



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Generate)

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DOCUMENT CONTROL

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Prepared By : Muhamad Najmi bin Badrila
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1.0	01/08/2024	Najmi	First Version of User Manual – Generate

Scenario

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

1. Generate Contract Release

What it's for

To generate contract that has been release and create a PO.

Generate the PO Contract

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



Figure 1.1

- 1.2 Choose the contract that wants to be generate.

- 1.3 Click on **Generate** button to generate the contract.

Request Number	Contract Number	Description	Ready to Release	Request Date	Require Date	Release	Base	Created By	Created Date	
CRR100008	CON100011		<input checked="" type="checkbox"/>	20/08/2024	20/08/2024	00/00/0000	10,000.00	.00	admin	20/08/2024 10:09
CRR100009	CON100012		<input checked="" type="checkbox"/>	20/08/2024	20/08/2024	00/00/0000	30,000.00	.00	admin	
CRR100010	CON100013		<input checked="" type="checkbox"/>	20/08/2024	20/08/2024	00/00/0000	1,000,000.00	.00	admin	
CRR100011	CON100014		<input checked="" type="checkbox"/>	20/08/2024	20/08/2024	00/00/0000	30,000.00	.00	admin	

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. . .

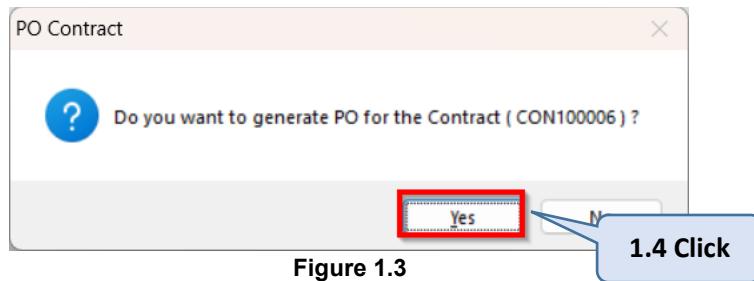


Figure 1.3

1.5 Fill in the PO Contract Information:

Field	Value
Release PO Qty	: 1

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

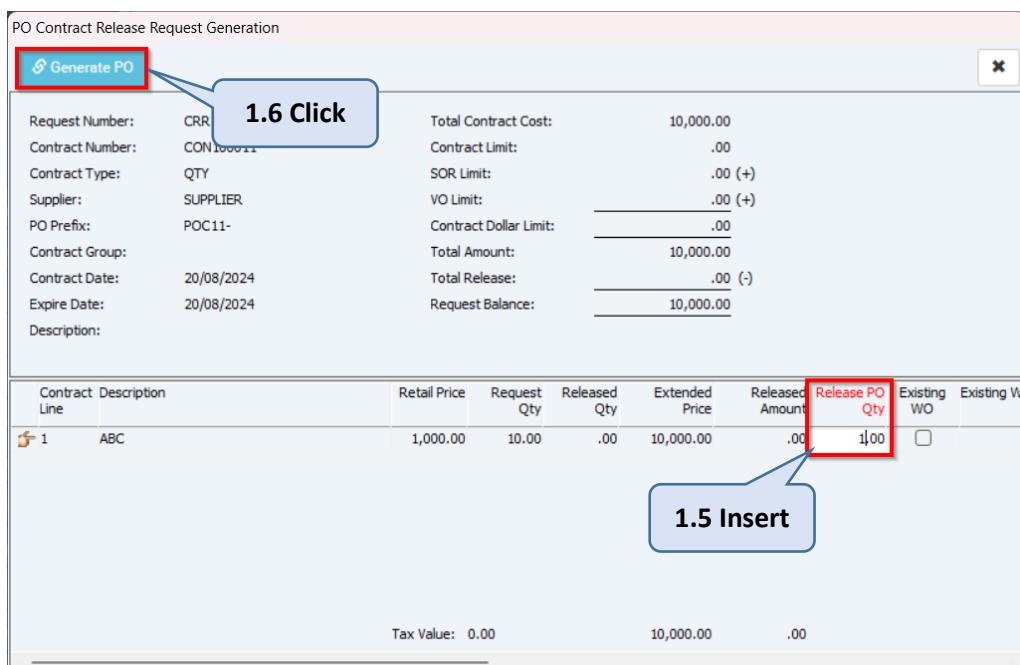


Figure 1.4

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

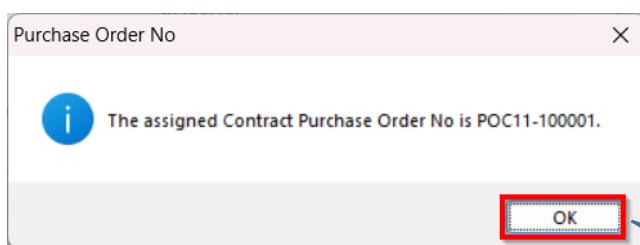


Figure 1.5

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

LAST QUERY

Request Information		Contract Information	
Request Number:	CRR100008	Contract Date:	20/08/2024
Contract Number:	CON100011	Expire Date:	20/08/2024
Ready to Release:	<input checked="" type="checkbox"/>	Total Contract Cost:	10,000.00
Request Date:	20/08/2024	Contract Limit:	0.00
Require Date:	20/08/2024	SOR Limit:	0.00 (+)
Release Date:	20/08/2024	VO Limit:	0.00 (-)
Total Amount:	10,000.00	Contract Dollar Limit:	0.00
Total Release:	1,000.00	Total Cost Releases:	1,000.00 (-)
Release Balance:	9,000.00	Amount Remaining:	-1,000.00
Description: <input type="text"/>			

You cannot edit Contract Request because it had already released.


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View Only

Request Line		Reference												
Contract Description Line	Request Qty	Tax Code	Tax Rate	Retail Price	Net Price	Released Qty	Extended Price	Released Amount	Existing WO	Existing WO No	Generate New WO	Asset Number	WO Status	WO
1 ABC	10.00	0.0000	1,000.00	1,000.00	1.00	10,000.00	1,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Contract..."/>

Figure 1.6