



**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  
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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**.

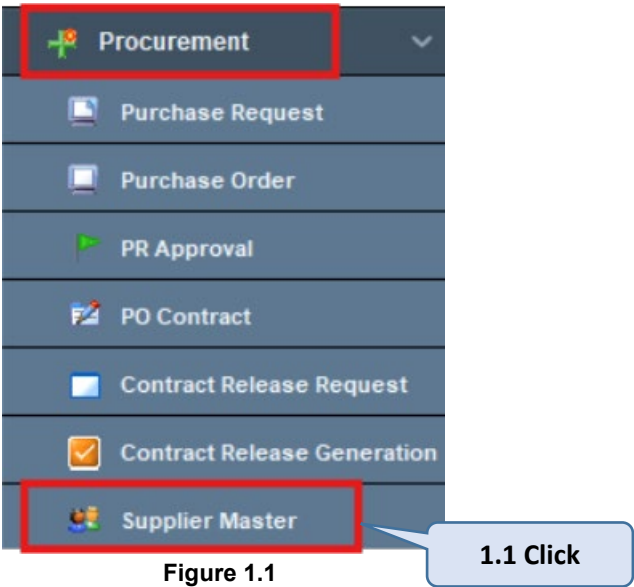


Figure 1.1

1.2 Choose the supplier that wants to be delete.

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

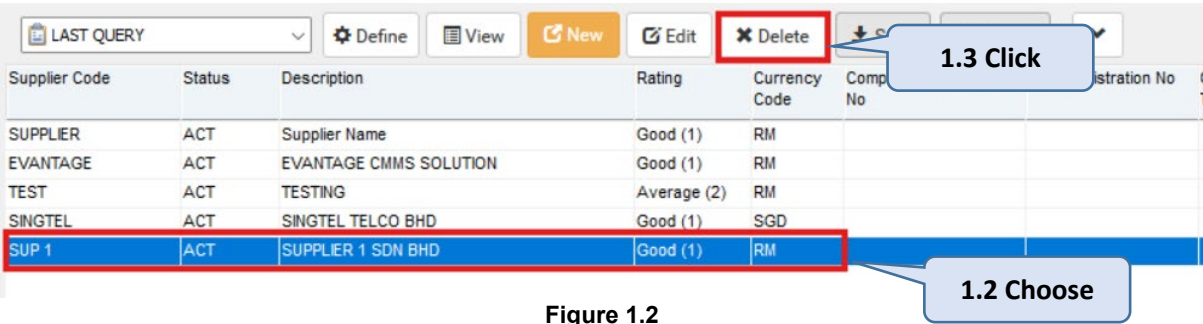


Figure 1.2

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

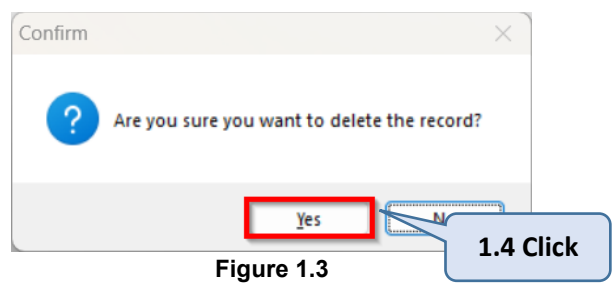


Figure 1.3

- 1.5 The supplier now has been successfully deleted.

LAST QUERY							Define	View	New	Edit	Delete	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										

Figure 1.4