

User Guide	ADAM-REQ-GUI-APPROVERS-2.2
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ADAM APPROVER'S GUIDE

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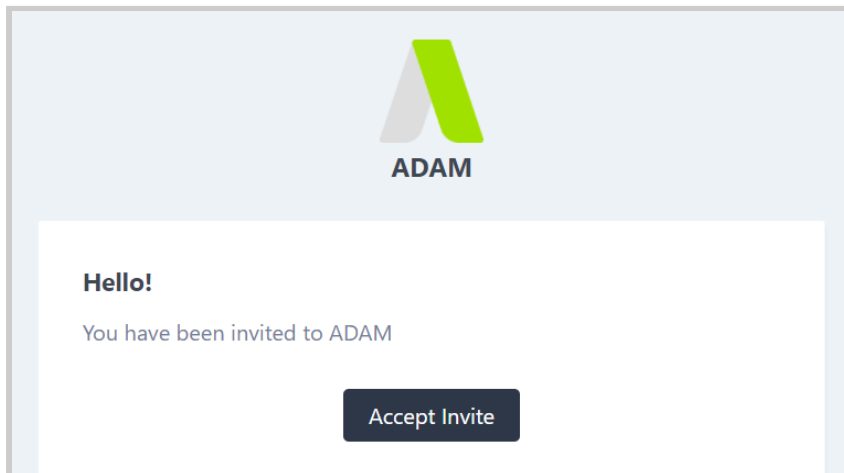
Setting Up your ADAM Account

Accepting Your ADAM Invitation

Complete your ADAM Invitation Form to get access into ADAM

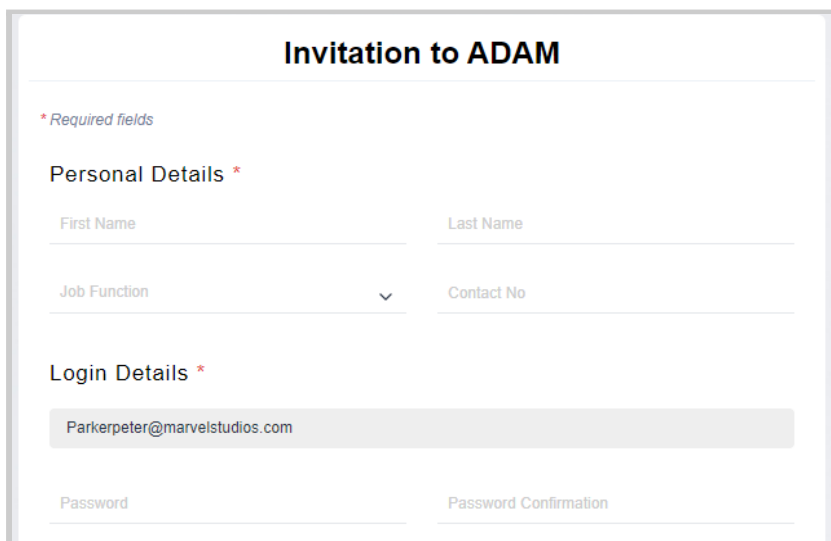
Step 1: Accept Email Invitation

Click on the link in the invitation email.

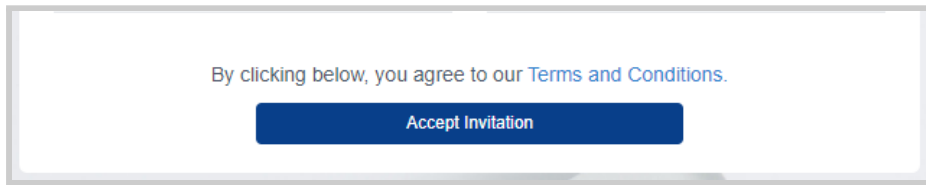


Step 2: Complete Invitation Form

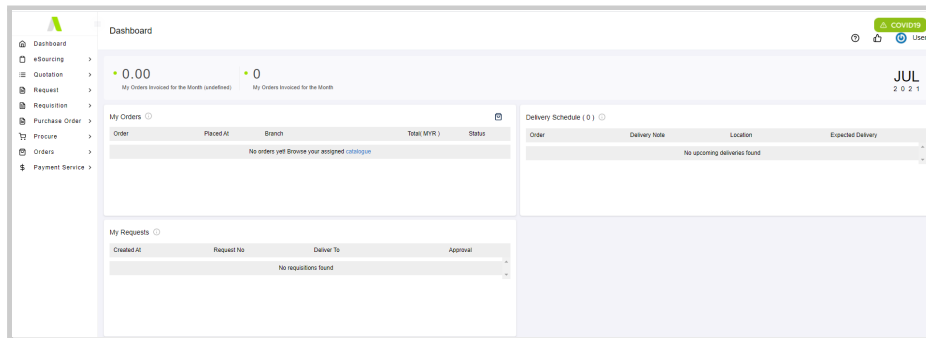
Input your personal details and input your password that will be used for your access into ADAM when you've completed the form & read the Terms and Conditions

A screenshot of the 'Invitation to ADAM' form. The title 'Invitation to ADAM' is at the top center. Below it is a section for 'Personal Details' with a red asterisk indicating required fields. It contains four input fields: 'First Name', 'Last Name', 'Job Function' (with a dropdown arrow), and 'Contact No'. Below this is a section for 'Login Details' with a red asterisk. It contains a text input field for an email address (pre-filled with 'Parkerpeter@marvelstudios.com') and two input fields for 'Password' and 'Password Confirmation'.

Step 3: Click 'Accept Invitation'



This will redirect you straight into ADAM



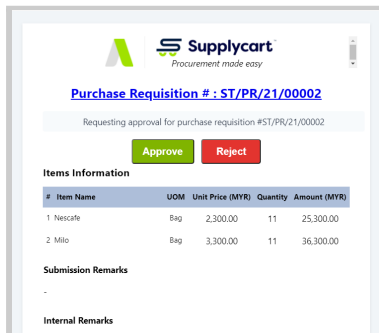
For future logins, you may login via <https://adam.supplycart.my/login>

Approving Requests:

As an Approver, you will have two options to approve; either via email, or via ADAM.

Option 1: Approve or Reject via Email

Step 1: Review the details on the email



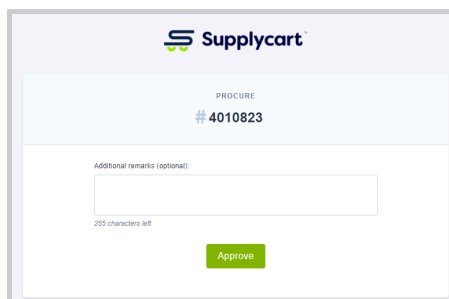
The screenshot shows the Supplycart interface for approving a purchase requisition. At the top, the Supplycart logo and tagline 'Procurement made easy' are visible. Below this, the title 'Purchase Requisition # : ST/PR/21/00002' is displayed. A sub-header indicates 'Requesting approval for purchase requisition #ST/PR/21/00002'. Two buttons, 'Approve' (green) and 'Reject' (red), are prominently displayed. Under the 'Items Information' section, a table lists two items: Nescafe and Milo, with their respective UOM, unit prices, quantities, and amounts. Below the table, there are sections for 'Submission Remarks' and 'Internal Remarks', both currently empty.

#	Item Name	UOM	Unit Price (MYR)	Quantity	Amount (MYR)
1	Nescafe	Bag	2,300.00	11	25,300.00
2	Milo	Bag	3,300.00	11	36,300.00

Step 2a: To approve a Submission, click 'Approve'

This will redirect you to a page to approve the submission. Click on 'Approve' to confirm approval of the Submission

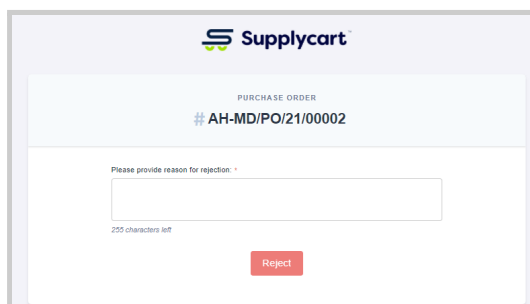
Note: You may also input any comments at this page.



The screenshot shows the Supplycart 'Approve' page. The header includes the Supplycart logo and the word 'PROCURE'. Below this, the procurement number '#4010823' is displayed. A text input field is provided for 'Additional remarks (optional)', with a character count of '255 characters left'. A green 'Approve' button is located at the bottom of the form.

Step 2b: To reject this Request, click 'Reject'

This will redirect you to a page to input the reason for rejecting the requisition. Once this has been done, you may click 'Reject' to complete the rejection.



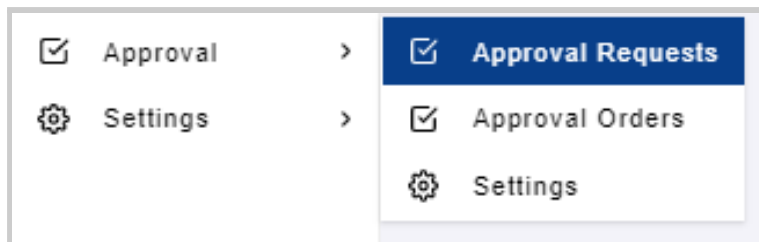
The screenshot shows the Supplycart 'Reject' page. The header includes the Supplycart logo and the word 'PURCHASE ORDER'. Below this, the purchase order number '#AH-MD/PO/21/00002' is displayed. A text input field is provided for 'Please provide reason for rejection: ', with a character count of '255 characters left'. A red 'Reject' button is located at the bottom of the form.

Option 2: Approve or Reject via ADAM

Step 1: Select the type of Approval from ADAM

Under Approvals, click on the relevant submission type to approve

Note: The display on this page will be based on the Approval Modules that have been activated



Step 2: Approve or Reject directly from the Approval List page

Or click 'View' to review the details of the individual request.

Approvals: Request List

List of Approval Requests

Search by Ref No, Delivery Address, Requestor Name

Filter by Status: 1 - 5 of 5 First 1 Last Per Page 30

#	Requested At	Request No	Form Type	Deliver To	Approver	Approved At	PR Ref No	Status	Action
1	16 Jul 2021, 10:46 AM	DASB/REQ/21/00003	DUMC Request Form	Dream Centre	N/A	N/A	N/A	Pending Approval	Approve Reject View

Step 3: Review from within the Submission Details page

See all details that have been input by the user

Approval: Request Details

#DASB/REQ/21/00003 Pending Approval [Approve](#) [Reject](#)

Requestor Information				Submission Information	
Requestor Name	Requestor Email	Requestor Contact Number	Delivery Address	Submitted At	Currency
T4 Admin DUMC II Test	admin2@dumc.test	0134567890	2, Jalan 13/1, Seksyen 13 Petaling Jaya, 46200 Selangor, Malaysia	16 Jul 2021	MYR
				Delivery Date	Department
				16 Jul 2021	- Vernacular

Click 'Approve' or 'Reject'

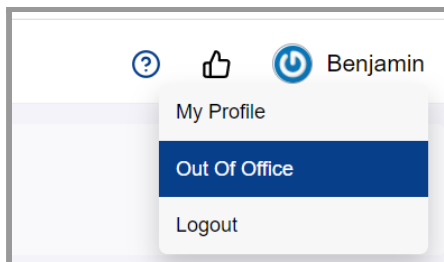
Note: For Rejections, you must input a reason for rejecting the requisition. Once this has been done, you may proceed to complete the rejection.

Out of Office:

Should you ever be Out of Office, you may nominate relief approvers on ADAM

Step 1: Select Out of Office at your Username

This will display the Out of Office maintenance window



Step 2: Nominate your relief approvers at each form type

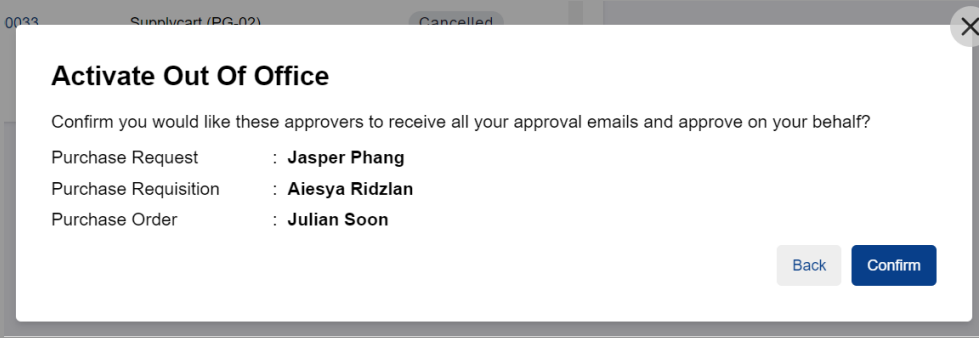
The selected person will approve on your behalf for all submissions with this form

A screenshot of a web form titled 'Activate Out Of Office'. The form is part of a 'Supplycart (PG-06B)' session, which is marked as 'Completed'. The form contains a message: 'You are about to activate your Out of Office. Please select a Relief Approver who will approve on your behalf.' Below this message are three rows, each with a form type and a dropdown menu for selecting a relief approver. The first row is 'Purchase Request' with 'Jasper Phang' selected. The second row is 'Purchase Requisition' with 'Aiesya Ridzlan' selected. The third row is 'Purchase Order' with 'Julian Soon' selected. Each dropdown menu has an 'x' icon and a downward arrow. A blue 'Next' button is located at the bottom right of the form.

Note: You will be unable to proceed with this step if you are currently nominated as a Relief Approver by someone else in your organisation. Please engage your ADAM Administrator for further assistance

Step 3: Confirm your Relief Approvers

Click on 'Confirm' to set yourself as Out of Office



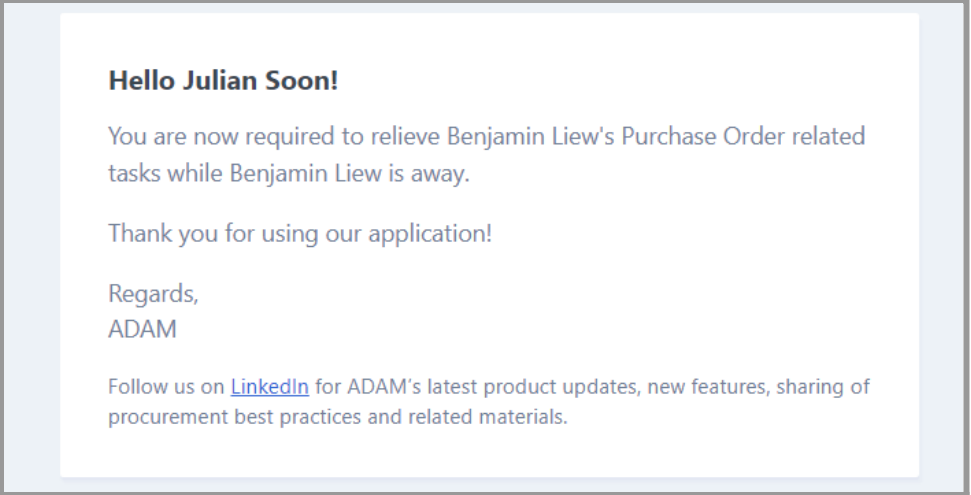
The screenshot shows a dialog box titled "Activate Out Of Office" with a close button (X) in the top right corner. The dialog contains the following text:

Confirm you would like these approvers to receive all your approval emails and approve on your behalf?

Purchase Request	: Jasper Phang
Purchase Requisition	: Aiesya Ridzlan
Purchase Order	: Julian Soon

At the bottom right of the dialog are two buttons: "Back" (light blue) and "Confirm" (dark blue).

Each Relief Approver will receive an email to inform them that they have been nominated as your relief approver



The screenshot shows an email notification with the following content:

Hello Julian Soon!

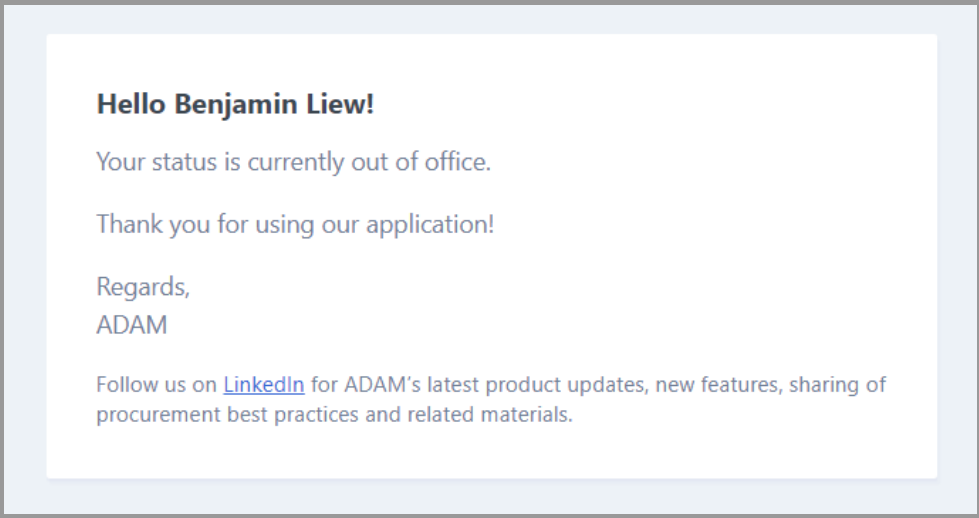
You are now required to relieve Benjamin Liew's Purchase Order related tasks while Benjamin Liew is away.

Thank you for using our application!

Regards,
ADAM

Follow us on [LinkedIn](#) for ADAM's latest product updates, new features, sharing of procurement best practices and related materials.

You will also receive an email informing you of your updated ADAM status



The screenshot shows an email notification with the following content:

Hello Benjamin Liew!

Your status is currently out of office.

Thank you for using our application!

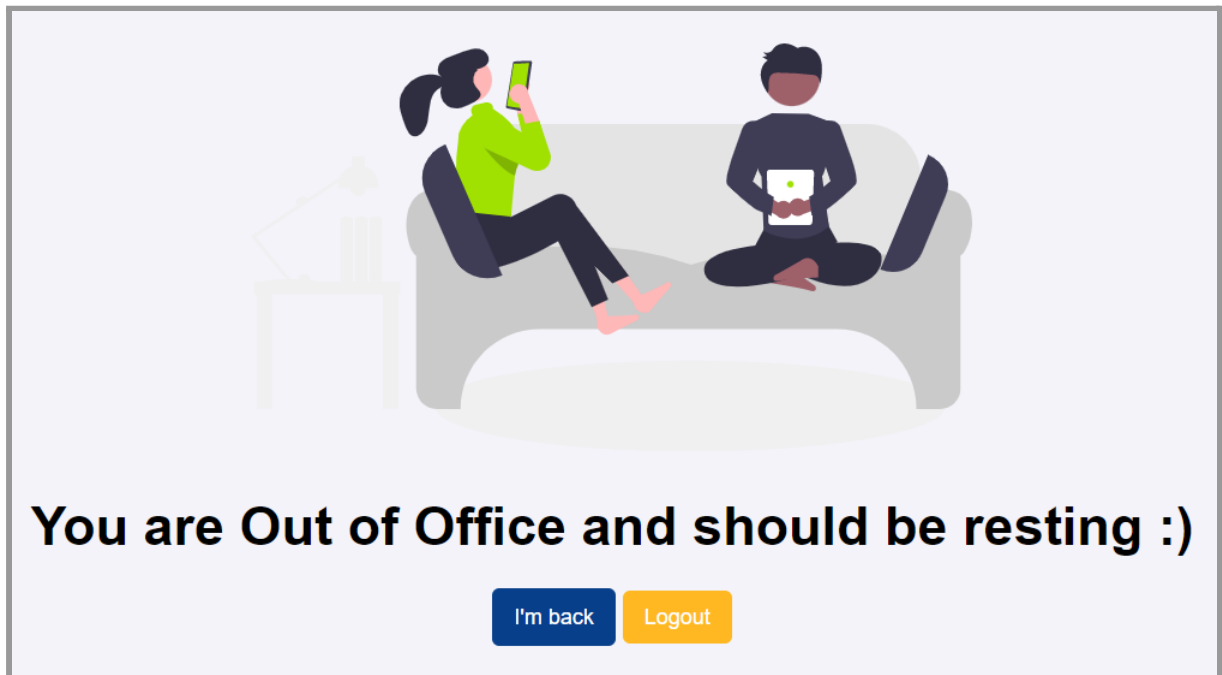
Regards,
ADAM

Follow us on [LinkedIn](#) for ADAM's latest product updates, new features, sharing of procurement best practices and related materials.

Step 4: Coming Back into Office

The next time you login into ADAM, you will be prompted with a message to confirm that you are back to the office.

Click on 'I'm Back' to continue your approval activities, and re-open access to other ADAM modules

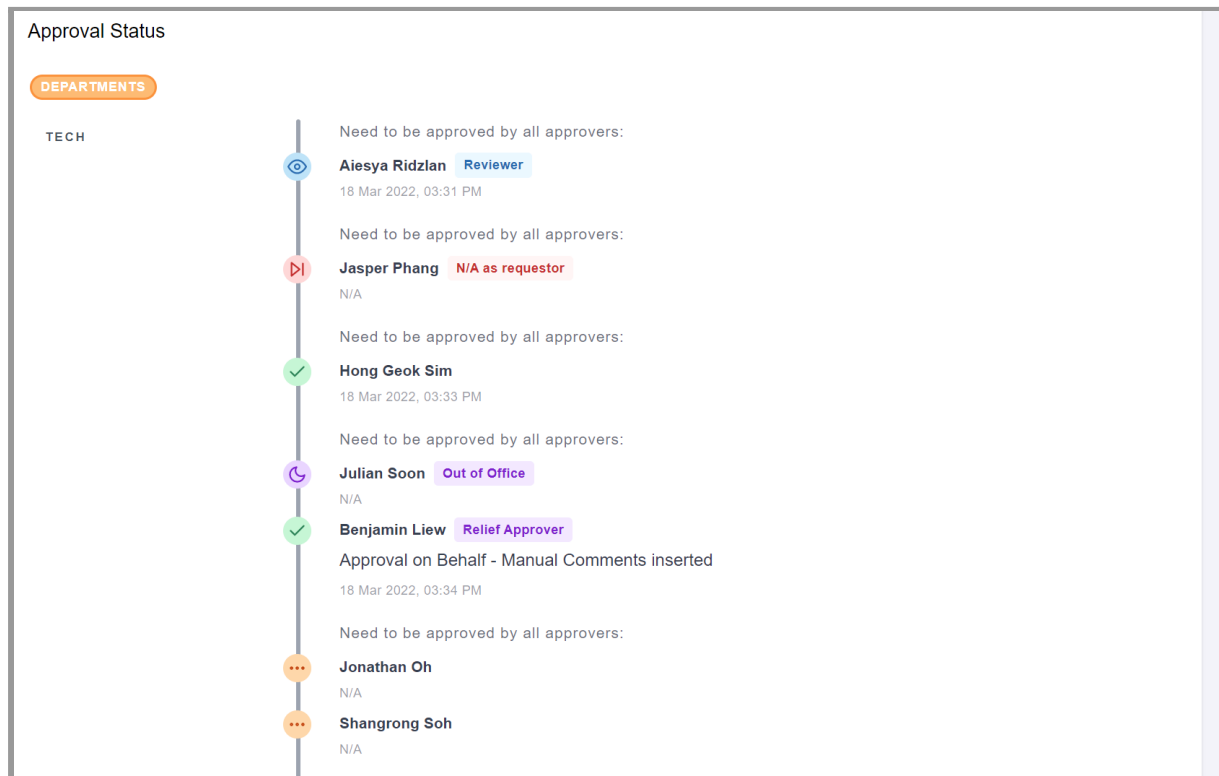


Approval Logs:

For every submission, all approval activities are logged in ADAM.
You may view this at each submission's Detail page, and the corresponding PDF

Approval Logs in the Submission Details

At the Submission Detail page, refer to the 'Approval Status' section to see the details and history of approval activities on the Approval



Approval Logs in the Submission PDF

At the Submission PDF, refer to bottom of the PDF details and history of approval activities on the Approval.

Reviewed By: Name: Aiesya Ridzlan Date: 18 Mar 2022, 3:31 PM	Approved By: Name: Jasper Phang Date: N/A as requestor	Approved By: Name: Hong Geok Sim Date: 18 Mar 2022, 3:33 PM	Approved By: Name: Benjamin Liew Date: 18 Mar 2022, 3:34 PM (Relief Approver)	Approved By: Name: Jonathan Oh Date: 18 Mar 2022, 3:39 PM
Approved By: Name: Shangrong Soh Date: 18 Mar 2022, 3:39 PM				

Note: Depending on the Submission PDF setup, you may either see all or only the final approver on the PDF

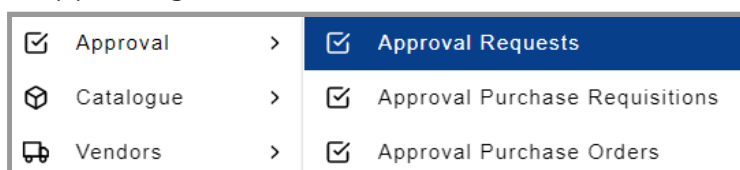
Revisiting Previous Submissions:

As an Approver, you can search for previous RQs, PRs, or POs either by the “Approval” pages, or the “Company” pages.

Option 1: Searching for Previous Submissions via the ‘Approval’ pages

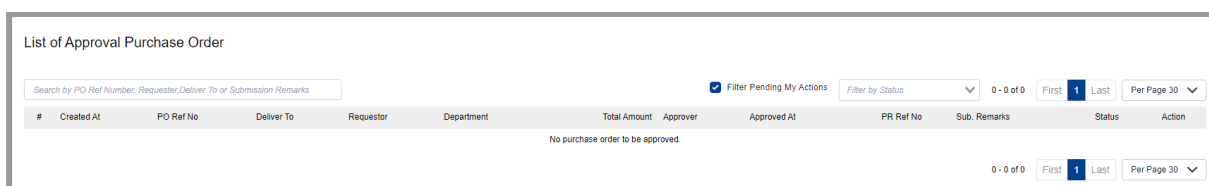
Step 1: Select the relevant submission type via the ‘Approval’ menu

This will bring you to a page showing all submissions that you have been involved in approving

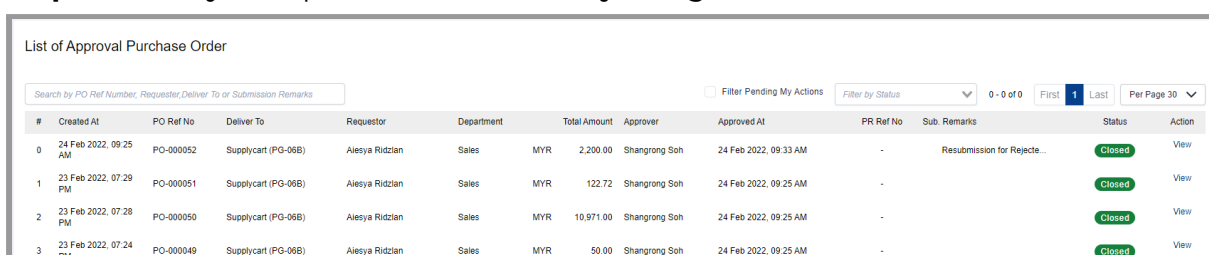


Step 2: De-select the ‘Filter Pending My Actions’ checkbox

This will show all previous submissions that have already been approved or rejected



Step 3: Identify the specific submission by using the Filter and Search functions



FEATURES:

The **Filter by Status** selection will allow you to narrow down your search based on the status of the submission

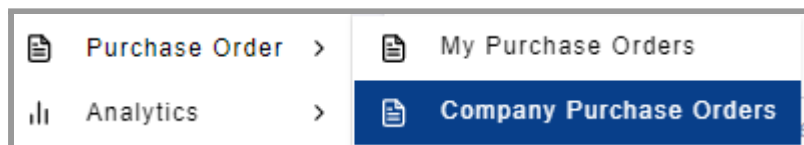
The **Search Bar** is able to search for a specific submission if you input any of the following information:

1. Requestor Name
2. Reference Number
3. Delivery Location
4. Submission Remarks (PO Only)

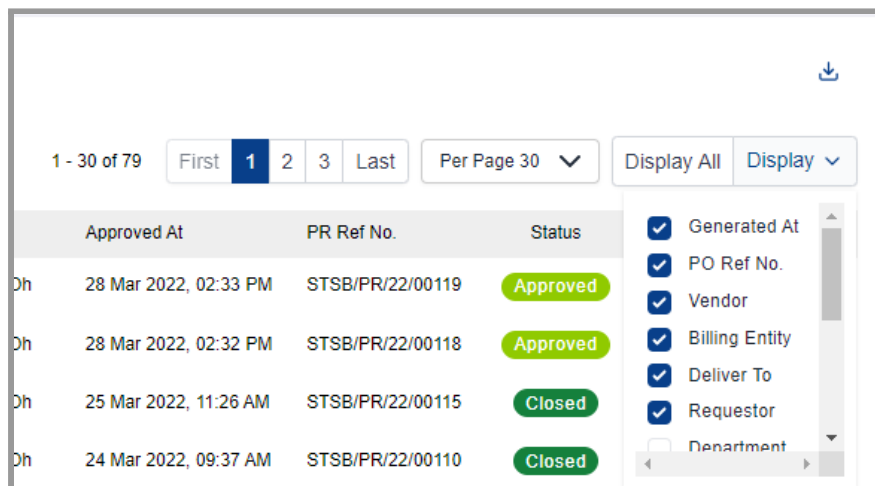
Option 2: Searching for Previous Submissions via the 'Company Submission' pages

Step 1: Select the relevant submission type via the menu, then select the 'Company' page

This will bring you to a page showing all submissions for all Billing Entities that are assigned to you

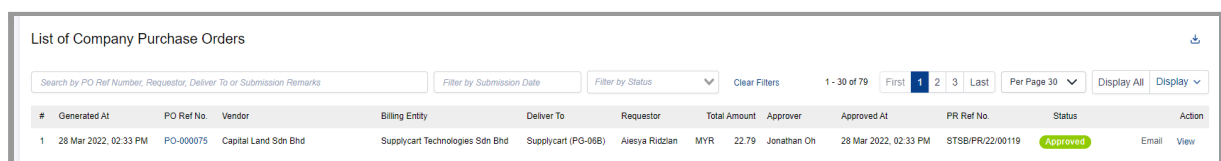


Step 2: Customise the columns displayed



FEATURE: This Display customisation is unique to you as a User, and will not impact the experience of other Users viewing this page

Step 3: Identify the specific submission by using the Filter and Search functions



FEATURES:

1. The **Filter by Submission Date** selection will allow you to narrow down your search based on the date a requestor placed a submission
2. The **Filter by Status** selection will allow you to narrow down your search based on the status of the submission
3. The **Search Bar** is able to search for a specific submission if you input any of the following information:
 - a. Requestor Name
 - b. Reference Number
 - c. Delivery Location
 - d. Submission Remarks (PO Only)

Note: To reset your search, click on "Clear Filters"