EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Disapprove Request)

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DOCUMENT CONTROL

Document No : CMMS/PRA/APPROVAL/PRA06

Document Name : Disapprove Request

Prepared By : Muhamad Najmi bin Badrila

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DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	29/07/2024	Najmi	First Version of User Manual – Disapprove Request

Scenario

After reviewing the PR, the procurement wants to disapprove the PR due to any reason. In this syllabus, we will guide on how to disapprove PR request in CMMS Web Core.

1. Disapprove Request

What it's for

To disapprove on the PR that were being raised after reviewing the PR information.

Disapproving the PR

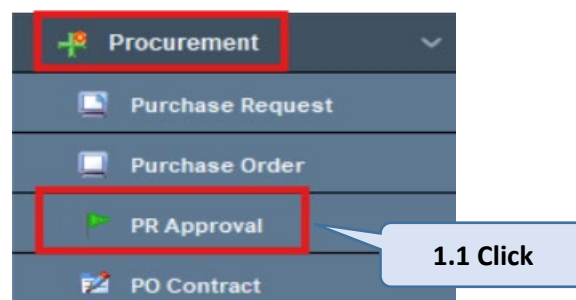1.1   On the left of the system, click on **Procurement > PR Approval**.

Figure 1.1

1.2   Click on the dropdown button and click on "1. Awaiting My Approval (My Level)" to see the PR for my level.
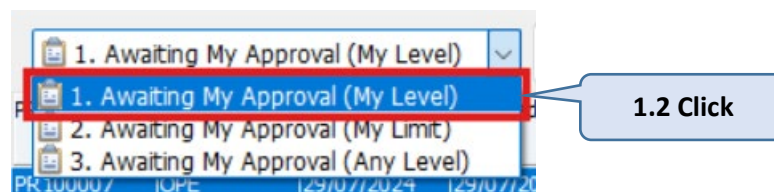

Figure 1.2

1.3   Click on the PR that want to be disapprove.

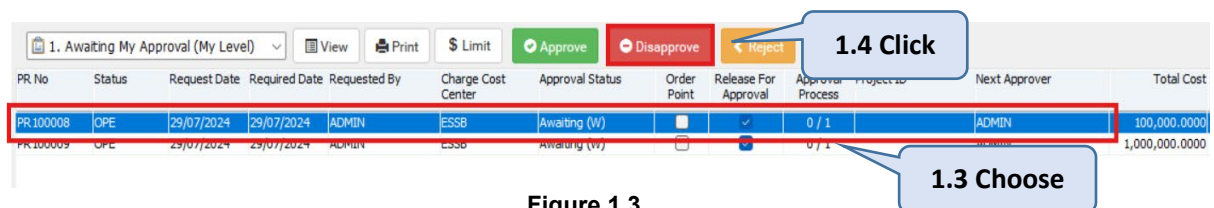1.4   Click on **Disapprove** button to disapprove the PR.

Figure 1.3

1.5   A prompt message will popup indicate if you want to disapprove the PR. Click **Yes** to continue disapproving the PR.
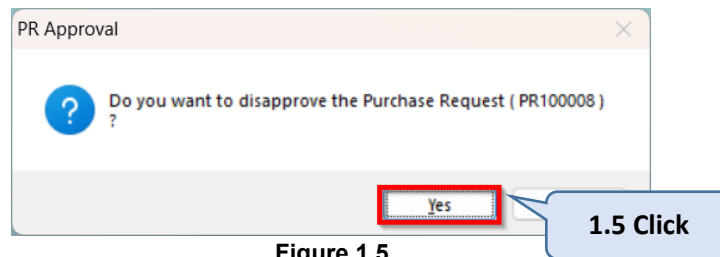
PR Approval   ✕

?   Do you want to disapprove the Purchase Request (PR100008) ?

Yes   **1.5 Click**

Figure 1.5

1.6   Fill in the information:

Field	Value	Have Master File?
Remark	: <Any remark>	NO

(Note: Master file are control by System Admin).

1.7   Click on **Save** button to continue with disapproving the PR.

Disapprove Purchase Request

⬇ Save   **1.7 Click**   ✖

PR No:		Approval Status:	Awaiting (W)
Status:	OPE	Approval Process	0 / 1
Request Date:	29/07/2024	Next Approver	ADMIN
Required Date:	29/07/2024	Project ID:	
Requested By:	ADMIN		
Entered By:	ADMIN	Notes:	
Charge Cost Center:	ESSB		
Charge Cost Account:	ACCOUNT	Total Cost:	100,000.00

Level	Employee ID	Approval Date	Approval Limit	Status	Remark
1	ADMIN	29/07/2024 14:44	999,999,999.99	Disapproved	Cannot proceed

1.6 Insert

Figure 1.6

1.8   The PR has successfully disapprove. Click **Yes** to continue.

Disapprove Purchase Request   ✕

ℹ   The Purchase Request Successfully Disapproved.

OK   **1.8 Click**

Figure 1.7