



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Delete Request)

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DOCUMENT CONTROL

Document No : CMMS/PUO/ORDER/PUO04

Document Name : Delete Request

Prepared By : Muhamad Najmi bin Badrila

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Revision No	Revision Date	By	Description of Changes
1.0	20/06/2024	Najmi	First Version of User Manual – Delete Request

Scenario

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

1. Delete Purchase Order

What it's for

To delete a PO that has been raised before the it being review and purchase.

Delete 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 delete.

- 1.3 Click on **Delete** button to delete the PO information.

PO No	Supplier	Status	PO Type	PO Priority	Currency Code	Excha	Discount Date PO % Issued	Delivery Date
PO100024	SUPPLIER	OPE	PO	RM	1.00000000000000	.0000	.00 02/07/2024	02/07/2024
PO100023	SUPPLIER	OPE	PO	RM	1.00000000000000	.0000	.00 02/07/2024	02/07/2024
PO100022	SUPPLIER	OPE	PO	RM	1.00000000000000	.0000	.00 02/07/2024	02/07/2024

Figure 1.2

- 1.4 A prompt message will popup indicate if you to continue delete the PO. Click **Yes** to continue

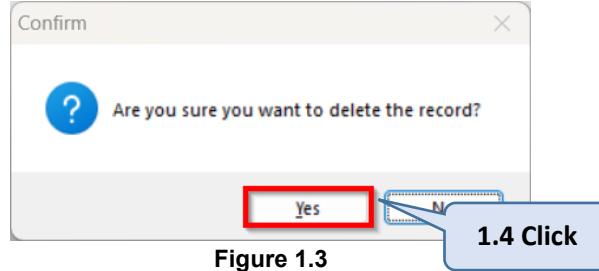
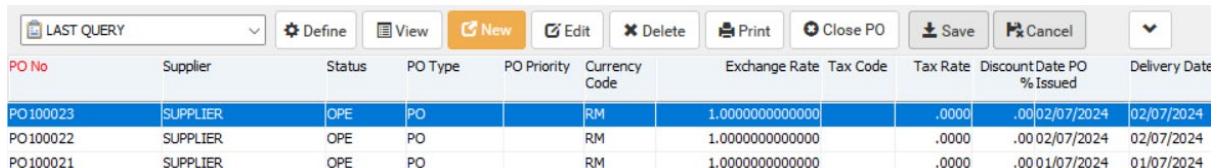


Figure 1.3

1.5 The PO now has been successfully deleted.



PO No	Supplier	Status	PO Type	PO Priority	Currency Code	Exchange Rate	Tax Code	Tax Rate	Discount Date	PO % Issued	Delivery Date
PO100023	SUPPLIER	OPE	PO		RM	1.00000000000000		.0000	.00	02/07/2024	02/07/2024
PO100022	SUPPLIER	OPE	PO		RM	1.00000000000000		.0000	.00	02/07/2024	02/07/2024
PO100021	SUPPLIER	OPE	PO		RM	1.00000000000000		.0000	.00	01/07/2024	01/07/2024

Figure 1.4