EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(New Supplier Master)

TABLE OF CONTENT

DOCUMENT CONTROL

Document No	:	CMMS/SM/SUPPLIER/SM01
Document Name	:	New Supplier Master
Prepared By	:	Muhamad Najmi bin Badrila
Creation Date	:	01/08/2024
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DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	01/08/2024	Najmi	First Version of User Manual – New Supplier Master

Scenario

The procurement team wants to create a new supplier that are recommended to choose when creating a PO. In this syllabus, we will guide on how to create new supplier in CMMS Web Core.

1. New Supplier Master

What it's for

To create a supplier that are recommended based from the previous purchase.

Create New Supplier

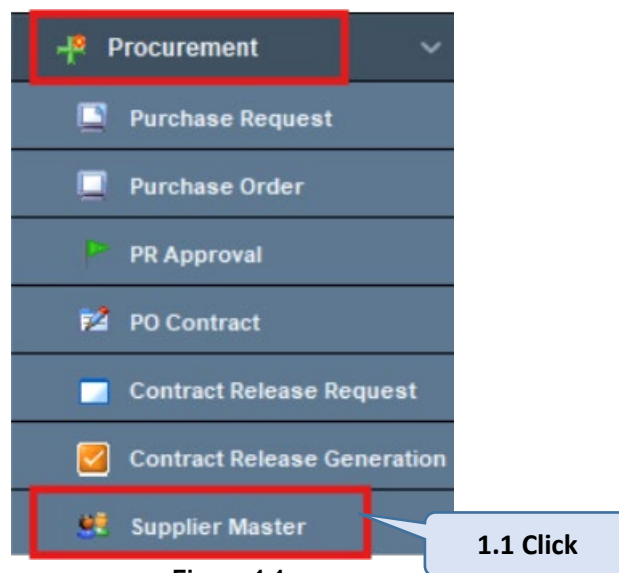1.1　　On the left of the system, click on **Procurement > Supplier Master**.
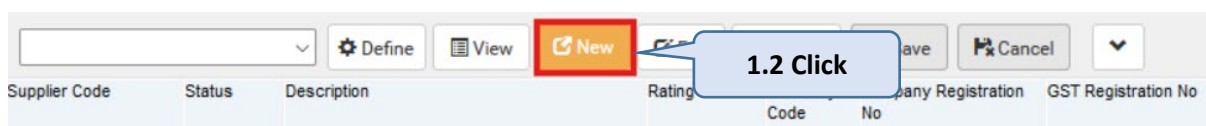

Figure 1.1

1.2　　Click on **New** button to create new supplier.

Figure 1.2

1.3   Fill in the supplier Information:

Field	**Value**	**Have Master File?**
Supplier Code	: SUP 1	NO
Status	: ACT	YES
Currency Code	: RM	YES
Description	: SUPPLIER 1 SDN BHD	NO
Additional Field	: <Put any necessary information>	

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

1.4   Click on **Save** button to create the supplier.

Figure 1.3