



Supplycart

# Payment Form User Guide

SEA's Business Spend Management  
Platform

supplycart.my

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# Getting Started



# Getting Started

For Payment Management Solution, users are required to submit the payment request via the platform, ADAM. Login to your ADAM account [here](#) for request submission.

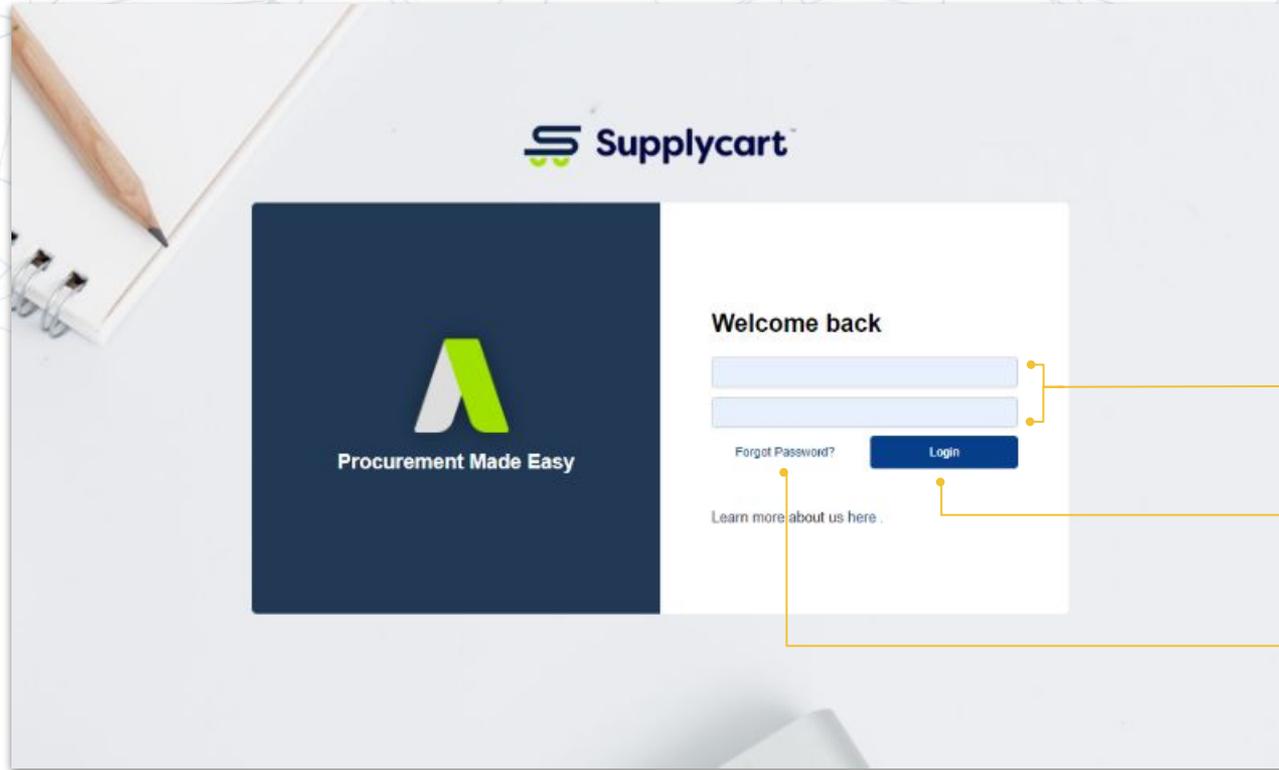
You may refer to this guide for submission of the Payment Request. Kindly ensure these documents and information are ready before submission:

- **Billing Document (*bill to requestor's company*)**
  - Acceptable document - Invoice / Proforma Invoice / Cash Bill
- **Payee Details**
  - View [here](#) for details required to be filled

# Payment Request Submission



# Logging into ADAM



Visit  
<https://adam.supplycart.my>

Key in your login details as per the signup form

Click on the 'Login' button to log into ADAM

If you've forgotten your password, click on the 'Forgot Password' link to reset your password



# Access Payment Form

Click "Payment Service > Payment Form" to submit your request

Click "Add Another Payee"

Payment Service: Payment Form

RM 0.00  
Total Amount To Be Paid

Add Another Payee

\*Note that a Payment Service Fee of 3%-6% may apply. Submit Payment Request

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Admin

# Filling in the Payment Form

1. Fill in payee's details

2. Fill in payee's banking details

3. Select billing entity & branch name

4. Input any additional remarks (if any)

### Payment Service Form

Payee PIC Name \*  Payee PIC Contact Number \*  Payee PIC Email \*

Payee Company Name \*  Delivery / Event Date \*

Country of Payee Bank \*  Payee Bank Name \*  Payee Bank Swift Code

Payee Bank Account Number \*  Amount in Currency \*  Amount to be Paid \*

Billing Entity for Invoicing \*  Branch Name \*

Additional Details   
255 characters left

Supporting Documents \*   
required to attach either a quotation or proforma invoice

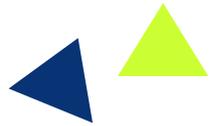
\* Please fill in all required fields

\*Note that a Payment Service Fee of 3%-6% may apply.

5. Select a delivery date

6. Fill in the currency and amount to pay

7. Attach payee's invoice / proforma invoice / Cash Bill



# Completing the Payment Form

### Payment Service Form ✕

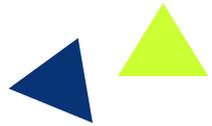
Payee PIC Name *	Payee PIC Contact Number *	Payee PIC Email *
<input type="text" value="Jane Doe"/>	<input type="text" value="011 XXXX XXX"/>	<input type="text" value="email@supplier.com"/>
Payee Company Name *		Delivery / Event Date *
<input type="text" value="Example: Supplier Sdn Bhd"/>		<input type="text"/>
Country of Payee Bank *	Payee Bank Name *	Payee Bank Swift Code
<input type="text"/>	<input type="text" value="Example: Maybank"/>	<input type="text" value="XXXX XXXX"/>
Payee Bank Account Number *	Amount in Currency *	Amount to be Paid *
<input type="text" value="1234 XXXX XXXX"/>	<input type="text"/>	<input type="text" value="0.00"/>
Billing Entity for Invoicing *	Branch Name *	
<input type="text"/>	<input type="text"/>	
Additional Details	Supporting Documents *	
<input type="text" value="Enter Remarks"/>	<input type="text" value="Click to Attach Document (max 10mb)"/>	
<small>255 characters left</small>	<small>required to attach either a quotation or proforma invoice</small>	

\* Please fill in all required fields

\*Note that a Payment Service Fee of 3%-6% may apply.

Click "Reset" to clear the entire form

Click "Add" once all details have been filled.



# Submitting Payment Request

Payment Service: Payment Form

RM 10,000.00  
Total Amount To Be Paid

#	Payee Company Name	Billing Entity for Invoicing	Amount in Currency	Amount to be Paid
1	Vendor		MYR	10,000.00

[Add Another Payee](#)

[Submit Payment Request](#)

\*Note that a Payment Service Fee of 3%-6% may apply.

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To make changes to your request, click ">"

To submit another payment request, click "Add Another Payee"

To submit your request for quotation processing, click "Submit Payment Request"

To remove any payment request, click the bin icon

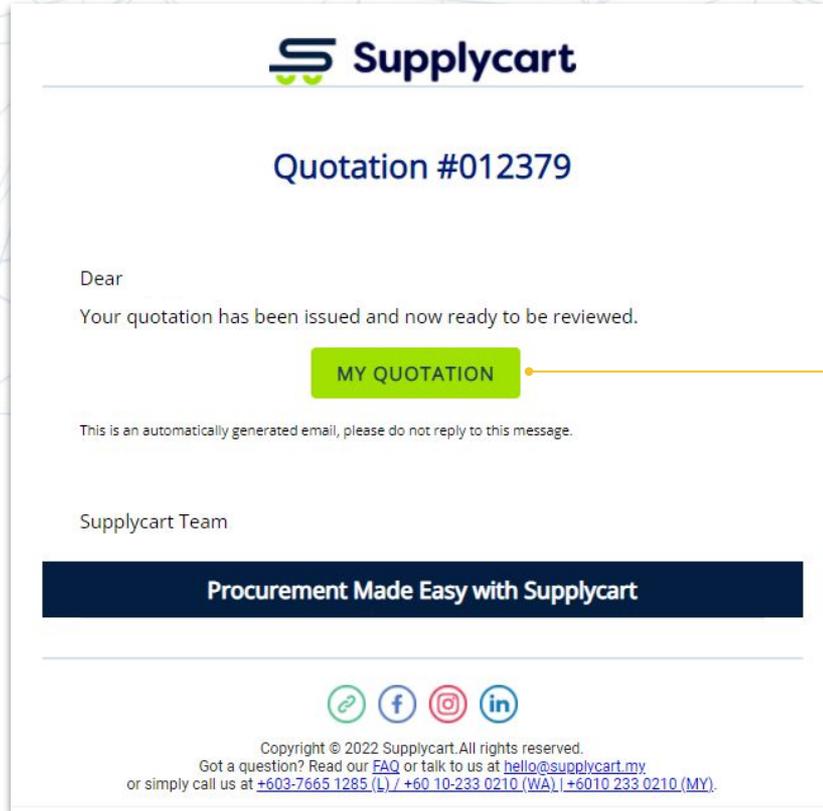




# View Quotations



# Received Quotation via Email



You would receive an automated email from our platform where you are able to download the quotation.

Click "MY QUOTATION" to view your quotation



# Download Quotation

Quotation: My Quotation Supplycart LOMY

### List of My Quotations

1 - 1 of 1 First 1 Last Per Page 30

#	Quotation No.	Issued At	Channel	Valid Until	Amount ( MYR )	Order No.	Status	Attachments	Action
1	012379	04 Mar 2022, 01:20 PM	Offline	11 Mar 2022	716.14	-	Pending Confirmation		<a href="#">Reject</a> <a href="#">Request</a> <a href="#">Confirm</a> <a href="#">Download</a>

[PDF](#)  
[CSV](#)

**User Guide**  
ADAM v5.1.7

Click download icon and select the file type to download

# View Submitted Request



# View Submitted Payment Request

Click "Payment Service > My Payments" to view all requests submitted

The screenshot displays the 'Payment Service: My Payments' page. The left sidebar contains a navigation menu with the following items: Dashboard, Quotation, Procure, Procure Analytics, Catalogue, Payment Service, Finance, and Settings. The 'Payment Service' menu item is highlighted, and an orange arrow points from the text box to it. The main content area is titled 'List of My Payments' and includes a search bar with the placeholder text 'Search by Ref No or Vendor Name'. Below the search bar, there are pagination controls showing '1 - 1 of 1', 'First', '1', 'Last', and 'Per Page 15'. A table with the following columns is displayed: Payment Form, Submitted At, Billing Entity for Invoice, Payee Company Name, Currency, and Total Amount. The table contains one row with the following data: My Payments, 03 Aug 2021, 10:30 AM, Vendor, MYR, and 10,000.00. A 'View' link is located at the end of the row. At the bottom left of the page, there is a 'User Guide' link and the version number 'ADAM v5.1.6'. An 'Add New' button is located at the top right of the main content area.

Payment Form	Submitted At	Billing Entity for Invoice	Payee Company Name	Currency	Total Amount	
My Payments	03 Aug 2021, 10:30 AM		Vendor	MYR	10,000.00	<a href="#">View</a>

# Details of Submitted Request

Payment Service: My Payments

Dashboard | Quotation | Procure | Procure Analytics | Catalogue | Payment Service | Finance | Settings

### List of My Payments

Search by Ref No or Vendor Name

1 - 1 of 1 | First | 1 | Last | Per Page 15

Payment Form	Submitted At	Billing Entity for Invoice	Payee Company Name	Currency	Total Amount	
My Payments	03 Aug 2021, 10:30 AM	Vendor		MYR	10,000.00	View

Click 'View' to view the details of your payment request

Payment Service: Details

# SR-000084

Dashboard | Quotation | Procure | Procure Analytics | Catalogue | Payment Service | Finance | Settings

#	Payee Company	Billing Entity for Invoice	Currency	Amount	
1	Vendor		MYR	10,000.00	>

Supplier: Supplycart LOMY Admin | Date: 04 Mar 2022

Vendor	RM 10,000.00
<b>TOTAL AMOUNT TO BE PAID</b>	<b>RM 10,000.00</b>

Payee PIC Name, Payee PIC Email, Payee PIC Contact Number, Country of Payee Bank, Payee Bank Name, Payee Bank Account Number, Payee Bank SWIFT Code, Delivery/Event Date, Additional Details, Billing Entity Address, Branch Name

Attachments

Click ">" to expand and view full details of your request

# FAQs



## Frequently Asked Questions

### 1. **When will Supplycart make payment ?**

For all Purchase Orders received by Tuesday, 6.00pm, the payment will be made on the same week on Thursday. If Thursday is a public holiday, payment will fall on the same week on Friday.

### 2. **What if I need urgent payment ?**

Our payment schedule ONLY falls on every Thursday.

### 3. **How I will be informed of payment status ?**

Payment schedule will be informed to requesters and vendors via email. Once payment is made, both parties will receive a remittance advice from the bank via email.

### 4. **My vendor is unable to issue invoice / cash bill before service**

We can accept Proforma Invoice as a supporting document to process your payment request.

## Frequently Asked Questions

### 5. Can you coordinate with vendors on order ?

Supplycart is only responsible in ensuring all payment requests are duly processed accurately within the stipulated time agreed, based on the payment details submitted through ADAM, any issues / coordination of the order must be done by requesters.

### 6. Can Supplycart pay to individual without registered company ?

Customer is required to ensure all payment requests made to Supplycart are sanctioned and in accordance with its company policy.

### 7. What if there are changes after payment made ?

If the revised amount is HIGHER than amount paid:

Requester is required to submit a new request for the differential amount. The vendor billing should also reflect the differential amount only.

If the revised amount is LOWER than amount paid:

Requesters is required to initiate refund request from vendor. Upon receipt of refund, a Credit Note will be issued by Supplycart for the refunded amount.

## Frequently Asked Questions

### 8. Can Supplycart split deposit and balance payment ?

Yes. Please submit the vendor billing in full amount and deposit amount to pay. Then, prepare Purchase Order with full amount inclusive of Payment Management Service fees.

First payment to vendor and first invoice from Supplycart will reflect the requested deposit amount. For balance payment to be made, please submit a new request and Supplycart will release requested amount to vendor and invoice accordingly.

### 9. Should the vendor invoice be addressed to Supplycart ?

No, the vendor billing documents must be addressed to the requester's company.

### 10. Do you have compliance and controls following company policies ?

Yes, Supplycart could assist companies to monitor compliances and controls, such as prohibit certain products or services or value limits to be paid via Supplycart.

Kindly reach out to our customer service over Live Chat if you require further assistance.



**Move  
Forward**  
in digitising your  
procurement processes



**Retain your  
Earnings**  
through efficient  
procurement processes