



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL ***(New Material Request)***

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DOCUMENT CONTROL

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Revision No	Revision Date	By	Description of Changes
1.0	10/06/2024	Najmi	First Version of User Manual – New Material Request

Scenario

A scenario where technician wants to request for material request or a spare part from the Store to complete the work order raised by the end user. In this syllabus, we will guide on how to raise a new Material Request in CMMS Web Core.

1. Create new Material Request

What it's for

Store user to keep track on the balance of all the items or spare parts in the store and able to see the items were being used in which work order.

New Material Request

- 1.1 On the left of the system, click on **Maintenance > Material Request**.



Figure 1.1

- 1.2 Material Request table view will pop up and click on **New** button to create new MR

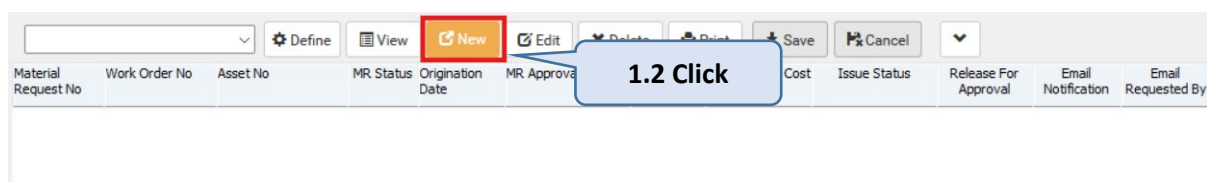


Figure 1.2

1.3 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Work Order No	: <Work Order No>	YES
Cost Center	: ESSB	YES
Account	: ACCOUNT	YES
Note	: Need Spare Part	NO

(Note: Master file are control by System Admin).

1.4 Click on **MR Line** subtab to open the MR Line view.

1.5 Click on **Add** button to add a new line for Material Request.

1.6 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Stock No	: <Stock No>	YES
Stock Location	: <Stock Location>	YES
Required Quantity	: 5	NO

(Note: Master file are control by System Admin).

1.7 Click on **Save** button to create the Material Request.

The screenshot shows the Material Request (MR) form interface. The form is divided into several sections. The top section contains fields for 'Material Request No:', 'Release for Approval:', 'Email Requested By:', 'MR Status:', 'Requester:', 'Work Order No:', 'Asset No:', 'Cost Center:', 'Account:', and 'Note:'. The 'MR Status' field is highlighted in red. The 'Note' field contains the text 'Need Spare Part'. The bottom section contains a table with columns: 'Line No', 'Stock No', 'Stock Location', 'Serial No', 'Description', 'Required Quantity', 'Item Cost', 'UOM', 'Stock Status', 'Issue Status', 'Actual Quantity', and 'Cleared Qty'. The table has one row with the following data: '1', 'STOCK01', 'WH-1-NA', '', 'SCREW', '5.0000', '.0000', 'PIECES', 'Stock Status', 'Issue Status', '0.0000', and '0.0000'. The 'Required Quantity' field is highlighted in red. The 'Add' button is located at the bottom right of the table. Annotations with callouts point to specific elements: '1.7 Click' points to the 'Save' button; '1.3 Insert' points to the 'Note' field; '1.5 Click' points to the 'MR Line' subtab and the 'Add' button; and '1.6 Insert' points to the 'Required Quantity' field.

Figure 1.3

1.8 The Material Request No has been generated and click on **OK** button.

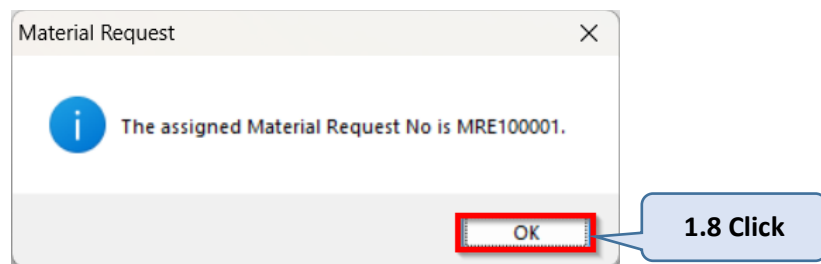


Figure 1.4

2. Raised Material Request

Raised Material Request from Work Order

2.1 On the left of the system, click on **Maintenance > Work Order**.

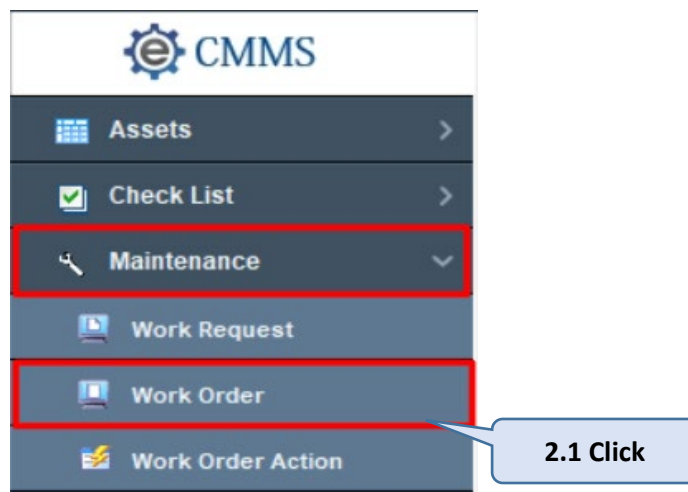


Figure 2.1

2.2 Work Order table view will pop up and data will retrieve. Click on **Edit** button.

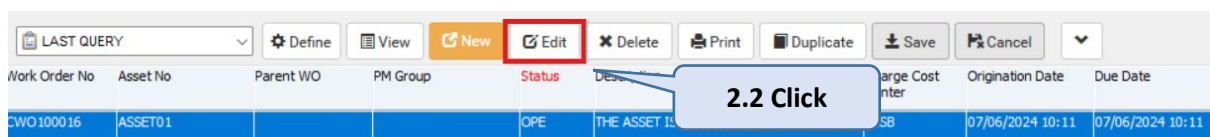


Figure 2.2

2.3 Click on **Material** button to open the material subtab view.

2.4 Click on **Add** button to add a new line for material request

2.5 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Stock No	: <Stock No>	YES
Qty Needed	: 2	NO

(Note: Master file are control by System Admin).

2.6 Click on **Save** button to create the material request.

2.6 Click

2.3 Click

2.4 Click

2.5 Insert

Figure 2.3

2.7 Click on **Yes** button to confirm the creation of Material and Purchase Requests.

2.7 Click

Figure 2.4

2.8 The Material Request No has been generated and click on **OK** button.

2.8 Click

Figure 2.5