



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Close Request)

TABLE OF CONTENT

Scenario..... 4

1. Close PO Contract 4

DOCUMENT CONTROL

Document No : CMMS/POC/CONTRACT/POC04
Document Name : Close Request
Prepared By : Muhamad Najmi bin Badrila
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 – Close Request

Scenario

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

1. Close PO Contract

What it's for

To close a PO Contract that has been raised to create a new PO Contract since it is no longer need to purchase the item.

Close 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 close.

1.3 Click on **Close** button to close the PO Contract.

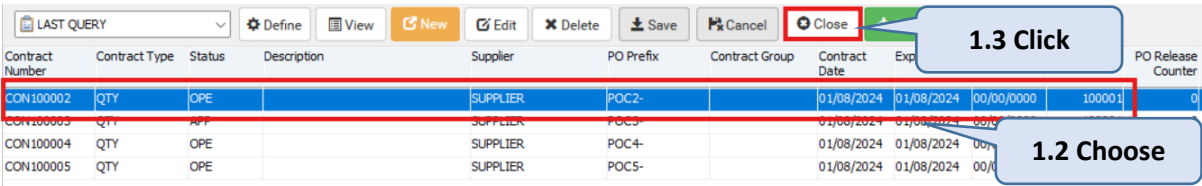


Figure 1.2

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

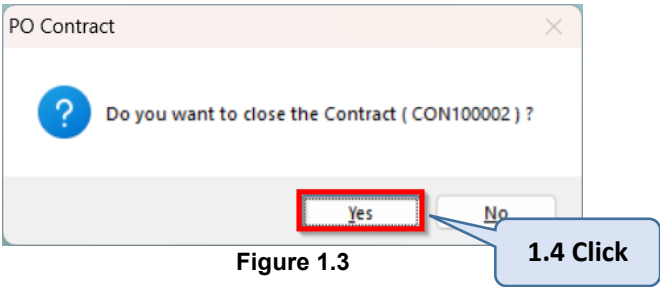


Figure 1.3

- 1.5 The PO now has successfully closed.

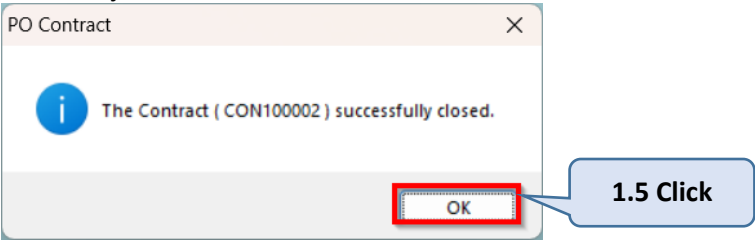


Figure 1.4

- 1.6 The result will be shown whereby it will stated that the contract already closed and cannot be generate.

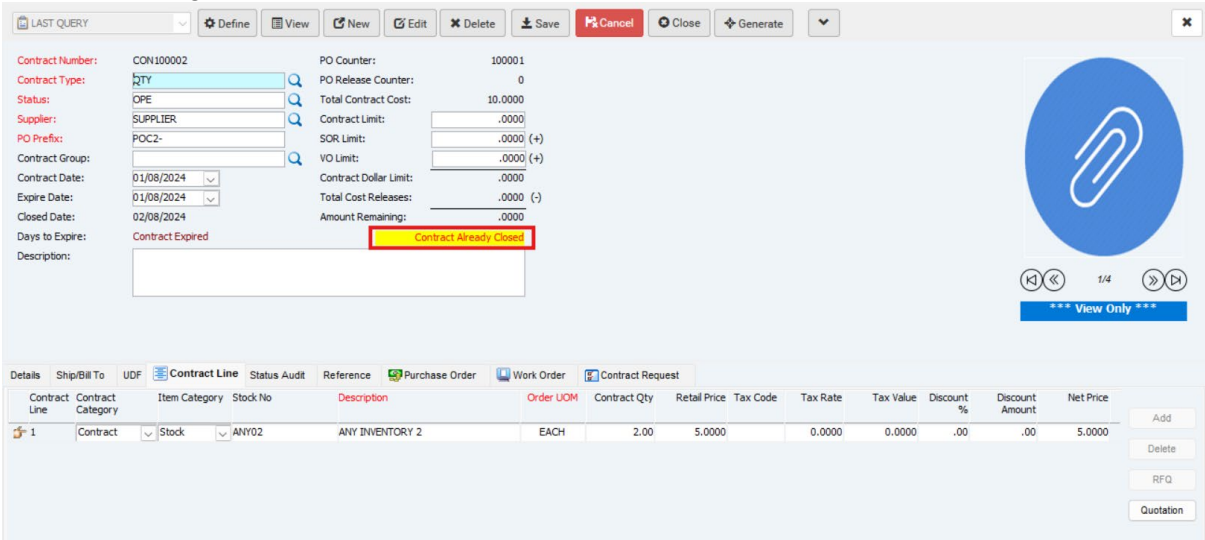


Figure 1.5