



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(New Request)

TABLE OF CONTENT

Scenario.....	4
1. New Purchase Request	4

DOCUMENT CONTROL

Document No : CMMS/PUR/REQUEST/PUR01
Document Name : New Request
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 – New Request

Scenario

The storekeeper wants to raise a new PR to purchase new stock since it is already low. In this syllabus, we will guide on how to new request in CMMS Web Core.

1. New Purchase Request

What it's for

To raise a PR to the procurement to be review and purchase a new item.

Create New Purchase Request

- 1.1 On the left of the system, click on **Procurement > Purchase Request**.



Figure 1.1

- 1.2 Click on **New** button to create new PR.



Figure 1.2

- 1.3 Fill in the PR Information:

Field	Value	Have Master File?
Charge Cost Center	: ESSB	YES
Charge Cost Account	: ACCOUNT	YES

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

- 1.4 Click on the **PR line** subtab to open the PR line view.

- 1.5 Click on **Add** button to add new line.

- 1.6 Fill in the PR line Information:

Field	Value	Have Master File?
Stock No	: <Stock No>	YES
Order Qty	: 20	NO

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

1.7 Click on **Save** button to create the PR.

Figure 1.3

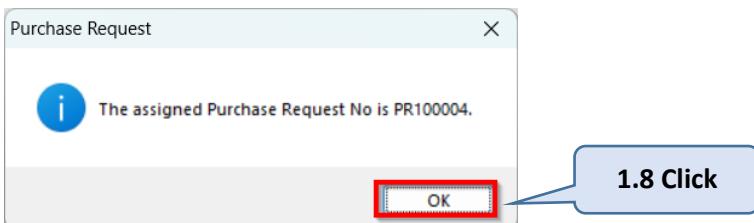
1.8 The PR no would be generated and click **OK** to continue.

Figure 1.4