

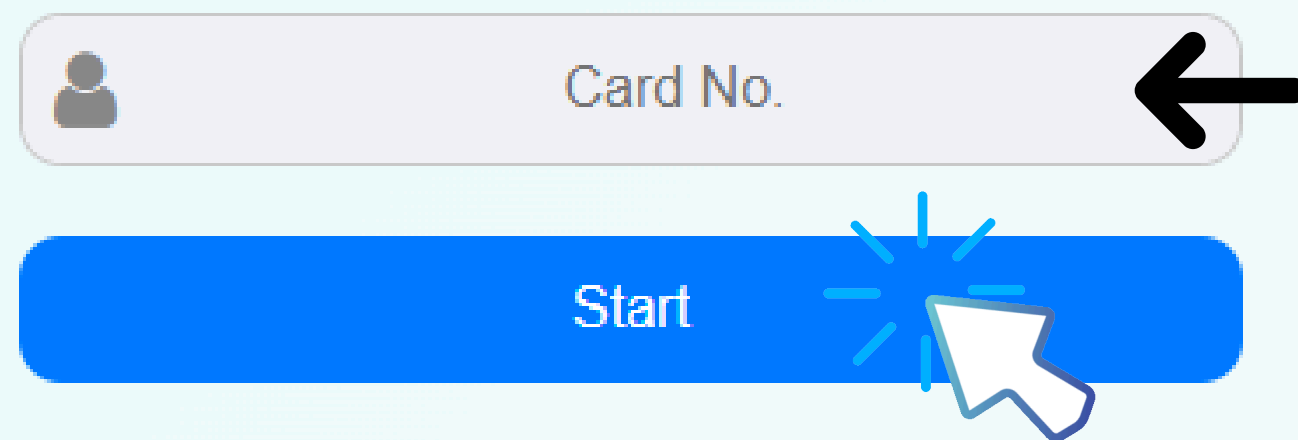


Training on Spare Part Request Management System

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Spare Part Request System



A user input field with a light purple background, rounded corners, and a thin border. On the left is a grey person icon. In the center is the text "Card No.". On the right is a large black arrow pointing left. Below the input field is a blue button with rounded corners and the word "Start" in white. A white mouse cursor with a blue outline is clicking the button, with several short blue lines radiating from the point of contact to indicate a click effect.

Insert your card
number here

Then, click on the
start button

Scan:

1

List



Scan or enter barcode

Quantity:

Enter quantity

Request for:

Select





Add Item

Reset

2

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

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	<div>3</div> <div>Select</div>
	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

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

Remark:

Additional Notes (or -)

Cancel

Submit

 ER1162

Scan:

List



ES1S-CH-CC001-002

4

Automatically add and scan catalog number

Quantity:

Enter quantity

5

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

Request for:

Select



Add Item

Reset

Image	Item Name	Category	Quantity	Request For	Date	Action
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Remark:

Additional Notes (or -)

Cancel

Submit

Scan:

List



Scan or enter barcode

Quantity:

1

Request for:

BT

Add Item

Reset

7

Then, **Scanned Item**
will display here

8

Button to **Remove**
scanned item

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

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

Scan:

List



Scan or enter barcode

Quantity:

Enter quantity

Request for:

Select



Add Item

Reset

Success! Your request has been submitted.

Reference Number: 20250106-IT-002



11

Image	Item Name	Category	Quantity	Request For	Date	Action
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User will receive **Reference Number** if the request has been **successfully** submitted.

Remark:

Additional Notes (or -)

Cancel

Submit

HOD will receive an Approved Transaction email after get approval from admin.

1 Approved Transaction = 1 Email

Approved Transactions - AD Department

Inbox x

esystem@excel-rim.com

to me

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

☆

😊

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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)

☆

😊

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⋮

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