



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Request)

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DOCUMENT CONTROL

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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**.

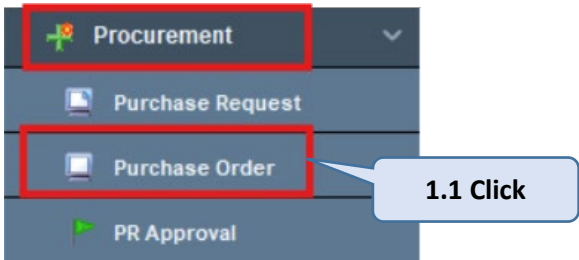


Figure 1.1

1.2 Choose the PO that wants to be edit.

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

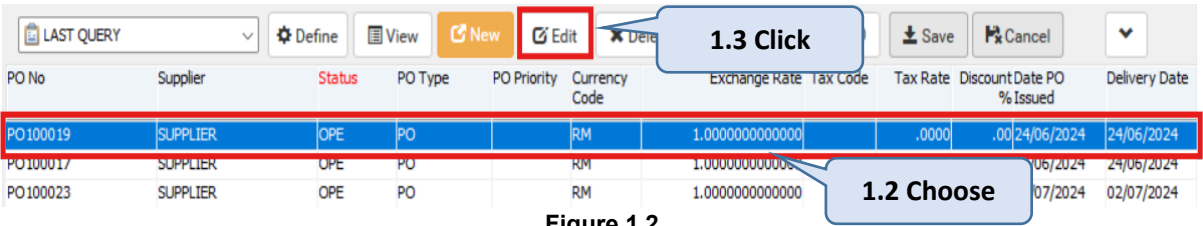


Figure 1.2

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.

The screenshot shows the 'PO Line' subtab interface. At the top, there is a toolbar with buttons: Define, View, New, Edit, Delete, Print, Close PO, Save (highlighted with a green border and a callout '1.6 Click'), and Cancel. Below the toolbar, the left panel contains fields for PO No., Supplier, Status, PO Type, Currency Code, Tax Code, PO Priority, Discount %, Date PO Issued, Delivery Date, Date Received PO, and PO Expire Date. The right panel shows Amendment Counter, Print Count, Closed Date, Purchase Request No., Sub Total, Tax, Total, Freight Net Total, Freight Tax Total, Total Freight, and Total Cost. The bottom panel is a table with columns: 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, and Ext. The first row of the table is highlighted with a red border and a callout '1.5 Insert'. The 'PO Line' subtab is selected, indicated by a callout '1.4 Click'.

Figure 1.3