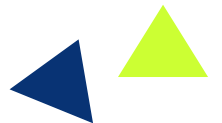**Supplycart.my**

Monitoring and Approving Orders

ADAM

Analyse . Digitalise . Automate . Manage

View Company Orders

Orders - View All Orders in the Company

Side-menu:

Orders > All Orders

Page purpose:

View all orders placed for the company

Features:

1. View all orders in the company
2. View details of any orders

Orders : Company Orders

Admin

Approved Credit   30 days term
RM 100,000.00   Active

List of Company Orders

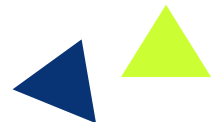Per Page 30 Show All

Search by order ID, branch name or PIC name

1 - 1 of 1   First 1 Last

#	Order ID	Placed At	Branch	PIC	Total (RM)	PO Number	Order Status	Approval Status	Approver	Deliveries			
1	2003309	25 Sep 2019	Head Office`	User User	632.00	123456	Pending Approval	Pending	Admin Admin	-	View	Approve	Reject

1 - 1 of 1   First 1 Last

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Orders - All Orders in the company

Admin

Current credit term status of your company

Approved Credit   30 days term
RM 100,000.00   Active

List of Company Orders

Per Page 30 Show All

Search by order ID, branch name or PIC name

1 - 1 of 1   First   1   Last

#	Order ID	Placed At	Branch	PIC	Total (RM)	PO Number	Order Status	Approval Status	Approver	Deliveries	
1	2003309	25 Sep 2019	Head Office`	User User	632.00	123456	Pending Approval	Pending	Admin Admin	-	View | Approve | Reject

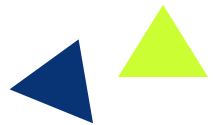1 - 1 of 1   First   1   Last

Approve or Reject an order

Click on the Order ID to view the details of each order

The PIC column displays the User that placed the order

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Approving Orders

Supplycart.my
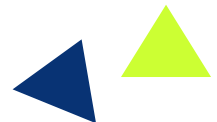
Approving Orders via ADAM - Order Details

Side-menu:

Orders > All Orders > Order Details

Page purpose:

1. View the individual Order Details
2. Approve or Reject the order

Features:

1. Approve or reject orders

Orders : Company Orders > Details

Admin

 # 2003309

Approve | Reject

User User	Wednesday, 25 Sep 2019, 10:59 AM		#123456

Items		Quantity	Unit Price	Total
	100% Pear & Mixed Berries - 1L	20	RM 5.75 1 Pack	RM 115.00
	100 Plus Original, 24 x 325 ml	15	RM 33.80 1 Carton	RM 507.00

1 - 3 of 3   First 1 Last

Subtotal	RM 622.00
Delivery Fee	RM 10.00
Discount	RM 0.00
ORDER TOTAL	**RM 632.00**

Invoice

No invoice available

PO

20190619121253208 (1)   26 Jun 2019, 04:59 PM

Delivery Status

Your order is currently being processed

Delivery Address

User User

01123456789

Head Office`
No.24, Ground Floor, Menara MyCompany
21, Jalan Kuala Lumpur 3
54800, Kuala Lumpur, Kuala Lumpur,

Lift Access

Billing Address

Finance PIC

Supplycart.my

Approving Orders via ADAM - Order Details

🔔 ❓ 👍 🟢 Admin

2003309

Approve   Reject

Click to Approve or
Reject an order

👤 User User   🕐 Wednesday, 25 Sep 2019, 10:59 AM   📄 #123456

Items	Quantity	Unit Price	Total
❤ 100% Pear & Mixed Berries - 1L	20	RM 5.75 1 Pack	RM 115.00
❤ 100 Plus Original, 24 x 325 ml	15	RM 33.80 1 Carton	RM 507.00

1 - 3 of 3   First **1** Last

Subtotal	RM 622.00
Delivery Fee	RM 10.00
Discount	RM 0.00
ORDER TOTAL	**RM 632.00**

Invoice

No invoice available

PO

📄 20190619121253208 (1)   26 Jun 2019, 04:59 PM

Delivery Status

Your order is currently being processed

Delivery Address

👤 User User

📞 01123456789

🗺 Head Office`
No.24, Ground Floor, Menara MyCompany
21, Jalan Kuala Lumpur 3
54800, Kuala Lumpur, Kuala Lumpur,

🏷 Lift Access

Billing Address

👤 Finance PIC

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Approving Orders via ADAM - Order Approval

Click to confirm Order Approval

Approving Orders via ADAM - Order Rejection

Orders : Company Orders > Details

2003309

Approve   Reject

User User
Wednesday, 25 Sep 2019, 10:59 AM   #123456

Items	Quantity	Unit Price	Total
100% Pear & Mixed Berries - 1L	20	RM 5.75 1 Pack	RM 115.00
100 Plus Original, 24 x 325 ml	15	RM 33.80 1 Carton	RM 507.00

1 - 3 of 3   First   1   Last

Reject Order #2003309

Please provide a reason to proceed :

Reject   Cancel

Subtotal   RM 622.00
Delivery Fee   RM 10.00
Discount   RM 0.00
ORDER TOTAL   RM 632.00

Invoice
No invoice available

PO
20190619121253208 (1)   26 Jun 2019, 04:59 PM

Delivery Status
Your order is currently being processed

Delivery Address
User User
01123456789
Head Office
No.24, Ground Floor, Menara MyCompany
21, Jalan Kuala Lumpur 3
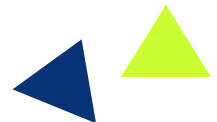54800, Kuala Lumpur, Kuala Lumpur,
Lift Access

Billing Address

Input the reason for rejection

Click to confirm order rejection

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Approving Orders via Email

Location:

Your email inbox

Purpose:-

Approve or reject orders via your email

A ⚡ Supplycart
Procurement made easy

Requesting approval for order #2003311
Total RM 676.00

[Approve] [Reject]

Company Name	MyCompany
Customer Name	User User
Customer Email	user@mycompany.com
Payment Method	Credit Terms
Delivery Address	User User
	Head Office
	No.24 Ground Floor
	Menara MyCompany
	21, Jalan Kuala Lumpur 3
	54800 Kuala Lumpur
	Kuala Lumpur
	Tel: 01123456789
Billing Address	Finance PIC
	MyCompany Sdn Bhd
	No. 24
	Menara MyCompany
	21, Jalan Kuala Lumpur 3
	54800 Kuala Lumpur
	Kuala Lumpur
	Tel: 0345678912
Subtotal	RM 676.00
Delivery Fee	RM 0.00

Click to Approve or Reject an order
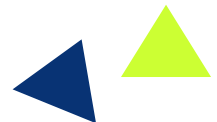
⚡ Supplycart.my

Approving Orders via Email - Approval & Rejection

Approval Confirmation

Supplycart™

#2003309

Order successfully approved!

Home

Click to exit message

Rejection Confirmation

Supplycart™

#2003311

Please provide reason for rejection :

Reject reason

Cancel   Reject Request

Input the reason for rejection
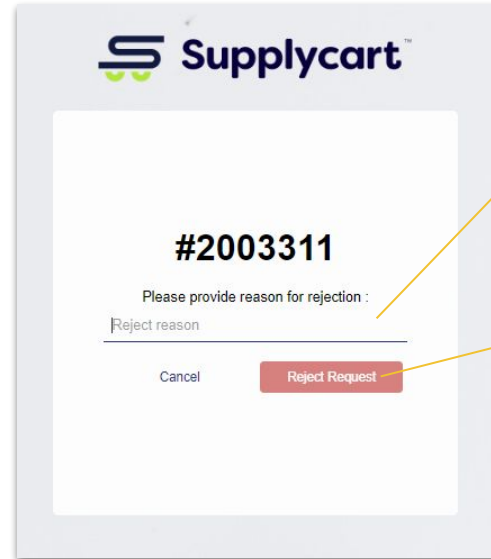
Click to confirm order rejection

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Made Easy