



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Generate PR)

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DOCUMENT CONTROL

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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 – Generate PR |

Scenario

A scenario where storekeeper generate a PR to purchase the inventory that already having a shortage issue and will be seen by the procurement team. In this syllabus, we will guide on how to generate PR in CMMS Web Core.

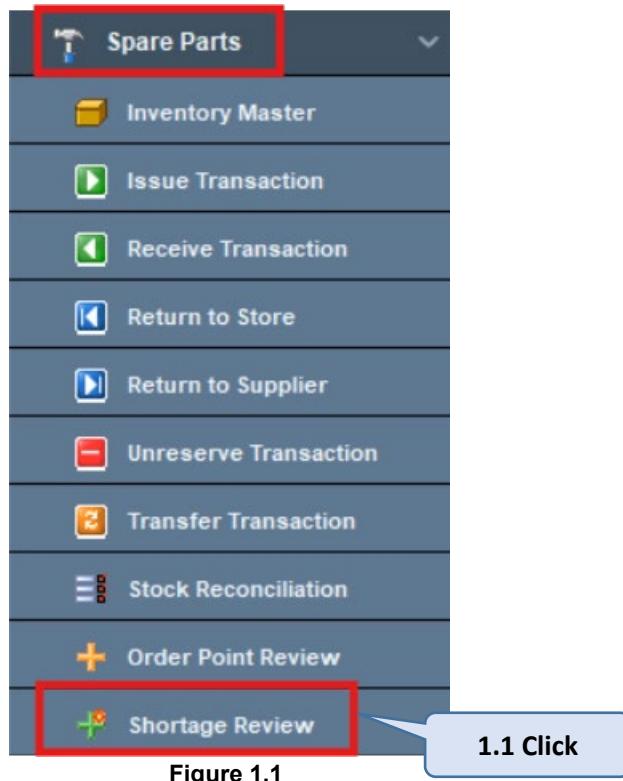
1. Generate PR

What it's for

To ensure that all the inventory in the store are ready and available whenever the technician request for a material to be use in a work order.

Raised PR for shortage inventory

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



- 1.2 Shortage Review table view will pop up and click on **Define** button.



Figure 1.2

1.3 Click on **Retrieve** button to retrieve all the shortage inventory.



Figure 1.3

1.4 Choose the stock that want to generate the PR.

1.5 Click on **Generate PR** button to generate PR for the following stock.

| LAST QUERY | Define | Retrieve | Generate PR | 1.5 Click | Stock No | Description | Order Rule | Item Cost | Total | Short Qty | Total Hard Reserve | Total Short Outstanding | PR Outstanding | PO Outstanding | Receive UOM | Issue UOM | Conversion Factor | Recor | |
|------------|--------|----------|-------------|-----------|----------|---------------------|------------|-------------|---------|-----------|--------------------|-------------------------|----------------|----------------|-------------|-----------|-------------------|-------|--------|
| ANY01 | | | | | ANY01 | ANY INVENTORY 1 | T | 0.0000 | 20.0000 | 15.0000 | 30.0000 | 3.0000 | 20.0000 | 33.0000 | 0.0000 | 30.0000 | EACH | EACH | 1.0000 |
| Y01 | | | | | Y01 | TEST 1 | T | 0.0000 | 20.0000 | 25.0000 | 50.0000 | 13.0000 | 0.0000 | 13.0000 | 0.0000 | 0.0000 | EACH | EACH | 1.0000 |
| | | | | | TRY01 | TEST | T | 1,000.0000 | 10.0000 | 10.0000 | 20.0000 | 10.0000 | 10.0000 | 10.0000 | 0.0000 | 0.0000 | EACH | EACH | 1.0000 |
| EVA01 | | | | | EVA01 | EVA01 STOCK TESTING | I | 10,000.0000 | 3.0000 | 0.0000 | 0.0000 | 1.0000 | 3.0000 | 1.0000 | 0.0000 | 0.0000 | | | 1.0000 |

Figure 1.4

1.6 A prompt message will popup indicate if you want to generate the PR for shortage stock. Click **Yes** to continue.

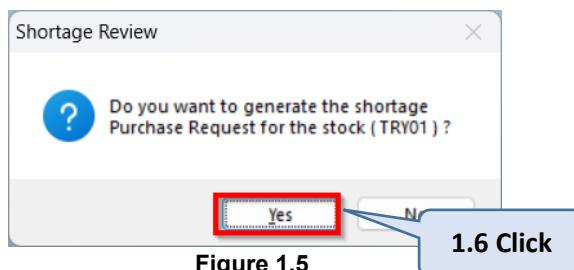


Figure 1.5

1.7 Fill in the mandatory field:

| Field | Value | Have Master File? |
|--------------|------------------|-------------------|
| PR Order Qty | : AUTO CALCULATE | NO |
| Supplier | : <Supplier> | YES |

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

1.8 Click on **Generate** button to continue generate shortage PR.

Generate Shortage PR

1.8 Click

1.7 Choose

| | | | |
|-----------------------|----------|------------------------|---------|
| Type: | TRY01 | Total On Hand: | 10.0000 |
| Stock No: | WH-1-NA | Total Hard Reserve: | 10.0000 |
| Order Location: | WH-1-NA | Total Short: | 10.0000 |
| Receive UOM: | EACH | PR Outstanding: | 0.0000 |
| Issue UOM: | EACH | PO Outstanding: | 0.0000 |
| Conversion Factor: | 1.0000 | Order Point: | 10.0000 |
| Recommended Supplier: | | Maximum: | 20.0000 |
| Multiplier Quantity: | 0 | Recommended Order Qty: | 10.0000 |
| Description: | TEST | Minimum Order Qty: | 0.0000 |
| PR Order Qty: | 10.0000 | | |
| Supplier: | SUPPLIER | | |

Figure 1.6

1.9 The PR no would be generated and click **OK** button to continue.

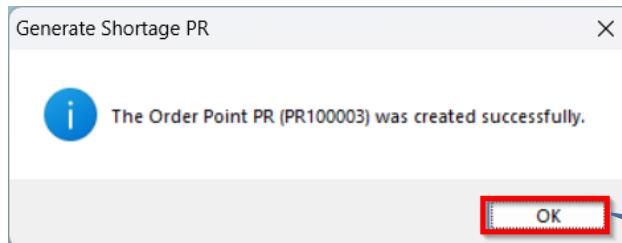


Figure 1.7

1.10 The stock now will be disappeared from the shortage review since a PR has been generate.

| Stock No | Description | Order Rule | Item Cost | Total OH | Order Point | Maximum | Short Qty | Total Hard Reserve | Total Short | PR Outstanding | PO Outstanding | Receive UOM | Issue UOM | Conversion Factor | Recom |
|----------|----------------------|------------|-------------|----------|-------------|---------|-----------|--------------------|-------------|----------------|----------------|-------------|-----------|-------------------|-------|
| ANY01 | ANY INVENTORY 1 | T | 0.0000 | 20.0000 | 15.0000 | 30.0000 | 3.0000 | 20.0000 | 33.0000 | 0.0000 | 30.0000 | EACH | EACH | 1.0000 | |
| Y01 | TEST 1 | T | 0.0000 | 20.0000 | 25.0000 | 50.0000 | 13.0000 | 0.0000 | 13.0000 | 0.0000 | 0.0000 | EACH | EACH | 1.0000 | |
| EVA01 | EVA 01 STOCK TESTING | T | 10,000.0000 | 3.0000 | 0.0000 | 1.0000 | 3.0000 | 1.0000 | 0.0000 | 0.0000 | 0.0000 | EACH | EACH | 1.0000 | |

Figure 1.8

1.11 To check either the PR has been issued or not:

- 1.11.1 Go to inventory master and search for the stock no
- 1.11.2 Click on PR Out
- 1.11.3 The result will be shown.

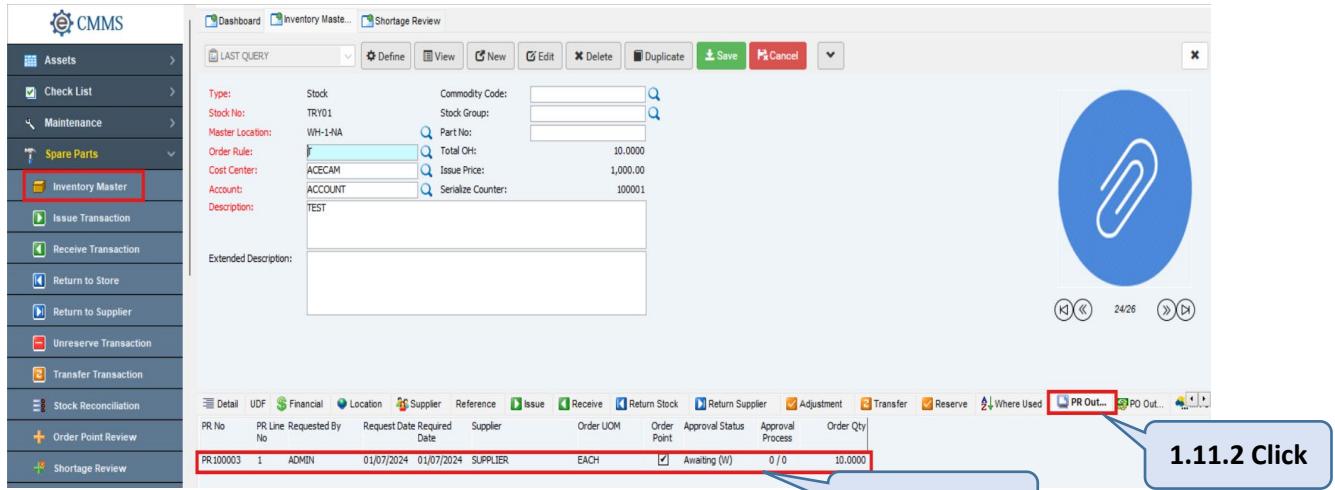


Figure 1.9

1.11.3 Result

1.11.2 Click

| PR No | PR Line | Requested By | Request Date | Supplier | Order UOM | Order Point | Approval Status | Approval Process | Order Qty |
|----------|---------|--------------|--------------|---------------------|-----------|-------------------------------------|-----------------|------------------|-----------|
| PR100003 | 1 | ADMIN | 01/07/2024 | 01/07/2024 SUPPLIER | EACH | <input checked="" type="checkbox"/> | Awaiting (W) | 0 / 0 | 10.0000 |