



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Receive PO)

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DOCUMENT CONTROL

Document No : CMMS/RP/RECEIVE/RP01
Document Name : Receive PO
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 PO

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 that has generated a 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 item transaction

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

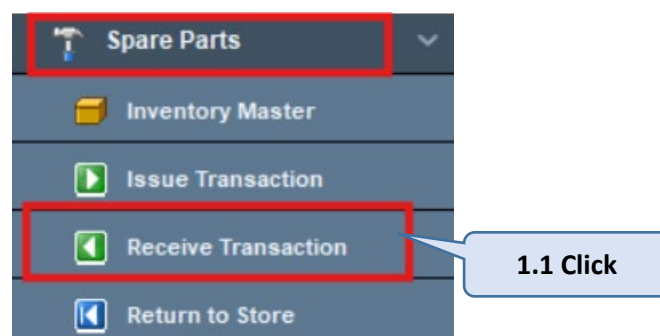


Figure 1.1

- 1.2 For the Source, choose on the **Purchase Order or Purchase Order - Repair**.
- 1.3 Choose the PO no that has been received.
- 1.4 Fill in the mandatory field coloured in red:

Field	Value	Have Master File?
Stock Location	: WH-1-NA	YES
Receive Qty	: 10	NO

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

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

1.5 Choose

1.3 Choose

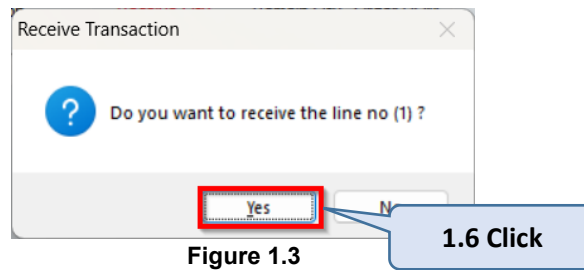
1.2 Choose

1.4 Insert

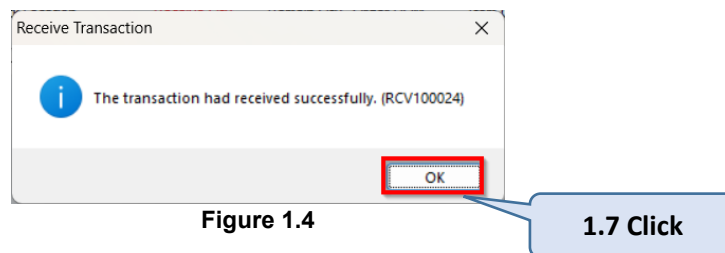
Figure 1.2

PO Line	Stock No	Description	Stock Location	Receive Qty	Remain Qty	Order UOM	Item Cost	Retail Price	Order Qty	Received Qty	RTS Qty	Tax Code	Tax Rate	Project ID	WO No
1	STK100001	Stock Description	WH-1-NA	2.0000	2.0000	EACH	.0000	.0000	2.0000	.0000	.0000				.00

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




- 1.7 The transaction no would be generated and click on **OK** to continue.



1.8 The GRN will be generated.

Print Printer Setup Retrieve Edit Default Zoom In Zoom Out ▼



DEMO-CPI (KL) Sdn Bhd
Goods Receipt Note

Page 1 of 1
 Date: 24/06/2024 11:48:06

PO Number: PO100001

Supplier: SUPPLIER

Address:

Phone Number:

Fax Number:

Mobile Number:

Contact:

FOB:

Packing Slip:

Receive Doc No: RCV100024

Received Date: 24/06/2024

Status: CLO

PO Type: PO

PO Date: 01/06/2023

Required Date: 01/06/2023

Promised Date: 01/06/2023

Follow-up Date: 01/06/2023

Buyer:

Ship Via:

PO Line	Stock Number	Description	Stock Location	UOM	Item Cost	Received Qty	Total Cost
1	STK100001	Stock Description	WH-1-NA	EACH	0	2.0000	RM0.00
Total:							RM0.00

Figure 1.5

1.9 If there is multiple line of stock to be Receive:

1.9.1 Please proceed to SOP document for:

- i. To receive all line of transaction: RP04 – Receive All Transaction