



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Close Request)

TABLE OF CONTENT

Scenario.....	4
1. Close Purchase Order.....	4

DOCUMENT CONTROL

Document No : CMMS/PUO/ORDER/PUO06

Document Name : Close 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 – Close Request

Scenario

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

1. Close Purchase Order

What it's for

To close a PO that has been raised to create a new PO since it is no longer need to purchase the item.

Close 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 duplicate.

- 1.3 Click on **Close PO** button to close the PO.

LAST QUERY	Define	View	New	Edit	Delete	Print	Close PO	Exchange Rate	Tax Code	Tax Rate	Issue Date	% Issued
PO No	Supplier	Status	PO Type	PO Priority	Currency Code							
PO100023	SUPPLIER	OPE	PO		RM	1.00000000000000		.0000	.00	02/07/2024	02/07/2024	
PO100022	SUPPLIER	OPE	PO		RM	1.00000000000000		.0000	.00			
PO100021	SUPPLIER	OPE	PO		RM	1.00000000000000		.0000	.00			

Figure 1.2

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

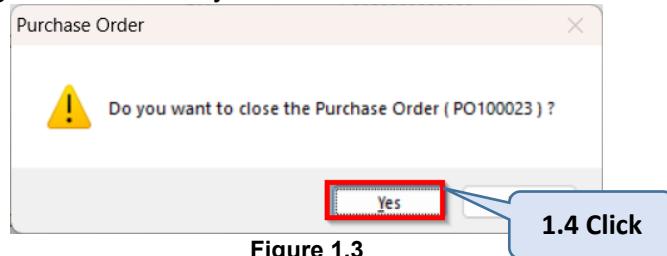


Figure 1.3

1.5 A prompt message indicate that you have not received the item yet. Click **Yes** to continue since we want to close the PO that does not require to purchase the item.

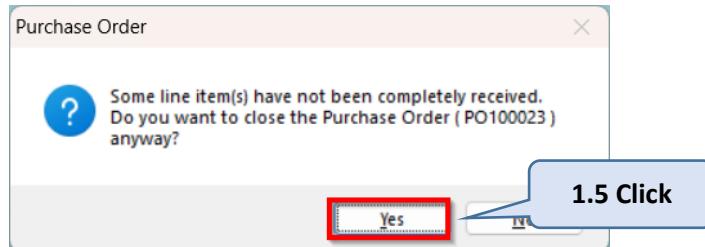


Figure 1.4

1.6 Click **OK** to continue close the PO.

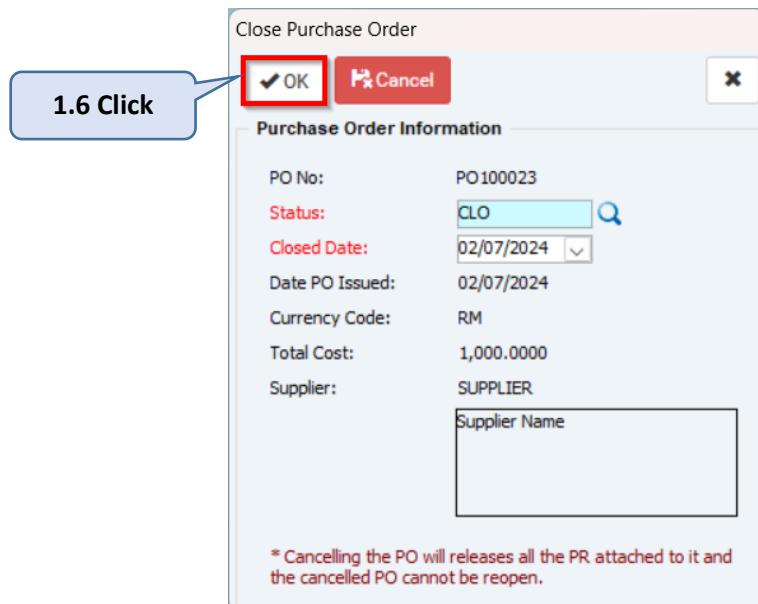


Figure 1.5

1.7 The PO now has successfully closed.

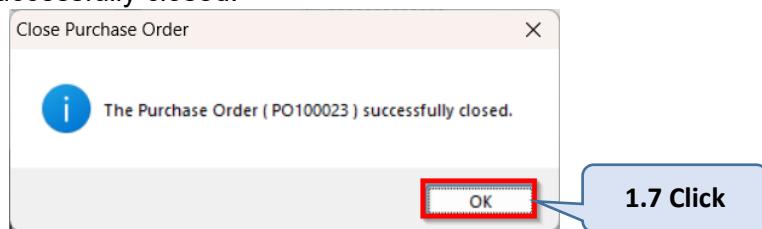


Figure 1.6

1.8 The result will be shown whereby the status has change to close.

LAST QUERY	Define	View	New	Edit	Delete	Print	Close PO	Save	Cancel	▼
PO No	Supplier	Status	PO Type	PO Priority	Currency Code	Exchange Rate	Tax Code	Tax Rate	Discount Date PO % Issued	Delivery Date
PO100023	SUPPLIER	CLO	PO		RM	1.000000000000		.0000	.0002/07/2024	02/07/2024

Figure 1.7