



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

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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.

1.2 Choose

1.3 Choose

1.4 Insert

1.5 Click

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	ANY02	ANY INVENTORY 2	WH-1-NA	10.0000	10.0000	EACH	10.0000	10.0000	10.0000	.0000	.0000	.00			
2	STOCK01	SCREW	WH-1-NA	10.0000	10.0000	PIECES	10.0000	10.0000	10.0000	.0000	.0000	.00			

Figure 1.2

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

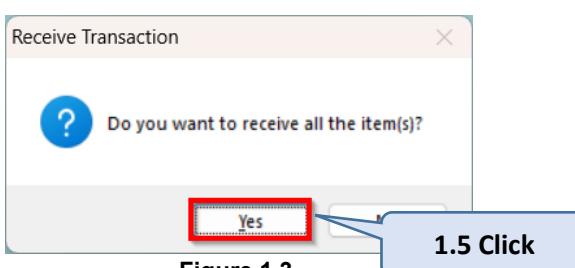


Figure 1.3

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

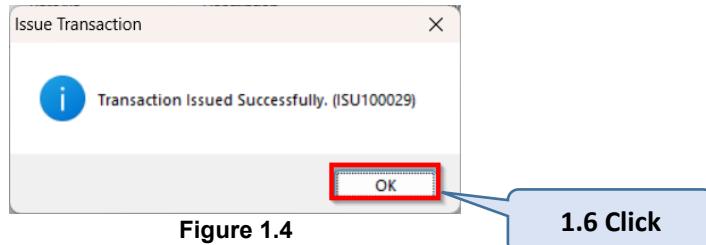


Figure 1.4

## 1.7 The GRN will be generated.

Print Printer Setup Retrieve Edit Default Zoom In Zoom Out

**DEMO-CPI (KL) Sdn Bhd**  
**Goods Receipt Note**

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Date: 24/06/2024 12:00:34

**e**

PO Number:	PO100016	Receive Doc No:	RCV100026				
Supplier:	SUPPLIER	Received Date:	24/06/2024				
Address:		Status:	CLO				
Phone Number:		PO Type:	PO				
Fax Number:		PO Date:	24/06/2024				
Mobile Number:		Required Date:	24/06/2024				
Contact:	Buyer:	Promised Date:	24/06/2024				
FOB:	Ship Via:	Follow-up Date:	24/06/2024				
Packing Slip:							
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