



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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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).

Source: Miscellaneous

Employee ID: ADMIN

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.

Source: Miscellaneous

Employee ID: ADMIN

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.

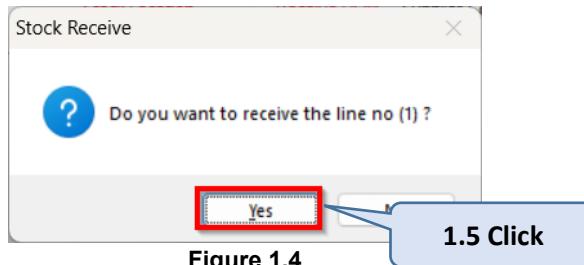


Figure 1.4

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

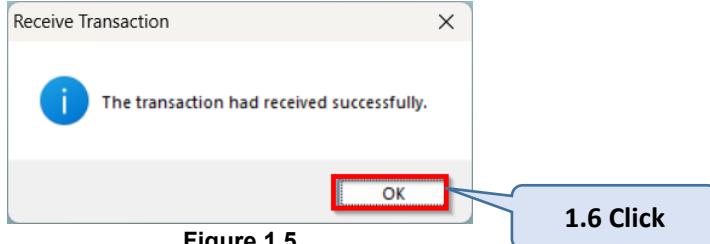


Figure 1.5

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