



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(New Request)

TABLE OF CONTENT

Scenario..... 4

1. New PO Contract..... 4

DOCUMENT CONTROL

Document No : CMMS/POC/CONTRACT/PO01
Document Name : New Request
Prepared By : Muhamad Najmi bin Badrila
Creation Date : 01/08/2024
Revision : 1.0

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.

The screenshot shows the 'PO Contract' form with various fields and buttons. Annotations indicate the following steps:

- 1.3 Insert:** Points to the 'Contract Line' tab in the 'Details' section.
- 1.4 Click:** Points to the 'Contract Line' tab in the 'Details' section.
- 1.5 Click:** Points to the 'Add' button in the 'Details' section.
- 1.6 Insert:** Points to the 'Contract Line' tab in the 'Details' section.
- 1.7 Click:** Points to the 'Save' button in the top toolbar.

Figure 1.3

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

The screenshot shows a 'PO Contract' dialog box with the following text:

The assigned Contract No is CON100005.

An 'OK' button is highlighted with a red box and labeled '1.8 Click'.

Figure 1.4