

Manual	ADAM-REQ-MAN-MY_VENDOR-v1.0.0
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My Vendors

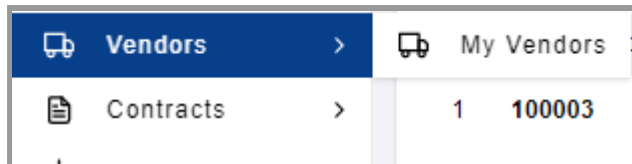
Creating New Vendor Records	2
Maintaining Vendor Records	3
Updating Vendor Records	3
Deleting Vendor Records	5

Creating New Vendor Records

This section will run through how to create your own vendors on ADAM

Step 1: Under 'Vendors', click 'My Vendors'

This will direct you to the 'My Vendors' page



Step 2: Click on 'New Vendor'

This will take you to the New Vendor Form



Step 3: Fill up the Vendor Details

At the 'Vendor Information' and 'Billing Information' sections, fill up all relevant fields for the vendor's details

A screenshot of a form titled 'Vendors: Create New Vendor'. On the left is a sidebar with four steps: 1 Vendor Information, 2 Billing Information, 3 Credit Information, and 4 Summary. The main area shows the 'Vendor Information' section with fields for 'Vendor Name' (marked with a red asterisk), 'Vendor Code', and 'Vendor PO Email'. A note states 'A default code will be assigned if left'.

Note: All compulsory fields are marked with a red asterisk (*)

Step 4: Fill up the Payment Terms & Credit Limit

At the 'Credit Information' section, fill up the vendor's payment terms & the credit limit.

A screenshot of the 'Vendor Credit Information' section of the form. It includes a sidebar with steps 1-4, where '3 Credit Information' is selected. The main area has a 'Payment Terms' dropdown menu with options: '!', '30 Days', '50/50', and 'C.O.D.'. A red asterisk indicates a required field.

Feature: The 'Payment Terms' field will allow you

- 1) Select any Payment Term that has been previously maintained, or to
- 2) Create a new Payment Term by inputting into the field

Maintaining Vendor Records

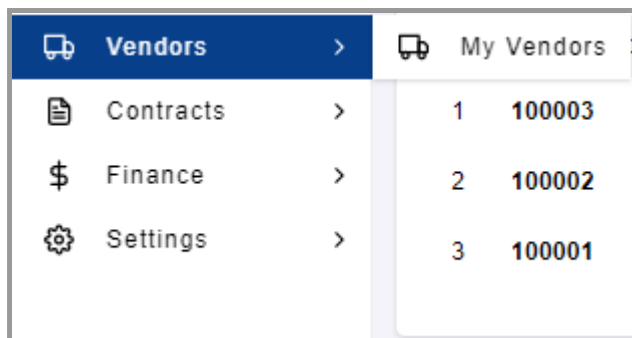
This section will run through how to maintain ADAM's Vendor List

Updating Vendor Records

This section will run through how to update existing vendors on ADAM

Step 1: Under 'Vendors', click 'My Vendors'

This will direct you to the 'My Vendors' page



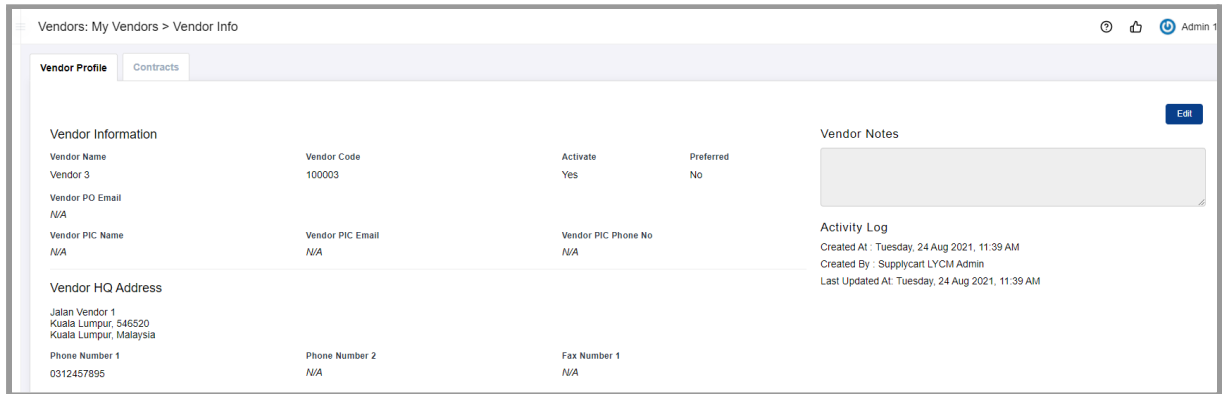
Step 2: Identify the relevant vendor to be updated

You may do so by using the Search bar, or scrolling through the pages

List of Vendors							
Search by Vendor Code, Vendor Name, PIC Name, PIC Contact							
				1 - 3 of 3		First	1
						Last	Per Page 30
#	Vendor Code	Vendor Name	Payment Terms	PIC Name	PIC Contact	Contracts	Status
1	100003	Vendor 3	30 Days			0	Active
2	100002	Vendor 2	50/50	Vendor 2 Account PIC	123456789	0	Active

Step 3: Click on the 'Edit' link at the relevant vendor

This will direct you to the Vendor's details page



Vendors: My Vendors > Vendor Info

Vendor Profile | Contracts

Vendor Information

Vendor Name	Vendor Code	Activate	Preferred
Vendor 3	100003	Yes	No
Vendor PO Email			
N/A			
Vendor PIC Name	Vendor PIC Email	Vendor PIC Phone No	
N/A	N/A	N/A	

Vendor HQ Address

Jalan Vendor 1
Kuala Lumpur, 546520
Kuala Lumpur, Malaysia

Phone Number 1: 0312457895
Phone Number 2: N/A
Fax Number 1: N/A

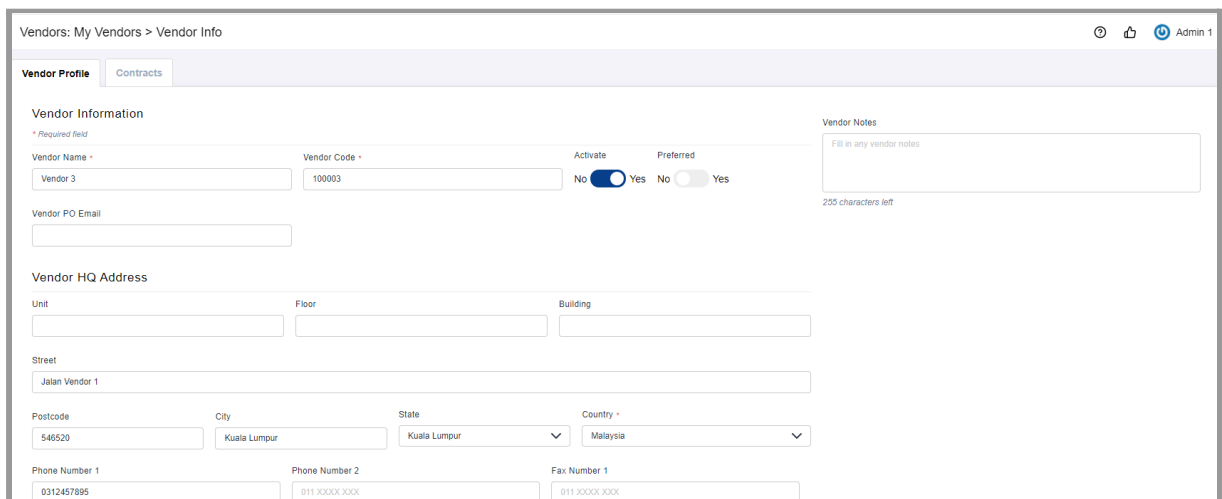
Vendor Notes [Edit]

Activity Log

Created At: Tuesday, 24 Aug 2021, 11:39 AM
Created By: Supplycart LYCM Admin
Last Updated At: Tuesday, 24 Aug 2021, 11:39 AM

Step 4: Click on the 'Edit' to update the Vendor's details

This will allow you to amend the Vendor's details



Vendors: My Vendors > Vendor Info

Vendor Profile | Contracts

Vendor Information

* Required field

Vendor Name: Vendor 3
Vendor Code: 100003
Activate: No (selected) Yes
Preferred: No (selected) Yes

Vendor PO Email: [Empty field]

Vendor HQ Address

Unit: [Empty field] Floor: [Empty field] Building: [Empty field]

Street: Jalan Vendor 1

Postcode: 546520 City: Kuala Lumpur State: Kuala Lumpur Country: Malaysia

Phone Number 1: 0312457895 Phone Number 2: 011 XXXXX XXXX Fax Number 1: 011 XXXXX XXXX

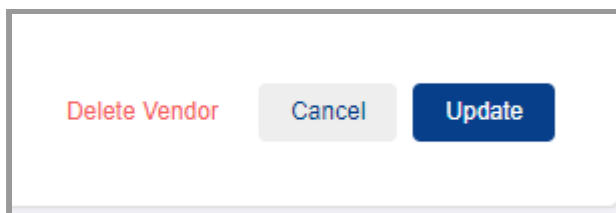
Vendor Notes

Fill in any vendor notes

255 characters left

Step 5: Click 'Update when complete

This will save your amendments, and update the Activity Log



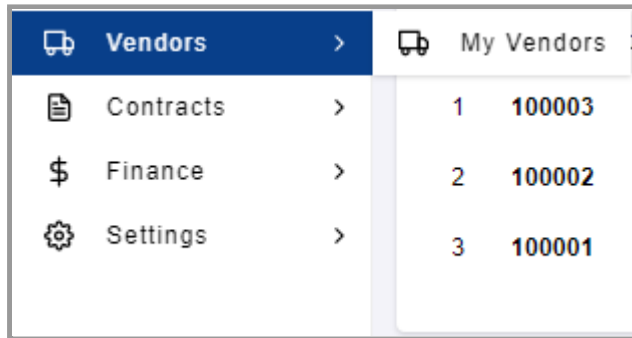
Delete Vendor Cancel Update

Deleting Vendor Records

This section will run through how to delete a vendors on ADAM

Step 1: Under 'Vendors', click 'My Vendors'

This will direct you to the 'My Vendors' page



Step 2: Identify the relevant vendor to be updated

You may do so by using the Search bar, or scrolling through the pages

List of Vendors

Search by Vendor Code, Vendor Name, PIC Name, PIC Contact

1 - 3 of 3 First 1 Last Per Page 30

#	Vendor Code	Vendor Name	Payment Terms	PIC Name	PIC Contact	Contracts	Status	Actions
1	100003	Vendor 3	30 Days			0	Active	Edit
2	100002	Vendor 2	50/50	Vendor 2 Account PIC	123456789	0	Active	Edit

Step 3: Click on the 'Edit' link at the relevant vendor

This will direct you to the Vendor's details page

Vendors: My Vendors > Vendor Info

Vendor Profile Contracts

[Edit](#)

Vendor Information			
Vendor Name	Vendor Code	Activate	Preferred
Vendor 3	100003	Yes	No
Vendor PO Email			
N/A			
Vendor PIC Name	Vendor PIC Email	Vendor PIC Phone No	
N/A	N/A	N/A	
Vendor HQ Address			
Jalan Vendor 1 Kuala Lumpur, 546520 Kuala Lumpur, Malaysia			
Phone Number 1	Phone Number 2	Fax Number 1	
0312457895	N/A	N/A	

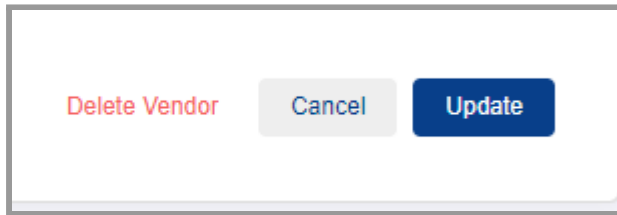
Vendor Notes

Activity Log

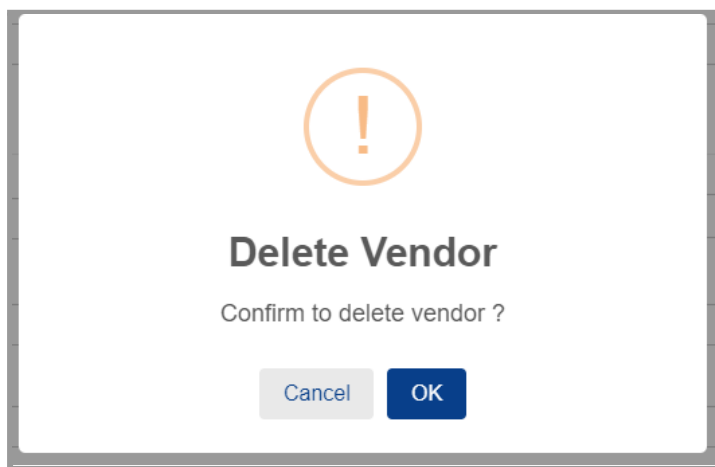
Created At: Tuesday, 24 Aug 2021, 11:39 AM
Created By: Supplycart LYCM Admin
Last Updated At: Tuesday, 24 Aug 2021, 11:39 AM

Step 4: Click 'Delete Vendor'

This will prompt a message to confirm the deletion

**Step 5:** Confirm the deletion

This will delete the vendor's record on ADAM



Note: For Vendors that have existing contracts maintained in ADAM, this will not delete the contract