



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Generate)

TABLE OF CONTENT

Scenario..... 4

1. Generate Contract Release..... 4

DOCUMENT CONTROL

Document No : CMMS/CRG/GENERATE/CRG02
Document Name : Generate
Prepared By : Muhamad Najmi bin Badrila
Creation Date : 01/08/2024
Revision : 1.0

DOCUMENT REVISION HISTORY

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 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.

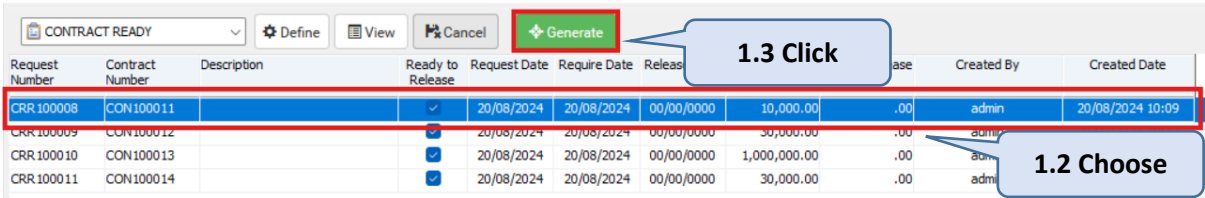


Figure 1.2

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

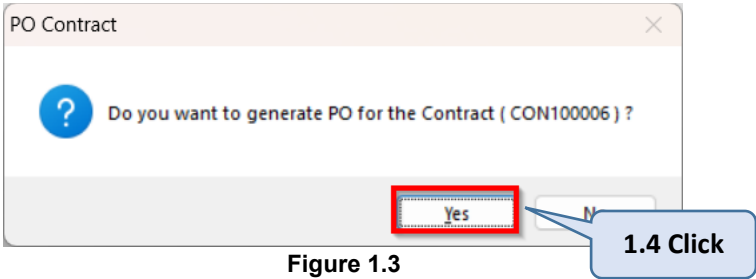


Figure 1.3

- 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.

PO Contract Release Request Generation

Generate PO

1.6 Click

Request Number: CRR
Contract Number: CON100001
Contract Type: QTY
Supplier: SUPPLIER
PO Prefix: POC11-
Contract Group:
Contract Date: 20/08/2024
Expire Date: 20/08/2024
Description:

Total Contract Cost: 10,000.00
Contract Limit: .00
SOR Limit: .00 (+)
VO Limit: .00 (+)
Contract Dollar Limit: .00
Total Amount: 10,000.00
Total Release: .00 (-)
Request Balance: 10,000.00

Contract Line	Description	Retail Price	Request Qty	Released Qty	Extended Price	Released Amount	Release PO Qty	Existing WO	Existing W
1	ABC	1,000.00	10.00	.00	10,000.00	.00	1.00	<input type="checkbox"/>	

Tax Value: 0.00 10,000.00 .00

1.5 Insert

Figure 1.4

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

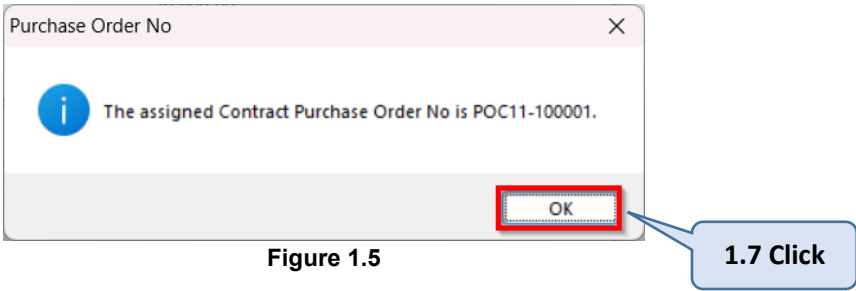


Figure 1.5

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

LAST QUERY

DefineViewNewEditDeleteSaveCancel

Request Information

Request Number: CRR100008

Contract Number: CON100011

Ready to Release: ☒

Request Date: 20/08/2024

Release Date: 20/08/2024

Total Amount: 10,000.00

Total Release: 1,000.00

Release Balance: 9,000.00

Description:

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: 1,000.00 (-)

Amount Remaining: -1,000.00

4/10

View Only

Request LineReference

Contract Line	Description	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"/>			

Contract...

Delete

Figure 1.6