



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL

(Edit Contact)

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DOCUMENT CONTROL

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1.0	01/08/2024	Najmi	First Version of User Manual – Edit Contact

Scenario

The procurement wants to edit the supplier that has been created. In this syllabus, we will guide on how to edit the request in CMMS Web Core.

1. Edit Supplier Information

What it's for

To edit the supplier information that has been create by the procurement team.

Edit the Supplier Information

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

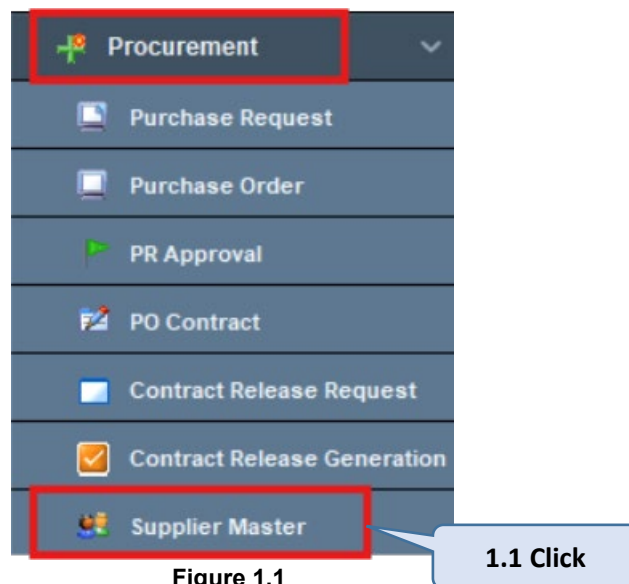


Figure 1.1

- 1.2 Choose the supplier that wants to be edit.

- 1.3 Click on **Edit** button to edit the supplier information.

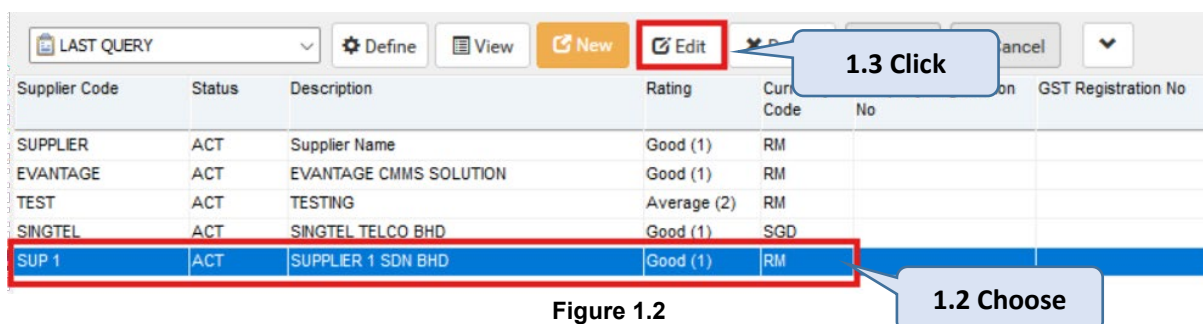


Figure 1.2

1.4 Click on **Contact** subtab to open the contact information.

1.5 Fill in the Contact Information:

Field	Value	Have Master File?
Address 1	: JALAN PJ	NO
Postal Code	: 50000	NO
City	: PETALING JAYA	NO
State	: SELANGOR	NO
Contact 1	: 0123456789	NO

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

1.6 Click on **Save** button to save the edited information.

The screenshot shows a software interface with a top toolbar containing buttons: Define, View, New, Edit, Delete, Save, and Cancel. The 'Save' button is highlighted with a red box and a callout '1.6 Click'. Below the toolbar, there are various input fields for supplier information, including Supplier Code (SUP 1), Status (ACT), Currency Code (RM), and several date fields. A 'Description' field contains 'SUPPLIER 1 SDN BHD'. At the bottom, there is a 'Contact' subtab, which is highlighted with a red box and a callout '1.4 Click'. The 'Contact' subtab contains 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. The 'Contact 1' field is highlighted with a yellow background and a callout '1.5 Insert'.

Figure 1.3