



**EVANTAGE SOLUTIONS SDN BHD**

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

***USER MANUAL***  
***(Return All Supplier)***

TABLE OF CONTENT

Scenario..... 4

1. Return All to Supplier..... 4

# DOCUMENT CONTROL

**Document No** : CMMS/RS/SUPPLIER/RS03  
**Document Name** : Return All Supplier  
**Prepared By** : Muhamad Najmi bin Badrila  
**Creation Date** : 20/06/2024  
**Revision** : 1.0

## DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Return All 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 All to Supplier

#### What it's for

To return back all the 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

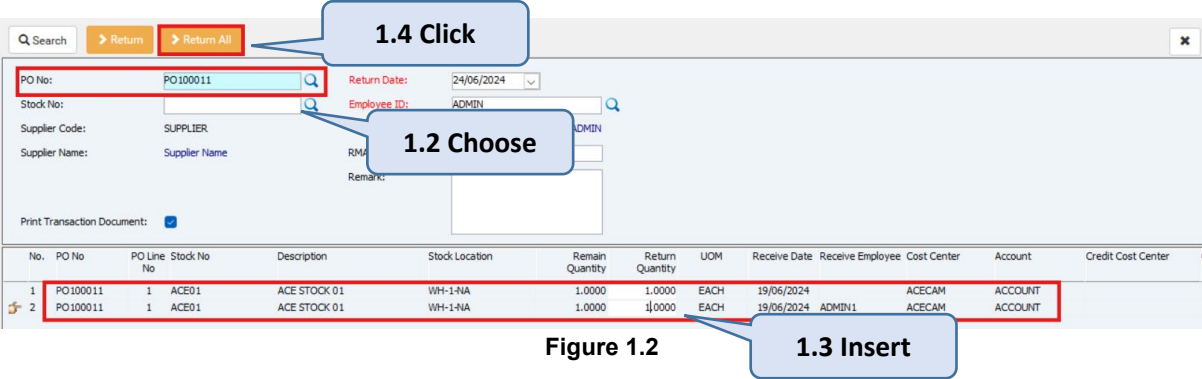
- 1.2 Search for the PO that has been created to return back.

- 1.3 Fill in the field:

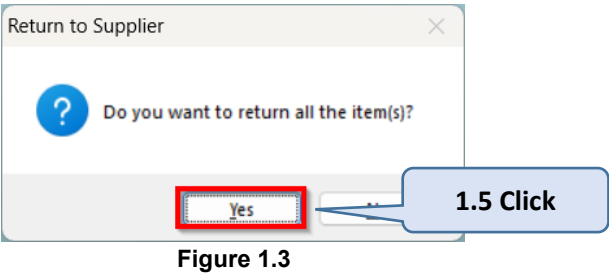
Field	Value	Have Master File?
PO No	: <PO No>	YES
Return Qty	: < How much to return>	NO

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

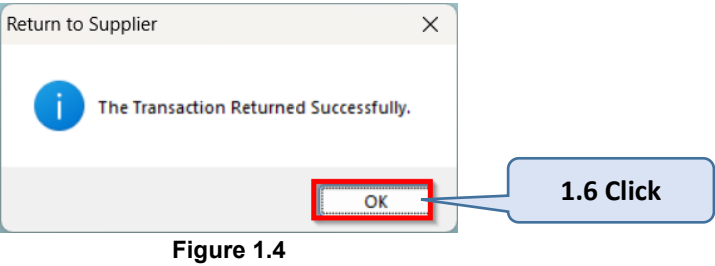
- 1.4 Click on **Return All** button to return the item to the supplier.



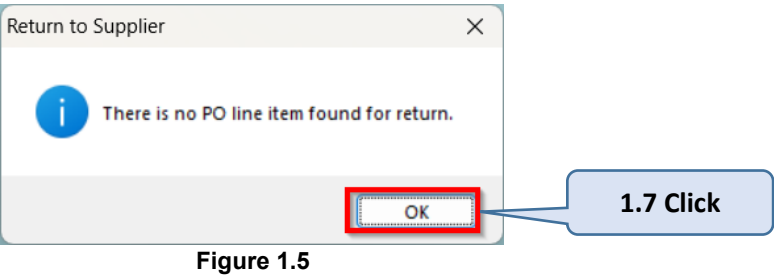
1.5 A prompt message indicates if you want to return all the item (s). Click **OK** to continue.



1.6 The item are successfully return. Click **OK** to continue.




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



## 1.8 The Return to Supplier Note will be generated.

PrintPrinter SetupRetrieveEditDefaultZoom InZoom Out



DEMO-CPI (KL) Sdn Bhd

Return to Supplier Note

Page 1 of 1

Date: 24/06/2024 15:29:47

PO No: PO100011

Supplier: SUPPLIER

Address:

Phone Number:

Fax Number:

Mobile Number:

Return Document: RTS100002

Return Date: 24/06/2024

RMA No:

Remark:

PO Line	Stock Number	Description	Stock Location	UOM	Item Cost	Return Qty	Total Cost
1	ACE01	ACE STOCK 01	WH-1-NA	EACH	50,000.00	1.00	50,000.00
1	ACE01	ACE STOCK 01	WH-1-NA	EACH	50,000.00	1.00	50,000.00
						Total:	100,000.00

Figure 1.6