



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Print Request)

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DOCUMENT CONTROL

Document No : CMMS/PUO/ORDER/PUO05

Document Name : Print Request

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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 – Print Request

Scenario

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

1. Print Purchase Order

What it's for

To print a PO that has been created and sent to the team leader for approval before purchase the new item.

Print the Purchase Order

- 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 print.

- 1.3 Click on **Print** button to print the PO information.

LAST QUERY	Supplier	Status	PO Type	PO Priority	Currency Code	Exchange Rate	% Issued	Delivery Date
PO100023	SUPPLIER	OPE	PO	RM	1.000000000000000	.0000	.00	02/07/2024
PO100022	SUPPLIER	OPE	PO	RM	1.000000000000000	.0000	.00	02/07/2024
PO100021	SUPPLIER	OPE	PO	RM	1.000000000000000	.0000	.00	02/07/2024

Figure 1.2

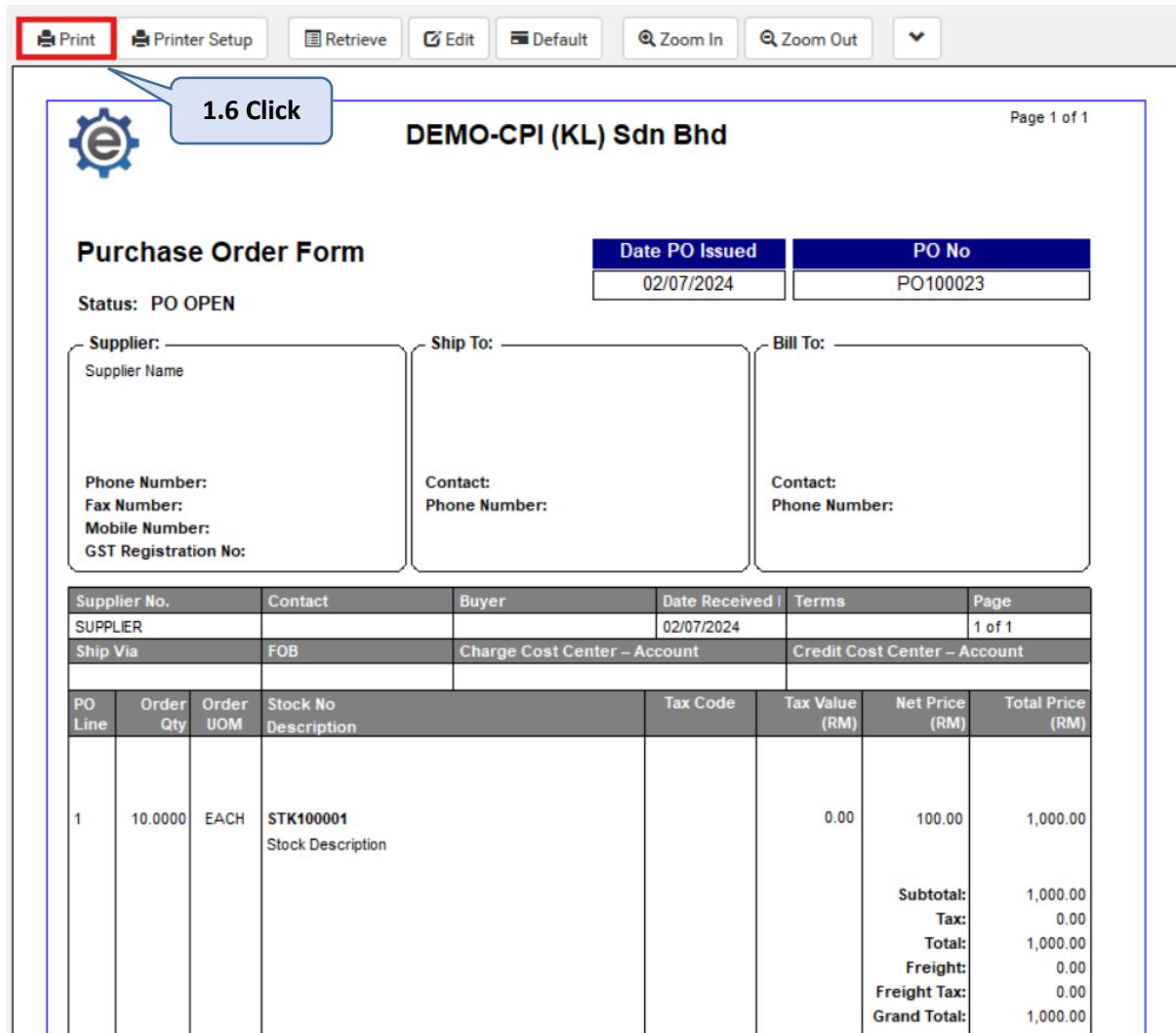
- 1.4 Tick on the “Print 1 selected Purchase Order(s) form.

- 1.5 Click the **Print** button to print the PO.



Figure 1.3

- 1.6 The PO now is ready to be print with all the information has been displayed. Click on **Print** button to continue.



1.6 Click

Print button highlighted in red.

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Purchase Order Form

Status: PO OPEN

Date PO Issued	PO No
02/07/2024	PO100023

Supplier: _____
Supplier Name _____

Ship To: _____
Contact: _____
Phone Number: _____
Fax Number: _____
Mobile Number: _____
GST Registration No: _____

Bill To: _____
Contact: _____
Phone Number: _____

Supplier No.	Contact	Buyer	Date Received	Terms	Page		
SUPPLIER			02/07/2024		1 of 1		
Ship Via	FOB	Charge Cost Center – Account		Credit Cost Center – Account			
PO Line	Order Qty	Order UOM	Stock No Description	Tax Code	Tax Value (RM)	Net Price (RM)	Total Price (RM)
1	10.0000	EACH	STK100001 Stock Description		0.00	100.00	1,000.00
							Subtotal: 1,000.00
							Tax: 0.00
							Total: 1,000.00
							Freight: 0.00
							Freight Tax: 0.00
							Grand Total: 1,000.00

Figure 1.4

- 1.7 Click on **OK** button to continue and it will print on the local printer.

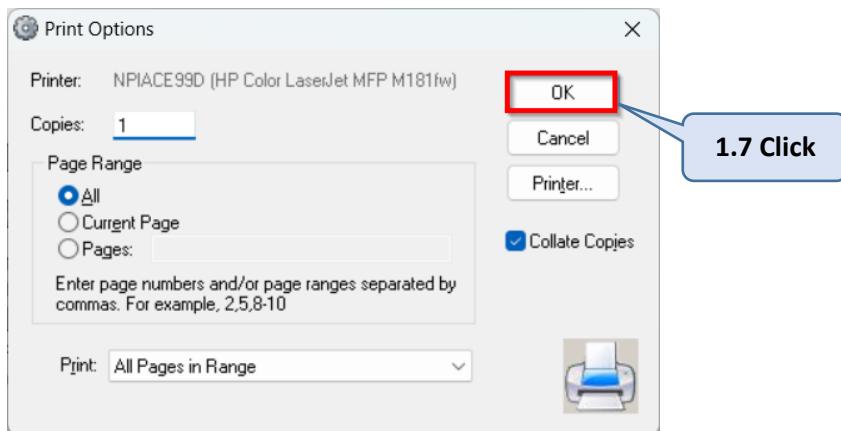


Figure 1.5