

User Guide	ADAM-REQ-GUI-SUBMITTING_REQUESTS-v1.0
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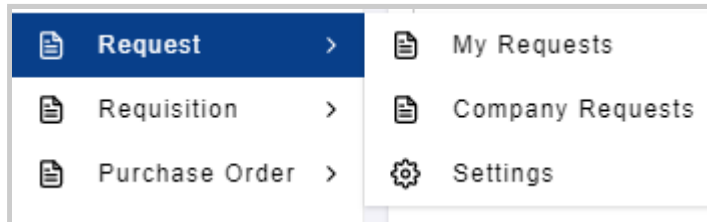
Submitting Requests

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Creating requests

This section explains how users can create requests.

Step 1: Under Requests, click 'My Requests'



Click 'Create New' to create a new request.

Select Form Type

Select Form Type and click 'Next'.

Note: Users can only select forms that they are assigned to.

A screenshot of a web application interface for creating a request. At the top, it says 'Request: Request Form'. On the right, there is a green banner with 'COVID19' and a user profile for 'ADAM Administrator'. Below this is a progress bar with four steps: 1. Form Type (Pick your form type), 2. Requestor Info (Fill in your information), 3. Items/Services Info (Fill in the items that you need), and 4. Summary (Revise form and submit). The first step, 'Form Type', is currently active. Under this step, there is a label 'Form Type' and a text prompt 'Choose a form type :'. Below this prompt, there is a radio button next to the text 'Sample Request Form'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Next'.

Filling Up Form Details

There are two main sections in filling up the form:

1. Main Information
2. Item/Service Information

Main Information

This section relates to the requestor's details.

Request: Request Form

COVID19

ADAM Administrator

1 Form Type Pick your form type → 2 Requestor Info Fill in your information → 3 Items/Services Info Fill in the items that you need → 4 Summary Review form and submit

Main Information

Requestor name: ADAM Administrator Supplycart

Requestor email: adam1@supplycart.my

Requestor contact number: 0123456789

Delivery address:

Billing entity:

Request Reference Number:

Attach documents:

Internal comments:

Cancel Back Next

The requestor name, email & contact number would already be pre-filled.

Select Delivery & Billing Address assigned to you. Attach any quotation, other documents if applicable.

Input any Internal Comments if necessary. These internal comments would be seen by your approvers and the Procurement team.

Item/Service Information

In this section, users would be required to input details pertaining to the item that they would like to request for

Items/Services Information

#	Name	UOM	Quantity	Unit price	Amount (MYR)	Dimensions
				Subtotal 0	0.00	
				Tax Amount	0.00	
				Total Amount	0.00	

Add Row OR Select catalogue

Cancel Back Next

Step 1: Select Add Row

Click 'Add Row' to add an item using Free Form Text Input

1 Form Type Pick your form type → 2 Requestor Info Fill in your information → 3 Items/Services Info Fill in the items that you need → 4 Summary Review form and submit

Items/Services Information

#	Name	UOM	Quantity	Dimensions
1	Test Item 1	Unit	1.00	Info
2	Test Item 2	Piece	1.00	Info

Add Row

Cancel Back Next

Step 2: Fill in Item Details

Input Name, UOM, Quantity, Unit Price & Dimensions.

There may be other columns that would appear in the table such as :

- Item Code
- GL Code
- Item Description

Once completed, click 'Next'.

Submit Request

Review all of the details in your request to ensure that it is complete & accurate.

Request: Request Form

COVID19 ⓘ ADAM Administrator

1 Form Type Pick your form type → 2 Requestor Info Fill in your information → 3 Items/Services Info Fill in the items that you need → 4 Summary Review form and submit

Summary

Requestor Information

Requestor name ADAM Administrator Supplycart	Requestor email adam1@supplycart.my	Requestor contact number 0123456789	Delivery address 2 Jalan 13/1, Seksyen 13 Petaling Jaya, 46200 Selangor, Malaysia
Billing entity Dream Centre 2 Jalan 13/1, Seksyen 13 Petaling Jaya, 46200 Selangor, Malaysia	Request Reference Number CES/REQ/21/00001 <small>This reference number might be changed once submitted</small>	Attachments N/A	Internal comments N/A

Item/Service Information

#	Name	UOM	Quantity	Dimensions
1	Test Item 1	Unit	1.00	Info
2	Test Item 2	Piece	1.00	Info

Cancel Back Submit

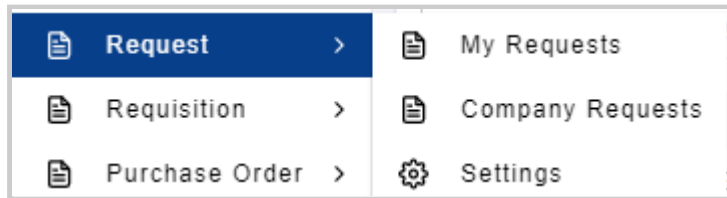
Click 'Submit' to confirm your submission.

Upon submission, you will receive an email confirming that the PR is pending for approval.

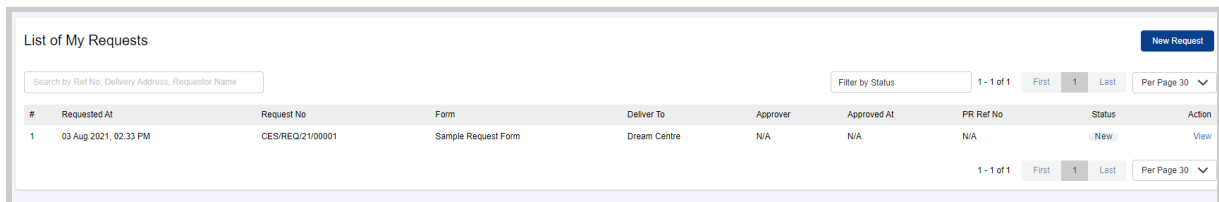
Viewing My Requests

This section allows you to view your submitted requests

Step 1: Under request, click on 'My Requests'

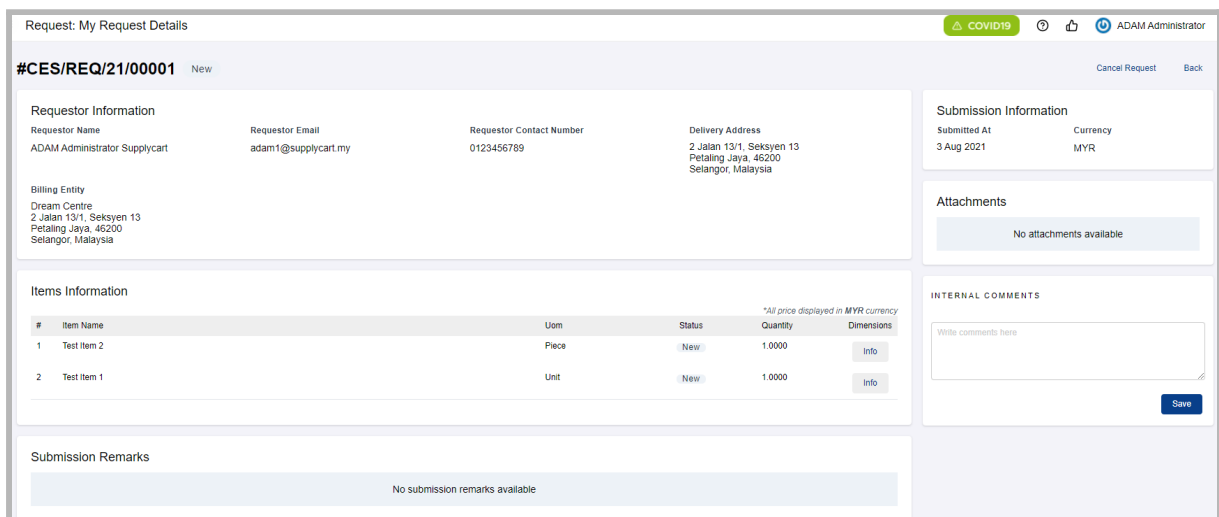


You will be redirected to a page where it shows a list of Requests that you have submitted.



Step 2: View request Details

Click 'View' to view further details of your request.



At this page you may:-

1. **View and Add Internal Comments placed by approvers or Procurement**

INTERNAL COMMENTS

ADAM Administrator Supplycart 03 Aug 2021, 14:34 PM
Internal Comment 1

Write comments here

Save

2. **View the status of the individual items**

- This will show if the item has been consolidated at a PR level with other items

Items Information					
#	Item Name	Uom	Status	Quantity	Dimensions
1	Test Item 2	Piece	Processing	1.0000	Info
2	Test Item 1	Unit	Processing	1.0000	Info

3. **View Approval status & log**

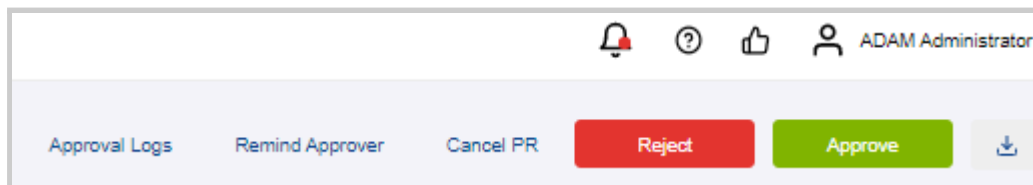
- This will show the Approver details including the date/time the PR has been approved
- If the PR has been rejected, it would showcase the reason for rejection



Reminding Approvers

For requests that have yet to be approved, you may remind the Approver by clicking on the 'Remind Approver' button on the top right corner of the Submission.

This will resend the approval email to the approver for their action



Note: A User is only allowed to remind the approvers once a day.