



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Delete Request)***

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# DOCUMENT CONTROL

**Document No** : CMMS/POC/CONTRACT/POC03

**Document Name** : Delete Request

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**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 – Delete Request

## Scenario

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

### 1. Delete PO Contract

#### What it's for

To delete a PO that has been raised before the it being review and purchase.

#### Delete 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 Contract that wants to be delete.

- 1.3 Click on **Delete** button to delete the PO Contract information.

Contract Number	Contract Type	Status	Description	Supplier	PO Prefix	Date	Expire Date	Closed Date	PO 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-	01/08/2024	01/08/2024	00/00/0000	100001
CON100004	QTY	OPE		SUPPLIER	POC4-	01/08/2024	01/08/2024	00/00/0000	100001
CON100005	QTY	OPE		SUPPLIER	POC5-	01/08/2024	01/08/2024	00/00/0000	100001

Figure 1.2

1.4 A prompt message will popup indicate if you to continue delete the PO Contract.  
Click **Yes** to continue

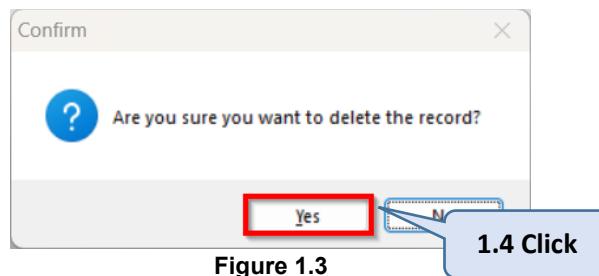
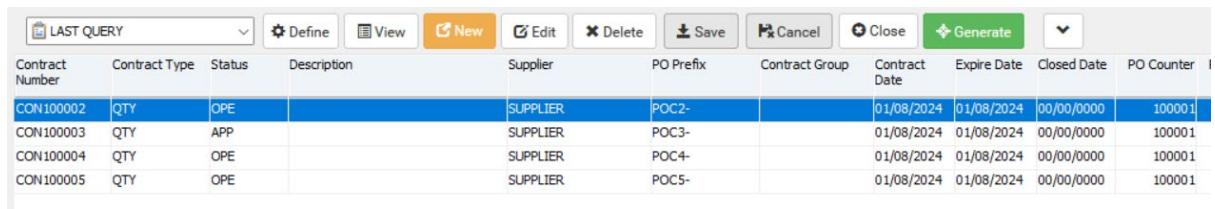


Figure 1.3

1.5 The PO Contract now has been successfully deleted.



Contract Number	Contract Type	Status	Description	Supplier	PO Prefix	Contract Group	Contract Date	Expire Date	Closed Date	PO Counter	ID
CON100002	QTY	OPE		SUPPLIER	POC2-		01/08/2024	01/08/2024	00/00/0000	100001	
CON100003	QTY	APP		SUPPLIER	POC3-		01/08/2024	01/08/2024	00/00/0000	100001	
CON100004	QTY	OPE		SUPPLIER	POC4-		01/08/2024	01/08/2024	00/00/0000	100001	
CON100005	QTY	OPE		SUPPLIER	POC5-		01/08/2024	01/08/2024	00/00/0000	100001	
CON100006	QTY	OPE		SUPPLIER	POC6-		01/08/2024	01/08/2024	00/00/0000	100001	

Figure 1.4