



**EVANTAGE SOLUTIONS SDN BHD**

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

***USER MANUAL***

***(Search Return Supplier)***

**TABLE OF CONTENT**

**Scenario..... 4**

**1. Search Return Supplier ..... 4**

# DOCUMENT CONTROL

**Document No** : CMMS/RS/SUPPLIER/RS01  
**Document Name** : Search Return Supplier  
**Prepared By** : Muhamad Najmi bin Badrila  
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Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Search Return Supplier

## Scenario

The storekeeper wants to return back the item received that were broken or damaged to the supplier. In this syllabus, we will guide on how to search return supplier in CMMS Web Core.

### 1. Search Return Supplier

#### What it's for

To search the supplier that the item has been received.

#### Searching for supplier to be return

1.1 On the left of the system, click on **Spare Parts > Return to Supplier**.



Figure 1.1

1.2 Click on **Search** button to search for the item that has been received.

A screenshot of the CMMS Web Core search form. The 'Search' button is highlighted with a red box. A callout bubble labeled '1.2 Click' points to the 'Search' button. The form contains fields for PO No, Stock No, Supplier Code, Supplier Name, Return Date, Employee ID, RMA No, Remark, and a checkbox for Print Transaction Document.

No.	PO No	PO Line No	Stock No	Description	Stock Location	Remain Quantity
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Figure 1.2

### 1.3 The result will show all the stock that has been received.

Q Search
Return
Return All
✕

PO No:   
 Stock No:   
 Supplier Code:   
 Supplier Name:

Return Date: 24/06/2024  
 Employee ID: ADMIN  
 RMA No:   
 Remark:

Print Transaction Document: ☒

No.	PO No	PO Line No	Stock No	Description	Stock Location	Remain Quantity	Return Quantity	UOM	Receive Date	Receive Employee	Cost Center	Account	Credit Cost Center
7		0	TXT-1	PUMP STABILIZER 1	WH-1-NA	1.0000	.0000	EACH	18/06/2024		ACECAM	ACCOUNT	
8		0	TXT-1	PUMP STABILIZER 1	WH-1-NA	8.0000	.0000	EACH	18/06/2024	ADMIN	ACECAM	ACCOUNT	
9		0	PMP-1	PUMP-1	WH-RP-01	1.0000	.0000	EACH	18/06/2024		ACECAM	ACCOUNT	
10		0	PMP-1	PUMP-1	WH-1-NA	1.0000	.0000	EACH	18/06/2024		ACECAM	ACCOUNT	
11		0	PMP-1	PUMP-1	WH-1-NA	1.0000	.0000	EACH	18/06/2024		ACECAM	ACCOUNT	
12		0	TEST1	TESTING 1	WH-1-NA	1.0000	.0000	EACH	18/06/2024		ACECAM	ACCOUNT	
13		0	TEST1	TESTING 1	WH-1-NA	1.0000	.0000	EACH	18/06/2024		ACECAM	ACCOUNT	
14		0	TEST1	TESTING 1	WH-1-NA	3.0000	.0000	EACH	18/06/2024	ADMIN	ACECAM	ACCOUNT	
15		0	PMP-1	PUMP-1	WH-1-NA	1.0000	.0000	EACH	18/06/2024		ACECAM	ACCOUNT	
16		0	PMP-1	PUMP-1	WH-1-NA	5.0000	.0000	EACH	18/06/2024	ADMIN	ACECAM	ACCOUNT	
17		0	EX-3	PUMP 3	WH-1-NA	10.0000	.0000	EACH	18/06/2024	ADMIN	ESSB	ACCOUNT	
18		0	EX-2	PUMP 2	WH-1-NA	10.0000	.0000	EACH	18/06/2024	ADMIN	ESSB	ACCOUNT	
19		0	EX-1	PUMP 1	WH-1-NA	9.0000	.0000	EACH	18/06/2024	ADMIN	ESSB	ACCOUNT	
20		0	STOCK3	GRINDER MACHINE	WH-1-NA	5.0000	.0000	UNIT	11/06/2024	ADMIN1	ESSB	ACCOUNT	
21		0	STOCK01	SCREW	WH-1-NA	8.0000	.0000	PIECES	10/06/2024	ADMIN	ESSB	ACCOUNT	
22		0	STOCK02	LAMP	WH-1-NA	8.0000	.0000	EACH	10/06/2024	ADMIN	ESSB	ACCOUNT	
23		0	STK100001	Stock Description	WH-1-NA	18.0000	.0000	EACH	06/06/2023	ADMIN	ESSB	ACCOUNT	
24	PO100001	1	STK100001	Stock Description	WH-1-NA	2.0000	.0000	EACH	24/06/2024	ADMIN	ESSB	ACCOUNT	
25	PO100004	1	PMP-1	PUMP-1	WH-RP-01	1.0000	.0000	EACH	18/06/2024	ADMIN	ACECAM	ACCOUNT	
26	PO100005	1	TXT-1	PUMP STABILIZER 1	WH-1-NA	1.0000	.0000	EACH	18/06/2024	ADMIN	ACECAM	ACCOUNT	
27	PO100006	1	STK100002	SAMSUNG EXYNOS CHIP	WH-1-NA	1.0000	.0000	EACH	19/06/2024	ADMIN	ACECAM	ACCOUNT	
28	PO100007	1	T01	PUMP GENERATOR	WH-1-NA	2.0000	.0000	EACH	19/06/2024	ADMIN	ACECAM	ACCOUNT	
29	PO100008	1	BYD01	BYD DOLPHIN	WH-1-NA	1.0000	.0000	EACH	19/06/2024	ADMIN1	ACECAM	ACCOUNT	

Figure 1.3

1.3 Result

### 1.4 To proceed with the return step:

#### 1.4.1 Please proceed to SOP document for:

- i. To return one line of transaction: RS02 – Return Supplier
- ii. To return all line of transaction: RS03 – Return All Supplier