



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Duplicate Request)

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DOCUMENT CONTROL

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1.0	20/06/2024	Najmi	First Version of User Manual – Duplicate Request

Scenario

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

1. Duplicate Purchase Request

What it's for

To duplicate a PR that has been raised to create a new PR since it is similar before the procurement team review and purchase a new item.

Duplicate 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 duplicate.

- 1.3 Click on **Duplicate** button to duplicate the PR information.

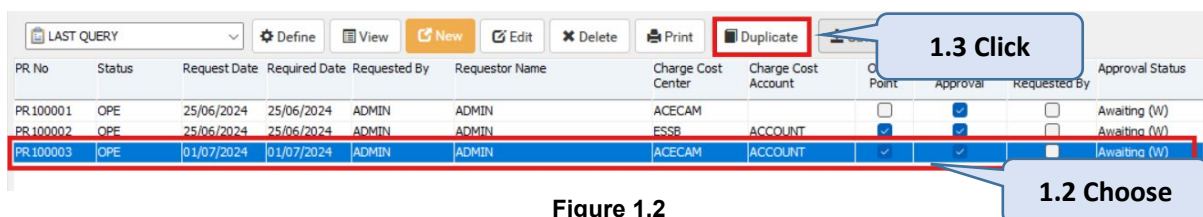


Figure 1.2

- 1.4 In the **PR line** subtab, fill in the Information:

Field	Value	Have Master File?
Order Qty	: 10	NO

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

- 1.5 Click on **Save** button to create the PR.

The screenshot shows a 'Purchase Request' form. At the top, there is a toolbar with buttons: Define, View, New, Edit, Delete, Print, Duplicate, Save (highlighted with a red box and a callout '1.5 Click'), and Cancel. The form fields are organized into sections: PR No, Status (OPE), Request Date (01/07/2024), Required Date (01/07/2024), Requested By (ADMIN), Entered By (ADMIN), Charge Cost Center (ACECAM), Charge Cost Account (ACCOUNT), Credit Cost Center, and Credit Account. There are also fields for Order Point, Release For Approval, Approval Status (Awaiting (W)), Next Approver, Buyer, Project ID, Priority, Notes, Sub Total (10,000.0000), Tax (0.0000), and Total Cost (10,000.0000). A large blue paperclip icon is on the right. At the bottom, there is a table with columns: PR Line No, Item Category, Stock No, Supplier, Supplier Name, Rec Supplier, Last Item Cost, Description, Order UOM, Order Qty, Retail Price, and Item Cost. The first row is highlighted with a red box and a callout '1.4 Insert'. The row contains: 1, Stock, TRY01, SUPPLIER, Supplier Name, .0000 TEST, EACH, 10.0000, 1,000.0000, 1,000.0000.

1.5 Click

1.4 Insert

Figure 1.3

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

The screenshot shows a 'Purchase Request' dialog box. It has a title bar with a close button (X). Inside, there is an information icon (i) and a message: 'The assigned Purchase Request No is PR100004.' At the bottom right, there is an 'OK' button highlighted with a red box and a callout '1.6 Click'.

1.6 Click

Figure 1.4