EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Edit PR Line)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No   :   CMMS/PUR/REQUEST/PUR02

Document Name   :   Edit PR Line

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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 – Edit PR Line

Scenario

The storekeeper wants to edit the PR that has been raised. In this syllabus, we will guide on how to edit the request in CMMS Web Core.

1. Edit Purchase Request Line

What it's for

To edit a PR that has been raised before the procurement team review and purchase a new item.

Edit the Purchase Request Line Information

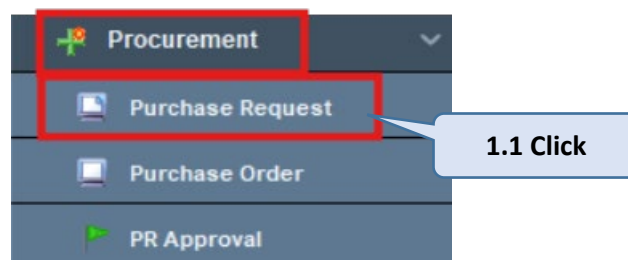1.1   On the left of the system, click on **Procurement > Purchase Request**.

Figure 1.1

1.2   Choose the PR that wants to be edit.

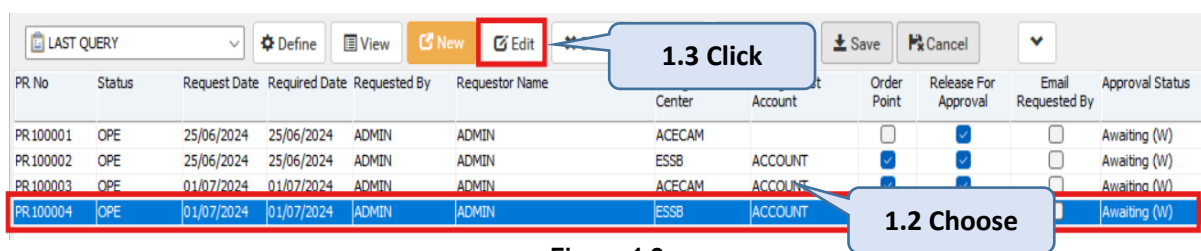1.3   Click on **Edit** button to edit the PR information.

Figure 1.2

1.4   Click on the PR Line subtab.

1.5   Fill in the PR line Information:

Field	Value	Have Master File?
Order Qty	: 50	NO

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

1.6   Click on **Save** button to save the edited information.

Figure 1.3