



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(View Request)

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DOCUMENT CONTROL

Document No : CMMS/CRG/GENERATE/CRG02

Document Name : View Request

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Revision No	Revision Date	By	Description of Changes
1.0	01/08/2024	Najmi	First Version of User Manual – View Request

Scenario

The procurement team want to view the contract before generate it. In this syllabus, we will guide on how to view request in CMMS Web Core.

1. View Contract

What it's for

To check on the contract that were being created before any generate were made.

View the Contract Release

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



Figure 1.1

- 1.2 Choose the contract that want to be view.

- 1.3 Click on **View** button to view the selected contract.

Request Number	Contract Number	Description	Ready to Release	Release Date	Total Amount	Total Release	Created By	Created Date
CRR.10008	CON100011			20/08/2024	00/00/0000	10,000.00	.00	admin
CRR.10009	CON100012			20/08/2024	20/08/2024	00/00/0000	0.00	admin
CRR.100010	CON100013			20/08/2024	20/08/2024	00/00/0000	1,000.00	admin
CRR.100011	CON100014			20/08/2024	20/08/2024	00/00/0000	300.00	admin

Figure 1.3

1.4 In the view, you can only view the contract and may not be able to edit anything.
Click on Cancel button to back to the Contract Release Generation page.

CONTRACT READY Define View Cancel

Request Information

Request Number:	CRR100008
Contract Number:	CON100011
Ready to Release:	<input checked="" type="checkbox"/>
Request Date:	20/08/2024
Require Date:	20/08/2024
Release Date:	00/00/0000
Total Amount:	10,000.00
Total Release:	0.00
Release Balance:	10,000.00
Description:	<input type="text"/>

Contract Information

Contract Date:	20/08/2024
Expire Date:	20/08/2024
Total Contract Cost:	10,000.00
Contract Limit:	0.00
SOR Limit:	0.00 (+)
VO Limit:	0.00 (+)
Contract Dollar Limit:	0.00
Total Cost Releases:	0.00 (-)
Amount Remaining:	0.00

Request Line Reference

Contract Description Line	Request Qty	Tax Code	Tax Rate	Retail Price	Net Price	Released Qty	Extended Price	Released Amount	Existing WO No	Generate New WO	Asset Number	WO Status
1 ABC	10.00		0.0000	1,000.00	1,000.00	.00	10,000.00	.00	<input type="checkbox"/>	<input type="checkbox"/>		

Tax Value: 0.00 10,000.00 .00

Picture

Created By: admin Created Date: 20/08/2024 10:09 *** View Only ***

1.6 Click

Figure 1.4

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