



EVANTAGE SOLUTIONS SDN BHD

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***  
***(New Supplier Master)***

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# DOCUMENT CONTROL

**Document No** : CMMS/SM/SUPPLIER/SM01

**Document Name** : New Supplier Master

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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.

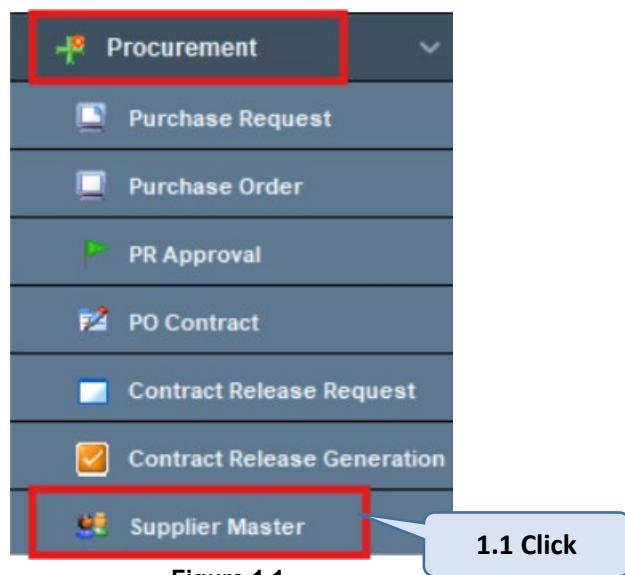
### 1. New Supplier Master

#### What it's for

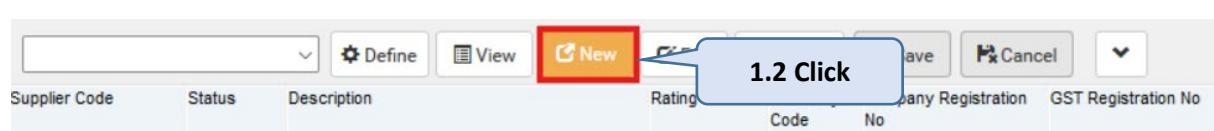
To create a supplier that are recommended based from the previous purchase.

#### Create New Supplier

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



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



Supplier Code	Status	Description	Rating	Company Registration No	GST Registration No

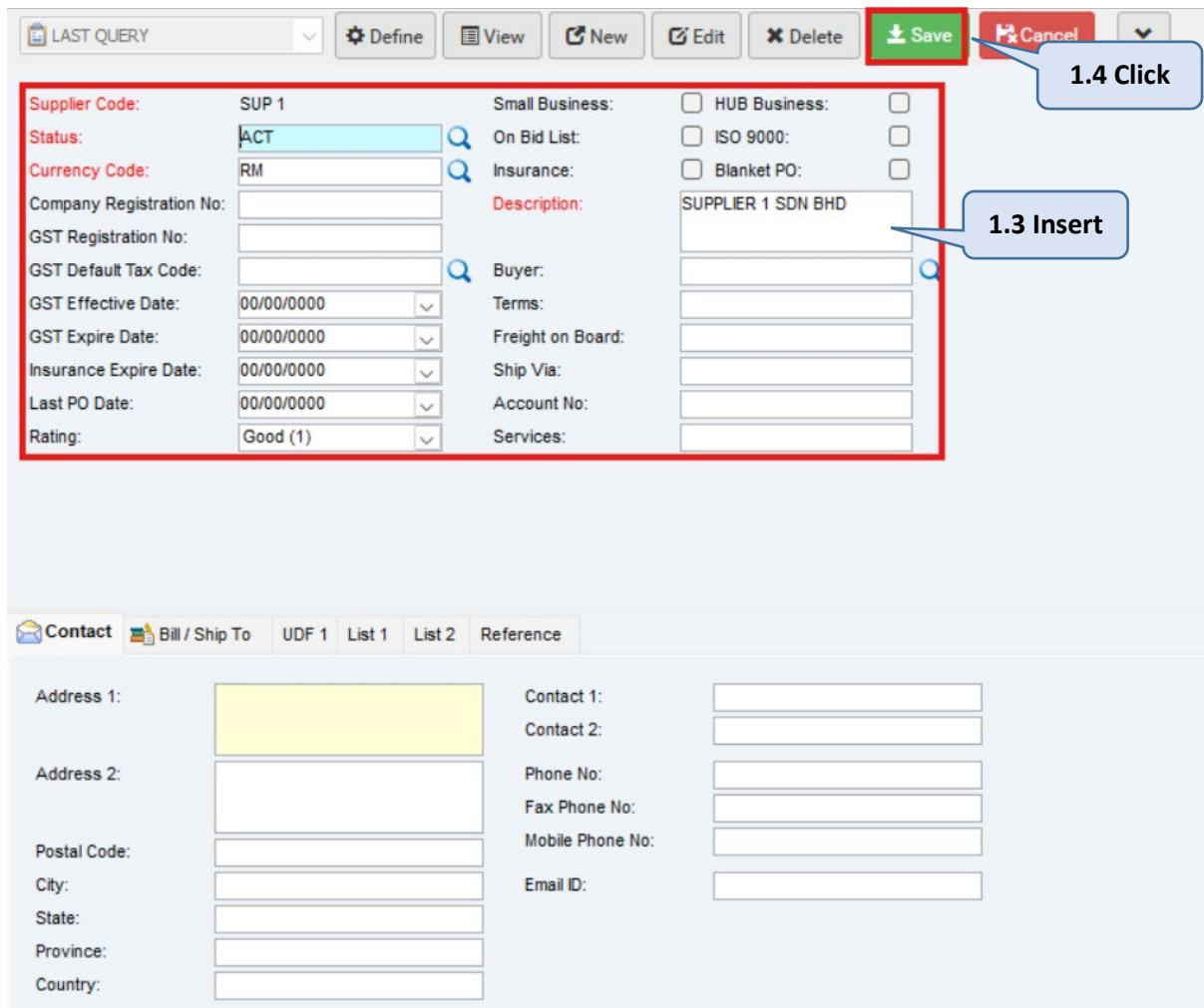
Figure 1.2

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.



The screenshot shows a software interface for managing supplier information. At the top, there is a toolbar with buttons for LAST QUERY, Define, View, New, Edit, Delete, Save (highlighted with a red box and a callout '1.4 Click'), and Cancel. Below the toolbar is a form for entering supplier details. The form includes fields for Supplier Code (SUP 1), Status (ACT), Currency Code (RM), Company Registration No., GST Registration No., GST Default Tax Code, GST Effective Date, GST Expire Date, Insurance Expire Date, Last PO Date, and Rating. To the right of these fields are checkboxes for Small Business, HUB Business, ISO 9000, and Blanket PO, and a text field for Description (SUPPLIER 1 SDN BHD). Below the main form is a section for contact information, including Address 1, Address 2, Postal Code, City, State, Province, Country, and fields for Contact 1, Contact 2, Phone No., Fax Phone No., Mobile Phone No., and Email ID. At the bottom of the interface are tabs for Contact, Bill / Ship To, UDF 1, List 1, List 2, and Reference.

Figure 1.3