

Supplycart

supplycart.my

Payment Form User Guide

SEA's Business Spend Management
Platform

Copyrighted. 2022.

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

Supplycart



Procurement Made Easy

Welcome back

[Forgot Password?](#)

[Login](#)

[Learn more about us here .](#)

Visit

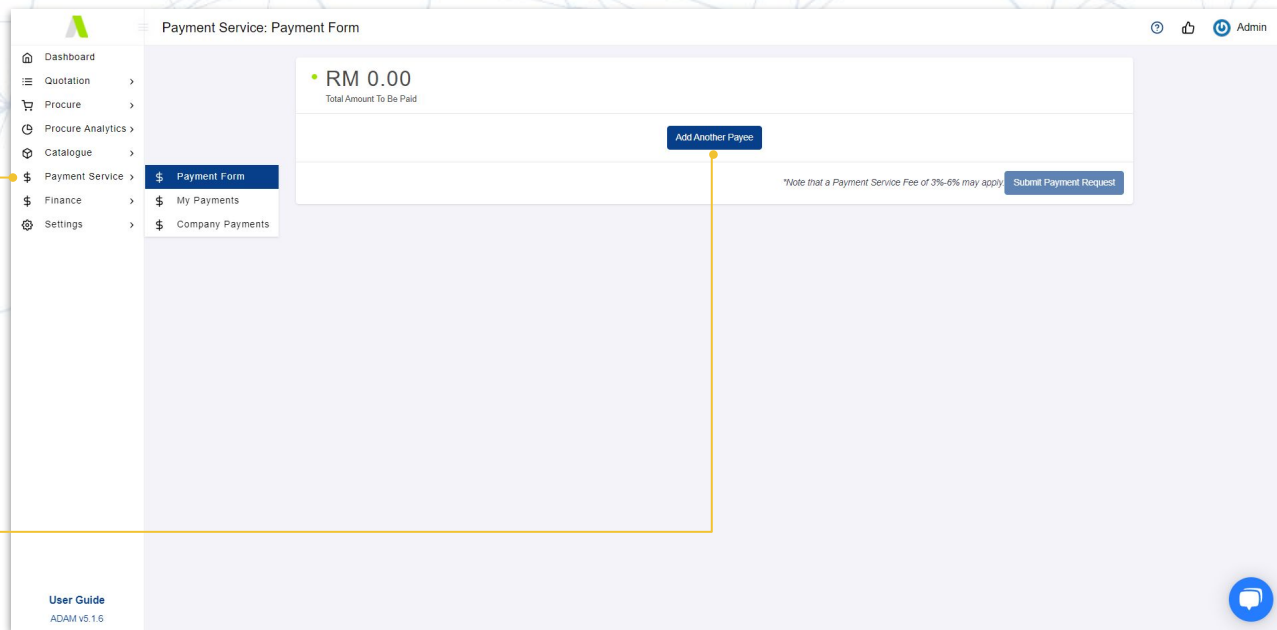
<https://adam.supplycart.my>

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



Payment Service: Payment Form

Dashboard

Quotation

Procure

Procure Analytics

Catalogue

Payment Service

Finance

Settings

Payment Form

My Payments

Company Payments

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

User Guide

ADAM v5.1.6

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

Click "Add Another Payee"

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 Supporting Documents *
255 characters left
 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 *

Jane Doe

Payee PIC Contact Number *

011 XXXX XXXX

Payee PIC Email *

email@supplier.com

Payee Company Name *

Example: Supplier Sdn Bhd

Delivery / Event Date *

Country of Payee Bank *

Payee Bank Name *

Example: Maybank

Payee Bank Swift Code

XXXX XXXX

Payee Bank Account Number *

1234 XXXX XXXX

Amount in Currency *

Amount to be Paid *

0.00

Billing Entity for Invoicing *

Branch Name *

Additional Details

Enter Remarks

255 characters left

Supporting Documents *

Click to Attach Document (max 10mb)

required to attach either a quotation or proforma invoice

* Please fill in all required fields

Add

Add Another Payee

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

Submit Payment Request

Click "Reset" to clear the entire form

Reset

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](#)

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

[Submit Payment Request](#)

User Guide
ADAM v5.1.7

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

Submission Confirmation

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	L'Or	MYR	10,000.00

Submit Payment Request

Submit Payment Request

Do you want to proceed ?

OK Cancel

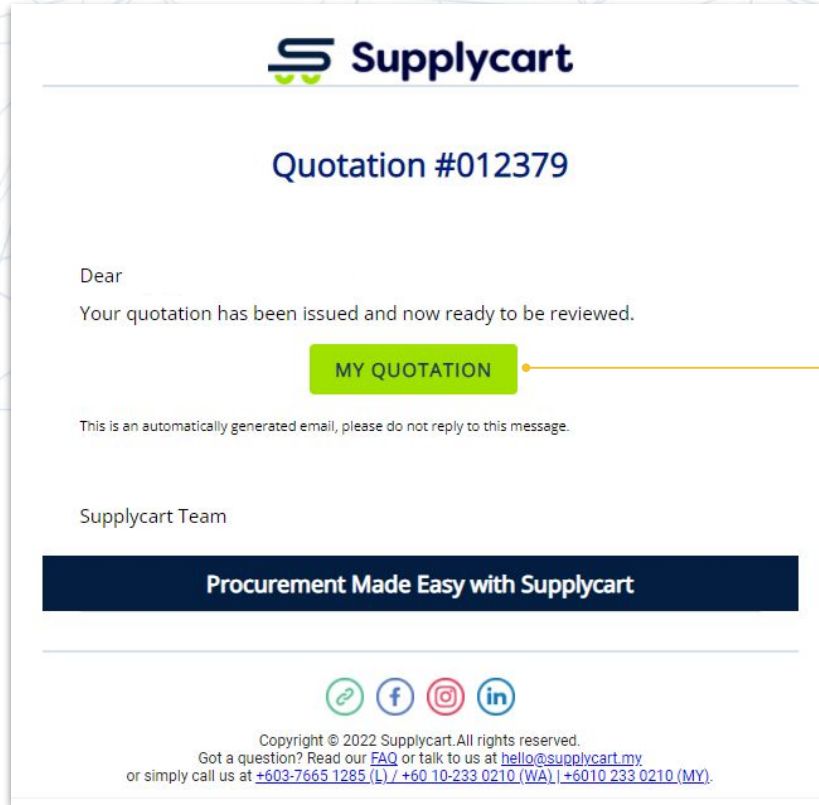
User Guide
ADAM V5.1.7

Click "OK" to confirm the submission.

To make further changes, click "Cancel"

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



Dashboard

Quotation

Procure

Procure Analytics

Catalogue

Payment Service

Finance

Settings


Quotation: My Quotation

1 - 1 of 1

First1Last

Per Page 30

Search Quotation Number

#	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		<div>RejectRequoteConfirm<div>PDFCSV</div></div>

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

Payment Service: My Payments

Dashboard
Quotation
Procure
Procure Analytics
Catalogue
Payment Service
Finance
Settings

Payment Form
My Payments
Company Payments

Submitted At: 03 Aug 2021, 10:30 AM

Billing Entity for Invoice: Vendor

Payee Company Name: Vendor

Currency: MYR

Total Amount: 10,000.00

View

User Guide
ADAM v5.1.6

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
	Company Payments						

Add New

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

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

Vendor RM 10,000.00
TOTAL AMOUNT TO BE PAID RM 10,000.00

Select Payment to Add

Supplycart LOMY Admin 04 Mar 2022

User Guide
ADAM v5.1.6

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.

A large, thick green arrow pointing to the right, positioned to the left of the text.

Move Forward

in digitising your
procurement processes

A large, thick blue arrow pointing to the right, positioned to the left of the text.

Retain your Earnings

through efficient
procurement processes