



**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  
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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.

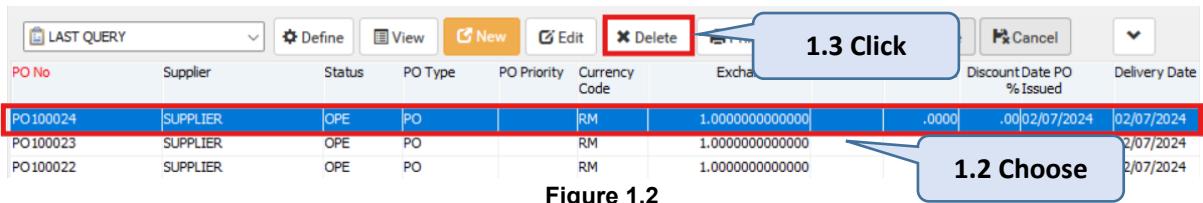


Figure 1.2

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

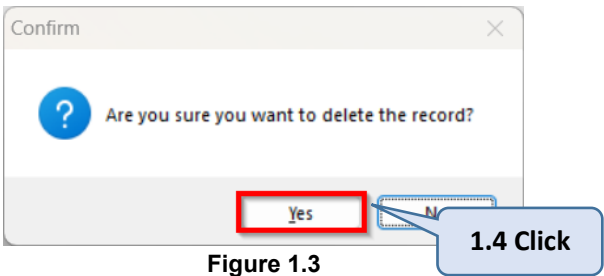


Figure 1.3

1.5 The PO now has been successfully deleted.

<div>LAST QUERY</div> <div>DefineViewNew&gt;EditDeletePrintClose POSaveCancel</div>										
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	1.0000000000000000		.0000	.0002/07/2024	02/07/2024
PO100022	SUPPLIER	OPE	PO		RM	1.0000000000000000		.0000	.0002/07/2024	02/07/2024
PO100021	SUPPLIER	OPE	PO		RM	1.0000000000000000		.0000	.0001/07/2024	01/07/2024

Figure 1.4