

Managing My Orders

ADAM

Analyse . Digitalise . Automate . Manage



View Orders







Side-menu:

Orders > My Orders

Page purpose:

View all orders that have been placed by you

Features:

- 1. Order Details
- 2. Delivery Dates

	Orders : My Orders					0	ß	🖪 Use
) Dashboard Procure > Quotations >	3 Orders Processing Order Ready for Ship	• 3 • • • • • • • • • • • • • • • • • •	4,243.40 Total Ordered for the Month (RM)					JUL 2 0 1
Orders >	My Orders ers						Per Page	30 🗸
Settings >	Search by order ID or branch name					1 - 3 of 3	First	1 Last
	# Order ID Placed	At Delivering To	Total	RM) PO Number	Order Status	Deliver		
	1 2003238 22 Jul 20	19 Supplycart (PG-02)	8	4.35 1234	Processing	-	>	>
	2 2003237 22 Jul 20	19 Supplycart (PG-02)	2,4	8.45 1234	Processing		>	>
	3 2003236 22 Jul 20	19 Supplycart (PG-02)	9	0.60 1234	Processing	2)	>







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Λ	My Orders						ල 🖒 🙆 Benjamin		
Dashboard ☆ Procure ○ Orders	Home > My Orders 1 (Order Processing ()	MAY 2 0 1 9							
	List of Orders						Per Page 30 V		
	Search by order ID or branch name						1 - 3 of 3 First 1 Last		
	Ø Order ID	Placed At	Total (RM)	PO Number	Order Status	Delivery	D I I		
	2002879	10 May 2019	1,380.40	11234	Processing	-			
	2 2002242	22 Feb 2019	1,229.95		Complete	Between 27 Feb 2019 to 4 Mar 2019			
	3 2002157	14 Feb 2019	319.85		Complete	18 Feb 2019			
							1-3 of 3 First 1 Last		
ADAM VT 0				<u>\</u>					
	Click on the order number or the '>' icon to view details of the order								

Click to view any attachments related to the order (future feature)



My Orders - Order Details (1 of 2)

Side-menu:

Orders > My Orders > Individual Order

Page purpose:

View the details of an order that has been placed

Features:

- 1. Order Details
- 2. List of ordered Items
- 3. Delivery Dates
- 4. Cancel Order
- 5. Repeat ORder

		Order I	Details					Э L	💽 Julian
Dashboard ' Procure 이 Orders	>	Home # 20	> My Orders > 2002952 02952						Repeat Order
Settings	>	ĉ	Julian Soon	() 28 May 2019	POANY #POANY		Subtotal Delivery Fee Discount	Subtotal RM 5,526.00 Delivery Fee RM 0.00 Discount RM 0.00 ORDER TOTAL RM 5,526.00	
		2002952-DN-002 Scheduled delivery at 31 May 2019 2002952-DN-001 Scheduled delivery at 30 May 2019			Ready For S	Shipment >	ORDER TOTAL		
					Ready For Shipment 🗸 🗸 🗸 🗸 🗸 🗸		Delivery Status 2002952-DN-002	Delivery Status 2002952-DN-002 Ready For Shipme	
		Ite	ns 100% Pear & Mixed Berries - 1L	Quantity 10	Unit Price RM 5.75 1 Pack	Total RM 57.50	2002952-DN-001	Ready For	Shipment
		20	2 Minutes Noodle Asam Laksa - 78g x 5s	2	RM 5.45 1 Pack	RM 10.90			
		-	100 Plus Original, 24 x 325 ml	1	RM 34.80 1 Carton	RM 34.80	Delivery Addres 의 Mr Julian Soon	;	
			2 Minutes Noodle Tom Yam - 80g x 5s	1	RM 5.45 1 Pack	RM 5.45	 € 0169606748 □ Supplycart (PG-02) 		
			7Up - 500 ml - Bottle	3	RM 2.05 1 Bottle	RM 6.15	P-G-02, Mutiara Orie Jalan BM 1/8, Tamar 47301, Petaling Jaya	ental Condomir n Bukit Mayang ı, Selangor,	nium, Mas,
			7Up - 1.5 L - Bottle	1	RM 3.80 1 Bottle	RM 3.80	C Lift Access		
			AIRWICK FRESHMATIC Automatic Spray (Sweet Can, 250 ml	t Citrus) Refill 1	RM 16.25 1 Can	RM 16.25	Billing Address		





My Orders - Order Details (2 of 2)



See list of items that will be part of the first delivery

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Click on the highlighted section to view items that will be part of the second delivery



Repeat Order





Orders - My Orders - Order details (Repeat Order)

At the pop-up message,

Click the 'OK' button to proceed with repeating the order

Result:

All items currently in the Shopping Cart will be replaced with the items in the repeated Order

Next Step:

Proceed with placing the order as per the checkout process







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Begin your procurement journey today with Supplycart

Procurement Made Easy

