



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Delete Request)

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1. Delete PO Contract 4

DOCUMENT CONTROL

Document No : CMMS/POC/CONTRACT/POC03
Document Name : Delete Request
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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.

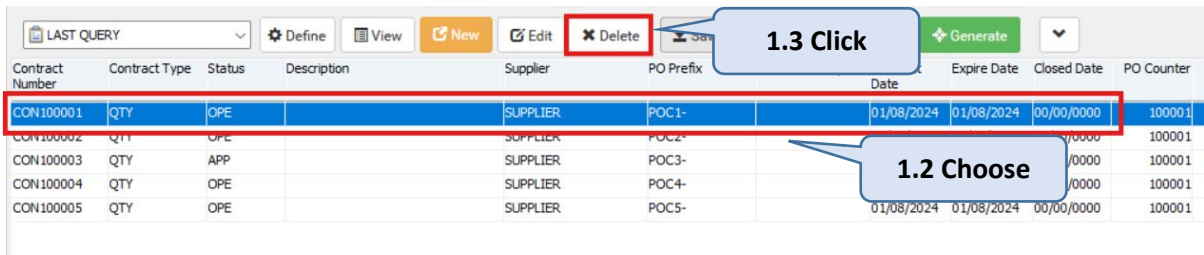


Figure 1.2

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

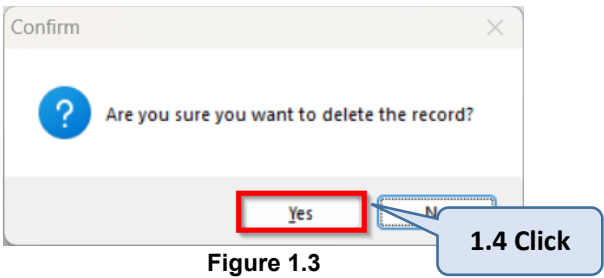


Figure 1.3

- 1.5 The PO Contract now has been successfully deleted.

LAST QUERY											
Contract Number	Contract Type	Status	Description	Supplier	PO Prefix	Contract Group	Contract Date	Expire Date	Closed Date	PO Counter	
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 1.4