EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Add Inventory Supplier)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No   :   CMMS/IM/MASTER/IM05

Document Name   :   Add Inventory Supplier

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Revision   :   1.0

DOCUMENT REVISION HISTORY

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

Scenario

A storekeeper wants to add or set the supplier for the stock that has been created. In this syllabus, we will guide on how to edit inventory in CMMS Web Core.

1. Add the Inventory Supplier

What it's for

To facilitate the selection of the best supplier for the upcoming stock purchase.

Editing the Inventory

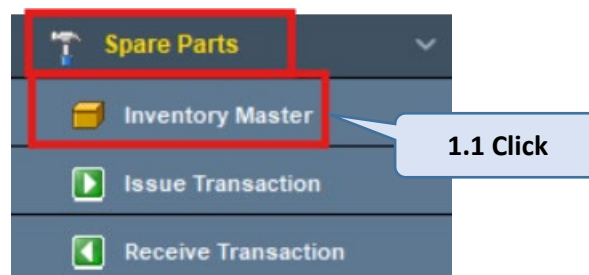1.1   On the left of the system, click on **Spare Parts > Inventory Master**

Figure 1.1

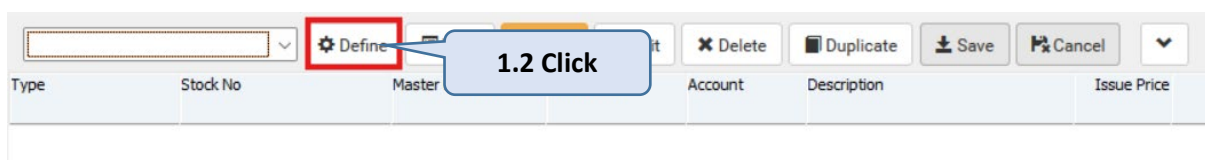1.2   Inventory table view will pop up and click on **Define** button.

Figure 1.2

1.3   Fill in define query criteria.
       (Note: Please refer "User Manual – Define Data Query" for detail information).

Column	Operator	Value
Stock No	like	<Stock No>

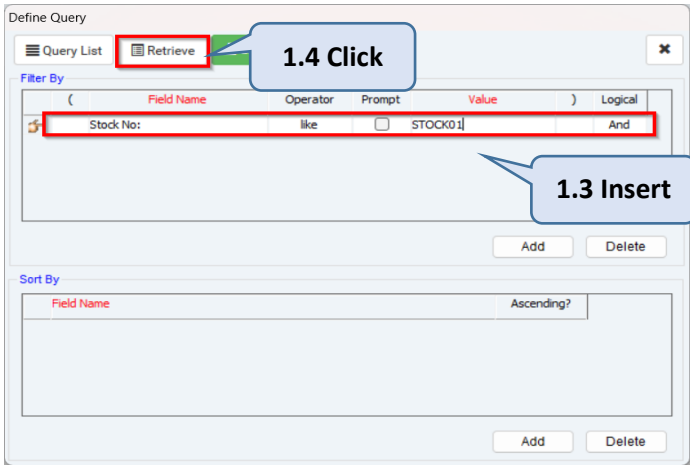1.4   Click on **Retrieve** button to retrieve the following inventory.

Figure 1.3

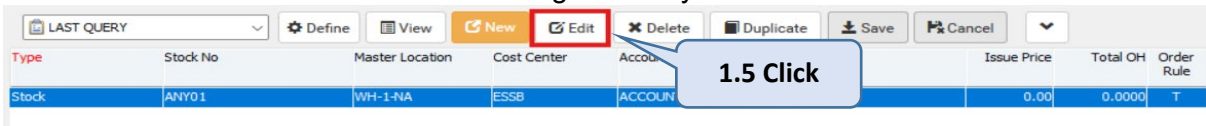1.5   Click on **Edit** button to edit the following inventory.

Figure 1.4

1.6   Click on **Supplier** subtab to open the supplier view.

1.7   Click on **Add** button to add the supplier list.

1.8   Fill in the field:

Field	Value	Have Master File?
Supplier	: <Choose the supplier>	YES
Order UOM	: UNIT	YES

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

1.9   Click on **Save** button to save the following inventory information.
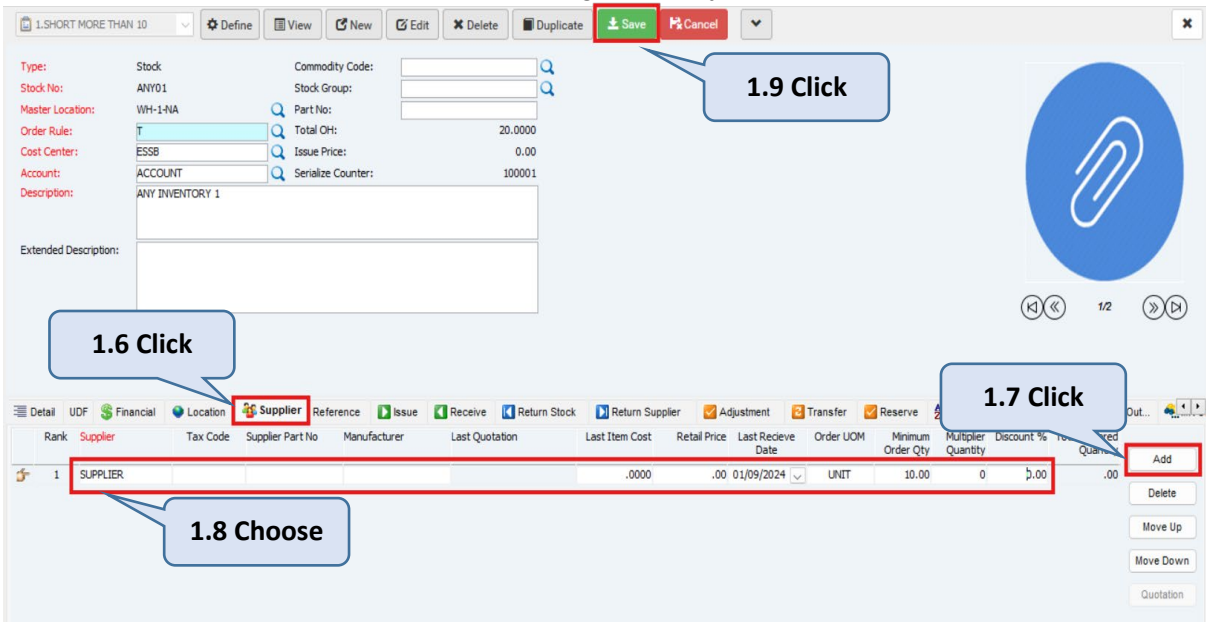

Figure 1.5