

User Guide	ADAM-REQ-GUI-PO_AMMENDMENT_CLOSING-v1.0
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Further Action on Approved POs

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Editing POs

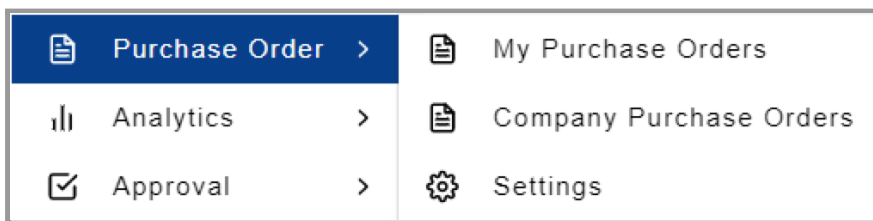
Approved POs can be edited to change the non-commercial dimensions of a PO. This does not require re-submission for approvals

Activating the Feature:

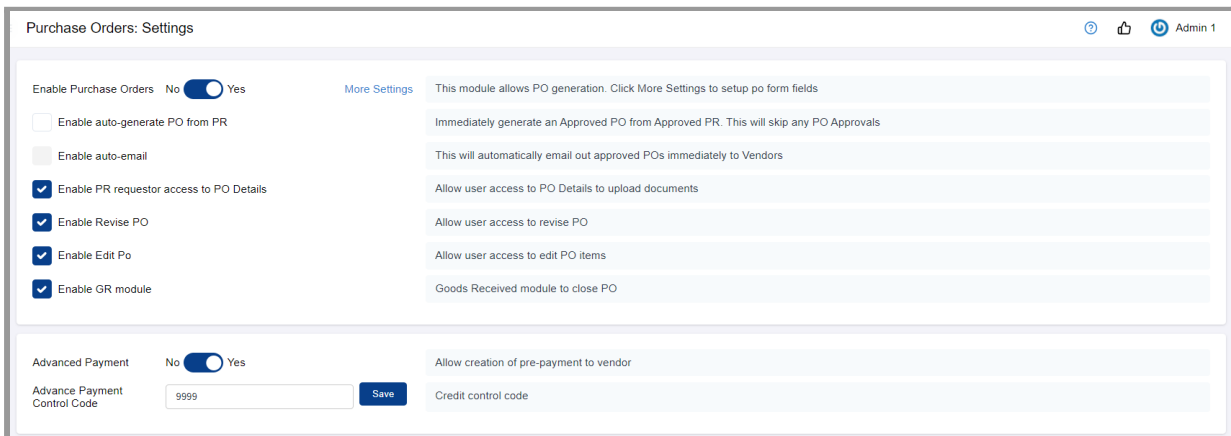
The feature to edit Approved POs is controlled by the Admin and can be activated by the steps below.

Note: The Permission to Edit a PO will be assigned to a Role via the 'Settings > Role Permissions' page. Please refer to the Roles & Permissions guide for further details.

Step 1: Under Purchase Order, click 'Settings'



Step 2: Click on 'Enable Edit PO' to activate the feature



Editing Approved POs:

Step 1: Select the relevant PO to be edited

The PO can be accessed by any of the following pages:

- Purchase Orders > My Purchase Orders
- Purchase Orders > Company Purchase Orders
- Approvals > Approval Purchase Orders
- Approvals > Approval Purchase requisitions
- Requisitions > Company Requisition
- Requisitions > My Requisitions

Step 3: Select the Items to be Edited

You may select more than one item at a time

											Edit GR Items	
											*All price displayed in MYR currency	
<input type="checkbox"/>	Item Name	Uom	Status	Quantity	Unit Price	Discount (%)	Discount Amount	Tax	Total Amount	Dimensions		
<input checked="" type="checkbox"/>	Item 1	Unit	Approved	30.00	5,000.00	1.00	50.00	Tax Exempt (0%)	148,500.00	Info		
<input checked="" type="checkbox"/>	Item 2	Pack	Approved	10.00	500.00	0.00	0.00	Tax Exempt (0%)	5,000.00	Info		
<input type="checkbox"/>	Item 3 <small>Latest Item from list</small>	Bag	Approved	5.00	2,500.00	0.00	0.00	Tax Exempt (0%)	12,500.00	Info		
<input type="checkbox"/>	Final Item	Box	Approved	100.00	5.00	0.00	0.00	Tax Exempt (0%)	500.00	Info		

Step 4: Click on 'Edit'

This will prompt a pop up to show select item(s)'s dimensions

50

a

Item Name	Uom	GL Code
Item 1	Unit	TC1003 - NEWER GL CODE
Item 2	Pack	

[Save](#)
[Cancel](#)

Step 5: Select the correct Dimension to be edited for each item

50

a

30 days

Item Name	Uom	GL Code
Item 1	Unit	TC1003 - NEWER GL CODE
Item 2	Pack	

TC1003 - NEWER GL CODE

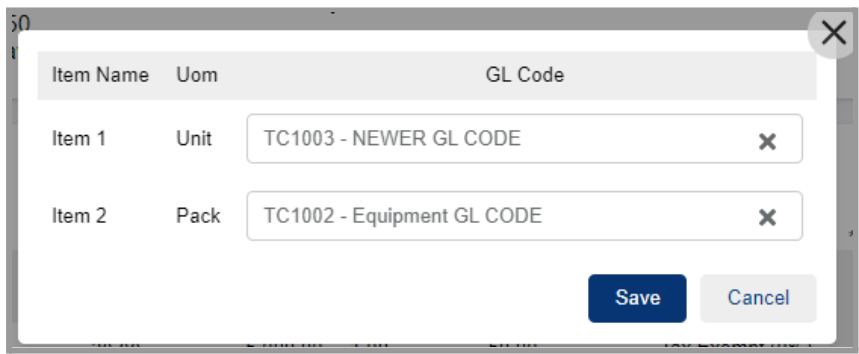
TC1002 - Equipment GL CODE

TC1001 - Electronics GL Code

TC1004 - Furniture GL Code

Step 6: Click 'Save'

This will result in the Dimension being updated for the Item



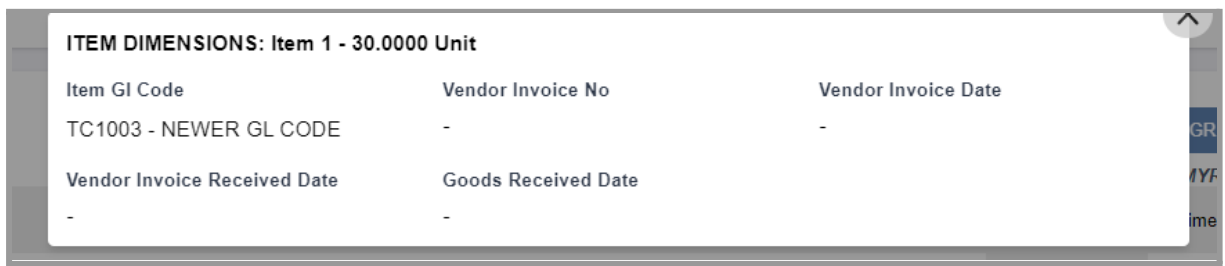
A screenshot of a 'Save' dialog box. It has a title bar with a close button (X). The dialog contains a table with two rows. The first row is for 'Item 1' with 'Unit' as the unit and 'TC1003 - NEWER GL CODE' as the GL Code. The second row is for 'Item 2' with 'Pack' as the unit and 'TC1002 - Equipment GL CODE' as the GL Code. At the bottom right, there are 'Save' and 'Cancel' buttons.

Item Name	Uom	GL Code
Item 1	Unit	TC1003 - NEWER GL CODE
Item 2	Pack	TC1002 - Equipment GL CODE

Save Cancel

Step 7: Review the updated Dimensions

Click on the 'Info' button next to the Item to review the dimensions for each item



A screenshot of the 'ITEM DIMENSIONS' window for 'Item 1 - 30.0000 Unit'. The window shows a table with four columns: 'Item GI Code', 'Vendor Invoice No', 'Vendor Invoice Date', and 'Goods Received Date'. The first row shows 'TC1003 - NEWER GL CODE' for the Item GI Code, and '-' for the other three columns. The second row shows '-' for the Vendor Invoice Received Date and 'Goods Received Date' for the Goods Received Date. On the right side, there are buttons for 'GR', 'MYF', and 'ime'.

Item GI Code	Vendor Invoice No	Vendor Invoice Date	Goods Received Date
TC1003 - NEWER GL CODE	-	-	

Vendor Invoice Received Date

GR MYF ime

Revising POs

Approved POs can be revised to update the commercial details on the PO. This will require a re-submission of the PO for approvals again

Note: PO Revision will be disabled for any PO that already has had a confirmed commercial commitment

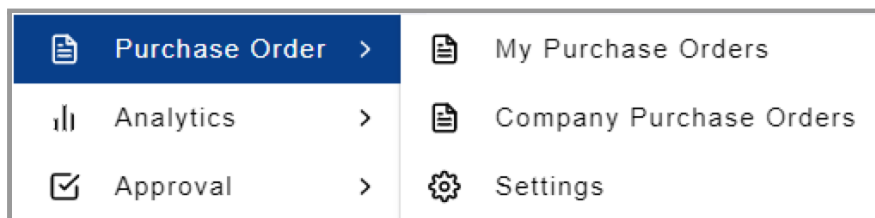
(i.e, Any Advance Payment, Goods Received, or 'Closing' performed will disable the PO Revision)

Activating the Feature:

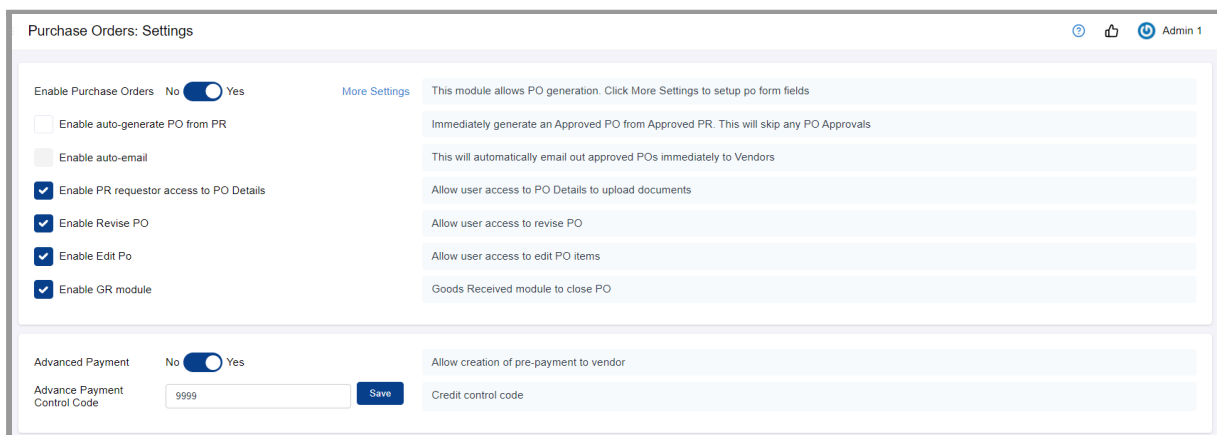
The feature to Revised Approved POs is controlled by the Admin and can be activated by the steps below.

Note: The Permission to Revise a PO will be assigned to a Role via the 'Settings > Role Permissions' page. Please refer to the Roles & Permissions guide for further details.

Step 1: Under Purchase Order, click 'Settings'



Step 2: Click on 'Enable Revise PO' to activate the feature



Revising Approved POs:

Step 1: Select the relevant PO to be revised

The PO can be accessed by any of the following pages:

- Purchase Orders > My Purchase Orders
- Purchase Orders > Company Purchase Orders
- Approvals > Approval Purchase Orders
- Approvals > Approval Purchase requisitions
- Requisitions > Company Requisition
- Requisitions > My Requisitions

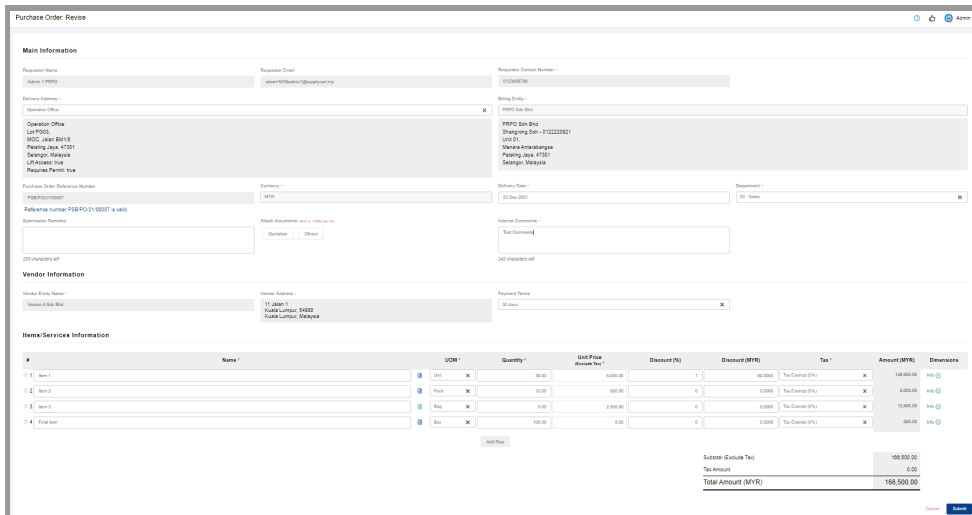
Step 3: Click on 'Revise'

This will redirect you to the PO Form page with the information of the latest version pre-filled for your action



Step 4: Complete the PO form & Click 'Submit'

This will revise the PO & submit for the PO approval process



Step 5: Upon submission, the updated PO details will be populated on the PO Details page

Purchase Order: Details
Admin 1

#PSB/PO/21/00007
Pending Review
Version 2

Requestor Information

Requestor Name
Admin 1 PRPO
Delivery Address
Operation Office
Lot PG03,
MOC, Jalan BM1/8
Petaling Jaya, 47301
Selangor, Malaysia

Requestor Email
adam+MY6admin1@supplycart.my
Billing Entity
PRPO Sdn Bhd (12141551-S)
Shangrong Soh - 0122220821
Unit 01,
Menara Antarabangsa
Petaling Jaya, 47301
Selangor, Malaysia

Requestor Contact Number
0123456789

Submission Information

PO Date
Tuesday, 21/12/2021
Related PRs
-
Submitted At
21 Dec 2021, 04:07 PM
Currency
MYR
Delivery Date
23 Dec 2021
Department
03 - Sales

Vendor Information

Vendor Entity Name
Vendor A
Vendor Address
11 Jalan 1
Kuala Lumpur, 54850
Kuala Lumpur, Malaysia
Payment Terms
30 days

Items Information

#	Item Name	Uom	Status	Quantity	Unit Price	Discount (%)	Discount Amount	Tax	Total Amount	Dimensions
1	Item 1	Unit	Pending Review	30.00	5,000.00	1.00	50.00	Tax Exempt (0%)	148,500.00	Info
2	Item 2	Pack	Pending Review	10.00	500.00	0.00	0.00	Tax Exempt (0%)	5,000.00	Info
3	Item 3 Latest item from list	Bag	Pending Review	5.00	2,500.00	0.00	0.00	Tax Exempt (0%)	12,500.00	Info
4	Final Item	Box	Pending Review	100.00	5.00	0.00	0.00	Tax Exempt (0%)	500.00	Info
Subtotal (Exclude Tax)									166,500.00	

Attachments

No attachments available

INTERNAL COMMENTS

Admin 1 PRPO
test comments
21 Dec 2021, 04:07 PM
Write comments here
255 characters left

Viewing Previous PO Versions:

Step 1: Select the relevant PO

The PO can be accessed by any of the following pages:

- Purchase Orders > My Purchase Orders
- Purchase Orders > Company Purchase Orders
- Approvals > Approval Purchase Orders
- Approvals > Approval Purchase requisitions
- Requisitions > Company Requisition
- Requisitions > My Requisitions

Step 2: Select the relevant version to view

This will display the PO details of the previous PO version

Purchase Order: Details
Admin 1

#PSB/PO/21/00006
Approved
Version 2

Requestor Information

Requestor Name
Admin 1 PRPO
Delivery Address
Operation Office
Lot PG03,
MOC, Jalan BM1/8
Petaling Jaya, 47301
Selangor, Malaysia

Requestor Email
adam+MY6admin1@supplycart.my
Billing Entity
PRPO Sdn Bhd (12141551-S)
Shangrong Soh - 0122220821
Unit 01,
Menara Antarabangsa
Petaling Jaya, 47301
Selangor, Malaysia

Requestor Contact Number
0123456789

Submission Information

PO Date
Tuesday, 14/12/2021
Related PRs
1. PSB/PR/21/00010
Submitted At
14 Dec 2021, 11:40 AM
Currency
MYR
Delivery Date
31 Dec 2021
Department
03 - Sales

Vendor Information

Vendor Entity Name
Vendor Address
Payment Terms

Attachments

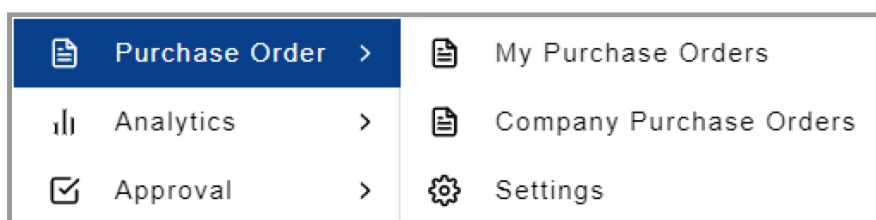
Advanced Payments

Activating the Feature:

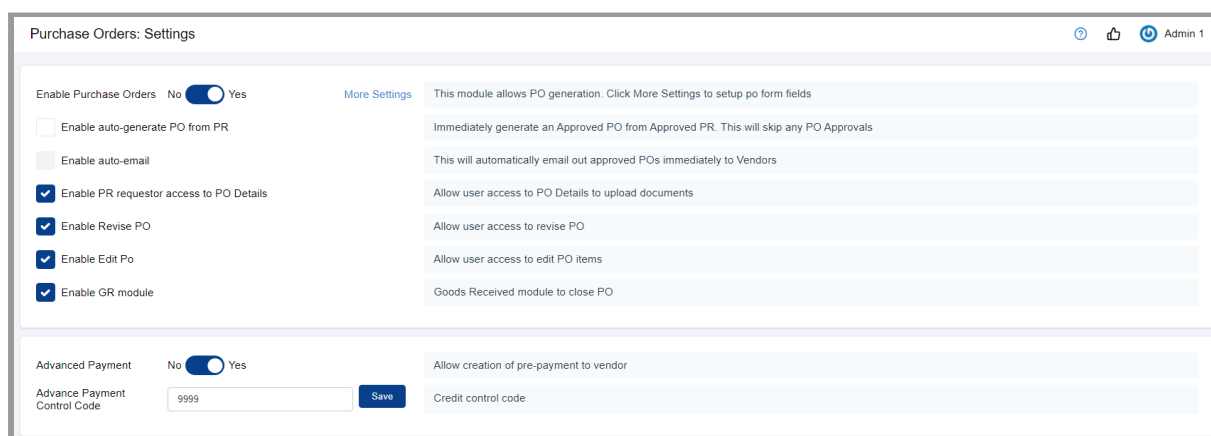
The feature to create Advance Payments is controlled by the Admin and can be activated by the steps below.

Note: The Permission to create and download Advance Payments will be assigned to a Role via the 'Settings > Role Permissions' page. Please refer to the Roles & Permissions guide for further details.

Step 1: Under Purchase Order, click 'Settings'

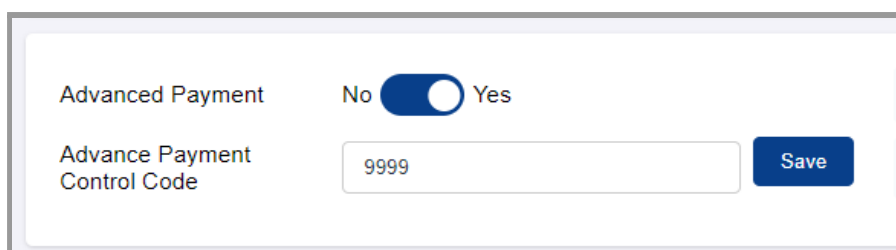


Step 2: Toggle the 'Advanced Payment' to 'Yes' to activate the feature



Step 3: Input the Credit Control Code

This code will be used to create a corresponding Credit Entry when an Advance Payment Debit Entry is made



Creating Advanced Payments:

Step 1: Select the relevant PO

The PO can be accessed by any of the following pages:

- Purchase Orders > My Purchase Orders
- Purchase Orders > Company Purchase Orders
- Approvals > Approval Purchase Orders
- Approvals > Approval Purchase requisitions
- Requisitions > Company Requisition
- Requisitions > My Requisitions

Step 2: Select the item to make an Advanced Payment

Click on the “” icon to create a Advanced Payment for the relevant item

Items Information

EditGR Items

*All price displayed in MYR currency

<input type="checkbox"/>	#	Item Name	Uom	Status	Quantity	Unit Price	Discount (%)	Discount Amount	Tax	Total Amount	
<input type="checkbox"/>	1	Office tables	Unit	Approved	8.00	299.00	6.69	20.00	Tax On Purchases (0%)	2,231.98	<div>Advance PaymentInfo</div>

Step 3: Input the relevant information to make payment

Advance Payment for Office tables

Vendor Invoice #**

Invoice Number

Vendor Invoice Date*

Amount (MYR)*

0.00

Attachment (Limit to 10MB per file)

[Click to Attach Document \(max 10mb\)](#)

Description*

GL Code **

TC1003 - NEWER GL CODE

** One of these fields is required (choose one)

* Required fields

Cancel

Next

Note: Compulsory fields are marked with an asterisk

Step 4: Click on 'Next' to proceed

Advance Payment for Office tables

Vendor Invoice #** INV12345

Vendor Invoice Date* 23 Dec 2021

Amount (MYR)* 35.00

Attachment (Limit to 10MB per file) [Click to Attach Document \(max 10mb\)](#)

Sample PDF.pdf

Description* Payment in Advance for Delivery

GL Code ** TC1003 - NEWER GL CODE


** One of these fields is required (choose one)

* Required fields

Cancel Next

Step 5: Click 'Confirm' to confirm the details of the Advance Payment

Advance Payment for Office tables

 Please make sure that all fields are filled in **correctly**.

Vendor Invoice #** INV12345

Vendor Invoice Date* 23 Dec 2021

Amount (MYR)* 35.00

Attachment (Limit to 10MB per file) [Click to Attach Document \(max 10mb\)](#)

Sample PDF.pdf

Description* Payment in Advance for Delivery

GL Code ** TC1003 - NEWER GL CODE



** One of these fields is required (choose one)

* Required fields

Back Cancel Confirm

This will result in an 'Advance Payment' record being created in

1. The PO Details page
2. ADAM's Advance Payment page

#	Creation	Item Name	GL Code	Advance Payment Description	Total Amount (MYR)	Vendor Invoice #	Vendor Invoice Date	Deletion	Att.
1	15 Dec 2021, 17:00 PM by Admin 1 PRPO	Office tables		advance of 10%	299.50	inv001	15 Dec 2021	15 Dec 2021 by Admin 1 PRPO	
2	15 Dec 2021, 17:10 PM by Admin 1 PRPO	Office tables		advance 9%	2,100.00	inv001	13 Dec 2021	-	
3	21 Dec 2021, 11:40 AM by Admin 1 PRPO	Office tables	TC1002	Additional Payment	10.00	Inv1221	20 Dec 2021	-	
4	22 Dec 2021, 10:26 AM by Admin 1 PRPO	Office tables	TC1003	Payment in Advance for Delivery	35.00	INV12345	22 Dec 2021	-	

Deleting Advance Payments:

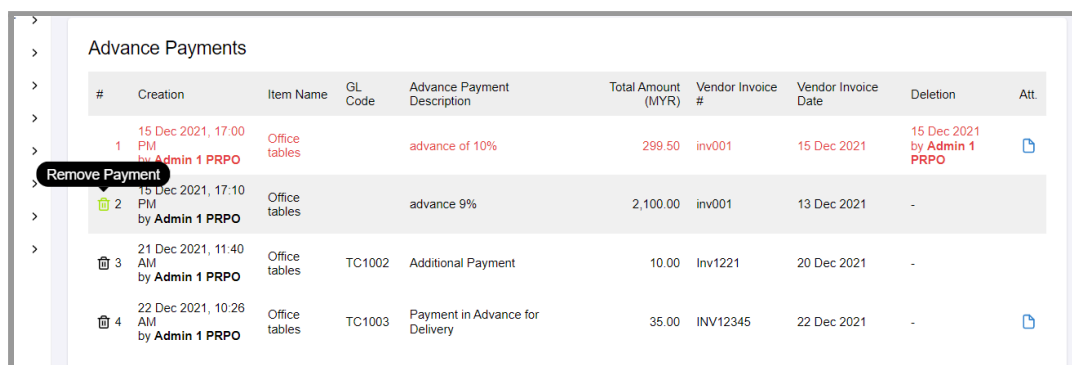
For Advance Payments that were mistakenly created, you may delete them via the PO Details page



Step 1: Select the relevant PO

The PO can be accessed by any of the following pages:

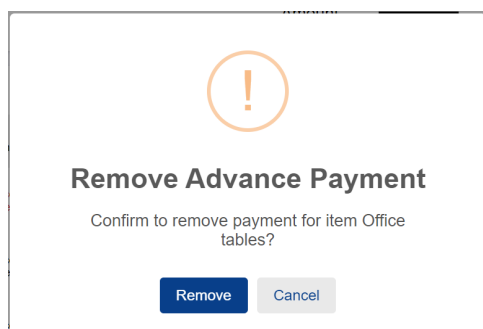
- Purchase Orders > My Purchase Orders
- Purchase Orders > Company Purchase Orders
- Approvals > Approval Purchase Orders
- Approvals > Approval Purchase requisitions
- Requisitions > Company Requisition


Step 2: Click on the “” icon to delete an Advance Payment entry



#	Creation	Item Name	GL Code	Advance Payment Description	Total Amount (MYR)	Vendor Invoice #	Vendor Invoice Date	Deletion	Att.
1	15 Dec 2021, 17:00 PM by Admin 1 PRPO	Office tables		advance of 10%	299.50	inv001	15 Dec 2021	15 Dec 2021 by Admin 1 PRPO	
2	15 Dec 2021, 17:10 PM by Admin 1 PRPO	Office tables		advance 9%	2,100.00	inv001	13 Dec 2021	-	
3	21 Dec 2021, 11:40 AM by Admin 1 PRPO	Office tables	TC1002	Additional Payment	10.00	Inv1221	20 Dec 2021	-	
4	22 Dec 2021, 10:26 AM by Admin 1 PRPO	Office tables	TC1003	Payment in Advance for Delivery	35.00	INV12345	22 Dec 2021	-	

Step 3: Click 'Remove' to confirm the deletion





Remove Advance Payment

Confirm to remove payment for item Office tables?

Remove
Cancel

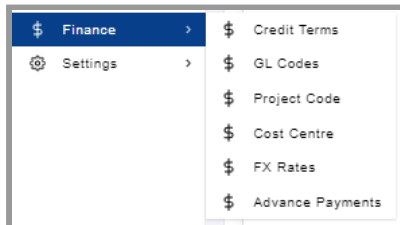
This will result in the entry being marked as 'deleted' at:

1. The PO Details page
2. The Advance Payment page

Downloading Advance Payment CSV:

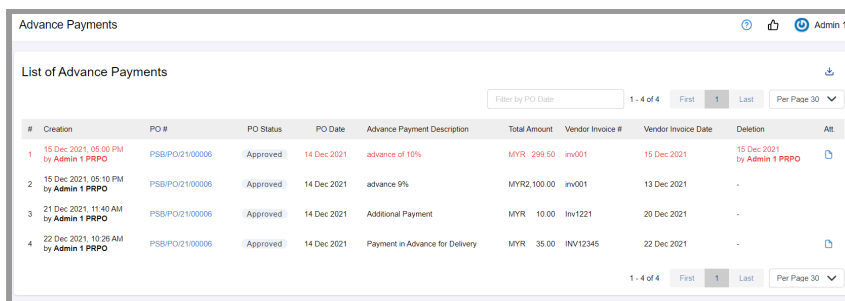
Advance Payment entries in ADAM can be downloaded for upload into your Accounting System via the ADAM > Finance > Advance Payments page

Step 1: Under Finance, click 'Advance Payments'



Step 2: Under Finance, click 'Advance Payments'

This will take you to a page displaying all Advance Payment entries that have been maintained



#	Creation	PO #	PO Status	PO Date	Advance Payment Description	Total Amount	Vendor Invoice #	Vendor Invoice Date	Deletion	Alt.
1	15 Dec 2021, 05:00 PM by Admin 1 PRPO	PSSB/PO/2100006	Approved	14 Dec 2021	advance of 10%	MYR 299.50	inv001	15 Dec 2021	15 Dec 2021 by Admin 1 PRPO	
2	15 Dec 2021, 05:10 PM by Admin 1 PRPO	PSSB/PO/2100006	Approved	14 Dec 2021	advance 9%	MYR2,100.00	inv001	13 Dec 2021	-	
3	21 Dec 2021, 11:40 AM by Admin 1 PRPO	PSSB/PO/2100006	Approved	14 Dec 2021	Additional Payment	MYR 10.00	Inv1221	20 Dec 2021	-	
4	22 Dec 2021, 10:26 AM by Admin 1 PRPO	PSSB/PO/2100006	Approved	14 Dec 2021	Payment in Advance for Delivery	MYR 35.00	INV12345	22 Dec 2021	-	

Step 3: Filter the date range

This will filter the list of Advance Payment entries by the PO Date range

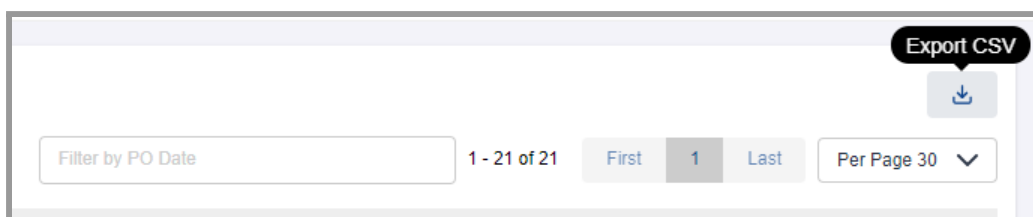


#	Creation	PO #	PO Status	PO Date	Advance Payment Description	Total Am	December 2021							Deletion
							Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	15 Dec 2021, 05:24 PM by Supplycart HLMY Admin	PURPO-000077	Closed	15 Dec 2021	advance of 5%	MYR 5	28	29	30	1	2	3	4	-
2	16 Dec 2021, 10:05 AM by Supplycart HLMY Admin	PURPO-000075	Closed	16 Dec 2021	advance of RM200	MYR 20	5	6	7	8	9	10	11	16 Dec 2021 by Supplycart HLMY
3	16 Dec 2021, 10:25 AM by Supplycart HLMY Admin	PURPO-000075	Closed	16 Dec 2021	Advance of RM199	MYR 11	12	13	14	15	16	17	18	-
4	21 Dec 2021, 10:15 AM by Mohamed Iszuddin	PURPO-000083	Approved	17 Dec 2021	test	MYR 11	19	20	21	22	23	24	25	21 Dec 2021 by Mohamed Iszuddin
5	21 Dec 2021, 10:29 AM by Mohamed Iszuddin	PURPO-000083	Approved	17 Dec 2021	advance 1500	MYR1,500	26	27	28	29	30	31	1	21 Dec 2021 by Mohamed Iszuddin

Step 4: Download the Advance Payment CSV

The filtered entries will be download into an Advance Payment CSV

Note: Deleted entries will not be included in this CSV



Performing GR to Close a PO

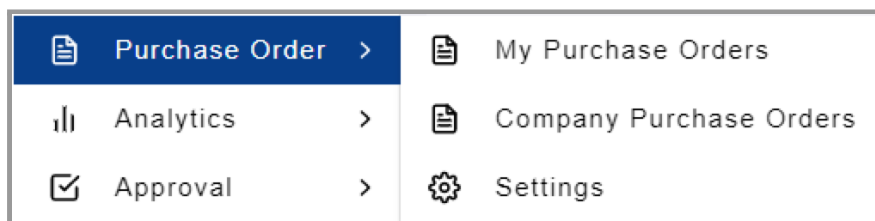
This section allows you to close POs by performing a Goods Received (GR)

Activating the Feature:

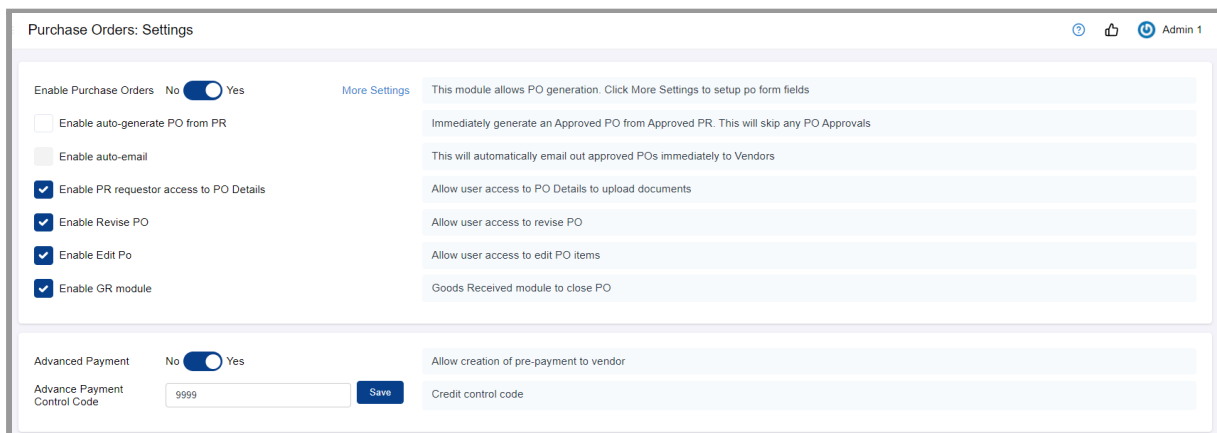
The feature to activate the GR module is controlled by the Admin and can be activated by the steps below.

Note: The Permission to Revise a PO will be assigned to a Role via the 'Settings > Role Permissions' page. Please refer to the Roles & Permissions guide for further details.

Step 1: Under Purchase Order, click 'Settings'



Step 2: Click on 'Enable GR Module' to activate the feature



Performing GR on Approved POs:

Step 1: Select the relevant PO to be marked as 'Received'

The PO can be accessed by any of the following pages:

- Purchase Orders > My Purchase Orders
- Purchase Orders > Company Purchase Orders
- Approvals > Approval Purchase Orders
- Approvals > Approval Purchase requisitions
- Requisitions > Company Requisition
- Requisitions > My Requisitions

Step 2: Upload the GRN & Invoice

At the 'Attachments' section, upload the supplier invoice and GRN (or signed DN) as backing documents to confirm receipt of the PO items

[Revise](#)
[Download](#)
[Refresh](#)

Submission Information

PO Date
Tuesday, 14/12/2021

Related PRs
1. [PSB/PR/21/00010](#)

Submitted At	Currency
14 Dec 2021, 11:40 AM	MYR
Delivery Date	Department
31 Dec 2021	03 - Sales

Attachments

VENDOR GRN: [TestPDF-Quotation.pdf](#) X
Uploaded by Admin 1 PRPO at 14 Dec 2021, 03:27 PM

VENDOR INVOICE: [TestPDF-VendorInvoice.pdf](#) X
Uploaded by Admin 1 PRPO at 14 Dec 2021, 03:30 PM

Attach documents Limit to 5MB per file; PDF only.

[Vendor GRN](#)
[Vendor Invoice](#)

Step 3: Select the Items to be marked as 'Received'

You may select more than one item at a time

Items Information

Edit

GR Items

Step 4: Click on 'GR Items'

This will prompt a pop up to confirm receipt of the selected item(s)

#PSB/PO/21/00006 to Vendor 1

Confirm received all 1 item(s) in good condition & correct quantity?

Vendor Invoice No.*

Vendor Invoice Date*

Vendor Invoice Received Date

Goods Received Date

Next

Step 5: Input the relevant Supplier Invoice & Delivery details

#PSB/PO/21/00006 to Vendor 1

Confirm received all 1 item(s) in good condition & correct quantity?

Vendor Invoice No.*

INV10012

Vendor Invoice Date*

23 Dec 2021

Vendor Invoice Received Date

22 Dec 2021

Goods Received Date

22 Dec 2021

Next

Step 6: Click on 'Next' to proceed

#PSB/PO/21/00006 to Vendor 1

Confirm received all 1 item(s) in good condition & correct quantity?

Vendor Invoice No.*

INV10012

Vendor Invoice Date*

23 Dec 2021

Vendor Invoice Received Date

22 Dec 2021

Goods Received Date


22 Dec 2021

Next

Step 7: Click 'Save' to save the details of the Goods Received for future review

Note: If you wish to confirm directly, you may proceed to Step 8

#PSB/PO/21/00006 to Vendor 1



Confirm received all 1 item(s) in good condition & correct quantity?
Please make sure that all fields are filled in **correctly**.

Vendor Invoice No.*

INV10012

Vendor Invoice Date*

23 Dec 2021

Vendor Invoice Received Date

22 Dec 2021

Goods Received Date

22 Dec 2021

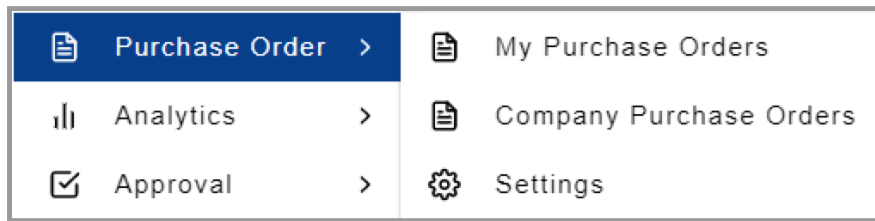
Edit

Save

Confirm

Reviewing & Confirming GRs:

Step 1: Under Purchase Order, click 'Company Purchase Orders'



Step 2: Identify the PO with GR pending my review

Note: POs with GR pending review are marked with a red exclamation mark

Purchase Order: Company Purchase Orders Admin 1

List of Company Purchase Orders

Search by PO Ref Number, Requestor or L Filter by Submitter Filter by Status Clear Filters 1 - 9 of 9 First 1 Last Per Page 30 Display All Display

#	Generated At	PO Ref No	Vendor	Billing Entity	Deliver To	Requestor	Total Amount	Approver	Approved At	PR Ref No	Status	Action
1	21 Dec 2021, 04:07 PM	PSB/PO/21/00007	Vendor A	PRPO Sdn Bhd	Operation Office	Admin 1 PRPO	MYR166,500.00	CFO PRPO & 1 more	-	-	Pending Review	View
2	14 Dec 2021, 11:40 AM	PSB/PO/21/00006	Vendor 1	PRPO Sdn Bhd	Operation Office	Admin 1 PRPO	MYR 2,231.98	Finance Manager 1 PRPO	14 Dec 2021, 03:27 PM	-	Approved	Emailed View

Step 3: Identify items for Review

Items that have a GR saved, but not confirmed will be marked with a red exclamation mark

Items Information

<input checked="" type="checkbox"/>	#	Item Name	Uom
<input type="checkbox"/>	1	Office tables	Unit

GR input for review

Approved ⌵ !

Step 4: Select items to be reviewed

Select the Item and click on 'GR Items'. This will result in a popup displaying the saved GR information

Items Information

EditGR Items

All price displayed in MYR currency

<input checked="" type="checkbox"/>	#	Item Name	Uom	Status	Quantity	Unit Price	Discount (%)	Discount Amount	Tax	Total Amount	Dimensions
<input checked="" type="checkbox"/>	1	Office tables	Unit	Approved	8.00	299.00	6.69	20.00	Tax On Purchases (0%)	2,231.98	Info
Subtotal (Exclude Tax)										2,231.98	
Tax Amount										0.00	
Total Amount										2,231.98	

Step 5: Click on 'Edit' if the GR needs to be corrected

Select the Item and click on 'GR Items'. This will result in a popup displaying the saved GR information for editing. Click on 'Next' to save the amended GR information

#PSB/PO/21/00006 to Vendor 1

Confirm received all 1 item(s) in good condition & correct quantity?

Vendor Invoice No.*

INV10012

Vendor Invoice Date*

23 Dec 2021

Vendor Invoice Received Date

22 Dec 2021

Goods Received Date


22 Dec 2021

Next

Step 6: Close the item by confirming the GR

Click on 'Confirm' to mark the item as fully received

#PSB/PO/21/00006 to Vendor 1



Confirm received all 1 item(s) in good condition & correct quantity?. Please make sure that all fields are filled in **correctly**.

Vendor Invoice No.*

INV10012

Vendor Invoice Date*

23 Dec 2021

Vendor Invoice Received Date

22 Dec 2021

Goods Received Date

22 Dec 2021

[Edit](#)
[Save](#)
[Confirm](#)

Note: Upon closure of all items in a PO, the PO status will be updated as 'Closed'