



**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  
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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**.

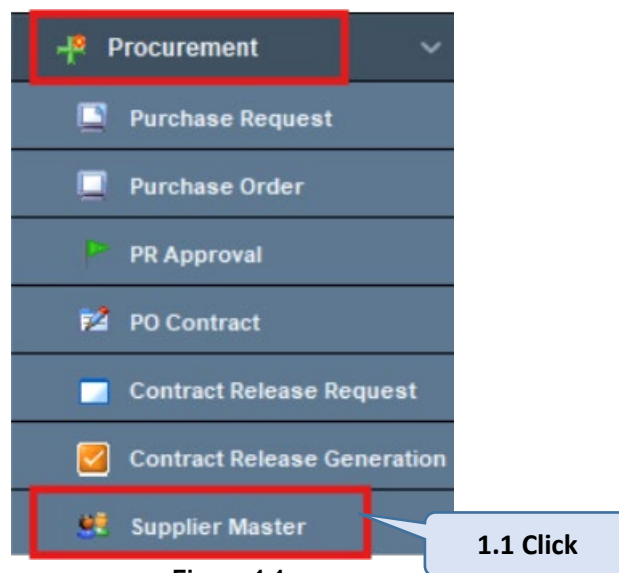


Figure 1.1

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

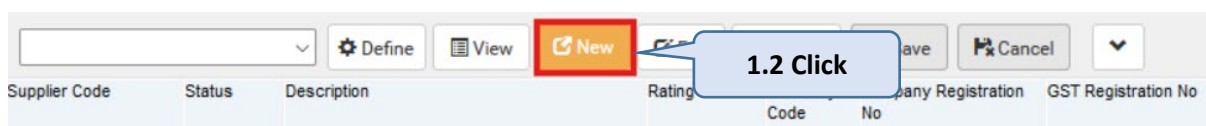


Figure 1.2

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.

The screenshot shows a software interface for adding a new supplier. At the top, there is a toolbar with buttons: 'LAST QUERY' (dropdown), 'Define', 'View', 'New', 'Edit', 'Delete', 'Save' (highlighted in green), and 'Cancel' (highlighted in red). Below the toolbar, the form is divided into two main sections. The top section contains 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', 'Rating' (Good (1)), 'Small Business' (checkbox), 'HUB Business' (checkbox), 'On Bid List' (checkbox), 'ISO 9000' (checkbox), 'Insurance' (checkbox), 'Blanket PO' (checkbox), 'Description' (SUPPLIER 1 SDN BHD), 'Buyer', 'Terms', 'Freight on Board', 'Ship Via', 'Account No.', and 'Services'. A red rectangular box highlights the 'Supplier Code', 'Status', 'Currency Code', 'Description', 'Buyer', 'Terms', 'Freight on Board', 'Ship Via', 'Account No.', and 'Services' fields. A blue callout bubble labeled '1.3 Insert' points to the 'Description' field. Another blue callout bubble labeled '1.4 Click' points to the 'Save' button in the toolbar. The bottom section of the form is titled 'Contact' and includes fields for 'Address 1', 'Address 2', 'Postal Code', 'City', 'State', 'Province', 'Country', 'Contact 1', 'Contact 2', 'Phone No.', 'Fax Phone No.', 'Mobile Phone No.', and 'Email ID'.

Figure 1.3