



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Generate)

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DOCUMENT CONTROL

Document No : CMMS/POC/CONTRACT/POC06
Document Name : Generate
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Revision No	Revision Date	By	Description of Changes
1.0	01/08/2024	Najmi	First Version of User Manual – Generate

Scenario

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

1. Generate PO Contract

What it's for

To generate PO Contract that has been created and sent to the team leader for approval before approving the contract.

Generate the PO Contract

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

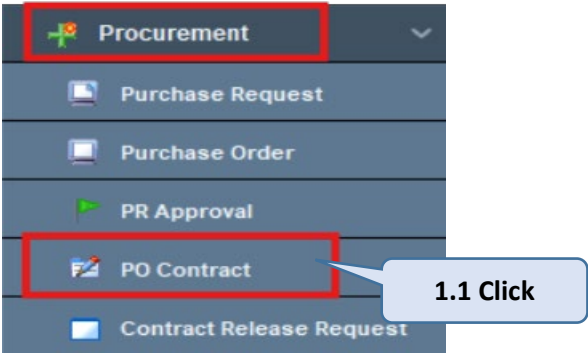


Figure 1.1

1.2 Choose the PO that wants to be generate.

1.3 Click on **Print** button to generate the PO Contract.

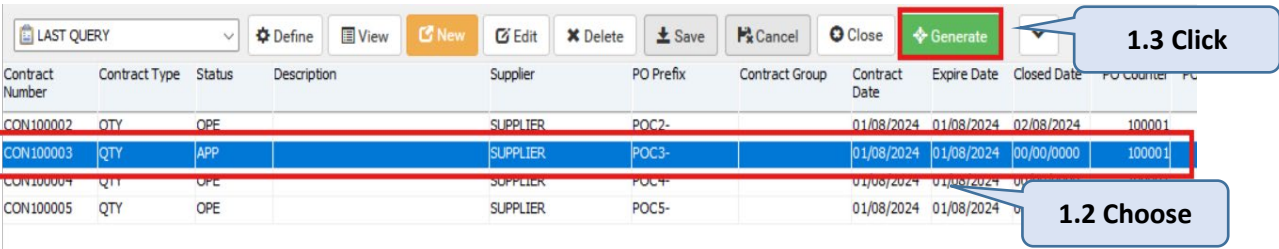


Figure 1.2

- 1.4 A prompt message indicates stated if you want to generate the PO for the following contract. Click on **Yes** to continue. .

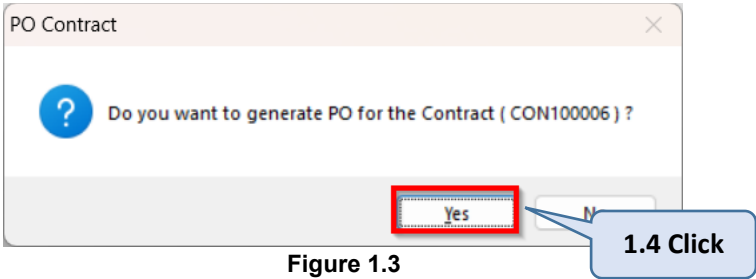


Figure 1.3

- 1.5 Fill in the PO Contract Information:

Field	Value
Release PO Qty	: 3,000

- 1.6 Click on **Generate PO** button to continue generate the PO Contract.

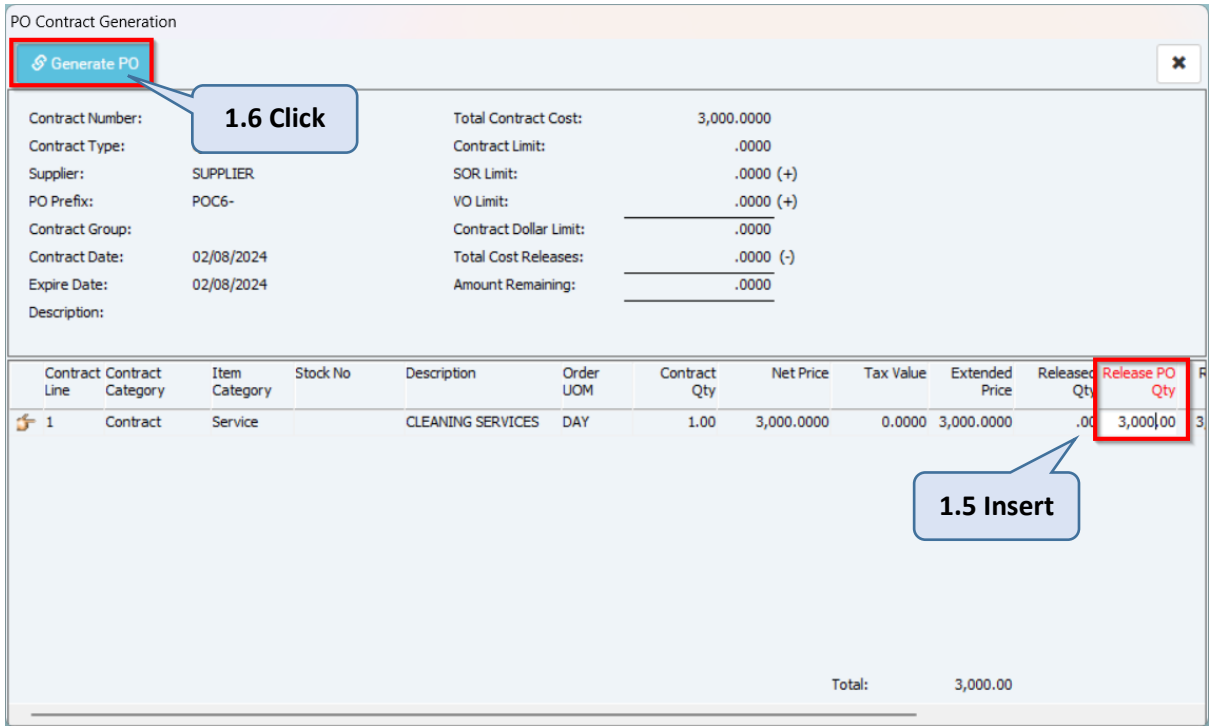


Figure 1.4

- 1.7 The PO Contract now has been successfully generated. Click **OK** to continue.

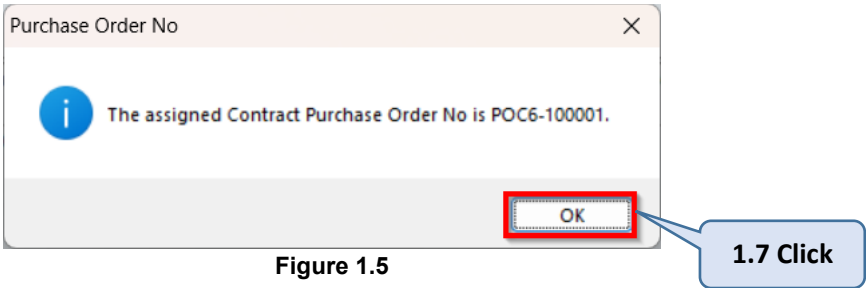


Figure 1.5

1.8 The result can be seen whereby it will state the contract already been released.

LAST QUERY

DefineViewNewEditDeleteSaveCancelCloseGenerate

Contract Number: CON100006

Contract Type: QTY

Status: DPE

Supplier: SUPPLIER

PO Prefix: POC6-

Contract Group:

Contract Date: 02/08/2024

Expire Date: 02/08/2024

Closed Date: 00/00/0000

Days to Expire: 0 day(s)

Description:

PO Counter: 100002

PO Release Counter: 1

Total Contract Cost: 3,000.0000

Contract Limit: .0000

SOR Limit: .0000 (+)

VO Limit: .0000 (+)

Contract Dollar Limit: .0000

Total Cost Releases: 3,000.0000 (-)

Amount Remaining: -3,000.0000

Contract Already Released

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DetailsShip/Bill ToUDFContract LineStatus AuditReferencePurchase OrderWork OrderContract Request

Contract Line	Contract Category	Item Category	Stock No	Description	Order UOM	Contract Qty	Retail Price	Tax Code	Tax Rate	Tax Value	Discount %	Discount Amount	Net Price
1	Contract	Non-Stock		CLEANING SERVICES	DAY	1.00	3,000.0000		0.0000	0.0000	.00	.00	3,000.0000

AddDeleteRFQQuotation

Figure 1.6