



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Generate)

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DOCUMENT CONTROL

Document No : CMMS/POC/CONTRACT/POC06
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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.

Contract Number	Contract Type	Status	Description	Supplier	PO Prefix	Contract Group	Contract Date	Expire Date	Closed Date	PO Counter	PC
CON100002	QTY	OPE		SUPPLIER	POC2-		01/08/2024	01/08/2024	02/08/2024	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 indicates stated if you want to generate the PO for the following contract. Click on **Yes** to continue. .

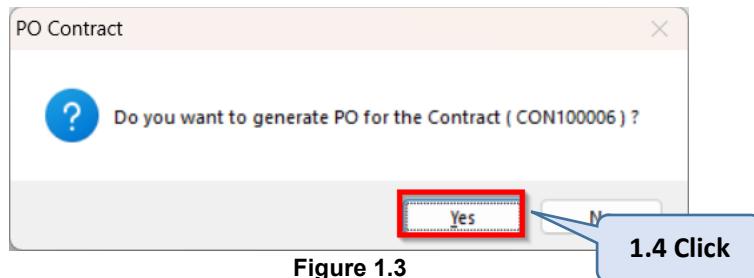


Figure 1.3

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.

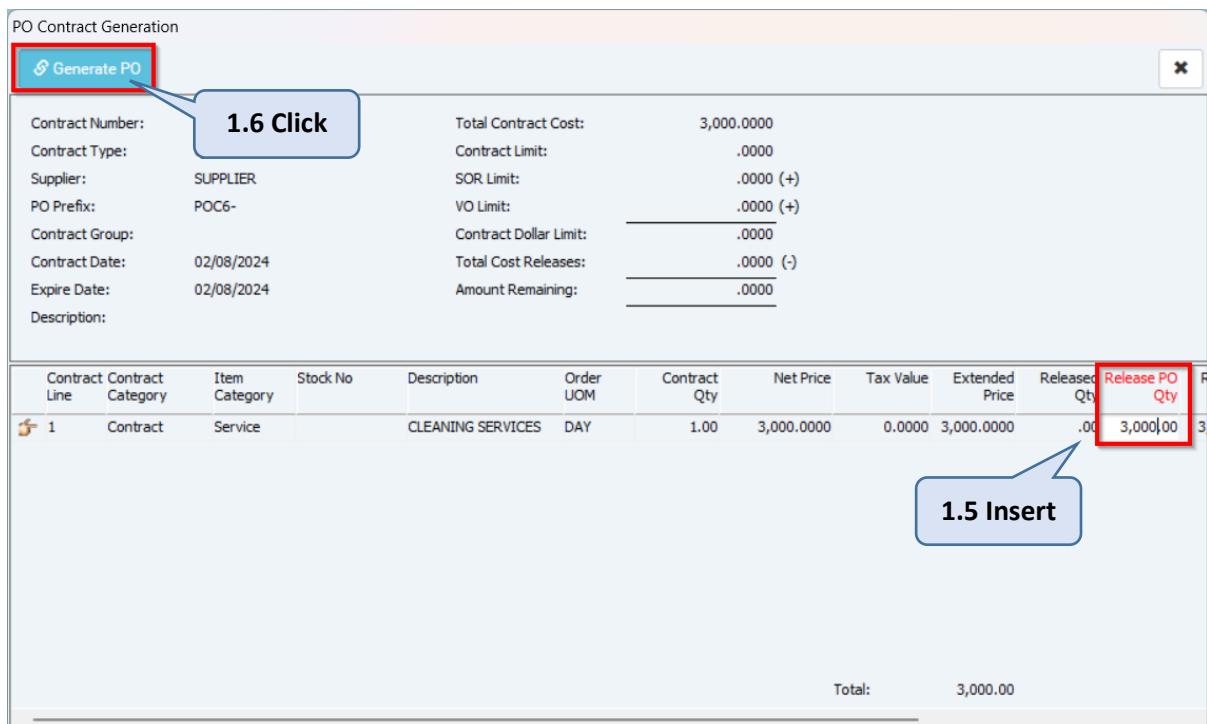


Figure 1.4

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

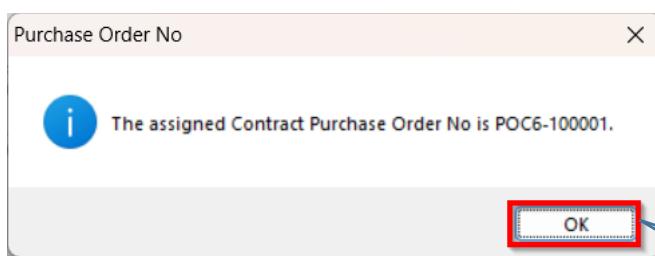


Figure 1.5

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

LAST QUERY

Contract Number:	CON100006	PO Counter:	100002
Contract Type:	QTY	PO Release Counter:	1
Status:	DPE	Total Contract Cost:	3,000.0000
Supplier:	SUPPLIER	Contract Limit:	.0000
PO Prefix:	POC6-	SOR Limit:	.0000 (+)
Contract Group:		VO Limit:	.0000 (+)
Contract Date:	02/08/2024	Contract Dollar Limit:	.0000
Expire Date:	02/08/2024	Total Cost Releases:	3,000.0000 (-)
Closed Date:	00/00/0000	Amount Remaining:	-3,000.0000
Days to Expire:	0 day(s)	Contract Already Released	
Description:			

Details Ship/Bill To UDF Status Audit Reference

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

Add Delete RFQ Quotation

Figure 1.6