



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Return Supplier)

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DOCUMENT CONTROL

Document No : CMMS/RS/SUPPLIER/RS02

Document Name : Return Supplier

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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 – 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 return back to supplier in CMMS Web Core.

1. Return Supplier

What it's for

To return back defect item to the supplier that the item has been received.

Return to the supplier

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



Figure 1.1

- 1.2 Search for the PO that has been created to return back.

- 1.3 Fill in the field:

Field	Value	Have Master File?
PO No	: <PO No>	YES
Return Qty	: < How much to return>	NO

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

- 1.4 Click on **Return** button to return the item to the supplier.

PO No: PO100007

Stock No:

Supplier Code: SUPPLIER

Supplier Name: Supplier Name

Print Transaction Document:

No. PO No PO Line Stock No Description Stock Location Remain Quantity UOM Return Quantity Receive Date Receive Employee Cost Center Account Credit Cost Center

1	PO100007	1	T01	PUMP GENERATOR	WH-1-NA	2.0000	2.0000	EACH	19/06/2024	ADMIN	ACECAM	ACCOUNT
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Figure 1.2

1.3 Insert

1.5 A prompt message indicates if you want to return the line no (1). Click **OK** to continue.

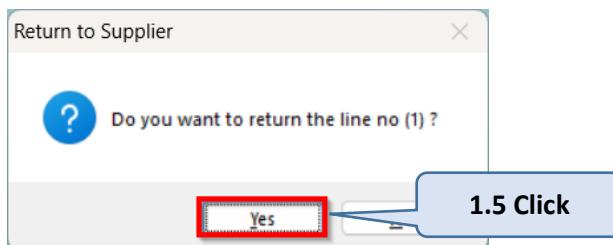


Figure 1.3

1.5 Click

1.6 The transaction returned no will be generated. Click **OK** to continue.

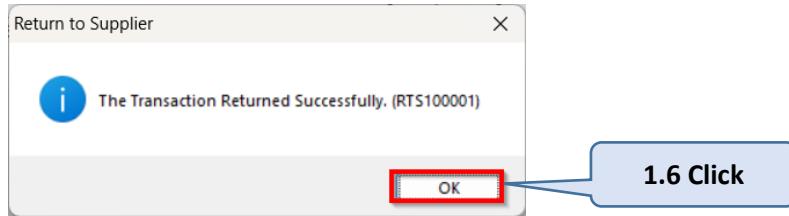


Figure 1.4

1.6 Click

1.7 A prompt message indicates that there is no line item found in the PO to be return. Click **OK** to continue.

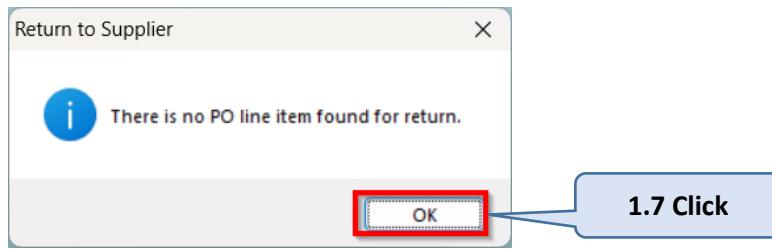
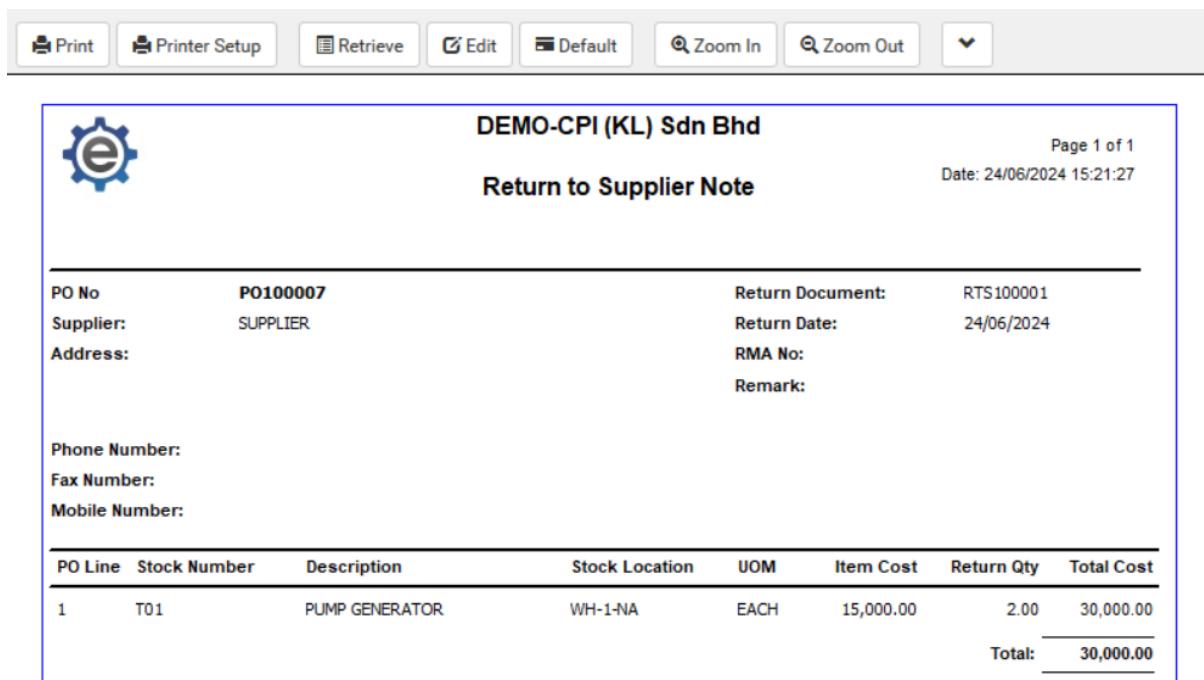


Figure 1.5

1.7 Click

1.8 The Return to Supplier Note will be generated.



Print Printer Setup Retrieve Edit Default Zoom In Zoom Out ▼

DEMO-CPI (KL) Sdn Bhd
Return to Supplier Note
Page 1 of 1
Date: 24/06/2024 15:21:27

PO No **PO100007** Return Document: **RTS100001**
Supplier: **SUPPLIER** Return Date: **24/06/2024**
Address: RMA No:
Remark:

Phone Number:
Fax Number:
Mobile Number:

PO Line	Stock Number	Description	Stock Location	UOM	Item Cost	Return Qty	Total Cost
1	T01	PUMP GENERATOR	WH-1-NA	EACH	15,000.00	2.00	30,000.00
						Total:	30,000.00

Figure 1.6

1.9 To proceed with the return step:

1.9.1 Please proceed to SOP document for:

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