



EVANTAGE SOLUTIONS SDN BHD

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***  
***(New Request)***

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# DOCUMENT CONTROL

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**Prepared By** : Muhamad Najmi bin Badrila  
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## DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	01/08/2024	Najmi	First Version of User Manual – New Request

## Scenario

The procurement team wants to create a new PO Contract to purchase contract from outsource supplier. In this syllabus, we will guide on how to new request in CMMS Web Core.

## 1. New PO Contract

### What it's for

To create a PO Contract and purchase a new contract from supplier.

### Create New PO Contract

- 1.1 On the left of the system, click on **Procurement > PO Contract**.

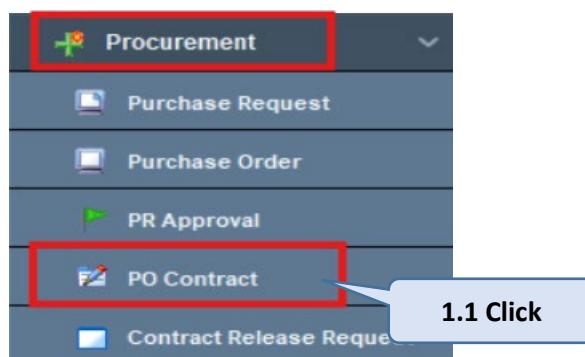


Figure 1.1

- 1.2 Click on **New** button to create new PO Contract.



Figure 1.2

- 1.3 Fill in the PO Information:

Field	Value	Have Master File?
Contract Type	: Qty	YES
Status	: OPE	YES
Supplier	: <Supplier>	YES

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

- 1.4 Click on the **Contract** line subtab to open the Contract line view.

- 1.5 Click on **Add** button to add new Contract line.

## 1.6 Fill in the Contract line Information:

Field	Value	Have Master File?
Contract Category	: <Category>	NO
Item Category	: <Item Category>	NO
Description	: Cleaning Services	NO
Order UOM	: Day	YES
Contract Qty	: 1	NO
Retail Price	: 10,000	NO

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

1.7 Click on **Save** button to create the PO Contract.

Figure 1.3

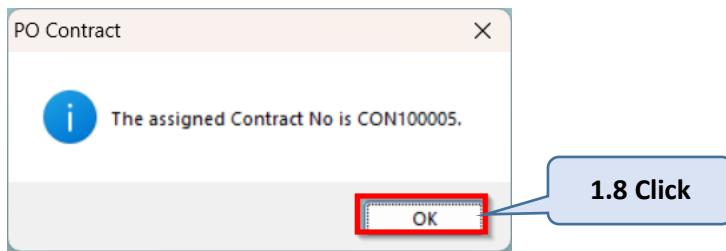
1.8 The PO Contract no would be generated and click **OK** to continue.

Figure 1.4