



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Add Reference)

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DOCUMENT CONTROL

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1.0	20/06/2024	Najmi	First Version of User Manual – Add Reference

Scenario

The storekeeper wants to add attachment towards the PO that has been raised. In this syllabus, we will guide on how to add PO attachment in CMMS Web Core.

1. Add Reference

What it's for

To edit a PO Contract by adding an attachment that has been raised before the procurement team review and purchase a new item.

Add attachment to the PO Contract

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



Figure 1.1

- 1.2 Choose the PO Contract that wants to be edit.

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

Contract Number	Contract Type	Status	Description	Supplier	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
CON100002	QTY	OPE		SUPPLIER	POC2-	01/08/2024	01/08/2024	00/00/0000	100001
CON100003	QTY	APP		SUPPLIER	POC3-			000001	0
CON100004	QTY	OPE		SUPPLIER	POC4-			100001	0
CON100005	QTY	OPE		SUPPLIER	POC5-			100001	0

Figure 1.2

- 1.4 Click on the Reference subtab.
- 1.5 Click on **Add** button to add the reference.

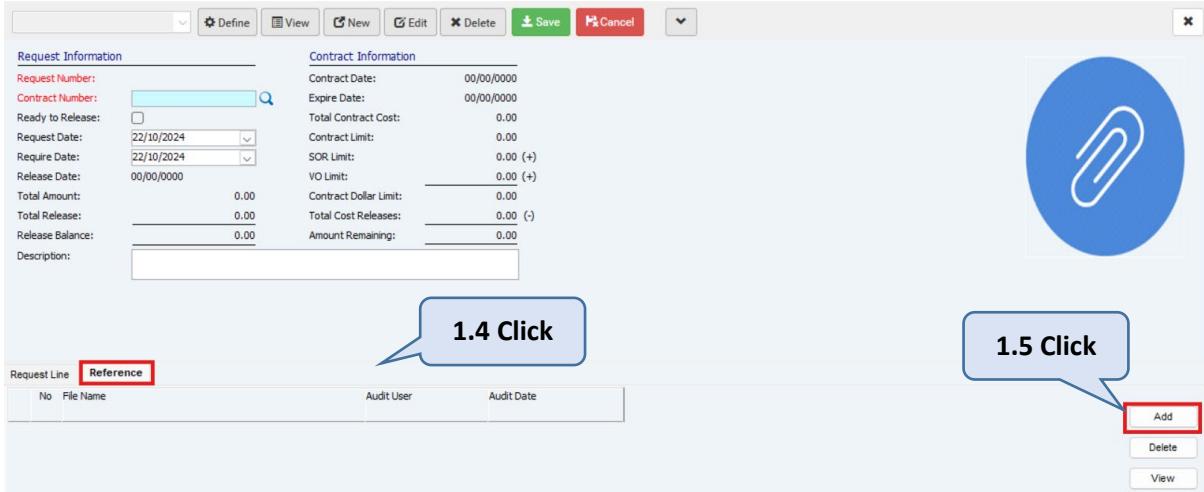


Figure 1.3

- 1.6 Choose the attachment that want to be add.
- 1.7 Click on **Open** button to save the attachment.

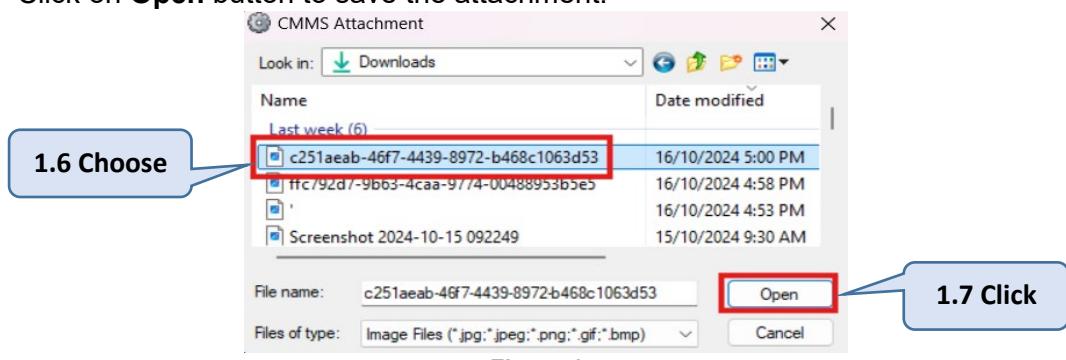


Figure 1.4

- 1.8 Click on **Save** button to save the attachment.

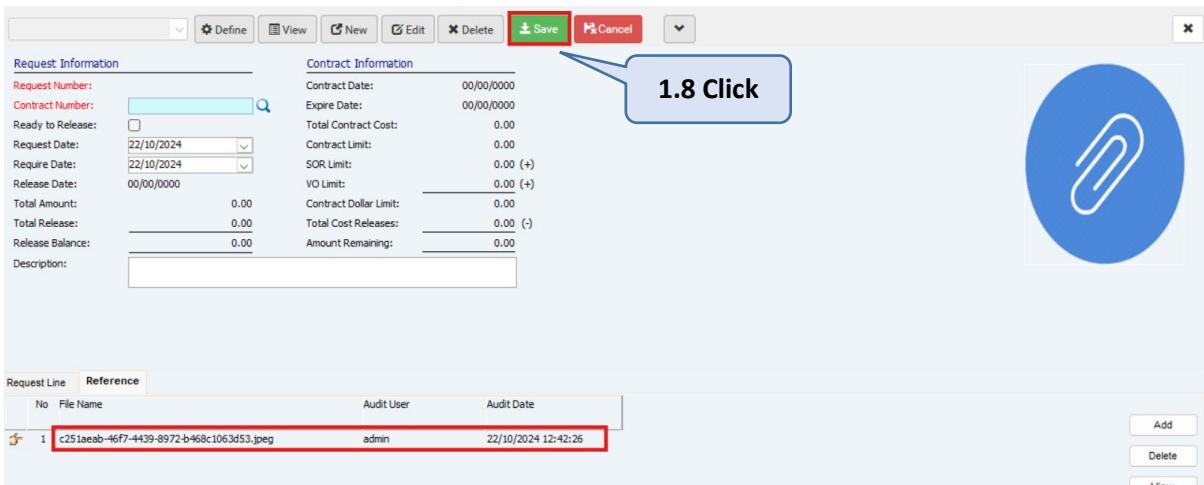


Figure 1.5