



**EVANTAGE SOLUTIONS SDN BHD**

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

***USER MANUAL***  
***(Receive Misc)***

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# DOCUMENT CONTROL

**Document No** : CMMS/RV/RECEIVE/RV01  
**Document Name** : Receive Misc  
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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 – Receive Misc

## Scenario

The technician issued a material request to the storekeeper for an urgent work order that needs to be resolved quickly. The storekeeper then decided to purchase the item from a regular shop without generating any PO. In this syllabus, we will guide on how to receive the transaction in CMMS Web Core.

## 1. Receive Transaction

### What it's for

To receive the material and keep track of inventory quantity.

### Receive one line of miscellaneous transaction

- 1.1 On the left of the system, click on **Spare Parts > Receive Transaction**.

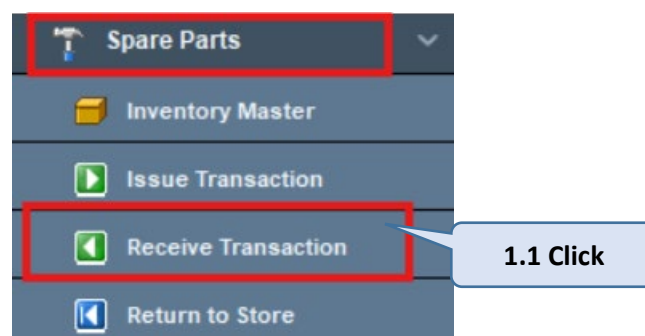


Figure 1.1

- 1.2 For the Source, choose on the **miscellaneous**.
- 1.3 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Employee Id	: <Employee ID>	YES
Stock No	: <Stock No>	YES
Stock Location	: WH-1-NA	YES
Reference Number	: <Receipt No>	NO
Receive Qty	: 10	NO

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

**1.2 Choose**

**1.3 Insert**

No.	Stock No	Description	Stock Location	Receive UOM	Supplier Code	Reference Number	Item Cost	Receive Qty	OH Quantity	Part No
1	ANY01	ANY INVENTORY 1	WH-1-NA	EACH		123456789	.0000	10.0000	.0000	

Figure 1.2

1.4 Click the **Receive** button to receive the particular line of transaction.

**1.4 Click**

**1.5 Click**

No.	Stock No	Description	Stock Location	Receive UOM	Supplier Code	Reference Number	Item Cost	Receive Qty	OH Quantity	Part No
1	ANY01	ANY INVENTORY 1	WH-1-NA	EACH		123456789	.0000	10.0000	.0000	

Figure 1.3

1.5 A prompt message will popup if you want to receive the line no (1). Click **Yes** to continue.

**1.5 Click**

**1.6 Click**

Figure 1.4

1.6 The transaction now has been received and click on **OK** to continue.

**1.6 Click**

**1.7 Click**

Figure 1.5

1.7 If there is multiple line of stock to be receive:

1.7.1 Please proceed to SOP document for:

- i. To receive all line of transaction: RV02 – Receive All Misc