Training on Spare Part Request Management System
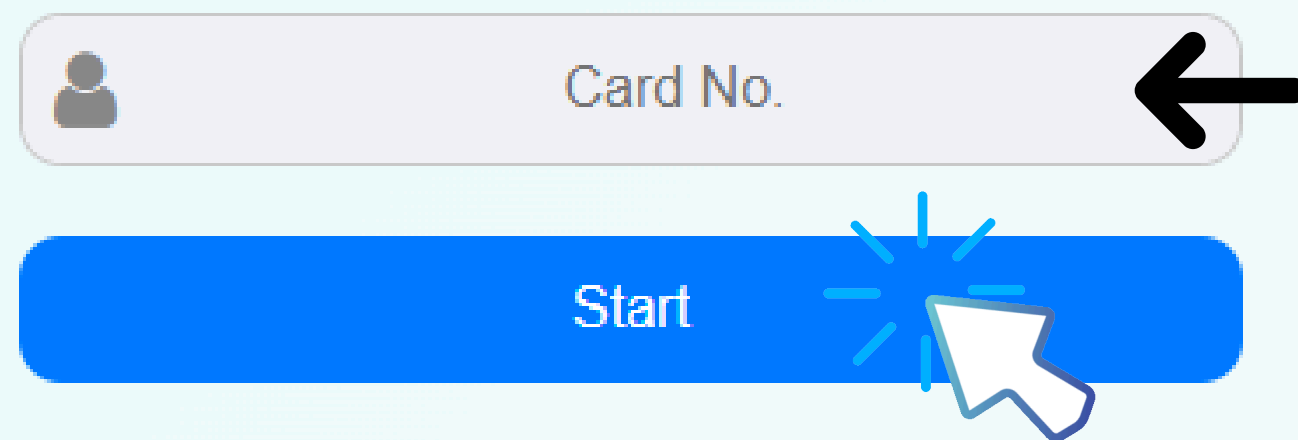
Prepared and Presented by:
Nur Athirah Mohd Subri

9 January 2025

Spare Part Request System

Card No.

Insert your card number here

Start

Then, click on the start button

Scan:

1 List

Scan or enter barcode

2

Quantity:

Enter quantity

Request for:

Select

Add Item

Reset

Items List

Search by keyword

Image	Catalog Number	Item Name	Action
	ES1S-CH-CC001-002	Electronic Contact Cleaner CRC	Select
Pure Lead Anode 99.9%	ES1S-CH-LA001-001	Pure Lead Anode 99.9%	Select
	ES1S-CS-AR001-009	Anti-Rust ARX-98 (20L)	Select
	ES1S-CS-CA001-001	PPE-Cotton Apron (Navy Blue)	Select

Remark: Additional Notes (or -)

Cancel   Submit

Image	Catalog Number	Item Name	Action
	ES1S-CS-CA001-001	PPE-Cotton Apron (Navy Blue)	Select
	ES1S-CS-CATRIDGE-001	PPE-Multi Gas/Vapor Cartridge 3M 6006	Select
	ES1S-CS-CC001-001	PPE-Non-Woven Clip Cap(Blue)	Select
	ES1S-CS-CG001-005	PPE-Knitted Cotton Glove 105(Dark Green)	Select

ER1162

Scan:

1 List

Scan or enter barcode

Quantity:

Enter quantity

Request for:

Select

Add Item

Reset

2

Items List

Search by keyword → ppe

Image	Catalog Number	Item Name	Action
	ES1S-CH-CC001-002	Electronic Contact Cleaner CRC	**3** Select
Pure Lead Anode 99.9%	ES1S-CH-LA001-001	Pure Lead Anode 99.9%	Select
	ES1S-CS-AR001-009	Anti-Rust ARX-98 (20L)	Select
	ES1S-CS-CA001-001	PPE-Cotton Apron (Navy Blue)	Select

Remark: Additional Notes (or -)

Cancel   Submit

Scan: **List**

ES1S-CH-CC001-002

4 Automatically add and scan catalog number

Quantity:

Enter quantity

Request for:

Select

5 Enter the **Quantity** and **Section** of the item

Add Item

Reset

Image	Item Name	Category	Quantity	Request For	Date	Action

Remark: Additional Notes (or -)

Cancel   Submit

Scan: **List**

Scan or enter barcode

Quantity:

1

Request for:

BT

Add Item

Reset

Image	Item Name	Category	Quantity	Request For	Date	Action
	Electronic Contact Cleaner CRC		1	BT	09-01-2025	Remove

7 Then, **Scanned Item** will display here

8 Button to **Remove** scanned item

6 Click on **Add Item** button

9 Add **Remark** for the transaction

Remark:

Cancel Submit

10 Before submit, user need to make sure they already fill in the **Barcode**, **Quantity**, **Section**, and **Remark** field

11

Scan:

List

Scan or enter barcode

Quantity:

Enter quantity

Request for:

Select ⌄

Add Item

Reset

Image	Item Name	Category	Quantity	Request For	Date	Action

User will receive **Reference Number** if the request has been **successfully** submitted.

Remark: Additional Notes (or -)

Cancel   Submit

Approved Transactions - AD Department Inbox ×

esystem@excel-rim.com
to me ▾

Thu, Jan 2, 11:12 AM (6 days ago)

The following transaction has been approved:

Transaction Date	Reference Number	Catalog Number	Item Name	Quantity	Employee ID	Employee Name	Remark
2024-12-24	20241224-AD-001	ES1S-CS-CG001-013	PPE-Knitted Cotton Glove 106(Green)	1	ER1126	Md Samim Mia	Email

esystem@excel-rim.com
to me ▾

Thu, Jan 2, 3:40 PM (6 days ago)

The following transaction has been approved:

Transaction Date	Reference Number	Catalog Number	Item Name	Quantity	Employee ID	Employee Name	Remark
2024-12-31	20241231-AD-001	ES1S-CS-TS001-027	Excel Asia T-Shirt Size:XL (Black)	1	ER1126	Md Samim Mia	Done