



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Contract Line)

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DOCUMENT CONTROL

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

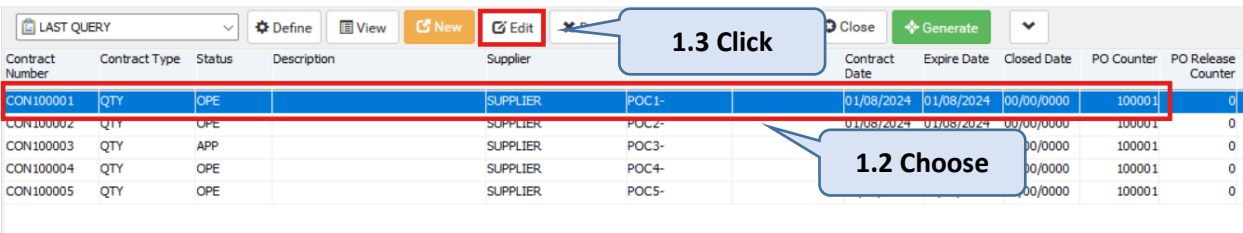


Figure 1.2

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.

The screenshot shows a software interface for entering PO Contract line information. At the top, there is a toolbar with buttons: Define, View, New, Edit, Delete, Save (highlighted with a red box and a callout '1.6 Click'), Cancel, Close, and Generate. Below the toolbar, the form is divided into two main sections. The left section contains contract details: Contract Number, Contract Type (AMT), Status (OPE), Supplier (EVANTAGE), PO Prefix (POC16-), Contract Group, Contract Date (22/10/2024), Expire Date (22/10/2024), Closed Date (00/00/0000), Days to Expire (0 day(s)), and Description. The right section contains financial and limit details: PO Counter (100001), PO Release Counter (0), Total Contract Cost (7,500.0000), Contract Limit (0.0000), SOR Limit (0.0000 (+)), VO Limit (0.0000 (+)), Contract Dollar Limit (0.0000), Total Cost Releases (0.0000 (-)), and Amount Remaining (0.0000). Below these sections is a tabbed interface with tabs: Details, Ship/Bill To, UDF, Contract Line (highlighted with a red box and a callout '1.4 Click'), Status Audit, Reference, Purchase Order, Work Order, and Contract Request. The Contract Line tab is active, showing a table with columns: Contract Line, Contract Category, Item Category, Stock No, Description, Order UOM, Contract Qty, Retail Price, Tax Code, Tax Rate, Tax Value, Discount %, Discount Amount, and Net Price. The first row of the table is highlighted with a red box and a callout '1.5 Insert', showing: 1, Contract, Stock, ANY01, ANY INVENTORY 1, EACH, 3.00, 2,500.0000, |, 0.0000, 0.0000, .00, .00, 2,500.0000. To the right of the table are buttons: Add, Delete, RFQ, and Quotation. A large blue circular icon with a white paperclip is visible on the right side of the form.

Figure 1.3