



EVANTAGE SOLUTIONS SDN BHD

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

***USER MANUAL***  
***(Edit Contact)***

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# DOCUMENT CONTROL

**Document No** : CMMS/SM/SUPPLIER/SM02

**Document Name** : Edit Contact

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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 – 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.

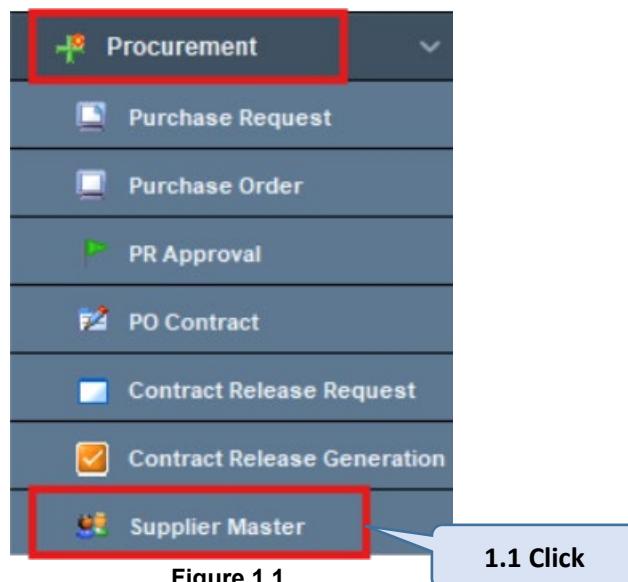
### 1. Edit Supplier Information

#### 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**.



- 1.2 Choose the supplier that wants to be edit.

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

Supplier Code	Status	Description	Rating	Current Code	GST Registration No
SUPPLIER	ACT	Supplier Name	Good (1)	RM	
EVANTAGE	ACT	EVANTAGE CMMS SOLUTION	Good (1)	RM	
TEST	ACT	TESTING	Average (2)	RM	
SINGTEL	ACT	SINGTEL TELCO BHD	Good (1)	SGD	
SUP 1	ACT	SUPPLIER 1 SDN BHD	Good (1)	RM	

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 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 Cancel. Below the toolbar, there are several input fields for supplier details: 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 (Good (1)). To the right of these, there are checkboxes for Small Business (HUB Business, ISO 9000, Blanket PO) and a Description field (SUPPLIER 1 SDN BHD). Further down, there are fields for Buyer, Terms, Freight on Board, Ship Via, Account No., and Services. At the bottom, there is a navigation bar with tabs: Contact (highlighted with a red box), Bill / Ship To, UDF 1, List 1, List 2, and Reference. Below the navigation bar, there is a form for entering contact information: Address 1 (JALAN PJ), Address 2, Postal Code (50000), City (PETALING JAYA), State (SELANGOR), Province, and Country. To the right of these, there are fields for Contact 1 (0123456789), Contact 2, Phone No., Fax Phone No., Mobile Phone No., and Email ID.

Figure 1.3