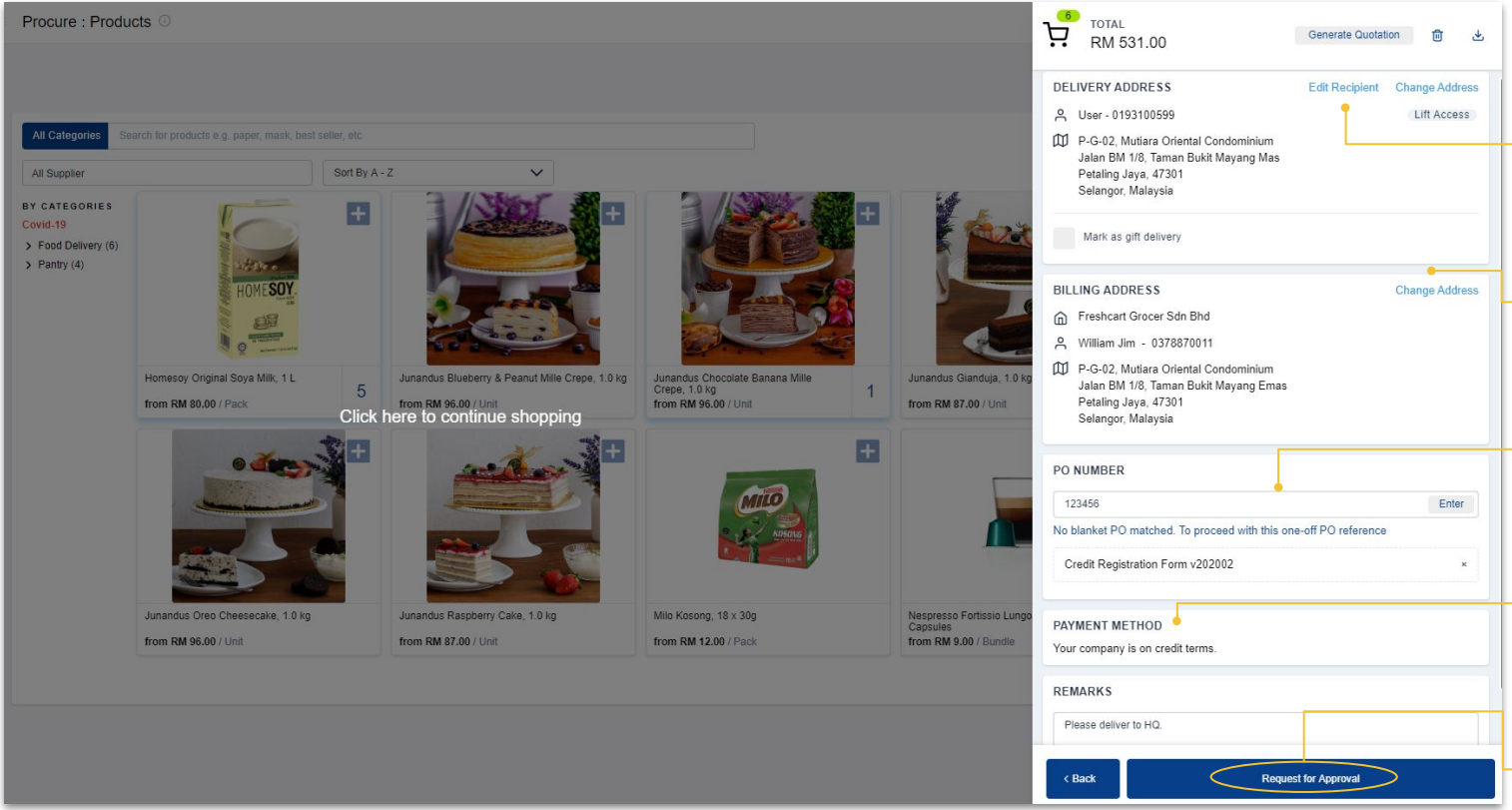
ADAM - Procure : Complete Order Request



Click to **Edit Recipient** for the order

Click to change the relevant address for the order

Enter your company's **PO Number**

Your company's available payment method will reflect here

Once delivery details are confirmed, proceed to **Request for Approval**

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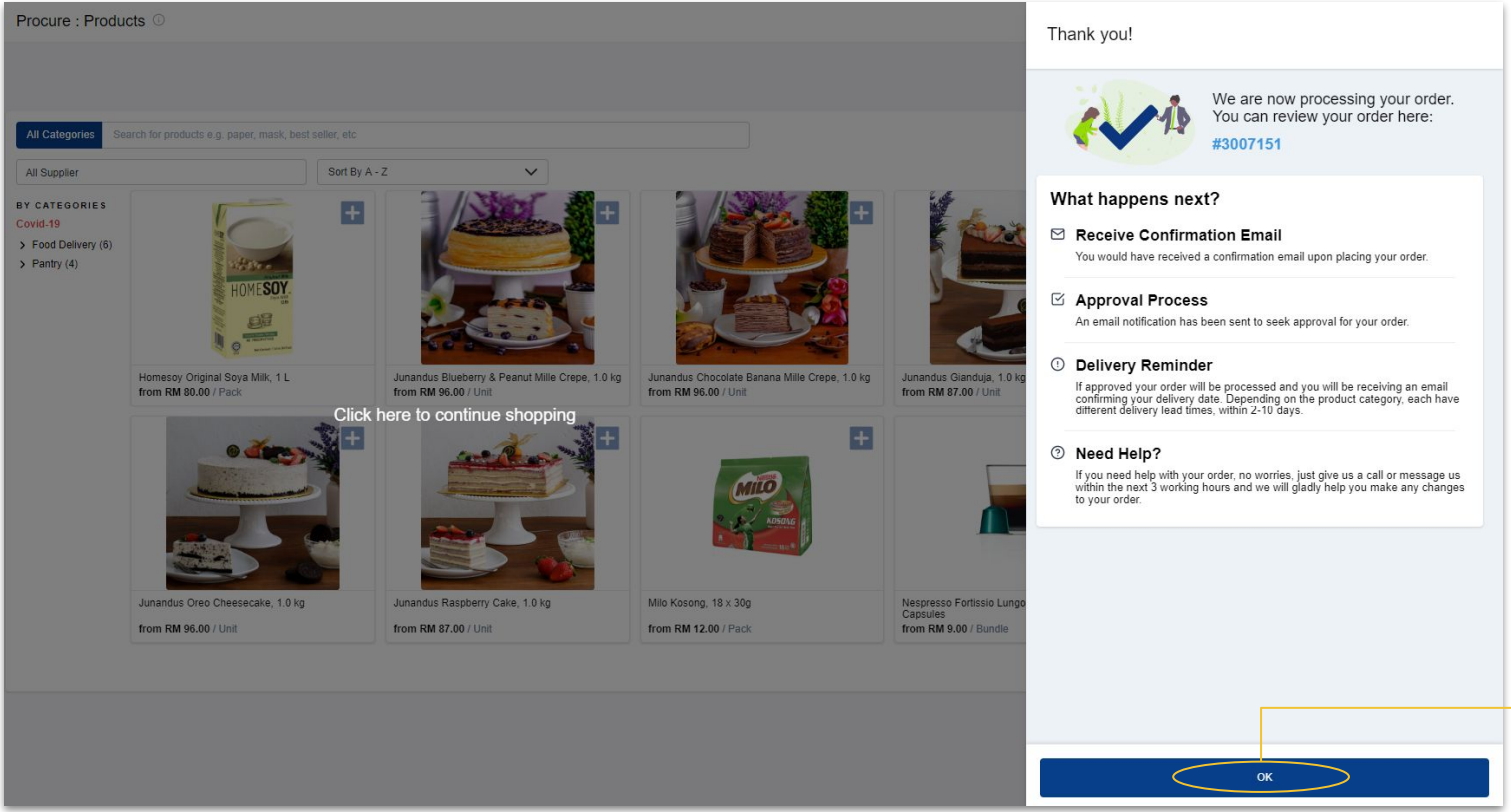
ADAM - Procure : Order Completion



Upon completing checkout process, our team will work on processing your order.

If there is an approval in place, we will only process the order after the approval is complete

Click **OK** to return to the Procure page

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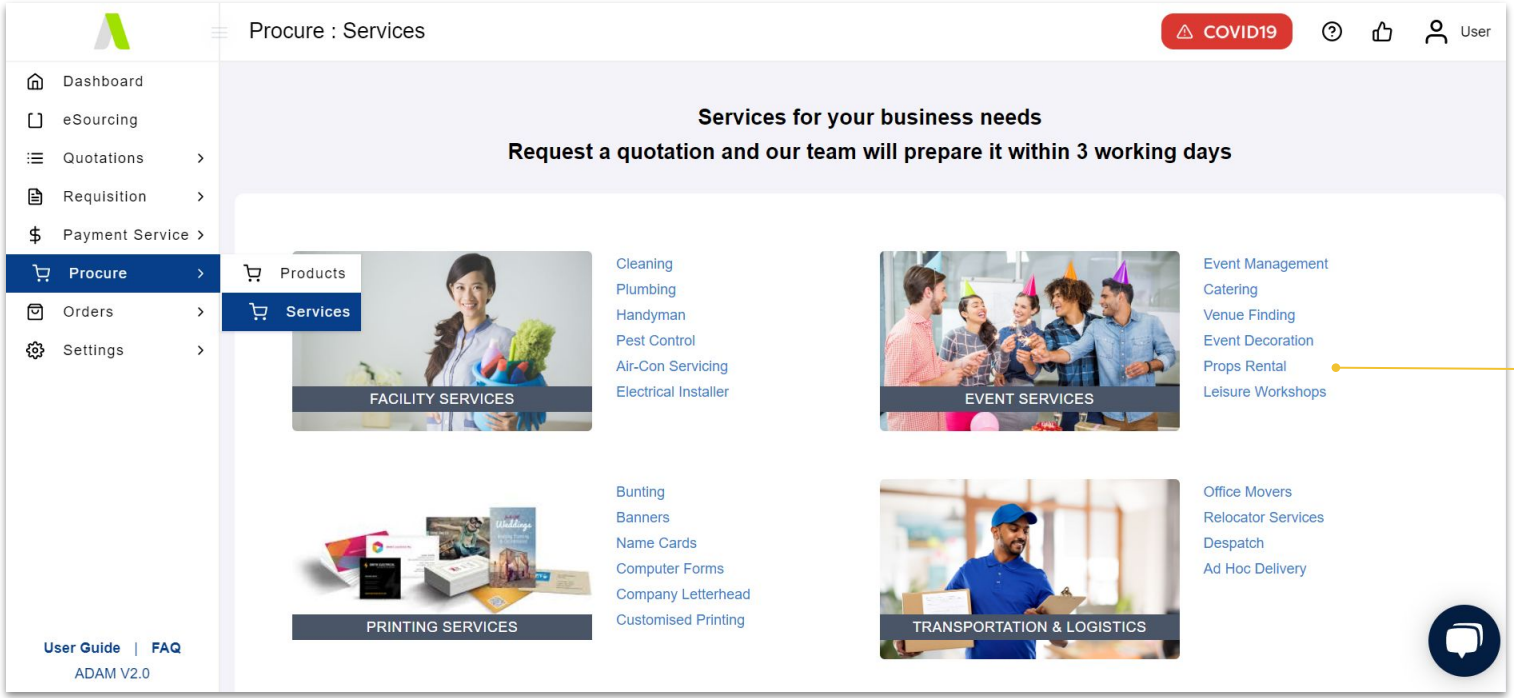
ADAM - Procure : Services



View services available in our catalogue

Select the respective category you would like to request for quotation

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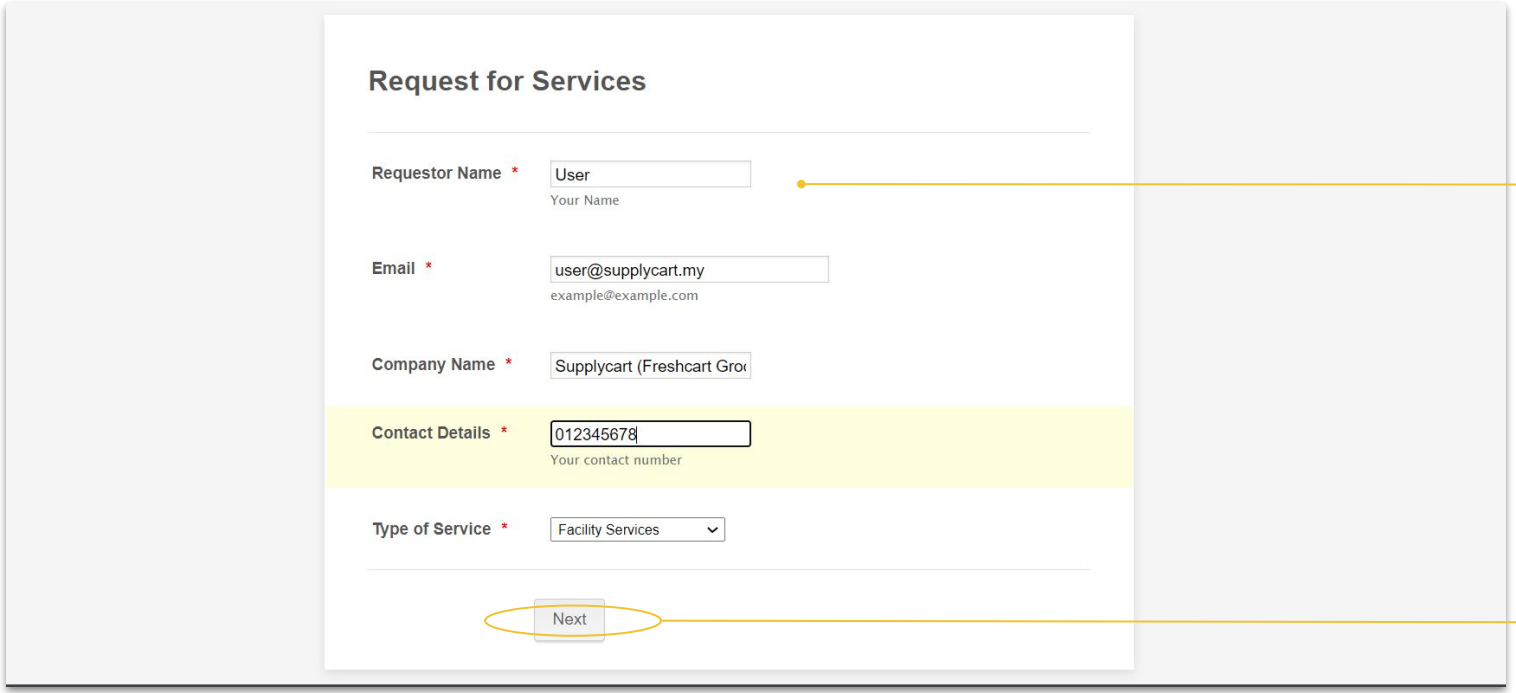
ADAM - Procure : Request for Services



Fill in the details in the form as shown

Click on **Next** and a quotation will be ready within 3 working days

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eSourcing

ADAM - eSourcing : Overview

Side-menu:

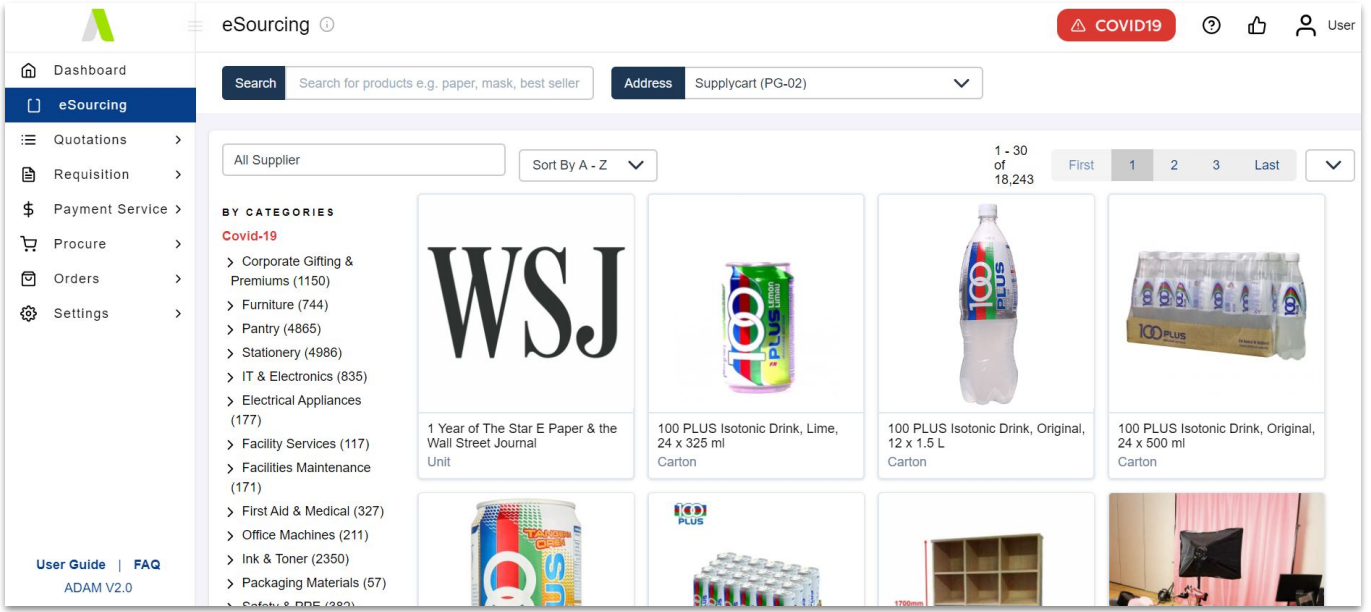
eSourcing

Page purpose:

Source for products & services and compare prices between suppliers

Features:

1. Source from Supplycart's full product database
2. Request Supplycart to source for a new supplier
3. Price comparison table



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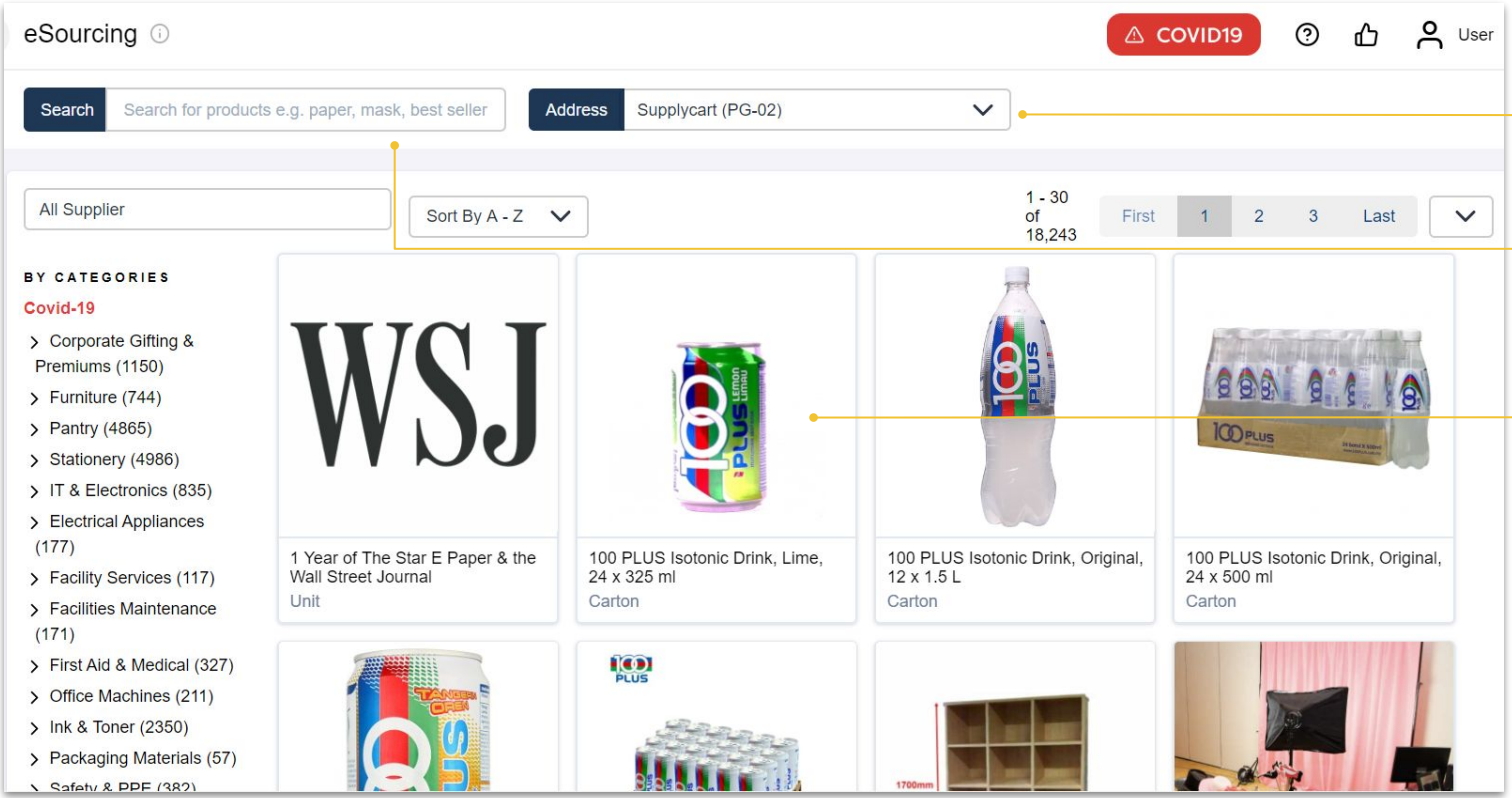
ADAM - eSourcing : Products



Search for a specific product to source

Select your preferred **Address**

Click on a specific product that you want to source and a pop up will appear (refer to following page)

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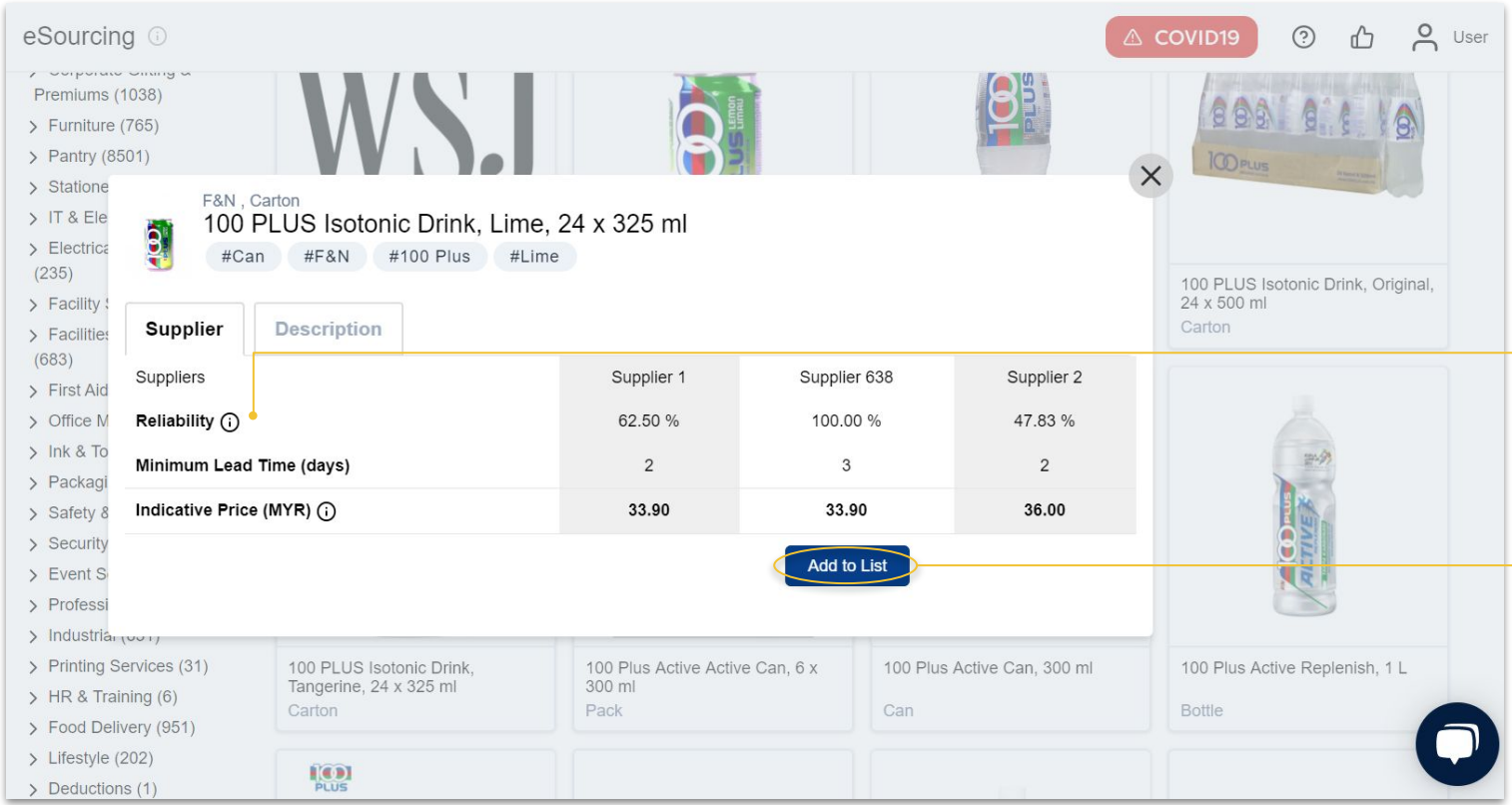
ADAM - eSourcing : Sourcing for Product



Reliability indicates the supplier's performance of order fulfillment within the last 3 months

Compare the prices and select your preferred choice by clicking **Add to List**

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Begin your procurement journey today with Supplycart

Procurement
Made Easy