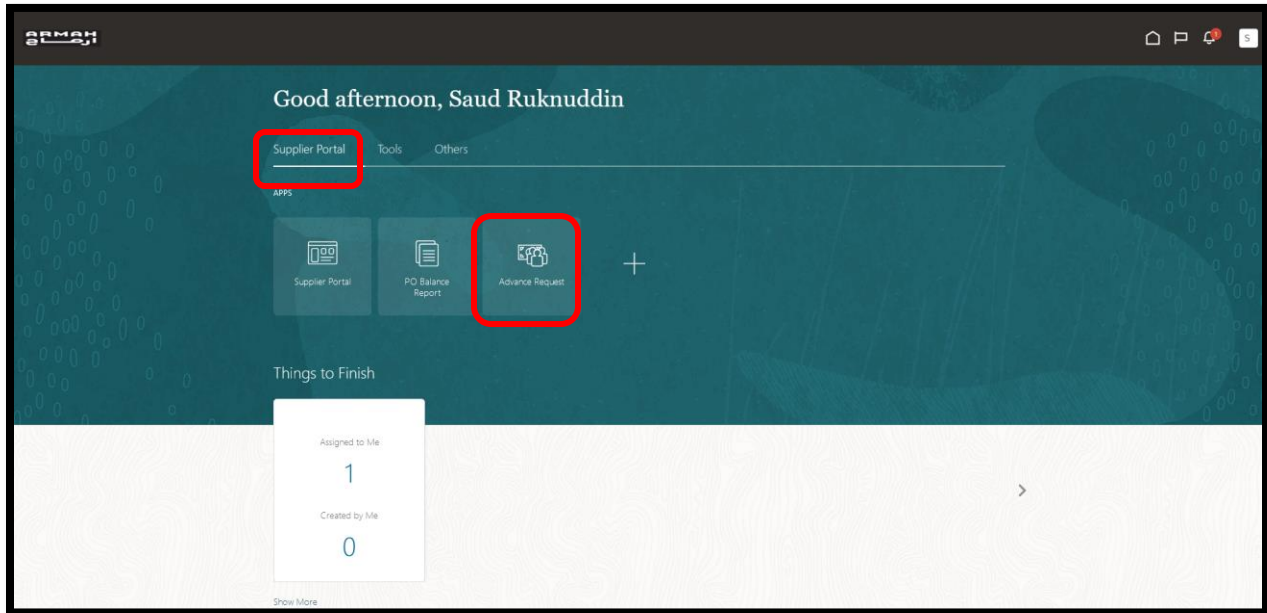
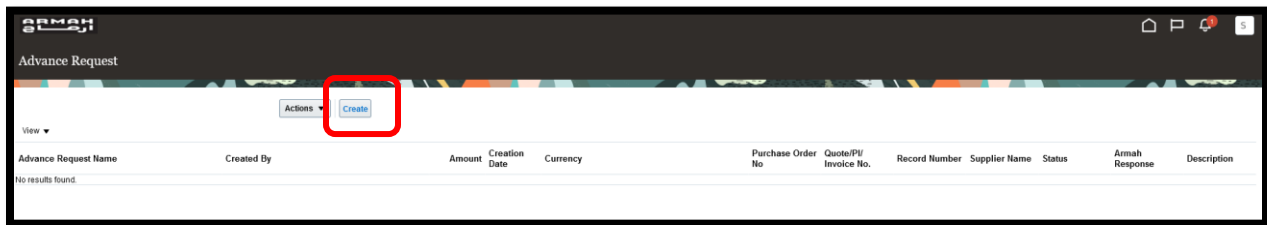


ADVANCE REQUEST

Log in to the homepage of Armah Supplier Portal.



Click on Supplier Portal → Advance Request



Click on Create button

Create

Advance Request Name: <Auto>

* Supplier Name: ABC Vendor

* Purchase Order No: 2255

* Quote/PI/Invoice No: Invoice 123

* Currency: SAR

* Amount: 15,000

* Description: 50% advance 50% after delivery

Status: New

Armah Response: Armah Response

Created By: mr.kmuddin@armahsports.com

Creation Date: 12/12/24

Buttons: Save and Continue, Save and Close, Cancel

Instructions:

- Provide a clear description in your submission. For example: "50% advance on PO#1234 for fitness equipment."
- Click on Save and Continue to attach the supporting documents.
- Ensure all relevant documents related to the advance request are attached. This includes the Proforma Invoice, Quotation, Tax Invoice for the advance, and the approved Purchase Order.

Fill in the required information and click on Save and Continue to proceed with the document attachments.

Advance Request: Adv-0000002:Summary

Summary

Advance Request Name: Adv-0000002

* Supplier Name: ABC Vendor

* Purchase Order No: 2255

* Quote/PI/Invoice No: Invoice 123

* Currency: SAR

* Amount: 15,000

* Description: 50% advance 50% after delivery

Status: New

Armah Response: Armah Response

Created By: mr.kmuddin@armahsports.com

Creation Date: 12/12/24

Attachments: None

Buttons: Save, Save and Close, Cancel

Click on plus sign to attach the relevant documents

Attachments

Buttons: OK, Cancel

Buttons: Add Attachment

Type	File Name or URL
File	Browse... No file selected.
File	invoice_E_2697941224.pdf Update...

Click on Add Attachment to attach multiple documents, once all the documents have been attached then click on OK.

Once the attachments are uploaded, click on Save and Close to submit the request.

The landing page will show the details of all the submitted advance request with status.

Advance Request Name	Created By	Amount	Creation Date	Currency	Purchase Order No	Quote/PI/ Invoice No.	Record Number	Supplier Name	Status	Armah Response	Description
Adv-0000002	mruknuddin@armahsports.com	15,000	12/12/24	SAR	2255	Invoice 123	28	ABC Vendor	New		50% advance 50% after delivery

The status of the advance request will be updated to completed once Armah team process the request which will be then updated to **Processed**.

Advance Request Name	Created By	Amount	Creation Date	Currency
Adv-0000002	mruknuddin@armahsports.com	15,000	12/12/24	SAR

All the requests can be exported to excel, click on Actions → Export.