EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System

(CMMS)

USER MANUAL

(Delete)

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DOCUMENT CONTROL

Document No   :   CMMS/SM/SUPPLIER/SM04

Document Name   :   Delete

Prepared By   :   Muhamad Najmi bin Badrila

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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 – Delete

Scenario

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

1. Delete Supplier

What it's for

To delete a supplier that has been created before the procurement team choose to deal a business with the clients.

Delete the Supplier Information

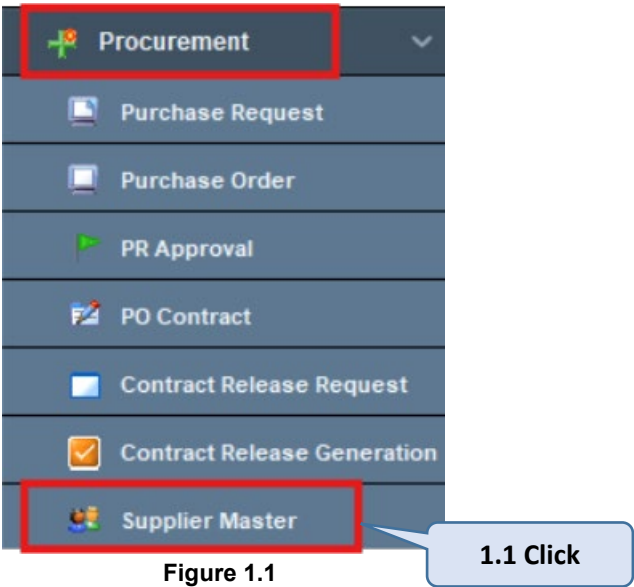1.1   On the left of the system, click on **Procurement > Supplier Master**.

Figure 1.1

1.2   Choose the supplier that wants to be delete.

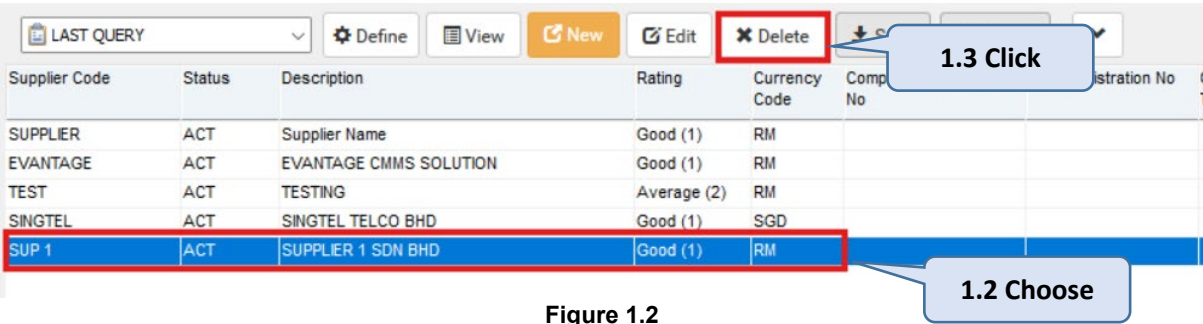1.3   Click on **Delete** button to delete the supplier information.

Figure 1.2

1.4   A prompt message will popup indicate if you to continue delete the supplier. Click
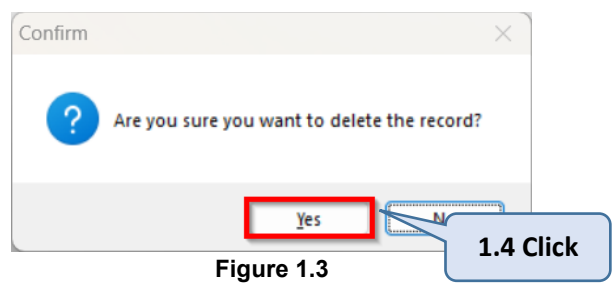   **Yes** to continue

Figure 1.3

1.5   The supplier now has been successfully deleted.

Figure 1.4