

# Add New Purchases

To add new purchases,

1. Click **GWA> Purchases**
2. Click **+**
3. The Purchases page will be display. Fill up all the required information and Click **Create Purchase**.

Purchases

[GWA](#) / [Purchases](#) / [New Purchase](#)

Customer

Sell Price

RM

285.00

Amount (MYR)

RM

This customer can purchase gold up to MYR 269,288.58

Weight (g)

g

This customer can purchase gold up to 944.8722g

Remark

Create Purchase

Cancel

4. The Transaction Status will be display as **Pending Payment**. To proceed the next step, click **Upload Proof of Payment**.

Gold Purchases

[GWA](#) / [Purchases](#) / [T01-00000006](#)

Me

Purchase Detail

Payment

Customer

Audit Trail

Backend	Yes
Purchase ID	T01-00000006
Transaction Status	Pending Payment
Payment Method	Bank Transfer
Created	07/06/2022 11:24 PM
Updated	07/06/2022 11:24 PM

WD-5001

Purchase Detail

Description	Gold Purchase (MYR 285.00/g) - 1.7544g
Price	MYR 285.00/g
Weight	1.7544g
Amount Payable	MYR 500.00

Upload Proof of Payment

Cancel Purchase

Invoice

5. The pop **Proof of Payment \*** ion and click

Choose File

No file chosen

Reference No. \*

Transaction Date \*

CancelUpload

Upload

6. The Transaction Status will change to **Awaiting Payment Validation.**

Purchase Detail		Payment	Customer	Audit Trail
Backend	Yes			
Purchase ID	T01-00000006			
Transaction Status	Awaiting Payment Validation			WD-5020
Payment Method	Bank Transfer			
Created	07/06/2022 11:24 PM			
Paid	07/06/2022 11:27 PM			
Updated	07/06/2022 11:27 PM			

7. The next step is go to **Payment** tab, Click **Approve Payment.**

Purchase Detail

Payment

Customer

Audit Trail

Proof of payment pending validation.

Reference No.	123
Transaction Date	2022-06-07 15:27:02
Amount	MYR 500.00

Approve Payment

Reject Payment

Proof of Payment

8.

## Confirmation

Are you sure to approve this payment?



9. The Payment Validation pop up will appear. Click **Close**

Payment has been validated



10. The Transaction Status will changes to **Fulfilled**.

Purchase Detail		Payment	Bonuses & Incentives	Customer	Audit Trail
Backend	Yes				
Purchase ID	T01-00000006				
Transaction Status	Fulfilled				
Payment Method	Bank Transfer				
Created	07/06/2022 11:24 PM				
Paid	07/06/2022 11:27 PM				
Completed	07/06/2022 11:28 PM				
Updated	07/06/2022 11:28 PM				

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