



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Add Reference)

TABLE OF CONTENT

Scenario..... 4

1. Add Reference 4

DOCUMENT CONTROL

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1.0	20/06/2024	Najmi	First Version of User Manual – Add Reference

Scenario

The storekeeper wants to add attachment towards the supplier master that has been raised. In this syllabus, we will guide on how to add supplier master attachment in CMMS Web Core.

1. Add Reference

What it's for

To edit a supplier master by adding an attachment that has been raised before the procurement team review and purchase a new item.

Add attachment to the PO Contract

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

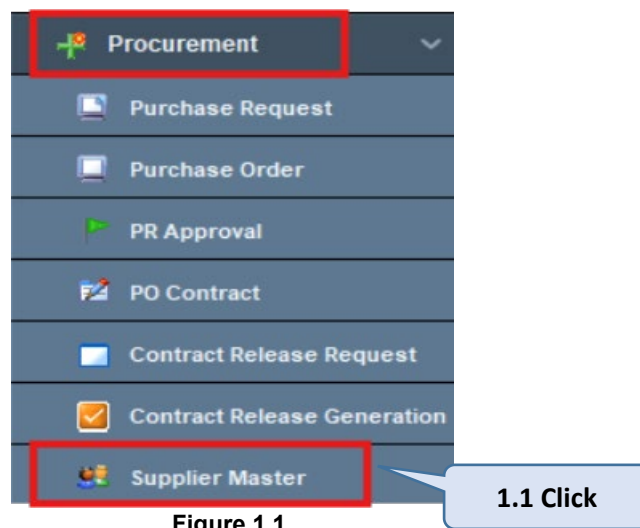


Figure 1.1

- 1.2 Choose the Supplier Master that wants to be edit.

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

LAST QUERY		Define	View	New	Save	Cancel	
Supplier Code	Status	Description	Rating	Currency Code	Company Registration No	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 the Reference subtab.
- 1.5 Click on **Add** button to add the reference.

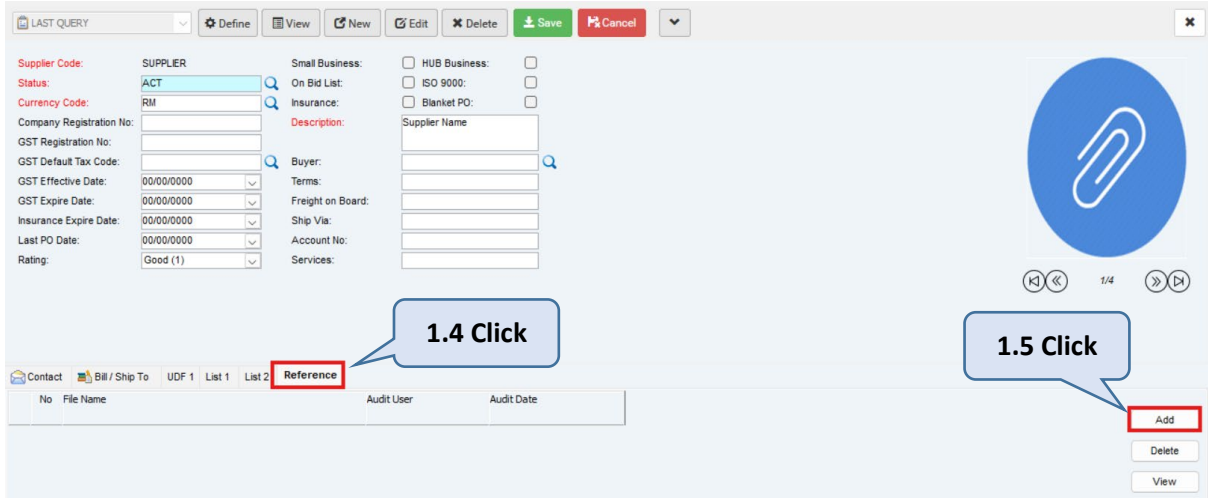


Figure 1.3

- 1.6 Choose the attachment that want to be add.
- 1.7 Click on **Open** button to save the attachment.

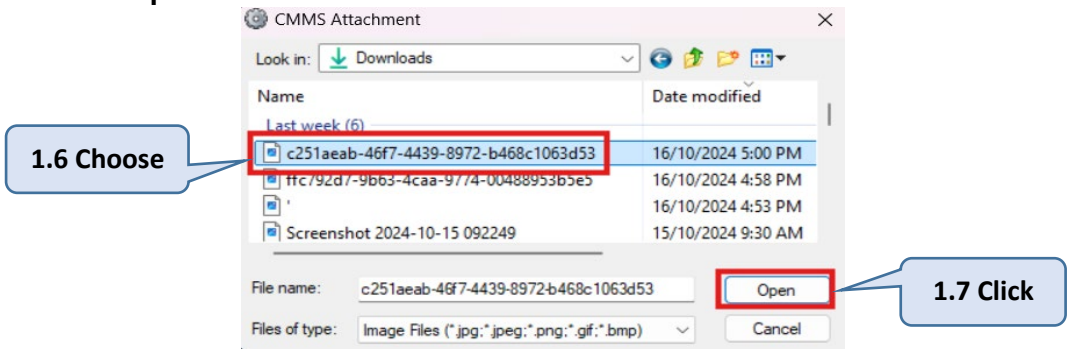


Figure 1.4

- 1.8 Click on **Save** button to save the attachment.

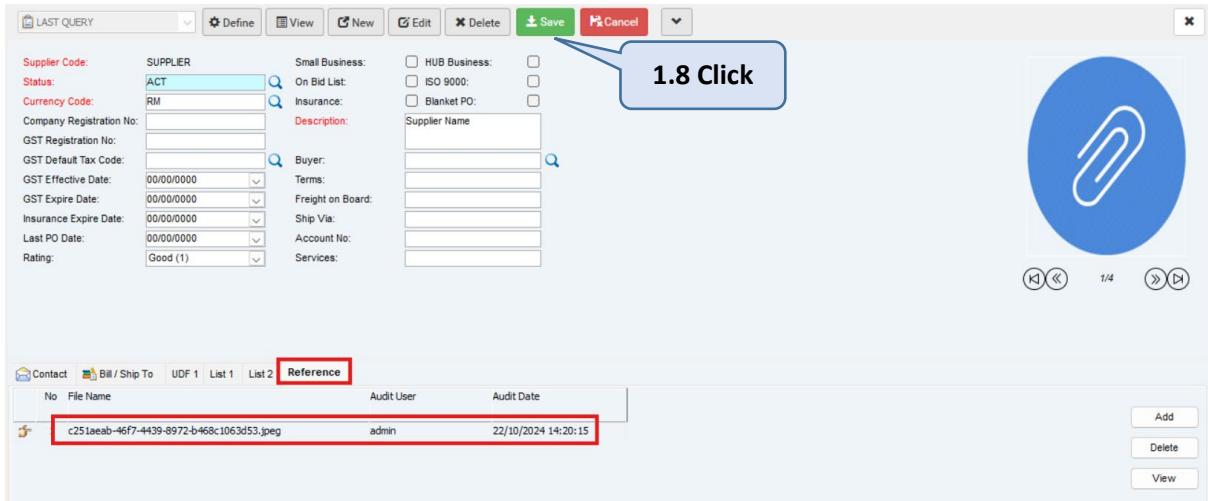


Figure 1.5