



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
**(Receive PO)**

## TABLE OF CONTENT

<b>Scenario.....</b>	4
<b>1. Receive Transaction.....</b>	4

# DOCUMENT CONTROL

**Document No** : CMMS/RP/RECEIVE/RP01

**Document Name** : Receive PO

**Prepared By** : Muhamad Najmi bin Badrila

**Creation Date** : 20/06/2024

**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 – 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.

1.2 Choose

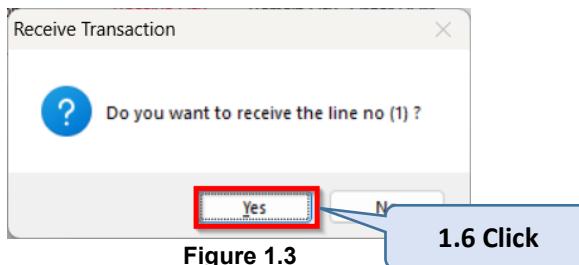
1.3 Choose

1.4 Insert

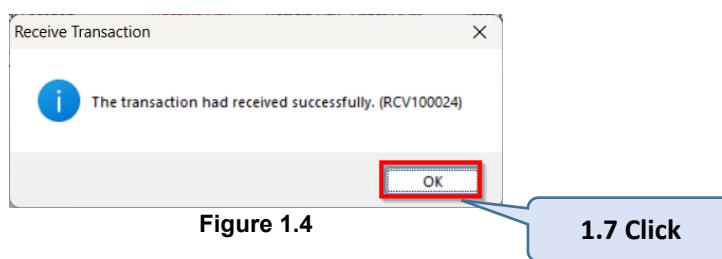
1.5 Choose

Figure 1.2

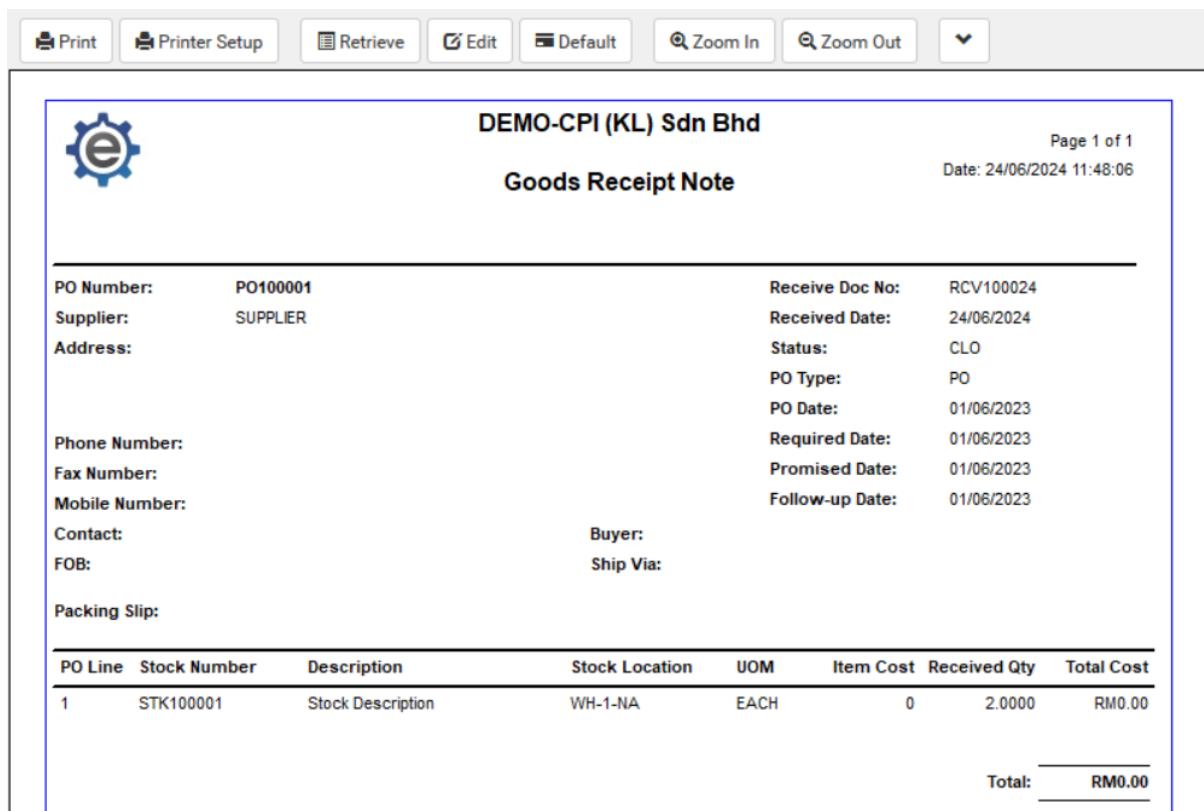
1.6 A prompt message will popup if you want to receive the line no (1). Click **Yes** to continue.



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



1.8 The GRN will be generated.



DEMO-CPI (KL) Sdn Bhd

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

**Goods Receipt Note**

---

PO Number: PO100001      Receive Doc No: RCV100024  
 Supplier: SUPPLIER      Received Date: 24/06/2024  
 Address:  
 Status: CLO  
 PO Type: PO  
 PO Date: 01/06/2023  
 Phone Number:  
 Required Date: 01/06/2023  
 Fax Number:  
 Promised Date: 01/06/2023  
 Mobile Number:  
 Follow-up Date: 01/06/2023  
 Contact:  
 Buyer:  
 FOB:  
 Ship Via:  
 Packing Slip:

---

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