



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Contract Line)

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DOCUMENT CONTROL

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1.0	01/08/2024	Najmi	First Version of User Manual – Edit Contract Line

Scenario

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

1. Edit PO Contract

What it's for

To edit a PO Contract that has been created by the procurement team review and complete the contract agreement.

Edit the PO Contract Information

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



Figure 1.1

- 1.2 Choose the PO that wants to be edited.

- 1.3 Click on **Edit** button to edit the PO information.

Contract Number	Contract Type	Status	Description	Supplier	POC1-	Contract Date	Expire Date	Closed Date	PO Counter	PO Release Counter
CON100001	QTY	OPE		SUPPLIER	POC1-	01/08/2024	01/08/2024	00/00/0000	100001	0
CON100002	QTY	OPE		SUPPLIER	POC2-	01/08/2024	01/08/2024	00/00/0000	100001	0
CON100003	QTY	APP		SUPPLIER	POC3-			00/00/0000	100001	0
CON100004	QTY	OPE		SUPPLIER	POC4-			00/00/0000	100001	0
CON100005	QTY	OPE		SUPPLIER	POC5-			00/00/0000	100001	0

Figure 1.2

1.4 Click on Contract Line subtab.

1.5 Fill in the PO Contract line Information:

Field	Value	Have Master File?
Contract Qty	: 3	NO
Retail Price	: 2,500	NO

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

1.6 Click on **Save** button to save the edited information.

Contract Number: PO Counter: 100001

Contract Type: AMT PO Release Counter: 0

Status: OPE Total Contract Cost: 7,500.0000

Supplier: EVANTAGE Contract Limit: .0000

PO Prefix: POC16- SOR Limit: .0000 (+)

Contract Group: POC16- VO Limit: .0000 (+)

Contract Date: 22/10/2024 Contract Dollar Limit: .0000

Expire Date: 22/10/2024 Total Cost Releases: .0000 (-)

Closed Date: 00/00/0000 Amount Remaining: .0000

Days to Expire: 0 day(s)

Description:

1.6 Click

1.4 Click

1.5 Insert

Contract Line	Contract Category	Item Category	Stock No	Description	Order UOM	Contract Qty	Retail Price	Tax Code	Tax Rate	Tax Value	Discount %	Discount Amount	Net Price
1	Contract	Stock	ANY01	ANY INVENTORY 1	EACH	3.00	2,500.0000		0.0000	0.0000	.00	.00	2,500.0000

Figure 1.3