EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Receive All Misc)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No	:	CMMS/RV/RECEIVE/RV02
Document Name	:	Receive All Misc
Prepared By	:	Muhamad Najmi bin Badrila
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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 All 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 All Transaction

What it's for

To receive the material and keep track of inventory quantity.

Receive all of miscellaneous transaction

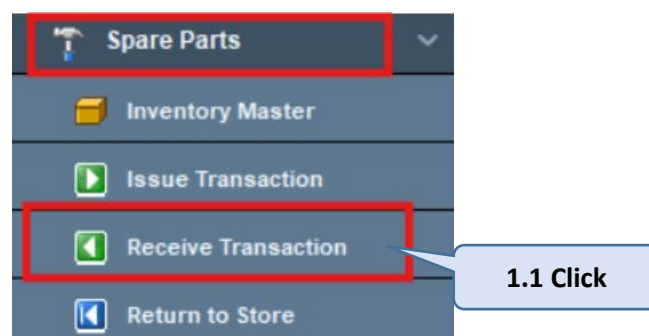1.1   On the left of the system, click on **Spare Parts > Receive Transaction**.

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).

Figure 1.2

1.4   To add another line to receive more material, click on **New** button.

1.5   Fill in the mandatory stock line:

Field	Value	Have Master File?
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).

Figure 1.3

1.6   Click the **Receive all** button to receive all line of transaction.

Figure 1.4

1.7   A prompt message will popup if you want to receive all the item(s). Click **Yes** to continue.

Figure 1.5
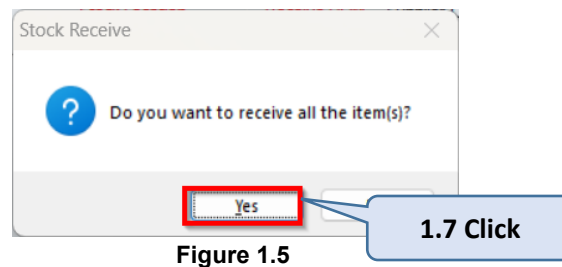
1.8   The transaction now has been received and click on **OK** to continue.

Figure 1.6