



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Generate PR)

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DOCUMENT CONTROL

Document No : CMMS/OP/ORDER/OP02
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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 – Generate PR

Scenario

A scenario to generate the PR based on the order point to purchase the items since it is low in quantity. In this syllabus, we will guide on how to generate PR in CMMS Web Core.

1. Generate PR

What it's for

To raise a request to purchase the items that going to be handle by the procurement team for approval.

Generate the PR

- 1.1 On the left of the system, click on **Spare Parts > Order Point Review**.

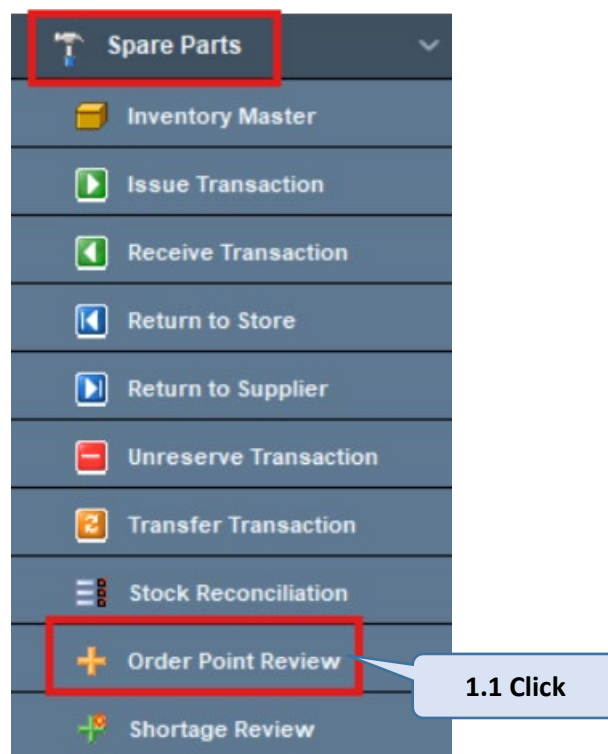
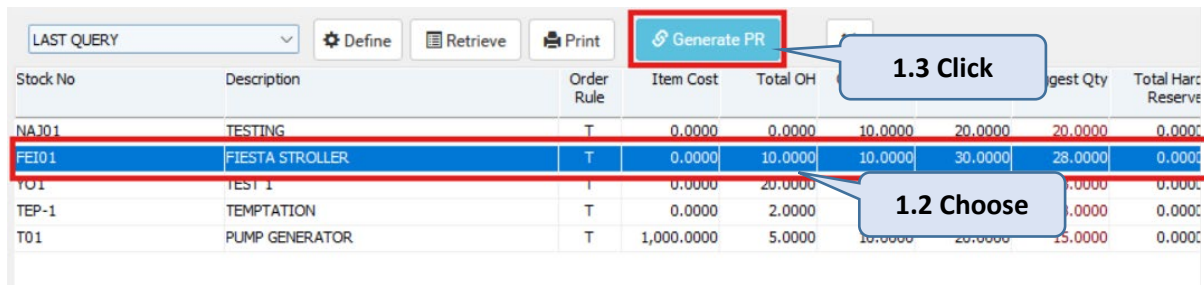


Figure 1.1

- 1.2 Choose the stock that want to generate the PR.
- 1.3 Click on the **Generate PR** button to generate the PR.



Stock No	Description	Order Rule	Item Cost	Total OH	Max Qty	Total Hard Reserve
NA301	TESTING	T	0.0000	0.0000	10.0000	0.0000
FEI01	FIESTA STROLLER	T	0.0000	10.0000	10.0000	0.0000
TO1	TEST 1	T	0.0000	20.0000	20.0000	0.0000
TEP-1	TEMPTATION	T	0.0000	2.0000	2.0000	0.0000
T01	PUMP GENERATOR	T	1,000.0000	5.0000	5.0000	0.0000

Figure 1.2

- 1.4 A prompt message will popup indicate if you want to generate the Order Point PR for the selected stock. Click **Yes** to continue.



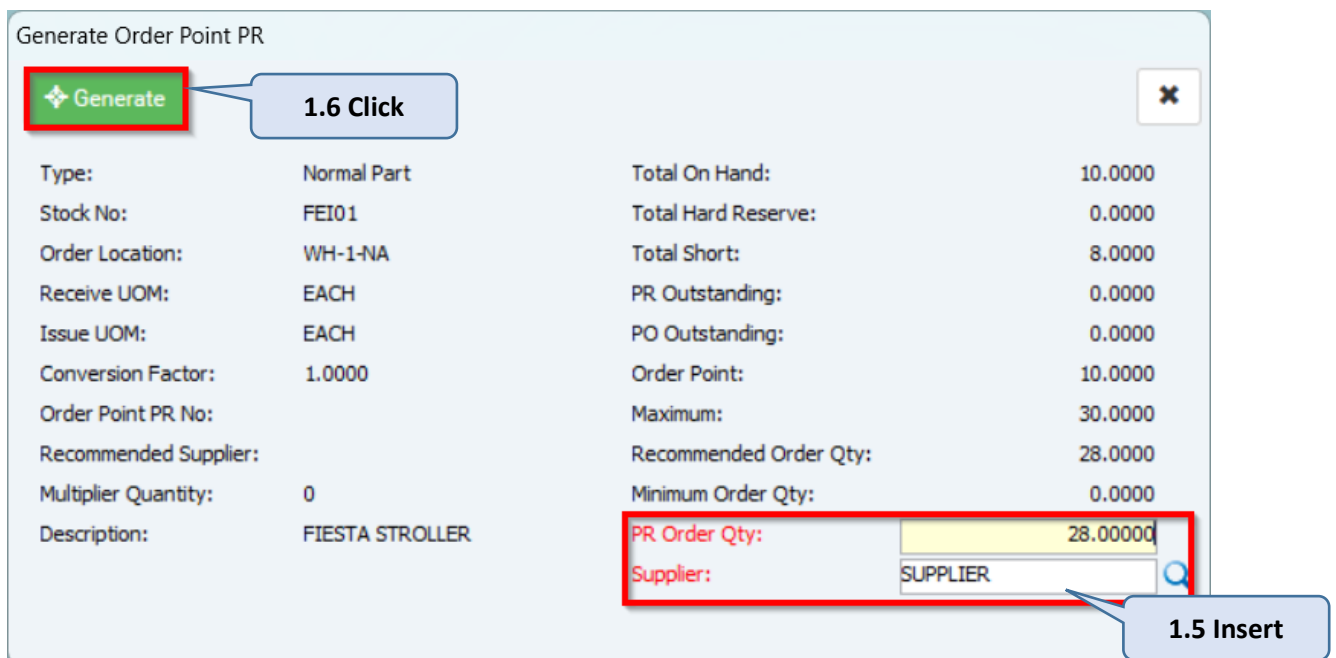
Figure 1.3

- 1.5 Fill in the mandatory field:

Field	Value	Have Master File?
PR Order Qty	: AUTO FILLED	NO
Supplier	: <Supplier Name>	YES

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

- 1.6 Click on **Generate** button to generate the PR.



Generate Order Point PR

Generate

Type: Normal Part

Stock No: FEI01

Order Location: WH-1-NA

Receive UOM: EACH

Issue UOM: EACH

Conversion Factor: 1.0000

Order Point PR No:

Recommended Supplier:

Multiplier Quantity: 0

Description: FIESTA STROLLER

Total On Hand: 10.0000

Total Hard Reserve: 0.0000

Total Short: 8.0000

PR Outstanding: 0.0000

PO Outstanding: 0.0000

Order Point: 10.0000

Maximum: 30.0000

Recommended Order Qty: 28.0000

Minimum Order Qty: 0.0000

PR Order Qty: 28.0000

Supplier: SUPPLIER

Figure 1.4

1.7 The Order Point PR no has been generated. Click **OK** to continue.

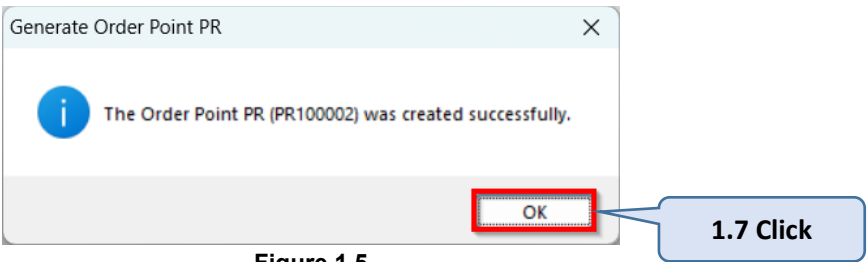


Figure 1.5

1.8 The stock now has been remove from the list since it already created the PR.

LAST QUERY									
<div>Define Retrieve Print Generate PR</div>									
Stock No	Description	Order Rule	Item Cost	Total OH	Order Point	Maximum	Suggest Qty	Total Hard Reserve	
NAJ01	TESTING	T	0.0000	0.0000	10.0000	20.0000	20.0000	0.0000	
YO1	TEST 1	T	0.0000	20.0000	25.0000	50.0000	43.0000	0.0000	
TEP-1	TEMPTATION	T	0.0000	2.0000	5.0000	10.0000	8.0000	0.0000	
T01	PUMP GENERATOR	T	1,000.0000	5.0000	10.0000	20.0000	15.0000	0.0000	

Figure 1.6