



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(New Request)

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DOCUMENT CONTROL

Document No : CMMS/CRR/CONTRACT/CRR01
Document Name : New Request
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Revision No	Revision Date	By	Description of Changes
1.0	01/08/2024	Najmi	First Version of User Manual – New Request

Scenario

The procurement team wants to create a new contract based from the PO Contract that has been generate. In this syllabus, we will guide on how to new request in CMMS Web Core.

1. New Contract Release Request

What it's for

To create a contract based from the PO Contract and purchase from supplier.

Create New Contract

- 1.1 On the left of the system, click on **Procurement > Contract Release Request**.

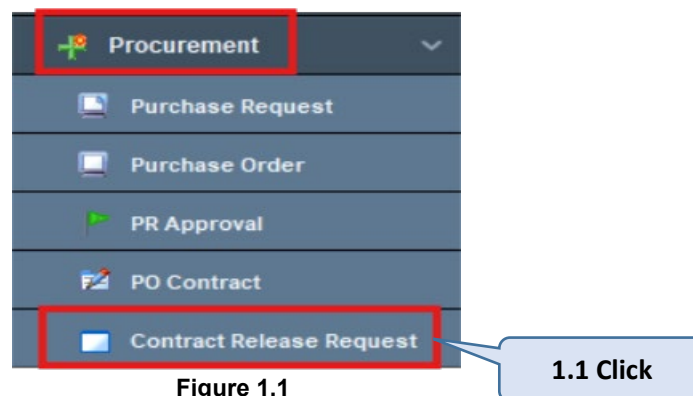


Figure 1.1

- 1.2 Click on **New** button to create new contract.

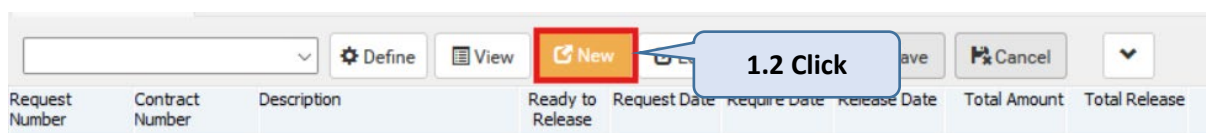


Figure 1.2

- 1.3 Fill in the request Information:

Field	Value	Have Master File?
Contract Number	: <Choose the Contract Created>	YES

(Note: Master file are control by System Admin).

- 1.4 Tick on the Ready to Release
- 1.5 Click on the **Request line** subtab to open the Request line view.
- 1.6 Click on **Add** button to add new Contract line.
- 1.7 Fill in the Request line Information:

Field	Value	Have Master File?
Request Qty	: 1	NO

(Note: Master file are control by System Admin).

1.8 Click on **Save** button to create the contract.

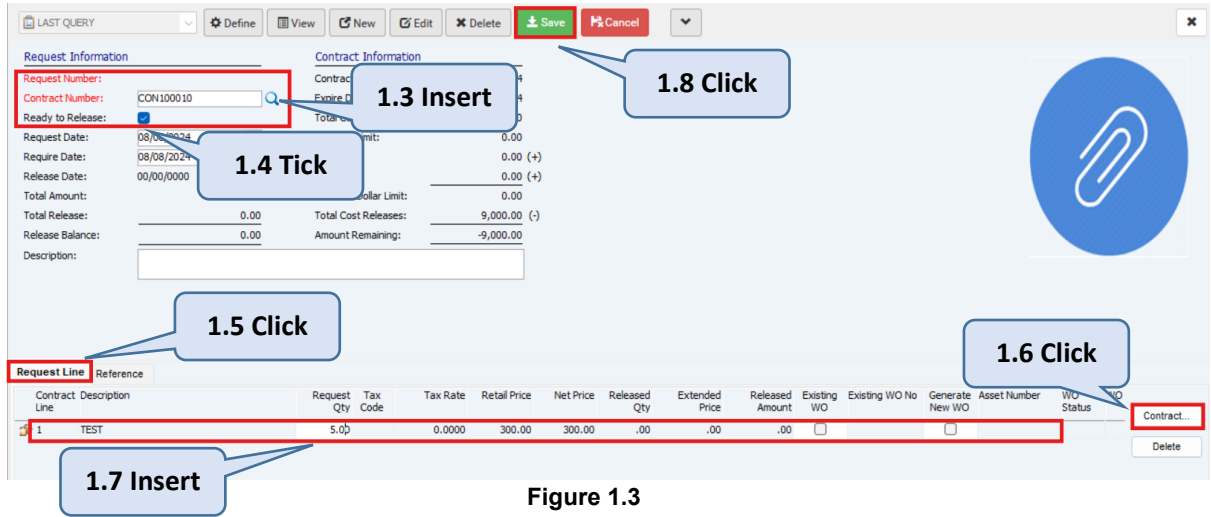


Figure 1.3

1.8 The contract no would be generated and click **OK** to continue.

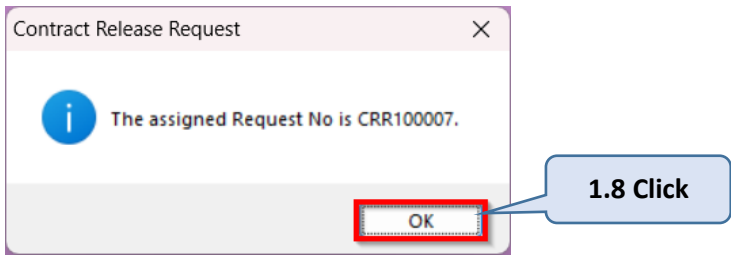


Figure 1.4