EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Receive All PO)

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DOCUMENT CONTROL

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Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Receive All 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 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 material receive 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.
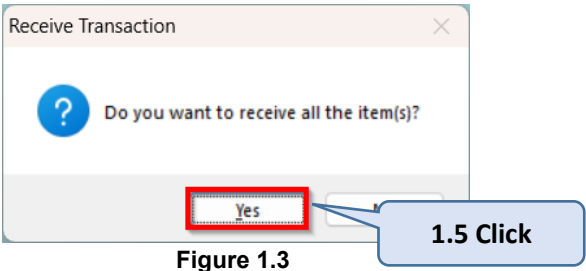
1.4   Fill in the mandatory field coloured in red:

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

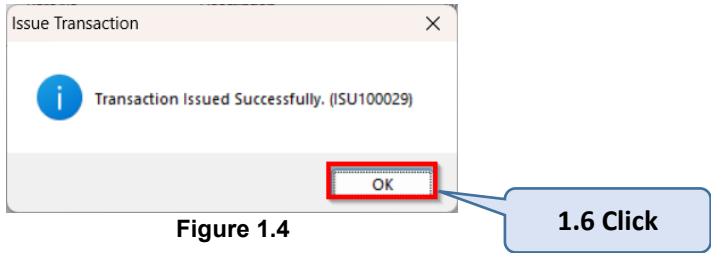*(Note: Master file are control by System Admin).*

1.5   Click the **Receive All** button to receive all material receive.

Figure 1.2
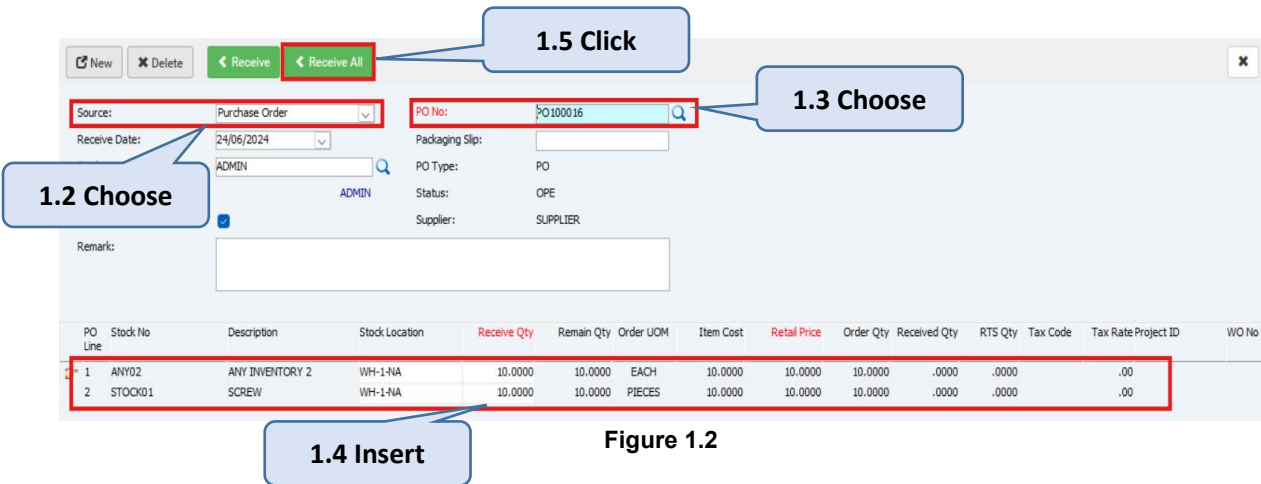
1.5   A prompt message will popup if you want to receive all the item(s). Click **Yes** to continue.

Figure 1.3

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

Figure 1.4

1.7 The GRN will be generated.

Figure 1.5