User Guide

Accepting ADAM Invites

Setting Up your ADAM Account	2
Accepting Your ADAM Invitation	2
Setting up MyProfile	3

Setting Up your ADAM Account

Accepting Your ADAM Invitation

Complete your ADAM Invitation Form to get access into ADAM

Step 1: Accept Email Invitation

Click on the link in the invitation email.

ADAM
Hello! You have been invited to ADAM
Accept Invite

Step 2: Complete Invitation Form

Input your personal details and input your password that will be used for your access into ADAM when you've completed the form & read the Terms and Conditions

Invitation to ADAM				
* Required fields				
Personal Details *				
First Name	Last Name			
Job Function	Contact No			
Login Details *				
Parkerpeter@marvelstudios.com				
Password	Password Confirmation			

Step 3: Click 'Accept Invitation'



This will redirect you straight into ADAM

	Dashboard								0 A	COVID19
C eSourcing > C Quotation > Request >	• 0.00 Ny Orders Invoiced	for the Mooth (undefined)	voiced for the Month							JUL 2 0 2 1
Requisition Purchase Order	My Orders 🛈				۲	Delivery Schedule (0)				
Procure >	Order	Placed At Branch		Total(MYR)	Status	Order	Delivery Note	Location	Expected Delivery	
\$ Payment Service >							190 \$			
	My Requests 🛈									
	Created At	Request No	Daliver To	Ap	proval					
		N	requisitions found		Ĵ					

For future logins, you may login via https://adam.supplycart.my/login

Setting up MyProfile

Step 1: At the header, hover over your name, and click on 'MyProfile'



	Step	2: At the 'M	<u>yProfile' pa</u>	<u>ge, select you</u>	ur default addresses
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Settings: My Profile		🛆 COVID19 🕥 🕁 🙆 Benjamin
Created At: 04 Jan 2019 Last Login: 20 Aug 2021		
My Personal Details		My Assigned Addresses DerAult DELIVERY ADDRESS
First Name - Benjamin	Last Name -	No address to show. Inform your admin to setup a new address. Beet
Email benjamin@supplycart.my	User ID	
Phone Number *	Job Function +	DEFAULT BILLING ADDRESS
+80192858593 Department	Role	No address to show. Inform your admin to setup a new address. Select
	Buyer	
Change Password	Save	

Note: Addresses have to be assigned to you by your Admin. Should you not have your relevant addresses assigned, please contact your Admin