EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Return All Supplier)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No : CMMS/RS/SUPPLIER/RS03

Document Name : Return All 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 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

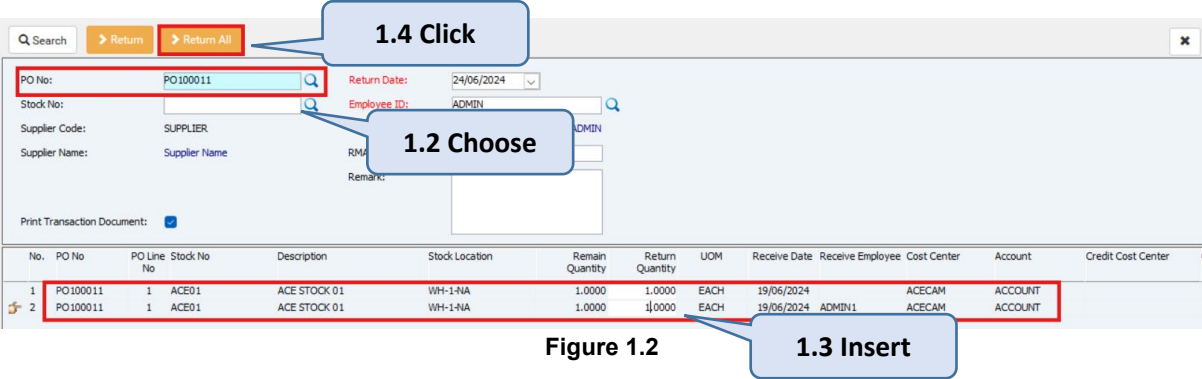1.1   On the left of the system, click on **Spare Parts > Return to Supplier**.

Figure 1.1

1.2   Search for the PO that has been created to return back.
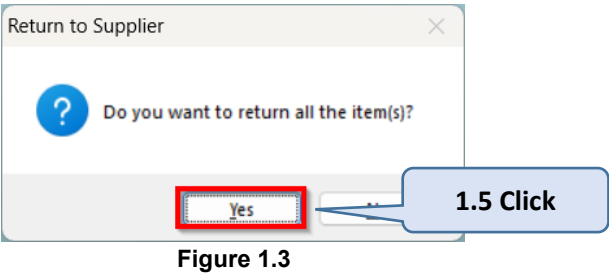
1.3   Fill in the field:

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

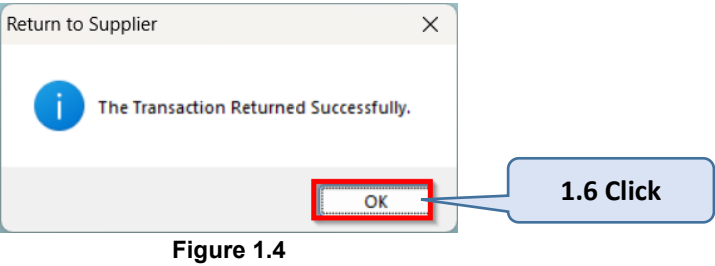*(Note: Master file are control by System Admin).*

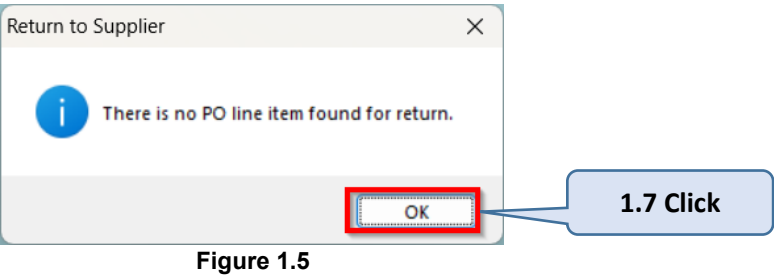1.4   Click on **Return All** button to return the item to the supplier.

Figure 1.2

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

Figure 1.3

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

Figure 1.4

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

1.8   The Return to Supplier Note will be generated.

Figure 1.6