



**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.

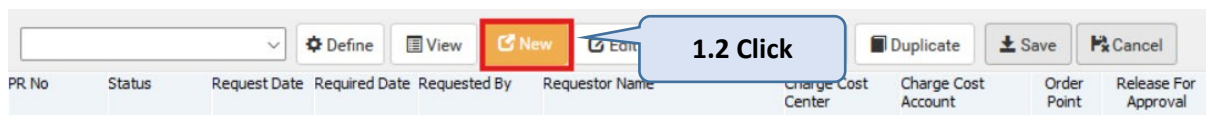


Figure 1.2

- 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.

The screenshot shows the Purchase Request form with various fields and buttons. Annotations indicate the following steps:

- 1.3 Insert:** Points to the 'Charge Cost Account' field, which contains the value 'ACCOUNT'.
- 1.4 Click:** Points to the 'PR Line' button in the 'UDF3' section.
- 1.5 Click:** Points to the 'Add' button in the 'PR Line' table.
- 1.6 Insert:** Points to the 'Stock' item category in the 'PR Line' table.
- 1.7 Click:** Points to the 'Save' button in the top toolbar.

PR Line No	Item Category	Stock No	Supplier	Supplier Name	Rec Supplier	Last Item Cost	Description	Order UOM	Order Qty	Retail Price	Item Cost
1	Stock	NAJ01				.0000	TESTING	EACH	20.0000	.0000	.0000

Figure 1.3

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

The screenshot shows a 'Purchase Request' dialog box with the following information:

- Message:** The assigned Purchase Request No is PR100004.
- Action:** Click the 'OK' button to continue.

Figure 1.4