



EVANTAGE SOLUTIONS SDN BHD

# **Computerized Maintenance Management System (CMMS)**

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

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# DOCUMENT CONTROL

**Document No** : CMMS/MR/REQUEST/MR01

**Document Name** : New Material Request

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## DOCUMENT REVISION HISTORY

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.

Figure 1.3

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

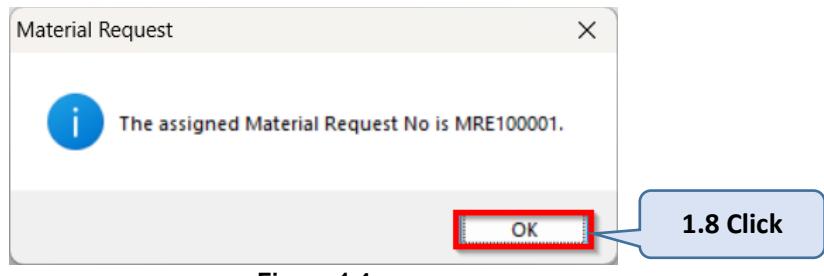


Figure 1.4

## 2. Raised Material Request

### Raised Material Request from Work Order

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

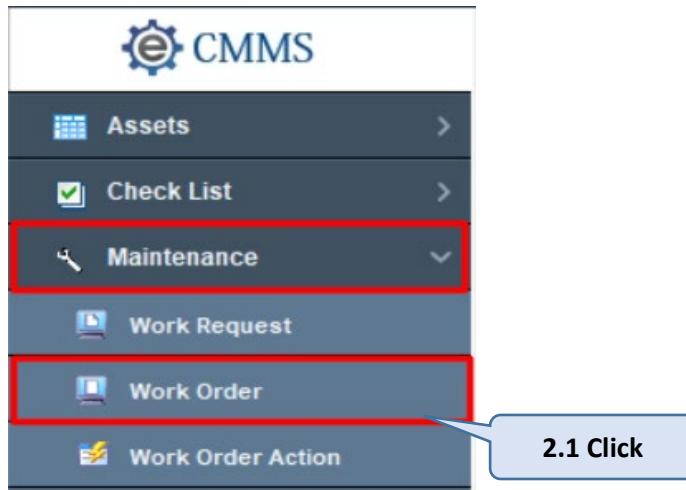


Figure 2.1

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

Work Order									
Work Order No	Asset No	Parent WO	PM Group	Status	Description	Large Cost Center	Origination Date	Due Date	
CWO100016	ASSET01			OPE	THE ASSET IS IN OPERATION	58	07/06/2024 10:11	07/06/2024 10:11	

2.2 Click

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.

The screenshot shows the 'Work Order' screen with various fields filled out. The 'Material' tab is selected. A red box highlights the 'Stock No' field, which contains 'STOCK02'. A blue box labeled '2.3 Click' points to the 'Material' tab. A blue box labeled '2.4 Click' points to the 'Add' button. A blue box labeled '2.5 Insert' points to the 'Stock No' field. A blue box labeled '2.6 Click' points to the 'Save' button.

Figure 2.3

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

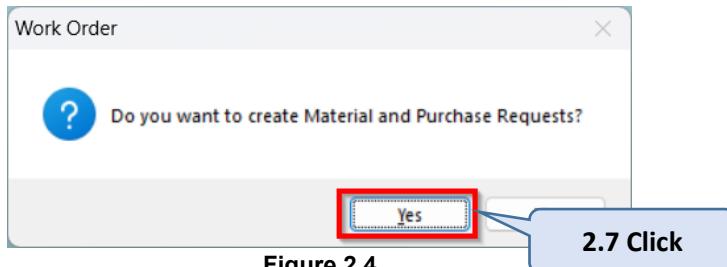


Figure 2.4

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

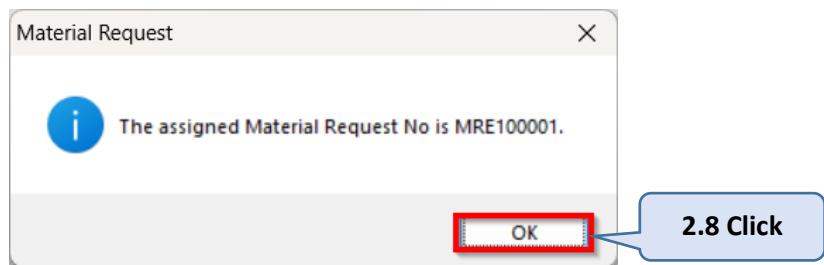


Figure 2.5