EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Reject Request)

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DOCUMENT CONTROL

Document No   :   CMMS/PRA/APPROVAL/PRA07

Document Name   :   Reject Request

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Creation Date   :   29/07/2024

Revision   :   1.0

DOCUMENT REVISION HISTORY

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

Scenario

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

1. Reject Request

What it's for

Reject the PRs that were raised after reviewing the PR information, and ask the storekeeper to make the necessary amendments and resubmit them for another approval.

Rejecting the PR

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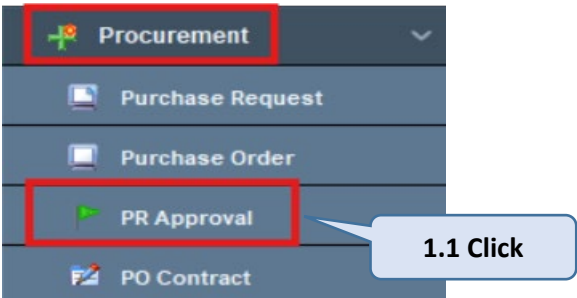

Figure 1.1

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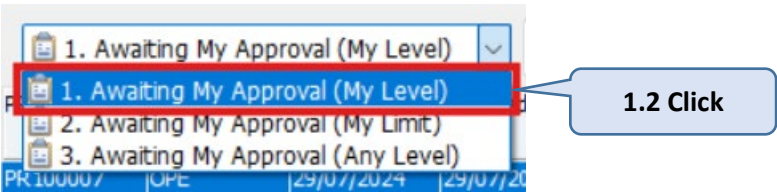

Figure 1.2

1.3   Click on the PR that want to be reject.

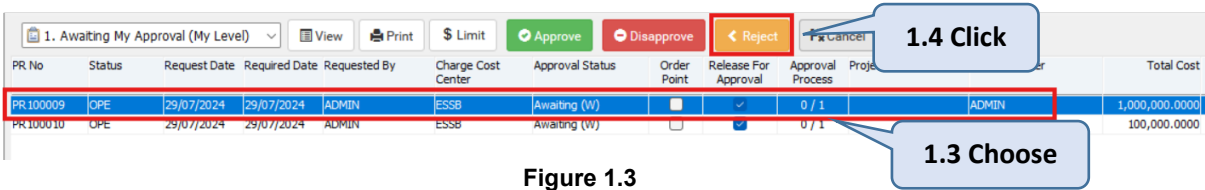1.4   Click on **Reject** button to reject the PR.

Figure 1.3

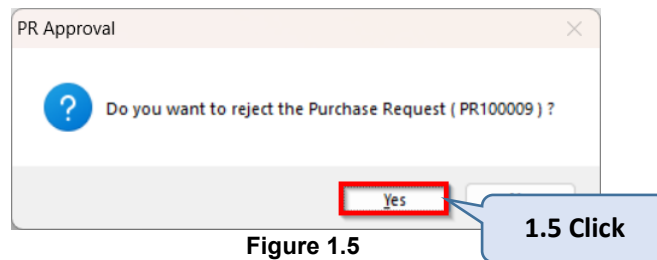1.5　A prompt message will popup indicate if you want to reject the PR. Click **Yes** to continue rejecting the PR.

Figure 1.5

1.6　Fill in the information:

Field	Value	Have Master File?
UDF Note 1	: <Any remark>	NO

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

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

Figure 1.6

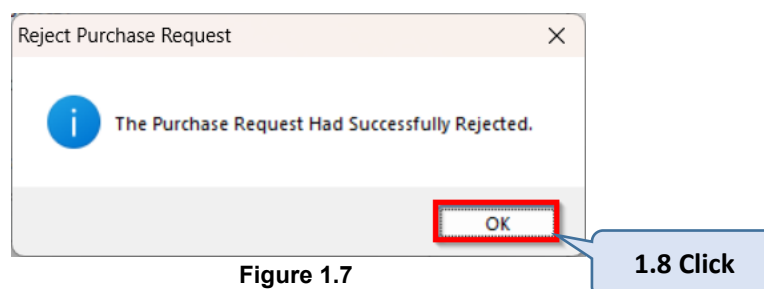1.8　The PR has successfully reject. Click **Yes** to continue.

Figure 1.7

1.9   To release back for approval, click on **Procurement > Purchase Request**.
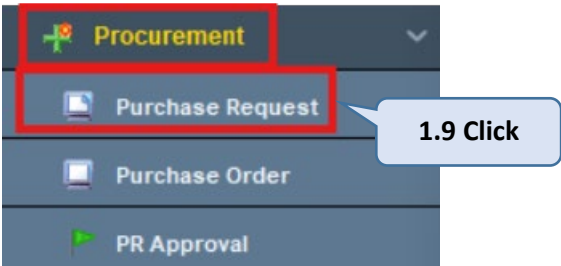

Figure 1.8

1.10   Based on the PR, it can be seen that the "Release for Approval" has been unticked due to the reject PR. Click on Edit button to edit the PR information.
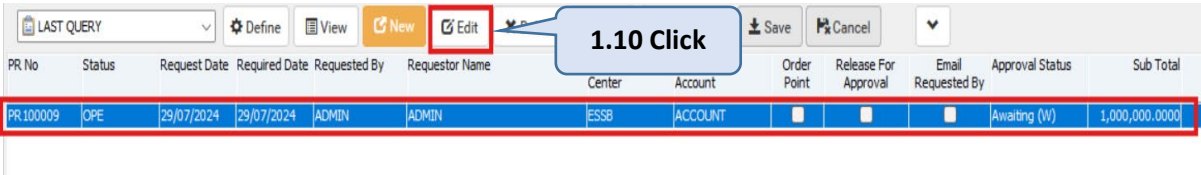

Figure 1.9

1.11   Amend the necessary changes to the PR as requested.

1.12   Tick the Release for Approval to release back for PR Approval.

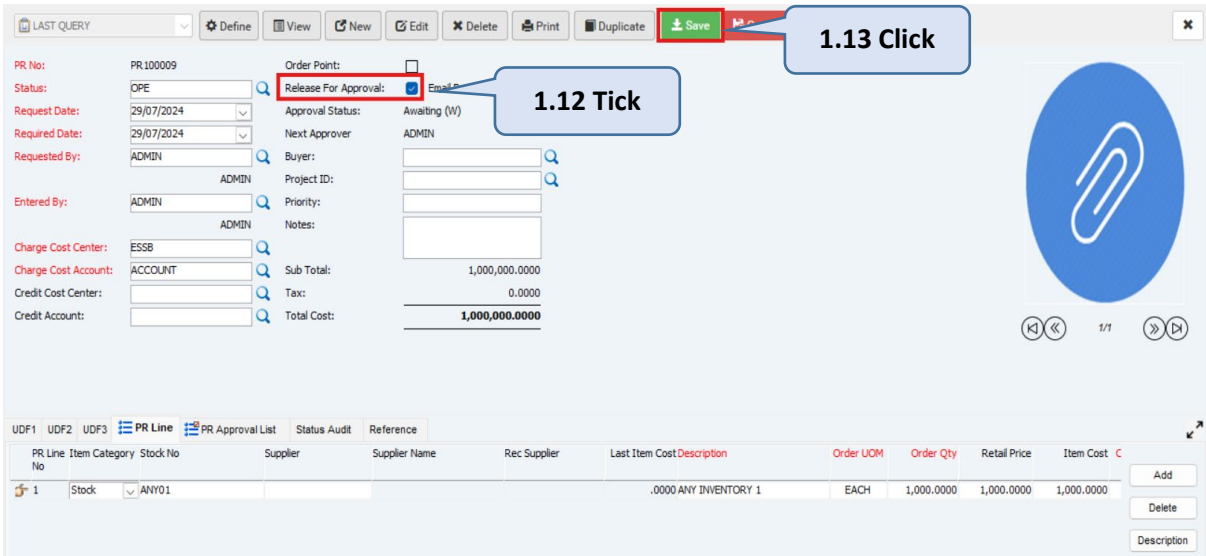1.13   Click on **Save** button to save the changes.

Figure 1.10