



EVANTAGE SOLUTIONS SDN BHD

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***  
***(New Request)***

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# DOCUMENT CONTROL

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Revision No	Revision Date	By	Description of Changes
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.

Figure 1.3

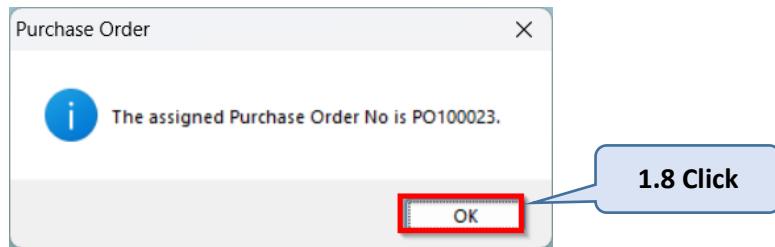
1.8 The PO no would be generated and click **OK** to continue.

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 (PO) creation interface. The top section contains fields for PO No., Supplier (set to 'SUPPLIER'), Status (set to 'OPE'), PO Type (set to 'PO'), and Currency Code (set to 'RM'). The bottom section shows a table of PO lines. A blue callout '2.3 Insert' points to the 'Supplier' field. A blue callout '2.4 Click' points to the 'PO Line' tab in the navigation bar. A blue callout '2.5 Click' points to the 'Add' button in the PO line table. A blue callout '2.6 Insert' points to the 'Stock' dropdown in the PO line table. A blue callout '2.7 Click' points to the 'Save' button in the top right. A blue callout '2.8 Click' points to the 'OK' button in a confirmation dialog.

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	200.0000	.00	.0000	.0000	

Figure 2.3

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

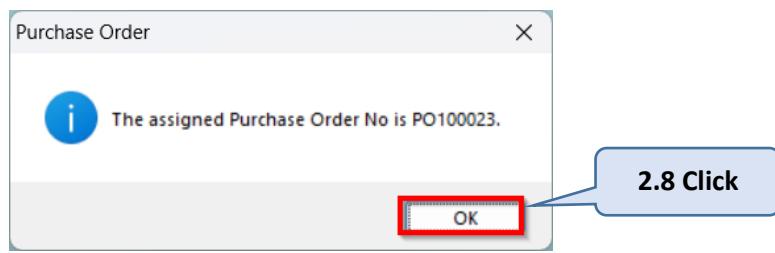


Figure 2.4