## **ADVANCE REQUEST**

Log in to the homepage of Armah Supplier Portal.

arman action		û p 🐢 🖻
	Good afternoon, Saud Ruknuddin	
	Supplier Portal Tools Others	
	Supplier Portal PO Balance Reguest Advance Reguest	
	Things to Finish	
	Assigned to Me	
	Created by Me	
	0	
	Show More	

Click on Supplier Portal  $\rightarrow$  Advance Request

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Advance Request							
	Actions  Create						
View 🔻							
Advance Request Name	Created By	Amount Creation Currency	Purchase Orde No	r Quote/Pl/ Record Numbe Invoice No.	er Supplier Name Status	Armah Response	Description
No results found.							

Click on Create button

Create			Eave and Continue Save and Close Cancel
Advance Request Name	<auto></auto>	* Description	50% advance 50% after delivery
* Supplier Name * Purchase Order No	ABC Vendor 2255	Status Armah Response	New
* Quote/Pl/Invoice No.	Invoice 123 SAR v	Created By	mruknuddin@armahsports.com
* Amount	15,000	Creation Date	127224
Provide a clear description in your submission. F     Click on Save and Continue to attach the support	for example: "50% advance on PO#1234 for fitness equipment." Ing documents.		
<ul> <li>Ensure all relevant documents related to the adv</li> </ul>	ance request are attached. This includes the Proforma Invoice, Quotation, Tax Invoice for the advance	e, and the approved Purchase Order.	

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

Advance Reque	st: Adv-0000002 :Summary 🖄				Save and Close Cancel
Summary	Advance Request Name	Adv-0000002	* Description	50% advance 50% after delivery	
	* Supplier Name	ABC Vendor			li.
	* Purchase Order No	2255	Status Armah Response	New	
	* Quote/Pl/Invoice No.	Invoice 123			li.
	* Currency	SAR ~	Created By	mruknuddin@armahsports.com	
	* Amount	15.000	Attachments	10100 None -	

Click on plus sign to attach the relevant documents

Advance Request Name	Adv-0000002			* Descr	iption 50% advance 50% after delivery
* Supplier Name	ABC Vendor				line and the second sec
* Purchase Order No				S Armab Rest	Status New
* Quote/Pl/Invoice No.	Invoice 123				11.
* Currency	SAR		~	Creat	ed By mruknuddin@armahsports.com
* Amount				Creation	Date 12/12/24
				Attachr	nents (1 more) 🕂
		Attachments		OK Cancel	
		Туре	* File Name or URL	Add Attachment	
		File 🗸	Browse No file selected.	×	
		File v	invoice_B_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.

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Advance Request											
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View 🔻											
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	h	50% advance 50% after delivery

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

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		<b>T</b>				
View 🔻		Actions   Export	Create			
Advance Request Name	Created By		,	Amount	Creation Date	Currency
Adv-0000002	mruknuddin@a	armahsports.com	ı	15,000	12/12/24	SAR

All the requests can be exported to excel, click on Actions  $\rightarrow$  Export.