EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Create New Inventory)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No   :   CMMS/INV/MASTER/IM02

Document Name   :   Create New Inventory

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DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Create New Inventory

Scenario

A new inventory has been received from the supplier and need to be register in the system. In this syllabus, we will guide on how to create new inventory in CMMS Web Core.

1. New Inventory Creation

What it's for

To keep track of inventory quantities, the technician raised a material request (MR) to request a certain stock.

Create Inventory

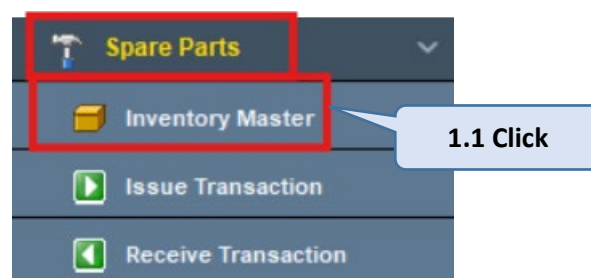1.1   On the left of the system, click on **Spare Parts > Inventory Master**.

Figure 1.1

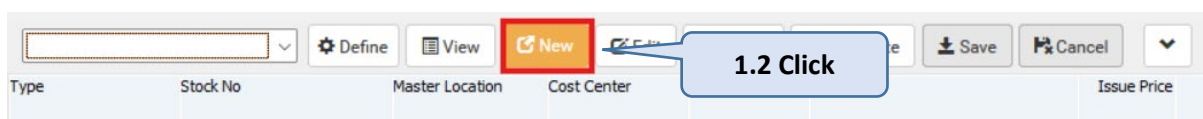1.2   Click on **New** button and New Inventory information viewer will be open.

Figure 1.2

1.3   Fill in the inventory Information:

Field	**Value**	**Have Master File?**
Type	: Stock	YES
Stock No	: <Stock No / Auto Generate>	NO
Master Location	: WH-1-NA	YES
Order Rule	: T	YES
Cost Center	: ESSB	YES
Account	: ACCOUNT	YES
Description	: ANY INVENTORY 1	NO
Issue UOM	: EACH	YES
Receive UOM	: EACH	YES

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

1.4   Click on **Save** button to confirm the creation of the stock.

Figure 1.3

1.5   The stock has been successfully register.

Figure 1.5