



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Receive All PO)

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DOCUMENT CONTROL

Document No : CMMS/RP/RECEIVE/RP02
Document Name : Receive All 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 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**.



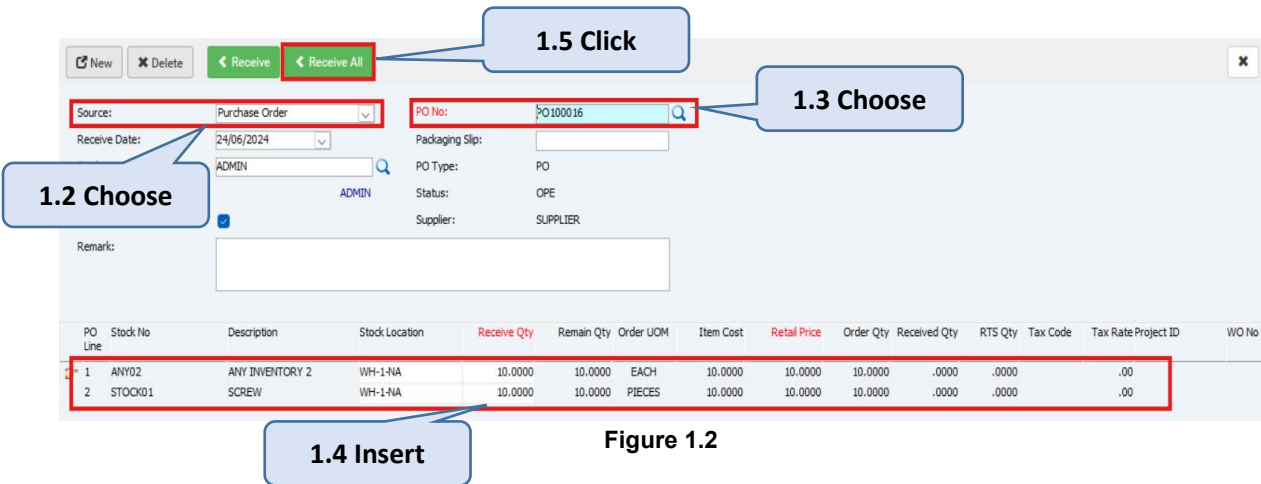
Figure 1.1

- 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:

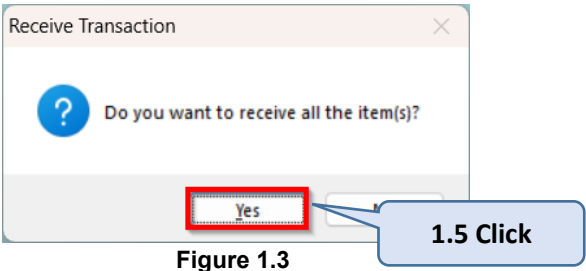
Field	Value	Have Master File?
Stock Location	: WH-1-NA	YES
Receive Qty	: 10	NO

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

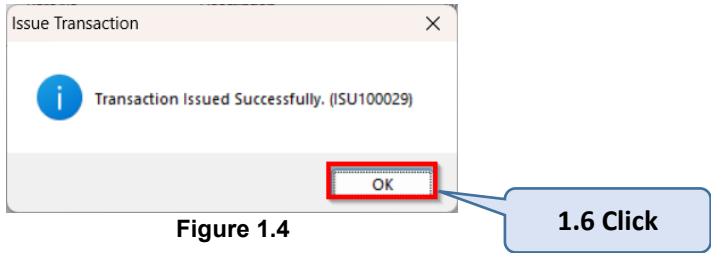
- 1.5 Click the **Receive All** button to receive all material receive.



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



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



1.7 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 12:00:34

PO Number: PO100016

Supplier: SUPPLIER

Address:

Phone Number:

Fax Number:

Mobile Number:

Contact:

FOB:

Packing Slip:

Receive Doc No: RCV100026

Received Date: 24/06/2024

Status: CLO

PO Type: PO

PO Date: 24/06/2024

Required Date: 24/06/2024

Promised Date: 24/06/2024

Follow-up Date: 24/06/2024

Buyer:

Ship Via:

PO Line	Stock Number	Description	Stock Location	UOM	Item Cost	Received Qty	Total Cost
1	ANY02	ANY INVENTORY 2	WH-1-NA	EACH	10.0000	10.0000	RM100.00
2	STOCK01	SCREW	WH-1-NA	PIECES	10.0000	10.0000	RM100.00
Total:							RM200.00

Figure 1.5