



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Print Request)

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DOCUMENT CONTROL

Document No : CMMS/PUR/REQUEST/PUR05
Document Name : Print Request
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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 – Print Request

Scenario

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

1. Print Purchase Request

What it's for

To print a PR that has been raised and sent to the team leader for approval before the procurement team review and purchase a new item.

Print the Purchase Request

- 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 print.

- 1.3 Click on **Print** button to print the PR information.

PR No	Status	Request Date	Required Date	Requested By	Requestor Name	Charge Cost Center	Ch Account	Point	For Approval	Email Requested By	Approval Status
PR100001	OPE	25/06/2024	25/06/2024	ADMIN	ADMIN	ACECAM			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Awaiting (W)
PR100002	OPE	25/06/2024	25/06/2024	ADMIN	ADMIN	ESSB	ACCOUNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Awaiting (W)	
PR100003	OPE	01/07/2024	01/07/2024	ADMIN	ADMIN	ACECAM	ACCOUNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Awaiting (W)	

Figure 1.2

- 1.4 Tick on the “Print 1 selected Purchase Request(s) form.

- 1.5 Click the **Print** button to print the PR.

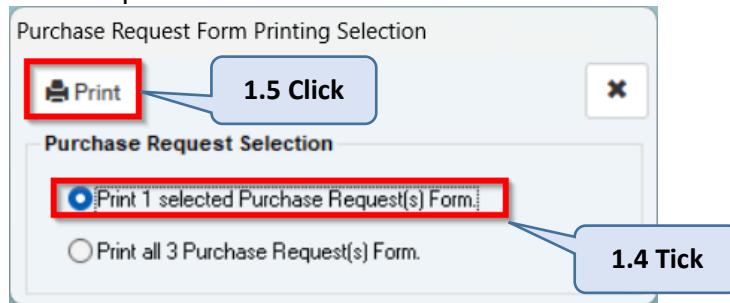
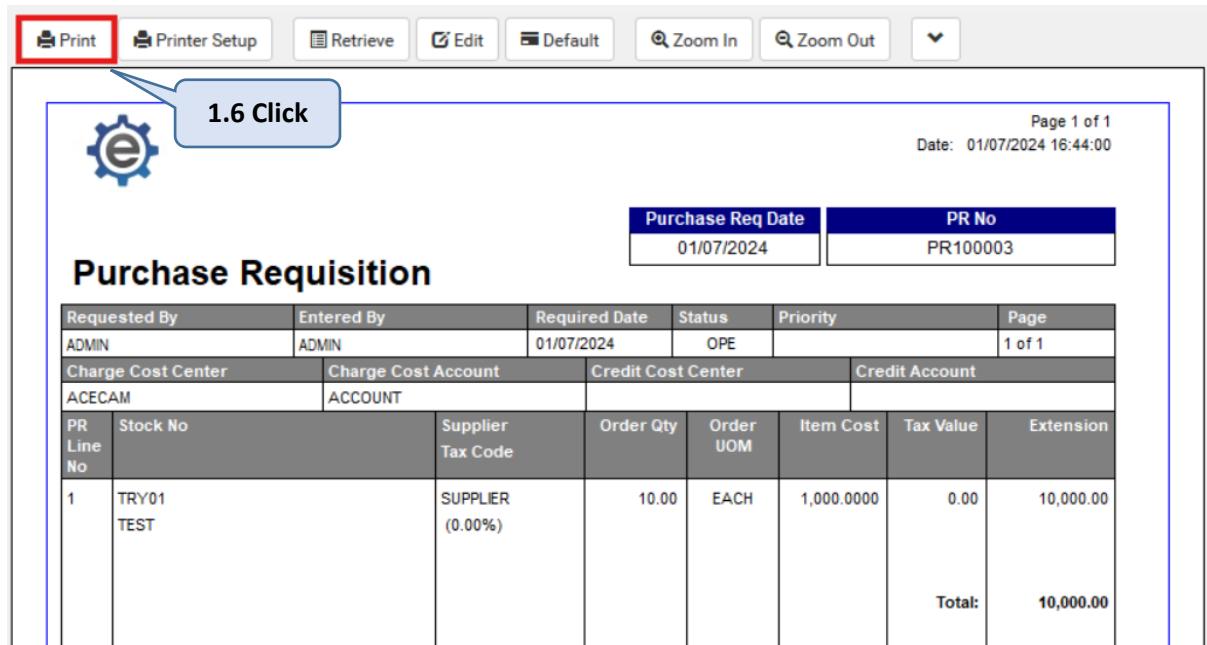


Figure 1.3

1.6 The PR now is ready to be print with all the information has been displayed. Click on **Print** button to continue.



1.6 Click

Page 1 of 1
Date: 01/07/2024 16:44:00

Purchase Req Date		PR No					
01/07/2024		PR100003					
Requested By	Entered By	Required Date	Status				
ADMIN	ADMIN	01/07/2024	OPE				
Charge Cost Center	Charge Cost Account	Credit Cost Center	Credit Account				
ACECAM	ACCOUNT						
PR Line No	Stock No	Supplier Tax Code	Order Qty	Order UOM	Item Cost	Tax Value	Extension
1	TRY01 TEST	SUPPLIER (0.00%)	10.00	EACH	1,000.0000	0.00	10,000.00
					Total:		10,000.00

Figure 1.4

1.7 Click on **OK** button to continue and it will print on the local printer.

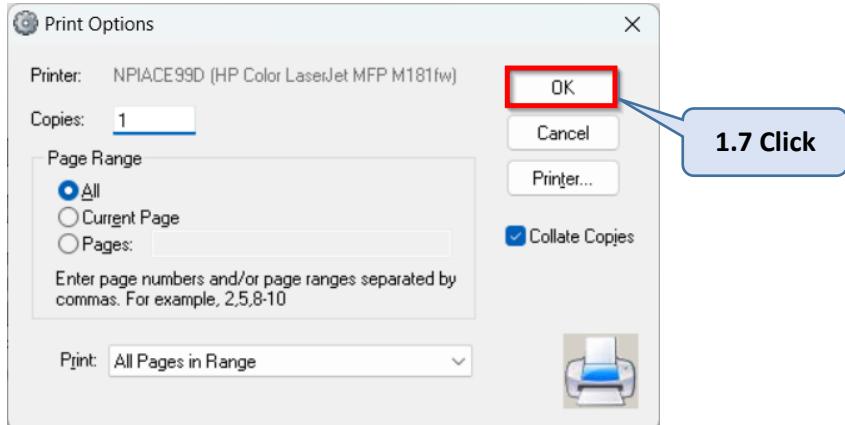


Figure 1.5