EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Edit Request)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No	:	CMMS/PUO/ORDER/PUO02
Document Name	:	Edit Request
Prepared By	:	Muhamad Najmi bin Badrila
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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 Request

Scenario

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

1. Edit Purchase Order

What it's for

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

Edit the Purchase Order Information

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

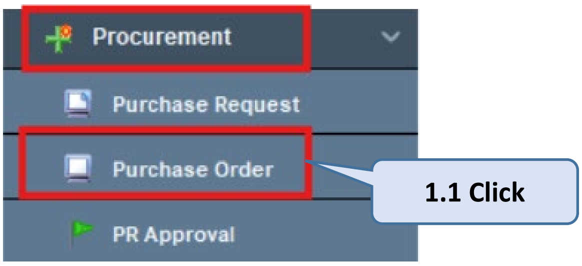

Figure 1.1

1.2 Choose the PO that wants to be edit.

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

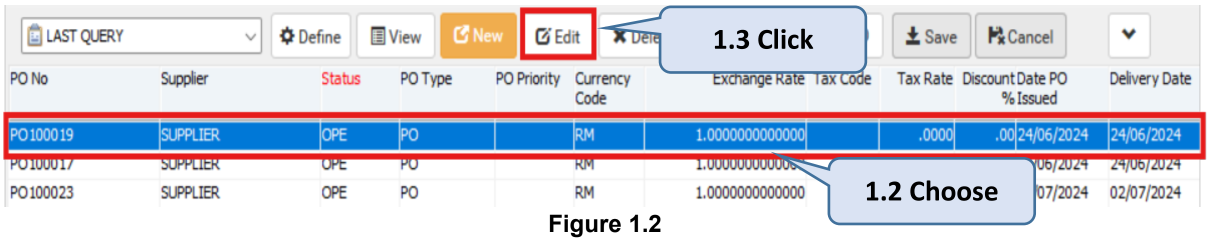

Figure 1.2

1.4 Click on the PO Line subtab.

1.5 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).

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

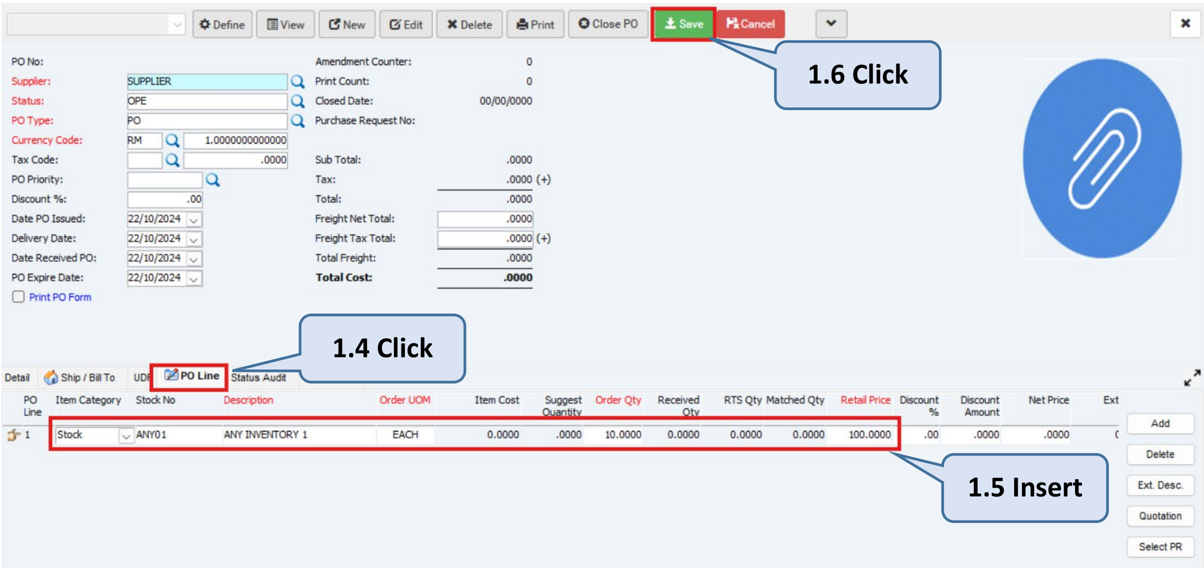

Figure 1.3