



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
Prepared By : Muhamad Najmi bin Badrila
Creation Date : 20/06/2024
Revision : 1.0

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**.

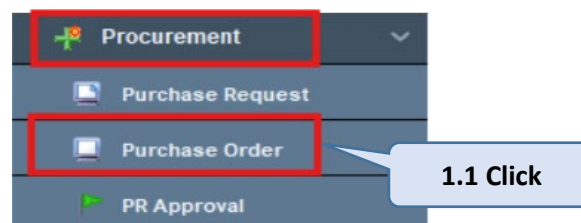


Figure 1.1

- 1.2 Choose the PO that wants to be print.

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

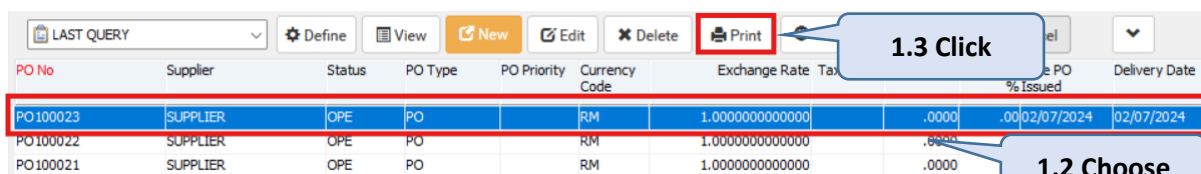


Figure 1.2

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

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

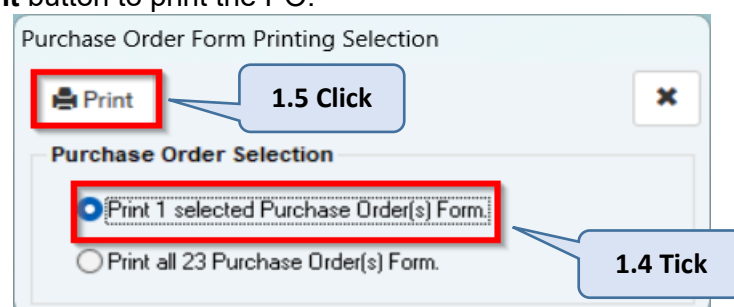
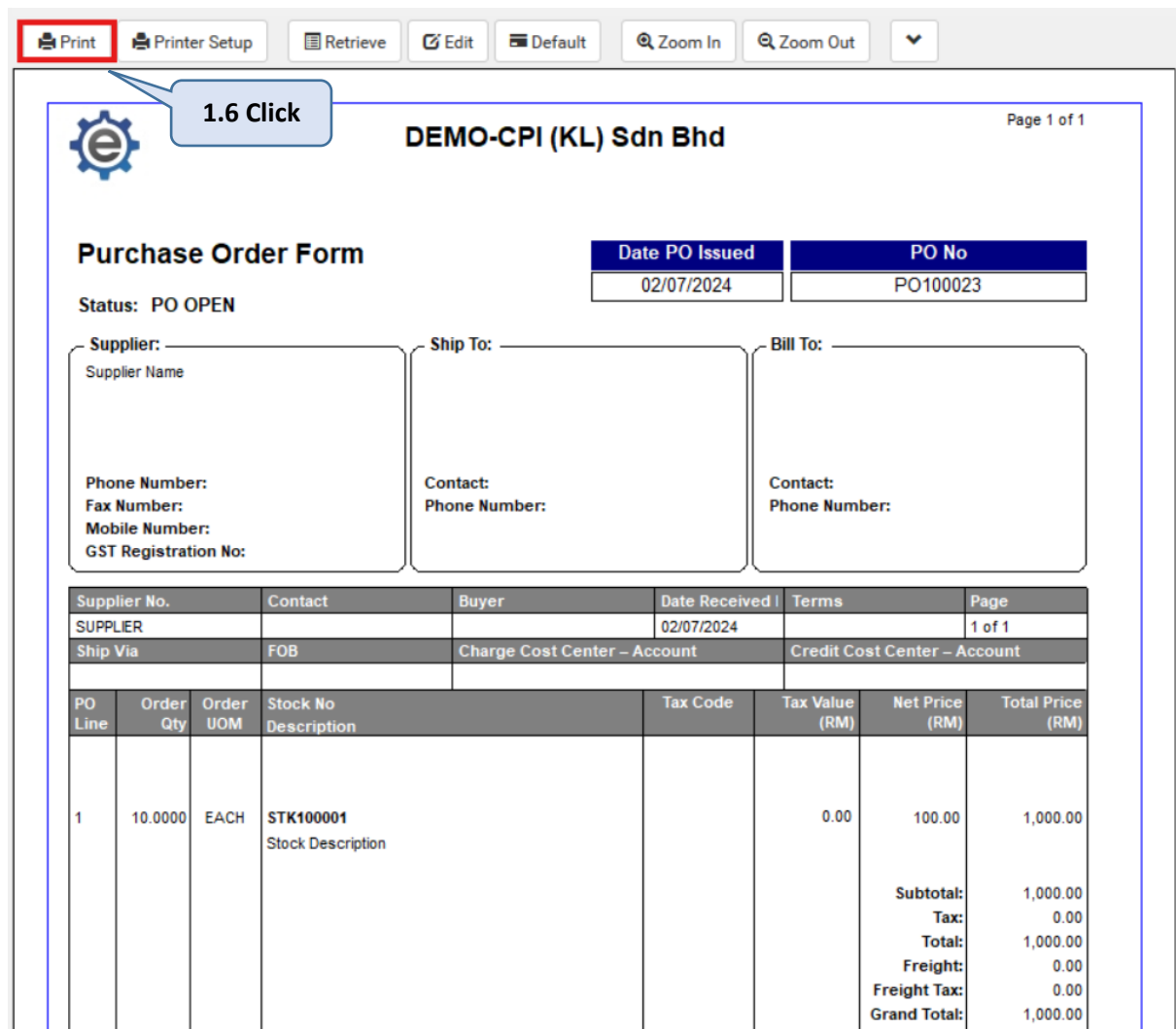


Figure 1.3

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



Purchase Order Form

Status: PO OPEN

Supplier:
Supplier Name
Phone Number:
Fax Number:
Mobile Number:
GST Registration No:

Ship To:
Contact:
Phone Number:

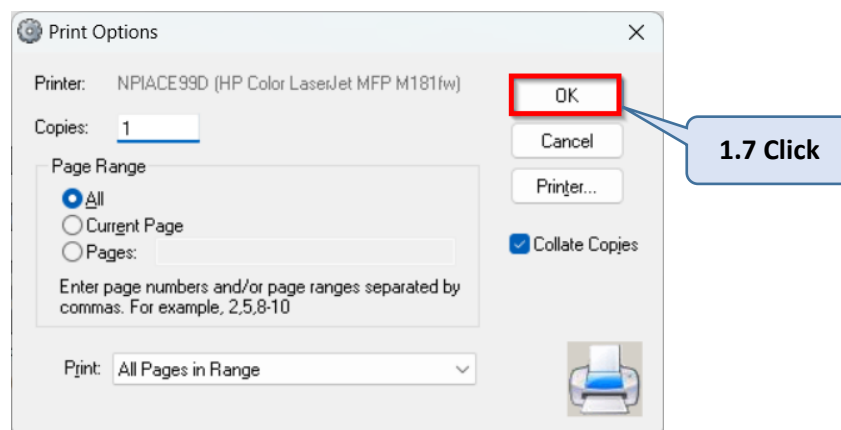
Bill To:
Contact:
Phone Number:

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.



Print Options

Printer: NPIACE99D (HP Color LaserJet MFP M181fw)

Copies: 1

Page Range

☒ All
☐ Current Page
☐ Pages:

Enter page numbers and/or page ranges separated by commas. For example, 2,5,8-10

Print: All Pages in Range

OK
Cancel
Printer...
☒ Collate Copies

Figure 1.5