



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(New Request)

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DOCUMENT CONTROL

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

Scenario

The procurement team wants to create a new PO 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 Order (With PR)

What it's for

To create a PO and purchase a new item from existing PR.

Create New Purchase Order

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

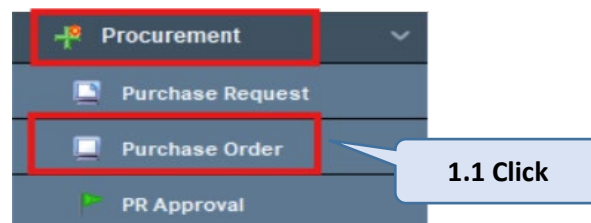


Figure 1.1

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

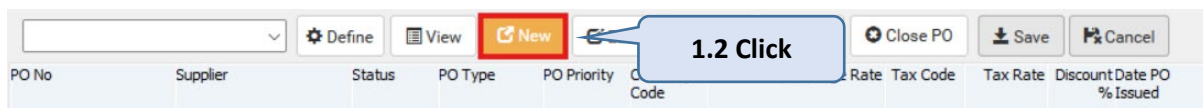


Figure 1.2

- 1.3 Fill in the PO Information:

Field	Value	Have Master File?
Supplier	: <Supplier>	YES
Status	: OPE	YES
PO Type	: PO	YES
Currency Code	: RM	YES

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

- 1.4 Click on the **PO line** subtab to open the PO line view.
- 1.5 Click on **Select PR** button to select the PR that has been created previously.

1.6 Fill in the PO line Information:

Field	Value	Have Master File?
Order Qty	: 10	NO
Retail Price	: 100	NO

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

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

The screenshot shows the 'Purchase Order' form. Annotations include:

- 1.3 Insert:** Points to the 'Supplier' field where 'SUPPLIER' is entered.
- 1.4 Click:** Points to the 'PO Line' button in the bottom toolbar.
- 1.5 Click:** Points to the 'Select PR' button on the right side.
- 1.6 Insert:** Points to the first row of the PO Line table, which contains the following data:

PO Line	Item Category	Stock No	Description	Order UOM	Item Cost	Suggest Quantity	Order Qty	Received Qty	RTS Qty	Matched Qty	Retail Price	Discount %	Discount Amount	Net Price
1	Stock	STK100001	Stock Description	EACH	0.0000	10.0000	10.0000	0.0000	0.0000	0.0000	100.0000	.00	.0000	.0000

Figure 1.3

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

The screenshot shows a 'Purchase Order' dialog box with the following text: 'The assigned Purchase Order No is PO100023.' At the bottom right, there is an 'OK' button. An annotation '1.8 Click' points to the 'OK' button.

Figure 1.4

2. New Purchase Order (Without PR)

Create New Purchase Order

2.1 On the left of the system, click on **Procurement > Purchase Order**.



Figure 2.1

2.2 Click on **New** button to create new PO.



Figure 2.2

2.3 Fill in the PO Information:

Field	Value	Have Master File?
Supplier	: <Supplier>	YES
Status	: OPE	YES
PO Type	: PO	YES
Currency Code	: RM	YES

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

2.4 Click on the **PO line** subtab to open the PO line view.

2.5 Click on **Add** button to add the new PO line.

2.6 Fill in the PO line Information:

Field	Value	Have Master File?
Stock No	: <Stock No>	YES
Order Qty	: 10	NO
Retail Price	: 100	NO

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

2.7 Click on **Save** button to create the PO.

The screenshot shows a Purchase Order form with various fields and a table. Annotations indicate the following steps:

- 2.3 Insert:** Points to the 'Supplier' field, which contains 'SUPPLIER'.
- 2.4 Click:** Points to the 'PO Line' tab in the 'Detail' section.
- 2.5 Click:** Points to the 'Add' button in the table's right-hand column.
- 2.6 Insert:** Points to the first row of the table, which contains the following data: PO Line: 1, Item Category: Stock, Stock No: ANY01, Description: ANY INVENTORY 1, Order UOM: EACH, Item Cost: 0.0000, Suggest Quantity: .0000, Order Qty: 10.0000, Received Qty: 0.0000, RTS Qty: 0.0000, Matched Qty: 0.0000, Retail Price: 200.0000, Discount %: .00, Discount Amount: .0000, Net Price: .0000.
- 2.7 Click:** Points to the 'Save' button in the top right corner.

PO Line	Item Category	Stock No	Description	Order UOM	Item Cost	Suggest Quantity	Order Qty	Received Qty	RTS Qty	Matched Qty	Retail Price	Discount %	Discount Amount	Net Price
1	Stock	ANY01	ANY INVENTORY 1	EACH	0.0000	.0000	10.0000	0.0000	0.0000	0.0000	200.0000	.00	.0000	.0000

Figure 2.3

2.8 The PO no would be generated and click **OK** to continue.

The screenshot shows a 'Purchase Order' dialog box with the following text: 'The assigned Purchase Order No is PO100023.' Below the text is an 'OK' button. An annotation '2.8 Click' points to the 'OK' button.

Figure 2.4